

How to Guide: Downloading the DRBF 2019 Manual

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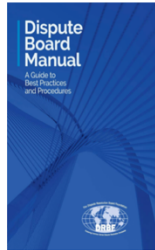
1. Go to the DRBF website www.drbf.org.
2. Click on Publications/Dispute Board Manual.



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3. You may access the Manual via the [DRBF Document and Learning Library](#) DRBF Members be sure you are logged in. All others may request access by using the form on the page, or by visiting [here](#).

Dispute Board Manual



A reference guide for best practices in the implementation of Dispute Boards

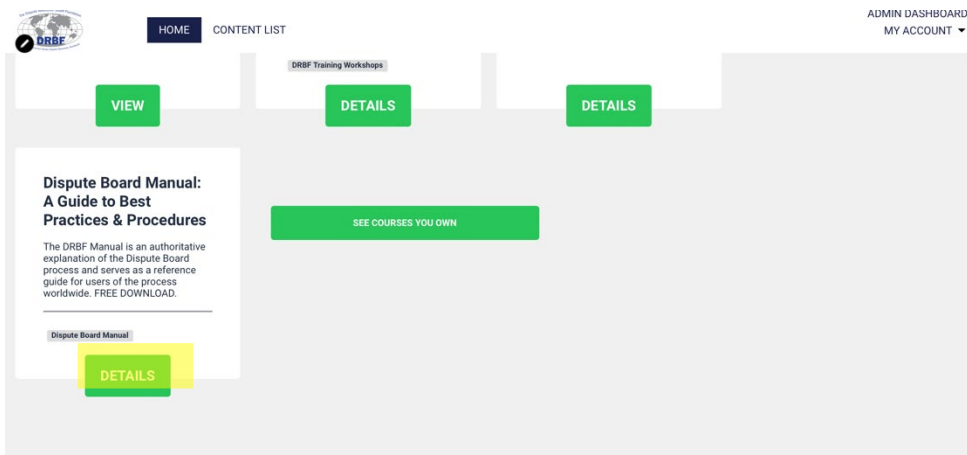
The Dispute Board Manual is available as a free download. Apple users should sync to iBooks, and PC users can sync to the eReader app of their choice. For step-by-step instructions, download our [Manual How-To Guide](#). You may access the Manual via the [DRBF Document and Learning Library](#) DRBF Members be sure you are logged in. All others may request access by using the form on the page, or by visiting [here](#).

Printed copies of the Manual are available for purchase from your preferred online retailer (retail US \$50). It is also available for the Kindle via the Amazon Kindle Store (retail US \$0.99).

The DRBF Manual is an authoritative explanation of the Dispute Board process and serves as a reference guide for users of the process worldwide. This guide updates the DRBF's previous manual and explains practices and procedures that have evolved in the application of DBs. Fundamentals of successful DBs and their important role in both avoiding and resolving disputes on large and complex projects are laid out, with special attention to best practices learned.

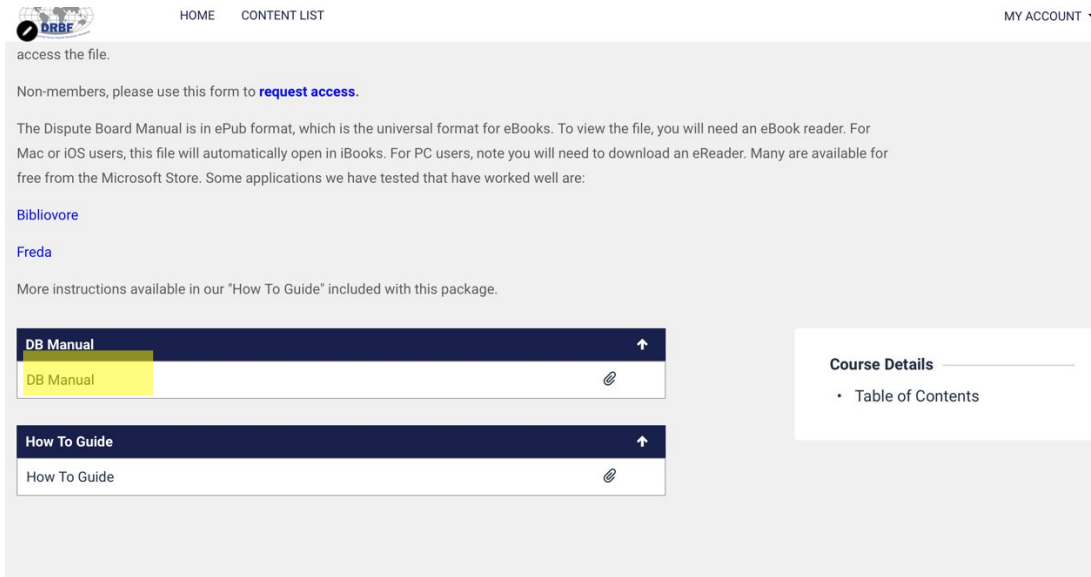
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4. Once directed to the DRBF Document and Learning Library click on the green “details” button.

The screenshot shows a web interface for the DRBF Document and Learning Library. At the top left is the DRBF logo. To its right are navigation links for 'HOME' and 'CONTENT LIST'. At the top right are links for 'ADMIN DASHBOARD' and 'MY ACCOUNT'. Below the navigation is a header area with a 'DRBF Training Workshops' label and three green buttons labeled 'VIEW', 'DETAILS', and 'DETAILS'. The main content area features a card for the 'Dispute Board Manual: A Guide to Best Practices & Procedures'. The card includes a description: 'The DRBF Manual is an authoritative explanation of the Dispute Board process and serves as a reference guide for users of the process worldwide. FREE DOWNLOAD.' Below the description is a 'Dispute Board Manual' label and a green 'DETAILS' button. A large green button labeled 'SEE COURSES YOU OWN' is positioned to the right of the card.

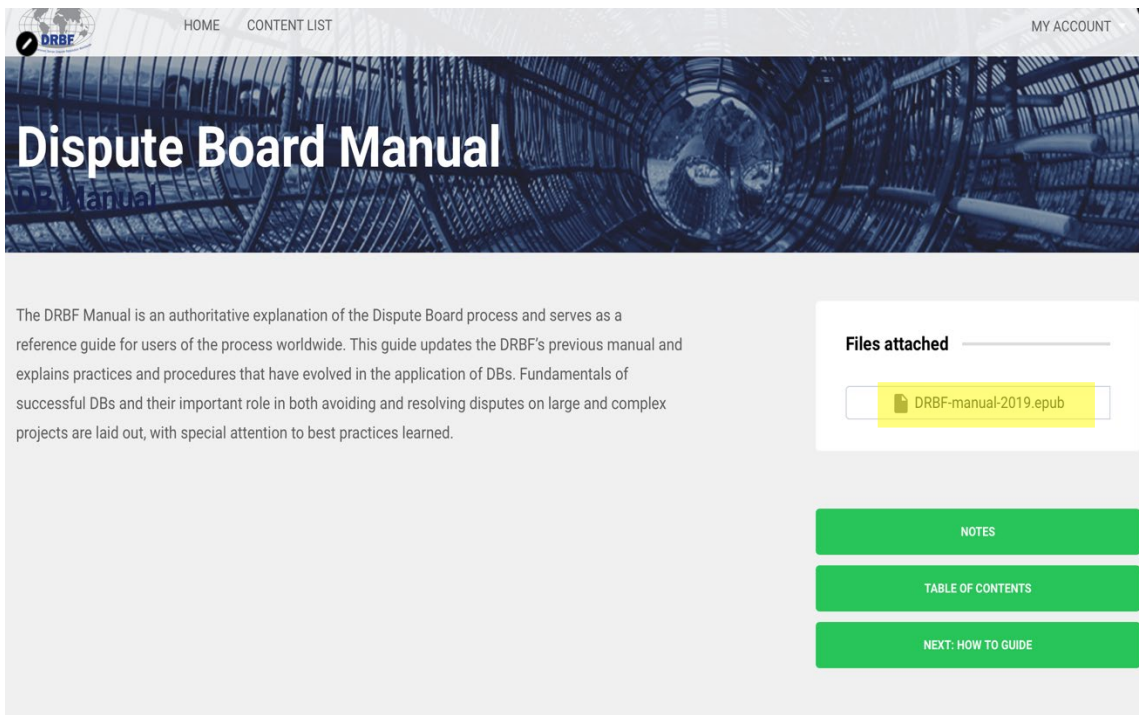
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5. After clicking the green “details” button (make sure you are logged in as a member nonmembers will need to request access [here](#)). Select **DB MANUAL**. This will add the Manual download to your account for downloading.



The screenshot shows the DRBF website interface. At the top, there is a navigation bar with the DRBF logo, 'HOME', 'CONTENT LIST', and 'MY ACCOUNT'. Below the navigation bar, there is a section titled 'access the file.' with a sub-header 'Non-members, please use this form to [request access](#).' Below this, there is a paragraph explaining that the Dispute Board Manual is in ePub format and provides instructions for Mac or iOS users (iBooks) and PC users (eReader). It lists 'Bibliovore' and 'Freda' as tested applications. Below the text, there are two rows of download options. The first row has a dark blue header 'DB Manual' with an upward arrow and a white row below it with 'DB Manual' and a download icon. The second row has a dark blue header 'How To Guide' with an upward arrow and a white row below it with 'How To Guide' and a download icon. To the right of these options is a 'Course Details' section with a dropdown arrow and a list item 'Table of Contents'.

6. A new page will populate with your file attached. Click on the link under “files attached” to start your download.

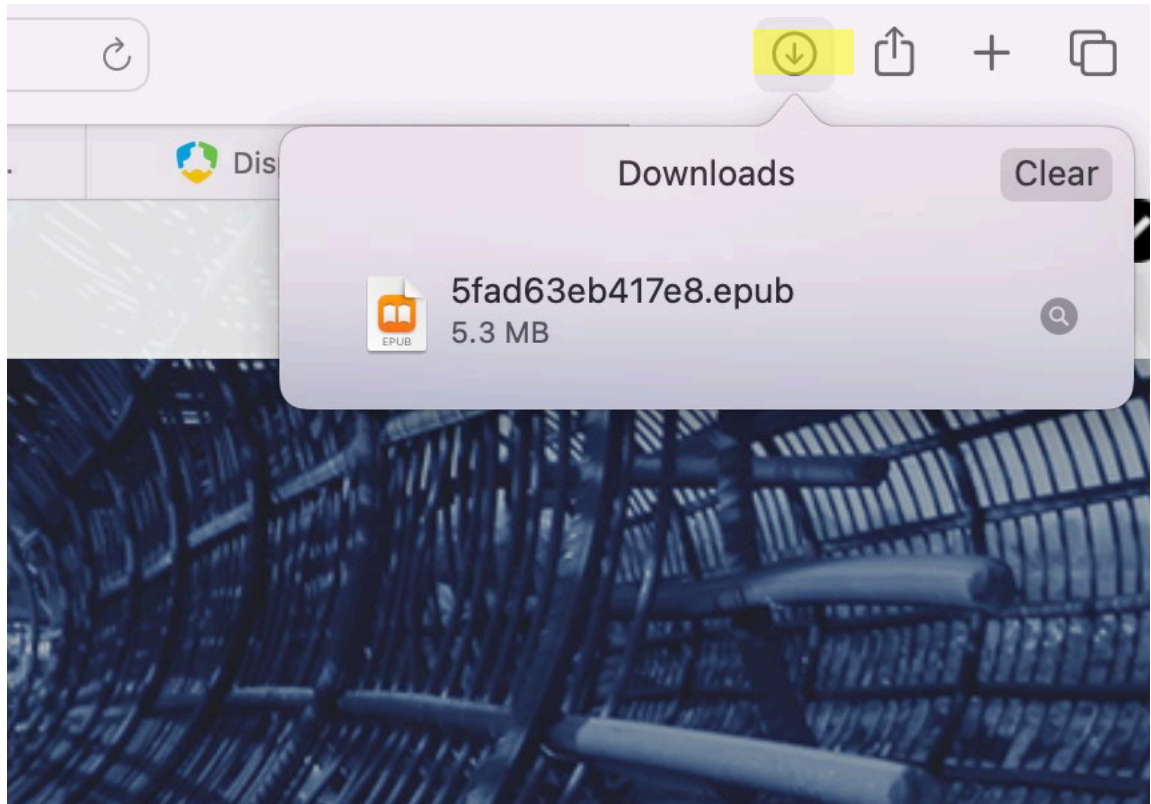


The screenshot shows the DRBF website interface for the 'Dispute Board Manual'. At the top, there is a navigation bar with the DRBF logo, 'HOME', 'CONTENT LIST', and 'MY ACCOUNT'. Below the navigation bar, there is a large banner image with the text 'Dispute Board Manual' overlaid. Below the banner, there is a paragraph explaining that the DRBF Manual is an authoritative explanation of the Dispute Board process and serves as a reference guide for users of the process worldwide. It mentions that this guide updates the DRBF's previous manual and explains practices and procedures that have evolved in the application of DBs. Below the text, there is a 'Files attached' section with a dropdown arrow and a list item 'DRBF-manual-2019.epub'. Below this, there are three green buttons: 'NOTES', 'TABLE OF CONTENTS', and 'NEXT: HOW TO GUIDE'.

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7. Lastly, go to where downloads are located on your computer to open and save the file. This is usually the top right-hand corner of your computer. Click on the file and save it to your computer.

Keep in mind the Manual file is an ePub and you will need an ePub reader to view it. Follow step 8 for more details.



8. **The 2019 Manual is in an ePub format, you will need an ePub reader to view it. Apple users should automatically sync to iBooks. Windows users can use many different readers, and these instructions explain one free option.**

If you have an **APPLE** computer:

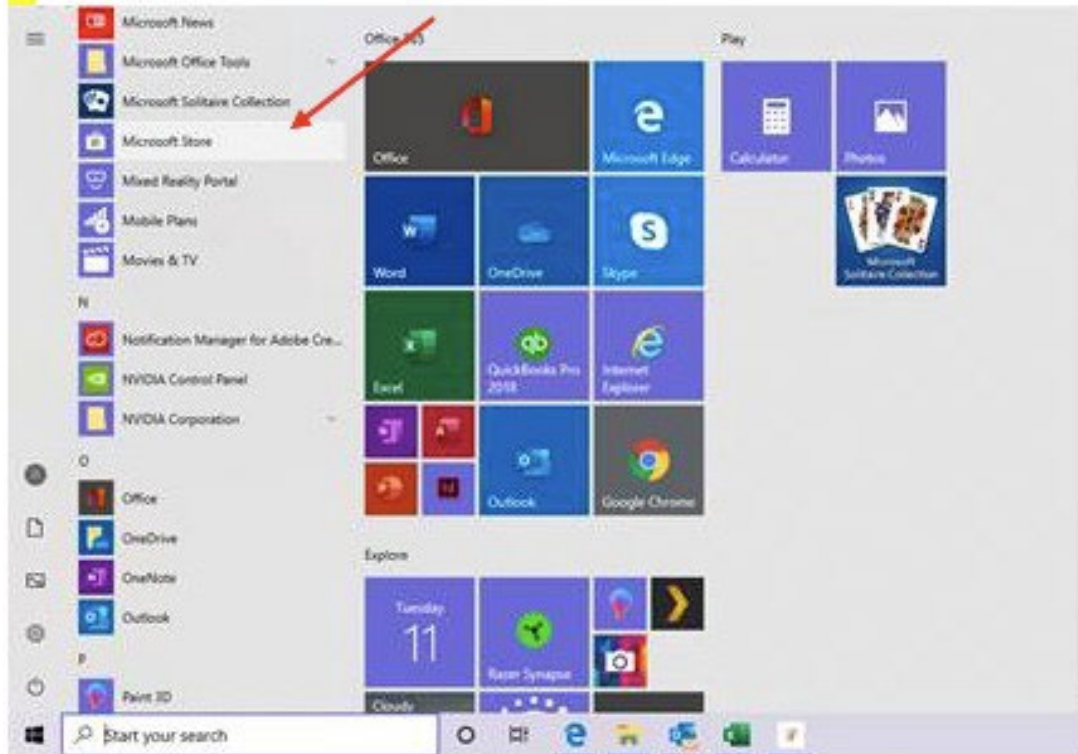
- I. Because the Manual is an ePub format, you should be able to open the Manual in iBooks. If you don't have iBooks on your computer, you can download it from the Apple Store. Apple will also recognize the Manual format from an **iPad** and an **iPhone** and will open it in iBooks.

If you have a **WINDOWS** computer:

- I. From your Windows start menu, find the Windows Store and select it.

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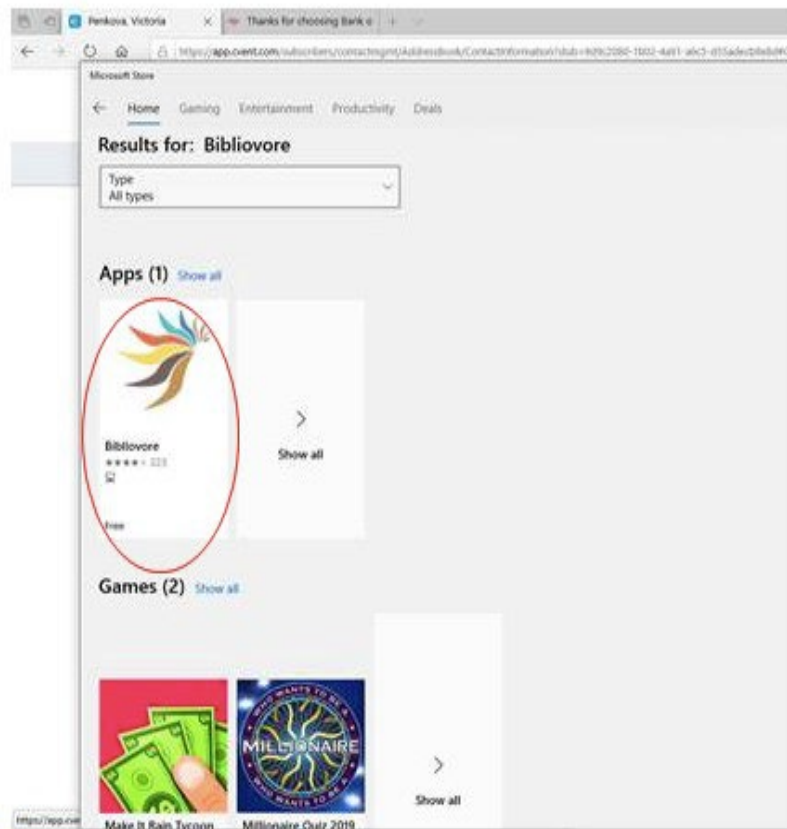
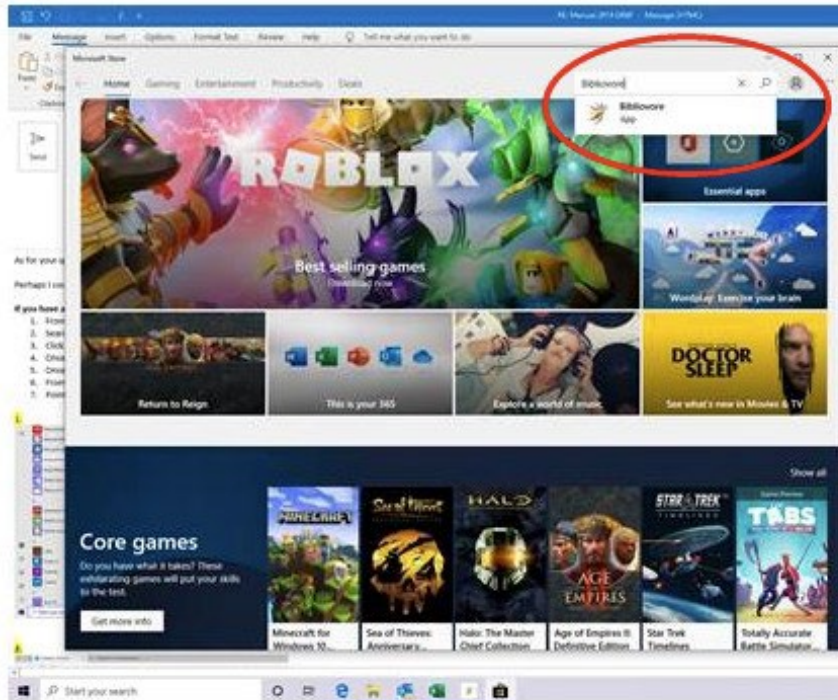
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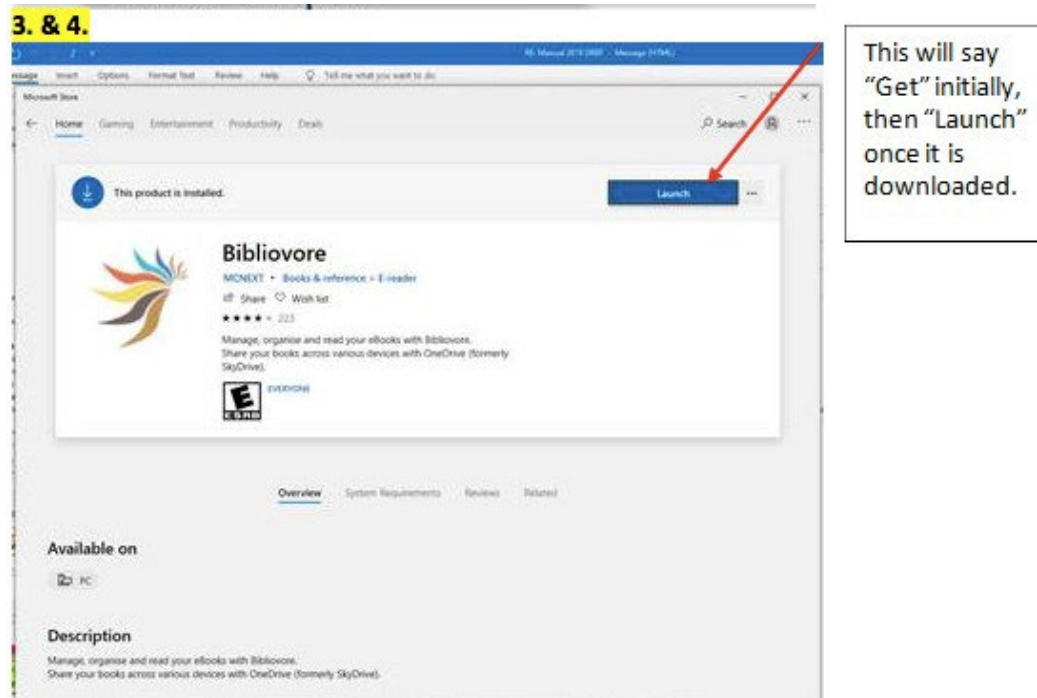
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2.



2. Click "get" to download the app

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3. Once the app has been downloaded, click "launch"
4. Once the app has launched, if you don't see an option to "Add Book", go to the top menu (the three lines) and Select App Commands



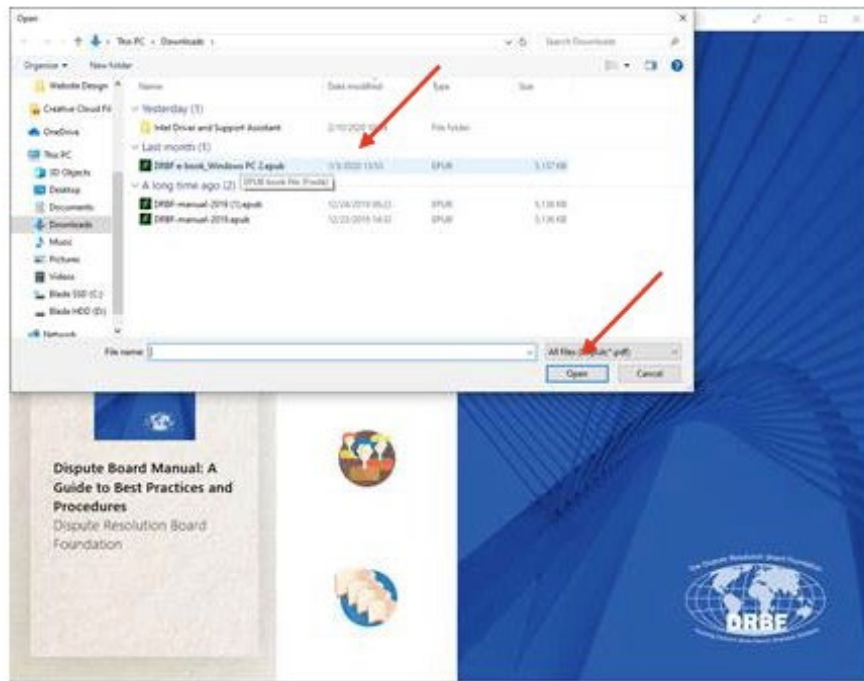
5. From App Commands, select "Add Book"

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6. Point to the location on your computer where you have the Manual downloaded, and click “Open.” The book will appear in your library and you can click to open it.

7.

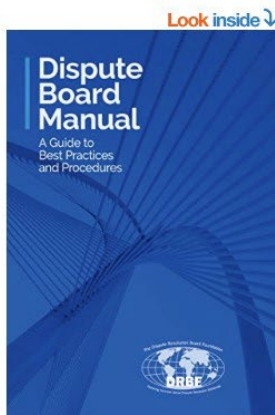


Other Options:

1. [Amazon](#) Kindle (US \$.99), viewable on any Kindle device, OR on the Kindle App for Apple or Windows.

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The Dispute Resolution Board Foundation (DRBF) created this manual to provide an authoritative explanation of the Dispute Board (DB) process and to serve as a reference guide for users of the process throughout the world. The guide addresses the fundamentals of successful DBs and their important role in both avoiding and resolving disputes among the contracting parties on large and complex projects. As the DB process has developed since the mid-1970s, different terms have arisen to

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