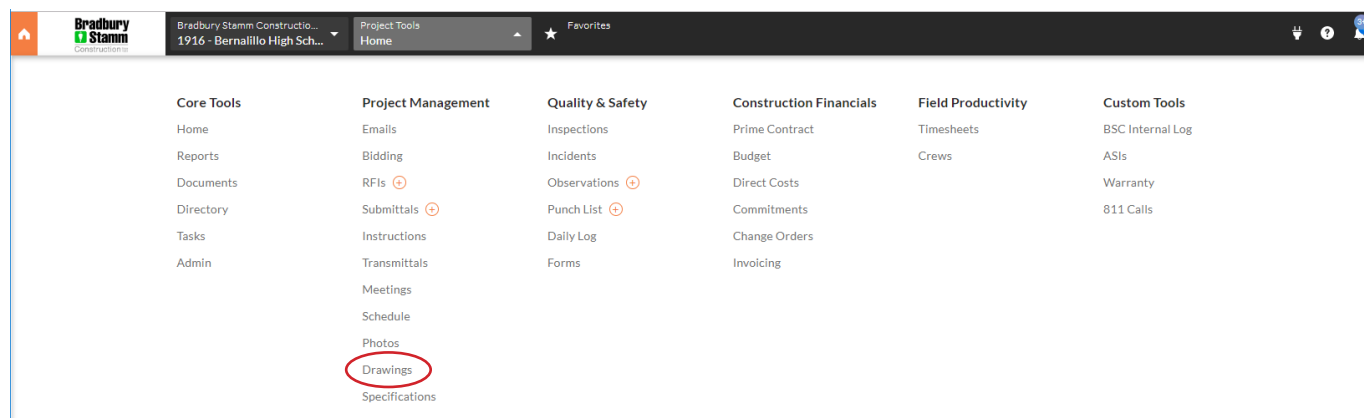




AS-BUILTS: HOW TO UPLOAD

1. Use Procore to distribute updated drawings.

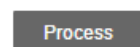
2. Select the “Drawings” tab.



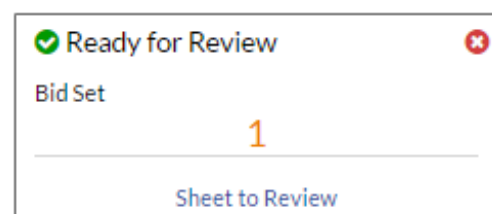
3. Select “Upload drawings”.



4. If this is the first time you are uploading drawings to your job folder, attach all bid drawings (with addendum posted) and title the set as “Bid Set”. If you are posting a revision set of drawings, title appropriately. Then click “Process”.



5. It will then take some time to process these drawings. Under the “Drawings” tab, locate the “Ready for Review” notification on the right hand side. Click the “Sheet(s) to Review” hyperlink.



6. This process has tried to identify the sheet number, title, revision, and discipline of each sheet uploaded. Please note that results are mixed, so verify every sheet for errors. Once fields are correct, select the “Publish” button.



7. This will now upload the drawing(s) to Procore. These can now be viewed via app or browser by those with access.