

# PROCORE FILE SYNC MANAGEMENT CUSTOMER ADMIN USER MANUAL

**Business Confidential** 



# 1. Login:

Step 1: Navigate to Management Portal site using the URL <a href="https://filesync.hingepoint.com/">https://filesync.hingepoint.com/</a>

Welcome To	Welcome To HingePoint File Sync Management Portal				
	HingePoint.				
	Microsoft 365 Login				
	Use your Company Login Credentials				
	Email				
	Password				
	Use a HingePoint Login Account Sign In Contact your company Administrator if you need access				

**Step 2:** Click on Microsoft 365 Login button to login with your Microsoft account.

Welcome To	HingePoint File Sync Management Portal
	HingePoint.
	Microsoft 365 Login
	Use your Company Login Credentials
	Emoil
	Password
	Use a HingePoint Login Account
	Sign In Contact your company Administrator if you need access



Step 3: Enter your credentials and click on next.

sign in		
Email, phone, or Sl 	kype	
Can't access your acc	ount?	
Sign-in options		
		Next



Hing	ePoir	nt.				File Sync Manage	emei	nt Portal - Oks Te	əst	Role : owner	ıb@star-knowled	ge.org 🗸
=	Ho	me									1	😭 / Home
â												
( <u>*</u> )			5.1% Completed		Connections							
×			94.9% Not Started	<b>%</b>	39							
ណ៍												
<b>:</b>												
<b>≜</b>												
r.										Search		
		Project Name				Initial Sync Start		File Location 1		File Location 2	Status	
		Project 1				03/09/2021		Windows		SharePoint	Not Started	
		Project 1				03/09/2021		SharePoint		Windows	Not Started	
		Project 1				03/09/2021		Procore		Windows	Not Started	
		Project 1				03/09/2021		Procore		SharePoint	Not Started	
		Project 1				03/09/2021		Windows		Procore	Not Started	
		Project 1				03/09/2021		SharePoint		Procore	Not Started	



# 2. Integration:

# 2.1 Create New Integration:

**Step 1:** Click on integration from the left navigation bar.

#### NOTE: Only Account Admins will be able to access the integration screen.

H	ingePoint.		File Sync Manageme	nt Portal - Oks Test	
≡	Home				
ñ	Home				
(1) (1)	Project Management	• 5.1% Completed			
×	Integrations	94.9% Not Started			
ன்	Analytics				
<b>;\$</b> 1	Users				
-	About				
بر	Contact				Sei
		11	Initial Sync Start	File Location 1	File Loc
			03/09/2021	Windows	SharePa
			03/09/2021	SharePoint	Window
			03/09/2021	Procore	Window
			03/09/2021	Procore	SharePa
			03/09/2021	Windows	Procore

Step 2: Click on create new button.

≡	Integrations						倄 / Integration
â							
( <u>*</u> )	Integrations						Create New
ж	Show 10 v entries					Search	
สม์	Name 11	System Type 👔	Created Date	Status 👈	No of Projects	No of Connections	
<b>:2</b> 1	Procore Integration	SharePoint	02/24/2021 02:36:34 PM	None	0	0	Edit   Copy   Delete
<b>*</b>	Procore Integration Test	SharePoint	02/24/2021 05:53:38 PM	None	0	0	Edit   Copy   Delete
و	Procore Integration Test2	SharePoint	02/24/2021 06:39:30 PM	None	0	0	Edit   Copy   Delete
	Procore Integration Test2- Cur	Procore	02/25/2021 10:56:14 AM	None	0	0	Edit   Copy   Delete
	Sharepoint Integration Test 1	SharePoint	02/24/2021 01:48:02 PM	None	0	0	Edit   Copy   Delete
	Sharepoint Integration Test I Edited	SharePoint	02/24/2021 02:11:29 PM	None	0	0	Edit   Copy   Delete
	Wnidows Test	SharePoint	02/24/2021 06:41:48 PM	None	0	0	Edit   Copy   Delete
	Showing I to 7 of 7 entries						Previous 1 Next



**Step 3:** Enter the data and click on save.

≡	Create New Integration		🕋 / Create New Integration
â			
( <mark>4</mark> )	Create New Integration		
×	croate new integration		
ជា	Name *	Enter the title	
***	Description	Enter the description	
-			
بر	System Type *	-Select-	
			Back Save

# 2.2 Edit an Integration:

**Step 1:** Click on integration from the left navigation bar.

## NOTE: Only Account Admins will be able to access the integration screen.

Hi	ngePoint.				File Sync Manag	gemer	nt Portal - Oks	Test	
≡	Home								
ñ	Home								
٥	Project Management	🔵 5.1% Completed		Connections					
×	Integrations	94.9% Not Started	6	39					
រវា	Analytics								
:21	Users								
-	About								
بر	Contact								Sei
					Initial Sync Start		File Location 1		File Loc
					03/09/2021		Windows		SharePo
					03/09/2021		SharePoint		Window
					03/09/2021		Procore		Window
					03/09/2021		Procore		SharePa
					03/09/2021		Windows		Procore



**Step 2:** Click on the edit button in the integration table for the integration that needs to be edited.

=	Integrations						삼 / Integrations
â							
4	Integrations						Create New
×	Show 10 v entries					Search	
រវា	Name ti	System Type 👔	Created Date	Status 👈	No of Projects	No of Connections 🌐	
: <b>*</b> *	Procore Integration	SharePoint	02/24/2021 02:36:34 PM	None	0	0	Edit Copy   Delete
Ě	Procore Integration Test1	SharePoint	02/24/2021 05:53:38 PM	None	0	0	Edit Copy   Delete
ر	Procore Integration Test2	SharePoint	02/24/2021 06:39:30 PM	None	0	0	Edit Copy   Delete
	Procore Integration Test2- Cur	Procore	02/25/202110:56:14 AM	None	0	0	Edit Copy   Delete
	SharePoint Integration	SharePoint	02/26/2021 04:16:42 AM	None	0	0	Edit Copy   Delete
	Sharepoint Integration Test 1	SharePoint	02/24/2021 01:48:02 PM	None	0	0	Edit Copy   Delete
	Sharepoint Integration Test 1 Edited	SharePoint	02/24/2021 02:11:29 PM	None	0	0	Edit Copy   Delete
	Wnidows Test	SharePoint	02/24/2021 06:41:48 PM	None	0	0	Edit Copy   Delete

Step 3: Update the fields and click on save.

≡	Edit Integration		I Edit Integration
â			
43	Edit Integration		
×	Edit integration		
រវា	Name *	SharePoint Integration	
<b>i</b>	Description	description	
4			
L.	System Type *	SharePoint ~	
	Sharepoint Web Url •	http://www.sharepoint.com	
	SharePoint Client Key •	asewl2-sad123-asd-asd12	
	Sharepoint Client Secret *	asew12-sad123-asd-asd12	
			Back Save



## 2.3 Delete an Integration:

**Step 1:** Click on integration from the left navigation bar.

#### NOTE: Only Account Admins will be able to access the integration screen.

Hi	ngePoint.		File Sync Managemei	nt Portal - Oks Test	C
≡	Home				
ŝ	Home				
<b>(</b> )	Project Management	• 5.1% Completed			
×	Integrations	• 94.9% Not Started			
រវា	Analytics				
:21	Users				
-	About				
بر	Contact				Sei
		Ļ1	Initial Sync Start	File Location 1	File Loc
			03/09/2021	Windows	SharePa
			03/09/2021	SharePoint	Window
			03/09/2021	Procore	Window
			03/09/2021	Procore	SharePa
			03/09/2021	Windows	Procore

**Step 2:** Click on the delete button in the integration table for the integration that needs to be deleted.

≡	Integrations						😤 / Integrations
ñ							
<i>€</i> }	Integrations						Create New
×	Show 10 v entries					Search	
ណ៍	Name 11	System Type 👔	Created Date 11	Status 👔	No of Projects	No of Connections	
<b>:</b>	Procore integration	SharePoint	02/24/2021 02:36:34 PM	None	0	0	Edit   Copy Delete
-	Procore Integration Test1	SharePoint	02/24/2021 05:53:38 PM	None	0	0	Edit   Copy Delete
ور	Procore Integration Test2	SharePoint	02/24/2021 06:39:30 PM	None	0	0	Edit   Copy Delete
	Procore Integration Test2- Cur	Procore	02/25/202110:56:14 AM	None	0	0	Edit   Copy Delete
	SharePoint Integration	SharePoint	02/26/2021 04:16:42 AM	None	0	0	Edit   Copy Delete
	Sharepoint Integration Test 1	SharePoint	02/24/2021 01:48:02 PM	None	0	0	Edit   Copy Delete
	Sharepoint Integration Test 1 Edited	SharePoint	02/24/2021 02:11:29 PM	None	0	0	Edit   Copy Delete
	Whidows Test	SharePoint	02/24/2021 06:41:48 PM	None	0	0	Edit   Copy Delete
	Showing I to 8 of 8 entries						Previous 1 Next



**Step 3:** Click on yes to delete the integration.

	a strat	
Delete Confirmation	×	
Are you sure you want to delete the integration?		
, , ,		
	Ves	
Sustan Tuna an Created Data	Ctatuo.	
TU System Type TU Created Date	tatus	TU NO OT Project

# 2.4 View an Integration:

**Step 1:** Click on integration from the left navigation bar.

NOTE: Only Account Admins will be able to access the integration screen.

H	ingePoint.		File Sync Manageme	nt Portal - Oks Test	C
≡	Home				
ñ	Home				
( <u>*</u> )	Project Management	• 5.1% Completed			
×	Integrations	94.9% Not Started			
ណ៍	Analytics				
<b>;</b> \$\$	Users				
-	About				
بر	Contact				Sei
		11	Initial Sync Start	File Location 1	File Loce
			03/09/2021	Windows	SharePa
			03/09/2021	SharePoint	Window
			03/09/2021	Procore	Window
			03/09/2021	Procore	SharePa
			03/09/2021	Windows	Procore



## Step 2: Click on the name of the integration which you want to view

≡	Integrations							🔺 / Integrations
ŵ								
¢	Integrations							Create New
×	Show 10 v entries						Search	
វវា	Name	ti.	System Type	Created Date	Status	No of Projects	No of Connections	
***	Procore Integration		SharePoint	02/24/2021 02:36:34 PM	None	0	0	Edit   Copy   Delete
-	Procore Integration Test1		SharePoint	02/24/2021 05:53:38 PM	None	0	0	Edit   Copy   Delete
م	Procore Integration Test2		SharePoint	02/24/2021 06:39:30 PM	None	0	0	Edit   Copy   Delete
	Procore Integration Test2- Cur		Procore	02/25/202110:56:14 AM	None	0	0	Edit   Copy   Delete
	SharePoint Integration		SharePoint	02/26/2021 04:16:42 AM	None	0	0	Edit   Copy   Delete
	Sharepoint Integration Test 1		SharePoint	02/24/2021 01:48:02 PM	None	0	0	Edit   Copy   Delete
	Sharepoint Integration Test 1 Edited		SharePoint	02/24/2021 02:11:29 PM	None	0	0	Edit   Copy   Delete
	Wnidows Test		SharePoint	02/24/2021 06:41:48 PM	None	0	0	Edit   Copy   Delete

Step 3: The View Screen is displayed

≡	View Integration	۲		倄 / View Integration
â				
¢	View Inte	earation		
×		0		
រវា	Name	SharePoint Integration	Sharepoint Web Url •	
***	Description	description	http://www.sharepoint.com	
	System Type	SharePoint	SharePoint Client Key •	
Ě			asew12-sad123-asd-asd12	
بر			Sharepoint Client Secret *	
			asew12-sad123-asd-asd12	
				Back Delete Edit



# 3. Project Management:

# **3.1 Create a Project:**

**Step 1:** Click on Project Management from the left navigation bar.

<b>■</b> Hi	ingePoint.				File Sync Manageme	nt Portal - Oks Test	syed.shadab Role : owner	@star-knowledge.org	J 🗸
=	Home							<b>A</b> /	Home
â	Home								
(4)) (4))	Project Management	5.1% Completed							
×	Integrations	94.9% Not Started	6	39					
ជា	Analytics								
121	Users								
•	About								
بر	Contact						Search		
					Initial Sync Start	File Location 1	File Location 2	Status 11	
					03/09/2021	Windows	SharePoint	Not Started	
					03/09/2021	SharePoint	Windows	Not Started	
					03/09/2021	Procore	Windows	Not Started	
					03/09/2021	Procore	SharePoint	Not Started	

#### **Step 2:** Click on create new button.

=	Project Management			I Project Management
â				
٩	Project Management			Create New
×	Show 10 v entries			Search
ลม์	Project Name	File Locations		
<b>;2</b> ;	test1234	N/A	Details   Logs   Copy   Delete	
-	Project_5 - Copy	N/A	Details   Logs   Copy   Delete	
بر	Uinq Integration	N/A	Details   Logs   Copy   Delete	
	Project_5 - Copy - Copy	N/A	Details   Logs   Copy   Delete	
	Sharepoint to Procore NEW	N/A	Details   Logs   Copy   Delete	
	Editable feilds	N/A	Details   Logs   Copy   Delete	
	file location 3 edited	N/A	Details   Logs   Copy   Delete	
	Oksana TEST	N/A	Details   Logs   Copy   Delete	
	Project_6	N/A	Details   Logs   Copy   Delete	



**Step 3:** Project Create Screen is displayed. Click on add connection to add a connection to the data.

≡	Create New Project		👚 / Create New Project
â			
<b>(</b> <u>1</u> )	Create New Project		
×			
រវា	Project Name *	Enter the Project Name	
<b>:</b> #3	Project Description		
2		Enter the Project Description	
بر			
	+Add More Connections		
			Back Save

Step 4: Enter the data and click on save.

=	Cre	ate New Project						👫 / Create New Project
â								
٥		Create New Project						
ж		Parinat Mana						
ଇ		Project Huller		Enter the Project Name				
• 		Project Description		Enter the Project Description				
Ę.		Our and the Marrie						
		Connection Name	Connection 1					Delete
		Integration •	SharePoint	*		Integration •	Windows *	
		File Location 1	File Location 1			File Location 2	File Location 2	
		SharePoint Site *	https://hingepointl.sha	repoint.com/sites/MSTeamsProcoreDemo		Windows Directory Full Path *	Enter the Windows Directory Path	
		SharePoint Library List •	-Select-	*				
		SharePoint Library List ID *	Enter the SharePoint Lis	t ID				
		SharePoint Folder *	-Select-	*				
		SharePoint Folder ID *	Enter the SharePoint Fo	der ID				
				Test				
		+Add More Connections						
								Back Save



# 3.2 Edit a Project:

**Step 1:** Click on Project Management from the left navigation bar.

HingePoint.	File Sync Management Portal - Oks Test Standab@star-knowle			@star-knowledge.org 🗸		
≡ Home						😭 / Home
😚 Home						
👫 Project Management	5.1% Completed					
X Integrations	• 94.9% Not Started	39				
ជា៍ Analytics						
📇 Users						
About						
Contact					Search	
			Initial Sync Start	File Location 1	File Location 2	Status 11
			03/09/2021	Windows	SharePoint	Not Started
			03/09/2021	SharePoint	Windows	Not Started
			03/09/2021	Procore	Windows	Not Started
			03/09/2021	Procore	SharePoint	Not Started

**Step 2:** Click on the Details button in the projects table for the project that needs to be edited.

=	Pr	oject Management			😤 / Project Manag	jement
ñ		Show 10 v entries			Search	
٥		Project Name	File Locations			
×		test1234	N/A	Details Logs   Copy   Delete		
สม์		Project_5 - Copy	N/A	Details Logs   Copy   Delete		
<b>;2</b> 5		Uing Integration	N/A	Details Logs   Copy   Delete		
*		Project_5 - Copy - Copy	N/A	Details Logs   Copy   Delete		
بر		Sharepoint to Procore NEW	N/A	Details Logs   Copy   Delete		
		Editable feilds	N/A	Details Logs   Copy   Delete		
		file location 3 edited	N/A	Details Logs   Copy   Delete		
		Oksana TEST	N/A	Details Logs   Copy   Delete		
		Project_6	N/A	Details Logs   Copy   Delete		
		File Location 4 Test	N/A	Details Logs   Copy   Delete		



Step 4: Details screen is displayed and click on edit.

=	View Project				🐔 / vi	
<b>ନ</b> ଓ	View Project					
× ai	Project Name Test Project 3					
Ô	Project Description N/A					
۵ ۱	Connection Name Con	nnection 1				
`	Integration 1 Shared	Point	Integration 2	Windows		
	File Location 1 File Loc	acation 1	File Location 2	File Location 2		
	SharePoint Site https:/	//hingepoint1.sharepoint.com/sites/MSTeamsProcoreDemo	Windows Directory Full Path	http://windows		
	SharePoint List Data					
	SharePoint List ID 0.4db7	7962-1981-47b1-9199-699b7b5a6d31				
	SharePoint Folder List Ro	oot				
	SharePoint Folder ID 0					
					Back Delete	dit

Step 3: Update the fields which needs to be updated and click on save.

=	Edit	: Project							😤 / Edit Projec
ñ									
0		Edit Project							
)X इत्र		Project Name •		Test Project 3					
Ô									
-		Project Description		Enter the Project Description					
4									
٩		Connection Name	Connection 1						Delete
		Integration •	SharePoint		•	Integration *	Windows	~	
		File Location 1	File Location 1			File Location 2	File Location 2		
		SharePoint Site *	https://hingepointl.sha	repoint.com/sites/MSTeamsProcoreDemo		Windows Directory Full Path •	http://windows		
		SharePoint Library List •	Data		-				
		SharePoint Library List ID *	a4db7962-f98f-47bl-9	99-699b7b5a6d3f					
		SharePoint Folder *	List Root		-				
		SharePoint Folder ID *	0						
				Test					
		+Add More Connections							
									Back Save



# 3.3 Delete a Project:

**Step 1:** Click on Project Management from the left navigation bar.

<b>■</b> Hi	ngePoint.				File Sync Manageme	ent Portal - Oks Test	Role : owner	@star-knowledge.org	~
≡	Home							<b>希</b> /	Home
ñ	Home								
43	Project Management	5.1% Completed							
×	Integrations	94.9% Not Started	39 Conne	ictions					
áú	Analytics								
<b>;</b> \$\$	Users								
-	About								
بر	Contact						Search		
					Initial Sync Start	File Location 1	File Location 2	Status 11	
					03/09/2021	Windows	SharePoint	Not Started	
					03/09/2021	SharePoint	Windows	Not Started	
					03/09/2021	Procore	Windows	Not Started	
					03/09/2021	Procore	SharePoint	Not Started	

**Step 2:** Click on the delete button in the projects table for the project that needs to be deleted.

=	Pr	oject Management			倄 / Project Management
â		Show 10 v entries			Search
( <u>*</u> )		Project Name	File Locations		
×		testl234	N/A	Details   Logs   Copy   Delete	
រវា		Project_5 - Copy	N/A	Details   Logs   Copy   Delete	
i <b>li</b> i		Uinq Integration	N/A	Details   Logs   Copy   Delete	
-		Project_5 - Copy - Copy	N/A	Details   Logs   Copy   Delete	
r.		Sharepoint to Procore NEW	N/A	Details   Logs   Copy   Delete	
		Editable feilds	N/A	Details   Logs   Copy   Delete	
		file location 3 edited	N/A	Details   Logs   Copy   Delete	
		Oksana TEST	N/A	Details   Logs   Copy   Delete	
		Project_6	N/A	Details   Logs   Copy   Delete	
		File Location 4 Test	N/A	Details   Logs   Copy Delete	



Step 3: Click on yes to delete the integration.



## 3.4 View a Project:

**Step 1:** Click on Project Management from the left navigation bar.

<b>■</b> Hi	ingePoint.				File Sync Managen	nent Portal - Oks Test	Role : owner	o@star-knowledge	e.org 🗸
=	Home							ń	/ Home
ñ	Home								
	Project Management	5.1% Completed							
×	Integrations	94.9% Not Started	8	Connections 39					
រវា	Analytics								
<b>;</b> \$;	Users								
•	About								
بر	Contact						Search		
					Initial Sync Start	File Location 1	File Location 2	Status	
					03/09/2021	Windows	SharePoint	Not Started	
					03/09/2021	SharePoint	Windows	Not Started	
					03/09/2021	Procore	Windows	Not Started	
					03/09/2021	Procore	SharePoint	Not Started	



**Step 2:** Click on the details button in the projects table for the project that needs to be viewed.

≡	Pr	oject Management			i Project Management
â		Show 10 v entries			Search
6 <u>4</u> 3		Project Name	File Locations		
×		test1234	N/A	Details Logs   Copy   Delete	
ណ៍		Project_5 - Copy	N/A	Details Logs   Copy   Delete	
<b>:\$</b> \$		Uing Integration	N/A	Details Logs   Copy   Delete	
-		Project_5 - Copy - Copy	N/A	Details Logs   Copy   Delete	
بر		Sharepoint to Procore NEW	N/A	Details Logs   Copy   Delete	
		Editable feilds	N/A	Details Logs   Copy   Delete	
		file location 3 edited	N/A	Details Logs   Copy   Delete	
		Oksana TEST	N/A	Details Logs   Copy   Delete	
		Project_6	N/A	Details Logs   Copy   Delete	
		File Location 4 Test	N/A	Details Logs   Copy   Delete	

Step 3: Details Screen is displayed.

=	View Project				🕌 / View Projec
*					
Φ	View Project				
×	Beningt Margan Tost Devices 2				
si	Project Description N/A				
۵					
-					
4	Connection Name	Connection 1			
•					
	Integration 1	SharePoint	Integration 2	Windows	
	File Location 1	File Location 1	File Location 2	File Location 2	
	SharePoint Site	https://hingepointl.sharepoint.com/sites/MSTeamsProcoreDemo	Windows Directory Full Path	http://windows	
	SharePoint List	Data			
	SharePoint List ID	04db7962-1981-47b1-9199-699b7b5b6d3t			
	SharePoint Folder	List Root			
	SharePoint Folder ID	D			
					Back Delete Edit



# 3.5 Activate a Sync:

**Step 1:** Click on Project Management from the left navigation bar.

Hin	gePoint.				File Sync Manageme	nt Portal - Oks Test	Role : owner	@star-knowledge	.org 🗸
≡	Home							*	/ Home
<b>∻</b> ⊦	lome								
(å) P	roject Management	5.1% Completed							
× •	ntegrations	94.9% Not Started	Sonnecti 39	ons					
áá A	nalytics								
<b>#</b> 1	Isers								
≗ ^	bout								
ر د	Contact						Search		
					Initial Sync Start	File Location 1	File Location 2	Status	
					03/09/2021	Windows	SharePoint	Not Started	
					03/09/2021	SharePoint	Windows	Not Started	
					03/09/2021	Procore	Windows	Not Started	
					03/09/2021	Procore	SharePoint	Not Started	

**Step 2:** Click on the name of the project in the project tables whose sync you want to activate.

<b>■</b> Hi	ngePoint.				File Sync Manage	emen	t Portal - Oks Test	Role : owner	@star-knowledg	je.org 🗸
≡	Home								1	/ Home
â	Home									
- { <sup>1</sup> / <sub>4</sub> }	Project Management	5.1% Completed								
×	Integrations	94.9% Not Started	8	39						
ជា	Analytics									
<b>;</b> \$;	Users									
2	About									
بر	Contact							Search		
					Initial Sync Start		File Location 1	File Location 2	Status	
					03/09/2021		Windows	SharePoint	Not Started	
					03/09/2021		SharePoint	Windows	Not Started	
					03/09/2021		Procore	Windows	Not Started	
					03/09/2021		Procore	SharePoint	Not Started	



**Step 3:** the project stats screen is displayed. Select the endpoint for which you want to activate the sync and click on start.

=	Project Stats							😭 / Project Stats
â								
¢	Project Stats						Back	Edit
×								
ណ៍	<ul> <li>Action Items</li> </ul>							
<b>:</b> #3	string Activate Sync Starting	SharePo	int 🗸	Start				
<b>4</b>	Sync Status							
بر		Initial Sync S	Started Init	ial Sync Completed				
	+ Action Items							
	Stats							
	0	0	0	0	2 Way Start Date	01-01-0001 00:00		
	Added to Share Point	Added to Proco re	Updated to Sh arePoint	Updated to Pro core	2 Way Stop Date	01-01-0001 00:00		
					Error Logs	View		
	0	0	1	1	O Mari Cumo Chatua	ON		

# 3.6 Deactivate a Sync:

**Step 1:** Click on Project Management from the left navigation bar.

HingePoir	nt.				File Sync Mana	gemer	nt Portal - Oks Tes	t 💽	Role : owner	ıb@star-knowledg	ge.org 🗸
≡ Ho	ome									1	😭 / Home
😚 Home											
( <sup>4</sup> ) Project Me	anagement	5.1% Completed									
💐 Integratio	ons	94.9% Not Started	8	Connections 39							
👬 Analytics											
📸 Users											
🐣 About											
📞 Contact								Sear	ch		
					Initial Sync Start		File Location 1	File Locat	ion 2	Status	
					03/09/2021		Windows	SharePoir	nt	Not Started	
					03/09/2021		SharePoint	Windows		Not Started	
					03/09/2021		Procore	Windows		Not Started	
					03/09/2021		Procore	SharePoir	nt	Not Started	



**Step 2:** Click on the name of the project in the project tables whose sync you want to deactivate.

≡	Project Management				#	/ Project Management
â	Show 10 v entries				Search	
<b>6</b> 23	Project Name		File Locations			
×	test1234	]	N/A	Details   Logs   Copy   Delete		
រវា	Project_5 - Copy		N/A	Details   Logs   Copy   Delete		
<b>:\$</b> \$\$	Uinq Integration		N/A	Details   Logs   Copy   Delete		
۵	Project_5 - Copy - Copy		N/A	Details   Logs   Copy   Delete		
بر	Sharepoint to Procore NEW		N/A	Details   Logs   Copy   Delete		
	Editable feilds		N/A	Details   Logs   Copy   Delete		
	file location 3 edited		N/A	Details   Logs   Copy   Delete		
	Oksana TEST		N/A	Details   Logs   Copy   Delete		
	Project_6		N/A	Details   Logs   Copy   Delete		
	File Location 4 Test	J	N/A	Details   Logs   Copy   Delete		
	Showing 1 to 10 of 28 entries				Previous	1 2 3 Next

**Step 3:** the project stats screen is displayed. Select the endpoint for which you want to deactivate the sync and click on stop.

≡	Project Stats					👚 / Project Stats
* *	Project Stats				Back	Edit
流 譜 ・ し	Action Items  string Activate Sync Starting Sync Status Initial Sync Status	nt J Stop				
	+ Action Items Stats 0 Added to Share Point 0 0 0	0 Updated to Sh arsPoint 1	2 Way Start Date 01 2 Way Stop Date 01 Error Logs V 2 Way Sync Status 0	-01-0001 00:00 -01-0001 00:00 ew N		



# 4. Users:

# 4.1 Create a User:

Step 1: Navigate to Management Portal site using the <u>https://filesync.hingepoint.com/</u> Welcome To HingePoint File Sync Management Portal

ningeroint,	A SIGN
📫 Microsoft 365 Login	
Use your Company Login Credentials	
Email	
Password	4
Use a HingePoint Login Account	
Sign In	
Contact your company Administrator if you need	access

**Step 2:** Click on Use Microsoft button to login with your Microsoft account.

Welcome To H	ingePoint File Sync Management Portal
*H	lingePoint.
[	Microsoft 365 Login
U	Jse your Company Login Credentials
E	imail
P	Password
U	Sign In
c	Contact your company Administrator if you need access



**Step 3:** Only Super Admin and Account Admin who has the access to the application can create Users. Enter your super admin or account admin credentials and click on next.

Microsoft		
Sign in		
Email, phone, or Sk	уре	
Can't access your acco	ount?	
Sign-in options		
	Ne	ext

Step 4: Navigates to the homepage. Select "Users" from the left navigation menu.





**Step 5:** Navigates to the User page. Click on create to create a user.

≡	Users						倄 / User
â							
0	Users						Create New
×	Show 10 v entries					Search	
រវា	Name	ţ,	Role	User Email	Sto	itus 👔	
Ô	anthony sa		User	anthony.sa@star-knowledge.org	Ac	tive	Edit   Delete
***	syed.shadab@star-knowledge.org		Owner	syed.shadab@star-knowledge.org	Ac	tive	Edit   Delete
	Showing 1 to 2 of 2 entries						Previous 1 Next
~							

Step 6: Enter the required details and click on save

NOTE:

1 Selecting Role as admin will create user with Account Admin role.

2. Selecting Role as User will create user with Account user role.

≡	Create New User		I Create New User
ñ			
¢	Create New User		
× ai	First Name •	Enter the First Name	
Ô	Last Name *	Enter the Last Name	
<b>;2</b> 5	User Email •	Enter the Email	
2	Role *	-Select-	
r.		-Select- Owner User	Back Save



#### 4.2 Edit a User:

#### Step 1: Navigate to Management Portal site using the <u>https://filesync.hingepoint.com/</u> Welcome To HingePoint File Sync Management Portal

HingePoint.	A SIGNIN
📑 Microsoft 365 Login	
Use your Company Login Credentials	
Email	
	4
Password	
Use a HingePoint Login Account	
Sign In	
Contact your company Administrator if you need ac	cess

**Step 2:** Click on Use Microsoft button to login with your Microsoft account.

HingePoint.	A SIGNIN	
Microsoft 365 Login		
Use your Company Login Credentials		
Email		
Password	•	
Use a HingePoint Login Account		
Sign In		
Contact your company Administrator if you need	access	

Welcome To HingePoint File Sync Management Portal



**Step 3:** Only Super Admin and Account Admin who has the access to the application can edit Accounts. Enter your super admin or account admin credentials and click on next.

Microso	oft		
Sign in			
Email, phone,	or Skype	.76	
Can't access you	ur account?		
Sign-in options			
		Next	

Step 4: Navigates to the homepage. Select "Users" from the left navigation menu.



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**Step 5:** Navigates to the User page. Click on edit button of the user you want to edit.

=	Users				Isers 🖌 🖌
â					
6 <b>2</b> 3	Users				Create New
×	Show 10 v entries			Search	
រវា	Name	↑↓ Role ↑	User Email	↑↓ Status	11
Ó	anthony sa	User	anthony.sa@star-knowledge.org	Active	Edit   Delete
<u>~</u>	syed.shadab@star-knowledge.org	Owner	syed.shadab@star-knowledge.org	Active	Edit   Delete
-	Showing 1 to 2 of 2 entries				Previous 1 Next
ور					

**Step 6:** Update the fields and click on save.

≡	Edit User		😤 / Edit Use
â			
Ф	Edit User		
×			
រវា	First Name *	syed	
Ô	Last Name •	shadab	
<b>;\$</b> \$	User Email •	syed.shadab@star-knowledge.org	
<b>å</b>	Role *	Owner	
ر.	Status •	Active	
			Back Save



# 4.3 View a User:

Step 1: Navigate to Management Portal site using the URL <a href="https://filesync.hingepoint.com/">https://filesync.hingepoint.com/</a>
Welcome To HingePoint File Sync Management Portal

HingePoint.	A SIGNIN
dicrosoft 365 Login	
Use your Company Login Credentials	
Email	4
Password	-
Use a HingePoint Login Account	-
Sign In	000000

**Step 2:** Click on Use Microsoft button to login with your Microsoft account.

	Microsoft 365 Login Use your Company Login Credentials Email Password Use a HingePaint Login Account Sign In
Use your Company Login Credentials Email Password Use a HingePoint Login Account	Use your Company Login Credentials Email Password Use a HingePoint Login Account Sign In
Email Password Use a HingePoint Login Account	Email Password Use a HingePoint Login Account Sign In
Password Use a HingePoint Login Account	Password Use a HingePoint Login Account Sign In
Use a HingePoint Login Account	Use a HingePoint Login Account
Use a HingePoint Login Account	Use a HingePoint Login Account Sign In
	Sign In

Welcome To HingePoint File Sync Management Portal



**Step 3:** Only Super Admin and Account Admin who has the access to the application can view Users. Enter your super admin or account admin credentials and click on next.

Microso	£.		
Sign in			
Email, phone,	or Skype		
Can't access you	ir account?		
Sign-in options			
		Next	]

**Step 4:** Navigates to the Home Page. Select "Users" from the left navigation menu.



**Business Confidential** 



**Step 5:** Navigates to the User page. Click on name of the user you want to view.

=	Users A / Users									
â										
4	Users									
ж	Show 10 Ventries Search									
ណ៍	Name	ţ,	Role	User Email		Status				
Ô	anthony sa		User	anthony.sa@star-knowledge.org		Active		Edit   Delete		
***	syed shadab		Owner	syed.shadab@star-knowledge.org		Active		Edit   Delete		
	Showing 1 to 2 of 2 entries							Previous 1 Next		
~										

## **Step 6:** The user is displayed.

≡	View User		😤 / View User								
â											
¢	View Use	View User									
×											
រវា	Name	syed shadab									
Ô	Account Name	Oks Test									
<b>:\$</b> \$	User Email	syed.shadab@star-knowledge.org									
	Role	Owner									
L.	Status	Active									
			Back Delete Edit								



# 4.4 Delete a User:

Step 1: Navigate to Management Portal site using the URL <a href="https://filesync.hingepoint.com/">https://filesync.hingepoint.com/</a>
Welcome To HingePoint File Sync Management Portal

Hin	ngePoint.	A SIGNIN
	📫 Microsoft 365 Login	
Use	e your Company Login Credentials	
Emai	2H	4
Pass	sword	-
Use	a HingePoint Login Account	
	Sign In	
Cont	ntact your company Administrator if you need ad	ccess

**Step 2:** Click on Use Microsoft button to login with your Microsoft account.

HingePoint.	≜ SCHN
Microsoft 365 Login	
Use your Company Login Credentials	
Email	4
Password	-
Use a HingePoint Login Account	-
Sign In Contact your company Administrator if you need o	access

Welcome To HingePoint File Sync Management Portal



**Step 3:** Only Super Admin and Account Admin who has the access to the application can delete users. Enter your super admin or account admin credentials and click on next.

Microsoft		
Sign in		
Email, phone, or Sky	pe	
Can't access your accou	int?	
Sign-in options		
	N	ext

**Step 4:** Navigates to the home page. Select "User" from the left navigation menu.



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**Step 5:** Navigates to the User page. Click on delete button of the account you want to delete.

≡	Users								😭 / Users	
â										
¢	Users Create New									
×	Show 10 v entries								Search	
ជា	Name	ţ1	Role		User Email		Status			
Ô	anthony sa		User		anthony.sa@star-knowledge.org		Active		Edit   Delete	
<b>**</b> *	syed shadab		Owner		syed.shadab@star-knowledge.org		Active		Edit   Delete	
	Showing 1 to 2 of 2 entries								Previous 1 Next	

Step 6: Click yes to delete the user.

	Delete Comfrirmation	ortal – Ok
	Are you sure you want to delete the user?	
	Yes No	
†↓	User Email	†↓ Sto
	anthonv.sa@star-knowledae.ora	Ac