



HUD USER MANUAL

Public and Indian Housing (PIH)

Real Estate Assessment Center (REAC)

Inventory Management System (IMS)

PIC Maintenance Module

User Profile sub Module

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(HUD)*

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1.0 PIC Maintenance



1.0 PIC Maintenance

1.0 PIC MAINTENANCE

The **PIC Maintenance** module allows the user to maintain certain functions throughout the system. It allows all IMS users to maintain their own personal and contact information by using the **User Profile** sub module. The **Reference** sub module is accessible only for Super users. It allows Super users to maintain certain variables in the system, change PIC headlines, maintain PIC email functionality and geographic region data. Only super users can access the **Reference** sub module. For all other user types, the sub module will not be visible. The **Security Administration** sub module allows Security Coordinators of different levels to maintain access privileges of various user types and user profiles, view access reports and recertify users so that they could access the system throughout the certification period.



1.0 PIC Maintenance

1.1 USER PROFILE

The **User Profile** sub module provides a facility to modify user profile information. If the user's personal information changes, then the user must update their user profile to reflect the latest changes (see Figure 1).

1.1.1. Modifying the User profile

In the IMS System, to modify the user profile record, the user needs to access **User Profile** sub module of the **PIC Maintenance** module. The **User Profile** sub tab displays personal information related to the user (see Figure 1). When a Security Coordinator creates and activates a user ID, the program displays the **User Profile** tab by default during the first time the user accesses the system using the new user profile. Before the user can proceed using PIC, the user must complete the user profile with the current user information.

The screenshot shows a web form titled "User Profile". At the top, it says "Please complete the user registration information on this page." Below this, the "UserID" is listed as "HHTC09". The "User Contact Information" section contains the following fields:

- First Name: HHTC09 *
- Last Name: HHTC09 *
- Title: (empty)
- Salutation: (None Selected) v
- Address Type: Mailing Address
- Address Line 1: 123 Main St *
- Address Line 2: (empty)
- City: Hammerville *
- County: (empty)
- State: Maryland v
- Zip Code: 21210 * - 0000
- Phone Number: (301)222-5555
- Phone Ext: (empty)
- Fax Number: (301)999-3333
- Email Address: abc@abc.com

A "Save" button is located at the bottom right of the form.

Figure 1: A Sample User Profile page

The **User Contact Information** section of the User Profile page displays the controls to modify the desired user information. The mandatory input controls for the user logged in are marked with an asterisk (*). For certain controls like zip code, email address user must make sure to enter valid data; otherwise the system will not allow the user to save any data entered. For example, the valid data for zip code is a 5-digit number. Any invalid data will cause the program to display an **error message** and the user will have to make appropriate changes for the entries before saving them (See Figure 2).



1.0 PIC Maintenance

The screenshot shows the 'User Profile' page in the REAC/IMS system. The page has a purple header with the 'pic' logo and the text 'User Profile'. Below the header, there is a navigation menu on the left with links for 'PIC Home', 'WASS Main', 'PIC Main', 'Logoff', and 'Guided Tour'. The main content area is titled 'User Profile' and contains a form for user registration. The form has several sections: 'User Contact Information' with fields for 'First Name' (HPIC20), 'Last Name' (HPIC20), 'Title', and 'Salutation' (None Selected); 'Mailing Address' with fields for 'Address Type', 'Address Line 1' (123 Main St), 'Address Line 2', 'City' (Hammerville), 'County', 'State' (Alaska), 'Zip Code' (222), 'Phone Number', 'Phone Ext.', 'Fax Number', and 'Email Address' (asd@sdsf.com). A 'Save' button is located at the bottom right of the form, highlighted with a red box. An error message dialog box is displayed over the form, with the text 'You must enter a valid Zip Code.' and an 'OK' button.

Figure 2: User Profile page displaying error.

To save any changes made to a profile, users must click the **Save** button.