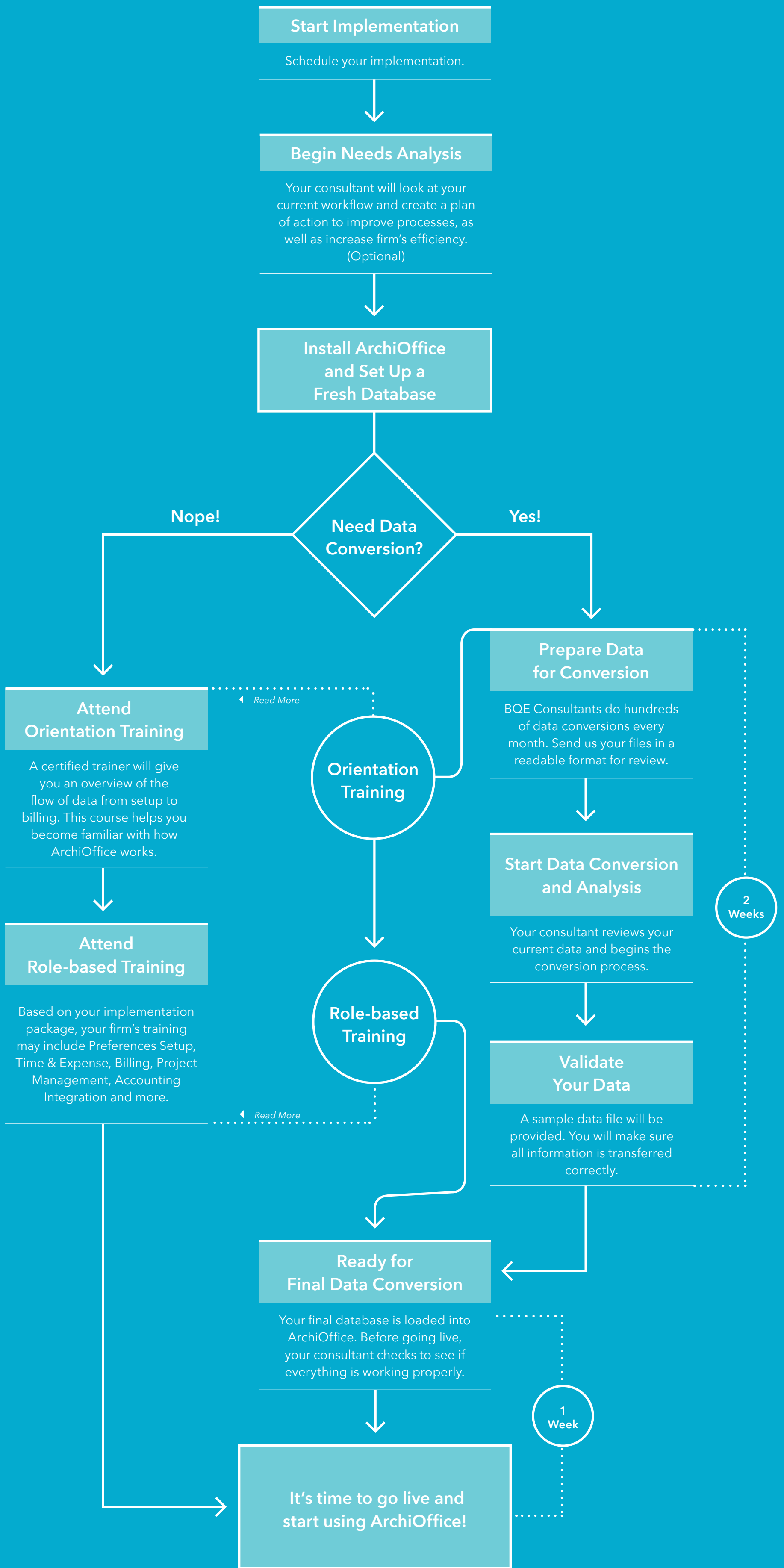# ArchiOffice Implementation Path

We have a clear path to implement ArchiOffice, and BQE experts will guide you throughout the process. Here are easy steps help you achieve a smooth transition from your existing software.

Start Implementation

Schedule your implementation.

↓

Begin Needs Analysis

Your consultant will look at your current workflow and create a plan of action to improve processes, as well as increase firm's efficiency. (Optional)

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Install ArchiOffice and Set Up a Fresh Database

↓

Need Data Conversion?

Nope! ← → **Yes!**

Nope! branch:

Attend Orientation Training

A certified trainer will give you an overview of the flow of data from setup to billing. This course helps you become familiar with how ArchiOffice works.

↓

Attend Role-based Training

Based on your implementation package, your firm's training may include Preferences Setup, Time & Expense, Billing, Project Management, Accounting Integration and more.

Yes! branch:

Prepare Data for Conversion

BQE Consultants do hundreds of data conversions every month. Send us your files in a readable format for review.

↓

Start Data Conversion and Analysis

Your consultant reviews your current data and begins the conversion process.

↓

Validate Your Data

A sample data file will be provided. You will make sure all information is transferred correctly.

(2 Weeks)

Orientation Training — ◄ Read More

Role-based Training — ◄ Read More

Ready for Final Data Conversion

Your final database is loaded into ArchiOffice. Before going live, your consultant checks to see if everything is working properly.

(1 Week)

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It's time to go live and start using ArchiOffice!

Additional BQE Resources:

OPEN TRAININGS
CONSULTING
REPORT CUSTOMIZATION

BLOG
DOCUMENTATION

WEBINARS
ARCHIOFFICE USER GROUP
TECHNICAL SUPPORT