

212 Software™
CCR Data Alignment Tools
User Guide

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Document History			Version	
	Edition	Date	Document	Software
	First Edition	7-2009	212-CCRDB-AA	3.2.1 and CAManager
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This guide is provided by 212 Software, LLC as a reference and help tool for using the CCR Data Alignment Tools. Illustrations used in this guide may display screens with modules, features, and or functions that may not be part of the TOPS 2000v3.2.1™ or CAManager version you are currently running or available as add-ons or as plug-ins to an interface to third party products. Additionally, the most recent updates may not be reflected in this guide.

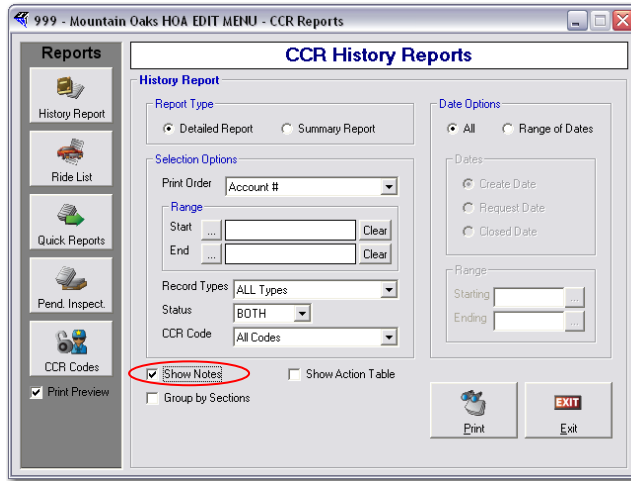
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It is also assumed that the user of this guide is familiar with basic windows functionality and navigation tools. Refer questions regarding the use of Windows Explorer to your system administrator.

CCR DATA ALIGNMENT TOOLS

When you print the CCR History Report, and you select the **Show Notes** print option which includes the Notes and the Action to Resolve comments (see examples below), but the report does not include this information your data maybe misaligned.

The CCR Data Alignment Tools is part of the Database Checker Utility. It was developed to ensure your CCR History Report prints correctly. It is installed through a standard TOPS program update via the Internet Updater.



Example of CCR History Report missing Notes and Action to Resolve comments.

Run Date: 07/02/2009
Run Time: 4:41 pm

Mountain Oaks HOA EDIT MENU
CCR History Report
Detailed Report by Street Address

Meadow Oaks Lane

109 Meadow Oaks Lane	Test Owner	Lot/Unit#:	0025	Account#:	125		
# 1	CCR Code OIL - Oil Stains in Carport	Active YES	Type Violation	Create 12/01/2003	Request N/A	Closed 07/25/2008	Next Action
Summary: Oil stains in carport Detailed Description detail desc test							
# 2	CCR Code BOD - Contacting Board Members Outside of Board Meetings	Active YES	Type Pending	Create 06/03/2008	Request 07/03/2008	Closed 06/03/2008	Next Action
Summary: Contacting Board Members Outside of Board Meetings Detailed Description Owners may address their concerns through the following method: 1) In writing, 2) By email, 3) Calling the Management Company, and/or 4) Attending Board of Directors meetings.							

W. Francis Avenue

1037-A W. Francis Avenue	Timothy Arthur Clayton	Lot/Unit#:	43	Account#:	043		
# 1	CCR Code GEN - General	Active YES	Type Violation	Create 06/19/2003	Request N/A	Closed 04/10/2008	Next Action
Summary: Broken Mini Blinds Detailed Description Rules & Regulations							
# 2	CCR Code OIL - Oil Stains in Carport	Active YES	Type Violation	Create 07/31/2003	Request N/A	Closed 04/10/2008	Next Action
Summary: Oil stains in carport							

An Example of the CCR History with Notes and Action to Resolve Comments.

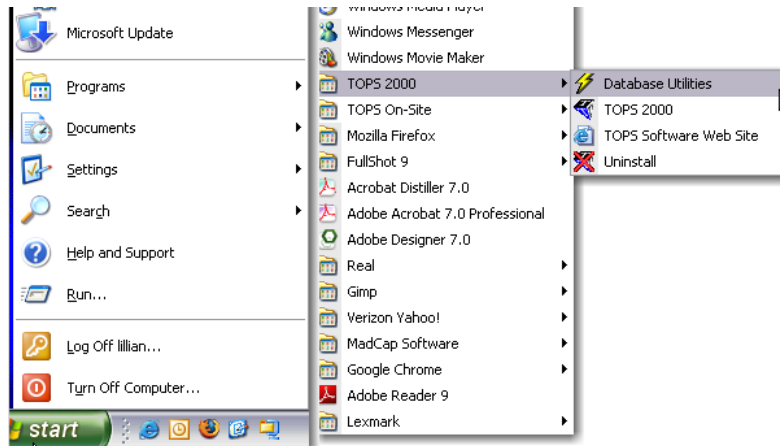
Account #:	002	Lot/Unit #:	2	1055-B W. Francis Avenue	John & Carmen Ankele		
# 1	<u>CCR Code</u> GEN - General	<u>Active</u> NO	<u>Type</u> Violation	<u>Create</u> 03/09/2005	<u>Request</u> N/A	<u>Closed</u> 06/20/2007	<u>Next Action</u> 03/14/2005
Summary: Parking permit app/Registration							
<u>Detailed Description</u>							
CC&R's							
<u>Action to Resolve</u>							
Please send in your parking pass application along with your vehicle registration. Your attendance at the Association's meeting on March 24, 2005, at 6:00 p.m., at the location of the Pizza Time Sports is required.							
<u>Type</u>	<u>Date</u>	<u>Note</u>					
Note	03/21/2005	Homeowner called to report that he will fax over information for his mother.					
# 2	<u>CCR Code</u> OIL - Oil Stains in Carport	<u>Active</u> YES	<u>Type</u> Violation	<u>Create</u> 03/16/2006	<u>Request</u> N/A	<u>Closed</u>	<u>Next Action</u> 03/31/2006
Summary: Oil Stains							
<u>Detailed Description</u>							
CC&R's							
<u>Action to Resolve</u>							
Please clean oil stains in carport.							
# 3	<u>CCR Code</u> DUM - Dumping of Large Items on Common Areas	<u>Active</u> YES	<u>Type</u> Violation	<u>Create</u> 04/09/2008	<u>Request</u> N/A	<u>Closed</u>	<u>Next Action</u> 04/24/2008
Summary: Dumping of Large Items on Common Areas							
<u>Detailed Description</u>							
Please do not dispose of trash in common areas.							
<u>Action to Resolve</u>							
Please dispose of all trash, etc. in the dumpsters located throughout the complex.							
Account #:	003	Lot/Unit #:	3	1055-C W. Francis Avenue	Anthony Crawford		

RUNNING THE CCR DATABASE CHECKER UTILITY

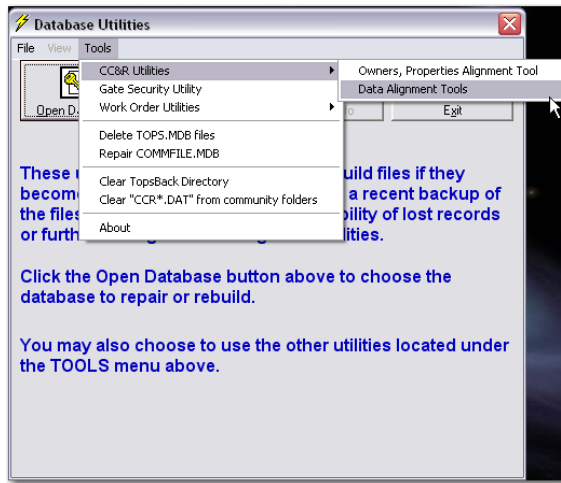
Before you run the CCR Database Checker Utility, as with any program utility confirm you have current backups of all your communities.

To begin, ALL users must be out of TOPS. From your desktop:

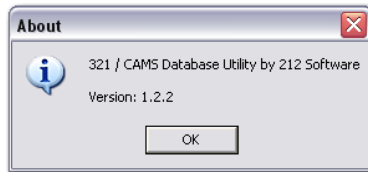
1. Click Start on your Window® taskbar.
2. Click Programs.



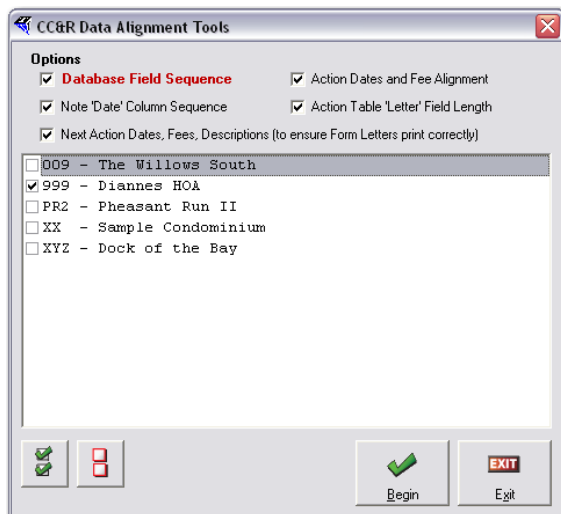
3. Select TOPS 2000 from the drop down menu.
4. Select Database Utilities from the TOPS 2000 drop down menu.
5. The Database Utilities window appears.



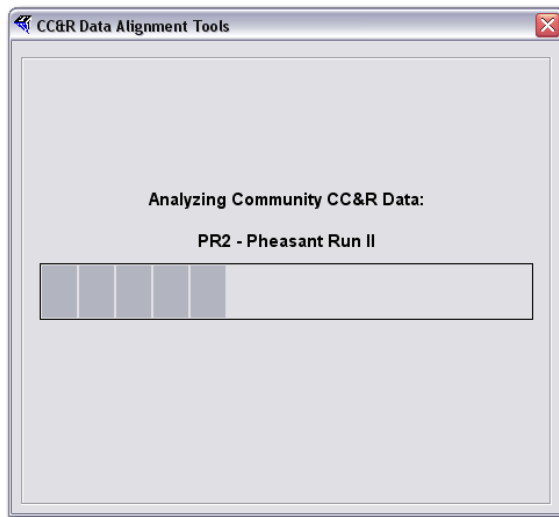
6. Click **Tools** on the menu bar.
7. Click the **About** option and verify that the Database Utility is version 1.2.2.



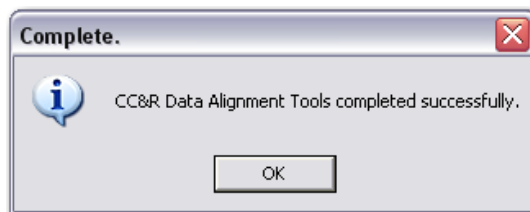
8. Click OK.
9. Click Tools again.
10. Select CC&R Utilities from the Tools drop down menu.
11. Select Data Alignment Tools from the CC&R Utilities drop down menu.
12. The CC&R Data Alignment Tools window appears.



13. All the default options have been predefined, leave them check-marked.
14. All the communities are check-marked by default. If a community's CC&R Reports are printing correctly then Click the checkbox to deselect that community.
15. Click Begin.
16. As the Alignment Tools begins the process a progress bar appears.



17. When the alignment is complete the following dialog box appears.



18. Click OK.
19. You are returned to the CC&R Data Alignment Tools window.
20. Select another community to process
or
Click Exit.
21. You are returned to the Database Utilities window.
22. Click Exit to quit Database Utilities.

Open the TOPS CC&R Module and print the CC&R History Report to validate the data alignment was corrected and the report now includes Notes and Action to Resolve comments.