

Just the FAQs

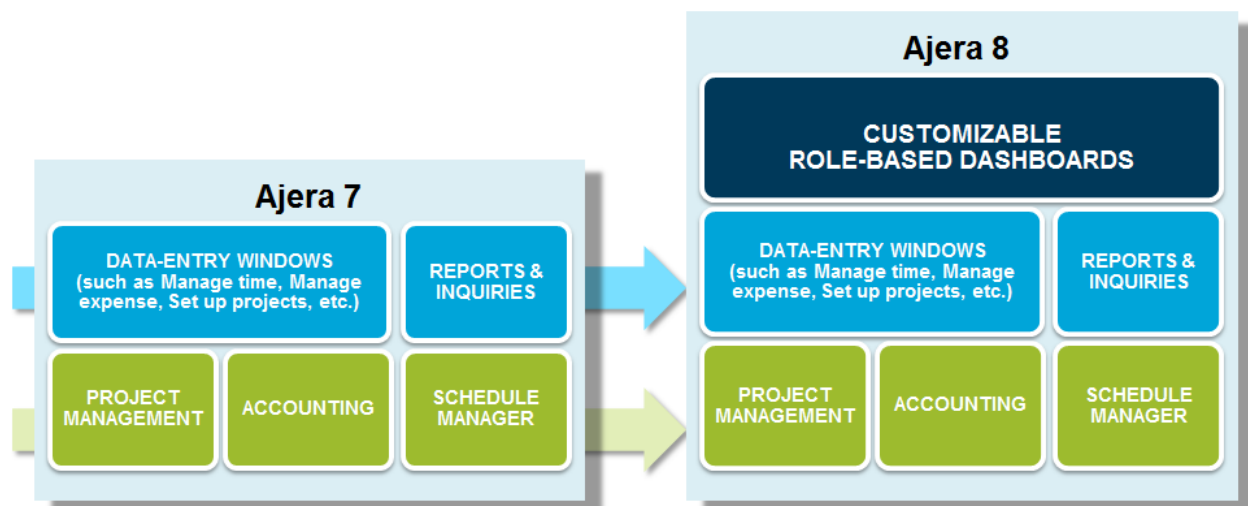
About Ajera 8



1 What is Ajera 8?

Ajera 8 continues to deliver the same robust functionality that you have always depended on to manage the lifecycle of your architecture and engineering projects. Everything in Ajera 7 is in Ajera 8 (including your custom reports and inquiries). Plus, Ajera 8 offers email alerts, enhanced revenue recognition options, and new role-based, customizable dashboards that you can access on tablets, smartphones, and workstations.

Ajera 8 is a browser-based application located on your server or the cloud. This means that users log into Ajera using a supported web browser. Ajera is no longer installed locally on individual workstations. You can find more information about [Ajera Hardware/Software Requirements](#) here.



2

What are Ajera 8 dashboards?

A *dashboard* is a visual display of critical information that can be monitored at a glance. Tabs are found across the top of the Ajera window and are used to navigate to different dashboards. A *widget* is an interactive building block used to create a dashboard.

Chart widgets display information as bar, pie, line, scatter, or area graphs.

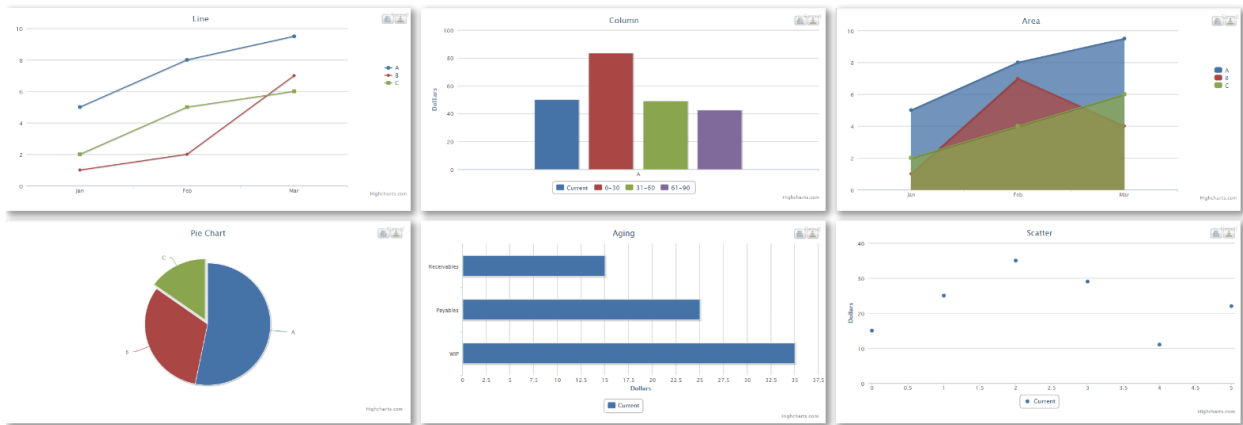


Table widgets display information in a tabular column and row format.

| Client Invoices | | | | | | | | | | | | | | |
|-----------------------|---------------------------------------|----------------|--------------|------------|-----------------|--------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------------|--------------------|
| Status | Project ID & Description | Invoice Number | Invoice Date | Amount | Amount Received | Amount Written off | Outstanding | Current | ≥30 | ≥60 | ≥90 | ≥120+ | Preview Invoice | Client Invoice Key |
| Totals | | | | 505,151.72 | 0 | 0 | | | | | | | | |
| Anderson Construction | | | | 146,041.51 | 0 | 0 | | | | | | | | |
| Final | 03-138 Highland Shopping Center | FC-Month2-0002 | 06/06/12 | 430.88 | 0 | 0 | 430.88 | 430.88 | 430.88 | 430.88 | 430.88 | 430.88 | Preview | 41 |
| Final | 03-138 Highland Shopping Center | 00369 | 05/18/12 | 29,925.00 | 0 | 0 | 29,925.00 | 29,925.00 | 29,925.00 | 29,925.00 | 29,925.00 | 29,925.00 | Preview | 25 |
| Final | 03-138 Highland Shopping Center | FC-Month1-0001 | 05/05/12 | 20.85 | 0 | 0 | 20.85 | 20.85 | 20.85 | 20.85 | 20.85 | 20.85 | Preview | 39 |
| Final | 03-138 Highland Shopping Center | 00361 | 04/18/12 | 41,240.00 | 0 | 0 | 41,240.00 | 41,240.00 | 41,240.00 | 41,240.00 | 41,240.00 | 41,240.00 | Preview | 18 |
| Final | 03-138 Highland Shopping Center | 00354 | 03/21/12 | 7,818.09 | 5,000.00 | 0 | 2,818.09 | 2,818.09 | 2,818.09 | 2,818.09 | 2,818.09 | 2,818.09 | Preview | 6 |
| Final | 03-138 Highland Shopping Center | 346 | 02/17/12 | 12,627.27 | 12,627.27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Preview | 11 |
| Final | 03-138 Highland Shopping Center | 346 | 01/20/12 | 18,940.92 | 18,940.92 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Preview | 10 |
| Draft | 03-138 Highland Shopping Center | | | 35,038.50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Preview | 31 |
| Dawson Developers | | | | 124,167.40 | 0 | 0 | | | | | | | | |
| Final | 03-121 Gilson Lofts | FC-Month2-0001 | 06/06/12 | 15.17 | 0 | 0 | 15.17 | 15.17 | 15.17 | 15.17 | 15.17 | 15.17 | Preview | 40 |
| Final | 04-107 Oakland Heights Medical Clinic | 00366 | 05/18/12 | 11,527.00 | 0 | 0 | 11,527.00 | 11,527.00 | 11,527.00 | 11,527.00 | 11,527.00 | 11,527.00 | Preview | 27 |
| Final | 03-121 Gilson Lofts | 00370 | 05/18/12 | 14,290.43 | 0 | 0 | 14,290.43 | 14,290.43 | 14,290.43 | 14,290.43 | 14,290.43 | 14,290.43 | Preview | 24 |
| Final | 04-107 Oakland Heights Medical Clinic | 00363 | 04/18/12 | 23,584.12 | 23,584.12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Preview | 4 |
| Final | 03-121 Gilson Lofts | 00360 | 04/18/12 | 13,619.17 | 12,000.00 | 0 | 1,619.17 | 1,619.17 | 1,619.17 | 1,619.17 | 1,619.17 | 1,619.17 | Preview | 15 |
| Final | 03-121 Gilson Lofts | 00351 | 03/21/12 | 11,597.73 | 11,597.73 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Preview | 9 |
| Final | 03-121 Gilson Lofts | 350 | 02/17/12 | 9,940.91 | 9,940.91 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Preview | 14 |
| Final | 03-121 Gilson Lofts | 347 | 01/20/12 | 6,627.27 | 6,627.27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Preview | 13 |
| Draft | 04-107 Oakland Heights Medical Clinic | | | 21,088.75 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Preview | 33 |
| Draft | 03-121 Gilson Lofts | | | 11,876.85 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Preview | 30 |
| Hold | M04-163 Virginia Avenue Business Park | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Preview | 43 |
| Edward Stephenson | | | | 18,900.00 | 0 | 0 | | | | | | | | |

Ajera 8 includes a Designer that enables you to create role-based, customizable dashboards specific to your firm’s needs. Design mode allows you to add and define new widgets or edit existing widgets and Layout mode allows you to arrange how your dashboards look.

An Example of dashboards in Ajera 8

Home page

Accutera Architects

Projects Over or Approaching Budget

| Project ID & Description | Project Manager | Client | Billed | WIP | Budget Variances |
|---------------------------------------|-----------------|--------|------------|-----------|------------------|
| 04-107 Oakland Heights Medical Clinic | Mary Boyle | Triad | 49,922.00 | 38,230.00 | 12,692.00 |
| 04-108 Oakland Heights Medical Clinic | Mary Boyle | Triad | 10,122.00 | 29,762.75 | 19,640.75 |
| 04-109 Oakland Heights Medical Clinic | Mary Boyle | Triad | 124,000.00 | 0 | 0 |
| 04-110 Oakland Heights Medical Clinic | Mary Boyle | Triad | 120,350.28 | 42,622.25 | 1,827.47 |
| 04-111 Oakland Heights Medical Clinic | Mary Boyle | Triad | 0 | 16,624.48 | 23,875.91 |
| 04-112 Oakland Heights Medical Clinic | Mary Boyle | Triad | 7,300.00 | 24,875.00 | 42,899.00 |
| 04-113 Oakland Heights Medical Clinic | Mary Boyle | Triad | 16,900.00 | 42,822.50 | -42,822.50 |
| 04-114 Oakland Heights Medical Clinic | Mary Boyle | Triad | 0 | 0 | 0 |
| 04-115 Oakland Heights Medical Clinic | Mary Boyle | Triad | 0 | 0 | 0 |
| 04-116 Oakland Heights Medical Clinic | Mary Boyle | Triad | 0 | 0 | 130,000.00 |

Receivable balance by client

| Client | Receivable Balance |
|----------|--------------------|
| Edward | ~75% |
| Anderson | ~25% |
| Claxton | ~10% |
| Forrest | ~15% |
| Public | ~5% |
| WSP | ~10% |
| WSP | ~5% |
| WSP | ~5% |

Table widgets

| Phase ID & Description | Units/Hours | Spent Amount |
|---------------------------------------|-------------|--------------|
| 04-107 Oakland Heights Medical Clinic | 18,043.58 | 396,136.18 |
| 04-108 Oakland Heights Medical Clinic | 97.00 | 6,200.81 |
| 04-109 Oakland Heights Medical Clinic | 97.25 | 6,198.13 |
| 04-110 Oakland Heights Medical Clinic | 98.00 | 4,984.32 |
| 04-111 Oakland Heights Medical Clinic | 93.00 | 4,965.12 |
| 04-112 Oakland Heights Medical Clinic | 98.00 | 6,400.15 |
| 04-113 Oakland Heights Medical Clinic | 28.00 | 1,124.88 |
| 04-114 Oakland Heights Medical Clinic | 0.00 | 575.00 |
| 04-115 Oakland Heights Medical Clinic | 4.00 | 122.00 |
| 04-116 Oakland Heights Medical Clinic | 4.00 | 402.00 |
| 04-117 Oakland Heights Medical Clinic | 3.00 | 343.00 |
| 04-118 Oakland Heights Medical Clinic | 3.00 | 344.88 |
| 04-119 Oakland Heights Medical Clinic | 4.00 | 380.00 |
| 04-120 Oakland Heights Medical Clinic | 3.00 | 460.00 |
| 04-121 Oakland Heights Medical Clinic | 4.00 | 1,644.82 |
| 04-122 Oakland Heights Medical Clinic | 98.00 | 3,892.84 |
| 04-123 Oakland Heights Medical Clinic | 98.00 | 5,962.41 |

Employee utilization

Trends

Project page

04-107 Oakland Heights Medical Clinic

| Phase ID & Description | Client | Billing Type | Rate Type | Project Manager | Proposed Change | Total Contract Amount | Billed |
|---------------------------------------|--------|--------------|-------------|-----------------|-----------------|-----------------------|--------------|
| 04-107 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 4,744,000.00 | 4,744,000.00 |
| 04-108 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-109 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-110 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-111 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-112 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-113 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-114 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-115 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-116 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-117 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-118 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-119 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-120 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-121 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-122 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-123 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-124 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-125 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-126 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-127 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-128 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-129 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |
| 04-130 Oakland Heights Medical Clinic | Triad | Hourly | Hourly Rate | Mary Boyle | 0 | 2,000,000.00 | 2,000,000.00 |

Employee page

Mary Boyle

| Month | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| Hours | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 1200 |
| Rate | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 1200 |
| Amount | 10000 | 10000 | 10000 | 10000 | 10000 | 10000 | 10000 | 10000 | 10000 | 10000 | 10000 | 10000 | 120000 |

3

Are my Ajera tasks the same?

Ajera 8 provides a new menu to access the same tasks.

The screenshot displays the Ajera 8 software interface for user PAT D. HILL at Accutera Architects. The main menu is visible, with a 'Project Command Center' menu highlighted. This menu includes options such as 'Time & Expense', 'Client Invoices', 'Finance Changes', 'Vendor Payments', and 'Import Expenses'. A 'Data-entry window' is shown for 'Project Command Center', displaying a grid of project data with columns for Activity, ID, Description, Stage, Budget, Hours Actual, Contract Amount, Open, Bid, and Budget Balance. Another 'Data-entry window' is shown for 'TimeSheet for Mary T. Boyle for 06/10/2012', displaying a grid of time sheet data with columns for Project, Phase, Activity, Hours, and Total. The interface also includes a 'Menu' button, a 'Home page' button, a 'Designer' button, and an 'Exit' button. A 'Ajera Learning Center' window is also visible, providing access to various learning resources.

4

How do you update from Ajera 7 to Ajera 8?



If you currently use Ajera 7, you can take advantage of the Ajera 8 Sandbox, which gives you the ability to test drive Ajera 8 using a copy of your own database and a dashboard template. The Ajera 7.81.00 update installs the Ajera 8 Sandbox alongside your Ajera 7 database. The Sandbox does not impact your live version of Ajera 7. In the Ajera 8 Sandbox, you can build dashboards that support your firm's information needs.

When you decide to go live with Ajera 8, choose to use the Sandbox dashboards you created, the original dashboard template, or no dashboards.

Use the road map below to prepare for Ajera 8.

Learn about Ajera 8

- [Watch a guided tour of Ajera 8](#) (5:20 min)
- [Watch the training video – Using the Sandbox](#) (1 hour)
- [Watch the training video – Building basic dashboards](#) (1 hour)
- [Learn about Ajera 8 dashboards](#)

Prepare for Ajera 8

- Read this document (Ajera 8 FAQs)
- [Identify Ajera 8 hardware/software requirements](#)
- [Contact Ajera Support with questions](#)

Go live with Ajera 8

- [Prepare for the Ajera 8 Sandbox](#)
- [Run the 7.81.00 update to install the Ajera 8 Sandbox](#)
- [Test drive Ajera 8 in the Sandbox](#)
- [Move to Ajera 8](#)

Congratulations! Welcome to Ajera 8

5

Is Ajera 8 a required update?

Ajera 8 is required and is a free update available to all clients with a current Service Plan. For step-by-step instructions on how to move to Ajera 8, refer to the [Ajera Installation Guide](#).

6

How do I know I meet the requirements?

Documentation on Ajera's Hardware/Software Requirements can be found [here](#). A tool to check your current workstation/server hardware/software against Ajera's current requirements can also be ran from **Ajera Server Administration > Tasks > Check Ajera 8 Requirements**. This tool will help you to identify if you have workstations or servers that may require upgrades.

7

How long will Deltek support Ajera 7?

The final release for Ajera 7 is scheduled for November 2015! After the final release, Ajera versions that are below version 8 will move to Sustaining Support. That means that the Ajera Support desk will continue to provide support for these versions, but you will not receive any more software enhancements or corrections until you update to version 8. For firms that are using Ajera payroll, you will need to complete the update before November 2015 to receive any future tax updates.

8

Can I use Ajera 8 on my tablet or smartphone?



Ajera 8 can be accessed from anywhere online. Dashboards and mobile timesheets can be accessed using smartphones and tablets. Other Ajera functionality can be accessed from a Windows workstation.

Accessing Ajera over the web is as safe as online banking. With a secure setup, you can empower your team with the access they need whenever and wherever they need it.

9 Who can view Ajera 8 dashboards?

Ajera 8 includes a full set of standard dashboards with several different roles in mind. Security options allow these dashboards to be assigned to individual users or all users in a specific role.


You can also assign multiple roles to an individual user, giving them greater access to Ajera functionality in both the dashboards and the Menu.

10 Can I customize my own dashboards?

Any Ajera user with the appropriate security role can customize dashboards. You can grant design responsibilities to any security role by adjusting the settings for that role. Ajera 8 comes with an out-of-the-box dashboard template that can be adjusted to fit the information needs of your firm and your employees. Individuals can customize their own dashboard if their security role allows them to do so.

If your firm requires specialized dashboards, contact your [Ajera consultant](#) for their dashboard building expertise.

11 Does Ajera 8 support my custom inquiries and reports?

YES. Ajera 8 supports custom inquiries and reports (created with Microsoft SQL Server Reporting Services 2005). You will find those items by clicking on  and looking under **Reports**. Ajera 8 does not support Crystal Reports.

Although inquiry is still available in Ajera 8, you can expand the functionality of your custom inquiries by redesigning them as widgets on a role-based dashboard, giving you far more visibility and access to your information than you've ever had from a single custom inquiry or report.