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Multiple Occupancy Query

The Multiple Occupancy Query provides multiple occupancy tenant information to authorized HUD users through the internet or intranet. Authorized users can query the database and retrieve multiple occupancy information based on their input selection criteria. Reports can be retrieved identifying units occupied by multiple active heads of households and active heads of households occupying more than one unit. The reports can be viewed on the browser or can be downloaded for printing.

The Multiple Occupancy Query option can be selected from the TRACS Main Menu.

From the **TRACS Multiple Occupancy Query** screen, click on the [TRACS Menu](#) link in the blue side bar to return to the TRACS Main Menu.

From the **TRACS Multiple Occupancy**

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.

Objectives

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

- Query the database and retrieve multiple occupancy information for a household member
- View query data from browser
- Download and print a Multiple Occupancy Report

13.1 To generate a Multiple Occupancy Query:

1. From the TRACS Main Menu, click on the [Multiple Occupancy Query](#) link, and the **TRACS Multiple Occupancy Query** screen (Figure 1) displays.

The screenshot shows the TRACS Multiple Occupancy Query screen. On the left is a blue sidebar with a TRACS logo and links for 'TRACS Menu' and 'User Guide'. The main white area contains the title 'TRACS Multiple Occupancy Query' in red. Below the title, it prompts the user to 'Enter the Project Number if it exists, otherwise enter a Contract Number'. There are two dropdown menus for 'Project Number' and 'Contract Number'. The 'REPORT TYPE' section has two radio buttons: 'Units (in a project occupied by multiple households.)' (selected) and 'Households (occupying multiple units across projects.)'. The 'REPORT BY' section has two radio buttons: 'Browser' (selected) and 'Download'. There are 'Submit' and 'Reset' buttons. At the bottom, there are 'Home' and 'Back to Top' links.

Figure 1. TRACS Multiple Occupancy Query Screen

2. Select *Contract Number* or *Project Number*.
3. Select *Report Type: Units (in a project occupied by multiple households)* radio button.
4. Select *Report By: Browser* radio button.
5. Click on **Submit**, and the **TRACS Multiple Occupancy Report** screen (Figure 2 and **Figure 3**) displays.

OR

Click on **Reset** to clear fields and enter different criteria.

U.S. Department of Housing and Urban Development
TRACS Multiple Occupancy Report
As of 05/17/2008

Report Type: Units (in a project occupied by multiple households.)
Requested Contract: AA00A000000

Project: (No associated project number exists for the following list.)

Unit	Contract Number	Head SSN	Head Tenant	Effective Date
172	AA00A000000	XXXXX0000	HARRIS, CHRISTINE	09/01/2007
172	AA00A000000	XXXXX0000	RODRIGUEZ, SANTOS R	12/21/2007
172	AA00A000000	XXXXX0000	HARRIS, CHRISTINE	09/01/2007
186	AA00A000000	XXXXX0000	CARCAMO, DELIA M	01/16/2008
186	AA00A000000	XXXXX0000	ROBINSON, SHAWN M	07/01/2007
186	AA00A000000	XXXXX0000	ROBINSON, SHAWN M	07/01/2007
240	AA00A000000	XXXXX0000	SMITH, FRANCES M	06/01/2007
240	AA00A000000	XXXXX0000	BALLARD, ROBIN N	01/08/2008
240	AA00A000000	XXXXX0000	SMITH, FRANCES M	06/01/2007

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Figure 2. TRACS Multiple Occupancy Report Screen (1 of 2)

U.S. Department of Housing and Urban Development
TRACS Multiple Occupancy Report
As of 05/17/2008

Report Type: Units (in a project occupied by multiple households.)
Requested Project: 000000000

Unit	Contract Number	Head SSN	Head Tenant	Effective Date
101	AA00A000000	XXXXX0000	BERRY, JAMES	03/01/2008
101	AA00A000000	XXXXX0000	DAVID-KELLY, JAUQUINNA	09/07/2007
102	AA00A000000	XXXXX0000	TORRES, LUIS A	05/01/2008
102	AA00A000000	XXXXX0000	DICKENS, CLINNIE T	05/01/2008
103	AA00A000000	XXXXX0000	BOIRO, MOHAMED S	12/17/2007

Figure 3. TRACS Multiple Occupancy Report Screen (2 of 2)

The screen displays the report with *Project Number* or *Contract Number* appearing across the top of the report, depending on which number was used to generate the query. If *Contract Number* is used to generate the query, but no *Project Number* is associated with

the contract, then the *Project Number* column will not display. Remaining columns display the following:

- Unit
- Head SSN

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

- Head Tenant Name
- Effective Date

The screen also displays a system-generated date based on when information was updated in the database, or states information is current as of this date.

The following screen (Figure 4) shows the *Households (occupying multiple units across projects) Sort by:* field, which is selected from the **Multiple Occupancy Query** screen.

U.S. Department of Housing and Urban Development
TRACS Multiple Occupancy Report
As of 05/17/2008

Report Type: Units (in a project occupied by multiple households.)
Requested Contract: AA00A000000

Project: 00032023

Unit	Contract Number	Head SSN	Head Tenant	Effective Date
710	AA00A000000	XXXXX0000	LEE, CHEN YU	12/01/2007
710	AA00A000000	XXXXX0000	ZHU, YIN QIU	03/01/2008

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Figure 4. Multiple Occupancy Query Screen showing Households occupying multiple units

The [Interpreting and Printing this page](#) link provides additional information for the Multiple Occupancy Report. Clicking on this link displays the following screen of information (Figure 5).

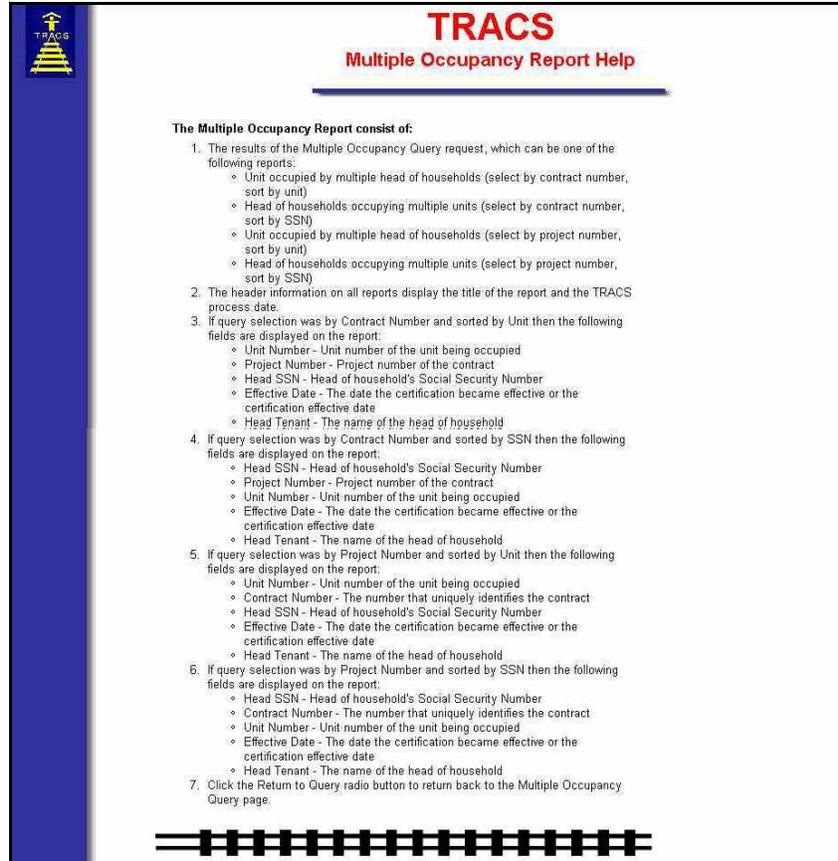


Figure 5. Interpreting and Printing Page Screen

6. Click on the browser's **Back** button to return to the **Multiple Occupancy Report** screen.
7. Click on to return to the **Multiple Occupancy Query** screen.

TRACS provides the capability for users to download Multiple Occupancy Report information.

13.2 To download a Multiple Occupancy Report:

1. From the **TRACS Multiple Occupancy Query** screen, select either *Contract Number* or *Project Number*.
2. Select *Report Type*: radio button.
3. Select *Report By*: *Download* option.
4. Click on , and the **TRACS Multiple Occupancy Report** download screen (Figure 6) displays.

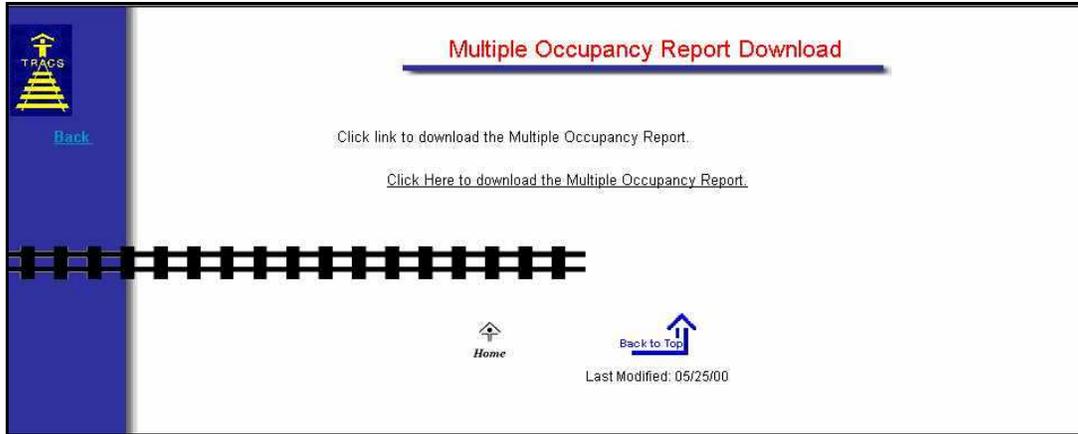


Figure 6. TRACS Multiple Occupancy Report Download Screen

5. Click on the click here to download the Multiple Occupancy report link, and a security warning screen (Figure 7) displays.

OR

Click on the Back link in the blue sidebar to return to query screen and view or edit previously entered search criteria.



Figure 7. 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*. An example of an ASCII file is displayed as Figure 8.

```
project number;contract number;unit number;head hhold id code;effective date;
head hhold name
000AA000;MD068023010;300224;XXXXX0000;10/01/2007;MCGEE, TRICIA K
000AA000;MD068023010;300224;XXXXX0000;05/01/2008;BAKER, JALIESA S
000AA000;MD068023010;300231;XXXXX0000;04/18/2008;LEWIS, BRITTANY S
000AA000;MD068023010;300231;XXXXX0000;08/30/2007;BAILEY, LAUREN A
000AA000;MD068023010;300429;XXXXX0000;03/01/2007;HOLSTON, LAKISHA N
000AA000;MD068023010;300429;XXXXX0000;12/07/2007;PROCTOR, ELAINE C
000AA000;MD068023010;3004T5;XXXXX0000;11/09/2007;ANTHONY, SANDRA M
000AA000;MD068023010;3004T5;XXXXX0000;08/01/2007;THOMIDIS, COLLEEN M000
```

Figure 8. ASCII File