masterspec







Construction Information Limited P O Box 108 214, Auckland 1150 PH: 09 631 7044 Email: gen@Masterspec.co.nz Web: www.Masterspec.co.nz

Contents

1: LOGGING INTO MASTERSPEC		4
Setting up a Masterspec Login	4	
Projects Page View	6	
Project Overview Page	7	
Resize Browser/Text	8	
2: CREATING SPECIFICATIONS		9
Creating a New Specification Document	9	
Create & Manage a Client	11	
Open, Delete and Create a Specification	16	
3: WORKSECTIONS		18
Adding in Worksections to your Specification	18	
Adding Worksections from Office Masters to your Specification	20	
Using the Search Function for Masterspec Libraries	23	
Editing a Worksection within a Specification	24	
Editing a Clause in a Worksection	25	
Creating Entire Custom Clauses	28	
Adding a new Clause Group Above	30	
Cloning a Clause	30	
Deleting a Clause	30	
Worksection Toolbar	30	
Re-running the Q&A	36	
Managing Tables (and using right click)	38	
Copying and Pasting Tabbed Text	39	
Tildes ~	43	
Setting a Worksection to Complete	44	
4: NATIONAL PRODUCT DATABASE INTEGRATION		45
Inserting Product Technical Statements into an Appendix	45	
The Contact Tab in a PTS	46	
Managing the Document Upload Tool	47	
5: WORK SECTION SUPPORT		51
Introduction	51	
Contacting the Supplier	51	
Managing your Work Section Support Request	54	
Replacing your work section	56	
Editing your work section	60	
Commenting on your work section	63	
6: COMPLETING YOUR SPECIFICATION		67
Completing your specification	67	
Exporting / Printing your Specification	69	

	Print Specific Worksections	71	
	Header Text	72	
7:	INTELLIGENT UPDATE MANAGER		73
	Recognising when a Worksection (or Office Master) is out of date	73	
	Using the View Changes / Update Manager	74	
	Update Manager	75	
8:	OFFICE MASTERS		76
	What are Office Masters?	76	
	Building Office Masters	76	
	Recognising Out of Date Office Masters	77	
	Creating a New Office Master	78	
	Cloning a Specification to an Office Master	79	

1: LOGGING INTO MASTERSPEC

Go to Masterspec.co.nz

To get into NextGen2, click the **Log In** button on the right hand side of the web page.

All system users **must be registered with individual logins** before they can access Masterspec NextGen2. If you have already registered, then login using your email address and password.

HELP DESK: Phone: 09 631 7044 Email: gen@Masterspec.co.nz

Setting up a Masterspec Login

If you do not have an individual login registration, you must **create a Masterspec user account** using your current practice email address and a personal password by filling out the required fields.

1. Click on LOG IN and then to **Create an Account** link.



2. Once you have filled in the required fields, you will be sent an email to activate your account. You must confirm by replying to activate your account. When your account is activated, login using the link from <u>www.Masterspec.co.nz</u>.



3. In order that you can view and create practice specifications, it is necessary to connect to your practice account.

Click > **My Details** tab and select > **My Subscription Access** from the dropdown menu bar. Click the **Connect Now** icon.

masterspec	>		Tilottama Karnik Treehouse Architects Log out
PRODUCTS 🔻 TRAINII	NG 🔻 RESOUF	CES • NEWS • PARTNERNET • ABOUT • PROJECTS • MYDETAILS •	
Dashboard			
Me		My Subscription Access	
My Profile		My Subscription Access	
My Subscription Access			
Organisation Setup	+	You are currently connected with an organisation, and so can login on of your account managed by the organisation.	behalf of that organisation and have aspects
		Connections Treehouse Architects Connected	Disconnect Now

- 4. To identify that you have connected to your practice;
 - Your name and in some cases your practice logo, will be on the top right hand side of the screen.

If you cannot see these key indicators, then please refer back to your practice Master Administrator.

masterspec	MENU = PROJE	CTS V MY DETAILS V		Tilottama Kamik Treehouse Architects Log.out
Enter Keyword	Project titler Specification fitter	View		
	Alt Tilu's Atteration Project Zz Dominion Road, Edin Terrace, Auckland, New Zu Cone Q: A Specification Conend from cloned specification Content Specification Minor Specification	ealand	TIL Carly Hammond 23 November 2016 24 August 2017	
	Abbot Apartments 32, High St, City, Auckland, New Zealand 0 O, CURRENT Abbot Apartments 0 1. Prelimmy. Spec 0 02, Landscape Specification	Project Ref Client Created Updated	2017-102 Carly Hammond 22 June 2013 23 August 2017	

TROUBLESHOOTING

Can't login? Check your CAPS LOCK, or click "Forgot Password".

If you fail to log in successfully more than 3 times, please contact Masterspec to reactivate your password

Projects Page View

Logging into Masterspec will ensure that you arrive on the **Home Page** containing a summary of practice specifications and projects, a list of specification writers associated with the practice, recently updated Worksections from Masterspec and current practice subscriptions through Masterspec.

Search Function

To find a particular specification, you can use the **search function.** You can search with key words in the project/specification listing and by status.



Grid View

Use the **Grid View** to view a list of specifications (similar to a spreadsheet view). Grid View also has a sort function which can be used by clicking on any column. Clicking again reverses the sort.

masterspec	MENU ≡	PROJECTS 🔻	MY DETAILS ¥					1	ilottama Kam
	Enter Keywo	rd	a.						
	Sort specification by Newest	Project filler All	Specification filter						
	Click a column name	to re-set the sort order.							
	PROJECT REP	PROJECT NAME	SPECIFICATION NAME	CLIENT	AUTHOR	CREATED v	DUE	UPDATED	STATUS
		House Alterations	Project spec	J Smith	Tilottama Karnik	25 Aug, 17	12 Oct,17	04 Aug,17	1
		House Alterations	Project Specification	J Smith	Tilottama Karnik	25 Aug, 17	12 Oct, 17	04 Aug,17	1
		New website	Project Specification New Website	New Test	Tilottama Karnik	04 Aug, 17	25 Aug,17	04 Aug,17	1
		Dwelling Alteration	BLANK	Ecoglow	Mark Fairbairn	16 Jun,17			1
	007	New Cafe - Copthorne	Main Specification	Jeremy Gestro	Jeremy Gestro	14 Jun,17	30 Jun,17	14 Jun, 17	1
	007	New wing - Pavilions Hotel	Consent	Jeremy Gestro	Peter Cronin	09 Jun,17	31 May,17	15 Jun, 17	1
	TIL	Tilu's Alteration Project	Minor Specification	Carly Hammond	Trish Croot	06 Jun,17		04 Aug,17	1

Project Overview Page

The **project overview page** is seen when you click on any specification from the Projects Page.





Resize Browser/Text

- 1. NextGen2 allows you to work comfortably with different screens / windows / text size. There are 4 panels (see pg 7).
- 2. If the screen or device size is too small to allow you to view all the panels at once, the outside panels will file in behind tabs. You can toggle the two panels on the right and left of the editing interface simply by clicking on the tabs which provide fly-outs to swap between contents.

masterspec	MENU Ξ PROJECTS ▼ MY DETAILS ▼	Tilottama Kamik Treehouse Architects Log out
Tilu's Alteration Project	4131WB WPS BITUBOND® SELF-STICK TANKING Contact Supplier Set to Complete	masterspec
Specification Work Sections	MANAGE & PRINT VIEW OUTLINE EDIT 🗄 SAVE More Tools 💌 💪 🤻 🕖 🧿 🖶 🗙	Masterspec Systems Office Masters Office Project :
A 3124A Aquron 2000 Cure & Seal Moisture	1. GENERAL 2. PRODUCTS 3. EXECUTION 4. SELECTIONS	
3124LC Lesa Pentra Concrete Cure, Harden 8		Masterspec Standard
4111 Mastic Asphalt Tanking	If you have pre-customised this work section using the "questions and answers" provided as part of the downloading process, it may be necessary	
4111TK Mastic Asphalt Tanking Q & A	to amend some clauses to suit the final project-specific version. The section must still be checked and customised to suit the project being specified, by removing any other irrelevant details and adding project-	Masterspec Structural & Civil
4121CF Concrete Plus Fosroc Liquid Tanking	specific details and selections.	•
4131WB WPS Bitubond Self-Stick Tanking	This section relates to the application of Waterproofing Systems NZ Ltd bituBOND self adhesive tanking membrane for foundation and	Masterspec Services
4223P Plytech Cedartech & Pinetech Cladding	vertical wall applications. It is used:	Masterspec Interiors
4422WT WPS DuroTUF TPO Waterproofing M	· with concrete, concrete masonry and polystyrene/concrete masonry substrates	Masterspec Interiors
🗹 🛕 4423EB Equus De Boer Duo Waterproofing	 in low hydrostatic applications such as shallow excavations or away from the water table. Modify or extend the above description to suit the project being specified. 	Masterspec Landscapes
4531C Crittall Arnold Steel Windows & Doc		Masterspec Landscapes
4860BR Boardwalk Roof Access & Mounting S	1.1 RELATED WORK	Masterspec Basic
4860PG Perry Grating Walkway, Platform & Ac		contents
🗹 🛕 5133MC Melteca Clipwall Cladding System		Masterspec Minor

3. You are able to resize your browser to fit all the columns on your screen by following the process as follows:



In Chrome: Click the Chrome Controls icon (:) in the top right hand corner of Chrome, select the Zoom function. Resize the zoom to 68% and then use the F5 key to refresh. This will reset the panels.

IE Explorer: Click the circle icon and zoom to 75%,

Click F5 to refresh.





2: CREATING SPECIFICATIONS

Creating a New Specification Document

To create a **new Specification Document**, simply click on the **Add New Project** button on the **Dashboard**



or use the drop down menu under the **Projects** tab:

PRODUCTS 🔻	TRAINING 🔻	RESOURCES 🔻	NEWS 🔻 PARTI	NERNET 🔻	ABOUT 🔻	PROJECT	s 🗸	MY DETAILS	,
			Specifications		Office Masters		Exter	nded Tools	
			Project List	I	Manage Office Ma	sters	Mana	ge Clients	
		[Create a New Spec	,	About Office Mast	ers			
					Create a new Offic Master	e			

- 1. You can create the new specification in an **existing project** or start a **new project**.
- 2. **For an existing project** select from the drop down box, the appropriate project name.

masterspec	MENU Ξ	PROJECTS V MY DETAILS V	
	Project Details Type: Project:	Existing Project O New Project Select Project -	Create a new specification from an existing or new project.
	Specification Details		
	Specification Name:	Projects that will only have a single Specification Document should use the default value of 'Project Specification'. Otherwise a descriptive name should be entered.	
	Author:	Tilottama Karnik	
	Create specification from:	${\small \textcircled{\bullet}}$ Start blank \bigcirc Clone an Office Master \bigcirc Clone an existing Specification Document	
	Notes		
	Confirm		

- 3. If it is a **new project** fill in the **required project details**.
- 4. **Create a new client**, select an existing client or "client details not required".

masterspec	MENU Ξ	PROJECTS V MY DETAILS V
	Project Details	
	Type: Client:	Existing Project New Project Select Client - Create new Client
	Project Name: Project Ref:	*
	Image:	Choose Image: Browse (Allowed Extensions: JPG, GIF, PNG; Max File Size: 4MB) (Width:800px Height:600px)
	Date Due:	E

- 5. Insert **Project Name** this appears on the front cover of the specification document (generally the title of the Project).
- 6. **Project Reference**; insert the practice job / project number.
- 7. To **insert an image** which will appear on the front cover, select Browse to upload from your computer (jpeg files only)
- 8. The specification can have a **due date** which appears in the Grid View. Use this to manage the timing of your work.
- 9. Complete the **project address** details. This address links and locates your project correctly on a Map. (Project Overview screen).

Project Address	
Street:	*
Suburb:	
Town / City:	*
Country:	New Zealand 💌 *

E beine Hause hager	Residential Home Consent	masterspec	1
	Terrer April Tank Considered Mr 4 Ma	Barray Land Market	1100
1000 Fraged 1000 Fraged 1010 Fraged 1010 Fraged 1010 Fraged	Mag		
D 4141 Crowns, sealed or policited concrete	nite	*	

Create & Manage a Client

1. Click on Create new Client link when creating a new project.

masterspec	MENU Ξ	PROJECTS V MY DETAILS V
	Project Details	◯Existing Project [©] New Project
	Client: Project Name:	- Select Client Create new Client
	Project Ref:	
	Image:	Choose Image: Browse (Allowed Extensions: JPG, GIF, PNG; Max File Size: 4MB) (Width:800px Height:600px)
	Date Due:	E

OR hold the mouse on the drop down arrow of Projects tab and select Manage Clients

MENU = P	PROJECTS V MY DETAILS V					
	Specifications	Office Masters	Extended Tools			
	Project List	Manage Office Masters	Manage Clients			
	Create a New Specification	About Office Masters				
		Create a New Office Master				

2. Create new Client link will allow you to enter information for new client to add it to Client box.

	PROJECTS V MY DETAILS V	
Project Details		
Type:	Existing Project New Project	
Client:	Anjeeta N	
Project Name:	Add Client	
Project Ref:		
Froject Rei.	Name: Anjeeta N	×
	Choose	
Image:	Note:	
	(Allower (Width:	
	Add	
Date Due:		
Project Address		
Street:		
Suburb:		

3. When you click on Manage Clients, you can add a new client or you can edit the existing clients.

masterspec	MENU Ξ	PROJECTS V MY DETAILS V
Client	Create a new cl	ient 🔹 NEW
ADNZ		
ADNZ Conference		
BIG HOUSE	Manage Client	
Bob Smith		
Carly Hammond	Manage Clien	
снсн	Client	
Daniel Client Willis	Client.	
Ecoglow		
Fletcher Housing	Notes:	
Friedlander Ltd		
HNZC		
J Smith		Add
Jasmax		
Jeremy Gestro		
JNL		

masterspec	MENU =	PROJECTS V MY DETAILS V
Client	Carly Hammon	nd 🔹 New
ADNZ		
ADNZ Conference	New Olivert	
BIG HOUSE	Manage Client	
Bob Smith		
Carly Hammond	Manage Clie	ant
снсн	Client	Carly Hammond
Daniel Client Willis	Cilent.	
Ecoglow		
Fletcher Housing	Notes:	
Friedlander Ltd		
HNZC		
J Smith		Update Delete
Jasmax		
Jeremy Gestro		
JNL		

STOP! There are three ways to generate a new document;

- Create a specification from Blank;
- Create a specification by cloning an Office Master
- Create a specification by cloning an existing specification.

1. Creating a Specification Document from Blank

A blank specification produces a new project that has no Worksections and will require Worksections to be added from the Masterspec libraries.



Worksections are loaded from the right hand column libraries to the left hand column. The work flow area, forms the basis of the contents page. The contents page is created and can be viewed when exported.

2. Creating a Specification Document from an Office Master

Cloning a specification from an Office Master will **download all the Worksections** contained in that Office Master.

1. Select create a specification from an Office Master. Choose the appropriate Office Master from the drop down box.

Specification Details		
	Residential House Concrete Panel	*
Specification Name:	Projects that will only have a single Specification Document should use the default value of 'Project Specification'. descriptive name should be entered.	
Author:	Mark Fairbairn	
Create specification from:	\bigcirc Start blank $\ ullet$ Clone an Office Master \bigcirc Clone an e	existing Specification Document
	Select Office Master Spec * Treehouse OM Brick Earth	
Notes	* Treehouse OM Commercial Warehouse * Treehouse OM P&G Commercial	
	Treehouse OM P&G Sections * Treehouse OM Warehouse	^

- 2. Office Masters with an *asterix next to the section title are out of date and should be updated before using. Only users with permission can update an Office Master (refer to section **Intelligent Update Manager**).
- Individual Office Master Worksections can be added into any project. (Refer to pg 16 Adding Worksections from Office Masters to your Specification).

TIPS AND TRICKS

We suggest you only start with a few Office Masters. They need to be updated monthly using the Update Manager. Refer to Masterspec Training Program "Office Masters".

2. Creating a Specification Document from an Existing Specification

1. To generate a document from an existing specification, choose the appropriate specification from the Select Spec drop down box.

Specification Details	
	New Residential Building Spec *
Specification Name:	Projects that will only have a single Specification Document should use the default value of 'Project Specification'. Otherwise a descriptive name should be entered.
Author:	Mark Fairbairn
Create specification from:	Start blank Clone an Office Master Clone an existing Specification Document
	Select Spec
Notes	- Select Spec Abbot Apartments - CONSENT Abbot Apartments - WINDOW SPECIFICATION Alger Executive Residential Build - AS BUILT Specification Alger Executive Residential Build - New Building Consent Alger Executive Residential Home - New Building Construction Specification Bream Bay Residential Home - New Building Construction Spec Cutty House Project - Mi Building Cutty House Project - Minor
Confirm	Genesis Residential Project NPIy - Residential Building Spec Genesis Residential Project NPIy - Residential Specification Consent Hammond Apartments - Green Wing Hammond Apartments - Hammond Apartments Specification

2. Consider how old the project is **before** cloning an old specification. It may require a generous amount of updating using the update manager.

Open, Delete and Create a Specification

1. To open a specification



1. Open the specification by clicking on the title of the specification from the **Projects Page**.

2. To Delete a specification

1. Click on the Update tab.

New Residential Build				
Overview Export Upda	ate Contract Appendix Manf Info Map			
Project				
Client:	Carly Hammond V			
Project Name:	Titu's Alteration Project *			
Status:	Active \vee			
Project Ref:	TIL			
Image:	Choose Image: Browse (Allowed Extensions: JPG, GIF, PNG; Max File Size: 4MB) (Width:800px Height:800px)			
Date Due:				
Project Address				
Street:	72 Dominion Road *			
Suburb:	Eden Terrace			
Town / City:	Auckland *			
Country:	New Zealand V			
Specification Details				
Specification Name:	New Residential Build *			
Author:	Tilottama Karnik			
Notes:				
Confirm				
	Update			
	Delete this Specification Document			

- 2. Scroll to the bottom of the page.
- 3. Click on **Delete this Specification Document** link.

4. You will receive a message saying

This process is not reversibl information relating will be p deleted.	e, and all ermanent	ly
	ОК	Cancel

5. Select **OK** to delete the specification document.

When starting a new project that is connected to MasterKey (Masterspec's Keynoting system), the core project **SHOULD ALWAYS REMAIN IN CONNECTION TO MASTERKEY**. For further information, please refer to Masterspec for additional training.

3: WORKSECTIONS

Adding in Worksections to your Specification

- 1. To add Worksections from the Masterspec library, click on the appropriate Library e.g. STANDARD.
- 2. Click on the appropriate tab or type a keyword into the search field and click **GO**.
- Expand the section group by clicking on the grey arrow and click on the section title (orange underlined text) to add Worksections using the Q&A feature. By using the Q&A's, it will automatically pre-edit and remove clauses not valid to your current section.

STOP!

Masterspec provides a template only.

It is important for you to still edit the Worksection even after using the Q&A preedit selection tool

mas	sterspec		TIPS AND TRICKS					
laster	spec Systems Office Master	-	The Q&A editor allow beginning of your spe	cification.	YOU	MUST	STILL EDIT	
	Masterspec Standard		THE WORKSECTION e	THE WORKSECTION even after using the Q&A.				
	Masterspec Structura	I & Civil						
5	Masterspec Services	Masterspec Sys	stems Office Masters					
•	Masterspec Interiors	Standard	4 5 6	7 8	D			
	Masterspec Landscap	General Site Struct	ure Enclosure Interior Finish S	ervices Exte	-			
	Masterspec Basic	Tanking and pre-clao Wall cladding (90)	daing (26)			~		
2	Masterspec Minor	Roofing and decking	(29)			~		
		Membrane roofing (3	33)			~		
		Windows and doors	(35)			~		
		Glazing (14)					Expand/Collapse	
		4610 Glazing resid		•	ρ		group	
			sstech residential glazing	Image: A start of the start	Q	0	Manufacturer	
			ian residential glazing	•	ρ	6	Information	
		4611 Glazing exter	<u>ior</u> sstech exterior glazing	D	ρ ρ	0		
		4611VE CSR Viridi		●	م م	ن ا	Preview full section	
		4612 Glazing Interi		•	ρ	~	without adding it to	
			stech interior glazing	•	p	ï	your specification	
		4612VI CSR Viridia		•	Q	ï	,	
		4614 Glazing spec	<u>iality</u>	•	ρ		Import section	
			sstech speciality glazing	•	P	0	(unedited)	
			ian speciality glazing	•	ρ	٢	(
		4621 Glass block		١	ρ		Section download	
		4691G GSL Glass	quard glazing films	•	P	0	Q&A (pre-edited)	
		Insulation (17)				~		

4. Once a Worksection has been imported it will populate the specification section and workflow panel (as per the diagram). This panel can then be used as a work flow indicator for your writing team. A quick visual check will show whether a Worksection requires editing, is complete or has a Masterspec update that needs to be reviewed and approved - as the icon indicates. (Refer to Icon Indicator Key Page)



Adding Worksections from Office Masters to your Specification

1. Click on Office Masters tab and select the Office Master project from which you want to add Worksections from.





Adding Worksections from Office Projects to your Specification

Office Projects are the projects you have already created in the system before.

1. Click on Office Projects and select the Specification from which you want to add Worksections from.



updates.

This section has been updated by **Masterspec and** require updating

2	Masterspec updates available more						
Ale	x House	- Residential Specification					
	1013	Document Control	q				
	1237	Warranties	Q				
Δ	3101LA	Concrete Work - Basic	م				
	3124LA	Finishes to Wet Concrete	م				
	3155MR	MAXRaft Floor System	q				
	6711R	Resene Painting Exterior	م				

3. Continue building the specification by adding more sections. The sections you have added will now appear in your work flow panel.



Icon Indicator Key

masterspec	
Rendezvous Project Landscape Works	
 Specification Work Sections 1013 Document Control 1220 Project 	The Worksection is currently
 1235 Shop Drawings A 3130M MONARC Creative Precast Panels A 20145 1 D 19 5 1 C 1 C 1 D 19 5 1 D 19 5 1 C 1 D 19 5 1	in draft and requires completion.
 A 3811E I-Built Engineered Timber Products A 5211 Metal Stud Internal Partitions 5311PC Potter Acoustic Suspended Ceiling Patients 	The Worksection is set to complete, it can be updated and edited simply
 6615FG Freedom Guidemaster Interior Tactile 6711R Resene Painting Exterior 7382 Fire Stopping Systems 	by selecting it and placing the section in edit mode. Don't forget to mark it as complete when you are finished.
 A 8112 Segmental Concrete Block Retaining A 8231FT Firth Trafficable paving 	Masterspec has updated the Worksection, and it needs to be reviewed.

Using the Search Function for Masterspec Libraries

Use the search function above the library by typing in your requirement by CBI code or a key word and then clicking **GO**. You can search by brand, product type, subject and CBI code.

Your search results will be returned by subject title match and then by content. le. In this case Services, then by CBI number. The search function only returns results for the system library you are currently using. Be specific about your search i.e. Foul Water.

mo	ister sp	ec	Search	7462		GO			
Maste	Masterspec Systems Office Masters Office Projects								
Services	Services								
1 General	2 3 Site Structure	4 Enclosure	5 Interior	6 Finish	7 Services	8 External			
Search R	esults By Subj	ect (1)							
7462	Wastewater	Treatment	System		•	ρ			
Search R	esults By Con	tent (4)							
7420MD	Marley dBlue	Acoustic	Sanitary	Systen	n 🖻	Q	6		
7441	Groundwater	Drainage			Ð	Q			
7461 Foul Water Drainage 🕒 🔎									
7462	Wastewater	Treatment	System		Þ	Q			

OUTLINE MODE

Editing a Worksection within a Specification

 To edit a Worksection, click > Edit next to the Worksection title in the Specifications Worksections panel.



2. Alternatively, you can click > **Edit** on the toolbar;



VIEW MODE:

Allows you to view freely around all Worksections (fastest mode) for reviewing sections.

Outline Mode: The Outline mode lists section titles and clause headings. It also allows you to move clauses up and down the order, drag and drop to change the clause order.



Editing a Clause in a Worksection

Clause editing is as simple as click and edit. A text box appears and you are able to type within that text box or delete comments. When editing an existing clause you can type, delete, copy (Ctrl+C) and paste (Ctrl+V) text in the usual manner. (Note: In Chrome, please use Ctrl + Shift + V).

Abbot Apartments Project Specification House #2 - Consent	4231HI JAMES HARDIE® EXTERNAL FIRE & Sinished editing?
Specification Work Sections	MANAGE & PRINT VIEW OUTLINE EDIT 🔚 SAVE Saved at 14:06:10 More Tools 💌 📀 🌂 🕧 🕢 🚍 🛸
1013 Document Control	1. GENERAL 2. PRODUCTS 3. EXECUTION 4. SELECTIONS
1013 Document Control	
1235 Shop Drawings	If you have pre-customised this work section using the "questions and ensures" provided as part of the downloading process, it may be necessary
1235 Shop Drawings	to amend some clauses to suit the final project-specific The section must still be checked and customised of su 📝 🖪 I 👚 🎲 🗮 💭 📲 🖉 😒 👔 project-
\Lambda 3152JP Jagas Precast Concrete Steps, Sta	specific details and selections.
A 3320 Concrete Masonry	This section relates to the supply and installation of James Hardie® two way, external/internal, fire and acoustic rated load bearing wall
3361 Stonework	systems for timber and steel framed buildings. Each system includes;
2 4231HI James Hardie External Fire & Acous	cladding lining
4521PA Fletcher Window & Door Systems	insulation underlav
A 5171HI James Hardie Internal Fire & Acous	 associated components and accessories necessary to complete the system
5211 Metal Stud Internal Partitions	This section is intended to be combined, as appropriate with the other related work sections. Refer to RELATED WORK clause. Modify / expand this clause to suit requirements of this specification section.
5438HI James Hardie Secura Fire & Acous	NOTE: This 4231HI JAMES HARDIE® EXTERNAL FIRE & ACOUSTIC WALL SYSTEM section is intended to be combined, as appropriate wit the other related work sections listed below, and they collectively comprise the James H rdie® fire and acoustic rated system specified;

Edit clause tool bar contains customisation functionality

1. The system displays tools to edit the text.

Text Box appears in edit mode

- 2. By highlighting the clause or any text you can perform the following functions (left to right icons) on the Clause Tool bar:
 - Highlight text
 - Bold
 - Italics
 - Paste rich text (alternatively can use short cut key Ctrl C, Ctrl V) including tables from Word
 - Paste from Word, strip font
 - Add bullet points (refer to note on bullets)
 - Add symbols
 - Add and manage tables (uses a right click function refer to Tables)
 - Add and manage hyperlinks
 - Delete hyperlinks
 - Insert row above or below table
 - Turn on/manage Editor notes
 - Delete the entire contents of the clause (not the clause heading or guidance notes). If you want the whole clause deleted, including the guidance notes, use Delete This Clause option from the Clause tool bar drop down available via the down arrow besides clause heading.

3. You can also **highlight then drag and drop guidance notes** (green) into the specification text (black). Note that each browser operates a little differently.

IE changes the text colour immediately. Chrome changes the text colour by clicking the **Reload** icon.



- 4. The **clause tool bar drop down** is available via the down arrow and contains other important functionality required for editing clauses in the Worksection. This functionality is:
 - Add New Clause Above
 - Add New Clause Below
 - Add New Clause Group Above
 - Cloning the Clause
 - Deleting the Clause



Clause Tool Bar

Dropdown

Using the Bullet Icon on the Clause Tool Bar

The bullet icon will ensure correct formatting of text within a clause. When the document is exported, the bullet exports as a dash –

Here is an example:

1 B	I 🖺	W 🖽	Ω - 🗹 -	2.	+	×			
	Ensure n Ensure a	o projectio ny form oi	are free from ons of sharp Is or release y joints are s	naterials ex agents and	ist that wil curing cor	I cause dam	age to tanki	15.	

The above exports as:

3.11	ENSURE SUBSTRATE - Ensure all surfaces are free from voids, spalled areas, loose particles, and sharp protrusions.
	 Ensure no projections of sharp materials exist that will cause damage to tanking. Ensure any form oils or release agents and curing compounds are completely removed. Check that masonry joints are struck off flush.

You can cut and paste text with bullets but it is better to delete them initially and format text left aligned. Then highlight the text and click the bullet icon.

3.11		
	Ensure all surfaces are free from voids, spalled areas, loose particles, and sharp protrusions.	
	Ensure no projections of sharp materials exist that will cause damage to tanking.	
	Ensure any form oils or release agents and curing compounds are completely removed.	
	Check that masonry joints are struck off flush.	

Creating Entire Custom Clauses

This is recommended for use if you have a specific clause that you use within your practice. You are able to copy and paste into the text box (as below).

- Click on the grey arrow for the drop down box > click on Add a New Clause Above or Below.
- 2. Choose the **Add Clause tab** and type in a custom title (will automatically set case to caps) and custom content. > Click **Save Clause**.

Section Claus	se			•
Add Clause	Reinstate Masterspec Clause	Add Schedule Clause		
Title:			Clause Templates	- ~
Content:				
			Save Clause Ca	ancel

Adding a New Clause Above / Below

3. Click on Reinstate Masterspec Clause tab to add in a clause that has been either deleted during the Q&A process or removed. This is easily recognised by the **Insert** link.

Section Clause		
Add Clause Reinstate Masterspec Clause Add Schedule Clause		_
Insert a Clause from the Masterspec Work Section All Masterspec Clauses for this Work Section are listed below. Where the clause does not exist in your Specificiation Docume "insert" link showing next to it. Click this link to have this clause automatically inserted into your document. The clause will be the sequence of the original Masterspec Work Section.		
1.1 DOCUMENTS REFERRED TO	Insert	
2.1 MARK FEATURES	Insert	
3.1 ITEMS FOR DISPOSAL	Insert	

TIPS AND TRICKS

NOTE: Renumbering Clauses: Every time you add or delete a clause, the system will automatically renumber the clauses. If you want to force the update, use the reload button.

Adding a new Clause Group Above

 Click on the grey arrow on the right of the clause for the drop down box, click on Adding a new Clause Group Above

This will add in a new Clause Group Above – used as a section header between clauses.



Deleting a Clause

nature.

 Click on the grey arrow on the right of the clause for the drop down box > click Delete this Clause

Deleting a clause will **remove the whole clause including any guidance notes** and will renumber the section automatically when you reload a new section. There is **no Undo**.

Worksection Toolbar

After editing clauses, the **Worksection Toolbar** lets you perform the following tasks on the Worksection you are editing.

- Remove Highlighting All Clauses
- Spell Check
- Edit Worksection Setup
- Create a Custom Worksection
- Refresh
- Re-run the Q&A for this Worksection
- Show/Hide Editor notes
- Show/Hide Guidance notes
- Print this Worksection
- Delete this Worksection



Spell Check

The spell check will check the whole Worksection for spelling errors, including checking inside the tables.



Edit the Worksection Setup

Edit Worksection Setup, will add, edit or delete the Worksection tabs.

- 1. Click the **Edit** button on the appropriate tab you wish to either **delete** or **change the name of**.
- 2. Change the **Tab** or alternatively **Delete** the tab if it is no longer required.
- 3. Click **Update** for changes to take place.

Edit Work Section Setup	•
Tab Details CBI	
EDIT	
Tab Name GENERAL Update Cancel Delete	
Work Sections Tab Names	Add New Tab
Tabs	
1. GENERAL	Edit
2. PRODUCTS	Edit
3. EXECUTION	Edit
4. SELECTIONS	Edit

- 4. To add in a new **Tab Name** click on the link **Add New T**
- 5. **Type in a name** i.e Green Build. Click **Add**. This will add in a new tab to the Worksection.

Bedit Work Section Setup		×
Tab Details CBI		
EDIT		
Tab Name Add		
Work Sections Tab Names	Add New Tab	
Tabs		
1. GENERAL	Edit	
2. PRODUCTS	Edit	
3. EXECUTION	Edit	
4. SELECTIONS	Edit	
5. GREEN BUILD	Edit	
5. GREEN BUILD	Edit	

To change the name of the Worksection, click the Details tab, type it's new name.

Edit Work Section Setup		×
Tab Details	СВІ	
Details		
CBI Number:	2362	
Work Section Name:	Foundation Walls Update	

You can update the 4 digit CBI code number by adding Suffix to it.

🧐 Edit V	Vork Section Setup		×
Tab	Details Cl	31	
СВ	I		
CBI	Number:	23 Foundations V 2362 Concrete masonry foundation walls V	
Suf	fix:	Update	

If you delete a tab or change the CBI code, AUTOMATIC UPDATES TO THE WORKSECTION WILL DISABLE. If the section is to be used on an ongoing basis (including cloning) it is best to not use these functions.

Printing an individual Worksection _

More Tools	-	Ċ	22	0	0	-	×
							_

- 1. You are able to print an individual Worksection by clicking the printer icon on the Worksection tool bar.
- 2. A pop up window will appear on the screen. Print can be seen in the top right hand corner.
- 3. You are able to turn off guidance and editor notes from printing by clicking the small green or yellow *i*.

493	3 ALUMINIUM METALWORK	~	0	0	Print
1	GENERAL				
	If you have pre-customised this work section using the "questions and answers" provided as part of the downloading process, it may be necessary to amend some clauses to suit the final project-specific version.				
	The section must still be checked and customised to suit the project being specified, by removing any other irrelevant details and adding project-specific details and selections.				
	This section relates to the fabrication and installation of aluminium items of a general nature.				
	Modify or extend the above description to suit the project being specified.				
	This section is written to suit the fabrication, joining and installation of aluminium items such as railings, handrails, frames, fabricated brackets and the like. This section also covers the fabrication and installation of sheet aluminium elements such as flashings and covers; also metal hoods and cowls.				
	This section assumes that sheet aluminium items are supplied to the project pre-finished (powder- coated, anodised) or are plain mill finish.				
	Related work				
1.1	RELATED SECTIONS				
	Refer to ~ for ~.				
	Include cross references to other sections where these contain related work.				

Turning On and Off Guidance/Practice Notes

Guidance Notes are a prompt from Masterspec to you (the specifier), providing information on a particular clause. Guidance notes do not print when printing a full specification. You are able to turn guidance notes off and on by clicking the icon. Turning the guidance notes off will give you a

better idea of what the printed version looks like.





The Editor Note Tool allows the user or Masters editors to write notes (like guidance notes or reminders) pertaining to a clause. These notes can also be written in Office Masters and are carried through as "practice notes" when cloned from any Office Master.

2322	CONCRET	'E PILE FO	DUNDATIO	NS						ed editing? Complete
MAN	AGE & PRINT	VIEW	OUTLINE	EDIT	E SAVE (2/2) Saved at 3:40:4) p.m.	More Tools	C 🌂 🦲 () 🖶 🗙
1. GE	NERAL	PRODUCTS	3. EXECU		4. SELECTIONS					
1.1	to amend so The section specific deta This section design. Modify or ex RELATED W Refer to ~ fo Make Notes	me clauses to must still be ci ils and selecti relates to preci tend the above /ORK r ~. here.	suit the final p hecked and cu ons. cast and in situ e description to	roject-specif stomised to a concrete pile o suit the pro	ic version. suit the project b e foundations su ject hoing spool B	eing specified, pporting timber ind This social	by remove framed fl $\Xi \Omega \bullet$	art of the downloading ing any other irrelevan oor construction not re foundations to NITS 26 I • S S + I 2 updated by Tilottam	equiring specific	ling project-
			o other section		se contain related e placing.	1 work.				

You should see this Editor Note icon on the task bar when you next click in a clause body text. Refer to the image above.

- 1. Click on the clause where you would like to attach the note or instruction.
- Click the small yellow i icon on the clause tool bar. The yellow text box will appear. 2.
- 3. Click into the yellow text box and type in your information. The notes are dated and named (see image). To remove the note click **delete** inside the note box.
- 4. The notes stay visible on the screen display but DO NOT print, when the document is exported.
- 5. You can turn the notes on and off by clicking the yellow *i* at the top of the Worksection menu.

When creating Office Masters, use the Editor Note Tool function for practice notes or instructions.

Reload Button

More Tools Reload is used to refresh or push the screen

changes through if you want to review them immediately. It will also update Worksection numbering once clauses have been added or deleted. Simply changing clauses will also save any changes and updates to clause numbering.

TIPS AND TRICKS

Deleting a Worksection

 You must be in Edit mode. Click on Delete a Worksection (red cross). It will ask if you are sure. Once OK is clicked, it will permanently remove it from your Worksection flow on the left hand side. If you accidently remove the Worksection, please call Masterspec on 09 631 7044 for support.

		Finished editing?					
	3421 LIGHT STEEL FRAMED BUILDING	38	Set to Complete				
ſ	MANAGE & PRINT VIEW OUTLINE F	More Tools 💌 🗞	a o o =				
	1. GENERAL 2. PRODUCTS 3. E)	e you sure?					
	If you have pre-customised this work perm	process is not reversible, and all related information will be nanently deleted.	cess, it may be necessary				
	to amend some clauses to suit the fir The section must still be checked an specific details and selections.	OK Cancel	ails and adding project-				
	This section relates to the design, fabrication, structure.	supply and erection of light steel framing, as a load bearing and non-loadt	earing framed				
	frames. It is important that the separate instal	Ily design, fabricate and supply the pre-fabricated steel frames, separate c lation contractors have some experience, knowledge or training on installir particular NASH Standard - Residential and Low-rise Steel Framing Part	ng steel framing.				
	TIPS AND TRIC Once the Worksection is deleted there						

Creating a Custom Worksection

This is used when you wish to add in your own custom Worksection into your Masterspec Specification document.



1. Click the button from More Tools drop down menu.

21 LIGHT STEEL FRAME	D BUILDINGS	Finished editing? Set to Complete	mas	ste ®
Create a Custom Work Sect	ion			
CBI Number	23 Foundations			
Work Section Name	Reidbrace Bracing ×			
Part 1	GENERAL			
Part 2	PRODUCTS			
Part 3	EXECUTION			
Part 4	SELECTIONS			
	Add			

2. You will note that a customised Worksection is arranged by CBI Code. Choose the appropriate code before naming the Worksection.

3. The custom clause automatically populates 4 tabs – Part 1-4. The Worksection is seen in the Worksection flow column to the left and the new section is viewed and is ready for editing in the middle of the screen.

Wool Store and Freight Complex	2321 REIDBRACE BRACING	Finished editing? Set to Complete		
Specification Work Sections	Go Back VIEW OUTLINE EDIT 🗄 SAVE 💖 🖺 🌂	🗙 🕖 🖶 🕲 🔼		
 ✓ 1237 Warranties ➢ 2321 Reidbrace Bracing 	1. GENERAL 2. PRODUCTS 3. EXECUTION 4. SELECTIONS			
4121SA Sika BlackSeal SB spray applied tank		\checkmark		
 ✓ 4221HH Herman Pacific Horizontal Cedar Clack ▲ 4311RI Roofing Industries Profiled Metal Ro ▲ 4321 Concrete tile roofing 	1.1 Clause Name			

TIPS AND TRICKS

You can create custom work clauses in an Office Master as well. This will give all practice users access to your custom sections and clauses. Refer to pg 51 Office Masters.

Saving your Worksection

If you have made any changes once you are inactive after 5 seconds, your changes are saved. This save function is on the grey tool bar. When you are using the Outline view or tables, it is recommended to manually press the save button before you exit the screen. The save button is switched on only when in **Edit** mode.

										Finished editing?					
3421 LIGH1	STEE	EL FRAN	NED BUILD	INGS							Se	et to	Com	plete	
MANAGE & PF	RINT	VIEW	OUTLINE	EDIT	🔚 SAVE Sa	ved at 4:37:20 p.m.		More Too	ls 🗖	Ċ	R I	0	0	3	8
1. GENERAL	1. GENERAL 2. PRODUCTS 3. EXECUTION 4. SELECTIONS														
to ame The se	nd some	e clauses to	o suit the final p thecked and cu	oroject-spec	ific version.	d answers" provide being specified, by									Ĩ.
This se structu		lates to the	design, fabrica	ition, supply	and erection of	light steel framing,	as a load	d bearing a	nd non	-loadbe	aring	fram	ed		

Re-running the Q&A

What is the Q&A or pre-edit selection function?

When adding in a new Worksection to your specification, the Q&A pre-edit selection tool will automatically pre-edit and remove clauses not valid to your current section. <u>It is still important</u> <u>for you to edit the Worksection</u> even after using the Q&A pre-edit selection tool. The section is not complete till the final editing has been done. (Refer to pg 14 "Adding in Worksections to your Specification").

Merging the Current Section Using the Q&A

- 1. You are able to **re-run the Q&A** to change your pre-edit selections while maintaining the majority of your customised clauses (as long as you have not downloaded the Worksection from an Office Master).
- 2. While in the Worksection, go to **Edit** mode.
- 3. Click on the **wand icon** in the tool bar.

	Finished editing?
6781 HOT DIP GALVANIZING	Set to Complete
MANAGE & PRINT VIEW OUTLINE EDIT SAVE More Tools 💌 🤅	💈 🔍 🕖 🕘 🗶
1. GENERAL 2. PRODUCTS 3. EXECUTION 4. SELECTIONS	
If you have pre-customised this work section using the "questions and answers" provided as part of the downloading to amend some clauses to suit the final project-specific version.	process, it may be necessary

4. A summary of the Q&A selections will appear on screen. At this point a full replacement can be selected which will overwrite all customisation. Alternatively, you can select **Merge Updated Sections** and any customisation you have made previously will be amalgamated, unless the clause has been replaced by the merge.

6781	HOT DIP GALV	ANIZING					i	Finished ed Set to Com			masterspec			
MAN	IAGE & PRINT	VIEW		SAVE		More Tool	ıls 🕶 🌝 🔽	ء 🕐 🚺 🐛	• ×		Masterspec Systems Office Masters Office Projects			
1. GI	ENERAL 2. PI	RODUCTS	3. EXECUTION	4. SELECTIONS						1	6. Finish = 6781 Hot Dip Galvanizing			
			I this work section using th suit the final project-speci		vers" provided as	part of the dov	wnloading proc	ess, it may be n			Work Section Q&A			
		st still be cl	necked and customised to		specified, by remo	oving any othei	r irrelevant deta	ails and adding p	project-	۱ſ	Select all relevant requirements for bolts, nuts and washers:			
	Modify or exten	d the above	e description to suit the pro	vanizing of structural steel framing, general steel articles and fabricated steel assemblies. groon to suit the project being specified. ry corrosive environments exposed steel may need galvanisima plus added protection.						✓ Galvanized bolts, nuts, washers required for internal use only (light galv)				
	Note, for salt sp Related work	ray zones i	and very corrosive environ	ments exposed steel m	nay need galvani	sing plus adde	d protection.				Will the steel fabrication involve enclosed steel elements? (for vent, drain holes)			
1.1	RELATED SECT	TIONS							$\mathbf{\nabla}$		✓ Not sure, select later			
		Refer to Structural Steelwork section for fabrication of structural steelwork. Refer to 4911 STEEL METALWORK for non structural steelwork.									Is a paint coating required in addition to hot dip galvanizing?			
	Refer to 6745 P	ROTECTI	o other sections where the /E COATINGS - STEELW AY CORROSION PROTE	ORK for specialist pain	t finishes to struc		k.				✓ Yes - additional paint coating is required			
			to the painting section/s a											
	Documents										bove is a summary of your existing selections. Choose one of the options below to initiate a re-run of the Q&A.			
1.2	DOCUMENTS REFERRED TO								$\mathbf{\nabla}$					
	Documents refe	erred to in th	his section are:								Merge Updated Selections Full Replacement			
	AS/NZS 2312 2	2		Guide to the protection of structural steel against atmospheric corrosion by the use of protective coatings - Hot dip galvanizing						11				
	AS/NZS 4680		Hot-dip galvanized	(zinc) coatings on fab	ricated ferrous a	rticles					Cancel			
	AS 1627.1		Motal finishing Pr	constration and protroat	mont of curfacer	Mothod colo	etion quido P	omoval of oil						
Merging the Current Section Using the Q&A for Office Masters

You cannot re-run the Q&A on a section downloaded from an Office Master as it has been created for a specific system or use for the practice. If you need to make selection changes, download it from the Masterspec System Library then complete the section as required for the project.

Managing Tables (and using right click)

Tables can be identified by the dotted line surrounding any text.

DOCUMENTS REFERRED	ото	I 🕆 🛱	🖌 🗄 Ω • 🗹 • 🛛 😣 😣	, ⁺ ≣ ,≣ 🕖 💢					
Documents referred to in t	his section are:								
AS/NZS 2312.2	Guide to the protection of structur coatings - Hot dip galvanizing	ral steel aga	teel against atmospheric corrosion by the use of protective						
AS/NZS 4680	Hot-dip galvanized (zinc) coating	s on fa 🛗	Insert Row Above						
AS 1627.1	Metal finishing - Preparation and grease and related contaminatior	ייים יי ו	Insert Row Below	guide - Removal of o					
AS 1627.2	Metal finishing - Preparation and cleaning	pretre	Delete Row Insert Column to the Left	guide - Power tool					
AS 1627. <mark>4</mark>	Metal finishing - Preparation and cleaning	pretre	Insert Column to the Right	guide - Abrasive blas					
AS 1627.9	Metal finishing - Preparation and preparation standards for painting	steel	Delete Column	guide - Pictorial surfa					
AS 1897	Electroplated coatings on threade	ed con	Delete Table Table Properties						

- 1. Click on the cell you want to edit. Then right click to reveal the table menu items. Note that you are able **to only add/delete one row at a time** in any table.
- 2. It is advisable to view your tables in a print mode once you have completed adding in your information. To do this easily, click **Save** once you have finished. Click on the **print icon** in the Worksection toolbar. You can view this in a screen shot.
- 3. Tables are set by default without a border. If you wish to have the border on, right click then select Table Properties, select table-border from the drop down box.

🗐 Table W	izard			
	operties			
CSS Class L table-bo	-		•	
Preview :	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

TIPS AND TRICKS

Some browsers can cause issues with table layouts. If the tables are not lining up, it is beneficial to insert another column at the end of the row to assist with spacing. Remember to check in print mode.

Making more space in column 1 – sometimes you need a larger space in column 1 especially if there is a larger amount of text. You can add a third column (instead of two columns) to the right of the 2nd column. This formats the first column of cells slightly larger.

VZIA SCC Contracts	Submit all warranties no later than the date of the contractors advice of achieving practical completion.
IZS 3910 Contracts	Submit all warranties before the end of the defects liability period.
NZS 3915 Contracts	Submit all warranties before the end of the defects liability period.

Copying and Pasting Tabbed Text

Because Masterspec works on recognising clause text, it is necessary to manually copy text from Word and paste it into the specification on NextGen2.

After working through this process, the fastest way to do this when working with tables is to follow the below procedure, rather than copying line by line.

1. In your Word document, convert the two column tabbed text to a table.

	DOCUMENTS								
	Refer to the general section 1233 REFERENCED DOCUMENTS. The following								
	documents are sp	pecifically referred to in this section:							
	NZBC E2/AS1	External moisture							
	AS/NZS 1170.2	Structural design actions - Wind actions							
	AS/NZS 2908.2	Cellulose-cement products - Flat sheet							
	NZS 3602	Timber and wood-based products for use in building							
	NZS 3604	Timber-framed buildings							
- 1									

2. Use the mouse to highlight the text.

1.2	DOCUMENTS Refer to the general section 1233 REFERENCED DOCUMENTS. The following documents are specifically referred to in this section:									
	NZBC E2/AS1	External moisture								
	AS/NZS 1170.2 AS/NZS 2908.2 NZS 3602 NZS 3604	Structural design actions - Wind actions Cellulose-cement products - Flat sheet Timber and wood-based products for use in building Timber-framed buildings								

3. Click on the Insert TAB, Table and Insert Table. This will automatically format the tabbed text into a table with a border.



DOCUMENTS

Refer to the general section 1233 REFERENCED DOCUMENTS. The following documents are specifically referred to in this section:

NZBC E2/AS1	External moisture
AS/NZS 1170.2	Structural design actions - Wind actions
AS/NZS 2908.2	Cellulose-cement products - Flat sheet
NZS 3602	Timber and wood-based products for use
	in building
NZS 3604	Timber-framed buildings

- 4. At this point, **remove any highlighting, or formatting of text**. i.e bold. NOTE: You are able to copy hyperlinks through but they will be disabled and need to be reconnected.
- 5. To copy the table; there are two ways to do this.

Select text box columns, Ctrl + C

10	
15 years:	For HomeRAB [®]
	PreClad [™] Lining
	and RAB ^e Board
	(refer to James
	Hardie [™] product
	warranty)
15 years:	For accessories
	supplied by James
	Hardie (refer to
	James Hardie™
	product warranty)
From:	Date of purchase

or alternatively use the icon at the top of the table as per diagram. Click on the + sign and press Ctrl +C to copy.

•		
	Brand:	Novahush 900 (Forman Building System) Click here for link.
	Location:	Ideal placed on the suspended ceiling as a 1200mm wide blanket,
		600mm either side of the partition between rooms:
	NRC:	0.83
	Thickness:	94mm
	STC:	STC 45
	Blanket size:	600mm x 11.1m
	Weight:	900g/m ²
	Density:	9.5kg/m ³
	Colour:	white

- 6. In NextGen2, select the Worksection you are pasting into and insert a new clause into the specification exactly where you want the new information to go. (Refer to the Training Guide for Inserting a New Clause).
 - Choose the Add Clause option; type in a placeholder title (ie New).
 - Click Save Clause
 - Do not paste text into this box
 - The specification will update and the new clause will be added ready for editing.

Section Clause	
Add Clause Reinstate Masterspec Clause Add S	Schedule Clause
Title:	
NEW	Clause Templates 🔻
Content:	
	Save Clause Cancel

7. Click on the space under the word NEW, which will be the blank text box.

1.10	NEW

1.10	NEW	B	I	r [*	₿₽	[; =	Ω	- 1	3 -]	8	8]	*≘ +	ā 🚺	X	2

Click the Word paste icon on the tool bar – recognised by the W.

The table will be pasted directly into the text box ready for formatting for the specification.

1.10	NEW	B <i>I</i> @ ₩ Ξ Ω • ⊠ • ⊗ ♦ † = . Ξ ()	×
	15 years:	For HomeRAB [®] PreClad™ Lining and RAB [®] Board (refer to James Hardie™ product warranty)	
	15 years:	For accessories supplied by James Hardie (refer to James Hardie™ product warranty)	
	From:	Date of purchase	

Right click into the table. Select Table Properties.

MAN	AGE & PRINT VIEW OUTLINE	EDIT	Insert Row Above	🤝 🗇 🗮 💘 🚺 🕖 🚍 🅲 🗅
47			Insert Row Below	
1.7	WARRANTY Warrant this work under normal enviro	*	Delete Row	aterials and execution.
	warrant this work under normal enviro		Insert Column to the Left	ateriais and execution.
	Warranty period: 2 y	/ears	Insert Column to the Right	
	Refer to the general section for the rec	quired forn 道	Delete Column	NT and details of when completed warranty must be
	submitted.		Delete Table	
	Check general section 1235 SHOP DR Refer to the chosen conditions of contro		Table Properties	anties; which is normally practical completion of the contract. Lies and guarantees.
1.8	MANUFACTURER'S MATERIAL WAR	RRANTY		
	Provide a Buteline materials warranty	in the suppliers	standard form.	
	Warranty period: 25	years		
	Supplier and manufacturer warranties a subject to their terms and conditions. Requirements	are those that an	e freely offered by the supplier	or manufacturer. They are usually in their standard form and
1.9	NO SUBSTITUTIONS			
1.9		and the difference of the literature of the lite		
	accessories.	specified Butell	ne product or component, or a	ssociated Buteline products, components or
1.10	NEW			₩ ΙΞΩ·ℤ· 😒 😣 →Ξ →Ξ 🕢 🗱 🛛
		15 years:	For HomeRAB [®] PreClad™ Lining and	
			RAB [®] Board (refer to	
			James Hardie™ produc warranty)	ct
	1	15 years	For accessories	7
			supplied by James Hardie (refer to James	
			Hardie™ product warranty)	

8. From the Table Wizard, choose from the drop down, table no border or alternatively table with border. Click OK.

Table Wiz	zard			
Table Pro	operties			
CSS Class La	yout			
	Class Lay	out 🗸]	
Preview :				.
	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

9. The document must Save at this point. Once that has been done, you can then click the Refresh button on the top tool bar and it will reformat the table to left align.

MANAGE & PRINT	VIEW	OUTLINE	EDIT	SAVE Saved at 9:58:29 a.m.	🦈 🗀 🤻 🗱 🕖 🕖 🖶 🥵 🖧

10. Finish editing the table as you need. Copy and paste in your clause title. You are now finished and proceed to the next table.

NEW	
15 years:	For HomeRAB® PreClad™ Lining and RAB® Board (refer to James Hardie™ product warranty)
15 years:	For accessories supplied by James Hardie (refer to James Hardie™ product warranty)
From:	Date of purchase

Tildes ~

A tilde ~ is a prompt in the Worksection that notes that the specifier needs to insert information. Ensure before your document goes to any third party such as a client, consultant or council that no section contains any tildes, which could leave the specification incomplete.

On **Setting a Worksection to Complete**, a warning sign will advise how many tildes in clauses remain. It is possible to override this warning though, it is likely that you only do this when **Creating an Office Master**.

Setting a Worksection to Complete

When you have finished editing your Worksection, set the Worksection to complete. This functions in conjunction with workflow, especially if there is more than one author. All sections need to be marked as complete to remove **Draft** from the cover document on printing.

4710 FORMAN XENERGY			Finished editing? Set to Complete
MANAGE & PRINT VIEW	OUTLINE	SAVE	More Tools 💌 🎯 🤻 🕐 🕼 😹

- 1. To mark a Worksection to complete, click on the icon **Set to Complete** (above the tool bar).
- 2. If a pop up box comes up advising that there are some tildes left in a Worksection you have a choice to finish the document or ignore the warning. (See the **Tildes** section on the previous page for clarification).

	MANAGE & PRINT VIEW	OUTLINE EDIT SAVE	More Tools 💌 🕲 🥙 🕖 🖶 🗱 🕅
1. GENERAL 2. PRODUCTS 3. EXECUTION 4. SELECTIONS If you have pre-customised this work section using the "questions and an to amend some clauses to suit the final project-specific version. A. SELECTIONS The section must still be checked and customised to suit the project being specific details and selections. We found 9 clause(s) contains tildes (~) still in the content, suggesting that not all elements have been addressed. This section relates to proprietary, decorative, high build coating systems Are you sure this Work Section is complete? OK View Tildes Cancel While specifically written to suit a range of interior surface finishes, this set such coating systems are product specific and require careful attention to many exterior coatings are installed as part of a weatherproofing system, including joint sealing/filling. Care is again needed to ensure that both	1. GENERAL 2. PRODUCTS If you have pre-customised th to amend some clauses to su The section must still be chec specific details and selections This section relates to proprie Modify or extend the above d This section covers specialist While specifically written to su such coating systems are pro	3. EXECUTION 4. SELECTIONS as each of the section using the "questions and it the final project-specific version. as the final project-specific version. as the section using the project be as the section of the section of the section of the section as the section of the	d en bein bein tein tein tein tein tein tein tein t

3. Once a Worksection is complete, the completed icon (green tick) on the top of the Worksection tool bar appears. In the work flow Worksection, you will also note that the section icon has been changed, helping you visually manage your Worksections.

4710 FORMAN XENERGY			I wa	rk se	ction	Com	plete
MANAGE & PRINT VIEW	OUTLINE EDIT	SAVE	More Tools 💌 虔 💐	. 0	0	-	×
				Τ			
		Complete					
		Complete Worksection					

4: NATIONAL PRODUCT DATABASE INTEGRATION

Inserting Product Technical Statements into an Appendix

 Branded sections are easily recognised with the alpha coding after the CBI numbering. The manufacturer may have a pre-written Product Technical Statement available (identified with a PTS icon). These are viewed under the Toggle button (on a laptop or small screen) or on a large screen, the miproducts database information column is visible (far right).

4311RE ROOFING INDUSTRIES EUROSTYLE ROOFING Finished editing? Set to Complete	miproducts THE NATIONAL PRODUCT DATABASE
MANAGE & PRINT VIEW OUTLINE EDIT 🗄 SAVE More Tools 💌 🌚 🌂 🕧 🥥 🚔 🗱	Search CBI Related Products
1. GENERAL 2. PRODUCTS 3. EXECUTION 4. SELECTIONS	Search
If you have pre-customised this work section using the "questions and answers" provided as part of the downloading process, it may be necessary to amend some clauses to suit the final project-specific version. The section must still be checked and customised to suit the project being specified, by removing any other irrelevant details and adding project- specific details and selections.	Roofing Industries Eurostyle Eurolok / Spanlok Roofing Industries
This section deals with the supply and fixing of Roofing Industries Ltd Eurostyle™ roofing complete with accessories. It includes: • overlap rigid sheet metal profiled roofing.	Eurostyle Spaniok for the North Island and Eurostyle Eurolok for the South Island
Modify / expand this clause to suit requirements of the final version of the section. Eurostyle™ fails outside the scope of <u>NZBC E2</u> /AS1 and needs to be designed and installed to the manufactures recommendations. NOTE: Contact Roofing industries Ltd for advice on specifying Eurostyle™ (particularly the clips and fasteners). Eurostyle™ is manufactured using a selection of raw materials and surface finishes. Options include Natural Zinc, Zinc Quartz Plus, Titan Zinc, Europer, Embossed Copper, Patina Green Copper, Zincalume , Aluminium, Stainless Steel, Colorcote®, Colorcote® AlumiGard X™ and Colorsteel®.	Roofing Industries Eurostyle™ Epic Roofing Industries Double Standing Seam, Angle Seam, Roll Seam, Roll Cap, Snaplock,Wall and Soffit Panel.
1.1 RELATED WORK	PIS © ≅ @ ⊕ ⊕ masterspec partner
Refer to 4161 UNDERLAYS, FOIL AND DPC for underlays, foils and DPC.	

- Clicking on the listing will allow you to view the product Technical Statement (PTS) that can be attached to the Manufacturers Info (Manuf Info) section at the back of the specification.
- 3. **To attach the PTS** simply click the Appendix icon. A menu will advise it is now attached to the document.
- 4. You can also view documentation from the manufacturer's website on the **Links tab**.
- 5. Images on the product, showing colours and patterns, are accessible from the **Images tab**.
- 6. Note: You can contact the manufacture for comment directly by using the contact icon in the miproducts panel. (See page 38 for further information).
- 7. Selecting a Worksection automatically updates the miproducts relevant products depending on the section you are in.

NOTES:

When using to contact manufacturer, you can elect to attach the current section you have open. This will help the manufacturer to make suggestions or changes.



The Contact Tab in a PTS

The Contact button next to the appendix, allows the specifier to contact the supplier by sending an email direct to the supplier. By clicking or unclicking the tick box **"As a PDF Attachment"** will allow the supplier to view a pdf of the custom specification from you.

The Query should detail the type of information / detail you wish to know from the supplier i.e. review my specification or contact me with additional details. When you submit the request, any email will go directly to your email address (your login). Note that manufacturers do not see your email address or details.

Detail Links	s Images Contact
Rootine Industries Textseas	Roofing Industries Eurostyle Eurolok / Spanlok Roofing Industries PTS: 106764
	Eurostyle Spanlok for the North Island and Eurostyle Eurolok for the South Island
+ APPENDIX	CONTACT

Contact Supplier		E
Contact Supplier		
Send To	Roofing Industries	
Send From	Tilottama Karnik Treehouse Architects, 09 6317044	
The product that I'm intere niproducts listing:	ested in is (lick to include):	
Email Content		
A PDF version of this	Work Section will be attached and sent to the supplier.	1
		H
	Project: Tilu's Alteration Project version 5 or 10 or 20 or 1000 Hello Mark	
	Specification: Content Specification	
PDF	Work Section: 4311RE Roofing Industries Eurostyle Roofing	H
Enquiry Details		
	Review Work Section	
	Price request	
	Product availability or lead times	
	Product Technical Statement (miproducts PTS)	
Subject:	Request for Product Support	
Query:		
(Optional)		
Confirm		
	Submit Request Cancel	

Managing the Document Upload Tool

The Specification Overview page lets you manage supporting documents for both the contract and the manufacturer information.

Deve	lopme	nt Spe	cification			
Overview	Export	Update	Contract Appendix	mDocs Appendix	Access	Мар

Managing the Contract Appendix

Contract Appendix Library allows you to upload any pdf document that is part of the construction contract. These typically include engineer calculations, fire or other expert documents that relate to this specific project construction details. Within Contract Appendix Library you can upload pdfs from your personal computer, or search through your Office Library.



When uploading documents to the Contract Appendix, you can decide to upload them to your Office library or use the document as a one-off. By uploading it to the Office Library, it means that the rest of your organisation will be able to preview the document and use it in future projects.

Deve	Development Specification									
Overview	Export	Update	Contract Appendix	mDocs Appendix Ac	cess Map					
Contract	Appendix	Library								
Browse	I.	1 Uploa	d Office Librar	у						
Select F	ile:	C	hoose files To Upload		Select file					
Share:			Make this availa	ation (total 0.00MB / max 20 ble only to other staff in my C 0.00MB / max 20MB) y for this Specification.						
Docume	nt Title:	Co	py the title, as written on	the document.						
Descripti	ion:									
		Th	is is supporting information	on displayed on screen when	viewing the detail of t	his file. Enter as appropriate.				
		l	Jpload							
		All	fields above are required	l.						

Managing the mDocs Appendix

mDocs Appendix tab on the Specification Overview page allows you to manage supporting manufacturer information regarding products you have included in your specification. Manufacturer information such as PTS or bracing manuals are of interest to Territorial Authorities but are not part of the contract documents. When documents are placed in the Manufacturers Technical Library tab, they print out as a separate stand-alone appendix to include for consent. Every work section will have a corresponding chapter index page, giving the reader a summary of the documents included and some basic contact information for the manufacturers work section you have included. Every pdf is also bookmarked for ease of use.

Development Specification					
Overview Export Update Contract Appendix mDocs Appendix Access Map					
Referenced Technical Documents					
Browse 🗘 Upload					
1232S1 Explanation of Schedule Sections					
1237 Warranties					
1237S1 Schedule of Warranties					
4221AV Abodo Vertical Cladding System					
4231HE James Hardie® EasyLap™ Panel Cladding	1				
EasyLap Panel Care and Maintenance	a × 12				
EasyLap Panel Product Warranty					
4311RE Roofing Industries Eurostyle Epic Roofing	1				
Roofing Industries Eurostyle Eurolok / Spanlok 106764					
B Roofing Industries Eurostyle™ Epic 101516	Q. X. (11)				
Roofing Industries Maintenance for Metal Roofing and Cladding	0 × 33				

There are three ways to load the documents; see **pg 46 Inserting PTS into an Appendix** for the first option. The second option is to upload and select any pdf from within your personal computer. The third option is to use the pre-loaded technical documents from the Manufacturers library.

To use option three, using the pre-loaded documents, simply select the work section you would like technical documentation loaded against. If there are pre-loaded documents from the supplier, you will notice a number to the right-hand side of the branded work sections title.

When you select the document title more information will be displayed regarding the content. Along with a title and description, the information will be the following; where the document was sourced, the supplier, miproducts or your organisation. You'll also see the purpose of the document related to performance, maintenance, installation, warranty, or environmental. There is also the option of previewing the document, recommending it to the specifying computer with a simple 'thumbs up' or leaving a review.

To attach the document, select **Attach**.

Use the search functionality at the top of the window to search by keyword for brand. You can also filter by source and document purpose. If you require an additional document that is not yet

pre-loaded with the Manufacturer Technical Library, simply select **Request a Document**. This will open a new window where you can free type the title of the document and provide more information to the manufacturer of what you require. Selecting the purpose of the document within the checkboxes and then selecting **Submit** will send them an email notification. Alternatively, if you'd like to find the document on their website, simply select their logo at the bottom of the previous window.

												X
		mDo	ocs Man	ufactur	er's Techn	ical Libra	ary					
Filter by Key	word	CLEAR	Filter by S	ource		OFF	Filter by	Purpos	e			OFF
Enter Bra	ind or Name		•	ja oʻ	0			會	۲	<u>O</u>	\bigcirc	
🖄 Tyvek®	Pro-Roof ar	nd Wall Breathab	e R2: Self-	-Supporti	ng Fire Retar	dant Synthe	eti					×
	Pui De Da Re Do	urce: rpose: scription: te Uploaded: ferenced: cument ID: view:	Supplier 13 Aug 2 0 10626 <u>0 review</u>	020							A	ttarh I∆
🖹 Flashing	g Tape											×
🖹 FlexWra	ap™ NF											jaj
🕒 Supro (2	2506B) & Su	pro Plus Breatha	ble R2: Se	lf-Suppor	ting Fire Reta	ardant Synti	n					20
🖹 Tyvek®	HomeWrap I	Breathable, Fire I	Retardant,	Synthetic	Wall Underl	ay						30
	OU POND.	Request a Doc View our websi		technical	detail				Те	rms	Fir	nish

Once you have attached all appropriate technical documentation there will be no need to manually sort the order, they will automatically be in CBI order.

Uploading PDF's into mDocs Appendix

To upload our own documents to mDocs Appendix, simply select the **Upload** option.

- 1. Select File will open a window allowing you to select your pdf document.
- 2. Select the work section within your specification that it relates to.
- 3. Select whether this will be a **one-off upload** or if you would like it stored in your **Office** Library.
- 4. Select the **purpose** of the document.
- 5. Fill in the **Document Title** and **Description**.
- 6. Selecting **upload** will complete the process.

Uploading PDF's into the Contract Appendix

To upload our own documents to Contract Appendix , simply select the **Upload** option.

- 1. Select File will open a window allowing you to select your pdf document.
- 2. Select whether this will be a **one-off upload** or if you would like it stored in your **Office Library**.
- 3. Fill in the **Document Title** and **Description**.
- 4. Selecting **upload** will complete the process.

5: WORK SECTION SUPPORT

Introduction

While working within your branded work section, you as the designer have the option of selecting a contact icon, which then requests the supplier's assistance.

This icon gives you three request options: replace, edit or comment. This will not only assist you in specifying the product correctly but will also ensure their specification is accurate by getting project specific information from a specialist on the product you're using.



Supplier inputs their product knowledge into a copy of the section. Queries live via chat window.

Contacting the Supplier

- 1. To begin your request while writing within a branded work section, select the **Contact** button directly above the specification content.
- 2. Select Work Section Support.

4311SC STEEL & TUBE PROFILED METAL COMMERCIAL ROOFING	St. Con	Finished editing?
MANAGE & PRINT VIEW OUTLINE EDIT SAVE 1. GENERAL 2. PRODUCTS 3. EXECUTION 4. SELECTIONS	Work Section Support	Contact the Supplier
If you have pre-customised this work section using the "questions and to amend some clauses to suit the final project-specific version. The section must still be checked and customised to suit the project b specific details and selections.		<u>,</u> ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
This section relates to the supply and fixing of Steel & Tube ® profiled accessories. It includes: Custom Orb, Customline, Euroline Battenlok, Euroline Seamlok, Hi Ri ST7, ST900, ST963, STC900, Trimline, Trimform, Trimklad	Ŭ	
Modify or extend the above description to suit the project being specif For specific technical information call Steel & Tube Technical Helpline		il to info@steelandtube.co.nz.

Once the Work Section Support icon has been selected, the Contact Supplier window will display.*Note that the support level, replace, edit and comment, options vary depending on what level or support the supplier decides to provide.

You may then have the following options:

REPLACE - The Supplier will write a replacement Work Section based on the information you supply. You will be able to preview the suppliers suggestions and then import the full work section into your project. You can then continue editing as per usual.

EDIT - The Supplier will edit a copy of your work section. You can view the returned information and choose to include or exclude the content on a clause by clause basis.

COMMENT - The Supplier will add comments to clauses of your work section. They cannot edit any of the content, but can make comments on the content. You will be able to review their comments then make any changes you want to make with the regular edit function.

Choose which level of support you'd like by selecting the circle icon.

ntact Supplier	- (
Contact Steel & Tube		
om: Anjeeta Narayan, Treehouse @ Arkitects bject: Support with writing a Work Section		
4241S Steel & Tube profiled metal wall cladding		
t support would you like with this Work Section? e from the options offered by this Supplier.		
O REPLACE The Supplier will write a replacement Work Section. You will be able to preview then import that, fully replacing your current Work Section.		
O EDIT The Supplier will edit a cloned copy of your Work Section. You will be able to review and selectively adopt changes at Clause level.		
O COMMENT The Supplier will append comments to clauses in a cloned copy of your Work Section. You will be able to review their comments.		
Iditional information or questions for Supplier:	ž	
Submit Request Cancel		
REPLACE The Supplier will write a replacement Work Section. You will be able to preview then import that, fully replacing your curr	ent V	No
EDIT.		
EDIT The Supplier will edit a cloned copy of your Work Section. You will be able to review and selectively adopt changes at Clause I	evel.	

To send the request, enter in the following information to assist the supplier in understanding the requirements of your request.

Multi Unit Low R 🔻	Corrosion Zone	 Project Value 	Wind Zone	Earthquake Zon
Additional informa	tion or questio	ns for Supplier:		
Select request loc	ation:			

- 1. **Project Profile:** Select the appropriate building function that best represent your project. This includes the basic project parameters pertaining to wind zone, corrosion zone, earthquake zone and total established project value.
- 2. **Additional Information or Questions for the Supplier:** You may choose to provide additional information that is pertinent or helpful to the supplier when specifying. You can use this like the text function on your phone to clarify or ask the supplier a question.
- 3. Select **Submit Request** on completion. From here, a chat window will automatically populate on your screen linking you with the supplier.

Your request has now sent an email to the supplier asking them to respond to your request.

Managing your Work Section Support Request

Here are a few workflow tips before you get started with the Work Section Support function.

Cancelling Your Request.

When you request assistance on your work section, the section will freeze the editing functions to allow the supplier to respond. If you want to continue editing the section, simply select Cancel Request.

You will now be able to continue editing and then resubmit your request if you so choose with updated content. This means you always have the control of the section.

To take back control, simply select Cancel Request.



The Chat Window

You are able to communicate with the supplier via the chat window. The chat window is live in real time much like the text function on your phone.

 If the Chat Window is closed, select the icon above your work section to activate the window at any time.

Chat

- Type your question or response and then simply select **Send (a)**.
- Once the supplier replies, their response will be in grey.
- You also have the ability to send images if this helps to clarify your query.
- Select the image icon on the left hand side. Upload any image file (jpeg, png) and then click **Select (b)**.
- You can minimise or close the chat window with the icon on the top right of the window.

Your request has now sent an email to the supplier asking them to respond to your request.

Steel 8 Treeho	ouse » 001- Project 123 » 4241S	- ×
	mursday, 12 july 2016	
	Anjeeta	Narayan - 9:26 AM
	Is this the right product for this project?	
Ray Liel	benberg - 9:28 AM	
Work	toward a response has been initiated.	
	I would like more information on clause 1.6 please.	
A res	sponse to your Contact Request is available.	
	Can you please check clause 1.6.	
	ess [Ctrl + Enter] to send	Send

Notifications

When a supplier is finished with your request or has changed the status, you will be notified in 2 different ways.

- 1. A partner icon that flashes in the index 着
- 2. With a message icon on the top of your Masterspec screen next to your name and login details.



Replacing your work section

Replacing a work section means that, with your request the supplier will write a full work section based on the project details you have supplied.

This means they can do a full Q&A and edit any part of the section. They can then send the changes back to you for your review. You can import any information that you decide adds value to your specification. Alternatively, you can disregard it and continue with your existing work section.

The Replace function will allow you to receive expert product knowledge straight from the supplier.

To begin, select the **Contact** button on top of your branded work section.



- 1. Select the **Replace** icon.
- 2. **Project Profile:** Select the appropriate building function that best represent your project. This includes the basic project parameters pertaining to wind zone, corrosion zone, earthquake zone and total established project value.
- 3. **Additional Information or Questions for the Supplier:** You may choose to provide additional information that is pertinent or helpful to the supplier when specifying. You can use this like the text function on your phone to clarify or ask the supplier a question.
- 4. Select **Submit Request** on completion. From here, a chat window will automatically populate on your screen linking you with the supplier.
- 5. The status of your work section in the blue panel will read "**not yet reviewed**". Once the supplier starts editing your request, the work section will read "**initiated working on a response at time and date**" in the blue status.

Contact Supp	lier		1
🛔 Con	tact Steel & Tube		
From:	Anjeeta Narayan, Treehouse @ Arkitects		
Subject:	Support with writing a Work Section		
4241	S Steel & Tube profiled metal wall cladding		
	ort would you like with this Work Section?		
0	REPLACE		
0	The Supplier will write a replacement Work Section. You will be able to preview then import that, fully replacing your current Work Section.		
0	EDIT		
U	The Supplier will edit a cloned copy of your Work Section. You will be able to review and selectively adopt changes at Clause level.		
0	COMMENT		
0	The Supplier will append comments to clauses in a cloned copy of your Work Section. You will be able to review their comments.		
Project pro	ofile:		
Multi Unit L	ow R ▼ Corrosion Zone ▼ Project Value ▼ Wind Zone ▼ Earthquake Zon	•	
Additional	information or questions for Supplier:		_
Select req	uest location:		
Primary cor	(Select the most appropriate)		
Submit R	equest Cancel		

When the supplier has finished writing the work section, you will be notified in the following ways

- A supplier icon that flashes in the index
- With a message icon on the top of your Masterspec screen next to your name and login details.

There will now be more functions available in the action panel to review or import the content.

masterspec	MENU = PROJECTS +	MY DETAILS	,		
West Plaza Addition	4399SR STEEL & TUBE RE-ROOFING		Readers	Contact V	Finished editing? Set to Complete
Specification Work Sections	Contact Supplier - REPLACE Work Section				Manage Request
1013 Document Control 1222L Project Personnel LBP's 1237WA Warranty agreement 1237WA Units and Units 3130 Precast concrete 3181CC Canzac concrete accessories 3411ST Steel & Tube purlins and girts 4171ER Pacific Build Eterpan Rigid Air Barrier:	Steel & Tube has finished writing the Work & current Work Section with that provided by the When using information altered or reviewed Preview Import Work Section Re-open Reference Refer	the Supplier.		e disclaimer detail Ø 0	
4221HH Herman Pacific Horizontal Cedar Clac 4231HS James Hardie Stria cladding 4231HS Label Fowerpanel50 Panel Cladding 4231HD Dimond Profiled Metal Roofing 4311D Dimond Profiled Metal Roofing 4311D Dimond Profiled Metal Roofing 4393R Steel & Tube curvine Cladding 4393R Steel & Tube re-roofing 4520 Aluminium windows and doors 5113 G BI Plasterboard linings 5530L Luxaflex blinds, curtains and tracks 5530SP SP Blinds window coverings 5258NZ NZ Fire Doors special function doors 5530SP SP Blinds window coverings	1. GENERAL 2. PRODUCTS 3. EXECUTION This section relates to the re-roofing of existing buildin 9. Removal of an alliary roofing items as required 9. Removal of an alliary roofing items as required 9. Removal of an alliary roofing items as required 9. Removal of an alliary roofing items as required 9. Revisiting roofing items as required 9. Installing new Steel & Tube profiled metal roo 9. Revisiting roof and und 9. Revisiting and re-commissioning of existing Revisiting roof roof roof roof roof roof roof roo	Steel & Tube West Plaza Addition Replace Ray Liebenberg - 11d Work toward a re Ray Liebenberg - 11d	work section require AM	day, 21 June 2018 uest initiated.	Randy Cabrillas - 10:00 AM
6512J Jacobsen Carpet tiles 6512J Jacobsen Carpet tiles 6614FS Freedom Stepmaster Stair - Nosings & 6711D Dulux painting exterior 7631R Ravenscroft fire dampers 8511 Irrigation System	Refer to the general section 1232 INTERPRETATION The following abbreviations apply specifically to this s BMT Base metal thick NZMRM New Zealand Me MS Modified silyi Documents	Press [Ctr	I + Enter] to se	nd	Send

6. Select **Preview**. This will allow you preview the work section that the supplier has written (a).



7. Exit the preview screen by selecting the close (x) or minimise (-) icon. Then, if you believe the content meets the project's needs, select **Import Work Section**. Select **OK** to import the work section **(b)**.

E tretmor E B B1 / Press 12	34115T STEEL & TUBE PURLINS AND GIRTS	Finance Contact V Set to Complete	masterspec
Spectroses Box Inches	Contact Supplier - REPLACE Work Section	O Manage Request	Musterspec Systems Office Heaters
Add157 Street & Tube porties and gifts A2410 Street & Tube portied metal wait clarity A2410 Street & Tube portied metal reading	Steel & Tube has finished writing the Work Section. Click the Imp Section with this provided by the Buppler. Virtue were also behavior of reviewed by supplers, prease i wat two behavior of reviewed by supplers, prease i wat two behavior of the section of the section of the Manual S FIRMT View output ton	Are you sure? If you clock OK the suppler created Work Section will replace your current Work Section. Further eating to this replaced work section maybe required to surt the superfic pretent controllism or complete it. Note, if using the Mattheway keynoting systems the associated keynotes will need to be reassigned to this work section. OK Cancel	Masterspec Services 15 Mesterspec Interiors 15
	CENERAL <u>2.PRODUCTS</u> <u>3.EXECUTION</u> <u>4.SELECTIONS</u> The section relates to the fatiscation, exectors and forsing of Steel & Table There is The section beginst channel of thingle to inter discharge each tracing upon (1. RELATED WORK Relate to - to -	tit Cost formed generated anext particle and pet system, encopositing an	Masterspec Basic

***Note**. If the supplier requests more information upon reviewing your request, you will be notified with the below message. Find and respond to their query in the chat window.

A Steel & Tube has asked for more information from you, and will not continue with writing a replacement Work Section until they receive a response.
Respond to the Supplier using the Chat window below.

In the case that you need more information , or project circumstances have changed, select **Reopen Response**. Selecting OK will notify the supplier. Then use the chat window to clarify the issue.

Not quite what you need	led?
Click 'OK' below to pass this back to th Work Section before you import it.	e Supplier so they can modify the
Use the Chat window to clarify the cha	nges you require.

Selecting **Manage Request (a)**, will give you the option of **Previewing** the original work section. Or select **New Request** to bring up the original request window, from here you can begin a new request by selecting replace, edit or comment.

Selecting **Manage Request (a)** on any section that has had input from a supplier will allow you to review the original content as it was sent. Notice on the **Legal Disclaimer (b)** and **Contact History (c)**.

Contact History will provide a history of all actions between the supplier and yourself and versions of the section provided.

The disclaimer confirms that Suppliers will not be aware of all the projects circumstances and conditions, they are providing content to you with limited project details. **You must use your professional judgement** to access the content, check it's validity, and then decide if you want to include this content as your own. You have full editing rights and the ability to change any of the content from the suppliers after you have imported it into your specification.



Editing your work section

Editing a work section means the supplier can assist you by modifying content, deleting or adding clauses within the work section you have supplied.

This allows for early supplier engagement and allows them to lend their expert knowledge to your project.

To begin, select the **Contact** button on the top of your branded work section.

Si	Contact ▼
Work Section Su	upport

- 1. Select the **Edit** icon.
- 2. **Project Profile:** Select the appropriate building function that best represent your project. This includes the basic project parameters pertaining to wind zone, corrosion zone, earthquake zone and total established project value.
- 3. **Additional Information or Questions for the Supplier:** You may choose to provide additional information that is pertinent or helpful to the supplier when specifying. You can use this like the text function on your phone to clarify or ask the supplier a question.
- 4. Select **Submit Request** on completion. From here, a chat window will automatically populate on your screen linking you with the supplier.
- 5. The status of your work section in the blue panel will read "**not yet reviewed**". Once the supplier starts editing your request, the work section will read "**initiated working on a response at time and date**" in the blue status.

Contact Suppl	ier 🛛	
& Cont	act Steel & Tube	
From:	Anjeeta Narayan, Treehouse @ Arkitects	
Subject:	Support with writing a Work Section	
4241	S Steel & Tube profiled metal wall cladding	
	options offered by this Supplier.	
0	REPLACE The Supplier will write a replacement Work Section. You will be able to preview then import that, fully replacing your current Work Section.	
0	EDIT The Supplier will edit a cloned copy of your Work Section. You will be able to review and selectively adopt changes at Clause level.	
0	COMMENT The Supplier will append comments to clauses in a cloned copy of your Work Section. You will be able to review their comments.	
Project prof	ïle:	
Multi Unit Lo	w R • Corrosion Zone • Project Value • Wind Zone • Earthquake Zon •	
Additional in	nformation or questions for Supplier:	
	est location:	
Primary cont	act (Select the most appropriate) 	
Submit Re	quest Cancel	

When the supplier has finished writing the work section, you will be notified in the following ways

- A partner icon that flashes in the index
- With a message icon on the top of your Masterspec screen next to your name and login details.

There will now be more functions available in the action panel to review or import the content.

The **Preview** button allows you to see the supplier section content without importing it. The reopen request allows you to resend the request without importing it.

Select Review & Import.

4

Contact Supplier - EDIT Work Section	C Manage Request
Steel & Tube has finished editing the Work Section. Click the 'Review & Imp changes you want to adopt. When using information altered or reviewed by suppliers, please read the d	
Review & Import Preview Re-open Request	Disclaimer O Contact History

You will now be able to see your ORIGINAL work section on the left hand side, and the Suppliers edited work section on the right hand side.

You can find the changes by selecting the yellow (new clauses), orange (altered clauses), or red line (removed clauses) on the LEFT hand side located under QUICK VIEW.

In the centre of the sections, select the following buttons to apply the suggested changes to your section. You can select none, some, or all of the suggested changes.

- Accept all will accept all changes and load them into your original work section.
- **Overwrite** will replace your text with the new text (highlighted in yellow)
- Delete Clause will remove the clause completely out of the original work section
- Insert Clause will add the new clause into the original work section

Once you have completed these actions, select **Back to Specification** Editor Page.

	Any updates that you apply below will be applied instantly.	ACCEPTALL	Supplier have made updates to this work section Marked-up to show differences with your Specification.	(v)
	My Specification Last Compileted: 11/97/2018	G	Work Section Updated By Supplier Last Published: 01/12/2014	
	3411ST STEEL & TUBE PURLINS AND GIRTS	10ENTICAL	3411ST STEEL & TUBE PURLINS AND GIRTS	
VZEW	1 GENERAL If you have pre-customised this work section using the "questions and answers" provided as part of the downloading process, it may be necessary to amend some clauses to suit the final project-specific version. The section must still be checked and customised to suit the project being specified, by removing any other irrelevant details and adding project-specific details and selections. This section relates to the fabrication, erection and finishing of Steel & Tube HST cold formed galvanized steel puritin and girt system; incorporating Steel & Tube Speed Channel or Single (bolted channel/sag rod) bracing system. Modify / expand this clause to suit requirements of the final version of the section. For most interior situations, the standard finish of 2275 galvanizing is acceptable. However where puritins or girts are exposed to the weather, or they are located in an exposed environment such as a sevier marine or industrial environment, refer to Steel & Tube for specialist advise on either a heavier galvanizing finish (2450 supplied by special order) or painted finish.	OVERWRITE	1 GENERAL If you have pre-customised this work section using the "questions and answers" provided as part of the downloading process, it may be necessary to amend some clauses to suit the final project-specific version. The section must still be checked and customised to suit the project being specified, by removing any other irrelevant details and adding project-specific details and selections. This section relates to the fabrication, erection and finishing of Steel & Tube HST cold formed galvanized steel purin and gift system, incorporating Steel & Tube Speed Channel or Single (bolted channel/sag rod) bracing system. Modity / expand this clause to suit requirements of the final version of the section. For most interior situations, the standard finish of 2275 galvanzing is acceptable. However where purins or girts are exposed to the weather, or they are located in an exposed environment such as a severe marine or industrial environment, refer to Steel & Tube for specialist advise on either a heavier galvanizing finish (2450 supplied by special order) or painted finish. Content goes here.	B. TOO
	RELATED WORK Refer to ~ for ~ Include cross references only to other work sections where they include directly related work. Refer to 6745 PROTECTIVE COATINGS - STEELWORK for any specialist paint finishes. For any standard finishes refer to painting sections.	T IDENTICAL	RELATED WORK Refer to ~ for ~ Include cross references only to other work sections where they include directly related work. Refer to 6745 PROTECTIVE COATINGS - STEELWORK for any specialist paint finishes. For any standard finishes refer to painting sections.	
	Documents	T IDENTICAL	Documents	

You will then be prompted by the 'Are you fully done? ' window. Select Finished if completed, or Work in Progress if you'd like to continue to review the content or finish it at a later time.

Are you fully done	e?	
Have you finished working w Supplier?	vith the information	ation provided by the
Note. Clicking 'Finished' will run again.	prevent this m	erge tool from being
	Finished	Work in Progress

If you have selected Finished, you will return back to the work section. Here you can select Preview the changes as suggested by the supplier or select New Request under Manage Request. (a)

**Note. You can continue to edit the content of the section at any point in the future as the project information changes.

Selecting **Manage Request (a)** on any section that has had input from a supplier will allow you to review the original content as it was sent. Notice on the legal **Disclaimer (b)**, and Contact **History (c)**.

Contact history will provide a history of all actions between the supplier and yourself and versions of the section provided.

The disclaimer confirms that suppliers will not be aware of all the projects circumstances and conditions, they are providing content to you with limited project details. You must use your professional judgement to access the content, check it's validity, and then decide if you want to include this content as your own. You have full editing rights and the ability to change any of the content from the suppliers after you have imported it into your specification.

Commenting on your work section

Commenting on a work section means that the supplier has the ability to comment on your section, but cannot alter or edit any of its contents.

Unlike edit mode, or replace, this means you cannot use the update manager to include content automatically into your specification. This can be done manually with copy and paste but might prove to be time consuming if there are a lot of changes.

Commenting is a great way to receive suggestions or information on how to best use the system making your project more project specific and accurate.

To begin, select the Contact button directly above your branded work section.



- 1. Select the **Comment** icon.
- 2. **Project Profile:** Select the appropriate building function that best represent your project. This includes the basic project parameters pertaining to wind zone, corrosion zone, earthquake zone and total established project value.
- 3. **Additional Information or Questions for the Supplier:** You may choose to provide additional information that is pertinent or helpful to the supplier when specifying. You can use this like the text function on your phone to clarify or ask the supplier a question.
- 4. Select **Submit Request** on completion. From here, a chat window will automatically populate on your screen linking you with the supplier.
- 5. The status of your work section in the blue panel will read "**not yet reviewed**". Once the supplier starts editing your request, the work section will read "**initiated working on a response at time and date**" in the blue status.

Contact Steel & Tube From: Anjeeta Narayan, Treehouse @ Arkitects Subject: Support with writing a Work Section 4241S Steel & Tube profiled metal wall cladding What support would you like with this Work Section? Choose from the options offered by this Suppler. REPLACE The Supplier will write a replacement Work Section. You will be able to preview then import that, fully replacing your current Work Section. You will be able to preview and selectively adopt changes at Clause level. COMMENT The Supplier will append comments to clauses in a cloned copy of your Work Section. You will be able to review their comments. Project profile. Multi Unit Low R • Corrasion Zone • Project Value • Wind Zone • Earthquak Additional information or questions for Supplier:	
Subject: Support with writing a Work Section Image: A start of the s	
Subject: Support with writing a Work Section • 4241S Steel & Tube profiled metal wall cladding What support would you like with this Work Section? Choose from the options offered by this Supplier. • REPLACE • The Supplier will write a replacement Work Section. You will be able to preview then import that, fully replacing your current Work Section. You will be able to review and selectively adopt changes at Clause level. • COMMENT The Supplier will append comments to clauses in a cloned copy of your Work Section. You will be able to review their comments. Project profile: Multi Unit Low R • Corrosion Zone • Project Value • Wind Zone • Earthquak Additional information or questions for Supplier:	
What support would you like with this Work Section? Choose from the options offered by this Supplier. Image: Choose from the options offered by this Supplier. Image: Choose from the options offered by this Supplier. Image: Choose from the options offered by this Supplier. Image: Choose from the options offered by this Supplier. Image: Choose from the options offered by this Supplier. Image: Choose from the options offered by this Supplier. Image: Choose from the options offered by this Supplier. Image: Choose from the options offered by this Supplier. Image: Choose from the options offered by this Supplier. Image: Choose from the options offered by this Supplier. Image: Choose from the options offered by this Supplier. Image: Choose from the options offered by this Choose from the option of t	
Choose from the options offered by this Supplier.	
 The Supplier will write a replacement Work Section. You will be able to preview then import that, fully replacing your current Work Section. EDIT The Supplier will edit a cloned copy of your Work Section. You will be able to review and selectively adopt changes at Clause level. COMMENT The Supplier will append comments to clauses in a cloned copy of your Work Section. You will be able to review their comments. Project profile: Multi Unit Low R Corrosion Zone Project Value Wind Zone Earthquak Additional information or questions for Supplier: 	
You will be able to preview then import that, fully replacing your current Work Section. Image: Comparison of the state o	
The Supplier will edit a cloned copy of your Work Section. You will be able to review and selectively adopt changes at Clause level. COMMENT The Supplier will append comments to clauses in a cloned copy of your Work Section. You will be able to review their comments. Project profile: Multi Unit Low R Corrosion Zone Project Value Wind Zone Earthquak Additional information or questions for Supplier:	
You will be able to review and selectively adopt changes at Clause level. COMMENT The Supplier will append comments to clauses in a cloned copy of your Work Section. You will be able to review their comments. Project profile: Multi Unit Low R Corrosion Zone Project Value Wind Zone Earthquak Additional information or questions for Supplier:	
COMMENT The Supplier will append comments to clauses in a cloned copy of your Work Section. You will be able to review their comments. Project profile: Multi Unit Low R Corrosion Zone Project Value Wind Zone Earthquak Additional information or questions for Supplier:	
The Supplier will append comments to clauses in a cloned copy of your Work Section. You will be able to review their comments. Project profile: Multi Unit Low R Corrosion Zone Project Value Wind Zone Earthquak Additional information or questions for Supplier:	
You will be able to review their comments. Project profile: Multi Unit Low R ▼ Corrosion Zone ▼ Project Value ▼ Wind Zone ▼ Earthquak Additional information or questions for Supplier:	
Multi Unit Low R ▼ Corrosion Zone ▼ Project Value ▼ Wind Zone ▼ Earthquak Additional information or questions for Supplier:	
Multi Unit Low R ▼ Corrosion Zone ▼ Project Value ▼ Wind Zone ▼ Earthquak Additional information or questions for Supplier:	
Additional information or questions for Supplier:	
	e Zon 🔻
Select request location:	
Select request location	
Select request location	
Primary contact (Select the most appropriate)	
Submit Request Cancel	

When the supplier has finished writing the work section, you will be notified in the following ways

- A partner icon that flashes in the index
- With a message icon on the top of your Masterspec screen next to your name and login details.

There will now be more functions available in the action panel to review or import the content.

Selecting **View** enables you to view the suppliers comments, the author who commented and the time stamp. These will not print on your specification when exported.

Select Review & Import.



To copy the comments onto your specification, firstly ensure you're in edit mode. Right click and copy the comment text. At this time you can either drag the small window out of view, or select x to close it. Paste the comment under the required clause in your work section.

Once you have copied the required comments to your work section, close the window (x) on the top right hand corner.

3411ST STEEL & TUBE F	PURLINS AND GIRTS	S. masterier	Contact 🔻	Set to Complete	masterspec	
Contact Supplier - COM	MENT on Work Section			Manage Request	Masterspec Systems	Office Master
	Section Preview					
Steel & Tube has When using infor	Refer to 6745 PR standard finishes		NGS - STEELWORK	e they include directly relate for any specialist paint finisi		Print ^
	Documents					
View N MANAGE & PRINT 1. GENERAL 2: This section rela Steel & Tube Sp Content goes the 1.1 RELATED WOR Refer to ~ for ~ Documents		ed to in this section Construction High strength structural eng Steel Structu Hot-dip galva Quality mana ISO metric he ISO metric he ISO metric he Continuous h zinc and zinc Electroplated series) Guidelines fo Guidelines fo	and demolition isteel bolts with asso jineering res Standard mized (zinc) coatings igement systems - rec exagon nuts - Style 1 iot-dip metallic coated alloyed with aluminilu coatings on threaded r the erection of build the provision of facil	ws - Product grade C - Bolt - Product grades A and B isteel sheet and strip - Coat m and magnesium d components (metric coarse	s s lings of	
1000 1000 1000 1000 1000	101.00	construction i	industry			
1.2 DOCUMENTS	Writing comment	nere.				
Refer to the gen NZBC F5/AS1				updated by Ray Liebenbe	erg on 12/07/2018	
AS/NZ'S 1252 NZS 3404.1:199 AS/NZS 4680		it is not used in this		BC B1/VM1. As NZS 3404.1 NZS 3404.1:2009 as an alter	mative solution	~
AS/NZS ISO 9001	Quality management systems - re-				Building solution	
AS 1111.1	ISO metric hexagon bolts and scre				Danding Solution	abbumpats
AS 1112.1	ISO metric hexagon nuts - Style 1				tabs more	
AS 1397	Continuous hot-dip metallic coated and magnesium	I steel sheet and strip	 Coatings of zinc and zir 	ic alloyed with aluminium	Building complia	nce documents

You will now see the previous window, with selections of **View** and **New Request** on the top.

New Request enables you to advise the supplier that you need additional information and allows them to add additional comments to your work section. Write your comment in the text box under Additional information or questions for Supplier title and select Submit Request. Your question will populate in the chat window which the supplier can answer.



If you would like to review the comments made on the work section. Select **Contact History (a)** to display all correspondence. Select **View** to review all past comments within the work section.

DISCLAIMER: Please note the disclaimer for all design professionals. (b)

The disclaimer confirms that Suppliers will not be aware of all the projects circumstances and conditions, they are providing content to you with limited project details. You must use your professional judgement to access the content, check it's validity, and then decide if you want to include this content as your own. You have full editing rights and the ability to change any of the

Conta	ct Supplier - COMM	IENT on Work Section		S Manage Request
		viewed your request.		Disclaimer Contact History
equest:	Request ID 10785,	Comment on Work Section Provided	ew	
	New	12/07/2018 9:43 AM	Anjeeta Narayan	
	Open	12/07/2018 9:46 AM	Ray Liebenberg	
	Completed	12/07/2018 9:46 AM	Ray Liebenberg	
	Actioned	12/07/2018 9:46 AM	Anjeeta Narayan	
lequest		12/07/2018 9:46 AM Comment on Work Section Provided	Anjeeta Narayan	

content from the suppliers after you have imported it into your specification.

6: COMPLETING YOUR SPECIFICATION

Completing your specification

 Once all Worksections included have been edited and Set to Complete, you are able to set your specification as Complete. This stops others from editing or changing your specification inadvertently. It removes the "draft" note on the cover of the document.

Tata Retail Showroom Iretail spec	5311 SUSPENDED TILE CEILINGS Grant Work section Complete
Specification Work Sections	🛛 🕼 Go Back VIEW OUTLINE EDIT 🔚 SAVE 🤝 🏹 🍕 🕲 🗟
☑ 3621 Aluminium railing ☑ 4421A Ardex Shelterbit bitumen roofing EDIT	1. GENERAL 2. PRODUCTS 3. EXECUTION 4. SELECTIONS
S311 Suspended tile ceilings	
	If you have pre-customised this work section using the "questions and answers" provided as part of the downloading process, it may be necessary to

2. Go to the **Specification Overview** page and under **Current Status**, click on **Set to Complete.**

Specification Document				
Millie Opus				
Author:Trish CrootCreated:23 August 2017Updated:23 August 2017Masterspec ID:141645Notes:No comments at this time.				
Current Status				
Editing				
Set to complete View status history				

3. You are able to **view status history** on the project by clicking on the button in the specification overview tab. This gives anyone editing the document to note and highlight any changes they have made for that particular document.



4. If at any stage you need to re-edit a section, click on the **open for editing** link then note text as to why you are editing or updating the document again. **It will be logged against your status history, however these notes will not print on the document.**

Specificatio	on status history			×
Specificat	ion Document S	tatus History		
Version ID	Opened for Editing	Set to Complete	Action Summary	Action By
10338	27/08/2013	03/09/2013	Information and notes on above project are printed on front page of specification.	Trish Croot
10385	03/09/2013		Go in and re-edit 5311	Trish Croot

Exporting / Printing your Specification

Remember that before you go to **export** your specification, there are a **couple of check list items for you.**

- 1. Have you set the document to complete? If it is not, the **DRAFT** logo will appear on the front page of the specification.
- 2. **Update** your project details to include relevant names, dates, addresses and notes as these all print out on the front sheet.
- 3. Make sure you have managed your Manufacturers Info and Contract Appendix sections and their documents are in the appropriate order.
- 4. Do you need any Export notes? These will appear on the cover page. (You could include version details, or customer name).

Interior Fitout - completed spec		
Overview Export	Update Contract Appendix Manf Info Map	
Output Options		
File Format:	PDF V	
Content:	Specification Document Only	
Style:	Compact •	
Work Sections:	17 of 17 Work Sections selected change	
Highlighting:	Hide all yellow text highlighting	
Cover Sheet		
Cover Sheet:	Medium Image + Project Details	
Print Header?	✓ reload default header	
Document Header:	Treehouse Architects	
Export Notes:		
	These notes will appear on the cover page of your document.	
	Export Now	

- You are now ready to export your specification as a PDF or MS Word document.
 Alternatively, you are able to view the document Online first.
- 6. Options for printing out your document are:
 - Specification Document only includes all Worksections
 - Contract Appendix Only uploaded contract information such as fire reports, PS1 and PS3's.
 - Full Specification & Contract Appendix exports both documents together.
 - Manufacturers Information all PDS and additional documents attached to the manufacturers info section manually.

Specification - Part 4 Only – this is the SELECTIONS Tab only which can be used as a project schedule.

Interior Fitout - completed spec		
Overview Export	Update Contract Appendix Manf Info Map	
Output Options		
File Format:	PDF V	
Content:	Specification Document Only Specification Document Only	
Style: Work Sections:	Contract Appendix Only Full Spec. Including Contract Appendix Manufacturer Information Only	
Highlighting:	Specification - Part 4 Only	
Cover Sheet		
Cover Sheet:	Medium Image + Project Details V	
Print Header?	reload default header	
Document Header:	Treehouse Architects	
Export Notes:		
	These notes will appear on the cover page of your document.	
	Export Now	

TIPS AND TRICKS!

NOTE: It is advisable to export and save your specification to your own server or hard drive at the milestone points of your project.

NOTE2: It is possible to Export into a Word document for editing further. The Masterspec Link tools can be switched on and used on any additional sections. Guidance notes cannot be viewed in previously downloaded sections. Any updates then made in word are NOT able to be imported back into NextGen2.

Print Specific Worksections

Nextgen2 is able to print specific Worksections rather than the complete document.

This is handy when sections have been revised and must be re-issued.

- Select the file format and content document type.
- On the EXPORT tab, click the **change** button.
- Select the Worksections that you would like printed.
- Select the cover sheet option, change your document header to reflect the details you would like printed on every page (especially useful for versioning), insert Export Notes if applicable, select **EXPORT**.

Overview Export	Update Contract Appendix Manf Info Map
Output Options	
File Format	DF 💌
Content	Specification Document Only
Work Sections:	29 of 29 Work Sections selected change
Cover Sheet	
Cover Sheet	Default
Print Header?	✓ reload default header
Document Header:	Treehouse Architects FURLONG Residential House 102164

Output Options		
File Format:	DF V	
Content:	Specification Document Only	
Work Sections:	29 of 29 Work Sections selected change	
	☑ 1013 Document Control	^
	☑ 1220 Project	
	☑ 1231 Contract	
	✓ 1232 Interpretation & definitions	
	☑ 1234 Documentation.	
	☑ 1237 Warranties	
	☑ 2221 Removing vegetation	
	2241 Excavation	\sim

Header Text

Customisable header text appears at the top of the page on all Worksection pages of the specification. (Not appearing on the title page or contents page).

1. Under the project Export TAB, you will see Print Header. By default the header will be printed on the document. To NOT print it, untick the box.

Interior Fitou	ut - completed spec
Overview Export	Update Contract Appendix Manf Info Map
Output Options	
File Format:	PDF 🔻 🔁
Content: Style:	Specification Document Only Specification Document Only Contract Appendix Only
Work Sections:	Full Spec: Including Contract Appendix Manufacturer Information Only Specification - Part 4 Only
Highlighting:	C Hide all yellow text highlighting
Cover Sheet	
Cover Sheet:	Medium Image + Project Details
Print Header?	✓ reload default header
Document Header:	Treehouse Architects
Export Notes:	
	These notes will appear on the cover page of your document.
	Export Now

- 2. The default header comprises of;
 - the practice name
 - the project name
 - the unique Masterspec ID
 - 8pt text, aligned right (see image below)



3. You are able to customise the text as required but not the standard output (alignment or font / size of font). To return to the default text, click reload default header at any point.

7: INTELLIGENT UPDATE MANAGER

Recognising when a Worksection (or Office Master) is out of date

Out of date Worksections or Office Masters are easily recognised with the warning icon in the work flow area. It is an indication that Masterspec has updated the Worksections.



Using the View Changes / Update Manager

The **Update Manager** lets you compare your specification section with latest Masterspec section side by side with your current section on the left, and to the far left a **'Quick View'** navigation panel to help you navigate directly to the changes.



You are able to view the changes by clicking View Changes.

View changes lets you compare the current (updated) and p current Masterspec section and your specification or Office N



inclusion, the red highlight is a deletion. Note that if you are using two screens, you can copy and paste any updated from here back into Nextgen2 clauses. This can be useful on heavily

236	1 Strip footings	-
_	asterspec Current v Previous My Office Master v Masterspec Current	E
1	GENERAL	
	If you have pre-customised this work section using the "questions and answers" provided as part of the downloading process, it may be necessary to amend some clauses to suit the final project-specific version.	
3.2	SOIL BEARING To NZS 3604 or NZS 4229, Section 3, Site Requirements. All soil bearing surfaces of footings shall be horizontal and may be stepped to accommodate variations in cleared ground level. Bearing shall be upon solid bottom in undisturbed good ground to NZS 4229 and NZS 3604 or NZS 4229, or firm fill with a "Statement Of Suitability" to NZS 4431. This cloude is also suitable for NZS 4229 and NZS 3604 have sirtually identical requirements. Modify or expand on this clause to suit project conditions. Test, observations or calculation results should be reflected here. Note: Limited expansive soils/clay are allowed under NZS 3604. Section 17, Expansive soils, however specific engineering design is recommended for these conditions. Note: In Canterbury Earthquake Region there are additional requirements for good ground to NZEC B1/AS1, modify the clause to suit.	
3.3	DEPTH OF FOOTINGS As shown on drawings with minimum depth of footings below cleared ground level either Te, to <u>NZS 3604 or NZS 4229</u> , clause 3.4.2. 200mm. eff To <u>NZS 4229</u> 3.3.2.	

customised clauses.

Update Manager



The action below are instantly applied to the	Les Congenes 2/66/2010	Miniterspec Work Section Martini up to show differences with your Specification	Last Publisher Dy
4231 FIBRE CEMENT SHEET CLADDING		4231 FIBRE CEMENT SHEET CLADDING	
Sources S	ification	IN CREAK Synchrone one conclusions and any one synchronization is any one of the concentration of the annexes of the synchrone concentration of the annexes of the synchrone concentration of the annexes of th	To produce by remaining any other are well allefs and any groups.
	uphod fire specification.	Part of an evolution control products INCLATE OFFICE INCLATE OFFICE Resets 6 - 400 Resets 6 - 400 Res	Updale Manager Mark-up Instantion Instantiation and Directions This function Se assert to your Office Martine
The following abbreviations apply specifically to this section: FIRE Pre-initiations rating TTC Bound transmission calas New perversi secture (22) INTERVISET.FATCIN & ECHNITICHES for abbreviations used throughout the specifical		The following abbreviations apply specifically to this section: FRR Fire resultances tading STC Bound transmission class Refer general section 1222 WTEE/WHEE/ATD/W & DEF/WTE/ATD/	Actions Available
Documents	II omite.	Decaments	Action Explanation Button
REATED DOCUMENTE for it a fait classe seafed		HEATED DOCUMENTS Read-Hall assume medial	The same clause is in BOTH Work Sections, but with OFFERENCES. Claicing this buffon will replace the Office Master clause with the Masteriope clause content, per the
			marked-up differences.

- 1. To the far right is the **KEY**, which displays a window explaining the mark-up code and the actions available.
- 2. **Identical** the Worksections are exact word for word and numbered correctly. There is nothing to do here.
- 3. **Text highlighted in orange** are sections that are different from Masterspec to your specification. It is advisable to read through the differences and choose to overwrite or not. Text highlighted in orange is more of a critical update.
- 4. Text highlighted in **yellow** can be inserted. (Yellow text clauses are often removed under the Q&A process). In a specification document, it maybe that these sections are not valid for your particular project. Take care if reinserting these sections, you may also need to **complete any tildes** once you have finished with the Update Manager.
- 5. Whole clause (highlighted in red), states that the clause has been deleted from the Masterspec Worksection. To apply this deletion to your own Worksection, click Delete Clause. The exception to this is where you have added a customised clause to your own Worksection. At this point, a decision will be made on whether you are editing, deleting or keeping the customised clause based on the relevance.

8: OFFICE MASTERS

What are Office Masters?

This is a collection of Worksections that have been combined into a single document, with majority of the customisation already applied, and then saved as a template for later use. When a new project comes up, you can use your saved Office Master and immediately be well on the way to a completed specification document.

It is advisable to have only senior or competent staff edit and maintain an Office Master. Office Masters however are able to be downloaded by all users for review and use in their

TIP

The quantity of Office Masters should be limited within a practice due to the amount of maintenance it may require at the beginning of the month when the updates from Masterspec are published. A typical month may require up to half an hour maintenance on each Master.

specification.

Building Office Masters

If you are building an Office Master containing all the Worksections that you would use as a practice, it is more efficient to have two; a current version and a draft version. The current Office Master contains sections that are finished and complete, while the draft contains Worksections you are in the process of building. Therefore, when you download the current Office Master to use on a project, none of the draft Worksections are downloaded.

When completing a Worksection under the Draft Office Master, you can then add it to the current Office Master by simply editing and adding the new Worksection from the Office Master library.

masterspec					
Masterspec Systems	Office Masters	Office Projects			
2016 New Residential General Sections 2016 Residential Electric, Coms, Alarms 2016 Structural Low Rise					
2016 Tanking Master 2017 Landscape for Public Areas					

TIPS AND TRICKS When creating Office Masters, use the <u>Note Tool</u> function for practice notes or instructions.

Recognising Out of Date Office Masters

1. If an **Office Master is out of date** there are three areas where you are notified and it is advisable not to use it till the required maintenance is done.

Refer to Updating an Office Master using the Update Manager.

Office Master Office Master Scommercial Warehouse Master	Commercial Warehouse Master (Office Master)					
Specification Work Sections	Overview Export					
1220 Project						
🗹 1235 Shop drawings	Office Masters		<u>Manage</u>	Rasterspec updates available more		
3124A Aquron 2000 cure & seal moisture pro	Abbott Warehouse	Last update	🥖 EDITING			
🗹 3130 Precast concrete		02/09/2013		Specification Document		
3155 Raft Floor System	Commercial Warehouse Master	Last update 02/09/2013	🤌 EDITING	Commercial Warehouse Master		
3155 Raft Floor System mine	Mastic Waterproofing	Last update	🥖 EDITING	Author:		
3155E Firth Ribraft Floor System		30/04/2013		Created: 15 April 2013		
A 3162HH Hebel Supercrete Commercial &	Meuchatel Mastic Roof	Last update 13/08/2013	🥖 EDITING	Masterspec updates available: 8		
3321F Firth concrete masonry	P&G	Last update	COMPLETE	Description of Work Section Content:		
4161B Bradford Foils		10/07/2013		Basic Enclosure WBoard		
4221HH Herman Pacific Horizontal Cedar Cla	Precast Building	Last update 21/08/2013	nter editing	Intended Usage: Commercial Auckland		



masterspec	Home Projects Office Masters My Details More	
Project Details		
Туре:	● Existing Project ○ New Project	
Project:	Select Project 💌	
Specification Details		
Specification Name:	Projects that will only have a single Specification Document should use the default value of 'Project Specification'. Otherwise a descriptive name should be entered.	
Author:	Trish Croot	
Create specification from:	Start blank Clone an Office Master Clone an existing Specification Document Select Office Master Spec - new master	
Notes	school Treehouse OM Brick Earth * Treehouse OM P&G Commercial Treehouse OM P&G Sections * Treehouse OM Warehouse V	An out of date Office Master will show with an asterix * when you go to Clone an Office
		Master

You are able to Export an Office Master to a PDF document for checking and printing.

Creating a New Office Master

It is the same process as creating a new specification, you must populate the work flow area with Worksections by adding them from the Masterspec Library or creating a custom section.

Only users with permission have the Office Masters tab allowing creation and updating of the Office Masters.

		Office Master Setup	
To crea	te an Office Master;	Office Master Title:	•
1.	Click on Office Masters tab	Description of Work Section Content:	~
2.	Select New Office Master , fill in the required fields and click	Intended Usage:	
	Add.		Add Return to Office Masters

- 3. It will join the list of existing Office Masters. At this stage you are now able to edit your Office Master as you would in a specification document.
- 4. Click **Show Detail** > **Edit Content** to begin editing your Office Master.

masterspec Armen Poyeds Color Masters	9 .	Trish Croot Log out
Create a NEW Office Master. Create a new specification template that is specially tailored to suit your business.		
Treehouse OM Brick Earth (Office Master)		Show detail
Treehouse OM Commercial Warehouse (Office Master)		
Treehouse OM P&G Commercial (Office Master)		
Treehouse OM P&G Sections (Office Master)		
Treehouse OM Warehouse (Office Master)		

- 5. Populate the work flow section on the far left hand side by adding Worksections either from Masterspec Systems or alternatively, you are able to add already existing Office Masters Worksections from under the tab as highlighted.
- 6. For further information on how to edit an Office Master, refer to sections Create a new Specification and Edit a Section. It is the same principle for specification editing a s it is editing Office Masters. Refer to Intelligent Update Manager for keeping Office Masters updated with the Update Manager tool.

masterspec	Projects Office Masters	My Details	D Support					
Office Master 2016 Residential Electric, Coms, Alarms	2016 Residentia	l Electric, C	Coms, Alarms	(Office Master)		mas	terspec search	GO
Specification Work Sections	Overview Export							Office Projects
🗹 🛕 7673 Split Unit Heat Pump Systems						2016 Resid	ential Electric, Coms, Alarms	
🗹 🛕 7701 Electrical Basic	Office Masters		Manage	Asterspec updates available	e <u>more</u>	AMas	terspec updates available	more
🗹 🛕 7817 Communications Cabling Residential	Contractions 2016 New Residential General Sections	Last update 10/02/2017	🥖 EDITING	Specification Document		A 7673	Split Unit Heat Pump Systems	٩
7836 Intruder detection systems	2016 Residential Electric, Coms. Alarms	Last update 15/07/2016	COMPLETE	2016 Residential Electric, Coms, Al	arms	🛕 7701	Electrical Basic	م
	2016 Structural Low Rise	Last update 10/08/2016	🥖 EDITING	Author: Created:	15 July 2016	A 7817 7836	Communications Cabling Residential Intruder detection systems	م م
	2016 Tanking Master	Last update 22/11/2016	🖋 EDITING	Updated: Masterspec ID: Version ID:	15 July 2016 10001 48425			
	2017 Landscape for Public Areas	Last update 26/04/2017	🥖 EDITING	Masterspec updates available:	3			
	Foundations Office Master	Last update 23/02/2017	🥖 EDITING	Description of Work Section Content: Intended Usage:				

Cloning a Specification to an Office Master

As an option for specifiers, Masterspec offers the ability to clone an existing specification into an Office Master. Office Masters are created around repeatable specification. The reasons we might do this are;

- A streamlined way to create an Office Master from an already completed specification
- Bespoke Worksection

It will be necessary to edit the Office Master to ensure that **no project specific information** exists.

- 1. Click TAB Office Masters, Office Masters Manage.
- 2. Click Create NEW Office Master.

masterspec	Home Projects Office Masters My Details
Office Master Se	tup
Office Master Title:	*
Description of Work Section Content:	
Intended Usage:	
Create Master from:	Start blank Image: Clone an existing Specification Document Select Spec Image: Clone an existing Specification Document
	Add Return to Office Masters

- 3. Chose the option **Clone an existing Specification Document.** Define the original specification you are cloning in the drop down box.
- 4. Click Add. The system will establish a new Office Master and bring through any flagged updates that may be required. Continue to create / edit as you would normally, remembering to use the tilde~ where information is required.

NOTE: At this point you may delete some of the Worksections from the new Office Master if you don't need them. The Worksections will be required to be edited from "project specific" to generic.