

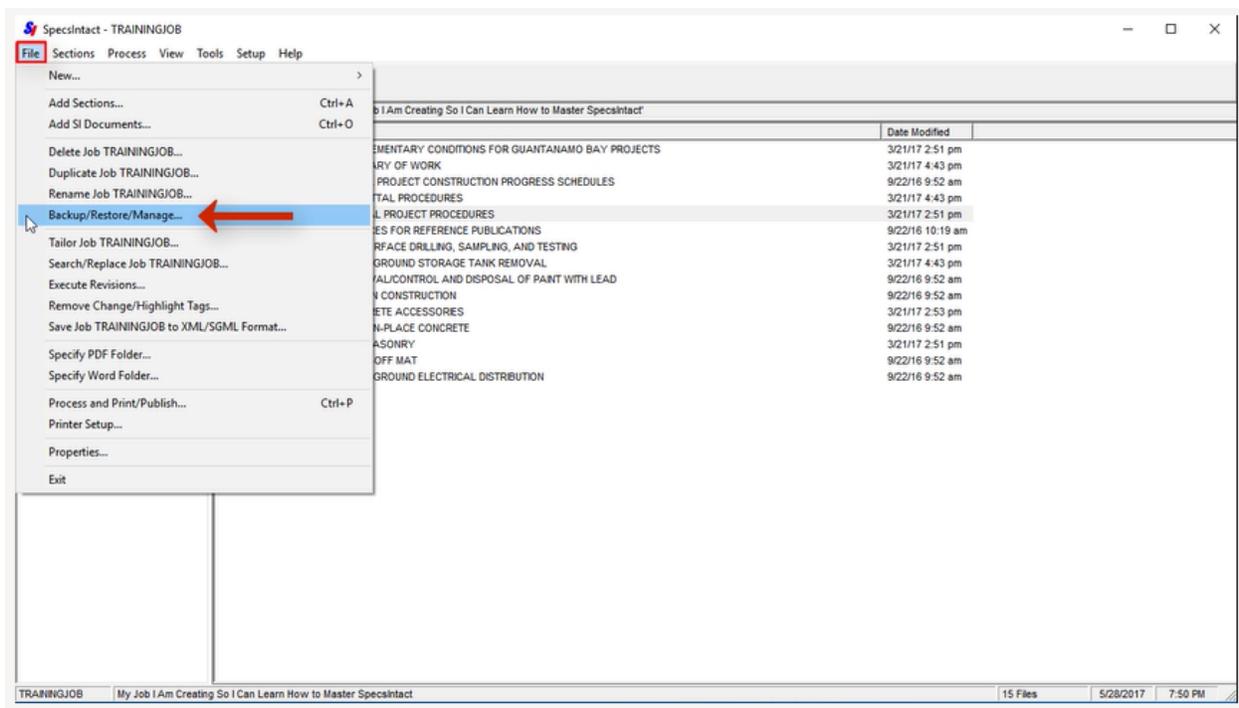
# SpecsIntact eLearning Modules Transcript

## Module: Chapter 8 – Restore A Job

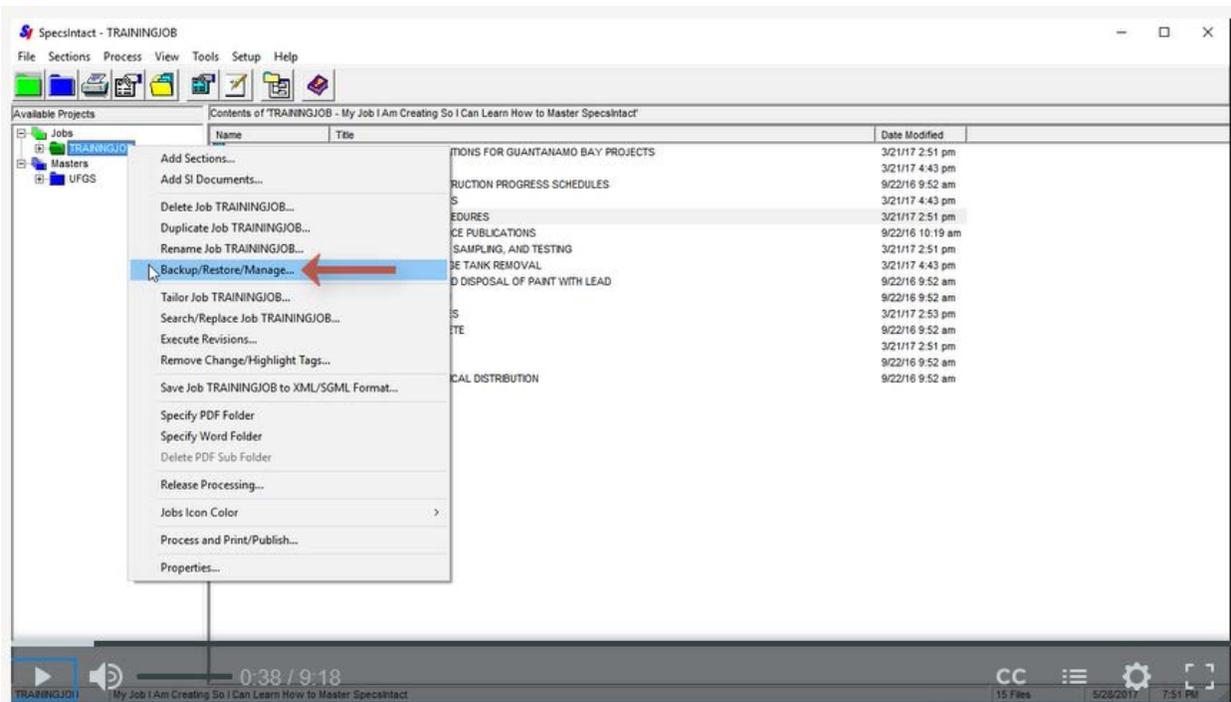
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

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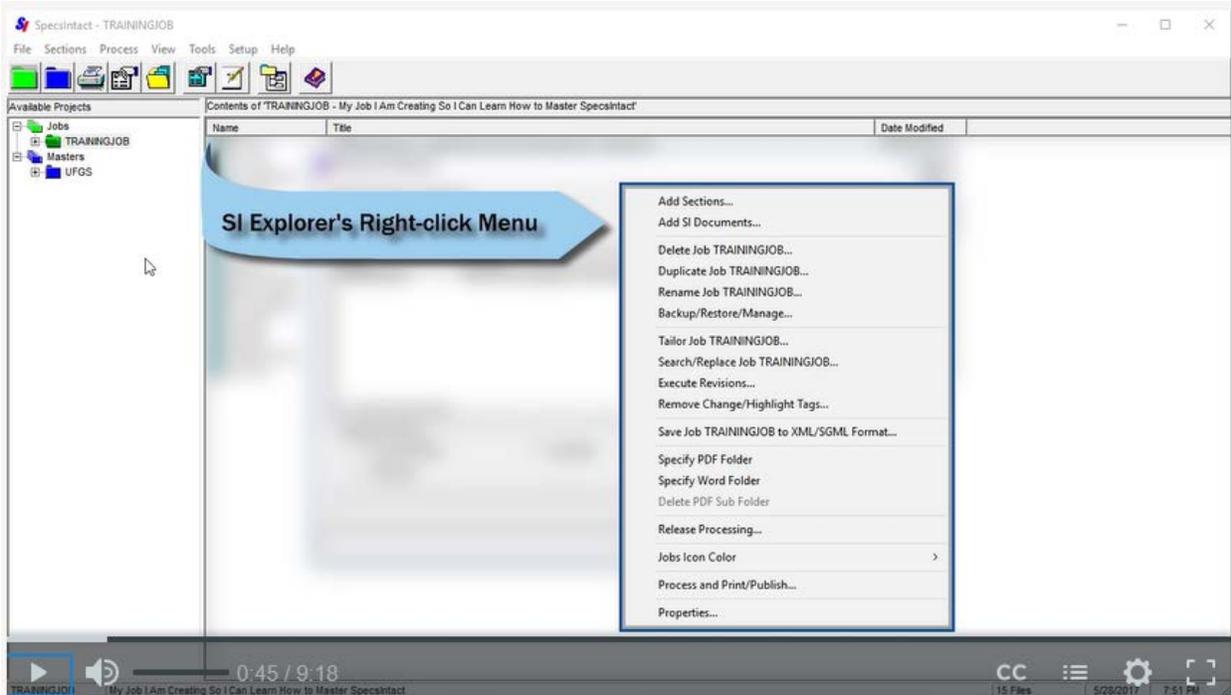
Earlier in this Chapter of eLearning modules we discovered the techniques used to manage and Backup a Job. In this module, we will focus on the steps required to Restore a Job. Let's get started! I am going to use my Training Job to demonstrate this feature. There are a couple of methods you can use to Restore a Job. You can go to the File Menu and *select Backup/Restore/Manage*.



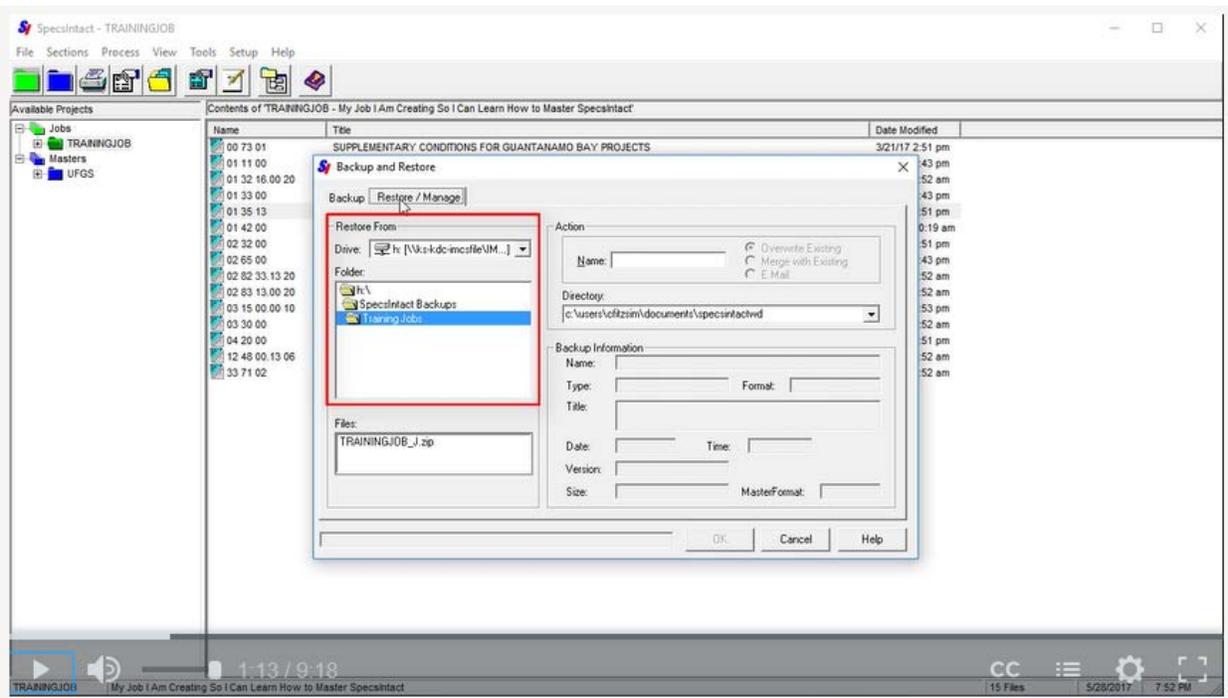
Or you can *right-click* on any Job displayed in the left pane and select **Backup/Restore/Manage**.



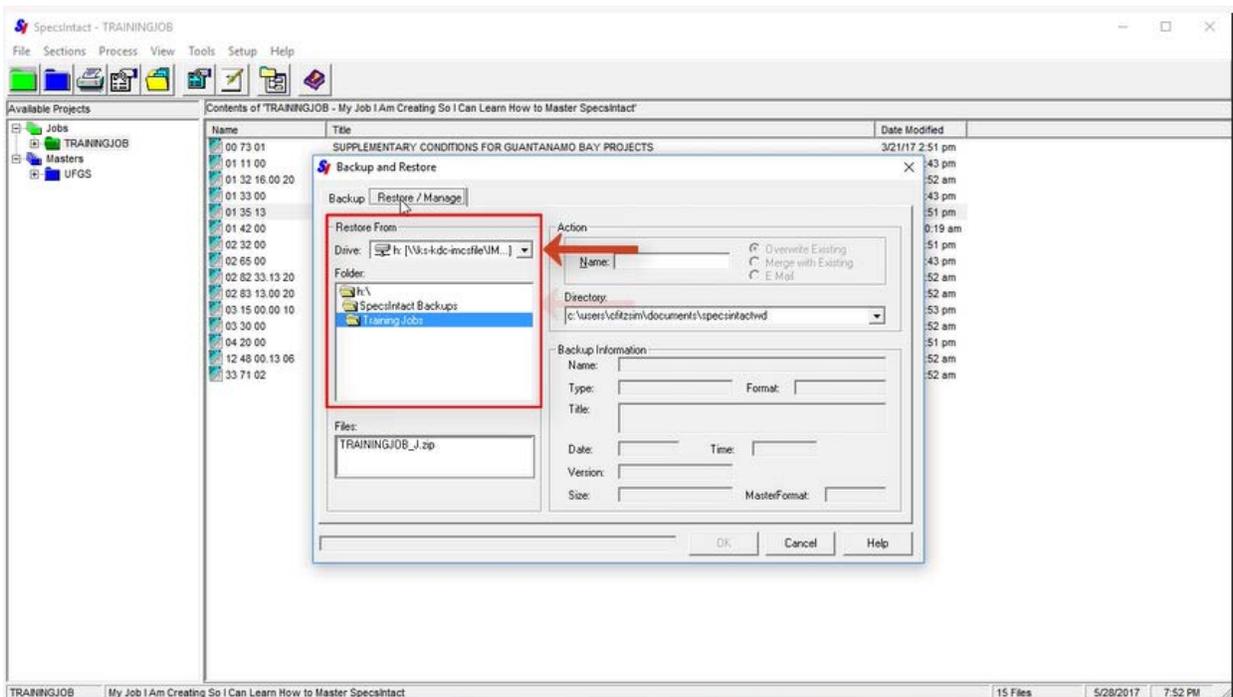
I often use the right-click context menu to do a lot of the commonly used SpecsIntact Explorer functions, but it is up to you to choose the method that you are most comfortable with.



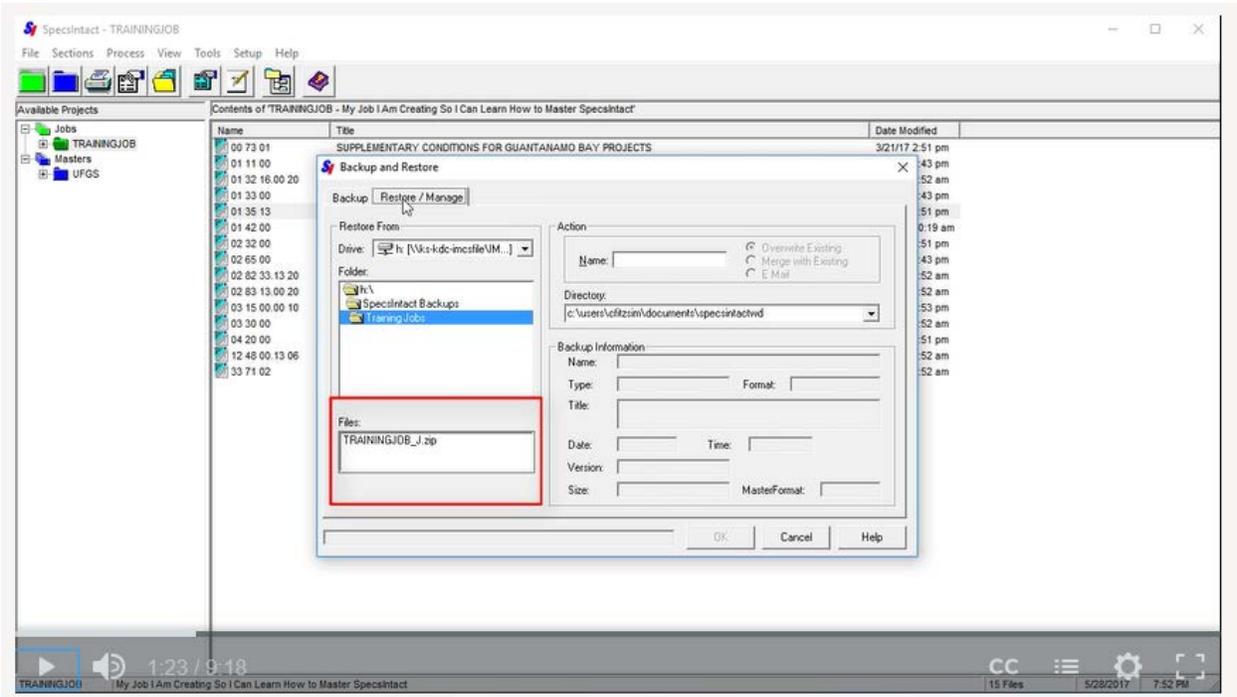
On the Backup and Restore dialog box, we are currently positioned on the Backup Tab, so let's select the **Restore/Manage** Tab.



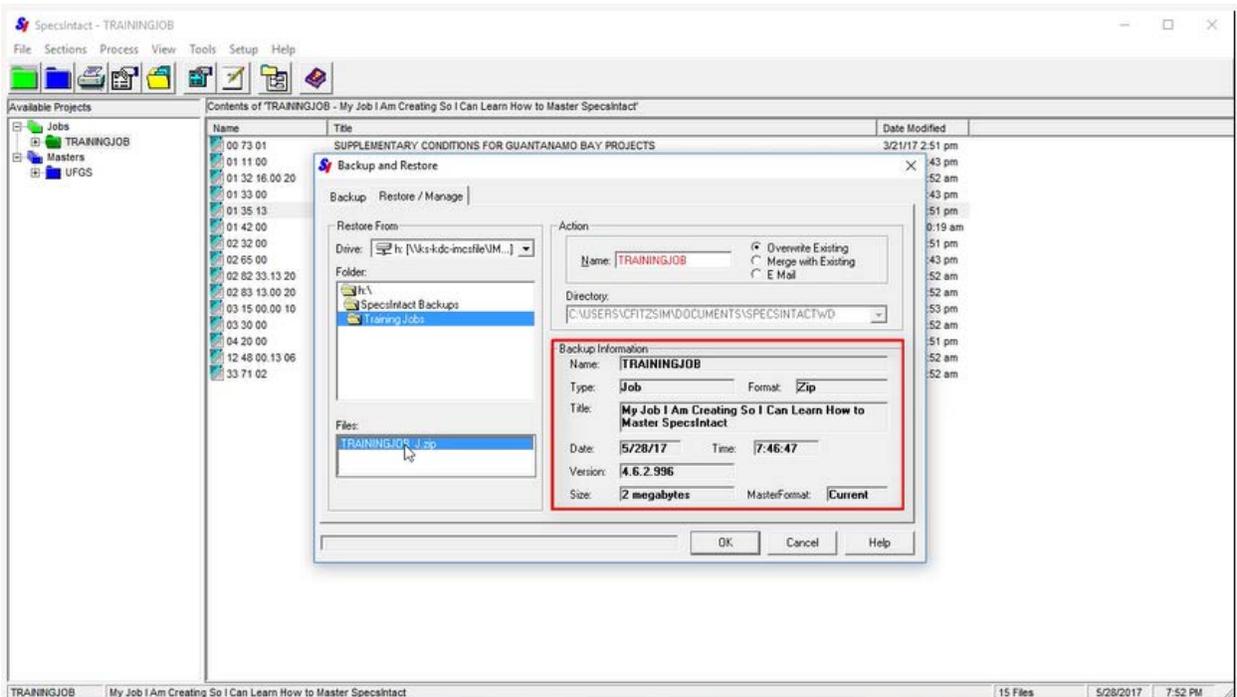
As we examine the details below Restore From, the software positioned me at the same location where I last backed up a Job, which happens to be on my H: Drive, below SpecsIntact Backups and Training Jobs. If the backup was in a different location, you would use the Drive and Folder options to browse to the desired location.



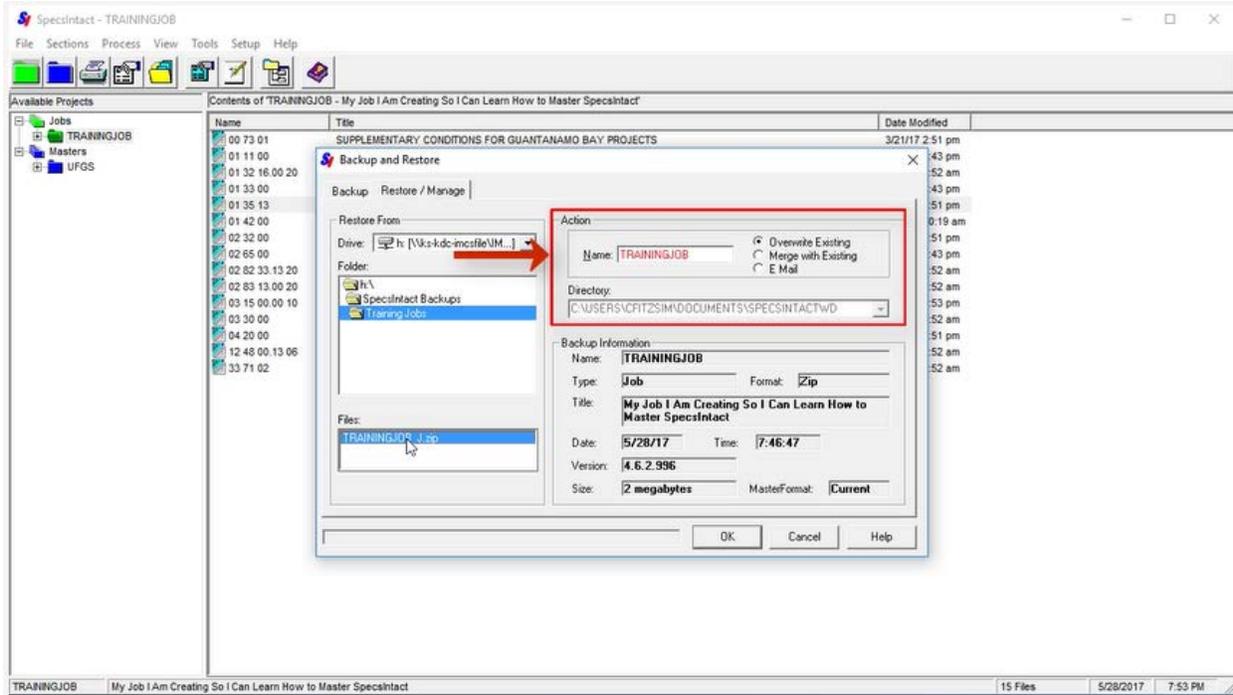
Below Files, I am going to select the TrainingJob\_J.zip file.



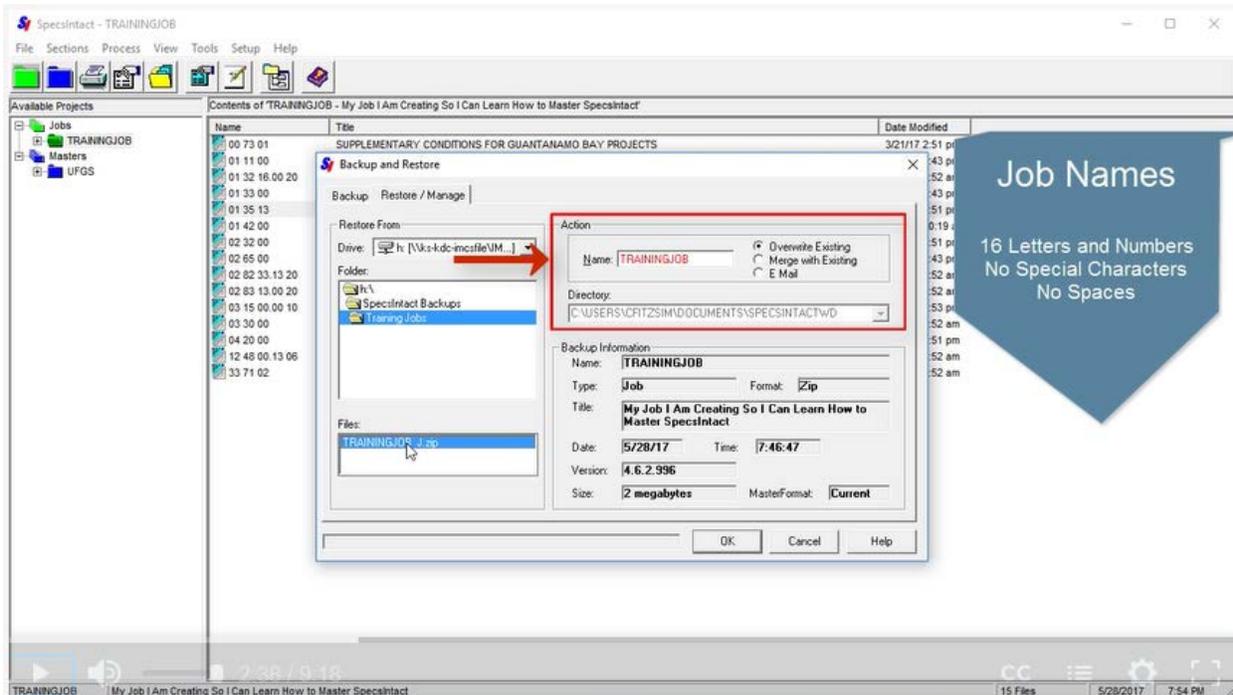
Before we move on, I'd like to bring your attention to the Backup Information that is displayed as soon as you select a Backup file. You will see the Job Name, Type of backup, the backup Format, Job title, the Date and Time the Job was backed up, the Version of SpecsIntact that was installed when the backup was created, along with the size of the backup and the MasterFormat version.



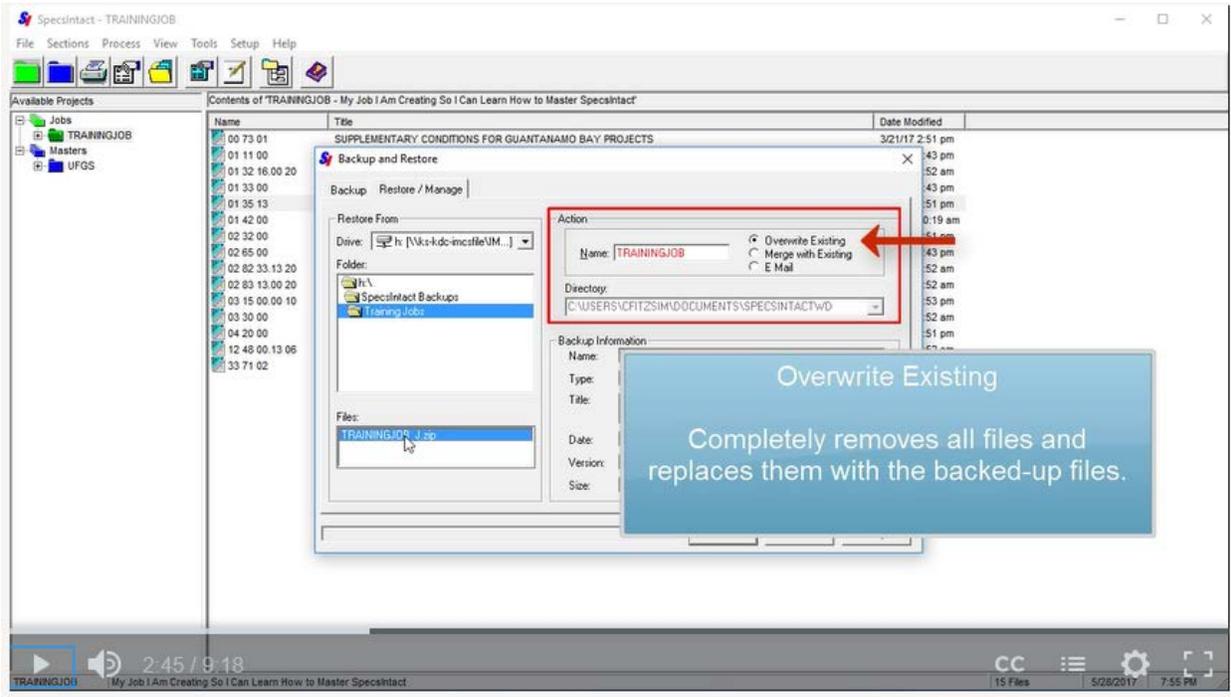
Now, let's focus on the Action Section, starting with the Name field. Jobs that are within one or more of the connected Working Directories will appear with a red font. This was designed to prevent Jobs with the same name in multiple Working Directories. If the Job does not exist in one or more of the connected Working Directories, the Job Name will use a regular black font. If for some reason you do not want to replace the existing Job with the backed up version, you can either enter a new Job Name or append to the existing Job Name. This can be a useful technique when you need to compare the contents of the Job you have on your system with the backed up version.



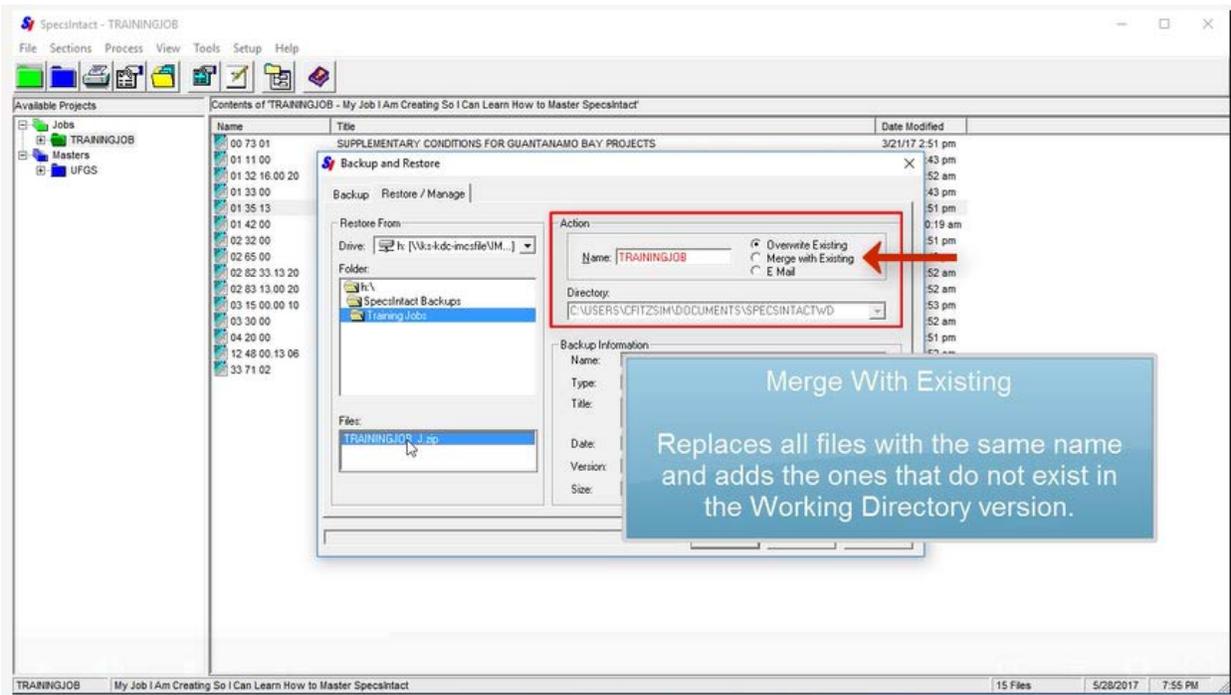
If you choose to modify the Job Name, remember that Job Names can only contain up to sixteen letters and numbers, with no special characters or spaces.



The Overwrite Existing feature will completely remove the files within the Jobs Original Working Directory and replace them with the backup files.

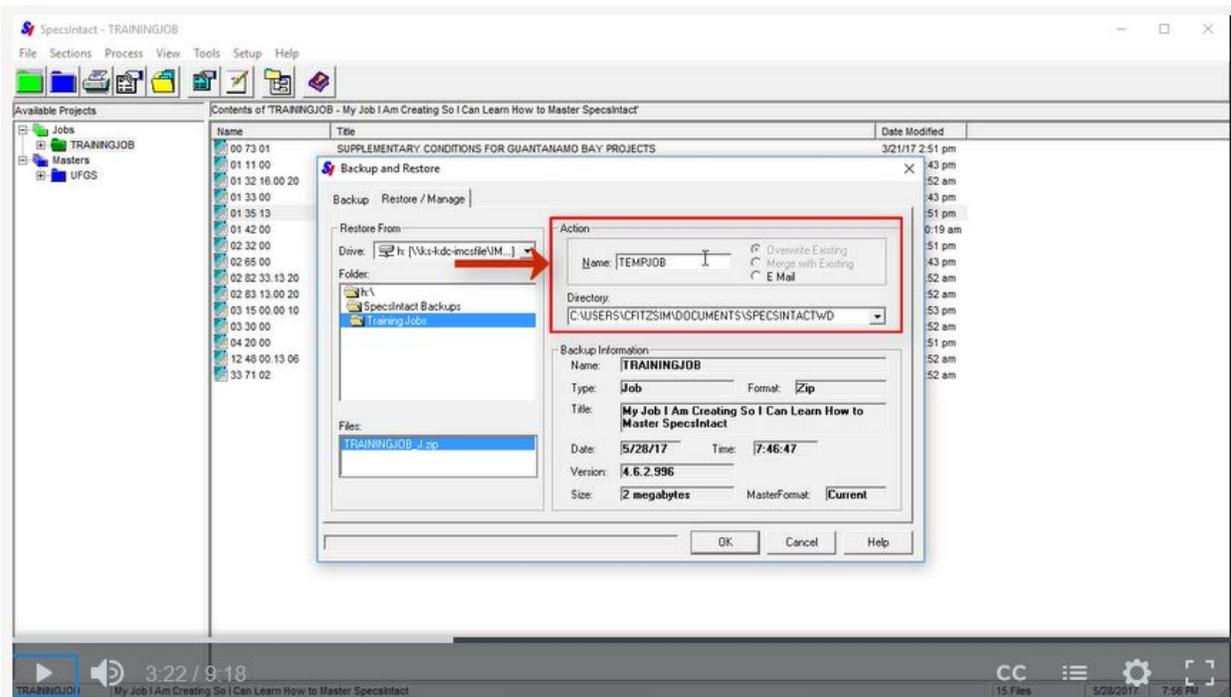


The Merge with Existing will replace all files with the same name and will also add any additional file(s) in the backup that do not exist in the Working Directory version. If you happen to be collaborating on a Job with another Agency, District or Architectural and Engineering Firm, the Merge with Existing can be a very useful tool.

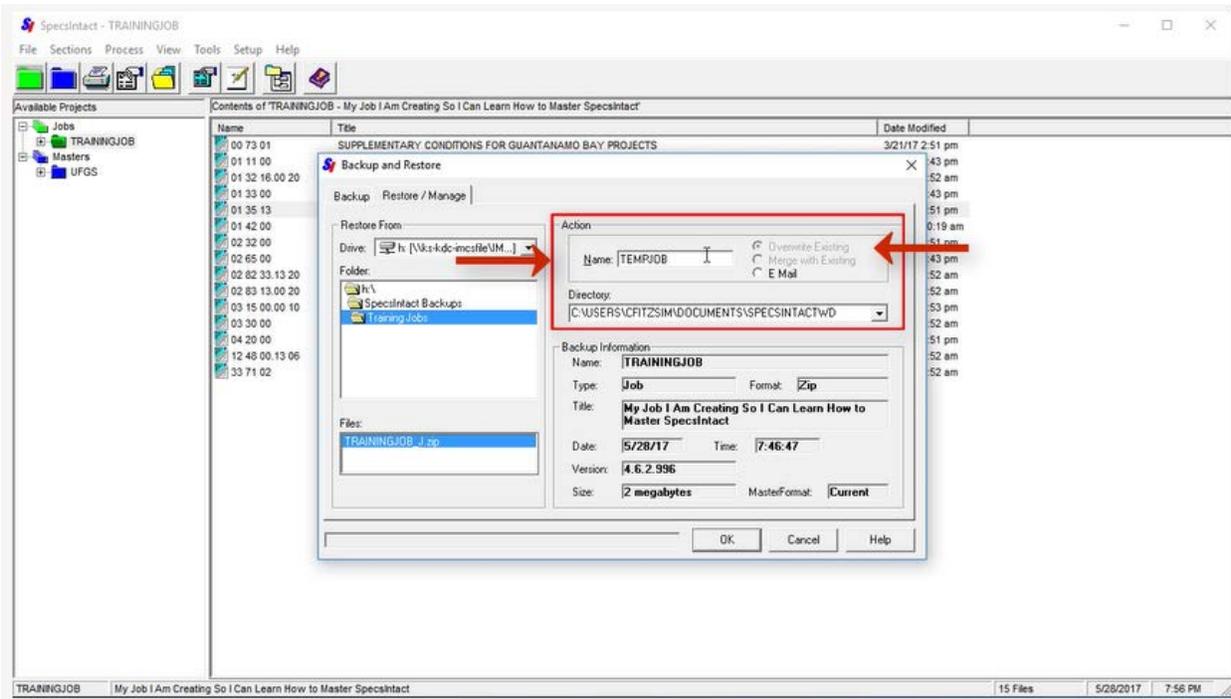


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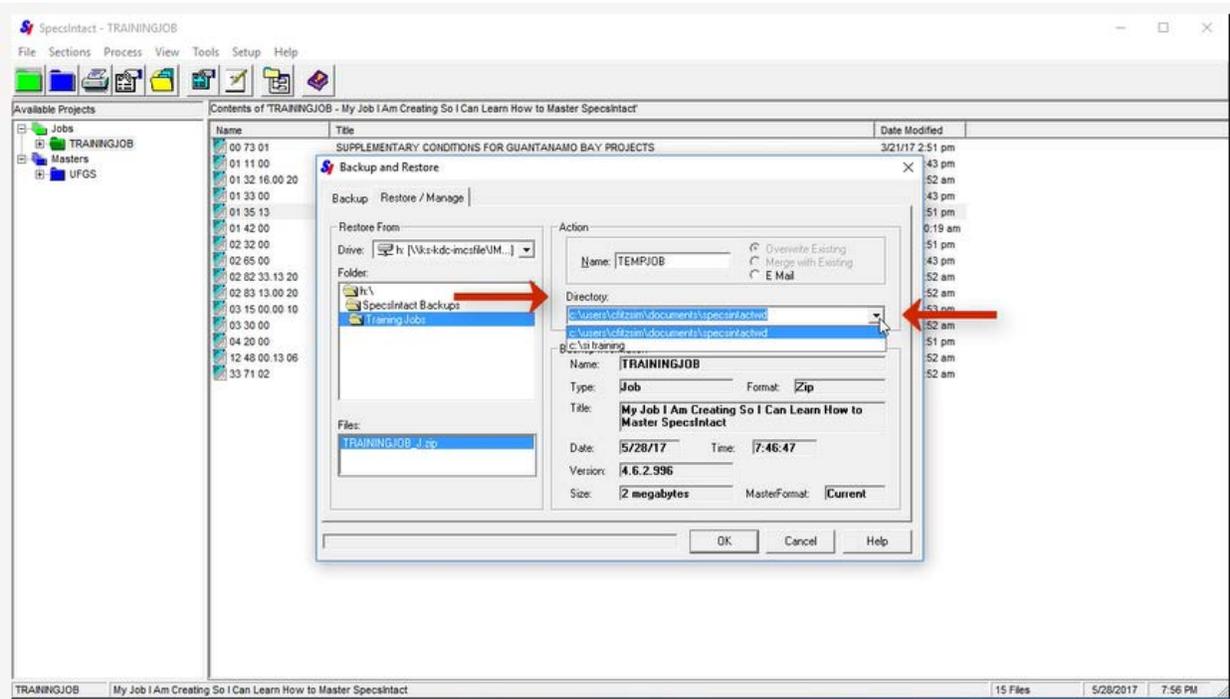
For this demonstration, I'm going to place my *cursor* in the **Name Field** and *enter* TEMPJOB.



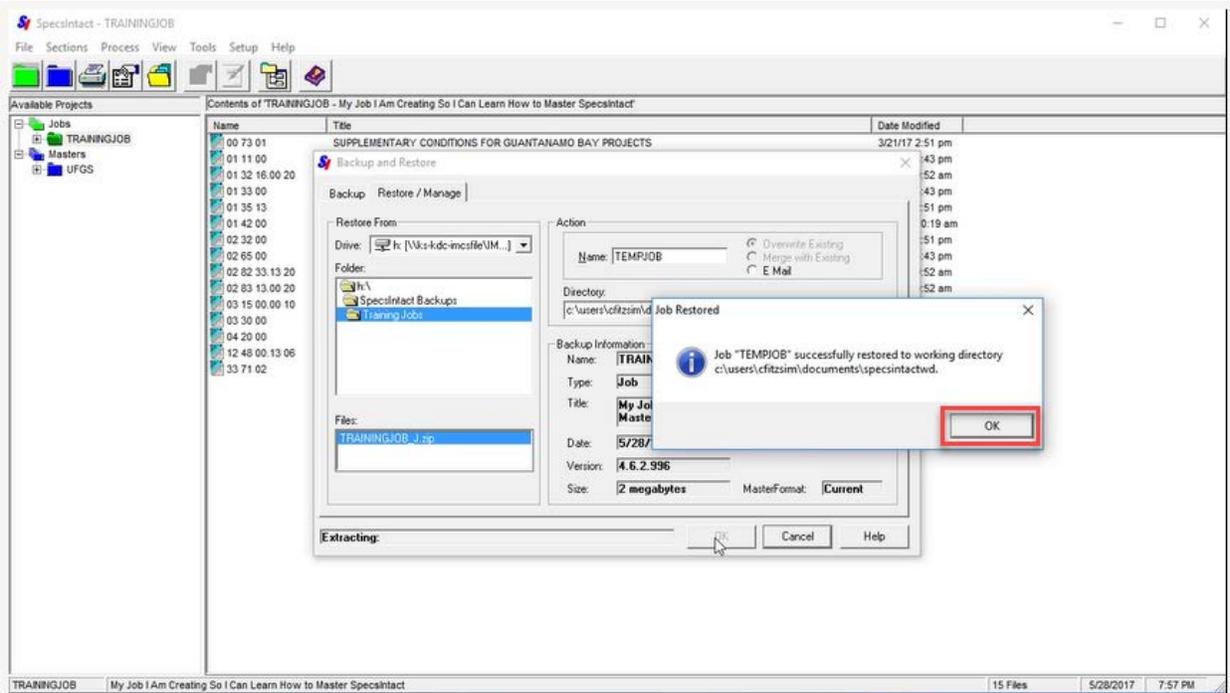
Once I have changed the Job Name, the software recognizes that a Job with that name does not exist within any of my connected Working Directories, so the Job Name font automatically changed from red to black and disabled Overwrite Existing and Merge with Existing.



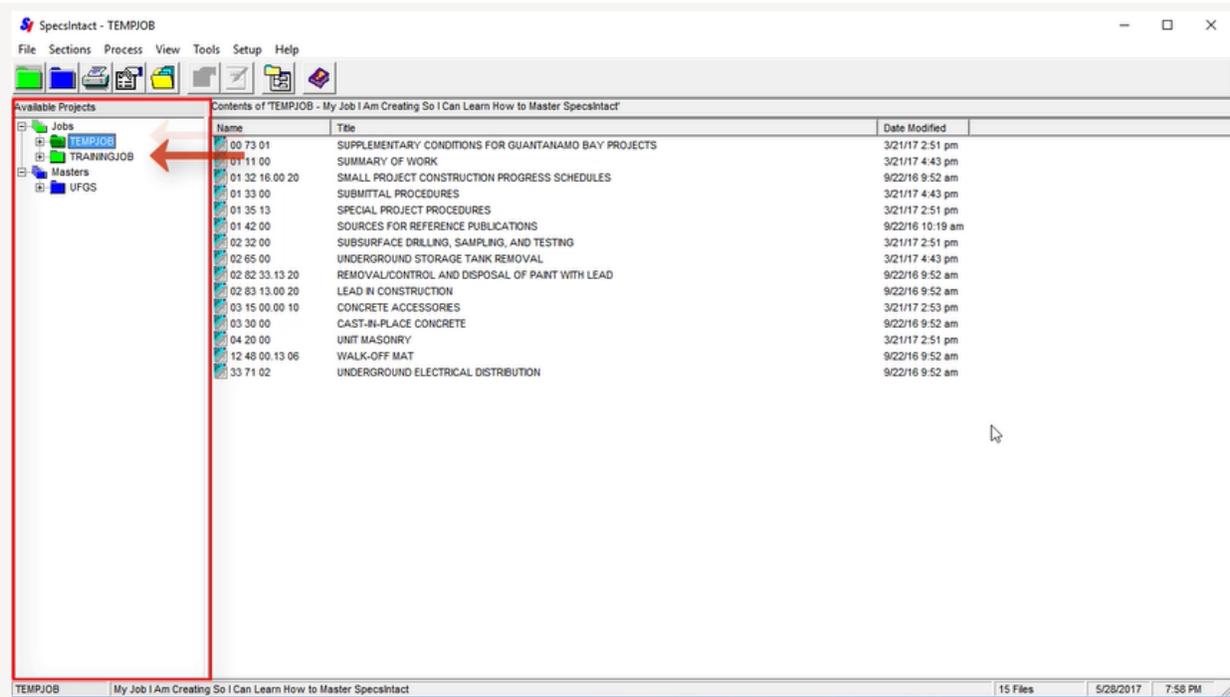
Before we continue, you should always verify that you have the correct Working Directory selected, if not, simply *click* on the **drop-down arrow** to choose a different Working Directory from the list.



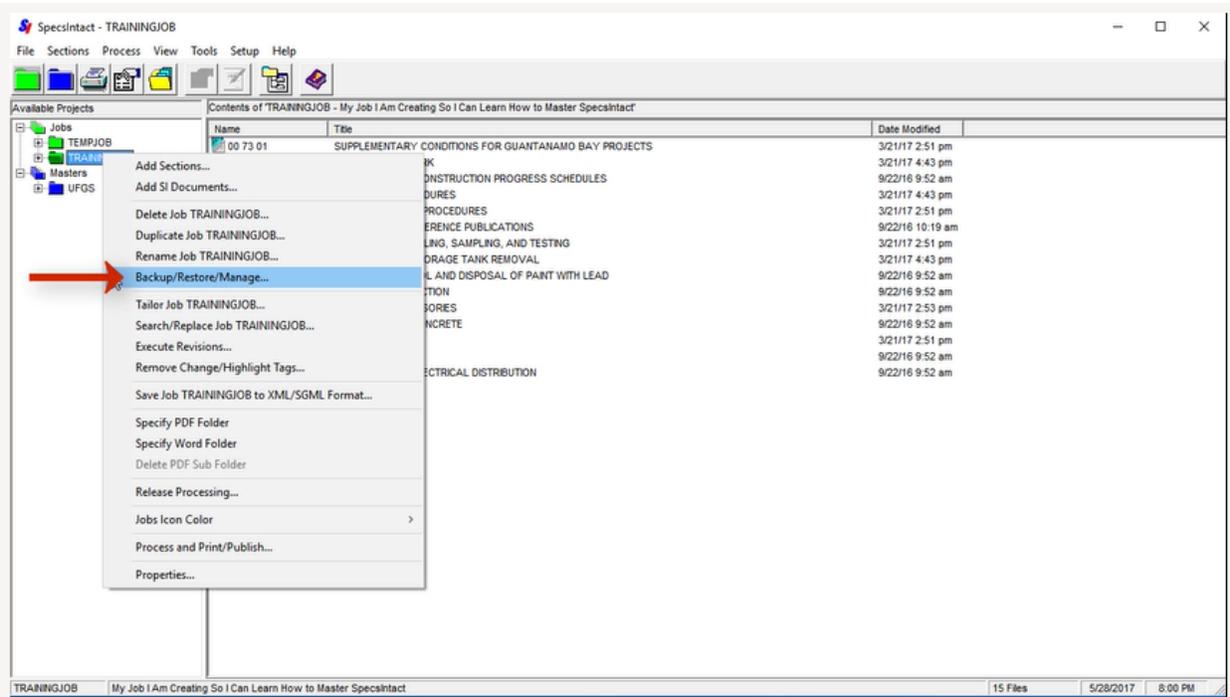
Now let's *select* **OK**. When the message box opens to inform us the Job was successfully restored to the Working Directory, let's *select* **OK** in order to return to the SpecsIntact Explorer.



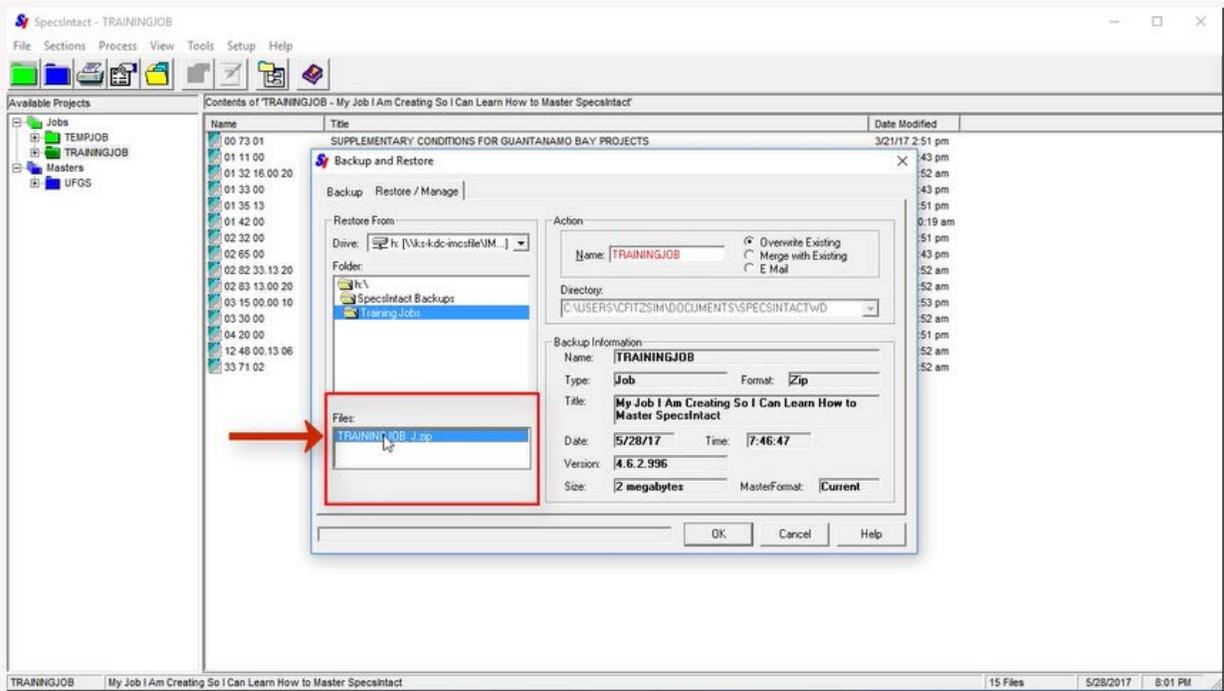
As you see, we now have both the TRAININGJOB and the TEMPJOB.



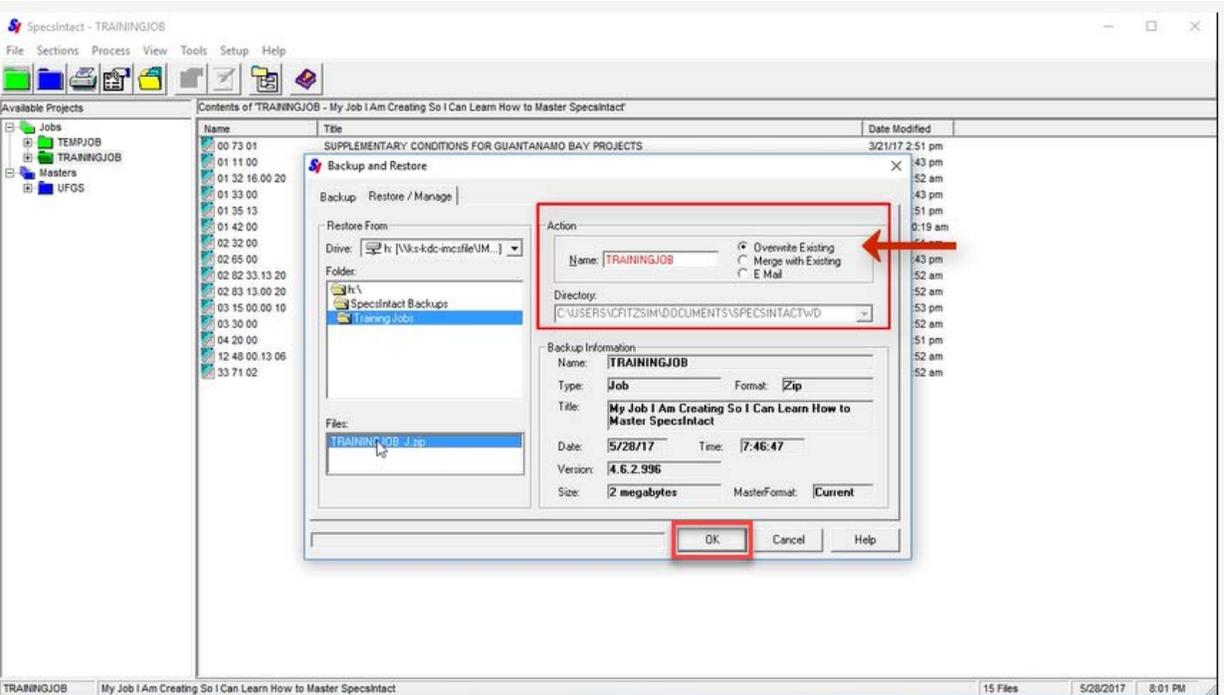
Now I would like to demonstrate how to Restore a Job using the Overwrite an Existing function. Let's *right-click* on one of the **Jobs** displayed in the left pane, and select **Backup/Restore/ Mange**, then select the **Restore/Manage Tab**.



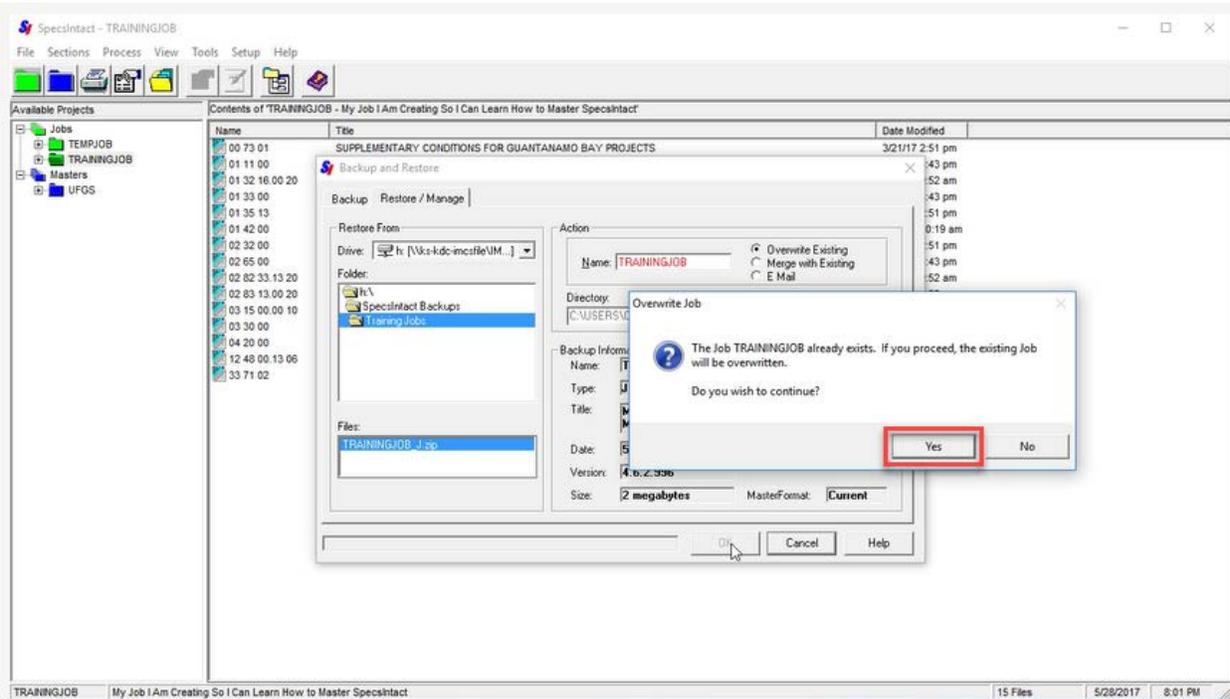
Below Files, select the **backup file** you want to restore.



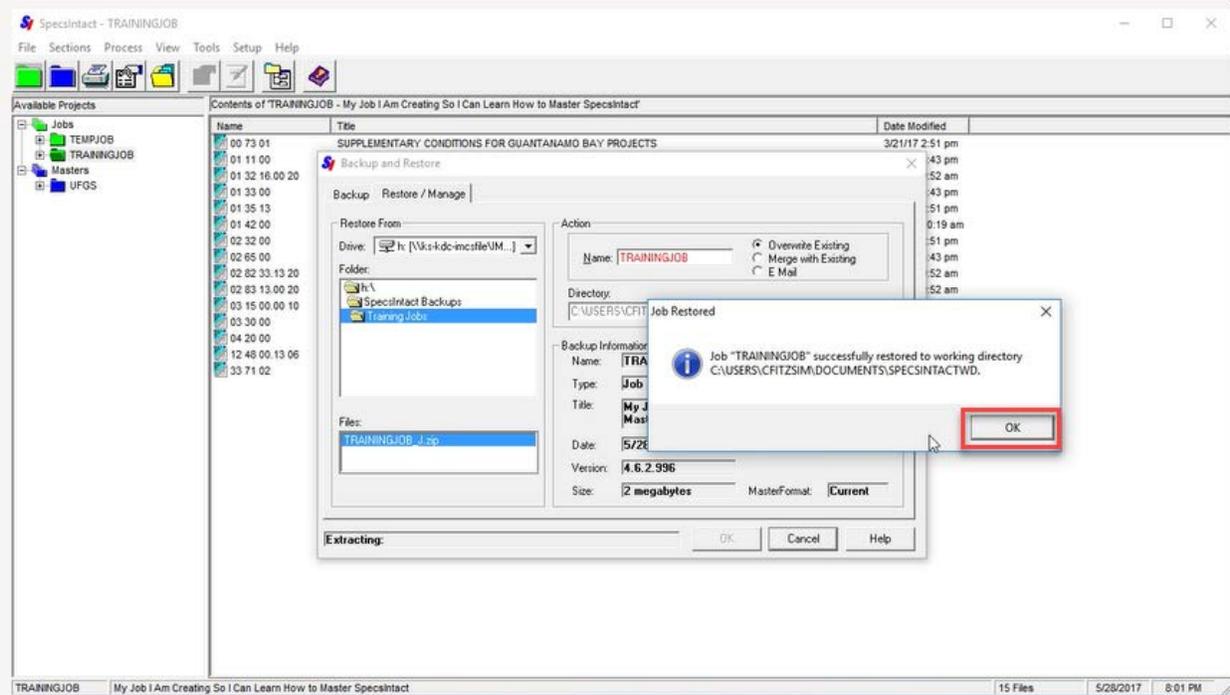
Under Action, we are going to leave the existing Job Name and the default selection to Overwrite Existing and then select **OK**.



Immediately, the Overwrite Job message box opens informing you that the Job already exists and asks if we wish to continue, you want to select **Yes**.

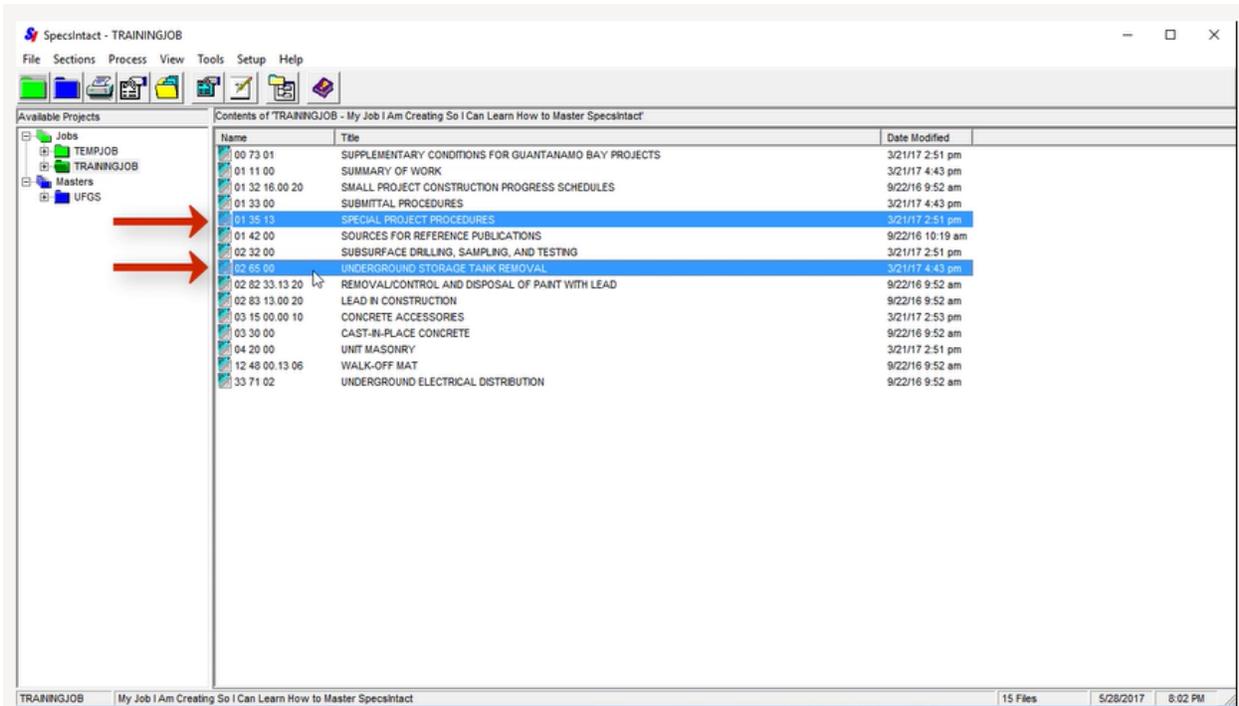


When the confirmation message appears letting you know the Job was restored, go ahead and select **OK**.

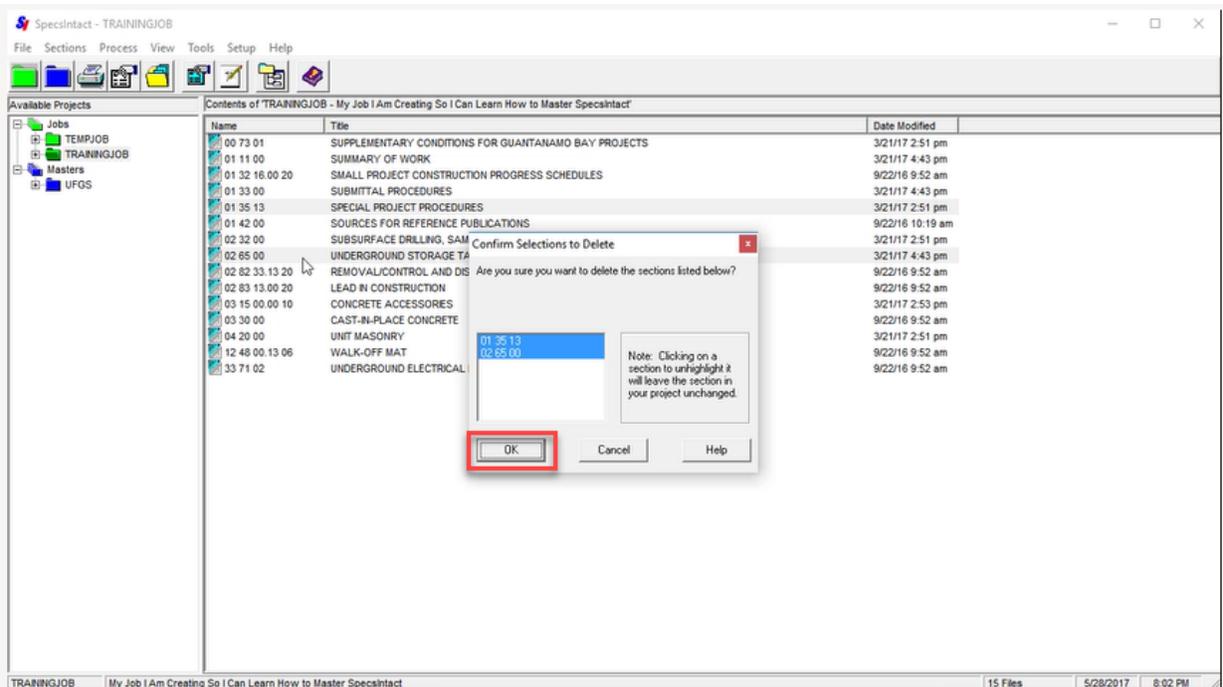


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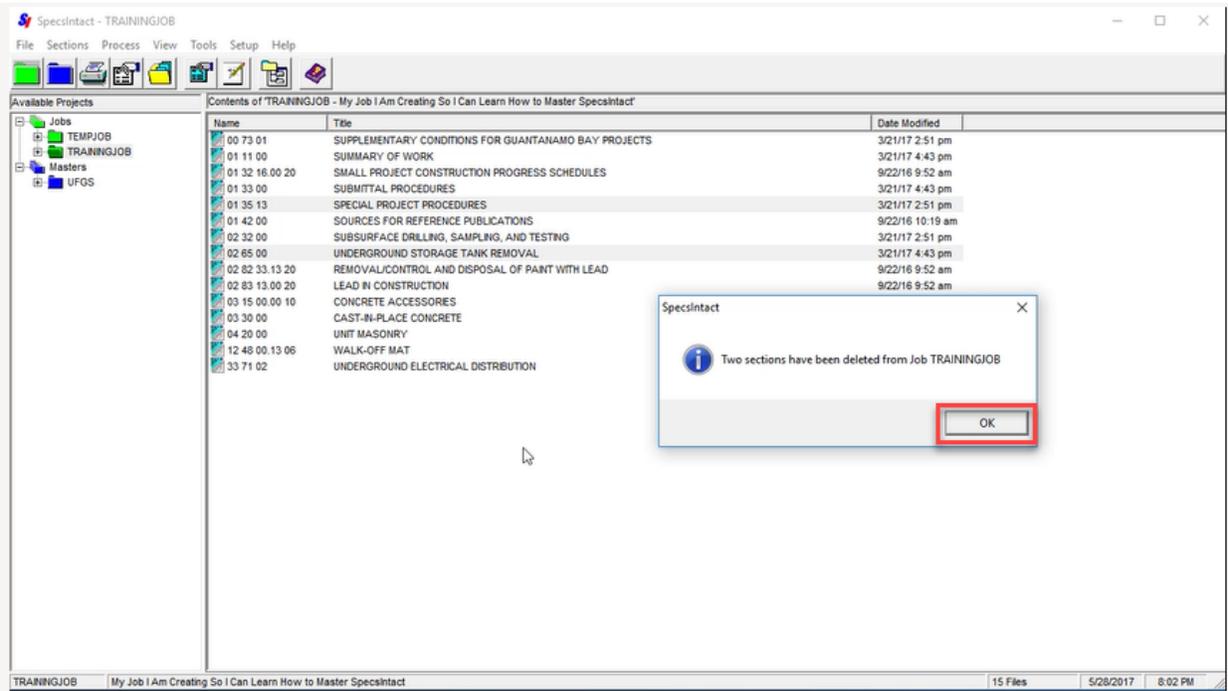
Before demonstrating the Merge with Existing feature, I need to delete two Sections from the Job in order to verify the process worked correctly. From the SI Explorer let's select **Section 01 35 13**, hold down the **Ctrl** key and select **Section 02 65 00**, release the **Ctrl** key and then press the keyboard's **DEL** Key.



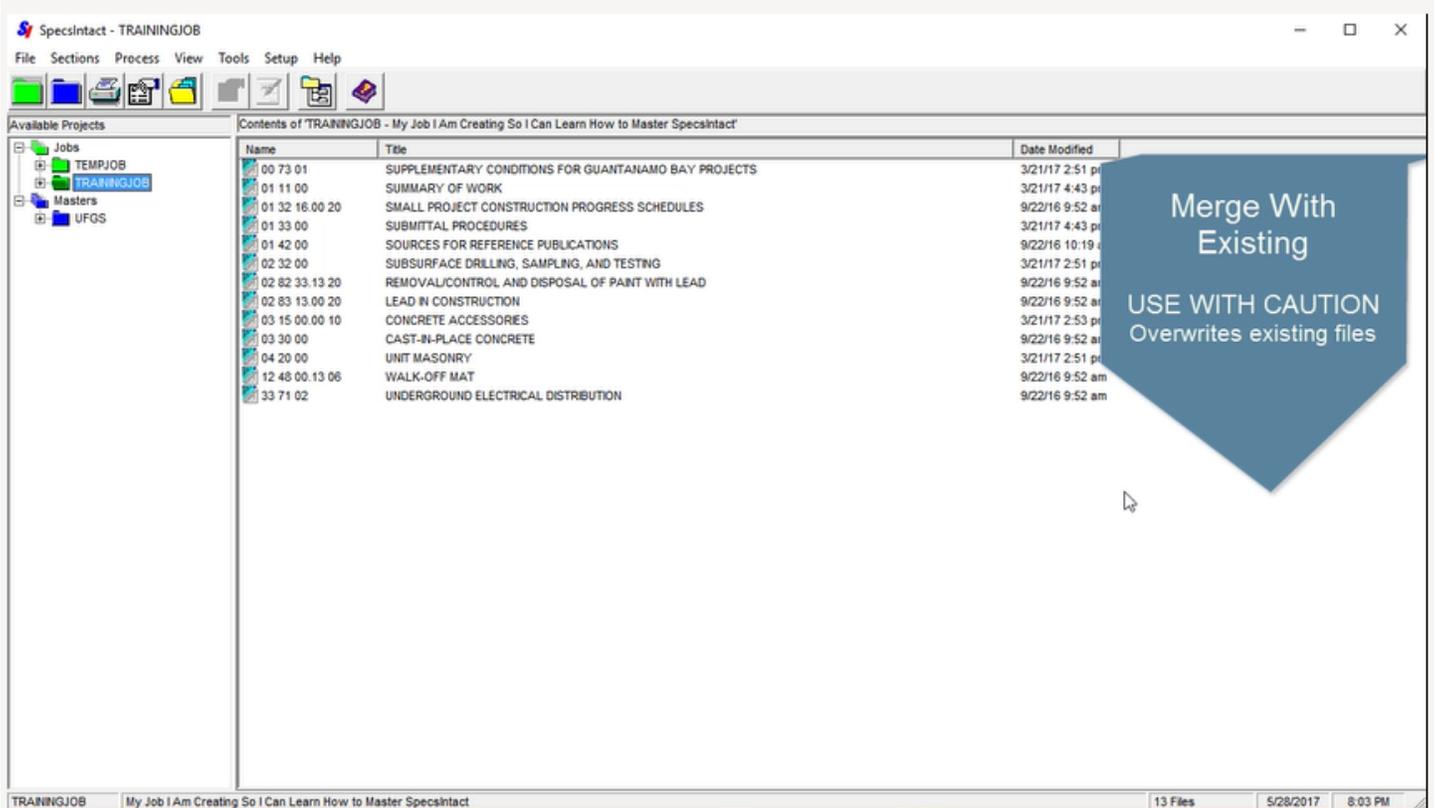
When the message box opens to confirm that we want to delete the two Sections, go ahead and select **OK**.



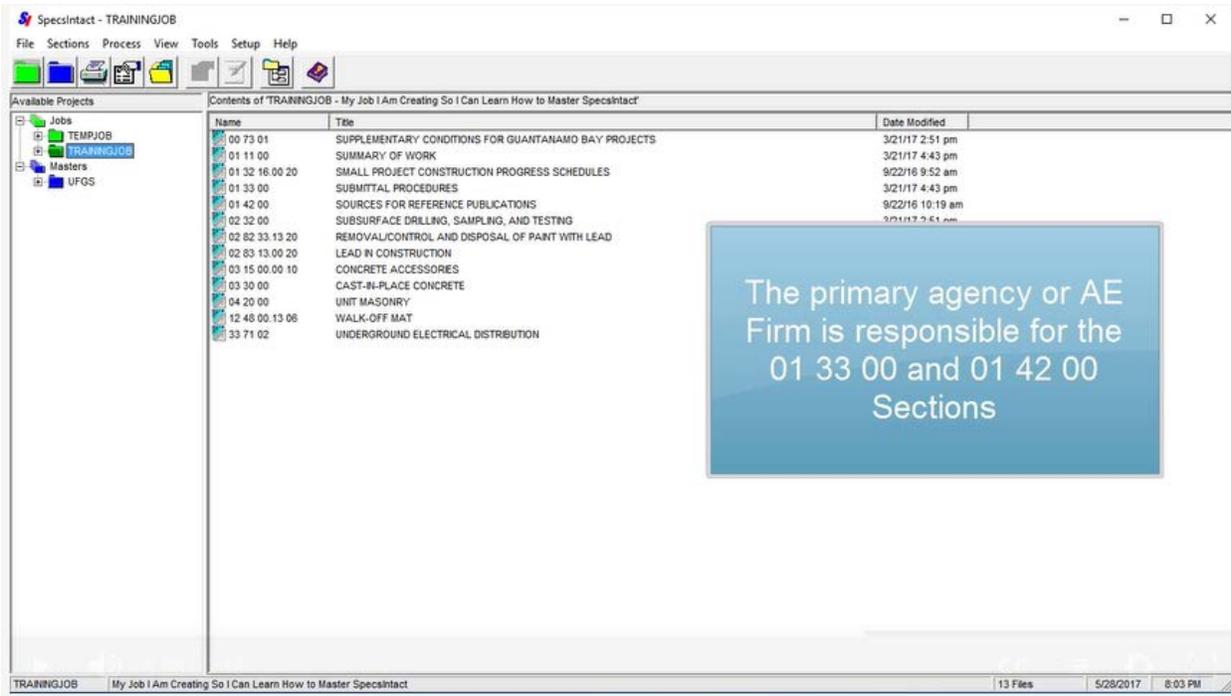
When the message box opens to let us know the two Sections were deleted from the Job, go ahead and select OK to close the message box.



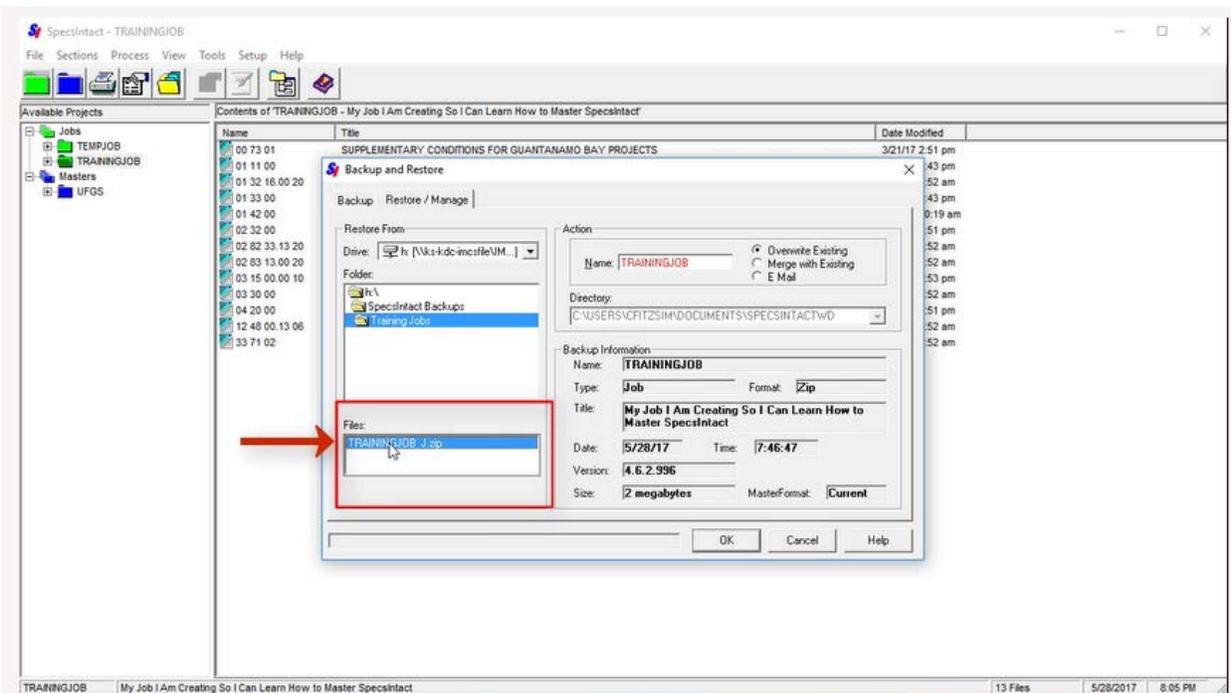
Now we are ready to use the second Merge with Existing feature. Before we go through the steps, I'd like to discuss some details with you. This feature should be used with caution since it will overwrite any existing files with the ones contained within the backup, so as you begin to merge two Jobs together, you need to carefully step through each file confirmation, which allows you to you pick and choose the Sections you want to overwrite. This allows you to keep any files that were updated or added since the last backup.



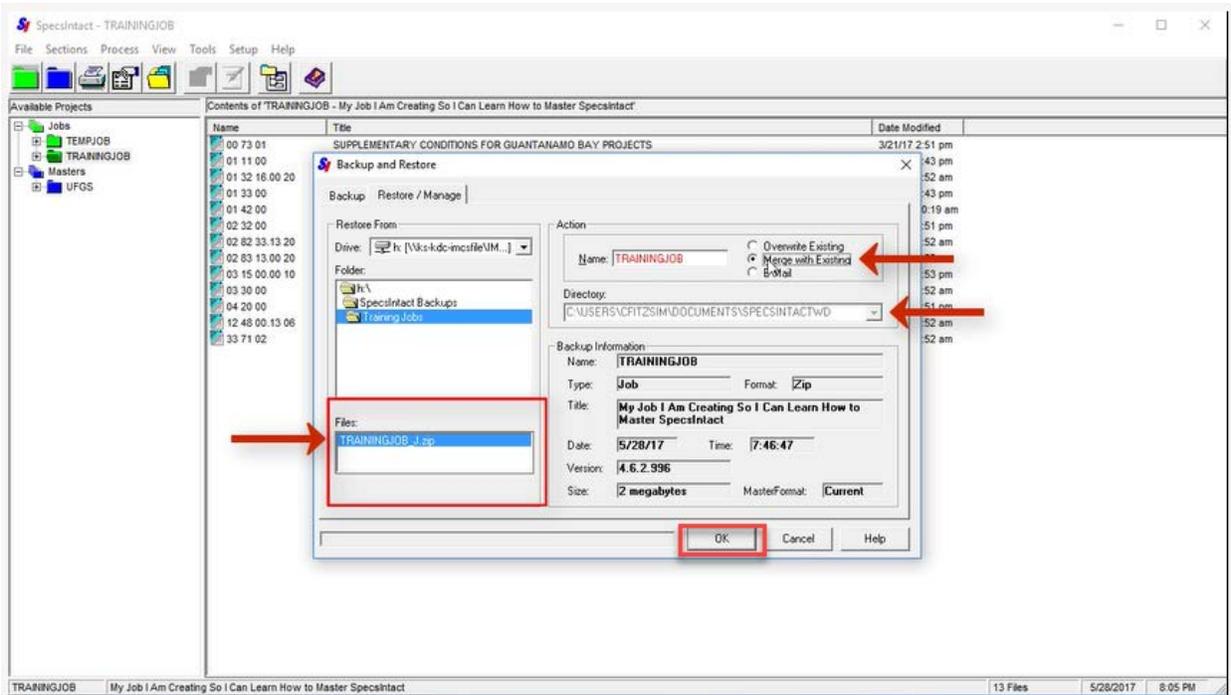
Another benefit of this feature can be seen when the Primary Agency or the Architectural and Engineering Firm needs to collaborate with other entities. Usually the primary Agency or AE Firm would be responsible for editing Sections such as the 01 33 00 Submittal Procedures and 01 42 00 Sources for Reference Publications Sections, but the other entities would have the two Sections included in their Jobs in order to run the Verification Reports and correct any discrepancies. When merging the Jobs together, you would choose to keep the two Sections.



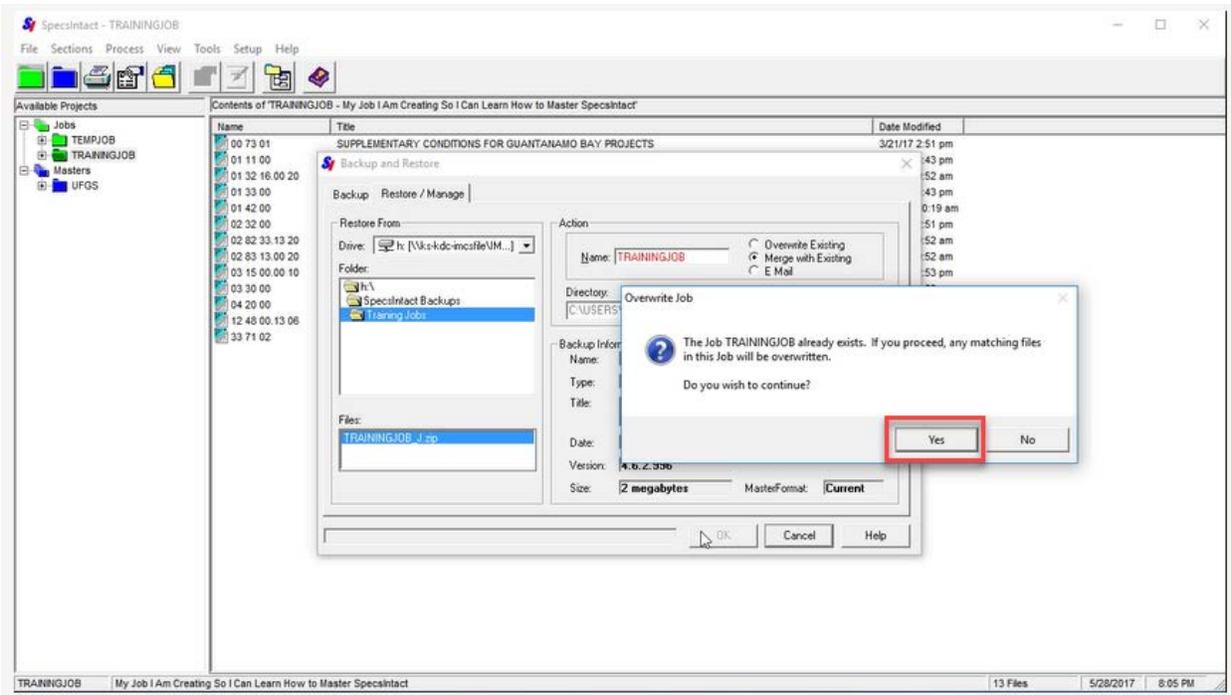
Now that we have some insight on ways you can use this feature, let's *right-click* on any **Job** and select **Backup/Restore/Manage**, then select the **Restore/Manage** Tab, and the **Backup File**.



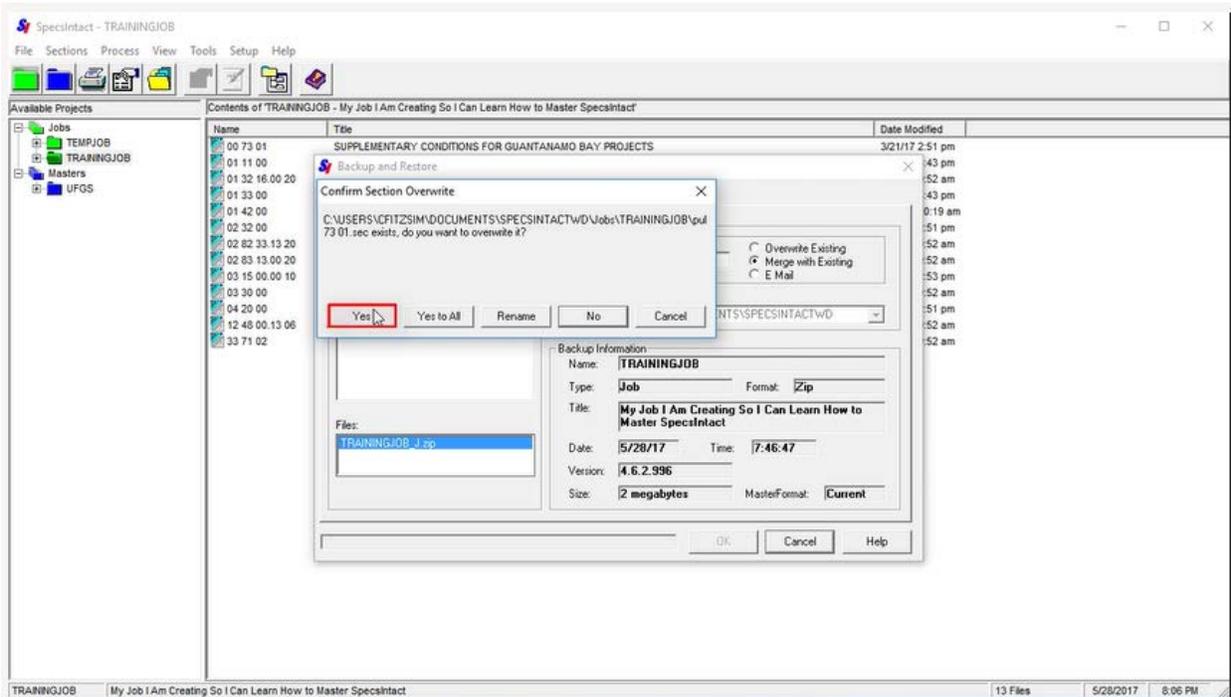
This time select Merge with Existing and once again, make sure to verify the Working Directory is correct, then select OK.



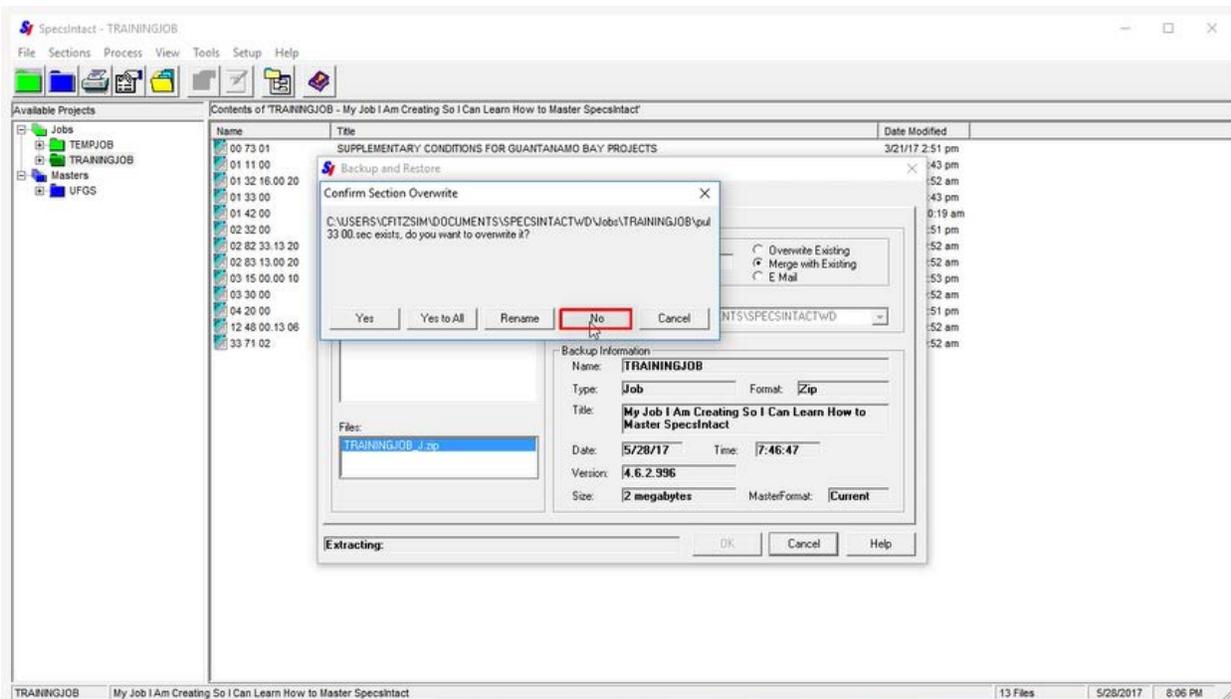
When the message box opens, not only will it inform you that the Job already exists, but it also lets you know that if you choose to proceed, any matching files in the Job will be overwritten, so let's go ahead and select Yes.



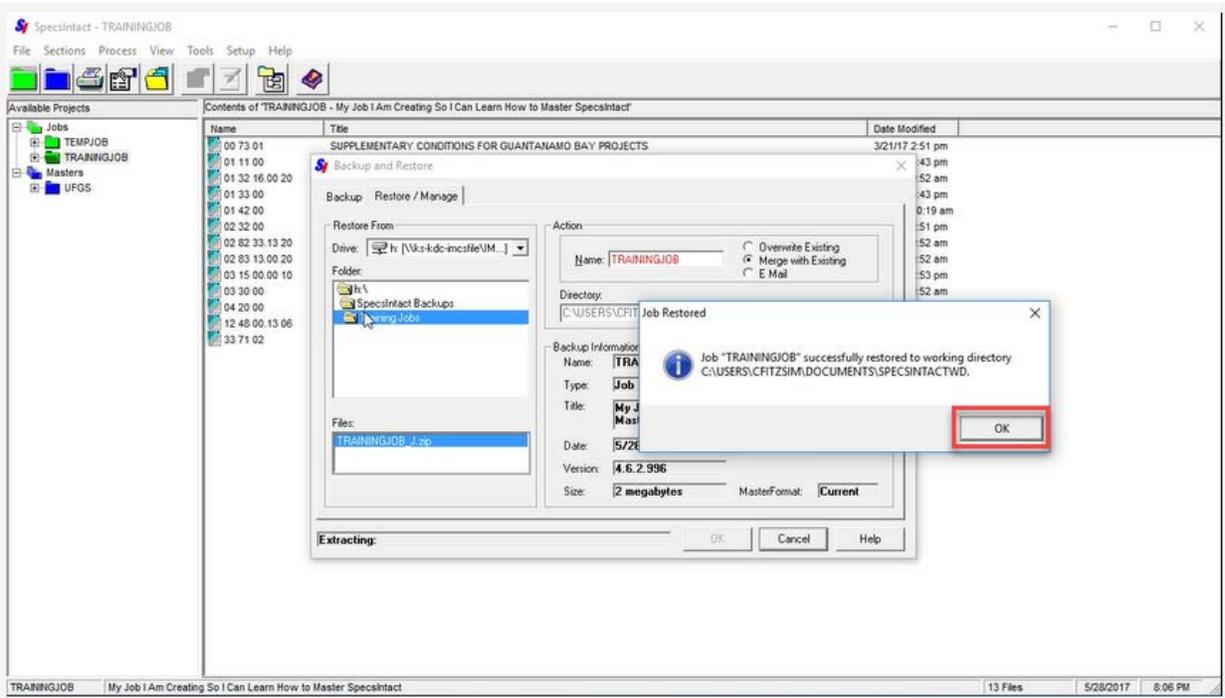
The Confirm Section Overwrite provides several options to choose from Yes, Yes to All, Rename, No or Cancel. For this demonstration I'm going to select **Yes** on the first three Sections,



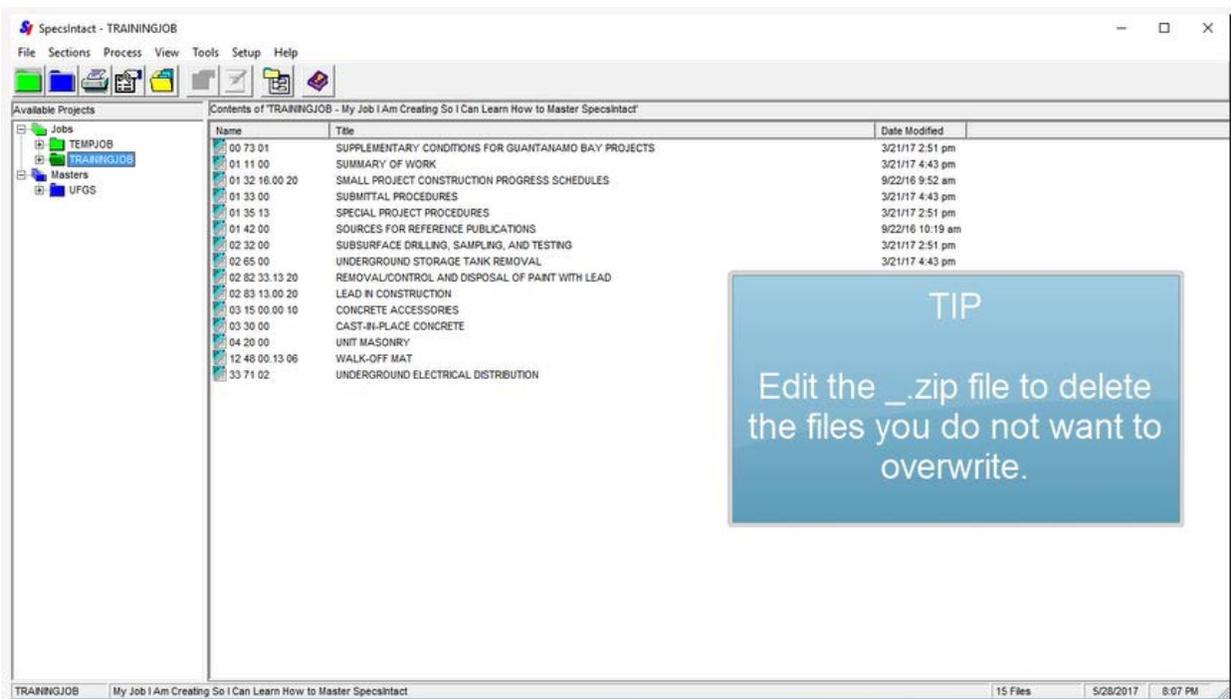
and No on the 01 33 00 Section and No on the 01 42 00 Sections,



and then I'm going to select **Yes** on the remaining Sections. When the message box informs you the Job has been successfully restored, **Select OK**.



I'd like to provide you with an additional tip that makes it easier to perform this task. Before you Restore the Job and choose to Merge with Existing, you can always edit the backup zip file through Windows Explorer to delete any of the files that you do not want overwritten. Then during the process, you can choose "Yes to All" rather than stepping through each confirmation box. As we examine the contents of the Job, you will see that we still have the original Submittal Procedures and Sources for Reference Publications Sections, along with the two Sections I previously deleted. This completes the lesson on Restoring a Job. To learn more, please continue to the next module of your choice.



## 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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