

SpecsIntact eLearning Modules Transcript

Module: Chapter 2 – Creating and Setting Up a New Job

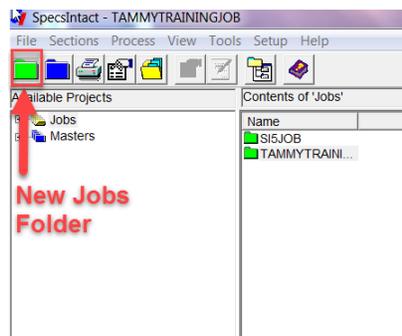
We highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

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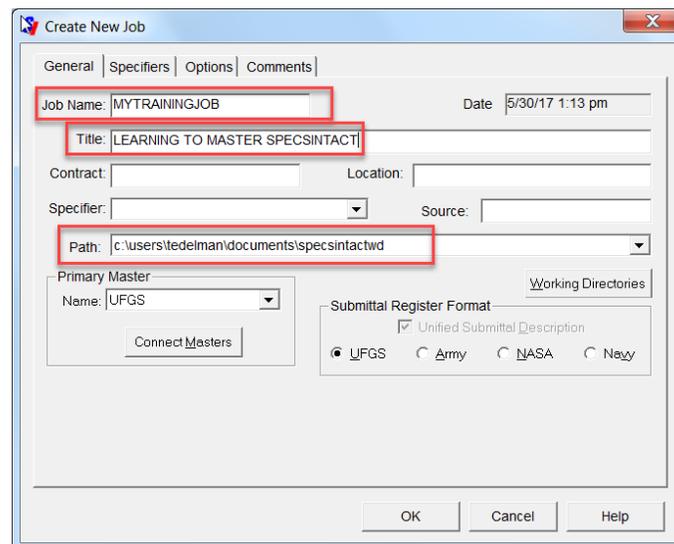
The eLearning Modules in this chapter will guide you through each phase for setting up a new Job through the SpecsIntact Explorer.

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Let's begin by selecting the New Jobs folder on the Explorer's Toolbar.

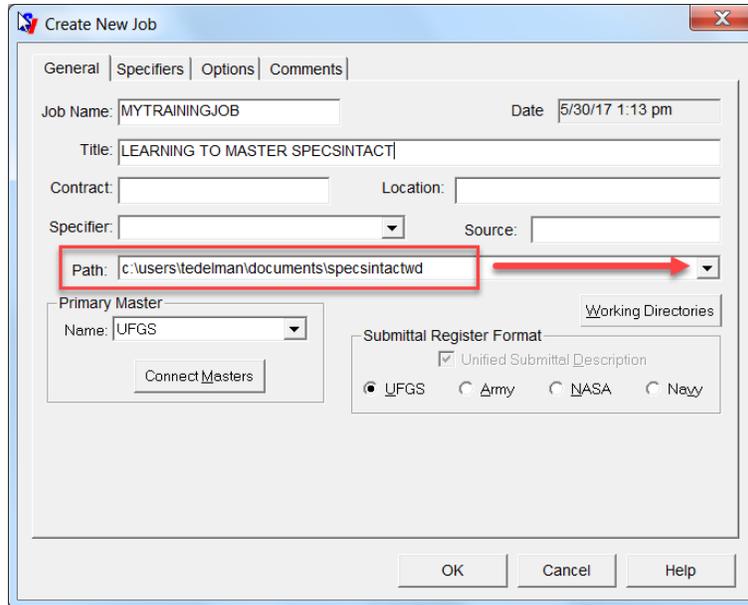


On the General Tab, there are three required fields you must complete when setting up your Job, the Job Name, Title and the Primary Master. Your Job Name identifies your Job in both the SpecsIntact Explorer as well as Windows Explorer. A Job Name can be up to 16 letters and numbers with no special characters or spaces. For this exercise, let's name this Job **MYTRAININGJOB**. Your Job's Title can be typed in Title Case or UPPERCASE, and contain no more than 64 characters. Why don't we use UPPERCASE for this exercise and enter **LEARNING TO MASTER SPECSINTACT**.



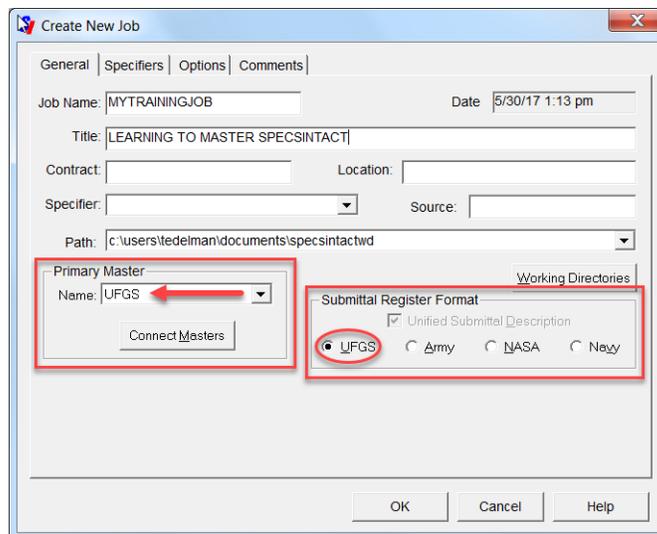
00:01:24,100 --> 00:01:45,233

Before we discuss the Primary Master there is another key element you should always check when creating a New Job, especially if you are using Multiple Working Directories as we learned about in Chapter 1 Getting Started. The displayed path is where this Job will be created. If this is not the correct location, select the **drop-down arrow** and choose the correct one.

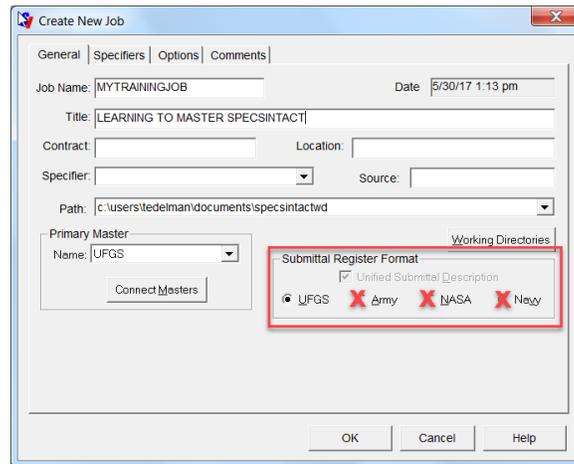


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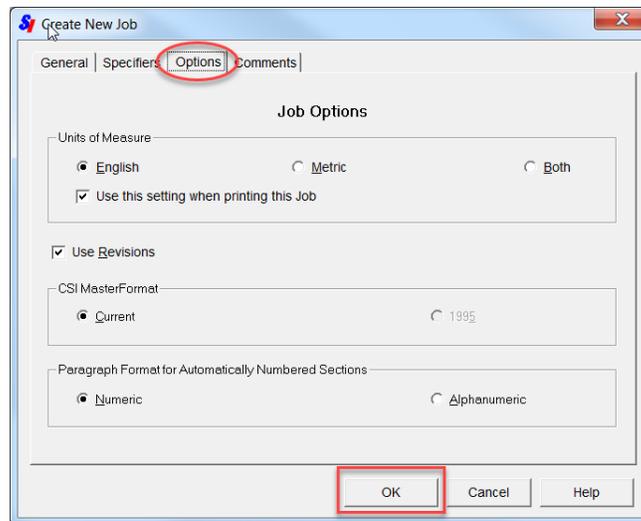
Now we are ready to discuss the Primary Master. When you setup SpecsIntact, you were prompted to automatically download and install the latest UFGS Master. By default the UFGS Master will be selected for both the Primary Master, and the Submittal Register Format.



You will notice there are other formats available for the Submittal Register. These formats should not be used and are only there for backward compatibility with older SpecsIntact Jobs.



Another area you should pay close attention to when setting up a New Job is the Options Tab. The settings on this Tab control the **Units of Measure**, whether you will use Revisions, the **CSI Format**, and whether the Job will be using the **Numeric** or **Alphanumeric** numbering schemes. By default, these options are already selected, based on the standards for most government projects, but you can change them if the Job requires different settings. As you see the **Units of Measure** is set to use **English**, but you have the option to choose Metric or both. The option to **Use Revisions** will turn on controls in the SI Editor allowing you to see what you have deleted and added. We will talk more about Revisions later in another Module. The latest UFGS Master will always use the **Current CSI Master Format**. By default, Government projects are required to use the **Numeric** numbering scheme. With that said, you have the option to use **Alphanumeric** if the Job you are working on requires it. Now that you've made all of the selections you need in order to start your Job, we're going to select the **OK button**. You have successfully created a New Job and now you are ready to complete the process by Adding Sections to the Job.



The next module will guide you through this 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

Monday - Friday

8:00 AM – 4:30 PM Eastern Time

Phone: 321.867.8800

Email: KSC-SpecsIntact@nasa.gov

eLearning Module Notes:
