



# HOUSING AUTHORITY USER MANUAL

*Public and Indian Housing (PIH)*

*Real Estate Assessment Center (REAC)*

*Inventory Management System (IMS)*

*Form 50058 Module*

*Tenant ID Management sub Module*

*U.S. Department of Housing and Urban Development  
(HUD)*

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**1 FORM 50058**



# 1 FORM 50058

**Form 50058** module in the IMS PIC system allows HUD to obtain the information about the people who participate in the subsidized housing programs. PHAs (Public Housing Agencies) use the Form 50058 to electronically submit the data about the tenants to HUD.

**Form 50058** module consists of the **Submission** sub module, **Viewer** sub module, **Reports** sub module, and the **Tenant ID Management** sub module. The **Submission** sub module allows the HA user to submit the Form 50058 file to HUD for processing. The **Viewer** sub module allows the user to view all sections of Form 50058 that the user submitted for the tenants. The **Reports** sub module allows the user to run various reports in order to access and analyze the information about the tenants and PHAs all over the country. The **Tenant ID Management** sub module allows the user to generate AIDs (alternate ID numbers for people who do not have SSNs), replace IDs, identify duplicate tenants, resolve duplicate tenant instances, and replace IDs.



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# 1.1 TENANT ID MANAGEMENT

## 1.1.1 Tenant ID Management

The **Tenant ID Management** sub module of the **Form 50058** module allows the user to create alternate IDs for tenants that do not have SSN, modify those IDs, and track possible duplicates. The alternate IDs are the IDs used for tenants who do not have SSN. Examples of such tenants may be immigrants, or newborn babies. These IDs can be used instead of SSNs to enter and maintain tenants' records in PIC. The user can generate, replace, and track duplicate AIDs for all tenants in the PIC database including the heads of household, and the family members.

### 1.1.1.1 Alternate ID Tab

The **Alternate ID** tab of the **Tenant ID Management** sub module allows the user to perform three types of actions by using the following sub tabs:

- Generate ID
- Replace ID
- Duplicates

The screenshot shows the 'Generate ID' sub tab of the 'Alternate ID' tab. The form is titled 'Generate ID' and is part of the 'Alternate ID' tab. It contains various input fields and dropdown menus for generating an alternate ID. The fields include: Subject Views, HQ Objectives, HQ Office, Title, Field Office, Housing Authority, Personal Code, Last Name, First Name, MVA Initial, Sex, Date of Birth, Street Address, City, State, Country, Ethnicity, Race, Reason for no SSN, Alien Registration Number, Alien Status, Registration Number, Declaration of Section 8 Status, What other identification document does the tenant have?, Other Supporting Documents, and Date Requested. The form is set to 'Generate ID' and 'Generate All' buttons are visible at the bottom right.

Figure 1: The Generate ID sub tab of the Alternate ID tab



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The first functionality of the **Tenant ID Management** sub module is to generate the alternate IDs (AIDs). To generate an AID, the user must access the **Generate ID** sub tab of the **Alternate ID** tab of the **Tenant ID Management** sub module (see Figure 1). To generate an AID, the user must select the appropriate PHA and enter the tenant data using the controls in the **Generate Alternate ID** section of the page. The program generates the AID when the user clicks the **Generate AID** button. If the user clicks the **Reset** button, the program clears the data entered in the data entry boxes. After the user generates an AID for a tenant, this AID may be used for all form 50058 submissions for this tenant.

The second functionality of the **Tenant ID Management** sub module is to modify AIDs. When a PHA submits form 50058 for its tenants, the program sends the data to the SSA for validation (to ensure that the records are correct), and possible fraud detection. If the SSA detects tenant records whose information does not match the data in the SSA database, the program marks those records in the database depending on the type of data that is incorrect (the records can be marked as INVSSN, INVDOB, INVLN, and INVDEC for the people who are possibly dead). In case of incorrect tenant records, the PHAs get a grace period of 120 days to verify the information and correct the error. If PHAs fail to correct the error within the grace period, then the program will reject form 50058 submissions for those tenants.

To correct the error, PHAs may use the controls on the **Replace ID** sub tab of the **Alternate ID** tab (see Figure 2).

The screenshot shows the 'Alternate ID' tab with sub-tabs 'Generate ID', 'Replace ID', and 'Duplicates'. The 'Replace ID' sub-tab is active. It features a 'Select View' dropdown set to 'Field Office HA' and a 'Select' button. Below are fields for 'HQ Division' (Public and Indian Housing), 'HQ Office' (PO Field Operations), 'Hub' (10HSEA Seattle Hub), 'Field Office' (OAPH SEATTLE HUB OFFICE), and 'Housing Authority' (AK001 AHFC), each with a 'Select' button. The 'Tenant ID Modification' section has a 'Modification Types' list with radio buttons for 'Alt ID to Alt ID', 'Alt ID to SSN', 'SSN to Alt ID', 'SSN to SSN', and 'Other Data', plus a 'Select...' button. The 'Modification IDs' section has 'Alt ID' and 'Replace With Alt ID' text boxes, both with red asterisks. The 'Reason' section has a dropdown menu with 'Data Mismatch with Alt ID Table', 'Duplicate Person', and 'Other', with a red asterisk. The 'Comments' section has a text area with a red asterisk. A 'Save' button is at the bottom right.

Figure 2: The Replace ID sub tab of the Alternate ID tab

To modify a tenant's AID, the user must select the appropriate PHA and use the controls in the **Tenant ID Modification** section of the page to perform necessary changes. The user must select one of the five modification options available in the **Modification Types** list, and then click **Select**. The program



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refreshes the page to reflect the user selection. Then, the user must use the boxes in the **Modification IDs** area to enter the original ID (the one to be replaced) and the new ID (to replace the original ID with). If the user selects the **Other Data** option, the program will allow the user to select a tenant record for modification of other details. The **Reason** box allows the user to select the appropriate reason for tenant ID modification. The user also must provide further explanation in the **Comments** box before clicking the **Save** button. Once the user clicks **Save**, the program replaces the original ID with the new ID.

The third functionality of the **Tenant ID Management** sub module of the **Form 50058** module is to track possible duplicate tenant records in the PIC database (see Figure 3). When the user selects a PHA, the user may run a search for possible duplicates using the controls in the **Duplicate Tenant Management** section of the page. To search for duplicates, the user can enter the tenant's ID in the **Tenant ID** box, or the tenant's last name in the **Last Name** box, and then click the **Search** button.

Figure 3: The Duplicates sub tab of the Alternate ID tab

### 1.1.2 Reports Tab

The **Reports** tab of the **Tenant ID Management** sub module allows the user to run reports to track the tenant records with AIDs, duplicate tenant records, and modified tenant records.

The user can generate the reports through the following four sub tabs:

- AID Report
- Possible Dup Tenant Report
- Invalid Tenant ID Report
- Tenant ID Modification Report

### 1.1.3 AID Report

The **AID Report** allows the users to view the tenant details for tenants with AIDs. To run the report, the user must select the appropriate option in the **Select View** list, and then click **Select** (see Figure 4).

The program refreshes the page to reflect the changes. If necessary, the user must narrow the search even further (when selecting the **HUB**, **Field Office HA**, or **TARC HA** options). The **Search Parameters** and the **Display Filters for AID Report** sections allow users to modify the data and the presentation of the report. To generate the report, the user must click **Generate Report**.



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The screenshot shows the 'Reports' tab with the 'AID Report' sub-tab selected. It features a search bar with 'National' selected, search parameters for 'Alternate ID', 'Date Requested', and 'Name', and display filters for 'No. of rows to display' (50) and 'Sort report date by' (AID). A 'Generate Report' button is located at the bottom right.

Figure 4: The AID Report sub tab of the Reports tab

1.1.3.1 Information Presented in the AID Report

The **AID Report** displays the tenant record details for the tenants within the report criteria (see Figure 5). It also displays the level of information selected by the user, the report date and options for further use of data.

RA Code	Alter ID	Name (last, first)	Sex	Date of Birth	Place of Birth	Ethnicity	Race	Date Requested	Active Indicator	Reason for no SSN	Alter Reg. No.	Reason For no Alter Reg. No.	Declaration Section 214 status	Written Statement	Other Support Doc. Type Code
1 AK901	100012601	RUSSELL BRADEN	F	04/16/2004	ANCHORAGE AK US	Non Hispanic	White	11/27/2004	A	NEWBORN		NA	NA	N	BIRTHC
2 WA001	100012601	Evanson Alyssa	F	10/21/2004	Anchorage AK US	Non Hispanic	White	11/27/2004	A	Just born		Just born in the USA		N	BIRTHC
3 WA001	100012601	Daniela Alyssa	F	11/16/2004	Mount Vernon AK US	Non Hispanic	White	11/27/2004	A	Just born		Just born in the USA		N	BIRTHC
4 WA001	100012601	Brown Alyssa	F	04/21/2004	Raymond AK US	Non Hispanic	White	11/27/2004	A	Baby		US born		N	BIRTHC
5 NY101	100012601	Fajar Robinson	F	08/10/1980	Kenosha AK US	Non Hispanic	Black	11/27/2004	A	Registries		Passport provided		N	BIRTHC
6 CA004	100012601	Corvino (Christy) Loren	F	04/14/1981	Indianapolis Indiana IN	Hispanic	White	11/27/2004	A	No SSN		No Alt	Yes	N	BIRTHC
7 CA004	100012601	Irana Samia (Lisa) David	M	06/20/1983	Fresno California CA	Hispanic	White	11/27/2004	A	No SSN		No Alt	Yes	N	BIRTHC
8 DC002	B00213634	DALLEY ELISA	F	06/04/2009	AK US	Hispanic	White	11/27/2009	A	NEWBORN		NEWBORN	YES	N	BIRTHC
9 0000	100012601	Walter-Pascual (Alan)	F	10/21/2004	Waltham AK US	Hispanic		11/27/2004	Y	Family member under the age of six, therefore not required		Registries	Yes	N	NA001
10 CA004	B00213632	Brand Alonzo	M	09/08/2009	AK US	Non Hispanic	Asian	11/29/2009	A	newborn		newborn	newborn	N	SP001
11 IL018	B00213631	Walter Francisco	F	10/19/2009	Rock Island IL 61201 AK US	Non Hispanic	Black	11/29/2009	A	Newborn		US citizen newborn		N	BIRTHC

Figure 5: The AID Report

This report contains two options for further use of the data (see Figure 6).

Select one of the following:





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- Download in Excel: The program exports the report contents into a Microsoft Excel spreadsheet for further data manipulation.
- Print: The program prints the report screen as a web page.

**Note:** For best results, print in landscape orientation.



Figure 6: The options for further use of report data

### 1.1.4 Possible Duplicate Tenant Report

The **Possible Duplicate Tenant Report** allows the user to view tenant records claimed by more than one PHA, or tenant that are part of more than one household. The program marks these records in the database as possible duplicates. This may happen if a tenant moves out of one household and moves to another but the form 50058 is not submitted properly. To run the report, the user must select the appropriate PHA, select the desired option in the **No of rows to display** list and click the **Generate Report** button (see Figure 7).

Figure 7: The Possible Dup Tenant Report sub tab of the Reports tab

#### 1.1.4.1 Information Presented in the Possible Duplicate Tenant Report

The **Possible Duplicate Tenant Report** displays the detailed tenant records thus indicating possible fraud or erroneous information (see Figure 8). When a tenant's name and SSN or AID match, however, the database displays that the tenant with matching name and SSN or AID is part of more than one household, the program marks all the records of this tenant as possible duplicates. When the program finds possible duplicates in the database, it rejects all the form 50058 submissions for these records until the PHAs take appropriate steps to correct the data (modify the tenant's record).



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Possible Duplicate Tenant Report															
HQ Office:		Public and Indian Housing													
HQ Division:		PIC Field Operations													
Info:		SHPHL Philadelphia Hub													
Field Office:		34PH PHILADELPHIA HUD OFFICE													
Housing Authority:		DE001 Wilmington, HI													
Records 1 - 50 of 50 (View All) <span style="float: right;">&lt;&lt; Prev page 1 2 Next Page &gt;&gt;</span>															
#	Participant Code	AID SSN	Member Name (last, first, mi)	Sex	Date Of Birth	Type of Action	Effective Date	Admission Date	SSN Head	DOB Name (last, first, mi)	Exp. Dropped Date	Dup Type	Program Type	Executive Director Name	Phone Number
1	DE001	222967788	marlene s. edford	Female	03/31/2004	Annual Reauthorization	04/01/2007	06/07/2008	221583800	edford marlene	08/18/2007	DUPLICATE ID	Public Housing	Frederick S. Puma, II	(302)390-0701 Ext. 1003
2	DE001	222967788	marlene s. edford	Female	03/31/2004	Annual Reauthorization	08/18/2008	07/24/2009	151749093	edford marlene	08/17/2008	DUPLICATE ID	Section 4 Vouchers	Anna Emby	(302)390-0400 Ext. 0
3	DE001	221283074	Edward Jones	Female	05/16/1966	Annual Reauthorization	02/01/2007	02/16/2008	221583804	Jones Edward	01/10/2008	DUPLICATE ID	Public Housing	Frederick S. Puma, II	(302)390-0701 Ext. 1003
4	DE001	221283074	Edward Jones	Female	05/16/1966	Residency Move-in	05/16/2008	05/17/2007	775101941	Jones Edward	05/17/2008	DUPLICATE ID	Section 4 Vouchers	Anna Emby	(302)390-0400 Ext. 0
5	DE001	221906288	marlene edford	Male	03/16/1908	Annual Reauthorization	03/01/2008	03/17/2002	222585414	edford marlene	04/02/2008	DUPLICATE PERSONAL DATA	Section 8 Vouchers	Frederick S. Puma, II	(302)390-0701 Ext. 1003
6	DE001	641001010	marlene edford	Male	04/14/1948	Initial Reauthorization	04/10/2008	04/14/2001	716111016	edford marlene	N/A	REMOVED	Section 8 Vouchers	Michael Horn	(404)678-1910
7	DE001	222631065	edford edward	Male	03/10/1991	New Admission	03/10/2008	03/10/2007	221583801	edford edward	08/17/2008	DUPLICATE ID	Section 4 Vouchers	Frederick S. Puma, II	(302)390-0400 Ext. 1002

Figure 8: The Possible Duplicate Tenant Report

The program allows the user to further manipulate the data provided in the report (see Figure 9).

Select one of the following:

- Download in Excel: The program exports the report contents into a Microsoft Excel spreadsheet for further data manipulation.
- Print: The program prints the report screen as a web page.

**Note:** For best results, print in landscape orientation.



Figure 9: The options for further use of report data

### 1.1.5 Invalid Tenant ID Report

The **Invalid Tenant ID Report** displays the tenant records that failed to match the SSA records. For fraud detection and prevention, as well as accurate data maintenance, PIC validates the tenant records against the SSA database. That is, the program compares the data from PIC with the SSA data and ensures that the correct identification data is stored in PIC. However, due to various errors (for example, erroneous data entry), some records might fail to pass the check. In this case, the program marks these



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records in the database and allows the users to view these records by running the Invalid Tenant ID report.

To run the Invalid Tenant ID report, the user must select the desired PHA (see Figure 10). Then, the user must select the desired option in the **Invalid / Duplicate Status** list. Depending on the type of data that failed to match the SSA database, the program marks the records as INVSSN (the SSN failed to match), INVDOB (the date of birth failed to match), INVLN (the last name failed to match), and INVDEC for the people who are possibly dead.

Now, if any data associated with the tenant record fails to match the SSA database, the program will mark that tenant's record as invalid. The PHA will have a grace period of 120 days within which it still can submit Form 50058 for that tenant and the submissions will be accepted. However, if the PHA fails to correct the tenant's data to match the SSA database within the allowed grace period, IMS will reject any Form 50058 submission for that tenant after 120 days expire.

By selecting the appropriate options in the **Invalid / Duplicate Status** list the user can view specific records of the desired type, or the user can set the report to display all the records marked as invalid.

To run the report, the user must click the **Generate Report** button.

The screenshot shows a web-based interface for generating reports. At the top, there are four tabs: 'Alternate ID', 'Reports', 'AID Report', 'Possible Dup Tenant Report', 'Invalid Tenant ID Report', and 'Tenant ID Modification Report'. The 'Invalid Tenant ID Report' tab is selected. Below the tabs, there are several filter fields with dropdown menus and 'Select' buttons: 'Select View:' (Listed Office ID), 'HQ Division:' (Public and Indian Housing), 'HQ Office:' (PO Field Operations), 'Hubs:' (2HNYS New York City Hub), 'Field Office:' (ZAPH NEW YORK CITY HUD OFFICE), and 'Housing Authority:' (RMC05 New York City HA). Below these filters is a section titled 'Display Filters for Invalid Tenant ID Report' containing: 'Invalid/Duplicate Status:' (All), 'No. of rows to display:' (50 Rows per page), and 'Sort report data by:' (SSN) with a sub-menu for 'Order by' set to 'In Descending order'. A 'Generate Report' button is located at the bottom right of the form.

Figure 10: The Invalid Tenant ID Report sub tab of the Reports tab

### 1.1.5.1 Information Displayed in the Invalid Tenant ID Report

When the user runs the **Invalid Tenant ID Report**, the report displays detailed tenant records that failed to validate against the SSA database. Using this information, the PHAs can take the appropriate steps to correct the records. If PHAs fail to update the records, the program will reject all form 50058 submissions for these records (see Figure 11).



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Invalid Tenant ID Report														
HQ Office:		Public and Indian Housing												
HQ Division:		FO Field Operations												
Hub:		SOPH, Philadelphia Hub												
Field Office:		SAPH PHILADELPHIA HUB OFFICE												
Housing Authority:		DH001 Washington HA												
Records: 1 - 20 of 20														
ID	SSN	Last Name	First Name	Date Of Birth	Sex	HB SSN	HB Last Name	HB First Name	Type of Action	Effective Date	Admission Date	Invalid/Duplicate Status	Program Type	Update Date
1	031268928	wholey	shirley	12/06/1997	Male	116580767	wholey	shirley	Partisney Migration	11/06/2007	11/06/2007	INVALID LASTNAME	Section 4 Voucher	03/05/2008
2	217534091	hovek	oswald	07/17/1970	Male	221545674	hovek	oswald	Intens Reexamination	07/01/2008	08/22/1994	INVALID SSN	Public Housing	06/30/2008
3	221827872	biagovanni	stamir	02/12/1953	Male	251027872	biagovanni	stamir	Annual Reexamination	06/01/2008	05/21/2004	INVALID DECEASED	Section 4 Voucher	05/30/2008
4	242402092	masal	skovda	10/19/1961	Male	242402092	masal	skovda	Intens Reexamination	02/02/2008	06/14/2002	INVALID DOB	Section 4 Voucher	02/13/2008
5	222967926	milisawa	shiroki	07/17/1968	Female	222969635	milisawa	shiroki	Intens Reexamination	06/01/2008	05/05/2008	INVALID LASTNAME	Public Housing	03/01/2008
6	222922093	perce	mariani	08/12/2002	Male	222909863	perce	mariani	Intens Reexamination	09/01/2008	11/20/2006	INVALID DOB	Section 4 Voucher	03/05/2008
7	222840010	hansky	andrey	12/02/1959	Male	222481242	hansky	andrey	New Admission	11/01/2007	11/01/2007	INVALID DOB	Section 4 Voucher	03/05/2008
8	222602482	barra	stephanie	07/22/1959	Female	222565482	barra	stephanie	Intens Reexamination	02/01/2008	10/01/1987	INVALID DOB	Section 4 Voucher	04/30/2008
9	222461756	manahan	marion	11/22/1959	Male	221422870	manahan	marion	Annual Reexamination	06/01/2008	03/01/1982	INVALID DOB	Section 4 Voucher	05/30/2008
10	222251163	malinski	marion	03/08/1969	Female	221590041	malinski	marion	Annual Reexamination	01/01/2007	12/01/2005	INVALID SSN	Section 4 Voucher	12/23/2006

Figure 11: The Invalid Tenant ID Report

The program allows the user to further manipulate the data provided in the report (see Figure 12).

Select one of the following:

- Download in Excel: The program exports the report contents into a Microsoft Excel spreadsheet for further data manipulation.
- Print: The program prints the report screen as a web page.

**Note:** For best results, print in landscape orientation.



Figure 12: The options for further use of report data

### 1.1.6 Tenant ID Modification Report

The **Tenant ID Modification Report** allows the users to view the modified tenant records. To run the report, the user must select the desired PHA, the desired option in the **Modification Status** list, and then select the desired report filters in the **Display Filters for Tenant ID Modification Report** area. To run the report, the user must click the **Generate Report** button (see Figure 13).



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The screenshot displays the 'Tenant ID Modification Report' sub-tab within the 'Reports' section. The interface includes several filter fields and a 'Generate Report' button. The filters are as follows:

- Select View:** Field Chce ID (dropdown) and Select button.
- HQ Division:** Public and Indian Housing.
- HO Office:** FO Field Operations (dropdown) and Select button.
- Hsub:** PHNYC New York City Hsub (dropdown) and Select button.
- Field Office:** 24PH NEW YORK CITY HOUS OFFICE.
- Housing Authority:** NYNYS New York City HA (dropdown) and Select button.

Below these filters, there is a section titled 'Display Filters for Tenant ID Modification Report' with the following options:

- Modification Status:** 011 (dropdown).
- Tenant ID:** (empty dropdown).
- No. of rows to display:** 20 Rows per page (dropdown).
- Sort report data by:** Requested Date (dropdown) and Order by: in Descending order (dropdown).

A 'Generate Report' button is located at the bottom right of the form.

Figure 13: The Tenant ID Modification Report sub tab of the Reports tab

### 1.1.6.1 Information Displayed in the Tenant ID Modification Report

When the user runs the **Tenant ID Modification Report**, the program displays the list of modifications within the user-defined report criteria. The report displays the following information (see Figure 14):

- The old tenant ID and the new tenant ID.
- The **Request Date** column displays the date when the modification was requested. The user can click the column header to sort the report data by the request date.
- The **Last Processed Date** column displays the date when the request was processed.
- The **Status** column displays the status of the request. When the user runs the report, the user can set the report to display only records of the desired status in the **Modification Status** list.
- The **Error Description** column displays the error description, if applicable.
- The **Reason** column displays the reason that the user selected when the record was modified.
- The **Comments** column displays the available comments that provide more detailed explanation.



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 <span style="float: right;">  <a href="#">Download in Excel</a>  <a href="#">Print</a> </span> <h2 style="text-align: center;">Tenant ID Modification Report</h2>								
HQ Office:		Public and Indian Housing						
HQ Division:		PO Field Operations						
Hub:		3PHPL Philadelphia Hub						
Field Office:		3APH PHILADELPHIA HUB OFFICE						
Housing Authority:		DE001 Wilmington HA						
Records 1 - 50 of 139 <a href="#">(View All)</a>						<a href="#">&lt;&lt; Prev page</a> <a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">Next Page &gt;&gt;</a>		
#	Old Tenant ID	New Tenant ID	Request Date	Last Processed Date	Status	Error Description	Reason	Comments
1	193680642	113680642	11/30/2007	12/01/2007	Success		SSN Invalid Value	Verified
2	216649958	216649988	11/30/2007	12/01/2007	Success		SSN Invalid Value	Verified
3	222889835	222809835	11/30/2007	12/01/2007	Success		SSN Invalid Value	Verified
4	257566924	257835205	11/17/2007	11/18/2007	Success		SSN Invalid Value	Have ss card
5	022020222	179808316	11/17/2007	11/18/2007	Success		SSN Invalid Value	To Replace SSN 022020222 with SSN 179808316
6	222463732	222461732	10/12/2007	10/13/2007	Success		SSN Invalid Value	To Replace SSN 222463732 with SSN 222461732
7	221281296	211281296	10/12/2007	10/13/2007	Success		SSN Invalid Value	To Replace SSN 221281296 with SSN 211281296
8	221869103	221863103	10/11/2007	10/12/2007	Failed (final attempt)	Code #002 - An active tenant exists with ssn 221863103	Wrong Information from the Tenant	To Replace SSN 221869103 with SSN 221863103
9	022020222	179808316	10/11/2007	10/12/2007	Failed (final attempt)	Code #002 - An active tenant exists with ssn 179808316	SSN Invalid Value	Corrected card
10	H00100670	221982688	10/11/2007	10/12/2007	Failed (final attempt)	Code #004 - ID was already replaced with 221982688	Tenant Provided SSN	To Replace Alternate ID H00100670 with SSN 221982688
11	H00105833	222967447	09/09/2008	09/10/2008	Success	Code #063 - Success processing tenant id changes from AID to SSN	Tenant Provided SSN	To Replace Alternate ID H00105833 with SSN 222967447
12	072805065	222967009	08/01/2008	08/02/2008	Success		Wrong Information from the Tenant	To Replace SSN 072805065 with SSN 222967009

Figure 14: The Tenant ID Modification Report

The program allows the user to further manipulate the data provided in the report (see Figure 15).

Select one of the following:

- Download in Excel: The program exports the report contents into a Microsoft Excel spreadsheet for further data manipulation.
- Print: The program prints the report screen as a web page.

**Note:** For best results, print in landscape orientation.



Figure 15: The options for further use of report data