

Field Administration

- Delivery Method:** Instructor-led eTraining
- Duration:** (2), (2) hours sessions
- Course Description:** This course provides interactive instruction of the fundamentals you need you need to use the Field Admin module of Prolog® Manager 2008. The course is designed to emulate the progression of a construction project using Prolog® Manager. All instructors are experienced AEC industry professionals who can relate to your needs and answer your questions.
- Pre-requisites:** Successful completion of Prolog® Essentials is suggested

Lessons

Introduction

1. About Prolog® Manager
2. About Field Admin
3. Course Objectives
4. Personas

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

Daily Construction Reports, Notices to Comply, Safety Notices & Field Work Directives

1. Daily Construction Reports Overview
2. Creating Daily Work Journal
3. Adding a Cumulative Event
4. Entering Daily Details – Weather and Visitors
5. Daily Construction Reports
6. Notices to Comply Overview
7. Creating a Notice to Comply
8. Reviewing Notice to Comply Reports
9. Managing Notices to Comply Not Complete
10. Safety Notices Overview
11. Creating a Safety Notice
12. Reviewing Safety Notices Reports
13. Managing Safety Notices Not Complete
14. Field Work Directives Overview
15. Creating a Field Work Directive
16. Reviewing Field Work Directive Reports
17. Review Questions

Inspections and Tests

1. Inspections and Tests Overview
2. Scheduling Inspections and Tests
3. Logging Inspection and Test Results
4. Creating a Quality Control Checklist
5. Inspection and Tests Reports
6. Review Questions

Material Inventory

1. Material Inventory Overview
2. Create a Material Inventory Record and Link it to a Purchase Order
3. Tracking Delivery and Installation of Material Items
4. Material Inventory Reports
5. Review Questions

Punch List

1. Punch List Overview
2. Creating a Punch List Record
3. Using the Punch List Batch Update Wizard
4. Punch List Reports
5. Review Questions