



# AIM

Architecture Information Manager

Advancing the Art of  
Information Management

www.architectronica.com

## Modules

**AIM** Contacts  
**AIM** Documents  
**AIM** Calendar  
**AIM** Timecard  
**AIM** Budgeting  
**AIM** Billing  
**AIM** Projects  
**AIM** Detail Library  
**AIM** Staff  
**AIM** Staffing  
**AIM** Contract Admin  
**AIM** Project Delivery  
**AIM** Resource Library  
**AIM** Storage

(descriptions on reverse)

## Purchasing Options

Flexible licensing  
Multiple module discounts  
Multiple user discounts  
Value-priced bundles  
Customization options  
Money-back guarantee  
Bundle with FileMaker Pro

## Bundles

Sole Practitioner 1 user  
Small Office 5 users  
Growing Office 10 users  
Large Office 20 users

## System Requirements

FileMaker Pro 8

Windows 2000, XP  
Pentium ≥ III, 500 MHz  
256 MB RAM

Mac OS 10.3.9 or later  
PowerPC ≥ G3, Intel Core Duo  
256 MB RAM

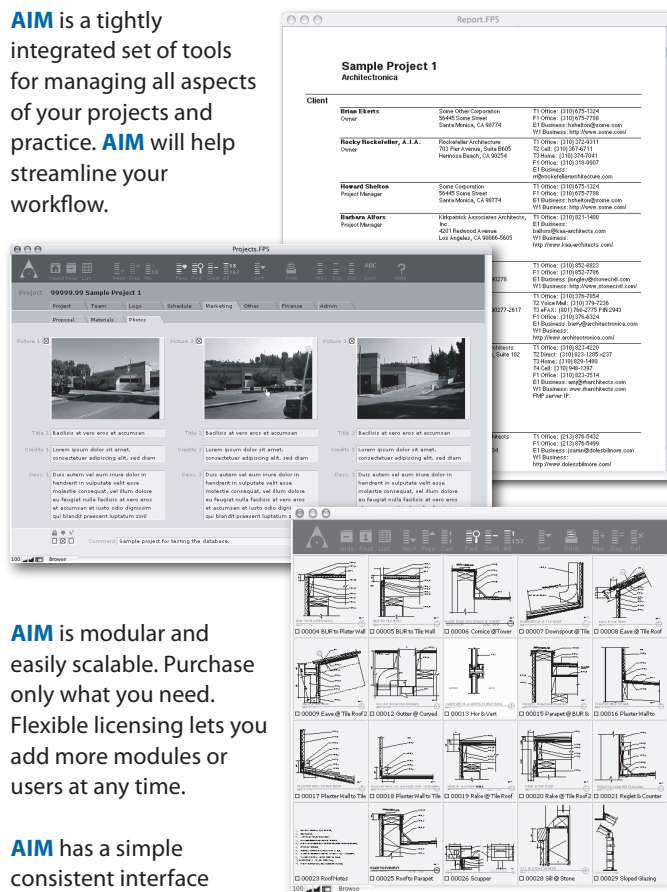
## AIM High

In the information age, mastering the art of information management is the key to a successful practice.

Can you create and print a project directory without typing? Can you view, in real-time, how much time has been charged to a project? Can you quickly find correspondence from a project five years after completion? You can do all of this and more with **AIM**.

**AIM** is a software solution created by architect Barry Isakson, AIA, with input from firms just like yours. **AIM** is currently in use by hundreds of design professionals across the country.

**AIM** is a tightly integrated set of tools for managing all aspects of your projects and practice. **AIM** will help streamline your workflow.



**AIM** is modular and easily scalable. Purchase only what you need. Flexible licensing lets you add more modules or users at any time.

**AIM** has a simple consistent interface across all modules.

Learn one module and you know them all. Your staff will increase their productivity with **AIM** in just a few hours.

**AIM** helps maintain consistent project documentation. The look and feel of documents can be customized yet tightly controlled.

## Features

- Easy-to-use
- Consistent interface
- Windows & Mac OS
- Modular system
- Fast searching
- Customizable reports
- Security by staff role
- Scalable: 1-150 users
- Short learning curve
- Single & Multi-user
- Export to PDA
- Automatic backup

## Benefits

- Organize projects efficiently
- Increase staff productivity
- Track time and expenses accurately
- Keep projects on time and on budget
- Produce high-quality documentation
- Share information instantly
- Eliminate duplication of effort
- Protect sensitive information

## More Information

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# AIM Modules

## AIM Contacts

Find any contact in a fraction of a second. Address and print mailing labels, envelopes, documents with a single click. Find contacts by name, company, project, keyword, status, and multiple categories. Each user has their own set of favorite and recent contacts for fast access. View all projects, documents, and calendar events for any contact. Create an unlimited number of contact sets for fast access. Export contacts to your PDA.

## AIM Documents

Stop filing project correspondence in hundreds of folders that can get lost or renamed. Don't lose a document ever again. Create any one of more than a dozen standard forms with a single click. No saving, or file or folder naming is required. Locate any document on any project by document type, author, title, addressee, project number, keyword, quickly and easily.

## AIM Calendar

Keep a calendar of all office and project events in a single place accessible by everyone. Track tasks, appointments, phone calls, and meetings. Link to documents. View events by month, week, day. Filter events by project, staff and event type. Export to your PDA. See AIM Project Delivery for more advanced capabilities.

## AIM Timecard

Become more profitable by tracking time and expenses more accurately. In real-time view all time and expenses charged to a project. Includes more than 20 predefined reports categorized by staff, project, phase, task, expense category or expense item. Links directly with AIM Budgeting and AIM Billing.

## AIM Budgeting

Know exactly where you stand on all your projects. Track your progress by comparing used, budgeted, and billed hours and dollars for each phase and expense category. Project unused or unbilled fees for the next 12 months. Supports multiple billing methods for each project. Allocate staff to each phase by staff billing category. Can be used to generate numbers for a proposal. Links directly with AIM Timecard and AIM Billing.

## AIM Billing

Create simple or complex invoices quickly and easily. Show your clients only what they need to see. Create a simple invoice with amount due or a complex invoice showing current billing, previously billed, billed to date, remaining contract and contract amount for each phase. Print just a one page invoice/ statement or include all detail on services by phase and expenses by category. Reports can be customized. Links directly with AIM Timecard and AIM Budgeting.

## AIM Projects

Store detailed information on every project including a project directory, assigned staff, project program, project services, site data, building data, marketing data, financial data and more. Quickly view a log of documents, submittals, RFIs, drawings, spec sections and sketches issued.

## AIM Detail Library

Manage your detail library with ease. Browse details visually with a gallery of thumbnails. Categorize and find details by project, keyword, category, specification section, or Unifomat number. Open details directly in your CAD program with a single click.

## AIM Staff

Keep important personal and professional information about all your current and past employees. Includes biography, projects worked on, billing rates, notes, and more. Quickly view a list of documents authored and calendar events.

## AIM Staffing

Assign staff to projects on a weekly basis. Project Managers can see and coordinate each other's staffing requirements before the weekly staff meeting saving time. Previously projected staffing can be compared to actual staffing (requires AIM Timecard). Project assignments and goals for the week can be printed for each staff member and each project.

## AIM Contract Administration

Track submittals and RFIs for all projects in a single place. Keep track of all external consultant contracts, including amounts billed and paid. Log construction costs by cost code. Track change orders against contractor pay requests and determine exactly how much of each change order has been requested and paid.

## AIM Project Delivery

A more advance version of the AIM Calendar AIM Project Delivery keeps a master checklist showing the exact status of all tasks for a project. Tasks can be viewed in a calendar, timeline, or matrix categorized by phase and responsibility. View a list of tasks by milestone or responsibility. Export data to project scheduling software.

## AIM Resource Library

Catalog all your books, periodicals and catalogs. Track when a catalog is updated and link it to contact information in AIM Contacts.

## AIM Storage

Catalog the contents of all your boxes, tubes and flat files. Supports multiple projects per container. Search container contents by project or keyword.

### About Architectonica

Why Architectonica? Architectonica has been in the sole business of providing software and consulting services to design professionals for almost 20 years. Architectonica has a proven track record of providing the best services and software tools to the design community.

### Consulting Services

Work directly with Barry Isakson, AIA to evaluate your information management needs. With AIM you get personalized service and support. AIM can be customized to meet the needs of your practice.