

## Advanced Section 8

The Advanced Public Housing course is an in-depth overview of the Section 8 processes in Lindsey Software. Reports and setup features will be covered in this course.

This course is designed for users who have an existing knowledge of how to use Lindsey Software for applicant and tenant management. Basic understanding of the housing industry is preferred to ensure that you get the most out of this training. Our advanced courses move at a faster pace than our beginning courses and cover more advanced software usage. We will cover how to fully use your Lindsey Software to save time, increase productivity, and ensure compliance.

**Tenant Applicant Processing:** This training will provide an in-depth overview of TAP. This course will specifically cover advanced items such as system setup (setting up employees and services, adding / editing / deleting units, and many other admin functions).

This course will also cover in-depth, all of the reporting features available in the TAP module, designed to help you manage your housing authority's information, including how to setup your report definitions.

**Course Time:** *Tuesday 8:30 am – 4:30 pm, Wednesday 8:30 am – 12:00 pm*  
**Cost:** *\$225.00*

**Word Bridge:** The Word Bridge module is an incredible time saving tool! Our training will show you how to fully utilize this module, helping you increase your productivity. Users will return to their agencies knowing how to perform a re-exam and have the system automatically create a rent change letter, how to automatically create late letters to all tenants who have an upcoming annual exam, and how to create a label list for a mass mailing to be used for applicants on the waiting list or for a monthly newsletter. This course will also cover actions such as creating employer verification letters automatically by simply telling the system to produce a letter for every family member who has an Annual Exam in a particular month.

**Course Time** *Wednesday 1:00 pm – 4:30 pm*  
**Cost:** *\$75.00*

**Accounts Payable:** Learn how to properly generate the Section 8 invoices and print checks. See how to use Direct Deposit to pay your landlords and email them their HAP payment stub. Learn how to use the Debit Memo option to recapture over payment to a landlord from a previous month. This session includes an in-depth review of the reports available in A/P. Learn how to edit the vendor accounts for your general payables and pre-code them with the bank account and expense accounts that you use when creating invoices to pay these vendors. Learn how to use time saving techniques to speed up your check writing.

**Course Time:** *Thursday 8:30 am – 12:00 pm*  
**Cost:** *\$75.00*

**PIC Training / CRM:** This training covers PIC from A-Z. Learn how PIC calculates your reporting rate, see who PIC thinks you are late performing your annual exam on, want to know which Section 8 properties have an Annual HQS Inspection that is overdue at PIC? You will after completing this course. Even seasoned employees will learn tips from attending this class.

This session will additionally cover the CRM module, covering topics such as:

1. Screening
2. Denying Applications
3. Dropping Applicants from Waiting List

**Course Time: 1:00 pm – 4:30 pm**

**Cost: \$75.00**