12

Move-In/Move-Out Query

Objectives

By the end of this chapter, you will be able to:

- View a list of all move-ins and move-outs
- View query data from browser
- Download and print a Move-In/Move-Out Report

TRACS Internet Applications now provides the ability to generate a query and produce a Move-In/Move-Out Report. The Move-In/Move-Out Report provides a comprehensive list of all move-ins and move-outs for a specified project or contract. Requested by either *Contract Number* or *Project Number*, and by specifying a date range, this report lists all turnover activity by contract and unit number.

The Move-In/Move-Out Query can be selected from the TRACS Main Menu.

From the **TRACS Move-In/Move-Out Query** screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

From the **TRACS Move-In/Move-Out Query** screen, the displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

12.1 To generate a Move-In/Move-Out Query:

1. From the TRACS Main Menu, click on the Move-In/Move-Out Query link, and the **TRACS Move-In/Move-Out Query** screen (Figure 1) displays.

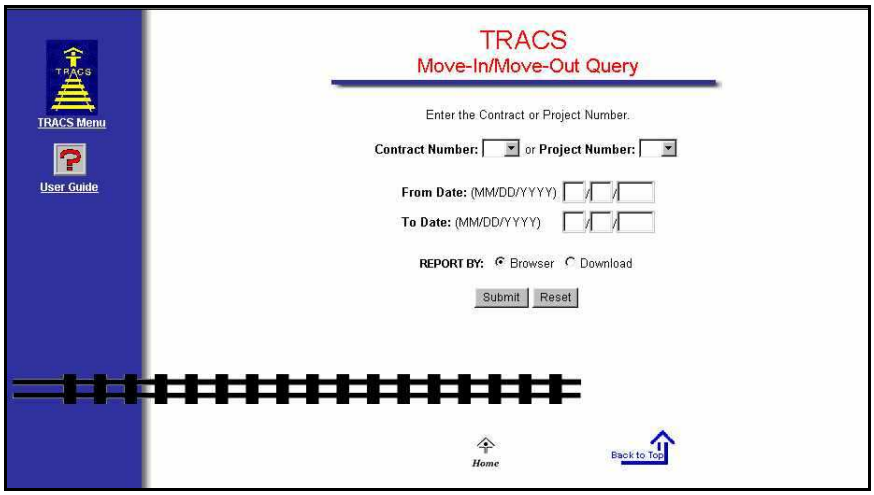

Figure 1. Move-In/Move-Out Query Screen

2. Select *Contract Number* or *Project Number.*
3. Enter *From Date* and *To Date (MM/DD/YYYY).*
4. Select *Report By: Browser* radio button.
5. Click on Submit, and the **TRACS Move-In/Move-Out Report** screen (Figure 2) displays.

   OR

   Click on Reset to clear fields and enter different criteria.

✍ *Note: A screen displays allowing you to click on* Please click here to view report *to view the report, or* <-GO BACK *to return to query screen and view or edit previously entered search criteria.*

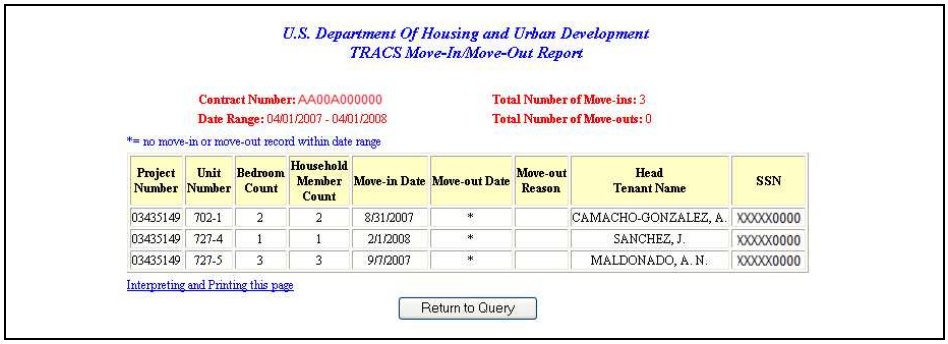

Figure 2. TRACS Move-In/Move-Out Report Screen

Information on the Move-In/Move-Out Report is grouped by contract. All move-ins appear first, followed by all move-outs. The screen displays the *Contract Number, Date Range, Total Number of Move-ins,* and *Total Number of Move-outs* across the top of the report as a header. The reports displays *Project Number, Unit Number, Bedroom Count, Household Member Count, Move-in Date, Move-out Date, Move-out Reason, Head Tenant Name,* and *SSN.* An asterisk displayed in the *Move-in Date* or *Move-out Date* column indicates no Move-in or Move out information for the date range selected for the query.

Within each grouping, the retrieved transactions are ordered by unit number within the indicated contract. The total number of move-ins and move-outs are displayed across the top of the screen.

The Interpreting and Printing this page link provides additional information for the Move-In/Move-Out Report. Clicking on this link displays the following screen of information (Figure 3).

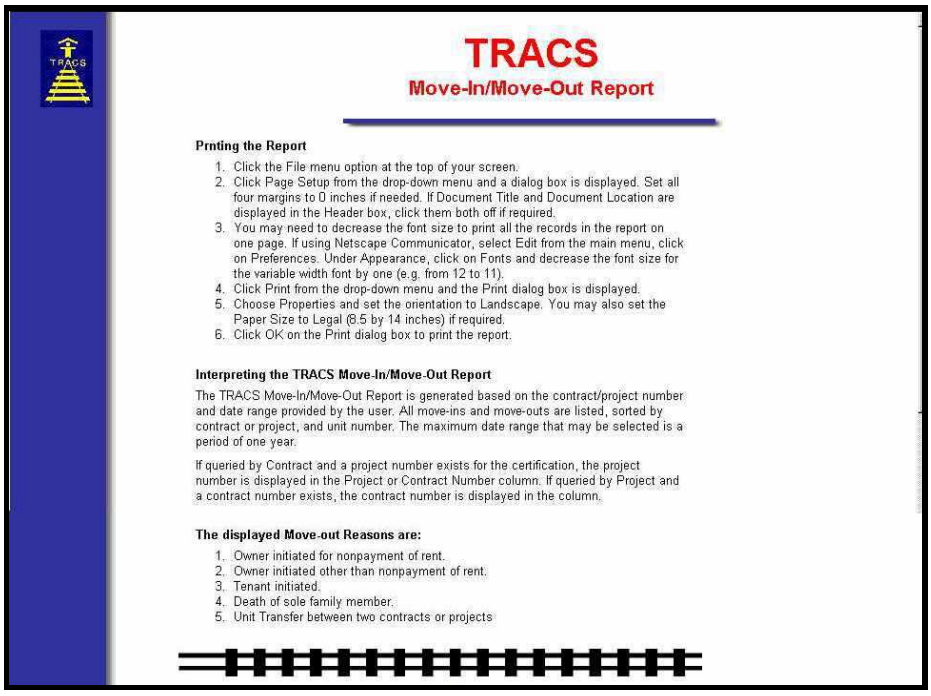

Figure 3. TRACS Move-In/Move-Out Report Screen

6. Click on the browser's Back button to return to the **Move-In/Move-Out Report** screen.
7. Click on Return to Query to return to the **Move-In/Move-Out Query** screen.

If an incorrect *Contract Number* or *Project Number* is entered, or does not exist in the database, or no eligible certifications exist for the submitted date range, or no Move-In or Move-Out transactions exist for the submitted project/contract and date range, the

following **Error** screen (Figure 4) displays. Click on Return to Query to return to the **Move-In/Move-Out Query** screen.

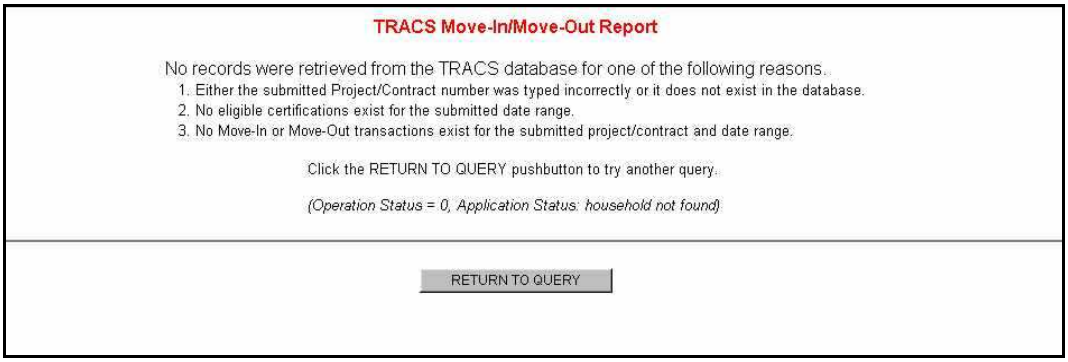

Figure 4. Error Screen

TRACS provides the capability for users to download Move-In/Move-Out Report information.

12.2 To download a Move-In/Move-Out Report:

1. From the **TRACS Move-In/Move-Out Query** screen, select either *Contract Number* or *Project Number.*
2. Enter *From Date* and *To Date (MM/DD/YYYY).*
3. Select *Report By: Download* option.
4. Click on Submit, and the **TRACS Move-In/Move-Out Report** download screen (Figure 5) displays.

Figure 5. TRACS Move-In/Move-Out Report Download Screen

5. Click on the Please click here to download report link, and a security warning screen (Figure 6) displays.

   OR

   Click on <-GO BACK to return to query screen and view or edit previously entered search criteria.

Figure 6. Security Warning

6. Click on the radio button next to *Save it to disk* to name and save the file to your hard drive.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.*

> ✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*
>
> *SSN - XXXXXNNNN*
>
> *TIN – XXXXXNNNN*
>
> *DOB – XX/XX/NNNN*

An example of an ASCII file is displayed as Figure 7.

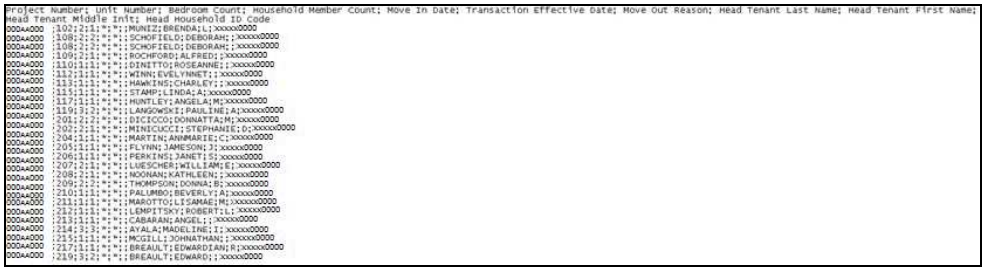

Figure 7. ASCII File