

SAGE TIMBERLINE OFFICE

DESKTOP IMPLEMENTATION TOOLS

Get your software set up and running quickly with proven implementation strategies and Desktop tools.

Setup Central is a wizard that guides you through the essential setup of your Sage Timberline Office software. You're able to establish settings and enter beginning balances based on proven implementation strategies used by other construction and real estate companies.

Workflow Centers organize common tasks and reports, and offer assistance to help you become oriented to day-to-day processing. Workflow Centers are designed for anyone who is new to Sage Timberline Office to provide quick and easy access to these tasks.

As you become familiar with your software, you can customize the Sage Timberline Office Desktop to fit your company's workflow preferences, adding tasks you discover you use regularly and removing tasks that you don't need.

Proven setup configurations expedite the setup process.

Rather than requiring each customer to set up the software from scratch, we make it easier by emulating a proven implementation strategy. The result? A shorter implementation schedule.

After implementing software for more than 30 years, we've learned a thing or two about common setup configurations for Sage Timberline Office. We pass along our extensive experience with contractors and real estate managers by establishing preset options in the software that simplify and shorten your implementation schedule. If the preset options meet your business needs, you can expedite the setup process by using Setup Central to get your system up and running quickly.

What if you're not like everyone else?

Customers who need to devote more time to the design and setup of their accounting software can opt for a custom implementation. If you want a special financial reporting structure, or recommendations for improved business processes, you may need more in-depth setup assistance from a Sage Timberline Office Certified Consultant. Some business applications require a more customized implementation approach to take full advantage of the functionality and flexibility of Sage Timberline Office.

Four steps to implement Sage Timberline Office.

If you decide to use Setup Central to implement Sage Timberline Office, we recommend you follow these four steps:

1. Start with an implementation plan.

Work with your Sage Timberline Office Business Partner and Certified consultant to review your business operations and define an implementation plan based on your requirements, schedule, and resources. They'll help you identify the right tools and/or resources to set up the software.

2. Prepare to use Setup Central.

While you're coordinating schedules and preparing your employees to implement new software, get familiar with the Sage Timberline Office Desktop and gather everything you need to complete the Setup Central wizard. The Sage Timberline Office Concepts and Tools booklet that comes with your software is a good place to learn about the Sage Timberline Office Desktop.

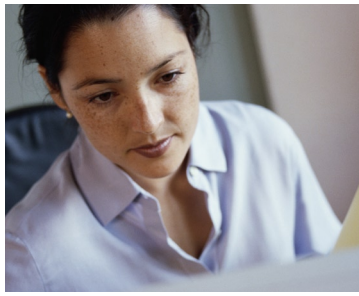
In addition, Setup Central's built-in Required Information pages explain special setup considerations and list information you'll need in preparation for running the wizard. Print and review these pages to help you prepare.

3. Use Setup Central to establish settings and enter beginning balances.

Once you have gathered all the information and lists you need for setup, you'll be ready to use Setup Central. Simply work through the screens answering questions and following instructions to select options and enter beginning balances.

4. Complete your implementation and go live.

Your certified consultant will likely recommend some final steps and checkpoints to make sure you're ready to go live and help you determine what refinements are needed to best support your ongoing business practices. Some customers also opt for custom report services at this time.



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What if you have questions along the way?

Helpful tips are built into Septup Central including the Required Information pages. In addition, you can contact your business partner or certified consultant to answer questions specific to your company or to recommend training classes to teach you about various setup options, step-by-step processing instructions, and report design techniques.

Training options to help you learn.

Take advantage of our convenient network of resources to expand knowledge, refine your skills, and heighten productivity. Learning services are available to you in the classroom and online.

Classroom instruction is available from dozens of authorized training centers (ATCs) throughout the country. Visit www.sagetimberlineoffice.com to find additional educational opportunities or talk to your Sage Timberline Office Business Partner about training in your area.

Anytime Learning is self-paced, online training you can take at any time. All you need is a computer and a high-speed Internet connection. These recordings of instructor-led sessions run up to 20 minutes and can be viewed on the Web whenever you need a quick refresher. If you're interested in a one-year Anytime Learning subscription (which includes unlimited access for anyone in your company), visit our Web site at www.sagetimberlineoffice.com/service/training/anytime.aspx for additional information.

Realtime Learning is live, online training conducted over the Internet using your computer and a telephone connection. Sessions are live, so they are scheduled for specific dates and times. Because everything happens in real time, you can ask questions of the instructor and learn from other customers. To learn about Realtime Learning sessions, schedules, and pricing, visit our Web site at www.sagetimberlineoffice.com/service/training/realtime.aspx.