

## Smartsheet Project Management Certification Exam

Besides the Schedule tool, where else can you view the current day's scheduled tasks?

- a. Meetings tool
- b. The project's Home page
- c. Drawings tool
- d. Photos tool - ✓✓ANSW✓✓..b. The project's Home page

How can you draw a straight line while marking up your drawing? - ✓✓ANSW✓✓..Hold shift key when drawing a line

How can you search for bidders to add them to the bid list (when viewing the Search for Bidders page)?

- a. Type the name of the company in the keyword search bar
- b. Filter by trades or cost codes
- c. Filter by jobsite proximity
- d. Filter by vendor ratings
- e. All of the above - ✓✓ANSW✓✓..e. All of the above

How can you upload photos into Procore?

- a. Click the "Upload Photos" button
- b. Send an email to a project's Procore-specific email address where photos are included as attachments
- c. Drag and drop files anywhere in the tool
- d. All of the above - ✓✓ANSW✓✓..d. All of the above

If you would like to allow your external subcontractors to submit their RFIs in Procore, which permission level should they be assigned?

- None
- Read only
- Standard
- Admin - ✓✓ANSW✓✓..Standard

If you would like to allow your external subcontractors to submit their submittals in Procore without giving them full access to the tool, which permission level should you assign them?

- a. Read-only
- b. Standard
- c. Admin - ✓✓ANSW✓✓..b. Standard

In Procore, what does it mean if a field has a blue caret in the top corner of the cell?

- a. The field is editable in-line
- b. The field has been marked for review by a 'Standard' level user
- c. The item is overdue
- d. The item has a comment attached to it - ✓✓ANSW✓✓..a. The field is editable in-line

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Which action are you UNABLE to perform from the PDF viewer of a spec section?

- a. Download the PDF file
- b. Export as a CSV file
- c. Perform a keyword search
- d. View the upload date - ✓✓ANSW✓✓..b. Export as a CSV file

True or False: You can access your meetings on your mobile device. - ✓✓ANSW✓✓..True

True or False: After you or someone on your team selects the "official response" to an RFI, the next step is to manually email all parties involved of the response. - ✓✓ANSW✓✓..False

True or False: After your meeting's agenda is saved in Procore, you will need to distribute the meeting in order for the invited attendees and members of the distribution list to receive an email notification of the upcoming meeting. - ✓✓ANSW✓✓..True

True or False: As a best practice, you should create calendar items in Procore for construction-related tasks that will impact the current project schedule. - ✓✓ANSW✓✓..False

True or False: As a best practice, you should create your schedule completely in Procore. - ✓✓ANSW✓✓..False

True or False: Before you publish your spec book to the team, you should make sure there's a break between every spec section. - ✓✓ANSW✓✓..True

True or False: If a user is not included on the initial workflow of a submittal, he or she can not respond to the submittal. - ✓✓ANSW✓✓..False

True or False: If you have a project with more than one building or area, you should enable the "Drawings by Area" feature. - ✓✓ANSW✓✓..True

True or False: It is recommended that you link the RFI to the related drawing in the Drawings tool. - ✓✓ANSW✓✓..True

True or False: It's important to discuss best practices in formatting your drawings with the design Team to ensure that the drawings are seamlessly processed in Procore. - ✓✓ANSW✓✓..True

True or False: Procore automatically sends an email to users with 'Admin' permissions on the Drawings tool when new drawings have been uploaded and are ready to be reviewed and published. - ✓✓ANSW✓✓..True

True or False: Procore recommends that RFIs are filtered through a project manager or "RFI Manager" who reviews them within Procore and distributes them as needed. - ✓✓ANSW✓✓..True

True or False: Taking photos and creating albums in a logical and consistent order will help keep a logical record of the job that will be easy to search later. - ✓✓ANSW✓✓..True

True or False: Team members entered into the RFIs Responsible Party field will receive notification emails regarding the RFI. - ✓✓ANSW✓✓..False

True or False: To upload a revision to your spec book, you will first need to delete the old version from Procore. - ✓✓ANSW✓✓..False

True or False: When a meeting is in "Draft" mode, you will not be able to distribute the agenda to any attendees. - ✓✓ANSW✓✓..True

True or False: When an issue occurs on site that may impact and cause a delay to the current project schedule, you should instruct your team to create a schedule change request using the Schedule tool. - ✓✓ANSW✓✓..True

True or False: When you add a markup to a drawing, any markups will be immediately available to your team without further action on your part. - ✓✓ANSW✓✓..False

True or False: When you click a project's Drawings tool in the Procore web app, you should expect to see the project's "current set" of drawings. (i.e. The most recently uploaded revision of each drawing.) - ✓✓ANSW✓✓..True

True or False: When you delete a specification from the Specifications list page, you will delete the specification and all of its revisions. - ✓✓ANSW✓✓..False

True or False: When you delete a submittal in Procore, it is permanently deleted and unrecoverable. - ✓✓ANSW✓✓..False

True or False: When you link an RFI to a drawing, you will see the drawing linked on the RFI's view page. - ✓✓ANSW✓✓..True

True or False: When you save a submittal as a draft, no notifications are sent out to the members of the distribution list and workflow. - ✓✓ANSW✓✓..True

True or False: You can create a commitment directly from an awarded bid. - ✓✓ANSW✓✓..True

True or False: You can integrate your Bluebeam Studio Prime account with Procore. - ✓✓ANSW✓✓..True