

# 10 Point Tune-Up

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When your car isn't running like it used to, not only do you notice it, but so does anyone along for the ride. Our 10 Point Tune-Up is designed to ensure that the engine powering your firm's time billing and business management system is always running at its very best. Every quarter, our experts will pop the hood and optimize your software for maximum performance, security and reliability.

Without you having to lift a finger, we access your data remotely and complete numerous diagnostics. When we're done, we'll give you a summary of what we found, what we fixed and what requires your attention. Here's an overview of the Tune-Up:

## 1. Back-Up Your Database

Data is the heart of your business so it's crucial to protect it with a backup plan. Our expert will establish a process for local backups to protect you against accidental data loss, database corruption, hardware failures and even accidental deletions.

## 2. Securely Store Your Database Off-Site

Good Disaster Recovery practice requires keeping usable business-critical backups offsite. Compared to traditional off-site storage, Cloud backups are more accessible, faster to restore and more reliable. We will store a copy of your database in our secure Cloud Server, regardless of size or bandwidth.

## 3. Repair Revenue and Profit Leaks

You could be losing revenue and/or profit without even realizing it. This is where our expertise comes in—we can skillfully navigate within ArchiOffice to uncover all the unbilled time, expenses and invoices that are still in your system so you can be sure to invoice for them. We also review the gross margins by project and the fluctuation in employee realization rates so you can be confident you're billing for everything possible.

## 4. Ensure Your BQE Software is Always Up-To-Date

With regular maintenance of your software you'll have better uptime, more free time and best of all, stringent security. We'll take care of installing all of our Patches, Services Packs and Upgrades.

## 5. Analyze Staff Performance for Profitability

Many firms don't know if they have staff performance issues, or even where to begin looking for them. Every quarter, we'll analyze the billability of employees and labor and expense costs to give you an accurate view of your profitability. We'll also let you know if any further items need your attention.



## 6. Archive Unnecessary Data

To get peak performance from your software, it's important to move old clients and projects out of your main database. In this step, we identify the projects that meet our archiving criteria and move them to a separate database. You can still run reports on the archived data whenever you need to.

## 7. Optimize Security Settings

Protecting access to your financial information is an essential part of firm operations. Our security review not only analyzes your audit trail, it also scans your security settings and makes sure your firm's financial information is iron-clad. If needed, we change the password for the Supervisor account as well.

## 8. Truncate Your Log Files

Log files are automatically stored by your hard disk and over time, they accumulate and slow your system down. We go in and trim the fat to get you back to running optimally with a speedy, unburdened hard disk in no time.

## 9. Ensure Syncing Success

Even though complete financial information is vital, most firms don't have the time to double-check everything. We will review your accounting integration to ensure that your data matches perfectly in our software and your supported accounting application.

## 10. Inspect and Organize New Client, Project, Employee and Vendor Information Settings

One of the most common reasons that report and invoice information is incorrect is improper settings or business rules. As a part of this step, we will review your settings to maintain the integrity of your management information.



For more information, visit [www.archioffice.com](http://www.archioffice.com) or call (855) 687-1028.

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