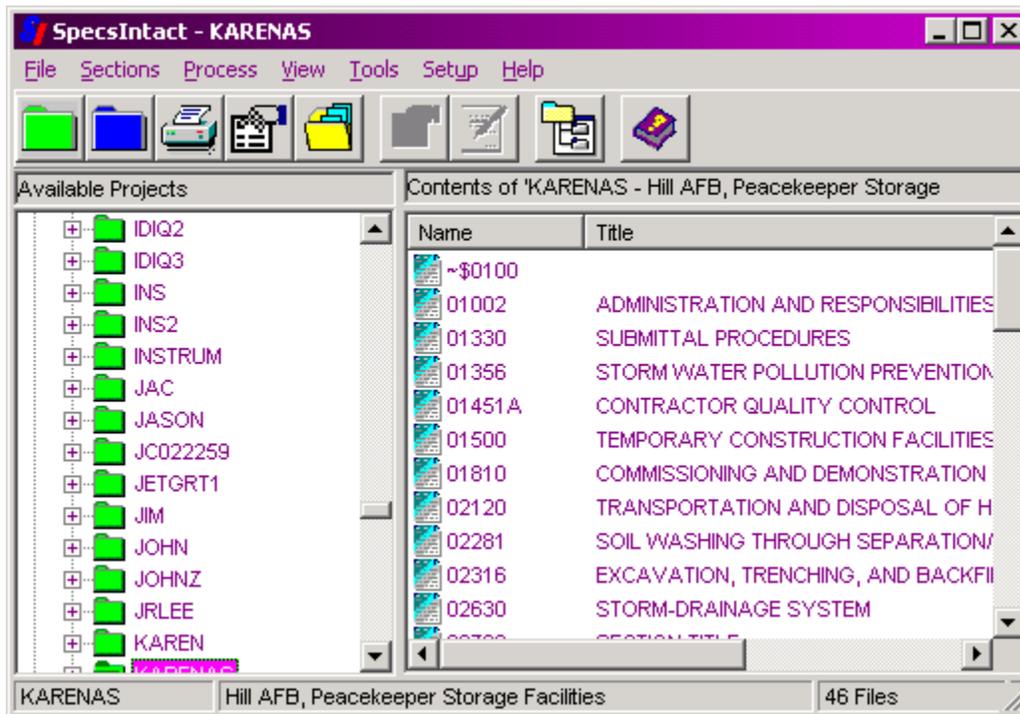


Jobs or Job Specifications



A set of specifications produced using SpecsIntact is called a Job or Job Specifications. All Jobs on the system are identified by an eight (8) character alphanumeric Job name. The Job name will become the directory name (found in DOS, File Manager, or Windows Explorer) and it will contain the elements of the Job. This name is used when selecting an existing Project to execute functions like editing or printing. A maximum of three hundred and fifty (350) Jobs may be maintained at any one time (subject to available disk space).

Processing and producing a completed Job Specification involves a number of steps. It is important for the user to first understand the terms and concepts used during this process.

A Job Specification is created through the SI Explorer's New Job command. Sections can then be changed in several ways to fit the requirements of a particular Job:

- The Job can first be Tailored (pre-edited)
- The Sections are then customized using the Edit function
- During editing, the Revisions option can be used to indicate text that will be added and deleted

- Reports and Verification are used to quality check the edited Sections Masters, Master Specifications or Master Text

SpecsIntact allows a Job Specification to be prepared from standard text contained in one or more Masters, also referred to as Master Specifications or Master Text. A Master is comprised of broad scope, medium scope, or narrow scope guide specifications for an individual agency (NASA, NAVY or ARMY). Local or Regional Masters cover conditions or requirements unique to a particular site (such as local codes, or geological and climatic conditions). Text may be extracted from a Local or Regional Master in the same manner as any other.

- For more information on the structure of Master Text, read Master Text Structure

- For more information on working with Master Specifications, read Processing Master Specifications.

Property for Jobs

Properties for Job: KARENAS

General | Schedule | Specifiers | Comments

Job Name: KARENAS Date Created: 7/18/01 8:13 am

Title: Hill AFB, Peacekeeper Storage Facilities

Contract: Location:

Specifier: Source:

Path: J:\SIGML\JOBS\KARENAS

Primary Master Name:

Submittal Register Format

Unified Submittal Description

UFGS Army NASA Navy

Cover Page

SGML Cover Page RTE Cover Page

File Name:

Print... OK Cancel Help

The top half of the **General screen** contains the same information as the General tab on the New Job dialog box. The only fields that cannot be changed are Job Name, Date and Path.

The bottom half of the screen provides an area for adding a Cover Page to your Job.

To add an existing cover letter to the Job:

- 1 - Check either the SGML or RTF box
- 2 - Click the Copy button
- 3 - In the Copy TPL or RTL Cover Letter dialog box, path to the cover you want to copy (covers that are part of existing Jobs will be found in their Pulldata folders)
- 4 - Click the cover you want to add
- 5 - Click OK

The name of the cover you selected to copy will now appear in the File Name text box. To edit the cover, click the Edit button. An SGML cover will be opened in the SpecsIntact Editor; an RTF cover will be opened in the RTF editor that is provided with SpecsIntact. SGML covers will be displayed with a yellow icon in the SI Explorer's right pane, just below the Section files. RTF covers will not be displayed in the SI Explorer, but can be found in the Job's Pulldata folder through Windows Explorer.

Using the RTF editor allows you to insert graphics, such as your company's logo, into the document.

To create a new cover page:

- 1 - Check the box for Cover
- 2 - Check either SGML or RTF format
- 3 - Type a name for the cover in the File text box
- 4 - Click the Edit button and the new document will open in the appropriate editor.

To create an SGML document to use as a cover template that can be copied and edited for use in multiple Jobs, you can use the Tools menu | SI Document

Templates command and click the New button. You can also create an RTF template by opening the RTF Editor from the Tools menu.

Properties for Job: KARENAS

General | Schedule | Specifiers | Comments

Review Status

None 30% 60% 90% Final Bid

Amendment Level: 1

Next Due Date: 9/20/2000 Calendar...

Job Cycle

Operator	%	Received	Due	Delivered	Hours
Karena	30	09/20/00			
George	Ame	3/15/02	3/15/02	3/15/02	8

Add/Change

Print... OK Cancel Help

The **Schedule screen** provides several tools for tracking the progress of a Job:

- Review Status --
 - Click the button beside the appropriate percentage to record the level of completion for the Job.
 - Click the Amendment button and assign a Level in the text box to reflect any changes or additions made after the Job was published.
- Next Due Date -- record the next deadline by either typing directly in the text box, or by double-clicking the date in the Calendar (the date will be automatically entered in the text box)
- Calendar -- can be used to enter dates in the Next Due Date text box, as well in the Job Cycle fields for Received, Due and Delivered -- select the field then double-click the date.

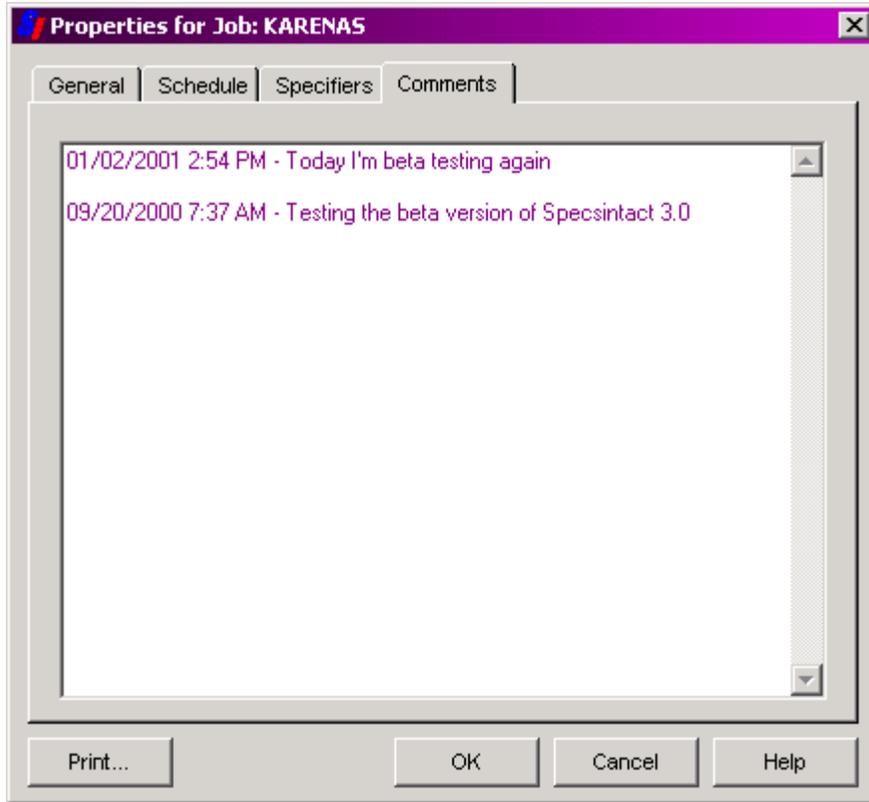
Job Cycle -- to fill the fields, either click the field you want and click the Add/Change button, or double-click the field (double-clicking Received, Due and Delivered files will open the Calendar). After typing an entry in the text box, either hit the Enter key or the Add button to fill in the field; Cancel will deselect the field without entering any information.

The screenshot shows a dialog box titled "Properties for Job: KARENAS" with a purple header bar. It has four tabs: "General", "Schedule", "Specifiers", and "Comments". The "Specifiers" tab is active. Below the tabs, there is a text box with the instruction: "Assign a specifier for each division used in the job. The specifiers will be automatically assigned to specifications within their division." Below this instruction are 17 rows, each representing a division from 00 to 16. Each row has a label (e.g., "Division 00:") and a dropdown menu. The dropdown menus for Division 01 through 08 contain the following specifiers: "Karena", "Karena", "Karena Samuel", "Beta Testing", "Karena Samuel", "Karena", and "Karena Samuel" respectively. The dropdown menus for Division 09 through 16 are empty. At the bottom right of the dialog, there is a section titled "Frequently Used Specifiers" with two buttons: "Add" and "Modify". At the very bottom of the dialog are four buttons: "Print...", "OK", "Cancel", and "Help".

The **Specifier screen** contains the same information as the New Job dialog box Specifiers tab.

By using this box to assign Specifiers to Divisions on the Job level, all Sections added to the Job are automatically assigned the appropriate Specifier for that Division.

Specifiers can be entered directly in the text boxes, or chosen from the pull-down list (generated through the Setup | Options command's Specifiers tab). You can automatically add to the list a Specifier you've entered on this screen by using the Add button, and you can open the list for editing by using the Modify button.



The **Comments screen** contains the same information as the New Job dialog box Comments tab.

The Comments screen gives you an area in which to record your notations about the Job. Entries are date-time stamped, with each new entry appearing at the top of the text box.