

Intro To Prolog Manager

I. Setting Up a Project

- Connecting to Prolog Manager
- Setting Up Other Companies on a Project
- Importing Data from Other Sources
- Setting Up Cost Periods

II. Document Control

- Creating Drawing or Specification Logs
- Creating Drawing Packages
- Updating Multiple Drawings and Specifications
- Processing Requests for Information
- Creating Issues
- Logging Items in the Submittal Register
- Creating Submittal Packages
- Logging Transmittals and Correspondence

III. Tools

- Using Prolog today
- Using the Hotlist
- Using Auto Alerts
- Creating Dunning Letters

IV. Report Manager

- Using the Report Manager
- Running System Reports
- Creating a Report
- Creating a Run Time Record Filter

V. Query Manager

- Using Query Manager
- Creating and Running a Query
- Creating a More Complex Query

VI. Creating Contracts

- Creating a Prime Contract
- Creating a Subcontract

VI. Change Orders

- Creating a Potential Change Order
- Creating a Change Order Request
- Creating a Prime Contract Change Order
- Creating a Subcontract Change Order

VIII. Job Costs

- Working with Purchase Orders
- Recording a general Invoice
- Recording a Contract Invoice
- Creating an Application for Payment

IX. Field Administration

- Creating Daily Reports
- Tracking Material Inventory
- Inspections and Tests
- Using the Punch Lists