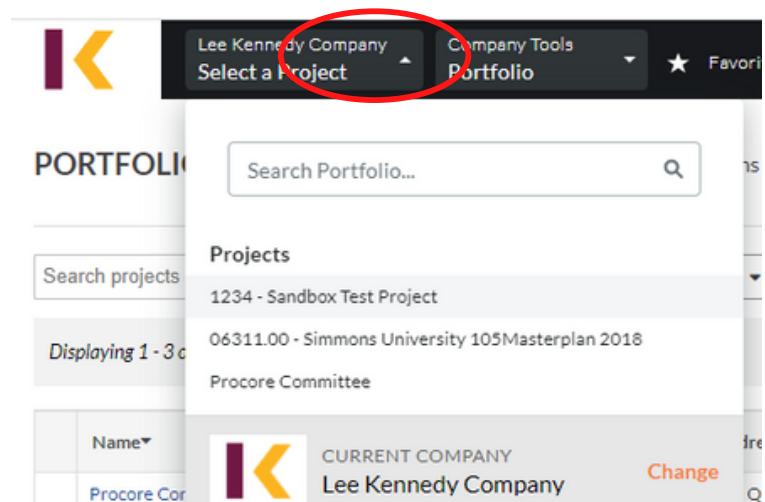


Module 6: Spec Upload and Review

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 "Specifications"

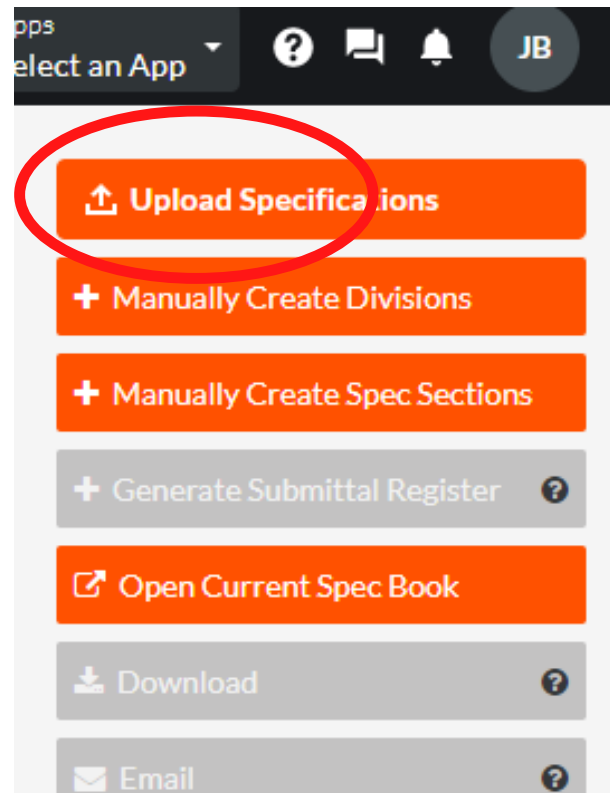
Project Management

Emails	Photos
RFIs (+)	Drawings
Submittals (+)	Specifications
Transmittals	Forms
Inspections	
Observations (+)	
Punch List (+)	
Meetings	
Schedule	

Module 6: Spec Upload and Review

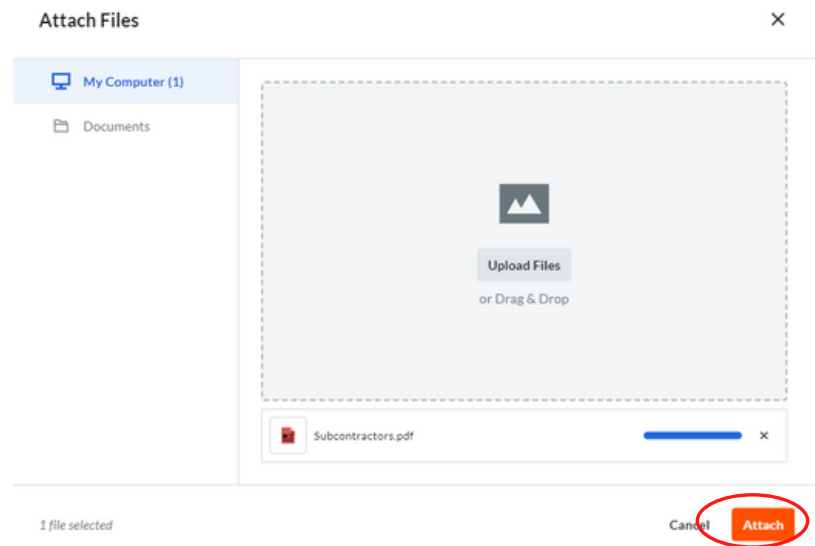
3

- Click "Upload Specifications" to upload contract



4

- Choose your file
- Click "Attach"



Module 6:

Spec Upload and Review

5

- Use the dropdown arrow next to "Set" to choose the appropriate option
- Use the dropdown arrow next to "Format" to choose the appropriate option
- Click on the calendar to select a "Default Issued Date"
- Click on the calendar to select a "Default Received"
- Click "Process" when complete


Upload Specifications ×


Attach Files
or Drag & Drop

Subcontractors.pdf ×

Set *
Select or Create set ▼

Format *
Select a format ▼

Default Issued Date
mm / dd / yyyy 

Default Received...
mm / dd / yyyy 

> Advanced Options

* required field

Cancel Process

Cancel

Process