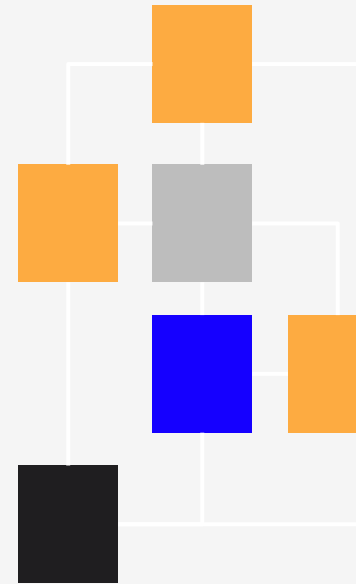


# Site Setup

The Ultimate Guide for 1BC Administrators

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**PROCORE**



# Overview

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This guide is for Administrators and supporting roles who will be responsible for setting up a Site prior to works commencing. This involves making sure the Site, Suppliers and User Permissions are set up correctly in 1Breadcrumb via the Procore integration, and that all Site and Site Access settings are enabled.

**Step 1 - Site Setup:** The first of three steps in the process of getting 1Breadcrumb to work on your project.

## Step 1

### Site Setup

1BC Administrators will prepare the site in Procore, add the appropriate inductions and forms in 1BC, and give users Site Host permissions.

## Step 2

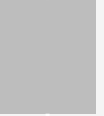
### Supplier Onboarding

Contract Administrators will start onboarding Suppliers by inviting them to upload their Safety Documents (SWMS, SDS, Insurances, etc) for review.

## Step 3

### Site Operations

Workers will start to come to site where your Site Managers can manage attendance, compliance, and other safety processes from site.



# What is 1Breadcrumb?

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[Click Here to Watch Our  
Explainer Video](#)

1Breadcrumb is an Australian owned Safety Management Platform. Designed to help you streamline worksite operations and keep the crew moving, with one app to manage worksite safety documentation.



Inductions



SWMS



Permits



Attendance



Pre-Starts &  
Toolbox Talks



SDS



Alerts (SMS)



Plant  
Inductions



Access  
Control



Evacuations



Insurances



Tickets &  
Licences

# Our Procore Integration

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Our integration with Procore is designed to reduce double handling of your Directory, keep Procore as the source of truth for all Documents, making it easier for you to manage worker hours in your Site Diary.



## Directory

- Projects
- Companies
- Users

[Learn More](#)



## Documents

- Inductions
- Safety Documents
- Site Briefings
- Permit Forms
- Asset Registration Forms

[Learn More](#)

## Site Diary (Hours)

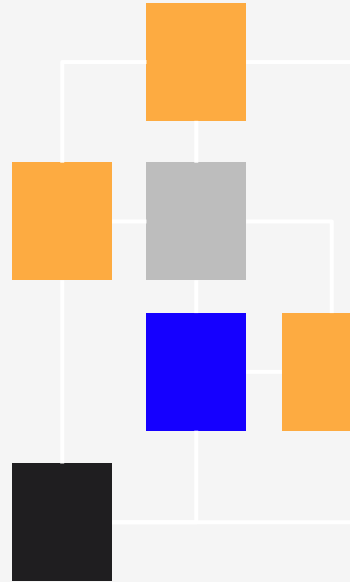
- Timecards (Employees)
- Manhour Log (Subcontractors)
- Visitor Log (Visitors)

[Learn More](#)



# Getting Started

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# Profile Setup

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Before setting up your 1Breadcrumb site, there are a couple of things you need to do to ensure you have access to the system.

1. Download the 1Breadcrumb App from the iOS or Android Store
2. Create your Profile using your mobile number
3. Check that you have been given access to "Host" Permissions
4. Customise the Notifications you want to receive

Click Below for Useful Guides 

[Download the 1Breadcrumb App](#)

[Update your Profile Information](#)

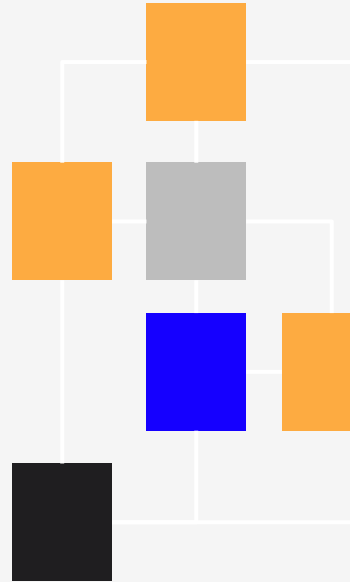
[Check if you have Host Access](#)

[Manage Host Notification Settings](#)



# Site Setup

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# 1. Import Site

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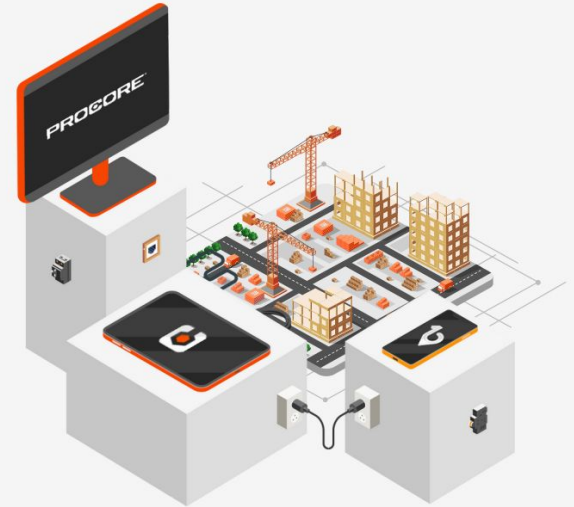
The first step as an Administrator is to make sure the Project has successfully pulled across from Procore into 1Breadcrumb as a Site.

Our integration with Procore automatically pulls across all Projects in Procore that have: A unique Project Number, an Address, and a Completion Date that is set to a future date. All Projects pulled across into 1Breadcrumb will be created using the default settings created during onboarding.

Useful Guides - Click Below 

[Sync Projects to 1Breadcrumb](#)

[How Do I Manually Force the Procore Integration to Sync?](#)





# 2. Import Suppliers

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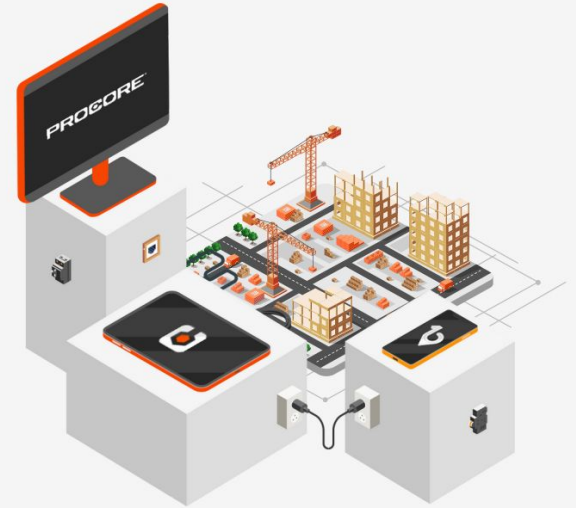
Next, you want to make sure all Subcontractors listed your Project Directory in Procore have correctly pulled across into 1Breadcrumb.

Our integration with Procore automatically pulls across all Companies in Procore that have a unique ABN (Australian Companies) or License Number, and are added to the Project Directory. It's important to add Subcontractors in Procore first, to reduce double handling and keep the integration working.

Useful Guides - Click Below 

[Sync Subcontractors to 1Breadcrumb](#)

[How Do I Manually Force the Procore Integration to Sync?](#)



# 3. Import Users

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You've added your Site and your Subcontractors, now you want to make sure all relevant staff have access to 1Breadcrumb's "Host Permissions".

During onboarding, you and your CSM will have created a set of permissions for users to gain access to 1Breadcrumb depending on the 'Project Role' they were given under a project in Procore. To provision your administrators and site teams with access, check that they have been added to a Project, been given a Project Role, and have a Mobile Number associated with their record in Procore.

Useful Guides - Click Below 

[Sync Users and Roles to 1Breadcrumb](#)

[How Do I Manually Force the Procore Integration to Sync?](#)



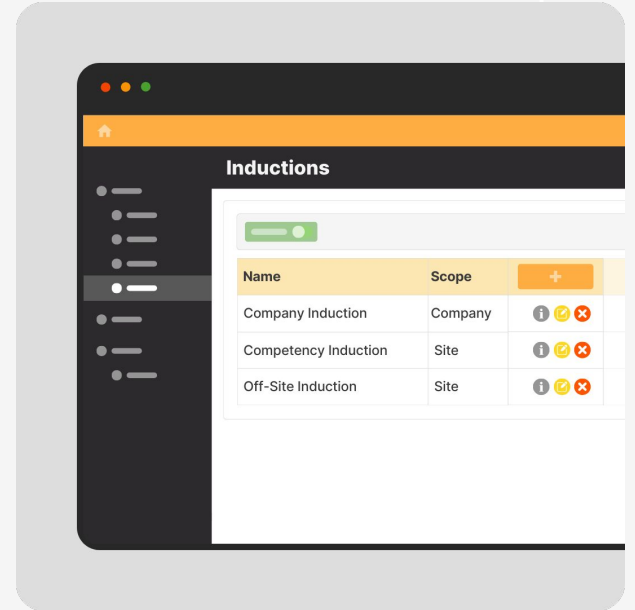
# 4. Add Inductions

It's now time to start managing which paperwork is required to be completed by workers on site, starting with your inductions.

Induction Forms can be set at the Company Level (automatically added to all sites) or Site Level (manually added to each site via the site settings). Before going live on site, you want to make sure that all Site Level Inductions have been added to your site. Start by checking the Induction settings under the Editor > Inductions section of the web portal, then check the Site Settings.

Useful Guides - Click Below 


[Add/Remove Inductions from a Site](#)



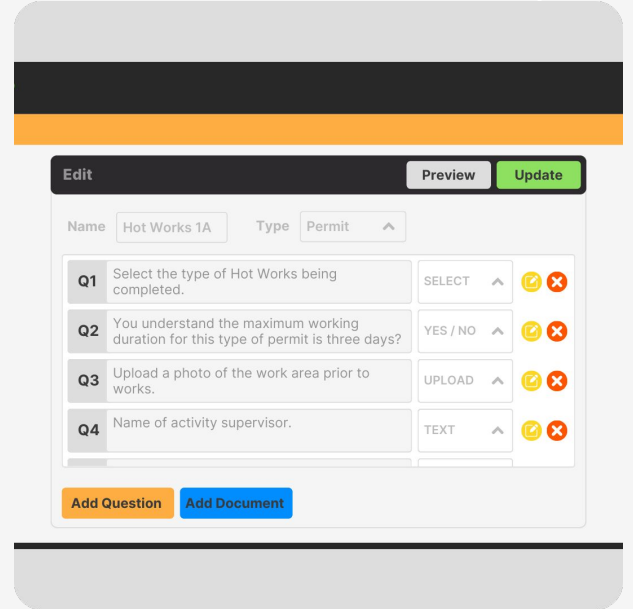
# 5. Add Forms

Next, you want to manage which Forms (Site Briefings, Permits, Plant Inductions) are available to workers and contractors on your site.

Like Inductions, Forms can also be Company Level (automatically added to all sites) or Site Level (manually added to each site via the settings). Before you go live on site, you want to make sure that all Site Level Forms have been added to your site. Start by checking the Form settings under the Editor > Forms section of the web portal, then check the Site Settings.

Useful Guides - Click Below 

[Add/Remove Site-Specific Forms from a Site](#)



The screenshot shows the 'Edit' interface for a form named 'Hot Works 1A'. At the top, there are 'Edit', 'Preview', and 'Update' buttons. Below the form name, there are fields for 'Name' (Hot Works 1A) and 'Type' (Permit). The main area contains a list of four questions (Q1-Q4) with their respective input types and action icons (checkmark and delete).


Name	Hot Works 1A	Type	Permit
Q1	Select the type of Hot Works being completed.	SELECT	
Q2	You understand the maximum working duration for this type of permit is three days?	YES / NO	
Q3	Upload a photo of the work area prior to works.	UPLOAD	
Q4	Name of activity supervisor.	TEXT	

At the bottom of the form configuration area, there are two buttons: 'Add Question' and 'Add Document'.

# 6. Add Announcements

If you want to complement your Inductions with additional types of media (PDFs, Videos, etc) you can add them via Announcements.

Announcements let you add different types of media that workers can be forced to view or acknowledge when checking in. This is a great place to upload any Site Rules, Emergency Evacuation Plans, Operating Procedures, video inductions, or other files. Start by adding the Announcement under the Editor > Announcement section, and then add it to your Site via the Site Settings.

Useful Guides - Click Below 

Create an Announcement

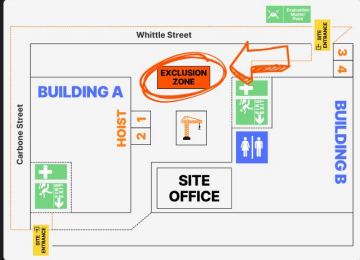
Add an Announcement to a Site

Are controls in place to prevent risks?

Site Updates

Concrete pour on East side.

Are there any exclusion zones on site?



Upload File

The image shows a mobile application interface for site management. It features a dark theme with orange accents. The top section asks 'Are controls in place to prevent risks?' with 'Yes' and 'No' buttons. Below is a 'Site Updates' section with a text input field containing 'Concrete pour on East side.'. The next section asks 'Are there any exclusion zones on site?' and displays a site map. The map shows 'BUILDING A', 'BUILDING B', 'SITE OFFICE', and 'HOIST'. A red circle highlights an 'EXCLUSION ZONE' on the map, with an orange arrow pointing to it. The map also shows streets like 'Whittle Street' and 'Carbone Street', and various icons for safety and facilities. At the bottom, there is an 'Upload File' button.

# 7. Add Questions

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If there are questions you want workers to answer every time they check in/out of site, you can also add these in the Site Settings.

Check-In/Out questions are a useful way to get workers to answer a set of questions each time they come to your site. A popular example could be: "Are you under the influence of drugs or alcohol?" It's important to note that these questions can be bypassed by users checking in via Automated Attendance (as we can't force users to pull out their devices).

Useful Guides - Click Below 📌

[Manage Check-In/Out Questions](#)



# 8. Enable Site Access

Now that your Site has been correctly prepared, it's time to organise how workers will check-in to your site when they arrive.

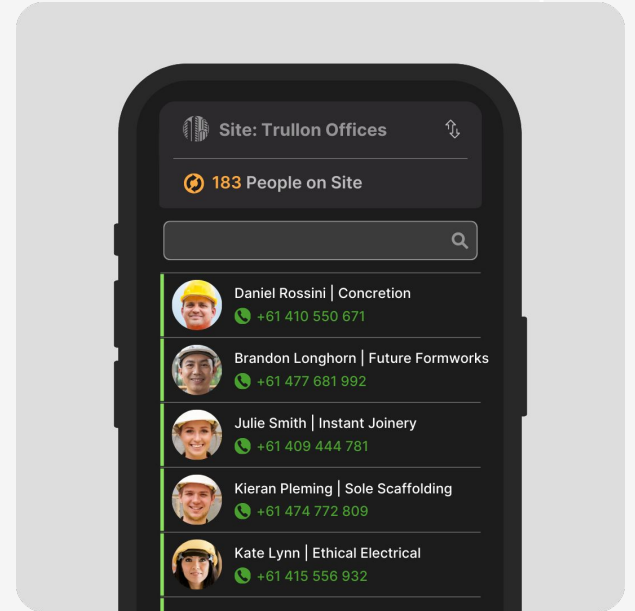
There are multiple ways to check-in to 1Breadcrumb: 1) By scanning the site-specific QR Code; 2) using Location Services; 3) using a Kiosk Mode (iPad). These methods are explained further below, but be sure to set up the geofence around your site and print the site specific QR Code to stick up in the Site Office before workers come to site.

Useful Guides - Click Below 

[Explained: The Different Check-In Methods](#)

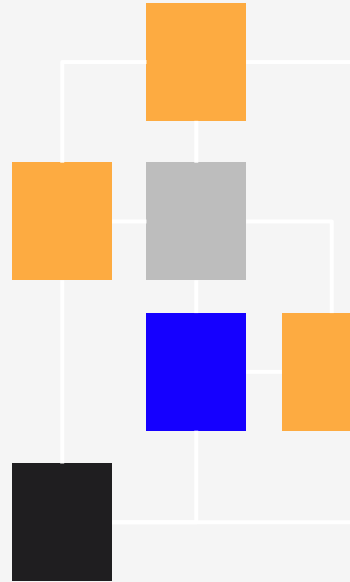
[Print the Site-Specific QR Code](#)

[Manage Site Geofence](#)



# Getting Help

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# Customer Support

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Feeling stuck? If you need any help, there are a number of ways you can get support from 1Breadcrumb's onshore support team.

Our resources include:

- A Knowledge Base
- Support Emails
- Live Chat
- 1300 Number

Useful Links- Click Below 

[Get Support](#)



# Next Steps

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The Administrative side of things is now complete - nice work!

Next up:

- Supplier Onboarding: Getting your subcontractors ready for site
- Site Operations: Getting your site team ready for handling safety and compliance on site
- Reporting: Understanding the different ways you can report in 1Breadcrumb

