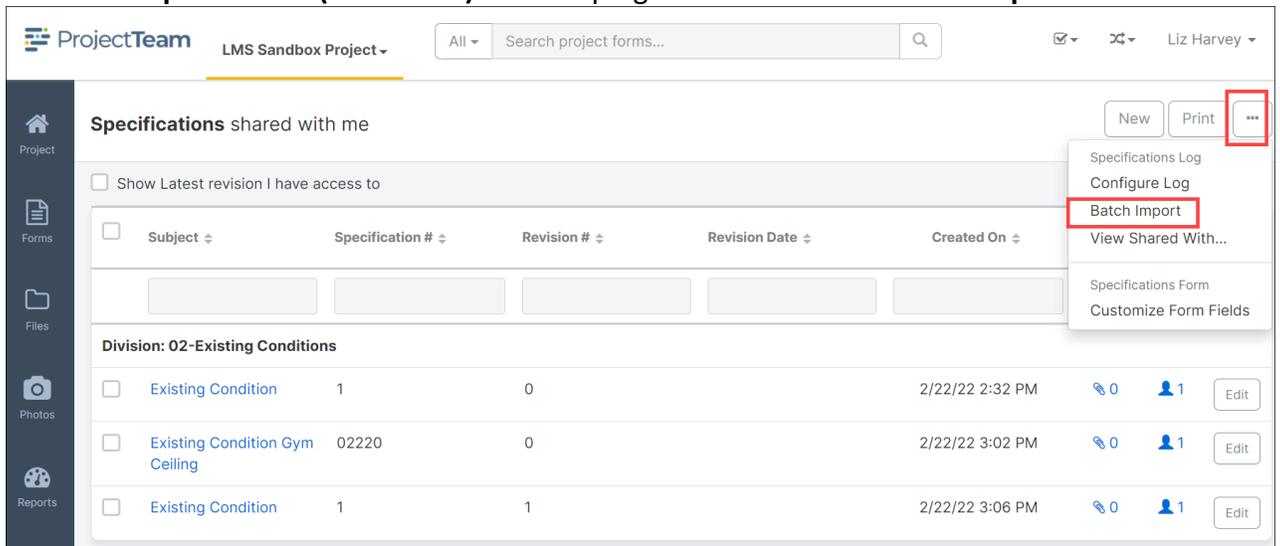


Specifications Overview

A specification often refers to a set of documented requirements to be satisfied by a material, design, product, or service.

Uploading Your Specifications

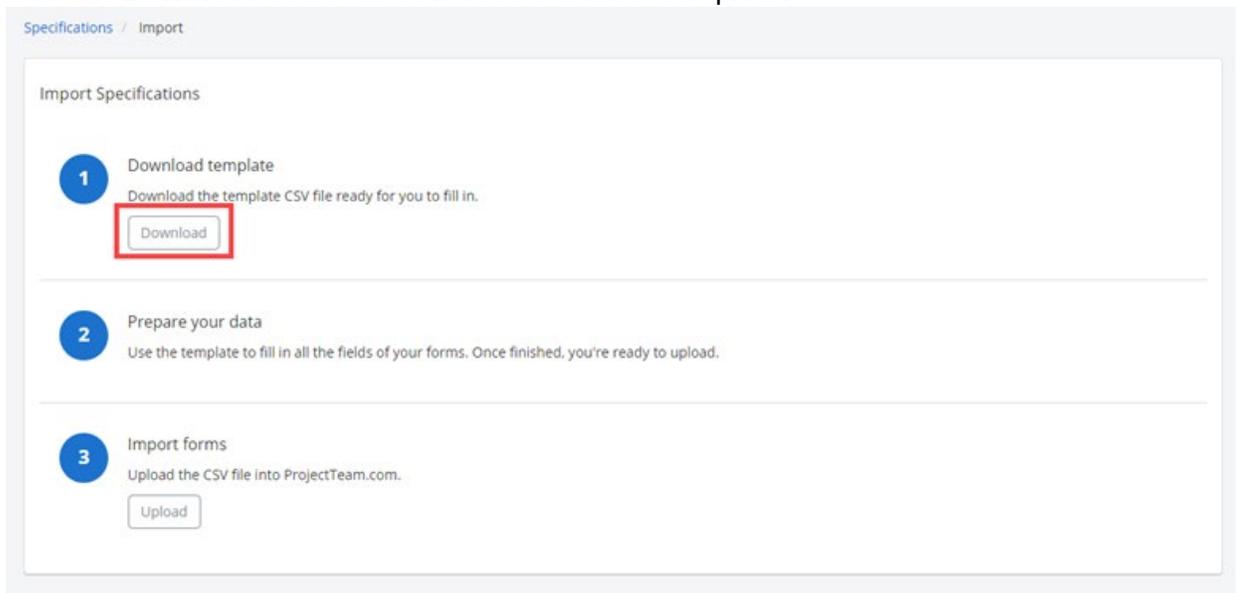
1. Navigate to the Specification log within a project.
2. Click the **ellipsis button (three dots)** in the top right corner and click **Batch import**.



The screenshot shows the ProjectTeam interface for the 'LMS Sandbox Project'. The page title is 'Specifications shared with me'. There are buttons for 'New', 'Print', and an ellipsis menu. The ellipsis menu is open, showing options: 'Specifications Log', 'Configure Log', 'Batch Import', 'View Shared With...', 'Specifications Form', and 'Customize Form Fields'. The 'Batch Import' option is highlighted with a red box. Below the menu is a table of specifications.

<input type="checkbox"/>	Subject	Specification #	Revision #	Revision Date	Created On				
Division: 02-Existing Conditions									
<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	

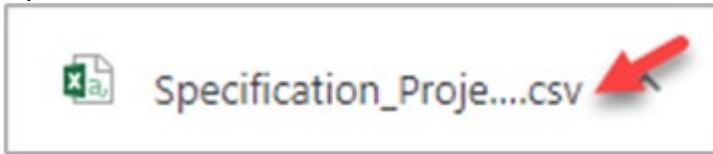
3. Click the **Download** button to download the batch template.



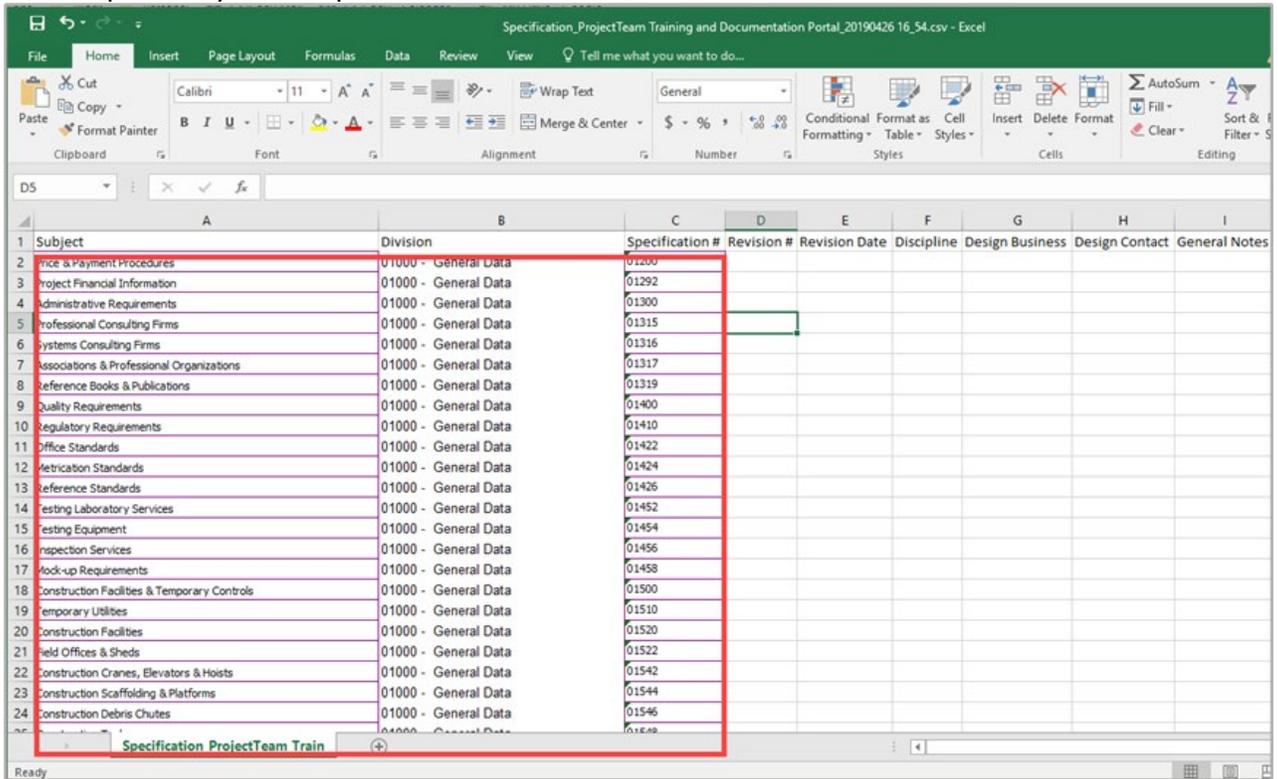
The screenshot shows the 'Import Specifications' page. It has a three-step process:

- 1 Download template**
Download the template CSV file ready for you to fill in.
Download (highlighted with a red box)
- 2 Prepare your data**
Use the template to fill in all the fields of your forms. Once finished, you're ready to upload.
- 3 Import forms**
Upload the CSV file into ProjectTeam.com.
Upload

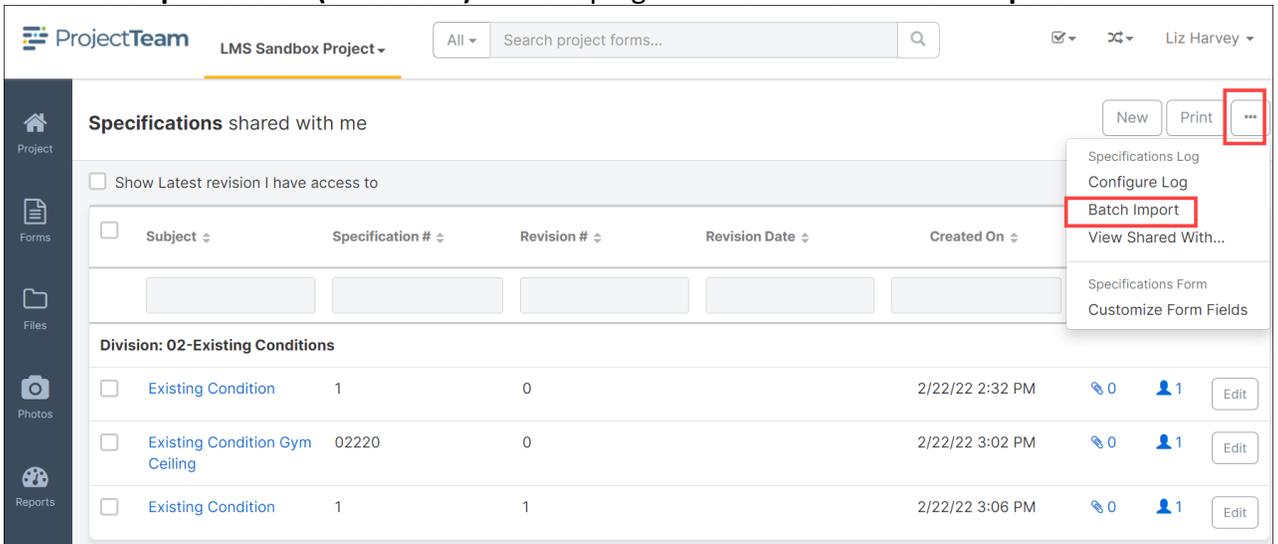
- Open the **downloaded Excel**



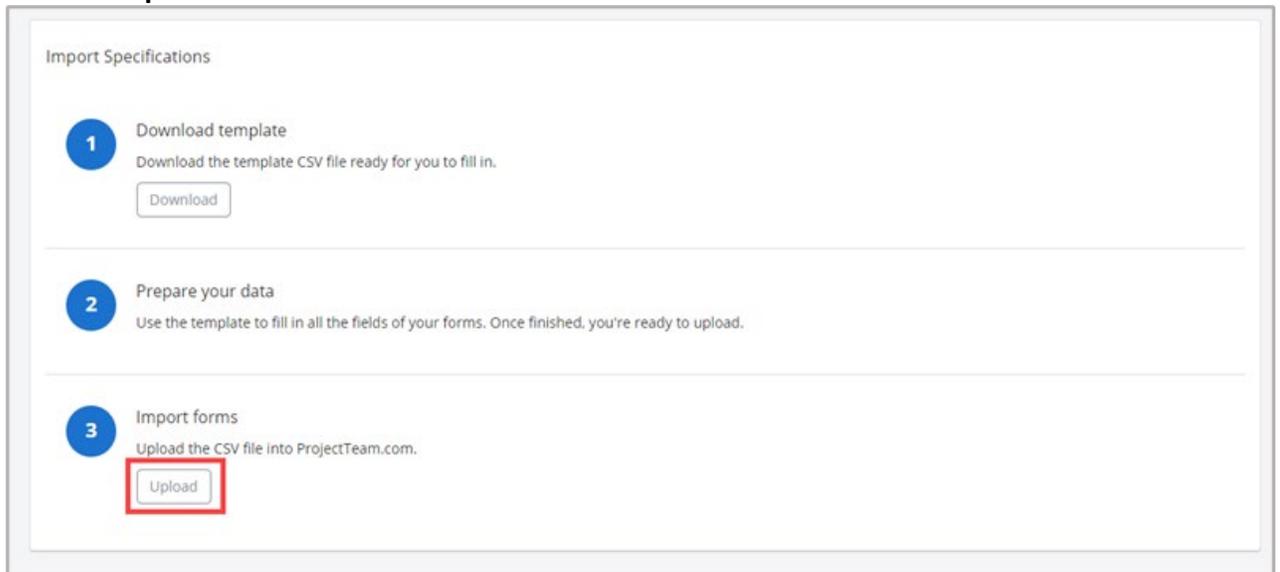
- Update the columns** in the Excel spreadsheet with the applicable information and **save** the template to your computer.



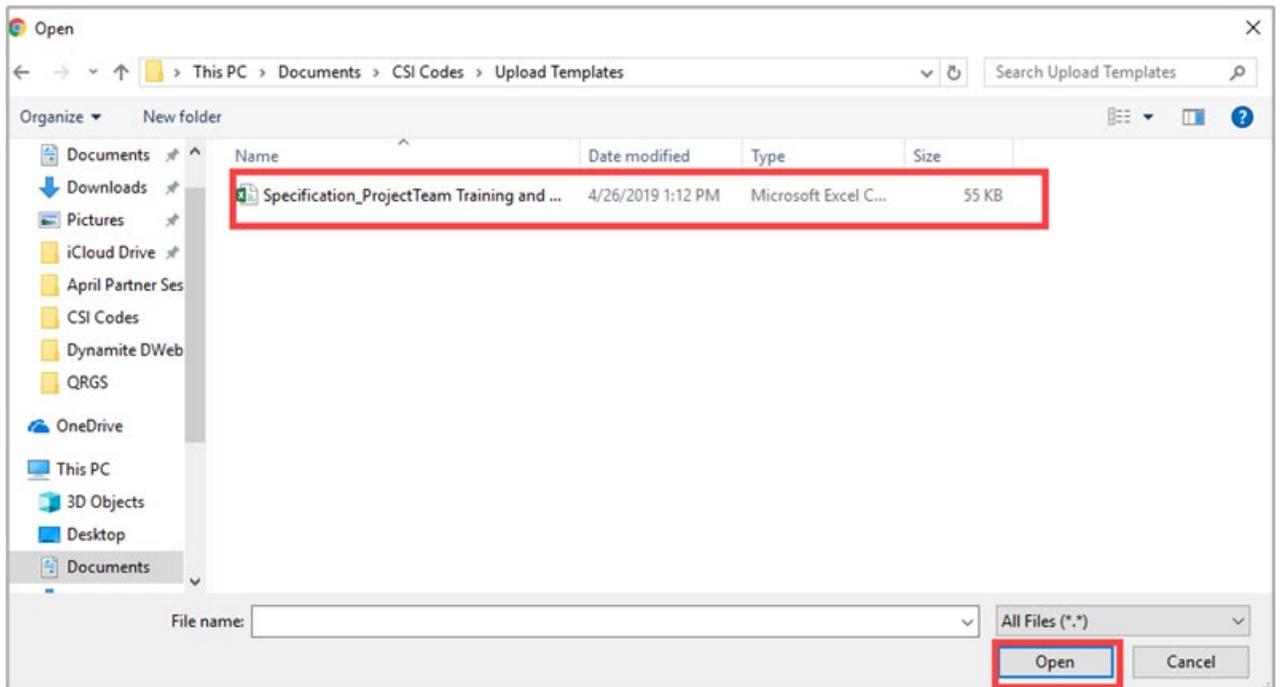
- In ProjectTeam, navigate to the Specification log within a project.
- Click the **ellipsis button (three dots)** in the top right corner and click **Batch import**.



8. Click the **Upload** button.



9. Locate the template saved in step 5. Click the **template title** to select and click the **Open** button.

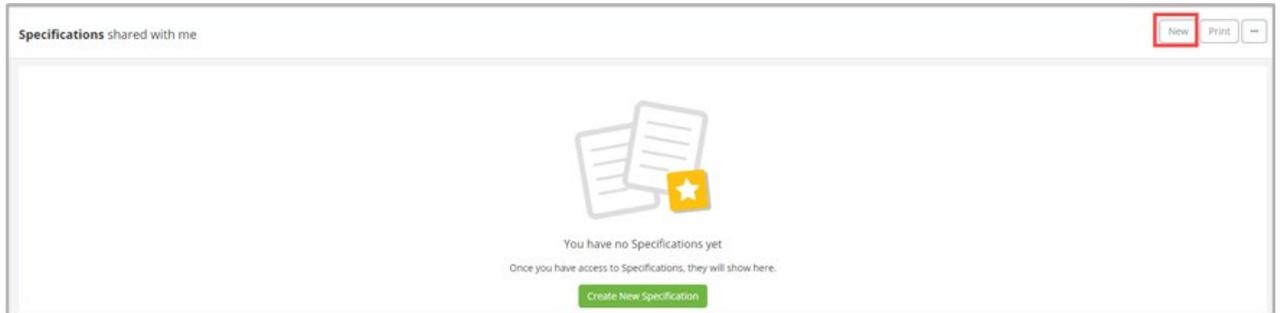


10. If errors are reported, update the template and reupload.

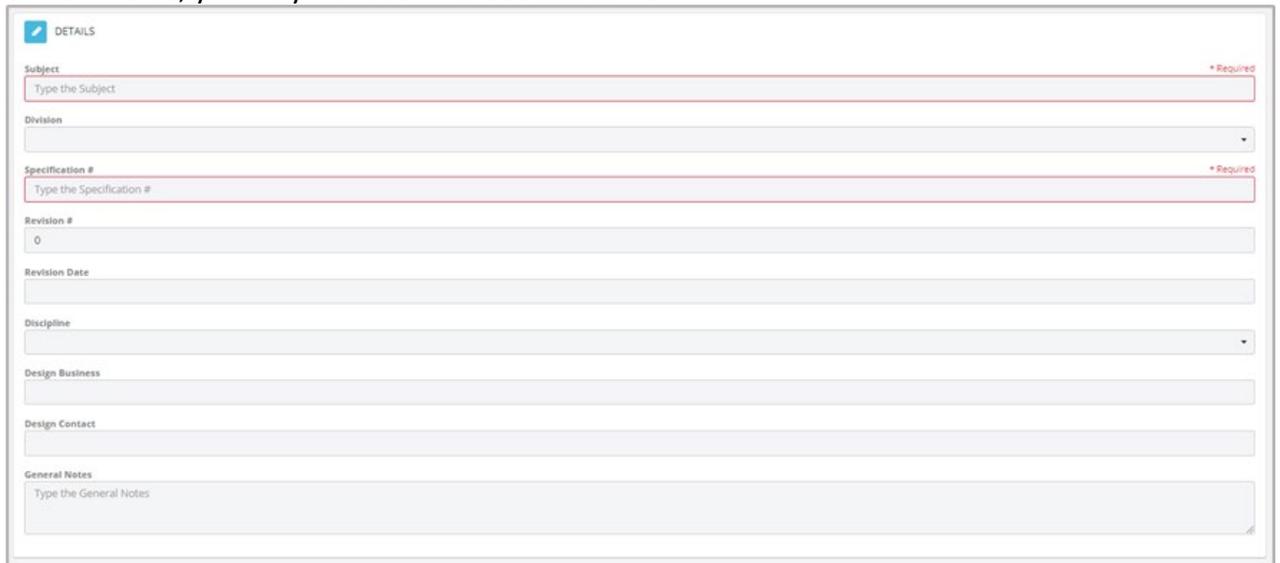
Manually Creating a New Specification

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

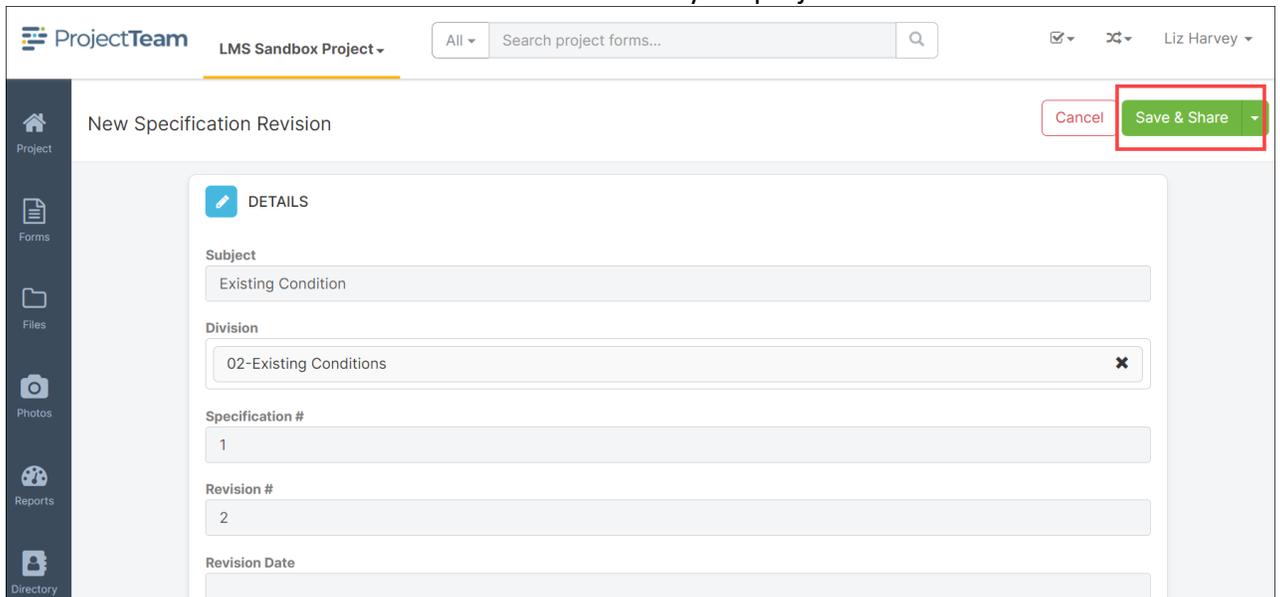
screen.



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

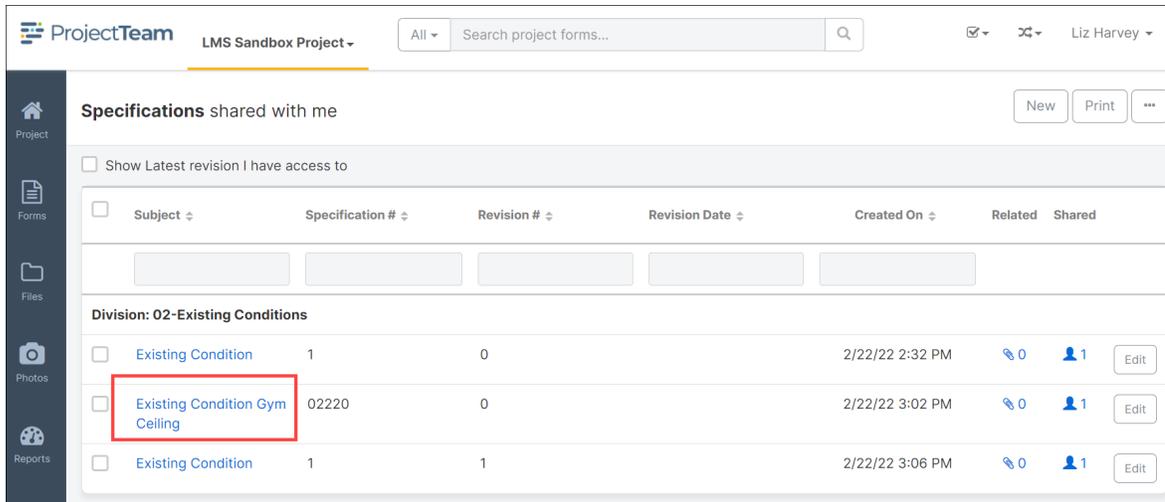


- 3. When you are ready to save the Specification, click the **Save & Share**. This will allow you to save the document and send it to other members of your project.

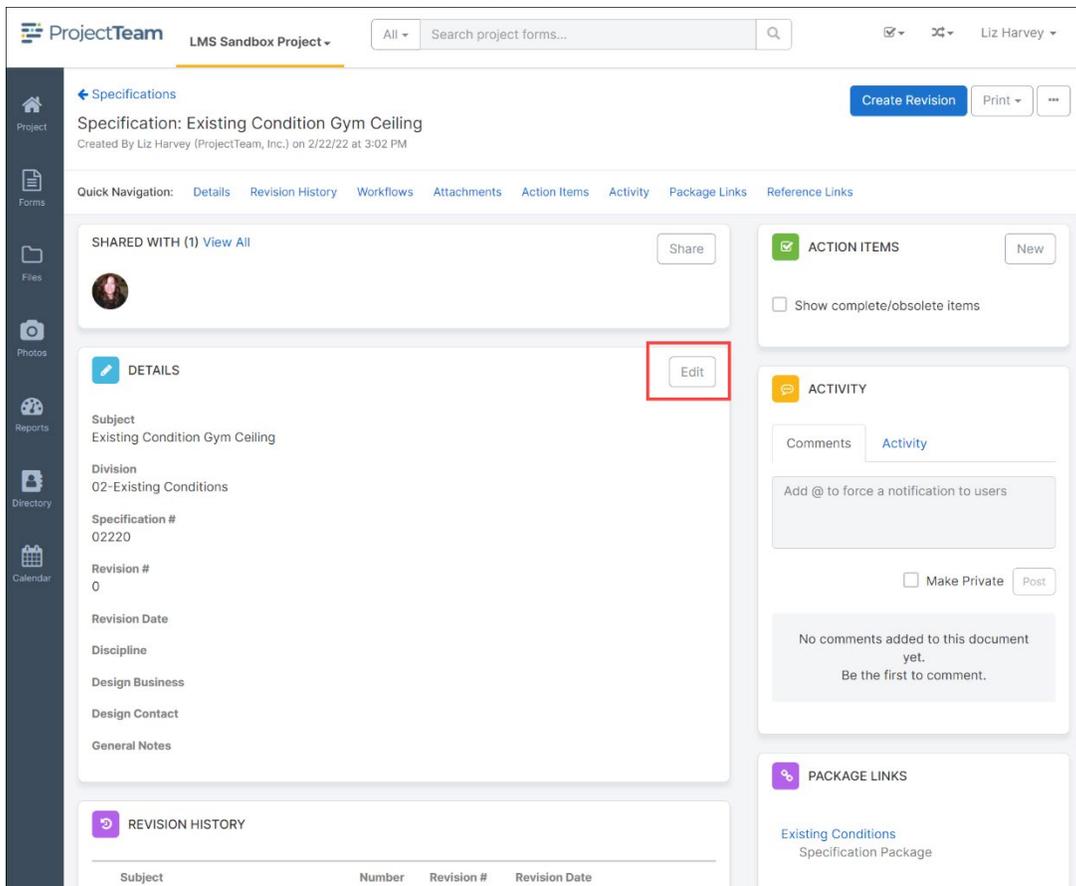


Editing a Specification

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

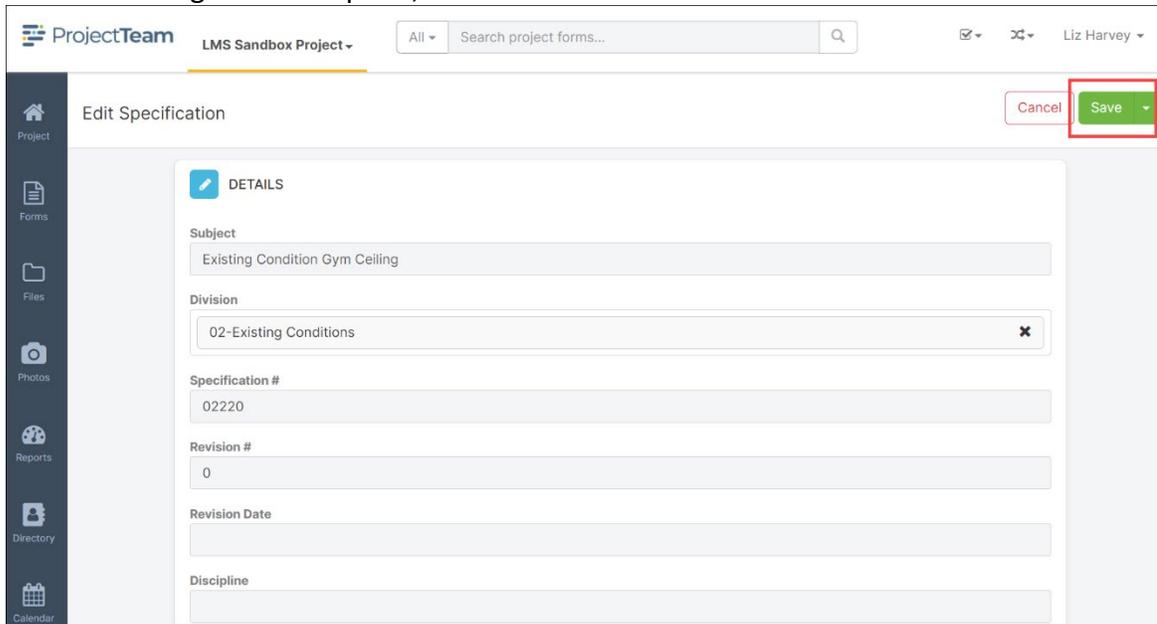


2. Click the **Edit** button in the Details section.



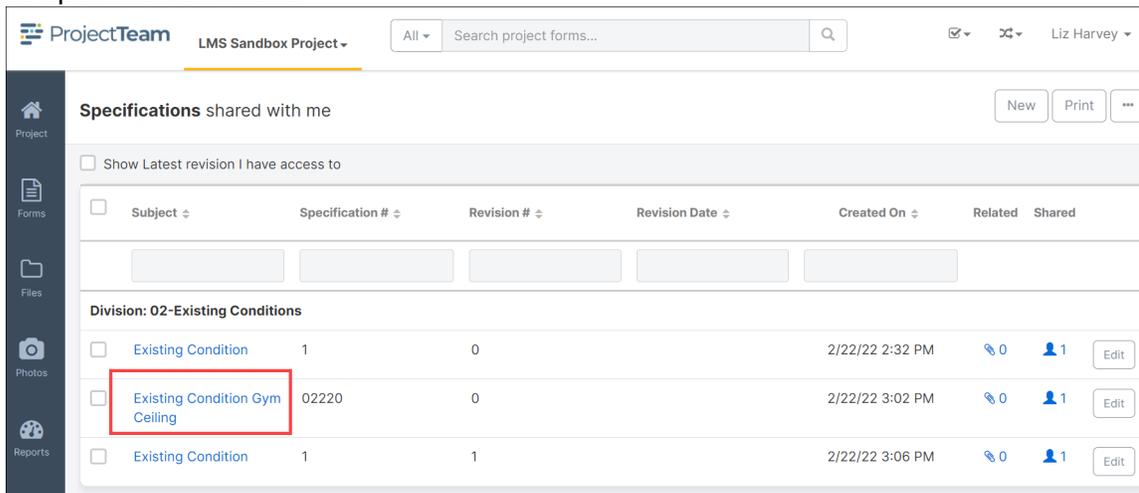
3. Update all fields you wish to change.

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

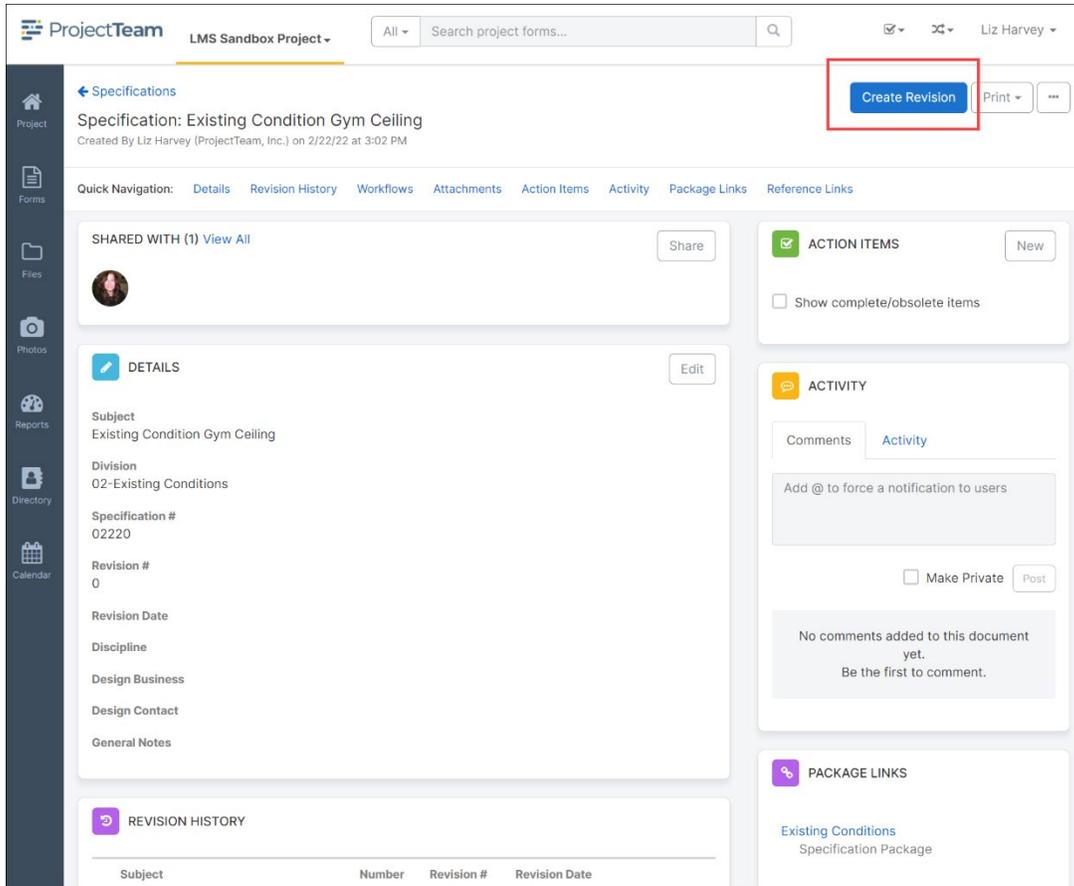


Create a New Revision of a Specification

- Navigate to the Specification in the Specification log and click the **title of the specification** to open the document.



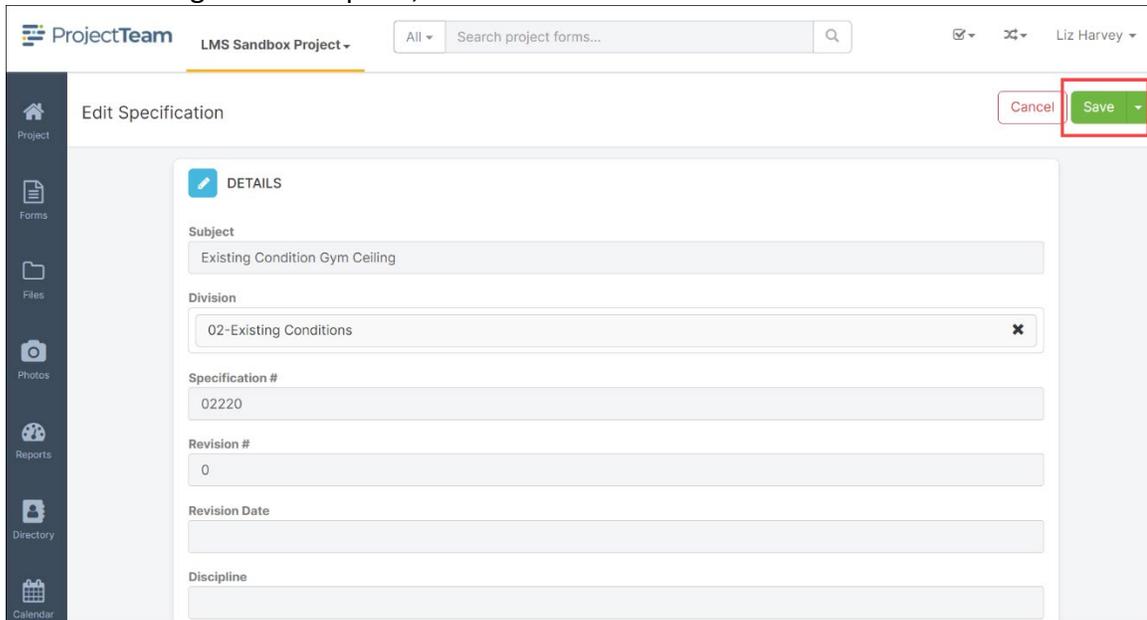
- 2. Click the **Create Revision** button located in the top right corner of the specification document.



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



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



- 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**.

