## Guide to copying hold points and witness points schedules in to an RFT/RFQ

## Introduction

This Guide explains how to copy Schedules of Hold Points and Witness Points from one of the recently developed stand-alone Hold Points and Witness Points Schedules documents.

These stand-alone documents were developed for project specifications which call up a Standard Specification Reference Text because without technical clauses in the RFT/RFQ the automatically generated schedules in the RFT/RFQ cannot be populated by use of the Hold/Witness Points button in TDMS Tools.

The Stand Alone Word documents with the Schedules of Hold Points and Witness Points are on the relevant web page at;

For civil works – <u>https://dipl.nt.gov.au/industry/technical-standards-guidelines-and-specifications/technical-specifications/roads</u>

For building works – <u>https://dipl.nt.gov.au/industry/technical-standards-guidelines-and-specifications/buildings</u>

They should be used in conjunction with the applicable Project Check List, accessible from the same web page.

A detailed procedure appears on the next page.

For assistance contact Technical Specifications at

Specification.Services@nt.gov.au

https://dipl.nt.gov.au/industry/technical-standards-guidelines-and-specifications/technical-specifications



## **Procedure**

- 1. Open the RFT/RFQ
- 2. Scroll to the section HOLD POINTS AND WITNESS POINTS SCHEDULES.
- 3. Hover the mouse at the top left of the schedule you wish to replace first.
- 4. Left click on the square with the cross-hair arrows which appears.
- 5. The schedule contents should be highlighted.
- 6. Click on the "Table T.." tab then click on the "Lavout" tab
- 7. Click on "Delete", then click on "Delete Table"

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- 8. Copy the appropriate stand-alone schedule document from the web site to your computer, then open it.
- 9. Hover the mouse at the top left of the schedule you wish to copy first.
- 10. Left click on the square with the cross-hair arrows which appears.
- 11. The schedule contents should be highlighted.
- 12. Right click in the table.
- 13. Click on "Copy".
- 14. Go back to the RFT/RFQ.
- 15. Click under the heading "# Schedule # . . ."
- 16. Right click
- 17. Click on "Paste"
- 18. The schedule with all the information should appear in the RFT/RFQ.
- 19. Repeat this process for the other Schedule.

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