

Domestic Online Guide

Step-by-step guide to using Domestic Online

Prepared by

NATSPEC

www.natspec.com.au

CONTENTS

1	ACCESS OPTIONS AND ACCOUNTS	3
1.1	Access Options	3
1.2	Creating an account	3
1.3	Logging in	4
1.4	Resetting passwords	5
1.5	SPECbuilder and Domestic Online Homepage	6
2	CREATING SPECIFICATIONS	7
2.1	Overview	7
2.2	Step 1: Create project	8
2.3	Step 2: Select items from the Selection Tree	10
2.4	Step 3: Create Preview of specification and complete schedules	13
2.5	Step 4: Download specification	17
2.6	Step 5: Review specification	20
3	EXISTING PROJECTS	21
3.1	Opening an existing project	21
3.2	Browsing projects	21
3.3	Searching projects	21
4	ONLINE PAYMENT PROCESS	23
5	TIPS AND THINGS TO KEEP IN MIND	26
5.1	Session expiry	26
5.2	Saving work	26
5.3	Backing up documents	26
5.4	Working online versus offline	26
5.5	Content organisation and inclusion	26
5.6	Access control	27
5.7	System requirements	27

1 ACCESS OPTIONS AND ACCOUNTS

NATSPEC's Domestic Online is an on-line specification editor that significantly streamlines the specification writing process for domestic projects. It includes the same content as *NATSPEC BUILDING Domestic*. After logging in to Domestic Online, it only takes a few simple steps to create a specification.

1.1 Access Options

To access Domestic Online, you will need an account. See **Creating an Account**. Access options include:

- **Existing NATSPEC BUILDING Domestic or BUILDING Professional subscribers**
Domestic Online is included in these packages. A current subscription to *BUILDING Domestic* or *BUILDING Professional* allows you to create specifications for unlimited multiple sites using the same login details you use for SPECbuilder.
- **Single Project Subscribers**
This subscription allows you to create a specification for a project at a single address. You do not have to pay for it until you download it.
- **Trial use**
Before paying for a subscription you can try Domestic Online for yourself. After creating an account you will be able to log in and do everything subscribers can do, including creating and saving a specification online. However, to download a Word file of your specification, you must pay for one of the above subscriptions. See **Online Payment Process**.

See [Subscription Conditions](#) for details of each subscription.

1.2 Creating an account

1. Go to the NATSPEC home page www.natspec.com.au.
2. Click on the **SPECbuilder and Domestic Online** button in the top right-hand corner of the page – you will be directed to the Login screen.

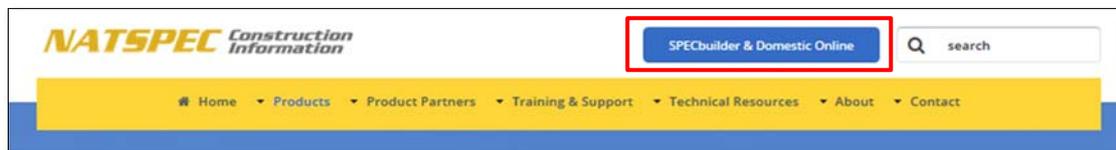


Figure 1a: SPECbuilder and Domestic Online button at top of NATSPEC homepage

3. Click on the orange **Create Account** button. You will be directed to the Subscription screen.

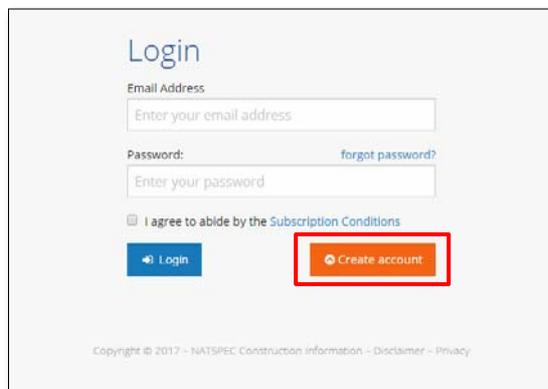
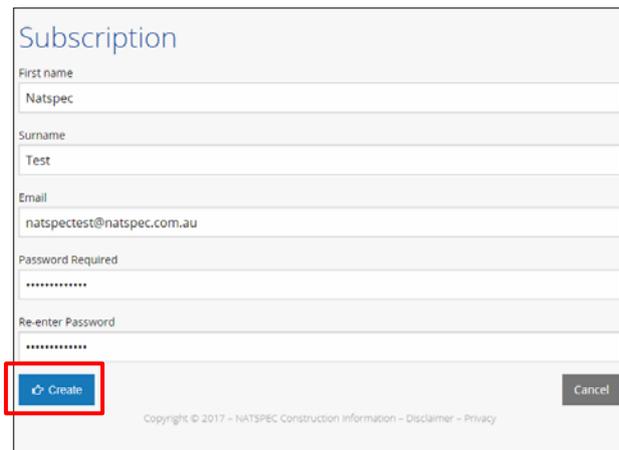


Figure 1b: Create Account button on login screen

4. Enter your details in the fields provided.

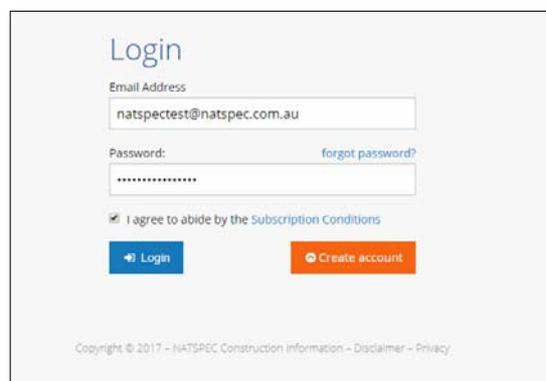


The screenshot shows a 'Subscription' form with the following fields: First name (Natspec), Surname (Test), Email (natspectest@natspec.com.au), Password Required (masked with dots), and Re-enter Password (masked with dots). A blue 'Create' button with a plus icon is highlighted with a red box. A grey 'Cancel' button is located at the bottom right. The footer contains the text 'Copyright © 2017 - NATSPEC Construction Information - Disclaimer - Privacy'.

Figure 1c: Create button on Subscription screen

1.3 Logging in

1. On the **SPECbuilder and Domestic Online** Login screen, enter the email address and password you registered when you created your account. If you are an existing *BUILDING Domestic* or *BUILDING Professional* subscriber, use the same log in details you use for SPECbuilder.
2. Tick the *I agree to abide by the Subscription Conditions* checkbox and click on the **Login** button. You will be directed to the SPECbuilder and Domestic Online homepage.



The screenshot shows a 'Login' form with the following fields: Email Address (natspectest@natspec.com.au), Password (masked with dots), and a 'forgot password?' link. Below the password field is a checked checkbox labeled 'I agree to abide by the Subscription Conditions'. There are two buttons: a blue 'Login' button and an orange 'Create account' button. The footer contains the text 'Copyright © 2017 - NATSPEC Construction Information - Disclaimer - Privacy'.

Figure 1d: Login button on Login screen

1.4 Resetting passwords

When you first created an account or paid for a subscription you were emailed your login details. If you have forgotten on your password or have not received the email:

1. Click on **forgot password?**

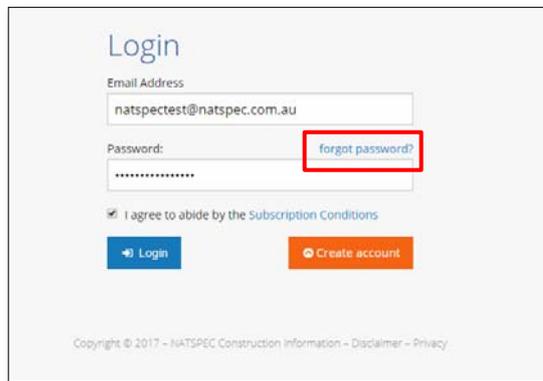


Figure 1e: Forgot password? Link on Login screen

2. Enter your registered email address and click on the **Submit** button. A new password will be emailed to you, which you can change later if you wish.



Figure 1f: Submit button on the Forgot Password screen

3. When you log in you will be directed to the SPECbuilder and Domestic Online homepage.

1.5 SPECbuilder and Domestic Online Homepage

The homepage provides access to SPECbuilder and Domestic Online, as well as useful information. Here you can create, store, and manage your specifications online.

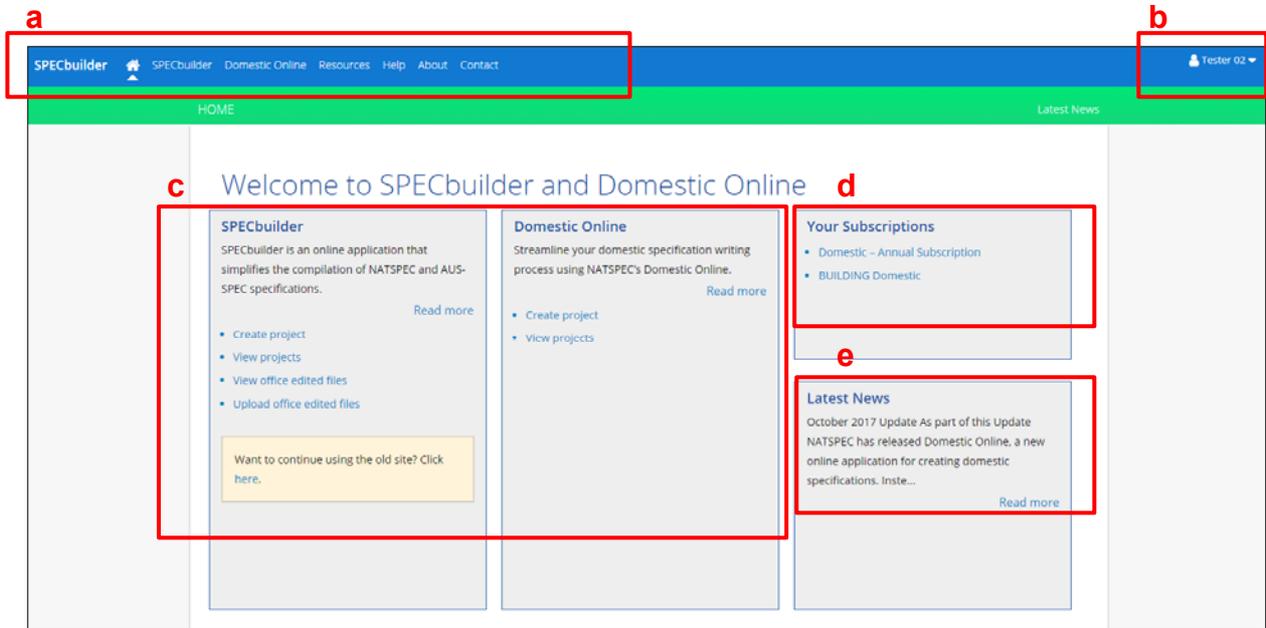


Figure 1g: Features of the SPECbuilder and Domestic Online homepage

- a) **Top menu:** provides access to SPECbuilder and/or Domestic Online and applicable menu items.
 - b) **Account menu:** displays the name of your account. The drop-down menu allows you to update your details, including: passwords, your organisation's details, and who has access. Also use it to **Logout**.
 - c) **SPECbuilder and Domestic Online:** provides general information about each application and shortcuts to key functions, such as creating a new project specification, or viewing a list of existing specifications.
 - d) **Your subscriptions:** displays the package(s) you have subscribed to.
 - e) **Latest news:** provides information about NATSPEC updates, new software releases, and upcoming events such as training.
- Note:** Only options applicable to your subscription will be displayed.

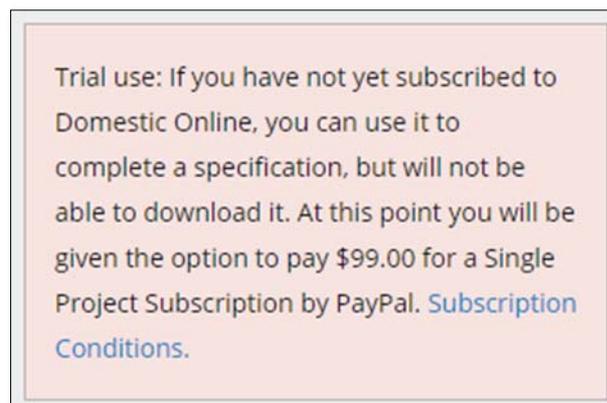


Figure 1h: Message displayed for those logging in without a subscription

2 CREATING SPECIFICATIONS

2.1 Overview

This page provides an overview of the process explained in more detail in the following section.

After logging in, follow the simple steps below to create your specification using Domestic Online:



Step 1: Create project

Create a new project and enter the project details.

See Section 2.2 Pages 8 – 10.



Step 2: Select items in the Selection Tree

Select the items you want included in your specification by ticking checkboxes in the Selection Tree.

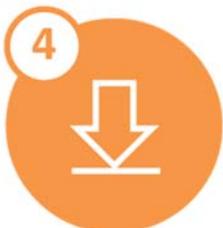
See Section 2.3 Pages 10 – 12.



Step 3: Create a preview of the specification and complete schedules

Display a preview of the specification based on your selections and enter project-specific details in the schedules included in the Preview document.

See Section 2.4 Pages 13 – 17.



Step 4: Download specification

Download the specification as a Word file to save onto your computer.

See Section 2.5 Pages 17 – 20.



Step 5: Review specification

Review your specification and edit the Word file if necessary.

Note: Word files downloaded under a Single Project Subscription cannot be edited but those under an Annual Subscription can.

See Section 2.6 Page 20.

2.2 Step 1: Create project

1. There are two ways to create a new project:
 - a) Click on **Create Project** in the Domestic Online panel on the SPECbuilder and Domestic Online homepage.
 - b) Select **Domestic Online > Projects > New Project** from the top menu.Either way, the Selection Tree will appear.
2. Enter your project details in the fields provided above the Selection Tree. A cover sheet is automatically generated in the Word document of your specification (that can be downloaded later in the process) from the details entered. See **Project details that appear on the specification cover sheet**
3. Once entered, the project details can be hidden, if you wish, by clicking on the (Project details:) **Hide** button.

The screenshot shows the 'DOMESTIC ONLINE' web interface. At the top, there is a navigation bar with links for 'SPECbuilder', 'Domestic Online', 'Resources', 'Help', 'About Us', and 'Contact'. A user profile 'Tester 03' is visible in the top right. Below the navigation bar, there is a 'Projects' menu with a 'New Project' button highlighted in yellow. The main form area contains several input fields: 'Project Title' (with a dropdown arrow) containing 'Domestic Online example specification', 'Specification Title' containing 'Smith alterations and additions', 'Project Description' containing 'Two storey brick veneer addition to existing single storey residence', 'Site Address' containing '27 Mallard Road', 'Suburb' containing 'Bulleen', 'State' containing 'VIC', and 'Postcode' containing '3105'. A 'Project Details: Hide' button is highlighted with a red box. Below the form, there are buttons for 'Expand' (+ Selected, + All), 'Collapse' (- All), 'Clear' (x All), and 'Save and open' (Preview). At the bottom, there is a selection tree with items: 'Preliminaries schedules (Prelims & Gen. Req. included in all specs)', 'Siteworks', 'Landscaping', and 'Floors', each with a plus sign.

Figure 2a: Project details fields and Hide button

DOMESTIC ONLINE: CREATING SPECIFICATIONS

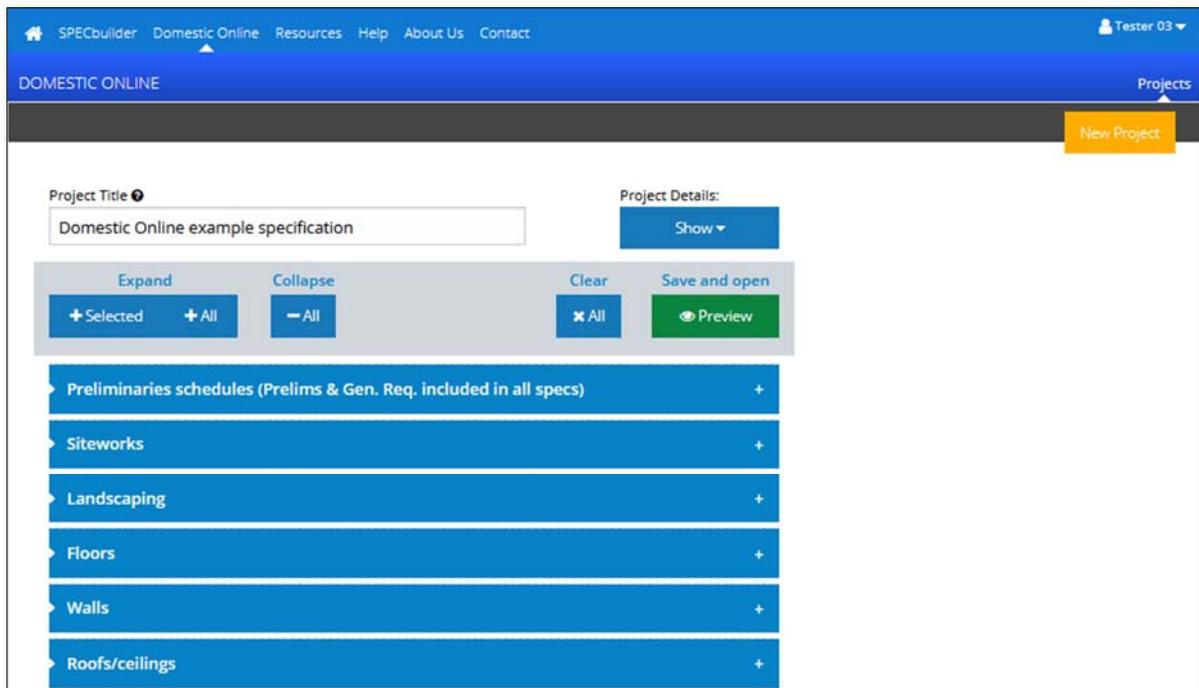


Figure 2b: Project details hidden

Incomplete project details

IMPORTANT! Site address details are mandatory for specifications created using a Single Project Subscription; you will not be able to create a Preview of your specification or download it without them. An error message will be displayed if you attempt to create a Preview without entering them.

The screenshot shows a form with an error message at the top: 'There are some errors in your form.' The form fields are: 'Project Title' (170922 NG Schedules only), 'Project Details:' (Hide button), 'Specification Title' (Schedules only), 'Project Description' (Login with basic@allette account. All schedules selected), 'Site Address' section with 'Street Address' (e.g. 801/455 George Street), 'Suburb' (e.g. Sydney), 'State' (dropdown menu), and 'Postcode' (e.g. 2000). A note at the bottom right states 'Postcode needed to be 4 digits'.

Figure 2c: Address details error message

Single Project Subscribers: Make sure your site address details are correct. Once they have been entered and a Preview created, they cannot be changed.

DOMESTIC ONLINE: CREATING SPECIFICATIONS

Project details that appear on the specification cover sheet

- Project title: A short title or Project identifier following your office's naming conventions.
- Specification title: Can also be used to identify the specification's purpose, e.g. Tendering, Contract.
- Project Description: A short description of the nature of the work specified.
- Site Address: Details of the site on which the project is located.

Figure 2d shows the details entered in the project details form and their corresponding location on the specification cover.

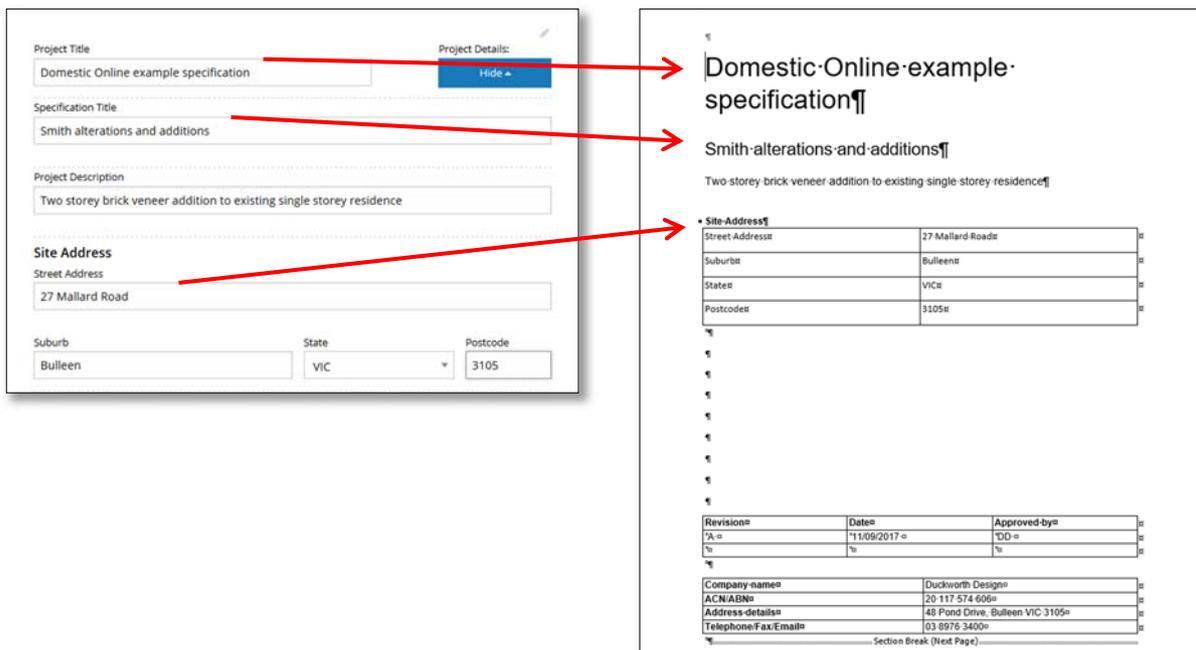


Figure 2d: Project details (left) and specification cover (right)

2.3 Step 2: Select items from the Selection Tree

The Selection Tree is organised by building elements, e.g. floors, walls, ceilings, not specification worksections. It follows a hierarchical format that allows you to quickly navigate to the items you want included in the specification.

1. Navigate the Selection Tree by clicking on the arrows next to the headings to progressively expand them to show available options.

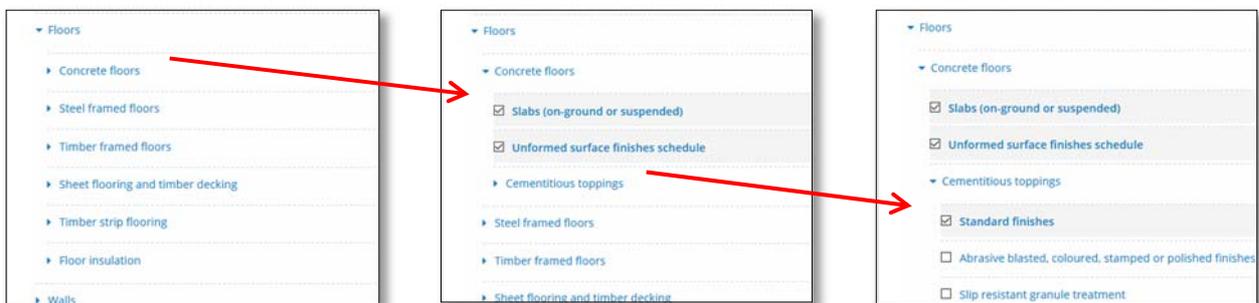


Figure 2e: Expanding the Selection Tree

Selection Tree toolbar

The toolbar at the top of the Selection Tree aids navigation and review.



Figure 2f: Selection Tree Toolbar

Tools include:

- a) **(Expand) Selected** – expands only the sections of the tree in which selections have been made.
- b) **(Expand) All** – expands the whole tree to display all selections available
- c) **(Collapse) All** – collapses the tree to display only top level items. This is the default view displayed when the *New project* page is opened.
- d) **(Clear) All** – clears all selections previously made in the Selection Tree
- e) **(Save and open) Preview** – saves selections made in the Selection Tree and generates a Preview document based on them.

Tip: When selecting items for the first time for a new project, it is generally quicker to click the **(Expand) All** button rather than expanding each level of the tree separately. This way you can see all available options as you go and simply select items you require or collapse groups of items you do not need.

2. Select the items you require by clicking on the box next to them. You can select as many items as you need under one heading, e.g. different types of cladding.

Navigating the Selection Tree using the keyboard

- To scroll to the top: Use the Home key.
- To scroll to the bottom: Use the End key.
- To scroll in screen-height steps up and down the Tree: Use the Page Up and Page Down keys.

Schedules

Schedules are indicated by an icon next to the checkbox (📅).

While it is possible to not select any schedules in the Selection Tree, it is recommended that appropriate schedules are selected to provide a location for documenting project-specific requirements in the Preview of your specification. NOTE: If a schedule is not included in the specification, the information it includes should be included on the drawings.

Selecting most schedules will result in the automatic inclusion of general specification clauses relevant to that item, even if no other option for that item is selected.

DOMESTIC ONLINE: CREATING SPECIFICATIONS

Schedule preview

- Click on the schedule icon () next to the checkbox or the schedule title to display a pop-up window with a preview of it.
- Click on the cross (X) in the top right hand corner of the pop-up preview window to close it.

Notes: Data cannot be entered in a preview schedule. A schedule has to be selected by clicking on the checkbox so it will appear in the Preview document, which is the only place data can be entered.

The text shown on light green fill is Guidance text to assist specification writers complete their specification. See **Displaying Guidance Text** in the next section for more details.

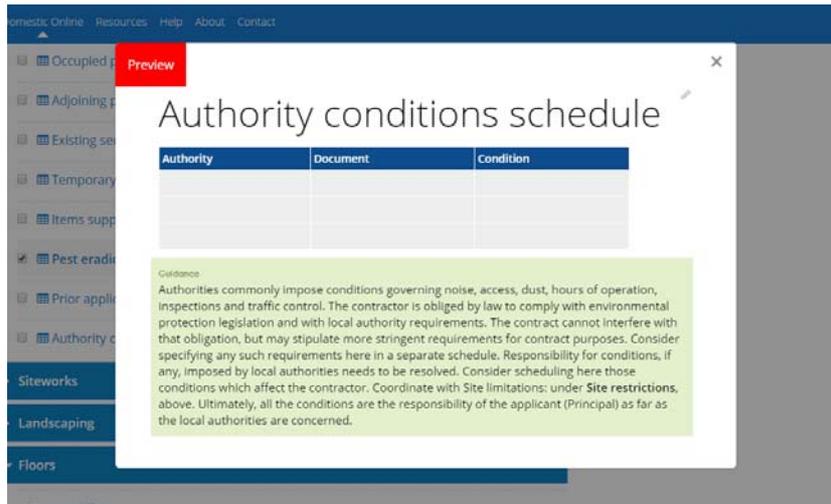


Figure 2g: Schedule Preview

3. Save your selections by clicking on the (Save and open) **Preview** button.

WARNING! Do not click on the back button of your browser until you have finished selecting the items you want and clicking on the (Save and open) **Preview** button, otherwise your selections may be lost.

Saving work without viewing the Preview

Domestic Online automatically saves your work every minute. If you need to exit Domestic Online before creating a Preview document, your project and selections will be saved in the Project list.

See **Saving work** in Part 5 for more details of how Domestic Online saves your work.

Amending selections

Changes can be made to your selections in the Selection Tree at any time. The resulting changes will be incorporated into your specification whenever you click on the (Save and open) **Preview** button.

2.4 Step 3: Create Preview of specification and complete schedules

Create a preview

Click on the (Save and open) **Preview** button to save all the clauses associated with the items selected in the Selection Tree and compile them in the correct worksection order, to create a preview of your specification.



Figure 2h: Preview button (above Selection Tree)

Laying

General: Lay paving units on the screeded sand bedding to the nominated pattern, as documented.

Joints: 2 to 5 mm gap.

Cut courses: 50 mm minimum plan dimension. On footpaths and other linear elements, use at least two cut courses and maintain symmetry.

Compaction: Compact the sand bedding after laying paving units using a vibrating plate compactor and appropriate hand methods, and continue until lipping between adjoining units is eliminated.

Joint filling: Spread dry sand over the paving units and fill the joints by brooming. Carry out one or more passes with the vibrating plate compactor and refill the joints with sand. Repeat the process until the joints are completely filled.

Selections

Guidance

Schedules are a way of documenting a selection of proprietary or generic products or systems by their properties. Indicate their locations here and/or on the drawings. Refer to NATSPEC TECHnote GEN 024 for guidance on using and editing schedules.

Schedules

Pavers schedule

Property	
Type	
Manufacturer	
Size	
Colour	
Pattern	

Guidance

Type: Provide brick paver or concrete, note proprietary name.

Pattern: Rectangular or interlocking.

0310 CONCRETE

General

Figure 2i: Preview of specification

Complete the schedules

- Enter the details applicable to your project in the selected schedules which appear at the end of most worksections by placing your cursor in the cells and typing.
- When you remove your cursor from a cell, the data you have entered is automatically saved.

Pavers schedule	
Property	
Type	<input type="text"/>
Manufacturer	<input type="text"/>
Size	<input type="text"/>
Colour	<input type="text"/>
Pattern	<input type="text"/>

The cursor placed in a cell

Pavers schedule	
Property	
Type	Clay pavers ✓
Manufacturer	<input type="text"/>
Size	<input type="text"/>
Colour	<input type="text"/>
Pattern	<input type="text"/>

The system automatically saves the entry when the cursor is moved elsewhere

Pavers schedule	
Property	
Type	Clay pavers
Manufacturer	Best Bricks
Size	230 x 114 x 50
Colour	Russet
Pattern	Herringbone

Completed schedule

Figure 2j: Schedule completion process

Navigating the schedules using the keyboard

- To move a cursor already located in text to the beginning or end of the line: Use the Home and End keys.
- To move up and down a column: Use the Up and Down Arrows
- To move across a row to the right: Use the Right Arrow or Tab key. The cursor must be located at the right-hand end of any text in the cell.
- To move across a row to the left: Use the Left Arrow or Shift+Tab key. The cursor must be located at the left-hand end of any text in the cell.

Editing text in schedules

- Any schedule text including headers and properties in the first column can be edited.
- To select blocks of text for deletion or overwriting: Place your cursor in the text, hold down the left mouse key and swipe left or right. Another method is to use Shift+Arrows: Left, Right, Up, Down.
- There is only ever one version of schedules; changes overwrite existing content.
- Deselecting schedules that have had data entered in them does not delete the data – if you re-select them, they will be reinstated with the data included.

Tip: If some of the items listed in the schedules are not required for the project, it is best to enter N/A (not applicable) in the relevant cells to make it clear that these items have not simply been overlooked.

Adding and deleting rows or columns

- When you move your cursor over a schedule cell (other than those in the header row), an icon comprised of three square dots will be displayed at the right-hand end.
- Click on the dots and a pop-up menu will appear listing options for adding and deleting rows or columns before or after the cell selected.
- Click on the preferred option to make the required change.

Pavers schedule	
Property	
Type	Clay pavers
Manufacturer	Best Bricks
Size	230 x 114 x 50
Colour	Russet
Pattern	Herringbone

Schedule edit icon

Pavers schedule	
Property	
Type	Clay pavers
Manufacturer	Best Bricks
Size	230 x 114 x 50
Colour	Russet
Pattern	Herringbone

Pop-up schedule editing menu

Figure 2k: Adding and deleting rows or columns in schedules

The difference between tables and schedules

- Although tables and schedules in NATSPEC specifications have a similar appearance, they serve different roles and respond differently to editing in Domestic Online.
- Schedules are used to incorporate project-specific information in a tabulated form that makes it easier to reference, particularly for groups of items of a similar type, i.e. with similar properties. Blank cells are provided for entering this information.
- Tables, on the other hand, contain completed information that does not normally change between projects. Again, the tabulated format assists looking up information about related items, e.g. atmospheric corrosivity categories, but in this instance, it is not meant to be edited.
- Schedules in the Domestic Online Preview are editable to allow project-specific information to be entered.
- Tables in the Preview cannot be edited – attempting to do so will prompt an error message “**The following error occurred: Access forbidden**”.
- Domestic Online users with an Annual Subscription can edit both tables and schedules after download if they choose. Files downloaded under a Single Project Subscription are non-editable.

Constraints on editing schedules in Preview

- Header rows cannot be deleted or added.
- A schedule cannot have less than two rows or two columns.
- Maximum number of columns: **20**.
- Maximum number of rows: **400**.
- Cells cannot be split or merged.

Displaying *Guidance* text

Guidance text (on a light green background) is provided next to some specification clauses to assist specification writers to complete their specification. It is shown by default when the Preview is opened and can be turned on or off by clicking on the (Show Guidance?) **Yes / No** buttons.

The screenshot shows the '0131 PRELIMINARIES' section in the 'General' category. The interface includes a navigation bar with 'SPECbuilder', 'Domestic Online', 'Resources', 'Help', 'About Us', and 'Contact'. A user profile 'Tester 03' is visible in the top right. On the right side, there is a 'Show Guidance?' control with a 'Yes' button selected and an 'Edit Selections' button below it. The main content area contains several sections with light green guidance boxes:

- Guidance:** Search acumen.architecture.com.au, the Australian Institute of Architects' practice advisory subscription service, for notes on project records, adverse possession (building on adjoining property), contractor selection, WHS and design, and for notes on birds and buildings.
- The site:** See the selected contract section on the site.
- Site restrictions:** Site limitations: Comply with the restrictions on the use of the site.
Guidance: Show on the drawings details of any easements, restrictions arising out of the actions of adjoining land owners, limitations related to continued occupancy by the principal, toxic ground conditions and the like, including maximum noise levels and hours of work not covered by local authority conditions (dealt with under the MISCELLANEOUS clause).
Access: Comply with access on to and within the site, use of the site for temporary works and constructional plant, including working and storage areas, location of offices, workshops, sheds, roads and parking, as documented.
- Occupied premises:**
Guidance: Refer also to clauses of the selected contract on possession of and access to the site.
Nominate in the **Occupied premises schedule**, the portion of the premises occupied, the names of the occupants, and the period of occupancy.

General: For the parts of the site designated as occupied premises:

The screenshot shows the same '0131 PRELIMINARIES' section, but with the 'Show Guidance?' control set to 'No'. The 'Edit Selections' button remains visible. The main content area is identical to the previous screenshot, but the light green guidance boxes are no longer present, and the 'General' section now includes a bulleted list:

- Allow occupants to continue in secure possession and occupancy of the premises for the required period.
- Maintain safe access for occupants.
- Arrange work to minimise nuisance to occupants and for their safety.

Figure 2I: Guidance text display turned on (above) and off (below) in the Preview document

Note: Guidance text is not included in the downloaded Word document of the specification, regardless of whether or not it is displayed in the Preview.

Clause numbering

- Clauses in the Preview document are not numbered, but are automatically numbered in the downloaded specification.

Navigating the Preview document using the keyboard

- To scroll to the top: Use the Home key.
- To scroll to the bottom: Use the End key.
- To scroll in screen-height steps up and down the document: Use the Page Up and Page Down keys.

Navigating the Preview document using on-screen tools

- To scroll to the top: Use the scroll bar or click on the 'Back to top' button at the end of the document.
- To search for terms, press Ctrl + F on your keyboard, and enter the query term in the search box that appears at the bottom of the browser window.

Amending the Preview document

- Text other than that in the schedules cannot be edited directly in the Preview document. Its contents can only be altered by changing selections in the Selection Tree and clicking on the (Save and open) **Preview** button again.
- To return to the Selection Tree from the Preview to review or change any of your selections, click on the **Edit Selections** button.

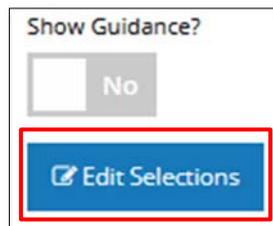


Figure 2l: Edit Selections button in toolbar

WARNING! Do not use the browser back button to return to the Selection tree as data entered in the schedules may not be saved.

2.5 Step 4: Download specification

Generate and download Word document

When you are satisfied with the content of the Preview document and have completed the included schedules, click on the **Download** button.

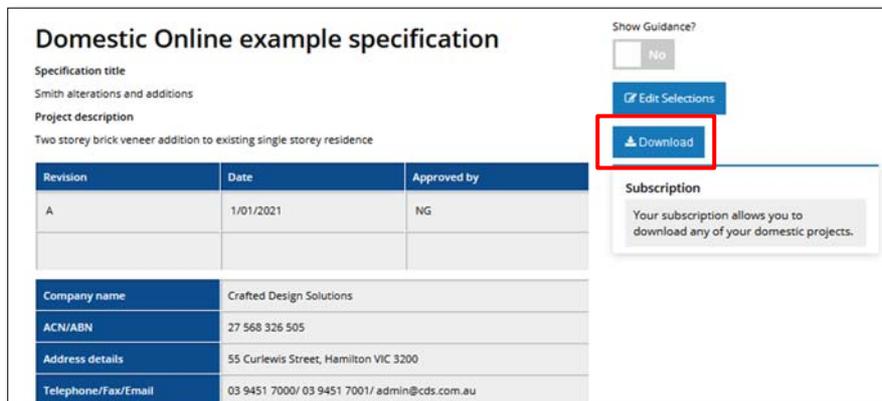
A screenshot of the 'Domestic Online example specification' page. The page displays project details, a revision table, and company information. On the right side, there is a 'Show Guidance?' dialog box with a 'No' button, an 'Edit Selections' button, and a 'Download' button. The 'Download' button is highlighted with a red rectangular border. Below the dialog box is a 'Subscription' section with a message: 'Your subscription allows you to download any of your domestic projects.'

Figure 2m: Download button

Domestic Online will take a short time – generally under one minute, depending on your internet speed – to convert the on-screen Preview document to a Microsoft Word document. When the process is complete, click on the **Click Here** button that appears.



Figure 2n: Download progress indicator (left) and Click Here button (right)

Typically, on completion of the Word file generation process, a downloaded file dialogue box will appear on the screen, giving you the option to open or save it. The way downloaded files are handled may vary from browser to browser.

Note: If you have not subscribed to Domestic Online before this, you will be prompted to pay for a Single Project Subscription. See **Online Payment Process**.

Document Inclusions

Domestic Online automatically includes the following items every time you create a new specification or revise an existing one:

- A cover sheet showing the project details entered when the project was created.
- A Table of Contents.
- Page numbers in the footer.
- The project title and worksection in the header.
- A list of standards referenced in the specification.
- The project address as a watermark on each page (Single Project Subscriptions only).

Note: *Guidance* text is not included.

Download messages

Sometimes the following pop-up messages will be displayed when attempting to download the Word document. The responses required are shown for each:



Figure 2o: Microsoft Word message 1

- Response: Click **OK**

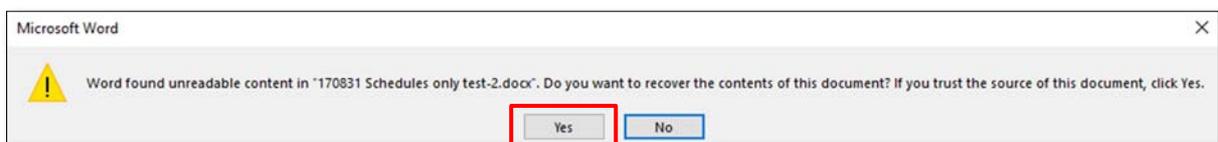


Figure 2p: Microsoft Word message 2

- Response: Click **Yes**. (No is highlighted by default)

After you have completed these actions the downloaded file dialogue box will appear, enabling you to save the specification in the required location on your computer or server.

If you select the **Open** option: when the document opens you will notice that the headers in the document will show the project name, but the document name at the top of the Microsoft Word toolbar will be 'Document 1' or similar, rather than the project name you entered. When you save the document, the project name you entered online will appear by default in the document name field of prompt box.

If you select the **Save** option: follow the procedure applicable to your browser. When the document opens, click on the **Enable Editing** button that appears at the top of it.

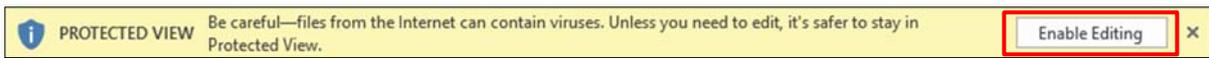


Figure 2q: Microsoft Word Enable Editing button

The document is based on the NATSPEC Word template, and will appear the same as a standard NATSPEC specification.

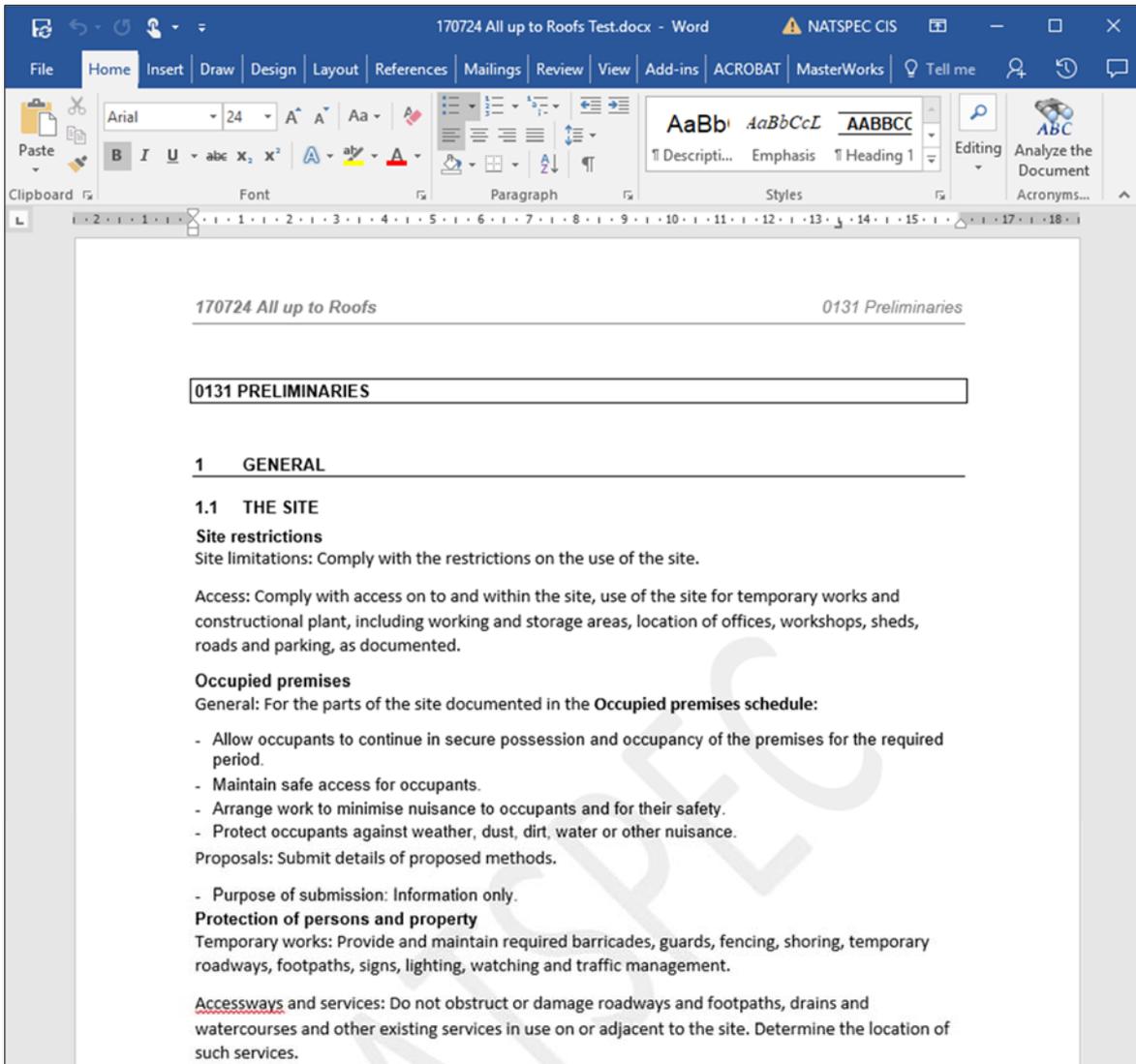


Figure 2r: Example specification document

Referenced documents

A list of standards referenced in the specification is included on the last page. The green font colour and formatting indicates that it is Word *Hidden text* which can be displayed or hidden, depending on the Word settings you have selected. Likewise, if you wish it to appear in the printed document, you have to select this option in Word's settings. For instructions on *Guidance* text settings, see the FAQs on Wordprocessing and Production under the **Training & Support** menu on the NATSPEC website www.natspec.com.au/training-support/faqs.

REFERENCED-DOCUMENTS¶		
The following documents are incorporated into this wordsection by reference:¶		
AS/CA S008	→ 2010 →	Requirements for customer cabling products¶
AS/CA S009	→ 2013 →	Installation requirements for customer cabling (Wiring Rules)¶
AS 1170	→	Structural design actions¶
AS/NZS 1170.0	→ 2002 →	General principles¶
AS/NZS 1214	→ 2016 →	Hot-dip galvanized coatings on threaded fasteners (ISO metric coarse thread series)¶
AS 1288	→ 2006 →	Glass in buildings - Selection and installation¶
AS 1289	→	Methods of testing soils for engineering purposes¶
AS 1289.3.6.1	→ 2009 →	Soil classification tests - Determination of the particle size distribution of a soil - Standard method of analysis by sieving¶
AS 1289.5.2.1	→ 2003 →	Soil compaction and density tests - Determination of the dry density/moisture content relation of a soil using modified compactive effort¶
AS 1289.6.1.1	→ 2014 →	Soil strength and consolidation tests - Determination of the California Bearing Ratio of a soil - Standard laboratory method for a remoulded specimen¶
AS/NZS 1367	→ 2016 →	Coaxial cable and optical fibre systems for the RF distribution of digital television, radio and in-house analog signals in single and multiple dwelling installations¶

Figure 2s: Referenced documents

2.6 Step 5: Review specification

Author's responsibilities

The inclusion or exclusion of items in the finished specification remains the responsibility of the author. For this reason, it is important to review the downloaded specification to deem that it is appropriate for its intended purpose, or edit further if necessary. The complete copies of *BUILDING Domestic*, available to *BUILDING Domestic* or *Professional* subscribers under the **Subscription Downloads** menu, can be used as a reference during this review.

Editable and Non-editable documents

A document downloaded under a *BUILDING Domestic* or *BUILDING Professional* subscription can be edited further in Microsoft Word as required.

A document downloaded under a Single Specification Subscription is non-editable, and is watermarked with the project's address on each page.

Updating the Table of Contents

Domestic Online automatically generates a Table of Contents in the Word document. To update page numbers after you have done any editing of the specification, right click on the Table of Contents, and select **Update field** from the menu. Select **Update page numbers only** or **Update entire table** and click **OK** in the pop-up dialogue box.

Note: Because documents created under a Single Specification Subscription cannot be edited, it is not possible to update page numbers directly in the Table of Contents.

Word templates

The downloaded document is based on the standard NATSPEC Word Template. If it has somehow become detached and you wish to reinstate it, see the NATSPEC Paper *Specification wordprocessing and production*.

Document issues

As the downloaded specification is a Word document (.docx, or .doc in versions earlier than 2007), many common issues that subscribers have with their specifications are wordprocessing issues. See the NATSPEC Paper *Specification wordprocessing and production* and FAQs under the **Help** menu on the SPECbuilder and Domestic Online website for useful guidance on this topic.

3 EXISTING PROJECTS

3.1 Opening an existing project

All projects created with Domestic Online are stored online and listed on the Projects page. By default, these are listed with the most recently edited specification displayed at the top.

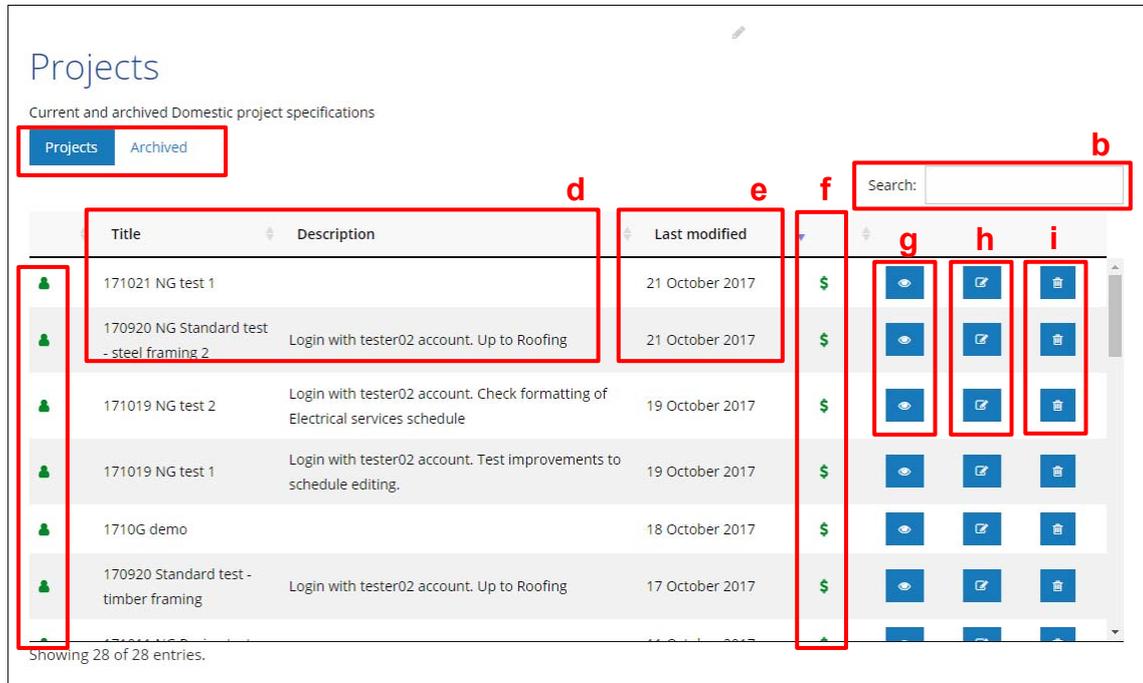


Figure 3a: Projects Page

- a) **Projects and Archived toggle button:** Displays the list of current projects or archived projects.
- b) **Search:** Enter search terms here. See **Searching Projects** for more details.
- c) **Saving method icons:** Indicates whether a project was saved by the user (👤) or auto-saved (💻).
- d) **Title and Description:** Displays the Project Details entered when the project was first created.
- e) **Last modified:** The date the specification was last edited and previewed.
- f) **Payment status:** (For Single Project Subscribers only) Indicate whether the subscription has been paid for (\$), or not (❌).
- g) **Preview (👁):** Opens the Preview document.
- h) **Edit (✎):** Opens the Selection Tree which displays the selections made, and where selections can be amended.
- i) **Archive (🗑):** Archive the project. Projects are archived indefinitely. They can be restored to the current list at any time by clicking on the **Restore** icon displayed when viewing the archived projects.

3.2 Browsing projects

Clicking on each heading of the project list will re-order the list by that item. Clicking on the same heading again will reverse the order, e.g. clicking on **Last modified** will sort the projects from the most recent date to earliest. Clicking on it again will sort them from earliest to most recent dates.

3.3 Searching projects

Enter text in the search field. Any projects with that text in part of its name or last modified date will display in the list. Notice the footer displays the number of projects. When nothing is entered in the search field it defaults to displaying the total number of projects in the list, e.g. 'Showing 135 of 135 entries'. After searching for the query, it displays the number of search results, e.g. 'Showing 22 of 135 entries'.

DOMESTIC ONLINE: EXISTING PROJECTS

Projects

Current and archived Domestic project specifications

Projects Archived

Search: test

Title	Description	Last modified			
171021 NG test 1		21 October 2017	\$	👁	✎
170920 NG Standard test - steel framing 2	Login with tester02 account. Up to Roofing	21 October 2017	\$	👁	✎
171019 NG test 2	Login with tester02 account. Check formatting of Electrical services schedule	19 October 2017	\$	👁	✎
171019 NG test 1	Login with tester02 account. Test improvements to schedule editing.	19 October 2017	\$	👁	✎
170920 Standard test - timber framing	Login with tester02 account. Up to Roofing	17 October 2017	\$	👁	✎
171011 NG Paving test		11 October 2017	\$	👁	✎

Showing 19 of 28 entries.

Figure 3b: Searching the Project list

4 ONLINE PAYMENT PROCESS

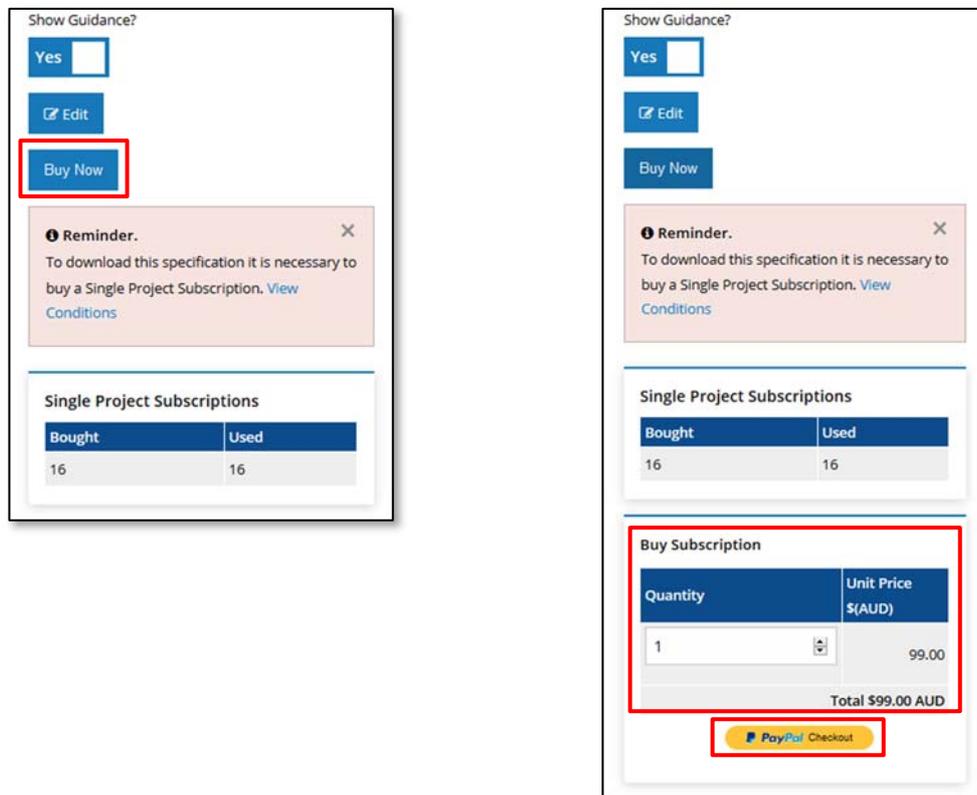
If you are not a subscriber to the *BUILDING Domestic* or *BUILDING Professional* packages, or your previous Single Project Subscription has expired, you will need to make a payment before you can download your specification.

Upgrade offer: If, within one week of paying for a Single Project Subscription, you submit a completed order and payment authorisation form to NATSPEC for a subscription to *BUILDING Domestic* or *BUILDING Professional*, the cost of your Single Project Subscription will be deducted from your new subscription.

If you take up this option, the subscription period will commence from the date your Single Project Subscription commenced. See [Subscription Conditions](#) for full details.

Complete the following steps to pay for a Single Project Subscription:

1. Click on the **Buy Now** button.
2. Select the number of Single Project Subscriptions you require.
3. Click on the PayPal button.



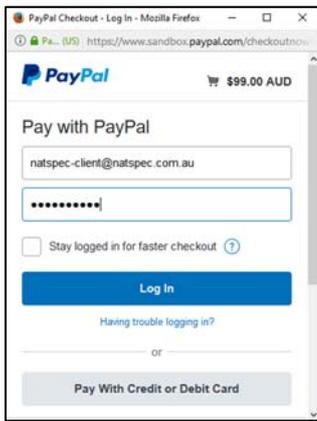
Buy Now button

Number of subscriptions

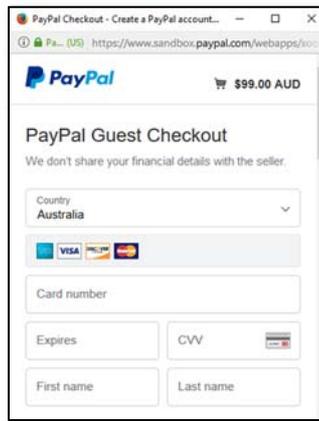
Figure 4a: Paying for a Single Project Subscription

4. In the PayPal dialogue box that appears, either:
 - a) Log in to your PayPal account or,
 - b) Click on the **Pay with Credit or Debit Card** button.
5. Follow the PayPal payment process and click on the **Pay Now** button.

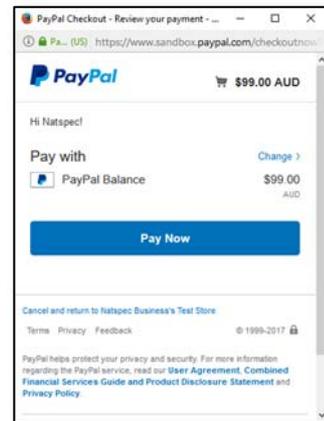
DOMESTIC ONLINE: ONLINE PAYMENT PROCESS



PayPal Login



Credit card payment



PayPal payment

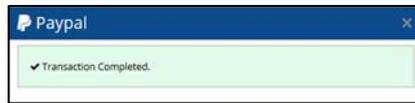


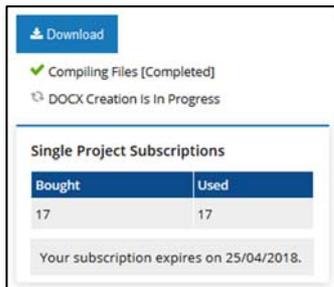
Figure 27: PayPal dialogue boxes

6. The **Buy Now** button changes to a **Download** Button. Click on it.
7. A confirmation message will be displayed. Click on the **Yes** button to continue.

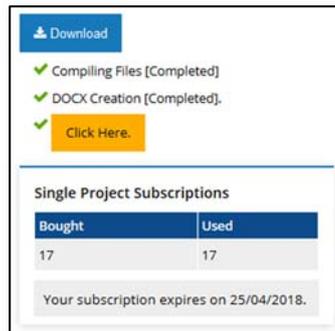


Figure 4a: Subscription use confirmation

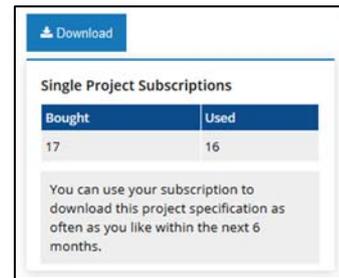
8. The process described in **Step 4: Download the specification** will take place, but it will be accompanied by messages about the status of your subscription.
9. When the process is complete, click on the **Click Here** button that appears.



Preparing download document



Ready for download



After download

Figure 4b: Single Project Subscription Download process

5 TIPS AND THINGS TO KEEP IN MIND

5.1 Session expiry

To reduce the risk of your work being lost, if there has been no keyboard or mouse activity for 30 minutes during a Domestic Online session, a pop-up message will appear advising that your session has expired. To pick up where you left off, enter your password and click on the Log in button.

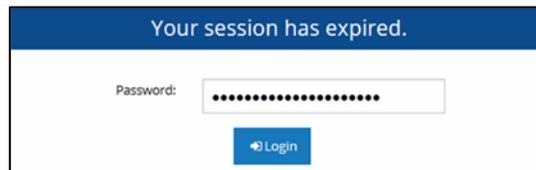


Figure 5a: Session expiry message

5.2 Saving work

Domestic Online automatically saves your work every minute. However, after completing your work in the Selection Tree, it is a good habit to click on the (Save and Open) **Preview** button to make sure all your selections are recorded and saved. The next time you log in and return to your specification you will find it as you left it.

Domestic Online only saves the latest edition of your specification on the Project page. If you wish to keep a record of a particular edition or issue, you will have to save the Word file on your computer or elsewhere.

Domestic Online is a browser-based application; sometimes when you edit something on the screen and click on the back button, the changes you might expect do not always appear. Try clicking on your browser's refresh icon.

5.3 Backing up documents

As with any digital files, it is recommended to back up the documents you have created with Domestic Online in another secure location, such as on a hard drive or USB drive.

5.4 Working online versus offline

Domestic Online offers flexibility in working methods. As a general rule, it is better to do as much work online as possible, e.g. updating selections, completing schedules. This allows you to take advantage of Domestic Online's ability to update content by changing selections in the Selection Tree. If text is deleted when working in the Word document, however, you have to return to the *BUILDING Domestic Word* file to restore it.

Note: If you delete a completed schedule in Domestic Online, and then reinstate it, the previously entered text will also be reinstated.

5.5 Content organisation and inclusion

While the Selection Tree is organised by building elements, e.g. floors, walls, and roofs, the Preview document and downloaded specification are organised by worksections, in National Classification System order. See **National Classification System** under the **Technical Resources** menu on the NATSPEC website www.natspec.com.au. This allows users unfamiliar with NATSPEC worksections to still produce a specification organised in a way widely recognised by many design professionals and building contractors.

A consequence of the difference between the organisation of the Selection Tree and the specification is that some items in the specification appear more than once in the Selection Tree, e.g. the *Framing members and corrosion protection schedule* is included under **Floors**, **Walls** and **Roofs/Ceilings**. This does not present a problem as it will only appear once in the Preview document.

The specification created by Domestic Online is effectively a customised reference specification. The text other than the schedules represents standard text about the items selected for the project, and the schedules are used to record project-specific details.

In order to simplify the selection process and reduce the risk of omitting crucial items, the Preview document includes worksections 0131 *Preliminaries* and 0171 *General requirements* worksections by default. It can include content that, strictly speaking, may not be relevant to your project. For example, if you select any item under Electrical Services in the Selection Tree, a clause on smoke detectors is included in the Preview document and downloaded Word file. If smoke detectors are not required for the project or not shown on the project drawings, this clause does not apply. In

this case, the specification writer can delete the clause from the Word document if they choose. This option is not available for Single Project Subscribers as the file generated under this subscription is not editable.

5.6 Access control

There is currently no provision for different levels of access to Domestic Online, i.e. settings that control what individual users from the same organisation are permitted to do when logged in. Anyone given access to Domestic Online can view, create, edit, or delete any of the organisation's specifications. The permission to do any of these things is expected to be managed within the subscribing organisation.

5.7 System requirements

Domestic Online can be used with all recent versions of browsers. It will not work on pre-IE9 versions of Internet Explorer.

Feedback Please!

NATSPEC is keen to receive your feedback on Domestic Online so that we can make it an even more effective tool for you. Email or call us about your experiences using it, or suggestions for improving it. See **Contact** menu for details.