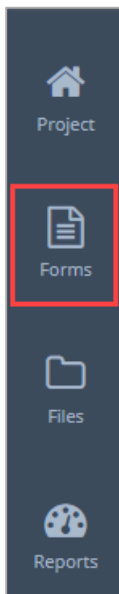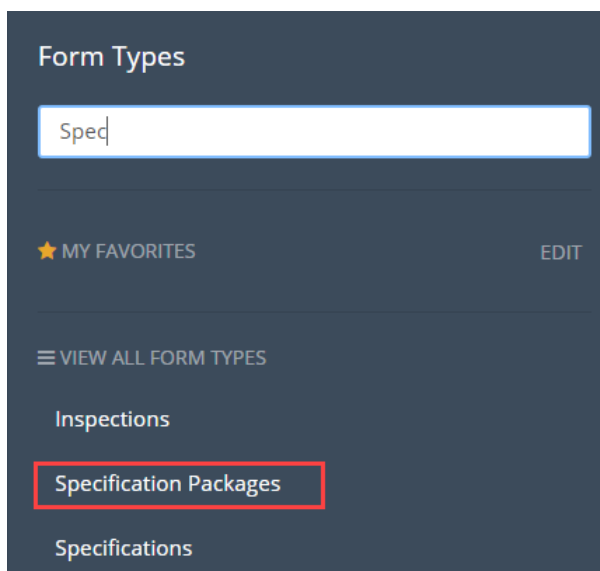# Specification Packages

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

Creating a New Specification Package Package
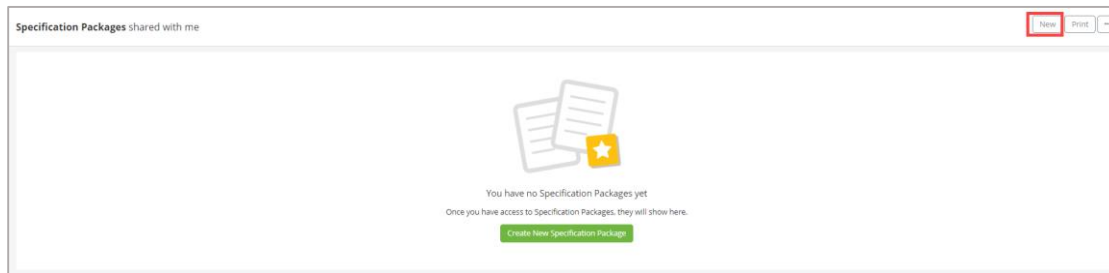
1. Click the Forms icon on the left navigation pane.

2. Begin typing "**Spec**" in the search box and click the Specification Package form.

3. 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.

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

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

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

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

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

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

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

Specifications				↗	Add Existing	Create New
	Subject	**Specification #**	**Revision #**	**Revision Date**	**Discipline**	
▾	Electrical #3	000-0000	0			
▾	Electrical #2	000-0000	0			
▾	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.
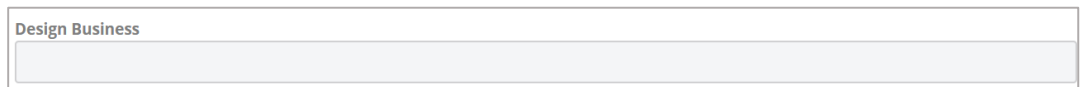
Revision #
0

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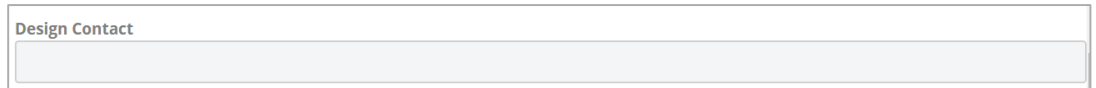
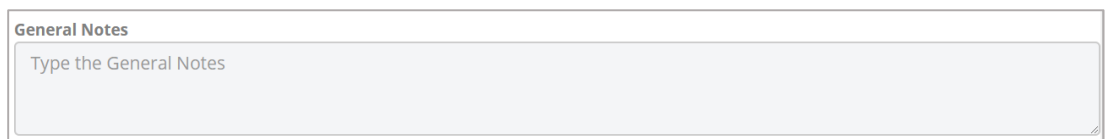| Revision Date |
|---|
| |

f. Enter the **Discipline**.

Discipline

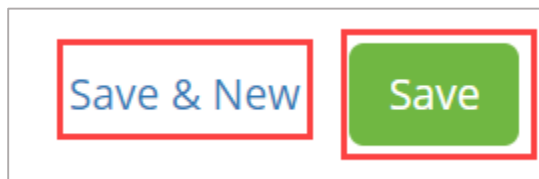g. Click inside the **Design Business** field and select the name of the Design company from the pick list.

Design Business

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

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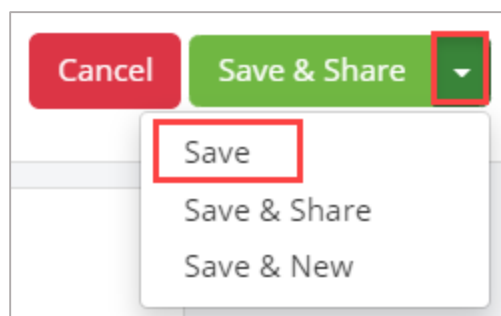
i. Enter any applicable information about the specification record in the **General Notes** field.

General Notes

Type the General Notes

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.
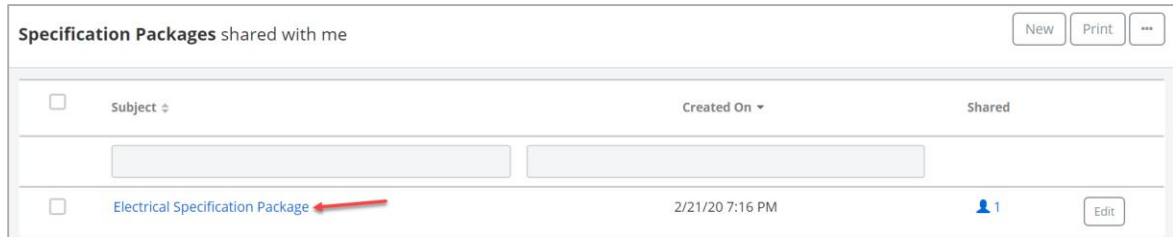
Save & New   Save

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

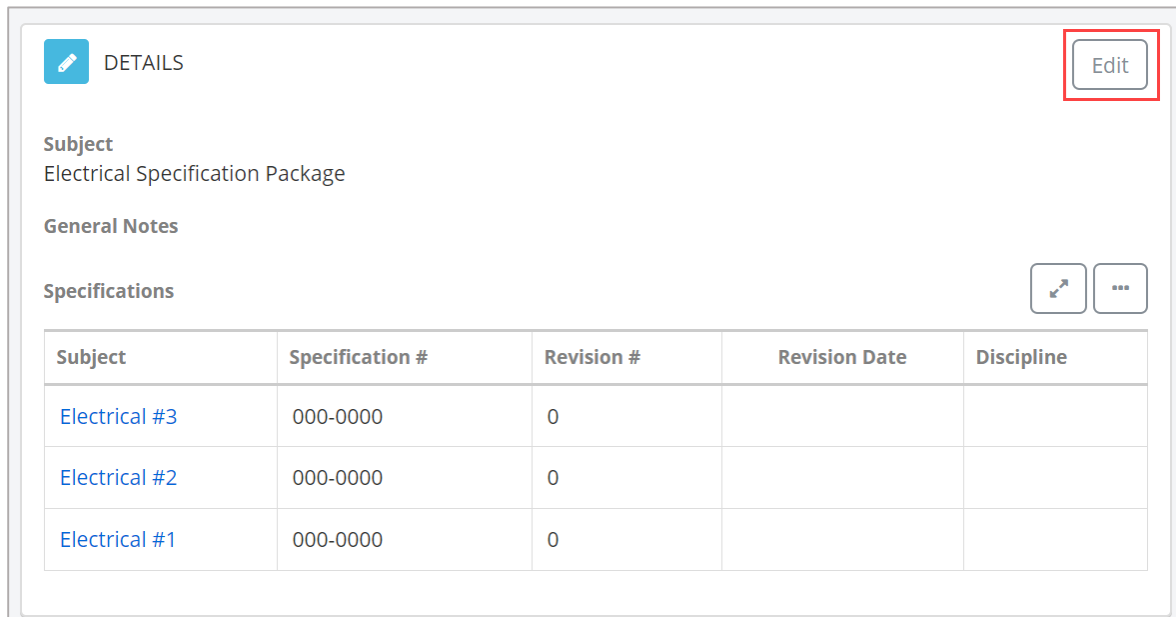Cancel   Save & Share ▾

Save
Save & Share
Save & New

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 lick the dropdown arrow beside Save & Share and click the **Save** button.