

Prolog® Query and Report Manager

- Delivery Method:** Instructor-led eTraining
- Duration:** (1), (2) hours sessions
- Course Description:** This course provides interactive instruction of the fundamentals you need to apply filters or queries to reports or records using Query Manger and Report Manager functions in 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 Query Manager & Report Manager
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

Query Manager & Report Manager

1. Query Manager & Report Manager Overview
2. Query Manager vs. Report Manager
3. Data Groups
4. Query Manager
5. Getting Around Query Manager
6. Operators
7. Running System Queries
8. Creating Query Groups
9. Creating a Query – From and Existing Query
10. Settings for Auto Alert Queries in Prolog® Today
11. Creating a Query – From Scratch
12. Queries, Variables and the Dunning Letter Wizard
13. Report Manager
14. Getting Around Report Manager
15. Running System Reports
16. Adding or Changing a Logo
17. Creating a Report Group
18. Modifying Reports in Prolog® Manager
19. Review Questions