

Prolog Data Entry Request Form Instructions

Please use the Prolog Data Entry Request Form for all Prolog data entry requests moving forward. The form reflects the information PMO needs to complete your requests and to include updated information for your projects.

Please note the following items when filling out the form:

1. **Include all of the information for the fields that are titled in ORANGE for all requests. Incomplete forms will be rejected.**
2. Select **Project Creation** in the Type of Request field if you are requesting that a new project be created in Prolog.
3. Select **Project Access** in the Type of Request field if you are requesting access to an existing project in Prolog for a vendor contact or DGS personnel (including DGS consultant PM's).
4. Select **Project Transfer** in the Type of Request field if you are requesting to have the project transferred to a new DGS PM in Prolog.
5. The **Prolog Project Name** is the name of the project **as it appears in Prolog**. For Stabilization or Miscellaneous contracts, enter the name of the Stabilization or Miscellaneous project that contains (or will contain) your contract **as it appears in Prolog**.
6. Enter the **Prolog Project Address as it appears, or will appear in Prolog**. If it is (or will be) a Stabilization or Miscellaneous project the address is usually "Various" or "Multiple" or similar.
7. Enter the **Building Name** for the project location. This is only place where you'll enter the name of the School, Rec Center or similar when it is a Stabilization or Miscellaneous project.
8. Select the **Project Status** from the drop-down list.
9. **Enter DGS as the vendor in the Company Information section if the request is for DGS PM staff (includes DGS consultant PM's).**
10. DGS consultant PMs/APMs should select **DGS PM/APM** as their access type for all requests. CM access is for 3rd party **construction managers hired for specific projects**.
11. **Project Creation and Project Transfer** requests require Cluster Leader signature. All other requests require DGS PM Signature.
12. If the person that you are requesting Prolog access for requires Prolog training select **YES** from the drop-down for the **Prolog Training Required?** Field. Otherwise, select **NO**.
13. If the person you are requesting Prolog access for requires Prolog training, check with your check Google Docs for available Prolog training sessions with open seats, coordinate Prolog training with your vendor and enter the date of the Prolog Training Session that your vendor will attend next to the **Scheduled Prolog Training Date** field.
14. It is the PM's responsibility to determine whether a vendor contact needs Prolog training and to coordinate and schedule Prolog training with their vendor contacts when Prolog training is required.
15. PMO will add the vendor contact name and info to the Prolog Training sign-up Sheet in Google Docs for the Prolog training session which you enter on the form.
16. Completed and signed forms should be sent as a pdf file to Prolog.Support2@dc.gov.