



# HOUSING AUTHORITY 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

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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** 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

**Building** | **Unit** | **Request** | **Download**

Select View: Field Office LA | Select

HQ Division: Public and Indian Housing

IIQ Office: PO Field Operations | Select

Hub: 10151A Seattle Hub | Select

Field Office: WASH SEATTLE HUB OFFICE | Select

Housing Authority: METRA IIC | Select

Development Code	Development Name
SR005H0001	...
SR005H0014	Washnet
SR005H0018	Eastside
SR005H0021	Washnet
SR005H0022	Washington Harbor
SR005H0023	North
SR005H0026	West
SR005H0028	South
SR005H0029	East
SR005H0025	WASHINGTON NORTH
SR005H0024	WASHINGTON NORTH
SR005H0021	WASHINGTON SOUTH
SR005H0025	KIRKLAND
SR005H0022	EDMUND
SR005H0024	KING COV
SR005H0020	SEASIDE
SR005H0021	KIRKLAND
SR005H0022	WEDGEMOUNT
SR005H0021	EDMUND

select/inspect all

Request Download

Figure 1: The Request sub tab of the Building tab

**Building** | **Unit** | **Request** | **Download**

HQ Division: Public and Indian Housing

IIQ Office: PO Field Operations

Hub: 10151A Seattle Hub

Field Office: WASH SEATTLE HUB OFFICE

**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

Building		Unit		Download	
Request					
Subject Views: <input type="text" value="Field Office I/A"/> <input type="button" value="Select"/>					
HQ Division: <input type="text" value="Public and Indian Housing"/>					
HQ Office: <input type="text" value="DO Field Operations"/> <input type="button" value="Select"/>					
Tab: <input type="text" value="ICHSFA Swath File"/> <input type="button" value="Select"/>					
Field Office: <input type="text" value="DAPH SPATTI F.H.R OFFICE"/> <input type="button" value="Select"/>					
Housing Authority: <input type="text" value="ARJUT ALL C"/> <input type="button" value="Select"/>					
Ticket List					
Ticket #	File Name	Status	Requested	Completed	
17265	000017265.txt	Requested	02/20/2008 08:54:04.310	-	
17705	000017705.txt	Requested	12/04/2008 08:53:20.853	-	
18449	000018449.txt	Completed	11/25/2008 11:11:16.040	11/25/2008 11:42:07.700	
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	
4154	00004154.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	
2854	00002854.txt	Completed	09/10/2003 16:51:10.457	09/10/2003 16:59:00.000	
2915	00002915.txt	Completed	05/15/2003 11:49:27.260	05/15/2003 12:00:31.000	
1512	00001512.txt	Completed	06/10/2003 18:01:01.887	06/10/2003 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

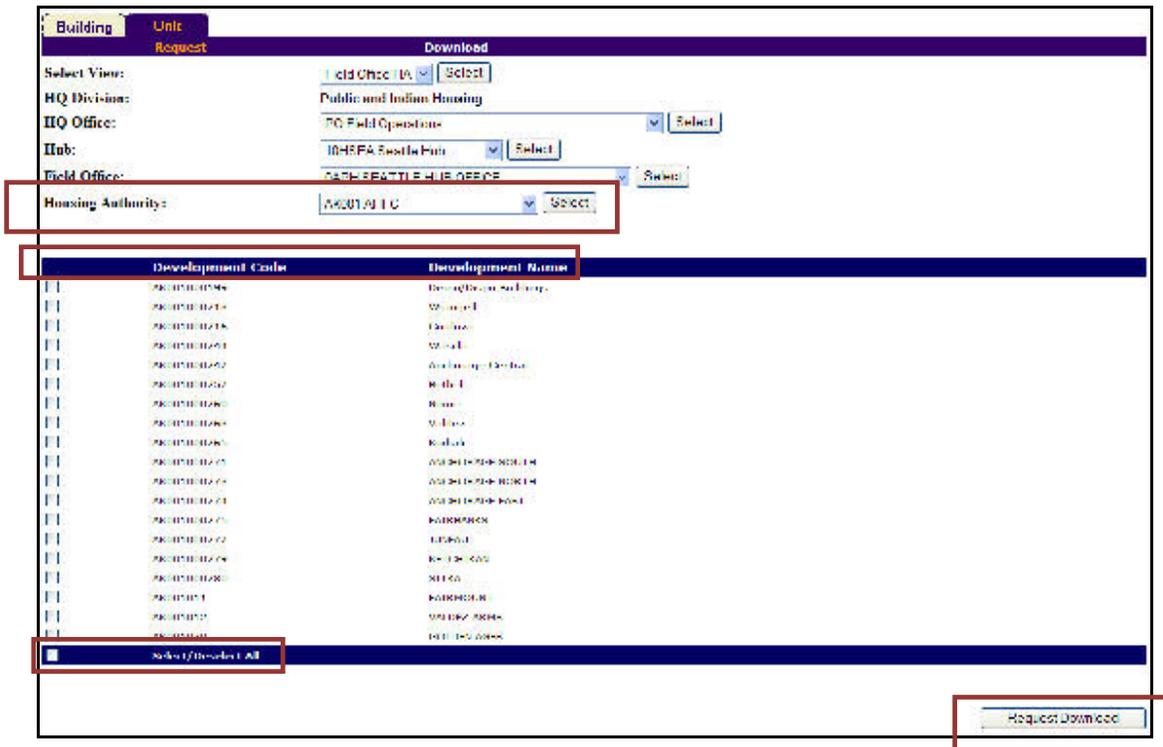


Figure 4: The Request sub tab of the Unit tab

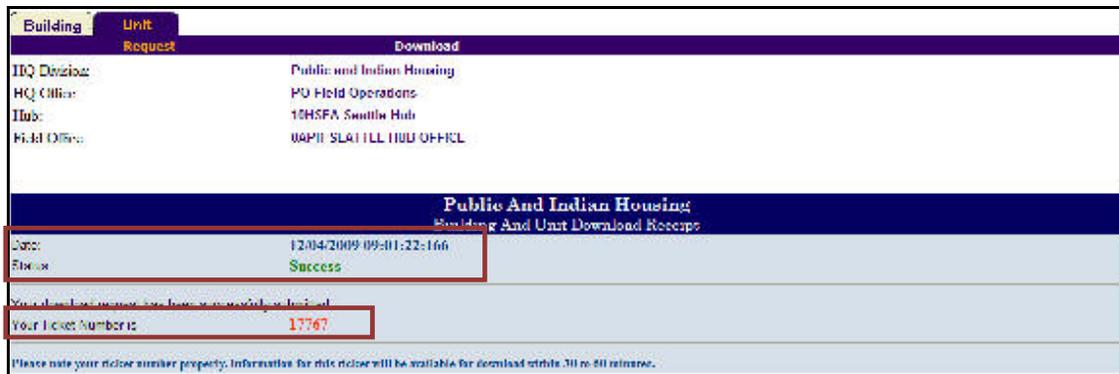


Figure 5: The Building And Unit Download Receipt (Unit tab)

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.



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 21:14:30.251
22300	000022300.txt	Completed	11/30/2006 18:44:29.330	11/30/2006 18:44:14.000
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	10/07/2003 21:40:15.251	10/07/2003 21:40:29.000
2004	00002004.txt	Completed	09/18/2003 17:11:18.073	09/18/2003 17:12:43.000
1001	00001001.txt	Completed	05/10/2001 09:50:54.271	05/10/2001 10:46:24.000

Figure 6: The Download sub tab of the Unit tab