

RealPage Data Conversion



Fast and Easy.
And From Your Desktop

RealPage Data Conversion

RealPage's implementation and data conversion methodologies involve careful planning, management, and execution. RealPage features two conversion processes that are formulated to provide a swift and efficient migration from your existing system to OneSite, and in a fraction of the time it normally takes other systems:

- **Quick Start** is an automated conversion system for conventional sites that drastically reduces site down time and allows you to perform a complete conversion from start to finish on your own desktop—with high speed Internet access (*see System Requirements on page 5 for more information*).
- If you prefer to have RealPage perform your data conversion, a full service process is available for a fee.

The Quick Start conversion process is flexible, portable, and uses familiar Microsoft Excel® basics at its core.

Because the systems are flexible, users have more control over what happens during the conversion process, as well as a number of opportunities to update data to comply with features and elements of OneSite that are not available in other conversion processes.

RealPage Data Conversion: Which One is Best for You?

	Quick Start	Full Service
Scheduling	<p>Quick Start conversions require a signed order form for each site and each product center. Once an order is received by RealPage, you can request a conversion ID which will be sent to you via e-mail within approximately 24 hours.</p> <p>You may begin a Quick Start conversion as soon as you receive your conversion ID. You may take as much or as little time as you desire to complete the conversion. In some cases, such as a takeover, a conversion can be completed within hours of the property's closing. In other cases, when you wish to carefully consider a number of changes to the site's setup, you may elect to take several weeks to perfect the data before going live.</p>	<p>Full Service conversions require a signed order form for each site and each product center. Services must be scheduled in advance with RealPage. Turn around time is 7 – 8 calendar days depending on the services requested. Full Service includes definite deadlines as to start and end time of the conversion process.</p>
Auditing	<p>The Quick Start process walks you through an audit and allows you to see the finished data in a test site environment before you complete the live conversion.</p>	<p>RealPage converts the submitted data, performing several audits and verifying that everything is in order before the site is activated.</p>
Billing	<p>When you receive your Quick Start conversion ID, the site is deemed active and billing for the services requested will begin.</p>	<p>Billing for a Full Service conversion occurs when the conversion is completed.</p>

Four-Step Quick Start Conversion Process

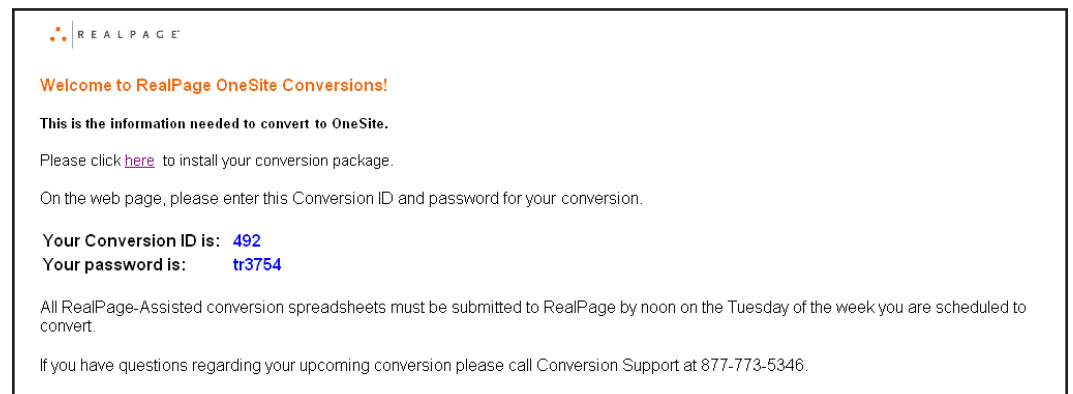
Step 1: Schedule Your Conversion

Your first step is to schedule your conversion with your RealPage contact (salesperson, account manager, or solution consultant).

Step 2: Receive the Conversion ID E-mail

Approximately two weeks prior to your scheduled conversion begin date, an e-mail will be sent to the requested recipient containing a conversion ID, password, and a link to the RealPage Conversion web site. Be sure to provide, for each site, an e-mail address to receive the conversion ID.

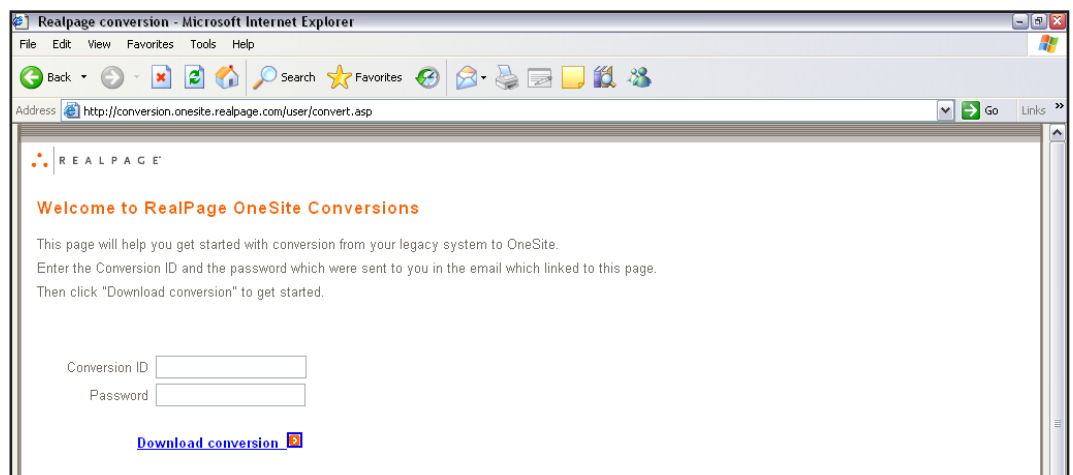
Step 3: Log On to RealPage Conversions



Each conversion requires a conversion ID which controls which product centers have been ordered and ensures that the data is uploaded to the proper site in OneSite.

Using the link in your conversion ID e-mail, log on to the RealPage Conversion web site. Your unique user name and ID will allow you to download the specific conversion spreadsheet for each site to your local computer. Be sure to download the spreadsheet to the computer that you will be working on throughout the conversion.

Step 4: Complete the Conversion Spreadsheet



At this point, the conversion spreadsheet for each site can be located from your Windows Start Menu under the Programs Menu. To complete the process, you will answer a series of questions and enter basic information about the apartment community. Additionally, elements of existing system's data are combined with elements in OneSite to ensure that proper mapping occurs.

At this point, the “open architecture” of the converter allows for a vast number of changes and error checking along with an audit safeguard to ensure that the basic elements of the property and its transaction amounts remain the same. All of these tasks are performed within the familiar structure of Microsoft Excel.

Each step of the conversion process is outlined in steps that will guide you through the process.

ONESITE Property Management Systems | RealPage, Inc. - Migration Services Integrated

Step 1 - Start Conversion Process
 Step 2 - Prepare Data
Step 3 - Setup Data
[General Information](#)
[Traffic Sources](#)
[Lease Terms](#)
[Late Methods](#)
[Fees and Deposits](#)
[Misc Income Accounts](#)
[Default Rent and Vacancy Codes](#)

[Amenities](#)
[Floorplans](#)
[Units](#)
[Additional Unit Charges](#)
[Additional Floorplan Charges](#)
[Utility Setup](#)

Purchasing
[General Purchasing Information](#)

Facilities
[General Facilities Information](#)
[Common Areas](#)

[Proceed to Step 4](#)
Step 4 - Resident/Prospect Information
[Resident](#)
[Prospect](#)
[Waitlist](#)

Lease
[Lease information](#)
[Additional Scheduled Billing](#)
[Additional Beginning Balances](#)
[Additional Deposits Required](#)
[Additional Deposits Paid and Refunded](#)
[Rentable Items](#)

In many cases, you will not be allowed to proceed to the next step prior to completing the current step. Many of the tasks you will perform will begin with a help screen that explains what you are being asked to do.

Now You're Ready for Conversion

Now that these initial steps are complete, you are ready to convert your data. Quick Start users will complete the conversion on their own, including a test conversion where results can be verified.

If you have questions at any time during the process, RealPage's Implementation Services group is available to assist you with toll-free support at 877-773-5346.

System Requirements

System requirements for Quick Start and Full Service conversions are similar to OneSite system requirements including the following specifics:

- **Processor Speed:** Equivalent 1.5 GHz minimum for Pentium 4 (somewhat less for Pentium M class)
- **Memory:** 512M of RAM or higher
- **Operating System:** Windows XP, Windows 2000 (specifically not Windows 95, Windows 98, or Windows ME)
- **Connection Speed:** High Speed Internet (DSL or Cable)
- **Browser:** IE 6.0 or higher
- **Microsoft Excel:** Version 2000 or higher



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Located in Carrollton, Texas, a suburb of Dallas, RealPage provides products and services to more than 20,000 apartment communities across the United States. Its five on-demand product lines include OneSite® property management systems that automate the leasing, renting, management, and accounting of conventional, affordable, tax credit, student housing, and military properties; CrossFire® sales and marketing systems that boost occupancy and build retention; YieldStar® asset optimization systems that maximize asset valuation and investment return; Velocity™ utility management systems that accelerate payments for resident charges; LeasingDesk® risk mitigation systems that streamline the leasing process; and OpsTechnology™ spend management systems that help owners manage and reduce operating expenses.

For more information, call 1-87-REALPAGE or visit www.realpage.com.

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