



# HSC InSite

Integrated property management  
& accounting for non-profits

# Maximize your resources. Save time. Improve Service. All, with a little InSite.

InSite is a web-based property management and accounting software package for small to mid-size providers and property managers. It replaces the multiple systems often used to manage daily housing operations with a single, easy-to-use tool.

## InSite is the right choice if you want to...

- Realize cost savings by streamlining operations and workflows
- Deliver outstanding customer service with robust resident management tools
- Save time by reducing the need for duplicating data entry
- Simplify and automate RGI calculations, and interim and annual reviews
- Identify trends and make informed decisions with up-to-the-minute data and dynamic reporting

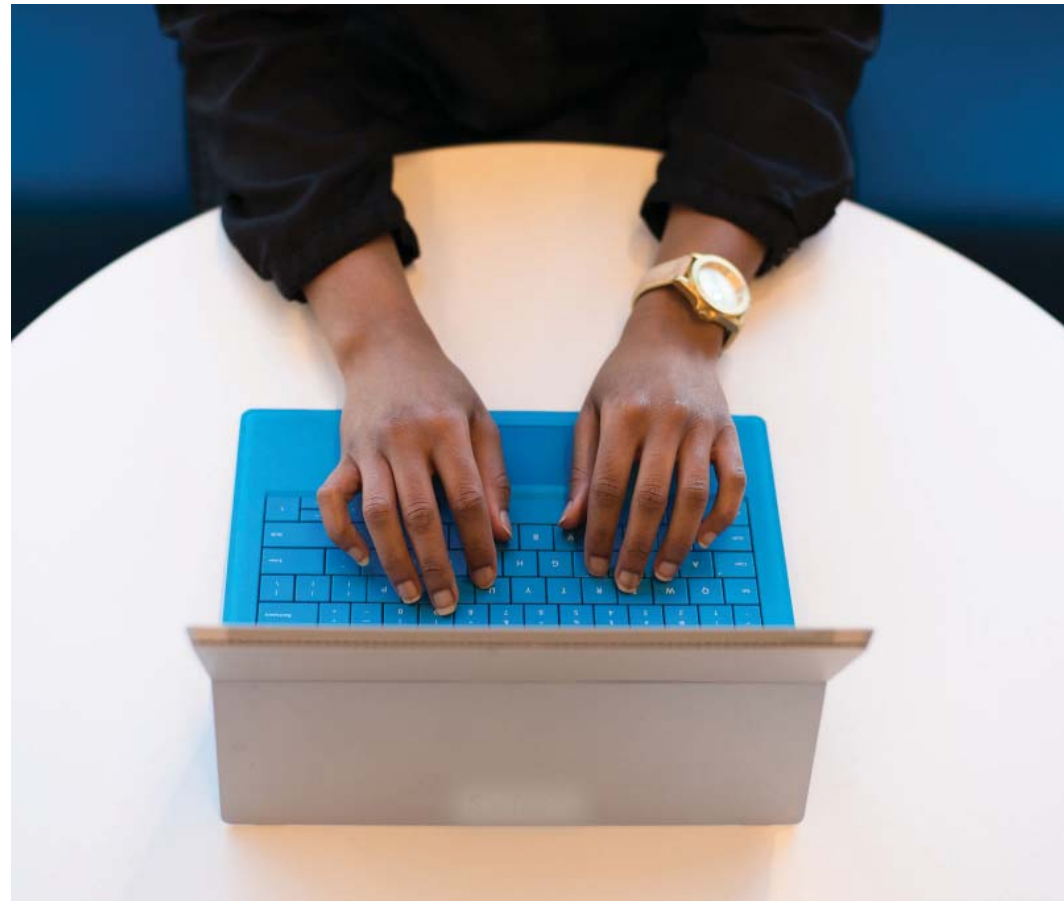


Photo: #WOCinTech Chat

# InSite seamlessly integrates operations and financials within a single platform



## Work Smarter

Daily tasks, such as wait list management, RGI calculations, work orders and inspections are streamlined and integrated. Robust analytics and reporting help identify trends and opportunities for service improvement.

## Save Time

No more double entry. You enter information once and it remains within the system. For instance, information entered for a resident wait list application is available at move-in, and for annual and interim reviews.

## Unlimited User Accounts

You won't be charged by the number of users in your organization. There's also no limit to the number of users who can work in the system at the same time. You can easily control user access based on role and responsibility.



# RESIDENT MANAGEMENT

Deliver better customer service and use staff resources more efficiently



## Robust Wait List Management

- Track wait lists for external applicants and internal unit transfers
- View your full wait list
- Track specific unit requests, such as a one-bedroom unit and accessibility needs

## Detailed Resident Profiles

- View a full resident directory and resident profiles to track details such as pets, tenant insurance certificates and memos
- Track income by unit and family members, if they contribute to household income, and save supporting income documentation
- Store and view lease and other signed agreements

## Built-in RGI Calculator

- Calculate tenants' subsidy with a built-in RGI calculator
- Easily validate income

## Interim and Annual Review

- View and track interim and annual reviews
- Eliminate double entry. Upon entering initial review details, subsequent reviews will pull information from the original entry
- Annual review notice and reminders automatically sent via emails, or form letters, from InSite to residents

# MAINTENANCE MANAGEMENT

Track, automate and streamline your maintenance and inspection processes

## Work Orders

- Track and report on work orders via status (e.g., pending, approved, closed), work order number, due date and more
- View details at property, unit, or tenant level
- Tag a work order to tenant, or vendor, for charge back
- Track time spent to complete work orders and applicable costs

## Track Assets

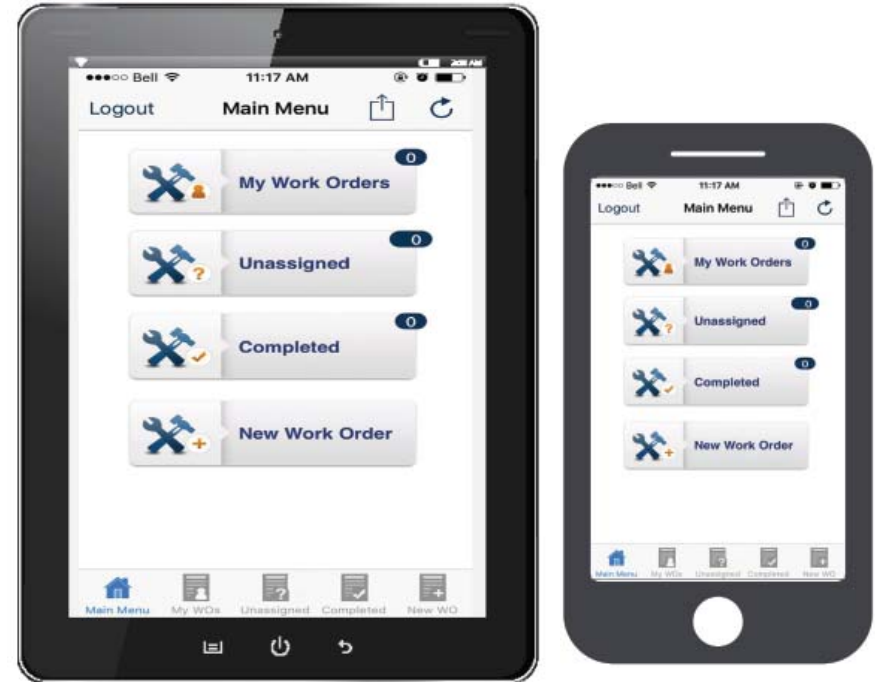
- Track and search assets, such as appliances at unit level by serial number, make and model

## Manage Vendors

- Track important vendor details like certificate of insurance and expiry date with personalized vendor directory

## Manage Inspections

- Schedule, perform and manage inspections
- Enter and view inspection data, take photos and attach memos
- Track the inspector, inspection type (such as move-in or move-out), due date, completion time and more
- View detailed reports on inspection history, status (e.g., pass, re-inspection), technician notes and findings

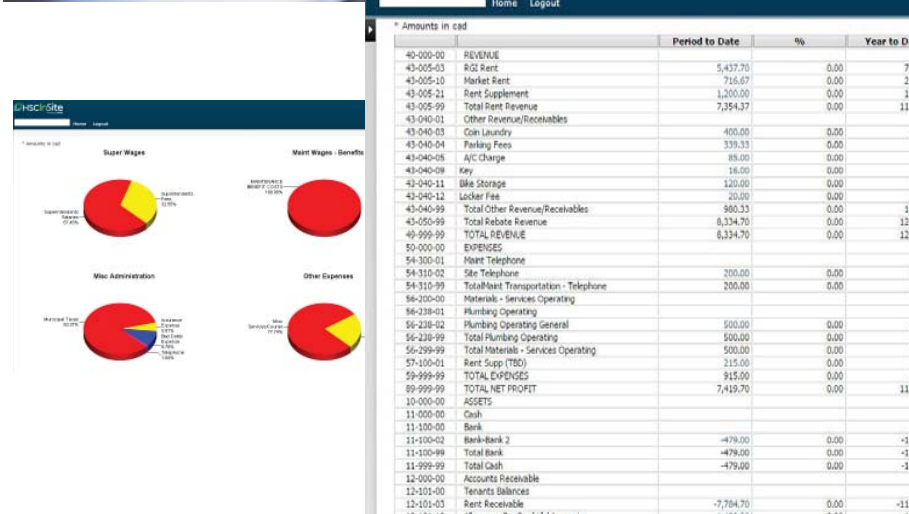
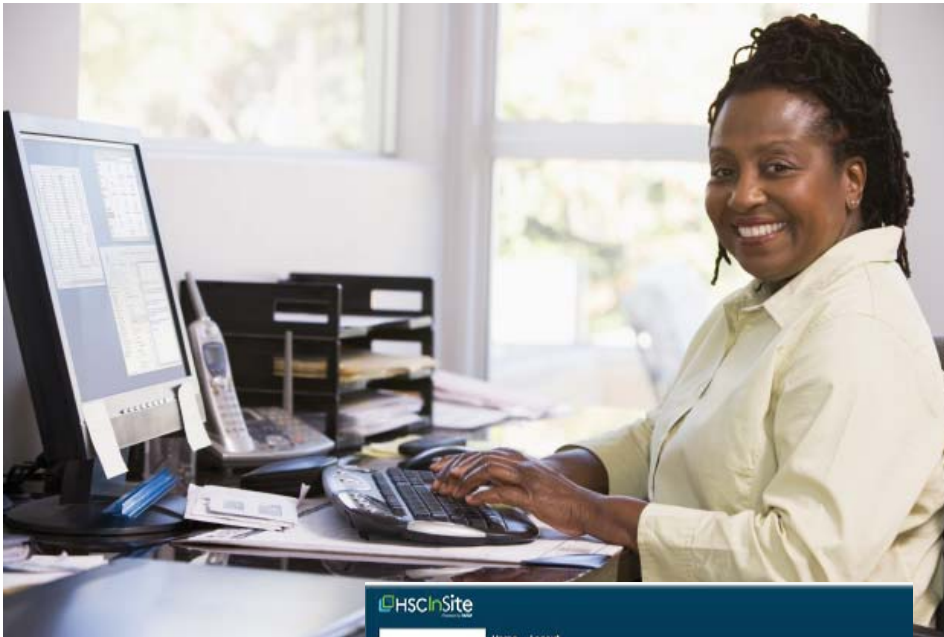


## Stay connected with InSite Mobile Apps

- Create, update, and close work orders and inspections from a smart phone or tablet
- Send and attach photos, memos and alerts in real time
- No internet connection required – work is saved and automatically synced when online

# FINANCIAL MANAGEMENT

Full accounting functionality including general ledger, accounts payable & receivable, and bank reconciliation



## Streamline Accounts Payable & Accounts Receivable

- Post monthly payments with a click of a button
- Automatically convert work orders into purchase orders
- Post payables and charges
- Track tenant charges with ongoing ledger

## Electronic Fund Transfer

- Pay vendors and receive payments from tenants directly from InSite with electronic fund transfer

## Purchase Orders

- Create purchase orders from a work order
- Track expense types (e.g., operating or capital) and track the item, description, GL code, quantity and more

## Dynamic Reports and Analytics

- An extensive library of standard reports: income statement, cash flow, balance sheet, budget comparison, trial balance, annual statement, property comparison, and more
- Up-to-the-minute data and analytics, such as vacant unit tracking, supports informed decision-making, improves business intelligence
- Easily export reports and analytics to Excel, PDF and Word

# HANDS-ON SUPPORT

Your job isn't to be the IT expert, that's ours. We understand software isn't just about technology. It's about people, process and your individual business needs. We're here with support every step of the way.



## Change Management

We'll help you champion the system within your organization and get buy-in for successful implementation. We offer business process mapping, rollout plans and ongoing communications to support the transition to InSite.

## Implementation

We work closely with your organization to understand the history and structure of how you currently store data. We then devise an implementation strategy and timeline.

## Training

Ensuring your team is ready to use the system is our top priority. We offer customized classroom and web-based training options tailored to your budget and needs.

## User Support

Help is always a phone call or email away! A variety of support packages are available once you're live and using the system.

## LEARN MORE

Let us show you how InSite can transform your business. Book us for a no-obligation, free demonstration today.

Phone: 1.877.268.4451 x. 210

Email: [ITservices@hscorp.ca](mailto:ITservices@hscorp.ca)

Web: [www.hscorp.ca/insite](http://www.hscorp.ca/insite)



## Contact Us Today!

Streamline your operations and maximize your resources. Contact us and let's start a conversation.

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