Sage 300 Construction and Real Estate

Information Assistant

Overview

Gain convenient access to Sage 300 Construction and Real Estate (formerly Sage Timberline Office) reports and inquiries without opening accounting software. Sage 300 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 email software so that you can send out messages to others notifying them of issues. Issues can easily be accessed through Sage 300 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 300 data that supports them.

Reports and inquiries

- Include any standard or customized Sage 300 inquiry or report on the Information Assistant menu (a complete set of Sage 300 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 through email 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 productivity.
- **Easily** define security settings for the access of important information.

For more information, contact your Sage business partner or customer account manager at 800-858-7095.

About The Sage Group, plc
We provide small and medium-sized organizations with a range of easy-to-use, secure, and efficient business management software and services-from accounting and payroll to enterprise resource planning, customer relationship management, and payments. Our customers receive continuous advice and support through our global network of local experts to help them solve their business problems, giving them the confidence to achieve their business ambitions. Formed in 1981, Sage was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has millions of customers and more than 12,700 employees in 24 countries covering the UK & Ireland, mainland Europe, North America, South Africa, Australia, Asia, and Brazil.

For more information about Sage in North America, please visit the company website at Sage.com. Follow Sage North America on Facebook, Facebook.com/Sage, and Twitter, Twitter.com/SageNAmerica.

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