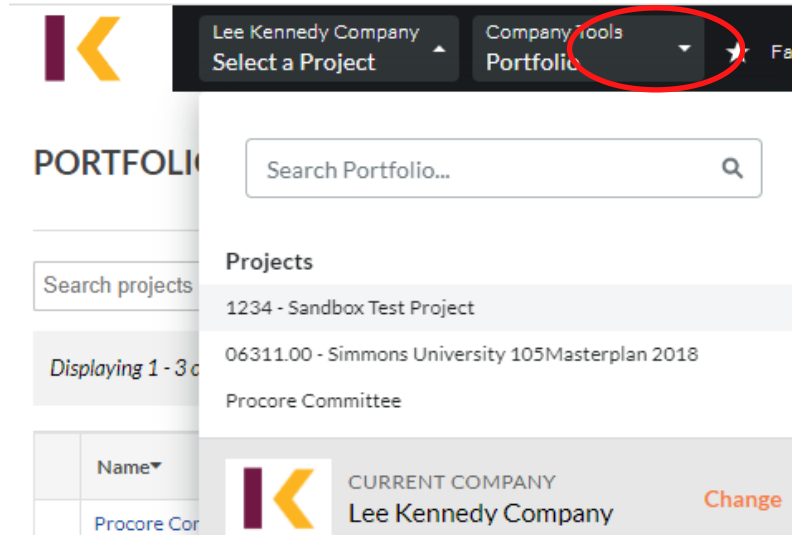


Module 3:

Establish Locations

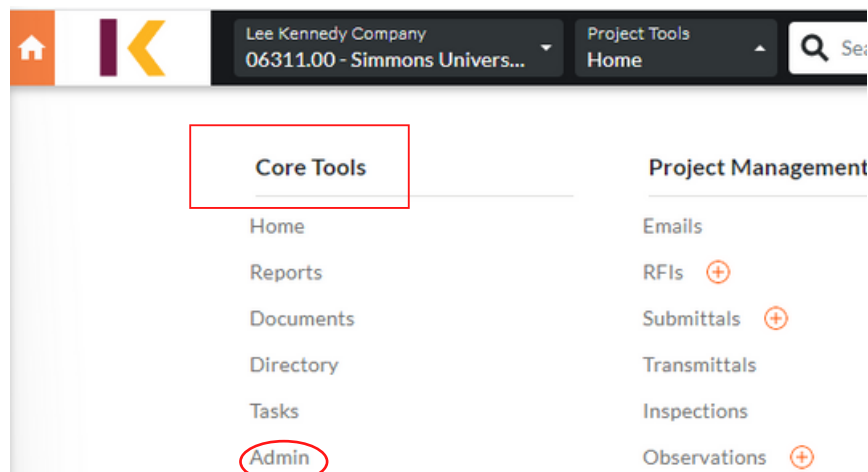
1-Non-bulk upload option

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



2- Non-bulk upload option

- Click on the arrow next to "Project Tools"
- Under "Core Tools" click on "Admin"

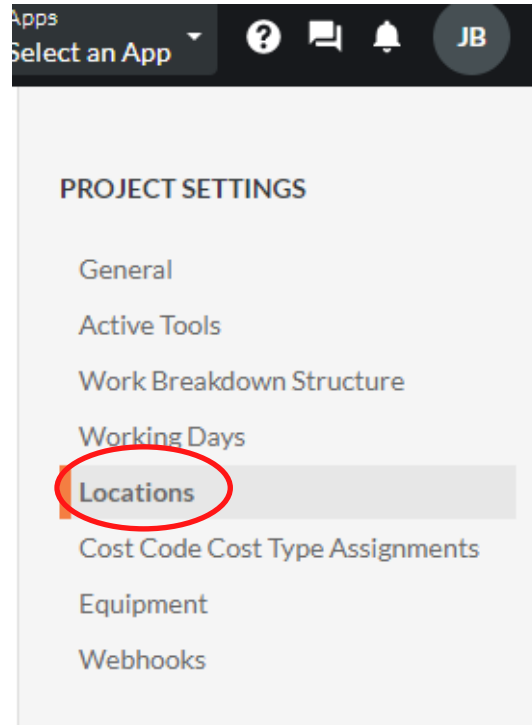


Module 3:

Establish Locations

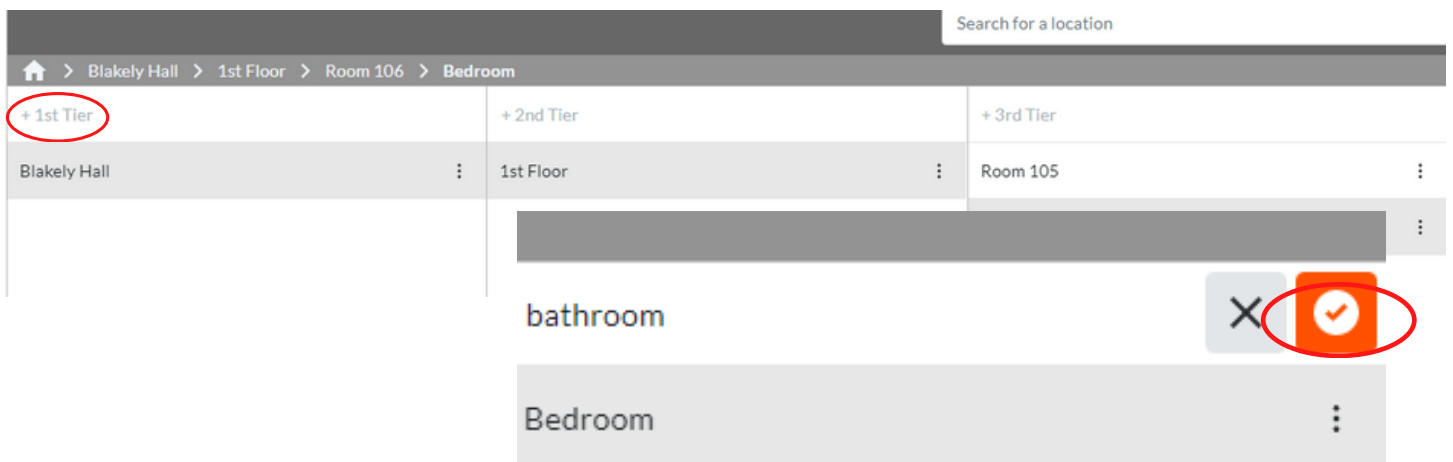
3-Non-bulk upload option

- On the far right, under "Project Settings" click on "Locations"



4- Non-bulk upload option

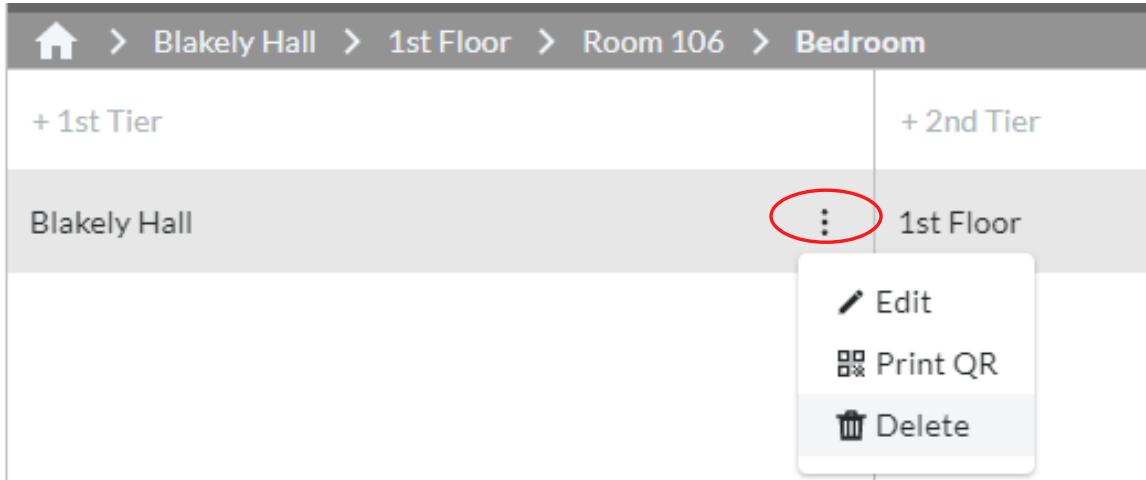
- Under "+Add 1st Tier" type in the name of the location
- Click the orange check mark to add 1st Tier
 - *Add additional tiers as necessary



Module 3:

Establish Locations

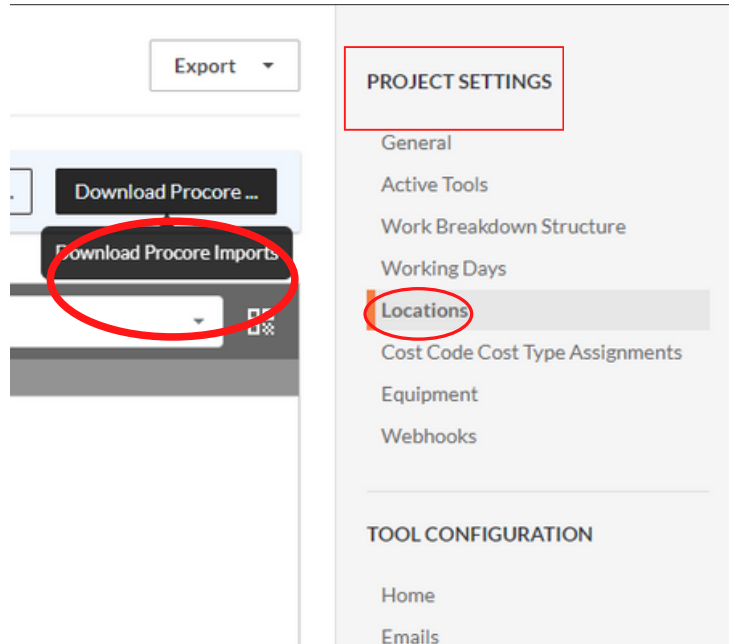
***NOTE- To edit, print QR code, or delete a tier click on the 3 dots on the right hand side of the box and choose your option.**



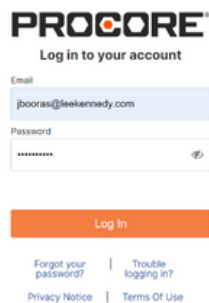
Module 3: Establish Locations

5- Bulk upload option

- On the far right, under "Project Settings" click on "Locations"
- Click on "Download Procore Imports"



- If this is the first time accessing:
 - Allow Procore Imports to download to your desktop
 - Log in using your email and password
 - Select Company and Project
 - Click "Continue"



Select Company
Lee Kennedy Company

Select Project
06311.00 - Simmons University 105Masterplan 2018

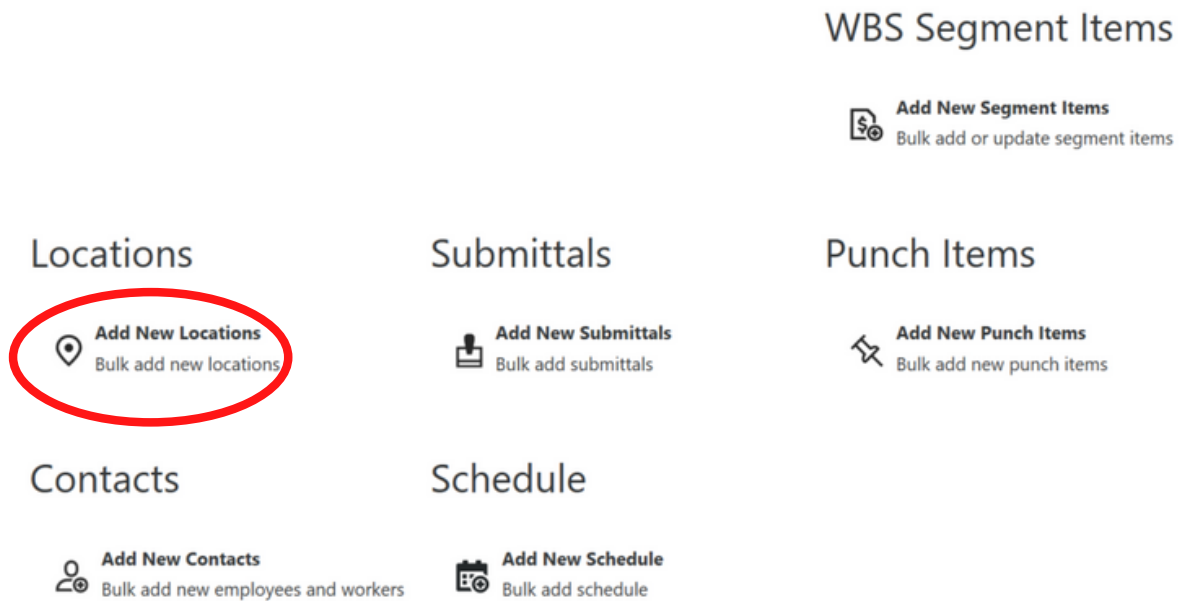
Continue

Module 3:

Establish Locations

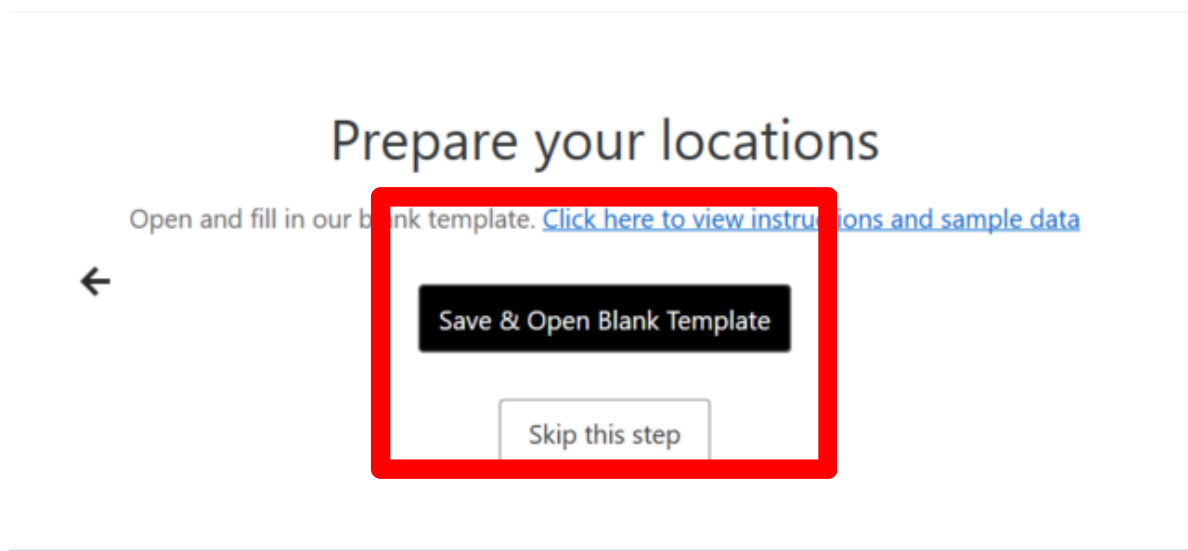
6- Bulk upload option

- Click "Add New Locations"



7- Bulk upload option

- Under "Prepare your locations" click "Save & Open Blank Template"



Module 3:

Establish Locations

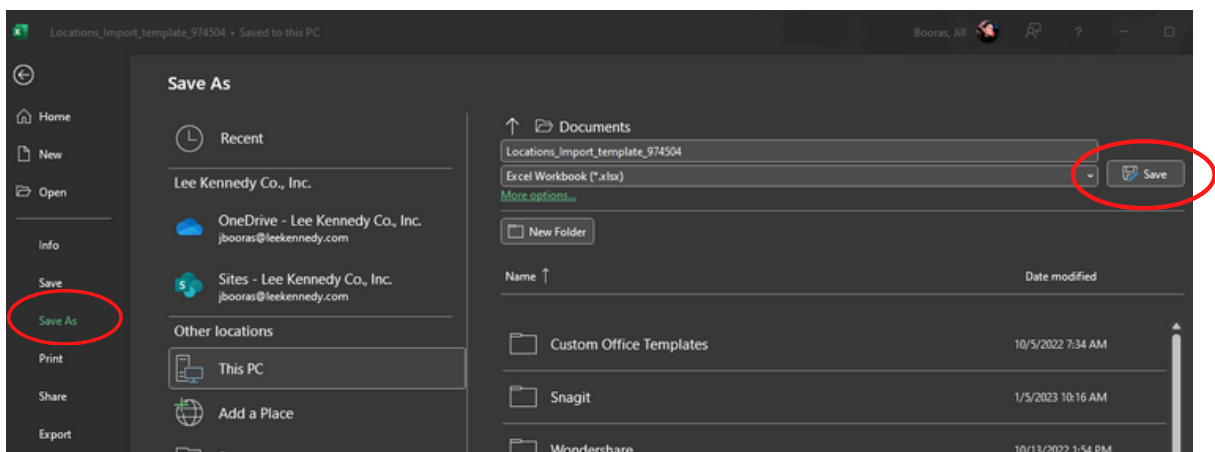
8- Bulk upload option

- This will direct you to an Excel spreadsheet where you can build your tiers
 - *See example below

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Building 1				
Building 1	Floor 1			
Building 1	Floor 1	Unit 101		
Building 1	Floor 1	Unit 101	Kitchen	
Building 1	Floor 1	Unit 101	Living Room	
Building 1	Floor 1	Unit 101	Primary Bedroom	
			Primary Bedroom	Closet

9- Bulk upload option

- Click "File"
- Click "Save As"
- Click "Save"

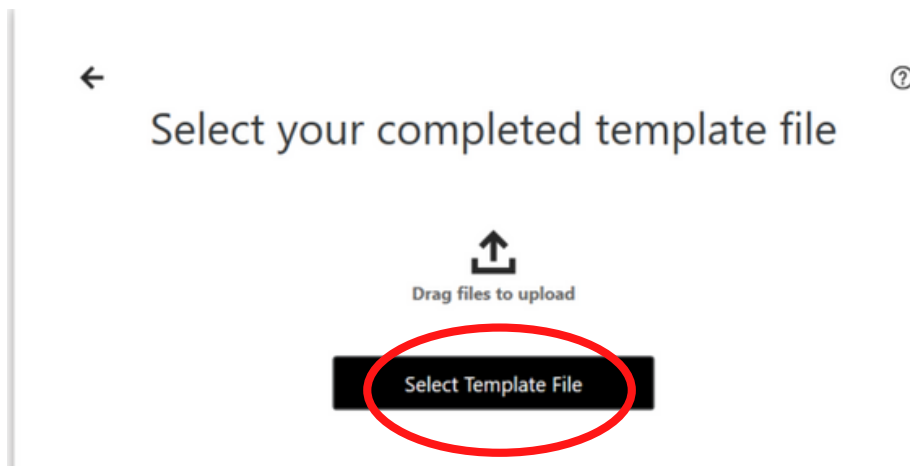


Module 3:

Establish Locations

10- Bulk upload option

- In the Procore Imports popup, click "Select Template File"
 - Select the saved Excel file

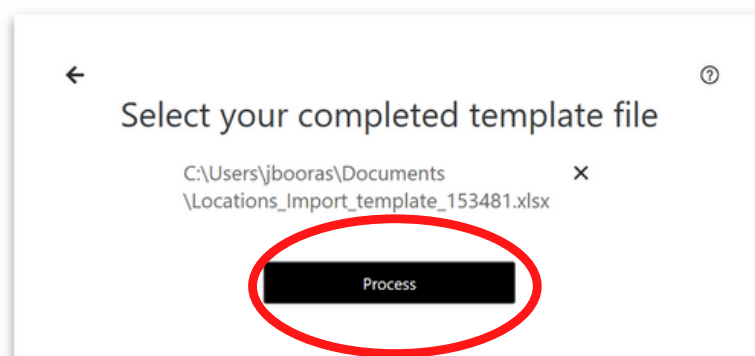


11- Bulk upload option

- Once you have chosen the file, click "Process"

New Locations

- 1 Prepare your records
- 2 Select your file to process
- 3 Review your records
- 4 Import your records to Procore



Module 3:

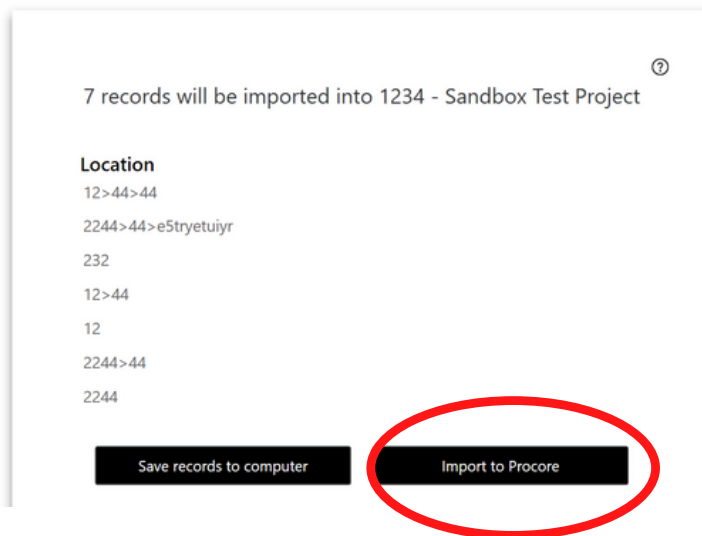
Establish Locations

12- Bulk upload option

- Click "Import to Procore"

New Locations

- 1 Prepare your records
- 2 Select your file to process
- 3 Review your records
- 4 Import your records to Procore

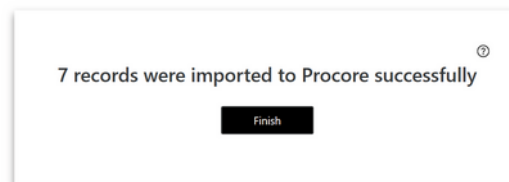


13- Bulk upload option

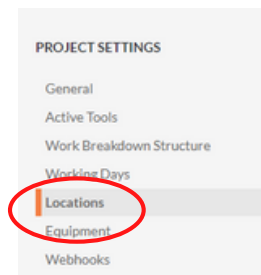
- Click "Finish"

New Locations

- 1 Prepare your records
- 2 Select your file to process
- 3 Review your records
- 4 Import your records to Procore



- Check in Procore
 - Project Tools
 - Admin
 - Locations



***The downloaded document will be available to view**