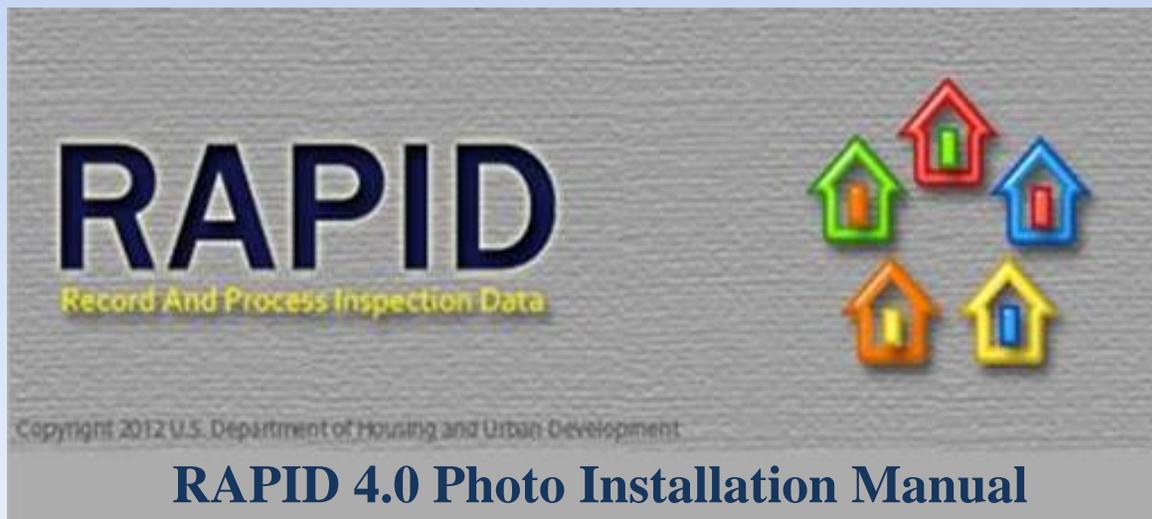


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RAPID 4.0 Photo Installation Manual
April 2017 Release





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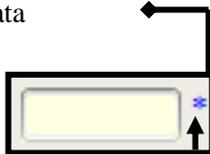
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Installation Instructions for Windows 8Error!
Bookmark not defined.

LEGEND:

- ❖ Black Arrows {  } are used to indicate instructional steps to perform
- ❖ Action words (click, check, etc.) indicating a specific step will be in **bold italic** font
- ❖ Black Dotted Arrows {  } are used to indicate transition to the next step
- ❖ Red Dotted Arrows {  } are used to indicate areas of interest
- ❖ Blue Star: data fields with a blue star are required to save your data



Minimum Requirements

Feature	Recommended Specifications (DCD 4.0 Photo)	Minimum Specifications for Tablets (DCD 4.0 Photo)
1. Operating System	Windows 8.1	Windows 8.1
2. Rear Camera	3.15 MP	2 MP
3. Processor Speed	1.9 GHz	1.8 GHz
4. Hard Drive	64 GB	64 GB
5. Memory (RAM)	8 GM	4 GB (64-bit)
6. Screen Size (inches)	~ 10	~10
7. Screen Resolution	1920 x 1200	1280 x 800
8. Internet Capability	Yes	Yes

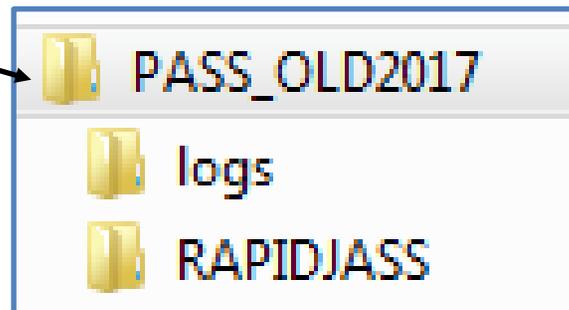
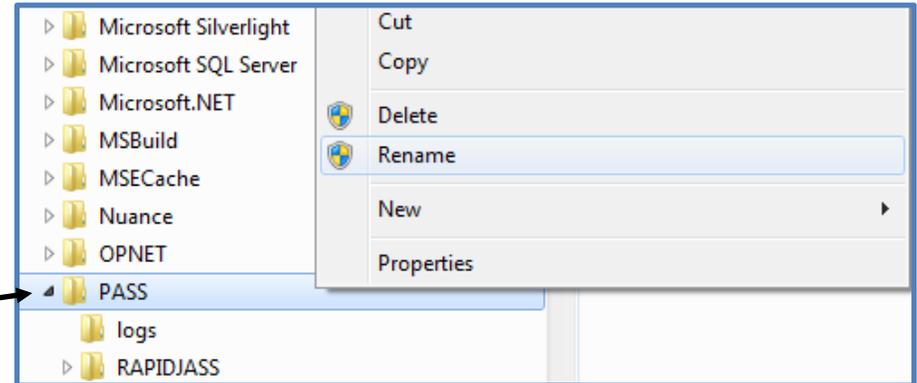
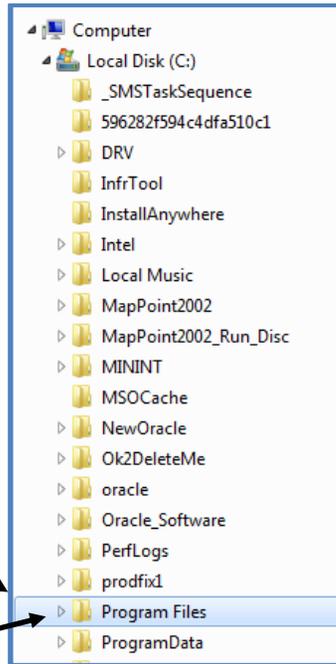
Prior to Installation

Back Up Current RAPID Client & Inspection Data

1. CLOSE ANY APPLICATIONS YOU CURRENTLY HAVE RUNNING
2. Delete the RAPID icon as well as the RAPID executable located on your desktop
3. Open Windows Explorer and click on the "Program Files" folder within your "C" drive;
C:\Program Files

Please Note: For some, your folder maybe labeled "Program Files x86"

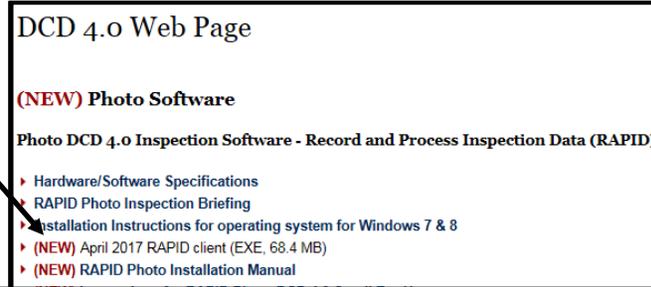
4. Click on the arrow to expand the folder
5. Scroll down and right-click on the "PASS" folder and select "Rename"
6. Rename the folder from "PASS" to "PASS_OLD2017"



7. Proceed to the REAC DCD 4.0 web page

https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodpass/dcd4.0

The following window will appear



8. Click on the April 2017 RAPID client link

9. Click on the drop-down arrow next to "Save" and select "Save As"

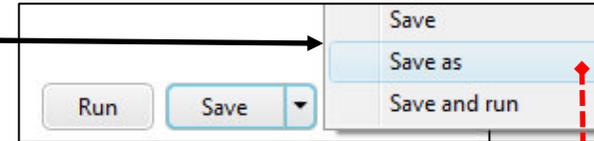
Please Note: Your new client will state:
Rapidjass13_0_1_0april.exe

Please Note: The "Save As" window will open; it may or may not suggest saving to the "Desktop" however, we would recommend saving to the desktop

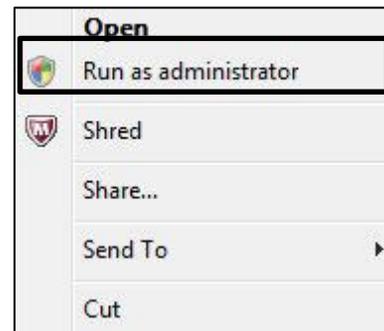


10. Click "Save As"

RAPID will start downloading. Once the download has completed, the RAPID icon will appear on the desktop.



11. Right-click on the RAPID Icon and select "Run as administrator"



Please Note: If you are using Windows 10, click "More Info" and then "Run anyway" ...this may take some time – please be patient.

Please Note: you may get the following or similar “Security Warning” message, click “Yes.”

The following window will pop up

12. Click the “Next” button

13. Verify the path in the address field to C:\Program Files\PASS\RAPIDJASS

Please Note: ensure that the “Create this directory if it does not exist” box is checked.

14. Click “Next” to extract the files.

Once the files have been extracted, the RAPID icon will appear on your desktop.

15. Right-click on the “RAPID” icon and select “Properties” at the bottom.

16. Click on the “Compatibility” tab.

In the “Privilege Level” box, verify the “Run this program as an administrator” box is checked.

17. If it is checked, click “Cancel.”

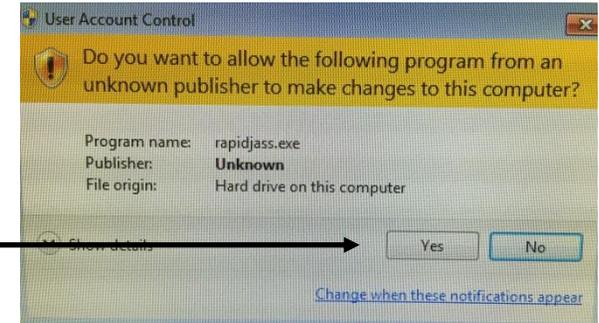
18. If the box is not checked, please check, click “Apply” then “Ok.”

Opening RAPID

19. Double-click on the “RAPIDJASS” icon, located on your desktop to open.

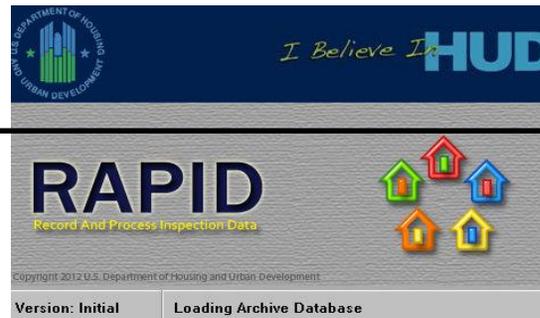


20. Click “Yes” on the “Security” message if you receive it.



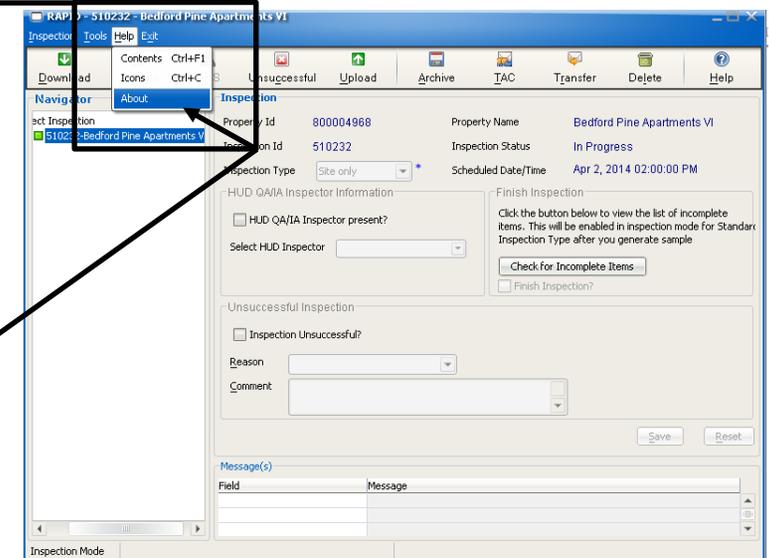
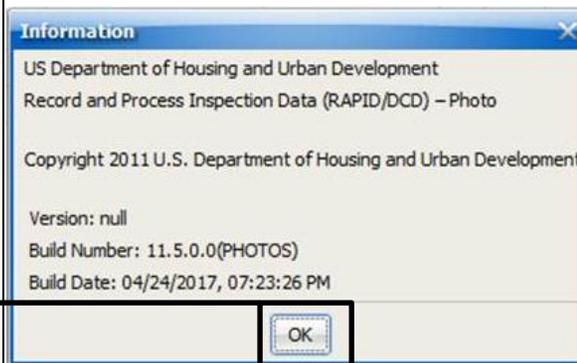
The following window will appear; this process loads the Main Database, creating a new “RAPIDDB” folder.

21. The RAPID PHOTO 4.0 application will open; click the “Help” button and select the “About” choice.



The “Build Number” should read 11.5.0.0(PHOTOS). The “Build Date” should read 04/24/2017, 07:23:26 PM.

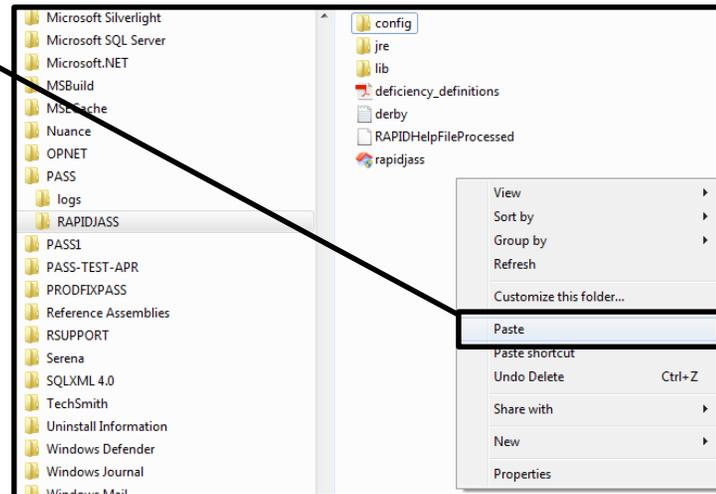
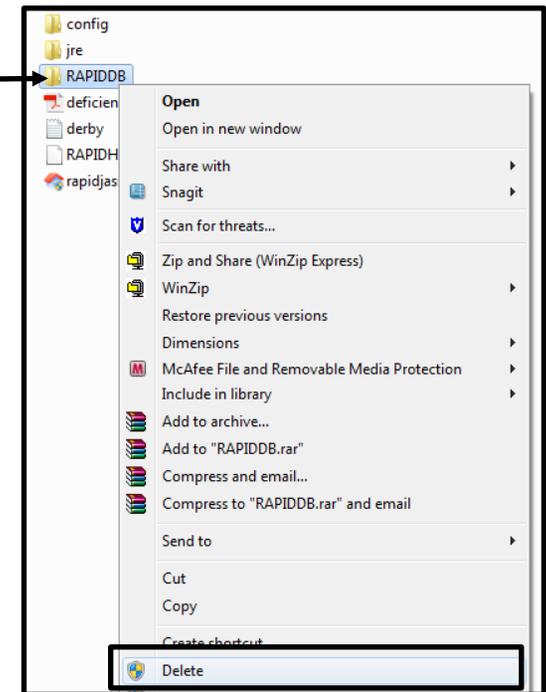
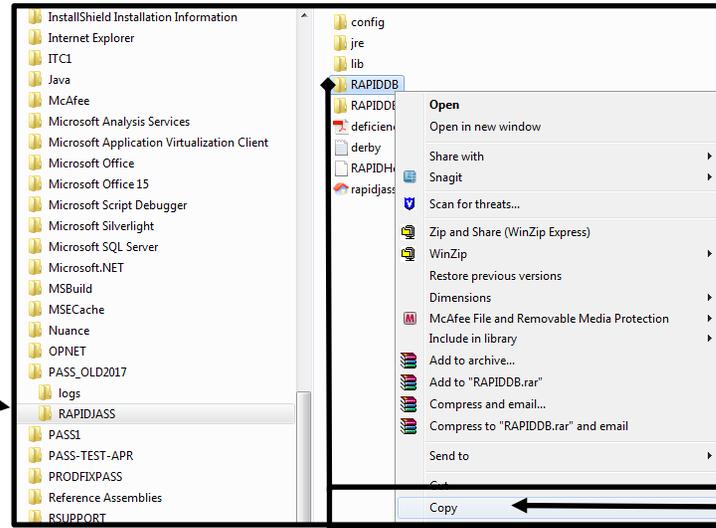
22. Click the “OK” button to close the pop-up window.



This concludes the installation process, close the RAPID application and proceed to the next section.

Uploading Your Inspections

1. Go back to your PASS_OLD2017 folder on your "C" drive.
2. Expand the PASS_OLD2017 folder
3. Click on the RAPIDJASS folder
4. Right-click on the RAPIDDB folder and select "Copy"
5. Click on the "new" PASS folder within your "C" drive
6. Click on the RAPIDJASS folder
7. Right-click on the RAPIDDB folder and select Delete
8. Right-click anywhere within the folder's white space and select "Paste"



You have now copied your old RAPIDDB, which contains your most recent inspections, into the new client.

9. Go back to the RAPIDJASS folder within your PASS-OLD2017 folder

If you have any EHS Reports they will appear in this folder as PDFs

10. Click on the first EHS Report

11. Scroll down to the last EHS Report

12. Hold the Shift key down and click on the last EHS Report

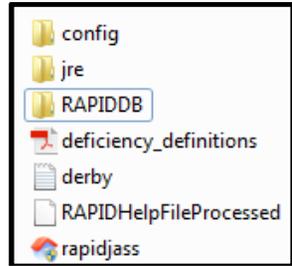
All your EHS files will be highlighted

13. Right-click and select copy

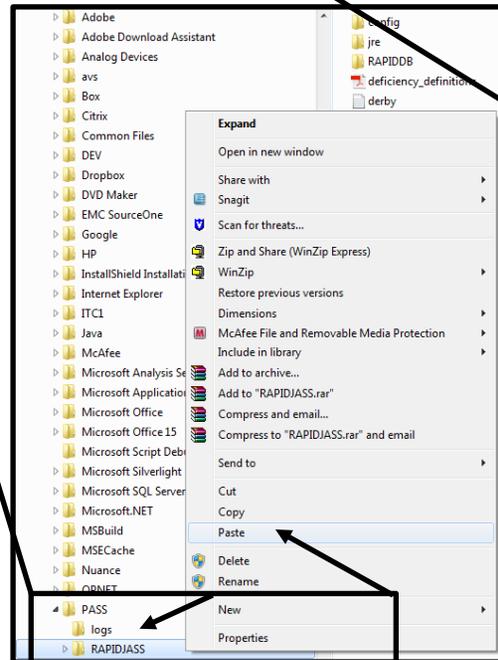
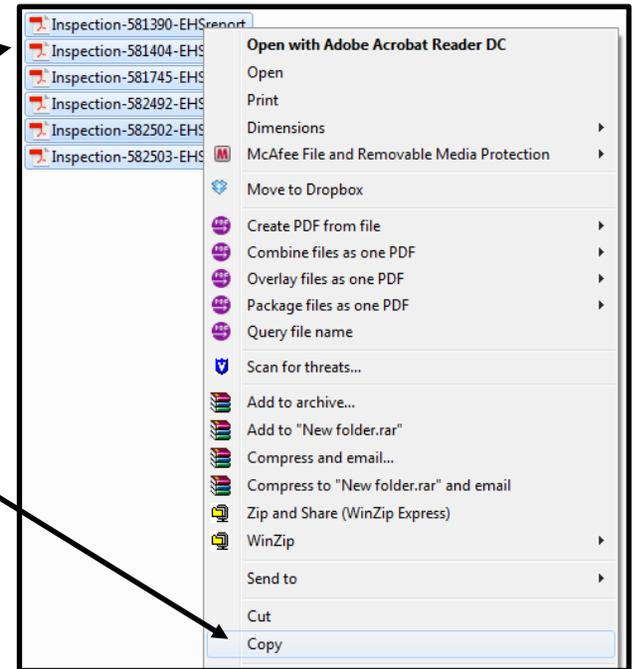
14. Expand the PASS folder and click on the RAPIDJASS folder

15. Right-click and select "Paste"

Your EHS files are now located within the new RAPIDDB Client under c:/Program Files/PASS/RAPIDJASS



Name	Date modified	Type	Size
Inspection-581390-EHSReport	9/27/2016 3:07 PM	Adobe Acrobat Docu...	4 KB
Inspection-581404-EHSReport	11/30/2016 12:25 PM	Adobe Acrobat Docu...	5 KB
Inspection-581745-EHSReport	9/15/2016 6:07 PM	Adobe Acrobat Docu...	8 KB
Inspection-581765-EHSReport	9/6/2016 1:48 PM	Adobe Acrobat Docu...	5 KB
Inspection-582492-EHSReport	11/2/2016 3:50 PM	Adobe Acrobat Docu...	7 KB
Inspection-582494-EHSReport	11/4/2016 3:54 PM	Adobe Acrobat Docu...	6 KB
Inspection-582502-EHSReport	11/9/2016 4:09 PM	Adobe Acrobat Docu...	6 KB
Inspection-582503-EHSReport	11/5/2016 11:16 AM	Adobe Acrobat Docu...	4 KB
Inspection-582509-EHSReport	11/3/2016 4:35 PM	Adobe Acrobat Docu...	5 KB
Inspection-582512-EHSReport	11/16/2016 2:13 PM	Adobe Acrobat Docu...	7 KB
Inspection-582514-EHSReport	11/12/2016 12:51 PM	Adobe Acrobat Docu...	6 KB



Uploading Your Inspections cont.

16. Double-click on the RAPIDJASS icon
The RAPID application will open.

23. Click the "Upload" button on the "Top Menu" to display the Download Screen.

24. The "Connect" button will appear, click it to open the "Login" screen.

25. Enter your LAN/Secure Systems Username & Password.

26. Click "Login."

You will be prompted with the "Download Inspection" dialogue box.

27. Click "Yes" to synchronize your Reference Data; it will take approximately 5 minutes.

Your inspections will appear (if there are any scheduled for you) in the "Download Inspection(s)" window to the right.

28. Select an inspection and click the upload button; repeat for all completed inspections

