

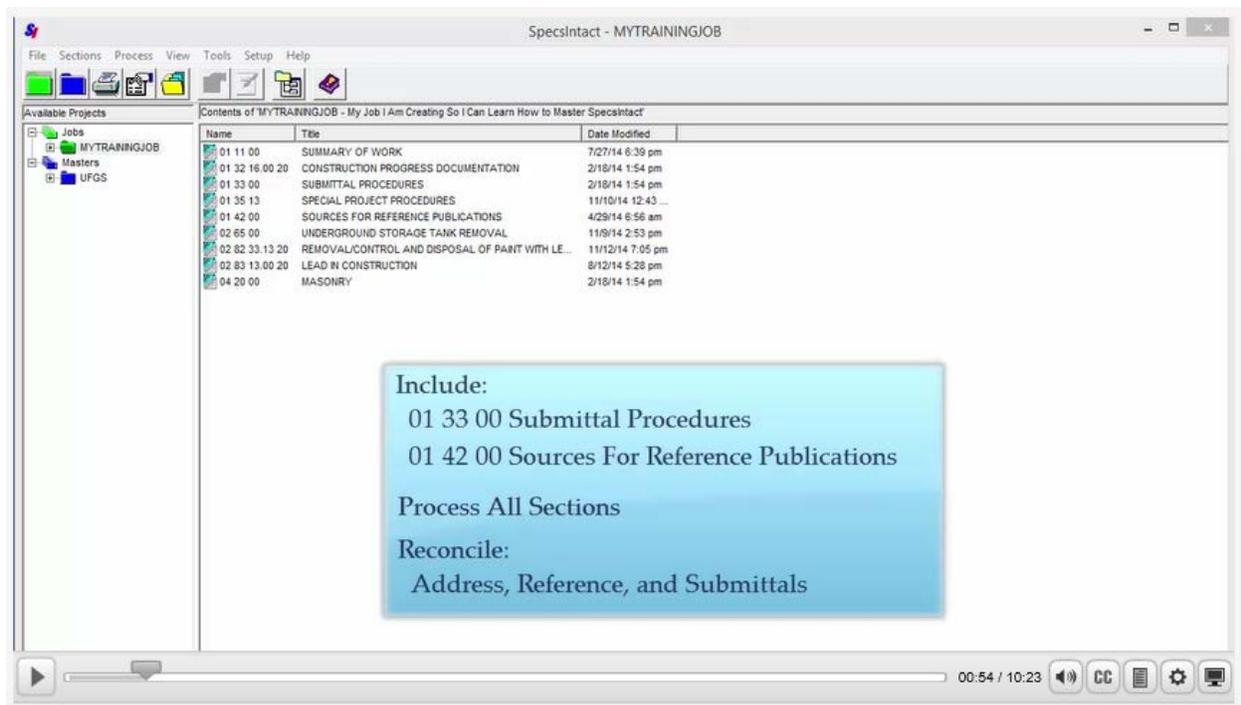
SpecsIntact eLearning Modules Transcript

Module: Chapter 6 – Address Verification Report

This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

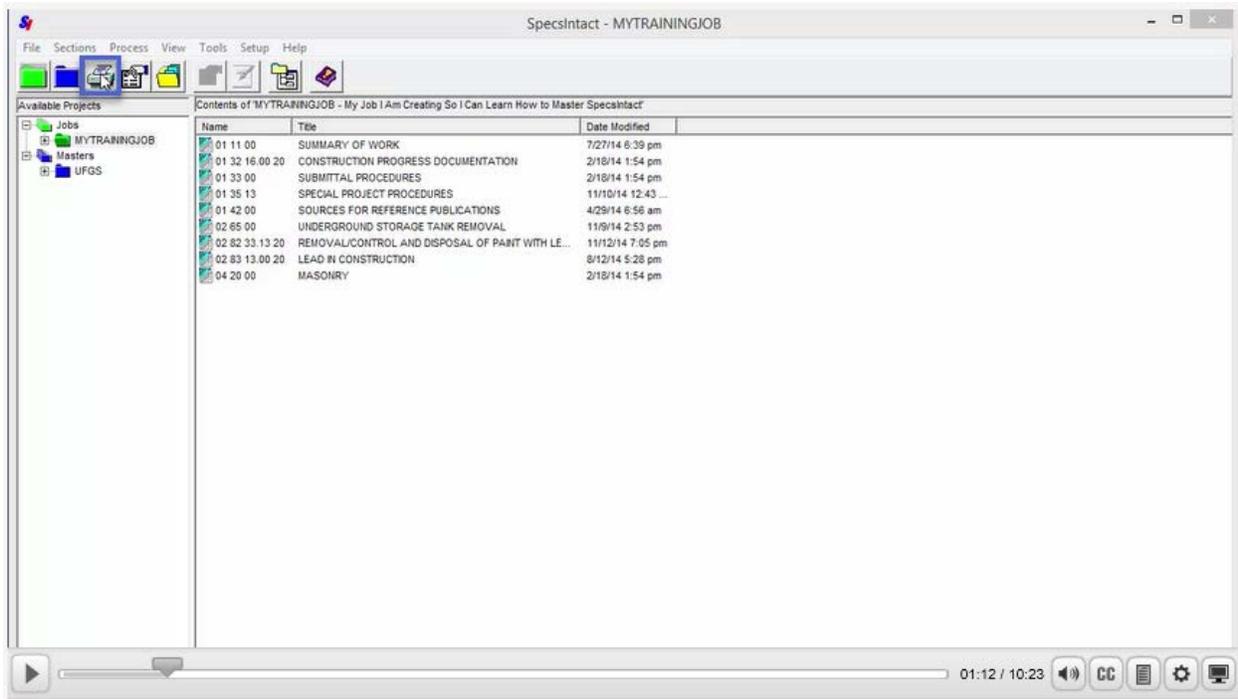
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In this Chapter we are going to focus on correcting the Quality Assurance Report errors and discrepancies. Using the Verification Reports to identify, find, and fix problems in your Job is essential to producing final specifications that are accurate and complete. The key to getting accurate Reports is to make sure your Job contains both the 01 33 00 Submittal Procedures and 01 42 00 Sources for Reference Publications Sections, process All Sections, and make sure the three Reconciliation processes for Address, Reference, and Submittals are selected.

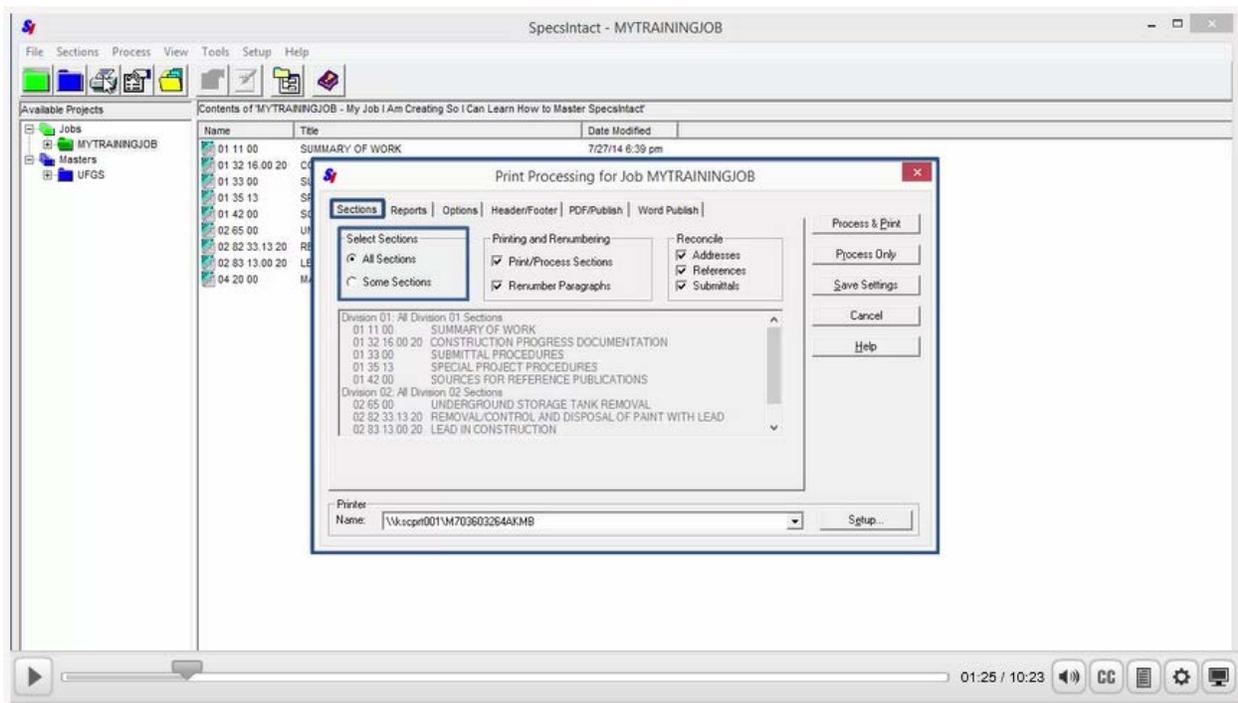


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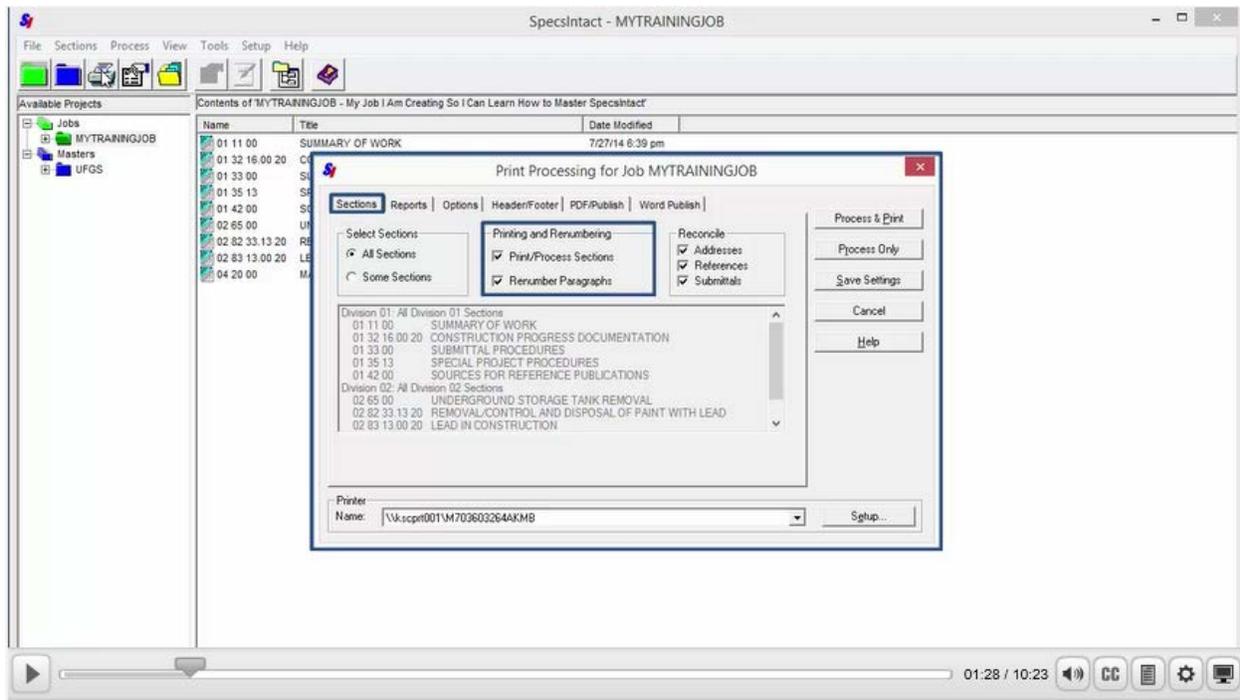
Let's get started by generating the Reports in order to correct any issues that we might have before we commit this job to Paper, PDF, or Word. From the SI Explorer, let's select the **Process Print/Publish** command on the SI Explorer's Toolbar.



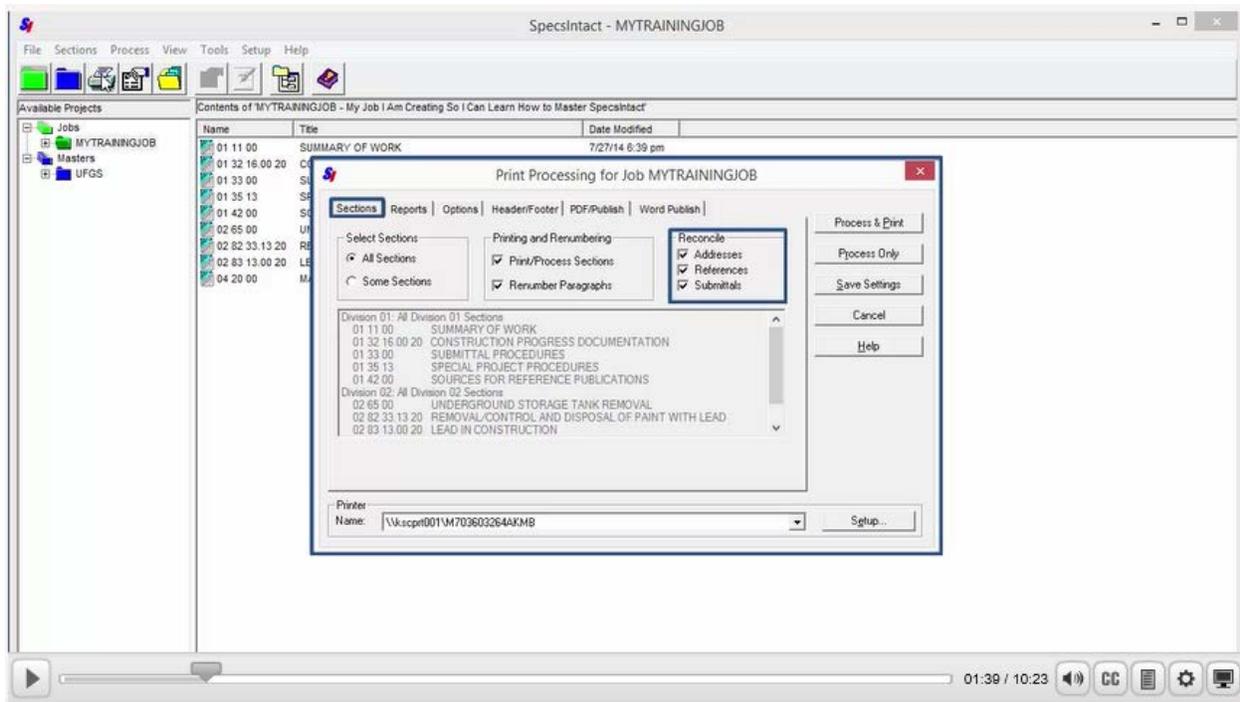
When the Process and Print/Publish dialog box opens we are positioned on the Sections Tab. Under Select Sections, by default you should have All Sections selected.



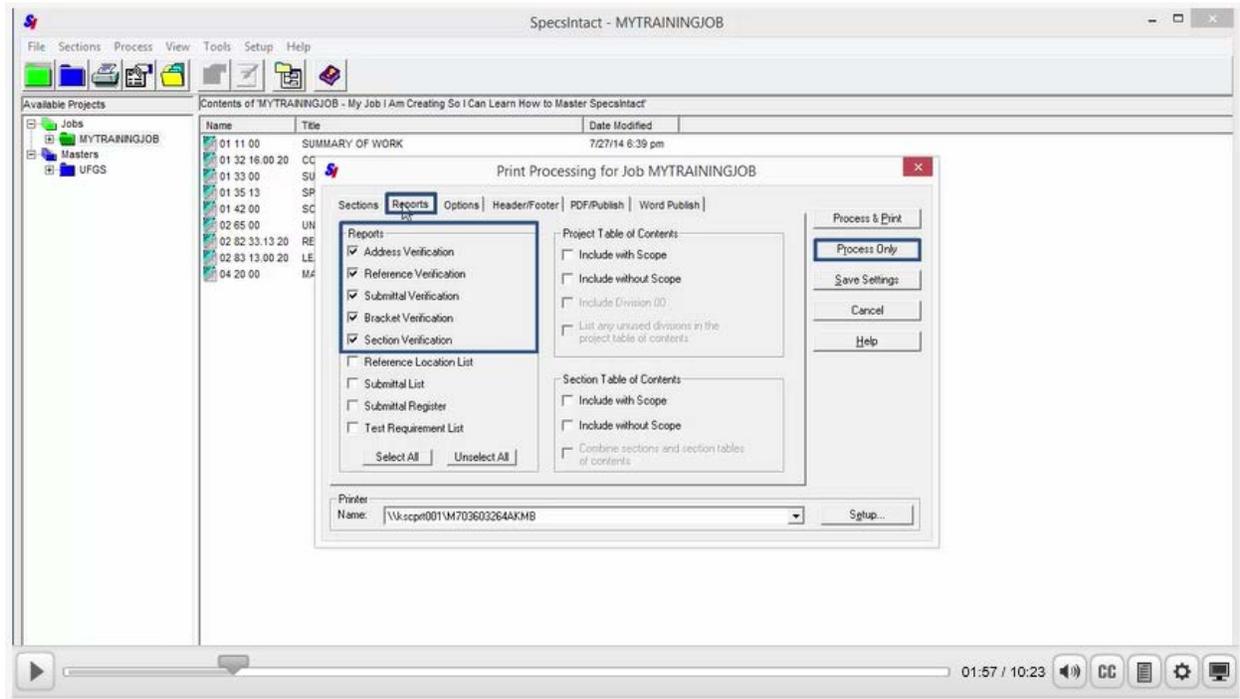
Under Printing and Renumbering, both options for Print/Process Sections and Renumber Paragraphs will be selected.



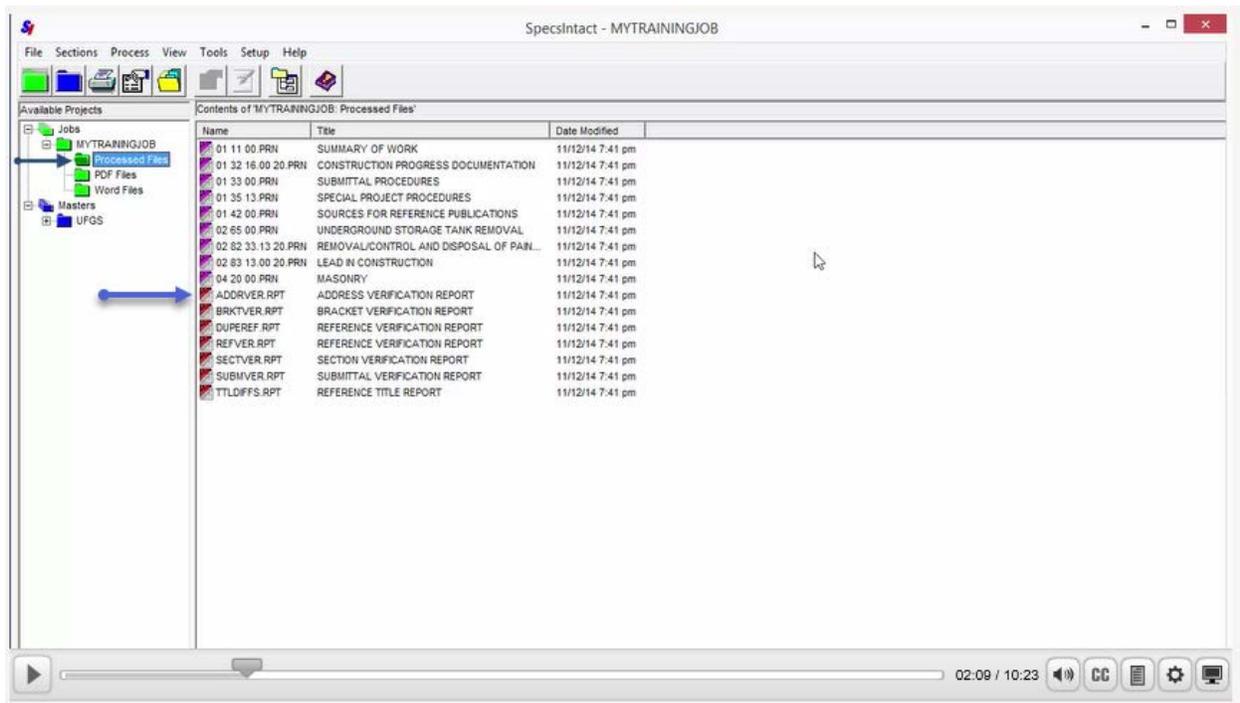
Lastly, under Reconcile, Address, Reference, and Submittals will be selected.



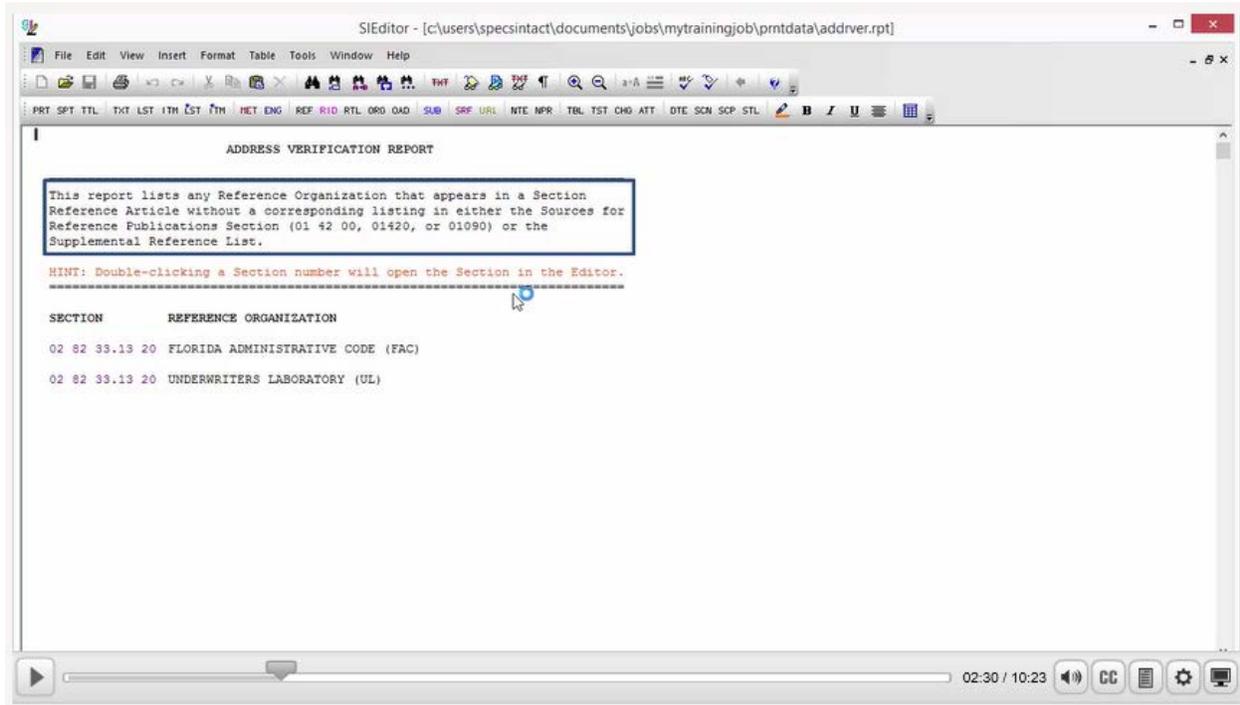
On the Reports Tab, you will see that all of the Verification Reports are selected by default. Now that we have verified the settings you should always use to generate the Reports to create electronic files, let's select the 'Process Only' button



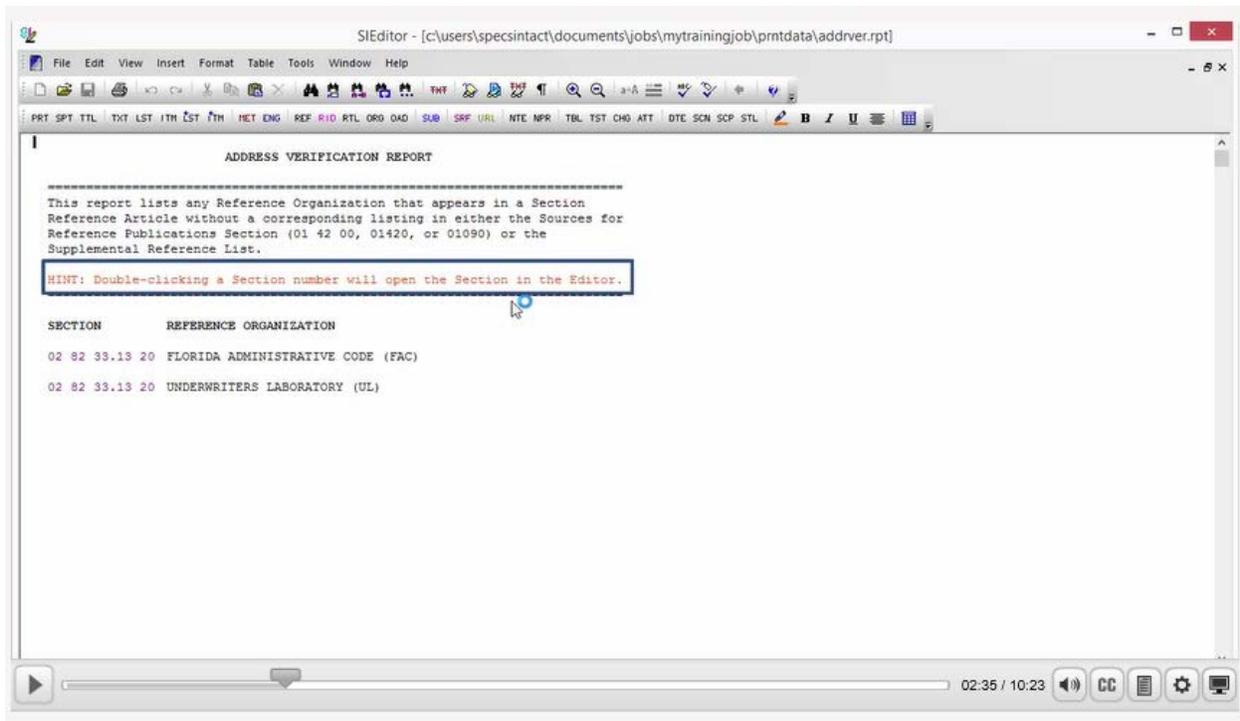
When the processing is complete, we will be returned to the SI Explorer, positioned at the Processed Files folder. Let's go ahead and double-click to open the Address Verification Report.



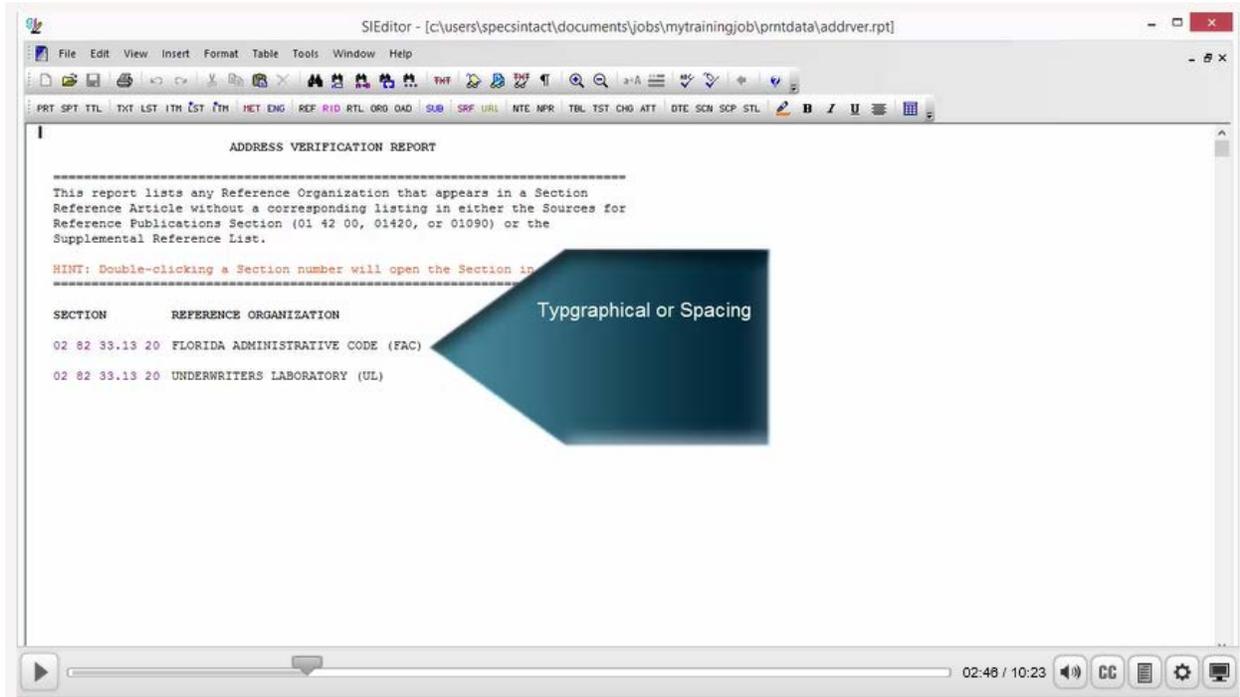
As soon as the report opens I'd like to bring your attention to the note that states 'This report lists any Reference Organization that appears in a Section Reference Article without a corresponding listing in either the Sources for Reference Publications Section or the Supplemental Reference List'.



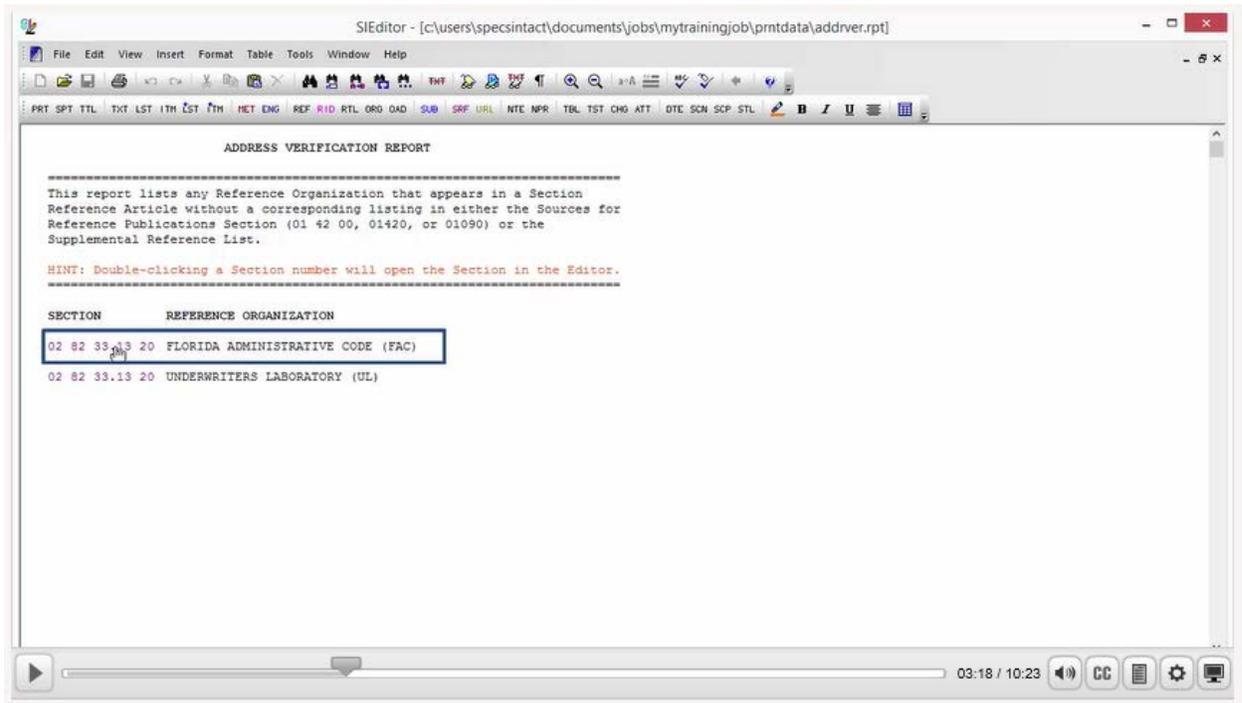
As noted in the 'Hint' Double-clicking a Section number will open the Section in the Editor.



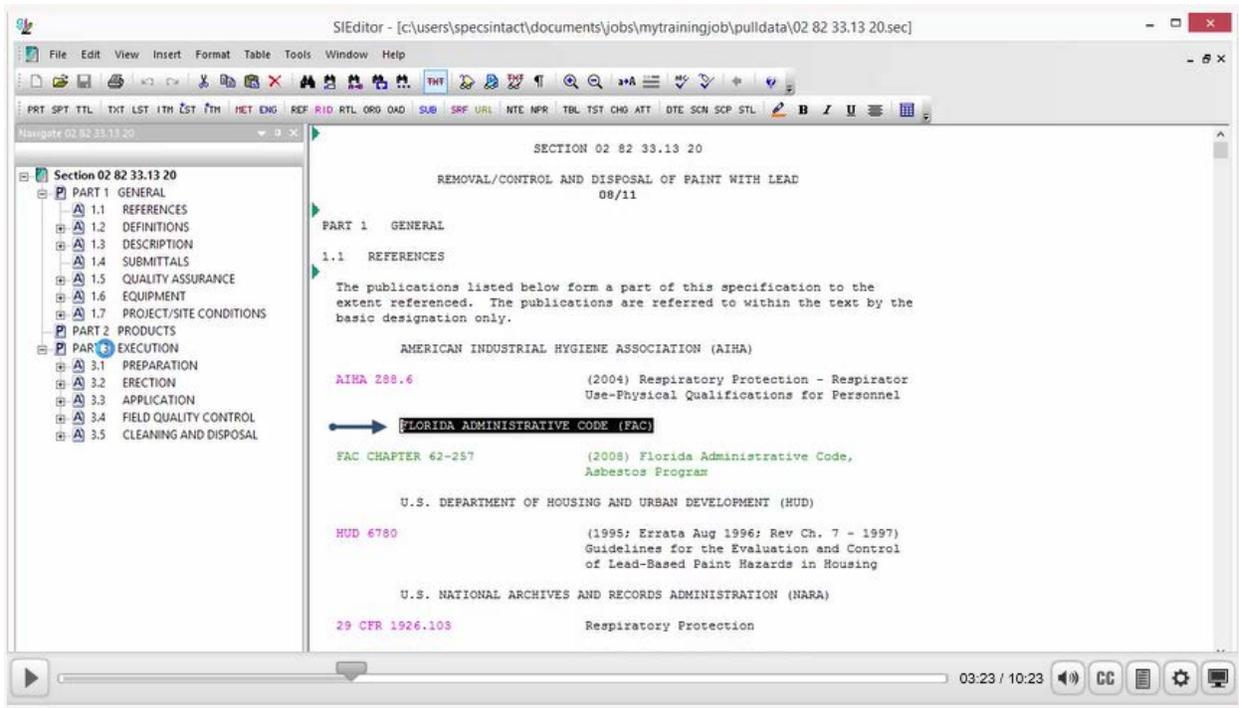
When you are trying to locate and fix these errors, you first want to verify whether the error is a result of a typographical or spacing issue. One of the most common mistakes made when adding a New Reference to a Section is not verifying that the Organization you are adding is listed identically in the 01 42 00 Section.



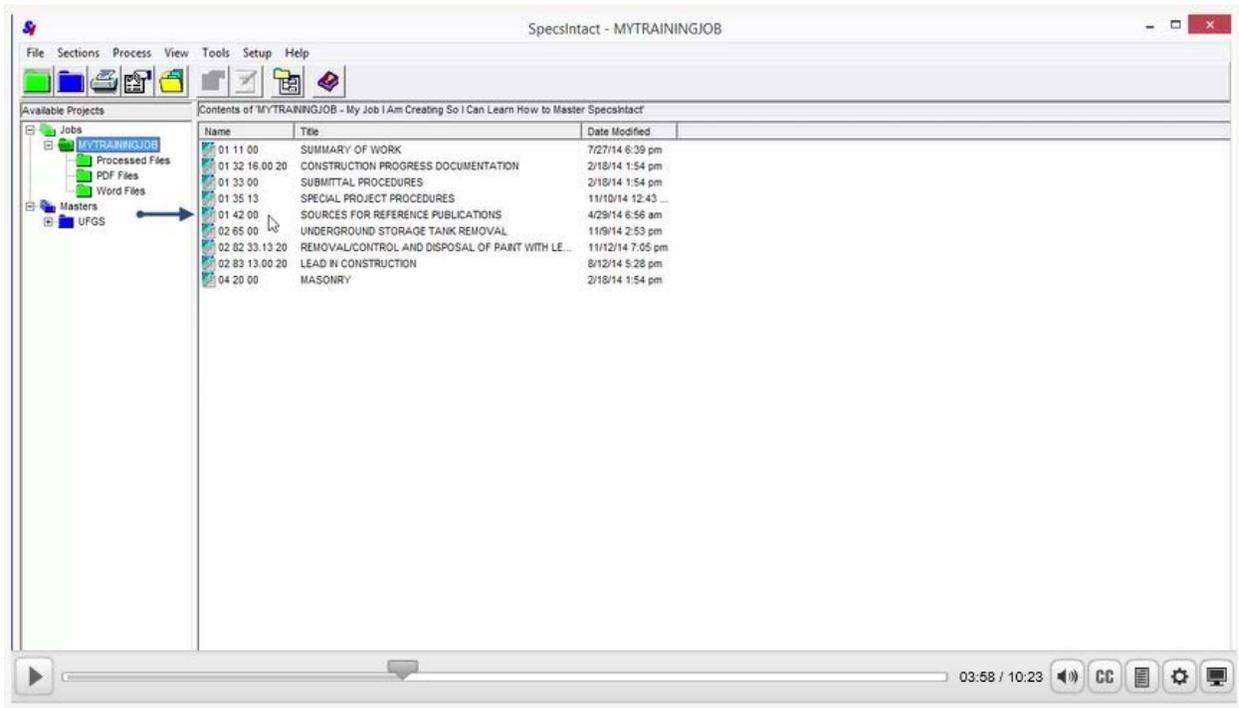
If you cannot locate the Reference Organization, then you need to add it. This is common when adding References that are specific to a Country, State, Region, or District. Let's start by investigating the first discrepancy by *placing your cursor over the Section number just before 'Florida Administrative Code (FAC)'* and **double-click**.



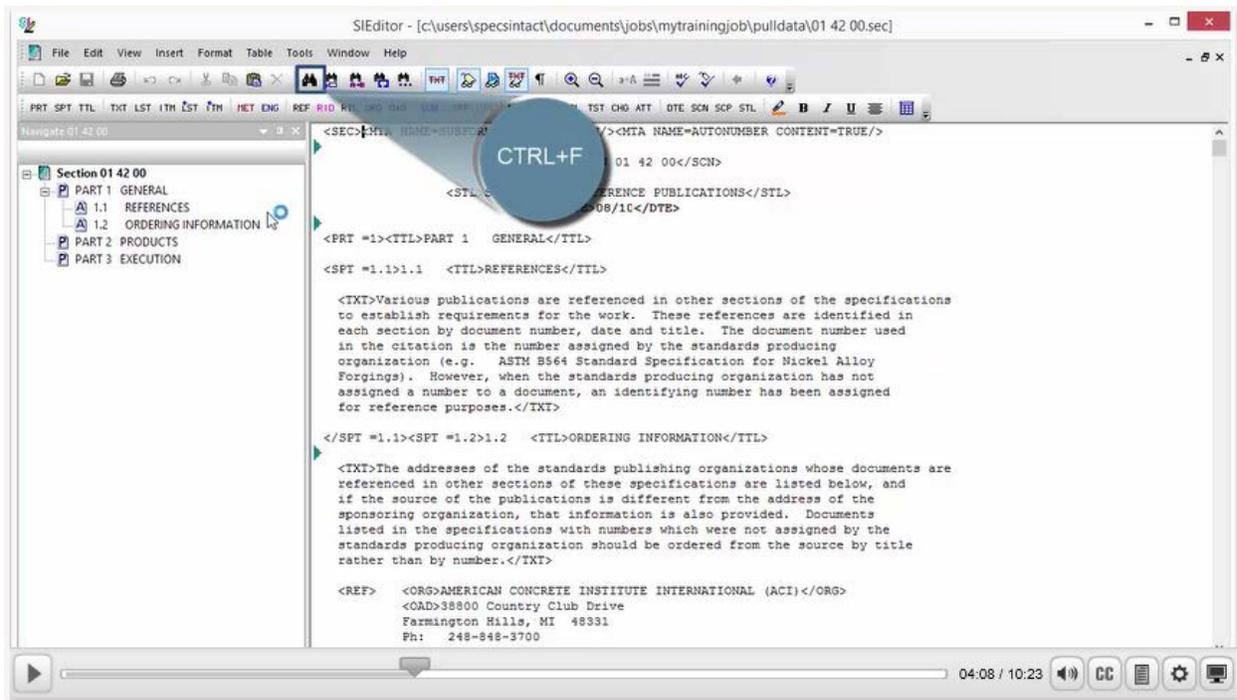
When the Section opens the SI Editor is intelligent enough to position us directly on the Reference Organization that produced the error. The advantage of Revisions is that we can easily recognize this Reference has been added to the Reference Article since the text attribute is green. This tells me that more than likely the Reference Organization was not added to the 01 42 00 Sources for Reference Publications Section and we need to investigate.



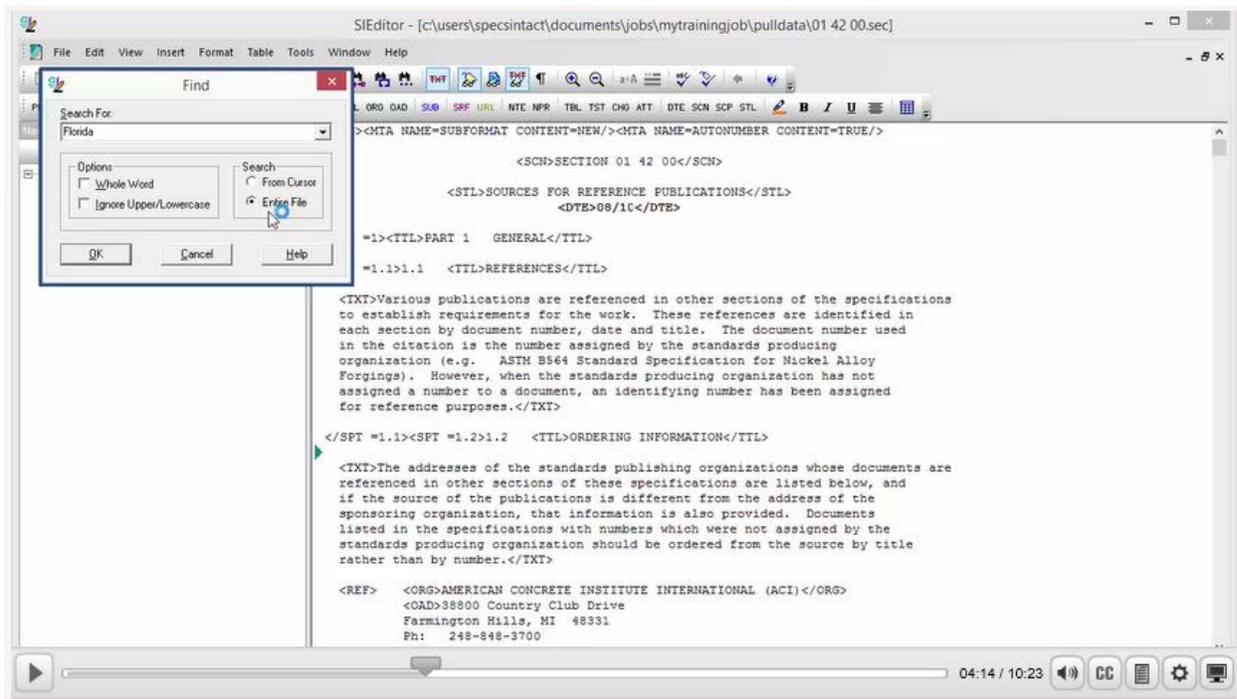
Let's close the Section, and select our Job and then double-click to open the 01 42 00 Section.



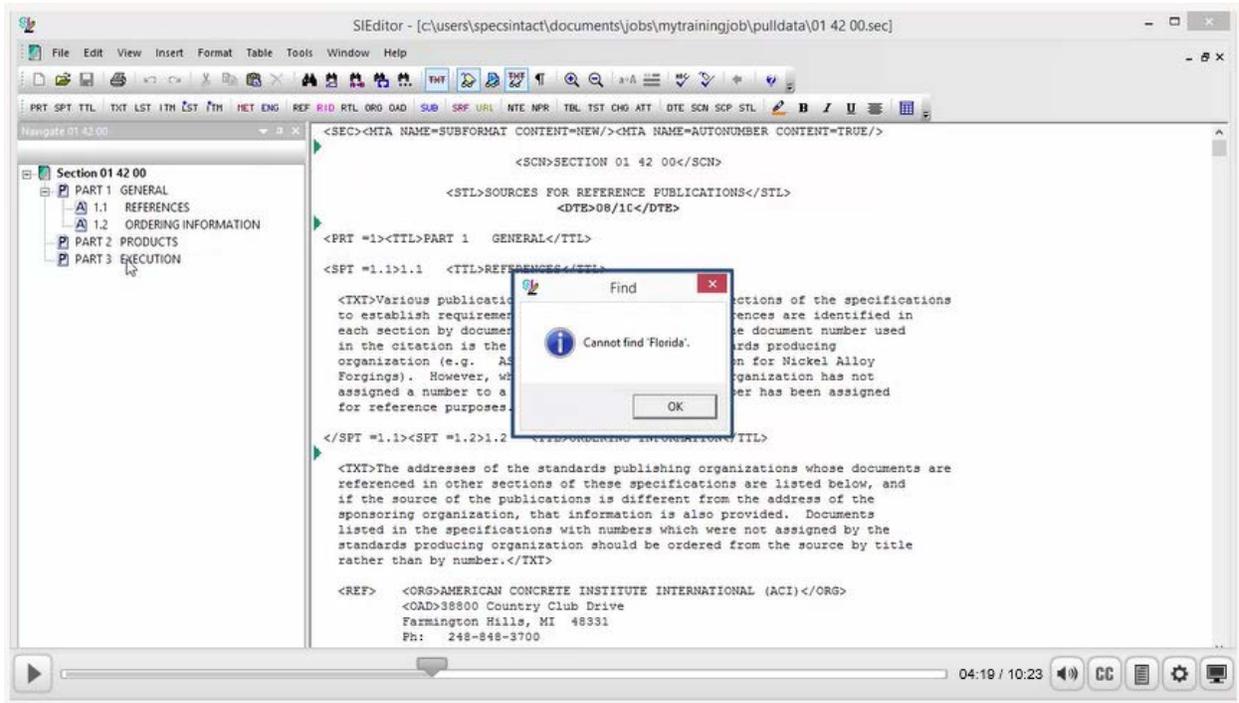
We need to see if this Organization is listed so we can either *select* the **Find** button on the Toolbar or *press* **Ctrl+F**.



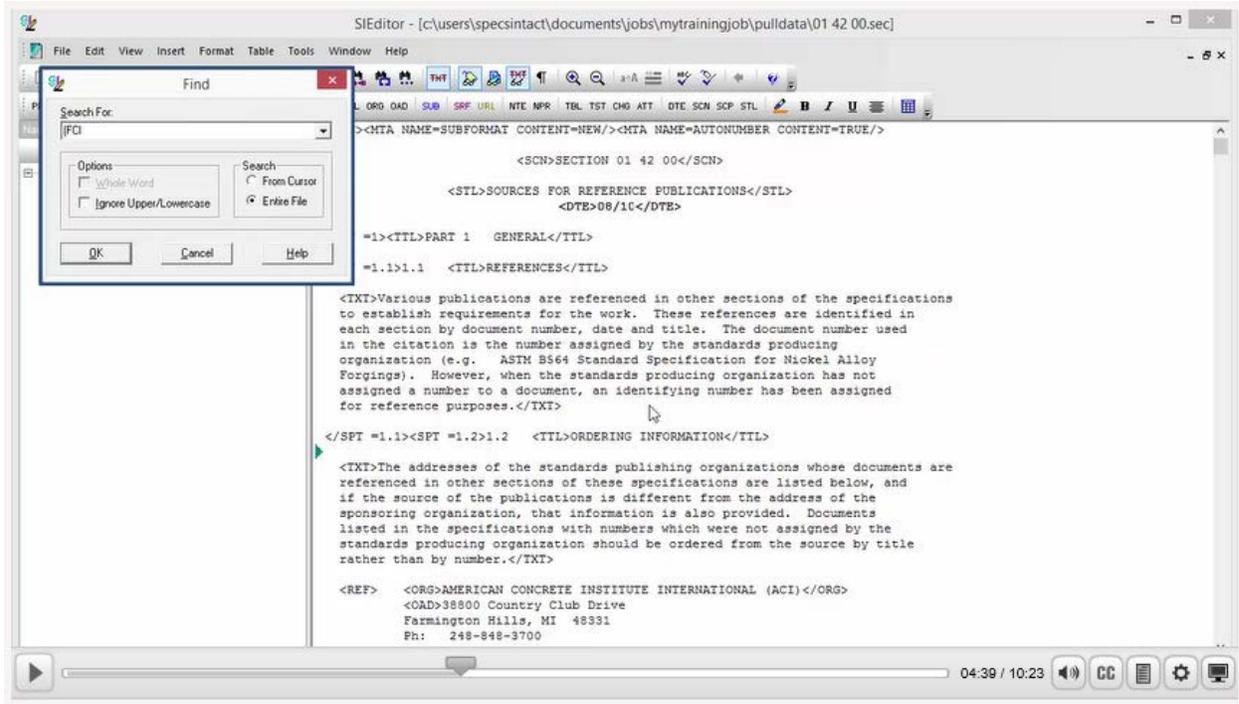
When the Find box opens, let's *type* 'Florida' and *select* **OK**.



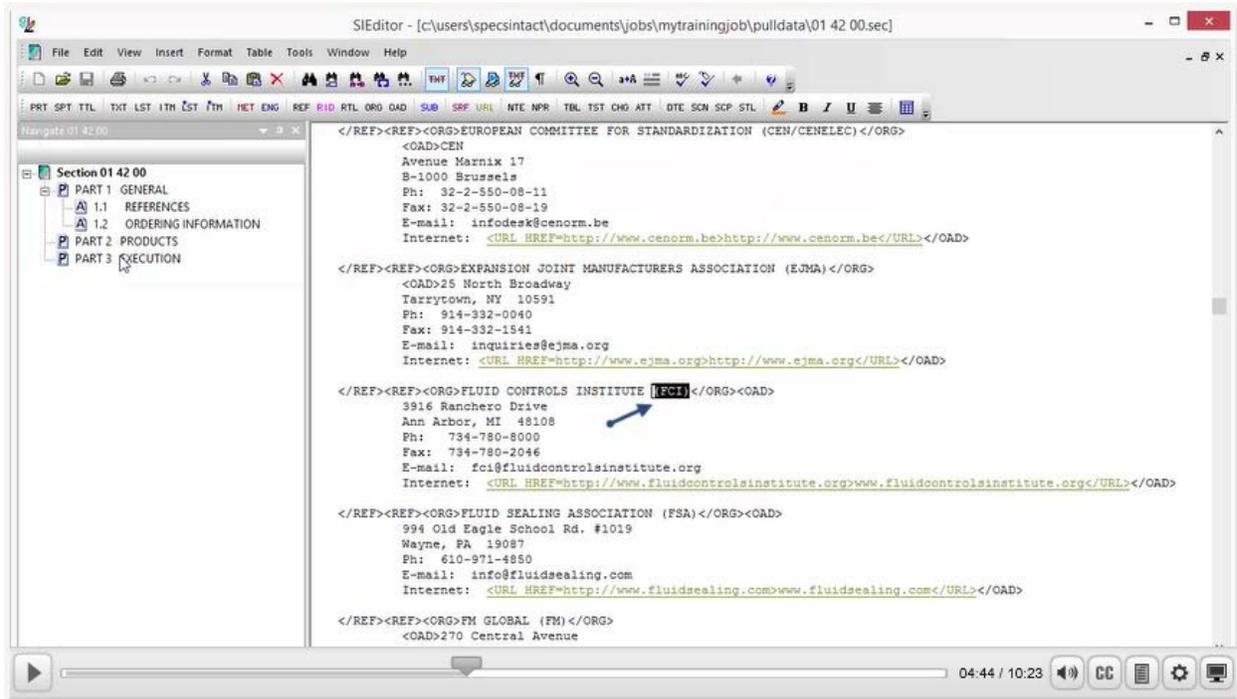
Immediately a message box appears stating that Florida cannot be found, let's go ahead, and select **OK**.



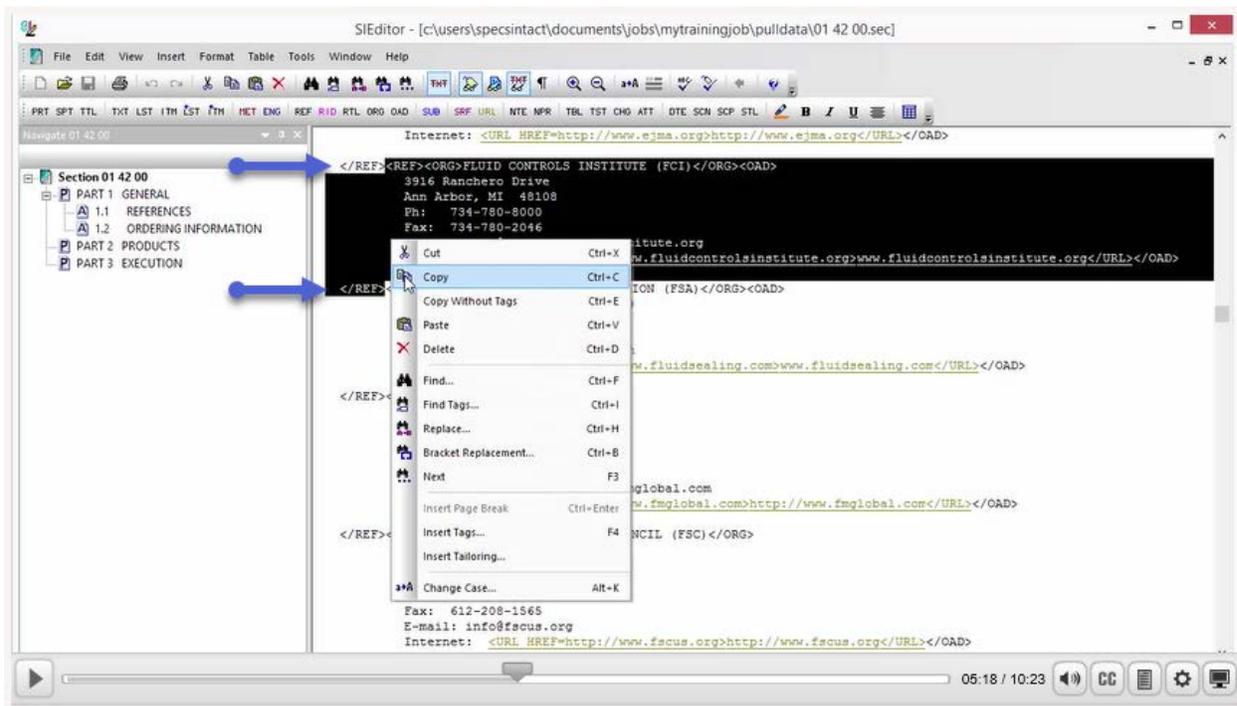
At this point we know we need to add the Reference Organization and place it in the correct alphabetical order, so let's press **Ctrl+F** and *type in parenthesis (FCI)*, and select **OK**.



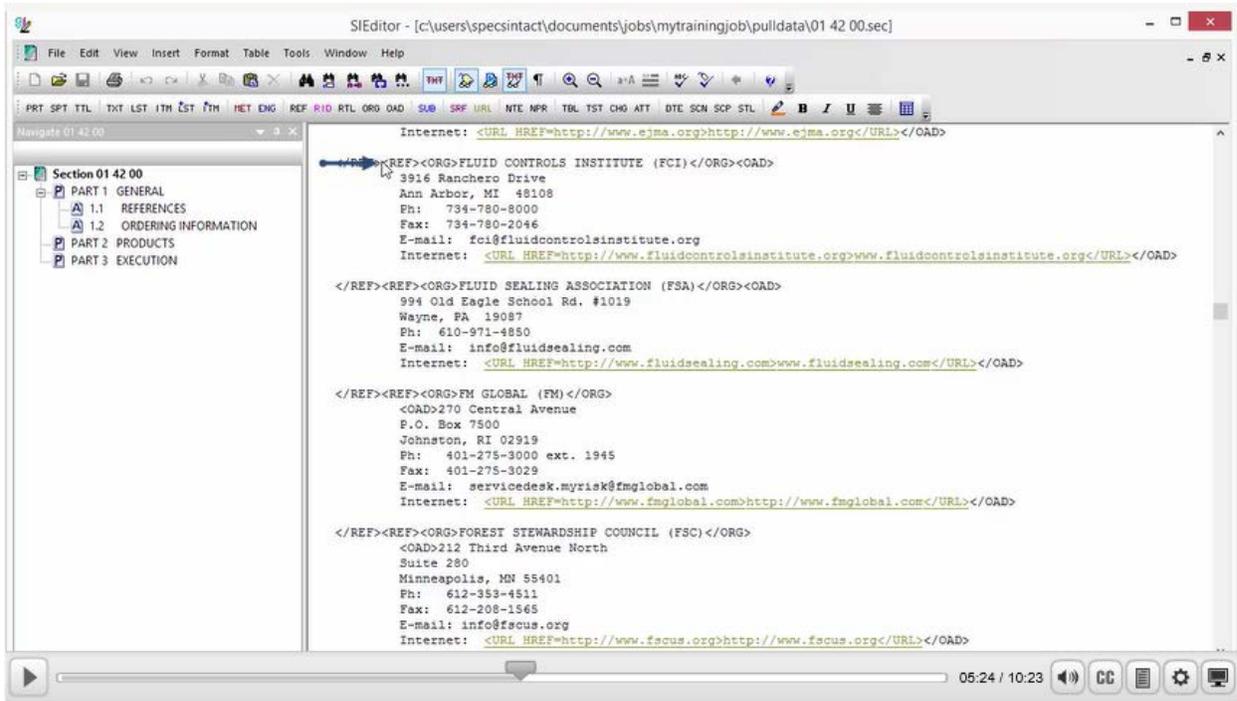
As you see we are positioned on the Acronym for 'FLUID CONTROLS INSTITUTE'. In order to simplify this process, we are going to duplicate this Reference so we have the tagging structure we need and then we can simply replace the text with the new Organization.



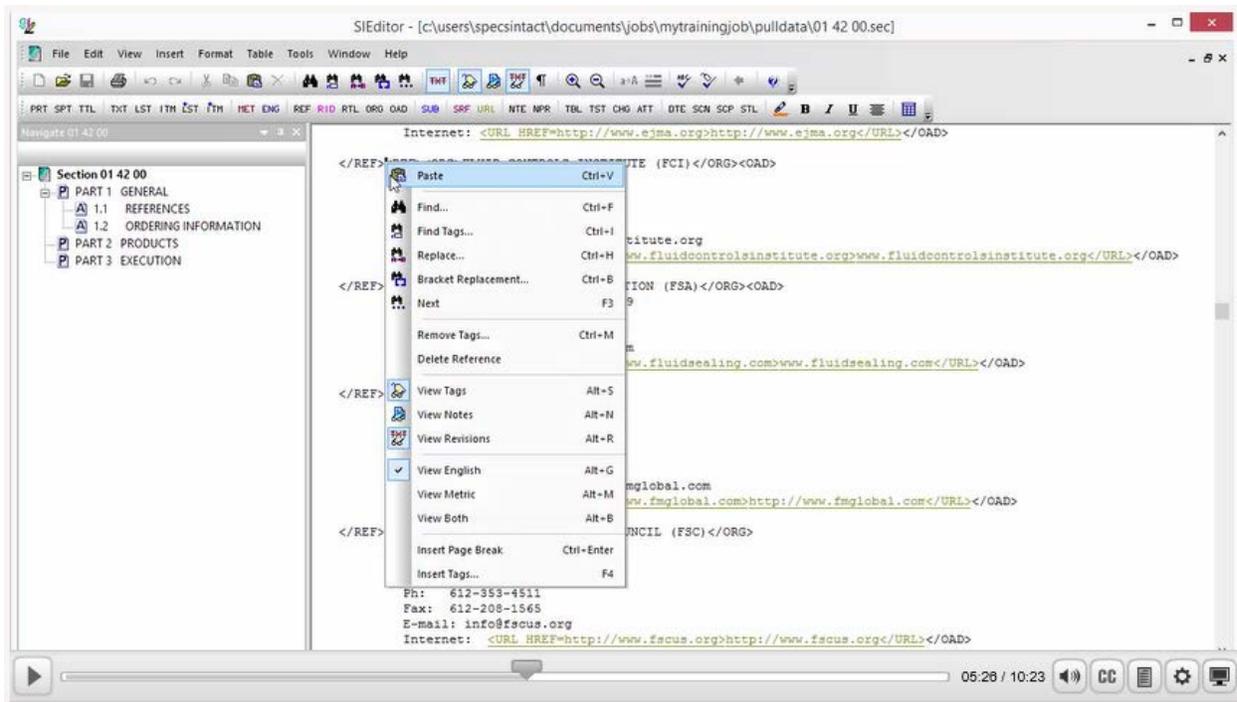
To do this, let's place our cursor to the left of the beginning <REF> tag, just before 'FLUID CONTROLS INSTITUTE' and we're going to highlight stopping in front of the beginning <REF> tag, for 'FLUID SEALING ASSOCIATION (FSA)', now we're going to right-click, and select Copy.



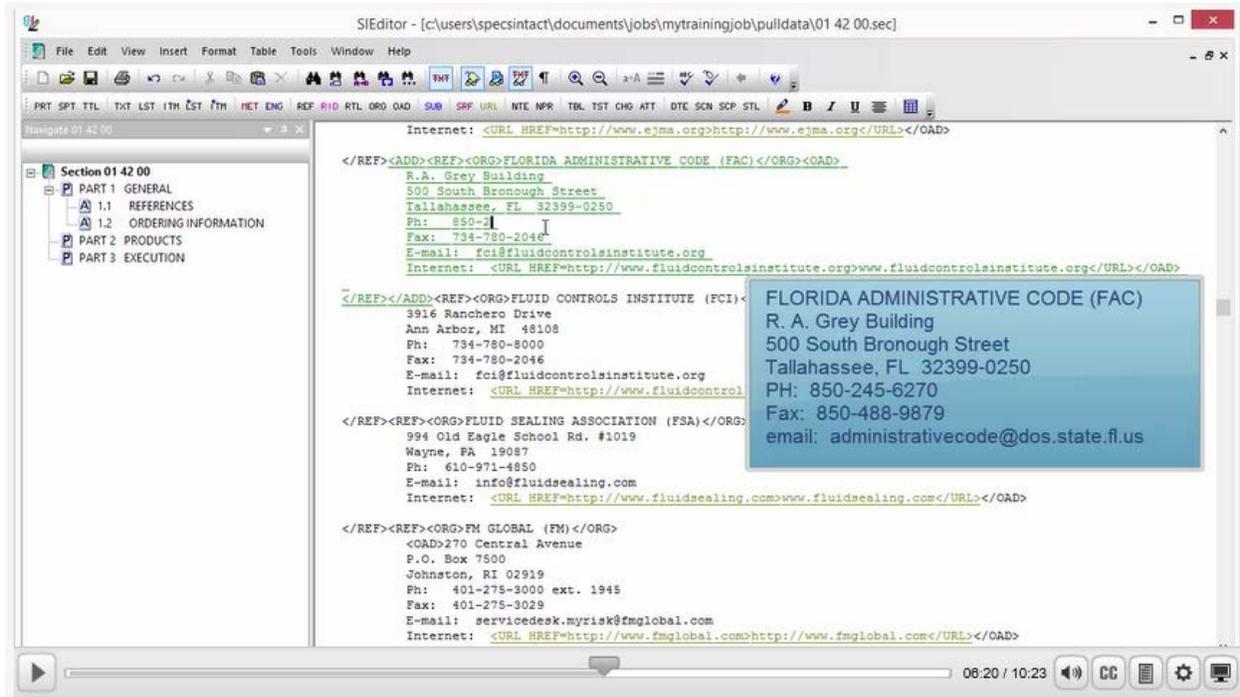
Place our *cursor* back in front of the beginning <REF> tag before 'FLUID CONTROLS INSTITUTE (FCI)'.



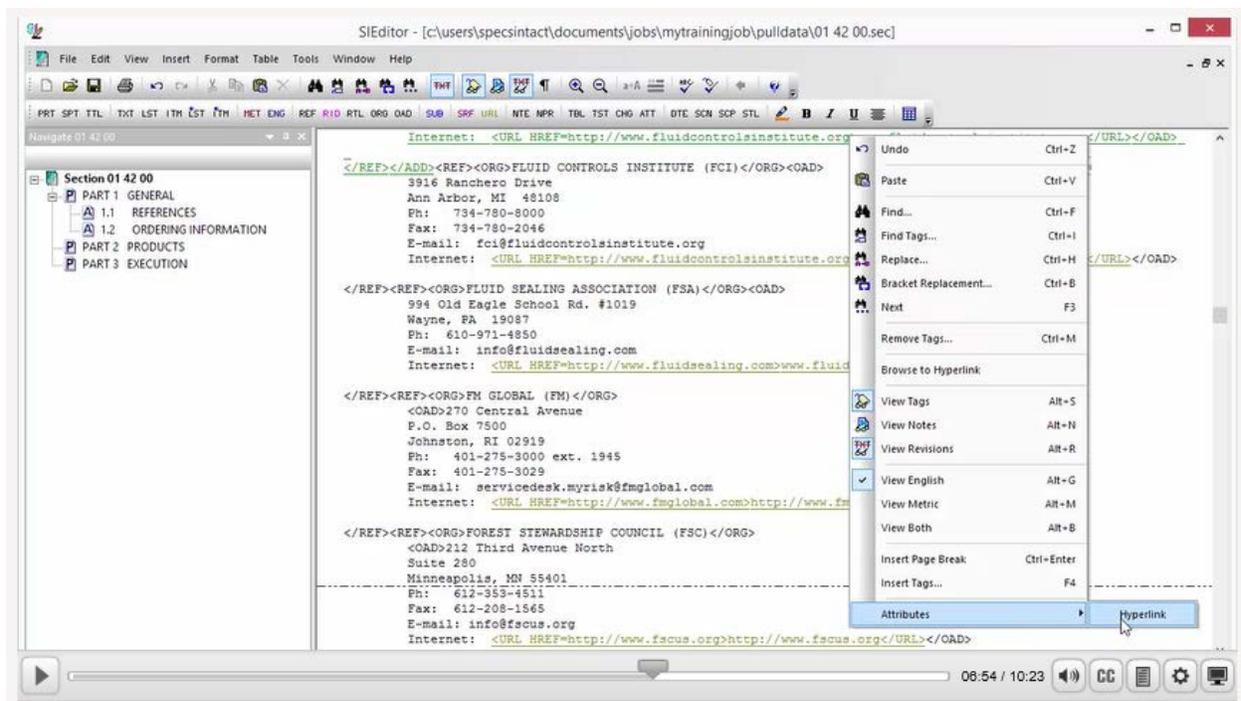
Right-click and select Paste.



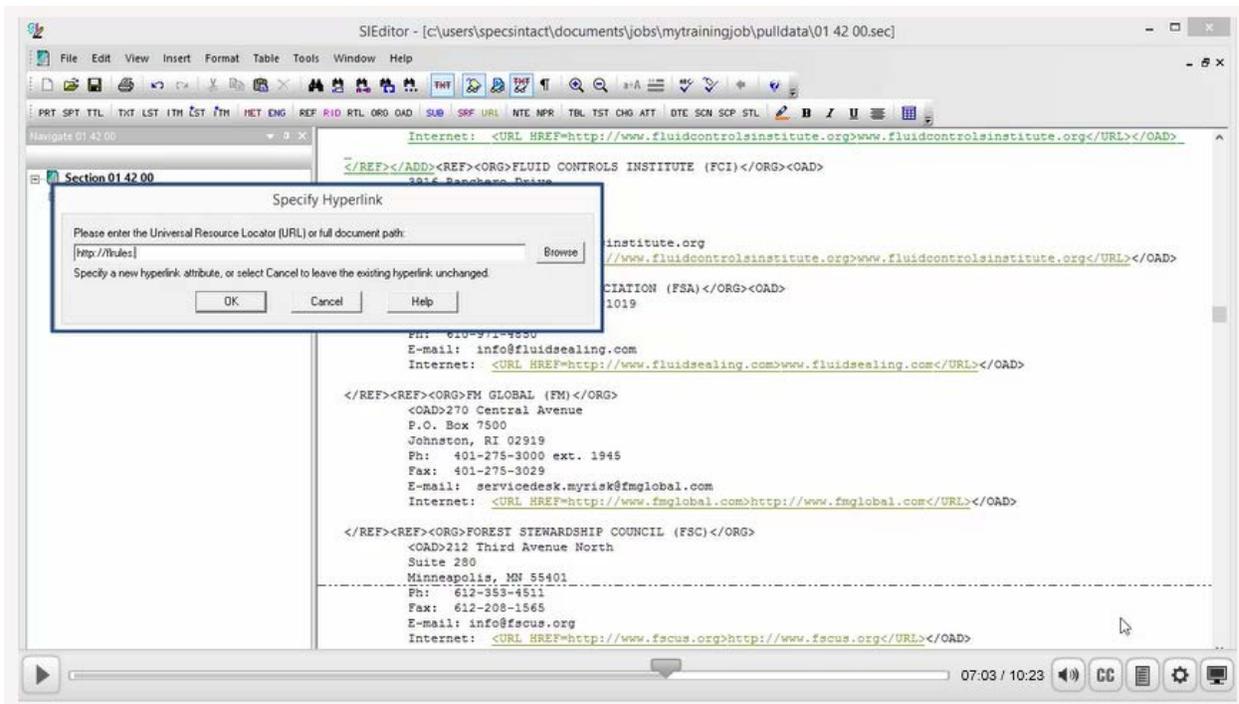
Now we're going to enter the following information:



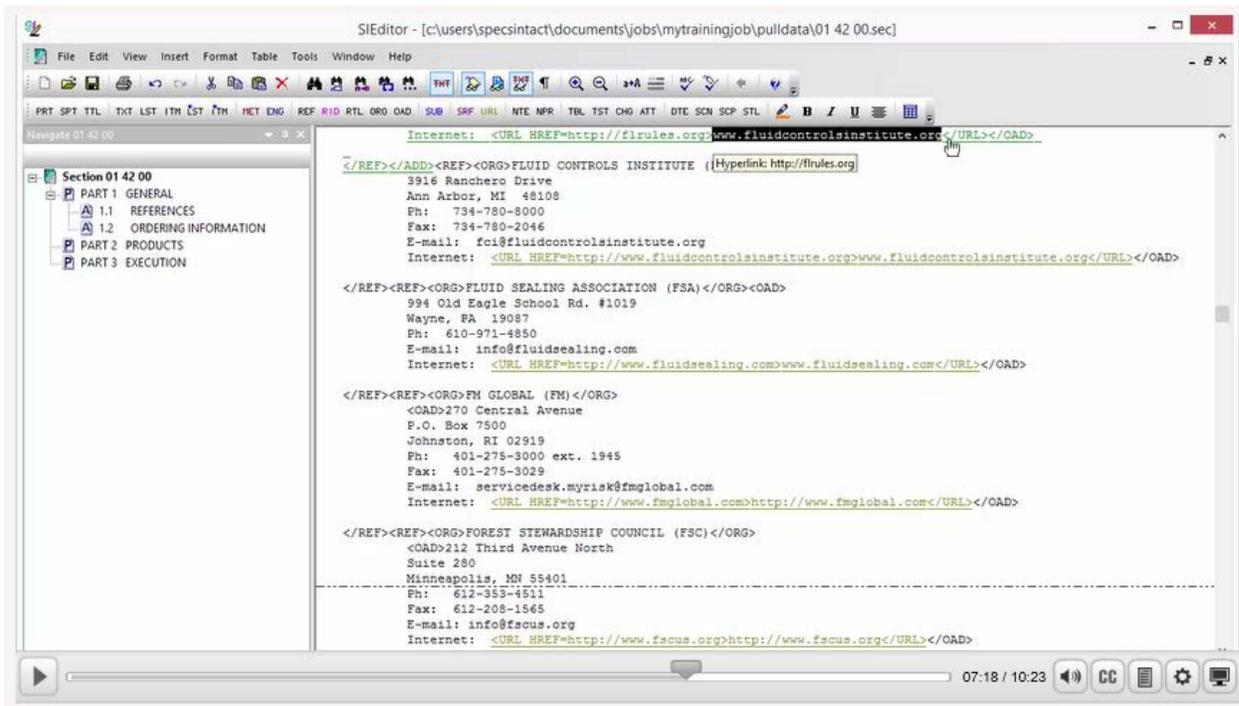
Updating the URL requires a few more steps. To do this, let's place our cursor on the right of the beginning <URL> tag, just before *www*. Right-click select **Attributes** and choose **Hyperlink**.



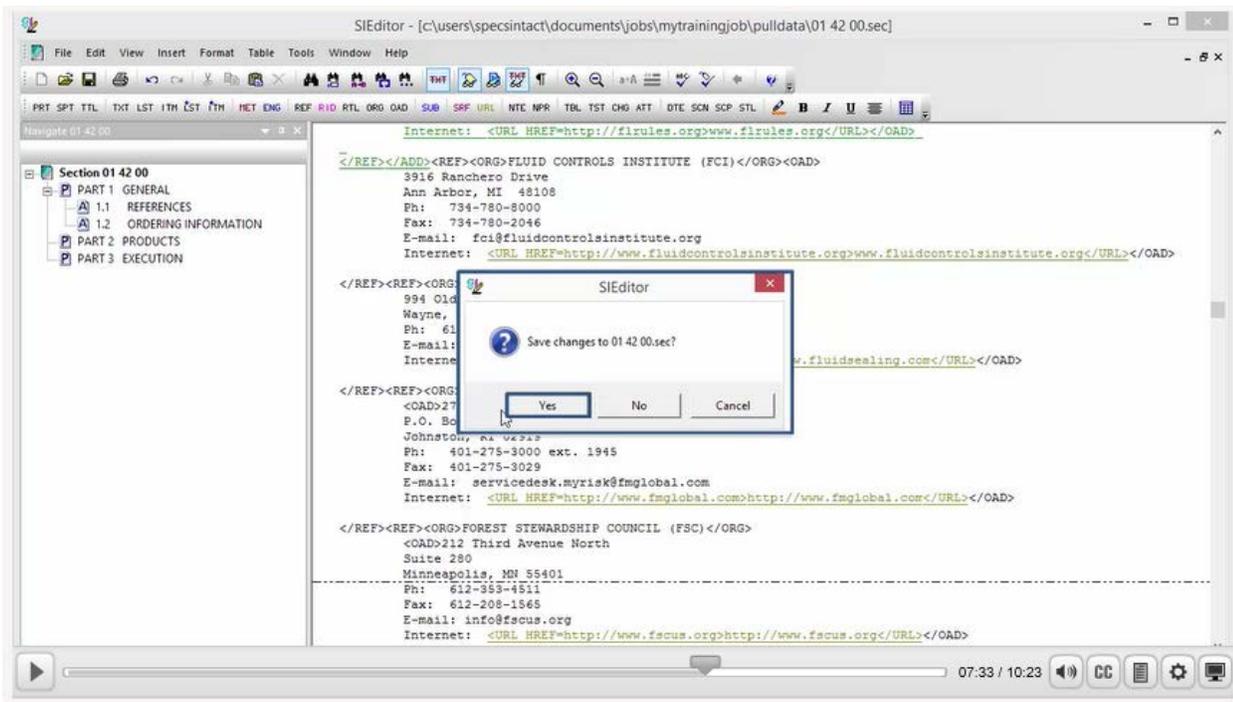
With the hyperlink highlighted, let's type **http:// www.flrules.org**, and select **OK**.



As you see the hyperlink is correct, but we still need to update the text, so let's *highlight* the URL text, and type www.flrules.org.

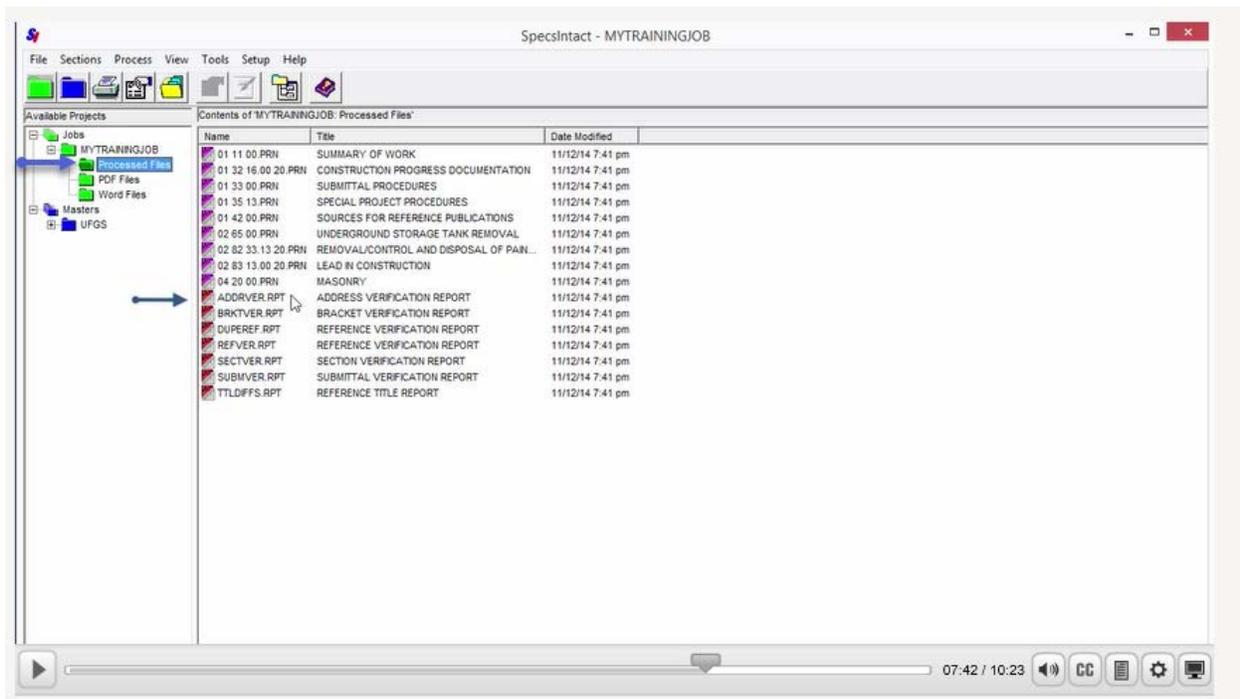


Now that we have information added, let's **Close** the **Section**. When prompted to **Save** the **Changes**, let's go ahead and **select Yes**.

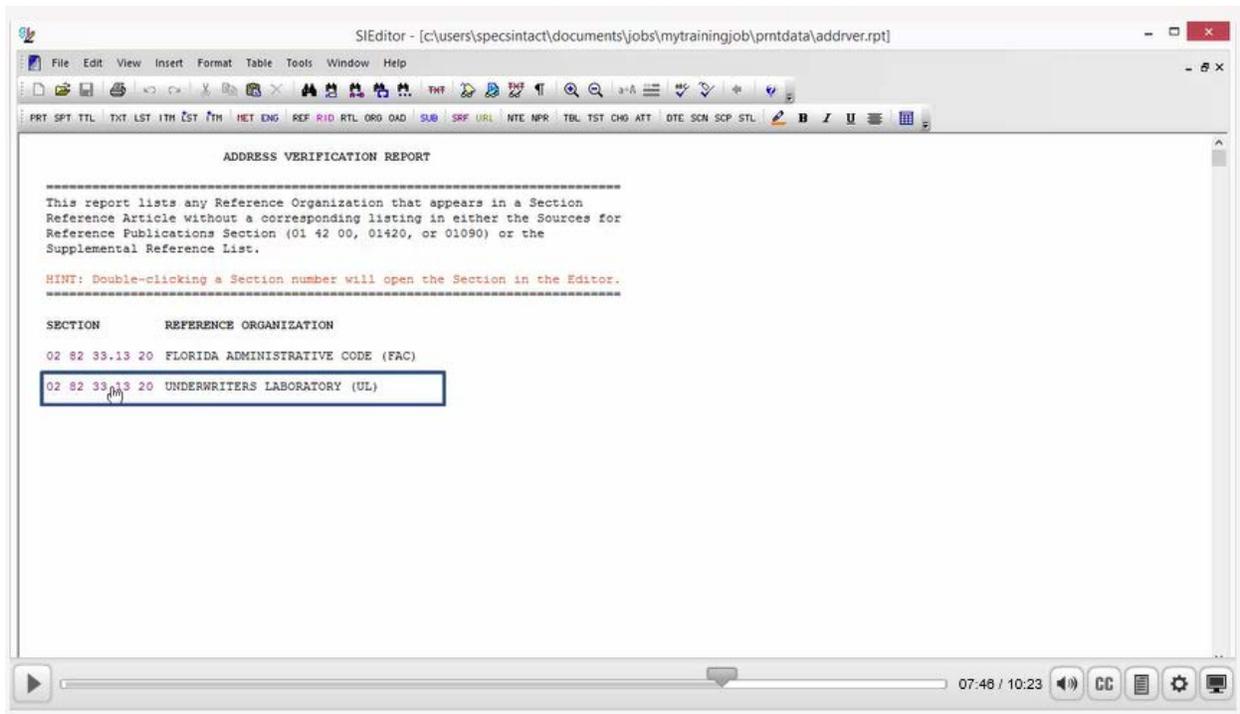


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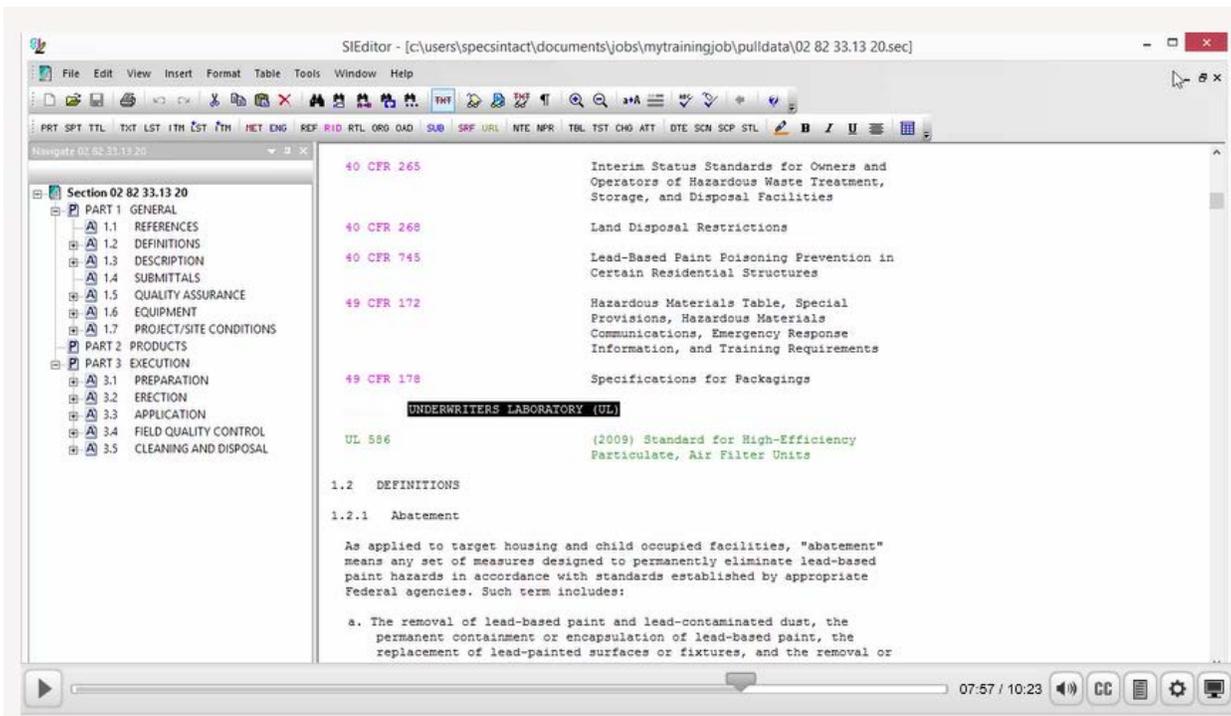
We still have another issue to address. Let's **select** the **Processed Files Folder**, and **open** the **Address Verification Report**.



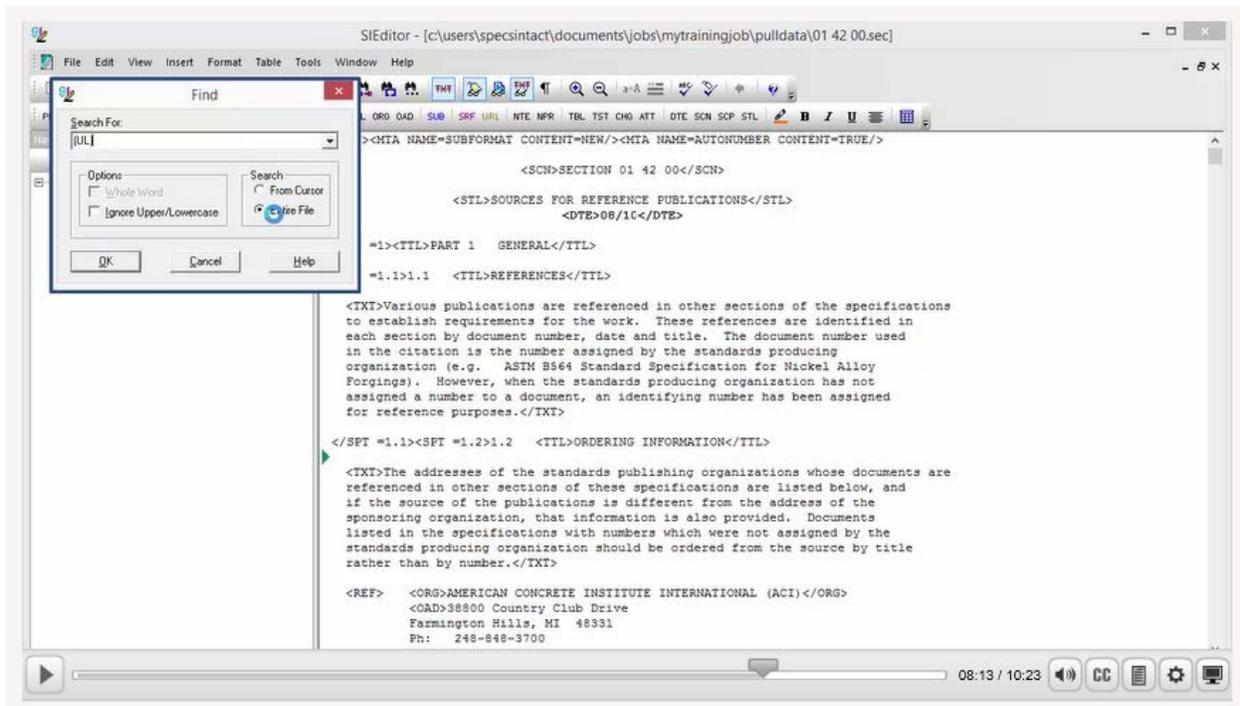
Place our cursor on the Section number just before UNDERWRITERS LABORATORY (UL), and double-click.



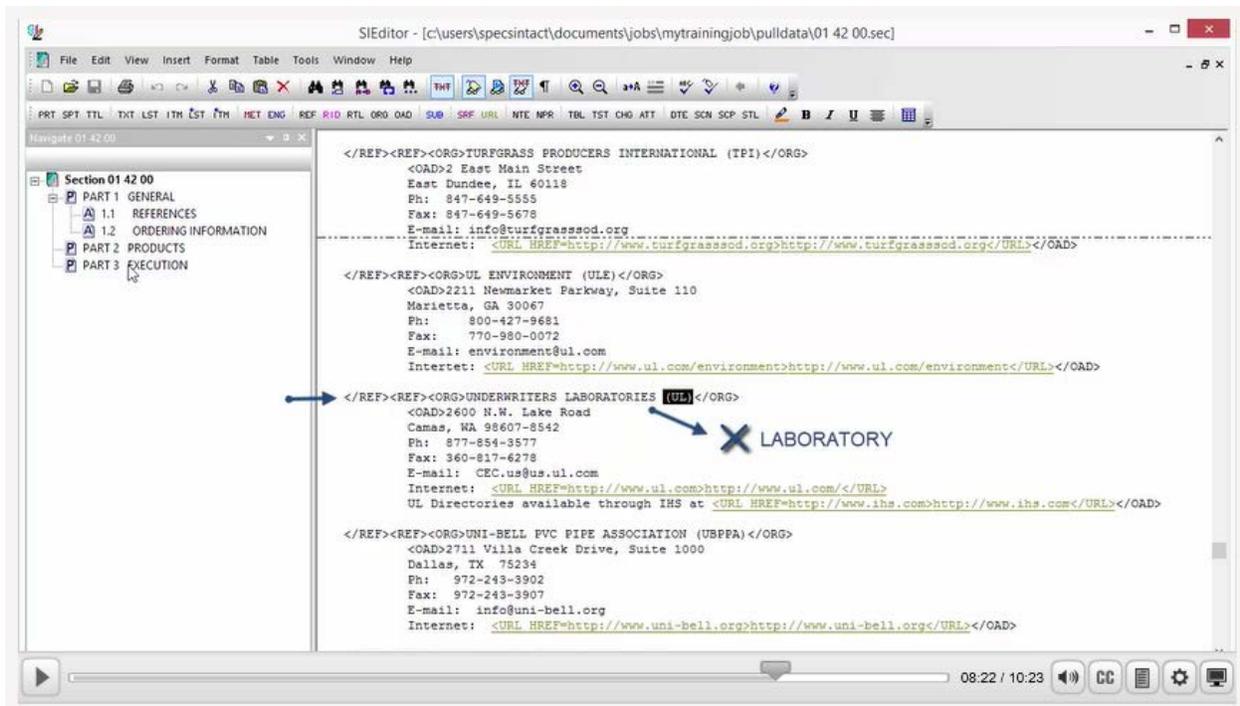
As before, the SI Editor has positioned us in the Reference Article directly on the Reference that produced the error. Let's Close the Section, select our Job so we can re-open Section 01 42 00.



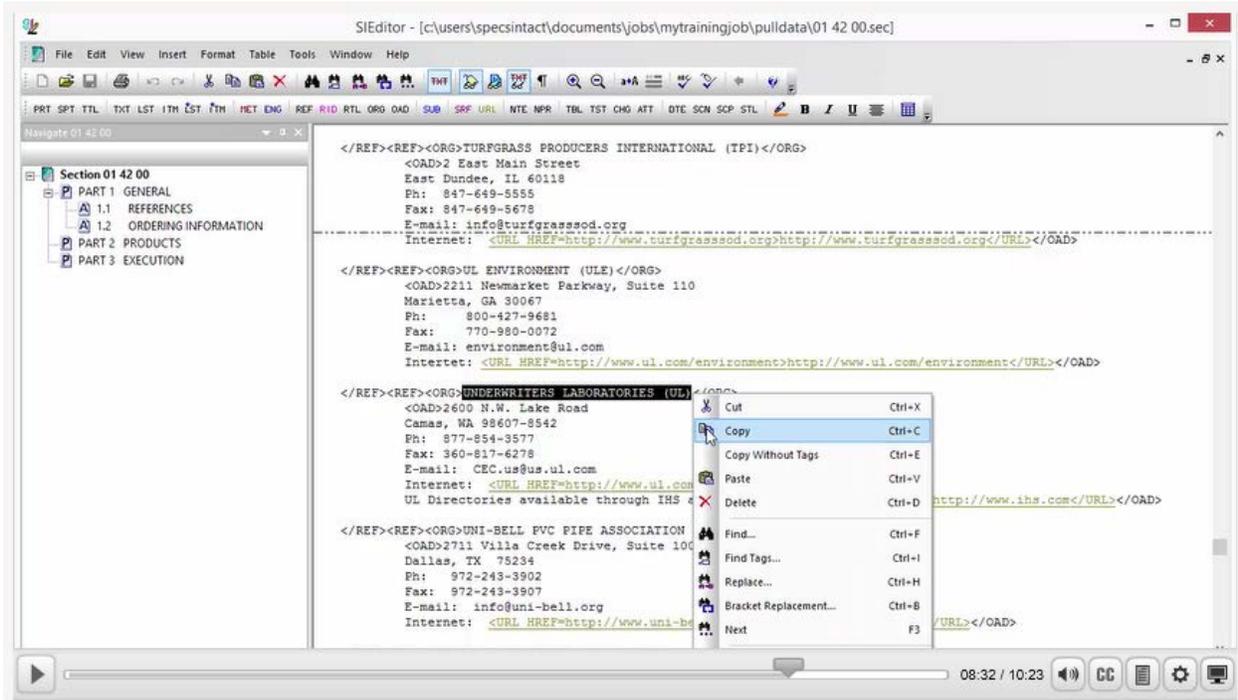
Now let's select our Find button or press Ctrl+F. When the Find feature opens, let's type in parenthesis (UL), and select OK.



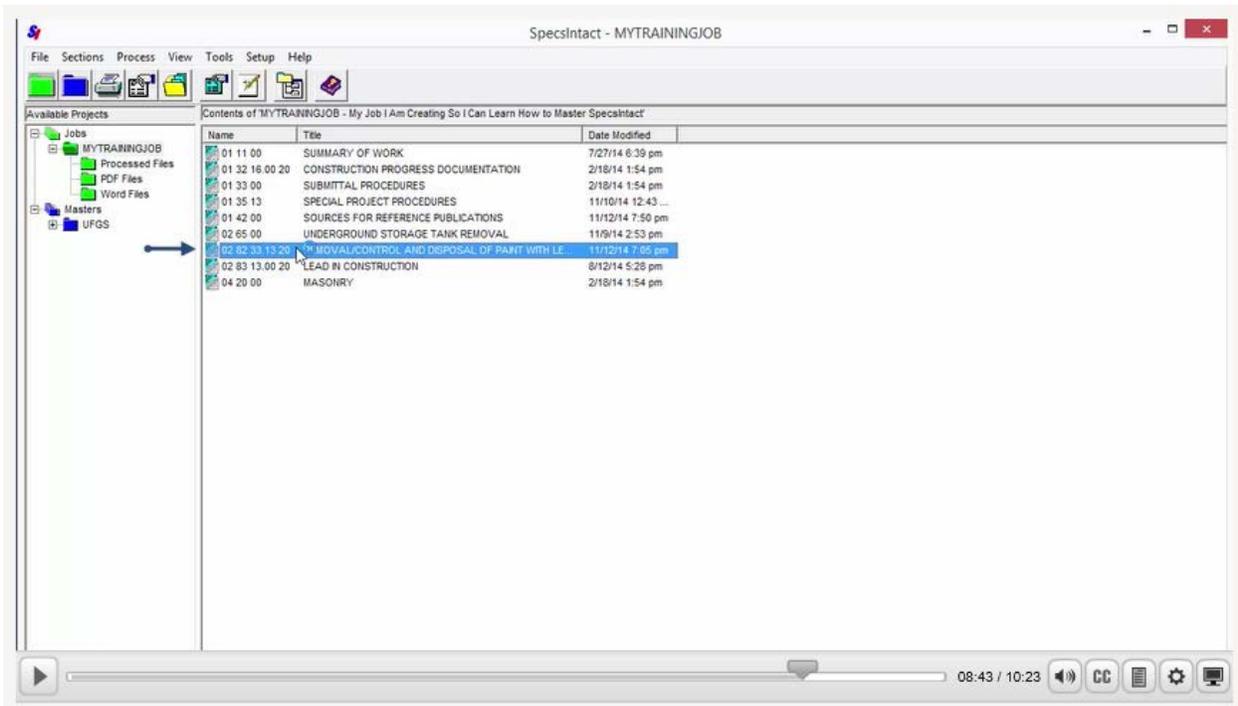
Notice the Reference listed is 'UNDERWRITERS LABORATORIES' not 'UNDERWRITERS LABORATORY'.



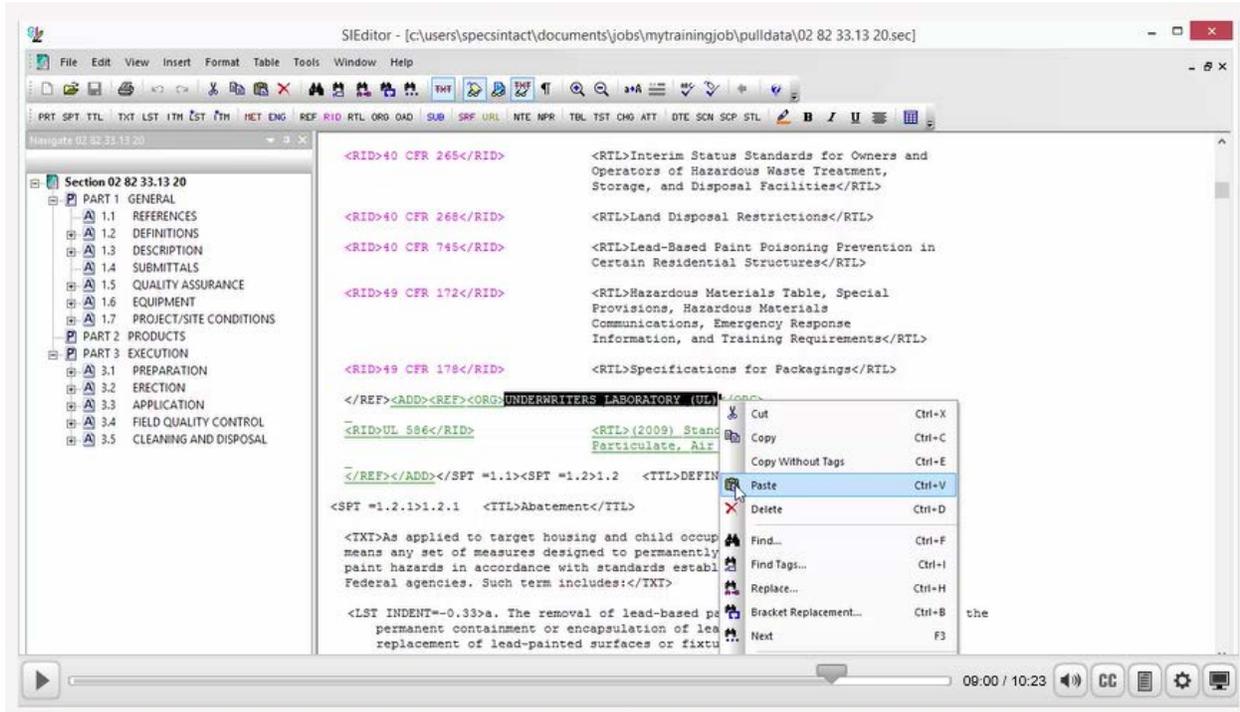
To make this as easy as possible, let's *highlight* the Reference Organization in its entirety, *right-click* and select **Copy**.



Now we can close the 01 42 00 Section and re-open Section 02 82 33.13 20.

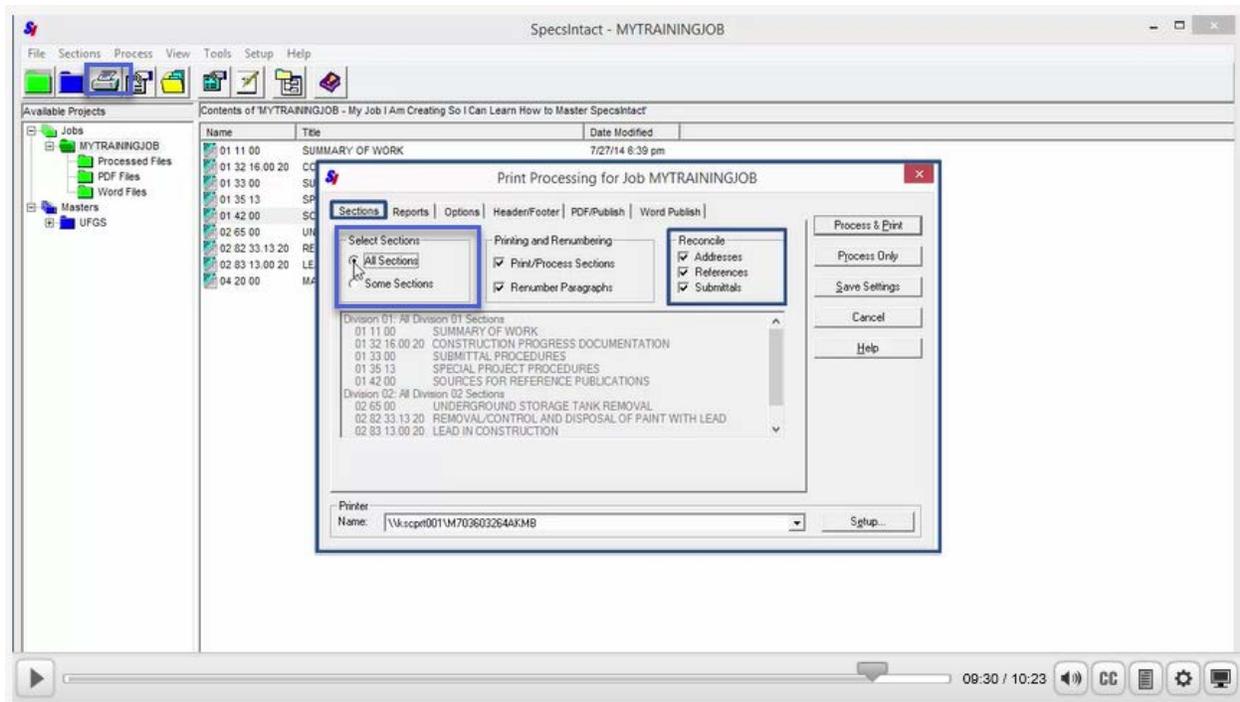


Now let's *press the F3 Key* so we can easily navigate to UNDERWRITERS LABORATORY, let's *highlight the Organization, right-click and select Paste*. Let's *Close the Section*, and when prompted to Save the Changes, *select Yes*.

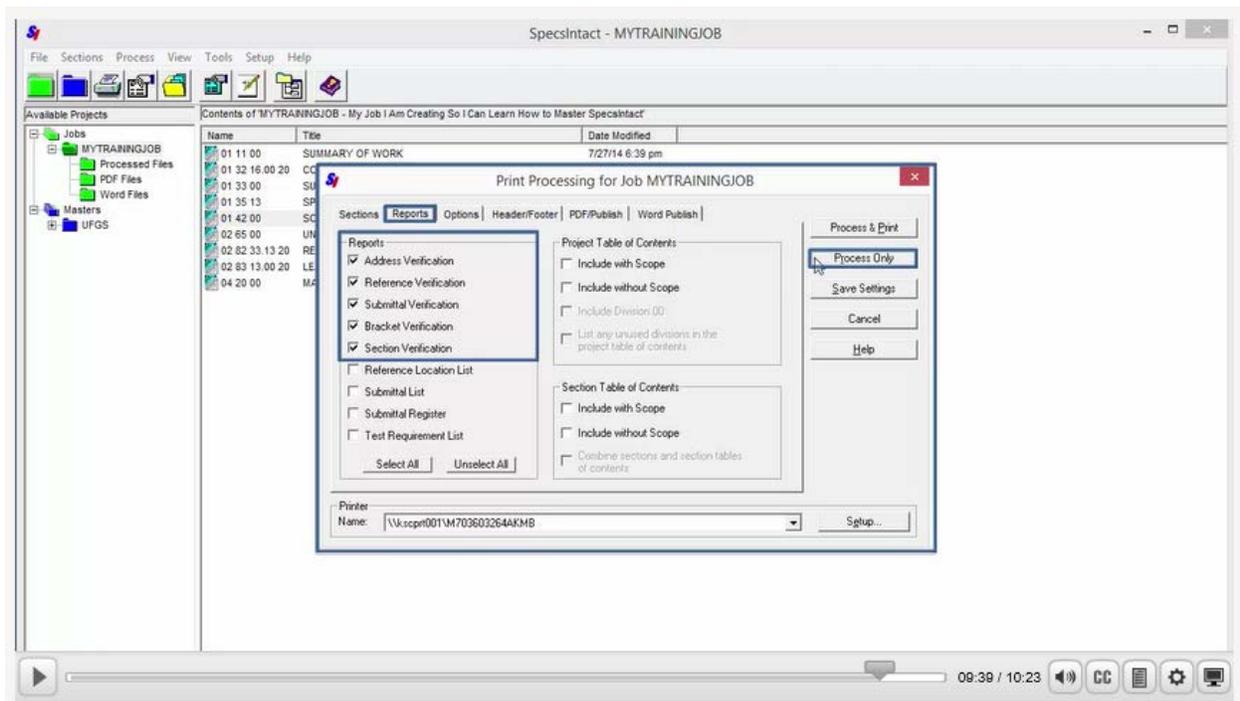


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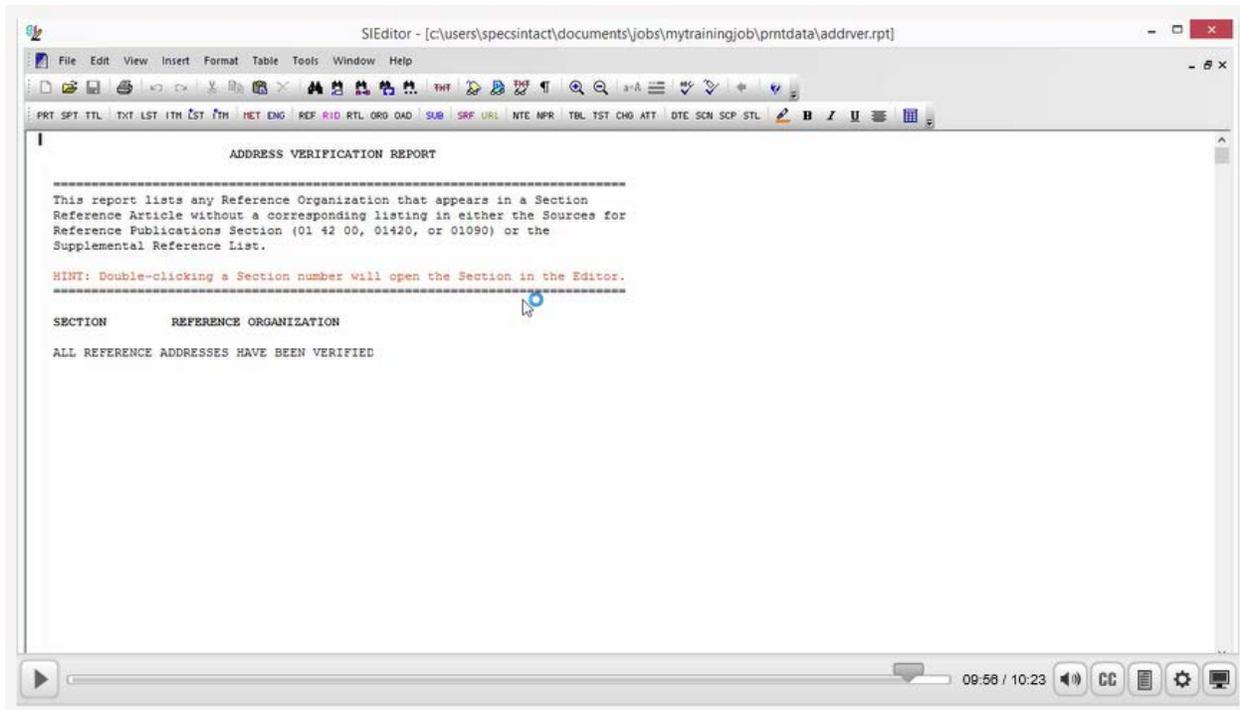
Now we need to verify that the Address Verification Report is clean so we are going to re-generate the Reports by *selecting the Process Print/Publish button* on the Toolbar. On the Sections Tab, verify that All Sections is selected along with the three Reconciliation processes.



On the Reports Tab, let's verify that all of the Verification Reports are selected, and then select Process Only.



Once the processing has finished, let's open the **Address Verification Report**. As you see, ALL REFERENCE ADDRESSES HAVE BEEN VERIFIED. During the editing process, I encourage you to run the reports often so you have the opportunity to address any new issues that arise. You do not want to wait until you have edited the entire Job before you run the Verification Reports. You are now ready to proceed to the next module where you will learn about correcting Reference Title discrepancies.



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

Monday - Friday

8:00 AM – 4:30 PM Eastern Time

Phone: 321.867.8800

Email: KSC-SpecsIntact@nasa.gov

eLearning Module Notes:
