Module: Chapter 6 - Reference Verification Report

As I mentioned in the previous module, the Reference Verification Report actually produces three separate reports: the Duplicate References, Reference Title Report, and the Reference Verification Report. Before we open the Reference Verification Report to examine the discrepancies and learn how to correct them, I’d like to emphasize how important it is to process all of the reports against your entire job, and resolve as many discrepancies that may arise during the editing process. In this module, we are going to examine the Unresolved Reference Report otherwise known as the REFVER.RPT.
Let's get started by generating the Reports in order to correct 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’.
When the processing is complete, we will be returned to the SI Explorer, positioned at the Processed Files folder.

Let’s double-click to open the Reference Verification Report. As soon as the report opens I’d like to bring your attention to the note that states ‘This report lists all References that appear in a Section, but that are not listed in either the Section’s Reference Article or the Supplemental Reference List’. 
As noted in the ‘Hint’ Double-clicking a Section number will open the Section in the Editor.

As you see, we have four Reference issues that need to be addressed. The first two are for EM 385 1-1, and the last two are for EPA SW 846.
Let's begin our investigation by placing our cursor over the **Section number** just before the first ‘EM 385 1-1’ and double-click.

If the Tailoring Options dialog box opens, select **Cancel**.
The SI Editor is intelligent enough to position us directly on the Reference that produced the error. For the Editor to perform an accurate find, the Tags and Revisions must be hidden. In order to continue, let’s go ahead and select the Toggle Tags View button and Toggle Revisions button. The advantage of using Revisions is that we can easily recognize this Reference has been added to the Section. As we move our mouse over the Reference, a mouse over hint will appear stating the Reference is found in the Unified Master Reference List.

Let’s go ahead and right-click on EM 385 1-1, and select Check Reference.
Immediately a message box opens stating the Reference was not found in the Section’s Reference Article, and wants to know if you’d like to add it. In order to fix this issue we need to add it to the Reference Article, so let’s select Yes.

Another message box opens to inform you the Reference Article was updated, select OK.
As we review the Reference Article, we see that EM 385 1-1 was added to the Reference Article. If you recall, the Unresolved References Report, listed two discrepancies for this Reference Identifier. Adding the Reference to the Reference Article will resolve both issues when the Section is processed again.

Since we have another discrepancy to address, let’s close the Section by selecting the lower-tiered ‘x’, when prompted to Save changes, select Yes.
As you see, have returned to the Unresolved Reference Report in order to address the second issue, by placing our cursor over the **Section number** just before the first **EPA SW86** and double-clicking.

Again the SI Editor will position us directly on the Reference that produced the error. Just as before we need to turn on our tags and revisions by selecting the **Toggle Tags View** and **Toggle Revisions button**. Now we need to right-click on **EPA SW-846**, and select **Check Reference**.
As before we need to add the Reference to the Reference Article, so let’s select Yes.

Another message box opens to inform you the Reference Article was updated, select OK.
As we review the Reference Article, we see that EPA SW-846 was added to the Reference Article.

Now we need to verify that we no longer have any Unresolved References listed on the Reference Verification Report so we are going to re-generate the Reports by selecting our job and choosing the Process Print/Publish button on the Toolbar. Sections Tab, verify that All Sections is selected along with the three Reconciliation processes.
On the Reports Tab, verify that all of the Verification Reports are selected, and then select **Process Only**.

Once the processing has finished, let’s open the **Reference Verification Report**. As you see, **ALL REFERENCES HAVE BEEN VERIFIED**. If you had a lot of issues to address, I encourage you to regenerate the reports often in order to remove the discrepancies you have corrected. Now that you know how to fix Unresolved References, you are ready to proceed to the next module.
Contact Information

If you need further assistance, please contact our Technical Support Desk. We will be happy to answer any questions you may have.

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eLearning Module Notes: