



Investment Management System (IMS) Bid Data Entry System Guidance: Basic User Guide

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Reference	Partnership Guidance for Preferred Bidders for 2008-2011
Issue	4
Date of Issue	04 September 2007
Status	Final

SYSTEM GUIDANCE FOR THE DATA ENTRY OF BIDS FOR THE 2008/11 PROGRAMME IN IMS

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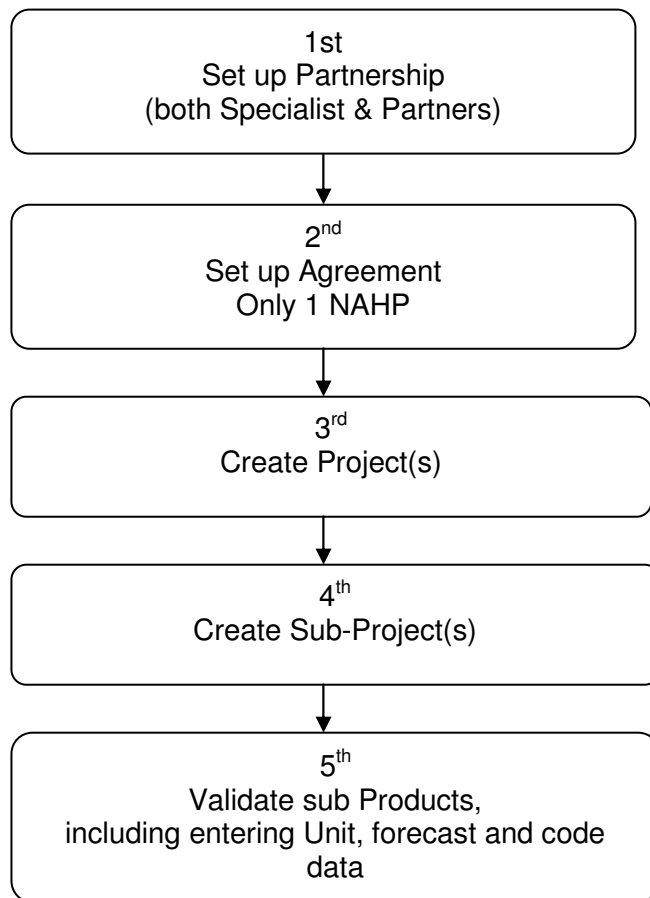
INTRODUCTION

This is the system user guidance for the BIDS module for bids for 2008/11 programme within IMS. It is designed to provide users with basic advice on how to navigate and input data.

The purpose of this guide is to provide step-by-step guidance on entering a bid, and is for use by both Partnership and Specialist organisations.

This document should be used in conjunction with the other Bids documentation, specifically the Data Guidelines sheet which provides a definition and example of all of the fields in the system and the Prospectus which addresses policy.

The process has 5 steps:



General information

1. Partnerships

Any Organisation can be included in a Partnership, Registered and Un-registered Bodies.

All partnerships need to be set up from scratch as 2008 Partnerships. These must match the partnerships as agreed in the PQQ.

A Lead organisation may be a lead in only one partnership. All other organisations can be in as many partnerships as agreed by the Corporation.

2. Specialists

Specialist organisations work individually and do not form part of a partnership.

Note: As a change this year Specialist originations will need to submit their bid using the same route as Partnerships and will go through the same steps of setting up a partnership (with only themselves) and an Agreement.

3. Agreements

Under the Partnership approach, a lead organisation will only be able to submit one agreement. This will be made up of a list of projects and sub products.

There is only 1 type of Agreement which is the National Affordable Housing Programme.

4. Projects

Under an agreement one or more projects can be created. Each project will be defined by a name, the type of development, the location of the development and the name of the Local Authority involved.

5. Sub products

Under each Project one or more sub products can be created. Sub products are the detailed information part of the bid for that part of the project. It will contain details such as the unit types, number of units to be built, size of the units, number of people that can be accommodated and funding sources.

During the bid round all sub products must be validated prior to the agreement being submitted.

The ability to set a 'Reserve' status is only available to Housing Corporation staff.

6. Unregistered bodies

IMS uses the term unregistered bodies. This refers to organisations that are eligible to bid but are not registered with the Housing Corporation as social landlords. This bids round this will include Almos and Local Authorities who are bidding as Local Authority vehicles.

Unregistered bodies must apply to use IMS.

7. Gaining Access to the IMS

Any organisation without access to the IMS will need to contact the Housing Corporation's email account for a registration pack (hconline.registration@housingcorp.gsx.gov.uk) to set up a Security Administrator.

8. System Authorities

To process bids you will need the following authorities assigned to each user responsible for creating and submitting bids:

Authority	RSLs	Unregistered Bodies
Create & input data	Input Bids	Unregistered Body Maintain Agreement
Submit	Submit Bids	Unregistered Body Submit Agreement

We recommend that organisations split these two roles so only those users with the authority to do so have the ability to submit an agreement.

Accessing the BIDS Module

1. Log into IMS



Housing Corporation Logon Screen

Enter User Id:

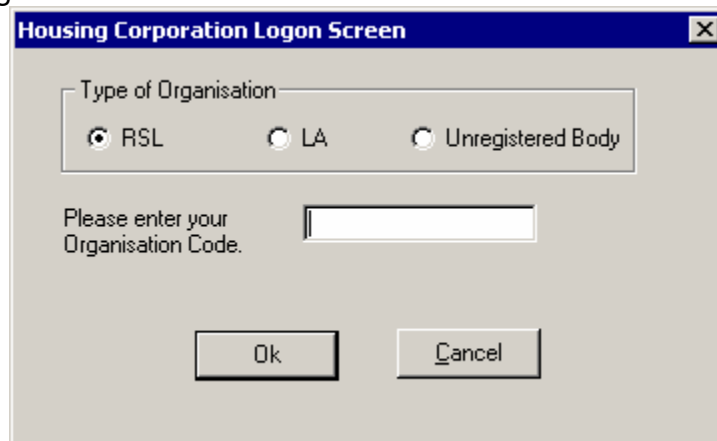
Enter Password:

New Password:

Re-enter New Password:

- i. Enter User Id
- ii. Enter Password
- iii. Press **Login**

2. Organisation Logon Screen



Housing Corporation Logon Screen

Type of Organisation

RSL LA Unregistered Body

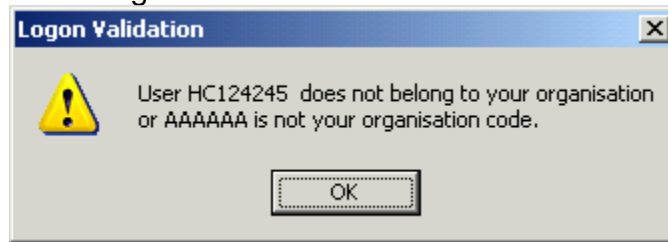
Please enter your Organisation Code.

- i. Ensure that the correct Organisation type is selected
- ii. Type in the correct Organisation code
- iii. Press **OK**

Note: this is a generic login screen for IMS. Local Authorities (LA) will not be able to submit bids under their existing LA username. They must apply for access through the PQQ and if approved they will need to apply to be set up as an Unregistered body on IMS.

Login Validation error message

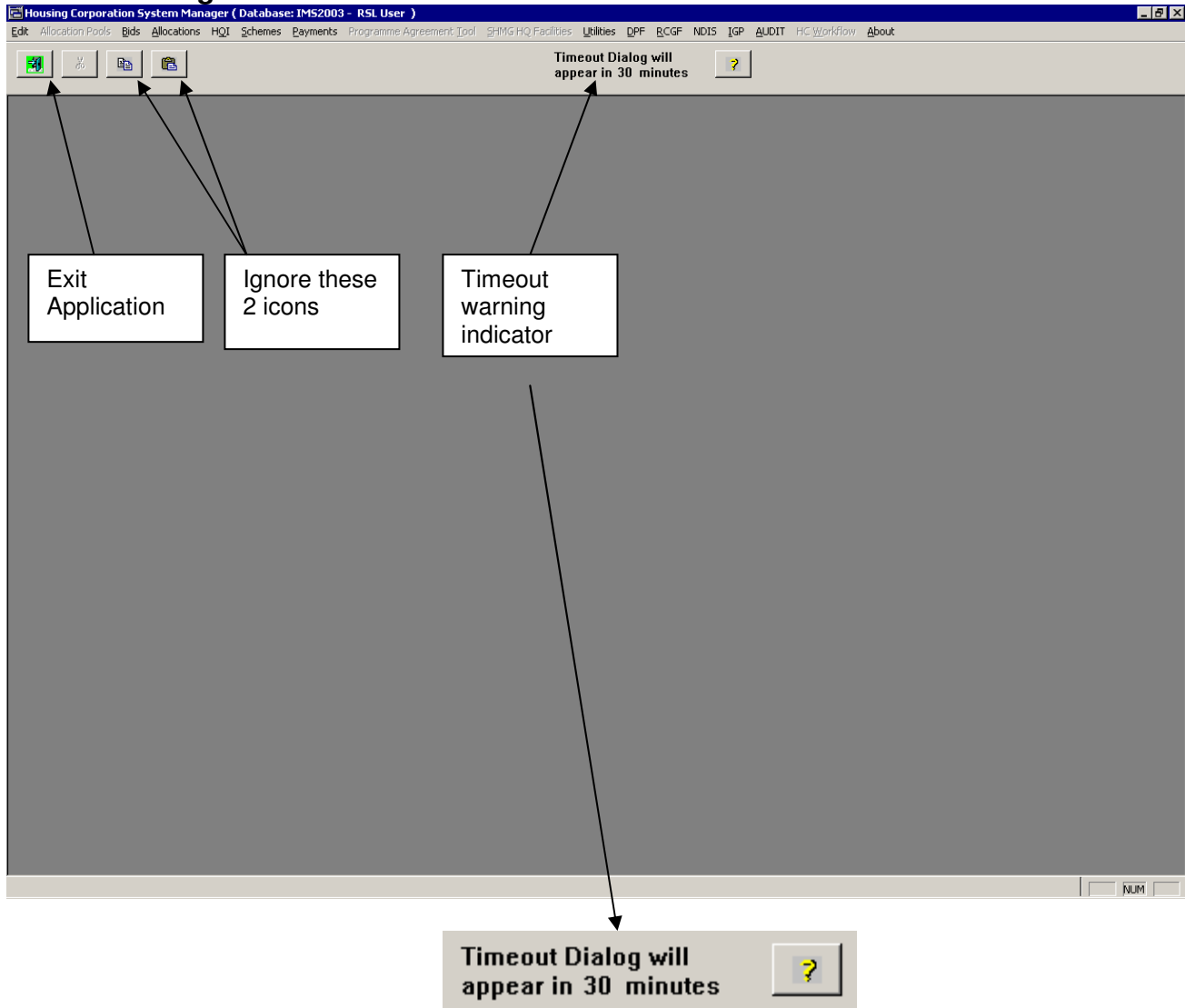
Selecting the incorrect Type of Organisation and/or Organisation Code will display a message similar to the following



- iv. Press OK
- v. Restart the Login process

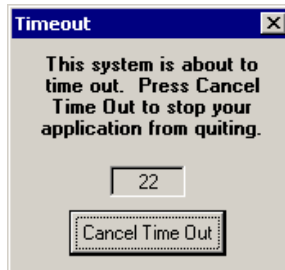
Once the **Type of Organisation** and **Organisation Code** are correctly entered, you will be taken into the BIDS database.

3. Basic Navigation




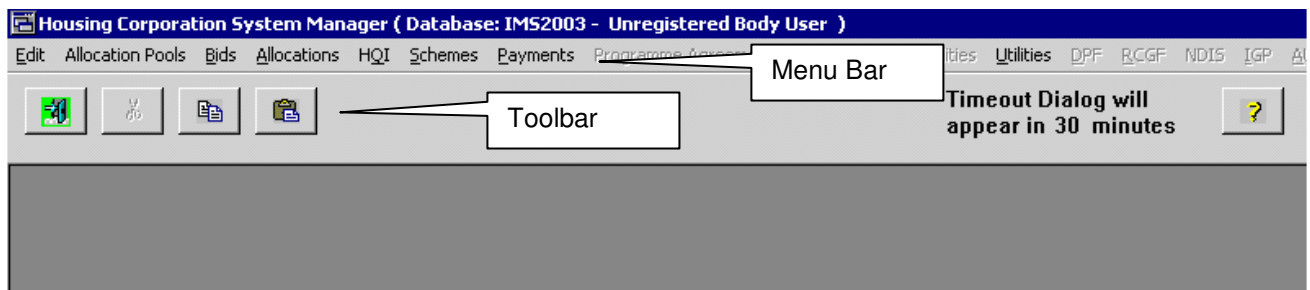
Timeout Warning

A security feature of this application is the set timeout. This means that after a set time, a **Timeout Dialog** will appear informing the user that they are about to be logged out of the system.

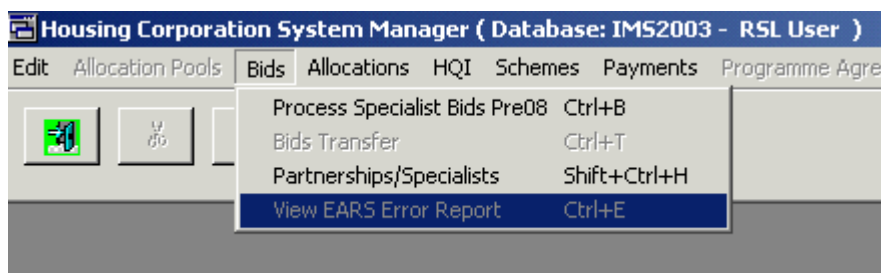


When this message appears select **Cancel Time Out** to confirm that you do not wish to be logged out of the system.

- The countdown will start after 30 minutes has elapsed without using the system.
- The timeout warning is set to display a countdown time. During the countdown, the user can elect to reset the time back to another 30 minutes by opening and then closing the BIDS Information icon .

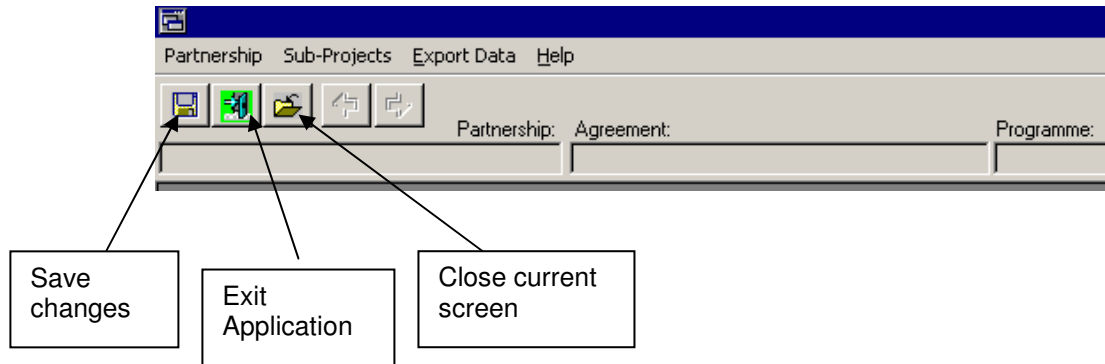


- From the menu bar, select **Bids**



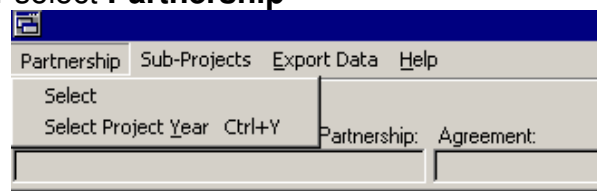
- Select **Partnerships / Specialist**

Note: both Specialists and Partnerships need to access the system using this route. This is a change from the last bids round.

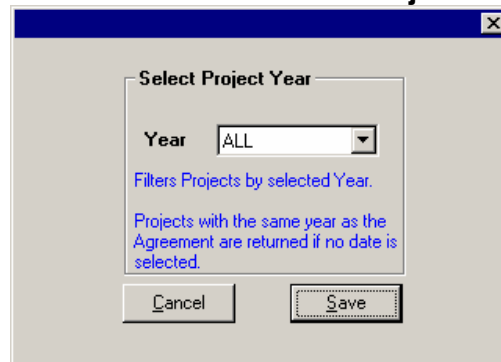


4. Selecting the BID Year

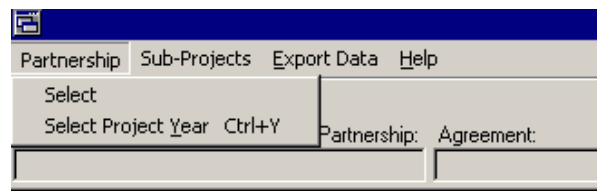
- i. From the menu bar select **Partnership**



- ii. From the Partnership menu click on the **Select Project Year** option



- iii. Change the Year option from ALL to **2008**.



- iv. Click on the **Select** option which will display the Partnership Screen.

Note: this function is best used when there are multiple partnerships for the different bids rounds. For example if you wish to only view your 2006 partnerships select 2006. If a year is not selected all of the partnerships where your login organisation is the lead.

5. Using the Export data option

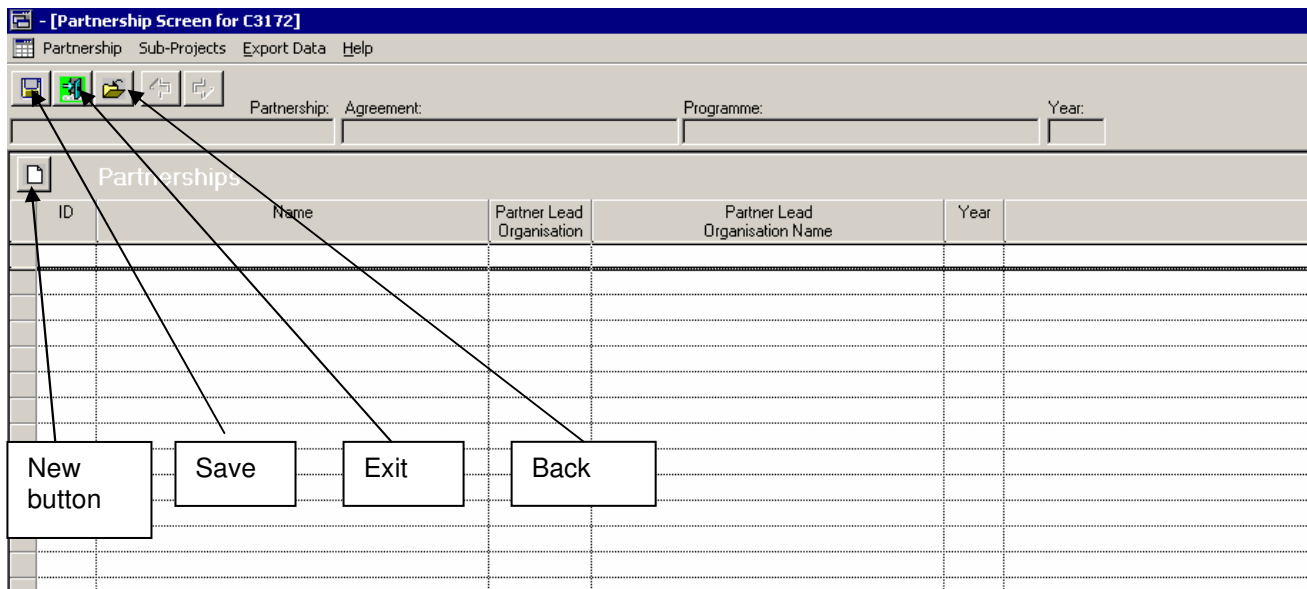
- i. At any time you can print off a summary of the Partnership, Agreement, Project and Sub Product data that has been entered.
- ii. Select the option you wish to view and it will be displayed.

- iii. Highlight the data you wish to copy and then press 'control' (Ctrl) and 'C' on your keyboard. Open Excel on you local drive and open a new spreadsheet.
- iv. Press 'control' (ctrl) and 'V' on your keyboard. This information selected will be pasted into the spreadsheet

Step 1: Create a Partnership

1. Partnership Screen


The Partnerships screen is used to display or create Partnership information. Once created they will be displayed on the screen below. All years will be shown unless a year is selected as described previously.





Basic Partnership Field Information


ID	Partnership ID code (identifying number)
Name	Name of Partnership
Parent Lead Organisation	ID code of Partner Lead Organisation
Parent Lead Organisation Name	Name of Partner Lead Organisation
Year	Year of Partnership

Basic Action/Navigation Buttons

Save  Used to save any changes

Exit  Used to close and exit the BIDS application

Back  Selecting this option will close the current window and take you back one screen

New  Used to start the creation of a new record in the current window

2. Create a Partnership

- i. From the Partnership screen, click **New**  to display the create a Partnership window.

- ii. Type in the name of the Partnership. For Partners this should be the name provided in the PQQ. For Specialist this should be the name of your organisation plus the bidding year.

Note: the Lead Organisation defaults to the organisation that has been used to login to IMS.

Basic Organisation Type Information

Developing Organisation	The name of the organisation(s) actually developing the Sub products.
Managing Organisation	The name of the organisation(s) who will manages the scheme on completion.
Owning Organisation	The name of the organisation(s) who will owns the scheme on completion.

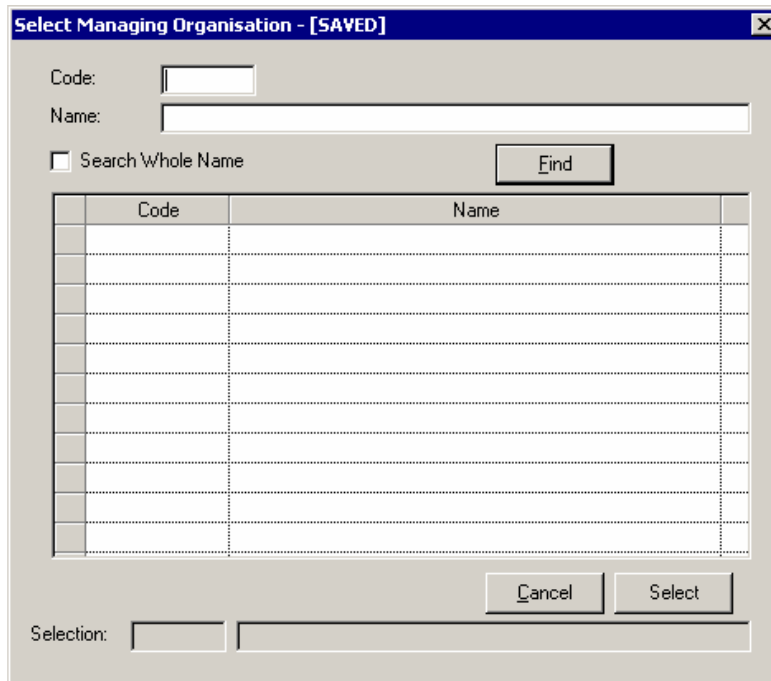
- iii. Select the relevant Organisation Type from the above list.
- iv. Click **Save**.

3. Adding an organisation

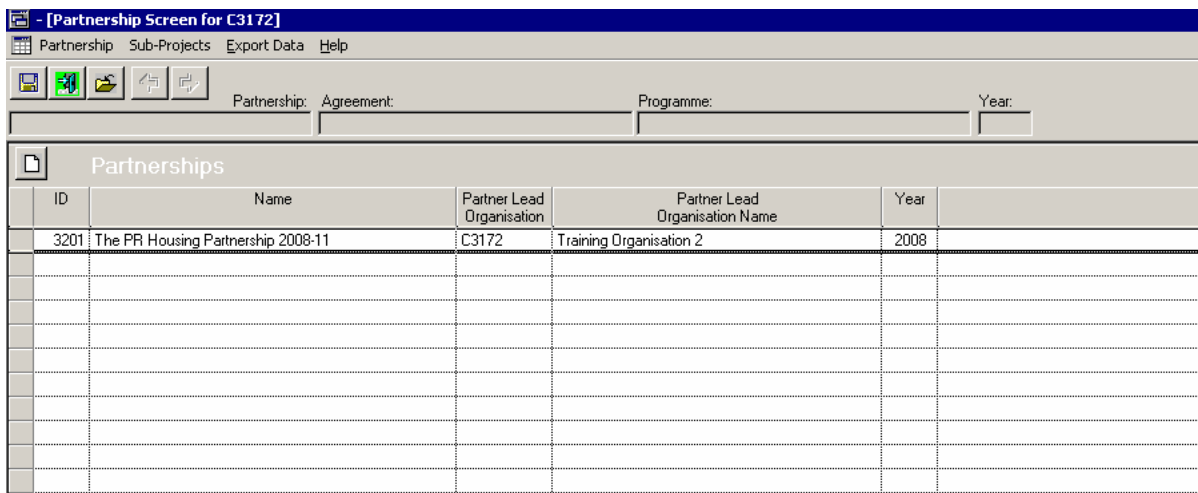
- i. The adding an organisation process needs to be completed for each organization in the partnership and each organisation type. The following example details how to add a managing organisation but the same process is used for all organisation types.

- ii. While still in the create Partnership window, select **Managing Organisation**.
- iii. Select **New**.

- iv. The **insert** row is enabled as shown above.
- v. Right-click in the **Code** field to display the following window.



- vi. In the **Name** field, type in **A Another**, or just the first few letters.
- vii. Click **Find**.
- viii. The organisation named A Another Organisation will be listed in the results along with its organisation code.
- ix. Double-click **A Another Organisation** from the result to accept it.
- x. Click **Save**.
- xi. Using the same process add all of the Developing, Managing and Owning organisations within your Partnership.
- xii. On completion press **Save**, this saves the Partnership with the organisations selected and allocates the unique ID and partnership year.



- xiii. In this example the new Partnership is now displayed on the partnership screen and has been given the ID of **3201** and the Year field is set to **2008**.

Step 2: Create an Agreement


- i. Double-click on the new partnership in order to access the Agreement screen.

1. Agreement Screen

Basic Agreements Field Information

ID	Unique ID assigned by the system
Name	Name of the Agreement. It suggests that the name relates to the partnership and year.
Year	The year to which the Agreement relates
Programme Name	The programme to which the Agreement relates
Agreement Status	The status of the Agreement, this can be: <ul style="list-style-type: none"> • Null • New • Submitted • In Negotiation • Withdrawn • Approved • Rejected Only New or Submitted are using during the Data Entry phase.

2. Create an agreement

- i. Click **New**  to display the New Agreement window.

- ii. Select **National Affordable Housing Programme** from the Programme field.
- iii. Type in the **Name** of the Agreement.

The screenshot shows a dialog box titled "New Agreement - [NOT SAVED]". It contains the following fields and values:

- Lead Organisation: NP0014
- Training Organisation 1: Training Organisation 1
- Year: 2008
- Programme: National Affordable Housing Programme (ADP)
- Name: PR Training NAHP 2008-11
- Route: A dropdown menu is open, showing "Partnership" and "Specialist" as options.

Buttons for "Cancel" and "Save" are located at the bottom right of the dialog box.

- iv. The route is selectable if your organisation can bid under the Partnership or Specialist route.

Note: if you have qualified to bid as a partnership this is the route that should be selected. Only under exceptional circumstances, that have been pre-agreed will a Lead Partner be able to bid as a specialist. See the Pre-prospectus for details.

- v. Click **Save**.

The screenshot shows a dialog box titled "Agreement - [NOT SAVED]". It contains the following fields and values:

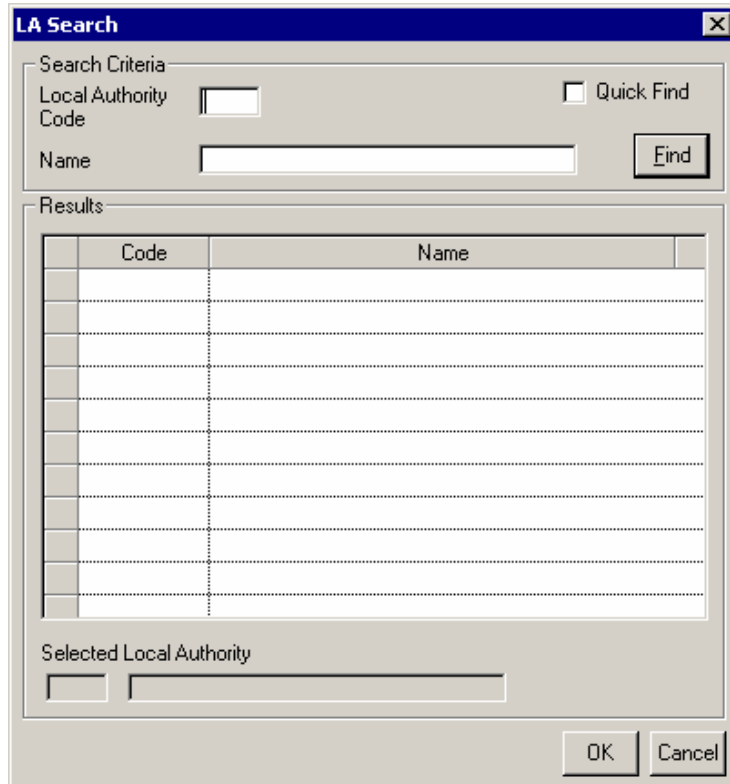
- Lead Organisation: NP0014
- Training Organisation 1: Training Organisation 1
- Year: 2008
- Programme: National Affordable Housing Programme
- Name: PR Training NAHP 2008-11
- Route: Partnership

Buttons for "Cancel" and "Save" are located at the bottom right of the dialog box.

- vi. The Route field is now set to Partnership or Specialist depending on your organisations status.
- vii. Click **Cancel** to exit the window.
- viii. On closing the unique ID and year has been allocated to the Agreement.

Bidding route	This is auto populated as Partnership or Specialist.
Location LA	Local Authority code for the location of the project
Location ONS code	Ordnate Survey Number. This is auto populated on saving according to the Location LA code.

- i. Enter a name for the Project.
- ii. Enter the **Location LA**, if you know the Location LA code, simply type it in. If you do not know the Location LA code right-click on the Location LA field in order to display the following window.



- iii. In the Name field, type in the first few letters of the relevant Local Authority, e.g. in order to find the LA code for Ashford, type in *ash*.
- iv. Click the **Find** button.

Total Grant	This is system generated.
Total units.	This is system generated.
Total site size	This is system generated.
Grant Index score	This is system generated at the start of the assessment phase.

- i. Enter the data for all of the blank fields by either typing or selecting from a drop down. Those fields that are greyed out will be populated at a later time.
- ii. Once completed select the **Location** Tab.

4. Project Window - Location Tab

Location Tab field information

O.S. Co-ordinates	Ordnance Survey grid reference for X and Y co-ordinates. Six figures required in both X and Y fields. Refer to www.streetmap.co.uk for the co-ordinates prior to entering the bid. These fields are mandatory for development type projects.
Postcode	The postcode of the development.

Rural Unit	Yes or No selection. If yes is select the Rural Unit Type and Rural Exception site fields are activated and must be completed.
Growth Point	This field will be activated depending on the location LA entered. If the location is within a growth point a menu item must be selected. If the project is not a growth point select N/A.
Growth Zone	This field will be activated depending on the location LA entered. If the location is within a growth zone a menu item must be selected. If the project is not a growth point select N/A.
Pathfinder and Priority Area	This field will be activated depending on the location LA entered. If the location is within a pathfinder or priority area a menu item must be selected. If the project is not a growth point select N/A.

- i. Complete all the necessary Location information.
- ii. Next, select the **Other** Tab.

5. Project Window - Details Tab


Details Tab field information

Is this scheme for a Community Land Trust?	Where the development is on behalf of a Community Land Trust, this indicator signifies their involvement. Select Yes if applicable.
Number of Supported or Housing for Older People Units on this scheme	This is system generated based on unit level data.
Is there a planning obligation (S106 Agreement) in place relating to this site?	Yes or No selectable field. If Yes is selected, the field below becomes enabled.
Is there a developer contribution (S106 agreement)	Yes or No selectable field. If Yes is selected, the three check-boxes below becomes enabled from which you need to select one.
What is the amount of the	Monetary sum of the developer's contribution only on the

developers contribution on the affordable housing element of this site?	affordable housing element of the site.
Is there stock regeneration on this scheme?	Selectable options as follows <ul style="list-style-type: none"> • Improvement to existing tenanted stock • Improvement to existing vacant stock • Major repairs to existing tenanted stock • Major repairs to existing vacant stock • Major repairs to vacant stock previously funded by LASHG • No stock regeneration on site This is aimed to capture the types of regenerated on the site, such as major repairs.
Is this a Brownfield or Greenfield Site?	Selectable options as follows <ul style="list-style-type: none"> • Green Field • Brown Field • N/A
Is this a strategic site?	Yes or No selectable field. If yes is selected a name must be entered in the new field. Yes should only be selected if the site is a recognised HC strategic site.

- i. Complete all the necessary information on the Other tab.
- ii. Click **Save**. If not all of the mandatory information has been entered the system will inform you what you need to completed before it can be saved.
- iii. Once completed, the next step is to create the Sub Project(s) related to the Project.
- iv. Select **Cancel** to close the Project window.

Note: If you have not completed all of the mandatory fields the system will displayed a message to indicate what information needs to be completed prior to saving the window and the appropriate tab will open. All mandatory information must be entered before a Project can be saved.

Note: You can create several Projects and each project can contain several Sub products. Remember, for you to add or create another project you will need to go back to the **Projects for Agreement** screen and then select the **New**  button.

Step 4: Create a Sub Product

1. Sub Product Window


Partnership: test test test Agreement: Test Test test Programme: National Affordable Housing Programme Year: 2008

Sub Products

Project ID: 40441 The PR Training South East Project

Location LA: 251 Ashford

Sub Product ID	Type	Processing Route	No Units	No of Persons	Grant	Status	Reserve	Year	Valid
			0	0	0	0	<input checked="" type="checkbox"/>	2008	<input checked="" type="checkbox"/>

Note: The Print button  is available in this screen. Once Sub Products have been added, use this button to display or print out the details of the Sub Products.

Sub products fields information

Sub Product ID	The unique identifier for the scheme record type
Type	The type of Sub Product
Processing Route	The processing route of the Sub Product
No Units	The number of units input for the scheme type
No of Persons	Total number of people to be accommodated under the scheme type
Grant	The amount of grant being claimed from the HC for the scheme type
Status	The current status of the Sub Product
Reserve	This is a checkbox. The Housing Corporation will use this during assessment stage.
Year	The year of the Sub Product
Valid	Shows whether the Sub Product data is valid

From the Sub Product screen,

- i. Select **New** 

- ii. Follow steps 2 to 5 if bidding as an RSL, or 2 to 6 is bidding as a URB to create a Sub Product.
- iii. Repeat for each Sub Product you wish to enter.

2. Sub Product Window

Sub Product field information

Description	Enter the name and address of the Sub Product.
Date Created	The date of initial date being input into the bids application.
First Relevant Event	This is system generated based on the milestones entered later.
First Relevant Year	This is system generated based on the milestones entered later.
Sub Product ID	A unique number used to identify the Product in numerical form.
Status	The status of the Sub Product, either valid or not valid.
Compliance	The compliancy status of the Sub Product, either standard or variant. Refer to the Prospectus for more information on compliancy criteria.

- i. Enter the name and address in the description field.
- ii. Next, complete the **Product** tab.

3. Sub Product Window - Product Tab

Product Tab field information

Sub Product	Select from the dropdown menu, e.g. <ul style="list-style-type: none"> • Homebuy New Build • Rent • Rent - Rehab Works Only, etc.
Product	This is system generated based on the Sub Product selected.
Initiative	Select from the dropdown when activated, <ul style="list-style-type: none"> - NAHP – General - NAHP – KW (used to indicate a Key Worker Sub Product).
Processing Route	Select from the dropdown menu, e.g. <ul style="list-style-type: none"> • Acquisition & Works • Newbuild Works Only • Off The Shelf (& ES)
New Build Rehab	This is system generated.
HC Grant Requested	The total amount of grant being requested for the Sub Product.
No of Units	The total number of units input for the sub product
English Partnership ref no	Enter the unique ID referring to the EP initiative. If an EP ref no is added, the EP Initiative field will become enabled and must be completed.
No. of units aimed specifically at Key Workers	Available if the NAPH – KW initiative is selected.
No. of Persons	Total number of people to be accommodated under the Sub Product.
Lease length	This is system generated.

Total rent	This is system generated.
Total Unit size	This is system generated.

- i. Complete the above fields as necessary.
- ii. Next, select the **Cost and Contribution** tab.

4. Sub Product Window - Cost and Contribution Tab

Cost and Contribution Tab Information

Other Public Subsidy (free/discounted land)	Enter the amount of OPS that is expected to be received for the Sub Product. The source must be indicated at Unit level.
Other Public Subsidy (public body grant)	Enter the amount of OPS that is expected to be received for the Sub Product. The source must be indicated at Unit level.
DPF Contribution	Enter the amount of Disposal Proceeds Fund that can use used on the Sub Product.
RCGF Contribution	Enter the amount of Recycled Capital Grant Fund that can use used on the Sub Product.
Acquisition Cost	The cost of purchasing the land or property.
Works Cost	The cost of building development.
On-Cost	Other costs involved in development including design fees.
Borrowing	The capital contribution the developer is making to the scheme that is financed through borrowing.
Own Asset	The capital contribution the developer is making to the scheme that comes directly from its own surpluses.
Other	Any other capital contribution the developer is making to the scheme. If entered the 'Other description' field is activated and a description should be entered.
Total Scheme Cost	The total acquisition, works and on cost. This is system generated.

- i. Complete all the necessary information.
- ii. Next, select the **Analysis** tab.

5. Sub Product Window - Analysis Tab

Analysis Tab field information

Code for Sustainable Homes	<p>Selectable list choosing either:</p> <ul style="list-style-type: none"> • Level One • Level Two • Level Three • Level Four • Level Five • Level Six, or • N/A <p>If N/A is selected the <i>Eco Homes</i> and the <i>Original Bid Sub Product</i> fields. N/A should only be selected for pre-allocations or reserve bids that are being brought forward.</p>
Eco Homes	<p>When enabled, will display the following options:</p> <ul style="list-style-type: none"> • Excellent • Very Good • Good • Pass
Original Bid Sub Product ID	Enter original bid sub product ID
Is this product relevant to a specific ethnic community?	Yes or No option. When Yes is selected, the Targeted ethnic communities field will become enabled
Targeted ethnic communities	Selectable list displaying choice of different ethnic communities.
Communal Area	Yes or No option. When Yes is selected, the Size of communal area field is enabled

Size of communal area	Size in square meters
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- i. Complete the above information as necessary.
- ii. Next, select the **HQI** Tab.

6. Sub Product Window - HQI Tab

HQI Tab field information

HQI Scores fields	Enter the HQI scores for each indicator. For further information on to work out the HQI Scores, please refer to HQI User System Guide.
Total Scores	This is system generated. It is the total average core of the five listed HQI scores which is used in the Grant Index calculation in assessment.
Certification Field	Yes or No option. If No is selected, the comment field becomes enabled. Select no if the HQI scores do not meet the minimum criteria, or if not all of the units meet the minimum criteria (even if the HQI scores entered do).
HQI Scores comment field	When enabled, this field becomes mandatory

- i. Complete the Housing Quality Indicator Scores as necessary. You can either type into the fields or use the 'copy/view HQI system' button to view a list of Products applicable to your organisation or partnership.
- ii. Click **Save** to complete the Sub Product data entry if you are bidding as an RSL, and click **Cancel** and return to the Sub Products screen.

Note: If you have not completed all of the mandatory fields the system will displayed a message to indicate what information needs to be completed prior to saving the window

and the appropriate tab will open. All mandatory information must be entered before a Sub Product can be saved.

7. Sub Product Window – Unregistered Body Tab

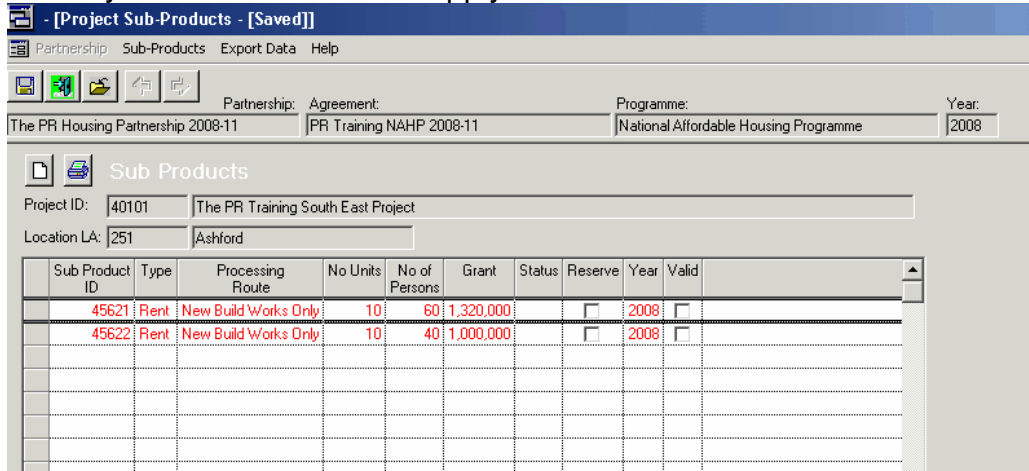
If you are bidding as a Unregistered Body this tab will be activated.

Unregistered Body tab field information

Transfer value	The value of the development to be paid by an RSL when transfer from a private developer. This field must be completed if a development is being transferred on completion. If it is being owned and managed by the Unregistered body it can be left blank
Annual Management costs	This value is per unit. Costs per year and per unit for management charges.
Annual service cost per unit	Costs per year and per unit for service charges
Annual care/support costs per unit	Cost per year and per unit for annual care / support charges
Annual major repairs and maintenance costs per unit	Costs pre year and per unit for major repairs and maintenance.
Annual on going repairs	Costs per year and per unit for ongoing repairs and

and maintenance costs	maintenance.
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- i. Where applicable enter a value is entered transfer value field. This will activate the rest of the fields which must be completed.
- ii. Click **Save** to return back to the Sub products screen. The same validations on mandatory data as noted above apply.



In the above example, both Sub products have now been created. Note that the details a displayed in red. As each Sub Product is successfully validated, the colour will change to black and the **Valid** check field will be ticked.

- iii. Once all the Sub Products have been created move on to start the Validation process. This is where you will need to enter the Unit level data, Sub Product and Forecast information.

Step 5: Validation Process

1. Validate the Information

- i. On return to the Sub Products screen, the basic details for all Sub Products are listed.
- ii. They are currently displayed as red as they are not valid. The Valid column is also empty.

Sub Product ID	Type	Processing Route	No Units	No of Persons	Grant	Status	Reserve	Year	Valid
45621	Rent	New Build Works Only	10	60	1,320,000			2008	
45622	Rent	New Build Works Only	10	40	1,000,000			2008	

- iii. Right-click on a Sub Product to display the menu as shown below

Sub Product ID	Type	Processing Route	No Units	No of Persons	Grant	Status	Reserve	Year	Valid
45621	Rent	New Build Works Only	10	60	1,320,000			2008	
45622	Rent	New Build Works Only	10	40	1,000,000			2008	

Sub Product menu

Define Sub Product	Use this to review and/or edit the entered information
Validate Sub Product	Used to validate the information prior to submitting the Sub Product
Submit Sub Product	This is only used when submitting a bid in year and not during a bids round.
Sub Product Audit	This displays the status changes that are made to a Sub Product throughout its duration.
Apply Comments	This is used for a Provider to enter a comment about the Sub Product and can be used at any time.
Maintain Units	Used to define the Units within the Sub Product.
Maintain Codes	Used to define the Sub Product Codes.
Maintain Forecast	Used to maintain Forecast and Milestones for the Sub Product.
Sub Product Summary	Used to display a summary of the Sub Product.
Delete Sub Product	Used to delete the Sub Product prior to submitting the Sub Product. Note: all information related to the Sub Product will be deleted including unit and forecast information if entered.
Print / View Sub Product	Used to view or print the basic details of the Sub Product in its current state.

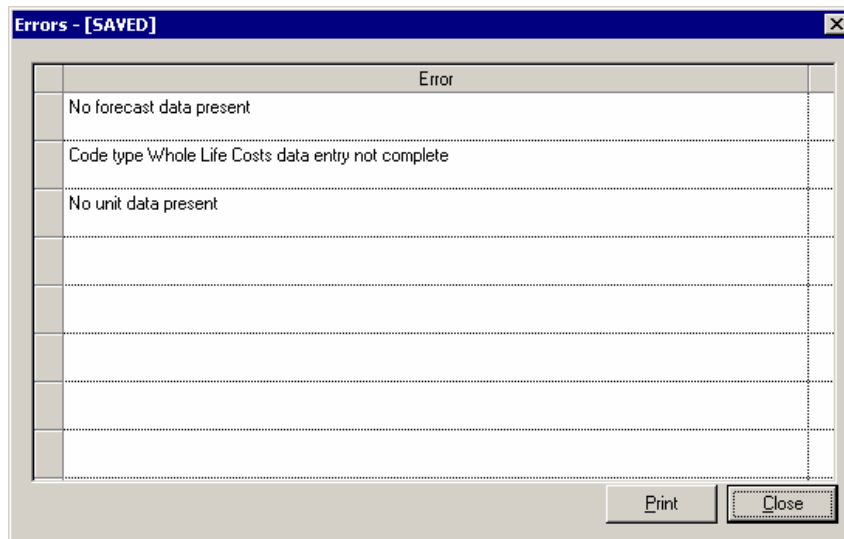
2. Step to be taken leading up to validate a Sub Product

In order to make a Sub Product valid you will need to complete the following information

- Maintain Units
- Maintain Codes
- Maintain Forecast

3. Error Messages

If you try to validate the Product prior to doing the above 3 steps, this is an example of the type of error message that will be displayed.



4. Maintain Units screen

- i. Right-click on the Sub Product you wish to add units to
- ii. Select **Maintain Units**. The following window appears

- iii. Click the **New** button

5. Unit Details screen

Unit Details tab field Information

What type of housing does this unit provide?	Selectable list <ul style="list-style-type: none"> - General Needs - Supported Housing - Older People
No. Bedroom per Unit	Number of bedrooms for the unit
No. Persons Potential	Probable number of people to be housed.

No. Units	Number of units
Building Type Indicator	Selectable list <ul style="list-style-type: none"> - Bedsit - Flat - House, etc.
Shared or Self Contained?	Selectable list <ul style="list-style-type: none"> - Shared - Self Contained, etc
New Build or Rehab?	This is system generated.
Community Self Build?	Yes or No
Service Lift?	Yes or No
Meets Wheelchair Standards?	Yes or No
Type of family structure?	Selectable list <ul style="list-style-type: none"> - Elderly - Families - Singles, etc
Methods of Modern Construction	Selectable list <ul style="list-style-type: none"> - OSM Hybrid - OSM Volumetric, etc.
Replacement for a recent, or to be demolished unit?	Yes or No
Unit Size Meters Squared	Size of the unit. This should be an absolute value not an average.

- i. Complete all the necessary information.
- ii. Once completed, select the Supported Revenue tab

6. Supported Revenue screen

Source	Amount
A - Supporting People	
B - Social Services Department	
C - Drugs Action Team	
D - Housing Department	
E - Other Local Authority Source	
F - Health Authority	
G - Primary Care Trust	
H - Department of Health Extra Care Funding	
I - NHS Trust	
J - Other Health Authority Source	
K - Probation	
L - Home Office	

- i. If there is any supported revenue grant relevant to the unit select it from the list by clicking on the appropriate line.
- ii. Enter the amount of grant against the selected entry.
- iii. One or more selections can be made, or it can be left blank if not applicable.
- iv. Next, select the **Quality Code** tab.

7. Quality Codes screen

Unit Detail | Supported Revenue | QualityCodes | Client Groups | Rent/Sales Data

Quality Criteria Codes:

- A - Lifetime Homes Standard
- B - Secured by Design
- C - Adaptable Roof Space provision
- D - Considerate Constructors Scheme
- E - Construction Skills Certification Scheme
- F - Urban Design Compendium
- G - CABE Enabling
- H - Not Applicable

- i. If there are any quality criteria that apply to the unit select it from the list by clicking on the appropriate line.
- ii. One or more selections can be made, or it can be left blank if not applicable.
- iii. Next, select the **Client Group** tab.

8. Client Groups screen

Unit Detail | Supported Revenue | QualityCodes | Client Groups | Rent/Sales Data

Client Groups:

- A - People with alcohol problems
- C - Young people leaving care
- D - People with drug problems
- E - Housing for older people
- I - Rough Sleepers
- M - People with mental health problems
- N - People with learning disabilities
- O - Offenders and people at risk of offending
- P - People with physical or sensory disabilities
- Q - Homeless families with support needs
- R - Refugees
- S - Single homeless people with support needs
- V - Teenage Parents
- W - Women at risk of domestic violence
- X - People with HIV or AIDS
- Y - Young People at risk

- i. If there are any quality criteria that apply to the unit select it from the list by clicking on the appropriate line.
- i. One or more selections can be made, or it can be left blank if not applicable.
- ii. Next, select the **Rent/Sales Data** tab.

9. Rent/Sale Data screen

Unit Type Entry - [NOT SAVED]

Sub Product Id: 45621 Name: Tritton Gardens - 3 Bed

Unit Id:

Unit Detail | Supported Revenue | QualityCodes | Client Groups | **Rent/Sales Data**

Value at Jan 1999: Expected Market Value:

Prospective Eligible HBSC: Assumed avg first equity share %:

Prospective Non-Eligible HBSC: Ex 1st tranche sales receipts:

Practical Completion Date: LCHO proposed rent pw:

Prospective Rent pw: % of Unsold Equity:

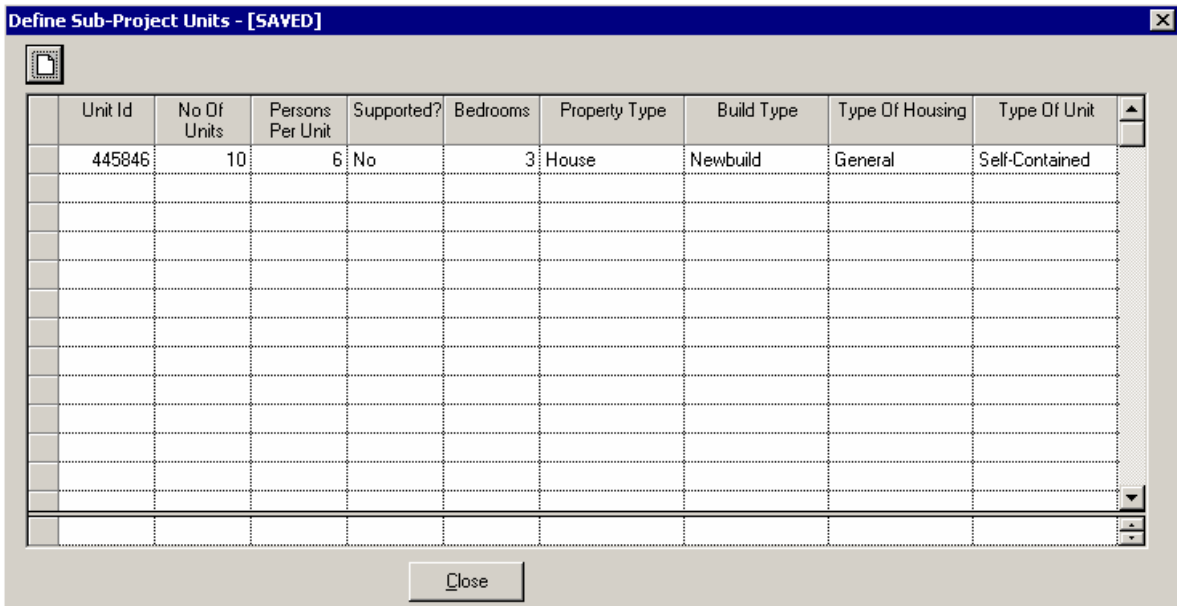
	Assumed Year of Letting	Target Rent Per Week	Rent Cap Per Week

Cancel Save

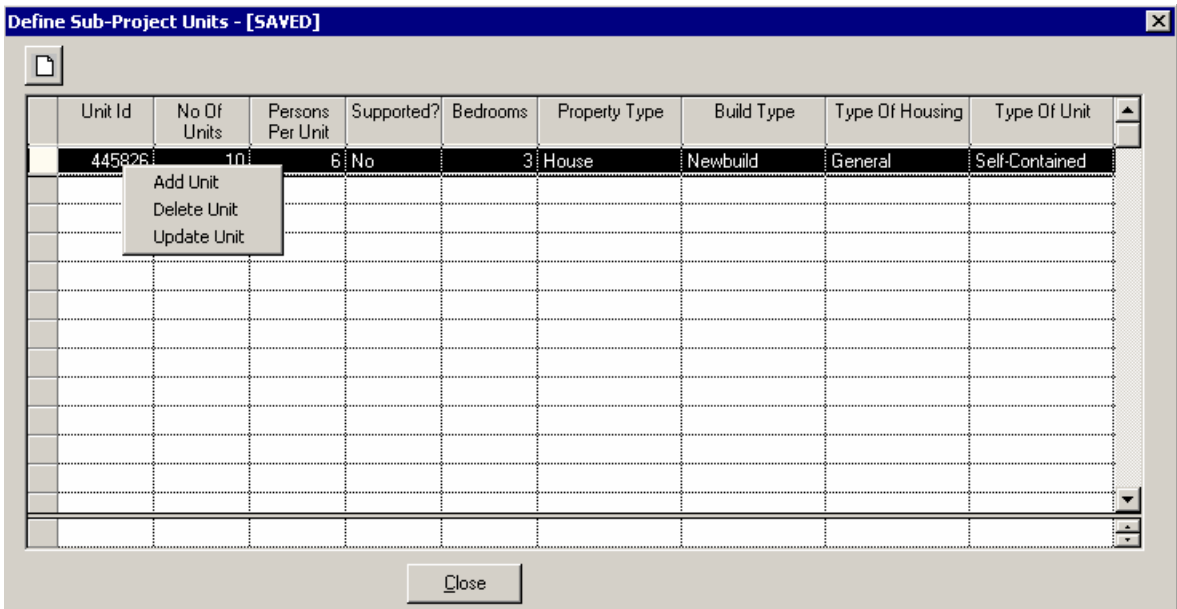
Rent/Sale Data tab field Information

Value at Jan 1999	The market value of the property in 1999 based on the current expected market value.
Prospective Eligible HBSC	The expected eligible housing benefit service charge.
Prospective Non-Eligible HBSC	The expected eligible housing benefit service charge.
Practical Completion Date	The expected practical completion date of the Sub Product.
Prospective rent pw	This is system generated based on the value at 1999 and the PC date. It is the expected rent for the unit. It is possible to over type but the system will not allow the figure to be higher than the rent cap value.
Expected Market Value	The current market value expected on completion.
Assumed avg first equity share %	The expected equity share to be purchased
Ex 1 st tranche sales receipts	This is system generated based on the EMV and assumed first equity share %.
LCHO proposed rent pw	The expected rent for the unowned equity of the unit.
% of Unsold Equity	This is system generated.

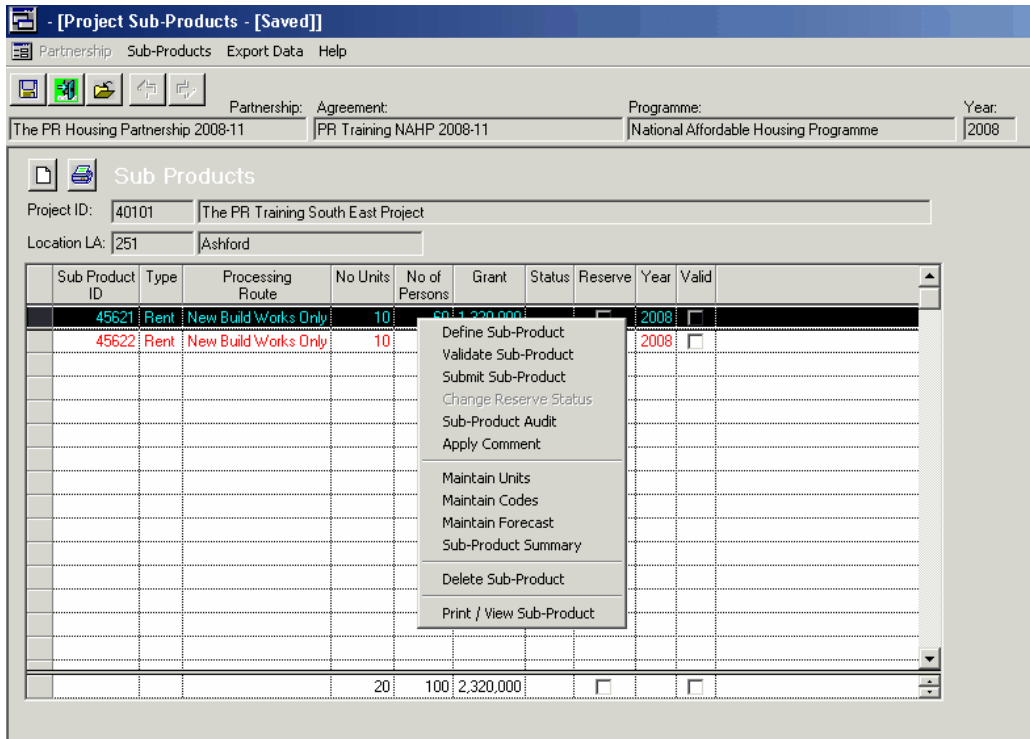
- i. Complete the above mandatory fields.
- ii. Click **Save** to return back to the Define Sub products Units screen.



- iii. The unit you have entered is displayed.
- iv. Right-click anywhere on the selected record to display the following options

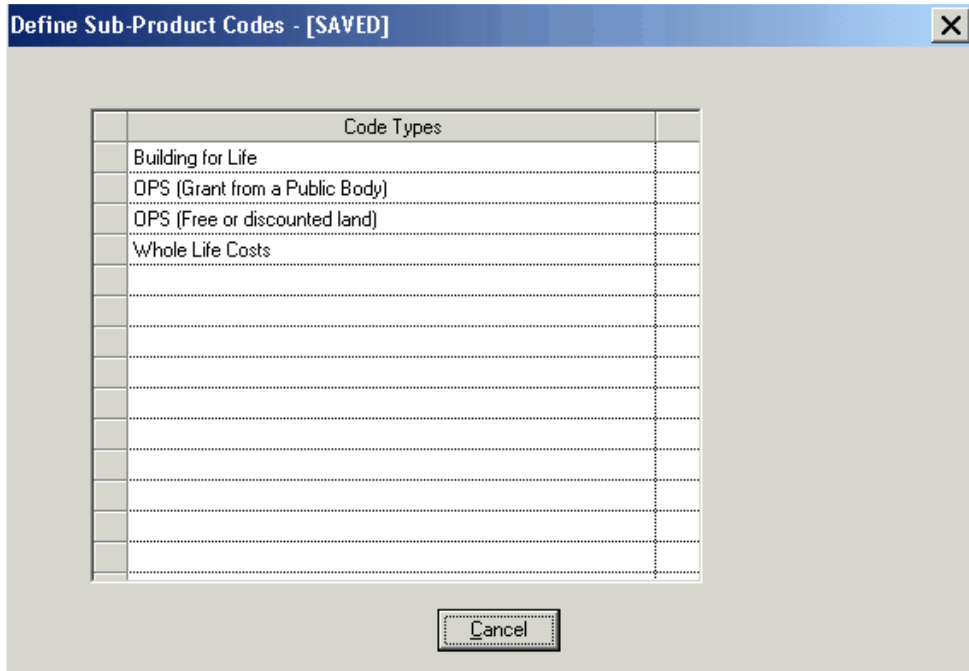


- v. Select **Update Unit** to edit the selected Sub Product.
- vi. Select **Delete Unit** to delete the selected record.
- vii. To create more units select **Add Unit** or click on the new button and repeat steps 5 to 9.
- viii. Close the above window and return to the Sub Product screen.
- ix. Select the Sub Product again.
- x. Right-click on it to bring up the pop-up menu below



xi. Select **Maintain Codes**.

10. Maintain Codes screen



- [Project Sub-Products - [Saved]]

Partnership Sub-Products Export Data Help

Partnership: Agreement: Programme: Year:
 The PR Housing Partnership 2008-11 PR Training NAHP 2008-11 National Affordable Housing Programme 2008

Sub Products

Project ID: 40101 The PR Training South East Project
 Location LA: 251 Ashford

Sub Product ID	Type	Processing Route	No Units	No of Persons	Grant	Status	Reserve	Year	Valid
45621	Rent	New Build Works Only	10	60	1,220,000			2008	<input type="checkbox"/>
45622	Rent	New Build Works Only	10					2008	<input type="checkbox"/>
			20	100	2,320,000				<input type="checkbox"/>

- Define Sub-Product
- Validate Sub-Product
- Submit Sub-Product
- Change Reserve Status
- Sub-Product Audit
- Apply Comment
- Maintain Units
- Maintain Codes
- Maintain Forecast
- Sub-Product Summary
- Delete Sub-Product
- Print / View Sub-Product

vi. Select **Maintain Forecast**.

Enter Sub-Product Milestone Event - [SAVED]

Description: Ball Walk - 2 Bed

Planning Consent: No of Units:

Exchange of Contract: No of Persons:

Acquisition: Grant:

Start on Site: SOS Grant:

Grant Confirmation:

Practical Completion: Final Grant:

Occupancy: Occupancy Grant:

Sub-Product Milestone Event field information

Description	This is system populated for all Sub Products but may be overtyped for bulk scheme.
Planning Consent	The date at which planning consent is expected to be achieved. This date may be in the past.
Exchange of contracts	The date on which the exchange of contracts will occur, applies to incentive schemes only. This date may be in the past.
Acquisition	The date on which the acquisition stage is expected to occur. This date may be in the past.
Start on Site	The date on which the start on site will occur.
Practical completion	The date on which the practical completion is expected.
No of Units	This is system generated based on previous information, but may be overtyped for bulk scheme.
No of Persons	This is system generated based on previous information, but may be overtyped for bulk scheme.
Grant	This is system generated based on previous information, but may be overtyped for bulk scheme.
SOS Grant	This is system generated.
Practical Completion Grant	This is system generated.
Occupancy Grant	This is system generated.

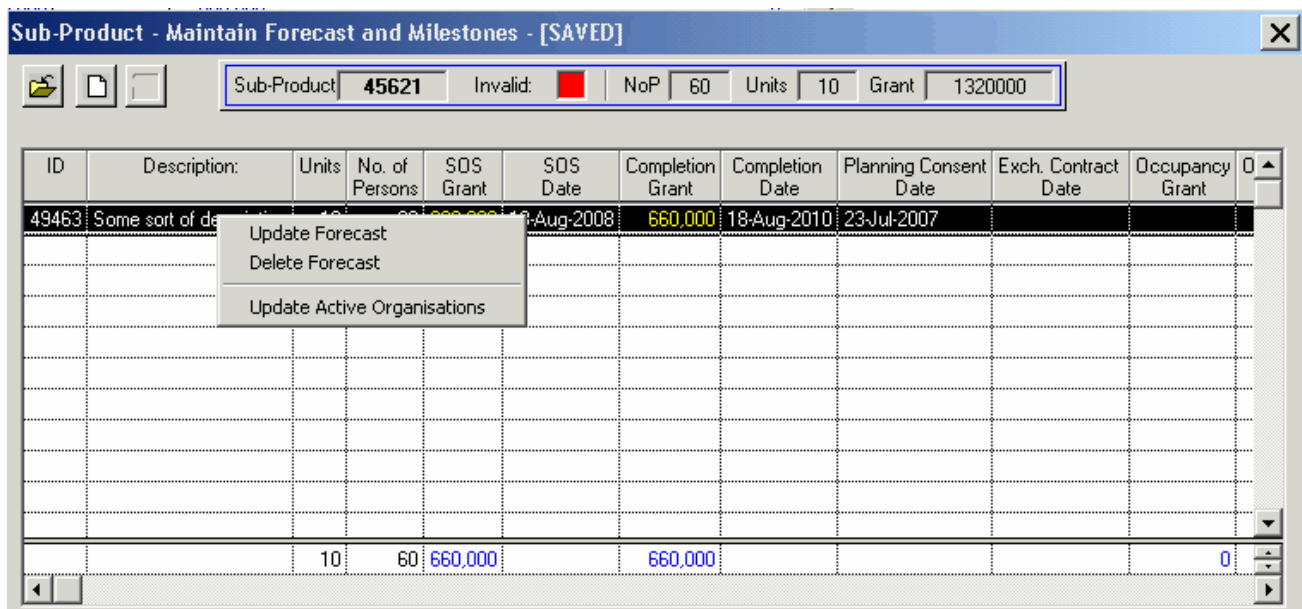
- ii. Right-click on the Planning Consent field in order to display the date calendar.



- iii. Select the required date (in this example select 23 July 2007).
- iv. Then click **Select** and the field is populated.
- v. Alternatively you can type directly into the date fields.
- vi. Complete the remainder of fields as shown above.
- vii. Select **Save**.

16. Update Active Organisations

This is where you state which organisation(s) will be carrying out the roles of Developing, Managing and Owning Organisation for a Sub Product



- i. From the **Maintain Forecast and Milestones** screen select the appropriate forecast line.

- [Project Sub-Products - [Saved]]

Partnership Sub-Products Export Data Help

Partnership: Agreement: Programme: Year:

The PR Housing Partnership 2008-11 PR Training NAHP 2008-11 National Affordable Housing Programme 2008

Sub Products

Project ID: 40101 The PR Training South East Project

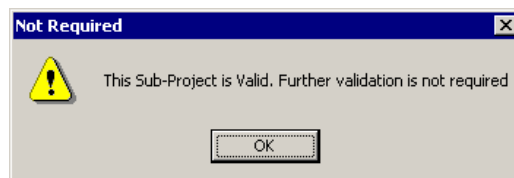
Location LA: 251 Ashford

Sub Product ID	Type	Processing Route	No Units	No of Persons	Grant	Status	Reserve	Year	Valid
45621	Rent	New Build Works Only	10	60	1,320,000		<input type="checkbox"/>	2008	<input checked="" type="checkbox"/>
45622	Rent	New Build Works Only	10	40	1,000,000		<input type="checkbox"/>	2008	<input type="checkbox"/>

- ix. In the above example, Sub Product 45621 is now displayed as Valid and is now coloured black.
- x. Now repeat the validation process for each of the Sub Products created.

17. Validate Sub-Product

- i. At any time you can use the **Validate Sub Product** option from the sub product menu.
- ii. If errors are preventing the sub product from being valid they are displayed (see Step 5.3).
- iii. If it is already valid the following message will appear.



- iv. Select **OK** to clear the above message.

Note: It is important to note that all Sub Products must be valid before the agreement can be submitted. You can delete any Sub Product you do not wish to submit by selecting Delete Sub Product from the above menu. This will deleted the sub product and all of the unit and forecast data associated with it.

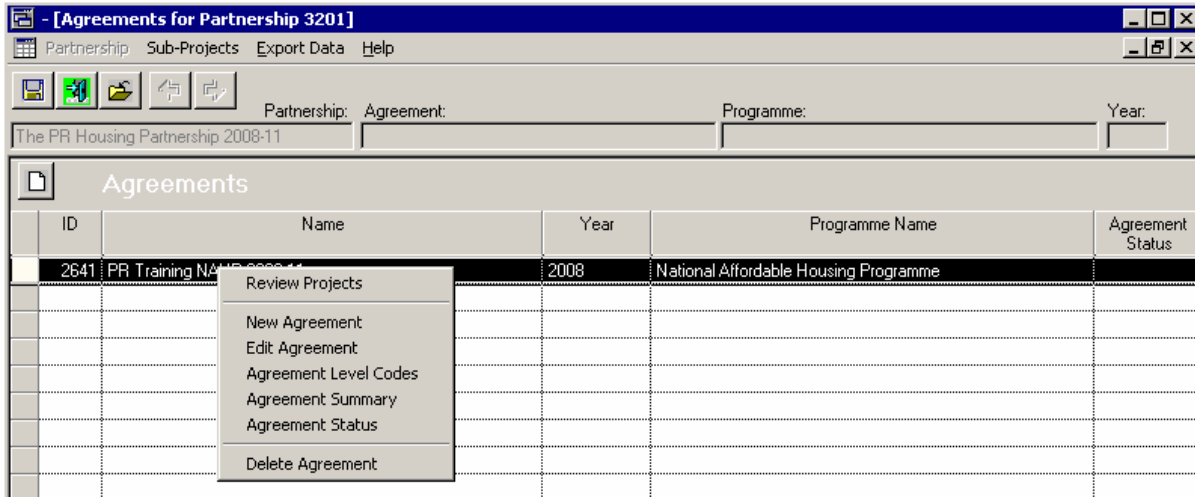
18. Add a comment

- i. At any time you can use the **Apply Comment** option from the sub product menu to add a comment against a sub product.
- ii. Type the comment into the space available.

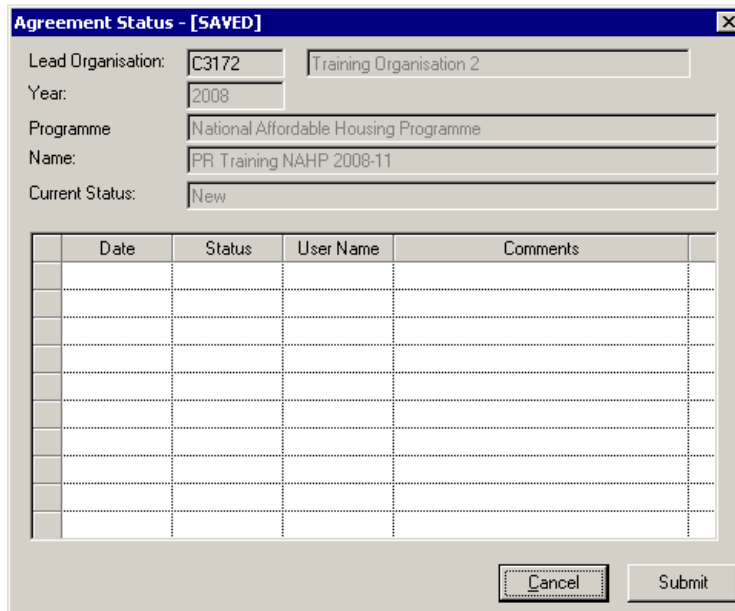
Note: for audit reasons all comments are saved so please ensure you are satisfied with the message before saving.

Step 6 : Submit an Agreement

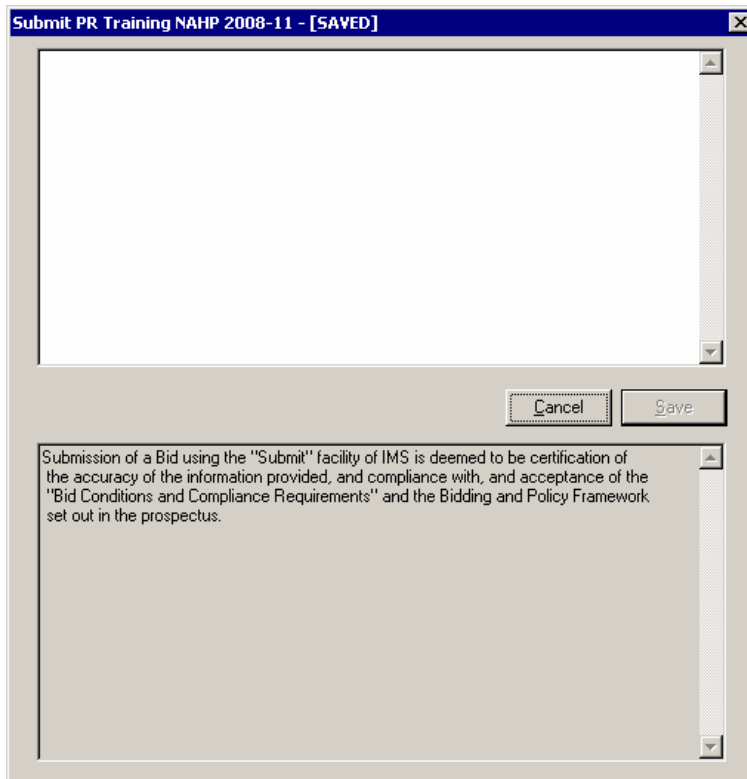
1. Agreement Status



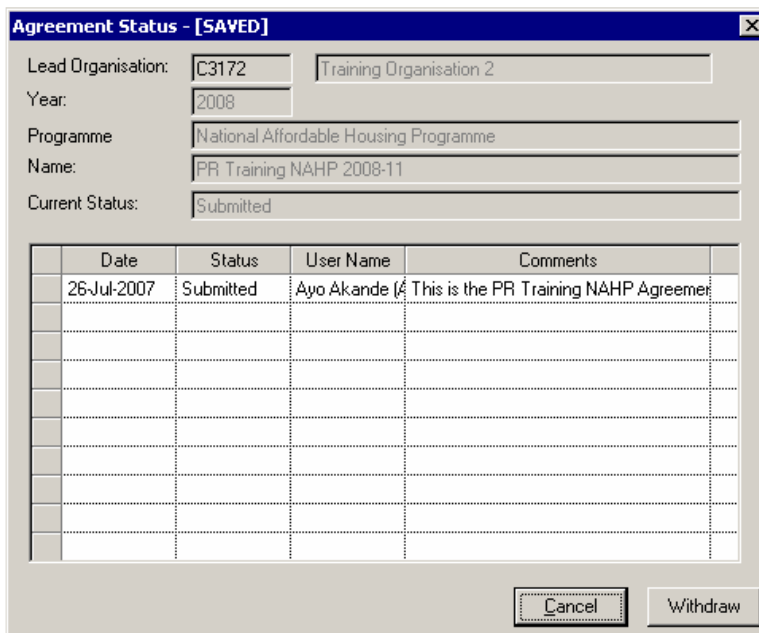
- i. Select the Agreement
- ii. Right-click the ID to display the above options menu
- iii. Select **Agreement Status**



- iv. Click **Submit**



- v. Click into the top box and enter some information or description of sorts. Note the text below must be read prior to submitting.
- vi. Click **Save** to return to the Agreements screen
- vii. From the Agreements screen, Select the Agreement
- viii. Right-click the ID to display the above options menu
- ix. Select **Agreement Status**



- x. The status of the Agreement is now set to Submitted.
- xi. Press **Cancel** to exit the window.

Note: after an agreement is submitted no changes can be made to the bid. If you need to make changes follow step 1 again but select 'Withdraw' and the agreement status will change to withdrawn. You can now edit data.

Remember all agreements must be in the Submitted status by the close of the bids round to be considered by the Housing Corporation.

xii. Exit the BIDS application (using the exit button  on the toolbar).

Note: Remember that there are other options for scheme types and processing route that are not detailed in this basic user guide. The options will depend on the type of Products (i.e. if Newbuild, Acquisition and Works, Rent, Specialist Builds etc).

General Helpdesk Contact Details

The BIDs application will provide useful pointers towards any erroneous or conflicting data that will cause your bid to be invalid.

If you cannot resolve the issue yourself in the first instance please contact your local regional office for advice.

If they are unable to assist, or if you experience a system error please contact the HC Helpdesk on **0845 300 4347**.