DCD 2.3a PUBLIC VERSION USER GUIDE

(PASS 2.3a Release)

December 19, 2000

Real Estate Assessment Center
Department of Housing and Urban Development

PURPOSE **1**

OBJECTIVES **1**

INTRODUCTION TO WINDOWS 95 ..... **2**

ACCESSING PASS 2.3A **5**

USING HELP FEATURES 6
EXITING THE PROGRAM 6

PROPERTY INFORMATION **7**

SELECTING A PROPERTY 8
UPDATING PROPERTY INFORMATION 8
RECORDING CERTIFICATE INFORMATION 10
DELETING AN INSPECTION 12
COMPRESSING THE DATABASE 13
BACKING UP YOUR DATABASE 15

BUILDING/UNIT INFORMATION **19**

ADDING A BUILDING 19
EDITING BUILDING INFORMATION 25
DELETING A BUILDING 27

UNIT INFORMATION **29**

ADDING UNIT INFORMATION 29

RECORDING DEFICIENCIES **31**

SITE INSPECTABLE ITEMS 32
BUILDING INSPECTABLE ITEMS 39
UNIT INSPECTABLE ITEMS 43
DEFINITIONS 43
TOOLS 45

CHECKING/PREPARING THE INSPECTION **46**

LIFE THREATENING HAZARDS REPORT 47
DISCREPANCY REPORT 47
IMPORTING THE DISCREPANCY REPORT INTO ANOTHER APPLICATION (EXCEL) 48
GENERATING AN INSPECTION SUMMARY REPORT USING ACCESS 54

Public Version-DCD 2.3a Guide

Purpose

The purpose of this guide is to demonstrate how to use the hand-held computer data collection device (DCD) to conduct a physical inspection. In this section, you will have an opportunity to perform a variety of inspection procedures using the DCD.

Objectives

After completing this guidebook, you will be able to:

- Add an inspection
- Enter building information
- Enter units
- Record observations in the DCD
- Confirm inspection data is complete
- Backup your database
- Retrieve the Discrepancy and/or Inspection Summary Report

Introduction to Windows 95

The HUD inspection software runs on Windows 95.

Familiarity with Windows 95 file management is essential.

What are windows?

Background Information:

Windows allows multiple applications and screens to be open at the same time. You can have several windows open simultaneously, but you can only work in one window at a time.

To switch between windows, tap anywhere in the window that you want to make active. Or, tap on the title bar of the window you want to activate.

If you have used Windows 95, you recognize some of the same icons, buttons, scroll bars, and other features you have used before.

Features

Background Information:

Buttons–activate the command displayed on the button label.

Scroll Bar–Allows movement through text too large to fit in the field. Scroll bars are typically presented in list and display boxes.

List Box–Displays menus or lists of options to select.

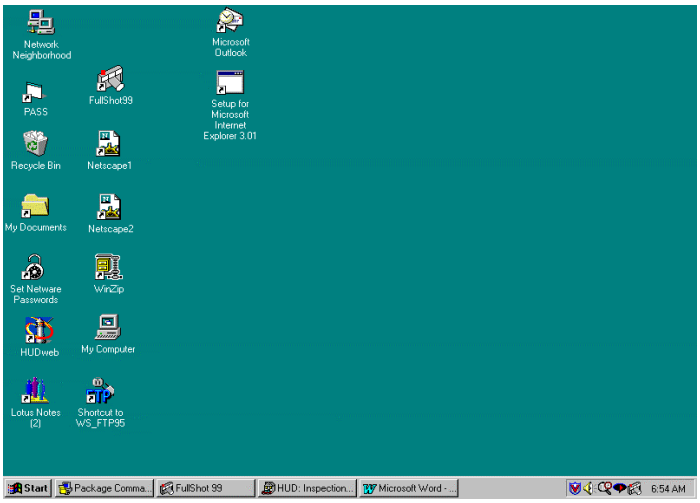
Radio Button–Activates the selection of only one item from a list of available choices. Selecting one radio button automatically deselects the previously selected button.

Check Box–Activates/deactivates the selection of a control or option. When an option is selected, an 'X' appears in the check box.

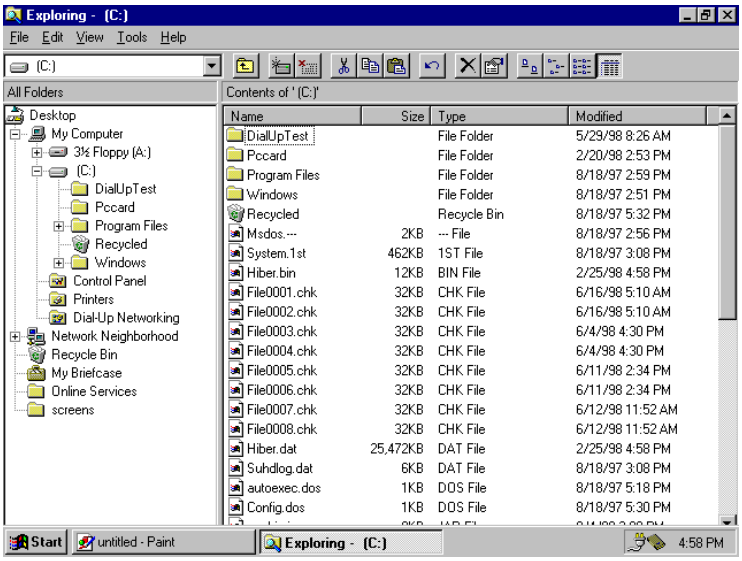
Status Bar–Contains messages, descriptions, field name explanations about the current activity, selected control, or option. The status bar is located at the bottom of the application window.

The Windows 95 desktop is what displays after the computer is turned on. The desktop contains several items such as program icons, the task bar, the start button, and the system tray.

Desktop



Windows Explorer is the file management utility for Windows 95. Basic features of Windows Explorer include:



- Open/close
- Title bar
- Menu bar
- Toolbar
- Left pane
- Right pane
- Folders
- Files
- Select a folder
- Expand a folder
- Select a file
- File date and size
- Copy/move/delete folders
- Minimize a program
- Maximize a program
- Close a program

Accessing PASS 2.3a

Background Information:

The terms “click” and “tap” mean the same thing. On a personal computer (PC), you can perform an action by clicking on the mouse. On the DCD, you can perform an action by tapping with the stylus.

Lightly tap the point of the stylus on the screen to perform an action.

Demonstration	Explanation/Illustration
Select the DCD 2.3a Public version icon	To start the program, touch the point of the stylus to and tap on the DCD 2.3a Public Version program icon. If the program icon is not available, tap on the Start button, select Programs, then DCD 2.3a Public Version.
Tap on the ***Begin Inspection*** button	Tap on .

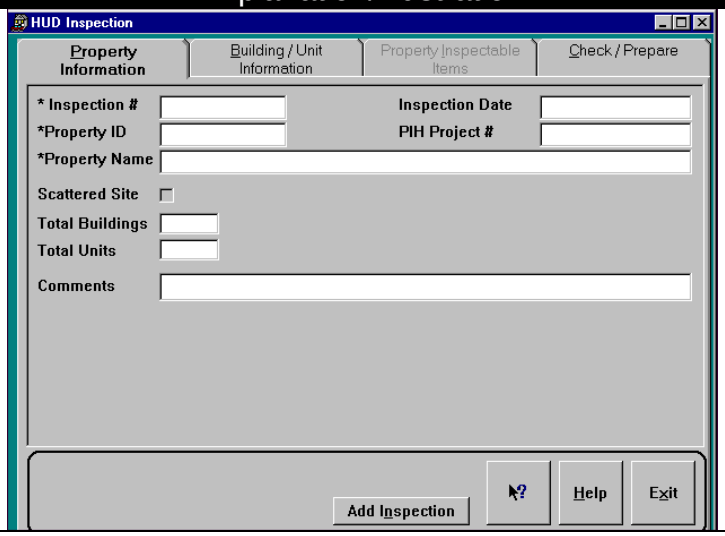
Demonstration	Explanation/Illustration
Using help features	What does the Help button do?
To find information quickly, tap on the ***Help*** button.	The Help button is a quick way to get more information about what you see on your screen.
Tap on the ***What's This (?)*** button to view a short description of a field or command.	The button is another form of help. It is called the "What's This" button. Selecting this button turns the cursor into a question mark. When you select a field, a pop-up window appears containing additional information.

Exiting the program

Demonstration	Explanation/Illustration
Tap on the ***Exit*** button	Use the Exit button to exit the DCD 2.3a Public Version program and return to the desktop screen.
	Background Information: Always exit all programs and power off the DCD properly. To shut down the DCD, tap the Start button in the bottom left corner and tap on Shut Down at the bottom of the menu.

Property Information

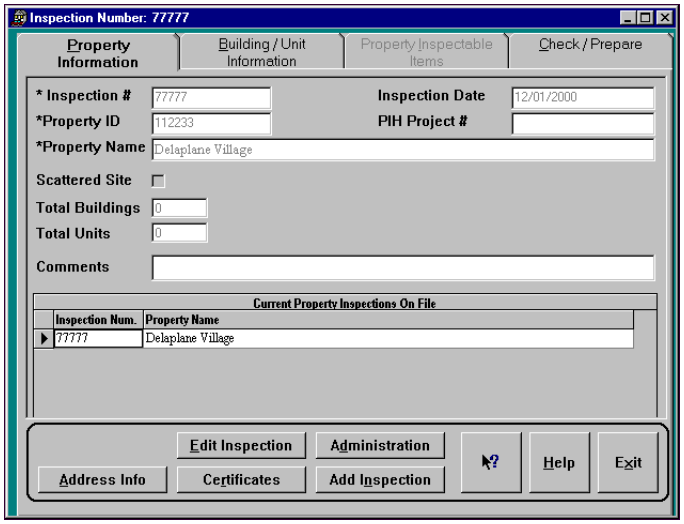
You begin to process an inspection from the Property Information screen. From this screen, you can navigate through all the components of the property profile.

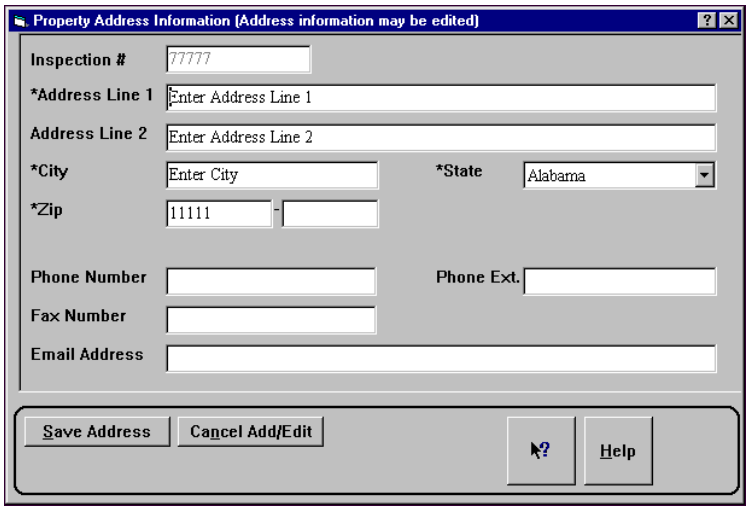
Demonstration	Explanation/Illustration
Tap on the ***Property Information*** tab	
Tap ***Add Inspection***	Tap on the **Add Inspection** button and update the fields appropriately. Note all required fields that are required have an asterisk (*) in front of the field.
Tap ***Save Inspection***	Tap on the **Save Inspection** button after updating the appropriate fields. Once you add an inspection, the buttons at the bottom of the screen allows you to add or change: • Address information • Inspection information • Information on certificates or conduct administrative tasks.

Selecting a Property

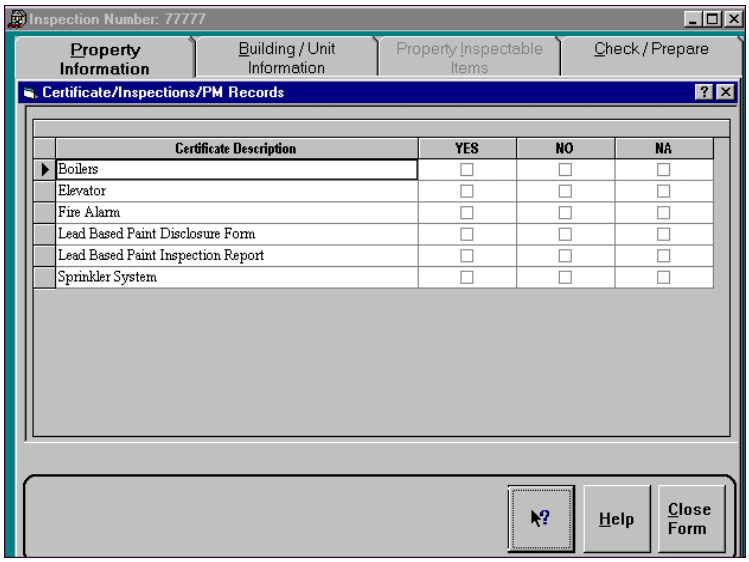
To access an inspection that has been added, select the row containing the appropriate Inspection Number and Property Name.

Updating Property Information

Demonstration	Explanation/Illustration
Select the property you wish to update.	 From this screen, you can access the links that enable you to view or edit inspection information, address information, certificate information or to perform administrative tasks.
Tap on the ***Edit Inspection*** button Make the necessary changes	Tap on **Edit Inspection** to modify the name of the property, to indicate a scattered site or update the **Comments** field. **NOTE**: The **Comments** field allows the entry of comments (up to 255 characters) for the property.

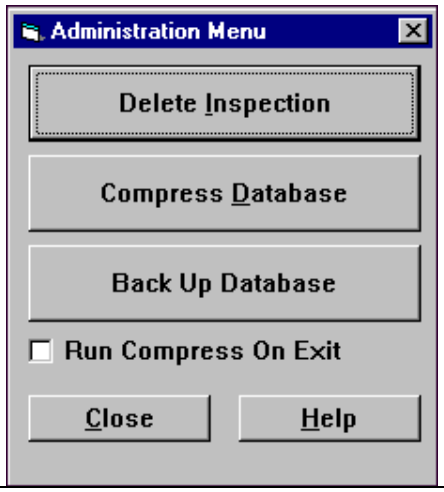
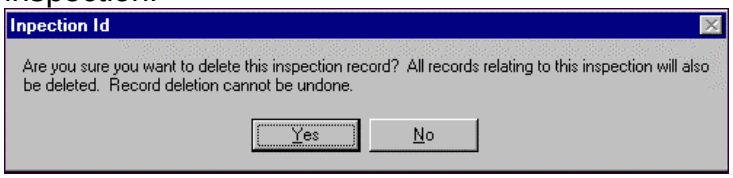
Demonstration	Explanation/Illustration
Tap on the ***Save Inspection*** button	Tap on [Save Inspection] to save your changes.
Tap on the ***Address Info*** button to enter or update the property's address	Tap on [Address Info].
Tap on the ***Edit Address*** button	Tap on [Edit Address]. Note: If you do not edit the address, tap on the [Close Form] button to return to the **Property Information** tab.
Enter the property's address information	Update the appropriate fields.  Do not enter parentheses () or hypens (-) as part of the phone number; simply enter the numbers and the system automatically formats the phone number.
Tap on the ***Save Address*** button	Tap on [Save Address] to save your update.

Recording Certificate Information

Demonstration	Explanation/Illustration
Tap on the ***Certificates*** button	Tap on the Certificates button on the **Property Information** tab.
Tap in the appropriate checkbox for each certificate	The **Certificate/Inspections/PM Records** screen displays. The certificates to be inspected are listed.  Tap in the checkbox in the ***Yes*** column if you have verified the existence of a valid certificate. Tap in the checkbox in the ***No*** column if a certificate is not available for you to verify. Tap in the checkbox in the ***NA*** column if it is not applicable to the property inspection. Each certificate must be verified and checked accordingly.

	Background information on the two lead based paint certificates: • Lead Based Paint Disclosure form • Lead-Based Paint Inspection report
	Section 1018 of the Residential Lead-Based Paint Hazard Reduction Act of 1992 requires sellers, landlords, and agents to warn homebuyers and tenants of lead-based paint and lead-based paint hazards in housing built prior to 1978. The lead-based paint disclosure regulations implementing this statutory provision (Lead Disclosure Rule) apply to all pre-1978 housing including all public housing and HUD-assisted housing, as well as private housing. REAC's physical inspection protocol requires the following information relevant to targeting Lead Disclosure Rule enforcement efforts: 1. Date of construction of buildings 2. Condition of paint 3. Presence of lead certificates With the release of DCD 2.3, REAC added the following two lead-based paint items to the physical inspection protocol: 1. Presence of lead-based paint disclosure forms 2. Presence of lead-based paint inspection reports
Select the ***Close Form*** button	Tap on the button to return to **Property Information** tab.

Deleting an Inspection

Demonstration	Explanation/Illustration
Select the inspection to delete	Tap on the Inspection Number to delete on the **Property Information** tab.
Tap on the ***Administration*** button	Tap on the Administration button. The **Administration Menu** displays. 
Tap on the ***Delete Inspection*** button	Tap on the Delete Inspection button.
Tap on the ***Yes*** or ***No*** button	Tap Yes if you want to delete the inspection or tap No if you do not want to delete the inspection. 
Tap on the ***Close*** button	Tap on the Close button to return to the **Property Information** tab.

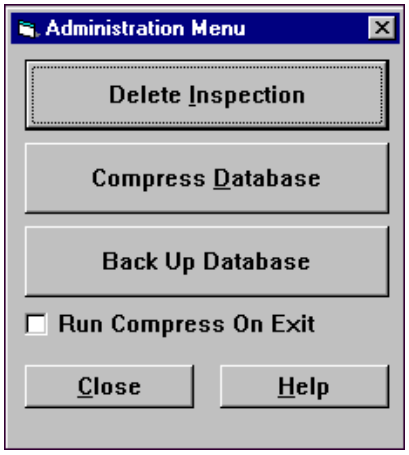
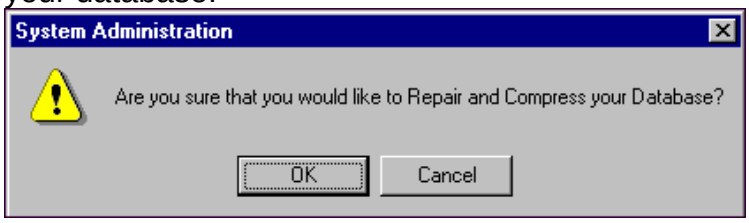
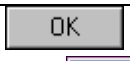
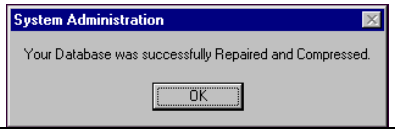
Compressing the Database

Compressing the database allows the capability to recover disk space allocated to deleted records.

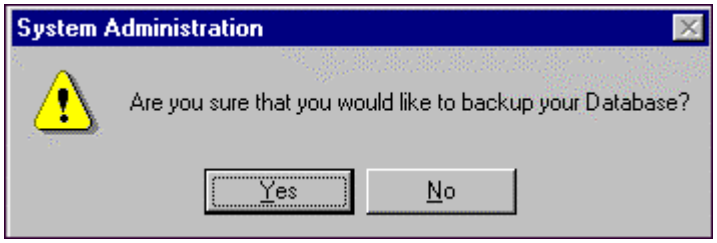
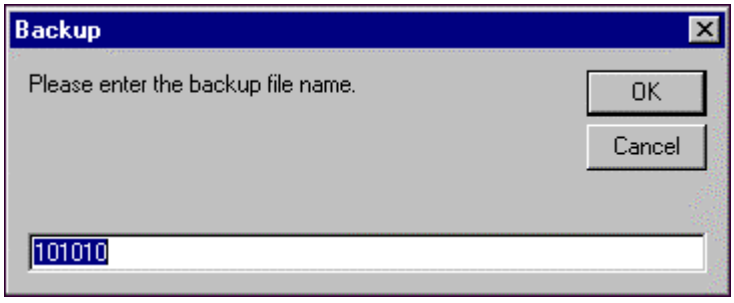
This can be done from three locations:

- Start up screen
- Property Information page
- On program exit

Demonstration	Explanation/Illustration
Exit and restart the DCD 2.3a Public Version program	
Tap on the ***Compress Database*** button on the initial screen	

Demonstration	Explanation/Illustration
Tap on the ***Compress Database*** button	Tap on the button. 
	You can also check "Run Compress on Exit" so the system will automatically compress your DCD's database when you exit the program.
Tap on the ***OK*** or ***Cancel*** button	Tap if you want to repair and compress your database. 
	Tap the  button. 
	Tap on the button to return to the **Property Information** page.

Backing Up Your Database

Demonstration	Explanation/Illustration
	The Back Up Database function allows the user to make a backup copy of the database. The backup copy is located on the C:\Program Files\hudinsp\backup. The file serves as a safeguard against the file becoming corrupted due to system malfunctions.
Tap on the ***Back Up Database*** button	Tap on the **Back Up Database** button located on the **Administration Menu**.
Tap on the ***Yes*** button	Tap on the Yes button to backup your database. 
Enter name of the backup file and tap ***OK***	Enter the name of the backup file and tap on the OK button. 

Demonstration	Explanation/Illustration
Tap on the ***OK*** button	Tap on the OK button.
Tap on the ***Close*** button	Tap on the Close button located on the **Administration Menu** to return to the **Property Information** page.

Tips on how to retrieve/refresh the database

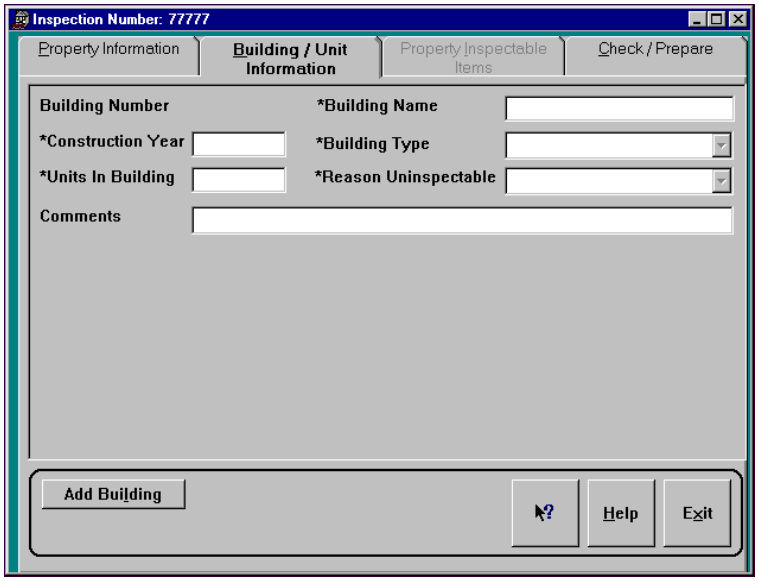
If due to a system malfunction and the system's working database "REAC_DCD.mdb becomes unusable, you may use the copy, rename functionality provided by the Windows 95 Operating System to retrieve and refresh your database.

Please follow the following steps to retrieve and refresh your database;

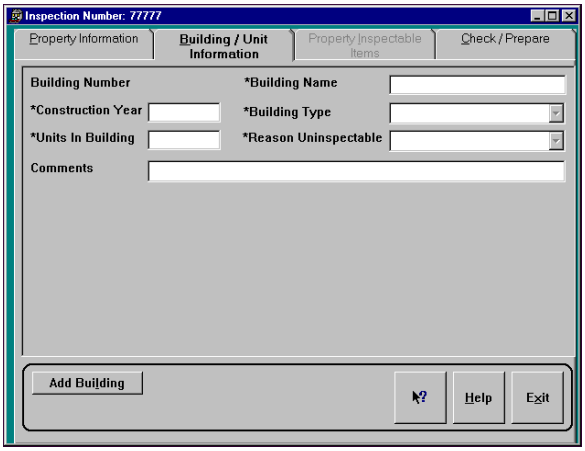
1. Start Windows Explorer and locate the latest database backup in the C:\Program Files\HUDINSP\Backup folder.
2. Select the database file by pointing to it and making a single left click.
3. Move the mouse pointer on the selected file and click on the right button on mouse.
4. Click on Rename in the window provided.
5. Rename the file to" Reac_Dcd.mdb".
6. Select the Reac_Dcd.mdb file by pointing to it and making a single left click.
7. Place the mouse pointer on the selected file and click on the right button on mouse.
8. Click on Copy in the window provided.
9. Locate file Reac_Dcd.mdb in c:\Program Files\HUDINSP\Data folder.
10. Select this file by pointing to it and making a single left click**.**
11. Place the mouse pointer on the selected file and click on the right button on mouse.
12. Click on Delete in the window provided, and confirm to send the deleted file to the Recycle Bin.
13. Locate the folder C:\Program Files\HUDINSP\Data in Windows Explorer
14. Place the mouse pointer on the folder and single click on the right button on mouse.
15. Click on Paste in the window provided.
16. Verify that the file Reac_Dcd.mdb was copied in the folder by pointing to the folder and double clicking on the left mouse button.

	17. If file does not exist repeat steps 6-8, and 13-15. **Tip:** **Advanced users may use this feature to make incremental backups and in effect partition the database by creating smaller databases. For instance, when inspecting a large complex that has for example 500 plus units, users may create database backups after every 100 units. In case of a system malfunction they will be able to refresh the database up to the last backup stage.** **Note: The working-system-database remains intact and will always have all the data. Users may make a duplicate/backup of the working-system-database when all the inspections are completed provided there is enough disk space on their DCD/PC.**

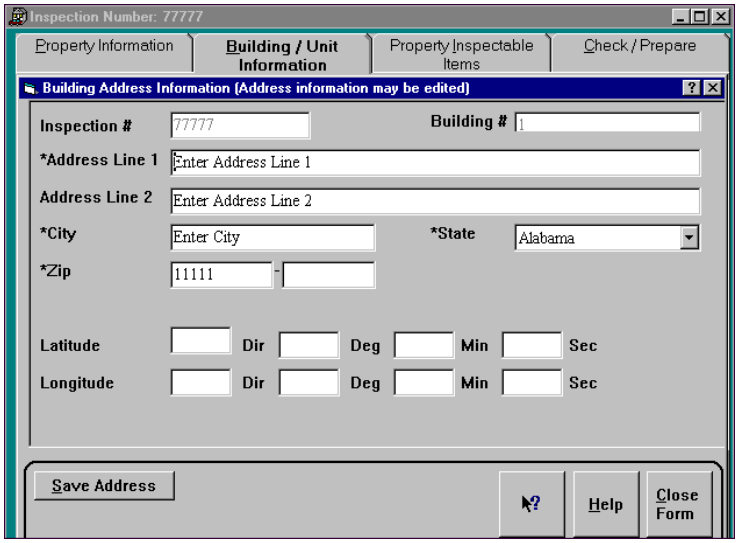
Building/Unit Information

Demonstration	Explanation/Illustration
Tap on the **Building/Unit Information** tab	

Adding a Building

Demonstration	Explanation/Illustration
Tap on the ***Add Building*** button	Tap on the **Add Building** button. 

	Enter the required information for the building, including building name, construction year, building type, number of units in building, and reason uninspectable. **NOTE**: The asterisk (*) before a field name indicates a required field. The DCD automatically enters the building number in the order it was added.
Demonstration	Explanation/Illustration
Tap in the ***Building Name*** field and enter the name	Enter the name of the building.
Tap in the ***Construction Year*** field	Enter the year the building was built.
Tap on the ***Building Type*** drop-down arrow to select the type	Select the type of building from the drop-down list.
Tap in ***Units in Building***	Enter the number of units in the building.
Tap on the ***Save Building*** button	Tap on the Save Building button to save the building information. The following message box appears when a new building is added:

Demonstration	Explanation/Illustration
Tap on the ***OK*** button	Tap OK. The **Building Address Informtion** screen displays.  Update the fields appropriately.
	Latitude and Longitude fields: **Note**: These new fields are for the Office of Native American Programs (ONAP) properties. Enter data into the appropriate fields.

Background Information:

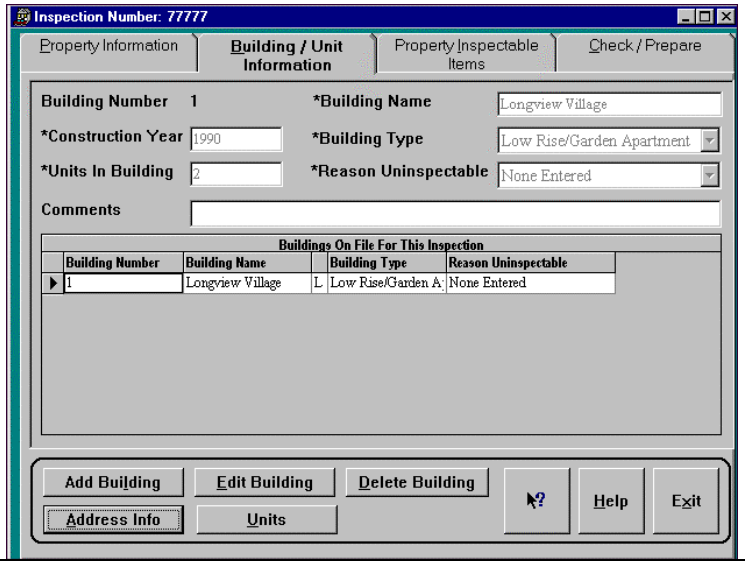
Latitude and longitude coordinates apply only to ONAP properties. The requirements associated with the use of this feature are still in the pilot phase.

Using a Global Positioning System reader, inspectors can determine the latitude and longitude coordinates of each building in the inspection sample.

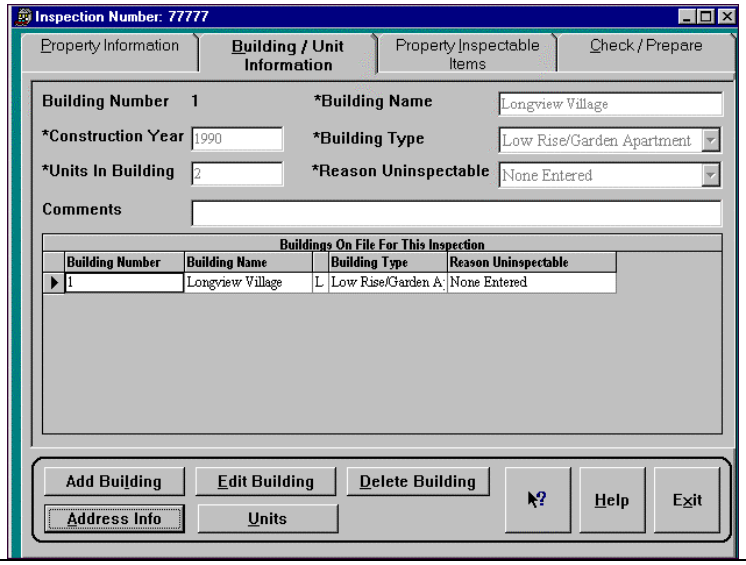
There is one GPS reading for each building. The reading is taken from the main outdoor entrance of each building.

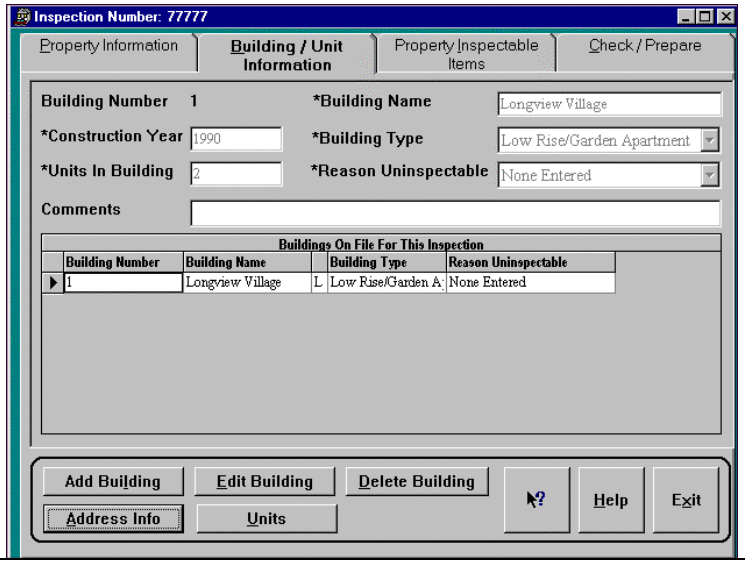
The latitude and longitude coordinates are recorded using the degrees, minutes, and seconds (DMS) format. (Example: Latitude: N 038° 53' 01.9" and Longitude: W 077° 01' 46.8")

	General Information: **Latitude** Direction: N (North), S (South). Degree: This field has three characters. The first position is always 0. The values for this field are 0 to 90. Minutes: The values for minutes are greater than or equal to 0 and less than 60. Seconds: The Seconds field has four characters. The first two characters are whole numbers, the third character is a decimal point and the fourth character is one decimal place. (Example 24.4) The values for seconds are greater than or equal to 0 and less than 60. **Longitude** Direction: W (West) and E (East). Degree: This field has three characters. The first position is always 0 if the value is less than 100. The values for this field are 0 to 180. Minutes: The values for minutes are greater than or equal to 0 and less than 60. Seconds: The Seconds field has four characters. The first two characters are whole numbers, the third character is a decimal point and the fourth character is one decimal place. (Example 24.4) The values for seconds are greater than or equal to 0 and less than 60.

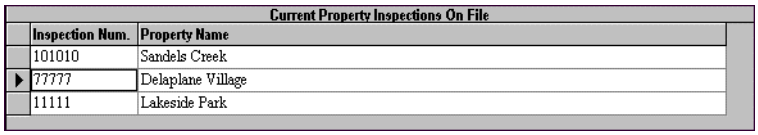
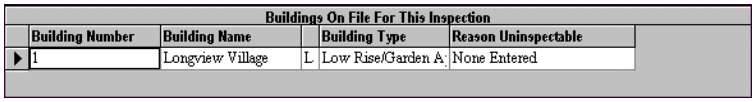
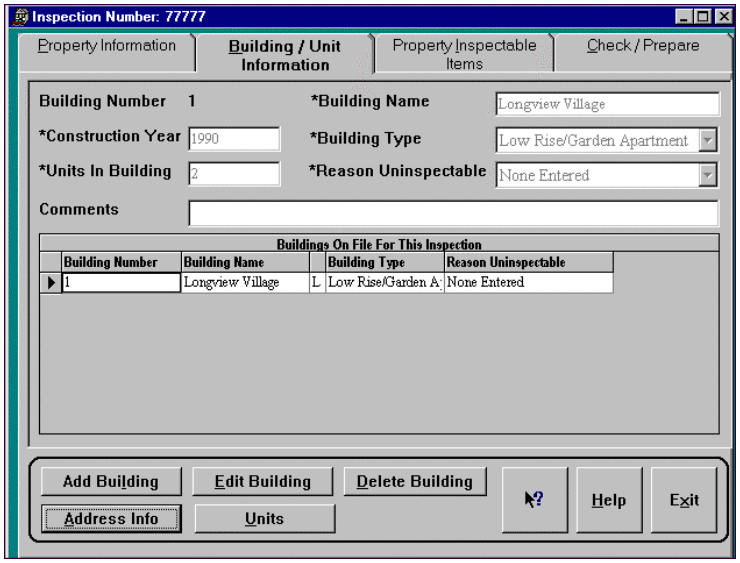
Demonstration	Explanation/Illustration
Tap in **Latitude Dir**	Enter the direction.
Tap in **Latitude Deg**	Enter the degrees.
Tap in **Latitude Min**	Enter the minutes.
Tap in **Latitude Sec**	Enter the seconds.
Tap in **Longitude Dir**	Enter the direction.
Tap in **Longitude Deg**	Enter the degrees.
Tap in **Longitude Min**	Enter the minutes.
Tap in **Longitude Sec**	Enter the seconds.
Tap on the ***Save Address*** button	Tap on [Save Address] to save the coordinates and address information. The **Building/Unit Information** tab displays. 

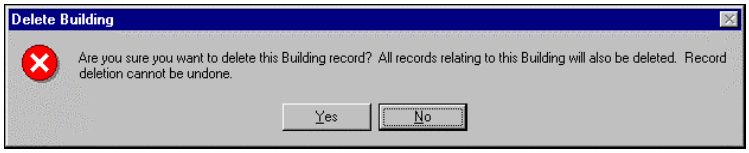
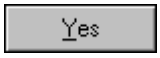
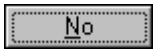
Editing Building Information

Demonstration	Explanation/Illustration
Tap on the ***Edit Building*** button	Tap on [Edit Building] to edit the record currently displayed. 
Tap on the ***Save Building*** button	Tap on the [Save Building] button to save your edits.
Tap on the ***Address Info*** button on the **Building/Unit Information** tab	Tap on the [Address Info] button to edit the address information if applicable.

Demonstration	Explanation/Illustration
Tap on the ***Edit Address*** button Make any necessary edits	Tap on the Edit Address button and make the address changes.
Tap on the ***Save Address*** button	Tap on the Save Address button to save the coordinates and address information. The **Building/Unit Information** tab displays. 

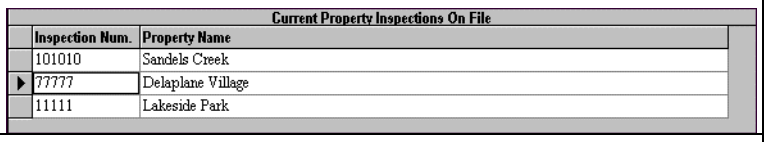
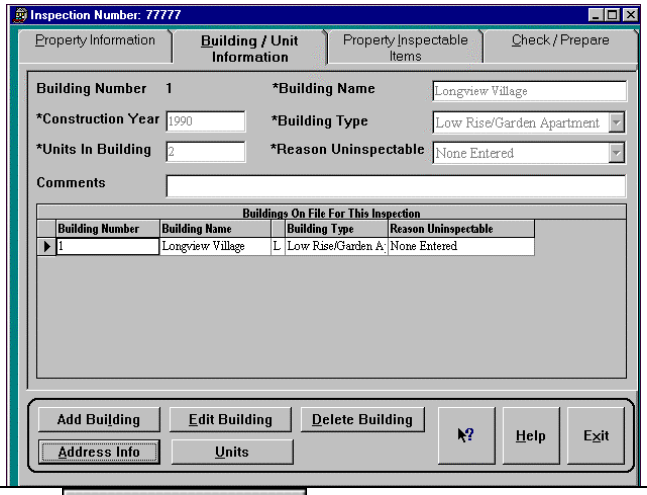
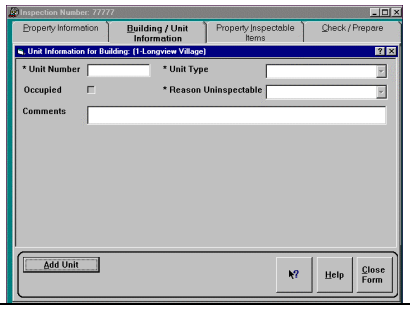
Deleting a Building

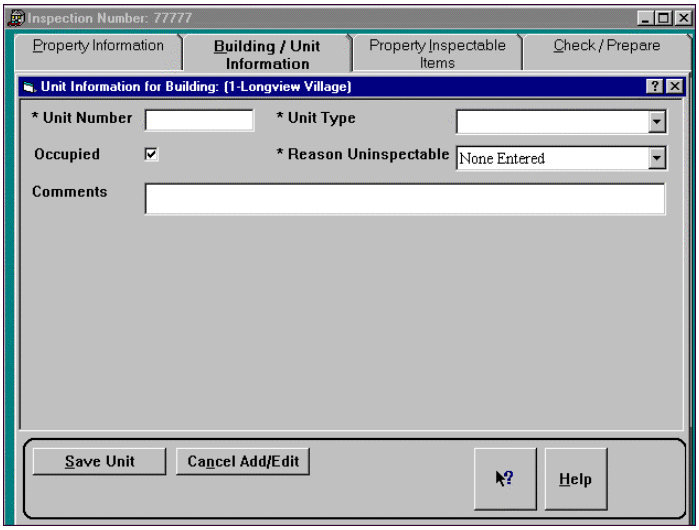
Demonstration	Explanation/Illustration
Select the correct property from the **Property Information** tab	Tap on the Inspection Number of the building to delete.  Current Property Inspections On File Inspection Num. | Property Name 101010 | Sandels Creek 77777 | Delaplane Village 11111 | Lakeside Park
Select the correct building from the **Building/Unit Information** screen	Tap on the Building Number to delete.  Buildings On File For This Inspection Building Number | Building Name | | Building Type | Reason Uninspectable 1 | Longview Village | L | Low Rise/Garden A | None Entered
Tap on the ***Delete Building*** button	Tap on the **Delete Building** button.  Inspection Number: 77777 Property Information | Building / Unit Information | Property Inspectable Items | Check / Prepare Building Number 1 *Building Name Longview Village *Construction Year 1990 *Building Type Low Rise/Garden Apartment *Units In Building 2 *Reason Uninspectable None Entered Comments Buildings On File For This Inspection Building Number | Building Name | | Building Type | Reason Uninspectable 1 | Longview Village | L | Low Rise/Garden A | None Entered Add Building | Edit Building | Delete Building | Help | Exit Address Info | Units

Demonstration	Explanation/Illustration
	A confirmation message displays to ensure you want to delete this building. 
Tap on the ***Yes*** button to delete the building record or the ***No*** button to cancel	Tap on the  button to delete the building record or on the  button to cancel.

Unit Information

Adding Unit Information

Demonstration	Explanation/Illustration
Select the correct property from the **Property Information** tab	Tap on the Inspection Number where the unit informtion will be added. 
On the **Building/Unit Information** tab, and tap on the ***Units*** button	Tap on the **Building/Unit** tab and then the Units button to add unit information. 
Tap on the ***Add Unit*** button	Tap on Add Unit to add all units. 

Demonstration	Explanation/Illustration
Enter the unit information in the appropriate fields	Enter information for all units.
Tap on the ***Save Unit*** button	Tap on the button to save the unit information. 
	Background Information: The **Edit Unit** and **Delete Unit** buttons function the same as the edit and delete buttons for the building information. A **Comments** field is available on the **Unit Information for Building** screen. By tapping on the **Edit Unit** button, the **Comments** field can be updated. The field allows the entry of up to 255 characters.

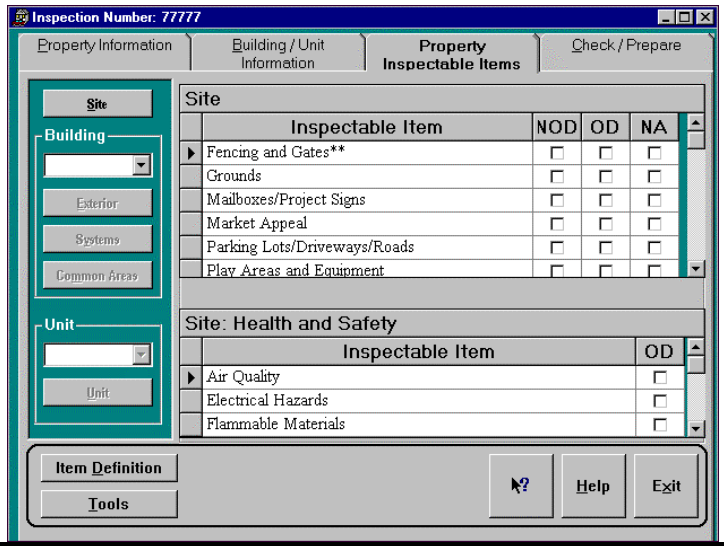
Recording Deficiencies

You can record inspectable item deficiencies directly into PASS 2.3a while conducting the inspection.

Background Information:

Classify deficiencies as level 1(L1), level 2 (L2), or level 3 (L3) according to the protocol. Deficiency definitions are available electronically in PASS 2.3a. For a level 3 deficiency, you must enter comments and the location of the deficiency.

In addition, identify and record both life-threatening and nonlife-threatening health and safety hazards.

Demonstration	Explanation/Illustration
Tap on the **Property Inspectable Items** tab	

Background Information:

You must address every inspectable item to successfully complete your inspection.

Site Inspectable Items

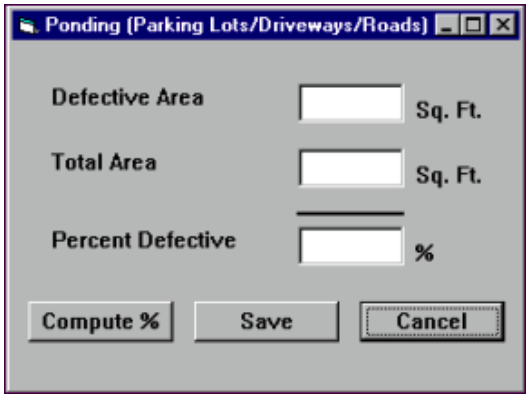
Demonstration	Explanation/Illustration
Tap on the **Site** button	Tap on to record site deficiencies, including observed health and safety deficiencies. Use the scroll bar on the right to go through the lists.
	Background: Proportionality: Proportionality is used to determine the percentage of the defected area. The level of the rating is based on the percentage of the defect. The percentage is calculated by dividing the total area by the measurement of the defect. **Example**: If the Total Area of the parking lot is 5,000 square feet and the defect is 500 square feet, then the defect represents 10% of the total area. The three inspectable defects where proportionality applies are: • Ponding (parking lots/driveways/roads) • Cracks (parking lots/driveways/roads) • Cracks/settlement/heaving (walkways/steps) The property representative provides the total area owned for the parking lots/driveway/roads (in square feet) and the walkways/steps (in square feet). If the measurements for the total area are not known, estimate the measurement of the area. Use the predetermined measures to estimate the size of the parking lot.

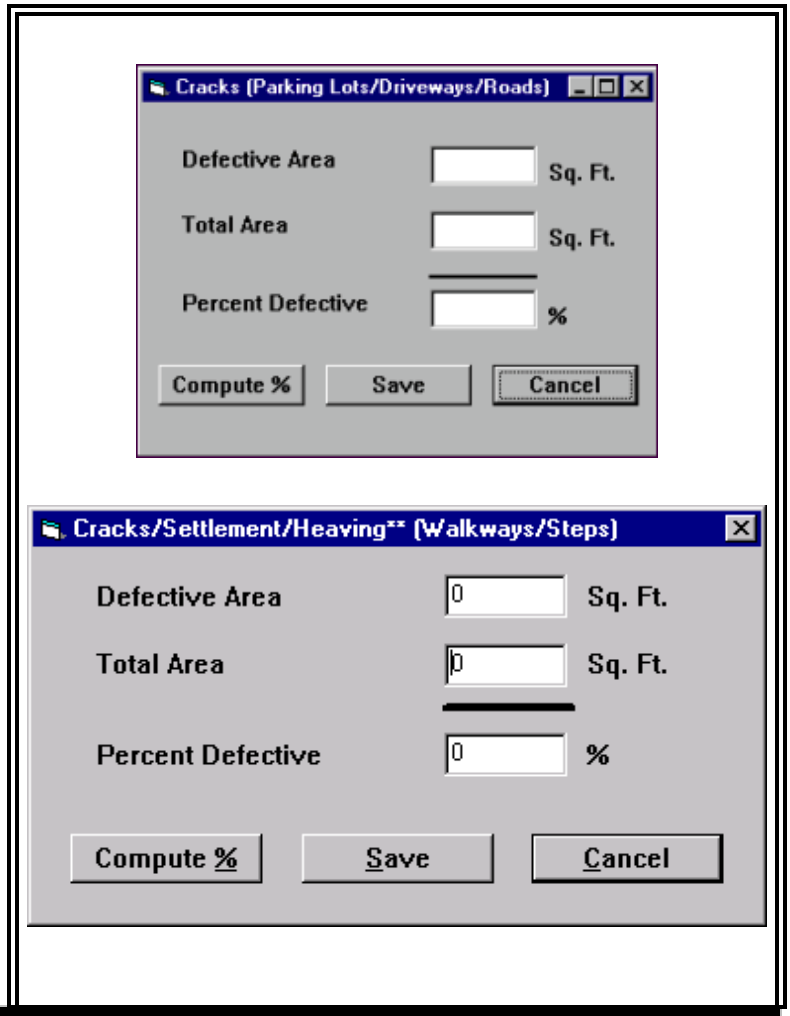
The predetermined measurement for full-sized cars is 9 ft. by 20 ft. or 180 square feet. For subcompact cars the predetermined measurement is 8 ft. by 15 ft. or 120 square feet.

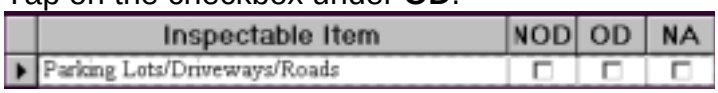
Note: The measurement for the driveway within the parking lot is the length of the driveway x 20 ft.

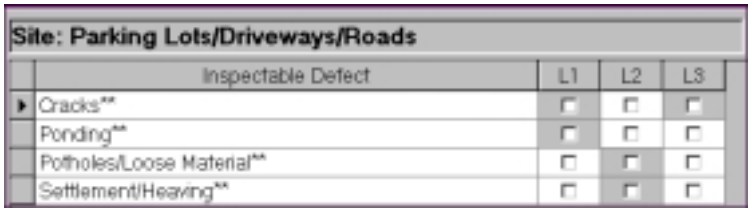
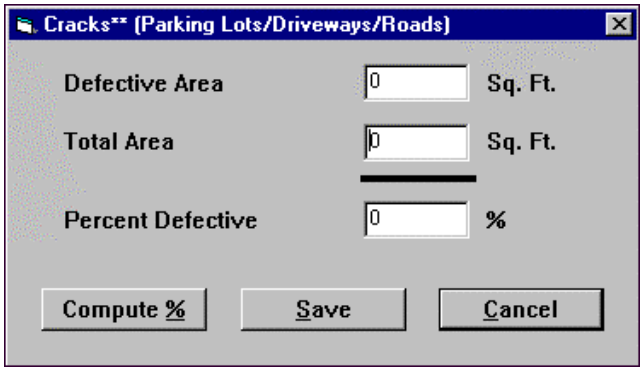
Source for the predetermined measurements: A Policy on Geometric Design of Highways and Streets published by AASHTO.

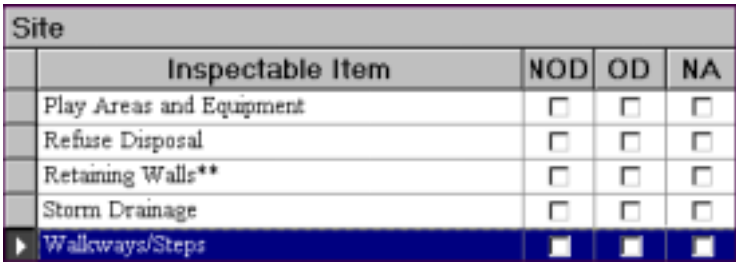
If an observable defect level (L1, L2, or L3) on the Inspectable Defect screen for Ponding (Parking Lots/Driveways/Roads), Cracks (Parking Lots/ Driveways/Roads) or Cracks/Settlement/ Heaving (Walkways/Steps) is selected; one of the following three screens automatically displays:

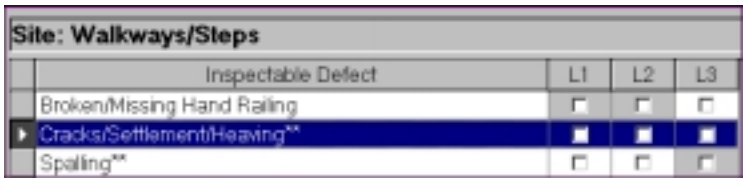
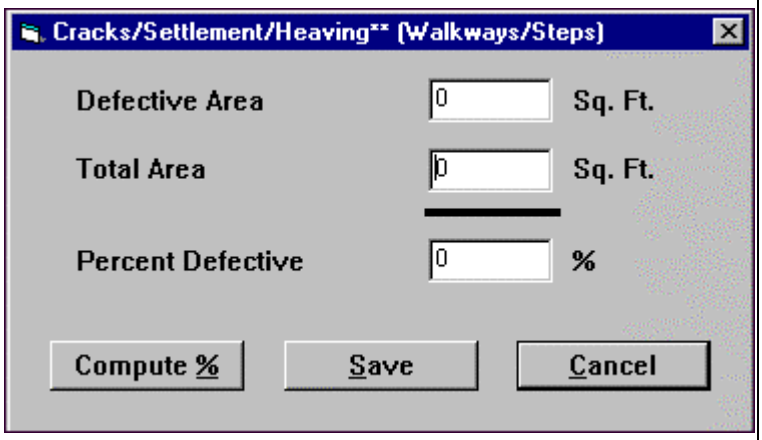




Demonstration	Explanation/Illustration
Tap on the Inspectable Item: Parking Lots/Driveways/Roads	Tap on Parking Lots/Driveways/Roads.
Tap on **OD** checkbox	Tap on the checkbox under **OD**. 

Demonstration	Explanation/Illustration
Tap on the level deficiency checkbox	The **Inspectable Defects** screen displays.  Tap on L2 for Cracks. Proportionality applies to Cracks and Ponding.
	The appropriate proportionality screen displays. 
Enter the square footage of the total area in the **Total Area** field.	Enter the square footage of the total area.
Enter the square footage of the defective area in the **Defective Area** field.	Enter the square footage of the defective area.

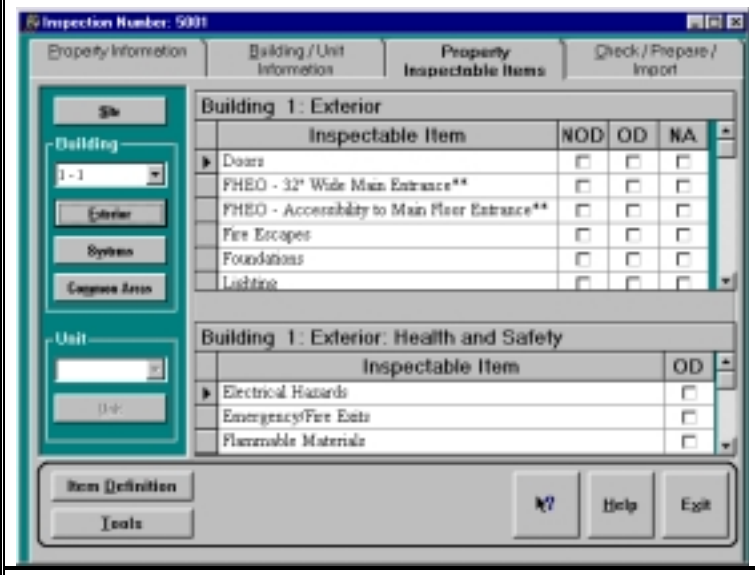
Demonstration	Explanation/Illustration
Tap on the **Compute %** button	Tap on Compute %. **NOTE**:The system computes the percentage of the area that is defective and inserts the percentage value in the ***Percent Defective*** field.
Tap on the ***Save*** button	Tap on the Save button to save the computed value and return to the current Inspectable Defect screen. **NOTE**: The Location/Comments pop-up window displays after the Save button is tapped whenever Level 3 is selected for a defect.
	Based on the definition for the defect, you may need to select another defect level.
Select the ***Close Form*** button	Tap on Close Form to return to the **Inspectable Item** page.
Tap on the Inspectable Item: Walkways/Steps	 Tap on Walkways/Steps.

Demonstration	Explanation/Illustration
Tap on the **OD** checkbox	Tap on the checkbox under ***OD***. The **Inspectable Defect** screen displays. Proportionality applies to Cracks/Settlement/Heaving. 
Tap on the level of deficiency of the defect	Tap on the appropriate level of deficiency. The **Cracks/Settlement/Heaving **Walkways/Steps)** screen displays. 
Enter the square footage of the total area in the **Total Area** field.	Enter the square footage of the total area.
Enter the square footage of the defective area in the **Defective Area** field.	Enter the square footage of the defective area.

Demonstration	Explanation/Illustration
Tap on the ***Save*** button	Tap on the Save button to save the computed value and return to the current inspectable defect screen. **NOTE**: The Location/Comments pop-up window displays after the Save button is tapped whenever Level 3 is selected for a defect.
	Based on the definition for the defect, you may have to select another defect level.
Select the ***Close Form*** button	Tap on Close Form to return to *the* ***Inspectable Item*** screen.

Building Inspectable Items

Demonstration	Explanation/Illustration
Select a building	 After inspecting and recording the site items/deficiencies, tap on the drop-down menu ( ) to select the building.
	When the building is selected, the exterior inspectable items display.
Record your observations for each exterior inspectable item	Use the scroll bars on the right to move through the lists.
	NOTE: Two of the inspectable items pertain to Fair Housing and Equal Opportunity. They are: • FHEO – 32" Wide Main Entrance • FHEO – Accessibility to Main Floor Entrance **Note**: Fair Housing Equal Opportunity (FHEO)

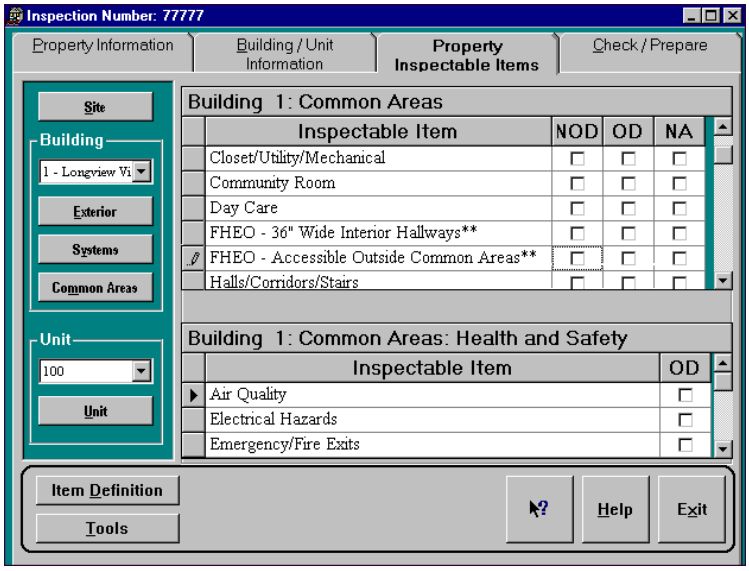


For the inspectable item FHEO – 32” Wide Main Entrance, there is only one inspectable defect: Main entrance less than 32” wide. Verify that the main entrance for each building inspected is at least 32” wide. If the width of the main entrance is 32” wide or wider, tap No Observable Defect (NOD).
If the width of the main entrance is less than 32” wide, tap Observable Defect (OD). Tap Level 3 and update the **Defect Location and Comments** screen.

For the inspectable item FHEO – Accessibility to Main Floor Entrance, there is only one inspectable defect: Obstructed or Missing Accessibility Route. Verify that there is an accessible route to and from the main ground floor entrance for each inspected building. Accessible routes include a level, unobstructed surface to the door, ramps, etc. that can be accessed by a wheelchair.

If the main ground floor entrance for a building is accessible, tap No Observable Defect (NOD).
If the main ground floor entrance for a building is inaccessible, tap Observable Defect (OD). Tap Level 3 and update the **Defect Location and Comments** screen.

Demonstration | Explanation/Illustration

Tap on the ***Systems*** button	Tap on Systems to record deficiencies.
Record your observations for each inspectable item	Use the scroll bars on the right to move through the lists.
Tap on the ***Common Areas*** button	Tap on the Common Areas button to record deficiencies.
Record your observations for each inspectable item	Use the scroll bars on the right to move through the lists.
	Two inspectable items pertain to Fair Housing and Equal Opportunity. They are: • FHEO – 36" Wide Interior Hallways • FHEO - Accessible Outside Common Areas  For the inspectable item FHEO – 36" Wide Interior Hallways, there is only one inspectable defect;

Multi-story Building Hallways/Common Areas Less Than 36" Wide. Verify that the interior hallways to the inspected units and common areas in the inspected multi-story buildings are at least 36" wide.

- If the width of the hallways is 36" wide or wider, tap No Observable Defect (NOD).

- If the width of the hallways is less then 36" wide, tap Observable Defect (OD). Tap Level 3 and update the **Defect Location and Comments** screen.

For the inspectable item FHEO – Accessible Outside Common Areas, there is only one inspectable defect: Routes Obstructed or Inaccessible to Wheelchair. Verify that routes to all outside common areas are accessible to wheelchairs. Accessible routes include curb cuts, ramps, and, unobstructed sidewalks with sufficient 36" width.

- If the routes to all outside common areas are accessible to wheelchairs, tap No Observable Defect (NOD).

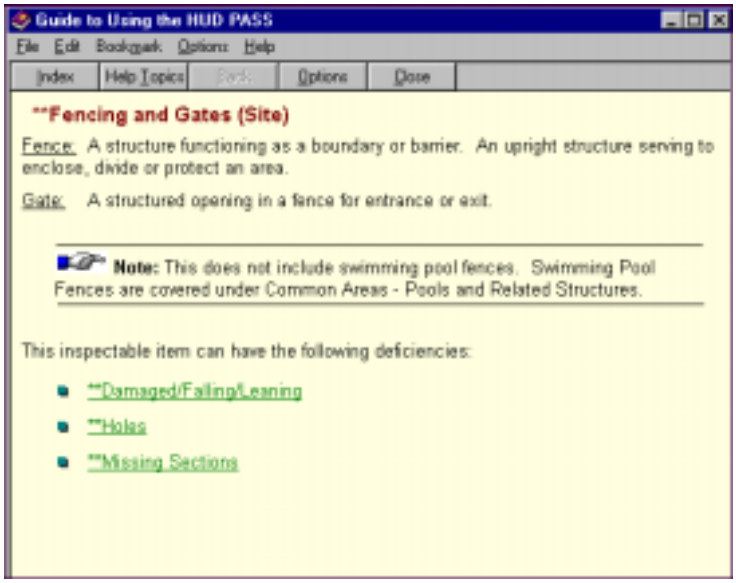
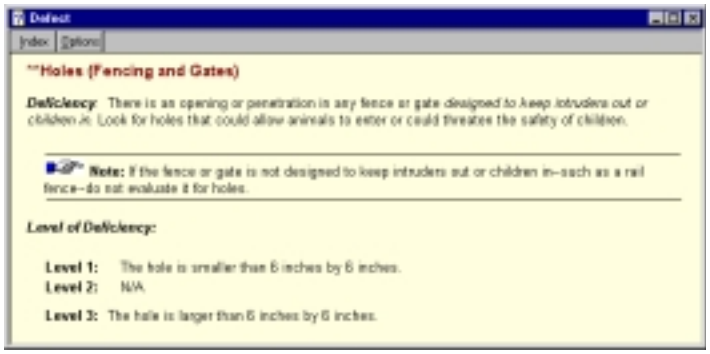
- If the routes to all outside common areas are inaccessible to wheelchairs, tap Observable Defect (OD). Tap Level 3 and update the **Defect Location and Comments** screen.

Unit Inspectable Items

Demonstration	Explanation/Illustration
Select a unit	Tap on the ***Unit*** drop-down menu ( ) to select the building
Record your observations for each unit inspectable item	Use the scroll bars on the right to move through the lists.

Definitions

Demonstration	Explanation/Illustration
Tap on an inspectable item	The item you selected is indicated by . For example, you want a definition for Note: Double asterisks (**) appearing after an Inspectable Item or Inspectable Defect indicates the definition has been revised.
Tap on the ***Item Definition*** button	Tap on to obtain a definition for an inspectable item. If the definition has been revised double asterisks (**) appear in front of the Item Definition on the Item and Definition screens. For this example, the system help provides you with a definition for fencing and gates as well as the possible deficiencies.

Demonstration	Explanation/Illustration
Tap on a deficiency link	 For example, tap on the Holes link for more information on the deficiency, including the severity definitions.
	 Use the scroll bar on the right to view the definitions for level 1, level 2, and level 3 deficiencies.
Tap on the Close control icon	Tap on ☒ in the top right corner to close the deficiency definition window.

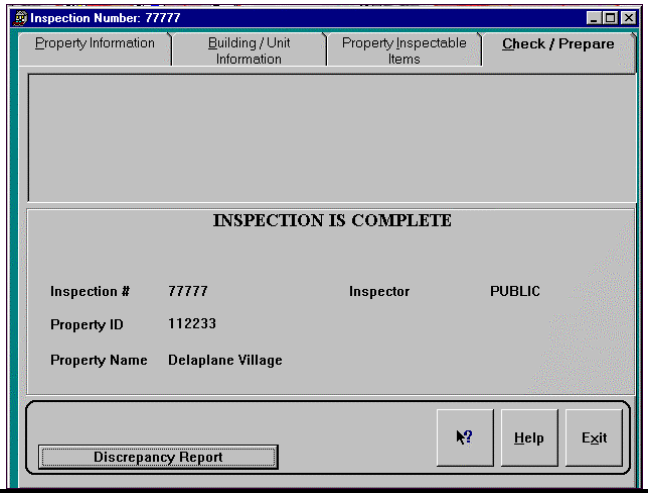
Tools

Demonstration	Explanation/Illustration
Tap on the ***Tools*** button	provides a calculator and a notepad.

Checking/Preparing the Inspection

The check/prepare process ensures that the inspection has been completed.

This should be done before leaving the site to prevent having to return to the property to verify any missing information.

Demonstration	Explanation/Illustration
Tap on the **Check/Prepare** tab	The verification process checks to ensure that all the buildings and unit entered in the property information profile are inspected.
Review the page to identify whether the inspection is completed.	If the inspection is not complete, the reason and area are identified. Complete the inspection and check again.
	The **Check/Prepare** page indicates when the inspection is completed. 

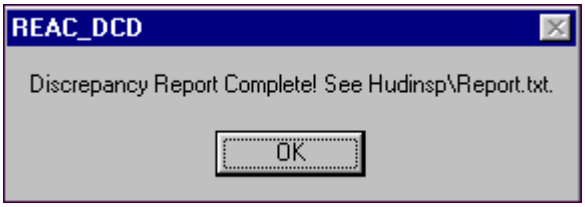
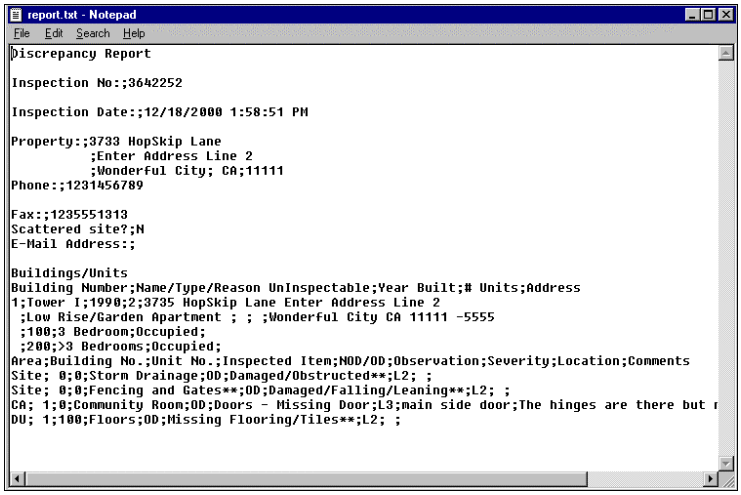
Life Threatening Hazards Report

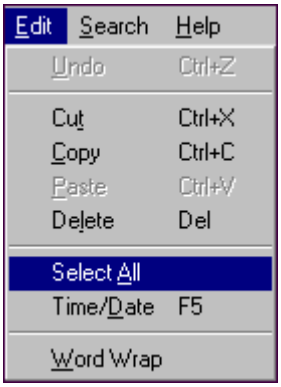
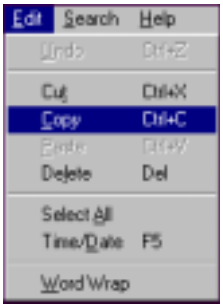
Demonstration	Explanation/Illustration
Tap on the Life Threatening Hazards Report button	If there are any life-threatening hazards, tap on the [Life Threatening Hazards Report] button to view the report. This can be used to complete the Notification of Exigent and Fire Safety Hazards Observed form. **NOTE**: This button is only available if there are life-threatening hazards for the property.

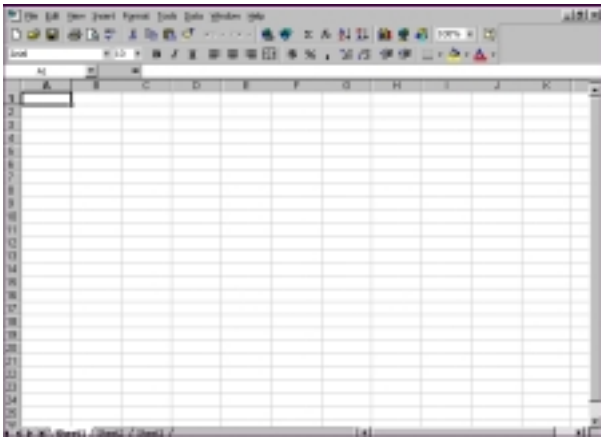
Discrepancy Report

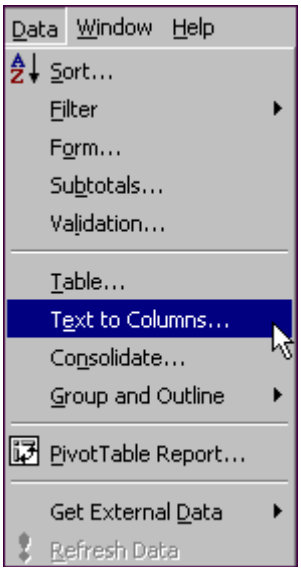
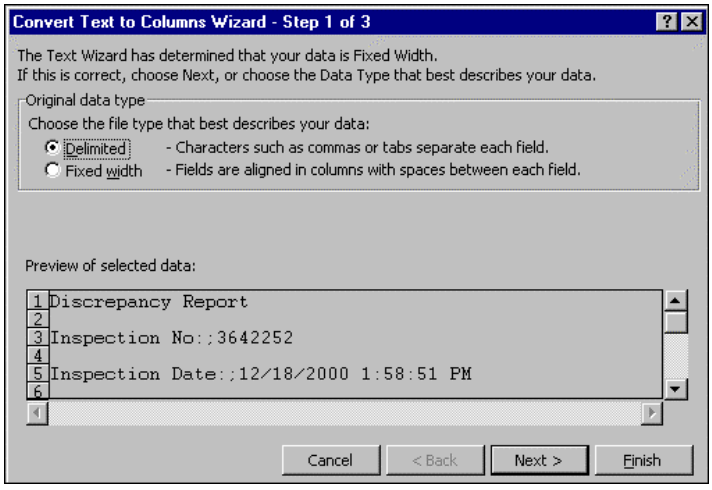
Tap on the ***Discrepancy Report*** button	If there are any observed defects, tap on [Discrepancy Report] to view the report. This can be used to complete the Notification of Exigent and Fire Safety Hazards Observed form. **NOTE:** This button is always available. There must be at least one building or building and unit, or one Observed Defect (OD) in Site, Exterior, Systems, Common Areas, Units or in the respective Health and Safety areas for a Discrepancy Report to be generated. If not, a message is displayed indicating that the report is not generated.

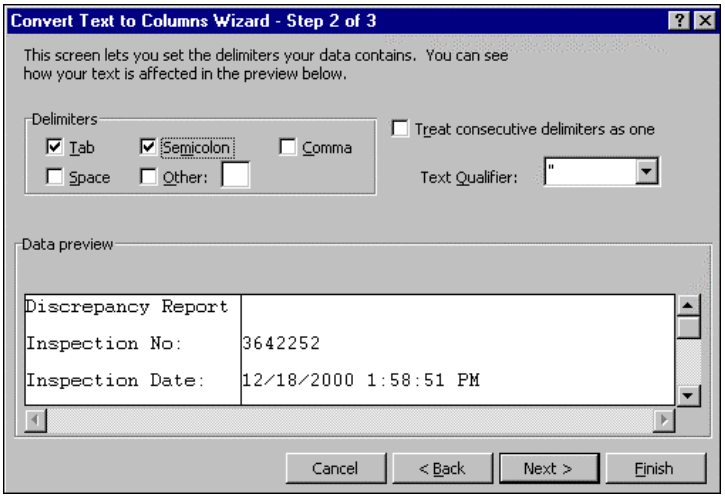
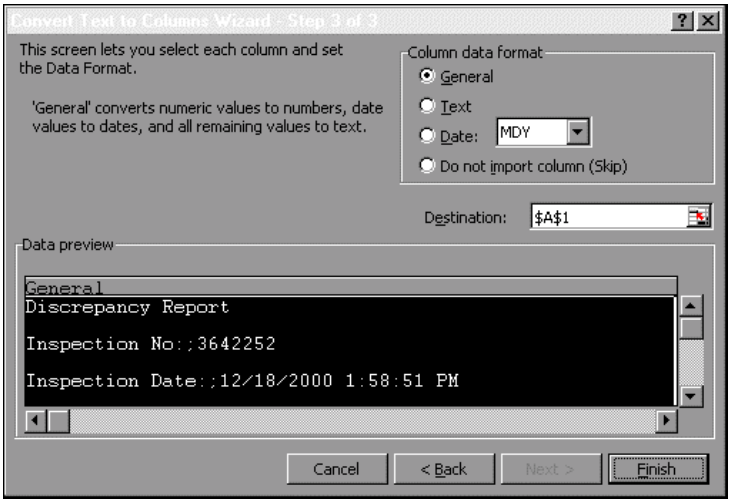
Importing the Discrepancy Report into Another Application (Excel)

Demonstration	Explanation/Illustration
Tap on the ***Discrepancy Report*** button	Tap on the button.
	The following message window displays:  Tap on the button.
	The Discrepancy Report displays: 

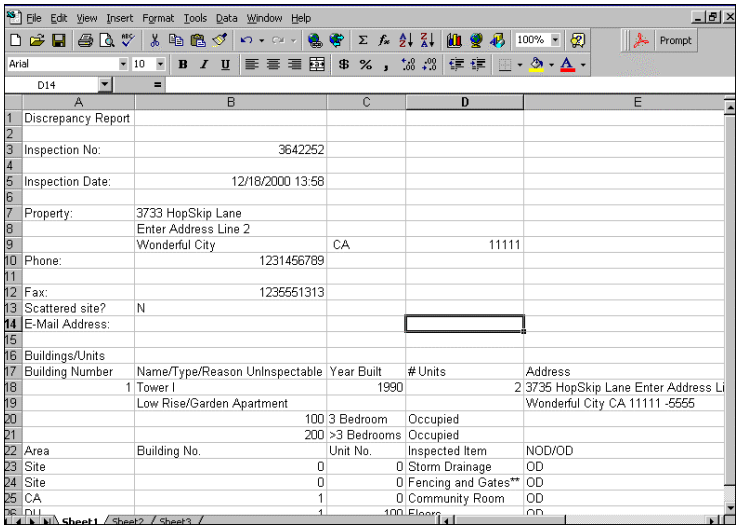
Demonstration	Explanation/Illustration
Select data	Select data by tapping from the Menu Bar, **Edit** and **Select All**. 
Copy the data	Tap on the Ctrl and C keys or from the Menu Bar select, **Edit** and then **Copy.** 

Demonstration	Explanation/Illustration
	Open an Excel spreadsheet. 
Paste data into spreadsheet	Tap on the Ctrl and V keys or select from the Excel Menu Bar, **Edit** and **Paste**.

Demonstration	Explanation/Illustration
	Highlight Column A, and from the Menu bar, tap on **Data**.
	Tap on **Text to Columns**. 
The **Convert Text to Columns Wizard – Step 1 of 3** displays	 Tap on the **Delimited** radio button and tap on the button.

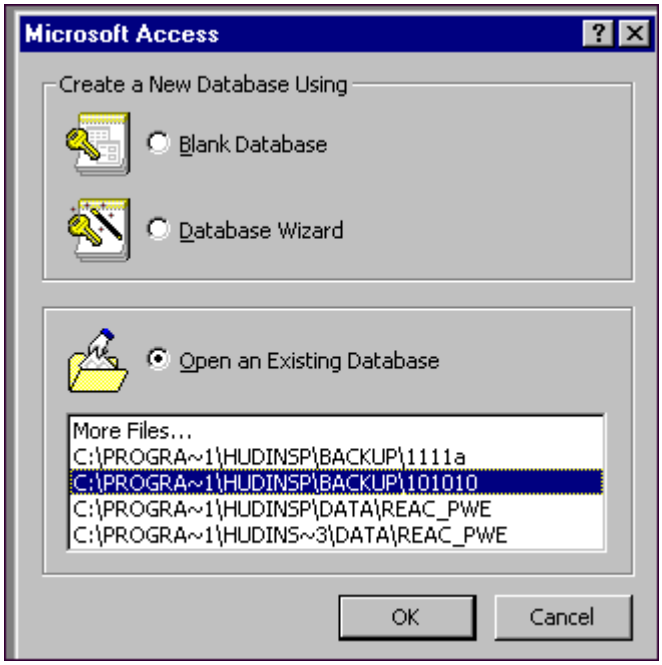
Demonstration	Explanation/Illustration
The **Convert Text to Columns Wizard – Step 2 of 3** displays	 Tap on the **Semicolon** radio button and tap on the button.
The **Convert Text to Columns Wizard – Step 3 of 3** displays	 Tap on the button.

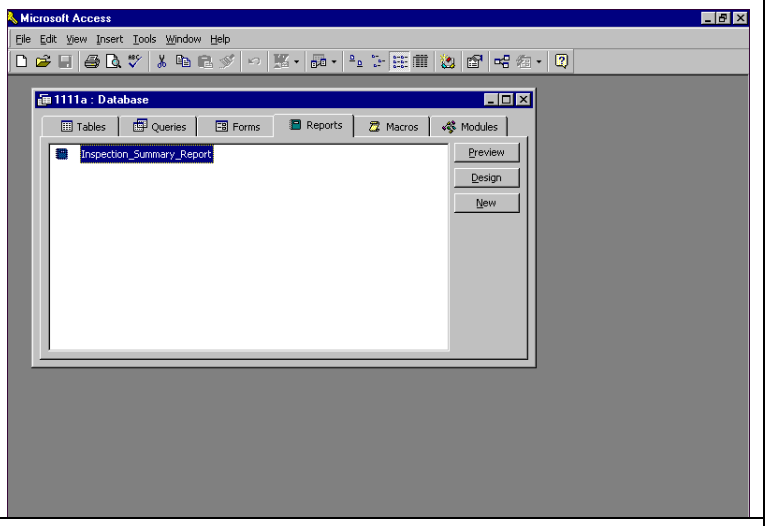
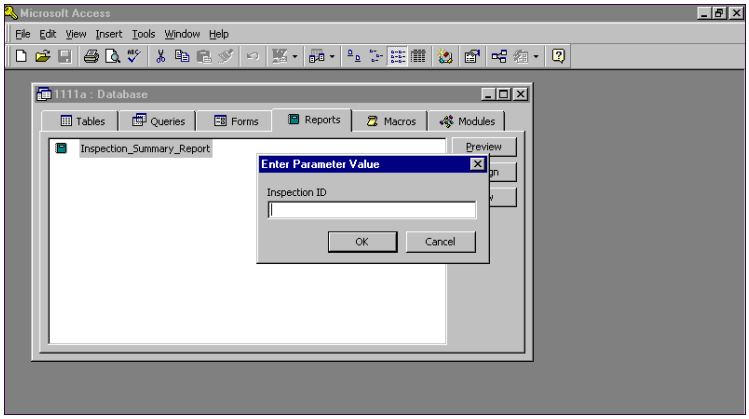
Demonstration	Explanation/Illustration
	The Discrepancy Report displays.



	A	B	C	D	E
1	Discrepancy Report				
2					
3	Inspection No:	3642252			
4					
5	Inspection Date:	12/18/2000 13:58			
6					
7	Property:	3733 HopSkip Lane			
8		Enter Address Line 2			
9		Wonderful City	CA	11111	
10	Phone:	1231456789			
11					
12	Fax:	1235551313			
13	Scattered site?	N			
14	E-Mail Address:				
15					
16	Buildings/Units				
17	Building Number	Name/Type/Reason UnInspectable	Year Built	# Units	Address
18	1	Tower I	1990	2	3735 HopSkip Lane Enter Address Li
19		Low Rise/Garden Apartment			Wonderful City CA 11111 -5555
20		100	3 Bedroom	Occupied	
21		200	>3 Bedrooms	Occupied	
22	Area	Building No.	Unit No.	Inspected Item	NOD/OD
23	Site	0	0	Storm Drainage	OD
24	Site	0	0	Fencing and Gates**	OD
25	CA	1	0	Community Room	OD

Generating an Inspection Summary Report Using ACCESS

	Tap on the button located on your desktop.
	Tap on .
	Tap on .
	Click on the file desired. 
	Click on the button.

	Click on the Preview button. 
	Enter the Inspection ID number. 
	Click on the OK button.
	The Inspection Summary Report displays.

To print the Inspection Summary Report	Click on the File Menu.
	Click **Print** and then the button.
To close ACCESS	Click **File** and then **Exit.**