IDIS Instructions

How to Download a Report - HUD Field Office

Prior to running a report in IDIS, HUD field office and Headquarters staff should be sure that they have installed the IDISDNLD.bat file on their G drive. It is essential that you have this file loaded to run a successful report. This .bat file will allow HUD staff to download IDIS reports given their method of connectivity to the HUD mainframe. [If you do not have this .bat field, contact the CPD TAU at 800-273-2573].

1. Select option E (Reports Menu) from the Main Menu. Press Enter.

2. Type 01 at the prompt, and press Enter. This will take you to the Report Selection screen.

3. Press F1 to bring up the grantee list table. Enter the Region and Field Office Number and grantee name that you wish to run a report on. Press Enter. Tab to the grantee name. Place an “x” next to the UOG code and number of the grantee that you wish to run a report on. Press Enter. You will return to the Report Selection screen. (NOTE: Press Shift F7 to move one screen back or Shift F8 to move one screen forward).

4. Place an “x” next to the report that you wish to download and an “i” under the priority category to indicate that the report is to run immediately. Press Enter, Press F9 and look for the message “Report Submitted” at the bottom of the page. Press F8. This takes you to the “Report Status” screen.

5. Type D next to the reports that have a “ready” status, and press Enter. The status will change to “wait”, Press Enter, the status will change to “ready”. You are now ready to download the report.

6. Click Start from the Program Manager or use your mouse to minimize the IDIS session.

7. Now, find the DOS icon. It can usually be found under Accessories “MS DOS.” Double-click on the MS DOS icon.

8. At the DOS prompt, indicate the G drive by typing:

G:\ and then press Enter

NOTE: If the user has the IDISDNLD.bat file installed on a drive other than G, the he/she must substitute that drive for G in these instructions. For example, if the IDISDNLD.bat file is loaded on the user’s C drive, at the DOS prompt, he/she would indicate the C drive by typing C:\ and then pressing enter.
9. At the DOS prompt, indicate the g:\drive. Then, type \DISDNLD, (space), (your \DIS User ID), (space), and \Password, (space), P for Production or R for Pre-
Production, and press Enter.

Example: g:\DISDNLD C01793 Sally01 P

10. Upon completing a successful download, the following message will appear:

Deleting old take file.
Beginning download of new take file.
Loading TCP/IP stack and utilities...
Transferring file...
Transfer appeared successful... check c:\FTFTP.L
Unloading TCP/IP stack and utilities...
Setting up to process take file.
Please wait...
Loading TCP/IP stack and utilities...
Processing c:\DIS. TAK command file....
Process appeared successful... check c:\FTFTP.L

Type EXIT and press Enter to return to your Program Manager.

[An unsuccessful download will contain a message string that says “transfer failed.” If this happens, type EXIT and try running your report again.]

11. Once you are back at your Program Manager, go to your WordPerfect or Word
application and open the report as a file. You will find the report as a file on the root
of your c:\drive with a “.rpt” suffix. Once you have pulled up the file, select the whole
report (“Select All”), and change the font style to “Courier” and the font size to “8”.
Finally, change your “page setup” to “landscape.”

Once you have done the above, you will want to save the report and perhaps
put it in a different folder on your c:\ or a:\drive. You may even want to create a
folder on your directory for each of your grantees.
<table>
<thead>
<tr>
<th>Column</th>
<th>TOTAL</th>
<th>ADMIN/OP</th>
<th>COMMITMENT</th>
<th>CHDO</th>
<th>% CHDO</th>
<th>OTHER COMMITMENTS</th>
<th>TOTAL</th>
<th>% OF CMTD</th>
<th>% OF AUTH</th>
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<td>RESERVATION</td>
<td>RESERVED RESERVATIONS</td>
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***NOTE to the reviewer:** An updated report with the 1999 FY will replace this report.
Summary of FY 1998 HOME Funds
Report of HOME Funds Under Binding Commitment
Participating Jurisdiction __________
Deadline for Committing Funds __________

Part A - Total Commitment Requirement

1. FY 1998 commitment requirement $______
   (Enter the sum of the commitment requirement amount for FY'92-98
   from Column 4 of the IDIS report or the amount from the Headquarters Report)

2. Total of HOME funds committed by legally
   binding agreements $______
   (Enter the sum of commitments (FY 1992 - FY 1999 funds)
   from Column 9 of the IDIS report or the amount
   from the Headquarters Report)

3. Balance to be deobligated $______
   (Line A.1 minus line A.2; however, if line A.2
   is equal to or greater than line A.1, enter 0)

Part B - CHDO Commitment Requirement

1. FY 1998 CHDO reservation requirement $______
   (Enter 15% of PJ's total allocations for Fiscal Years 1992 - 1998)

2. Total of HOME funds reserved for CHDOs $______
   (Enter the sum of CHDO reservations (FY 1992 - FY 1999 funds)
   from Column 6 of the IDIS report or the amount
   from the Headquarters Report)

3. Balance to be deobligated $______
   (Line B.1 minus line B.2; however, if line B.2 is
   equal to or greater than line B.1, enter 0)

Certification by Participating Jurisdiction:
To the best of my knowledge, the information reported in Parts A and B above is accurate.

Authorized Official:
Title:
Signature: _________________________
Date: ___________________________

Part C - To be completed by HUD

1. To be deobligated and reallocated by formula $______
   (From Line A.3)

2. To be deobligated and reallocated by competition for CHDOs $______
   (From line B.3)