

FF&E²: Design Tool for FF&E Specifiers

Targeted to architects, designers and engineers who specify furniture, fixtures or equipment, **FF&E²** (pronounced like "FF and easy") is a powerful tool that:

- Organizes specification data in a way that makes it much more useful to you and your clients and eliminates typing of repetitive data.
- Provides a way to track the project FF&E budgets at any desired level of detail, providing immediate screen reports as you make additions and changes. This includes *eliminating* the job of tracking support items such as fabrics or equipment accessories.
- Offers an alternative to complex, CAD-linked approaches that gives the specifier better access and control of the data, while avoiding the data management problems associated with graphics-driven databases.

FASTER, FLEXIBLE DOCUMENTATION

Unlike Facilities Management programs, **FF&E²** is highly effective on *any* project from quick sales quotes to large design projects. The first objective in developing it was to create a tool that streamlines the FF&E documentation process, regardless of project size.

By providing a consistent format for specification data, it becomes easier to read, and consequently, to check. Automatic calculations for estimated tax, shipping, markup and purchasing fees make spec entry faster and more accurate. A large freeform data field makes it easier to handle unusual items or complex equipment specs.

The "Object/Component" model used in the program allows you to list "add-ons", such as Customer-Ordered Material, once in the specification list for an object with the quantity needed per object. The system will then track the quantities of each as the project is modified and automatically print the support items when appropriate.

Flexible documentation means that once you have entered the data, the system

The screenshot displays the 'FF&E Worksheet' tool. The main table lists specification items with columns: Area ID, Room ID, Obj Class, Finish Locn, Object, Description, Primary Vendor, Primary Spec, Quantity, and Unit. The table includes items like 'Weather Vane, Windsor Garden', 'Carpet', 'Marble For Thresholds, "Crene Marfil"', and 'Artwork, "Ancient Flows"'. Below the table is the 'FF&E Summary' section, which shows budget information for a project named 'The Smithsonian Hotel'. It includes a table with columns: Spec ID, Vendor ID, Catalog #, Qty/Obj, Cost, and Price. The summary also shows a total budget of 800,000 and a total cost of 70.59.

The heart of the system is the FF&E Worksheet. From this screen, all pieces of a project can be added. Placing an item is as simple as selecting a room number, an object and the quantity occurring in the room (instead of having to figure the total for all rooms of that type). New areas, rooms and objects can be added from this screen, too. Any major screen can be accessed from any other with the "Views" buttons in the upper left corner and any related item can be edited by double-clicking it in the "FF&E Summary."

can print it in many different formats, such as:

- Object Detail Sheets, with or without illustration space, with locations and quantities
 - Summary budget reports by area, room, or object.
 - Detailed budget and cost reports
 - Quotes with boilerplate text
 - Installation lists
 - Purchasing support documents.
- ...and so on.

One of the consistent comments we get from our users is about the extremely positive reaction their clients have to the information available from reports.

EFFECTIVE BUDGET CONTROL

FF&E² tracks budgets at the area, room and item level. You can go into as much or as little detail as the project requires. Regardless of how you use the system, you can view immediate results on

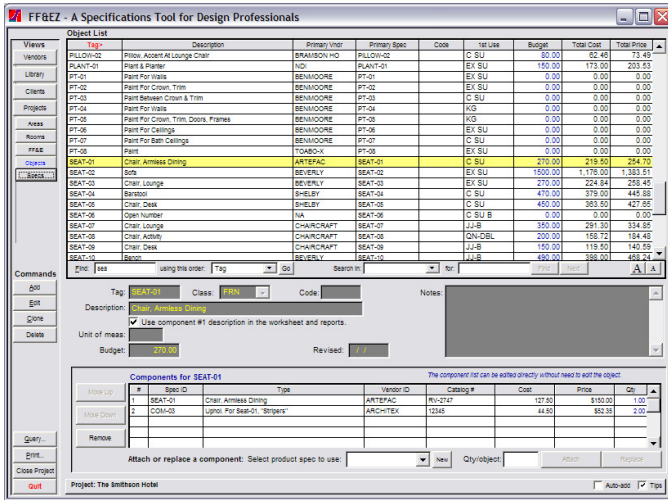
screen, without the need to print lengthy reports. When related information is changed anywhere in the system (such as changing the fabric selection on a chair), actual costs are immediately available.

You can begin adding budget information in the programming stage of a project, well before any drawings have been started, by creating a "skeleton" project containing generic areas, rooms and objects with budgeted costs. The system will help you develop a realistic budget by showing how each piece of the project affects the budget estimate at the next level.

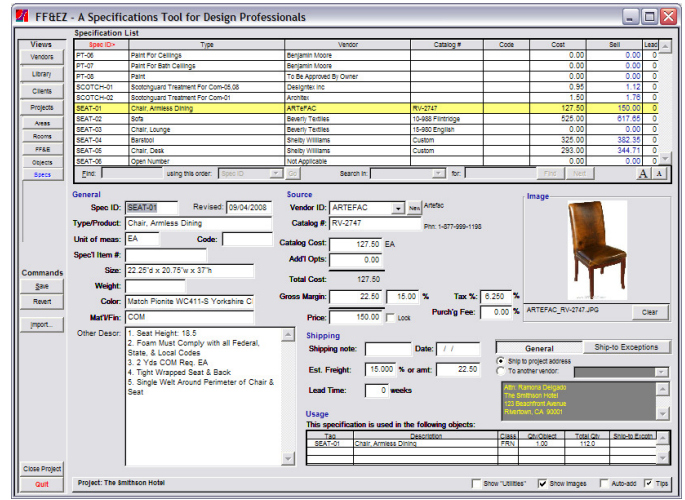
A COST-EFFECTIVE APPROACH

There are several approaches to using technology in assembling specification documents.

On the "low" end are specifications that are typed into word-processing or spreadsheet documents. These are the



Left: "Objects" are the finished items that your client purchases; you define them once and use as needed. They are normally composed of one or more "component" specifications that can be used in more than one object. At the beginning of a project, though, they may consist of just a tag, a description and a budget for your client's use. When you add a new object to the list, you can also attach "skeleton" specs ready for detailing later.



Right: The specification screen is used to enter all information about a vendor's product, including images, long descriptions and alternate shipping addresses. Command buttons provide quick ways to link a product spec to an object or to create a new object. Pricing can be entered and locked or recalculated automatically. Total quantity is calculated for you automatically from your FF&E Worksheet entries and the room count.

easiest to do, but the information entered into them is in an inflexible format and may require repetitive entries.

Somewhat more effective is the use of a single data table with reports. This can give good results, but does not handle "related" information such as vendor information, very efficiently.

At the "high" end is the CAD-based approach in which each object must be represented by a symbol linked to a database. This approach works well for very large projects and facilities management, but suffers from several problems, such as the need for extensive training, the need to *draw* everything you want to track, and the unavoidably complex nature of managing linked drawings.

The approach taken in developing **FF&E²** is meant to produce the best results from a computer-oriented method, without the hidden costs of "total solution" approaches. **FF&E²** is designed to give you as many benefits from using computers as possible while minimizing training overhead and the need for expertise in database management.

FF&E² was written by an architect-turned-software designer with extensive experience in CAD management and interior design production. It combines immediate usefulness with the ability to improve documentation and production schedules for both large and small projects. It does this without need for extensive training or long learning curves.

FF&E² requires a computer with any version of Windows from XP to Windows 7, with any basic configuration suitable for business applications and 10 meg of hard disk space (more for image files where applicable). Both single-user and network versions are available.

For more information, contact:

JIM CARLS
Data Management Consultant

7352 Middlebrook Cir
Nashville, TN 37221
(615) 573-6882
jim.carls@ffez.com

www.ffez.com

FEATURES

- **FF&E²** organizes:
 - Projects
 - Clients
 - Vendors
 - Specifications library
 - Project areas
 - Project rooms
 - Project objects and components
 - Project object placement
 - Project Specifications (components)
 - Alternate shipping addresses
- Automatic update of quantities, budgets and actual costs after changes to any related data
- Highly visual interface
- Pick lists and "on-the-fly" entry of vendors, areas, rooms, objects and specs
- "Prototype" room feature allows you to enter a quantity for a room type instead of entering the room multiple times (hotel rooms, examination rooms, etc.)
- Import specs from the library or other projects; import finished objects or entire rooms from other projects.
- Import images for specs and efficiently share images across projects.
- Large free-form field for additional specification description
- Submittal tracking and revision print controls.
- Defaults for project markup, estimated shipping, tax rates, fees and vendor discounts with overrides.
- Two versions: **FF&E² Design** (includes purchasing worksheet report) and **FF&E² Design / Purchasing** (includes true purchasing management module).
- Custom interfaces can be developed for 3rd-party purchasing software, allowing use of **FF&E²** as a "front end" to other systems. Projects produced with **FF&E²** can be imported into other **FF&E²** systems or into facilities management or purchasing programs (via optional or custom translation utilities).



Jim Carls
Data Management Consultant

7352 Middlebrook Circle
Nashville, TN 37221
001 615 573-6882
jim.carls@ffez.com
www.ffez.com

Sample Client List

Interior Design Firms

Adrian Carr Caradine Design
Memphis, TN
Debbie Adrian
(901) 682-1160
Used for general interior design work.

Andres Escobar & Associates
Montreal, Quebec
Used for general interior design work.

ML Design
Memphis, TN
Marilyn Livesay
(901) 484-9950
Used for general interior design work.

I D N A
Diana New
Memphis, TN
(901) 682-9008
Used for general interior design work for hotels.

Ann Stewart Designs
Ann Snell
Memphis, TN
(901) 753-3640 x31
Used for general interior design work for hotels.

Architecture Firms

Hnedak Bobo Group
Memphis, TN
Used for interior design work in the corporate and entertainment industries.

FF&E Purchasing

Condado Vanderbilt Hotel & Towers
Copamarina Beach Resort & Spa
San Juan, Puerto Rico
Used for internal purchasing management.

Guest Purchasing Services
(Sysco / Guest Supply, Inc)
Memphis, TN
Used for interior design portal and purchasing management services.

Hatchett Hospitality
Memphis, TN / Griffin, GA
Used for interior design work and FF&E sales quotes. Developed custom export process to existing purchasing system.

Hospitality Contract Services
Memphis, TN
Vickie Bolton
901-753-3640 x11
Used to import FF&EZ projects from outside designers for larger projects, planning for some internal design work.

Mill Distributors
Aurora, OH
Used for FF&E sales quotes for larger projects.

Pinnacle South
Griffin, GA
Used for FF&E sales quotes for larger projects. Developed custom PO export process for use with Everest accounting system.

Saia Trim Group
Memphis, TN
Used for interior design and purchasing management services.

FF&E^Z Price List	LICENSE SCOPE		
	Single-User Usage is limited to one computer at one location. Data can be exchanged with other FF&E ^Z systems, but not actively shared over a network.	Multi-User Site Usage is allowed on all computers at one location. Data is shared among all users on the same network.	Multi-User Corporate Allows use on any computer at any company location (except contractors). Data is shared among users within individual locations or via use of 3 rd party tools such as Terminal Server.
PRODUCT LIST			
FF&E^Z Design License Allows designers, architects and salespersons to budget, specify and present interior design FF&E specifications in location-oriented (areas and rooms), item-oriented and vendor-oriented reports.	\$595	\$2,995	\$4,450
FF&E^Z Design / Purchasing License Includes all features of Design; adds conversion of FF&E specifications to purchase order module that issues, invoices and tracks orders.	\$1,295	\$5,995	\$8,950
Option: FF&E^Z Design Off-site User License Allows an off-site employee such as a salesperson to use a personal copy of <i>FF&E^Z Design</i> and exchange data with the main office (only applicable to Single-user and Site Licenses — included as needed in Corporate licenses).	\$295		
Option: Orders Export Plug-in This option exports FF&E data as purchasing data in a number of generic formats for use with 3 rd -party software (only applies to <i>FF&E^Z Design</i>). Please call to discuss specifics of this option and any customization needed (prices shown subject to discount with customization agreement).	\$295	\$995	\$1,495
Option: Custom Reports Develop custom layouts or incorporate logos in base reports.	Call for quote (\$300 min.)		
Maintenance & Support (90 days of support are included in purchase.) This option continues phone/e-mail software support for all licensed users and incremental updates to the software and documentation. An upgrade charge may apply for major new versions, depending on features. Support can be billed yearly or quarterly.	Design: \$120/year Design/Purchasing: \$200/year	Design: \$400/year Design/Purchasing: \$600/year	Design \$950/year Design/Purchasing \$1,450/year
	Off-site Users: \$50/year		
Upgrades Note: Maintenance updates to the program are free to clients with an active Maintenance & Support agreement.	Upgrades to a more expansive license or product type (e.g., from single-user to a site license or from <i>Design</i> to <i>Design / Purchasing</i>) are available for the difference in <i>license</i> amount previously paid and the current price.		
Printed User Manuals A full on-line manual/help system is provided with each license.	\$75/manual		
Training On-site training covers the basics of using FF&E ^Z	\$400/half day, plus reasonable travel expenses.* Note: 1 day minimum for groups of two or more trainees for <i>FF&E^Z Design</i> and 1-1/2 days for <i>Design / Purchasing</i> . *Add \$400/day for travel days outside of the U.S.		

Note: All prices are in U.S. dollars. Prices and features subject to change without notice.

Prices as of 31 January 2011