

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



FRS 4.0 User Guide
Chapter 2-C Submission Setup
June 2002



Table Of Contents

I. INTRODUCTION	3
II. SUBMISSION SETUP	3
2.1 INTERNET SETUP	3



I. Introduction

PHAs may submit data to MTCS either via the Internet or SprintMail. This chapter explains how to choose your preferred method of transmission of FRS 4.0 data.

II. Submission Setup

Choosing a preferred method of transmission takes place during the FRS 4.0 setup or from within the Main Menu. The first sample shows the steps for Internet selection, and the second sample shows the steps for Sprintmail selection.

2.1 INTERNET SETUP

After you complete the Housing Agency Profile, you are automatically prompted to select your submission selection.

OR

From the Main Menu, click on the *Submit File* drop down menu and select *Submission Setup*.

To setup FRS 4.0 to transmit data via the Internet:

1. Select the **Internet Transmission** button and click . The **Internet Browser Application File Directory** window appears.
2. Enter your Internet browser's directory and executable file into the **Command Line** field.
3. **NOTE:** If you do not know the directory and executable file for your Internet browser, click the **Browse** button. The **Select the directory where the application file is stored** window appears. You can search for the Internet executable file.
4. Examples of Internet browser directory and executable files are:
5. C:\netscape\netscape.exe
6. C:\windows\explorer.exe
7. Click . The Internet Submission File Directory window appears.
8. Enter the directory name into the **Command Line** field. Tenant data files are saved under this directory. (i.e., C:\TO_MTCS)
9. When you finish, click on . The **FRS 4.0 Main Window** appears. You completed the setup for Internet submission.

NOTE: Some computers display a message that says you must reboot your system to complete setup. If so, reboot your computer now and reopen FRS 4.0.