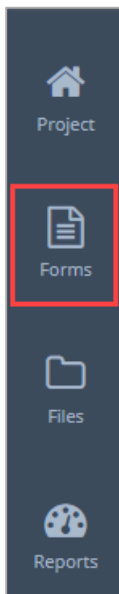


Specification Packages

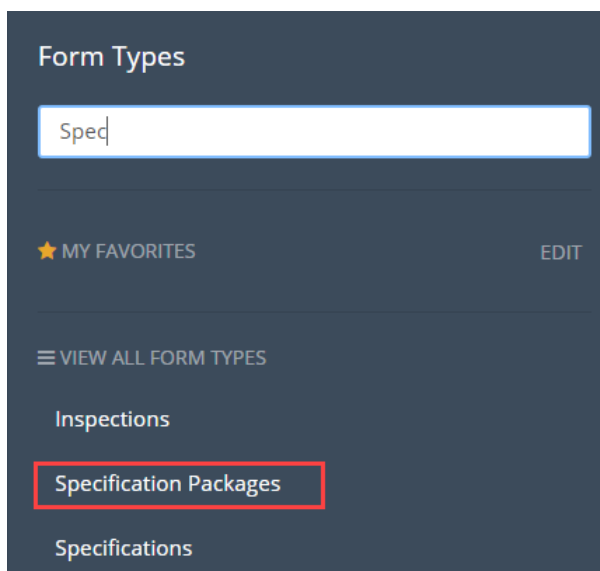
A specification package is a group of one or more specification items.

Creating a New Specification Package Package

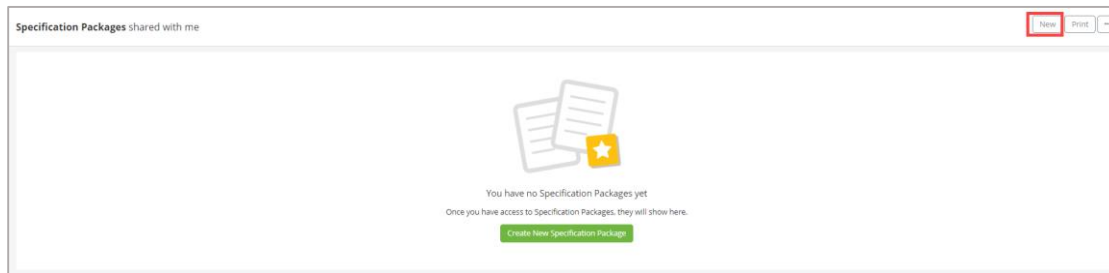
1. Click the Forms icon on the left navigation pane.



2. Begin typing “Spec” in the search box and click the Specification Package form.



- Click the **New** button on top of the Specification Package log. If this is the first Specification Package for the project, you may click the **Create New Specification Package** button located in the middle of the screen.



- Enter the title of the Specification Package in the **Subject** field.

Subject * Required


Type the Subject

- Enter any applicable information in the **General Notes** field.

General Notes

Type the General Notes

- If the specification record exists in the project, click the **Add Existing** button.

Specifications  **Add Existing** **Create New**

	Subject	Specification #	Revision #	Revision Date	Discipline

- Click the **checkbox** beside the title of each specification to add to the package and click the **Add** button.

	Subject	Specification #	Revision #	Revision Date	Discipline
✓	Electrical #3	000-0000	0		
✓	Electrical #2	000-0000	0		
✓	Electrical #1	000-0000	0		

- b. The Specification Package form will show all of the specification records added to the package.

	Subject	Specification #	Revision #	Revision Date	Discipline
▼	Electrical #3	000-0000	0		
▼	Electrical #2	000-0000	0		
▼	Electrical #1	000-0000	0		

- c. To remove any of the specifications from the package, click the dropdown arrow next to the record title and select **Remove**.

	Subject
▼	Electrical #3
▼	Electrical #1

7. If a specification does not exist in ProjectTeam, click the **Create New** button.

Specifications					
	Subject	Specification #	Revision #	Revision Date	Discipline
<input type="checkbox"/>	Electrical #3	000-0000	0		
<input type="checkbox"/>	Electrical #2	000-0000	0		
<input type="checkbox"/>	Electrical #1	000-0000	0		

- a. Enter the title of the specification in the **Subject** field.

Subject	* Required
Type the Subject	

- b. Enter the **Division** for the specification.

Division

- c. Enter a **Specification #**.

Specification #	* Required
Type the Specification #	

- d. If this is the first revision of the Specification, leave the **Revision #** as 0 (zero). If it is a different revision, enter the current revision number.

Revision #
0

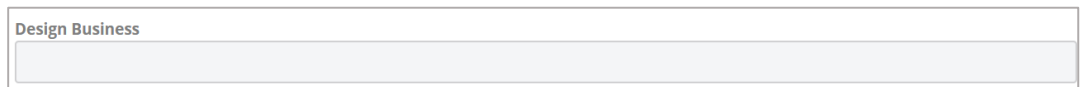
- e. Enter the **Revision Date**.

Revision Date

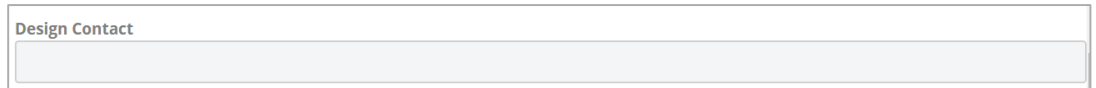
- f. Enter the **Discipline**.

Discipline

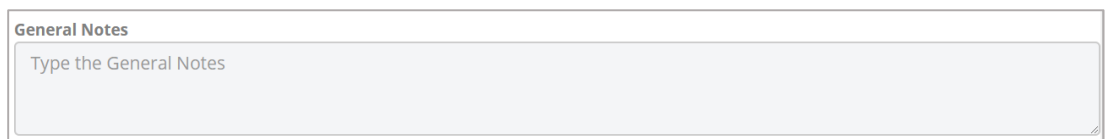
- g. Click inside the **Design Business** field and select the name of the Design company from the pick list.

A rectangular input field with a light gray border and a light gray background. The text "Design Business" is displayed in a small font at the top left of the field.

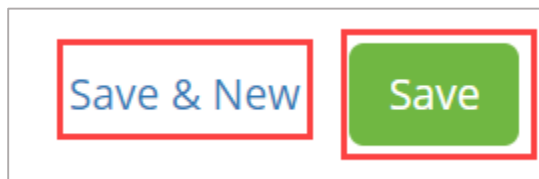
- h. Click inside the **Design Contact** field and select the name of the Design company contact from the pick list.

A rectangular input field with a light gray border and a light gray background. The text "Design Contact" is displayed in a small font at the top left of the field.

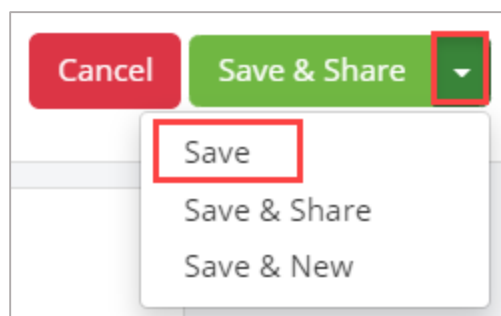
- i. Enter any applicable information about the specification record in the **General Notes** field.

A rectangular input field with a light gray border and a light gray background. The text "General Notes" is displayed in a small font at the top left, and "Type the General Notes" is displayed in a slightly larger font below it.

- j. Click the **Save & New** button to add a new record or click the **Save** button to save the specification record and return to the Specification Package document.

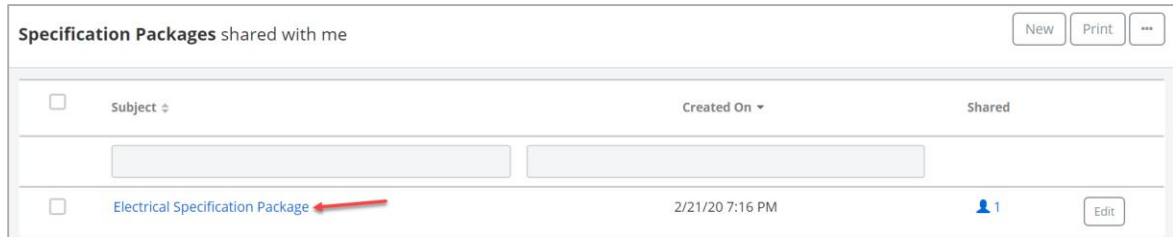
Two buttons are shown side-by-side. The first button is white with a red border and contains the text "Save & New" in blue. The second button is green with a red border and contains the text "Save" in white.

8. To complete and save the Specification Package, click the dropdown arrow beside Save & Share and click the **Save** button.

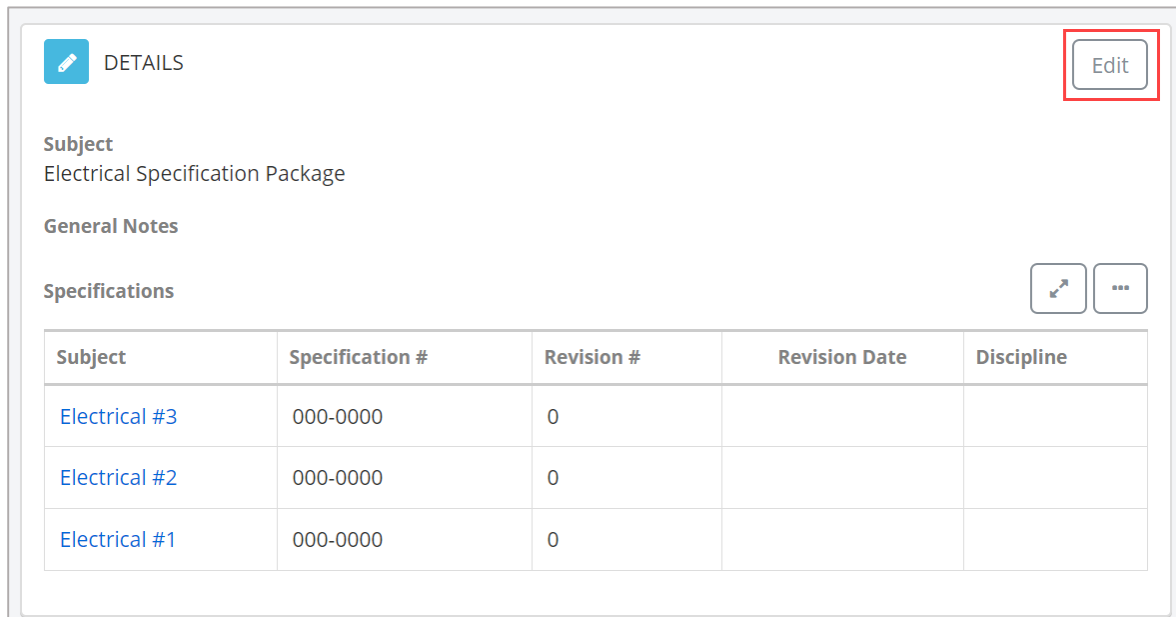
A dropdown menu is shown. At the top, there are two buttons: a red "Cancel" button and a green "Save & Share" button. To the right of the "Save & Share" button is a small green square with a white downward-pointing arrow. Below the "Save & Share" button, a white dropdown menu is open, containing three options: "Save", "Save & Share", and "Save & New". The "Save" option is highlighted with a red border.

Editing a Specification Package

1. Navigate to the Specification Package in the Specification Package log and click the **Specification Package title** to open the document.



2. Click the **Edit** button in the Details section.



3. Make the necessary edits and click the dropdown arrow beside Save & Share and click the **Save** button.

