

Sage MyCommunicator for Outlook®



Ensure your properties and projects run on time and on budget using Microsoft Outlook

Sage 300 Construction and Real Estate MyCommunicator for Outlook, a powerful add-on module to Sage MyAssistant,* uses the familiarity and ease of Outlook to directly access, track, and update your Sage 300 Construction and Real Estate data in real time.

While MyAssistant issues automatic alerts, generates reports, and distributes documents, MyCommunicator extends that power. Now you can monitor, assign, and follow up on key activities in Sage 300 Construction without ever leaving your email application.

Leverage the power of Outlook to request information, share important data, manage to-dos, and set reminders. Sage 300 Construction data is embedded directly within your email, providing drill-down access to additional details as needed, so you can proactively make decisions, assign and monitor actionable tasks for employees and vendors, and improve communication both inside and outside your company.

Stay connected and informed—all from within Outlook

Based on the information in your Sage 300 Construction system, MyCommunicator enables you to:

- **Initiate and track communications.** *“Has anything been done to resolve this?”*
- **Discover a possible delay in schedule.** *“What information do I still need—and whom do I need it from?”*
- **Follow up or resend an original request.** *“Hope you got my email; I’m resending just to be sure.”*
- **Resolve issues quickly.** *“All insurance certificates are up to date.”*

Benefits

Act decisively

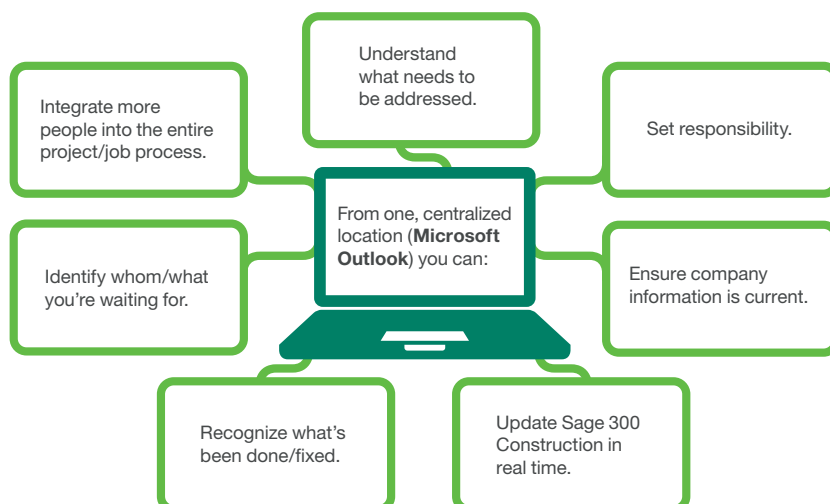
- Identify potential problems earlier to proactively deal with business or project issues.
- Quickly take advantage of new opportunities.

Stay organized

- Keep properties and projects running smoothly by tracking, assigning, and following up on key activities from within Microsoft® Outlook.
- Streamline workflow processes using one centralized location.

Ensure your data is current

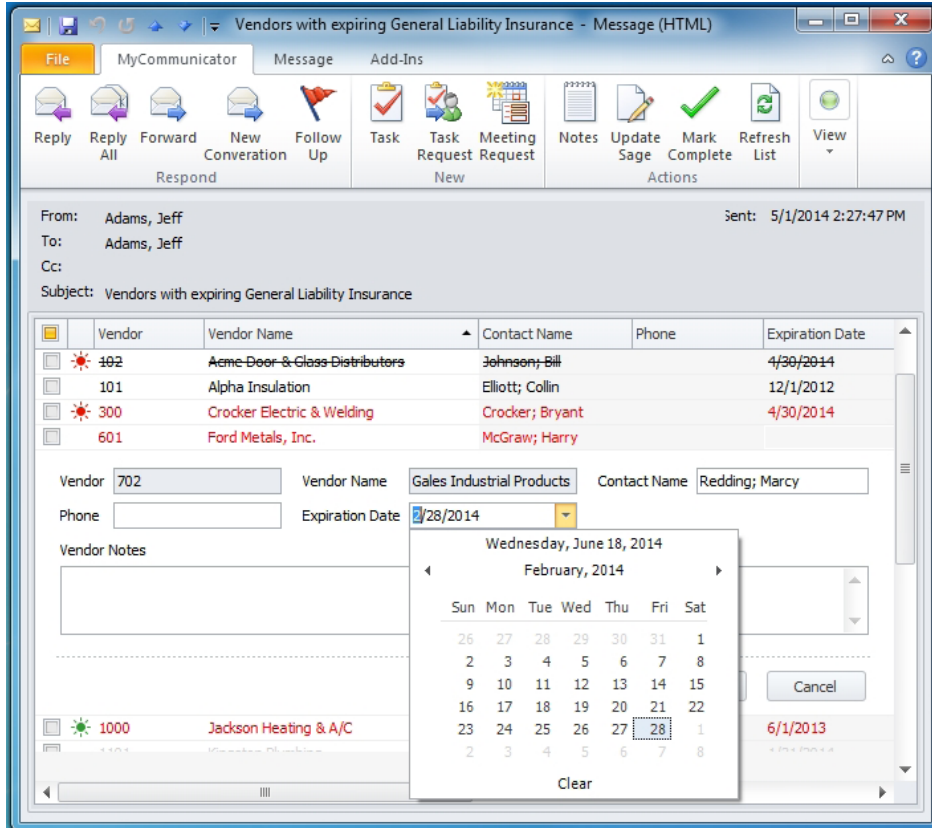
- Update important Sage 300 Construction and Real Estate data directly from Microsoft Outlook.
- Immediately know where you stand on regulatory and compliance requirements.



Sage 300 Construction and Real Estate

Reliable communication and accountability

With MyCommunicator, you can manage all types of important information such as expiring vendor certificates. MyAssistant can be setup to send a personalized email to each vendor with a notice of upcoming expiration, requesting updated proof of insurance. As expiration dates approach, you can receive a list of vendors who have not responded and are nearing expiration. Then, using MyCommunicator, you could initiate additional requests to receive updated information and monitor the activity, updating certificate information such as dates or limits in Sage 300 Construction directly from Outlook.



Keep your company and projects on track when you use MyCommunicator to proactively handle potential problems, such as vendor insurance certificates about to expire (highlighted in red).

Sage 300 Construction and Real Estate

Easily tackle critical business issues with MyCommunicator

Vendor compliance. Request, manage, and update all the documents and information you require from subcontractors and material providers, as well as update information in Sage 300 Construction, within Microsoft Outlook.

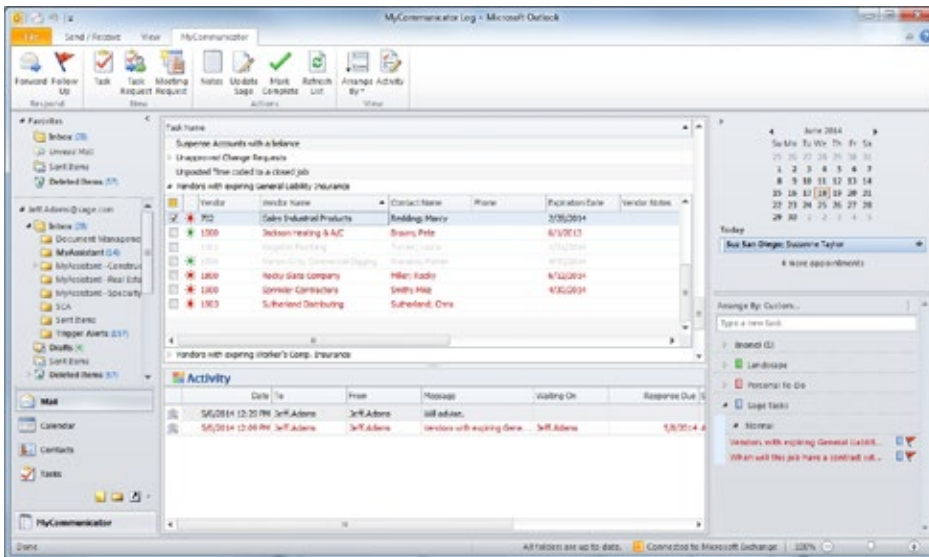
Lien releases. Generate your company's job-specific lien waiver format, send to vendors to be signed, and record as received in Sage 300 Construction from Outlook.

RFIs. Stay on top of requests for information and log all activity directly updating Sage 300 Construction from Microsoft Outlook.

Change request vendor pricing. Ensure your employees and vendors are aware of updates for change requests entered in Sage 300 Construction.

Employee and job checklist. Keep track of all tasks in every stage of the project lifecycle by employee and monitor their progress within Microsoft Outlook.

Customized workflows. Create the workflows your organization needs using data from Sage 300 Construction, including information in your custom fields.



Easily monitor and track important information as well as all of your MyCommunicator tasks directly in Outlook.

If you're interested in learning more about MyCommunicator or MyAssistant, contact your Sage business partner or call your customer account manager at **800-858-7095**.

*You must have MyAssistant Designer for Sage 300 Construction and Real Estate to use MyCommunicator.

For more information, visit: SageCRE.com
or contact us at 800-628-6583