



# Details

MAKE YOUR PROJECT INFORMATION WORK FOR YOU

# Details



Navigate to section info

## NAVIGATION INSTRUMENTS

Use the areas highlighted on this page to navigate through the document.



Navigate to next page in a section



Navigate to home page

# Details

## *MAKE YOUR PROJECT INFORMATION WORK FOR YOU*

The who, what, and when of your projects are too important to leave to chance. With Details, your project information is centralized, organized, and always up-to-date. In an instant, you can communicate project statuses to colleagues and clients with presentation-quality reports and forms. And with all the details right at your fingertips—you'll stay in control and ensure success. >



# Details



**GET ORGANIZED, QUICKLY. >**



**IN CONTROL, ALWAYS. >**



**ACCURATE REPORTING, INSTANTLY. >**



**CUSTOMIZABLE FORMS, NATURALLY. >**

**SYSTEM REQUIREMENTS & ORDERING INFORMATION >**



# Details



## GET ORGANIZED, QUICKLY.

Details provides instant organization for successfully tracking and managing all your project information. Whether it's storing key contacts and addresses, tracking change orders, logging deadlines and submittals, or hyperlinking to key documents—Details simplifies the complex and ends the paper chase. >

OVER 60 QUICKSTART TEMPLATES >

IDEAL FOR ALL YOUR PROJECT DETAILS >

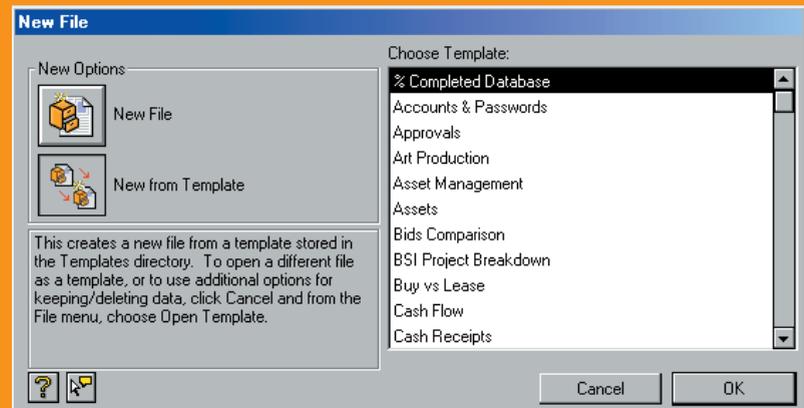
VIEWS THAT SUIT YOU >



# Details

## GET UP AND RUNNING INSTANTLY

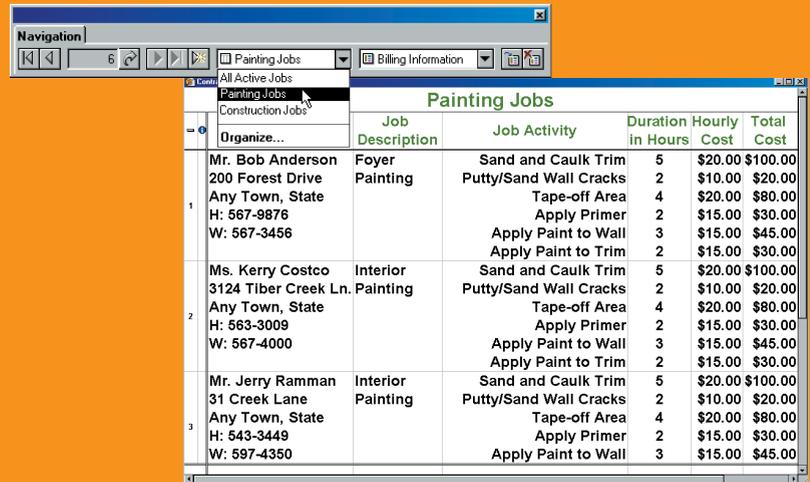
You'll be up and running in minutes with industry specific templates that deliver complete sets of preformatted fields, reports, and forms. >



# Details

## *THE WHO, WHAT, AND WHEN ALL HAVE THEIR PLACE*

Details is your electronic filing cabinet—supplying the proper framework for managing all your essential information, contacts, and correspondence. >



The screenshot shows the 'Painting Jobs' window in the Details software. The window has a navigation bar at the top with buttons for back, forward, and search, and dropdown menus for 'Painting Jobs' and 'Billing Information'. Below the navigation bar is a tree view with 'All Active Jobs' expanded to show 'Painting Jobs' and 'Construction Jobs'. The main area displays a table with columns for Job Description, Job Activity, Duration in Hours, Hourly Cost, and Total Cost. The table lists three jobs: Mr. Bob Anderson, Ms. Kerry Costco, and Mr. Jerry Ramman, each with a list of activities and their associated costs.

	Job Description	Job Activity	Duration in Hours	Hourly Cost	Total Cost
1	Mr. Bob Anderson 200 Forest Drive Any Town, State H: 567-9876 W: 567-3456	Sand and Caulk Trim	5	\$20.00	\$100.00
		Putty/Sand Wall Cracks	2	\$10.00	\$20.00
		Tape-off Area	4	\$20.00	\$80.00
		Apply Primer	2	\$15.00	\$30.00
		Apply Paint to Wall	3	\$15.00	\$45.00
		Apply Paint to Trim	2	\$15.00	\$30.00
2	Ms. Kerry Costco 3124 Tiber Creek Ln. Any Town, State H: 563-3009 W: 567-4000	Sand and Caulk Trim	5	\$20.00	\$100.00
		Putty/Sand Wall Cracks	2	\$10.00	\$20.00
		Tape-off Area	4	\$20.00	\$80.00
		Apply Primer	2	\$15.00	\$30.00
		Apply Paint to Wall	3	\$15.00	\$45.00
		Apply Paint to Trim	2	\$15.00	\$30.00
3	Mr. Jerry Ramman 31 Creek Lane Any Town, State H: 543-3449 W: 597-4350	Sand and Caulk Trim	5	\$20.00	\$100.00
		Putty/Sand Wall Cracks	2	\$10.00	\$20.00
		Tape-off Area	4	\$20.00	\$80.00
		Apply Primer	2	\$15.00	\$30.00
		Apply Paint to Wall	3	\$15.00	\$45.00



# DETAILS

## DETAILS WORKS THE WAY YOU DO

Details' customizable Forms and Reports make it easy to enter and display your project information in

ways that best fit your needs. >

Details 3.0 [Transmittals]

TRANSMITTAL DATABASE

Project Number	PROJECT NAME	Description	Items	Submittal Name	Specification Reference	To General Contractor	Status
1	Boston Commons	Sump Pumps/Ejectors Pit Covers, Alarms, Alternator, Floats	2		15220-04	Thur, Jan 06	Appr. as Noted
2	Boston Commons	Kitchen Layout Countertops Toilet Layout	1		15050-10		Rejected
3	Boston Commons	Boilers Control Panels, F					
4	Boston Commons	Cooling System, Thermostats Diffusers					
5	Boston Commons	Sump pumps Pit liner					
6	Boston Commons	Main foyer light fi					
7	Boston Commons	Emergency Light					
8	NY Commons	Cooling System, Thermostats Diffusers					
9	NY Commons	Kitchen Layout Countertops Toilet Layout					
10	NY Commons	Boilers Control Panels, F					

Report Generator: On 10 of 101 Records

**TRANSMITTAL**

To: Design Consultants, Inc.  
3609 Westchase Dr, Suite 201  
San Antonio, TX 78209

Trans. No.: 1

PROJECT NAME	Boston Commons	Project Number	2266
Submittal Name	Sump Pumps	Specification Section	15000
Subcontractor Vendor	Bell Distributing	Contractor's Submittal Number	36

WE ARE SENDING:

<input checked="" type="checkbox"/> Shop Drawing	<input type="checkbox"/> Shop Drawing	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Literature	<input type="checkbox"/> Reproduces	Invitation to visit the factory.
<input type="checkbox"/> Product	<input checked="" type="checkbox"/> Samples	

Ref:	Items	Description	Status	Date Returned
15220-04	2	Sump Pumps/Ejectors	Appr. as Noted	1/6/01
15050-10	1	Pit Covers, Alarms, Alternator, Floats	Rejected	1/6/01

Note: Review is only for general conformance with the design concept of the project and general compliance with the information given in the Contract Documents.

**REVIEWER'S COMMENTS:**

Please expedite resubmittal of the rejected item.

cc: Consultant \_\_\_\_\_ Date: 1/12/01

Designer \_\_\_\_\_ Signature \_\_\_\_\_

Fabricator \_\_\_\_\_ Gary Baker  
Company Representative

Report Generator: On Viewing Record 1 Viewing Report: TRANSMITTAL.DXFAB: Viewing Form: Transmittal



# Details



## **IN CONTROL, ALWAYS.**

**No more wasting time searching through filing cabinets, paper logs, and complex databases.**

**Your essential information is centralized and easily accessible in clear, concise reports. So as deadlines approach and as changes occur, you'll make informed decisions quickly and you'll never be caught off-guard. >**

**COLORFUL TIMELINES >**

**CALCULATION FIELDS >**

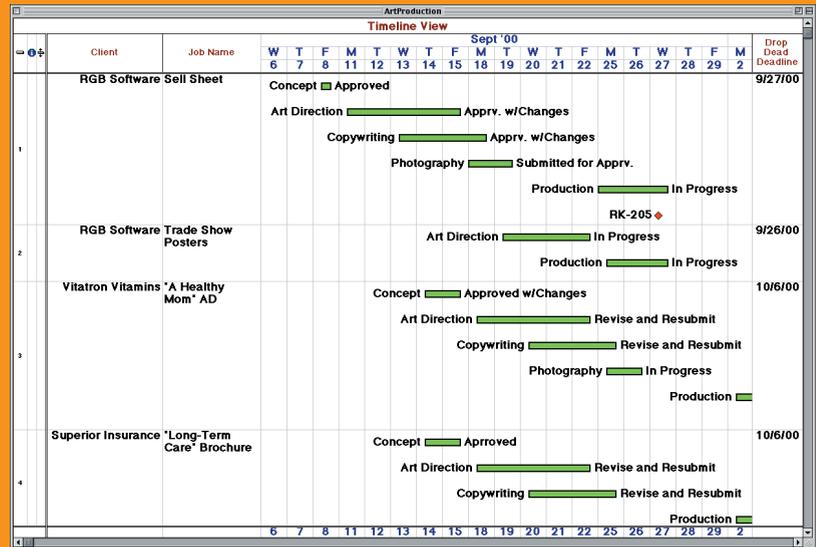
**HYPERLINKS >**



# Details

## A PICTURE'S WORTH A THOUSAND WORDS

Only Details transforms task dates and durations into colorful, presentation-quality timeline graphs that clearly illustrate project milestones and deadlines. >



# Details

## CALCULATE YOUR PROJECT SUCCESS

Details' custom calculations make it easy to track costs, profits, variances, or any other information. Values update automatically as changes occur. >

Contractor Database

• Remodeling  
• Decks • Painting

### Crandle Construction

• Licenced  
• Bonded • Insured

**Today's Date** Fri, Oct 15

**Job Description** Interior Painting

**Customer** Ms. Kerry Costco  
3124 Tiber Creek Ln.  
Any Town, State  
H: 563-3009  
W: 567-4000

**Job Assignment** Josh Danforth

#### Billing Information

	Job Activity	Start Date	Finish Date	Duration in Hours	Hourly Cost	Total Cost
<b>Estimate Number:</b>	Sand and Caulk Trim	11/8/01	11/8/01	5	\$20.00	\$100.00
E-9763-01	Putty/Sand Wall Cracks	11/8/01	11/8/01	2	\$10.00	\$20.00
<b>Invoice Number:</b>	Tape-off Area	11/9/01	11/9/01	4	\$20.00	\$80.00
I-97599-01	Apply Primer	11/9/01	11/9/01	2	\$15.00	\$30.00
	Apply Paint to Wall	11/11/01	11/11/01	3	\$15.00	\$45.00
	Apply Paint to Trim	11/11/01	11/11/01	2	\$15.00	\$30.00

**Invoice Date** 11/30/01

**Status** On Time

Estimate Total Hours Estimated: 18 Total: \$305.00

Actual Billed Actual Hours: 23 Amount Billed: \$390.00



# Details

## GET CONNECTED AND REMAIN IN CONTROL

Add an extra dimension to your Details reports with quick-launch hyperlinks to essential documents, web sites, or contact's email addresses. >

The screenshot displays a software interface for a 'Single Family Development Project'. It features a main table with columns for Project Name, Activity Name, Start Date, Finish Date, Duration, % Complete, Model, and Hyperlinks. A pop-up window titled 'Single Family Development Project Status' is overlaid on the table, showing a detailed view for 'Lot 128 South' under the 'Bristow' model. This window includes a table with columns for Activity Name, Start Date, Finish Date, and % Complete. The pop-up also contains a 'Hyperlinks' section with links for 'General Contractor Email', 'Design Documents', 'Submittal Forms', and 'Transmittal Forms'.

Project Name	Activity Name	Start Date	Finish Date	Duration	% Complete	Model	Hyperlinks
Lot 128 South	Stake Lines and Grades	8/16/00	8/16/00	4.00	100%	Bristow	<a href="#">General Contractor Email</a> <a href="#">Design Documents</a> <a href="#">Submittal Forms</a> <a href="#">Transmittal Forms</a>
	Clearing and Site Grading	8/21/00	8/26/00	6.00	100%		
	Utilities	8/28/00	9/0/00	7.00	70%		
	Excavation	9/4/00	9/10/00	7.00	100%		
Lot 132 South	Foundation, and Backfill	5/11/00	5/20/00	10.00	100%	Bristow	<a href="#">General Contractor Email</a> <a href="#">Design Documents</a> <a href="#">Submittal Forms</a> <a href="#">Transmittal Forms</a>
	Erect Walls, Floors, and Roofing						
	Glazing System						
	Exterior Wall Surfaces						
Lot 134 South	Excavation	8/15/00	8/16/00	4.00	100%	Chelsey	<a href="#">General Contractor Email</a> <a href="#">Design Documents</a> <a href="#">Submittal Forms</a>
	Foundation, and Backfill	8/21/00	8/26/00	6.00	100%		
	Utilities	8/28/00	9/0/00	7.00	70%		
	Excavation						
	Foundation, and Backfill						
	Erect Walls, Floors, and Roofing						
	Glazing System						
	Exterior Wall Surfaces						
	Excavation						
	Foundation, and Backfill						
	Erect Walls, Floors, and Roofing						
	Glazing System						



# Details



## ACCURATE REPORTING, ALWAYS.

What's due? When's it due? Who's responsible?

And why is there a holdup? The answers to all your status-related questions are organized into up-to-the-minute reports. Details' built-in Report

Generator continually monitors project data—searching and sorting all records, ensuring that your reports contain just the information you need. >

THE DETAILS GENERATOR >

CUSTOMIZED REPORTS >

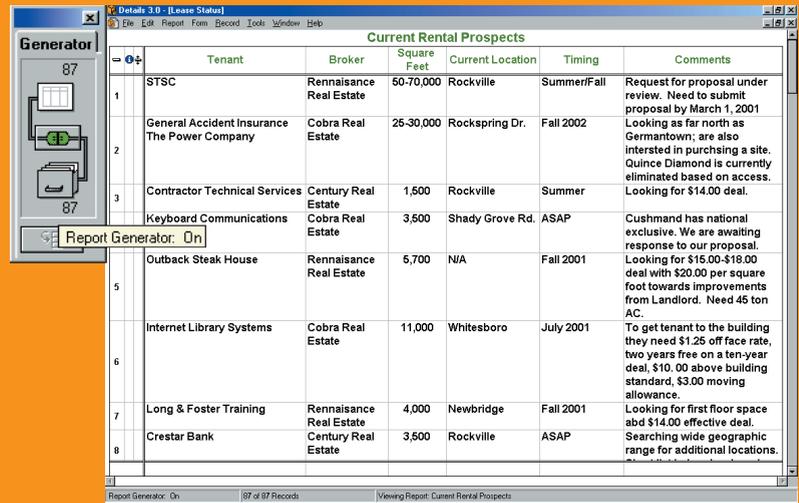
SUBMITTAL AND PROJECT LOGS >



# Details

## THE GATEWAY TO ORGANIZED REPORTING

Only Details has the Report Generator. The Generator continually monitors project details ensuring that each report is searched, sorted, and up-to-date at all times. >



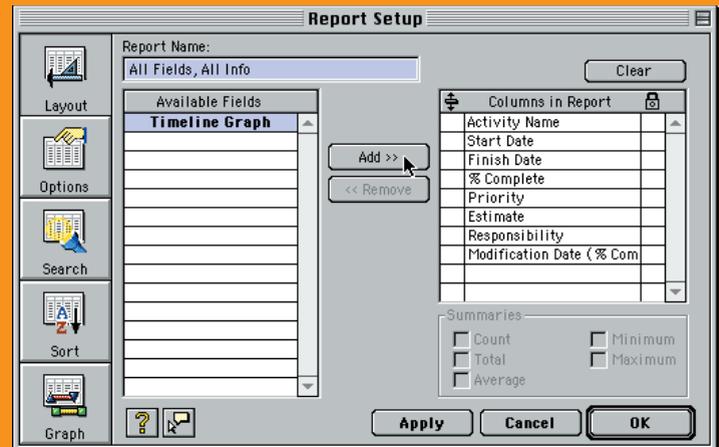
	Tenant	Broker	Square Feet	Current Location	Timing	Comments
1	STSC	Renaissance Real Estate	50-70,000	Rockville	Summer/Fall	Request for proposal under review. Need to submit proposal by March 1, 2001
2	General Accident Insurance The Power Company	Cobra Real Estate	25-30,000	Rockspring Dr.	Fall 2002	Looking as far north as Germantown; are also interested in purchasing a site. Quince Diamond is currently eliminated based on access. Looking for \$14.00 deal.
3	Contractor Technical Services Keyboard Communications	Century Real Estate Cobra Real Estate	1,500 3,500	Rockville Shady Grove Rd.	Summer ASAP	Cushman has national exclusive. We are awaiting response to our proposal.
5	Outback Steak House	Renaissance Real Estate	5,700	N/A	Fall 2001	Looking for \$15.00-\$18.00 deal with \$20.00 per square foot towards improvements from Landlord. Need 45 ton AC.
6	Internet Library Systems	Cobra Real Estate	11,000	Whitesboro	July 2001	To get tenant to the building they need \$1.25 off face rate, two years free on a ten-year deal, \$10. 00 above building standard, \$3.00 moving allowance.
7	Long & Foster Training	Renaissance Real Estate	4,000	Newbridge	Fall 2001	Looking for first floor space abd \$14.00 effective deal.
8	Crestar Bank	Century Real Estate	3,500	Rockville	ASAP	Searching wide geographic range for additional locations.



# Details

## *MAKE YOUR PROJECT DETAILS WORK FOR YOU*

With Details, you won't need programming or graphic design skills to create compelling, customized reports—just point-and-click. >



# Details

## THE STATUS OF THINGS TO COME

Unlike traditional databases, Details supplies you with specialized submittal logs for tracking approval processes and project logs for scheduling tasks, start/finish dates, and durations. >

	Area	Description	Date Received from Contr.	Date Required by Contr.	Date Out to Unit Owner	Date Back from Unit Owner	Total Duration (days)	Contr. Requested Duration (days)	Earliest Later than Request	Status
1	Exterior paint - trim - Material selection	Front Door light fixture	11/2/98	11/4/98	11/2/98	11/6/98	8	3	+5.00	Returned to Contractor
2	Exterior paint - trim - Material selection	Material for front walk	11/5/98	11/10/98						
3	Plumbing fixtures	Kitchen faucet	11/9/98	11/16/98						
4	Plumbing fixtures	Bathroom Faucets	11/9/98	11/16/98						
5	Plumbing fixtures	Toilets	11/9/98	11/16/98						
6	Exterior paint - trim - Material selection	Roof shingles color selection	11/2/98	11/9/98						
7	Exterior paint - trim - Material selection	Exterior vinyl siding color selection	11/2/98	11/9/98						
8	Exterior paint - trim - Material selection	Exterior trim color selection	11/3/98	11/10/98	11/3/98	11/9/98	7	8	-1.00	Returned to Contractor
		Count					25			

Date Received from Contr.	Date Out to Unit Owner	Date Back from Unit Owner	Date Returned to Contr.	Owner	Total Duration (days)	Status
11/2/98	11/2/98	11/6/98	11/9/98	8	Returned to Contractor	

Field	Value
Date Required by Contr.	11/4/98
Contr. Requested Duration (days)	3
Earlier/Later than Request	+5.00
Date Responded to by Phone	11/9/98



# Details



## CUSTOMIZABLE FORMS, NATURALLY.

Why struggle with outdated paper-based systems or complex databases simply to capture and route project information? Details' suite of easy-to-use layout tools provides the means to create dynamic, intelligent forms. With custom forms, you'll be amazed at how quickly and easily you can capture, track, and route project details. >

FORMS FOR BETTER BUSINESS >

SIMPLIFY AND AUTOMATE DATA ENTRY >

ENHANCED COMMUNICATIONS WITH FORMS >



# Details

## MAKE AN IMPACT WITH PRESENTATION-QUALITY FORMS

Create electronic replicas of traditional paper forms complete with colorful backgrounds, logos, and graphics that convey project statuses and make the right impression with customers and clients. >

**Technological Center Limited**

9000 Hunter Mill Road  
Blacksun Heights, VA 22064  
Phone: (410) 734-9612  
Fax: (410) 734-4232



---

Please enter a title or a description for the service you wish to bill for:  
Activity Name:

Please enter the start date and time of service:  
Start Date:  6/2/00  
Start Time:  10:00 AM

Please enter the finish date and time of service:  
Finish Date:  6/2/00  
Finish Time:  12:00 PM

Please enter the units of time you wish to bill for:  
Duration Units:  Days

---

TCL is an independent billing service. TCL does not bill clients for any fees due to the nature of the billing services. All billing disputes are to be brought to the billing party directly. TCL does not act on behalf of the billing party or act as a mediator in cases where any party is liable for the error of a dispute. TCL is a service of Super Software Agency, Inc. All logos and other trade marks of TCL are protected by U.S. and international Copyright laws.  
©1999 Technological Center Limited, LLC

RGB Software **JOB CHANGE**

CLIENT  
Kelly Wallace  
ACCOUNT EXECUTIVE



Super Software Agency

Revision Number  
RK-205-A

Date Submitted: 9/20/00 Date Due: 9/22/00

Client thinks body text is difficult to read. Would like to see options with background color lighter, text larger and more bold.

Copy changes from client as noted on proof.

Revised & Resubmitted

10/27/00



# Details

## FORMS TO INCREASE PRODUCTIVITY

Capture information fast and accurately with custom, electronic forms tailored to meet the needs of each team member, department, or organization. >

The screenshot shows a software window titled 'AnProduction2.dct'. On the left is a 'Fields' list with the following items: Client, Job Number, Job Name, Job, Revision, Drop Dead Deadline, Account Executive, Job Start Description, Job Change Description, Job Specs, Job Change Description, email, Document, and Today's Date. The main form area is titled 'JOB CHANGE' and contains the following fields and sections:

- Client: CLIENT
- Account Executive: ACCOUNT EXECUTIVE
- Job Number: [Field]
- Job Name: [Field]
- REVISION INFO: Job Change Description \*
- Revision Number: [Field]
- Date Submitted: [Field]
- Date Due: [Field]
- Status: [Field]

The form also features a 'Super Agency' logo and a 'D' icon.



# Details

## TRANSMIT PROJECT STATUSES QUICKLY AND EASILY

Details' forms streamline and accelerate submission and approval processes. Print forms on demand, or go

paperless by publishing them on web sites or emailing them to colleagues and clients. >

Microsoft Outlook

Outlook

Inbox

0 Fresh & Color Selection

From: Sally Smith  
Senior Sales Manager  
Walnut Grove Properties

Subject: Fresh & Color Selection

To: Ed

Re: Color Selection Approval

Please review the attached document and fax back your approval at your earliest convenience.

**Walnut Grove**

Lot # 23

Delivery Date:  
**Nov 3, 2000**

Subpurchase: **Sally Smith** House Style: **"Chateau" Executive**

**Finish & Color Selection**

Room	Item	Color/Style	Upgrade
Kitchen	Cabinets	Cherry	Upgrade 2
Kitchen	Tile	Bisque	Upgrade 1
Family Room	Hardwood	Cherry	Upgrade 1
Family Room	FP Surround	Slate	Standard
Family Room	Cabinets	Belt In	Upgrade 2
Living Room	FP Surround	Marble	Upgrade 1
Living Room	Hardwood	Cherry	Upgrade 1
Dining Room	Hardwood	Cherry	Upgrade 1
Master Bedroom	Carpet	Patty	Standard
Master Bedroom	Cabinets	Cherry	Upgrade 1
Master Bathroom	Tile	Soft White	Standard

Please Sign and Return:

**Bob and Mary Martin**



# Details

## DETAILS IS FOR EVERY TEAM MEMBER

Whether you're running a small business or working in a large corporate environment, Details helps you and your team work efficiently, communicate effectively, and achieve project successes. >

**MINIMUM SYSTEM REQUIREMENTS >**

**NETWORK SERVER VERSIONS >**

**THE DETAILS GUARANTEES >**

**ORDERING & CONTACT INFORMATION >**



# Details

## *MINIMUM SYSTEM REQUIREMENTS*

### *Windows Version:*

- Windows 2000,  
Windows 98,  
Windows 95,  
or Windows NT 4.0
- 386/DX processor or higher
- 4 MB of RAM
- 10 MB of free hard disk space
- CD-ROM drive or a 3.5"  
high-density disk drive

### *Macintosh Version:*

- System 8.1 or greater
- Power PC 601 processor  
or higher
- 4 MB of application RAM
- 10 MB of free hard  
disk space
- CD-ROM drive or a 3.5"  
high-density disk drive



# Details

## *NETWORK SERVER VERSIONS*

Whether you're operating in a small office or a large corporate environment, Details is scalable for all networks and compatible with all popular network operating systems. >

- Available in 5-User, 10-User, 25-User, or custom-configured network server versions
- Tri-level passwording for secure project information management
- Built-in Key Code System for adding additional licenses



# Details

## *THE DETAILS GUARANTEES*

Publish reports as customized HTML tables and web graphics for the Internet, your intranet, or hyperlink to files, email addresses, and web sites.



Tech Support is FREE for the life of the program. With unlimited access to our technical experts, you'll get answers quickly.



Details is for everyone. Whether you're running Windows 2000/98/95, NT 4.0 or Macintosh, you can open files seamlessly across platforms.



The power of Details is also available in network server versions—complete with concurrent-usage monitoring, passwording, and file locking.



Try Details today. Our ironclad guarantee means there's absolutely no risk. If you're not completely satisfied you'll receive a full refund.



Details is Year 2000 ready—accommodating your information management needs into the next century, and beyond! >



# Details

## CONTACT Us

For more information on how Details can accelerate and streamline your business processes, you can contact AEC Software at:

### SALES OFFICE

800-346-9413 OR 703-450-1980

### EMAIL

[SALES@AECSOFT.COM](mailto:SALES@AECSOFT.COM) >

### ONLINE STORE & WEBSITE

[WWW.AECSOFT.COM](http://WWW.AECSOFT.COM) >

