

## Prolog® Administration

- Delivery Method:** Instructor-led eTraining
- Duration:** (2), (2) hours sessions
- Course Description:** This course provides interactive instruction of the fundamentals you need to use the Prolog® Manager Administrator features to maintain Prolog Manager 2008 Databases and Projects. All instructors are experienced AEC industry professionals who can relate to your needs and answer your questions.
- Pre-requisites:** A basic familiarity with the standard features of Microsoft Windows© based computer applications.

### Lessons

#### Access and Navigation

1. Accessing Prolog® Manager
2. Prolog® Manager Main Window
3. Data Entry Forms
4. Creating a New Record
5. Using List Views
6. Getting Help and Support in Prolog® Manager
7. Review Questions

#### Database Administration

1. Prolog® Manager Administrator Overview
2. Database Strategy
3. Installation File Information and Locations
4. Prolog® Administrator
5. Creating a Database
6. Archiving a Database
7. Importing a Project
8. Compacting a Database
9. Connecting to a Database
10. Backing Up a Database
11. Restoring a Database
12. Creating a Template
13. Review Questions

#### Security Manager

1. Security Manager Overview
2. Getting Around Security Manager
3. Users and User Groups
4. Feature Permissions
5. Data Group Permissions
6. Record Set Permissions
7. Project Permissions, Options and Passwords
8. Verifying Security Settings
9. Review Questions

### Configuration and Setup

1. Setup and Configuration Overview
2. Company Setup
3. Import and Export
4. Options
5. Prolog® Nomenclature
6. Messaging
7. Customizing the Switchboard/Navigation Pane
8. Customization Manager
9. Review Questions