

# PROLOG ► Manager



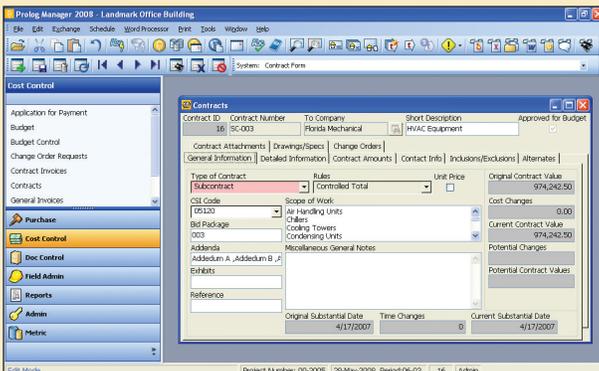
## The Industry Standard for Construction Project Control and Transparency

Prolog® Manager is a Windows-based project management application offering the most complete system of record for capturing and managing project information, from the field to the back office, for project managers accountable for construction costs, scope and schedules. With features including collaboration, purchasing management, cost control, document management and field administration capabilities, Prolog is designed to match today's industry processes, while being adaptable to meet individual project requirements.

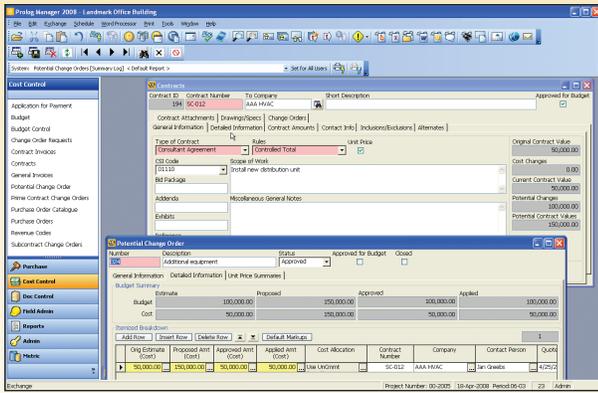
Project-based organizations within AEC, Commercial, and Public sector industries use Prolog to improve top-line revenue growth while reducing their capital construction costs. Prolog Manager helps general contractors, engineering firms, building owners and public agencies efficiently manage all critical project data in one central software system, ensuring project management best practices are followed. With Prolog Manager, your project team members can quickly identify and mitigate potential areas of risk—before they impact project delivery performance or your bottom line.

### Benefits

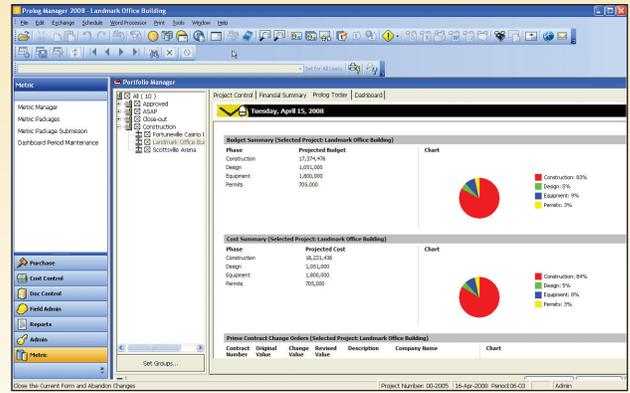
- ▶ Track key performance indicators to monitor all levels of project performance using metrics and dashboards
- ▶ Quickly view and manage selected projects or groups of projects; create multi-project reporting, and access charts showing project budget, costs and contract status
- ▶ Manage budgets, commitments, costs, savings and overruns with detailed cost control functionality
- ▶ Track change orders and see their impact on budgets and costs
- ▶ Access 450 standard reports out of the box or generate unique reports that meet your individual business needs
- ▶ Easily create, distribute and analyze bid packages and buyout items to streamline your procurement processes
- ▶ Effectively manage daily work journals, crews, inspections, punch lists and other quality control tasks in a centralized tracking system
- ▶ Enhanced file linking capabilities allow you to quickly link files to Prolog records



*Prolog Manager has an expandable and collapsible menu design, and a navigation bar with large, easy-to-understand icons.*



Track Key Performance Indicators (KPIs) to monitor all levels of company profitability, efficiency and performance.



View a real-time summary of your project cost and document control with Prolog Today.

## Executive Dashboard

Feature	Advantage
Dashboards	Configure and customize multiple levels of metrics and track results at the corporate, project, or individual level
Metric Manager	Run metrics on a portfolio of projects with a single click; save time from entering individual projects and packages
Dashboard Period Maintenance	Configure predefined time periods to collect data (weekly, monthly, quarterly)
Dashboard Summary Tab in Portfolio Manager	Group individual metrics into Summaries to collect data on individual or multiple projects at the same time
Metric Package Submission Forms	Create metrics; gather and organize data; easily summarize and report on performance results
Metric Packages	Post results of summaries and make available for analysis, review and approval

## Report Manager

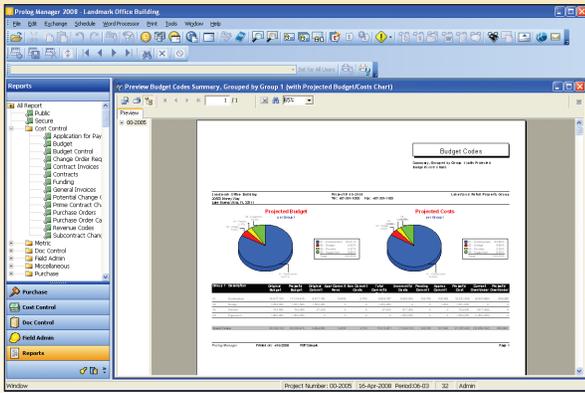
Feature	Advantage
Batch Reporting	Print groups of reports for simple, routine reporting
Exports Directly to PDF or XML	Easily distribute all report output using the Internet and email
Access to More Than 450 Reports	Get all the information you need when you want it
Full filtering and grouping	Selectively view the information that's important to you
Extensive report customization capability	Generate reports that meet your individual business process needs

## Document Control

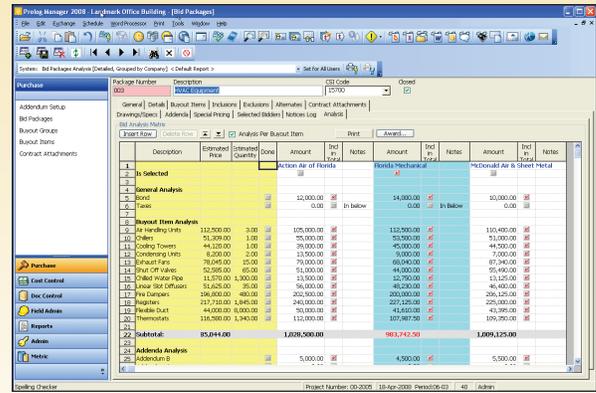
Feature	Advantage
Auto Alerts	Stay alert to critical follow-up items
Drawing Packages	Manage content, status and transmittal of drawing packages
HotList	Track follow-up items
Drawings and Specifications	Log and track revisions on all drawings and specifications
Dunning Letters	Stay on top of all issues and reduce risk by maintaining an audit trail
Issues	Create an issue history to record all information related to specific issues
Meeting Minutes	Reduce problem resolution time by sharing meeting information more quickly
Requests for Information	Reduce response time and impact on project schedule
Submittal Packages	Improve submittal response times
Submittal Register	Track required submittals to improve timeliness
Transmittal Queue	Save time by scheduling transmittals to the printer or fax

## File Management

Feature	Advantage
File linking	Enhanced file linking capabilities from all Prolog documents.
Drag & Drop	Drag and drop files from your desktop to quick upload folders in the File Management System
Utilize Quick Upload	Quickly upload and link files stored in the File Management System to Prolog records* (requires Prolog Converge)
Enhanced URL linking	Easily link Prolog records to external documents stored in systems such as MS Sharepoint
File Export	Improved file export from File Management system to view and manage files outside of the Prolog System



Run budget reports with charting for effective communication.



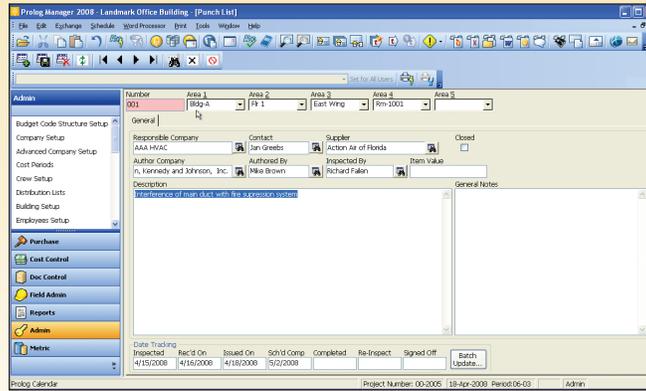
Manage competitive bidding process and analysis across multiple projects.

## Procurement Control

Feature	Advantage
Advanced	Company Setup: Improve record keeping; track detailed information, including qualifications, certifications and contract history
Buyout Groups	Group buyout items into logical groups or systems for cost analysis
Addenda	Manage pre-bid scope; track addenda for all bid packages affected
Award Bid Package Wizard	Eliminate double entry in procurement and contract management
Bid Analysis	Analyze all bidders using one easy-to-use matrix
Bid Packages	Manage buyout more efficiently; track all scopes of work as bid packages
Buyout Items	Eliminate scope errors; track all items to procure for each project
Contract Attachments	Log all contract attachments that bidders are responsible to acknowledge
Select Bidder Wizard	Increase choice of bidders; search for companies that meet your qualifications
Send Notices Wizard	Facilitate communication with bidders; send bid invitations and quote requests via email or fax

## Cost Control

Feature	Advantage
Budget	Manage budgets, commitments, costs and savings/overruns
Change Order Requests	Reduce change order request cycle
Budget Control Log	Identify exposures, trends and budget transfers
Change Orders	Record changes in Prolog Manager for instant budget updates
Applications for Payment	Save time; generate requisitions from invoices and change orders
Contracts	Write contracts faster using Microsoft Word
Expenditure Authorizations and Funding Assignments	Run reports by account or funding source to determine dollars spent from each source
Invoices	Update the cost-to-date project budget with automatic invoice recording
Potential Change Orders	Integrate change management directly into the budget and contracts
Purchase Orders	Write purchase orders faster; use material catalogue for quick PO generation
Revenue Codes	Learn revenue sources through tracking reports



Effectively manage daily work journals, crews and equipment, events, inspections, tests, safety notices, punch lists and other quality control tasks in a centralized tracking system within Prolog Manager.

## Field Administration

Feature	Advantage
Calendar	Keep track of events and other significant dates in your project
Closeout Log	Manage closeout tasks to complete the project more quickly
Crew/Employee Tracking	Track man hours and electronic time sheets
Daily Details	Record weather and general conditions for each project
Daily Work Journal	Record daily construction activities
Events	Track production and milestone events
Field Work Directives	Reduce risk of surprise changes (for authorized work)
Inspections and Tests	Verify compliance with required inspections and tests
Material Inventory	Document all deliveries and associated inventory
Notices to Comply	Increase quality control on a project
Punch List Tracking	Reduce time required to complete a punch list
Safety Notices	Reduce safety violations and accidents through safety management

## Email Logging

Feature	Advantage
Dedicated Project Email	Prevent lost information by keeping important emails in a central project database. Search, find and use email information in reports, queries, and building issues
Attachments	Team members can forward their emails, along with any attachments to a dedicated project email account
Email Logs	Establish a project communication history and immutable audit trails
Security Manager	Keep information secure by easily managing access to project email database
Email Protocol	SMTP and MAPI, allowing Prolog Manager to work with just about any email system
Compatibility	Microsoft Exchange/Outlook, Lotus Notes/Domino and many others

## System Requirements

See *Prolog Technical Reference Guide* for more details.

- ▶ **Hardware:** Any hardware that can host a supported Operating System with reasonable performance and responsiveness. Better performance is achieved with faster processors and more memory.
- ▶ **Desktop Operating System:** Windows XP (SP2 or later), Windows 7, Windows 8, Windows 8.1
- ▶ **Server Operating System:** Windows Server 2003, Windows Server 2008, Windows Server 2012 R2
- ▶ **Database Server:** SQL Server 2008 R2, SQL Server 2008 R2SP1, Express Edition or SQL Server 2012
- ▶ **Virtualization (optional):** Hyper-V or VMWare



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