

## Familiarizing Yourself – COL Page Layout

Michigan.gov  
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management!

Tuesday, June 19, 2012

**Projects**

Project Select	Project ID Number	Development Name	Development Address	Annual Owner Certs Status	Last Annual Submission Date
<input checked="" type="radio"/>	TEST1	Suzanne Test	554 Music Lane	SUBMITTED	10/28/10
<input type="radio"/>	TEST2	Fritz Test	556 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST3	Lynda Test	557 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST4	Tyler Test	558 Music Lane	SUBMITTED	11/05/10
<input type="radio"/>	TEST5	Kendrick Test	559 Music Lane	NOT SUBMITTED	00/00/00
<input type="radio"/>	TEST6	Danielle Test	553 Music Lane	SUBMITTED	01/21/11
<input type="radio"/>	TYLER	House of Rock	555 Music Lane	SUBMITTED	09/17/10

Total Number of Projects: 7

Home

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**Clicking the Home button at any point in the process will take you back to this main screen.**

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**Available Document Templates**

**Financial Audit** [New] [Delete] [Close]

Select	Template Name	Original Template Name	Uploaded By	Uploaded On
*** No Templates found for this category ***				

**Document Templates**

**Budget** [New] [Delete] [Close]

Select	Template Name	Original Template Name	Uploaded By	Uploaded On
*** No Templates found for this category ***				

**Monthly Income & Expense (MIE)** [New] [Delete] [Close]

Select	Template Name	Original Template Name	Uploaded By	Uploaded On
<input type="radio"/>	Sample MIE Template	MSHDA_MIE_-_Empty_Template.xls	Emphasys Admin User	03/01/10 08:47:09

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**Clicking the Document Templates button will provide a screen like this one, where financial documents can be uploaded to MSHDA Asset Management.**

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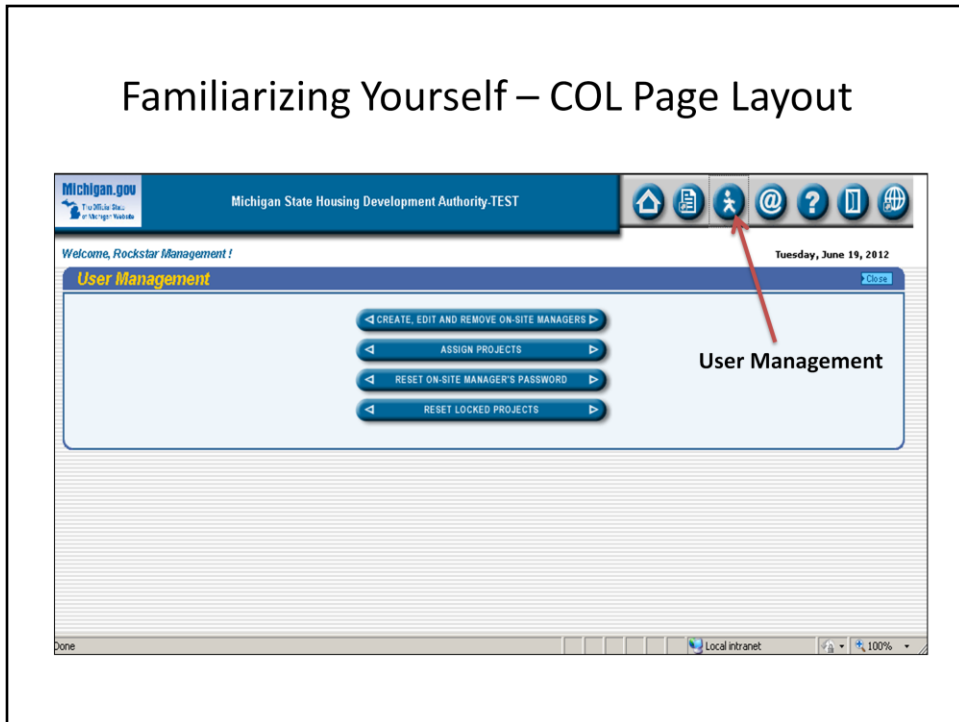
Upload Files

Total Number of Projects: 7

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**Just like Document Templates, you can access the same screen to allow financial documents to be uploaded to MSHDA Asset Management by clicking on the Upload Files button.**

## Familiarizing Yourself – COL Page Layout



**The User Management button is the next one down the line. Only the primary account holder for the management company has access to this button; on-site users will see the button grayed out. This button is discussed in greater detail in the User Management section of this presentation.**

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**Contact Us**

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**The Contact Us button refers you to an email account where you can voice your comments and concerns to MSHDA.**

## Familiarizing Yourself – COL Page Layout

The screenshot displays the Michigan State Housing Development Authority (MSHDA) Rockstar Management interface. The page header includes the Michigan.gov logo and the text 'Michigan State Housing Development Authority:TEST'. The main content area is divided into three sections:

- Projects Table:** A table with columns 'Project Select', 'Project ID Number', and 'Development Name'. It lists seven projects: TEST1 (Suzanne Test), TEST2 (Fritz Test), TEST3 (Lynda Test), TEST4 (Tyler Test), TEST5 (Kendrick Test), TEST6 (Danielle Test), and TYLER (House of Rock).
- New Message Window:** A pop-up window for composing a new email. The 'To' field is populated with 'mshdacompliance@michigan.gov'. The 'Cc' and 'Subject' fields are empty.
- Last Annual Submission Date Table:** A table with two columns: 'Last Annual Submission Date' and 'Submission Date'. It lists dates from 10/28/10 to 09/17/10.

The bottom of the page shows a status bar with 'Local Intranet' and a 100% zoom level.

**When you click the Contact Us button, a new email window opens on your screen. The address to send to is listed as mshdacompliance@michigan.gov.**

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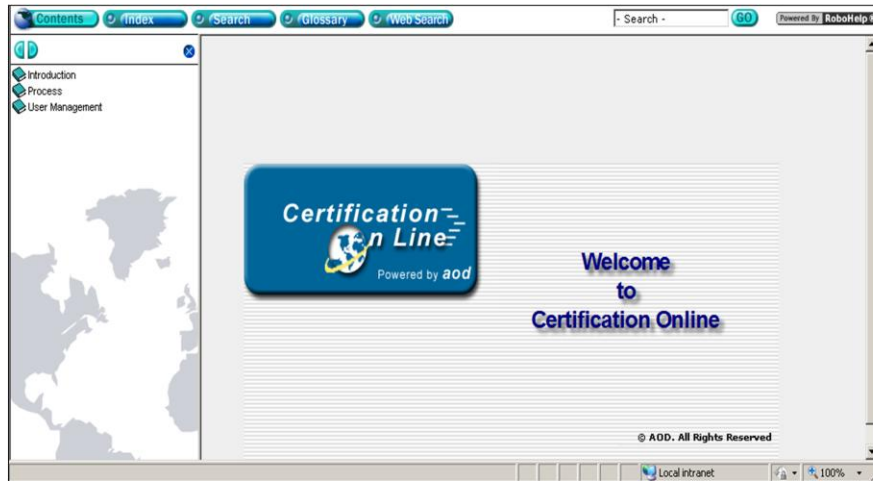
Total Number of Projects: 7

**Help**

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**Whenever you get stuck or have questions about something in the system, click here on Help.**

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**If you click on Help, a new window opens that looks something like this, there to guide you through trouble areas.**



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Total Number of Projects: 7


**Log Out**

Message from webpage  
Are you sure you want to log out?  
OK Cancel

http://mshda-aod-web/COL-TST/col070.acu?hcol070-userid=in=F123432123&hcol070-logoutstatus=in=logout&hcol070-main Local intranet 100%

**Click the Log Out button when you wish to end your session. A message will appear asking “Are you sure...?” Clicking OK will return you to the main login screen.**

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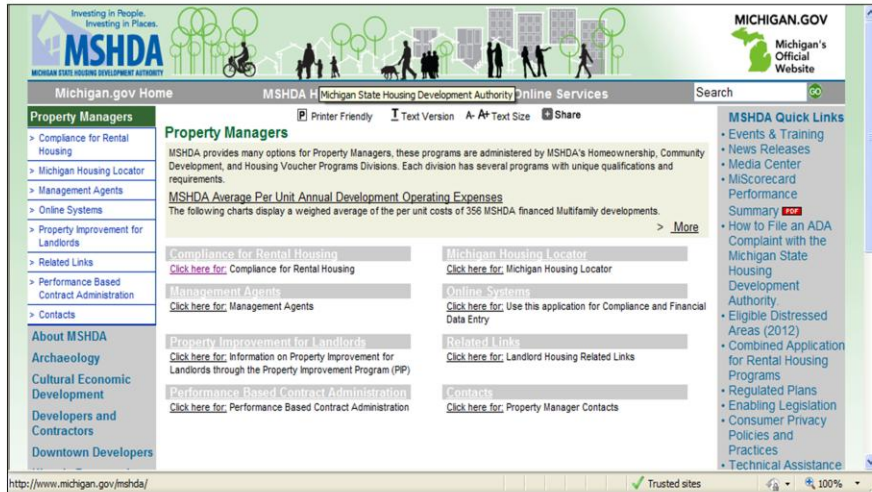
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MSHDA Website

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**For more help and access to other online resources, use this link to the MSHDA website.**

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**This button will open up a new window linking you to the Property Managers tab on the MSHDA website. The only button that now remains is User Management.**