

Advanced time and finance management for architectural, building and engineering professions.

Filing and Computer Management

Automated Filing

Documents are filed into a predetermined location, avoiding the need to search for filing codes. This minimises filing location errors and standardises the office.

Automatically inserts data onto Forms

Automatically insert projects and contacts database information specific to the project into the document being created. Avoids look-ups and errors and minimises typing.

Insert Logo onto forms

Logo held in memory and automatically inserted on to documents. Saves printing onto letterheads (time) and minimises computer memory demands for saved documents.

The screenshot displays the ArchiAdmin software interface. The main window is titled 'ArchiAdmin File: CICSW08PA-PPC001.doc'. The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Table, ArchiAdmin Help, Help) and a toolbar with various icons. On the left, a 'Projects' tree shows a folder structure: Projects > 5910 > DataForm > Builder > PC. The main document area shows a form titled 'CIC-SW-1 PROGRESS PAYMENT CERTIFICATE'. The form contains the following fields:

ARCHITECT'S PROFORMA		
[insert your company details here]		
CIC-SW-1		
PROGRESS PAYMENT CERTIFICATE		
Project	JOHNSTON BUILDING	
Owner	BRISTOL PROPERTIES Pty Ltd	Progress Payment Certificate No
Contractor	Mr Yardle Gradey GRADEY CORPORATION Pty Ltd P.O. Box 234 SYDNEY NSW 2009	Date Issued
Contract Dated	03/03/2000	Project No

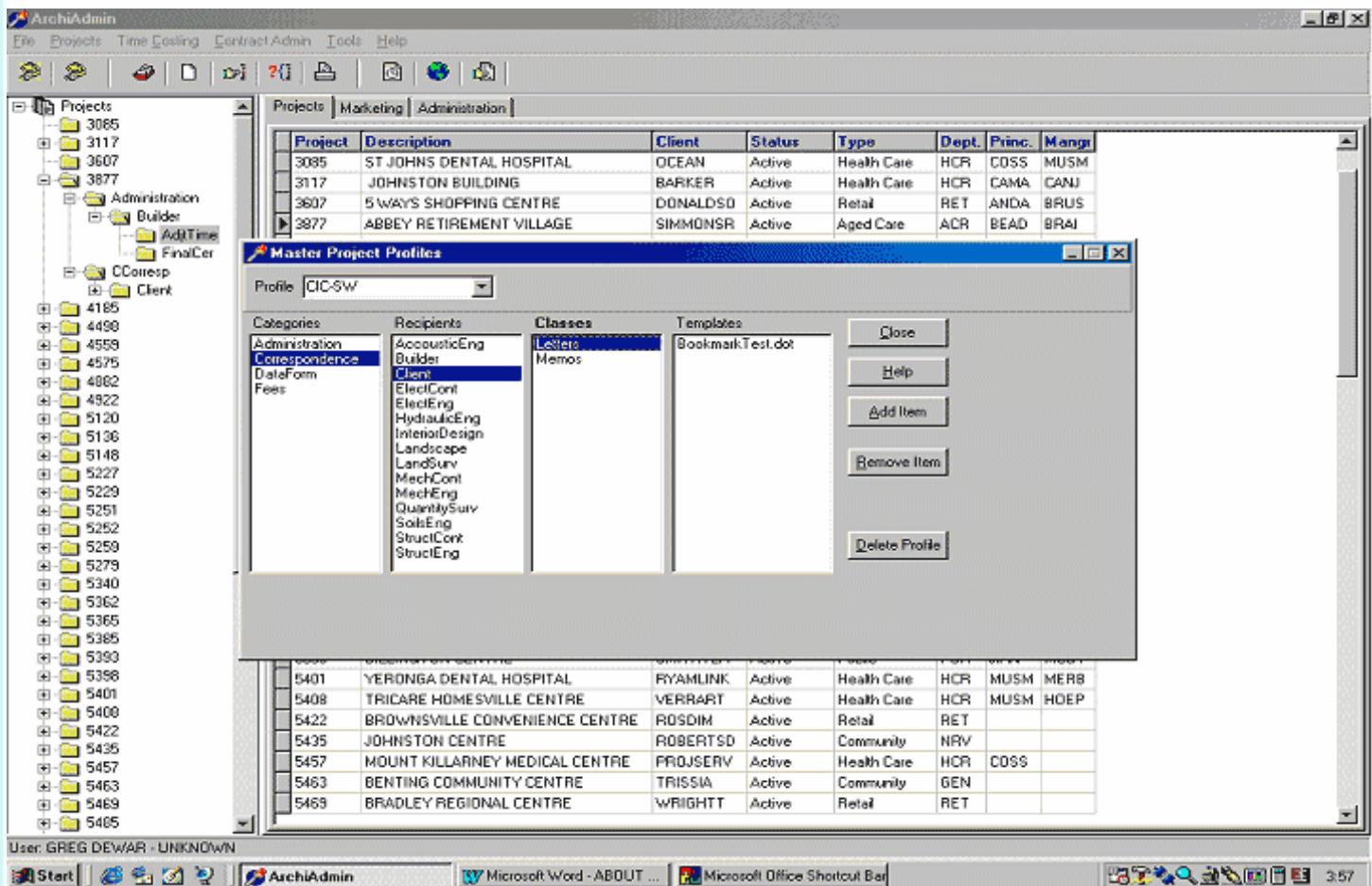
The status bar at the bottom indicates 'User: GREG DEWAR - UNKNOWN'.

Document Issue Log

Logs when documents are created, sent, emailed etc and stores notes. Enables fast look up and recovery. QA attributes.

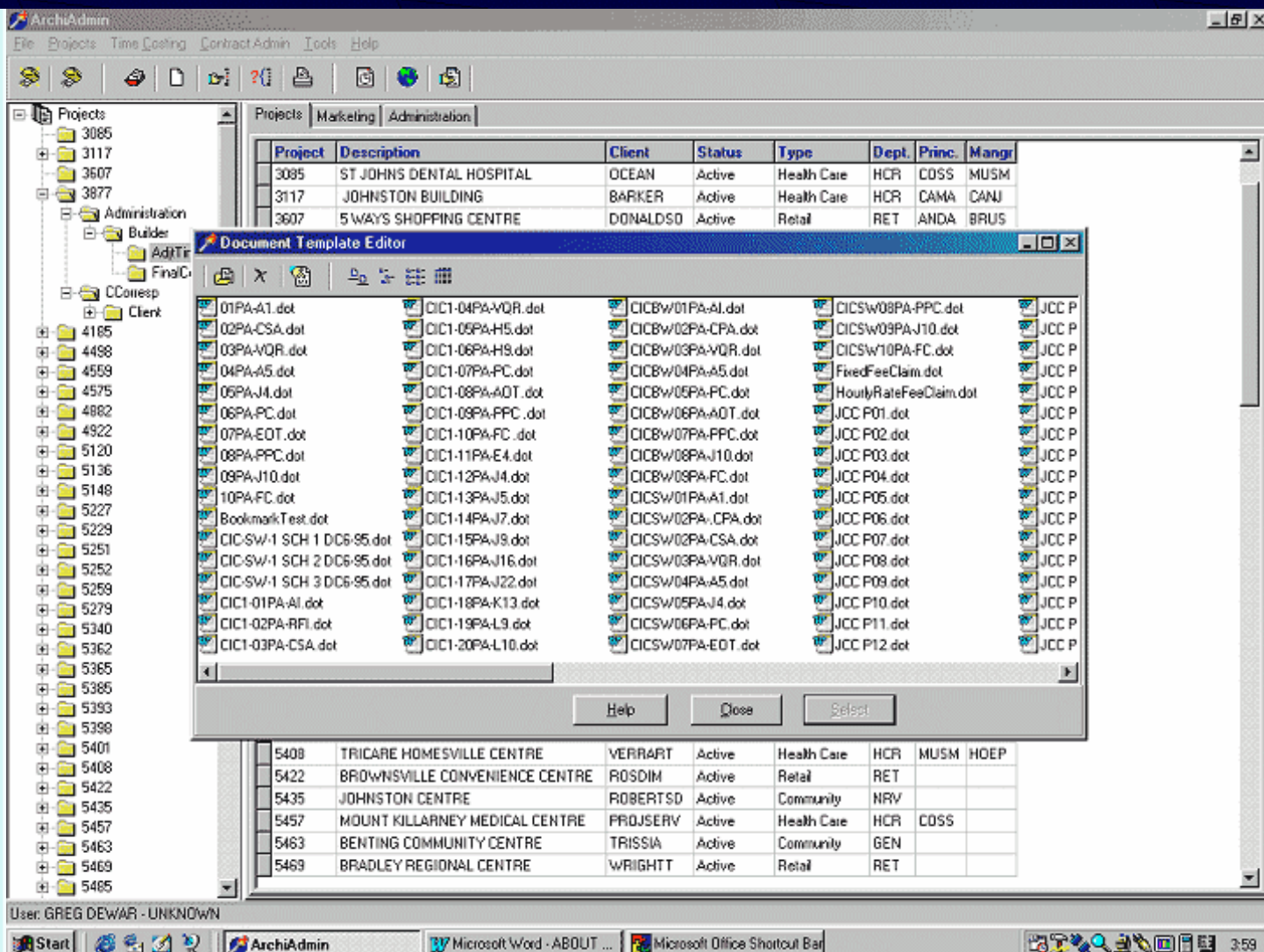
Project templates

Stores work flow attributes and directs the user to templates. Enables fast repeat of similar previous project.



Documents and Forms Templates

Forms and Document Templates available for particular projects and situations. Minimises typing.



[Project and Contact Database](#)

[Time Costing](#)

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our secure server**

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ArchiAdmin system requirements:

IBM Compatible PC with Windows 3.x, Windows 9x, Windows 2000 or Windows NT.
Minimum hardware required is a 486DX2-66 with 16Mb RAM and CD-ROM, however the recommended system is a Pentium 120 (or better) with 32Mb RAM and CD-ROM.



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