

Maintenance & Work Orders

Work Orders: Your work orders generate a large amount of data that is used on your fiscal year end PHAS report. Learning how to properly use the work order system can be the difference in a high PHAS score. Users will learn to properly enter work orders, charge tenants for damages, and see how the Work Order system integrates with the mandatory Fiscal Year End reporting. All available reports that a user can generate will be discussed.

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

Purchase Orders: Your purchase orders works hand in hand with Lindsey's Inventory module. Learn how to ensure that your purchase orders are entered correctly and learn how to tie your purchase orders to the correct inventory item ... reducing future work.

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

Inventory: Now that you've learned how to ensure that your purchase orders are being correctly tied to your inventory items, see how these two modules work together. This course will cover the basics, such as setting up items, adjusting inventory costs, and managing on-hand items. We will additionally cover the reporting capabilities of the Inventory module, showing you how to easily pull needed information. Learn how to quickly see what items you have on hand and find out when to re-order items.

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

Fixed Assets: Learn how our Fixed Assets system will track equipment by unit, by account, by date installed, etc. You will learn how to Acquire, Depreciate, Transfer, and Dispose your assets. Also, see how the information entered into the Fixed Assets system ties in with the General Ledger module.

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

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Section 8 Inspections: Learn how to take full advantage of the Section 8 Inspection system to save time and schedule more effectively. This course covers the features available that allow you schedule more efficiently. Learn how to unbind inspections from re-exam dates using:

- Auto Scheduling
- Excluding of Days
- Date Range
- Day of Week

This course will also cover new features available in the Low Rent Inspection system such as new reports to assist with management of inspection activities.

Course Time: Thursday 8:30 am – 12:00 pm

Cost: \$75.00

Excess Utilities: In our Excess Utilities course, learn how taking the time to fully update your utility consumption tables can save you time in the long run. Learn how to generate consumption reports and how the system charges for the excess amounts. You will also learn how this module ties in with Tenants Accounts Receivable.

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

Cost: \$75.00