13

Multiple Occupancy Query

Objectives

By the end of this chapter, you will be able to:

- Query the database and retrieve multiple occupancy information for a household member
- View query data from browser
- Download and print a Multiple Occupancy Report

The Multiple Occupancy Query provides multiple occupancy tenant information to authorized HUD users through the internet or intranet. Authorized users can query the database and retrieve multiple occupancy information based on their input selection criteria. Reports can be retrieved identifying units occupied by multiple active heads of households and active heads of households occupying more than one unit. The reports can be viewed on the browser or can be downloaded for printing.
The Multiple Occupancy Query option can be selected from the TRACS Main Menu.

From the **TRACS Multiple Occupancy Query** screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

From the **TRACS Multiple Occupancy Query** screen, the displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

13.1 To generate a Multiple Occupancy Query:

1. From the TRACS Main Menu, click on the Multiple Occupancy Query link, and the **TRACS Multiple Occupancy Query** screen (Figure 1) displays.

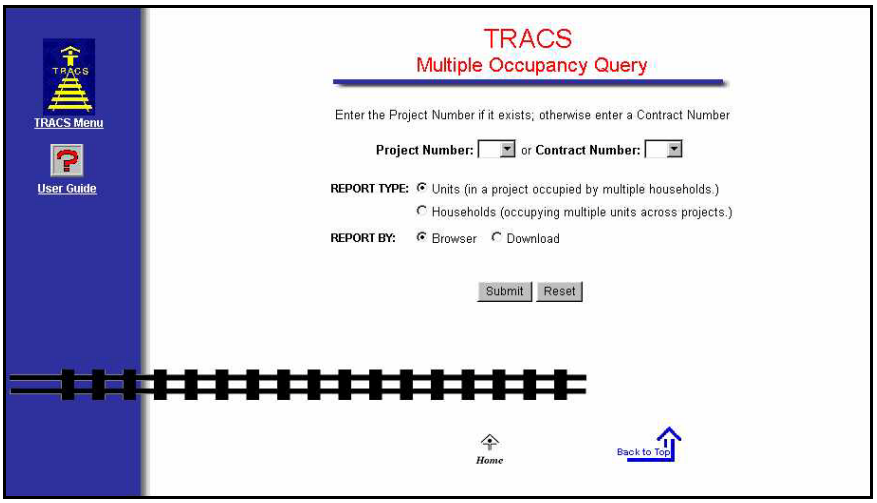


Figure 1. TRACS Multiple Occupancy Query Screen

2. Select *Contract Number* or *Project Number*.
3. Select *Report Type: Units (in a project occupied by multiple households)* radio button.
4. Select *Report By: Browser* radio button.
5. Click on Submit, and the **TRACS Multiple Occupancy Report** screen (Figure 2 and Figure 3) displays.

   OR

   Click on Reset to clear fields and enter different criteria.

U.S. Department of Housing and Urban Development
TRACS Multiple Occupancy Report
As of 05/17/2008

Report Type: Units (in a project occupied by multiple households.)
Requested Contract: VA39H027026

Project: (No associated project number exists for the following list.)

Unit	Contract Number	Head SSN	Head Tenant	Effective Date
172	VA39H027026	XXXXX3744	HARRIS, CHRISTINE	09/01/2007
172	VA39H027026	XXXXX5179	RODRIGUEZ, SANTOS R	12/21/2007
172	VA39H027026	XXXXX3744	HARRIS, CHRISTINE	09/01/2007
186	VA39H027026	XXXXX5547	CARCAMO, DELIA M	01/16/2008
186	VA39H027026	XXXXX6423	ROBINSON, SHAWN M	07/01/2007
186	VA39H027026	XXXXX6423	ROBINSON, SHAWN M	07/01/2007
240	VA39H027026	XXXXX9260	SMITH, FRANCES M	06/01/2007
240	VA39H027026	XXXXX2406	BALLARD, ROBIN N	01/08/2008
240	VA39H027026	XXXXX9260	SMITH, FRANCES M	06/01/2007

Intrepreting and Printing this page

Return to Query

Figure 2. TRACS Multiple Occupancy Report Screen (1 of 2)

U.S. Department of Housing and Urban Development
TRACS Multiple Occupancy Report
As of 05/17/2008

Report Type: Units (in a project occupied by multiple households.)
Requested Project: 00035113

Unit	Contract Number	Head SSN	Head Tenant	Effective Date
101	DC39M000022	XXXXX4438	BERRY, JAMES	03/01/2008
101	DC39M000023	XXXXX9675	DAVID-KELLY, JAUQUINNA	09/07/2007
102	DC39M000022	XXXXX3313	TORRES, LUIS A	05/01/2008
102	DC39M000023	XXXXX4186	DICKENS, CLINNIE T	05/01/2008
103	DC39M000022	XXXXX4500	BOIRO, MOHAMED S	12/17/2007

Figure 3. TRACS Multiple Occupancy Report Screen (2 of 2)

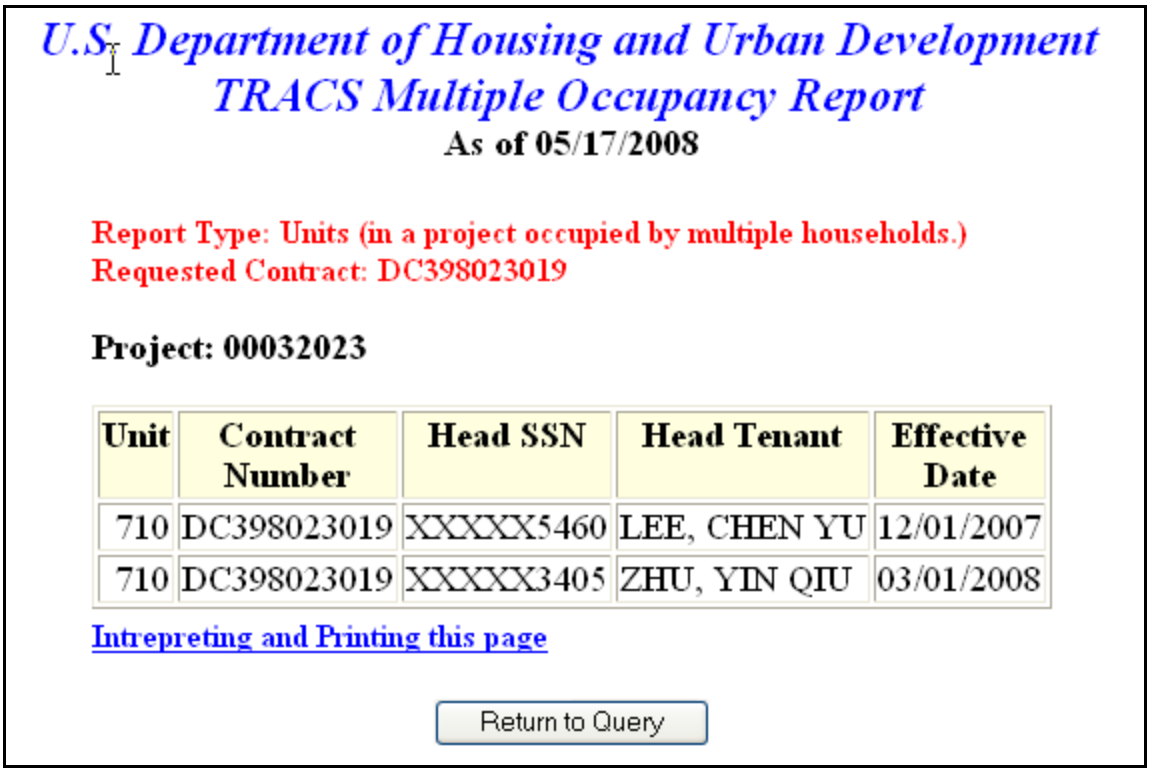
The screen displays the report with *Project Number* or *Contract Number* appearing across the top of the report, depending on which number was used to generate the query. If *Contract* Number is used to generate the query, but no *Project* Number is associated with the contract, then the *Project Number* column will not display. Remaining columns display the following:

- Unit
- Head SSN

> ✍ *Note: The first five characters of the social security number (SSN), taxpayer identification number (TIN), and the date of birth (DOB) display in the following format to protect the privacy of the individual.*
>
> *SSN - XXXXXNNNN*
>
> *TIN – XXXXXNNNN*
>
> *DOB – XX/XX/NNNN*

- Head Tenant Name
- Effective Date

The screen also displays a system-generated date based on when information was updated in the database, or states information is current as of this date.
The following screen (Figure 4) shows the *Households* (*occupying multiple units across projects)* S*ort by:* field, which is selected from the **Multiple Occupancy Query** screen.



U.S. Department of Housing and Urban Development
TRACS Multiple Occupancy Report
As of 05/17/2008

Report Type: Units (in a project occupied by multiple households.)
Requested Contract: DC398023019

Project: 00032023

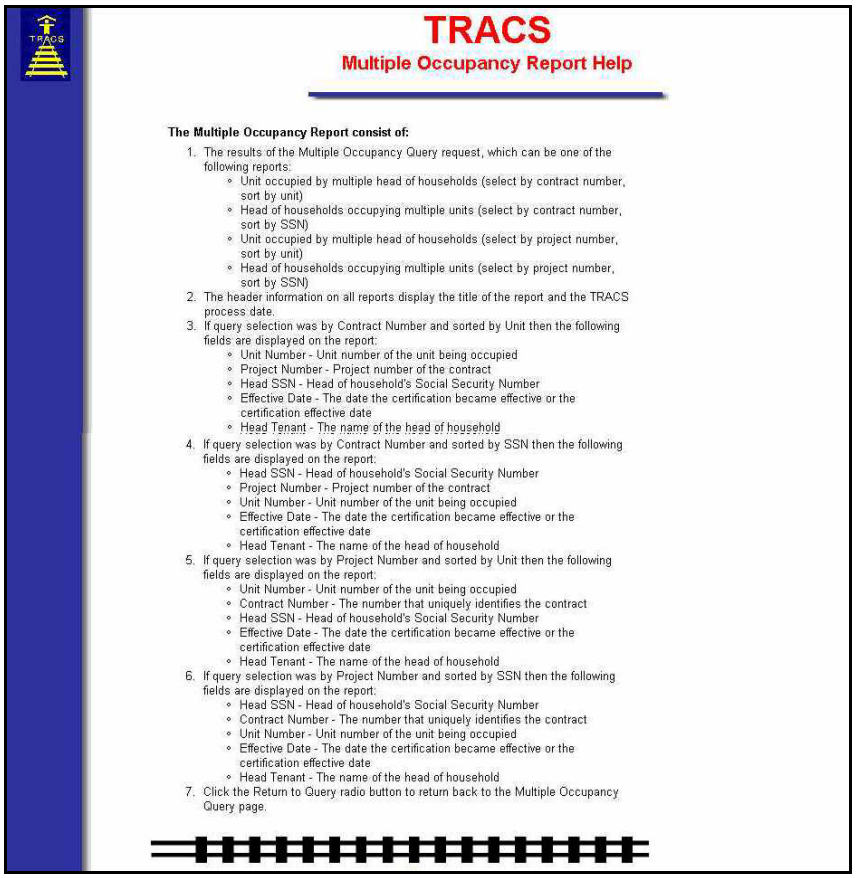
Unit	Contract Number	Head SSN	Head Tenant	Effective Date
710	DC398023019	XXXXX5460	LEE, CHEN YU	12/01/2007
710	DC398023019	XXXXX3405	ZHU, YIN QIU	03/01/2008

Intrepreting and Printing this page

Return to Query

Figure 4. Multiple Occupancy Query Screen showing Households occupying multiple units

The Interpreting and Printing this page link provides additional information for the Multiple Occupancy Report. Clicking on this link displays the following screen of information (Figure 5).



TRACS

Multiple Occupancy Report Help

The Multiple Occupancy Report consist of:

1. The results of the Multiple Occupancy Query request, which can be one of the following reports:
   - Unit occupied by multiple head of households (select by contract number, sort by unit)
   - Head of households occupying multiple units (select by contract number, sort by SSN)
   - Unit occupied by multiple head of households (select by project number, sort by unit)
   - Head of households occupying multiple units (select by project number, sort by SSN)
2. The header information on all reports display the title of the report and the TRACS process date.
3. If query selection was by Contract Number and sorted by Unit then the following fields are displayed on the report:
   - Unit Number - Unit number of the unit being occupied
   - Project Number - Project number of the contract
   - Head SSN - Head of household's Social Security Number
   - Effective Date - The date the certification became effective or the certification effective date
   - Head Tenant - The name of the head of household
4. If query selection was by Contract Number and sorted by SSN then the following fields are displayed on the report:
   - Head SSN - Head of household's Social Security Number
   - Project Number - Project number of the contract
   - Unit Number - Unit number of the unit being occupied
   - Effective Date - The date the certification became effective or the certification effective date
   - Head Tenant - The name of the head of household
5. If query selection was by Project Number and sorted by Unit then the following fields are displayed on the report:
   - Unit Number - Unit number of the unit being occupied
   - Contract Number - The number that uniquely identifies the contract
   - Head SSN - Head of household's Social Security Number
   - Effective Date - The date the certification became effective or the certification effective date
   - Head Tenant - The name of the head of household
6. If query selection was by Project Number and sorted by SSN then the following fields are displayed on the report:
   - Head SSN - Head of household's Social Security Number
   - Contract Number - The number that uniquely identifies the contract
   - Unit Number - Unit number of the unit being occupied
   - Effective Date - The date the certification became effective or the certification effective date
   - Head Tenant - The name of the head of household
7. Click the Return to Query radio button to return back to the Multiple Occupancy Query page.

Figure 5. Interpreting and Printing Page Screen

6. Click on the browser's Back button to return to the **Multiple Occupancy Report** screen.
7. Click on [Return to Query] to return to the **Multiple Occupancy Query** screen.

TRACS provides the capability for users to download Multiple Occupancy Report information.

13.2 To download a Multiple Occupancy Report:

1. From the **TRACS Multiple Occupancy Query** screen, select either *Contract Number* or *Project Number*.
2. Select *Report Type:* radio button.
3. Select *Report By: Download* option.

4. Click on Submit, and the **TRACS Multiple Occupancy Report** download screen (Figure 6) displays.

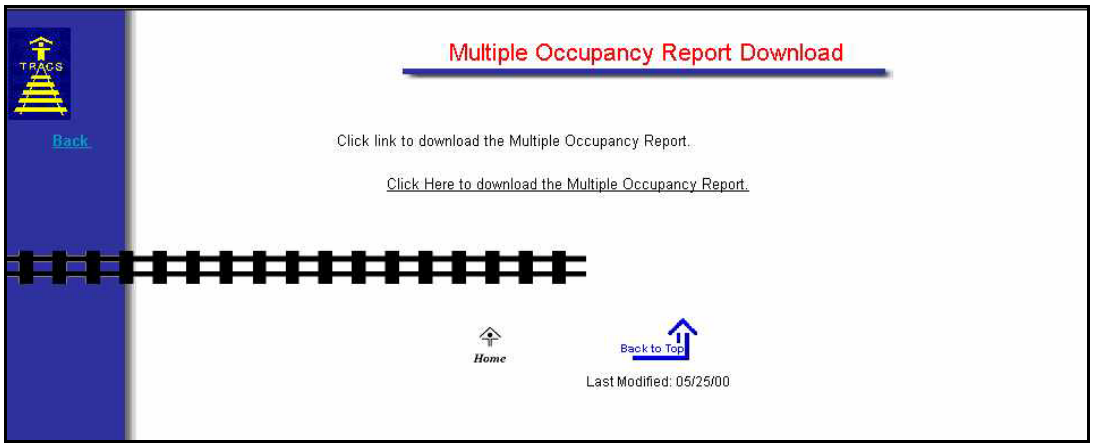


Figure 6. TRACS Multiple Occupancy Report Download Screen

5. Click on the click here to download the Multiple Occupancy report link, and a security warning screen (Figure 7) displays.

   OR

   Click on the Back link in the blue sidebar to return to query screen and view or edit previously entered search criteria.

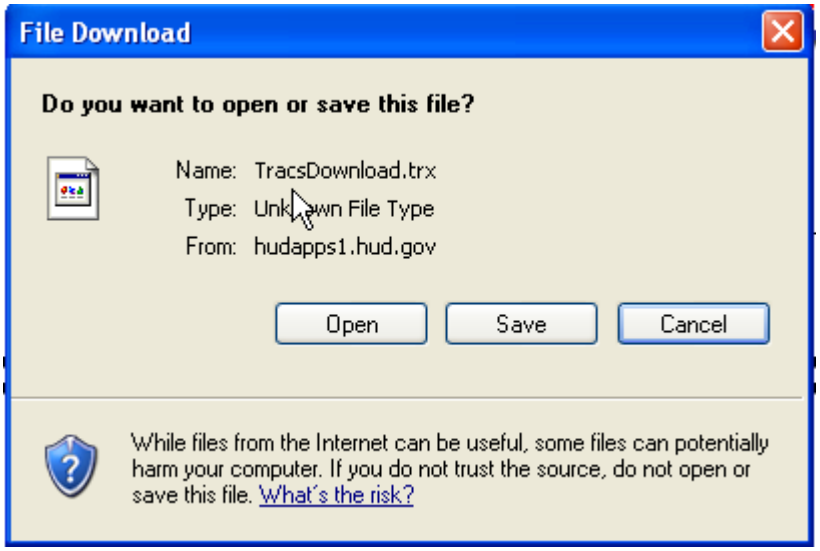


Figure 7. Security Warning

6. Click on the radio button next to *Save it to disk* to name and save the file to your hard drive.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at

the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.* An example of an ASCII file is displayed as Figure 8.

```
project number;contract number;unit number;head hhold id code;effective date;
head hhold name
05211050;MD068023010;300224;XXXXX4822;10/01/2007;MCGEE, TRICIA K
05211050;MD068023010;300224;XXXXX3495;05/01/2008;BAKER, JALIESA S
05211050;MD068023010;300231;XXXXX6880;04/18/2008;LEWIS, BRITTANY S
05211050;MD068023010;300231;XXXXX1662;08/30/2007;BAILEY, LAUREN A
05211050;MD068023010;300429;XXXXX6926;03/01/2007;HOLSTON, LAKISHA N
05211050;MD068023010;300429;XXXXX9325;12/07/2007;PROCTOR, ELAINE C
05211050;MD068023010;3004T5;XXXXX5565;11/09/2007;ANTHONY, SANDRA M
05211050;MD068023010;3004T5;XXXXX7249;08/01/2007;THOMIDIS, COLLEEN M▯▯▯
```

Figure 8. ASCII File