

How to Change a Project's Spec Book

The process to change a project's spec book requires that the project not be assigned to a proposal.

Any cost estimates, or records associated with cost estimates in the project, are also copied and updated with the new spec book. Those records included in the copy process and updated with the new spec book items include the following:

- task groups,
- reference price tasks,
- bid-based tasks,
- cost sheet tasks,
- cost estimate item bid based task bid history profiles,
- contingency assignment profiles,
- typical section profiles,
- life cycle maintenance schedule profiles,
- maintenance milestone items.

Step 1 – Create a copy of the project.

- A. From the Preconstruction menu, click the **Projects** link.

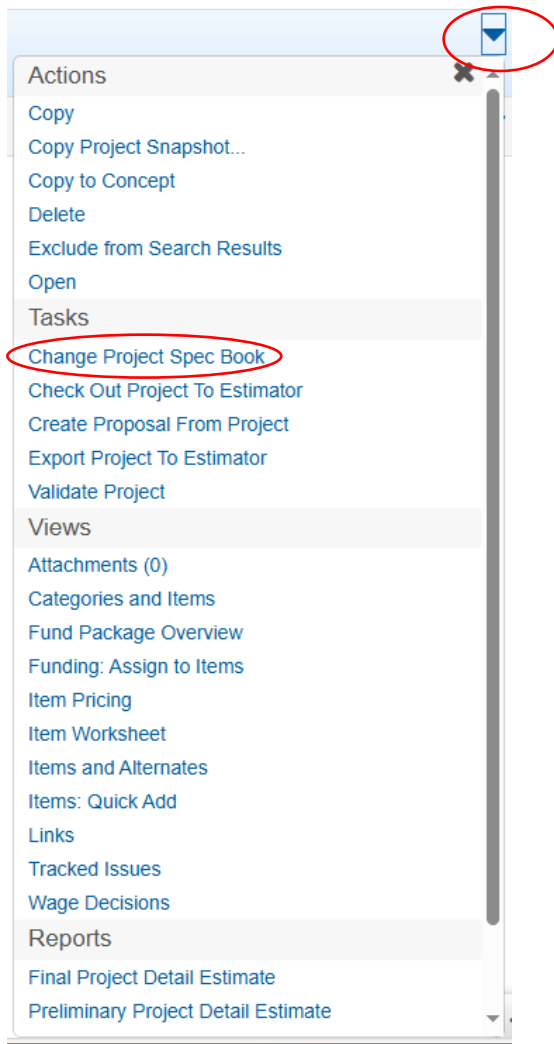
The screenshot shows the top navigation bar with 'Home', 'Previous', and 'My Pages' dropdowns. Below it, the 'On this page:' section lists 'Preconstruction', 'System Administration', 'Reference Data', 'Estimation', and 'External Links'. The main heading is 'PROJECT Contracts and Specifications Administrator'. A blue dropdown menu is open for 'Preconstruction', showing a list of links: 'Projects', 'Proposals', 'Lettings', 'Find Bid Data', and 'Price Item'. Each link has a small downward arrow to its right. A question mark icon is visible in the top right corner of the dropdown menu.

- B. Under *Project Overview*, locate the project whose spec book you want to change. Click the row Actions menu.

The screenshot shows the 'Project Overview' section. At the top, there is a blue header bar with 'Project Overview', a 'Save' button, and a question mark icon. Below the header is a search bar containing 'h.009999' and a search icon. To the right of the search bar are the words 'Advanced' and 'Showing 2 of 2'. Below the search bar is a table with the following data:

Project	Spec Bk	Descr	
H.009999	16	Test Project	▼

The 'Project' column value 'H.009999' and the dropdown arrow in the rightmost column of the table row are circled in red. In the top right corner of the table area, it says '0 changed'.



Select **Change Project Spec Book** from the **ACTIONS** menu.

Step 2 – Rename the source project and select new spec book.

- A. Click in the **Source Project ID** field, and type a unique ID that will be used to rename the source project (the project you want to rename).
- B. Click in the **Destination Spec Book** field, and type the name of the new spec book you want to assign to the project.
- C. Click **Save**.

Change Spec Book Project H.009999

Source Project ID *
H.009999_old

Source Spec Book
16

New Project ID
H.009999

Destination Spec Book *
26

Save

Step 3 – Update the items in the new project.

- A. No longer included in the project and associated cost estimates are:
- Items that were obsoleted or deleted from the new spec book;
 - Items missing a supplemental description required by the new spec book

If an item does not transfer to the new project., the below warning message will display, and a .txt file is created identifying such item(s).

Warning: Detected rows with warnings. Please review messages below. ✕

A Attachment with warnings has been created when copying Project Items. You can review the warning messages by going to the Attachments for the Source Project.

IMPORTANT: It is highly recommended to double-check all items in the event that some items may not have been captured in the exclusion reports.

- B. Click the *Project Overview* component and locate the source project (H.009999_old).

Click **Overview**.

[Overview](#) [Categories and Items](#) [Cost Estimate](#) [Fund Package Overview](#) [Funding: Assign to Items](#) [Items](#)

Warning: Detected rows with warnings. Please review messages below.
A Attachment with warnings has been created when copying Project Items. You can review the warning messages by going to the Attachments for the Source Project.

Project Summary

Project: H.009999 - Test Project

Save ?

Proposal:

- General
- Counties
- Districts
- Points
- Road Segments
- Bridge Segments
- Workflow
- Agency Views

Project ID
H.009999

Version Number
1

Project Description *
Test Project

Spec Book *
26

Unit System *
English

Federal Project Number
H009999

State Project Number
H.009999

Controlling Project

Project Type
[Dropdown]

LPA Project *
N - No

Workflow

Phase

Urban/Rural
[Dropdown]

Primary Project County ID
-

Primary Project District ID
-

Priced By
[Search] Begin typing to search or press Enter

Estimated Date
mm/dd/yyyy

Revised By
[Search] Begin typing to search or press Enter

Designer
[Search] Begin typing to search or press Enter

Vendor Access
[Search] Begin typing to search or press Enter

Project Summary page for new spec book with warning message.

- C. Click the **Actions** menu in the source project row, then click **Attachments**.
- D. Locate the **ProjectItemsNotCopied.txt** or **EstimationItemsNotCopied.txt** file.

Project Overview

▼ Project Overview Save ?

Q h.009999 Advanced Showing 3 of 3 0 changed

Project	Spec Bk	Descr
H.009999	26	Test Project
H.009999.6	08	LA 594: TURN LN @ US 165 SERVICE RD.
H.009999_old	16	Test Project

Actions ×

- [Add New](#)
- Copy
- Copy Project Snapshot...
- Tasks
- Change Project Spec Book
- Check Out Project To Estimator
- Create Proposal
- Export Project To Estimator
- Lock Project
- Validate Project
- Views
- Attachments (1)**
- Issues
- Links

Project Summary **ACTIONS** menu. Click *Attachments*.

Attachments Overview

▼ Attachments For Project Save ?

Q [Type search criteria or press Enter] Advanced Showing 1 of 1

Select File...

0 marked for deletion | 0 changed | [Expand All](#)

Filename	Historical Report	Size (kb)	Additional Roles Count
ProjectItemsNotCopied.txt	No	0 0	

Description ▼ Attorney/Client Privilege ▼

List of items that did not copy Q

- E. This file identifies the items that failed to transfer by their line number of the source project. This will help you determine what changes, if any need to be made to your 2026 project.

```
ProjectItemsNotCopied - Notepad
File Edit Format View Help
Project Item Line Number '0001' was removed from Project because item does not exist as a reference item with a Spec Book of '26'.
```