



# **HOUSING AUTHORITY 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

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# 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.

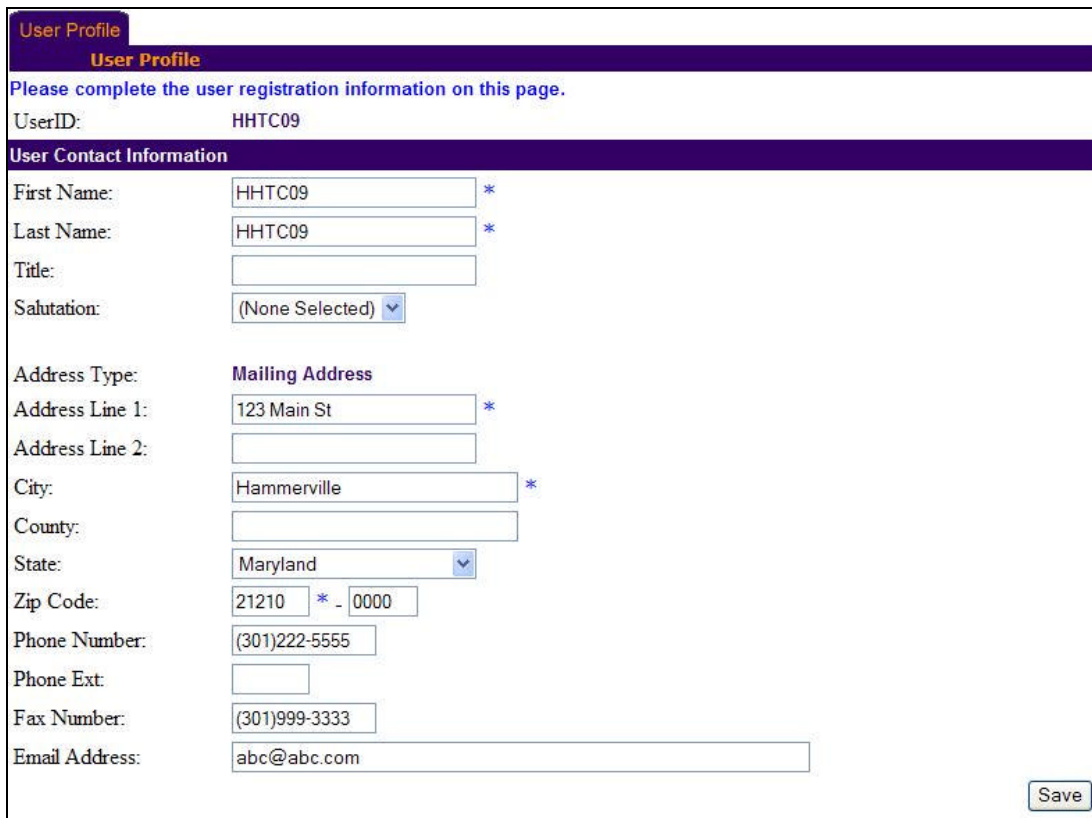
1.0 PIC Maintenance

## 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.



User Profile	
User Profile	
Please complete the user registration information on this page.	
UserID:	HHTC09
User Contact Information	
First Name:	HHTC09 *
Last Name:	HHTC09 *
Title:	
Salutation:	(None Selected) v
Address Type:	Mailing Address
Address Line 1:	123 Main St *
Address Line 2:	
City:	Hammerville *
County:	
State:	Maryland v
Zip Code:	21210 * - 0000
Phone Number:	(301)222-5555
Phone Ext:	
Fax Number:	(301)999-3333
Email Address:	abc@abc.com
Save	

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 title is 'User Profile' and it contains a form for user registration. The form is divided into sections: 'User Contact Information' and 'Mailing Address'. The 'User Contact Information' section includes fields for First Name, Last Name, Title, Salutation, and Address Type. The 'Mailing Address' section includes fields for Address Line 1, Address Line 2, City, County, State, Zip Code, Phone Number, Phone Ext, Fax Number, and Email Address. An error message is displayed in a dialog box: 'You must enter a valid Zip Code.' The 'Save' button is highlighted with a red box.

Field	Value
UserID:	HPIC20
First Name:	HPIC20 *
Last Name:	HPIC20 *
Title:	
Salutation:	(None Selected)
Address Type:	Mailing Address
Address Line 1:	123 Main St
Address Line 2:	
City:	Hammerville
County:	
State:	Alaska
Zip Code:	222 * -
Phone Number:	0-
Phone Ext:	
Fax Number:	0-
Email Address:	asd@sdsf.com

Figure 2: User Profile page displaying error.

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