

Module 1: Viewing Folders

1

- 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: Add Filters Status: 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

2

- Click on “Project Tools” on the top banner
- Under “Core Tools” click on “Documents”

Lee Kennedy Company
06288.00 - 100 Hood Park D... Project Tools Home

Core Tools

- Home
- Reports
- Documents**
- Directory
- Tasks
- Admin

Project Mana

- Emails
- RFIs (+)
- Submittals (+)
- Transmittals
- Inspections
- Observations
- Punch List (+)
- Meetings

Module 1: Viewing Folders

3

- Click on the folder labeled, “3- LKCo Internal”

<input type="checkbox"/>	Name		Created On / Latest Version
<input type="checkbox"/>	1 - Public		07/10/2023 at 11:08 AM
<input type="checkbox"/>	2 - Owner & Architect	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	3 - LKCo Internal	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	4 - 3D Coordination		07/10/2023 at 11:08 AM

4

- Click on the “Preconstruction” folder

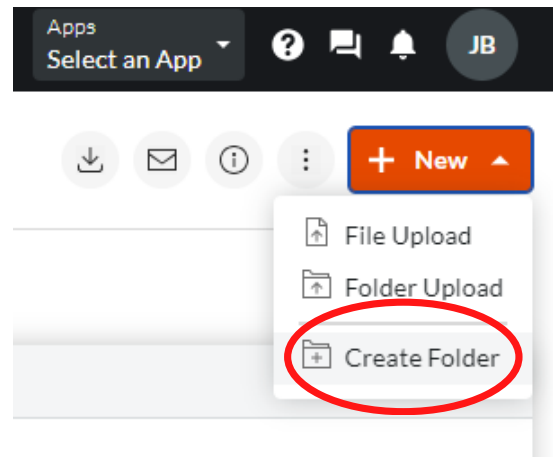
<input type="checkbox"/>	Applications for Payment	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	Commitment Attachments	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	EEO	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	Field Forms	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	Hot List	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	Insurance	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	LEED	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	Logistics	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	Material Tracking	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	!Misc	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	Monthly Reports	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	Permits (LKCo Private)	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	Preconstruction	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	Purchasing	🔒	07/10/2023 at 11:08 AM
<input type="checkbox"/>	Quality Control	🔒	07/10/2023 at 11:08 AM

5

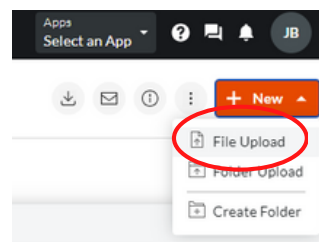
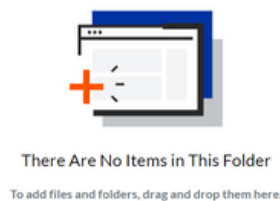
Module 1: Viewing Folders

*NOTE

- To create new folders within this folder, click on the orange “+New” button on the top right-hand side of the screen.



- Click “Create Folder”
- Once the folder is created, you can:
 - Add files by dragging and dropping them into the folder
 - Click the orange “+New button” and upload a file



- To edit, click the 3 dots in the top right-hand corner

