

What if *your computer could tell you
what you need to know, when you need to know it?*

»» **Now it Can.**



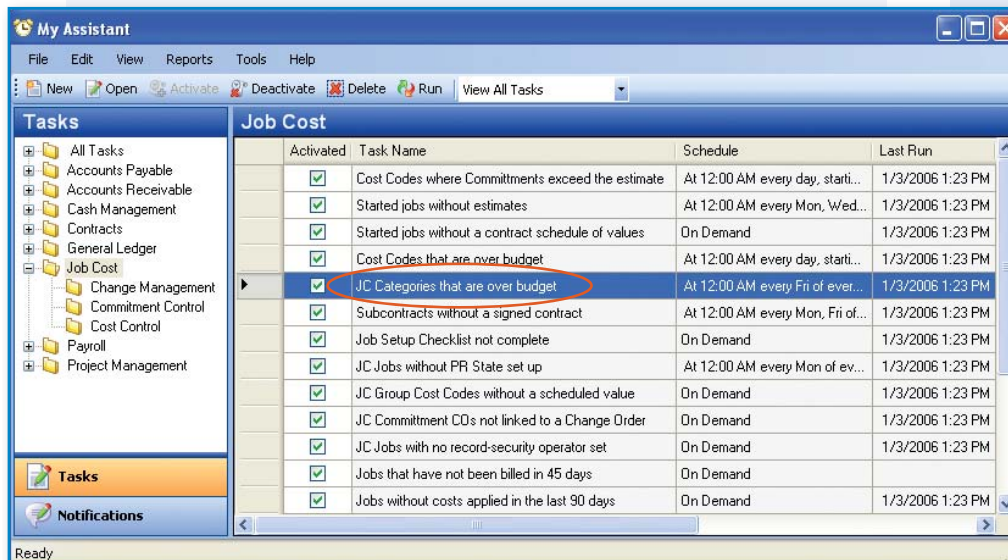
Introducing MyAssistant® for Sage Timberline Office

An easy-to-use software tool that actively monitors your business and notifies you of the details that keep it running smoothly.

MyAssistant uses Microsoft Outlook* to proactively notify you of issues that need your attention. Based on your business rules, your customers' sensitivities and your vendors' performance, MyAssistant improves your productivity by automatically screening information and notifying you only of those things that are truly important or time sensitive.



» Think about what would happen to the way you run your business if you had a personal assistant to keep a constant watch for, and notify you of, situations you consider important ...



An unlimited number of tasks can be setup in MyAssistant to monitor almost any aspect of your business.

For example,
an assistant who:

- Automatically flags you when projects are near or over budget
- Notifies you of customers with past due receivables
- Lets you know when vendor or property insurance is about to expire
- Monitors Requests for Information (RFI), Change Requests, Submittals and other project documents
- Tells you when leases are about to expire
- And the list goes on... and on

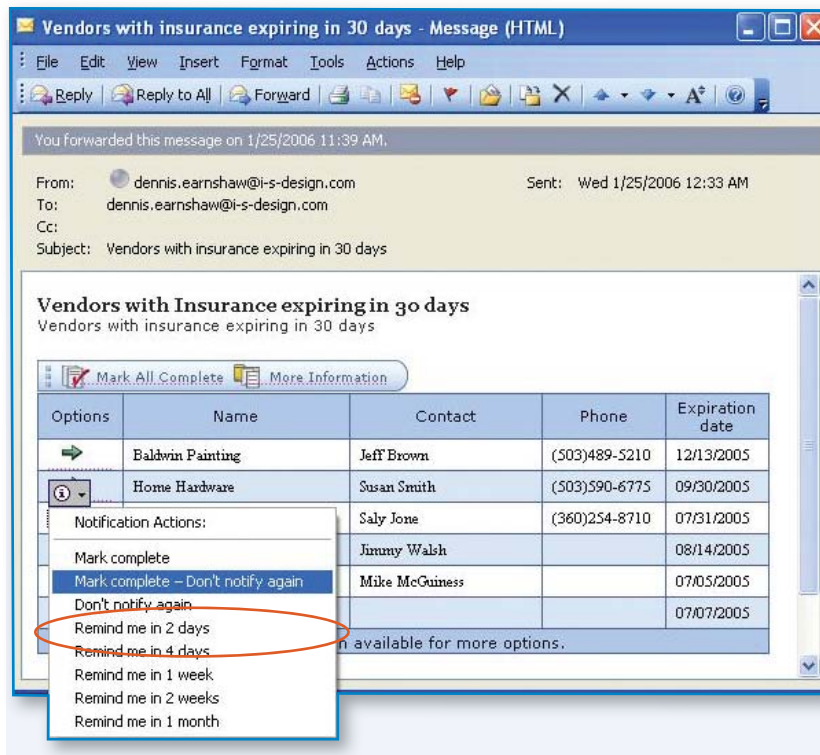
Let your imagination set the limits!

» Think about how your ability to solve problems would change, if you had an assistant that worked 24 hours a day, seven days a week and never missed a beat . . .

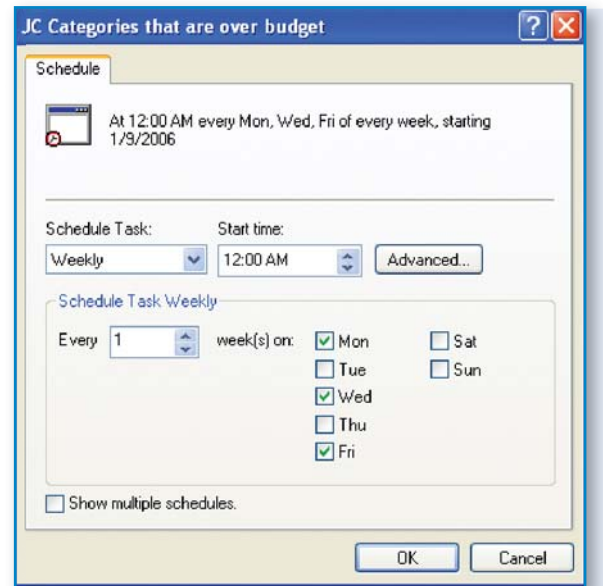
For example, an assistant who:

- Automatically monitors your business at the frequency you define, whether it's once a day, every other day, each week or once a month
- Sends a daily e-mail to the appropriate people listing issues for review and action
- And helps you get to the root of each problem by providing access to the Sage Timberline Office reports and inquiries that pertain to the issues at hand

» Think about an assistant who knows you well enough to notify you the way you want given the situation . . .



MyAssistant uses Microsoft Outlook to notify you of issues and allows you to respond right from the e-mail message.



Setup tasks to automatically check business activity according to a specified frequency.

For example, an assistant who:

- Provides details from your Sage Timberline Office software that describes each issue
- Knows when to keep reminding you of an open issue . . . and when not to
- Knows when to stop telling you about something altogether
- Checks your work for common mistakes
- Provides a central place to see the open issues that need to be addressed

Stop dreaming and meet MyAssistant!

How MyAssistant works

Begin by assigning MyAssistant Tasks to perform. With each Task you can specify:

- A scenario or condition for which to be notified. Pick from the more than 200 pre-defined conditions or add scenarios that address your specific needs
- How often MyAssistant should check for each condition
- What action you want MyAssistant to take when an issue is identified

MyAssistant then filters your daily business activities -- invoices, contracts, leases and project documents -- against the scenarios you've defined and notifies you when issues need to be addressed, communications to be sent and check lists that require follow-up.

Once notified, MyAssistant helps you address each issue. While working with notifications in Microsoft Outlook:

- View one or more Sage Timberline Office inquiries or reports that provide more information pertaining to the notifications at hand
- Mark items complete
- Or, ask to be notified again at some point in the future if the condition is still present

*Review MyAssistant in your office and start asking
What if...*

MyAssistant was developed specifically for the construction and real estate industries by Innovative Software Design Inc. whose staff has more than 60 years of combined experience working in product development and support for Timberline Software Corporation.



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To find out more about MyAssistant or to request a product demo, call: