

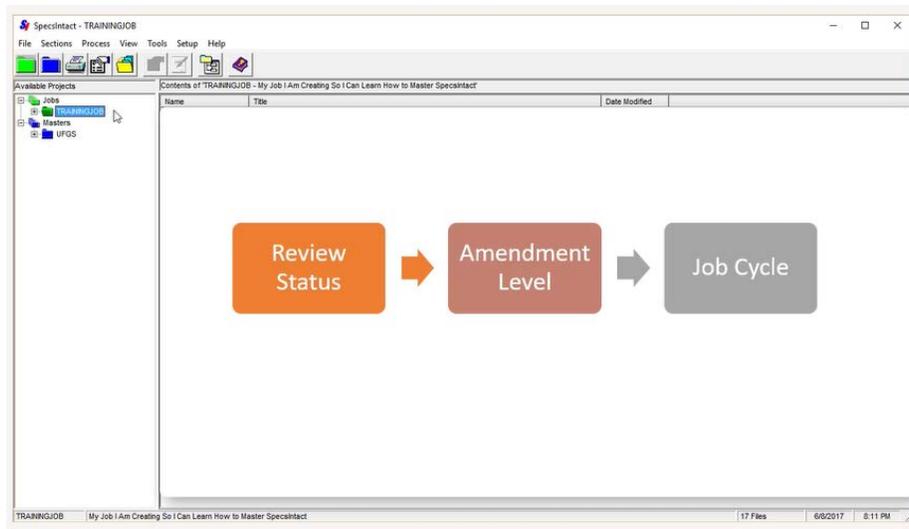
# SpecsIntact eLearning Modules Transcript

## Module: Chapter 8 – Tracking and Managing Job Schedules

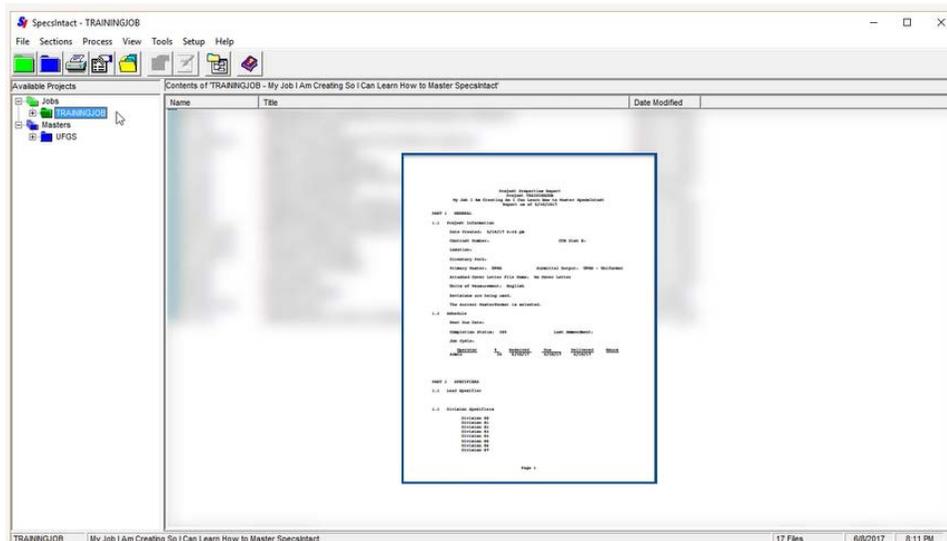
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

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SpecsIntact has a built-in feature that was designed for tracking the progression of your Job. Many users are not fully aware of this feature and its benefits, since it is only available from the Job Properties. The Schedule Tab provides the options of tracking the Review Status, Amendment Levels, Job Cycle and hours.

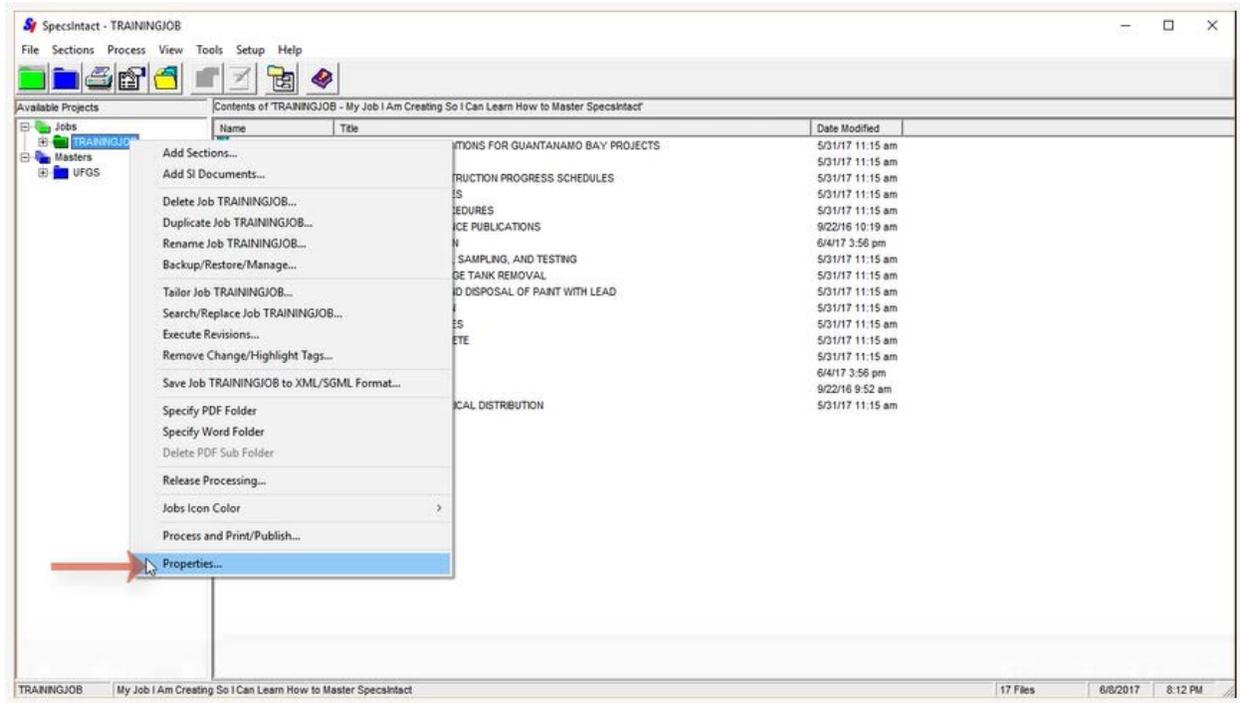


In addition, you have the capability of printing a report that contains all information that has been captured within the Job Property tabs. This information can be used to provide updates during scheduled project status meetings.

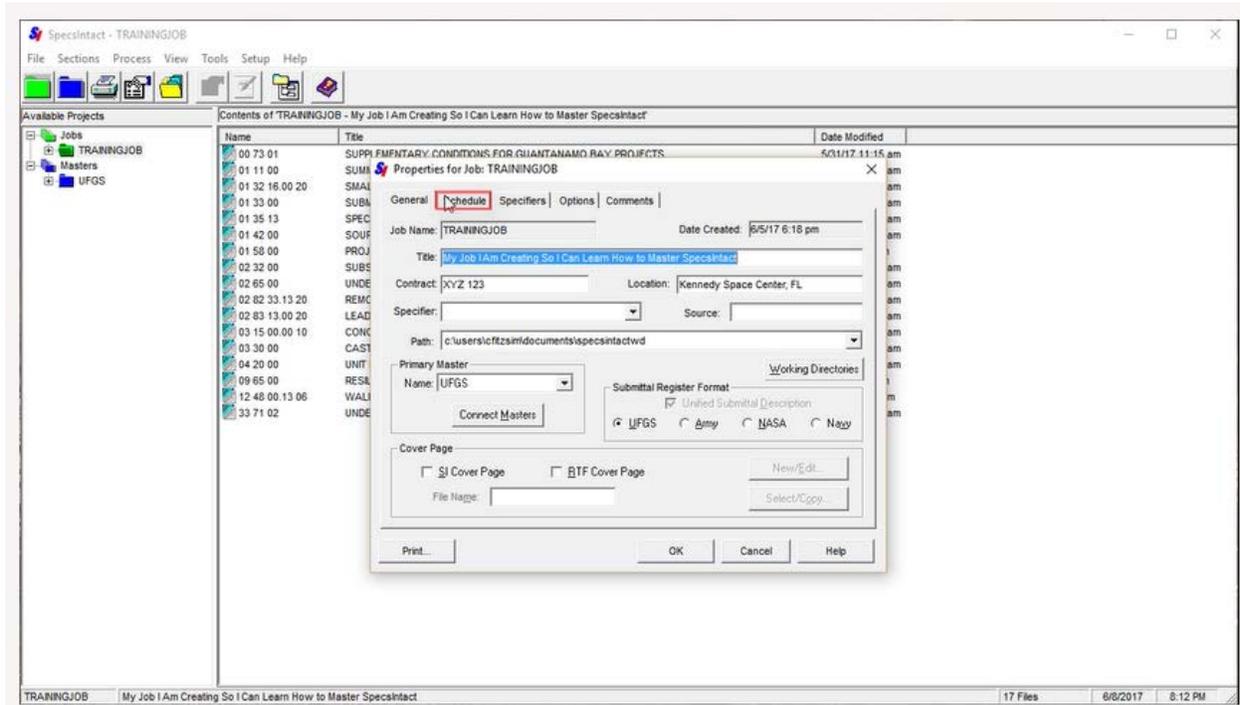


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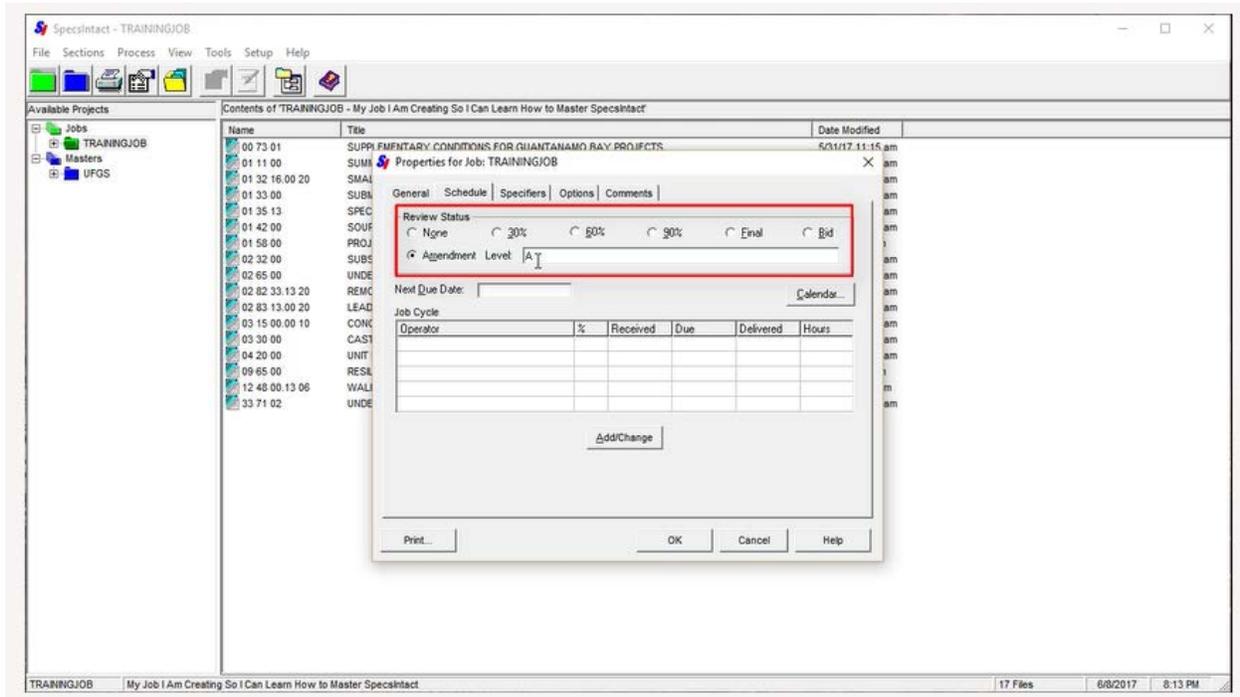
As with most features, SpecsIntact provides several ways to access this feature, either from the File Menu or the *Right-click Menu* and select **Properties**.



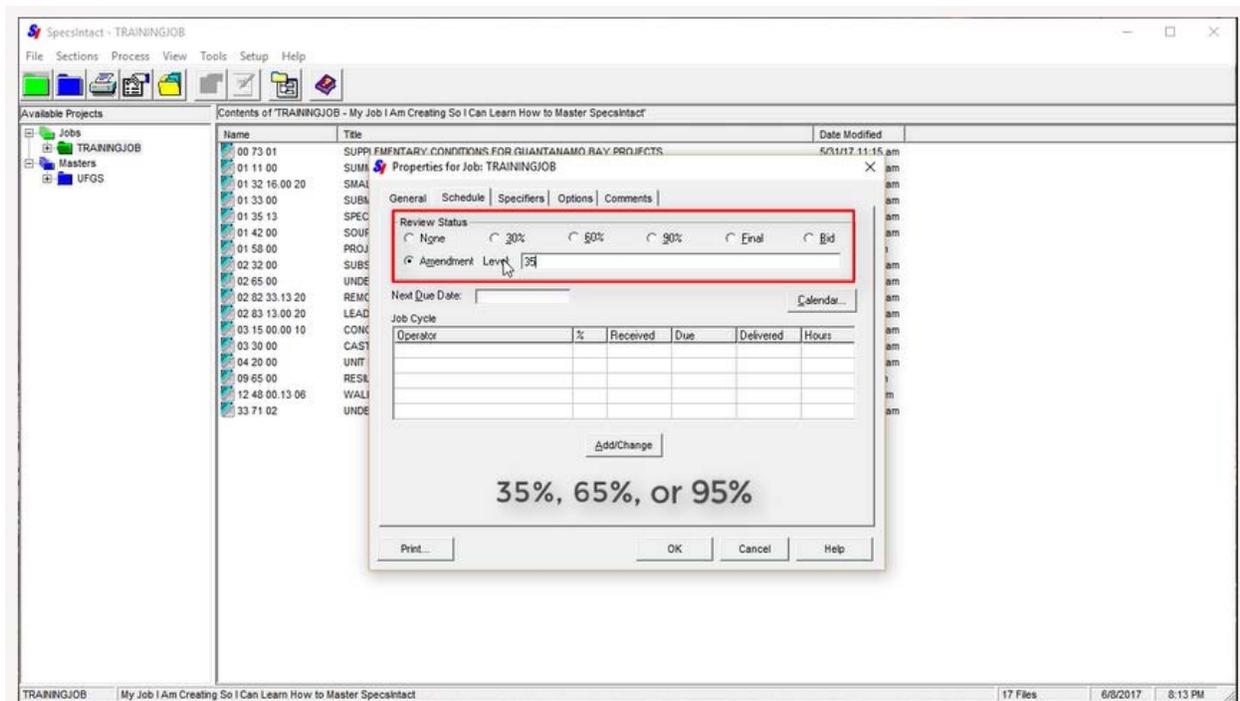
Then select the Schedule Tab.



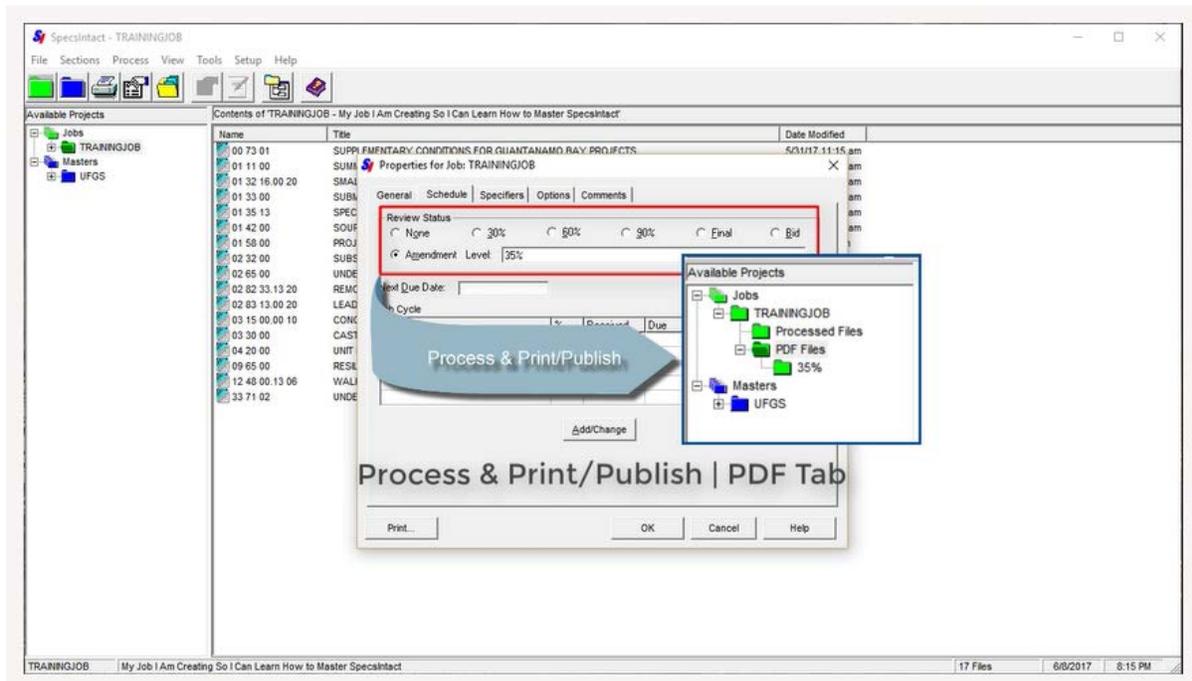
The Review Status provides several options for tracking the phase of the project, either by the Project deliverables indicated by None, 30%, 60%, 90%, Final, or Bid or by the Amendment Level (enter A), in which you would enter the appropriate level.



After stepping through the percentages, reselect 30%. If the set percentages do not conform to your project, the Amendment Level can be used to enter alternate percentages such as 35%, 65% or 95%.

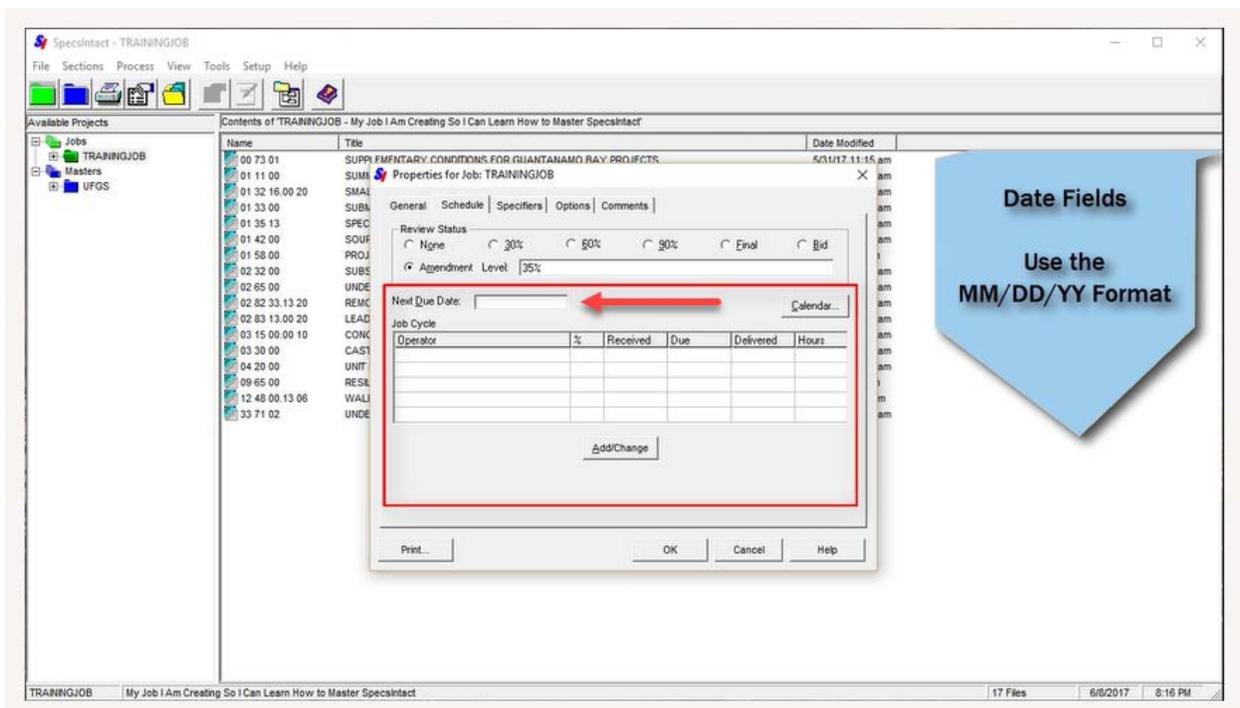


The Review Status is used for keeping track and organizing the PDF documents created when processing the Job when you have checked the option to "Save Copies to PDF Sub Folder" found on the Process and Print/Publish | PDF tab. When this option is selected, the software will create a PDF subfolder for the selected level.

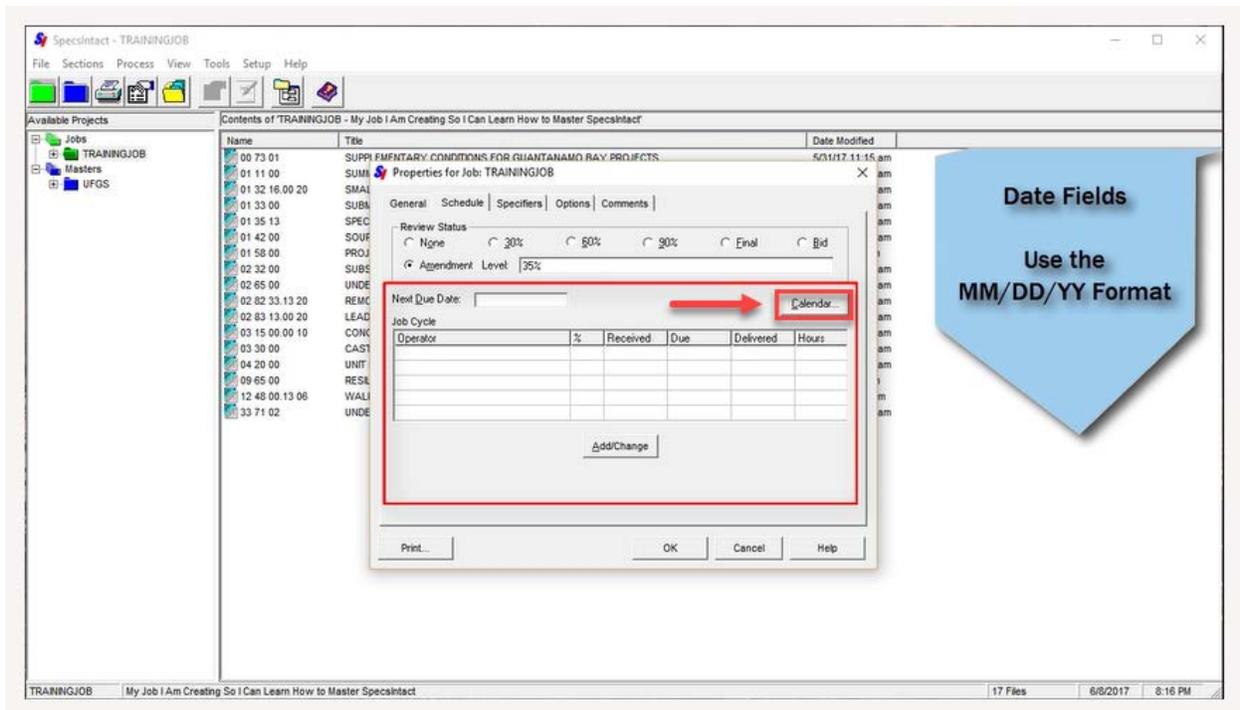


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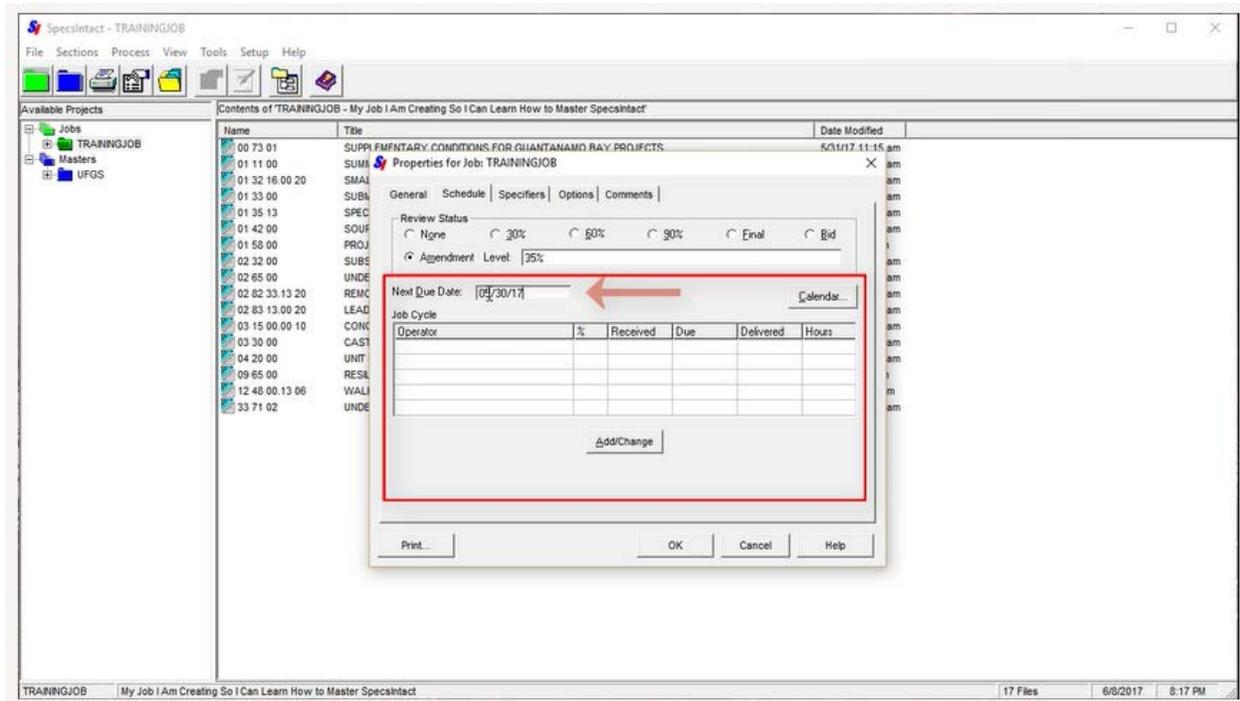
Now, let's talk about the different aspects for tracking the Job Cycle! The Next Due Date records the next deadline by either typing directly in the field using the mm/dd/yy format or by startTime="127933".



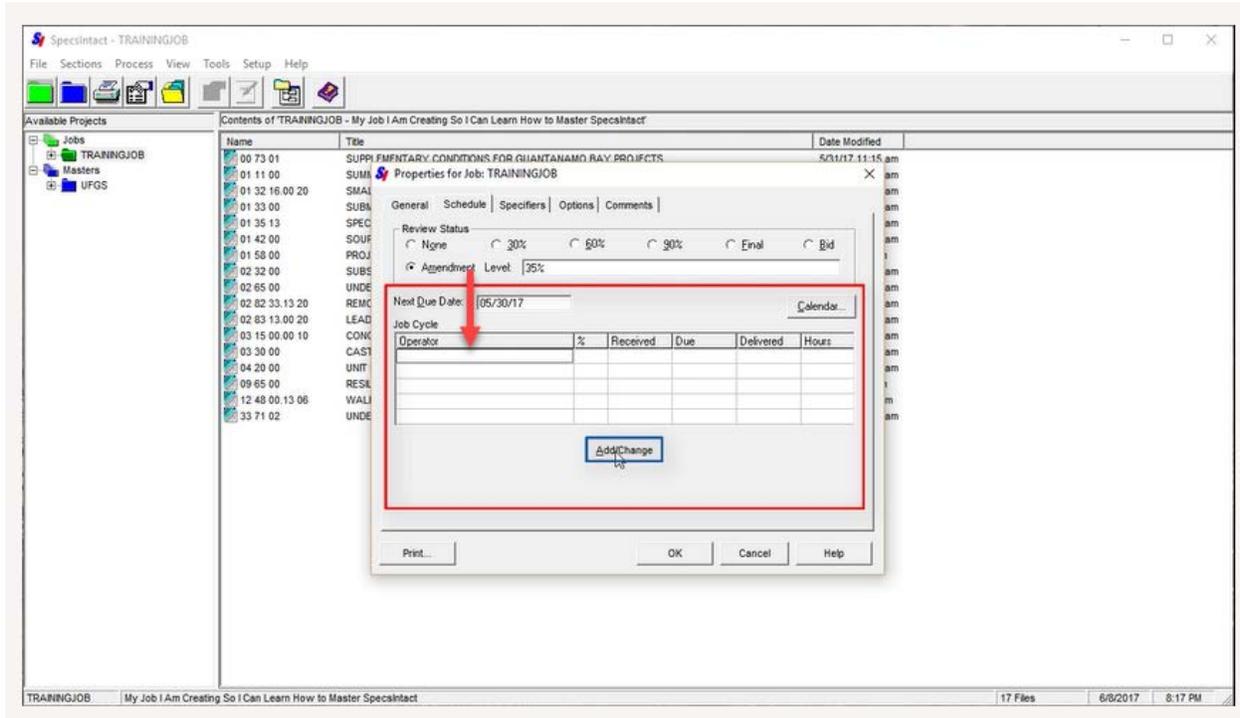
You can also select the **Calendar Button** and then *double-click* on the **date** to enter it in the field.



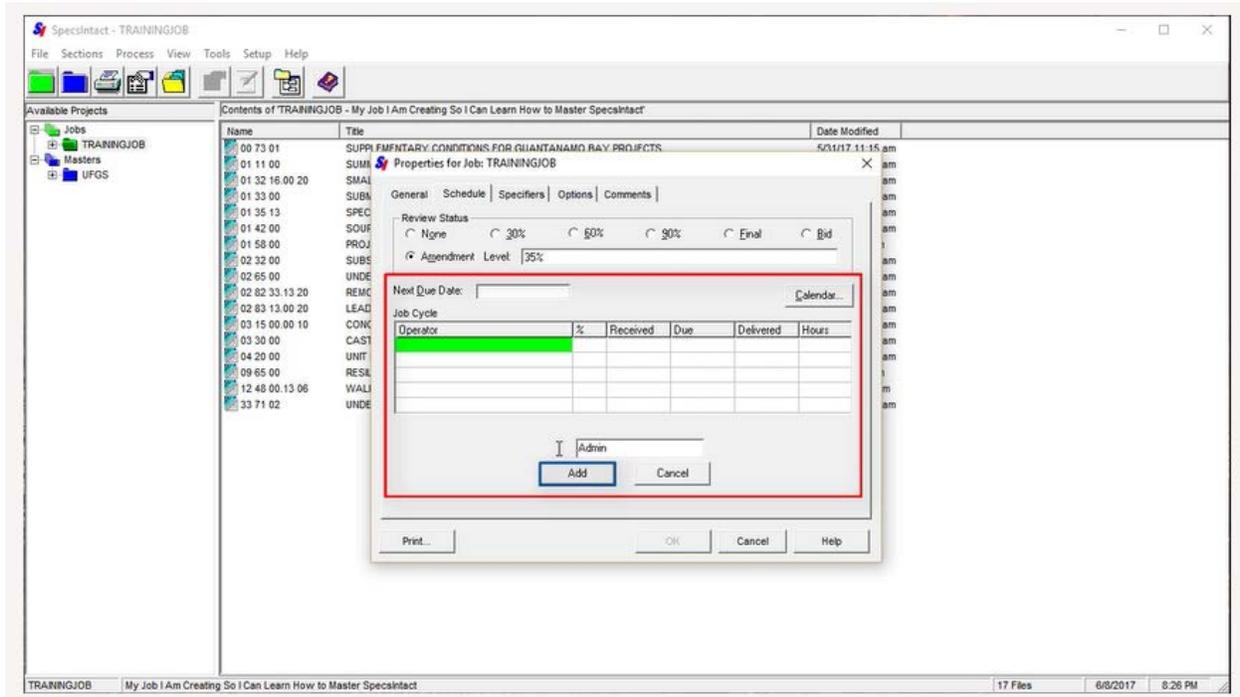
Let's go ahead and directly *enter* 05/30/17 or you can use the Calendar button to enter a date.



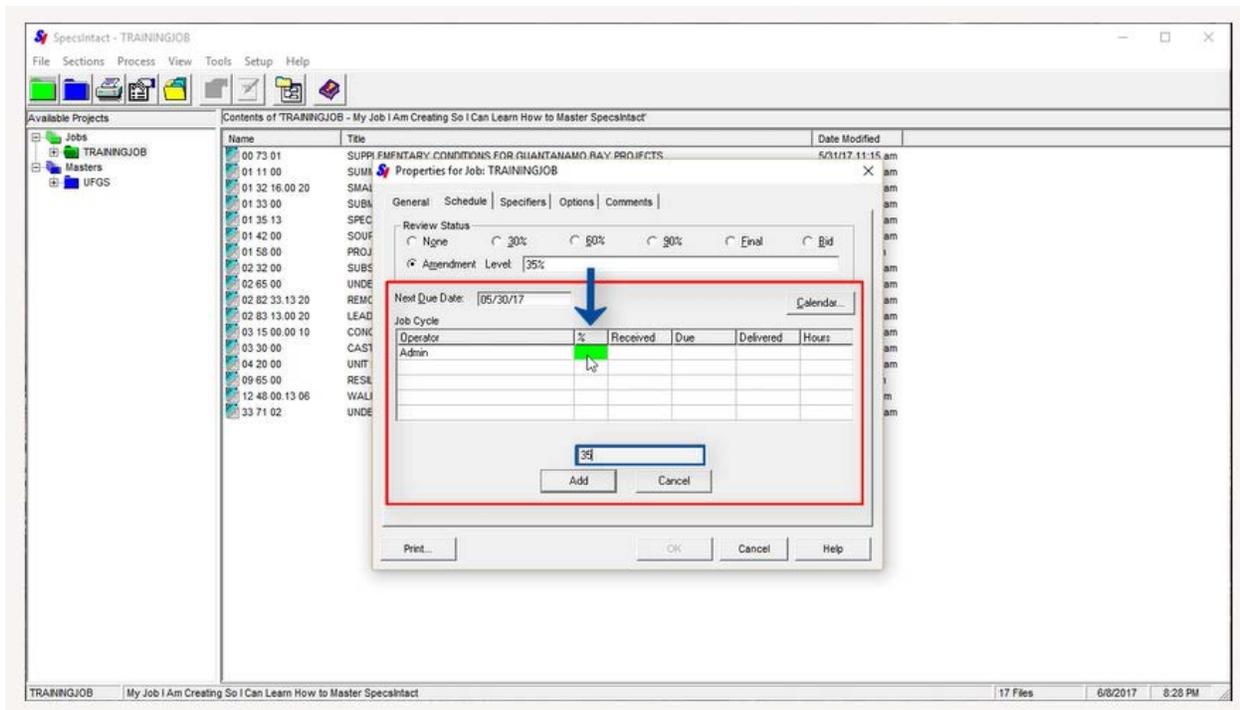
The Job Cycle is valuable information for the Project Manager and/or the team working on a particular Job. Let's go ahead and add some information! I can either *click* in the **field**, and then *select* the **Add/Change** button, or I could *double-click* **within the field**, which activates the same command.



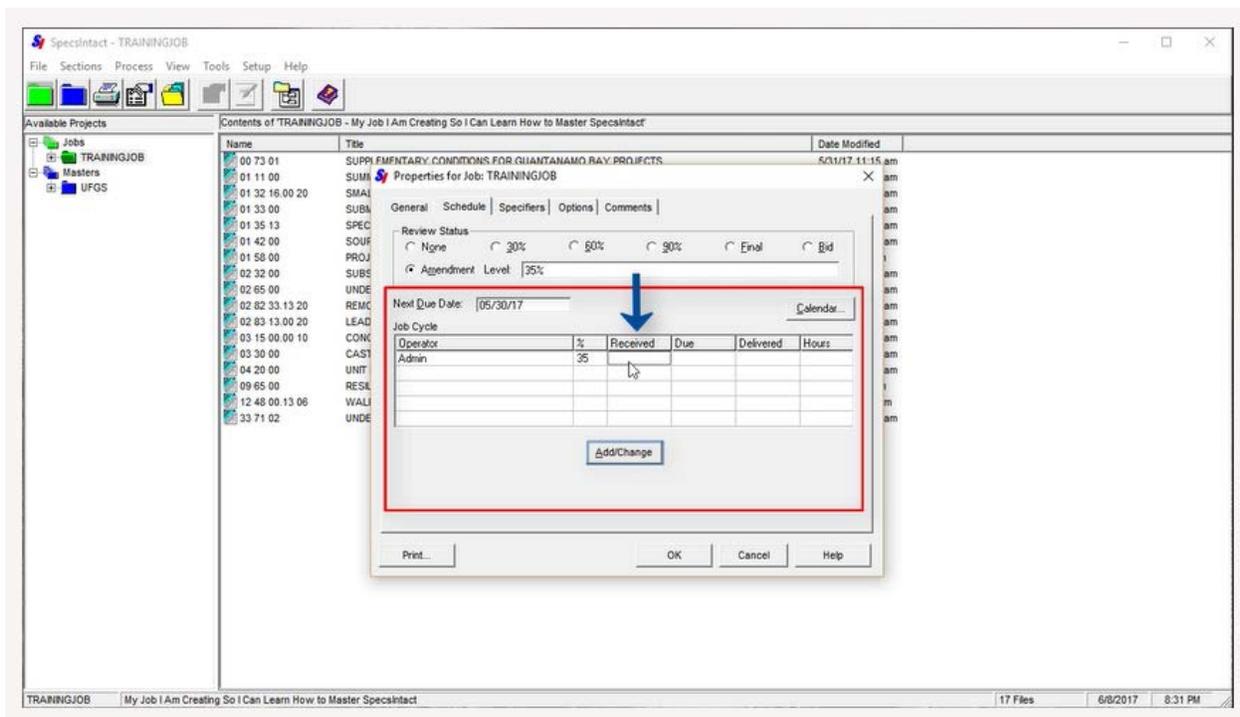
If you choose not to save the information that was entered, you must select the Cancel Button. But for this demonstration, I've entered the information I want to save, so let's **select the Add Button**.



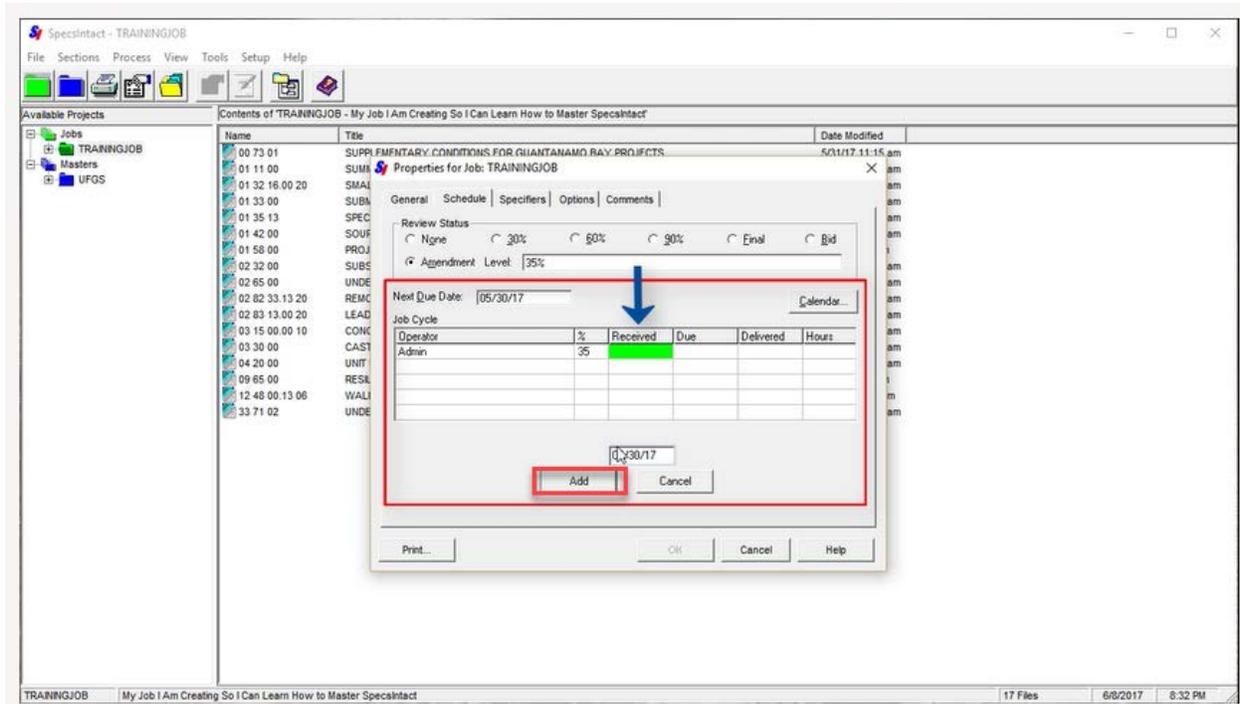
This time I'm going to *double-click* on the field below Percent and enter 35, then *press* my **Enter Key** to add the information.



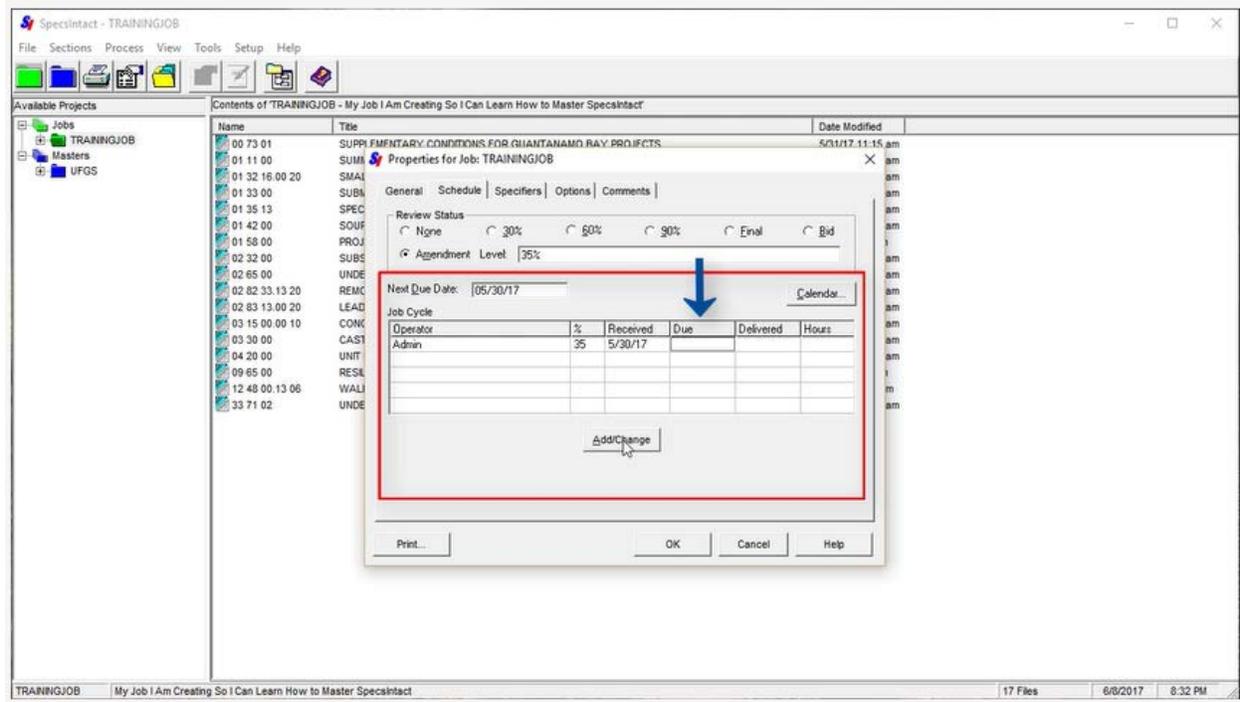
As we continue to add information, you'll discover that double clicking within any of the fields that requires a date, such as the Received, Due, and Delivered fields, the Calendar will launch. Personally, I prefer typing the dates, rather than using the Calendar because the dates are so small you can't see them well, so I am going to *click* in the **field to select it**, then *select* the **Add/Change** button.



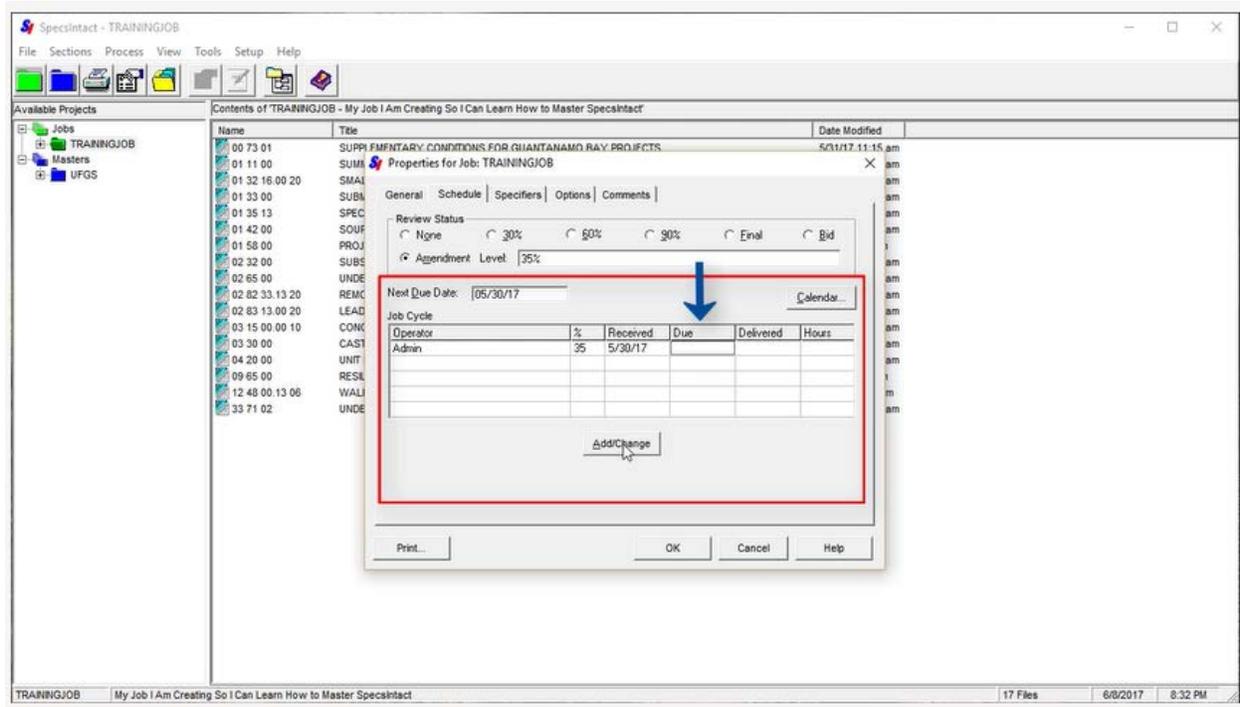
Before entering a date in any of these fields, remember they follow the mm/dd/yy format. Now let's enter **05/30/17** and press the **Enter** Key to add the information in the table.



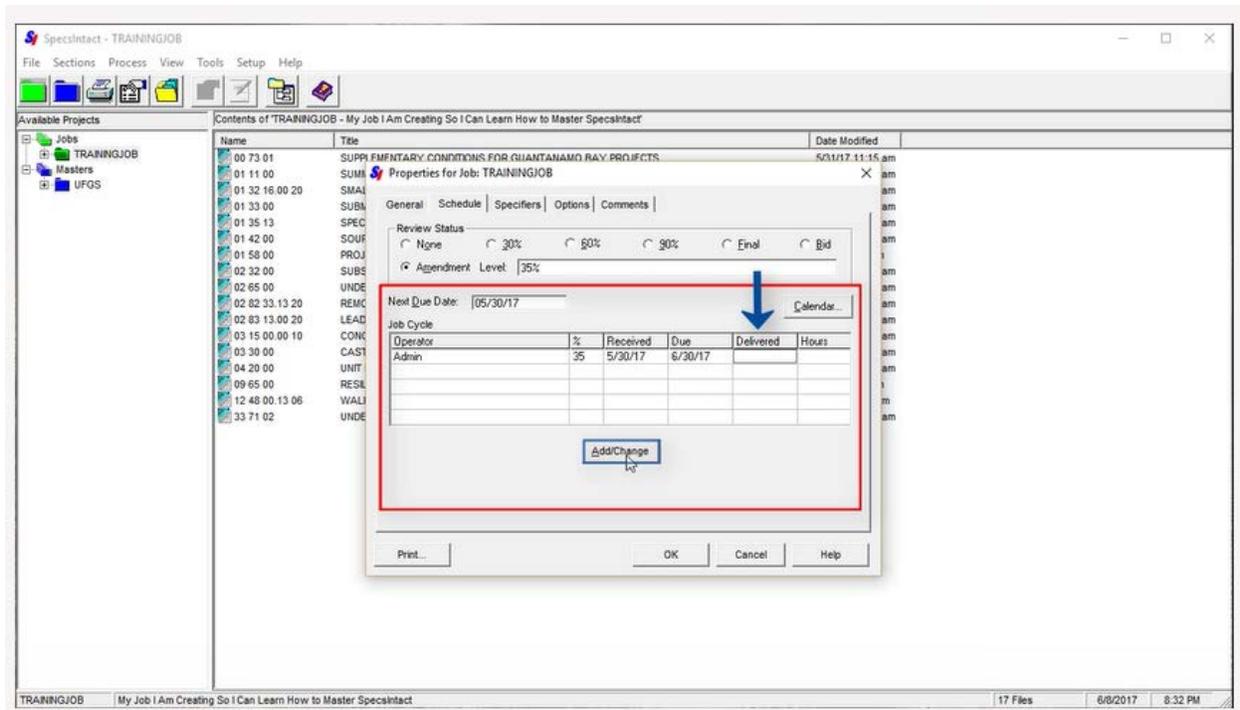
Select the field **below Due**, then select the **Add/Change** button,



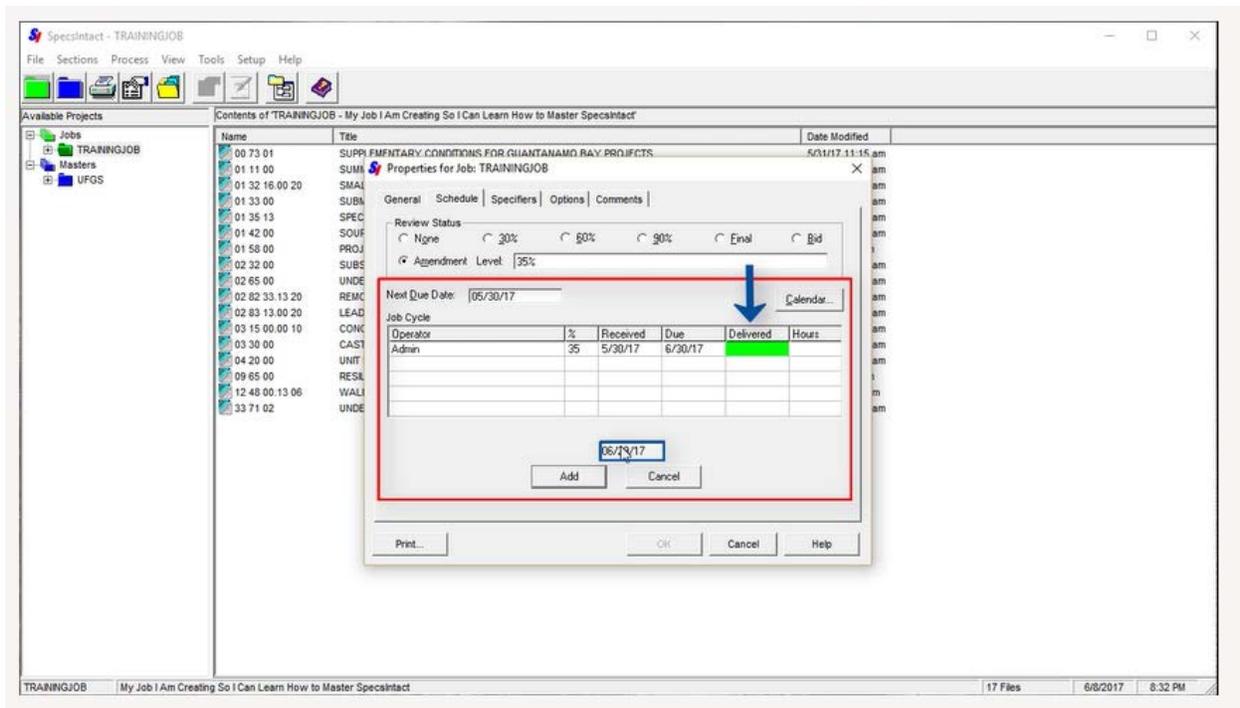
enter 06/30/17, and press the Enter Key.



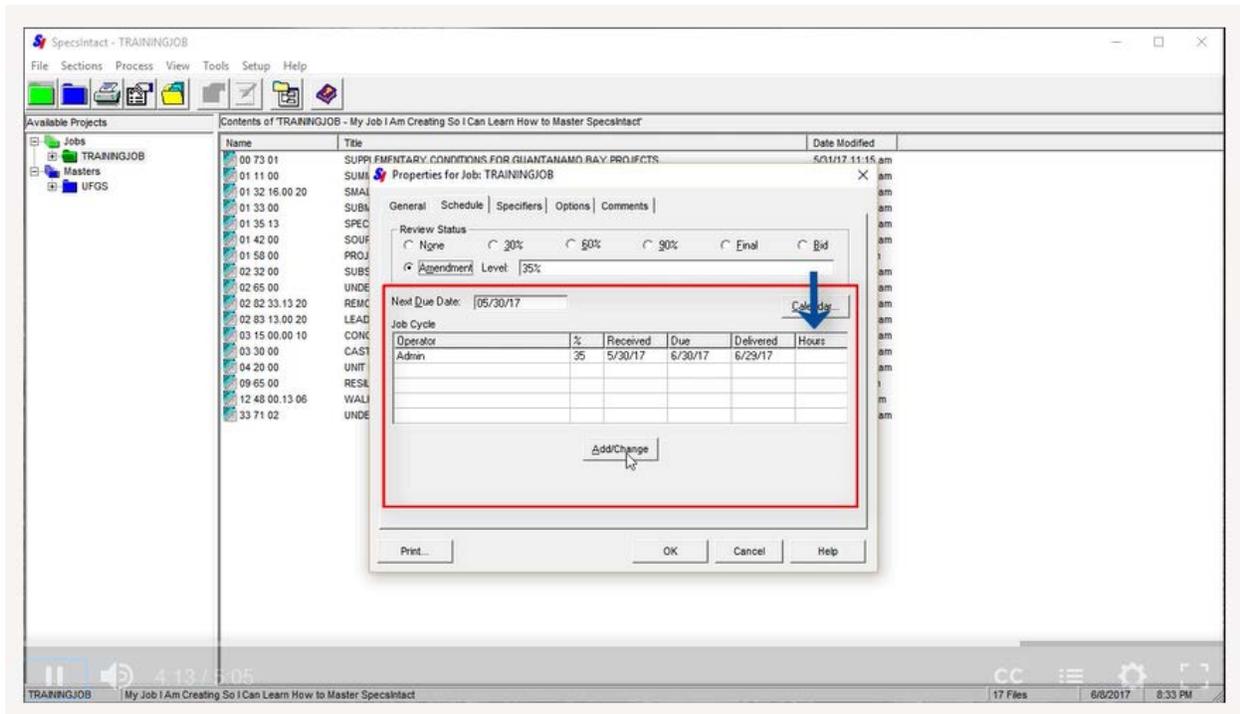
Now let's follow the same steps for the Delivered date. Click in the field, select the Add/Change Button,



enter 06/29/17 and press the Enter Key.



Tracking the hours it took for this particular phase of the project might be difficult especially if there are multiple people working on the project simultaneously, so the project manager will need to provide this information in order to complete it accurately.





## 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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