

SpecsIntact eLearning Modules Transcript

Module: Chapter 6 – Submittal 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.

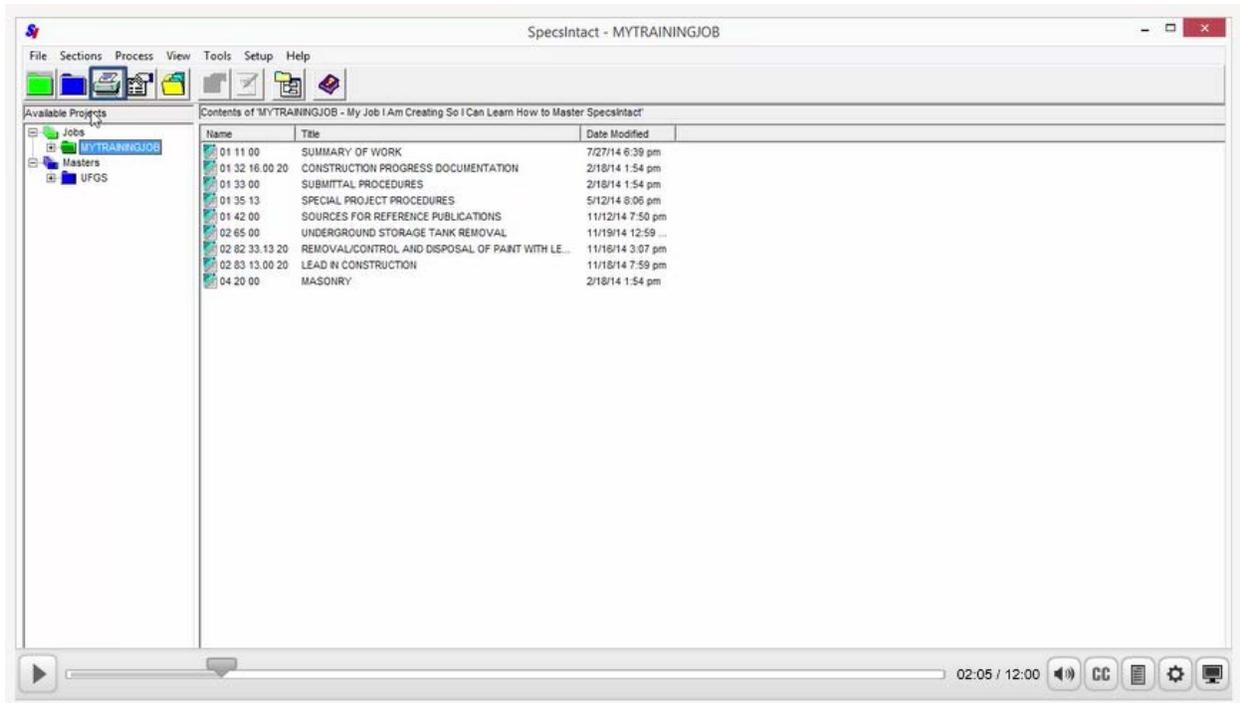
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In this module, we are going to focus on the Submittal Verification Report and how to correct any issues that may arise. Before we open the Submittal Verification Report to examine the discrepancies and learn how to correct them, I'd like you to understand what this report does as well as 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. A big mistake users make, is not running the reports until the project is due. Along with References, Submittals are another area in which you need to pay close attention too. The Submittal Verification Report detects problems resulting from the improper use of Submittals. The Reports checks that all Submittal Items appear both in the Sections' Submittal Article and within the Sections' text. It generates a list of Submittal Items missing from either location, then checks that all Submittal Descriptions used in the Sections' Submittal Article are also listed in the Job's 01 33 00 Section, and generates a list of Submittal Descriptions that differ or are missing from the 01 33 00 Section. Unlike References, Submittal Items are not case sensitive but they must be identical in every other way! Submittals are used within article titles, which are uppercase, paragraph and sub-paragraph titles, which are Title Case, or even within the text. When troubleshooting Submittals, make sure the errors are not a result of a typographical or spacing issue! In order to produce an accurate report, your Job must contain the 01 33 00 Submittal Procedures Section!

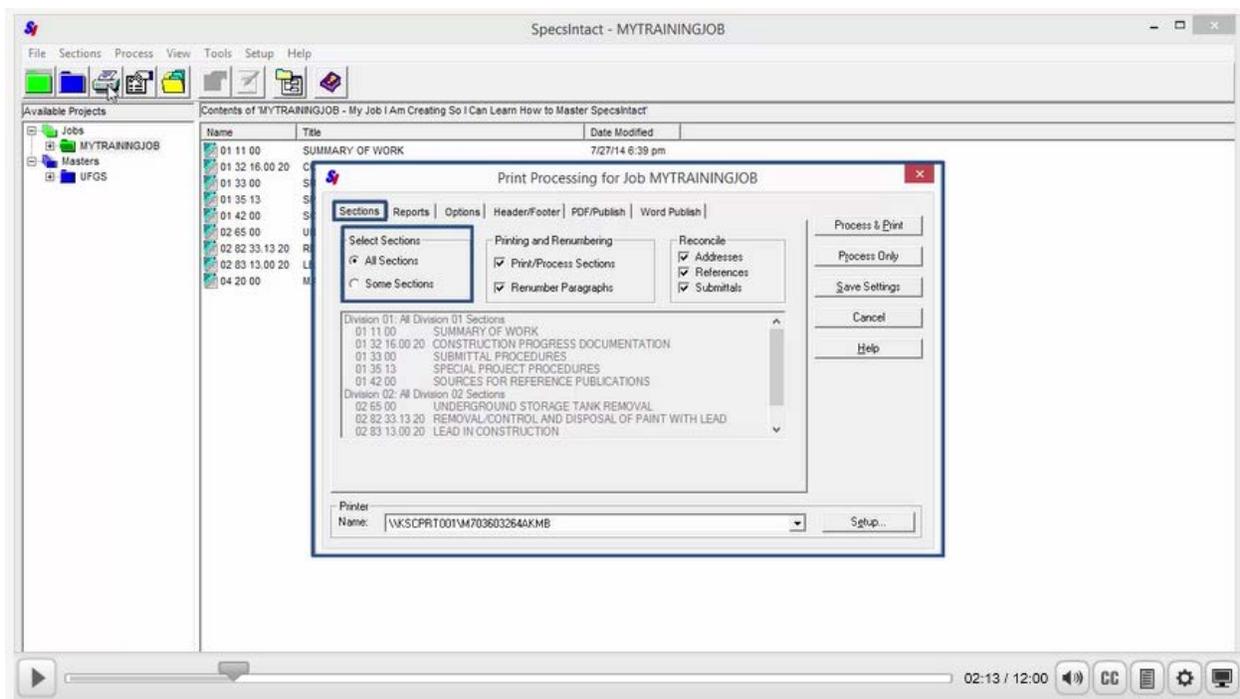


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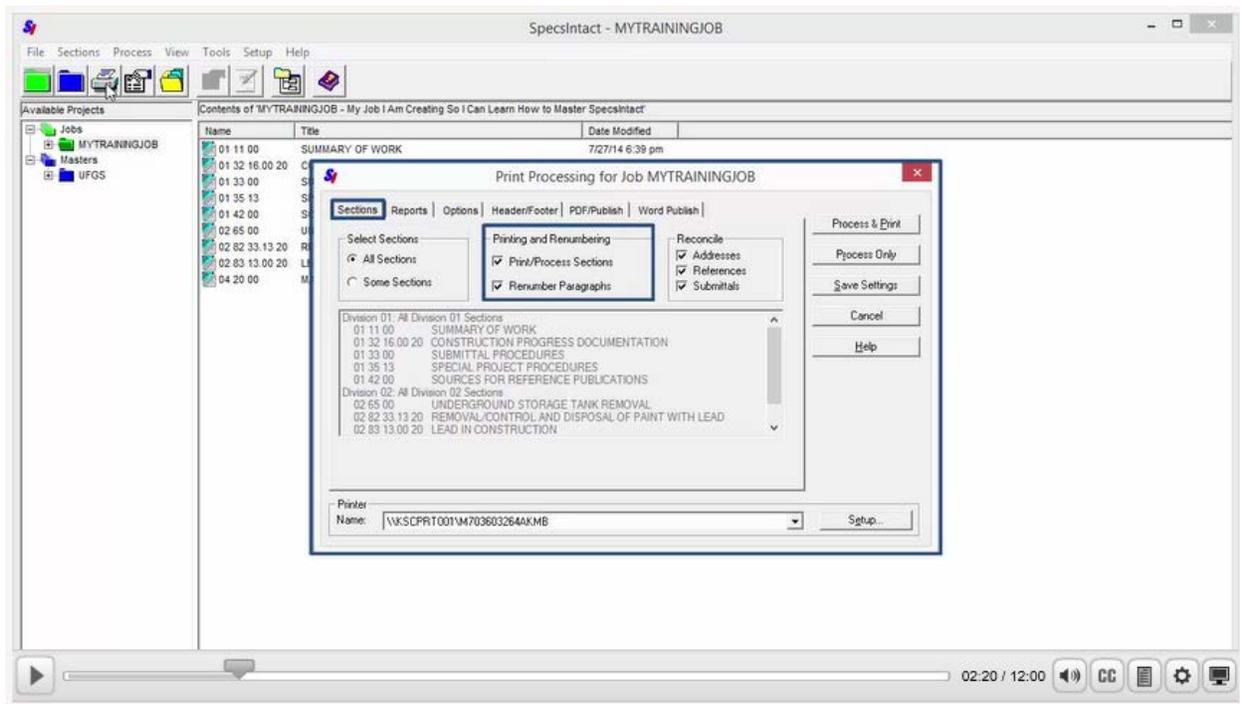
Let's start by generating the Reports in order to correct issues that we might have before we commit this job to Paper, PDF, or Word. From the SI Explorer, let's select the **Process Print/Publish** command on the SI Explorer's Toolbar.



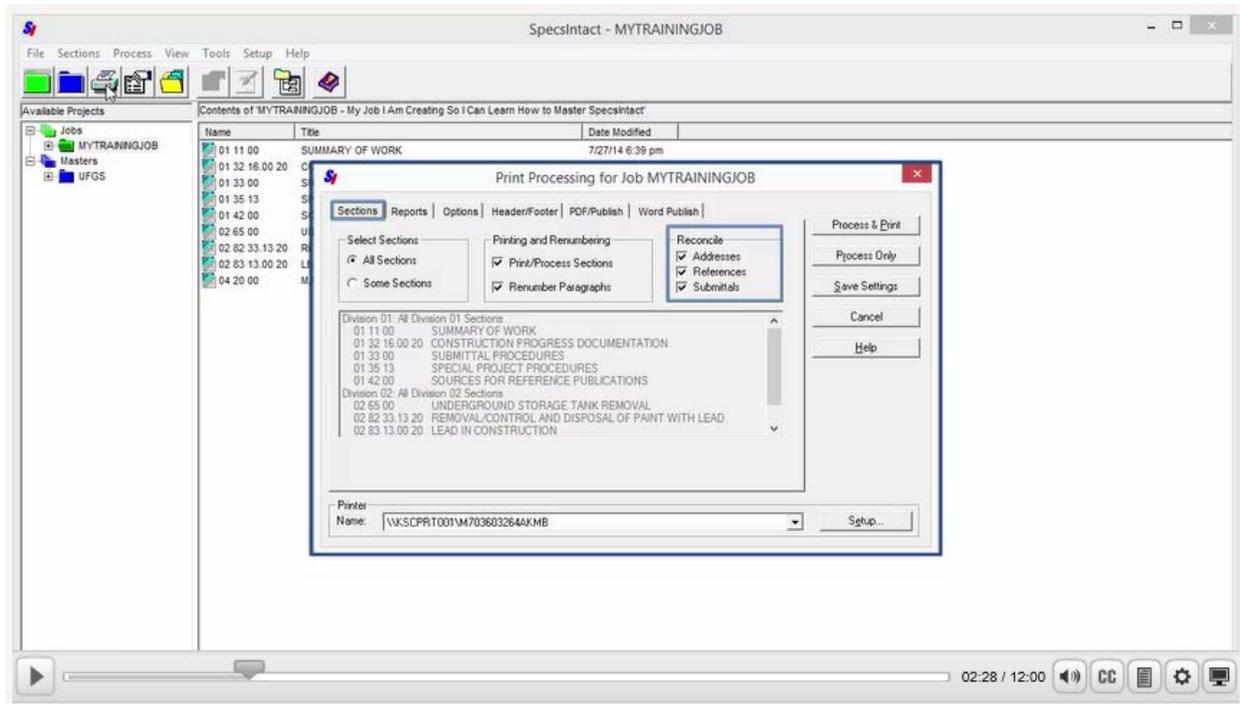
When the Process and Print/Publish dialog box opens we are positioned on the Sections Tab. Under Select Sections, by default you should have All Sections selected.



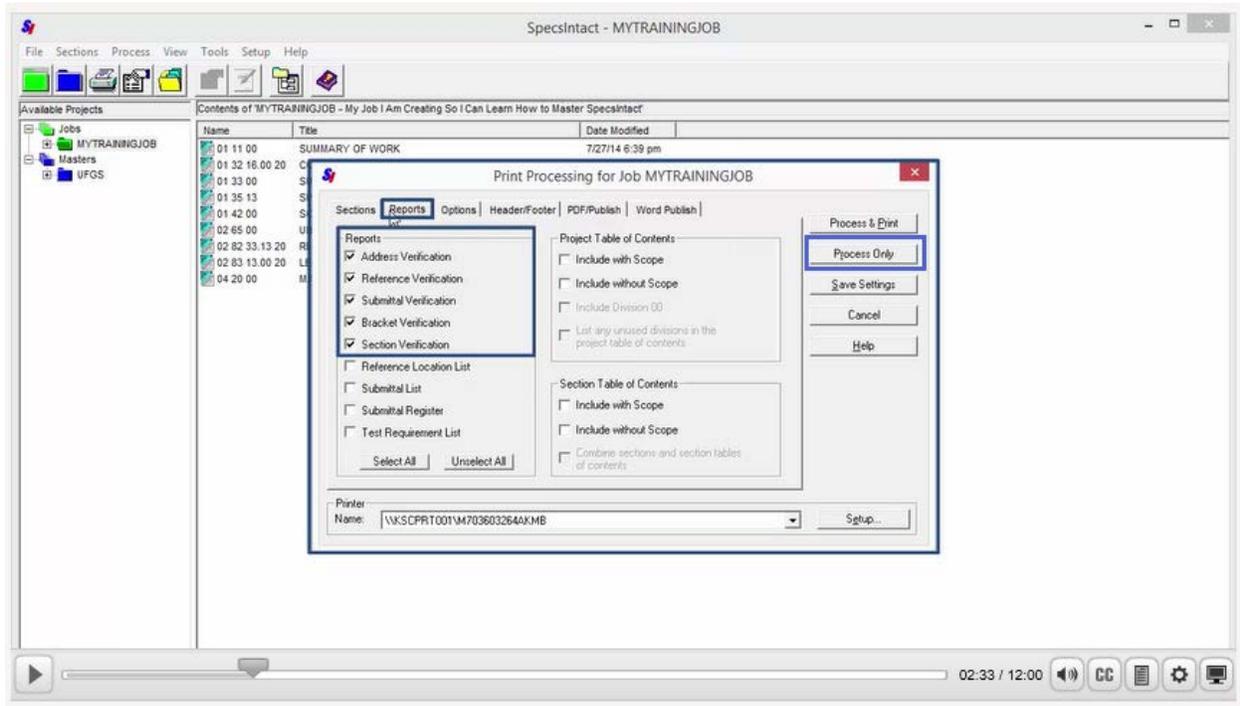
Under Printing and Renumbering, both options for Print/Process Sections and Renumber Paragraphs are selected.



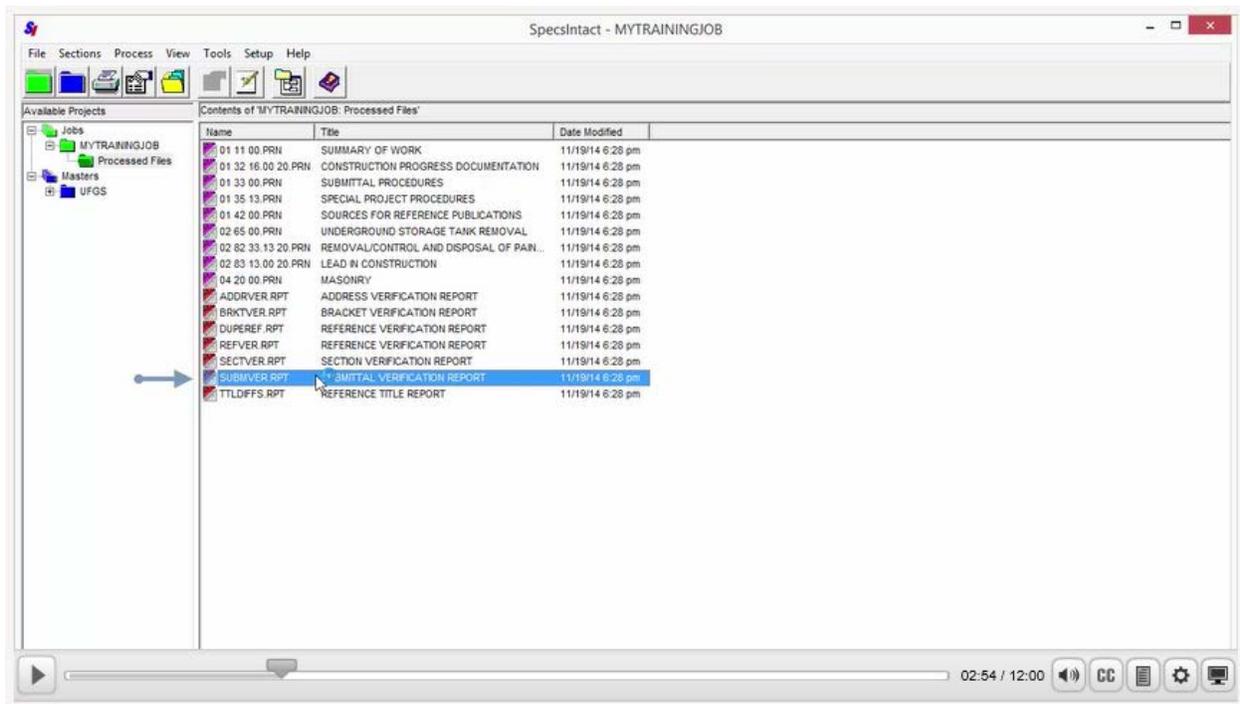
Lastly, under Reconcile, Address, Reference, and Submittals are selected.



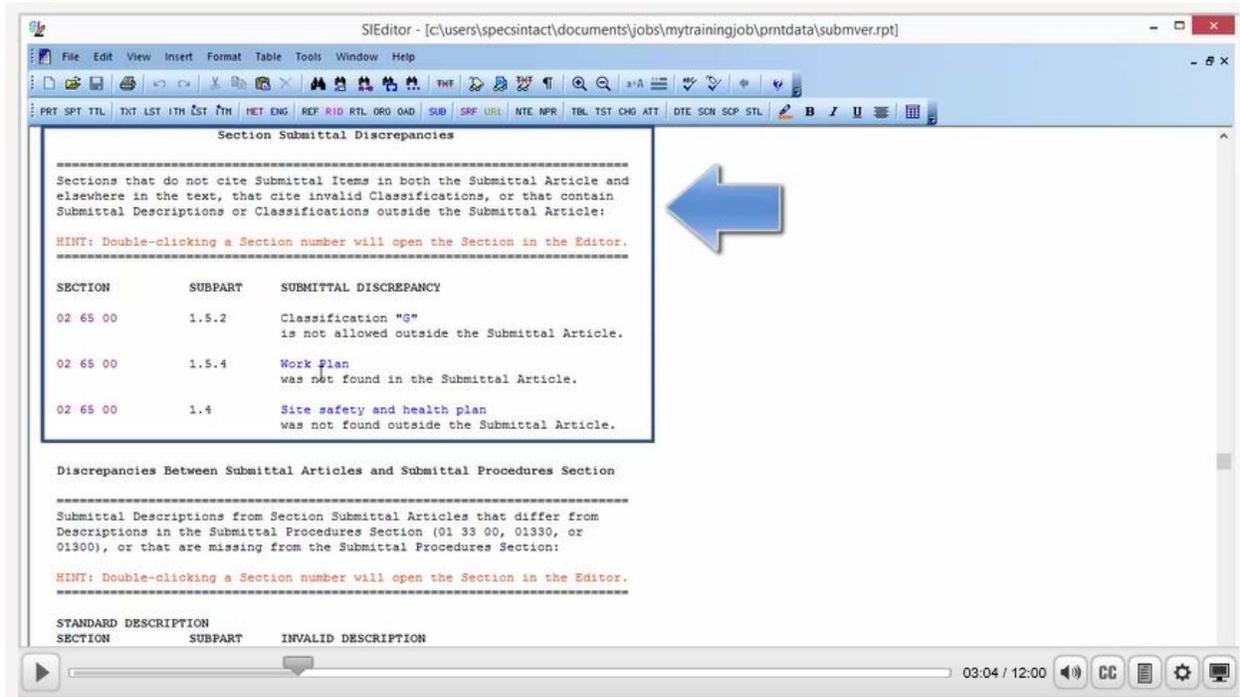
On the Reports Tab, you will see that all of the Verification Reports are selected by default. Now that we have verified the settings you should always use to generate the Reports to create electronic files, let's select the 'Process Only' button.



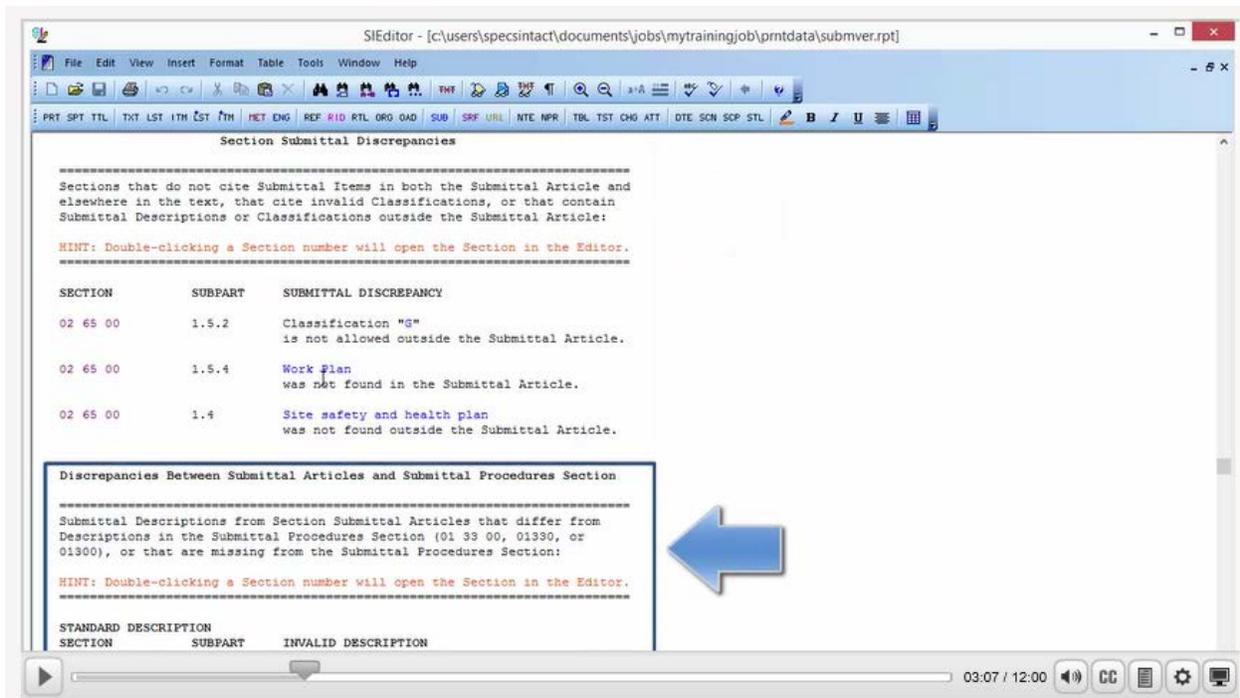
When the processing is complete, we will be returned to the SI Explorer, positioned at the Processed Files folder. Let's double-click to open the Submittal Verification Report.



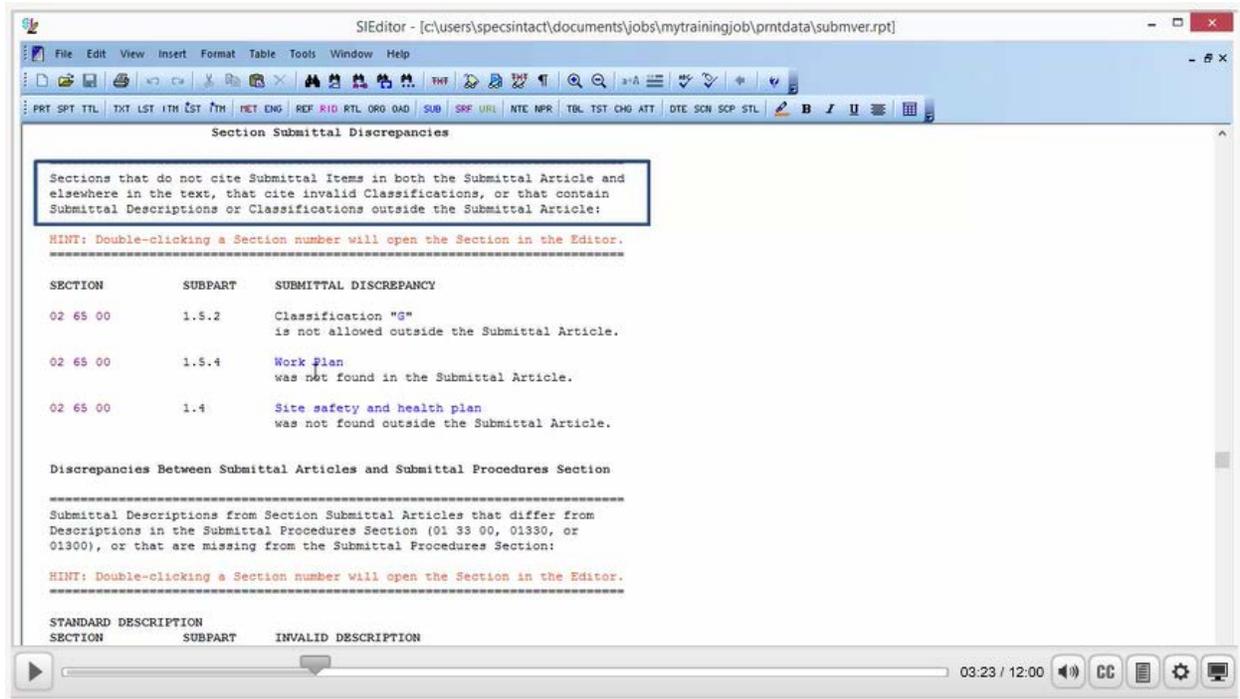
Before we address the problems listed in this report, you will notice the report is divided into two sections. The first section will address 'Section Submittal Discrepancies'



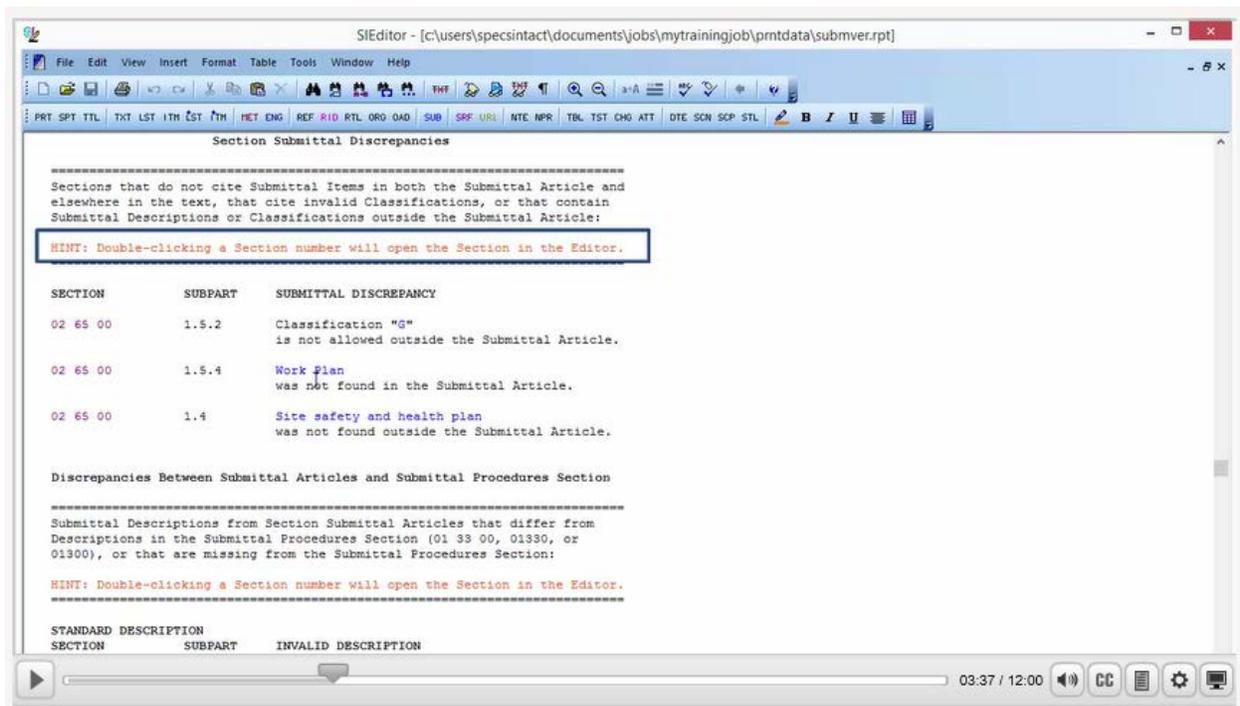
The second section will address 'Discrepancies Between Submittal Articles and the Submittal Procedures Section'.



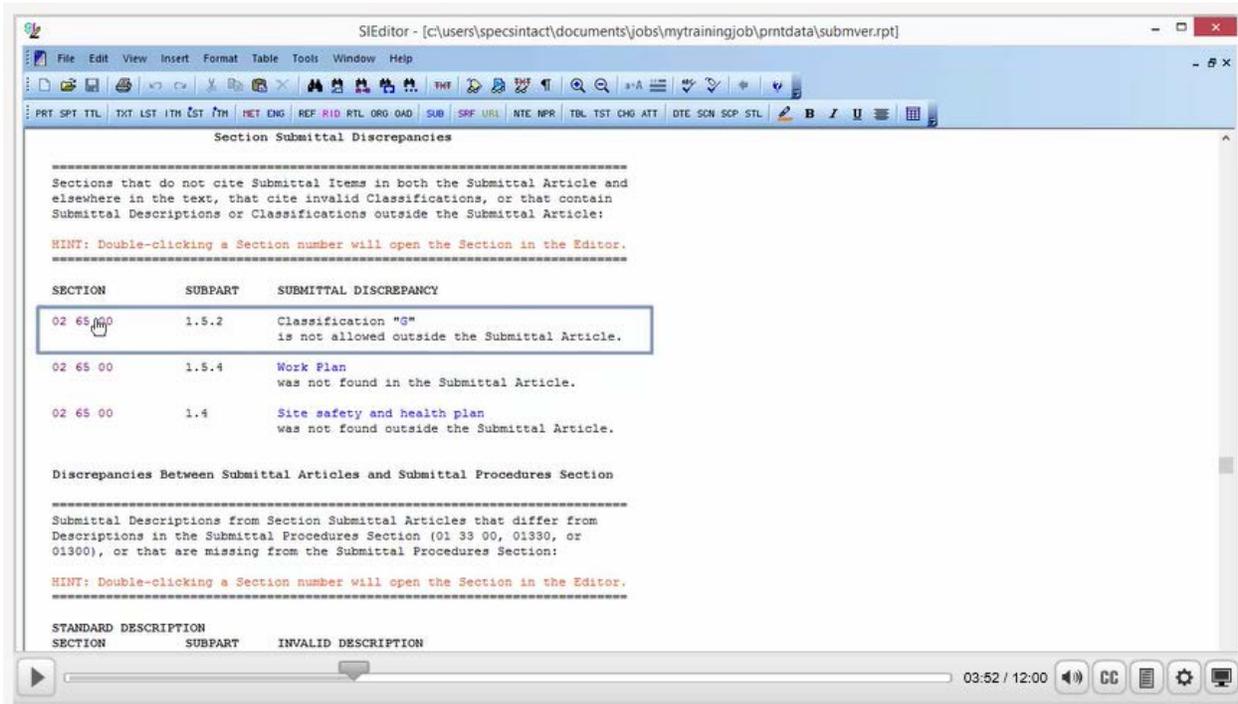
We will begin by addressing the problems listed under 'Section Submittal Discrepancies', I'd like to bring your attention to the note that states 'Sections that do not cite Submittal Items in both the Submittal Article and elsewhere in the text, that cite invalid Classifications, or that contain Submittal Descriptions or Classifications outside the Submittal Article'.



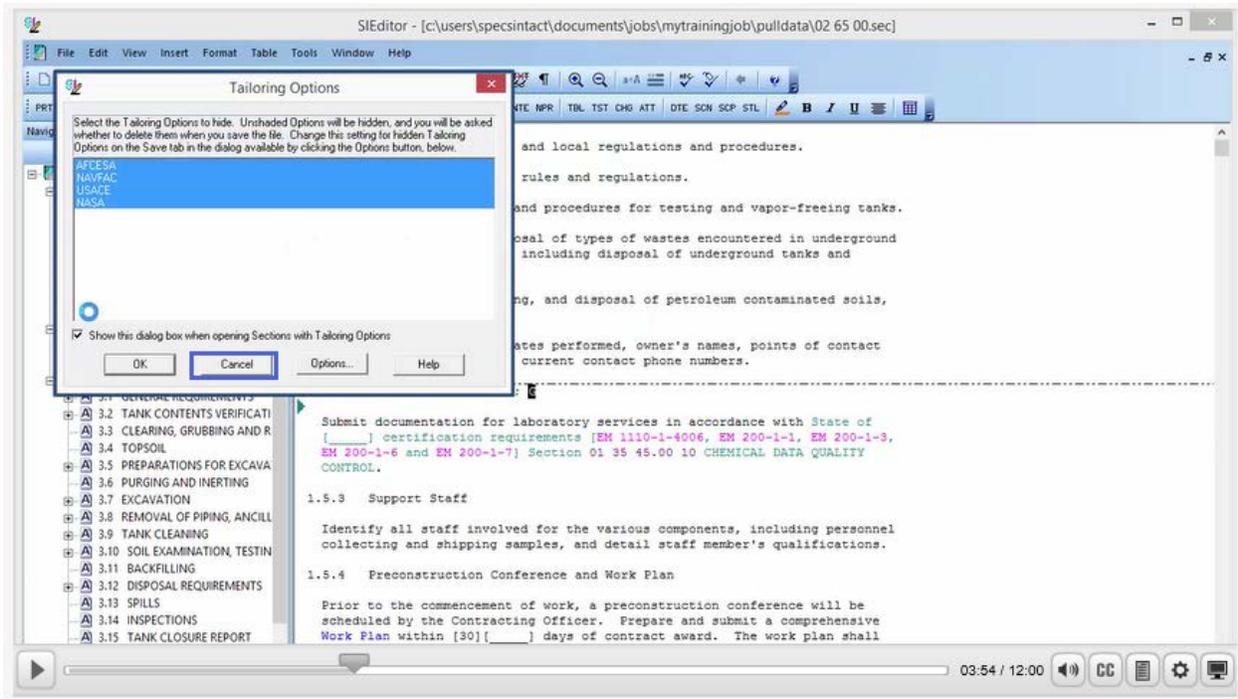
The Hint provided on all the Validation and Verification Reports states, 'Double-clicking a Section number will open the Section in the Editor'.



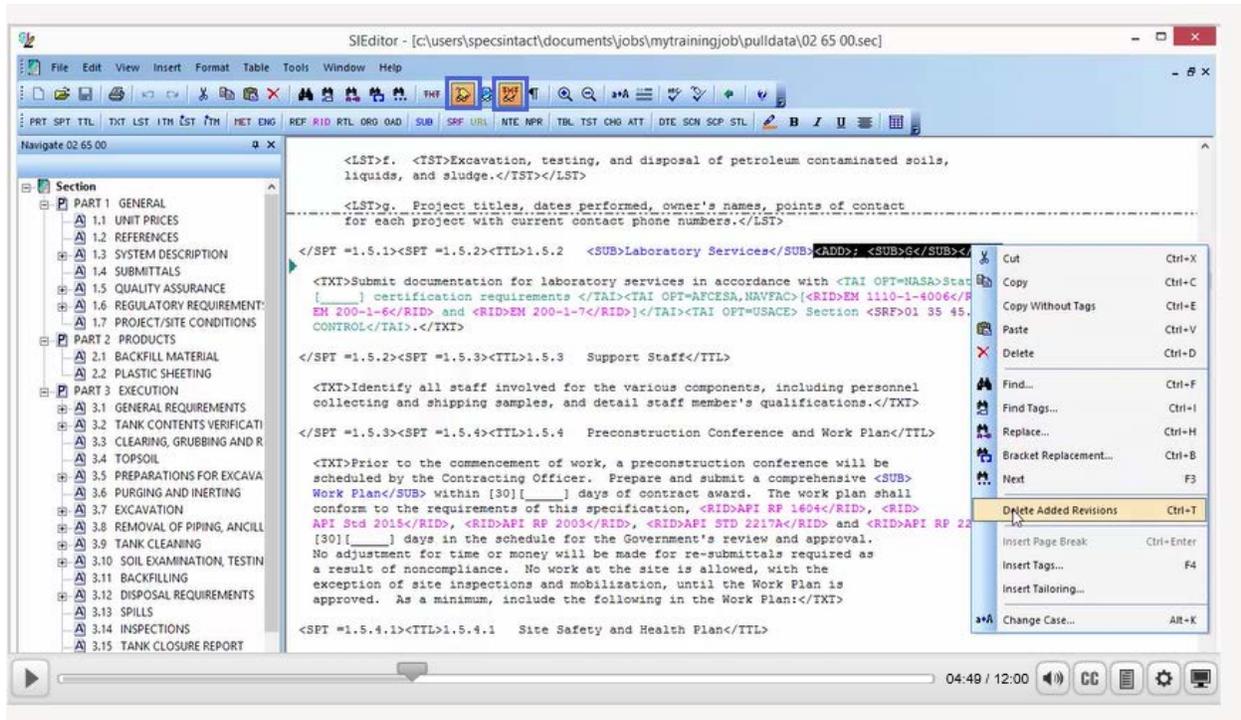
The first discrepancy listed for 1.5.2 states that the Classification "G" is not allowed outside the Submittal Article. Let's place our *cursor* over the **Section number** for this problem and *double-click*.



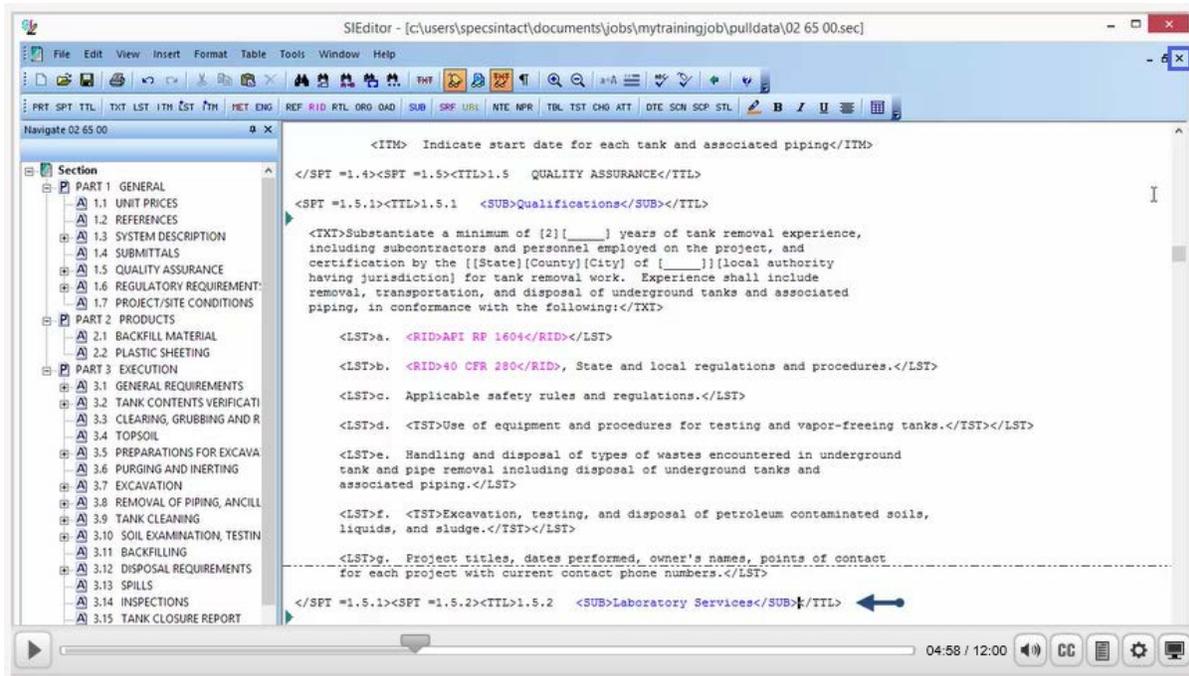
If the Tailoring Options dialog box opens, select **Cancel**.



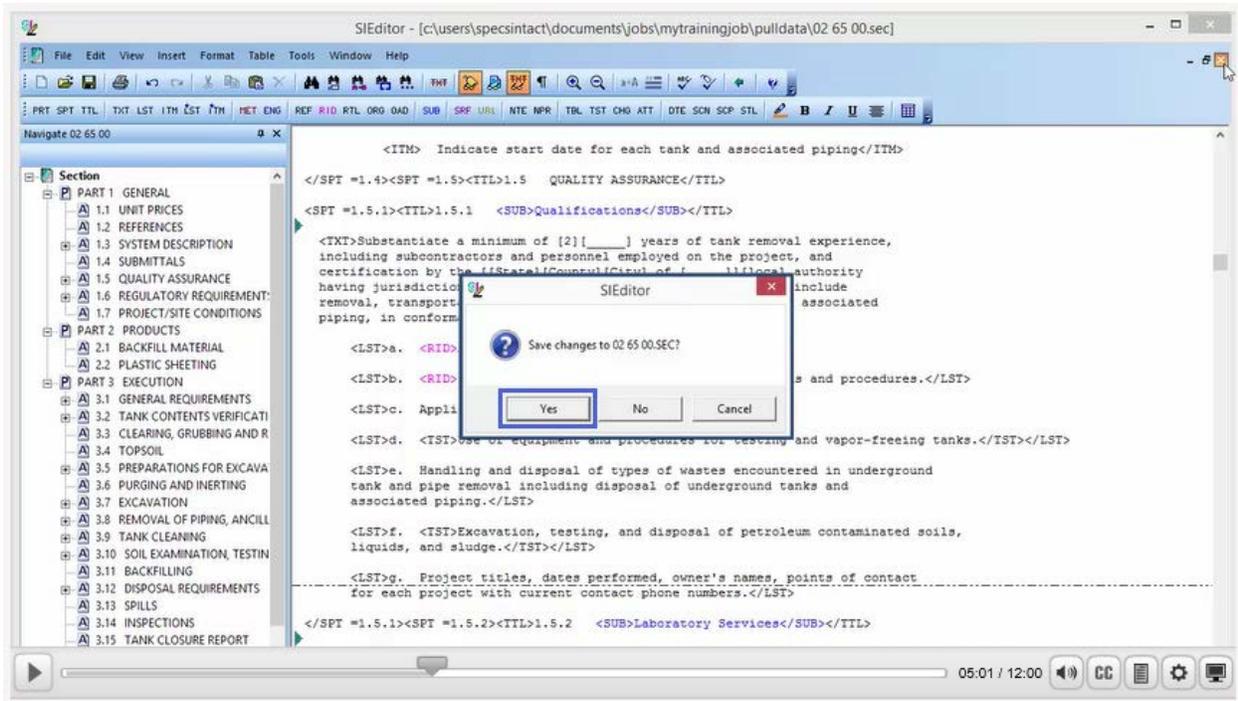
The SI Editor is intelligent enough to position us directly on the Submittal that produced this error. For the Editor to perform an accurate find, the Tags and Revisions must be hidden. In order to continue, let's go ahead and select the **Toggle Tags View** button and **Toggle Revisions** button, on the Toolbar so our tags and revisions are visible. As we examine 1.5.2, you will see the Classification Code was added, since it is surrounded in a set of <ADD> tags. Submittal Descriptions, Classification and Reviewer Codes, can only appear in the Submittal Article. Any citations of these in the text, outside of the Submittal Article, must be deleted. In order to do this, *highlight* the **added text**, *right-click*, and select **Delete Added Revisions**.



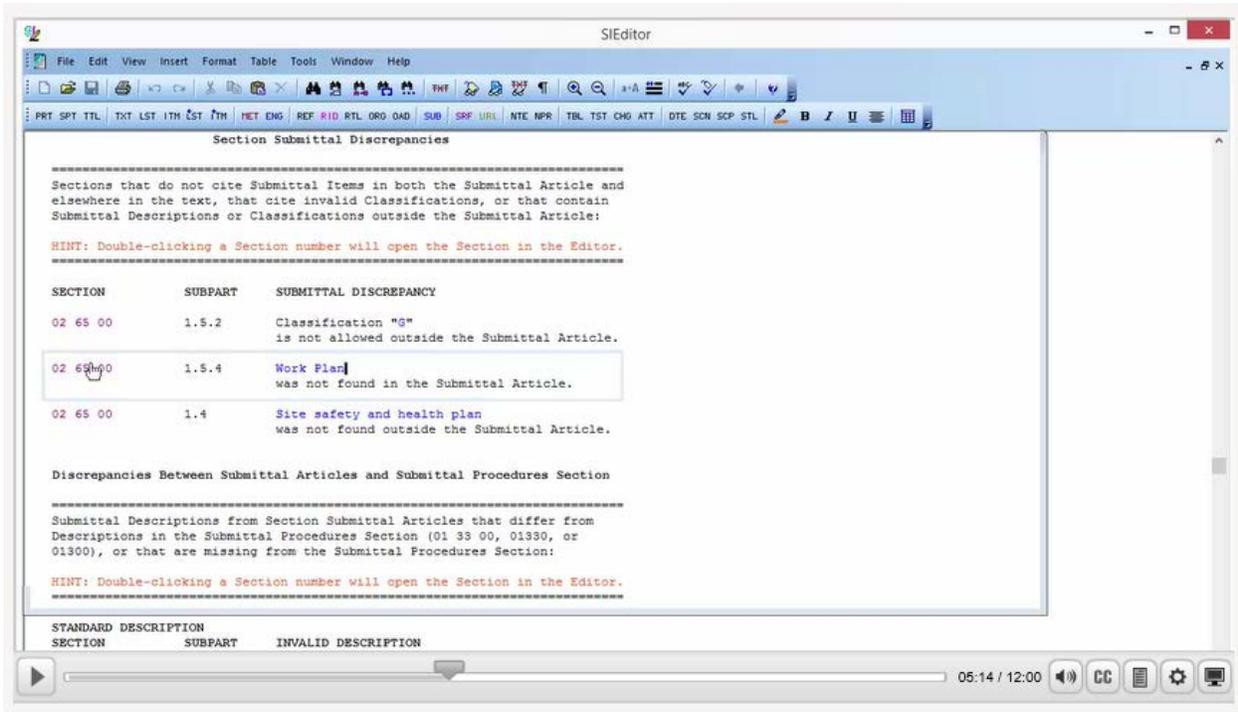
Now that we have removed the Classification Code, let's return to the Submittal Verification Report, by *selecting* the lower-tiered 'x'.



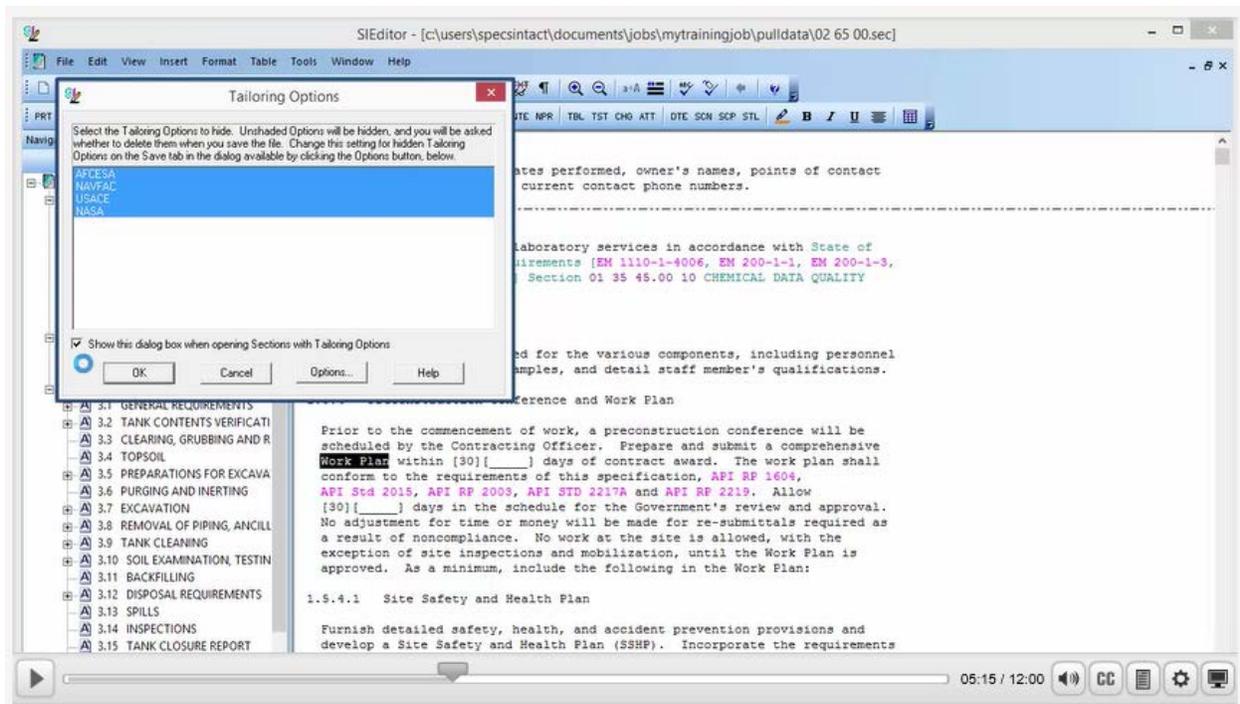
When prompted to Save changes, select Yes.



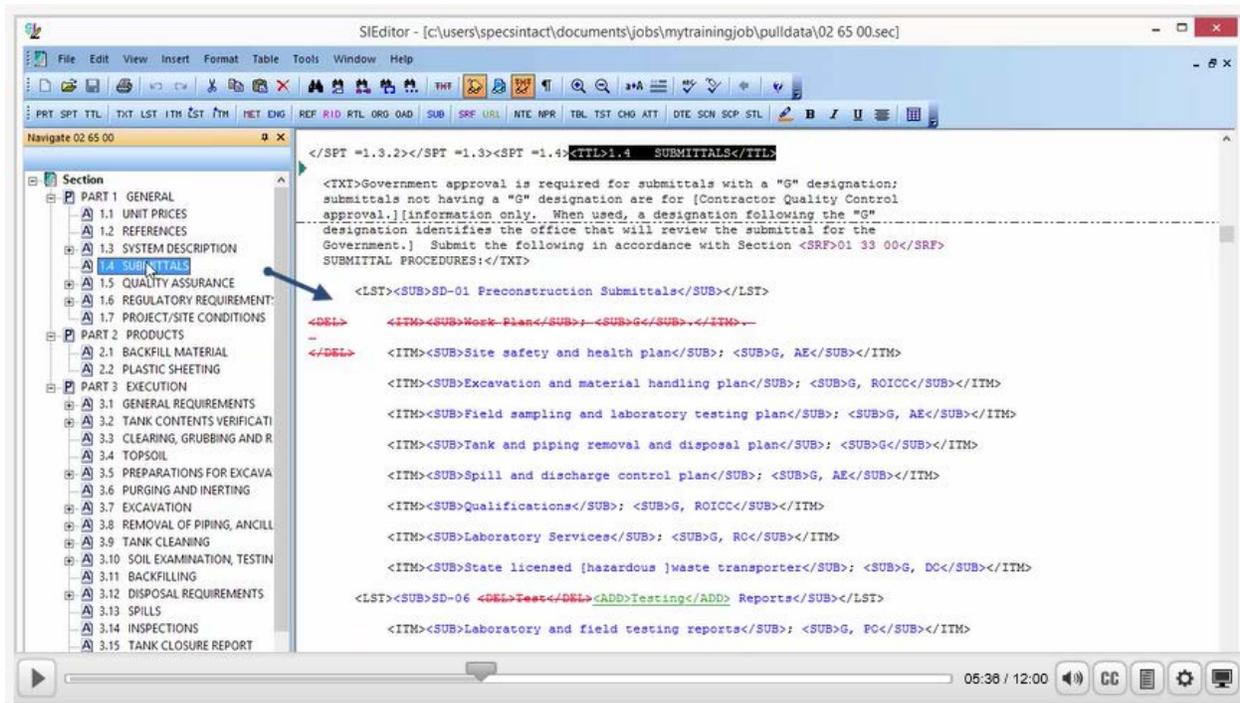
The second issue we need to address states that Work Plan was not found in the Submittal Article. Let's place our cursor over the Section Number and double-click.



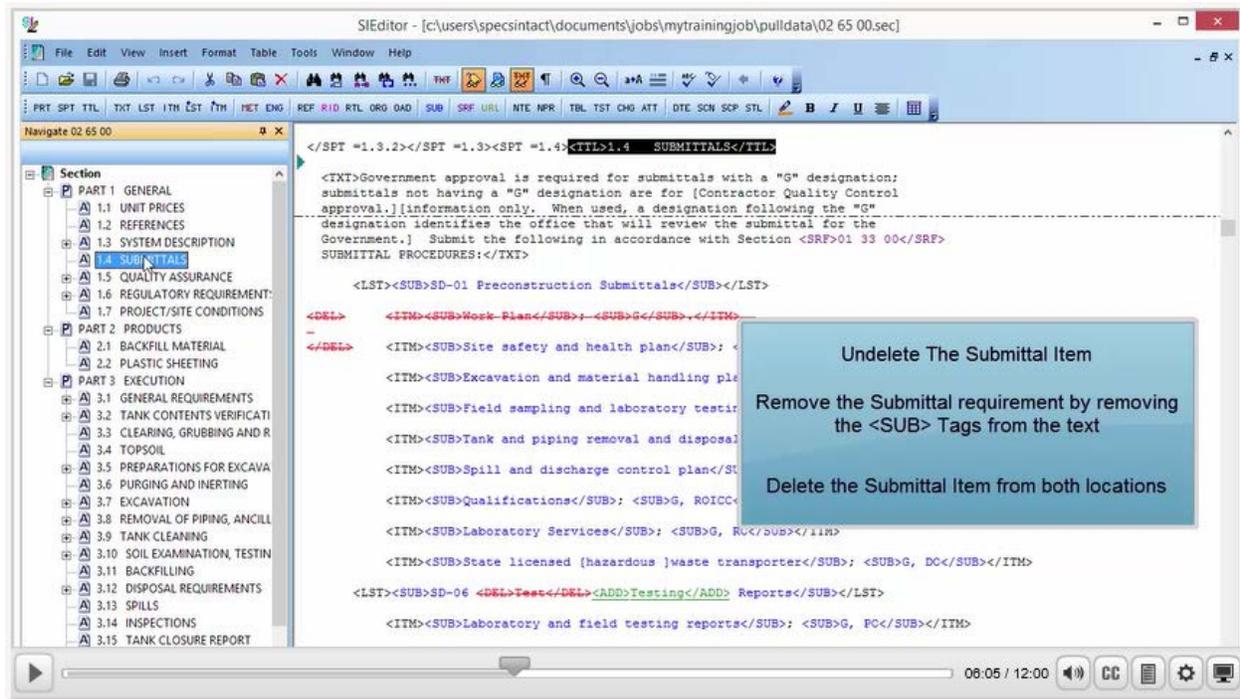
If the Tailoring Options dialog box opens, select **Cancel**.



Now let's select the **Toggle Tags View** button and **Toggle Revisions** button, on the Toolbar so our tags and revisions are visible. We need to investigate this issue a little further so let's navigate to the Submittal Article which happens to be 1.4. As we look under SD-01 Preconstruction Submittals, you'll notice that Work Plan was deleted. This particular problem is a Technical issue that requires the engineer or architect's approval.

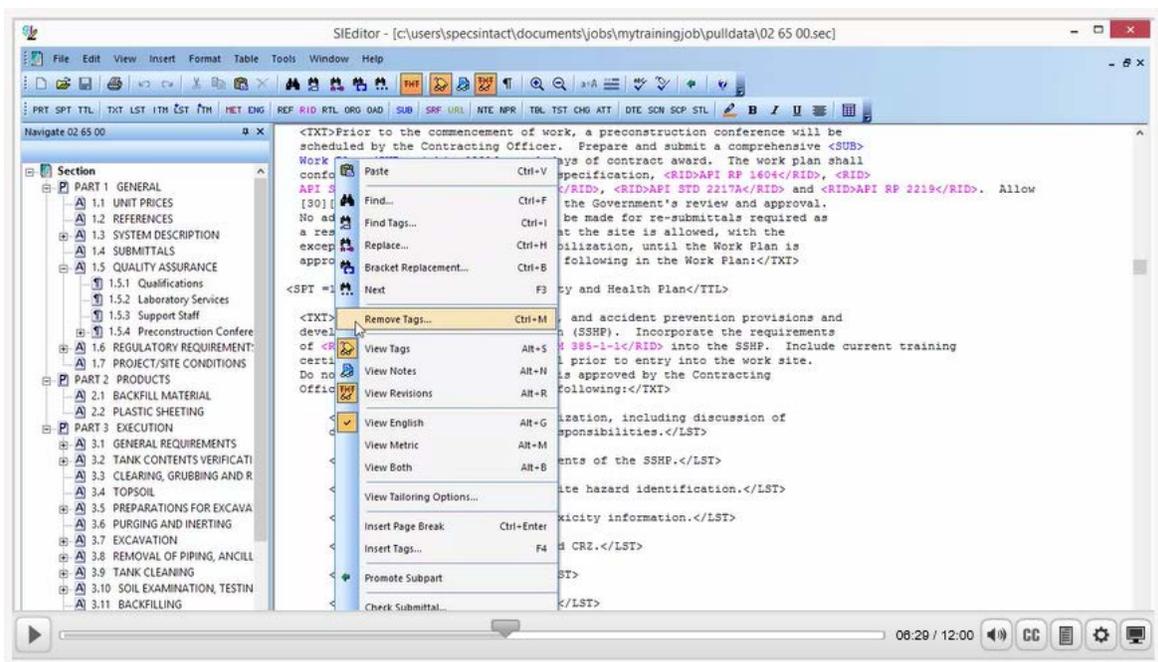


There are three ways we can address this problem. Either we need to undelete 'Work Plan' so it is listed in the Submittal Article under SD-01 Preconstruction Submittals, or we need to remove the Submittal requirement by removing the <SUB> tags surrounding the item within the text, or we need to delete the Submittal Item from the Submittal Article and from the text.

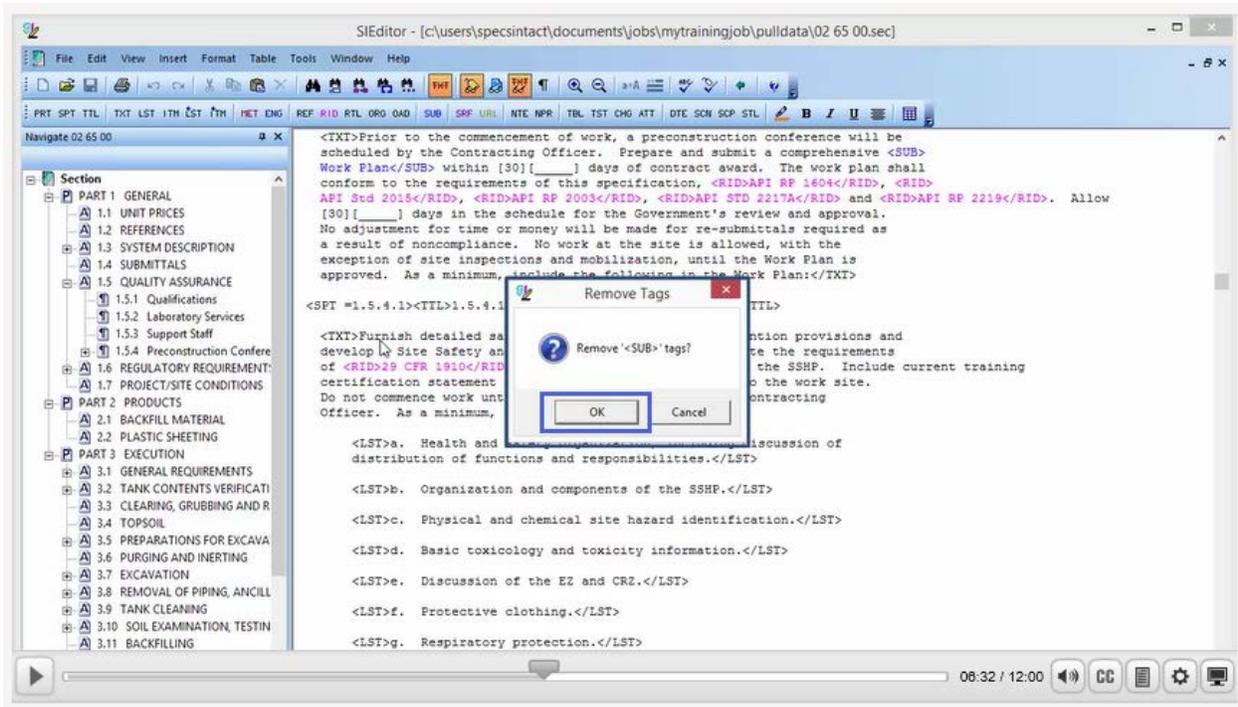


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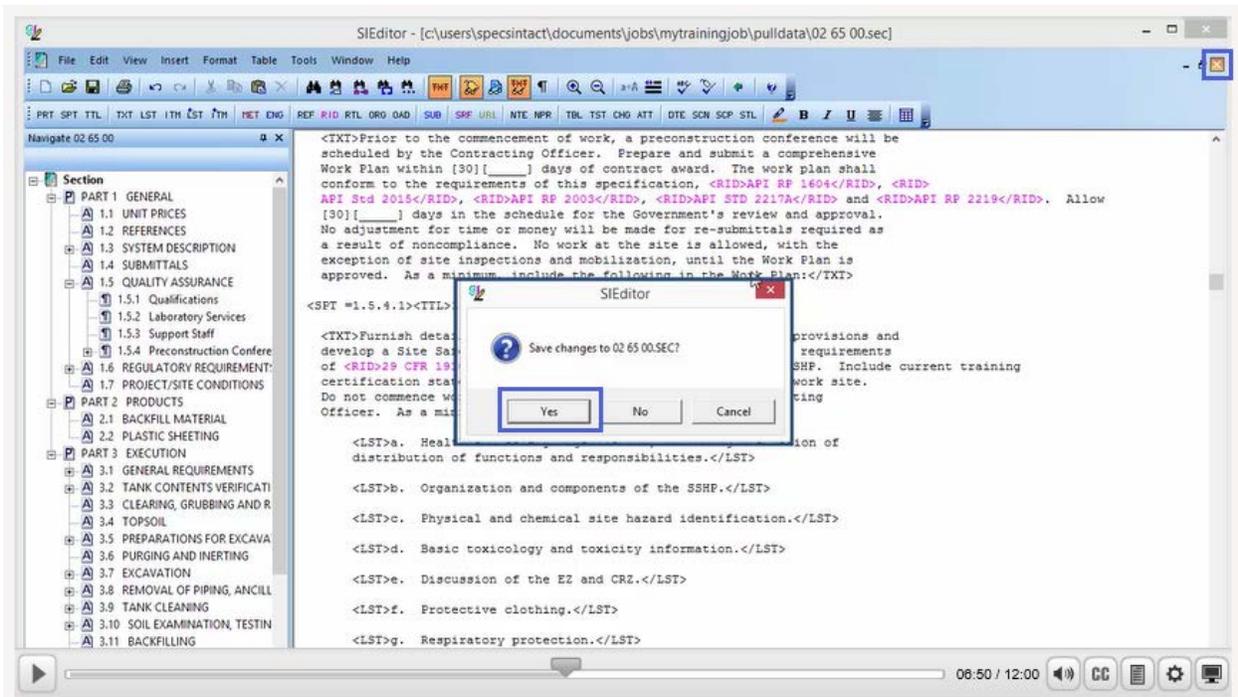
For this exercise, we're going to remove the Submittal Requirement by removing the <SUB> tags. To do this, let's navigate to 1.5.2, place our cursor on Work Plan so it is between the submittal tags, right-click and select Remove Tags.



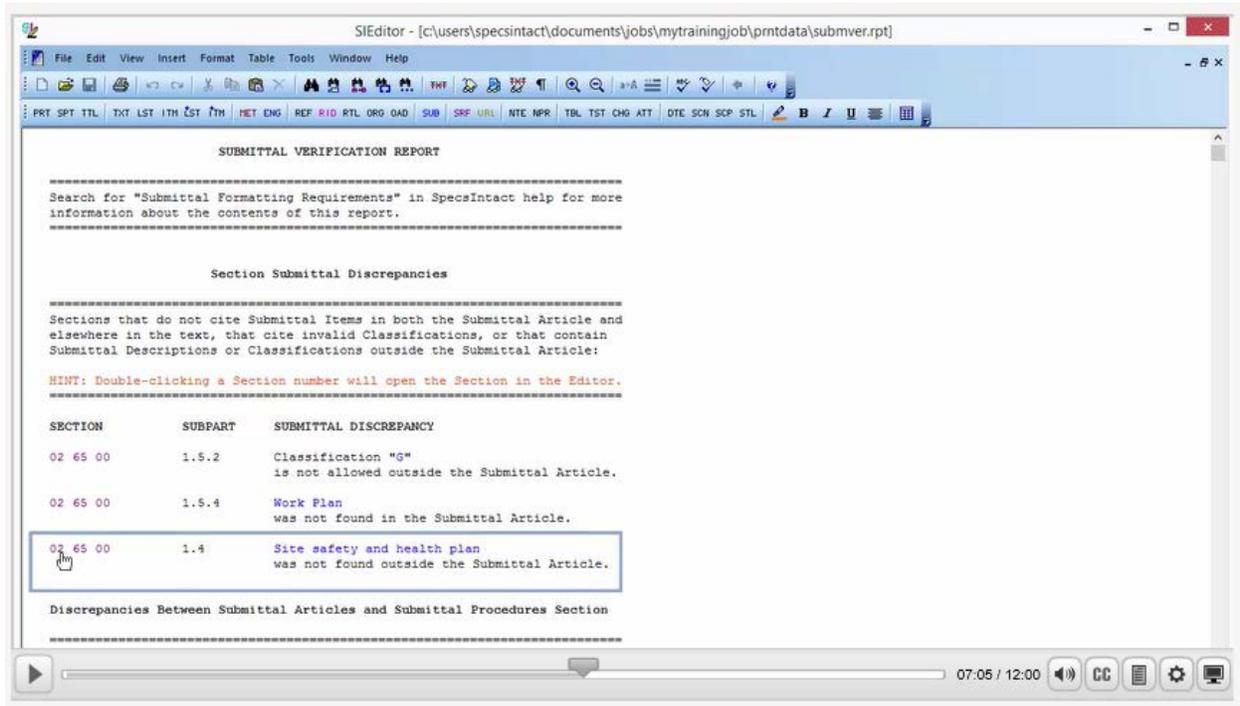
Immediately a message box will open to verify you want to remove the <SUB> tags, select **OK**.



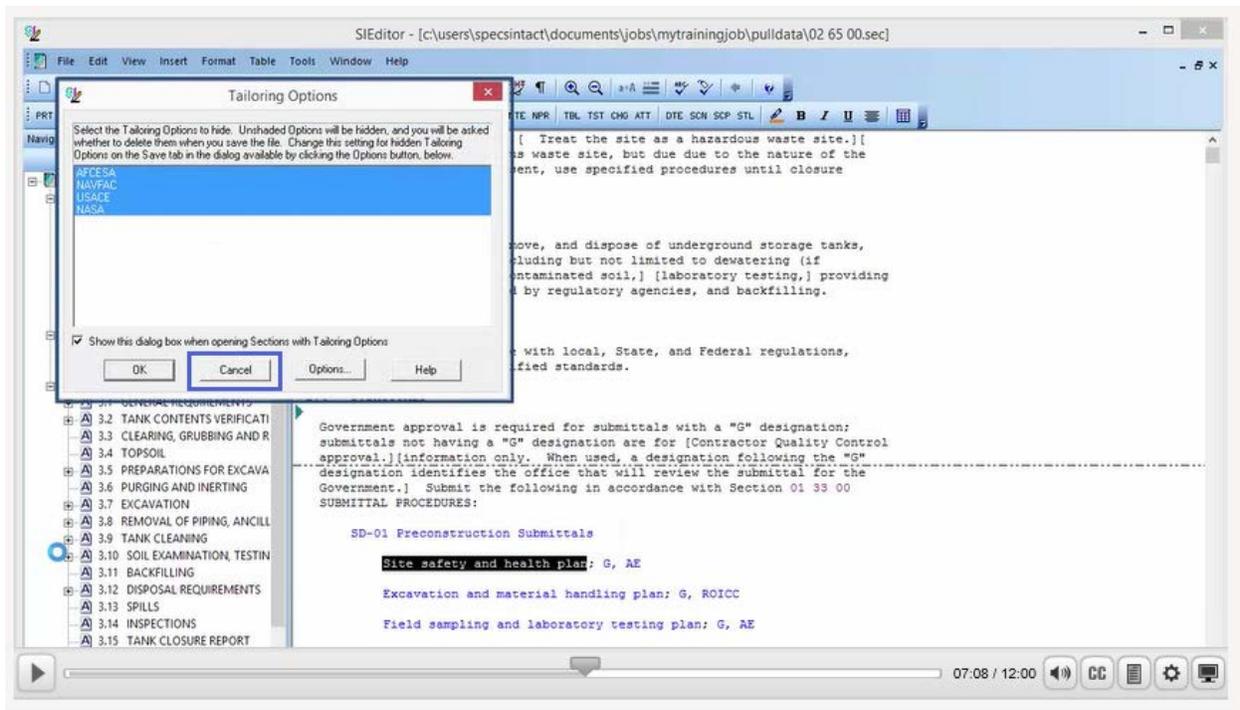
We have one more problem in the first section of the Submittal Verification to address so let's close the Section by selecting the lower-tiered 'x' so we're returned to the Submittal Verification Report. When prompted to Save changes, select **Yes**.



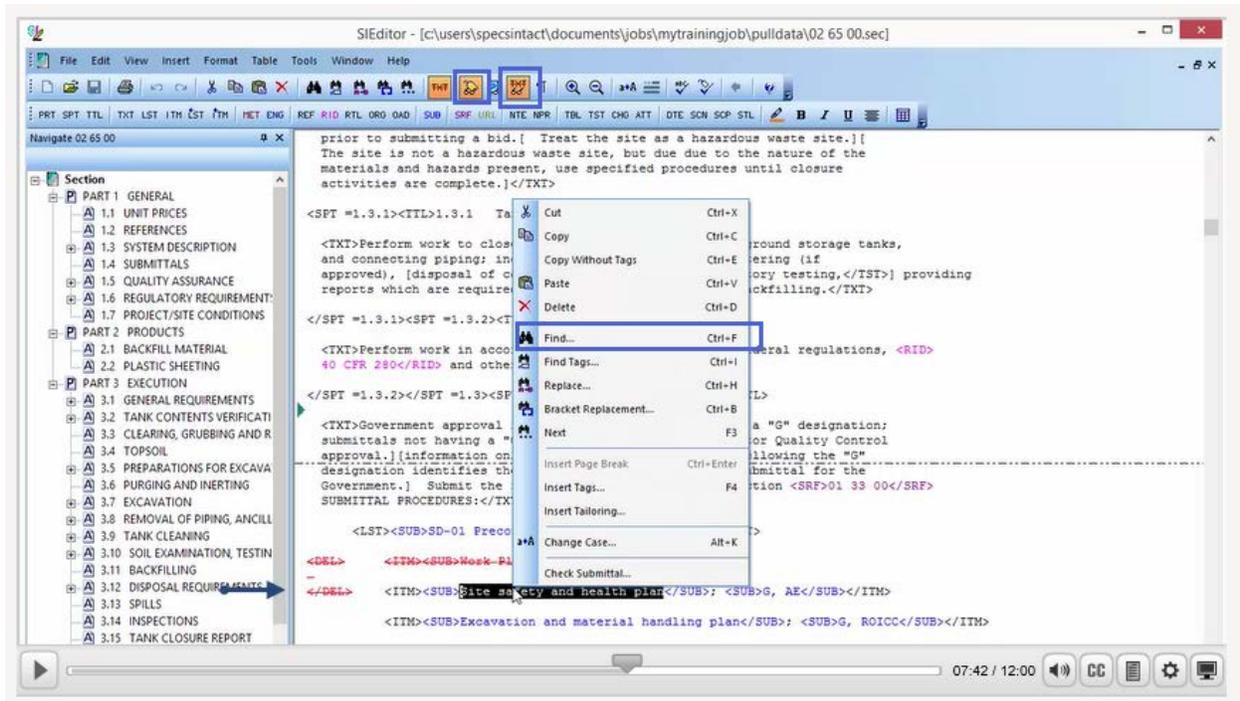
The last issue in this section of the report states that 'Site safety and health plan' was not found outside of the Submittal Article'. Again, we will place our *cursor* over the **Section Number** and *double-click*.



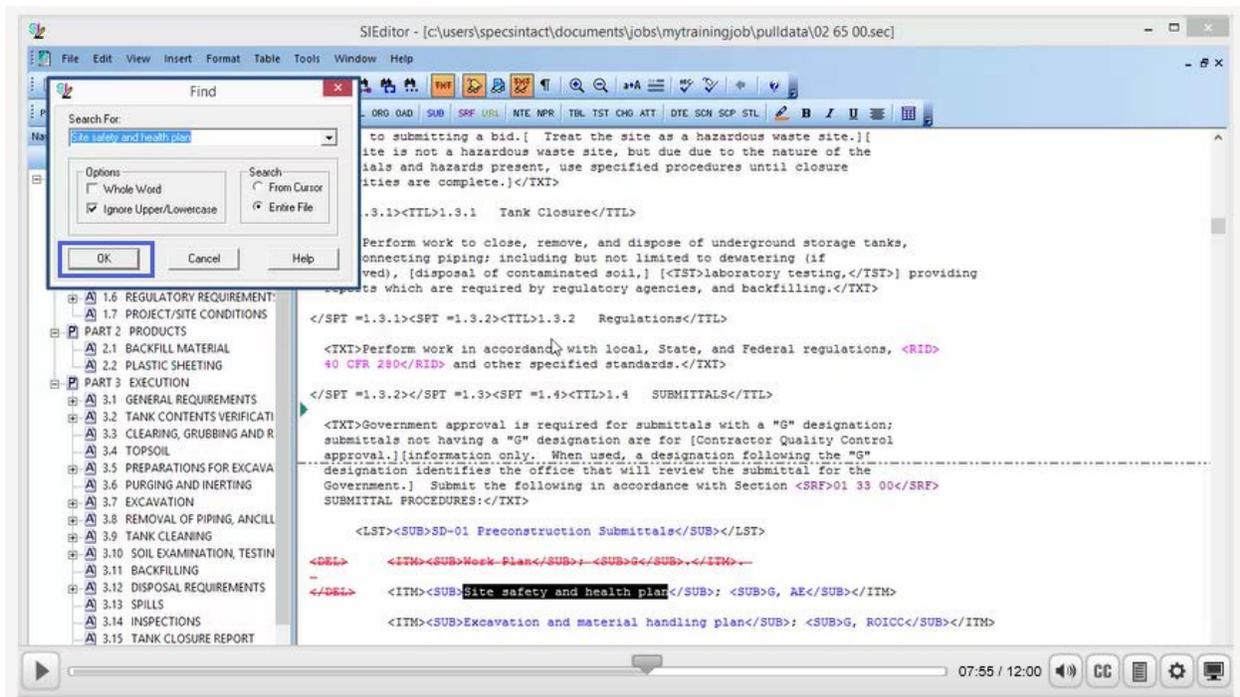
If the Tailoring Options dialog box opens, select **Cancel**.



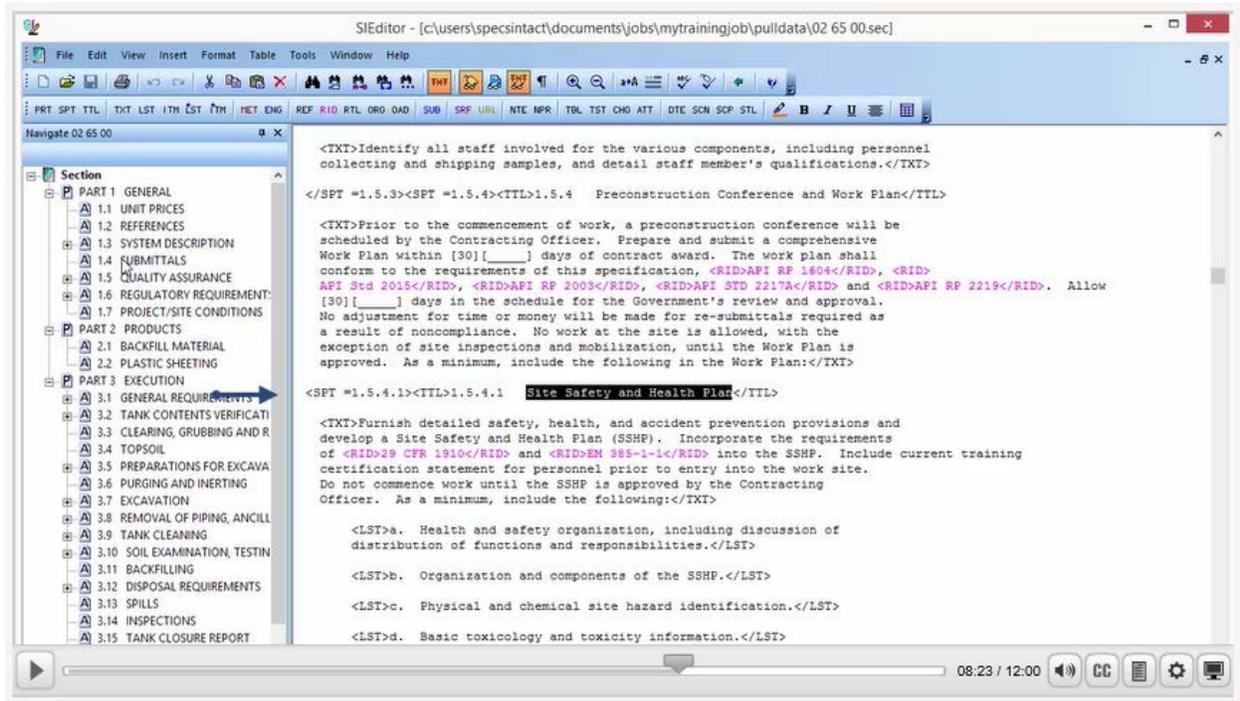
As before, we need to select the **Toggle Tags View** button and **Toggle Revisions** button, on the Toolbar so our tags and revisions are visible. The Editor as positioned us within the Submittal Article, underneath SD-01 Preconstruction Submittals. As before, this issue is a technical issue. Before making changes, consult with the engineer or architect's to determine the best approach. With the **Submittal Item** highlighted, let's right-click and select **Find**.



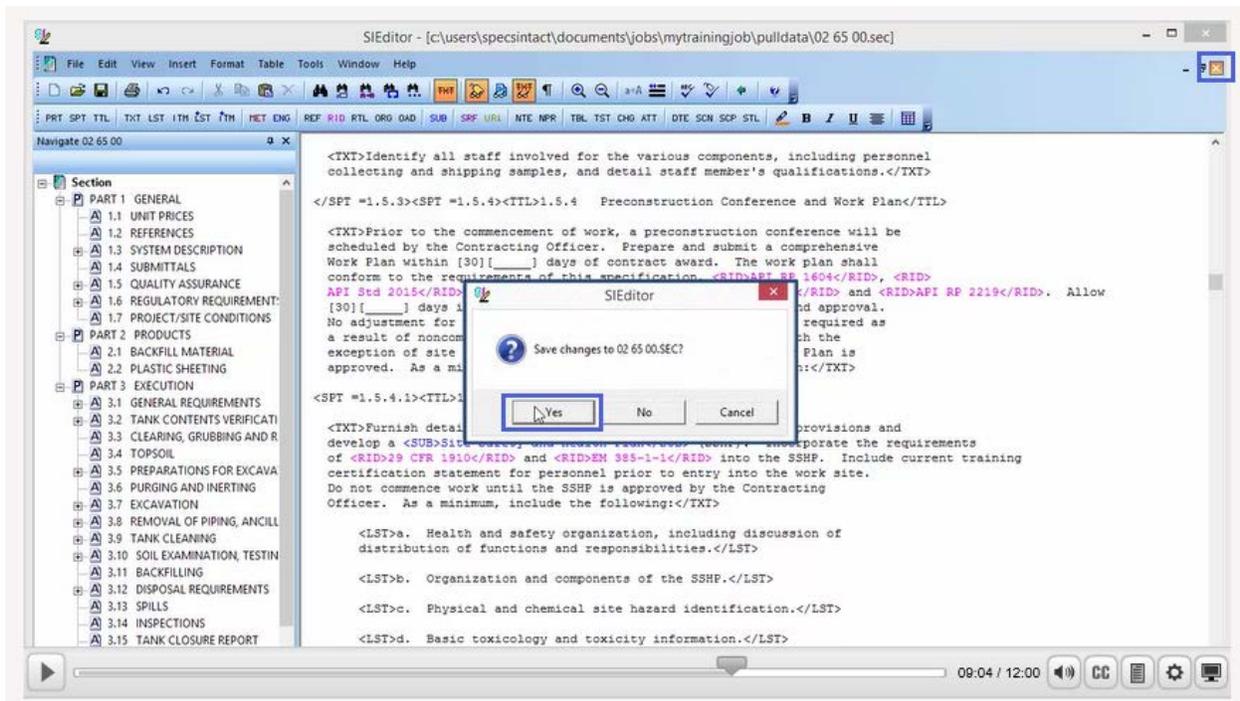
When the Find box opens, you will see that the Search field contains the Submittal Item we need to locate. I mentioned before that Submittal Items are not case sensitive, so make sure you have Ignore Upper/Lowercase selected. In addition, I recommend that you select Entire File since Submittal Items can be above or below the Submittal Article. Let's go ahead and select **OK**.



In this case, the first location was the one we had highlighted in the Submittal Article. We can either select the **Find Next** button on the Toolbar or press **F3**, which takes us to 1.5.4.1. In this case, we do not want to tag the subpart title as a Submittal requirement, so we are going to press **F3** again.

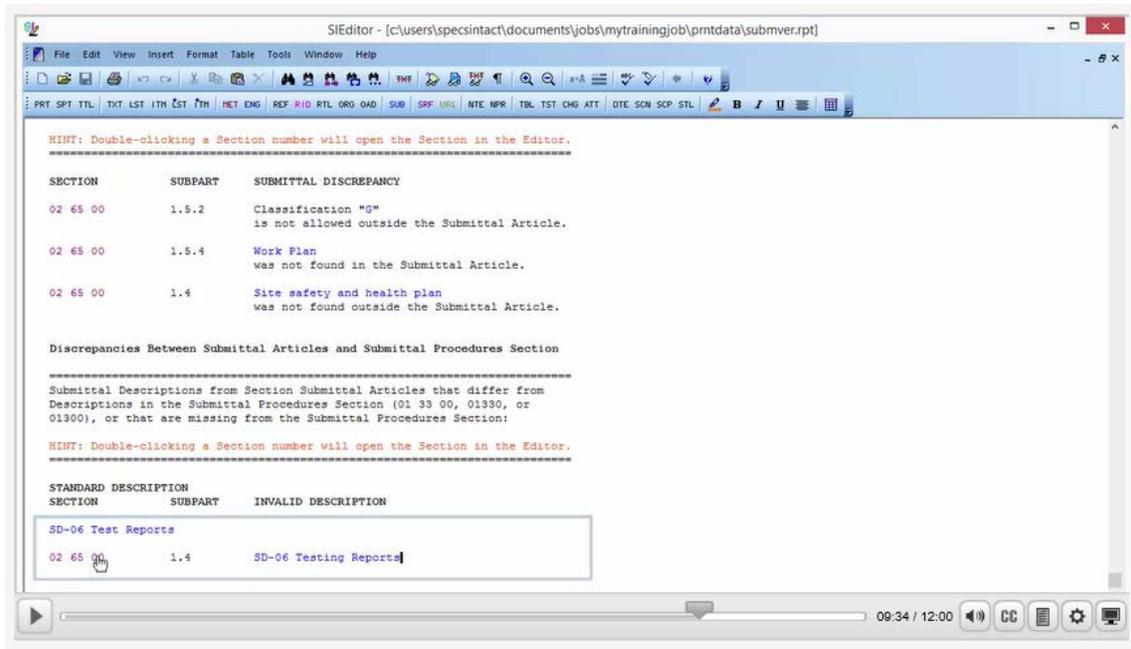


As you see, Site Safety and Health Plan is mentioned within the paragraph text for this subpart. As we read the sentence, it clearly states 'Furnish detailed safety, health, and accident prevention provisions and develop a Site Safety and Health Plan (SSHP). Since the text is already highlighted, let's select the **SUB** button on the Editor's Tags bar. Now that we have added the <SUB> tags, let's close the Section by selecting the lower-tiered 'x'. When prompted to save the changes, select **Yes**.

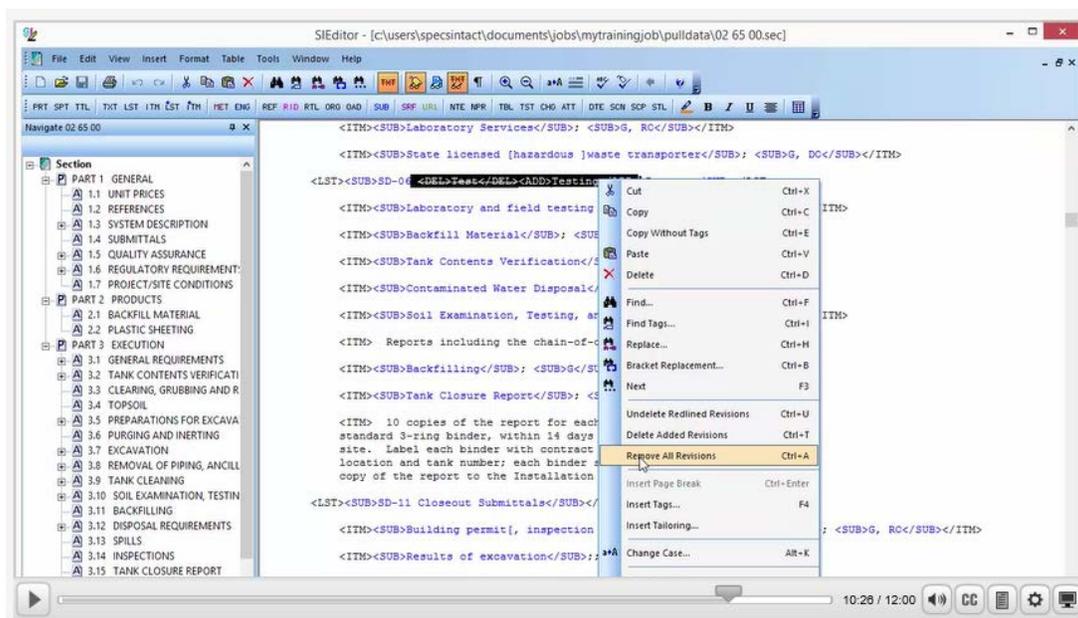


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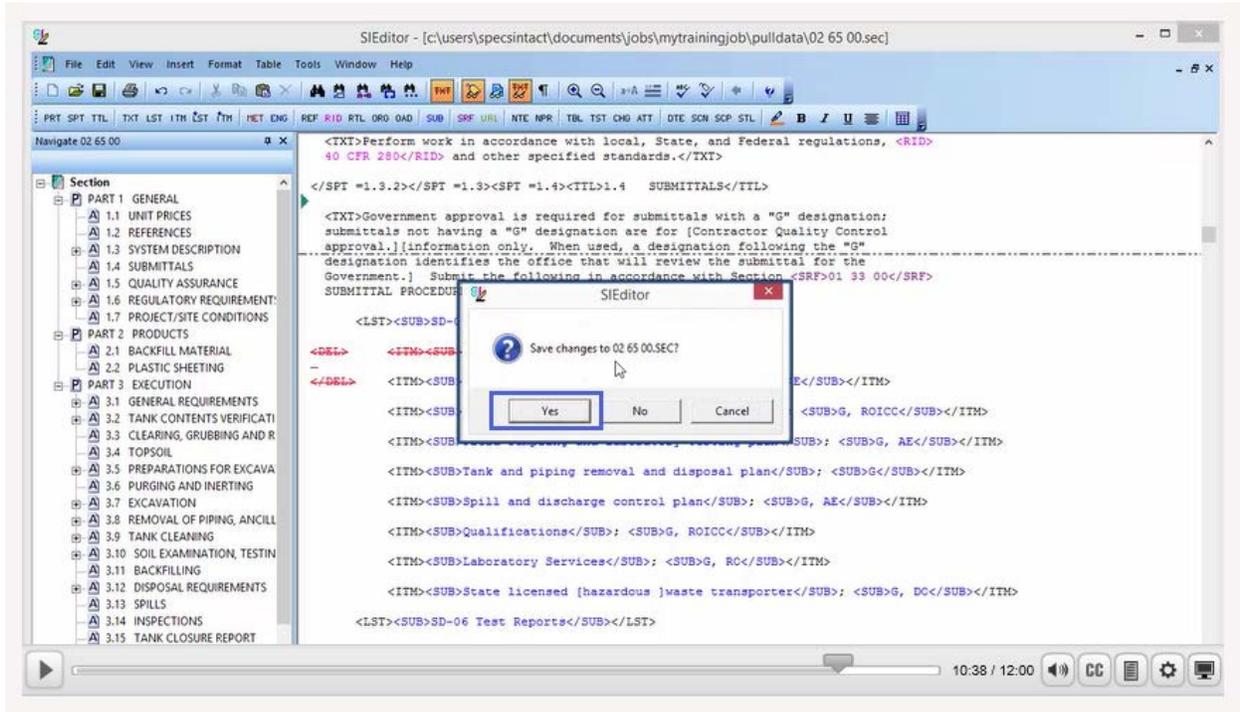
We are now ready to address the discrepancies in the second section of the Submittal Verification Report. The report provides the Submittal Description as listed in the Jobs 01 33 00 Submittal Procedures Section. If the Submittal Description is reported as Invalid, it must be changed to match the description cited in the 01 33 00 Section. Let's place our *cursor* over the **Section Number** and *double-click*. If the Tailoring Options dialog box opens, select **Cancel**.



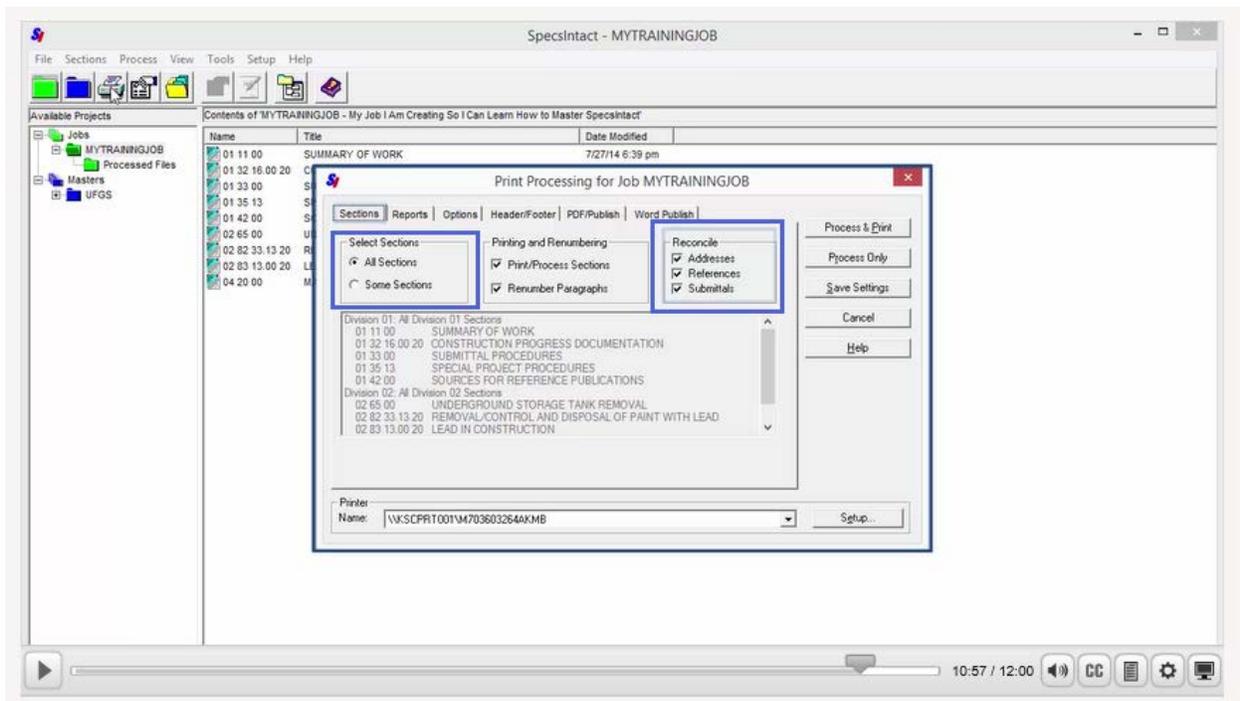
As before, we need to *select* the **Toggle Tags View** button and **Toggle Revisions** button, on the Toolbar so our tags and revisions are visible. Again, the Editor has positioned us directly on the issue. I'm going to click inside the Section so the Submittal Description is no longer highlighted. During the editing process, this Submittal Description was changed from SD-06 Test Reports to SD-06 Testing Reports. The Submittal Descriptions used throughout your job must be identical to the ones in the 01 33 00 Section. To correct this issue, we are going to *highlight* all of the **Redlined Revisions**, *right-click* and *select* **Remove All Revisions**.



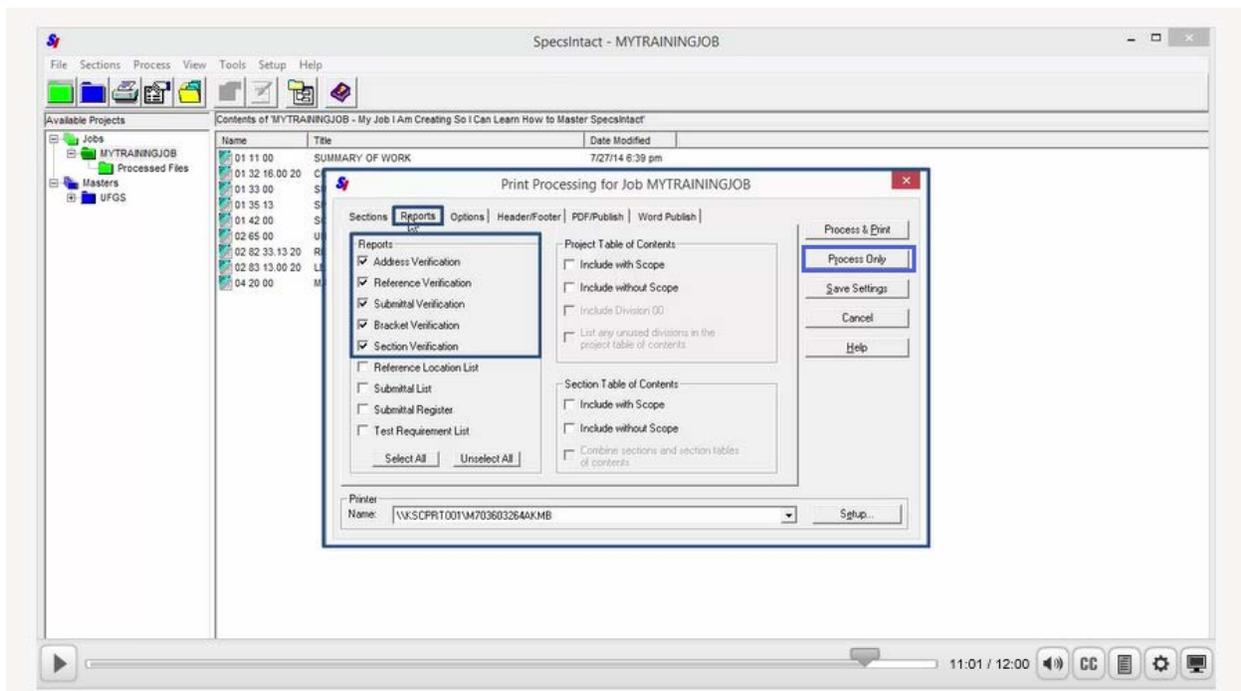
Now it's time to verify we have corrected all of the discrepancies listed on the Submittal Verification Report. Let's close the Section and when prompted to save our changes, select **Yes**. Now we need to regenerate the Reports.



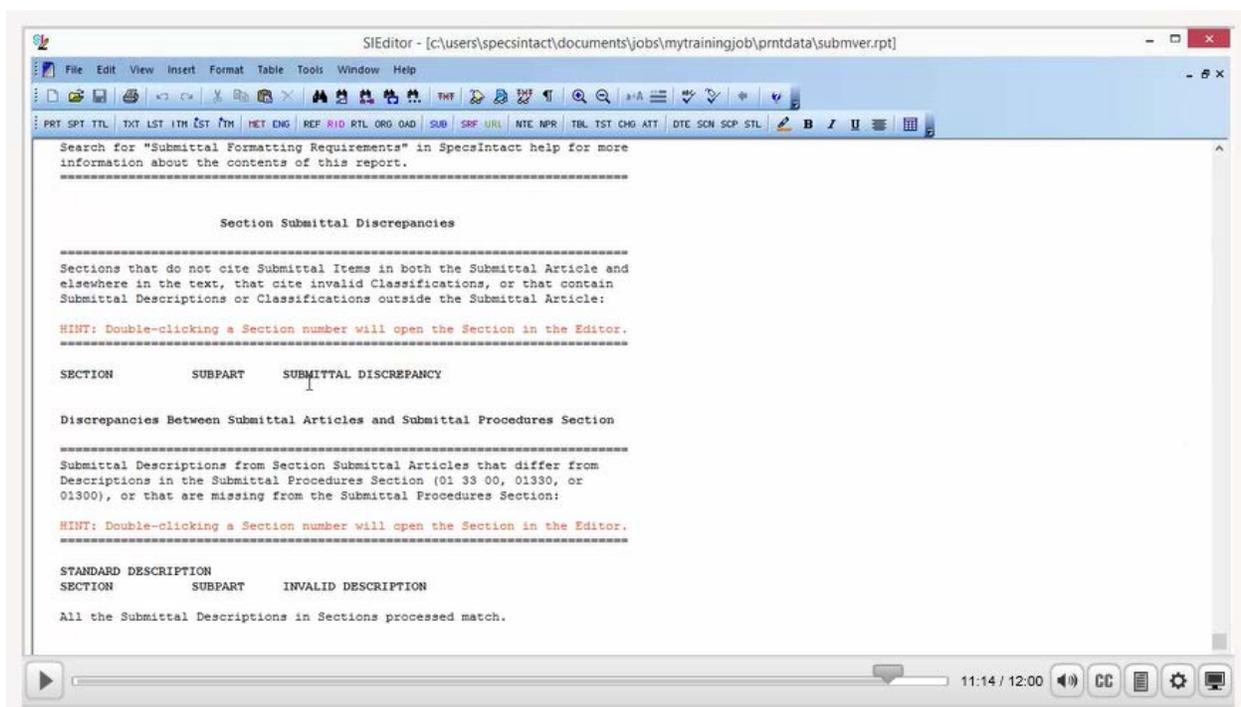
First we need to select our **Job** and then select the **Process Print/Publish** button on the SI Explorer's Toolbar. On the Sections Tab, verify that you have All Sections selected along with the three Reconciliation processes.



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



Once the processing has finished, open the Submittal Verification Report. When the report opens, you will see that all of the discrepancies that were found have been resolved. If you had several issues to address, I encourage you to regenerate the reports often in order to remove the discrepancies you have already corrected. The SpecsIntact Websites Help Center page provides in-depth material that will assist you. The QuickStart Guide – Numeric, Chapter 6, entitled, “Tips & Tools” contains all the information needed for correcting the Validation and Verification Reports. Now that you know how to correct the problems reported on the Submittal 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:
