

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)

Prepared by: Quality Software Services, Inc.



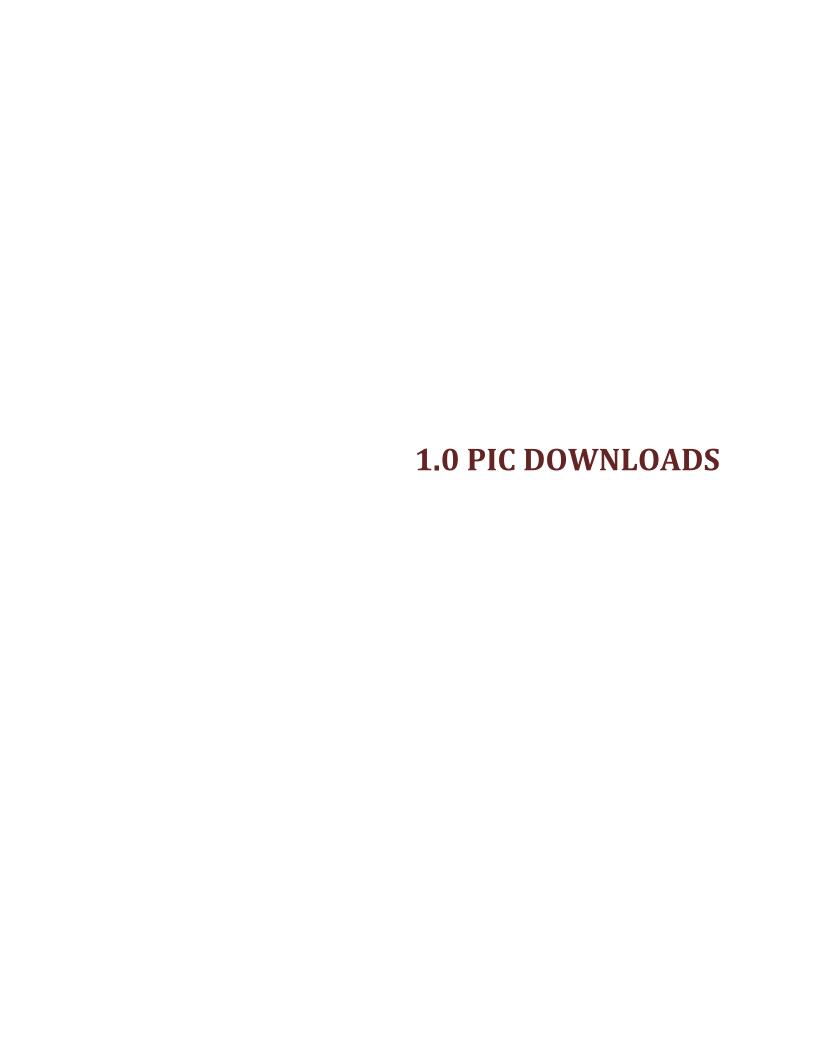


Shiva Information Technology Services



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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** ub 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 desires 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.



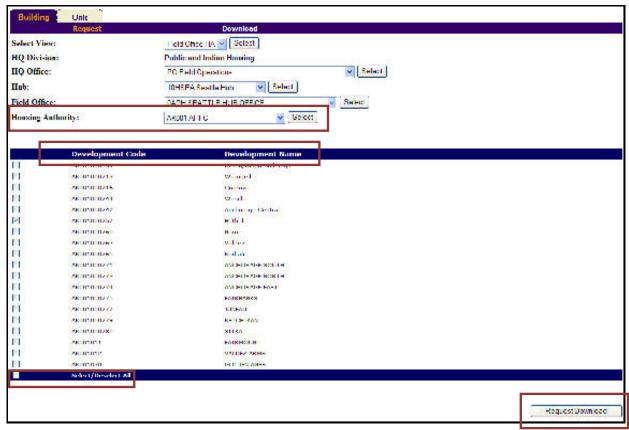


Figure 1: The Request sub tab of the Building tab

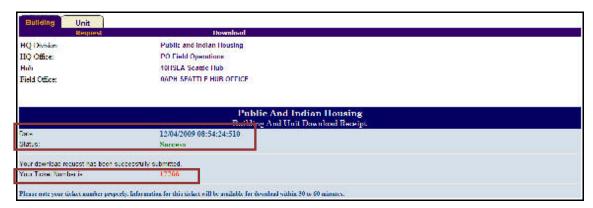


Figure 2: The Building And Unit Download Receipt (Building tab)

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.



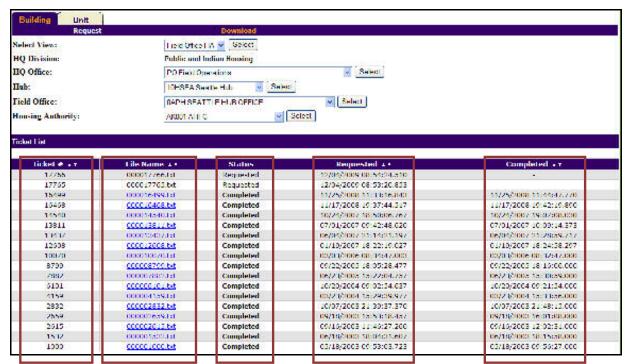


Figure 3: The Download sub tab of the Building tab

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 desires 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.



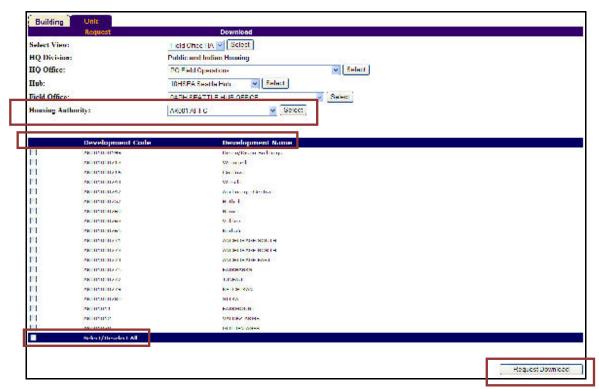


Figure 4: The Request sub tab of the Unit tab



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.



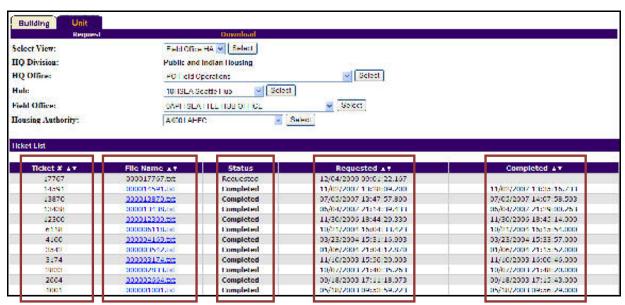


Figure 6: The Download sub tab of the Unit tab