

Prolog Tips & Tricks

Anthony J. Colatorti, Sundt Construction Craig DiGiorgi, Division of Capital Asset Management Shelley Check-Furtaw, Walbridge



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Anthony Colatorti
Vice Assistanology Calgern pfc Soprimen Totti Cogn Strunct Cogn Intruction, Inc.





Sundt Construction, Inc.

Sundt is one of the 100 largest construction companies in the country and a recognized industry leader. The company is owned entirely by its approximately 1,500 employees. The firm is headquartered in Tempe, AZ and has offices in Tucson, AZ; San Diego and Sacramento, CA; Cary, NC; Albuquerque, NM; and San Antonio and El Paso, TX. Sundt builds a variety of projects for both public and private clients throughout the United States.





	THE TOP 400 LIST							
RA	NK	2011						
2012 2011		FIRM	NEW CONTRACTS					
56	**	M+W U.S. Inc., Watervliet, N.Y.	971.8					
57	53	635.5						
58	45	Sundt Construction Inc., Tempe, Ariz.	1,523.6					
59	58	Alberici Corp., St. Louis, Mo.†	1,268.9					
60	54	ValleyCrest Landscape Cos., Calabasas, Calif.	850.0					
61	52	Clayco Inc., St. Louis, Mo.†	900.0					



Increased Use = Increased Admin

With the increasing use of Prolog Converge notifications to monitor data and activities within the projects at all levels, there becomes an exponential growth of administrative tasks necessary to keep all informed.

Add setup items to Project Template

- Corporate Users (and User Groups)
- Distribution Lists
- Prolog File Management Folders



Adding Corporate Level Users and System User Groups

- Safety Admin
- Quality and Safety Managers
- Operations Managers
- Executive Level Management
- Others

Concerns

- User Groups in Template Match User Groups in Production DB.
- Both Name and ID
- Avoid User Groups, User Groups2, User Groups3...

Recommend

Role based rather than User Level security.



GUID

ca6b439b-34ff-

4b4daf65-3ade-

17169203-2307-

7fabac93-1088-

bba8b018-cf22-

9c20b459-d3d9-

127cf035-57c8-.

339cc887-3d89-

d6351af2-3572-

0d2f98ec-c999-

391ae6b9-a05a-3a337dfe-3770-

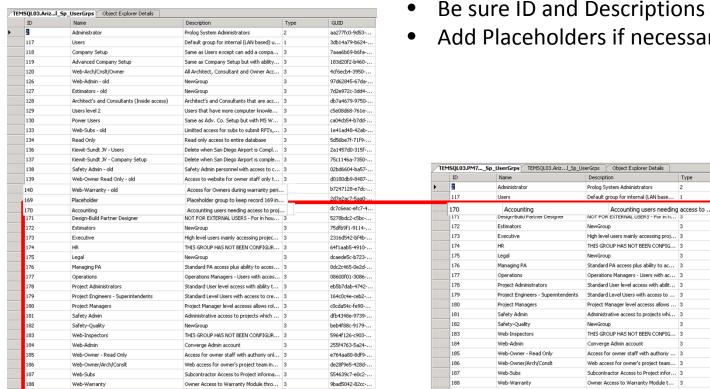
7d0795ce-3d85-

0ae5d4e6-bd3c-

f3ad8540-79b9-.

Coordinating Databases with Template

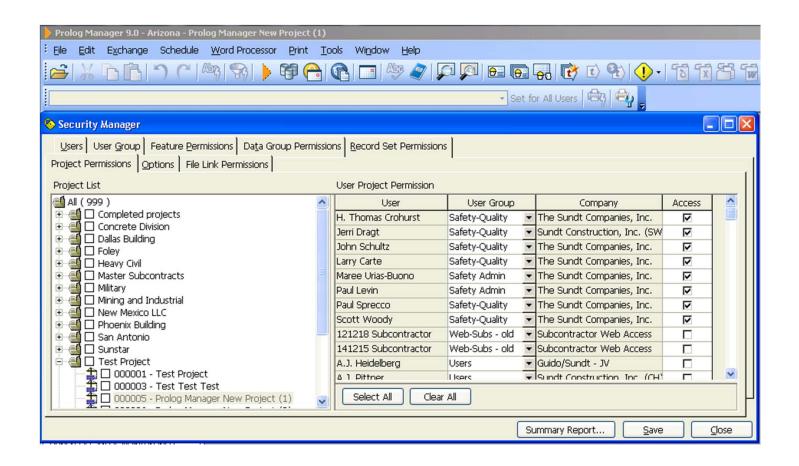
IF your template is in a separate database than your projects, ensuring your security groups have the same group ID and description, will avoid issue of User Group1, User Group2... etc.



Add Placeholders if necessary



Adding Corporate Level Users and System User Groups





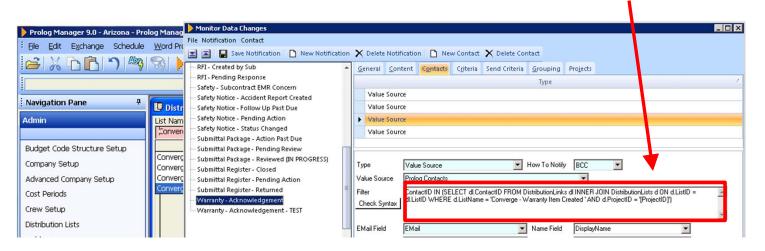
Add Distribution Lists

For specific project team members intended to be accessed by Converge notifications.

Benefits to Converge/Prolog Users/Admin

- Ensures all lists are spelled correctly for access by notifications.
- Eliminates set-up step/training for end users.
- Allows project teams to manage recipients.

Thanks Jordan!!!





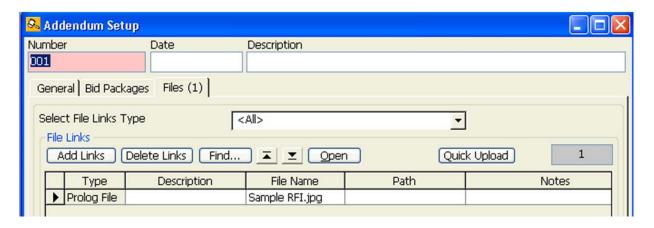


Prolog File Management Folders

Upload a file to one record in every data group in your project template.

Benefit to end users.

- Users can see and anticipate where files will be stored.
- Less likely to create their own folders which will then become a second data silo.
- Ensures organizational consistency.

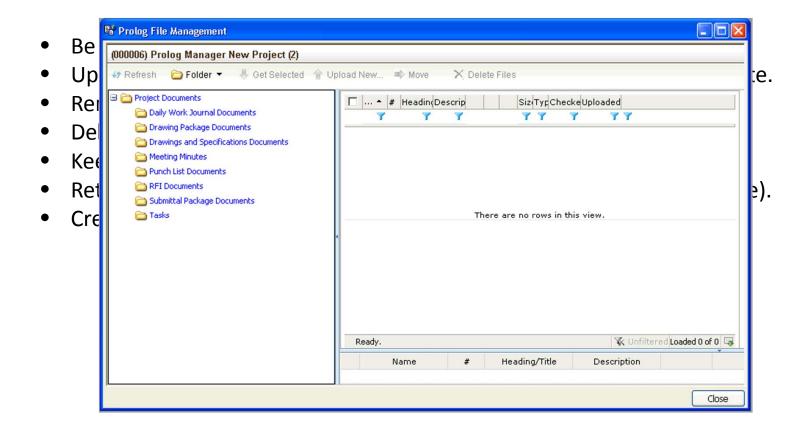






Prolog File Management Folders

Creating Prolog File Management Folders in Template:





Recap

Add users requiring access to many Projects.

- Eliminates Admin time in setting up user access.
- Eliminates the gaps during project setup
- Allows greater distribution of hyperlinked notifications.

Set up distribution lists for all projects.

- Eliminates setup for each project.
- Eliminates potential for spelling errors.
- Eliminates training at a potentially inconvenient time for end users.

Add all Prolog File Management Folders.

- Minimizes Rouge Folders.
- Maintain Organizational Consistency.



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Data Entry Alternatives

Craig DiGiorgi
DCAM Applications Systems Manager,
Commonwealth of Massachusetts

Data Entry Alternatives

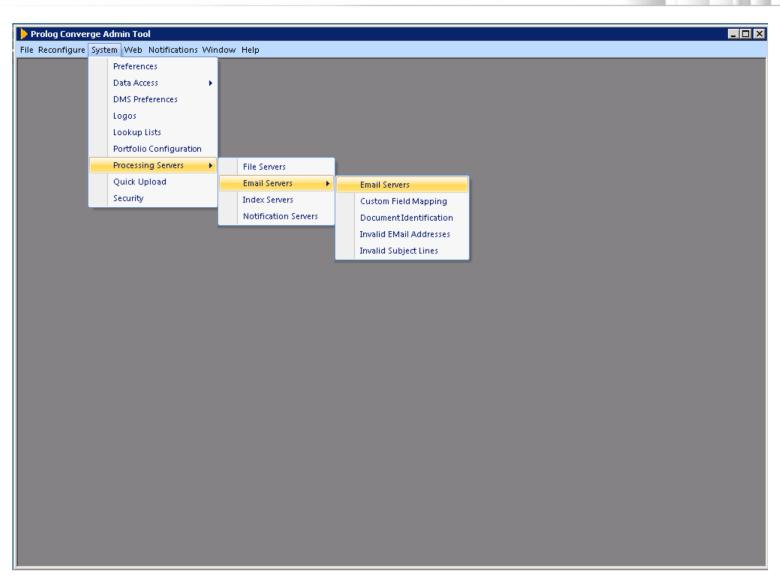


Prolog Converge 9.5 and Microsoft Office

Prolog Converge 9.5 now includes the capability to capture data from Excel and Word. Once configured in the admin system, this is a powerful but easy to use tool. Let's take a look at the steps to configure Converge.

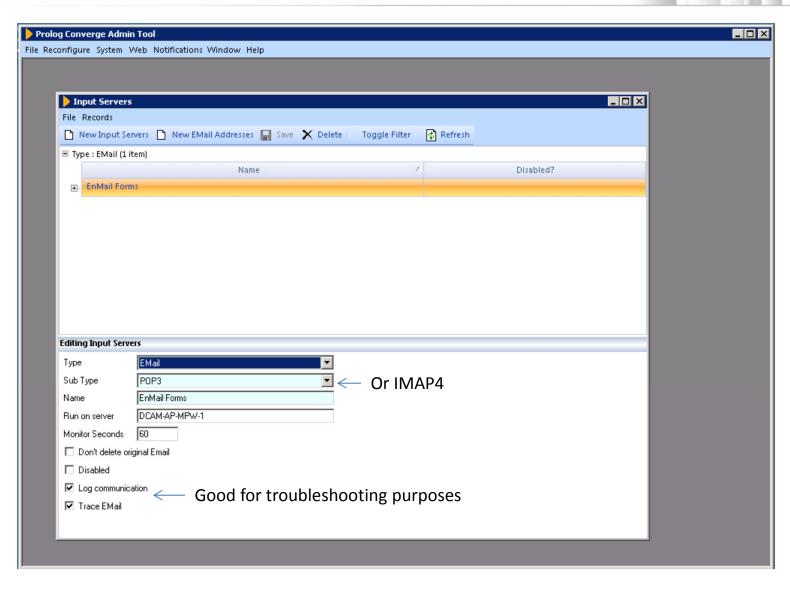






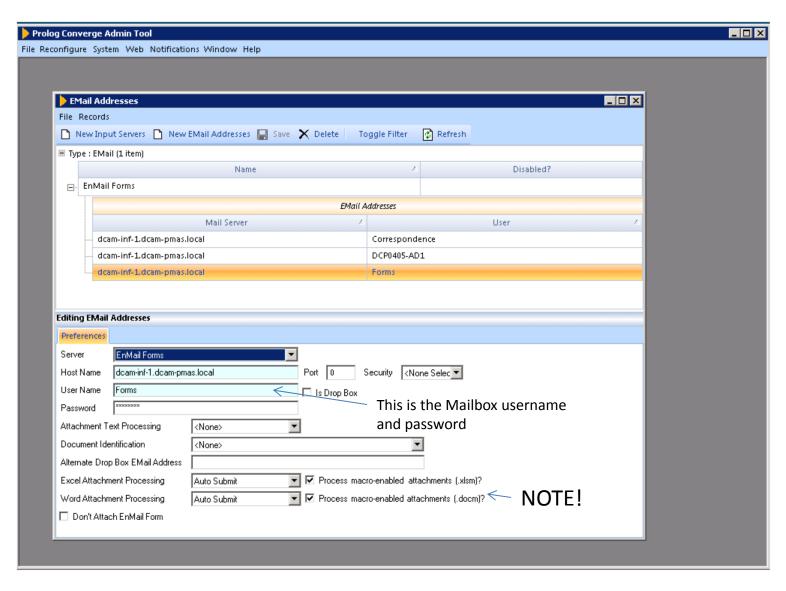












Data Entry Alternatives



On to the Spreadsheet!

Important Notes!!

- Tables and fields in the forms directly correlate with Prolog Tables and Fields
- You need the Prolog Project ID (or PEProjectID if using multiple portfolios)
- You also need knowledge of Dropdown lists, name manager and hiding fields in a spreadsheet.

Let's Mail it in!



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Tips & Tricks

Prolog Manager – v9.2

- Headers and Footers in MS Word Templates
- Change a Budget Code on a locked SCO
- Contract Number in PCO
- Queries

Prolog Converge – v9.2

- Retain User Information Tracking
- File Management System

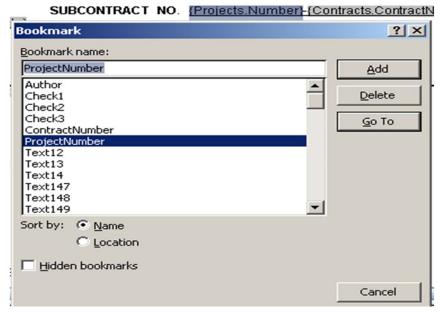


Headers/Footers

Author: <u>Don Mascot</u> Approved by:	Date: 9/4/2012	Revision No. 25-03/2011	
WALBRIDGE/DIG JOINT VENTURE		SUBCONTRACT 7-7608-BP16	

Add a bookmark, the field you want to use must be in the template

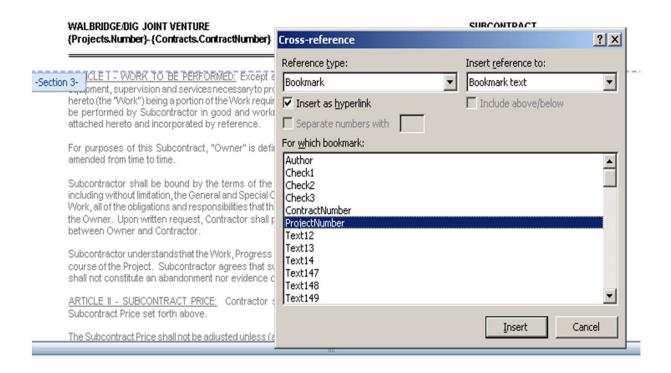






Headers/Footers

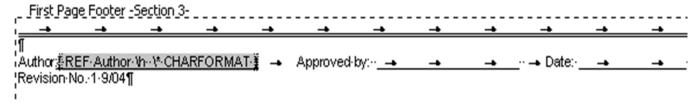
Insert a Cross – reference





Headers/Footers

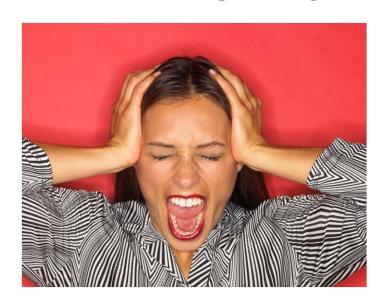
Reformat, as needed



- Right click on the field and select Toggle Field Codes
- Replace MERGEFORMAT with CHARFORMAT
- Right click on the field and select Toggle Field Codes

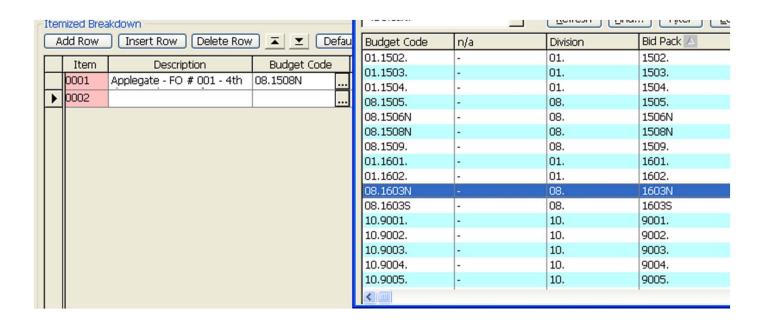


Have a SCO with the wrong Budget Code?





Add Row, Select correct Budget Code





Place cursor in the previous cell, tab to the new budget code

Ctrl –C copy correct budget code

	Item	Description	Budget Code		Company	
	0001	Applegate - FO # 001 - 4th	08.1508N		Applegate, Inc	
•	0002		08.1603N			

Use arrow key to move to the incorrect budget code

	Item	Description	Budget Code		Company	
•	0001	Applegate - FO # 001 - 4th	08.1508N		Applegate, Inc	
	0002		08.1603N			



Ctrl-V paste new budget code

	Item	Description	Budget Code		Company		
1	0001	Applegate - FO # 001 - 4th	01 - 4th 08.1603N		Applegate, Inc		
	0002		08.1603N				

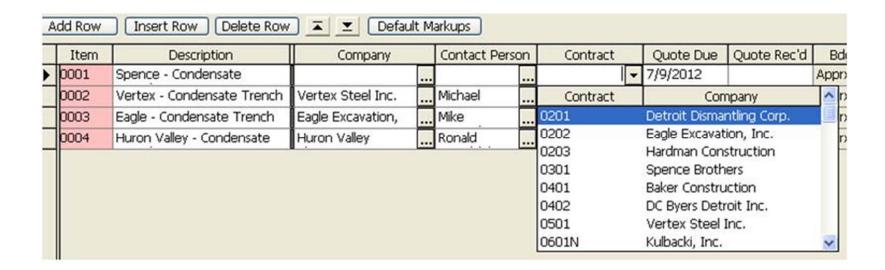
Delete extra line Click Save





Contract Number-PCO

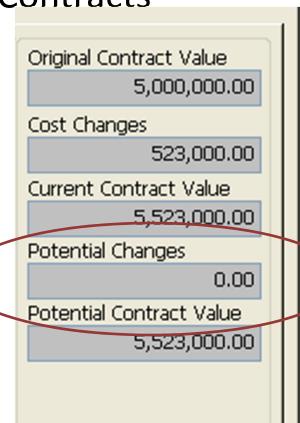
Tired of Scrolling the Contact Pick List?





Contract Number-PCO

PCO Summary located on the General Tab of Contracts



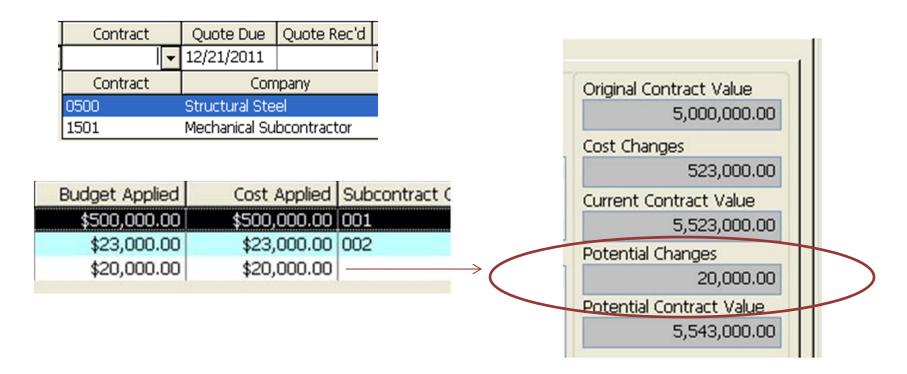
Budget Applied	Cost Applied	Subcontract (
\$500,000.00	\$500,000.00	001
\$23,000.00	\$23,000.00	002
\$20,000.00	\$20,000.00	

Potential Changes \$20,000.00



Contract Number-PCO

Select the Contract Number in the PCO





Standard Queries

Potential Change Orders –PCO

Contracts





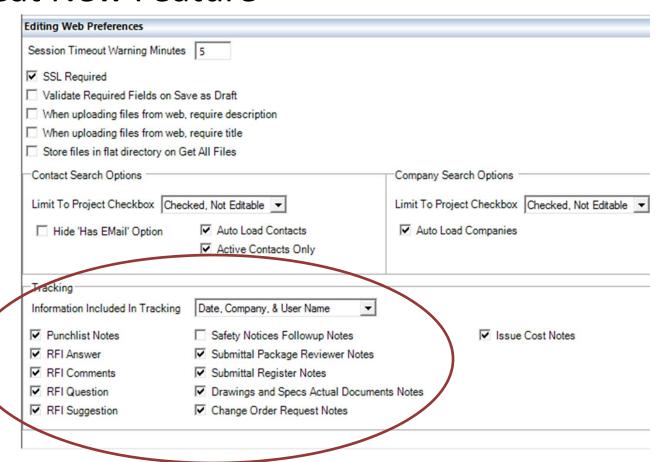
Standard Queries-PCO

Allocations

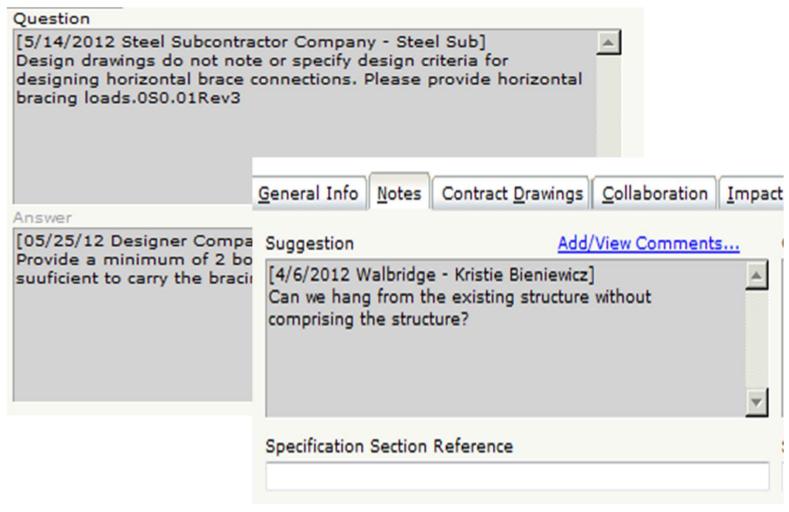
Allocations								\downarrow	Dis	tinct rows only
	Select	Linked	Potential CO	Item Number	Company ID	Budget Code	Budget Allocation	Cost Allocation 🛆	Budget Applied	Cost Applied
		0	0024	0001	64513	04.0301.	Apprx Rev	Apprv Cmmt	\$1,699.00	\$1,699.00
		0	0025	0001	62147	06.0701.	Appr Rev	Apprv Cmmt	(\$45,300.00)	(\$45,300.00)
		0	0026	0001	65229	09.1101.	Appr Rev	Apprv Cmmt	(\$121,392.00)	(\$121,392.00)
		0	0030	0001	63054	02.0201N	Appr Rev	Apprv Cmmt	\$7,753.00	\$7,753.00
		0	0013	0002	9001	10.9001.	Appr Rev	Apprv Cmmt	(\$2,301.00)	(\$2,301.00)
		0	0034	0001	63054	02.0201N	Appr Rev	Apprv Cmmt	\$75,108.00	\$75,108.00
		0	0035	0001	63054	02.0201N	Appr Rev	Apprv Cmmt	\$2,810.00	\$2,810.00
		0	0039	0001	63054	02.0201N	Appr Rev	Apprv Cmmt	\$1,921.00	\$1,921.00
		0	0016	0001	62151	09.0901N	Appr Rev	Apprv Cmmt	\$1,121.00	\$1,121.00
		0	0044	0001	63806	08.1603S	Appr Rev	Apprv Cmmt	(\$5,516.00)	(\$5,516.00)
		0	0045	0001	63806	08.1603S	Appr Rev	Apprv Cmmt	\$1,495.00	\$1,495.00
		0	0048	0001	62365	03.0203.	Appr Rev	Apprv Cmmt	\$2,919.00	\$2,919.00
		0	0019	0003	63806	08.1603S	Appr Rev	Apprv Cmmt	(\$940.00)	(\$940.00)

User Information Tracking Systems 2012

Great New Feature

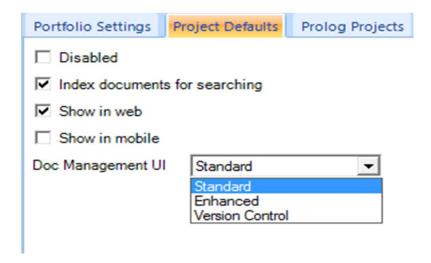


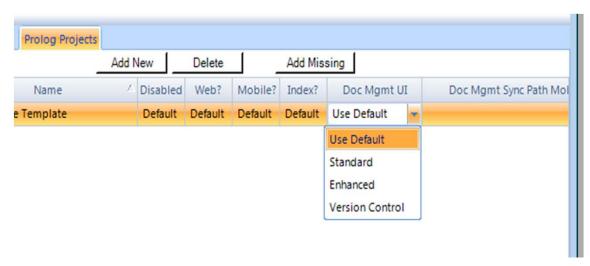
User Information Tracking Systems 2012



File Management System USTOMER SUMMIT 2012

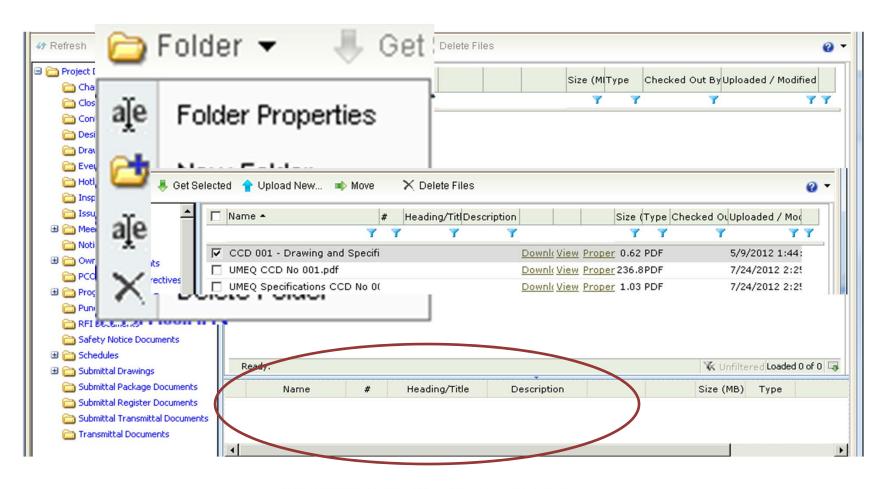
- Standard
- Enhanced
- Version Control





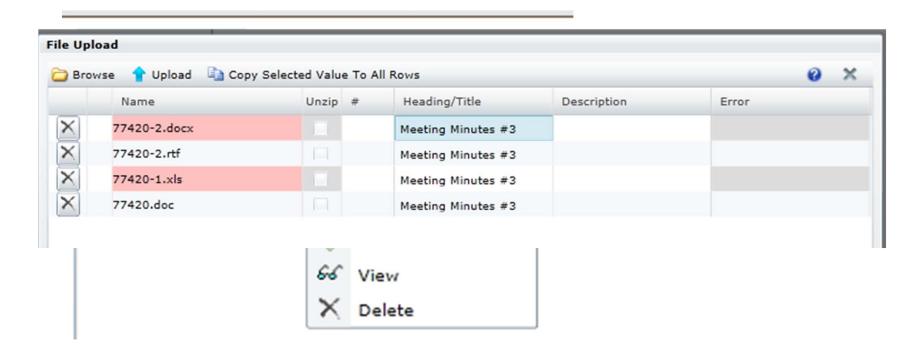


Standard- HTML user -interface



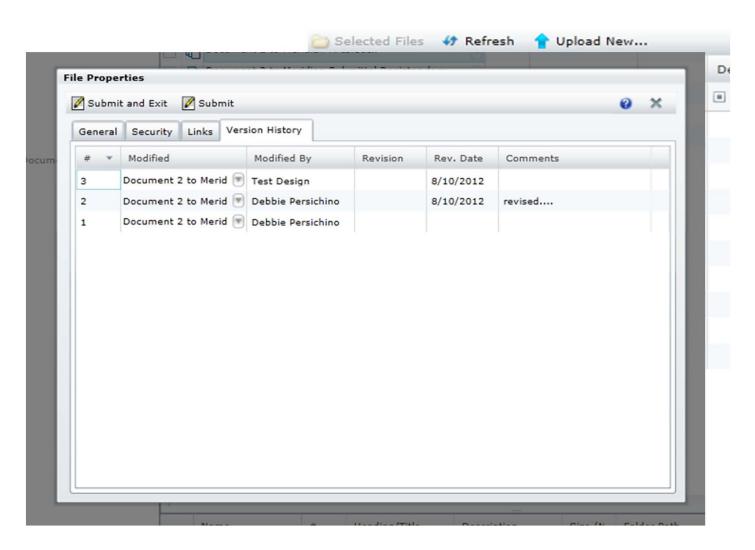


Enhanced-Microsoft Silverlight



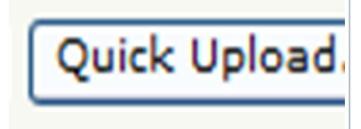
File Management System System SUMMIT 2012

Version Control-Microsoft Silverlight





New Feature







Questions

