Product Spotlight

SACS Document Manager

The paperless office is no longer an unreachable idea. It can be easily accomplished with SACS Document Manager.

SACS Document Manger allows you to electronically store your tenant, financial, system reports and other documents. It is fully integrated with the SACS Software, which alleviates the need to manually scan reports for storage. Coupled with our Electronic Document Signing, your agency can easily reach the goal of becoming a paperless office.

Here is what Marsha Vick, Property Manager at Columbia Housing Authority says about the Document Manager. "I use it daily and it is outstanding! It has saved me a tremendous amount of time. Document Manager is very user friendly with minimal training necessary to get started. I highly recommend this product! I have had a remarkable experience with both Document Manager and SACS!"

Contact SACS Sales for more information or to schedule an online demonstration.

Contents

SACS Notes

By Keith Scott

Over the past few months we have been in the process of redesigning our newsletter and marketing materials. This is the first edition of our new newsletter. I trust that you will find the new format refreshing and the content relevant to your agency.

Each quarter, we will highlight a product and show how it is being used by our customers. You will still find the familiar "Developer's Corner" and "Tech Tips" columns. These will keep you informed on our software development and technical support recommendations.

In November 2013, we installed a new Voice over IP Phone system and upgraded our internet with a fiber-optic connection. The new phone system is integrated with our internal systems and allows us to easily access your previous support calls. The Internet upgrades allow us to better serve agencies that use our cloud services; remote backup, website and email hosting.

It has been a year since we created our SACS Custom Services division. This division focuses on devices, network based camera systems, and voice over ip phone systems. In the past 12 months we have installed eight camera systems at housing agencies.

The 2014 Conference season has arrived. Our staff will be travelling to conferences all over the Southeast. You will find our conference schedule on the last page of this newsletter.

We are now planning for the "2015 SACS User Conference". Your SACS User Committee has expressed a desire to return to Destin, Florida. We will be sending out more information when our planning is complete.

Let me know how SACS is helping you, drop me an email at keith@sacssoftware.com.

Welcome New Customers!

Delhi Housing Authority	Delhi, LA
Lawrenceville Housing Authority	Lawrenceville, GA
Morehouse Parish Police Jury	Bastrop, LA
Rockwood Housing Autohrity	Rockwood, TN
St. Martin Parish Police Jury	Breaux Bridge, LA
West Carroll Police Jury	Oak Grove, LA

Build 5154 Highlights

SACS Software Build 5154 was released on 2/10/14. Listed below are some highlights from this release.

You can easily access the full release notes from the SACS Main Menu by clicking Help, Release Notes.

Tenant Accommodations
An Accommodation tab was added to the Tenants screen in the Tenant Receivables module. This feature allows you to add accommodation requests.

Payables Direct Deposit
Direct Deposits are now available in the Accounts Payable module. This allows you to set up your vendors to receive payment by direct deposit.

Document Manager
The Document Manager module now supports the ability to set a print option for each program. For example, during a re-examination, you can have the 50058 archive to the Document Manager only, without a paper copy printing.

Electronic Signing
Electronic Signing is now available for the Lease, Application for Admission, and the Application for Continued Occupancy. With this feature, all of these programs can be electronically signed with a signing pad. The only copy that prints is the electronically signed tenant copy.

Developer's Corner

By Danny Lloyd

The evolution of software applications includes the dynamic relationship between developer and consumer. Your SACS developers recognize your value in this process and listen carefully. We are preparing a number of exciting enhancements to our software applications.

We have talked about contract management for a number of years. The initial development has been completed and our Contract Management system is now moving into beta testing. This system not only allows you to manage contracts, but also supports bid management as well.

The new Contract Management system will allow you to track vital information on bids. When the bid is awarded, the bid can be imported into a contract for further management. A complete list of features and capabilities will be announced after beta testing is completed.

Two new applications have been released for our tablet platform. Occupants Inquiry and Excess Utilities are now available for the tablet. Our Inventory application is currently in development. If you are already using a tablet, these applications will definitely improve your productivity.

The Occupants Inquiry tablet application and our Occupants Inquiry web application have been popular
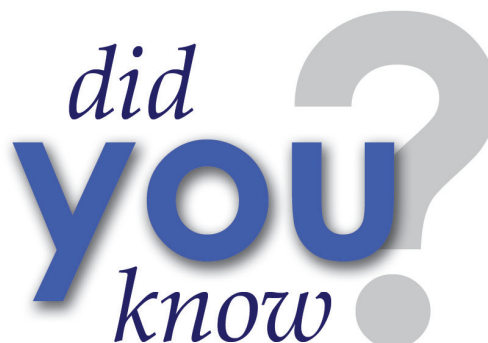
with agency security personnel and police departments.

Our next software release will include a new task management productivity tool. This application will allow you to create tasks for work to be completed. Tasks can be entered for yourself or other employees. It features email notification of assigned and completed tasks. This is another tool to help improve your efficiency.

We continue to work on our new notification system. The next software release will have the ability to email or send short messages to tenants when work orders are issued and/or completed. These simple features are easy to implement and improves your communication with your residents.

Over the coming months, we will be creating several focus groups to look at new features and changes to our software applications. If you are interested in serving on a focus group, please send an email to Grant Dark, grant@sacssoftware.com.

We welcome your suggestions and input. Send your suggestions to changerequest@sacssoftware.com.

did **you** *know* **?**

You can print a deposit slip from Tenant Receivables. The *Make Deposit* program is located in the End of Day folder. This program can print a slip to take to the bank instead of having to hand write all the transactions. This program also creates the deposit in the Cash Management system.

Tech Tips

By Mark Worthy

We have received a number of calls regarding computer security. Recent security breaches reported by the media has heightened the awareness of protecting your network and data.

You can protect your network and data by keeping your computer updated with Windows Security Updates, making sure that your anti-virus software's subscription is current, and requiring complex passwords.

When we install a new computer, it is set up to automatically download Security Updates. These are generally issued once per month. We set up the computers to download these and automatically reboot. If you see a message that security updates are available, go ahead and install the updates and reboot the computer when they have completed.

Because hackers are relentless, you should require everyone to use complex passwords. A complex password includes upper and lower case characters, numbers and punctuation marks. We require that our employees change their passwords every 180 days. This option can be configured in windows so that employees are automatically prompted to change their passwords.

Anti-virus software should be installed on every computer connected to your network. This includes laptops and tablets that may connect directly or by WIFI.

If you access your network remotely, use a firewall with a VPN tunnel. A VPN tunnel has two sets of passwords to access your network. The tunnel password is setup on the local network and remote machine. The second password is the user name and assigned password. This makes it extremely difficult for hackers to gain access to your network. A VPN tunnel also encrypts your data so that it cannot be viewed by anyone outside your network.

Our SACS Network is secured by a firewall. It is amazing to see how many times people from other countries try to access our network. Again remember hackers are relentless, so we must be diligent in securing our network and data.

The most valuable item stored on your computer is your data. A virus or hacker that gains access to your computer can easily destroy that data. We have worked with one customer that had a virus destroy all of their databases. It also destroyed all of the backups stored on their server. The importance of keeping an external backup cannot be over emphasied. Always backup your data to an external device.

If you have any questions about the security of your network, send an email to mark@sacssoftware.com.

Goodbye XP

Microsoft announced that they would end support for Windows XP and Office 2003 on April 8, 2014. Windows XP has been a mainstay for many businesses.

This announcement means that Microsoft will no longer provide support or security updates for Windows XP. If you have computers running Windows XP, you should take action now to upgrade those computers. Without security updates, they present a security risk to your agency.

Contact SACS Sales to discuss your upgrade options.

Recommended Upgrades

If you are using Windows Server 2003 or SQL Server 2005, we recommend that you upgrade to the current version. These software products will soon become obsolete.

Contact SACS Sales to discuss upgrading your operating system or SQL Server software.
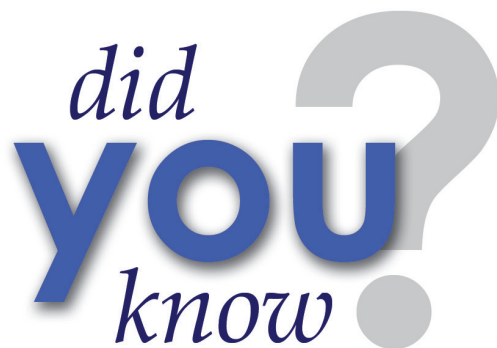
Current Software

Microsoft Windows
    Windows 7
    Windows 8.1
    Windows Server 2012

Microsoft Office
    Office 2013

Microsoft SQL
    SQL Server 2014

did YOU know?

You can sort the SACS Housing Software Main Menu and Sub Menus in alphabetical Order menu alphabetical order.

From the Main Menu, Click *File*, *Options*, and check the sort options.

Conference Schedule

SACS is preparing for a busy conference season. We will be attending the following conferences. Be sure to stop by and visit us. We look forward to seeing you there!

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Arkansas / NAHRO
Little Rock, AR - April 23-25

TAHRA Spring Workshop
Franklin, TN - April 28-30

LHC Annual Legislative Conference
Baton Rouge, LA - May 13-16

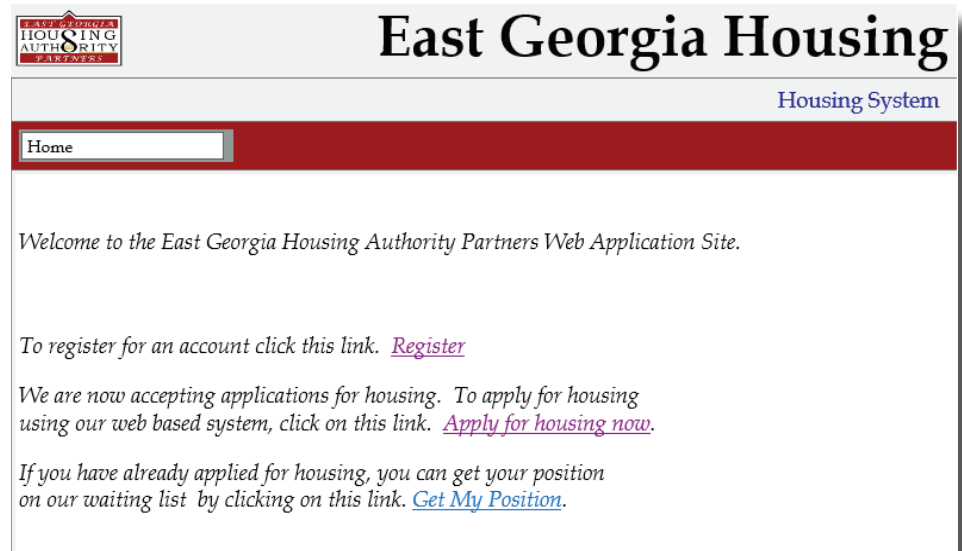GAHRA Spring Conference
Macon, GA - May 18-20

PHADA Annual Conference
New Orleans, LA - June 1-4

SERC Annual Conference
Orlando, FL - June 15-18

Arkansas Affordable Housing Conference
Little Rock, AR - June 16-18

Product Announcement

The SACS Web Application Suite is the perfect way for your agency to give your residents, landlords, and employees access to their information at any time. Several of our agencies are now taking applications on-line.

They have found this to be a big time saver for their staff and a convenience to their applicants.

Anyone with a computer, including an iPad or Android, with an internet connection can access the web application. The web application is available 24 hours a day, 7 days a week. The Web Application Suite comes with features including:

Online Application	Resident Portal
Applicant Portal	Landlord Portal
Employee Portal	

Contact SACS Sales today for more information or to schedule a demonstration.