

Module 2: Upload Drawings

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- Log into Procore

- Click on the name of the project on the homescreen

PORTFOLIO **Projects** Executive Dashboard Health Dashboard My Open Items Financial V

Search projects Q Group By: None Add Filters Status: Active Clear All

Displaying 1 - 25 of 303

Name*	Project Number	Address	City	State
10 Necco Street Garage Refresh	70016.68	10 Necco Street	Boston	Massachusetts
100 Hood Park - Demising Wall	06349.00	100 Hood Park Drive	Charlestown	Massachusetts
100 Hood Park Addition	06355.00	100 Hood Park Dr	Boston	Massachusetts
100 Hood Park Drive	06288.00	100 Hood Park Drive	Boston	Massachusetts
100 Hood Park Drive Water Damage	06378.00	100 Hood Park Drive	Boston	Massachusetts

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- Under “Project Management” click on “Drawings”

Project Management

Emails

RFIs (+)

Submittals (+)

Transmittals

Inspections

Observations (+)

Punch List (+)

Meetings

Schedule

Daily Log

Photos

Drawings

Specifications

Forms

Module 2: Upload Drawings

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- Click on the “Drawing Area” where you’d like to add the drawing

✦ Drawing Areas

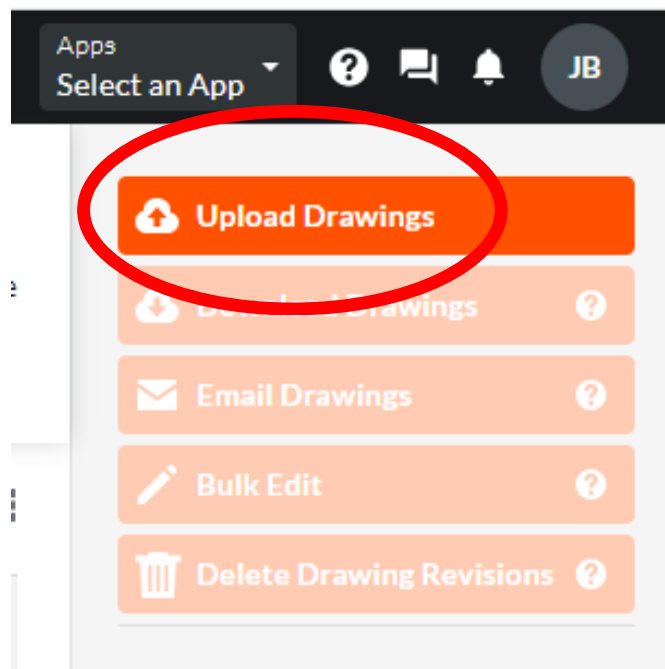


***NOTE-** To add a drawing area click the orange “+ Add Drawing Area” button



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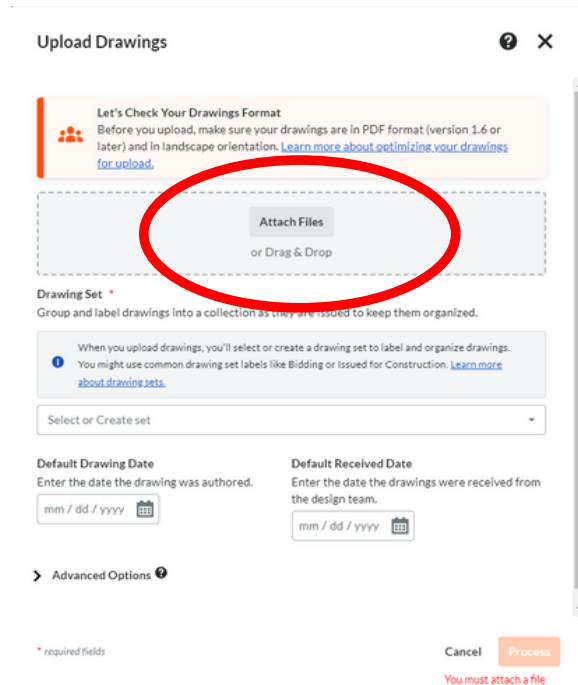
- Click on the orange “Upload Drawings” button in the top right-hand corner



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- A new window will open. Click “Attach Files” or drag and drop the file into the box.

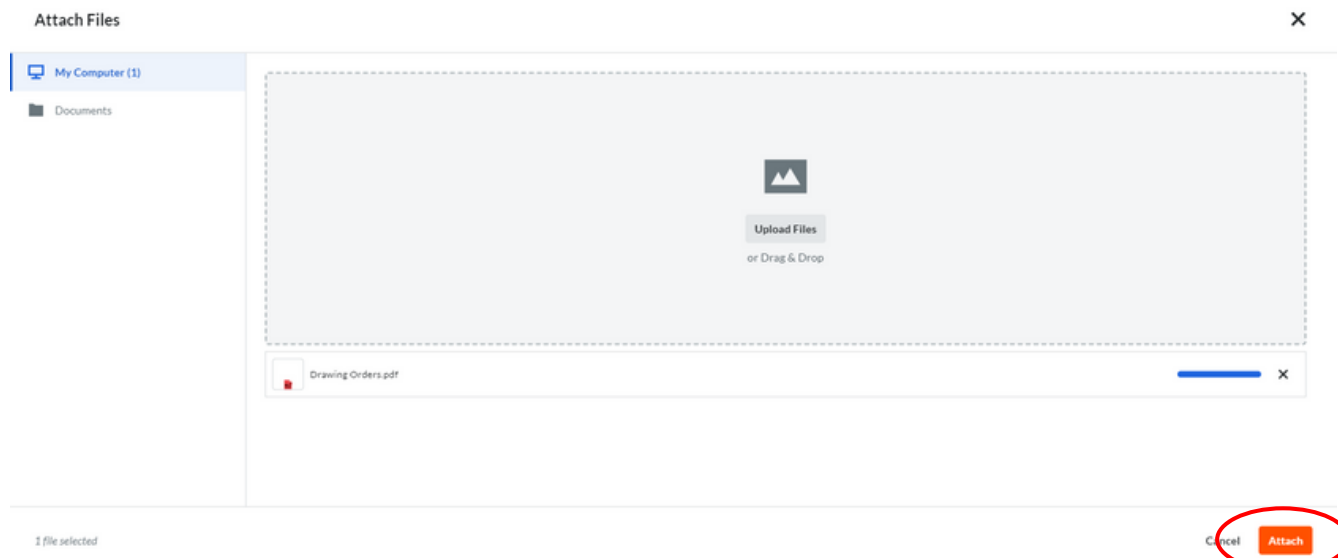


The screenshot shows the 'Upload Drawings' window. At the top, there is a header 'Upload Drawings' with a help icon and a close icon. Below the header is a message box titled 'Let's Check Your Drawings Format' with a warning icon and a link to 'Learn more about optimizing your drawings for upload'. Below this is a large dashed box containing the text 'Attach Files' and 'or Drag & Drop'. The 'Attach Files' text is circled in red. Below the dashed box is a 'Drawing Set' section with a dropdown menu labeled 'Select or Create set'. There are two date input fields: 'Default Drawing Date' and 'Default Received Date', both with calendar icons. At the bottom right, there are 'Cancel' and 'Process' buttons. A red note at the bottom right says 'You must attach a file'.

***NOTE- All files must be a PDF to upload**

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- Once the document is uploaded, you can click on the orange “Attach” button



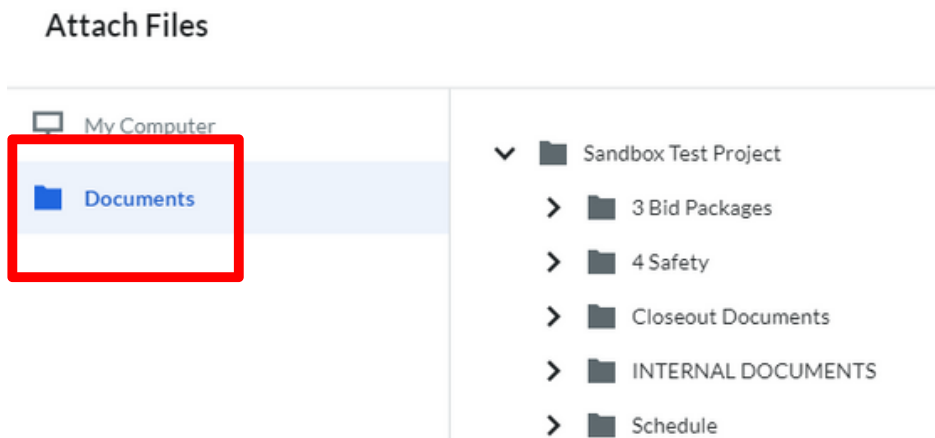
The screenshot shows the 'Attach Files' window. On the left, there is a sidebar with 'My Computer (1)' and 'Documents'. The main area shows a large dashed box with a file icon and the text 'Upload Files' and 'or Drag & Drop'. Below this, a file named 'Drawing Orders.pdf' is shown with a progress bar. At the bottom right, there are 'Cancel' and 'Attach' buttons. The 'Attach' button is circled in red.

Module 2:

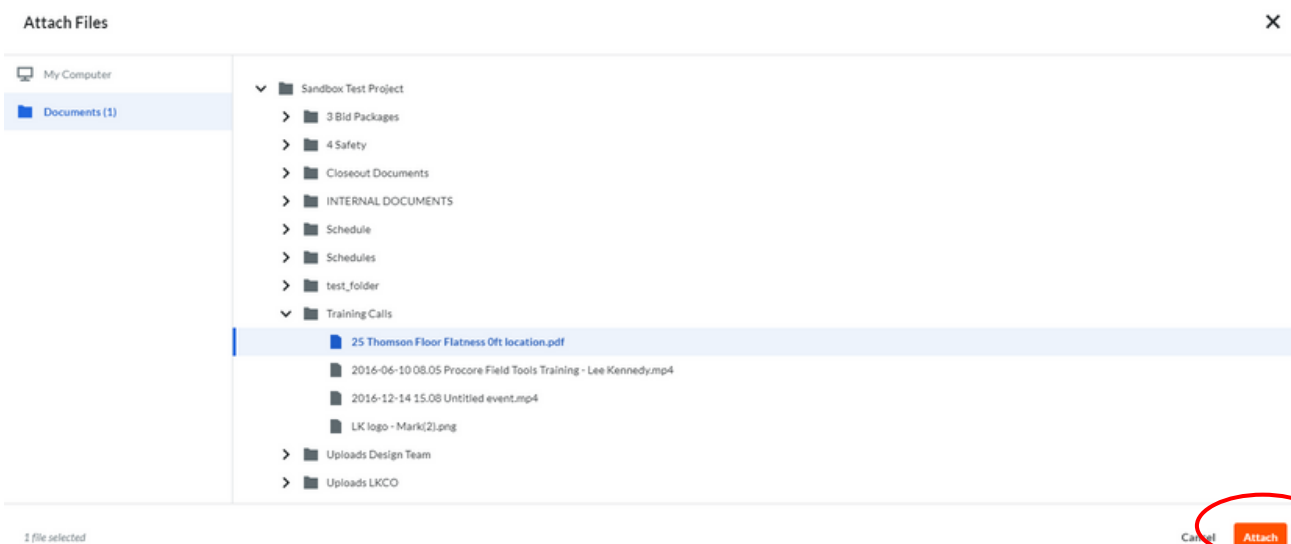
Upload Drawings

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- To attach a document that is already in Procore, click on the “Documents” tab on the left hand side of the screen



- Use the treeview to locate and select the document. Click the orange “Attach” button when done



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- Under “Drawing Set”, input:
 - **Set Name:** Use the arrow dropdown
 - **Default Drawing Date:** The should be the same as the date on the coversheet
 - **Default Received Date:** If applicable

Drawing Set *
Group and label drawings into a collection as they are issued to keep them organized.

i When you upload drawings, you'll select or create a drawing set to label and organize drawings. You might use common drawing set labels like Bidding or Issued for Construction. [Learn more about drawing sets.](#)

Select or Create set 

Default Drawing Date
Enter the date the drawing was authored.
mm / dd / yyyy 

Default Received Date
Enter the date the drawings were received from the design team.
mm / dd / yyyy 

> **Advanced Options** **i**

* required fields

Cancel **Process**

- Click the orange “Process” button

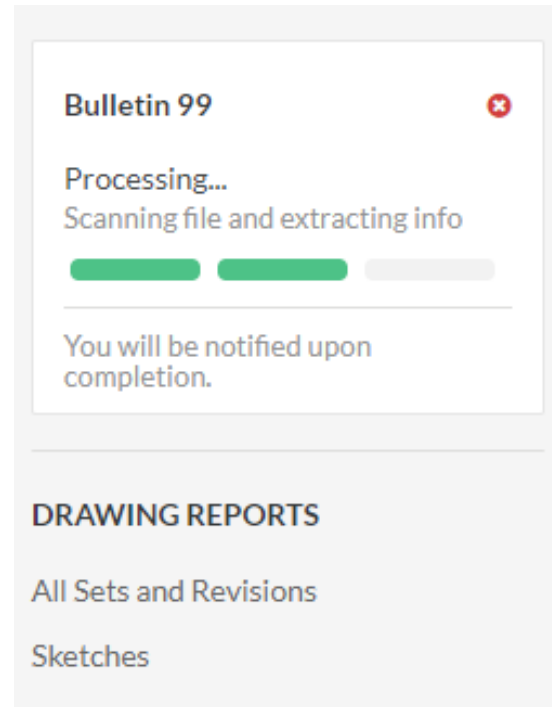
Cancel **Process**

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Upload Drawings

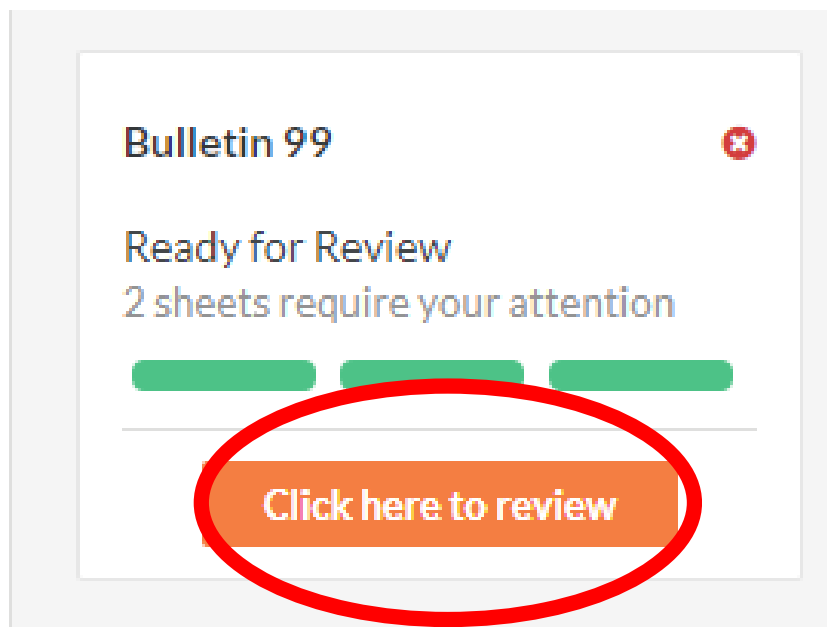
*NOTE

- It will take a moment for the drawings to process. You will see them loading on the menu on the right-hand side



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- Once the drawings have been processed, click on "Click here to review"



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- Review the drawings
- Input the revision number
 - Drawing Date and Received Date can be input if applicable
- Click “Confirm”

GENERAL INFORMATION

Drawing No.*

Elev 0.000 ft

Discipline*

Electrical

Drawing Title

Level 2

VERSIONS

To reorder versions, update the Drawing Date or drag-and-drop the row.

Revision*	Drawing Date	Received Date	Drawing Set
1	mm / dd / yyyy	mm / dd / yyyy	Bulletin 99

* required fields

Delete

Confirm

CURRENT

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- Click, “Publish”

The screenshot shows a software interface with a 'Publish' button circled in red. A dropdown menu is open below the button, listing options: 'Publish & Distribute All', 'Publish All', 'Publish & D', and 'Bulk Edit'. Other buttons like 'Download', 'Email Draw', and 'Bulk Edit' are visible in the background.