

## Installation and Setup of FRS 5.0

These instructions are mainly for those PHAs that are already using FRS 5.0 on a previous computer and they are looking to either install FRS 5.0 on a new computer or reinstall FRS after a computer issue. If you've never used FRS before, you can use steps 1-8 and 13-15 to install FRS and prepare it for use. The installation of FRS is a three-step process. First, you must install the software and the associated component that enables it to run called Microsoft Access Runtime – the version you need is included in the installation package and should not be installed separately and the version included should not be upgraded after installation. Second, you must install the most recent patch that corrects defects that have been fixed in FRS. Finally, if you want to continue to use tenant data from a previous installation you must restore the file that contains the tenant data. Steps for each of these processes are below. Instructions for backing up FRS, as well as other FRS related instructions, can be found on the FRS website at [http://www.hud.gov/program\\_offices/public\\_indian\\_housing/systems/pic/50058/frs](http://www.hud.gov/program_offices/public_indian_housing/systems/pic/50058/frs)

1. Go to the FRS webpage at [http://portal.hud.gov/hudportal/HUD/program\\_offices/public\\_indian\\_housing/systems/pic/50058/frs](http://portal.hud.gov/hudportal/HUD/program_offices/public_indian_housing/systems/pic/50058/frs)
2. Scroll down the page until you see the heading “Files”. Under this heading right click on the link labeled “FRS 5.0 Installation Package” and select Save Target As by single clicking your left mouse button from the menu that comes up. A window should come up where you can select where you want to save the file to, preferably a location you can easily find. The desktop is okay if you prefer that. Do not change the file name provided (frs50setup.exe). **Do not select the RUN option.** Once the file is done downloading do not close your web browser. **Note this is a big file, about 60 MB or so, so it may take a bit to download depending on your internet connection speed.**
3. On the FRS webpage scroll down until you see the heading “FRS 5.0 Patch Update”. Under this heading right click on the link labeled “Download FRS 5.0 Patch Program” and select Save Target As by single clicking your left mouse button from the menu that comes up. A window should come up where you can select where you want to save the file to, preferably a location you can easily find. The desktop is okay if you prefer that. Do not change the file name provided. **It is imperative with this file that you do not select the RUN option since FRS is not yet installed.**
4. Verify that you can see both files in the location you saved them to. Do not try to open them, though. You can now close your web browser. Go to the next step.
5. Before proceeding to the installation, make sure you know where you saved the FRS file you backed up from your old computer is—flash drive, CD, etc.
6. Make sure all programs are closed on your computer, especially any programs in Microsoft Office such as Outlook, Word, Excel, etc. as they will cause the installation to fail. If you have anti-virus software, you should be able to leave this on safely.
7. Locate the file that you downloaded named frs50setup (if your computer shows file extensions it will say frs50setup.exe). Double click on the file name to start the installation. You may receive a “User Account Controls” pop-up box, if you do go ahead and confirm that you want to let the FRS installation modify your computer. **Do NOT select the Custom installation type since it is broken.** You will receive two different pop-up windows saying the installation is complete. The first one is for the Microsoft Access Runtime, single click OK on this one. The second is for FRS itself, single click OK when you see this one. You will be taken back to the location you saved the two files to. **Do not open FRS yet—you need to install the patch next!**
8. Locate the file that you downloaded named frs50 (if your computer shows file extensions it will say frs50.exe). Double click on the file name. A window titled WinZip Self-Extractor will appear requesting to unzip the file to the “C:\FRS50” folder. Single click on the Unzip button. A pop-up will appear requesting to overwrite the FRS50.accdr file. Single click on the Yes button. A pop-up will appear with the message “1 file(s) unzipped successfully”. Single click on the OK button. You will be returned to the WinZip Self-Extractor window, single click on the button labeled Close to close the window. Installation of the FRS patch has been completed. **Do not open FRS yet—you need to restore the file with your tenant data next!**

Note: If you were not able to previously backup FRS so that you have the file that contains the tenant data, **or** if you're a new FRS user, please skip to step 13.

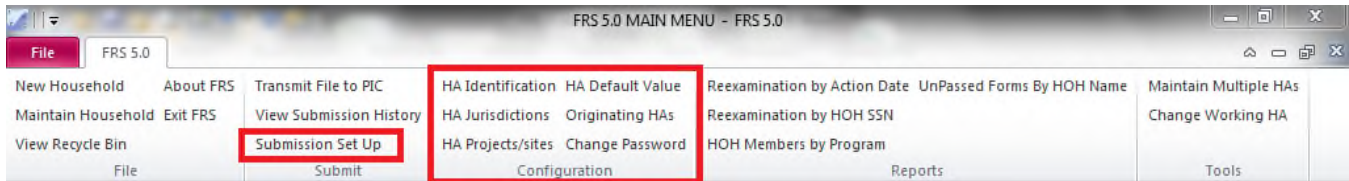
9. Using the Windows Explorer window (available as an icon on your Desktop called Computer or My PC or under the Start menu) navigate to the location where you backed up FRS to. Use the information below to find the file you will need.
  - If you used method 1 of the backup instructions to only save the file that you would need find the file named FRS5Data.accdb and carefully single click on it so that it is highlighted in blue.
  - If you used method 2 of the backup instructions to save the entire folder look for the folder named FRS50. Double click on the folder to open it. Inside the folder look for a file named FRS5Data.accdb and carefully single click on it so that it is highlighted in blue.
  - Note: If you accidentally double click on the FRS5Data.accdb file, cancel or exit out of the window that opens (what happens depends on your specific computer).
10. Once you have highlighted the file find the Organize menu at the top of the window in the upper left-hand corner. Single click on the Organize menu and single click on the Copy option. You will not see anything happen, but the file has been temporarily copied into the Windows Clipboard.
11. The Windows Explorer window has two panes, in the left pane find your C drive under the Computer heading. It will have (C:) at the end of the name. Typical names are ones like OS or Local Disk; it will vary by computer so look for the (C:) at the end. Single click on the C drive. The contents will appear in the pane on the right side.
12. In the right pane find the folder named FRS50 and double click on it. Single click on the Organize menu at the top of the window as you did before and this time single click on the Paste option. It may take a few seconds, depending on the computer and where you copied the file from, and you will get a window that says the file already exists and asks what you want to do. The first option will say Copy and Replace. Look at the date modified for this option and make sure it has (newer) at the end of that line so that you know you're overwriting an older file. If it does say this, single click on the words Copy and Replace. The action will take place and the window will disappear. You can now close the Windows Explorer window.
13. You can now open FRS using either the icon on the Desktop or the icon under All Programs in the Start menu. **Never delete the Desktop icon.** You will input the password you have always used (hudfrs is the default). You should be taken to the FRS Main screen—you should not receive any prompts about importing previous data, if you do get this see the note below. Proceed to the next step.
  - If you see the import previous data prompt something did not go right in steps 9-12 OR you were not able to do these steps due to not having a backup of your data. If you see this prompt, **make sure to single click on NO** because this process was only used to convert FRS 4.0 data to the current FRS 5.0. No one should be doing this any longer. When it asks you to confirm your choice single click on YES. FRS will not contain any of the previous settings. These will need to be done from scratch using the next section of this document.
14. You will need to setup the folder to save the FRS submission files into. To do this, single click on Submission Set Up under the Submit group in the ribbon at the top of the page toward the left side. A window will open and in the middle is a line labeled Command Line. Users should NOT use the suggested example in the instructions in this window. The Command Line may already contain a path from a previous installation. Users should make sure that it says C:\to\_mtc\ If it says something else, please replace that text with this now. Most of the submission instructions provided for FRS will point toward this location. Single click on the Finish button. You may see a pop-up that says the path does not exist and that FRS will create it for you. Single click on OK. If the window closes without this pop-up it means that the folder already exists. If this is the case, you will need to go into the C:\to\_mtc\ folder on your C drive and delete any existing files from that folder or the numbering scheme FRS uses for the file names will be disrupted and possibly will not work at all.
15. At this point FRS should be setup just as it was on your previous computer. You can verify that your tenant data is in the software by going to the Maintain Household screen.






If you encounter any issues during installation or FRS is not working properly, please contact the REAC Technical Assistance Center at 1-888-245-4860.

## Setting Up a New Installation of FRS 5.0

If you have a new copy of FRS 5.0 and need to enter the information for the settings necessary to use the software, please follow the guidance below. Failure to enter these settings and enter them correctly will result in data on the 50058 not being correct and not being able to submit acceptable 50058s to PIC.

The areas you will need to access will be reached through different buttons on the ribbon at the top of the screen on the FRS Main page.



- HA Identification: Type your PHA name in the Agency Name text box. Push the tab key on your keyboard to save this entry and move to the PHA code text box. Enter your 5-character PHA code in this box, for example NE001, with the letters capitalized. The PHA code starts with your two-letter state abbreviation followed by the three digits your PHA was assigned when it was formed. Do not enter anything under the subcontractor section. Use the  Close button to close the window.
- HA Jurisdiction: Type the name of the state for your home jurisdiction (typically where your PHA is located). Type this under Select HA Home Jurisdiction and it will fill in the name as you type. If your jurisdiction does not include any other states, then do not select anything in the List of all potential project jurisdictions box— this is only used for PHAs that may cross borders into another state. Use the  Close button to close the window.
- HA Projects/sites: Type your 11-character development number under Project Number, for example NE001000001. Push the tab key on your keyboard to save this entry and move to the Project name text box. Type the name of the development. If you have more than one development push the tab key to go to the next line and enter the information for that development. Otherwise use the  Close button to close the window.
- HA Default Value: There are only two entries required on this screen—Effective Date of Default Values and Passbook Rate. All the other entries that are needed are already filled in and should not be changed. The effective date is the date the values went into effective. PHAs in region 7 (KS, MO, IA, and NE) should have one record with the date 08/31/2011 and a passbook rate of 0.0000. Enter this information now. If your PHA has adopted a different passbook rate after 08/31/2011 you will use the  New Record button to create a second record. Enter the effective date for that passbook rate (date you started using it to calculate asset income) and the passbook rate as a decimal. For example, 1% would be typed as 0.0100 and 0.1% would be typed as 0.0010. It is best to type the zero prior to the decimal place. Once all the needed records are entered use the  Close button to close the window.
- Originating Has: You will not enter anything in this area.
- Change Password: This changes the password for FRS from the default of hudfrs to something else. **Note that there is no way to recover or reset the FRS password so if you change it is at your own risk! Also, there is not a way to recover the tenant data from FRS if you forget the password.**