# Table of Contents

<table>
<thead>
<tr>
<th>Topic 1 Property Information</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1-3</td>
</tr>
<tr>
<td>Walkthrough 1 - Add Property Information</td>
<td>1-6</td>
</tr>
<tr>
<td>Walkthrough 2 - Edit Property Information</td>
<td>1-9</td>
</tr>
<tr>
<td>Walkthrough 3 - Delete Property Information</td>
<td>1-14</td>
</tr>
<tr>
<td>Walkthrough 4 - Record Certificate Information</td>
<td>1-16</td>
</tr>
<tr>
<td>Topic 2 Building Information</td>
<td></td>
</tr>
<tr>
<td>Walkthrough 5 - Add Building Information</td>
<td>2-2</td>
</tr>
<tr>
<td>Walkthrough 6 - Edit Building Information</td>
<td>2-6</td>
</tr>
<tr>
<td>Topic 3 Sampling</td>
<td></td>
</tr>
<tr>
<td>Walkthrough 7 - Generate an Inspection Sample</td>
<td>3-2</td>
</tr>
<tr>
<td>Topic 4 Unit Information</td>
<td></td>
</tr>
<tr>
<td>Walkthrough 8 - Add Unit Information</td>
<td>4-2</td>
</tr>
<tr>
<td>Walkthrough 9 - Edit Unit Information</td>
<td>4-5</td>
</tr>
<tr>
<td>Topic 5 Record Observed Deficiencies</td>
<td></td>
</tr>
<tr>
<td>Walkthrough 10 - Record Observed Deficiencies</td>
<td>5-2</td>
</tr>
<tr>
<td>Topic 6 Check/Prepare the Inspection</td>
<td></td>
</tr>
<tr>
<td>Walkthrough 11 - Check/Prepare the Inspection</td>
<td>6-2</td>
</tr>
<tr>
<td>Walkthrough 12 - View the Inspection Report</td>
<td>6-4</td>
</tr>
</tbody>
</table>
### PASS DCD 2.1 System Training

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic 1</td>
<td>Property Information</td>
</tr>
<tr>
<td>Topic 2</td>
<td>Building Information</td>
</tr>
<tr>
<td>Topic 3</td>
<td>Sampling</td>
</tr>
<tr>
<td>Topic 4</td>
<td>Unit Information</td>
</tr>
<tr>
<td>Topic 5</td>
<td>Record Observed Deficiencies</td>
</tr>
<tr>
<td>Topic 6</td>
<td>Check/Prepare the Inspection</td>
</tr>
</tbody>
</table>

**Purpose:**

The purpose of this training is to demonstrate how to use the PASS DCD 2.1 software to conduct a physical inspection.

**Objectives:**

After completing this training, users will be able to

- Add, edit and delete property information
- Record certificate information
- Add and edit building information
- Generate an inspection sample
- Add and edit unit information
- Record observed deficiencies
- Check and prepare the inspection data for completion
The following is a graphic of the inspection process:

**The Inspection Process**

Each of these steps is described in the document.
Topic 1: Property Information

Introduction:

This topic will demonstrate how to add and edit a property for inspection, as well as add and edit participant information and record certificate information using the PASS DCD 2.1 software.

Walkthroughs:

- Walkthrough 1 - Add Property Information
- Walkthrough 2 - Edit Property Information
- Walkthrough 3 - Delete Property Information
- Walkthrough 4 - Record Certificate Information
Walkthrough 1: Add Property Information

Step 1: Access PASS DCD 2.1 Public Version.

The HUD Physical Assessment Subsystem screen opens.

Step 2: Single-click the **Begin Inspection** button.

The HUD Inspection screen opens
Step 3: Single-click the **Add Inspection** button.
The inspection information fields become active.
Step 4: Enter property inspection information in the appropriate fields.

Step 5: Single-click the **Save Inspection** button.

The *Property Information* screen re-opens with the added inspection information displayed.
Walkthrough 2: Edit Property Information

Step 1: Single-click the Property Information tab.

The Property Information screen opens.

Step 2: Single-click the inspection number under the Inspection column to select the inspection to be edited.

Step 3: Single-click the Edit Inspection button.

A screen displaying detailed property information opens.
Step 4: Edit applicable information.

Step 5: Single-click the **Save Inspection** button.

The *Property Information* screen re-opens.
Step 6: Single-click the **Address Info** button.

The *Property Address Information* screen opens.

**NOTE:** If there is currently no property address information entered, a message box appears indicating that property information does not exist. Click the **OK** button and the *Property Address Information* screen opens.
### Step 7:

Single-click the **Edit Address** button.  
The address information fields become active.
Step 8: Edit applicable information.

Step 9: Single-click the **Save Address** button.

The *Property Information* screen re-opens.
Walkthrough 3: Delete Property Information

Step 1: Single-click the **Property Information** tab.

The *Property Information* screen opens.

![Property Information Screen](image)

Step 2: Single-click the inspection number under the **Inspection** column to select the inspection to be deleted.

Step 3: Single-click the **Administration** button.

The *Administration Menu* screen opens.
Step 4: Single-click the **Delete Inspection** button.
The *Inspection ID* message box opens.

Step 5: Single-click the **Yes** button.
The *HUD Inspection* screen opens.
Walkthrough 4: Record Certificate Information

Step 1: Single-click the **Property Information** tab.

The *Property Information* screen opens.

Step 2: Single-click the **Certificates** button.

The *Certificates/Inspections/PM Records* screen opens.
Step 3:  Single-click the checkbox in the Yes column if the existence of the applicable certificate has been verified.

Single-click the checkbox in the No column if the existence of the applicable certificate has not been verified.

Step 4:  Single-click the Close Form button.

The Property Information screen re-opens.