CT Documents

The Job Specifications for each Family, Function and Title Code are found in the CT Documents link located on the left menu bar.

The documents are located in folders that are grouped by family. By clicking on a folder, you can view the CT Specifications available in that family.

Navigating Folders

Once you open a folder, you can use the left navigation bar to view the contents of other folders.
When a folder is open and documents appear, you can sort and filter using the headers. (See the instructions for filtering under the “List” tutorial.)

**Key Filters:**

Underneath the main menu on the left, you can apply additional filters using the “Key Filters” box. Simply select the option you are looking for using the drop down menu and the applicable documents will appear.
To search all documents, make sure that you are in the folder named “Folders” or at the highest level. If you use the “Key Filters” search while in one of the Family folders, you will only be searching for your criteria in that family.

Note: Key Filters are based on document tags – these are in the process of being entered manually. If you are having difficulty locating a specific document from the Key Filters or by using the headers to sort or filter, follow these steps:

1. Refer to the “CT Standards List” to locate the name and location of the spec you are seeking,
2. Make note of the Job Family,
3. Click on the “CT Documents” link,
4. Open the Family folder to locate the document.