

## ArchiOffice V18 Enhancements

- 1. Brand New Engine:** ArchiOffice uses the latest and greatest version of the Dot Net framework, version 4.6.2. This underlying engine upgrade provides a performance boost and tighter security by incorporating TLS 1.2 as a default secure protocol.
- 2. Dashboard Security for Individual Widgets:** We've added security controls for every dashboard widget. Now administrators can customize which widgets their users have permission to access. This feature works similarly to how security is handled for users' access to reports.
- 3. Dashboard Widget Filter Enhancement:** In ArchiOffice's dashboard widgets for Hours, Time & Expenses, Payment, Projects, Invoicing, and Accounts Receivable, you can now filter by project type.
- 4. New Comprehensive Phases/Codes/Tasks Report:** This new report will enable you to review all your default Project Phases, Job Codes and Tasks. The report is available when using the print button after selecting Preferences > Project > Phases/Job Codes.
- 5. Profitability Accrued Report Enhancement:** We've added a new column to the Profitability Accrued report to show the total adjustments.
- 6. Revenue Forecast Report Exclusions:** In the Revenue Forecast report, you can now exclude Additional Services and/or Expenses from the calculations, if needed.
- 7. Push Out Bill Rates to All Active Projects:** When you change your bill rates, you can now apply them to all active projects. This is particularly useful if you increase your rates every year.
- 8. Task/Description on All Time and Expense Reports:** All time and expense reports now display the Description and Task, if present in the entries.
- 9. Date Range in Employee Performance Report:** We have enhanced the Employee Performance report to show the date range being reported on at the top-left corner, similar to how most reports show their search criteria in this area.
- 10. Group By None Invoice Option With Itemizations:** In Project > Billing > Options > Invoice Format, you can now choose the standard "Itemize" options even when the Group By is set to "None." Previously you could only choose "Summarize By" as the option under these settings.

- 11. Update Contact Types:** If you change the name of one of your existing contact types In Preferences > Contact > Defaults > Contact Types in Preferences > Contact > Defaults > Contact Types field of any contacts that are already using that type.
- 12. Improved Time and Expense With Notes Report:** The Time and Expense With Notes report now has a Quantity column showing the number of expense units alongside the Expense Rate and Total Amount.
- 13. Redesigned RFI Log Report:** The Request for Information (RFI) Log report has been redesigned to include the Notes field from the RFI record.
- 14. Notes Search in Time/Expense:** In the Time/Expense Search Request screen, we have added the ability to search the Notes field. You can now search both the Description and Notes fields.
- 15. Start Date/End Date on Sub-Phases:** We have added the ability to set start and end dates on sub-phases. We have also enhanced the forecasting report to work with this feature.
- 16. Project Search by Description:** In the Project > General > Data screen, there are two Description fields, a long and a short description. Projects are now made searchable by text in either of these fields.
- 17. Time/Expense Update Prompt Enhancement:** When you go to update an employee's bill rate In the Project > Details > Project Team screen, you'll now see a confirmation pop-up to ensure that you don't change any rates by accident. We've also made the process more straightforward and added a new option that allows you to change the employee's entries with the updated bill rate from a specified date onward.
- 18. Clear Icon in Project and Contact Search Box:** We've added a Clear icon added that will simply erase the data in the search fields for Projects and Contacts, just like we have in the Time and Expense screens.
- 19. Performance Enhancements:** We worked hard to enhance the overall performance of ArchiOffice and minimize its memory usage. Consequently, ArchiOffice is faster, enabling you to save time and enjoy a smoother process.

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