

USING DOWNLOADS WITHIN THE LIBRARY OF trevorsadd.co.uk

Please note: We are currently overhauling this part of the site and users may in the interim need to contact us by e-mail to access some documents.

Introductory Guide

Trevor Sadd Associates (TSA) has, over many years, worked with hundreds of clients with a view to improving our performance and the levels of service that we offer. As part of this process we have taken the time to reflect upon, evaluate, understand, research, articulate and consider how we can innovate and test ideas that would allow us to provide actionable strategies and processes that can be used to improve clients' businesses and our own services.

In most cases, these solutions have been developed to resolve practical issues that contractors have in the planning, tendering or management of contracts. A small number of documents have been born of our own need to properly articulate our own understandings as part of our training processes.

In both cases the process has proved invaluable to us and we have decided to develop and share some of these ideas within this section of the site. Over the next few months we will also be updating some these documents.

In all cases we would be pleased to hear your comments on the material.

Objectives

The objectives of this download library area are to:

- Encourage use of the web site
- Promote and explain TSA's service range
- Provide a portal access to potential and existing clients who require supporting documentation and advice in relation to Estimating Services, Consultancy and Training Services
- Provide a platform for feedback and promote the idea of innovating with others
- Create a sales area for future e-books and other materials that we are developing

Downloads Sections

Downloads are available under six different sections:

- **Public Access Downloads** - general documentation - available to all.
- **Web User Downloads** - available to clients and registered users. To access this section non clients have to register their details and select whether they wish to receive future updates or offers. Registered users' access is restricted to 3 documents.
- **Promotional Downloads** - From time to time TSA offers (usually without charge) white papers or other valuable information to a selected group of clients, registered users and other potential clients. Recipients receive a promotional offer and code by e-mail which can be used to access the material. Promotional materials are usually only available for a limited period and are not repeated.
- **Client Downloads** - a range of 'in depth' service guides that are available to all clients to assist them in getting the best from services. Documents within this section are regularly updated - and clients are advised to ensure that that they have the latest version.
- **Innovation Projects Downloads** - we are currently working on these downloads and the innovation section of the web site (to be found under the 'about us' section) which will set out the benefits of becoming an innovation partner.
- **Specialist Services / Training Downloads** - the downloads in this section come from the consultancy / training side of the business and are only available where they support other works that we are undertaking. Clients purchasing these services are provided with individual user codes based on the packages purchased.

Types Of Downloads

Further to the above, some documents are also classified in relation to their purpose and editorial style:

- **Promotional Material** - documents specifically designed with the intention of promoting TSA and the benefits of the services that we offer. In most cases we also state where services are less useful or inappropriate.
- **Service Guides** - documents setting out the extent and detail of services provided together with supporting information that assists clients in the use of services.
- **Executive Briefings** - short summarised documents usually describing technologies, systems or approaches to management problems - often based on issues resolved within TSA or past experience in advising main contractors.
- **White Paper** - a report or guide that identifies the potential benefits of particular technologies or products, or addresses problems and how to solve them. White papers are used to educate readers and help people make decisions.

Download Formats

The following formats are used. If you don't have these programmes installed on your computer, then you will be prompted to install them when opening downloads.

- **PDF** - (Portable Document Format) provides exact copies of the originals when opened as a new page on other computers - Adobe 8.1
- **Video Clips** - films that run in the players provided - Macromedia Flash 8.0
- **Camtasia Screen Recorder** - opens as a new page showing the recorded actions of a computer screen including films and sound - Camtasia Studio 5.0.

Confidentiality

TSA operates a strict policy of confidentiality and the names of companies or individual users are not used or referred to without consent.

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