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

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

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 "Layout" tab
7. Click on "Delete", then click on "Delete Table"
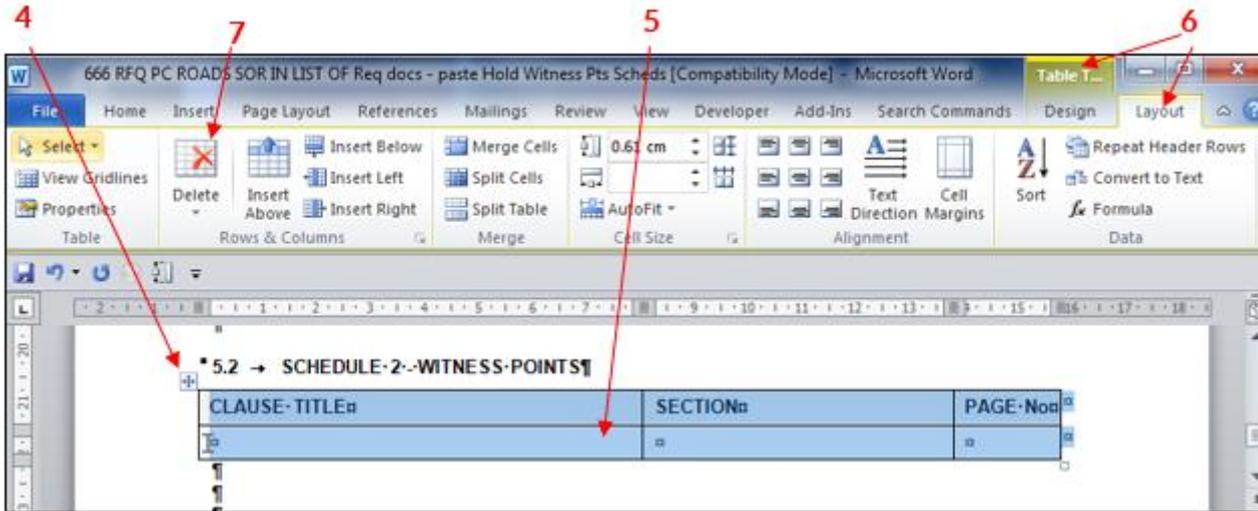


8. Copy the appropriate stand-alone schedule document from the web site to your computer, then open it.
9. Hover the mouse at the top left of the schedule you wish to copy first.
10. Left click on the square with the cross-hair arrows which appears.
11. The schedule contents should be highlighted.
12. 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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