

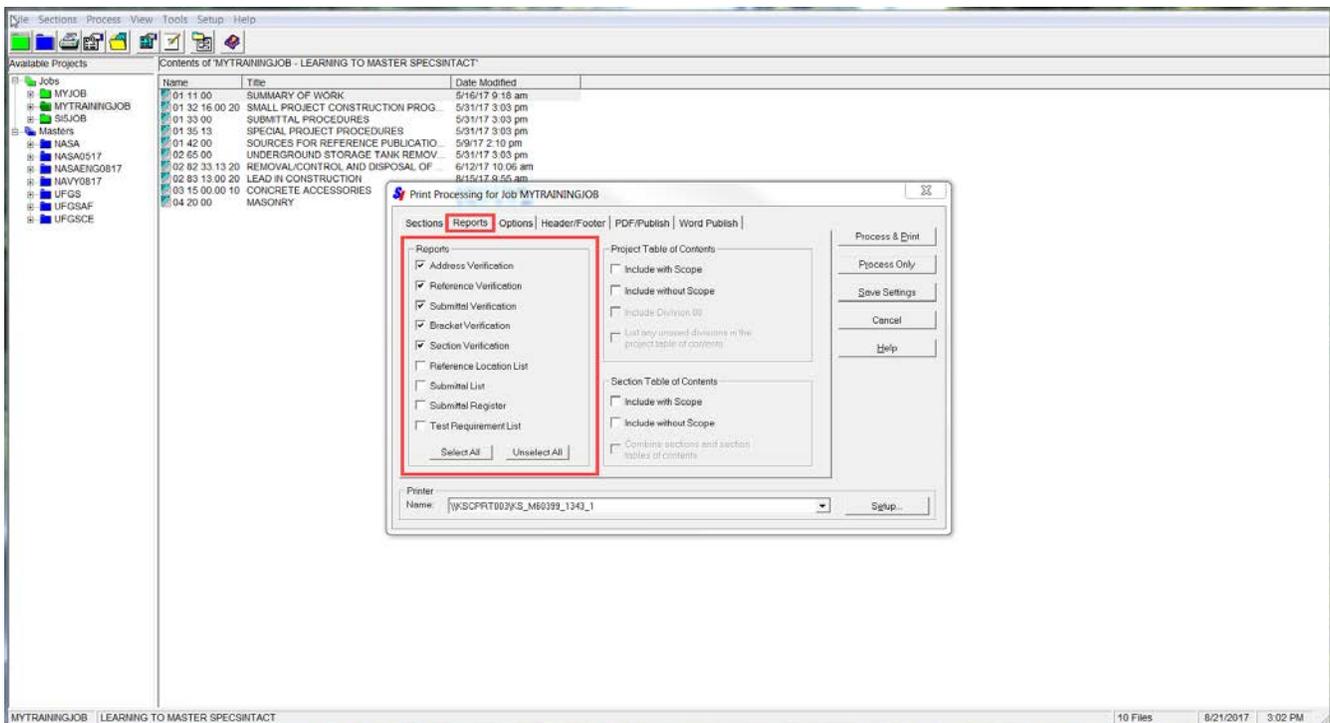
# SpecsIntact eLearning Modules Transcript

## Module: Chapter 4 – Print/Publish Reports Tab

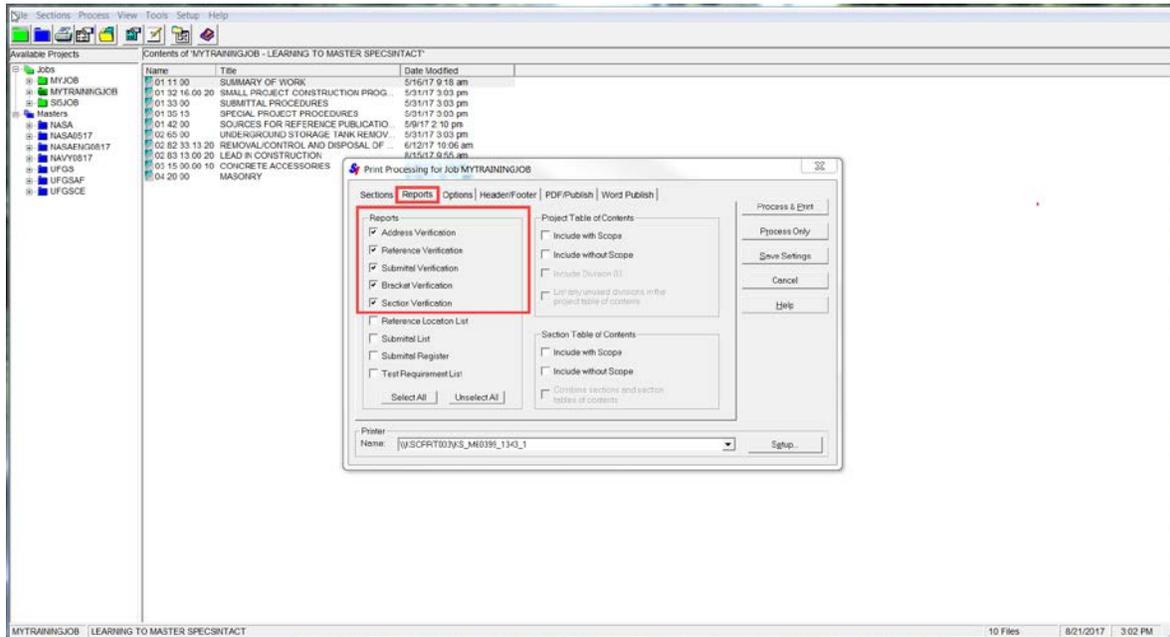
The scripts are text only, therefore we highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

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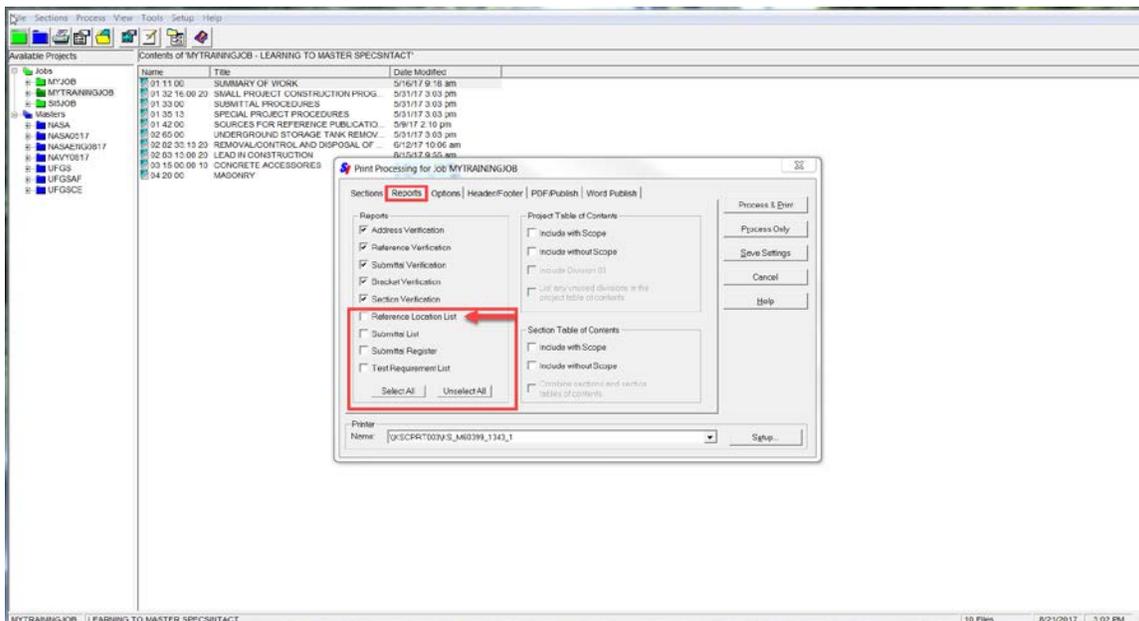
In the previous module we focused on the Process and Print/Publish, Sections Tab. We are now going to learn about the options that are available on the Reports Tab!



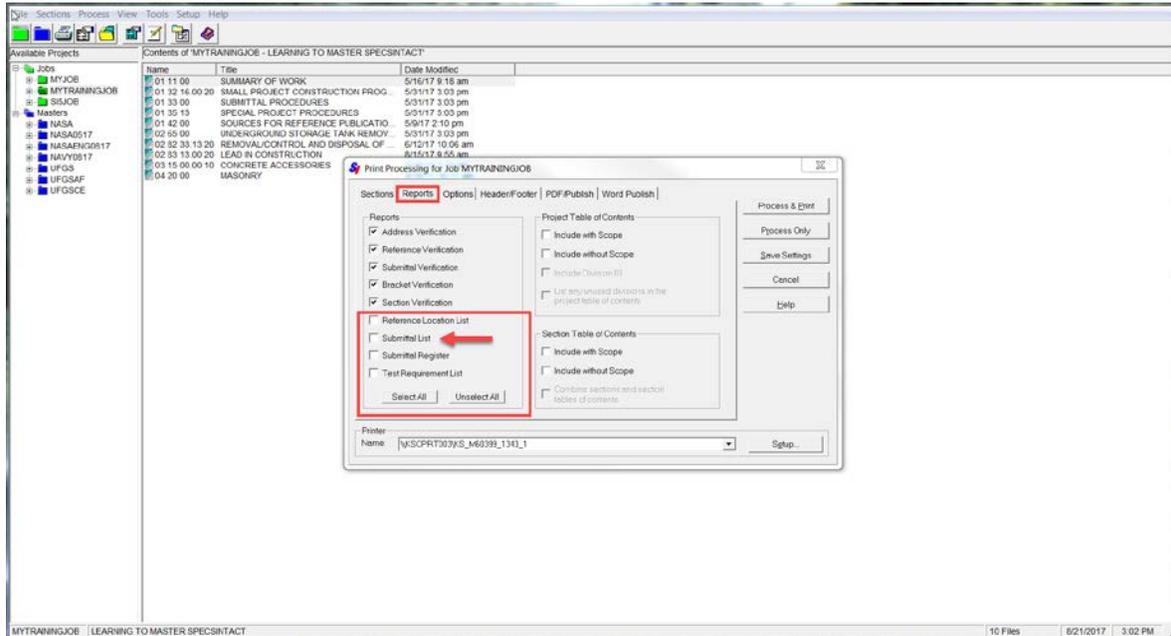
As you see the Reports begin with a list of five Verification Reports, all of which are very important to the output of your Sections. The Verification Reports provide information, reporting errors and discrepancies that are found and must be corrected. The Verification does not do anything about the problems so you are required to fix the errors and resolve the discrepancies. Again, I cannot stress how important it is to run these reports each time a section or two is edited so that you do not find yourself trying to resolve a huge number of errors and discrepancies while trying to meet your deadline. We are not going to cover detail on the Verification Reports at this time, as that information is provided in detail in the modules listed under Chapter 6. You can find the same information in Chapter 6 of the QuickStart Guide – Numeric.



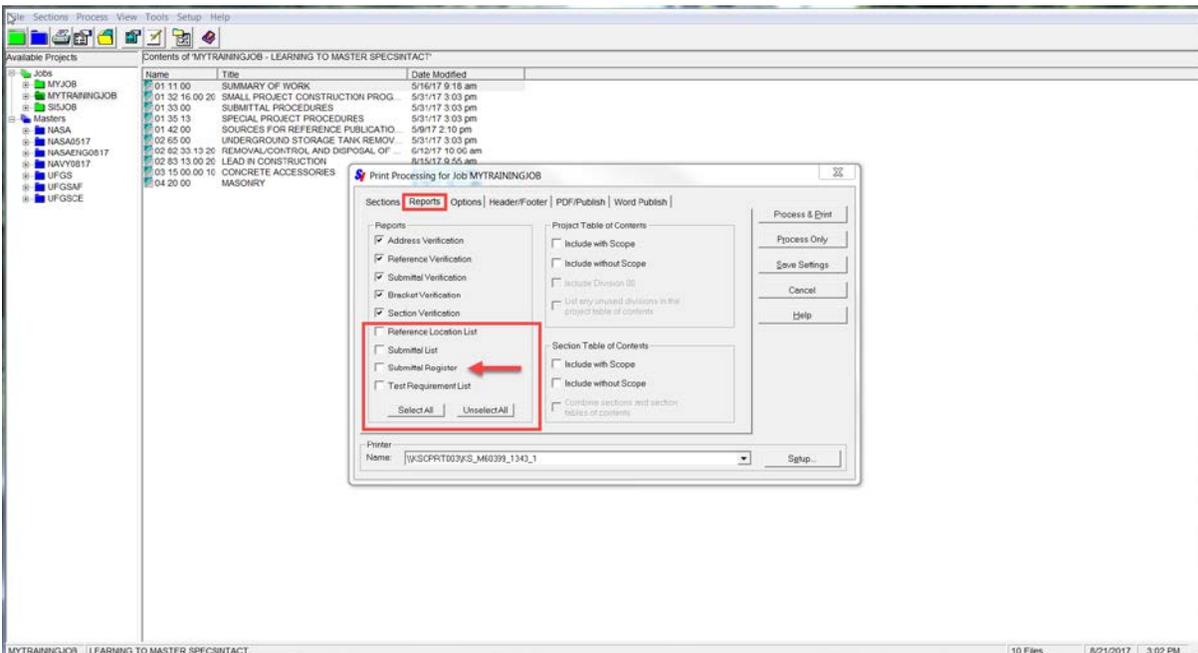
The Reference Location, Submittal, and Test Requirement Lists are strictly informational, but can be very helpful when tracking down issues with References and Submittals or when you need to know what Test Requirements are listed throughout a Section or Job. The Reference Location List includes all the References that are cited in the Job, followed by the Sections, and Subpart Numbers where they can be found. This report can be extremely helpful when you are trying to track down References that are still listed in the Section's Reference Article that you did not intend to use.



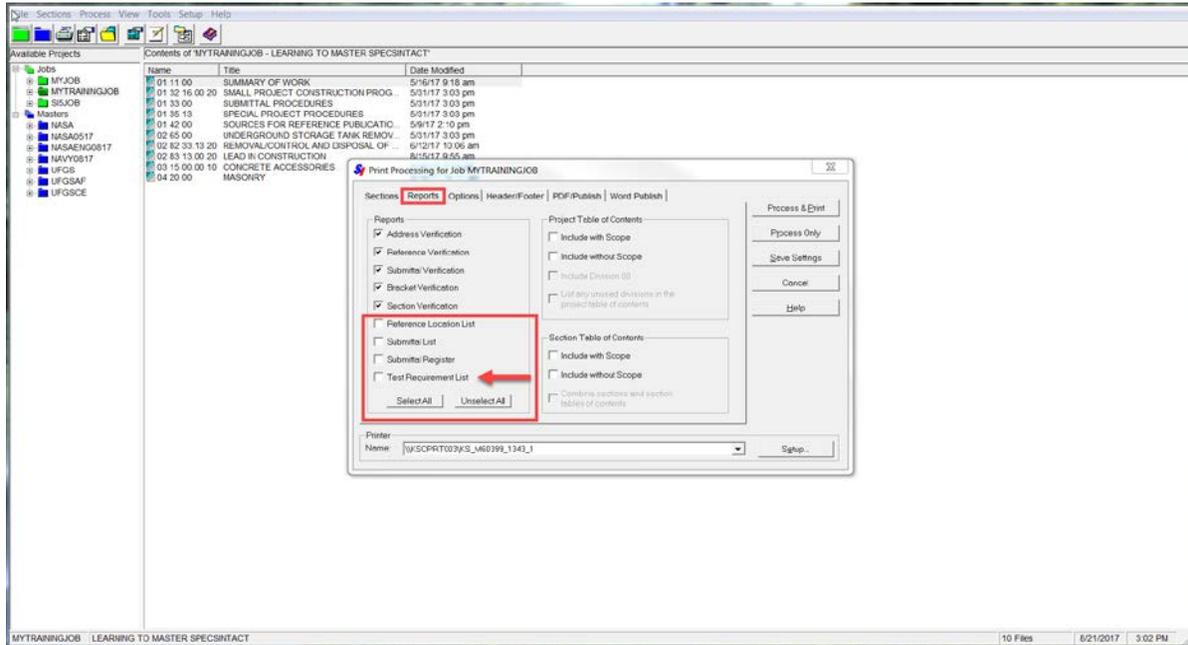
The Submittal List provides the Submittal Descriptions as they appear in the 01 33 00 Submittal Procedures Section that are listed in the Section(s) Submittal Article, along with the Sections and Subparts in which they are found.



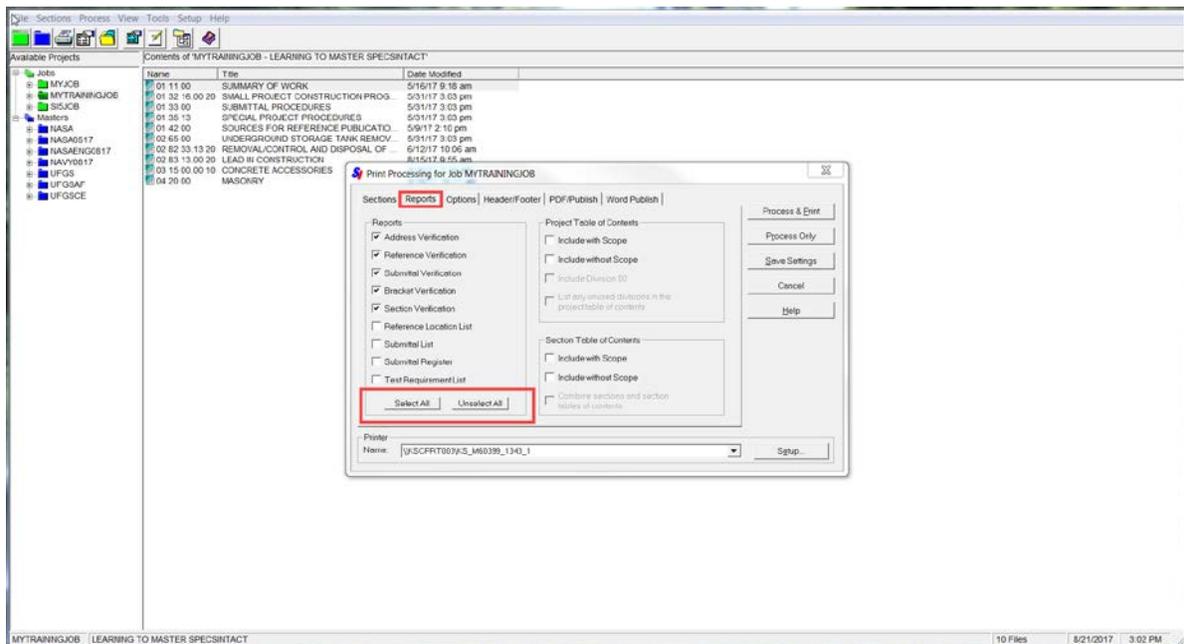
The Submittal Register lists the materials, products or items for each Submittal cited in the Job as well as the Section and paragraph number locations, and any required approval. When generating the Submittal Register, the system searches for the Submittal Article within PART 1 of each Section, locates all tagged Submittal Descriptions (SDs) listed in each Sections Submittal Article, Locates the Submittal items appearing below the SDs and throughout the Sections text, then generates the Submittal Register and inserts the subpart location for each Submittal Item in the Section's text (outside the Submittal Articles). Unlike the other Reports the Submittal Register must be physically printed on paper or to PDF as it is not a viewable report.



The Test Requirements List includes a list of all the test requirements that are cited in the text along with the Sections and subparts in which they can be found.

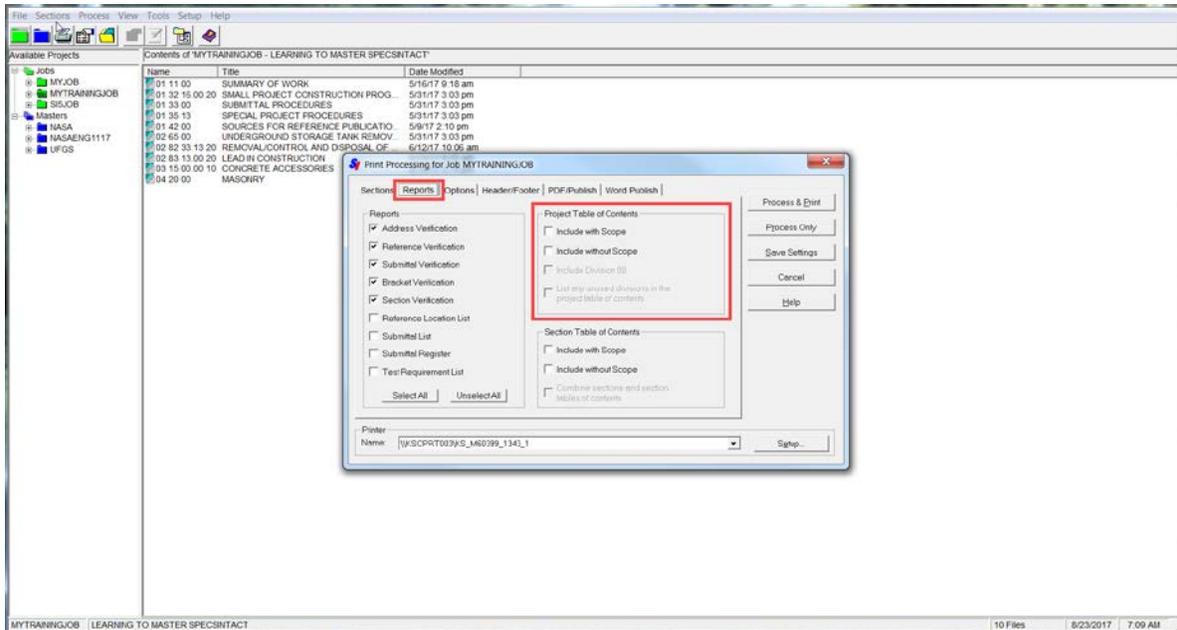


You also have the option to Select All the Reports or Unselect the Reports so you can pick and choose which ones you wish to print.

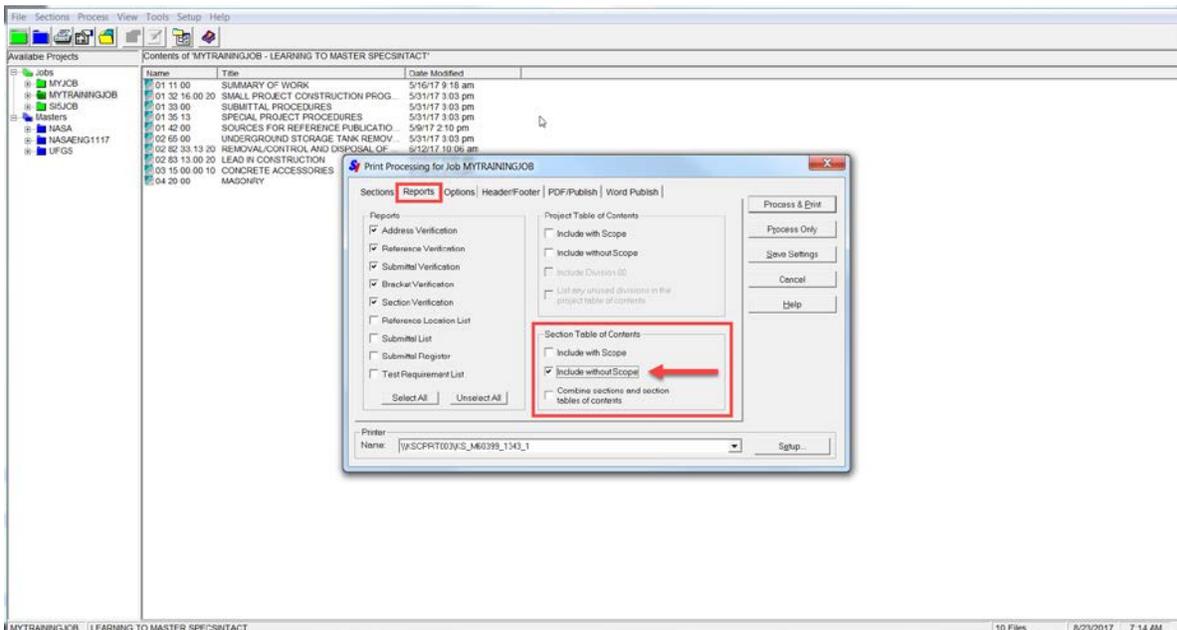


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You have the choice to include a Project Table of Contents and/or a Section Table of Contents with or without Scope. This is a list of all of the Sections contained within your Job. The Scope is a brief description detailing what the Section is about.



For this Job we want to print a Section Table of Contents. Under Section Table of Contents, let's *select Include without Scope*. As I mentioned earlier as we were reviewing the options provided on the Sections Tab, you can print your Report selection without having to print the Sections themselves. To do this, you would have *unselected* the option **Print/Process Sections** found under Printing and Renumbering on the Sections Tab. Then you would **Process & Print**. Later you will learn how to process the files for viewing.



This completes the module for the Reports Tab. Let's proceed to the next module to learn about the available features and options on the Options Tab.

## Contact Information

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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](mailto:KSC-SpecsIntact@nasa.gov)

## eLearning Module Notes:

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