

**Volume 4**  
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## User Group Seminar

Register now for the **Techware 2008 User Group Seminar on Tuesday, April 22, 2008 at the Park Plaza Hotel Bloomington.** Highlights include a State of the Union from Sage, demos, workshops, Q & A, and some free gifts! And, back by popular demand—Sharon Moore from Griffin Companies will be doing a presentation on Document Management. Stay tuned for a more detailed agenda. Breakfast and lunch included. It's an opportunity to hear from the experts and mingle with other Timberline users. We would love to see you. Go to our web site and print a registration form:

[www.techwaremn.com](http://www.techwaremn.com)

**Classroom Training Opportunities in March/April**—Estimating, Purchasing & Inventory, Accounting Workflow. Be sure to register if you would like to take any of these classes.

[www.techwaremn.com/training\\_schedule.html](http://www.techwaremn.com/training_schedule.html)

## Sage Timberline Office Version 9.5 Preview

Version 9.5 of Sage Timberline Office is scheduled for release this summer. It includes several valuable usability features designed to help you run your business more efficiently. Another important part of the release is its compatibility with the Microsoft Windows Vista operating system and the Microsoft Windows 2008 Server. Let's take a closer look.

### Project Management

With the new Daily Report feature in the Project Management module Version 9.5, you can stay on top of what's happening with all of your projects. New field reports allow your on-site project managers to record daily events and provide an overview of activities and conditions. Field reports allow you to track every aspect of a project including: site weather conditions; labor, equipment, and material usage; and any accidents or safety violations.

### Document Management

In Version 9.5, Document Management receives security and control enhancements. Additional security features are available for Queues, Documents, Document Types, and Tasks. For increased flexibility in managing security, a New Power Operator role is introduced. Now you can

set up users with a combination of operator and administrative rights. As well as the additional administrative rights, this gives the Power Operator role the ability to manage the lists of other operators. Administrators have the ability to set the Power Operator conditions, while still managing document and task security.



Sage Timberline Office Version 9.5 includes tools to help you stay on top of your projects.

### Property Management

It's important to maintain a complete record of all property leases; however obsolete leases can clutter up your Property Management database. With Version 9.5, you gain the ability to archive expired leases. Archiving removes the expired leases from your active lease lists to help speed your searches. The archived leases are still readily available as needed for reference and reporting purposes. The new and helpful Archive Wizard guides you

through the variables and allows you to choose the parameters that determine which leases will be archived.

### One-Stop Security Maintenance

Security set up is streamlined in Version 9.5. Now without accessing each module individually, you can give users rights to specific companies and modules all in one easy-to-use step—and all from one location within Sage Timberline Office.

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SAGE TIMBERLINE OFFICE  
SAGE MASTER BUILDER



# Sage Timberline Office Version 9.5 Preview CONTINUED

New settings and controls for passwords also are available, giving you more power to keep your important company information safe.

## Get Help More Quickly

Version 9.5 makes it easy to find help when you need it. The Desktop User assistant enables you to search for Sage Timberline Office Help files right from the Desktop. Do you need a reminder of how to perform a task in Sage Timberline Office? Now, you have the option of

doing a quick search for a single Help file, or a detailed search for single or multiple files.

## Compatibility

As part of the Version 9.5 release, all applications of Sage Timberline Office are compatible with the Microsoft Vista operating system and Microsoft Windows 2008 Server. If your organization needs to purchase new desktop PCs or servers—which will typically ship with the latest operating systems—you can be assured that

your Sage Timberline Office software is fully compatible.

Microsoft has designed the Windows Vista operating system and the Windows 2008 Server so that customers can gain important advantages by using the server and desktop operating systems together.

If you are considering purchasing new hardware, or would like more details concerning the 9.5 release, please give us a call. ☆

## Manage Your Estimates With Estimating Explorer

If you are using the Sage Timberline Office Estimating module, you already know that with this tool you can perform takeoffs and create estimates with speed and accuracy. The Estimating component also comes with a tool for managing and analyzing your bids—Estimating Explorer. Let's learn more.

### Find Your Estimates Instantaneously

As your database of estimates gets larger, tracking down the bid you're looking for can be a challenge unless you are using the Estimating Explorer. This powerful tool eliminates time-intensive searches by automatically creating an up-to-date master list and description of every estimate in your system. You can locate an estimate within seconds, sorting by estimator, bid date, estimate number, or a variety of other criteria. Once you've located the estimate, one more click takes you directly to the estimate's spreadsheet, right from within Estimating Explorer. From here you can manipulate spreadsheets for improved cost analysis by resorting, collapsing or expanding, showing or hiding columns, or requesting the totals page. But Estimating Explorer is much more than a way to quickly locate an estimate, it is also a management tool.

### Bid Event Management

When you integrate Estimating Explorer with your Microsoft Outlook application, you can be sure you never miss an important deadline, such as bid submission dates, pre-bid meetings,

and site inspections. Simply log these events in Estimating Explorer and Outlook will remind you according to the parameters you specify.

If you use the bid status field (e.g. won, lost, bidding) in your estimates, Estimating Explorer allows you to track the progress of jobs, and collect and analyze competitive information, such as names of bidders, amounts bid, and bid winners.

### Estimate Archives

By compressing and archiving estimates and all of their associated files, Estimating Explorer allows you to save disk space while preserving access to historical bids when you need them. Files are compressed using industry-standard Zip tools for easy manipulation.

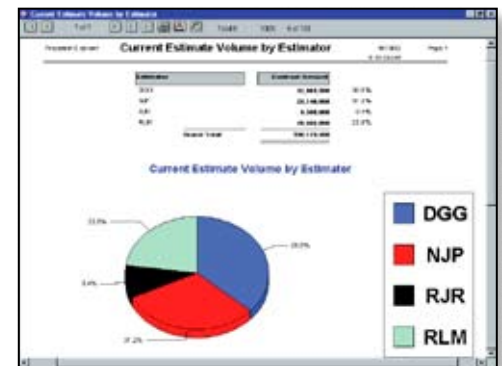
### Built-In Reporting Tools

Estimating Explorer has a dozen built-in reports that automatically sort and summarize estimates by client, project type, estimator, status, and folder. Cross-Tab Reports display estimate volume by estimator, project type, or status. The Unit Cost Report shows you the average unit cost by project type, and you can even print contact lists based on contact type, such as architect, bidder, client, or engineer. The Competitor Bid by Project Type Report can be printed for a month, quarter, year, or any date range you specify.

### Get The Big Picture

Use the information generated by the Estimating Explorer reporting tools for further analysis

and charting to obtain a clear picture of estimating activity. You can graph estimating volume by estimator or by project type. You can chart your year-to-date estimate volume compared with prior years, and even graph how unit costs vary by project type. Estimate information also can be exported to Microsoft Excel for further analysis and to create custom charts or graphs.



Estimating Explorer graphs and charts give you an instant picture of your team's estimating activity.

Estimating Explorer works with the Estimating Standard or Estimating Extended components and is included with the software. Whether you need to hone in on estimate details or summarize your bid results, Estimating Explorer makes estimate management simpler. Please give us a call with your questions. ☆