

Connecting with Web Resources

A. Overview. The www.LTODI.com web site is completely dedicated to *CapacityWare*TM users. From the Main Menu, "click" Visit to go directly to this web address (the computer must have on-line Internet access.)

B. The LTODI.com Site (Projected Organization). From this home page, the user can access and download a variety of useful materials. The site is continuously being expanded and updated. We recommend that the Home Page be copied and enclosed in this Tab for reference.

1. Gateway. This feature will allow the user to access other sites of interest.

2. About the Company and Network. These materials describe the Company and the Network that uses *CapacityWare*TM as a Organization Change System.

3. Services. Services offered through the Company and affiliates are described.

4. Training and Certification. The use of *CapacityWare*TM products and services requires special training and certification. These options are detailed in this section.

5. *CapacityWare*TM Software. This section offers valuable information and assistance to software users.

6. *CapacityWare*TM Literature. Supporting literature is available for viewing and users may download from this section.

C. Summary. *CapacityWare*TM is a Organization Change System that includes software, literature, and processes that help organizations develop or recover workforce capacity. The link between the software and the ever-improving web site keeps the system vital and responsive to the needs of those who use this system. Keep these points in mind:

1. Visit the Web Site Often. Visit the web address weekly to see what's new. At a minimum, check to verify that the publications you have are the most current. Download a copy of the web Home Page if changes have been made.

2. Download Materials. Browse to materials or make a special request. Use the Publication Manager to help determine what materials are new, and if they are appropriate to your situation.

3. Exchange Lessons Learned and Suggestions for Improvements. The system will only be as responsive as those who use it and are open and committed to making improvements.

Attachment:
Current Home Page.