

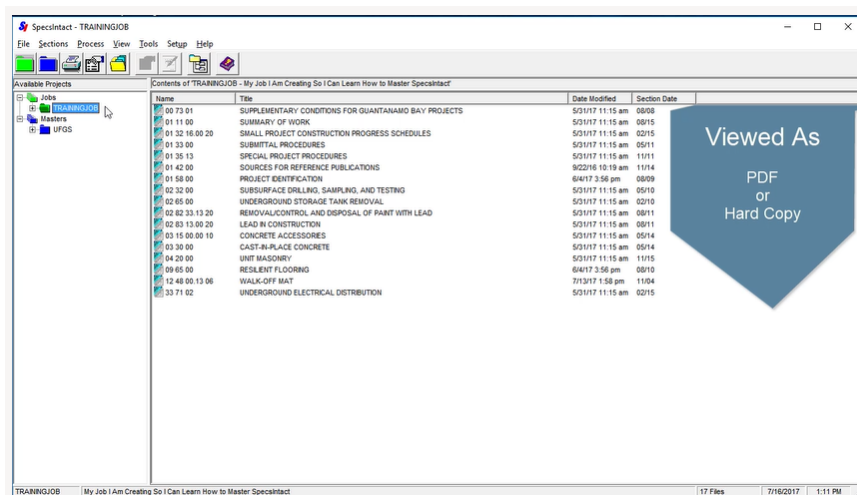
SpecsIntact eLearning Modules Transcript

Module: Chapter 8 – Export Submittal Register

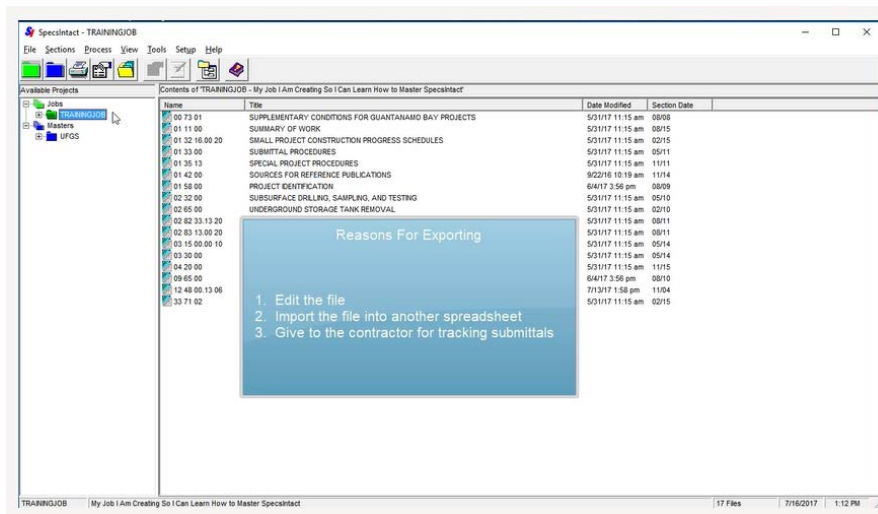
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

00:00:00,000 --> 00:00:42,366

The Submittal Register is a form that lists the materials, products or items for each Submittal, as well as the Section and Subpart locations which they are found. When the Submittal Register is generated through the Process and Print/Publish Menu, it can only be viewed as a PDF or hard copy.

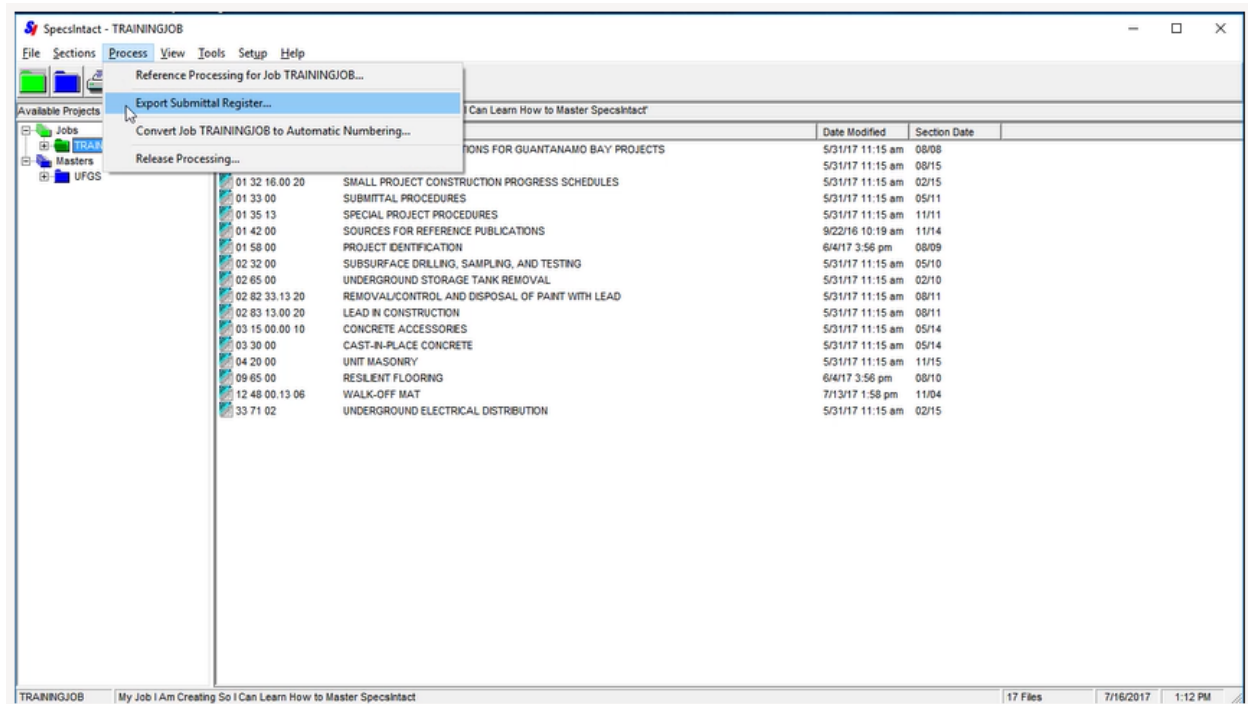


There are multiple reasons you may want to Export the Submittal Register, either you need to edit the file, import the file into another spreadsheet, or provide a copy of the Submittal Register to the contractor for tracking submittals.

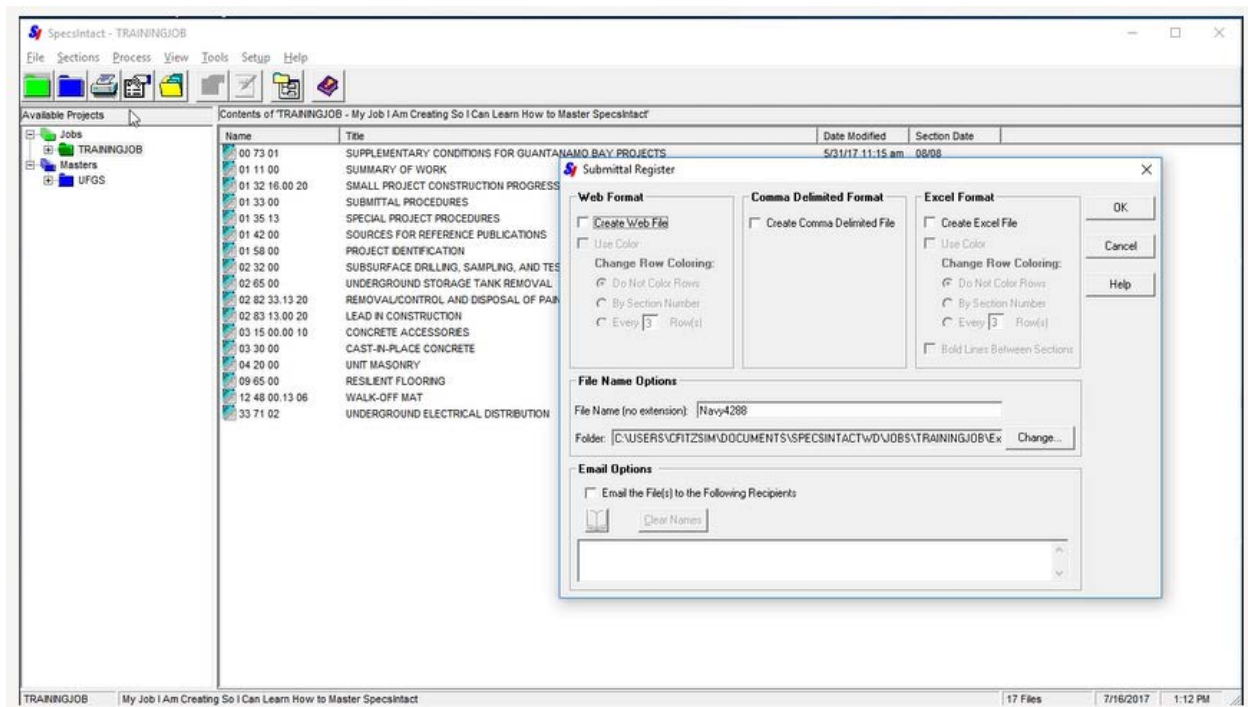


00:00:42,366 --> 00:02:10,800

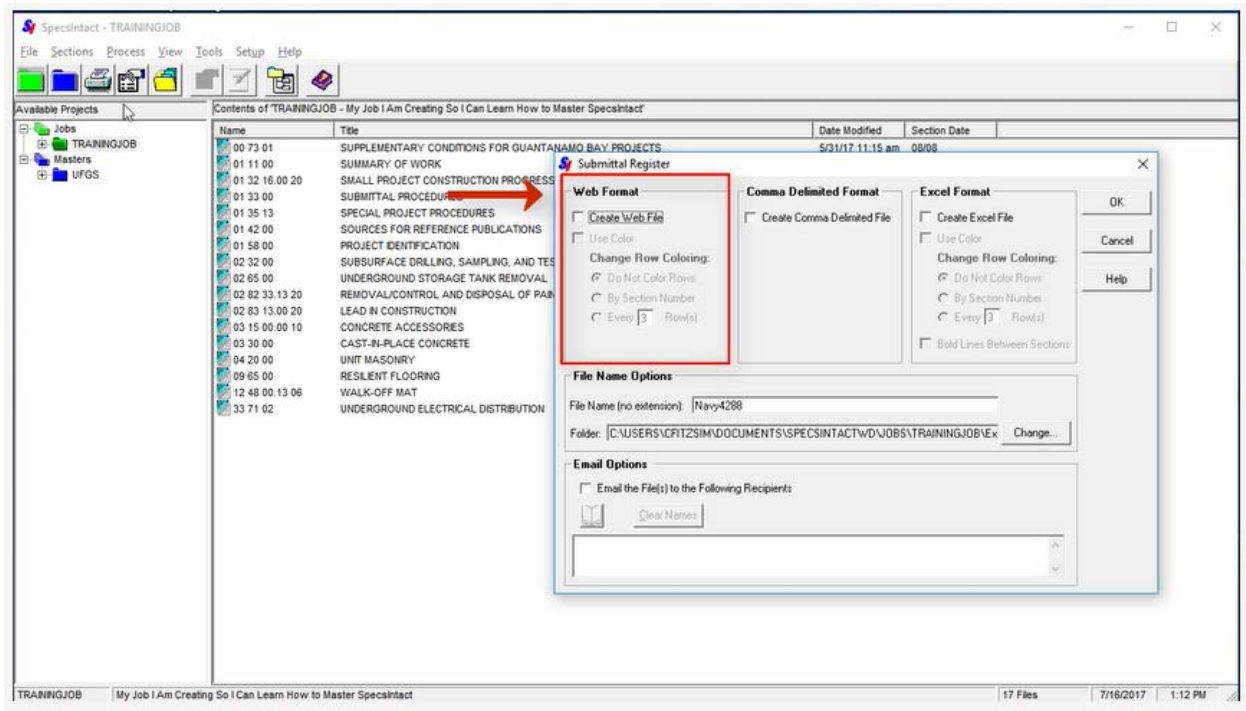
Now that we have some insight on the process and purpose of Exporting the Submittal Register, let's get started! With a Job selected, let's go to the **Process Menu** and **select Export Submittal Register**.



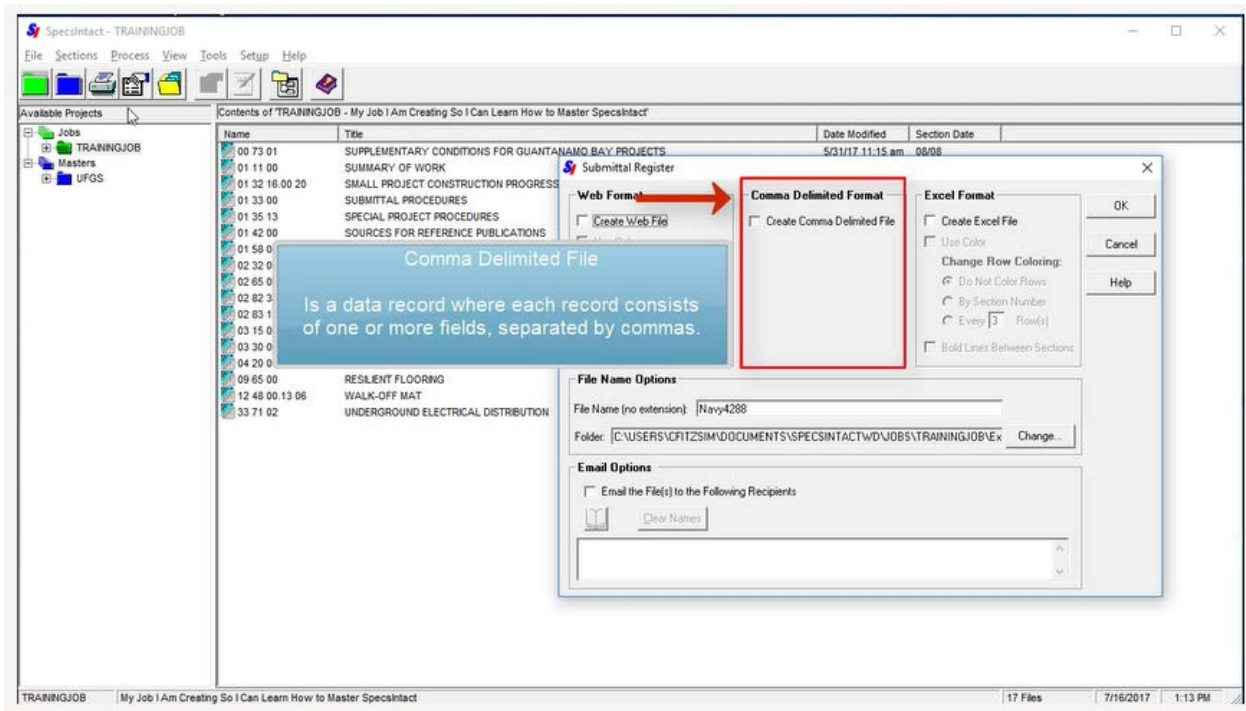
When the Submittal Register Dialog Box opens, you will see that we have several options available for Exporting the Submittal Register.



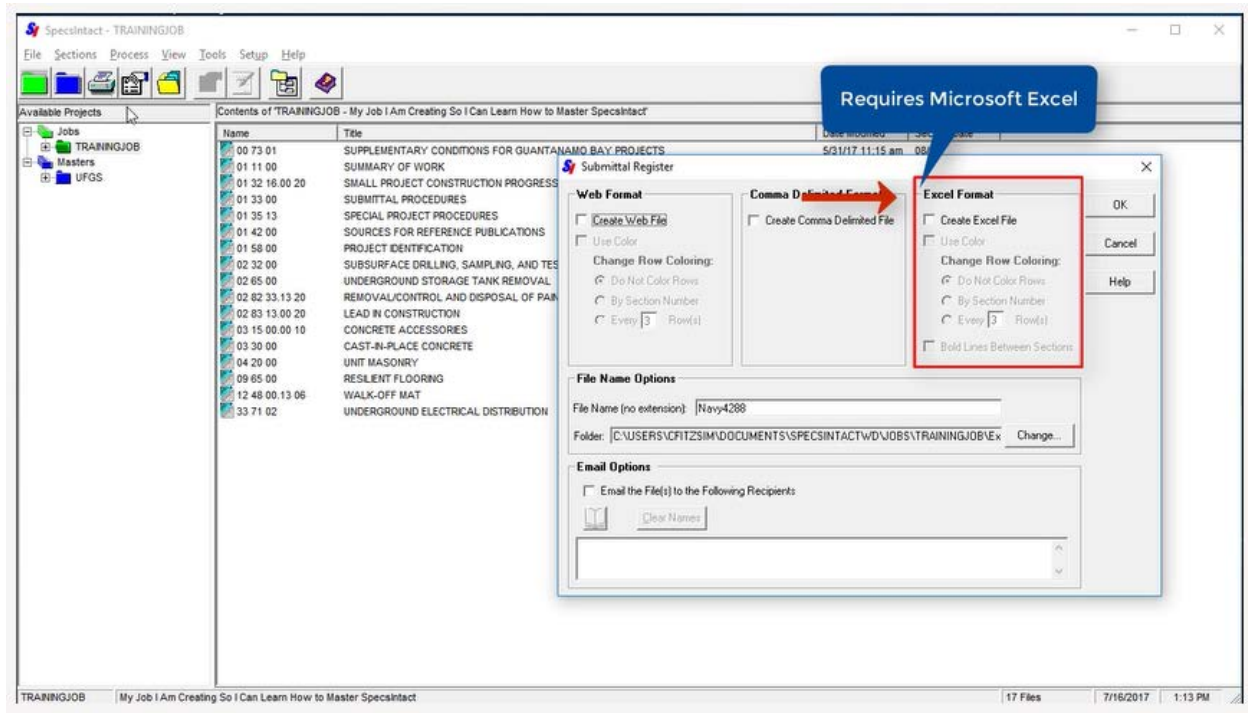
The Web Format will create a file that can be opened with any Web Browser for viewing. However, with this format you can also open this file with any spreadsheet application.



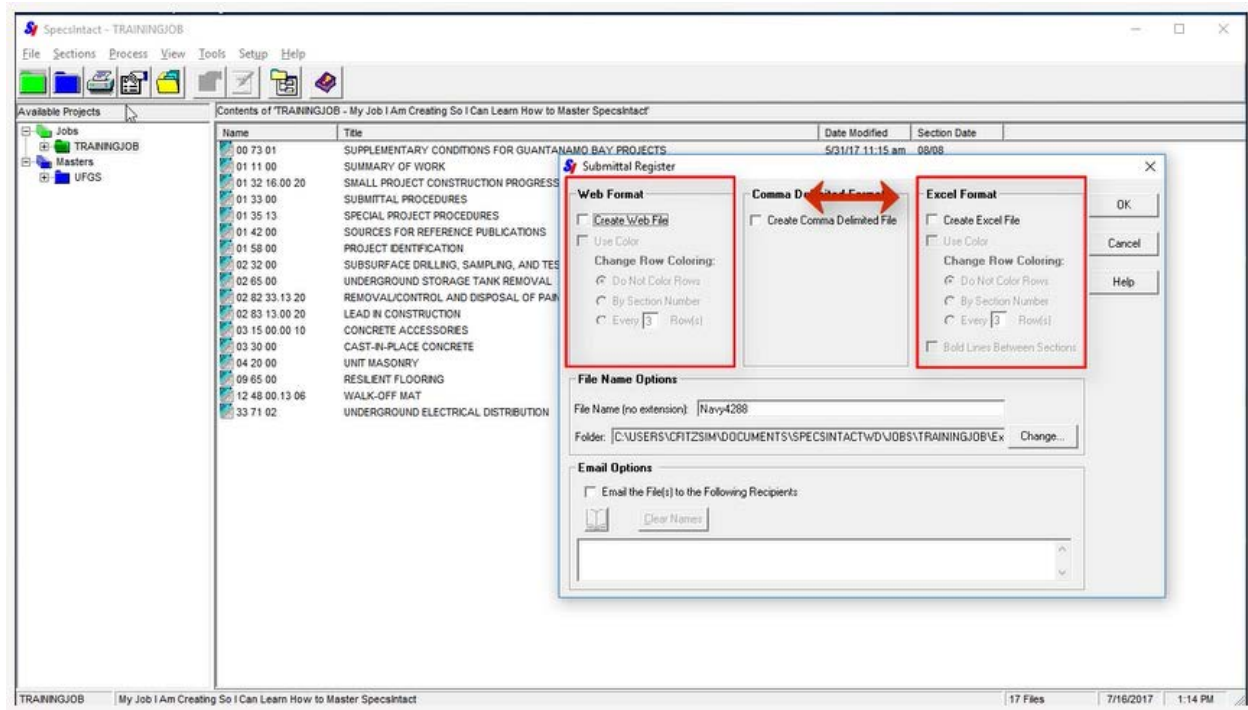
The Comma Delimited Format, creates a text file with comma separated values. This format is typically used in order to import the Submittal Register data into an existing or new spreadsheet.



The Excel Format creates an Excel spreadsheet that can be viewed and edited. This option does require Microsoft Excel, so it must be installed on your system.

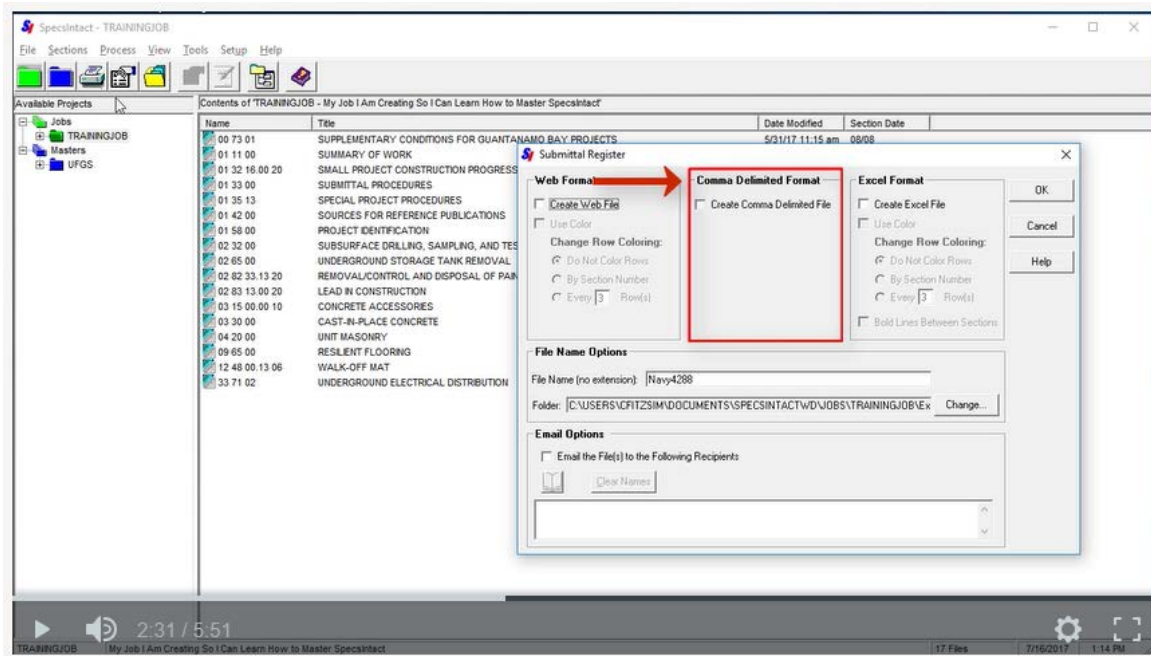


Regardless of the format you have chosen, you will need to use Windows Explorer in order to navigate to the Jobs Exports folder in order to open and edit the files. I am going to demonstrate how to Export the Submittal Register using the Excel Format since this is the most commonly used layout. However, the settings for exporting to the Web Format and Excel Format are identical so there is no need to go through the options for both.

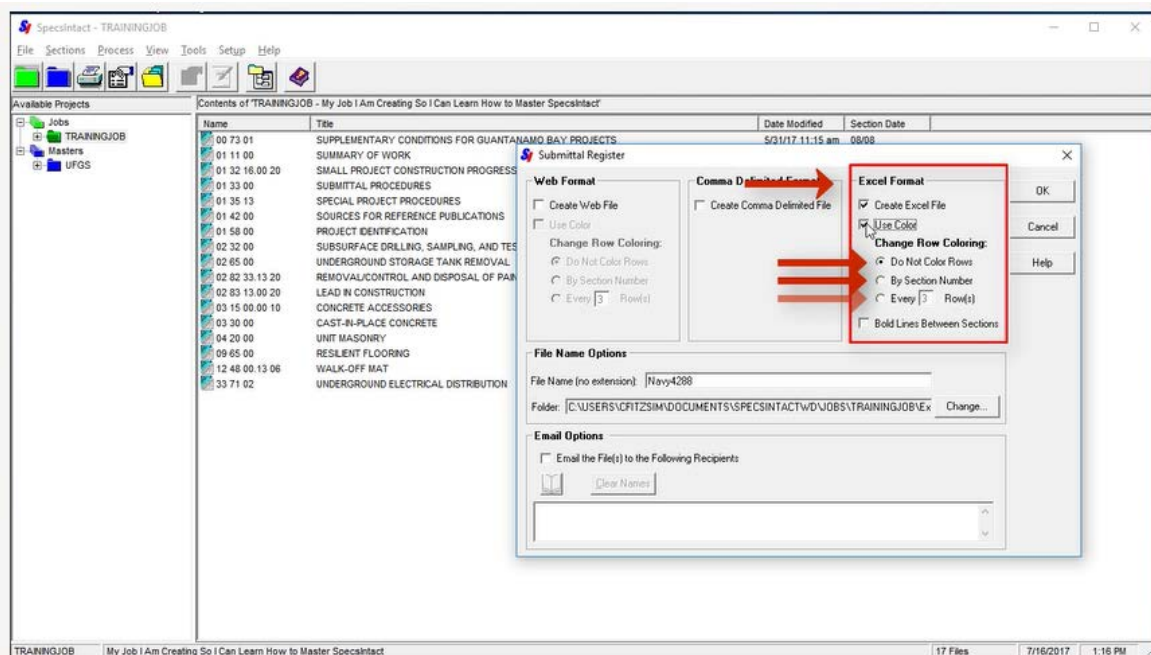


00:02:10,800 --> 00:05:51,366

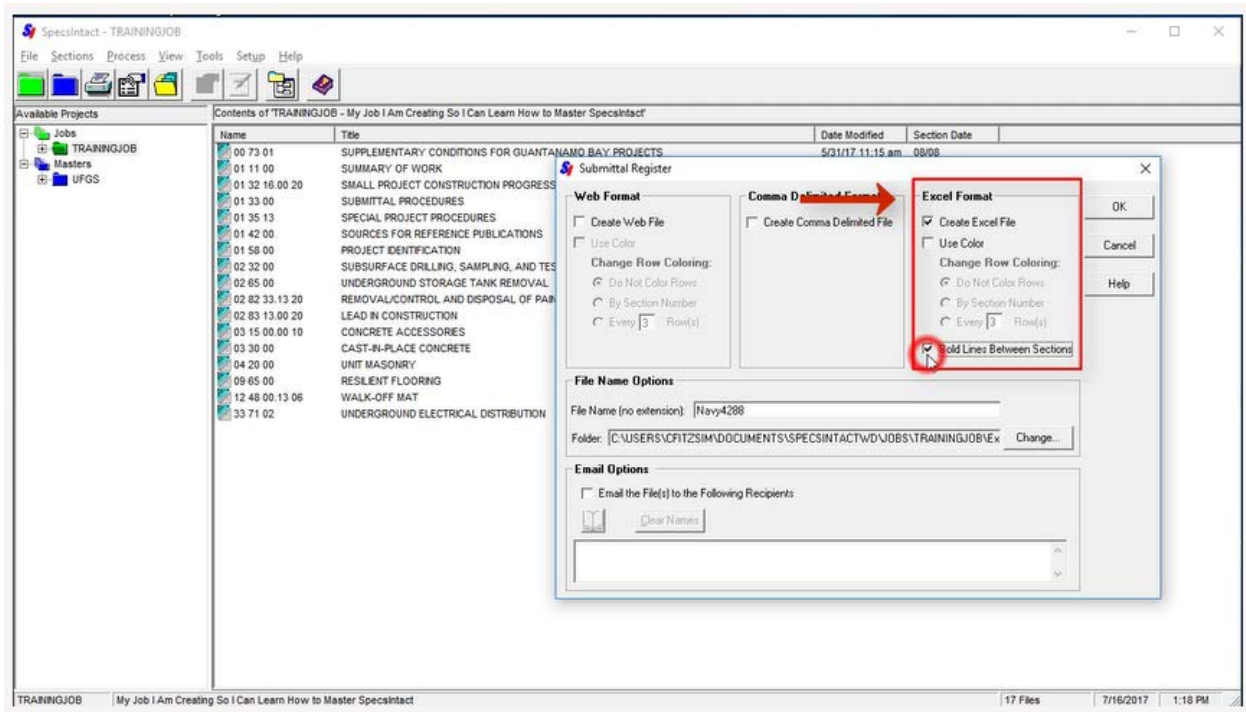
Before we go through the steps to Export the Submittal Register to Excel Format, let's look at the Comma Delimited File option. If you need this output, you would simply select the option Create Comma Delimited File and select OK. Again, this format is typically used when you need to pull the Submittal data into an existing spreadsheet. As with the other Export files, it can be located using Windows Explorer and browsing to the Jobs Exports folder.



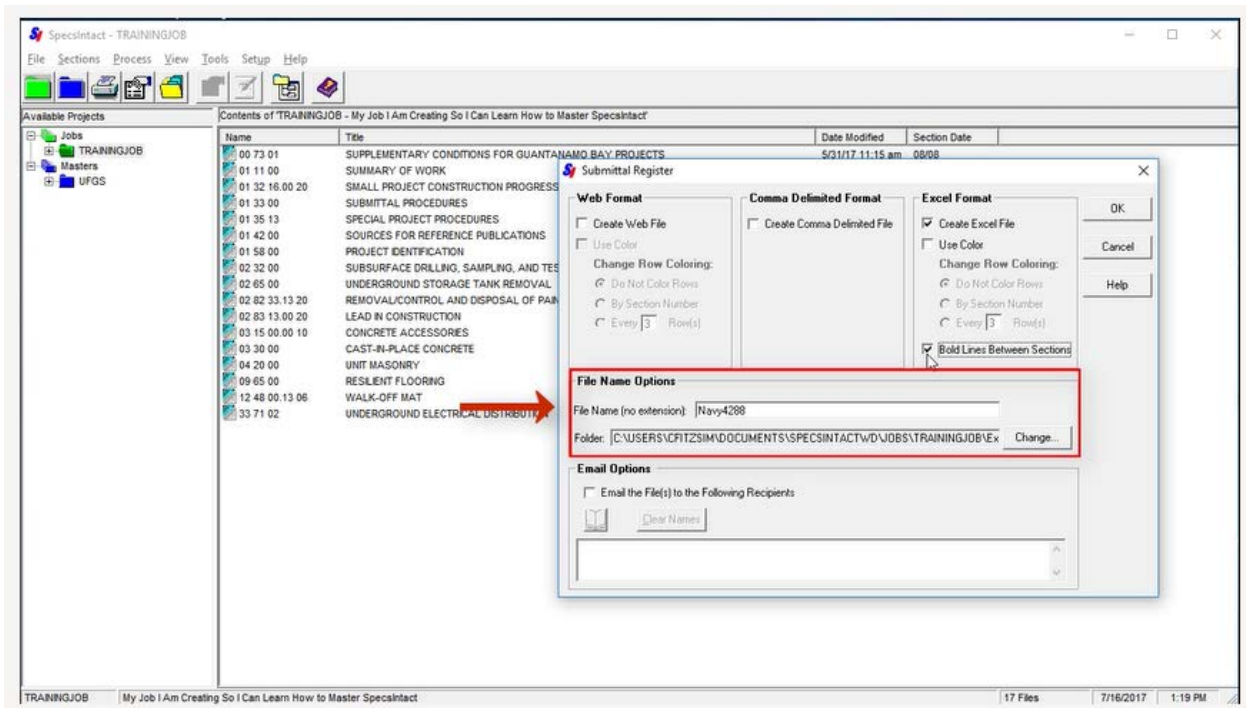
Within the Export Submittal Register dialog box, below Excel Format, we are going to check Create Excel File, this will create an .xls file that can be opened with Microsoft Excel. The Use Color selections are optional and can be used to change the row coloring either by using no color, which is the default selection, by Section Number, or by the number of rows in which you want the colors to change.



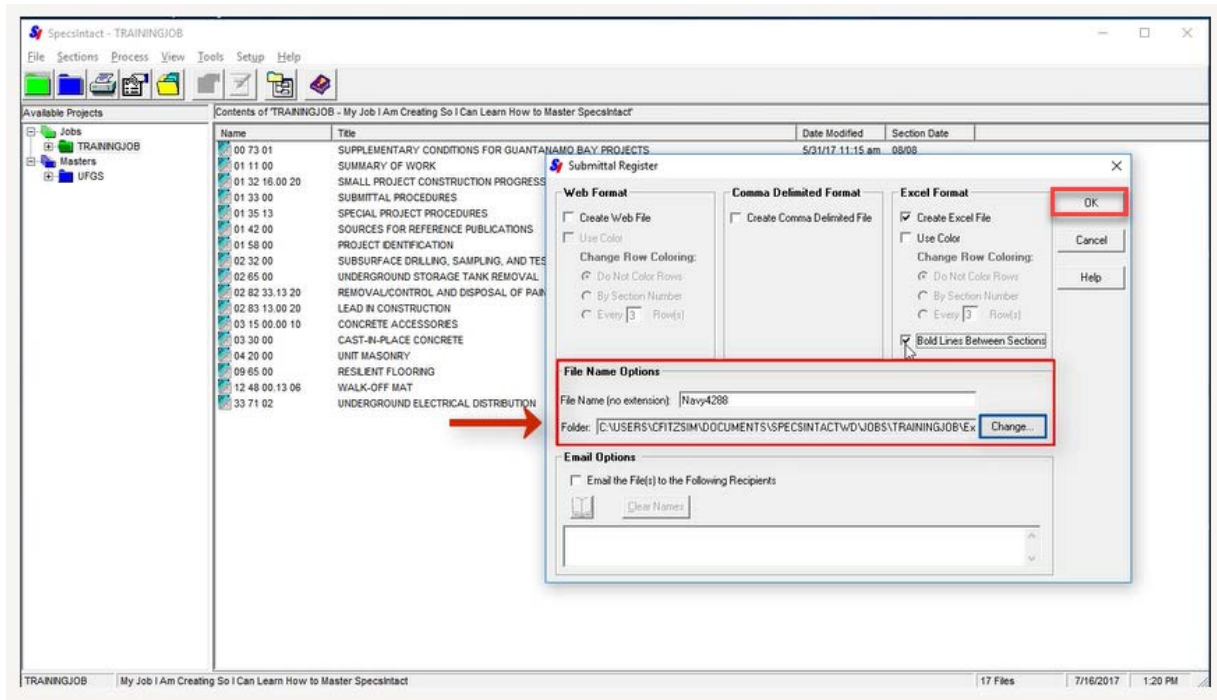
For this demonstration, I'm not going to use the color options, but I am going to select the last option to Bold Lines Between Sections.



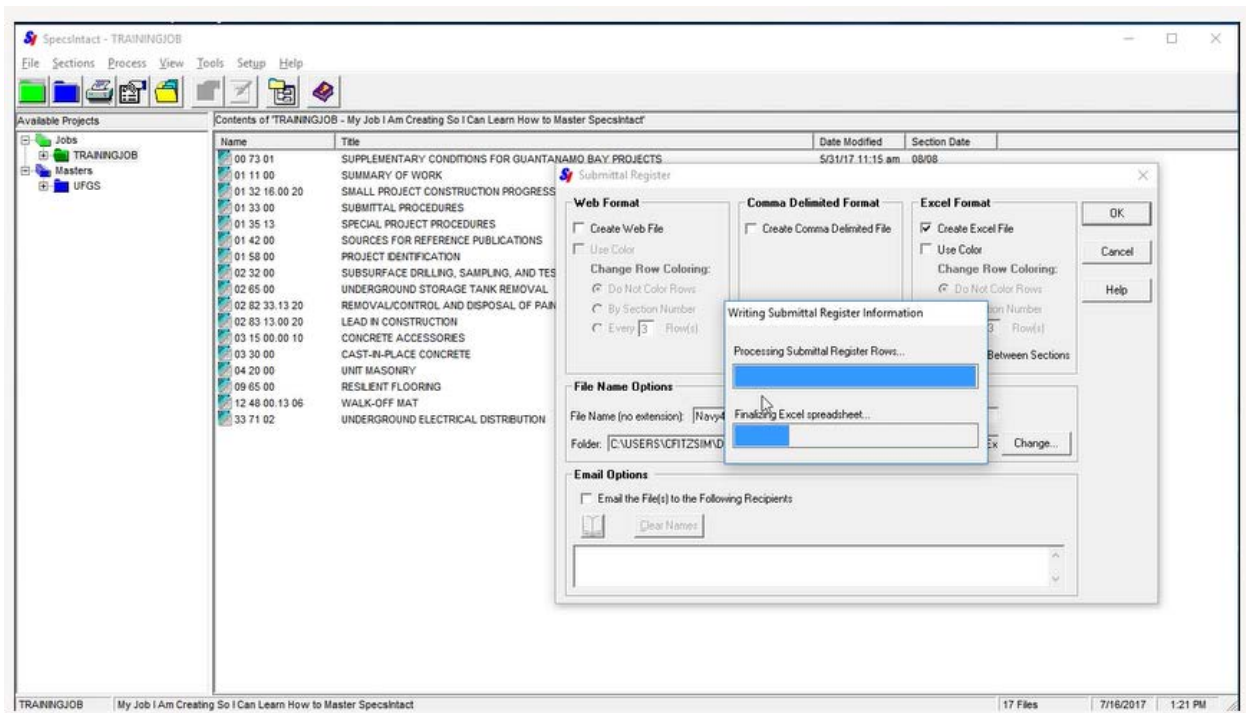
Below File Name Options, the default File Name is Navy4288. SpecsIntact will create the file with the correct file extension, so you can either leave the default file name or you can change the name to clearly define the Job you are working on. In the next release of SpecsIntact, the Exported Submittal Register default file name will be renamed to UFGS4288.



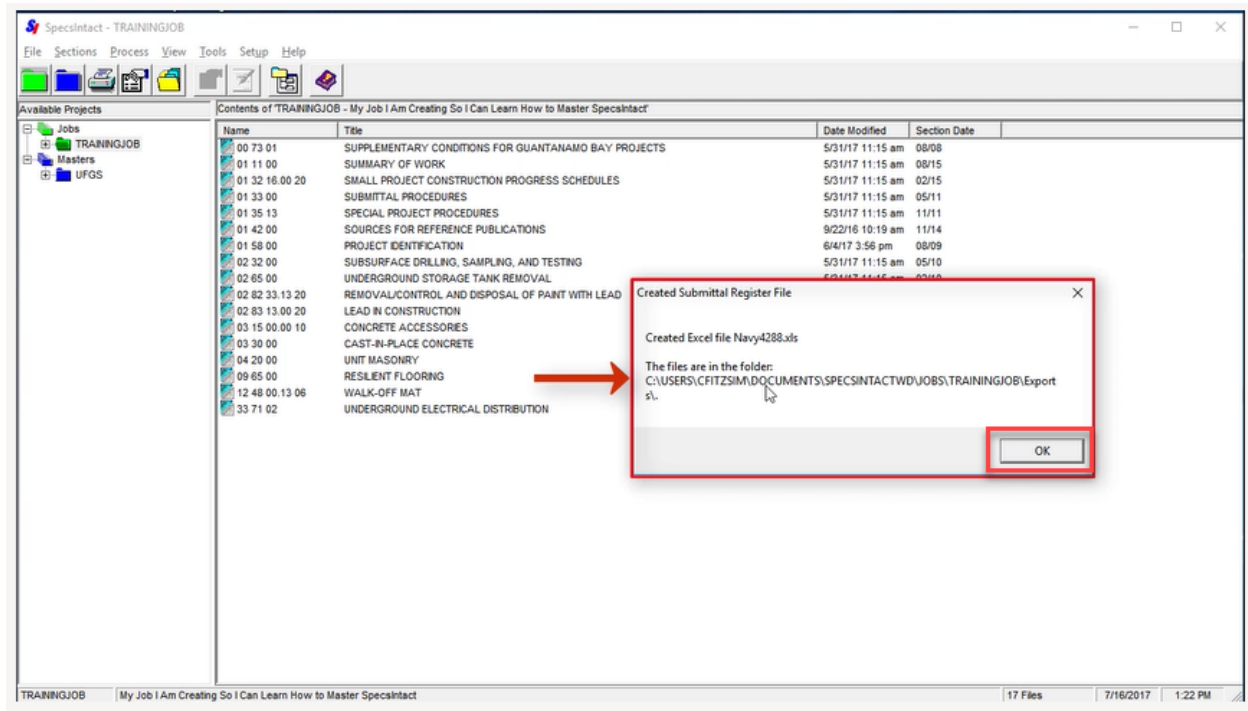
The default is set to save the file in the Exports folder within the Jobs Default Working Directory. If you would rather export the file to a different location, you would select the Change Button, but most users do not change the folder location when exporting, so the file stays within the Jobs Working Directory. However, if you do change the Folder path the software will retain this location. Personally, I prefer to leave the Exported files with the Job, so I'm going to leave the default path. Now we are ready to Export the Submittal Register, so let's select the **OK Button**.



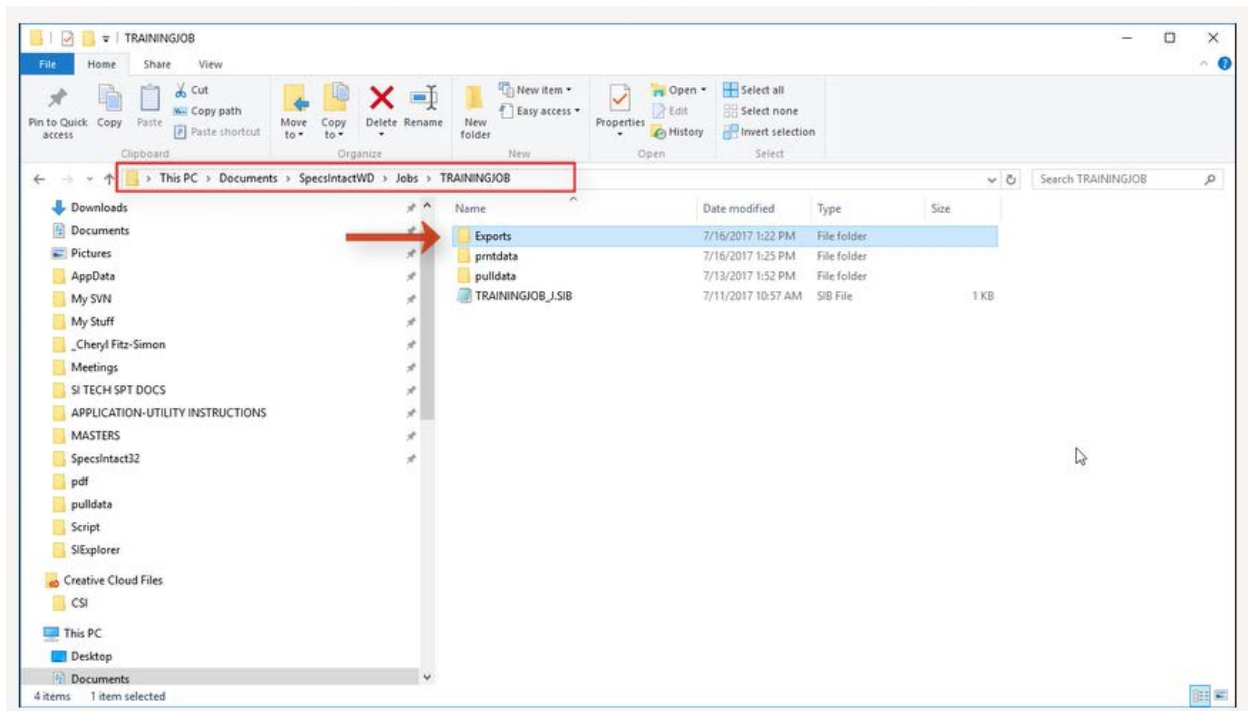
While the Submittal data is being processed, a status box will appear indicating the information is processing along with the Excel spreadsheet.



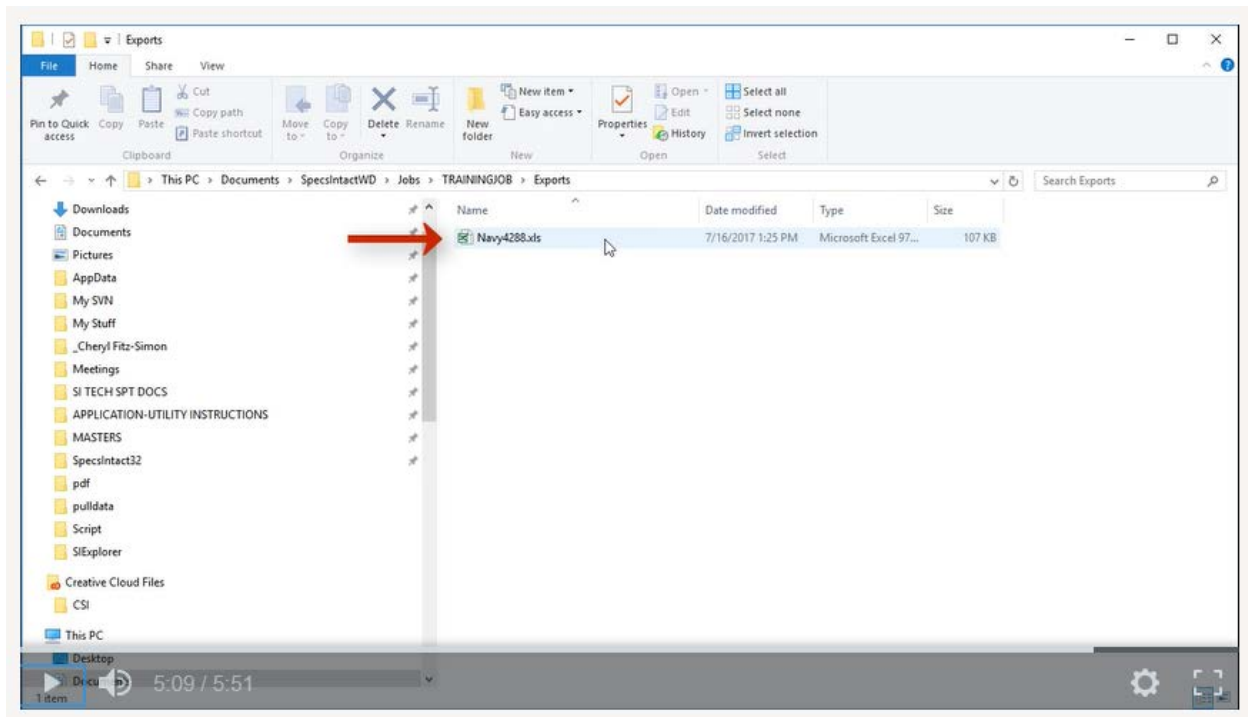
Once it has finished, the software will confirm the Excel file was created and will also display the file location, as soon as we select the **OK Button**, we are returned to the SpecsIntact Explorer.



In order to access the Exported file, we need to open Windows Explorer. As you see, I have already browsed to my Jobs Exports folder that is located within my default Working Directory.



Let's go ahead and *double-click* on the **Exports** folder, so we can open the Navy4288.xls file.



Let's go ahead and change the Zoom Setting so we can view the Submittal Register on the full screen. As you can see, the Exported Submittal Register is almost identical to the one produced when processing and printing a Job, but now you have the capability to edit the file to insert pertinent information. This completes the lesson on Exporting the Submittal Register. To learn more, please continue to the next module of your choice.

Navy4288.xls [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do... Fitz-simon, Cheryl L. (KSC-IMCS-742)[Abacus Technology] Share

Normal Page Break Preview Page Custom Gridlines Headings Zoom 100% Zoom to Selection New Arrange Freeze Split View Side by Side Synchronous Scrolling Switch Macros Workbook Views Show Window Window Macros

TITLE: My Job I Am Creating So I Can Learn How to Master Specsintact															SUBMITTAL REGISTER									
JOB NAME:																								
LOCATION: Kennedy Space Center, FL																								
CONTRACT NO: XYZ 123																								
CONTRACTOR:																								
															CONTRACTOR SCHEDULE DATES			CONTRACT OR ACTION		APPROVING AUTHORITY				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)							
Line	Acc No	Trans #	Specification Section	SD #	Submittal Description	Item Submitted	Paragraph #	Classification GOVT or A/E Reviser	Approval Submit	Material Needed By	Action Code	Date Of Action	FVD to APPR/ Auth Date	Date From Reviser	Date To Other Reviser	Action Code	Date Of Action	To CONTR/ Date From APPR	Remarks					
10	1		00 73 01	01	Preconstruction Submittals	Entry Approval for Employees	13.11	G																
11	2		01 11 00	01	Preconstruction Submittals	Salvage Plan	18	G																
12	3		01 32 16.00 20	01	Preconstruction Submittals	Construction Schedule	12	G																
13	4		01 32 16.00 20	07	Certificates	Monthly Updates	14																	
14	5		01 33 00	01	Preconstruction Submittals	Submittal Register	17	G																
15	6		01 35 13	01	Preconstruction Submittals	Heavy Equipment and Vehicle List	3.12																	
16	7		01 35 13	01	Preconstruction Submittals	Existing Conditions Survey	3.12																	
17	8		01 35 13	01	Preconstruction Submittals	Construction Operations Plan	3.12																	
18	9		01 35 13	07	Preconstruction Submittals	Safety Plan	3.12																	
19	10		01 35 13	01	Preconstruction Submittals	Schedule of Work	3.12																	
20	11		01 35 13	01	Preconstruction Submittals	Watercraft list	3.2																	
21	12		01 35 13	04	Samples	Model Unit	3.3.3																	
22	13		01 58 00	02	Shop Drawings	Preliminary one line		G																
						preliminary drawing indicating layout																		

Submittal Register

Ready

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:
