



# **UPCS DCD v2.3 MAINTENANCE GUIDE**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Real Estate Assessment Center (PIH-REAC)**

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## **OBJECTIVES**

The purpose of this guide is to instruct UPCS users how to maintain DCD v2.3 database files. The includes archiving and retrieving DCD database files, as well as regularly compressing the database to improve software performance. Archival activities will help users maintain records of their work and keep the size of their active database files small enough to improve software performance, especially in older computers.

After completing this guide, you will be able to:

- Upload inspections without error
- Create an Archive folder
- Archive an active database file
- Download a clean database file from the HUD Website
- Install a clean database file
- Retrieve an archived file to view inspection data
- Compress the database to improve DCD performance

## ***UPLOAD INSPECTIONS WITHOUT ERROR***

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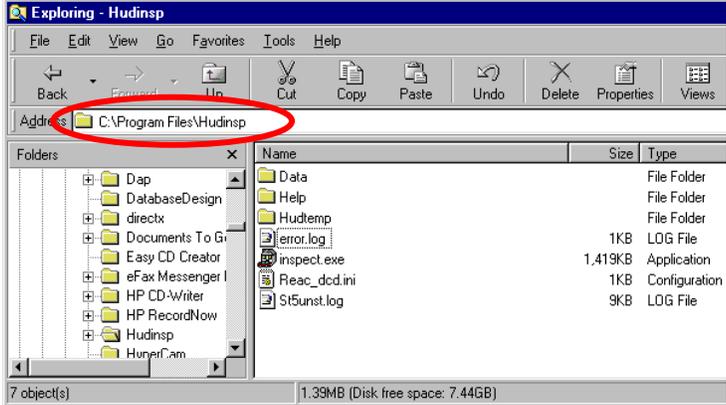
Certain symbols will cause problems during the upload process. DO NOT use the following symbols when entering any text in the DCD:

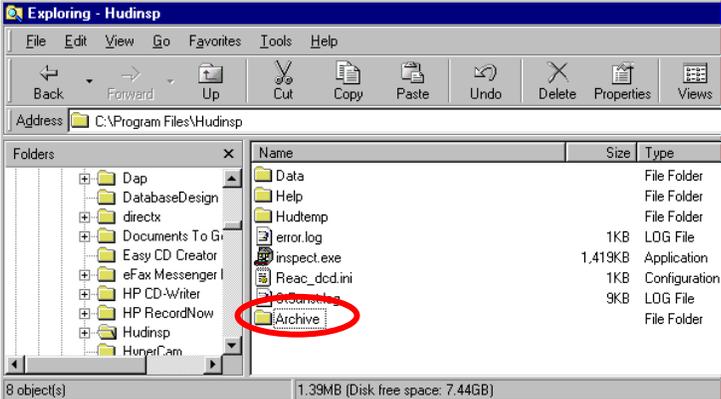
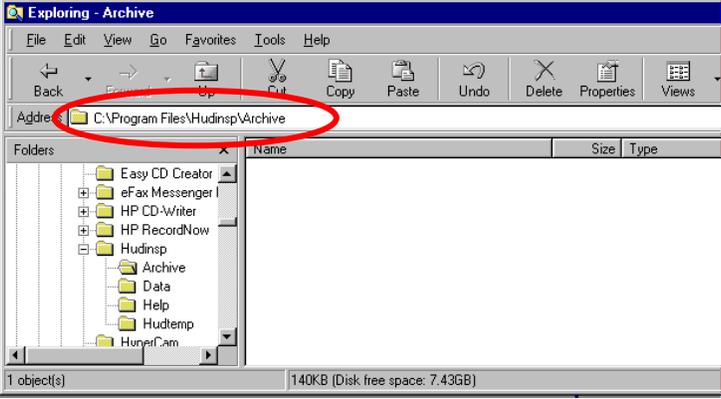
- Double quotes ( " )
- Asterisk ( \* )
- Ampersand ( & )
- Equal sign ( = )

# CREATE AN ARCHIVE FOLDER

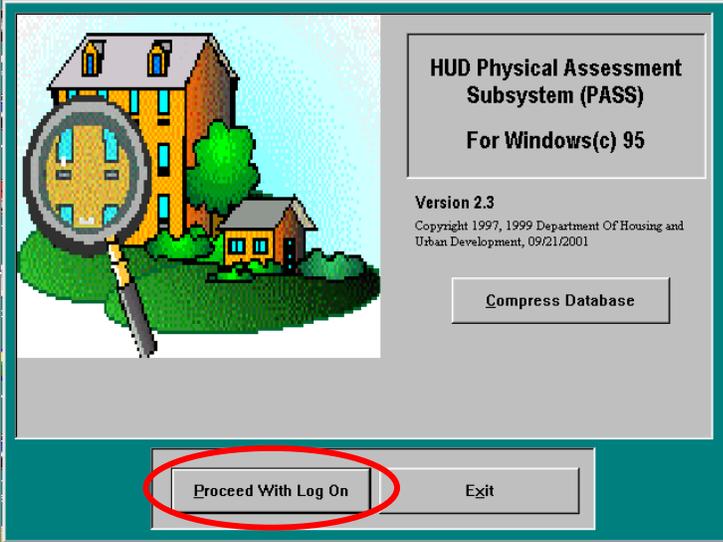
## Background Information:

The DCD software stores all the inspection information in a file named Reac\_dcd.mdb. This file is located in the *c:\Program Files\Hudinsp\Data* folder. The DCD software does not offer the option to save individual inspections, and as the number of inspections in the file grows so does the size of the database file. This results in degraded software performance and the user has two recourses: Delete inspections that have already been uploaded and accepted, or archive the database file for the record. This guide will concentrate on the archival and retrieval process.

<b>Action</b>	<b>Explanation</b>
Access the folder that contains the DCD software using either My Computer or Windows Explorer.	To access the UPCS folder launch either  or  and proceed to the C:\Program Files\Hudinsp folder. 

Action	Explanation
<p>Create a new folder named <i>Archive</i> inside the <i>Hudinsp</i> folder.</p>	<p>Go to the <b>F</b><u>ile</u>-<b>N</b><u>ew</u>-<b>F</b><u>older</u> menu, create a new folder and name it <i>Archive</i></p>  <p>The screenshot shows a Windows Explorer window titled 'Exploring - Hudinsp'. The address bar shows 'C:\Program Files\Hudinsp'. The left pane shows a tree view with 'Hudinsp' expanded. The right pane shows a list of files and folders: Data, Help, Hudtemp, error.log, inspect.exe, Reac_dcd.ini, and Archive. The 'Archive' folder is circled in red. The status bar at the bottom indicates '8 object(s)' and '1.39MB (Disk free space: 7.44GB)'.</p>
<p>Open the Archive folder. It will be empty.</p>	 <p>The screenshot shows a Windows Explorer window titled 'Exploring - Archive'. The address bar shows 'C:\Program Files\Hudinsp\Archive'. The left pane shows a tree view with 'Hudinsp' expanded and 'Archive' selected. The right pane is empty. The status bar at the bottom indicates '1 object(s)' and '140KB (Disk free space: 7.43GB)'. The address bar and the 'Archive' folder in the tree view are circled in red.</p> <p>The <u>A</u>ddress field will reflect the C:\Program Files\Hudinsp\Archive folder.</p> <p><b>NOTE:</b> Minimize the window by clicking on the  button on the upper right hand corner, you are ready to proceed to the next step.</p>

## ARCHIVE THE EXISTING DATABASE FILE

<b>Action</b>	<b>Explanation</b>
Launch the DCD Application	<div data-bbox="1386 428 1500 548">The icon for the DCD2.3 application, featuring a house with a red roof and a yellow door, with the text 'DCD2.3' below it.</div> <p data-bbox="792 520 1435 630">To start the DCD Application, click on the shortcut icon located either on the desktop or under the <b>Start-Programs</b> Menu.</p> <p data-bbox="792 661 1227 697">The splash screen will appear:</p> <div data-bbox="797 728 1520 1270">The splash screen for the HUD Physical Assessment Subsystem (PASS) for Windows(c) 95. It features a pixelated illustration of a large brick building with a magnifying glass over a window, and a smaller house in the foreground. Text on the right includes 'HUD Physical Assessment Subsystem (PASS) For Windows(c) 95', 'Version 2.3', and copyright information. At the bottom, there are two buttons: 'Proceed With Log On' (circled in red) and 'Exit'. A 'Compress Database' button is also visible in the middle right area.</div> <p data-bbox="792 1310 1377 1346">Click on the <b>Proceed With Log On</b> button.</p>

## Action

Log onto the DCD software

## Explanation

Log On Information Screen

HUD Physical Assessment Subsystem

Housing Inspection Log On

Please enter your Inspector ID and password in the areas below and then press the Log On command button to continue.

\* Inspector ID H14767 \* Password \*\*\*\*\*

? Help Exit

Process an Inspection View Inspector Information

Enter your Inspector ID and your Password (remember that the password is case sensitive) and click on the **Process an Inspection** button.

Make note of the inspection numbers that you are about to archive.

Inspection Number: 151530

Property Information Building / Unit Information Property Inspectable Items Check / Prepare / Import

\* Inspection # 100000 Inspection Date

\* Property ID 800010000 PIH Project #

\* Property Name GLENSHIRE NURSING&REHAB CTR.

\* Scattered Site

Total Buildings	Expected	Actual	Sample
1	1	1	0
0	0	113	0

Comments

Inspection Num.	Property Name
100000	GLENSHIRE NURSING&REHAB CTR.
200000	WM DAWSON NSG HM

Participants Edit Inspection Administration ? Help Exit

Address Info Certificates Area Measures

In this example we have inspections 100000 and 200000

Record the inspection Ids for future use. Then press the **Exit** button to close the DCD software.

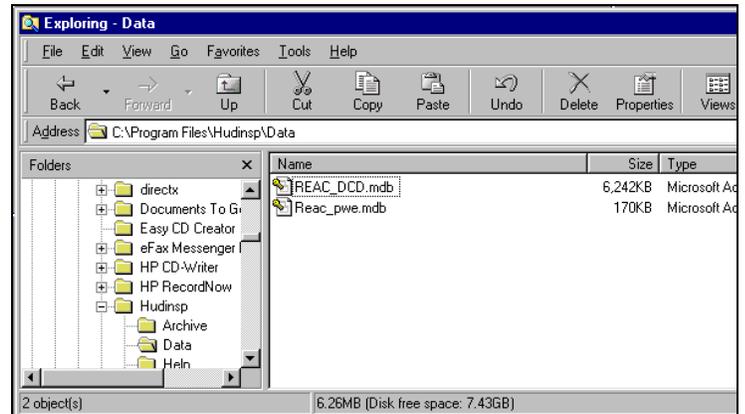
## Action

Archive the database file that contains the inspection information.

## Explanation

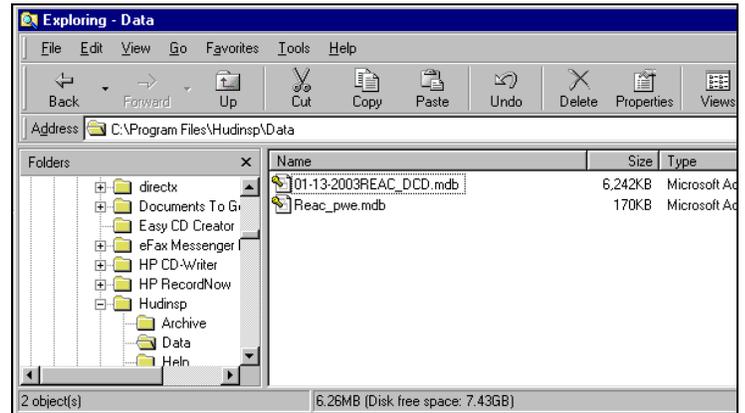
Maximize the Window from Section 1 and open up the C:\Program Files\Hudinsp\Data folder.

You will see two files: Reac\_DCD.mdb and Reac\_pwe.mdb



The Reac\_DCD.mdb contains all the inspection information for inspections 100000 and 200000.

Rename the Reac\_DCD.mdb file. In our example we will rename it 01-13-2003Reac\_DCD.mdb



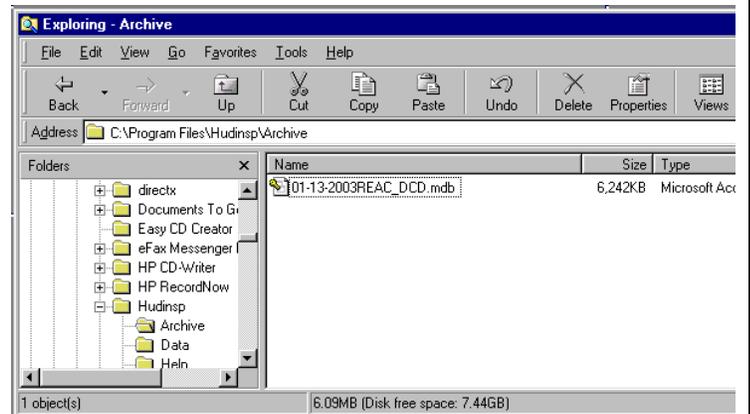
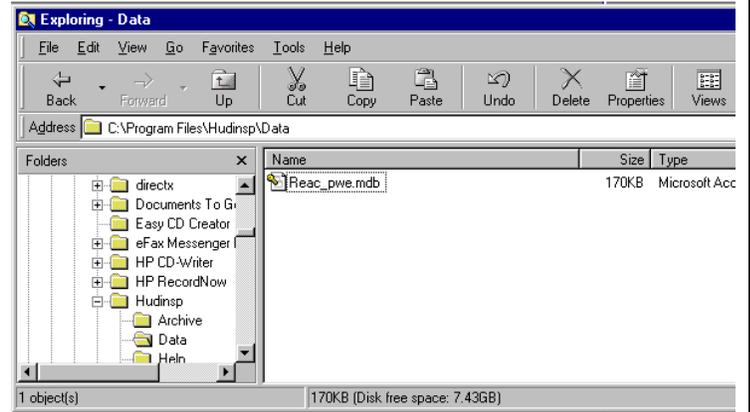
**Note:** It is useful to add characters to the basic file name when you rename it, then it will be easy to change it back to its original name if the need arises. This is especially critical when you do not have a physical keyboard and would have a hard time finding the underscore “\_” character in the virtual keyboard on the screen.

## Action

Archive the database file that contains the inspection information. (Cont.)

## Explanation

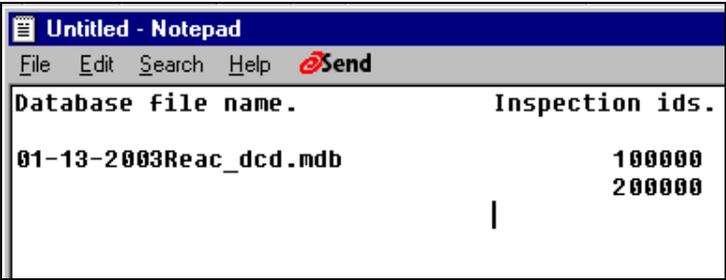
Cut the 01-13-03Reac\_dcd.mdb from the C:\Program Files\Hudinsp\Data folder and paste it inside the C:\Program\Files\Archive folder.



You have successfully archived the database file that contains inspections 100000 and 200000.

**Warning!** Do not launch the DCD software until you download and install a new database file in the C:\Program Files\Hudinsp\Data folder or you will get the following error message:

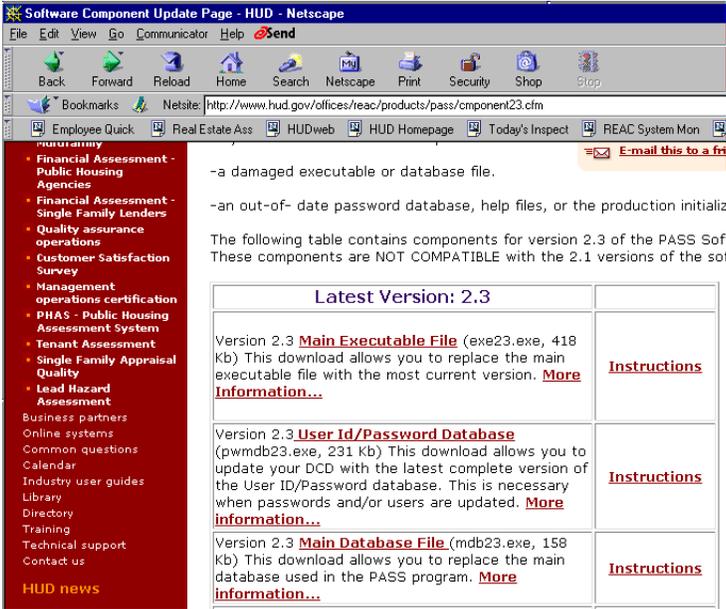


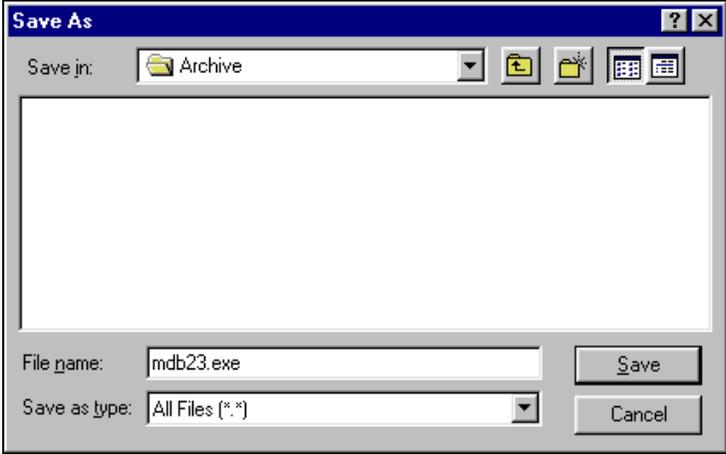
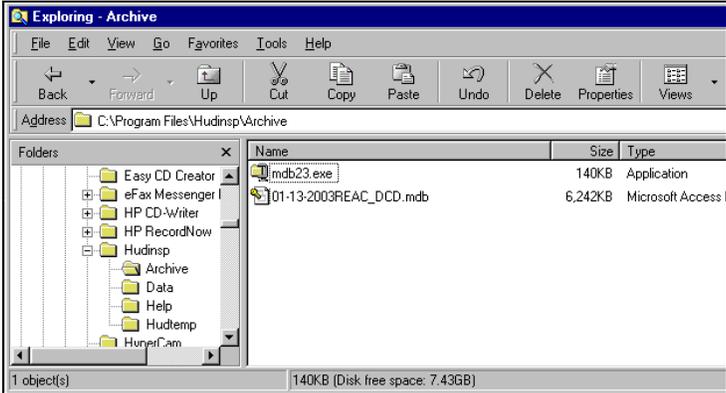
<b>Action</b>	<b>Explanation</b>
<p>Create a log file to keep track of the inspections that you have archived.</p>	<p>Open up any word processing or spreadsheet application and create a log file that contains the information that will help you keep track of the inspections you archive. Append more information to the file as you archive more inspections:</p> <p>Suggestion: At a bare minimum include the database file name and the inspection ids that make up the file. e.g.</p>  <p>Save the file in the C:\Program Files\Hudinsp\Archive folder with an easily recognizable name such as Archive_log.</p>

## DOWNLOAD AN EMPTY DATABASE FILE

### Background Information

The PIH-REAC Web Site at <http://www.hud.gov/offices/reac/> provides a wealth of information and resources for both institutional HUD users and HUD's business partners. One of the Web Pages within the Physical Inspection Sub-System at PIH-REAC provides inspectors with the opportunity to download the components of the DCD software. An empty database file needs to be downloaded each time the DCD database needs to be archived.

Action	Explanation
Download an empty file	<p>To download an empty file, proceed to the following Web Page:</p> <p><a href="http://www.hud.gov/offices/reac/products/pass/cmponent23.cfm">http://www.hud.gov/offices/reac/products/pass/cmponent23.cfm</a></p> <p>Start the download by clicking on the <b>Main Database File</b> link. The file name is mdb23.exe.</p> 

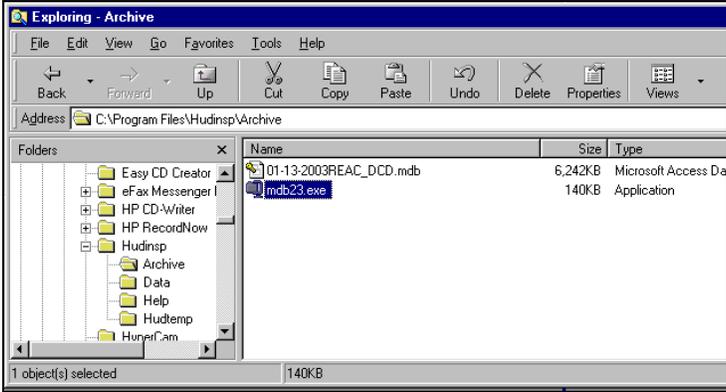
<b>Action</b>	<b>Explanation</b>
Download an empty file (Cont.)	<p>Place the mdb23.exe file in the C:\Program Files\Hudinsp\Archive for future use.</p>   <p><b>Note:</b> The download process should only be needed the first time you want to install a blank database file, unless you receive notification from HUD that requires you to download a newer version of the empty file from the Web page.</p>

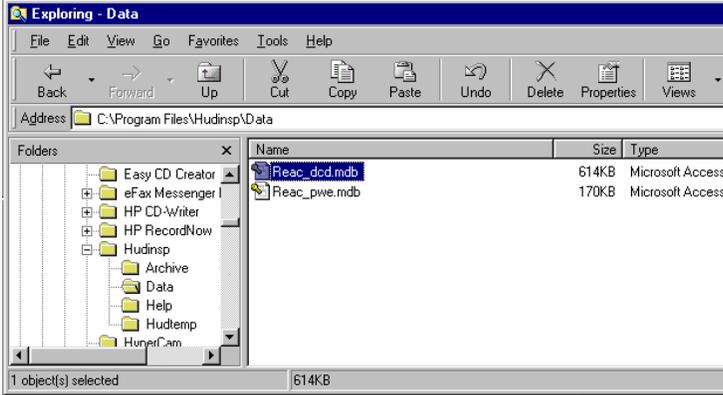
# INSTALL EMPTY DATABASE FILE

## Background Information:

Once downloaded, the database file needs to be extracted from the compressed file and installed in the C:\Program Files\Hudinsp\Data folder.

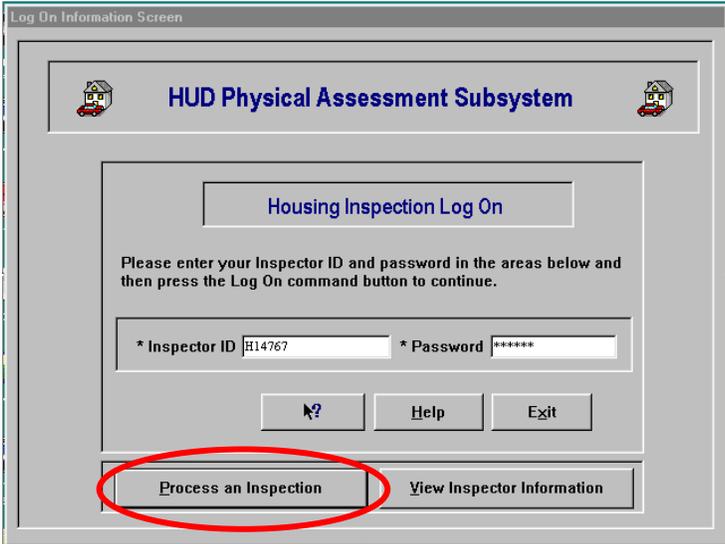
**WARNING! DO NOT INSTALL THE EMPTY DATABASE FILE UNTIL YOU HAVE ALREADY ARCHIVED THE EXISTING DATABASE FILE OR YOU WILL LOSE ALL THE INSPECTIONS CURRENTLY SHOWN ON THE DCD SOFTWARE.**

<b>Action</b>	<b>Explanation</b>
Install the blank database file	<p>Go to the C:\Program Files\Hudinsp\Archive folder and launch the mdb23.exe file by double-clicking on it.</p>  <p>The screenshot shows a Windows Explorer window titled 'Exploring - Archive'. The address bar shows 'C:\Program Files\Hudinsp\Archive'. The file list contains two items: '01-13-2003REAC_DCD.mdb' (6,242KB, Microsoft Access Database) and 'mdb23.exe' (140KB, Application). The 'mdb23.exe' file is selected. The left pane shows the folder structure including 'Easy CD Creator', 'eFax Messenger', 'HP CD-Writer', 'HP RecordNow', 'Hudinsp', 'Archive', 'Data', 'Help', 'Hudtemp', and 'HunerCam'.</p>

Action	Explanation
<p>Install the blank database file (Cont.)</p>	<p>The following action window will appear:</p>  <p>Click on the  button. You will receive a confirmation message.</p>  <p>Proceed to the C:\Program Files\Hudinsp\Data folder and verify that a new Reac_dcd.mdb file was installed.</p> 

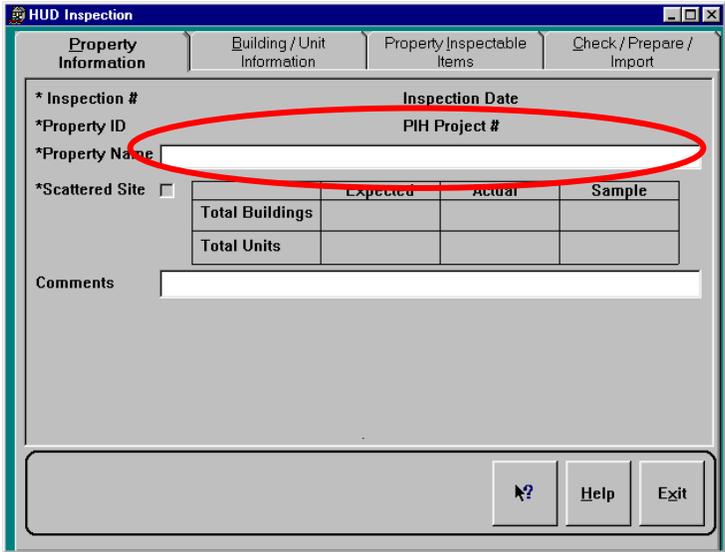
Action	Explanation
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Log onto the DCD software



Enter your Inspector ID and your Password (remember that the password is case sensitive) and click on the **Process an Inspection** button.

Verify that the new database is blank

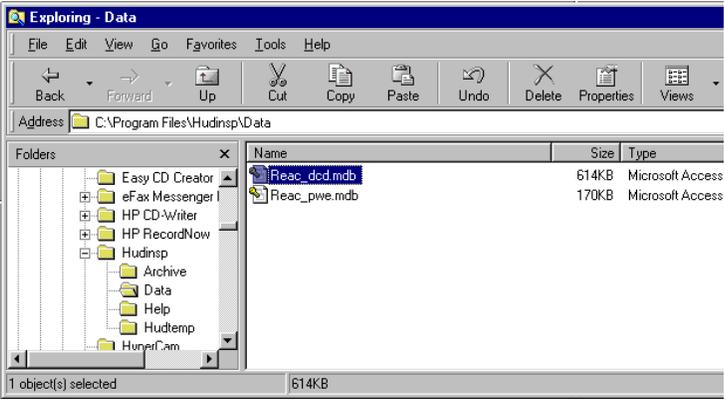


There are no inspections listed. You are now ready to download inspections at any time. Press the **Exit** button to close the DCD software.

## RETRIEVE AN ARCHIVED DATABASE FILE

### Background Information:

Sometimes a user will need to “bring back” an archived inspection for review in the DCD software. The procedure for archiving the current file will be the same as before. However, instead of installing a blank database file, the user will move the archived file from the C:\Program Files\Hudinsp\Archive folder to the C:\Program Files\Hudinsp\Data folder, rename the file `Reac_dcd.mdb` and start the DCD software to review the old inspections. Retrieving an archived database file is only for viewing the inspection data after it has been uploaded.

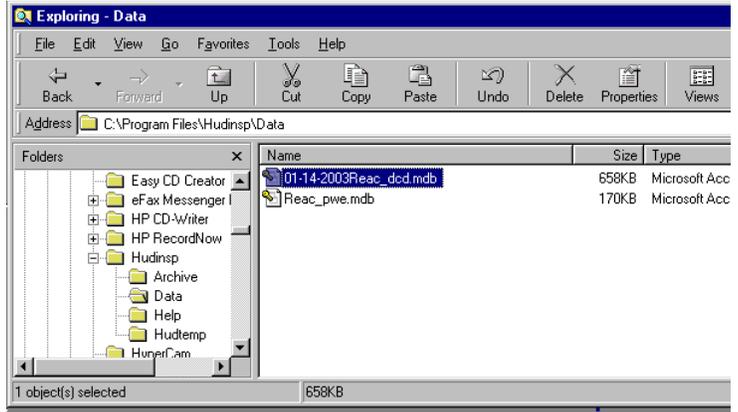
<b>Action</b>	<b>Explanation</b>
Archive the current database file	<p>Summarizing Section 1.</p> <p>Open up the C:\Program Files\Hudinsp\Data folder.</p> <p>You will see two files: <code>Reac_DCD.mdb</code> and <code>Reac_pwe.mdb</code></p>  <p>The <code>Reac_DCD.mdb</code> contains all the current inspection information.</p>

## Action

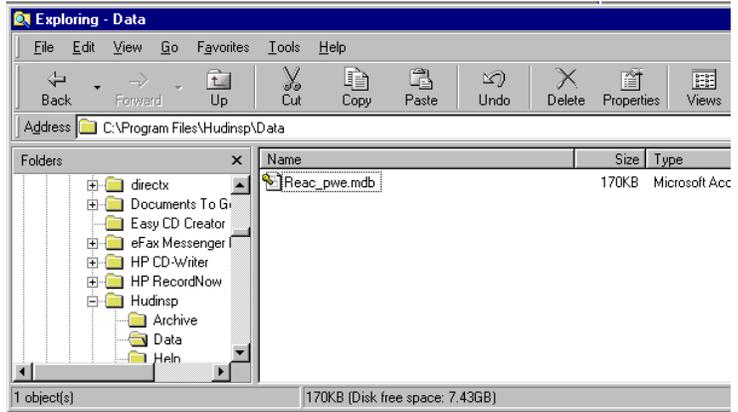
Archive the database file that contains the inspection information.  
(Cont.)

## Explanation

Rename the Reac\_dcd.mdb file. In our example we will rename it 01-14-2003Reac\_dcd.mdb.



Cut the 01-14-2003Reac\_dcd.mdb from the C:\Program Files\Hudinsp\Data folder and paste it inside the C:\Program Files\Archive folder.

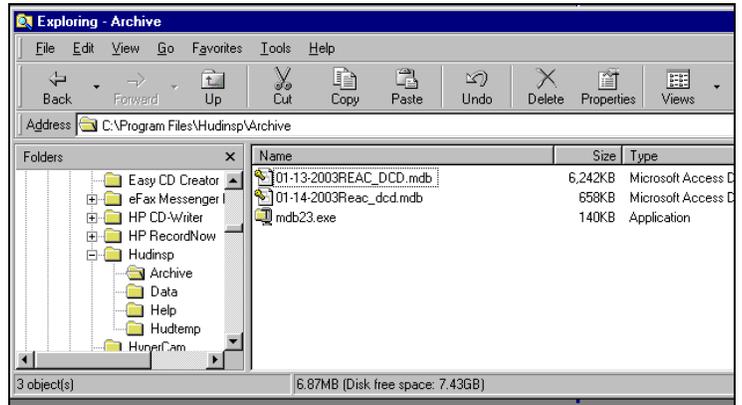


## Action

Archive the database file that contains the current inspection information. (Cont.)

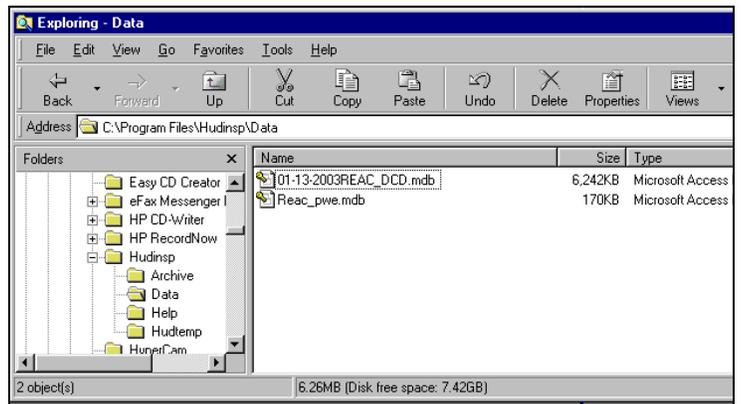
Retrieve the archived database folder

## Explanation



You have successfully archived the current database file – 01-14-2003Reac\_dcd.mdb

Cut the 01-13-2003Reac\_dcd.mdb from the C:\Program Files\Hudinsp\Archive folder and paste it back inside the C:\Program Files\Data folder.

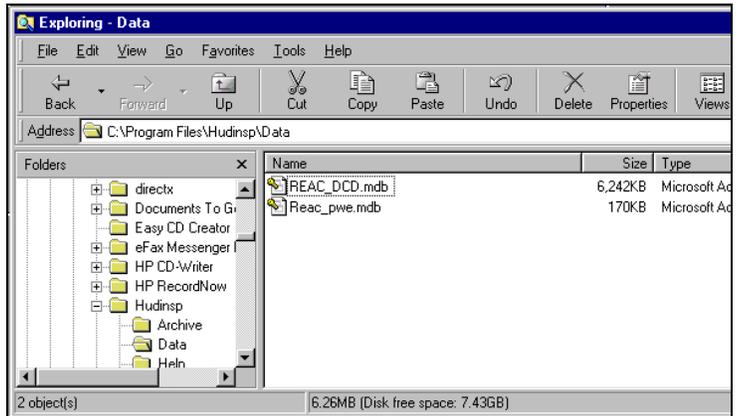


**Action**

**Explanation**

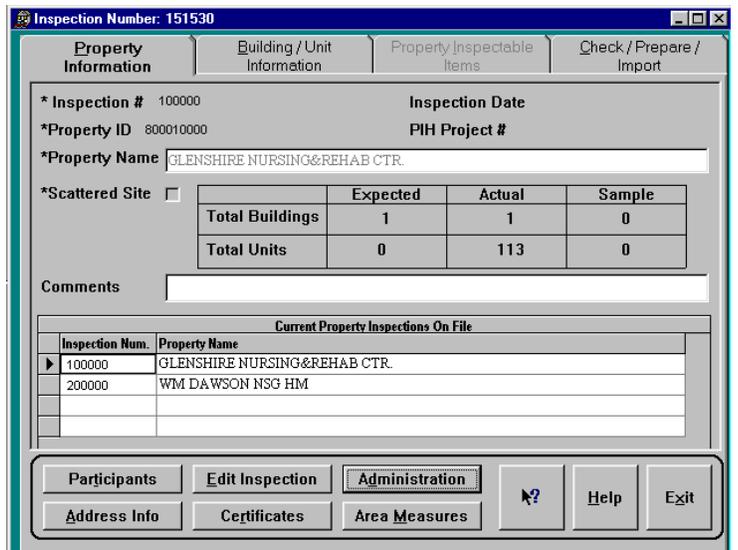
Retrieve the archived database folder (Cont.)

Rename the 01-13-2003Reac\_dcd.mdb back to Reac\_dcd.mdb



Verify that inspections were retrieved.

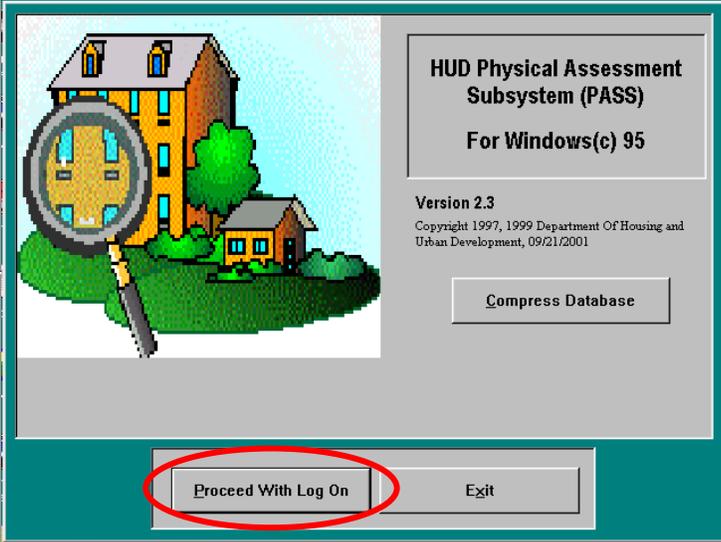
Launch the DCD software to verify that inspections 100000 and 200000 have been retrieved



## COMPRESS DATABASE

### Background Information:

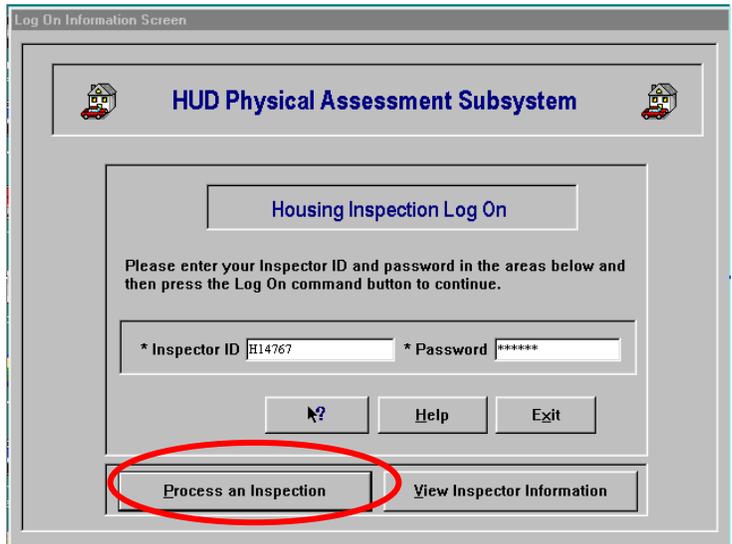
The Compress Database utility is used to repair and compress your database. The database used by the DCD will grow as the inspector downloads inspections, adds additional inspection information, and performs inspections. As inspections are completed and removed from the DCD, the space in the database that the inspection allocated is not compressed or removed. This utility will attempt to fix any corrupted data and remove the unused space from the database. Periodically compress the database file. This will ensure that the data on the DCD is in good condition and that the size of the database file does not overburden your DCD performance.

<b>Action</b>	<b>Explanation</b>
Launch the DCD Application	<div data-bbox="1354 842 1471 961"></div> <p>To start the DCD Application, click on the shortcut icon located either on the desktop or under the <b>Start-Programs</b> Menu.</p> <p>The splash screen will appear:</p> <div data-bbox="766 1142 1487 1684"><p>The splash screen displays the HUD Physical Assessment Subsystem (PASS) logo, which features a magnifying glass over a house. The text on the screen includes: HUD Physical Assessment Subsystem (PASS) For Windows(c) 95, Version 2.3, Copyright 1997, 1999 Department Of Housing and Urban Development, 09/21/2001, Compress Database, Proceed With Log On, and Exit. The 'Proceed With Log On' button is circled in red.</p></div> <p>Click on the <b>Proceed With Log On</b> button.</p>

**Action**

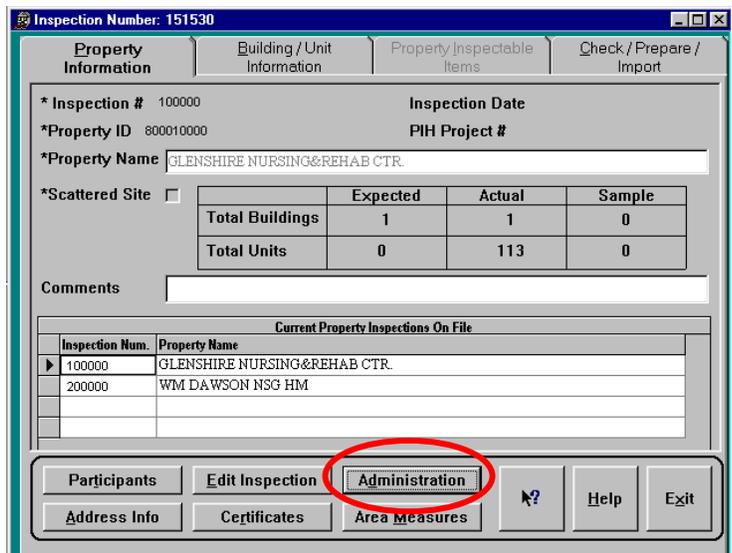
**Explanation**

Log onto the DCD software

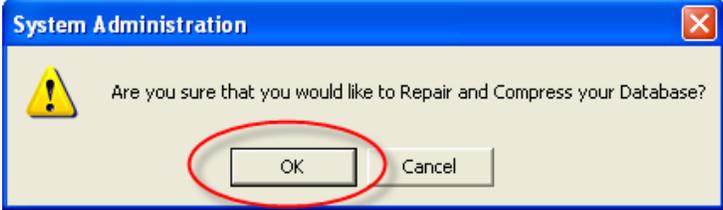
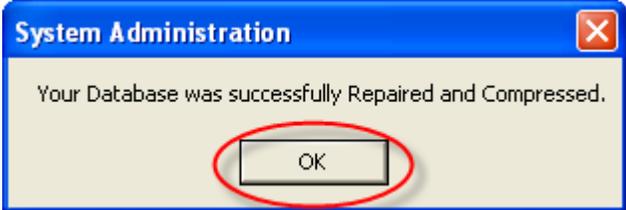


Enter your Inspector ID and your Password (remember that the password is case sensitive) and click on the **Process an Inspection** button.

Go to Administration



Click on the **Administration** button.

<b>Action</b>	<b>Explanation</b>
Compress database	 <p>Click on the  button.</p>
Compress database (Cont.)	 <p>Click on the  button to confirm intention to compress database.</p>
Compress database (Cont.)	 <p>Click on the  button.</p>

<i>Action</i>	<i>Explanation</i>
Compress database (Cont.)	 <p>Administration Menu</p> <p>Delete Inspection</p> <p>Compress Database</p> <p><input type="checkbox"/> Run Compress On Exit</p> <p>Close Help</p> <p>Click on the  button.</p> <p><b>Note:</b> It is strongly recommended that the “Run Compress On Exit” option remain selected at all times.</p>