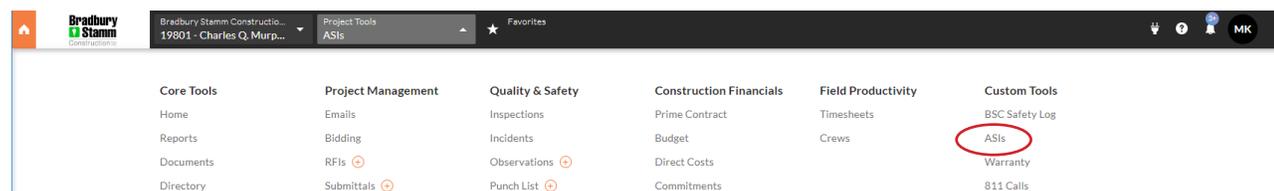




ASI: HOW TO

ASIs can be initiated and distributed via Procore by the architect.

1. Click the “ASI” tab to view existing ASIs or create new ones.



2. Existing ASIs are viewable from this page. To obtain a printer-friendly version of this log, click the “PDF” button.

3. To create a new ASI, select the “Create New” button. *Note: your architect should do this since they are the issuer. If that is not plausible, you may attach their ASIs to new ASIs you create in Procore. Also, if you know an ASI is in the works, you can create the ASI similar to an RFI and assign it to the architect to respond and issue.*

4. Then fill out the provided fields, attach/input the ion, and then distribute via email by clicking the “Save and Forward Via Email” button at the bottom of the page.

5. Select those you wish to distribute the information to. Within the “message section”, include wording similar to this:

Please see link to access ASI-XXX. Please review, distribute, identify any changes related to your scope of work, and respond to me with a detailed estimate breakdown outlining the cost/time impact of this document within 10 calendar days. No response within this deadline will indicate a “no impact” response.

6. When you are ready, click “send” to distribute.