

Slide 1 - Title

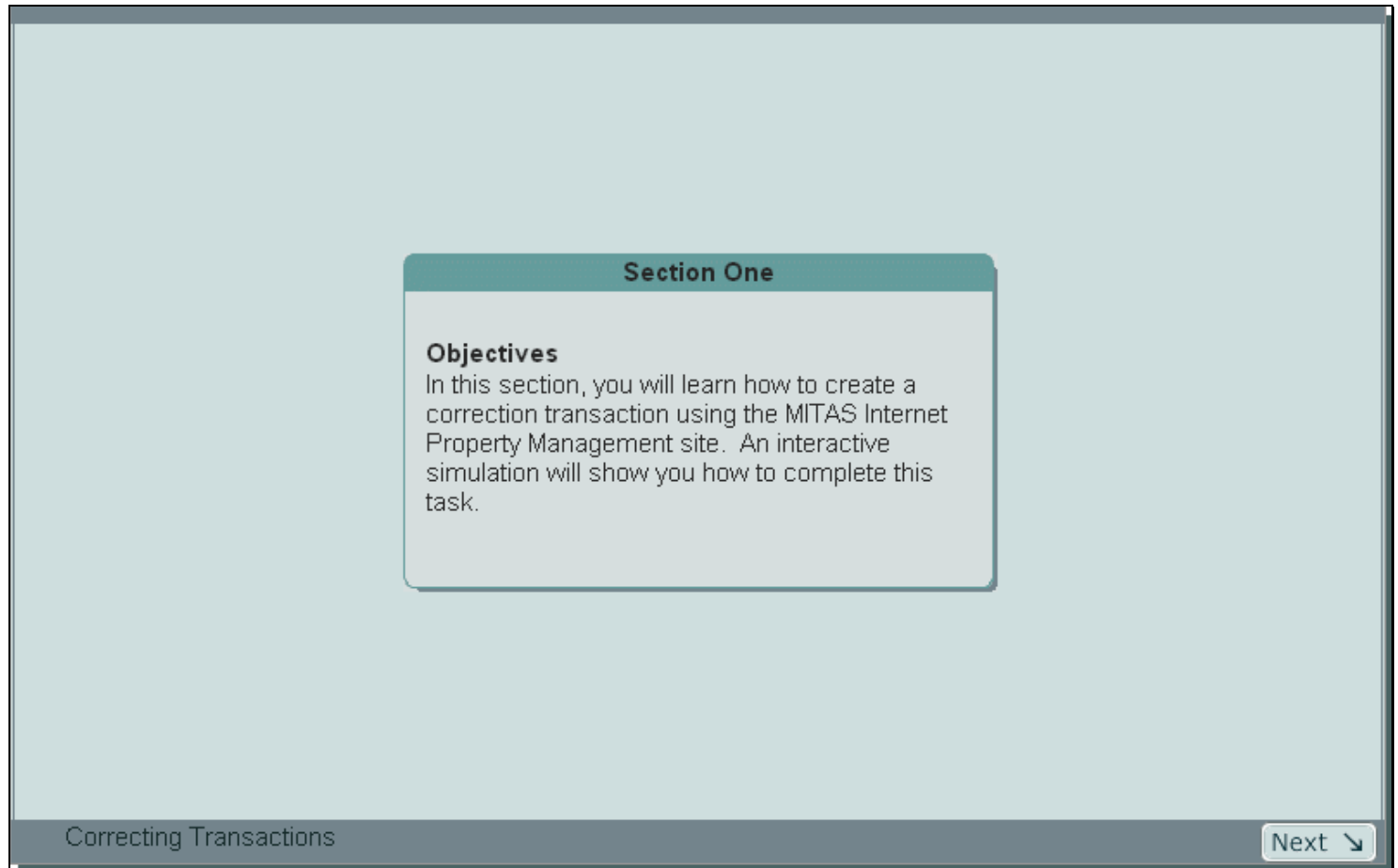


Text Captions

Creating a Correction Transaction

Notes

## Slide 2 - Objectives

A presentation slide with a light blue background. In the center is a white box with a teal header labeled "Section One". Inside this box, under the heading "Objectives", is a paragraph of text. At the bottom left of the slide is the text "Correcting Transactions", and at the bottom right is a "Next" button with a right-pointing arrow.

**Section One**

**Objectives**  
In this section, you will learn how to create a correction transaction using the MITAS Internet Property Management site. An interactive simulation will show you how to complete this task.

Correcting Transactions

Next ➤


## Text Captions

**Section One****Objectives**

In this section, you will learn how to create a correction transaction using the MITAS Internet Property Management site. An interactive simulation will show you how to complete this task.

**Notes**

## Slide 3 - Scenario

<p><b>Scenario</b></p> <p>Doug, a property manager calls you...</p> <p><i>"Hi Becky, I need to make a correction to a transaction in Mason Ridge on the MITAS Internet Property Management site for the first time. How do I do this?"</i></p> <p>Let's find out how we can help Doug.</p>	<p style="text-align: center;"><b>Creating a Correction Transaction</b></p> <div data-bbox="886 443 1198 919">A photograph of a man named Doug sitting at his desk. He is wearing a light blue button-down shirt and is talking on a telephone. He is looking down at a laptop screen. On his desk, there is a red apple and a black mug. On the wall behind him, there is a framed picture of a sailboat and a round clock.</div> <p style="text-align: center;">Doug at his desk</p> <p style="text-align: right;"><a href="#">Next</a> ➤</p>
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## Text Captions

## Scenario

Doug, a property manager calls you...

*"Hi Becky, I need to make a correction to a transaction in Mason Ridge on the MITAS Internet Property Management site for the first time. How do I do this?"*

Let's find out how we can help Doug.

## Notes

## Slide 4 - Definition

**When to Use a Correction Transaction**

A **Correction** transaction can be used to make a change or correction to an existing transaction that has already been processed.

When a correction transaction is made, the original transaction data is not deleted, the transaction status is changed to "Corrected." A copy of the original transaction data is made, and available for you to modify with necessary corrections. This new record has a status of "Not-processed" if data was changed that requires the system to perform the compliance testing, or the new record has a status of "Processed" if data was changed that does not require the system to perform the compliance testing. The new record contains the same Effective Date as the original transaction. If you are changing data that requires a compliance check, when compliance testing is performed, the new data record is used.

A change in one of the following data items requires the compliance testing to be run: Income, Gross Rent, Student Status, Household Size, Number of Children, Homeless Status, Special Needs Status, Birth Date, and Social Security Number.

For *processed transactions* only personal information can be changed, a correction transaction cannot be used to correct an **Effective Date** or a **Transaction Type** (such as Move-In, Move-Out, Recertification, etc.). To correct the Effective Date or Transaction Type, you must contact the agency.

**Note:** For transactions that have not been processed, you can change tenant data as needed without creating a correction transaction. However, if you have an incorrect Effective Date or Transaction Type, you will have to delete the transaction record and insert a new record with the correct Effective Date or Transaction Type.

Next ➤

## Text Captions

**When to Use a Correction Transaction**

A **Correction** transaction can be used to make a change or correction to an existing transaction that has already been processed.

When a correction transaction is made, the original transaction data is not deleted, the transaction status is changed to "Corrected." A copy of the original transaction data is made, and available for you to modify with necessary corrections. This new record has a status of "Not-processed" if data was changed that requires the system to perform the compliance testing, or the new record has a status of "Processed" if data was changed that does not require the system to perform the compliance testing. The new record contains the same Effective Date as the original transaction. If you are changing data that requires a compliance check, when compliance testing is performed, the new data record is used.

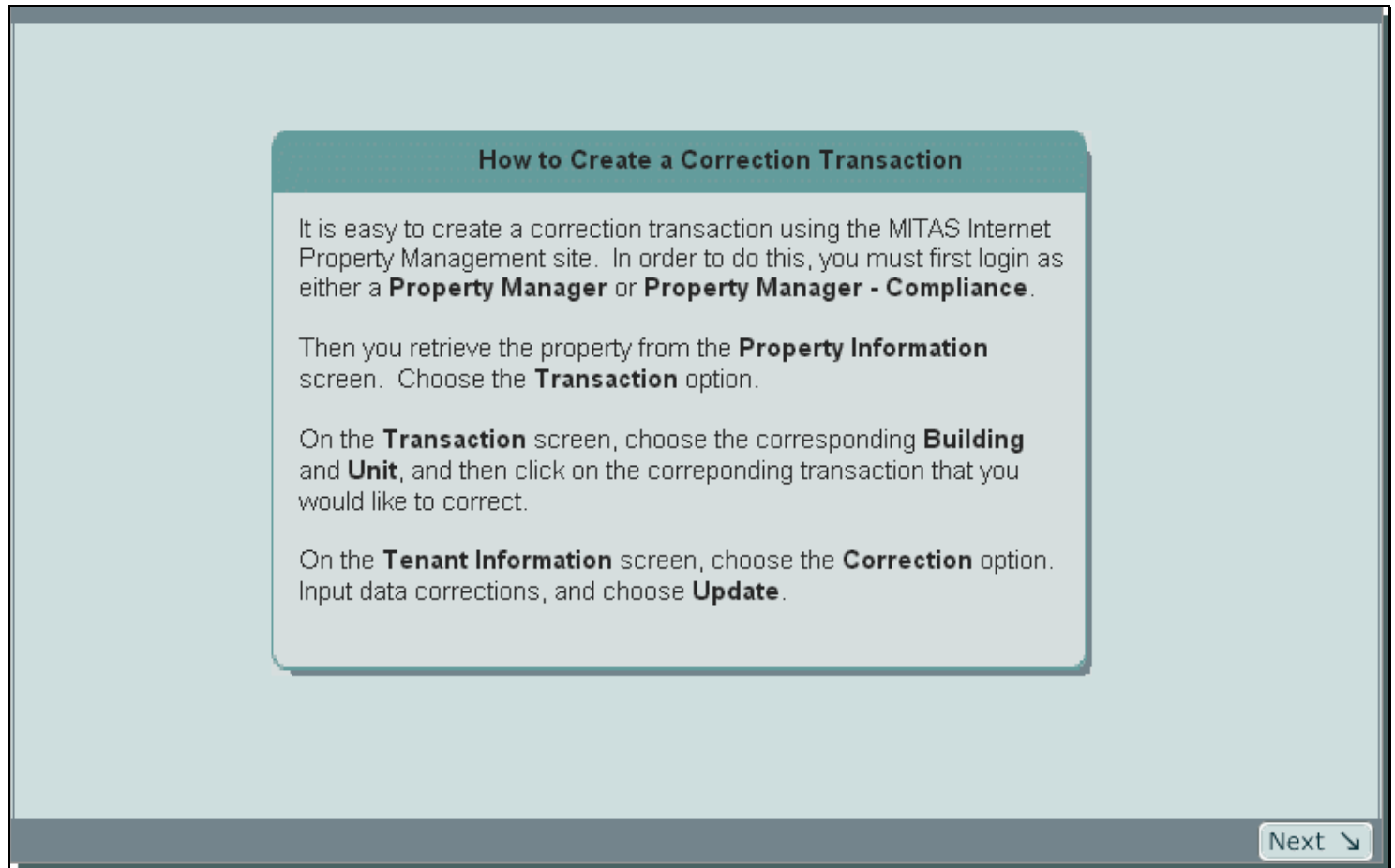
A change in one of the following data items requires the compliance testing to be run: Income, Gross Rent, Student Status, Household Size, Number of Children, Homeless Status, Special Needs Status, Birth Date, and Social Security Number.

For *processed transactions* only personal information can be changed, a correction transaction cannot be used to correct an **Effective Date** or a **Transaction Type** (such as Move-In, Move-Out, Recertification, etc.). To correct the Effective Date or Transaction Type, you must contact the agency.

**Note:** For transactions that have not been processed, you can change tenant data as needed without creating a correction transaction. However, if you have an incorrect Effective Date or Transaction Type, you will have to delete the transaction record and insert a new record with the correct Effective Date or Transaction Type.

**Notes**

## Slide 5 - Concept



**How to Create a Correction Transaction**

It is easy to create a correction transaction using the MITAS Internet Property Management site. In order to do this, you must first login as either a **Property Manager** or **Property Manager - Compliance**.

Then you retrieve the property from the **Property Information** screen. Choose the **Transaction** option.

On the **Transaction** screen, choose the corresponding **Building** and **Unit**, and then click on the corresponding transaction that you would like to correct.

On the **Tenant Information** screen, choose the **Correction** option. Input data corrections, and choose **Update**.

Next ➤

## Text Captions

**How to Create a Correction Transaction**

It is easy to create a correction transaction using the MITAS Internet Property Management site. In order to do this, you must first login as either a **Property Manager** or **Property Manager - Compliance**.

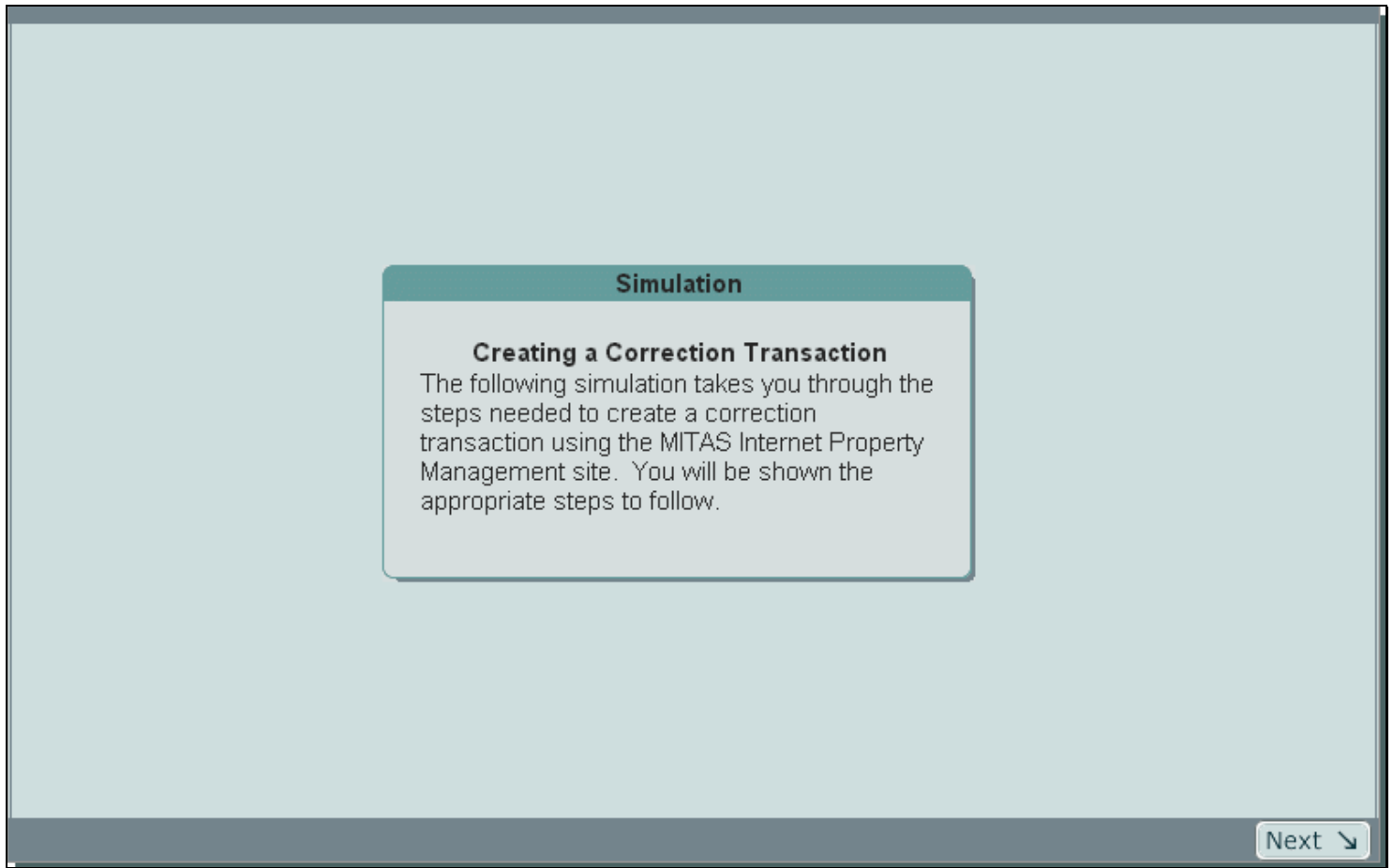
Then you retrieve the property from the **Property Information** screen. Choose the **Transaction** option.

On the **Transaction** screen, choose the corresponding **Building** and **Unit**, and then click on the corresponding transaction that you would like to correct.

On the **Tenant Information** screen, choose the **Correction** option. Input data corrections, and choose **Update**.

**Notes**

## Slide 6 - Simulation

A presentation slide with a light blue background. In the center is a white box with a teal header that says "Simulation". Inside the box, the title "Creating a Correction Transaction" is followed by a paragraph explaining the simulation. At the bottom right of the slide, outside the box, is a "Next" button with a right arrow.

**Simulation**

**Creating a Correction Transaction**  
The following simulation takes you through the steps needed to create a correction transaction using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

Next ➤

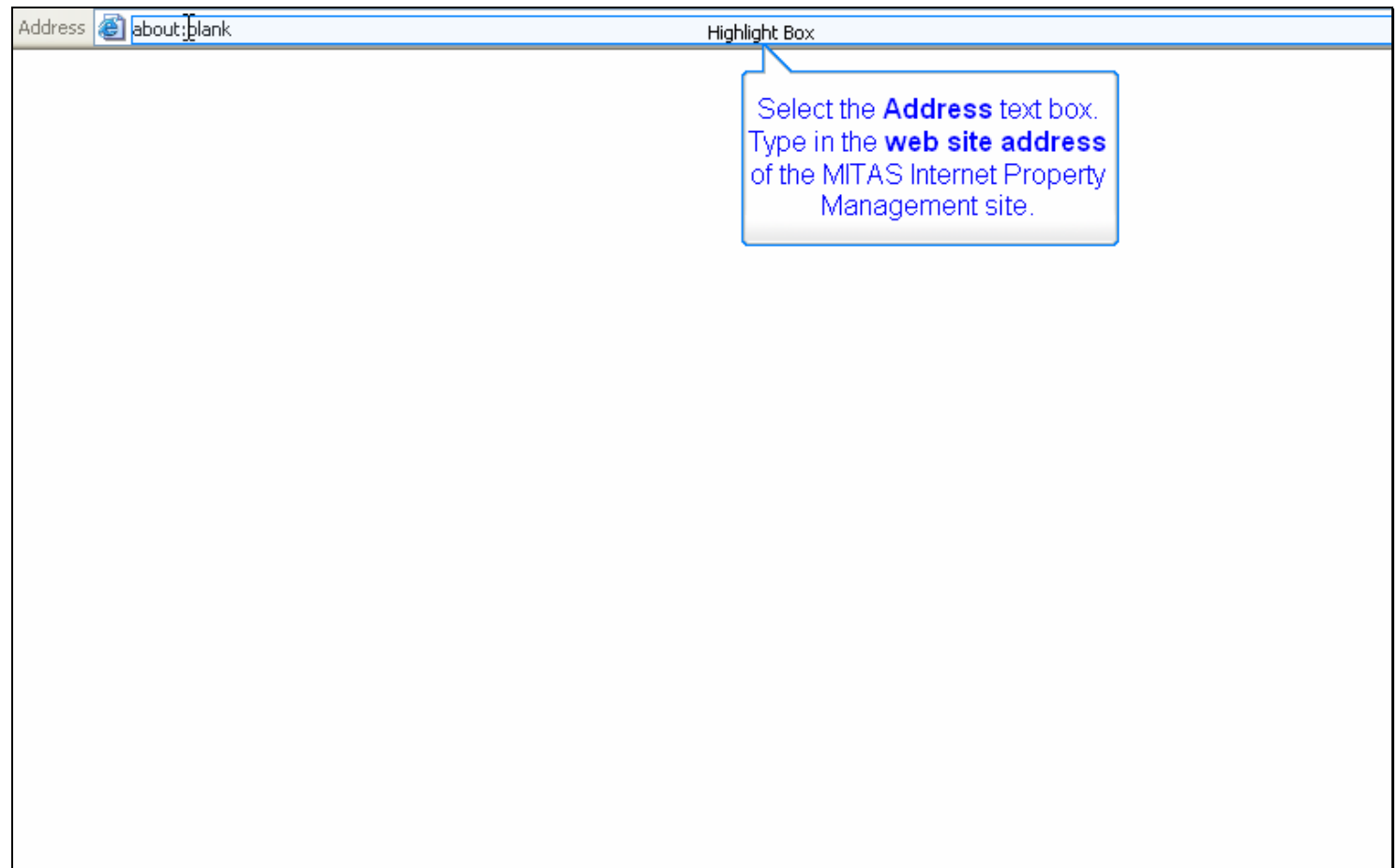
## Text Captions

**Simulation****Creating a Correction Transaction**

The following simulation takes you through the steps needed to create a correction transaction using the MITAS Internet Property Management site. You will be shown the appropriate steps to follow.

**Notes**

## Slide 7 - Slide 7



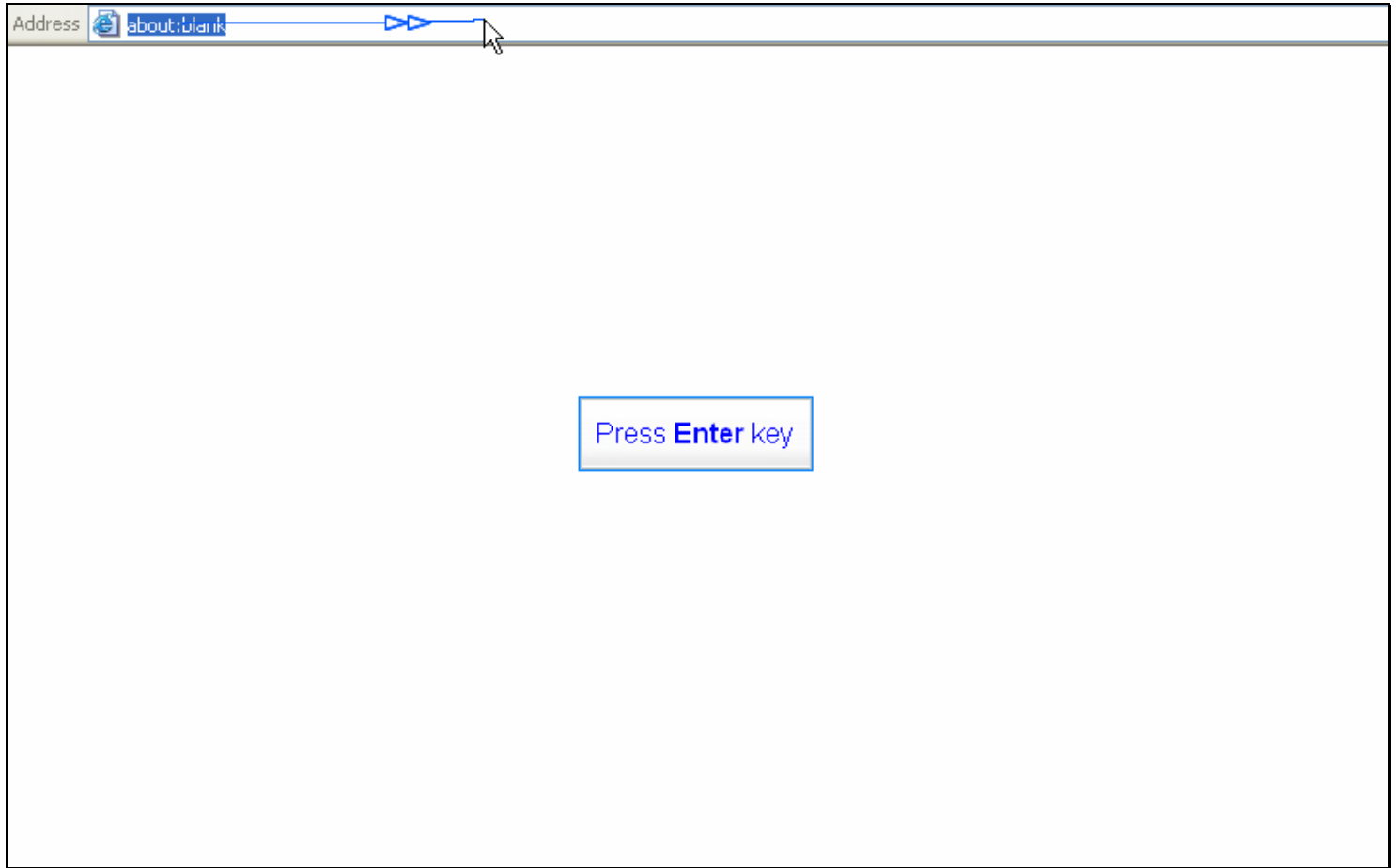
## Text Captions

Select the **Address** text box. Type in the **web site address** of the MITAS Internet Property Management site.

## Notes



## Slide 8 - Slide 8



Text Captions

Press Enter key

Notes

## Slide 10 - Slide 10

Address <http://www.mitas.com/mshda/>

**MITAS**

Welcome to the **MITAS**  
Internet Property Management Site

The **MITAS Internet Property Management Login** page appears

Please log in:

Web Profile: Lender

Originator:

Branch:

Username:

Password:

Password is case sensitive.

Login Clear

Select the **Web Profile** combo box

## Text Captions

The **MITAS Internet Property Management Login** page appears

Select the **Web Profile** combo box

## Notes

## Slide 11 - Slide 11

Address <http://www.mitas.com/mshda/>

**MITAS**

Welcome to the **MITAS** Internet Property Management Site

Depending on the way your agency is set up, there are two valid Property Manager items that you could choose: **Property Manager** or **Property Manager - Compliance**. A **Property Manager** can view and input data for both compliance and financials. A **Property Manager - Compliance** can view and input data for only compliance. Your agency may have established both types of property manager items or only one option may be valid.

Please log in:

Web Profile: Lender

Originator: Lender - Inquiry Only  
Issuer  
Broker  
Banker  
Government Agency  
Real Estate Agent  
Mortgagor  
Servicer  
Servicer - Inquiry Only  
Property Manager  
Administrator

Branch:

Username:

Password:

Passwor

Login

Select the appropriate **Property Manager** item (Property Manager or Property Manager - Compliance)

Highlight Box

Property Manager - Compliance

## Text Captions

Select the appropriate **Property Manager** item (Property Manager or Property Manager - Compliance)

Depending on the way your agency is set up, there are two valid Property Manager items that you could choose: **Property Manager** or **Property Manager - Compliance**. A **Property Manager** can view and input data for both compliance and financials. A **Property Manager - Compliance** can view and input data for only compliance. Your agency may have established both types of property manager items or only one option may be valid.

## Notes

## Slide 12 - Slide 12

The screenshot shows the MITAS Internet Site login page. The address bar displays <http://www.mitas.com/mshda/>. The page has a dark blue background with a MITAS logo on the left. The main heading is "Welcome to the MITAS Internet Site". A yellow callout box explains: "The **Property Manager Number** is the company or agency number. You cannot view or input data for more than one company or agency at a time." The login section is titled "Please log in:". It includes a "Web Profile:" dropdown menu set to "Property Manager", a "Property Manager Number:" field with a "Highlight Box" callout, a "Username:" field, a "Password:" field, and a "Login" button. A blue callout box points to the "Property Manager Number" field with the instruction: "Select the **Property Manager Number** text box, and input the appropriate number". A "Password is" label is also visible next to the password field.

## Text Captions

Select the **Property Manager Number** text box, and input the appropriate number

The **Property Manager Number** is the company or agency number. You cannot view or input data for more than one company or agency at a time.

## Notes

## Slide 13 - Slide 13

Address  http://www.mitas.com/mshda/



Welcome to the **MITAS**  
Internet Property Management Site

Please log in:

Web Profile:

Property Manager Number:

Username:

Password:

Password is case sensitive

Select the **Username** text box,  
and input your  
username (do not use  
an administrator  
username)


## Text Captions

Select the **Username** text box, and input your username (do not use an administrator username)

## Notes

## Slide 14 - Slide 14

Address  http://www.mitas.com/mshda/



Welcome to the **MITAS**  
Internet Property Management Site

Please log in:

Web Profile:

Property Manager Number:

Username:

Password:

Password is case sensitive


Select the **Password** text box, and input your password

Text Captions

Select the **Password** text box, and input your password

Notes

## Slide 15 - Slide 15

Address  http://www.mitas.com/mshda/



Welcome to the **MITAS**  
Internet Property Management Site

Please log in:

Web Profile:

Property Manager Number:

Username:

Password:

Password is case sensitive.

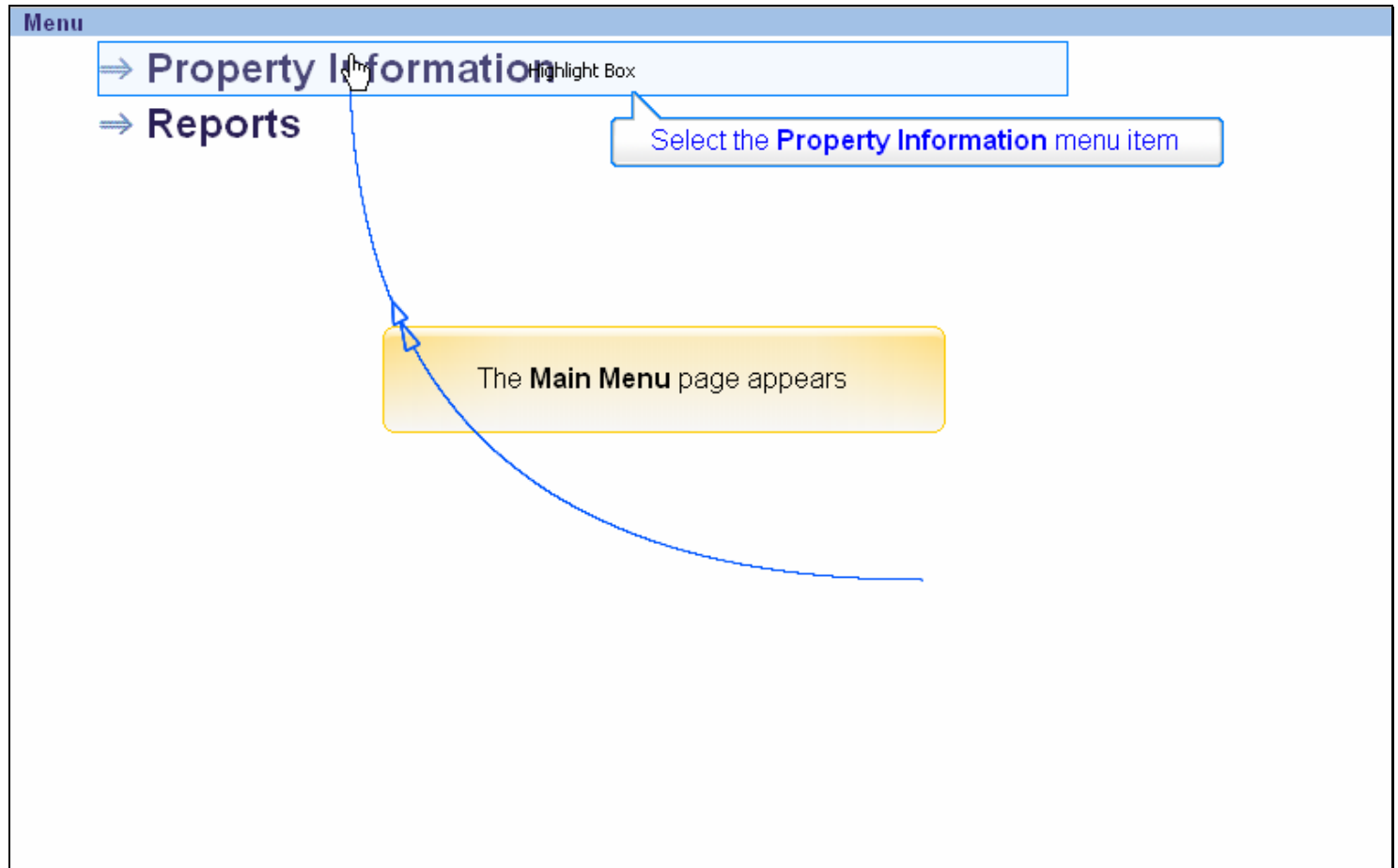
Click the **Login** button

Text Captions

Click the **Login** button

Notes

Slide 17 - Slide 17



Text Captions

The **Main Menu** page appearsSelect the **Property Information** menu item

Notes



## Slide 19 - Slide 19

**Property Information**

O/P HSW123 Run: 09/29/2005(1

**Retrieve Property:** Highlight Box Retrieve

For security reasons, you must know the property number for which you are trying to create a transaction

Select the **Retrieve Property** text box, and input the Property Number

The **Property Information** page appears

**Name:** 0000 0000

**Number:** 0000 0000

**Ext:** 0000 0000

**Fax Number:** 000) 000-0000

Fiscal Year End: 00/00

Project	Stage	Date
---------	-------	------

## Text Captions

The **Property Information** page appears

For security reasons, you must know the property number for which you are trying to create a transaction

Select the **Retrieve Property** text box, and input the Property Number

## Notes

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Property Information

O/P HSW123

Run: 09/29/2005(1

Retrieve Property:

Retrieve

Property: 999999999999

Property Address:

Fiscal Year End: 00/00

Phone Number: Ext:

Fax Number:

Project

Stage

Date

Click the Retrieve button

Text Captions

Click the **Retrieve** button

Notes

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Property Information

O/P HSW123

Run: 09/29/2005(1

Financials

Financials Upload

Transactions

Transactions Upload

Process Transactions

Pay Vac Check

Late Recert

Forms

Click the **Transactions** button to create a Correction transaction

Verify the property address information is correct. If the information is not correct, contact your agency.

Property: 75070

Name: MASON RIDGE

Property Address

MASON RIDGE LIVING

1500 CENTRAL

MCKINNEY, TX 75070

Phone Number:

Ext:

(972) 547-6404

0000

(000) 000-0000

0000

Fax Number:

(000) 000-0000

Fiscal Year End: 00/00

Project

Stage

Date

Text Captions

The **Property Information** page appears

Verify the property address information is correct. If the information is not correct, contact your agency.

Click the **Transactions** button to create a Correction transaction

Notes

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Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(C

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Select the Building combo box

Insert Transaction

Retrieve

Effective Date	Certification Type	Tenant Name	SSN	Status
08/01/2002	Move In	Lori Cooke	369874103	Processed
08/01/2003	Recertification	Lori Cooke	369874103	Processed
06/15/2005	Move Out	Lori Cooke	369874103	Processed
07/15/2005			433221	Processed

The Transaction detail page appears

Previous Page

Next Page

Text Captions

The **Transaction** detail page appears

Select the **Building** combo box

Notes

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Slide 25 - Slide 25

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(0

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 37

Insert Transaction

ve

Effective Date	Certification Type	T		Status
08/01/2002	Move In	Lo	3	Processed
08/01/2003	Recertification	Lo	3	Processed
06/15/2005	Move Out	Lori Cooke	369874103	Processed
07/15/2005	Move In	Jack Thompson	994433221	Processed

Previous Page

Next Page

Select the appropriate building number item

Text Captions

Select the appropriate building number item

Notes

## Slide 26 - Slide 26

**Move-In/Move-Out**

O/P HSW194 Run: 10/19/2005(0

Property: 75070 Name: MASON RIDGE

Building: 87 Unit: 100

Insert Transaction Select the **Unit** combo box

Effective Date	Certification Type	Tenant Name	SSN	Status
08/01/2002	Move In	Lori Cooke	369874103	Processed
08/01/2003	Recertification	Lori Cooke	369874103	Processed
06/15/2005	Move Out	Lori Cooke	369874103	Processed
07/15/2005	Move In	Jack Thompson	994433221	Processed

Previous Page Next Page

## Text Captions

Select the **Unit** combo box

## Notes

Slide 27 - Slide 27

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(0

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Insert Transaction

Retrieve

Effective Date	Certification Type			Status
08/01/2002	Move In			Processed
08/01/2003	Recertification			Processed
06/15/2005	Move Out			Processed
07/15/2005	Move In			Processed

100

101

11

11

11

Select the appropriate unit number item

Lori Cooke

Lori Cooke

Jack Thompson

369874103

369874103

994433221

Processed

Processed

Processed

Previous Page

Next Page

Text Captions

Select the appropriate unit number item

Notes

Slide 28 - Slide 28

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(0

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Insert Transaction

Retrieve

Click the **Retrieve** button to obtain the transaction data for this building and unit

Effective Date			Status
08/01/2002			103 Processed
08/01/2003			103 Processed
06/15/2005			103 Processed
07/15/2005	Move In	Jack Thompson	994433221 Processed

Previous Page

Next Page

Text Captions

Click the **Retrieve** button to obtain the transaction data for this building and unit

Notes



Slide 30 - Slide 30

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(0

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Insert Transaction

Retrieve

Effective Date		SN	Status
08/01/2002		69874103	Processed
08/01/2003		69874103	Processed
06/15/2005		69874103	Processed
07/15/2005	Move In	994433221	Processed

The Transaction page appears

Previous Page

Select the appropriate tenant link for which you would like to make a data correction

Text Captions

The Transaction page appears

Select the appropriate tenant link for which you would like to make a data correction

Notes

## Slide 31 - Slide 31

**Move-In/Move-Out**

O/P HSW194Run: 10/19/2005(0

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Insert Transaction

Retrieve

Effective Date	Certification Type	Tenant Name	SSN	Status
08/01/2002	Move In	Lori Cooke	369874103	Processed
08/01/2003	Recertification	Lori Cooke	369874103	Processed
06/15/2005	Move Out	Lori Cooke	369874103	Processed
07/15/2005	Move In	<u>Jack Thompson</u>	994433221	Processed

Previous Page

Next Page

Text Captions

Notes

## Slide 32 - Slide 32

**Move-In/Move-Out**

O/P HSW194 Run: 10/19/2005(0

<b>Property:</b> 75070	<b>Building:</b> 37	<b>Name:</b> MASON RIDGE
<b>Unit:</b> 100		
<b>Effective Date:</b> 07/15/2005		
<b>Certification Type:</b> Move In		

Family Members

**Correction**

Click the **Correction** button to make a correction to this tenant's record

The **Transaction Tenant Information** page appears (as read only)

Income:

Race:  ☐ Hispanic or Latino

Date of Birth:  (MM/DD/YYYY)

No Family Members:  Number of Children:

Student: ☒ No ☐ Yes ☐ Yes & Qualify

Handicapped: ☐ Live In Aid: ☐

Temp ABS HH: ☐ Homeless: ☐

Special Needs: ☐

Move in Date:  (MM/DD/YYYY)

## Text Captions

The **Transaction Tenant Information** page appears (as read only)

Click the **Correction** button to make a correction to this tenant's record

## Notes

Slide 34 - Slide 34

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(C

Property:	75070	Name:	MASON RIDGE
-----------	-------	-------	-------------

Building: 37

Unit: 100

Effective Date: 07/15/2005

Certification Type: Move In

Family Members	Update	Pre-Qualify
Delete		

TENANT INFORMATION

The **Tenant Information** page appears (allowing data modifications)

Income:

35,000

☐ Over Income

Income Source:

PE Pensions

Race:

Black/African American

☐ Hispanic or Latino

Date of Birth:

02/13/1960

(MM/DD/YYYY)

No Family Members:

1

Number of Children:

0

Student:

☒ No

☐ Yes

☐ Yes & Qualify

Handicapped:

☐

Live In Aid:

☐

Temp ABS HH:

☐

Homeless:

☐

Special Needs:

☐

Text Captions

The **Tenant Information** page appears (allowing data modifications)

Notes

Slide 35 - Slide 35

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(0

Property:	75070	Name:	MASON RIDGE
-----------	-------	-------	-------------

Building: 37

Unit: 100

Effective Date: 07/15/2005

Certification Type: Move In

Family Members	Update	Pre-Qualify
Delete		

TENANT INFORMATION

Verify the tenant information making any necessary corrections to the tenant data.

SSN: 99443324X;U; Y;U)

Income: 35,000 ☐ Over Income

Income Source: PE Pensions

Race: Black/African American ☐ Hispanic or Latino

Date of Birth: 02/13/1960 (MM/DD/YYYY)

No Family Members: 1 Number of Children: 0

Student: ☒ No ☐ Yes ☐ Yes & Qualify

Handicapped: ☐ Live In Aid: ☐

Temp ABS HH: ☐ Homeless: ☐

Special Needs: ☐

Text Captions

Verify the tenant information making any necessary corrections to the tenant data.

Notes

## Slide 36 - Slide 36

**Move-In/Move-Out**

O/P HSW194 Run: 10/19/2005(C

<b>Property:</b> 75070	<b>Building:</b> 37	<b>Name:</b> MASON RIDGE
	<b>Unit:</b> 100	
	<b>Effective Date:</b> 07/15/2005	
	<b>Certification Type:</b> Move In	

Family Members

Update  
Highlight Box

Pre-Qualify

Delete

[Blank]

[Blank]

Click the **Update** button once you have corrected the tenant information

In this simulation, the tenant income was corrected. Because income affects tenant eligibility, a compliance test will need to be run including this record.

Income:  ☐ Over Income

Income Source:

Race:  ☐ Hispanic or Latino

Date of Birth:  (MM/DD/YYYY)

No Family Members:  Number of Children:

Student: ☒ No ☐ Yes ☐ Yes & Qualify

Handicapped: ☐ Live In Aid: ☐

Temp ABS HH: ☐ Homeless: ☐

Special Needs: ☐

## Text Captions

In this simulation, the tenant income was corrected. Because income affects tenant eligibility, a compliance test will need to be run including this record.

Click the **Update** button once you have corrected the tenant information

## Notes

Slide 38 - Slide 38

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(C

Property:	75070	Name:	MASON RIDGE
Building: 37			
Unit: 100			
Effective Date: 07/15/2005			
Certification Type: Move In			

Family Members

Update

Pre-Qualify

Delete

Update

TENANT INFORMATION

The Tenant Information page appears

Income:

34,500

☐ Over Income

Income Source:

PE Pensions

Race:

Black/African American

☐ Hispanic or Latino

Date of Birth:

02/13/1960

(MM/DD/YYYY)

No Family Members:

1

Number of Children:

0

Student:

☒ No

☐ Yes

☐ Yes & Qualify

Handicapped:

☐

Live In Aid:

☐

Temp ABS HH:

☐

Homeless:

☐

Special Needs:

☐

Text Captions

The Tenant Information page appears

Notes

## Slide 39 - Slide 39

**MITAS**

**Move-In/Move-Out**  
O/P HSW194

Property: 75070      Name: MASON R  
Building: 37  
Unit: 100  
Effective Date: 07/15/2005  
Certification Type: Move In

Family Members      Update      Pre-Qualify  
Delete

**TENANT INFORMATION**

Name: Jack Thompson  
SSN: 994433221  
Income: 34,500      ☐ Over Income  
Source: PE Pensions  
Race: Black/African American      ☐ Hispanic  
Date of Birth: 02/13/1960 (MM/DD/YYYY)  
No Family Members: 1      Number of Children: 0  
Student: ☒ No    ☐ Yes    ☐ Yes & Qualify  
Handicapped: ☐      Live In Aid: ☐  
Temp ABS HH: ☐      Homeless: ☐  
Special Needs: ☐

**Left Sidebar:**  
Screens  
Move-In/Move-Out  
Options  
Highlight Box  
Submit  
Main Menu  
System Help  
Screen Help  
Logoff

**Callout Box:**  
Click the **Back** button once you have completed the necessary corrections and updated the record (by clicking **Update**). The system will return you to the **Transaction** detail page.


## Text Captions

Click the **Back** button once you have completed the necessary corrections and updated the record (by clicking **Update**). The system will return you to the **Transaction** detail page.

## Notes



Slide 41 - Slide 41



Screens

Move-In/Move-Out

Options

Back

Submit

Main Menu

System Help

Screen Help

Logoff

Move-In/Move-Out

O/P HSW194

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Insert Transaction

Retrieve

Effective Date	Certification Type	Tenant Name	SSN	Status
08/01/2002	Move In	Lori Cooke	369874103	Process
08/01/2003	Recertification	Lori Cooke	369874103	Process
08/15/2005	Move Out	Lori Cooke	369874103	Process
		Jack Thompson	994433221	Correcte
		Jack Thompson	994433221	Not-Proc

The **Transaction** detail page appears

Previous Page

Next Page

Text Captions

The **Transaction** detail page appears

Notes

## Slide 42 - Slide 42

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(0

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Insert Transaction

Retrieve

Effective Date	Certification Type	Tenant Name	SSN	Status
08/01/2002	Move In	Lori Cooke	369874103	Processed
08/01/2003	Recertification	Lori Cooke	369874103	Processed
06/15/2005	Move Out	Lori Cooke	369874103	Processed
07/15/2005	Move In	Highlight Box	994433221	Corrected
07/15/2005	Move In	Highlight Box	994433221	Not-Processed

Previous Page

Next Page

The system created a new record which includes the tenant information that has been corrected. Because the information that was corrected affects tenant eligibility, the record Status is "Not-Processed" indicating that the compliance testing must be completed on this record.

## Text Captions

The original transaction remains, but the Status has been changed to "Corrected."

The system created a new record which includes the tenant information that has been corrected. Because the information that was corrected affects tenant eligibility, the record Status is "Not-Processed" indicating that the compliance testing must be completed on this record.

## Notes

## Slide 43 - Slide 43

**Move-In/Move-Out**

O/P HSW194Run: 10/19/2005(0

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Insert Transaction

Retrieve

Effective Date	Certification Type	Tenant Name	SSN	Status
08/01/2002	Move In	Lori Cooke	369874103	Processed
08/01/2002	Recertification	Lori Cooke	369874103	Processed
06/07/07				Processed

Now that this transaction is complete, you can either perform more tasks, or log off the system.

This simulation will now demonstrate a correction where the tenant eligibility data is not affected.

## Text Captions

Now that this transaction is complete, you can either perform more tasks, or log off the system.

This simulation will now demonstrate a correction where the tenant eligibility data is not affected.

## Notes

Slide 44 - Slide 44

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(1

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Insert Transaction

Select the Building  
combo box

Effective Date	Certification Type	Tenant Name	SSN	Status
08/01/2002	Move In	Lori Cooke	369874103	Processed
08/01/2003	Recertification	Lori Cooke	369874103	Processed
06/15/2005	Move Out	Lori Cooke	369874103	Processed
07/15/2005	Move In	Jack Thompson	994433221	Corrected
07/15/2005	Move In	Jack Thompson	994433221	Not-Processed

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Text Captions

Select the **Building** combo box

Notes

Slide 45 - Slide 45

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 37

Insert Transaction

Move

Effective Date	Certification Type	Tenants	Unit	Status
08/01/2002	Move In	Lori Cooke		Processed
08/01/2003	Recertification	Lori Cooke		Processed
06/15/2005	Move Out	Lori Cooke	369874103	Processed
07/15/2005	Move In	Jack Thompson	994433221	Corrected
07/15/2005	Move In	Jack Thompson	994433221	Not-Processed

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Text Captions

Select the appropriate building number item

Notes

## Slide 46 - Slide 46

**Move-In/Move-Out**

O/P HSW194 Run: 10/19/2005(1

Property: 75070	Name: MASON RIDGE
Building: 87	Unit: 100

[Insert Transaction](#)

Effective Date	Certification Type	Tenant Name	SSN	Status
08/01/2002	Move In	Lori Cooke	369874103	Processed
08/01/2003	Recertification	Lori Cooke	369874103	Processed
06/15/2005	Move Out	Lori Cooke	369874103	Processed
07/15/2005	Move In	Jack Thompson	994433221	Corrected
07/15/2005	Move In	Jack Thompson	994433221	Not-Processed

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Select the **Unit** combo box

## Text Captions

Select the **Unit** combo box

## Notes

Slide 47 - Slide 47

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 100

Insert Transaction

Retrieve

Effective Date	Certification Type	Tenants	SSN	Status
08/01/2002	Move In	Lori		Processed
08/01/2003	Recertification	Lori C		Processed
06/15/2005	Move Out	Lori C		Processed
07/15/2005	Move In	Jack		Corrected
07/15/2005	Move In	Jack Thompson	354455221	Not-Processed

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Next Page

Text Captions

Select the appropriate unit number item

Notes

Slide 48 - Slide 48

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 106

Insert Transaction

Retrieve

Click the **Retrieve** button to obtain the records for this building and unit

Effective Date				Status
08/01/2002				03 Processed
08/01/2003				03 Processed
06/15/2005				03 Processed
07/15/2005	Move In	Jack Thompson	994433221	Corrected
07/15/2005	Move In	Jack Thompson	994433221	Not-Processed

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Next Page

Text Captions

Click the **Retrieve** button to obtain the records for this building and unit

Notes



Slide 50 - Slide 50

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 106

Insert Transaction

Retrieve

Effective Date

02/10/2003

09/01/2005

The **Transaction** detail page appears

Highlight Box

SN

1509812

1509812

Status

Processed

Processed

Previous Page

Select the **tenant transaction** link for which you would like to modify data

Text Captions

The **Transaction** detail page appears

Select the **tenant transaction** link for which you would like to modify data

Notes

Slide 51 - Slide 51

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005(1

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 106

Insert Transaction

Retrieve

Effective Date	Certification Type	Tenant Name	SSN	Status
02/10/2003	Move In	Sabrina Edwards	431509812	Processed
09/01/2005	Initial Certification	<u>Sabrina Edwards</u>	431509812	Processed

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Text Captions

Notes

Slide 52 - Slide 52

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005

Property: 75070

Building: 37

Unit: 106

Effective Date: 09/01/2005

Certification Type: Initial Certification

Name: MASON RIDGE

Family Members

Correction

Highlight

Click the **Correction** button to make a correction to this tenant's record

The Tenant Information page appears

Income Source: F Federal Wage

Race: Asian\_White

Hispanic or Latino

Date of Birth: 09/01/1970 (MM/DD/YYYY)

No Family Members: 1

Number of Children: 0

Student: No Yes Yes & Qualify

Handicapped:

Live In Aid:

Temp ABS HH:

Homeless:

Special Needs:

Move in Date: 02/10/2003 (MM/DD/YYYY)

Text Captions

The **Tenant Information** page appears

Click the **Correction** button to make a correction to this tenant's record

Notes

## Slide 54 - Slide 54

**Move-In/Move-Out**

O/P HSW194 Run: 10/19/2005

Property: 75070	Building: 37	Name: MASON RIDGE
Unit: 106		
Effective Date: 09/01/2005		
Certification Type: Initial Certification		

Family MembersUpdatePre-Qualify

The **Tenant Information** page appears

Name: Sabrina Edwards Highlight Box

SSN: 431509812

Income: 32,000

Income Source: F Federal Wage

Race: Asian\_White Hispanic or Latino

Date of Birth: 09/01/1970 (mm/dd/yyyy)

No Family Members: 1

Number of Children: 0

Student: ☒ No ☐ Yes ☐ Yes & Qualify

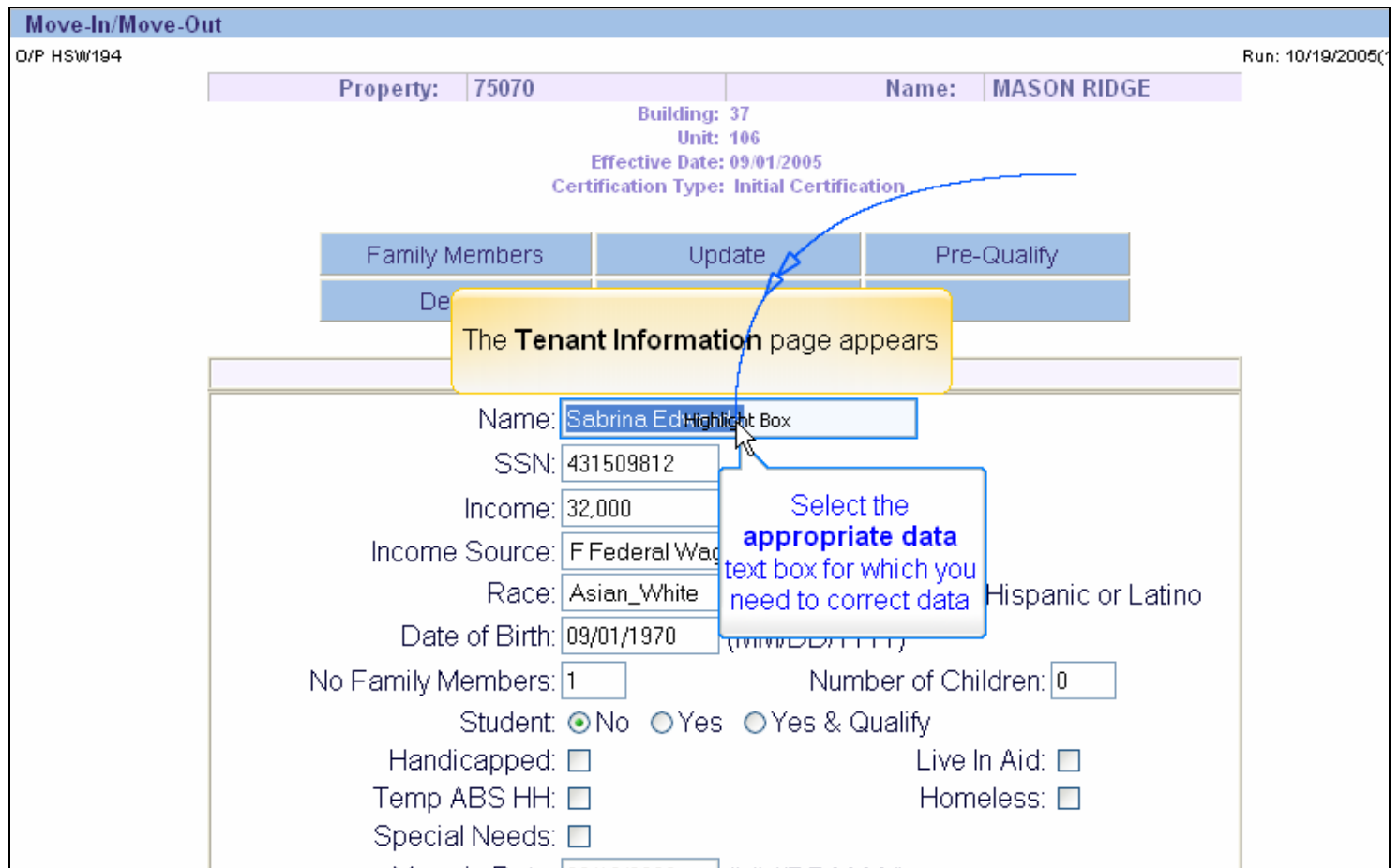
Handicapped: ☐

Live In Aid: ☐

Temp ABS HH: ☐

Homeless: ☐

Special Needs: ☐



## Text Captions

The **Tenant Information** page appears

Select the **appropriate data** text box for which you need to correct data

## Notes

Slide 56 - Slide 56

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005

Property:	75070	Name:	MASON RIDGE
-----------	-------	-------	-------------

Building: 37

Unit: 106

Effective Date: 09/01/2005

Certification Type: Initial Certification

Family Members

Update

Pre-Qualify

Delete

Click the **Update** button once you have made the necessary corrections

Highlight Box

NAME

NAME: Sabrina Edward

SSN: 431509812

Income: 32,000 ☐ Over Income

Income Source: F Federal Wage

Race: Asian\_White ☐ Hispanic or Latino

Date of Birth: 09/01/1970 (MM/DD/YYYY)

No Family Members: 1

Number of Children: 0

Student: ☒ No ☐ Yes ☐ Yes & Qualify

Handicapped: ☐

Live In Aid: ☐

Temp ABS HH: ☐

Homeless: ☐

Special Needs: ☐

Text Captions

Click the **Update** button once you have made the necessary corrections

Notes

Slide 58 - Slide 58

The screenshot shows the MITAS Move-In/Move-Out form. On the left is a navigation sidebar with the MITAS logo, 'Screens' (Move-In/Move-Out), 'Options' (Highlight Box, Submit), and 'Main Menu' (System Help, Screen Help, Logoff). The main form area is titled 'Move-In/Move-Out' and contains the following information:

- O/P HSW194
- Property: 75070, Name: MASON R
- Building: 37, Unit: 106
- Effective Date: 09/01/2005
- Certification Type: Initial Certification

Below this information are buttons for 'Family Members', 'Update', 'Pre-Qualify', and 'Delete'. A callout box with a blue arrow points to the 'Back' button in the 'Options' section of the sidebar, containing the text: 'Click the **Back** button to return to the **Transaction** detail page'.

The 'TENANT INFORMATION' section contains the following fields:

- Name: Sabrina Edward
- SSN: 431509812
- Income: 32,000, ☐ Over Income
- Income Source: F Federal Wage (dropdown)
- Race: Asian\_White (dropdown), ☐ Hispanic
- Date of Birth: 09/01/1970 (MM/DD/YYYY)
- No Family Members: 1, Number of Children: 0
- Student: ☒ No, ☐ Yes, ☐ Yes & Qualify
- Handicapped: ☐ Live In Aid: ☐
- Temp ABS HH: ☐ Homeless: ☐
- Special Needs: ☐

Text Captions

Click the **Back** button to return to the **Transaction** detail page

Notes

Slide 60 - Slide 60

Move-In/Move-Out

O/P HSW194

Run: 10/19/2005

Property: 75070

Name: MASON RIDGE

Building: 37

Unit: 106

Insert Transaction

Retrieve

Effective Date	Certification Type	Tenant Name	SSN	Status
02/10/2003	Move In	Sabrina Edwards	431509812	Processed
09/01/2005	Initial Certification	Sabrina Edwards	431509812	Corrected
09/01/2005	Initial Certification	Sabrina Edwards	431509812	Processed

Previous Page

Next Page

The **Transaction** detail page appears

The system created a new record which includes the tenant information that has been corrected. Because the information that was corrected does not require the compliance testing, the Status is "Processed."

Text Captions


The **Transaction** detail page appears

The original transaction remains, but the Status has been changed to "Corrected."

The system created a new record which includes the tenant information that has been corrected. Because the information that was corrected does not require the compliance testing, the Status is "Processed."

Notes

Slide 61 - Slide 61



Screens

Move-In/Move-Out

Options

Back

Submit

Main Menu

System Help

Screen Help

Logoff

Move-In/Move-Out

O/P HSW194

Property: 75070

Name: MASON RIDG

Building: 37

Unit: 106

Insert Transaction

Retrieve

Effective Date	Certification Type	Tenant Name	SSN	St
		irina Edwards	431509812	Pro
		irina Edwards	431509812	Cor
		irina Edward	431509812	Pro

Next Page

Now that this transaction is complete, you can either access the Main Menu to input more transactions, or log off the system

Click the **Logoff** button to log off the system

Text Captions

Now that this transaction is complete, you can either access the Main Menu to input more transactions, or log off the system

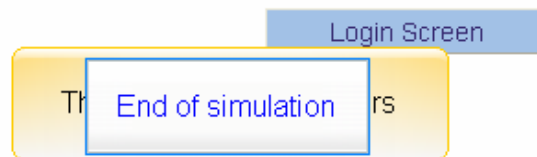
Click the **Logoff** button to log off the system

Notes



## Slide 63 - Slide 63

You are now logged off the Internet Property/Project Administration system.




## Text Captions

The **Logoff** page appears

End of simulation

## Notes

**Slide 64 - End**



**Congratulations!**  
**You have completed Creating a Correction Transaction**

**Text Captions**

**Congratulations!**  
**You have completed Creating a Correction Transaction**

**Notes**