# System Administration

25th May 2023 | Bristol

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# System Admin Tasks

- Maintaining Templates

- KPI's & Appraisal Calcs

- Applying LHA/LAR scripts

- Upgrading version

- Maintaining Reports

- Data Cleansing & House Keeping

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# Templates

- How often do you review templates?

- Updating Corporate assumptions & impact

- Defaults for accounts and cashflow timings

- Defaults for milestone

# Templates Best Practice

- Update inline with assumption reviews

- Create new interest, mortgage and inflation records

- Review defaults accounts and cashflow timings

- Update & review milestone/stages

- Test new functionality before applying one a typical project

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# KPIs & Appraisal Calcs

- Do you still measure the same thing?

- Parameter settings

- Reporting from Appraisal calcs

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# Annual Updates

- LHAs

- LARs

- Target Rent Caps

- LHA, LAR & Target Rent Extrapolations (inflation)

# Annual Updates

- LHAs - Updated in Oct/April script must be applied

- LARs – no longer apply?

- Target Rent Caps – January, manually or apply script

- LHA, LAR & Target Rent Extrapolations (inflation until completion) – manually

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# Housekeeping

- **How big is your database?**

- **Old users – transferring projects**

- **Archiving – removes from search**

- **Reports Audit – in/outside Pamwin**

# Questions?

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