SpecLink Cloud

Getting Started Guide for LANL Users

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Revision Control Log

Rev.	Description of Change	Date
0	Initial Issue	3/27/2025
1	Revised to align with setup of LANL Office Master (2026) and changes to SpecLink Cloud v. 2026.1.15	4/15/2026
1.1	Updated paragraph 1.13, Section 6.0, subparagraph 9.2.d.i, added a note to paragraph 9.3.b, added PDF attachment naming nomenclature in paragraph 10.10.a, added reference to project master name nomenclature in subparagraph 10.10.c.iii, added guidance in subparagraph 11.2.b.iii.13), updated report options in 13.2.b	06/24/2026

1.0 What to Know Before Starting in SpecLink Cloud

1.1 Text in blue in this guide applies to the LANL Office Master.

1.2 Use Microsoft Edge to access SpecLink Cloud (Firefox and other web browsers may not work as well). LANL Office Master is setup for best user-experience using Microsoft Edge.

1.3 Bookmark the SpecLink Cloud website (https://slc.bsdspeclink.com/#/) for easy access.

1.4 To access SpecLink Cloud, LANL users need to be added to the account by the LANL SpecLink License Manager (speclinkaccess@lanl.gov), if you haven't received the Welcome Email (see Section 4.0).

1.5 If you forget your password to access SpecLink Cloud, see Section 5.0.

1.6 For training videos on how to use SpecLink Cloud to create a project, add team members, send project, edit sections, attach PDF documents, print or export sections, comment and create reports etc., see Section 2.0. If you don't want to watch the training videos, you can learn the basics by referring to Sections 7.0 to 14.0 in this guide. The best way to learn how to use SpecLink Cloud is by using the software, attending the UTrain SpecLink 4-part courses, and use this guide as a reference/starting point.

1.7 To get help with SpecLink Cloud, see Section 3.0. Always refer to the RIB SpecLink Guide online for current/up-to-date information[1]. Information included in this guide is to help the user get started with using SpecLink Cloud but contains limited information.

1.8 LANL Office Master is set up differently from the RIB Office Master. See Section 6.0 for more details. LANL Office Master includes LANL Master Specifications, RIB Specifications and others. LANL Master Specifications include "LANL" in the title.

1.9 Always create a Project Master (to develop a project specification package) by selecting the option to create an "Active Project" by "Copy from Office Master". It is recommended to change the status of the project to "Private" to limit access to select project members. In addition, it is strongly recommended to uncheck the "Enhance competitive bidding" box under Permissions in Summary Info.

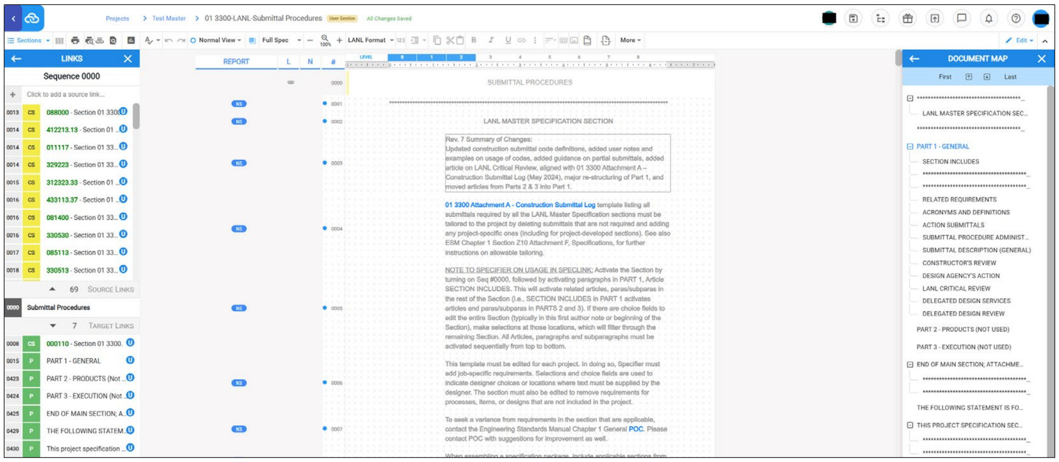
1.10 To determine whether to "Send" or "Share" the Project Master to an External Design Agency (external contributor), refer to the following:

a. Sharing project is best if the External Design Agency will not be importing their sections into the Project Master. LANL can share the Project Master with read/write access and will maintain full control over the Project Master.

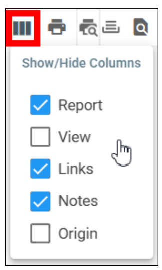
b. Sending project is best if the External Design Agency uses their own sections and LANL sections. The External Design Agency would create their own Project Master, import the required LANL sections, and then share their Project Master with LANL with "Can Comment" option (this allows LANL to view and comment only).

1.11 For the best setup of the SpecLink Cloud window when editing specification sections, follow these recommendations:

[1] RIB Guide content included in this document with RIB's written consent (Feb 25, 2026)

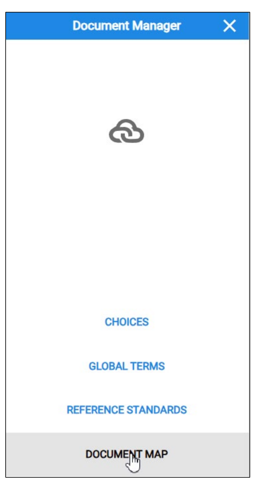


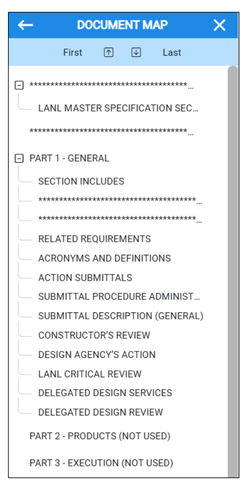
a. Using the Show/Hide Columns, check boxes for “Report” to view tags, Links to view links and Notes to view project notes (NOTE: Notes column is not currently being used in the LANL Office Master but may be in the future).



b. Select the Link icon  corresponding to the paragraph that you are editing in the section. This will open the Links menu and show the links associated with that specific paragraph (not required but can be helpful to see the links built into SpecLink Cloud when editing the section).

c. Keep the Document Manager on the right open, with the Document Map selected. This will provide a table of contents of the section and help to navigate between Parts and Articles.





1.12 To edit specification sections, you need to understand basic terminology used and the interface in SpecLink Cloud as well as the color codes and symbols. See Sections 7.0 and 8.0 for more details.

1.13 When editing specification sections, the Section can be activated by turning on Seq #0000. Subsequently the user must activate the pertinent paragraphs and/or subparagraphs in Article *Section Includes* in Part 1. This will activate related articles, paragraphs and/or subparagraphs in the rest of the Section. If there are choice fields to edit the entire Section (typically in the first author note or beginning of the Section or at first occurrence in Section), make selections at those locations, which will update the rest of the Section. All articles, paragraphs and subparagraphs must be activated sequentially from top to bottom, unless noted otherwise. Avoid deleting content (unless required); instead deactivate content that is not needed.

1.14 Only one user can edit a specification section at a time. To avoid locking a specification section (and to allow other users to edit the specification section), it is critical to close a section, followed by closing out a project and then logout. See Section 14.0 for details.

1.15 Always remember to logout of SpecLink Cloud when not actively using it. This avoids corruption of the data in the Sections and helps to accurately track usage of the software for managing licenses.

2.0 Training Videos

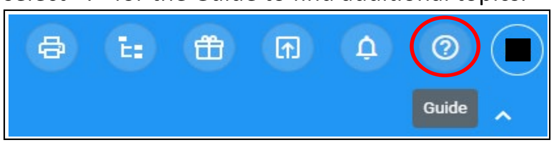
2.1 To access SpecLink On-demand training (without logging into SpecLink Cloud):
NOTE: These are generic trainings provided by RIB that are based on the RIB Office Master and are helpful to get started in SpecLink Cloud. See Section 6.0 for differences between LANL and RIB Office Masters. For LANL-specific training, see paragraph 2.3.

a. SpecLink Cloud Essentials (1 hr): https://bsdsoftlink.wistia.com/medias/q76o9sjfez ***(Recommended)***

b. SpecLink Cloud New User Training (3 hrs): https://bsdsoftlink.wistia.com/medias/2di2sldnct

2.2 To access SpecLink training videos on various topics (requires logging into SpecLink Cloud):

a. Login to SpecLink Cloud and click on the links below. From the top of the Dashboard, select “?” for the Guide to find additional topics.



i. Changing Your SpecLink Cloud Password
ii. Send Project in SpecLink Cloud
iii. SpecLink Cloud Quick Start Lesson #1: Create a New Project – Review Project Settings – Activate Sections – Activate & Edit Paragraphs
iv. Adding Team Members to Private or Hidden Projects in SpecLink Cloud
v. Opening Sections in Multiple Browser Tabs
vi. Activating Paragraphs in SpecLink Cloud
vii. Basic Editing in SpecLink Cloud
viii. Managing the Document Library in SpecLink Cloud
ix. Commenting in SpecLink Cloud
x. Generating the Comments Report in SpecLink Cloud
xi. Printing and Exporting Document Drafts in SpecLink Cloud
xii. Printing and Exporting Documents in SpecLink Cloud
xiii. Closing a Section and Project in SpecLink Cloud
xiv. Managing Locked Sections in SpecLink Cloud

2.3 UTrain courses based on the LANL Office Master (must be attended sequentially) ***(Recommended)***:

a. UTrain Course #**62386**, Introduction to SpecLink Cloud, Part 1: Covers specification format, SpecLink Cloud basics, and setup of the LANL Office Master.

b. UTrain Course #**62389**, Introduction to SpecLink Cloud, Part 2: Covers the basics of developing project specification packages using SpecLink Cloud.

c. UTrain Course #**62391**, Introduction to SpecLink Cloud, Part 3: Covers additional topics for developing project specification packages using SpecLink Cloud.

d. UTrain Course #**62392**, Introduction to SpecLink Cloud, Part 4: Covers example Sections from the LANL Office Master in SpecLink Cloud.

3.0 Getting Help

3.1 For technical questions related to SpecLink Cloud, refer to the RIB *SpecLink Guide* online or reach out to the RIB Support Team. *Always refer to the RIB SpecLink Guide online for current/up-to-date information. Information in this guide is to help get started with using SpecLink Cloud but contains limited information*.

a. Login to SpecLink Cloud. From the top of the Dashboard, select "?" for the Guide

OR

b. Phone Support at (800) 266-7732

Hotline hours are Monday through Friday, 8:30 AM - 8:00 PM Eastern Time

OR

c. Email Support: Email 24/7 at support.usa@rib-software.com. You will generally receive a response within 1 business day.

3.2 For technical questions related to the LANL Office Master, *reach out to the discipline POC and the Engineering Standards Team*. To share feedback or suggestions:

a. Use Suggested Change or Request Clarification Link (LANL only) on the Engineering Standards website.

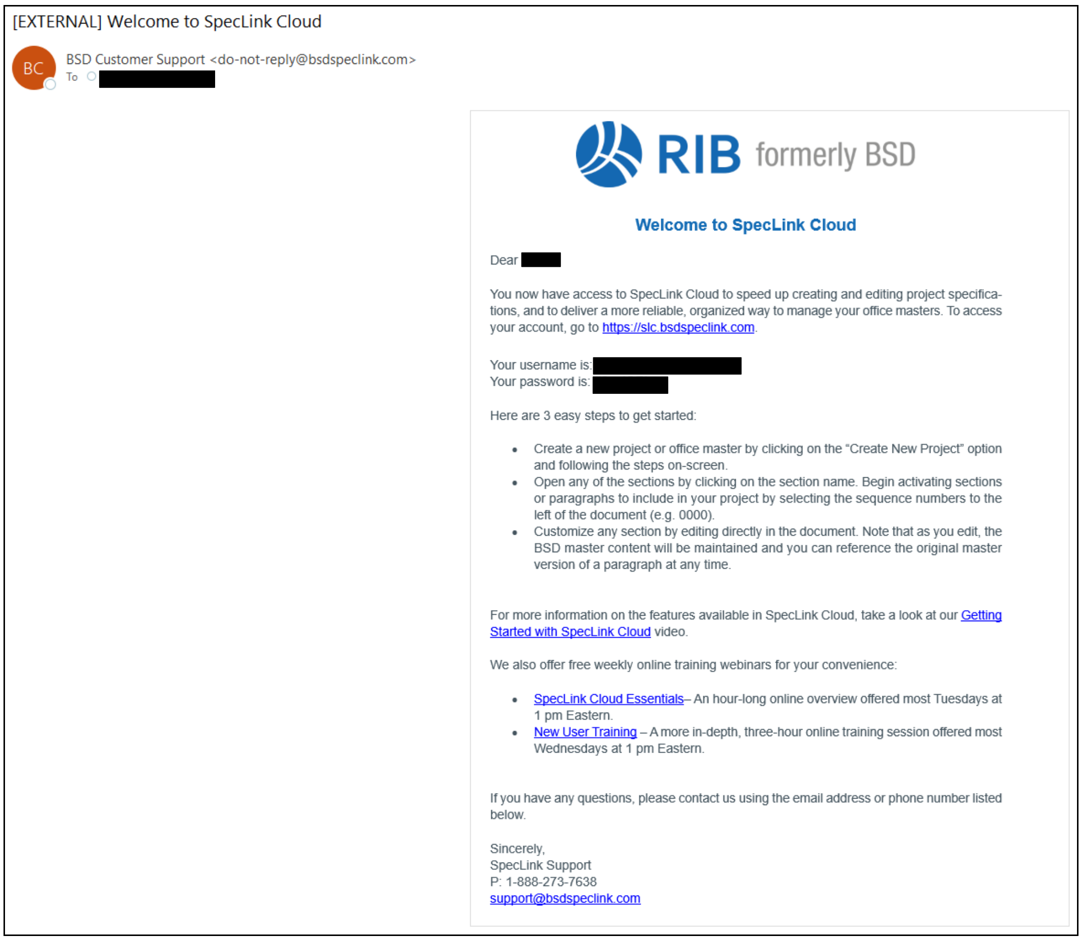
OR

b. Email engstandards@lanl.gov and copy the discipline-specific POC (LANL only)

4.0 Welcome Email to Access SpecLink Cloud

4.1 You should have received a Welcome Email (see Figure 1). Ensure you check your *Junk Email* if you don't see the email in your Inbox. If you don't have access and need access to SpecLink Cloud to perform your project work, email speclinkaccess@lanl.gov.

4.2 Once you access your SpecLink Cloud account using the Welcome Email, remember to change your password.



[EXTERNAL] Welcome to SpecLink Cloud

BC BSD Customer Support <do-not-reply@bsdspeclink.com>
To [redacted]

RIB formerly BSD

Welcome to SpecLink Cloud

Dear [redacted]

You now have access to SpecLink Cloud to speed up creating and editing project specifications, and to deliver a more reliable, organized way to manage your office masters. To access your account, go to https://slc.bsdspeclink.com.

Your username is: [redacted]
Your password is: [redacted]

Here are 3 easy steps to get started:

- Create a new project or office master by clicking on the "Create New Project" option and following the steps on-screen.
- Open any of the sections by clicking on the section name. Begin activating sections or paragraphs to include in your project by selecting the sequence numbers to the left of the document (e.g. 0000).
- Customize any section by editing directly in the document. Note that as you edit, the BSD master content will be maintained and you can reference the original master version of a paragraph at any time.

For more information on the features available in SpecLink Cloud, take a look at our Getting Started with SpecLink Cloud video.

We also offer free weekly online training webinars for your convenience:

- SpecLink Cloud Essentials– An hour-long online overview offered most Tuesdays at 1 pm Eastern.
- New User Training – A more in-depth, three-hour online training session offered most Wednesdays at 1 pm Eastern.

If you have any questions, please contact us using the email address or phone number listed below.

Sincerely,
SpecLink Support
P: 1-888-273-7638
support@bsdspeclink.com

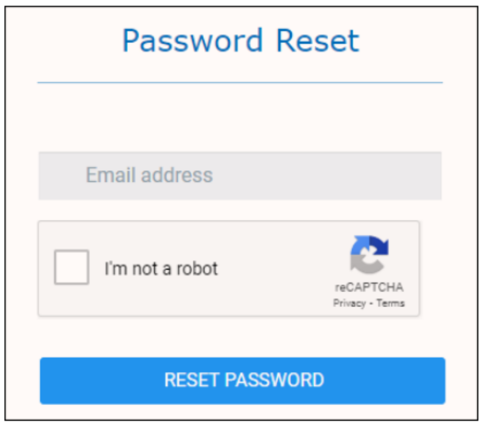
Figure 1: Sample Welcome Email

5.0 Changing Your Password

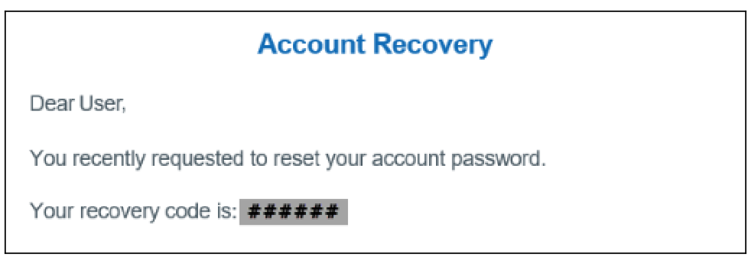
5.1 Below are the steps to change your SpecLink Cloud password (excerpted from RIB Guide article "*Changing Your SpecLink Cloud Password*"):

a. From the login page, before signing on to SpecLink Cloud, locate and click the "Forgot password?" link.

b. The Password Reset screen will open. Enter your email address in the provided field, complete the reCAPTCHA, and click the RESET PASSWORD button.

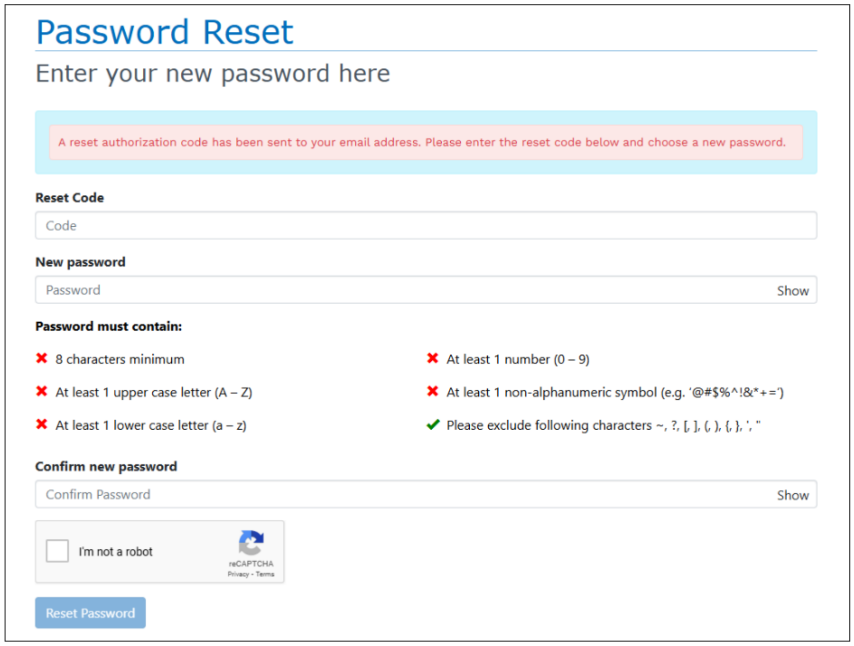


c. An email will automatically be sent to the email address entered on the Password Reset screen. The email will contain a recovery code. The time limit for entering the reset code is 5 minutes.



Note: If you are not receiving the email in a timely manner, you may want to reach out to AskIT. Suggest that they whitelist the domain "bsdspeclink.com" so that the emails will reach the intended target.

d. Enter the reset code into the provided field within the form now available.



e. Enter and confirm the new password. Passwords must be a minimum of 8 characters and include at least one number, one upper case letter, one lower case letter, and one special character. Password requirements are listed on the password reset screen as well.

f. Click the Reset Password button.

The system will lock an account after 5 attempts for both the login (email address) and forget password.

5.2 You can also watch the video for the steps above at the following link.

6.0 How LANL Master Specification Sections are set up differently from RIB Master Specification Sections

6.1 This section highlights the main differences between how the LANL Office Master is set up vs. the RIB Office Master. It is important to understand these differences when watching the non-LANL specific SpecLink Cloud training.

LANL Office Master	RIB Office Master
Sections require the user to activate Part 1, which further activates Parts 2 & 3.	Sections require the user to activate Part 2, which further activates Parts 1 & 3.
Every printable sequence is linked.	Every printable sequence may not be linked.
Author notes are included in the body of the specification section, are bolded text, enclosed in asterisks and tagged as Non-Selectable text (NS).	Author notes are not included in the body of the specification section; rather they are included in “Notes” accessible from the Sequence Manager.
Only US units are included; Metric units are avoided/removed.	US and Metric units are included.
All LANL Master specification sections have “LANL” in the title.	All RIB Master specification sections have “RIB” in the title.

7.0 Understanding Basic Terminology and Interface in SpecLink Cloud

7.1 Figure 2 graphically shows the SpecLink Cloud interface/layout of an active specification section window in SpecLink.

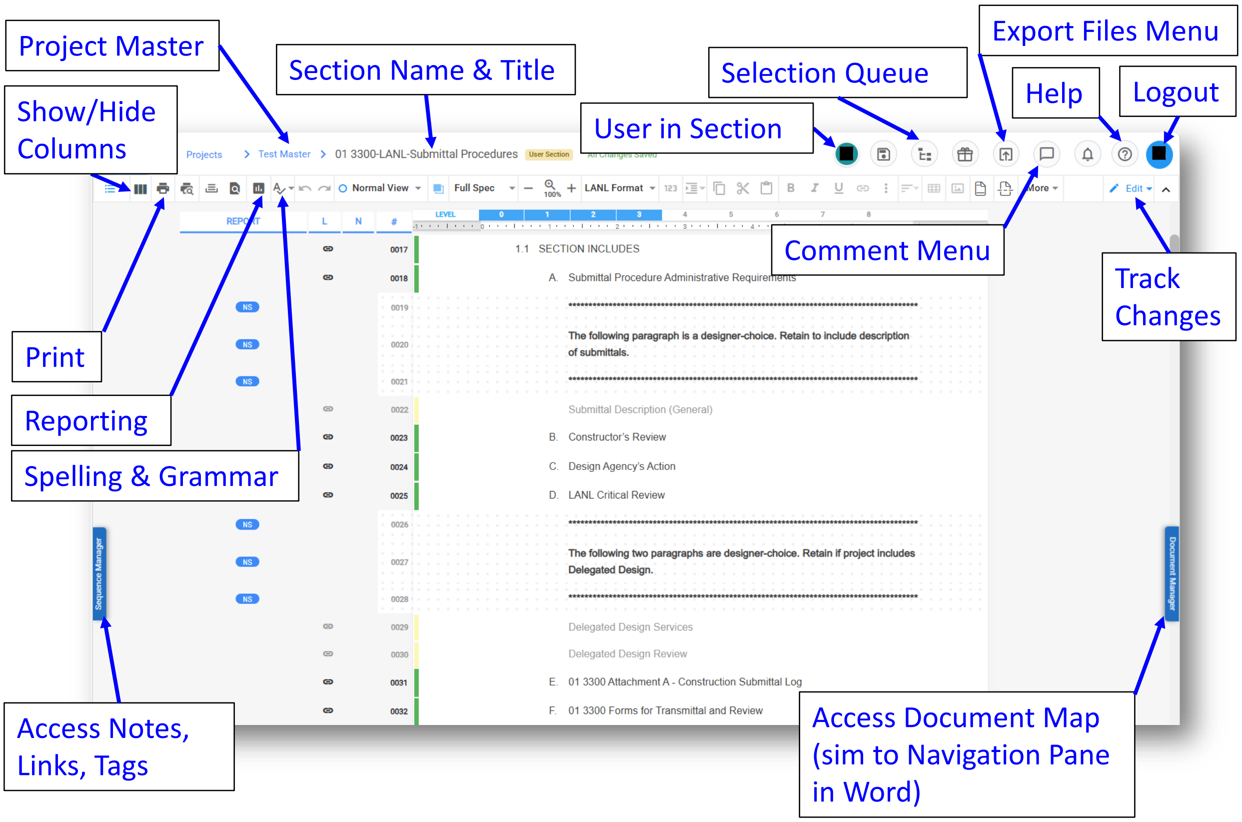


Figure 2: SpecLink Cloud Interface in a Specification Section

7.2 Figure 3 graphically shows the basic terminology used in SpecLink Cloud, which is essential to understand, to effectively use the software. A Section includes Parts; Parts include Articles; Articles are made up of paragraphs and subparagraphs.

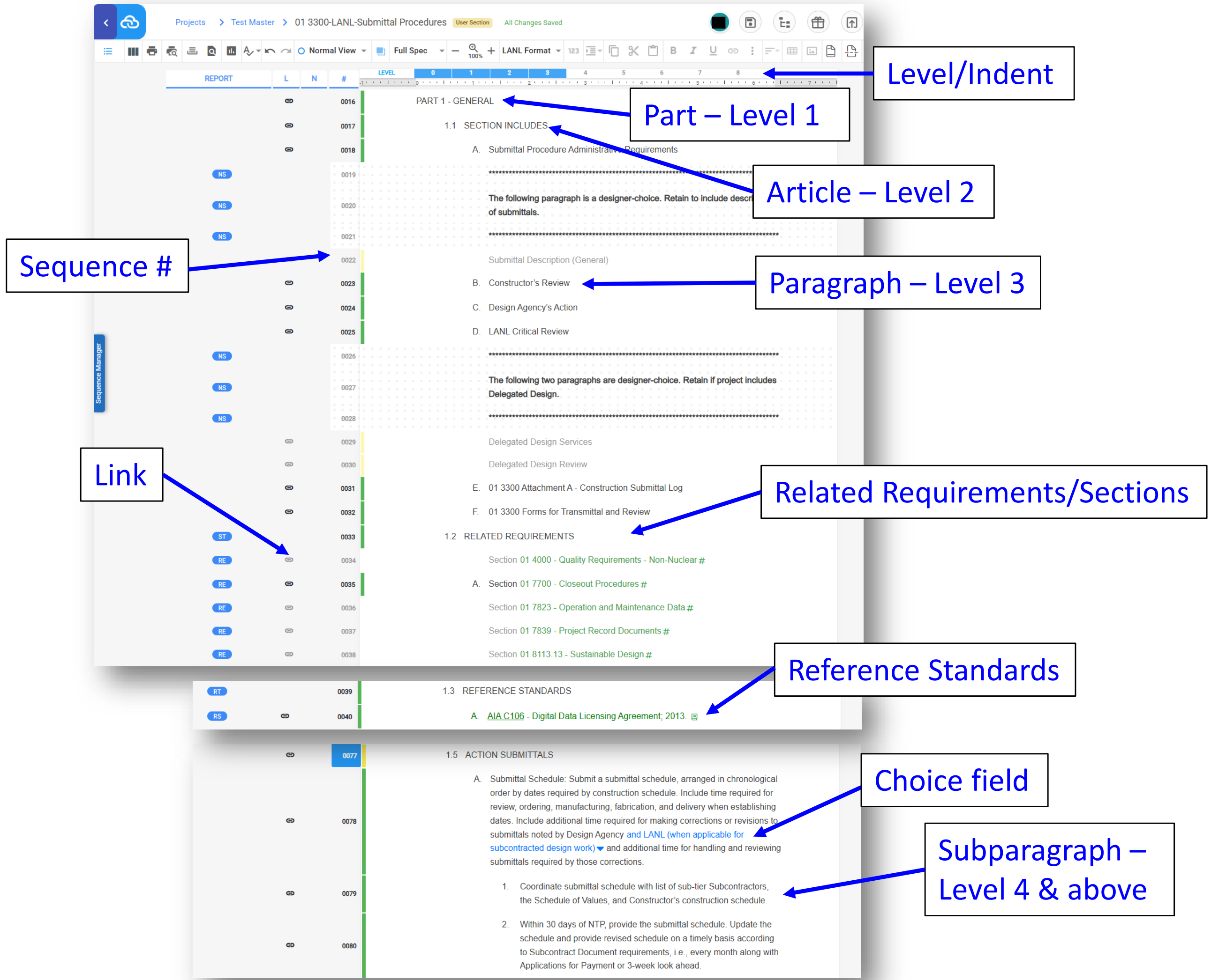


Figure 3: Basic Terminology in SpecLink Cloud

8.0 Understanding SpecLink Cloud Colors and Symbols

8.1 Below is a summary of SpecLink Cloud colors and symbols (excerpted from RIB Guide article "*SpecLink Cloud Summary of Colors and Symbols*"):

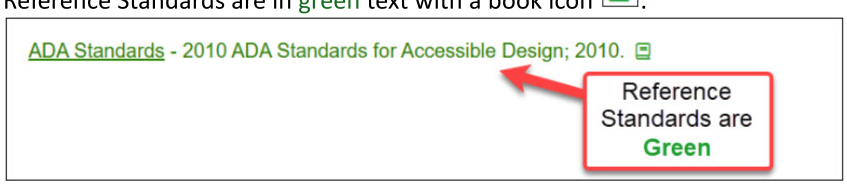
a. **Sequence Number Color Coding**: The sequence numbers of the section are color coded to allow the user to know when the paragraph is active, has been activated by the user, has been activated by linking, or has been deactivated.

0111 0112	Light grey sequence numbers are inactive. Paragraphs in this state will not print in a document.
0114 0115	White sequence numbers with a blue background have been activated by a user. These paragraphs will print in a document.
0113	Black sequence numbers have been activated by linking. These sequence numbers will always have a green link indicator and will print in a document.
0117	Light grey sequence numbers with a blue dot are inactive and will not print in a document. The blue dot indicates that a user has attempted to activate this paragraph but this paragraph's parent level is not yet active.
~~0118~~	Sequence numbers that are red, contain a strikethrough and a white "X" in a red circle have been deactivated by a user. This is accomplished by right-clicking on the sequence and selecting to "Exclude and Ignore Links".
0003 0004	Sequence numbers that are light grey with faint dots indicate a sequence number tagged as Non-Printing (NP) or Non-Selectable (NS). These sequence number cannot be activated. The dots will also be shown across the entire paragraph text.

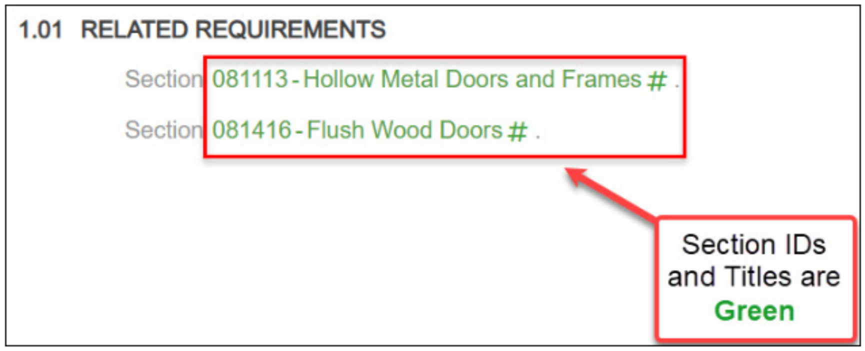
b. **Text Colors**: The text may be color coded to let the user know that there are more options in a choice field, or to highlight a Section ID, Reference Standard, or a Global Term.

i. Choice fields appear in blue text with a dropdown arrow icon .

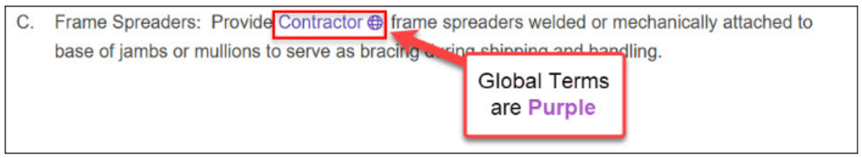
ii. Reference Standards are in green text with a book icon .



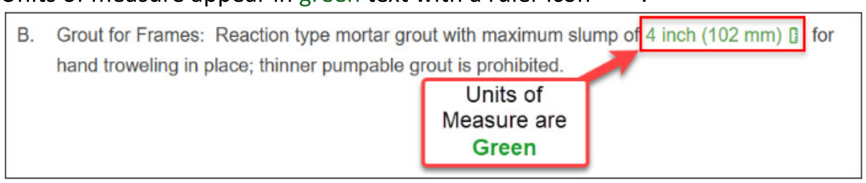
iii. Section Titles and Section IDs are in green text with a hashtag icon #.



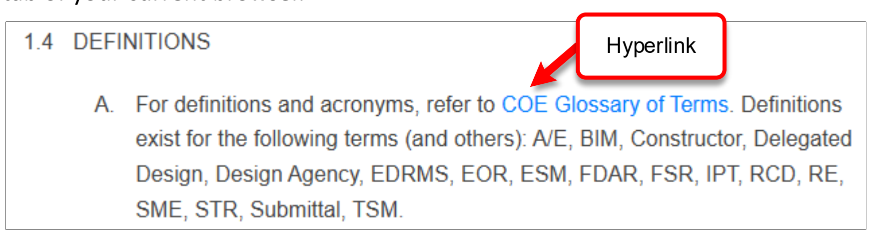
iv. Global terms appear in purple text with a globe icon .



v. Units of measure appear in green text with a ruler icon .



vi. Hyperlinks appear in blue text with no indicator icon. Content opens in another tab of your current browser.



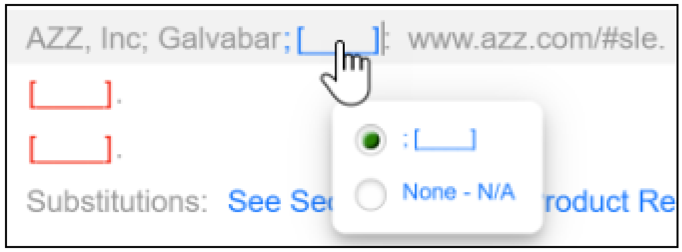
vii. Summary of Enhanced Text Visual Indicators

Enhanced Text	Visual Indicator	Example
Choice	▼	skylight curb Choice Text
Global Term	🌐	Owner's name and register Global Term
Reference Standard	📄	Current Edition Reference Standard
Section ID	#	Section 077200 - Roof Accessories # Section ID
Unit of Measure	📏	[___] inch ([___] mm) Unit of Measure

c. **Fill in the Blank Colors**: There are 3 colors indicating fill in blank options, which are meant not only to distinguish between different types of fill in the blanks, but also to assist in how to best use them.

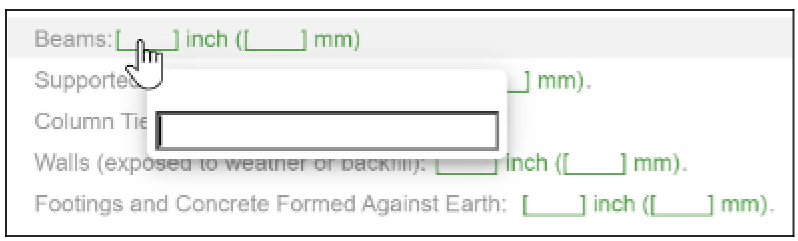
i. Blue Fill in the Blank is a Choice Field (single click for choice field, double click to enter text in a text box)

Single Click:

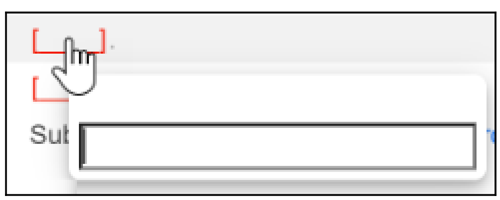


Double Click:

ii. Green Fill in the Blank is a Unit of Measure (double click to enter text in a text box)



iii. Red Fill in the Blank is a Standalone Entry Box (single click to enter text in a text box)



d. **Comment Colors**: Comments have different colors associated with their assigned priority level.

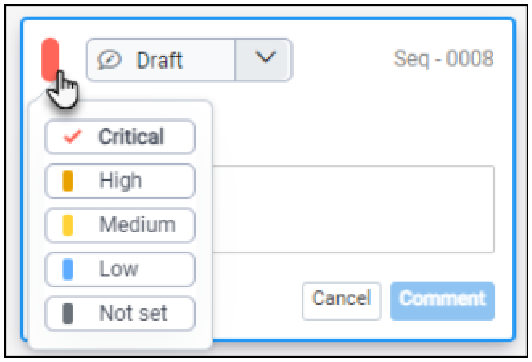
i. **Critical**: Red

ii. **High**: Orange

iii. **Medium**: Yellow

iv. **Low**: Blue

v. **Not Set**: Grey

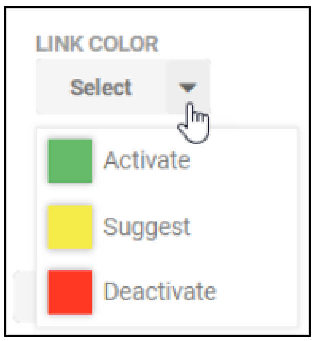


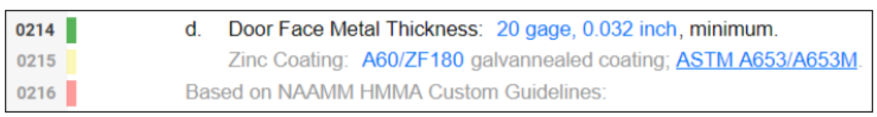
e. **Link Colors**: Links appear in a section as vertical bars positioned next to the sequence number of a paragraph. Links are green, yellow, or red like a traffic signal light.

i. **Green**: a “Yes” or “Activate” Link – associated sequence is activated by linking

ii. Yellow: “Suggest” Link – for review based on linked paragraph(s)

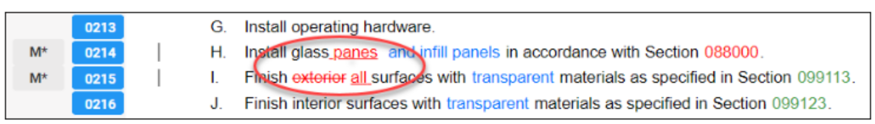
iii. **Red**: “No or “Deactivate” Link – warning of conflict if activated.



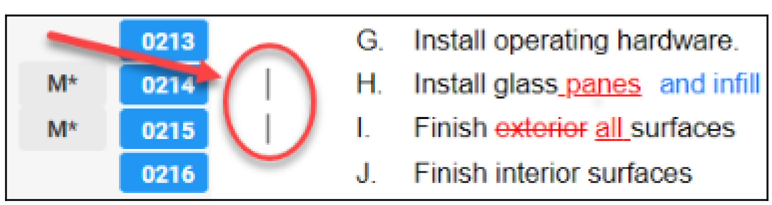


f. **Track Changes Colors**:

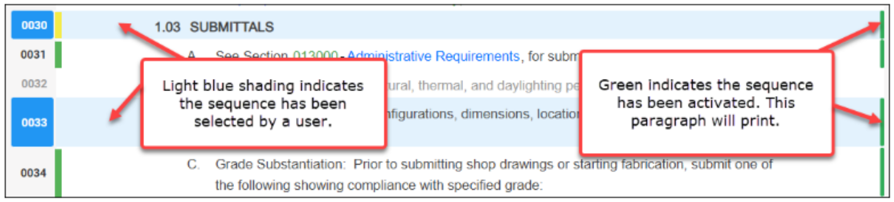
i. When Track Changes is enabled, text edits, additions and deletions will appear in red. Additions will be underlined, and deletions will appear with a strike-through.



ii. Along with the red text, underlined, and strike-through attributes, a black line noting that a change is being tracked will appear between the sequence number and paragraph number.



iii. Track changes allows users to track selection and state of changes of content when enabled. Selection will be visibly indicated with blue shading and a right-hand color bar.



9.0 How to Create and Send/Share a New Project

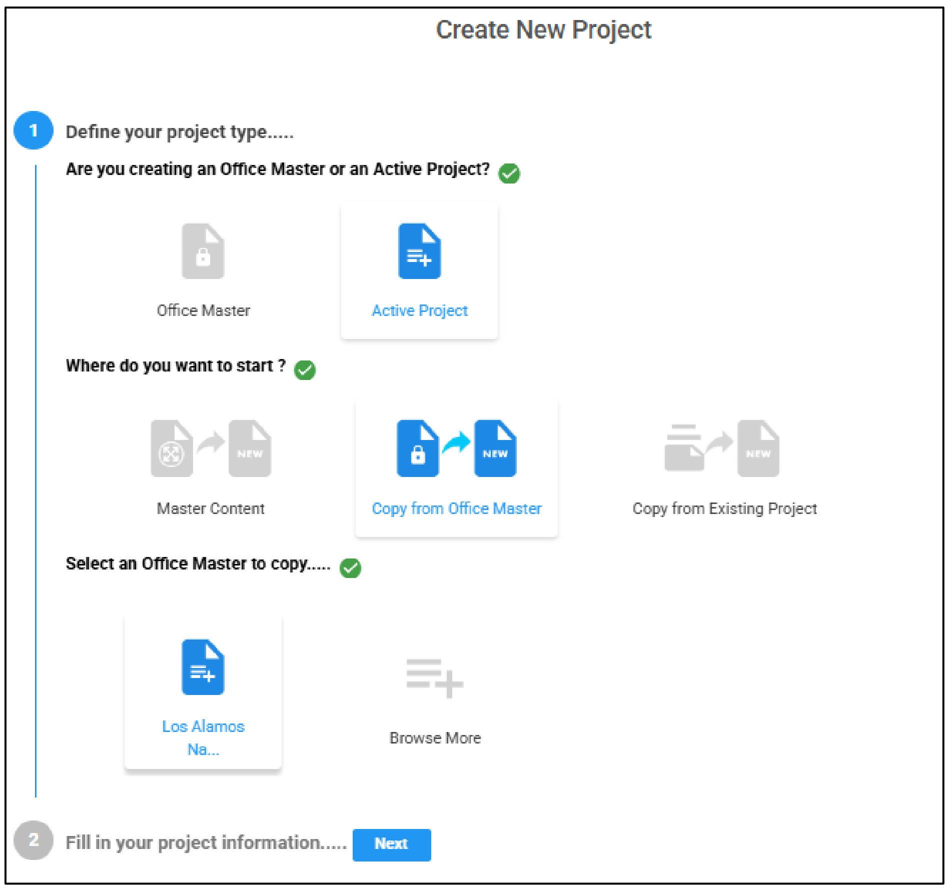
9.1 A new project is typically created in SpecLink Cloud by the LANL Project Engineer or Engineering Project Lead.

9.2 Below are the steps to **create a new project** (to generate a project-specific specification package) (excerpted from RIB Guide article *"Create a New Project"*):

a. Click on the Projects tab on the Dashboard, then click "Create New Project" button.

b. The Create New Project window will appear. The window will provide step-by-step selections for you to make while creating your new project.

c. **Step 1: Define your project type** (always select "Active Project" and then "Copy from Office Master" to access the latest/current LANL Office Master):



d. **Step 2: Fill in your project information**:

i. Create a title for your Active Project

Recommended Nomenclature: XXXXXX-SPC-TA-BLDG-DIS-YYYY

where,

XXXXXX = 6-digit Project ID (PID) number, ESR number (e.g., 12345) or C# (e.g., C12345), or 999999 if none exist

SPC = Specification Package

TA = 2-digit TA number. If project involves multiple TAs (e.g., roads, utilities, walkways), use 99.

BLDG = 4-digit structure number (use MULT if project involves multiple facilities; use INFR if project involves horizontal infrastructure only (e.g., roads); use UTIL if project involves site utility lines only)

DIS = Discipline designator; typically, ALL for multiple disciplines (for single discipline, refer to LANL CSM Section 200, 209.2.0)

YYYY = Title of project or Sequential #.

ii. Select the Project location

iii. Select the project state

iv. Select the project city

v. Select the project type

vi. Select the estimated size of the project

vii. Select the estimated budget for the project.

viii. Click the Finish button at the bottom of the Create New Project window.

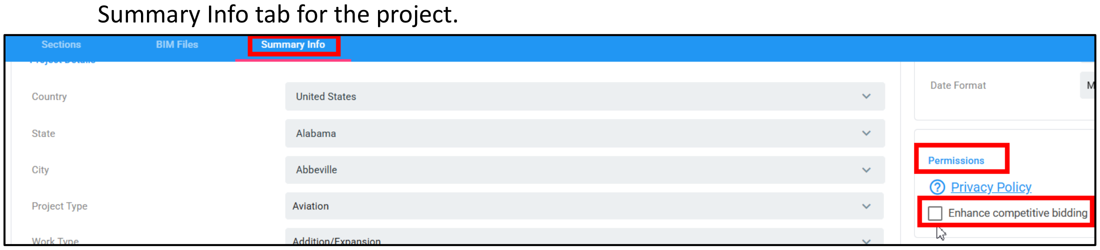
e. The new project will open with the sections list.

f. The section list may include RIB and other sections in the LANL Office Master. LANL sections include “LANL” in the title.

g. By default, all projects are set to Public (i.e., all LANL employees with access to SpecLink Cloud can access the Project Master). It is recommended to change the status to “Private” to limit access to project members. Project privacy options can be changed in Summary Info tab for the project. See below for available project privacy options.

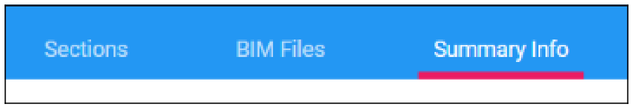
Public	**Public**: All team members can see and access this project.
Private	**Private**: All team members can see this project, but only those granted access by the Owner or a System Manager can open the project.
Hidden	**Hidden**: Only team member granted access by the Owner or a System Manager can see or open this project.

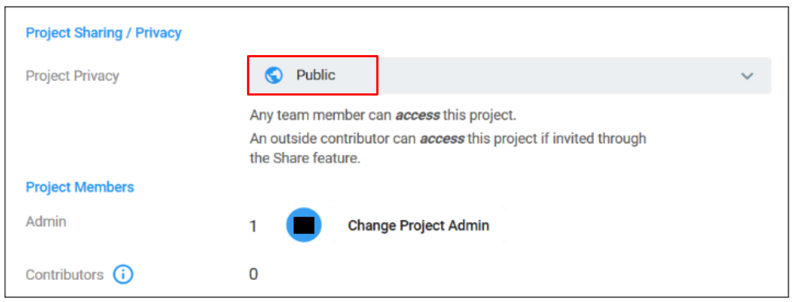
h. Ensure that “Enhance competitive bidding” is unchecked under Permissions in the Summary Info tab for the project.

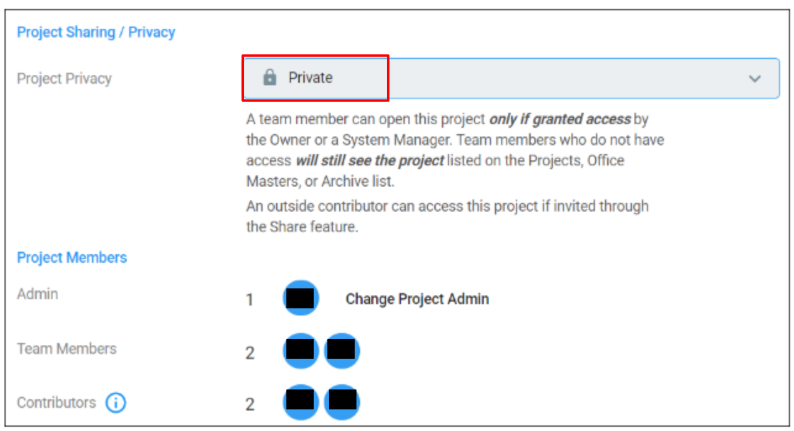


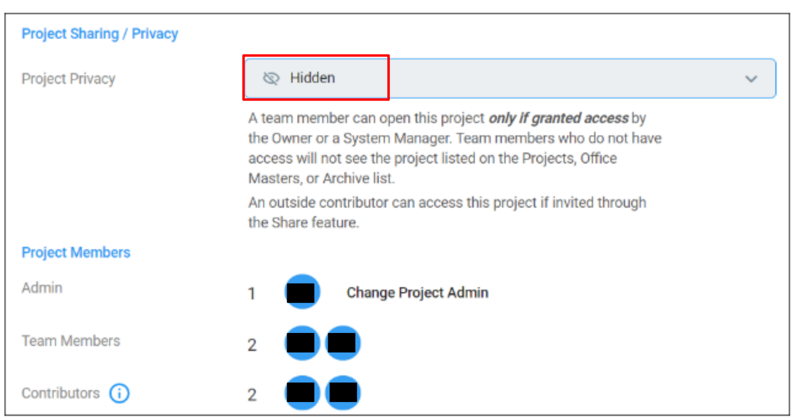
9.3 SpecLink Cloud users can add internal users to projects as well as send or share projects with non-LANL (external) users. Information below is excerpted from RIB Guide article "*Project Sharing/Privacy*".

a. Public projects are accessible to all LANL users having access to SpecLink Cloud. Private and Hidden projects can only be opened if the users are granted access by the Project Owner (also known as *Project Admin* and listed in Project Members under Summary Info in the Project) or a System Manager. Team members are users who have logins on the LANL SpecLink account (team members will appear when a project is set to Private or Hidden). Contributors are those users who have been invited to access the project.







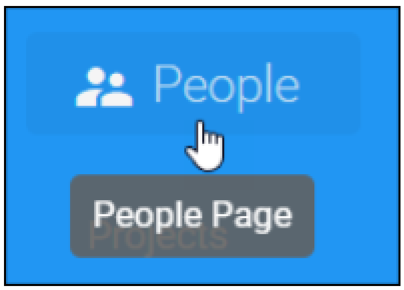


b. For LANL internal work, team members can be added to a private or hidden project per paragraph 9.4. For LANL subcontracted work, LANL Project Engineer/Engineering Project Lead can "**share**" or "**send**" the project with/to the team members (External Design Agency) per paragraph 9.5 or 9.7, respectively. By "Sharing" the project, it remains in LANL's cloud account, and all team members work in the same project. By "Sending", the receiving team gets a copy of the project, and it is no longer in LANL's cloud account and will not be visible to LANL. Refer to paragraph 1.10 on when to share vs. send the project master.

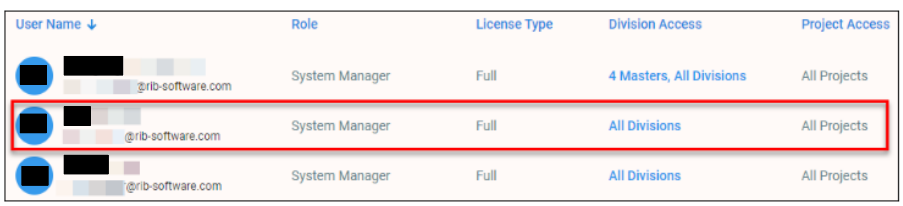
NOTE: To share, Sharer must have an active SpecLink account with collaboration enacted. For editing, Contributor must have an active SpecLink account. For viewing or commenting, Contributor can view a project without a SpecLink account. To send, Sender and Receiver must have an active SpecLink account with collaboration enabled.

9.4 Below are the steps to **add team members to a private or hidden project** (excerpted from RIB Guide article "*Adding Team Members to Private or Hidden Projects*"):

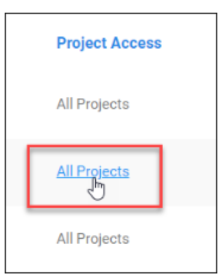
a. From the Dashboard, click the People's tab.



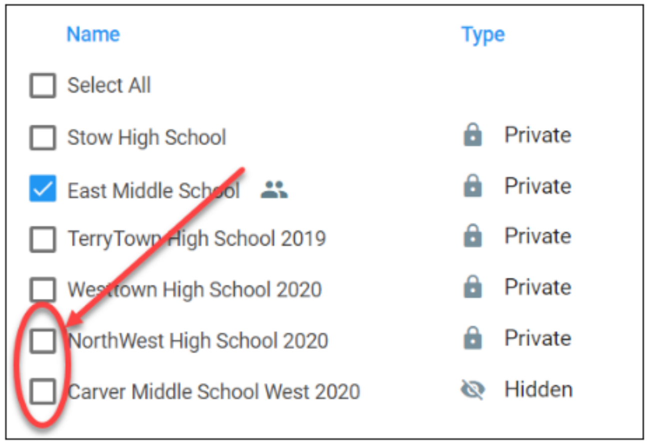
b. Search for and locate the user who requires access to the project.



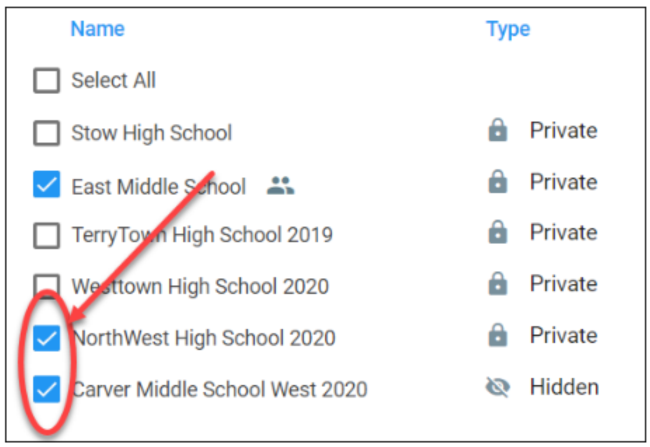
c. Click the Project Access column for the specific user.



d. The project list will appear allowing for the selection of projects for granting access to the selected user.

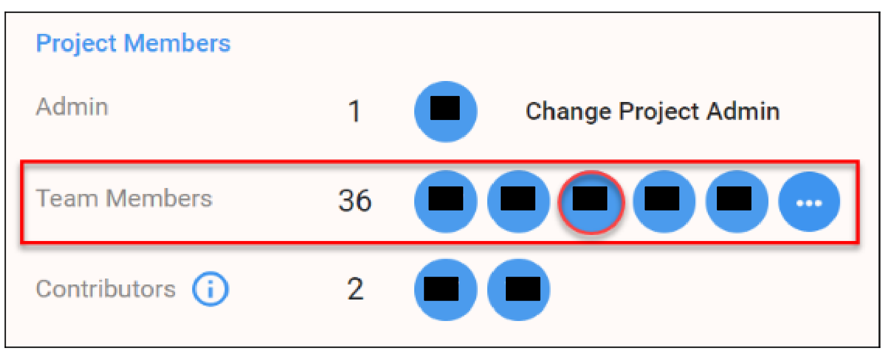


e. Select the private and/or hidden project the selected user should be able to access.



f. When complete, click "Done".

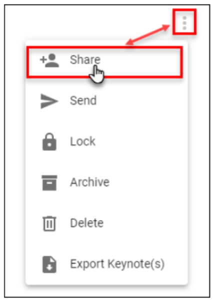
g. Return to the Summary Info of the project to confirm the user has been granted access.



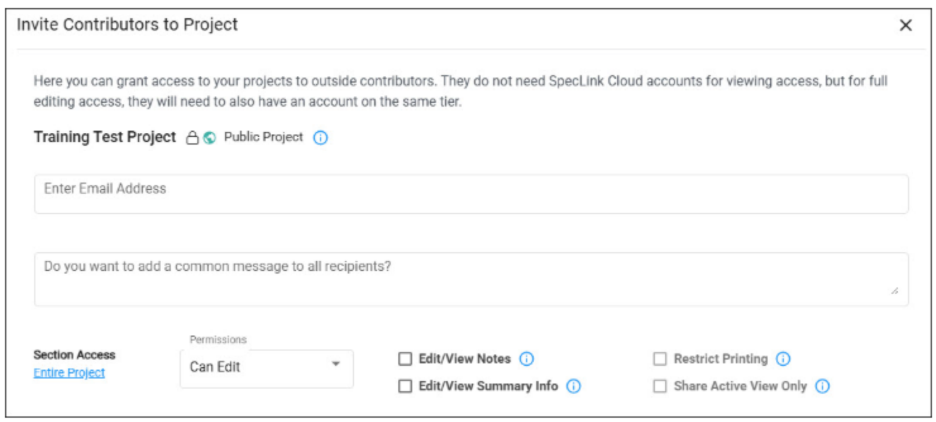
h. Team members will see the project listed under Projects in the Dashboard.

9.5 Below are the steps to **share a project with external contributors with SpecLink Cloud access** (excerpted from RIB Guide article *"Sharing Projects in SpecLink Cloud"*):

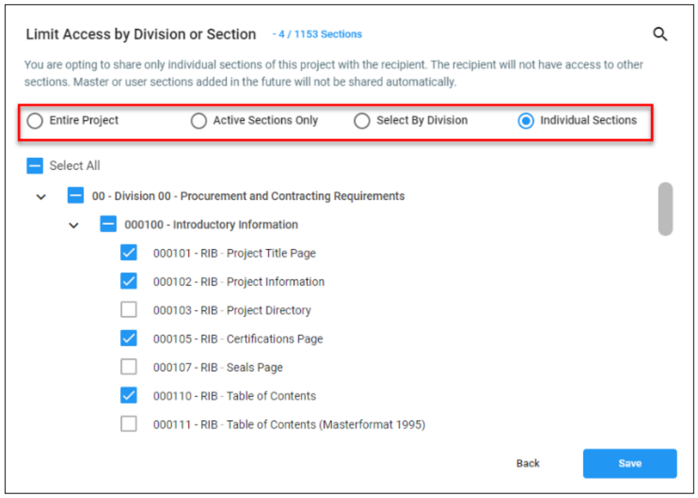
a. Click on the Projects tab on the Dashboard, then click on the three vertical dots at the end of the Project row, and select "Share" from the drop down menu.



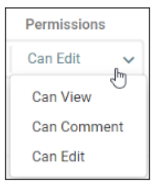
b. The sharing access window will appear. Enter the email address of the person you want to share the project with, in the provided field. Projects can be shared with up to 20 people at once; simply press ENTER after each email address. This person or people becomes a Contributor on the project.



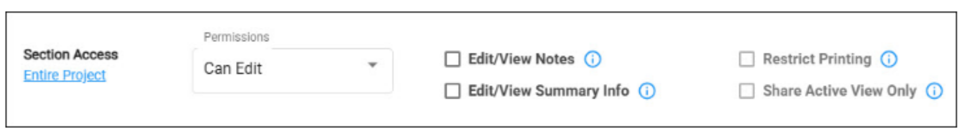
c. Click the Section Access menu to choose which divisions, subdivisions, and/or sections the person you are sharing the project with will be able to access. The Active Sections Only selection will automatically select only sections active in the project being shared. Utilize "Select by Division" or "Individual Sections" to refine the shared sections more specifically.



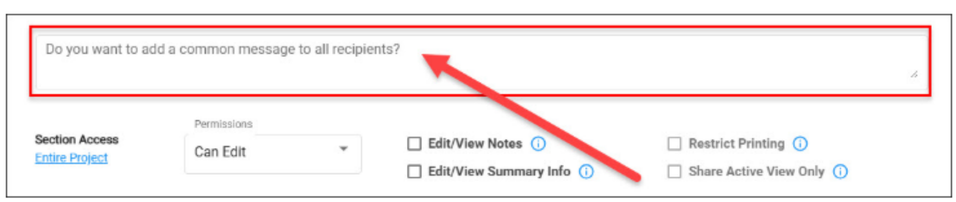
d. Click the Permissions drop down menu to choose whether the user can view, comment or edit the project.



e. When sharing a project with an outside contributor (External Design Agency), the sharer has the options to adjust specific access settings, if desired. Selecting either the “Share Active View Only” or “Restrict Printing” checkboxes will enact those options if selection for outside contributors who have “Comment” or “View” permissions. The options to “Share Active View Only” or “Restrict Printing” will not be accessible when the sharing permission is set to “Can Edit”. Additional options include Edit/View Notes and Edit/View Summary Info. Keeping the boxes unchecked, Notes and Summary Info will not be editable or viewable.



f. Click into the message box if you want to add a message to the invitation for all recipients.

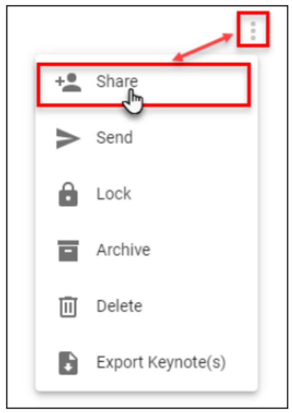


g. Click the Invite button to send the invitation.

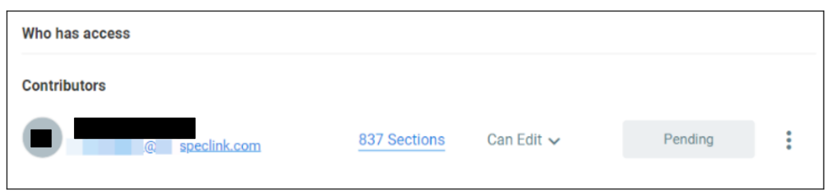
h. Projects that have been shared will display an image of a group of users  at the end of the project name. Projects shared can be accessed from the Dashboard under "Shared with Me".

i. **Reviewing Contributors:**

i. From the project dashboard, click the three vertical dots at the end of the project row and select "Share".



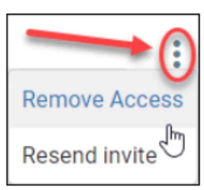
ii. The sharing access window will appear. The information for any contributor will be listed below the options to share the project.



j. **Removing Shared Access:**

i. From the list of contributors, the invitation email can be resent, or access can be removed.

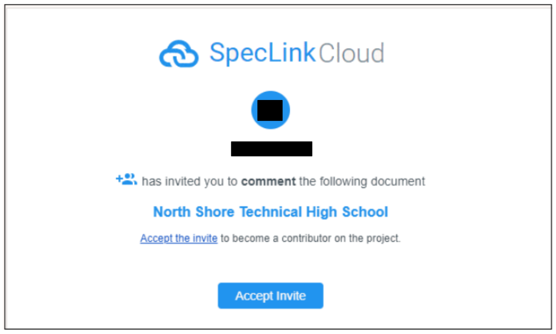
ii. Click the three vertical dots at the end of the contributors row to access a menu providing these options.



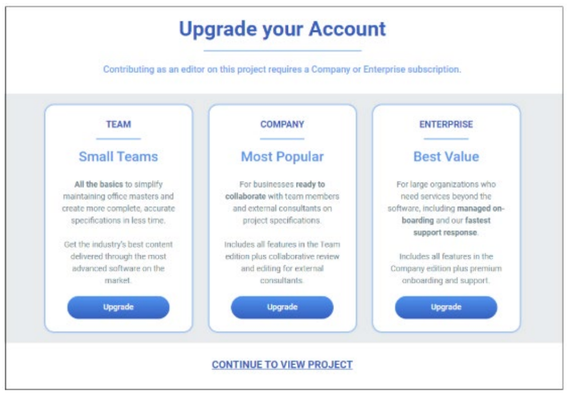
9.6 Below are the steps to **share a project with an outside contributor who does not have SpecLink Cloud access** (excerpted from RIB Guide article *"Sharing Projects in SpecLink Cloud"*):

a. Follow the steps in paragraph 9.5 to share a project with an outside contributor.

b. When sharing with someone who does not have a SpecLink Cloud account, an email goes directly to them that they must accept to access the project.



c. After accepting the invite, the user will be directed to a screen asking if they wish to upgrade to a full SpecLink Cloud account, as it is required for editing shared projects. If only commenting or viewing the project, they can simply click "Continue to View Project".



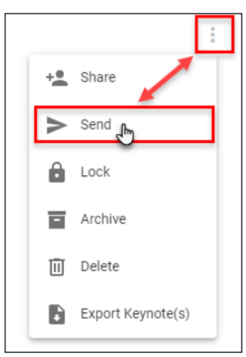
d. Once clicking "Continue to View Project" will bring up the SpecLink Cloud login screen. From there, the user will need to click on and follow the "Forgot Password" steps to log in and view the project.

9.7 Below are the steps to **send a project to external contributors** (excerpted from RIB Guide article "*Send Project in SpecLink Cloud*"):

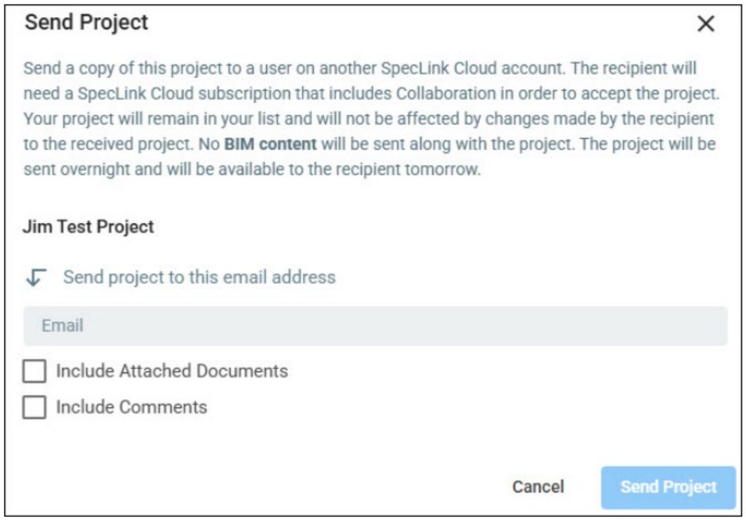
a. NOTE: To send/receive a project, Sender and Receiver must hold an active Company level SpecLink Cloud account with collaboration enacted.

b. Locate the project from the project list on the SpecLink Cloud Dashboard.

c. Access the options menu by clicking the 3 vertical dots at the end of the project row and select "Send".



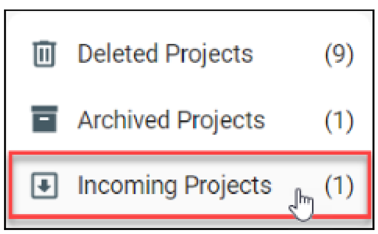
d. Enter the email address of the recipient.



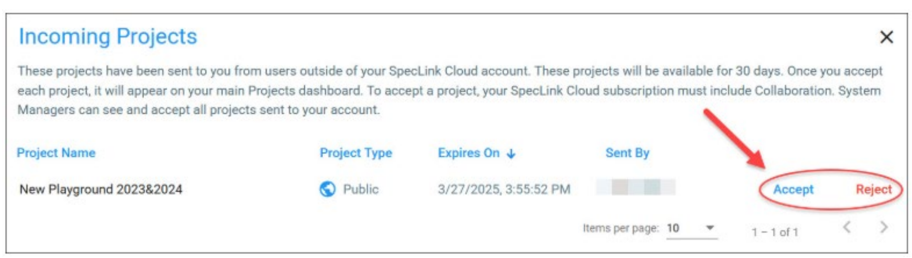
e. Select whether any attached supplemental documents or comments will be included in the sent project.

f. Click the blue button to Send Project. It takes 24 hours to complete the “send” process.

g. The recipient of the project will see an “Incoming Projects” folder on the Projects Dashboard.



h. Accessing the Incoming Projects folder will open the Incoming Projects window. Here, the recipient will choose to accept or reject the incoming project.



10.0 How to Edit a Specification Section

10.1 This section addresses basic editing and is excerpted from RIB Guide article *"Basic Editing"*, article *"Opening Sections in Multiple Browser Tabs"*, article *"Activating Paragraphs"*, article *"Linking Basics"*, article *"Choice Field Basics"*, article *"Fill in the Blanks"*, article *"Global Terms"*, and article *"Managing the Document Library and Supplemental Documents"*. NOTE that the LANL Office Master only includes User Paragraphs since the content is LANL-specific.

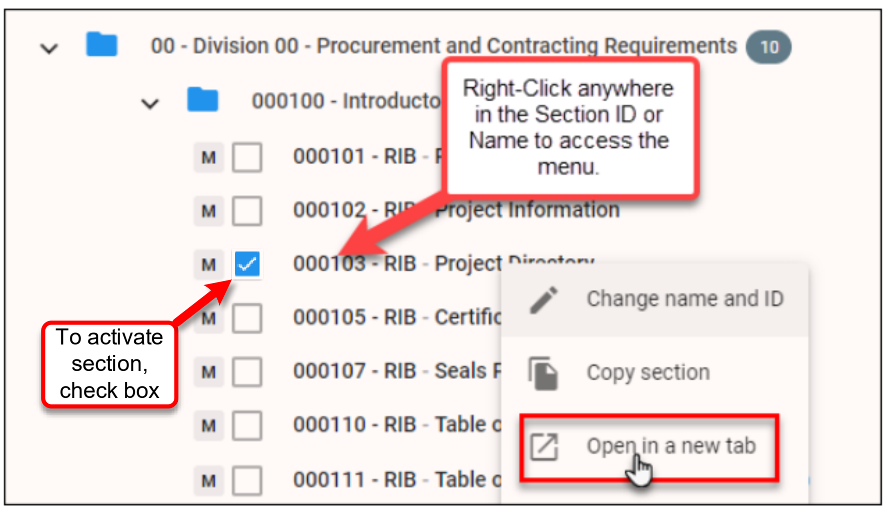
10.2 **Open a Section**:

a. NOTE: The ability to open sections in new tabs can be set as a default option from My Settings tab from the SpecLink Cloud Dashboard by toggling the option to "On".

b. From the Sections list, locate the section that needs to be edited.

c. Activate the section by clicking in the check box in the Section list (optional) or by clicking sequence #0000 within the section once open.

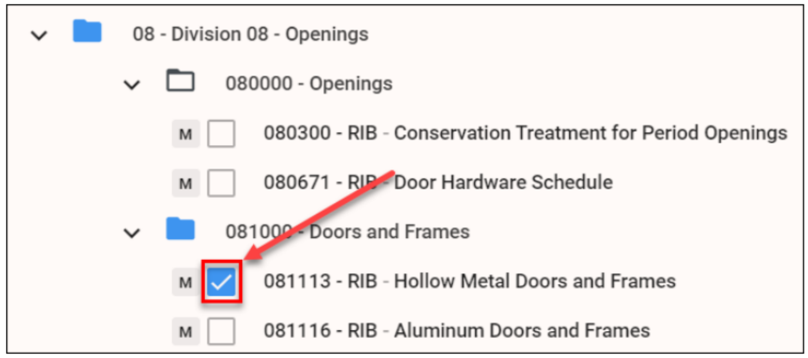
d. Right-click on the section name and select "Open in a new tab" (if the "Open Section Behavior" setting is on, simply left-click on the section name to open it).



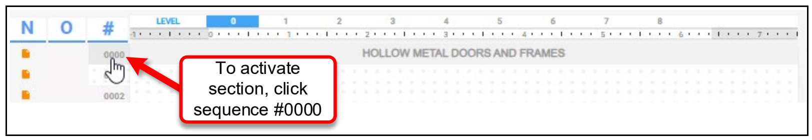
10.3 **Activating Paragraphs**:

a. When activating a paragraph:

i. Confirm that the section has been activated (click the check box from the Sections list corresponding to the specific section or activate sequence #0000 within the section).



or



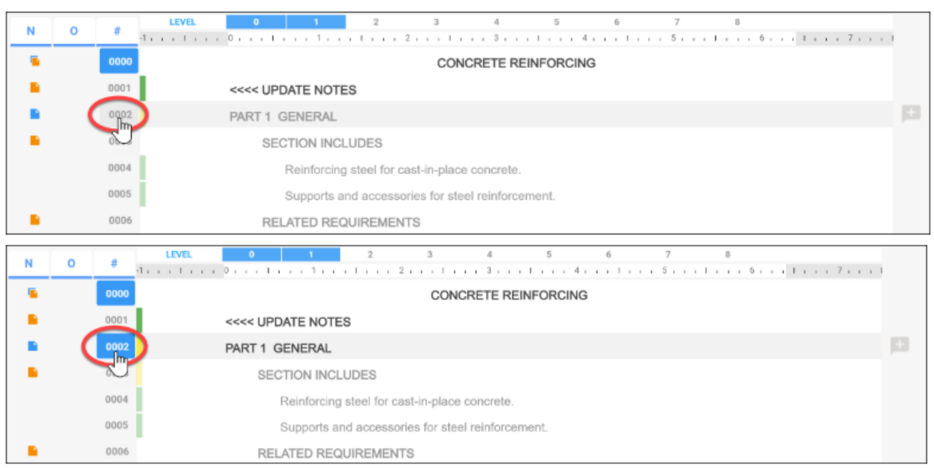
ii. Click to select the sequence number of the desired paragraph.

iii. Be aware of linking and how it will speed up the process of activating paragraphs. Refer to Section 8.0 for link colors.

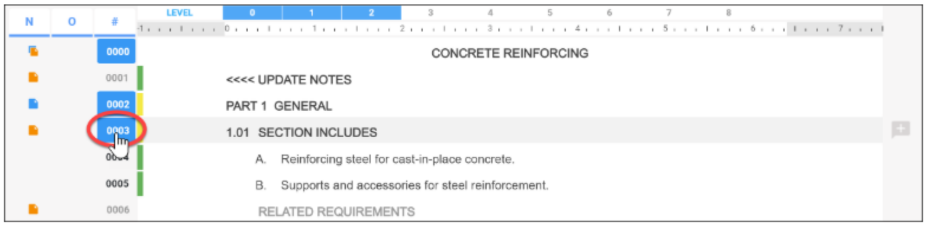
NOTE: LANL Master Specifications have been set up such that activating articles/paragraphs/subparagraphs in Part 1 activates related items in Parts 2 and 3, unless noted otherwise.

b. To activate a paragraph within an activated section, click the paragraph's sequence number.

c. When the sequence #0002 in the example below is selected, the paragraph becomes active (will print).

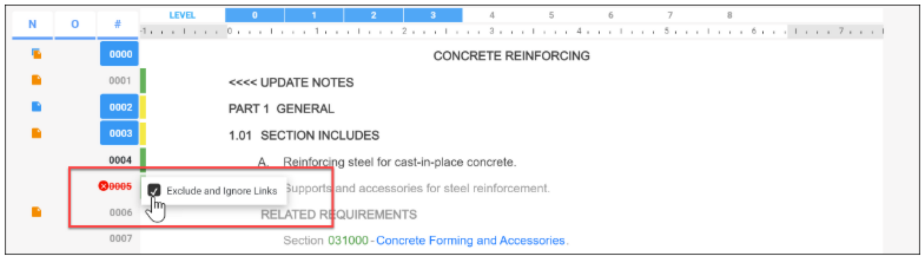


d. In the example below, when sequence #0003 is selected, the corresponding paragraphs become active due to intelligent linking set up in SpecLink Cloud.



10.4 Excluding Paragraphs:

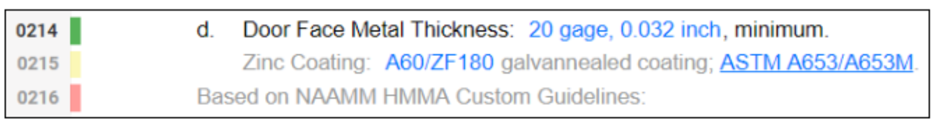
a. In cases where you don't want an intelligently linked paragraph to become active, right click the sequence number and check the option to "Exclude and Ignore Links".



10.5 Linking:

a. Links are connections between individual paragraphs of specification text that are executed when a particular paragraph is selected for inclusion in the project.

b. **Linking Actions**: LANL Office Master is setup with intelligent links that perform the actions listed below. "Yellow" and "Red" links require user selection/choice. In addition, the user always has the option to bypass the "green" and "red" links if they don't apply (see Bypassing Links below).



i. "Green" or "Yes" Links – these links activate a paragraph based on a previous selection. A green bar appears next to the sequence number.

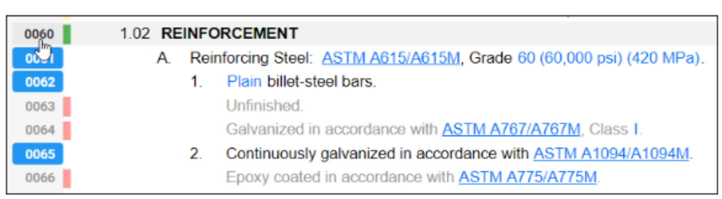
ii. "Yellow" or "Maybe" Links – these links suggest a paragraph for review based on a previous selection. A yellow bar appears next to the sequence number.

iii. "Red" or "No" Links – these links alert that if this paragraph is activated, there may be a conflict with a previously activated paragraph. A red bar will appear next to the sequence number.

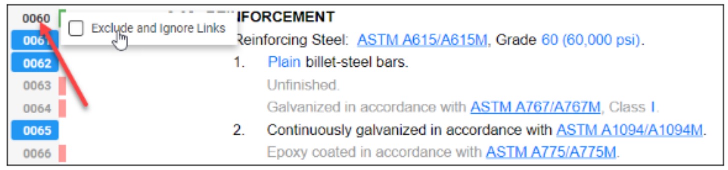
c. **Bypassing Links**: It is important to note that the user has the "last say" and can exclude a "green" paragraph and its links, as well as include a "red" linked paragraph at any time.

i. **Excluding a "Green" or "Yes" Link**

1) Locate the "Green" or "Yes" link within the section.

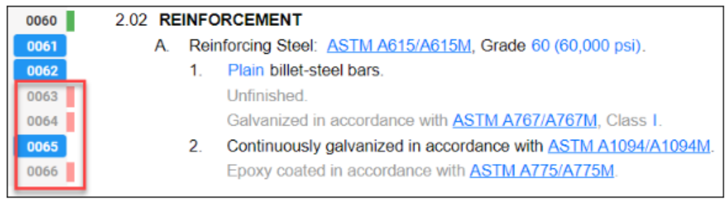


2) Right-click on the sequence number and select "Exclude and ignore Links".

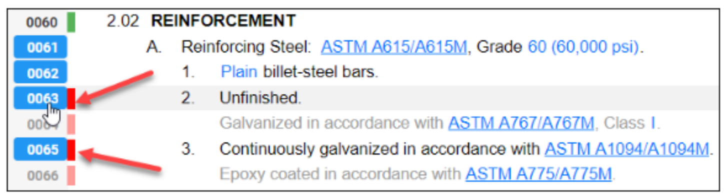


ii. **Including a "Red" or "No" Link**

1) Locate the "Red" or "No" link within the section.

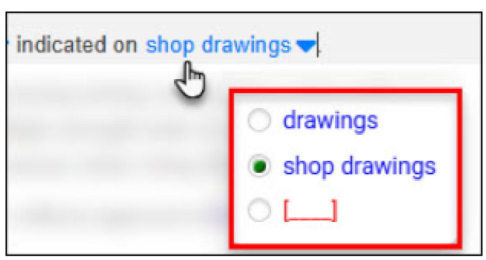


2) Click the sequence number of "red" linked paragraphs and activate manually.

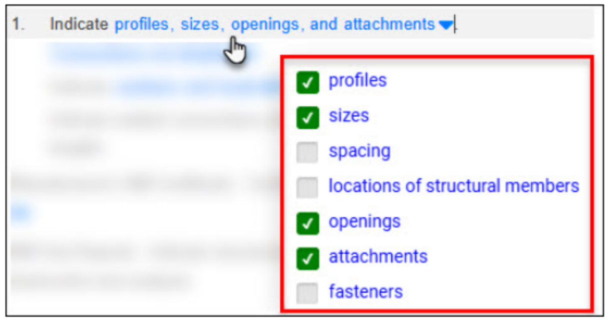


d. **Choice Fields and Fill in the Blanks**: Identify choice fields (blue text with dropdown arrow icon) and click on blue text for making choice field selections. Choice fields may be single or multiple choice and/or fill in the blank. Standalone fill in the blank fields are red color and unit of measure fill in the blank fields are green color. Choice fields can contain text, fill in the blanks, reference standards, Section ID or unit of measure.

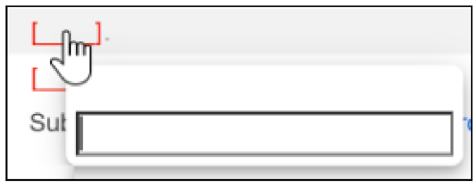
i. Example of single choice field (exclusive)



ii. Example of multiple choice field (inclusive)



iii. Example of standalone fill in the blank.

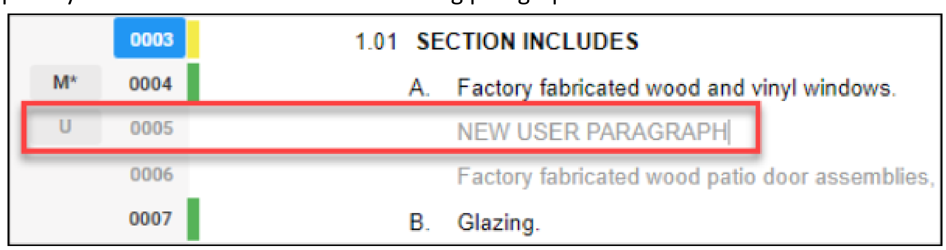


10.6 **Modifying a User Paragraph**:

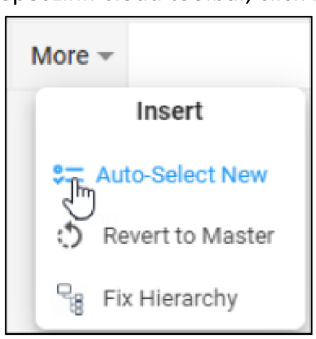
a. The easiest method to edit is to simply click in a paragraph and type user text.

10.7 **Adding a User Paragraph**:

a. To add a paragraph, place your cursor at the beginning of the paragraph where you want to add your content. Hitting enter will create the new paragraph and move the existing paragraph one sequence down. If you prefer the new paragraph before the existing one, place your cursor at the end of the existing paragraph and hit enter.



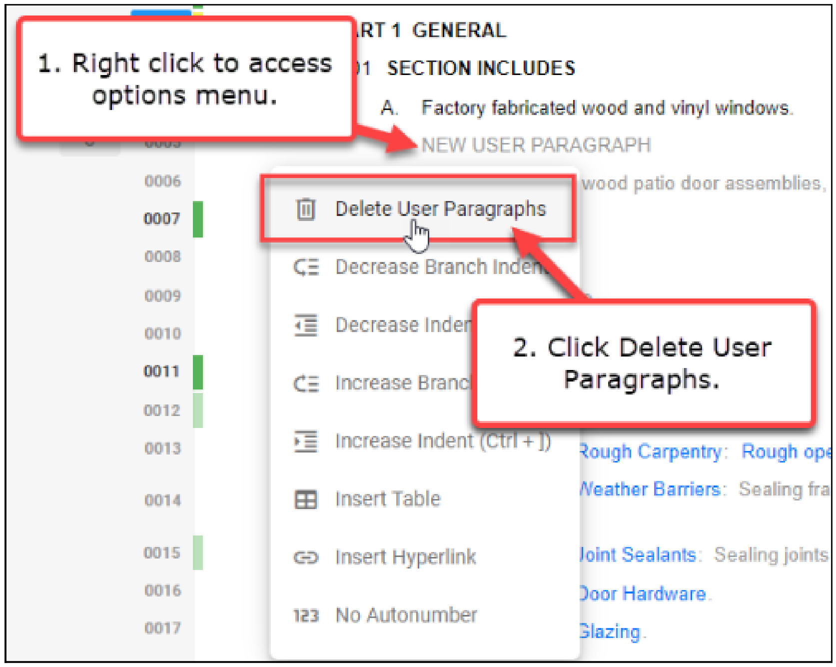
b. Auto-Select New is the option to automatically activate a new user paragraph. From the SpecLink Cloud toolbar, click More option located at the end of the toolbar.



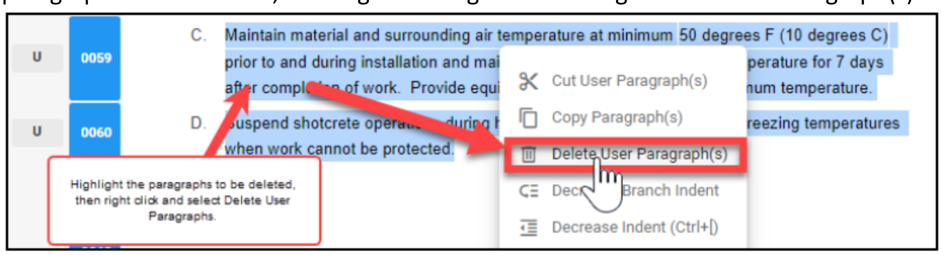
10.8 **Deleting a User Paragraph**:

a. *It is NOT RECOMMENDED to delete existing LANL Office Master content. If paragraphs don't apply, simply deactivate those paragraphs.*

b. If you need to delete a newly added user paragraph, right click in the newly created paragraph and select "Delete User Paragraph(s)".



c. Multiple user paragraphs can be deleted by highlighting (click and drag) the user paragraphs to be deleted, then right-clicking and selecting “Delete User Paragraph(s)”.



10.9 **Editing the Section Footer**:

a. LANL Master Specification Sections have a default footer set up in SpecLink Cloud.

LANL Project I.D. Project ID	Section Name
Rev. Rev No, Deliverable Date	Section ID - Page Number of Section Page Count

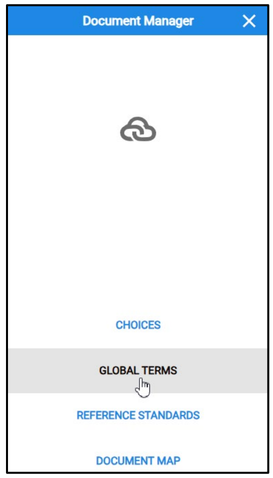
b. *Section Name*, *Section ID*, *Page Number* and *Section Page Count* are automatically populated in SpecLink Cloud. However, Global Terms such as *Project ID*, *Rev No* and *Deliverable Date* need to be edited by the user to update the information in the footer. Updates would apply to the entire Project.

LANL Project I.D. XXXXX	Work by Owner-Self Perform
Rev. X, Month XX, Year	01 1117 - 1 of 4

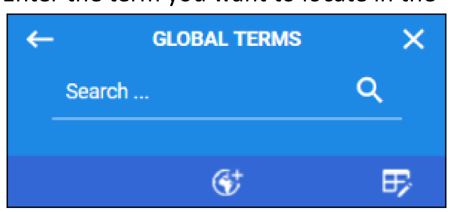
c. To update Global Terms, follow the steps below:

i. Access the Global Terms from the Document Manager tab located on the right of the section document window.

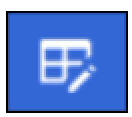
ii. From the Document Manager menu, click Global Terms.



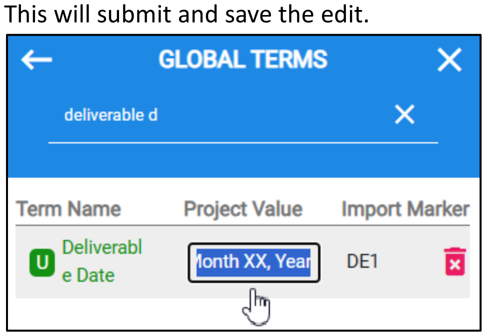
iii. Enter the term you want to locate in the “Search” field.

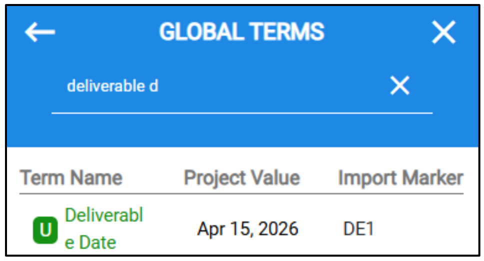


iv. Click the Edit Global Term button.

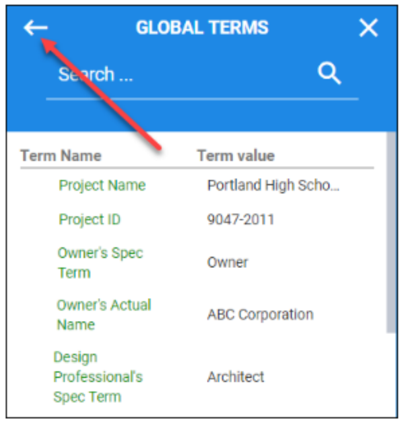


v. Select the current content and replace it with your desired content. After making the edits, click away from the field or hit “ENTER” key on your keyboard. This will submit and save the edit.





vi. Once the edit has been made, click the arrow at the top of the Global Terms menu to return to the full list.



10.10 **Adding a PDF attachment to a Section**:

a. To attach a PDF to a Section in SpecLink Cloud, follow the steps below. Using this feature allows the user to have all attachments/appendices in the SpecLink Cloud interface and prevents manual insertion of PDFs of the attachments/appendices in the final project specification package.

Recommended Nomenclature for PDF attachments: ZZ-ZZZZ-ATTX

where,

ZZ-ZZZZ = Specification Section ID (e.g., 01-3300)

ATTX = 4-character Attachment or Appendix or Form (e.g., AttA, AppA, FM01)

b. **Step 1: Accessing the Document Library**

i. Access the Document Library from the SpecLink Cloud Dashboard.

ii. The Document Library is equipped with the following tools:

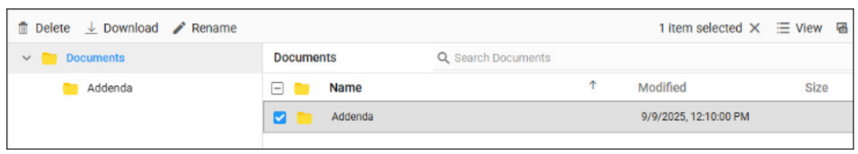
New folder	New Folder - Click here to add a new folder in the Document Library.
Upload	Upload Documents - Click here to locate and upload a PDF document.
Sort by	Sort by… - Click here to sort the documents list. See below for the list of options to sort by.
	View(s) - select to view the list as large icons or in a detailed list.
Details	Details - review the document folder type, size, location, and when it was last modified.

c. **Step 2: Creating Folders and Subfolders in the Document Library**

i. From the SpecLink Cloud Dashboard, click the Document Library tab.

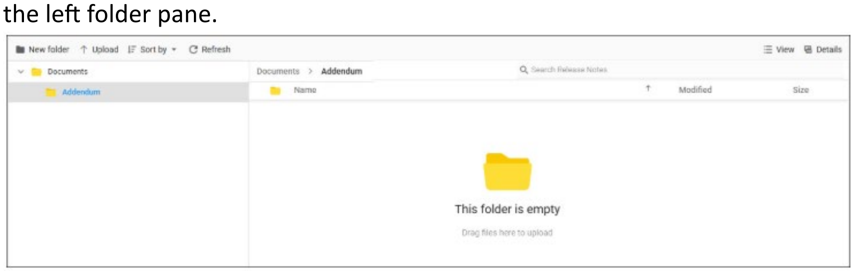
ii. Click the New Folder icon in the top left corner of the Document Library.

iii. Enter the name of the new folder and click the “Create” button. The folder will be added and selected in the library.

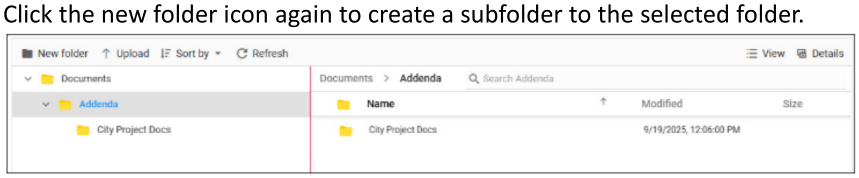


Follow Recommended Nomenclature for Project Master Name in paragraph 9.2d.i for the Attachment folder in the Document Library.

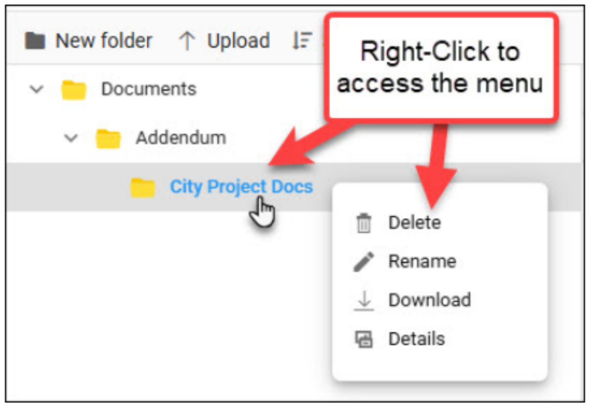
iv. Deselect the new folder by unchecking the box and click on the new folder from the left folder pane.



v. Click the new folder icon again to create a subfolder to the selected folder.



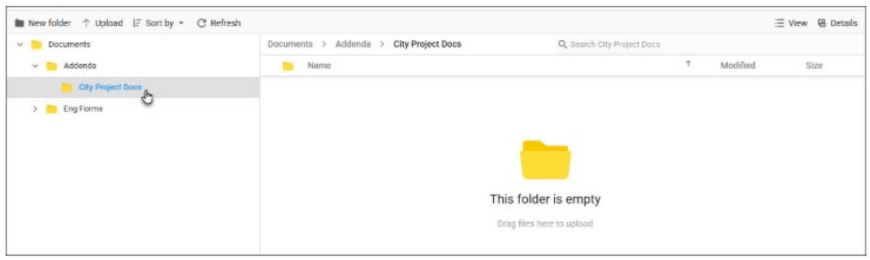
vi. Right-click on the folder to access the menu – it allows to delete, rename, download and get the details on the folder/subfolder.



d. **Step 3: Uploading a Document**

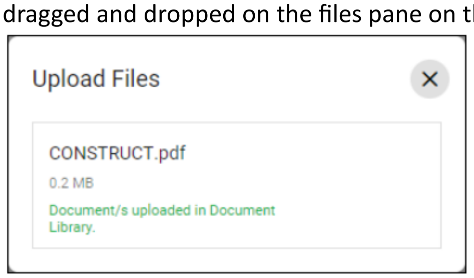
i. From the SpecLink Cloud Dashboard, click the Document Library tab.

ii. In the folder pane on the left of the library, click the destination folder of the uploaded file.

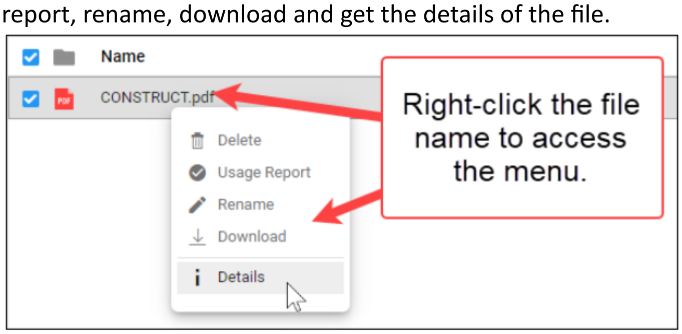


iii. Click the upload icon.

iv. Locate the file locally and click the open button. Alternatively, the file can be dragged and dropped on the files pane on the right side of the library.



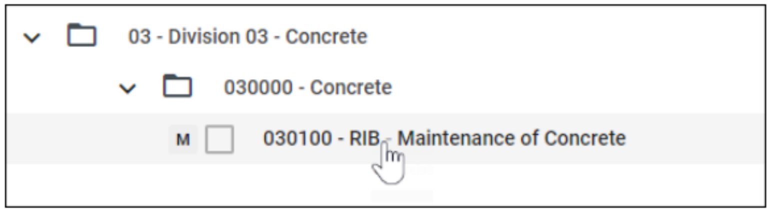
v. Right-click on the file to access the menu – it allows to delete, obtain the usage report, rename, download and get the details of the file.



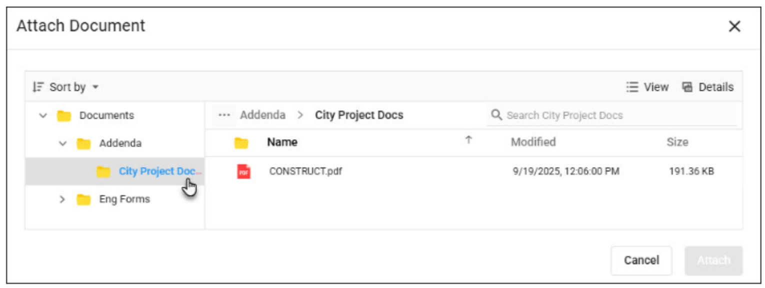
e. **Step 4: Attaching a Document to a Section**

i. From the SpecLink Cloud Dashboard, click on the name of the project where the document will be attached.

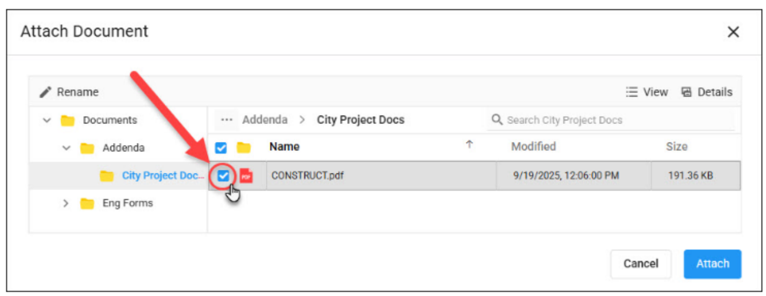
ii. From the project's sections list, locate the section to which the file will be attached.



iii. Right-click on the name of the section and select Attach Document from the menu. The Attach Document window will appear (i.e., Document Library).

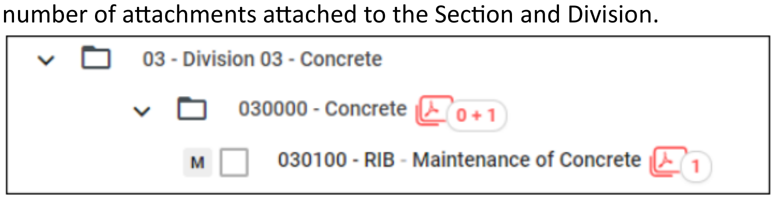


iv. Move through the folders and files to locate the file that will be attached to the section and select the file to be attached.

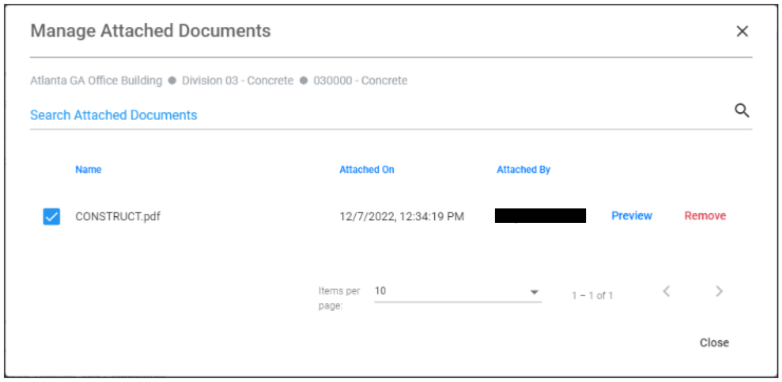


v. Click the "Attach" button.

vi. The document will be attached to the section. An indicator will display the number of attachments attached to the Section and Division.



vii. To preview the attachment, click on the red indicator for the document. The Manage Attached Documents window will appear. Locate the document and click the blue “Preview” link. To remove the document, click the red “Remove” link.



f. **Step 5: Printing/Exporting Attached Documents**

i. Refer to subparagraph 11.2b.iii.13) for details on how to print/export attached documents in SpecLink Cloud.

11.0 How to Print and Export a Specification Section or a Specification Package

11.1 Printing vs. Exporting

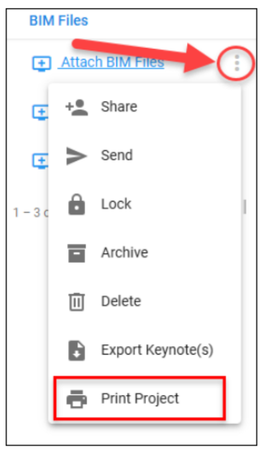
a. Print provides a preview of the selected project, division, or section as a single PDF file displayed in a new tab of the current browser.

b. Export provides the ability to create documents (final output file) or document drafts (all-text including author notes and includes a "DRAFT" watermark) as PDF or DOCX files. *For review purposes, it is recommended to review the specification package directly in SpecLink Cloud using the Commenting feature discussed in Section 12.0. Exporting document drafts with Track Changes markups is an alternative to review the specification package in Design Review software (such as Aproove, Bluebeam etc.). NOTE, however, that paragraphs turned off will not be shown in the Track Changes markup, only changes to LANL Office Master text.*

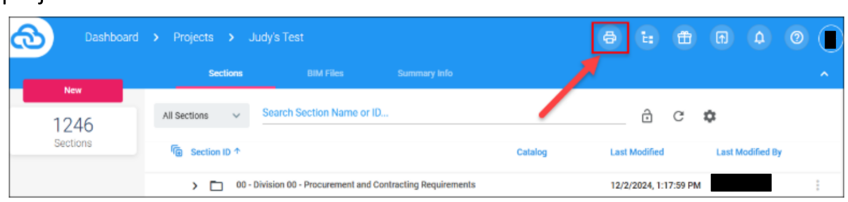
11.2 Below are the steps to print or export (excerpted from RIB Guide article "*Print or Export Documents*"). To print or export, follow the steps below:

a. Access the Print Menu in one of the following ways:

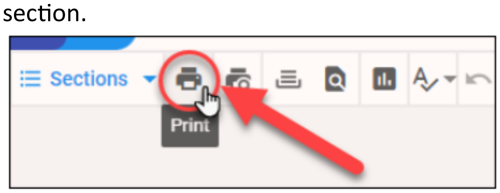
i. From the SpecLink Cloud Dashboard, using the options menu (3 dot icon), click Print Project from the dropdown list.



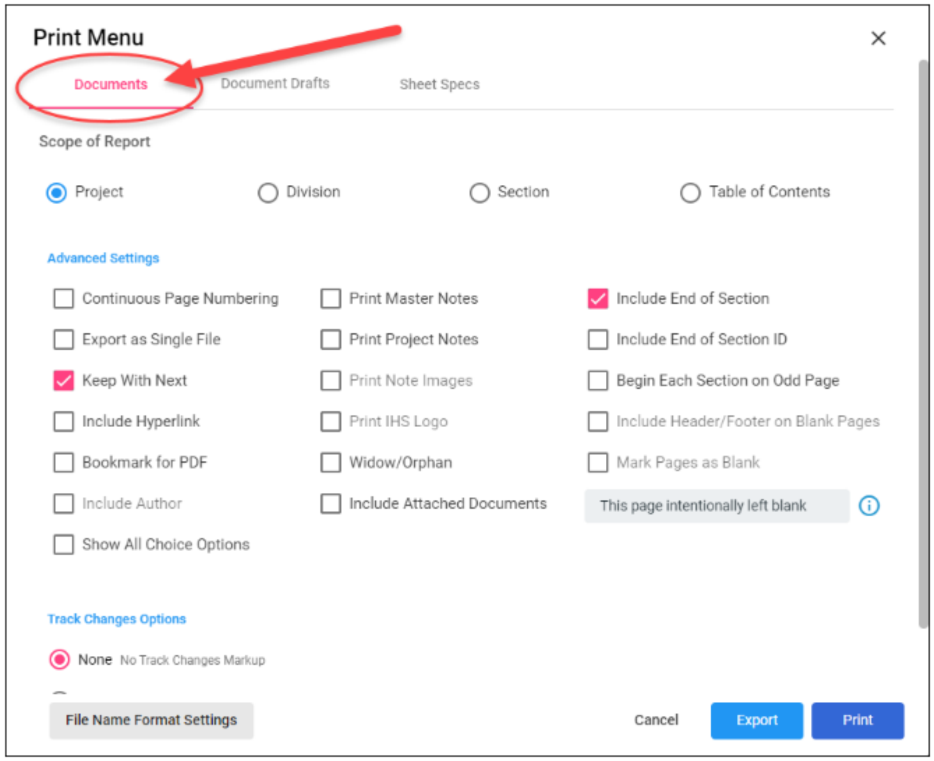
ii. Click the Print icon in the Quick Access Toolbar from the Sections list within a project.



iii. Click the Print icon from the SpecLink Cloud Toolbar within a specification section.



b. The Print Menu will appear to make selections as follows:



i. At the top of the Print Menu, select "Documents" (for final output files) or "Document Drafts" (for all-text drafts that include author notes).

ii. Under Scope of Report – select "Project" (all activated sections), "Division" (pick from list of activated divisions), "Section" (pick from list of activated sections), or "Table of Content".

iii. Under Advanced Settings, select settings that apply:

1) *Continuous Page Numbering* – pages numbers in header/footer increase incrementally throughout the printed/exported content rather than resetting at the beginning of each section.

2) *Export as Single File* – All content will be exported into one PDF or DOCX file.

3) *Keep with Next* – ensures that "End of Section" is not left alone on a printed page, and Levels 1 and 2 do not appear as the last text on a page.

4) *Include Hyperlink* – includes hyperlinks in section text.

5) *Bookmark for PDF* – adds bookmarks for each section title in the exported PDF.

6) *Include Author* – includes author/suffix field (for LANL Office Master, it is "LANL") in the section number (e.g., 01 3300-LANL-Submittal Procedures).

7) *Show All Choice Options* – displays all of the choices in a choice field, with the selected option underlined (this option should never be selected in the final output files).

8) *Print Master Notes* – allows inclusion of master notes (doesn't apply to LANL Office Master since author notes are embedded in the body of the section as NS text).

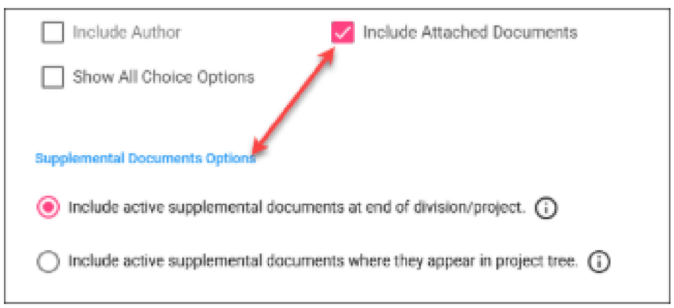
9) *Print Project Notes* – allows inclusion of project notes (doesn't apply to LANL Office Master).

10) *Print Note Images* – allows inclusion of images included in Master or Project notes selected (doesn't apply to LANL Office Master).

11) *Print IHS Logo* – allows for inclusion of IHS logo when option of Print Master or Project Notes is selected (doesn't apply to LANL Office Master).

12) *Widow/Orphan* – ensures that all paragraph text will appear on the same page and doesn't allow for a paragraph to be split between pages.

13) *Include Attached Documents* – ensures that any attached PDFs from the Document Library will be printed/exported. There are two options when including attached documents: (1) to include at end of division/project or (2) to include where they appear in the project tree (typically, option (2) is applicable).



14) *Include End of Section* – this term will appear at the end of the document.

15) *Include End of Section ID* – the Section ID will appear next to END OF SECTION. This cannot be selected unless "Include End of Section" is also selected.

16) *Begin Each Section on Odd Page* – each section will begin on an odd page, will insert blanks with watermark, where necessary

17) *Include Header/Footer on Blank Pages* – will add header/footer on blank pages.

18) *Mark Pages as Blank* – adds a watermark to indicate the page is left blank intentionally.

19) *Custom Blank Page Message Entry Field* – displays customizable watermark message that will display on all blank pages.

iv. Under Track Changes Options, select

1) **None**: No Track Changes Markup
2) **All**: Print All Sections with Track Changes Markup
3) **Inherit Settings**: Print Markup Only for Sections Currently in Track Changes Mode

v. Under File Name Format Settings, select the option to customize the file name, eliminating the need to edit file names after exporting.

vi. Select “Export” (PDF or Word) or “Print”.

c. Selecting Print creates and opens the PDF in another tab of your current browser. Selecting Export provides the option to create and download a .PDF or .DOCX word file. The exported file can be downloaded from the Exported Files Menu.

12.0 How to Comment in a Specification Section

12.1 Contributors given access to comment on SpecLink Cloud projects can add comments on any paragraph.

12.2 Information below on adding, editing, deleting, replying, viewing and filtering comments is excerpted from RIB Guide article "*Commenting in SpecLink Cloud*".

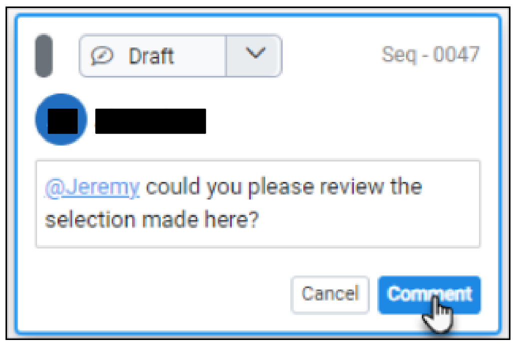
12.3 Below are the steps to add, edit, delete, reply to and resolve comments:

a. **Add a comment**:

i. Hover the cursor over the right end of a paragraph.

ii. Click on the "+" sign for adding a comment.

iii. A window will open to add a comment. You can also tag anyone in LANL or external user with @first last name (user tagged must be active user or contributor, must have access to the project (if Private), and must have access to all levels of the section or division).

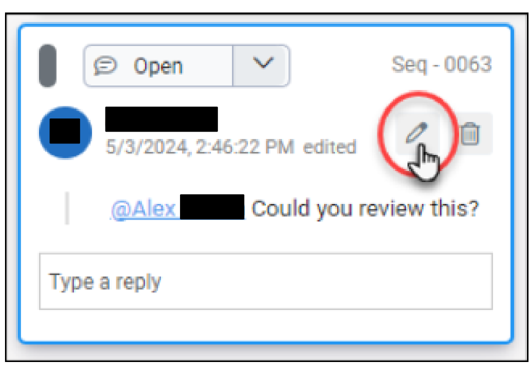


iv. Click "Comment" button.

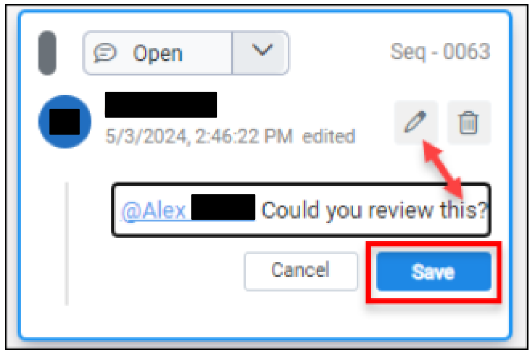
b. **Edit a comment**:

i. Confirm Show Comments is enabled in the top right corner of the section (when the button is activated and comments are displayed, the button appears blue).

ii. Locate the comment to edit and click the pencil button.



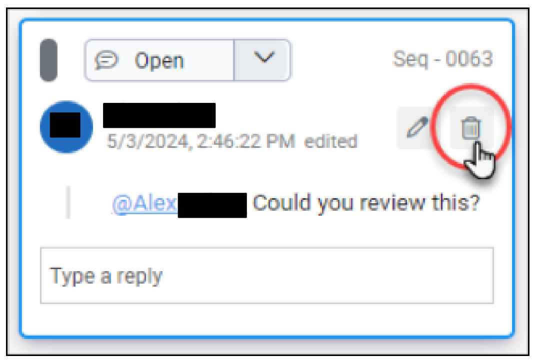
iii. After clicking the Edit pencil button, the text button will activate to make any text adjustments. Once edits are complete, click the “Save” button to save the edits.



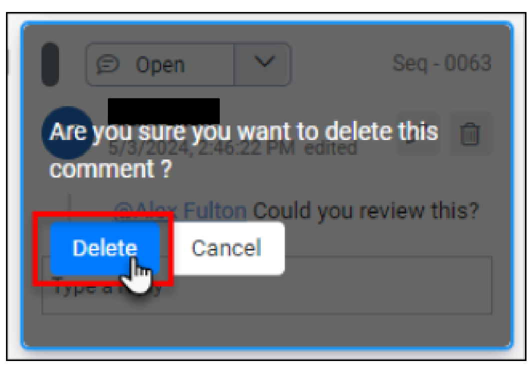
c. **Delete a comment**:

i. Confirm Show Comments is enabled in the top right corner of the section.

ii. Locate the comment to delete and click the Delete/trash can button in the top right corner of the comment box.



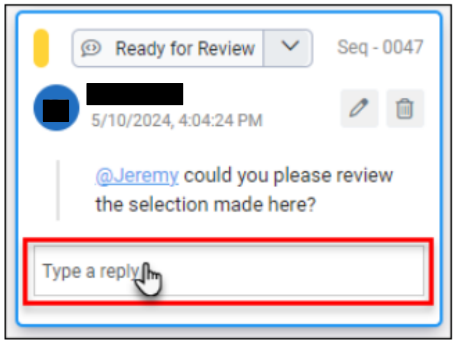
iii. There will be a prompt to confirm if the comment should be deleted. Click “Delete” again to confirm deletion or “Cancel” to not delete the comment.



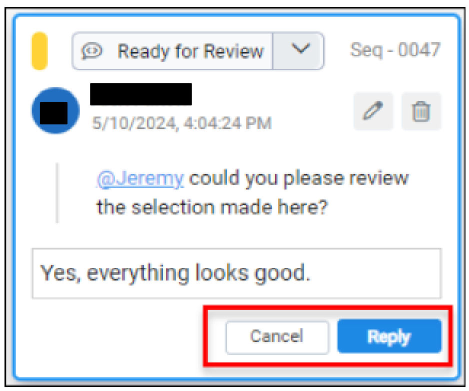
d. **Reply to a comment**:

i. Confirm Show Comments is enabled in the top right corner of the section.

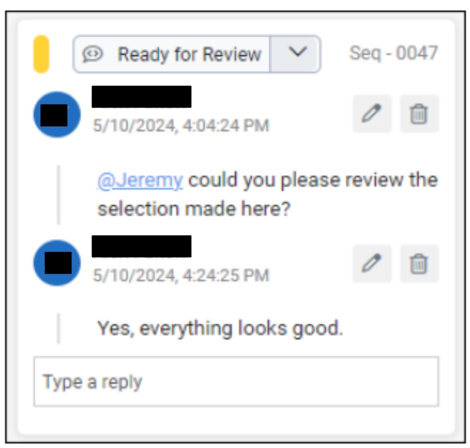
ii. Locate the comment to reply and click in the "Type a reply" comment box.



iii. Begin typing the comment reply and click the "Reply" button once you are done.



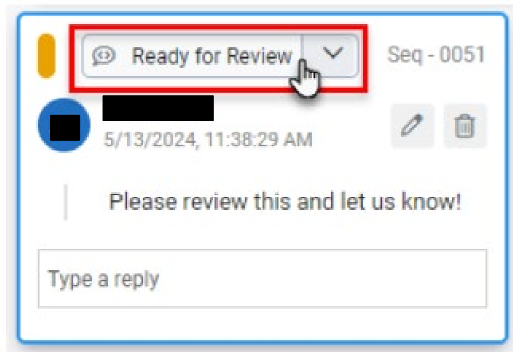
iv. The reply will be added to the comment in a conversation style string as depicted below.



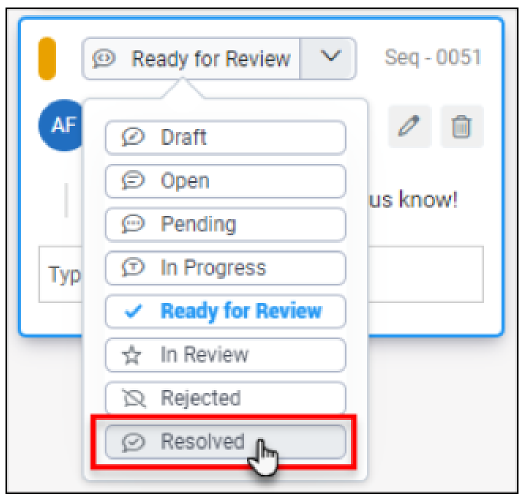
e. **Resolve a comment**:

i. Confirm Show Comments is enabled in the top right corner of the section.

ii. Locate the comment and click the Comment Status dropdown menu.



iii. Click on “Resolved” option.

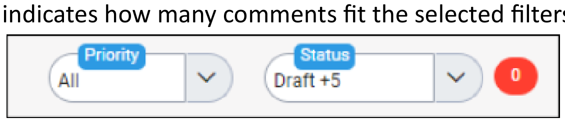


12.4 Below are the steps to view and filter comments, and adjust comment priority:

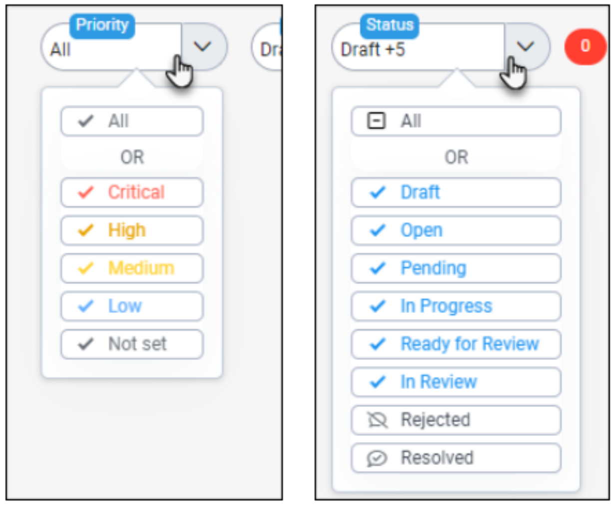
a. **View and Filter comments**

i. Click “Show Comments” button located in the top right corner of the section (when the button is activated and comments are displayed, the button appears blue).

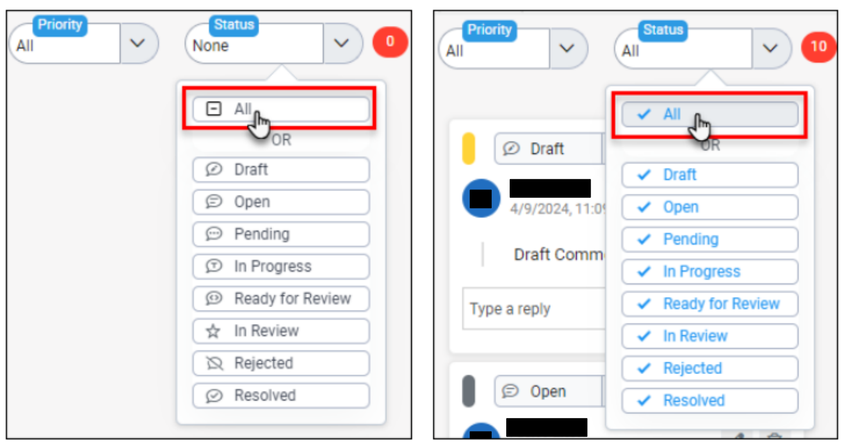
ii. Use the Comments menu to select view filters for comments of various priorities and statuses. The red number to the right of the Comments menu indicates how many comments fit the selected filters.



iii. Once the Comments filters are visible, click the dropdown list for Priority or Status to view the full list of options.

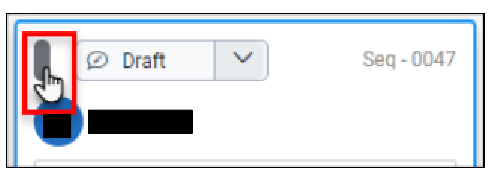


iv. The filters can be toggled by clicking on each option to add or remove the checkmark. Selecting the "All" option at the top of each filter menu can be selected to toggle all filter options on or off.

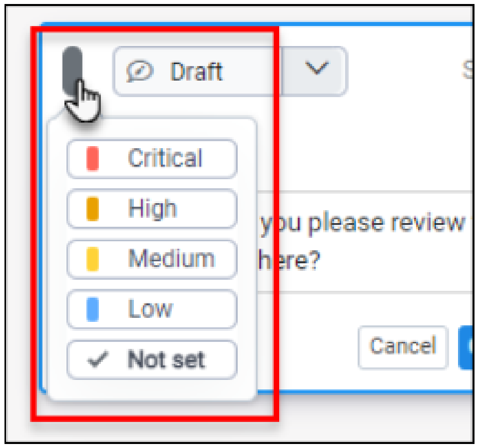


b. **Adjust comment priority**

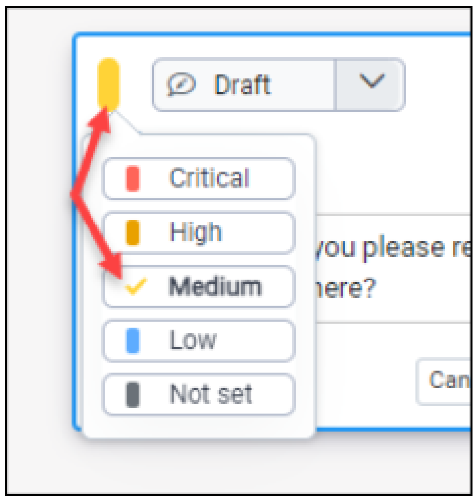
i. After writing a new comment, the Priority can be adjusted by clicking on the small grey oval in the top left of the comment box.



ii. After clicking, the priority dropdown list will appear. The checkmark and bold text indicates the current priority level. In the example below, comment priority is set to "Not set" level.



iii. From the list, click on the desired priority level for the comment.



iv. Save the comment by clicking the blue “Comment” button

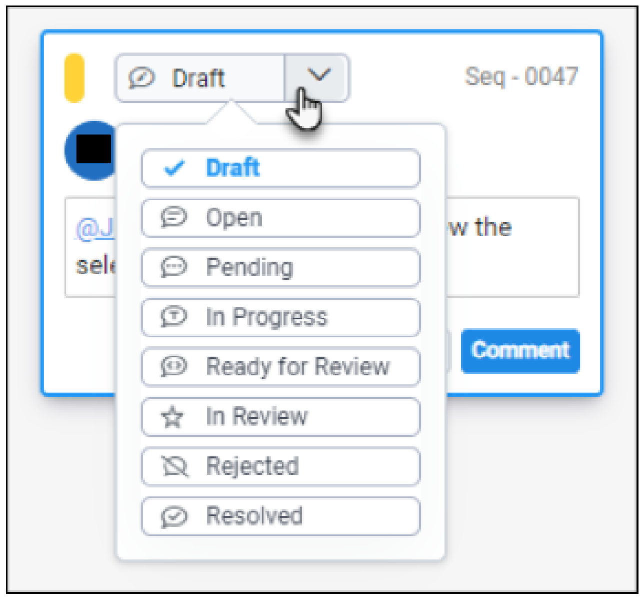
c. **Adjust status**

i. There are different statuses available in SpecLink Cloud for Comments.

Status	Description of Comment
Draft	Comment currently being written or edited
Open	Comment submitted and ready for action
Pending	Waiting for a response or action to be taken
In Progress	Action has been taken or work has begun
Ready for Review	Action/Work finished, resolution pending review
In Review	Resolution has been completed and is now under final review
Rejected	Proposed resolution has been rejected
Resolved	Proposed resolution accepted or all necessary action completed

ii. After writing a comment, the status of the comment can be adjusted by clicking on the status dropdown menu at the top of the comment box.

iii. After clicking, the status dropdown list will appear. The checkmark and blue text indicate the current status. In the example below, comment status is set to "Draft".



iv. From the list, click on the desired status for the comment.

v. Save the comment by clicking the blue "Comment" button.

12.5 Comment Notifications – when @mentioned in a new comment, edited comment or a comment reply, the tagged user will receive a notification. There are two types of notifications – SpecLink Cloud in-app notification and an automated email notification. Note, the default setting is for email notifications to be set to "On". Users can choose to disable or enable the automated email notifications.

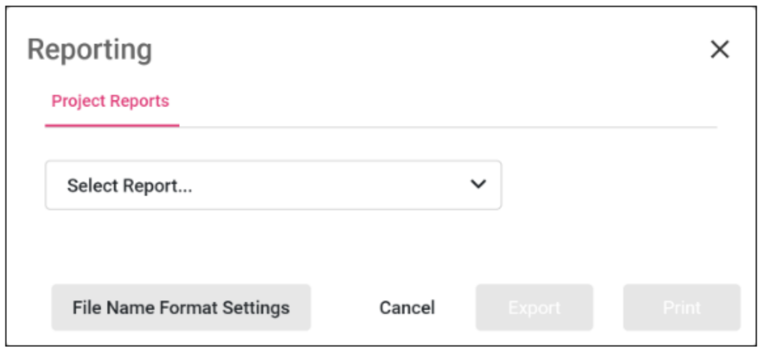
13.0 How to Create a Comments Report

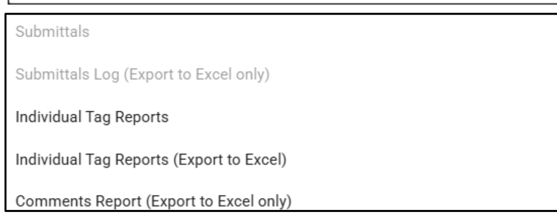
13.1 Comment Reports are helpful for tracking closeout of comments during design reviews on projects (similar to a Design Review Record).

13.2 Below are the steps to create a comments report (excerpted from RIB Guide article "*Generating Reports in SpecLink Cloud*").

a. From within a section, click the Reporting icon in the SpecLink Cloud toolbar.

b. From the drop-down menu select *Comments Report.*



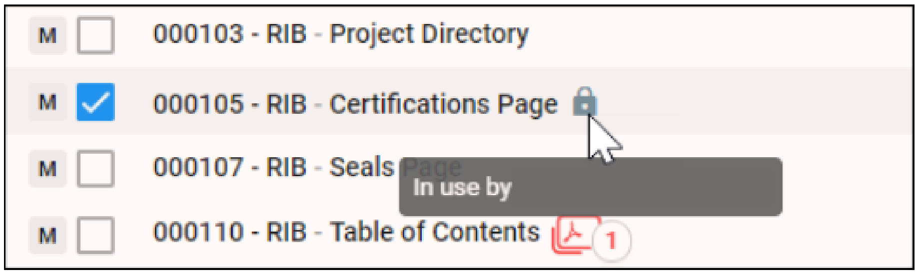


c. The Reporting menu provides tools to customize the file name.

14.0 How to Close a Section and Project

14.1 Below are the steps to close a section and project (excerpted from RIB Guide article "*Closing a Section and Project*".

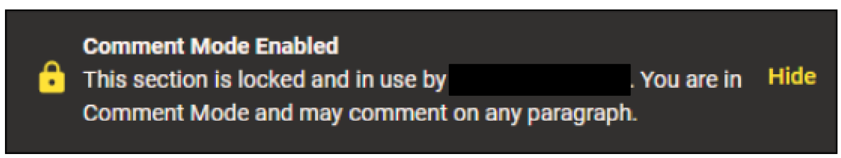
14.2 When a section is being edited by a user, the section is in use and no other user can access the active section for editing within the project while it is being edited; the other user can only access in View/Comment Mode. The section will appear locked to anyone attempting to access it.



14.3 Closing the active section appropriately unlocks the section for others to access within the project. Incorrectly closing the browser without closing the section or project results in locked sections without any active user working on it, and force users to go through **unlocking a section** steps below.

a. Comment Mode and View Mode are ways to open sections that are currently locked by another user.

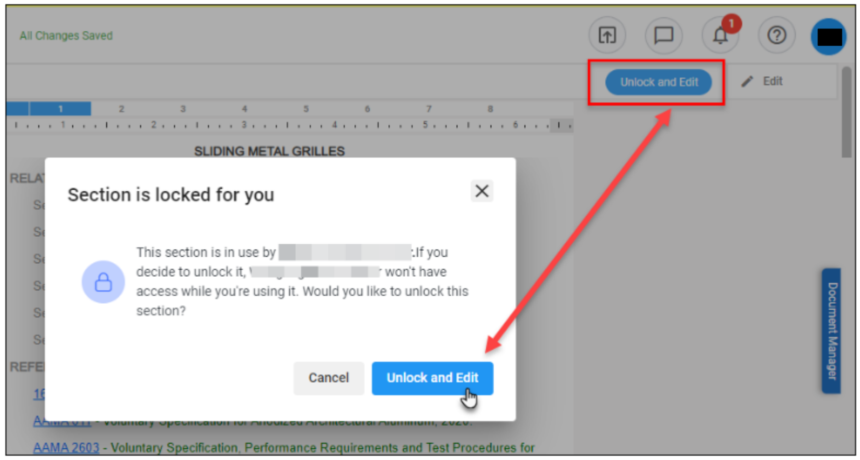
b. Clicking on a section that is locked by another user will open the section for viewing, either in Comment Mode or View Mode. This will be indicated by a pop-up as well as changes to the SpecLink Cloud toolbar.



c. If the user viewing the locked section has commenting permissions in the project, then this view is considered to be Comment Mode and the ability to view and comment will both be available. The commenting feature will update in real time, including notifications. Any updates to the section itself require clicking the refresh button on the browser.

d. If the user viewing the locked section does not have commenting permissions in the project, then this view is considered to be View Mode and only viewing the locked section will be available. Any updates to the section itself require clicking the refresh button on the browser.

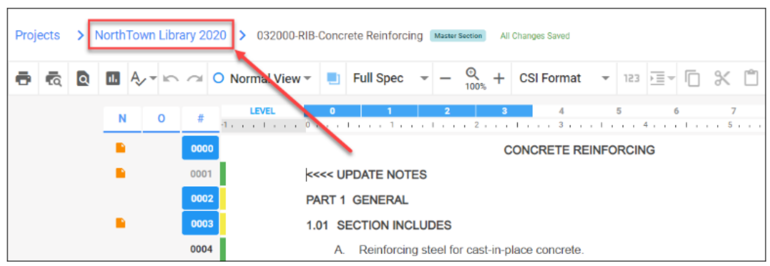
e. When in View Mode or Comment Mode, a user can click the "Unlock and Edit" button on the toolbar, giving the viewing user control and forcing the editing user back to the Projects page.



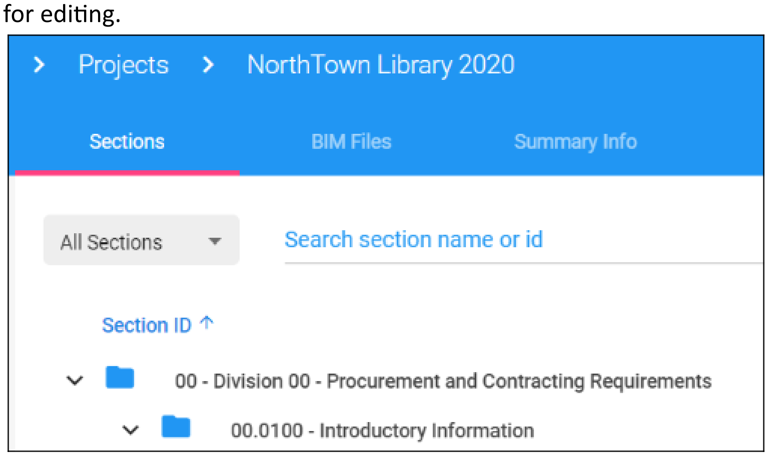
14.4 To avoid locking sections inadvertently and for the safety and security of LANL's account and information, it is important to:

a. **Step 1: Close the active section**

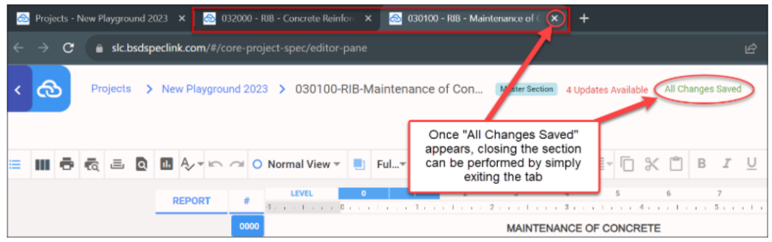
i. Properly close the active section being edited by clicking the project name located in the top left corner of the SpecLink Cloud screen.



ii. Performing this step will return the user to the Sections list. At this time, the section is no longer considered to be in use and is unlocked, and anyone with the appropriate permissions can access the section for editing.

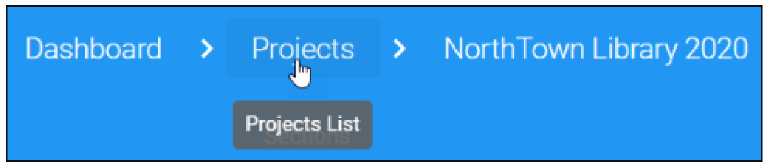


iii. When there are many sections open across multiple tabs, once "All Changes Saved" notification is showing, a user can freely close that section by simply closing that tab. The best practice is to ensure the Project is still open in it's own separate tab before exiting.

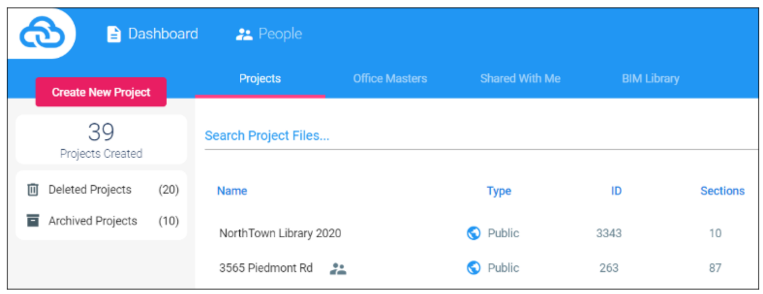


b. **Step 2: Close the project**

i. Properly close the current project by clicking the Projects or Dashboard link in the top left of SpecLink Cloud.



ii. Performing this step will return the user to the Projects List or SpecLink Cloud Dashboard.

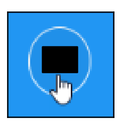


iii. Both options will have properly closed the project for the user.

c. **Step 3: Sign out of the system**

i. Signing out properly is importance for the safety and security of LANL's information and the account.

ii. Click your account initials in the circle located in the top right corner of the SpecLink Cloud screen.



iii. Click the red Sign Out button.