

Uploading Building Data

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

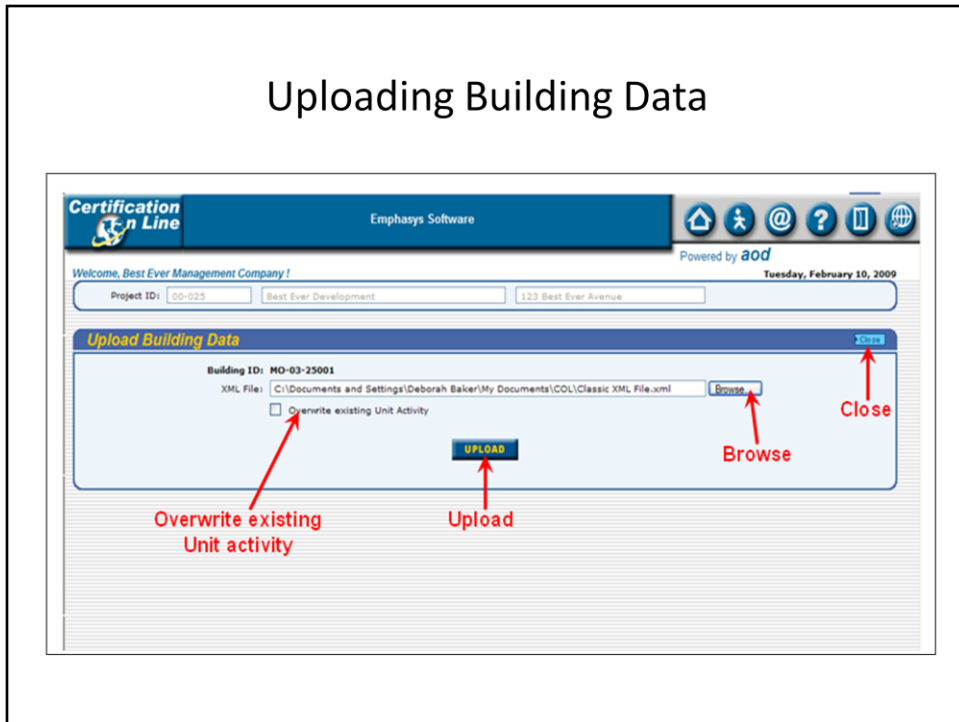
Buildings

Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
<input checked="" type="radio"/>	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	NOT READY	00/00/00
<input type="radio"/>	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00

Upload Building Data

The Upload Building Data process enables property managers that use property management software to transfer their tenant data (move-ins, move-outs, (re)certifications, and unit transfers) to the Certification On-Line reporting system. It is accessed from the Buildings page. Click on the Upload Building Data button.

Uploading Building Data



Click on the Browse button. This opens your computer files directory. Locate the XML file that you want to upload and highlight the file. Then click on the Open button. The file path will show in the XML file window.

Uploading Building Data

The screenshot shows a web application titled 'Certification On Line' by 'Emphasys Software'. The page is for 'Best Ever Management Company' and is dated 'Tuesday, February 10, 2009'. The main section is 'Upload Building Data' for 'Building ID: MO-03-25001'. It features an 'XML File' input field with a file path, a 'Browse' button, and an 'Overwrite existing Unit Activity' checkbox. A red arrow points to the checkbox with the label 'Overwrite existing Unit activity'. Below the checkbox is an 'UPLOAD' button, with a red arrow pointing to it labeled 'Upload'. To the right of the 'Browse' button is a 'Close' button, with a red arrow pointing to it labeled 'Close'. Another red arrow points to the 'Browse' button itself, labeled 'Browse'.

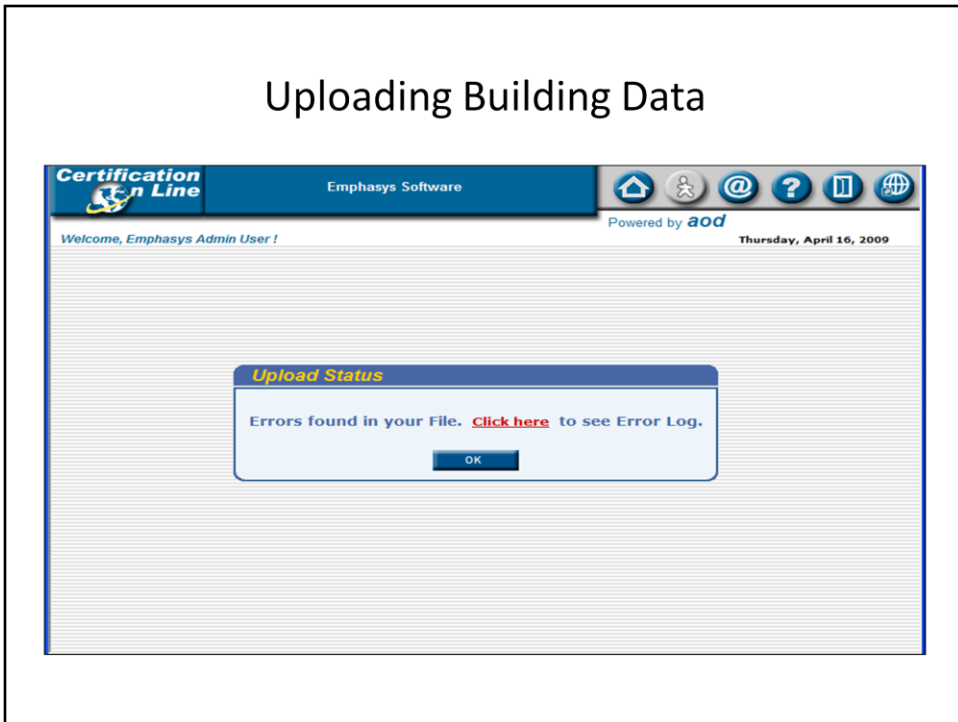
You can also overwrite existing data in COL and replace it with the new XML data. To activate this process, click on the Overwrite Existing Unit Activity box to place a check mark in the box. If you do not want to overwrite existing data, leave the Overwrite Existing Unit Activity box blank. Click on the Upload button.

Uploading Building Data

The screenshot shows a web application interface for uploading building data. At the top, there is a blue header bar with the text "Certification n Line" on the left, "Emphasys Software" in the center, and a row of navigation icons (home, user, email, help, print, globe) on the right. Below the header, a welcome message "Welcome, Best Ever Management Company!" is displayed, followed by a "Powered by aod" logo and the date "Thursday, April 16, 2009". A form section contains three input fields: "Project ID:" with the value "00-025", "Best Ever Development", and "123 Best Ever Avenue". Below this, a blue bar with the text "Upload Building Data" and a "Close" button is visible. The main content area is a light blue rectangle containing a yellow rounded rectangle with a blue button that says "Please Wait ... System is Working". A small hourglass icon is positioned to the right of the button.

Please be patient while the system processes your uploads.

Uploading Building Data



If errors are detected in the XML file, you will get the Upload Status box with this message. Click the “Click Here” text. This will take you to the Error Log Main Screen.

Uploading Building Data

Certification On Line Emphasys Software
Powered by **aod**
Welcome, Emphasys Admin User! Thursday, April 16, 2009

Error Log

Project ID	Building ID	Unit ID	(Re)Certification Date	Error Description
01-093	MO-01-09301	124	10/02/2002	(Re)Certification Date must fall within the Reporting Period
01-093	MO-01-09301	214	11/01/2002	(Re)Certification Date must fall within the Reporting Period
01-093	MO-01-09301	219	10/28/2002	(Re)Certification Date must fall within the Reporting Period
01-093	MO-01-09301	302	10/25/2002	(Re)Certification Date must fall within the Reporting Period

Download Print Close

From the Error Log Main Screen, you can choose to download or print the file, or close.

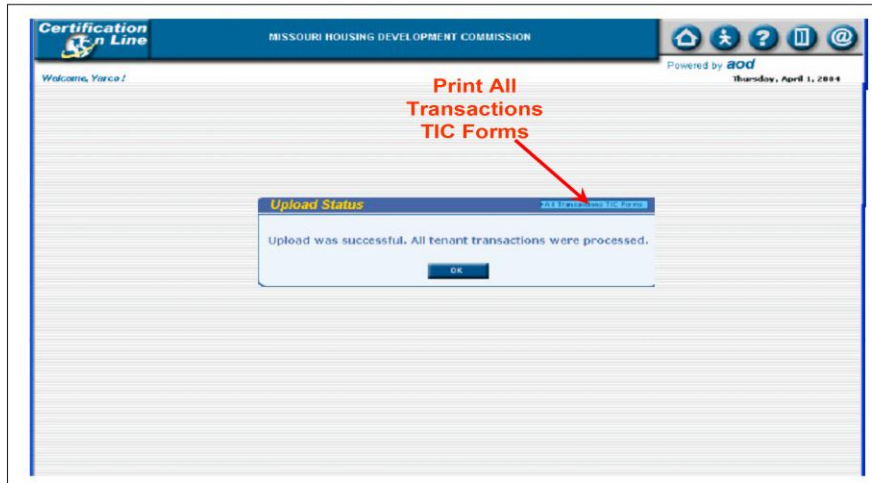
Uploading Building Data

The screenshot shows the 'Certification n Line' interface by Emphasys Software. The header includes the logo, 'Emphasys Software', and navigation icons. A welcome message 'Welcome, Emphasys Admin User!' and the date 'Thursday, April 16, 2009' are displayed. The main content area features an 'Error Log' table with columns for Project ID, Building ID, Unit ID, and (Re)Certification Date. A 'Download' button is visible next to the table. A red arrow points to the 'Download' button. A pop-up window titled 'Steps to download Error Log File' provides instructions: 1. Right click on the link below. 2. Select 'Save Target As...'. 3. Save the file to your PC. Below the instructions is a link labeled 'Error Log'. Another pop-up window titled 'Steps to download Cascade Style Sheet File' provides instructions: 1. Right click on the link below. 2. Select 'Save Target As...'. 3. Rename file name to 'XSLSample.xml'. 4. Save the file to your PC. Below the instructions is a link labeled 'XSL File'.

Project ID	Building ID	Unit ID	(Re)Certification Date
01-093	MO-01-09301	124	10/02/2002
01-093	MO-01-09301	214	11/01/2002
01-093	MO-01-09301	219	10/28/2002
01-093	MO-01-09301	302	10/25/2002

To download the file, click Download and follow the instructions on the pop-up window. Go back to the property management software and correct the errors listed in the Error Log. Return to the Upload Building Data screen and repeat the Upload process.

Uploading Building Data



From the successful Upload Status box, you can print TIC forms for all tenant transactions uploaded. To complete the process, click on the OK button. This will return you to the Buildings page. All of the information for the covering period is now in COL.

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Welcome, Rockstar Management! Wednesday, June 20, 2012

Project ID: TYLER House of Rock 555 Music Lane

Buildings

Bldg Select	Building ID Number	Placed in Service Date	Last Report Date	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
	MI-01-00100	01/01/05	12/31/05	In compliance	Not tested	Not tested	NOT READY	00/00/00
	MI-01-00101	01/01/05	00/00/00	Not tested	Not tested	Not tested	NOT READY	00/00/00

Proceed to Units

Done Local intranet 100%

Next, click on the Proceed to Units button to finish preparing the TICs for submission.

Uploading Building Data

The screenshot shows the Michigan State Housing Development Authority (MHS) website interface. The header includes the Michigan.gov logo and the text 'Michigan State Housing Development Authority-TEST'. A navigation bar contains several icons: a home icon, a document icon, a person icon, an email icon, a question mark icon, a printer icon, and a globe icon. Below the header, a welcome message reads 'Welcome, Rockstar Management!' and the date 'Wednesday, June 28, 2012' is displayed. A search bar for 'Building ID:' shows 'MI-01-00100'. The main content area features a table with columns: 'Select', 'Unit Number', 'lead of Household', 'SSN', 'Last Cert Date', and 'Ready to Submit'. A red arrow points to the 'lead of Household' column. Below the table, the text 'New Tenant Cert/Recert' is visible. The table data is as follows:

Select	Unit Number	lead of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	NO
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	NO
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	NO
<input type="radio"/>	103	Brandon Flowers	135-79-2468	03/10/05	NO
<input type="radio"/>	104	Elvis Presley	444-44-4444	04/04/06	NO

All uploaded tenant files will still show as “No” under the Ready to Submit column. Select a tenant and click the New Tenant Cert button.

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Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management!

Tenant Certification

Tenant Name: Elvis Presley
Project ID: TYLER
Building ID: MI-01-00100
Unit ID: 104
Last Report Ending: 12/31/05

Ready to Submit

This will change the envelope from **open** to **closed** when you go back in to view the cert again.

Done Local intranet 100%

Check the box marked Ready to Submit, then click Update. This returns you to the Units page. You may do this for every tenant as you review the data, or simply use the Ready All Units button to complete this action in one quick click.

Uploading Building Data

Michigan.gov
Michigan State Housing Development Authority-TEST

Welcome, Rockstar Management! Wednesday, June 26, 2012

Building ID: MI-01-00100

Units | Unit Definition | Income & Rent Test | New Tenant Cert / Re-Cert | View / Modify Current Tenant Cert | Delete Tenant Certs | Moveout | Unit Transfer | Ready All Units | Close

Select	Unit Number	Head of Household	SSN	Last Cert Date	Ready to Submit
<input checked="" type="radio"/>	100	Dave Grohl	777-77-7777	01/01/05	YES
<input type="radio"/>	101	Ryan Key	555-55-5555	01/15/06	YES
<input type="radio"/>	102	Jon Foreman	123-45-6789	01/10/06	YES
<input type="radio"/>	103	Brandon Flowers	135-79-0168	03/10/05	YES
<input type="radio"/>	104	Elvis Presley	444-44-4444	01/01/10	YES

When complete, the units show "YES" in the Ready to Submit column.

Done Local intranet 100%

Upon completion, all TICs are now uploaded in COL and ready to be submitted to the Agency.