



***IPM-Software
CornerStone Update Summary
Version 3.7.1.3***

This document provides installation instructions and a summary of program changes and enhancements.

This document printed on: Monday, December 10, 2007

Updating the Software

1. Close all open programs.
2. Insert the CornerStone CD into your CD drive.
3. The Setup Wizard should start automatically.
Note: If the InstallShield Wizard does not launch automatically, click the Start button in the lower left corner of your screen (on the Windows toolbar) and choose Run. In the Open field, type: **d:\cs_setup.exe** (where d: represents your CD-ROM drive) and click OK.
4. Click the **Install CornerStone** button.
5. Click Yes to continue.
6. Continue following the directions on the Installation Wizard.
7. Click Finish when the installation is completed.
8. The CornerStone Installation wizard will reappear.
9. *Click **Convert**.
10. Verify the location of your CornerStone database and click OK.
11. Verify that you want to update from your previous version to this version by clicking OK.
12. A confirmation message will be displayed when the database has been successfully updated. Click OK.
13. Click Exit to close the installer.
14. Restart your computer.

***Note:** If you are running CornerStone over a network, Step 4 (the installation process to update CornerStone) needs to be completed for each workstation. However, the Convert process only needs to be completed **once** for the database on the **network** and should only be performed at the machine where the database is stored. Each individual workstation will not have to complete this process and can skip to step 13.

This update includes the following enhancements and program changes:

Traffic

Wait List: You can now restore a backup where a household is on wait lists for multiple properties

Household

Household History: The default display selection is now HUD Certification instead of Events.

HUD

120-90-60 Day Reminder Notices (TP 47, 48, & 49): Revised reports so that the wording updates automatically based on tenant prior and current rental rates as well as subsidy provider

EIR: Changed date on report and send to address

Special Claims (1): Updated display issue where Contract Rent and Move-Out Dates were selected

Special Claims (2): Updated display calculation routine when special claims are reopened after being saved

Rent

Bank Reconciliation Report - BR99 (1): Updated report beginning balance amount calculations

Bank Reconciliation Report - BR99 (2): Report is now displaying retroactive outstanding checks

Reports

HUD Lease (all): Updated wording in leases to comply with HUD mandates

Tenant Verifications (all): Added EHO logo () to all tenant verifications

Assistance Aged Receivables by Contract - AS03: Amended the report calculation and sorting routines

Tenant Demographics - CP31: Revised composition calculation routine

Recertification Listing - CP05 (1): Updated report so that all residents show appropriately

Recertification Listing - CP05 (2): When no data is found matching the parameters given, the report displays "NO DATA FOUND"

202-8 Model Lease - FM09: Updated lease so that only currently active household members print on the lease

Unit Roster Without Addresses - PR03: Revised report logic so rent rates append to the appropriate floor plan

Tenant Rent Roll - RT03: Amended the handling of pre-paid rent amounts and removed applicants from the report

Rent Roll Report - RT88 (1): Added new options to select whether to print All, Current, or Former tenants when printing report

Rent Roll Report - RT88 (2): Added new option to sort report by unit number or by last name

If you have any questions, call us at 1-800-944-5572.



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