



HUD USER MANUAL

Public and Indian Housing (PIH)

Real Estate Assessment Center (REAC)

Inventory Management System (IMS)

PIC Downloads Module

Building and Unit sub Module

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

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1.0 PIC DOWNLOADS



1.0 PIC DOWNLOADS

1 PIC DOWNLOADS

The **PIC Downloads** module allows the user to download building and unit data from the PIC database for further manipulation.

1.1 BUILDING AND UNIT

The **Building and Unit** sub module of the **PIC Downloads** module allows the users to download building and unit data from the PIC database in form of a text file. The user can download building data by using the controls in the **Building** tab, and unit data by using the controls in the **Unit** tab. The data in the data file can be further imported into local databases or data management programs for further manipulation. For example, the user can view the data in form of an Excel spreadsheet, create a customized report, or compare the building and unit data for different developments.

The **Building** and **Unit** tabs contain **Request** and **Download** sub tabs. The **Request** sub tab allows the user to request data for the desired developments. The **Download** sub tab allows the user to view the downloaded data files. Once the user requests a data file download, the program queues the request and issues a download ticket number (see Figure 2). After 30 or 60 minutes, the program allows the user to view the downloaded information in the **Download** sub tab of the **Building** or **Unit** tabs.

1.1.1 Building Tab

The **Building** tab of the **Building and Unit** sub module allows the user to download the building data for the desired developments. To download the data, the user must select the desired PHA. When the user selects the desired PHA, the program displays the list of developments available for this PHA. The information about developments includes the **Development Code** and the **Development Name**. To select a development the user must select the appropriate check box. To select or clear the check boxes, the user must click the **Select/Deselect All** check box. After selecting the desired developments, the user must click the **Request Download** button (see Figure 1).

After the user clicks the **Request Download** button, the program displays the download receipt (see Figure 2). The download receipt displays the date, time and status of the request. It also displays the download ticket number. The user must have this number available for any reference to the download request.

After the download is complete, the user can view the requested data in the **Download** sub tab of the **Building** tab (see Figure 3). The **Ticket List** table displays the information about the download requests. The **Ticket #** column allows the user to view and find the ticket number for the requested download. The user can sort the tickets by the number in the ascending or descending order. The **File Name** column displays the name of the downloaded file that consists of the development code and file extension. The file name is a link that allows the user to view the downloaded data. To view the downloaded file, the user must click the file name. The program prompts the user to select whether to view or save the file. The user can also sort the requests by the file name in the ascending or descending order.



1.0 PIC DOWNLOADS

Development Code	Development Name
SR05101010	Washelli
SR05101014	Washelli
SR05101018	Washelli
SR05101021	Washelli
SR05101022	Washelli
SR05101023	Washelli
SR05101024	Washelli
SR05101025	Washelli
SR05101026	Washelli
SR05101027	Washelli
SR05101028	Washelli
SR05101029	Washelli
SR05101030	Washelli
SR05101031	Washelli
SR05101032	Washelli
SR05101033	Washelli
SR05101034	Washelli
SR05101035	Washelli
SR05101036	Washelli
SR05101037	Washelli
SR05101038	Washelli
SR05101039	Washelli
SR05101040	Washelli
SR05101041	Washelli
SR05101042	Washelli
SR05101043	Washelli
SR05101044	Washelli
SR05101045	Washelli
SR05101046	Washelli
SR05101047	Washelli
SR05101048	Washelli
SR05101049	Washelli
SR05101050	Washelli
SR05101051	Washelli
SR05101052	Washelli
SR05101053	Washelli
SR05101054	Washelli
SR05101055	Washelli
SR05101056	Washelli
SR05101057	Washelli
SR05101058	Washelli
SR05101059	Washelli
SR05101060	Washelli
SR05101061	Washelli
SR05101062	Washelli
SR05101063	Washelli
SR05101064	Washelli
SR05101065	Washelli
SR05101066	Washelli
SR05101067	Washelli
SR05101068	Washelli
SR05101069	Washelli
SR05101070	Washelli
SR05101071	Washelli
SR05101072	Washelli
SR05101073	Washelli
SR05101074	Washelli
SR05101075	Washelli
SR05101076	Washelli
SR05101077	Washelli
SR05101078	Washelli
SR05101079	Washelli
SR05101080	Washelli
SR05101081	Washelli
SR05101082	Washelli
SR05101083	Washelli
SR05101084	Washelli
SR05101085	Washelli
SR05101086	Washelli
SR05101087	Washelli
SR05101088	Washelli
SR05101089	Washelli
SR05101090	Washelli
SR05101091	Washelli
SR05101092	Washelli
SR05101093	Washelli
SR05101094	Washelli
SR05101095	Washelli
SR05101096	Washelli
SR05101097	Washelli
SR05101098	Washelli
SR05101099	Washelli
SR05101100	Washelli

Figure 1: The Request sub tab of the Building tab

Public And Indian Housing
Building And Unit Download Receipt

Date: 12/04/2009 08:54:24:510
Status: **Success**

Your download request has been successfully submitted.
Your Ticket Number is: **17766**

Please note your ticket number properly. Information for this ticket will be available for download within 30 to 60 minutes.

Figure 2: The Building And Unit Download Receipt (Building tab)

The **Status** column displays the status of the request (for example, **Requested** or **Completed**). The **Requested** column displays the date and time when the user requested the download. The user can sort the requests in chronological order. The **Completed** column displays the date and time when the download requests were completed. The user can sort the requests in chronological order by the time they were completed.



1.0 PIC DOWNLOADS

Ticket	File Name	Status	Requested	Completed
17265	000017265.txt	Requested	02/20/2008 08:54:04.310	-
17705	000017705.txt	Requested	12/04/2008 08:53:20.833	-
18449	000018449.txt	Completed	11/25/2008 11:11:16.040	11/25/2008 11:44:07.700
18498	000018498.txt	Completed	11/17/2008 10:37:44.317	11/17/2008 10:42:10.800
18590	000018590.txt	Completed	10/20/2007 18:50:06.787	10/20/2007 19:03:00.000
13811	000013811.txt	Completed	07/01/2007 09:42:48.620	07/01/2007 10:00:14.873
14517	000014517.txt	Completed	06/20/2007 03:14:01.197	06/20/2007 03:28:59.217
12908	000012908.txt	Completed	01/19/2007 18:22:19.027	01/19/2007 18:24:38.297
10070	000010070.txt	Completed	03/01/2006 08:19:47.000	03/01/2006 08:19:47.000
8700	00008700.txt	Completed	05/22/2003 18:09:28.477	05/22/2003 18:10:00.000
2882	00002882.txt	Completed	06/21/2003 16:22:04.757	06/21/2003 16:30:00.000
5101	00005101.txt	Completed	10/20/2004 09:02:34.037	10/20/2004 09:21:34.000
4159	00004159.txt	Completed	03/21/2004 16:24:09.977	03/21/2004 16:31:00.000
2832	00002832.txt	Completed	10/07/2003 21:30:37.370	10/07/2003 21:48:10.000
2859	00002859.txt	Completed	09/18/2003 16:51:10.457	09/18/2003 16:30:00.000
2915	00002915.txt	Completed	05/15/2003 11:49:27.260	05/15/2003 12:00:31.000
1512	00001512.txt	Completed	06/18/2003 18:01:01.887	06/18/2003 18:15:00.000
1000	00001000.txt	Completed	03/18/2003 09:53:03.723	03/18/2003 09:59:27.000

Figure 3: The Download sub tab of the Building tab

1.1.2 Unit Tab

The **Unit** tab of the **Building and Unit** sub module allows the user to download the unit data for the desired developments. To download the data, the user must select the desired PHA. When the user selects the desired PHA, the program displays the list of developments available for this PHA. The information about developments includes the **Development Code** and the **Development Name**. To select a development the user must select the appropriate check box. To select or clear the check boxes, the user must click the **Select/Deselect All** check box. After selecting the desired developments, the user must click the **Request Download** button (see Figure 4).

After the user clicks the **Request Download** button, the program displays the download receipt (see Figure 5). The download receipt displays the date, time and status of the request. It also displays the download ticket number. The user must have this number available for any reference to the download request.



1.0 PIC DOWNLOADS

The screenshot shows the 'Request' sub-tab of the 'Unit' tab. At the top, there are tabs for 'Building' and 'Unit', with 'Unit' selected. Below that is a 'Request' sub-tab and a 'Download' button. The form contains several fields: 'Select View' (set to 'Old Choc DA'), 'Housing Authority' (set to 'ARQUATEC'), 'Housing Division' (set to 'Public and Indian Housing'), 'Housing Office' (set to 'PO Field Operations'), 'Hub' (set to 'ISHFA Seattle Hub'), and 'Field Office' (set to 'UAPI SEATTLE HUB OFFICE'). A table below lists various development codes and names. At the bottom right, there is a 'Request Download' button.

Development Code	Development Name
PK01010196	Development Building
PK01010197	Warehouse
PK01010198	Facility
PK01010199	Warehouse
PK01010200	Warehouse
PK01010201	Warehouse
PK01010202	Warehouse
PK01010203	Warehouse
PK01010204	Warehouse
PK01010205	Warehouse
PK01010206	Warehouse
PK01010207	Warehouse
PK01010208	Warehouse
PK01010209	Warehouse
PK01010210	Warehouse
PK01010211	Warehouse
PK01010212	Warehouse
PK01010213	Warehouse
PK01010214	Warehouse
PK01010215	Warehouse
PK01010216	Warehouse
PK01010217	Warehouse
PK01010218	Warehouse
PK01010219	Warehouse
PK01010220	Warehouse
PK01010221	Warehouse
PK01010222	Warehouse
PK01010223	Warehouse
PK01010224	Warehouse
PK01010225	Warehouse
PK01010226	Warehouse
PK01010227	Warehouse
PK01010228	Warehouse
PK01010229	Warehouse
PK01010230	Warehouse
PK01010231	Warehouse
PK01010232	Warehouse
PK01010233	Warehouse
PK01010234	Warehouse
PK01010235	Warehouse
PK01010236	Warehouse
PK01010237	Warehouse
PK01010238	Warehouse
PK01010239	Warehouse
PK01010240	Warehouse
PK01010241	Warehouse
PK01010242	Warehouse
PK01010243	Warehouse
PK01010244	Warehouse
PK01010245	Warehouse
PK01010246	Warehouse
PK01010247	Warehouse
PK01010248	Warehouse
PK01010249	Warehouse
PK01010250	Warehouse
PK01010251	Warehouse
PK01010252	Warehouse
PK01010253	Warehouse
PK01010254	Warehouse
PK01010255	Warehouse
PK01010256	Warehouse
PK01010257	Warehouse
PK01010258	Warehouse
PK01010259	Warehouse
PK01010260	Warehouse
PK01010261	Warehouse
PK01010262	Warehouse
PK01010263	Warehouse
PK01010264	Warehouse
PK01010265	Warehouse
PK01010266	Warehouse
PK01010267	Warehouse
PK01010268	Warehouse
PK01010269	Warehouse
PK01010270	Warehouse
PK01010271	Warehouse
PK01010272	Warehouse
PK01010273	Warehouse
PK01010274	Warehouse
PK01010275	Warehouse
PK01010276	Warehouse
PK01010277	Warehouse
PK01010278	Warehouse
PK01010279	Warehouse
PK01010280	Warehouse
PK01010281	Warehouse
PK01010282	Warehouse
PK01010283	Warehouse
PK01010284	Warehouse
PK01010285	Warehouse
PK01010286	Warehouse
PK01010287	Warehouse
PK01010288	Warehouse
PK01010289	Warehouse
PK01010290	Warehouse
PK01010291	Warehouse
PK01010292	Warehouse
PK01010293	Warehouse
PK01010294	Warehouse
PK01010295	Warehouse
PK01010296	Warehouse
PK01010297	Warehouse
PK01010298	Warehouse
PK01010299	Warehouse
PK01010300	Warehouse

Figure 4: The Request sub tab of the Unit tab

The screenshot shows the 'Building And Unit Download Receipt' (Unit tab). It features a header with 'Public And Indian Housing' and 'Building And Unit Download Receipt'. Below this, there are fields for 'Date' (12/04/2009 09:01:23:166) and 'Status' (Success). A section labeled 'Your Ticket Number' shows the value 17767. At the bottom, there is a note: 'Please hide your ticket number properly. Information for this ticket will be available for download until 30 to 60 minutes.'

Figure 5: The Building And Unit Download Receipt (Unit tab)

After the download is complete, the user can view the requested data in the **Download** sub tab of the **Unit** tab (see Figure 6). The **Ticket List** table displays the information about the download requests. The **Ticket #** column allows the user to view and find the ticket number for the requested download. The user can sort the tickets by the number in the ascending or descending order. The **File Name** column displays the name of the downloaded file that consists of the development code and file extension. The file name is a link that allows the user to view the downloaded data. To view the downloaded file, the user must click the file name. The program prompts the user to select whether to view or save the file. The user can also sort the requests by the file name in the ascending or descending order. The **Status** column displays the status of the request (for example, **Requested** or **Completed**). The **Requested** column displays the date and time when the user requested the download. The user can sort the requests in chronological order. The **Completed** column displays the date and time when the download requests were completed. The user can sort the requests in chronological order by the time they were completed.



1.0 PIC DOWNLOADS

Building		Unit		
Request		Download		
Select View:	Field Office HQ <input type="button" value="Select"/>			
IIQ Division:	Public and Indian Housing			
HQ Office:	Field Operations <input type="button" value="Select"/>			
Hub:	10 ISLA Scottsdale <input type="button" value="Select"/>			
Field Office:	04H ISLA ILLINOIS OFFICE <input type="button" value="Select"/>			
Housing Authority:	AKOIAHPC <input type="button" value="Select"/>			
Ticket List				
Ticket # ▲▼	File Name ▲▼	Status	Requested ▲▼	Completed ▲▼
17767	000017767.txt	Requested	12/04/2009 09:04:22.167	
18491	000018491.txt	Completed	11/02/2007 11:08:04.200	11/02/2007 11:08:18.711
18870	000018870.txt	Completed	07/03/2007 13:47:57.800	07/03/2007 14:07:58.593
19428	000019428.txt	Completed	05/04/2007 21:14:14.111	05/04/2007 21:19:00.251
22300	000022300.txt	Completed	11/30/2006 18:44:29.330	11/30/2006 18:43:14.000
6318	00006318.txt	Completed	10/17/2005 15:04:11.571	10/17/2005 15:15:51.000
4100	00004100.txt	Completed	03/23/2004 15:33:16.003	03/23/2004 15:33:57.000
3549	00003549.txt	Completed	01/06/2005 21:04:12.670	01/06/2005 21:15:52.000
3174	00003174.txt	Completed	11/10/2003 15:56:20.003	11/10/2003 16:00:46.000
2803	00002803.txt	Completed	10/07/2001 21:40:15.251	10/07/2001 21:40:26.000
2004	00002004.txt	Completed	09/18/2003 17:11:18.073	09/18/2003 17:12:43.000
1001	00001001.txt	Completed	05/07/2001 09:50:54.271	05/10/2001 10:46:24.000

Figure 6: The Download sub tab of the Unit tab