SOFTWARE BASICS

Education Portal

Hasti Hejazi
Director, Global Innovation Education
AIA Contract Documents

ABC PARTNERSHIP

- Partnership launched in November of 2011

- Over 2500 unique licenses sold to ABC members since the start of the program

- ABC members get a 10% discount* off AIA Contract Documents software licenses and AIA Documents-on-Demand Plus.

- ABC members will have access to all the tools and education available for AIA Contract Documents at the same rate as AIA members.

- Offer ABC members and ABC leadership the opportunity to add input to help shape the direction of future AIA Contract Documents programs.

*The discount does not apply for paper documents or Documents-on-Demand®.

Learn More at www.abc.org/aia or contact technical support at (800) 942-7732

AIA Contract Documents
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Welcome to AIA Contract Documents!

During this orientation, you will:

- ✓ Learn the basics of AIA Contract Documents software
- ✓ Know where to access AIA Contract Documents resources
- ✓ Receive unlimited software and content support to help you in choosing the right agreements and answering your questions
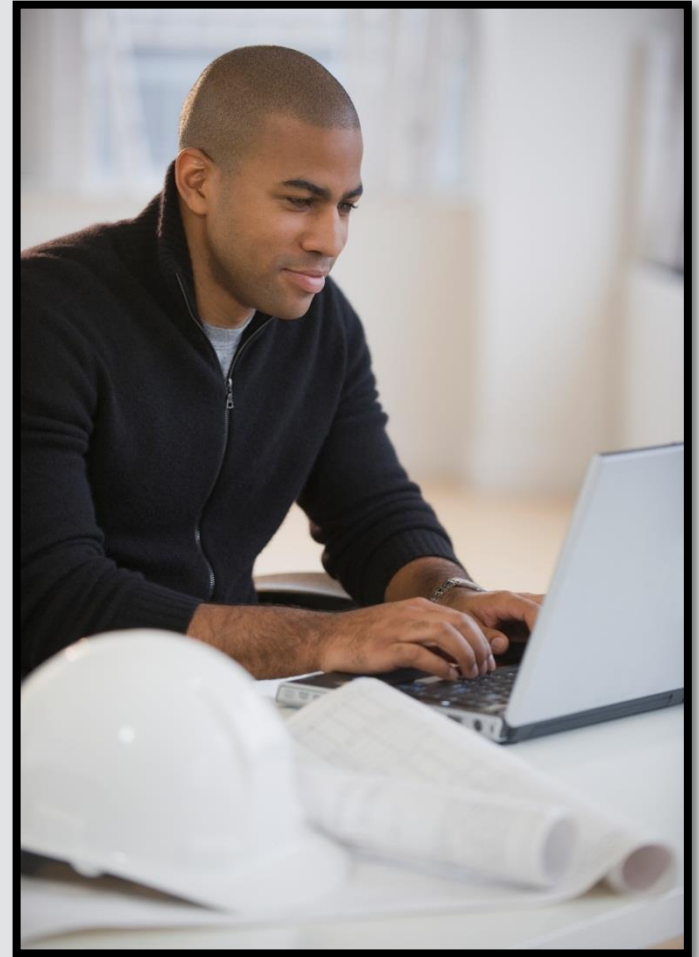
Introduction to AIA Contract Documents Software

Agenda:

- ✓ How is the software organized?
- ✓ How do I create a project?
- ✓ How do I add my contacts?
- ✓ How do I create a document?
- ✓ How do I customize a template?
- ✓ How do I edit my contract?
- ✓ How do I share my contract?

AIA Contract Documents
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A QUICK TOUR OF THE SOFTWARE

✓Home page

✓Project

✓Templates

✓Contacts

✓Help

AIA Contract Documents
Education Portal

HOME PAGE

PROJECTS

TEMPLATES

CONTACTS

HELP

LIFECYCLE OF DOCUMENT
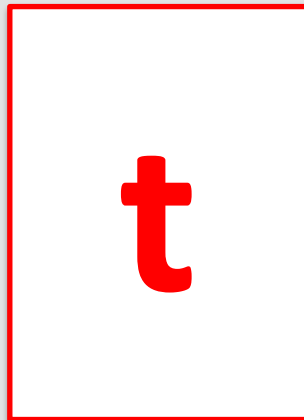
Standard
AIA template
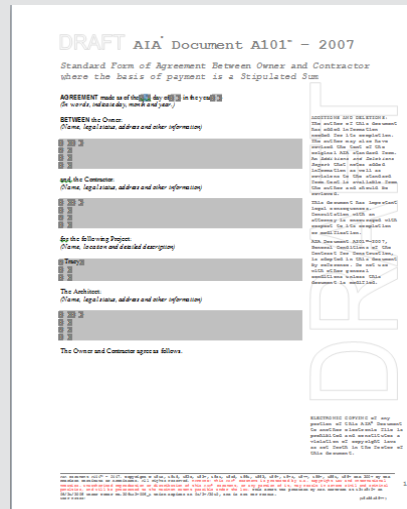
Draft
in MS Word
(Excel for some forms)

Final
in locked PDF
-- variance checked

LIVE DEMONSTRATION
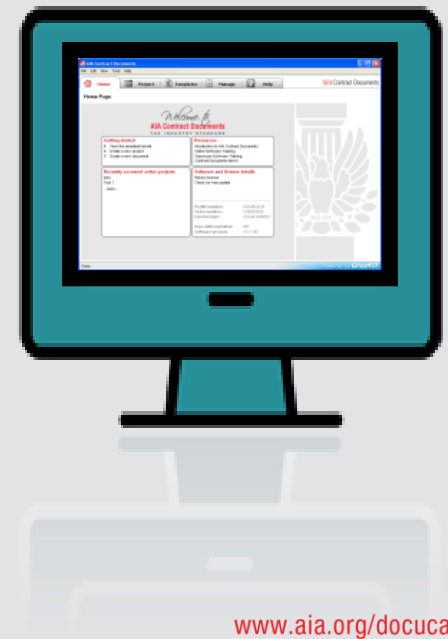
AIA Contract Documents Resources

AIA Contract Documents
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www.aia.org/docucation

CHOOSING DOCUMENTS

✓ Synopses:

http://www.aia.org/contractdocs/referencematerial/index.htm

✓ Relationship diagrams:

http://info.aia.org/marketingdemo/registration/

*B104 and A107 are in the A201 family because the abbreviated General Conditions in A107 are based on A201. If C401 and A401 are used with B104 and A107, appropriate modifications should be made with the assistance of insurance and legal counsel.
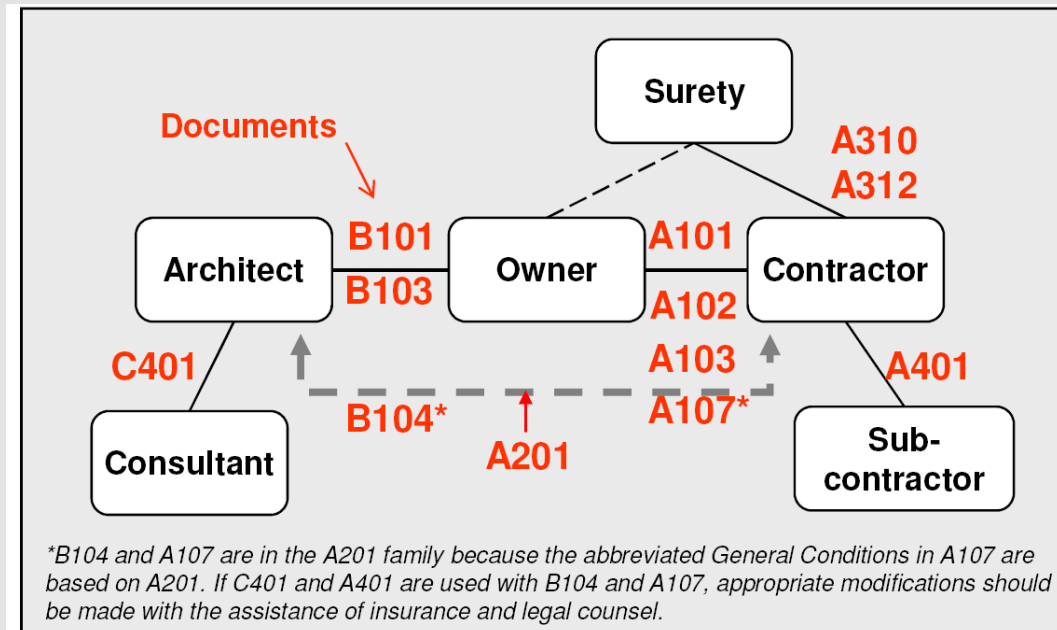
AIA Contract Documents Support

✓ Software Technical Support

(800) 942-7732

docstechsupport@aia.org

✓ Content questions

(202) 626-7526

docinfo@aia.org

✓ Education questions

(202) 626-7592

aiadocsed@aia.org

✓ Renew Document Software License

(800) 942-7732

docspurchases@aia.org

AIA Contract Documents
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THANK YOU FROM
AIA CONTRACT DOCUMENTS!