



Conceive. Construct. Connect.

Procore Training - How to create a 2-week look ahead schedule in Procore.

Best Practices:

Update the construction schedule in Procore Drive for before creating the look ahead schedule. Once the construction schedule has been updated:

- Log into Procore website
- Select desired project.
- Click on “Schedule” tool
- Click on “Lookaheads”
- Click on (+ Create Lookahead)...Orange button.
- Select Start date and duration of the look ahead schedule
- Click on “Create”
 - Schedule will appear.
 - Click on “configure” tab
 - Select: Task Name
 - Select: Company
 - Select: Notes
 - Unselect: Display Saturdays & Display Sundays
 - Rearrange the columns by hovering over the left of the “check” mark and clicking & dragging your selections. The top selection will appear first...and so on.
- Use the “edit task” icon to select the company from the drop down arrow.
- Use the “edit task” icon to modify the start and finish dates
- Use the “edit task” icon to add notes
- Use the “+” button to add subtasks.
- Click on Orange “Update” button
- Click on Export (symbol to the left of orange “+ Create Lookahed”)
- Click on download (symbol to the left of the printer symbol)
 - Label the file
 - Save as pdf



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- How to send 2 week schedule through Procore..
 - Click on “Correspondence Tool”
 - Click on “+ Create”drop down arrow.
 - Select....2 week look ahead schedule.
 - Number will automatically generate
 - Type in subject line
 - Select Assignees.....
 - Select Distribution list
 - Type in additional information in the Description Box.
 - Attach the Procore generated 2 week look ahead.
 - Click on “Create & Issue”
 - This will generate a Procore email that contains a link to the 2 week look ahead schedule. Email will be sent to everyone on the distribution list.

<https://support.procore.com/products/online/user-guide/project-level/schedule>

Click on the above Procore Support Training link to view multiple topics relating how to use the Procore Scheduling tool.