

List of Steps for Creation of Standards Manuals

Modified: 11/06/2001

1. Compile Final Actions, Minor Clarifications and Corrections, Errata, and Technical Change Log.
2. Use Final Actions, Minor Clarifications and Corrections, Errata, and Technical Change Log to make modifications to all documents, including:
 - Principles, Definitions, Standards
 - Interpretations
 - Technical Implementation of the Business Processes
 - Paper Samples
 - Data Dictionaries
 - Code Values Dictionaries
 - Data Element Cross Reference to ASC X12
 - Sample X12 Transaction
 - EDI Document (EDISIM)
 - Transaction Set Tables
 - EDM Manual
3. Review modifications made against the Final Actions, Minor Clarifications and Corrections, Errata, and Technical Change Log – “eyeball” formatting, such as fonts, margins, spacing, etc.
4. Update Version Cross Reference and Interpretations Cross Reference and proofread.
5. Create Version Notes and proofread.
6. Put each standards manual into .pdf format. Eyeball each page for formatting issues. Most formatting issues can be resolved by creating the .pdf file again.
7. Create .pdf file Bookmarks. Proofread and test.

List of Steps for Creation of Book 1 of 2 and Book 2 of 2

(after completion of above steps)

1. Use updated Principles, Definitions, Standards, and Interpretations to create Book 1 of 2 (use original files after they have been proofed and final version has been created).
2. Use updated Data Dictionaries and Code Values Dictionaries to create Book 2 of 2 (use original files after they have been proofed and final version has been created).
3. Put each book into .pdf format. Eyeball each page for formatting issues. Most formatting issues can be resolved by creating the .pdf file again.
4. Create .pdf file Bookmarks. Proofread and test.