



# Procore Management Software

Smith Bros. & Wilson uses a construction project management program called Procore to manage and distribute project documents & drawings.

This software helps the project manage:

- RFI management
- Tracking and managing Submittals
- Sharing project documents, drawings and specifications.
- Punch List management

## What Procore does for you:

- Access to up-to-date drawings, specs, shop drawings, RFI's, & SI's through cloud-based software.
- Ability to send RFI's directly from your phone or computer to Smith Bros. & Wilson.
- Access to the project documents and tracking logs, with the ability to download and view documents instantly.

## Where to start?

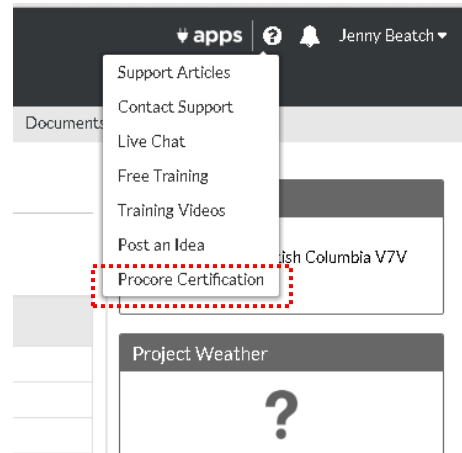
1. Smith Bros. & Wilson will forward you an email notification to join Procore.
2. Once logged in we recommend taking Procore's free online training. To access the tutorials click on the question mark in the top right corner.

The screenshot displays the Procore software interface for a project named "15-06-WPB - DWV - PS & MH BUILDING". The top navigation bar includes links for Home, Emails, Bidding, Prime Contract, Budget, Commitments, Change Orders, Change Events, RFIs, Submittals, Transmittals, Inspections, Punch List, Meetings, Schedule, Daily Log, Reports, Photos, Drawings, Specifications, and Documents. The main content area is divided into several sections:

- PROJECT TEAM:** A table listing team members with columns for Role, Name, Email, and Office.
- PROJECT OVERVIEW:** A section with a legend for "Overdue" (red), "Next 7 Days" (yellow), and "> 7 Days" (green). It includes a bar chart for "RFIs" (1 total) and "Submittals" (4 overdue, 16 next 7 days, 9 > 7 days, 29 total).
- MY OPEN ITEMS:** A table showing open items with columns for Item Type, Details, Status, and Due Date.
- Project Weather:** A sidebar widget showing weather for "Columbia V7V" with a question mark icon and details for May 11, 2016.

A red arrow points to a question mark icon in the top right corner, which is part of a help menu containing options like "Contact Support", "Live Chat", "Free Training", "Training Videos", "Post an Idea", and "Procore Certification".

3. From the drop down menu select *Procore Certification*



4. Select *Subcontractor* certification to begin. Training can be completed in less than one hour.

