

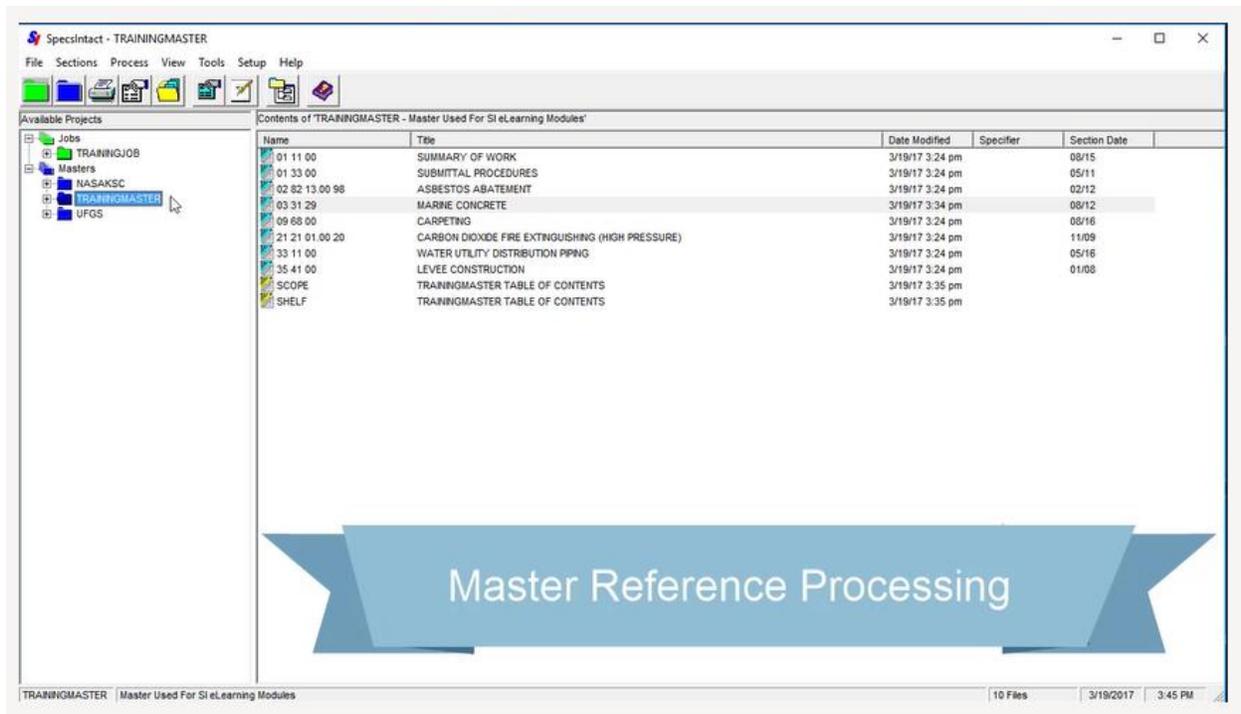
SpecsIntact eLearning Modules Transcript

Module: Chapter 7 – Master Reference Processing

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.

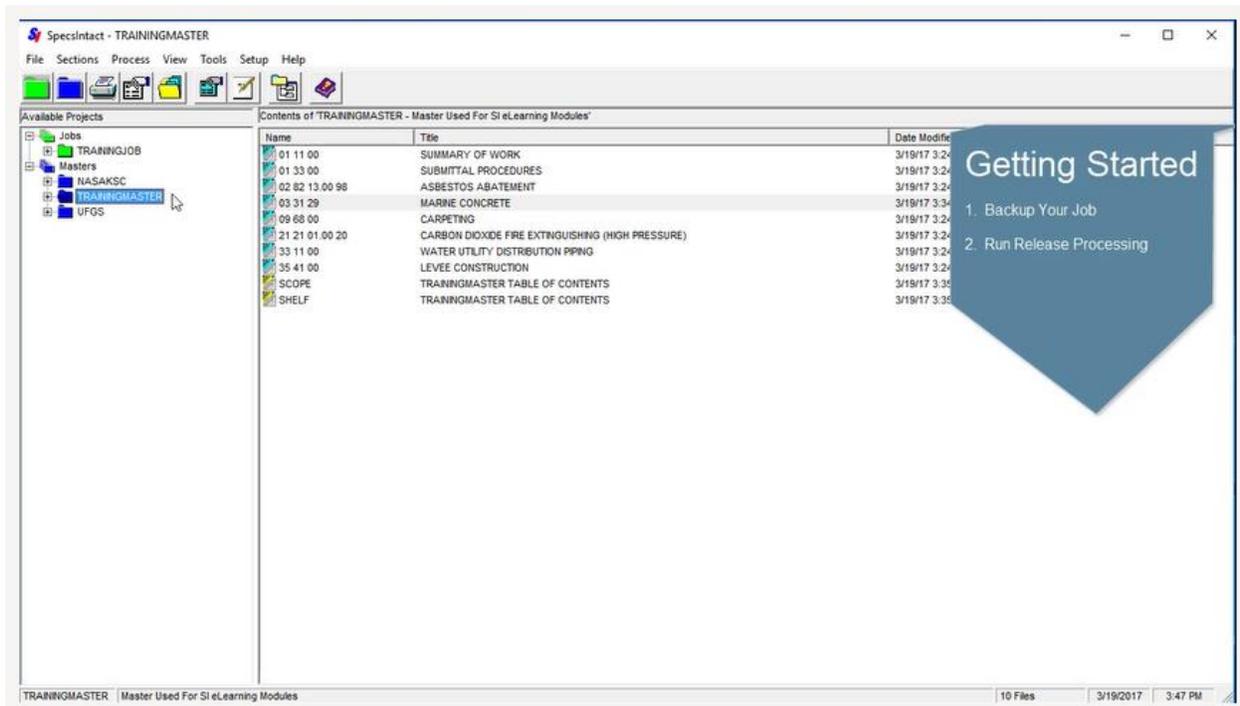
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In this module we are going to focus on the requirements for processing References within a Master in order to update the Reference Articles. The Department of Defense (DoD) holds a contract for updating and maintaining the references and the updates are then incorporated into the Unified Master Reference List (UMRL). The UFGS Master and UMRL are updated and distributed through SpecsIntact quarterly. The UMRL contains all the References that appear within the Unified Facilities Guide Specifications (UFGS) Master. The UMRL is used to generate Reference Articles when performing master text processing functions and is used by SpecsIntact's Reference Wizard and Reference Checking features. Reference Processing ensures that the Section reflects the most current References contained within the UMRL. The updates are applied to the UFGS Master with each release. We will also cover the technique used to process the References for a Local, Regional or District Master using the UMRL and a Local Master Reference List. A Local, Regional or District Master may contain References that appear in the UMRL as well as other local or unique References. This process will ensure that the References are current. Before you begin to process the References, always backup the Master!

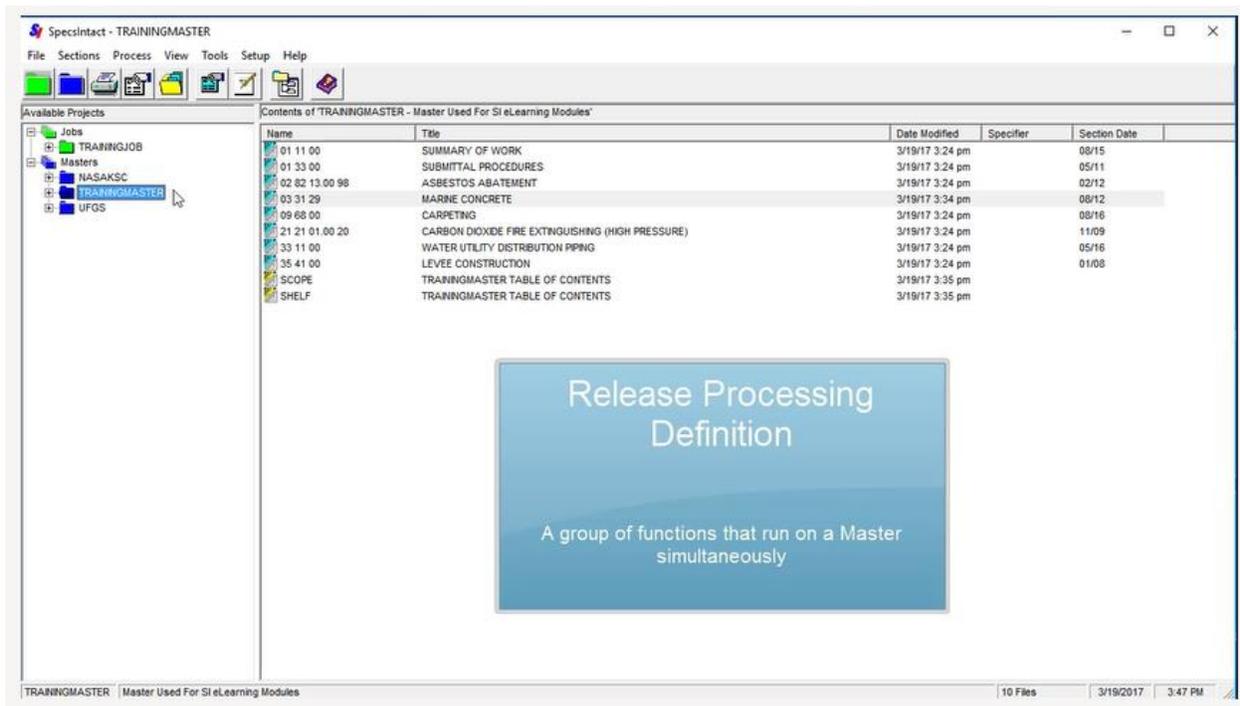


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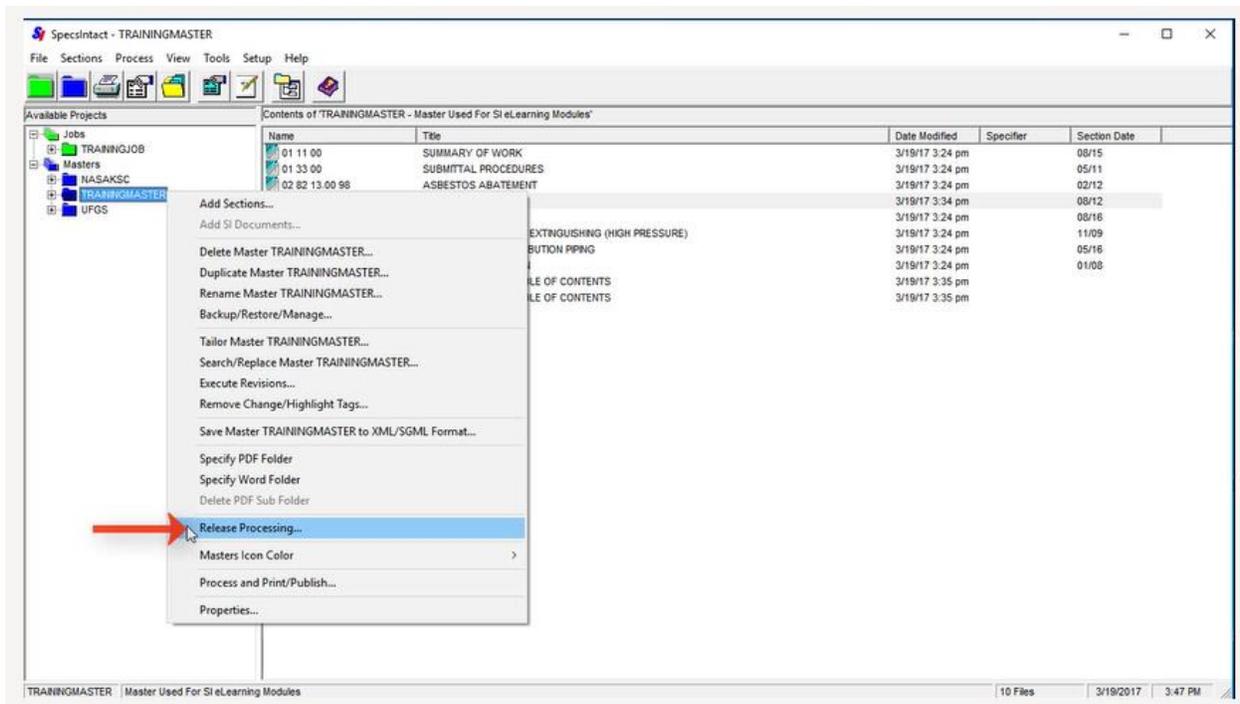
As we get started, we recommend that you run "Release Processing" on the Master prior to updating the References.



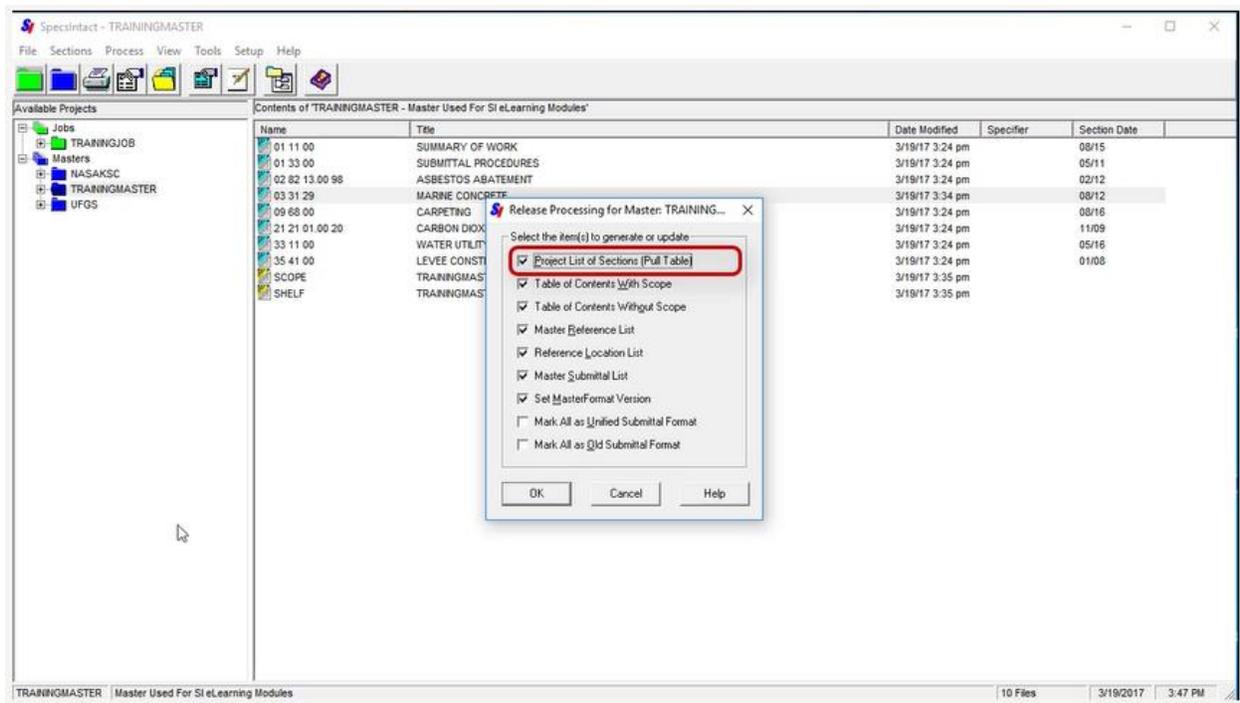
Release Processing is a group of functions that run on a Master simultaneously.



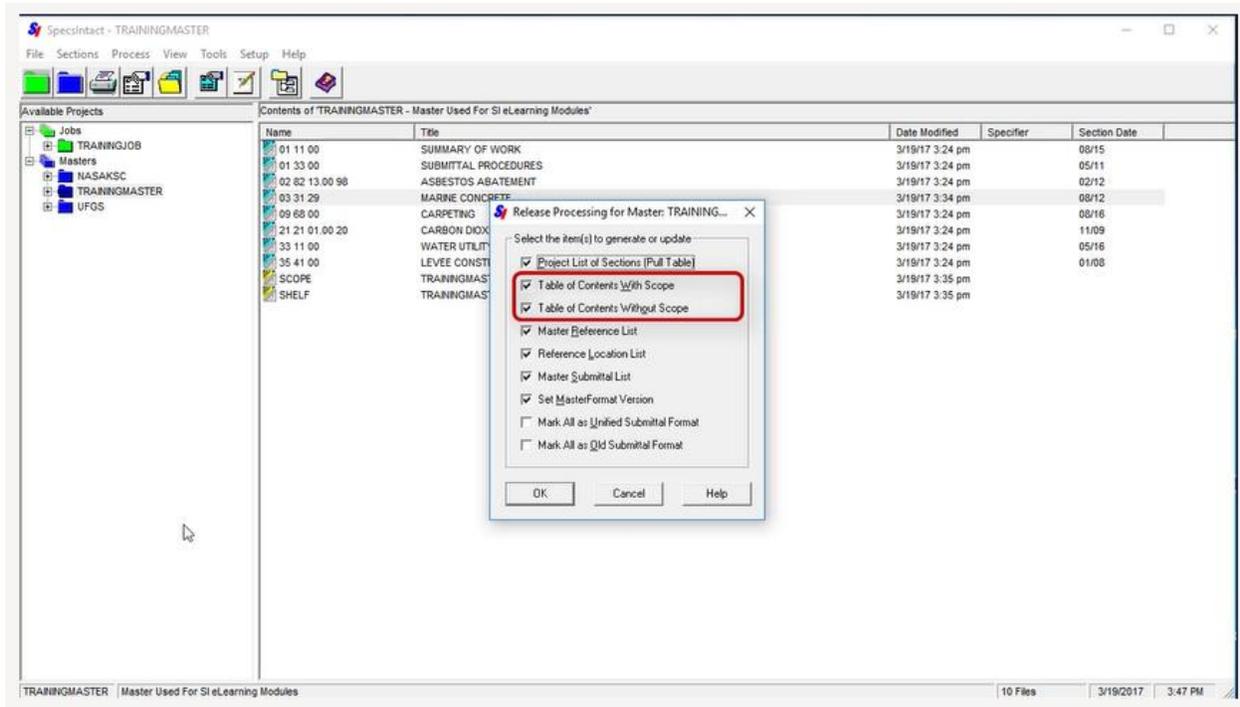
In order to do this, *right-click* on your **Master** and choose **Release Processing**.



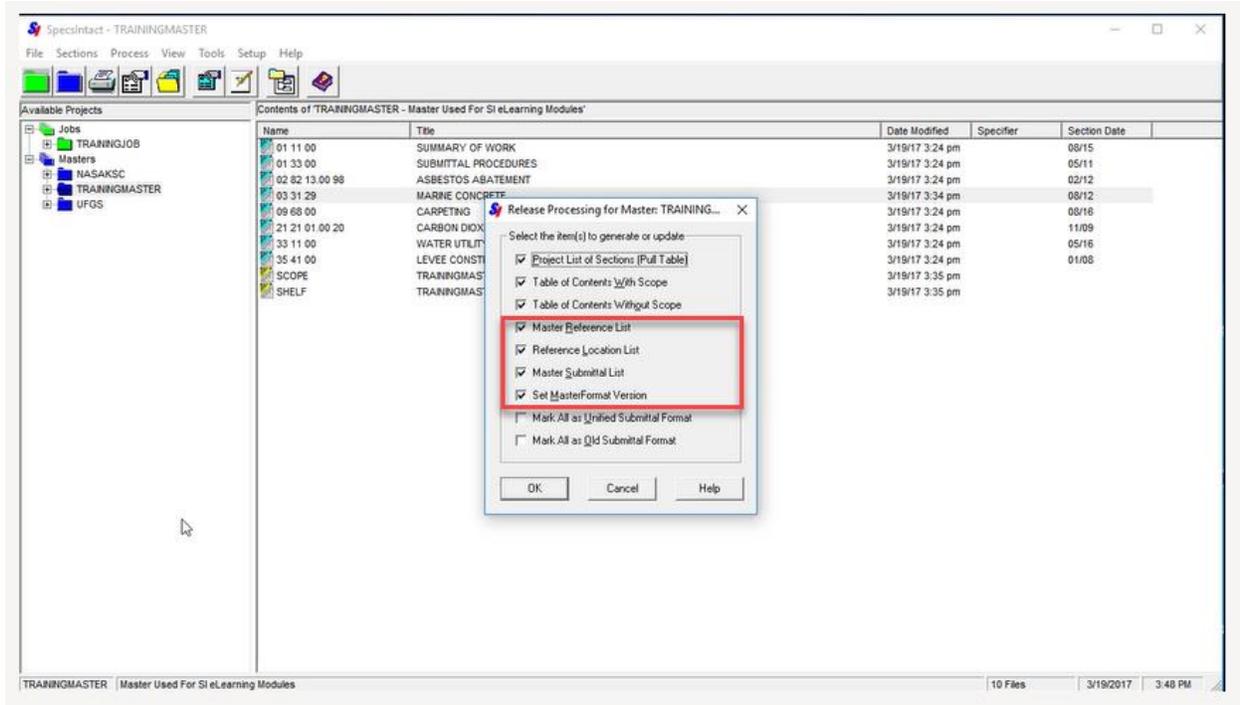
By default, this process will update the Project List of Sections (Pull Table) in the event Sections were either added or deleted through Windows Explorer.



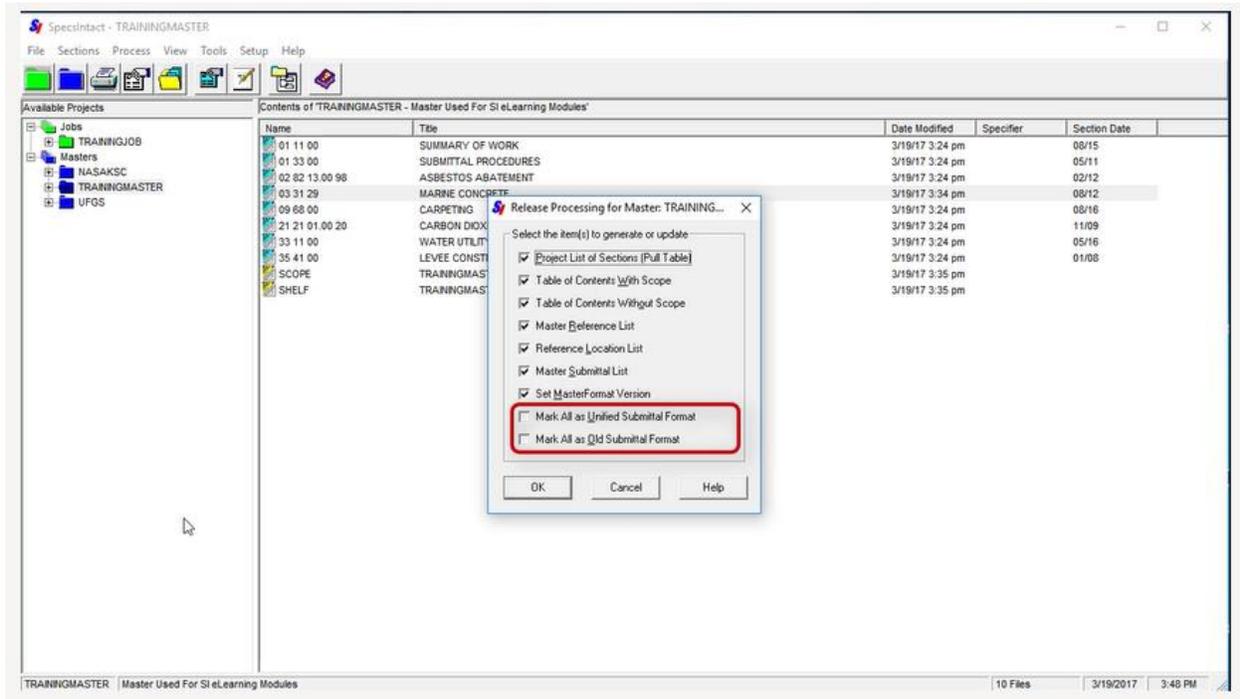
It also generates the Table of Contents with and without Scope.



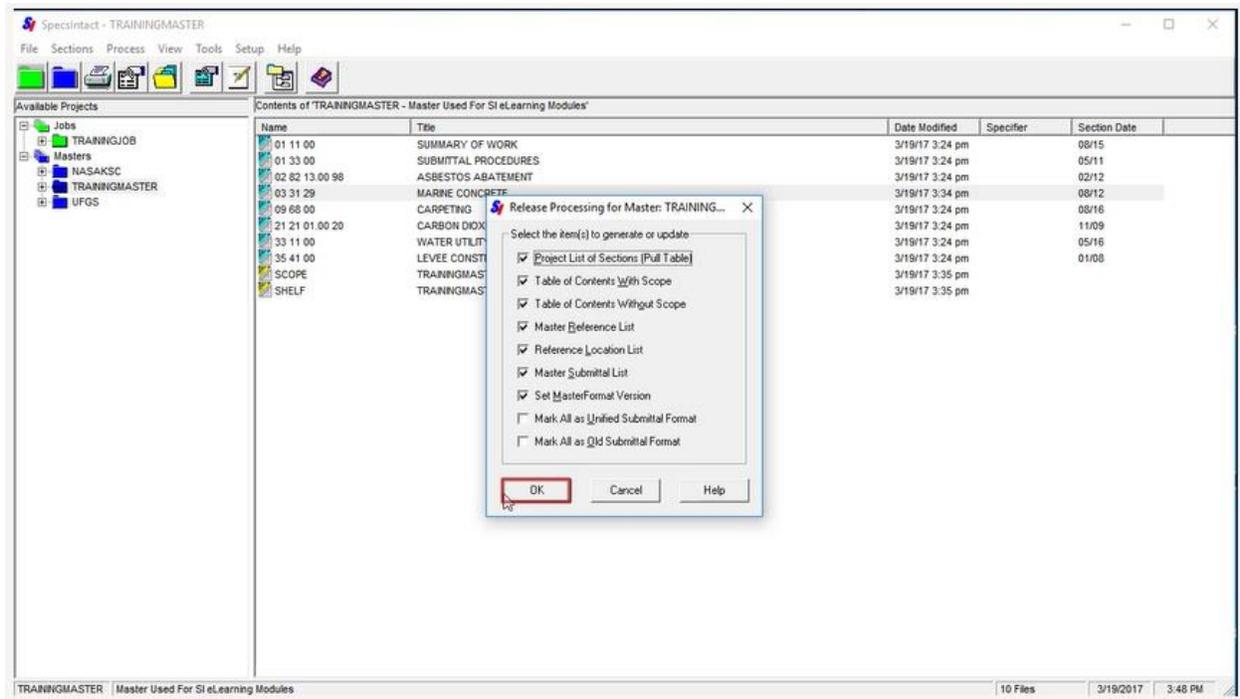
The Master Reference List, Reference Location List, Master Submittal List and will set the Master Format Version.



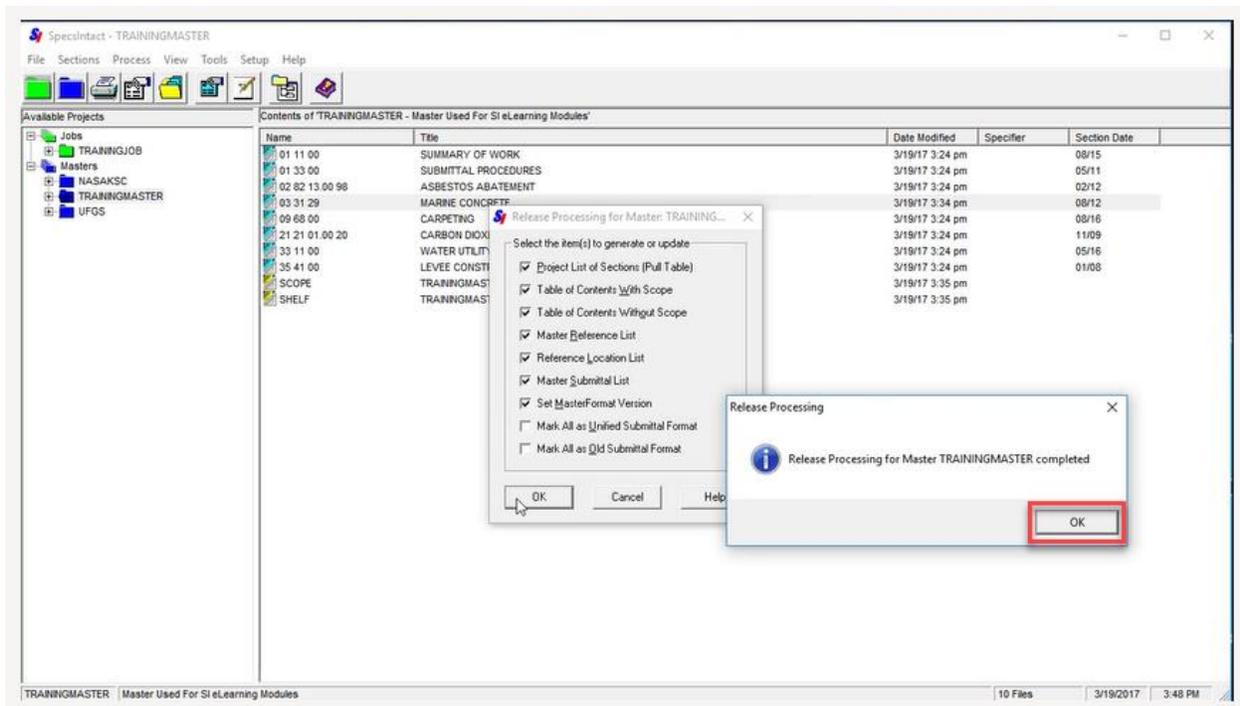
You also have the option to either Mark All as Unified Submittal Format or as the Old Submittal Format, but should always select 'Mark All as Unified Submittal Format', unless you are working with a very old Master for some reason.



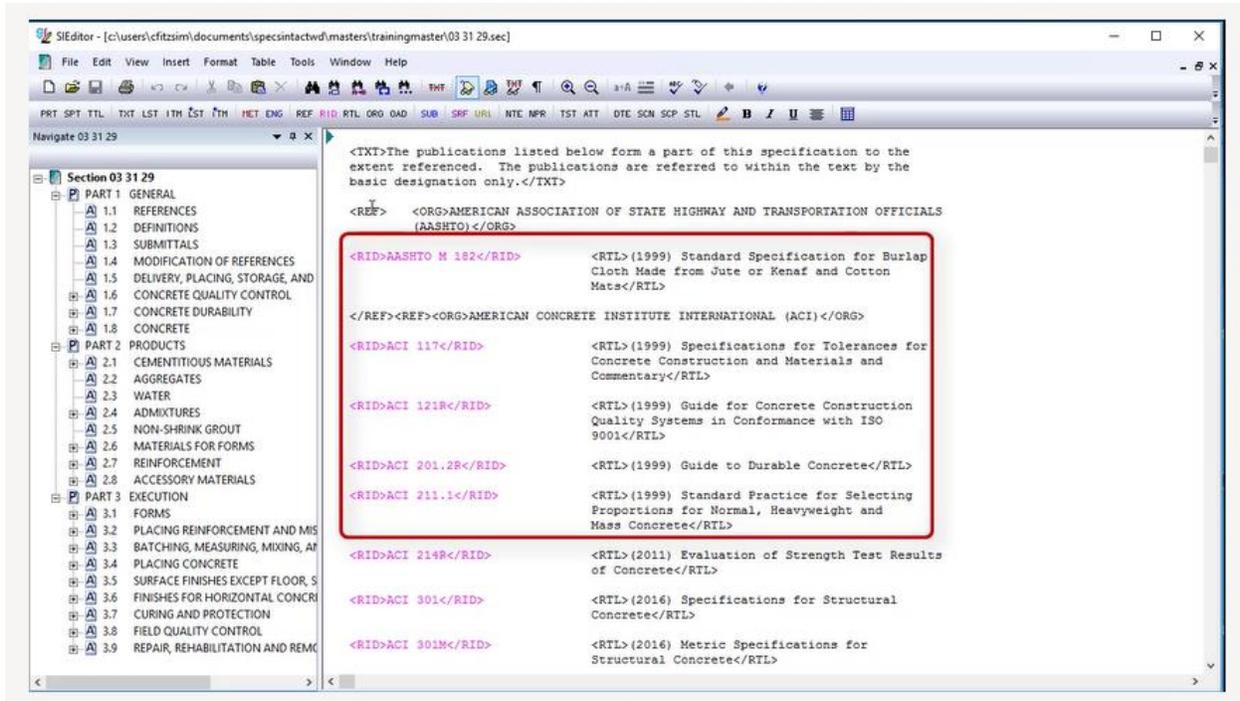
Now that you have some insight to the Release Processing, we are going to leave the default selections and select **OK**.



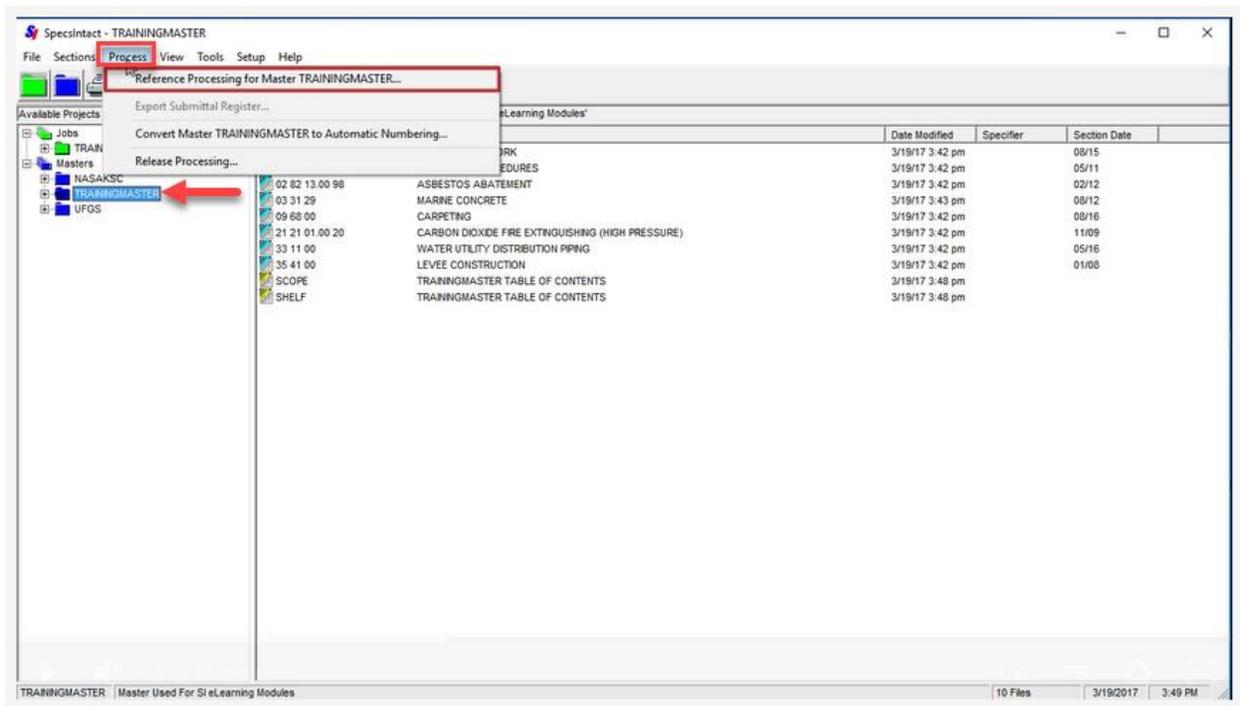
When you are informed that the Release Processing for your Master is complete, select **OK**.



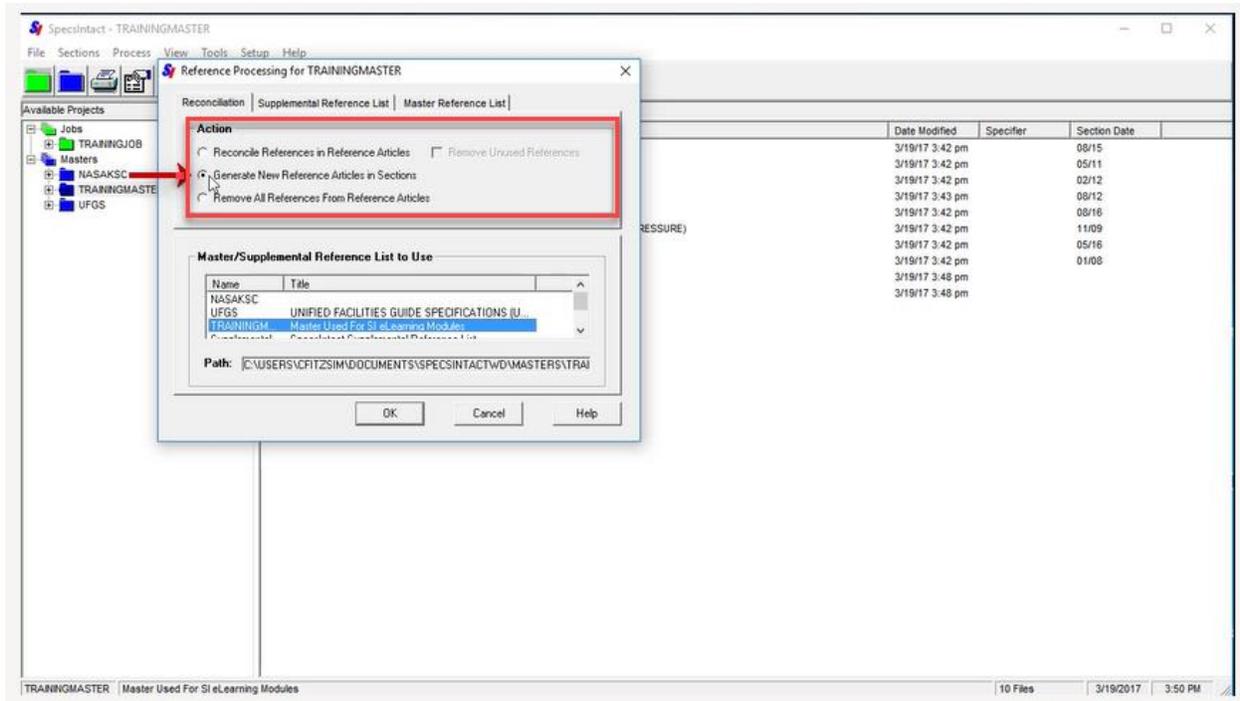
I am going to open Section 03 31 29 Marine Concrete, so we can examine the Reference Article. In order to demonstrate the process, I changed the first five References so the dates reflect (1999). Now let's close the Section.



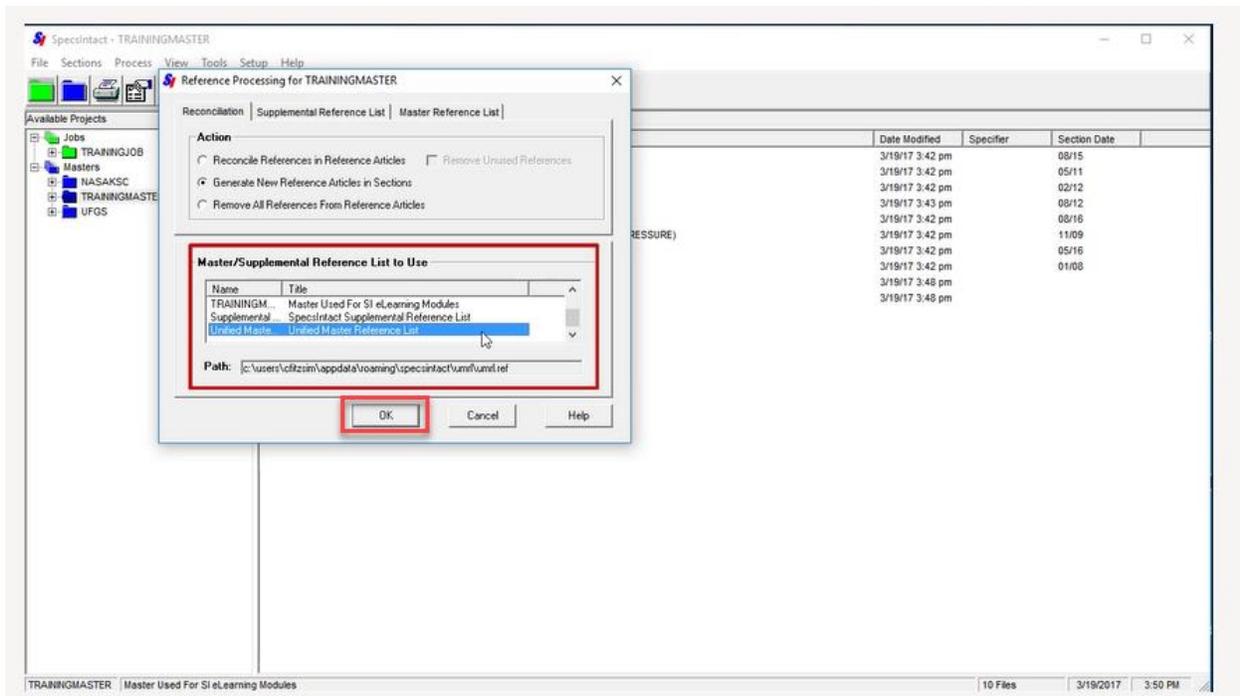
From the SI Explorer, let's highlight the **Master**, select the **Process** Menu, and choose "Reference Processing for Master".



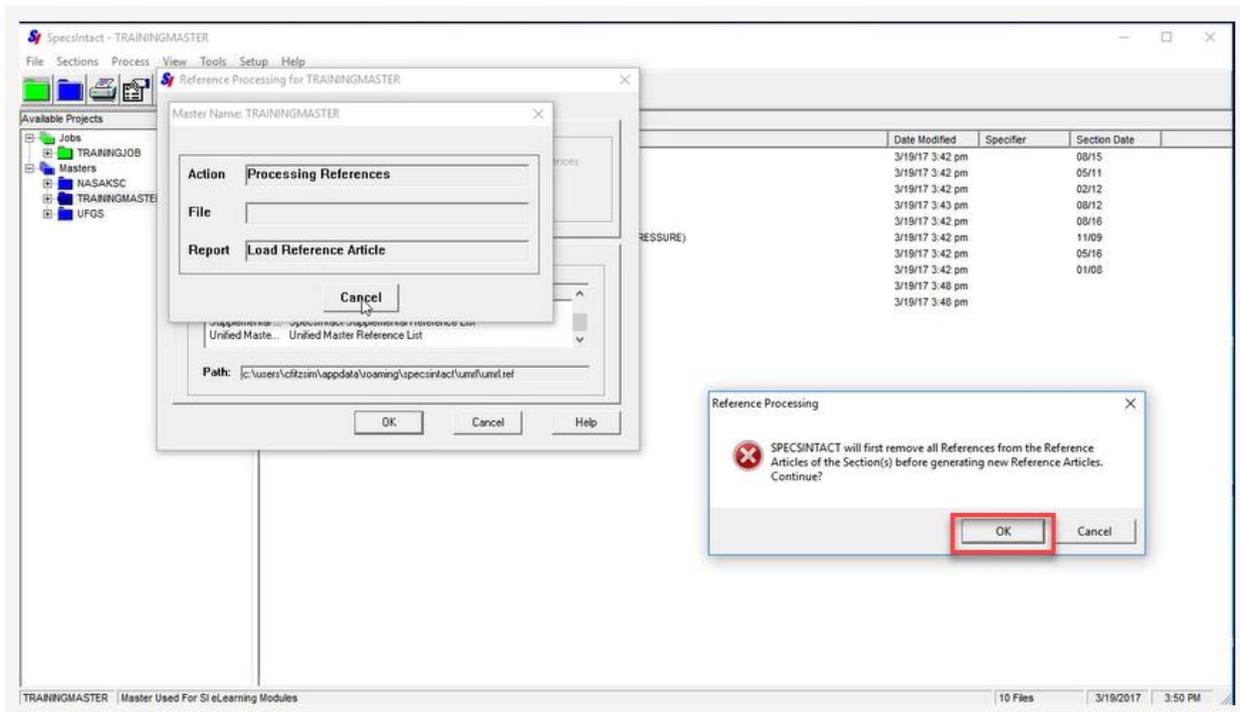
Below Action, select "Generate New Reference Articles in Sections." This function will delete the existing Reference Article in all the Sections and then generate a new one based on the References used in the Sections Text.



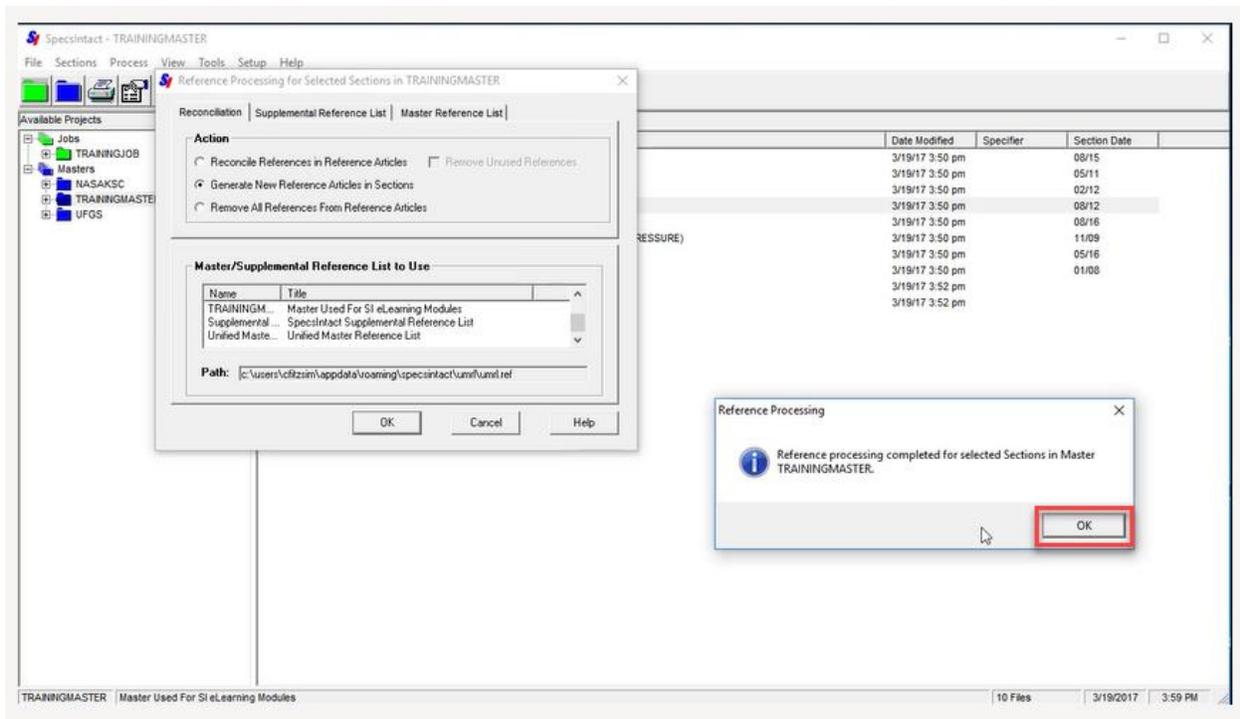
Below Master/Supplemental Reference, scroll down and select "Unified Master Reference List," and then select **OK**.



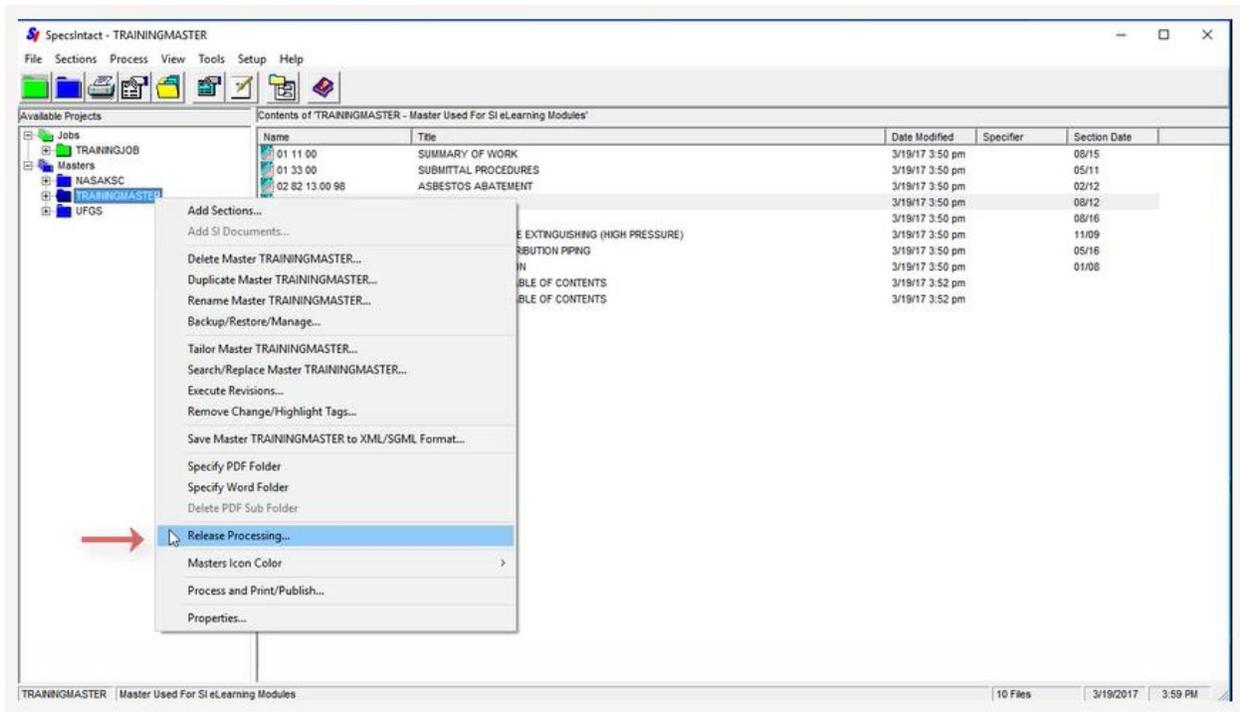
A message box will open to inform you that SpecsIntact will first remove all References from the Reference Article(s) of the Section(s) before generating new Reference Articles, select **OK** to continue.



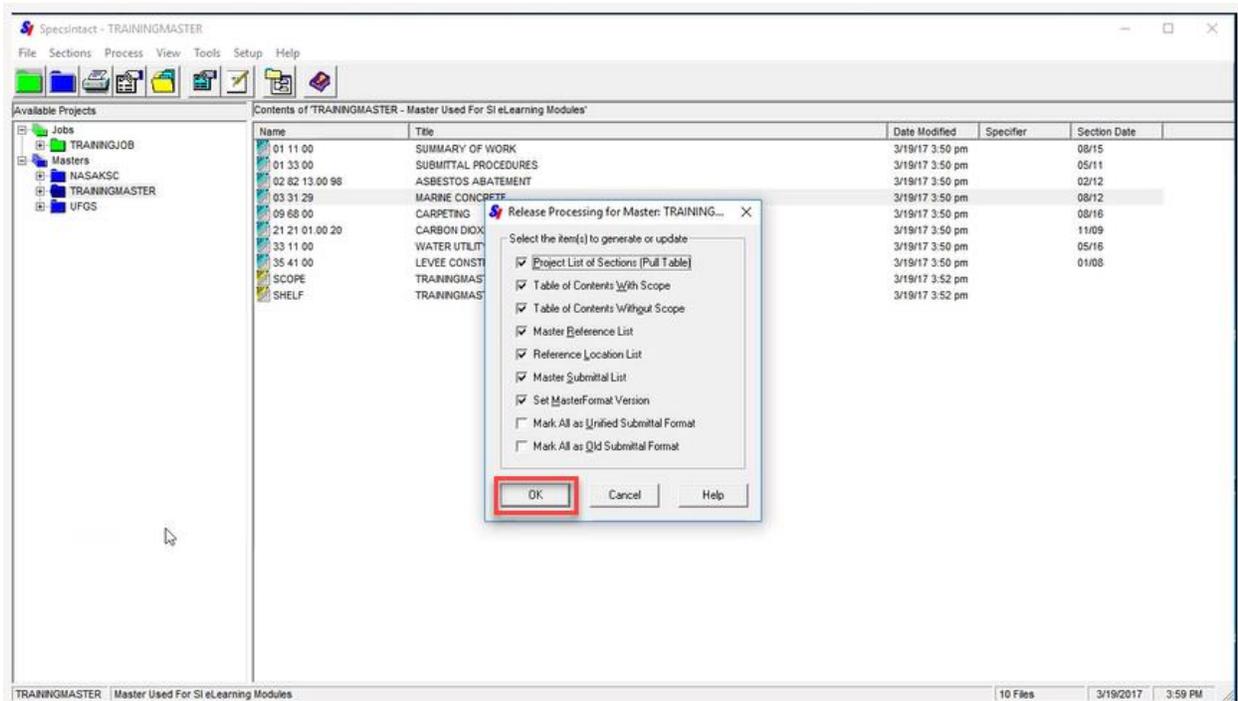
The next message will let you know the processing is complete, **select OK** and close the **Reference Processing** window.



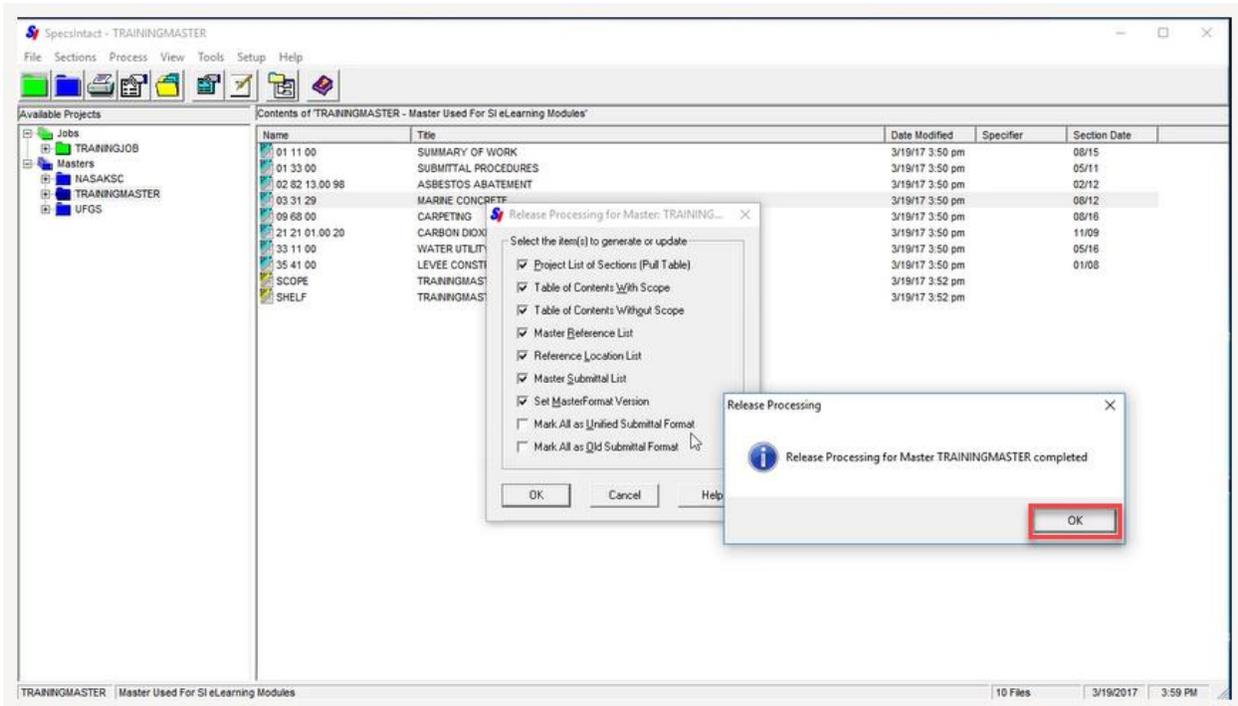
Again, we need to run Release Processing, so let's **right-click** on the **Master**, **select Release Processing**.



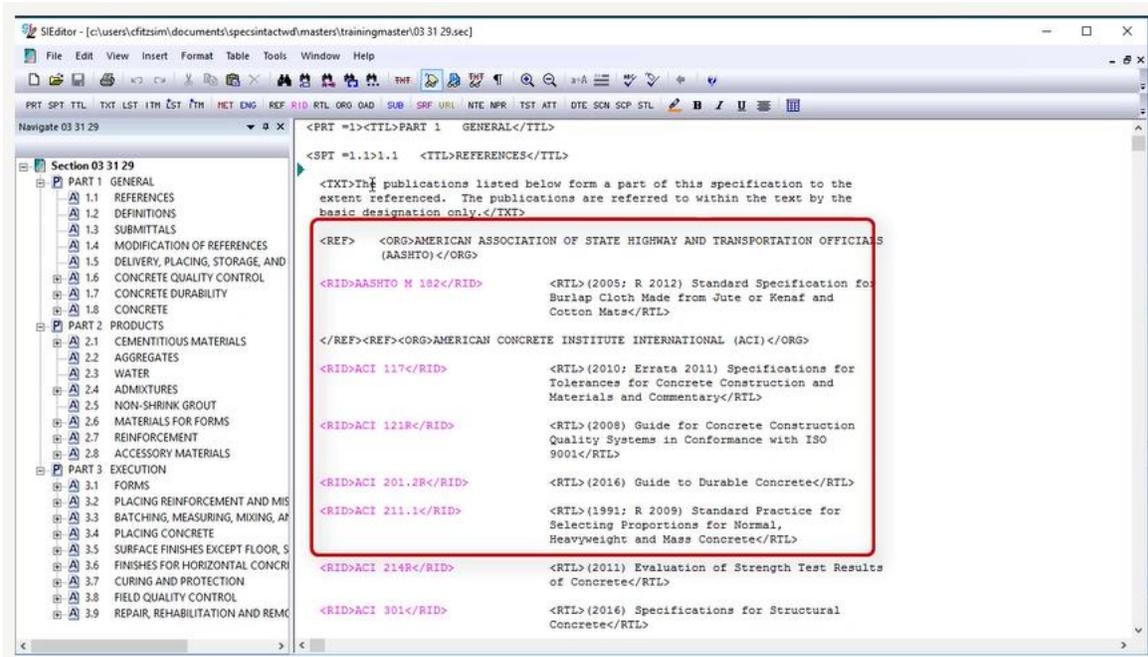
Leave the default selections and select **OK**.



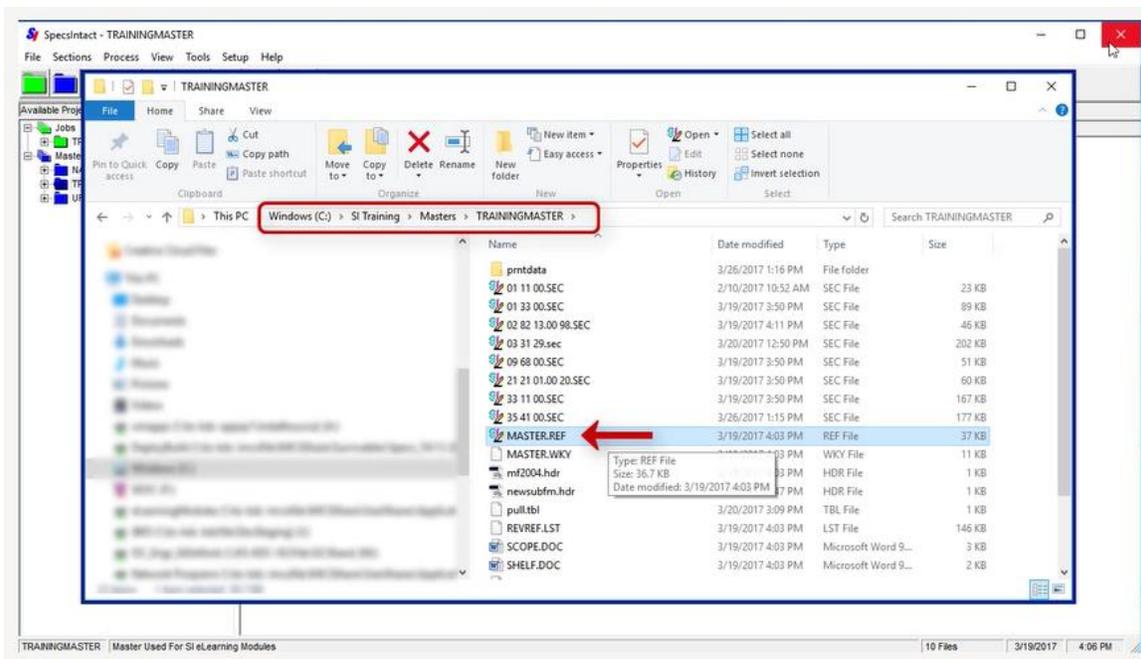
When the message appears that the Release Processing for Master is complete, select **OK**.



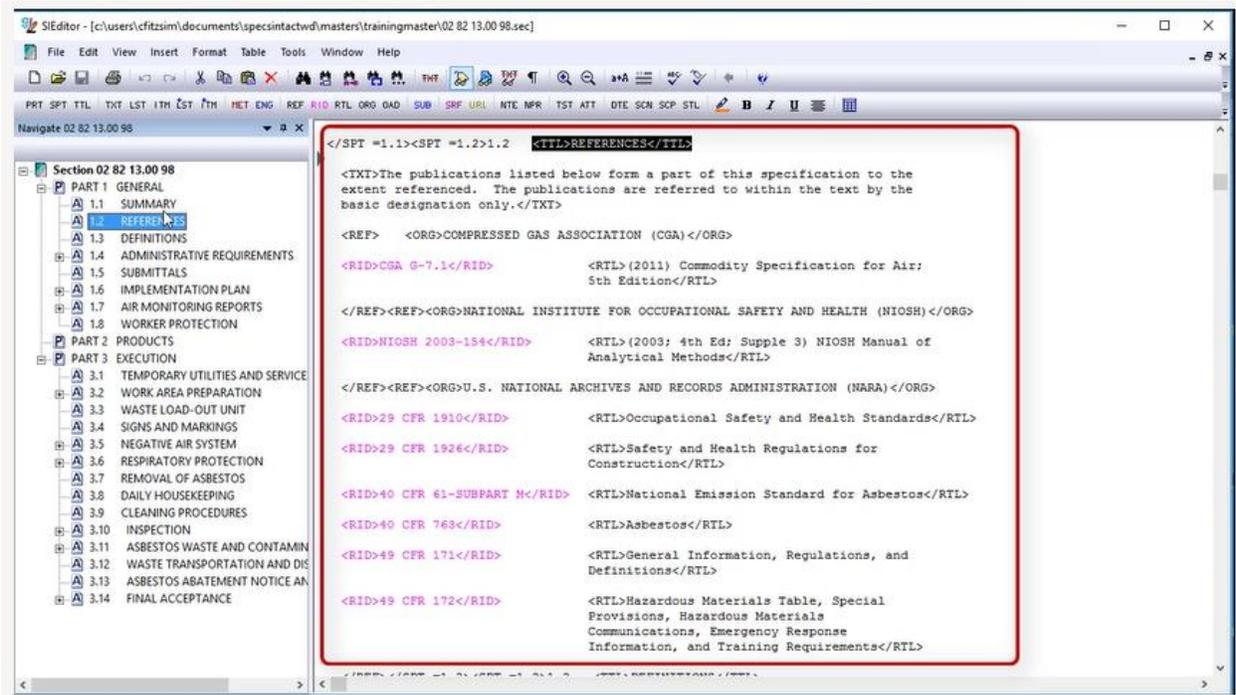
Now let's re-open Section 03 31 29 to examine the Reference Article. As you see, all of the References that once reflected (1999) have been updated and now display the dates as they are found within the UMRL. Since we have confirmed the References within the Reference Article have been updated, let's close our Section.



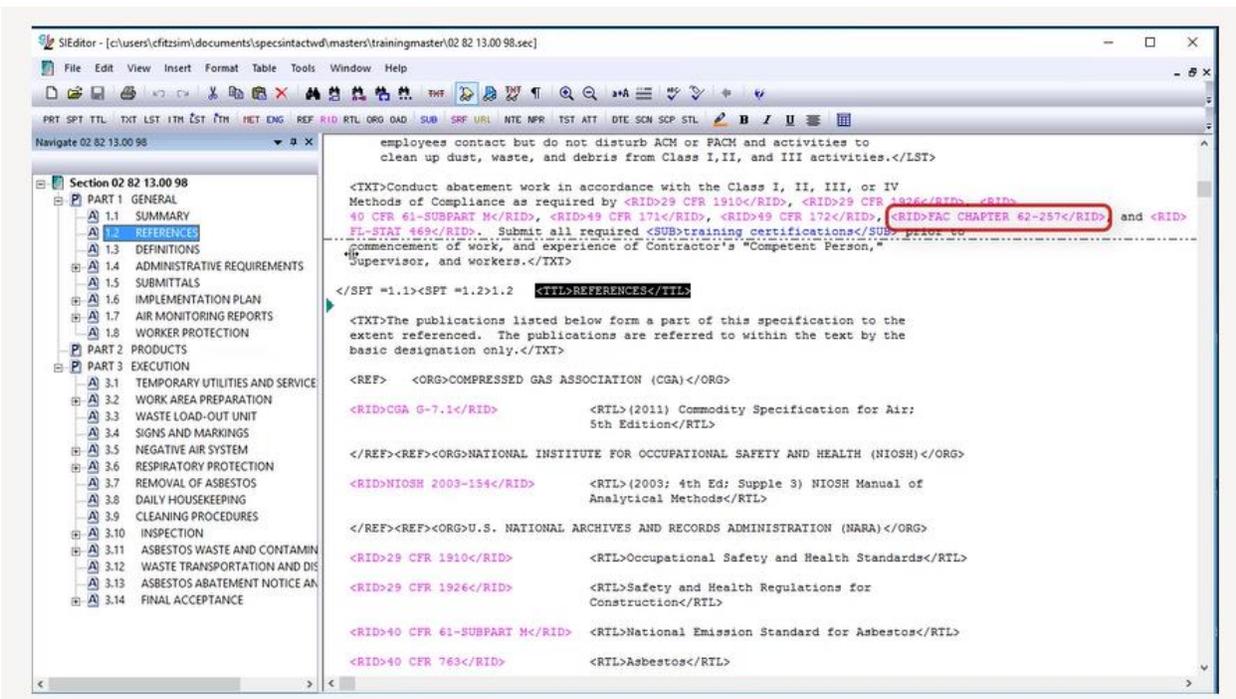
Before we continue, I'd like to point out the fact that you can Generate New Reference Articles on the entire Master or on selected Section(s). Earlier I mentioned there was a technique for updating the References throughout a Master with the References contained within the Local, District or Regional Master. When you need to do this, make sure to run Release Processing on the Local, District or Regional Master in order to Generate the Local Master Reference List then you can run the process to Generate the Reference Articles from the Unified Master Reference List as we did previously. At this point, if you have to update the unique References make sure you update the Local, District or Regional Master Master.ref file. The Master.ref file is located within your Master and can be opened using Windows Explorer.



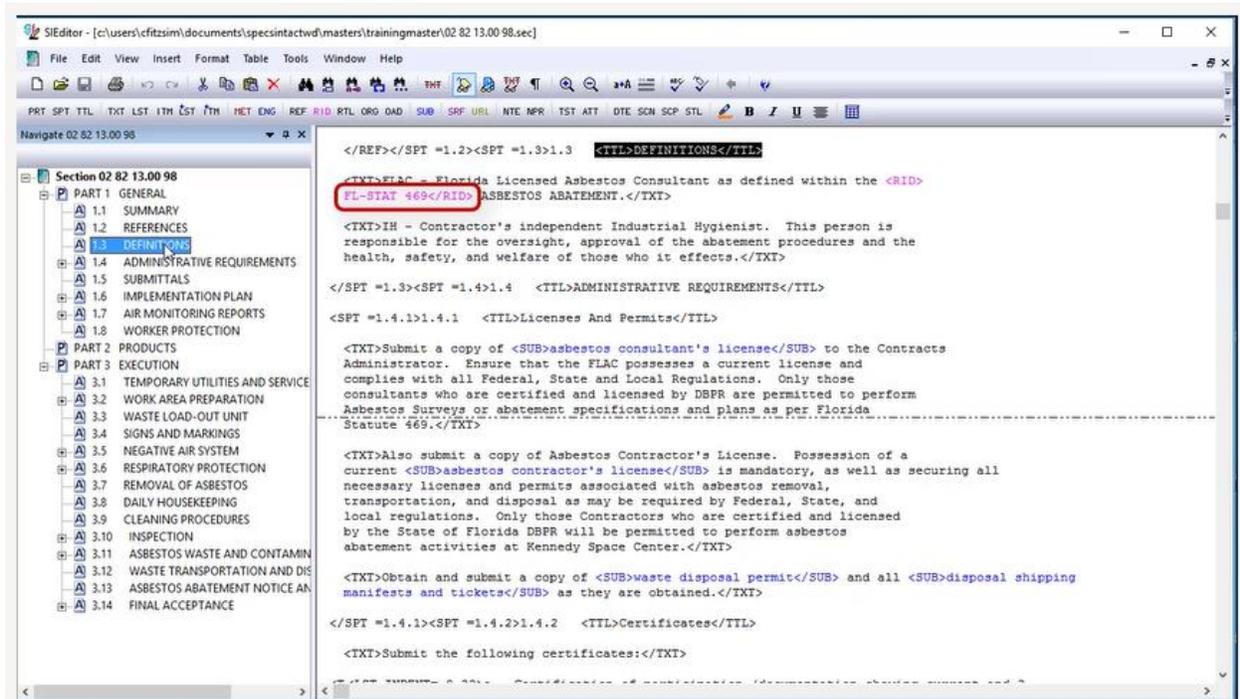
Since we have already Generated New Reference Articles in our local Master, I'd like to open Section 02 82 13.00 98 because I know this Section contains unique References for the State of Florida. Let's navigate to the Reference Article. As you can see there is really nothing special about the References.



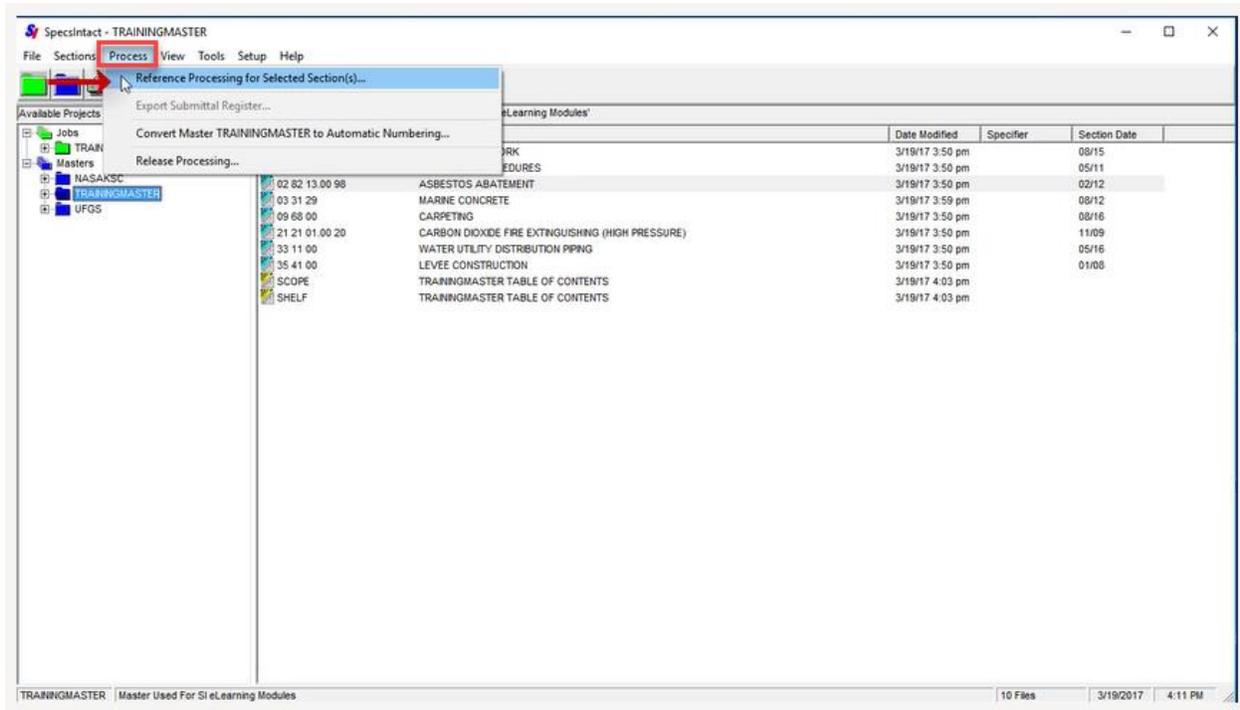
If we scroll up, you will see that there is a **unique Reference** for the Florida Administrative Code FAC Chapter 62-257.



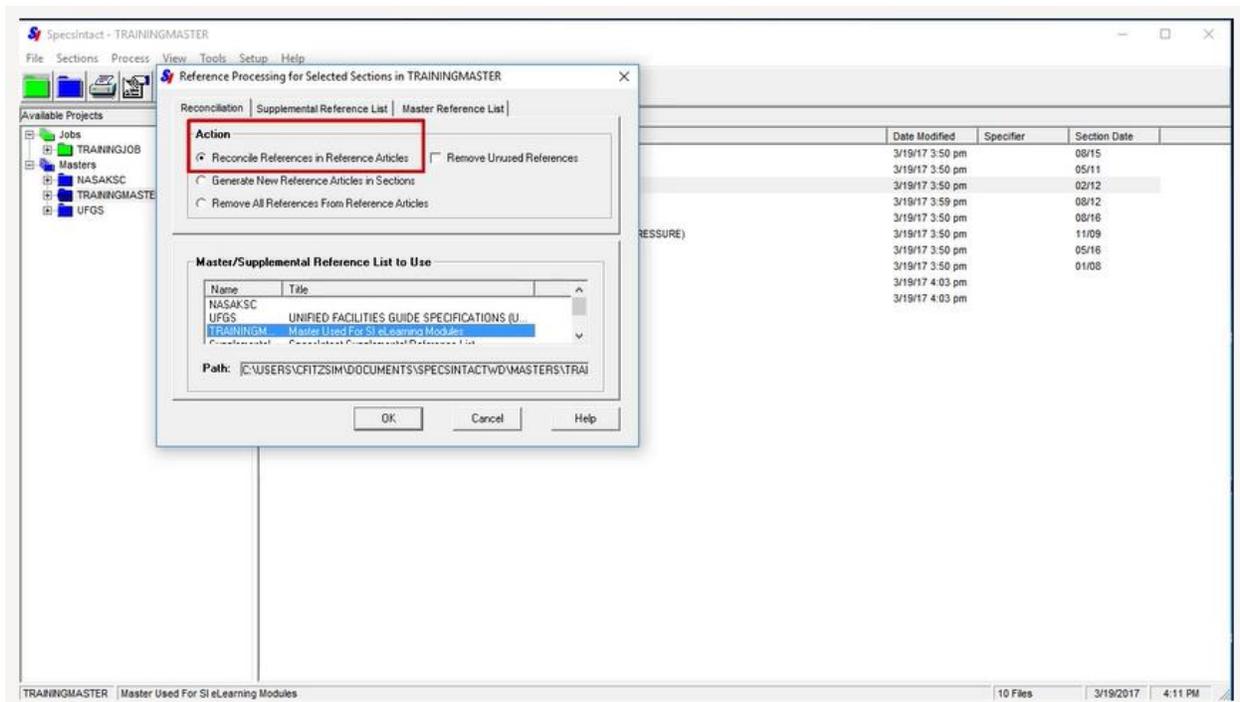
Now, let's navigate to 1.3 Definitions as you see there is a unique Reference for the Florida Statutes FL-STAT 469, now that we know this Section contains two unique References that do not appear in the Sections Reference Article, let's close the Section.



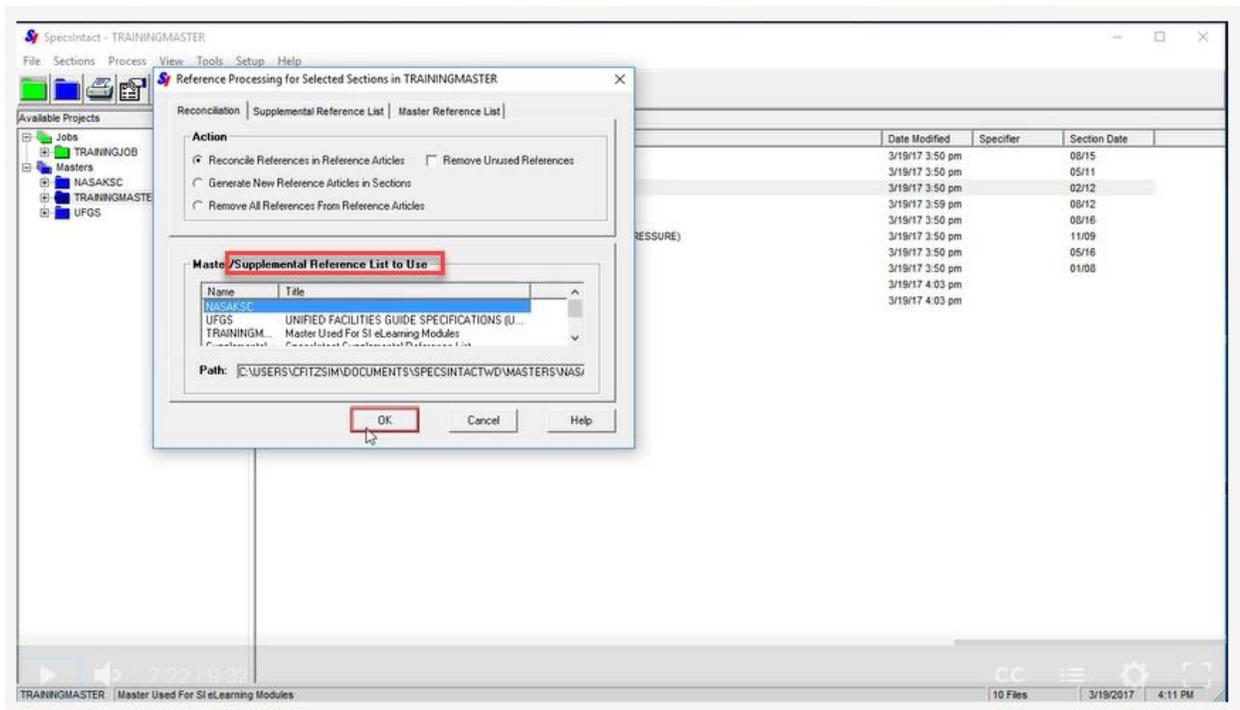
Select the **Master** so it is **highlighted**, go to the Process Menu and select **Reference Processing**.



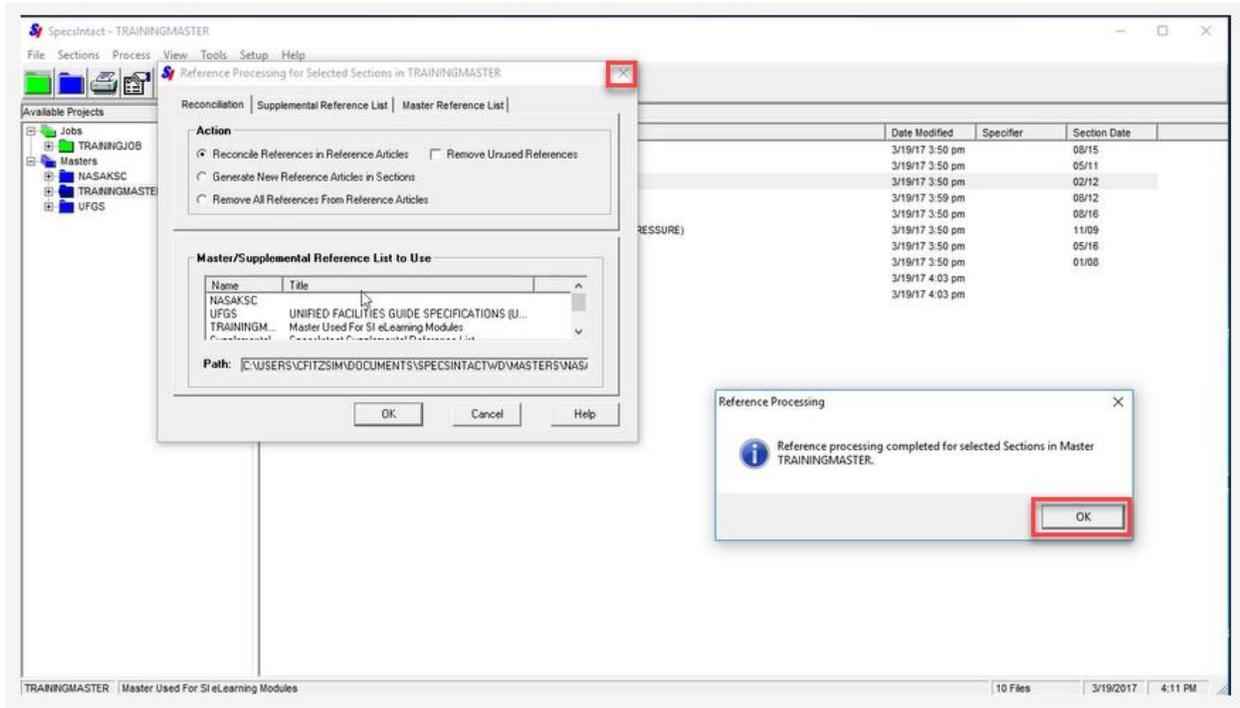
On the Reconciliation Tab below Action, verify Reconcile References in the Reference Articles is selected.



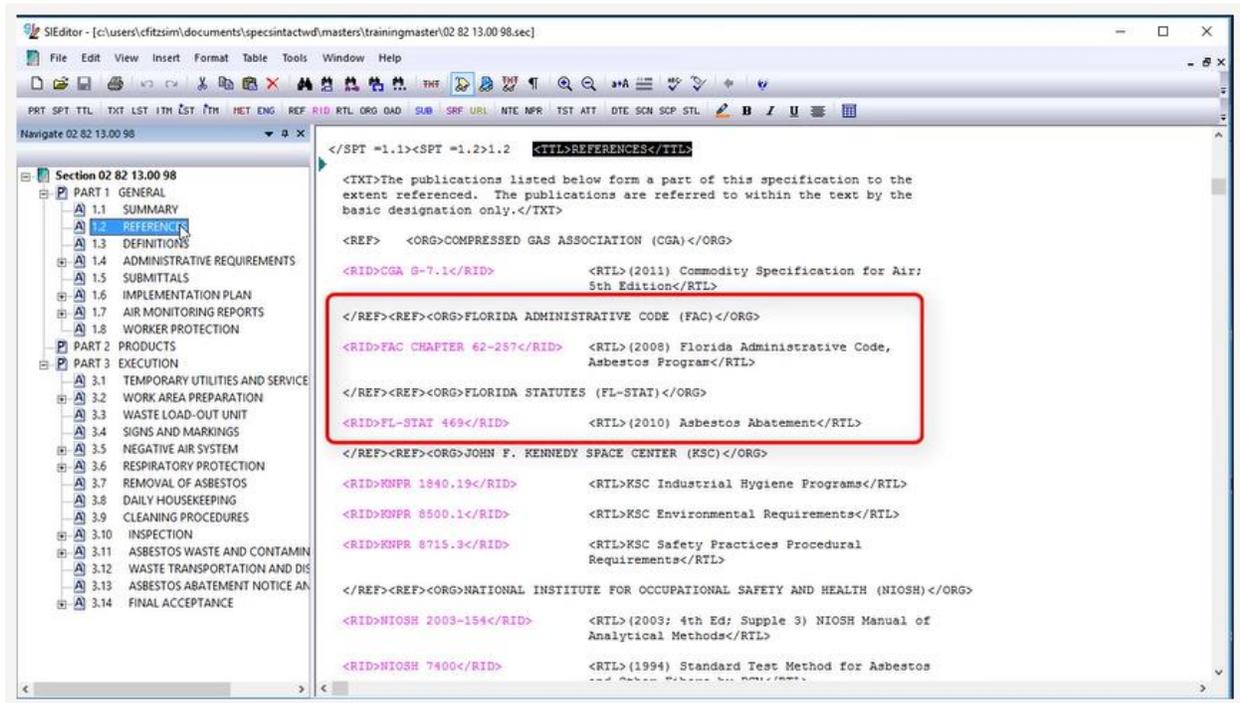
Below Master/Supplemental Reference List to Use, locate the Local, District or Regional Master you want to use. For this demonstration, I am going to choose NASAKSC. Before we continue, I'd like to point out that you can either use the Master Reference List from one of the Local, District or Regional Masters or the Supplemental Reference List. Now let's go ahead and select **OK**.



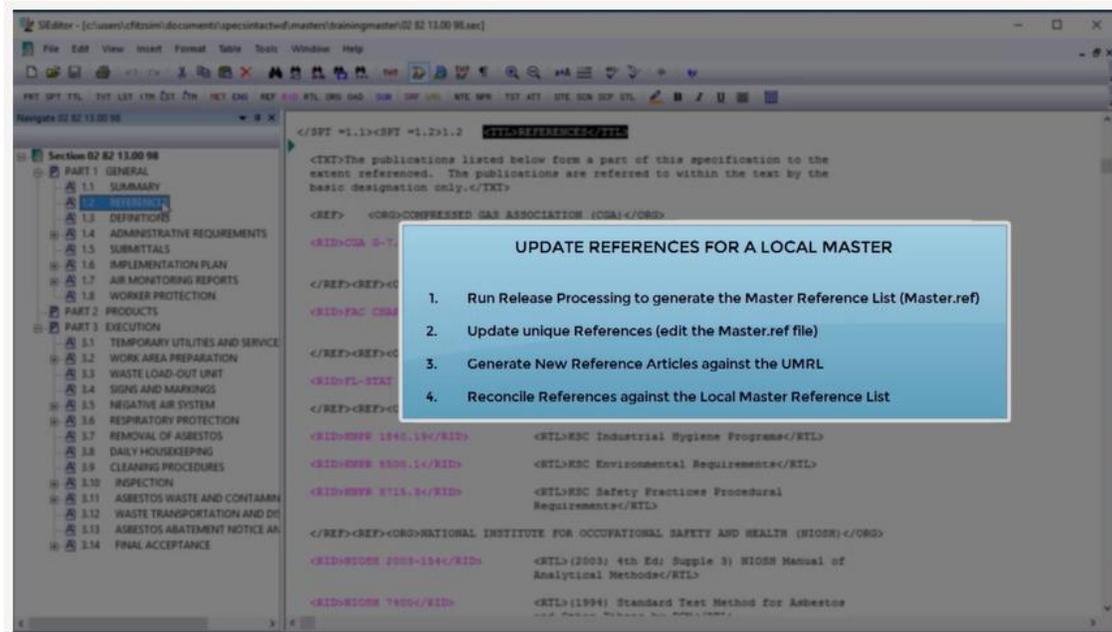
When the Reference Processing Window opens informing you the Reference Processing is complete, select **OK** and close the **Reference Processing Window**.



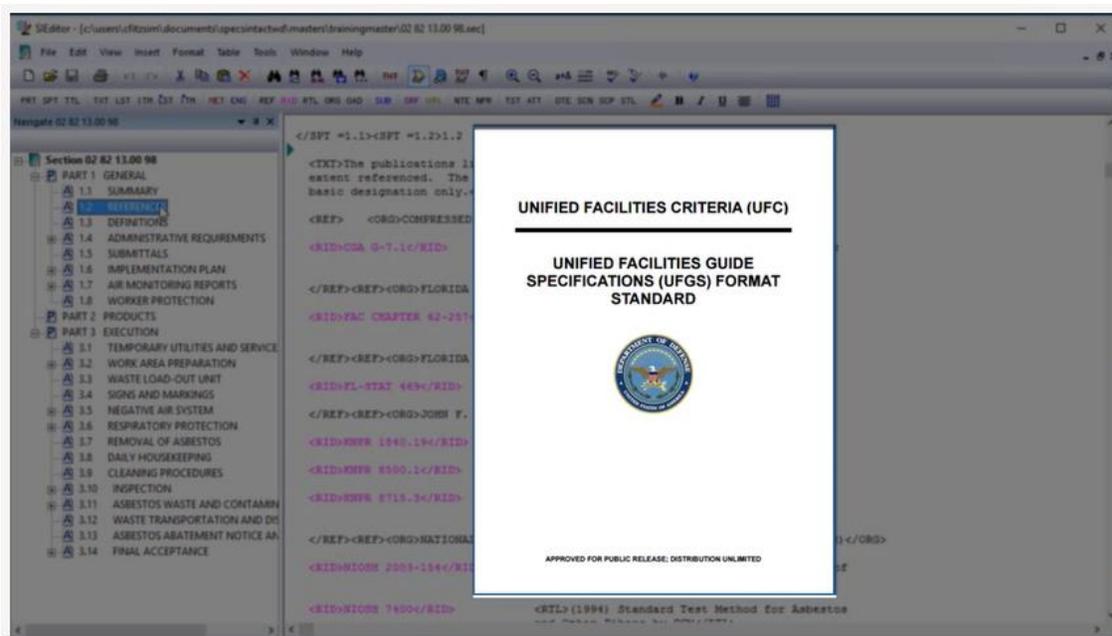
Let's verify the unique Florida References were added to the Reference Article by re-opening Section 02 82 13.00 98 and navigate to the Reference Article. As we examine the Reference Article you will see that the Florida Administrative Code and Florida Statues have been added to your Reference Article.



Before we finish this lesson I'd like to summarize the key features. We learned about Release Processing and its functionality, then you discovered you could either Generate New Reference Articles on every Section within a Master or on an individual or group of selected Sections. Then we stepped it up a notch and taught you how to Reconcile the References from a Local, District or Regional Master in order to update the unique References. Before we close out this module, let's review that process. First, you will Generate the Local Masters Master Reference List. Second, if it is necessary, update the Local Masters References by editing the Master.ref file. Third, Generate New Reference Articles in Sections against the UMRL. Lastly, Reconcile the References in the Reference Articles against the Local, District or Regional Master Reference List.



If you have any questions about the preparation of a Section for a Master, it is imperative that you refer to the Unified Facilities Criteria (UFC) Unified Facilities Guide Specifications (UFGS) Format Standard (UFC 1-300-02). A link to this document is available on the eLearning Modules Page under the Resources Section. This completes the lesson on processing References within a Master Section. To learn more, please continue to the next module of your choice.



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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

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eLearning Module Notes:
