

# Sage Timberline Office



## Information Assistant

Gain convenient access to Sage Timberline Office reports and inquiries without opening accounting software. Information Assistant is ideal for employees who need the data, not the application.

In addition to providing your staff with the information they need to make better business decisions, Information Assistant can also help employees keep an eye on everything from insurance expirations to cost overruns with issue tracking. Log issues into a spreadsheet-style grid and classify the status and level of urgency, along with who should follow-up and how. Information Assistant can work with your e-mail software so that you can send out messages to others notifying them of issues. Issues can easily be accessed through Sage Timberline Office inquiries and reports, as well.

Following is a detailed list of features Information Assistant offers to help you make better decisions, improve communication and stay on top of issues:

### Issue tracking

- Track any issue relevant to your business.
- Classify issue by status, level of urgency, and follow-up method to be taken.
- Link issues to inquiries and reports.
- Review and sort current issues with customizable issue viewer.
- Set conditions to display only the issues you want to see.
- Drill down on issues to access the Sage Timberline Office data that supports them.

### Reports and inquiries

- Include any standard or customized Sage Timberline Office inquiry or report on the Information Assistant menu (a complete set of Sage Timberline Office accounting applications contains more than 500 reports and 100 inquiries).
- Customize menu and toolbar for instant access to the inquiries and reports used most often.
- Set up macros in order to print a series of reports with a single command.
- Attach comments to property or project information with online note feature.

### Additional features

- Send issue information to anyone via e-mail systems.
- Define security rights by user or group.
- Customize the toolbar for push-button access to reports, inquiries, and tasks.
- Change on-screen descriptions to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.

### BENEFITS

- Save valuable time accessing reports and inquiries without opening accounting modules
- Track issues critical to your profitability
- Easily definable security settings for the access of important information

Information Assistant is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.