

Systems Inventory

This page lists the technology systems SHHA uses. For each system, we document what it does, who administers it, and how it is accessed.

Items marked **TODO** need information filled in by someone with direct knowledge of that system.

1. Microsoft 365

Microsoft 365 is SHHA's primary platform for email, mailing lists (Microsoft Groups), shared role mailboxes, and file storage (SharePoint).

Type	Cloud-based (Microsoft-hosted)
Primary admin	Anna (office staff) handles day-to-day membership changes; IT admin handles mailbox permissions and configuration
Backup admin	TODO: Identify and document a backup administrator
Login	admin.microsoft.com (admin), outlook.com (email), SharePoint links (files)
Licensing	Only office staff and IT admin need paid licenses; volunteers are free external guests

2. QuickBooks

Used for SHHA financial accounting.

Type	Cloud-based
Primary admin / user	TODO: Who is the primary user? (Treasurer? Office staff?)
Backup	TODO: Is there a backup user with access?
Login	TODO: URL and login method
Notes	TODO: Version (Online vs Desktop), billing, who pays for the subscription

3. Membership Database

TODO: Document the membership database system.

System name	TODO: What system/software is used?
Type	TODO: Cloud-based or local?
Primary admin	TODO: Is Ryan the primary outside admin?
Backup admin	TODO: Is there a backup?
Data stored	TODO: What member data is in this system? (names, addresses, dues status, etc.)

4. Gusto

Used for payroll and employee benefits administration.

Type	Cloud-based
Primary admin	TODO: Who manages Gusto? (Office manager? Treasurer?)
Backup	TODO: Is there a backup admin?
Login	app.gusto.com
Notes	TODO: How many employees are on payroll? Billing responsibility?

5. SHHA Website

The public-facing website at sandiahomeowners.org.

Type	TODO: What platform/CMS runs the website? (WordPress, Squarespace, custom?)
Hosting	TODO: Where is it hosted? Cloud-based?
Primary owner	TODO: Who manages content updates?
Backup owner	TODO: Is there a backup person?
Outside consultant	TODO: Is there a web consultant? If so, who? How are they paid?
Login	TODO: Admin URL and login method

6. GRIT Newsletter

The GRIT is SHHA's community newsletter, currently produced monthly.

Production tool	TODO: What software is used for layout? (InDesign, Canva, Google Docs, etc.)
Distribution method	TODO: Print, email, or both?
Editor / layout person	TODO: Who currently does layout and editing?
Gmail account	shhagrit@gmail.com — TODO: document what this Gmail is used for (submissions? Google Drive access? legacy?)
Related page	See the <i>GRIT Layout Monthly Guide</i> in the Specialty Topics chapter for the step-by-step production process

7. Square

Used for Sandia Tram ticket sales and advertising payments.

Type	Cloud-based
Primary user	TODO: Who manages Square transactions?
Backup	TODO: Is there a backup?
Login	squareup.com
Notes	TODO: What specific transactions go through Square? Revenue amounts?

8. Other Systems

TODO: Are there additional systems not listed above? Examples might include:

- Bulk email / email blast service (Mailchimp, Constant Contact, etc.)
- Google Workspace (shared Google Calendar for Board reminders uses Gmail — is there a full Google account?)
- Domain registrar for sandiahomeowners.org — **TODO:** who manages DNS and domain renewal?
- Any other SaaS tools or vendor portals

Revision #1

Created 2026-04-01 05:06:44 UTC by BookStackBot

Updated 2026-04-01 05:06:44 UTC by BookStackBot