

D-2910

Memorandum

December 15, 2003

To: Housing Managers

From: Tim Jones

Subject: QMIS Software for 2004 CPI Rents

This year the QMIS user group met and prioritized change requests. The following top five change requests are included in this software:

- The ability to
 - o recalculate,
 - o correct,
 - o and printfinal rents using the same rental effective date that was used in a previous rent calculation.
- The ability to print and view a rent calculation for selected tenants, e.g. to print a rent for a single tenant.
- The addition of two new reports that show tenant occupancy histories.

Please contact your user group representative to make improvements to the software. Your suggestions do make a difference.

One other important change concerns Access 97. As we notified your national housing officer October 2003, we are no longer supporting Access 97. We continue to support Access 2000 and Access 2002/XP. Our support of Access 2000 and Access 2002/XP databases has expanded to support Access 2000 database formats and Access 2002/XP database formats. We encourage Access 2000 users to change their database format from Access 97 format to Access 2000 format. We encourage Access 2002/XP users to change their database format from Access 97 format to Access 2002/XP format. This is only needed if you want to write your own reports or receive updates to the standard QMIS reports. Please see the Access Help Documentation If you want to change your database format. To see all the changes, please view the Readme file that is displayed when the 2004 CPI Software is installed on your computer.

The installation of the 2004 CPI software requires the following.

- Windows NT, Windows 2000, and Windows XP users must have Administrator rights to install the software. Windows 95 and Windows 98 operating systems do not have this requirement.
- The Internet installation requires the use of Microsoft Internet Explorer 4.0 or later. The installation does not support the use of Netscape. If you have an older version of Internet Explorer, or do not have Internet Explorer, please contact our office and we will mail you the QMIS software.

To install the software via the Internet -

- Go to the web site <http://www.nbc.gov>.
- Click on "Applications & Services" on the left hand side.
- Click on "Quarters Management" on the middle of the screen.
- Click on "QMIS 2000 Software" at the top of the screen. This takes you to the QMIS download site.
- You may be asked if you want to install and the "InstallShieldWizard"; say yes if you are asked. You must run and install the InstallShieldWizard before you can go to the next step.
- Scroll to the bottom of the web page and click on the "Install ▶" button. If the button says "Please Wait", the InstallShieldWizard is not installed; in this case, refresh the web page, and install the InstallShieldWizard.
- A security warning from Installshield may appear; if it does, click "Yes".
- The installation then proceeds. Please be patient as some screens may take several minutes to display depending on line speed, firewalls, and other factors.
- After the software is installed, there is an option to view the list of software changes, unless a reboot is required. However the list of software changes can always be viewed by opening the file "Readme.txt" that is located in the folder where QMIS is installed, usually in the folder C:\Qmis.

The following items may help provide a smooth implementation of the CPI.

- We recommend that you begin work on the new CPI rents as soon as possible. The new CPI rents are to be implemented on March 7, 2004. Tenants are to receive at least thirty days written notice prior to the March 7 implementation.

- Check that the new software was installed. To do this, run the QMIS software, click on the "Help" menu at the top of the screen, and then click on the "About" option to view the software version. The new CPI software has been installed if the version number contains "2004". The new CPI software has not been installed if the version number contains "2002" or "2003".

- The effective date of the rent is important. Effective dates before March 7, 2004 produce 2003 CPI rents. Effective dates on or after March 7, 2004 produce 2004 CPI rents.

- Draft rents should be computed before final rents. We recommend that the tenant review draft rents as tenants sometimes find mistakes, particularly with outdated inventory data. Produce the final rent when the draft rent is stable and correct.

- Final rents should be computed. If draft rents are computed, but final rents are not, your database will have recorded that the 2004 CPI was not implemented.

We appreciate the opportunity to be of service. If you have any questions, please call us at 303-969-5050. We're available to answer your calls 7:00 a.m. to 3:30 p.m. Mountain Standard time.

TIM JONES
QMIS System Manager

LIST OF SOFTWARE CHANGES

The 2000 Census changed the list of nearest established communities in last years software. If your data has invalid nearest established communities, you will be notified the first time you open the database. The invalid communities must be revised to calculate rents. If you do not receive such a notification, then all of the communities in your data are valid nearest established communities.

THE FOLLOWING ARE THE CHANGES PROVIDED SINCE VERSION 2003-1

- We are no longer supporting Access 97 databases. Your national housing officers were notified of this change in October 2003. We continue to support Access 2000 and Access 2002/XP databases. Our support of Access 2000 and Access 2002/XP databases has expanded to support Access 2000 database formats and Access 2002/XP database formats. We encourage Access 2000 users to change their database format from Access 97 format to Access 2000 format. We encourage Access 2002/XP users to change their database format from Access 97 format to Access 2002/XP format.
- Coded 2003 American Samoa rents
- Coded 2004 North East Survey Region rents
- Coded 2004 Oregon/Washington Survey Region rents
- Coded 2004 Arizona/Nevada Survey Region rents
- Coded 2004 North Central Survey Region rents
- Sometimes the printer would freeze and lock up when a rent calculation was printed for a large number of quarters. This problem has been fixed.
- When final rents have already been calculated, and it is discovered that the final rents are incorrect, the rents can be corrected by doing another final rent calculation using the same Rental Effective Date. Previous versions of the software required that the correcting final rent calculation use a different Rental Effective Date.
- Rent calculations can be printed/viewed for selected tenants. This will reduce the number of pages printed for a rent calculation when there are a large number of tenants as only the tenants selected for the rent calculation will have the tenant lease, tenant rent notice, or tenant Terms and Conditions printed.
- Users can update reports from the new Tool menu option "Update Reports", if they have Access 2000 or Access 2002 installed on their computer. Reports

cannot be updated if Access is not installed on their computer. To update reports the database format must be Access 2000 or Access 2002/XP database format. Reports will not be updated if the database is in Access 97 format.

- Access 2000 and Access 2002 database formats are now supported.
- Added 2 new history reports; QMIS_Past_Tenants vs Planned_Tenants_by_Qtr and QMIS_Past_Tenants, Types and Rents_By_Qtr
- Added FWS installation of Nisqually NWR for Region 1
- Added new NEC of Tumwater, WA
- Removed Guam entries from Lu.mdb
- Added Stevensville, MT as NEC
- Added new organization for FWS Region 5, namely Eastern VA Rivers NWR
- For FWS Region 5, changed the organization code of PRESQUILE NWR from 51620 to 51623.
- For FWS Region 5, Wertheim was represented under two different organization codes, which was changed to be under one organization code, namely 52560, and Wertheim was renamed "Long Island NWR".
- For FWS Region 5, added a new organization for Cape May NWR.
- Added NEC for NOAA of Ewa Beach, HI
- Added survey records in Lu.mdb for BE and DL, effective 3/9/2002 through 1/1/5000.
- Added a new installation for BLM at Anasazi Heritage Center
- Removed the old Anasazi Heritage for BLM
- Fixed a bug whereby the dorm rent was rounded to the nearest penny, rather than the nearest nickel.
- Added a new installation for BIA at St. Francis Indian School.
- Added NECs – Windsor, CT; Blairstown, NJ; Millington, NJ; Beacon, NY; Brooklyn, NY; Staten Island, NY; Westchester, IL; Clayton, NM;

- Discovered invalid NEC of Grant, AL for FWS. Deleted this community and added Gulf Shores, AL for replacement.
- Added Scottsdale Arizona as a new Nearest Established Community.