

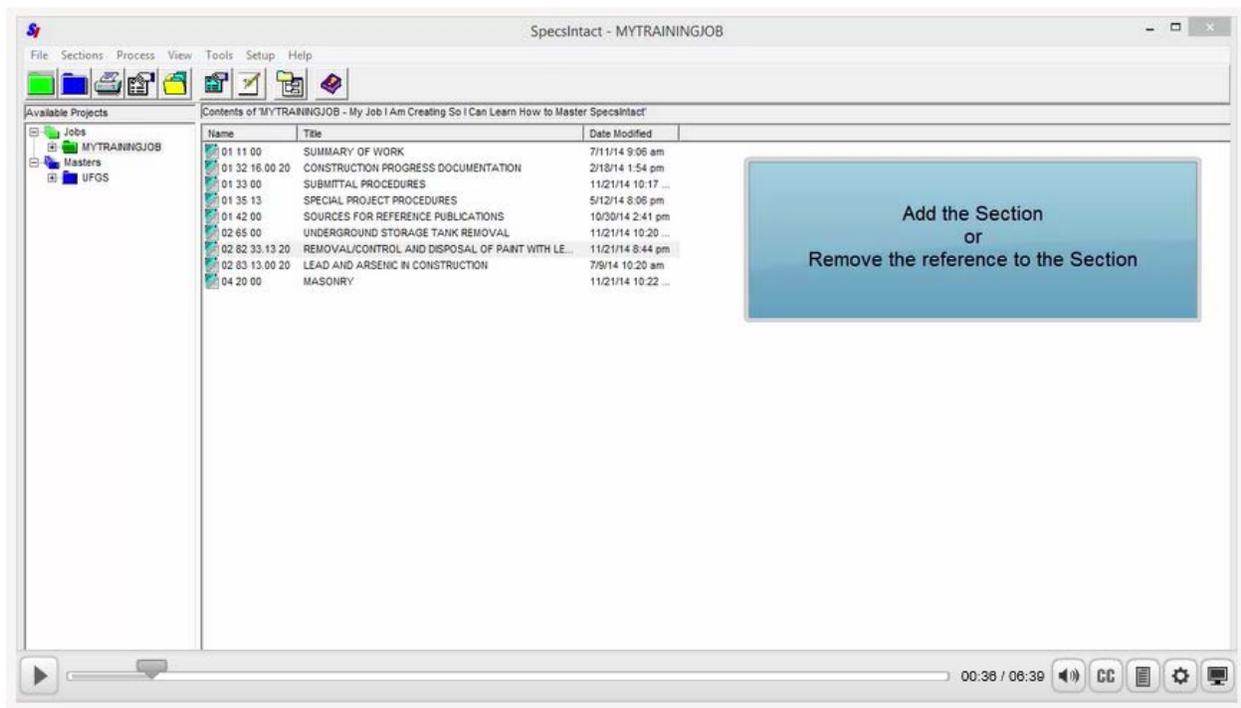
SpecsIntact eLearning Modules Transcript

Module: Chapter 6 - Section Verification 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.

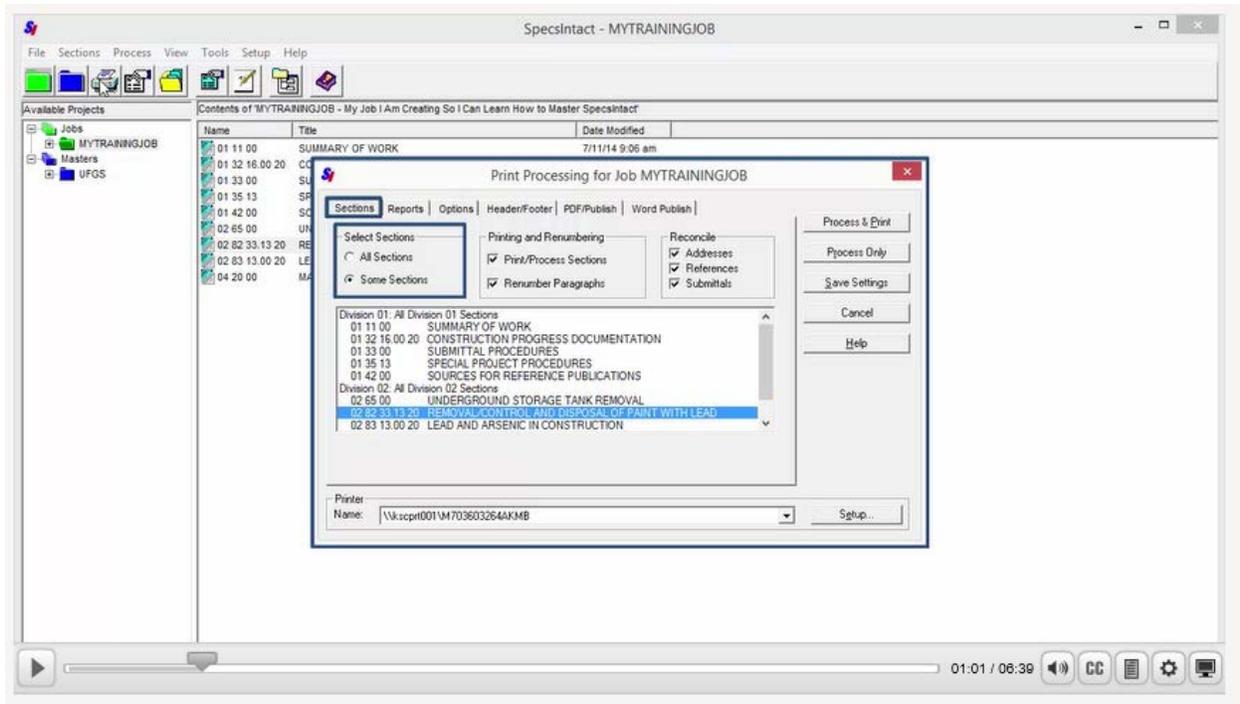
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In this module, you will learn about the Section Verification Report, and how to address the report findings. This report is very straightforward. The report checks to see if the Sections cited in the text are included in your Job and generates a list of Sections that are not included in your Job. When resolving these issues, one of two things must occur. Either the referenced Section must be added to the Job and edited, or the reference to the Section must be deleted. This report must be addressed by the specifier in order to review the content and determine the correct approach.

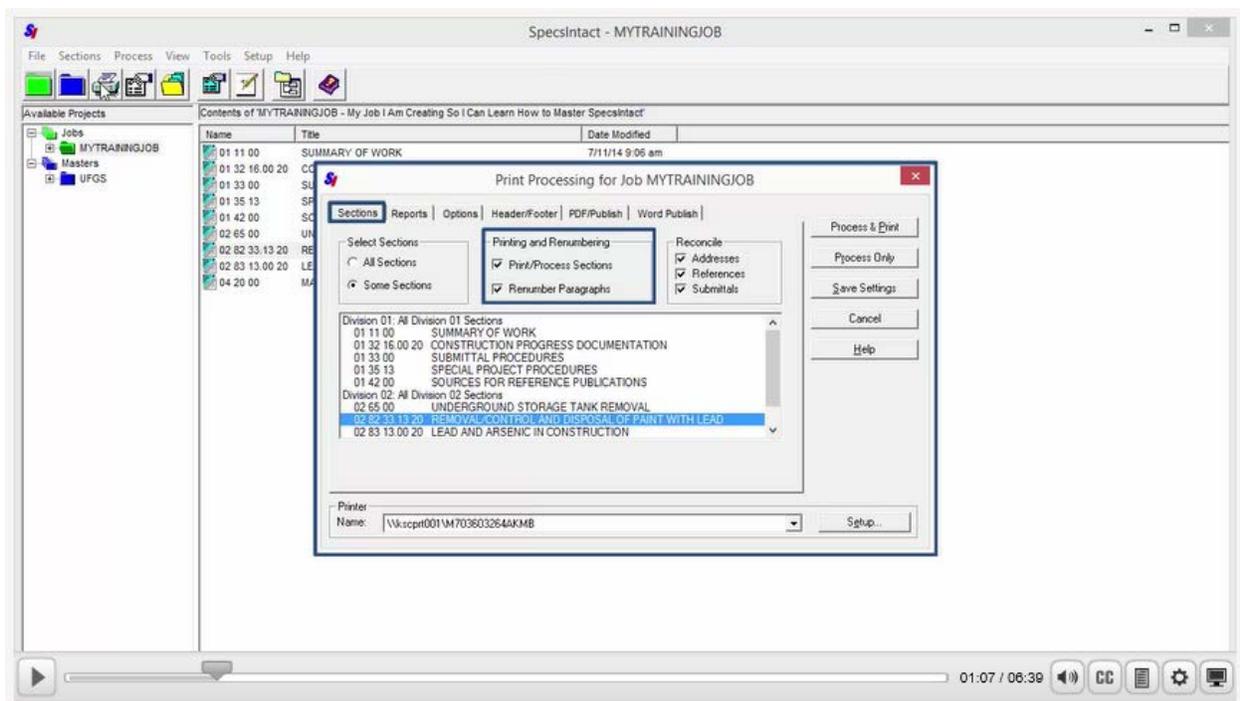


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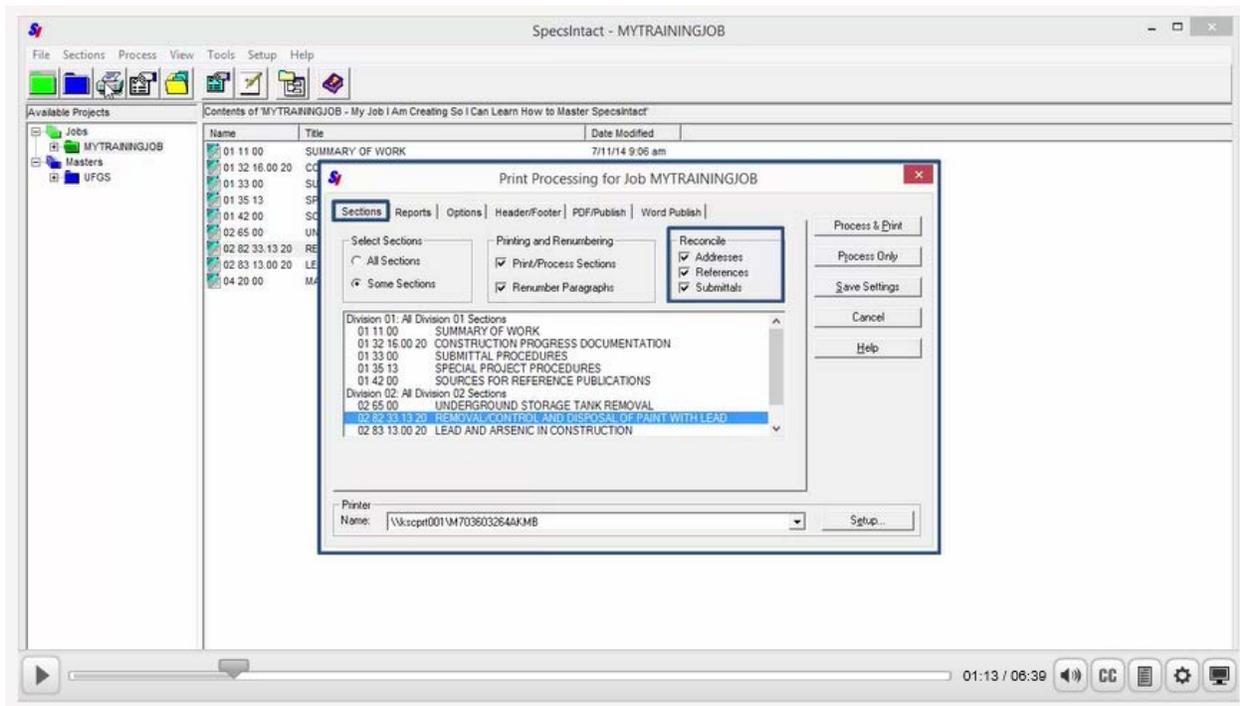
Let's start by generating the Section Verification Report. From the SI Explorer, let's select the **Process Print/Publish** command on the SI Explorer's Toolbar. When the Process and Print/Publish dialog box opens, we are positioned on the Sections Tab. Under Select Sections, by default you should have All Sections selected.



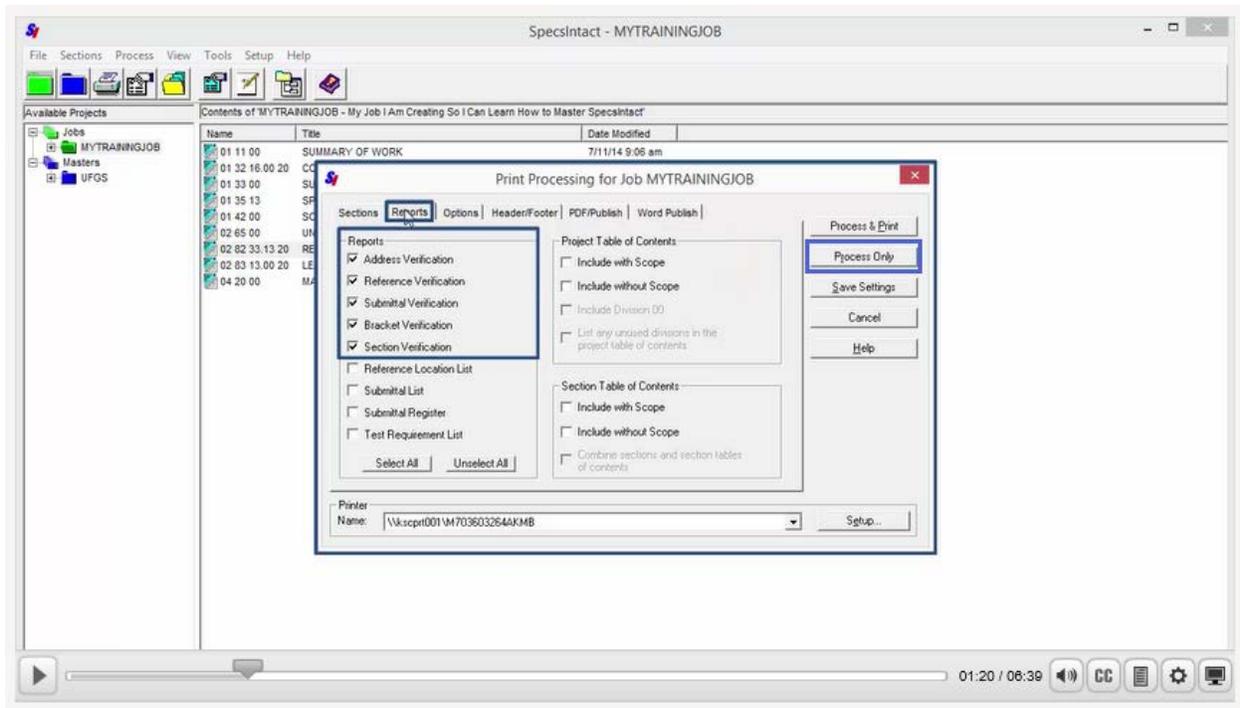
Under Printing and Renumbering, both options for Print/Process Sections and Renumber Paragraphs are selected.



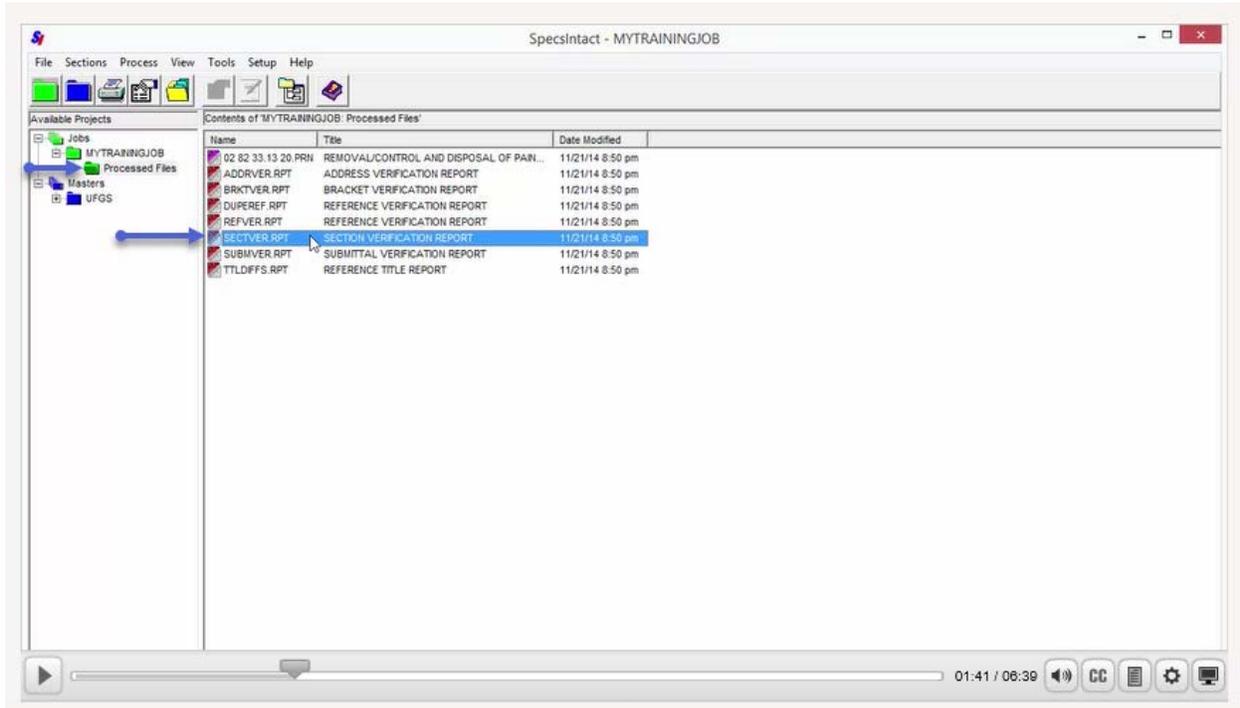
Lastly, under Reconcile, Address, Reference, and Submittals are selected.



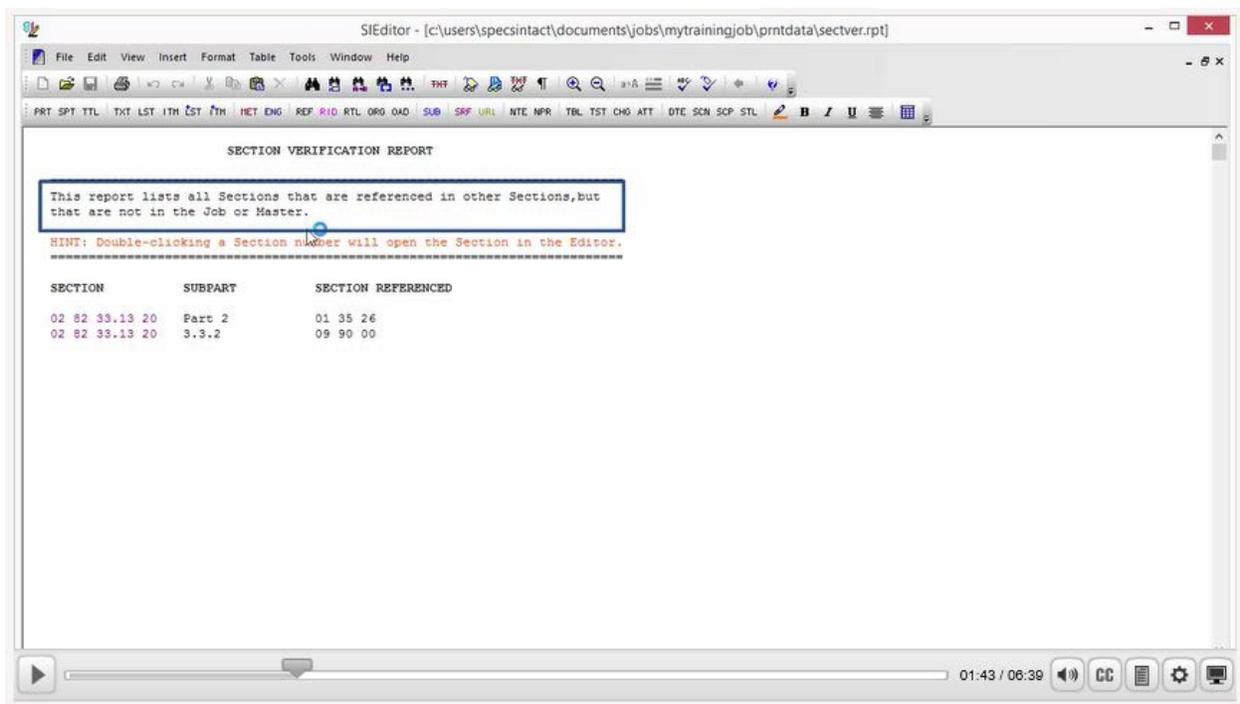
On the Reports Tab, you will see that all of the Verification Reports are selected by default. Now that we have verified the settings you should always use to generate the Reports to create electronic files, let's select the 'Process Only' button.



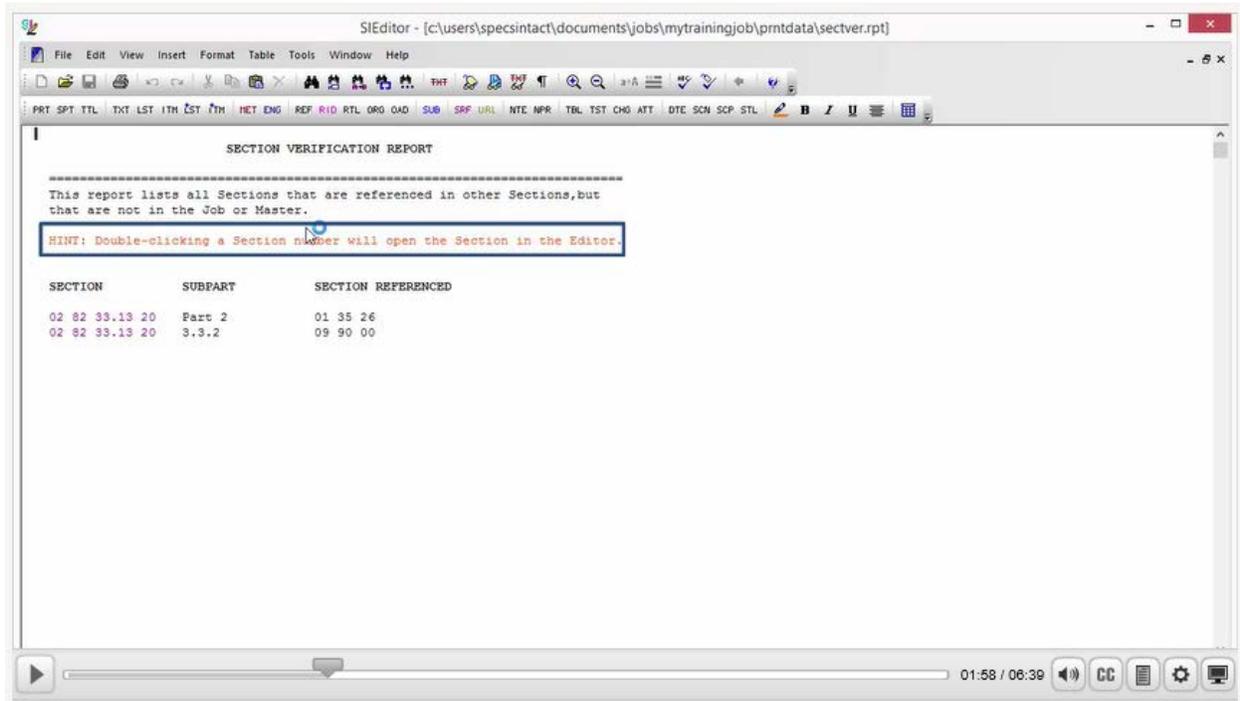
When the processing is complete, we will be returned to the SI Explorer, positioned at the Processed Files folder. Let's *double-click* to open the **Section Verification Report**.



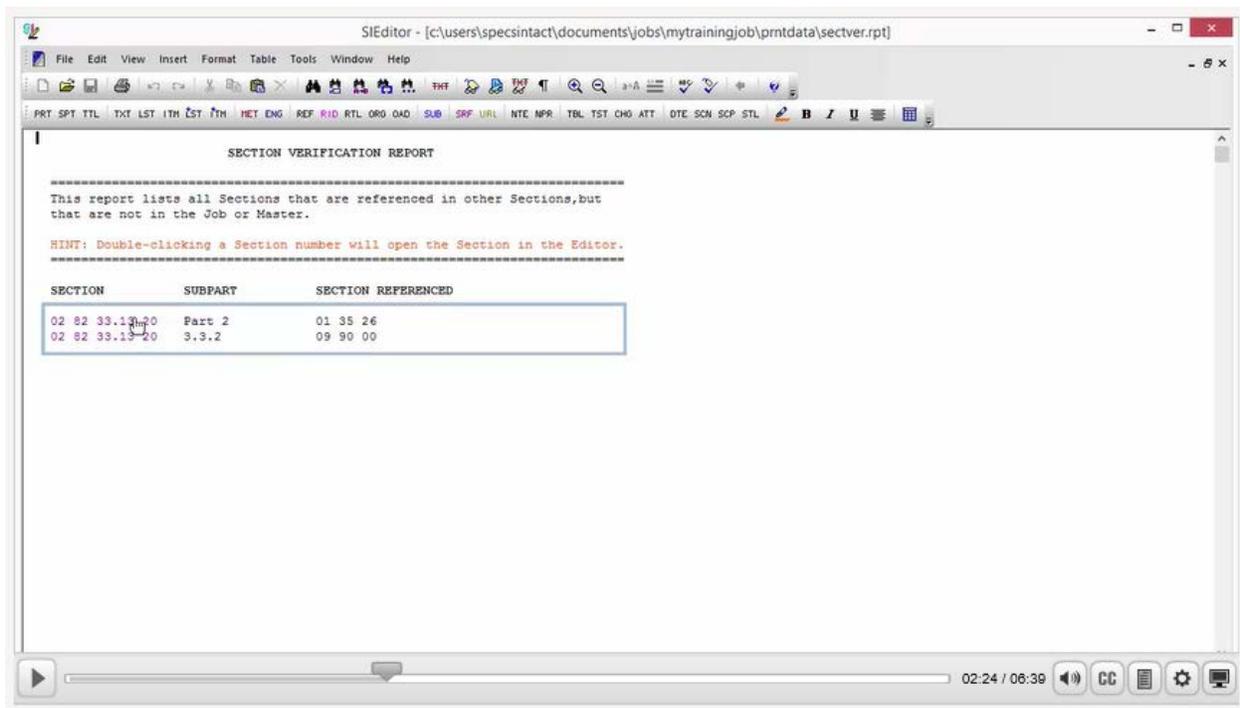
I would like to bring your attention to the note that states 'This report lists all Sections that are referenced in other Sections, but are not in the Job or Master'.



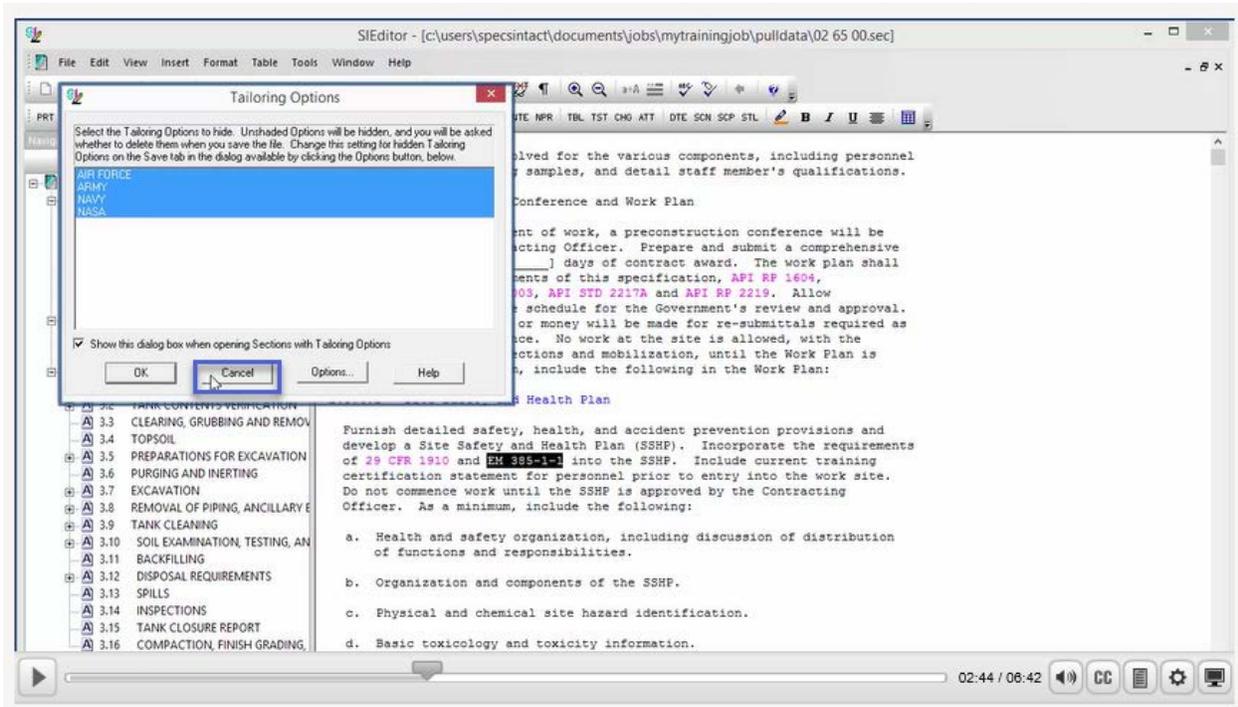
The Hint provided on all the Validation and Verification Reports states, 'Double-clicking a Section number will open the Section in the Editor'.



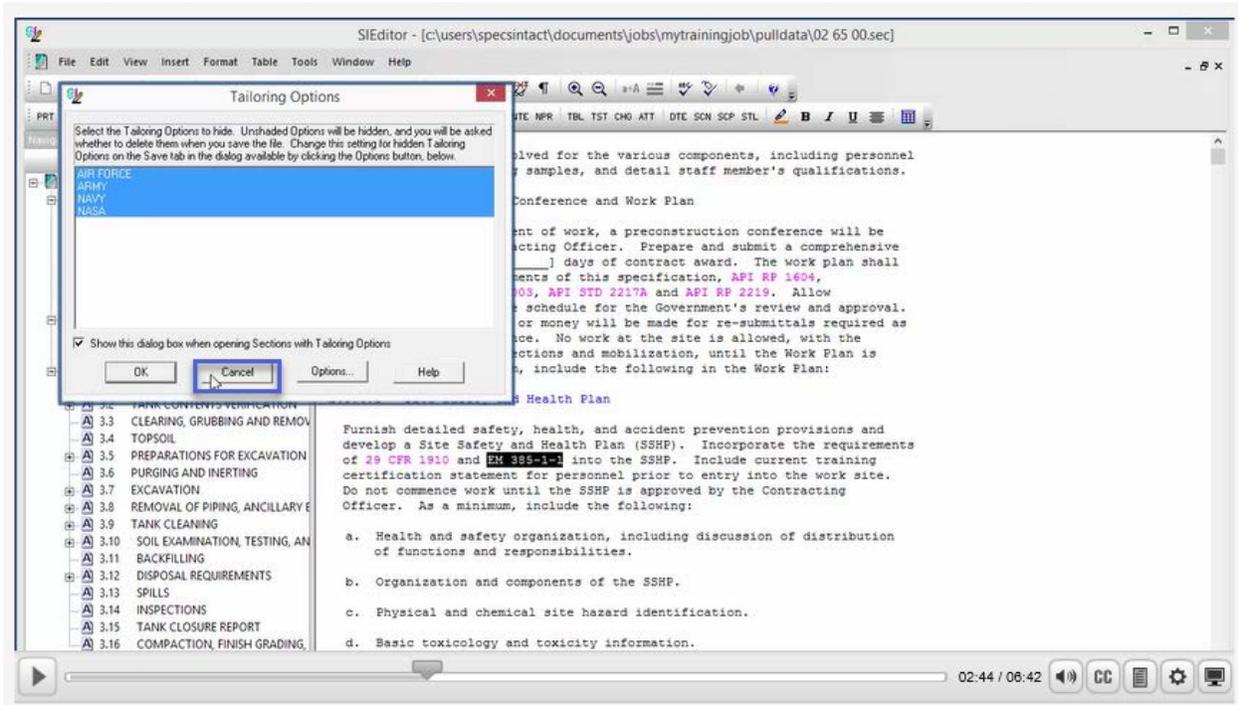
As we examine this report, you see Section 02 82 33.13 20 is referencing Section 01 35 26 in Part 2 and Section 09 90 00 in Subpart 3.3.2. Let's place our cursor over the **Section number** for the first problem and *double-click*.



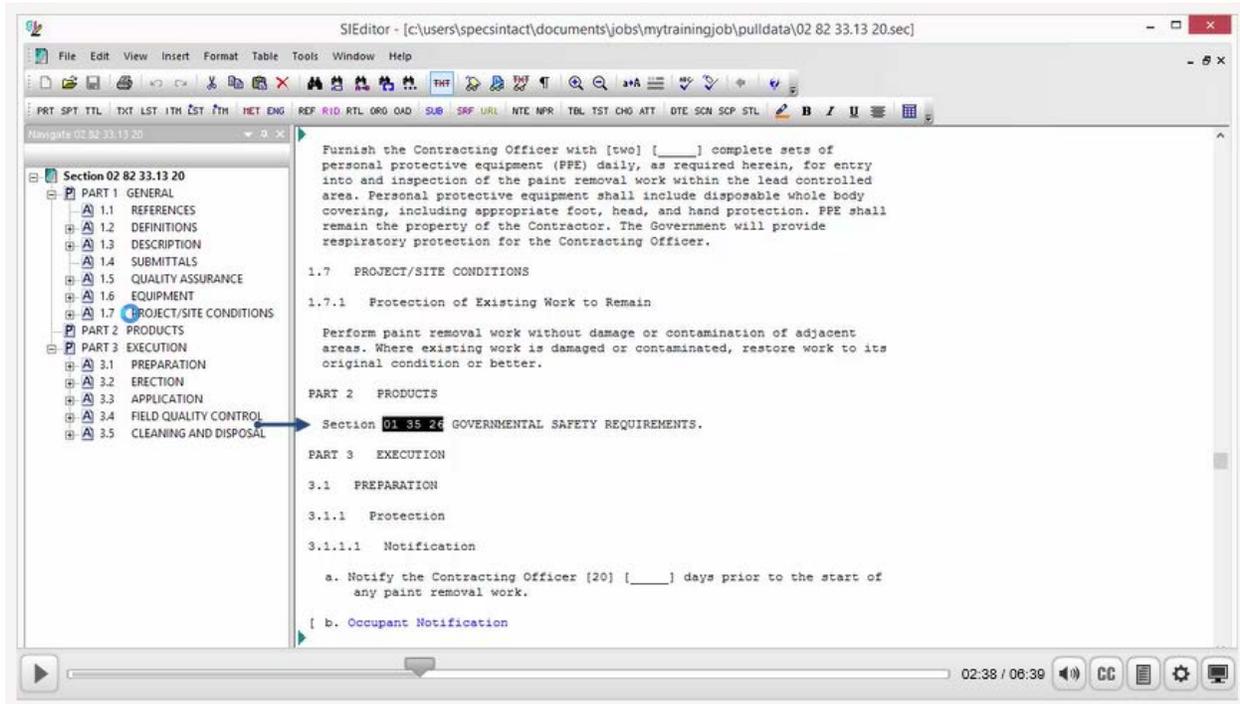
If the Tailoring Options dialog box opens, go ahead and select **Cancel**.



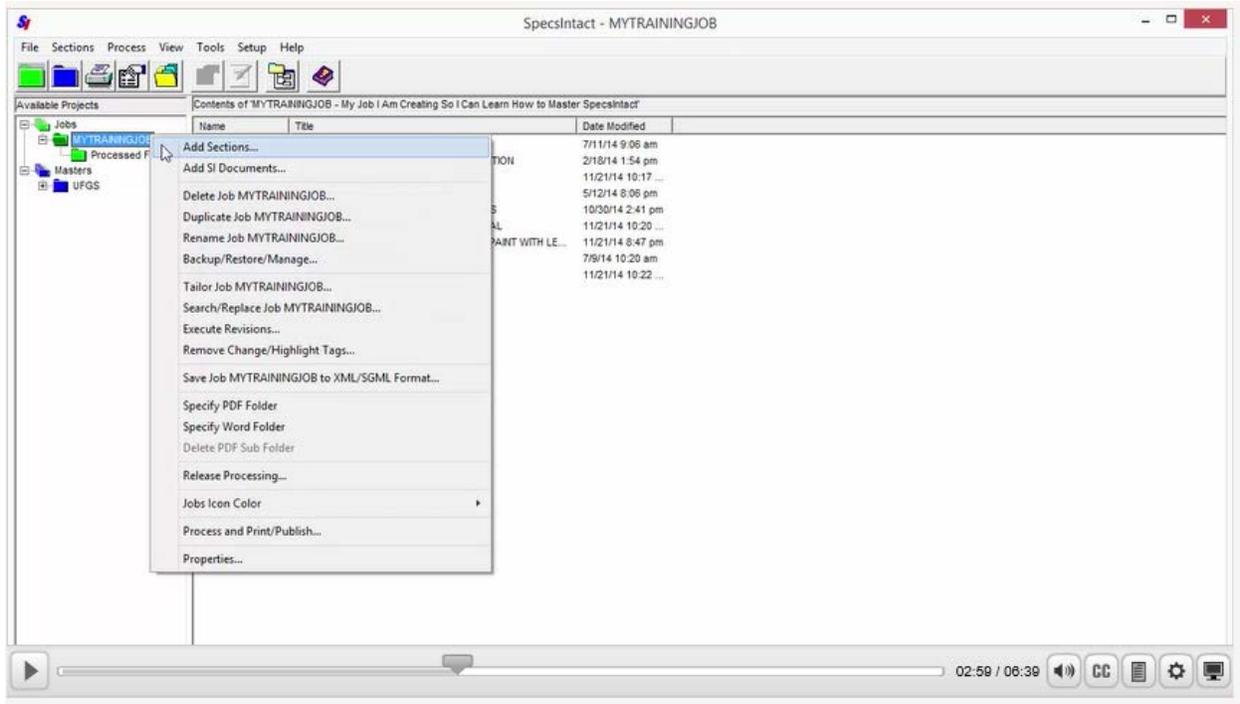
If the Tailoring Options dialog box opens, go ahead and select **Cancel**.



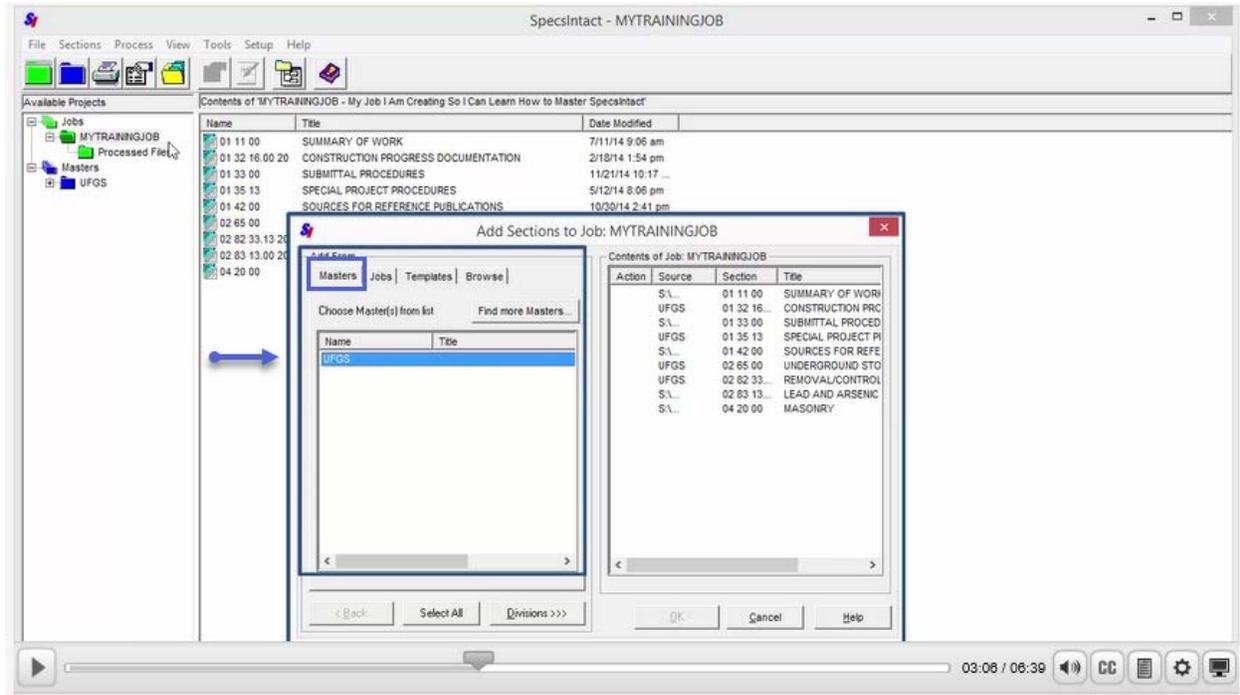
The SI Editor has positioned us under Part 2 PRODUCTS, where Section 01 35 26 GOVERNMENTAL SAFETY REQUIREMENTS, is referenced. After review, we have determined this Section is required for this Job so we need to add the Section.



Let's Close the Section so we are returned to the SI Explorer, *select the Job, right-click and select Add Sections.*



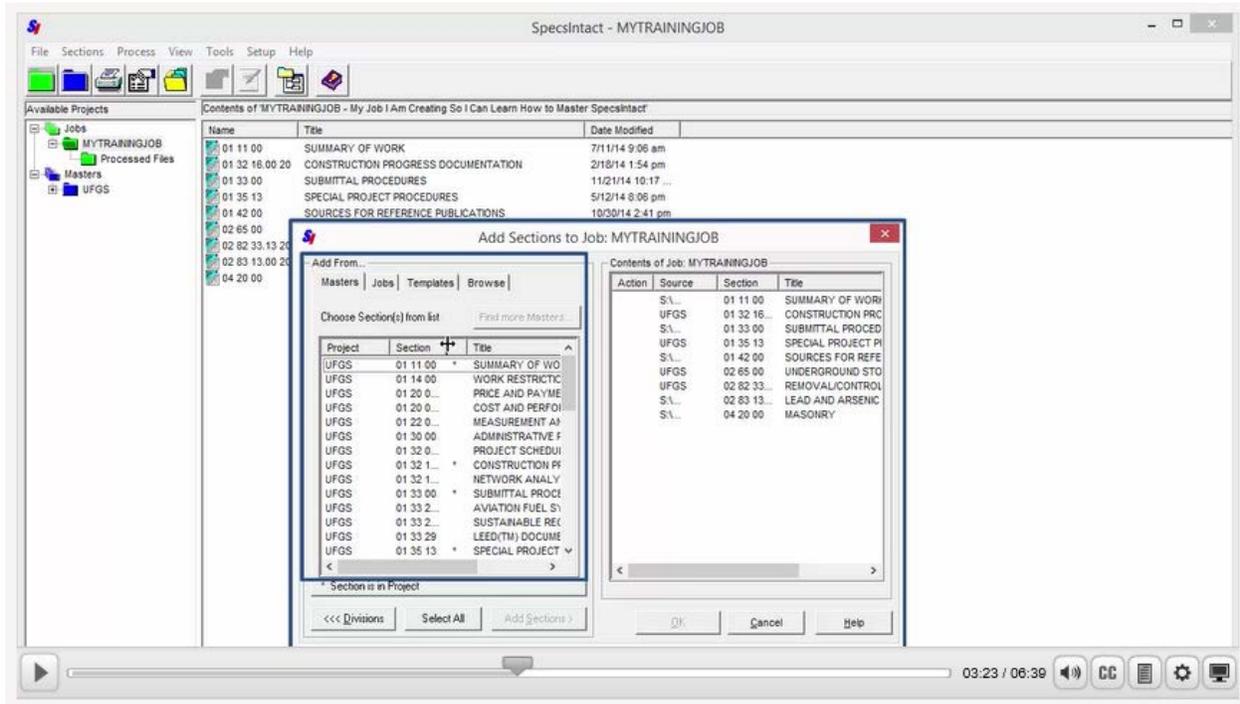
When the Add Section to Job dialog box opens, make sure you are on the Masters Tab. Now let's select the **UFGS Master** and *double-click*,



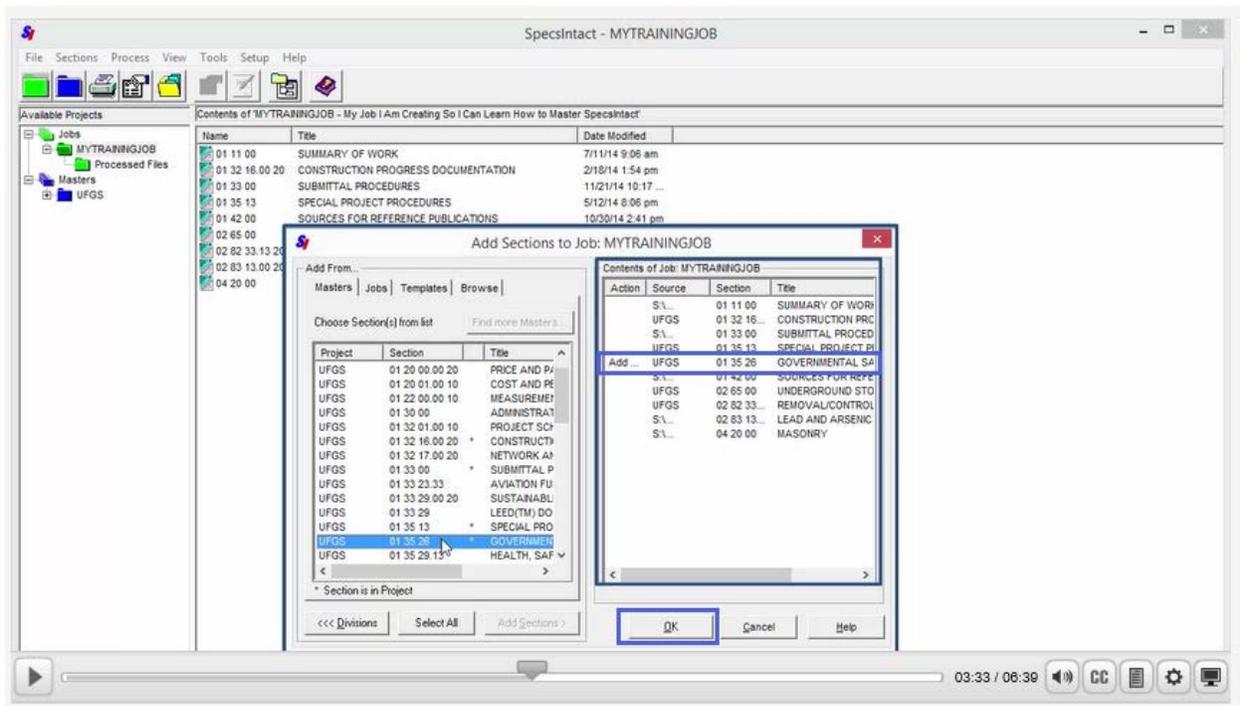
Select **Division 01 General Requirements** then *double-click*.



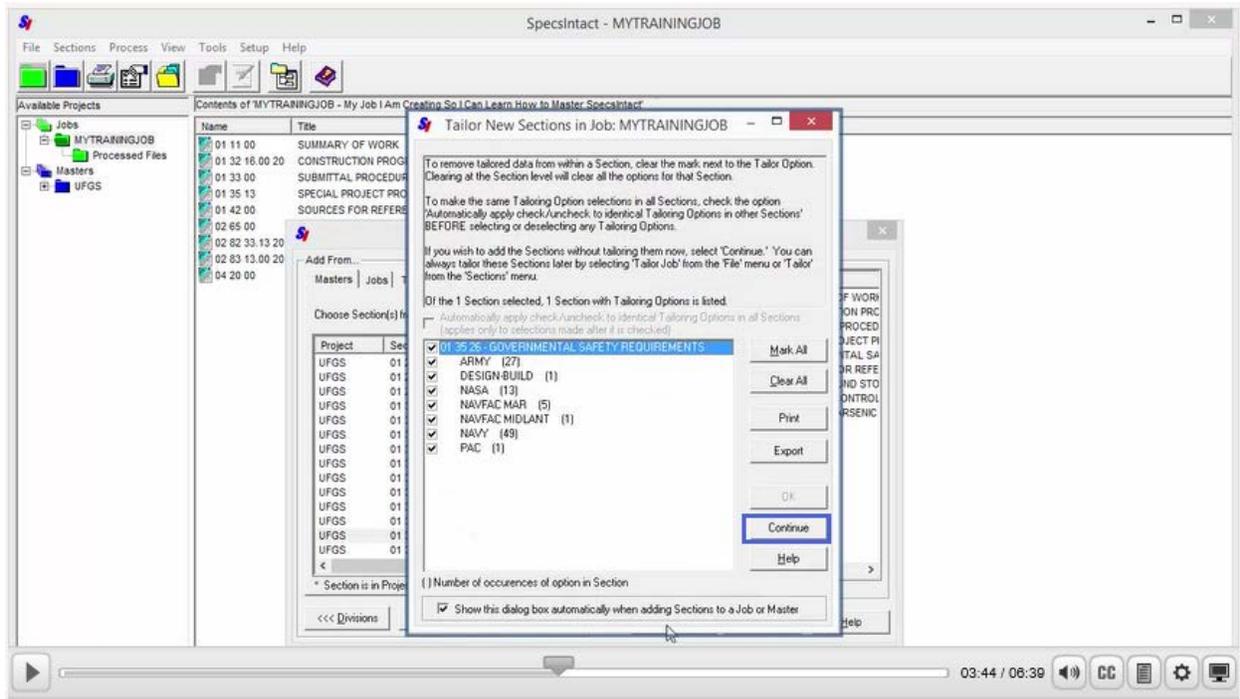
Now we need to expand the Section Column so we can see the full Section number, so let's *place our cursor over the vertical line*, next to Section and *double-click*.



Scroll down until we can locate **01 35 26**, select the **Section** and *double-click* to add it to the right side. Under the Contents of my Job, you will see that Section 01 35 26 appears and it's in the Add state. Let's go ahead and *select OK*.

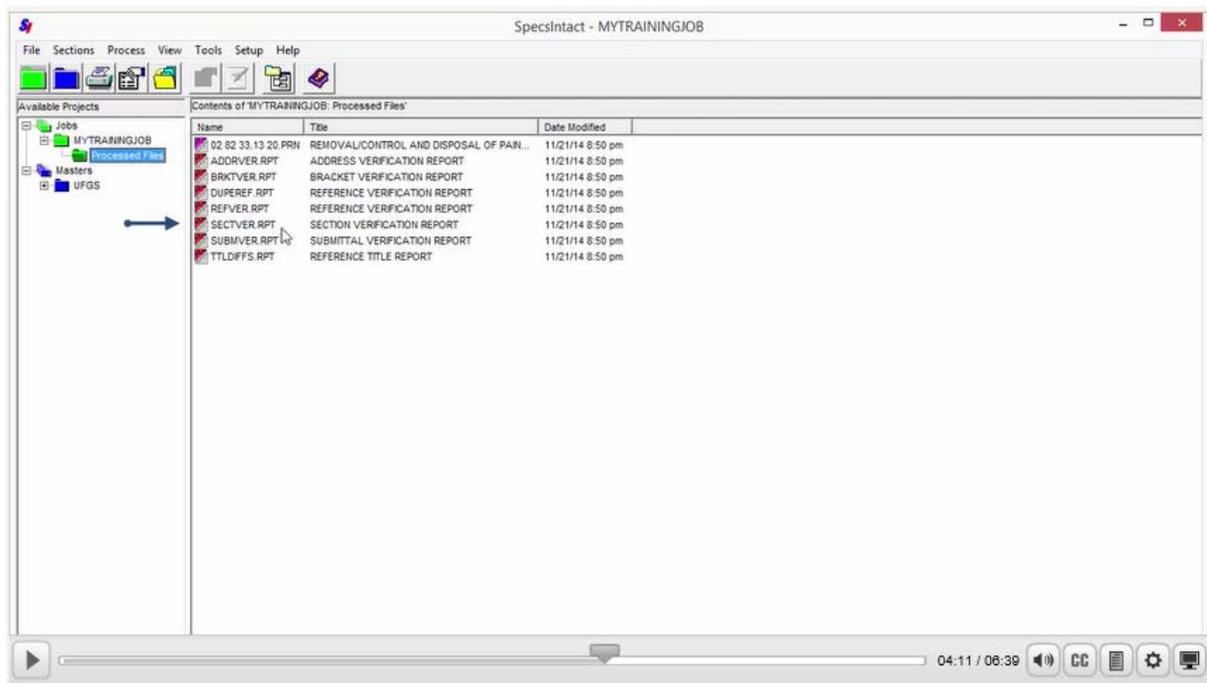


If the Tailor New Section dialog box opens, you can select the required options for your Job, or you can choose to Continue without selecting any options. You can always return to do this a later if you have not already edited the Section. For this demonstration, we are going to select **Continue**.

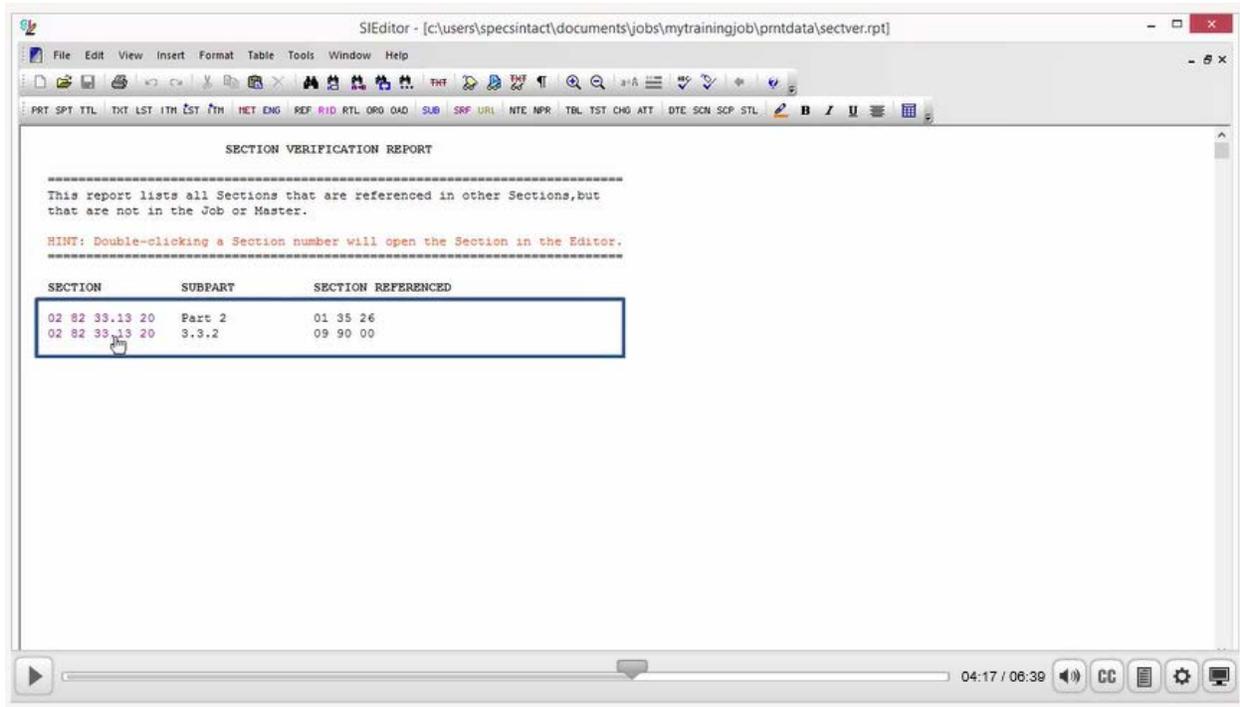


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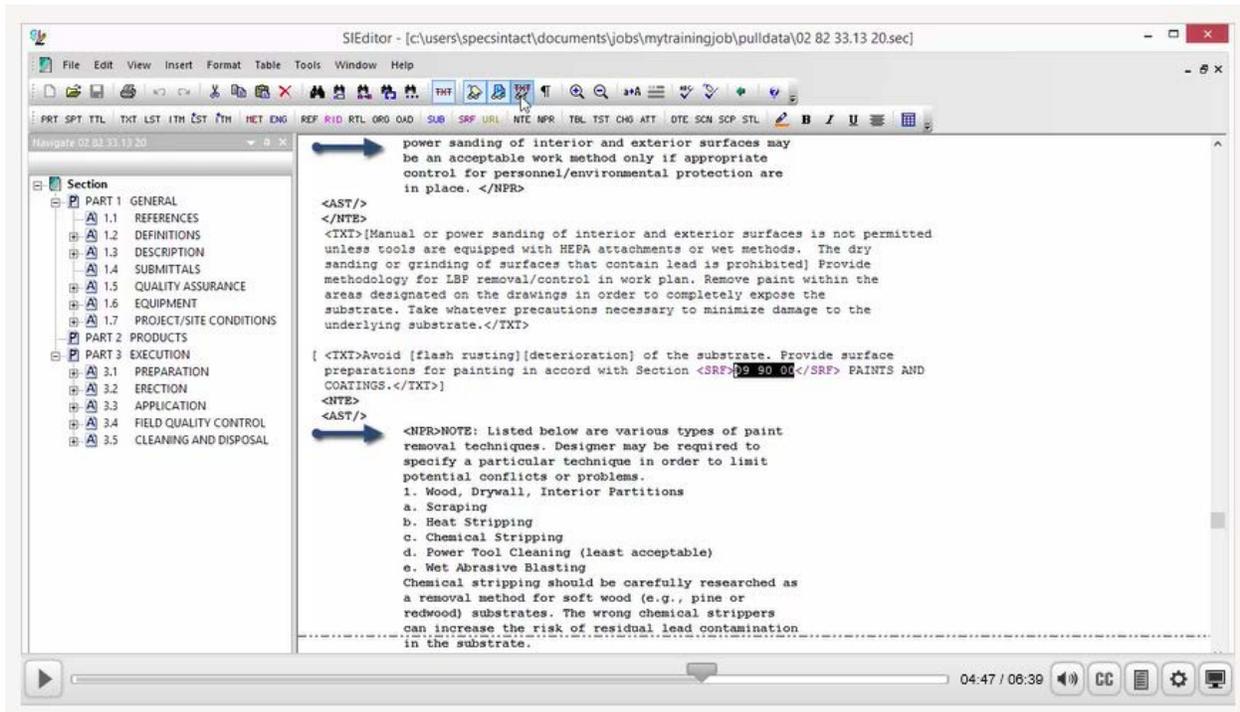
We still have another discrepancy on the report to correct, so let's *expand* our **Job** and select the **Processed Files** folder now *double-click* on the **Section Verification Report** to open it.



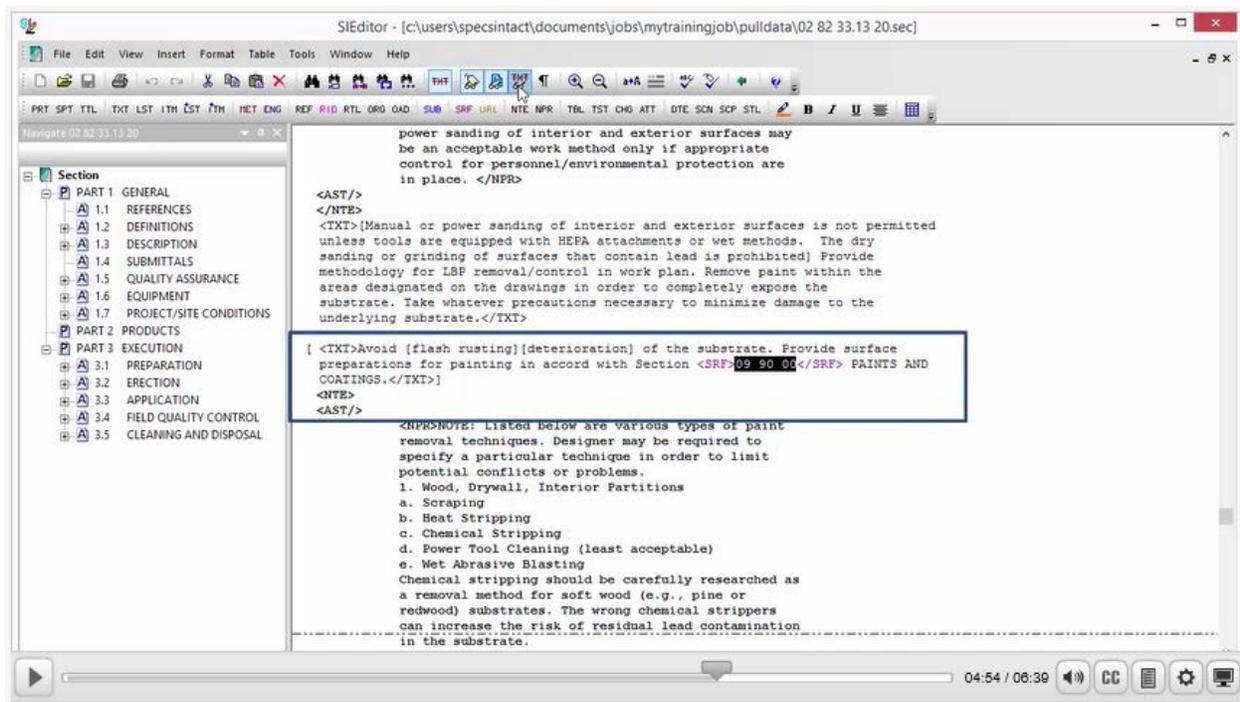
Let's go ahead and *select* the **Section Number** for the second discrepancy and *double-click*.



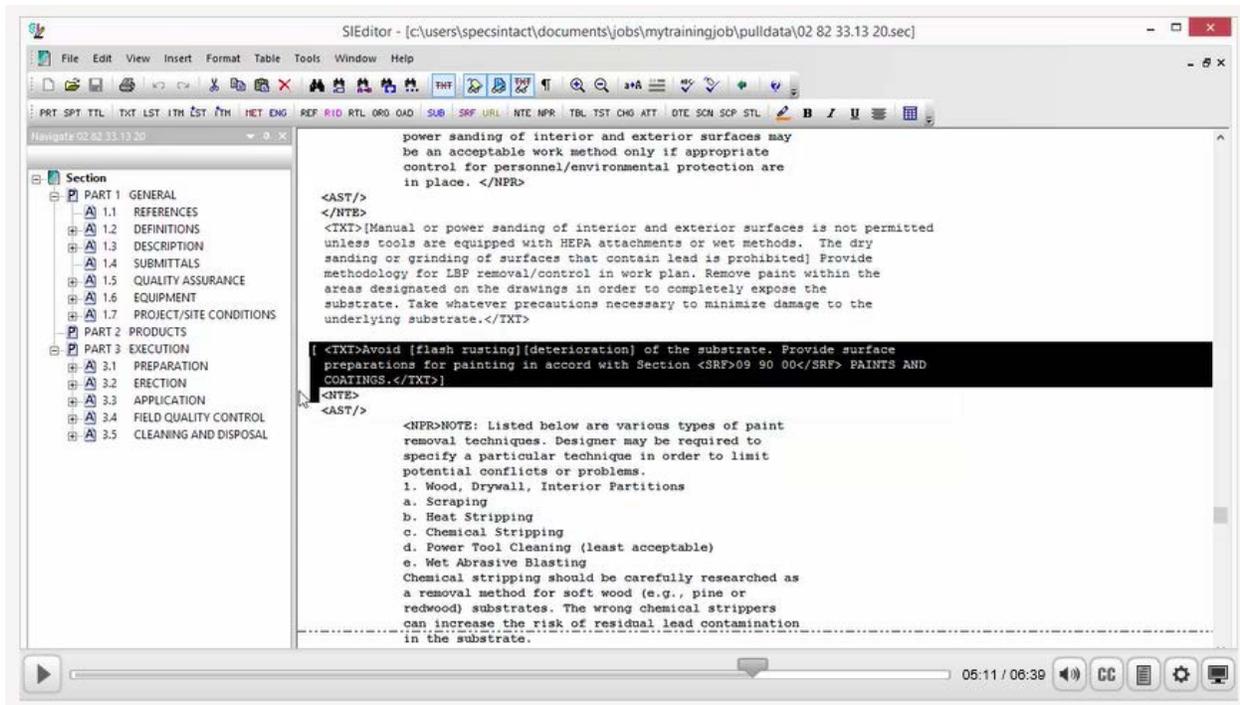
The SI Editor has positioned us directly on the discrepancy. For the Editor to perform an accurate find, the Tags, Notes and Revisions must be hidden. In order to continue, let's go ahead and select the Toggle Tags View, Toggle Notes, and the Toggle Revisions buttons on the Toolbar. The Specifier Notes provide information that will often determine the outcome of choices that will be made. After reviewing the Specifier Notes and paragraph, I've determined this paragraph is not required for this Job.



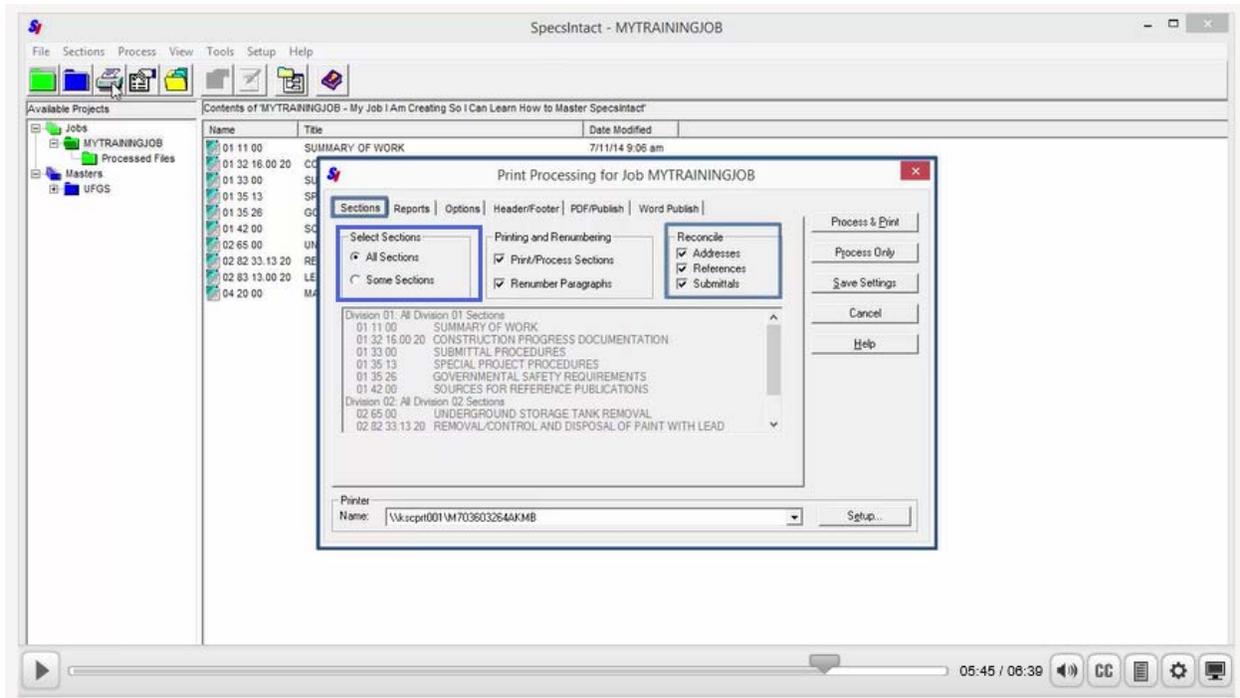
If you notice, it is a bracketed option, so you can choose to use the Bracket Replacement feature, or manually delete the paragraph.



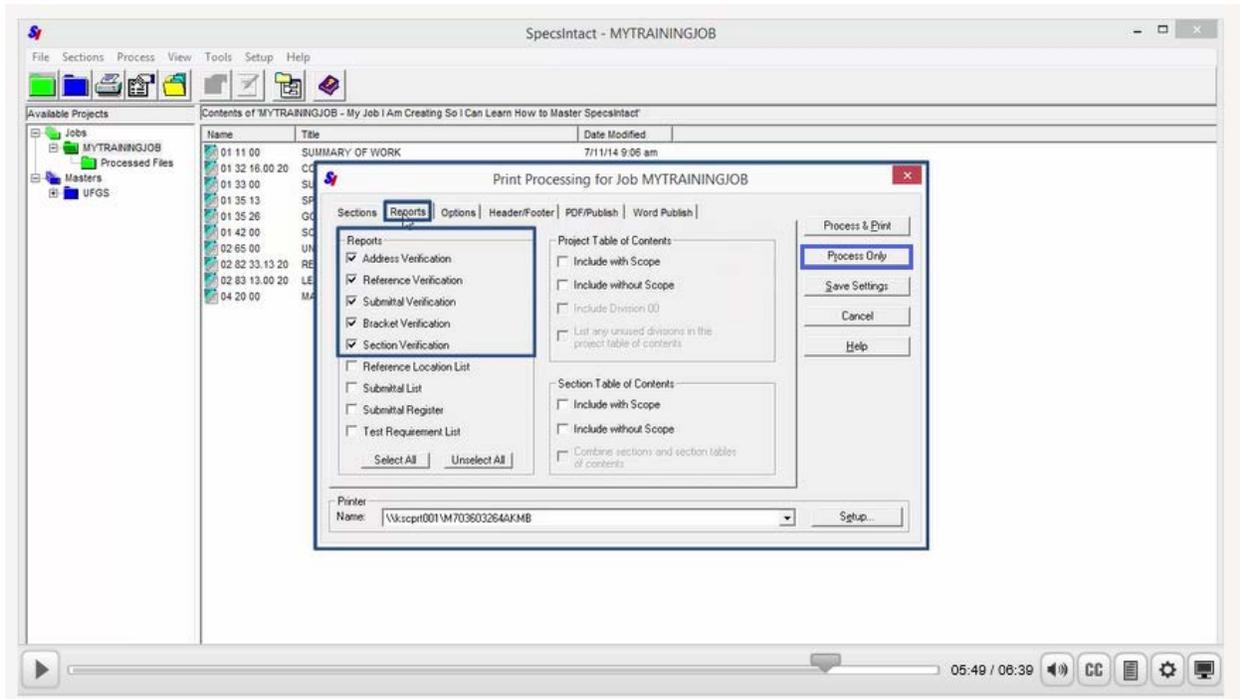
For this demonstration, I'm going to manually delete the paragraph, by *placing my cursor* just before the opening bracket and I'm going to *highlight* stopping just before the next beginning <NTE> tag, then I'm going to *press my delete key*.



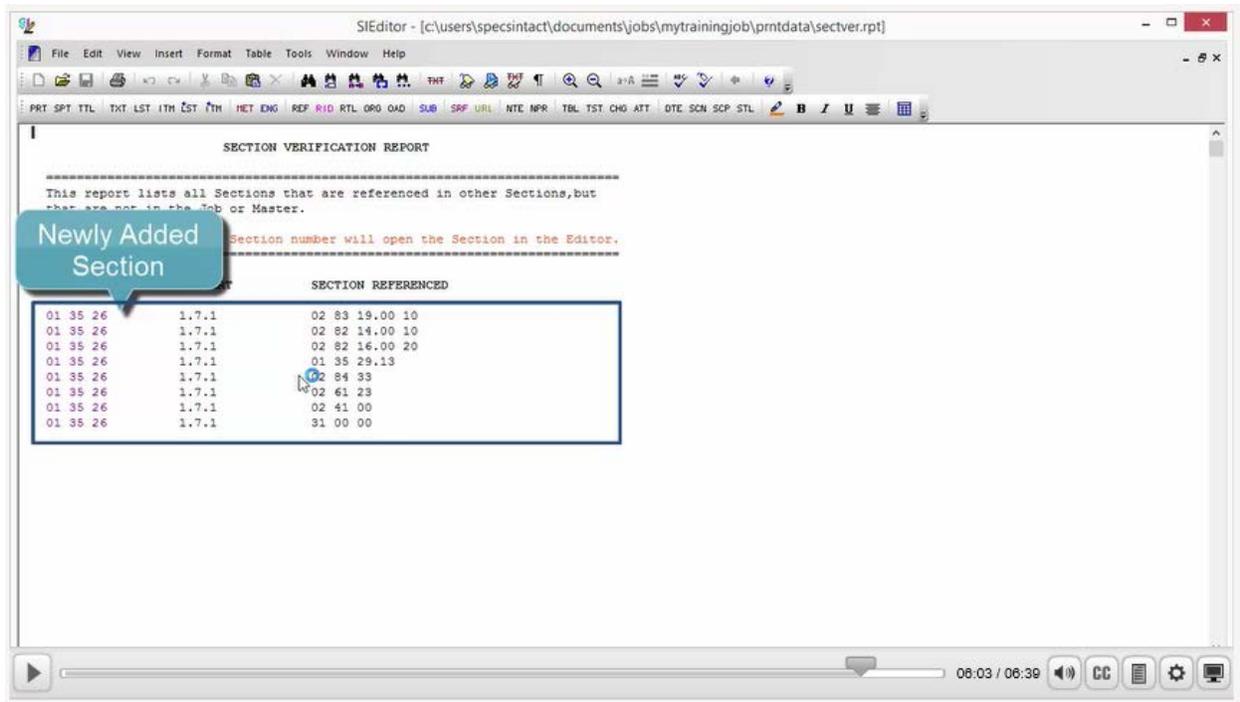
Now that we have addressed the Section Reference issues, it is time to re-generate the reports to verify the Section Verification Report does not display the issues we were trying to resolve. Let's close the Section and save our changes. Now we need to select our Job and choose the Process Print/Publish button on the Toolbar. On the Sections Tab, verify that you have All Sections selected along with the three choose the Process Print/Publish button on the Toolbar. On the Sections Tab, verify that you have All Sections selected along with the three Reconciliation processes.



On the Reports Tab, verify that you have all of the Verification Reports selected, and then choose Process Only button.



Now let's open the Section Verification Report. This is probably not what you expected, but you will notice the two discrepancies that we resolved are no longer listed. You now need to edit Section 01 35 26 and regenerate the reports to verify there are no further Verification or Validation issues. I always encourage you to regenerate the Reports often in order to remove the discrepancies you have corrected. Now that you know how to correct the problems reported on the Section Verification Report, 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.

SpecsIntact Technical Support

Monday - Friday

8:00 AM – 4:30 PM Eastern Time

Phone: 321.867.8800

Email: KSC-SpecsIntact@nasa.gov

eLearning Module Notes:
