

How can I improve the accuracy of Specification Section Identification?

When you upload new specifications to a project, Procore can automatically pre-populate the following fields to help expedite the upload and review process:

- · Specification Number (number and description)
- Specification Division (number and description)

Procore leverages text parsing technology to intelligently discover and pre-fill these fields with the correct value based upon the number of each specification section and division.

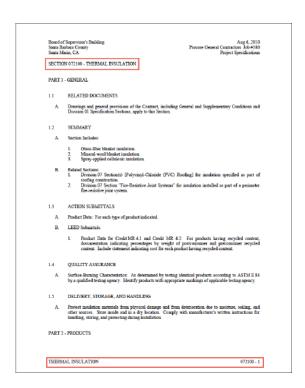
Tip

In order to improve the accuracy of information populated from the specification upload, we recommend your spec book is configured with following considerations.

Spec Book Page Format

- The specification file should be a vector PDF. See What is the difference between raster and vector content in PDFs?
 - Note: A scanned PDF will result in Procore extracting no spec section except for 00110 Table of Contents.
- The font should be a simple Sans-Serif font, such as Arial or Helvetica (or any UTF8 font).
- The page format of the spec book should be consistent throughout. It is recommend to use 8 1/2" x 11" page dimensions in portrait orientation.
- The spec section number should be located in the header or footer of every page (i.e. top fifth and bottom fifth of the page).
- It is recommended to embed fonts in your PDF files while saving them so that they display as expected when
 opened in other programs.
- If you plan to use the <u>Submittal Builder</u>, make sure all submittals related to this spec section appear under a header that contains the English word, "Submittals."

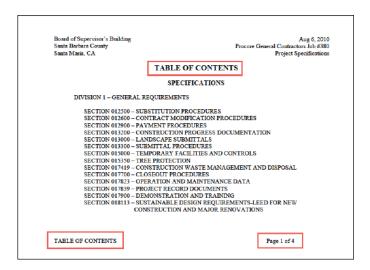




(Click to view larger image)

Table of Contents

- The Table of Contents should be labeled "Table of Contents" or "TOC" on each page of the table of contents.
- It should appear in the first 20 pages of the Spec Book.
 Note: Procore can only create a key from the table of contents if the book is more than 25 pages.
- · On these pages, have only the table of contents data. Avoid notes or other information on these pages.



(Click to view larger image)



Division Number and Title

Procore uses <u>CSI MasterFormat Divisions</u>. Test parsing will not pull these from your spec book.
 Note: You can edit the division titles and numbers in the <u>configuration page</u> after you upload specifications.

Spec Section Number

- · Use either the current 6-digit CSI MasterFormat Codes or older 5-digit codes.
- Combinations of 5- and 6-digit codes are accepted. However, Procore does not currently support 8-digit spec section numbers.
- You do not need to have the word "Section" in front of the section number. Procore will recognize the 5- and 6-digit number as the spec section without a label.
 - Avoid different 5- or 6-digit numbers close to the top or bottom of the page. If Procore cannot recognize the spec section number in the top or bottom fifth of the page, it will pull the 5- or 6-digit number closest to the top or bottom as the spec section number.
 - *Note:* If this cannot be avoided, use the "Number to Ignore" configuration in the Advanced Options of the upload page to tell Procore to ignore this number.

SECTION 072100 - THERMAL INSULATION

Spec Section Description

- Procore looks for the Spec Section Number on each page, but not the Description. Descriptions are pulled from the standard format used, or from a Table of Contents if included in the first 20 pages of the Spec Book.
- There should be at least 4 letters in a spec section description.

SOUND-ABSORBING CEILING UNITS	098436 - 2

See Also

- · Upload Specifications
- Manage Specification Log

If you would like to learn more about Procore's specifications management software and how it can help your business, please visit our construction specification management software product page





