ArchiOffice

Office and Project Management Solution

ArchiOffice 2011
Getting Started Guide

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Introduction

*Welcome to ArchiOffice® from **BQE Software, Inc**!*

ArchiOffice is a project management solution for architects. It is networkable, multi-user software, which operates on both PCs and Macs. It was created by Architects, for Architects, and has continued to evolve to meet the needs of a growing customer base worldwide. ArchiOffice takes all the disparate pieces of information in your office and organizes them in a most remarkable way by offering solutions such as contact management, document management, task and project management, time and expense tracking, billing and reporting.

Your employees can access ArchiOffice from anywhere, using any operating system. You can make ArchiOffice instantly accessible to local and remote users via the Internet while retaining all the features and functionality that your business depends on. This solution is simple, affordable, secure, scalable, and very fast.

The goal of this ***ArchiOffice Getting Started Guide*** is to help you install and begin the set up process while familiarizing yourself with the ArchiOffice program. It explains the concepts and procedures involved in setting up of ArchiOffice, focusing on its installation and registration. Thus, this Guide enables you to educate yourself quickly on how to run and start ArchiOffice effectively and efficiently. It also explains some troubleshooting issues at the end, highlighting your most often encountered problems or queries.

The *ArchiOffice Getting Started Guide* is not a complete training solution. It is a guided tour designed to set up and familiarize you with ArchiOffice. After completing the guide, we recommend that you explore the ArchiOffice Help. In particular, check out the How Do I help items. Based on your preferred learning style and available time, you can choose self-learning or guided learning. Guided learning provides custom training courses to get you up and running with ArchiOffice as quickly as possible. *Check out www.bqe.com/Services for more information*.

System Requirements

For successful installation and implementation of ArchiOffice software, be sure your computer systems meet or exceed the minimum requirements. System requirements are different for Servers and Clients, depending on whether you are using Windows or Mac operating system.

Server Requirements

Windows

- Pentium III, IV, M, D 1GHz or higher processor
- 2 GB RAM
- 2 GB free disk space
- Microsoft Windows 2000, 2003, 2008 Server, XP, Vista, Windows 7 operating systems (32 & 64 bit)
- Java Standard Edition runtime environment 6, updates 20 to 27 (download)
- Networking TCP/IP
- Port 8081, 1099 and 2638 open and accessible for use by ArchiOffice exclusively

Macintosh

- 1 GHz or higher Intel processor. Must have a 64 bit processor, if running in Leopard.
- 2 GB RAM
- 2 GB free disk space
- Mac OS X 10.5 (Leopard, 64 bit only), 10.6 (Snow Leopard), or 10.7 (Lion)
- Java SE 6 (20 to 27)
- Networking TCP/IP
- Port 8081, 1099 and 2638 open and accessible for use by ArchiOffice exclusively

Client Requirements

Windows

- Pentium III, IV, M, D 1GHz or higher processor
- 2 GB RAM
- Microsoft Windows XP, Vista, Windows 7 operating system (32 & 64 bit)
- Java Standard Edition runtime environment 6, updates 20 to 27 (download)
- Networking TCP/IP
- Word 2003, 2007 or 2010 for document/invoice creation

Macintosh

- 1 GHz or higher Intel processor. Must have a 64 bit processor, if running in Leopard.
- 2 GB RAM
- Mac OS X 10.5 (Leopard, 64 bit only), 10.6 (Snow Leopard), or 10.7 (Lion)
- Java SE 6 (20 to 27)
- Networking TCP/IP
- Word 2004, 2008 or 2011 for document/ Word 2004 only for invoice creation

Recommendations for Best Practices

- We suggest ArchiOffice be installed on a dedicated server to prevent incompatibilities.
- ArchiOffice cannot be hosted from a server that is also functioning as a BIM server.

Installation

ArchiOffice 2011 is a server-based application requiring one machine to function as a 'Server' that hosts the ArchiOffice data. If you have only a single license for your firm, the machine you use to access ArchiOffice will also function as the server. ***Besides a current version of the Java runtime environment, there is no need for you to install any software on your client computer***. You can access the database files from your client machines via a link to the server using your ArchiOffice server's IP address and the port number 8080 or 8081 (*explained later in the Guide*).

Before installing the software, please read the End User License Agreement (EULA).

The following instructions are for installation on a PC and Mac machine that will be hosting ArchiOffice. Please find your correct operating system before proceeding.

If you are an existing ArchiOffice user, you can upgrade to the new ArchiOffice 2011 version. Please check the Upgrade from ArchiOfficeV8 whitepaper for conversion details.

Installation on a PC System

If you have purchased ArchiOffice, you should have received a link via email for where you can download the installation file (setup) as well as this Getting Started Guide. Please download the installer from our website as instructed in the email.

The installer or setup is a zipped file and will require an extraction program such as WinZip to unzip the file.

Follow the steps below to install ArchiOffice on the machine that will be hosting the ArchiOffice data (this applies to both multi and single users):

1. Log in to your computer as an *Administrator*.
2. Download the ArchiOffice 2011 installer/setup file and unzip the contents to your desktop.
3. Double-click or right-click on the setup icon on your desktop and click **Open**.
4. If prompted to install Java, please click **Install** and continue. If this prompt does not appear, continue to the next step.
5. When the ArchiOffice 2011 InstallShield Wizard appears, read the information and follow the instructions on each screen and click **Next**.

6. Read the License Agreement and select the 'I accept…' option to proceed. Click **Next**.

7. Enter your User Name and Organization, making sure to check the option *Anyone who uses this computer (All Users)* so that anyone using this computer will have adequate access to ArchiOffice. Click **Next**.

8. Accept the default installation location. Once the installation begins, a progress bar displays until the installation is complete.

9. When done, click **Finish**. If prompted, restart your computer for a successful installation.

It will display the post installation instructions page (Welcome to ArchiOffice) guiding you to license your software.

Your Internet/Antivirus Security software may prompt you to allow program access. Please ALLOW (or Unblock) access whenever prompted. *If you don't, ArchiOffice will not function properly*.

If you are experiencing problems while installing ArchiOffice, please check the Troubleshooting section of this Guide or Knowledgebase Articles. Else, contact us at (800) 371-0130 (ext#0) or support@ArchiOffice.com.

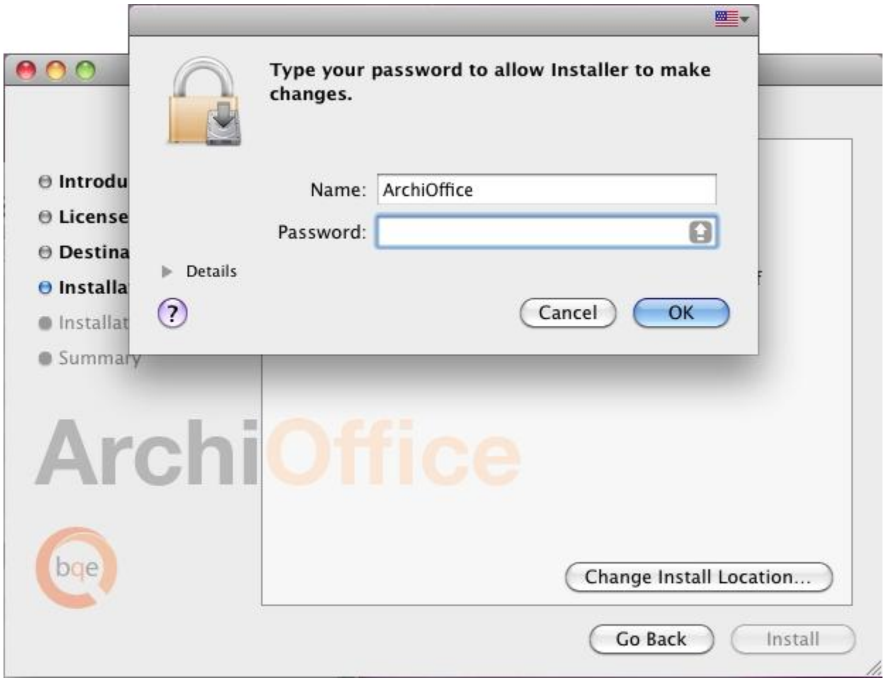
Installation on a Mac System

If you have purchased ArchiOffice, you should have received a link via email from where you can download the installation file (setup) as well as this Getting Started Guide. Please download the installer from our website as instructed in the email.

Follow the steps below to install ArchiOffice on the machine, which will be hosting the ArchiOffice data (this applies to both multi and single users):

1. Close any open applications.
2. Log in to your computer as the first Administrator.
3. Download the ArchiOffice 2011 installer package or setup file.
4. The ArchiOffice 2011 installation screen opens. Click **Continue** to begin the installation.
5. It displays the Software License Agreement. Click **Continue** to Agree to the terms of the agreement.

6. Customize the Installation Type depending upon whether you are a new user or an existing user. Select the **Upgrade from V8** option ***only*** if you are upgrading from ArchiOffice V8 to 2011. Click **Continue**.
7. Click **Install** to perform a standard installation.
8. Enter your computer password (Admin) and click **OK**.



9. You are warned about restarting your computer after the installation. Click **Continue** Installation to install the software now.

10. The installation process starts and displays the progress. As soon as the installation is complete, restart your computer when prompted.

11. After restarting your computer, read the Post Installation Instructions. This instructions page also serves as the ArchiOffice Control Panel, and can be launched manually from

    /Applications/ArchiOffice 2011/Control Panel/

    The Control Panel will allow you to start or stop the server, and provides access to both the client and admin portals. You need to license your software to continue.

12. Once the server portion is licensed, launch the client for the first time by clicking Client from the Control Panel. This initial launch process will create a desktop shortcut and prompt you to install several Java Plugins that are necessary for the program to function.

If you are experiencing problems while installing ArchiOffice, please check the Troubleshooting section of this Guide or Knowledgebase Articles. Else, contact us at (800) 371-0130 (ext#0) or support@ArchiOffice.com.

Licensing

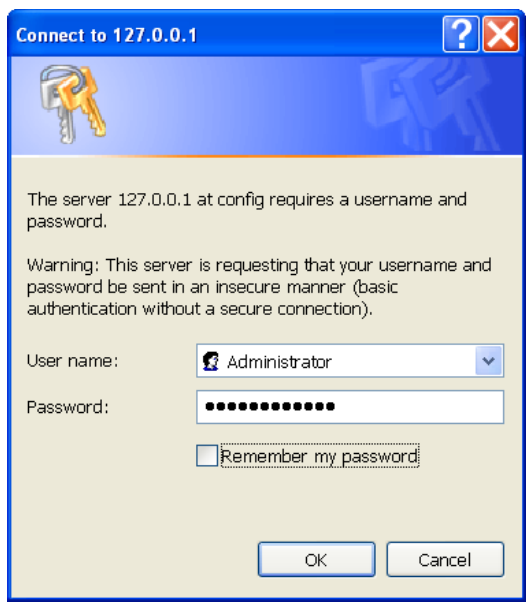
You are required to license the ArchiOffice software prior to use. When you purchase the software, license keys and instructions are emailed to you, based upon the company name and number of users. ArchiOffice requires two types of license keys –Server License Key and Client License Key.

Server Licensing

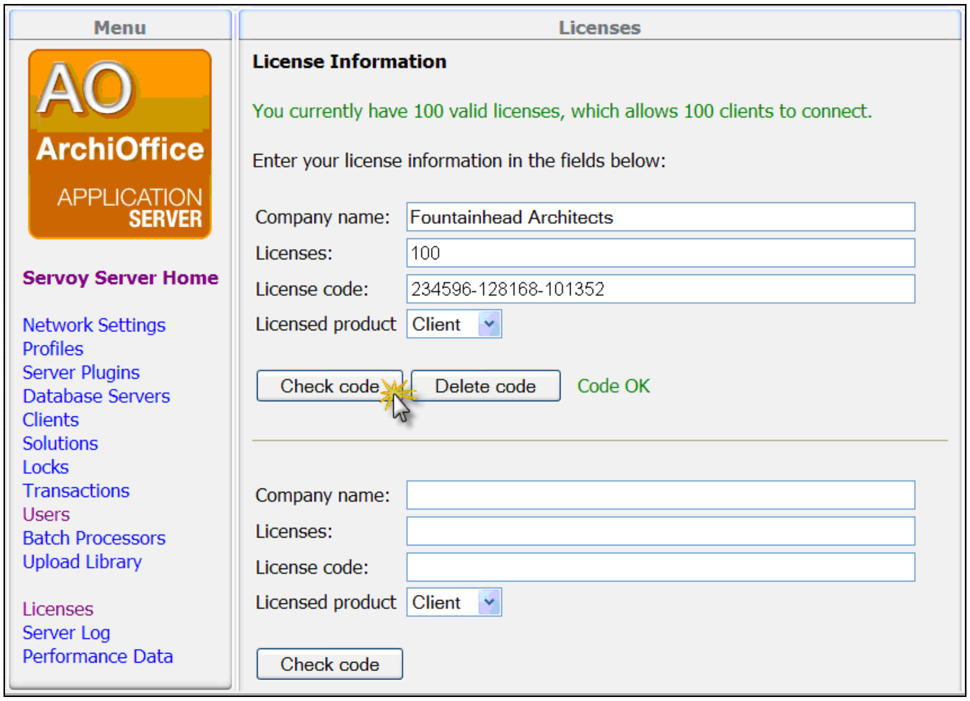
The first step in the licensing process involves the licensing of the ArchiOffice Server using the ArchiOffice Admin Portal.

1. Do the following to License the ArchiOffice Server:
    - ***PC:*** Open the ArchiOffice Admin Portal from the Start, All Programs, ArchiOffice 2011 menu or your desktop (Launch Admin Portal icon). You can also open it directly from the browser by typing this URL:
      http://servername:port/servoy-admin/
      where '*servername'* is the IP address of the computer on which you installed ArchiOffice and 'port' is the port on which the software was installed. By default, it is 8081.
      http://ServerIPaddress:8081/servoy-admin/
    - ***Mac:*** Open the ArchiOffice Admin Portal from the ArchiOffice Control Panel, found in
      /Applications/ArchiOffice 2011/Control Panel.
      You can also open it directly from the browser by typing this URL:
      http://servername:port/servoy-admin/
      where 'servername' is the IP address of the computer on which you installed ArchiOffice and 'port' is the port on which the software was installed. By default, it is 8081.
      http://ServerIPaddress:8081/servoy-admin/
2. Before the Admin Portal opens, you will be prompted for a login. Please enter the default user name and password:

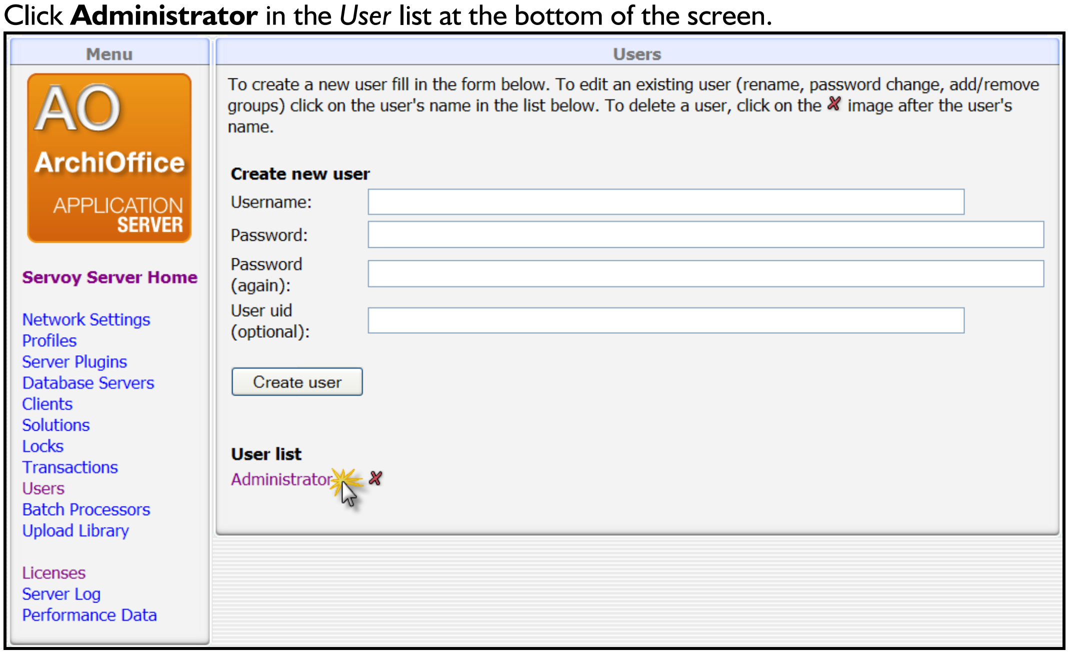
    User name: **Administrator**
    Password: **fullthrottle**



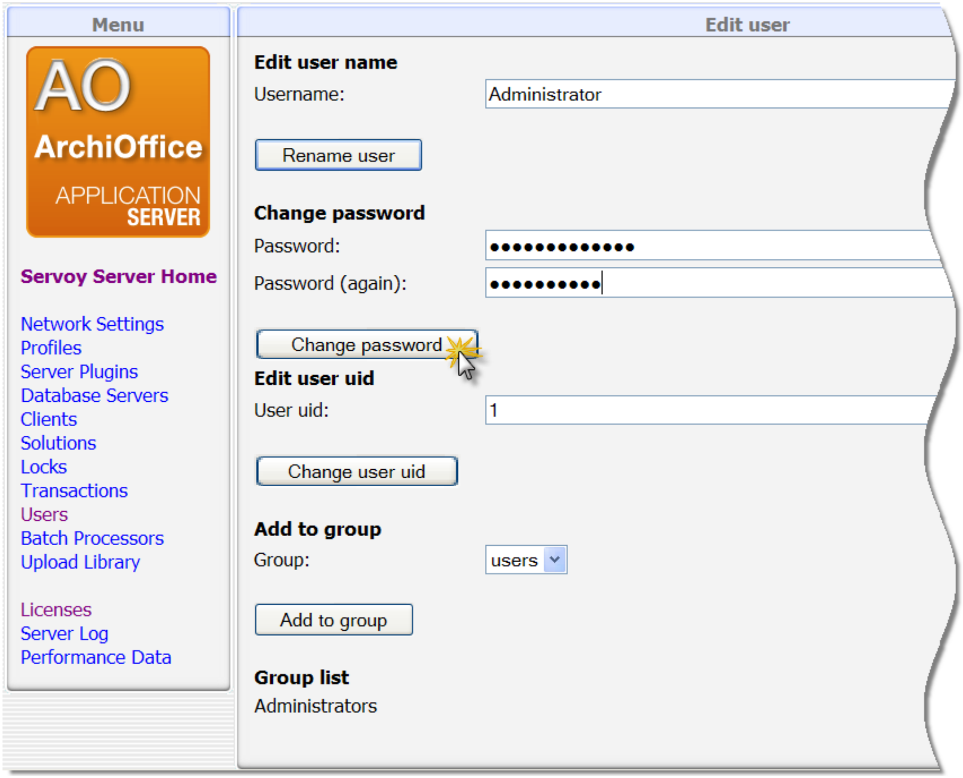
3. Click on the Licenses option on the left to open the Licenses screen.
4. Enter your company name, server license key and number of licenses ***exactly*** as emailed to you (case-sensitive). Make sure to leave the Licensed Product set to *Client*.



5. Click **Check Code** to verify the license key. When successful, it displays *Code OK*.
6. Next, if desired, you can change the default password for the Administrator. Click the **Users** option on the left to access the Users screen.
7. Click **Administrator** in the *User* list at the bottom of the screen.



8. On the Edit user screen, enter a new password for the Administrator. When done, click **Change Password** and then exit.



Do not lose this password as is it cannot be recovered and regaining access will require downtime, and an additional fee, while we obtain your database and reset the password.

9. You have successfully licensed your server application. To initialize the Server License, you need to reboot the server.

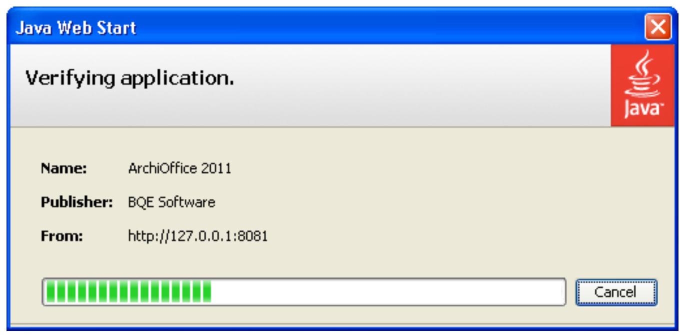
- **PC**: Reboot the server as usual.
- **Mac**: Shut down and then restart the server.

Now you can proceed to license the client application.

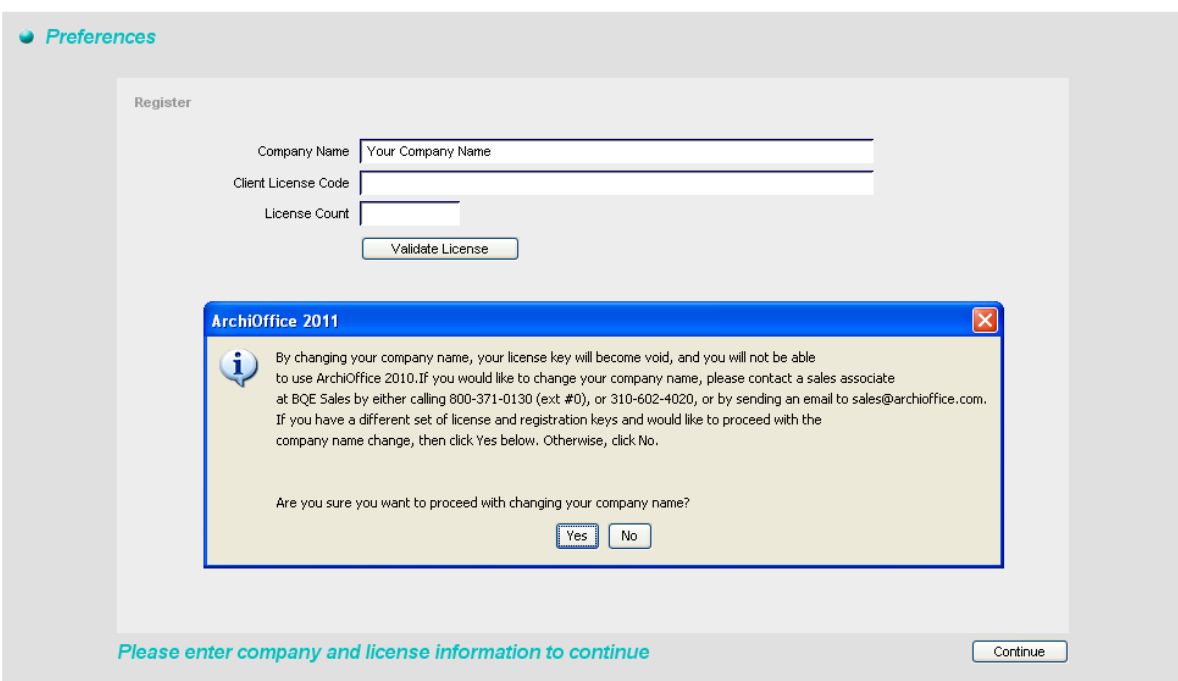
Client Licensing

The second step in the licensing process involves the licensing of the ArchiOffice Client. When you launch the application for the first time, you are prompted by the Preferences-System-Company screen to enter your company name and client license key.

1. To launch ArchiOffice Client:
   - ***PC:*** Open the ArchiOffice Client application from the Start, All Programs, ArchiOffice menu or your desktop (Launch Client Access icon).
   - ***Mac:*** Open the ArchiOffice Client application using the desktop alias or opening the ArchiOffice Control Panel found in /Application/ArchiOffice 2011/Control Panel and clicking Client.
2. The system downloads and verifies the application using Java Web Start.

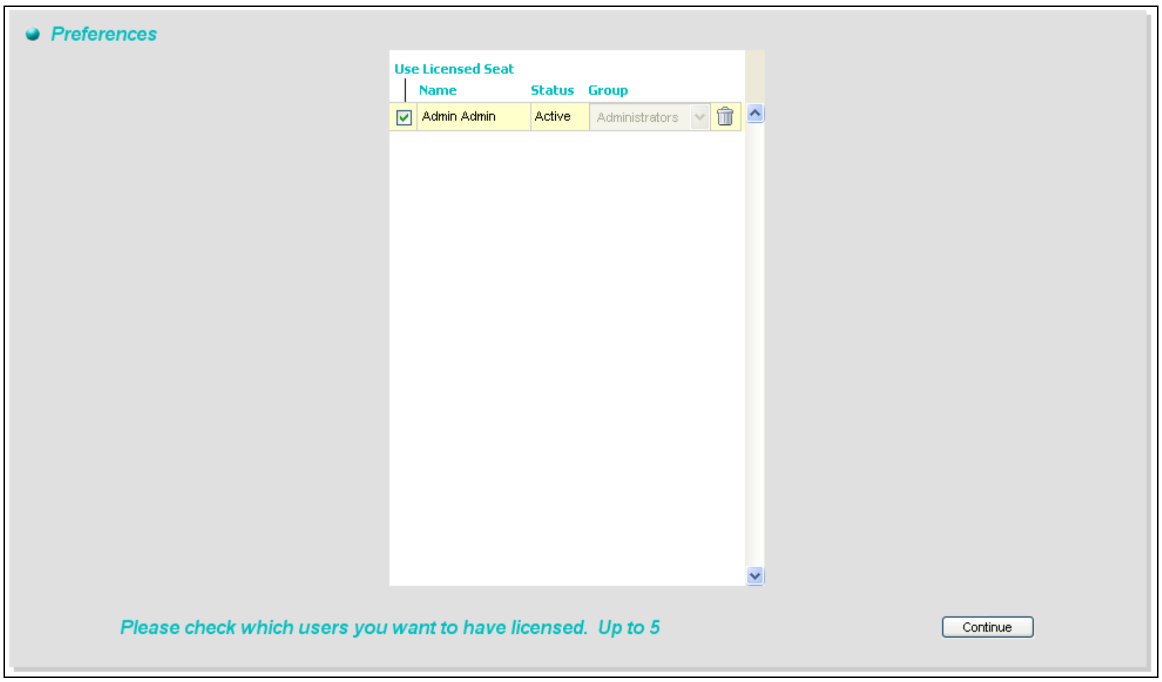


3. Next, you may import your data from a previous version ***if*** you are using an upgrade setup that allows import of data from an older version of ArchiOffice. *Please check the Upgrade from ArchiOfficeV8 whitepaper or contact our Technical Support for assistance.*
4. After data conversion, if any, ArchiOffice then prompts you for licensing.
5. On the *Preferences* screen, enter the company name and client license key, ***exactly*** as emailed to you (case-sensitive). Click the **Validate License** button to verify the license key.



After entering your company name, you may get a warning message about changing your company name. Ignore it and click Yes.

6. Next, you will see a list of current users in the system.
    - **New Installation**: If this is a new user installation, you will see only the pre-generated Admin user and will already have a license allocated to it. Click **Continue**.
    - **Upgrade**: If this is an upgrade installation and you imported data from a previous version, you will see all the users from your older database. You need to authorize users to log in and use the software, depending upon the number of licenses purchased by you (displayed at the bottom).



You must authorize and provide a license to at least one user from the 'Administrators' group.

Log-in

Administrator and other users of ArchiOffice are supposed to log into the program to access its functions and features. Once the licensing has been validated, you are prompted to log into the application.

Your Administrator will provide you with a User Name and Password. If you have imported your data from an older version of ArchiOffice, all existing users will have the same user names and passwords.

To start with, the Administrator uses these defaults:

User Name: **Admin**
Password: **Admin**

You will be prompted to specify the documents storage path in your Operating System from the Preferences-Documents-Paths screen, unless this information was brought in with a data conversion. This is ***required*** for creating projects and documents in ArchiOffice.

ArchiOffice Setup

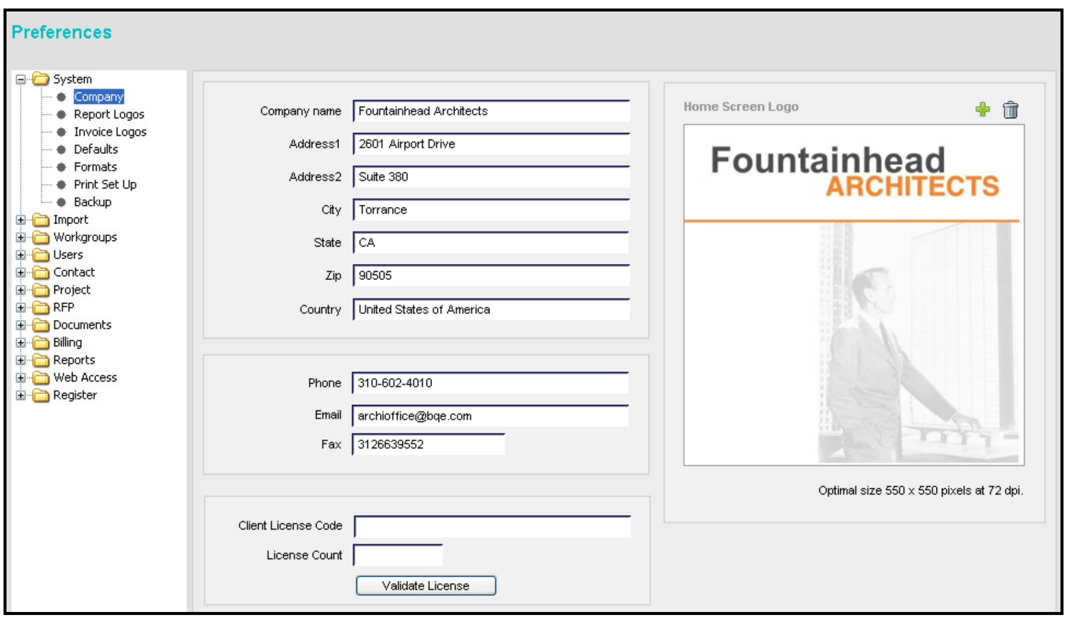
At least one person (Administrator) should be assigned the task of setting up ArchiOffice. The Administrator will need to review and update the Preferences area as explained below. This will establish all default settings for the application.

If your system/network is protected by a firewall, your IT/System Administrator should ***make sure*** to open Port 8081 and Port 1099 for the server.

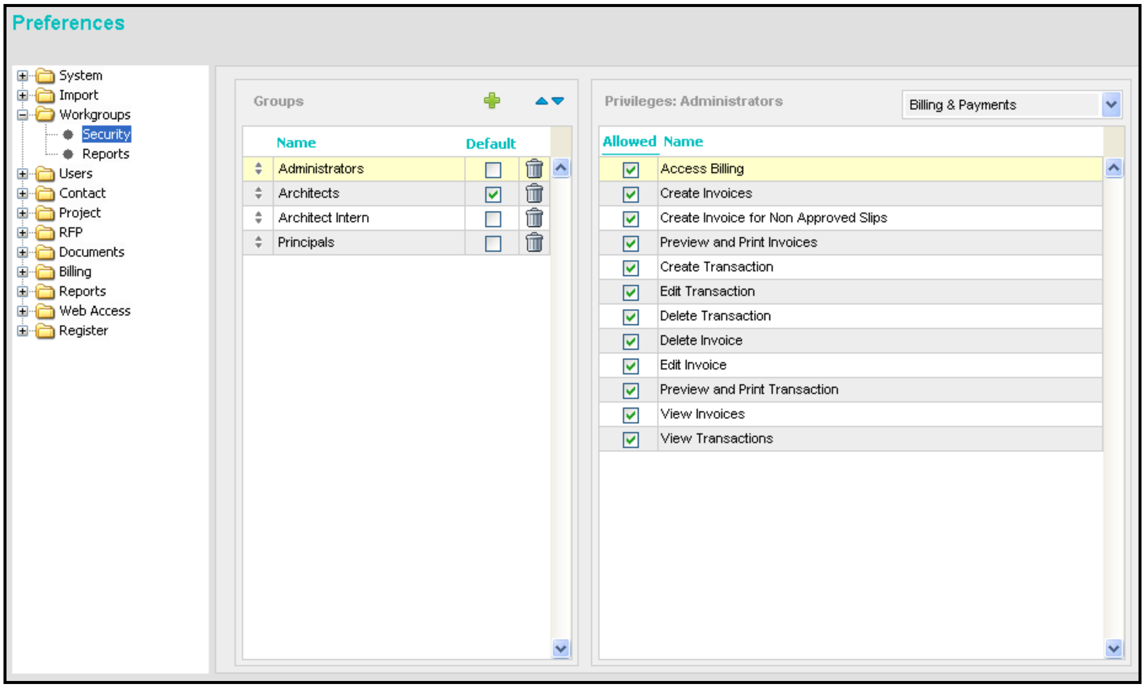
You can access the Preferences screen from the Home page, View menu or Window menu to set up your company profile, users and specify other preferences. You can specify the following important settings from there:

It is critical to set up preferences prior to entering any additional information in ArchiOffice. If you have imported data from an older version of ArchiOffice, much of the information will be imported for you; however you should still review and verify its accuracy.

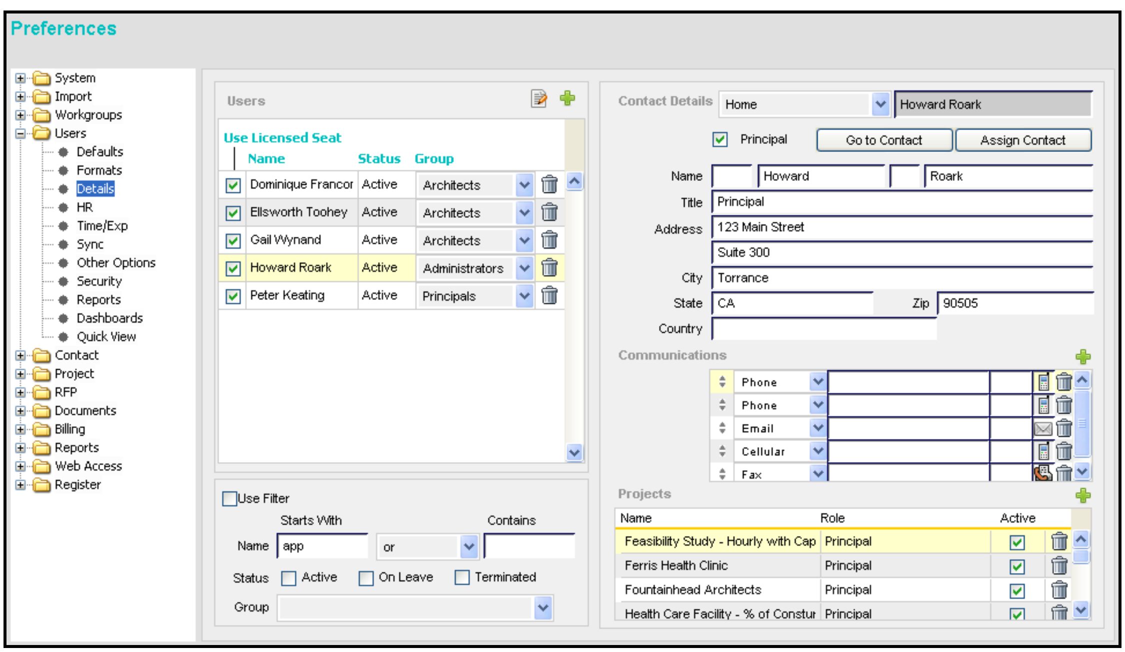
System: Enter your company information, report and invoice logos, default dropdown menu options, number format details as well as your printing standards.



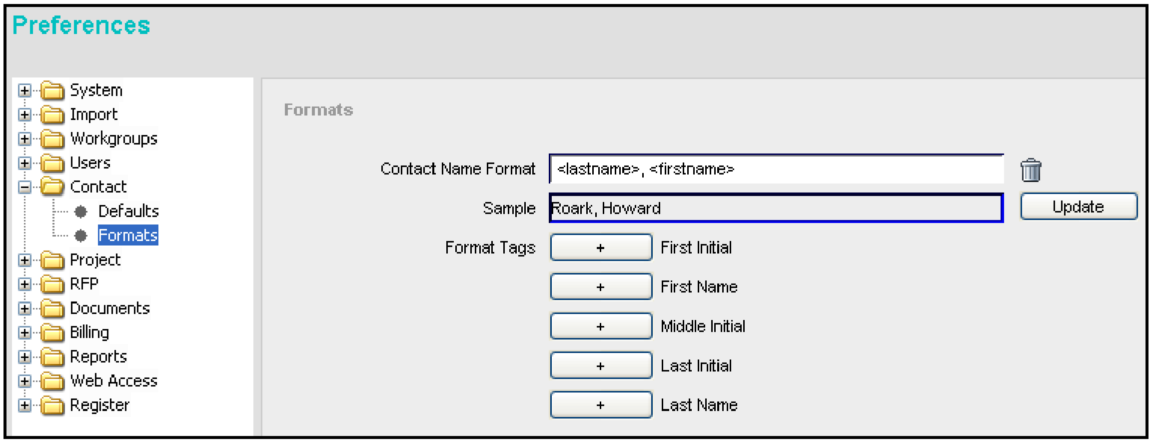
Workgroups: Establish workgroups and their accessibility to information in various screens as well as reports in ArchiOffice. This enables you to set and control user access to information and features on a group basis; rather than one employee at a time.



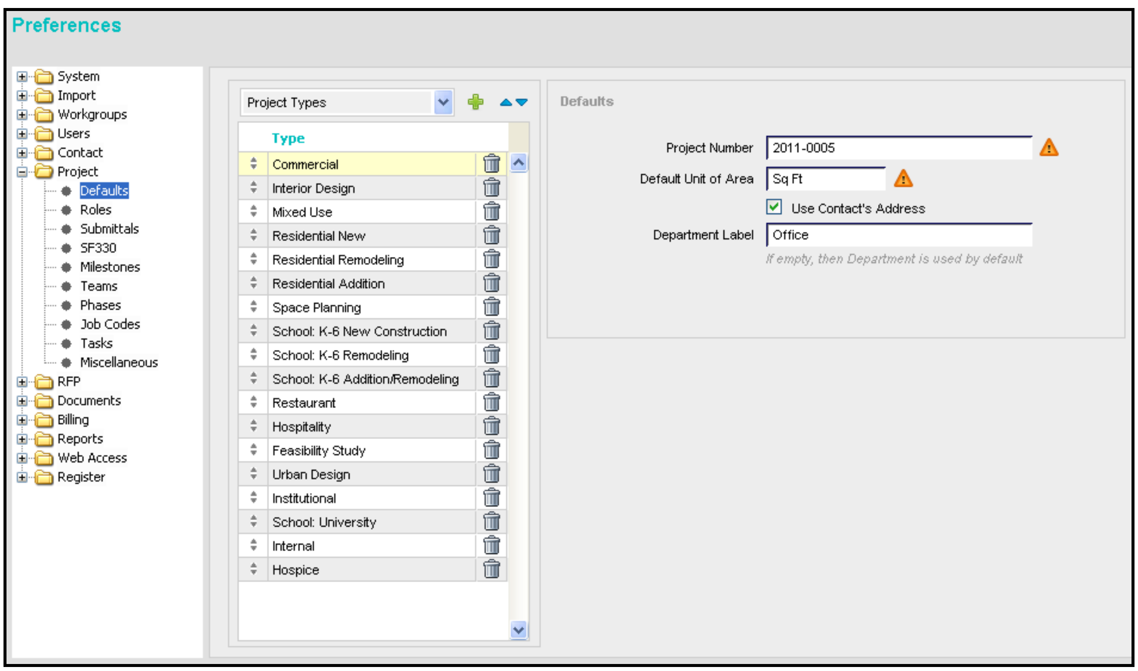
Users: Enter ArchiOffice user profiles and all corresponding details such as human resource information, time and expense, sync privileges, calendar details, etc. In addition, you can override the user's workgroup security here in the Security section. You can also enter their cost and charge rates, which is vital for project's profitability. This information must be entered in its entirety prior to setting up a project.



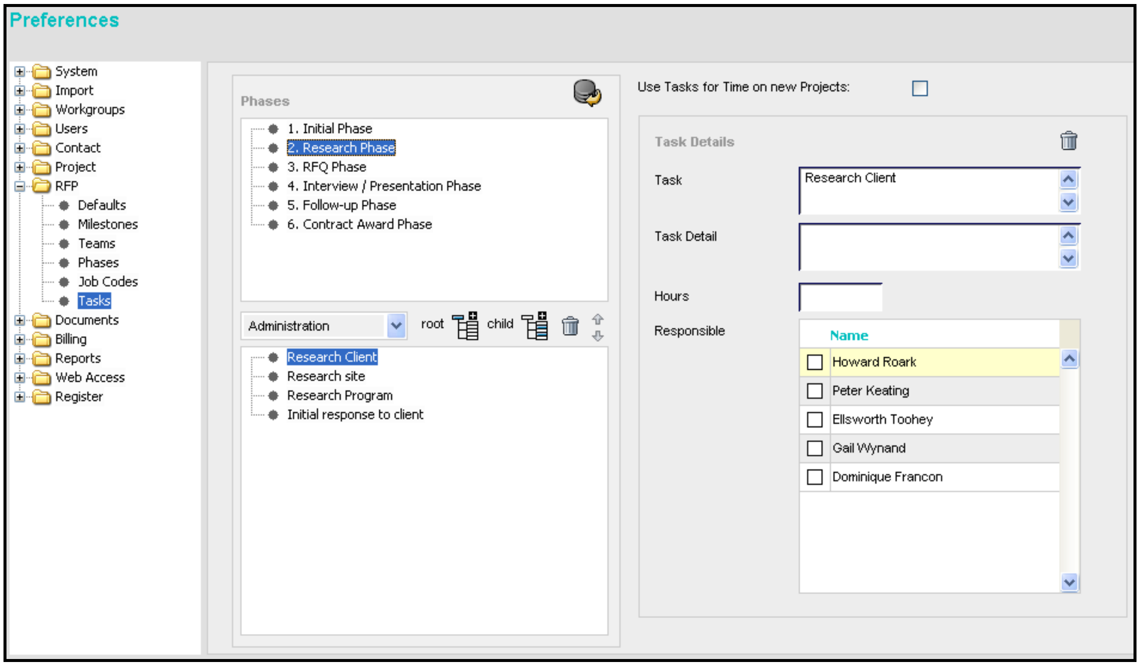
Contact: Set the defaults and formats for your contacts.



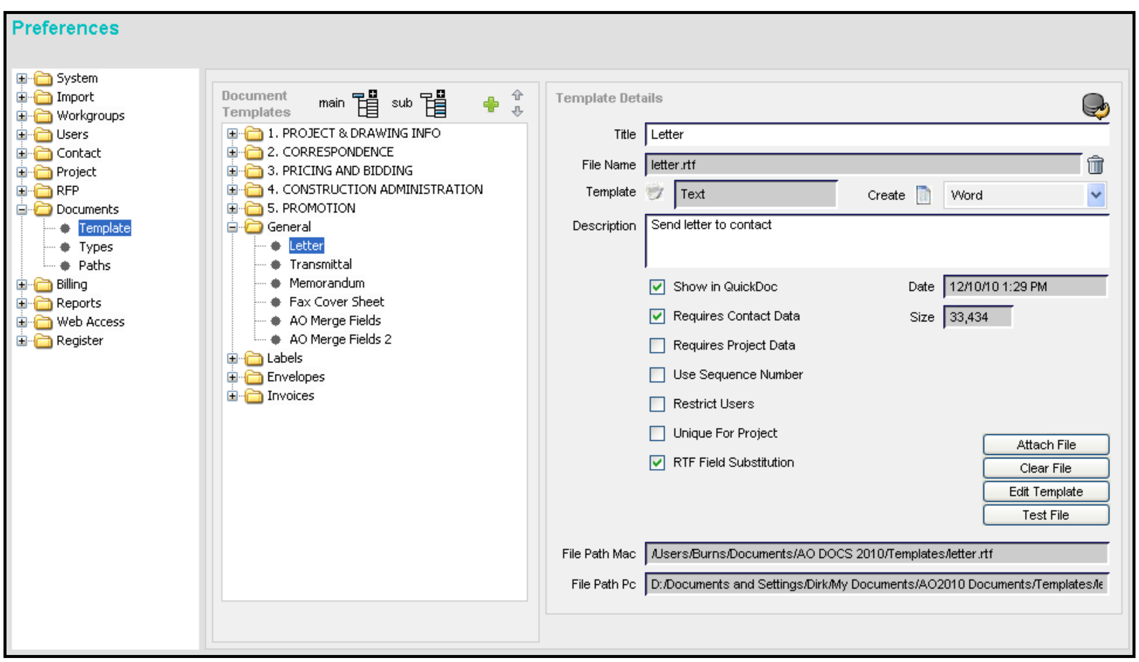
Project: Set the defaults for the projects so that when creating new projects in ArchiOffice, users will have consistent numbering, phase and job codes as well as additional project management information. In addition, you can set the defaults for project dropdown menus, milestones and tasks. Properly setting up this information will ensure that all new projects in ArchiOffice will conform to your practices and project standards. This information must be entered in its entirety prior to setting up a project.



RFP: Set defaults for your 'Request for Proposal' projects (projects representing all your pre-contract work). These projects are set up similarly as the regular ones, but these defaults represent the project before it becomes billable. An RFP project can roll over to a billable project once the client has signed a contract. This is better than creating a brand new billable project.

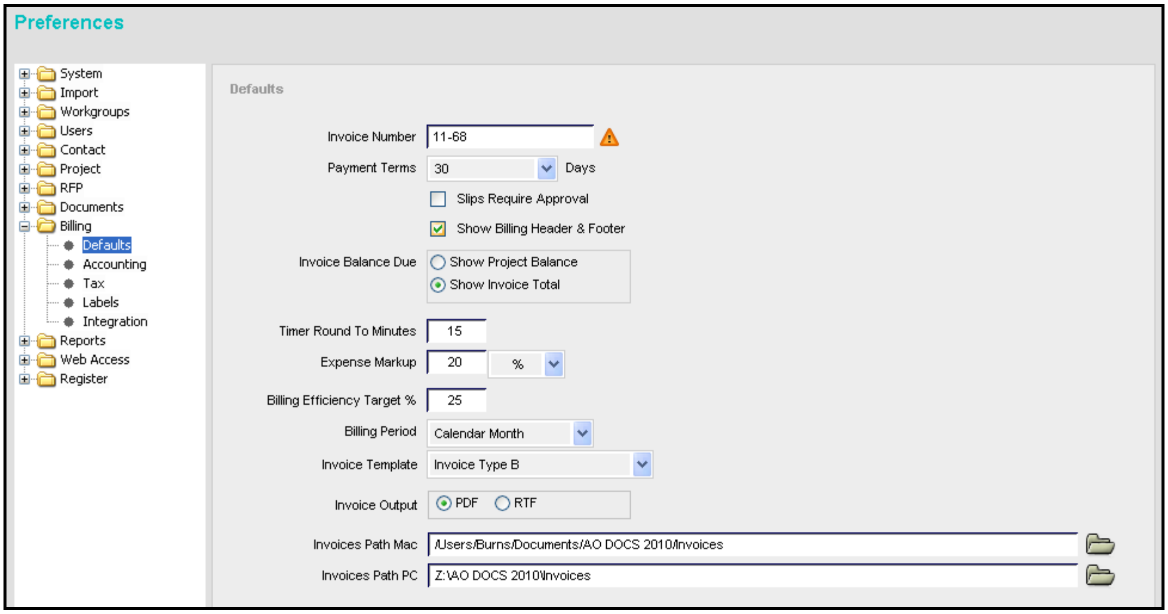


Documents: This represents the default document management structure to be used in ArchiOffice. Here you can modify document Notebooks and dividers as well as add your own templates to ArchiOffice. ArchiOffice works with most conventional document types and comes with more than 70 templates, which can be customized to suit your needs. It is important to set the location where you installed the ArchiOffice Documents folder. If you do not have the path specified properly, you will not be able to create a project.



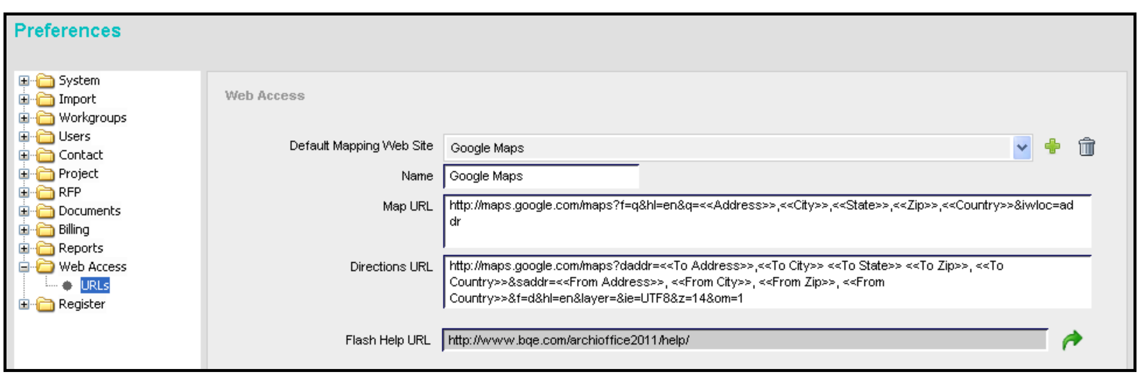
If you have imported your data from a previous version of ArchiOffice, the path to your Documents folder will be imported during the data conversion process.

Billing: This information may require collaboration with an Accountant or Bookkeeper. It sets the defaults for billing preferences such as invoice numbering, payment terms, expense markups, tax models and billing labels. Here you can also customize expense types if necessary. This information must be entered in its entirety prior to setting up a project.



If you have imported your data from a previous version of ArchiOffice, the path to your Invoices folder will be imported during the data conversion process.

Web Access: Set your default map URL. The Contacts portal provides links directly from your contacts information using the maps you choose here. This information can be used for easy mapping of contact addresses or driving directions.



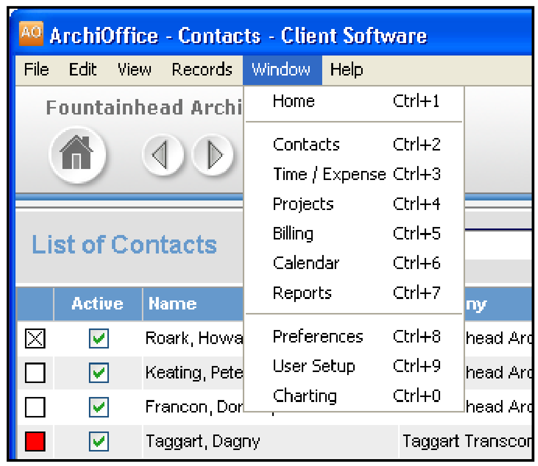
ArchiOffice Basics

This section focuses on the basics of ArchiOffice including navigation options available in the program. Before proceeding, please review the Setup section to ensure all default settings have been set up properly to meet your needs.

Navigation

You can navigate ArchiOffice using the following navigation options:

- **Menu**: Context-sensitive menu with dropdown options, e.g., File, Edit, View, Help, etc.

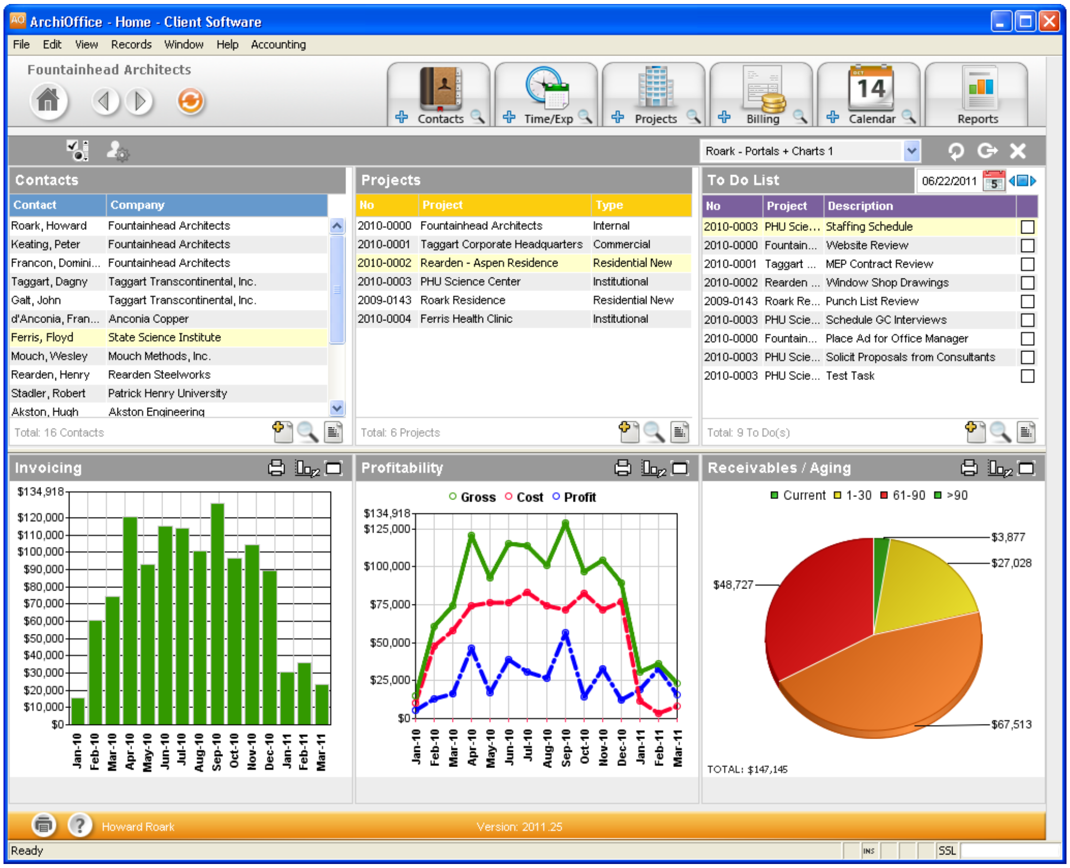


- **Tabs**: Color-coded tabs (title bars) provide access to various modules in ArchiOffice, such as Contacts, Time/Exp, Projects, etc.

- **Master Control**: Options to go to the Home page, previous and next screens visited, sync with external applications, etc.

- **Preferences Bar:** Options based on the user's access privileges, including Accounting Sync, Preferences, Support, User Setup, Login, etc.

- **Dashboards**: Area that displays system charts, lists, logo, portal, etc. You can configure an unlimited number of dashboards holding a mix of charts data portals. The dashboard is customizable- you can edit or zoom charts and access right-click options.



Tutorial

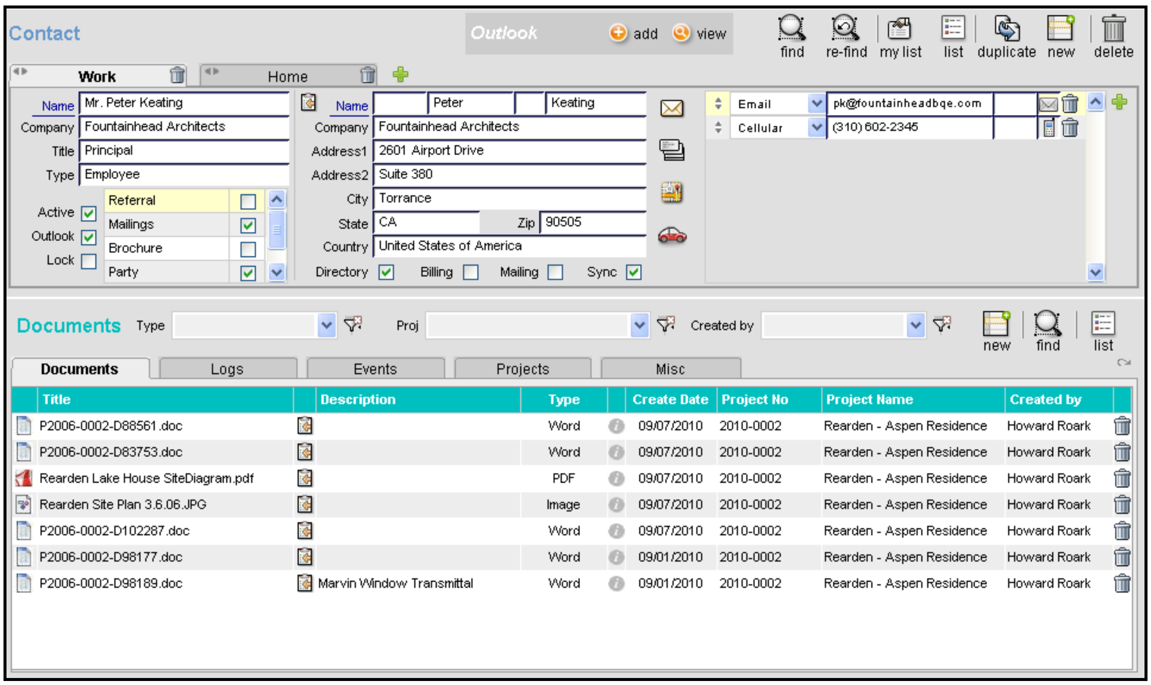
This tutorial covers the basic processes involving project setup, time tracking, billing, payments, project management and reporting.

Contacts

The Contact screen allows you to create and maintain a profile of your contacts including clients, vendors, sub contractors, consultants, and anyone related to your projects. Contact information can be entered manually or, if your contacts are maintained in another application, you can import that data into ArchiOffice as well as synchronize them with Outlook or Address Book.

To enter contact information:

1. From the Home page, select the **Contacts** tab.
2. It displays a list view of your contacts. Click **New** on the button panel to add a new contact.



3. Enter the required information about the contact on the Work tab such as Name, Company, Address, Phone, etc. When a new contact is created, default settings specified in the Preferences are automatically applied.

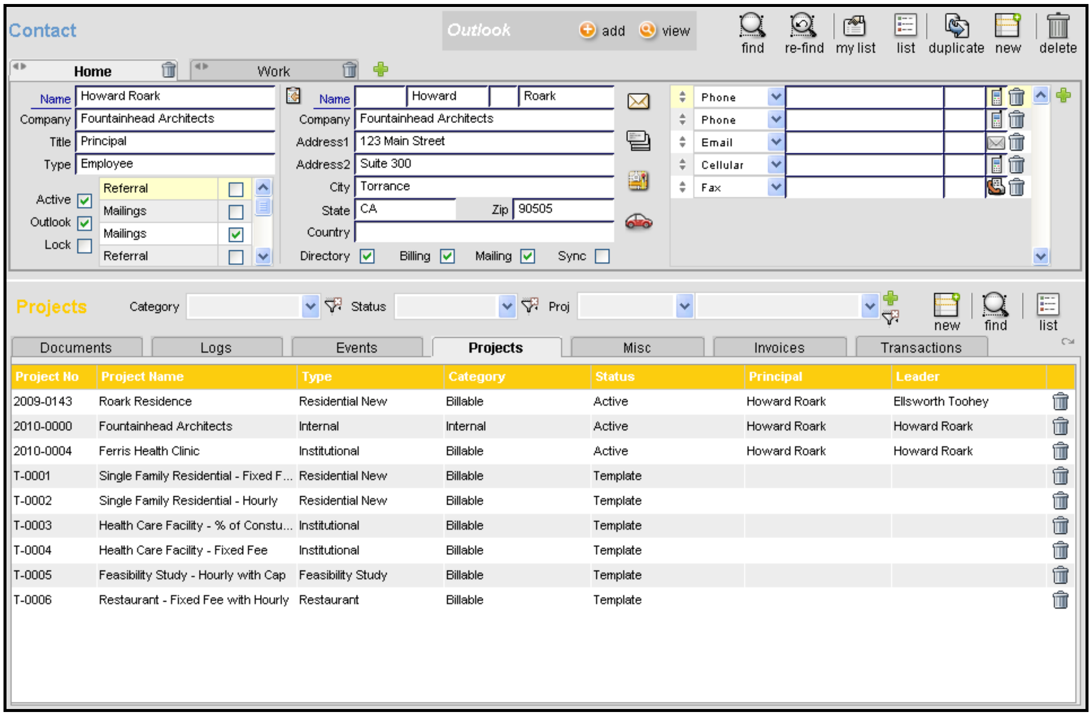
   You can add more tabs to this screen by clicking the **Add** icon. Additional tabs provide the ability to enter multiple addresses and phone numbers, i.e., home, billing, job site, assistant, his/hers. This helps keep the contact details organized and easily accessible.

4. Before proceeding to create a project, you must have entered the client's contact details (address and phone) first. All projects are built based on the client's contact information.

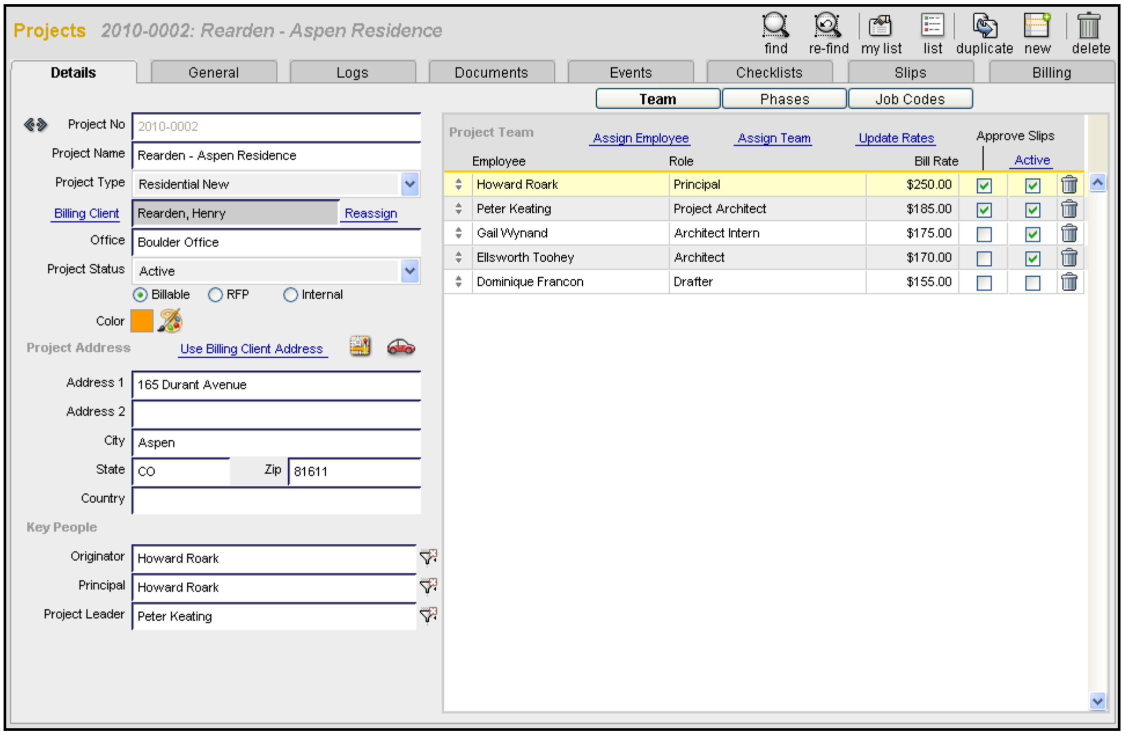
Projects

The Projects screen allows you to create and maintain a profile of your projects or jobs. When a new project is created, default settings specified in the Preferences are automatically applied.

1. From the *Contacts* screen, select the client's contact record.
2. In the detail view, select the **Projects** tab below the contact details.



3. Click the **New** button to create a new project.
4. It prompts you to enter the required information such as type of project Billable (contract work that will be billable), RFP (pre-contract) or Internal (internal office work that is non-billable or project related); client, project name and number.
5. On entering this information, you automatically move from the *Contacts* screen to the *Projects* screen.
6. On the *Details* tab, you can enter the project's basic details such as employees (team) working on this project, phases and job codes included in the scope of this project and as stipulated in your contract. In addition, phases and job codes can have sub classifications to accommodate consultant's fees or any other sub categories related to budgeted phases and job codes.



7. Next, move to the *Billing–Options* tab and set the project's invoice method. This is important prior to entering the project's budget.
8. Move to the *Billing–Budgets* tab where the phases (sub phases), job codes (sub-job codes) have already been set. Enter the fees and hours budgeted for each phase. This will coincide with information stipulated in your contract.

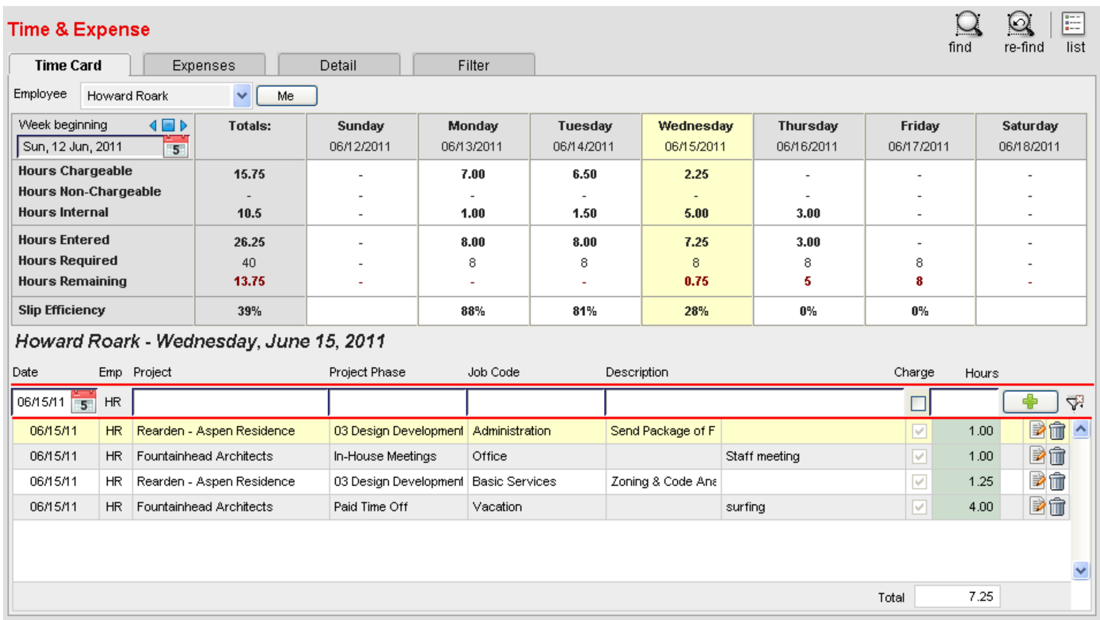
> It is imperative that budgets are set for ALL projects, whether hourly, stipulated sum, percent of construction or unit cost. Without a budget, you will not be able to effectively report on or evaluate the efficiency of your project(s). Though hourly projects do not necessarily need a budget, it is important for you to estimate your fees and time that you will be spending on each phase of the project so you can manage each project accurately to ensure profitability.

After project setup, you and your team members can begin tracking their time on it.

Time and Expense

The Time/Exp screen is the central location for all time and expenses entered in ArchiOffice. The Time & Expenses list view displays all the existing time and expense entries in the system.

1. From the Home page, select the **Time/Exp** tab.
2. On the *Time Card* tab, select the desired Employee from the dropdown list (your name is pre-selected by default).



3. Enter the required information such as Date, Project Name, Job Code, Description, Hours, etc. in the section below the grid.
4. Specify whether the time entry is chargeable or not by checking/un-checking the Charge option.
5. Click the **Add** icon to add and save the time entry.
6. Similarly, on the *Expenses* tab, enter the required information such as Date, Project Name, Expense Type, Quantity, Cost, etc in the section below the grid.
7. Specify whether the expense entry is non-reimbursable and/or employee reimbursable by checking the relevant *Reimb* option.
8. Enter the quantity and cost of the expense.
9. Click **Add** icon to add and save the expense entry.

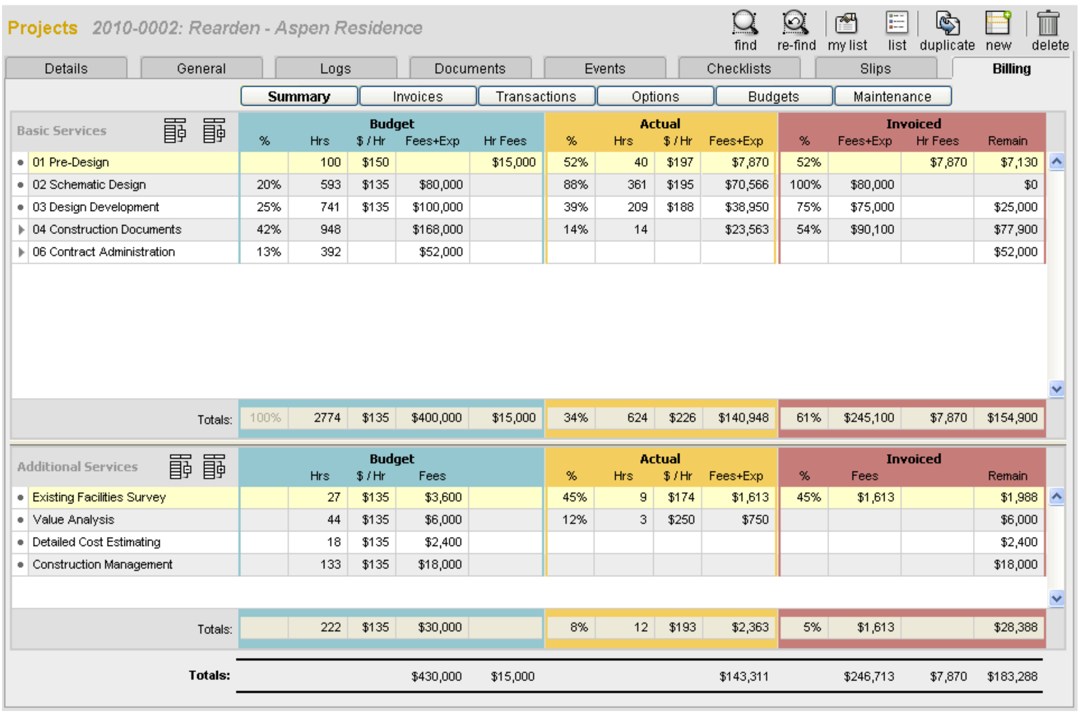
If you prefer, both time and expense information can be entered in the Time/Exp–Detail screen. On this tab, you have the option of using a timer to track your time, place a slip on Hold, enter notes, etc.

Billing

ArchiOffice provides several options for generating invoices and applying payments. For each project, you can generate invoices using the Projects- screen. Here you can set the defaults and billing options for a project. You can also perform the billing functions from the Billing screen.

To generate invoices:

1. On the *Projects* screen, select the **Billing-Options** tab.



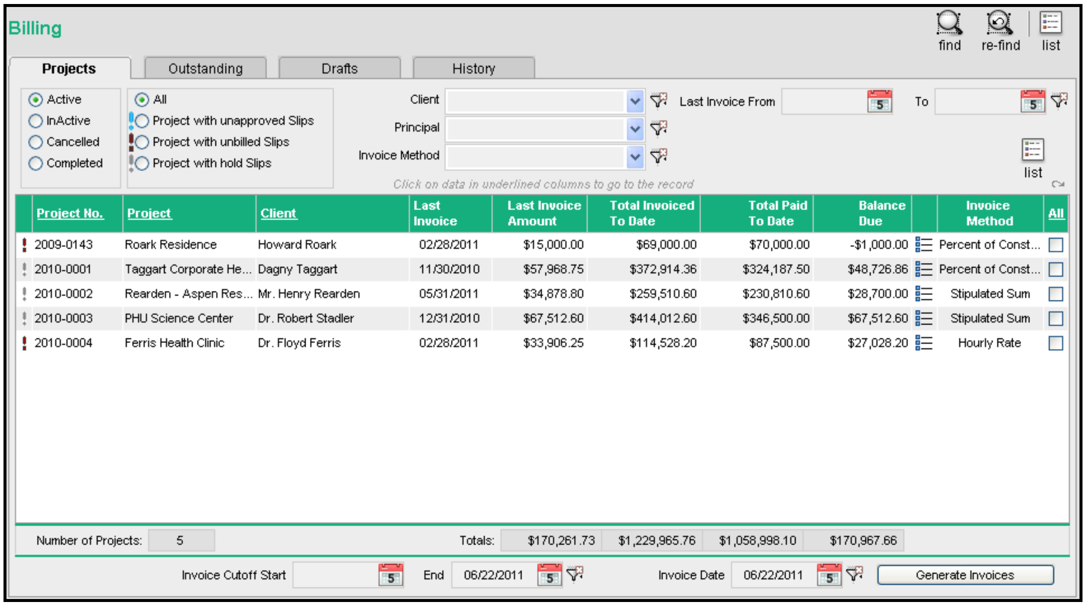
2. Enter an amount to be billed (if billing by stipulated sum).
3. Choose the criteria for the Invoice Format and the Invoice Output.
4. Generate the invoice by clicking the **New** button.

Once an invoice is generated, it becomes a Draft invoice, which can then be finalized and sent to the client after review.

The Billing screen allows you to view and generate invoices for projects. You can also view outstanding, draft and historical invoices from here as well as apply payments to outstanding invoices.

The list view provides a listing of all invoices in the system.

1. From the *Home* page, select the **Billing** tab.
2. On the *Billing-Projects* screen, specify filters to view the desired invoices.



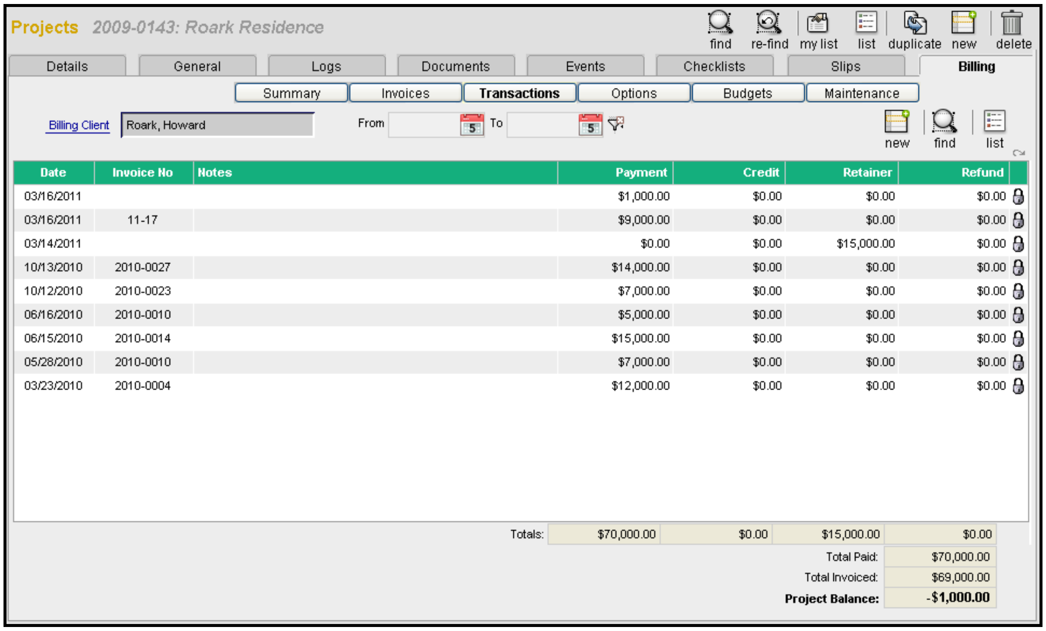
3. Select the checkbox for the projects you want to bill.
4. Click the **Generate Invoices** button at the bottom to create new invoices. This moves them to the Drafts status.
5. On the *Drafts* tab, finalize an invoice by checking the appropriate draft invoice, and then clicking the **Finalize** button. Finalized invoices can then be printed from each individual project.

Payments

Payments can be applied for the individual projects using the Projects screen.

To apply payments:

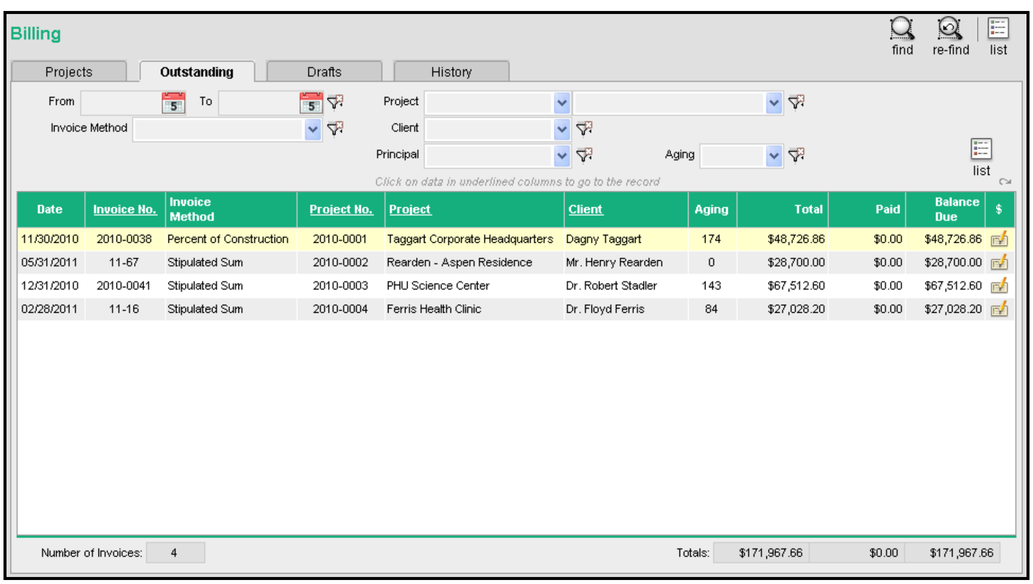
1. Open the *Projects* screen and select the **Billing-Transactions** tab.



2. Click the **New** button to record a new payment.
3. Enter the payment date and corresponding notes (i.e., check number payment details, etc.).
4. Select the **Payment** option.
5. Enter the amount of payment received and confirm the amount to apply.
6. Choose **Apply** for the corresponding invoice. Finally, click **Done**.

If you prefer to enter the payment in a batch method, you can do so from the Billing screen.

1. Open the *Billing* screen and select the **Outstanding** tab.
2. Find the corresponding invoice for the payment, using filter options at the top if necessary.

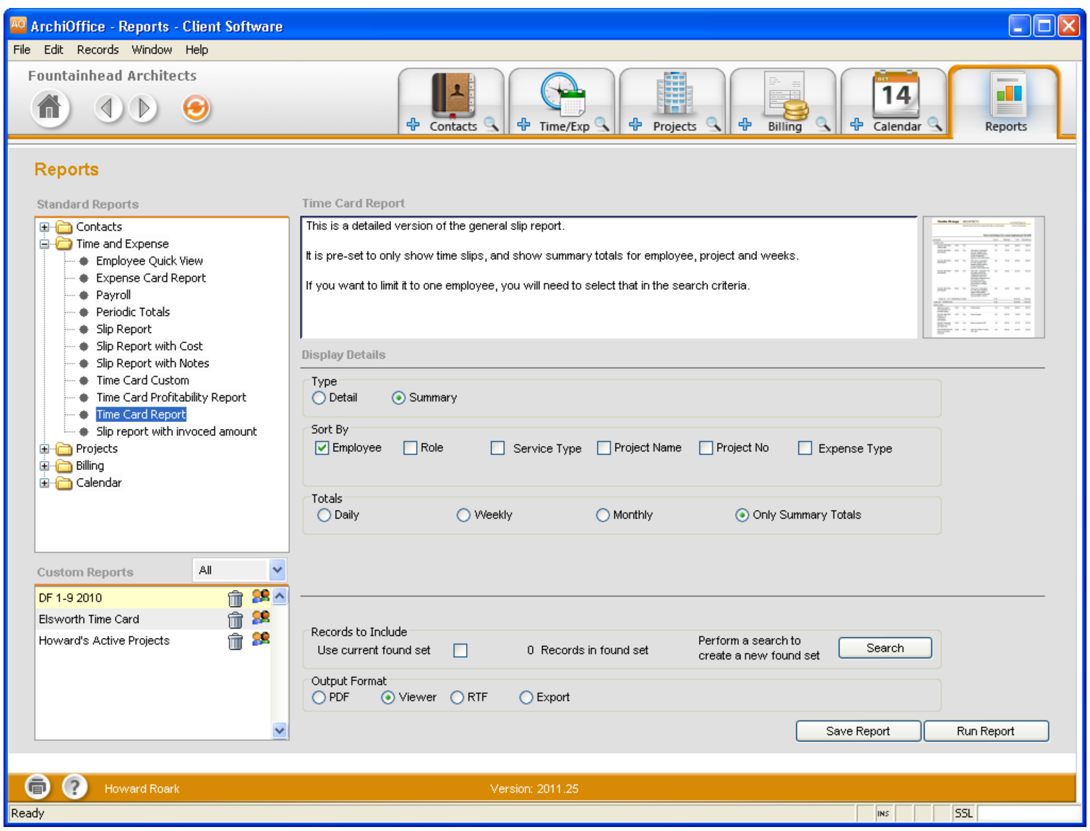


3. Apply the payment by going to the end of the row for the invoice entry. Click the payment icon.
4. It will automatically open the Projects-Billing-Transactions screen where you can enter the payment (as explained above).

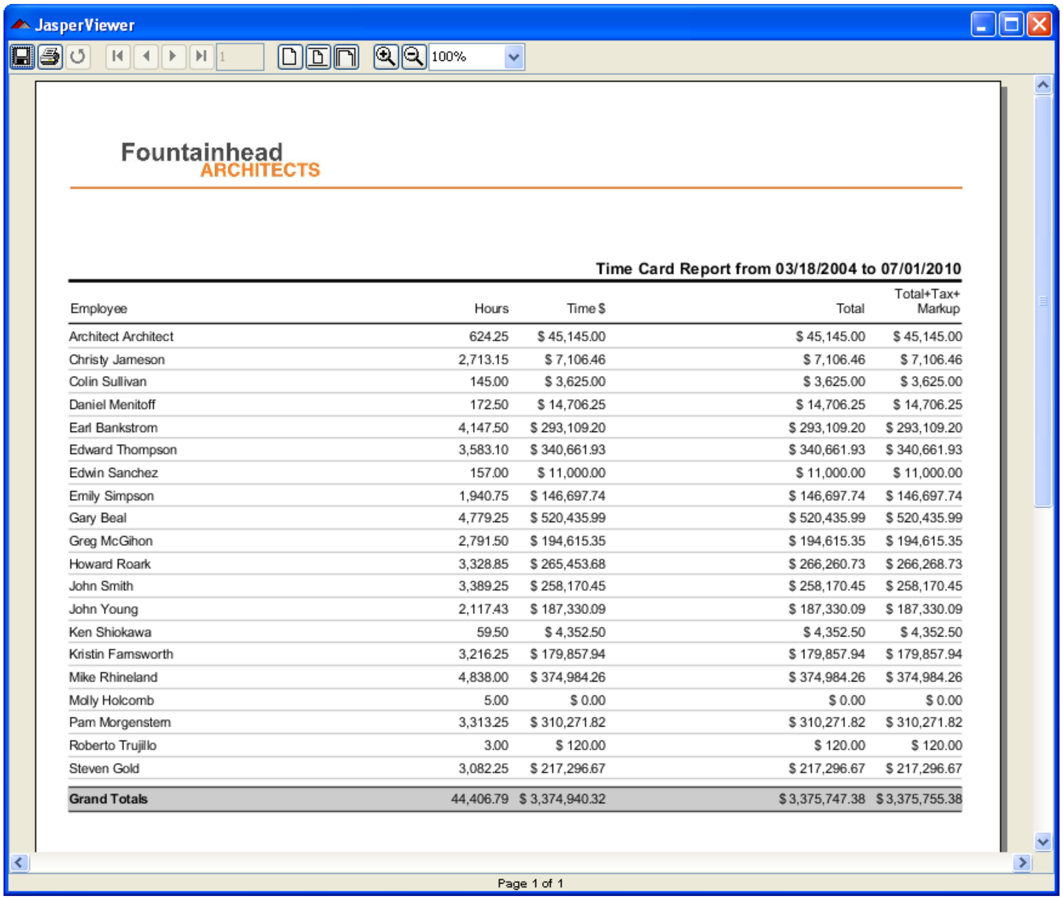
Reports

The Reports screen allows you to save and run standard and custom reports in a detailed or summarized layout. You can also view your reports in different formats, such as PDF, RTF or Excel. It is recommended that you should check each category and run the reports included and see how each would best represent your data. Once you have the report filters and criteria set properly, saving the report for future can be very helpful.

1. From the *Home* page, select the **Reports** tab.
2. Select the desired report from the Standard Reports list on the left.



3. Specify the Display Details for the selected report, such as Type, Sort By, Output Format, etc.
4. After building the report settings, click the **Run Report** button to view it.



Time Card Report from 03/18/2004 to 07/01/2010

Employee	Hours	Time $	Total	Total+Tax+ Markup
Architect Architect	624.25	$ 45,145.00	$ 45,145.00	$ 45,145.00
Christy Jameson	2,713.15	$ 7,106.46	$ 7,106.46	$ 7,106.46
Colin Sullivan	145.00	$ 3,625.00	$ 3,625.00	$ 3,625.00
Daniel Menitoff	172.50	$ 14,706.25	$ 14,706.25	$ 14,706.25
Earl Bankstrom	4,147.50	$ 293,109.20	$ 293,109.20	$ 293,109.20
Edward Thompson	3,583.10	$ 340,661.93	$ 340,661.93	$ 340,661.93
Edwin Sanchez	157.00	$ 11,000.00	$ 11,000.00	$ 11,000.00
Emily Simpson	1,940.75	$ 146,697.74	$ 146,697.74	$ 146,697.74
Gary Beal	4,779.25	$ 520,435.99	$ 520,435.99	$ 520,435.99
Greg McGihon	2,791.50	$ 194,615.35	$ 194,615.35	$ 194,615.35
Howard Roark	3,328.85	$ 265,453.68	$ 266,260.73	$ 266,268.73
John Smith	3,389.25	$ 258,170.45	$ 258,170.45	$ 258,170.45
John Young	2,117.43	$ 187,330.09	$ 187,330.09	$ 187,330.09
Ken Shiokawa	59.50	$ 4,352.50	$ 4,352.50	$ 4,352.50
Kristin Farnsworth	3,216.25	$ 179,857.94	$ 179,857.94	$ 179,857.94
Mike Rhineland	4,838.00	$ 374,984.26	$ 374,984.26	$ 374,984.26
Molly Holcomb	5.00	$ 0.00	$ 0.00	$ 0.00
Pam Morgenstern	3,313.25	$ 310,271.82	$ 310,271.82	$ 310,271.82
Roberto Trujillo	3.00	$ 120.00	$ 120.00	$ 120.00
Steven Gold	3,082.25	$ 217,296.67	$ 217,296.67	$ 217,296.67
Grand Totals	44,406.79	$ 3,374,940.32	$ 3,375,747.38	$ 3,375,755.38

5. If you wish, click **Save Report** to save your report under the *Custom Reports* category.

Project Management

ArchiOffice provides many ways to measure the efficiency of your projects. The following features can provide you with useful information to review your projects and track their progress.

Projects Summary

Projects–Billing–Summary screen: This view allows you to measure efficiency based on the projects budget, compared to the actual time and fees to what has been invoiced. This information is updated in real-time and represents the status of your project.

Project Profitability

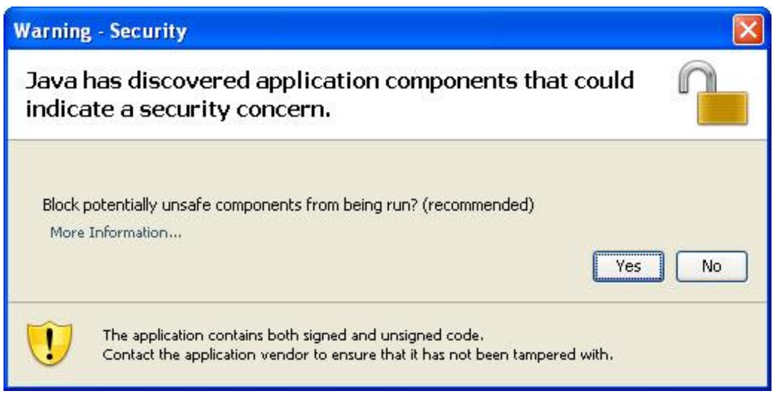
Projects–General–Quick View screen: This view displays the most pertinent information relating to your project's profitability. Here you will see the Total Cost to Date, the Total Net Billings or Payments Received, which then reflects your actual Profitability. In addition, this view provides a breakdown of the budgeted time on a project compared to the actual hours spent, as well as the cost for each project phase.

Troubleshooting

Various technical issues that may be encountered during the installation and startup of the ArchiOffice application have been explained here:

Error
Java has discovered application components that could indicate a security concern. This applies to Java version(s): 6.0, 6u19+.

Symptoms
While attempting to run Java based applet or application, a security warning appears: 'Java has discovered application components that could indicate a security concern.'



Cause
Signed Java Web Start applications and applets that contain signed and unsigned components could potentially be unsafe unless the mixed code was intended by the application vendor. As of the Java SE 6 Update 19 release, when a program contains both signed and unsigned components, a warning dialog is raised.

Solution
Referring to the above screenshot, if the user clicks **Yes**, it blocks potentially unsafe components from running, and the program will terminate. If the user clicks the *No* button, the application or applet continues normally.

Error

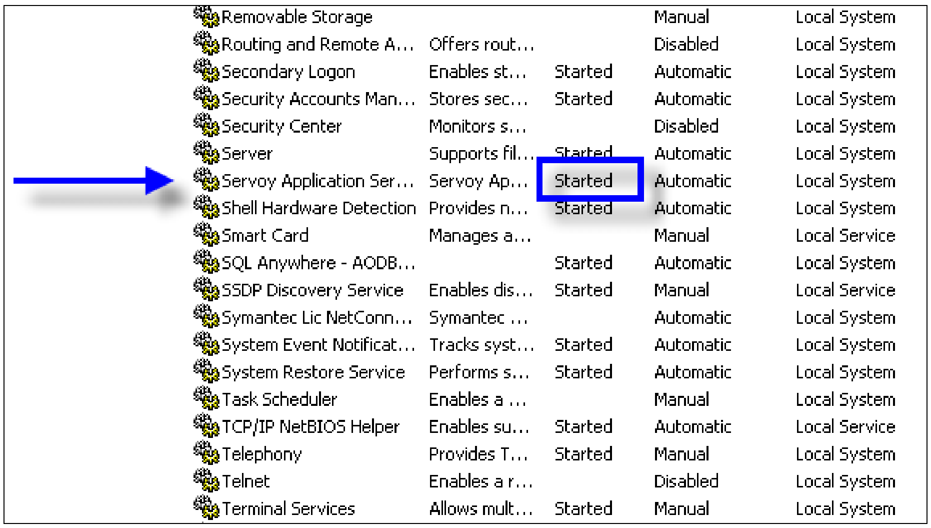
While trying to launch ArchiOffice, I either receive a blank Servoy screen or am not able to access the ArchiOffice data on the server.

Solution

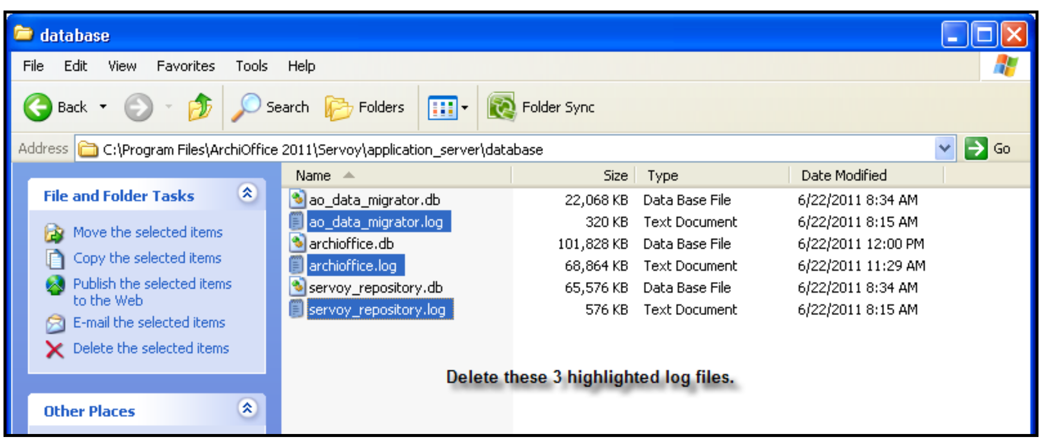
This installation issue can be confirmed and fixed by following these steps:

PC Users:

1. On the Server, verify the ArchiOffice Servoy Server is running. Go to *Control Panel, Administrative Tools* > *Services* and check whether the *Servoy Application Server* service has a status of *Started*.



2. If it does not show *Started*, then go to **C:\Program Files\ArchiOffice 2011\Servoy\application_server\database** and delete all the log files.



3. Now start the ArchiOffice 2011 Server again. Confirm whether the Servoy Application Server has started (*as in the first step*).
4. Turn off your Firewall.
5. On the Client, turn off/down UAC on Vista/Windows 7 computers.

6. Update Java to the latest version. This is ***critical*** if you are not able to open the ArchiOffice Client. You may need to uninstall all versions of java, and then reinstall the current version. If you are using the latest version, try uninstalling Java, and then re-installing it (www.java.com).
7. Once you update Java, Go to Control Panel > Java > General > Settings and click **Delete Files** to clear your Java Cache.
8. Re-launch the ArchiOffice Client application by clicking the desktop shortcut or entering the correct server IP address into a web browser. E.g., http://192.168.100.50:8081/servoy-client/archioffice_client.jnlp

Mac Users:

1. On the server, check to make sure the ArchiOffice Servoy Server is running. Go to /Applications/ArchiOffice 2011/Control Panel and launch the ArchiOffice Control Panel. It should indicate whether the server is running at the top.
2. If it does not indicate that the server is running, please contact ArchiOffice Technical Support at (310)602-4030.
3. Turn off your Firewall.
4. On the Client, update Java to the latest version. This is ***critical*** if you are not able to open the ArchiOffice Client. If you already have the latest version, check your Java Preferences and move the Java v6 versions to the top of the list.
5. Clear your Java Cache from Java Preferences-Network screen by clicking Delete Files.
6. Re-launch the ArchiOffice Client application by clicking the desktop shortcut or entering the correct server IP address into a web browser. E.g., http://192.168.100.50:8081/servoy-client/archioffice_client.jnlp

Error

Mac installer allows only the original Admin account (Me) to have Read/Write privileges.

Symptoms

In spite of creating an Administrator account and having a successful installation, after restarting the computer and logging in with the same Admin account, the 'Welcome to ArchiOffice' startup instructions screen doesn't launch. This Admin account does not have access permissions as shown by the Applications folder. Even though the installer allows installation for all users of the computer, it doesn't actually do so.

Solution

Please follow these steps to fix the problem:

1. Select the Applications/ArchiOffice 2011 folder and click command-I, or go to the File dropdown menu and select Get Info.

2. On the ArchiOffice 2011 Info screen, click the small lock in the bottom-right.
3. Enter the Admin password.
4. Click the **Add** icon ✚ in the bottom-left of the screen to add a new privilege.
5. Select **Administrators** and make sure it has *Read & Write* privileges.
6. Then select **everyone** (which is already part of the privileges) and change it to *Read & Write* privilege instead of 'No Access'.
7. To the right of the **+/-** buttons in the bottom-left of the screen is a button with a gear. Click it and select the **Apply to Enclosed Items** option. This will propagate these privileges to all subfolders and files.

Error
Not able to connect to ArchiOffice from a Client machine

Symptoms
After installing ArchiOffice and licensing it, I am not able to connect to it from a Client machine/system.

Solution
To connect to ArchiOffice from the Client system, open your browser and type
http://[ServerIPAddress]:8081

To find the Server IP address for Windows OS:

1. On the Server machine, select **Start > Run**, type **cmd** and press **Enter** to access the Windows Command prompt.
2. Type **ipconfig**. Press **Enter**. This will display the IP address (e.g., 192.1.5.168) to be used for the clients on your network.

This displays the ArchiOffice Client Application launch page, which will download the Client application from the Server and create a shortcut on the desktop. During the download, you will be asked to verify or accept the security certificates. You can launch the Client application from the desktop shortcut from now onwards, without using the browser and the Server's IP address.

If the shortcut ***does not*** appear on the desktop, it is because of your settings. Control Panel, Java, Advanced, Shortcut Creation has an option set that prevents all Java shortcuts from being downloaded and saved. You need to change this setting to permit shortcuts or else use the web browser to launch your Client application each time.

For more technical issues, check our ArchiOffice Knowledgebase at www.bqe.com/ArchiOfficeKB.

Congratulations! You have now successfully installed ArchiOffice and understood its basic functionality. To learn more about this program, check the ArchiOffice Help or visit www.ArchiOffice.com/ProductOverview.

For more information, visit us at www.ArchiOffice.com.If you have any trouble in using ArchiOffice, please contact ArchiOffice Support at (800) 371-0130 (ext #0) or support@ArchiOffice.com. For other questions, please call us at (888) 245-5669 (US and Canada) or (310) 602-4020; or email sales@ArchiOffice.com.