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 Add New Vendor in the Type of Request field if you are requesting that a new vendor **company** be added to Prolog. This is not for new vendor **contacts**.
4. 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).
5. Select Transfer in the Type of Request field if you are requesting to have the project transferred to a new DGS PM in Prolog.
6. 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.
7. 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.
8. 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.
9. Select the Project Status from the list.
10. Enter DGS as the vendor in the Vendor Information section if the request is for DGS PM staff (includes DGS consultant PM's).
11. DGS consultant PM's should select PM as their access type for all requests. CM access is for 3rd party construction managers hired for specific projects.
12. Project creation and transfer requests require Cluster Leader signature. All other requests require DGS PM signature.

It is the PM's responsibility to coordinate and schedule Prolog training with their vendor contacts when training is required. Please ask your vendor contacts if they have completed DGS Prolog Vendor training and received their DGS Prolog access credentials prior to sending a request for them to be provided access to your project. Please submit separate requests for persons requiring Prolog training and those that already have Prolog access. For requests where the person requires Prolog training, please title the file **"Prolog Request – Name Of Trainee.pdf."**