

# PROCORE INTEGRATION - EMPLOYEES

Using Procore Integration you can sync employee information between FOUNDATION and Procore. Initially, you can only sync employees from FOUNDATION to Procore. However, once a FOUNDATION employees exist in Procore, you can modify the employee in either FOUNDATION or Procore, then sync the updates.

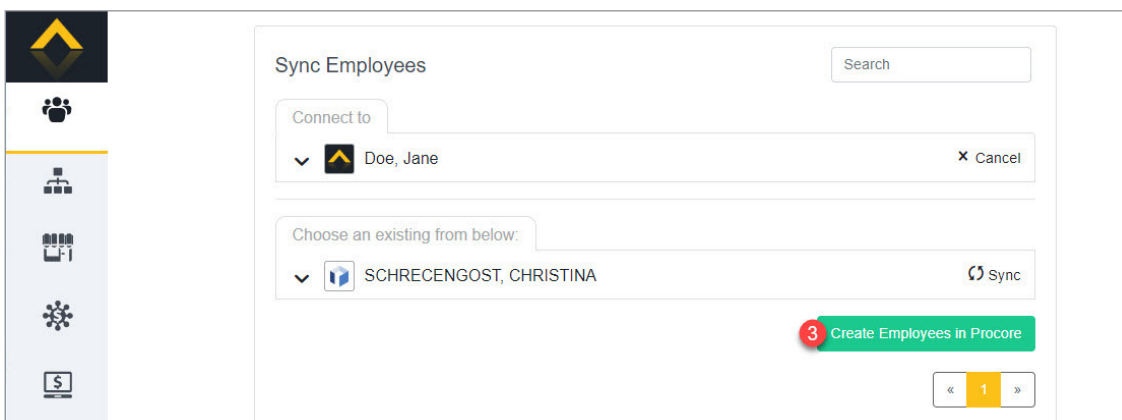
**Note:** In FOUNDATION, employees are listed as employees. In Procore employees are listed as users.

## ADDING FOUNDATION EMPLOYEES TO PROCORE

1. In the Procore Integration program, click on the Employee icon on the left side of the screen.
2. Under *Sync Employees*, click **Sync** next to the name of the employee you want to sync from FOUNDATION to Procore.



3. Click [Create Employees in Procore].



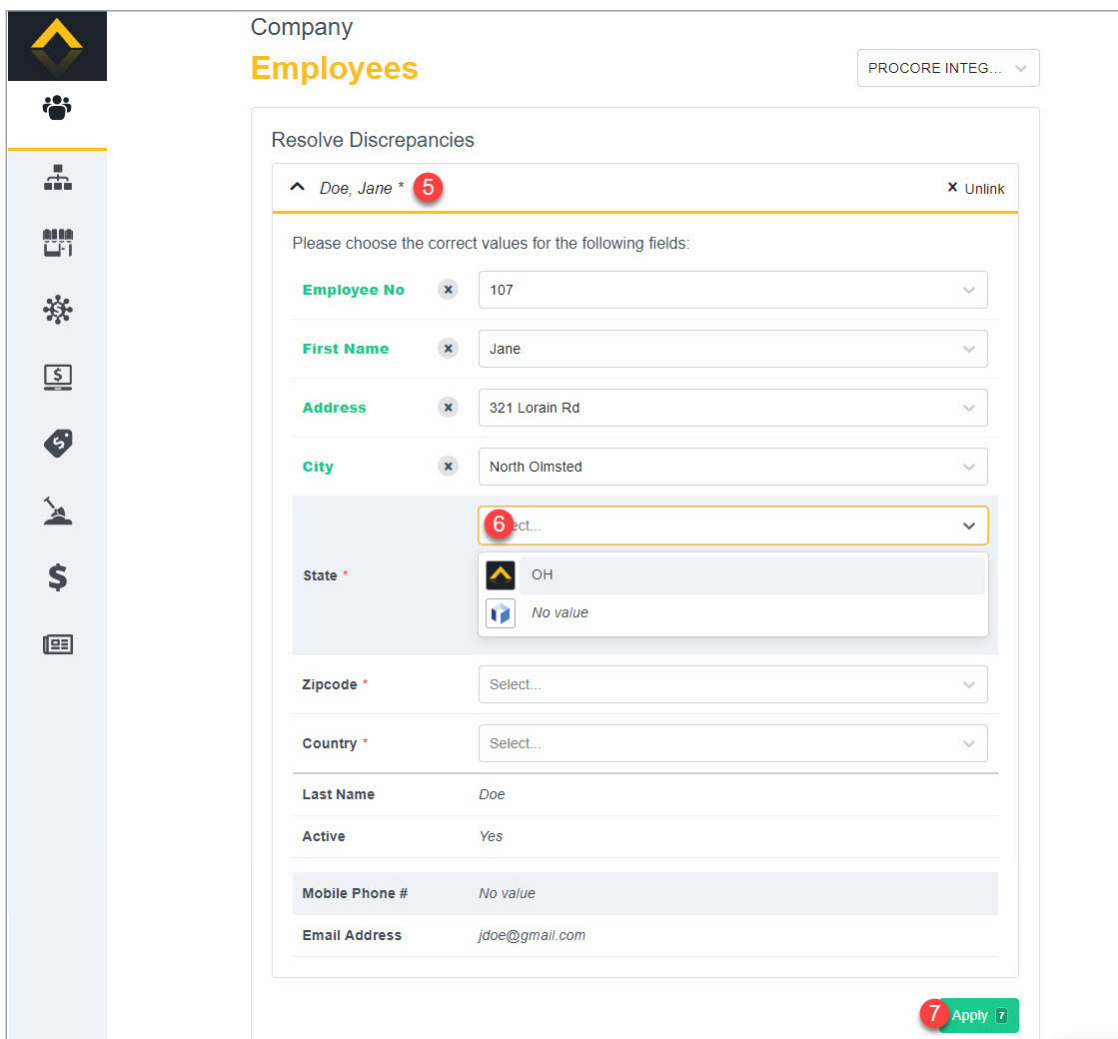
4. Click [Link].



5. The employee will appear in the *Resolve Discrepancies* section of the screen. To resolve discrepancies click on the employee's name.

6. Click on each field to select the appropriate value that should be saved in both FOUNDATION and Procore.

7. Click [Apply].



The employee is now available in FOUNDATION as an employee and in Procore as a user.

## UPDATING EMPLOYEE/USER INFORMATION

---

If you make changes to the Employee Record in FOUNDATION or the User in Procore, the employee/user will be listed in the *Resolve Discrepancies* section of the Procore Integration Employee screen. Resolve the discrepancies to make sure the information is updated in both FOUNDATION and Procore.