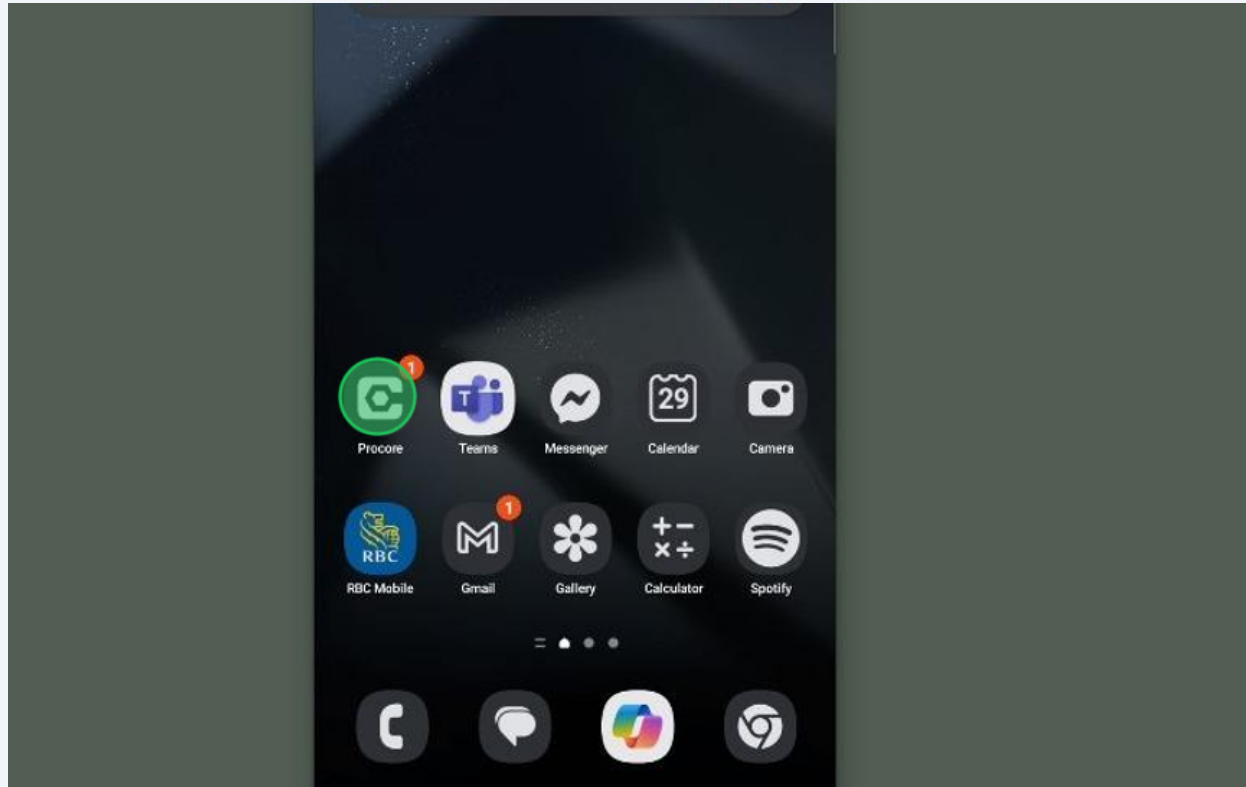


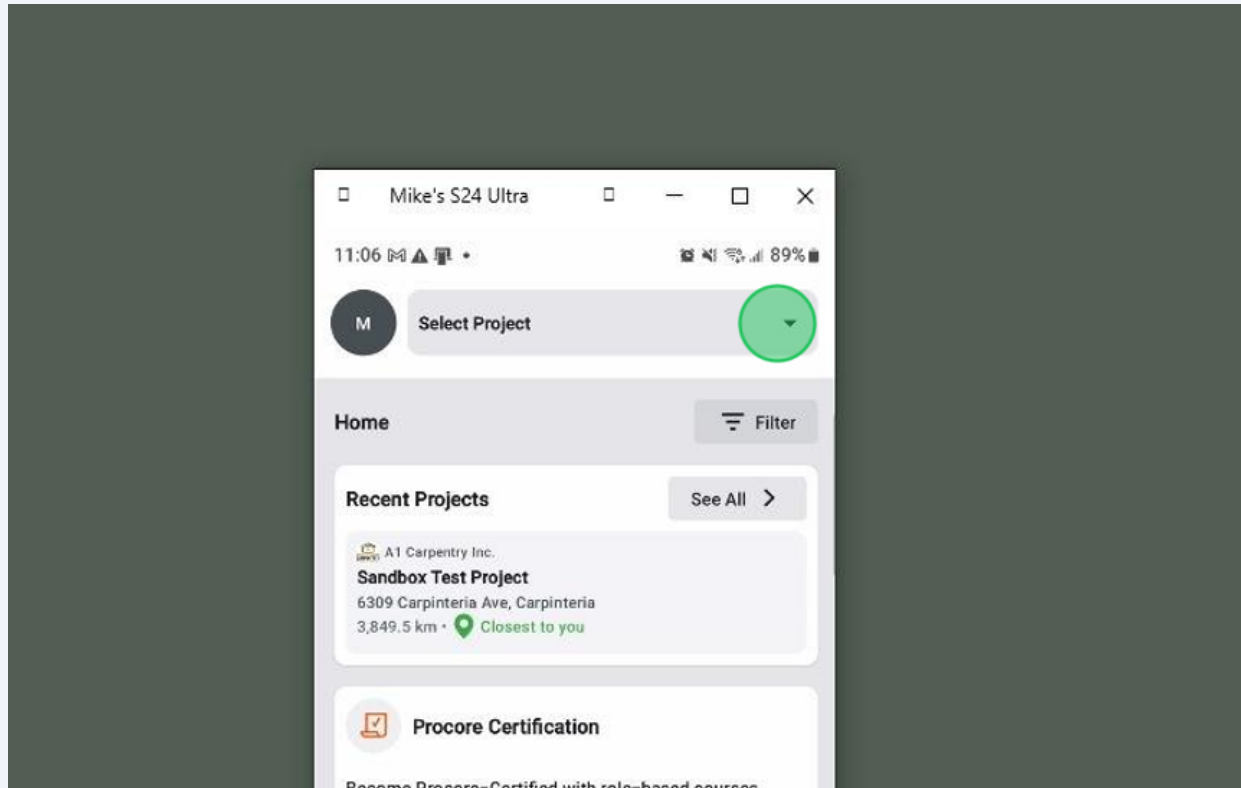
Entering your time

1 Open the procore app



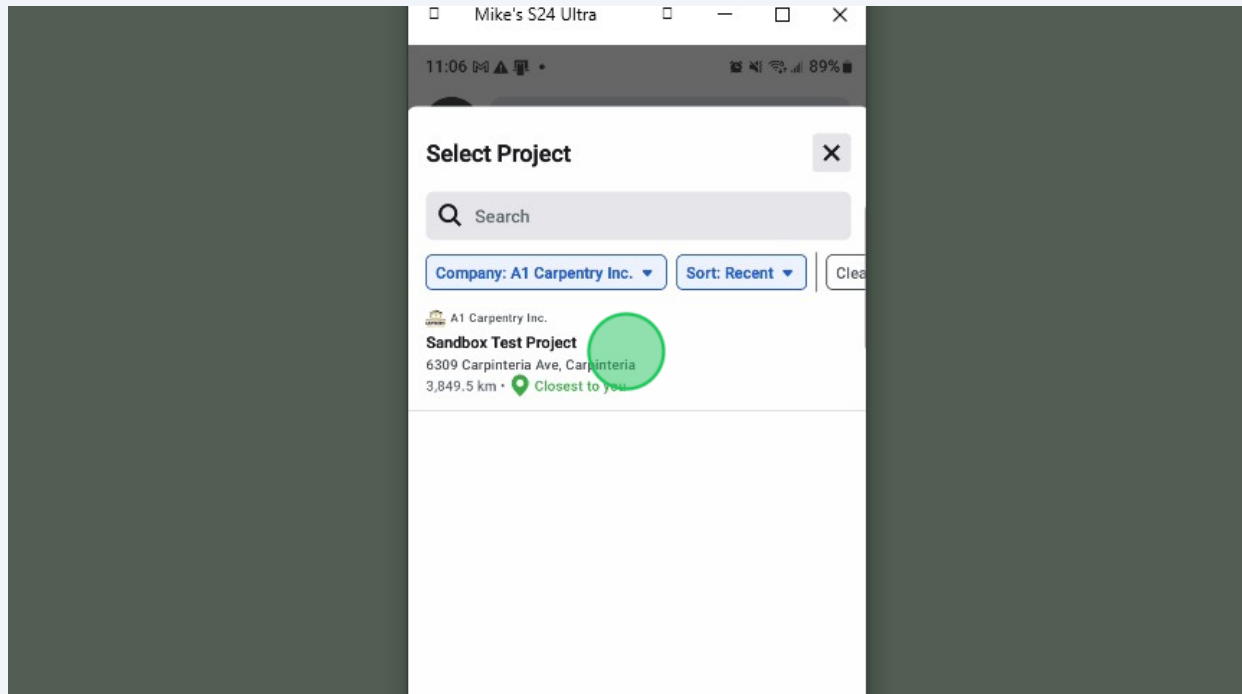
2

Select the job site you are on.



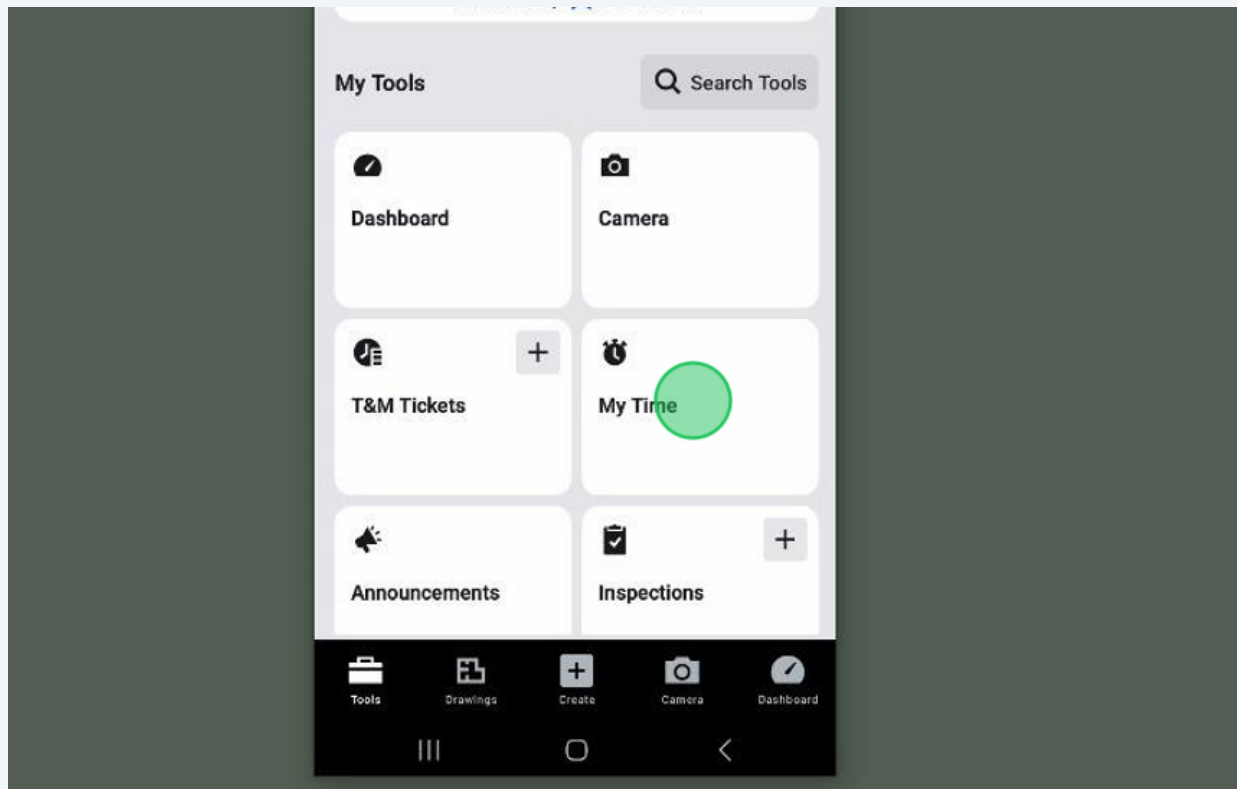
3

Select the correct job, you will only see a list of the jobs assigned to you

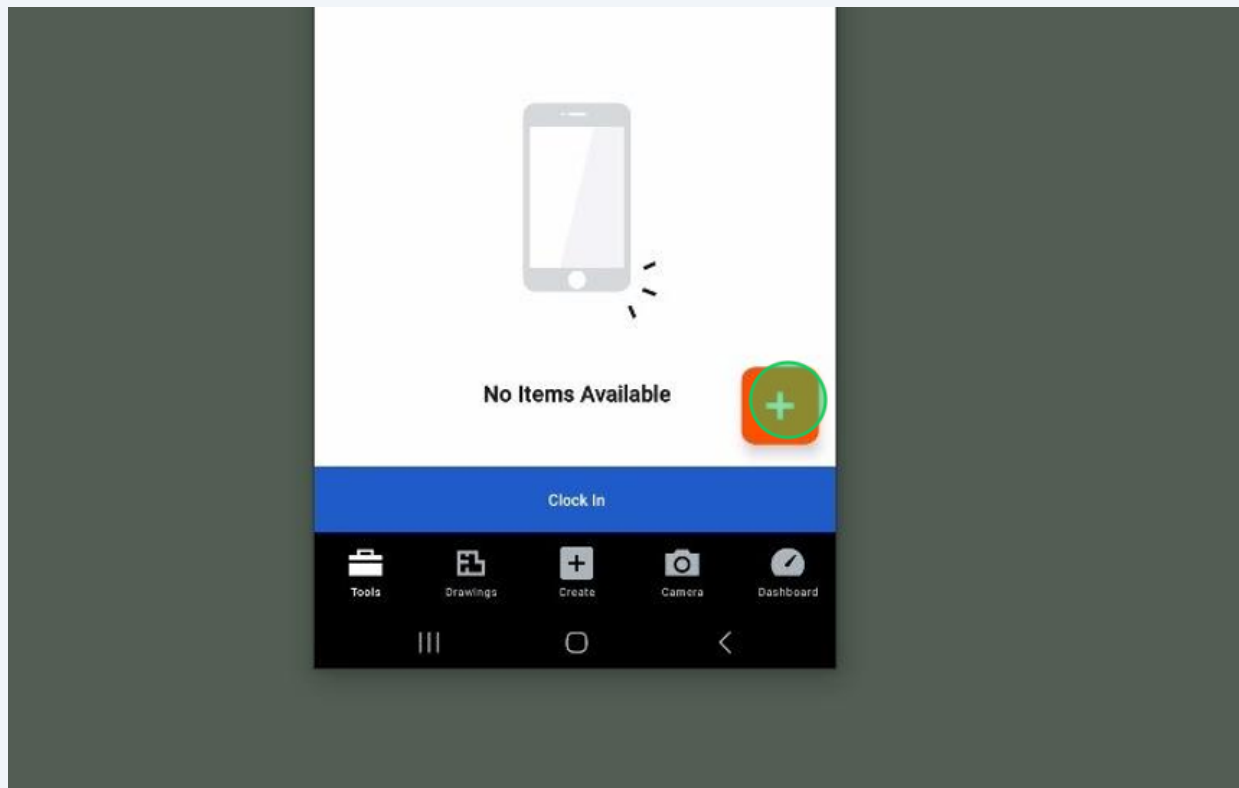


4

Click the "My time" icon



5 Click the orange + icon



6

Click cost code


X Create Timecard Save

Date
Mar 29, 2024

* Required

Project
Sandbox Test Project

* Required

Cost Code 

Location

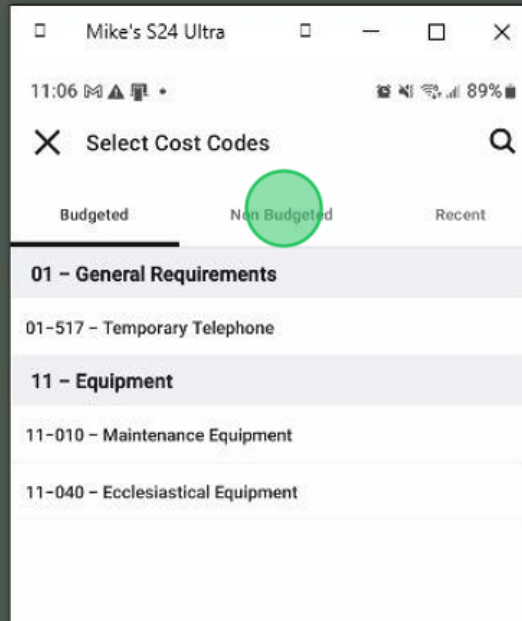
Hours
8 hours 0 minutes

* Required

Time Type
Regular Time

7

For now all cost codes are in the "non-budgeted" tab



8

Select the cost code that best describes your first task.

01 – General Requirements

01-760 – Protecting Installed Construction

01-903 – Hazardous Materials Abatement

01-904 – Hazardous Materials Removal and Disposal

02 – Site Construction

02-000 – General

02-200 – Site Preparation

02-220 – Site Demolition

02-230 – Site Clearing

02-240 – Dewatering

02-250 – Shoring and Underpinning

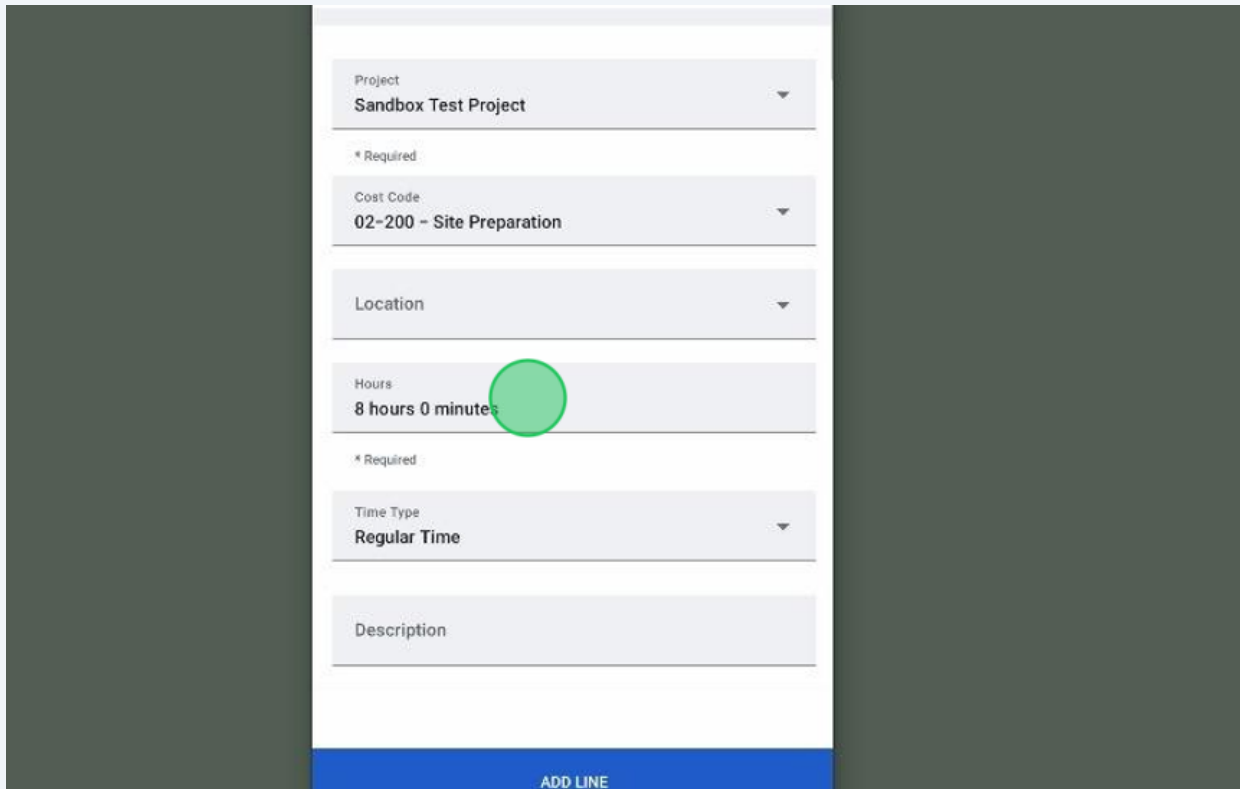
02-260 – Excavation Support and Protection

02-300 – Earthwork

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9

Choose how many hours you spent on your first task.



The screenshot shows a form with several fields:

- Project:** Sandbox Test Project
- * Required**
- Cost Code:** 02-200 - Site Preparation
- Location:**
- Hours:** 8 hours 0 minutes (highlighted with a green circle)
- * Required**
- Time Type:** Regular Time
- Description:**

At the bottom of the form is a blue button labeled **ADD LINE**.

10

Enter a description of what you were doing.

The screenshot shows a mobile application interface for time entry. The form is centered on a dark grey background. At the top, the text "02-200 - Site Preparation" is displayed. Below this is a "Location" dropdown menu. The "Hours" section shows "2 hours 0 minutes". A red asterisk and the word "Required" are positioned above the "Time Type" dropdown menu, which is set to "Regular Time". The "Description" field is highlighted with a red circle. At the bottom of the form is a blue button labeled "ADD LINE". The mobile device's navigation bar is visible at the very bottom.

02-200 - Site Preparation

Location

Hours
2 hours 0 minutes

* Required

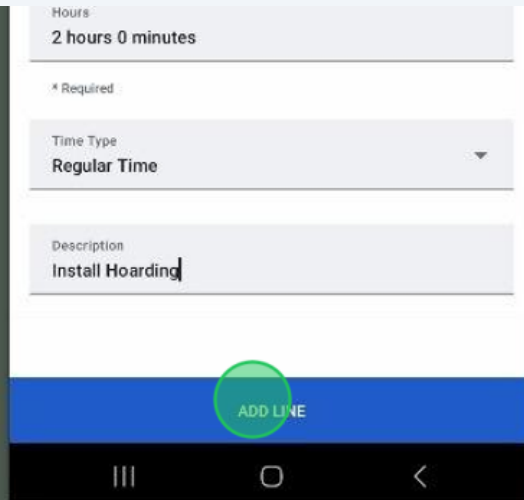
Time Type
Regular Time

Description

ADD LINE

11

Click add line to add another hour count and task



A screenshot of a mobile application interface. The form contains the following fields:

- Hours:** 2 hours 0 minutes
- * Required:** (checkbox)
- Time Type:** Regular Time
- Description:** Install Hoarding

At the bottom of the form is a blue button labeled "ADD LINE", which is highlighted with a green circle. Below the button is a black navigation bar with three icons: a hamburger menu, a home button, and a back arrow.

12

repeat steps for all daily tasks

The image shows a screenshot of a task entry form. The form is centered on a dark grey background. It consists of several input fields and buttons. The fields are: 'Project' (dropdown menu with 'Sandbox Test Project' selected), '* Required' (text), 'Cost Code' (dropdown menu), 'Location' (dropdown menu), 'Hours' (text input with '8 hours 0 minutes' entered and a green circle highlighting the text), '* Required' (text), 'Time Type' (dropdown menu with 'Regular Time' selected), and 'Description' (text input). At the bottom of the form, there are two buttons: 'DELETE LINE' (red text) and 'ADD LINE' (blue text).

Project
Sandbox Test Project

* Required

Cost Code

Location

Hours
8 hours 0 minutes

* Required

Time Type
Regular Time

Description

DELETE LINE

ADD LINE

13

Once all hours and tasks are entered click "save at the top"

The screenshot shows a mobile application window titled "Mike's S24 Ultra". The status bar at the top displays the time "11:07", signal strength, Wi-Fi, and battery level at "89%". The app's main heading is "Create Timecard" with a close button (X) on the left. Below the heading, there is a task entry "Install Scaffolding" in a light gray box. Underneath this, there is a red "DELETE LINE" button. Further down, there are several form fields: "Project" with a dropdown menu showing "Sandbox Test Project", a "* Required" label, "Cost Code" with a dropdown menu, and "Location" with a dropdown menu. A green circle highlights the "Save" button in the top right corner of the app's interface.