

Purchasing

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 Purchasing 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 Purchasing
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

Purchasing

1. Purchasing Overview
2. Process Overview
3. Buyout Items
4. Buyout Groups
5. Addendum Setup
6. Contract Attachments
7. Compiling a Bid Package
8. Bid Packages – Details
9. Linking Buyout Items to a Bid Package
10. Entering Inclusions and Exclusions
11. Adding Alternates
12. Linking Drawings and Specifications
13. Linking Contract Attachments and Addenda
14. Adding Special Pricing
15. Selecting Bidders
16. Sending Invitations to Bid
17. Receiving Bids and Maintaining Bid Data
18. Bid Package Analysis Tab
19. Using the Award PO/Contract Wizard
20. Reviewing Bid Packages Reports
21. Review Questions