



## Meridian Prolog Manager Version 7.2 Table of Contents

Description	Admin	PM	Super
<b>DAY 1</b>			

### Prolog Manager Basics

About .pmd Files	X		
About .pmo Files	X		
Navigating the Prolog Manager Window	X	X	X

### Lesson 1 : Setting up a project

A: Creating a New Project File	X		
B: Setting up other Companies on a Project	X	X	X
C: Importing Data from Other Sources	X	X	
D: Setting up Cost Periods	X	X	

### Lesson 2: Security Manager

A: Setting up Security for Users	X	X	X
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### Lesson 3: Document Control

A: Creating Drawings & Specification Logs	X	X	
B: Creating Drawing Packages	X	X	
C: Updating Dwgs & Specs in a Package	X	X	
D: Processing Requests for Information	X	X	
E: Creating Issues	X	X	
F: Logging Submittal Items in the Register	X	X	
G: Creating Submittal Packages	X	X	
H: Transmittals and Correspondence Log	X	X	

### Lesson 4: Tools

A: Using Prolog Today	X	X	X
B: Using the Hotlist	X	X	X
C: Running Auto Alerts	X	X	X
D: Creating Dunning Letters	X	X	X

### Lesson 5 : Report Manager

A: Using Report Manager	X	X	X
B: Running System Reports	X	X	X
C: Creating a Report	X	X	X
D: Creating a Run-Time Record Filter	X	X	X

### Lesson 6: Query Manager

A: Using Query Manager	X	X	X
B: Creating and Running a Query	X	X	X
C: Creating a More Complex Query	X	X	X

### Lesson 7: Creating Contracts

A: Creating a Prime Contract	X	X	
B: Creating a Subcontract	X	X	

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### Lesson 8: Change Orders

A: Creating a Potential Change Order	X	X	X
B: Creating a Change Order Request	X	X	
C: Creating a Prime Contract Change Order	X	X	
D: Creating a Subcontractor Change Order	X	X	

### Lesson 9: Job Costs

A: Working with Purchase Orders	X	X	X
B: Recording a General Invoice	X	X	X
C: Recording a Contract Invoice	X	X	
D: Creating an Application for Payment	X	X	

### Lesson 10: Word Processing

A: Using Mail Merge	X	X	X
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### Lesson 11: Superintending

A: Creating Daily Reports	X		X
B: Tracking Material Inventory	X	X	X
C: Inspections and Tests	X	X	X
D: Using Punch Lists	X	X	X

### Exercise 1: Document Control

A: Closeout Log	X	X	
B: Conversation Log	X	X	X
C: Meeting Minutes	X	X	X

### Exercise 2: Field Administration

A: Field Work Directives	X		X
B: Safety Notices	X		X
C: Notices to Comply	X		X

### Exercise 3: Administration

A: Crew Setup	X		X
B: Employee Setup	X		X

### Exercise 4: Linked Files

A: Linking External Files	X	X	X
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### Exercise 5: Creating Templates

A: Creating a PM Writer Template	X	X	X
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### Appendix A: Toolbars

A: Standard Toolbar	X	X	X
B: Form Buttons Toolbar	X		
C: Word Processor Toolbar	X	X	X
D: Seagate Crystal Reports Preview Toolbar	X		

### Appendix B: System Auto Alerts

A: Auto Alerts List	X	X	X
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