

HOME FACTS - Vol. 4 No. 1, January 2012

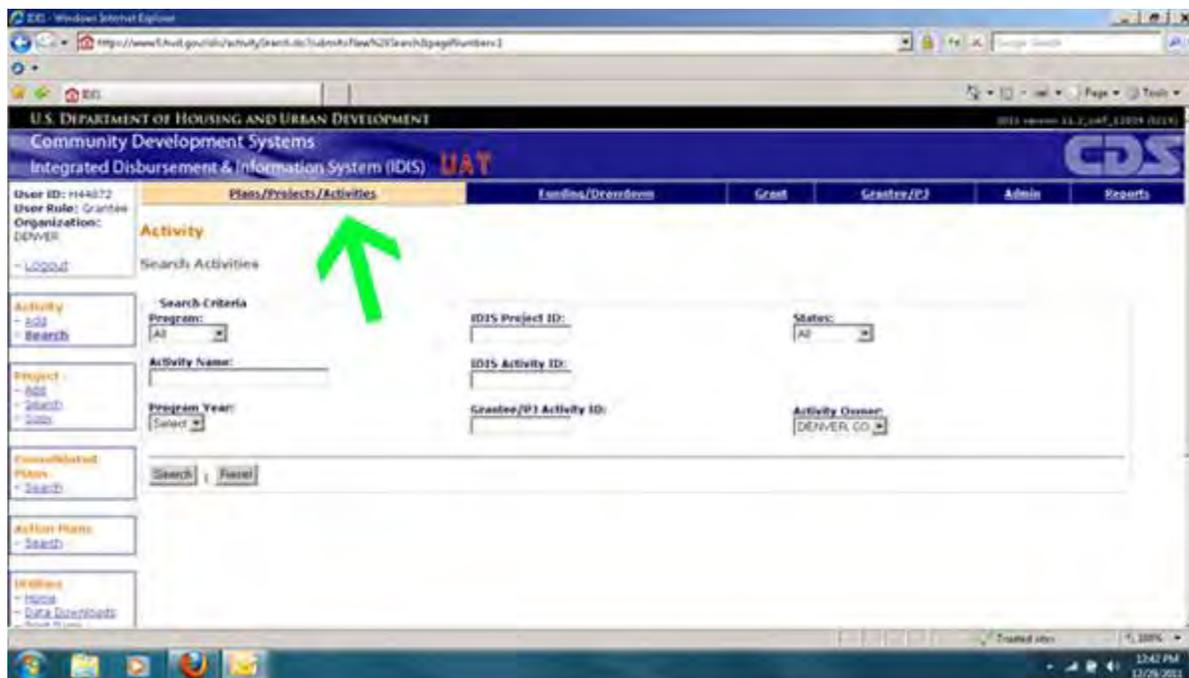
Topic

This issue of HOME FACTS explains how to change the tenure type of HOME Homebuyer activities to HOME Rental activities in IDIS OnLine.

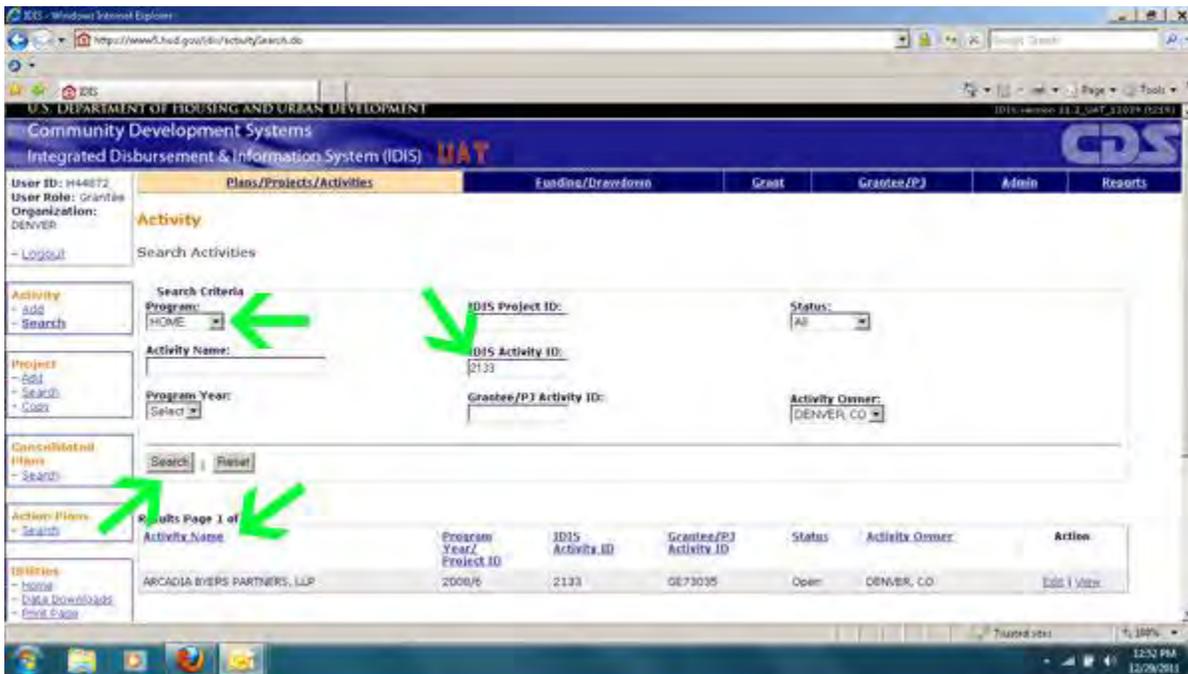
Steps for Changing a HOME Homebuyer Activity to a HOME Rental Activity in IDIS

IMPORTANT NOTE: changing the tenure type of a HOME activity in IDIS OnLine will delete all data stored on the HOME completion screens for the activity. To ensure the accuracy and integrity of the data, HUD strongly recommends that participating jurisdiction (PJ) IDIS users save all project cost data, beneficiary characteristics, and addresses related to the activity outside of the IDIS environment prior to beginning this process (e.g., print screen shots for each activity being converted from homebuyer to rental).

1. Log into IDIS and click the *Plans/Projects/Activities* link located along the top ribbon.

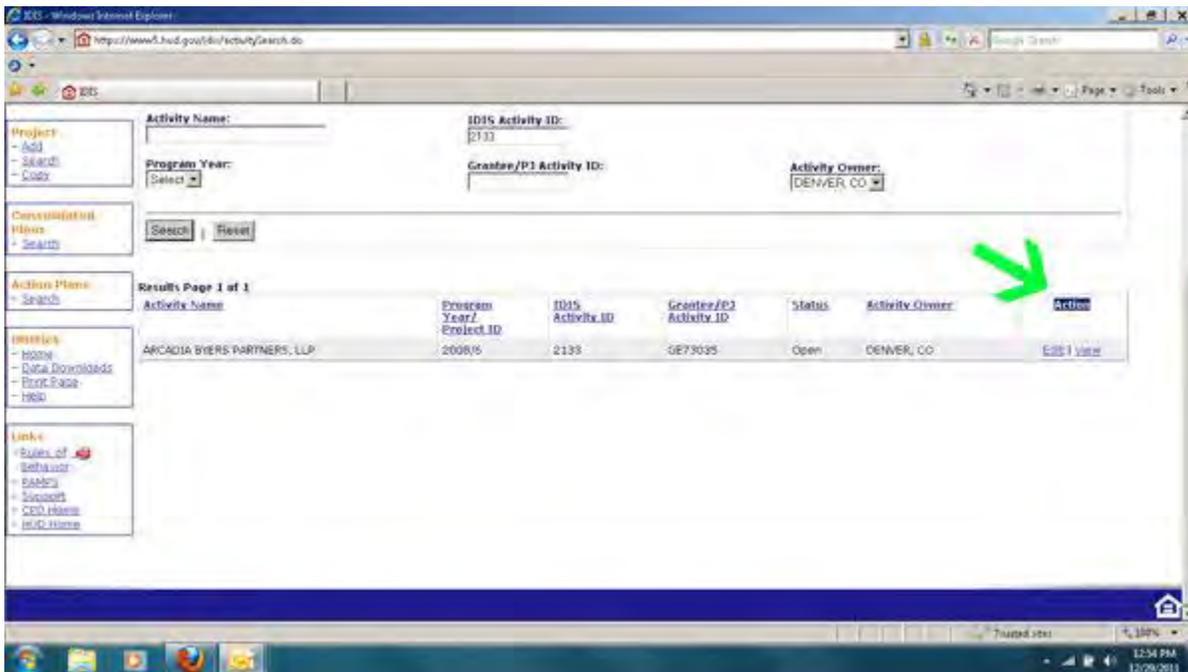


2. Under the **Program** field, use the dropdown arrow button to select *HOME*, and then enter the activity number in the **IDIS Activity ID** field. Click the *Search* button and the activity details should appear in the *Results* section shown below.



3. Under the *Action* column, click the *Edit* link for the activity.

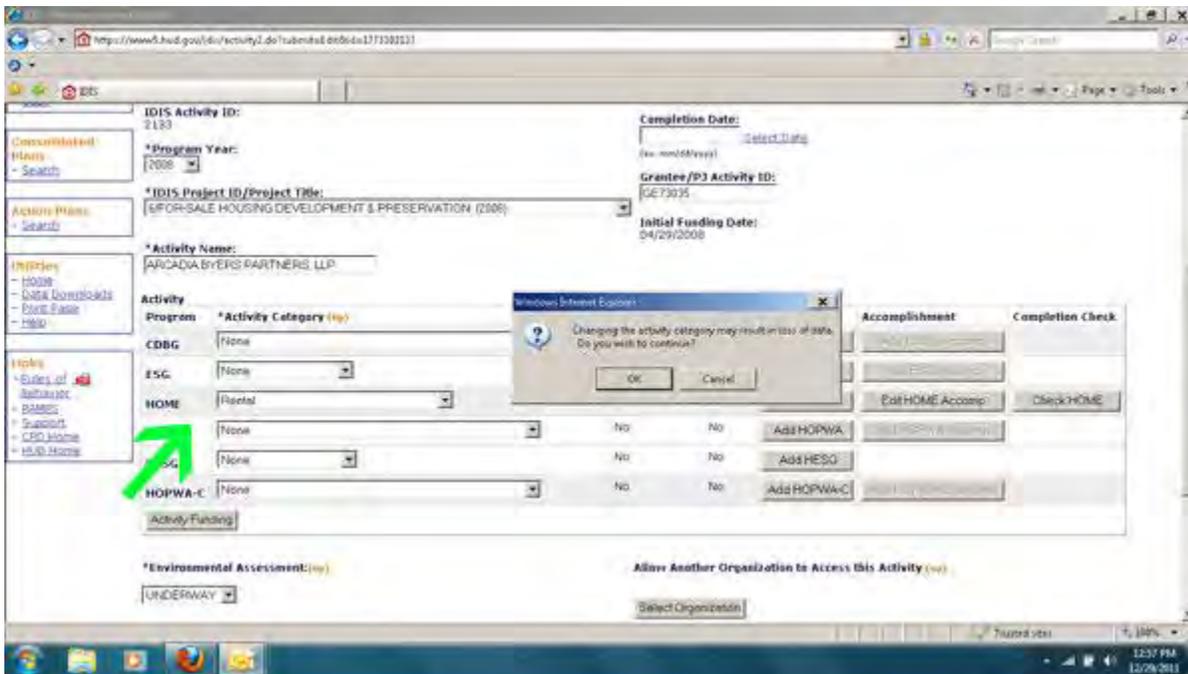
NOTE: If the activity status is **Completed**, the *Edit* link will not be shown. Instead, click the *View* link. Once the *Edit Activity* page appears, click the *Reopen Activity* button located at the top of the page.



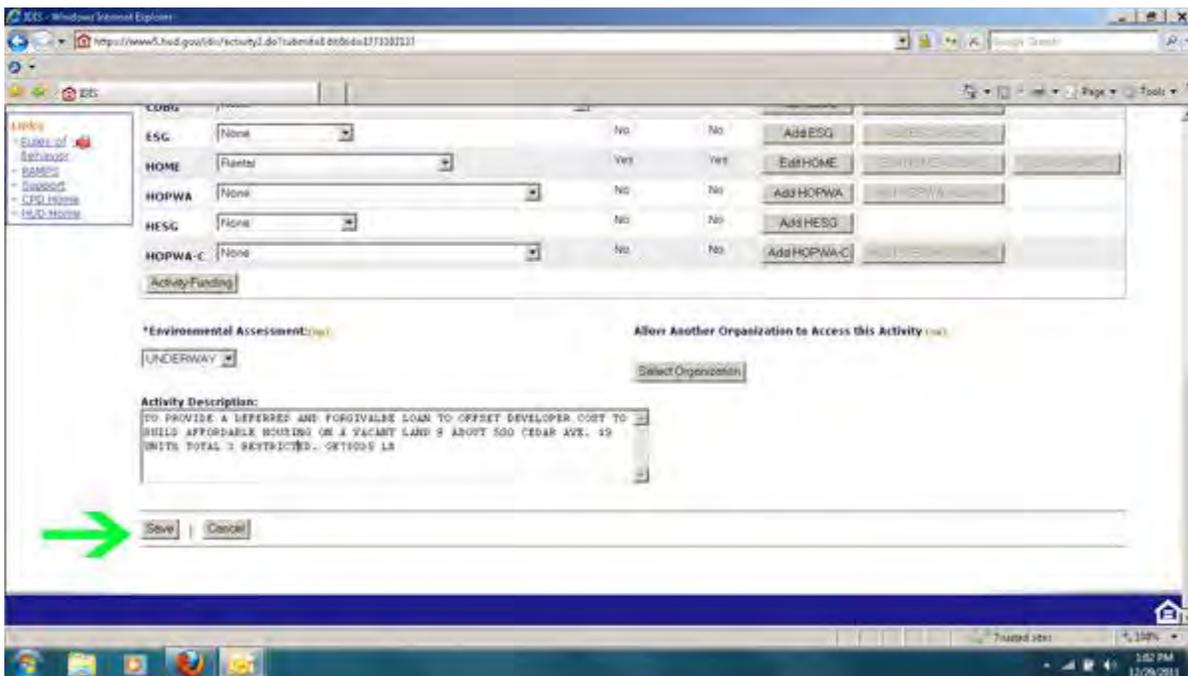
4. Scroll halfway down the *Edit Activity* page and find the *Activity* section. Under the **Program** column, locate the row for *HOME* and change the *Activity Category* from **Homebuyer** to **Rental** using the dropdown arrow box.

REMINDER: Making this change will trigger a message that states, "Changing the activity category may

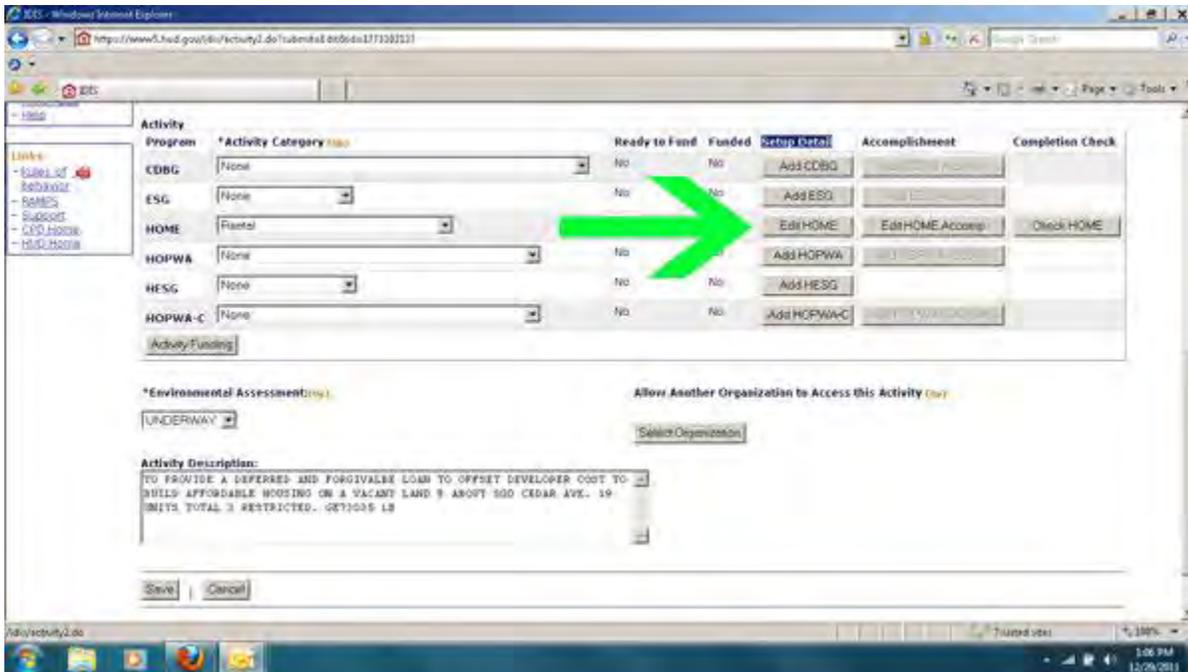
result in loss of data. Do you wish to continue?" Be advised that IDIS will delete all data stored on the HOME completion screens for the activity. PJs should only click the "OK" button if all cost data, beneficiary characteristics, and addresses related to the activity have been saved outside of the IDIS environment. If the information has not been saved, click the *Cancel* button, save the data in a separate location, then repeat this process beginning with step one.



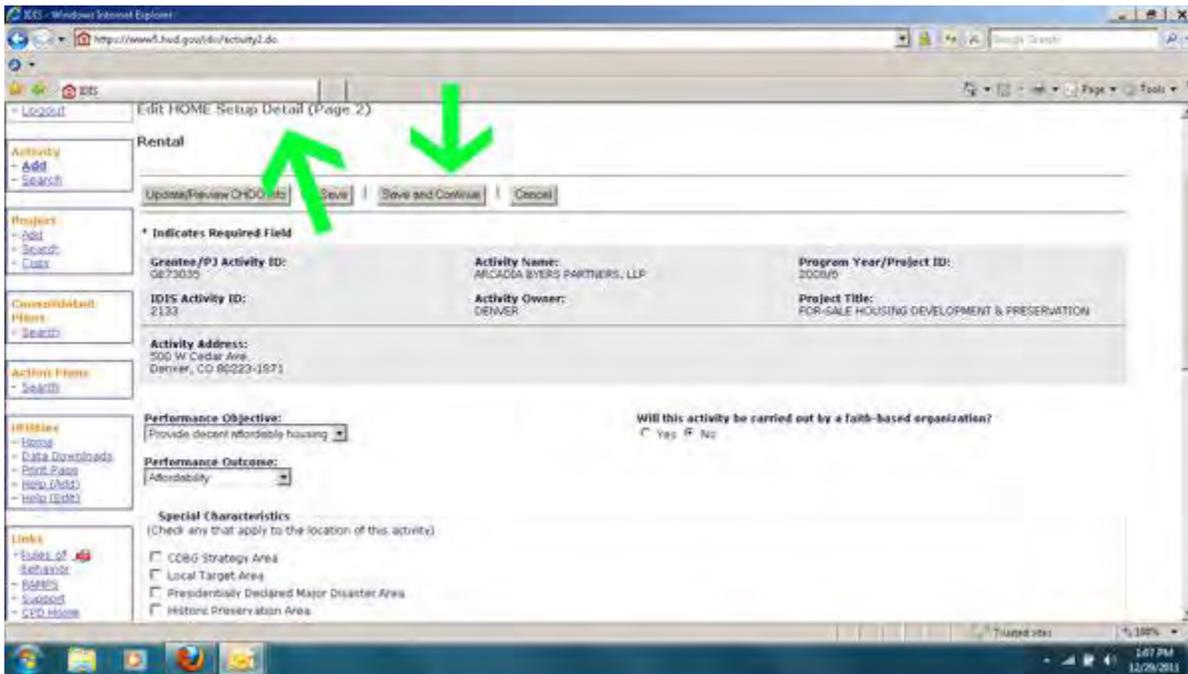
5. Scroll to the bottom of the *Edit Activity* page and click the *Save* button located on the left side of the screen.



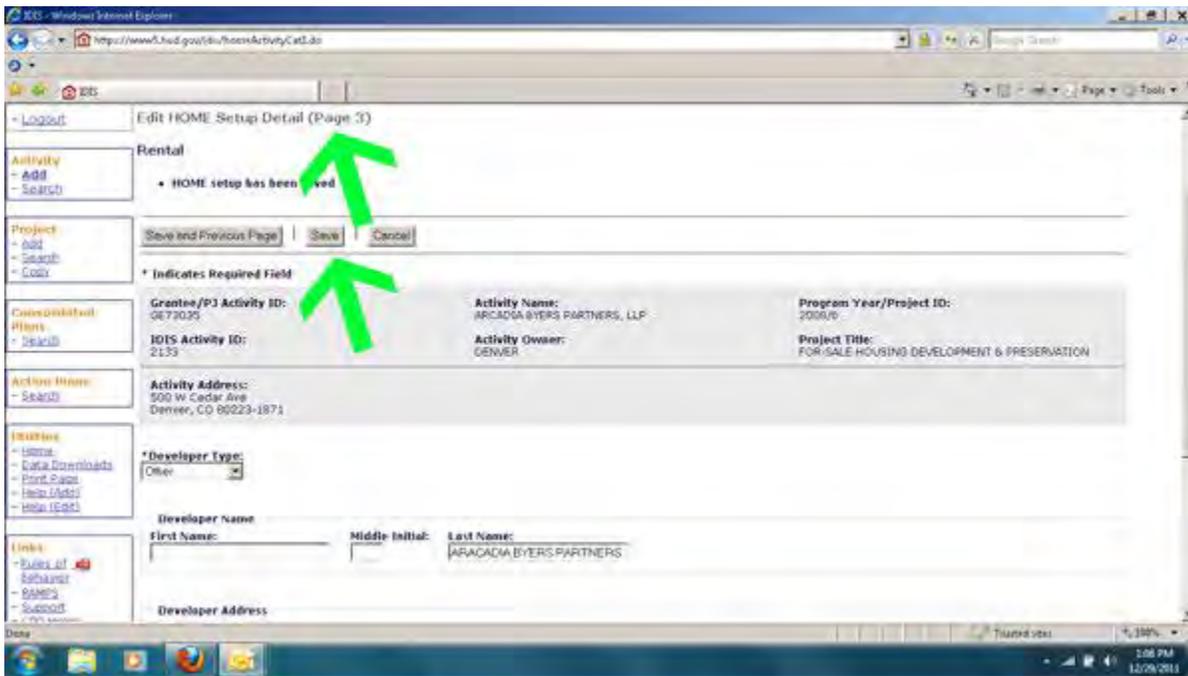
6. Click the *Edit HOME* button located under the *Setup Detail* column.



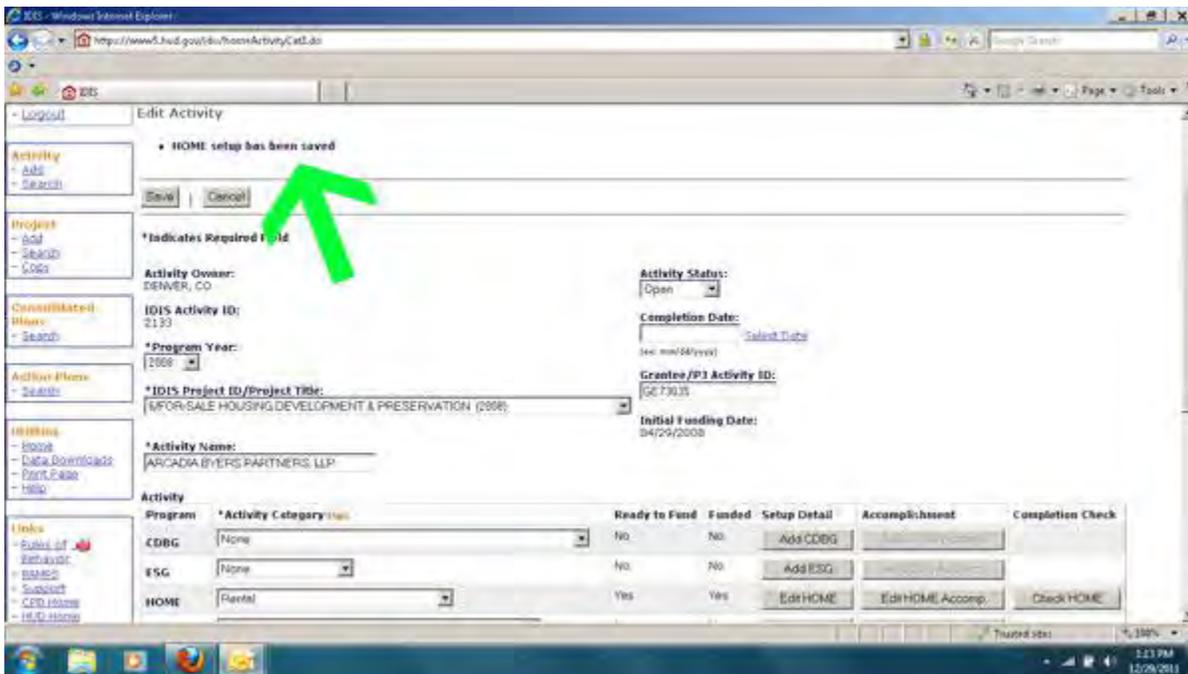
7. Verify all entries are accurate and make any necessary changes to the *Edit HOME Setup Detail (Page 2)* screen. Click the *Save and Continue* button.



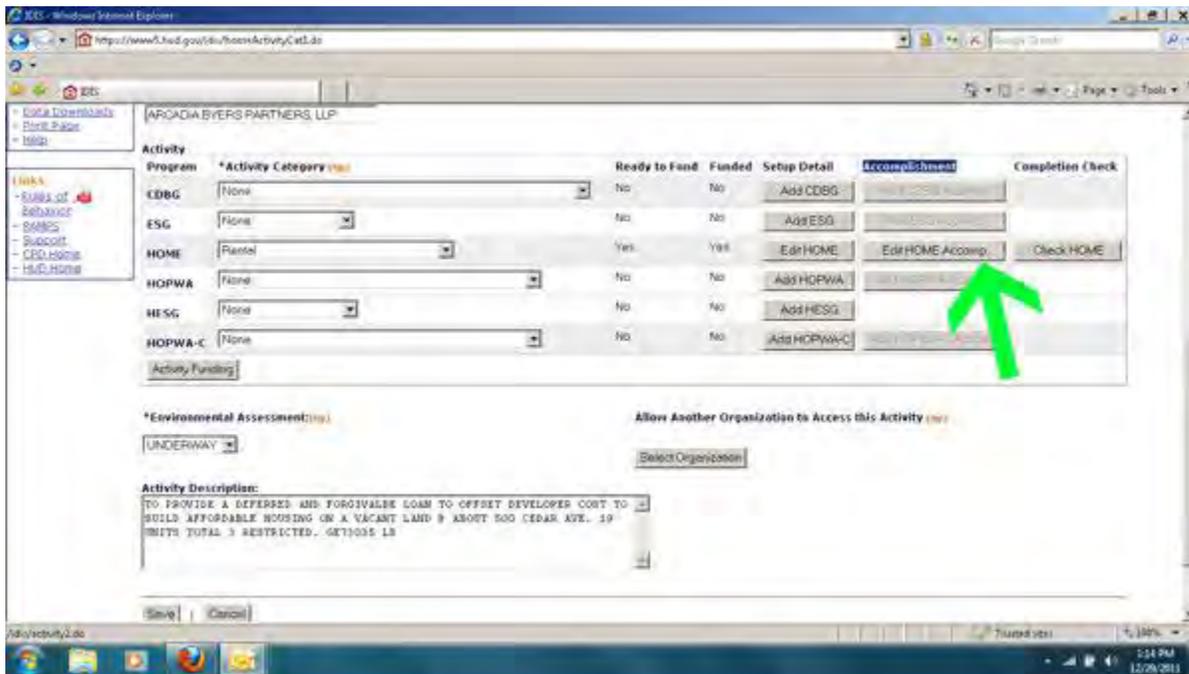
8. Verify all entries are accurate and make any necessary changes to the *Edit HOME Setup Detail (Page 3)* screen. Click the *Save* button.



9. The tenure type for the activity has now been changed to **Rental**. IDIS will return the user to the *Edit Activity* screen and display a message that states, "HOME setup has been saved."



10. Completion data for the HOME units may now be entered by clicking the *Edit HOME Accomplishment* button that is located under the *Accomplishment* column.



Questions or Assistance

If you have questions about this HOME *FACTS* please contact your local HUD Field Office for guidance. Additionally, contact your Field Office if you have specific circumstances complicating the conversion or if you have a multi-address project that will result in a mix of homebuyer and rental activities.