# SpecsIntact eLearning Modules Transcript

## Module: Chapter 3 - Using the Check Reference Feature

We highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

**00:00:10,400 --> 00:04:28,566**

In the previous module, we learned how to add new Reference Publications to our Section as well as how to use the Check Reference feature to add the new References to the Supplemental Reference List. We are now going to learn how to use the SI Editor's Check Reference feature in order to update the Reference Publication when required. As you have already discovered, the Check Reference feature is quite intelligent by providing an easy way to add References to the Supplemental Reference List. But, that's not all! It also allows you to check the References used throughout your Section to make sure they match the ones found in either the UMRL or the Supplemental Reference List. You are probably wondering how it does this, well it looks for differences in the Reference Organization names, and Titles for that Reference ID and displays them so that you can update them. Nothing is better than seeing this feature in action so let's get started. Let's *open* **Section 02 83 13.00 20**.
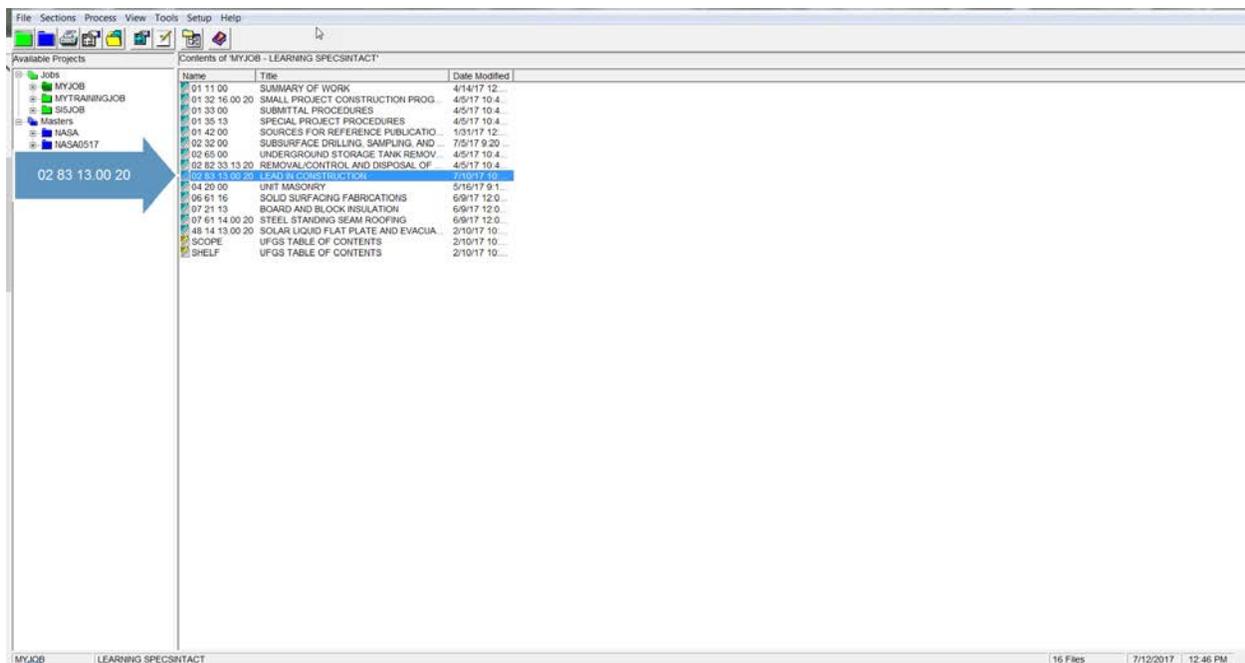
First, we are going to use the mouse-over hint to verify the publication date is the same. Let's *mouse-over* **AIHA Z88.6**, as you see this Reference Publication is located in the UMRL and is dated the same.
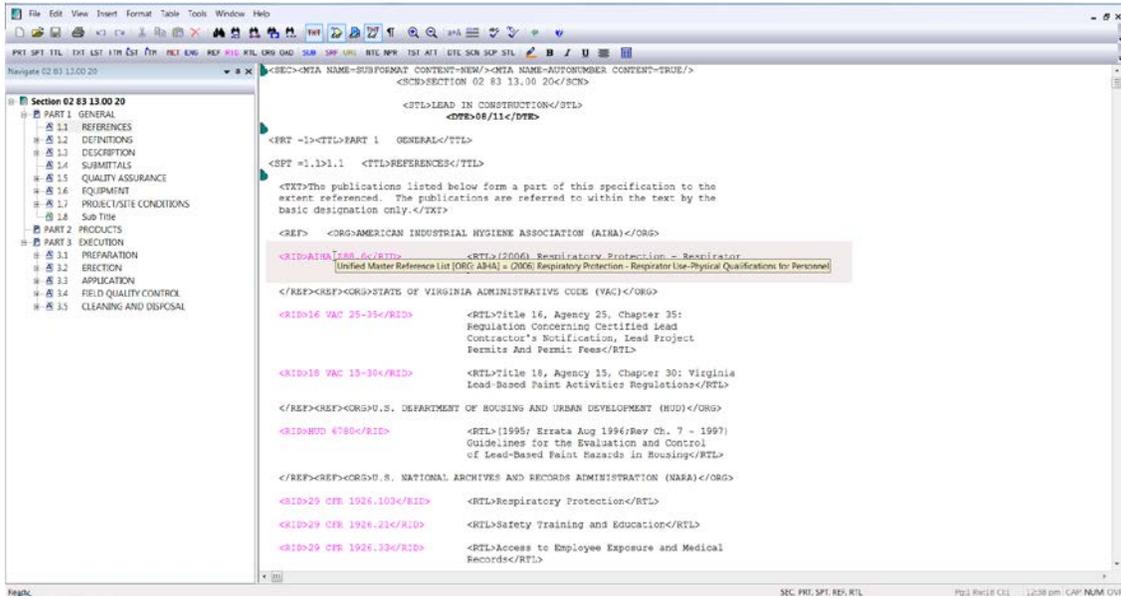


If we *place our cursor* on the **RID**, then *right-click*, and *select* **Check Reference**
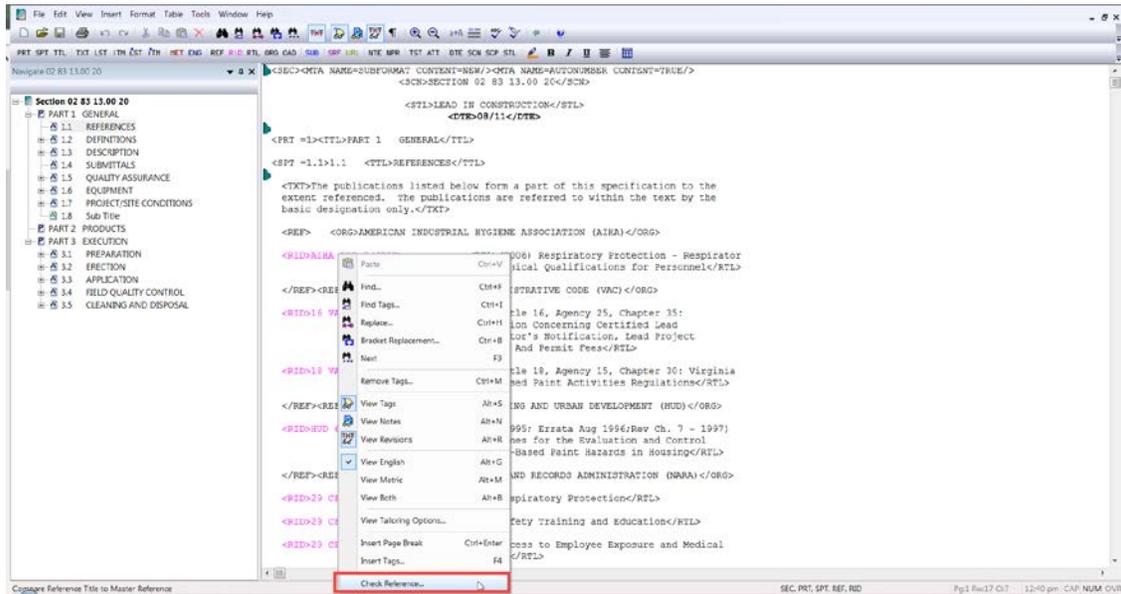
the message box informs you that the Reference Matches the one found in the UMRL. Let's go ahead and *select* the **OK button** so we can *return* to the **SI Editor**.
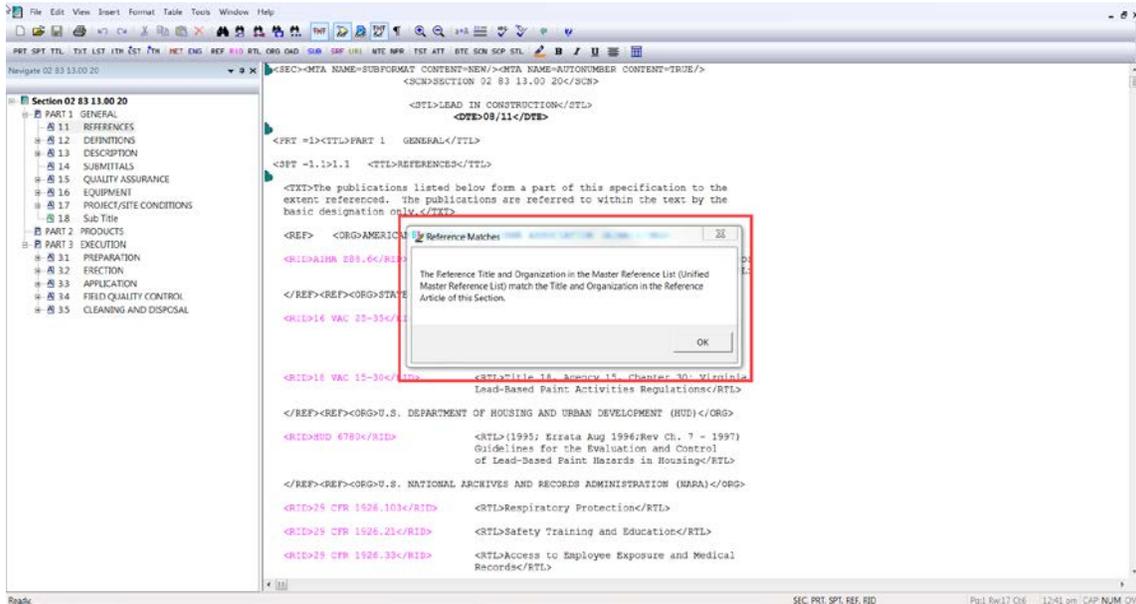


To demonstrate, let's *change* the publication date from **2006 to 2001** so that it is older than the current publication used throughout the UFGS Master and listed in the UMRL. As we *mouse-over* the **RID**, you now have a visual indicator in which you can compare.
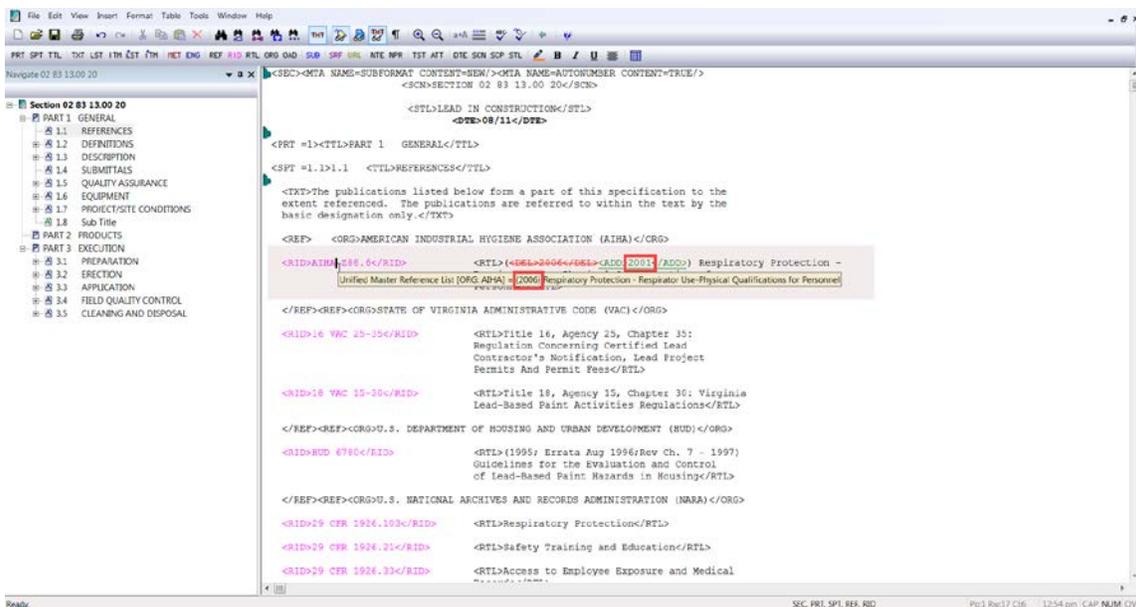
If you see they are different, then you'll want to *right-click* on the **Reference ID** and *select* **Check Reference**.
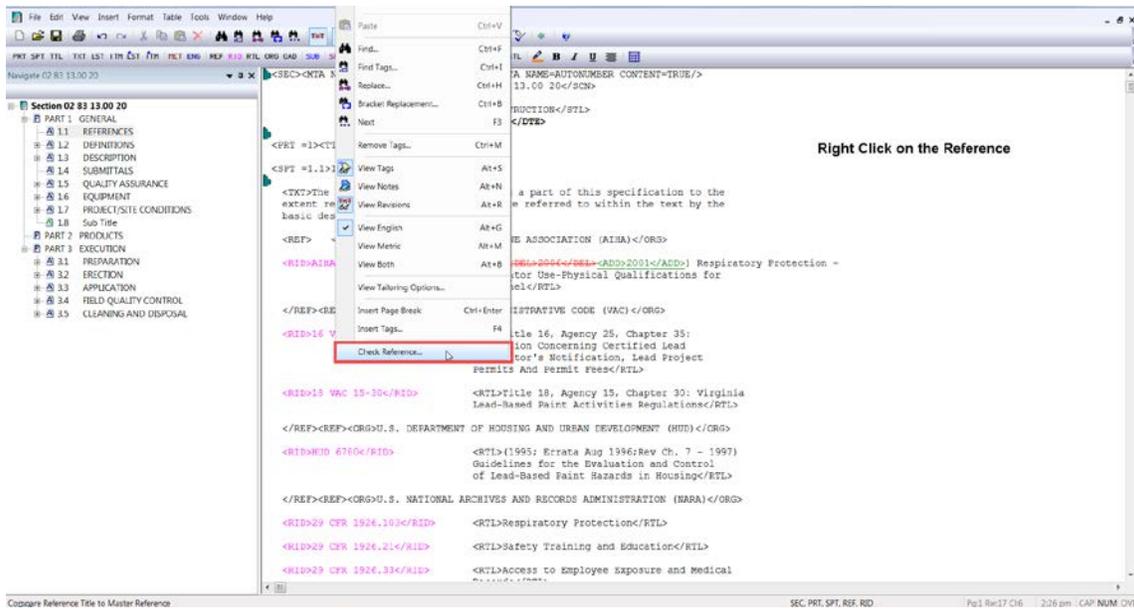


This time, when the message box appears, it states "The Master Reference Title shown differs from the Reference Title of this Section". Before we continue, let's talk about this message box a little more.
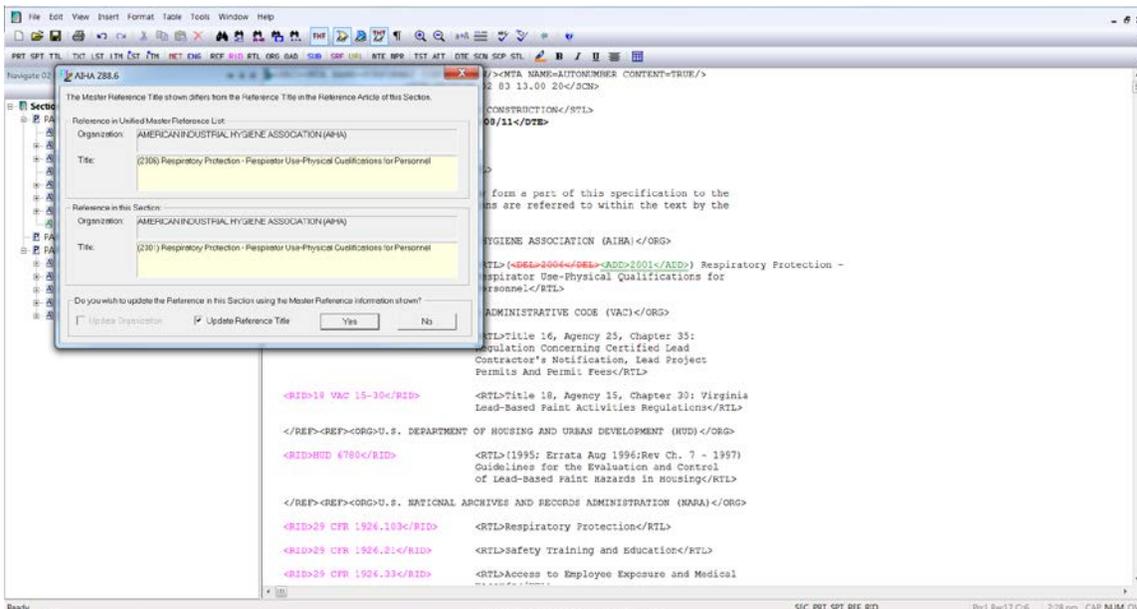
The top section indicates the Organization and Title as it provides additional options depending on the differences found.  In this case, the only difference is with the Reference Title, so the option "Update Reference Title" is checked.  If there were differences with the Reference Organization as well, the Organization Name and Title would have been highlighted, and both options "Update Organization", and "Update Reference Title" would be available.  Likewise, if the Organization was different then you would only have the choice to "Update Organization".
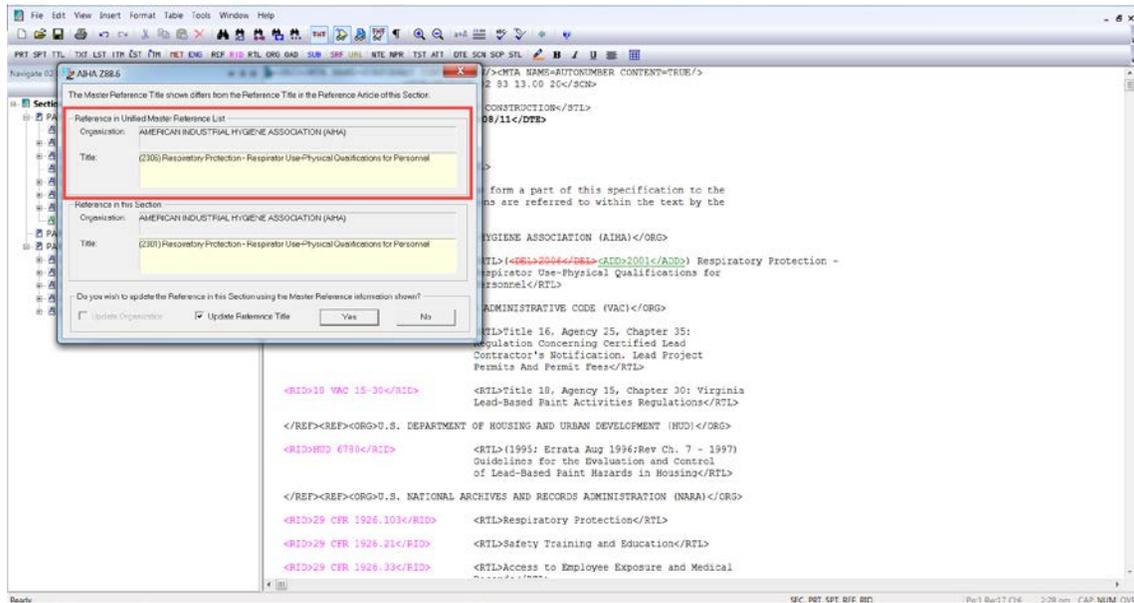


If you agree with the changes, you would *select* **Yes**, but if you did not, you would *select* **No**.  In this case, we know the one listed in the UMRL is correct, so we are going to *select* **Yes**.
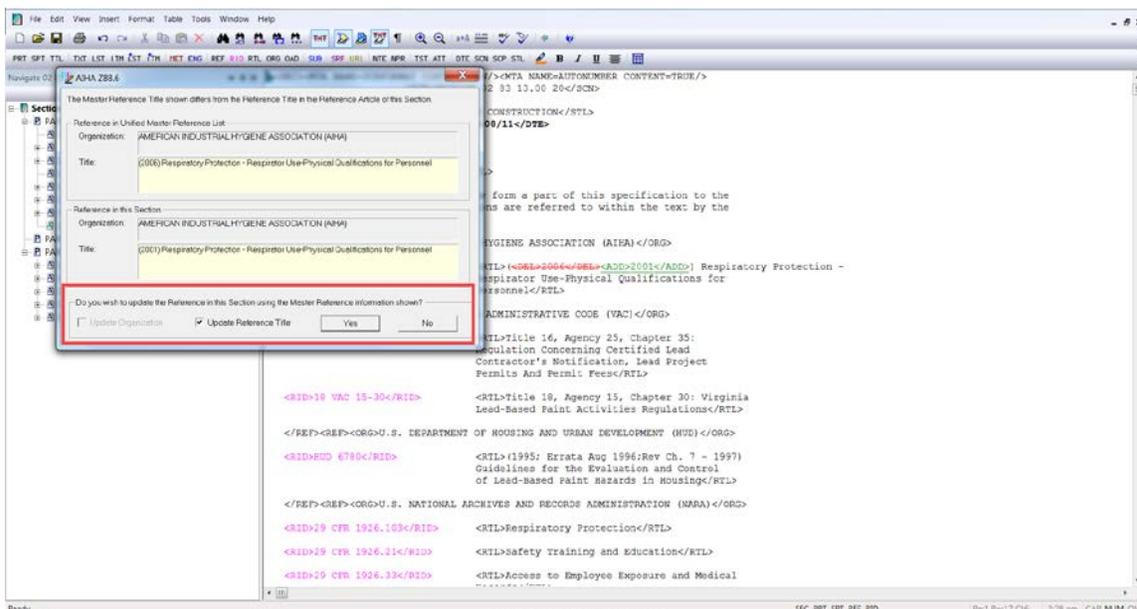
Immediately a message box will appear to let you know that the Reference Article was updated, go ahead and *select* **OK**.
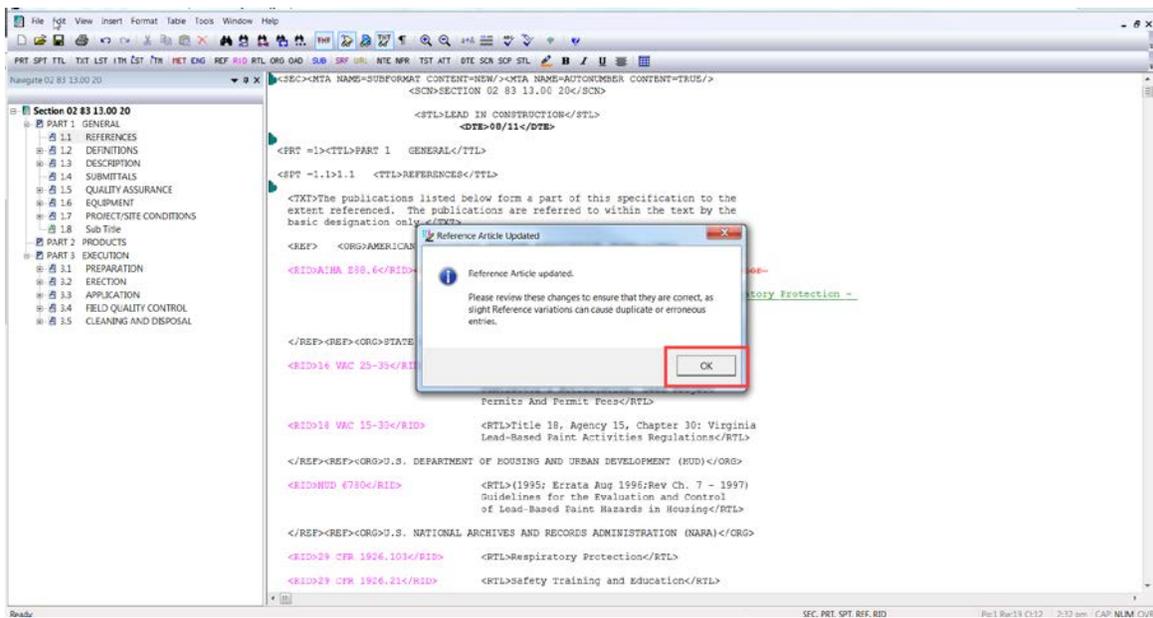


Let's examine the changes! Before, we had redlined the Reference Publication date, changing it from 2006 to 2001. The Check Reference feature has updated the entire Reference Title by deleting the original Title and replaced it with the one listed in the UMRL. This feature is beneficial especially in cases where a Job was placed on hold or when the UMRL was updated. Since updating References are technical changes, Spec Editor's should always consult with the project manager, engineer or architect responsible for the Section before updating the References!
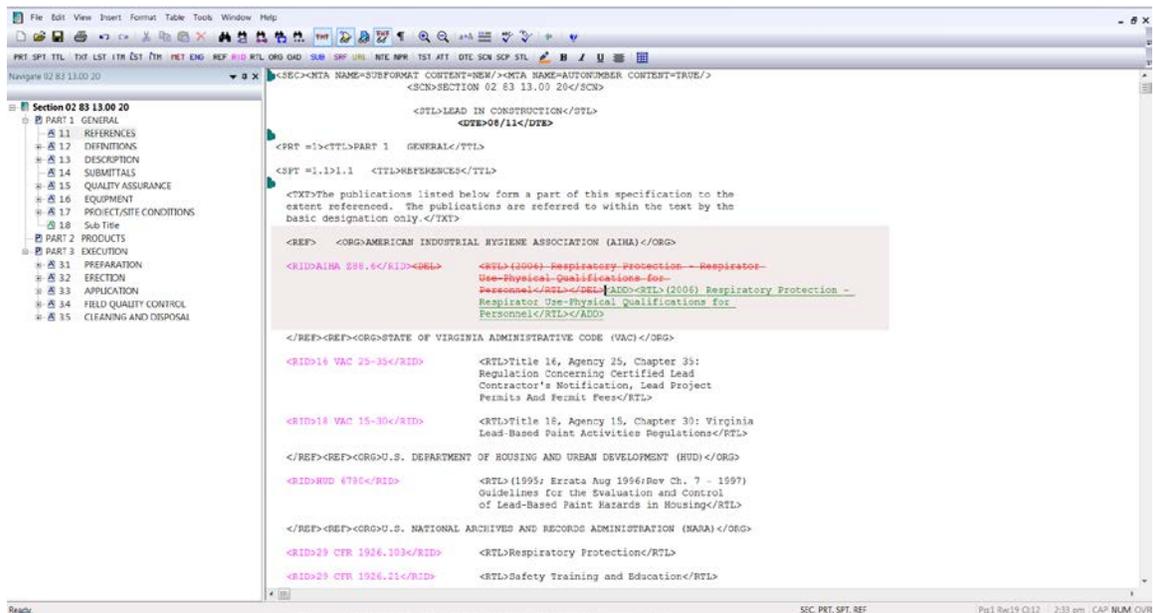


To learn more, proceed to the next module.

## Contact Information

If you need further assistance, please contact our Technical Support Desk.  We will be happy to answer any questions you may have.

**SpecsIntact Technical Support**
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## eLearning Module Notes: