

US Department of Housing and Urban Development
Office of Public and Indian Housing
PIH Information Center (PIC)



FRS 4.0 User Guide
Chapter 2 Install And Set Up FRS 4.0
June 2002



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I. Introduction

This chapter contains information about FRS 4.0 system requirements, instructions about how to download FRS 4.0 files from the Internet, and instructions about how to install the file from the Internet. In addition, sub-chapters 2-A, 2-B, and 2-C contain information regarding data conversion, Housing Agency configuration completion, and data submission. FRS 4.0 needs the sub-chapters to operate fully.

NOTE: If you already have FRS 3.0 Version, please refer to chapter 2-A “Data Conversion” and follow the steps for conversion from Version 3.0.

II. System Requirements

To install FRS 4.0, your system must meet the following system requirements:

Computer	IBM or IBM-compatible with at least an 80486 processor (Pentium recommended)
Monitor	An EGA, VGA or compatible display (VGA or higher is recommended)
Memory	32 MB of memory (or higher) 80 MB of available hard disk space
Mouse	A mouse or other compatible pointing device
Printer	Prints 8 ½“ x 11” paper Prints 80 characters per line Form Feed feature
Modem	At least a 28.8 Kbps baud industry standard modem Dedicated fax/modem telephone line
Software	Microsoft Windows 95 or higher Internet web browser (MS Internet Explorer or Netscape Navigator)

If your system does not meet these minimum requirements, FRS 4.0 will not work.



III. Download FRS 4.0 Files from the Internet

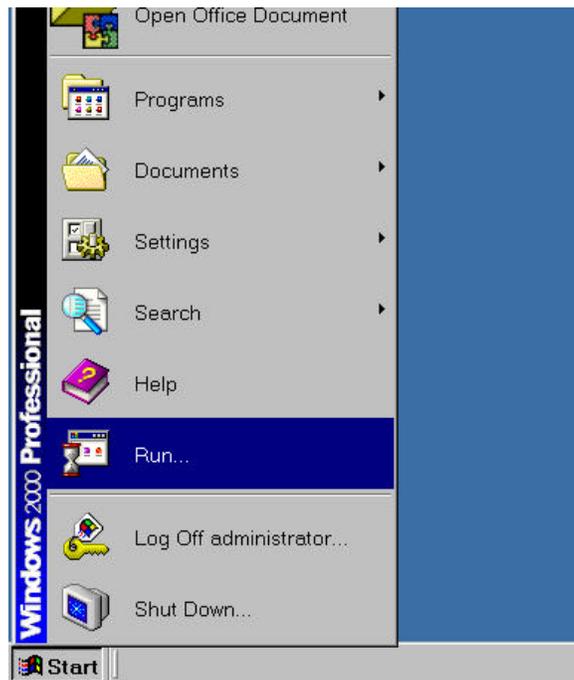
Follow these steps to download FRS 4.0 through the Internet:

1. Create two new directories on your computer's hard drive (c:).
2. Name the directories **C:\FRSFILES** and **C:\TO_MTCS**. The C:\FRSFILES directory is where you copy the file that contains FRS from the Internet. The C:\TO_MTCS directory stores tenant data files.
3. Copy the file **FRS40Zip.EXE** from the MTCS Website at <http://www.hud.gov/pih/systems/mtcs/software.html> to the new directory. This file is a compressed "self-extracting zipped" file that must be uncompressed (unzipped) prior to the FRS 4.0 installation and setup.

3.1 UNCOMPRESS THE FILE

Follow these steps to uncompress the FRS 4.0 file if you use Windows 95:

1. Click  and select **Run**.



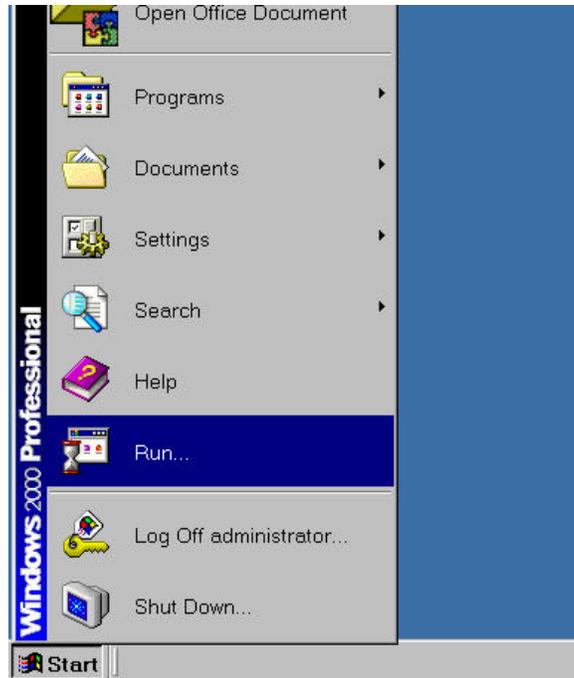
2. Enter **C:\FRSFILES\FRS40zip.EXE** into the Open field. Click . The **FRS40ZIP.EXE** file is uncompressed and FRS 4.0 is ready for installation and setup.

IV. Install FRS 4.0 on Your Computer

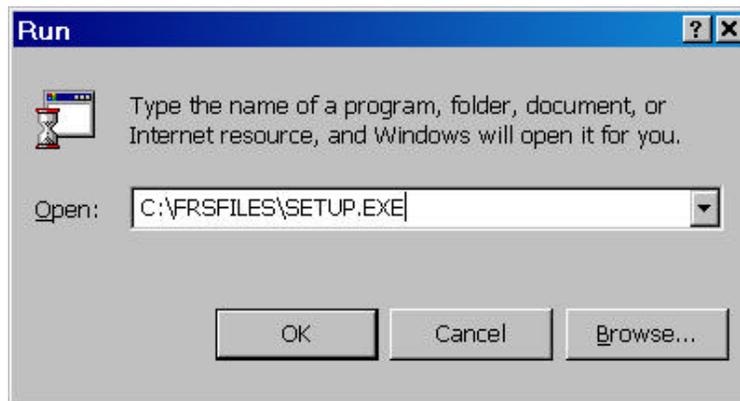
Install the FRS 4.0 files you just uncompressed and loaded on the **C:\ drive**. **FRS 4.0** is a standalone application that you cannot install on a Local Area Network (LAN).

4.1 INSTALLATION

1. Click  and select **Run**.



2. Type **C:\FRSFILES\SETUP.EXE** in the **Open** field, and click . The first **FRS 4.0 Setup** window appears.



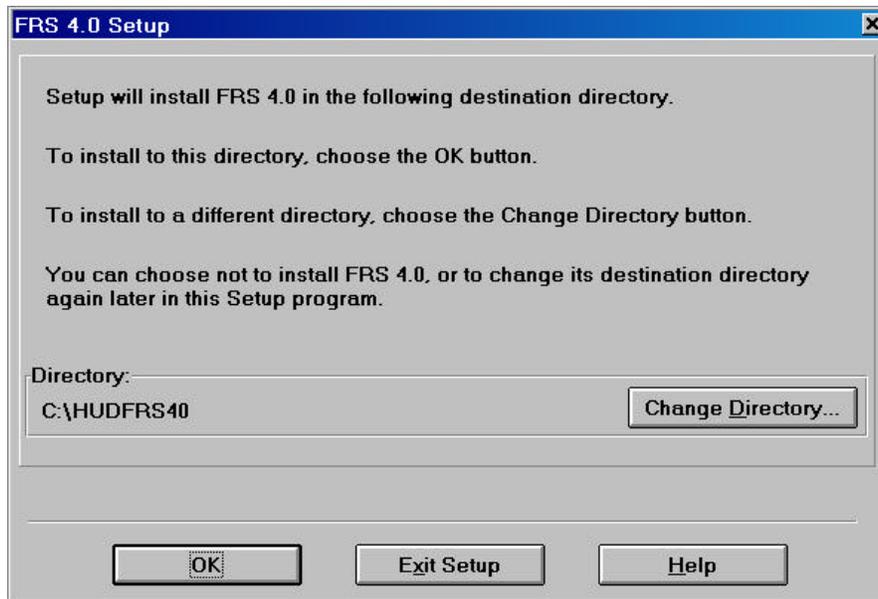


V. Set UP FRS 4.0

Once FRS 4.0 installation is complete, an FRS 4.0 Setup window appears:

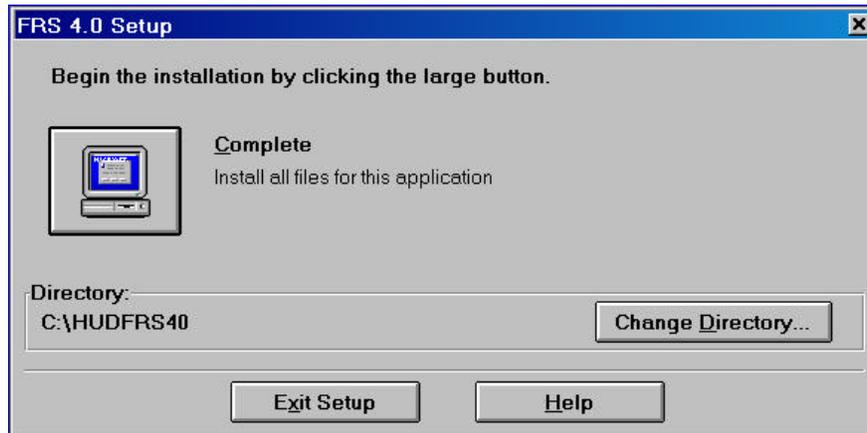


1. Click . A second FRS 4.0 Setup window appears.

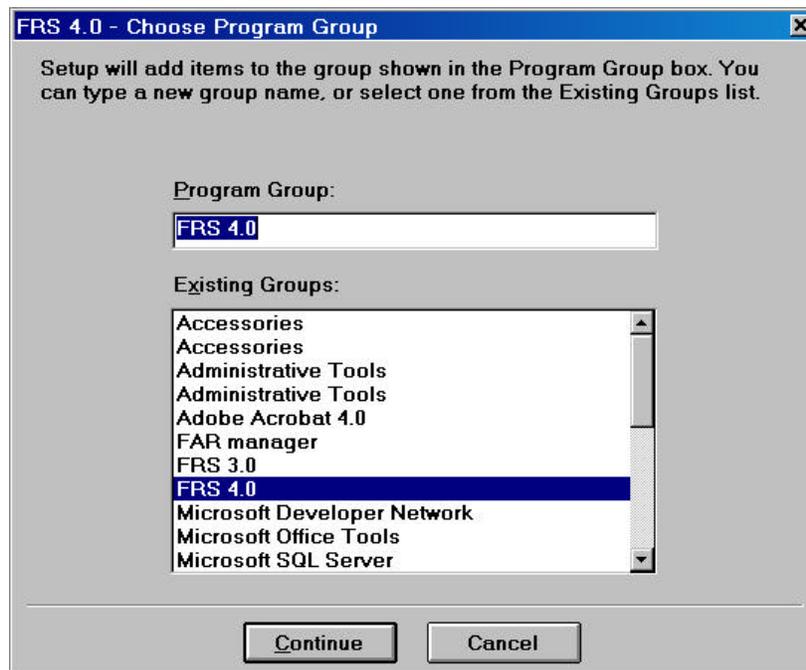




2. FRS 4.0 automatically names a directory HUDFRS40. If a directory already exists on your C:\ drive with this name, you may click  to change the directory. Otherwise, click . The third **FRS 4.0 Setup** window appears.



3. Click . The **FRS 4.0 Choose Program Group** window appears.





The **Program Group** field displays the default program group, **FRS 4.0**. Click
The **Data Conversion Request** message appears.



You have now setup FRS 4.0 and, if necessary, ready to begin converting the data from previous version of FRS. You can choose to either convert data at this time or convert the data at a later time.

* See Chapter 2-A, Convert Data in FRS 4.0 for instructions on Data Conversion or to upgrade from FRS 3.0 to FRS 4.0.

<http://www.hud.gov/utilities/intercept.cfm?chap2a.pdf>

If you do not have data to convert, please go directly to Chapter 2-B, Complete the Housing Agency Configuration, at: <http://www.hud.gov/utilities/intercept.cfm?chap2b.pdf>.