

Sage Timberline Office



MyAssistant

Automatic Alerts, Report Generation, and Document Distribution

Improve communications, reduce errors, and increase productivity.

Sage Timberline Office MyAssistant proactively identifies what needs to be done, determines who needs to be informed, and automatically performs the task. Fully integrated into the Sage Timberline Office Desktop, MyAssistant uses Microsoft® Outlook® to deliver essential information, when it's needed. For example, MyAssistant can help with tasks such as:

- Identifying vendors with insurance expiring in 30 days and send them a letter.
- Sending past due customers a list of their delinquent invoices.
- Generating and distributing personalized reports on a regular schedule.
- Notifying executives when jobs drop below a profit threshold.
- Sending each project manager a list of costs codes that are over budget for their jobs.
- Auditing processes such as job, contract, or employee setup to ensure they are completed correctly.

Over 1,000 companies rely on MyAssistant to extend the capabilities of Sage Timberline Office. For a product demonstration or to learn more about MyAssistant, call 800-628-6583.

Popular MyAssistant Uses:

Insurance compliance

Automated alerts

Human resources

Tenant statement distribution

Cost control

Email reports

Change management

Subcontractor communication

Project documents

Payroll direct deposits

Lease management

Work orders, purchase orders, and invoices

Receivables

Sage Timberline Office setup and processing

Automated letters

Workflow integration

