

# HOUSING PROVIDER BULLETIN

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## Upcoming Yardi System Upgrade

The Yardi system is scheduled to be upgraded on September 10, 2009. As a result, the system **WILL NOT** be available after 5:00 pm on September 9, 2009.

The upgrades are minimal and most of the changes will affect the reports that service areas run.

### Enhancements include:

- a slightly different presentation of the filters for the waiting list analytics (the filters “report type”, “show grids” and “show details” have been moved to the upper left corner of the screen).
- The waitlist analytics detail report will show the “safe to contact” numbers which will be displayed as “SC” along with all other contact numbers
- The Application Summary report will now include letter memos.

Reference material for previous Yardi upgrades is available for you to review on the Yardi home page at the top left side of the screen, identified as “Co-ordinated Access On-Line Documentation.”

Please contact Helen Aston, Supervisor, Housing Access Unit if you have any questions about the Yardi system.

Please contact your program Co-ordinator if you have any other questions.