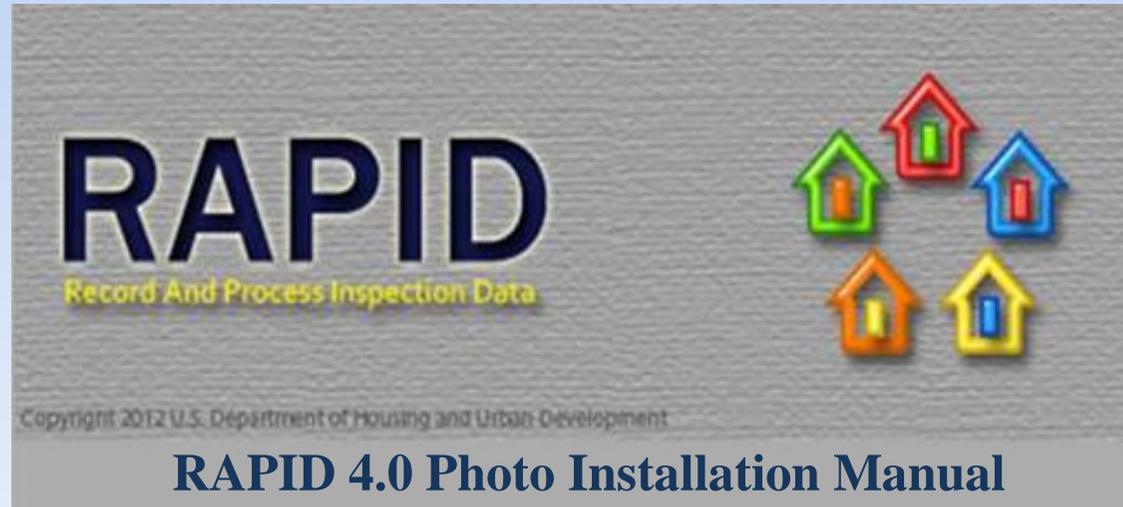


*I Believe In*

**HUD**





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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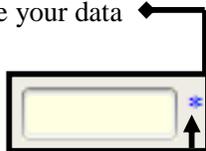
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***LEGEND:***

- ❖ 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

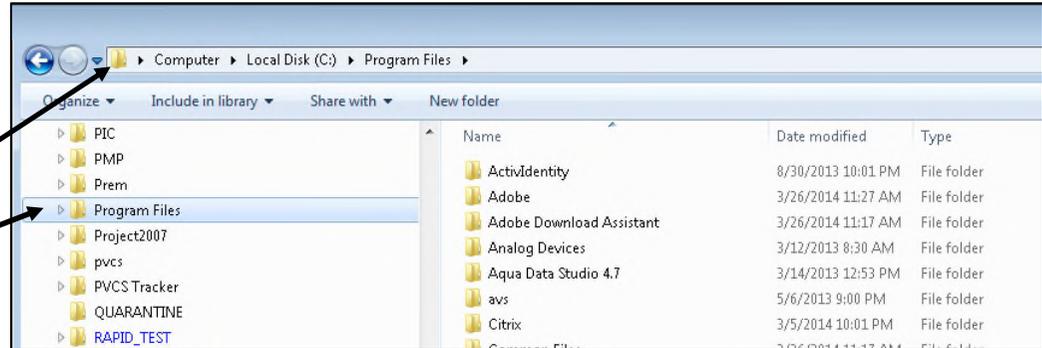


**Prior to Installation**

**Back Up Current RAPID Client & Inspection Data**

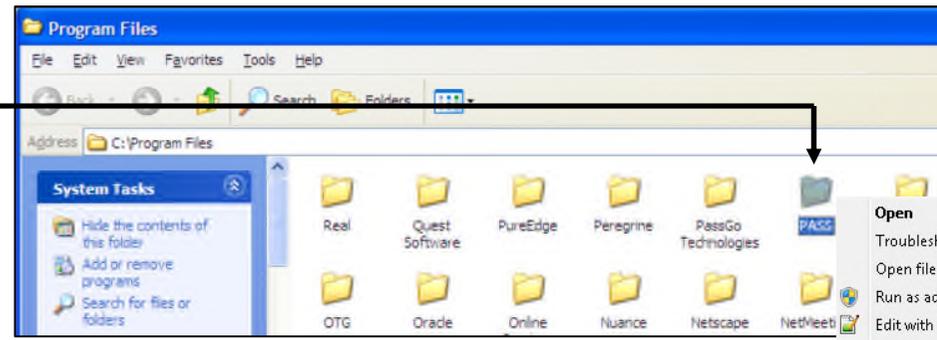
Please ensure that you complete all the inspections that have a status of “In Progress” and upload them into the REAC System

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

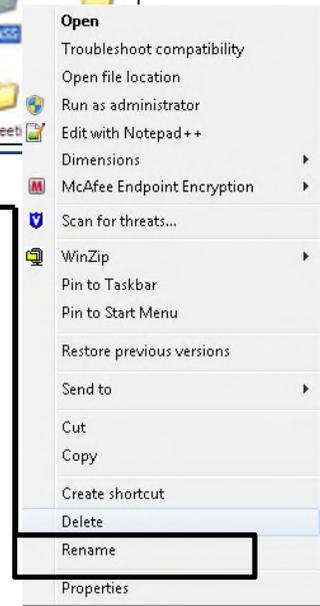


2. Double-click on the “PASS” folder

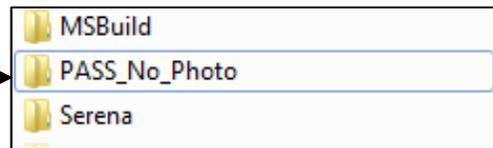
*Please Note: if you have installed RAPID in another location, you will need to go to that location and select the “PASS” folder.*



3. Right-click on the “PASS” folder and select the “Rename” option.



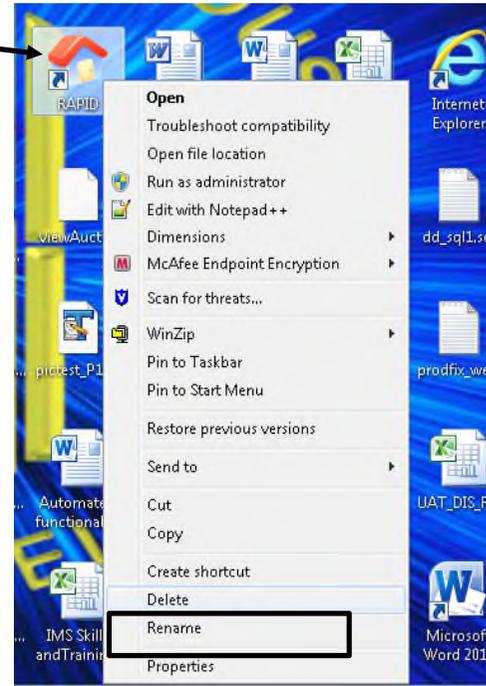
4. Rename the “PASS” folder to something that will make sense to you (i.e., PASS\_No\_Photo).



Now the old RAPID data stored on your computer will not be overwritten.

5. Go to your Desktop

- 6. Right-click on the “RAPID” icon and select the “Rename” option.
- 7. Rename the “RAPID” icon “RAPID\_No\_Photo” (ensure that it matches what you renamed the folder.)

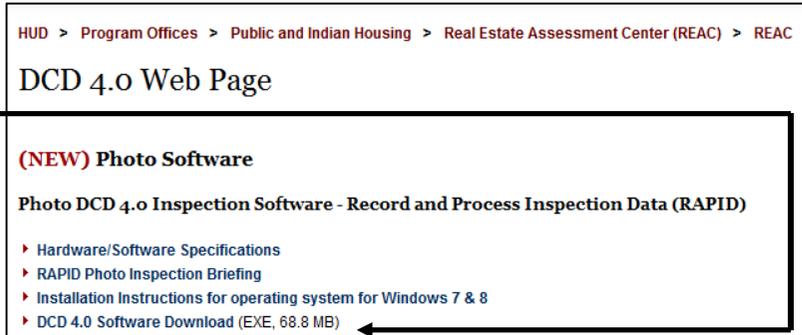


**Installation Instructions for Windows 8**

To install the photo version of RAPID 4.0, 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 “DCD 4.0 Photo Software Download” link to start the process.



The following window will appear:

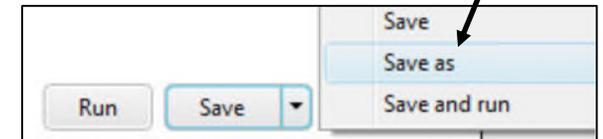
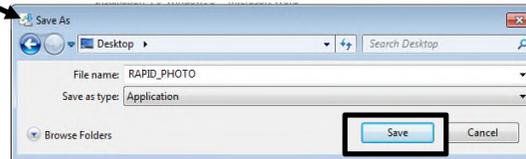
2. Click on the drop-down arrow next to “Save” and select “Save As”



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

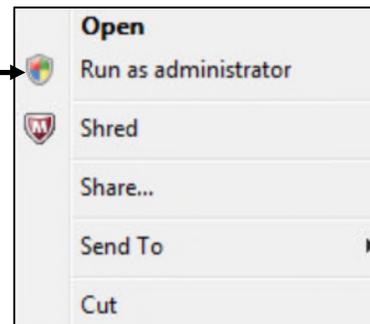
3. Click “Save.”

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



**Please Note:** if you are running the application for the first time **THEN:**

- Right-click on the “RAPID\_Photo” icon and select “Run as administrator.”



4. Double-click on the “RAPID\_Photo” icon to run the application.



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

The following window will pop up

5. Click the “Next” button

6. Change the path in the address field to C:\Program Files\PASS\RAPID\_PHOTO

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

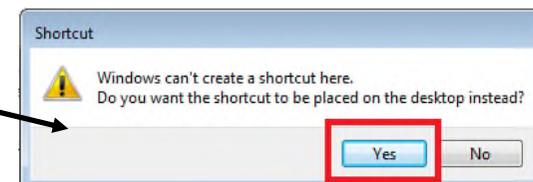
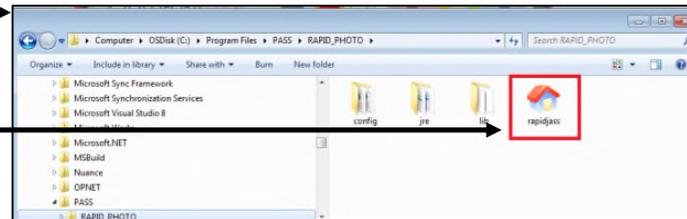
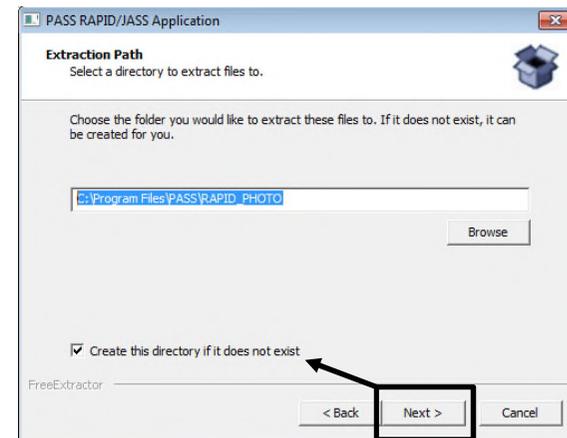
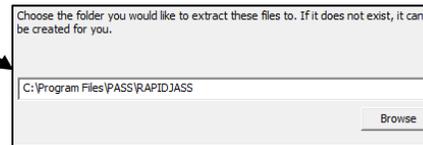
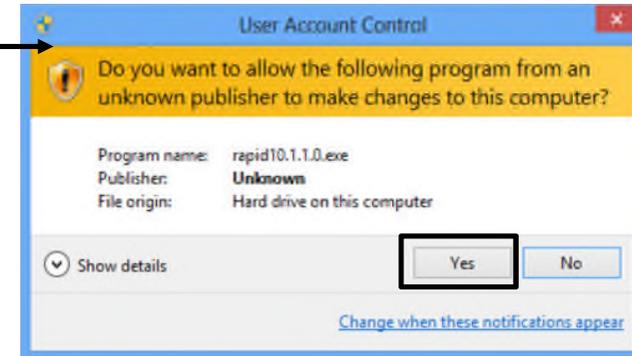
7. Click “Next” to extract the files.

8. Once the files have been extracted, open Windows Explorer, go to C:\Program Files\PASS\RAPID\_PHOTO to verify the contents are as displayed.

9. Right-click on the “RAPIDJASS” icon and select “Create Shortcut” on Desktop

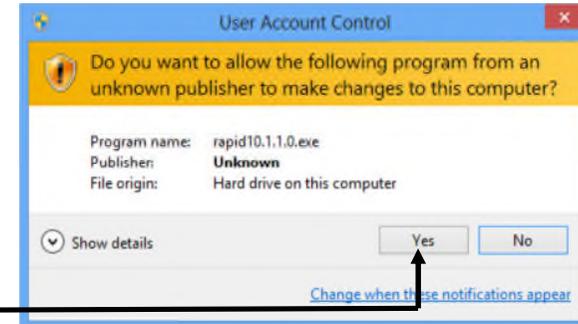
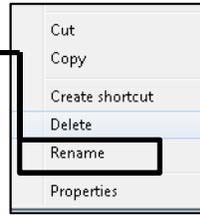
10. Click “Yes” when the “Shortcut” message displays.

11. Go to your Desktop to confirm the RAPIDJASS icon shortcut is there.



12. Right-click on the shortcut and rename it "RAPID\_PHOTO"

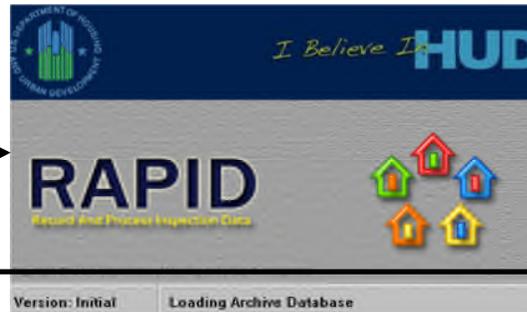
*Please Note: if you are running the application for the first time THEN: Right-click on the "RAPID\_Photo" icon and select "Run as administrator."*



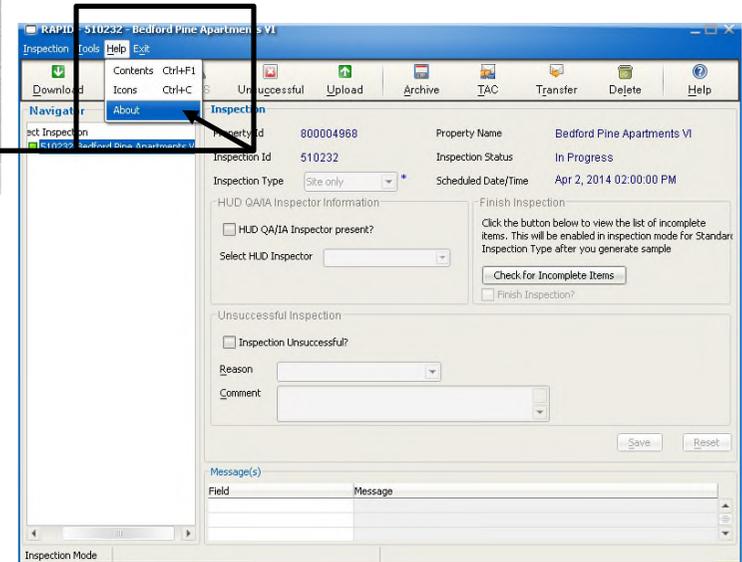
13. Double-click on the "RAPID\_PHOTO" icon to run the application.

14. 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.

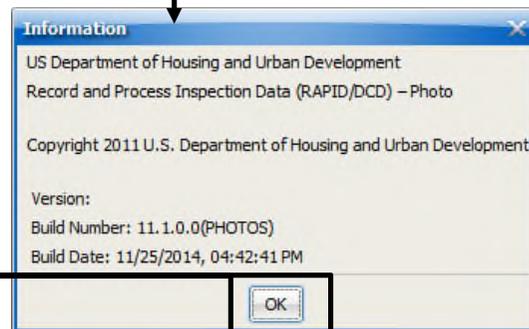


15. The RAPID PHOTO 4.0 application will open; click the "Help" button and select the "About" choice.



The "Build Number" should read 11.1.0.0(PHOTOS). The "Build Date" should read 11/25/2014, 04:42"41 PM.

16. Click the "OK" button to close the pop-up window.



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

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

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

20. Click “Login.”

You will be prompted with the following screen shot.

21. 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.

