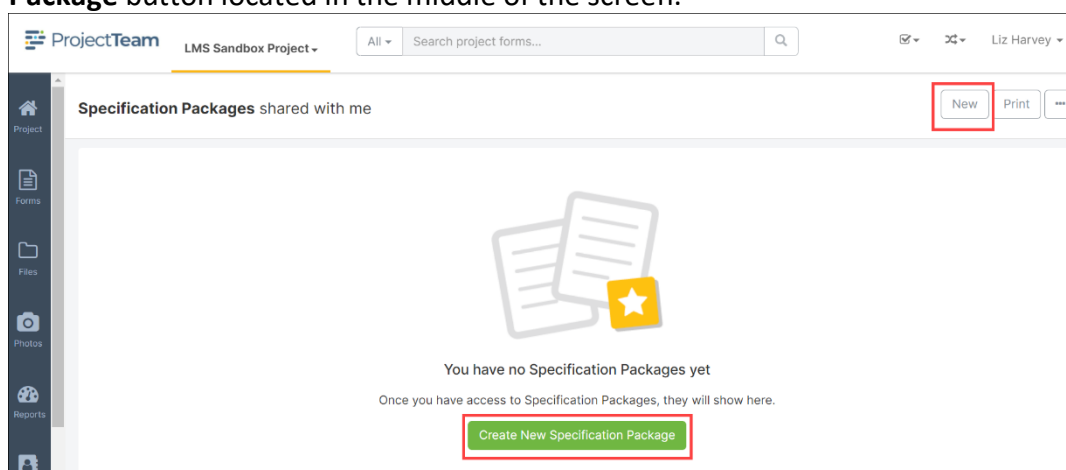


Specification Packages

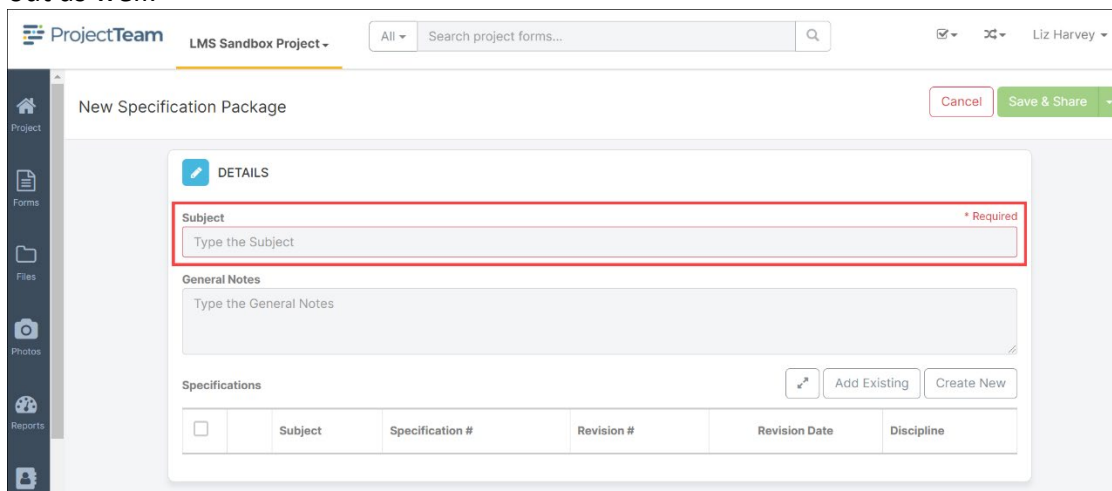
A specification package is a group of one or more specification items. The team will upload all the specifications, then create packages to review similar items in the same time frame.

Create a Specification Package

1. Navigate to the Specification Package log within a project.
2. 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.



3. Fill in the Subject and General Notes fields of the Specification Package form. Required fields are noted with *Required. These fields will need to be filled out in order to save the document. If you have access to additional custom fields, you may want to fill these out as well.



DETAILS

Subject * Required
Type the Subject

General Notes
Type the General Notes

Specifications Add Existing Create New

	Subject	Specification #	Revision #	Revision Date	Discipline
<input type="checkbox"/>					

Specifications Overview

- To add specifications to the package, click the Add Existing button if the specification records already exist in ProjectTeam.

The screenshot shows the 'New Specification Package' form in ProjectTeam. The form has a sidebar on the left with icons for Project, Forms, Files, Photos, and Reports. The main form area has a 'DETAILS' section with a 'Subject' field (marked as required) and a 'General Notes' field. Below these is a 'Specifications' section with a table. The 'Add Existing' button is highlighted with a red box.

	Subject	Specification #	Revision #	Revision Date	Discipline
<input type="checkbox"/>					

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

The screenshot shows the 'Add Existing Specifications' dialog box. It has a search bar at the top. Below is a table with columns: Subject, Spec #, Rev #, Rev Date, and Discipline. The first two rows have checkboxes in the left margin, which are highlighted with a red box. The 'Add' button is highlighted with a red box.

	Subject	Spec #	Rev #	Rev Date	Discipline
<input checked="" type="checkbox"/>	Emission Models	02000	0		Electrical
<input checked="" type="checkbox"/>	Sensor and Sensor Interface	01000	1		Electrical
<input type="checkbox"/>	Sensor and Sensor Interface	01000	0		Electrical

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

The screenshot shows the 'New Specification Package' form in ProjectTeam. The 'Existing Conditions' section is expanded, showing a table of added specifications. The table has columns: Subject, Specification #, Revision #, Revision Date, and Discipline. The first two rows are highlighted with a red box.

	Subject	Specification #	Revision #	Revision Date	Discipline
<input type="checkbox"/>	Existing Condition	1	0		
<input type="checkbox"/>	Existing Condition Gym Ceiling	02220	0		

Specifications Overview

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

The screenshot shows the 'New Specification Package' form in ProjectTeam. The form has a sidebar on the left with icons for Project, Forms, Files, Photos, Reports, and Directory. The main form area has a 'DETAILS' section with a 'Subject' field (marked as required) and a 'General Notes' field. Below these is a 'Specifications' section with a table. The 'Add Existing' and 'Create New' buttons are highlighted with a red box.

	Subject	Specification #	Revision #	Revision Date	Discipline
<input type="checkbox"/>					

8. Fill in the Specification fields and click the **Save** button.

The screenshot shows the 'Create New' form in ProjectTeam. The form has a 'Subject' field (marked as required), a 'Division' dropdown, a 'Specification #' field (marked as required), a 'Revision #' field (set to 0), a 'Revision Date' field, a 'Discipline' dropdown, a 'Design Business' field, and a 'Design Contact' field. The 'Save' button is highlighted with a red box.

9. When you are ready to save the Specification Package, click the **Save & Share**. This will allow you to save the document and send it to other members of your project.

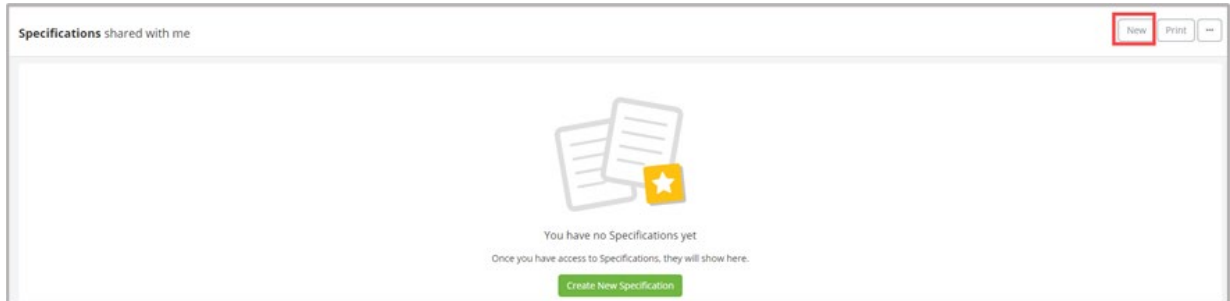
The screenshot shows the 'New Specification Package' form in ProjectTeam. The form has a sidebar on the left with icons for Project, Forms, Files, Photos, Reports, and Directory. The main form area has a 'Existing Conditions' section, a 'General Notes' field, and a 'Specifications' section with a table. The 'Save & Share' button is highlighted with a red box.

	Subject	Specification #	Revision #	Revision Date	Discipline
<input type="checkbox"/>	Existing Condition	1	0		
<input type="checkbox"/>	Existing Condition Gym Ceiling	02220	0		

Was this article helpful?

Manually Creating a New Specification

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

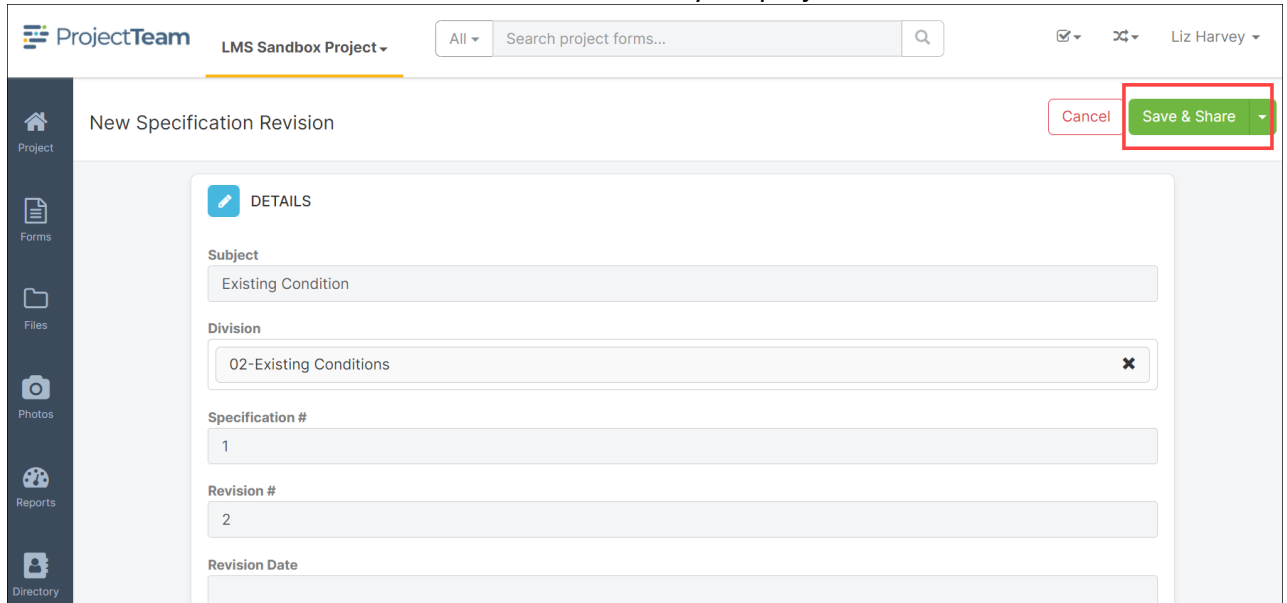


2. Fill in the fields of the Specification form. Required fields are noted with *Required. These fields will need to be filled out in order to save the document. If you have access to additional custom fields, you may want to fill these out as well.

A screenshot of a 'DETAILS' form for creating a new specification. The form contains the following fields: 'Subject' (text input, marked *Required), 'Division' (dropdown menu), 'Specification #' (text input, marked *Required), 'Revision #' (text input, default value '0'), 'Revision Date' (text input), 'Discipline' (dropdown menu), 'Design Business' (text input), 'Design Contact' (text input), and 'General Notes' (text area, marked *Required). Each required field has a red asterisk and the word 'Required' at the end of its label.

Specifications Overview

- When you are ready to save the Specification, click the **Save & Share**. This will allow you to save the document and send it to other members of your project.



ProjectTeam LMS Sandbox Project

Search project forms...

Liz Harvey

New Specification Revision

Cancel Save & Share

DETAILS

Subject
Existing Condition

Division
02-Existing Conditions

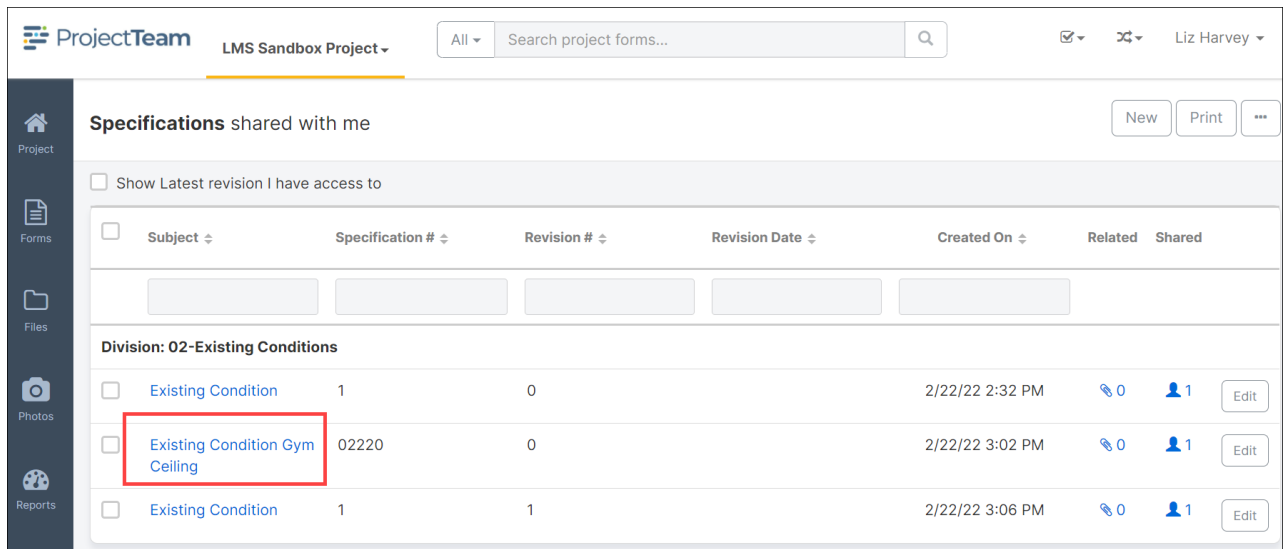
Specification #
1

Revision #
2

Revision Date

Editing a Specification

- Navigate to the Specification in the Specification log and click the **subject** to open the document.



ProjectTeam LMS Sandbox Project

Search project forms...

Liz Harvey

Specifications shared with me

New Print

☐ Show Latest revision I have access to

<input type="checkbox"/>	Subject	Specification #	Revision #	Revision Date	Created On	Related	Shared
<input type="checkbox"/>	Existing Condition	1	0		2/22/22 2:32 PM	0	1
<input type="checkbox"/>	Existing Condition Gym Ceiling	02220	0		2/22/22 3:02 PM	0	1
<input type="checkbox"/>	Existing Condition	1	1		2/22/22 3:06 PM	0	1

Specifications Overview

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

The screenshot shows the ProjectTeam interface for a specification titled "Existing Condition Gym Ceiling". The interface includes a sidebar with navigation icons for Project, Forms, Files, Photos, Reports, Directory, and Calendar. The main content area has a top bar with "Specifications", "LMS Sandbox Project", a search bar, and user information "Liz Harvey". Below this is a "Quick Navigation" bar with links to Details, Revision History, Workflows, Attachments, Action Items, Activity, Package Links, and Reference Links. The "Details" section is highlighted, and the "Edit" button is circled in red. The "Details" section contains fields for Subject, Division, Specification #, Revision #, Revision Date, Discipline, Design Business, Design Contact, and General Notes. The "Revision History" section is also visible, showing a table with columns for Subject, Number, Revision #, and Revision Date. The right sidebar contains sections for ACTION ITEMS, ACTIVITY, and PACKAGE LINKS.

- Update all fields you wish to change.
- When all changes are complete, click the **Save** button.

The screenshot shows the "Edit Specification" form in the ProjectTeam interface. The form is titled "Edit Specification" and includes a "Cancel" button and a "Save" button (highlighted with a red box). The form contains the following fields:

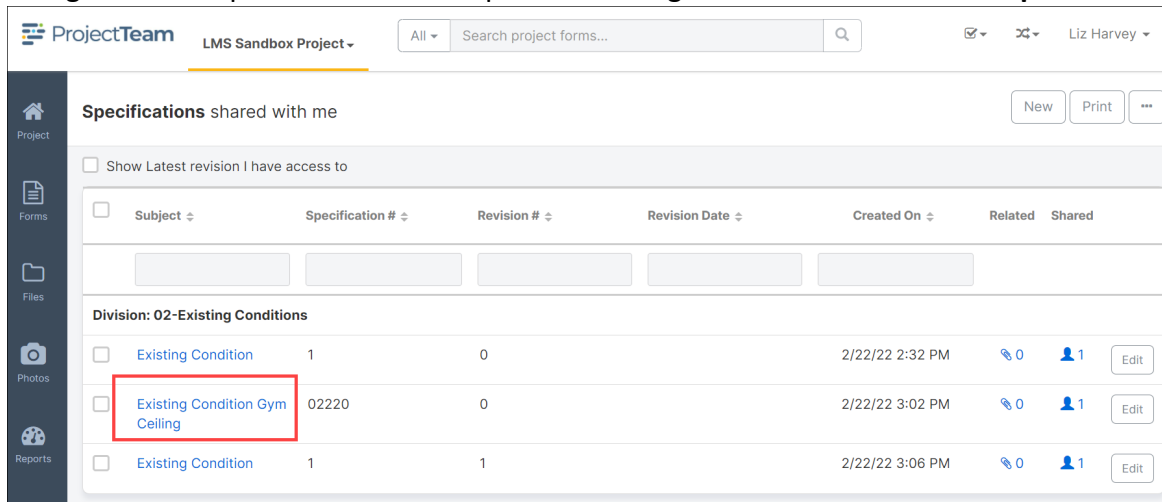
- Subject: Existing Condition Gym Ceiling
- Division: 02-Existing Conditions
- Specification #: 02220
- Revision #: 0
- Revision Date: (empty field)
- Discipline: (empty field)

The "Save" button is located in the top right corner of the form area.

Create a New Revision of a Specification

Specifications Overview

1. Navigate to the Specification in the Specification log and click the **title of the specification**



ProjectTeam LMS Sandbox Project

Search project forms...

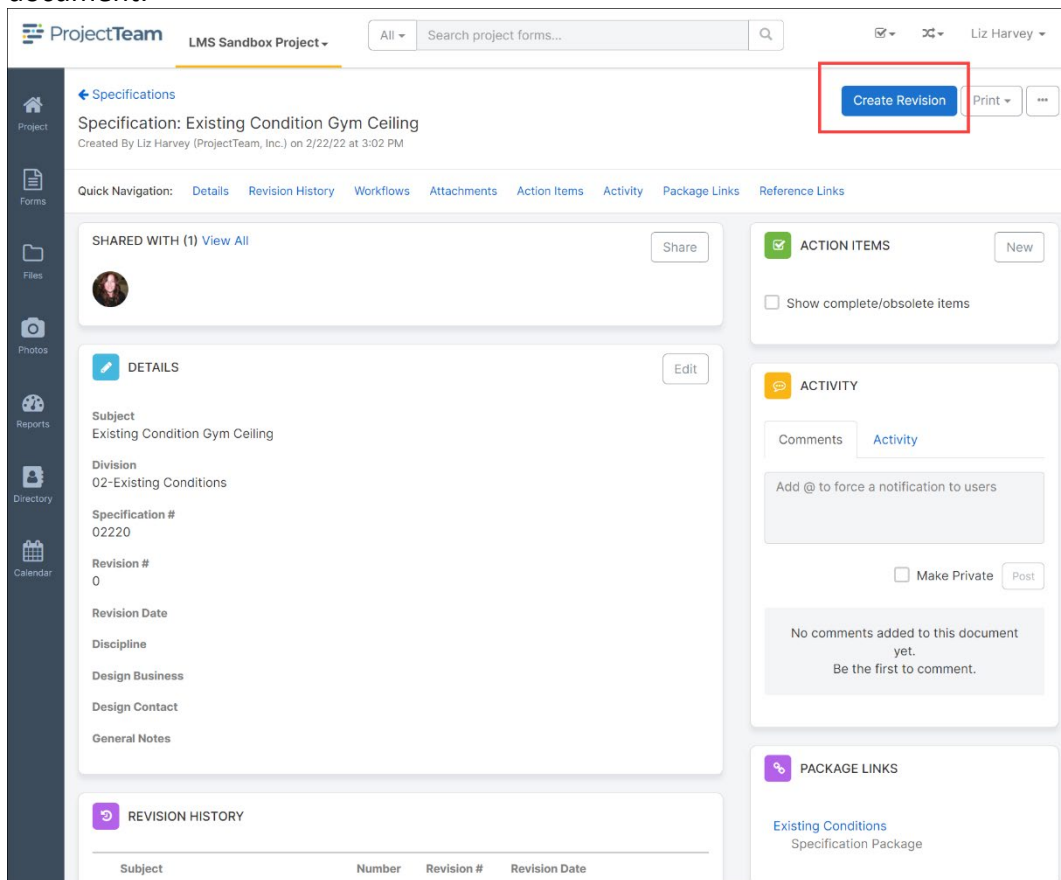
Specifications shared with me

☐ Show Latest revision I have access to

<input type="checkbox"/>	Subject	Specification #	Revision #	Revision Date	Created On	Related	Shared
<input type="checkbox"/>	Existing Condition	1	0		2/22/22 2:32 PM	0	1
<input type="checkbox"/>	Existing Condition Gym Ceiling	02220	0		2/22/22 3:02 PM	0	1
<input type="checkbox"/>	Existing Condition	1	1		2/22/22 3:06 PM	0	1

Division: 02-Existing Conditions

2. Click the **Create Revision** button located in the top right corner of the specification document.



ProjectTeam LMS Sandbox Project

Search project forms...

Specifications

Specification: Existing Condition Gym Ceiling

Created By Liz Harvey (ProjectTeam, Inc.) on 2/22/22 at 3:02 PM

Quick Navigation: Details Revision History Workflows Attachments Action Items Activity Package Links Reference Links

SHARED WITH (1) View All

DETAILS

Subject
Existing Condition Gym Ceiling

Division
02-Existing Conditions

Specification #
02220

Revision #
0

Revision Date

Discipline

Design Business

Design Contact

General Notes

REVISION HISTORY

Subject Number Revision # Revision Date

CREATE REVISION

Print

ACTION ITEMS

Show complete/obsolete items

ACTIVITY

Comments Activity

Add @ to force a notification to users

Make Private Post

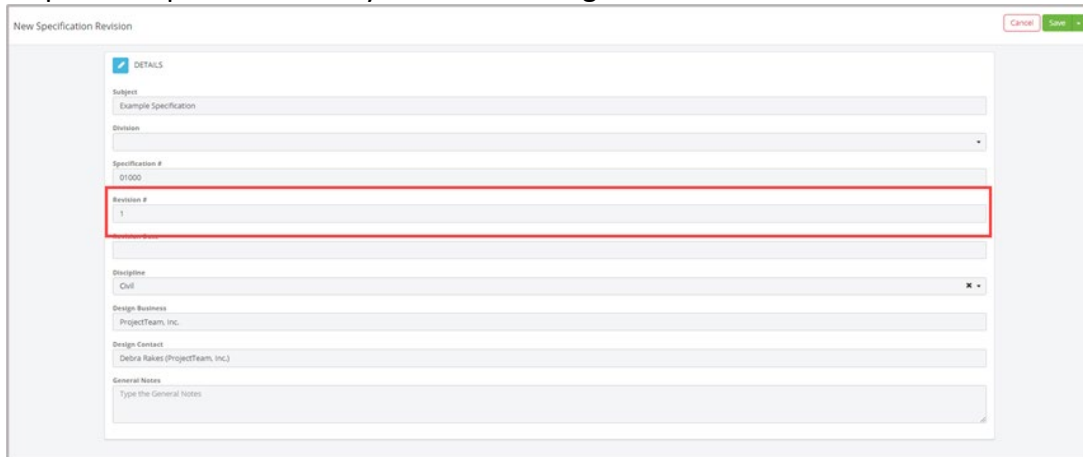
No comments added to this document yet. Be the first to comment.

PACKAGE LINKS

Existing Conditions Specification Package

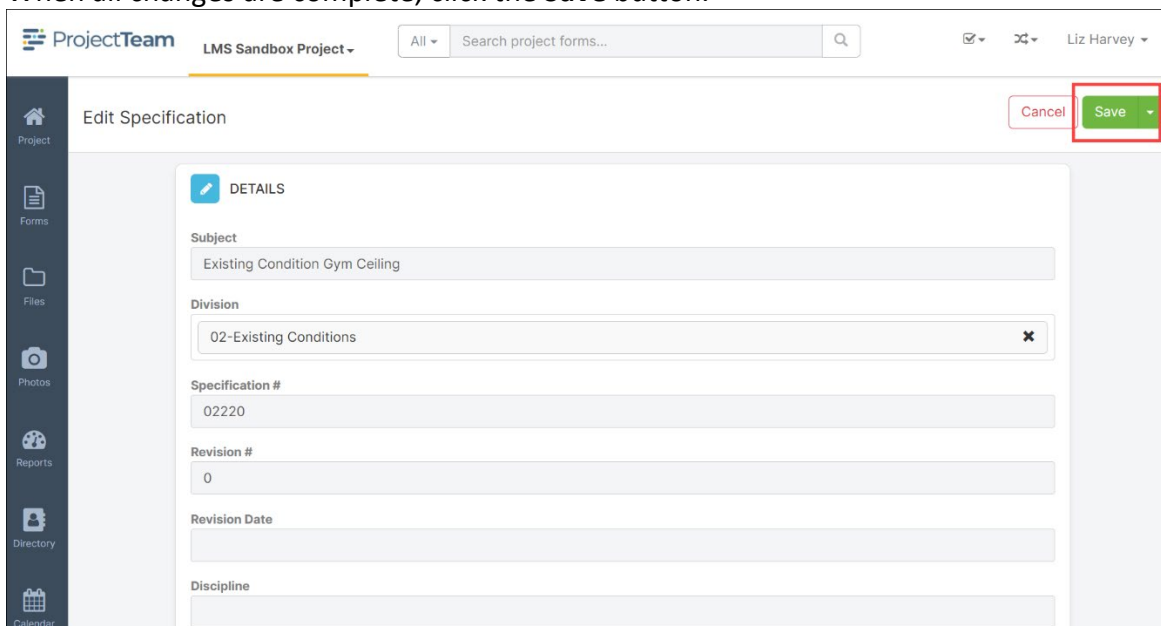
Specifications Overview

3. The Revision Number field will automatically increment to the next revision number in the sequence. Update all fields you wish to change.



The screenshot shows a 'New Specification Revision' form. The 'Revision #' field is highlighted with a red box and contains the value '1'. Other fields include Subject (Example Specification), Division (dropdown), Specification # (01000), Discipline (Civil), Design Business (ProjectTeam, Inc.), Design Contact (Debra Rakes (ProjectTeam, Inc.)), and General Notes (Type the General Notes).

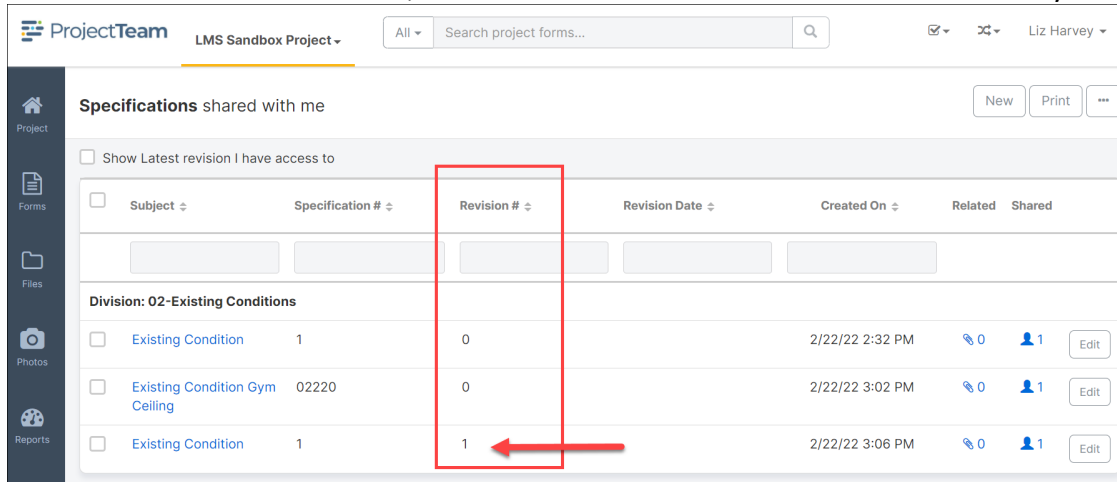
4. When all changes are complete, click the **Save** button.



The screenshot shows the 'Edit Specification' form in the ProjectTeam application. The 'Save' button is highlighted with a red box. The form includes fields for Subject (Existing Condition Gym Ceiling), Division (02-Existing Conditions), Specification # (02220), Revision # (0), Revision Date, and Discipline. The interface also shows a sidebar with navigation icons and a top bar with the ProjectTeam logo and user information (Liz Harvey).

Specifications Overview

5. In the Specification log, the old and new revisions of the Specification record will be listed. To see the most recent version, click the **checkbox To Show Latest Revisions only**.



The screenshot shows the ProjectTeam interface for the 'LMS Sandbox Project'. The 'Specifications shared with me' section is active. A checkbox 'Show Latest revision I have access to' is present. Below it is a table with columns: Subject, Specification #, Revision #, Revision Date, Created On, Related, and Shared. The table lists three specifications under the 'Division: 02-Existing Conditions'.

	Subject	Specification #	Revision #	Revision Date	Created On	Related	Shared
<input type="checkbox"/>	Existing Condition	1	0		2/22/22 2:32 PM	0	1
<input type="checkbox"/>	Existing Condition Gym Ceiling	02220	0		2/22/22 3:02 PM	0	1
<input type="checkbox"/>	Existing Condition	1	1		2/22/22 3:06 PM	0	1