

Scheduling & Bulk Upload Quick Reference Guide

**For Contractors
Version 2.0**

Physical Assessment Subsystem (PASS) Scheduling Release 2.6

U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

May 4, 2001

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Introduction

The Real Estate Assessment Center (REAC) is a U.S. Department of Housing and Urban Development (HUD) national management center created to centralize and standardize the way HUD monitors and evaluates the physical condition and the financial condition of HUD properties. This includes over 3,000 Public Housing Agencies (PHA) and over 30,000 Federal Housing Administration (FHA) multifamily insured, direct loan, HUD-held, and Section 8 project-based subsidized properties.

The Physical Assessment Subsystem (PASS) is a Web-based subsystem developed by REAC to monitor the physical condition of HUD properties based on on-site physical inspections. One component of PASS is Scheduling, where inspection schedules are managed based on contracts and task orders.

Objectives

The purpose of PASS Scheduling is to provide REAC staff and inspection contractors -- Master Schedulers and Inspectors -- with a tool to manage physical inspection scheduling details.

Throughout this guide, information pertaining only to Master Schedulers is marked with this symbol:



Master Schedulers have access to property and scheduling information within their own organizations. Master Schedulers can:

- access information on all scheduled and unscheduled inspections within their contracts;
- search for inspection schedules, based on specified criteria (e.g., city, date, etc.);
- modify property information;
- assign properties to be inspected to authorized inspectors within or outside of their organization;
- view and revise scheduling changes within their organization;
- send revised inspection schedule information captured on their systems directly to REAC's database using the Bulk Upload Process.

Information for Inspectors who are not Master Schedulers is marked with this symbol:



Authorized Inspectors can only access property and scheduling information for those properties to which they are assigned. Inspectors can:

- search for inspection scheduling information based on specified criteria (e.g., city);
- modify property information;
- view changes in scheduled inspections assigned to them;
- change the date and time of scheduled inspections to which they have been assigned.

Scheduling is available to inspection contractors (on-site inspectors and the office staff responsible for scheduling the inspection) and REAC personnel responsible for monitoring scheduled physical inspections. Authorized users access Scheduling via the Internet.

Accessing Scheduling

Security

PASS Scheduling is a secure, Web-based system containing sensitive public housing information. A HUD-issued user ID is required for access. Authorized users only have access to inspection scheduling information for properties within their contract and assignment.

Authorized users for PASS Scheduling include:

- Master Schedulers (HUD-contracted inspectors responsible for scheduling)
- Inspectors who conduct on-site physical inspections at HUD properties

Authorized User Login

To access PASS Scheduling, a user must log in using their HUD-issued user ID (e.g., M11111).

To log in to PASS Scheduling:

1. Open the Internet browser (e.g., Netscape). The example shown is the **Yahoo** main screen.



2. Enter the following URL address in the *Location* field:
www.hud.gov/offices/reac/index.cfm



The **Real Estate Assessment Center (REAC)** home page displays (next page).

3. Click on the online systems link under the REAC heading on the left. The Online Systems screen displays (next page).

The screenshot shows the Real Estate Assessment Center (REAC) website. The page has a red header with the text "real estate assessment center" and "translate | search/index". Below the header is a navigation breadcrumb: "Home > About HUD > Real Estate Assessment Center". The main heading is "real estate assessment center (reac)".

The sidebar on the left contains the following links: "homes and communities", "real estate assessment center", "customers", "products", "tools", "online systems", "contact us", "about reac", "hud news", "homes", "communities", "working with hud", "resources", "tools", "webcasts", "mailing lists", "federal clearinghouses", "contact us", and "help". A red arrow points to the "online systems" link.

The main content area is divided into three sections:

- features**:
 - REAC Receives honors from the Federal CIO Council Excellence.Gov Award**
 - Comparing HUD's Customer Survey Results**: REAC's Customer Service and Satisfaction Survey out performs the recent American Customer Satisfaction Index (ACSI) survey results.
 - Just released!**: Uniform Physical Condition Standards and Physical Inspection Requirements for Certain HUD Housing; Administrative Process for Assessment of Insured and Assisted Properties [Read more...](#)
- highlights**:
 - The Business of Government Journal takes a look inside REAC**
 - Web Conversion Complete. Learn more about our new Web format by selecting [Web Features](#).
 - EYE 12/31 PHAs Receiving Development Level Survey**
 - Letters issued to Owners/Agents and Public Housing Agencies providing guidance on the Income Discrepancy Resolution Guide. [Read the letters.](#)
 - CPAs can begin registering to obtain their Unique IPA Identifier (UII) [Read more...](#)
 - Status Reports for Tenant Income Verification Discrepancy Resolution [Read more...](#)
- what's hot!**:
 - Effective October 30, 2000, Secure Connection Coordinators (AKA FASSUB Coordinators and/ or Coordinators) are granted access to physical inspection reports via the Internet. HUD will continue to mail reports until March 31, 2001. [Read more...](#)
 - HUD extends due date to request no cost lead-based paint evaluation for project based Section 8 properties. [Read more...](#)

Content updated January 18, 2001

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[Home](#) | [Privacy Statement](#)

NOTE: The content of this page is updated on a regular basis. Therefore, its appearance may vary.

online systems

If you already have a User ID, click on the "Log In" button to proceed directly to Secure Connection. Note that upon log in, the "User Name" field actually requires your user ID.

LOG IN

WHAT'S NEW

SIGNIFICANT REVISIONS!
Industry User Guide for the Financial Assessment Subsystem-Multifamily Housing (FASSUB) [Changes to FASS-MF](#). To [view guide](#) go to Documents and Guidance. Updated February 9, 2001

IMPORTANT! Obtaining instructions for getting a UII has just gotten easier!!
Retrieve the short version of the [UII Registration Instructions](#). Updated January 24, 2001

NEW! Financial Assessment Subsystem - Public Housing Agencies
[Top level financial statements](#) are now required to be submitted with the audited financial submission.

Effective October 30, 2000, Secure Connection Coordinators (AKA FASSUB Coordinators and or Coordinators) are Granted Access to Physical Inspection Reports via the Internet. HUD will continue to mail reports until March 31, 2001 Updated December 8, 2000

NEED A USER ID?
Complete [registration instructions](#) are available, or go directly to the appropriate secure connection registration form.

[Multifamily Housing Entity](#)

[Public Housing Agency](#)

HIGHLIGHTS

SINGLE FAMILY APPRAISAL QUALITY SYSTEM ACCESS
All AQA Contractors and Review Appraisers must register for a Secure Systems ID and password to access SASS Online. [Additional information and online registration.](#)

TENANT INCOME VERIFICATION SYSTEM (TEVS) ACCESS
The former TEVS site to access SS and SSI benefit history and income discrepancy reports for Public Housing Authorities (PHAs) has been transferred to REAC. [TEVS' new location.](#)

If your public housing authority needs technical assistance, please contact the Social Security and Supplemental Security Income Hotline Internet Facility at (202) 708-4932, extensions 3319 or 3321.

TENANT INCOME DISCREPANCY RESOLUTION
To review and report on Tenant Income Discrepancies, PHAs, owners, and management agents select the "Log In" button located at the top of this page.

SYSTEM PASSWORDS
Effective April 8, 2000 Secure Systems Passwords must be reset every 21 days. [More password details](#)

QUICK TIPS DESK REFERENCE
REAC has prepared handy, one page desk reference sheets with step by step instructions for obtaining user IDs and logging into the secure systems. They are quick, easy and colorful. [Print Quick Tips now.](#)

SYSTEM SECURITY USER GUIDE FOR PHAs
This guide provides instructional guidelines on how to get a user ID, access Secure Systems, and perform system administration functions.

Last revised: February 9, 2001

4. Click on the **Log In** button.

The **Username and Password Required** screen displays.

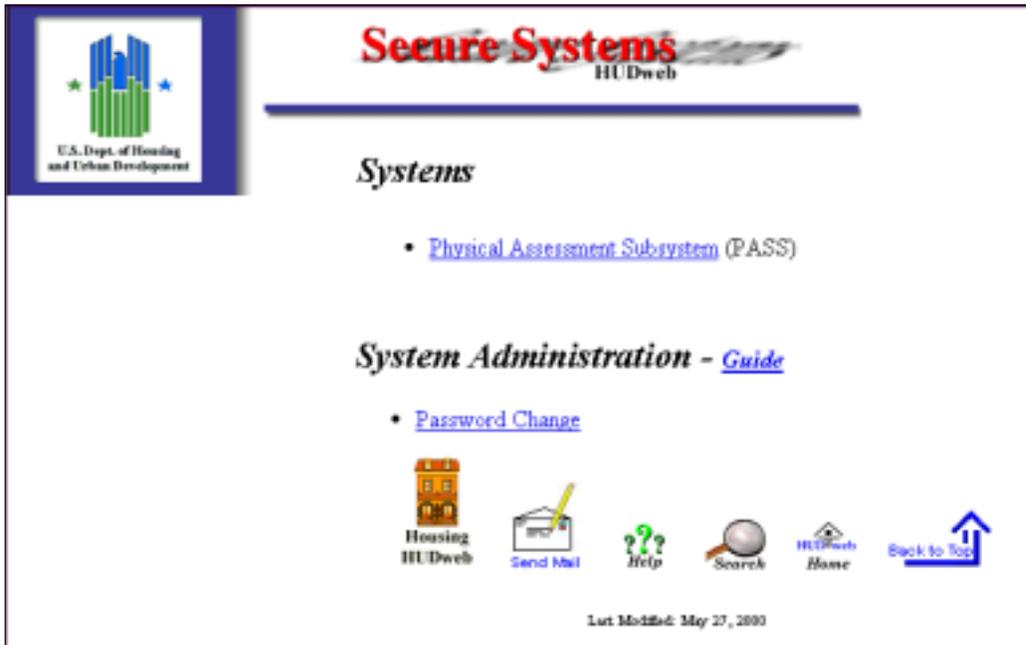


5. Enter your user ID (e.g., M11111) in the *User Name* field. The user ID is case-sensitive; remember to use a capital letter when entering the user ID.
6. Tab to the Password field and enter your password. The password is also case-sensitive.

7. Click on the  button. A **Legal Warning** page displays.

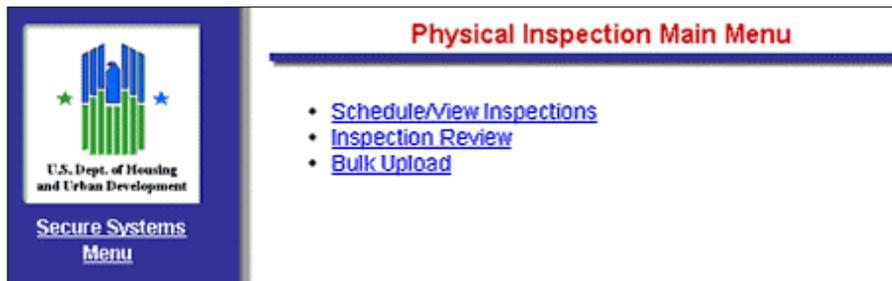


8. Click on the Continue button. The **Secure Systems** screen displays. (next page)

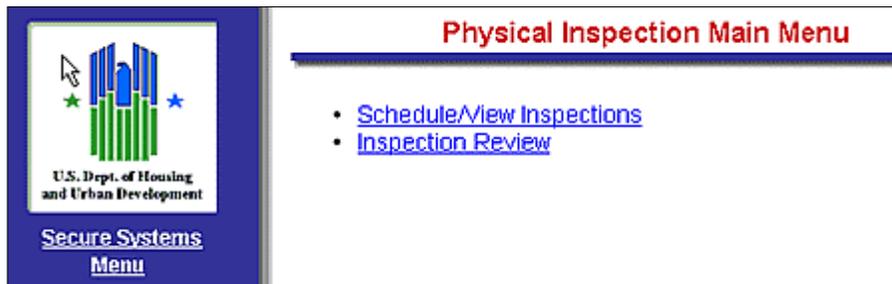


9. Click on the Physical Assessment Subsystem (PASS) link. **The Physical Inspection Main Menu** screen displays.

Master Scheduler



Inspector



10. Click on the Schedule/View Inspections link. One of three screens displays, as shown in the following table: (next page)

Master Scheduler / Inspector	
If you are the...	Contractor Scheduling Screen Displays
<p>Master Scheduler or Inspector for a Contractor, then the Contractor Scheduling screen displays.</p> <p>Select the appropriate Contractor from the Contractor drop-down list.</p> <p>Note: Once the contractor is selected, select a contract and then a task order from each drop-down menu.</p> <p>Click on the Inspection Scheduling button, and the Schedule Inspections query screen displays.</p>	 <p>The screenshot shows a web interface with the 'read scheduling' logo. Below the logo is the heading 'Inspection Scheduling'. There is a yellow dropdown menu labeled 'Contractor' with a white arrow pointing down. Below the dropdown is a grey button labeled 'Inspection Scheduling'.</p>
If you are the ...	Contractor/Servicing Mortgagee Scheduling Screen Displays
<p>Master Scheduler or Inspector for a Contractor(s) and Servicing Mortgagee(s) then the Contractor/Servicing Mortgagee Inspection Scheduling screen displays.</p> <p>Select a Contractor from the Contractor drop-down list, or a Servicing Mortgagee from the Servicing Mortgagee drop-down list.</p> <p>Note: Once the contractor is selected, select a contract and then a task order from each drop-down menu.</p> <p>Click on the Inspection Scheduling button, and the Schedule Inspections query screen displays.</p>	 <p>The screenshot shows a web interface with the 'read scheduling' logo. Below the logo is the heading 'Inspection Scheduling'. There are two yellow dropdown menus side-by-side: 'Contractor' and 'Servicing Mortgagee', both with white arrows pointing down. Below the dropdowns is a grey button labeled 'Inspection Scheduling'.</p>

Master Scheduler / Inspector	
If you are the ...	Schedule Inspections Query Screen displays
<p>Master Scheduler or Inspector for one Servicing Mortgagee organization, the Schedule Inspections query screen displays.</p> <p>(For more information, see the Servicing Mortgagee Scheduling Quick Reference Guide Version 2.0 for Master Schedulers)</p>	

NOTE: Master Schedulers can only access those properties that are assigned to them.

Inspection Scheduling

Scheduling Features

The **Inspection Scheduling** main screen is the first screen in Scheduling.



Master Schedulers see only the contract(s) for their organization displayed in the *Select a Contract* field.



Inspectors see the contract(s) to which they have been assigned displayed in the *Select a Contract* field.

For example:

The screenshot shows the "Inspection Scheduling" title at the top. Below it is a yellow "Contractor" label above a dropdown menu that currently displays "Terra Properties, Inc.". At the bottom of the screen is a grey button labeled "Inspection Scheduling".

Once you have selected a contractor, **Please Select a Contract** appears. Choose a contract from the drop-down menu.

The screenshot shows the "Inspection Scheduling" title at the top. Below it is a yellow "Contractor" label above a dropdown menu that currently displays "Terra Properties, Inc.". Below that is a bolded label "Please Select a Contract" above another dropdown menu that displays "Area 2-Terra Properties, Inc. (Contract Z-OPC-76567)".

Once you have selected a contract, **Please Select a Task Order** appears. Choose a task order from the drop-down menu.

Inspection Scheduling

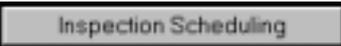
Contractor
Terra Properties, Inc.

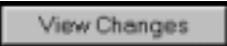
Please Select a Contract
Area 2-Terra Properties, Inc. (Contract Z-OPC-76567)

Please Select a Task Order
Select ALL Task Orders

Inspection Scheduling View Changes

The **Inspection Scheduling** main screen contains two buttons.

The  button takes you to the **Schedule Inspections** query screen.

The  button takes you to the **Schedule Changes** screen. This screen shows all changes made to the inspection schedule within a specified timeframe.



Master Schedulers can view schedule changes and modify inspection schedules within their organizations.



Inspectors can view schedule changes to their inspection assignments and modify their own assignments.

Property Information screens contain background information on the property and owner. All fields on **Property Information** screens can be edited to maintain the most current information in the database. **Property Information** screens are accessed through the **Inspections Schedule Report** and **Schedule Changes** screens.



The **PASS Bulk File Upload Module** screen allows you to send updated scheduling, property and participant information from your computer to REAC.

Saving Updates

Users can modify their inspection schedules and property information (e.g., address, phone number, owner, etc.). Click on the  button at the bottom of each screen to save changes in the database. To maintain accurate data in the Scheduling database, it is important to save all changes.

Once you have clicked on the  button, a screen displays confirmation that the data has been changed:

Inspection Scheduling Results

1 rows have been successfully changed.

[Back to Inspections Schedule Report](#)

[Back to Search Page](#)

[Physical Inspection Main Menu](#)

Click on the [Back to Inspections Schedule Report](#) link to return to the **Inspections Schedule Report**.

Click on the [Back to Search Page](#) link to return to the **Schedule Inspections** query screen.

Click on the [Physical Inspection Main Menu](#) link to return to the **Physical Inspection Main Menu**.

Schedule Inspections Query Screen

The **Schedule Inspections** query screen allows users to search for specific inspection assignments. Users can request to update inspection schedules, view inspection reports or create text reports from this screen. Searches can be narrowed in scope by entering Selection Criteria such as: *City, State, Zip Code, Inspection Schedule Date Range, Inspector ID, Ideal Future Date, Inspection Number(s), Property ID(s), and Uninspectable Code.*

Master Scheduler

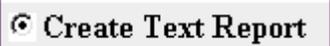
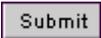
The **Schedule Inspections** screen allows Master Schedulers to select and access screens where they:

- assign inspections to inspectors
- revise inspection assignments
- view inspection reports
- create text reports

Inspector

The **Schedule Inspections** screen allows Inspectors to select and access screens where they:

- revise their inspection schedules
- view inspection reports

Schedule Inspections Query Screen	
Feature	Description
	This function allows users to schedule or reschedule inspections.
	This function allows users to view Inspections Schedule Reports for scheduled inspections, unscheduled inspections, or both scheduled and unscheduled inspections.
	This function allows users to download and update large volumes of data (inspection schedule, inspection property and inspection participant information) using Microsoft Word. After the data is revised, the data is sent to REAC via the Bulk Upload Process.
	This view option allows users to view both scheduled and unscheduled inspections.
	This view option allows users to view unscheduled inspections.
	This view option allows users to view scheduled inspections.
Select Inspector	The Select Inspector link prompts a pop-up window that displays all REAC-certified inspectors. Selecting a specific Inspector ID link on the pop-up window closes the window and places the inspector ID in the <i>Inspector ID</i> field. Note: For Inspectors this field is automatically updated with their Inspector ID number.
	This button initiates the action to locate schedule information based on information entered for the query.
	This button returns all fields to the original information.
Physical Inspection Main Menu	The Physical Inspection Main Menu link returns users to the Physical Inspection Main Menu screen where other PASS components can be accessed.

To access the Schedule Inspections query screen:

1. Choose a contract from the drop-down list in the *Select a Contract* field on the **Inspection Scheduling** main screen.



The screenshot shows the "Inspection Scheduling" screen. At the top, there is a yellow box labeled "Contractor". Below it is a dropdown menu with "Terra Properties, Inc." selected. Underneath, the text "Please Select a Contract" is displayed above another dropdown menu showing "Area 2-Terra Properties, Inc. (Contract Z-OPC-76567)".

2. Choose a task order from the *Please Select a Task Order* drop-down menu.



This screenshot is similar to the previous one but includes an additional dropdown menu. Below the "Please Select a Contract" dropdown, there is a section titled "Please Select a Task Order" with a dropdown menu showing "Select ALL Task Orders". At the bottom of the screen, there are two buttons: "Inspection Scheduling" and "View Changes".

3. Click on the  button. The **Schedule Inspections** query screen displays. The **Schedule Inspections** query screen allows users to narrow their search by specifying additional criteria. Use the scroll bar to view the entire screen. (next page)

Schedule Inspections

Function

Schedule Inspection View Web Page Report Create Text Report

View

View All Inspections View Unscheduled Inspections View Scheduled Inspections

Selection Criteria

Property:
City:
State:
Zip Code:

Inspection Schedule Date Range:
Begin:   End:  

Inspector ID: [Select Inspector](#)

Meal Future Date :
Begin:   End:  

Inspection Number: From: To:

Property ID: From: To:

Uninspectable Code :

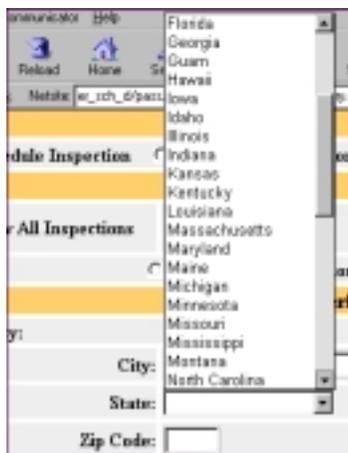
[Physical Inspection Main Menu](#)

Query Fields

The query fields in the Function and View sections of the **Schedule Inspections** query screen are required fields. Users must select one option in each section. The system automatically displays *Schedule Inspection* as the default in the *Function* section and *View All Inspections* as the default in the *View* section of the screen.

All the query fields in the *Selection Criteria* section are optional. To execute a search, users can enter data in all fields, enter data in some fields, or leave all fields blank. The more information provided in the query search, the fewer unnecessary results. For example, if you have 100 inspections that need to be scheduled, and you do not enter information about your inspections, the **Inspections Schedule Report** displays all 100 inspections. If you only want to see your inspections in the state of Virginia, select Virginia in the *State* field and the **Inspections Schedule Report** displays only those inspections in Virginia.

- The **Function** section lets users click on a radio button to decide what to do with the inspection information. There are three options:
 - *Schedule Inspection* allows users to enter or modify schedule information on the **Inspections Schedule Report**.
 - *View Web Screen Report* allows users to view or print the **Inspections Schedule Report**.
 - *Create Text Report* allows users to download inspection schedule, inspection property, inspection participant and participant role reference information.
- The **View** section allows users to search for scheduled, unscheduled, or all inspections (scheduled and unscheduled) by clicking on the appropriate radio button.
- The **City** field allows users to search for inspections by a particular city.
- The **State** field allows users to search for inspections by states and territories using the drop-down list.



- The **Zip Code** field allows users to search for inspections by postal zip code.
- The **Inspection Schedule Date Range** allows users to search for inspection schedules within a range of dates, selecting the *Begin* and *End* dates of the time frame, and by clicking on the calendar  icon.

To use the calendar box:

1. Click on the calendar  icon to view the current month in the calendar box. The current date is highlighted.

2. Select a date by:

- Click on a date (e.g., 20) to select a date in the current month.
- To move backward or forward by year, click once on the symbols (**|<** or **>|**) per year.
- To move backward or forward by month, click once on the symbols (**<** or **>**) per month.
- You can also use the drop-down arrows to select the month and year from the Month and Year menus. The calendar changes when the month and year are selected. Next click on a specific date within the month.



The calendar box closes once a date has been selected or click on the close control **X** icon to close the window.

NOTE: If a date is only entered in the *Begin* field, the query results will list all inspection schedule date ranges equal to or greater than the inspection schedule date entered.

If a date is only entered in the *End* field, the query results will list all inspection schedule date ranges equal to or less than the inspection schedule date entered.

To generate a search for one inspection schedule date, enter the same date in the *Begin* and *End* fields.

- The **Inspector ID** field allows users to search for inspections by Inspector ID number. Enter the ID ("M" number) in the blank *Inspector ID* field, or leave this field blank.



Click on the [Select Inspector](#) link to view a list of all inspectors on the **Inspector List**. Click on an underlined Inspector ID link to select an Inspector ID. The Schedule Inspections screen redisplay after an Inspector ID is selected from the **Inspector List** screen.

The screenshot shows a Netscape browser window titled "Inspector List - Netscape". The page content includes a header "Inspector List" with a "Sort By: Inspector Id" dropdown menu. Below the header are navigation buttons: "Prev", "View: 1 - 25 of 249", "Next", "Select No. of Records to Show: 25", and "Page No: 1". The main content is a table with four columns: "Inspector Id", "Inspector Name", "Home State", and "Home City". The table contains four rows of data, each with a blue underlined link for the Inspector ID.

Inspector Id	Inspector Name	Home State	Home City
M34567	JOE KOKO	AK	MERRYWEATHER
M45556	MARY SMITH	AL	BOATON
M55667	PETER PIPER	MO	AFTON
M64556	AL MCCALL	KY	BORNEO



The system automatically displays your ID in the *Inspector ID* field.

- The **Ideal Future Date** allows users to search for inspection schedules with the ideal future inspection date, selecting the *Begin* and *End* dates of the time frame by clicking on the calendar  icon.
- The **Inspection Number** field allows users to search a specific inspection or a range of inspections by entering the inspection number(s).

NOTE: If an Inspection Number is entered only in the *From* field, the query results will list all inspection numbers equal to or greater than that Inspection Number.

If an Inspection Number is entered only in the *To* field, the query results will list all Inspection Numbers equal to or less than that Inspection Number.

To generate a search for one inspection number, enter the same inspection number in both the *From* and *To* fields.

- The **Property ID** field allows users to search for inspections by a specific property ID or a range of property IDs.

NOTE: If a Property ID is entered only in the *From* field, the query results will list all Property IDs equal to or greater than that Property ID.

If a Property ID is entered only in the *To* field, the query results will list all Property IDs equal to or less than that Property ID.

To generate a search for one Property ID, enter the same Property ID number in both the *From* and *To* fields.

- The **Uninspectable Code** field allows users to search for inspections by an Uninspectable Status selected from the drop-down menu.

IN Property is inspectable (default)

RU Property is being reported as uninspectable (inspection can still be scheduled)

The following codes are only assigned by HUD:

VI Property has been verified by HUD as inspectable and is being referred back for inspection (inspection can still be scheduled)

VU Property has been verified as uninspectable (inspection cannot be scheduled). Inspections with the VU code cannot be downloaded to a Data Collection Device (DCD).

Inspections Schedule Report

The **Inspections Schedule Report** contains basic information on scheduled, unscheduled, or both scheduled and unscheduled inspections based on specified criteria. To ensure data integrity, any modifications to the inspection schedule or property Information should be made before downloading the inspection.



Master Schedulers can schedule inspections to any Inspector.



Inspectors can modify the date and time of their inspections and can view information about the properties.

Inspections Schedule Report												
3 Record(s) Found Scheduled Inspections												
To Schedule an Inspection, enter the Inspector's ID, Inspection Date and the Local Time												
<input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="text" value="1 - 3 of 3"/> <input type="text" value="Select No. of Records to Show: 25"/> <input type="text" value="Page No: 1"/> <input type="button" value="Search Page"/>												
Property ID	Property Name	City	State	Insp. No.	Insp. Date	Local Time	Inspector ID	Contract No.	Task Order	Ideal Future Date	Certified Letter Receipt Number	Uninsp. Code
38543	VALLEY RIDGE	BOATON	AL	63646	<input type="text" value="Dec 9 2000"/>	<input type="text" value="12:00 PM"/>	M48556	Z-OPC-76567	4		<input type="text" value="0000"/>	[X]
6536782	SEASHELL VILLAGE	MERRYTON	AL	54023	<input type="text" value="Dec 1 2000"/>	<input type="text" value="10:30 AM"/>	M48556	Z-OPC-76567	4		<input type="text" value="0000"/>	[X]
2148220	NARTON HOUSE	CAROUSEL	AL	55160	<input type="text" value="Apr 1 1999"/>	<input type="text" value="08:30 AM"/>	M48556	Z-OPC-76567	4		<input type="text" value=""/>	[X]

[Back to Search Page](#)
[Physical Inspection Main Menu](#)

NOTE: Use the scroll bar if necessary to view all the columns and rows.

Once the **Schedule Inspections** query screen is updated and submitted, the **Inspections Schedule Report** displays.

Inspections Schedule Report	
Feature	Description
 View: 1 - 25 of 30 	These buttons allow users to view information on the previous screen or next screen. In this example, there are 25 records on the current screen. To display the remaining 5 records, click on the Next button. Once records 26-30 are displayed, click on the Prev button to return to records 1-25.
Select No. of Records to Show: <input type="text" value="25"/>	Sets the number of records displayed at one time. The system displays 25 records at a time unless users change this setting. Records display in increments of 25, 50, 75, 100, 200, or 250 on a screen.
Page No: <input type="text" value="1"/>	The list of scheduled or unscheduled inspections can be listed on more than one page. To view another page, select a different page number from the drop-down list. For example, if the user is viewing page 5 of 10 pages and then selects page 8 from the drop-down list, page 8 displays.
<input type="button" value="Search Page"/>	Returns users to the Schedule Inspections query screen.
Property ID	Links in the Property ID column allow users to view or update the Property Information screen for a particular property.
Insp. Date	Enter the date of the inspection using this format: MM/DD/YYYY (e.g., 02/14/2001)
Local Time	Select the time of the inspection (7 AM to 3 PM in half-hour increments) by clicking on the drop-down arrow.

Inspections Schedule Report	
Feature	Description
	Enter the ID number of the inspector scheduled to conduct the inspection in this field.
Certified Letter Receipt Number	Enter the Receipt Number of the certified letter sent to property owners notifying them of the property inspection date.
Uninsp. Code	<p>Identifies the inspectable status of a property. The status can only be changed from IN to RU. Clicking on an uninspectable code link prompts a pop-up window where the users update fields with information that was provided rendering the property uninspectable.</p> <p>NOTE: If Uninspectable Code is changed in error, contact the Technical Service Support Center.</p> <p>IN – Property is inspectable (default) RU – Property is being reported as uninspectable (inspection can still be scheduled)</p> <p>The following statuses are only assigned by HUD: VI – Property has been verified by HUD as inspectable and is being referred back for inspection (inspection can still be scheduled) VU – Property has been verified as uninspectable (inspection cannot be scheduled). Inspections with the VU code cannot be downloaded to a Data Collection Device (DCD).</p>
	Button schedules or reschedules the inspection based on the information entered.
	Button returns all fields to the original information.
Physical Inspection Main Menu	The Physical Inspection Main Menu link returns users to the Physical Inspection Main Menu screen.

To schedule an inspection or modify an inspection schedule:

1. Click on the  radio button in the *Function* section of the **Schedule Inspections** query screen.
2. Click on a view option in the *View* section of the screen. In this example, *View Scheduled Inspections* is selected.
3. Enter search criteria in the appropriate fields, or leave these fields blank.
4. Click the  button. The **Inspections Schedule Report** screen displays.



Inspections Schedule Report

3 Record(s) Found
Scheduled Inspections
To Schedule an Inspection, enter the Inspector's ID, Inspection Date and the Local Time

Prev View: 1 - 3 of 3 Next Select No. of Records to Show: 25 Page No: 1 Search Page

Property ID	Property Name	City	State	Insp. No.	Insp. Date	Local Time	Inspector ID	Contract No.	Task Order	Ideal Future Date	Certified Letter Receipt Number	Uninsp. Code
34543	VALLEY RIDGE	BOATON	AL	63646	Dec 8 2000	12:00 PM	IM45556	Z-OPC-76567	4		<input type="text" value="7777"/> <input type="text" value="1111"/> <input type="text" value="1111"/> <input type="text" value="7777"/> <input type="text" value="1111"/>	[i]
6526732	SEASHELL VILLAGE	MERRYTON	AL	54023	Dec 1 2000	10:30 AM	IM45556	Z-OPC-76567	4		<input type="text" value="8888"/>	[i]
2148390	NARTON HOUSE	CAROUSEL	AL	55160	Apr 1 1999	08:30 AM	IM45556	Z-OPC-76567	4		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	[i]

Update Reset

[Back to Search Page](#)

[Physical Inspection Main Menu](#)

The **Inspections Schedule Report** screen shows basic information for all inspections that match the specified search criteria.



When the Master Scheduler assigns an inspection, the following fields must be updated:

- *Insp. Date* (Inspection Date): Correct format for the *Insp. Date* field is MM/DD/YYYY
- *Local Time* (local time of inspection): Select an inspection time from 7AM – 3 PM
- *Inspector ID*

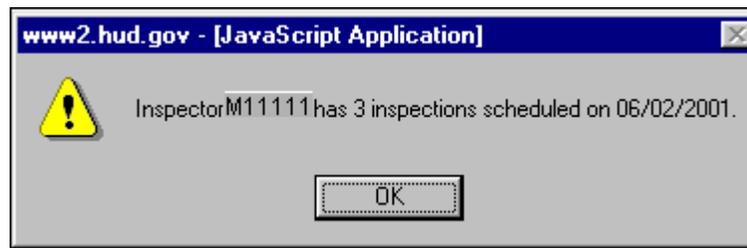


Inspectors can modify only the *Insp. Date* and *Local Time* fields of the inspections assigned to them.

- Click on the Update button. The **Inspection Scheduling Results** screen displays confirming the schedule changes.



If an inspector has been scheduled for more than two inspections on the same date, a warning message is displayed to inform the scheduler of the scheduling conflict. However, the database is still updated with the scheduled inspections. The following is an example of this message:



Users must update the **Uninspectable Property Details** screen if a property is determined to be uninspectable.

To update the Uninspectable Code:

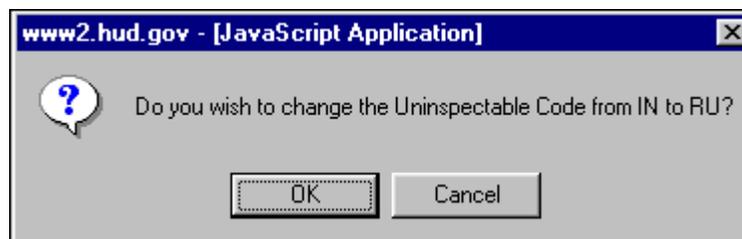
- Click on an IN code link in the Uninspectable Code column to update.



The **Uninspectable Property Details** screen displays.

The screenshot shows a web form titled "Uninspectable Property Details". At the top, it displays "Inspection No: 63645" and "Property Id: 34543". Below this is "Property Name: Valley Ridge". A yellow highlighted section contains "Uninspectable Code:" followed by a dropdown menu currently set to "IN". The "Reporter Information" section includes fields for "First Name:", "Last Name:", and "Telephone Number:" (with three separate boxes for digits and an example "703-555-1212" below). There is also a "Telephone Extension:" field. The "Uninspectable Reason Information" section features a large, empty text area. At the bottom of the form are three buttons: "Update", "Reset", and "Close".

2. Update all the fields (telephone extension is optional).
3. Click on the  button. The following message appears.



4. Click on the  button and the **Inspections Schedule Report** redisplay with the Uninspectable Code updated to RU.

To view property information from the Inspections Schedule Report:

Click on the Property ID link to review and update the **Property Information** screen. For example, the VALLEY RIDGE property is shown below:

VALLEY RIDGE
Property Information

Property ID: 34543 PHH Project No.: AK06P001007
Inspection No.: 63646 Building Count: 1

Property Name: Valley Ridge

Property Address:
Street: P.O. BOX 729
City: Boston State: AL Zip: 32833-0000
Phone: Fax: Email:

Owner/PHA Information:
Name: Parker Steensen
Organization: Alabama Public Housing Corp.
Street: P.O. BOX 101020
City: Lawrence State: AL Zip: 32510-0320
Phone: 2073384300 ext. 0 Fax: 0 Email:

Update Profile Reset
[Physical Inspection Main Menu](#)

Users can edit all fields on the Property Information screen.

- a. Click in the appropriate field and enter new or revised data.

- b. Click on the  button to save the property information in the database. A message displays confirming the update.



- c. Click on the Back to Search Page link to return to the **Schedule Inspections** screen or click on the Physical Inspection Main Menu link to return to the **Physical Inspection Main Menu** screen.

View Web Page Report Option

The **View Web Page Report** option allows users to view or print the **Inspections Schedule Report**. This is a view-only screen, so it cannot be used to schedule or reschedule inspections. Use the scroll bar to view all the columns, if necessary.

Inspections Schedule Report												
3 Record(s) Found Scheduled Inspections												
Prev		View: 1 - 3 of 3		Next		Select No. of Records to Show: 25		Page No: 1		Search Page		
Property ID	Property Name	City	State	Insp. No.	Insp. Date	Local Time	Inspector ID	Contract No.	Task Order	Ideal Future Date	Certified Letter Number	Receipt Uninsp. Code
34543	VALLEY RIDGE	BOATON	AL	63646	Dec 9 2000	12:00PM	M45556	Z-OPC-76567	4		7777 7777 7777 7777	IN
6526789	SEASHELL VILLAGE	MERRYTON	AL	54023	Dec 1 2000	10:30AM	M45556	Z-OPC-76567	4		8888 8888 8888 8888	IN
2148990	NARTON HOUSE	CAROUSEL	AL	55160	Apr 1 1999	08:30AM	M45556	Z-OPC-76567	4			

[Back to Search Page](#)
[Physical Inspection Main Menu](#)

To view the Web Page Inspection Report:

- Click on the **View Web Page Report** radio button in the *Function* section of the **Schedule Inspections** query screen.

Schedule Inspections		
Function		
<input checked="" type="radio"/> Schedule Inspection	<input type="radio"/> View Web Page Report	<input type="radio"/> Create Text Report
View		
<input checked="" type="radio"/> View All Inspections	<input type="radio"/> View Unscheduled Inspections	<input type="radio"/> View Scheduled Inspections

- Click on the **View All Inspections**, **View Unscheduled Inspections**, or **View Scheduled Inspections** radio button in the *View* section.
- Enter data into the appropriate fields in the *Selection Criteria* section, if necessary.
- Click on the button. The **Inspections Schedule Report** screen displays with the inspection information matching the submitted criteria. (next page)

To View Property Information from the Inspections Schedule Report:

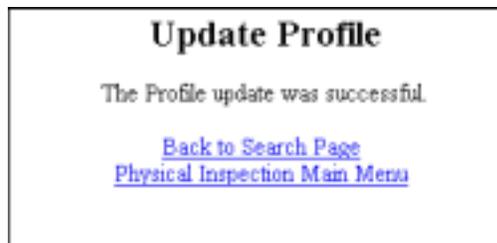
Click on the Property ID link to review and update the **Property Information** screen. The VALLEY RIDGE property is shown below.

VALLEY RIDGE	
Property Information	
Property ID: 34543	PIH Project No.: AK06P001007
Inspection No.: 63646	Building Count: 1
Property Name: Valley Ridge	
Property Address:	
Street: P.O. BOX 729	
City: Boaton State: AL Zip: 99833 0000	
Phone:	Fax:
Email:	
Owner/PHA Information:	
Name: Parker Steensen	
Organization: Alabama Public Housing Corp.	
Street: P.O. BOX 101020	
City: Lawrence State: AL Zip: 99510 1020	
Phone: 9073386100 ext. 0	Fax: 0
Email:	
Update Profile Reset	
Physical Inspection Main Menu	

Users can edit all fields on this screen to update the property information.

a. Click in the appropriate field and enter new or revised data.

b. Click on the  button to save the property information in the database. A message displays confirming the update.



c. Click on the Back to Search Page link to return to the **Schedule Inspections** screen or click on the Physical Inspection Main Menu link to return to the **Physical Inspection Main Menu** screen.

Create Text Report Option

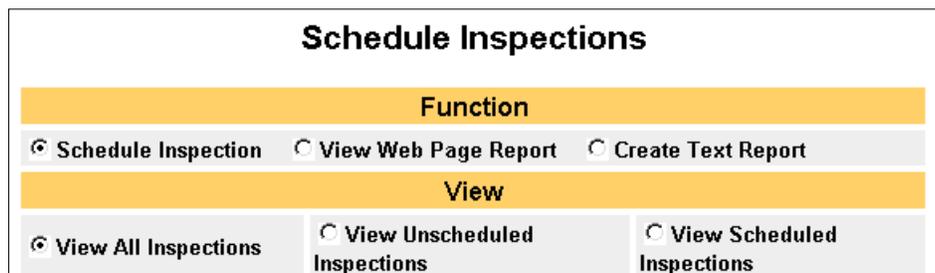


The Create Text Report option allows Master Schedulers to download inspection schedule, inspection property and inspection participant information for editing on their own computers using Microsoft Word. This function should only be used if a large number of records need to be updated.



To create a text report:

1. Click on the **Create Text Report** radio button in the *Function* section of the **Schedule Inspections** screen.



2. Click on either the **View All Inspections**, **View Unscheduled Inspections** or **View Scheduled Inspections** radio buttons in the *View* section.

3. Update data in the appropriate fields, if necessary, in the *Selection Criteria* section of the screen.

4. Click on the button. The **Text Reports** screen displays (next page).

Text Reports

[Inspection Schedule Text Report](#)

[Inspection Property Text Report](#)

[Inspection Participant Text Report](#)

[Participant Role Reference Text Report](#)

5. Click on the text report link to download. In the example below, **Inspection Schedule Text Report** was selected.

Inspections Schedule Report

(Scheduled Inspections)
3 Record(s) Found

Highlight the text between the horizontal lines. Copy it, then paste it into a Word file.

Property_M,Inspection_M,Prop_Name,City,State,Rep_Date,Local_Time,Inspector_ID,Contractor Name,Contract No.,Task Order,Meal Return Date,Confirmation Letter Receipt,Unsup. Code

34543; 63646; VALLEY RIDGE; BOATON; AL; Dec 9 2000; 12:00PM; NA5556; TERRA PROPERTIES INC.; Z-OPC-76567; 4.; ; ??????????????????????; DL; *

6556789; 54623; SEASHELL VILLAGE; MERRYTON; AL; Dec 1 2000; 10:30AM; NA5556; TERRA PROPERTIES INC.; Z-OPC-76567; 4.; ; 00000000000000000000; DL; *

2148660; 55160; HARTON HOUSE; CAROUSEL; AL; Apr 1 1999; 8:30AM; NA5556; TERRA PROPERTIES INC.; Z-OPC-76567; 4.; ; DL; *

[Physical Inspection Main Menu](#)

6. Highlight the text between the horizontal lines.

Inspections Schedule Report

(Scheduled Inspections)
3 Record(s) Found

Highlight the text between the horizontal lines. Copy it, then paste it into a Word file.

Property_M,Inspection_M,Prop_Name,City,State,Rep_Date,Local_Time,Inspector_ID,Contractor Name,Contract No.,Task Order,Meal Return Date,Confirmation Letter Receipt,Unsup. Code

34543; 63646; VALLEY RIDGE; BOATON; AL; Dec 9 2000; 12:00PM; NA5556; TERRA PROPERTIES INC.; Z-OPC-76567; 4.; ; ??????????????????????; DL; *

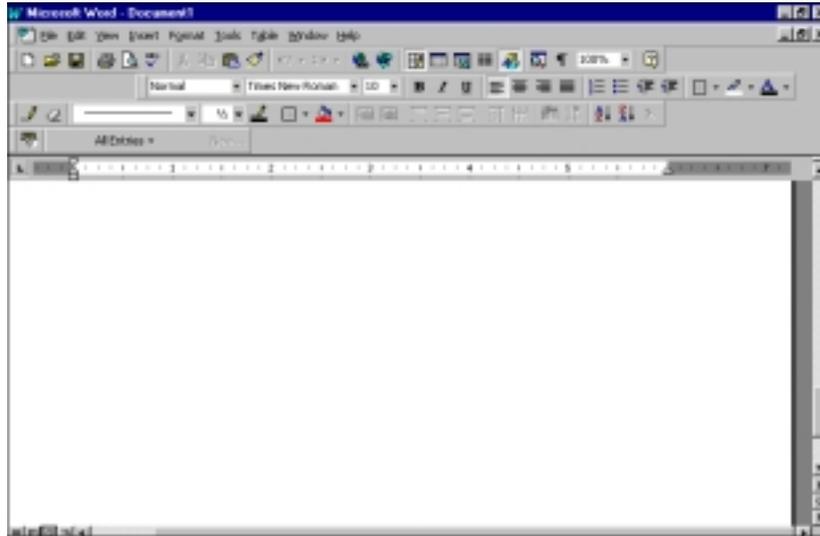
6556789; 54623; SEASHELL VILLAGE; MERRYTON; AL; Dec 1 2000; 10:30AM; NA5556; TERRA PROPERTIES INC.; Z-OPC-76567; 4.; ; 00000000000000000000; DL; *

2148660; 55160; HARTON HOUSE; CAROUSEL; AL; Apr 1 1999; 8:30AM; NA5556; TERRA PROPERTIES INC.; Z-OPC-76567; 4.; ; DL; *

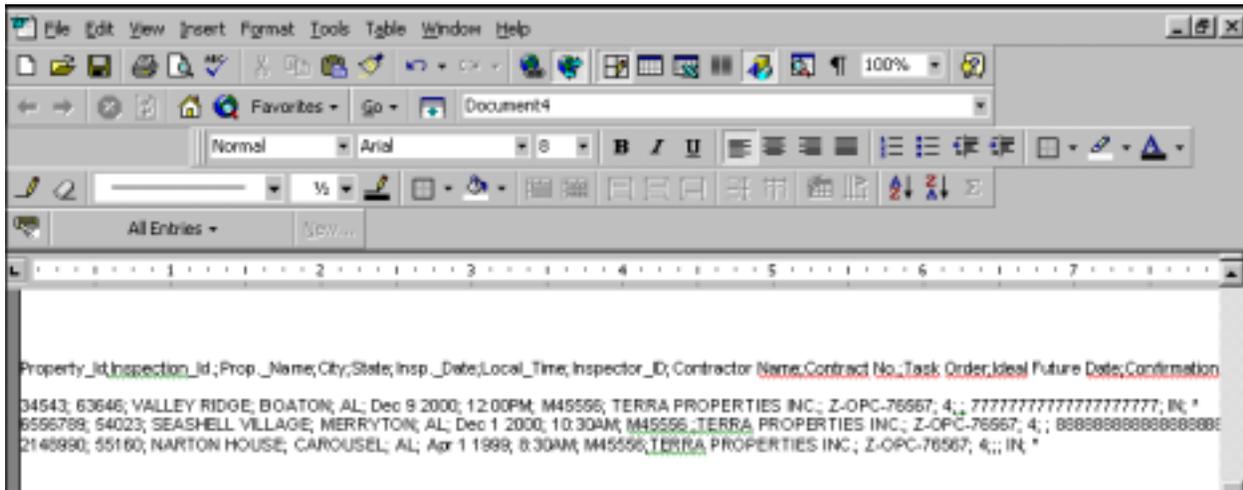
[Physical Inspection Main Menu](#)

7. Copy the text by pressing the CTRL and C keys on the keyboard, or by selecting the Copy command in the Edit menu.

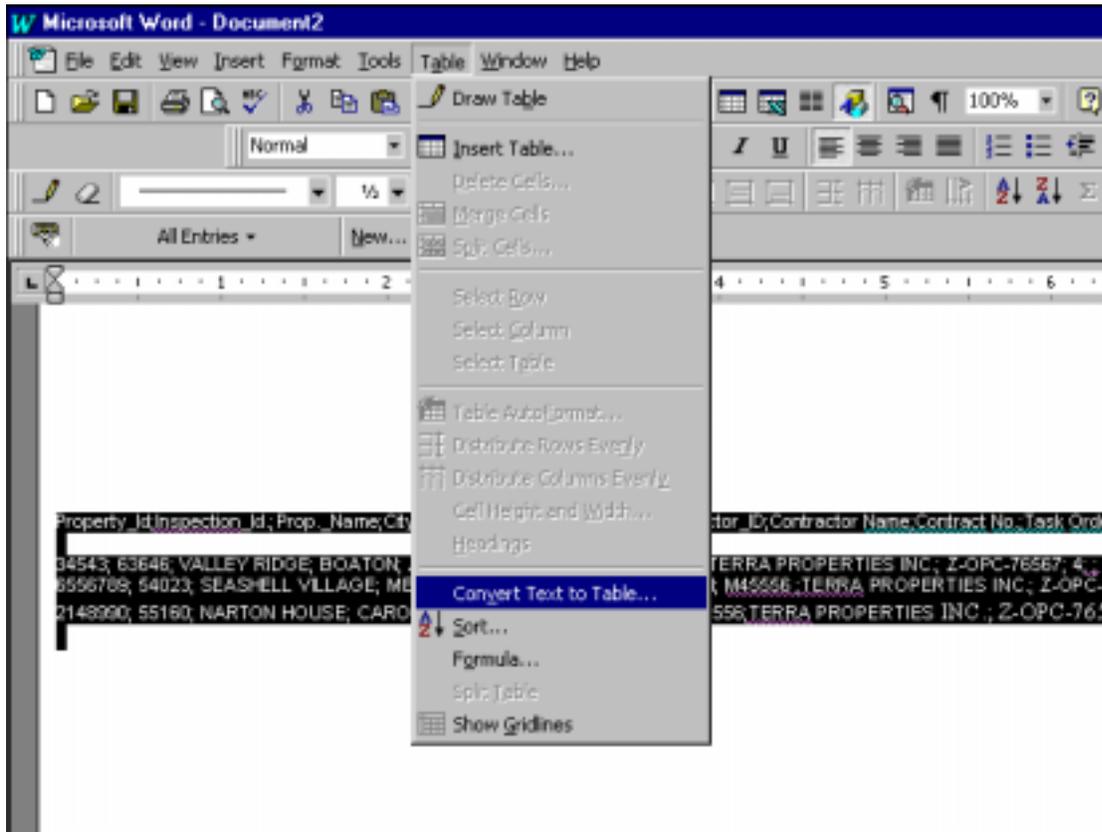
8. Open Microsoft Word and follow these steps to format the document:
 - a) Click on File, then on Page Setup
 - b) Click on the Margin tab, change the Top, Bottom, Left, and Right margins to 0
 - c) Click on Paper Size tab and change the Orientation to Landscape
 - d) Click on the button
 - e) Click on Format, then on Font, and change the font style to Arial, the font size to 8



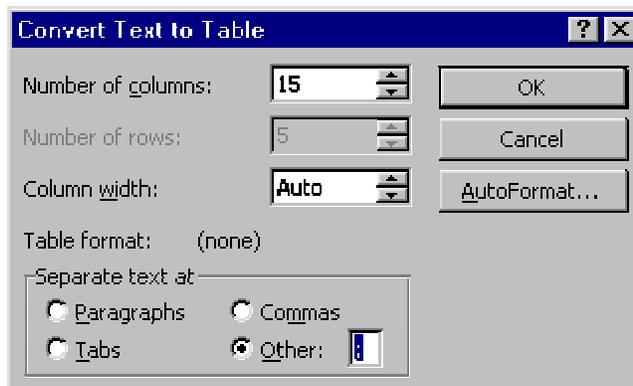
9. Paste the highlighted text into the new document by pressing the CTRL and V keys on the keyboard or by selecting the Paste command in the Edit menu.



10. Highlight all of the text using the mouse, then click on Table in the Menu Bar and select Convert Text to Table.

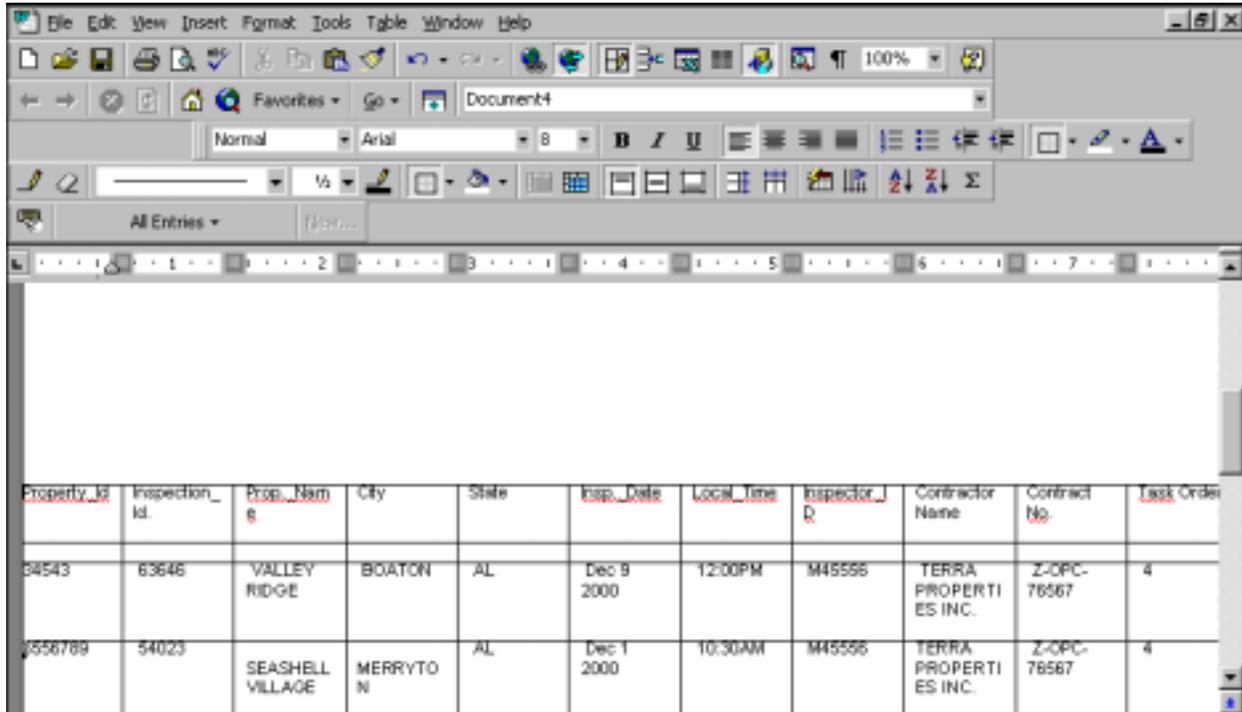


The Convert Text to Table window displays.



11. Enter 15 in the Number of Columns field, click on the Other (semicolon;) radio button to separate text, then click on the  button.

The data is formatted into a table. Update the inspection schedule information as needed.



Property Id	Inspection Id	Prop. Name	City	State	Insp. Date	Local Time	Inspector ID	Contractor Name	Contract No.	Task Order
34543	63646	VALLEY RIDGE	BOATON	AL	Dec 9 2000	12:00PM	M45556	TERRA PROPERTI ES INC.	Z-OPC-76567	4
3556789	54023	SEASHELL VILLAGE	MERRYTON	AL	Dec 1 2000	10:30AM	M45556	TERRA PROPERTI ES INC.	Z-OPC-76567	4

After the updates are complete, convert the table back to text.

To convert the table back to text:

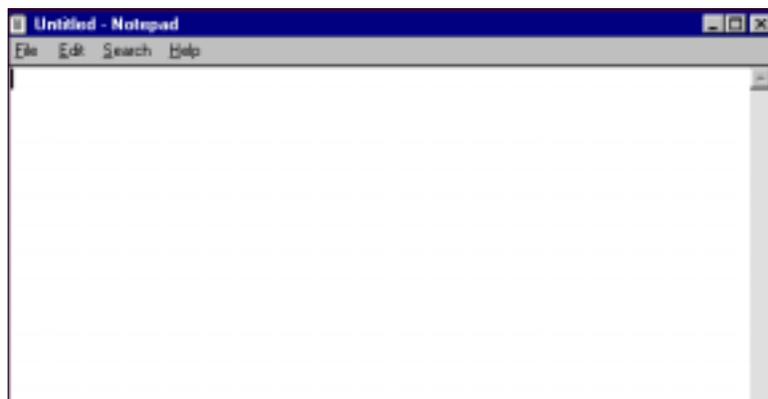
1. Click on a column within the table.
2. Click on Table in the Menu Bar and click Select Table.
3. Click on Table in the Menu Bar and select Convert Table to Text.



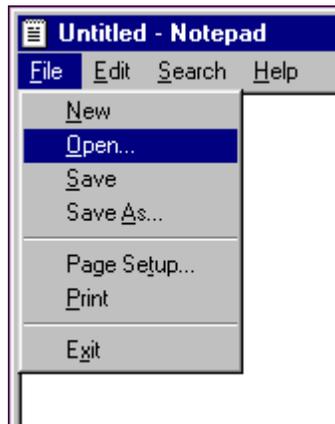
- Click on the Other radio button and then on the  button. The table will be converted back to text.
- Save the file as a text file to later use for the bulk upload process. The file must have a .txt extension.

NOTE: Whenever a Microsoft Word document is saved as a .txt file, a blank row is placed after the last row of data. This blank row must be removed from the .txt file before it is used in the Bulk Upload process. Complete steps 6 – 12 to remove the blank row.

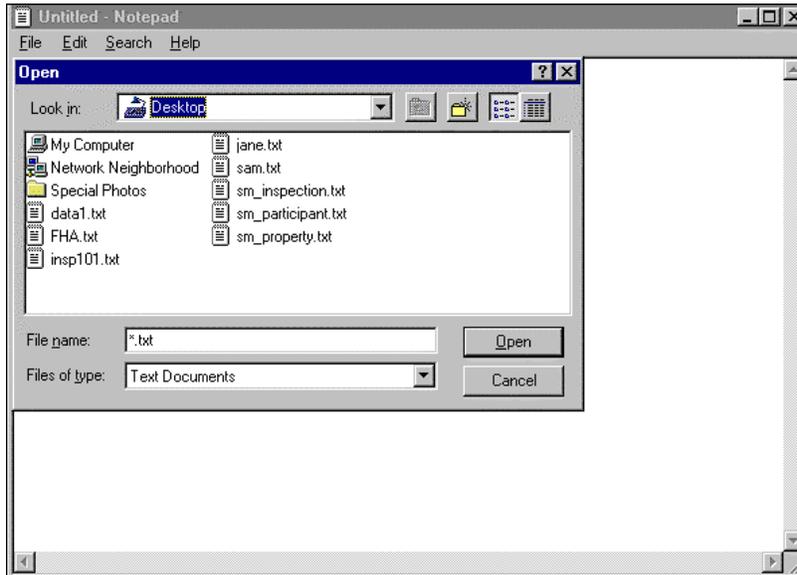
- Click on the Start button on the desktop. Select Programs, then Accessories and finally Notepad. The **Untitled – Notepad** screen displays.



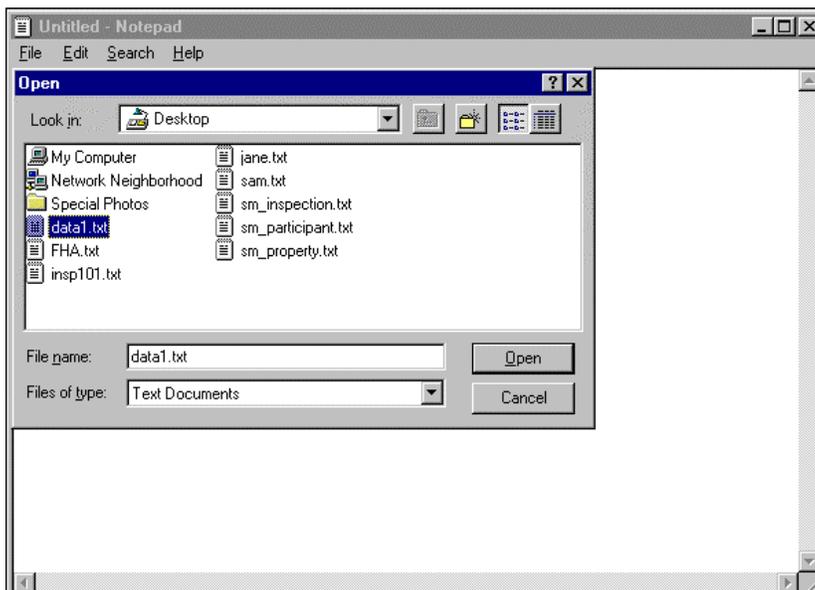
- Click on File in the toolbar menu and select Open.



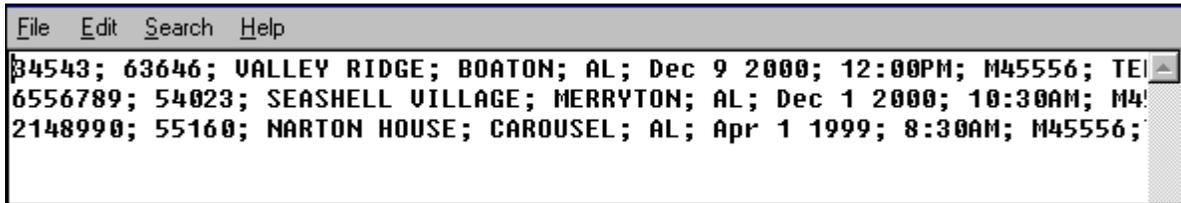
The **Open** window displays.



8. Click on the *Look in:* drop-down arrow and select the location where the .txt file is stored. In the example, we are looking for the file data1.txt. Once you have located your file, click twice on it. The File Name field will be updated with the name of the .txt file. Click on the Open button.



The screen re-displays with the two rows deleted.



12. Save the file as a .txt file.

NOTE: The file is now ready for the **Bulk Upload Process.**

Schedule Changes Screen

The **Schedule Changes** screen allows users to view all scheduling changes made within a specified timeframe for their contract. Each change is listed on a separate line. Users can access the **Schedule Changes** screen by clicking on the  button on the **Inspection Scheduling** screen. The **Schedule Changes** screen is view-only and provides links to the **Physical Inspection Main Menu**, **Schedule Inspections** query screen, and the **Property Information** screen. A detail of the screen is shown below.

Schedule Changes in Past 6 Day(s)								
4 Record(s) have been changed Since 02/15/2001								
Inspection ID	Property ID	Times Changed	Old Date	New Date	Changed By	Date Changed	Contract	Task Order
12321	8232312	11	(unscheduled)	06/21/1999	JANE AUSTIN(M00110)	02/15/2001	Z-OPC-2222	4
12326	4545	3	12/12/2000	12/11/2000	JANE AUSTIN(M00110)	02/15/2001	Z-OPC-2222	4
87788	89780	1	(unscheduled)	(unscheduled)	JANE AUSTIN(M00110)	02/15/2001	Z-OPC-2222	4
7778	78974	2	(unscheduled)	(unscheduled)	JANE AUSTIN(M00110)	02/15/2001	Z-OPC-2222	4

[Search Page](#)
[Physical Inspection Main Menu](#)

To access the Schedule Changes screen:

1. Select a contractor from the drop-down menu on the **Inspection Scheduling** main screen.



2. Select a contract from the *Please Select a Contract* drop-down menu.



3. Select the appropriate task order number from the *Select a Task Order of Contract* drop-down menu.

Inspection Scheduling

Contractor
Terra Properties, Inc.

Please Select a Contract
Area 2-Terra Properties, Inc. (Contract Z-OPC-76567)

Please Select a Task Order
Select ALL Task Orders

Inspection Scheduling View Changes

4. Click on the  button. The **Select Timeframe** screen displays.

Select Timeframe

Last 1 day (today)

Submit

5. Click on the drop-down arrow to select the number of days in the timeframe (e.g., 6 days) to search.

Select Timeframe

Last 1 day (today)

- 1 day (today)
- 2 days
- 3 days
- 4 days
- 5 days
- 6 days
- 1 Week
- 2 Weeks
- 3 Weeks
- 1 Month

6. Click on the  button. The **Schedule Changes** screen displays. In this example, it reflects **Schedule Changes in Past 6 Day(s)**.

Schedule Changes in Past 6 Day(s)								
4 Record(s) have been changed Since 02/15/2001								
Inspection ID	Property ID	Times Changed	Old Date	New Date	Changed By	Date Changed	Contract	Task Order
12321	8232312	11	(unscheduled)	06/21/1999	JANE AUSTIN(M00110)	02/15/2001	Z-OPC-22222	4
12336	4543	3	12/12/2000	12/11/2000	JANE AUSTIN(M00110)	02/15/2001	Z-OPC-22222	4
87288	89780	1	(unscheduled)	(unscheduled)	JANE AUSTIN(M00110)	02/15/2001	Z-OPC-22222	4
77778	78974	2	(unscheduled)	(unscheduled)	JANE AUSTIN(M00110)	02/15/2001	Z-OPC-22222	4

[Search Page](#)
[Physical Inspection Main Menu](#)

7. Click on an **Inspection ID** link to access the **Property Information** screen.

VALLEY RIDGE

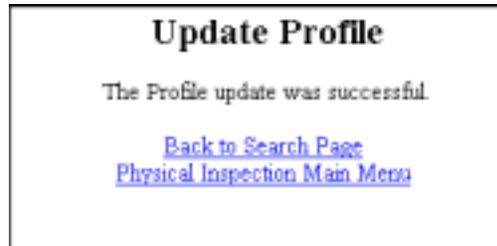
Property Information

Property ID:	34543	PIH Project No.:	AK06P001007
Inspection No.:	63646	Building Count:	<input type="text" value="1"/>
Property Name:	<input type="text" value="Valley Ridge"/>		
Property Address:			
Street:	<input type="text" value="P.O. BOX 729"/>		
City:	<input type="text" value="Boaton"/>	State:	<input type="text" value="AL"/>
		Zip:	<input type="text" value="99833"/> - <input type="text" value="0000"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		
Owner/PHA Information:			
Name:	<input type="text" value="Parker"/>	<input type="text" value="Steensen"/>	
Organization:	<input type="text" value="Alabama Public Housing Corp."/>		
Street:	<input type="text" value="P.O. BOX 101020"/>		
City:	<input type="text" value="Lawrence"/>	State:	<input type="text" value="AL"/>
		Zip:	<input type="text" value="99510"/> - <input type="text" value="1020"/>
Phone:	<input type="text" value="9073386100"/> ext- <input type="text" value="0"/>	Fax:	<input type="text" value="0"/>
Email:	<input type="text"/>		

[Physical Inspection Main Menu](#)

Users can edit all fields on this screen to update the property information.

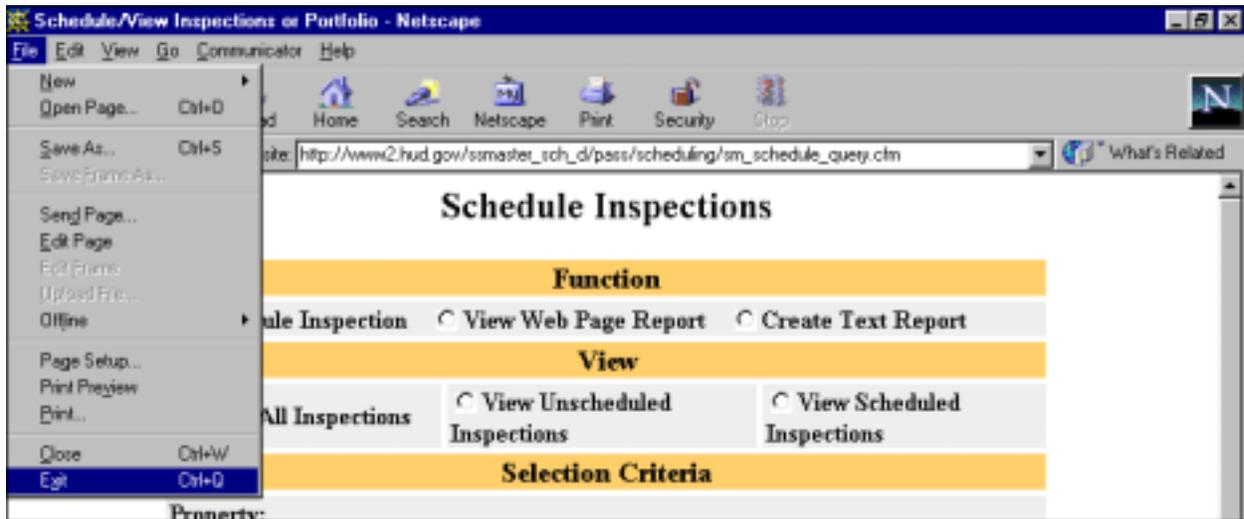
- a. Click in the appropriate field and enter new or revised data.
- b. Click on the  button to save the property information in the database. A message displays confirming the update.



- c. Click on the Back to Search Page link to return to the **Schedule Inspections** screen or click on the Physical Inspection Main Menu link to return to the **Physical Inspection Main Menu** screen.

Exiting Scheduling

Users can exit Scheduling at any time by clicking the  at the top right corner of the browser window. Alternatively, you can click on the Menu bar of your browser and select *File* and *Exit* or *Close*.



Bulk Upload Option



The Bulk File Upload option allows the Master Scheduler to upload inspection schedule, inspection property, and inspection participant data to the Scheduling database. The data must be saved as a text file, with a “.txt” extension.

The data must be in the correct order with each entry separated by semicolons. The correct order for inspection schedule information is:

- Property ID - Property identification number
- Inspection ID - Inspection number
- Property Name - Property name to be inspected
- City - City where the property of the inspection is located
- State - State where the property of the inspection is located
- Inspection Date - Inspection date (mm/dd/yyyy)
- Local Time - Time of the inspection in half hour increments from 7 AM to 3 PM

- Inspector ID - Inspector identification number
- Contractor Name - Name of Contractor
- Contract Number - Number of contract
- Task Order - Task Order identification number
- Ideal Future Date - Ideal future date for the inspection
- Confirmation Letter Receipt - Certified confirmation letter receipt number
- Uninspectable Code - Code that identifies uninspectable and inspectable inspections

The following is an example of a bulk upload data file for inspection schedule information:

```
10;54003;VALLEY RIDGE;LOWBURG;AK;07/21/1999;A;M36901;MTB Investments,Inc.;Z-OPC-21241;5;04/01/1999;01/01/2001; IN; *  
20;54007;FRIENDSHIP VILLAGE;IOWA CITY;IA;07/22/1999;A;M36901;MTB Investments,Inc.;Z-OPC-21241;5;04/01/1999;01/01/2001; IN; *  
40;54011;MANSFIELD PARK;FAIRBANKS;AR;07/23/1999;A;M36901;MTB Investments,Inc.;Z-OPC-21241;5;04/01/1999;01/01/2001; IN; *
```

The correct order for Inspection Property Information:

- Inspection ID - Inspection identification number
- Property Id - The property identification number
- Property Name - The property name to be inspected
- Building Total - Total number of buildings for the property
- Dwelling Total - Total number of dwelling units for the property
- Contract Number - Contract identification number
- Task Order - Task order identification number
- Organization ID - Organization identification number
- Street Line 1 - Street address line 1 for the property
- Street Line 2 - Street address line 2 for the property
- City - Name of the city for the property
- State Code - State code for the property
- Zip5 - Five digit of the zip code for the property
- Zip4 - Four digit of the zip code for the property

- Building Number - Number to identify the building for the property.
- Role Name - Name of the participant for the property
- Phone Number - Telephone number of the property
- Fax Phone Number - Fax number of the property
- Phone Extension - Telephone number extension for the property
- Email Address - Email address for the property
- Program Type - Type of the financial programs of the property
- Scattered Ind - Indicator if the property has scattered sites

The following is an example of a bulk upload data file for inspection property information:

6204;800010488;COLDSPRING SHORES;1;147;C-OPC-21240;6;98;11 MOON AVENUE; ;WELLTOWN;KY;48219; ;0;;3135380360;3135384427; ;None;;;N*
 6421;800015096;MERRY HILLS;1;46;C-OPC-21240;6;98;2468 TUNEFUL STREET; ;CATABA;AR;10030;;0;;2126907000;2122347004; ; ; ;N*

In the property text file example, there are three semicolons at the end of the data line. The first semicolon marks the end of the email address field and the last two semicolons are for the two fields PIH Project and Program Type which have no field values. If a text file has a field or fields without data, still enter a semicolon where the data would appear as illustrated in the property text file example.

The correct order for Inspection Participant information:

- Inspection ID - Inspection identification number
- Role ID - Identifier to identify different participants
- Participant Id - Participant identification number
- Organization Name - Name of the organization
- Last Name - Last name of the participant
- First Name - First name of the participant
- Middle Name - Middle initial of the participant

The following is an example of a bulk upload data file for inspection participant information:

6204;1;14002;TINSELTOWN HOUSING CORP; ; ; *
 6204;3;173830;Tinseltown Housing Co.;Jefferson;Thomas; *
 6204;4;2990;TIPTOP MANAGEMENT; ; ; *
 6214;5;174149;Tiptop Management, Inc.;Washington;George; *

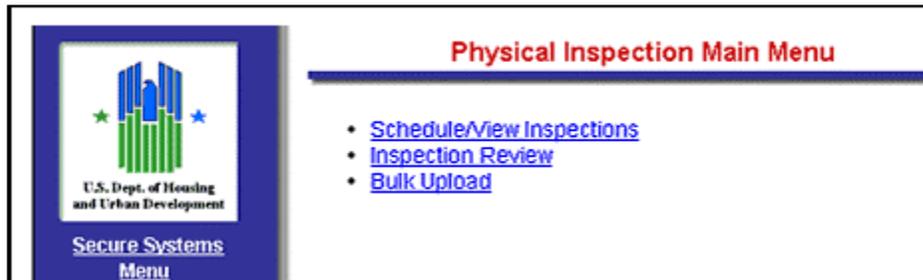
Helpful Hints

- There must be an asterisk (*) at the end of each row to ensure the data is properly updated.
- There cannot be an asterisk (*) within the row of data, only at the end of the row.
- If a field contains a semicolon, example (Woodside Villa; Inc), the semicolon must be deleted from the field.
- When you save a Microsoft Word document as a .txt file, a blank row will be inserted at the end of the .txt file. The blank row must be deleted before the data is uploaded to the REAC database. If you do not delete the row, you will receive error messages when you try to upload the data.



To access the Bulk Upload function:

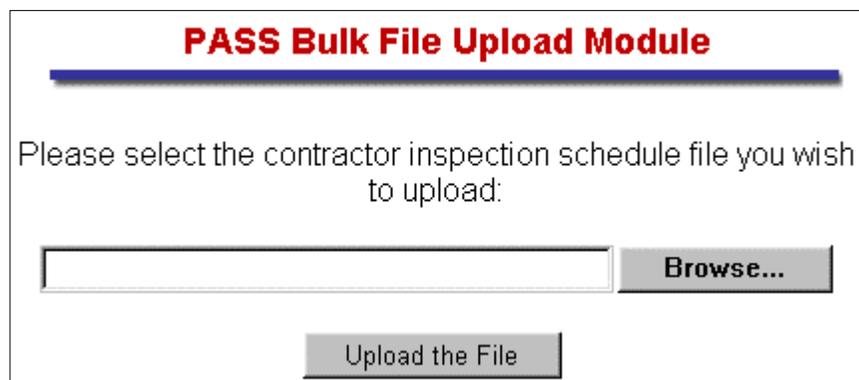
1. From the **Physical Inspection Main Menu** screen click on the Bulk Upload link.



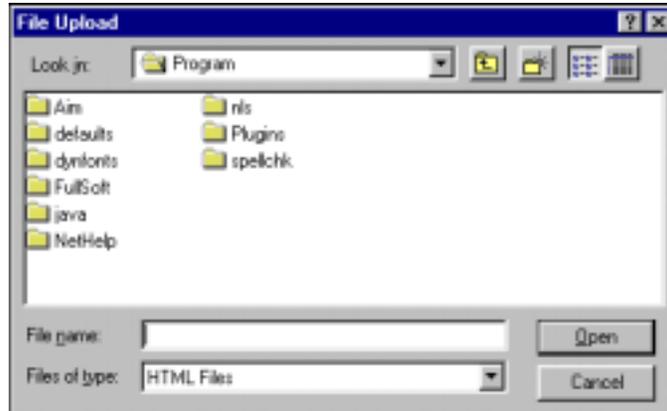
The **PASS Bulk File Upload Module** screen displays:



2. Click on the appropriate link to upload.
3. The **PASS Bulk File Upload Module** screen displays. The example shows the Upload Inspection Schedule for Contractors link.



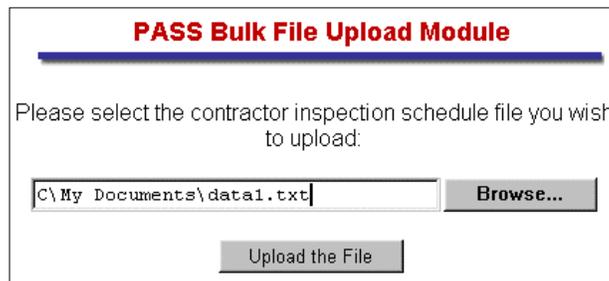
- Click on the **Browse...** button to locate the file to update. The **File Upload** dialogue box opens.
- Locate and select the file.



NOTE: The file must have a .txt extension.

- Click on the Open button. The **PASS Bulk File Upload Module** screen displays.

NOTE: The name of the file appears in the field next to the Browse button.



- Click on the **Upload the File** button.

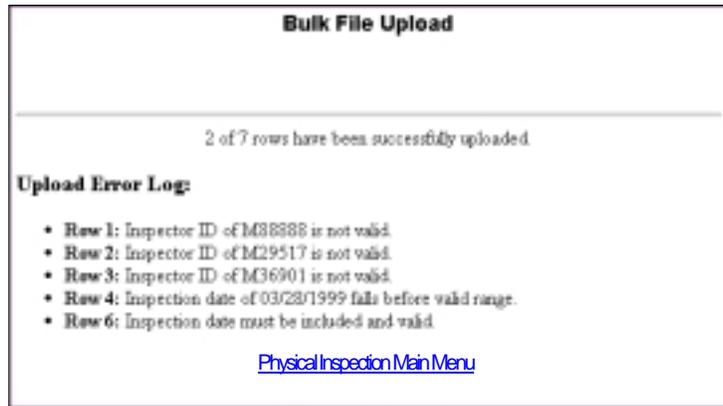


If the inspector has two inspections scheduled for the same date, a warning message will display to remind the Master Scheduler of the scheduling conflict.

NOTE: If the data uploads successfully, a message window displays indicating the number of data rows successfully loaded into the database.

If the data does not upload successfully, a message window displays indicating the row(s) of data with errors and the type of errors. An example of that message windows is below:

Inspection Schedule Information:



The errors must be corrected before the file can be re-uploaded. After the errors on the text file are corrected, repeat steps 1 – 6 of the bulk upload process.

8. Click on the Physical Inspection Main Menu link to return to the Physical Inspection Main Menu.

Browser Basics

Software and Hardware Requirements

The electronic scheduling of physical inspections using PASS Scheduling software requires computer resources and an Internet browser. The optimum software and hardware resources are recommended for efficiency, although users can operate with the minimum required resources.

Optimum Hardware Resources

Processor: Pentium 100
RAM: 16 MB
Modem: 28.8
Video card: 256k
Download file size: 5.8MB
Installed file size: 10MB

Optimum Software Resources

Windows 95
Netscape* 4.5 or HTML-compliant browser application
Adobe# Acrobat Reader 4.05

NOTE: Users can download Netscape 4.5 or higher (32-bit) from the Internet. The procedures to download Netscape* can be found at <http://home.netscape.com/download>.*

Minimum Hardware Resources

Processor: 486
RAM: 8 MB
Modem: 14.4 kb
Video card: 256k

Minimum Software Resources

Windows 3.1
Netscape* 3.5 or higher

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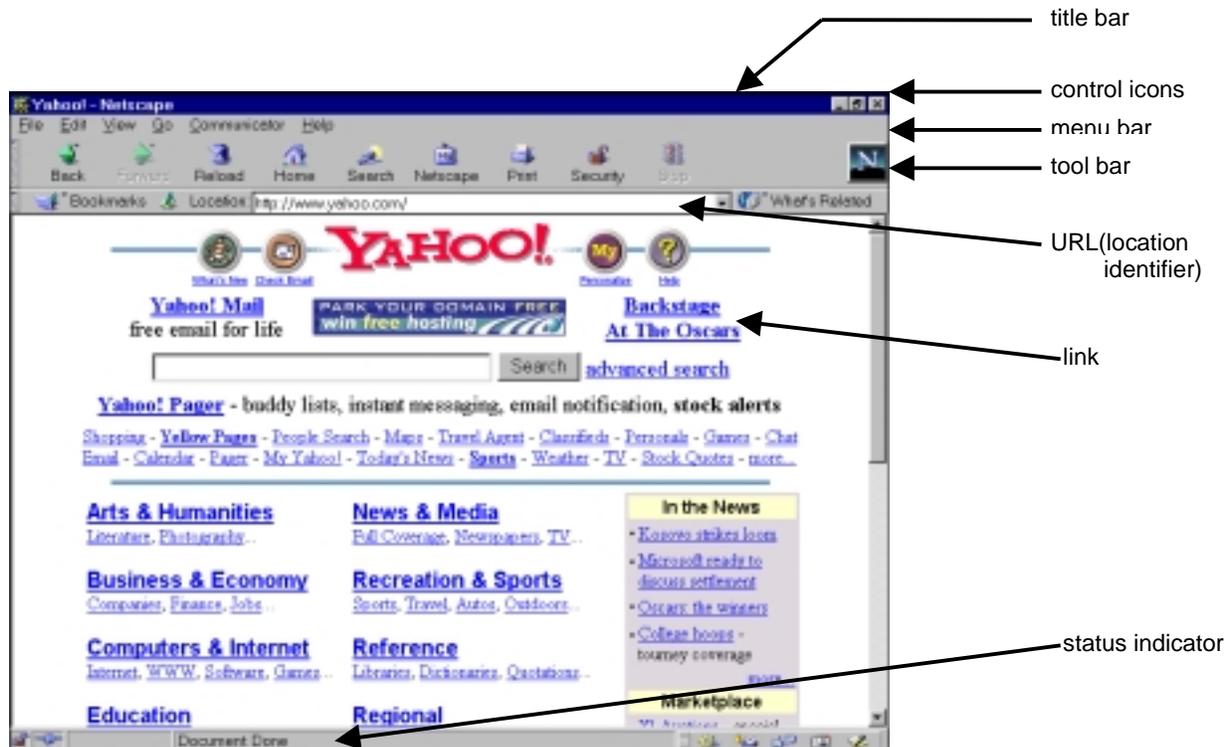
#Copyright© Adobe Systems Incorporated. All rights reserved. Protected by the copyright laws of the United States and international treaties.

Internet Basics

The Internet is a worldwide system of computer networks facilitating access to information and people. Using the Internet to electronically schedule physical inspections of HUD properties requires a direct Internet connection, a computer with a high-speed modem, and Netscape 4.5 or an HTML-compliant browser application. A browser allows access to web pages on the World Wide Web (we'll refer to it as "WWW " or "the Web"). The Web is a universally accepted standard for sharing information in the Internet. The Web consists of information organized into pages stored in computers physically located throughout the world.

Web Page

A web page is a document or application with a unique address on the Web, including links to other pages. The **Yahoo!*** main page is shown below as an example.



Title Bar

The title bar at the top of the page displays the title of the document or application of the Web page that is active or currently displayed. When more than one window is open, the title bar of the active window is bold; the other open title bars appear faded.

*Copyright© Yahoo! Inc. All rights reserved. Protected by the copyright laws of the United States and international treaties.

Control Icons

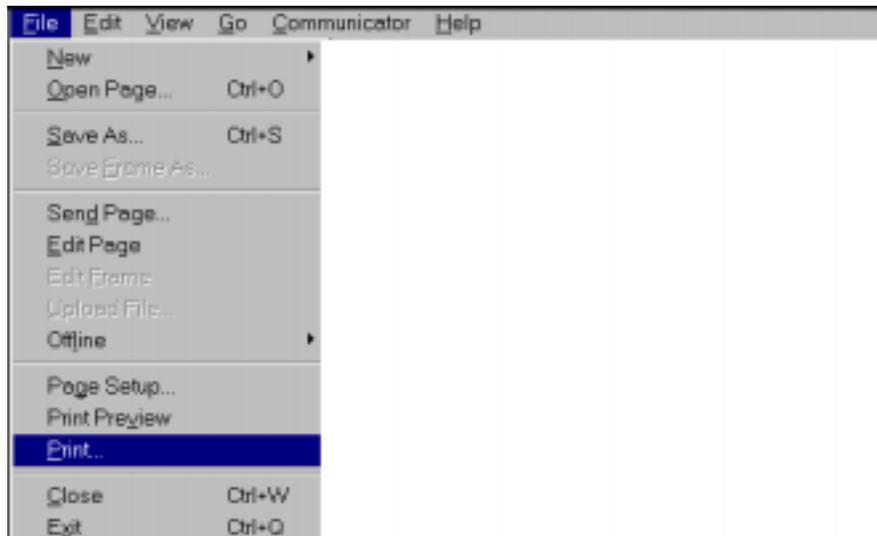
In the right corner of the title bar, there are three control icons. With a mouse click, the Minimize icon  reduces (“minimizes”) the window to the bottom of the page. To enlarge the window back to full size, click on the appropriately titled box (e.g. ) at the bottom of the page.

The Minimize/Maximize icon  reduces the window to a smaller size, allowing the user to view other open windows or the desktop. To enlarge the window back to full size, click on  again.

The last control icon is the Close icon . Clicking on this control icon closes the browser and the application open within the browser, and returns the user to the desktop.

Menu Bar

The menu bar provides drop-down menus for browser functions. Place the cursor over a menu item and click on it with the left mouse button to view the drop-down menu. To make a selection, highlight the appropriate menu function with the cursor.



Available menu functions are text items in bold. Menu functions that are not available appear faded.

Tool Bar

The tool bar consists of buttons representing browser functions. For example, the Netscape* tool bar looks like this:



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Available functions are buttons with bold text and graphics. Buttons that are not available appear faded.

Location Identifier

The location of the Web document or application is called the URL (Uniform Resource Locator). Enter the desired URL in the *Location* field and press the Enter key.

NOTE: The field is labeled “*Location*” for an Internet site. It is labeled “*Netsite*” for an Intranet (internal/within the organization) site.

Status

The Netscape browser indicates the status of the action being performed. If the browser is performing an action -- searching a database for information, for example -- the Netscape

logo to the right of the URL address appears to have comets flying across it, the Stop sign  on the tool bar is bold and red, and the status indicator line at the bottom of the page (next to the lock ) describes the status (for example, “Connect . . . Waiting for reply”). Upon completion of the action, comets stop flying across the  logo, the Stop tool appears faded, and the status indicator line reads “Document: Done.”

NOTE: Some Web pages in the Scheduling application have a security feature that permits them to be viewed only by authorized users. The lock icon indicates whether the Web page is secure or not. If the lock is closed, the page is secure. If the lock is open, it is not.

Links

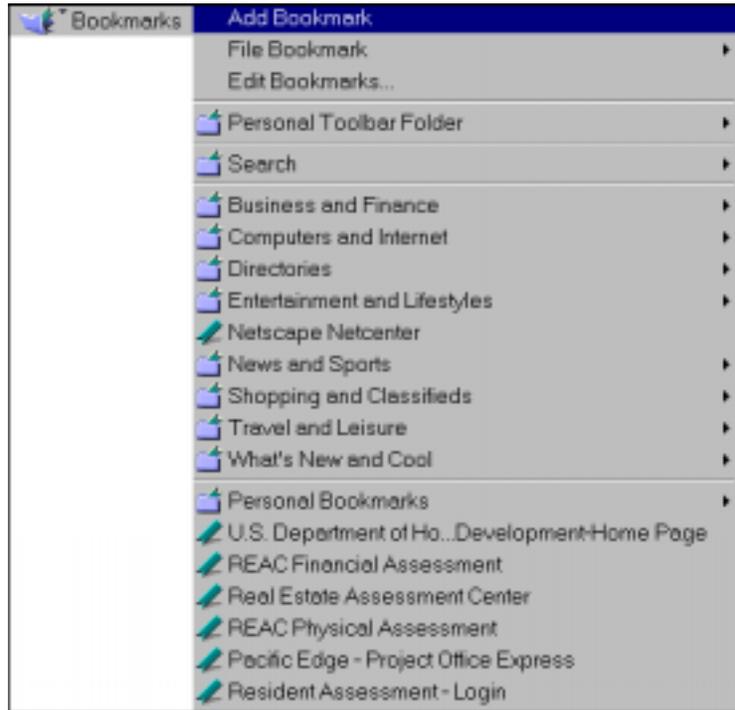
A link provides a way to move quickly from one Web page to another. Click on a link to go to a new page. Links are usually blue and underlined, though there are occasional exceptions. Once a link has been clicked on, it typically changes color.

Bookmarks

The Bookmarks function is a tool that provides the user with quick access to a Web page. Once a Web page’s title and location have been saved as a bookmark, users can click on the bookmark to return to the page.



To bookmark the currently displayed Web page, click on Bookmarks to the left of the *Location* field for the drop-down options. Click on the Add Bookmark option to mark the page.



All bookmark(s) appear in a list under the Bookmarks option. Clicking on a bookmark in that list takes the user directly to the page specified.

REAC Technical Service Support

The Contractor's Help Desk can contact staff in the Physical Inspection Operations area within REAC for assistance regarding inspection scheduling, cancellations, and DCD support issues. Assistance is available Monday through Friday from 8:00 AM to 5:30 PM.

REAC Technical Service Support Phone Number

1-877-406-9220

REAC Technical Assistance Center Information

Users can contact the REAC Technical Assistance Center with any questions or problems Monday through Friday 7 a.m. to 8:30 p.m., Eastern Standard Time. The REAC Technical Assistance Center can be contacted by telephone or using the email link ([Contact Us](#)) throughout the REAC website.

REAC Technical Assistance Center Phone Number

1-888-245-4860