

## WHAT'S NEW?

### IREMS 1.6.1

#### Overview

This document provides information on the issues included in **iREMS** release **1.6.1**

The **What's New** addresses new issues identified by users or the iREMS development team. These items may include functionality or feature changes. There are also explanations for modifications or improvements instituted to maintain system performance.

The **Policy/Regulations** section addresses any business rule highlights, announcements, or changes that are necessary to maintain accurate property portfolios.

# Reports

## MicroStrategy

The previous Actuate standard reports have now been reformatted into the MicroStrategy reporting solution. MicroStrategy is a powerful reporting tool that HUD currently uses as its standard reporting utility. MicroStrategy offers a new way to request reports.

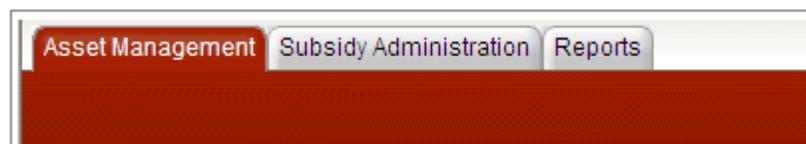
MicroStrategy gives users access to the standard iREMS reports. All reports are generated from specific criteria which is automatically included on the report parameters page. A list of the reports and the parameters are located in the **Reports** chapter of the **iREMS User Manual**.

MicroStrategy is used to generate reports for Multifamily Housing, Departmental Enforcement Center (DEC), the Contract Administration Oversight Monitors (CAOM) and Performance Based Contract Administrators (PBCA).

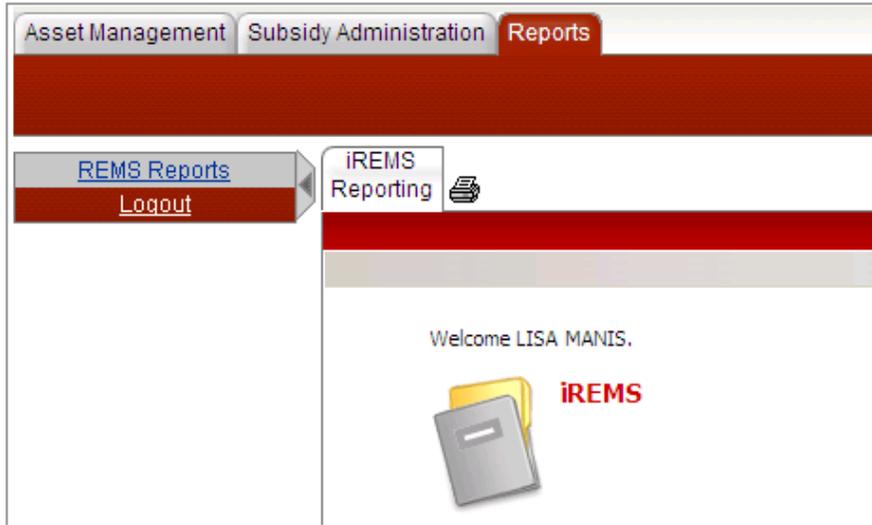
PBCA users that are currently participating in the Auto OCAF Pilot have access to generate three new Auto OCAF reports. Although all PBCAs can access these reports, if a non participating PBCA attempts to generate a report, no data will display.

All iREMS users with a secure system ID have access to the reporting module. User IDs determine which reports are available and can be accessed. Once accessed reports can be generated, viewed and saved in both PDF and MS Excel formats.

In iREMS the report module is accessed by selecting the **Reports** tab from any page.

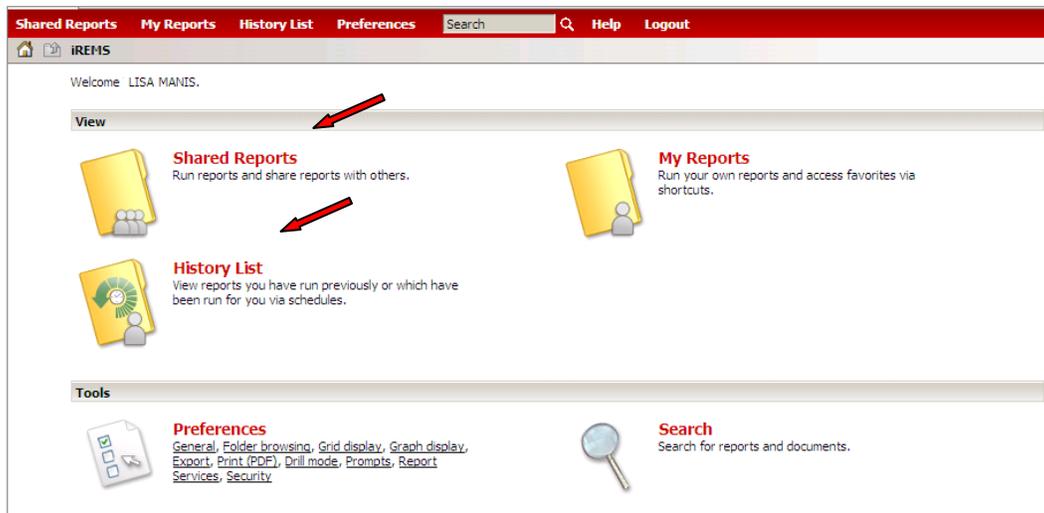


**PBCA Reports tab**



**Reports Welcome page**

When a user clicks on the iREMS folder they are navigated to the **Reports Home** page.



**iREMS Reports Home page**

The Home page displays folders that are available in MicroStrategy. At this time we will only be addressing the *Shared Reports* and the *History List*.

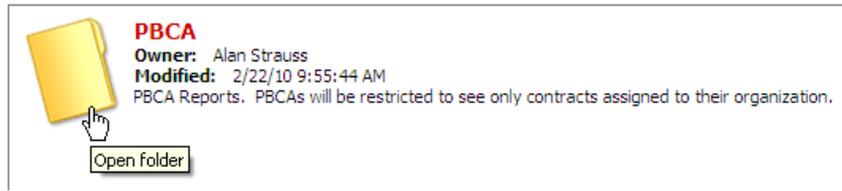
### → **Shared Reports**

The *Shared Reports* folder starts the process for accessing the various reports. Once the report displays users can view print or save the report.



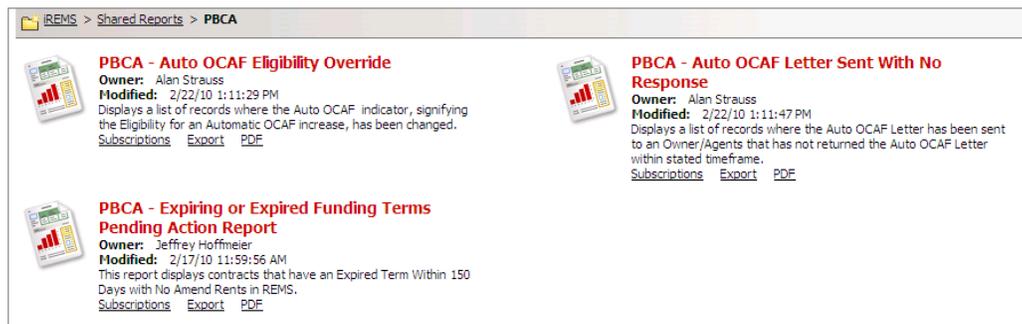
Shared Reports folder

Once the *Shared Reports* folder is selected, PBCA users are navigated to the PBCA folder.



PBCA folder

The PBCA folder only displays for PBCA users and contains the three available PBCA reports. To access the reports users select the folder and the PBCA list of reports displays.



PBCA report list

*Note: PBCA users have access to these three reports. However, currently only Auto OCAF Pilot participants can generate these reports.*

There are two types of report formats that can be generated from this list. A standard Portable Document Format (**PDF**) report and a Microsoft **Excel** report. All reports can be generated in both formats. The default format for all reports is PDF. To generate the report in PDF, users can either click on the "Open Document" folder or the *PDF* link.

In this example, the *PBCA - Expiring or Expired Funding Terms Pending Action Report* is selected. If the PDF or "Open Document" is selected the report displays in PDF format.



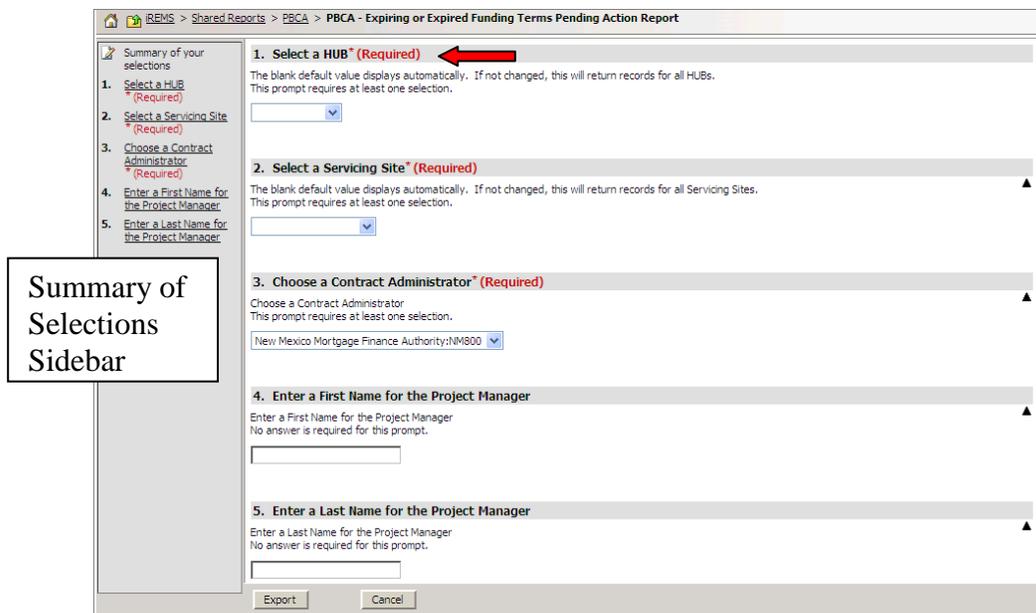
Selection for PDF

If the *Export* link is selected, the report displays in MS Excel. This Excel report is formatted as a display only document in Excel, not in the MS Excel column format.



Selection for MS Excel

Once a report is selected the Parameters page displays. The PDF and MS Excel Parameter pages are identical. These pages identify the parameters available to obtain the information needed to generate the report. The Parameter page displays the items in a left sidebar summary (if applicable) and on the main page for entry or selection. If an item is required the word "required" displays next to the field in red.



Sample Parameter page

There are parameters that are required to generate the report. These parameters are identified with the word **“required”** on the Parameters page and in the left sidebar. In some cases the word *required* means that the system needs the information to generate the report but does not require the user to change the information displayed. An example of this in the screen above is the HUB field, which is a required field. However, if a selection is not made or left blank, the report will include **All** HUBs when it generates. For more information on required fields, see the Reports Chapter in the iREMS User Guide.

After selecting or entering the criteria to include in the report, click on **Export** to generate the report.

*Expiring or Expired Contracts Pending Action As Reported in the Integrated Real Estate Management System*

Contracts that have Expired or are Expiring Within 120 Days with No Renewal in iREMS

Contract Number	Contract Doc Type	Contract Effective Date	Contract Expiration Date
GA06000905	HAP	8/28/2009	2/27/2010
GA06000938	HAP	6/1/2009	5/31/2010
GA06000977	HAP	4/21/2009	4/20/2010
GA06000808	HAP	2/1/2009	1/31/2010
GA06000822	HAP	4/22/1980	4/21/2010
GA06000904	HAP	9/1/2009	2/29/2010
GA06000905	HAP	5/1/2008	4/30/2010
GA06000907	HAP	6/8/2009	6/7/2010
GA06000914	HAP	12/31/980	1/22/2010
GA06001028	HAP	3/3/2009	3/2/2010
GA06001208	HAP	5/1/2009	4/30/2010
GA06001269	HAP	6/16/2009	6/15/2010
GA06001278	HAP	4/9/2005	4/8/2010
GA060012152	HAP	4/15/2009	4/4/2010
GA060018015	HAP	6/1/2009	5/31/2010
GA06002281	HAP	4/21/2005	4/20/2010
GA060023002	HAP	1/22/2009	1/21/2010
GA060023013	HAP	3/3/2009	3/2/2010
GA06002001	HAP	3/18/2009	3/17/2010
GA06000016	HAP	6/1/2009	5/31/2010
GA06000017	HAP	6/1/2009	5/31/2010
GA06000024	HAP	6/1/2009	5/31/2010
GA06000028	HAP	12/1/2009	1/31/2010
GA06000062	HAP	6/1/2009	5/31/2010
GA06000092	HAP	6/1/2009	5/31/2010
GA06000211	HAP	10/1/2004	9/30/2009
GA09400103	HAP	10/1/2009	12/31/2009
GA09400221	HAP	6/1/2009	5/31/2010
GA09000002	HAP	5/9/2005	5/8/2010
GA09000024	HAP	12/7/2004	12/16/2009

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Sample PDF Report page (selected PDF)

**Expiring or Expired Contracts Pending Action As Reported in the  
Integrated Real Estate Management System**

**Contracts that have Expired or are Expiring Within 120 Days with No Renewal in iREMS**

Contract Number	Contract Doc Type	Contract Effective Date	Contract Expiration Date
GA060005005	HAP	8/28/2009	2/27/2010
GA060005038	HAP	6/1/2009	5/31/2010
GA060005071	HAP	6/19/2009	6/18/2010
GA060005077	HAP	4/21/2009	4/20/2010
GA060008008	HAP	2/1/2009	1/31/2010
GA060008022	HAP	4/22/1980	4/21/2010
GA060009004	HAP	9/1/2009	2/28/2010
GA060009005	HAP	5/1/2008	4/30/2010
GA060009007	HAP	6/8/2009	6/7/2010
GA060009014	HAP	1/23/1980	1/22/2010
GA060010028	HAP	3/3/2009	3/2/2010
GA060012008	HAP	5/1/2009	4/30/2010
GA060012069	HAP	6/16/2009	6/15/2010
GA060012078	HAP	4/9/2005	4/8/2010
GA060012152	HAP	4/15/2009	4/14/2010
GA060018015	HAP	6/1/2009	5/31/2010
GA060018015	HAP	4/21/2005	4/20/2010

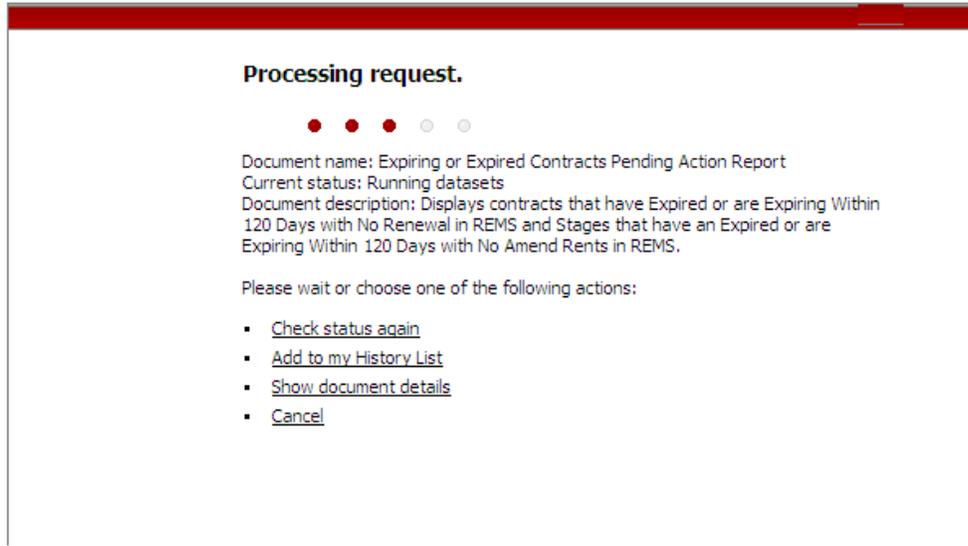
**Sample Excel Report page - display only format (selected EXPORT link)**

More information on these reports is available in the **Reports** chapter of the *iREMS User Guide*.

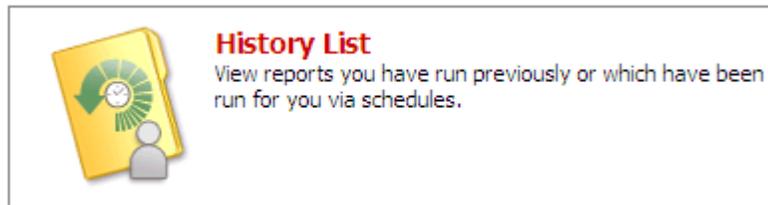
→ **History List**

It is always advisable to save your generated reports to your computer for further reference. There is a way to temporarily store your reports in the MicroStrategy module, under the **History List** section.

The **History List** link allows the user to view previously run reports that are temporally stored in this area. While a report is processing, a **Processing request** popup displays. At this time, the user can click on the Add to my History List link to request the report be temporarily stored under the **History List** area.



You can view a report you have already generated and stored in History by accessing the report link on the *History List* page.



Reports are saved in the *History List* folder as unchanging files. Therefore if you wish to see the most current data on a report that you have not run in the past 24 hours, you need to generate a new report. If current data is not essential, or if a night has not passed, you can view the *History List* to view a previously generated version. However reports saved in the *History List* folder will remain there temporarily and will be automatically deleted.

Name	Status	Message Creation Time	Remove
<a href="#">Expiring or Expired Contracts Pending Action Report</a>	Ready	2/17/10 11:07:56 AM	<input type="checkbox"/>
<a href="#">Expiring or Expired Contracts Pending Action Report</a>	Ready	2/15/10 2:59:36 PM	<input type="checkbox"/>
<a href="#">Expiring or Expired Contracts Pending Action Report</a>	Ready	2/10/10 8:47:28 AM	<input type="checkbox"/>
<a href="#">DEC AFS Non-Fileer Workload</a>	Ready	2/3/10 2:50:00 PM	<input type="checkbox"/>

There is more information on storing reports in the **History List** in the *iREMS User Guide*. All items highlighted in this document can be reviewed, with more detail, in the manual.