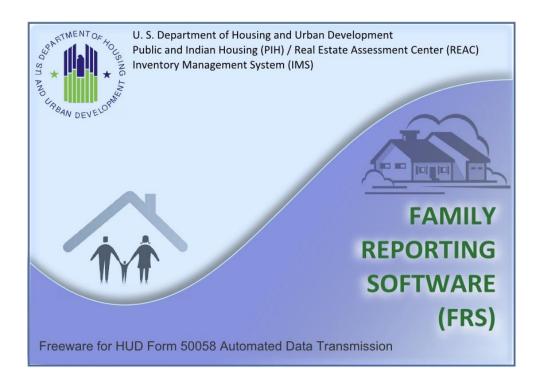
US Department of Housing and Urban Development Office of Public and Indian Housing PIH Information Center (PIC)



FRS 5.0 User Guide

FRS 5.0 Conversion Instructions February 2011

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1. INTRODUCTION

This chapter contains information about how to convert tenant data from FRS version 4.0 to FRS 5.0, advisories on the conversion process, and procedures for completing the conversion.

2. DATA CONVERSION FOR DEFAULT HOUSING AGENCY

NOTE: Back up all your data before you begin the data conversion process. During the process, not all data may be converted. For example, if the FRS 4.0 database contained corrupt data, the corrupt data may not convert properly into the FRS 5.0.

To use tenant data from the previous FRS version in FRS 5.0, you must convert the data before you enter any new tenant information into FRS 5.0. The data conversion process examines existing FRS 4.0 data and transfers it into the FRS 5.0 database. The first time you open FRS 5.0 after installation, the software will prompt you to locate the old FRS 4.0 data for default Housing Agency, FRS4data.mdb prior to its conversion.

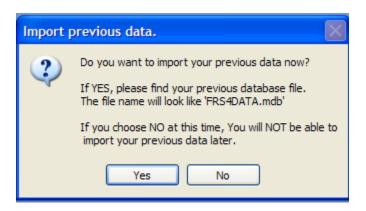
NOTE: You cannot convert data from other software (non-FRS) systems.

WARNING: You only have one chance to convert previous data for the default Housing Agency when you first open FRS 5.0. If you decide NOT to convert data the first time you open FRS 5.0, the data conversion option is turned off and you will NOT be able to convert any previous data later.

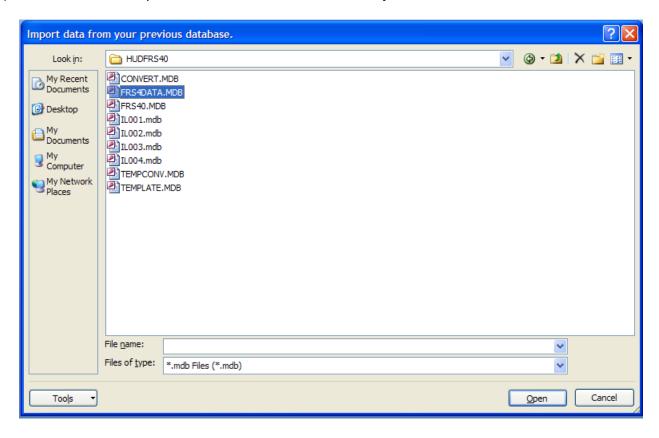
3. PROCEED WITH DATA CONVERSION FOR DEFAULT HOUSING AGENCY

Follow these steps to convert the FRS 4.0 data:

1) After you first log on to FRS 5.0, a message box will pop up and prompt whether you want to convert your previous data for your default Housing Agency. If you select the **Yes** button, the system will proceed to step 2.

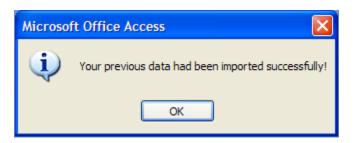


2) Please locate the previous data file, and click the **Open** button.



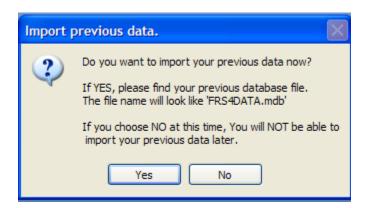
NOTE: The default directory for the 4.0 version of FRS is **C:\HUDFRS40\.** If you used a different directory, navigate to that directory.

3) FRS converts your data files from that directory to the new FRS 5.0 format. Clicking the **OK** button will complete the data conversion process and the program will display the Main Menu*.

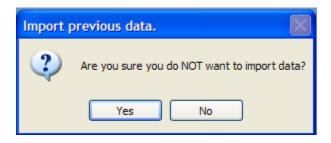


4. PROCEED WITHOUT DATA CONVERSION FOR DEFAULT HOUSING AGENCY

1) If you do NOT want to convert previous data file, click the **No** button when FRS prompts you to convert data.



 Confirm your choice by clicking the Yes button. FRS will display the Main Menu and start a new empty database. If you click the No button, the system will return to step 1*.



* If you choose to import data, the default Housing Agency information from your previous database file will get imported as well. However, if you start a new database, you will have to complete the default Housing Agency Configuration before you can enter any data into the database.

5. DATA CONVERSION FOR MULTIPLE HOUSING AGENCIES

NOTE: Back up all your data before you begin the data conversion process for multiple HAs. During the process, not all data may be converted. For example, if the FRS 4.0 database contained corrupt data, the corrupt data may not convert properly into the FRS 5.0.

In order to maintain multiple HAs, you must add the Housing Agency using the "Maintain Multiple HAs" option. Once the Housing Agency is added, you must select "Change Working HA" option. The software will prompt you to locate the old FRS4.0 data, AA000.mdb (the database for the added HA) prior to conversion.

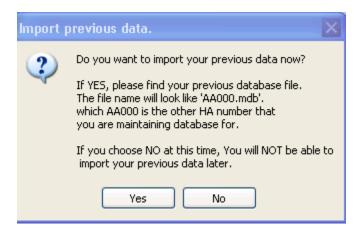
NOTE: You cannot convert data from other software (non-FRS) systems.

WARNING: You only have one chance to convert previous data for each additionally added Housing Agency when you first select "Change Working HA" option. If you decide NOT to convert data the first time you select "Change Working HA" option, the data conversion option is turned off and you will NOT be able to convert any previous data later for that particular Housing Agency.

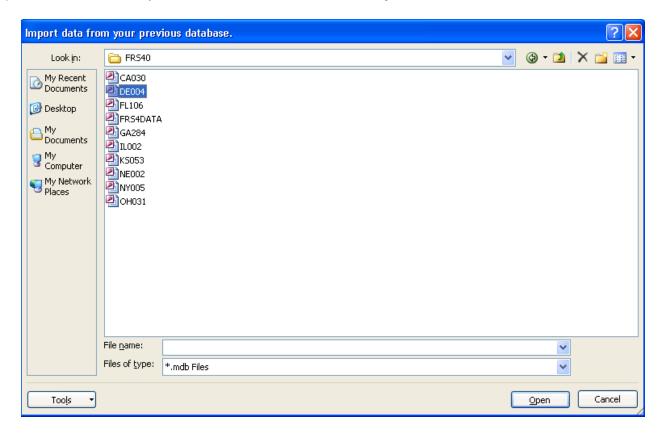
6. PROCEED WITH DATA CONVERSION FOR MULTIPLE HOUSING AGENCIES

Follow these steps to convert the FRS 4.0 data:

1) After you first click the "Change Working HA" option, a message box will pop up and prompt whether you want to convert your previous data for your added Housing Agency (AA000). If you select the **Yes** button, the system will proceed to step 2.

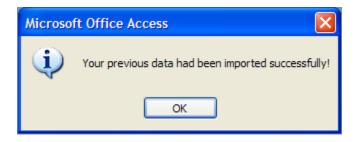


2) Please locate the previous data file, and click the **Open** button.



NOTE: The default directory for the 4.0 version of FRS is **C:\HUDFRS40\.** If you used a different directory, navigate to that directory.

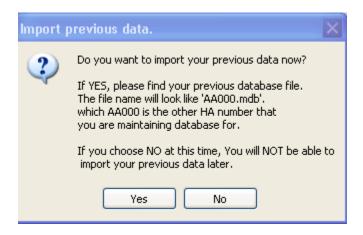
3) FRS converts your data files from that directory to the new FRS 5.0 format. Clicking the **OK** button will complete the data conversion process and the program will display the Main Menu**.



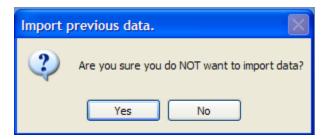
4) Repeat steps 1 through 3 to convert tenant data from FRS version 4.0 to FRS 5.0 data for each additional Housing Agency.

7. PROCEED WITHOUT DATA CONVERSION FOR MULTIPLE HOUSING AGENCIES

1) If you do NOT want to convert previous data file for added Housing Agency, click the **No** button when FRS prompts you to convert data.



2) Confirm your choice by clicking the **Yes** button. FRS will display the Main Menu and start a new empty database. If you click the **No** button, the system will return to step 1**.



** If you choose to import data, the Housing Agency information from your previous database file will get imported as well. However, if you start a new database, you will have to complete the Housing Agency Configuration before you can enter any data into the database.