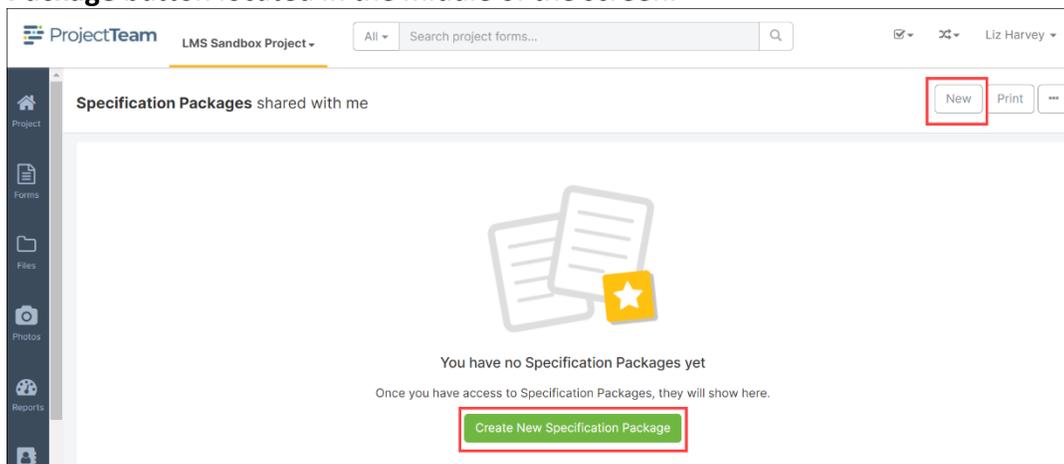


## Specification Packages

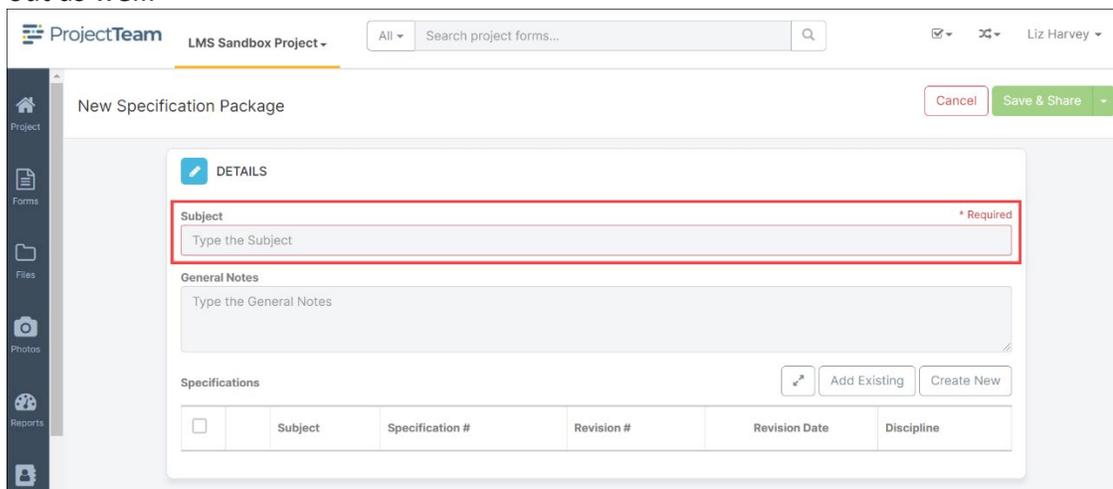
A specification package is a group of one or more specification items. The team will upload all the specifications, then create packages to review similar items in the same time frame.

### 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.



The screenshot shows the 'New Specification Package' form in the ProjectTeam interface. The form has a title bar with 'Cancel' and 'Save & Share' buttons. Below the title bar is a 'DETAILS' section. The 'Subject' field is highlighted with a red box and is marked as '\* Required'. Below it is the 'General Notes' field. At the bottom of the form, there is a 'Specifications' section with a table and buttons for 'Add Existing' and '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 content area has a 'DETAILS' section with a 'Subject' field (marked as required) and a 'General Notes' field. Below these is a 'Specifications' table with an 'Add Existing' button highlighted by a red box. The table has columns for Subject, Specification #, Revision #, Revision Date, and Discipline.

- 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 for Subject, Spec #, Rev #, Rev Date, and Discipline. Three rows are visible, each with a checkbox in the first column. The checkboxes for 'Emission Models' and 'Sensor and Sensor Interface' are checked and highlighted with red boxes. The 'Add' button at the bottom right is also 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

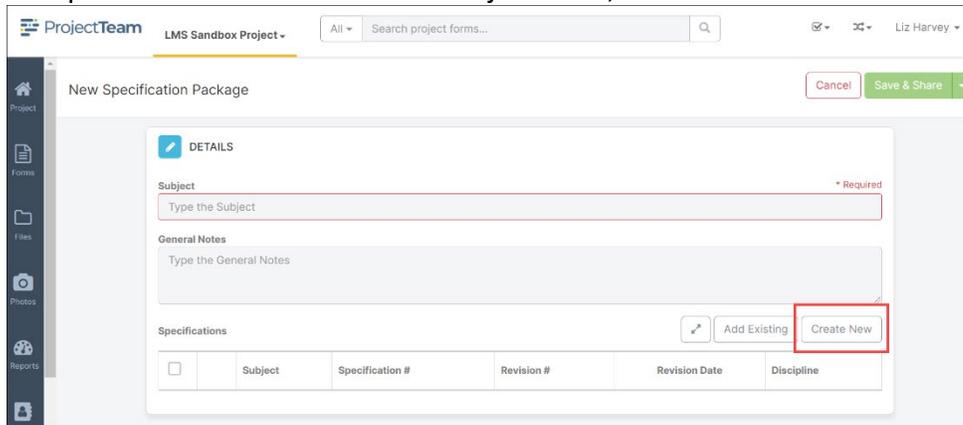
- The Specification Package form will show all of the specification records added to the package.

The screenshot shows the 'New Specification Package' form with the 'Specifications' table updated. The table now contains three records, each with a checkbox in the first column. The 'Add Existing' button is still visible. The table has columns for Subject, Specification #, Revision #, Revision Date, and Discipline.

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

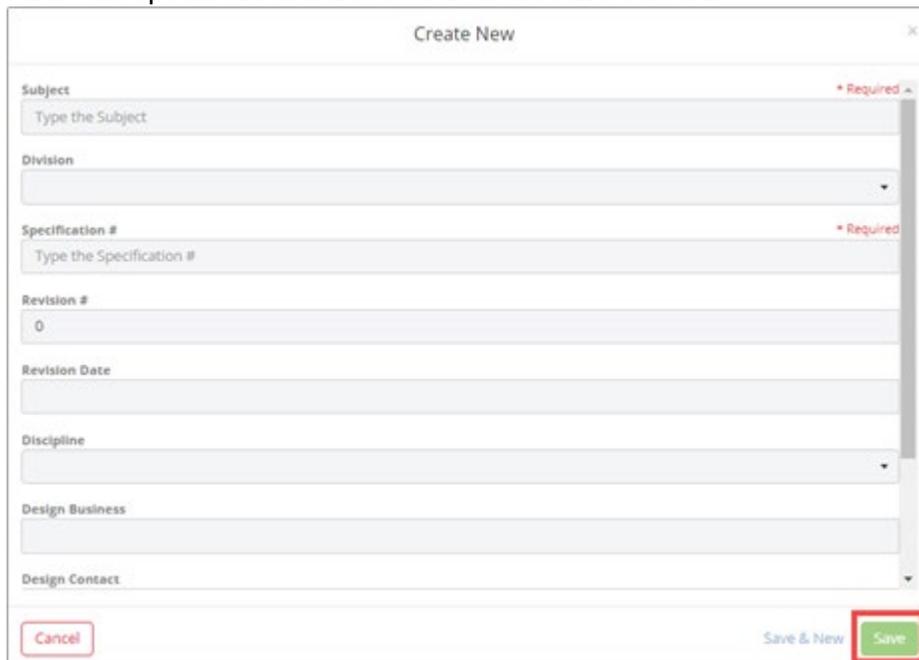
## Specifications Overview

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



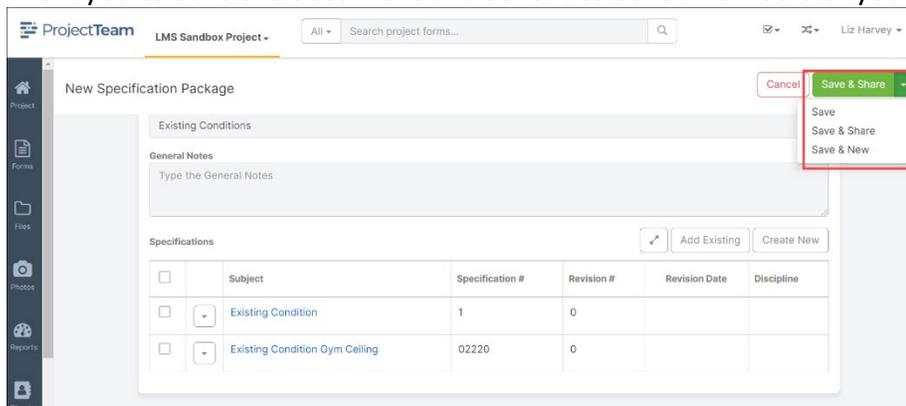
The screenshot shows the 'New Specification Package' form in ProjectTeam. The form has a sidebar on the left with icons for Project, Forms, Files, Photos, Reports, and Directory. The main content area is titled 'New Specification Package' and includes a 'Cancel' button and a 'Save & Share' button. Below the title is a 'DETAILS' section with a 'Subject' field (marked as required) and a 'General Notes' field. At the bottom of the details section, there are two buttons: 'Add Existing' and 'Create New', with the 'Create New' button highlighted by a red box.

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



The screenshot shows the 'Create New' form in ProjectTeam. The form has a title bar 'Create New' and a close button. The form fields include: 'Subject' (required), 'Division' (dropdown), 'Specification #' (required), 'Revision #' (set to 0), 'Revision Date', 'Discipline' (dropdown), 'Design Business', and 'Design Contact'. At the bottom, there are three buttons: 'Cancel', 'Save & New', and 'Save', with the 'Save' button highlighted by 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 content area is titled 'New Specification Package' and includes a 'Cancel' button and a 'Save & Share' button. Below the title is a 'Existing Conditions' section, a 'General Notes' field, and a 'Specifications' table. The 'Specifications' table has columns for Subject, Specification #, Revision #, Revision Date, and Discipline. The 'Save & Share' button is highlighted by a red box.

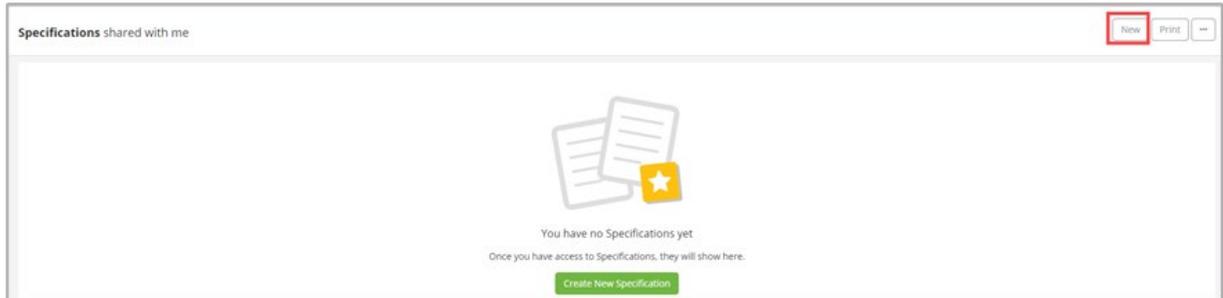
	Subject	Specification #	Revision #	Revision Date	Discipline
<input type="checkbox"/>	Existing Condition	1	0		
<input type="checkbox"/>	Existing Condition Gym Ceiling	02220	0		

## Specifications Overview

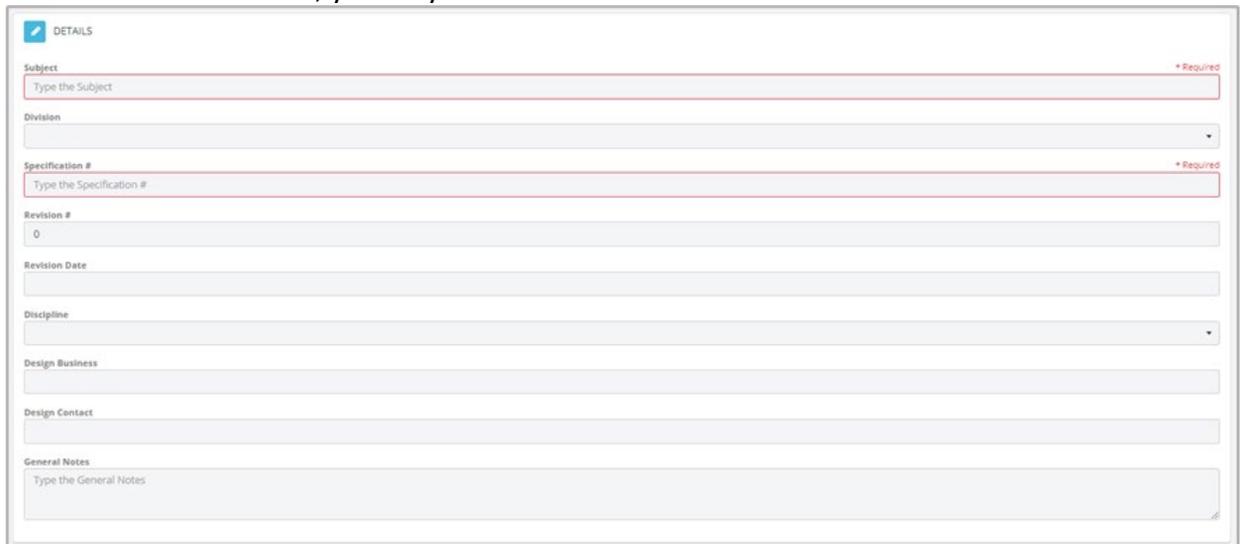
### Was this article helpful?

### 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.



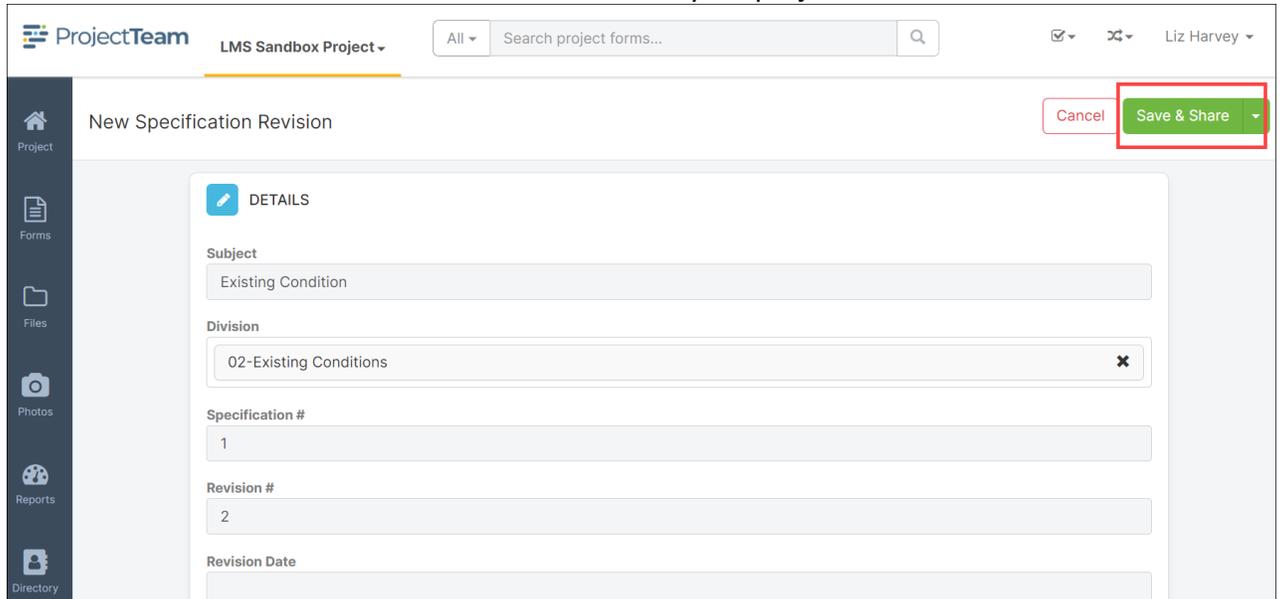
2. Fill in the fields of the Specification form. Required fields are noted with \*Required. These fields will need to be filled out in order to save the document. If you have access to additional custom fields, you may want to fill these out as well.

A screenshot of a "DETAILS" form for creating a new specification. The form contains the following fields:

- Subject**: A text input field with a red border and a red asterisk indicating it is required. Placeholder text: "Type the Subject".
- Division**: A dropdown menu.
- Specification #**: A text input field with a red border and a red asterisk indicating it is required. Placeholder text: "Type the Specification #".
- Revision #**: A text input field with the value "0".
- Revision Date**: A text input field.
- Discipline**: A dropdown menu.
- Design Business**: A text input field.
- Design Contact**: A text input field.
- General Notes**: A large text area with placeholder text: "Type the General Notes".

## 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.

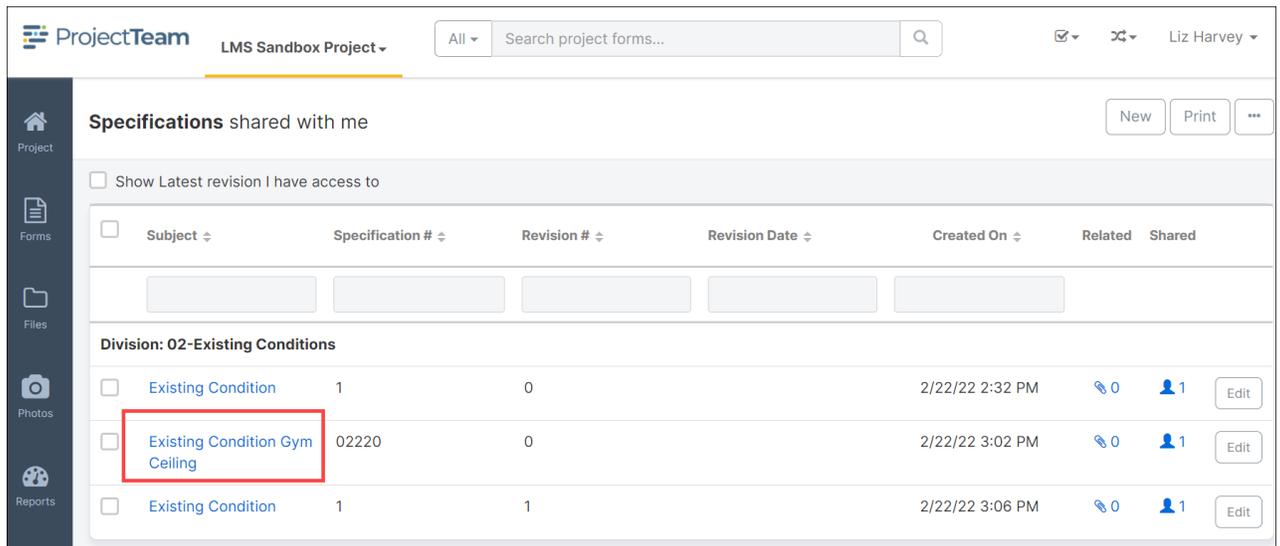


The screenshot shows the 'New Specification Revision' form in ProjectTeam. The form is titled 'New Specification Revision' and has a 'Cancel' button and a 'Save & Share' button. The 'Save & Share' button is highlighted with a red box. The form contains the following fields:

- Subject: Existing Condition
- Division: 02-Existing Conditions
- Specification #: 1
- Revision #: 2
- Revision Date: (empty)

## Editing a Specification

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



The screenshot shows the 'Specifications shared with me' table in ProjectTeam. The table has the following columns: Subject, Specification #, Revision #, Revision Date, Created On, Related, and Shared. The 'Existing Condition Gym Ceiling' row is highlighted with a red box.

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

## Specifications Overview

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

The screenshot shows the ProjectTeam interface for a specification titled "Existing Condition Gym Ceiling". The "Details" section is active, and the "Edit" button is highlighted with a red box. The interface includes a sidebar with navigation options like Project, Forms, Files, Photos, Reports, Directory, and Calendar. The main content area shows the specification details, including the subject, division, specification number, and revision number. The "Action Items" and "Activity" sections are also visible.

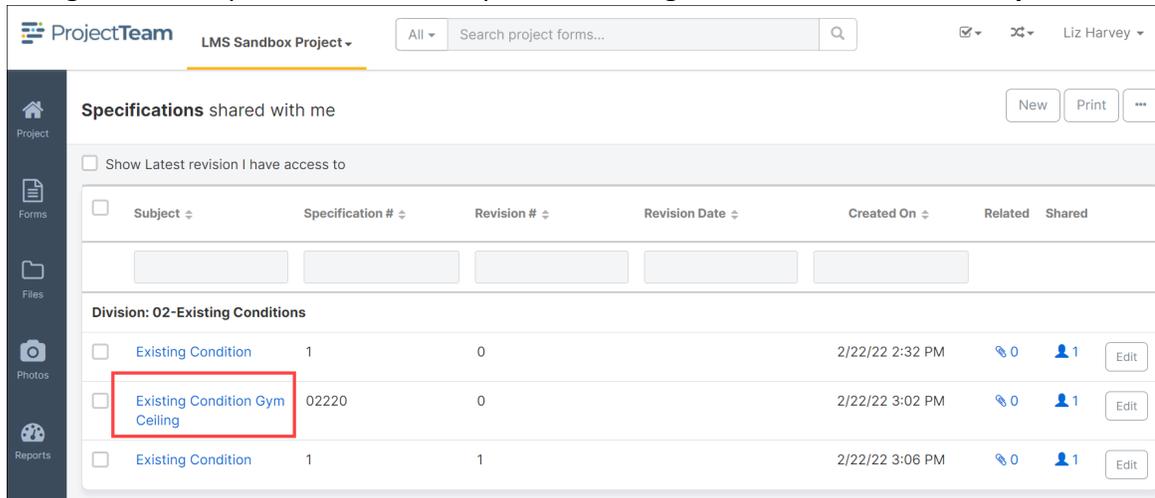
3. Update all fields you wish to change.
4. When all changes are complete, click the **Save** button.

The screenshot shows the "Edit Specification" form in the ProjectTeam interface. The form is titled "Edit Specification" and contains several input fields for the specification details. The "Save" button is highlighted with a red box. The form fields include Subject, Division, Specification #, Revision #, Revision Date, and Discipline. The "Save" button is located in the top right corner of the form.

## Create a New Revision of a Specification

## Specifications Overview

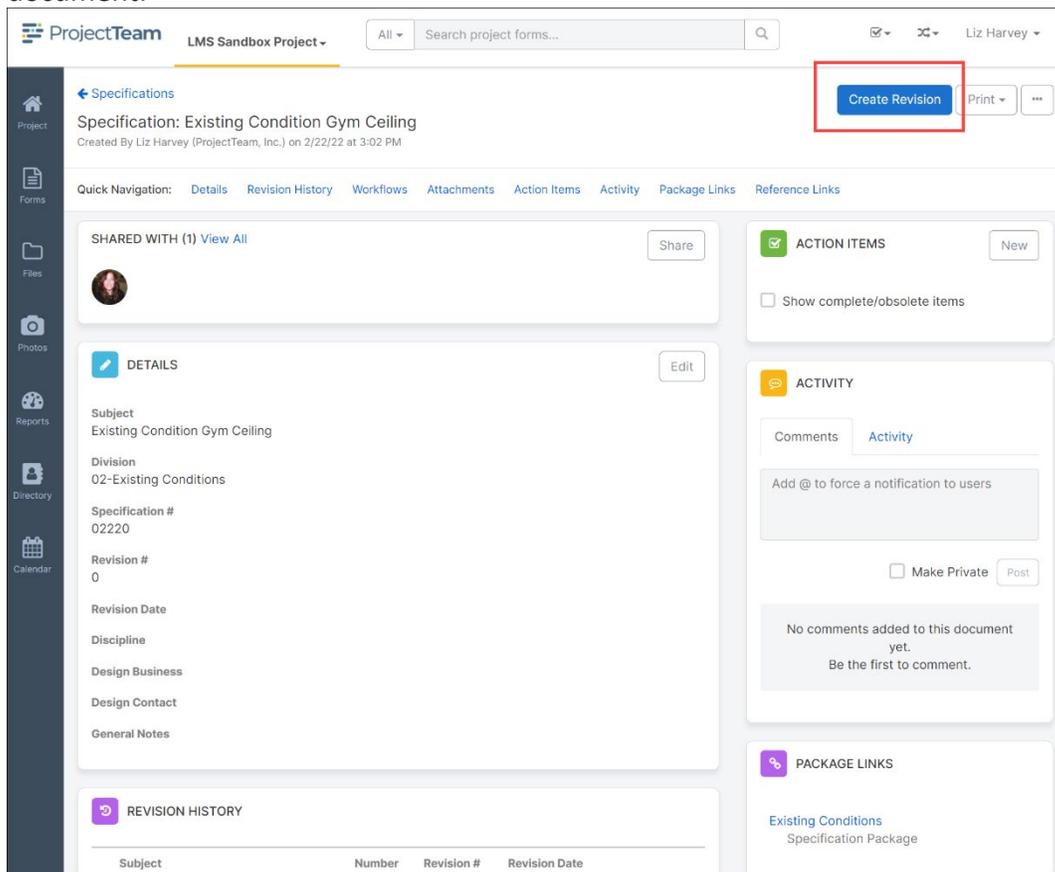
1. Navigate to the Specification in the Specification log and click the **title of the specification**



The screenshot shows the ProjectTeam interface for the 'LMS Sandbox Project'. The main content area displays a table of specifications shared with the user. The table has columns for Subject, Specification #, Revision #, Revision Date, Created On, Related, and Shared. The specification 'Existing Condition Gym Ceiling' is highlighted with a red box.

	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

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



The screenshot shows the ProjectTeam interface for the 'Existing Condition Gym Ceiling' specification. The 'Create Revision' button is highlighted with a red box. The interface includes a navigation menu on the left, a main content area with a 'DETAILS' section, and a right sidebar with 'ACTION ITEMS', 'ACTIVITY', and 'PACKAGE LINKS' sections.

**DETAILS**

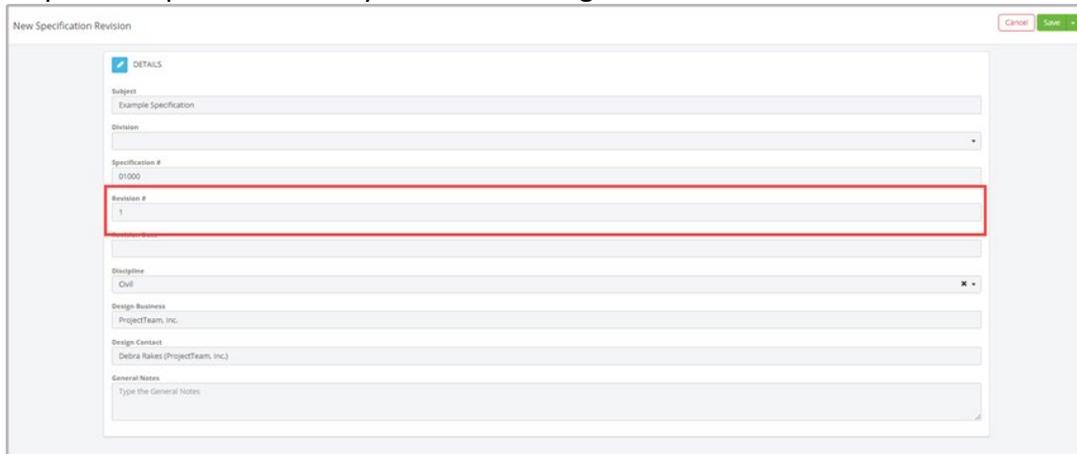
- Subject: Existing Condition Gym Ceiling
- Division: 02-Existing Conditions
- Specification #: 02220
- Revision #: 0
- Revision Date:
- Discipline:
- Design Business:
- Design Contact:
- General Notes:

**REVISION HISTORY**

Subject	Number	Revision #	Revision Date
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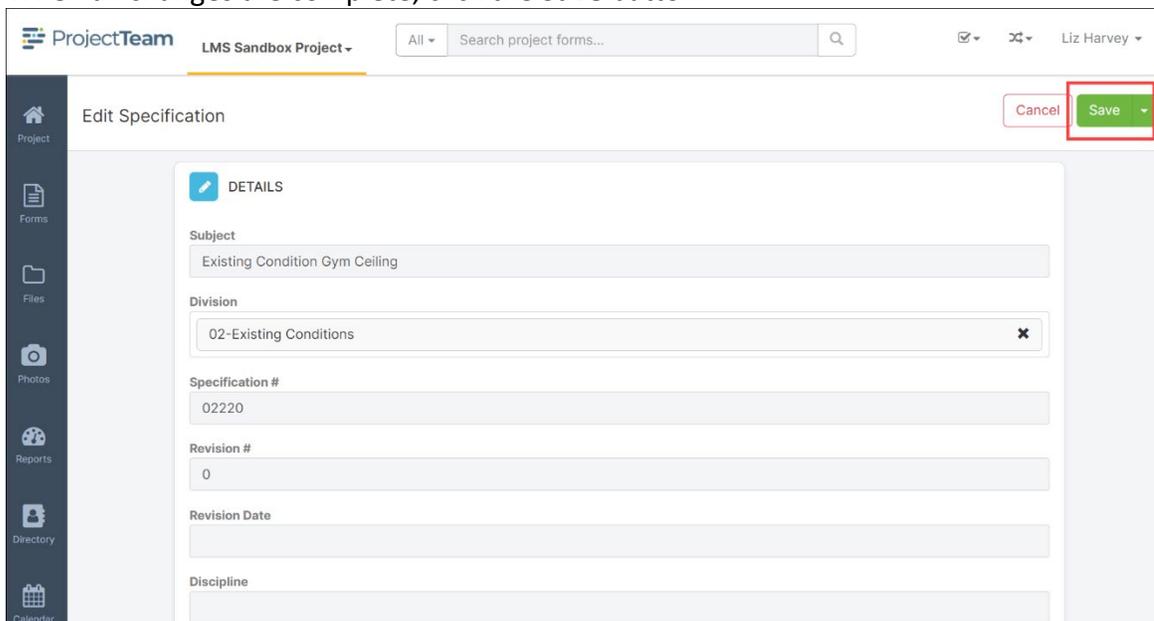
## Specifications Overview

- 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, Specification # (01000), Discipline (Civil), Design Business (ProjectTeam, Inc.), Design Contact (Debra Rakes (ProjectTeam, Inc.)), and General Notes.

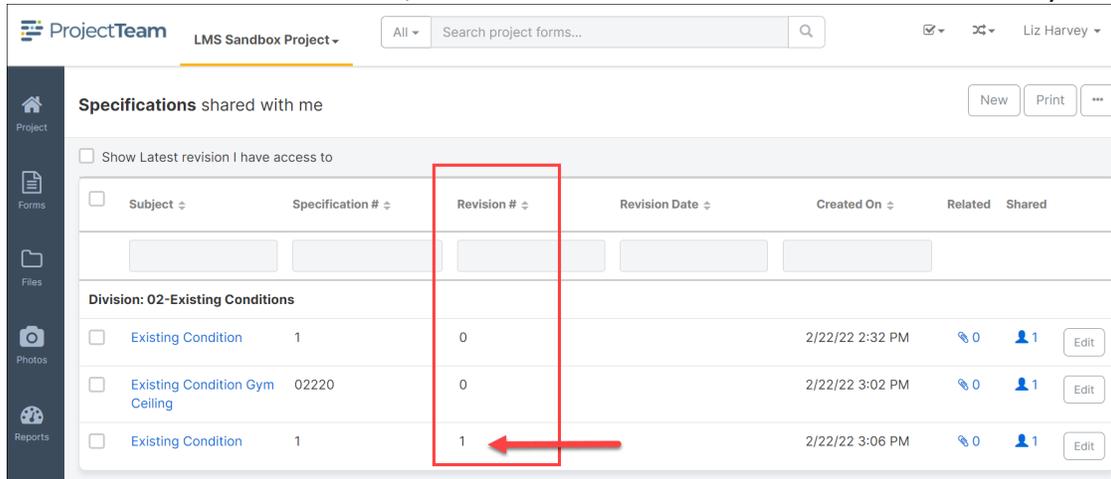
- When all changes are complete, click the **Save** button.



The screenshot shows the 'Edit Specification' form in the ProjectTeam interface. 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 options like Project, Forms, Files, Photos, Reports, Directory, and Calendar.

## 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 'LMS Sandbox Project'. The page title is 'Specifications shared with me'. There are buttons for 'New', 'Print', and a menu icon. A checkbox labeled 'Show Latest revision I have access to' is present. Below this is a table with the following columns: Subject, Specification #, Revision #, Revision Date, Created On, Related, and Shared. The table contains three rows of data under the heading 'Division: 02-Existing Conditions'. The 'Revision #' column is highlighted with a red box, and a red arrow points to the value '1' in the third row.

Subject	Specification #	Revision #	Revision Date	Created On	Related	Shared
Existing Condition	1	0		2/22/22 2:32 PM	0	1
Existing Condition Gym Ceiling	02220	0		2/22/22 3:02 PM	0	1
Existing Condition	1	1		2/22/22 3:06 PM	0	1