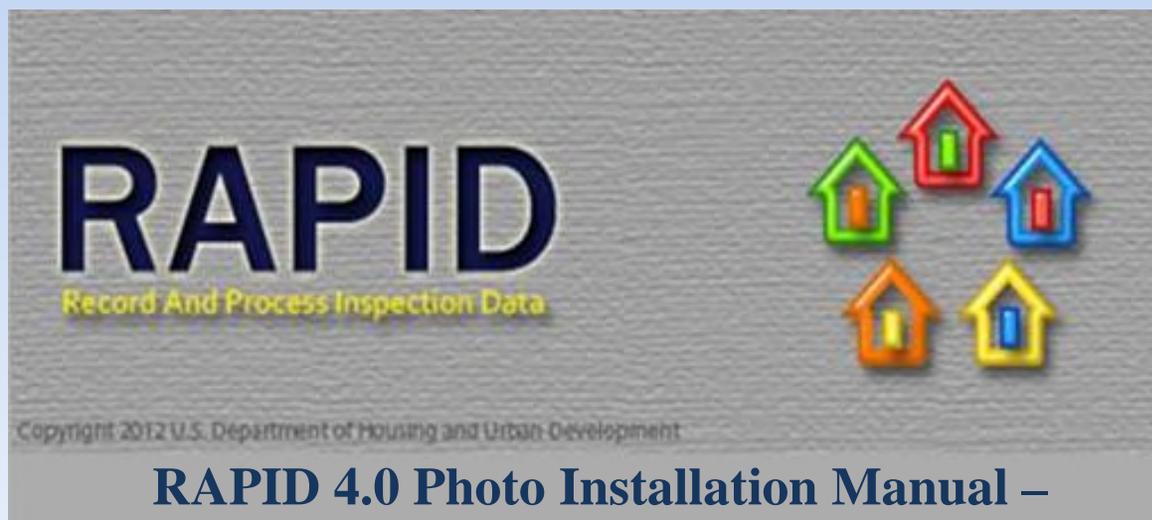


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**HUD**



**RAPID 4.0 Photo Installation Manual –  
April 2016 Client Update**





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**LEGEND:**

- ❖ Black Arrows {  } are used to indicate instructional steps to perform
- ❖ Action words (click, check, etc.) indicating a specific step will be in **bold italic** font
- ❖ Black Dotted Arrows {  } are used to indicate transition to the next step
- ❖ Red Dotted Arrows {  } are used to indicate areas of interest
- ❖ Blue Star: data fields with a blue star are required in order to save your data 



**Minimum Requirements**

Feature	Recommended Specifications (DCD 4.0 Photo)	Minimum Specifications for Tablets (DCD 4.0 Photo)
1. Operating System	Windows 8.1	Windows 8.1
2. Rear Camera	3.15 MP	2 MP
3. Processor Speed	1.9 GHz	1.8 GHz
4. Hard Drive	64 GB	64 GB
5. Memory (RAM)	8 GM	4 GB (64-bit)
6. Screen Size (inches)	~ 10	~10
7. Screen Resolution	1920 x 1200	1280 x 800
8. Internet Capability	Yes	Yes

Prior to Installation

Back Up Current RAPID Client & Inspection Data

PLEASE PERFORM THE FOLLOWING STEPS:

Please ensure that you complete all the inspections that have a status of "In Progress" and upload them into the REAC System.

1. Open Windows Explorer and click on the "Program Files" folder within your "C" drive;  
C:\Program Files

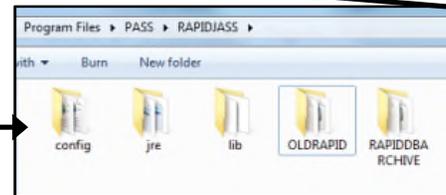
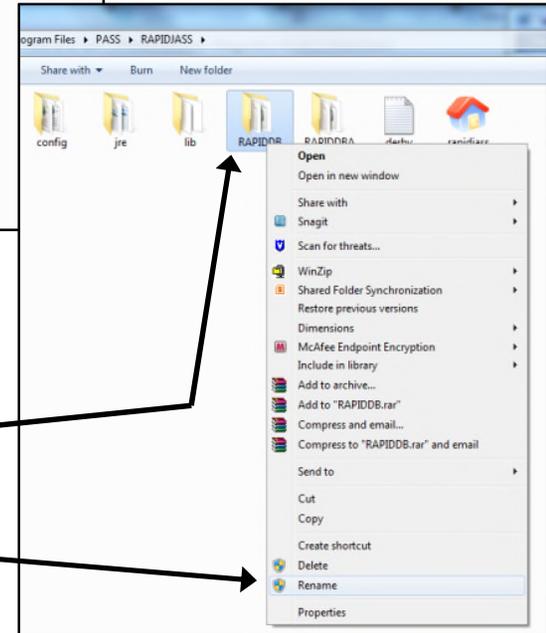
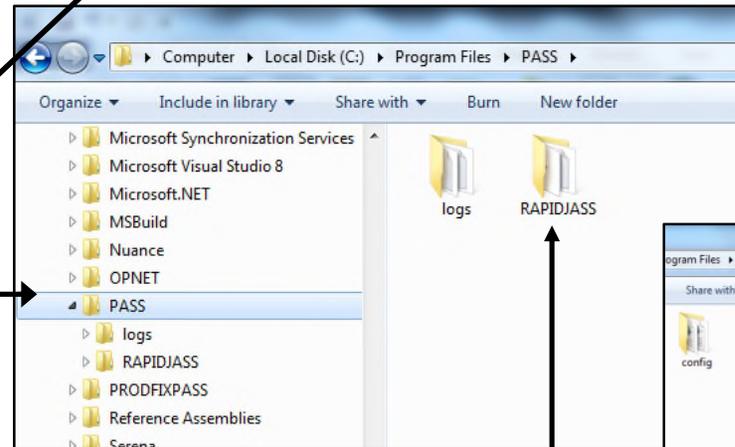
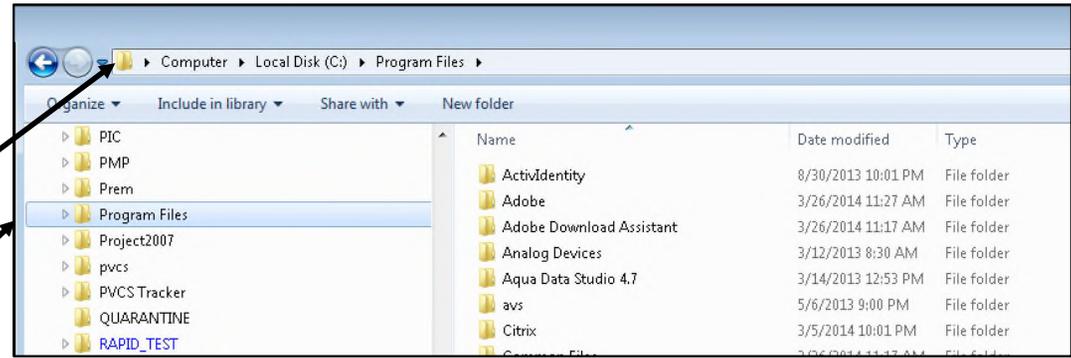
2. Click on the "PASS" folder

*Please Note:* if you have installed RAPID in another location, you will need to go to that location and select the "PASS" folder.

3. Double-click on the "RAPIDJASS" folder (it may say "RAPID\_Photo").

4. Right-click on the RAPIDDB folder, select "Rename" and change it to "OLDRAPID."

Your RAPIDJASS folder will now contain the following.

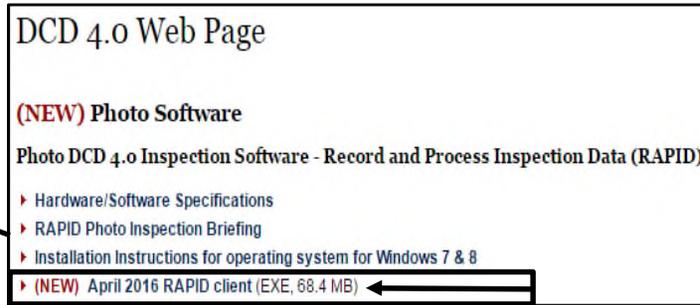


**Installation Instructions**

To install the most recent RAPID Client, go to the following web site:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/reac/products/prodpass/dcd4.0](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/prodpass/dcd4.0)

1. Click on the “(NEW) April 2016 RAPID client (EXE, 68.4 MB)” link to start the process.

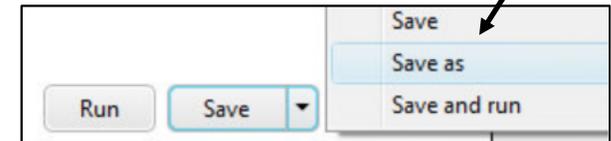


2. Click on the drop-down arrow next to “Save” and select “Save As”

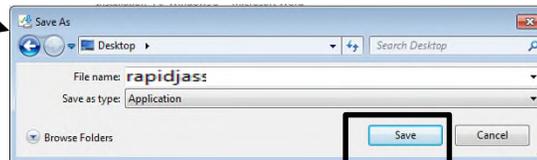


The “Save As” window will open; it will suggest to saving to the “Desktop.”

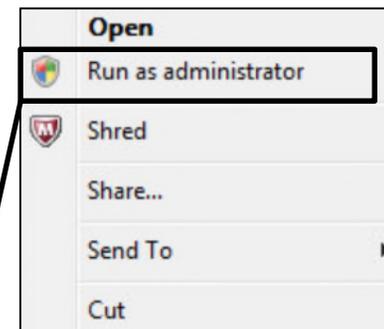
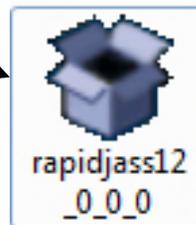
3. Click “Save.”



RAPID will start downloading. Once the download has completed, the RAPIDJASS icon will appear on the desktop.



4. Right-click on the “RAPIDJASS” icon and select “Run as administrator.”



*Please Note:* you may get the following or similar “Security Warning” message, click “Yes.”

The following window will pop up

5. Click the “Next” button

6. Verify the path in the address field to C:\Program Files\PASS\RAPIDJASS

*Please Note:* ensure that the “Create this directory if it does not exist” box is checked.

7. Click “Next” to extract the files.

Once the files have been extracted, the RAPID icon will appear on your desktop.

8. Right-click on the “RAPID” icon and select “Properties” at the bottom.

9. Click on the “Compatibility” tab.

In the “Privilege Level” box, verify the “Run this program as an administrator” box is checked.

10. If it is checked, click “Cancel.”

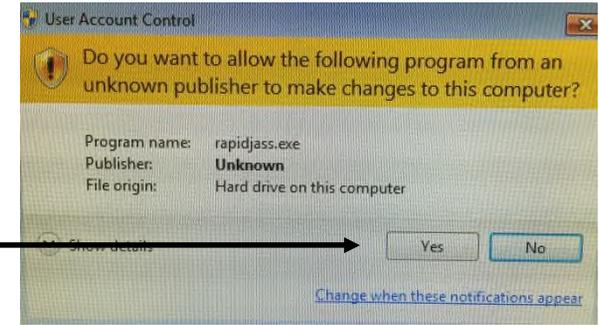
11. If the box is not checked, please check and click “Apply.”

**Opening RAPID**

12. Double-click on the “RAPIDJASS” icon to run the application.

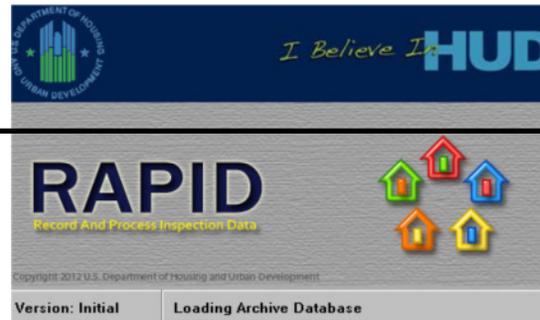


13. Click “Yes” on the “Security” message if you receive it.



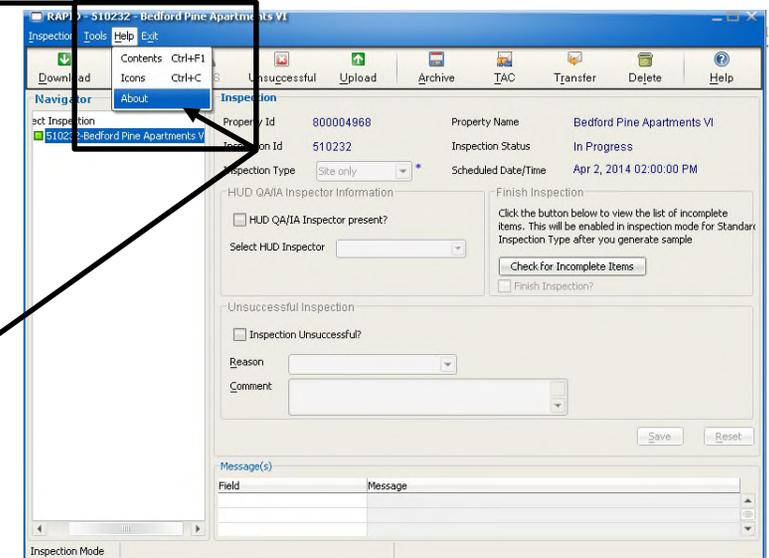
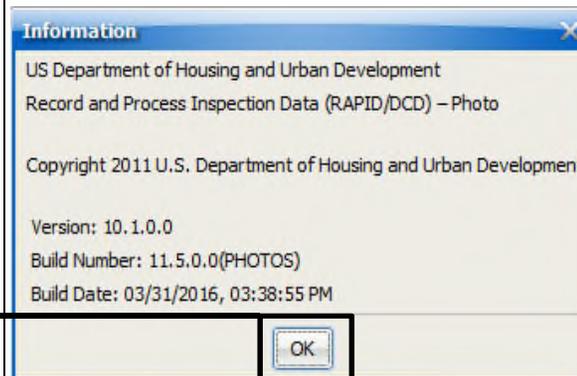
The following window will appear; this process loads the Main Database, creating a new “RAPIDDB” folder.

14. The RAPID PHOTO 4.0 application will open; click the “Help” button and select the “About” choice.



The “Build Number” should read 11.5.0.0(PHOTOS). The “Build Date” should read 03/31/2016, 03:38:55 PM.

15. Click the “OK” button to close the pop-up window.



16. Click the “Download” button on the “Top Menu” to display the Download Screen.

17. The “Connect” button will appear, click it to open the “Login” screen.

18. Enter your LAN/Secure Systems Username & Password.

19. Click “Login.”

You will be prompted with the following screen shot.

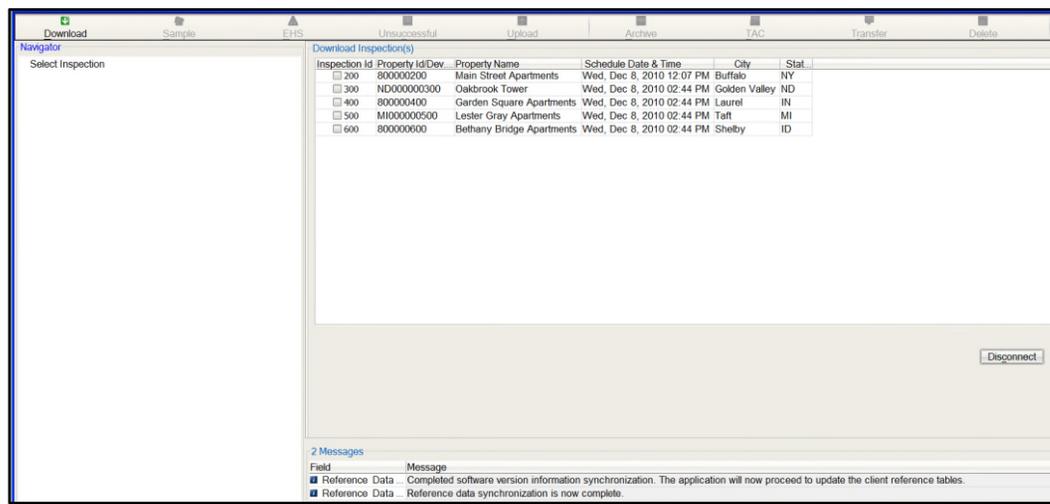
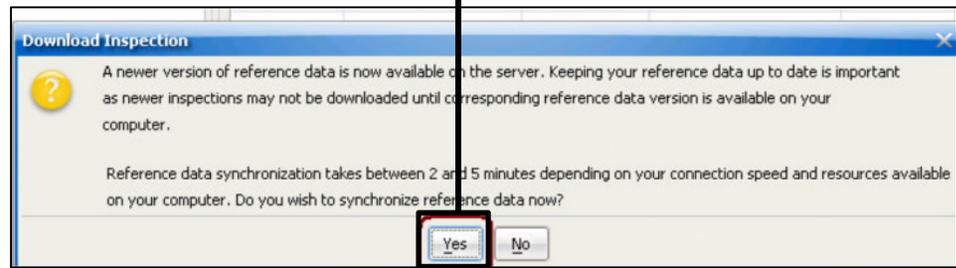
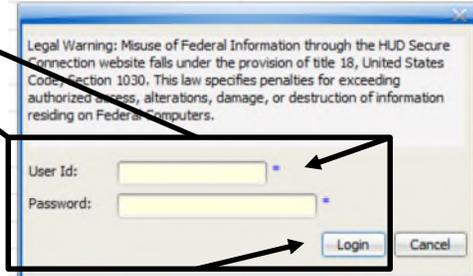
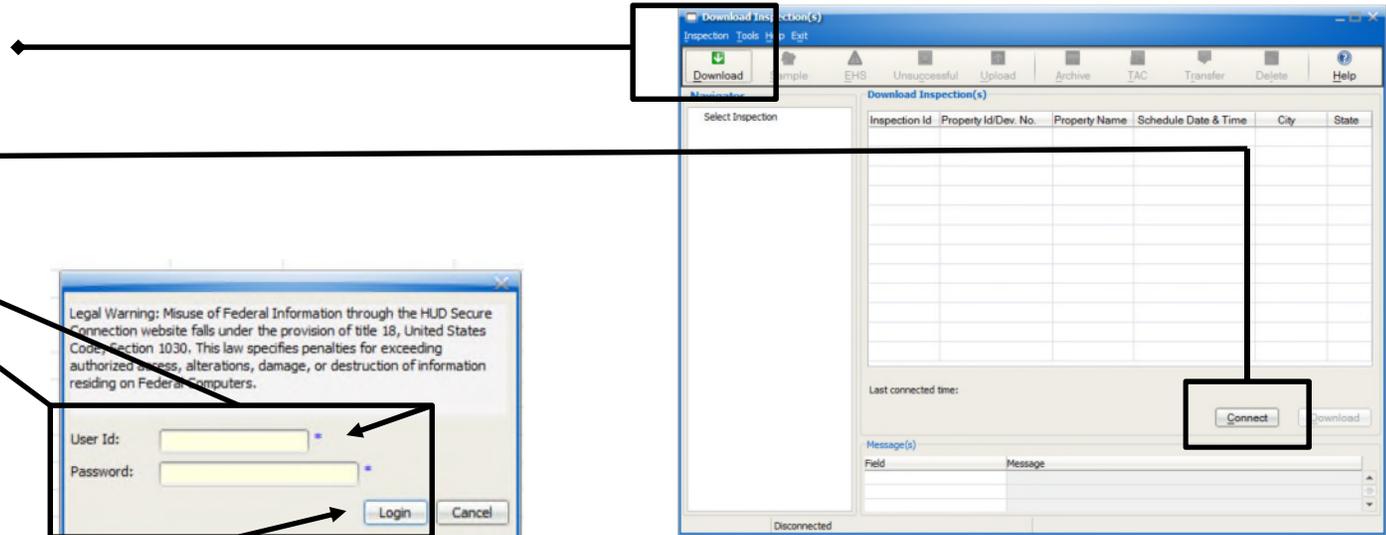
20. Click “Yes” to synchronize your Reference Data; it will take approximately 5 minutes.

Your inspections will appear (if there are any scheduled for you) in the “Download Inspection(s)” window to the right.

This concludes the installation process.

**Please note:** If you have already downloaded inspection(s), prior to this installation, please go back and re-download those inspections again. They will not appear on your DCD until you have done so.

Following are some new updates to the RAPID Client.



**RAPID Updates – Archiving**

Over the course of time, an inspector will do so many inspections that they will not fit within the Select Inspection screen.

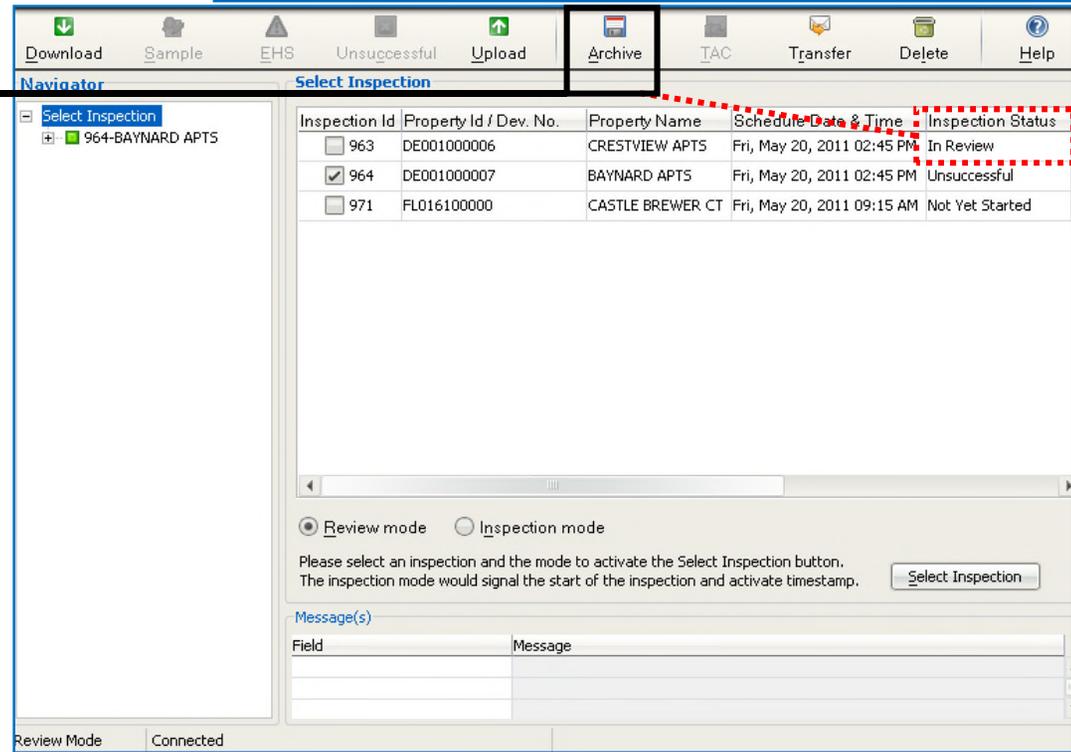
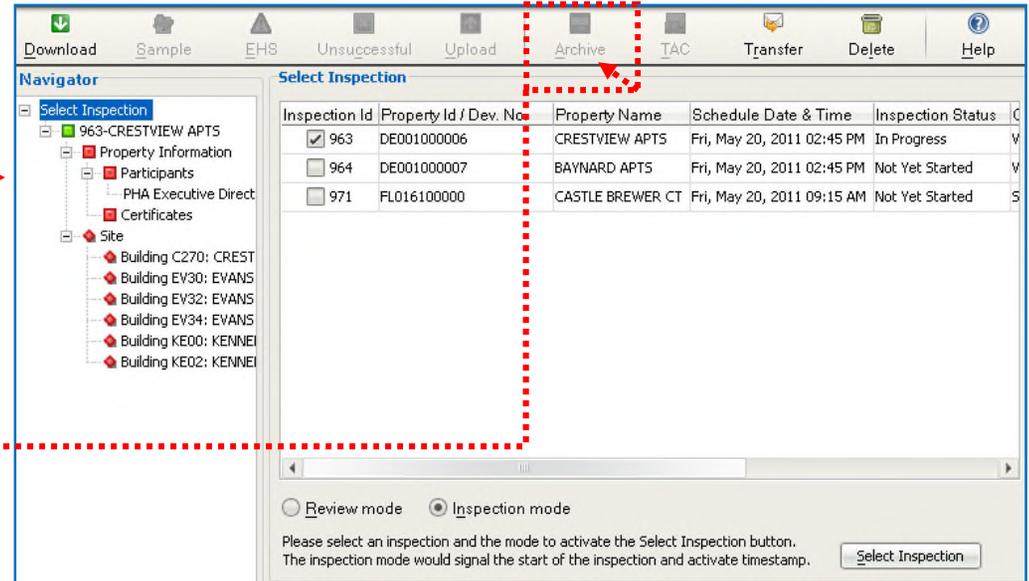
After an inspection has been completed and uploaded, an inspector can choose to archive the inspection.

**Please Note:** The “Archive” button, located on the RAPID tool bar is greyed out when there are zero uploaded inspections.

After an inspector uploads an inspection and the status is “In Review” the “Archive” button is enabled

To archive an inspection:

1. **Click** the “Archive” button on the RAPID tool bar



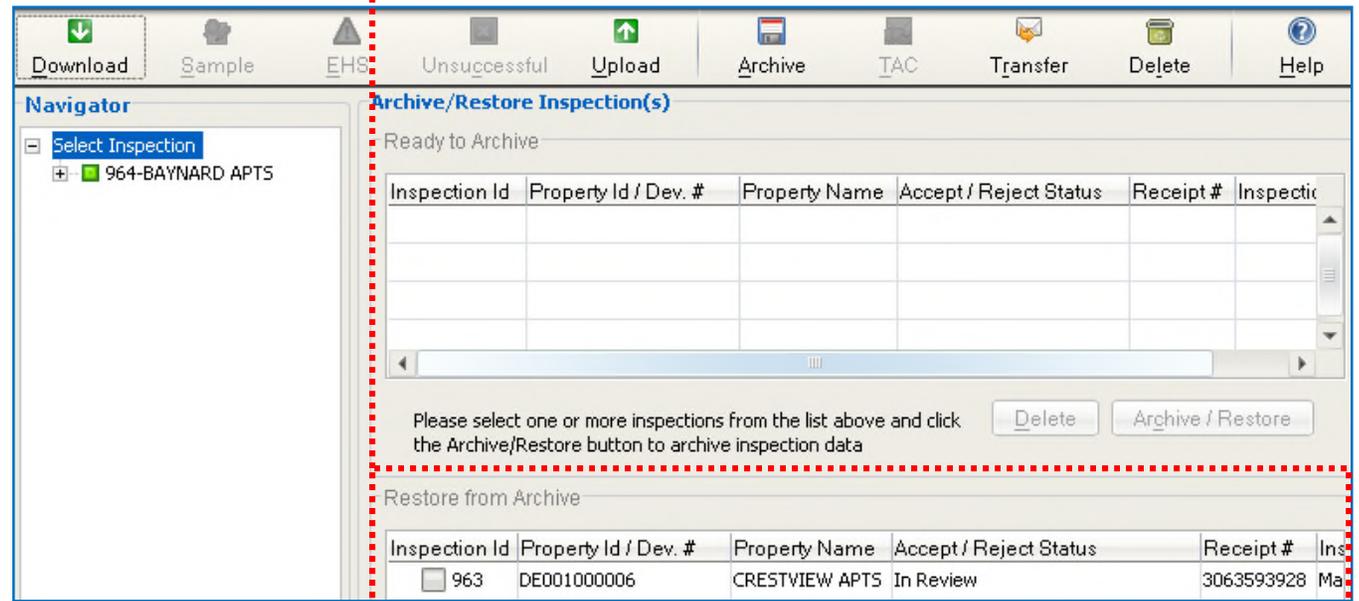
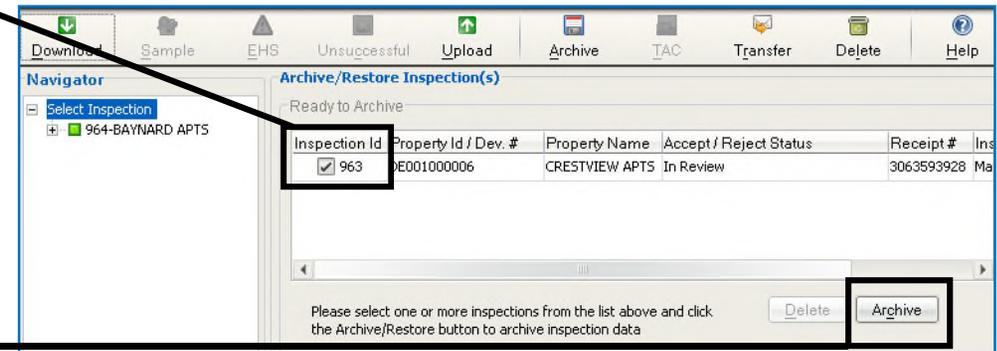
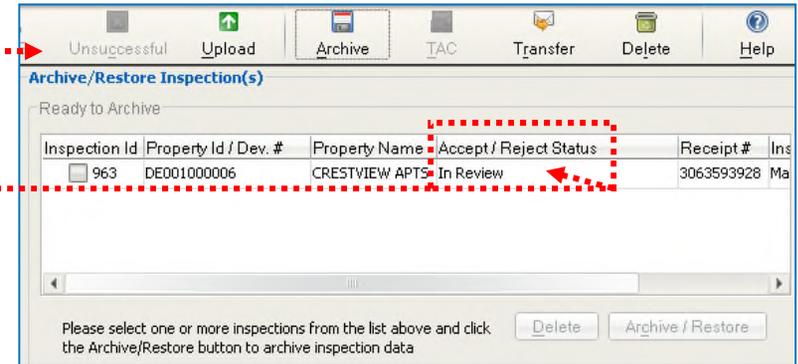
You will now be taken to the “Archive Inspection” screen.

Note: RAPID has only brought the qualified inspection (status “In Review”) for archiving to the archive screen.

2. *Select* the inspection to archive

3. *Click* the “Archive” button

The inspection is now archived/located in the “Restore from Archive” section.



**Restore an Inspection**

Once an inspection has been archived it can no longer be viewed in the “Select Inspection” panel. In order to view the inspection you will have to restore it.

In order to restore an inspection:

1. **Click** on the “Archive” button on RAPID’s tool bar.

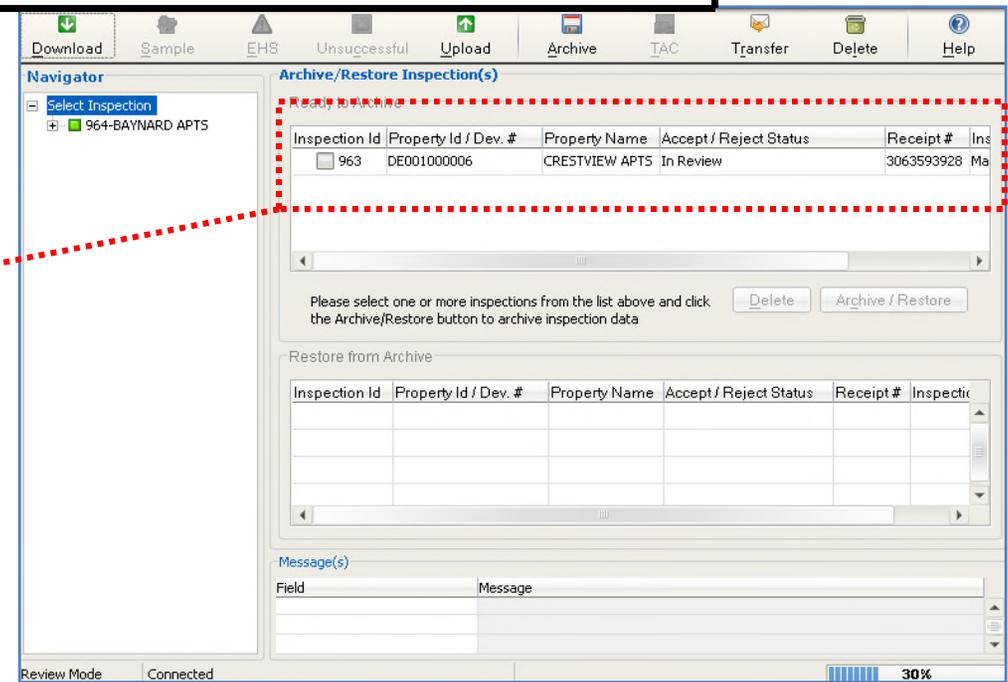
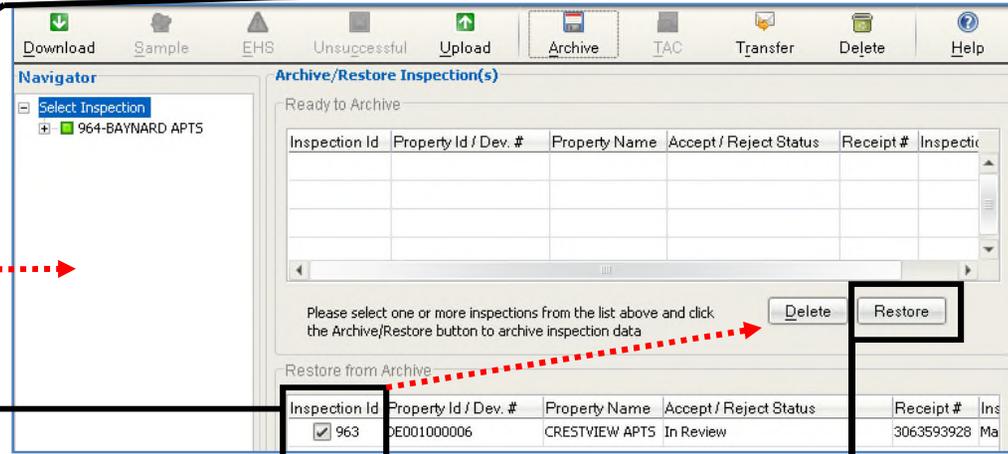
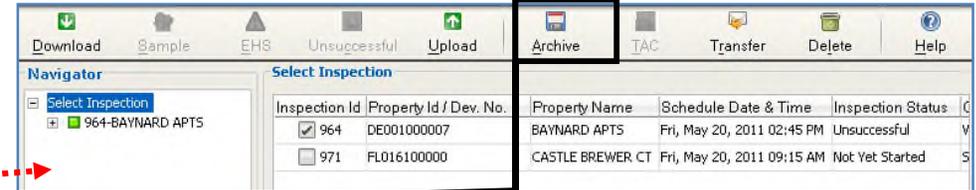
You are now on the “Archive/Restore Inspection(s)” screen.

2. **Select** the inspection(s) you would like to restore from the “Restore from Archive” section.

Once you select an inspection(s) the “Delete” and “Restore” button become enabled. In addition to restoring an inspection, you can also delete an inspection from this page as well.

3. **Click** the “Restore” button

The inspection(s) selected will be restored to the “Ready to Archive” section of the page. This inspection can now be viewed.

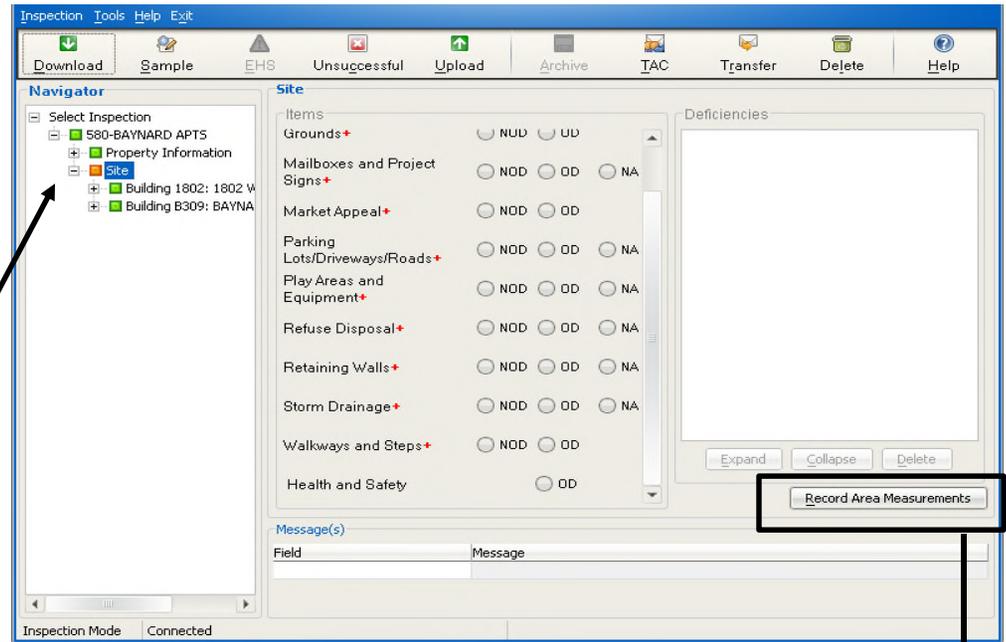


**Area Measurement**

Part of the inspection process requires the inspector to record the area measures relating to Parking Lots/Driveways/Roads and Walkways/Steps available to the inspector on the day of the inspection.

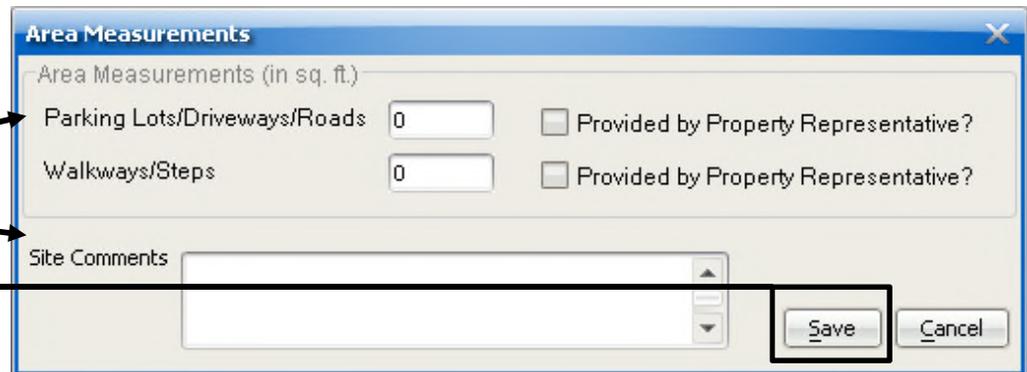
Area measures (referred to as proportionality) are used to determine the percentage of the defected area. The level of the rating is based on the percentage of the defect.

As of this release, you will now have the ability to enter area measurements for Parking Lots/Driveways/Roads and Walkways/Steps in excess of 99,999 square feet when the area exceeds 99,999 square feet for both Parking Lots/Driveways/Roads and Walkways/Steps.



1. **Click** on the “Site” node
2. **Click** on the “Record Area Measurements” button in the lower right-hand corner

The “Area Measurements” dialog box will appear



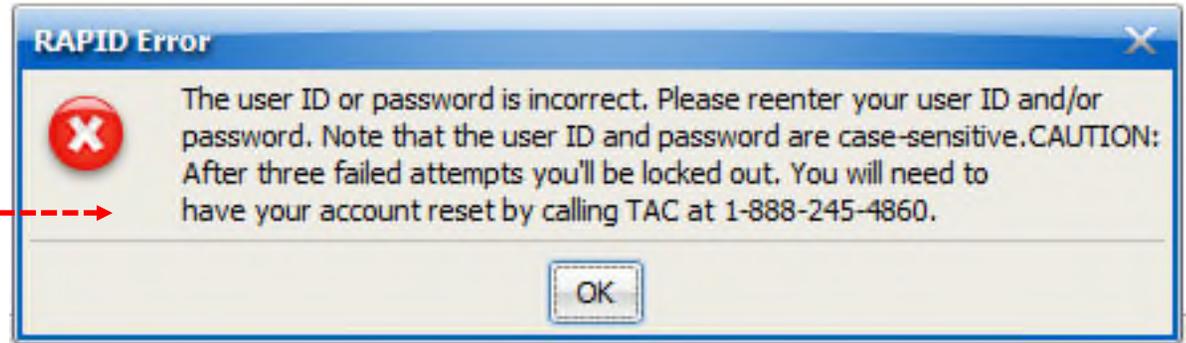
3. **Capture** the measurements and any applicable comments
4. **Click** “Save”

**Password**

Each HUD-certified inspector is provided a unique user ID for which they must create an equally unique password.

Failure to input your user ID and/or password accurately will result in the following error message appearing. 

After three failed attempts to authenticate your login attempt, the system will lock you out. At that time, you will need to contact TAC to have your account reset.



**Reset Password**

External users (inspectors, schedulers, etc.) can reset their own passwords (assuming that their email address is correct in WASS.) Users must know their User ID and must provide the same information that they provided at registration (first name, last name, social security number, and mother's maiden name.) The web address for requesting a password reset at the following link 

<https://hudapps.hud.gov/reac/wass/resetPwd.html>

