MyAssistant

For Sage Timberline Office

Would you like your Timberline Office software to automatically

- Notify property managers when leases are about to expire?
- Provide alerts when bank accounts drop below a certain amount?
- Generate and distribute personalized reports on a regular schedule?
- Send tenants their statements?
- Automate insurance requests?
- Audit processes such as lease, charge control, or vendor setup to ensure they are completed correctly?

Be informed ▼

With MyAssistant,
it can

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.
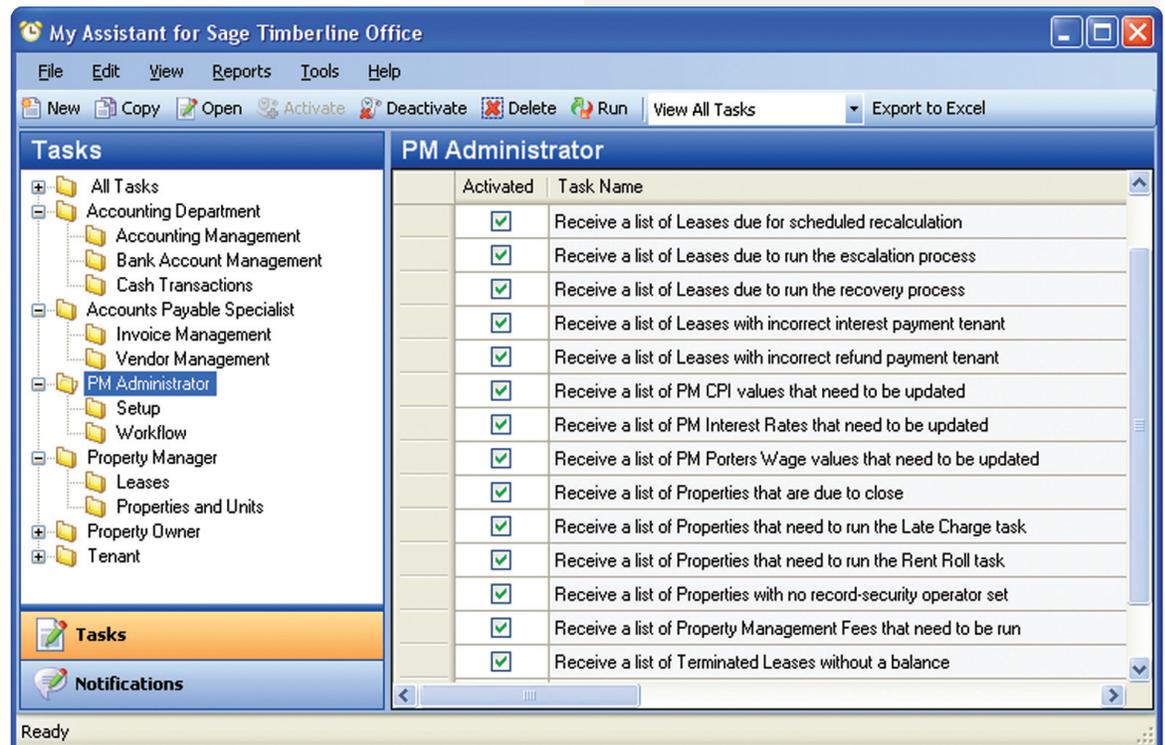
Put MyAssistant to work for you

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:

- Receive a list of leases with missing sales volumes from the previous month
- Know when units are vacant
- Identify units more than 30, 60, or 90 days delinquent in payment
- Be alerted when a bank account balance is insufficient to cover invoices selected for payment
- Receive a list of leases due for scheduled recalculation, escalation, or recovery
- Identify properties due for the late charge or rent roll tasks
- Provide a list of overdue terminate lease checklist items
- Receive a list of properties due to close
- Know when CPI, interest rates, or porters wage values are due to be updated

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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sage software
Premier Solutions Partner