

RAPID Photo Inspection Briefing

Record and Process Inspection Data (RAPID)

Physical Assessment Subsystem – P109

U.S. Department of Housing and Urban Development

July 2014

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Record and Process Inspection Data (RAPID) Photo Client – July 25, 2014 Release

There are two RAPID Clients.

- o RAPID Client This is the DCD 4.0 Client that is currently being used by all Inspectors.
- RAPID Photo Client This is the DCD 4.0 Client that has photo capability and will be used initially by HUD QA Inspectors only during August 2014.
- Implementation Plan is still being developed. Expectation that a small group of Contract Inspectors will be trained and perform inspections using RAPID Photo in August/ September 2014.

RAPID Photo Software for the May 30, 2014 and July 25, 2014 Releases include the following functionality:

- 1. **Capture Photos**: Photos are required to be captured and saved for Severity Level 3 (L3) Defects only. The ability to take photos is not available for Level 1 (L1) and Level 2 (L2) defects.
- TAC Ticket Required if Photo Cannot Be Taken: If a photo cannot be captured for an L3 Defect, the user must submit a TAC Ticket. Inspector can submit a Global TAC or Area Specific TAC.
 - Global TAC Photo is not required, but is allowed, for L3 defects for the remainder of the inspection.
 - Global TAC Reasons:
 - Camera Malfunction All Inspectable Areas (No Photo)
 - Software Malfunction All Inspectable Areas (No Photo)
 - Property/Owner Refusal All Inspectable Areas (No Photo)
 - Area Specific TAC Photo is not required for the area (e.g., Building System, Unit) in that Building (e.g., Building 1
 - Area Specific TAC Reasons
 - Hazardous Condition Area Specific (No Photo)
 - Occupant Refusal Area Specific (No Photo)
 - Restricted Area Area Specific (No Photo)
 - Weather Area Specific (No Photo)
- 3. **Photo Review**: User can review photos under the Deficiencies window once the photos have been saved and the user completes the area that is being inspected. User may have to refresh the area by clicking in another area (e.g., Building Exterior, Unit) and returning to the area that has photos (e.g., Building Systems, Common Area).
- 4. Upload of Inspection and Photos: Upload is done in same manner and is seamless. The user will see a status of Uploaded once both the Inspection and Photos have been uploaded.

User ID: HPASSQ

Password: R34cT35t

1. Inspection Download Process to RAPID

After opening up Rapid Client and clicking on Download button at top of screen. User must click Connect button located bottom right hand to log into Rapid.

Screen A

Download In Inspection Tools									-	- - × -
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Inspection Mode	Disconnected									

Screen B

After log in, click on Download button again to download inspection.

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Inspection Mode	Disconnected										

2. Inspection Mode after inspection is downloaded

After inspection is successfully downloaded to Rapid, User can click on Select inspection to view inspection assigned to them under Select inspection screen. User must select Inspection mode and then click on Select Inspection button to start inspection.

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			514306	80002283	:5	412 APAR	TMENTS	Thu, May 1, 201	4 02:15 PM	Uploaded
			525773	80002164	9	MADISON	STONEHEDGE	Fri, May 2, 2014	03:45 PM	In Progress
Inspection Mode			Review mu Please select ar The inspection r Message(s) Field	n inspectio		n mode de to activate t itart of the insp			Select Ir	spection

2. Level 1 Defect: Roofs

Building Exterior Inspection: Follow the Item Defect Entry Help windows, complete defect evaluation as OD L1 **[No Change]**

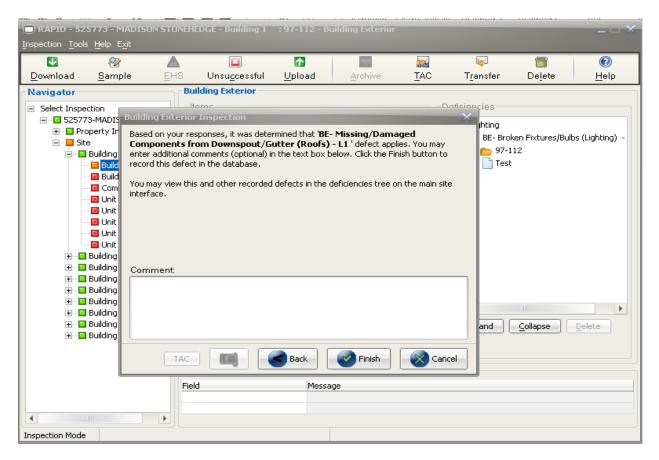
Item Entry Defect window displays message: "Based on your responsesL1..."

Camera icon is disabled

Back button is enabled

Finish is enabled

Cancel is enabled



3. Level 2 Defect: Lighting

Building Exterior Inspection: Follow the Item Defect Entry Help windows, complete defect evaluation as OD L2. [No Change]

Item Entry Defect window displays message: "Based on your responsesL2..."

Camera icon is disabled

Back button is enabled

Finish is enabled

Cancel is enabled

Enter Comments and Click Finish button.

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		TAC	в	ack	Finish	Cancel		
]	
Inspection Mode								

4. Level 3 Defect: Ceiling

Photo Capability is effective for all Level 3 Defects. Building Exterior Inspection: Follow the Item Defect Entry Help windows, complete defect evaluation as OD L3.

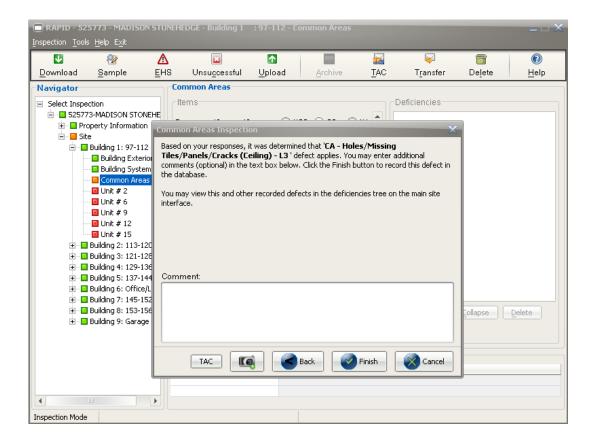
Item Entry Defect window displays message: "Based on your responsesL3..."

Camera icon is enabled

Back button is enabled

Finish is enabled

Cancel is enabled



Note: If Camera is not available OR camera is not functioning properly, user will get No Camera found message.



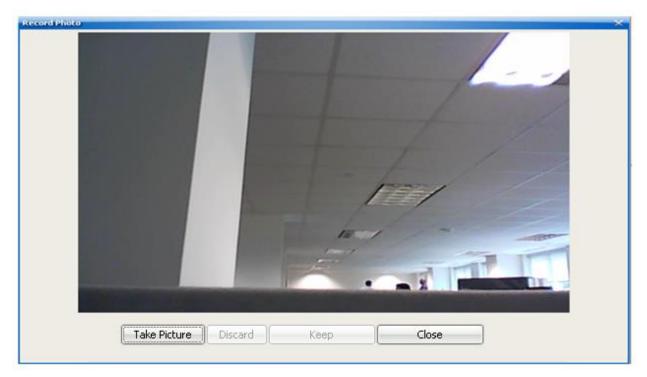
5. Initializing Camera

Clicked on camera icon to take picture and camera initialization screen come into view.

Record Photo
Webcam C170 0 device initialization
Take Picture Discard Keep Close

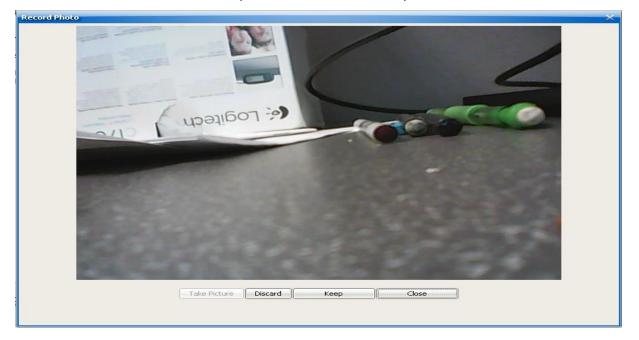
6. Camera View

The Camera View screen comes into view after a few seconds. Take Picture and Close buttons are enabled.



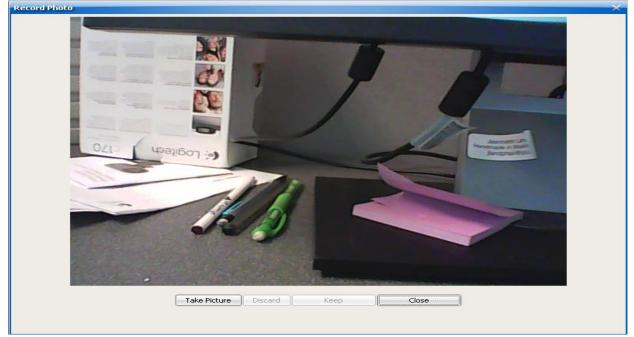
7. Take Picture

Click Take Picture button on Photo Capture window. Discard, Keep and Close buttons are available.



8. Keep Button

After the user selects Take Picture, the user may select the Keep button to save the captured photo. After selecting the Keep button, the user may select Take Picture button to capture an additional photo or select the Close button to return to the L3 Defect Screen.



9. Discard Button

After the user selects Take Picture, the user may select the Discard button to discard the captured photo. At this point, the photo has not been saved. And if user selects Close button without saving a photo, they will see a reminder pop-up message to capture and save at least one photo.

26	
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-	No photos have been saved X
	Photo screen.
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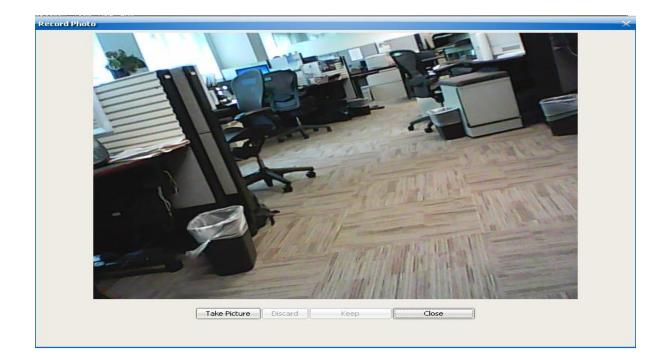
10. Users are allowed to Save Maximum of 3 Photos

RAPID allows user to save a maximum of 3 photos. After 3 photos have been saved, message will display. After selecting OK, user can select Close button to return to the L3 Defect Screen.

ñ	Record Photo
	Take Picture Retake Picture Close
	Message X The maximum number of photos saved for each defect is three (3).
	Please select close button.
I	

11.Close Button

User may select the Close Button at any time. If user has captured and saved at least one photo, user will be able to return to the L3 Defect Screen when selecting the Close button.



12. Close Message

RAPID shall support photo capability during physical inspections and allow photo capture for all level 3 defects. If user has completed defect evaluation as OD L3, clicked Camera Button on level 3 Defect screen and select Close button on Record Photo screen without saving at least one photo, the system shall display a warning message:

No pho	tos have been saved X
?	No photos have been saved. Would you like to stay on the Record Photo screen.
	Yes No

- Click Yes on the warning message \rightarrow Stay on Record Photo screen.
- Click No on the warning message \rightarrow Return to Defect screen.

13. Return to L3 Defect Screen

After the photo is saved and user selects Close button on the Photo capture screen, RAPID allows user to return to Level 3 Defect Screen.

🔲 RAPID - 52	5773 - MADISO	N STONEH	EDGE - Building 1	: 97-112 - Co	ommon Areas				_ = ×
Inspection Tool:	; <u>H</u> elp E <u>x</u> it								
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	Building 9: Garag		TAC	Q.	Back	Finish	Cancel		

14. Comments (Optional)

After comments are entered, click on Finish button to complete defect. RAPID closes defect screen and Level 3 defect and comments can be seen under Deficiencies section on right hand side.

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🖬 Unit ⊕ 🖬 Building		FHEO - Accessible Outside Common Are	as+			🔵 NA				
🕀 🖸 Building	3: 121-128 4: 129-136 5: 137-144	Halls/Corridors/Stairs	•			◯ NA				
🖅 🛄 Building		Kitchen+				⊖ NA		•		•
主 🖬 Building	98:153-156 99:Garage	Laundry Room+		O NOD	🔵 OD	🔵 NA		Expand	Collapse	Delete
		Lobby+		O NOD	🔘 OD	🔘 NA	-			
		Message(s)								
		Field		Message						
•										
Inspection Mode										

15.Saved Photo location after L3 defect photos are saved and L3 defect completed

After user have finish with L 3 defect if photos were taken during L3 defect findings, then they will display on right hand side of Rapid if deficiency folder is expanded.

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Navigator			Site]
 Select Inspect 			Items				Deficiencies		
⊡	perty Information		Fencing and Gates				E- b Fencing and		tions/Damagec
÷ 🖬	Building 213A: M2:		Grounds+					3/BLDG 101,104	4/4 PLEX
÷ 💴	Building 213B: M2: Building 213C: M2: Building 213D: M2:	13/E	Mailboxes and Projec Signs+	t 🔾 NC			Phot	os-535209-11	
÷ 🖻	Building 213E: M21	13/E	Market Appeal+						
			Parking Lots/Driveways/Roads	, + 🔾 NC					
			Play Areas and Equipment+						
			Refuse Disposal+		DO 🔵 OD	⊖ NA			
			Retaining Walls+						Þ
			Storm Drainage+				Expand	Collapse	Delete
			Walkways and Steps+			•		Record Area I	Measurements
			Message(s)						
			Field	Messag	ge				
•									
Inspection Mode	Disconnected								

16.Saved Photo preview after L3 defect photos are saved and L3 defect completed

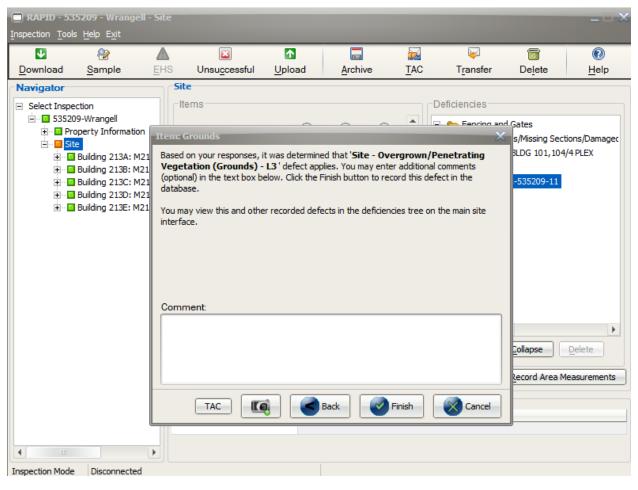
Once Photo is saved, users are able to do review by clicking on Photo label located under Deficiency section. A separate screen will pop up for user to review Captured photo

🔲 RapidPhotoReview 📃 🗖 🗙					
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) od				
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Der La) od		Expand		Delete
	DOD	•		Record Area M	leasurements

17.TAC Entry if Photos are Not Captured

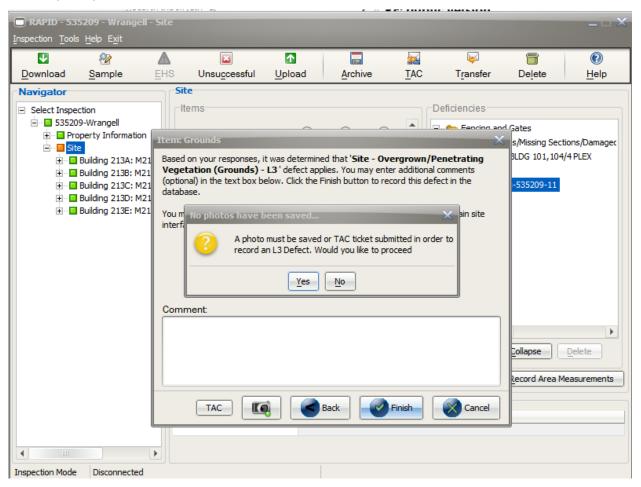
Once user come across L3 defect and user clicks on Finish button, a pop up will display to remind user to capture photo.

Screen A



Screen B

If user selects <u>Yes</u> they will finish defect without saving any changes, but if they select <u>No</u> on screen they must Capture photo OR enter TAC



18. TAC information entry screen to enter TAC information

Once user selects TAC button under level 3 defect screen, another screen will pop up for user to enter TAC information

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Inspection Tools Help Exit								
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Inspection Mode Disconnected		TAC		<u>S</u> ave	<u>C</u> ancel	Cancel	<u>C</u> ollapse	Delete Measurements

19. TAC entry and saving TAC information

After User entered all information under TAC screen, user can select <u>Save</u> button to save information and return to L3 defect screen. User can select Global TAC or Area Specific TAC.

Global TAC Reasons – Photo is not required, but is allowed, for L3 defects for the remainder of the inspection.

- Camera Malfunction All Inspectable Areas (No Photo)
- Software Malfunction All Inspectable Areas (No Photo)
- Property/Owner Refusal All Inspectable Areas (No Photo)

Area Specific TAC Reasons – Photo is not required for the area (e.g., Building System, Unit) in that Building (e.g., Building 1).

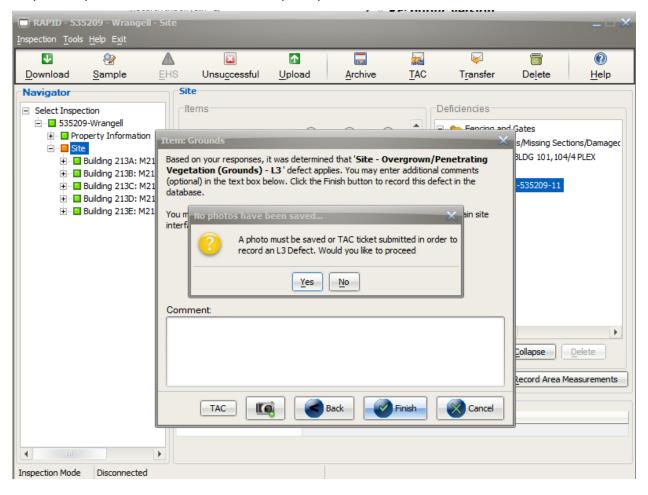
- Hazardous Condition Area Specific (No Photo)
- Occupant Refusal Area Specific (No Photo)
- Restricted Area Area Specific (No Photo)
- Weather Area Specific (No Photo)

NOTE: All fields are required to fill under TAC screen; otherwise, warning message will pop up to display missing fields.

RAPID - 53	5209 - Wrangell Help Exit	- Site							-=×
		L EHS	<mark>⊠</mark> Unsu <u>c</u> cessful	 Upload	Archive	TAC	▼T <u>r</u> ansfer	<mark>⊚</mark> De <u>l</u> ete	0 <u>H</u> elp
Navigator Navigator Select Inspe □ 53520 □ 53520 □ 54	ction 9-Wrangell perty Information	Site Item: G Based o Vegeta (optiona databas	Record TAC In Please provide REAC Technic pertaining to th TAC Phone Nu ADD/VIEW TAC Number TAC Reason Comment	formation e details about; al Assistance C his inspection. umber: 1-888-2 Enter New TAC N [1234567] * Camera Malf All Test	your communica center (TAC) to re 45-4860 lumber V Insp Areas	- De	sficiencies	- d Gates	tions/Damagec /4 PLEX
Inspection Mode	Disconnected	<u>}</u>							

20. Level 3 defect screen reminder before finishing defect

After User saved TAC information successfully, they can finish defect by clicking on finish button. As a reminder, Rapid will display message for user to Capture photo or enter another TAC if needed. If user selects YES on message they will exit screen and TAC will be saved OR if user selects NO on message they will stay on L3 defect screen to either capture photo or enter TAC if needed.



21. Health & Safety OD (Level 3)

Click on H&S OD button to record health and safety issues.

ding Exterior Inspection		× -		V		0
ase select from the following items:		rchiv	E <u>T</u> AC	T <u>r</u> ansfer	Delete	<u>H</u> elp
Record Observations				Deficiencies		
Emergency/Fire Exits) OD		Deficiencies		
O Infestation		DD				
🔵 Garbage/Debris						
 Electrical Hazards 		100				
Air Quality) OD				
🔵 Elevator) OD				
Flammable/Combustible Materials		DOC	🔘 NA 📑			
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TAC Ba	ock Finish	Cancel D DD	⊖ NA	Expand	Collapse	elete
	Health and Safety	🖲 OD	¥			SIGCO
	Message(s)					
	Field	Message				

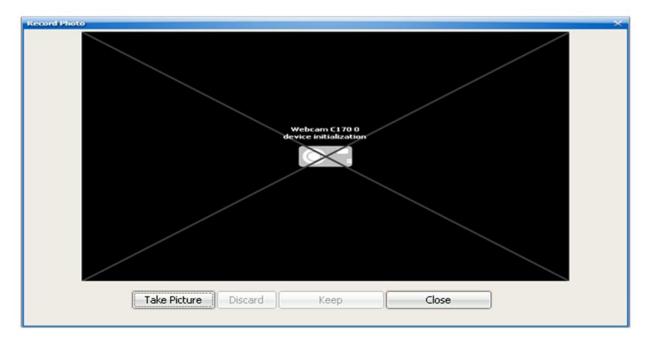
Go through decision tree for level 3 defect.

🗖 RAPID - 511314	- PLEASANT VILLAGE APTS.,LTD Building 1 314/316 - Building Exterior			_ 🗆 🗙
Inspection Tools Hel				
		ן 😡		(2)
Download S	Building Exterior Inspection X	Transfer	Delete	Help
Navigator	Based on your responses, it was determined that 'HS - Tripping (Elevator) - L3 '			
ect Inspection	defect applies. You may enter additional comments (optional) in the text box below. Click the Finish button to record this defect in the database.	encies		
511314-PLEASAN				
Property Infor	You may view this and other recorded defects in the deficiencies tree on the main site	Fire Escapes		
🖃 📃 Site	interface.	Foundations		
🚊 - 🖸 Building 1: :				
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III Commor ⊕ III Building 10:				
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	Message(s)			
	Field Message			
				
4	•			
Inspection Mode				

Camera icon is enabled Back button is enabled Finish is enabled Cancel is enabled

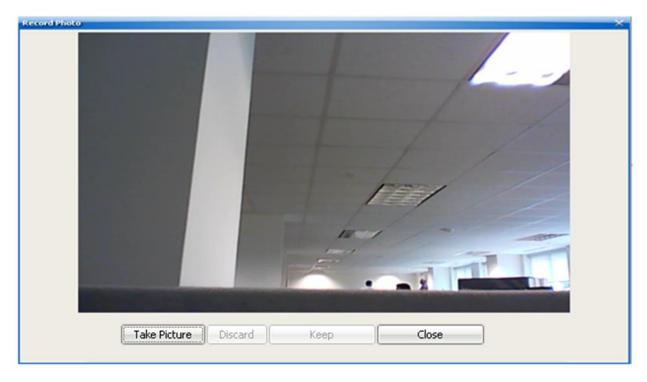
22. Initializing Camera

Click on camera icon to take picture a and camera initializing screen come into view



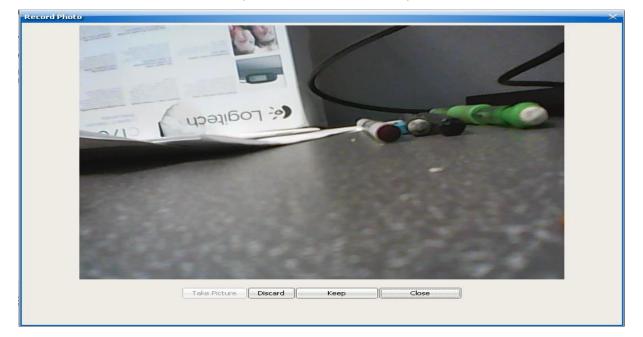
23. Camera View

The Camera View screen comes into view after a few seconds.



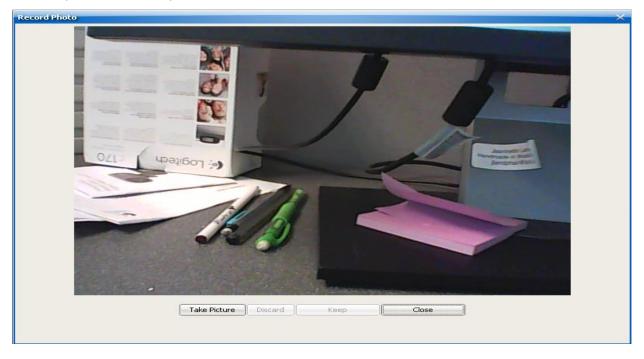
24. Take Picture

Click Take Picture button on Photo Capture window. Discard, Keep and Close buttons are available.



25.Save Picture

Click Keep button and the photo is saved. Take Picture and Close buttons are enabled.



26. Close and Return to Defect Screen

Once done taking pictures, click on Close button to return to Level 3 defect screen.

🗆 RAPII	0 - 525773 - MADI	50N STONEH	EDGE - Building 1	: 97-112 - C	ommon Areas				_ _ _ ×
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Downlo	ad <u>S</u> ample	<u>E</u> HS	Unsu <u>c</u> cessful	<u>U</u> pload	Archive	TAC	T <u>r</u> ansfer	De <u>l</u> ete	<u>H</u> elp
-Naviga	tor	Co	mmon Areas						
🖃 Select	Common Areas I	nspection				\times	Deficiencies		
	Based on your res Blocked/Unusal additional commen this defect in the o	onses, it was ole (Emerger is (optional) ir atabase. and other rec	determined that 'H ncy/Fire Exits) - L the text box below orded defects in the Back Back ssage(s)	3 ' defect applie . Click the Finish	is. You may enter button to record e on the main site		Ceiling - Ba	les/Missing Tiles 12 Track(s) Regardless of siz 'his condition DC	/Panels/Cracks
			-		-9-				
4	Ш	•							
Inspection	Mode								

27.EHS Report

Click on EHS button located at top of RAPID screen to generate EHS Report.

TInspection-52577 File Edit View	3-EHSreport.pdf - Adobe Reader			- • ×
	window Hep			Comment
0	Exigent Health a	nd Safety Notificatio	n Form	E
	Property Id: 800021649			
	Property Name: MADISON STONEHEDGE	Inspection ID: 525773		
	Address: 225 N Fairfield Rd	Inspection Date: May 2, 2014 4:5	53:18 PM	- 1
		Primary Contact: Mike Milller		
	Layton, UT 84041 - 3949	Role: Owner		
	Phone: () -	Primary Contact Phone: (202)000	0-0000 Ext :	
	All Owners are to correct or abate EHS deficience abatement activity through the online application During this inspection, the following items were attention:	within three business days of the insp	pection.	
	# Item	Deficiency	Location	
	Building Exterior			
	1 Emergency/Fire Exits HS - Emerger	ncy/Fire Exits Blocked/Unusable	Bldg: 1 - 97-112	I

28. Check for Incomplete Items before finishing inspection

After all inspection is completed, Click on Check for incomplete items label and message come into view. Select OK and select check Finish inspection box.

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E Select Inspe			Property Id	800021649	Pr	operty	Name	MADIS	ON STONEHEI	DGE
	3-MADISON STONEN perty Information		Inspection Id	525773	In	spectio	on Status	In Prog	ress	
🗄 🛄 Site	e		Inspection Type	Standard	🖃 * 🛛 Sc	hedule:	ed Date/Time	e May 2, 3	2014 03:45:00	PM
			HUD QA/IA Ins	pector Information			-Finish Ins	spection		
				Inspector present?					view the list of i	ncomplete ode for Standard
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			Comment							
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									Save	Reset
			Message(s)							
			Field	Messa	ge					
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29.EHS Reminder

Warning message will display if EHS defects were found and EHS Report was not generated.

Note: No Message will be displayed if EHS defect was not recorded.

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Navigator	Inspection						
Select Inspection	Property Id	800022835	Proper	ty Name	412 AP	ARTMENTS	
	Inspection Id	514306	Inspec	tion Status	In Progr	ess	
🗈 🔁 Site	Inspection Type	Standard	- * Schedu	led Date/Time	May 1, 2	2014 02:15:00	PM
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	-Unsuccessful In	spection					
	Inspection Un	nsuccessful?					
RAPID Error						×	
PAR	ID has determined that	you have not genera	ted the EHS repor	t for this inspe	ction		
	se generate the report v					ction.	
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L'inspection mode Connection Timed	Out						

30. Finish Inspection

Click check box again once EHS report has been Generated and system will verify with new message that once inspection is finished, inspection data cannot be updated. Click 'Yes' or 'No'. If yes is selected, Save button must be selected at bottom of screen to save information. If No is selected information won't be saved.

RAPID - 52 Inspection <u>T</u> ools	5773 - MADISON : Help Exit	STON	EHEDGE								×
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	3-MADISON STONE	HE	Inspection Id	5257	73		Inspec	tion Status	In Prog	ress	
😟 - 🖬 Site			Inspection Type	s Stan	idard	*	Schedu	uled Date/Time	May 2, 3	2014 03:45:00	PM
			HUD QAVIA II	nspector I	nformation			Finish Ins	pection		
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	? Are you s	ure th	hat you want to l	inish this ir	nspection? Ir	<u>No</u>	ata canno	ot be updated	once the inspe	ction is complete	a.
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31.Upload Screen

Click on upload button to go to Upload screen and verify Inspection ID is listed on Upload screen.

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Select Inspe	tion		Complete / Re	ady for Upload				
				Property Id / Dev. # 800021649	Property Name MADISON STONE		Inspection Dat May 2, 2014	e
					s from the list above and clich HUD for technical analysis.	< the Upload	Upload C	onnect
			Inspection Id	Property Id / Dev. #	Property Name	Receipt#	Review Status	
			510927	800020737	Casa De Oro Apartments	3988935822	Uploaded	
			514306	800022835	412 APARTMENTS	3989642056	Uploaded	
			eld	Message	107 			
Review Mode	Disconnected							

32.Connect

Select Check box next to Inspection ID and click on Connect to enter user information. Once connected, Upload button becomes enabled.

🔲 Upload Insj	pection(s)								_ — ×
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Select Inspe	ction		Complete / Ready for Upload						
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		Conne Code, author	Varning: Misuse of Fe tion website falls un Section 1030. This la ized access, alteratio g on Federal Compute	Upload C	onnect				
		User Id Passw		*	3988935822 Uploaded 3989642056 Uploaded				
Review Mode	Disconnected	Fiel	ssage(s) d	Messag	e		<u>ل</u>		

33.Upload Inspection

Once inspection is uploaded, Inspection ID will display at bottom of screen with property name, Receipt # and Review Status = Uploaded. Generally takes 60 seconds or less for upload.

Upload Insp										_ 🗆 X
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Select Inspec	tion		Complete / Ready for Upload							
			Inspection Id	Proj	perty Id /	Dev. #	Property	/Name	Inspection E)ate
			Please select o	ne or more in:	pections	from the list abov	ve and click t	he Upload		
			Please select one or more inspections from the list above and click the Upload Upload button to upload inspection data to HUD for technical analysis.							sconnect
			Inspection Id 510927	Property Id / Dev. # 800020737		Property Name Casa De Oro Apartments			Review Status	
			514306	800022835		412 APARTM	•			
			525773	800021649		MADISON STONEHEDGE		3991360745		
			Message(s)							
		F	Field		Message					
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