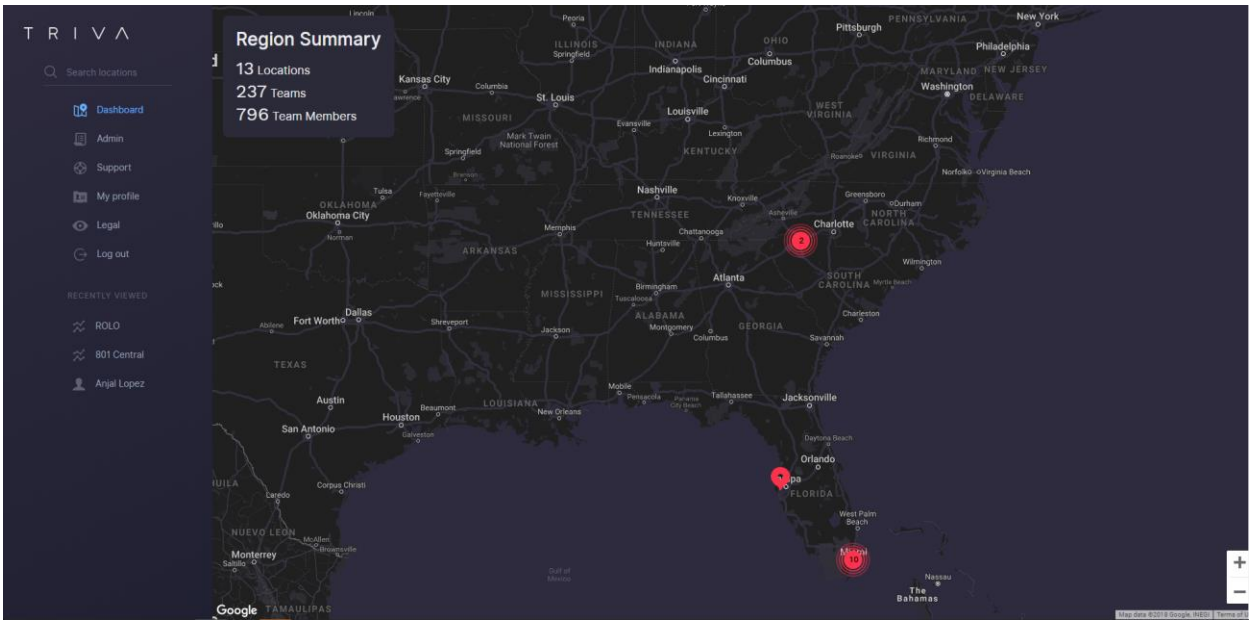
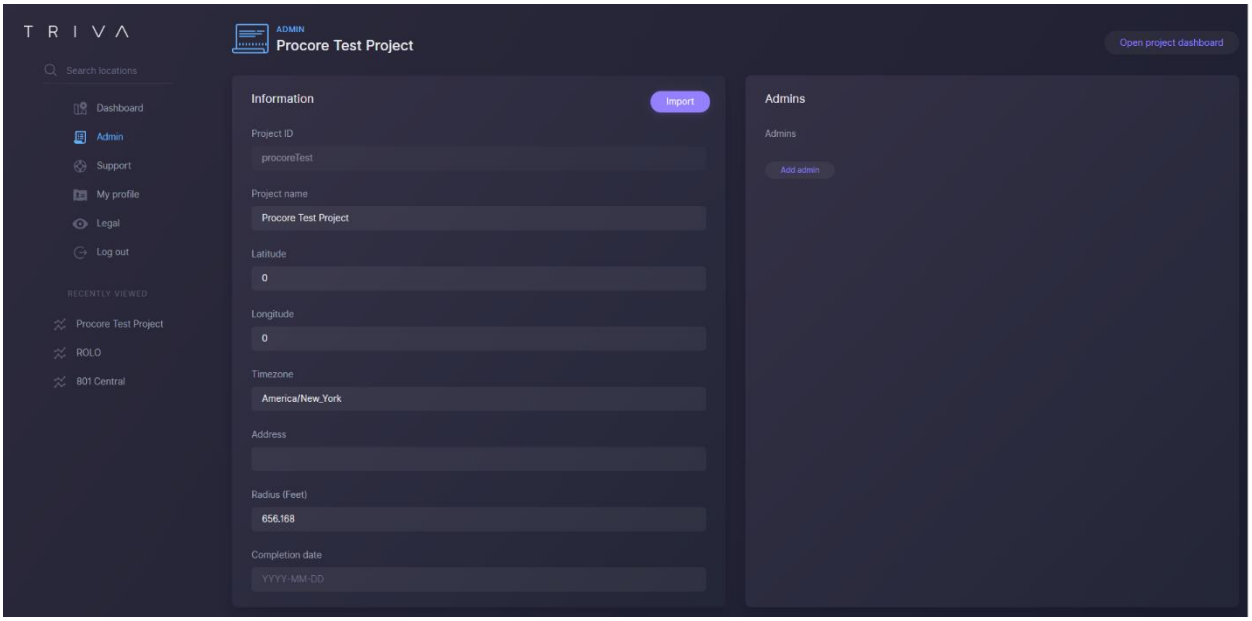
Support – Project Information Import (Procore >>> TRIVA)

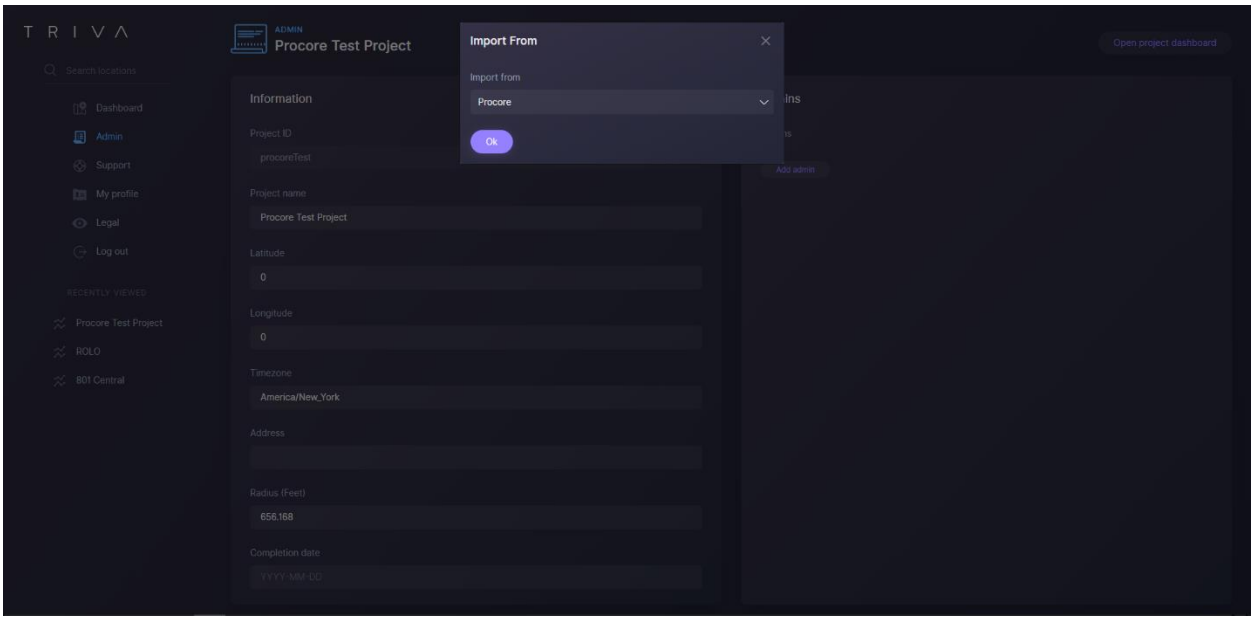
1. Login into the TRIVA dashboard and select the project you wish to sync with one of your current Procore projects.



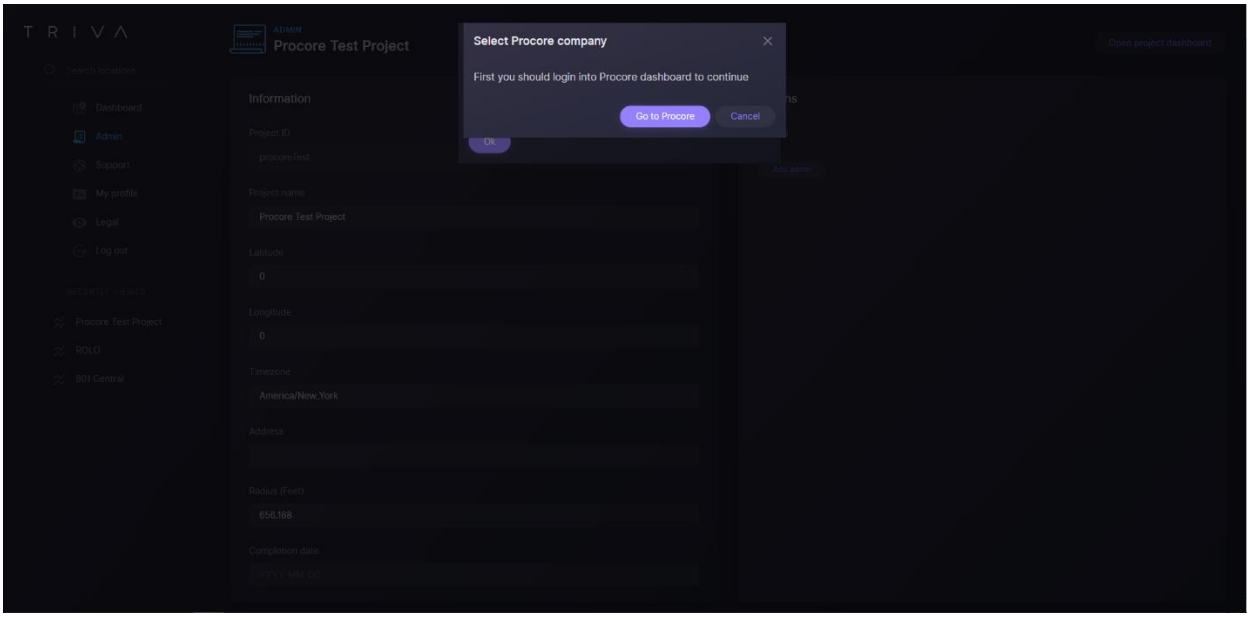
2. Once in project, go to the “Admin” page to access project information. Note: If you do not have admin privileges you will not be able to access this page nor import project information from Procore.



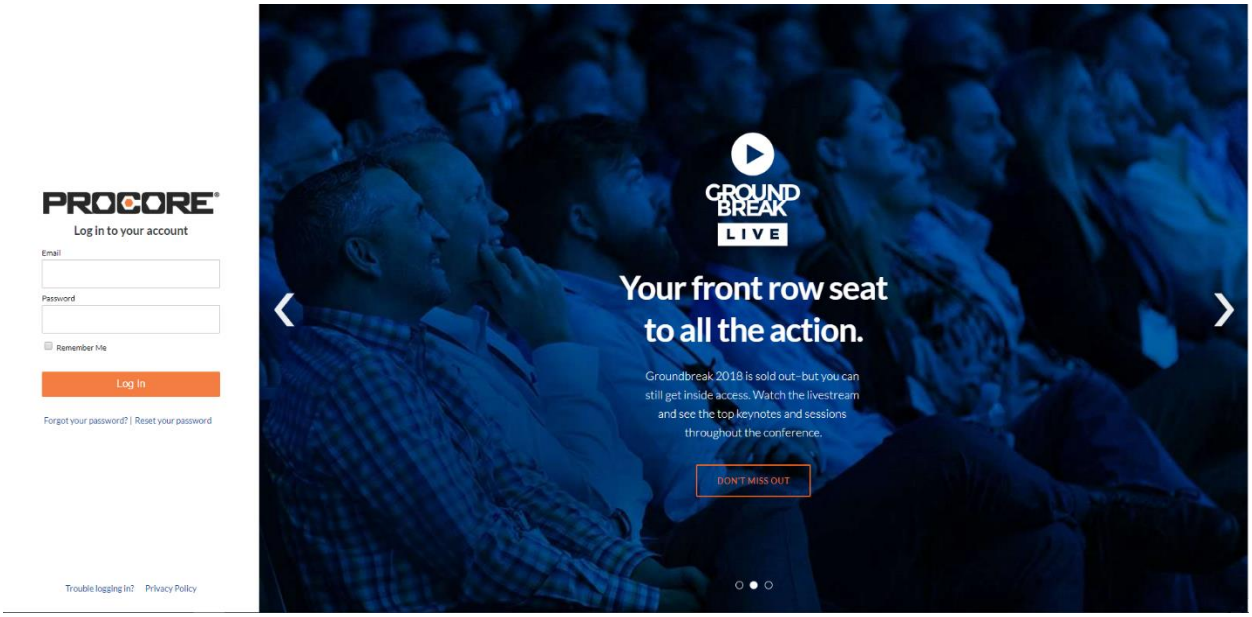
3. Click the “Import” button in the Information pane to begin the import process and choose Procore under “Import from”.



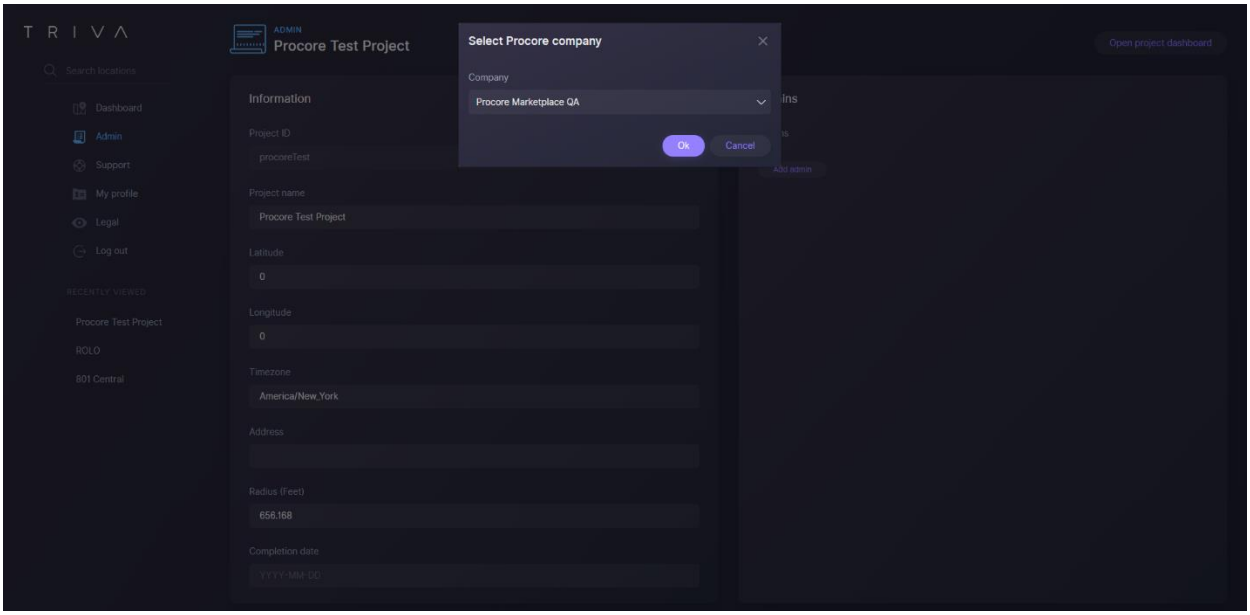
4. Here you will need to login to Procore with your Procore credentials in order to access your Procore project’s information.



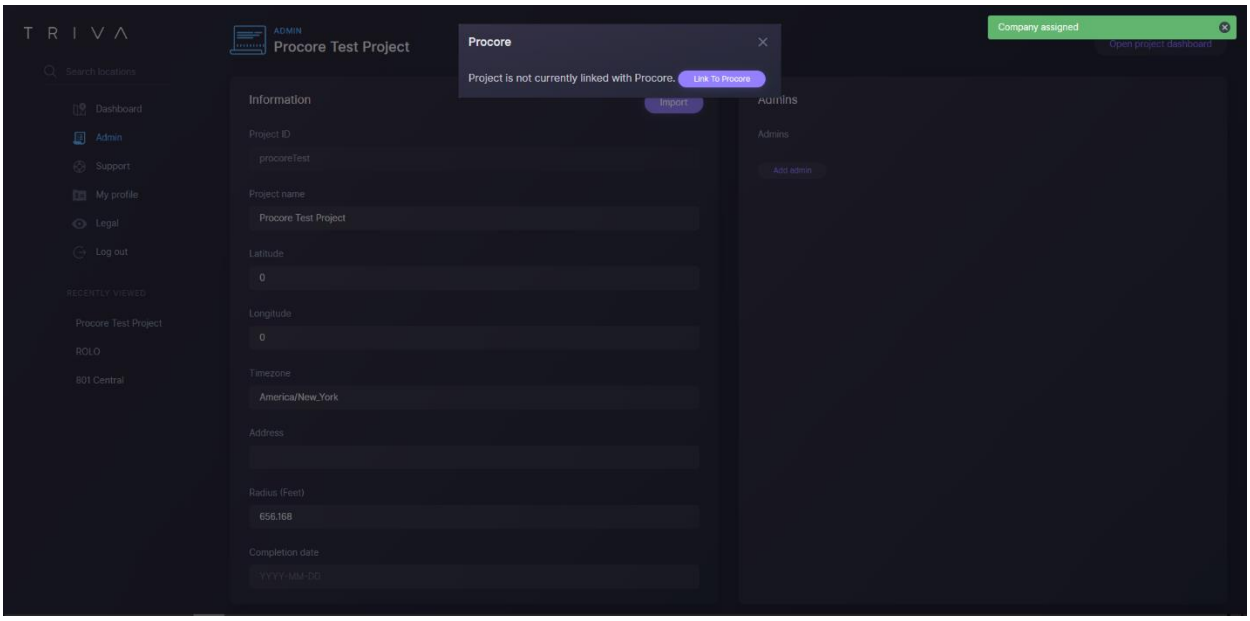
5. You will be redirected to Procore login page.



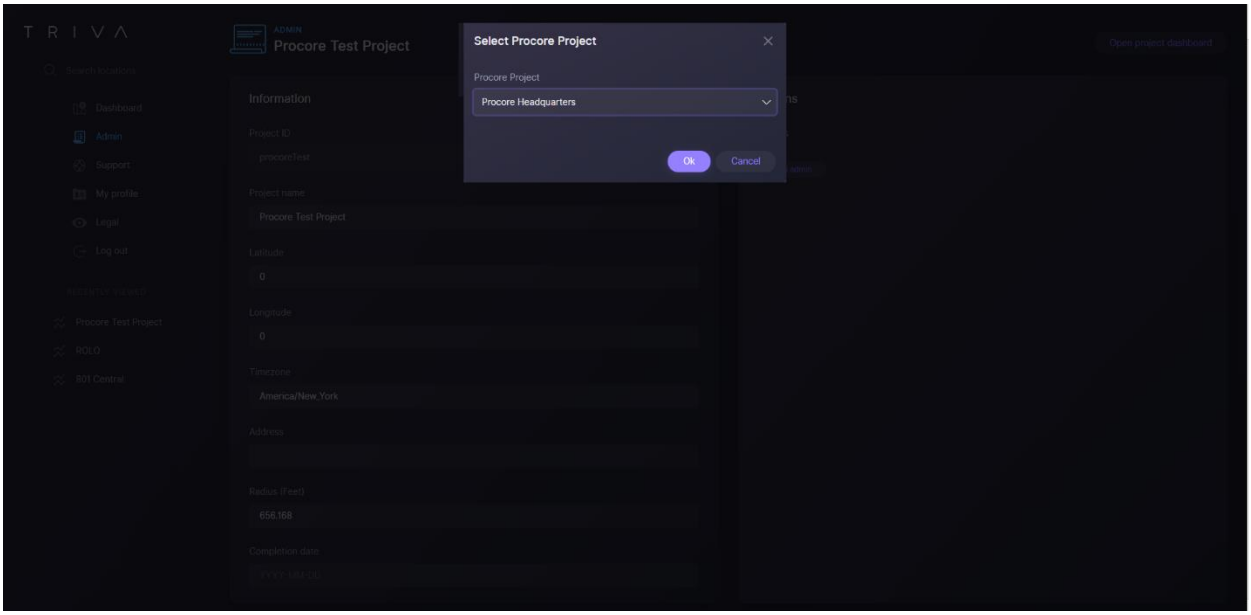
6. After logging in, you will be redirected back to the TRIVA dashboard where you can choose the company in which the project is assigned to.



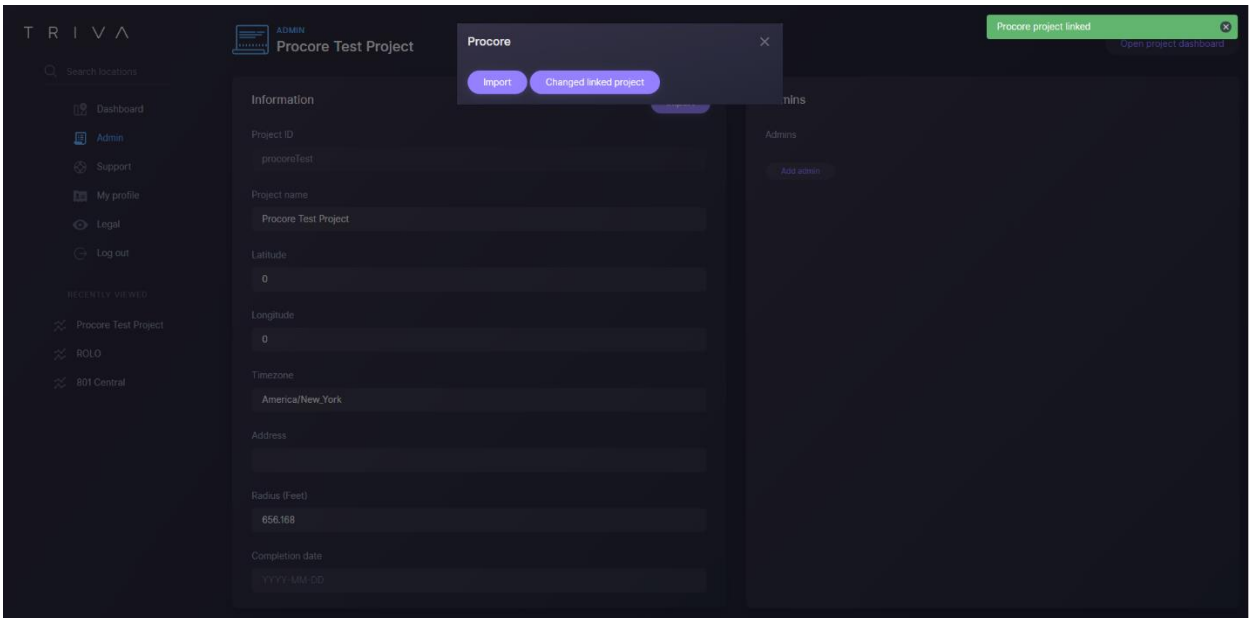
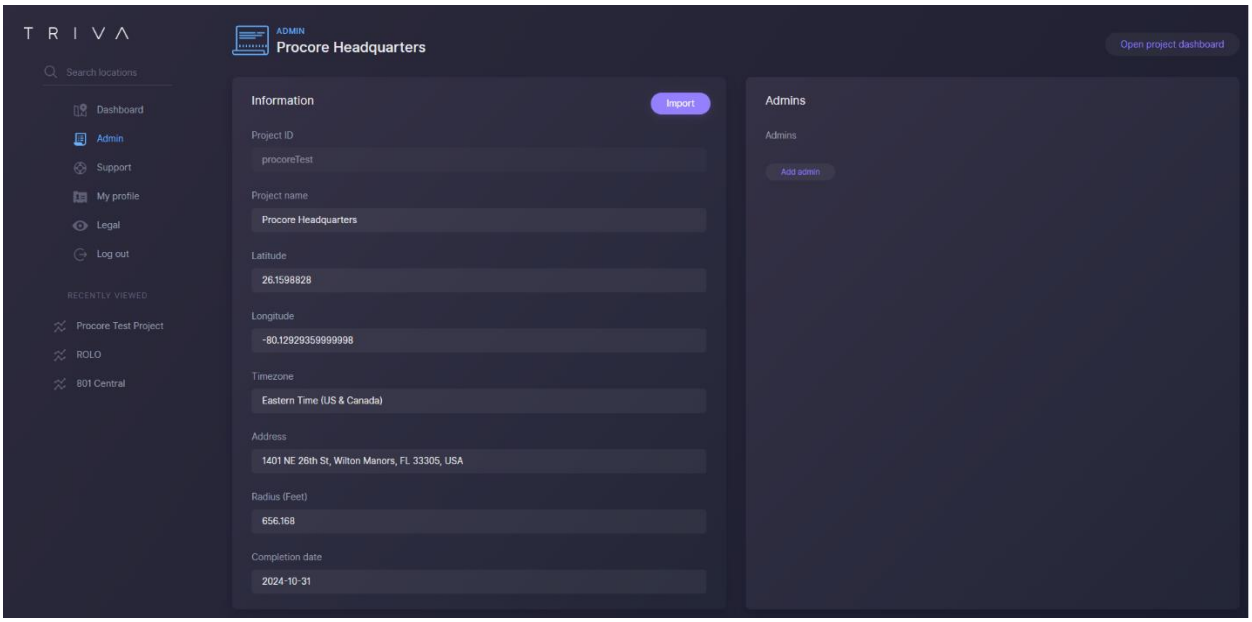
7. Next, you will need to link the project with Procore, effectively syncing the TRIVA dashboard and Procore for the selected project.



8. Once linked, you will have the option to select the project from Procore that is to be synced with the project in the TRIVA dashboard.



9. Once linked, the admin will now be able to import all project information from the Procore project into the TRIVA dashboard.



10. As seen below, all Procore project information has been populated.