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# Introduction to MbcsCentral

What you can do with **MbcsCentral**:

- Install it on your local server and run it from any network attached workstation.
- Use different database configurations:
  - Store your data in a Cloud Database utilizing Microsoft's highly secure and robust Azure™ Platform
  - Store your data on your office network.
- Utilize up-to-date Database server technology: Microsoft SQL Server.  
The Express Edition (which is free) can be installed on your local file server.
- Take advantage of fine-grained user permissions to each function of each application.
- Current clients will be able to easily import their current databases to SQL Server.
- Integrates with the WinDOC Document Management system.

Security is tight and, on Azure databases, each client's data will be stored in its own database and be entirely separate from and not accessible to any other client.

**MbcsCentral** includes all of our current Property Management offerings. It is designed to grow along with new requirements.

# System Requirements

## Stand-Alone PC

Single Computer (no network)

- Intel or AMD 64 bit processor
- Windows 7 Pro or later
- Microsoft .NET Framework 4.6 or higher
- 500 MB free hard drive space for base application. Additional 6 GB for SQL Server if you host the database locally.
- 4 GB of RAM
- Internet connection (recommended)

## Network Setup

### File Server

- Intel or AMD 64 bit processor
- Windows 7 Pro or later OR Windows Server 2008 or later
- Microsoft .NET Framework 4.6 or higher (Only if you plan to run MbcsCentral on the server. NOT RECOMMENDED)
- 500 MB free hard drive space for base application. Additional 6 GB for SQL Server
- 4 GB of RAM
- Internet connection (recommended)

### Workstations

Same as PC without the hard drive space.

# Documents Overview

A Document is a special type of report over which the user has control of what is printed and how it is formatted. An obvious example is a Tenant Lease Renewal Letter.

Lease Renewal Letters can vary considerably from municipality to municipality as well as with time. This module allows you to add new forms, select which fields from Tenant/Building/Owner records to include (many of which are calculated), and where on the form to place them.

Letters and other types of documents can be added from various sources such as files, scanners and MS Word and sent to single tenants or selected groups of tenants.

Document processing consists of three parts:

1. [Acquisition](#)

You can use existing files on your system or scan new documents. A standard NYC lease renewal with its reverse are provided with the program.

2. [Layout Editing](#)

Select insertion fields and positions for each document.

3. Printing and emailing

The program currently has two functions that use these documents.

1. [Lease Renewal Letters.](#)
2. [Tenant Letters/Documents](#)

## Document Acquisition

In MbcsCentral a document is a digitized letter or form that can be used to mail or email to tenants. The original may be a file that already resides on your system, a downloadable form from the internet or physical paper that you scan into the program.

Regardless of their original sources, documents are stored in a centralized location from which MbcsCentral can retrieve them.

MbcsCentral comes with two documents:

- Standard New York City Lease Renewal form
- The reverse, informational, side of the Lease Renewal form

One of the major assets of MbcsCentral is its ability to incorporate and print any lease renewal form. Also, if you need to send notices or other types of forms to one or more tenants, the acquisition process is the same.

There are two ways to add documents:

1. [From image or MS Word files on any accessible hard drive on your network.](#)
2. [By scanning them.](#)

Documents that are downloaded from the internet should be stored in a known location on your harddrives and then imported using #1.

The acceptable file formats are:

- PDF
- BMP
- GIF
- JPEG
- MS Word (.doc or .docx)

## Add Document From File

**Add New Documents**

**Add From File**

File: C:\workfiles\MbcsCentral\_C\MbcsCentral\bin\Debug\WinPM\Files Browse

SAVE

Help

**Document Type** Lease Renewal

**Add From Scanner**

Scanner: EPSON Perfection V33/V330

Color Preference: ☐ Color ☐ Grey Scale ☒ Black and White

Resolution: 75, 100, 200, 300, 600

Page Size: Letter

SCAN SAVE

**RENEWAL LEASE FORM**

Owner and Tenant shall read INSTRUCTIONS TO OWNER and INSTRUCTIONS TO TENANT as herein set forth before filling out or signing this form. THERE IS A NOTICE FOR RENEWAL OF LEASE AND RENEWAL LEASE FORM ISSUED UNDER SECTION 235 OF THE NEW YORK CITY HOUSING STABILIZATION CODE. ALL COPIES OF THIS FORM MUST BE SIGNED BELOW AND RETURNED TO YOUR LANDLORD WITHIN 30 DAYS.

1. The owner hereby notifies you that your lease will expire on: \_\_\_\_\_

2. You may renew this lease, for one or two years, at your option, as follows:

Col. a	Col. b	Col. c	Col. d	Col. e	Col. f
1. Year	2. Term	3. Monthly Rent	4. Total Rent	5. Security Deposit	6. Other Charges
1 Year	2 Years	1.00	2.00	1.00	2.00
2 Year	2 Years	1.00	2.00	1.00	2.00

3. Security Deposit: \_\_\_\_\_

4. Specify separate charges if applicable: \_\_\_\_\_

5. Owner must be charged if any. Tenant shall pay a monthly rent of \$ \_\_\_\_\_ for a one-year renewal or \$ \_\_\_\_\_ for a two-year renewal. Agreement attached: ☐ yes ☐ no

6. Tenant shall pay a monthly rent (either amount from 2F or 3F) of \$ \_\_\_\_\_ for a one-year renewal or \$ \_\_\_\_\_ for a two-year renewal.

7. This renewal lease shall commence on \_\_\_\_\_ which shall not be less than 30 days or more than 180 days from the date of mailing or personal delivery of this Renewal Lease Form. This Renewal Lease shall terminate on \_\_\_\_\_ (1 year lease) or \_\_\_\_\_ (2 year lease).

8. This renewal lease is based on the same terms and conditions as your existing lease. (See Instructions about additional provisions.)

9. SCRIE and DRLE. Owner and Tenant acknowledge that, as of the date of this renewal, Tenant is entitled to pay a reduced monthly rent in the amount of \$ \_\_\_\_\_ under the New York City SCRIE program or the New York City DRLE program. The reduced rent may be adjusted by order of such program.

This form becomes a binding lease renewal when signed by the owner/tenant and returned to the tenant. A rider setting forth the rights and obligations of tenants and owners under the Rent Stabilization Law must be attached to this lease when signed by the owner and returned to the tenant. The rent provided for in this renewal lease may be increased or decreased by order of the Division of Housing and Community Renewal (DHCR) or the Rent Guidelines Board (RGB).

**PART 3 - TENANT'S RESPONSE TO OWNER**

I, the undersigned Tenant, accept the offer of a one (1) year renewal lease at a monthly rent of \$ \_\_\_\_\_ plus a charge of \$ \_\_\_\_\_ for a total monthly payment of \$ \_\_\_\_\_.

I, the undersigned Tenant, accept the offer of a two (2) year renewal lease at a monthly rent of \$ \_\_\_\_\_ plus a charge of \$ \_\_\_\_\_ for a total monthly payment of \$ \_\_\_\_\_.

I, the undersigned Tenant, decline the offer of a renewal lease and I will seek to vacate the apartment on the expiration date of my present lease.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Owner's Signature: X \_\_\_\_\_

Print Name: \_\_\_\_\_

1. Click the New Page button on Document Page Layout Editor form. The Add New Document form shown above will be displayed.
2. Click the Browse button at the top under Add From File.
3. A windows File Browser will open. From here you can navigate to and choose the file which you want to add. Click the OPEN button on the FileBrowser window.
4. At this point the Add New Documents form should look similar to the above image with the file displayed on the right side.
5. Drop down the Document Type list and select Lease Renewal, Letter, or Document.
6. Click the SAVE button.
7. Fill in the Name and Description fields then click OK.
8. Click the Yes button when you see "Save in default location (recommended)". You can also save the new document on any drive or folder on your system by clicking No. Once you click No the standard Windows File Save dialog will be displayed.

NOTE: There are three Document Types:

1. Lease Renewal: These document types will only be available in Lease Renewal function.
2. Letter and Document: Only available in the Tenant Letters/Documents function.

## Add Document From Scanner

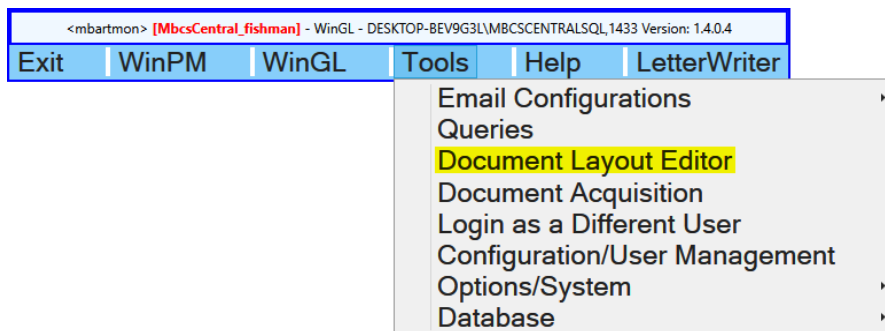
1. Select *Document Acquisition* from the Tools menu or click the *New Page* button on *Document Page Layout Editor* form. The *Add New Document* form shown above will be displayed.
2. Choose the Scanner from the dropdown list and set other parameters.
3. Click the *SCAN* button.
4. Wait for the scan to complete.
5. At this point the *Add New Documents* form should look similar to the above image with the scanned image displayed on the right side.
6. Drop down the *Document Type* list and select *Lease Renewal/Letter/Document*.
7. Click the *SAVE* button.
8. Fill in the Name and Description fields then click *OK*.
9. Click the *Yes* button when you see "Save in default location (recommended)". You can also save the new document on any drive or folder on your system by clicking *No*. Once you click *No* the standard Windows File Save dialog will be displayed.

**NOTE:** There are three Document Types:

1. Lease Renewal: These document types will only be available in Lease Renewal function.
2. Letter and Document: Only available in the Tenant Letters/Documents function.

## Layout Editing

What makes the Document module of MbcsCentral most useful is your ability to incorporate data from your Tenants, Buildings, and Owners. This is made possible by the **Document Layout Editor** which can be loaded from the menu bar: **Tools->Document Layout Editor**.



### Steps

1. [Acquire Document](#)
2. Load Document Layout Editor (see above)
3. Load the document which you want to edit by
  - 3.1. Selecting the document from the **Documents** dropdown at the upper left.
  - 3.2. Click the **Retrieve** button.
  - 3.3. The document will be displayed in the center editor region along with any **Insertion Fields** that have already been applied.
4. The Tenant, Building, and Owner insertion fields will appear in the **Available Fields** list on the right.
5. The default font will be displayed at the top of the window.
6. [Populate the document with insertion fields.](#)
7. You can change the font characteristics of any of the fields that you want.
8. When done, click the **Save Layout** button at the bottom of the window.



## Working With Fonts

The font used for printing and email messages unless otherwise configured will be the ***Default Font*** displayed at the top of the ***Document Layout Editor*** window. You can change the default if you like by clicking the ***Change Default Font*** button.

## Working With Insertion Fields

1. Hover the mouse cursor over a field that you want to be included on the document.
2. Press and hold the left mouse button.
3. Drag the now highlighted item to the left and drop it in the location at which you want it appear in the printed or emailed version.

Here we are placing the **Apt** (apartment) tag:

The screenshot shows the 'Document Page Layout Editor' interface. On the left, there are buttons for 'New Page' and 'Delete'. The main area displays a 'RENEWAL LEASE FORM' with various sections for tenant and owner information, lease terms, and financial details. On the right, an 'Available Fields' panel lists various tags that can be inserted into the document. The 'Apt: Apartment' tag is highlighted in the list. An arrow points from this tag to a specific location on the form, indicating where it will be placed.

The item tag will be placed at the location of the bottom of the arrow.

This screenshot shows the same 'RENEWAL LEASE FORM' document, but now the 'Apt' tag has been successfully placed at the location indicated by the arrow in the previous screenshot. The tag is visible as a small yellow box with the text 'Apt' inside. The 'Available Fields' panel on the right remains open, showing the list of tags.

- Once placed, the insertion field can be moved to a different location by dragging and dropping.
- To delete an inserted field, hover the mouse pointer over it, press the right mouse button and select Delete from the pop-up menu.

Document Page Layout Editor

Documents

template

Page Files

Document Type

Lease Renewal

Retrieve

FONT FAMILY

Times New Roman

FONT STYLE

Normal

FONT WEIGHT

Normal

SIZE

12

Change Default Font

New Page

Delete

RENEWAL LEASE FORM

Owners and Tenants should read INSTRUCTIONS TO OWNER and INSTRUCTIONS TO TENANT on reverse side before filling out or signing this form.

THIS IS A NOTICE FOR RENEWAL OF LEASE AND RENEWAL LEASE FORM ISSUED UNDER SECTION 2523.5(a) OF THE NEW YORK CITY RENT STABILIZATION CODE. ALL COPIES OF THIS FORM MUST BE SIGNED BELOW AND RETURNED TO YOUR LANDLORD WITHIN 60 DAYS.

Tenant's Name and Address:

Owner's/Agent Name & Address

Dated: 20

Ant

Delete

Font

1. The owner hereby notifies you that your lease will expire on: MONTH DAY YEAR

Available Fields

AddChgAmt: Additional Charge Amount

AddChgDesc: Additional Charge Description

AddChgTot: Additional Charge Total

AddInc: Additional Increase

Apt: Apartment

BldAddr1: Building Address 1 no apartment

BldAddr1Apt: Building Address 1 w/ apartment

BldAddr2: Building Address 2

colB: Legal Rent on Sept 30

colC1a: 1 year amount increase

colC1a: 1 year percent increase

Close

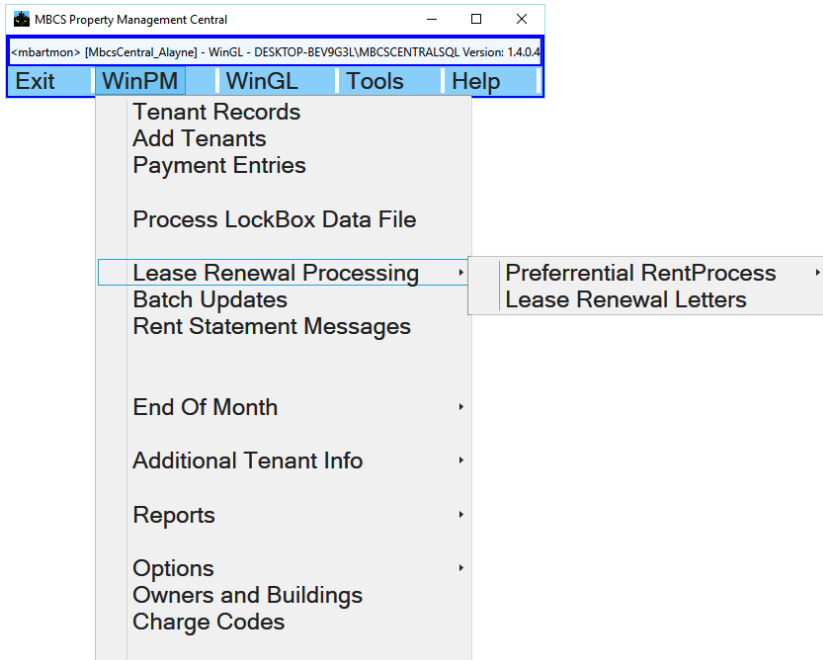
Save Layout

Delete Layout

Help

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# Lease Renewal Letters



Lease Renewal Letters

☐ **Use Tenant Type Leases when available?** Default Lease: StandardLease Default Reverse: 2

1 BUILDING NUMBER -start 000 end ZZZ 3 4 Tenant Type

5 EXPIRATION DATE -from 01/31/2019 15 to 04/30/2019 15

6 PERCENTAGES 1.50 1 yr 2.50 2 yrs LETTER DATE 01/24/2019 15

Valid Separate Charge Codes 7

Check here if Guidelines are UNKNOWN ☐ Senior Citizen Charge Code 8

Use Minimum Increase ☐

1 year 20.00 2 year 40.00

Maximum Years 6 Maximum Rent 1,000.00

Copies 0 ☐ Use Statement Address Option 9

☐ Print Preferential Rent Riders ☐ Print Prompt Pay Riders 10

Printer Duplex Red=Enabled

Status: 11

<ALL>  
 \*: Owner - resident  
 \*\*: Old tenant  
 \*N: Owner - nonres.  
 A: SUPT.  
 B: Former Tenant  
 C: Rent Controlled  
 C.: Rent Controlled  
 D: Stabilized  
 D\*: Stabilized  
 D.: Stabilized  
 E: R/C - SCRIE  
 E.: R/C - SCRIE  
 J: Laundry

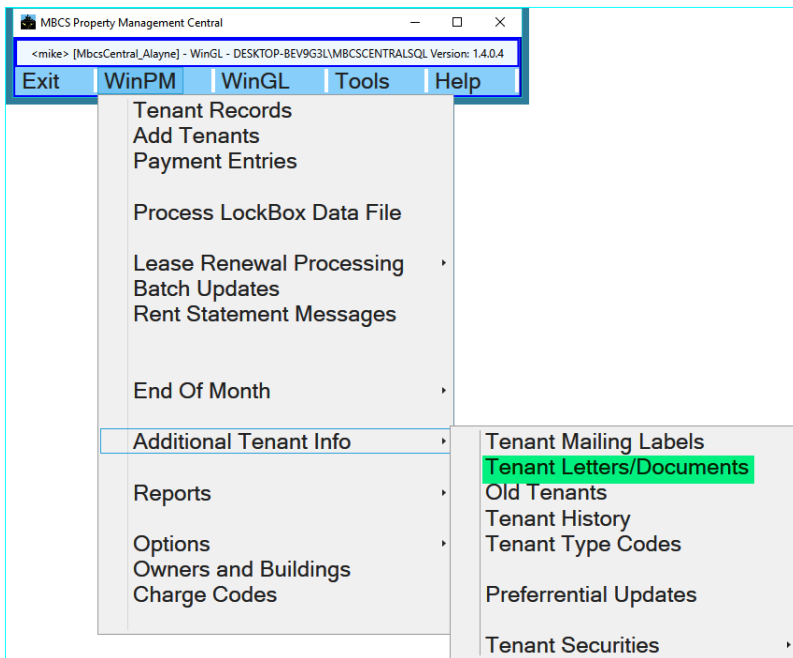
**ACTIONS**  
 PRINT  
 TENANTS>>  
 Save Settings  
 EXIT

Lease Renewal Letters can be printed at any time. Which tenants print is determined in one of two ways:

1. By the selection criteria you enter on the main portion of the window denoted by the red/yellow numeric tags.
2. By entering individual tenant number on the right side of the window after clicking on TENANTS>>.

# Tenants Letters/Documents

Menu->WinPM->Additional Tenant Info->Tenant Letters/Documents



The screenshot shows the 'Tenant Documents' form. It includes a 'Document' dropdown list (callout 1), a 'Suppress Background Printing' checkbox (callout 2), and a 'Tenant Type' dropdown list (callout 5). The form also has fields for 'BUILDING NUMBER -start' and 'end', 'EXPIRATION from' and 'to' dates, 'PERCENTAGES', 'LETTER DATE', 'Check here if Guidelines are UNKNOWN', 'Use Minimum Increase', 'Copies', 'Printer', and 'Status' (callout 6). A 'Duplex' checkbox is set to 'Red = Enabled'. The 'ACTIONS' panel on the right contains buttons for 'PRINT', 'TENANTS>>', 'EMAIL', 'Save Settings', and 'EXIT'.

Using the **Document dropdown list (#1)**, select the document which you want to use:

This close-up shows the 'Document' dropdown list with 'NYC Lead Paint' selected. The 'Suppress Background Printing' checkbox is also visible.

Check **Suppress Background Printing (#2)** if you only want insertion fields to be printed and not the document proper. This would be used for pre-printed forms. This is ignored for emailing.

There are several ways to select which tenants you want to include in the printing or emailing:

1. By providing a range of building numbers, all of the tenants in that range will be included (#3).

2. In addition to selecting a range of buildings, a range of **Lease Expiration Dates** can be selected. Once you select a range of **Lease Expiration Dates** check the **USE** box so that they will be used. Uncheck the box to not restrict to that range of dates. (#4)
3. It is also possible to restrict the selection of tenants by using one or more of the Tenant Types (#5)
4. Choose a printer, if you will be printing. (#6) If emailing no printer need be chosen.

Another way to select tenants is to enter their Building/Tenant Number one at a time. This will override any other selections made above.

To do this, click the **TENANTS>>** button (#1) to reveal the **INDIVIDUAL TENANTS** panel (#2). then type the full tenant number of each tenant and press **ENTER** or click the **ADD** button to add the tenant number to the list.

When ready, click the **PRINT** or **EMAIL** button to produce the output.

See [The Email Message Window](#) for further emailing instructions.



# The Email Message Window

Once you have chosen to email documents to tenants the above screen will be displayed.

The top panel will show a line for each tenant that has been selected in the [Tenant Letters/Documents window](#).

In this example, a single tenant was chosen.

Each tenant line has three checkboxes:

1. **SEND**: If checked that tenant will be sent the email message.
2. **EMAIL1**: The primary tenant email address. This is checked by default.
3. **EMAIL2**: A secondary email address from the tenant's record that is unchecked by default.

You may check or uncheck any of the boxes. No email will be sent to that tenant if the **SEND** box is unchecked. You may also chose whether to send the message to **Email1**, **Email2**, or both.

After you have decided which tenants and emails to use it is time to prepare for sending the message.

Referring to the item numbers from the top image:

4. This is the **FROM** address and is filled in automatically from your specified account (see Email Configuration).
5. The **SUBJECT** for all email messages sent during this session. It MUST be filled in. You can use any of the **INSERTION FIELDS (#7)** listed on the right. When the message is sent any **Insertion Fields** used will be substituted with the corresponding data from each tenants' record.
6. The **MESSAGE** body. This MUST also be filled in. Just as in #5, **Insertion Fields** may be used.
8. When checked, a return receipt will be requested for all messages sent during this session.



# **Index**