

Quick Start Kit

If you're pretty confident you're ready to go with ArchiOffice but want to make sure you have a solid understanding of the basics, then the Quick Start Kit is perfect for you. The individuals who supervise ArchiOffice in your company should attend all sessions.

Training Courses:	Hours
Setting Up and Customizing Preferences <ul style="list-style-type: none"> Learn how to set up ArchiOffice defaults to meet your firm's specific needs, including Security, Users, Phases, Job Codes, and customizing drop down menus. Employees who will be setting up these items should attend. 	2
Setting Up Projects <ul style="list-style-type: none"> Learn how to set up active projects (both hourly and fixed fee, and internal), including building project details, teams, phases, job codes, invoice method, and setting up budgets for both fees and time. Employees who are responsible for setting up and managing projects should attend. 	2
Properly Inputting and Monitoring Time and Expense <ul style="list-style-type: none"> Learn how to enter time and expenses and review them both at the project level. Employees who will be recording time and expenses in ArchiOffice should attend. 	2
Billing in ArchiOffice <ul style="list-style-type: none"> Learn how to set up the key aspects of billing: Clients, Projects, and Global Settings. Employees who are setting up projects and doing the billing should attend. 	2
Total Training Hours Included	8
Grand Total of Hours in the Quick Start Kit	8

All steps will be coordinated by your single-point-of-contact BQE Implementation Expert.

Is the Quick Start Kit Right for You?

The Quick Start Kit is a great way to get a solid foundation of knowledge about using ArchiOffice without a large investment of time. It helps you to start off on the right foot with the confidence of knowing what you need to do within the software.

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