



Meridian Professional Services

# Prolog Essentials Training

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## Who Should Take This Course

This course provides an understanding of key Prolog features. It was designed for Meridian partners, clients, employees, and college professors, who need to understand:

- The benefits of using Prolog
- Options for business applications
- Configuration capabilities

### Prerequisites for the Prolog Essentials Course

- An understanding of the AEC industry
- Basic computer skills

## What You Will Learn

This course will provide you with a solid understanding of Prolog value, how to navigate within it, and how to use its business applications to increase efficiency, auditing, reporting and collaboration on any project.

### Objectives

After completing this course, participants will be able to:

- ✓ Understand the business value of Prolog Manager
- ✓ Navigate Prolog with Confidence
- ✓ Use Main Features of Prolog Manager
- ✓ Put Prolog Knowledge Into Action

## Topic Descriptions

### Prolog Essentials

#### Key Features Overview

Trainees will receive an introduction to each Prolog feature and understand important software components including deployment options, configuration and maintenance tools and database strategies.

#### Access and Navigation

Trainees will get the opportunity to navigate within the software and learn how to search the online Help.

#### Exploring Key Features

Key features will be explored with hands on exercises. Features include:

- Company Setup
- Bid Packages
- Requests for Information
- Meeting Minutes
- Drawings, Submittals and Transmittals
- Punch List

- Budgets
- Potential Change Orders
- Change Orders
- Contracts

Multiple productivity tools will be highlighted throughout the hands on exercises. Tools include:

- Dunning Letters
- Wizards (Bid Notices and Punch List)
- Quick Print
- HotLists
- Distribution Lists
- Auto Alerts
- Prolog Today
- Word Processing
- Messaging – E-mail

### **Configuration Capabilities**

Trainees will get the opportunity to create new users, edit field labels, set global options and create a project template.

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## Typical Agenda

This class is a combination of lecture, demonstration, hands-on practice, and discussion of how concepts and features learned will apply in the business workplace. Each class day includes breaks and lunch, resulting in a daily in-class time of approximately 7 hours.

<b>Day One</b>	<b>Introduction</b> <ul style="list-style-type: none"><li>○ Course Objectives</li><li>○ Prolog Manager Overview</li></ul> <b>Access and Navigation</b> <ul style="list-style-type: none"><li>○ Project Access and Navigation</li><li>○ Online Help</li></ul> <b>Exploring Key Features with Productivity Tools</b> <ul style="list-style-type: none"><li>○ Company Set Up and Dunning Letters</li><li>○ Bid Package and Send Bid Notices Wizard</li><li>○ Requests for Information and Quick Print</li><li>○ Meeting Minutes with HotLists and Distribution Lists</li><li>○ Drawings, Submittals and Transmittals with Auto Alerts and Prolog Today</li><li>○ Punch List and Punch List Wizard</li></ul>
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<b>Day Two</b>	<b>Exploring Key Features (Continued)</b> <ul style="list-style-type: none"><li>Cost Control Overview<ul style="list-style-type: none"><li>○ Budgets, Contracts and Financial Reports</li><li>○ Change Management and Word Processing</li></ul></li></ul> <b>Configuration Capabilities</b> <ul style="list-style-type: none"><li>○ Security</li><li>○ Nomenclature</li><li>○ Global Options</li><li>○ Portfolio Manager</li></ul> <b>Prolog Converge</b> <ul style="list-style-type: none"><li>○ Navigation (Workspaces, Views)</li><li>○ Data Entry</li><li>○ Collaboration</li><li>○ Project Documents</li><li>○ Insight</li><li>○ Reports</li><li>○ Configuration Options</li></ul> <b>Next Steps</b> <ul style="list-style-type: none"><li>○ Resources</li><li>○ Action Items</li></ul>
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