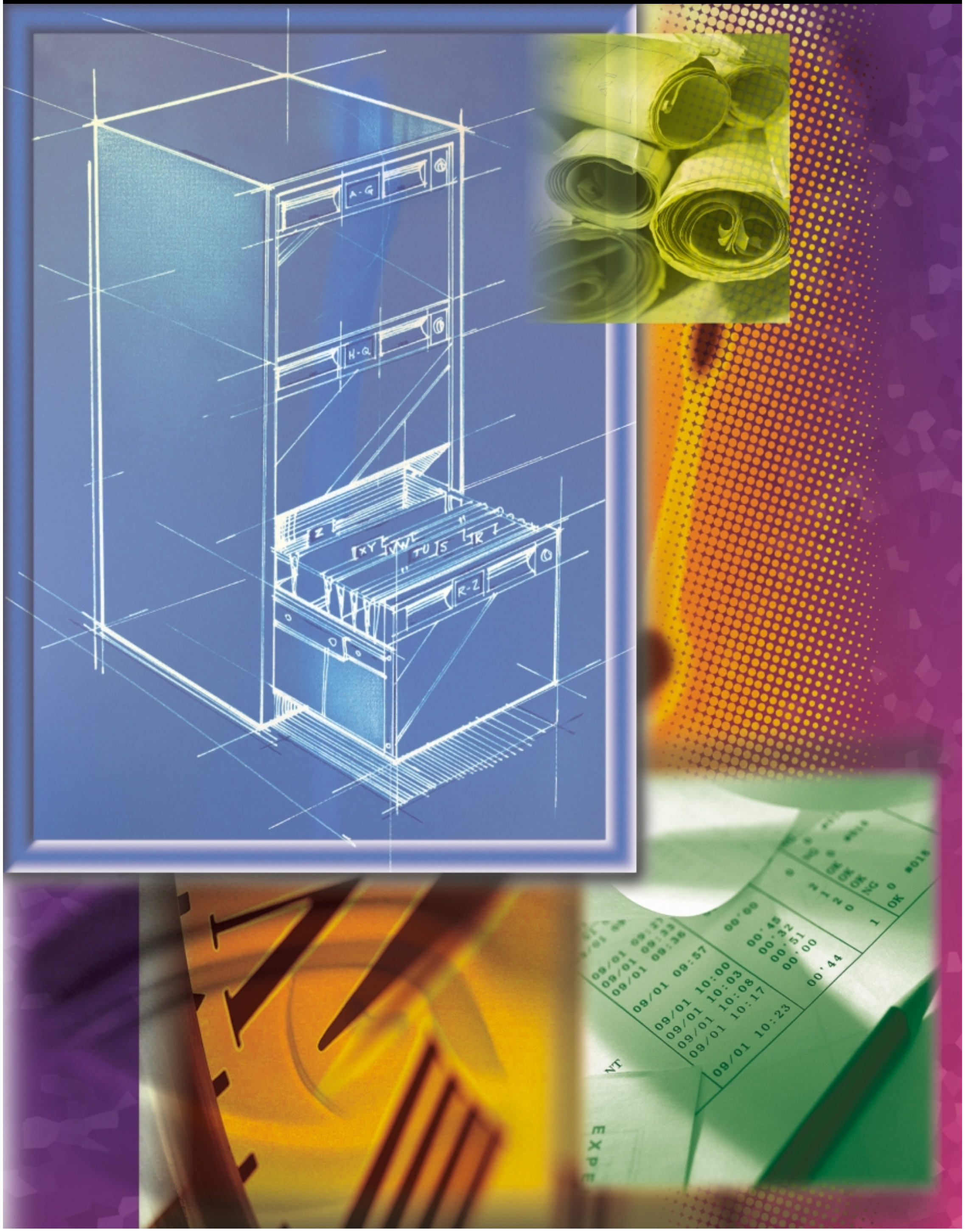
AEC SOFTWARE

MAKE YOUR PROJECT INFORMATION WORK FOR YOU



REVIEWER'S GUIDE

Details™

VERSION 3

PROJECT INFORMATION MANAGEMENT

Make Your Project Information Work For You

Because the whos, whats, and whens of projects are too important to leave to chance, Details™ automates the tracking, management, and reporting of all project-related information. Working as an electronic filing cabinet, Details delivers an organizational framework for professionals and support staff who track and document date, time, and status-dependent information.

Details is designed as an easy-to-use, cost-effective solution for those who currently struggle to manage project information with traditional databases, personal information managers (PIMs), or costly and complex custom applications.

Unlike traditional databases and PIMs, Details offers specialized field types and reporting features for tracking and managing project-related information. Submittal logs, project logs, timeline graphs, a custom work calendar, and a built-in Report Generator ensure that all status-oriented items stay organized and up-to-date. With an estimated street price of $299, Details doesn't demand the significant financial and time commitments typically required of higher-end, custom applications.

Details' suite of QuickStart Templates supply preformatted fields, reports, forms, and timeline graphs that help jump-start the management process. Users can also define their own fields in which to store and track any type of information. Details is designed for Windows® 2000/98/95, Windows NT® 4.0, and Power Macintosh® platforms, and is available in single-user versions and multiple-license network server versions.

With Details', project information is centralized, organized, and always up-to-date. In an instant, you can communicate project statuses to colleagues and clients with dynamic, presentation-quality forms and reports. With all the details right at your fingertips—you'll stay in control and make your project information work for you.

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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 requests, logging deadlines and submittals, organizing punch lists, or managing essential documents—Details simplifies the complex and ends the paper chase.

No more wasting time searching through filing cabinets, paper logs, and complex databases. Essential information is centralized and easily accessible. Details' specialized templates get you up and running in minutes. Each QuickStart Template comes complete with preformatted fields, multiple reports, sample data, and timeline graphs.

The Details Advantage

The Details Environment

The Details Views

QuickStart Templates

Defining Field Types

Entering and Editing Project Data

THE DETAILS ADVANTAGE

Details can track and report any type of information. There are, however, several key features, which make Details an ideal solution for managing project and status-oriented information.

EASY SETUP

Simply decide what types of information you need to track, define your data fields, and you've created a Details database. There are no tricky relationships or complex concepts to learn.

ACCURATE REPORTING

To create a report, just choose the fields you wish to display and set your search and sort criteria. You don't need any programming skills to generate a report. With Details, just point, click, and view your report instantly.

CUSTOM FORMS

Details' suite of easy-to-use layout tools provides the means to create dynamic, intelligent forms complete with colorful graphics. With your own custom forms, you'll be amazed at how quickly and easily you can capture, track, and route project details.

THE REPORT GENERATOR

The Generator monitors project data at all times. With the Generator on, records within a report are searched, sorted, and up-to-date at all times. When the Generator's off, you have complete control over records—including the ability to hide, filter, or drag-and-drop records to create just the view you want.

TIMELINE GRAPHS

Details transforms project milestones and deadlines into colorful, presentation-quality timeline graphs. Viewing key dates in a timeline brings the "big picture" to light.

SUBMITTAL LOGS

Whether sending or receiving proposals, submittals, designs, or anything with an approval process, Details' specialized submittal logs provide a built-in system for tracking the status of items as they pass through the business process.

PROJECT LOGS

To track project activities, dates, and durations, Details provides easy-to-use project logs. Not only will project data be organized and up-to-date, but also when used in conjunction with a timeline graph, project logs become a powerful project scheduling and tracking tool.

CONTACT FIELDS

A contact field centralizes all the information pertaining to people or organizations with whom you correspond. It is a combination of subfields, which store data related to the name, company, mailing address, phone, fax, email, and web site of a contact. Within reports, contact values can be displayed in separate columns or combined into a "Full Address" column.

HYPERLINKS

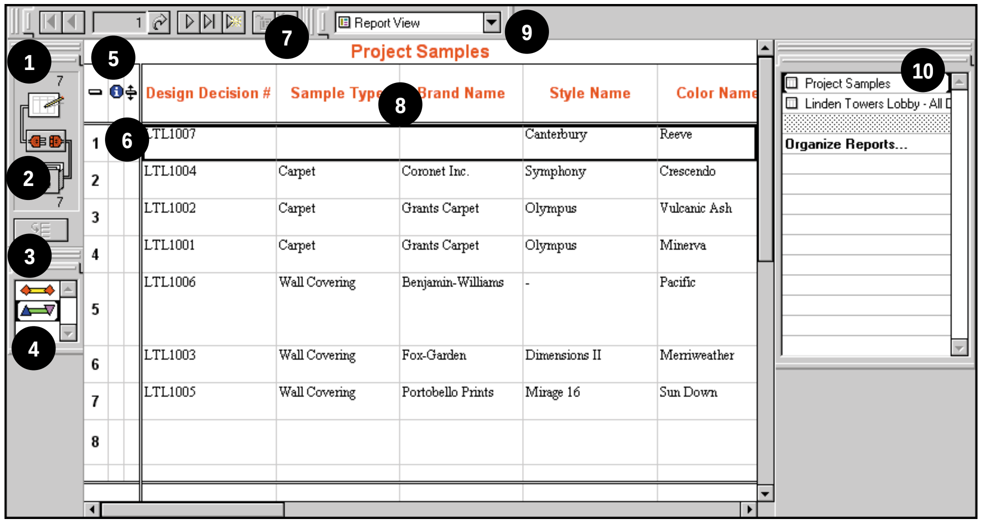
Hyperlink and List of Hyperlinks fields let you store email addresses, web sites, and related files directly within your Details database. Hyperlink values are displayed as blue, underlined hypertext and can be launched with a single click.

WORK CALENDAR

Unlike traditional databases, Details offers a built-in Work Calendar to help accurately schedule and track project tasks. Customize work schedules to account for holidays, weekends, vacations, as well as hourly work shifts per day.

THE DETAILS ENVIRONMENT

Details is a project information manager in database form. Each item in the database is a record and each record has various values stored in fields. Information can be viewed by: a) displaying all the information about a single record, using forms, or b) displaying collections of records, using reports. Details provides four main views: Report view, Form view, Form Setup view, and Print Preview view.



Report view - lets you view all the records in the open report in a columnar layout. What you see in the other views is determined by the open report.

1. RECORD COUNT

Displays the number of records that match the search criteria defined for the active report as well as the total number of records in the database.

2. GENERATOR SWITCH

Shows the status of the Report Generator:

• When green and plugged in, the Generator is "on" and the report is searched, sorted, and always up-to-date.

• When red and unplugged, the Generator is "off" and you are free to edit records on-screen as well as move, filter, hide/show, and re-sort records.

3. GET WAITING RECORDS

Indicates whether there are records which belong in the report but which are not currently displayed. The Get Waiting Records button becomes active when there are records that meet the search criteria of the report but are not displayed because the Generator is off.

4. BAR LIBRARY CONTROL PALETTE

Available in Report and Form views. The bar library displays all defined bars and milestones. Bars and milestones are only visible in this control palette when the Generator is off and when the report contains a timeline graph.

5. INFORMATION COLUMN

Clicking in this column opens the Edit Record form, providing instant access to every field and value for a record in your database.

6. RECORD

In Details' file cabinet metaphor, a record is like the folder in the file cabinet containing all the information for a single item. A record is displayed as a row in a report.

7. NAVIGATION PALETTE

Available in Report and Form view. The Navigation palette provides buttons that enable you to move from record to record.

8. COLUMN HEADINGS

The column headings show the name of the field or subfield which is displayed in each column.

9. VIEWS PALETTE

Available in Report and Form view. This pop-up list allows you to quickly select the view in which to display the open report.

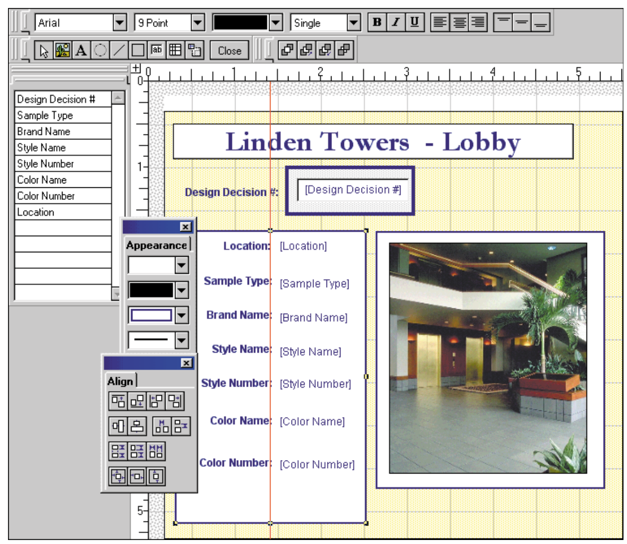
10. REPORTS PALETTE

Available in Report and Form view. Lists all defined reports in your database—just click on a report to change the view.

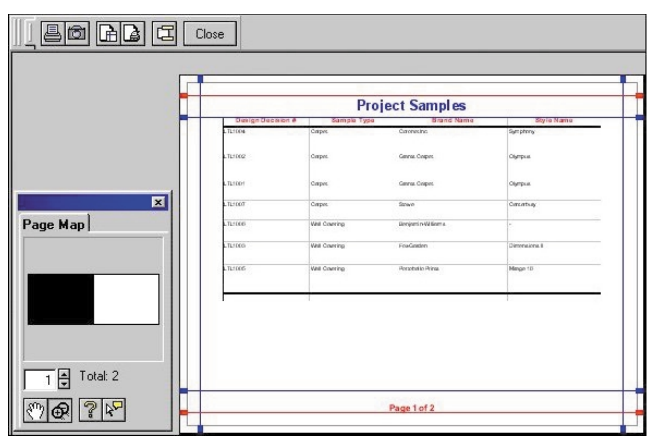
THE DETAILS VIEWS

Form view – lets you view and edit the records in the open report, one at a time, in a custom form. The Edit Record form is also a way to view and edit data from each record in the open report.

Form Setup view – is for creating and editing presentation-quality forms. Details' suite of easy-to-use layout tools provide the means to create dynamic, custom forms complete with colorful graphics.

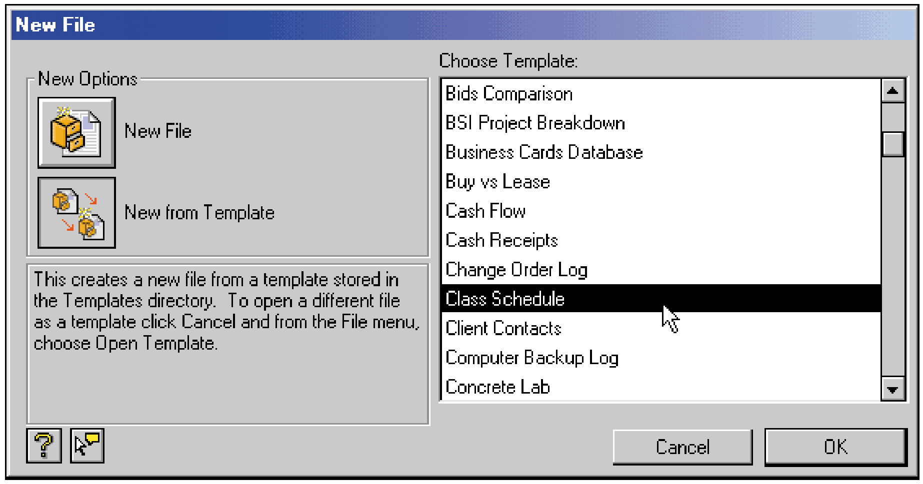


Print Preview view – view lets you see how the report or custom form will print, and allows you to adjust margins, page settings, and add custom headers and footers.



SAVING TIME WITH QUICKSTART TEMPLATES

Whether you choose to create a new file from scratch or select a QuickStart Template—getting started with Details is quick and easy. Building a new Details file is a simple two-step process: define your fields, and set-up a report by selecting the fields you wish to view.



Details also provides over 60 specialized templates to get you up and running instantly. Each QuickStart Template delivers a complete set of preformatted fields, reports, and forms—so all you need to do is type in your project details.

Users can also use any Details file as a template. Simply use the Open Template option from the File menu, browse and locate the file to be used as a template, open the file, and Details automatically generates a new file with the form and structure of the original file, but without the data.

Details' suite of QuickStart Templates are designed to track:

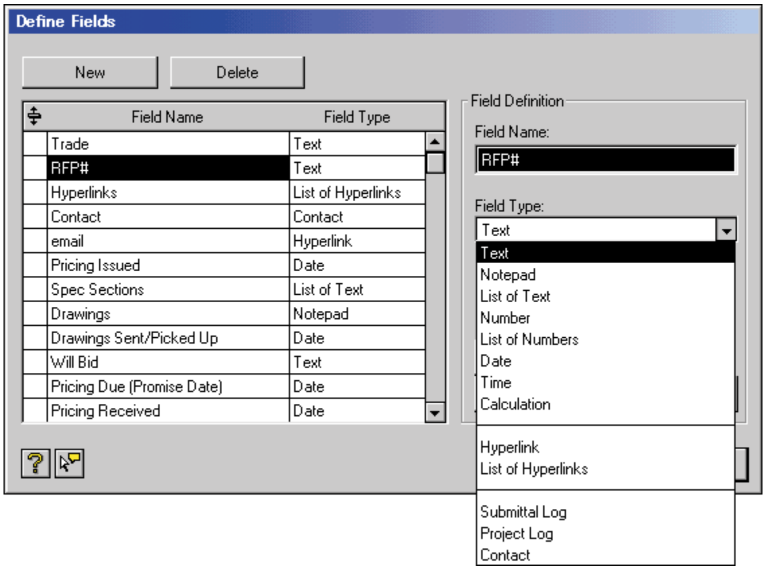
Contacts	**RFIs**
Submittals	**RFQs**
Tasks/To-do Items	**Approvals**
Contracts	**Change Orders**
Email/Web Addresses	**RFPs**
Files/Documents	**Procurements**
Equipment	**Assets**
Personnel Info	**Expenses**
Punch Lists	**Maintenance**
Phone Logs	**Contractors/Suppliers**
Date/Time Milestones	**Transmittals**
Shop Drawings	**Inventories**
Lab Samples	**Correspondence/Notes**
Project Phases	**Budget Figures**

Over 60 QuickStart Templates to get you up and running instantly

Building new files is a simple two-step process

Create new databases using your own files as templates

DEFINING FIELDS FOR ALL ESSENTIAL PROJECT INFORMATION



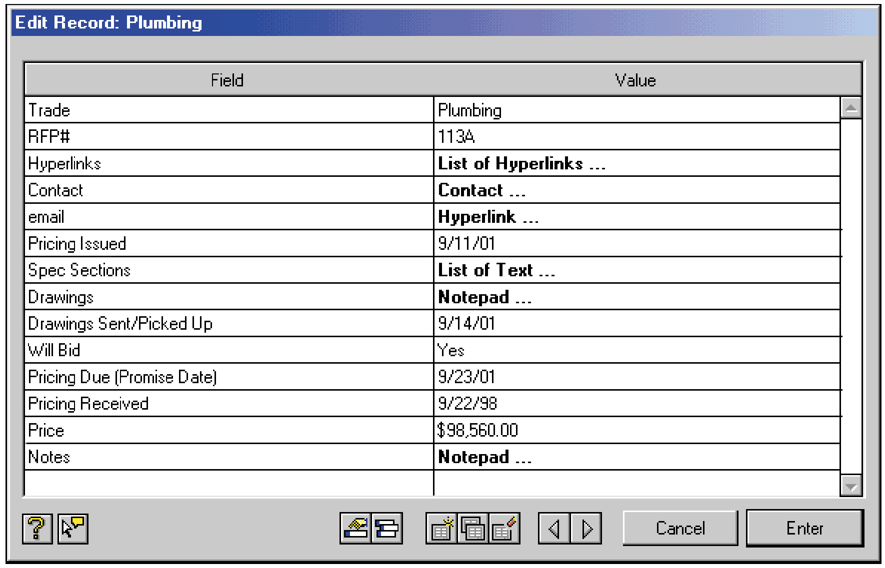
A field stores a piece of information for a record. Fields can be displayed in columns of a report and searched for specific data. The field type determines the type of information that can be stored in the field, and Details has thirteen different field types from which to choose. Three of the Details field types contain subfields: Contact, Project Log, and Submittal Log. These specialized fields group related information into a single field for efficient organization.

To define a new field: type in a name, choose its type, and then select options to store and display the data in that field. You can add an unlimited number of fields to a file and store preset values per field as pop-up or drop-down choice lists, and you can easily reorder fields by dragging-and-dropping. The order in which field names are listed in the field setup dialog determines the order in which they will appear in the Record Form. Once fields are defined, anytime you want to add, change, or delete them choose Define Fields from the File menu.

Field Type	Field Data
Text	Letters, symbols, and numbers (up to 32,000 characters)
Notepad	Large amounts of text which word-wrap within reports (up to 32,000 characters)
List of Text	Multiple text entries appearing on separate lines (up to 32,000 characters per line)
Number	Numbers in conjunction with decimals, currency, and % symbols
List of Numbers	Multiple number values appearing on separate lines
Date	Dates in a variety of user-definable formats that are Year 2000 compliant
Time	Times in either 12 hour or 24 hour formats
Calculation	The result of a calculation formula. Details provides over 60 pre-defined calculation functions, so the result can return a text, number, date, or time value.
Hyperlink	A file name, email address, or web site. Hyperlinks appear as underlined, blue hypertext and will auto-launch when clicked.
List of Hyperlinks	Multiple hyperlinks to files, email addresses, or web sites on separate lines
Submittal Log	Information about an item's submittal and approval process including statuses, durations, dates received, submitted, and returned
Project Log	Activities, tasks, dates, times, durations, and other project-related information
Contact	A contact's name, company, address, phone, fax, email address, and web address

ENTERING AND EDITING PROJECT INFORMATION

Within Details there are two ways to enter data. Data can be entered and edited either in forms or directly into the cells of a report when the Report Generator is "off."



The Edit Record form displays all the fields in the database and their values for a single record. Data can be entered or edited in the "value" section of the form simply by typing and tabbing through cells. Field order within the record form parallels the order of fields within the Field Setup dialog.

When the Generator is off, you can create a new record by entering values directly in the report. You can add and edit data for existing records, as well as hide, show, and reorder records.

When the Generator is on, creating new records and editing existing records is accomplished through forms. To access the default form (Edit Record form), simply click in the Information Column, double-click in the Row Number Column, or double-click a specific field cell for the record. Users can also access custom forms from the Navigation palette or even replace the default Edit Record form with a custom form within the Options panel of the Report Setup dialog.

Details' preset choice lists provide a fast, accurate method of storing and entering frequently used values within your database. The drop-down list, pop-up menu, and pop-up calendar make it easy to enter preset values such as text, numbers, and dates directly into your reports.

View and edit all field values for a record with the Edit Record form

The Navigation, Views, and Reports palettes make it easy to shift between records, forms , and reports

Use pop-up or drop-down preset choice lists for quick data entry

ACCURATE REPORTING, INSTANTLY.

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. With Details you don't have to be a programmer to create presentation-quality reports and add new data categories—just point-and-click. Addresses, notes, tasks, logs, expenses, revenue, or any other project details are displayed and arranged in customized, columnar reports.

Unlike traditional databases, Details provides specialized submittal logs for tracking approval processes and project logs for scheduling activities' start dates, finish dates, and durations. With full import and export features, it's easy to exchange information with other databases, spreadsheets, and word processors.

Point-and-click Reporting

Organizing Reports

Project Logs

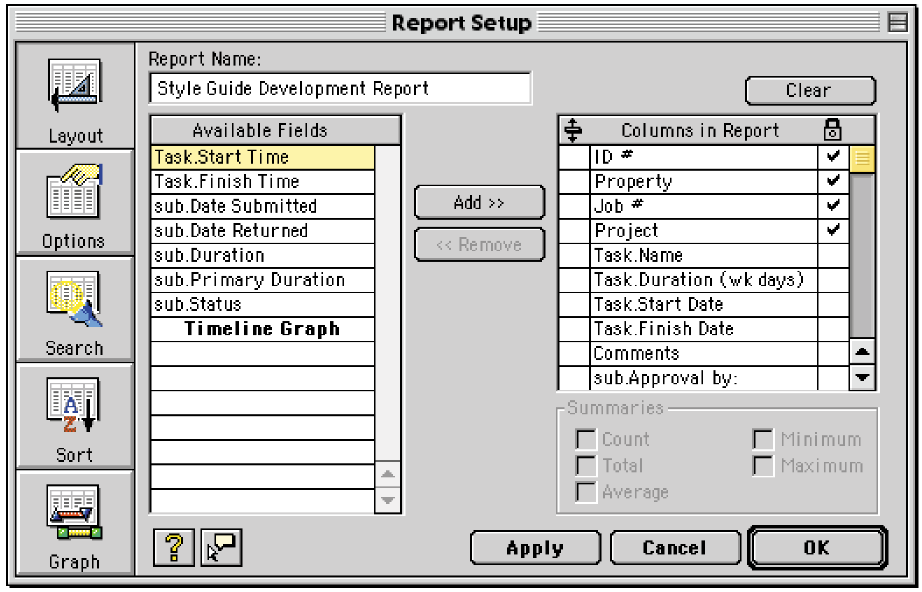
Submittal Logs

Importing Data

Print Preview and Exporting Reports

POINT-AND-CLICK CUSTOM REPORTING

Details' custom reports help track and manage all essential information. Setting-up reports is a quick, easy, point-and-click process. Reports are stored as separate "views" which can be accessed and edited instantly. An unlimited number of reports can be created for each Details database.



Because reports represent different views of the data in the database, you can create a system of reports, each with its own fields that display just the information needed. With custom searches, sorts, and timeline graphs built-in to reports, information is always organized and up-to-date.

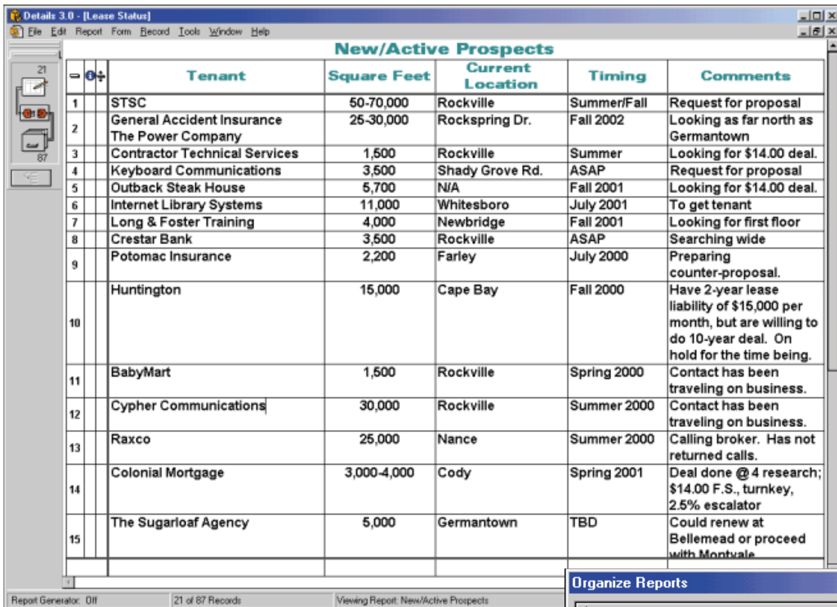
To create a Details report, simply choose the fields you want to see, determine a search criteria to find just the records you want, select a sort order to arrange the records, and decide whether or not to display key dates in a timeline graph. A report is produced which displays each field in a column and each record in a row. Details' Report Generator continually monitors your project data—searching and sorting all records, ensuring that your reports always contain just the information you need.

Point-and-click custom reporting

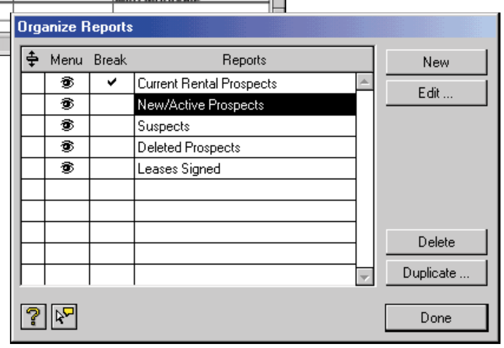
Searches and sorts are built into reports, keeping project data organized and up-to-date

Display all fields or just specific fields in any order you wish

ORGANIZING REPORTS AS DIFFERENT DATA VIEWS



	Tenant	Square Feet	Current Location	Timing	Comments
1	STSC	50-70,000	Rockville	Summer/Fall	Request for proposal
2	General Accident Insurance The Power Company	25-30,000	Rockspring Dr.	Fall 2002	Looking as far north as Germantown
3	Contractor Technical Services	1,500	Rockville	Summer	Looking for $14.00 deal.
4	Keyboard Communications	3,500	Shady Grove Rd.	ASAP	Request for proposal
5	Outback Steak House	5,700	N/A	Fall 2001	Looking for $14.00 deal.
6	Internet Library Systems	11,000	Whitesboro	July 2001	To get tenant
7	Long & Foster Training	4,000	Newbridge	Fall 2001	Looking for first floor
8	Crestar Bank	3,500	Rockville	ASAP	Searching wide
9	Potomac Insurance	2,200	Farley	July 2000	Preparing counter-proposal.
10	Huntington	15,000	Cape Bay	Fall 2000	Have 2-year lease liability of $15,000 per month, but are willing to do 10-year deal. On hold for the time being.
11	BabyMart	1,500	Rockville	Spring 2000	Contact has been traveling on business.
12	Cypher Communications	30,000	Rockville	Summer 2000	Contact has been traveling on business.
13	Raxco	25,000	Nance	Summer 2000	Calling broker. Has not returned calls.
14	Colonial Mortgage	3,000-4,000	Cody	Spring 2001	Deal done @ 4 research; $14.00 F.S., turnkey, 2.5% escalator
15	The Sugarloaf Agency	5,000	Germantown	TBD	Could renew at Bellemead or proceed with Montvale



Reports are the different compilations of all the data in the records. You can define an unlimited number of reports that search for different sets of records and sort those records in different ways. These reports are stored and organized under the Reports Palette. You can switch between reports to view data, change record values, and even find and replace text values.

Text attributes for different report areas can be customized and set independently of one another. In one global dialog you can access and alter the font, size, style, as well as the color of text in the column headings, column data, column summaries, graph data, and graph timescales of a particular report.

Store an unlimited number of reports for each Details database

Customize text attributes for each area of a report within a single dialog

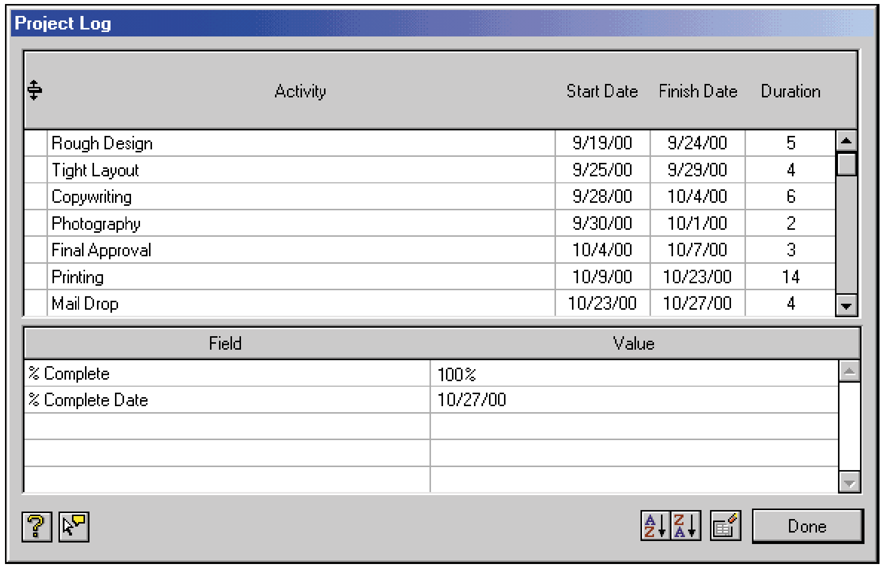
Define report arrangement and grouping by dragging-and dropping

TRACKING TASK DATES AND DURATIONS WITH PROJECT LOGS

This unique Details field type is ideal for tracking all project-related information such as tasks, dates, times, and durations. Project log fields are multiple value fields composed of a collection of various subfields. While project logs contain six subfields by default, users can also add custom subfields to the project log to track other types of project information.

Project logs also have built-in duration fields that automatically calculate task durations based on activity start and finish dates. Details provides options for displaying task durations in any unit from hours to years as well as work days or work hours.

Project logs make it possible to store and track multiple tasks for each record in your database. With project logs, data will always be organized and up-to-date, and when used in conjunction with a timeline graph, they're a powerful scheduling and tracking tool.

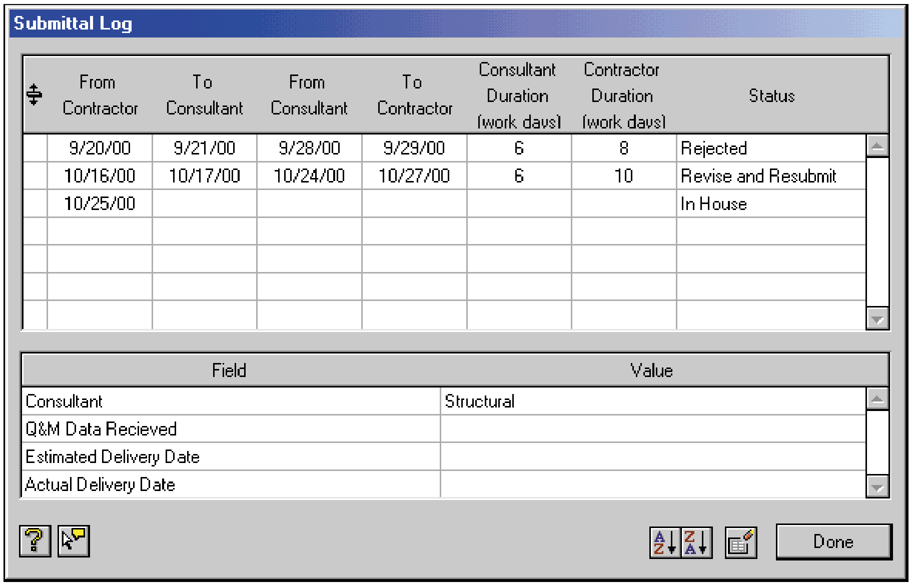


Track multiple project tasks, dates, and durations for each record in your database

Task durations update automatically as changes occur

Combine project logs with timeline graphs for powerful scheduling and tracking

LOGGING APPROVAL PROCESSES WITH SUBMITTAL LOGS



Details' submittal logs are specifically designed to track items, which typically pass through an approval process. Like project logs, submittal logs are comprised of various subfields that make it easy to track approval dates, durations, statuses and any other essential information—so you'll always have accurate records of submittal histories.

Submittal logs are ideal for professionals and support staff who track and log the flow of documents, approvals, drawings, change orders, or other project data. The log's date and status columns can track items submitted by you or items submitted to you. In addition, you can track an item's status at any given time from submission/receipt to return.

A pass-thru submittal log extends the submittal log's tracking capabilities by adding two additional date and duration columns. Especially useful for people in an intermediary position, a pass-thru submittal log tracks when you received an item, when you submitted it to another individual, when they returned it to you, and finally, when you returned it to the person who originally submitted it to you.

Track submittal rounds and transaction histories in standard or pass-thru logs

Stay up-to-date with custom fields for managing in/out dates, statuses, and durations

Display submittal log subfields separately or as a cohesive group within reports

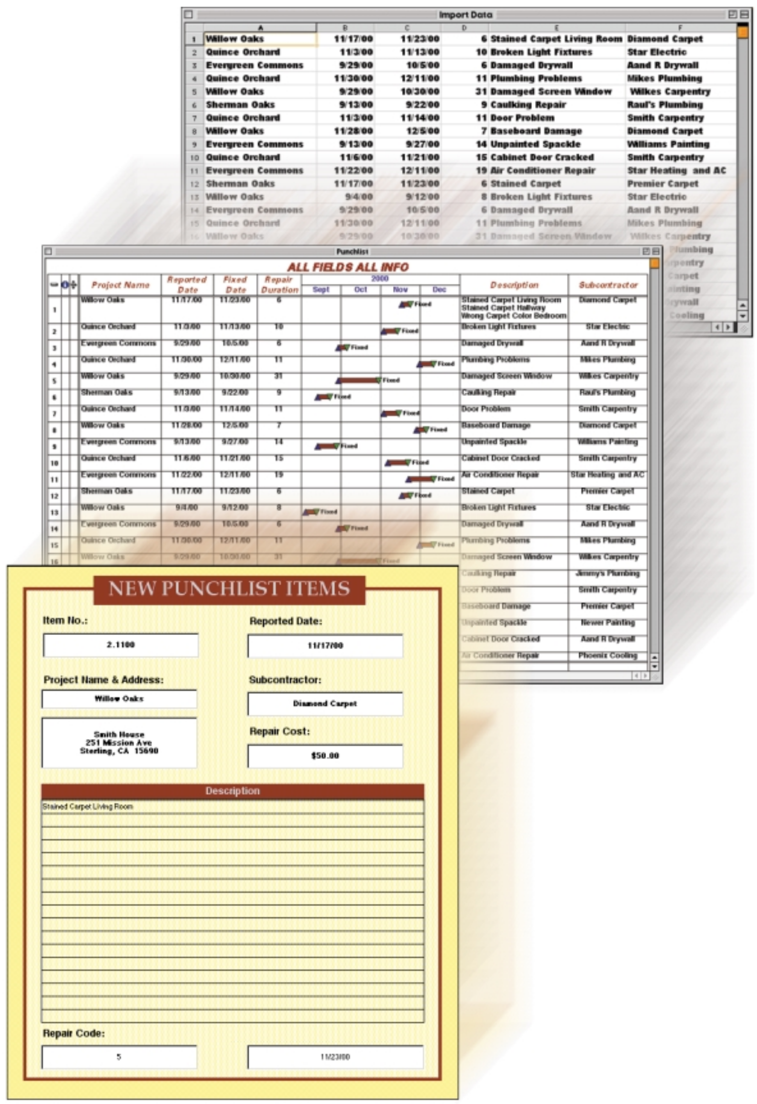
IMPORTING INFORMATION FROM OTHER APPLICATIONS

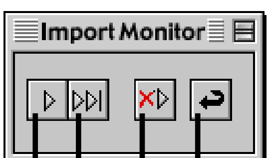
Details' robust import features enable you to exchange information easily with other databases, spreadsheets, project management programs, or word processing software.

Sometimes information that you want to enter into the database already exists in a different file or application. Instead of creating or changing all those records by hand, you can have Details import that information from the other file, interpret it, and enter it into the database automatically—providing you with a comprehensive report instantly.

Because programs generate data in many different ways, Details gives you many options for interpreting all common formats. Details' import monitor guides you through the import process, allowing you to view data as it's placed into your database. With the import monitor, you can import one record at a time, import all remaining records, delete the last record, or cancel the import.

Details imports and exports ASCII text—the standard text format. The importing process works just as if you were entering the data. The first value is read into the first column. When the Import Monitor encounters a field separator (either a tab or comma), it moves to the next column and enters that value. The importing continues this way until a row separator is detected, for example a carriage return, and then begins entering field values in the next record.





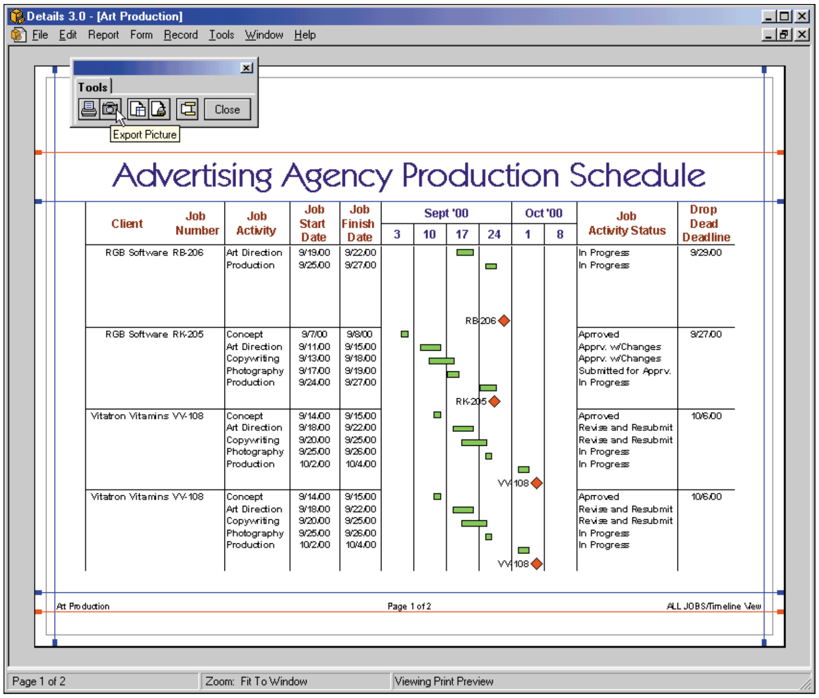
Import Next Line

Import All Remaining Lines

Delete Last Record &
Import Next Line

Stop Importing

WORKING WITH PRINT PREVIEW AND EXPORTING REPORTS



Print Preview is a separate window which displays an image of each page of your report as it will appear when printed. While working in this view you can easily format headers, footers, and margins for one or all pages of your report and view the changes instantly.

To add custom headers and footers to your reports, simply type in your own text or choose from any of Details' preset selections like date, time, report name, file name, and page number stamps. There are numerous options for displaying headers and footers: display on the first page only, the last page only, on all pages, or on all pages except the first. By dragging the red margin lines, it's easy to position your headers and footers in just the right location.

Details reports can be aligned to the left, right, or center of the page. Locked columns can also be repeated on multiple pages.

Add unique report headers and footers complete with date, time, page, and file stamps

Zoom and Scrolling Tools allow for easy print preview navigation

Export reports as web graphics or custom HTML tables

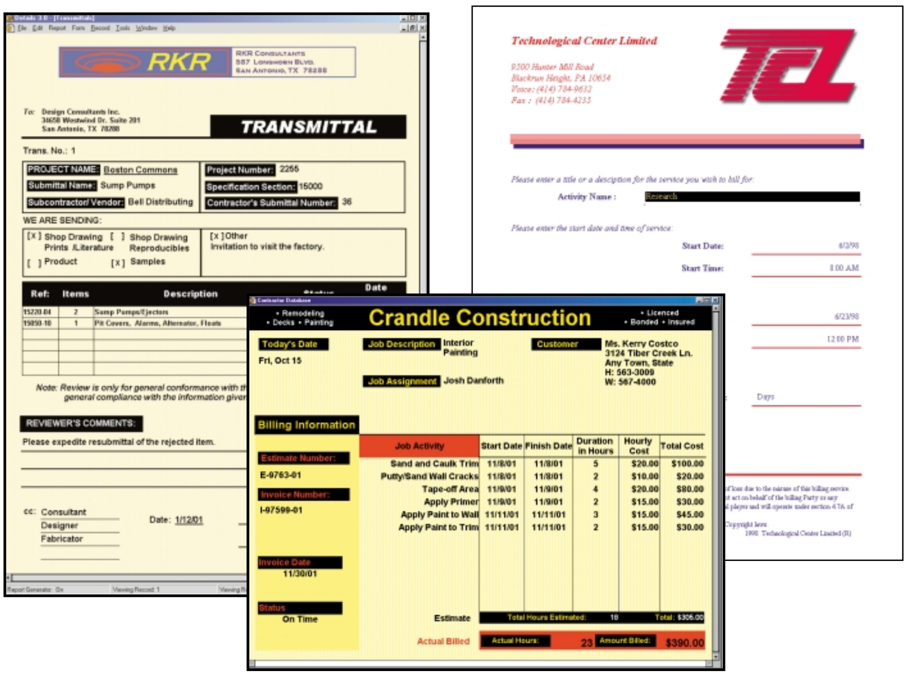
From Print Preview, reports can also be exported as web graphics or as customizable HTML data tables. Details supports all major graphic file types including: JPEG, TIFF, PNG, bitmap, enhanced metafile, metafile, and Macintosh PICT. Users also have three formatting choices when exporting reports as a graphic from Print Preview: document only, document with paper border, and document with headers/footers.

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 complete with colorful graphics. Form functionality can be tailored to meet the specific needs of each team member, department, or organization.

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. With your own custom forms, you'll be amazed at how quickly and easily you can capture, track, and route project details.

RELY ON CUSTOM FORMS FOR BETTER BUSINESS



Make an impact with clients using presentation-quality, custom forms

Tailor forms to simplify and automate data entry for each team member

Enhance communication by transmitting project statuses quickly and easily

Forms enable you to customize how data is displayed and entered within a file. Details' presentation-quality, custom forms enable you to capture, track, and route project details quickly and accurately. Forms simplify and automate data entry and can be tailored to meet the needs of each team member, department, or organization—thus elevating productivity.

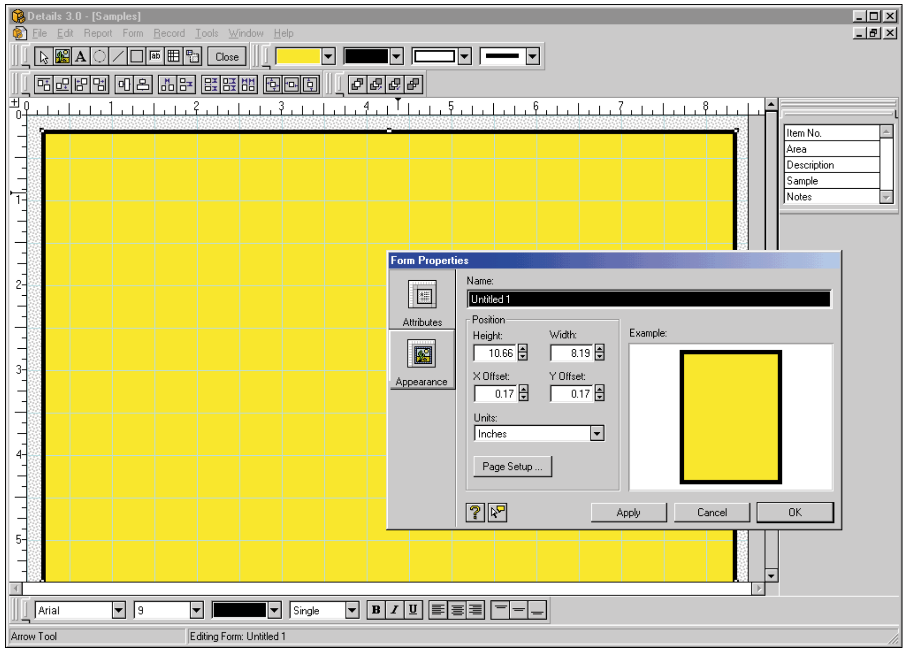
With Details, it's easy to create electronic replicas of traditional paper forms complete with colorful borders, logos, and graphics. Custom forms convey project statuses and make the right impression with customers and clients.

Each of Details' example files contain forms that illustrate how varied and versatile forms can be. To utilize an existing form contained within an example file, simply open the file as a template and enter your data. Alternatively, you could create a new file based on an existing file in the Template directory, which contains data-free versions of all the example files.

WORKING WITHIN FORM SETUP VIEW TO DESIGN CUSTOM FORMS

Forms enable you to customize how data is displayed and entered in a file and supply you with presentation-quality output. Custom forms refer to forms that are user created. Unlike the Edit Record form, which is created by the program and always available through the Information column in Report view, custom forms are created by you and viewed at your discretion. Custom forms show the data of a single record.

The Form Properties dialog opens by default when you create a new form, but must be manually opened when you enter the Form Setup view of an existing custom form. It's within this dialog that you control global settings for the form's attributes and appearance—including its border, background, and name.



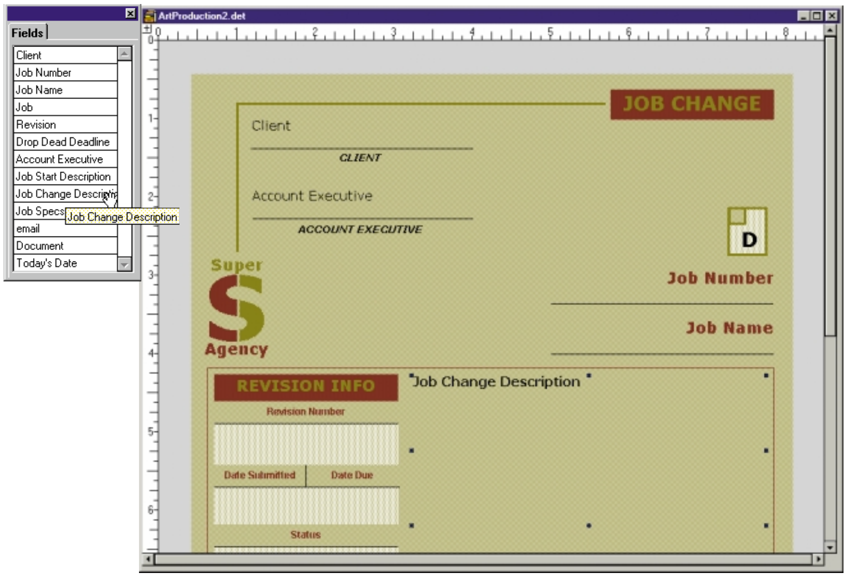
Within the Form Setup view, Details provides numerous control palettes, which contain a wide array of design and formatting tools for customizing your forms. The Text Attributes, Fields, Order, Alignment, Appearance, and Tools control palettes can be docked around the perimeter of the form workspace or float freely anywhere on screen. Control palettes can also be grouped with other palettes or hidden to save space. There are also guides, grids, and rulers that help orient objects as you design and edit your form.

Globally adjust form attributes and appearance within a single dialog

Drawing and design tools for customizing every element of your forms

Group palettes together for easy access to design tools

ADDING FIELDS TO FORMS



Fields from your database can easily be added to custom forms in two ways. One way is to easily drag and drop fields from the Fields control palette, which contains a list of every defined field within the open Details file. Fields placed on forms also contain a text label for that field. The appearance, style, and text attributes for both the text label and the data field can be completely customized to fit your needs.

You can also add fields to your custom forms by drawing an object on the form, using the Data tool or the Table tool, and then assigning a field to the object. To assign a field to the data or table object, simply double-click the object, select the Data Panel button within that object's Properties dialog, and select a field from the pop-up list of available fields. The Data tool allows you to add standard data fields, as objects, to forms, while the Table tool allows you to add multi-value list and log fields, as table-like objects, to forms. You can customize the order in which you tab through a form's fields as well as set any and all fields to be non-editable.

Drag-and-drop fields onto forms

Customize appearance, style, and text attributes for fields and their labels

Customize the tab order of fields for quick navigation

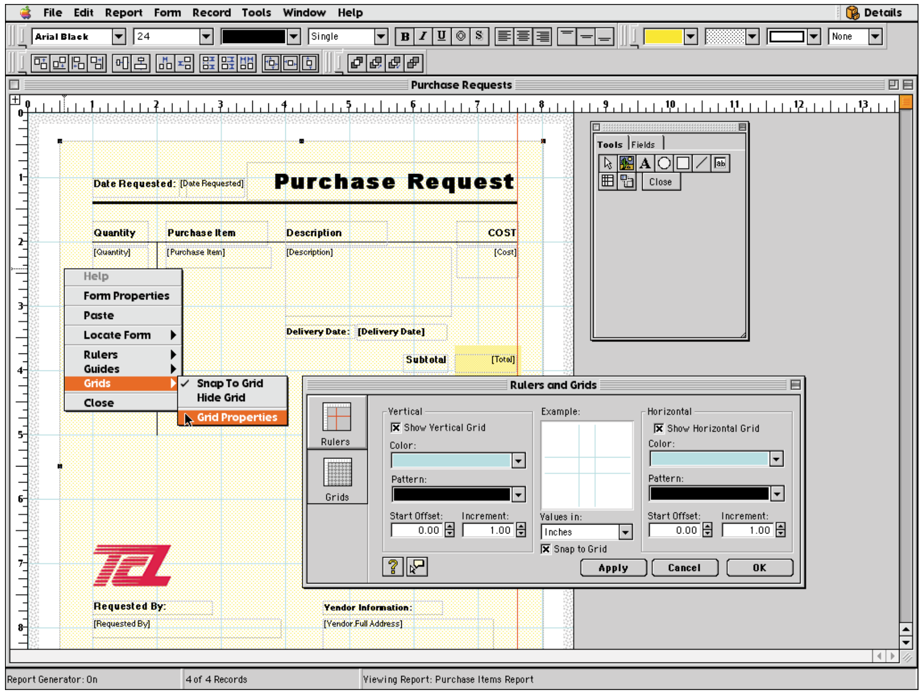
ADDING IMAGES, TEXT, AND OTHER OBJECTS TO ENHANCE FORMS

Details provides numerous tools categorically arranged in control palettes, for use in creating and editing presentation-quality custom forms. Within Form Setup view, the Tools control palette contains separate tools for adding pictures, text blocks, and shapes.

The arrow tool is used to select objects in the form and is also the default tool Unless you double-click on a tool, the palette will revert to a selected Arrow tool the instant an object has been added to the form. Should you wish to draw several objects with a specific tool, one after the other, double-click on the tool and it will remain active until you select another tool.

You can easily place pictures in your forms with the Image tool. Pictures can be added from a file on disk or directly from the clipboard. Text is added to custom forms as a text block with the Static Text tool. The text object's border can even be hidden so that only the text appears in your form. Details also supplies core drawing tools for designing colorful, custom shapes.

There are guides, grids, and rulers as well as alignment and ordering tools that make it easy to orient images, text blocks, and objects as you design and edit your form. Guides are straight edges, horizontal and vertical, that help you align objects. Guides can be locked or unlocked, but they do not print nor do they show in Form view. The Grids and the ruler in Form Setup view can be hidden, and you can change their scale, from inches, to centimeters, to pixels. Vertical and horizontal grids can also be formatted independently of one another with unique colors, patterns, increments, and offsets.

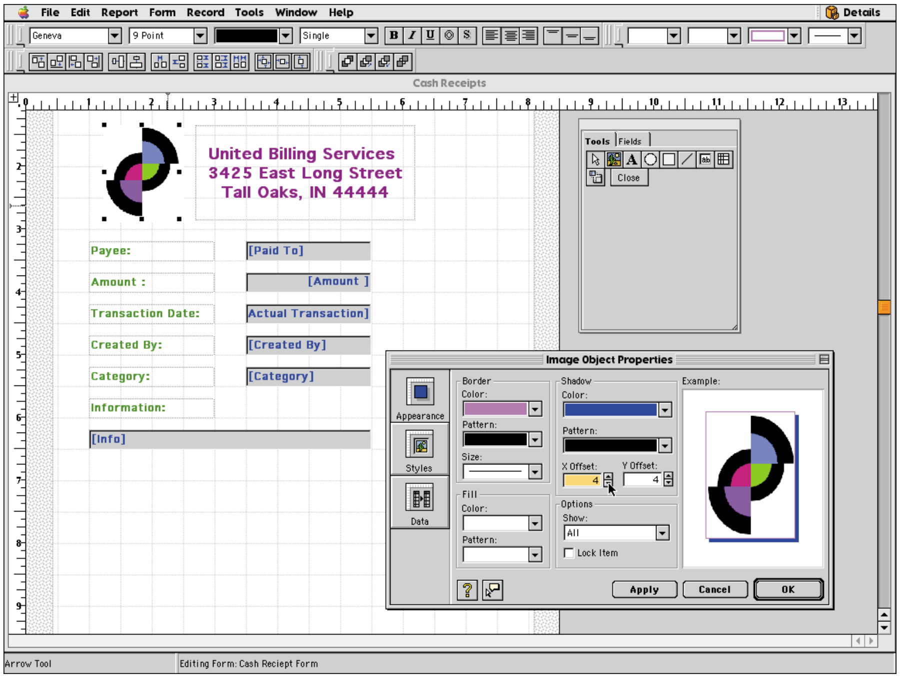


Add pictures and graphics to forms from a file or from the clipboard

Design colorful, custom shapes with a suite of drawing tools

Guides, grids, and rulers make it easy to orient and align objects

SETTING FORM OBJECT PROPERTIES TO WORK THE WAY YOU DO



Every type of form object has appearance properties. Appearance properties refer to the colors and patterns of an object's fill, border, and shadow. An object's appearance can easily be altered by using tools contained within the Appearance control palette or by accessing the Object Properties dialog by right-clicking on the object.

Depending on their object type, form objects may also contain text attribute properties, style properties, and data properties. Text attribute properties can be set for static text objects, data objects, and table objects. Style properties can be set for image, static text, and table objects. Style properties include sunken, raised and flat options, and are unique to an object type. If you have different types of objects selected, for instance two data fields and a table field, the styles panel will not be available when you open the properties dialog. You can, however, set the styles of several of the same object type at one time. In the style panel of Table objects there are additional style options pertaining to the appearance of the table's horizontal and vertical grid lines, and its title and summary text attributes.

Data properties refer to the actual content of the form object. They are unique to an object and therefore can be set for just one object at a time. Data properties can be set for image, static text, data, and table objects.

Set style properties for like objects simultaneously

Right-click on an object and instantly edit its properties

Customize tab ordering per form for streamlined data entry

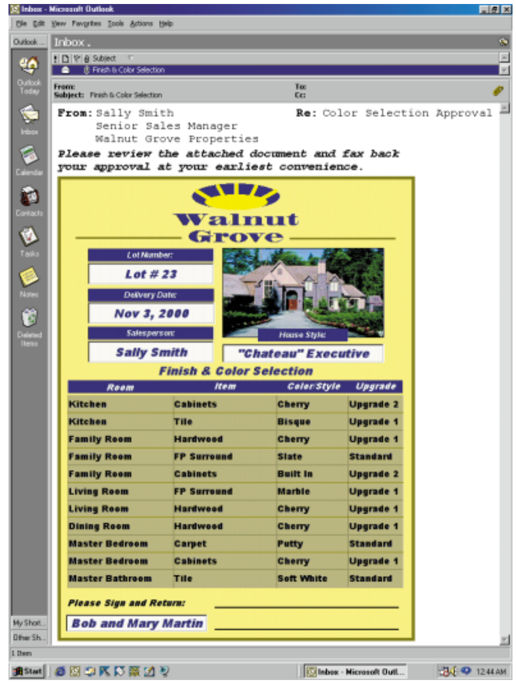
PRINTING FORMS ON DEMAND AND EXPORTING FORMS AS GRAPHICS

Communication is the key to successful information management, and Details makes it easy to share essential project data with team members and clients. Print forms on demand, or go paperless by publishing them on web sites or emailing them to colleagues and clients.

Like reports, custom forms can be viewed in Print Preview, exported, copied to the clipboard, and printed. To print a custom form you must be in Form view. Printing custom forms on demand also eliminates the costly production expenses and wasted inventory of preprinted, traditional paper forms.

Web publishing features enable you to export your custom forms and publish them on web sites. Team members can then view forms remotely across the Internet or within an intranet. In addition to popular web graphic file types like JPEG, TIFF, and PNG, Details also enables you to export your custom forms as bitmap, metafile, enhanced metafile, and Macintosh PICT images. When exporting your from as a picture from Print Preview, you also have the option to add a paper border to the graphic.

Details' forms streamline and accelerate submission and approval processes, especially when sent electronically, via email, to team members or clients.



Eliminate overhead by printing forms on demand

Publish forms as web graphics for colleagues and clients to view

Transmit project statuses instantly via email

In Control, Always.

No more wasting time searching through filing cabinets, paper logs, and complex databases. Your essential information is centralized, organized, and easily accessible in presentation-quality reports and forms. So as deadlines approach and as changes occur, you'll make informed decisions quickly and you'll never be caught off guard.

Details provides a window to the future by transforming key task dates and deadlines into colorful timeline graphs. Specialized Hyperlink fields allow you to quickly send email updates, visit web sites, or store links to essential documents. Details is scalable for all networks, so storing and passwording files on a server provides team members with easy access to current project data.

Timeline Graphs

Calculation Fields and Summaries

Hyperlinks

Contact Fields

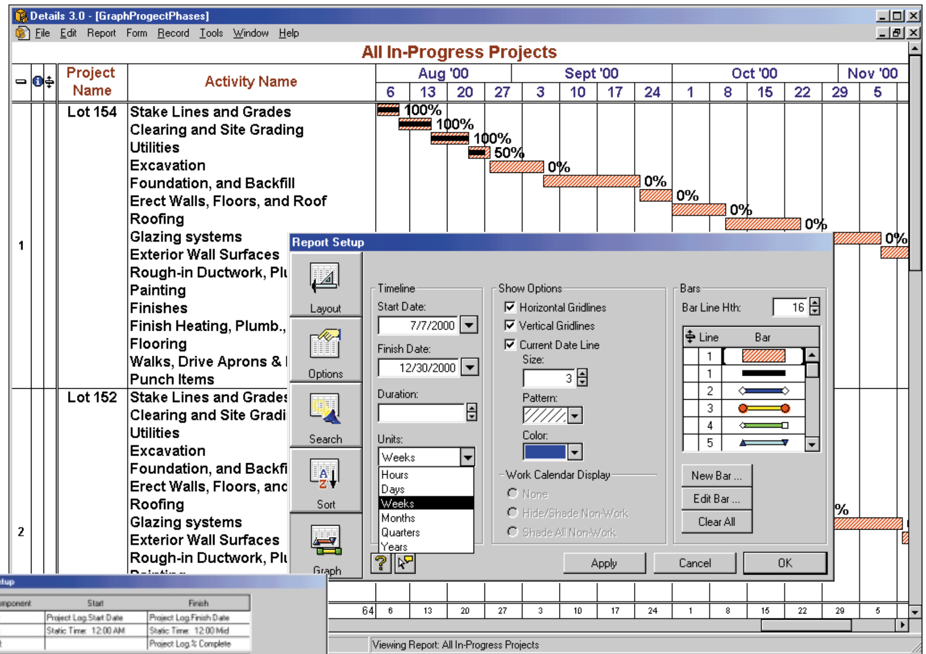
Work Calendar

Scalable for Networks

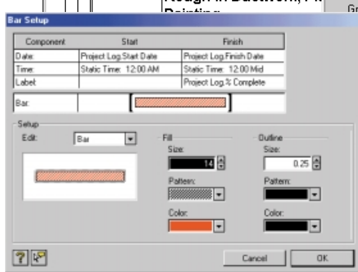
Details

DISPLAYING PROJECT TASKS AND DATES IN TIMELINE GRAPHS

Details' transforms task dates and durations into colorful, presentation-quality timeline graphs that clearly illustrate project milestones and deadlines. A timeline graph is a report element, which displays colored task bars positioned along a horizontal timeline—referred to as a Gantt chart. A timeline graph is included in a report as part of its layout and can appear at the beginning of a report, at the end of a report, or between data columns.



A timeline graph automatically converts your key deadlines into unique milestones and bars drawn along a timeline. For reports that deal primarily with date information, a graph can help provide a quick way of viewing and editing the "big picture."



You can define the start, finish, or duration of the timeline displayed in the graph and show that range in units of hours, days, weeks, months, quarters, or years. You can also choose to show gridlines, the current date line, and non-work periods. When the Generator is off, you can draw new bars in the timeline to enter dates and times as well as drag bars to change dates and times.

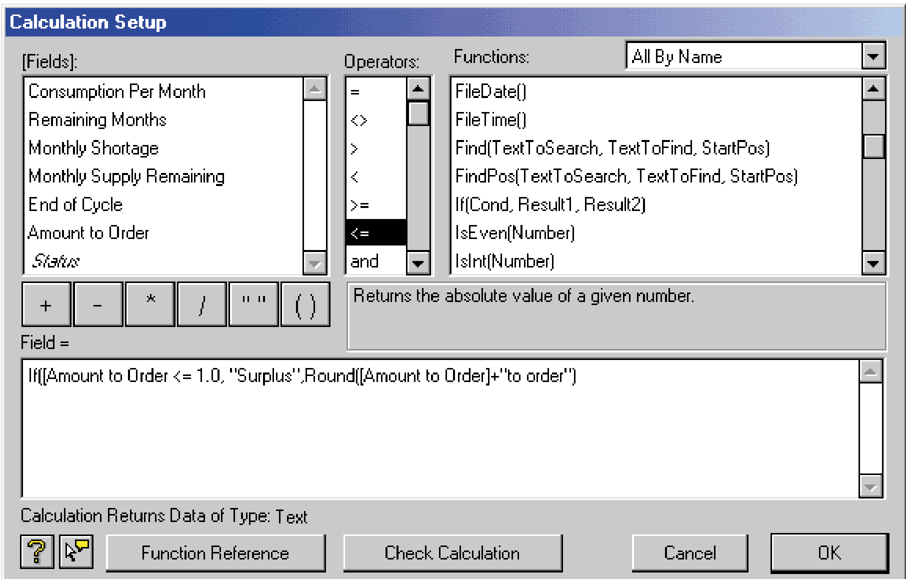
Graph bars consist of a start point, bar, and end point which can be fully customized in various sizes and colors. You can also define which fields a bar graphs, the labels to be displayed on the bars, and on which line of the record they are drawn.

Transform key dates and deadlines into colorful, graphical timelines

Display timeline graphs in hours, days, weeks, months, quarters, or years

Create and store a palette of colorful bar and milestones styles

MONITORING PRODUCTIVITY WITH CALCULATIONS AND SUMMARIES



With calculation fields and column summaries, Details makes your data work for you—generating valuable project information by executing calculations and summarizing column data.

Calculation fields are powerful reporting tools, which dynamically generate new values based upon values in other fields of the record. With Details, custom calculations can be simple or complex, but once formatted, values will update automatically as data is entered and revised. With over 60 predefined functions, shortcut operators, and an automated calculation check—Details takes the guesswork out of managing your project information.

Create custom calculations to track costs, profits, variances, or any other values

Select from six different options to summarize column values

Automated calculation check validates your formulas, examining for errors

A Details' calculation can contain the following elements:

Type of Element	Example
Field reference	[Amount to Order]
Text String	"Surplus"
Number	1.0
Function	Round(Number)
Operator	<=
Combination of Elements	Round([Amount to Order]) + "to order"]

Summarize costs, durations, or any other project data within columns of your report. Details provides a set of five different summary options including: total, count, average, minimum, and maximum.

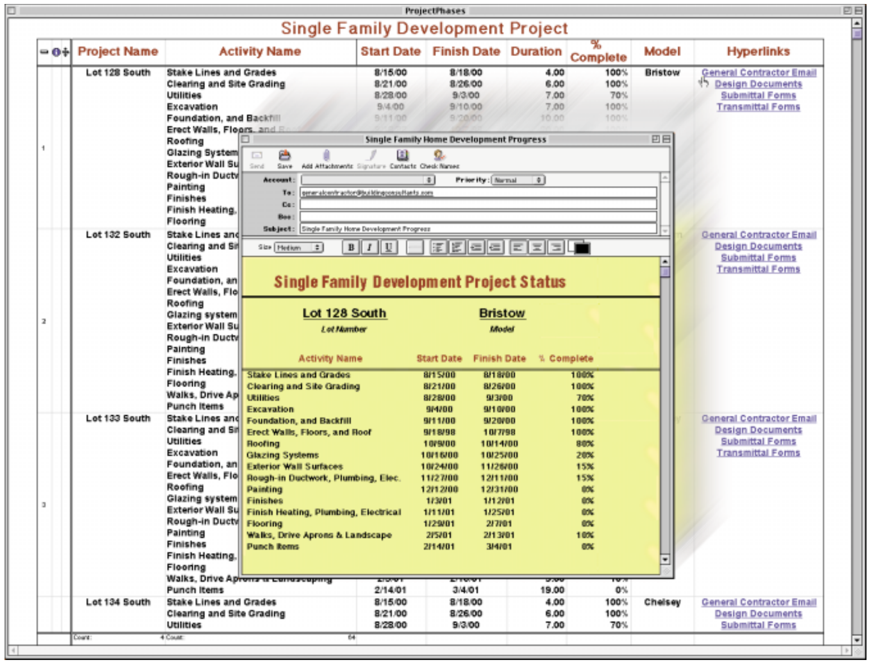
Details

HYPERLINKING TO RELATED FIELDS, EMAIL ADDRESSES, AND WEB SITES

Details extends the power of automated project information management with two unique field types—Hyperlink and List of Hyperlinks. These fields enable you to catalog and launch email addresses, web sites, and related files directly from your Details database.

Hyperlink values are displayed as blue, underlined hypertext and can be launched with a single click. Because email/web addresses and file path names can be extremely lengthy, Details enables you to rename hyperlinks with customized “display names” to conserve space.

Details eliminates the need to store valuable address links and files in other databases, directories, information managers, and web browsers. All essential data can be centralized and managed as a series of hyperlinks within a Details report.



Store hyperlinks to essential files, email addresses, and web sites

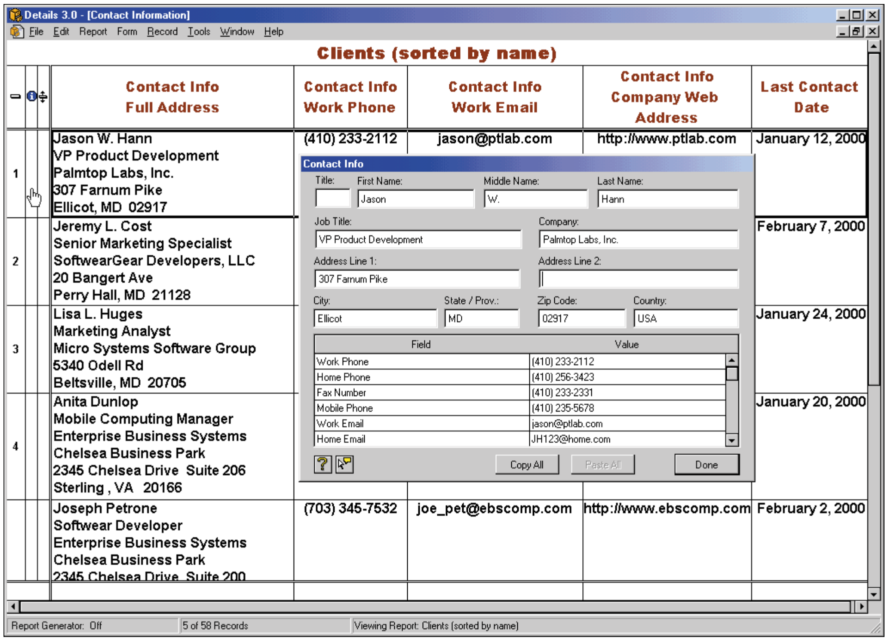
Customize your own display names for hyperlinks

Use List of Hyperlinks to associate multiple hyperlinks with a single record

Hyperlink Type:	Click the hyperlink and Details will:
File/Document	automatically search for the file on the local or network drive, launch the application in which the file was created, and open the associated file.
Email Address	automatically launch your email application, open a new message window, and enter the email address in the “to” section of the message.
Web Address	launch your default web browser and navigate to the specified web site.

Details

MANAGING CONTACT INFORMATION WITH CONTACT FIELDS



Details' specialized contact field centralizes all the information regarding a person or organization with which you correspond. A contact field is a combination of subfields, which store data related to the name, company, mailing address, phone, fax, email, and web site of a specific contact. Within reports, contact values can be displayed in separate columns or combined into a "full address" column displaying a combination of information for a contact.

Contact subfields can be formatted like other Details fields in that you can change their name, the information they display, and their alignment in reports. You can also assign them preset values.

The full address subfield allows you to display values from the many subfields in a contact as one field, which can be included in reports. This helps you conserve space in a report by viewing contact information in one report cell rather than using a cell for each subfield value.

Because the full address subfield is a combination of other subfields, it is not editable in the report when the Generator is either on or off. Editing or adding data in other contact subfields will automatically update the full address subfield.

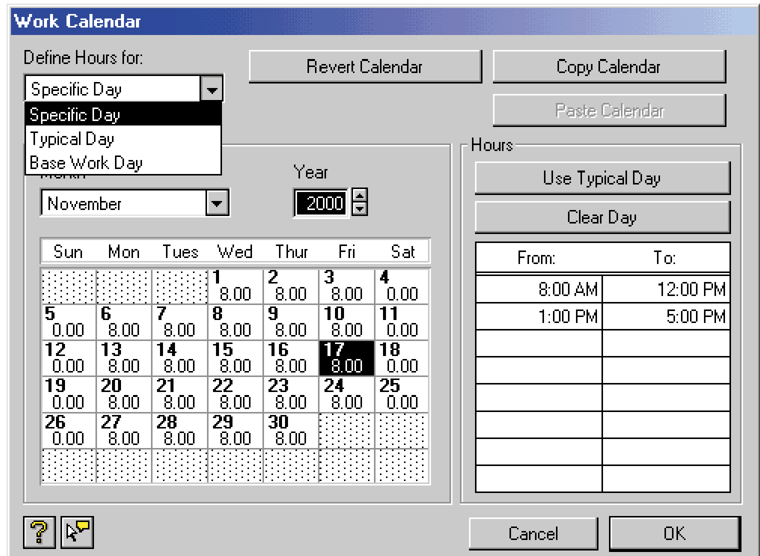
Store names, addresses, phone/fax numbers, and other essential contact information

Show contact information in separate columns within reports

Use the full address subfield to display a collection of contact information

CUSTOMIZING WORK SCHEDULES WITH THE WORK CALENDAR

Unlike traditional databases, Details offers a built-in Work Calendar for customizing work schedules and accounting for holidays, weekends, vacations, and variable work shifts per day.



The Work Calendar lets you define a work schedule to help you accurately track the amount of time available for completing project tasks. With the Work Calendar you can set the hours of the day which will be considered work hours. You can set the hours for base work days, typical days, and specific days such as holidays. Details will also track multiple work shifts and breaks, storing up to eight different shifts for a single day. Should a report contain a timeline graph, non-work units could be shaded or hidden.

Project logs, submittal logs, and custom calculations refer to the Work Calendar when calculating task durations and scheduling tasks in terms of work hours or work days. Once customized, Work Calendars can be copied and pasted into other Details databases.

Account for holidays, vacations, and other non-work time in the custom Work Calendar

Calculate task and approval durations in work hours, work days, or standard time units

Set typical or specific work schedules as well as variable work shifts per day

Network Server Versions and Adding Additional Licenses

Whether operating in a small office or a large corporate environment, Details is scalable for all networks. Details is available in 5-User, 10-User, 25-User, or custom-configured network server versions and is compatible with all popular network operating systems including Windows NT Server, Novell NetWare, Banyan Vines, and AppleTalk. Team members, and support staff will stay up-to-date and in control with instant access to project data.

Network server packs come complete with passwording, file locking, global default templates, locally stored preferences, and concurrent-usage monitoring. Details offers three different levels of passwording: no access, read only, and read/write.

Details' built-in Key Code System makes it easy to add additional licenses to your network server pack. Entering a new, valid key code into the Users dialog automatically unlocks additional licenses—increasing the total number of licenses, while retaining the same serial number.

Scalable for all networks and compatible with all popular network operating systems

Three levels of passwording for secure project information management

Add additional licenses quickly and easily with the built-in Key Code System

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

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Electronic versions of press releases, high-res box shots, and screen captures for publication are available in both Windows and Macintosh formats from our Media Center at http://www.aecsoft.com/media/index.html. To request an electronic version of this guide, please specify Details Reviewer’s Guide—CD-ROM Version.

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Technical support is free and unlimited to registered users. The AEC Software Technical Support Department hours of operation are 8:00 AM to 5:00 PM EST, Monday – Friday.


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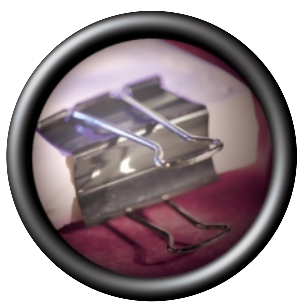
PROJECT INFORMATION MANAGEMENT

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