



Connecting EVA Check-in to your Procore project

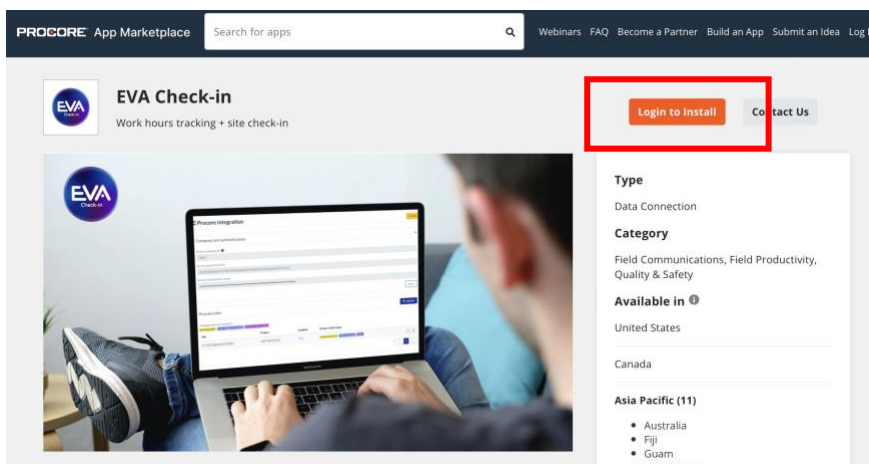
Our Procore integration allows you to connect an EVA Check-in site to a Procore project. This means you can track and report on visitor, staff and contractor check-ins directly in Procore's Daily Manpower and Visitor Logs – reducing manual admin and data entry, and making record-keeping and compliance straightforward.

Procore integration benefits

- Automatically send contractor/company check-in data to the Manpower Log so proof of time spent on site can be reviewed against time-based billing
- Capture 'reason for visit' and sync to the Manpower and Visitor logs
- Link check-in locations to Project locations for detailed reporting
- Keep data clean, using the Procore company directory when workers check-in
- Manage online inductions, SWMS collections, and collect permits to work and competencies
- Record on-site incidents and manage on-site emergency communications

Step 1 – download & install the EVA Check-in app

1. Go to the [EVA Check-in app](#) on the Procore marketplace.
2. Log in to your Procore account to install:



3. Once you've logged into Procore, you'll see this screen. Click **Install**.

Install App

You are about to install EVA Check-in to EVA Check-in with the following permissions. [Learn more](#).

Tool	Permission	Level
Reports	Admin	Company
Directory	Admin	Company
Timesheets	Admin	Company

Cancel

Install

4. You'll see a message confirming your installation is successful.

Installation Successful ×

Enable the Procore Integration within the EVA Check-in Portal and follow our setup guide at <https://evacheck.in/procore>

[EVA Procore Integration Instructions](#)

You can add permitted projects at this point (or skip and add them later):

Add Permitted Projects ×

Select the projects that the App will be allowed to access. Or, you can skip this step and add permitted projects later. [Learn more](#).

Select Projects

Permissions Requested

Tool	None	Read-Only	Standard	Admin
Daily Log				✓
Directory				✓
Incidents				✓
Reports				✓
Timesheets				✓

Skip **Add**

Step 2 – enable integration in EVA Check-in

1. Go to **Account > Integrations > Procore**
2. Click **Enable**
3. Enter your Procore company ID:

Company and authentication

Procore company ID 

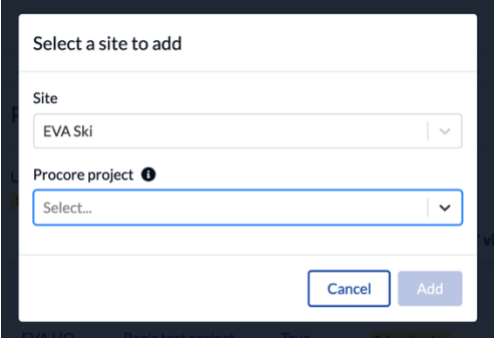
31061

You can find your company id from the company homepage url on the procore portal.

procore.com 31061 /company/home/list


Step 3 – connect EVA site to your Procore project

1. Go to **Account > Integrations > Procore**
2. Click **+Add site**
3. Select your EVA Check-in site and the corresponding Procore project



Select a site to add

Site
EVA Ski

Procore project 
Select...

Cancel Add

4. Click **Add**
5. Click the edit button to change the details for the Procore integration you've created.

Beresford Beresford site True sub-contractor Contractor



Procore site configuration: Beresford Disable

Procore project ⓘ
Beresford site

Company select label (optional) ⓘ
Which company are you from?

"Manpower log" visitor types (optional) ⓘ
sub-contractor x Contractor x

"Manpower log" comment template (optional)

Select the visitor types that will have their time on site tracked in the Procore "Manpower log" daily log report - these visitors are required to state what vendor they belong to on check-in.

Save

6. Optionally track visitor types in the Procore "Manpower log", and add a reason for visit or other info in the "Manpower log" comment template.

Step 4 – test your integration in EVA Check-in

1. In the EVA Check-in admin portal, go to Check-in
2. Click **Manual check-in** and enter your test check-in details
3. Enter your company (needs to be a company listed in the Project Directory in Procore) – if "Manpower log" visitor type is set up in step 3.6 above.
4. Fill in the 'reason for visit'
5. Check out

Step 5 – test your integration in Procore

1. Go to the relevant Procore Project and to **Project Tools > Reports**
2. Scroll down to Daily Log Reports and go to **Daily Log Manpower Report**. You should see your manual check-in (if you have set up a "Manpower log" visitor type in EVA Check-in).
3. Check **Daily Log Visitor Report** for your manual check-in.

Questions? Need help?

Get in touch with our friendly support team – contact support@evacheckin.com