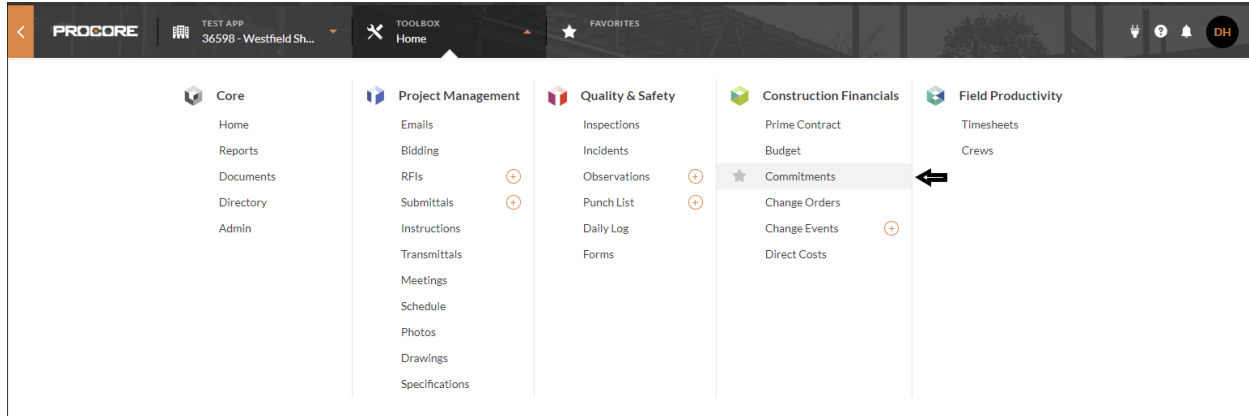


WHEN IS A WORK ORDER SENT FROM PROCORE INTO PINS?

1. From a Procore Project Page, Navigate to Toolbox -> under the Construction Financials tab -> select Commitments



2. When a Work Order is created and given the status "Out For Signature", "Approved", or Complete then it is exported into PINS.
3. The Job associated with that Work Order will appear in your PINS Account.

WHEN ARE JOBS/PROJECTS UPDATED IN PINS?

1. When a Procore Project is created or modified in Procore the following information is transferred into Pins:
 - Job Name
 - Job Number

The screenshot shows the 'Commitments' page in Procore. It includes a table for 'COMMITTED CONTRACT TOTALS' and a 'COMMITTED - SUMMARY' table. A 'Job Options' modal is open at the bottom, displaying details for a job named 'California Flooring' with an issue date of 10/03/2018 and a status of 'Not Approved'.

Total Contracts	Approved Change Orders	Revised Committed	Pending Change Orders	Pending Revised Contract	Draft Change Orders	Payments Made	% Paid
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

#*	Title	Contract Company	Status	Executed	Original Contract Value	Approved CCOs	Total Contract Amount	Invoices	Pending CCOs	Draft CCOs	Total Payments	Total Remaining	% Paid
SC-001	Sub Test	California Flooring	Complete	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
				Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Job Options

Westfield Shopping Center Irvine
36598

Vendor/Contractor: California Flooring Add Additional

Issue Date: 10/03/2018

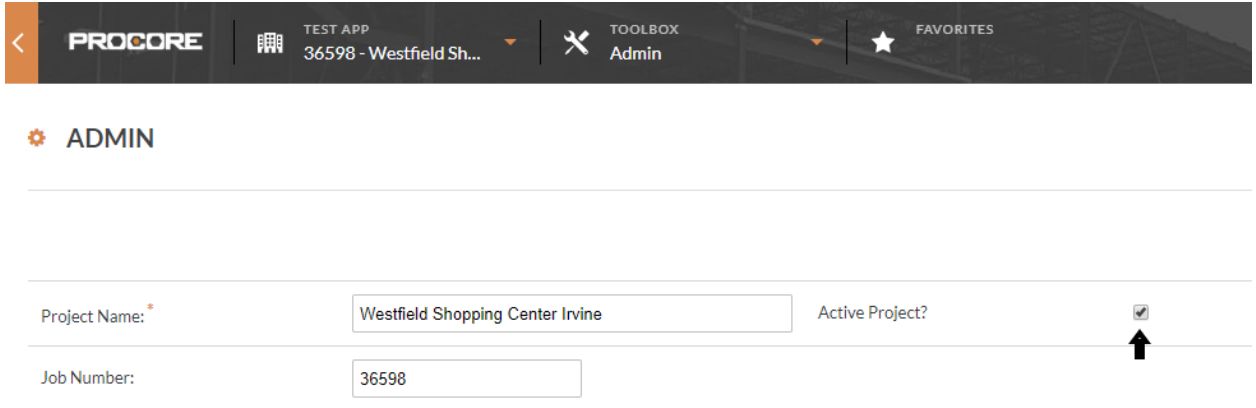
Certificate: Add Additional

Project Status: Not Approved

Showing 1 to 1 of 1 entries

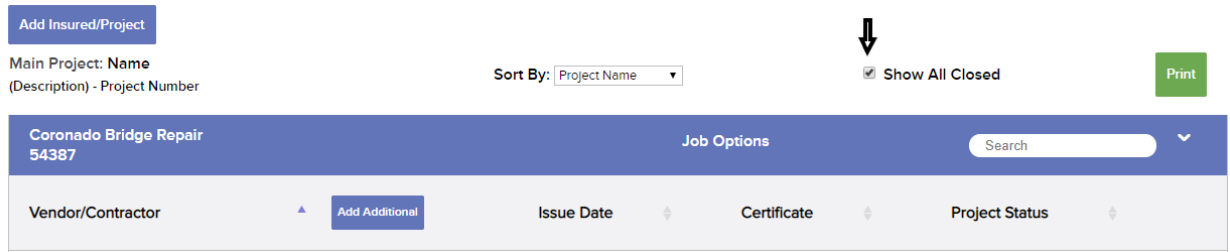
- Job Description
- Job Notes
- Job Start Date
- Job End Date

2. The first time a Project is marked "Active Project" in Procore, it will be exported to your PINS Account.



3. If the "Active Project" status for a Project is unmarked the job will be automatically archived in PINS and will only be visible on the PINS View Jobs page when you mark "Show All Closed."

View Projects



4. If "Active Project" is unmarked in Procore, the Job will be unarchived in PINS.

WHEN ARE SUB-CONTRACTORS / INSUREDS UPDATED IN PINS?

1. When a Procore Sub-Contractor is created in Procore and in on an Active Project, the following information is exported into a PINS Insured Profile:
 - Sub-Contractor Company Name
 - Sub-Contractor Address
 - Sub-Contractor City
 - Sub-Contractor State
 - Sub-Contractor Zip Code
 - Sub-Contractor Primary Contact

- Sub-Contractor Primary Contact Email

The screenshot shows a form with the following fields and values:

Company:	California Flooring	Email Address:	vendor_contact@calflooring.com
Contact:	John Cruz	Email CC (comma separated):	
Address:	515 Fifth Avenue, San Diego, CA 92101	Primary Phone:	() -
City:	San Diego	Secondary Phone:	
State:	CA	Type of Business:	
Zip:	92102	Insured Notes:	

At the bottom center is a green **Save** button. At the bottom right is a **close** link.

2. When a Procore Sub-Contractor is updated in Procore all of the same fields update in PINS, except:
 - Sub-Contractor Primary Contact
 - Sub-Contractor Email

This allows users to update and preserve these contact fields in PINS, in case the best insurance contact is a different person than the Procore Primary Contact.