

# eLearning Library

### Chapter Module

#### CHAPTER 1: GETTING STARTED

Local Installation Connect Working Directory and UFGS Master Manually Download and Restore UFGS Master Chapter 1 Review

# CHAPTER 2: CREATING A JOB AND ADDING SECTIONS

Creating and Setting up a New Job

Adding Sections to Your Job

Tailor a Job

Add Sections from Another Job

Add External Sections to a Job

Add and Manage a Section Templates

Overwrite a Section

Chapter 2 Review

# CHAPTER 3: EDITING

### General

SI Editor and Section Structure

The Navigator

Chapter 3 Review: General

### References

Adding New References

Adding References from the Unified Master Reference List (UMRL)

Adding References from the Supplemental Reference List

Using the Check Reference Feature

Chapter 3 Review: References

### Submittals

The Submittal Wizard

#### Working with Submittals

Chapter 3 Review: Submittals

### Brackets

Using Bracket Replacement

Chapter 3 Review: Brackets

# Subparts

Adding Subparts

# Deleting Subparts

Chapter 3 Review: Subparts

# Text, Lists, and Items

Editing Text, Lists, and Items Chapter 3 Review: Editing Text, Lists, and Items

#### **Formatted Tables**

Insert a Formatted Table Edit Formatted Tables Using Revisions Insert and Delete Rows and Columns Import and Export a Formatted Table

Merge and Unmerge Cells

Chapter 3 Review: Formatted Tables

#### CHAPTER 4: PROCESS AND PRINT/PUBLISH

	Sections Tab
	Reports Tab
	Options Tab
ſ	Header/Footer Tab
	PDF Publish Tab
	Word Publish Tab
	Print or Publish the Submittal Register Only
	Print or Publish the Project or Section Table of Contents Only
	Print or Publish the 01 33 00 Submittal Procedures Section Only
	The 01 42 00 Sources for Reference Publications Section Only
ſ	Chanter 4 Review

Chapter 4 Review

### CHAPTER 5: RESOLVING VALIDATION LOG ERRORS

Resolving Unknown Titles

Resolving Reference Errors Resolving Missing DEL Tags

Chapter 5 Review

#### CHAPTER 6: CORRECTING QA REPORT ERRORS AND DISCREPANCIES

Address Verification Report Reference Verification Report Reference Title Report Submittal Verification Report Bracket Verification Report Section Verification Report *Chapter 6 Review* 

#### CHAPTER 7: MASTER PREPARATION

Creating a new Master and UFGS

**Inserting Bracketed Options** 

Inserting and Managing Tailoring Options

Inserting Units of Measure

Master Reference Processing

Master Bracket Verification Report

Chapter 7 Review

# **CHAPTER 8: ADDITIONAL TOOLS AND TECHNIQUES**

Backup a Job or Master

Restore a Job or Master

Search and Replace

Tracking and Managing Job Schedules

**Execute Revisions** 

Export Tailoring Options List

Export Submittal Register

Chapter 8 Review