

Accordant Bulletin

Welcome to the Accordant Bulletin for Sage Timberline Office users!

September 2007

Each month, our goal is to provide you with tips and tricks to make you an expert in Sage Timberline software. Accordant's consultants will teach you how to improve your productivity and knowledge of this powerful solution.



Our Timberline consultant this month is Brad Enderlin. Brad has worked with Timberline Software since 1998 as a controller for a mid size construction company in Texas and then as a consultant in Pennsylvania. Brad became a certified Timberline Consultant in 2003 in both the accounting and estimating modules. With his intimate knowledge as a previous

user, Brad can relate well with his clients while implementing new modules and/or training their staff and providing support. Brad has his B.S. degree in Business Administration from The University of Texas.

Here are Brad's tips for this month:

Wouldn't it be nice to work on applications, files, or folders without having to exit or minimize Timberline? You can - by adding shortcuts on the My Tasks sidebar on your Sage Desktop with a few simple clicks of your keyboard or mouse.

To add files and/or applications right click anywhere inside the My Tasks sidebar and select Add to My Tasks. In step 1 select the file or application option and then click on the select button under step 2. Locate the application (like Microsoft Word or Excel) or file that you want to add and then click open. You can rename the application or file in step 3. In step 4 select the group you would like the task to be placed in and click OK to add the task to your My Tasks sidebar.

To add folder shortcuts to your My Tasks sidebar first open the My Computer icon on your desktop (or you can



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Sage Timberline Office

Want to attend a classroom training session? Click on the link for a course outline, registration form or more info.

[Construction Accounting](#)
September 10-12

[Service Management](#)
September 18-19

[Real Estate Accounting](#)
September 24-26

[Estimating](#)
October 1-3

[Project Management](#)
October 4

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Learn more about other powerful tools for Sage Timberline Office. Attend a free online

open file explorer) to locate the folder you would like to add. Copy the address from the address bar at the top of your screen. For example, *C:/Documents and Settings/Brad/My Documents* is the address for the My Documents folder on my computer. Right click on your My Tasks sidebar and select Add to My Tasks. In step 1 **select web link** on the drop down bar. (Folders will only open as a web address. If you don't save it as a web address this shortcut will not work.) Click on the select button under step 2 and paste the address that you previously copied and click OK. You can rename the folder in step 3. Select the group you would like the task to be placed in step 4 and click OK to add the task to your My Tasks sidebar.

If you would like to schedule Brad as your consultant, please contact Swati Raje, Director of Client Services, at 973-887-8900 x105.

Please contact us with any questions you may have. We look forward to working with you. Thanks!

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[Document Management](#)

September 12, 20

[Field2Base](#)

September 14

[MyAssistant](#)

September 6, 19

[Office Connector](#)

September 11

[OnScreen Takeoff](#)

September 28

[Project Management](#)

September 12

SAGE TIMBERLINE OFFICE



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Stamford, CT Philadelphia, PA*

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