Alpha
Engineering Consultant
2 ALEXANDRA ROAD, #03-03 DELTA HOUSE, SINGAPORE 159919
TEL: (65)6276 2228 FAX: (65)6276 9929 E-MAIL: aec@alpha.com.sg

Our Ref: OM-LC/021

24 June 2005

MEMORANDUM

To: All Engineering Staff

From: Andrew Loh

---

eNPQS USER MANUAL

I am attaching, for your information, a copy of eNPQS User Manual in pdf format.

ANDREW LOH

cc TLS/RT
cc Memo File

/kt

BCA
ISO 9000
CERT. NO.: 236
SS ISO 9001 : 2000

Electronic National Productivity and Quality Specifications (eNPQS)

USER MANUAL

1 INTRODUCTION 1-1
1.1. PURPOSE 1-1
1.2. OVERVIEW OF DOCUMENT 1-1
2 INSTALLING ENPQS SOFTWARE 2-1
3 ACCESSING THE ENPQS WEBSITE 3-8
3.1. GET CERTIFICATE 3-8
3.2. GET UPDATES 3-10
3.3. CHANGE PROFILE 3-11
3.4. CHANGE PASSWORD 3-11
3.5. RENEW SUBSCRIPTION 3-11
3.6. ADD SUBSCRIPTION 3-11
3.7. FEEDBACK 3-12
3.8. UN-INSTALLATION AND RE-INSTALLATION OF ENQPS 3-12
3.8.1 UN-INSTALLATION PROCEDURE 3-12
3.8.2 RE-INSTALLATION PROCEDURE 3-14
4 USING THE ENPQS SOFTWARE 4-16
4.1. DESKTOP APPLICATION OVERVIEW 4-16
4.2. CREATING A NEW PROJECT 4-17
4.2.1 SELECT APPLICABLE WORKSECTIONS 4-17
4.2.2 USING TPSDS OR COMPLETED PSDS OF PREVIOUS PROJECTS 4-18
4.3. CHANGING EXISTING PROJECT PROPERTIES INFORMATION. 4-20
4.4. CHANGING THE LOCATION OF THE USER PROJECTS. 4-20
4.5. CHANGING EXISTING SELECTED APPLICABLE WORKSECTIONS 4-21
4.6. VALIDATION OF APPLICABLE WORKSECTIONS 4-22
4.7. COPY & PASTE PSDS WITHIN THE PC HARDDISK 4-23
4.8. IMPORT AND EXPORT PSD(S) 4-23
4.8.1 EXPORT PSD 4-24
4.8.2 IMPORT PSD 4-25
4.9. ADD A NEW CUSTOM WORKSECTION 4-25
4.10. ADD A NEW CUSTOM ANNEX 4-26
4.11. EDITING A PROJECT SPECIFIC DOCUMENT FILE 4-28
4.11.1 LOCATE TABLE ENTRIES OR BLANK FIELDS IN THE PSD 4-29
4.11.2 EDIT SELECTION 4-31
4.11.3 DELETE CLAUSE 4-32
4.11.4 ADD NEW CLAUSE 4-34
4.11.5 INSERT TABLE ROW 4-34
4.11.6 TABLE DUPLICATION 4-35
4.11.7 REJECT CHANGES 4-36
4.11.8 TOGGLE VIEW 4-37
4.11.9 GUIDANCE NOTES 4-39
4.11.10 SAVE PSD 4-40
4.11.11 SAVE AS NEW ACTIVE COPY DOCUMENT 4-40
4.11.12 SET AS ACTIVE COPY DOCUMENT 4-41
4.11.13 GENERAL PRODUCT CATALOGUE 4-42
4.11.14 PSD SPECIFIC PRODUCT CATALOGUE 4-43
4.11.15 VALIDATE MANDATORY ENTRIES 4-44
4.11.16 PRINTING WORKING PSD 4-46
4.12. PRINTING FROM ENPQS WINDOW 4-46
4.12.1 TO PRINT SELECTED WORKSECTIONS OR PRINT BY FOLDER 4-46
5 OTHER INFORMATION 5-49
5.1. PRE-DEFINED PROJECTS 5-49

5.1.1 ARCHITECTURE TPSD 5-49
5.1.2 NPQS BASE SPECIFICATIONS 5-49
5.2. HOW TO DISTRIBUTE YOUR PSD? 5-49

1 Introduction

1.1. Purpose

This document serves as a guide for the eNPQS users for using the eNPQS software and accessing of the eNPQS website.

1.2. Overview of Document

This document is divided into the following sections:

a. Introduction

Provides a brief description on the overview of the eNPQS. It also defines the purpose for the document and its general outline.

b. Installation steps

This section describes step-by-step installation procedure for installing eNPQS software.

c. Accessing the eNPQS Website

This section explains the functions on the eNPQS website that are available to the eNPQS users and what the users can do on the website.

d. Using the eNPQS Software

Describes on how to use the functionalities of the eNPQS software.

2 Installing eNPQS Software

eNPQS software comes with an installation CD. To start installation, insert eNPQS installation CD into your CD-ROM drive and run setup.exe from the CD-ROM drive. You need to follow the steps below to complete the installation.

Please also ensure that your machine fits the minimum requirements for the software for successful installation:

- Minimum Pentium III PC with 800 Mhz, 256MB RAM and a CD-ROM drive
- Windows 98 Second Edition, Windows 2000, or Windows XP
- Microsoft Office 97 Professional Edition or Microsoft Office 2000 Professional Edition.
- Internet Explorer 5.01 and above
- .NET Framework and MDAC version 2.8 (both included in the eNPQS installation package)

Please note that Microsoft Office is a mandatory software that must be already installed on your machine. eNPQS will install plug-in to your Microsoft Word.

eNPQS will take about 200MB of your harddisk for the installation. You will need to reserve enough harddisk space for your project files (PSD). The exact harddisk requirement will depend on how many projects you store.

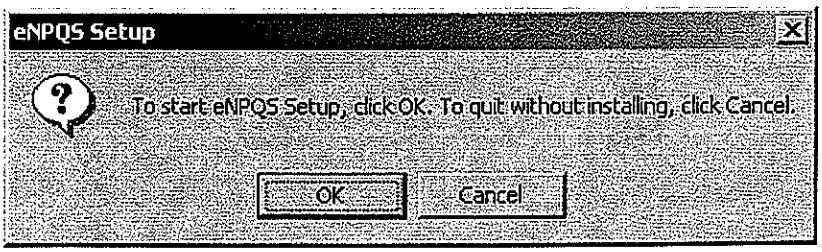
eNPQS will also install two Microsoft supporting modules for runtime of eNPQS. These two modules (included in the installer) are:

1. .NET Framework runtime
2. MDAC

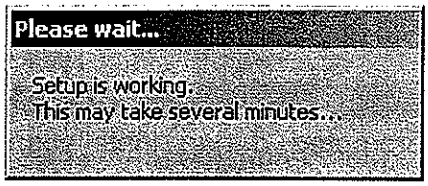
The modules will be installed if they are missing from the machine. Please follow the instructions in the Microsoft Installer.

1) Start Setup

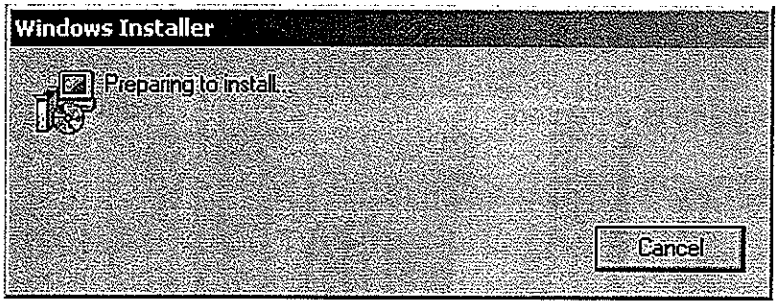
You will first be prompted to install eNPQS software. Click OK to continue installation.



2) Setup Process Notification

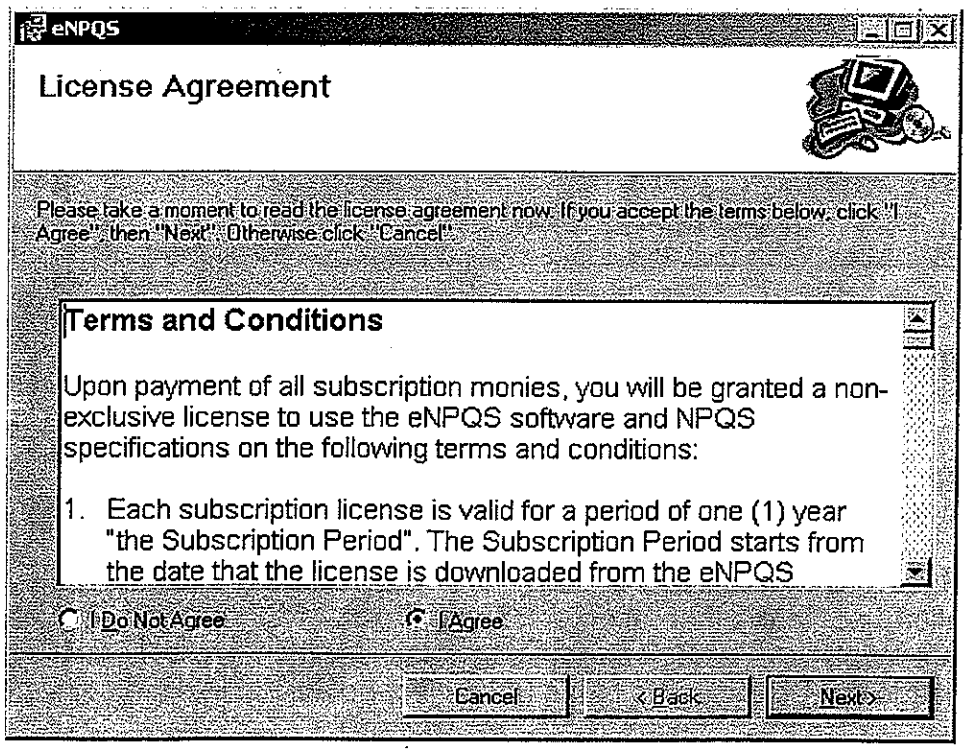


3) Windows Installer



4) License Agreement

You must agree with the terms and conditions for use of the software before continuing the installation. Please read the terms and conditions carefully and click "I Agree" to continue installation. User also can cancel the installation if he/she does not agree with the agreement.

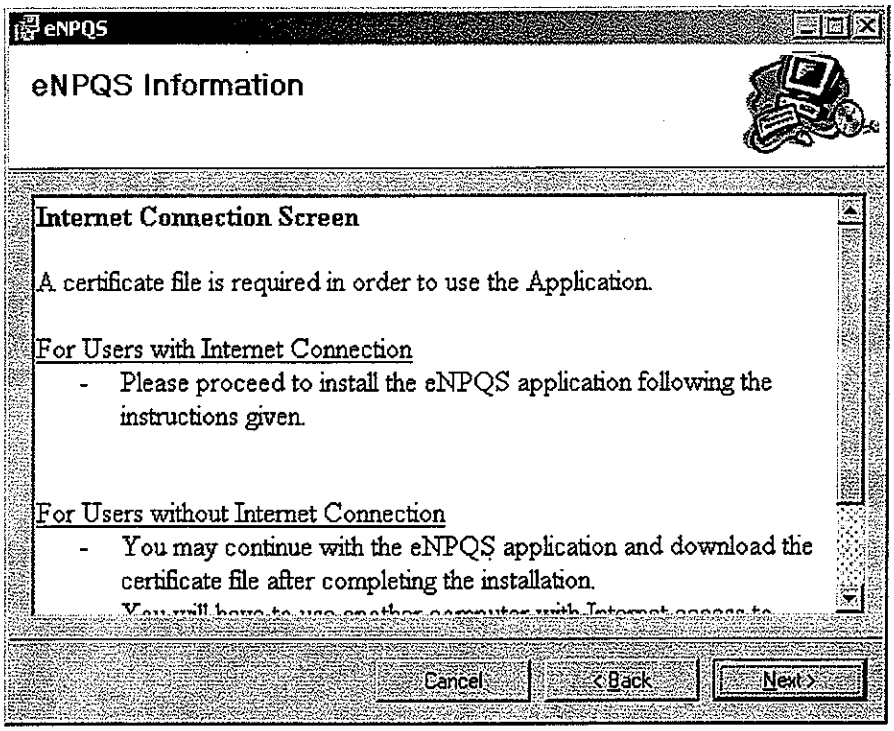


5) Internet Access Information Screen

To use eNPQS software, you will need a valid certificate file that can be downloaded from eNPQS website once you have received approval of your subscription.

If you have direct Internet connection from your PC, you can proceed with the installation and download the certificate when prompted during installation. The installation will launch Internet browser for you to connect to eNPQS website for this purpose.

If you do not have Internet connection, you will have to use other machine with Internet connection to download the certificate. You will have to copy your machine ID that will be displayed later on during the installation. Please follow exact machine ID as displayed by the installer because the software will only be activated when valid certificate unique to your machine is detected.

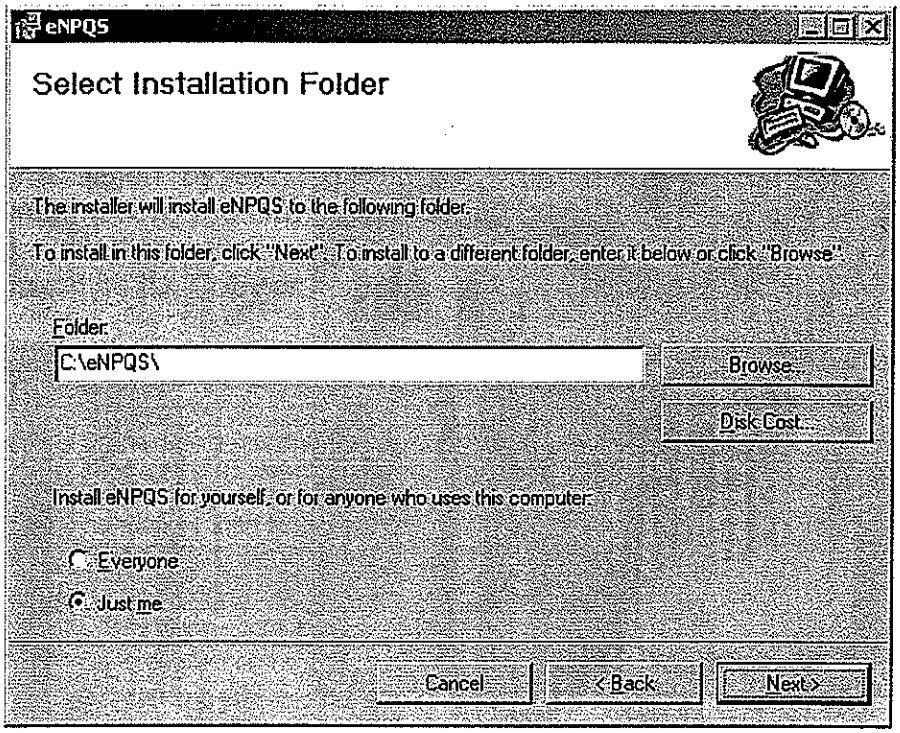


6) Installation Path

Please select the installation path for the software. eNPQS will install necessary components for the software to work in this folder. It will also place all NPQS documents in the installation path. The default value (C:\eNPQS) is recommended.

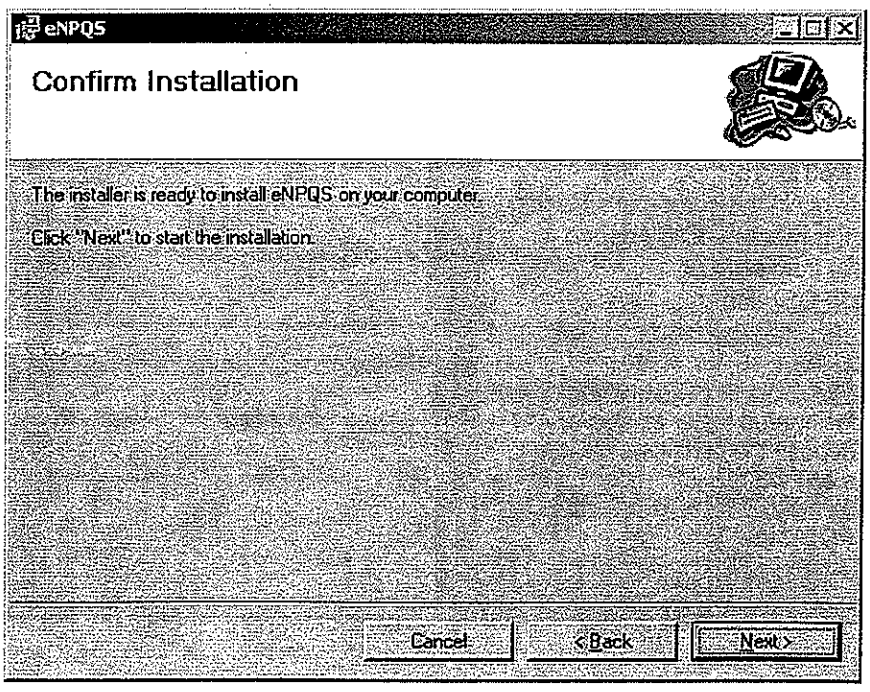
If the eNPQS software is installed using the administrator account, select the "Everyone" option, so that other user accounts of that PC can use the eNPQS software. If the administrator selects the "Just me" option, then it is only restricted for administrator usage only, other users of the PC will not be able to use the software.

If a normal user does the installation, he/she can either select "Everyone" or "Just me" option. If he/she selects the "Everyone" option, the other users of the PC will also be able to use the eNPQS software. If he/she selects the "Just me" option, it means that only his/her user account login will be able to use the software.



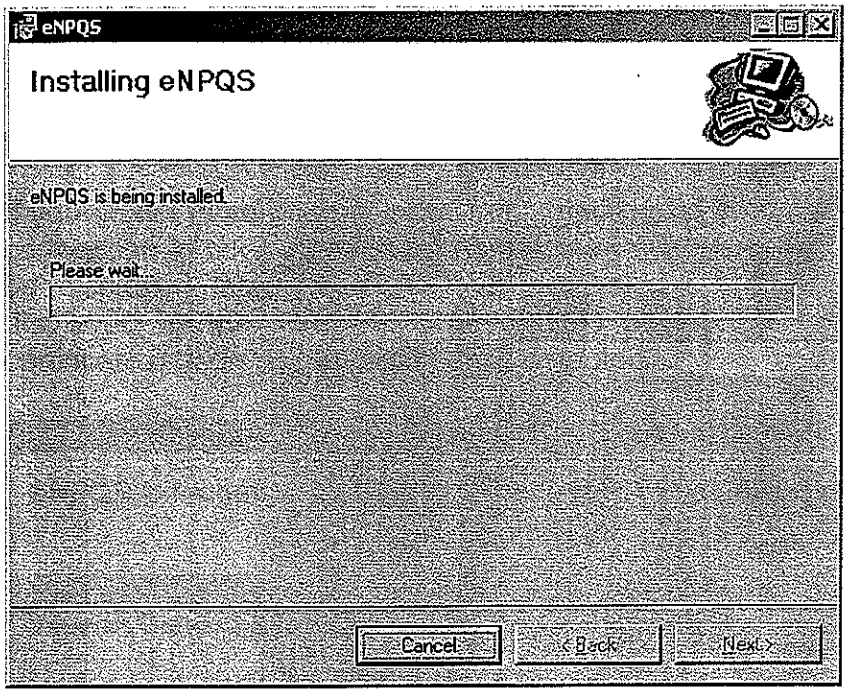
7) Confirm Installation

Confirm installation for the installer to copy all the necessary files into your hard disk.



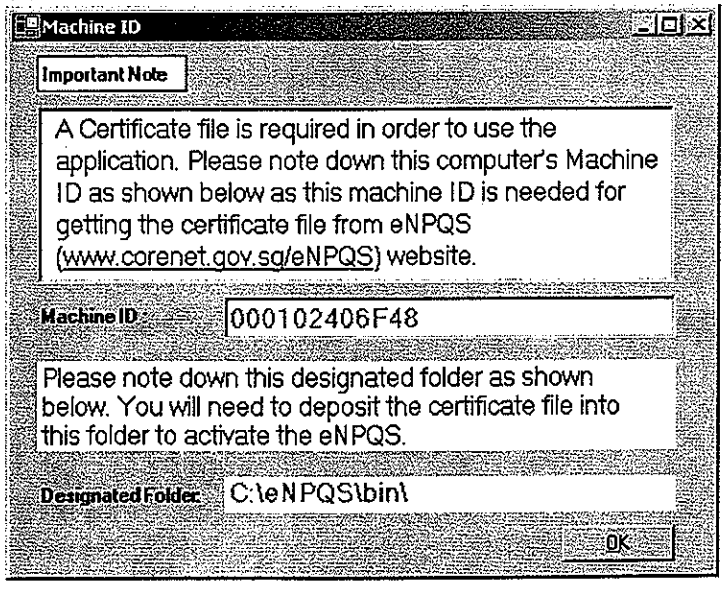
8) Processing Installation

The installer will begin extracting and copying all necessary files into your hard disk. It may take a while to complete the process.



9) Machine ID and Designated Folder to deposit Certificate File

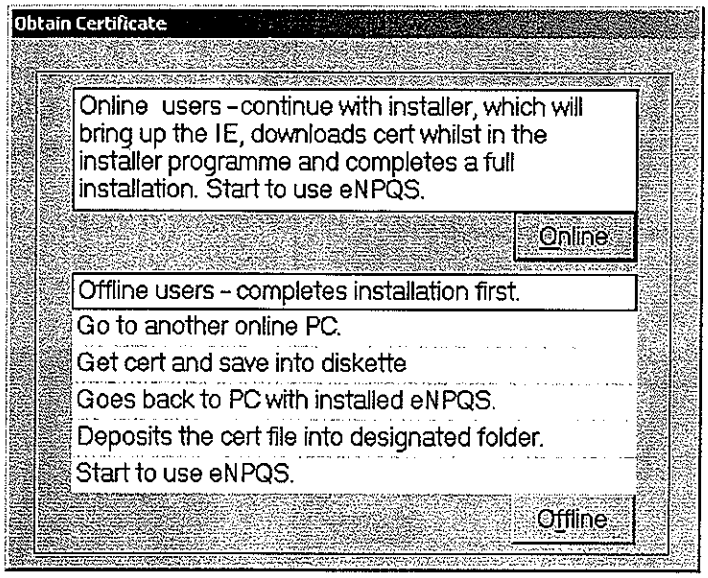
Once the installation is completed, you will be prompted to download your certificate file from eNPQS website. Please copy or note down your machine ID for obtaining certificate. The certificate must be placed in the directory as indicated in the popup window.

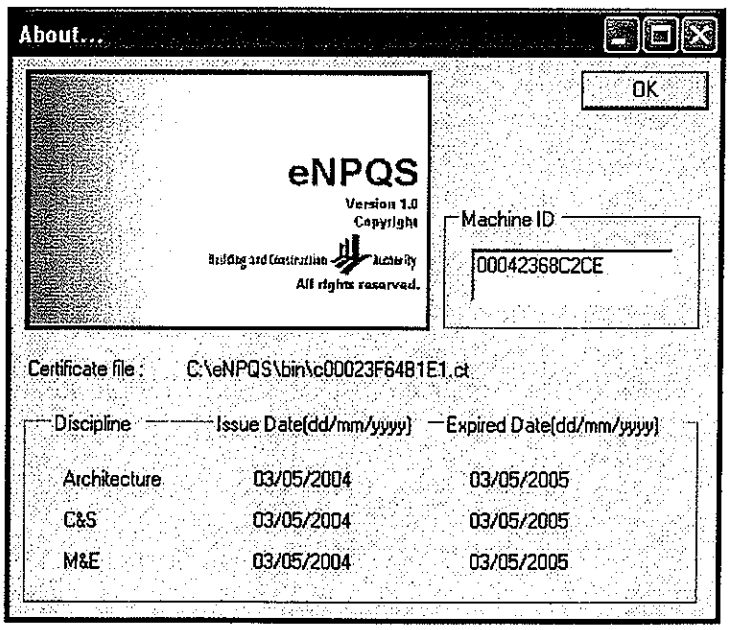


10) Option between Online and Offline Certificate Download

If you have direct Internet connection, follow the Online link to connect to eNPQS website. Get ready with your eNPQS Login ID and password. Follow the instructions as described in the popup window.

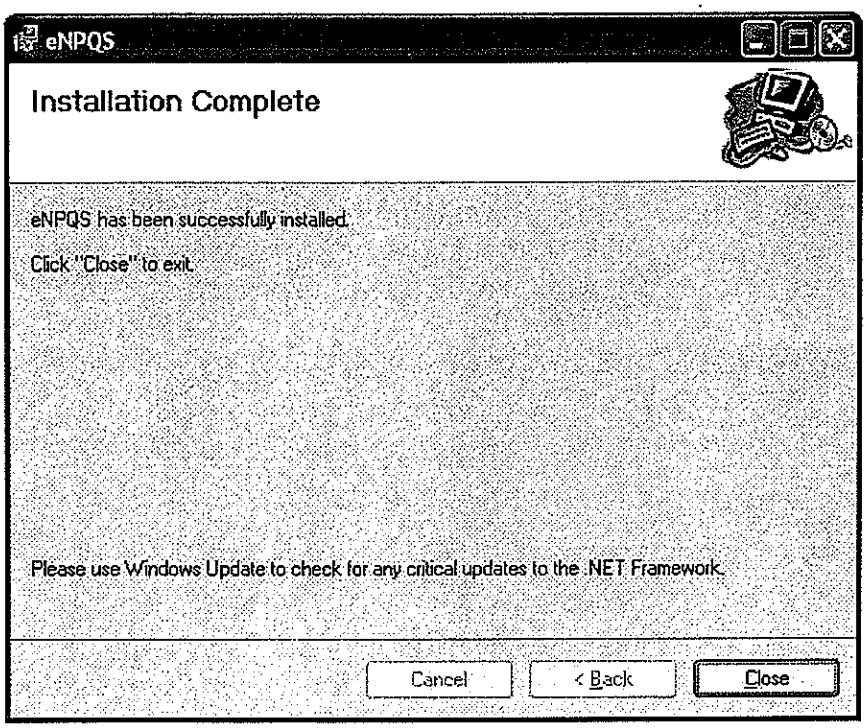
If you do not have direct Internet connection, you can download the certificate later using another machine. Copy down the machine ID as prompted to you. Complete the installation by clicking "Offline" link. In the event that you lost the machine ID information, you can always obtain it again by starting eNPQS software that has been installed on your machine and click Help – About. The popup window will show you the machine ID. Copy or note it down for you to download the certificate.





11) Setup completed

Once the setup is completed, you can start using the software after obtaining the certificate.



3 Accessing the eNPQS Website

eNPQS website can be accessed at the following URL:

http://www.corenet.gov.sg/eNPQS

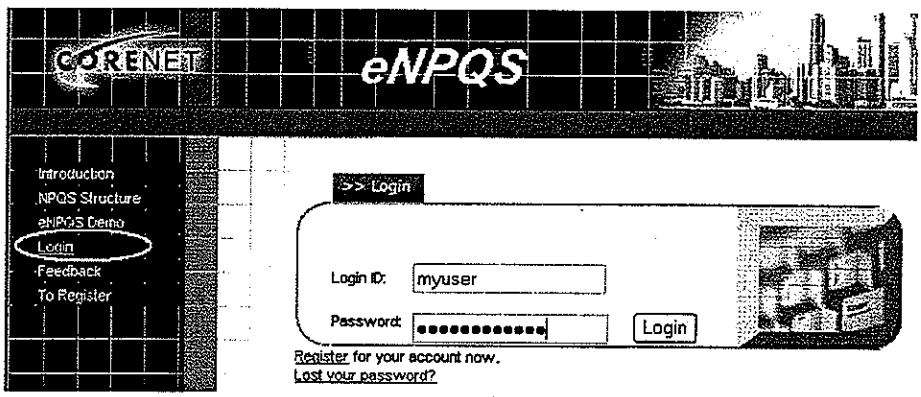
Before you can use eNPQS software, you have to register through the eNPQS website and subscribe appropriate certificates for using NPQS documents. Follow "To Register" link at the eNPQS website to subscribe.

3.1. Get Certificate

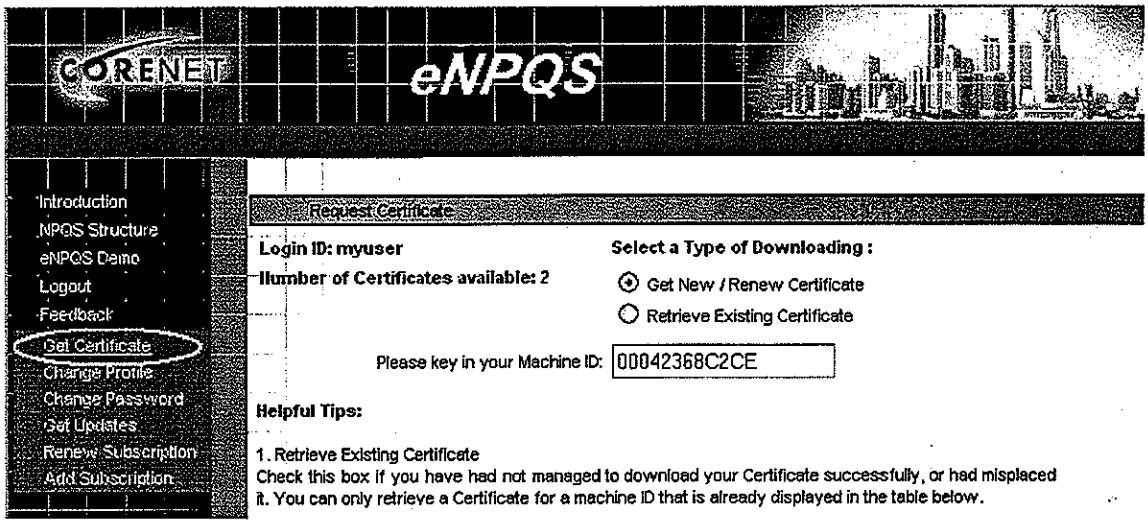
A Certificate file is required in order to use the application. This certificate file will only be made available to you for download after payment is made. Each Certificate will be valid for a period of one year. Issuance of the certificate is entirely electronic through eNPQS website. You will need to provide the Machine ID of the PC you are going to use the eNPQS software on. Follow the steps below to download the certificate:

1. Launch your Internet Explorer and go to http://www.corenet.gov.sg/eNPQS.

2. Login to the eNPQS website.

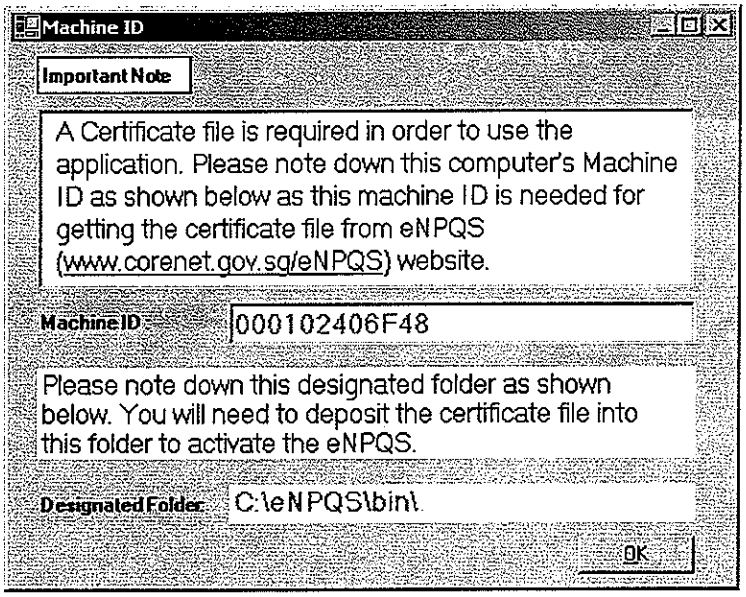


3. Select the option "Get Certificate".

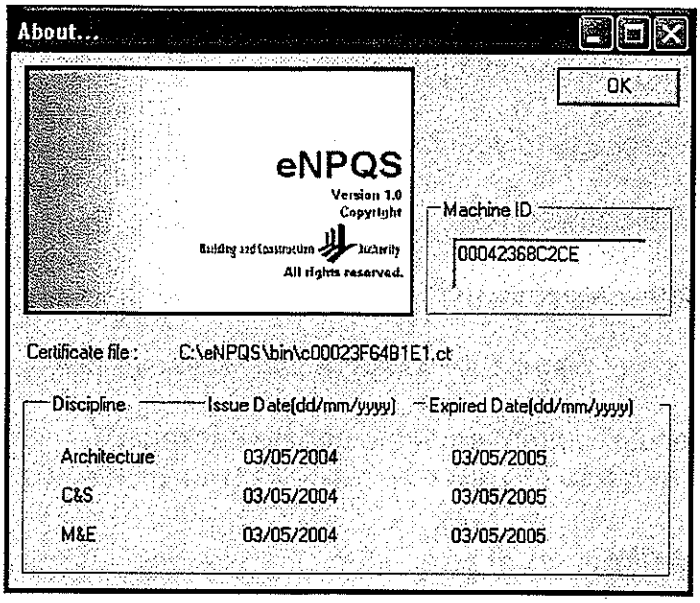


4. Enter the Machine ID value in the Machine ID field. There are two ways to obtain the Machine ID:

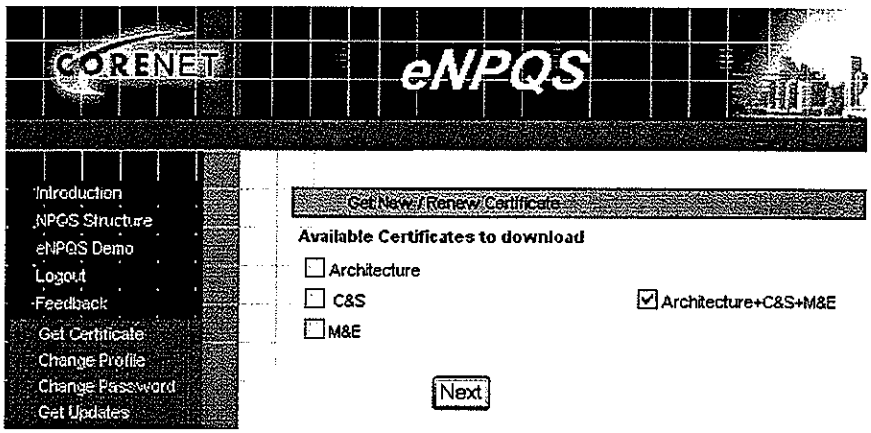
   a. During installation you will be informed of your Machine ID:



b. If the software has been installed, click "Help" – "About" from eNPQS main desktop:



5. Select type of certificate you want to download for this particular machine. There are 2 groups of certificate, i.e. full package that includes all 3 disciplines, or individual disciplines.



6. Clicking "Next" will bring you to a confirmation page where you can download your certificate. You should save the Certificate file to the designated directory of the eNPQS folder on your computer. (Default is C:\eNPQS\bin)

3.2. Get Updates

Any updates released by the administrator will be displayed on the "Get Updates" webpage.

Steps of retrieving the Updates:

1. Identify and click on the correct update link.
2. Save the update package to your local computer.
3. Launch the eNPQS software.
4. Select the "Updates" option from the Tools Menu.
5. Identify the location of the update package that you have downloaded.
6. Click on the "Execute" button to run the update package.

3.3. Change Profile

This function allows you to update your personal information.

Note: You should always ensure that your email address is updated so that the administrator can notify you when there are updates available.

3.4. Change Password

This function allows you to change your password.

3.5. Renew Subscription

You can make use of this function to renew your existing subscription before expiry. You will receive notification from eNPQS administrator before the expiry date to allow you to renew your subscription on time.

3.6. Add Subscription

You can make use of this function to add new subscription.

3.7. Feedback

You could use this function to send feedback to the administrator. There are 3 categories of Feedback type;

1. General
   This refers to general feedback.
2. Content
   This refers to feedback concerning NPQS documents.
3. Software
   This refers to feedback concerning eNPQS software.

You should select the appropriate feedback type depending on your feedback content.

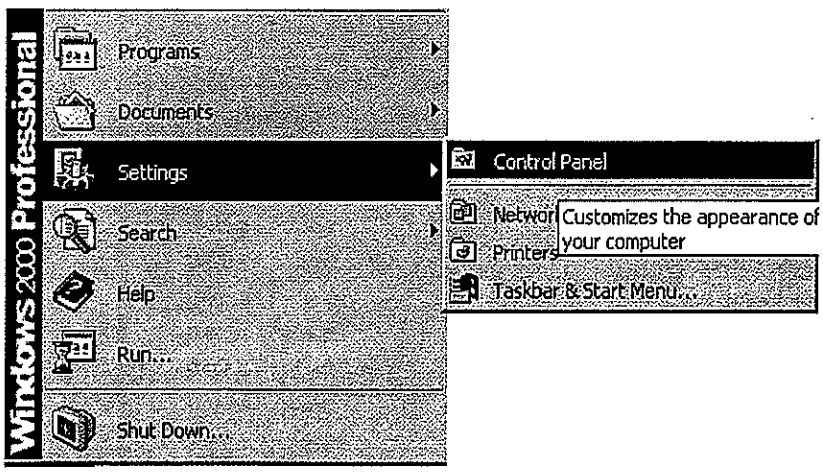
3.8. Un-installation and Re-installation of eNQPS

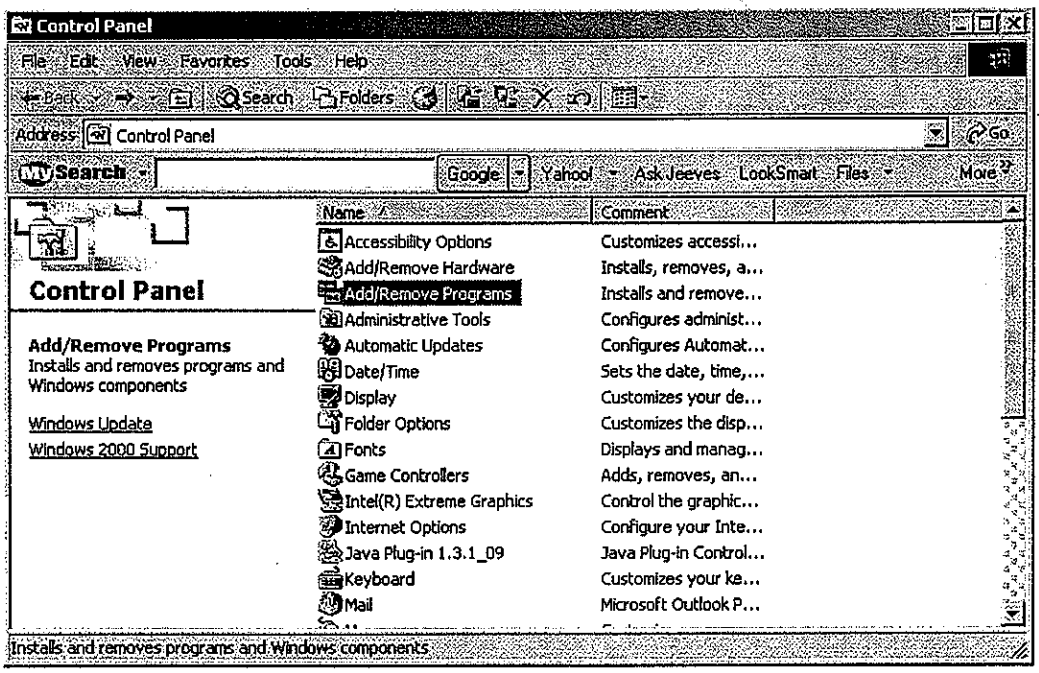
There are occasions whereby you may need to un-install and re-install the eNPQS application, like:

1. Change of PC/laptop.
2. Wrong machine ID keyed in eNPQS website when downloading the certificate.
3. New release of eNPQS software.

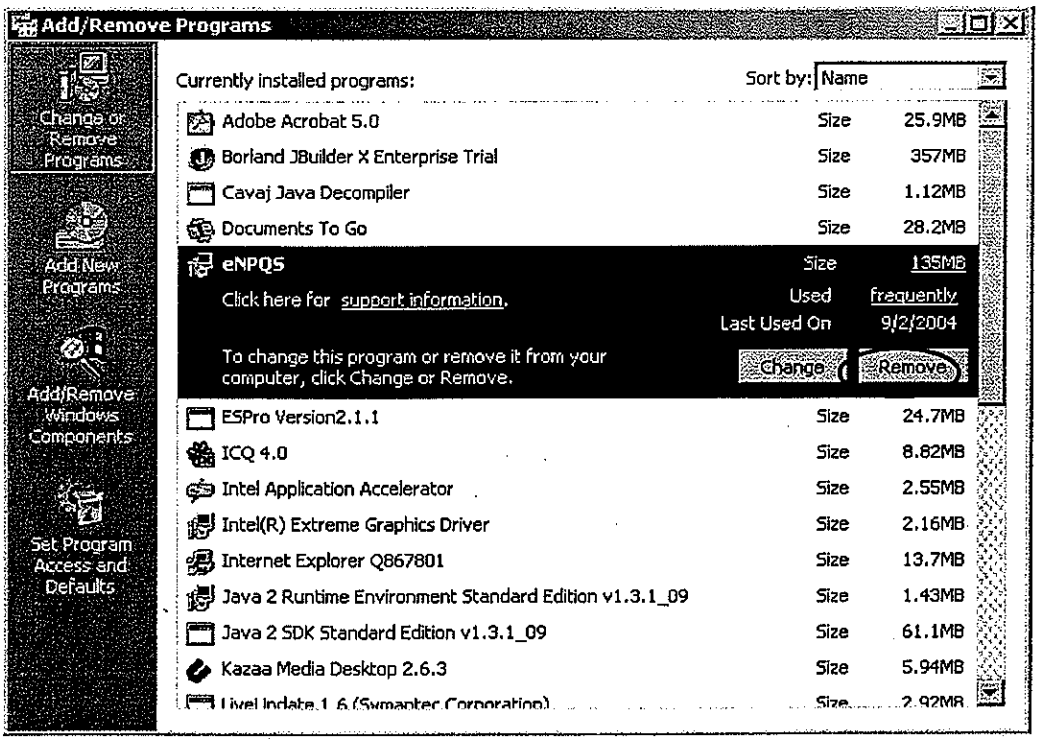
3.8.1 Un-installation Procedure

1. Un-install the eNPQS software from your machine in the usual way under Microsoft Window, ie. through Control Panel, Add/Remove Program, and select the eNPQS.

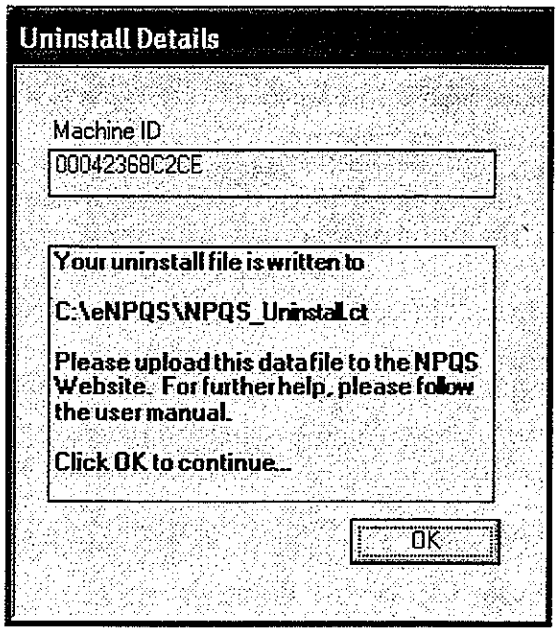




2. At the "Add/Remove Programs" window, select eNPQS and click on the "Remove" button. After that follow the steps in the un-installation wizard, click next to continue until the un-installation process is completed.



3. A "deregistration" certificate (**NPQS_Uninstall.ct**) will be created by the system during the uninstallation process and stored in the eNPQS folder (by default it should be in C:\eNPQS). Using the Window Explorer, copy this to a floppy disk.



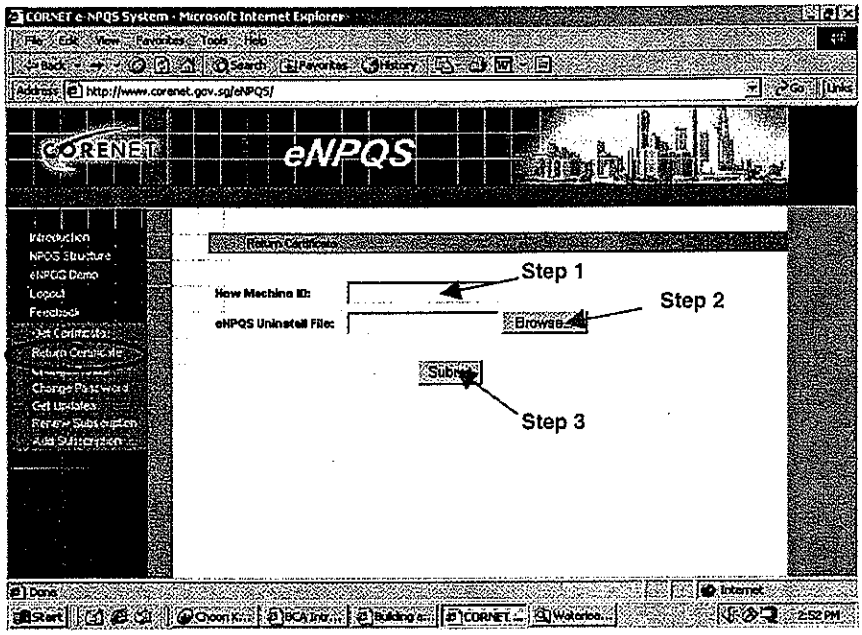
3.8.2 Re-installation Procedure

1. Reinstall the eNPQS in your machine (please follow section 2 installation of eNPQS application). When the installation process reaches the Obtain Certificate step (please refer to 2-10 Option between Online and Offline Certificate Download), note down the correct machine ID and select the option **Offline** to download the certificate after installation.

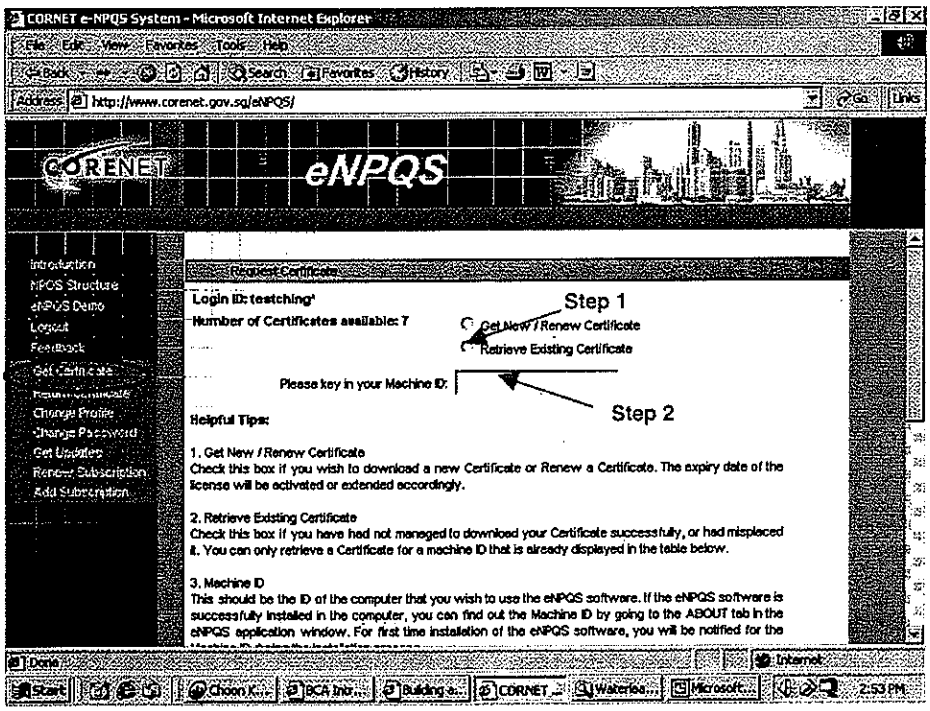
Note: For modem users, please ensure that your modem IS DISCONNECTED during the installation process.

2. Log on to the eNPQS website, using your assigned eNPQS Login ID and password.

3. Select the 'Return Certificate' as shown below. **Enter the correct Machine ID**, browse to submit your "Deregistration Certificate" (NPQS_Uninstall.ct), and then click the 'Submit' button.



4. Next click on the 'Get Certificate'. Select the 'Retrieve Existing Certificate', **key in your correct Machine ID**, and then download the certificate to eNPQS's bin folder (by default it should be C:\eNPQS\bin).



5. A shortcut of the eNPQS icon should be created on your desktop. Double click on the icon. The eNPQS should be ready for use.

4 Using the eNPQS Software

Clicking on the icon on the desktop launch the eNPQS software. You may also start the application from the windows Start -> Programs -> eNPQS

4.1. Desktop Application Overview

The desktop application is the main component in the eNPQS system. It would facilitate user to prepare Project Specific Data as well as adding customized worksections. Figure 5.1-1 illustrates the two sub components.

The eNPQS desktop application consist of two sub components:

- A MS Windows executable application, for organizing user project data.
- A toolbar add-on to MS Word, to facilitate user to prepare Project Specific Data

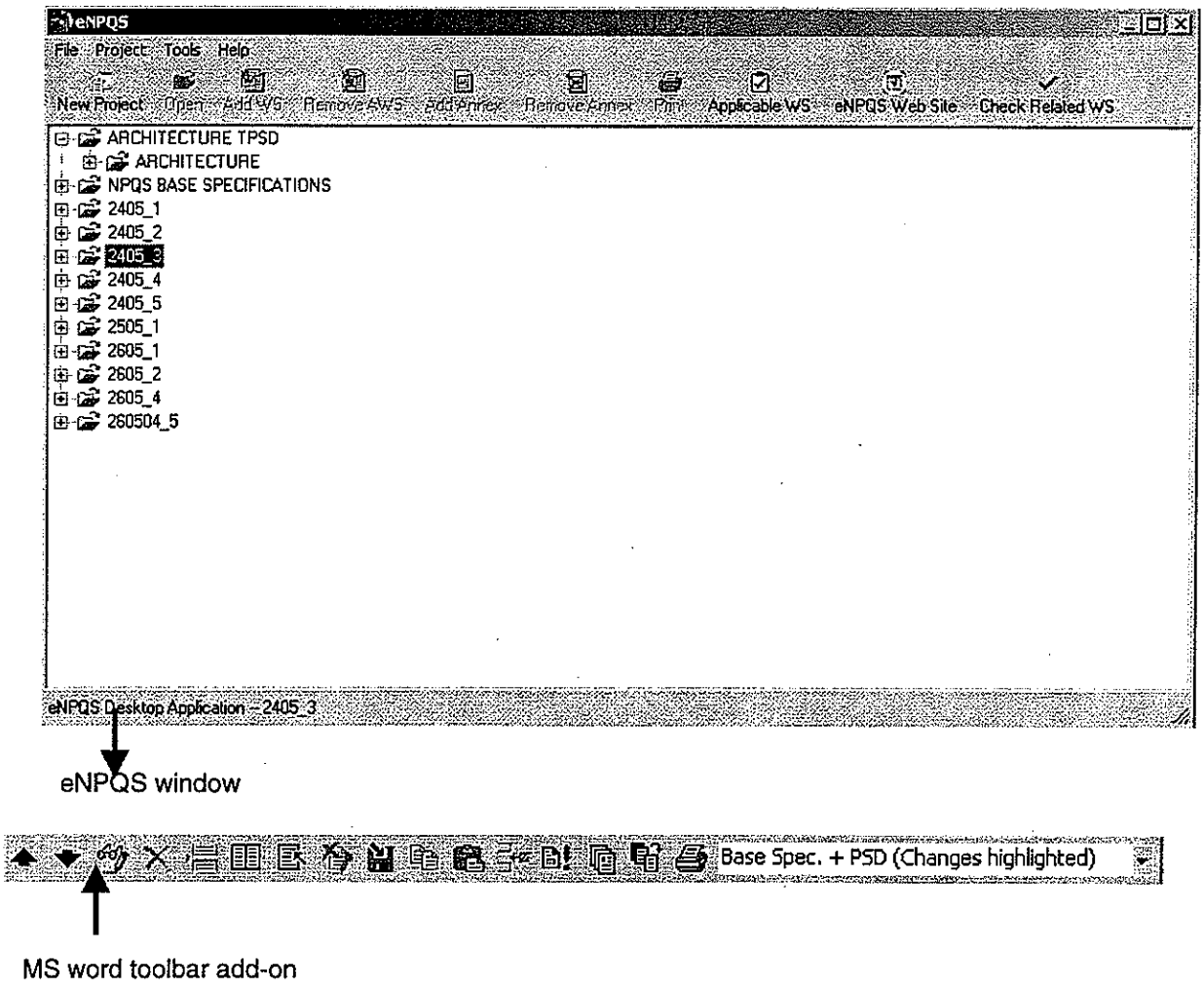
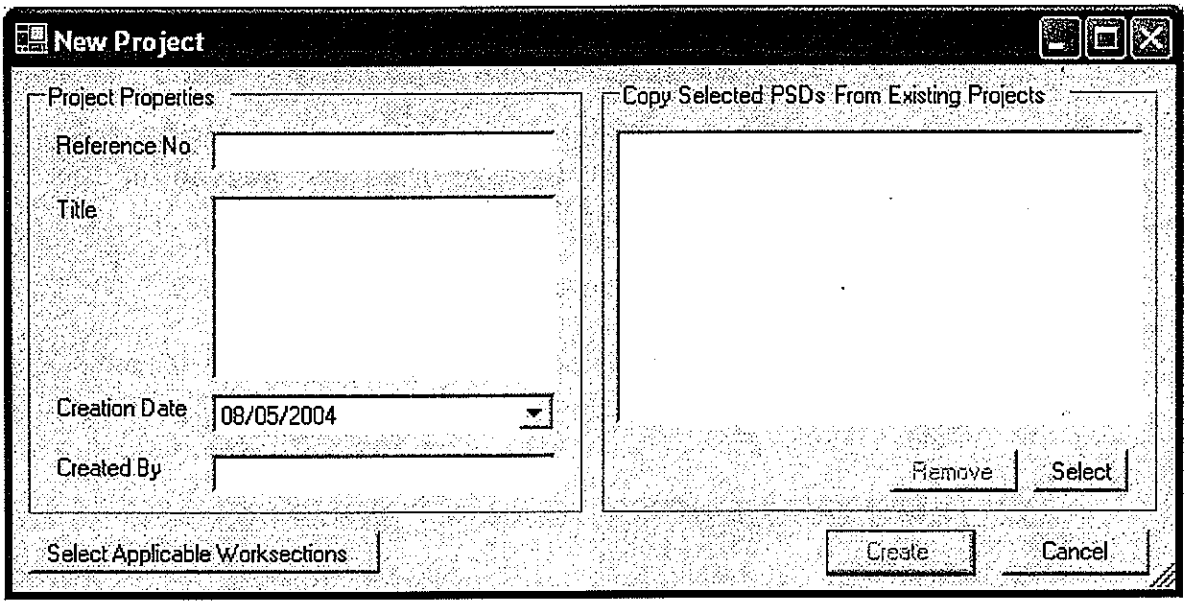


Figure 5.1-1 The two main components of eNPQS desktop application

4.2. Creating A New Project

1. Click on the "New Project" button to bring up the "New Project" pop-up screen as shown below;



2. The following are captured as part of the project properties:

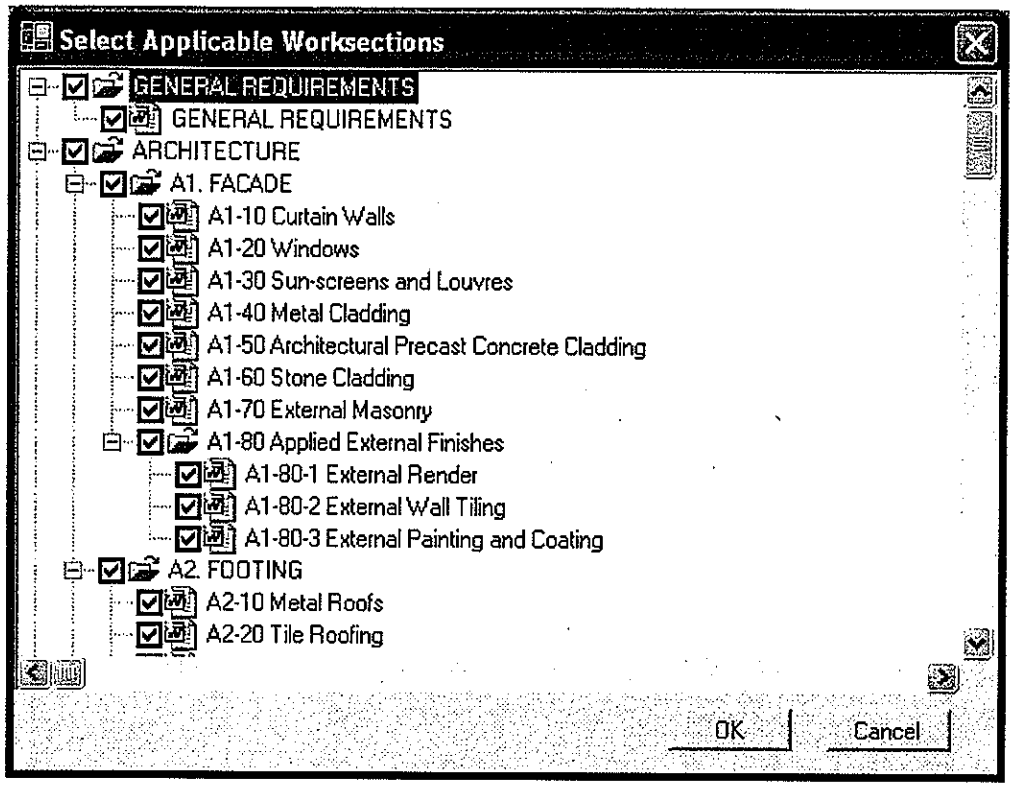
   - Reference No
     This is to identify the Project, ie. the Project name.
   - Project Title
     The description of the Project.
   - Creation date
     The date that the Project is created.
   - Creator name
     The Name of the Person who created the Project.

   Note: The Create button will only get enabled if the Reference No value is entered.

4.2.1 Select Applicable Worksections

1. Next, you need to select the applicable worksections for the new project to be created in the New Project dialog box. Click on the "Select Applicable Worksections" button on the lower left corner to bring up the pop-up screen as shown;

   Note: The application allows the user to amend the selected applicable worksections subsequently.



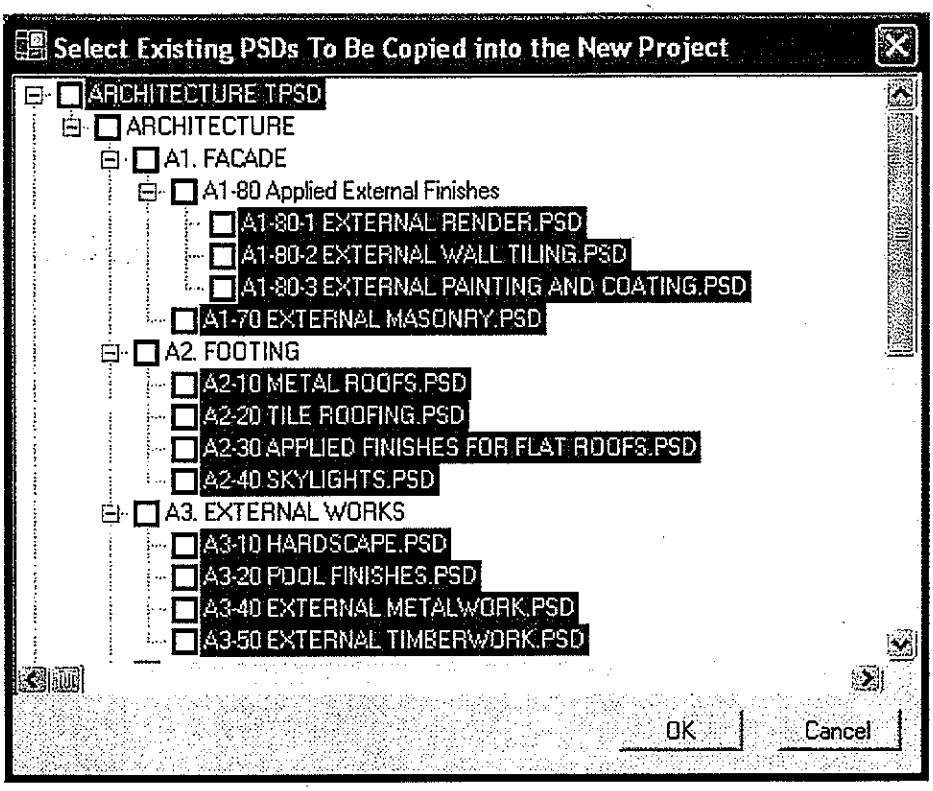
2. By default, all the worksections are selected. To deselect, user can navigate between worksections and uncheck on the check boxes.

3. Click on the OK button to complete the selection.

   Note: When a worksection is deselected, if there are related worksections to the deselected worksection, an alert message (showing which applicable worksections are related to the one which has been deselected) will pop up when user clicks on the OK button.

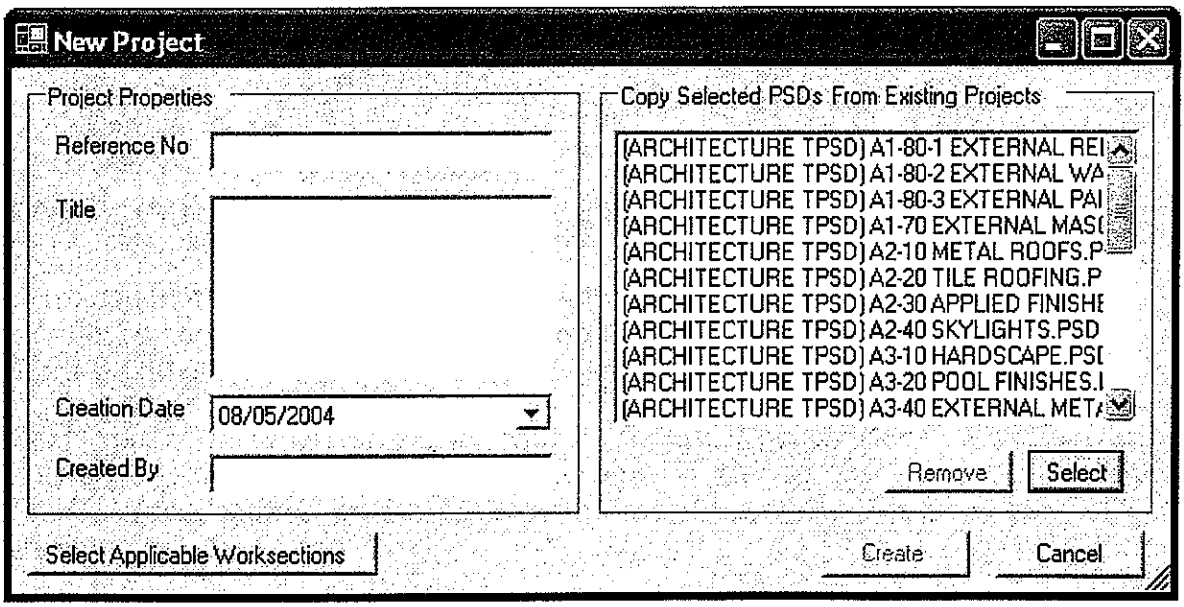
4.2.2 Using TPSDs or Completed PSDs of Previous Projects

1. To use completed PSDs from previous projects or TPSD(Architecture) for the new project, click on the "Select" button on the lower right corner on the New Project dialog box, and the "Select Existing PSDs" dialog box will pop up as shown;



2. By default, all the existing PSDs are unchecked. To select, you can navigate between the discipline(s) and tick on the check boxes.

3. Click on the OK button to complete the selection. The selected PSDs will be populated into the list box on the right of New Project Dialog box as shown;

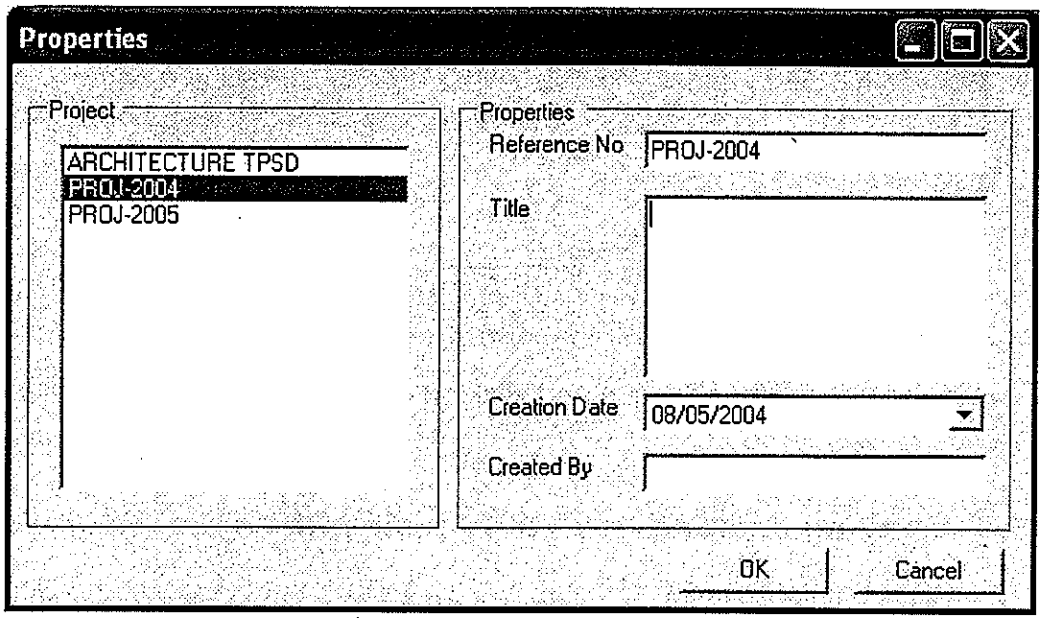


4. Once all the information has been entered, click on the "Create" button to create the project.

4.3. Changing Existing Project Properties Information.

1. Highlight or Select on a Project.

2. Select the "Project Properties" option from the Project Menu and the following screen will appear;



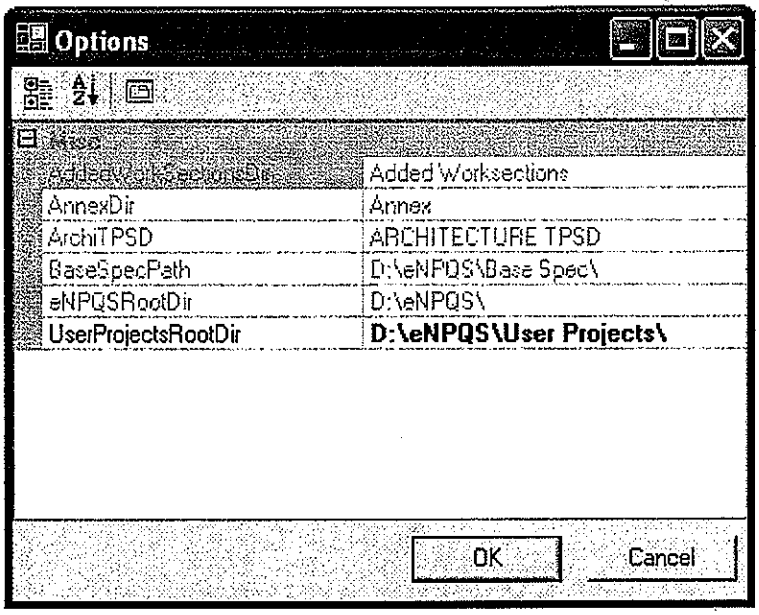
3. Make the necessary changes and click on the OK button to complete the change.

4.4. Changing the location of the User Projects.

To allow you to change the location of all the users' created projects.

Note: All users' created projects will be kept at the specified location. Once you change the value, all the projects will be moved to the new location.

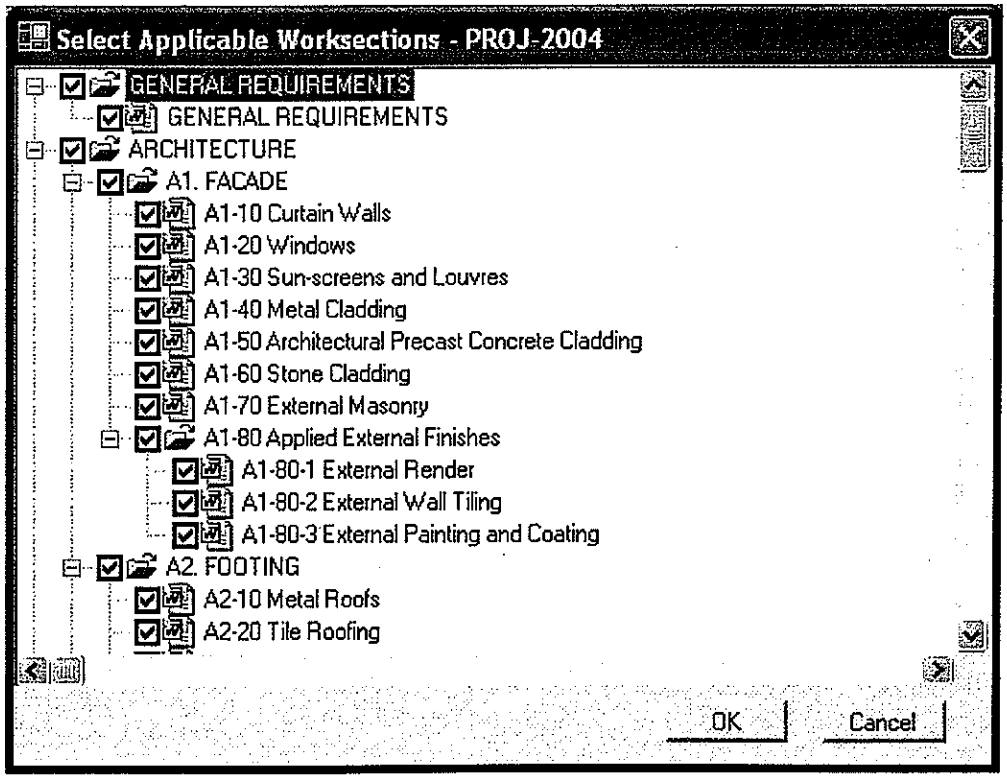
1. Select the "Options" from the Tools Menu and the following screen will appear;



2. Make the necessary changes and click on the OK button to complete the change.

4.5. Changing Existing Selected Applicable Worksections

1. To amend selected applicable worksections, click on the "Applicable WS" button on the tool bar and it will launch the "Select Applicable Worksections" dialog box as shown below;



2. By default, the Select Applicable Worksections screen will show the current applicable worksections of the project. To amend the selection of applicable worksections, click on the checkbox next to each worksection.

3. Click on the OK button to complete the selection.

   Note: When the user deselects a worksection, if there are related worksections to the deselected worksection, an alert message (showing which applicable worksections are related to the one which has been deselected) will pop up when user clicks on the OK button.

4.6. Validation of Applicable Worksections

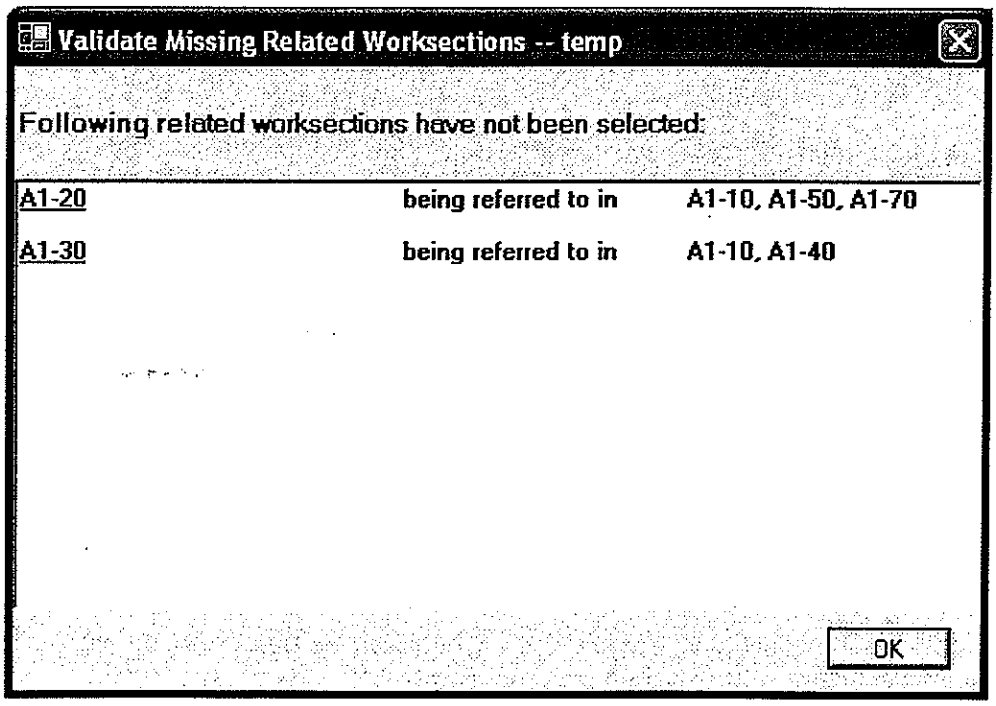
This function helps the user to verify that they have not missed out any worksections for a project.

1. Highlight/Select on a Project.

2. Click on the "Check Related WS" button on the toolbar.

Application will verify this based on the Related Work Section (Section 1.2) of the selected worksections to ensure that all related worksection are being selected for the project.

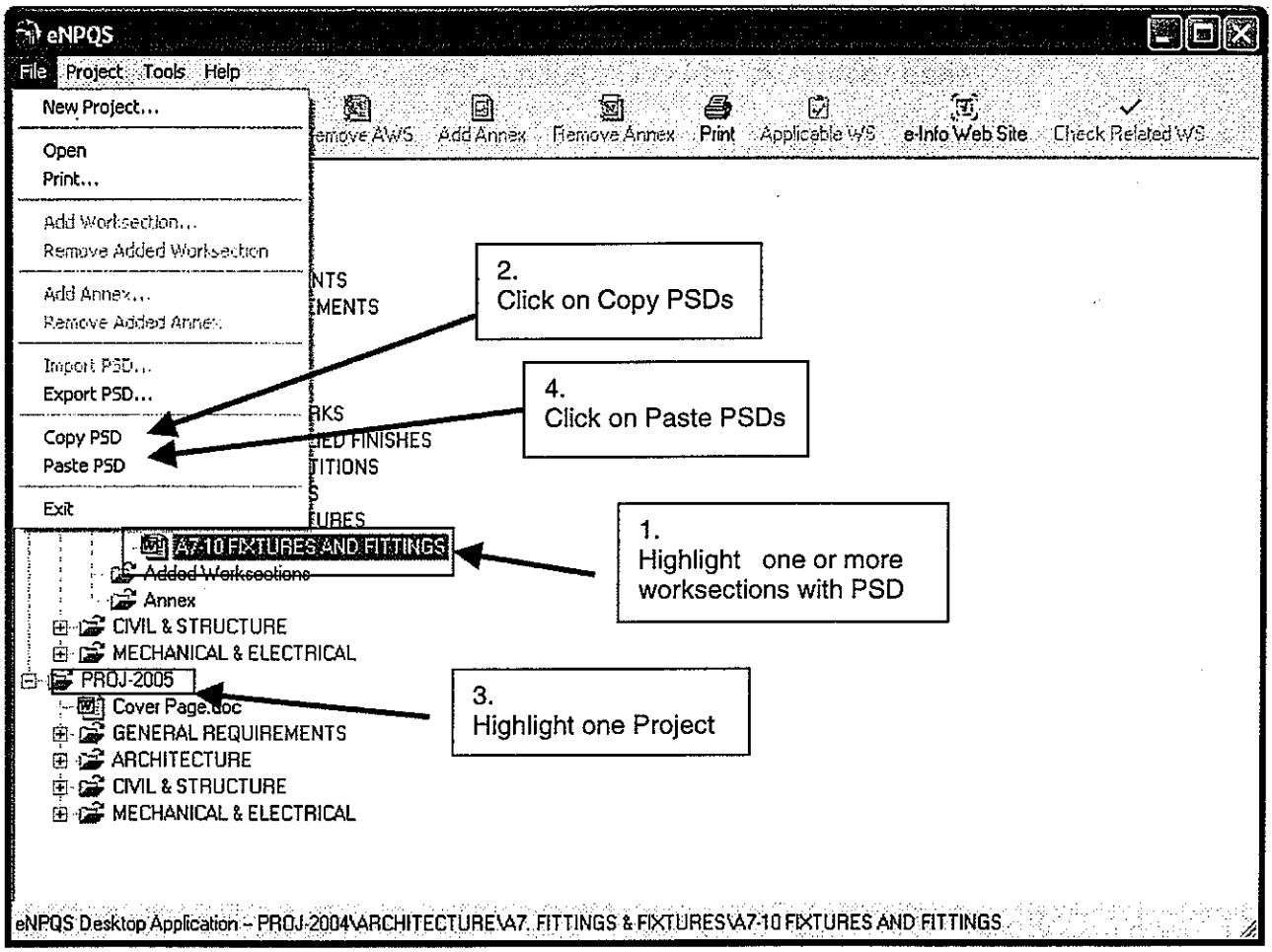
An alert message will pop up informing the user if there are any related worksections not selected, as shown below;



4.7. Copy & Paste PSDs within the PC Harddisk

User can also copy and paste PSDs from one project to another within the PC harddisk as shown below;

Users are also able to Copy and Paste the highlighted worksection by right-clicking on the mouse which will pop up a small menu options.



When the user copies and pastes a PSD from one project to another, all versions within the PSD will be copied and pasted into the new project.

4.8. Import and Export PSD(s)

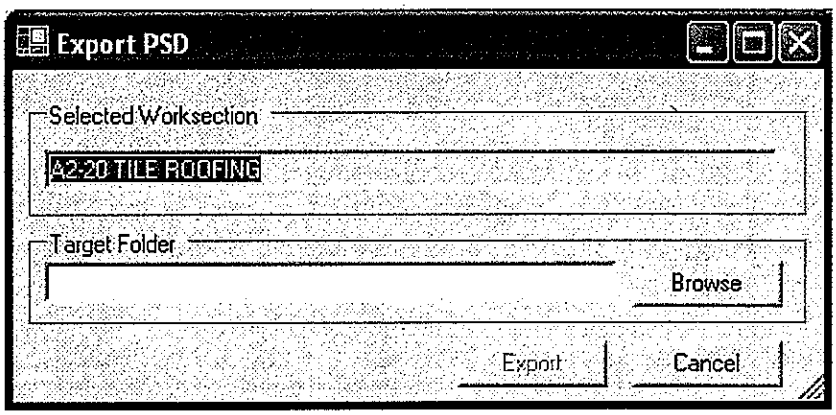
To enable users to share the PSD(s) across different PCs. Export allow current active version of PSD to be copied to another project later. Import will then add the exported PSD into the current PSD as a new version and make it as the active version.

Users can also Import and Export the highlighted worksection by right-clicking on the mouse which will pop up a small options menu.

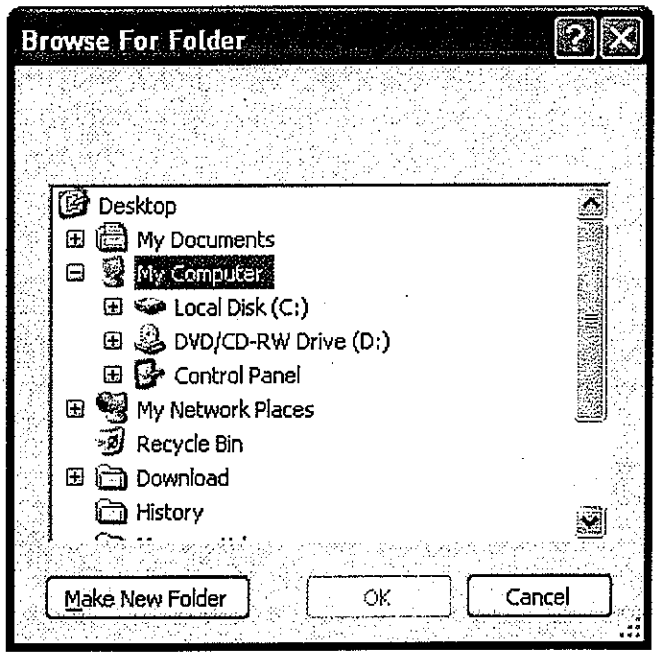
4.8.1 Export PSD

1. Select by clicking on the intended PSD.

2. Click on the "Export PSD" option from the File menu which will bring up the following screen;



3. To specify the target folder, click on the "Browse" button which will bring up the following screen;



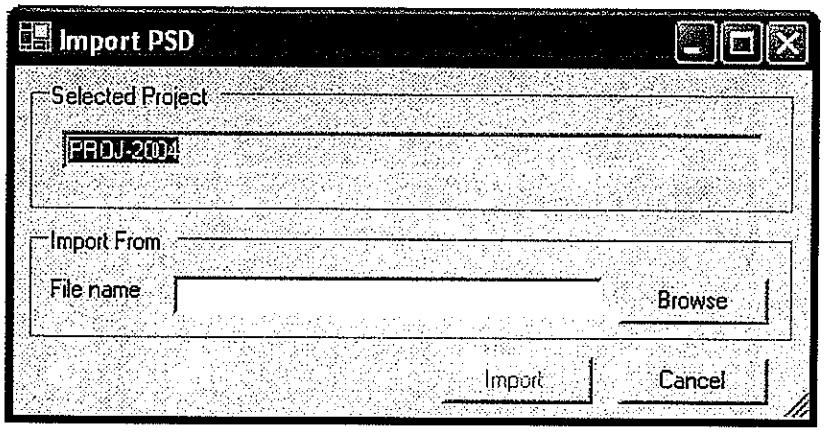
4. Click on the OK button once you have identified the target folder.

5. Click on the "Export" button to complete the PSDs exporting.

4.8.2 Import PSD

1. Highlight or Select the Project that you want to import the PSDs to.

2. Click on the "Import PSD" option from the File menu and the following screen will pop up;



3. Click on the "Browse" button to identify the location of the PSD file to be imported from.

4. Click on the "Import" button to import the PSD file.

Note: When user exports and imports the PSDs from one project to another, the pasted PSD will be saved as a new version and the new working copy.

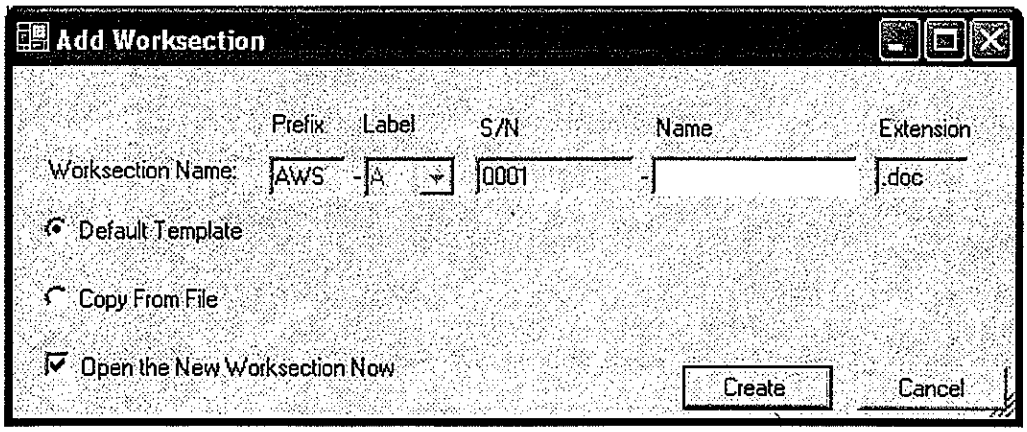
4.9. Add A New Custom Worksection

Allows the user to add customised worksections, such a MS Word file or documents in other formats. However the ability to view the specific formats of the documents on the PC or on another PC will depend on the availability of suitable applications on the PC.

1. Highlight or Select a Project.

2. Highlight or Select the "Added Worksections" folder of the selected project.

3. Click on the "Add WS" button on the toolbar and the following screen will pop up;



The filename of the added worksection is formed using the Prefix, label, Name and the Serial No. The label dropdown list will be enabled if there's more than one option available depending on which discipline the user highlights the Added Worksection folder.

There are two options for the user to choose from, ie using the default Template or copy from file.

The default Template will consist of the following sections;

- Section 1 – 5 (The Heading only)

The Copy From File option allows the user to tag any type of file to the Project, ie could be a building layout-drawing file.

4. Click on the "Create" button to create the new added worksection.

Note: All Added Worksection(AWS) will be classified as PSDs.

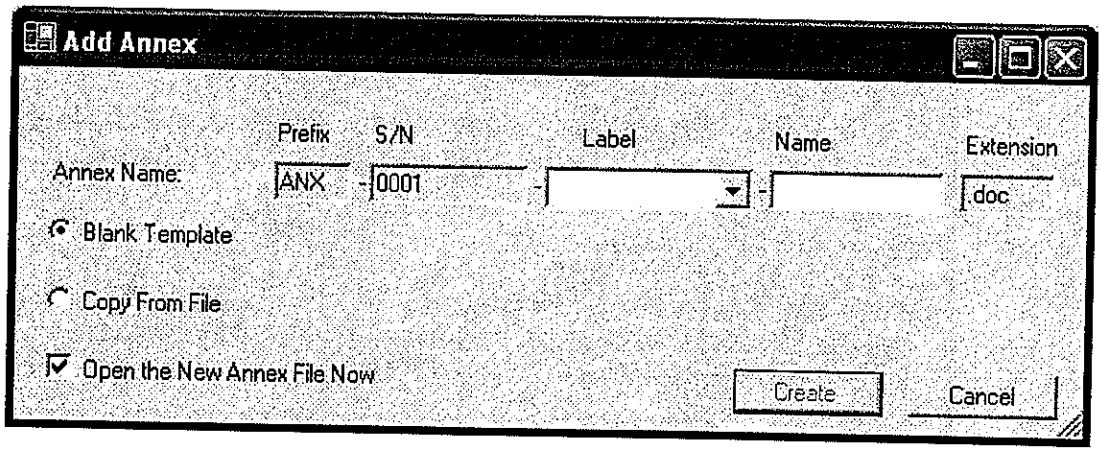
4.10. Add A New Custom Annex

Allows the user to add customised Annex, such a MS Word file or documents in other formats. However the ability to view the specific formats of the documents on the PC or on another PC will also depends on the availability of suitable applications on the PC.

1. Highlight or Select on a Project.

2. Highlight or Select on the "Annex" folder of the selected project.

3. Click on the "Add Annex" button on the toolbar and the following screen will pop up;



The filename of the Added Annex is formed using the Prefix, Serial No, Label and Name. The label dropdown list displays the list of all the worksections of the discipline which the user highlights the Annex folder.

There are two options for the user to choose from, ie using the Blank Template or Copy from File.

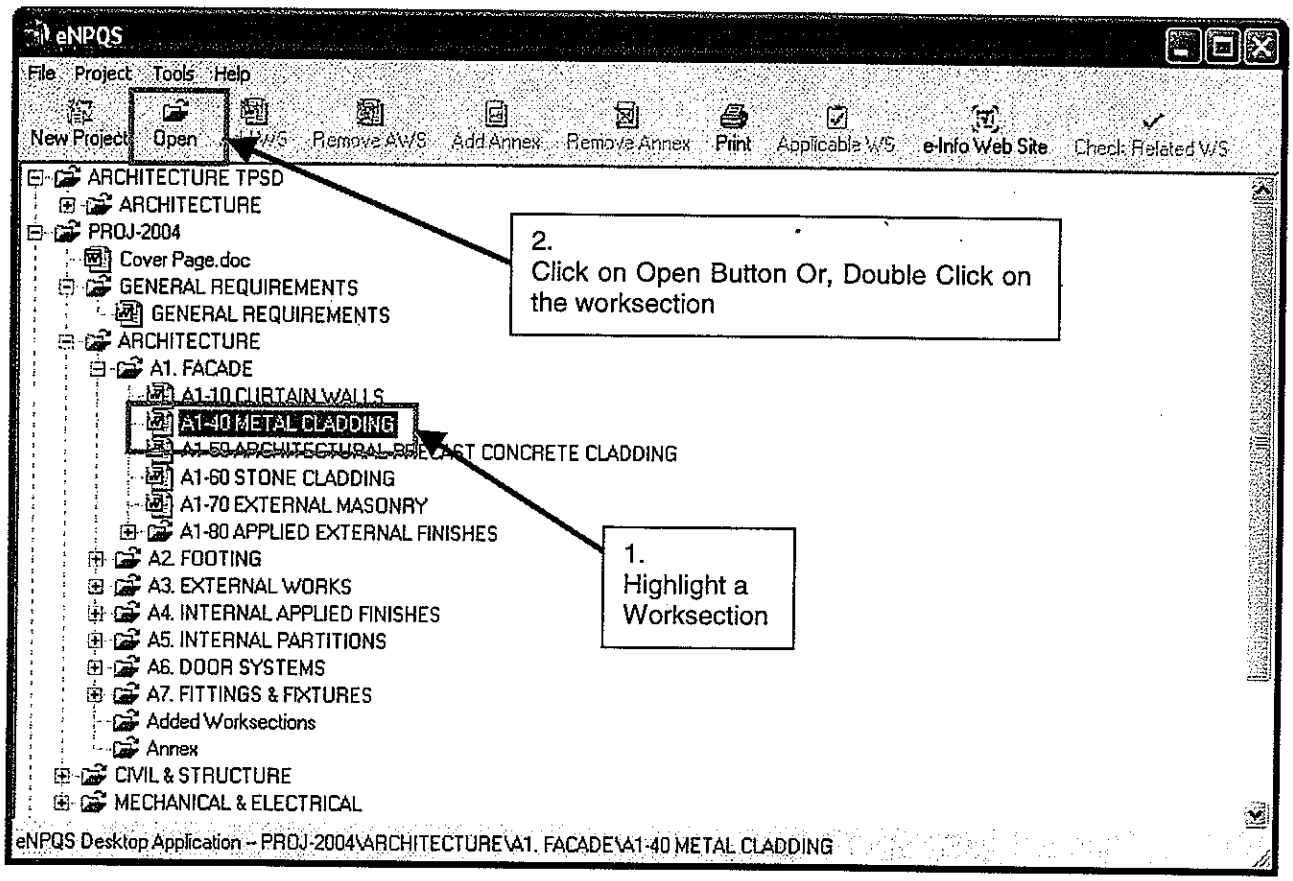
The Blank Template will open a blank empty MS Word document.

The Copy From File option allows the user to tag any type of file to the Project, ie could be an image file.

4. Click on the "Create" button to create the new added annex.

4.11. Editing a Project Specific Document File

To start editing/opening a project specific document file, user has to highlight a worksection and click on the 'Open' button.



The selected worksection will be opened using the MS Word Application with the eNPQS toolbar activated.

Note: Certain MS Words function will be disabled when editing a worksection.

The eNPQS Application provides a handy set of Tool Bar Icons to aid in composing the Project Specific Document (PSD). Moving the mouse point over any icon will indicate its function. The toolbar consists of;

- Previous Blank field.
- Next Blank field.
- Edit the selected text.
- Delete the selected Clause.
- Add New Clause.
- General Catalog.

 - Catalog for PSD Table.
 - Reject Changes.
 - Save Changes.
 - Insert Row(below the highlighted row) within a table.
 - Copy a table.
 - Paste a table.
 - Validation of all mandatory fields input.
 - Print the worksection.
 - Save as New Active copy.
 - Set as Active Copy.


- Toggle View.

4.11.1 Locate Table entries or blank fields in the PSD

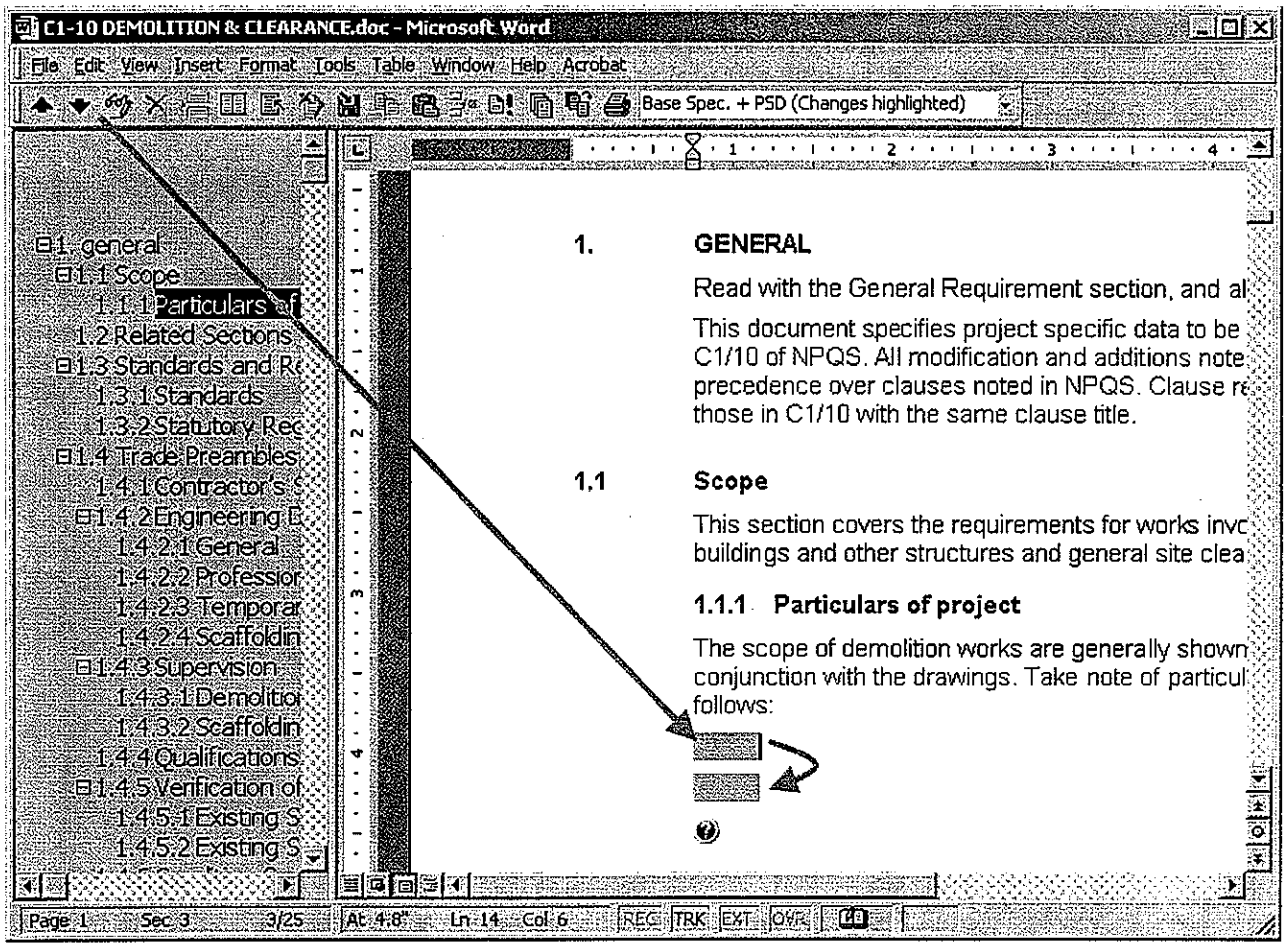


Previous Blank

Next Blank

Traversing from one field to the other by clicking the Previous and Next buttons. The cursor will always traverse only to the first cell of the next table. Navigation between the cells of the table can be by the UP, DOWN, LEFT and RIGHT arrow keys or the keyboard TAB key or by using the mouse.

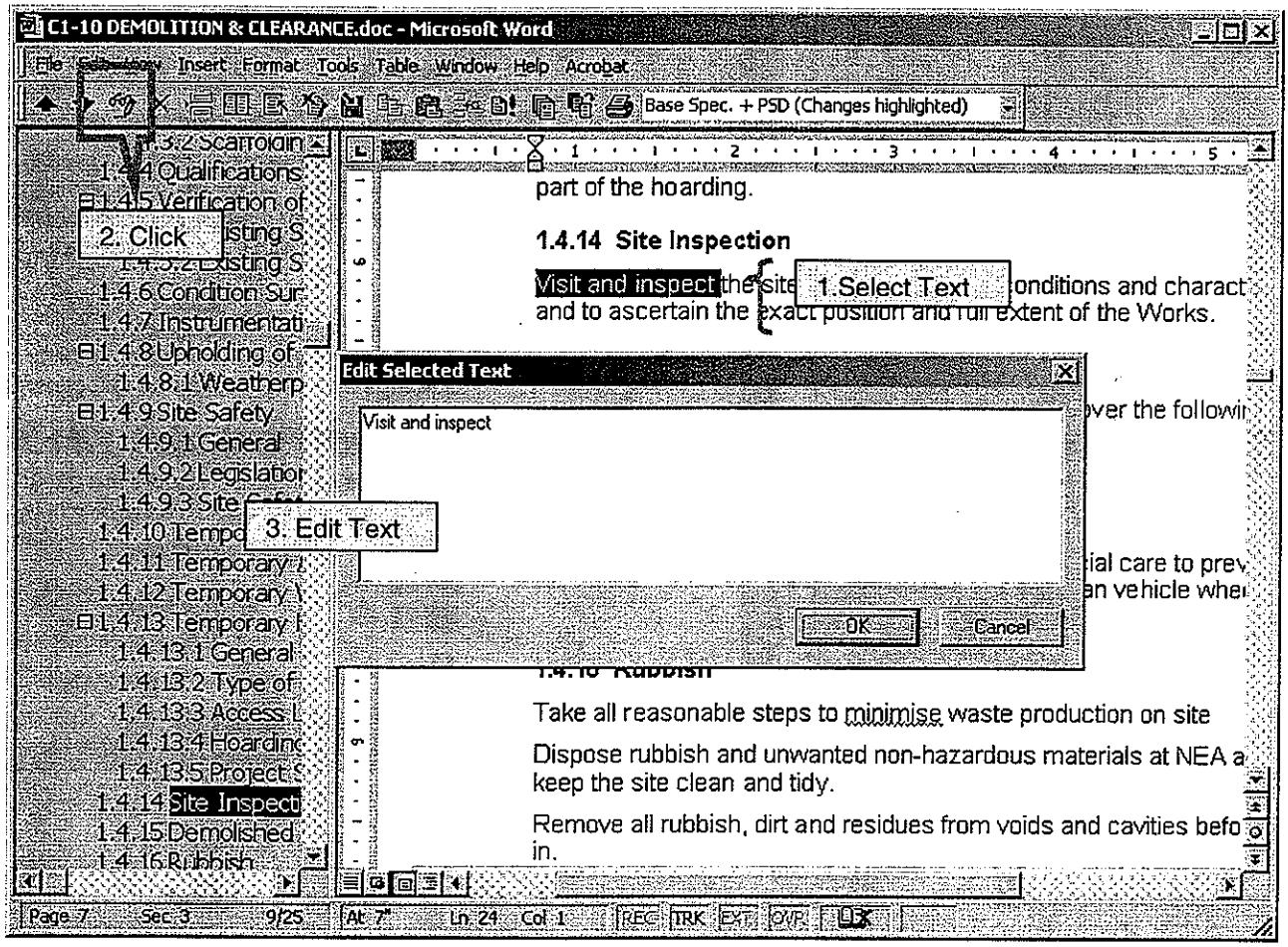
Example :


C1-10 DEMOLITION & CLEARANCE.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help Acrobat
Base Spec. + PSD (Changes highlighted)
1. general
1.1 Scope
1.1.1 Particulars of
1.2 Related Sections
1.3 Standards and Re
1.3.1 Standards
1.3.2 Statutory Rec
1.4 Trade Preambles
1.4.1 Contractor's
1.4.2 Engineering E
1.4.2.1 General
1.4.2.2 Professior
1.4.2.3 Temporar
1.4.2.4 Scaffoldin
1.4.3 Supervision
1.4.3.1 Demolitio
1.4.3.2 Scaffoldin
1.4.4 Qualifications
1.4.5 Verification of
1.4.5.1 Existing S
1.4.5.2 Existing S
1. GENERAL
Read with the General Requirement section, and al
This document specifies project specific data to be
C1/10 of NPQS. All modification and additions note
precedence over clauses noted in NPQS. Clause re
those in C1/10 with the same clause title.
1.1 Scope
This section covers the requirements for works invc
buildings and other structures and general site clea
1.1.1 Particulars of project
The scope of demolition works are generally shown
conjunction with the drawings. Take note of particul
follows:
Page 1 Sec 3 3/25
At 4.8" Ln 14 Col 6
REC TRK EXT OVR

4.11.2 Edit Selection

Highlight the section of text to edit and click the 'Edit Selection' icon.

Example:



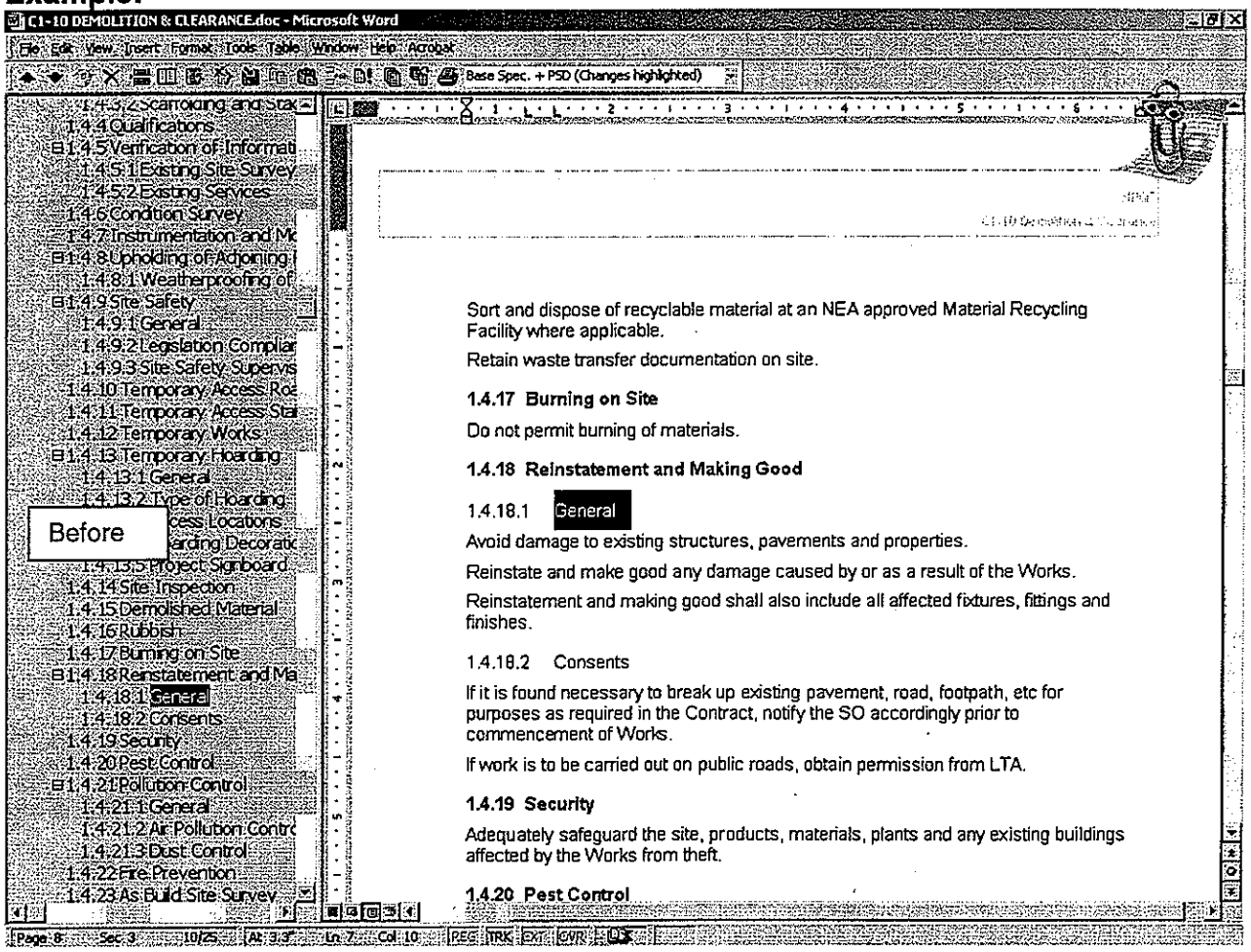
4.11.3 Delete Clause

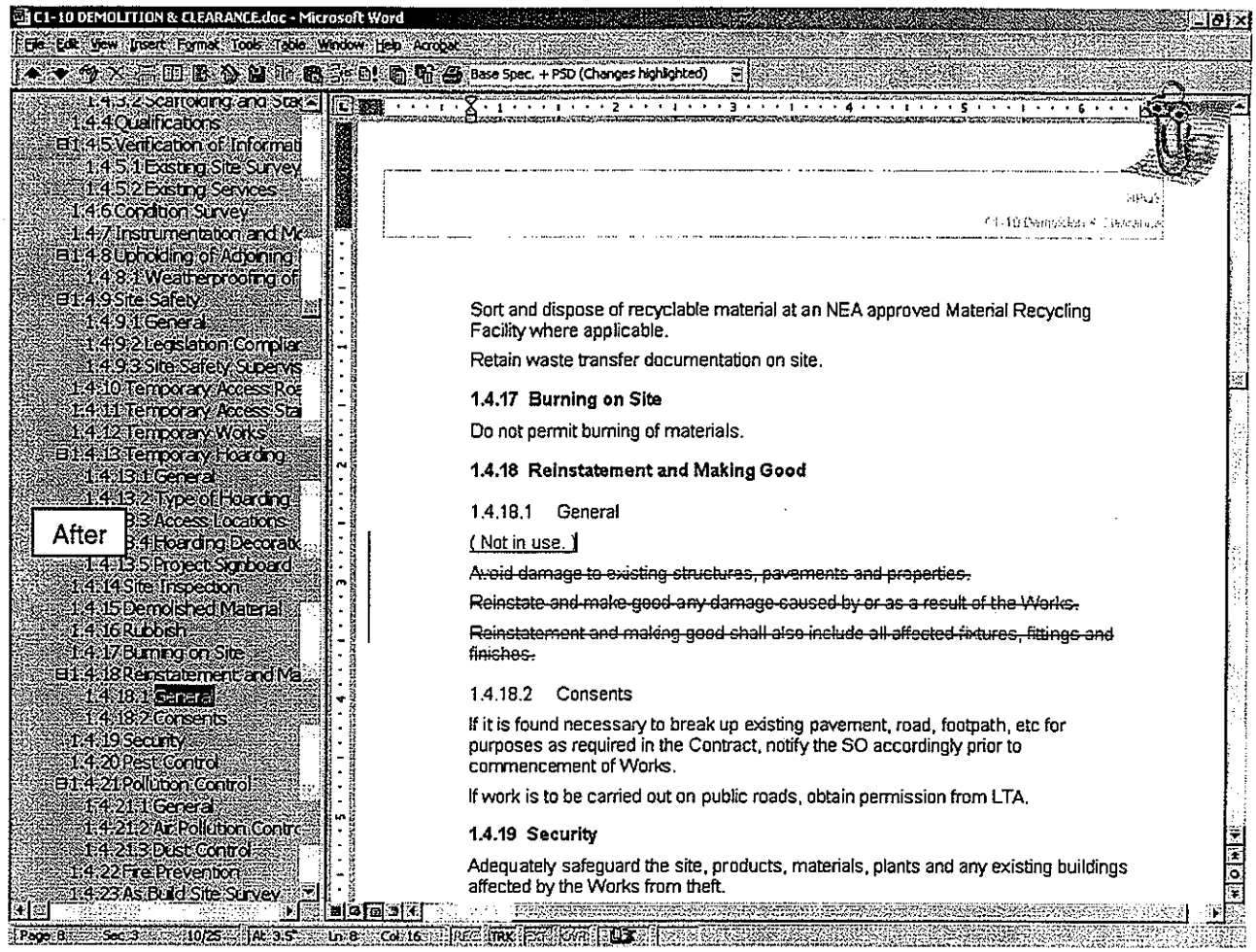
- Deletion is always done by the whole clause.
- A "Not In Use" phrase will appear below the title of the deleted Clause/sub-clause.

1. Highlight or Select the Clause number to be deleted.

2. Click on the "Delete Clause" icon .

Example:

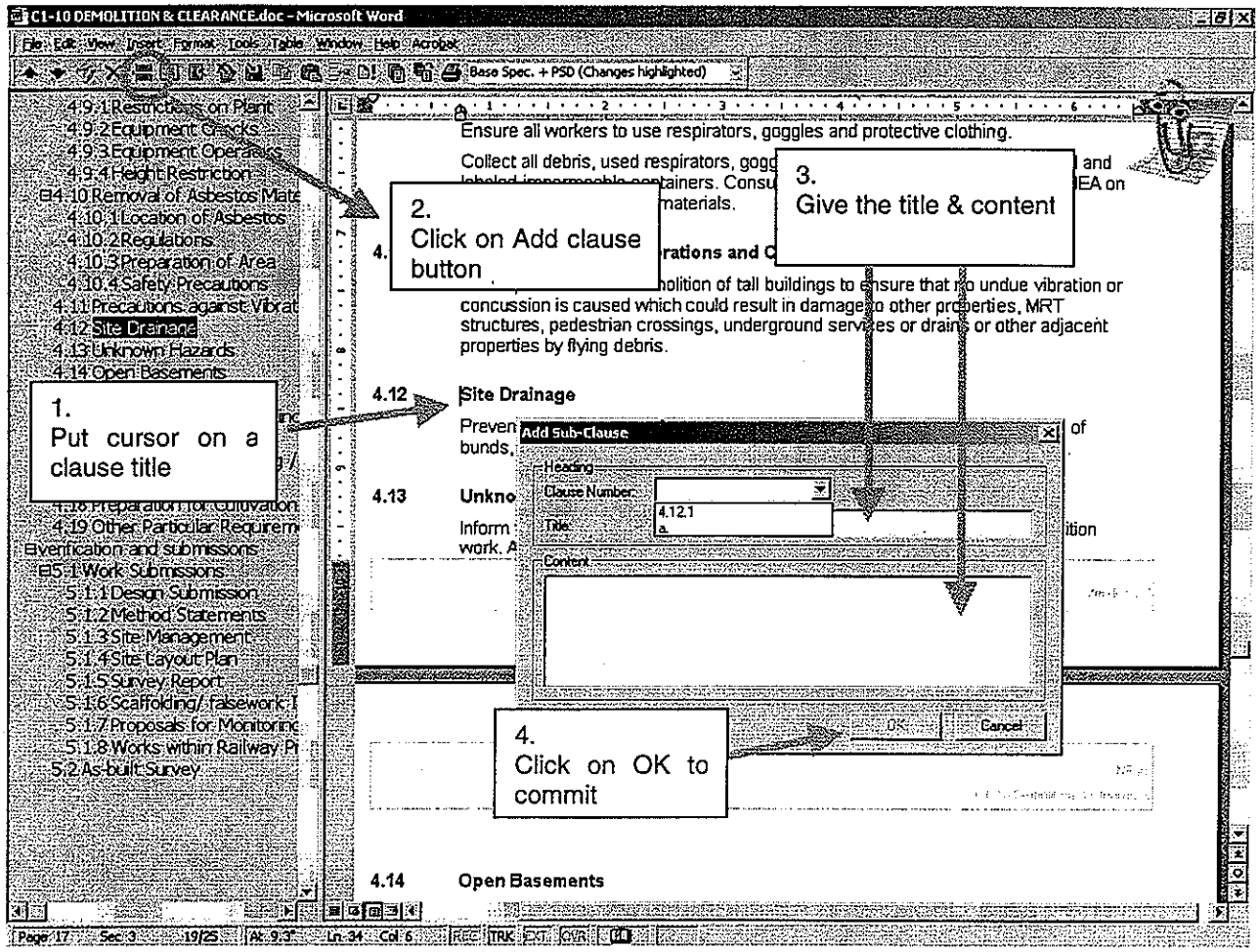



C1-10 DEMOLITION & CLEARANCE.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help Acrobat
Base Spec. + PSD (Changes highlighted)
1.4.3.2 Scarifying and Stac
1.4.4 Qualifications
1.4.5 Verification of Informati
1.4.5.1 Existing Site Survey
1.4.5.2 Existing Services
1.4.6 Condition Survey
1.4.7 Instrumentation and Mo
1.4.8 Upholding of Adjoining
1.4.8.1 Weatherproofing of
1.4.9 Site Safety
1.4.9.1 General
1.4.9.2 Legislation Compliar
1.4.9.3 Site Safety Supervis
1.4.10 Temporary Access Ro
1.4.11 Temporary Access Sta
1.4.12 Temporary Works
1.4.13 Temporary Hoarding
1.4.13.1 General
1.4.13.2 Type of Hoarding
After
1.4.13.5 Project Signboard
1.4.14 Site Inspection
1.4.15 Demolished Material
1.4.16 Rubbish
1.4.17 Burning on Site
1.4.18 Reinstatement and Ma
1.4.18.1 General
1.4.18.2 Consents
1.4.19 Security
1.4.20 Pest Control
1.4.21 Pollution Control
1.4.21.1 General
1.4.21.2 Air Pollution Contro
1.4.21.3 Dust Control
1.4.22 Fire Prevention
1.4.23 As Built Site Survey
Sort and dispose of recyclable material at an NEA approved Material Recycling Facility where applicable.
Retain waste transfer documentation on site.
1.4.17 Burning on Site
Do not permit burning of materials.
1.4.18 Reinstatement and Making Good
1.4.18.1 General
(Not in use.)
Avoid damage to existing structures, pavements and properties.
Reinstate and make good any damage caused by or as a result of the Works.
Reinstatement and making good shall also include all affected fixtures, fittings and finishes.
1.4.18.2 Consents
If it is found necessary to break up existing pavement, road, footpath, etc for purposes as required in the Contract, notify the SO accordingly prior to commencement of Works.
If work is to be carried out on public roads, obtain permission from LTA.
1.4.19 Security
Adequately safeguard the site, products, materials, plants and any existing buildings affected by the Works from theft.

4.11.4 Add New Clause

The Add new Clause option allows the users to add clauses that apply only to the particular project.

- The suggestions of the Clause Number will depend on the location of the cursor at the time when user clicks on the Insert Clause icon.
- The user will need to select the applicable clause number.



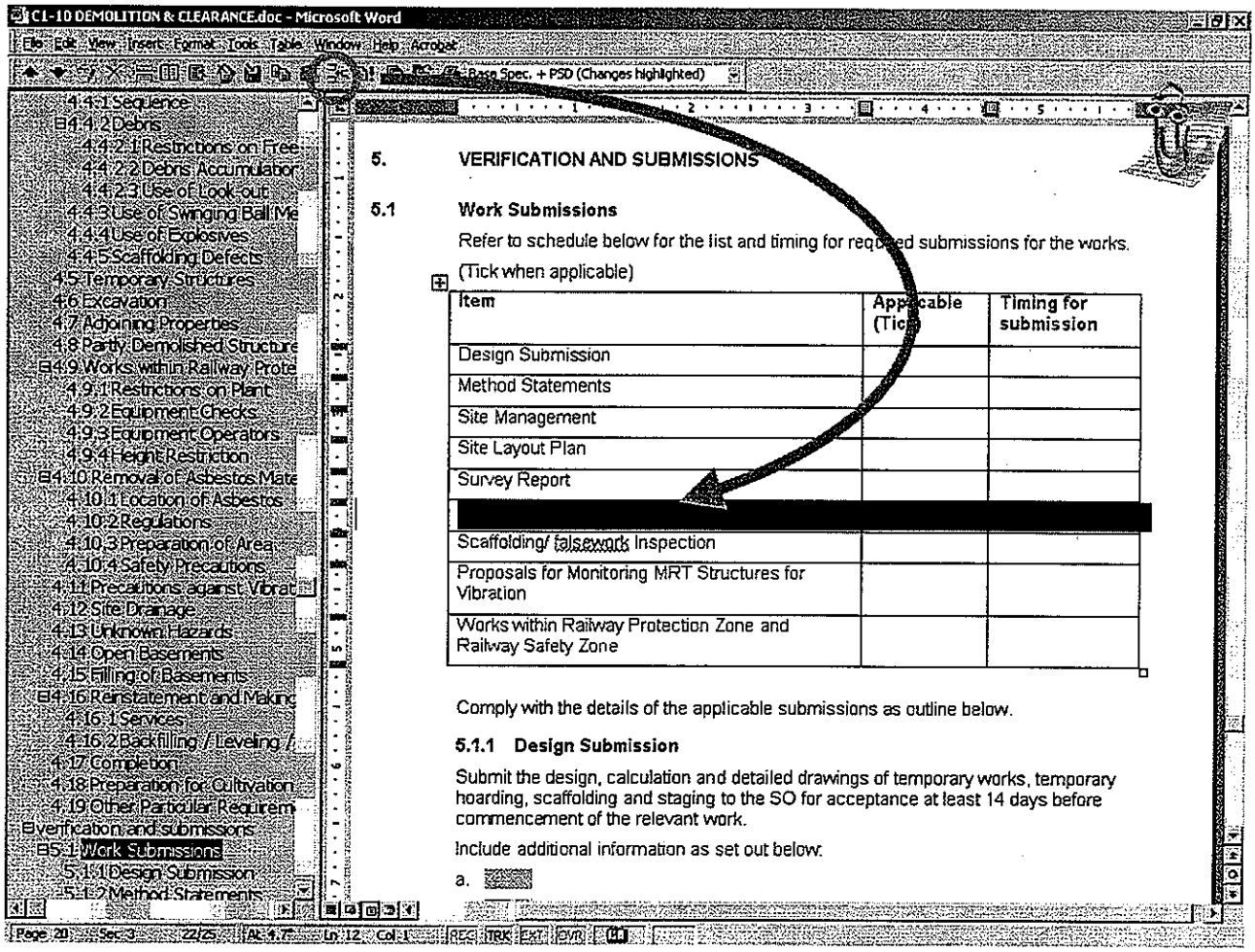
4.11.5 Insert Table Row

The Insert Row function allows the user to insert a new row anywhere within the table.

1. Place the mouse cursor on the cell of the table where you want to insert a new row below.

2. Click on the "Insert Table Row" icon .

Example:

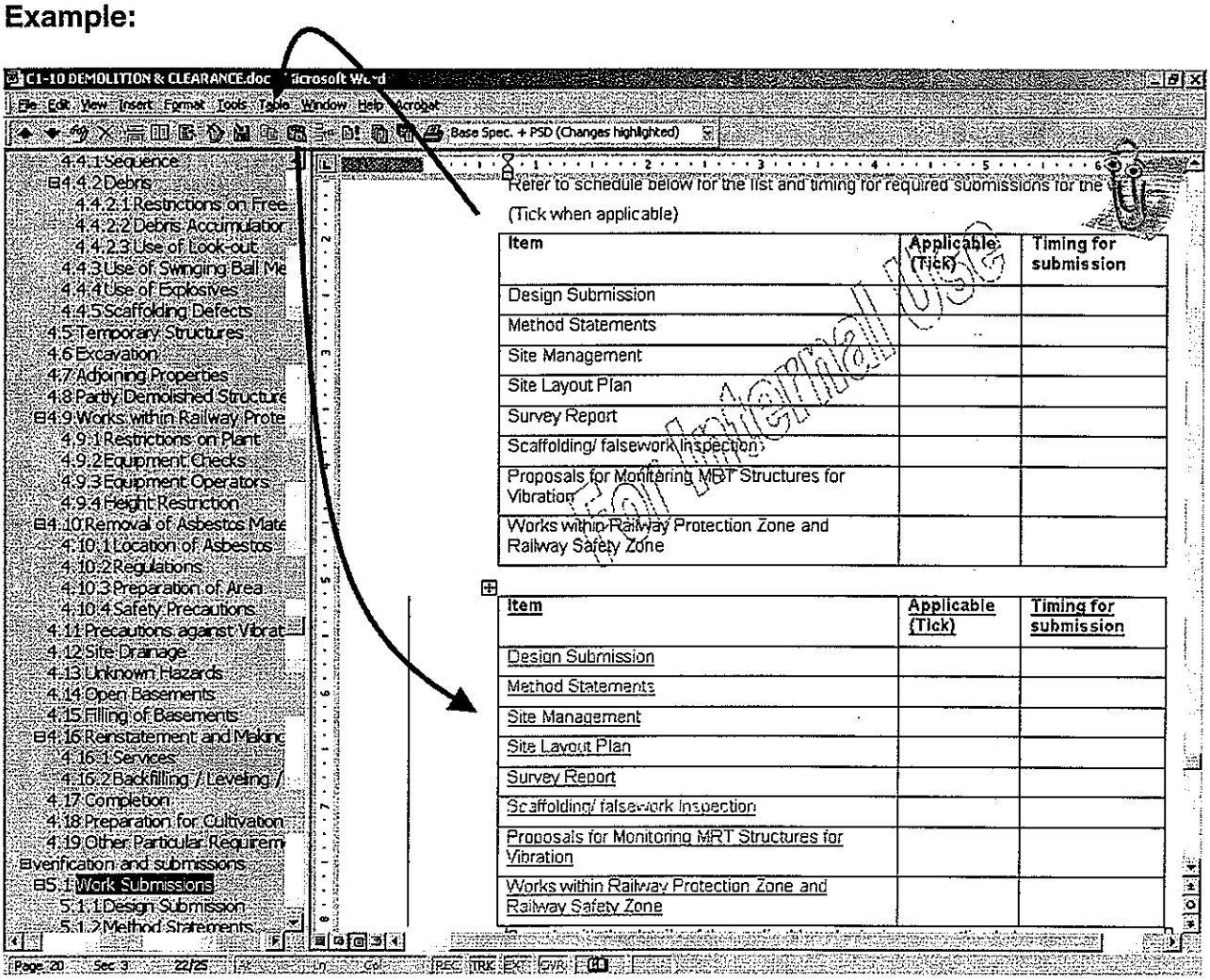


4.11.6 Table Duplication

The Table Duplication function allows the user to duplicate PSD tables.

1. Highlight or Select a table.
2. Click on the "Copy Table" icon to copy the table.
3. Move the mouse cursor to the designated location and click on the "Paste Table" icon .

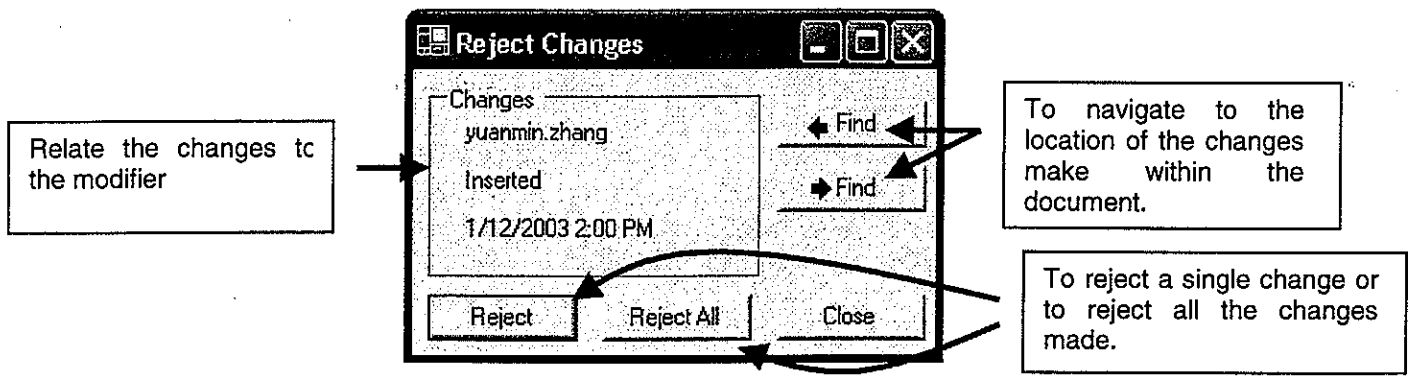
Example:



4.11.7 Reject Changes

The Reject Changes function allows the user to reject a single change or all the changes that were made to the PSD.

Clicking on the icon will invoke the Reject Changes pop up screen as shown;



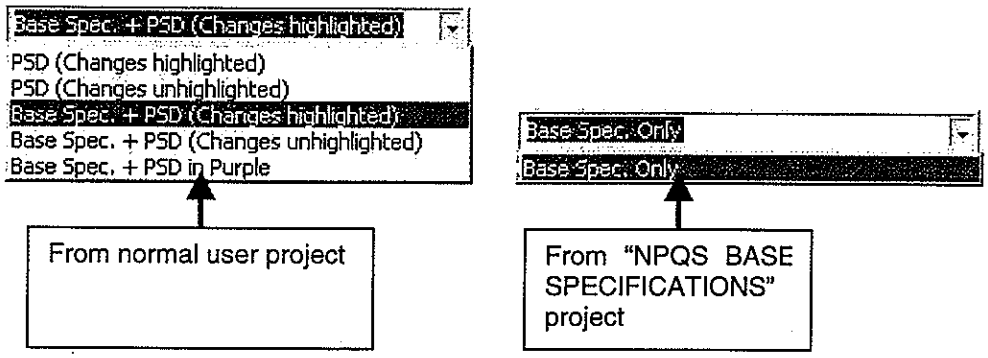
The "Reject All" button will reject **ALL** the changes that were made to the document since the very first time the user started amending the document, ie you will get a blank PSD document.

When user clicks on the "Reject All" button, an alert message will pop up informing the user that this will revert the worksection back to the original state.

4.11.8 Toggle View

This function enables the user to select the type of document view the user would like to work on.

At the time of printing, the document will be printed based on the current selected view type.



Note that if a worksection is opened from a normal user project, the view list has 5 items as shown in the picture above. If a worksection is opened from "NPQS BASE SPECIFICATIONS" project, the view list only has one item as shown in the picture above; also, editing buttons and saving buttons are disabled, such as:

- Edit the selected text.
- Delete the selected Clause.
- Add New Clause.
- General Catalog.
- Catalog for PSD Table.
- Reject Changes.
- Save Changes.
- Insert Row(below the highlighted row) within a table.
- Copy a table.
- Paste a table.

 - Validation of all mandatory fields input.

 - Print the worksection.

 - Save as New Active copy.

 - Set as Active Copy.

Font colours are used to differentiate between the Base Spec and the PSD as listed;

- Base Spec (Black Colour)
- PSD (Purple in "Base Spec. + PSD in purple" and "Base Spec. + PSD (Changes highlighted" view. PSD in other views are in black color)
- Track Changes (Colour will depend on the user's PC setting)

There will be a watermark "For Internal Use" for the purpose of differentiating the documents with the following 2 options;

- Base Spec + PSD (Changes Unhighlighted)
- Base Spec + PSD in Purple

The following shows how the font colours are represented in each view option;

- Base Specs Only :- (Only available for NPQS Base Specification)
  All will be in Black colour.

- PSD (Changes Highlighted) :-
  Document will be in Black, colour of the track changes will depend on the user's PC setting.

- PSD (Changes Unhighlighted) :-
  All will be in Black colour.

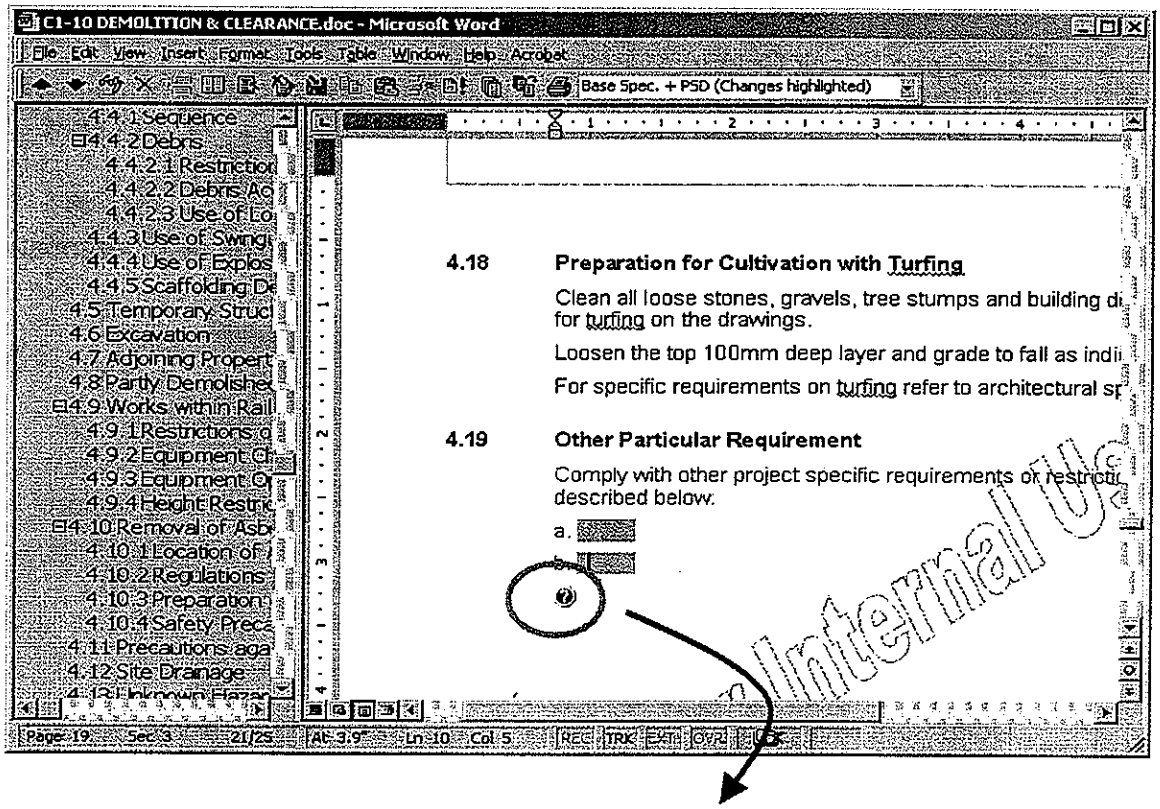
- Base Spec + PSD (Changes Highlighted) :-
  Base Spec will be in Black, PSD will be in Purple, colour of the track changes will depend on the user's PC setting.

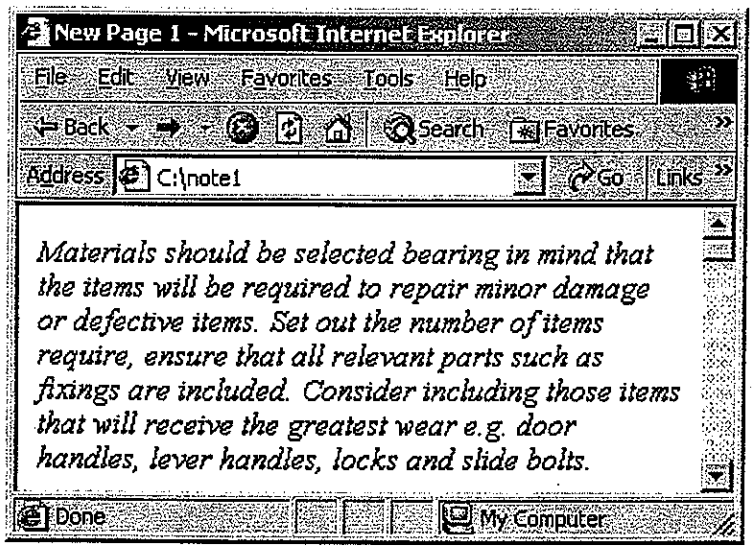
- Base Spec + PSD (Changes Unhighlighted) :-
  All will be in Black colour.

- Base Spec + PSD in Purple :-
  Base Spec will be in Black and the PSD will be in Purple. The option shows only the difference between the Base Spec and the PSD including the track changes.

4.11.9 Guidance Notes

Guidance notes for filling in the PSD can be found as an icon right below the PSD. The user clicks on the icon to read the notes in an Internet browser screen. Guidance notes is only meant to prompt the user on how to fill in specification details and do not form part of the NPQS document. On printing the PSD, the guidance notes will be suppressed from the printed document.





4.11.10 Save PSD



The *Save PSD* icon will save all the changes that were made to the active worksection.

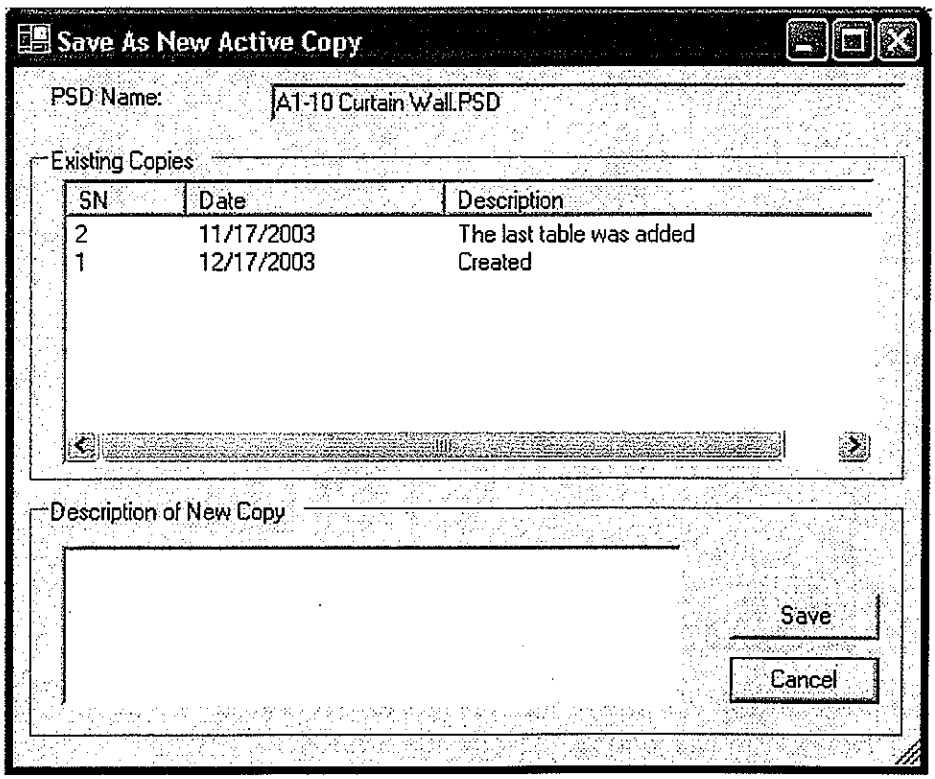
4.11.11 Save as New Active Copy Document



This function enables a user to keep an audit trail of the changes that were made to the PSD by allowing user to keep multiple version copies of the PSD. This also enables the user to use back an earlier version (if necessary) at a later stage.

The file name is fixed. User can only enter the description/comments of the new version as shown below;

Example:

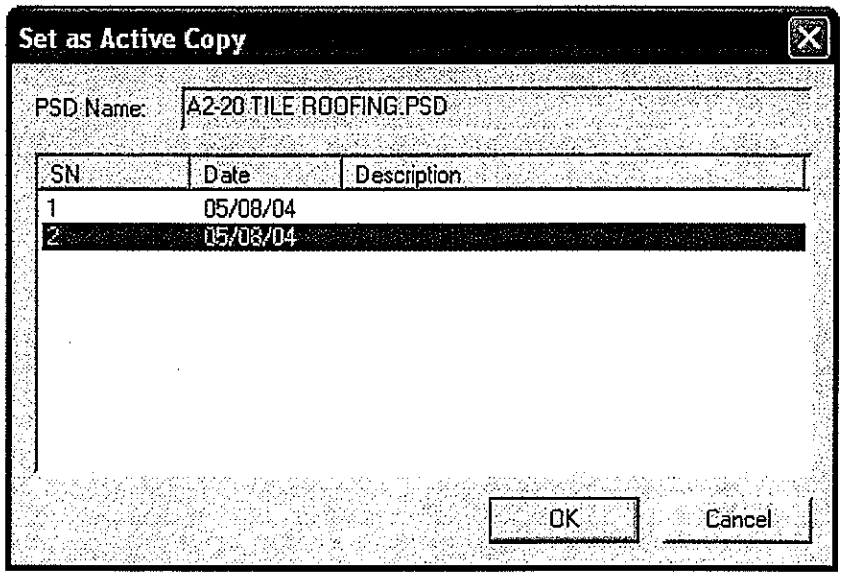


4.11.12 Set as Active Copy Document

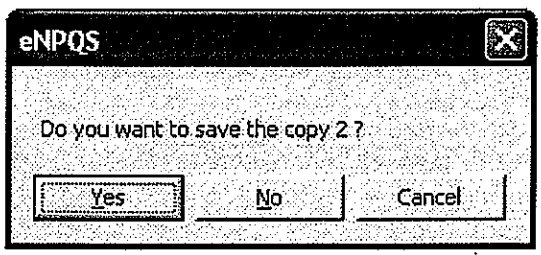


This function enables the user to restore an earlier copy version to be the active working copy.

The following screen will then appear for user to select and restore an earlier copy version. By default, the current working version will be highlighted.



Application will detect if any changes were made to the current working copy, the below dialog box will pop up if application detected changes were made;



Clicking on 'Yes' button will save the changes and a new version copy will be created. Clicking on 'No' button will lose all the changes made.

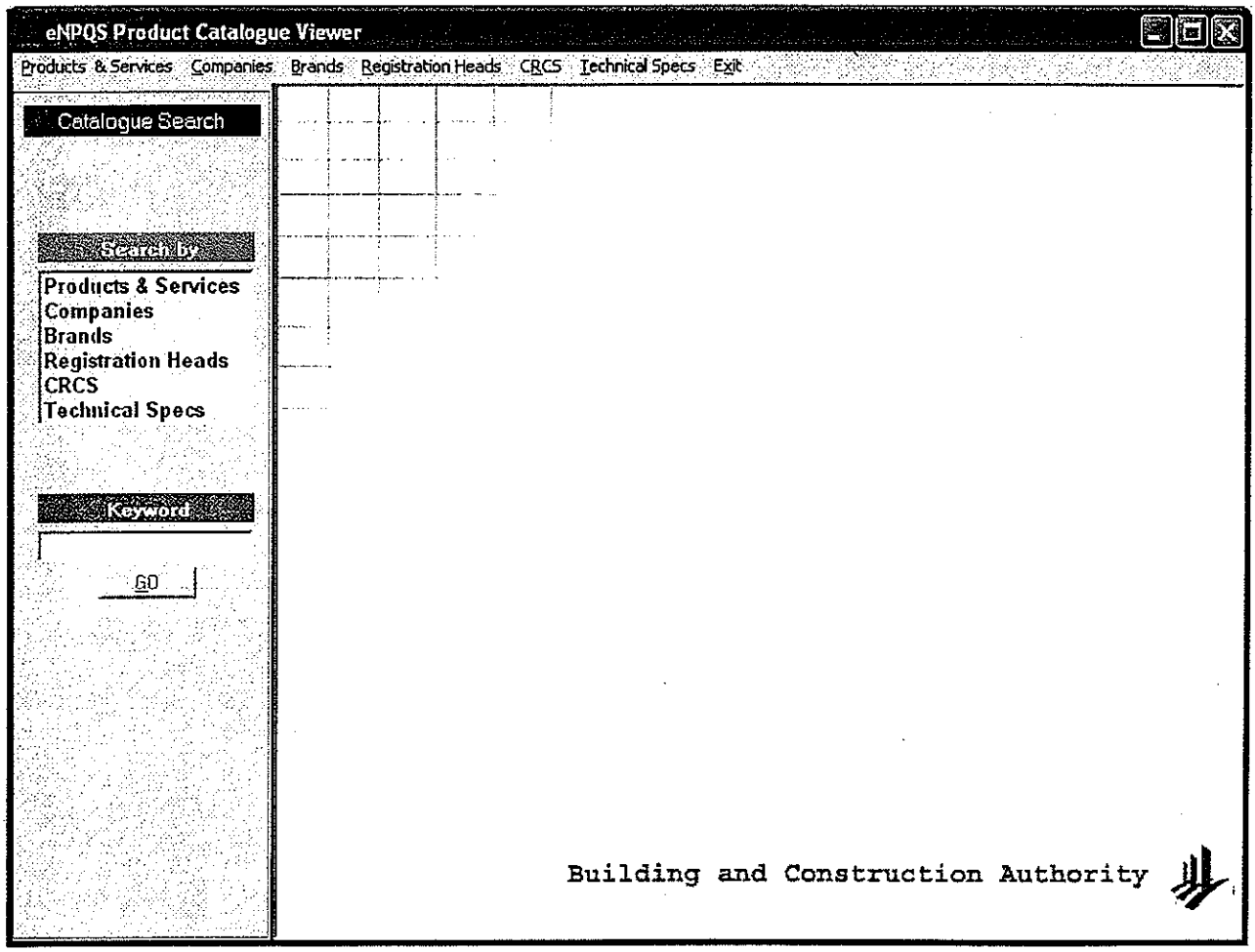
Please note that creating versions will require more harddisk space. Use versions as necessary in your project.

4.11.13 General Product Catalogue

4.11.13.1 Search On General Product Catalogue

The General BCA Catalogue allows user to browse through the entire list of products, companies, etc with search features by specific categories.

Example:



4.11.14 PSD Specific Product Catalogue

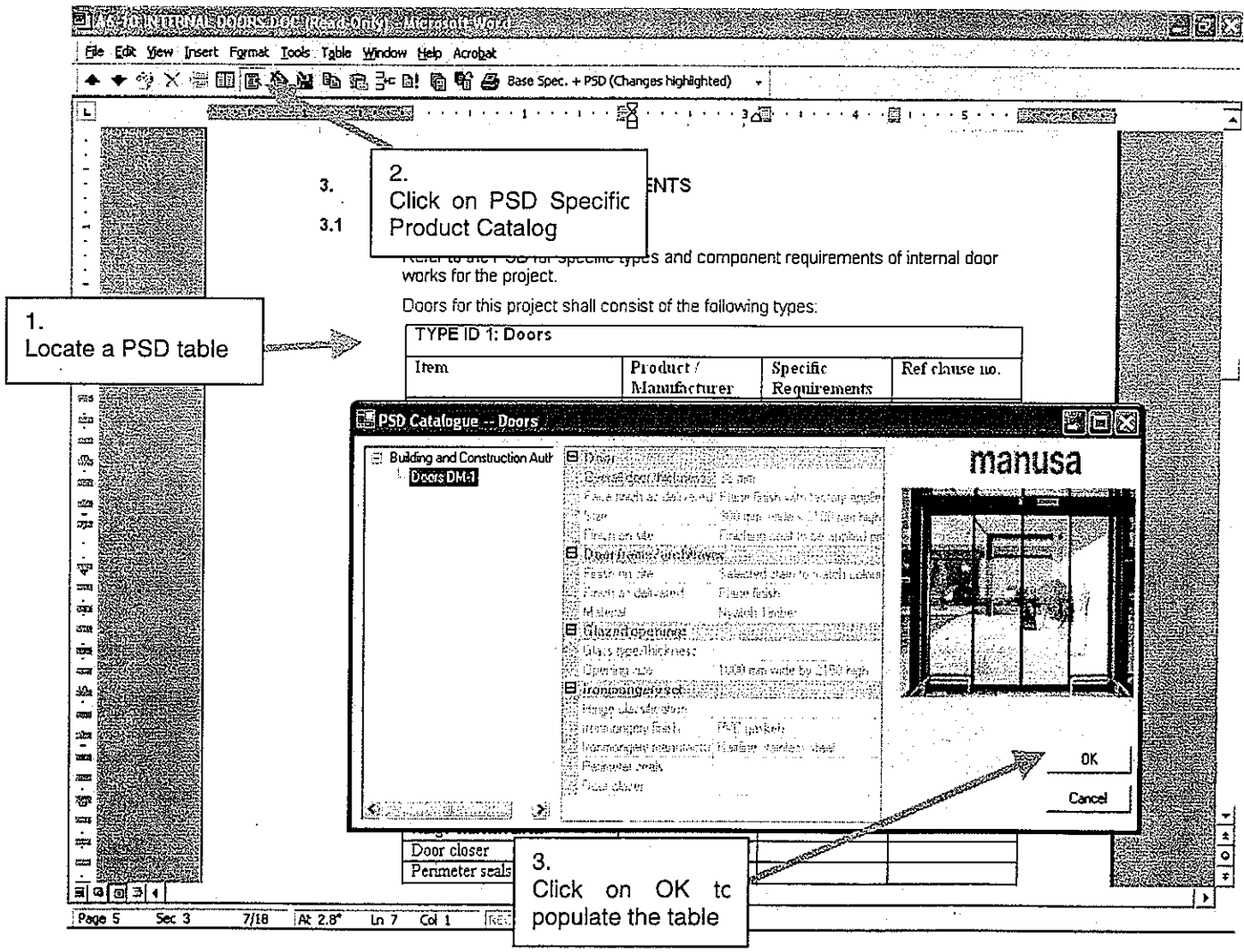
In context of the current selected PSD, the catalogue window zooms directly to the product specifications.

4.11.14.1 Insert Product Specs to PSD

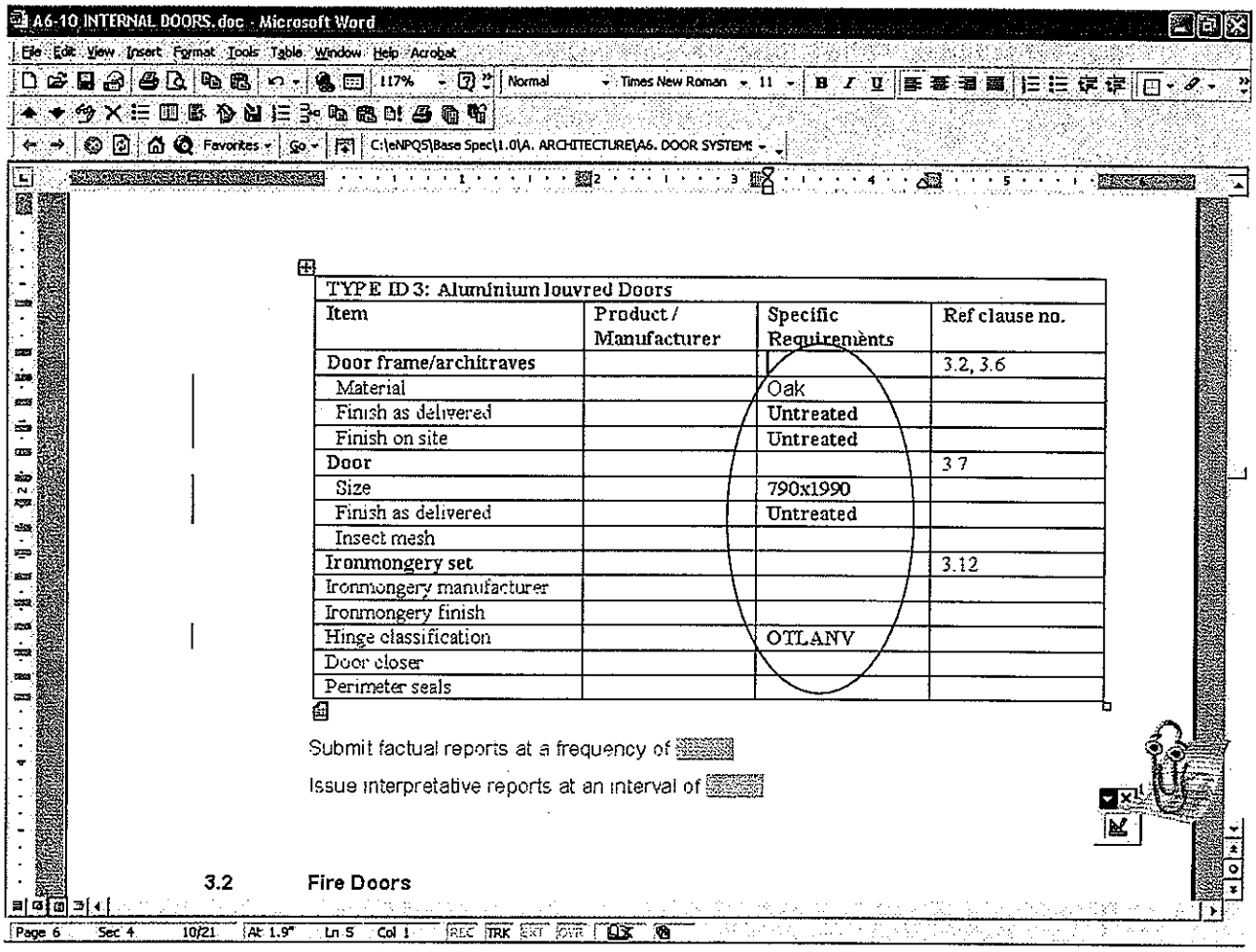
User have two ways to invoke the Product Catalog, the user can either click on the Catalog for Table icon directly or they can choose to navigate to the designate table, and at the table, right-click on the mouse to invoke the context menu. From the context menu, choose the "Product Catalog" option.

Example:

A. Select the PSD to populate with product specifications



B. Result of PSD with product specifications entered



If there are values already in the cells when populating the product specifications, application will pop up an alert message to user indicating that there are values in the table's cells. User will decide if the values are to be overwritten or to remain as they are.

Apart from populating PSD tables with catalogue product specifications, user can also choose to manually key in data into the cells.

4.11.15 Validate Mandatory Entries

Validation is required to check that mandatory fields in PSD have been filled up by the user (Specifier). If any of the blank fields are not filled in, an error box will pop up during validation.

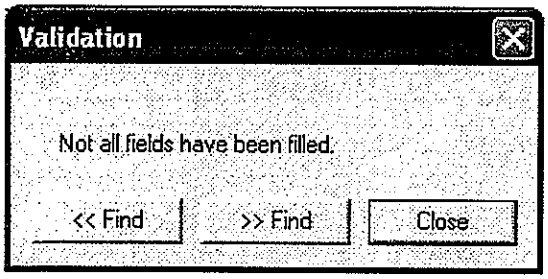
Validation of empty fields will also be applicable to the cells within a table.

For any mandatory fields that are not applicable to the specifier, he needs to key "NA" to classify the field as such. Otherwise, there will be an error message.

For tables that are not applicable to the specifier, "NA" has to be keyed into the 1st cell of the table.

Example:

If any mandatory blanks in the PSD have not been filled, you will be prompted with an error message such as this:

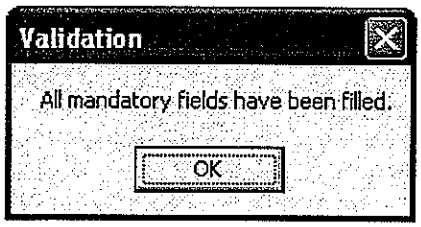


The 

and 

buttons are to help the user find the fields with missing entries.

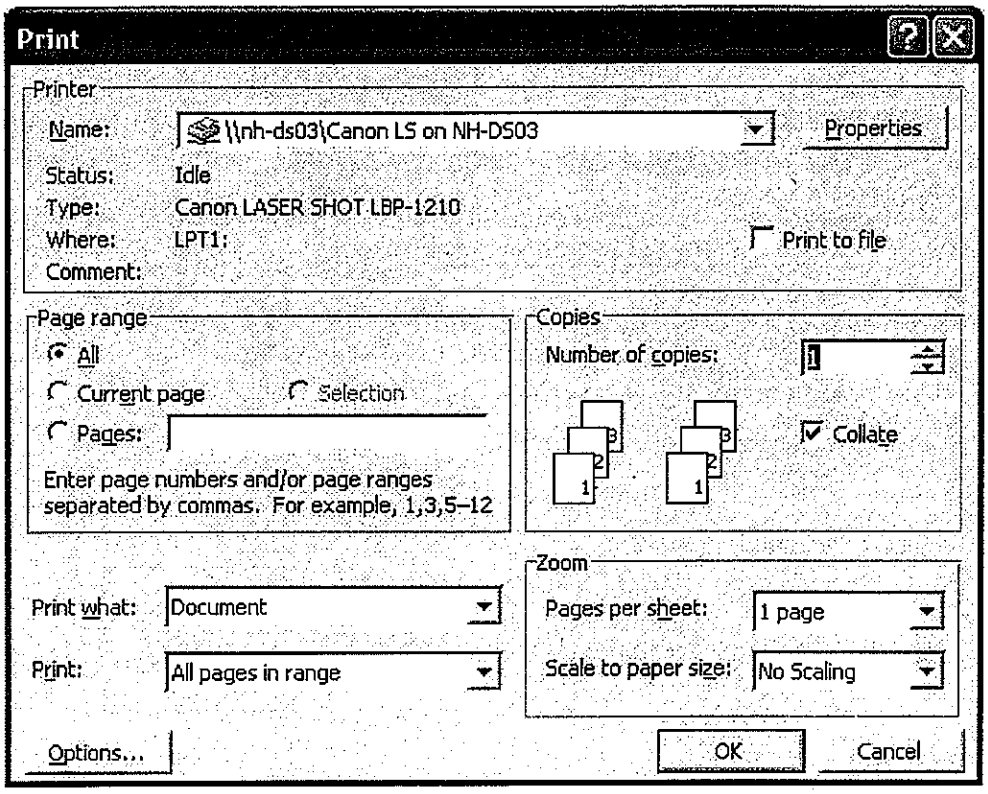
If validated successfully



4.11.16 Printing working PSD

The printing function will use the MS Word default printing option as shown below;

Example:



Printing will be done based on the current selected view type of the working document.

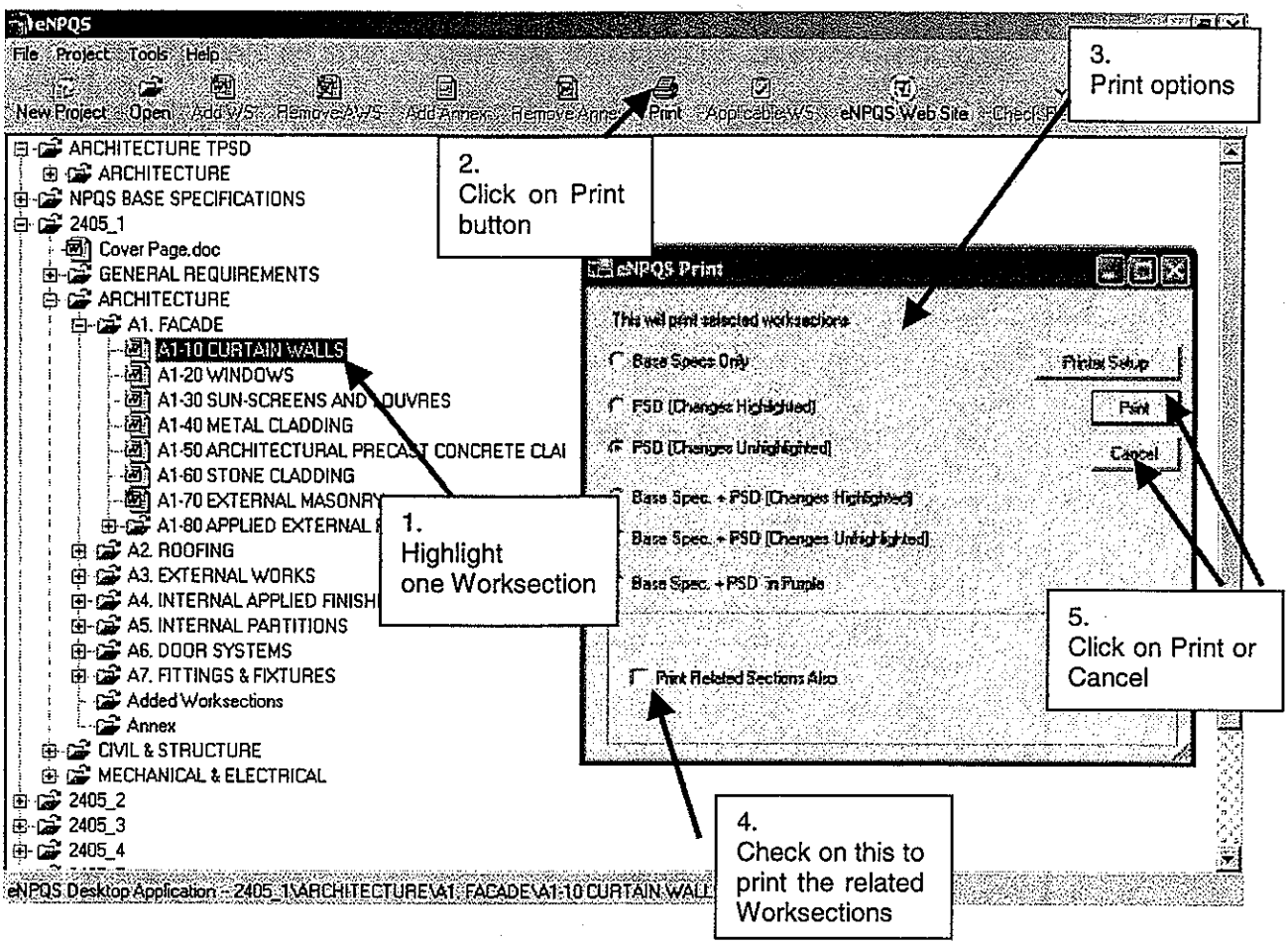
All PSDs printed separately from the base specs will reflect the version of the base specs they were created from at the footer of the document.

4.12. Printing from eNPQS Window

You can use the "Print" function to print selected worksections or all applicable worksections within each folder of a discipline.

4.12.1 To print selected worksections or print by folder

User can print multiple worksections at any single one time by holding down the Ctrl key on the keyboard while highlighting the worksections. User is also given the option to print the related worksections of the selected worksections as shown below;


eNPQS
File Project Tools Help
New Project Open Add WS Remove WS Add Annex Remove Annex Print Applicable WS eNPQS Web Site Check
ARCHITECTURE TPSD
ARCHITECTURE
NPQS BASE SPECIFICATIONS
2405_1
Cover Page.doc
GENERAL REQUIREMENTS
ARCHITECTURE
A1. FACADE
A1-10 CURTAIN WALLS
A1-20 WINDOWS
A1-30 SUN-SCREENS AND LOUVRES
A1-40 METAL CLADDING
A1-50 ARCHITECTURAL PRECAST CONCRETE CLAI
A1-60 STONE CLADDING
A1-70 EXTERNAL MASONRY
A1-80 APPLIED EXTERNAL
A2. ROOFING
A3. EXTERNAL WORKS
A4. INTERNAL APPLIED FINISH
A5. INTERNAL PARTITIONS
A6. DOOR SYSTEMS
A7. FITTINGS & FIXTURES
Added Worksections
Annex
CIVIL & STRUCTURE
MECHANICAL & ELECTRICAL
2405_2
2405_3
2405_4
eNPQS Print
This will print selected worksections
Base Specs Only
PSD [Changes Highlighted]
PSD [Changes Unhighlighted]
Base Spec. + PSD [Changes Highlighted]
Base Spec. + PSD [Changes Unhighlighted]
Base Spec. + PSD in Purple
Print Related Sections Also
Printer Setup
Print
Cancel
eNPQS Desktop Application - 2405_1\ARCHITECTURE\A1. FACADE\A1-10 CURTAIN WALL
1. Highlight one Worksection
2. Click on Print button
3. Print options
4. Check on this to print the related Worksections
5. Click on Print or Cancel

Users also have the option to print by a particular folder (Eg. A6 DOOR SYSTEMS). However when printing by folder, the 'Print Related Sections' option will be disabled to avoid unnecessary printing.

Users are able to print a customized Cover Page of the Project with the following information Project No, Title, NPQS Base Version number and the selected Applicable Worksections by discipline.

The Cover Page is just a normal MS Word document.

To enable toggle view for printing from the eNPQS window, eNPQS will open the word document(s) for printing. Please close the windows after printing is completed.

Note that print from user normal projects and from the default project "NPQS BASE SPECIFICATIONS" project view options will be enabled or disabled accordingly. From "NPQS BASE SPECIFICATIONS" project, "Base Specs Only" is enabled only; if it's from user normal project, other 5 view options are enabled except the "Base Specs Only".

5 Other Information

5.1. Pre-defined Projects

eNPQS installation will create 2 pre-defined projects:

1. Architecture TPSD
2. NPQS Base Specifications

These 2 projects are special projects that eNPQS software somewhat treat them differently.

5.1.1 Architecture TPSD

Architecture TPSD is a collection of all Typical PSD supplied with NPQS documents. It is only available for Architecture discipline. You can view the TPSD, and perform other operation except manipulation commands. You cannot change and save TPSD. The TPSD can be copied to other project the same way as any other PSDs.

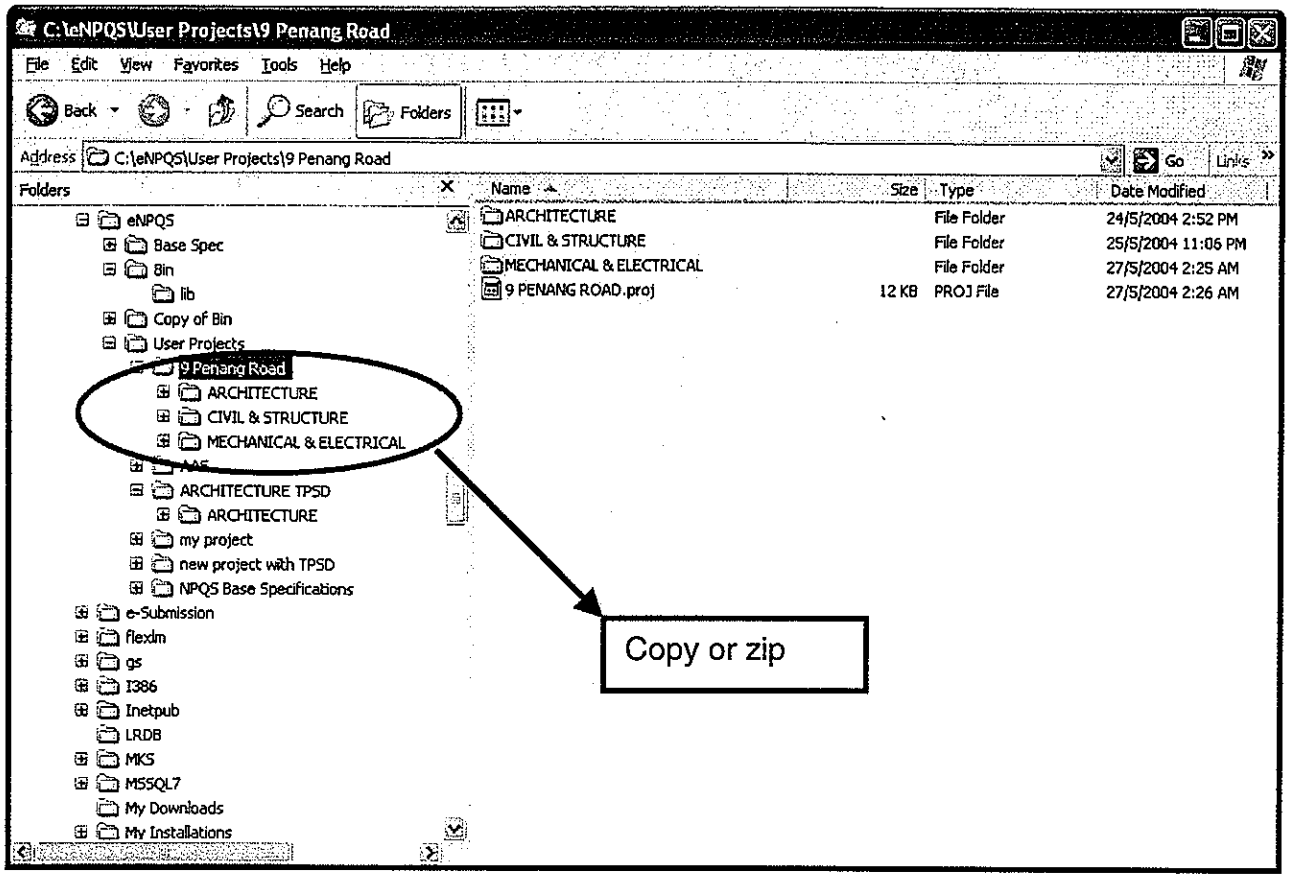
5.1.2 NPQS Base Specifications

This project provides view to the NPQS base specifications. You can print and view the document but you cannot manipulate and change them. This view provides unaltered view of NPQS base documents independent of project changes.

5.2. How to distribute your PSD?

Once you have completed your tender documents using eNPQS, you will have a set of PSDs on your User Projects folder. To distribute the PSDs to other parties you will need to copy (or zip) the whole project folder and write it to CD or other appropriate media of your choice. The receiving party can restore the folder under their eNPQS User Projects folder and eNPQS software will recognize it and allow you to access the project PSDs.

Please note that you cannot change the project name while distributing and restoring the project files, otherwise eNPQS will not recognize them as valid project. Change project information only within eNPQS after it is restored and accessible.


C:\eNPQS\User Projects\9 Penang Road
File Edit View Favorites Tools Help
Back Search Folders
Address C:\eNPQS\User Projects\9 Penang Road
Go Links
Folders
Name Size Type Date Modified
ARCHITECTURE File Folder 24/5/2004 2:52 PM
CIVIL & STRUCTURE File Folder 25/5/2004 11:06 PM
MECHANICAL & ELECTRICAL File Folder 27/5/2004 2:25 AM
9 PENANG ROAD.proj 12 KB PROJ File 27/5/2004 2:26 AM
eNPQS
Base Spec
Bin
lib
Copy of Bin
User Projects
9 Penang Road
ARCHITECTURE
CIVIL & STRUCTURE
MECHANICAL & ELECTRICAL
ARCHITECTURE TPSD
ARCHITECTURE
my project
new project with TPSD
NPQS Base Specifications
e-Submission
flexlm
gs
I386
Inetpub
LRDB
MKS
MSSQL7
My Downloads
My Installations
Copy or zip