

Release 7.4.1

July 2017

Please distribute to all Spectra users in your company.

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Before installing this upgrade

Make a backup of your Spectra databases before installing this upgrade. If for some reason the upgrade fails or there is an issue in the new version that prevents you from using the upgrade, having a final backup before the upgrade may allow you to reinstall the previous version and resume working.

You must be on Spectra release 7.0.1 or higher in order to use the 7.4.1 Patch update.

BUILDING

START A TASK

MPAC PROCESSING

The MPAC Forms for reporting year 2016 are due by August 8th, 2017. Spectra version 7.4.1 includes processing changes for remitting your forms. Please see the linked guide for instructions to prepare your submission.

[Spectra MPAC Processing Instructions](#)

REALPAGE SECURE FTP SETUP AND USAGE GUIDE

OVERVIEW

Although this information was included in the 7.4 release, it has been included here in the 7.4.1 release notes in the event your organization has not begun using the new RealPage Secure FTP server.

Starting with version 7.4 of Spectra, automated file transfers with Spectra Support are now completed using a new file server to enhance transfer speeds and to better safeguard your data. The file transfer features inside of the Compact, Backup, Restore program (CBR) have been enhanced these key ways:

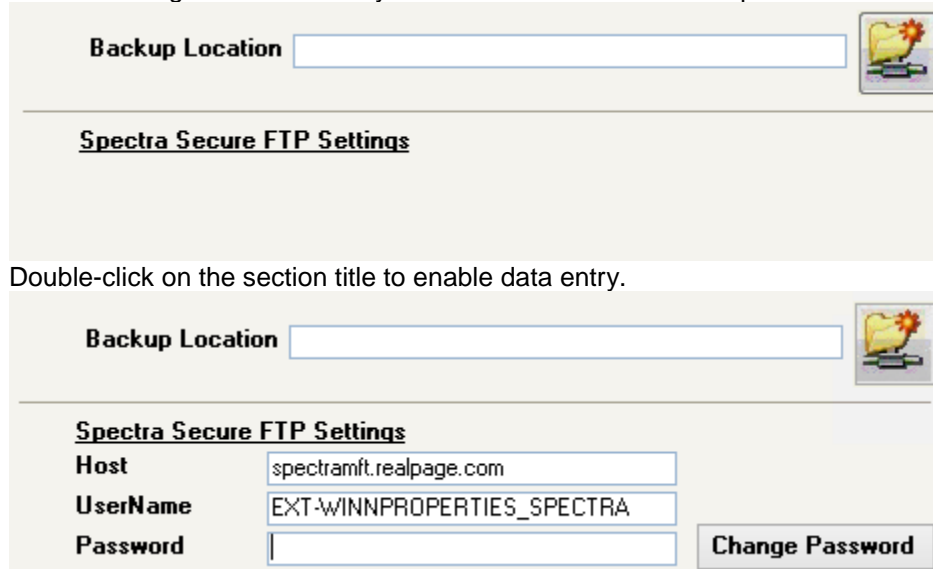
1. CBR now communicates with a new server at RealPage and is using a Secure FTP connection (SFTP). This means that file transfers between your location and Spectra Support are encrypted
2. In addition to upload, the CBR program now handles the downloading files from Spectra Support to your location. Once again, this transfer is encrypted.
3. Improved auditing and tracking on our end to assist research of any reported issues.
4. File transfers have a progress bar to show the status and it includes a cancel button if you should need to stop the transfer.
5. Each PMC has their own secure account on the SFTP server.

The current FTP solution utilized in Spectra versions 7.3.3 and prior will be disabled on June 30, 2017. If you are unable to upgrade to Spectra 7.4 prior to this date, please contact Spectra Support to get manual file transfer instructions.

ENTERING USER CREDENTIALS (SPECTRA)

Prior to using the Compact, Backup and Repair (CBR) Utility to exchange files with the RealPage Secure FTP server, the host name and user credentials need to be entered in Spectra. This will require a user with Security Officer access rights to enter the information on the Spectra Utilities –Configuration File (Extras) screen.

In the lower right of the screen you will see a section named Spectra Secure FTP Settings.



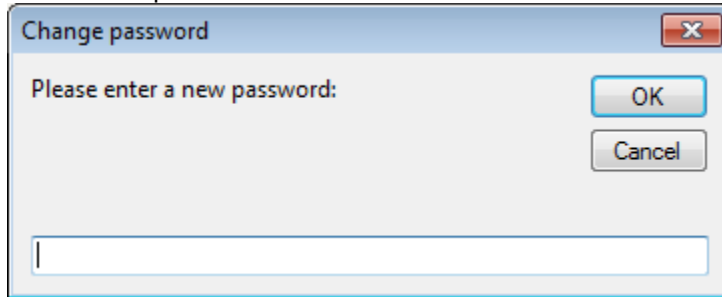
The screenshot shows a software interface with a 'Backup Location' field and a folder icon. Below it is a section titled 'Spectra Secure FTP Settings'. The text below the screenshot says 'Double-click on the section title to enable data entry.' The second screenshot shows the 'Spectra Secure FTP Settings' section expanded with the following fields:

Host	<input type="text" value="spectramft.realpage.com"/>
UserName	<input type="text" value="EXT-WINNPROPERTIES_SPECTRA"/>
Password	<input type="password"/>

A 'Change Password' button is located to the right of the Password field.

Contact Spectra support to get the account information for your company.

New accounts on the Secure FTP server require the password to be changed prior to using the account. After entering the credentials, when you click Save or close the screen and save the information, Spectra will automatically prompt you for a new password and to confirm that password.

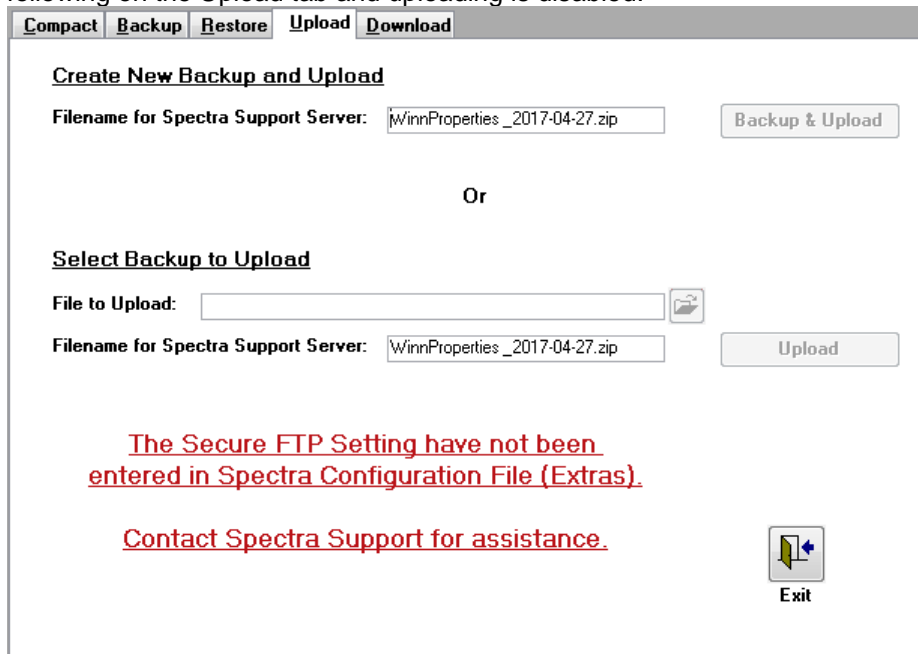


A dialog box titled "Change password" with a close button (X) in the top right corner. The text inside says "Please enter a new password:". Below the text is a text input field. To the right of the input field are two buttons: "OK" and "Cancel".

If the new passwords match, Spectra will communicate with the server to set the new password.

UPLOADING FILES (CBR)

Before files can be upload to the new RealPage Secure FTP server, the host and user credentials need to be set in Spectra. If they have not been entered, you will see the following on the Upload tab and uploading is disabled.



The screenshot shows the "Upload" tab in the Spectra software interface. At the top, there are tabs for "Compact", "Backup", "Restore", "Upload", and "Download". The "Upload" tab is active. Below the tabs, there are two main sections:

- Create New Backup and Upload:** This section has a text input field for "Filename for Spectra Support Server:" containing "WinnProperties_2017-04-27.zip" and a "Backup & Upload" button.
- Select Backup to Upload:** This section has a "File to Upload:" text input field with a file selection icon to its right. Below it is another "Filename for Spectra Support Server:" text input field containing "WinnProperties_2017-04-27.zip" and an "Upload" button.

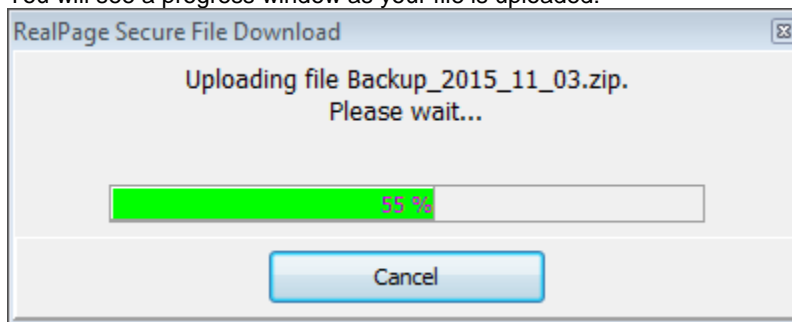
Below these sections, there is a red error message: **The Secure FTP Setting have not been entered in Spectra Configuration File (Extras).** Underneath this message is a red link: [Contact Spectra Support for assistance.](#) At the bottom right of the dialog is an "Exit" button with a right-pointing arrow icon.

There are two options available to upload:

1. Create a new backup and upload that backup to the SFTP site.
 - a. A default name for the backup ZIP file will be automatically filled in. You may change the name in the box if you wish.

- b. When you click the Backup & Upload button a backup is made and will be uploaded to the SFTP server into the upload directory in your SFTP account. Spectra Support will retrieve the backup from there.
 2. Upload an existing backup (or any other file) to the FTP site.
 - a. If you wish to upload a previous backup file, click the Open Folder icon to select a file on your hard drive or network.
 - b. Specify what you want that file to be named on the Spectra Support Server. A default name is provided but you may change it as needed to make the upload file name descriptive for Spectra Support.
 - c. Click the Upload button to upload the file to the upload directory of your account on the SFTP server.

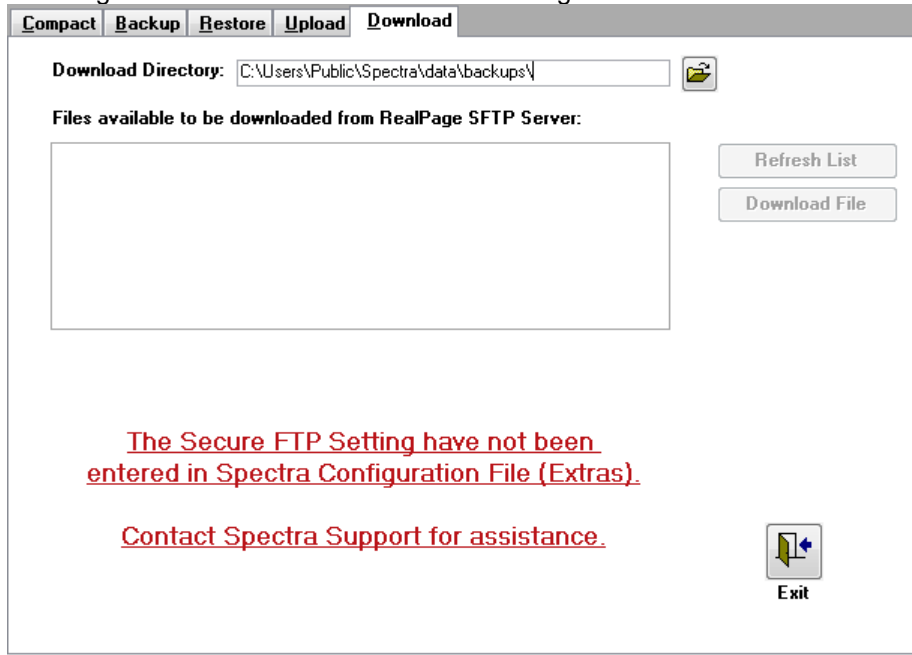
You will see a progress window as your file is uploaded:



If you need to abort the file transfer, please click the Cancel button.

DOWNLOADING FILES (CBR)

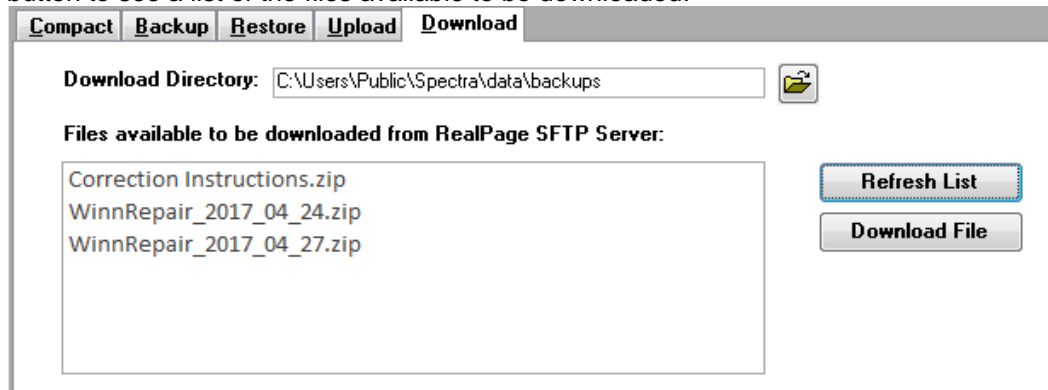
Before files can be downloaded from the new RealPage Secure FTP server, the host and user credentials need to be entered in Spectra. If they have not been set, you will see the following on the Download tab and downloading is disabled.



The screenshot shows the 'Download' tab selected in a menu bar. Below the menu bar, there is a 'Download Directory' field containing the path 'C:\Users\Public\Spectra\data\backups\'. Below this, a section titled 'Files available to be downloaded from RealPage SFTP Server:' contains an empty rectangular box. To the right of this box are two buttons: 'Refresh List' and 'Download File'. At the bottom of the window, there is a red error message: 'The Secure FTP Setting have not been entered in Spectra Configuration File (Extras). Contact Spectra Support for assistance.' and an 'Exit' button with a folder icon.

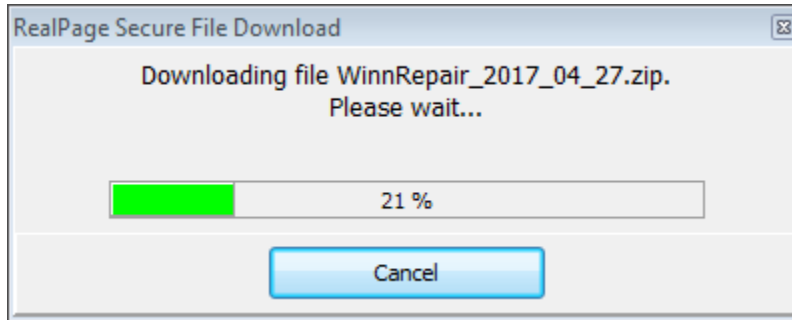
The download directory will default to be the Backups Directory from Spectra Utilities – Configuration File (Extras) screen.

Inside your account on the SFTP server, there is a download directory which is where Spectra support will place files that are ready to be returned to you. Click the Refresh List button to see a list of the files available to be downloaded.



The screenshot shows the 'Download' tab selected in a menu bar. Below the menu bar, there is a 'Download Directory' field containing the path 'C:\Users\Public\Spectra\data\backups'. Below this, a section titled 'Files available to be downloaded from RealPage SFTP Server:' contains a list of files: 'Correction Instructions.zip', 'WinnRepair_2017_04_24.zip', and 'WinnRepair_2017_04_27.zip'. To the right of this list are two buttons: 'Refresh List' and 'Download File'.

Select a file from the list and click the Download File button. The file will be download to your Download Directory.



If you need to abort the file transfer, please click the Cancel button. If you click the Cancel button, the partially downloaded file will be deleted from the Download Directory.

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