

**US Department of Housing and Urban Development**  
***Office of Public and Indian Housing***  
***PIH Information Center (PIC)***



**FRS 4.0 User Guide**  
**Chapter 2-A Convert Data In FRS 4.0**  
June 2002



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## I. Introduction

This chapter contains information about how to convert tenant data from previous versions of FRS to FRS 4.0, advisories on the conversion process, and procedures for completing the conversion.

## II. Data Conversion

To use tenant data from a previous FRS version in FRS 4.0, you must convert the data before you enter any new tenant information into FRS 4.0. The data conversion process examines existing FRS data and transfers it into the FRS 4.0 database. FRS 4.0 prompts you to locate the old FRS 2.1 data (Frs\_data.mdb) Or old FRS 3.0 data (frs3data.mdb), prior to its conversion.

**NOTE:** You cannot convert data from other software (non-FRS) systems or versions prior to FRS 2.1.

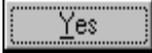
## III. Thoughts on Data Conversion

**WARNING:** If you decide NOT to convert data during installation, FRS 4.0 allows you to convert the data once you are in the application. However, you cannot enter any new information into FRS 4.0 until AFTER you convert data. If you enter new information in FRS 4.0 before you convert data, the data conversion option is no longer available.

**NOTE:** Backup all of your data before you begin the data conversion process. During the process, not all data may convert. For example, if the FRS 2.1 contained corrupt data, the corrupt data may not convert properly into the FRS 4.0.

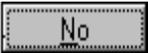
## IV. Proceed with Data Conversion

Follow these steps to convert **ONLY FRS 2.1** data:

From the Data Conversion Request message, click . The **Data Conversion Message** appears.

### OR

To convert data from the Main Menu Screen, click *Tools* and select *Convert Old FRS Data*. The **Data Conversion Message** appears.

**NOTE:** Click  only if your data is not in FRS version 2.1 or if you do not wish to transfer existing tenant data to the new FRS 4.0. If you click , you can continue to setup FRS 4.0. Go directly to the Housing Agency Identification profile and see the ‘Complete the Housing Agency Profile’ guide for instructions on how to complete this section. Otherwise, to continue the data conversion:



Click . The **Please locate the FRS 2.1 Database Frs\_data.mdb** window appears.

The default directory for the 2.1 version of FRS is **C:\HUDFRS20\**. If you used a different directory, go to that directory.

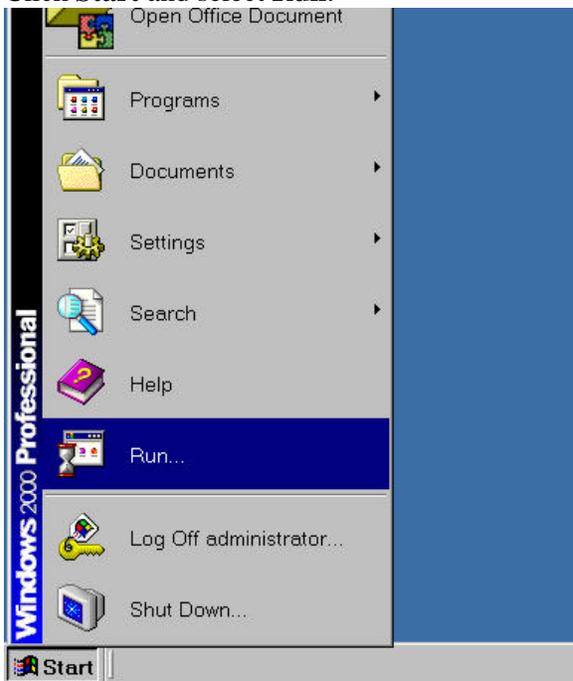
Select the FRS 2.1 file from the list box.

Click . FRS converts ALL data files in that directory to the new FRS 4.0 format.

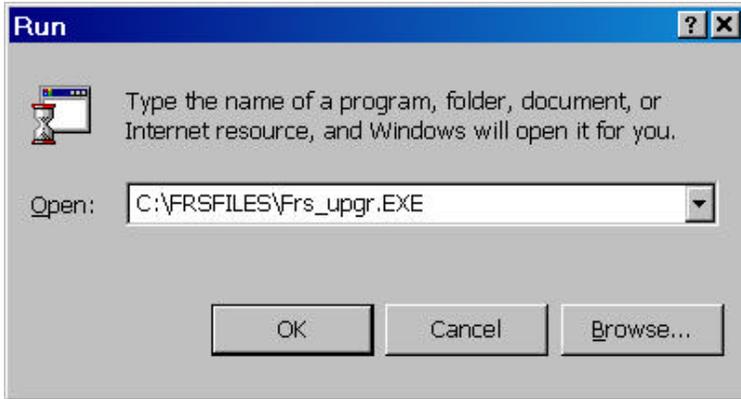
Follow these steps to convert **ONLY FRS 3.0** data:

Download “**Frs\_upgr.EXE**” from “[http://pic.hud.gov/...](http://pic.hud.gov/)” in “**C:\FRSFiles**” directory.

Click **Start** and select **Run**.

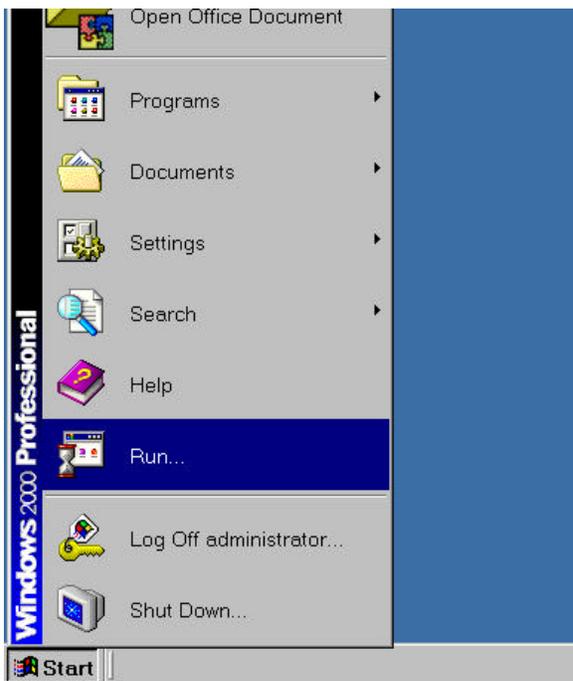


Enter “**C:\FRSFILES\Frs\_upgr.EXE**” into the **Open:** field. Click **OK**.

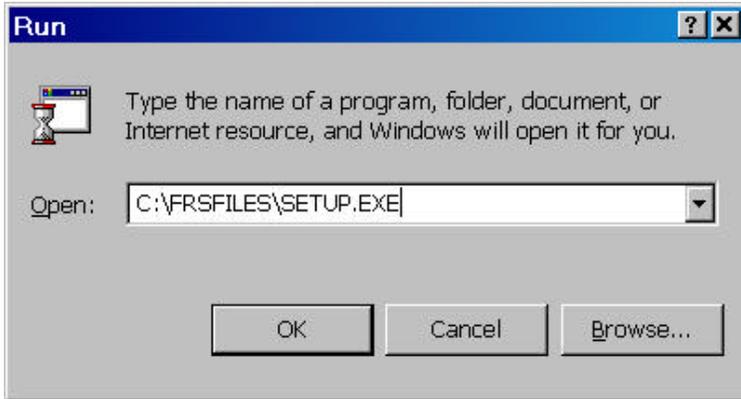


The “**Frs\_upgr.EXE**” file is uncompressed (unzipped), and **FRS 4.0** is ready for installation and setup.

Click **Start** and select **Run**.



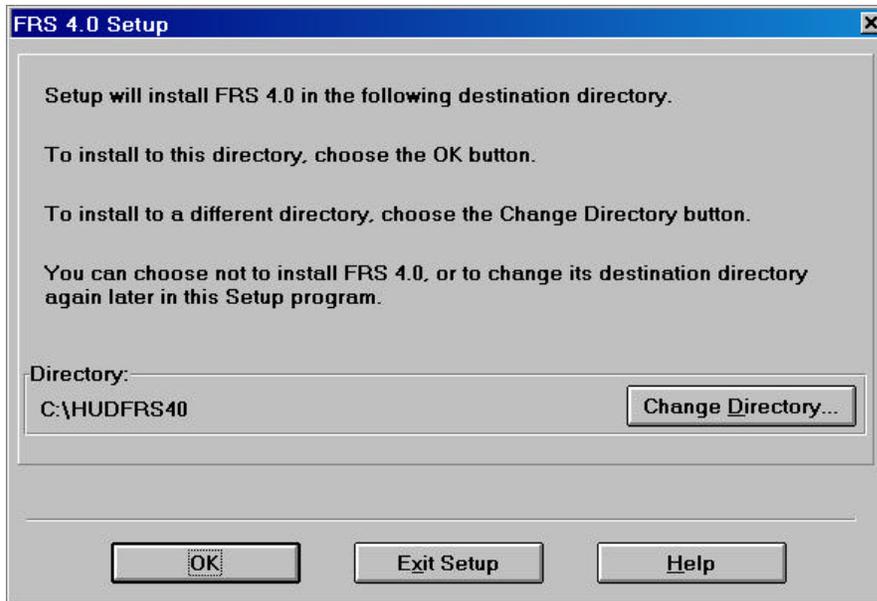
Type “**C:\FRSFILES\SETUP.EXE**” in the **Open** field, and click **OK**.



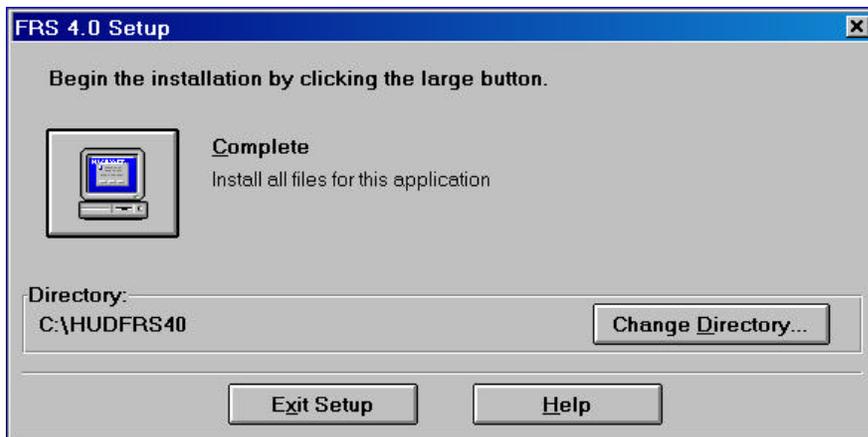
The first **FRS 4.0 Setup** window appears.



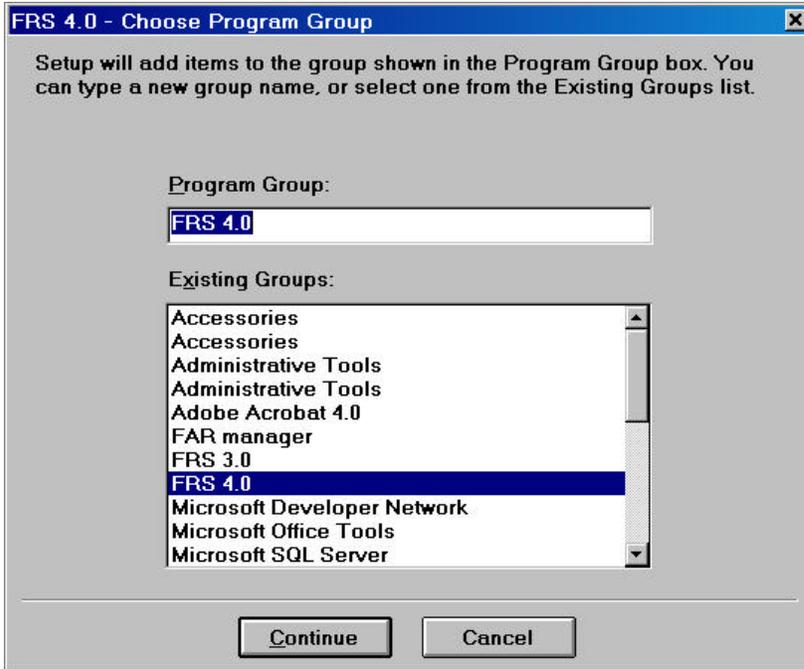
Click **OK**.



FRS 4.0 automatically names a directory “**HUDFRS40**”. If a directory already exists on your “C:” drive with this name, you may click “**Change Directory**” to change the directory. Otherwise, click **OK**.



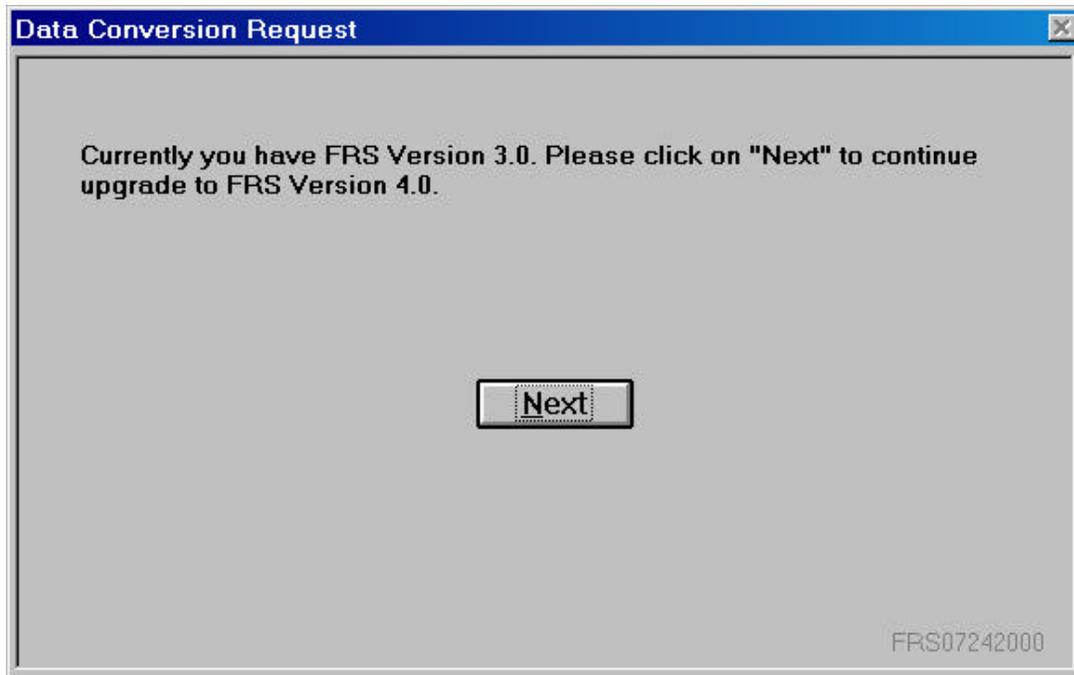
Click “**Complete**” button.



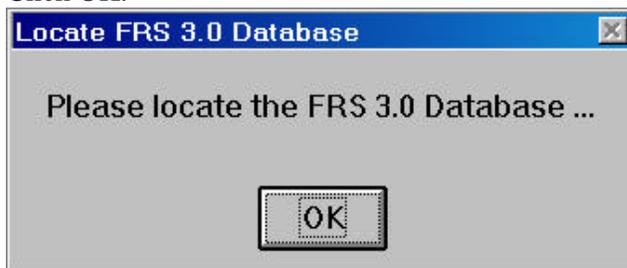
The **Program Group** field displays the default program group, **FRS 4.0**. Click **Continue**. You have now setup FRS 4.0.

Upgrade Instructions from FRS 3.0 to FRS 4.0:

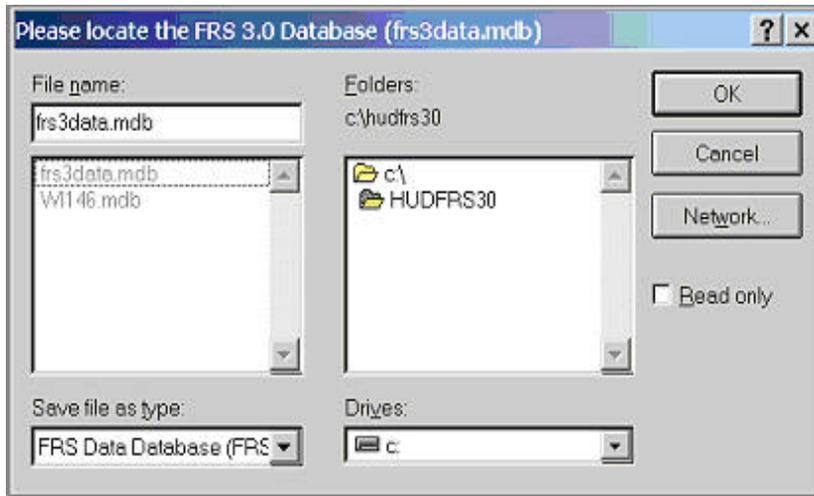
If you are upgrading to FRS Version 4.0, a message will pop up saying “Currently you have FRS version 3.0”. Click on Next to continue upgrade to FRS Version 4.0”



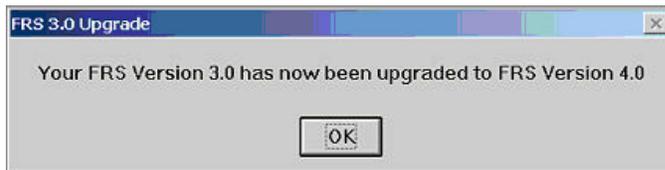
Click OK.



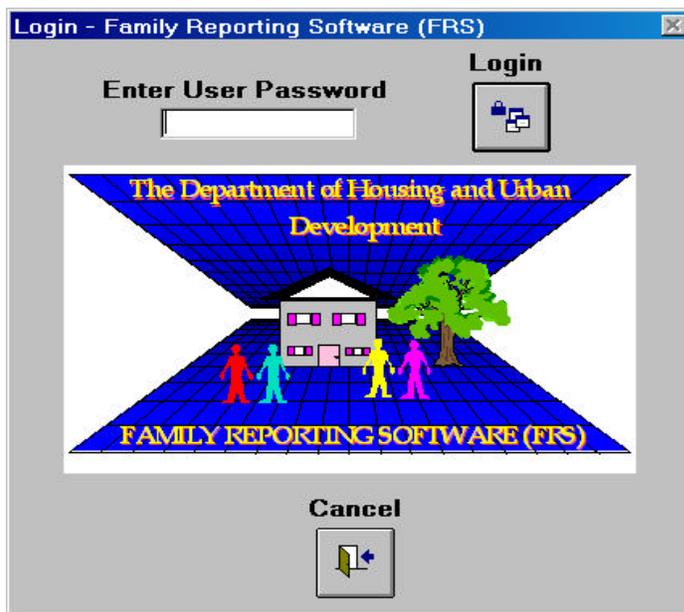
This would be the "frs3data.mdb" file or incase of multiple PHAs it would be something like "PHACODE.mdb" file. THIS IS NOT "frs30.mdb" FILE. These files would more likely but not necessarily be in your "C:\HUDFRS30" folder. Locate the file and click "OK".



The database is upgraded to FRS Version 4.0.

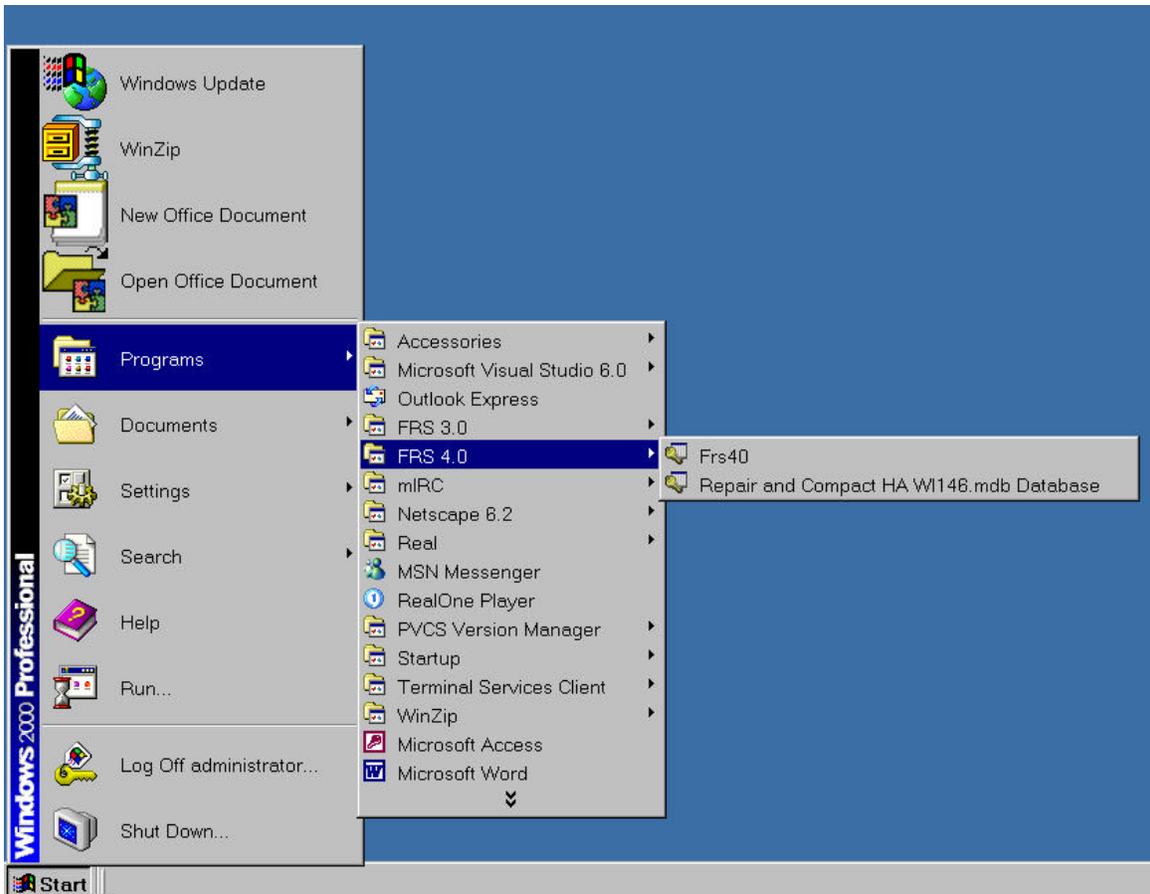


FRS Version 4.0 is now ready and you would be automatically taken to the login screen of FRS. Enter User Password as “hudfrs” and click on Login.

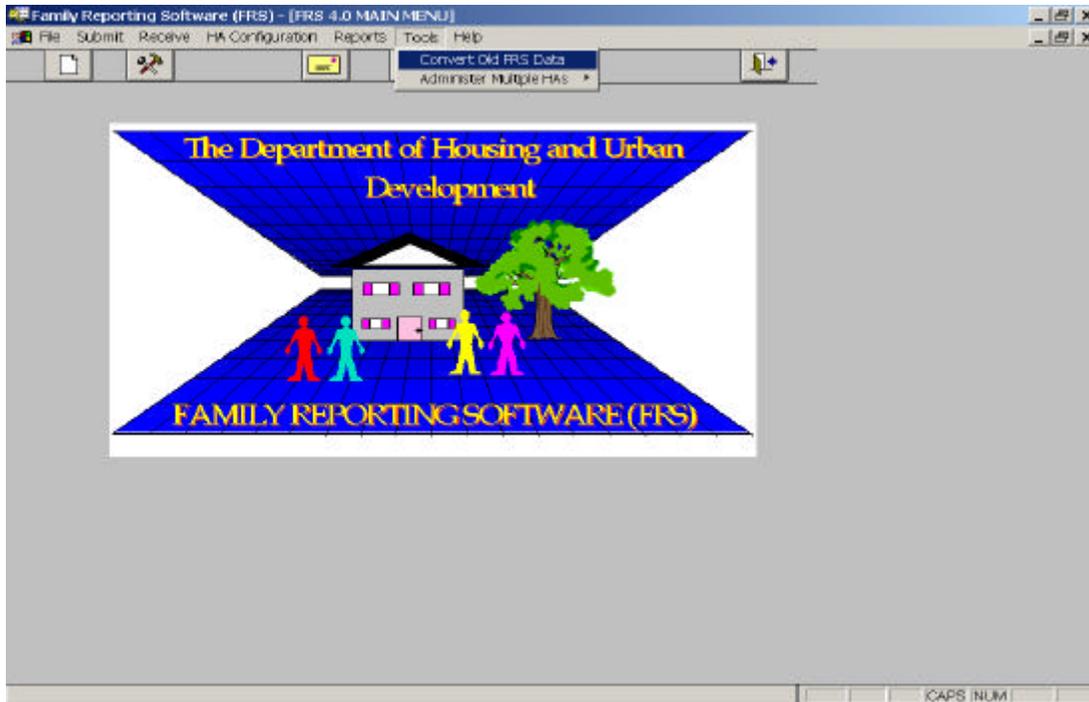




Click on Start and then select “Programs”. You should be able to see “FRS 3.0” and “FRS 4.0”.



If you have more than one FRS Version 3.0 database, login to the FRS Version 4.0. Then click on “Tools” and then click on “Convert Old FRS Data”. Repeat steps 1 - 5.



\* After all data from the specified database is converted, then Provide (or Confirm) Housing Agency Identification window appears. You must now complete the Housing Agency Configuration. Please see Chapter 2-B, Complete the Housing Agency Configuration, chapter at: [www.hud.gov/pih/systems/mtcs/document.html#frs](http://www.hud.gov/pih/systems/mtcs/document.html#frs) for this information.