



# Release 7.2.1

## General Release

### April 2015

**Please distribute to all Spectra users in your company.**

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Visit us online at: [www.Spectra.ca](http://www.Spectra.ca)  
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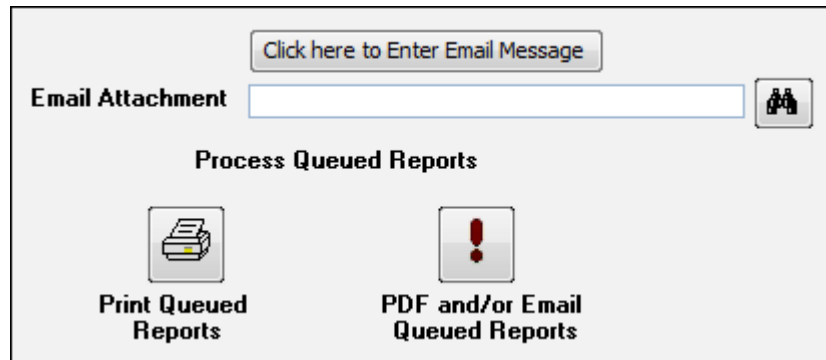
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<b>System Tasks .....</b>	<b>3</b>
Report Notes – Report Groups .....	3
Spectra Utilities – Configuration File .....	3
Spectra Utilities – System Assurance – Change MaxLocksPerFile .....	5
<b>Find.....</b>	<b>5</b>
Banks – Bank Edit .....	5
<b>Building .....</b>	<b>6</b>
Select a Report .....	6
Master Listings – Unit Master Listing .....	6
Management Reports – Management Summary 6-in-1 Rpt. ....	6
Owners – Owner Statements .....	6
<b>Tenant .....</b>	<b>7</b>
Start a Task.....	7
Notices of Rent Increases – Ontario.....	7
Termination Notices – Ontario.....	8
Select a Report .....	9
Tenants – Tenants Without Insur. Coverage .....	9
<b>Banking.....</b>	<b>9</b>
Start a Task.....	9
Receipts – Regular .....	9
Checks – Select Invoices to Pay .....	9
Checks – Print Blank Checks (MICR Only) .....	9
CIBC PAP and EDI Files.....	10
<b>LEGAL NOTICES .....</b>	<b>11</b>

## SYSTEM TASKS

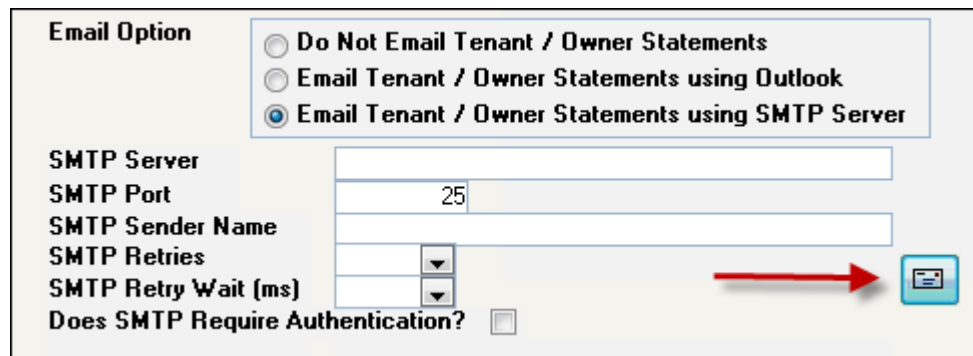
### Report Notes – Report Groups

Report Groups are created to automate the production of monthly reports. Selecting multiple reports for print queue includes a new enhancement to add a PDF attachment and message to the email. To add a message to the email, select the *Click Here to Enter Email Message* button. A new window will open where the message to add to the email may be added. Click OK to close the window. To add an email attachment, click the browse icon and locate the document to add to the email. See configuration file for setup.

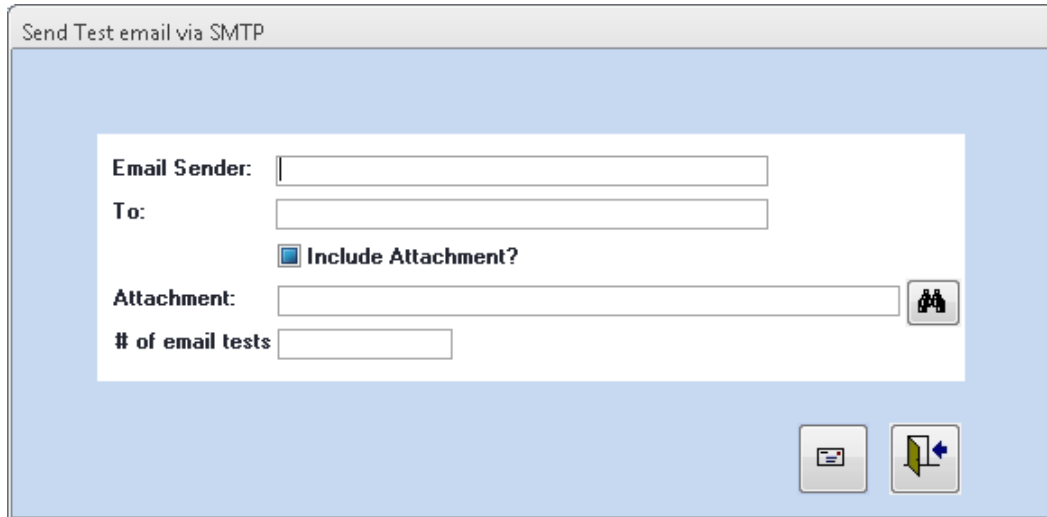


### Spectra Utilities – Configuration File

A new *Test SMTP Settings* option is now available in the configuration file for clients whose use an SMTP server to send tenant/owner statements. This new button is available when the option to **Email Tenant/Owner Statements Using SMTP Server** is selected.



Selecting the email button icon above opens the **Send Test email via SMTP** window. Enter the Email Sender, the To: address, include an attachment (optional), and enter the number of test emails to send. Once entered, click the email icon on the bottom of the window to send test emails.




Send Test email via SMTP



Email Sender:

To:

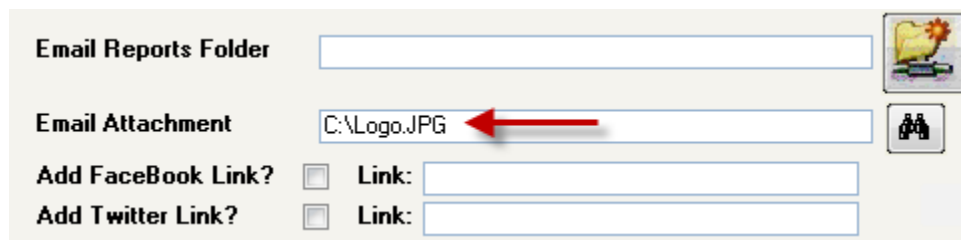
Include Attachment?

Attachment:  


# of email tests

Additionally, an issue was resolved when emailing tenant statements or invoices and adding an attachment with an extension other than .PDF. For example, attachments with an extension of .JPG, .PNG, .XPS, etc..., were automatically being changed to PDF. Email attachments added to email now maintain their original extension.



Email Reports Folder  

Email Attachment  

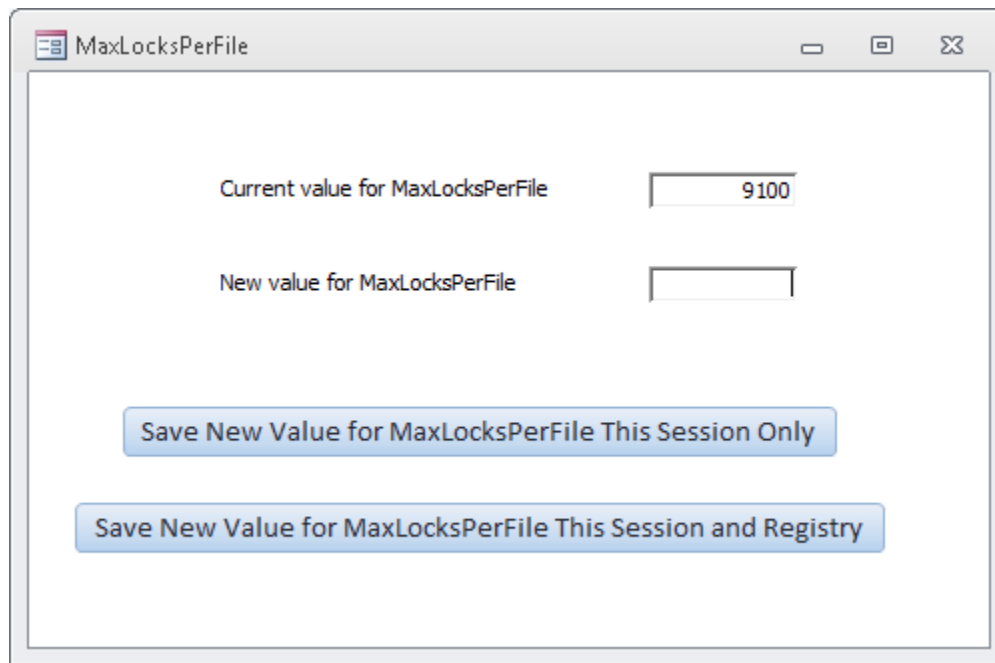
Add FaceBook Link?  Link:

Add Twitter Link?  Link:

## Spectra Utilities – System Assurance – Change MaxLocksPerFile

When one or more users process many transactions in a multi-user environment, the transactions may fail with an error message regarding the file sharing lock count being exceeded. To correct this error, the MaxLocksPerFile count must be increased in the system registry for Access. The System Assurance module now includes functionality to change the MaxLocksPerFile setting for the individual session or for the session and the system registry.

**Note\*:** To increase the value for This Session and Registry, Spectra must be run using an administrator account on the PC or server.



The screenshot shows a window titled "MaxLocksPerFile". It contains two input fields: "Current value for MaxLocksPerFile" with the value "9100" and "New value for MaxLocksPerFile" which is empty. Below the fields are two buttons: "Save New Value for MaxLocksPerFile This Session Only" and "Save New Value for MaxLocksPerFile This Session and Registry".

## FIND

### Banks – Bank Edit

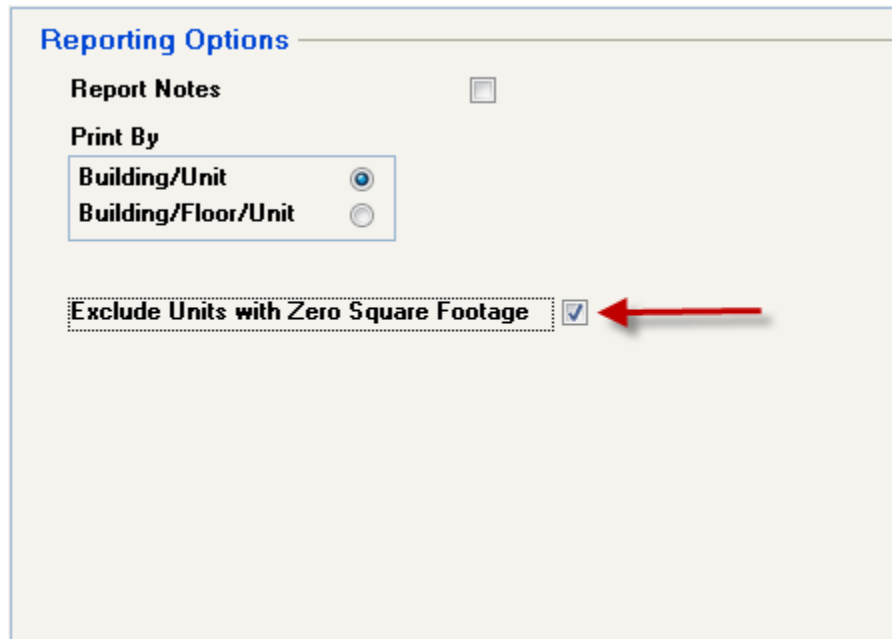
If a bank is set as inactive but is assigned as a default bank for a building, selecting the Active Bank checkbox generated an error stating, "The bank is currently set as the default bank for a building and therefore cannot be made active". This has been resolved so that banks that are set as the default bank but are incorrectly marked as inactive can now be marked as active without error.

## BUILDING

### SELECT A REPORT

#### Master Listings – Unit Master Listing

Reporting options for the Unit Master Listing report now includes an option to Exclude Units with Zero Square Footage. Selecting this option no longer includes units with zero square footage in the list of units. The Building and Report totals section of the report will also exclude the units from the # of Units, Rent Expected, Market Rent, and Assessment Value totals of the report.



The screenshot shows a 'Reporting Options' dialog box. It contains several sections: 'Report Notes' with an unchecked checkbox, 'Print By' with two radio button options ('Building/Unit' selected and 'Building/Floor/Unit' unselected), and 'Exclude Units with Zero Square Footage' with a checked checkbox. A red arrow points to the checked checkbox.

#### Management Reports – Management Summary 6-in-1 Rpt.

Corrected the Tenant Insurance section of this report where a resident with an expired insurance marked as History and a current insurance policy was counted in the "Tenants without or expired insurance on file" category. The tenant will not be counted in any of these categories if their insurance expires any time after the current or next month.

Additionally, if a tenant has an insurance policy which expires in the current period, that household was counted in the "Tenants without or expired insurance on file" and "Tenants with insurance expiring this month". This has been resolved so the tenants will only be counted in the category for "Tenants with insurance expiring this month".

#### Owners – Owner Statements

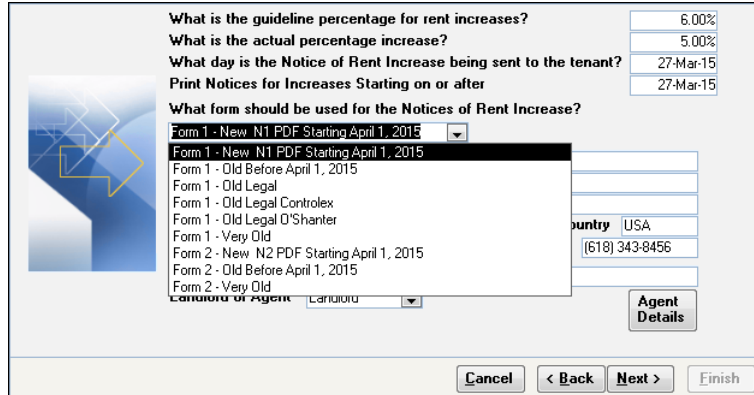
Resolved issue with the incorrect opening balance reporting when utilizing the new Owner Statements report. The incorrect opening balance only reported incorrectly if the fiscal year end was not calendar year end. Properties configured with an accounting fiscal year-end on any day other than December 31<sup>st</sup> will now report the correct opening balance.

## TENANT

### START A TASK

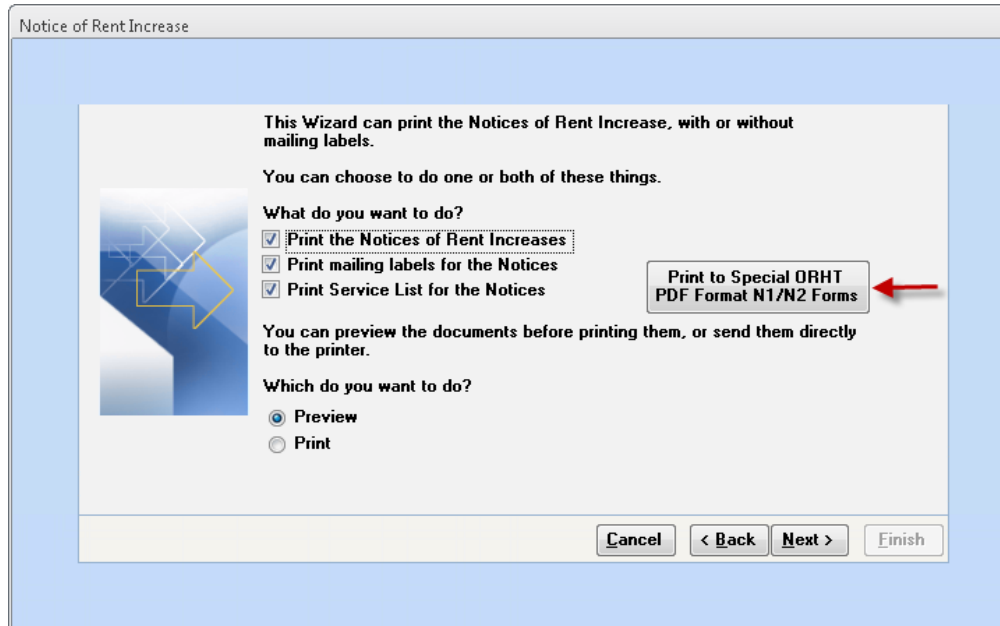
#### Notices of Rent Increases – Ontario

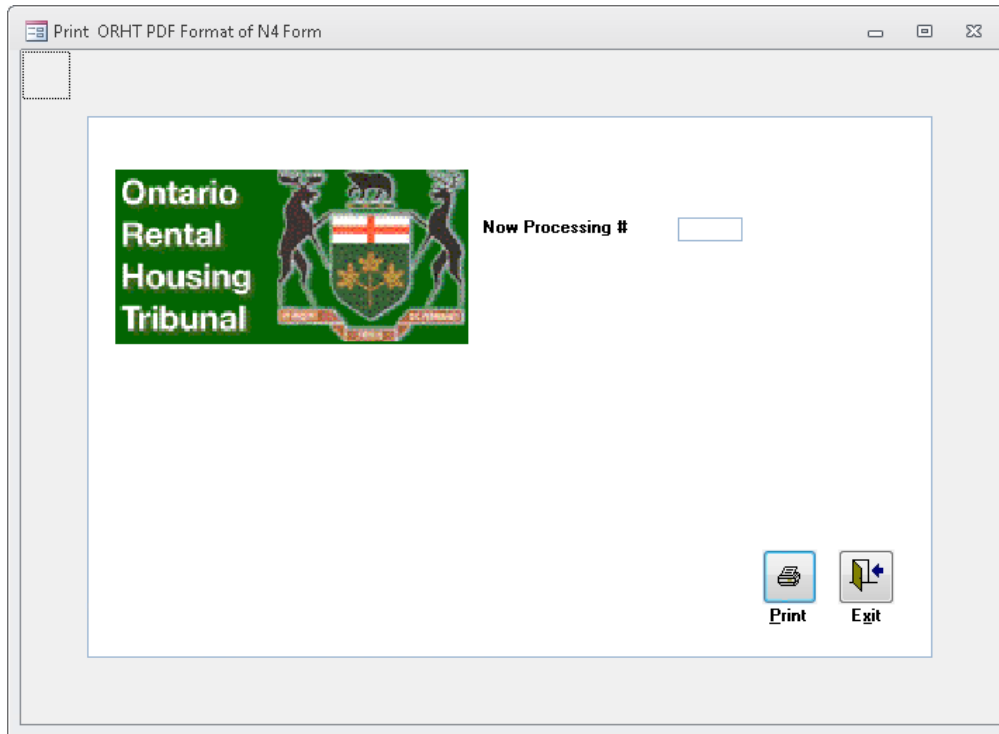
Forms N1 and N2 for Notices of Rent Increases have been updated to the April 1, 2015 release. The dropdown menu for selecting the form to use has also been updated with a description for each form available. To use the new form released April 1, 2015, select Form 1 – New N1 PDF Starting April 1, 2015.



After selecting the form to print, click **N**ext through the wizard until you get to the page to select what to print with the form. A new button is available to print the form using the special Ontario Rental Housing Tribunal (ORHT) PDF format. Click this new button to open the *Print ORHT PDF Format of N1/N2 Form* window. Click **P**rint to generate the form in the new format. Once all documents have been printed you'll be returned to the *Notice of Rent Increase* window to select to print or preview the mailing labels and service list. Click **N**ext and **F**inish to complete the notice process.

If you do not want to print the form using the new PDF format, click **N**ext and **F**inish to send the notices to either the Preview screen or the printer.





## Termination Notices – Ontario

Form N4 Notice to End a Tenancy Early for Non-Payment of Rent has been updated to the April 1, 2015 release.

**NOTE\*:** Recent versions of Adobe have a new security measure that may cause your N1, N2, and N4 program to print blank pages. You need to “tell” Adobe to “trust” your documents always.

Here’s how:

1. Open Windows Explorer.
2. Go to wherever you have the SPECTRA program on your workstation and open the PDF folder (usually C:\Users\Public\Spectra\PDF. If you have a terminal server, go to X:\Spectra\PDF)
3. Double click on the N1 form.
4. Click Edit at the top of the page and then select Preferences.
5. When the Preferences page opens click Security (Enhanced) from the list on the left.
6. At the bottom, click Add File.





7. Browse to the folder location in step 2 above and select the N1.PDF file.
8. Click Add File again and add the N2 form. Repeat one more time and add the N4 file.
9. Click OK to save the changes.
10. Log out of SPECTRA and log in again and your forms should print fine.

## SELECT A REPORT

### Tenants – Tenants Without Insur. Coverage

A new checkbox is available to Include Other Leases Names when creating the mail merge for this report. Contacts flagged as Other Lease Names on the tenant contacts page will be included in the mail merge document if this checkbox is selected.

**Reporting Options**

**Include tenants**

Active
  Inactive
  Both

**Print Report Notes**

**Include Other Lease Names**  (Applies to Mail Merge Only)

**Create Mail Merge**

## BANKING

### START A TASK

#### Receipts – Regular

When printing a deposit slip that contains both a Tenant payment and Miscellaneous Payment, the miscellaneous payment did not show on the deposit slip printout. This is resolved so that all payment types will now print on the deposit slip.

#### Checks – Select Invoices to Pay

Some clients reported a delay loading the invoices to pay display after clicking Select Invoices to Pay. Performance has been significantly improved so the display for invoices to pay will load quickly.

#### Checks – Print Blank Checks (MICR Only)

For banks with the CPA Standard 006 Required enabled on the Bank Edit tab, the word DATE was not printing next to the date field of the check. This is resolved so the word DATE will now print on the check.

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## **CIBC PAP and EDI Files**

The CIBC bank has a new file format for tenant pre-authorized payments and supplier payments. The file is 1464 characters and has multi settlement accounts. The CIBC limits these files to only ten bank accounts in one file so if there are more than ten bank accounts more than one file will be created by Spectra.

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