



SOFTWARE BASICS

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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



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

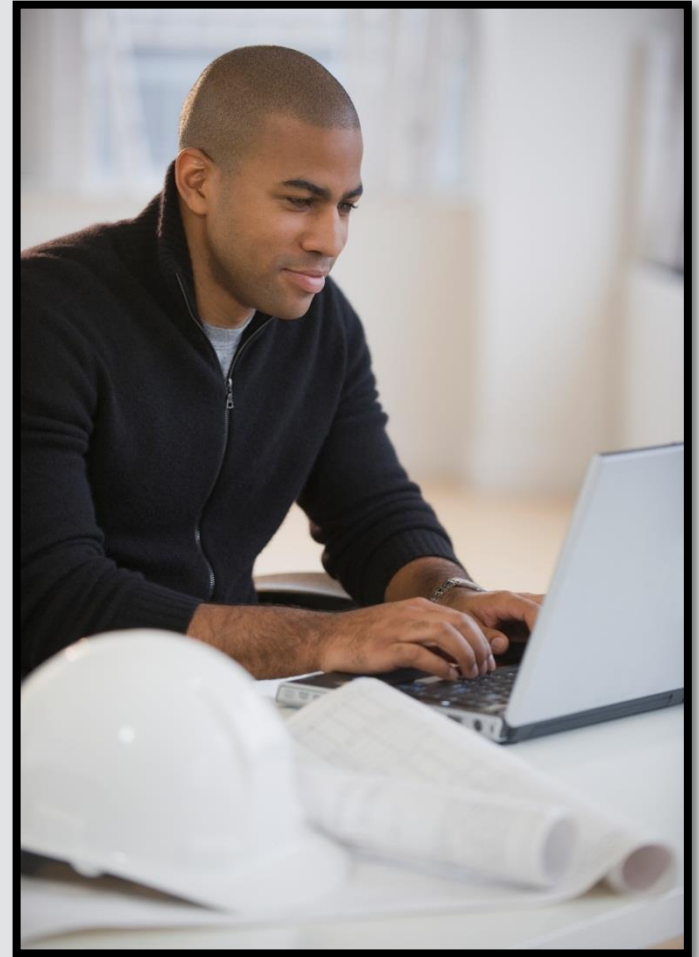
Agenda:



- ✓ 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?

A QUICK TOUR OF THE SOFTWARE

- ✓ Home page
- ✓ Project
- ✓ Templates
- ✓ Contacts
- ✓ Help



HOME PAGE

AIA Contract Documents

File Edit View Tools Help

Home

Projects

Templates

Contacts

Help

AIA Contract Documents

Welcome to AIA Contract Documents

Recently Accessed Projects

View all projects

Albamarle Four Place

Documents

LastAccessed

G701-2001 - Form Draft - 0044/18/2012 3:48 PM

A201-2007 - Working Draft - 001(1)4/18/2012 3:33 PM

A201-2007 - Checked Draft - 001(2)4/18/2012 3:31 PM

View all documents

Owners Lodge Retrofit - New Giants Stadium

Documents

LastAccessed

A101-2007 - Final - 001(2)3/23/2012 2:17 PM

A105-2007 - Final - 002(2)11/15/2011 10:14 AM

G701-2001 - Final - 010(1)11/15/2011 10:13 AM

View all documents

The Harris Building

Documents

LastAccessed

A101-2007 - Final - 001(4)11/15/2011 10:10 AM

Getting Started / Resources

1. View Tutorial

2. Create a project

3. Create a document

4. View reference material

Your Software License

Renew license

Check for Free Update

Move your software license

Profile Number: D69E9D6400

Order Number: 1234567890

License Type: Annual Unlimited

Days Until Expiration: 206

Software version: 4.6.15.0

Recently Selected Templates

View all templates

Template No.

Name

A101-2007 SPOwner/Contractor Agreement - Sustainable Project, Stipulated Sum

A201-2007General Conditions of Contract for Construction

B727-1988Owner/Architect Agreement - Special Services

B201-2007 Exhibit AArchitect's Services: Design and Construction Contract Administration, Ex. A: Initial Information

A101-2007Owner/Contractor Agreement - Stipulated Sum

Powered by GhostDraft

PROJECTS

AIA Contract Documents

File Edit View Tools Help

Home Projects Templates Contacts Help

Current Project: Albamarle Four Place

Active Projects

Sort by: Name

- Albamarle Four Place
- Bellamy Annex
- Jim Henson Companies
- Old Meadow Project
- Owners Lodge Retrofit - New Gia
- Project Hope
- Project Remote
- The Harris Building

Archived Projects

Project Data Documents

Filter by: Group by: <none>

Name	Number	Type	Modified	Comments
G701-2001 - Form Draft - 004	G701-2...	Draft	4/8/2009 8:3...	
G702-1992 - Form Draft - 001	G702-1...	Draft	4/30/2009 5:...	
A101-2007 - Working Draft - 001	A101-2...	Draft	6/11/2009 11...	
A101-2007 - Working Draft - 002	A101-2...	Draft	6/11/2009 2:...	
G703-1992 - Form Draft - 003	G703-1...	Draft	6/11/2009 2:...	
A107-2007 - Working Draft - 001	A107-2...	Draft	8/10/2010 9:...	
~\$01-2001 - Form Draft - 007	Other	Other	8/10/2010 1...	-
A107-2007 - Working Draft - 002	A107-2...	Draft	8/12/2010 9:...	-
G701-2001 - Final - 004(1)	G701-2...	Final	8/30/2010 1...	-
A141-2004 - Working Draft - 001	A141-2...	Draft	8/30/2010 7:...	-
G703-1992 - Form Draft - 004	G703-1...	Draft	9/1/2010 10:...	Good document
C101-1993 - Working Draft - 001	C101-1...	Draft	9/1/2010 10:...	-
A102-2007 - Working Draft - 001	A102-2...	Draft	9/1/2010 10:...	This is a comm...
A141-2004 - Working Draft - 002	A141-2...	Draft	9/1/2010 11:...	-
A132-2009 - Working Draft - 001	A132-2...	Draft	9/1/2010 11:...	-
G701-2001 - Form Draft - 003	G701-2...	Draft	9/1/2010 11:...	
A101-2007 - Working Draft - 001	A101-2...	Draft	10/13/2010 ...	-
A105-2007 - Checked Draft - 001(1)	A105-2...	Draft	11/16/2010 9...	-
A105-2007 - Checked Draft - 001(2)	A105-2...	Draft	11/16/2010 1...	-
A105-2007 - Working Draft - 001	A105-2...	Draft	11/16/2010 1...	-
A105-2007 - Checked Draft - 001(3)	A105-2...	Draft	11/16/2010 1...	-

New Project

Edit Project Data

New Document

Check Variances

Generate Final

Email Document

Print Document

Import File

red by GhostDraft

TEMPLATES

AIA Contract Documents






File Edit View Tools Help


Home Projects **Templates** Contacts Help


AIA Contract Documents


Standard Custom Favorites


Filter by: Group by: Family

	Current Number	Previous Number	Title	Series
+ Family: Construction Manager as Adviser (CMa) (11 items)				
+ Family: Construction Manager as Constructor (CMc) (3 items)				
+ Family: Contract Administration and Project Management Forms (36 items)				
+ Family: Conventional (A201) (45 items)				
+ Family: Design-Build (19 items)				
+ Family: Digital Practice Documents (3 items)				
+ Family: Integrated Project Delivery (IPD) (36 items)				
- Family: Interiors (5 items)				
 A151-2007	A175ID-2003	Owner/Vendor Agreement for FF&E - Stipulated Sum	A-Series	
 A251-2007	A275ID-2003	General Conditions of Contract for FF&E	A-Series	
 A751-2007	A775ID-2003	Invitation and Instructions for Quotation - FF&E	A-Series	
 B152-2007	B171ID-2003	Owner/Architect Agreement - Architectural Interior Design Servi...	B-Series	
 B153-2007	B175ID-2003	Owner/Architect Agreement - FF&E Design Services	B-Series	
+ Family: International (2 items)				
+ Family: Small Projects (2 items)				

 New Document

 Add to Favorites

 Customize Template

 View Instructions

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CONTACTS

AIA Contract Documents

File Edit View Tools Help

Home Projects Templates **Contacts** Help

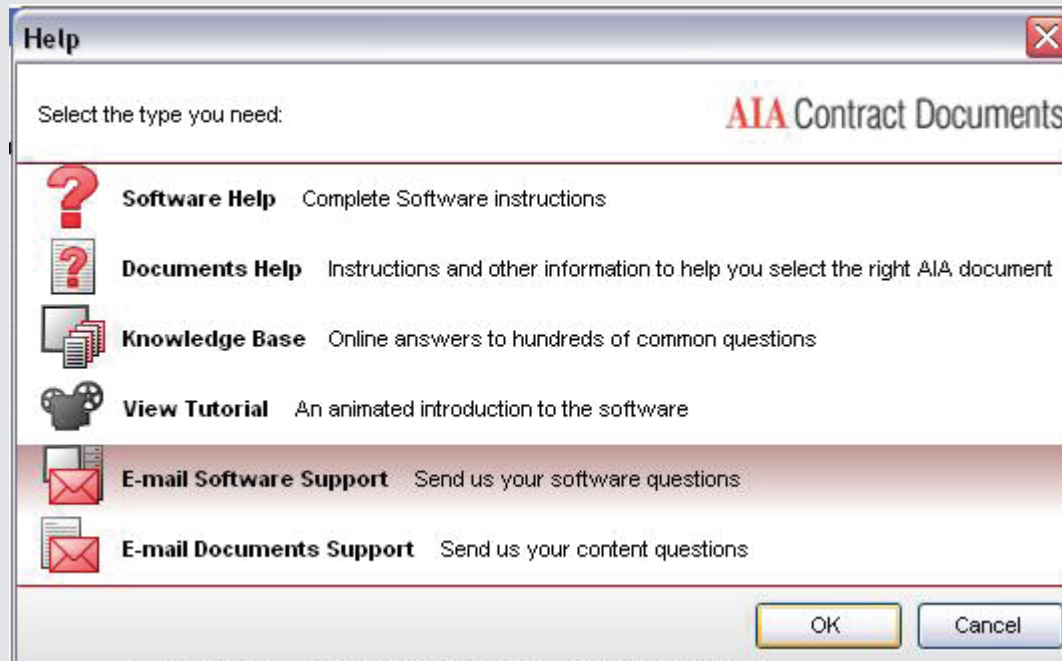
Filter by: Group by: <none>

Category	Firm	Representative	Telephone	Email
Accountant	Acco Accountants, PC	Henry Aklo		
Architect	Alex Architects	Joe Smith	(203) 456-9654	alex@alex.com
Architect	Zillow Zed and Purviss	Zebedian Zillow	(212) 763-3651	
Attorney	Dewey Cheatham and Howe	Mo Billing	(703) 555-1212	
Civil Engineer	Harris Engineers, PE			
Consultant, Other	Consolto Inc	Ann Ricks		
Contractor	Clay Builder Contractor	Bob Klink		
Contractor	Clay Builder Contractor	Henry Klink		
Contractor	Clay Builder Contractor	Mildred Klink		
Contractor	Conno Contracting	Craig Li	(202) 655-2348	craig@conno.com
Developer-Builder	Haskins Development	Mark Haskins	(201)989-0955	
Insurance Advisor	AXL Insurance Advrsors			
Owner	Ollen Partners	Ned Jillian	(899) 456-9090	aia@ollenformoney....
Subcontractor	Johnny Subs			
Surety	Surety Insurance Associates			

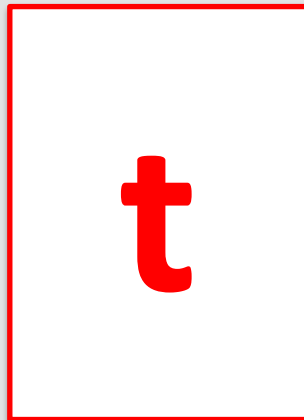
New Contact
Edit Contact
Delete Contact

Powered by GhostDraft

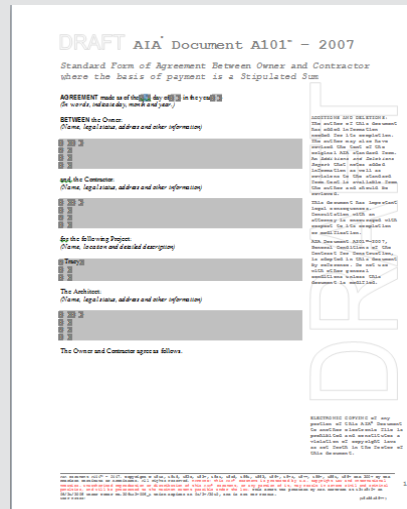
HELP



LIFECYCLE OF DOCUMENT



Standard
AIA template

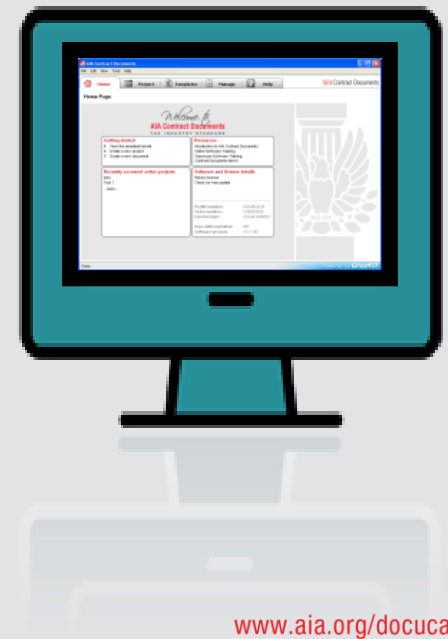


Draft
in MS Word
(Excel for some forms)



Final
in locked PDF
-- variance checked

LIVE DEMONSTRATION



AIA Contract Documents Resources

AIA Contract Documents
Education Portal

www.aia.org/docucation



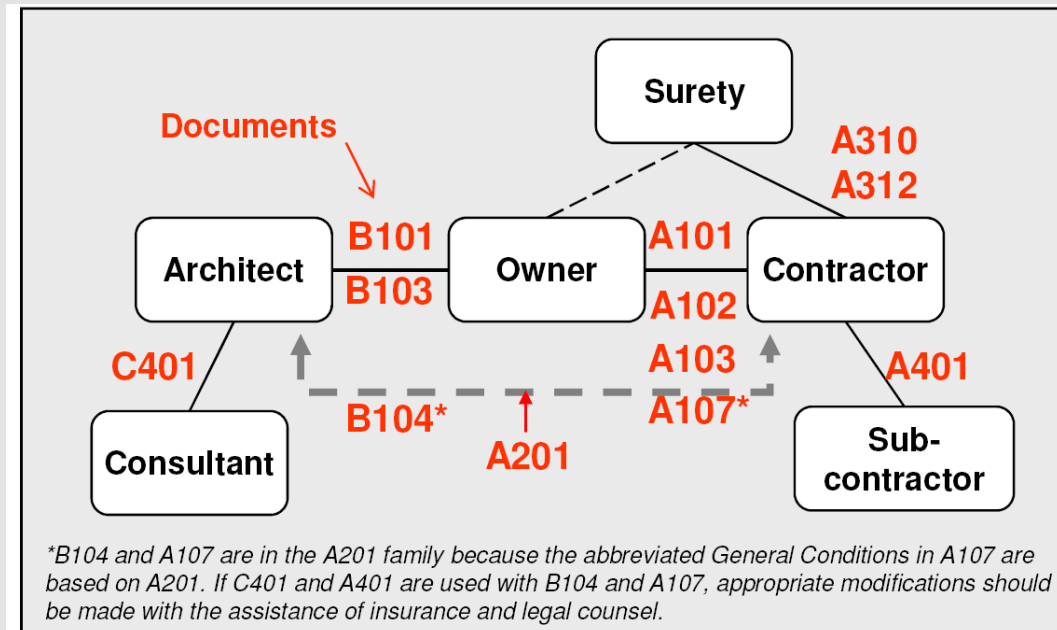
CHOOSING DOCUMENTS

✓ Synopses:

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

✓ Relationship diagrams:

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



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



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THANK YOU FROM AIA CONTRACT DOCUMENTS!

