



PIH.RHIIP.TA Message # 2011-29 Distributed on May 3, 2011

Please be advised that it appears that the previously reported server and connections errors have been resolved. The Office of Public and Indian Housing (PIH) EIV system is now operating under normal conditions.

### **Reminders**

**Reminder 1:** The weekend summarization job did not run over the weekend of April 30, 2011, due to the deployment of the new version of EIV 9.2. This means that certain reports are not available or the data has not been updated since the last successful weekend summarization job.

There is no impact on the Debts Owed to PHAs & Terminations Report since this report does not rely on the weekend summarization job. This report is updated daily.

The following report is **not** available:

1. Income Discrepancy Report

The following error message will be displayed: ***"No households which exceed the selected threshold"***



The following reports **are available** with data as of April 9, 2011:

1. Household Income Reports
2. Deceased Tenants Report
3. Identity Verification
4. Immigration Report
5. Multiple subsidy Report
6. New Hires Report



PIH.RHIIP.TA Message # 2011-29 Distributed on May 3, 2011

These reports will be updated upon successful run of the next weekend summarization job scheduled for **Saturday, May 7, 2011.**

**Reminder 2:** PIH EIV system users with the PHA Occupancy – Public Housing role are reminded that in order to view income information of tenants within a specific project, must have the project assigned to their user ID. If a user receives the following error message: ***"You do not have permission to view the family details..."***, this means that the applicable projects are not assigned to the user's ID.

PHA EIV User Administrators can quickly assign the applicable project(s) to the user ID by following the below steps:

1. Click on **By Users** under the User Administration header



2. Click within the **User ID** radio button, then enter the user ID within the **Search User** text field, and click on the **Search Users** button

User Administration >> By Users

---

**Query/View users by:**

Last Name     \*User ID

Search user    

**Select Region:**

<input type="radio"/> HUD HQ	
<input type="radio"/> HUB	<input type="text" value="ALL"/>
<input type="radio"/> FO	<input type="text" value="ALL"/>
<input type="radio"/> TARC	<input type="text" value="ALL"/>
<input checked="" type="radio"/> PHA	<input type="text" value="MI166 Bay County Housing Department"/>

**View users by first letter of last name/User ID**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

\*All User Id's begin with C, I, H or M



PIH.RHIIP.TA Message # 2011-29 Distributed on May 3, 2011

- Click on the magnifying glass to the left of the User ID

User Administration >> [By Users](#) >> Search Results

<< Back

1 - 1 of 1 Users

Action	Userid	First Name	Last Name	Code
	M	Marie		MI166 Bay County Housing Department

<< Back

1 - 1 of 1 Users

- Click on the pencil located to the left of the PHA Occupancy – Public Housing Role (Also, make sure that the checkbox for this role is checked. You can only assign projects to the user ID if the role is assigned to the user ID. The pencil will not appear if the role is not assigned)

User Administration - By Roles/By Users

**User Profile Details**

**Selected User**

User ID: M  
 User Name: Marie  
 Office Code:  
 Participant Code:

Action	Role	Status
<input type="checkbox"/>	PHA DHAP Assistance	
<input type="checkbox"/>	PHA Occupancy - Application Processor	
<input checked="" type="checkbox"/> 	PHA Occupancy - Public Housing	Approved
<input type="checkbox"/>	PHA Occupancy - Voucher	
<input type="checkbox"/>	PHA Security Administrator	
<input checked="" type="checkbox"/>	PHA User Administrator	Approved
<input checked="" type="checkbox"/>	Program Administrator - Public Housing	Approved
<input type="checkbox"/>	Program Administrator - Voucher	

Update Revoke All

<< Back

- Click within the applicable checkbox(es) of the project(s) to be assigned to the user ID and click the **Update** button.

User Administration - By Roles/By Users

**Assign Projects to User**

<< Back

**Selected User Information**

Userid	Name	Code
	Marie	

**List of Projects**

Action	Projects
<input checked="" type="checkbox"/>	001 Center Ridge Arms

Update

<< Back



PIH.RHIIP.TA Message # 2011-29 Distributed on May 3, 2011

Please send all inquiries regarding the content of this message to [PIH.RHIIP.TA@HUD.GOV](mailto:PIH.RHIIP.TA@HUD.GOV).