SpecsIntact eLearning Modules Transcript

Module: Chapter 2 - Adding Sections from Other Jobs

We highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

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There are multiple ways to add Sections to your Job. In most of the eLearning Modules, we will focus on the Menus. However, SpecsIntact also provides extensive right-click menus that can be used throughout the software.

In this module, we are going to learn how to Add Sections from one Job to another.

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Let's get started by going to the File dropdown menu and select Add Sections.

In one of the previous modules, we learned to add Sections from the UFGS Master, but for this exercise we are going to choose the Jobs Tab. Under the Choose Job(s) from list section located on the left, a list of the available jobs will be displayed.
To begin adding Sections, I will double-click on **MY JOB**, to select the Divisions I want to add Sections from.

I am going to hold down my **Ctrl key** and select **Division 03 Concrete**, and **Division 05 Metals**, then select the **Sections button**. Since I cannot see the full Section Number, I will move my cursor over the **horizontal bar** to the right of the Section Header, double-click to expand the field.
We are now going to double-click on Section 03 53 14.00 20 and Section 05 12 00. As you see, an asterisk has appeared between the Section Number and the Title. This indicates that the Section has been added to the Contents Pane and the Action indicates that it's in the Add State. Now that you have selected the two Sections, you needed to add from another Job, select the OK button.

This completes the process.
Contact Information

If you need further assistance, please contact our Technical Support Desk. We will be happy to answer any questions you may have.

SpecsIntact Technical Support
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eLearning Module Notes: