

# SPECS ON THE WEB USER GUIDELINES

## Login

If you are a first time user, click on [Register](#) under Sign Up at the bottom of the screen. Fill in the information requested. A system generated password will be sent to you with the email address you provide.

The email address you used to Register is now your User ID. Copy and paste the password sent to you into the password field on the login screen and enter. You will be prompted to enter a new password. Make sure it is eight alpha-numeric characters in length.

If you forget your password, contact the FDOT Help Desk.

## Home Page

On the Home page, you may Preview a Workbook. This feature allows you to select a letting date, District and Type of Contract to view the specifications available, including the District specific Modified Special Provisions without creating a package.

## My Packages , Search Packages

The My Packages screen shows a list of the Specifications Packages you have created. Search for a particular Financial Project by typing in the number in the Search field and enter (you do not need to enter the “dashes” in the number). The columns in the table sort in ascending order when you click on the heading of the column.

## Creating a New Package

To create a new Specifications Package, click on Create a Package from the menu bar at the left of the window, or click the link at the top of the My Packages screen or the Search Packages screen.

On the Specification Details screen insert the names of the First Reviewer, the Second Reviewer and the Engineer of Record. Complete the fields on the Specification Details page for the contract you are preparing.

From the Selection screen, use the Usage Note column when deciding which files to select. Remember to select all files with a Usage Note of "All Jobs". You may browse the files at anytime by clicking on Browse. The window that opens is a 'window in a window' and may be closed by clicking on the "X" in the upper right hand corner of the screen.

You may select or unselect a file by clicking on the check box. When you select a file with an insert, update the insert by clicking on Edit Insert. Type the appropriate information into the blank box and click Update. If a file is selected containing an insert field and the information for the field is not available, you may add the insert in the Specifications Package document. Inserts not updated from this screen will remain highlighted in the Specifications Package document.

When all selections have been made, click on Merge Specifications in the blue column to the left of the screen.

When the File Download window appears, click Save to save the file to your computer as a Word document using the 11 digit financial project number as the file name (if you click on Open, the document will open in .xml format). This is the naming convention required by the Department's Electronic Delivery software (see the CADD Manual, Chapter 24).

You may click the Back button to go back to the Workbook screen. If you close the window by clicking the 'X' in the upper right hand corner of the screen you will close your session with Specs on the Web and will need to log in again.

Changes to your selections may be made until the Specifications Package record is locked. When you have generated the final package for forwarding to Tallahassee or the District Contracts Office, you may click on Lock.

If you need to access your package after it has been locked, call the District Specifications Office or contact the FDOT Help Desk.

# SPECS ON THE WEB

SPECIFICATIONS PACKAGE  
FLORIDA DEPARTMENT OF TRANSPORTATION

You may print the specification package Workbook by clicking on either of the links at the top of the Selection Screen. The Printer Friendly version is a scrolling list in an html format. A PDF version is available for sending electronically.

Financial Project Number: Tally1-2-34-56  
Letting Date: 06/13  
[Printer Friendly](#) [PDF](#)  
[Merge Specifications](#)  
(Unknown file size)

Description	Usage
Local Agency Specs	
ARTHWORX AND RELATED OPERATIONS FOR LAP (OFF-SYSTEM).	
<small>Jan: 1/23/2012\FA 2/27/2012\03/12/</small>	Use on Off-System LAP Projects.

## Security

When a package is selected from Search Packages, a user other than the creator of the package may request access to the package by clicking on Request Update Access. An email will be sent to the user who created the package.

The user who created the package may then login to Specs on the Web, go into My Packages and approve or deny the request. If the request is approved, the requesting user may access and update the package selection screens.

<a href="#">123456-1-52-01</a>	July, 2009	Five	Frances Thomas	3/3/2009	Lock
<a href="#">123456-1-52-01</a>	July, 2009	Five	Frances Thomas	3/3/2009	
<a href="#">123456-7-08-01</a>	July, 2008	Two	Frances Thomas	2/19/2008	<a href="#">Create Supplemental</a>
<a href="#">123456-7-08-02</a>	August, 2008	Two	Frances Thomas	7/16/2008	<a href="#">Create Supplemental</a>
<a href="#">123456-7-08-02</a>	August, 2008	Two	Frances Thomas	2/22/2008	

1 2 3

**Pending Update Requests**  
List of requests that require your attention.  
There are no requests that require your attention.

**Pending Access Requested**  
List of update access that you have requested.

Financial Project	Status	Status Date	Requested
<a href="#">123456-9-52-01</a>	Requested	5/25/2009	5/25/2009

If you need access for a package created by a user who is not available, contact the District Specifications Office for help or contact the FDOT Help Desk.

Home  
My Packages  
Search Packages  
Administration  
Download Word Viewer

**Specification Details**

Initials	ft
Financial Project	123456-1-52-09
Contract Type	Construction
Spec Book Year	2007
Federal Funding?	<input type="checkbox"/> (Check if Yes)
Multiple FPN?	<input type="checkbox"/> (Check if Yes)
Reissued?	<input type="checkbox"/> (Check if Yes)
Manual Signature?	<input type="checkbox"/> (Check if Yes)
Letting Date	February, 2009
District	District 3
County	Leon

[Continue to Specifications Selection ->](#)

**Access Requests for this Package**

Date Requested	Status	Status Date	Requestor	Approve	Deny
11/3/2008	Approved	11/3/2008	Shirley Harvey	<a href="#">Approve</a>	<a href="#">Deny</a>

## Specifications Package – Preparing the final package

Verify that the margins of the document are 1 inch all around by clicking on “Page Layout” in the Word tool bar and then “Margins”.

On the Cover Page, you may want to add a return after each of the names under “Prepared by:”. If Multiple FPN is checked, “etc” will be added to the end of the financial project number. You will need to delete the “etc” and add the additional financial project numbers for strung jobs and additional counties, if necessary. Footers include the financial project number and will have “etc.” at the end for strung jobs – do not add the additional financial project numbers to the footer.

Ensure that all highlighted inserts are filled in and the highlight removed, all Modified Special Provisions and Developmental Specifications, if required, have been inserted into your package. Be sure to add the titles to the Appendices TSP page. Follow the guidelines in the Specifications Handbook for development and format of TSPs.

Check the end of the document and note the last page number. When adding Technical Special Provisions (TSP), add the number of pages of TSPs to the total number of pages in your Specifications Package. This will be added to the Table of Contents.

Go to the end of the Table of Contents (the next blank line outside of the Table of Contents area) and add the titles of the TSPs to the Table of Contents under Technical Special Provisions (with beginning page numbers and dot leader tabs – see below\*). Page numbers should be added indicating the page the TSP will begin on in the Specifications Package.

The last line of the Table of Contents should be typed in bold **“This Completes This Specifications Package.** Type the last page number for the last page - **“This Completes this Specifications Package”** - in the Table of Contents.\*

\*You can create the dot leader tab by placing your cursor in the position on the line where you want the page number to begin and double-click. From the tool bar, select **“Format”** and then **“Tabs”**. Select the tab stop position you just created (usually 6.5), select the right alignment, and click the **‘2..... dot leader’** tab. Set the tab and click ok.

On the Cover Page, complete the sign and seal area at the bottom of the page.

Convert the document to .pdf.

Using Adobe Writer, open the .pdf Specifications Package document and click on **‘Document’** from the menu tabs at the top of the page. Select **‘Insert Pages’** from the drop down and follow the directions on the screen to insert TSPs.

Right click on the blank page and **Delete Pages** to remove any blank pages.

To add the package page numbers to the Specifications Package for the TSPs, with the cursor on the first page of the TSP, go to **‘Document’** in the Main Menu and choose **‘Headers & Footers’**, select **‘Footer’**. Place the cursor in the middle section at the top of the screen and choose **‘Insert Page Number Style (insert page number) 1’**. Add dashes to the number in the middle section window (**- <<1>> -**). Select **‘Times New Roman, Size 12 Font’**. Go to **‘Page Range’**, choose **‘Apply to Page Range’** and insert the page number of the page you want to begin the numbering with.

You are ready to save the Spec Package and electronically sign and seal.

### Supplemental Packages

**Creating a Supplemental Package:** Search for and select the desired package. After the Specifications Package has been locked, **“Create Supplemental Package”** will appear in the far right column. Supplemental Package may be created by clicking on the **‘Create Supplemental’**.

On the Selection screen, you will see all the selections that are in the Original Package.

To select a new file, click on the check box in front of the file name.

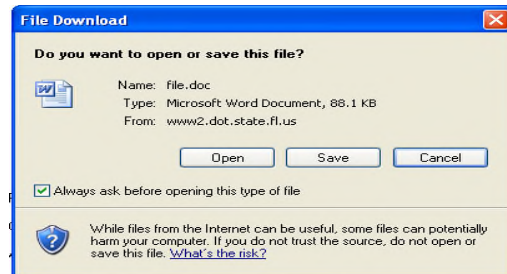
The screenshot shows a web interface for 'Supplemental Specifications'. At the top, it displays 'Financial Project Number: 123456-1-52-09' and 'Letting Date: 02/09'. Below this is a table with columns for 'Description' and 'Usage Notes'. The table contains several rows, each representing a supplemental specification item. Each row has a checkbox for selection, a file name, and a description field. The items are:

Description		Usage Notes
Special Provision		
<input checked="" type="checkbox"/> SP0000001 *Original Selection	Unselect Replace Browse (Unknown file size)	SPECIAL PROVISIONS. All Jobs
<input checked="" type="checkbox"/> SP0000041 *Original Selection	Unselect Replace Browse (Unknown file size)	INTENT AND SCOPE. All Jobs, except Lump Sum.
Description of project? milling and resurfacing		
<input checked="" type="checkbox"/> SP0000042 *Original Selection	Unselect Replace Browse (Unknown file size)	INTENT AND SCOPE. All Lump Sum Projects
Description of project? Place Item Number here:		
<input checked="" type="checkbox"/> SP0000043	Unselect Replace Browse (Unknown file size)	AWARD AND EXECUTION OF CONTRACT. A+B Bidding. (Use with proper authority.) Use with SP000001AB, SP0003100AB, SP0000701AB and SP0081300AB.
Enter the number of calendar days:		
<input checked="" type="checkbox"/> SP0000044 *Original Selection	Unselect Replace Browse (Unknown file size)	PROSECUTION AND PROGRESS. When other Contractors are working in the vicinity

To delete a file, click on Unselect. In the box that opens, insert the page number(s) from the Original Package where the file you want to delete is located. Be sure to click the Update button.

To replace a file, click on Replace. In the box that opens, insert the page number(s) from the Original Package where the file you want to delete and replace is located. From drop-down selection, click on the file that will replace the existing file. Be sure to click the Update button.

Click [Merge Specifications](#) on the left of the screen. When the File Download window appears, click Save to save the file to your computer as a Word document using the 11 digit financial project number ending with “supp1”(or “supp2”, etc.) as the file name (if you click on Open, the document will open in .xml format). This is the naming convention required by the Department’s Electronic Delivery software (see the CADD Manual, Chapter 24).



As with the Specifications Package, add the financial project numbers for strung jobs, additional counties if required, and type in the name of the Engineer signing and sealing the document and the page numbers of the document. Footers include the financial project number and the Supplement Number. There is no Table of Contents and there are no section headings (i.e., Special Provisions, Supplemental Specifications, etc.) in the document.

The instruction for numbering the last page applies for the Supplemental Package as described above for the Specifications Package.

Changes may be made until the Supplemental Specifications Package is locked. Lock the Supplemental Record” in the same manner as described above for the Specifications Package.

### Local Agency Specs

Local Agency specifications are provided to users without logging into Specs on the Web. Click on Local Agency Specs on the menu bar to the left of the screen. Specifications available from the Selection screen include the Big 4 for off-system projects, FDOT Archive specs, Special Provisions and Supplemental Specifications from the current implemented specifications, Standard Specifications for Road and Bridge Construction, current edition, and specifications developed and approved by the Florida Pavement Preservation Council.

Select	Description	Usage Notes
Florida Pavement Preservation Council		
<input type="checkbox"/> FPRC335-MicroSurfacing	MICRO SURFACING. (Rev. 7/30/2013) (FA. ) (09/13)	For Local Agency Use Only (This specification was not developed and is not owned by the FDOT.)
Local Agency Specs		
<input type="checkbox"/> LAPB4120	EARTHWORK AND RELATED OPERATIONS FOR LAP (OFF-SYSTEM). (Rev. 1/23/2012) (FA. 2/27/2012) (03/12)	Use on Off-System LAP Projects.
<input type="checkbox"/> LAPB4334	HOT MIX ASPHALT FOR LAP (OFF-SYSTEM). (Rev. 11/17/2011) (FA. 2/27/2012) (03/12)	Use on LAP Off-System Projects.
<input type="checkbox"/> LAPB4344	CONCRETE FOR LAP(OFF-SYSTEM). (Rev. 12/20/2011) (FA. 2/27/2012) (03/12)	Use on LAP Off-System Projects.
<input type="checkbox"/> LAPB4500	LANDSCAPE INSTALLATION FOR LAP (OFF-SYSTEM). (Rev. 4/5/2011) (FA. 4/15/0211) (04/11)	Use on LAP Off-System Projects.
FDOT Archive Specs		
<input type="checkbox"/> LASA120	EXCAVATION AND EMBANKMENT.	For Local Agency Use - FDOT Archive Specification

Specifications may be selected and merged into a Word document to be saved to a local computer. Files may then be cut and paste or merged into the Local Agency Contract documents. Specs on the Web does not retain the selected files after merging.

The Local Agency Specs are also available after logging into Specs on the Web when the Contract Type LAP is selected on the Specification Details screen. The package created when logged into Specs on the Web is saved by the application.