

## Client Library Conventions

### A. Manuals (Parts).

There are five Manuals in the current Client Library and is distributed in five 3-ring binders. Not every client will necessarily need all Manuals. Pages in each Manual are identified in the upper right margin (header) with the Manual ID followed by the numeric identifier. For example, the Facilitation Teams Manual is identified as FT. Each Manual is numbered as follows and found on the end tab of each binder.

Manual #	Manual	Manual ID
1	Organization Change System Manual	OCS
2	<i>CapacityWare</i> <sup>TM</sup> Administration Manual	CA
3	<b>RGB</b> WorkStyle Preference Manual	<b>RGB</b>
4	Facilitation Teams Manual	FT
5	Diagnostic Report and Follow-through Manual	DRF

### B. Tabs (Chapters).

Each Manual in the library has from five to ten Tabs, the equivalent of chapters in a book. There is also a cover in each Manual behind which are placed materials that pertain to the entire Manual. In addition to the five covers, there are forty-five Tabs in the Client Library. Attachments to the various Tabs are numbered sequentially behind each Tab text.

### C. Extended Materials on the Web.

Extended Materials are linked to the Web when those materials are optional, or when they pertain to more than one Manual or Tab within the Library. The rationale for placing Extended Materials on the Web is to relieve the on-site Library from materials that may not be needed by the user or are redundant. The Web also offers workshop packages, PowerPoint® presentations, and video productions that can be used for research or downloaded for use in presentations.

### D. *CapacityWare*<sup>TM</sup> Software Connectivity.

The Library contains a software package called *CapacityWare*<sup>TM</sup>. This software provides a link with every Manual and the Extended Materials on the Web. *CapacityWare*<sup>TM</sup> processes data from surveys and inventories and links results with suggested courses of action while tracking activity to help determine effectiveness.

### E. Examinations for Certification and/or Licensure.

Each Cover and Tab has examinations for those interested in Certification and/or Licensure in the use of this process. Neither Certification nor Licensure is required for the casual use, in one's own organization, of copyrighted materials contained in the Client Library provided the user has successfully attended the course for which the material is appropriate. Certification and/or

Licensure are required for those who plan to use this Technology in multiple client organizations for profit, however. Examinations may be completed on-line.

### **F. Numbering System.**

Each page in the Client Library contains a numeric identifier in the upper right margin. The number is arranged in two or three parts separated by a period (##.##.##). The first number is the Manual, the second number is the Tab, and the third number is the Attachment (if any). Each document is page numbered in the bottom center of each page and is unique to the document alone.

### **G. Levels of Materials.**

There are three levels of material contained in the Client Library and available in the on-line Extended Materials. The three levels equate to user skill levels: Workshop (formerly Basic), Practitioner, and Mastery. Materials not clearly labeled for a particular level are appropriate for all three levels.

### **H. Update Indications and Password Protections.**

Documents are updated periodically over a twelve-month rotating schedule. Updated and extended materials are available for download in the on-line Resource Library. Normally, the primary password can be used to access all the materials behind a Tab. Attachments and Extended Materials may have an additional discrete password. Passwords can be found in quotation marks embedded in the copyright lines at the end of all basic Tab materials (the word "margin" is an example found in line two of the copyright lines at the end of this document). Also included in the copyright lines is a date (July 2006 in the copyright lines below) that indicated the currency of the updated version. This date is used in two ways:

1. The date is used to help the user know when an update is available with newer information than what is contained in their current "hard copy" library.
2. The date is used to synchronize ancillary materials, such as examinations, to assure that only the most current information is linked to associated documents.