

Implementation Plan

Installation

Once the software contract has been signed, you will receive a Welcome Kit that contains information on what to expect during the installation process. Additionally, you will receive a constants list that contains information that needs to be gathered prior to the installation.

Prior to installation, your organization must ensure that all hardware, network, and internet connections are completely installed and configured.

Once your agency's information has been gathered and your hardware and network is in place, we will establish a remote connection to your server and install the software and database. Once it is installed, we will make modifications as necessary to customize settings, which meet your needs. This includes but is not limited to: work order posting dates, tenant postings at move in, security deposit charges and when to apply late charges.

Implementation Timeline:

A series of three day training sessions (Tuesday – Thursday) will be scheduled over several weeks, allowing users to be trained and fully competent in using the software system upon completion of training.

A Memorandum of Understanding (MOU) will be sent to be signed. When this document is returned, training dates will be confirmed and our training staff will schedule travel arrangements.

Certain actions must be completed prior to the software installation. Below is an outline of these items and deadlines:

Days Prior to Installation	Item
60	All hardware & operating system upgrades must be ordered.
10	Completion of "Constants"(configuration information for the software system)
10	Any needed supplies (MICR toner, Check Stock, and Envelopes) must be ordered.

1. PIC Building and Unit reports are used to create the Building and Unit records. All .asc files (50058, 50059 files) that have been generated since June 1, 2001 (inception of PIC) will be imported into the Lindsey system, if available in your current system.
2. The following reports will be submitted for your approval. Software installation cannot proceed without the approval of data. These reports must be reviewed, approved, and returned to your assigned Software Consultant as soon as possible.
 - a. Family Listing Report for Low Rent
 - b. Family Listing Report for Section 8
 - c. Demographic Data Report
 - d. Section 8 HAP Register which shows:
 - i. Tenant
 - ii. Landlord
 - iii. All Addresses
 - iv. Current HAP Amounts
3. Software installation typically occurs two weeks prior to the first week of scheduled training. Following installation, you will need to enter balances for tenants, bank account information, and any other information that is not included in the .asc files provided by your organization.