

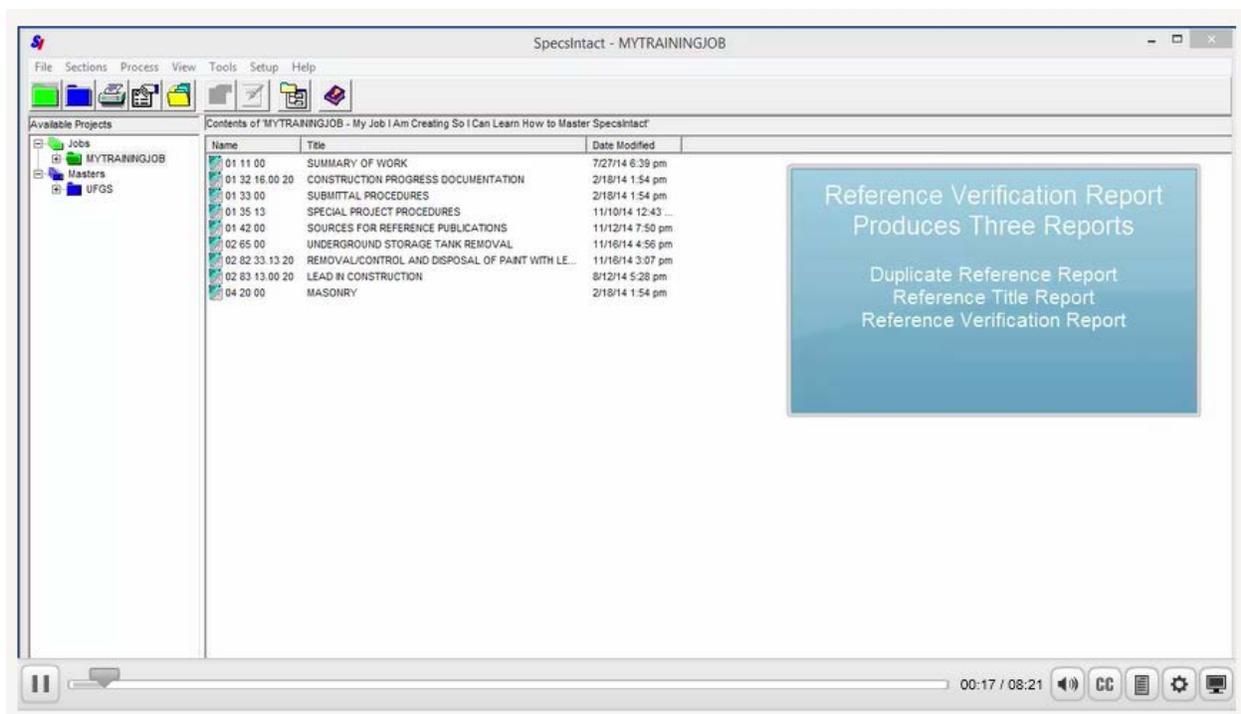
# SpecsIntact eLearning Modules Transcript

## Module: Chapter 6 - Reference Title Report

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.

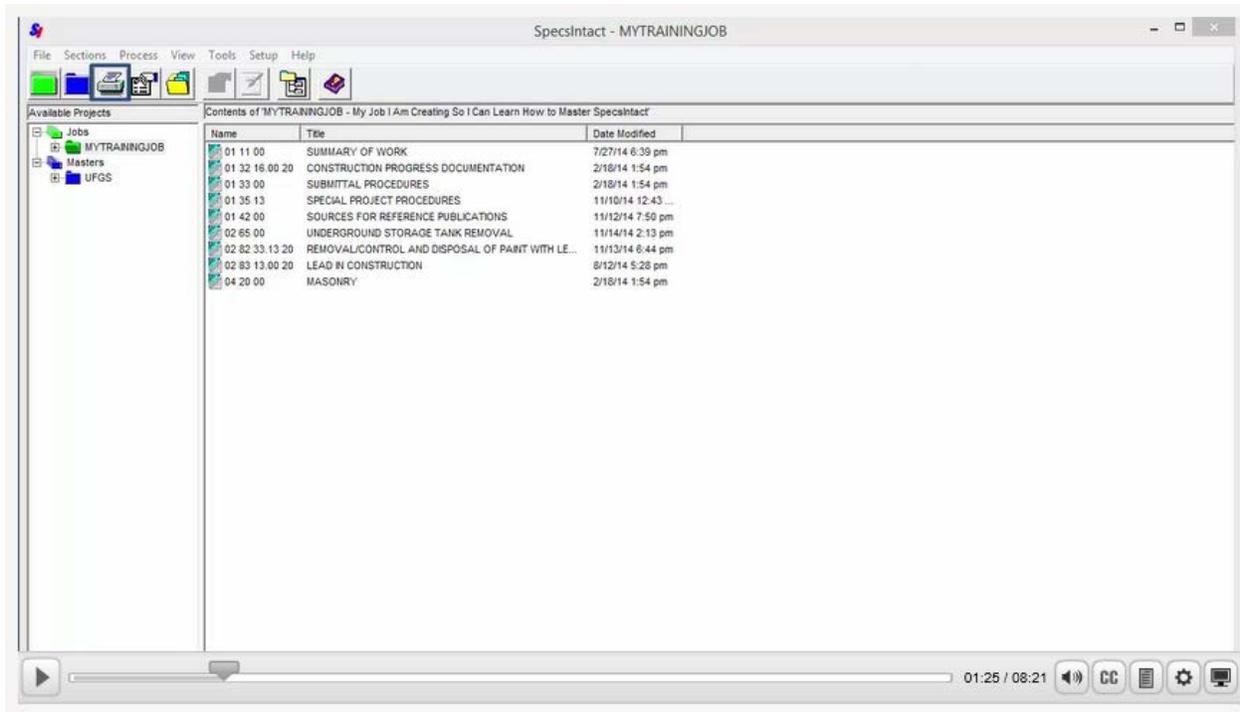
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The Reference Verification Report actually produces three separate reports, the Duplicate References Report, the Reference Title Report and the Reference Verification Report. These reports are generated by selecting the Reference Verification on the Process and Print/Publish Reports Tab. The Reference Title Discrepancy Report will list Reference Identifiers with conflicting Reference Titles in two or more Section Reference Articles. In order to correct the discrepancies, you will need to compare Titles and determine which is correct for the publication. If the publication dates differ, the engineer should review the publication to determine which applies to the Section. You will then edit the listed Sections' Reference Articles so that they all reflect the correct Title and Date for the publication. It is important to clean up as many of the discrepancies as possible while editing. Your goal before the Job is complete is to verify that all of the reports have no errors remaining.

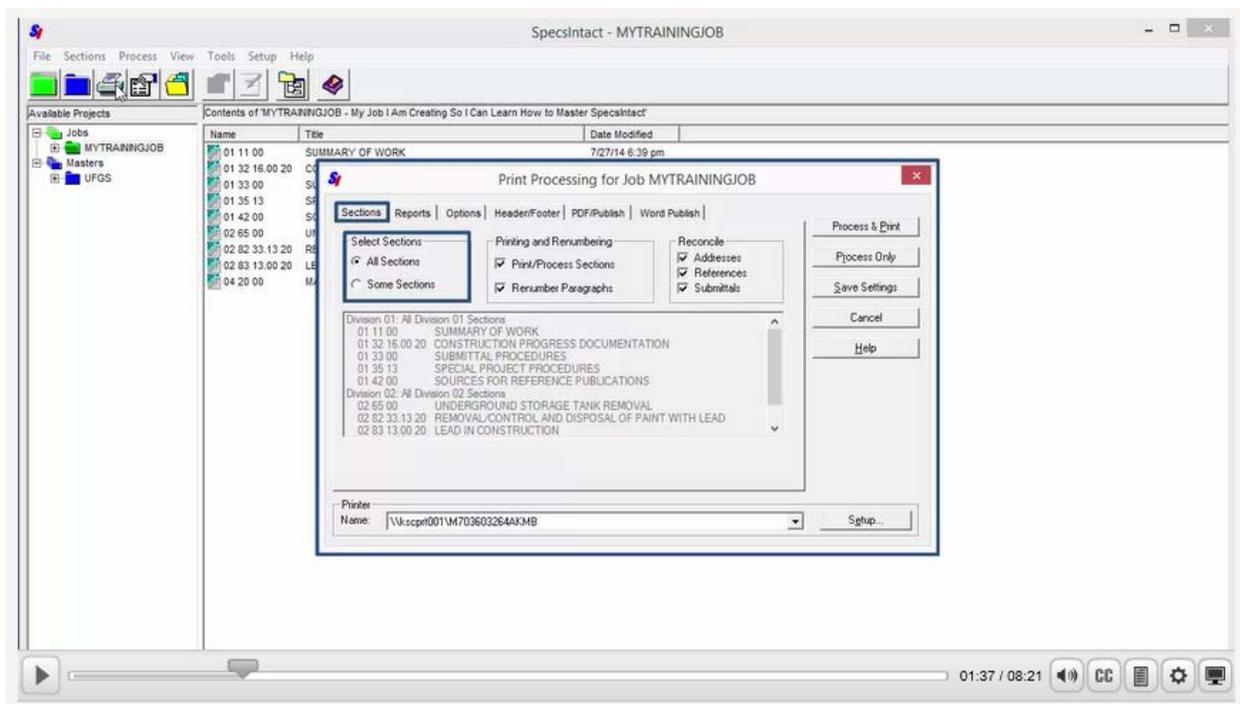


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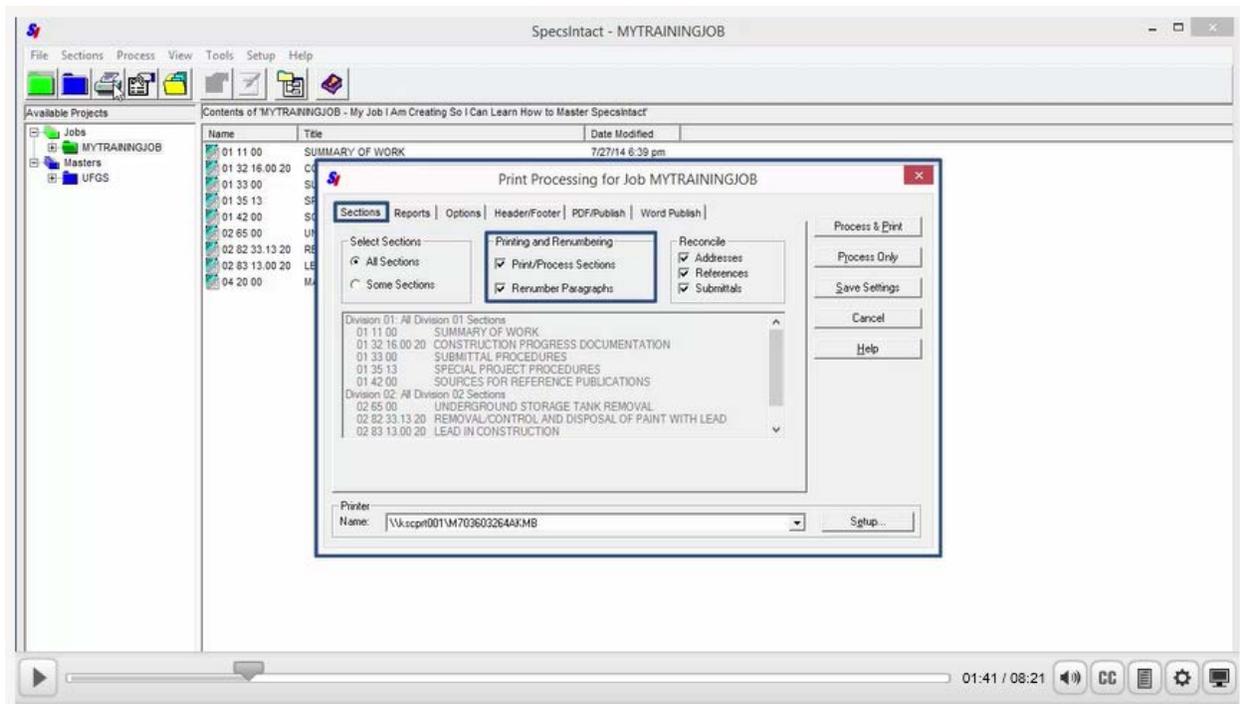
Let's get started by generating the Reports in order to correct any issues that we might have before we commit this job to Paper, PDF, or Word. From the SI Explorer, let's select the **Process Print/Publish** command on the Toolbar.



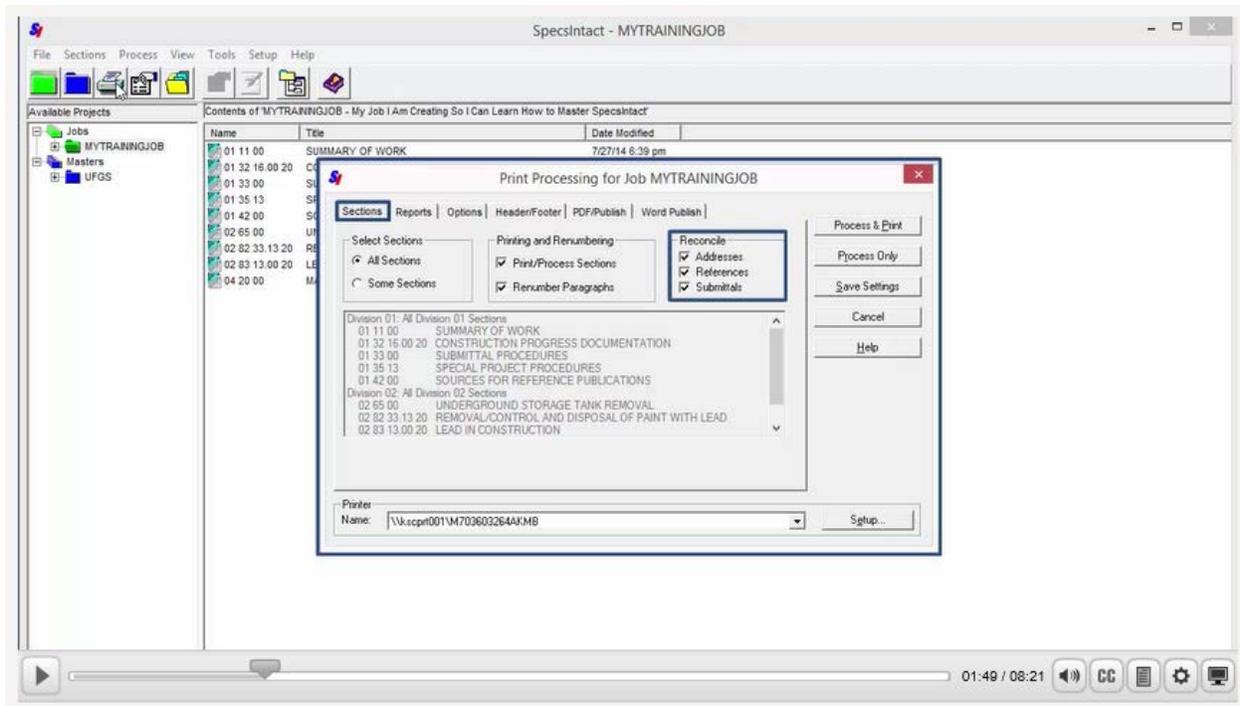
When the Process and Print/Publish dialog box opens we are positioned on the Sections Tab. Under Select Sections, by default you should have All Sections selected.



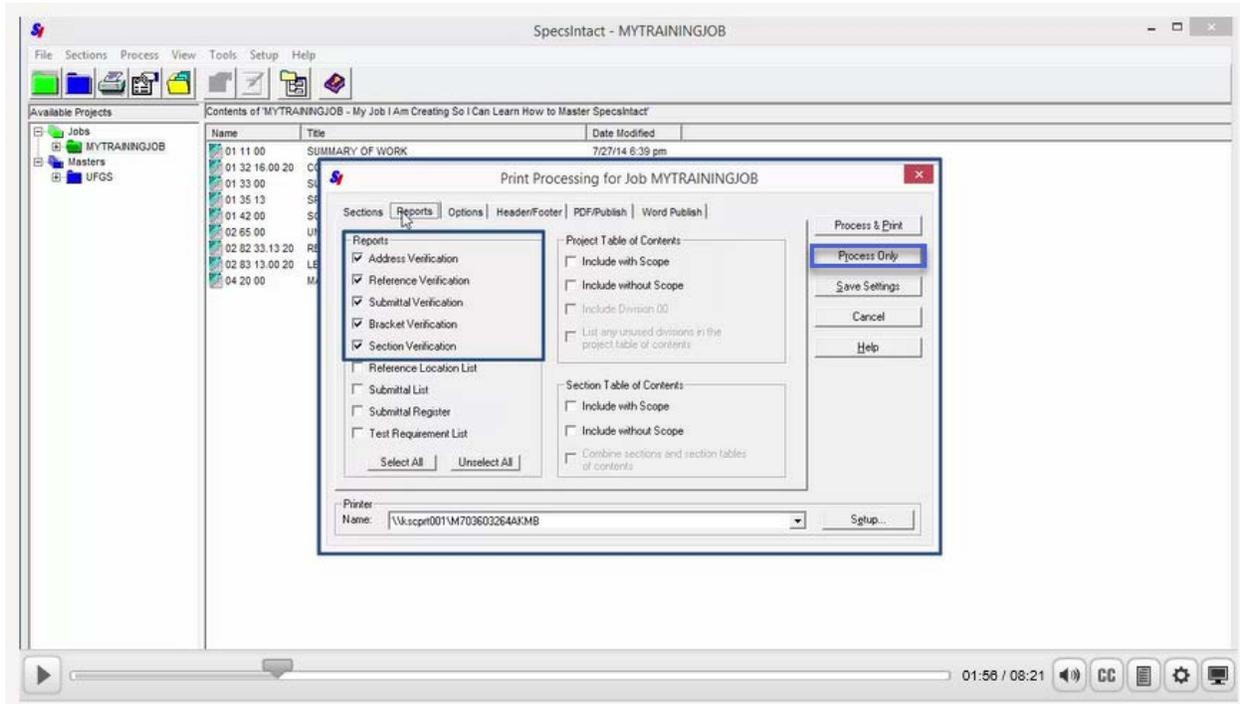
Under Printing and Renumbering, both options for Print/Process Sections and Renumber Paragraphs will be selected.



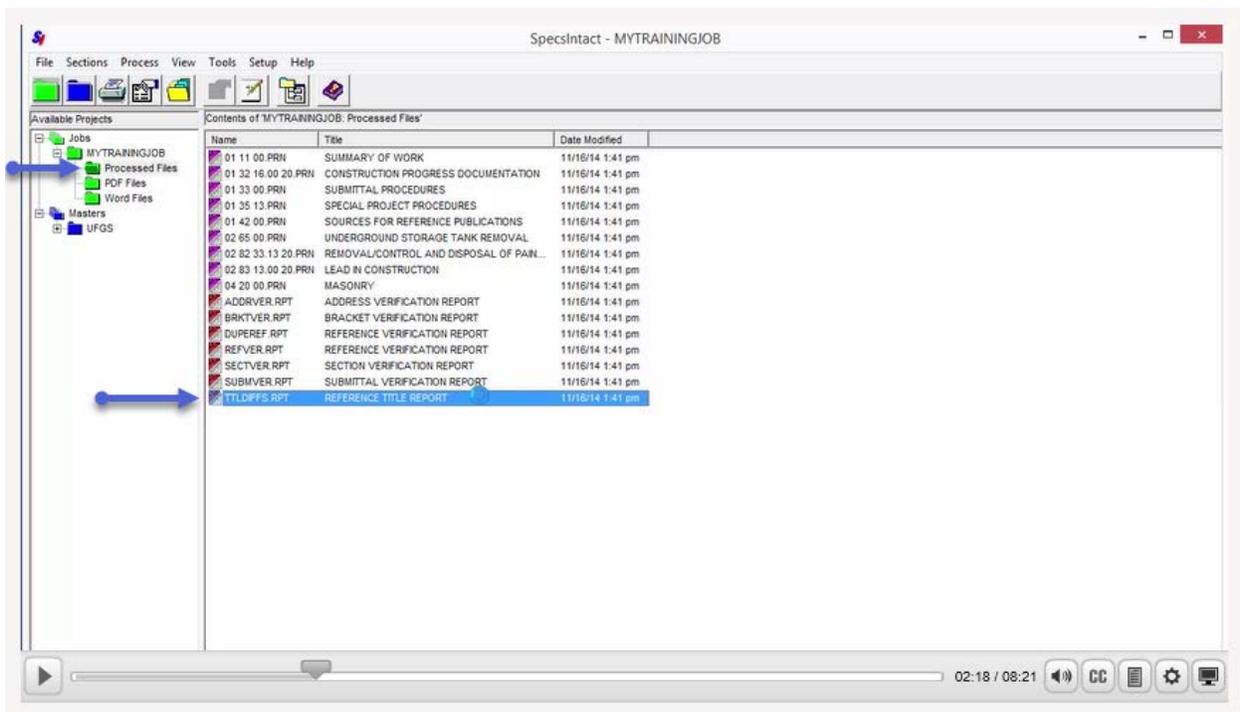
Lastly, under Reconcile, Address, Reference, and Submittals will be selected.



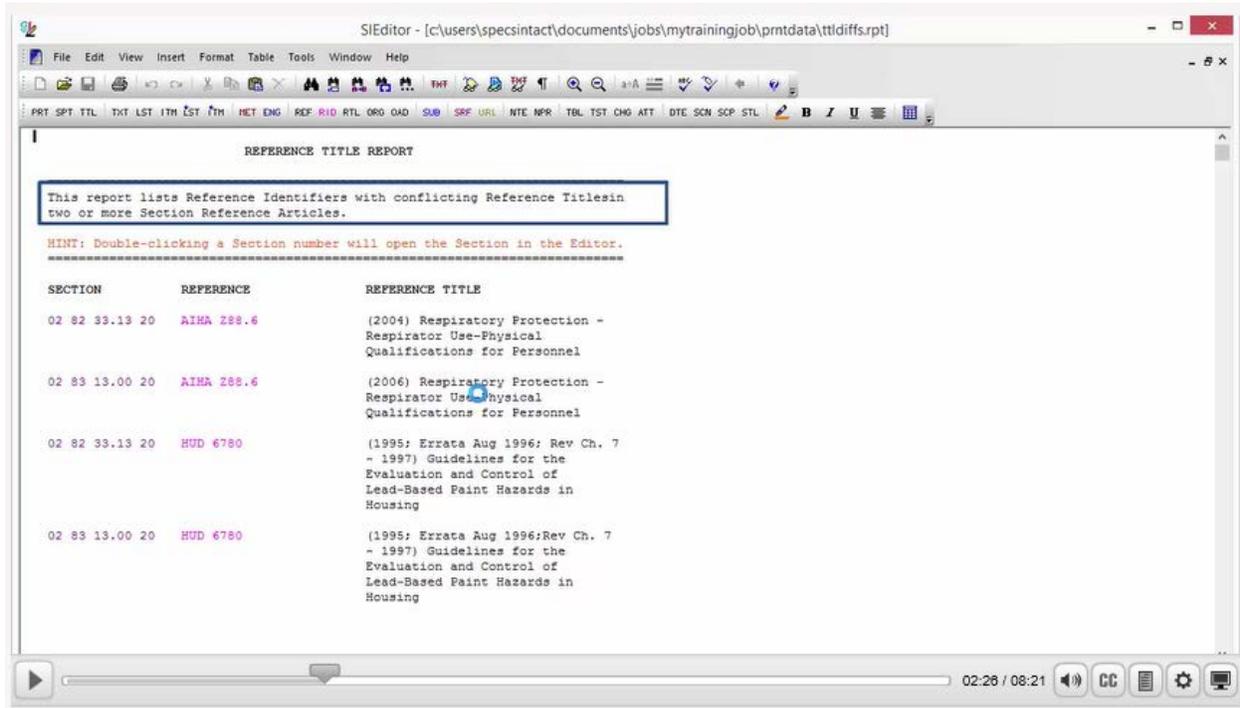
On the Reports Tab, you will see that all of the Verification Reports are selected by default. Now that we have verified the settings you should always use to generate the Reports to create electronic files, let's select the 'Process Only' button.



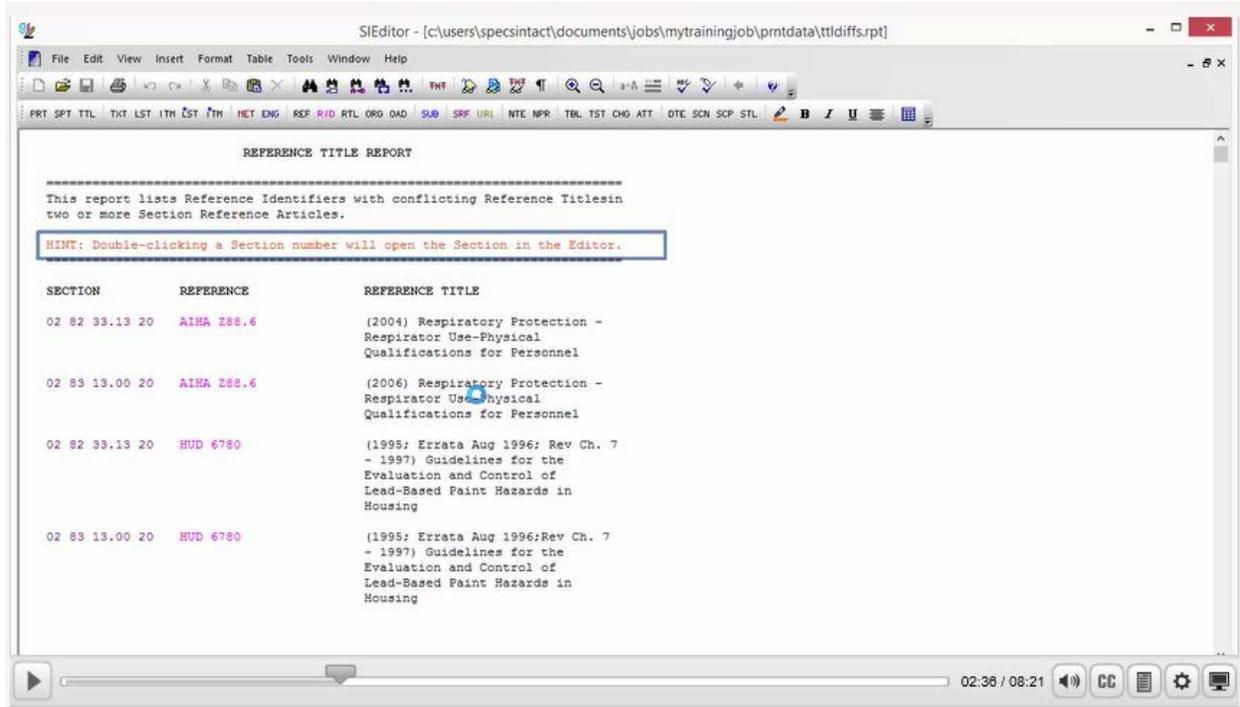
When the processing is complete, we will be returned to the SI Explorer, positioned at the Processed Files folder. Let's go ahead and double-click to open the Reference Title Report.



As soon as the report opens I'd like to bring your attention to the note that states 'This report lists Reference Identifiers with conflicting Reference Titles in two or more Section Reference Articles.'

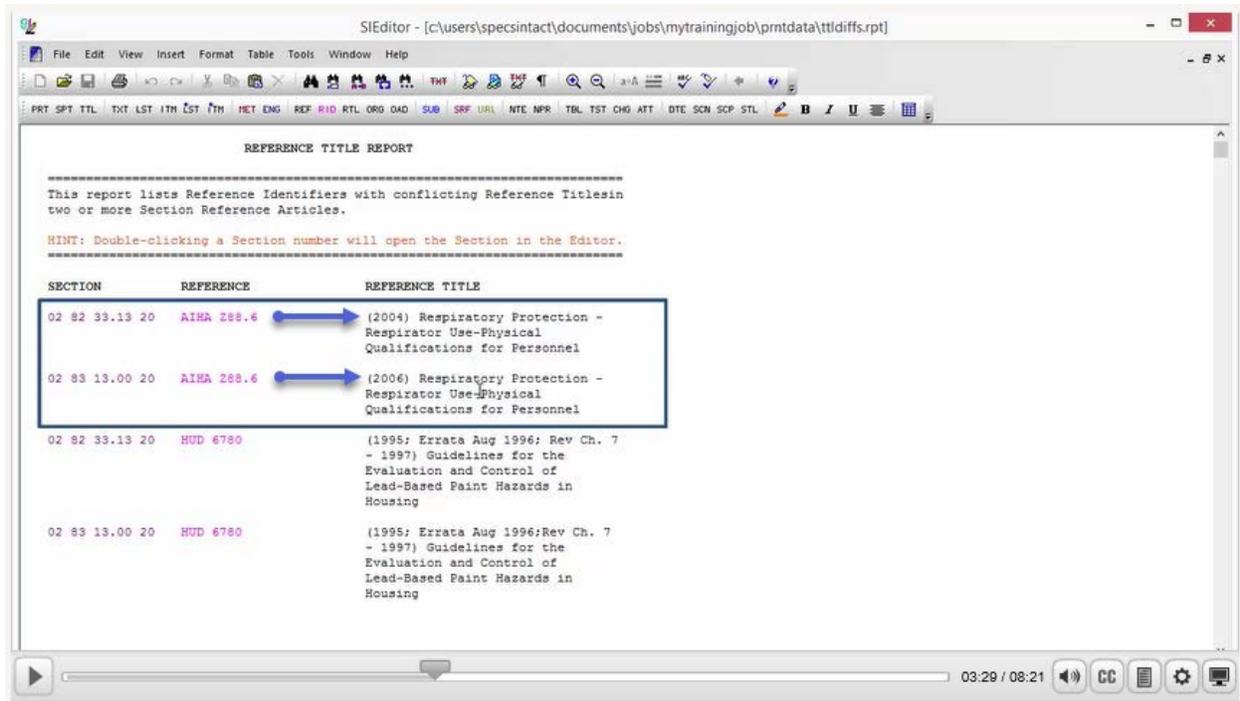


As noted in the 'Hint' Double-clicking a Section number will open the Section in the Editor. Before we continue, it is important that you know that every element of a Reference Publication is not only case sensitive, but it must be identical and tagged properly, this includes spacing. Using the Reference Wizard and taking advantage of its built-in intelligence has simplified the process for finding and correcting these issues. Specification Editor's remember that when you are correcting issues with the References and Submittals excluding typographical or spacing issues, you must have concurrence from the engineer or architect prior to changing the technical information.

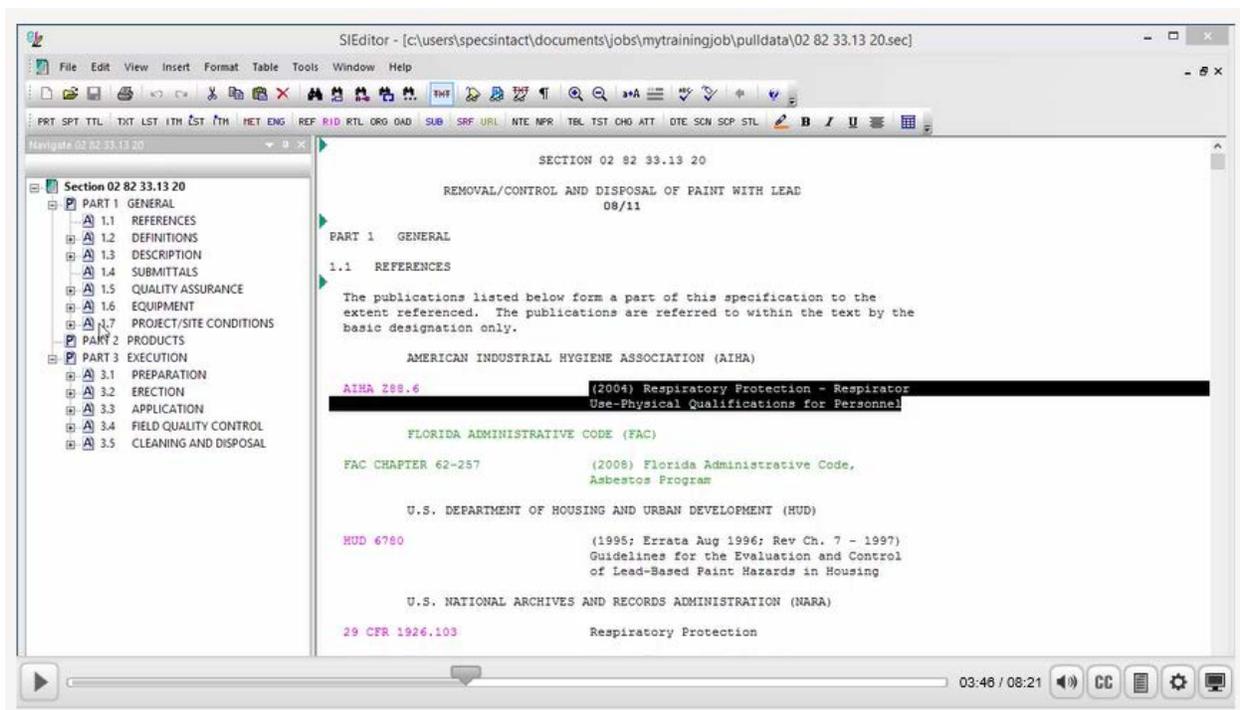


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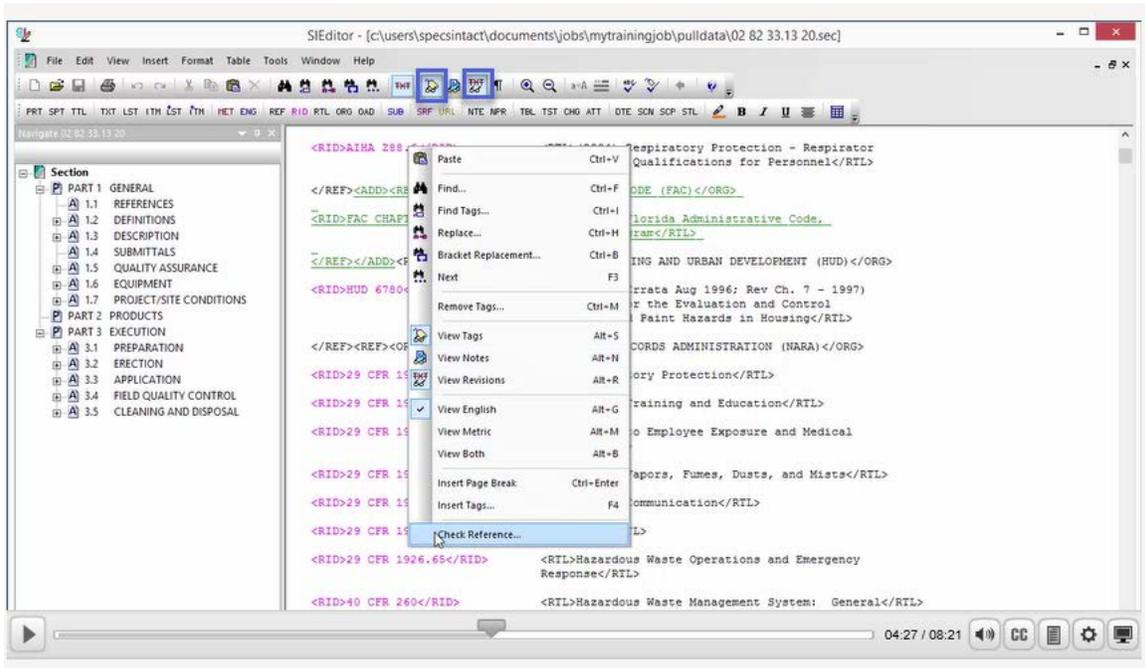
Let's start by investigating the discrepancies for AIHA Z88.6. As we look at the Reference Titles, you see that the first one is dated (2004) and the second one is dated (2006) so this issue is obvious.



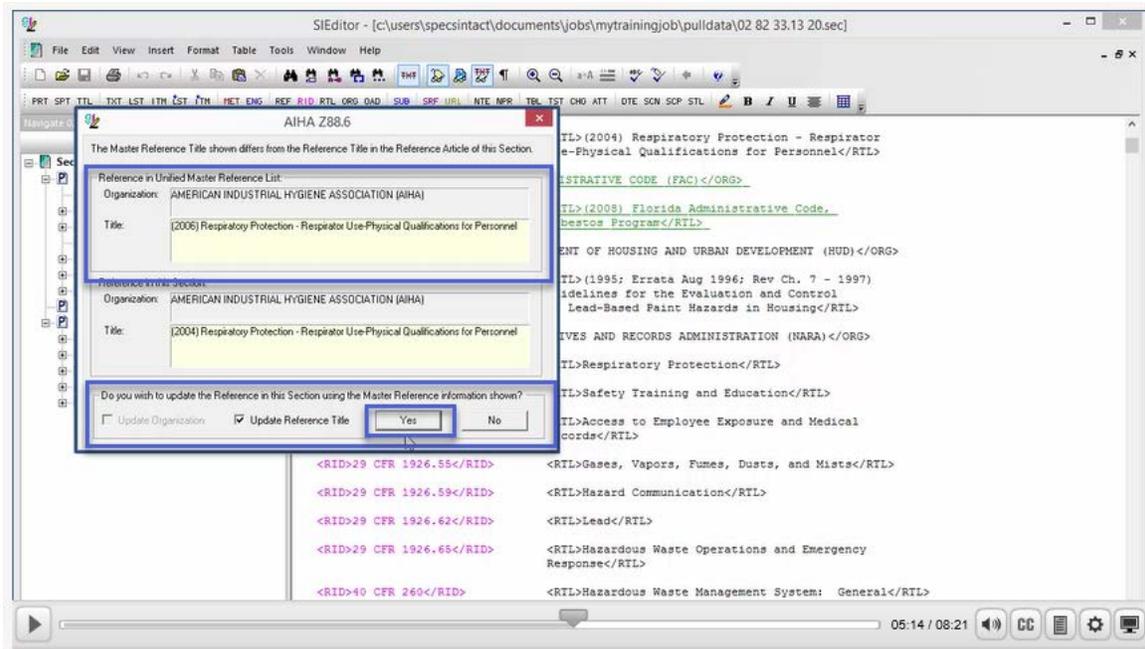
Since we know we want to use the Publication dated 2006, we are going to *place our cursor* over the **Section number** for the first discrepancy dated 2004 and *double-click*. When the SI Editor opens the Section the Reference Title that requires updating is highlighted.



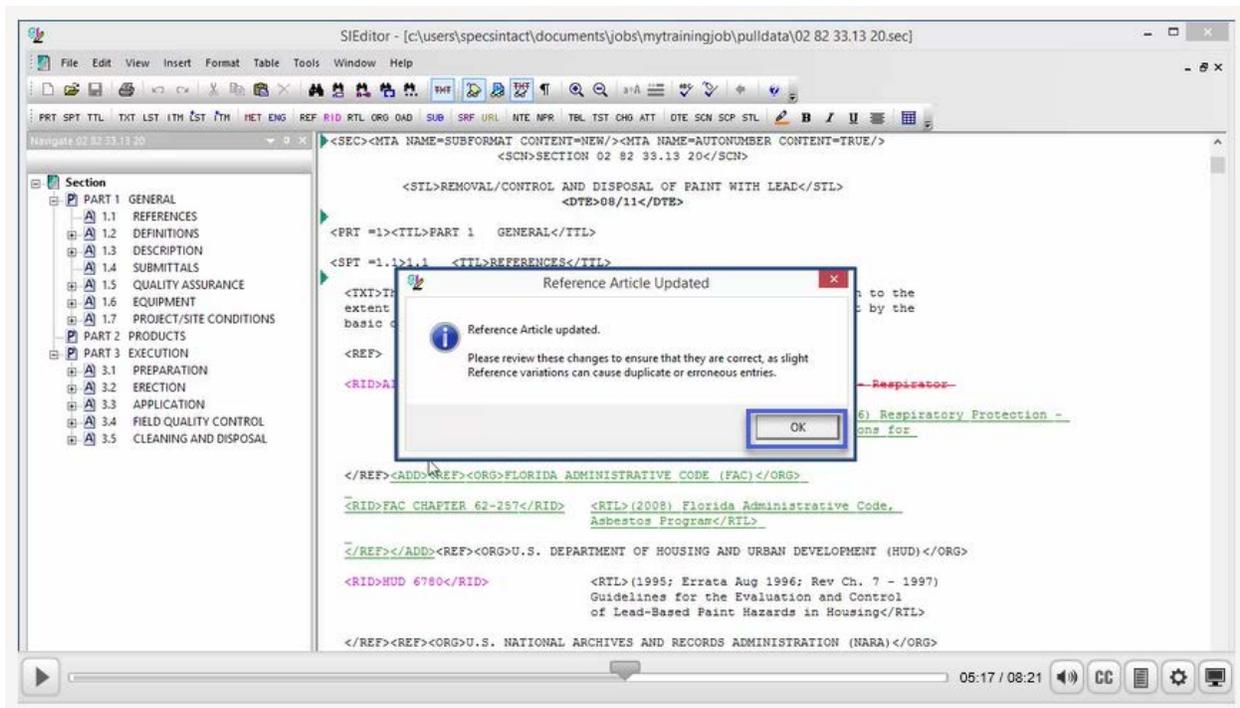
In order for the Editor to easily locate these issues, it turns off both the Toggle Tags View and Toggle Revisions. Before we make any changes, let's go ahead and turn them both back on by *selecting* the **Toggle Tags View** button and the **Toggle Revisions** button on the Si Editor's Toolbar. Rather than changing the date ourselves, let's place our cursor over the AIHA Z88.6, you'll notice the mouse-over hint appears so you can easily see there is a distinct difference with the Publication date. Let's go ahead and *right-click* and *choose* **Check Reference**.



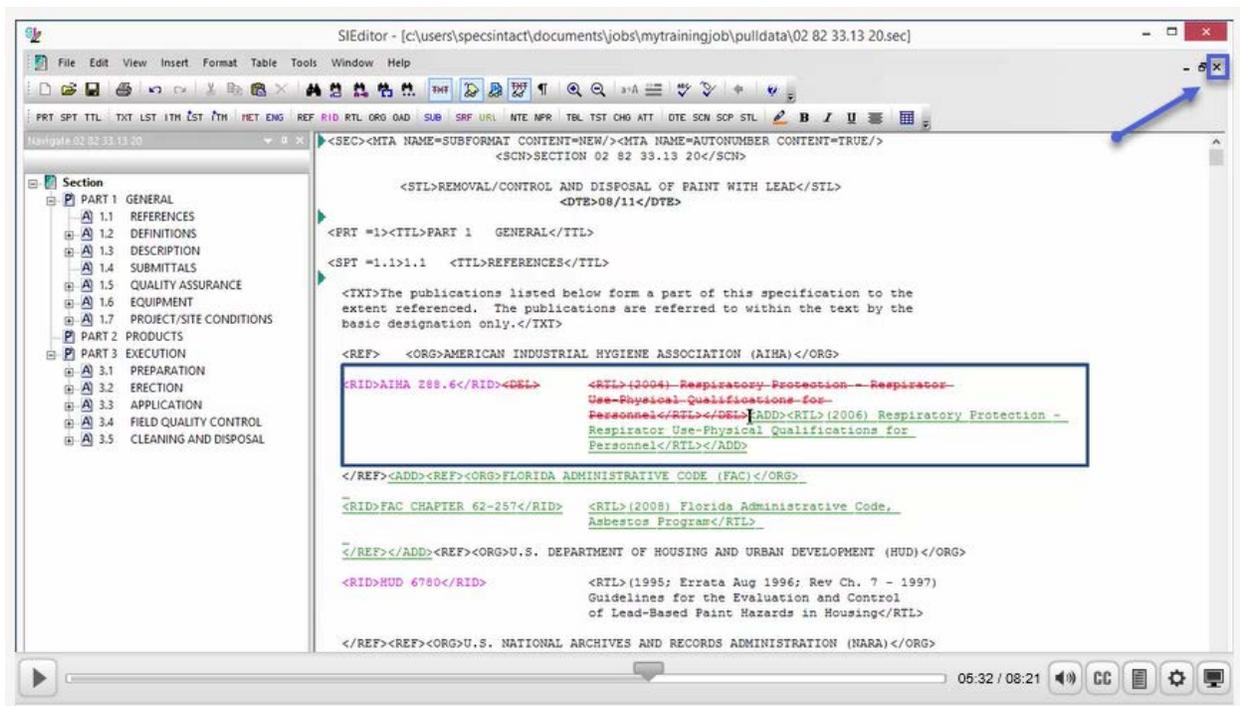
Before we continue, let's talk about what this feature does! It enables the system to compare the Organization Name and Title for the corresponding Reference ID, as it is found in the Section's Reference Article with any corresponding listing in the Unified Master Reference List (UMRL) or the Supplemental Reference List (SRL). When there is a difference, you are given the opportunity to update the Reference in the Section to match what is found in the UMRL. In this case, you will see that the Reference Titles differ. If there was a discrepancy with the Reference Organization and Title both fields would be selected and you would have checkmarks next to both options located at the bottom of this dialog box. Since we already know we want to update this Reference, let's select Yes.



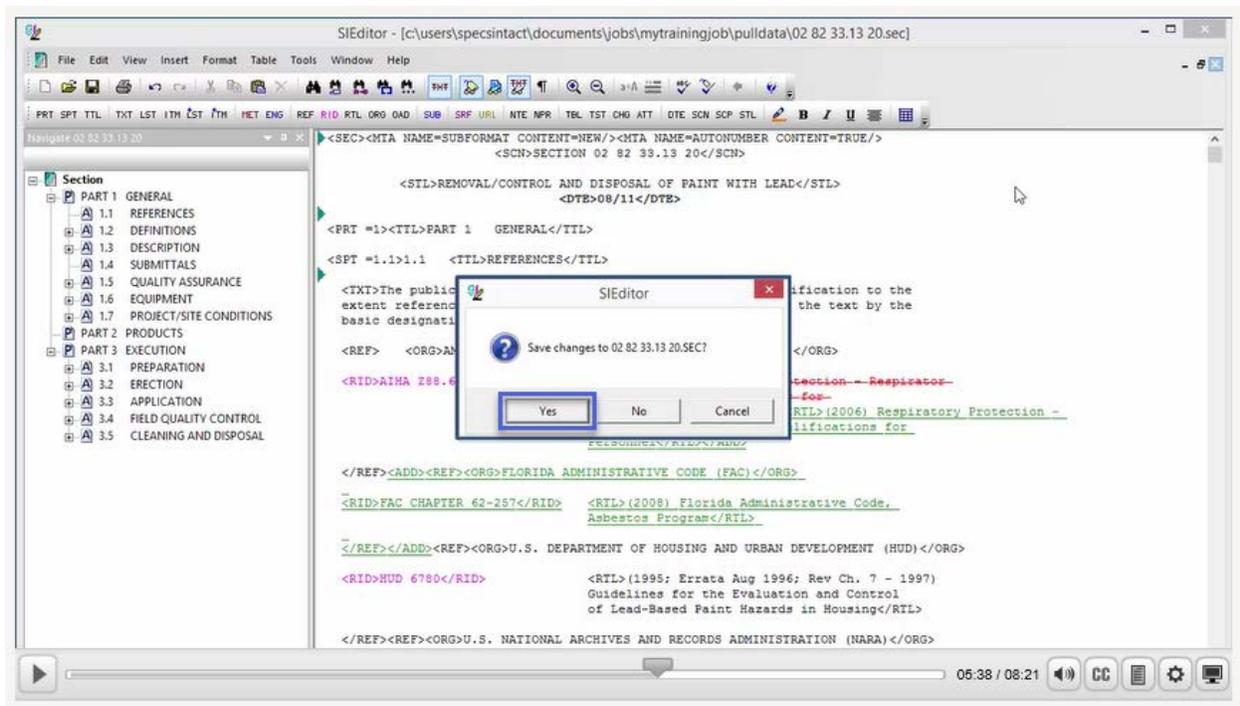
Immediately a message box opens informing you that the Reference Article has been updated, so let's go ahead and select **OK**.



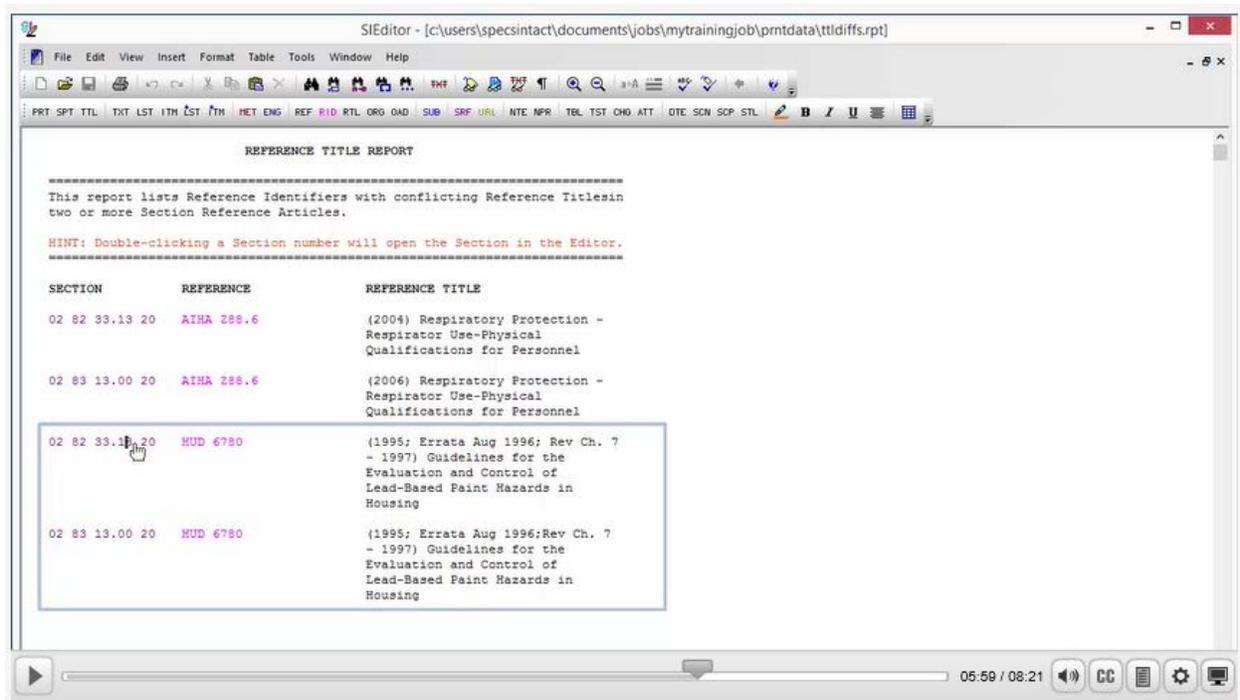
Since we are using Revisions, you will see that the original Reference Title has been deleted and was replaced by the correct one. Let's Close the Section by selecting the lower-tiered 'X'.



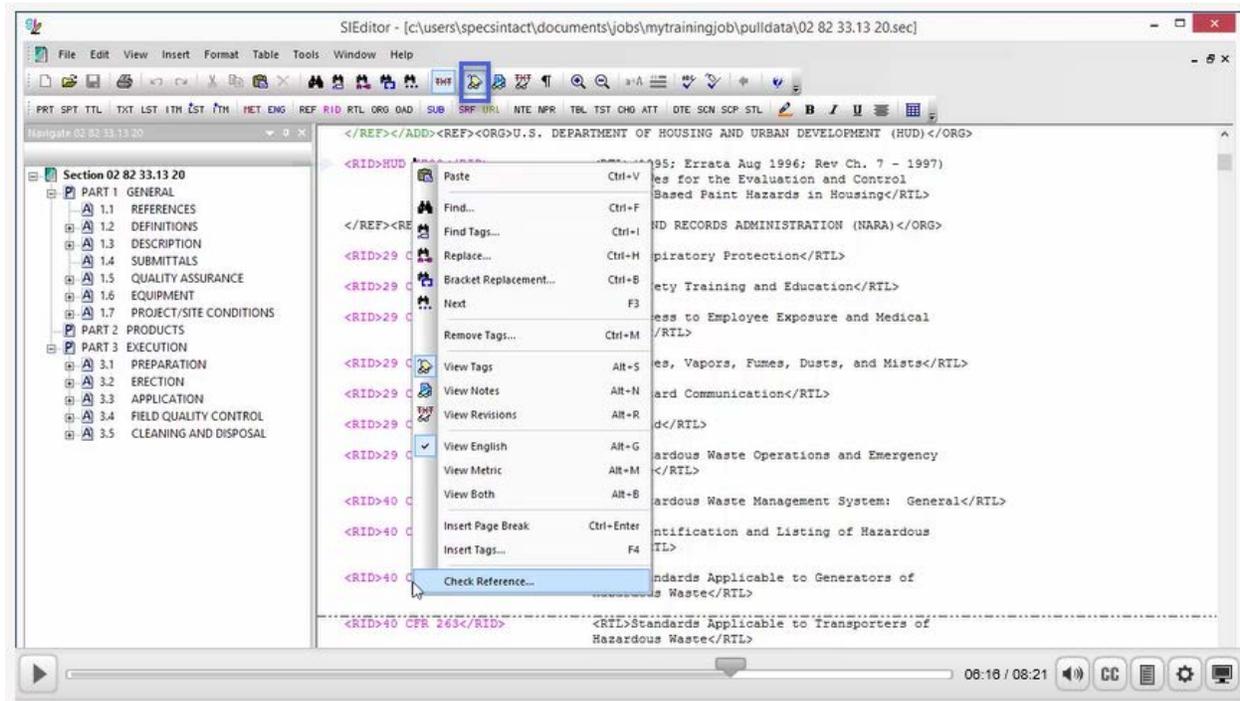
When prompted to save the changes, let's go ahead and select Yes.



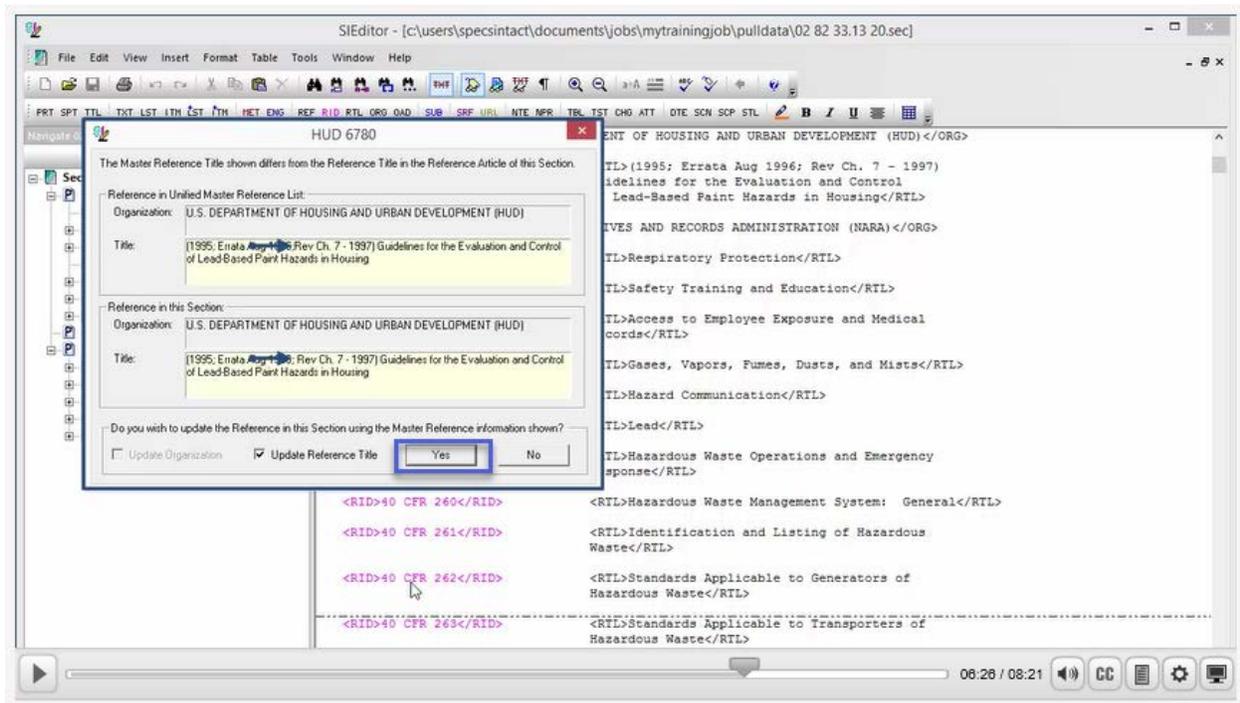
If you recall, we had two other discrepancies for HUD 6780 that needed to be fixed. Since this particular issues isn't jumping out at us so I suggest we let the Check Reference feature work its magic! Let's place our cursor over the **Section number** for HUD 6780 and double-click in order to open the Section.



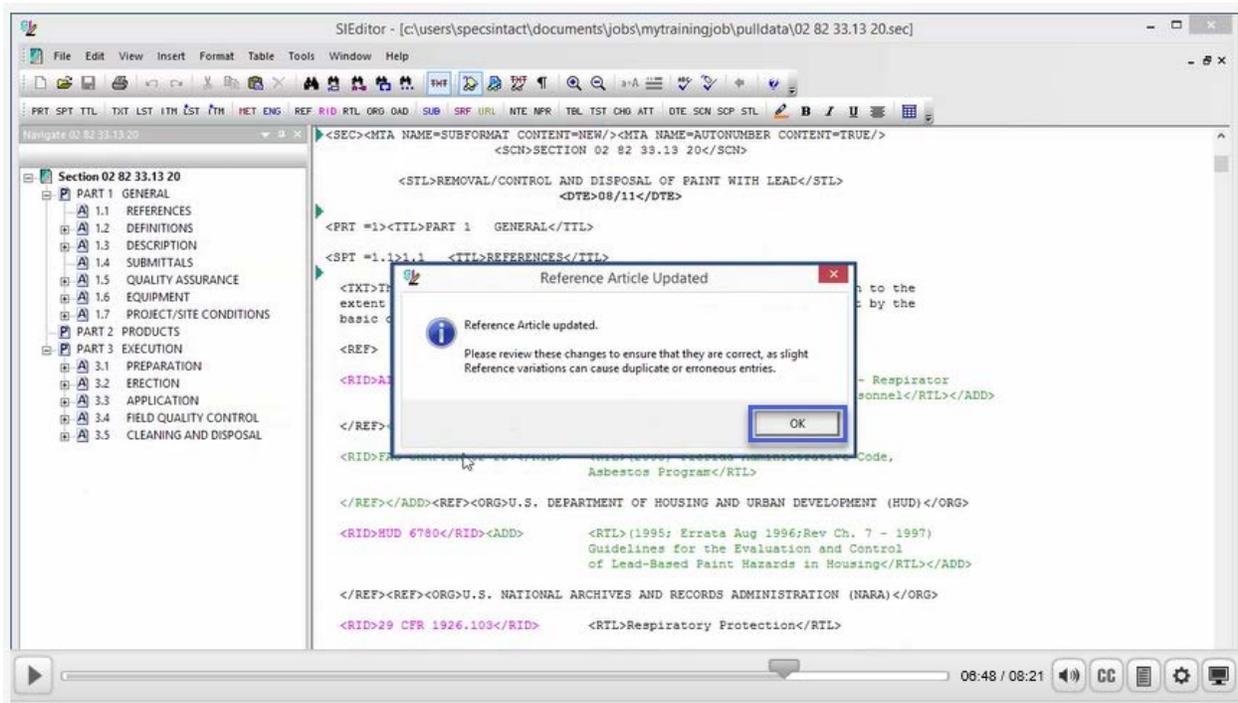
As before, we need to turn our Toggle Tags View on by selecting the button on the Toolbar. Now let's *place our cursor over the Reference, right-click* and *choose Check Reference*.



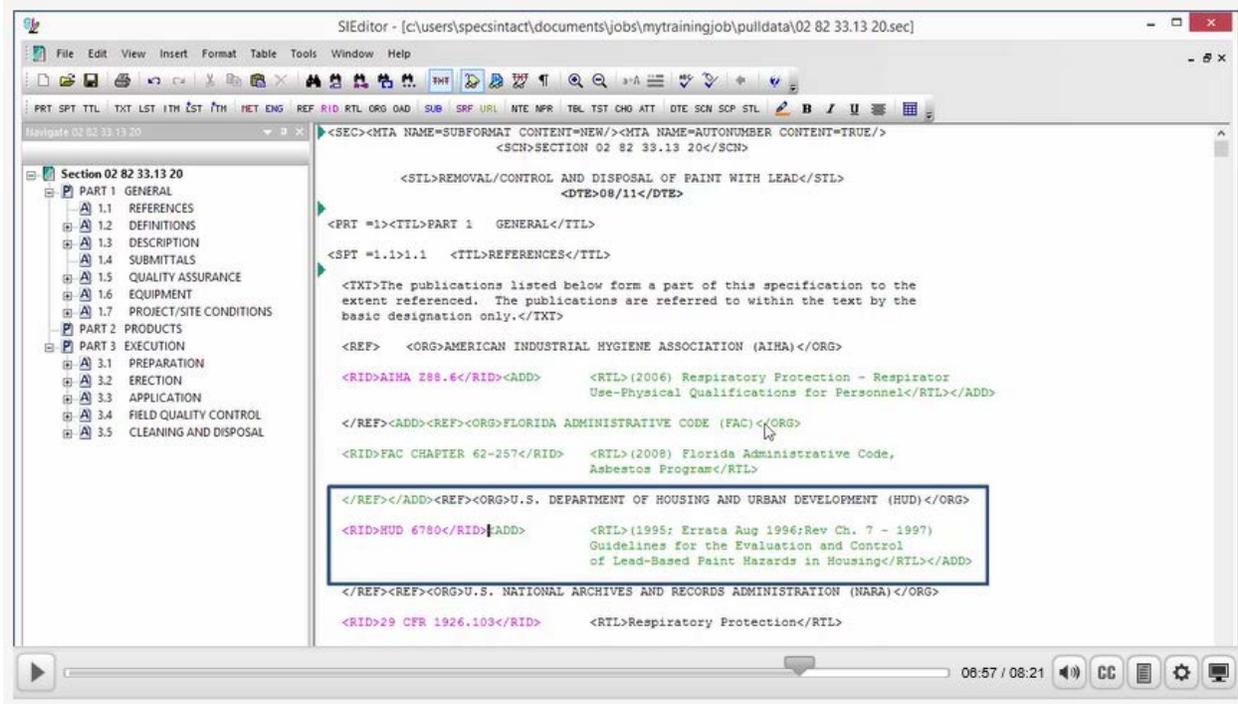
Again, you will see there is an issue with the Reference Title. If you look closely enough this discrepancy is a result of an additional space following semi-colon after 1996, just before Rev. Before the implementation of the Reference Wizard and Reference Checking features, this task could be so tedious and frustrating but now it is so easy! Let's finish by *selecting Yes*.



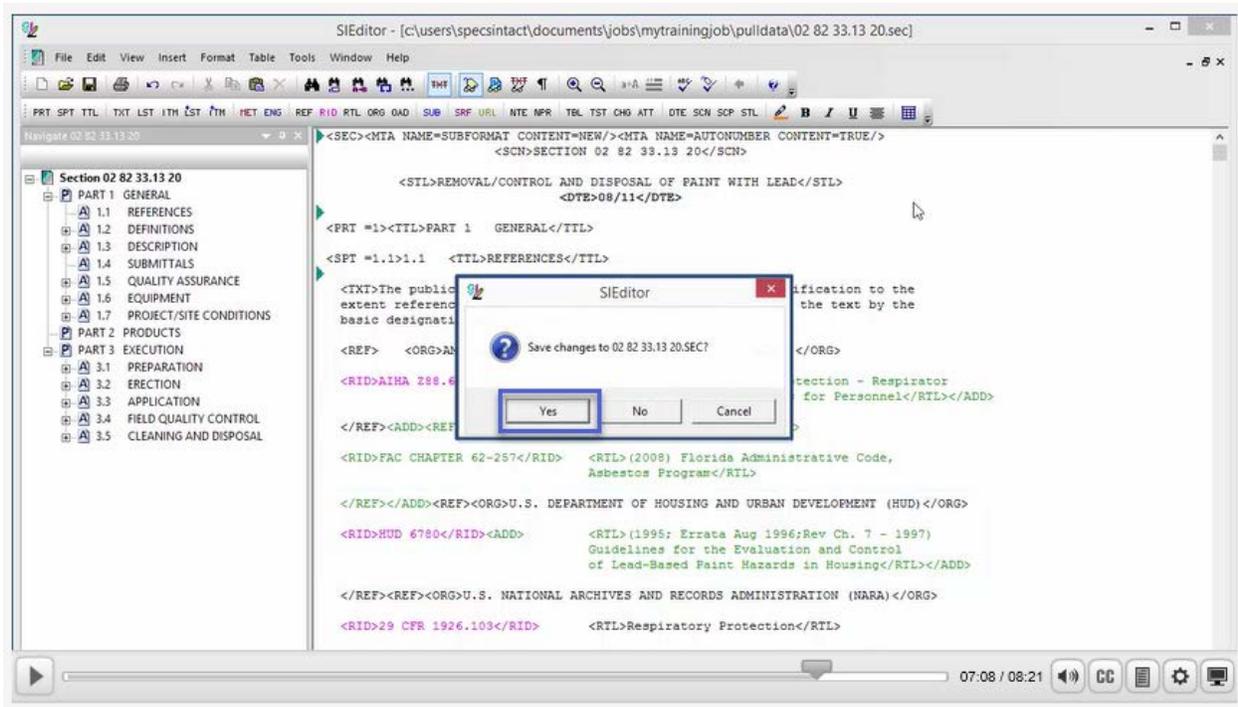
When the message box appears stating the Reference Article has been updated, let's go ahead and select **OK**.



This process can be used to locate any Reference issue and I urge you to take advantage of these features in order to reduce the time it takes to find and correct these issues.

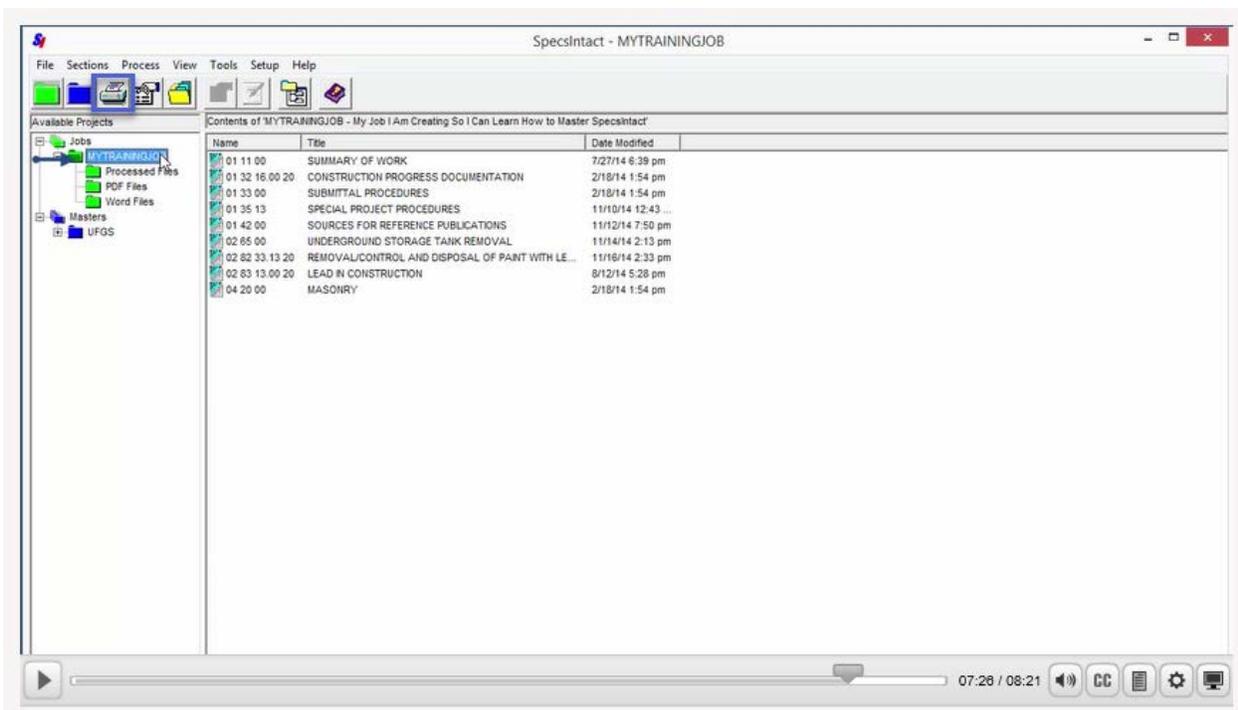


Let's go ahead and close our Section and when prompted to Save the Changes, select Yes.

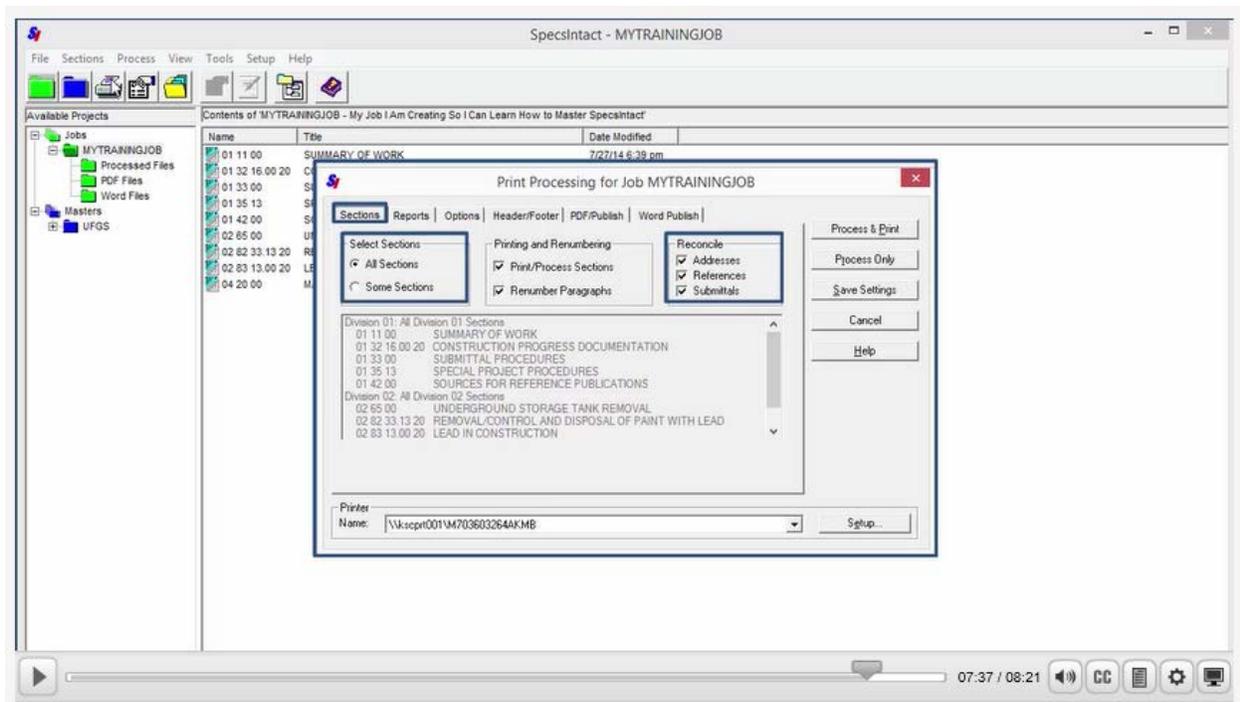


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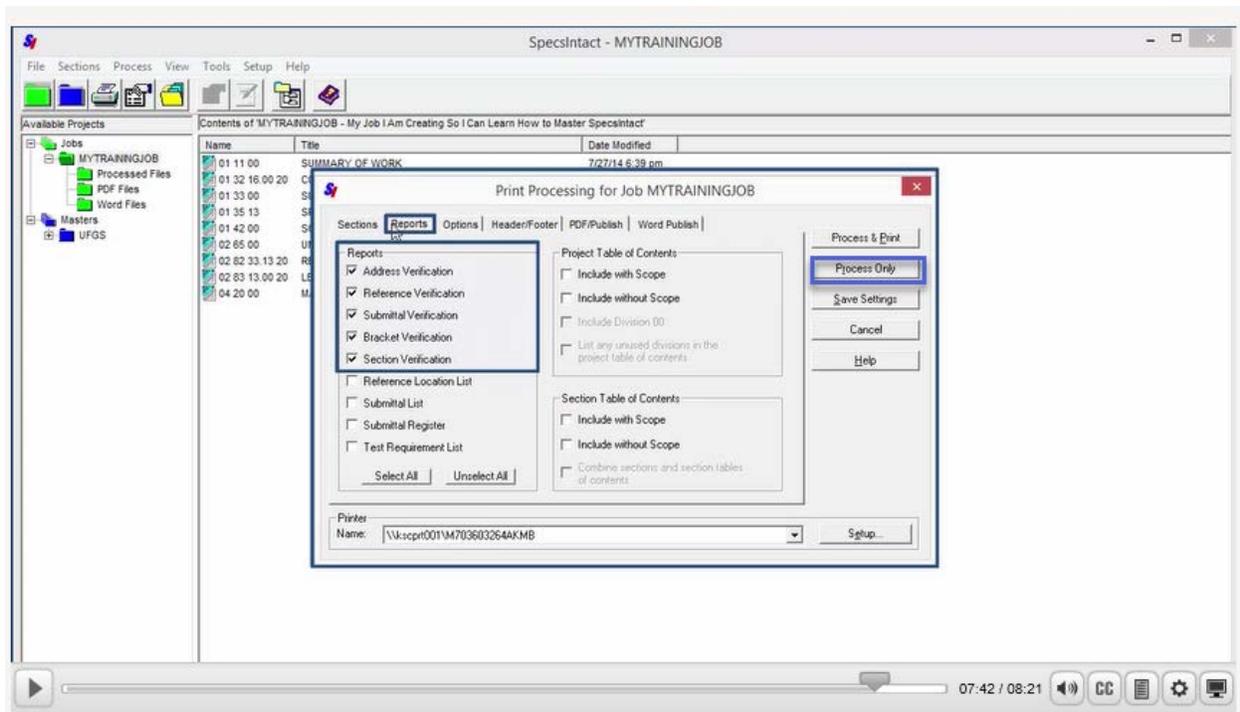
Now that we have fixed the problems, we still need to verify that the changes we made has cleared the Reference Title Report. To do this, we need to re-generate the Reports by first selecting our Job so we are no longer on the Processed Files folder, then select the Process Print/Publish button on the Toolbar.



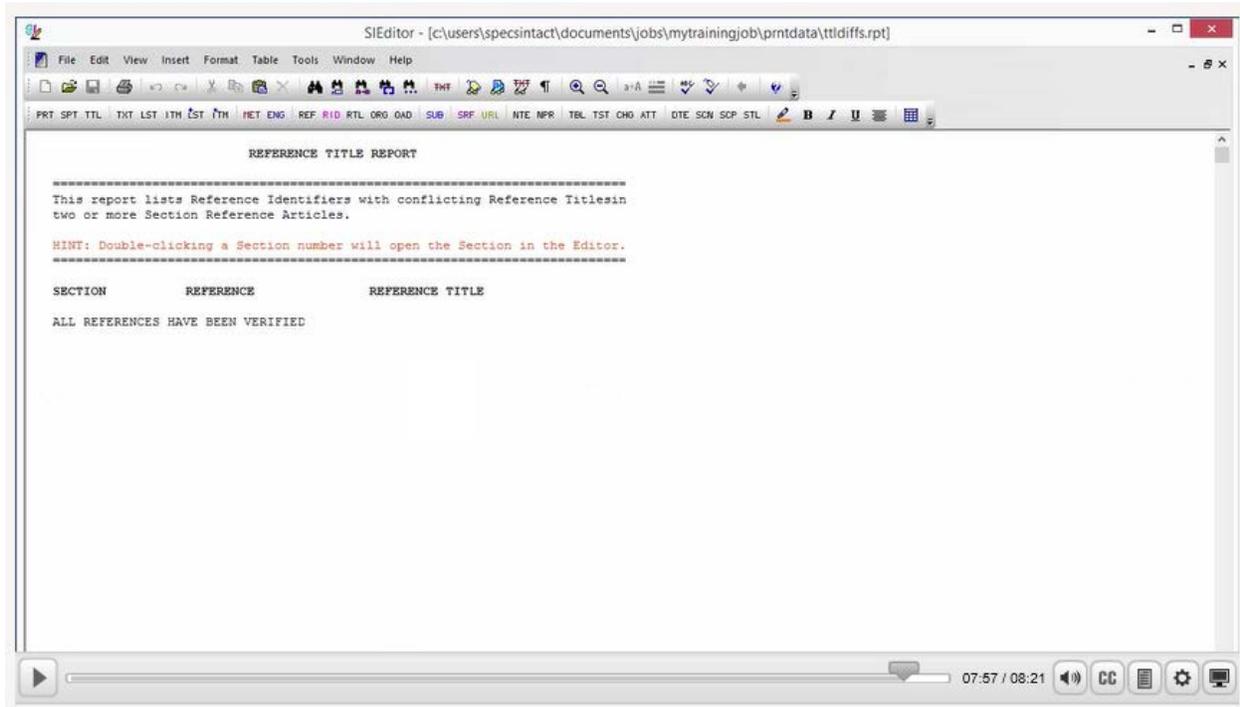
On the Sections Tab, verify that All Sections is selected along with the three Reconciliation processes.



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 Title Report**. As you see, ALL REFERENCES HAVE BEEN VERIFIED. When you have a lot of errors on your reports, feel free to process them at any time so you can see how many issues have been resolved, and then continue until the report is clear! You are now ready to proceed to the next module.



## 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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