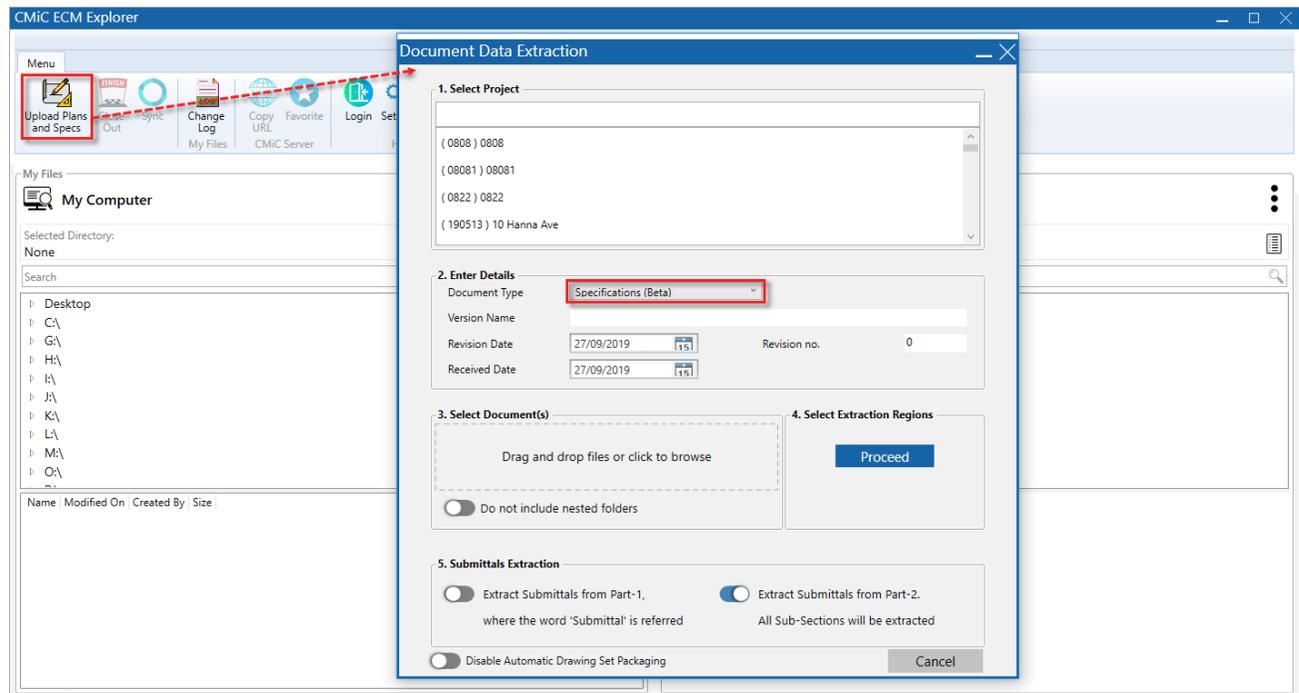


Specifications Extraction – Quick Guide



The specifications extraction feature in CMiC ECM Explorer extracts specification details from a project manual/specifications book to automatically generate a submittal log in CMiC Field. In CMiC ECM Explorer, click on the Data Extraction icon () to open the Document Data Extraction pop-up window. See the [Overview – Document Data Extraction](#) section in this guide for further details.

Once a project has been selected, set the Document Type field to “Specifications (Beta)” to perform a specifications extraction.

Performing a Specifications Extraction

Step 1: Preparing a Specifications Document for Extraction

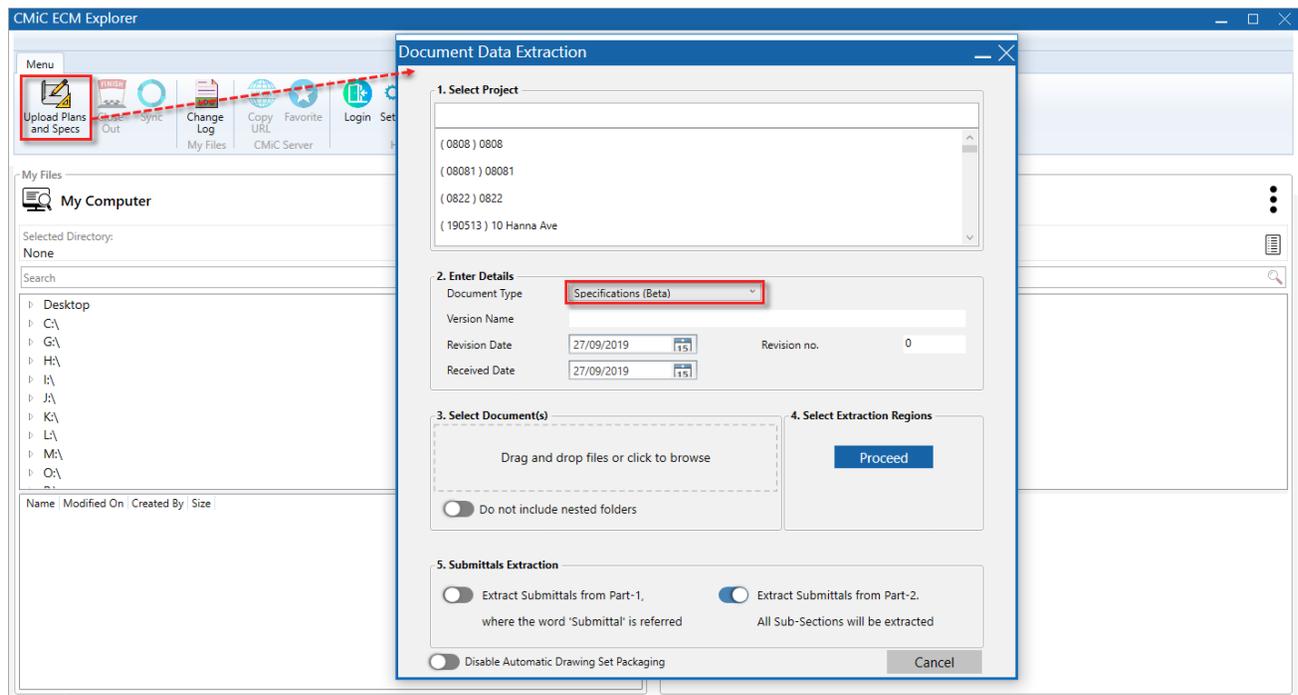
<p>2.5 MORTAR AND GROUT MATERIALS</p> <p>A. <u>Portland Cement-Lime Mix</u>: Packaged blend of portland cement and hydrated lime containing no other ingredients.</p> <p>B. Mortar Pigments: Natural and synthetic iron oxides and chromium oxides, compounded for use in mortar mixes and complying with ASTM C 979/C 979M. Use only pigments with a record of satisfactory performance in masonry mortar.</p> <ol style="list-style-type: none">1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to the following:<ol style="list-style-type: none">a. Davis Colors.b. Euclid Chemical Company (The); an RPM company.c. Lanxess Corporation.d. Solomon Colors, Inc. <p>C. Aggregate for Mortar: ASTM C 144.</p> <ol style="list-style-type: none">1. For mortar that is exposed to view, use washed aggregate consisting of natural sand or crushed stone.2. For joints less than 1/4-inch thick, use aggregate graded with 100 percent passing the No. 16 sieve.3. White-Mortar Aggregates: Natural white sand or crushed white stone.4. Colored-Mortar Aggregates: Natural sand or crushed stone of color necessary to produce required mortar color. <p>D. Cold-Weather Admixture: Nonchloride, noncorrosive, accelerating admixture complying with ASTM C 494/C 494M, Type C, and recommended by manufacturer for use in masonry mortar of composition indicated.</p> <ol style="list-style-type: none">1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to the following:<ol style="list-style-type: none">a. BASF Corp. - Construction Chemicals.b. Euclid Chemical Company (The); an RPM company.c. GCP Applied Technologies Inc. (formerly Grace Construction Products). <p>E. Water: Potable.</p> <p>2.6 REINFORCEMENT</p> <p>A. Uncoated Steel Reinforcing Bars: ASTM A 615/A 615M or ASTM A 996/A 996M, Grade 60.</p> <p>B. Reinforcing Bar Positioners: Wire units designed to fit into mortar bed joints spanning masonry unit cells and to hold reinforcing bars in center of cells. Units are formed from 0.148-inch steel wire, hot-dip galvanized after fabrication. Provide units designed for number of bars indicated.</p> <p>CONCRETE UNIT MASONRY</p> <p>042200 - 6</p>
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Sample of a specifications document

Prepare a PDF file of the specifications document. This is the document from which specification details will be extracted to generate a submittals log. As shown in the above screenshot, the “Concrete Unit Masonry” on the bottom left of the page is the specification section, the “2.5 Mortar and Grout Materials” is the sub-specification section, and the “Portland Cement-Lime Mix” is the submittal. Each bullet point under the specification section will be uploaded as a submittal during the specifications extraction process.

NOTE: Ensure a colon is placed after the submittal name (as shown in the above screenshot) to separate it from the description during the specifications extraction process.

Step 2: Document Data Extraction



In CMiC ECM Explorer, click on the Data Extraction icon () to open the Document Data Extraction pop-up window. After selecting a project in the Select Project section, change the Document Type field in the Enter Details section to “Specifications (Beta)”, as shown in the above screenshot.

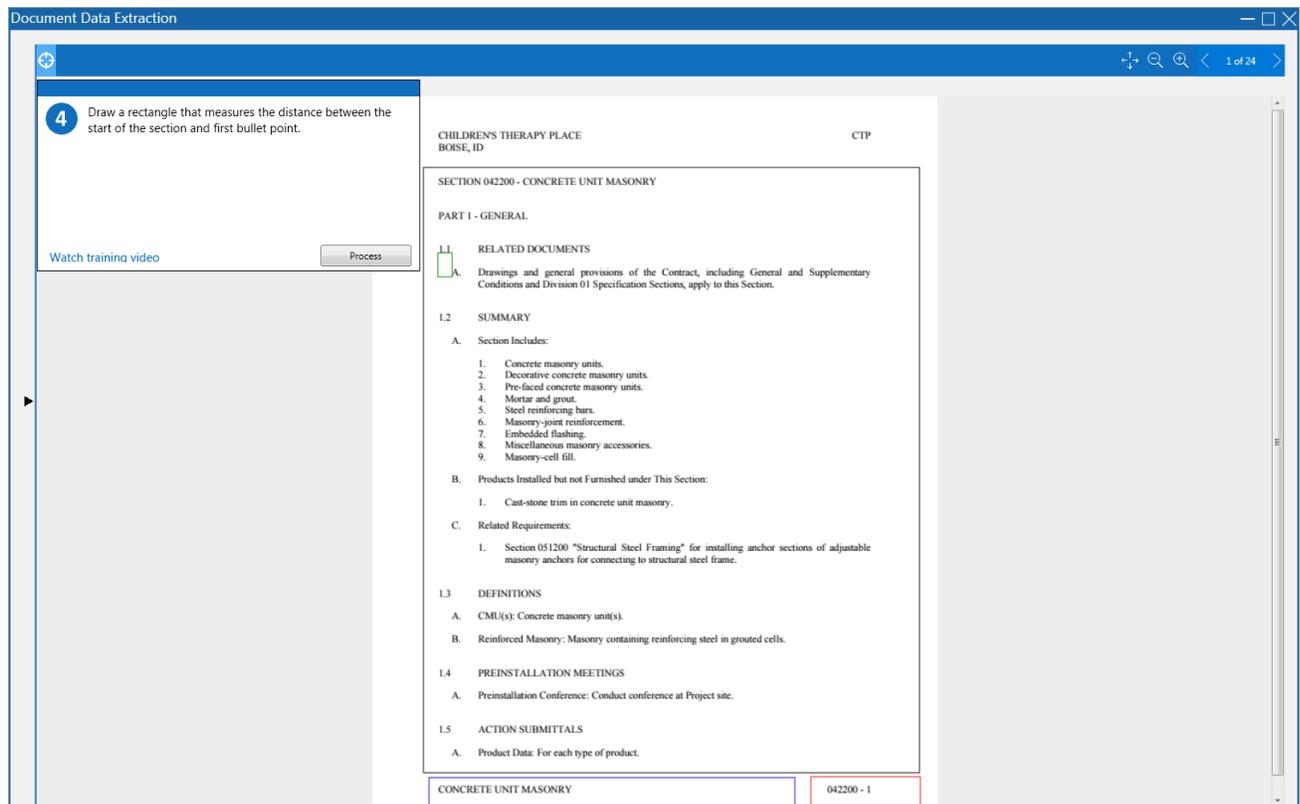
The Submittals Extraction section will then appear on the bottom of the window with two toggles, Extract Submittals From Part-1 and Extract Submittals From Part-2. By default,

Extract Submittals From Part-2 toggle is enabled and the Extract Submittals From Part-1 toggle will be disabled.

In the Select Document(s) section, the user can drag and drop files into the region if Windows Explorer is already open, or click it to open the Windows Explorer window, where they can browse and select files.

Click the **[Proceed]** button under the Select Extraction Region section once a specification document has been selected.

Step 3: Select Extraction Regions



The user will be prompted to draw four boxes for the specification number, specification name, the content frame, and the distance between bullet points, as shown in the above screenshot. When drawing each box, make sure to draw it large enough to capture all of the text for each region.

NOTE: For each step in the selection process, there is a Watch Training Video link available that will display a video demonstrating the drawing/selection process.

Specification Number

A red box will be used to draw around the specification number.

Specification Name

A blue box will be used to draw around the specification name.

Content Frame

A black box will be used to draw around the content frame. This tells the tool where the main content is and ignores the header and footer of the document.

Distance Between Bullet Points

A green box will be used to specify the distance between each bullet point. This tells the system how much space there is between the main header and subsequent bullet points. It uses the spacing to grab each sub-bullet point as a new submittal.

NOTE: The green selection box needs to be touching the bullet point.

Step 4: Grid View

	Sheet Label	Sheet Title	Label	Sheet Name	Design	Designer	Section	Section	Revision	Revision Date	Version
1	042200 - 1	CONCRETE UNIT MASONRY	42200	CONCRETE UNIT MASONRY					0	13/05/2019	
2	051200 - 1	STRUCTURAL STEEL FRAMING	051200	STRUCTURAL STEEL FRAMING					0	13/05/2019	
3	053100 - 1	STEEL DECKING	053100	STEEL DECKING					0	13/05/2019	

Once the extraction regions have been selected and processed, the Grid View shows that the pages have been separated and the user can edit each column like drawings. The first two columns are snapshots of the sheet name and label, while the rest of the columns can be edited.

Allow Multi-Select – Toggle

Switch this toggle on to enable multi-select. Once enabled, the following icons will become available:



– This icon will delete selected sheets.



– This will update the column text for the selected sheets.



– This will trim the column text for the selected sheets.



– This will append the column text for the selected sheets.



– This will allow the user to specify extraction regions for the selected sheets.



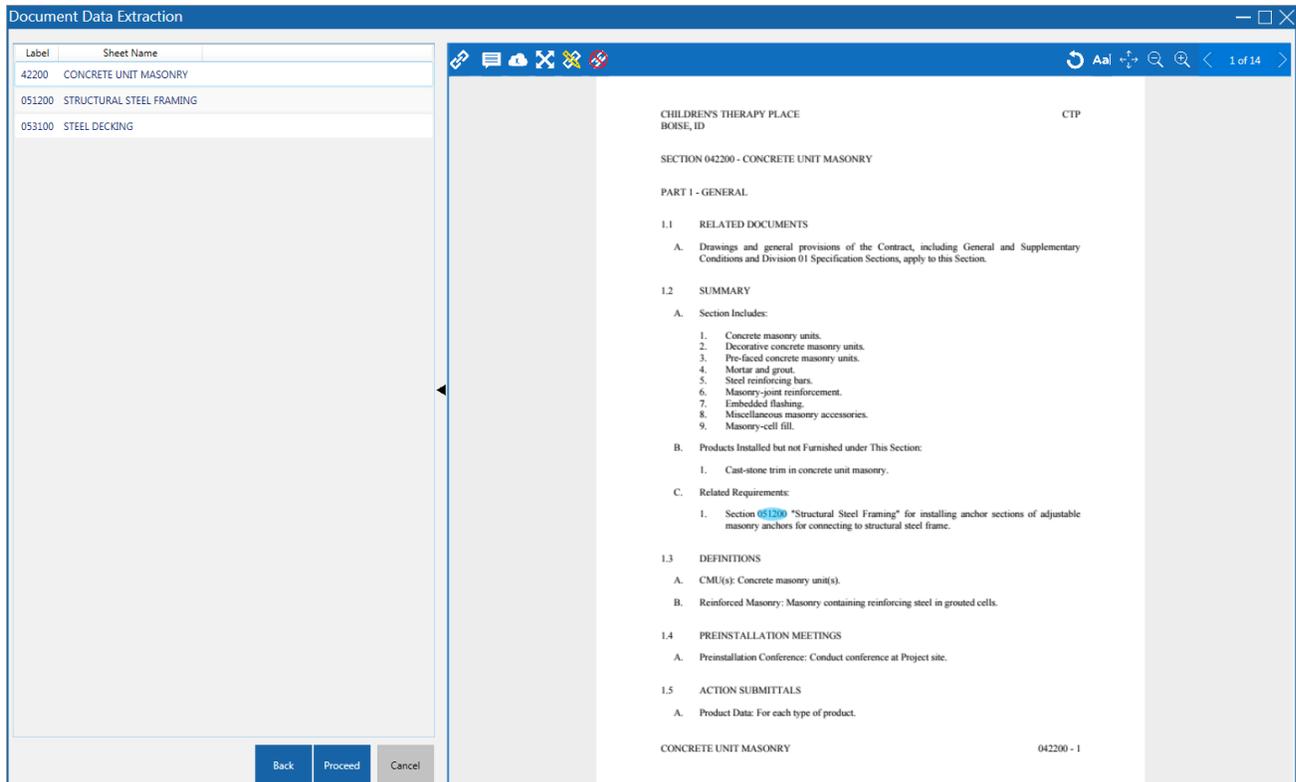
– Rotate the selected sheets left.

 – Rotate the selected sheets right.

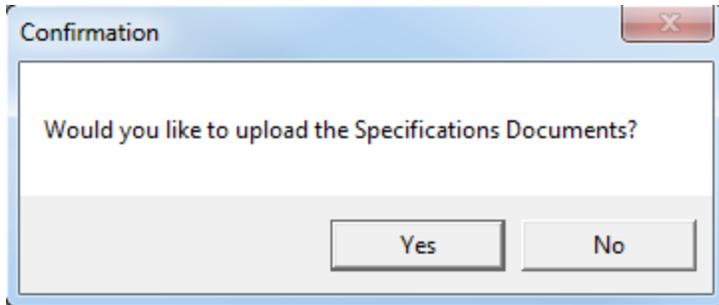
 – Combine the selected sections.

Click [**Validate**] when editing is complete. Once the data has been validated, the [**Link Files**] button will appear. Click this button to place hyperlinks on matching sheet labels.

Step 5: Linked Files

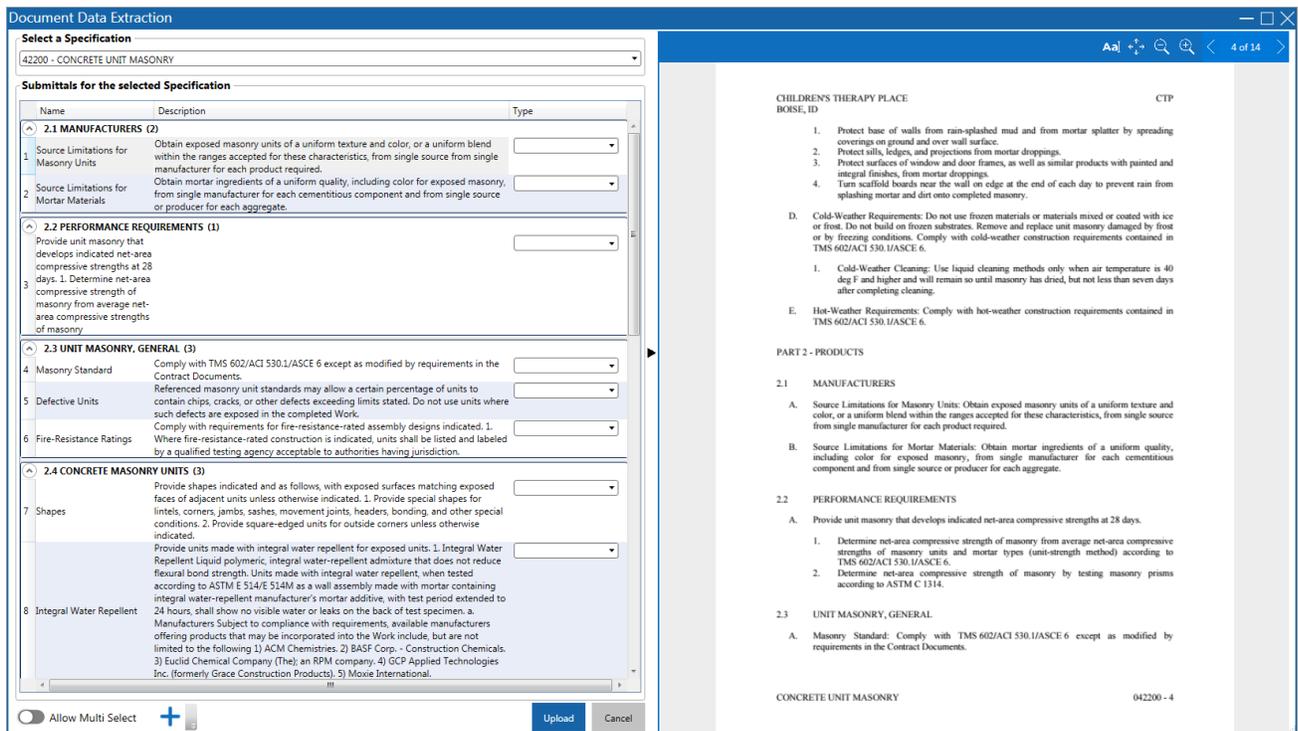


Once the hyperlinks have been processed, a list of labels will appear on the left-side panel and the user can click each label to view the sheets available on the right-side panel, as shown in the above screenshot. When the [**Proceed**] button has been clicked, the following Confirmation pop-up window will appear.



It is recommended to click [No] to open up edit mode after processing, as clicking [Yes] will auto-create the submittals for the user.

Step 6: Editing Submittals for the Specification



This screen allows the user to edit the Name, Description, and Type fields for the submittals.

The Add New Submittal icon (), found near the bottom left corner of the window, allows the user to create a new submittal and add it to the specification section under any of the sub-specification sections. Each sub-specification section shows how many submittals it contains in brackets. Once editing is complete, click the [Upload] button. The submittals will

appear in CMiC Field > Document Management > Submittals and can be found using the Spec. Section column.

Step 7: Submittals

Once the upload process is complete, navigate to the Submittals screen found in CMiC Field > Document Management. The submittals that were processed can be found in the Spec. Section column.

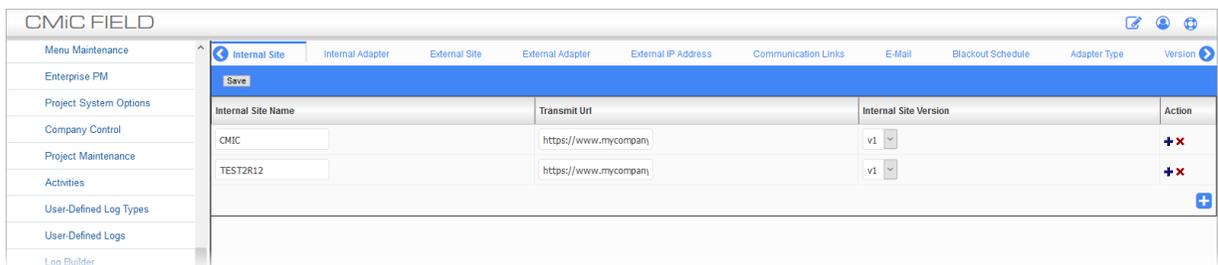
Setup

RTI Settings

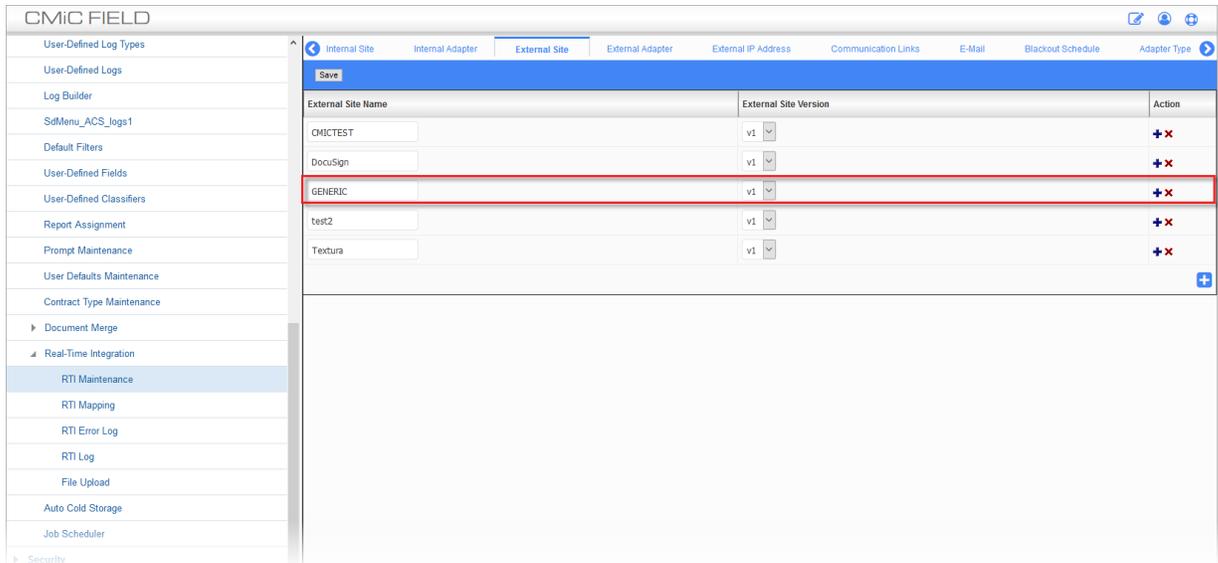
The following RTI setup is required on the RTI Maintenance screen in CMiC Field and on the General tab of the ECM Explorer Settings screen.

CMiC Field

1. Navigate to CMiC Field > File Maintenance > Real-Time Integration > RTI Maintenance.
2. In the Internal Site tab, add a new item called “CMiC”, as shown in the screenshot below.



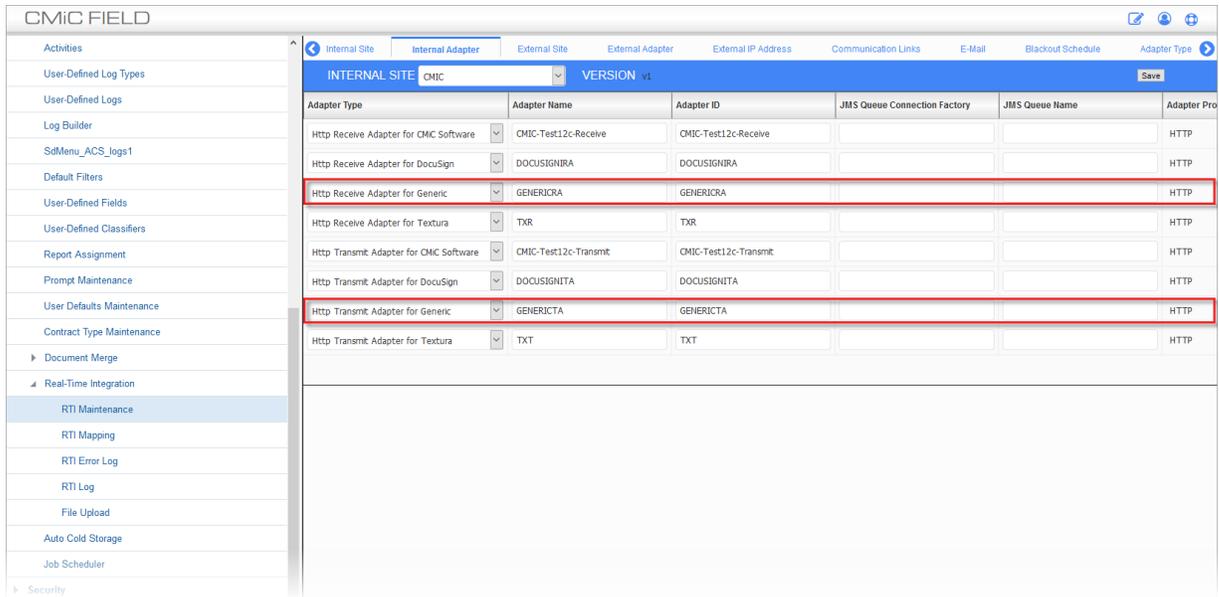
3. In the External Site tab, add a new item called “GENERIC”.



RTI Maintenance; standard Treeview path: *File Maintenance > Real-Time Integration > RTI Maintenance – External Site tab*

4. In the Internal Adapter tab, set the following for each adapter type:
 - Http Receive Adapter for Generic: GENERICRA
 - Http Transmit Adapter for Generic: GENERICTA

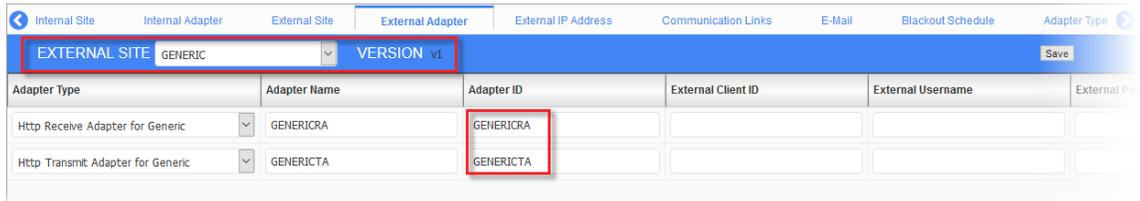
NOTE: If the “CMiC” option is missing from the Internal Site drop-down list and there is no option to add a new row, click the [**Save**] button.



RTI Maintenance; standard Treeview path: *File Maintenance > Real-Time Integration > RTI Maintenance – Internal Adapter tab*

5. In the External Adapter tab, set the following for each adapter type:

- Http Receive Adapter for Generic: GENERICRA
- Http Transmit Adapter for Generic: GENERICTA

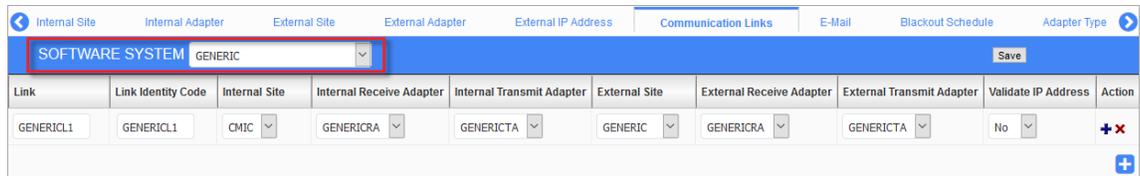


RTI Maintenance; standard Treeview path: *File Maintenance > Real-Time Integration > RTI Maintenance – External Adapter tab*

6. In the Communication Links tab, make the following changes to each field:

- Change Software System to “Generic”
- Link: GENERICL1
- Link Identify Code: GENERICL1
- Internal Site: CMIC
- Internal Receive Adapter: GENERICRA

- Internal Transmit Adapter: GENERICTA
- External Site: GENERIC
- External Receive Adapter: GENERICRA
- External Transmit Adapter: GENERICTA
- Validate IP Address: No



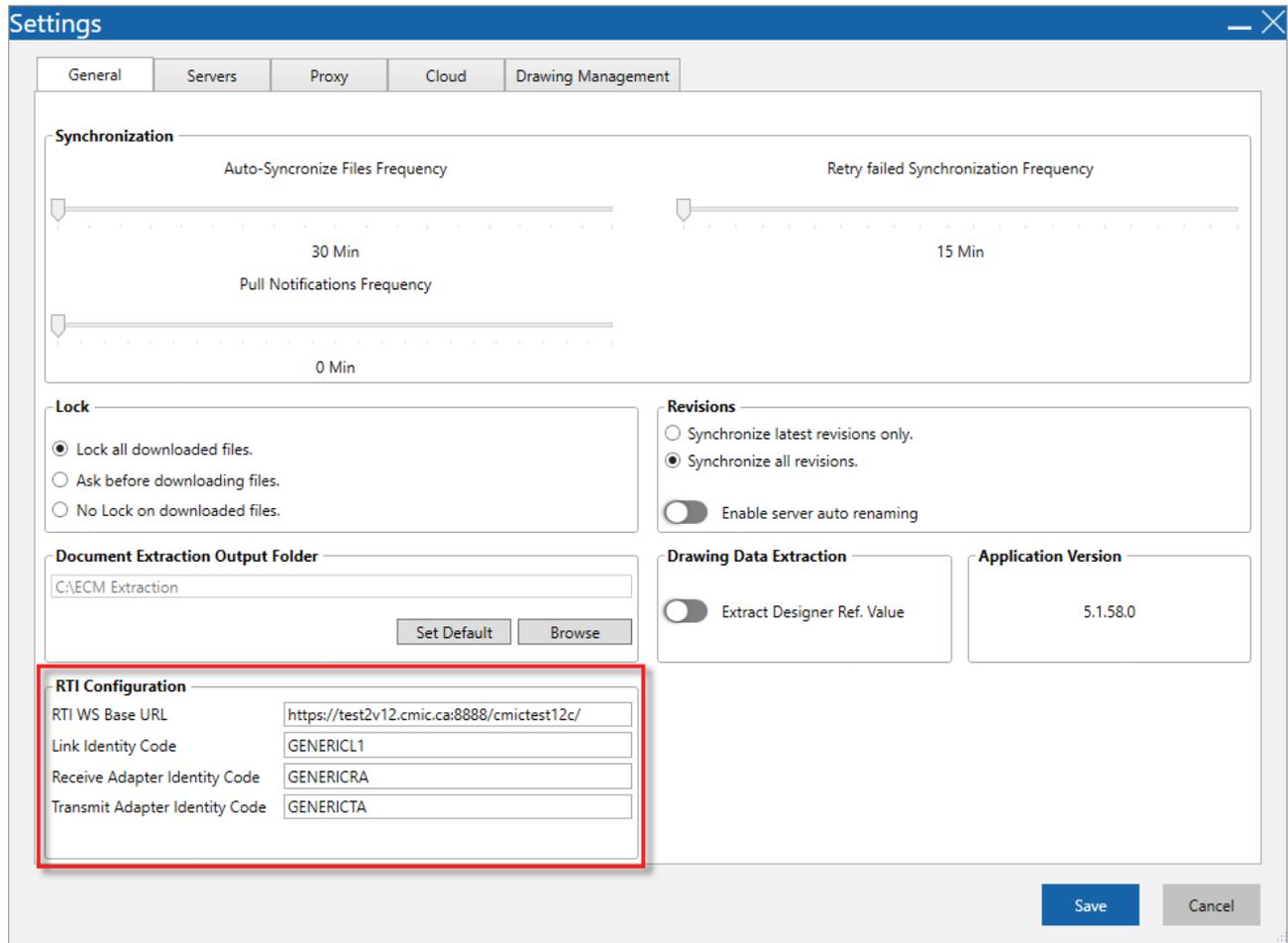
Link	Link Identity Code	Internal Site	Internal Receive Adapter	Internal Transmit Adapter	External Site	External Receive Adapter	External Transmit Adapter	Validate IP Address	Action
GENERICL1	GENERICL1	CMIC	GENERICRA	GENERICTA	GENERIC	GENERICRA	GENERICTA	No	+ x

*RTI Maintenance; standard Treeview path: File Maintenance > Real-Time Integration > RTI Maintenance
– Communication Links tab*

ECM Explorer

In the ECM Explorer Settings' General tab, navigate to the RTI Configuration section.

1. RTI WS Base URL: `https://[environment]/`
e.g. `https://test2v12.cmic.ca:8888/cmictest12c/`
2. Link Identity Code: GENERICL1
3. Receive Adapter Identity Code: GENERICRA
4. Transmit Adapter Identity Code: GENERICTA



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