

## Beginning Section 8

The Beginning Section 8 course covers the basic usage of the Section 8 software systems. This is a great class for beginners or for current users needing a refresh of the basic software functionality, including new features that have been added in recent software updates.

In addition to the course topics, attendees will have opportunities to ask questions and interact with other Lindsey Software clients. These training sessions are a great opportunity to meet your user community and discuss how you are utilizing your software.

**Tenant & Applicant Processing:** This training will show the proper steps to enter an application, manage the waiting list, move a tenant in, perform all reexaminations, transfer tenants, and move out a tenant. All of the available reporting features will be addressed in this training. Your 50058's are generated from these transactions – they need to be done correctly; and this course will show you how.

**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 the Accounts Payable system integrates with the Tenant and Applicant Processing system to offer time saving options for your Accounts Payable activities. Learn how to properly generate the Section 8 invoices and print checks. See how to use Direct Deposit to pay your landlords and even e-mail them their HAP payment stub.

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

[Type text]

**PIC Training / CRM Module:** 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.

This session will additionally cover the CRM module and how it works with Tenant and Applicant Processing, covering topics such as:

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

**Course Time: Thursday 1:00 pm – 4:30 pm**

**Cost: \$75.00**