

Current Version

The current versions are:

Production: 2010.1 Release 1 - both update and full version are available for download. Please install while no one is logged on to the program.

Beta: 2010.2 Beta 10 - is available for download.

The PROMAS Central functionality is in the beta version. Accounting functionality is considered production. Downloading the beta is recommended for all users.

Copy of Invoice

The copy invoice feature is useful when you entered an incorrect amount. In Invoice History, click the Copy Invoice button. Correct the amount and post the invoice. Then delete the initial invoice.

Management Group Receivables

To see the "Pay to Management Group" unpaid charges, go to General Ledger history for the Management Group. Double click in the Receivables protected field. A list will display.

PROMAS Central

When you are in PROMAS Central on the internet and looking at activity, the search field can be used to look at unit transactions when there is more than one unit. Enter the street address or name in the field and click Search.

For owners with multiple property ledgers there is a restrict to allowing a view of the property selected.

Spell check – AutoCorrect

When typing into fields like the Work and Problem description in Work Orders or entering a Note in a profile, using the AutoCorrect feature can save you some time and ensure your spelling and grammar is correct. AutoCorrect can turn shorthand into commonly used words and phrases. Make a list of common phrases used to describe actions taken or needing to be taken. For example, the word "replaced" could fill in when you type "rpl" or the phrase "no evidence of unauthorized pets or occupants" could replace "nup".

To make this happen:

Right click on an underlined work in the text.

- Click Spelling.
- Click Options.
- Click Custom Dictionary.
- Click Auto Corrections
- Enter shorthand in the Replace box and the full term in the With box.
- Click Add.

Entering "nup" in the Replace box and "no evidence of unauthorized pets or occupants" in the With box will let you type "nup" and get the full phrase.

See our How to document #362 for more options.

Remote Training/Remote Help --- \$240 for 3 hours - call for details

Error Messages

"The program was not properly shut down the last time it was used. You must rebuild indices and reference files before using database."

This message is received when someone logs on and, since the last person logged on, PROMAS detected that someone who had logged on is gone but did not log off.

For example:

- Person A logs on
- Person B logs on
- Person A is gone without logging off
- Person C tries to log on – he will get error message.

Since there is no way of telling what that person was doing when he dropped off, the error message assumes the worst and recommends rebuilding. If, however, you know for sure that the person whose actions prompted the message was not updating a record at the time of drop off, you can ignore the warning and proceed.

Publisher Could Not be Verified

This message displays on some machines when PROMAS is launched. Other than being annoying it has no significance. To stop the message from being displayed, do the following:

Go to Start, Run. Type in gpedit.msc and click OK.

Go to User Configuration, Administrative Templates, Windows Components, Attachment Manager.

Add "*.exe" to the "Inclusion list for moderate risk file types" setting.

Work Order Tip

If the work being performed requires turning off water or electricity, knowing where they are is helpful for the vendor. To include that information in the Problem Description portion of the workorder, do the following:

- Add a category called Utilities, with a Category Type of Maintenance, Alert Type of Workorder.
- Assign the category to a unit. Enter the specific location information in the Comments field.
- When entering a Work Order the Alert will display. Highlight the information. Do <Ctrl><C> to copy. Click into the Problem Description field and do a <Ctrl><V> to paste.

Landlord Inspector

Version 2010 is available to download from the website. It features an updated User Interface (UI) and custom reporting options.

The current version is 2010.1 Beta 11.

The program now supports maintaining the inspection documents in a centralized folder and database and then checking them out when an inspection is to be done.

Multiple photos can be attached to an inspectable item and several new reports have been added.

A button has been added to the unit profile in PROMAS that will allow direct access to the inspections.

Pricing is \$495 for one license and \$100 for additional licenses in the same office.

Download a demo from www.promas.com – click on Request Demo.

Request an Audit Review

A service performed by our experienced support staff. This is how it works: You send a backup of your data to us (see the Help on Send Us Your Data). We will audit your records and analyze your setup. You will receive a full report of our findings and recommendations. Pricing is based on one posting table.

Pricing - \$250

Supplies We Provide

- Checks-preprinted and blank (MICR)-How To doc.#301
- Deposit Slips - laser, perforated - How To doc.#301
- Envelopes for statements/checks-How To doc.#301
- End of Year Forms - 1099's, W2, Interest forms, Envelopes - order using How To document #310
- MICR Toner Cartridges - call for details
- Check reader - call for details

Training classes - 2010

Basic: Phoenix, AZ -- Feb. 24,25 (confirmed)
Orlando, FL -- March 24,25 (pending)

Advanced: Phoenix, AZ -- Feb. 26 (confirmed)
Orlando, FL -- March 26 (pending)

Please let us know if you are interested.

Registration forms:

**www.promas.com/pdf/training302.pdf or
In PROMAS, click Links, Training Schedule**