



## Prolog Upload Naming Conventions

**Before Uploading any Document to Prolog please**

**adhere to the following Standards:**

### General:

**File Format:** Only upload \*.pdf files to the Prolog website - no other file format will be accepted. If you are uploading multiple pages, please combine the \*.pdf's into one file. This will help to keep the Prolog Document Management website organized.

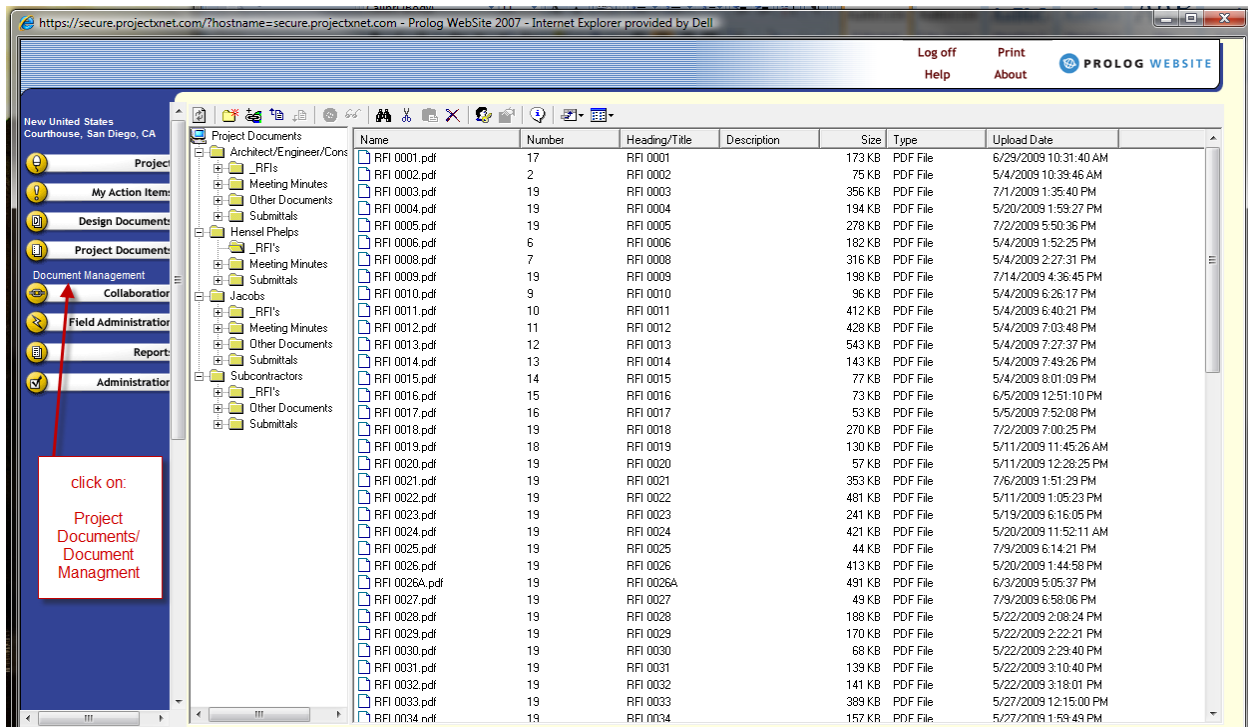
### Uploading Location Folders:

Hensel Phelps Construction Co. = Upload to the **Hensel Phelps** Folder

RMP and RMP Consultants = Upload to **Architect/Engineer/Consultant** Folder

Jacobs and Jacobs Consultants = Upload to **Jacobs** Folder

Subcontractors and Subcontractors Consultants = Upload to **Subcontractors** Folder





**Naming Convention for RFI's:**

Folder: ***Your Folder/\_RFI***

HPCC Naming Convention Example

*RFI 0001.pdf* - written as RFI(space)0001.pdf

Arch/Eng/Consultant Naming Convention Example

*RFI 0001 - SKx1-1.pdf* - written as RFI(space)0001(space)dash(space)SKx1-1.pdf

x = the discipline of the Consultant - i.e. A is Architect, S is Structural, etc

Jacobs Naming Convention Example

*RFI 0001 - JAC.pdf* - written as RFI(space)0001(space)dash(space)JAC.pdf

Subcontractors Naming Convention Example

*RFI 0001 - SUB.pdf* - written as RFI(space)0001(space)dash(space)SUB.pdf



## **Naming Convention and Naming Codes for Meeting Minutes:**

Folder: ***Your Folder/Meeting Minutes***

Meeting Title Codes

OAC - Owner/Architect/Contractor

CW - Curtainwall

WP - Waterproofing

MEP -MEP Coordination

RFI - RFI/Submittal Coordination

CON - Construction Coordination

HPCC Naming Convention Example

*OAC MM 001.pdf* - written as OAC(space)MM(space)001.pdf

Arch/Eng/Consultant Naming Convention Example

*OAC MM 001 AE.pdf* - written as OAC(space)MM(space)001(space)AE.pdf

Jacobs Naming Convention Example

*OAC MM 001 JAC.pdf* - written as OAC(space)MM(space)001(space)JAC.pdf

Subcontractors Naming Convention Example

*OAC MM 001 SUB.pdf* - written as OAC(space)MM(space)001(space)AE.pdf



## **Naming Convention for Submittals:**

***NOTE: Please contact HPCC prior to uploading submittals to the website. All submittals will be uploaded to the VPN network, however if a submittal is needed to be added to a RFI or Meeting Minutes please upload them here with HPCC permission.***

Folder: ***Your Folder/Submittals***

HPCC Naming Convention Example

*SUB 0001-05800-A.pdf* - written as SUB(space)0001dash058000dashA.pdf

Arch/Eng/Consultant Naming Convention Example

*SUB 0001-05800-A AE.pdf* - written as SUB(space)0001dash058000dashA(space)AE.pdf

Jacobs Naming Convention Example

*SUB 0001-05800-A JAC.pdf* - written as SUB(space)0001dash058000dashA(space)JAC.pdf

Subcontractors Naming Convention Example

*SUB 0001-05800-A SUB.pdf* - written as SUB(space)0001dash058000dashA(space)SUB.pdf