

## HOUSING & INSPECTION MANAGEMENT SYSTEM WORKSHOP

### Wednesday

10:00-4:00

- Welcome & Introductions
- Abenaki Overview
- Housing Module Overview
  - Admin Overview
  - Data Entry Overview
- Housing Data Entry-Admin
  - Setting up a Company
  - Setting Up users
  - Establishing House numbering system
  - Dictionary items

LUNCH 12:00 – 1:00

#### **Day 1 Afternoon: 1:00-4:00**

- Entering House info.
  - Address
  - General
  - Current Occupants
  - Appliances
  - Heat, Electrical and Plumbing
  - Floor and Walls
  - Exterior
  - Roof
  - Doors and Windows
  - Surrounding Area
  - Exterior Global
  - Amenities
  - Fire Hazard
  - Repair and Occupant History
  - Work Orders
  - Health, Communications
  - Google Map Integration