

## Chapter 2: Getting Started

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### **Software and Hardware Requirements**

The electronic submission of Financial Data Schedules and Data Collection Forms using the Financial Assessment Subsystem for PHAs (FASS-PH) requires computer resources and an Internet browser. The optimum software and hardware resources are recommended for efficiency, although users can operate with the minimum required resources.

#### **Optimum Hardware Resources**

Processor: Pentium 100  
RAM: 16 MB  
Modem: 28.8  
Video card: 256k  
Download file size: 5.8MB  
Installed file size: 10MB

#### **Optimum Software Resources**

Windows 95  
Netscape\* 4.76 or HTML-browser application  
Adobe# Acrobat Reader 4.05

— **NOTE: FASS-PH was developed for Netscape 4.76 and Internet Explorer 5.0. Users should not use high versions of Netscape or Internet Explorer than those listed above. Netscape\* 4.5 and 4.6 or Internet Explorer\* 5.0 (32-bit) can be downloaded from the Internet. The procedures to download Netscape\* can be found at <http://home.netscape.com/download>. For instructions on downloading Adobe Acrobat,# please refer to the **Getting Started** chapter of this guide.**

#### **Minimum Hardware Resources**

Processor: 486  
RAM: 8 MB  
Modem: 14.4kb  
Video card: 256k  
Download file size: 5.5MB  
Installed file size: 10MB

#### **Minimum Software Resources**

Windows 3.1  
Netscape\* 4.5 or HTML-3.2 or higher browser application  
Adobe# Acrobat Reader 4.05

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\*Copyright© Microsoft Internet Explorer Corporation.

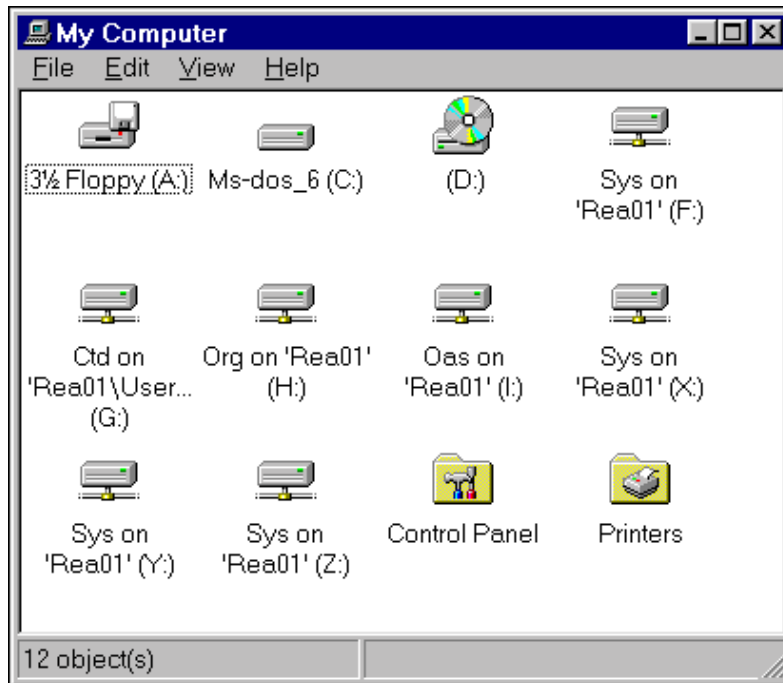
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## Checking Resources


To check your PC's resources:

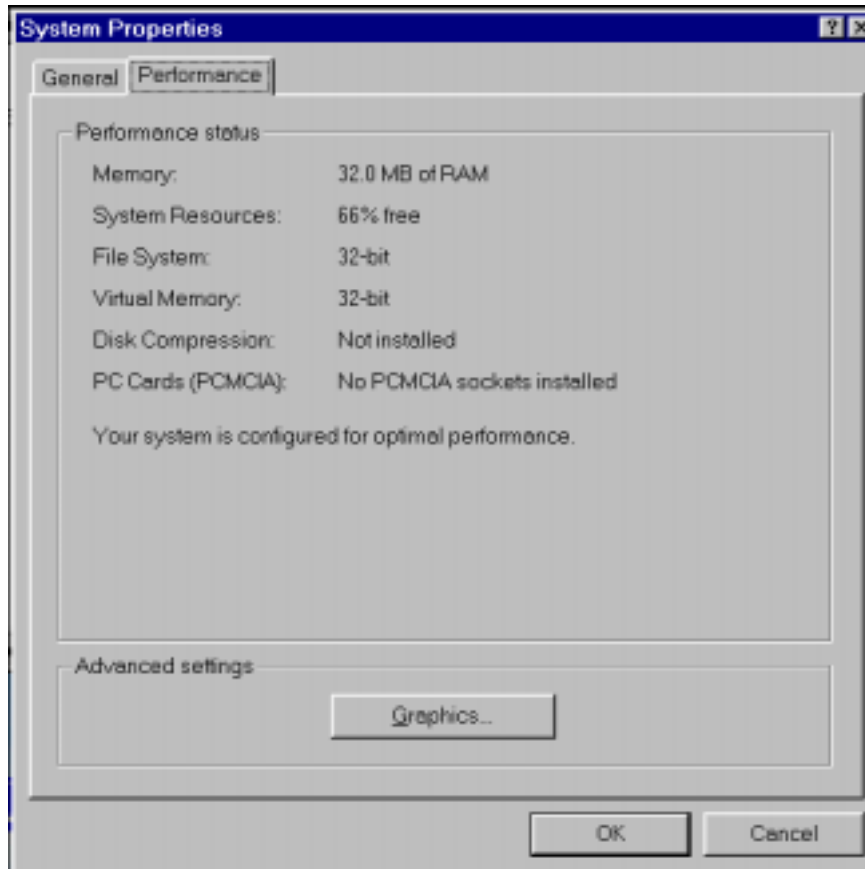
1. From your desktop, double-click on the My Computer  icon. The **My Computer** window displays.





2. Double-click on the Control Panel  icon. The **Control Panel** window displays.



3. Double-click on the System  icon. The **System Properties** window displays.



4. Click on the *General* and *Performance* tab names to view the system properties and determine if your computer has the minimum requirements.
5. Click on the OK  button to close the window.
6. Click on the Close  control icon in the top right corner of each window to close the remaining windows.

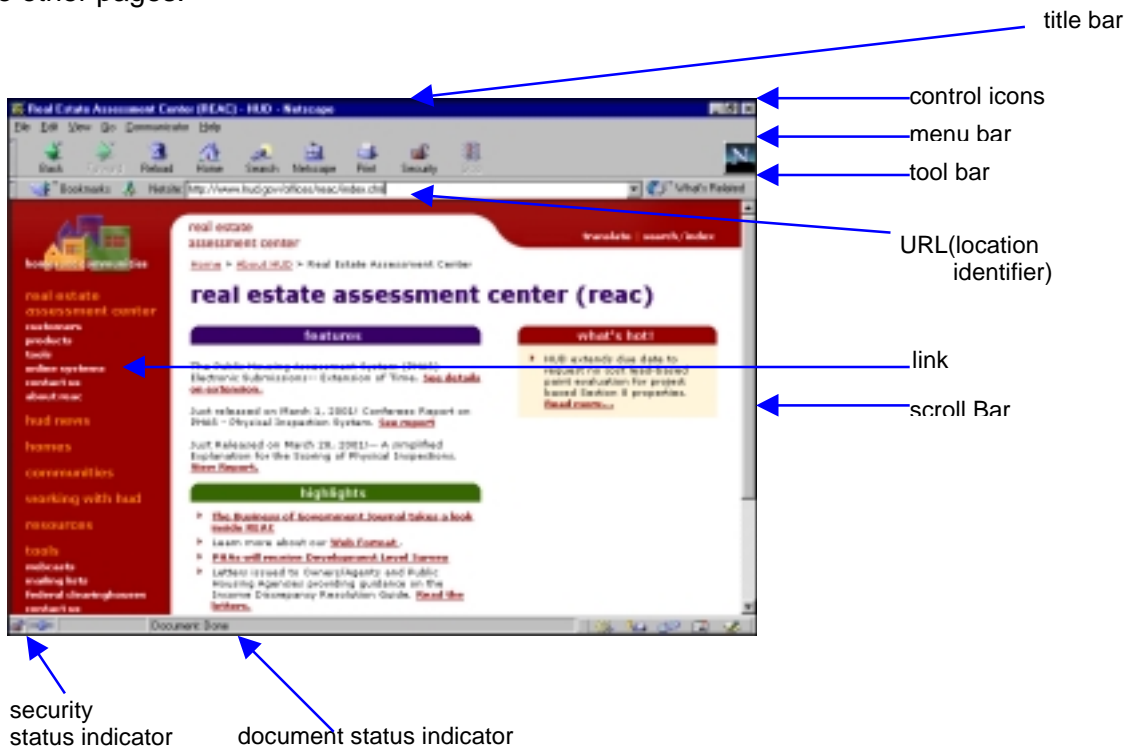
## Internet Basics

The Internet is a world-wide system of computer networks facilitating access to information and people. Using the Internet to access and use HUD's secure systems requires an Internet connection and a computer with a modem and Netscape 4.76 or Internet Explorer 5.0 browser application. A browser allows access to Web pages on the World Wide Web (WWW or the Web). The Web is a universally-accepted standard for sharing information on the Internet. The Web consists of information organized into pages stored on computers physically located throughout the world.

— NOTE: Netscape is used as an example browser in this guide.

## Web Page

The Web page is a document or application with a unique address on the Web, including links to other pages.



### **Title Bar**





The title bar at the top of the page displays the title of the document or application of the Web page that is active or currently displayed. When more than one window is open, the title bar of the active window is bold; the other open title bars appear faded.



### **Control Icons**

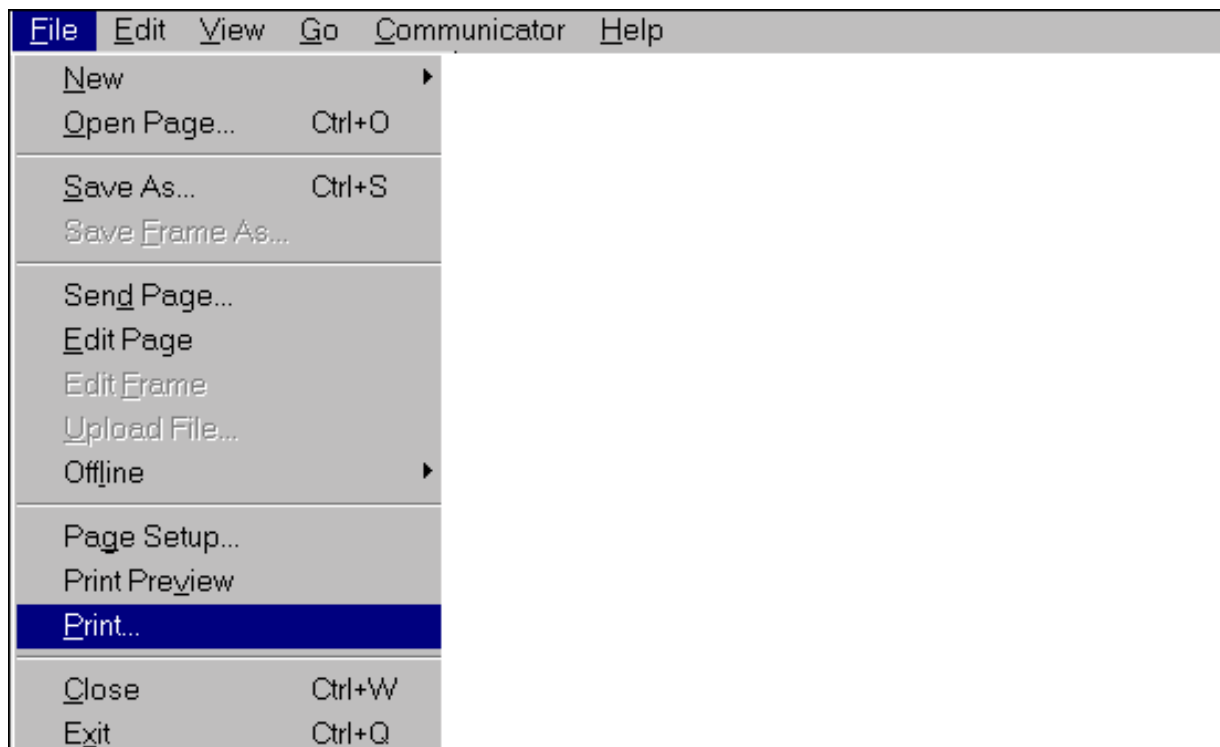
In the right corner of the title bar, there are three control icons.



With a mouse click, the Minimize  icon reduces or minimizes the window to the bottom of the page. To enlarge the window back to full size, click on the appropriately titled box at the bottom of the page. The Minimize/Maximize  icon reduces the window to a smaller size, allowing the user to view other open windows or the desktop. To enlarge the window back to full size, click on the Minimize/Maximize  icon again. The last control icon is the Close  icon. Clicking on this control icon closes the browser application (and the document or application open within the browser) and returns the user to the desktop.

### **Menu Bar**

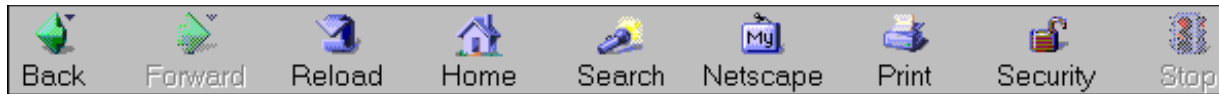
The menu bar provides drop-down menus for browser functions. By placing the cursor over a menu item and clicking on it with a left mouse button, the drop-down menu appears. Highlight the appropriate menu function with the cursor to make a selection.



Available menu functions are text items in bold. Menu functions that are not available appear faded and cannot be activated.

### **Tool Bar**

The tool bar consists of buttons representing browser functions.



Available functions are buttons with bold text and graphics. A tool bar button appears faded if the function is not available.

### **URL (Location Identifier)**

The unique location of the Web document or application is called the Uniform Resource Locator (URL). The URL is used to find a particular Web page among all the computers on the Internet. Enter the desired URL in the *Location* field and press the Enter key.



— *NOTE: The field is labeled “Location” for an Internet site. It is labeled “Netsite” for an intranet (internal/within the organization) site.*

### **Links**





A link provides a method to move quickly from the current page to another Web page. Links are typically underlined, although they do not have to be. Click on a particular link, and it moves the user to that particular page. Once the link is accessed, it typically changes color to indicate the user has already accessed it once before.



### **Scroll Bar**

The horizontal and vertical scroll bars allow users to move around and view portions of the document that might not be visible on the screen.



To move around on a page, use the single arrow directional buttons (i.e., Left , Right , Up , Down ). Users can also click on the scroll bar and slide to the desired location in the document.

### Document Status Indicator

The browser logo indicates the status of the action being performed. If the browser is performing an action (for example, searching a database for information): the Netscape logo to the right of the URL address appears to have comets flying across it, the Stop button on the tool bar is bold and red, and the status indicator line at the bottom of the page describes the status (for example, "Connect . . . Waiting for reply"). Upon completion of the action, the logo returns to its static state, the Stop button appears faded, and the status indicator line reads "Document: Done."



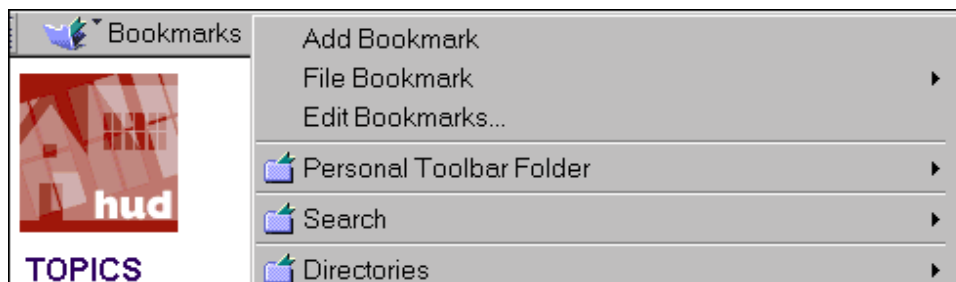
### Security Status Indicator

The Lock icon indicates whether the Web page is secure or not. Some Web pages can be secured or blocked from other Internet users if the page contains sensitive information, such as financial or housing information. If the Lock is closed, the page is secure. If the Lock is open, it is not a secure Web page.



### Bookmarks

The Bookmarks function is a browser tool that provides the user with quick access to a Web page. Once a Web page's title and location is marked as a bookmark in the browser, the user does not have to remember and type in the URL or go through a series of links to access that page. To bookmark the currently displayed Web page, click on Bookmarks to the left of the *Location* field for the drop-down options. Click on the Add Bookmark option to mark the page. The Web page location is added.



— NOTE: A bookmark feature is a convenient browser feature. The example shown here uses the Netscape browser.

All bookmark(s) appear in list form under the Bookmarks option. Clicking on a bookmark in that list takes the user directly to that page.

## Initial Browser Settings

For FASS-PH to function properly, the user's Internet browser must be set to accept cookies (A "cookie" is a file automatically stored on the user's computer.), and/or to reload pages.

### Netscape Settings

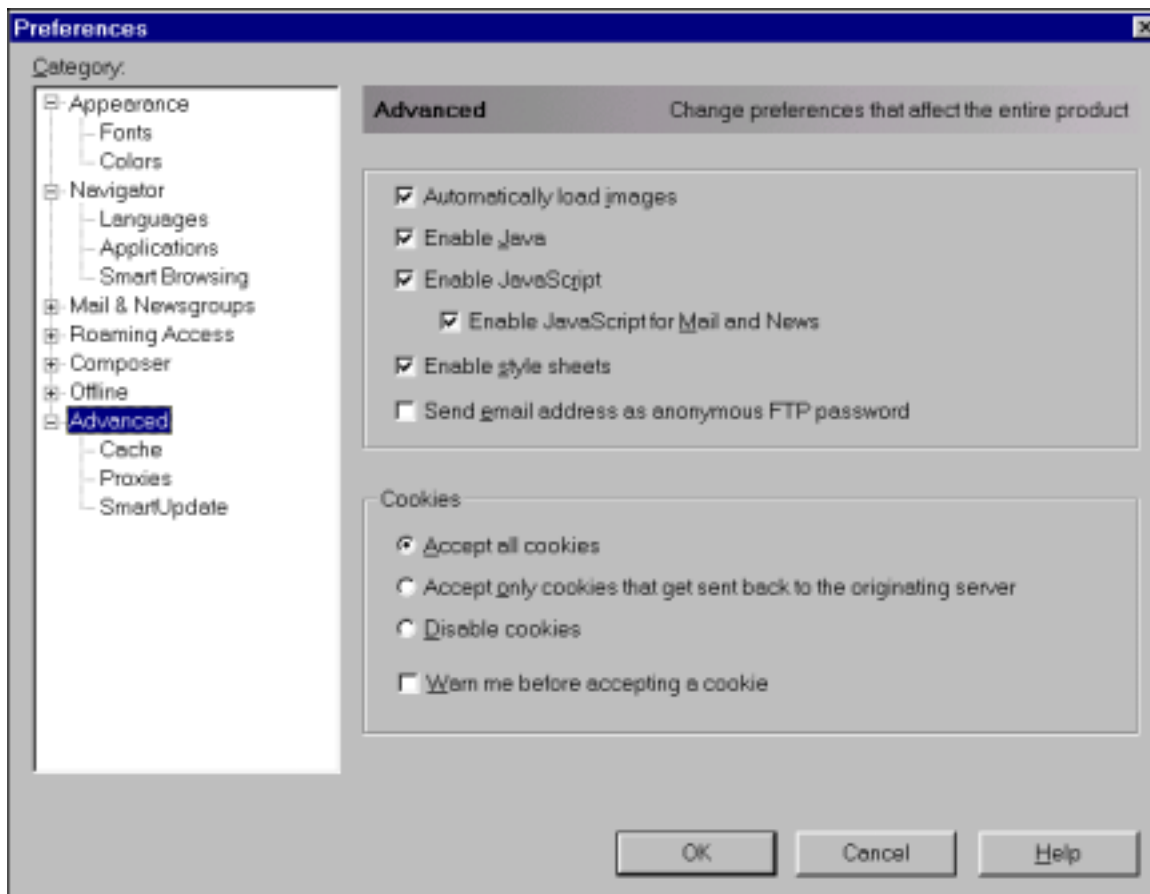
To set the Netscape settings:

1. From the desktop, double-click on your Netscape browser icon. The initial **Netscape** page displays.
2. Click on Edit on the menu bar, at the top of the tab page, to view the list of edit options.

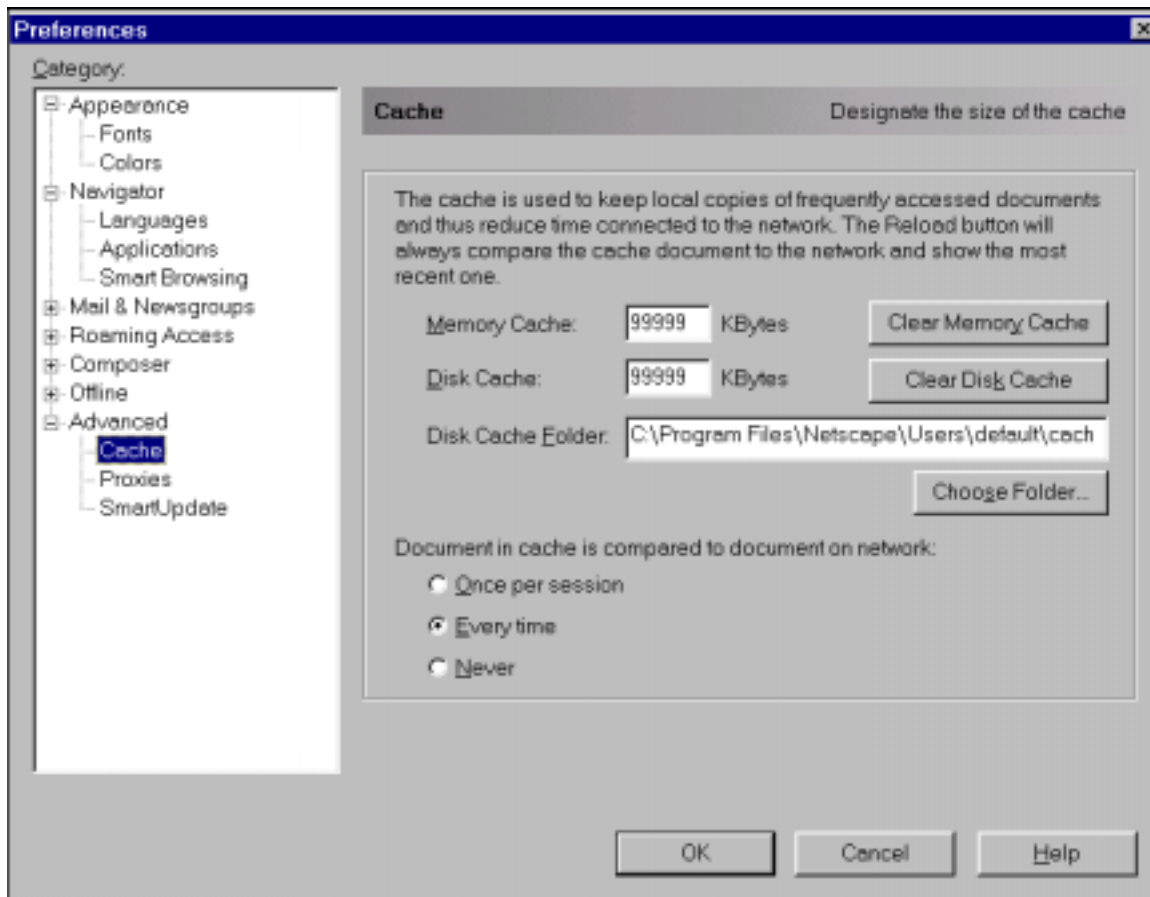



3. Click on the Preferences option to select it. The **Preferences** settings window displays.
4. Double-click on Advanced in the *Category* list to select it. The **Advanced** preferences settings window displays.





5. Under the *Cookies* heading, click on the “Accept all cookies” radio button to select it.
6. Then click on *Cache* under the *Advanced Category* list to continue to the **Cache** preferences settings window.

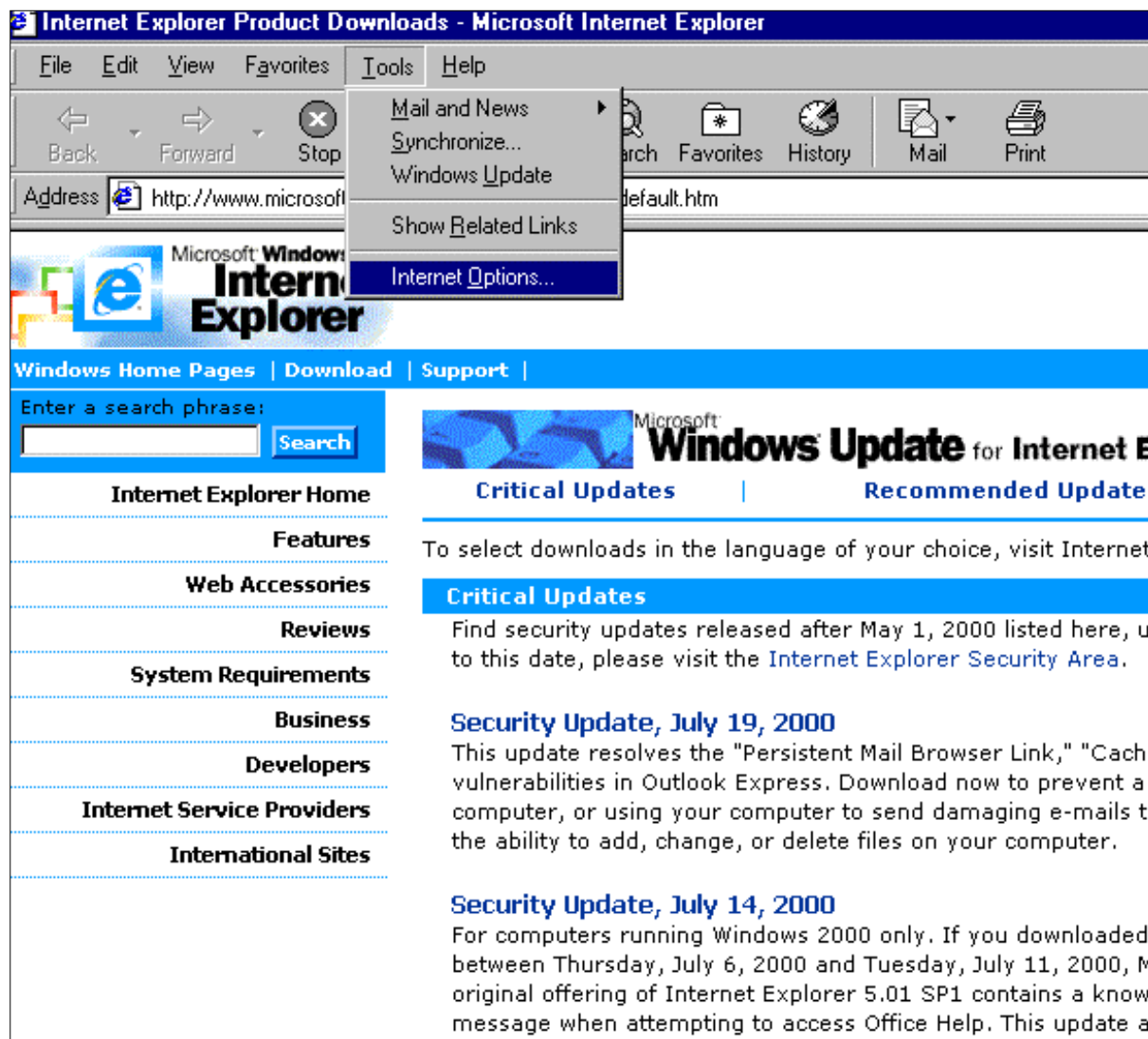


7. On the **Cache Preferences** window, click on the “Every time” radio button to set the browser to reload pages every time.
8. Finally, click on the OK  button to save the settings and close the window.

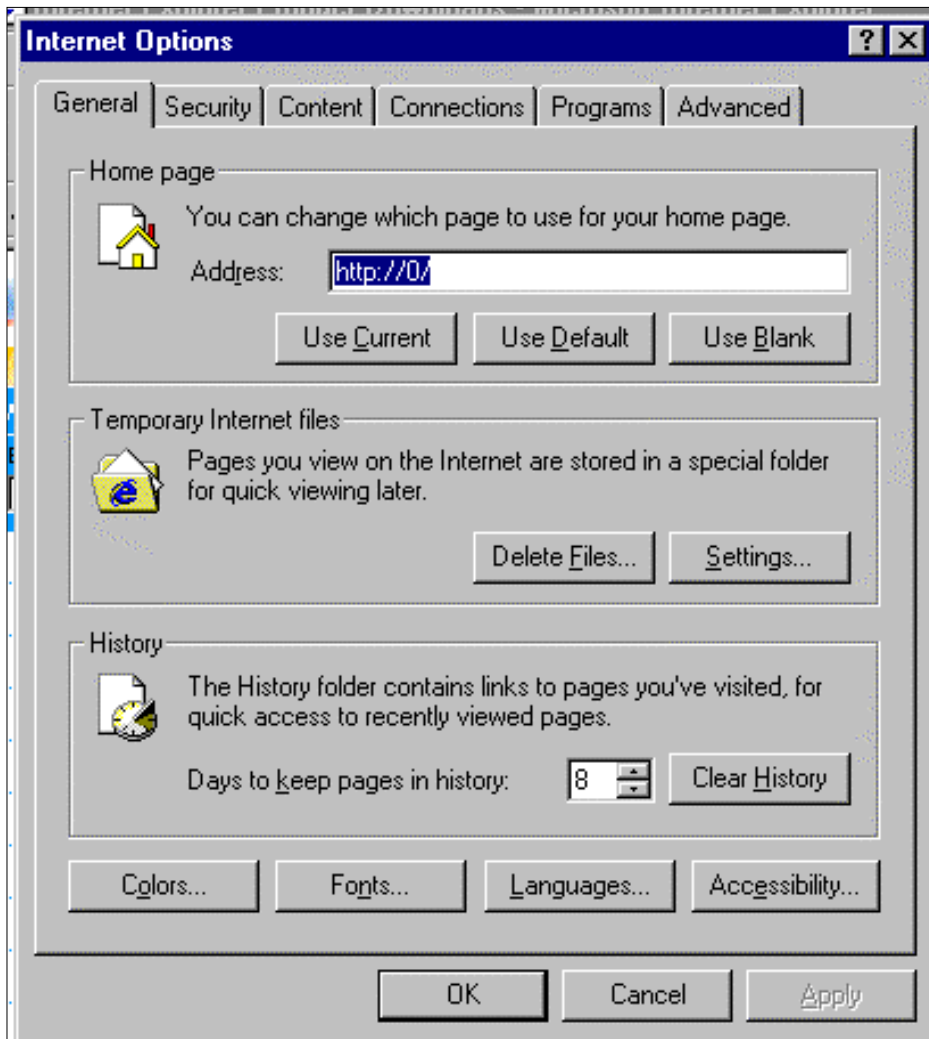
## Internet Explorer Settings

To set the Internet Explorer settings:

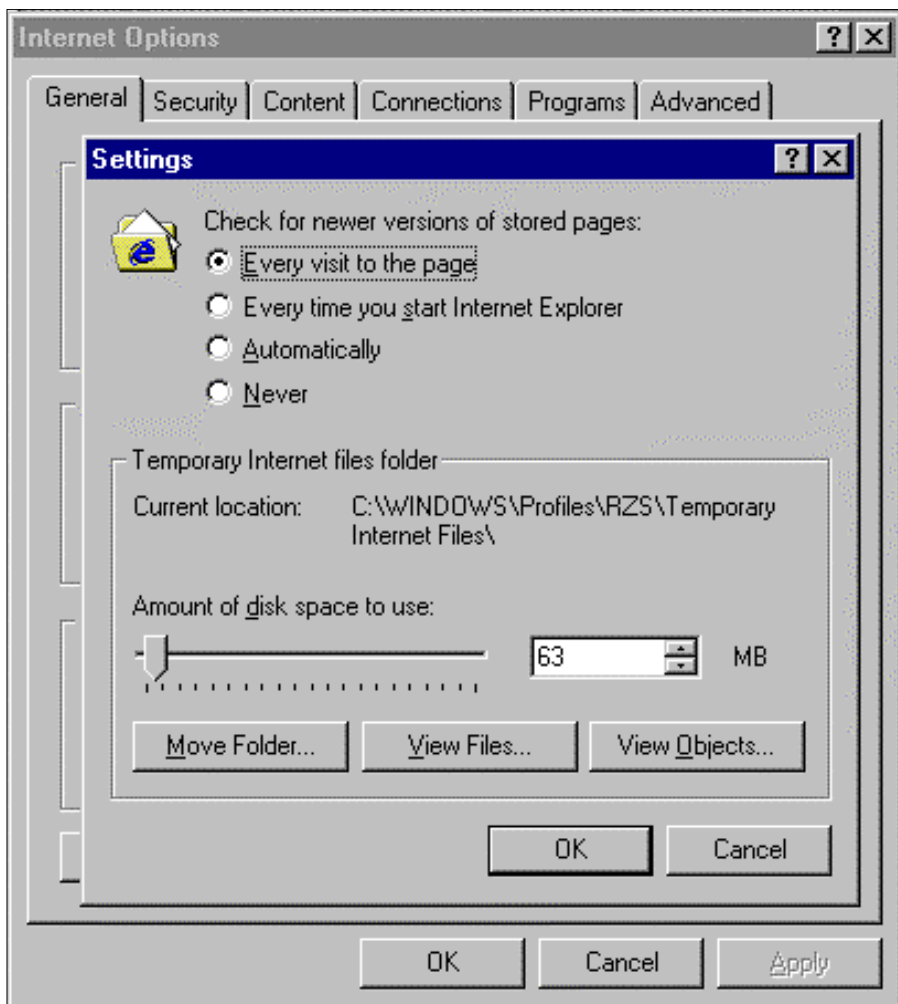
1. From the desktop, double-click on your Internet Explorer icon. The initial **Internet Explorer** page displays.




2. Click on Tools on the menu bar at the top of the page to view the list of options.
3. Click on Internet Options to select it. The **Internet Options** window opens to the **General** preferences settings page.



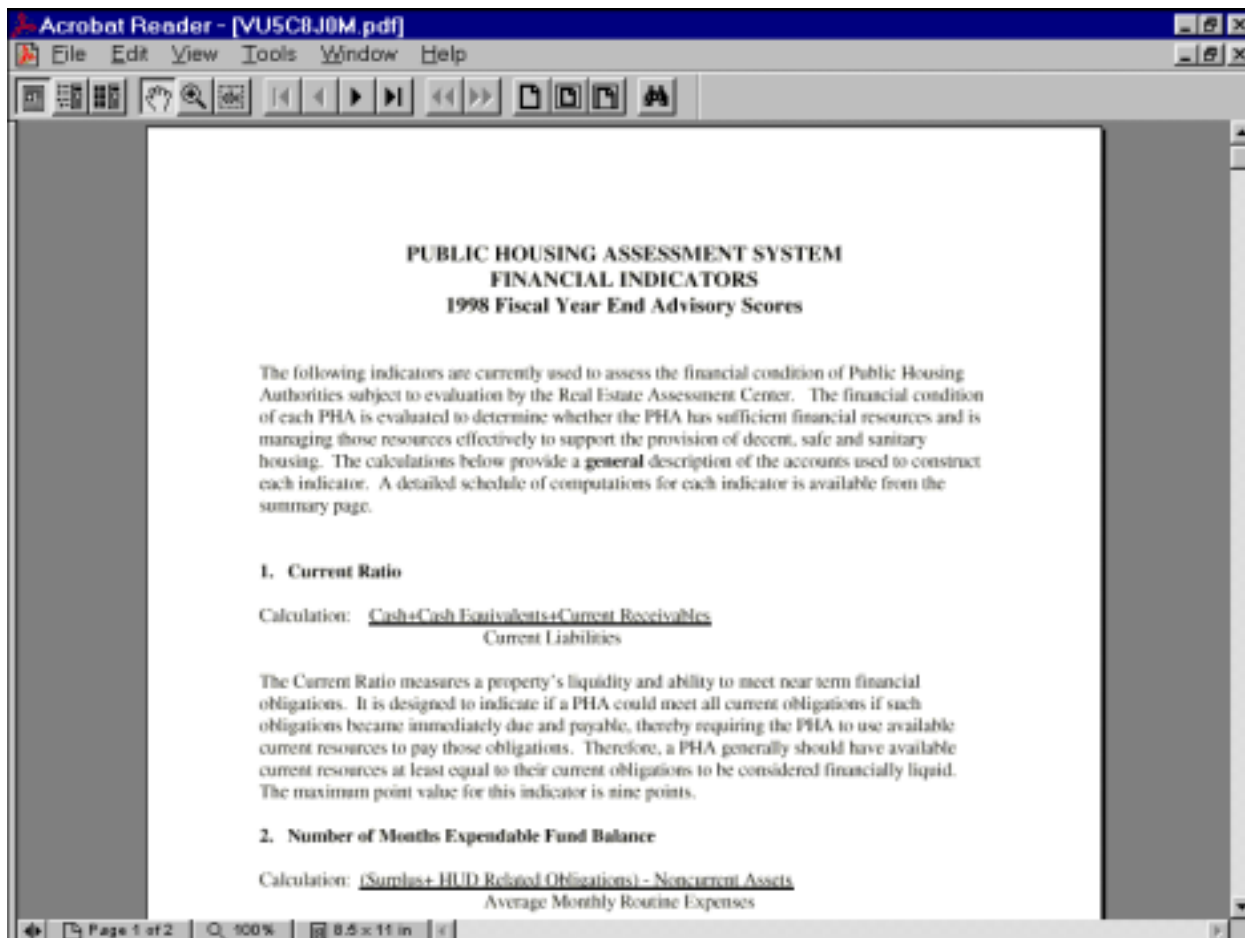
4. Under the *Temporary Internet* files section, click on the Settings button. The **Settings** preferences settings page displays.



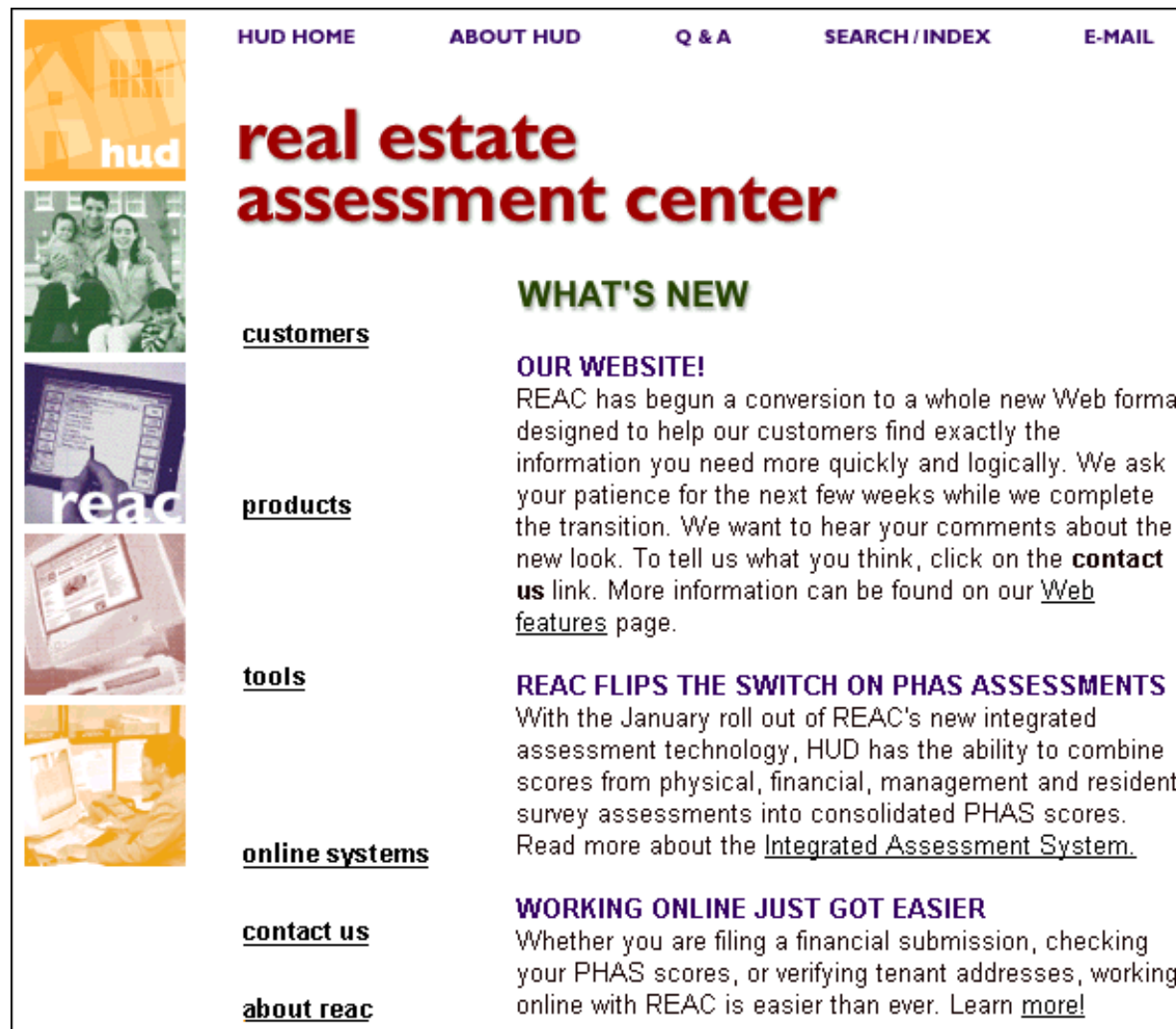
5. Under the “*Check for newer versions of stored pages*” heading, click on the “Every visit to the page” radio button.
6. Click on the OK  button to save the settings and close the window.

## Viewing PDF Documents

Some of the documents posted on the REAC Web pages are read-only files that require a pdf reader tool to view the documents. A reader application can be downloaded free of charge via a link on the **real estate assessment center** page.



To download the pdf reader:



The screenshot shows the homepage of the HUD Real Estate Assessment Center. At the top, there is a navigation menu with links for HUD HOME, ABOUT HUD, Q & A, SEARCH / INDEX, and E-MAIL. The main heading is "real estate assessment center" in a large, bold, red font. Below the heading, there is a "WHAT'S NEW" section. On the left side, there are four vertical panels with images and underlined links: "customers" (with a family photo), "products" (with a REAC logo), "tools" (with a computer monitor), and "online systems" (with a computer workstation). At the bottom of the page, there are two more underlined links: "contact us" and "about reac". The "WHAT'S NEW" section contains three main announcements: "OUR WEBSITE!" which discusses a website conversion; "REAC FLIPS THE SWITCH ON PHAS ASSESSMENTS" which describes the integration of various assessment scores; and "WORKING ONLINE JUST GOT EASIER" which highlights the ease of using the REAC system.

HUD HOME ABOUT HUD Q & A SEARCH / INDEX E-MAIL

# real estate assessment center

## WHAT'S NEW

customers

products

tools

online systems

contact us

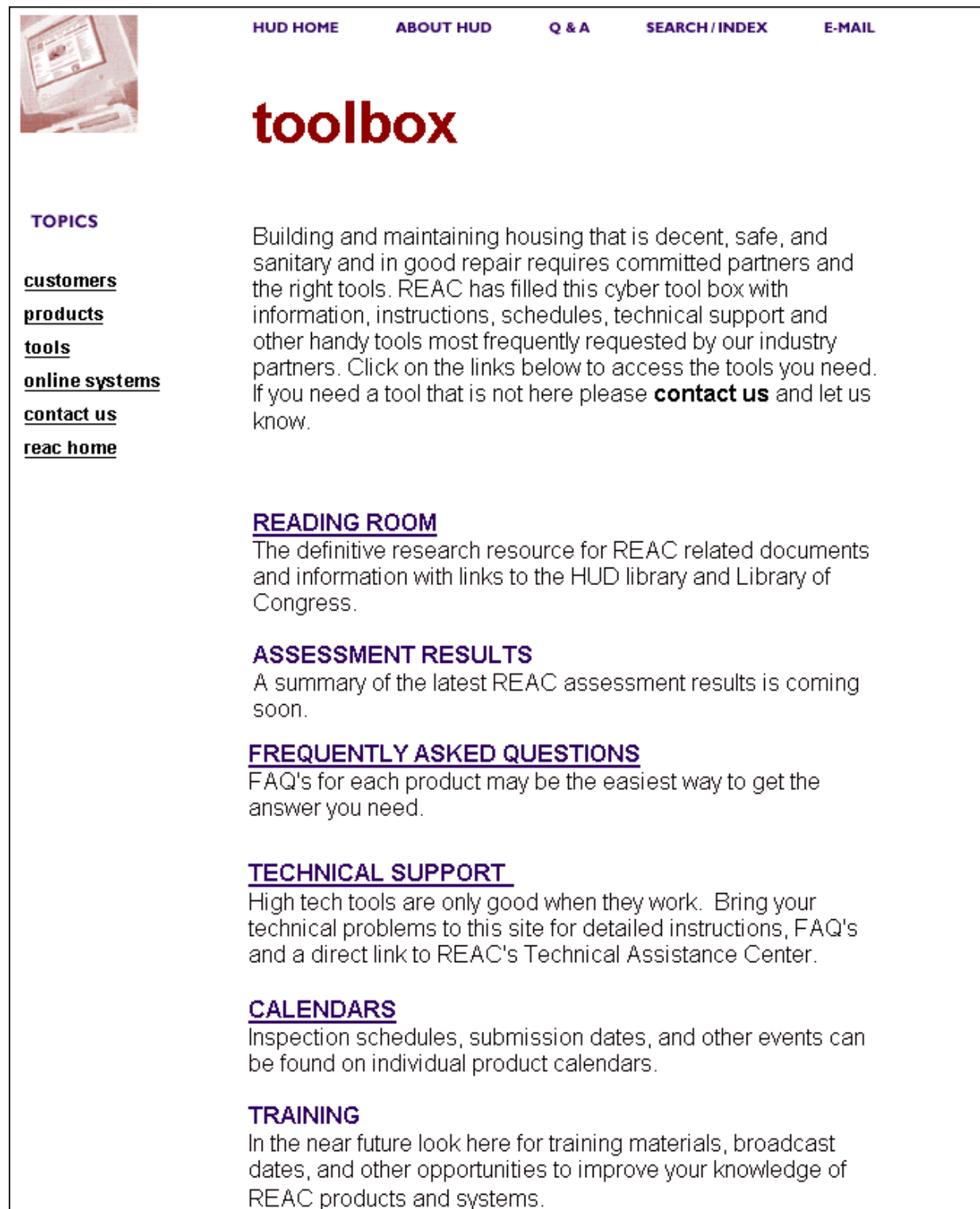
about reac

**OUR WEBSITE!**  
REAC has begun a conversion to a whole new Web format designed to help our customers find exactly the information you need more quickly and logically. We ask your patience for the next few weeks while we complete the transition. We want to hear your comments about the new look. To tell us what you think, click on the **contact us** link. More information can be found on our Web features page.


**REAC FLIPS THE SWITCH ON PHAS ASSESSMENTS**  
With the January roll out of REAC's new integrated assessment technology, HUD has the ability to combine scores from physical, financial, management and resident survey assessments into consolidated PHAS scores. Read more about the Integrated Assessment System.

**WORKING ONLINE JUST GOT EASIER**  
Whether you are filing a financial submission, checking your PHAS scores, or verifying tenant addresses, working online with REAC is easier than ever. Learn more!

1. On the home page of the **real estate assessment center** Web site ([www.hud.gov/reac](http://www.hud.gov/reac)), click on the underlined tools link. The **toolbox** page displays.



[HUD HOME](#)   [ABOUT HUD](#)   [Q & A](#)   [SEARCH/INDEX](#)   [E-MAIL](#)



# toolbox

**TOPICS**

[customers](#)  
[products](#)  
[tools](#)  
[online systems](#)  
[contact us](#)  
[reac home](#)

Building and maintaining housing that is decent, safe, and sanitary and in good repair requires committed partners and the right tools. REAC has filled this cyber tool box with information, instructions, schedules, technical support and other handy tools most frequently requested by our industry partners. Click on the links below to access the tools you need. If you need a tool that is not here please **contact us** and let us know.

**READING ROOM**  
The definitive research resource for REAC related documents and information with links to the HUD library and Library of Congress.

**ASSESSMENT RESULTS**  
A summary of the latest REAC assessment results is coming soon.

**FREQUENTLY ASKED QUESTIONS**  
FAQ's for each product may be the easiest way to get the answer you need.

**TECHNICAL SUPPORT**  
High tech tools are only good when they work. Bring your technical problems to this site for detailed instructions, FAQ's and a direct link to REAC's Technical Assistance Center.

**CALENDARS**  
Inspection schedules, submission dates, and other events can be found on individual product calendars.

**TRAINING**  
In the near future look here for training materials, broadcast dates, and other opportunities to improve your knowledge of REAC products and systems.

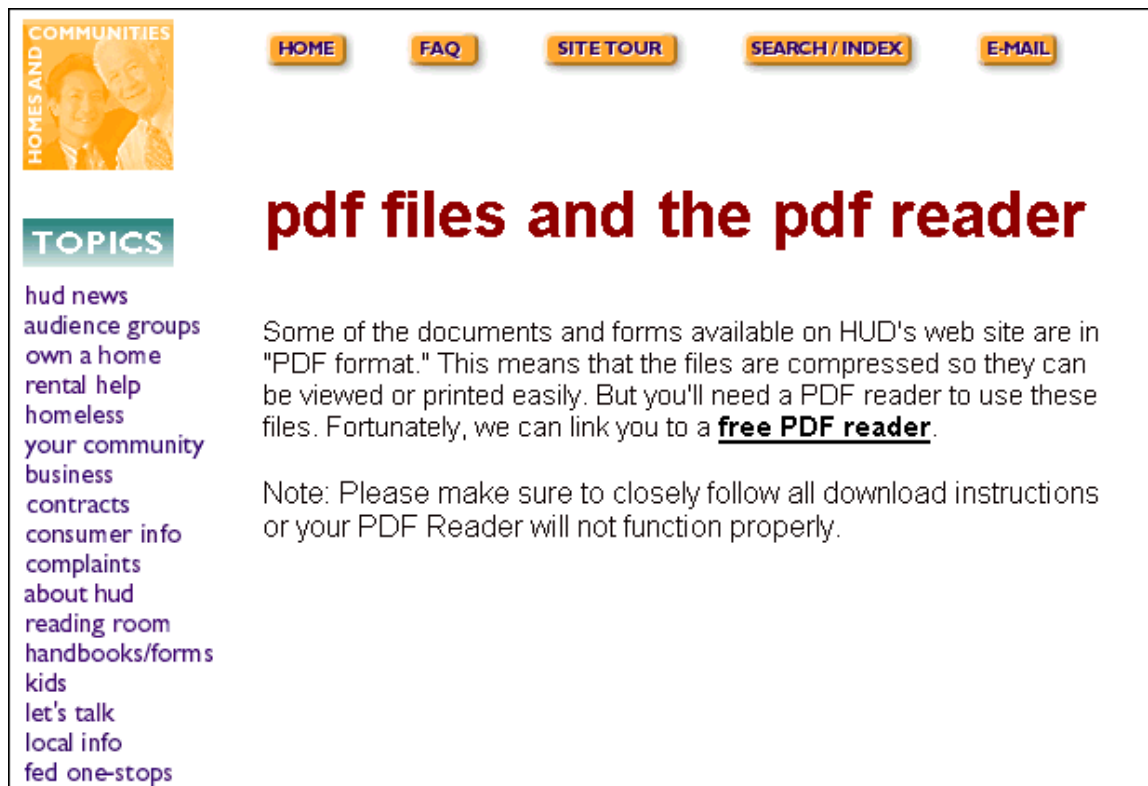
2. On the **toolbox** page, click on the [READING ROOM](#) link. The **reac reading room** page displays.





The screenshot shows the REAC Reading Room website. At the top, there is a navigation bar with links: HUD HOME, ABOUT HUD, Q & A, SEARCH / INDEX, and E-MAIL. Below the navigation bar is a large red heading "reac reading room". To the left of the main content is a sidebar with a list of topics: TOPICS, customers, products, tools, online systems, contact us, and reac home. The main content area contains a paragraph about REAC's on-line reading room, a paragraph about the database search functionality, and a paragraph about the requirement for a PDF Reader. Below this is a section titled "BOOKSHELVES" with three buttons: HUD LIBRARY, LIBRARY OF CONGRESS, and HUDCLIPS. At the bottom, there are two search options: "Select a Document Type" with a dropdown menu showing "Articles" and a "Find It" button, and "or Select a Subject" with a dropdown menu showing "Customer Satisfaction Survey" and a "Find It" button.

3. On the **reac reading room** page, click on the underlined [Click here](#) link. The **pdf files and pdf reader** page displays.



The screenshot shows the HUD website's 'pdf files and the pdf reader' page. At the top left is a logo for 'HOMES AND COMMUNITIES' with a photo of two people. To the right are navigation buttons: HOME, FAQ, SITE TOUR, SEARCH / INDEX, and E-MAIL. Below the logo is a 'TOPICS' sidebar with a list of links: hud news, audience groups, own a home, rental help, homeless, your community, business, contracts, consumer info, complaints about hud, reading room, handbooks/forms, kids, let's talk, local info, and fed one-stops. The main content area has a large red heading 'pdf files and the pdf reader'. Below the heading is a paragraph explaining that documents are in PDF format and require a PDF reader, with a link to a 'free PDF reader'. A note below states: 'Note: Please make sure to closely follow all download instructions or your PDF Reader will not function properly.'

4. Click on the [free pdf reader](#) link to continue. The **disclaimer** page displays.



The screenshot shows the HUD website's 'disclaimer' page. It has the same layout as the previous page, including the 'HOMES AND COMMUNITIES' logo, navigation buttons, and 'TOPICS' sidebar. The main heading is 'disclaimer' in large red text. The text below reads: 'You are leaving HUD's home page and entering an external link. HUD cannot attest to the accuracy of information provided by linked sites. Linking to a web site does not constitute an endorsement by HUD or any of its employees of the sponsors of the site or the products presented on the site.' Below this is the instruction: 'If you are not automatically forwarded, please select the link below.' followed by the URL: <http://www.adobe.com/prodindex/acrobat/readstep.html>

5. If you are not automatically forwarded to the next page, click on the <http://www.adobe.com/prodindex/acrobat/readstep.html> link to continue. The **Get Adobe Acrobat Reader** page displays.

# Get Adobe Acrobat Reader

Adobe® Acrobat® Reader is free, and freely distributable, software that lets you view and print Adobe **Portable Document Format** (PDF) files. With Acrobat Reader, you also can fill in and submit PDF forms online, as well as download encrypted content from the Web and unlock it with **Web Buy**. This Adobe technology is a fully integrated component of Adobe Acrobat and Acrobat Reader (version 4.05, English only). If you want to create or annotate Adobe PDF files, **check out** our Acrobat product family.

Note: You will receive the most recent version of Acrobat Reader that is available for your language and platform. This means you will receive version 3 if Acrobat Reader 4.0 has not yet been released for your language or platform. Step 3 displays the version and file size of the downloaded file based on the selections you make in Step 1.

## Download the FREE Acrobat Reader

Step 1	Step 2	Step 3
Select an Acrobat Reader version.	Please provide your name and e-mail address.	Now download and install - it's just that easy!
Language: <input type="text" value="English"/>	Name: <input type="text"/>	The version of Acrobat Reader you are downloading: <input type="text" value="4.05"/>
Platform: <input type="text" value="Win 95"/>	E-mail address: <input type="text"/>	The download file size is: <input type="text" value="5.6 MB"/>
Location nearest you: <input type="text" value="USA"/>	<input checked="" type="checkbox"/> Notify me about Adobe software and offers <input checked="" type="checkbox"/> Allow others to send me special offers <a href="#">Full privacy policy</a>	<input type="button" value="▶ DOWNLOAD"/>
<input type="checkbox"/> Include option for searching PDF files (longer download)		

6. Follow the instructions for downloading Adobe Acrobat Reader<sup>#</sup> software free of charge.

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