

# Prolog Introduction Training

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## Who Should Take This Course

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

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

### Prerequisites for the Prolog Introduction 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 the Prolog product suite
- ✓ Navigate Prolog with Confidence
- ✓ Use Main Features of Prolog
- ✓ Put Prolog Knowledge Into Action

## Topic Descriptions

### Prolog Introduction

#### 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:

- Project Files
- Requests for Information
- Meeting Minutes
- Drawings
- Submittals
- Bid Packages
- Budgets
- Potential Change Orders
- Change Orders
- Contracts
- Invoices

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

- Wizards (Bid Notices and Punch List)
- Insight Views
- Workflow
- Auto email notifications
- Linking Prolog records
- Word Merging
- Query Manager
- Report Manager

**Configuration Capabilities**

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

## 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> <i>8:30-4:30</i>	<b>Introduction</b> <ol style="list-style-type: none"><li>1. Course Overview</li><li>2. Objectives</li><li>3. Prolog Product Suite</li></ol> <b>Access and Navigation</b> <ol style="list-style-type: none"><li>1. Menu and Navigation Bars</li><li>2. Portfolio, Project, Insight and Reports</li><li>3. Online Help</li></ol> <b>Prolog Converge – Document Control</b> <ol style="list-style-type: none"><li>1. Project Files</li><li>2. Requests for Information</li><li>3. Workflow</li><li>4. Drawings and Specifications</li><li>5. Drawing Batch Update Wizard</li><li>6. Submittal Management</li><li>7. Meeting Minutes</li><li>8. Report Query Designer</li></ol> <b>Prolog Converge – Purchasing</b> <ol style="list-style-type: none"><li>1. Bid Packages</li><li>2. Award Contract Wizard (Prolog Manager)</li></ol>
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<p><b>Day Two</b> <i>8:30-4:30</i></p>	<p><b>Prolog Manager – Cost Control</b></p> <ol style="list-style-type: none"><li>1. Budgets</li><li>2. Budget Reports</li><li>3. Budget Queries</li><li>4. Query Manager</li><li>5. Report Manager</li><li>6. Contracts</li><li>7. Change Management</li><li>8. Invoices</li></ol> <p><b>Prolog Mobile – Field Admin</b></p> <ol style="list-style-type: none"><li>1. Daily Reports</li><li>2. Request for Information</li><li>3. Project Plan</li><li>4. Checklists</li><li>5. Material Tracking</li></ol> <p><b>Prolog Manager – Configuration Capabilities</b></p> <ol style="list-style-type: none"><li>1. Security</li><li>2. Nomenclature</li><li>3. Global Options</li></ol> <p><b>Next Steps</b></p> <ol style="list-style-type: none"><li>1. Resources</li><li>2. Action Items</li></ol>
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