Your practice at your fingertips

Like having a PA for your business, only better

Practice management software
for architects and engineers

Ark by Moonstone Software
www.moonstone.co.uk

What can Ark do for you?

Ark was originally developed as a bespoke business management package for an engineering consultancy. Working closely with that practice to satisfy their specific needs it has grown in scope and capability. It is now a fully featured package that includes management control, pricing, job management, internal communications and time sheets. It has now been adapted to include the requirements of architects and is available as a tailor made product for architect and engineering practices.

If you need more control of your business such as pricing, instant figures for work on hand and time already spent or if you want to streamline the information about all your jobs and contacts, Ark can do this for you.

Or if you use an eclectic mix of spreadsheets, outlook extensions and word documents to run your business, organise your jobs and manage the day to day running of the organisation, Ark will save you time, money and frustration.

Take a look at Ark, you'll be amazed at what it can do for your business.

" I use AutoCad for drawings, Tedds for calculations and Ark for everything else. "

Management functions

Using Ark will ensure that the critical information regarding the business such as uninvoiced hours, outstanding invoices and time sheets is always available.

Whatever reports are required can be produced for monthly or weekly partnership meetings but the information is permanently accessible.

Pricing is also much quicker. By setting up tasks and allocating them to staff it is a single click to produce fee estimates that can, if required, be sent to clients. If the fee bid is successful the tasks are already set up and allocated.

Invoices can be raised from Ark. Invoice history is also available with drill down to see the allocated hours. There is a facility to mark invoices as paid thereby providing a very quick view of outstanding invoices.

Reports
All reports are fully and easily configerable. Data can be sorted, filtered and grouped to provide whatever information is required within a report.

" I used to spend about one day a month preparing for our partnership meetings. Now I can do it in a couple of hours and I do it without any nasty surprises. "

Staff functions

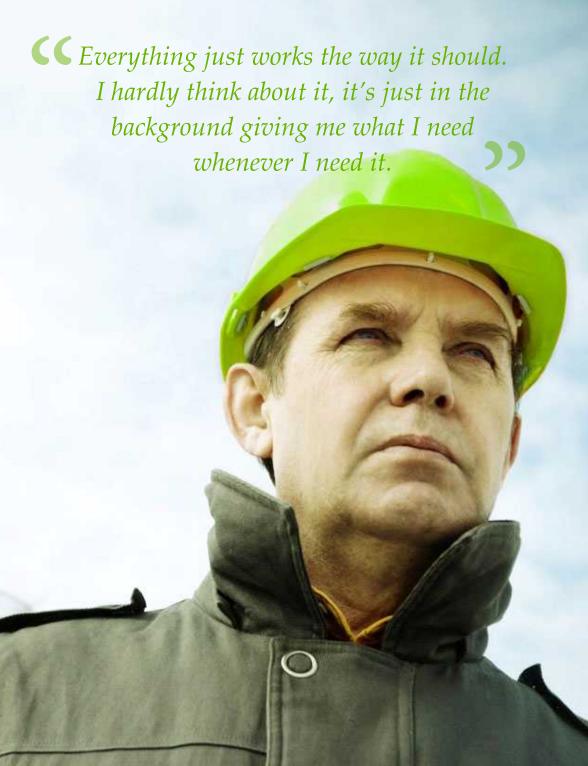Ark will save you time, save you frustration and make your working life easier.

It stores all the information about each job in the same place and because information about clients and jobs is in a database it only has to be entered once.

Ark has a number of time saving features. Having the client and job information readily available will save you time whenever you need to contact them. There is a template function that allows for the creation of your own customised files for reports, drawings and spreadsheets etc. Time and expenses can be quickly allocated to a job. Colleagues can be messaged (linked to a job if required) and these can be added to the notes if appropriate.

The inbuilt diary function allows you to keep track of your time, set reminders and see colleague's diaries. Entries in the diary can all be linked to jobs if required.

There is a notes function that ensures that good records are kept of the job history. These notes can be included as part of the job card to be taken whenever visiting site.

Technical information is also available using your own library.

"Everything just works the way it should. I hardly think about it, it's just in the background giving me what I need whenever I need it."

Administration functions

Ark is designed around jobs but has numerous functions that help the various support staff.

When answering a phone call the relevant job or contact can be found quickly and easily. The diary can be seen for the appropriate colleague and appointments made or checked. Letters can be written (job linked or not, as required) or other documents produced using the built in word processor or these can be based upon templates for any applications such as Word, Excel or AutoCad.

It is also possible to raise invoices or issue duplicates and check on notes about a job in cases where there maybe queries. Messages can be sent to colleagues or notes added to the job as appropriate. At every stage everyone who needs to can see what has happened with any job at any time.

Emails can be drag and dropped from outlook into their relevant job folder and are automatically renamed.

Everything you need to organise your work is always available at your fingertips.

I can't imagine how I used to manage without Ark. I depend upon it every day.

Ark feature list

Planning & Control

Job Costing
Tasks can be added to jobs at any time and allocated to staff with projected times. As work progresses and time is booked you can see both the amount of work outstanding and the proportion of allowed time remaining. This provides managers with planning and control tools to produce the information to determine workload and profitability.

Time-sheets
Full timesheet facilities are available. It is extremely easy to add time to a job and this data is then fully integrated within the planning, control and invoicing side of Ark.

Invoicing
The invoicing feature shows all hours that have not yet been allocated to an invoice. Past invoices can be viewed with drill down (to see the hours allocated to each invoice).

Tasks
The tasks grid shows percentage completion and is colour coded according to deadlines.

Reports
All areas within Ark can be printed out to produce customisable reports for all aspects of a job or the whole practice.

Diary

Reminders & alarms
The diary is similar to Outlook except that entries are linked to jobs which makes adding appointments much quicker. Clicking an appointment takes you to that job.
Alarms work just like Outlook but are linked to jobs.

"Whenever I think it would be nice if it did something, I usually find that it already does."

Communications

Contacts list
Contact details are only entered once and are available to all. If amended everyone gets the benefit instantly. Incremental searching makes finding contacts very quick. There is also a private contact facility for each user.

Word processor
Using preformatted templates you can produce a range of letters and documents with job data, client or contact details automatically inserted for you.

Messaging
This allows users to send messages to colleagues. These are linked to a job or can be independent. When a message is deleted it can be automatically added to the job notes if required.

Notes
This feature allows for notes to be made by everyone working on a job to be kept in one place. It provides an instantly available record of all visits, phone calls, meetings and decisions. As well as providing a permanent record it can be particularly useful during phone discussions when one needs to refer back to earlier discussions. This provides an audit of the job and its progress from start to completion.

Job Management

Jobs folder
This is a key component of Ark. It provides instant access to everything relating to a job in the same place.

File manager
Ark stores all the files relating to a job in the same folder (or subfolder) allowing instant access to them. Files can be drag and dropped just like windows. Emails dropped onto the correspondence folder are automatically renamed and correctly dated to aid identification.

Tech info
This is structured however you want and can include all files such as pdf documents, web links and documents.

Tabs
There are tabs for all key aspects of the information relating to each job. These include tabs for client, QS, local authority, technical queries, contractor and job contacts.

Changing to Ark

Changing to Ark is very straightforward and we offer a number of facilities to help.
We offer to install Ark on your server, help you move your existing data across to Ark and provide intial training. We also provide permanent telephone and email support.

Depending on how your data (contact lists, jobs database, technical information, correspondence folders) is stored at the moment we provide various levels of help to transfer it to Ark. Generally speaking, the more organised it is at the moment the easier it will be to move it across. Even if information is not conveniently stored it is quite possible to just start using Ark and inputting data as it is required. As everyone shares the same data within a short time much of the information will have been entered.

We can also provide templates (for example: stationery, documents, invoices) customised to your needs and branding. Most Ark users don't require any preprinted stationery.

We provide at least 2 days training. The first would be immediately following installation and the second to suit the customer although we recommend the system be used for at least 3 weeks before the second training day. Additional training is available whenever it is required.

It was a lot less painless than I'd expected.

Ark pricing

Buying

Users	Cost
First 5 users	£500+VAT per user
Additional users	£400+VAT per user

What you get
The above covers the cost of the software. It also includes support and updates for the first three months after installation.

Support & updates

The cost for support and updates is £20+VAT per user /month.
The initial purchase cost includes support and updates for the first three months.

Installation & training

Installation is charged at £625+VAT. Training for a new installation is charged at £1,000+VAT. This covers 2 days training.

Moonstone Software

We are a small software house based just outside Chester.
We work closely with consulting engineers and architects to establish their particular needs and understand the way they work. This has provided us with invaluable experience and enabled us to produce software that better meets the needs of architect and engineering practices.

Phone
Tel: 01244-526024
Fax: 01244-526022

Email
info@moonstone.co.uk

Web
www.moonstone.co.uk

Mail
Moonstone Software
Gladstone House
Main Road
Broughton
Chester
CH4 0NR

Phone us now for a brief demonstration and find out how effective Ark would be for your practice.

" It's the convenience of having everything interlinked and in one place that saves us all so much time. "