

WELL SUPPORTED...

Appropriate assistance when you need it

- On site training if you want it: This is very valuable when you get started, and down the track when you are ready to "step up to the next level"
- Remote training and support via telephones and the Internet: Quick and timely remote support is very efficient and effective. (We have even done several new installations and initial training without going on-site.)
- Self-help through the <F1> key, and from our website: www.adminsoft.com

About us

Adminsoft is a small and innovative IT company, based in Auckland, NZ. We have been writing practice management software for professionals since 1989. Our original windows version was launched in 1998. Since then the product has been enhanced significantly, incorporating many requests and suggestions from our loyal user-base. The majority of our users are professional practices such as surveyors, consulting engineers, architects, barristers, and business consultants, with between five and sixty staff. The software has proven itself at sites in NZ and Australia, some of which have multiple branch offices. We also have an entry-level version that is well suited to "sole traders" and firms with less than five staff.

HELPING YOU TO RUN YOUR OWN OPERATION VERY PROFESSIONALLY...

Professional service delivered in a professional manner by a professional organization

The software helps you to:

- work more efficiently, freeing more time to lift the quality of your professional services
- communicate better with your clients and other parties, because standard letters or email at various points of a job are a breeze to generate
- feel good about your business because your internal systems work well
- retain staff (who also feel good about working in a very professional operation)
- increase your bottom line (which flows from all the above, plus everyone working smarter)

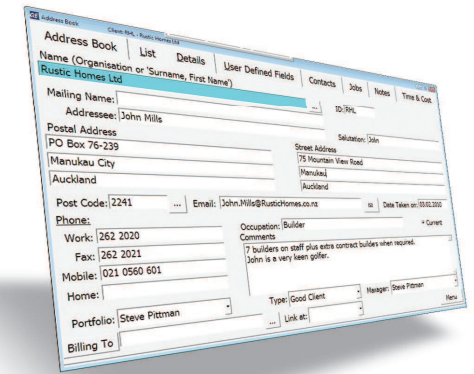
CONTACT US TO FIND OUT MORE...

Adminsoft

Phone: +64 9 262 2020
Aussie Toll-free: 1800 030 837

E-Mail: Sales@Adminsoft.com
Skype: Adminsoft.com
Web: www.adminsoft.com

PO Box 76-239, Manukau City 2241
Auckland, New Zealand



Practice Management Software for Professionals

Helping you to run your own business operation more professionally...



Adminsoft

HELPING YOU TO WORK SMARTER...

Information at your fingertips

- Rapid access to phone numbers and other contact details
- Client and job histories are a mouse-click away: work notes, timesheets, invoices, receipts, and other jobs for the same client (and their job histories)
- Fast access to job filing folders: correspondence, digital photos, CAD drawings, etc.
- Powerful searches for old jobs and clients

Easy and efficient everyday administration

- Appointments, tasks and reminders for the day, week, and beyond
- Record time and disbursements as you go
- Raise email from within the software
- Generate standard letters and other documents (filed in the correct job folder for you)
- Raise and update job notes

Links with other software

- Instant street maps and satellite photos of job and client locations
- Fast lookup of downloaded digital plans
- Integrates really nicely with QuickMap

HELPING YOU TO MANAGE BETTER...

Assists Managers

- "Dashboard" for the big picture
- Quote, schedule, and manage individual jobs or projects
- Quick summary of a job's status
- Assign tasks to staff and monitor progress
- View and manage staff workloads
- Book vehicles, GPS, and other equipment
- Diary view of who is away on site: time, duration and for which job
- Good ideas and far-off tasks are not forgotten
- Lots of useful management reports
- Informed (and therefore better) decision making

The screenshot displays the 'Time & Cost' tab of the software. It shows a summary of job data for 'Rustic Homes Ltd' with the following details:

Completed	Hours	Fees	Disbursements
19.50 %	8.500	945.00	32.50
Estimated Fees: 10000.00	WIP: 11.000	Invoiced: 970.00	0
Progress: 19.500		1915.00	32.50
Write Up/(Off): 0		285.00	0

Additional fields include: Default Staff Charge Rate No.: 0, Fixed Rate for All Staff: 0.00, Invoice Client: Rustic Homes Ltd, Invoice Addressee: John Snider, Send invoice adjustments back to WIP: Sometimes, and Description Text for Invoices: Re: Flemming Street Subdivision. Invoiced: 970.00, Inv. Costs: 425.00.

HELPS THE HO-HUM STUFF TO REALLY HUM...

Accounts Modules

- Build invoices from timesheets or fixed quotations, progress claims, and more
- Debtors (Accounts Receivable): send out statements, improve cash-flow
- Creditors (Accounts Payable): supplier invoices are easily on-charged to jobs, raises direct credit payment schedules for your electronic banking software
- General Ledger (with bank reconciliation): GST, and regular management reporting of monthly P&L, statement of position, and cash-flow projections
- Utilize electronic bank statements: import Debtor receipts by direct credit, import GL transactions and run GL bank reconciliations

Flexible Databases

- Standard extra data fields: site details, land title information, plan numbers, etc.
- Add your own special data fields to clients and jobs as required
- Extra data fields (and all the standard ones) can be used for rapid searching of jobs and clients, and for grouping and filtering management reports
- Supports sites with multiple offices

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E-Mail: Sales@Adminsoft.com | Web: www.adminsoft.com