

Creating a Job

From the SI Explorer, click the New Job button on the toolbar.



or

From the menu bar, choose **File, New and Job.**



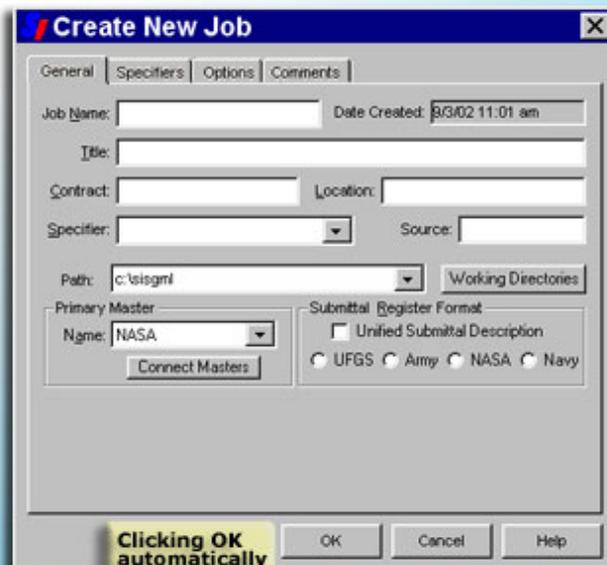
The Create New Job dialog box provides three screens for recording information about your new Job.

General Tab

This screen contains all the basic information about your new Job. You must enter Name, Title, Source, and choose the Submittal type.

In addition, boxes are provided for other tracking information.

The software retains this information in Job Properties.



Clicking OK automatically opens the Add Sections dialog box.

OK Cancel Help

Specifiers Tab

This screen allows assignment of Division-level specifiers for the Job.

All Sections added to the Job are then automatically assigned to the appropriate specifier for each Division.

The software retains this information in Job Properties.

Create New Job

General | Specifiers | Options | Comments

Assign a specifier for each division used in the job. The specifiers will be automatically assigned to specifications within their division.

Division 00:	<input type="text"/>	Division 09:	<input type="text"/>
Division 01:	<input type="text"/>	Division 10:	<input type="text"/>
Division 02:	<input type="text"/>	Division 11:	<input type="text"/>
Division 03:	<input type="text"/>	Division 12:	<input type="text"/>
Division 04:	<input type="text"/>	Division 13:	<input type="text"/>
Division 05:	<input type="text"/>	Division 14:	<input type="text"/>
Division 06:	<input type="text"/>	Division 15:	<input type="text"/>
Division 07:	<input type="text"/>	Division 16:	<input type="text"/>
Division 08:	<input type="text"/>		

Frequently Used Specifiers

Clicking OK automatically opens the Add Sections dialog box.

Options Tab

This screen gives you the ability to store measurement settings with your Job and to enable the Revisions feature so that it is always on each time you edit this Job's Sections.

English is the default setting for measurement when creating a new Job.

Create New Job

General | Specifiers | Options | Comments

Units of Measure

English Metric Imperial

Use this setting when printing this Job

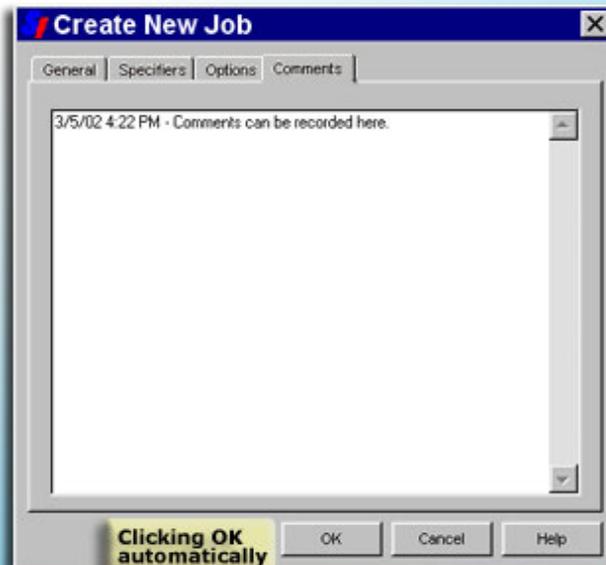
Use Revisions while editing

Comments Tab

This screen gives you an area in which to record your notations about the Job.

Each entry in the comments area is date-time stamped.

The software retains this information in Job Properties.



Clicking OK automatically opens the Add Sections dialog box.

Adding Sections

Two Sections -- 01330 (Submittals) and 01420 (References) -- are automatically added to each Job.

Using the tabs in the left pane of the Add Sections box, you can copy Sections from different sources -- Masters, Jobs and Templates -- and even browse your system to locate other Sections you want to include.

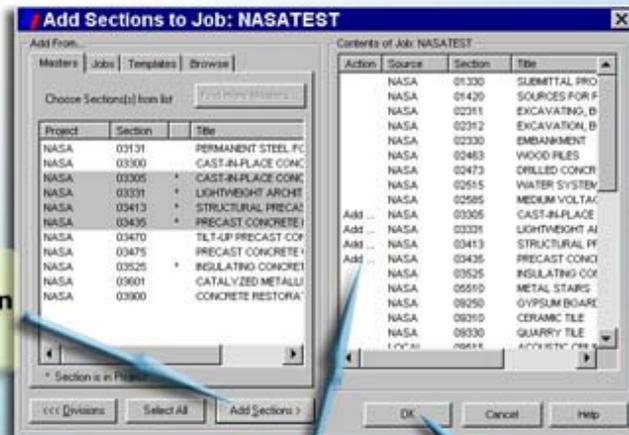


After selecting the source, choose the Divisions or the Sections you want from the left pane. A click will highlight it to be added, while a double-click will add it immediately to the right pane.

Shortcut -- Hold the Shift or Ctrl key before clicking to make multiple selections. Use the Select All button to add everything in the left pane.

Adding Sections

Click the **Add Sections** button and your selections from the left pane ...



... will be copied to the right pane with the word "Add" under the Action column heading.

Click **OK** to return to the SI Explorer where you will see the Sections you added displayed.

Adding Sections

You can use the **Add Sections** command at any time to copy additional Sections to your Job.

From the **File** menu choose **Add Sections**.

or

Click the **Add Sections** button on the toolbar.



The **Add Sections** dialog box will open, allowing you to copy additional Sections to your Job in the same way you did when you created the Job.

Adding Sections

You can also copy additional Sections to your Job right from the SI Explorer by using the drag-and-drop capability.

1 In the left pane, click the source from which you want to copy the Section.

2 In the right pane, click the Section you want to copy.



3 While holding down the left mouse button, drag the Section from the right pane to your destination folder in the left pane and release the mouse button.

Job Properties

The General tab displays the information you entered in the New Job dialog box, plus additional areas for cover pages and schedules.

To open your Job's Properties box:

From the SI Explorer's File menu, choose Properties.

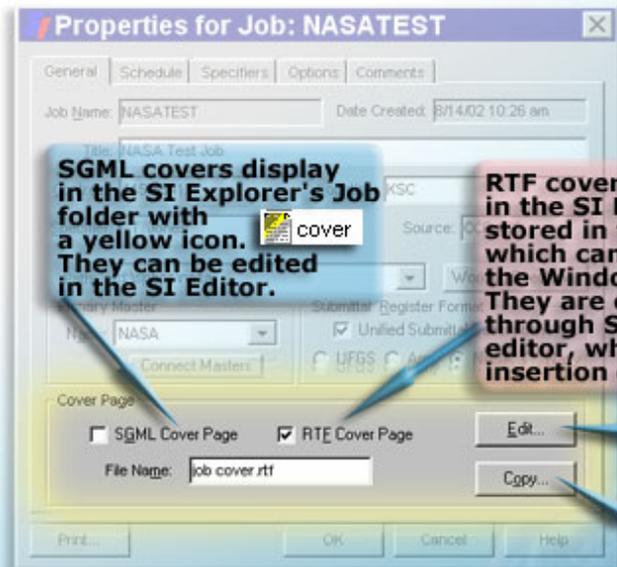
or

Click the Properties button on the toolbar.



Job Properties

The cover page area allows you to choose an existing cover or create a new one in either the SI Editor or in a text format that can utilize graphics.



SGML covers display in the SI Explorer's Job folder with a yellow icon. They can be edited in the SI Editor.

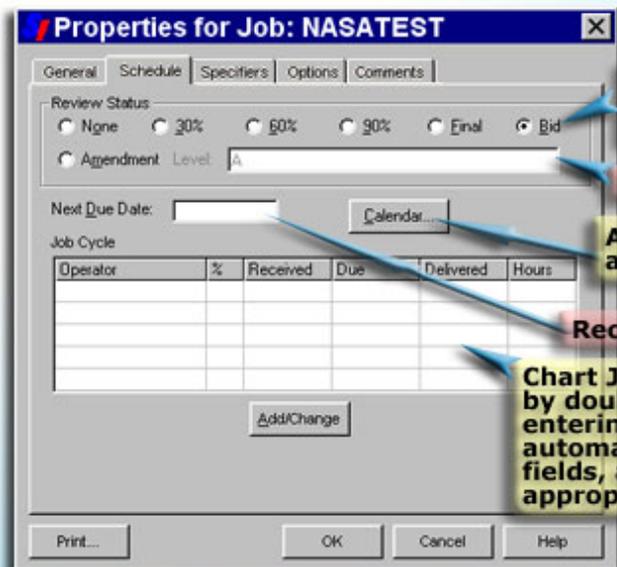
RTF covers are not displayed in the SI Explorer. They are stored in the Job's Pulldata, which can be located using the Windows Explorer. They are created and edited through SI's built-in RTF editor, which allows the insertion of graphics.

Create a new cover by using the Edit button.

Add an existing cover by using the Copy button.

Job Properties

The Schedule tab provides a location for tracking the Job's progress.



Set the percentage for Job's the level of completion.

Record Amendments.

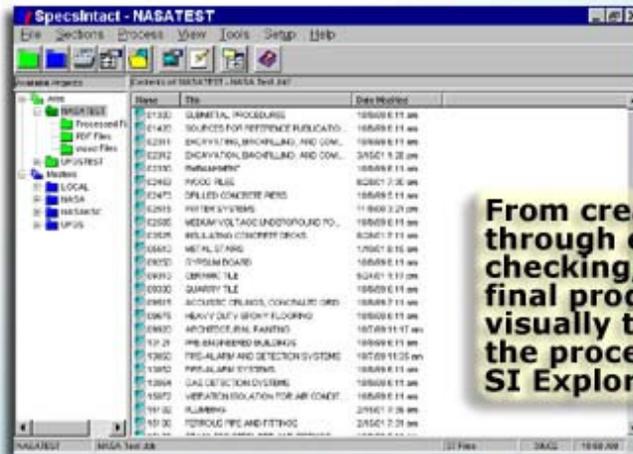
A built-in calendar allows easy date fill-in.

Record the next deadline.

Chart Job statistics in this area by double-clicking fields and entering text. Calendar opens automatically for date-related fields, allowing you to click the appropriate date to fill the field.

SpecsIntact

Managing Jobs



From creating a new Job, through editing, quality checking, and printing the final product, you can visually track and manage the process through the SI Explorer.

 To view another QuickTour, click the QT button.