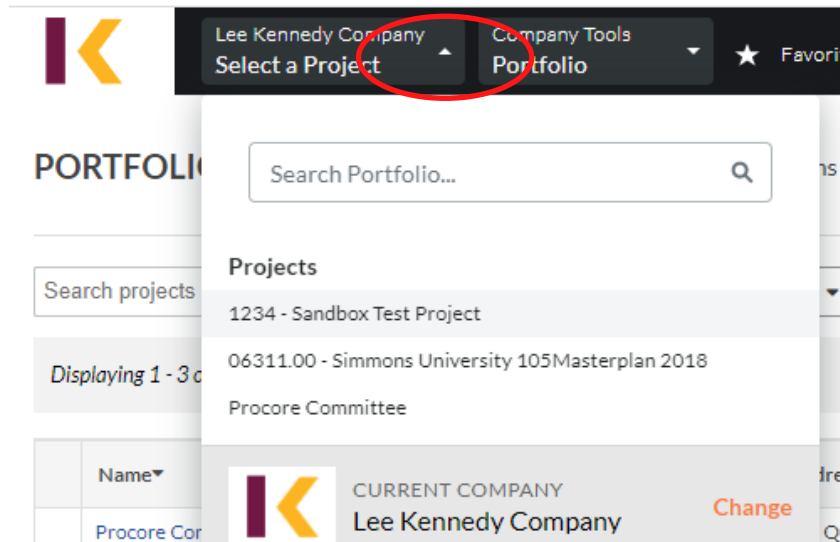


Module 7: Punch List

1

- Log into Procore
- Click on the arrow next to "Projects" to search for your project



2

- Click on the arrow next to "Project Tools"
- Under "Project Management" click on the "+" next to "Punch List"

Project Management

Emails

RFIs (+)

Submittals (+)

Transmittals

Inspections

Observations (+)

Punch List (+)

Meetings

Schedule

Daily Log

Module 7: Punch List

3

Input the following:

- Title
- #
- Punch Item Manager
- Assignee
- Final Approver
- Located
- Trade
- Schedule Impact

***NOTE- Leave the "Private" box unchecked**

| | |
|-----------------------|---|
| Title: * | <input type="text"/> |
| #: * | <input type="text" value="1"/> |
| Punch Item Manager: * | <input type="text" value="Booras, Jill (Lee Kennedy Company)"/> |
| Assignee(s): | <input type="text" value="Select A Person..."/> |
| Final Approver: | <input type="text" value="Booras, Jill (Lee Kennedy Company)"/> |
| Location: * | <input type="text" value="Select a Location"/> |
| Trade: | <input type="text"/> |
| Schedule Impact: | <input type="text"/> |
| Private: | <input type="checkbox"/> |

*** indicates a required field**

Module 7: Punch List

4

Input the following:

- Type
 - ***NOTE-** Leave this as none
- Due Date
- Distribution
- Priority
- Cost Impact

| | |
|---------------|----------------------|
| Type: * | (None) ▼ |
| Due Date: | 03/31/2023 📅 |
| Distribution: | Select A Person... ▼ |
| Priority: | ▼ |
| Cost Impact: | ▼ |

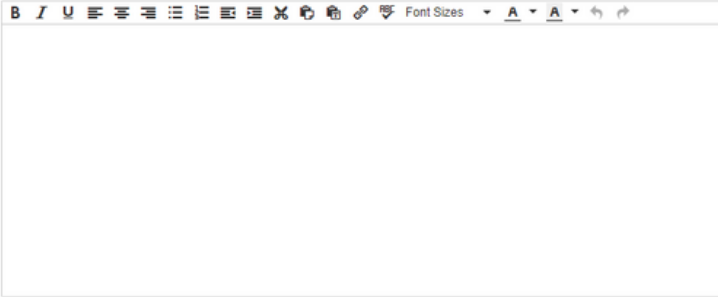
*** indicates a required field**

Module 7: Punch List


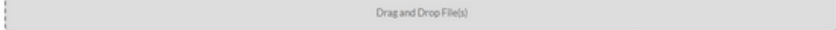
5

- **Description: Add extra details here**

Description:

A rich text editor interface with a toolbar at the top containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, link, unlink, and font size. Below the toolbar is a large, empty text area for entering details.

- **Attachments: Attach or drag and drop pictures here to show what needs to be done**

Attachments:  

- **Added Scope Item: Choose this is the item was not part of the original scope and is now being added (i.e- LKCo Should be compensated for it)**

Added Scope item:

- **Click "Save & Create New" when complete**

Cancel

Save

Save & Create New

Module 7:

Punch List

*NOTE

To look up a punch list item for a project:

- Click "Project Tools"
- Click "Punch List"
- Click on the punch list item
- In the top right hand corner, click "Export"
 - Choose "PDF" to export as a PDF
 - Chick CSV to export as an Excel document

Project Management

Emails

RFIs (+)

Submittals (+)

Transmittals

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