

The Company

Harper Tether Associates is now in its fourteenth year of trading and produces a wide range of building services orientated health and safety files, operating and maintenance manuals and technical writing.

Kevin Harper, who trades as Harper Tether Associates, has twenty nine years of experience within the building services industry , having previously been employed by Consultants, national and international Contractors and a leading commissioning and trouble shooting specialist.

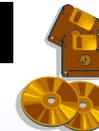


E-Manual Electronic Documents



Harper Tether Associates

3 Sansome Road, Shirley, Solihull, West Midlands, B90 2BJ
Telephone / Telefax: 0121 745 2456 - Mobile 07831 521979
eMail: kdharper@h-t-a.co.uk internet: www.h-t-a.co.uk



Why E-manual?

Paper copy health and safety files, operating and maintenance manuals, record drawings and other related documents for construction projects can take up a large amount of valuable space within a building. They can become worn, damaged or disorganised over time making them difficult to use. Missing information needs to be re-created and updated. All of this costs time and money.

An e-manual document contains these documents on cd-rom or dvd-rom. It is a professional, intuitive and searchable record allowing clients, their FM teams and their contractors to retrieve the record information they need instantly.



Using E-Manual, the documents can last as long as the property they describe. E-Manual also means that information can be distributed to anyone who needs it.

What is E-manual?

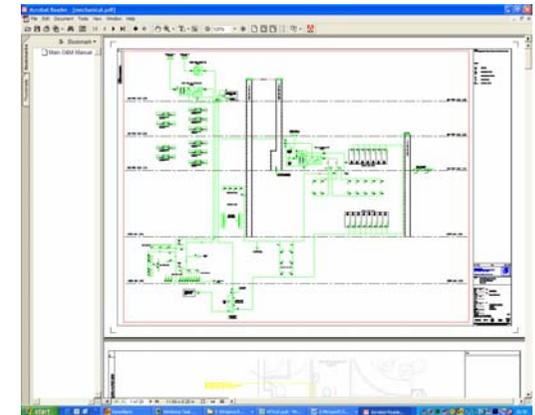
E-Manual is a fully interactive computer based manual and heralds the introduction of today's technology to documentation. E-Manual utilises a bespoke written front end in conjunction with the Adobe Acrobat portable document format (PDF), a technology used extensively throughout the World Wide Web and the graphic design industry. This combination provides an easy to use interface between you and the information contained within the manual. Access to the information is simplicity itself - just position the mouse pointer over a hyperlink or bookmark and click once with the left mouse button.

The Benefits

E-Manual gives you all of these benefits and more:-

- * The PDF technology allows E - Manual to be as flexible as you want it to be.
- * Pictures can be incorporated, whether taken with a digital camera or scanned.
- * Commissioning reports can be incorporated, whether taken from a word processed file or scanned.
- * Manufacturers literature can be scanned in.
- * CAD record or as fitted drawings can be read with E-Manual *without* having the AutoCad program on your computer.
- * The PDF technology ensures that E-Manual is exceptionally user friendly.

- * E-Manual saves paper - you can print out individual pages as and when they are required.
- * E-manual is future proof - changes in technology can be incorporated as and when they occur.
- * Existing traditional paper based manuals can be converted into an E-Manual, whether they were written by ourselves or somebody else!
- * Traditional operating and maintenance manuals are usually looked at once and then forgotten about; sometimes being lost in the process. E-Manual has been designed to be used on a daily basis.



Contact Kevin Harper for further information
Phone / Fax: 0121 745 2456
Mobile: 07831 521979
E-mail: kdharper@h-t-a.co.uk