

bqe ArchiOffice 2013

Time is a terrible thing to waste.

Meet the smarter, faster ArchiOffice. It intelligently helps you navigate quickly, find what you need fast, and complete timecards in seconds. The areas that demand your immediate attention are clearly displayed to simplify employee and project management. Imagine having all the disparate pieces of information you deal with brilliantly organized so you always have what you need, when you need it—wherever you are. That's ArchiOffice 2013.

ArchiOffice Helps You:

- Provide principals, project managers and the entire staff the essential information to keep them heading in the right direction.
- Enforce systems and procedures throughout the firm allowing you to apply all your creativity to the projects you design, rather than trying to figure out how to run them.
- Make your firm stand out as professional, efficient and on the leading edge of technology.
- Improve your cash flow with ArchiOffice invoices, created the way architects want them and aligned to the client's expectations—making it easier for clients to pay faster.

Vital Information at a Glance

Everything comes together on one easy-to-use dashboard. ArchiOffice's widgets narrow down the information you need so you can easily monitor:

- Contacts, clients and projects that need your attention
- Pending to-do items
- Upcoming meetings and project milestones
- Your timecard
- Status of revenues, profitability, utilization and receivables

Phase	% Progress	Budget Hrs	Actual Hrs
01 Pre-Design	100.00 %	0.00	78.75
02 Schematic Design	42.00 %	648.65	696.25
03 Design Development	29.00 %	923.33	617.00
04 Construction Documents	2.00 %	1666.67	38.00
06 Contract Administration	0.00 %	0.00	202.00
Totals:		3248.65	1340.00

Task	Start Date	Budget Hrs	Actual Hrs	Status
Building Elevations - Character		99.00	37.75	Pending
Typical Sections		96.00	48.00	Pending
Scope Specifications - all Divisions		36.00	24.00	Pending
Schedules: Room Finish & Door		32.00	23.00	Pending
Totals:		263.00	132.75	

Project Task Screen

Simple Project Management

Scheduling, budgeting and assigning tasks is much easier when you can see where you are at any time.

ArchiOffice lets you identify and monitor each phase, track progress and compare budgeted hours and costs against actual.

As you build a true history of the time and costs associated with completing your projects you are equipped to identify inefficient employees, profit sources, and prepare competitive realistic fee proposals.

Project Billing Summary Screen

Real-Time Project Finances

The Project Billing Summary screen delivers real-time information about your project finances. Click a project and:

- Compare the Budgeted vs. Actual vs. Invoiced values on a single screen
- See how much has been invoiced for each Phase and what is remaining under your contract
- Analyze the time it takes to complete the work and how each Phase is performing against the Budget
- Automatically separate out Basic from Additional Services so analysis is effortless

Timecard Screen

Smart, Fast Timecard

- Employees only see projects they're working on
- Projects only display Phases, Codes and Tasks that are active
- Everything is real-time so as your staff enters their timecard, they are apprised of how the project's Phase is performing against the Budget
- Project, Phase and Job Code can all be pre-filled for the next record

Identify Billing Opportunities

Identifying projects with billable time and expenses is fast and easy. So is seeing potential value for the upcoming billing period. With a quick click, you can find projects with unapproved time and expense records or projects with records on hold.

Feature:	Description:
Web-Accessible	Keep information updated remotely and access anytime, anywhere from your computer, iPhone, iPad or Android device.
Visual Cues	Easily spot items that need attention or do a quick comparison.
Document Tracking	Always know where Submittals, Drawings and RFIs are in your project workflow.
Customizable Reports	Change reports to fit your firm's needs.
Memorized Reports	Memorize your favorite reports, complete with search criteria.
Checklists and Tasks	Never miss an important task again. Managers can view the status of each checklist or task by Phase.
User Permissions	Securely protect data and control access that is appropriate by role.
QuickBooks Integration	Expand the capabilities of your QuickBooks software and seamlessly sync data.
MS Outlook, MS Entourage, Apple Mail, Address Book and iCal Integration	Access your contacts, calendar appointments and emails, no matter where you are.
Document Management	Provides live access to all project documents, robust features for creating new documents from templates, applies consistent file names to all documents and automatically saves and files all documents in the correct place.

To learn more about ArchiOffice and pricing, email us at info@bqe.com or call us at (855) 687-1028.