



Your Search Your Way

How often have you given up on a web site because you don't have time to scroll through document after document to find that one piece of useful information?

The **New Horizons Foundation** is taking care of that for HVAC and sheet metal contractors. The Foundation's website has launched a powerful, knowledge-based search engine to streamline your information search.

Phone: 703.222.9901 Fax: 703.349.5249

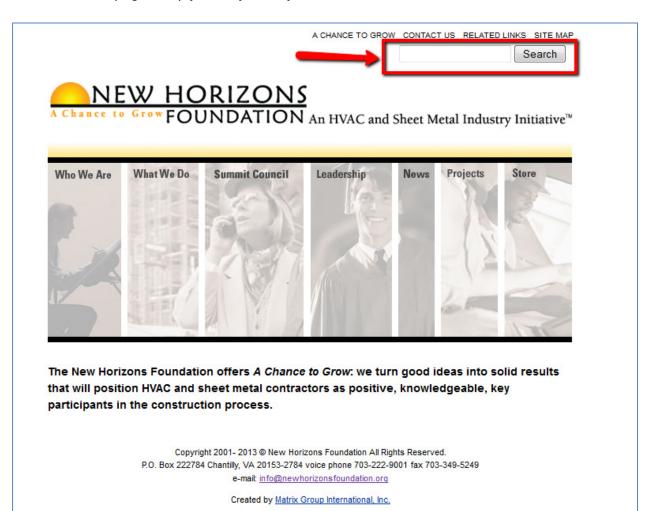
Email: info@newhorizonsfoundation.org

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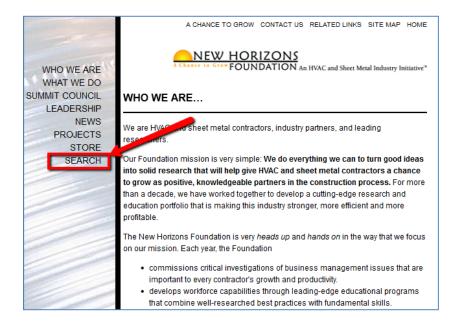
I. GETTING STARTED

From the home page, simply enter your keyword and click on the SEARCH button.





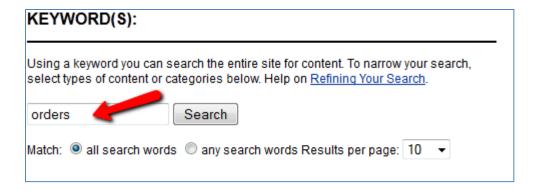
From any of the other site pages, click on SEARCH in the left-hand navigation.

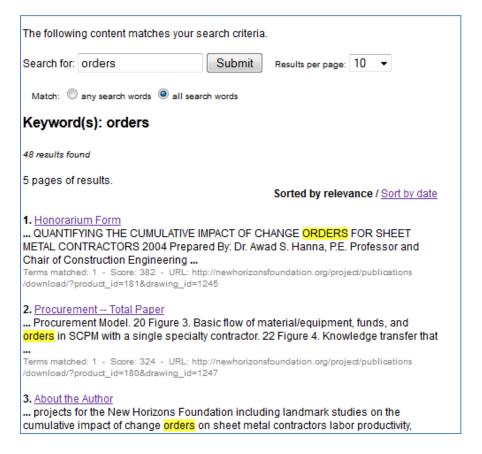


II. SEARCH

A. Basic search

By entering a keyword such as "orders", the smart search engine will quickly give you a list of every New Horizons document and report that contains that specific word.



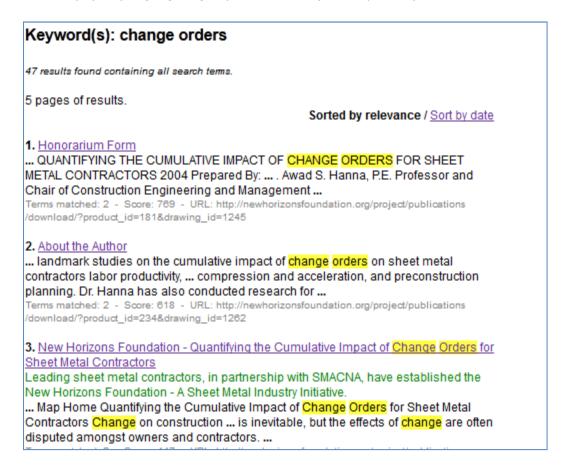


B. Refining your search

You can refine the search and ask the site to find everything matching a phrase, such as "change orders". In order to match the phrase, and not just the words "change" and "orders", make sure the ALL SEARCH WORDS radio button is selected.



Now, a new list pops up highlighting in yellow the full phrase you requested.



C. Need more help?

Just click on the link that's called REFINING YOUR SEARCH. A pop-up window will explain how you can custom-tailor your keyword search to locate exactly what you're trying to find.

Refining Your Search

Match ANY Search Word

Each page returned will contain at least one of the search terms.
e.g. heating venting will return pages containing heating, venting, or both

Match ALL Search Words

Each page returned will contain ALL of the search terms.
e.g. air conditioning will return "air conditioning" and "air supply | conditioning vents"

Wildcard Searches

?: heati?g will return heating, vent? will return vent, vents

*: h*g will return heating, h* will return heating, hot, etc.

Exact Phrases Searches

Finds the entire phrase enclosed in double quotes, e.g. "sheet metal industry"

Exclusion/Negative Searches

If you add a hypen to a search term, the search will not return any pages that contain the term. e.g. air -conditioning will return pages containg air but not conditioning

Skip Words

The search automatically ignores the following common words: and, or, the, it is, an, on, we, us, to, of, has, be, all, for, in, as, so, are, that, can, you, at, its, by, have, with, into, a, I

Still not convinced?



D. Sort results by date order

You can request the list in date order to make sure that you can quickly identify the most current references for your requested search. The default results are listed by relevance, but date order may help you pinpoint more current items, as it lists items in reverse chronological order (e.g., most recent first).

Keyword(s): change orders

47 results found containing all search terms.

5 pages of results.



Risk Assesment-Appendix A.pdf

... project. 1.2 Risk Assessment model screen Changing Risk Categories 1. choose a tab for ... model summary screen (note: in order to get to the summary screen user must ...

Terms matched: 2 - Score: 137 - 7 Jun 2011 - URL: http://newhorizonsfoundation.org /pdf/Risk_Assesment-Appendix_A.pdf

2. NHF Sample Contract revised

... prompt and fair consideration to any editorial changes requested or suggested by NHF. Re-submittal will ... agents having a need to know in order to carry out the purposes of the Contract ...

Terms matched: 2 - Score: 109 - 30 Apr 2010 - URL: http://newhorizonsfoundation.org/project /Sample_Contract.pdf

3. THE ELECTRICAL CONTRACTING FOUNDATION CONTRACT

... prompt and fair consideration to any editorial changes requested or suggested by NHF. Re-submittal will ... agents having a need to know in order to carry out the purposes of the Contract ...

Terms matched: 2 - Score: 104 - 14 Apr 2008 - URL: http://newhorizonsfoundation.org/project /samplecontract.doc

4. New Horizons Foundation

Leading sheet metal contractors, in partnership with SMACNA, have established the New Horizons Foundation - A Sheet Metal Industry Initiative.

... HVAC and Sheet Metal Contractors: The Changing Face of Leadership for HVAC/Sheet Metal Contractors and ... Productivity Quantifying the Cumulative Impact of Change Orders for Sheet Metal Contractors Residential HVAC Trends: ...

Terms matched: 2 - Score: 155 - URL: http://newhorizonsfoundation.org/bookstore/

5. New Horizons Foundation

Leading sheet metal contractors, in partnership with SMACNA, have established the New Horizons Foundation - A Sheet Metal Industry Initiative.

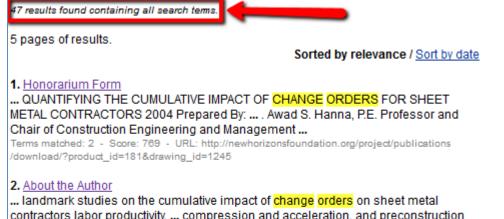
Procurement Chain Management in the Construction Industry Changes in customer



Ш. SEARCH RESULTS

Results Information Α.

The New Horizons website will tell you how many project references on your requested topic have been found. For example, there are 47 results for the phrase "change orders". The list previews one or two sentences from each document so that you can be sure it's what you need. If it is, a quick click on the entry name will take you directly to the full text of the New Horizons report.



contractors labor productivity, ... compression and acceleration, and preconstruction planning. Dr. Hanna has also conducted research for ...

Terms matched: 2 - Score: 618 - URL: http://newhorizonsfoundation.org/project/publications /download/?product_id=234&drawing_id=1262

New Horizons Foundation - Quantifying the Cumulative Impact of Change Orders for Sheet Metal Contractors

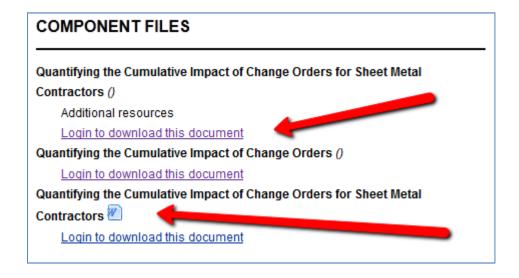
Leading sheet metal contractors, in partnership with SMACNA, have established the New Horizons Foundation - A Sheet Metal Industry Initiative.

... Map Home Quantifying the Cumulative Impact of Change Orders for Sheet Metal Contractors Change on construction ... is inevitable, but the effects of change are often disputed amongst owners and contractors. ...



B. Downloading the report

When you want to download the report, you have choices: a Microsoft Word document format or a PDF file as well as original file formats of components of those files. For example if the report includes spread sheets, you will have access to those files as well. If the original report included templates or forms for use in tailoring the reports applications to a contractor's operations, those files are accessible in their original format. All can be saved to your computer and shared with members of your team.



IV. FOR MORE INFORMATION

For additional information about the New Horizons Foundation and how you can become more involved in its work and its projects, contact Dennis Bradshaw, Executive Director, dbradshaw@newhorizonsfoundation.org.