



MyAssistant

MyAssistant for Sage Timberline Office is an easy-to-use tool that actively monitors your business and notifies you of issues you deem important. Give MyAssistant an unlimited number of Tasks, schedule when each checks your business, and then be notified in Microsoft Outlook when something needs attention.

Tasks

MyAssistant Tasks define situations you would like to monitor, when each should be checked, and the action to take when issues arise.

For each Task you can:

- Select one of the 220 pre-built or a custom “condition” to specify what should be monitored.
- Schedule the Task to run automatically on a specified frequency.
- Simultaneously monitor information in multiple Sage Timberline Office data folders.
- Define who to notify when the specified situation is found.
- Outline what to communicate when notifying someone.
- Specify the Sage Timberline Office reports and inquiries that are available from the e-mail notifications.

To help you get started, MyAssistant comes with 125 construction or 75 real estate pre-built Tasks. You can also create your own using a simple wizard.

Run Tasks

- Schedule Tasks to run automatically each day, week, month, etc.
- Run Tasks on-demand for a quick check on one or more subjects.
- Run a group of Tasks to check your work in Sage Timberline Office.

BENEFITS

Receive automatic notification of important business events as they occur to stay on top of all critical issues.

Choose from more than 200 pre-built business rules to apply to your data—or elect to build your own—for total flexibility to run your business your way.

Let the right people know right away about important events by defining whom to automatically notify when a specific business condition occurs.

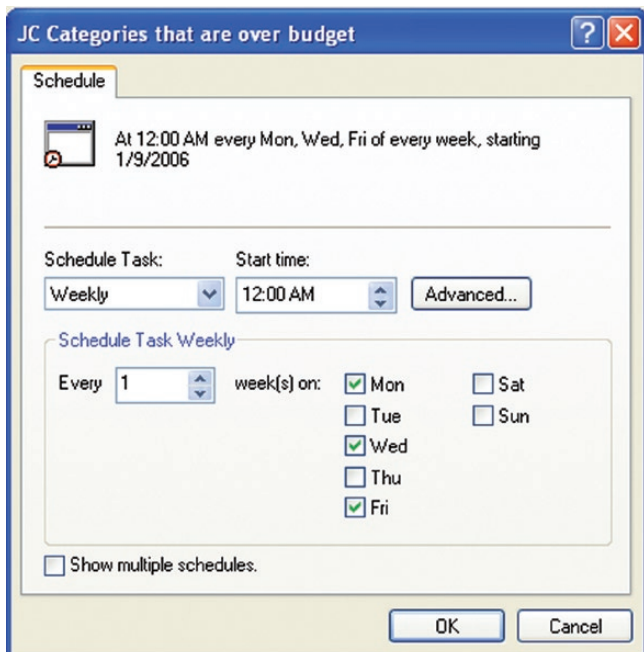
Schedule MyAssistant tasks to run with whatever frequency and timing you need to suit your unique business requirements.

Keep informed by tracking all activity and resolutions with the Notification Log.

Enjoy a complete view of all aspects of your business by monitoring multiple Sage Timberline Office data folders simultaneously.

Improve efficiency by allowing users to view and access just the tasks that pertain to their work through the MyTasks feature.

React faster by providing users only the notifications they need to see through the MyNotifications feature.



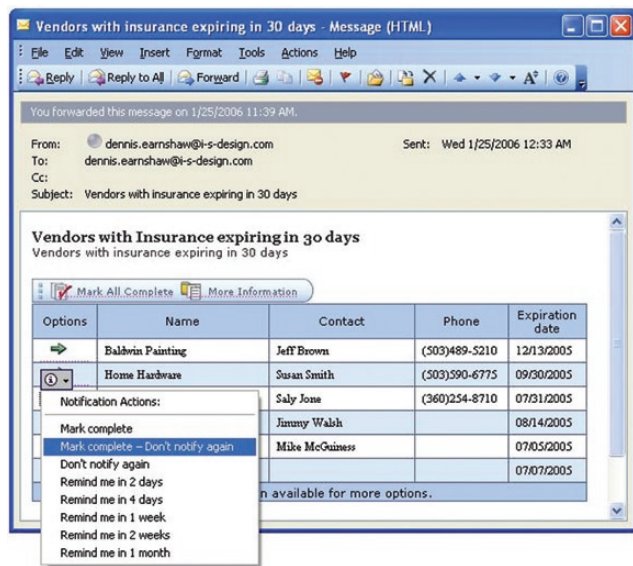
◀ Create Tasks that monitor important business conditions and schedule them to run as often as you need.

E-mail Notifications

MyAssistant uses Microsoft Outlook to notify you of issues needing attention. Notifications can be addressed to specific people or sent to the appropriate parties given the identified issues (See Roles). While viewing a MyAssistant e-mail notification you can:

- Mark items complete.
- Ask to be notified again if the issue hasn't been addressed in X days.
- View any Sage Timberline Office report or inquiry.

E-mail messages can be sent for each Task/subject, or notifications can be grouped into a Daily Summary where each person receives one e-mail a day containing their notifications.



Notification Log

The MyAssistant Notification Log provides a central location to see unresolved issues for the different areas of your business. With the notification log you can:

- View the total notifications for each Task.
- Filter the list to view All, Open or Closed notifications.
- Mark items complete or ask not to be notified again.
- View Sage Timberline Office reports.

While viewing notifications, request an "Update" to see a list of open items for a given subject.

Roles

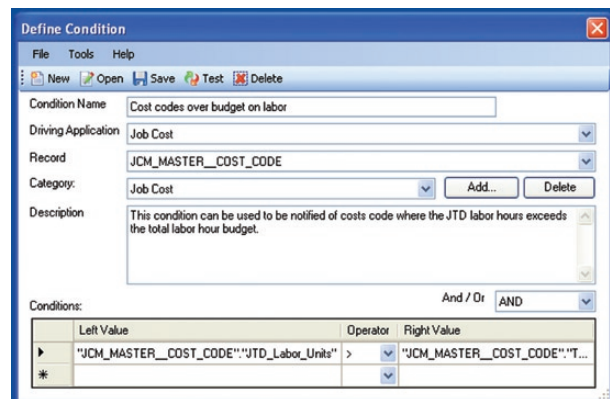
MyAssistant Roles can be used to automatically notify the appropriate parties based on the identified issues. For example, with MyAssistant Roles you can:

- Send each project manager the notifications for his/her jobs.
- Send e-mails to vendors for items needing their attention.
- Send customers a list of past due invoices.

Conditions

MyAssistant Conditions define what will be checked in your Sage Timberline Office database. Use any of the 200+ conditions provided with MyAssistant or create your own. When defining a Condition you can:

- Reference any database field in the supported applications.
 - Perform calculations.
 - Use "if-then-else" logic as well as mathematical operands and functions.
 - Compare dates, or do date logic—something happening in the next X days.
- With MyAssistant Conditions you can monitor almost any aspect of your business.



Customization

Customize your MyAssistant system to provide the right level of access to the right people in your company and let all users define the tasks and notifications most important to their work. With MyAssistant customization features you can:

- Provide appropriate access to each MyAssistant feature based on a person's Window's user ID.
- Let users view and access just the tasks that pertain to their work through the MyTasks feature.
- Let users view just the notifications they need to see through the MyNotifications feature.

MyAssistant for Sage Timberline Office provides an easy way to be more proactive, improve communications and manage those things critical to growing your business.

For more information on how MyAssistant can help you monitor your business contact your local Sage Timberline Office Business Partner.



End-to-end solutions. Expert advice. Ongoing support. That's Sage 360.

Sage Software supports the needs, challenges, and dreams of 2.7 million small and mid-sized business customers in North America through easy-to-use, scalable and customizable software and services. Sage Software is a subsidiary of The Sage Group plc, a leading international supplier of business management software and services formed in 1981 and listed on the London Stock Exchange since 1989.

