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Procore Training –

How to update the construction schedule in Procore.

- Utilize Procore Drive instead of Procore. (download off the internet)
- Sign in using the same username & password as regular Procore.
- Select your project
- Click on “Schedule” tab (upper part of screen)

If Project schedule has already been downloaded to Procore Drive...

- **Click on “Launch Schedule”, it will open as a Microsoft Project file**
 - Make any changes as required
 - Click on “save symbol”
 - Each time this is done, the saved schedule will appear on the current schedule on the Procore Website and a new file will appear in the schedule folder in Drive so that previous schedules can be reviewed.
- **Updating “% complete”**
 - When MS Project schedule opens, make sure that there is a column for % complete.
 - Click on “add new column” if it does not exist. “% complete” will appear at the top of the drop down list.
 - Make changes to % complete as necessary and “save”
- NOTE: If a Microsoft project schedule has NOT be uploaded to Procore Drive yet..
- Click on “Upload Schedule”
 - Browse to find the schedule on your computer
 - Highlight schedule....Open (or drag & drop)

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

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



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