



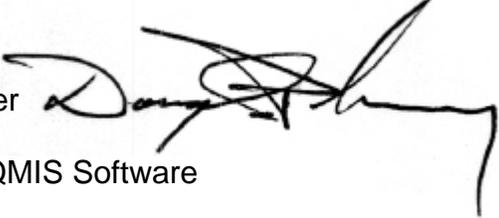
U.S. DEPARTMENT OF THE INTERIOR
Office of the Secretary
National Business Center



D-2910

MEMORANDUM

December 3, 2009

To: All QMIS Users
From: QMIS System Manager 
Subject: Release of the 2009 QMIS Software

The new 2009 QMIS software is now available for download from the National Business Center's website. The 2009 Consumer Price Index (CPI) adjusted rents take effect March 1, 2009. In order to meet a 30-day tenant notification requirement, **rent calculations must be completed and provided to existing tenants no later than January 30, 2009.**

The installation of the 2009 CPI software requires the following:

- Microsoft Windows NT, 2000, XP, or Vista operating system. We no longer support Windows 95 or 98 operating systems.
- Users, or the person installing the new software, **must have Administrator rights.**
- An Internet connection. Now that all QMIS users have regained Internet connection we will not be mailing any CDs unless specifically requested from our office. All installs should be done through our web site.
- Microsoft Internet Explorer 4.0 or later. The installation does not support the use of any other browser. If you have an older version of Internet Explorer, or do not have Internet Explorer, please contact our office and we will mail you the QMIS software on CD.

To install the QMIS software:

1. Go to the QMIS download web page:
<http://www.nbc.gov/supportservices/installqmis.html>

2. Click on the **Install** button.
3. A File Download Security Warning appears asking if you want to run or save a file. **Select Run.**
4. A Security Warning appears that the Publisher Cannot Be Verified. It asks if you want to Run or Don't Run the software. **Select Run.**

The installation then proceeds. Please be patient as some screens may take several minutes to display depending on line speed, firewalls, and other factors.

5. If you are prompted to reboot/restart your computer please do so in order for the installation to finish. After restarting, be sure to logon with Administrator rights, otherwise the installation will not complete successfully.

A complete list of all the changes included in this release can be found in the file called *Readme.rtf* located in the same directory where QMIS is installed, normally C:\QMIS. If you encounter any problems installing the software from the Internet, please contact the QMIS Help Desk so a CD version can be mailed to you.

The following recommendations will help provide a smooth implementation of the new rents:

- **Begin work on the new rents as soon as possible.** 2009 rents take effect *March 1, 2009*. Tenants are to receive at least 30 days written notice prior to the March 1 implementation, which means they need to be notified by Friday, January 30, 2009.
- **Check that the new software was installed successfully.** Open the QMIS software; click on the "Help" menu; click on the "About QMIS" option to view the software version. The new software has been successfully installed if the version number shows *2009.1*. If it does not show *2009.1*, the install was not successful. Please follow the steps listed above to install it again.
- **The effective date of the rent calculation is important for correct rents.** Effective dates before March 1, 2009 will produce 2008 rents. Effective dates on or after March 1, 2009 will produce 2009 rents. The correct effective date will be in the future of when you are actually calculating the rents.
- **Draft rents should be computed *before* final rents.** We recommend that the tenant review Draft rents, as tenants sometimes find mistakes, particularly with outdated inventory data. Produce the Final rent when the Draft rent is stable and correct.

- **Review the draft rents for correctness.** The upper left-hand corner of the rent calculation results will indicate which CPI is being applied. Be sure it shows "03/01/2009 Consumer Price Index". If something different appears, the rents are wrong, and either the wrong effective date was used or the 2009 software is not properly installed. Recalculate the rents using the correct effective date or reinstall the software.

- **Final rents should be computed.** Draft rents are not stored to the database; only Final rent calculations are. Be sure to perform a Final rent calculation for all your quarters - even if they are unoccupied - in order to have your database reflect the most current rent.

Please contact Laura Walters (Laura_A_Walters@nbc.gov) at 303-969-5696, or Doug Pokorney (Doug_B_Pokorney@nbc.gov) at 303-969-5050, with any problems or questions.