# Procorem

Works with the following: Internet Explorer 10 and Google Chrome

Procorem is an application with features that will be used to communicate, upload documents, assign and complete project tasks.

1. You will receive an e-mail that is customized for you with your name.
2. Click on the "Visit Procorem" button and you will be prompted to create an account.
3. Enter an acceptable password and click on the statement at the bottom of the webpage, then click on the "Create Account" button.

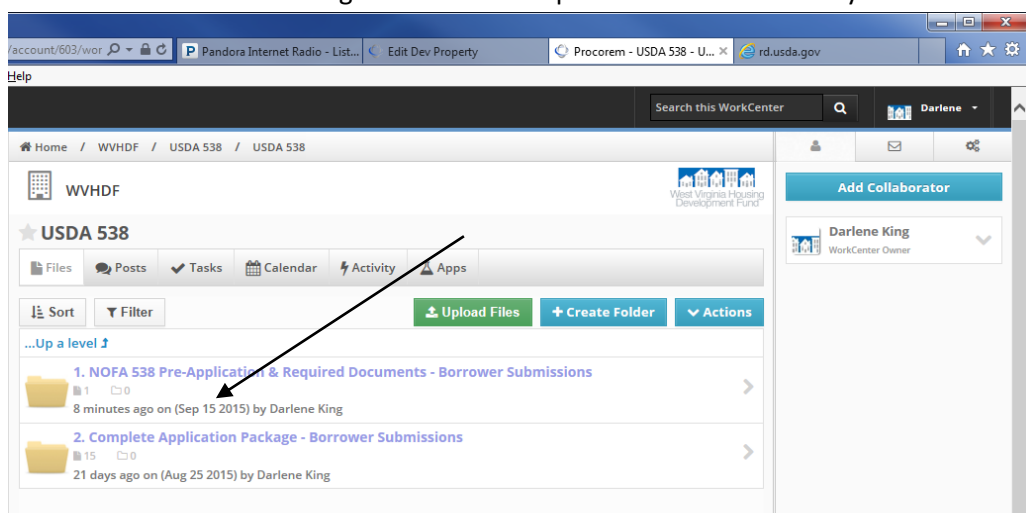4. Enter your email address and password and click Sign In.
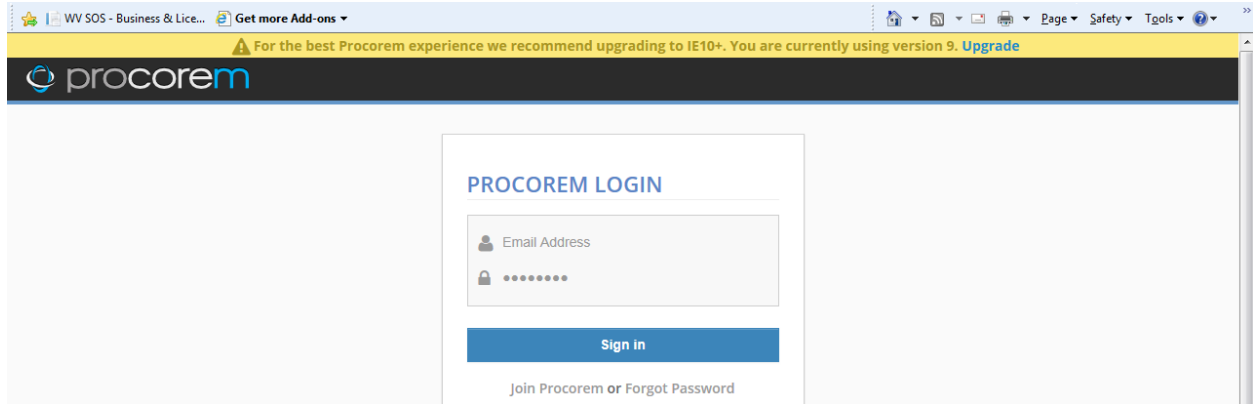
5. Your project-specific work centers can be found on the left hand panel under **Recent WorkCenters.**
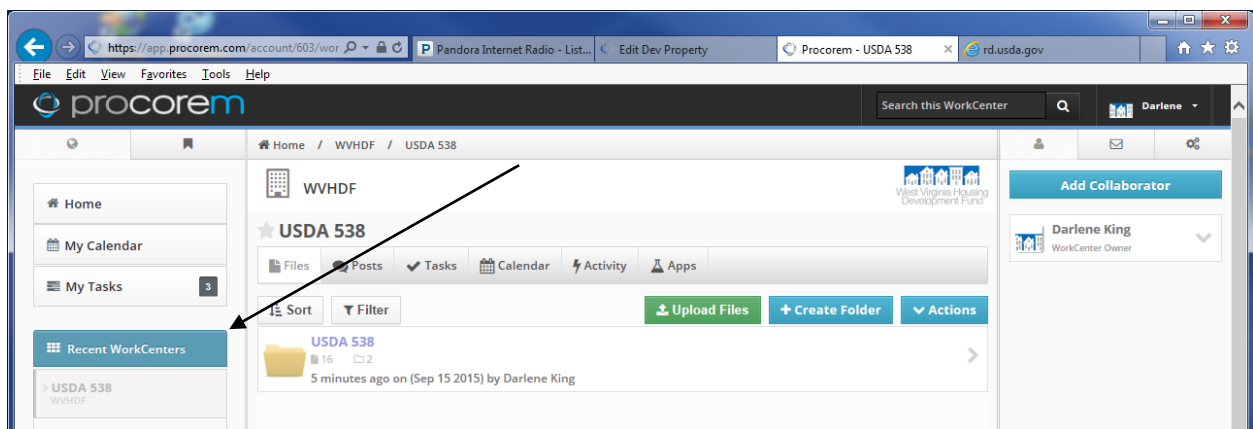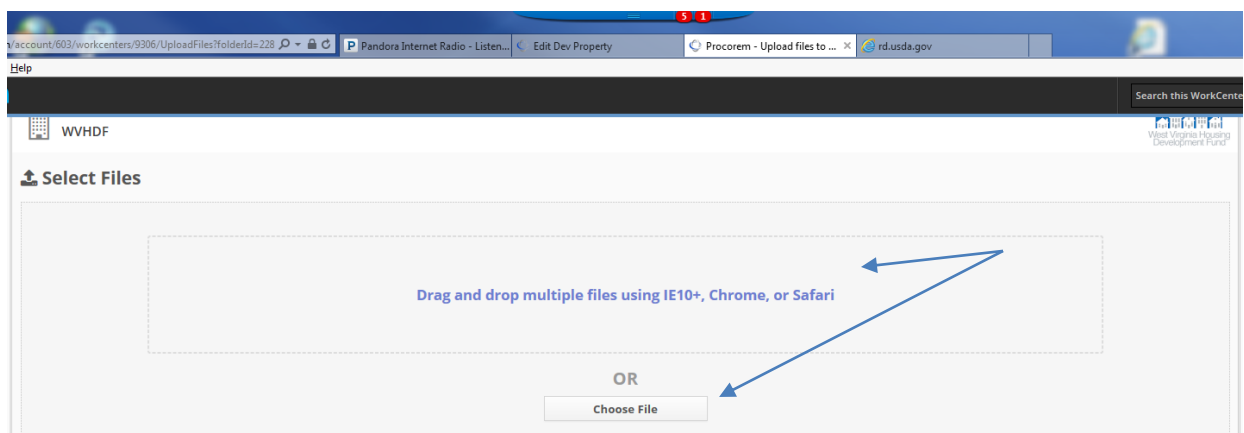

6. Review and explore the folders and/or files located in your WorkCenter
7. The USDA 538 folder is being used as an example. The main folder may contain sub-folders.

8. To upload a file into any folder, open the folder then click "Upload Files" button.
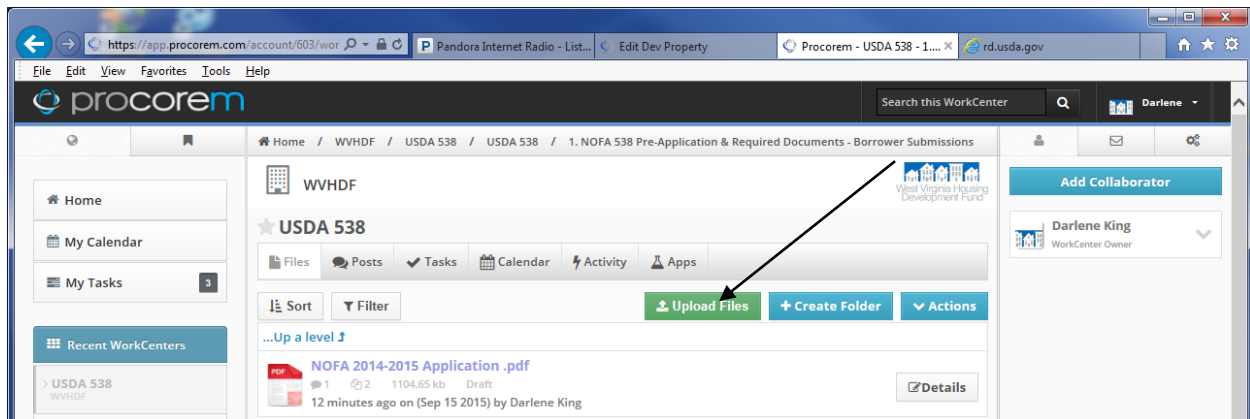
9. Click on choose file or drag and drop from Windows Explorer the file(s) you want to upload.


Important Reminders regarding file uploads

- Be certain that you are downloading into the correct file folder.
- Be certain that you use the Required File Naming Convention
- Be certain that when submitting signed documentation, that what you are submitting to the Fund is the signed version and not an unsigned version.

10. Your file(s) will show up as seen below.
11. Click on the "Upload" button when you are ready to Upload your documents.

Files can be seen here
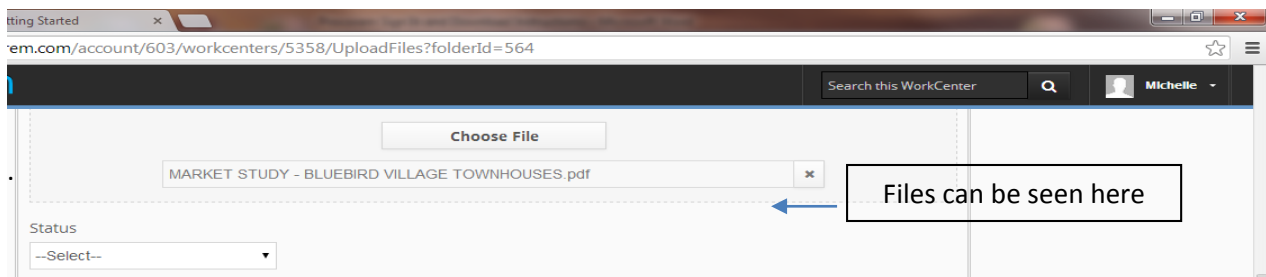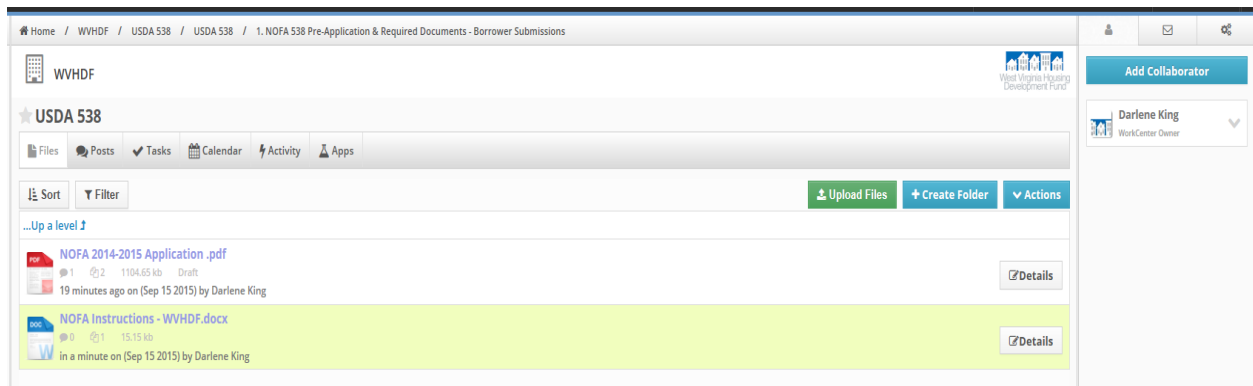
12. To OPEN the document click the document line.
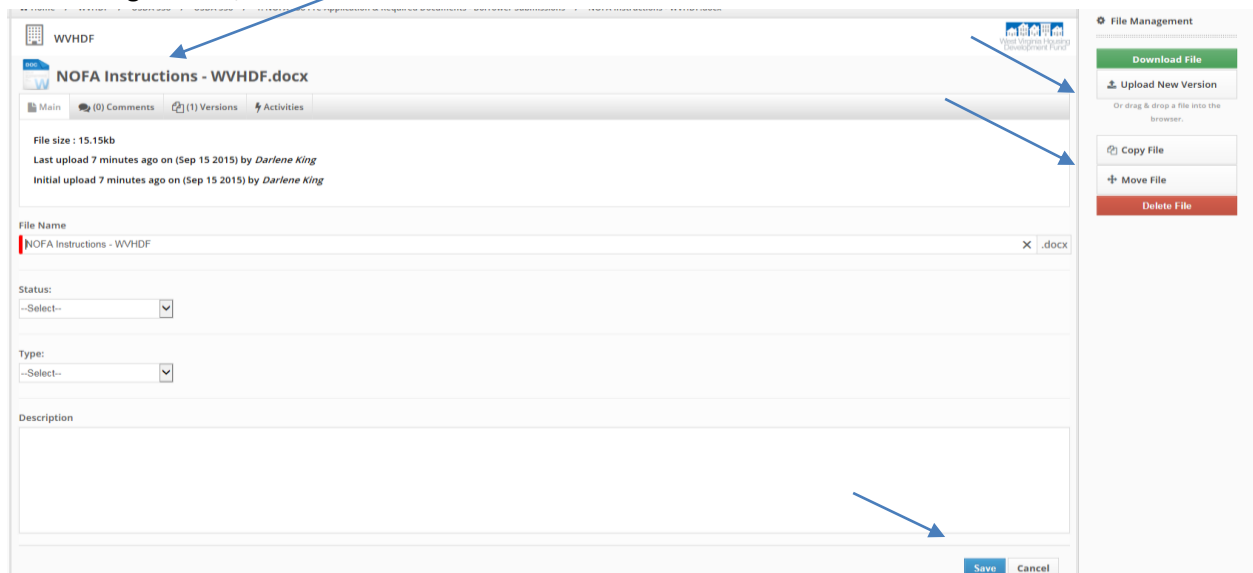13. To **UPLOAD A NEW VERSION** of the same document or to **DELETE** the file click DETAILS.
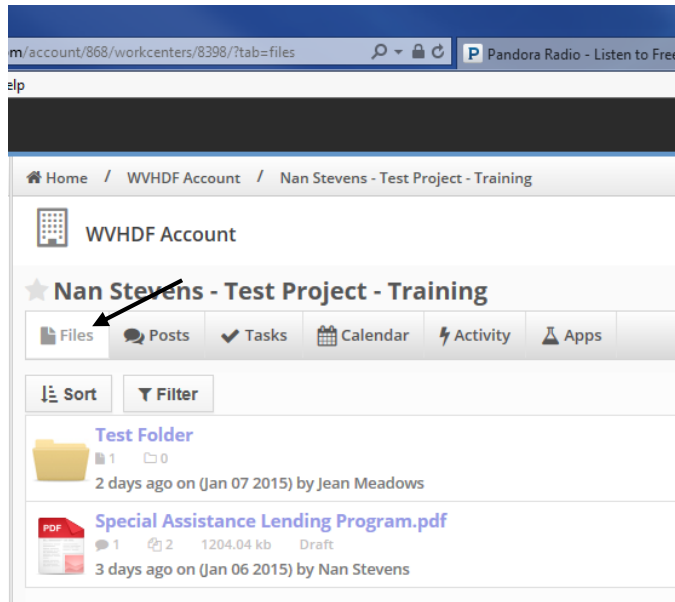
In the image below, we clicked DETAILS and now have OPTIONS.

This document is for training purposes only.

HOW TO REPLACE A DOCUMENT WITH A NEW VERSION

1. Click on "Files" to locate the document you wish to replace

2. Click on the "details" button on the document you wish to replace. In this task you have been asked to replace the SALP pdf so this is why I am choosing that one in this example.
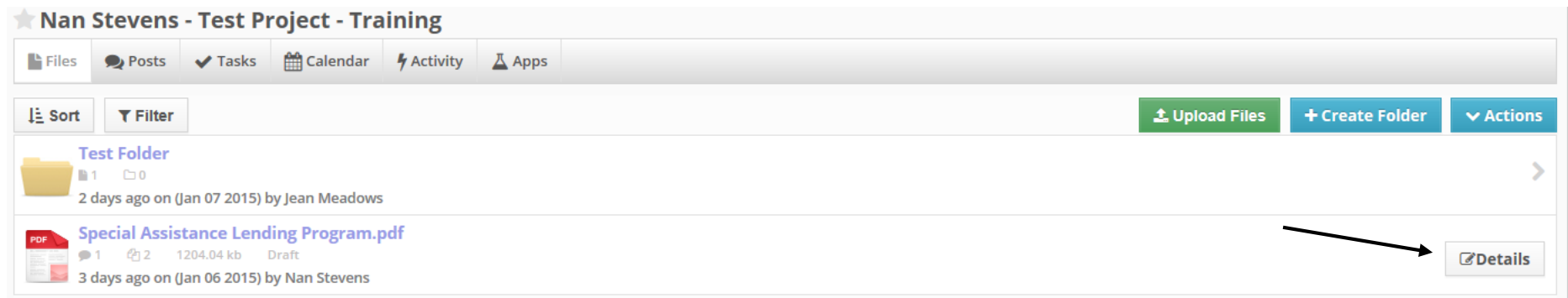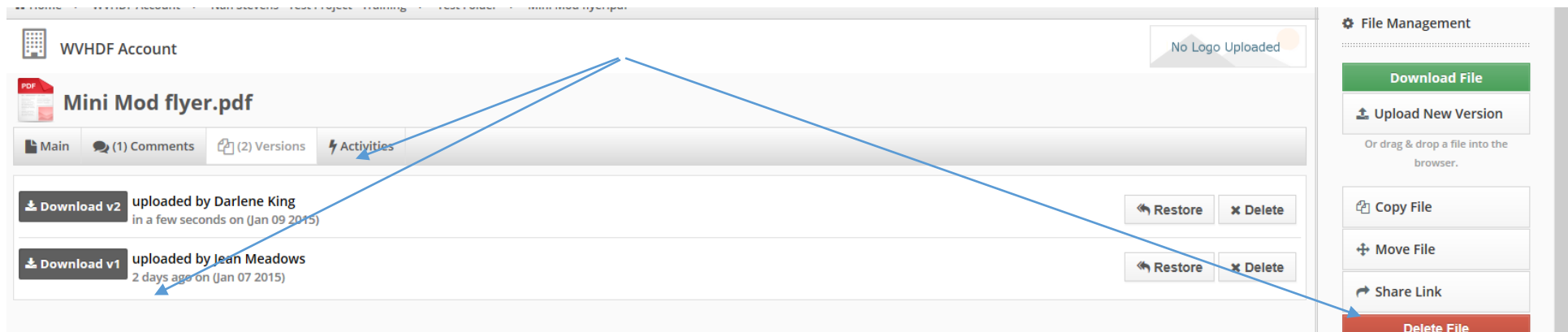
HOW TO REPLACE A DOCUMENT WITH A NEW VERSION

3. On the right side, click "Upload New Version". You will BROWSE for your new version that you have ready to upload. Find that document, select it and click "open" at the base of the window.
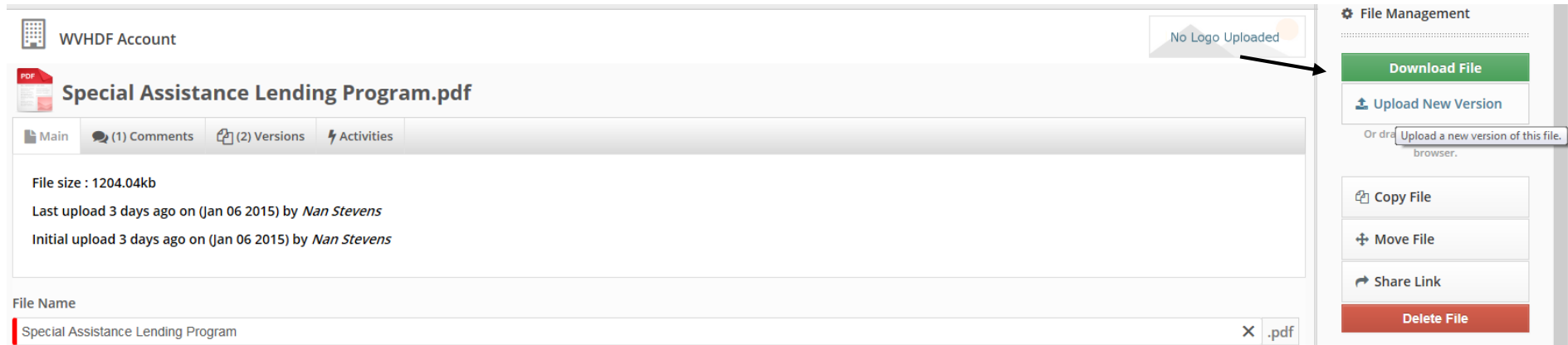
4. Next you will be shown both files….like the below print screen. Here you can see I have updated Jean's uploaded "test" document (which is the Mini Mod Flyer). Each one is labeled with a version #.
   You have a choice here to delete and or restore the original. NOTE- the new version is uploaded and DID replace the other version (see the 2nd print screen below showing the new one I uploaded.
   Here you cannot see the previous version but notice you have a "versions" button on the document… ☺

HOW TO REPLACE A DOCUMENT WITH A NEW VERSION

5. When you go back to the Files tab you will see that the old version is updated with the new version which I labeled a "draft" and there are 2 versions of that document.

WVHDF Account

No Logo Uploaded

⭐ **Nan Stevens - Test Project - Training**

📄 Files   💬 Posts   ✔ Tasks   📅 Calendar   ⚡ Activity   ⚗ Apps

⇅ Sort   ▼ Filter   ⬆ Upload Files   ➕ Create Folder   ⌄ Actions

...Up a level ⬆

Mini Mod flyer.pdf
💬 1   📑 2   971.22 kb   Draft
2 minutes ago on (Jan 09 2015) by Darlene King

📝 Details