

# MyAssistant

For Sage Timberline Office



## Specialty Construction

### Would you like your Timberline Office software to automatically

- Send past due GC's or owners a list of their delinquent invoices?
- Generate and distribute personalized reports on a regular schedule?
- Notify executives when jobs drop below a profit threshold?
- Send each project manager a list of costs codes that are over budget for their jobs?
- Audit processes such as job or employee setup to ensure they are completed correctly?

With MyAssistant,  
*it can*

Be informed ▼

August 22, 2008

Please see below for a summary of your account. Please direct your attention to amounts over 30 days old. Thank you.

**Account Summary For Roland Smith Contracting**

Invoice Number	Date	Amount	Current	Over 30	Over 60	Over 90	Retainage	
<b>Roland Smith Contracting</b>								
Paul Jones - Purchasing Agent (503)988-9898								
Invoice	010010000002	02/28/2001					-13,000.00	
Invoice	010010000003	03/31/2001					-23,860.00	
Invoice	010010000004	04/30/2001	233,160.00		233,160.00		-35,380.00	
Invoice	1009	05/23/2001	2,937.87	2,937.87			-326.43	
Invoice	010010000005	05/31/2001	120,510.00	120,510.00			-13,390.00	
Invoice	1013	05/31/2001	2,950.00	2,950.00				
<b>Roland Smith Contracting Totals:</b>			<b>359,557.87</b>	<b>123,460.00</b>	<b>2,937.87</b>	<b>233,160.00</b>	<b>0.00</b>	<b>-85,956.43</b>

Specifically designed for Timberline Office, MyAssistant proactively identifies what needs to be done, determines who needs to be informed, and automatically performs the task. MyAssistant uses Microsoft Outlook to deliver essential information, when it's needed.

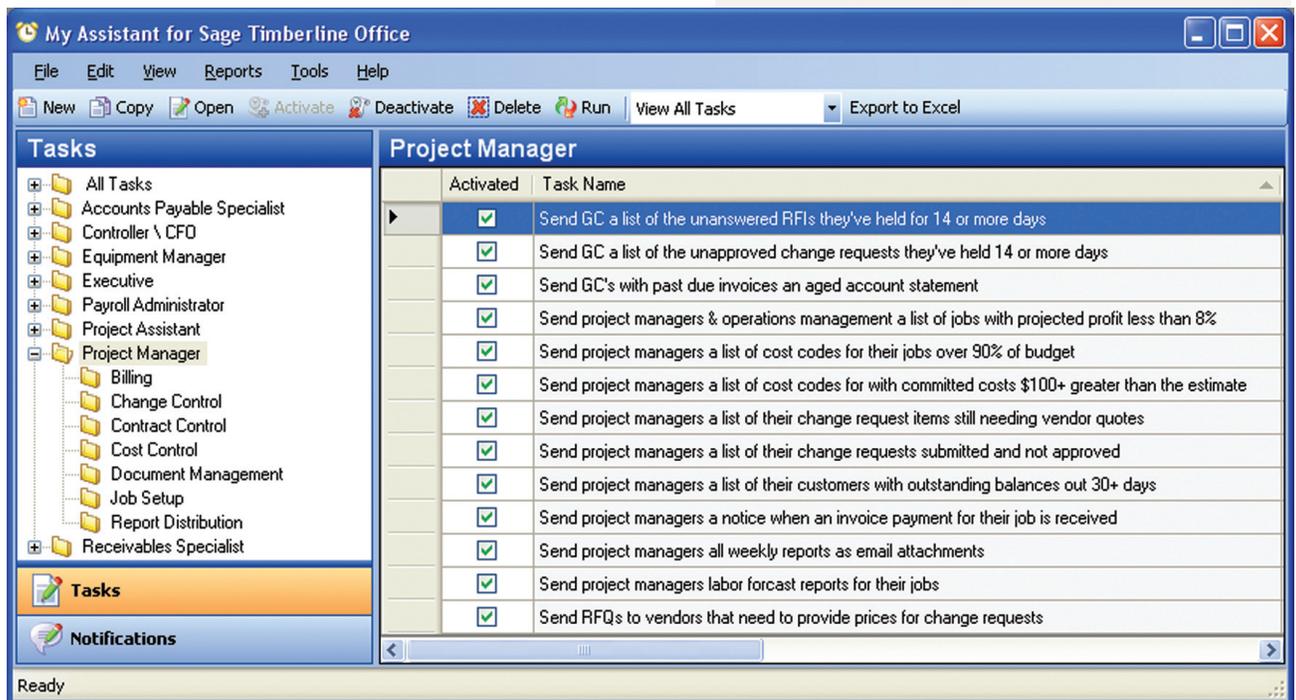


## Put MyAssistant to work for you

Use a simple wizard to give MyAssistant Tasks. For each Task, tell MyAssistant what you want done and when. Use any of the prebuilt Tasks or define your own.

- Select one of the more than 270 prebuilt rules, or create your own, to identify exactly what should be monitored or occur
- Schedule a Task to run at specific times, or run it on demand
- Identify who will be notified
- Define the format and content of the recipient's email message
- Attach one or more reports to each email, with report content specific to the email recipient
- Attach any documents or files to each email

Get control with MyAssistant Tasks ▼



MyAssistant is a powerful tool to manage your business:

- Inform project managers of jobs not billed in 30 days and with costs exceeding billings
- Notify GC's or owners of overdue change requests
- Identify terminated employees and send your insurance company a letter to remove them from your coverage
- Receive alerts when working capital drops below a certain amount
- Know when a cost code's projected labor hours to complete exceeds the estimate
- Know when invoice discounts are about to expire
- Send each project manager a list of overdue RFI's and change requests, with detailed logs attached
- Learn of invoices not coded to a job but use a job account number
- Notify your president of employees celebrating a birthday

Improve communications, reduce errors, and increase productivity.

»» **Work smarter with MyAssistant**

For a product demonstration or more information please contact your Sage Timberline Office Business Partner.

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