

HOME IDIS Tips – Helpful HOME screen features

| Feature | Location | Functionality | <ul style="list-style-type: none"> ● Highlights on How to Use |
|------------------------|--|--|---|
| Review Activity Status | HOME Menu (In view or production, Navigate to the HOME Menu for a chosen HOME activity) | Type “F” at the “Type selection and press <Enter>” field on the HOME Menu. The screen displayed is the Review HOME Activity Status screen for the HOME activity | <ul style="list-style-type: none"> ● The Review HOME Activity Status screen shows the current condition of the data in IDIS ● You can check to make sure that set up is “complete” before attempting to fund/draw. ● You can check to make sure that Completion Cost and Beneficiary Data is complete before returning to the common path to change the status code to “complete”. |
| Search Activities | HOME Menu | Type “G” at the “Type selection and press <Enter>” field on the HOME Menu. The screen displayed is the Search HOME Activities screen. An IDIS user can enter search criteria on the Search HOME Activities screen. | <ul style="list-style-type: none"> ● If date ranges are blank, activities for all years are displayed in the Search Results screen for the parameters entered. ● Enter a Status Code of 4 - “Underway” to see a list of all activities that need to be completed. ● Enter a Status Code of 2 – “Complete”, Tenure Type Code of 1 – “Rental” and Occupant Code of 9 – “Vacant” to see a list of all completed rental units that need beneficiary information entered into IDIS. ● To select an activity on the Search Results screen, type an “x” next to the activity, press <Enter>. The HOME Menu for the selected activity is displayed. ● Or, you can screen-print the list of activities on the Search Results screen. ● The Search Results activities are list with the most current activity number first. This can be reversed to oldest activity number first by pressing the <F16 SORT ASC/DSC |
| Change to Activity ID | HOME Menu | Type the activity number that you want to go to. Press <Enter> and the HOME Menu for that activity will be displayed. A message on the HOME Menu screen provides the number of the previous activity. | <ul style="list-style-type: none"> ● You can change from one HOME activity to another without going through common path screens. ● This feature makes it easier to enter beneficiary information for multiple HOME rental activities after completion. |