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.

- 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.
2. **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.

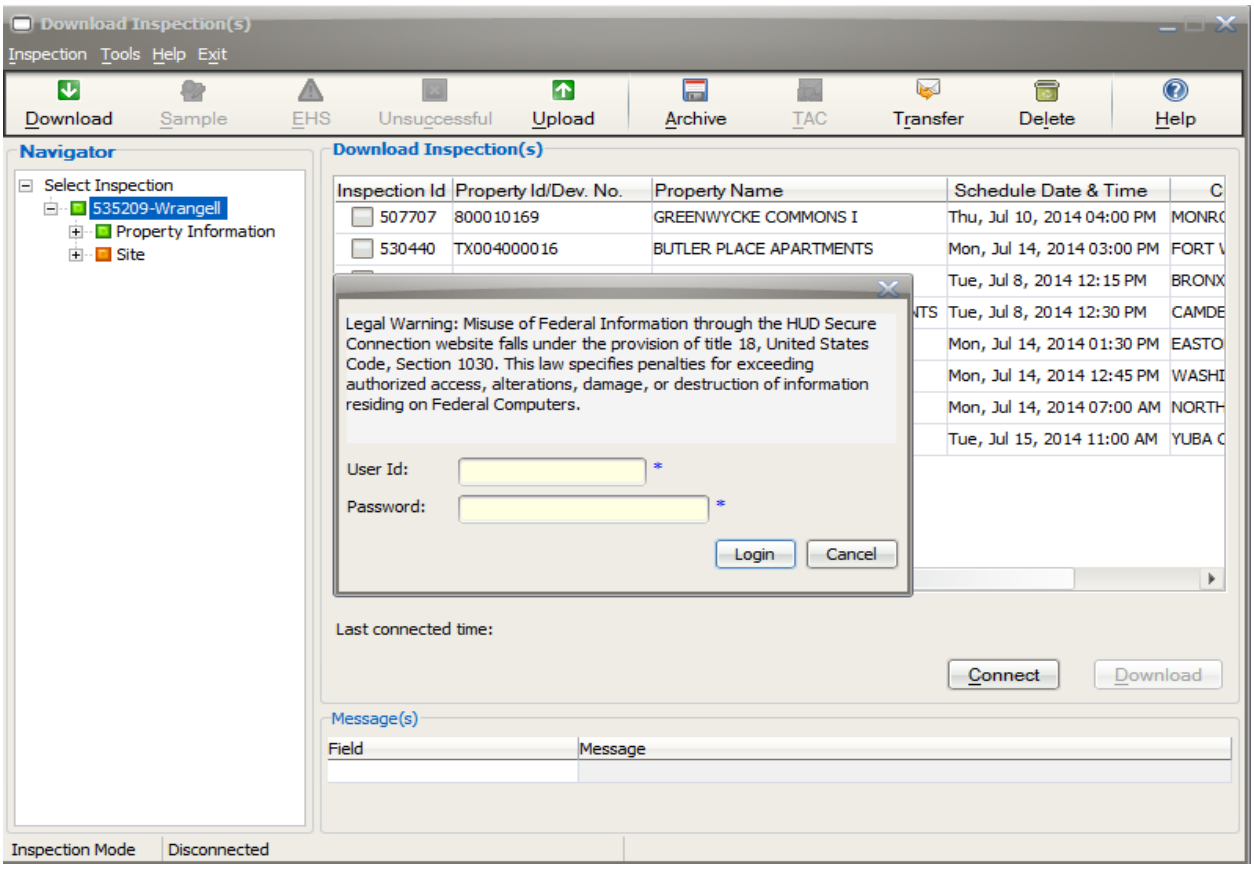
User ID: **HPASSQ**

Password: **R34cT35t**

1. Inspection Download Process to RAPID

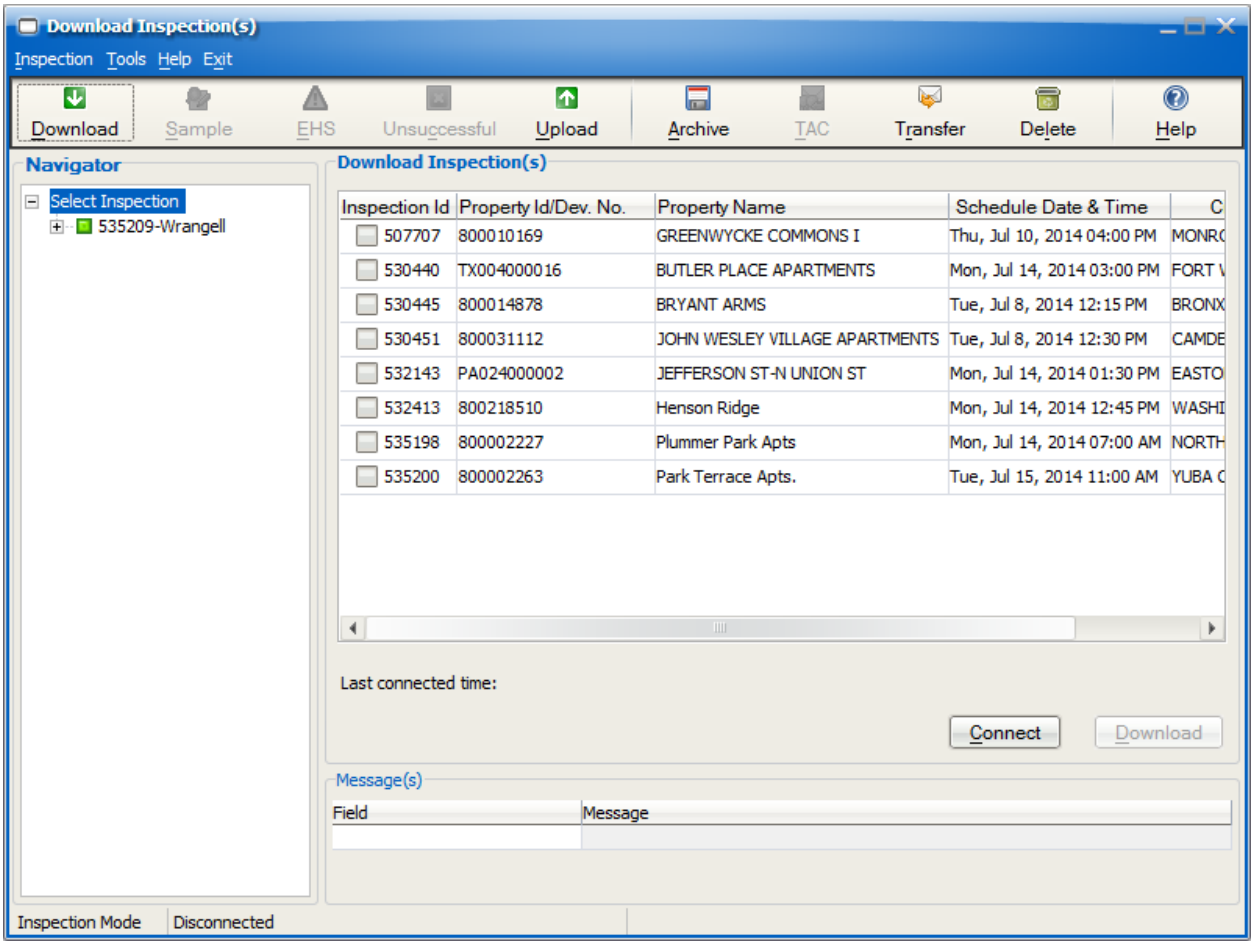
After opening up Rapid Client and clicking on Download button at top of screen. User must click Connect button located bottom right hand to log into Rapid.

Screen A



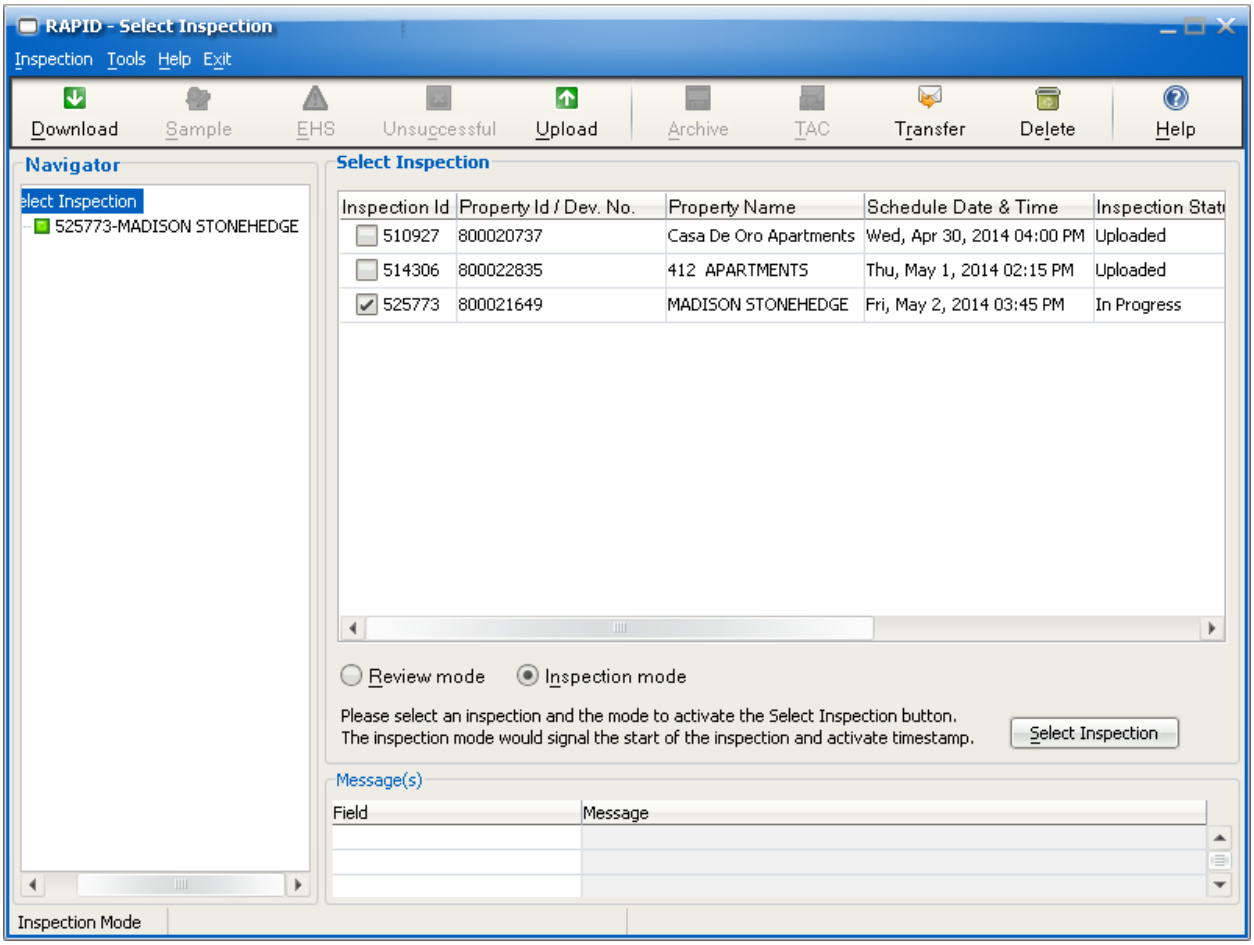
Screen B

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



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.



2. Level 1 Defect: Roofs

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

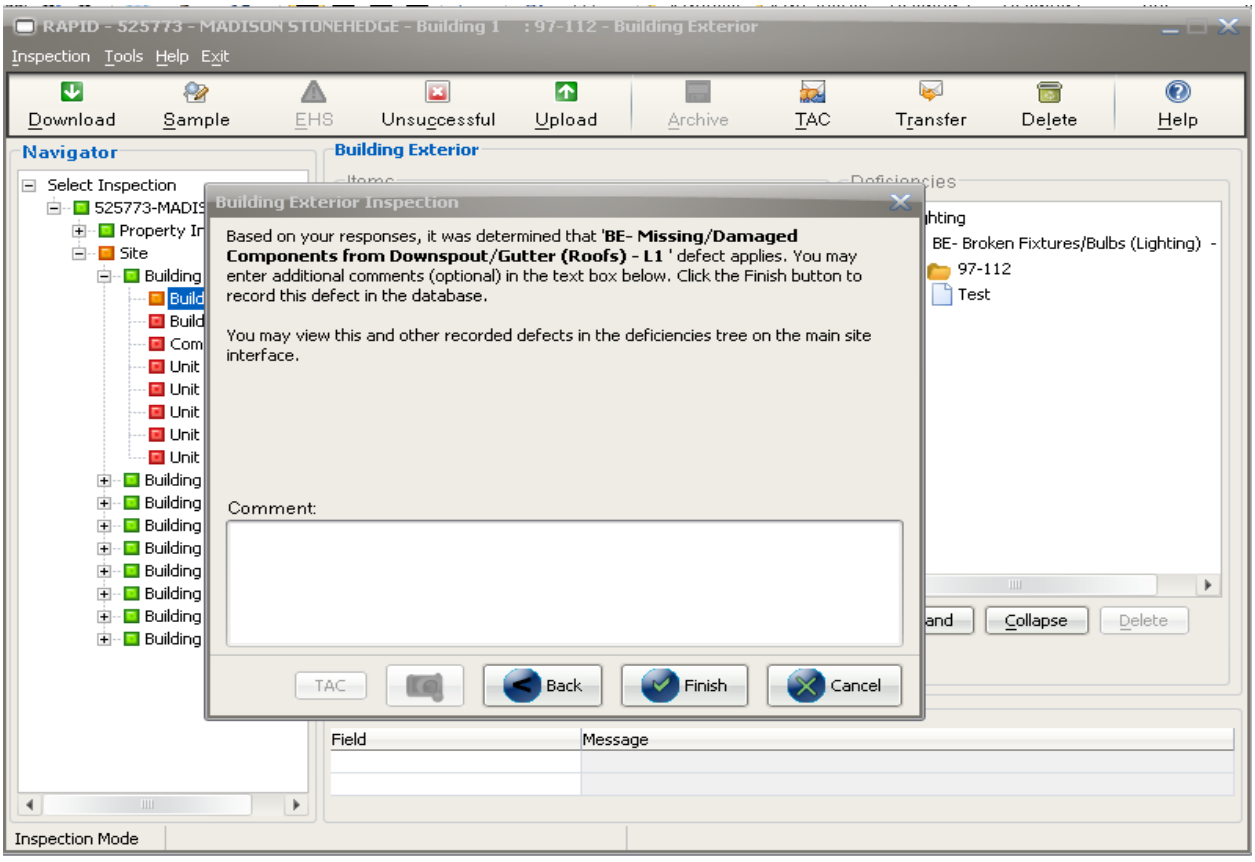
Item Entry Defect window displays message: “Based on your responses ….L1…”

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 responses ….L2…”

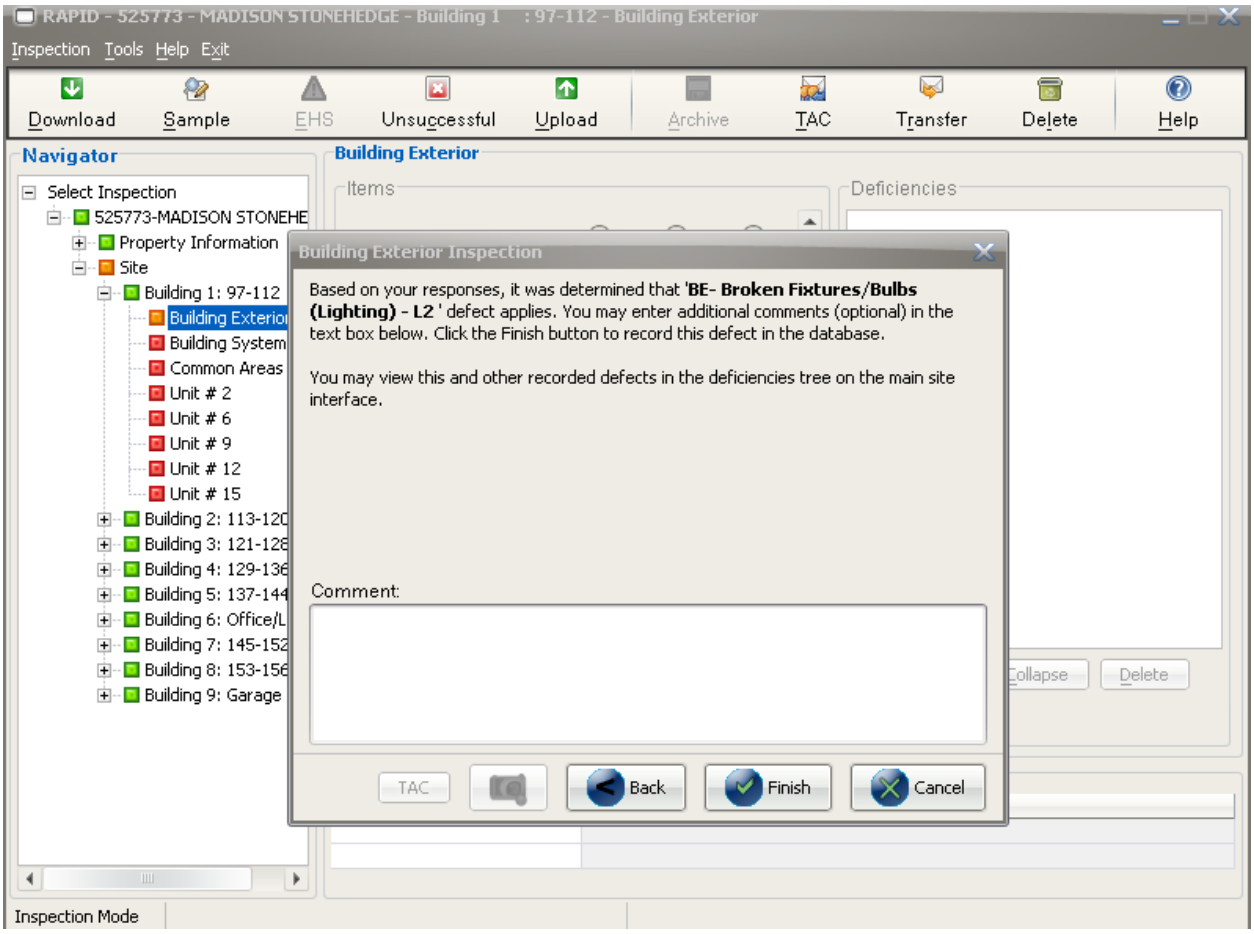
Camera icon is disabled

Back button is enabled

Finish is enabled

Cancel is enabled

Enter Comments and Click Finish button.



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.

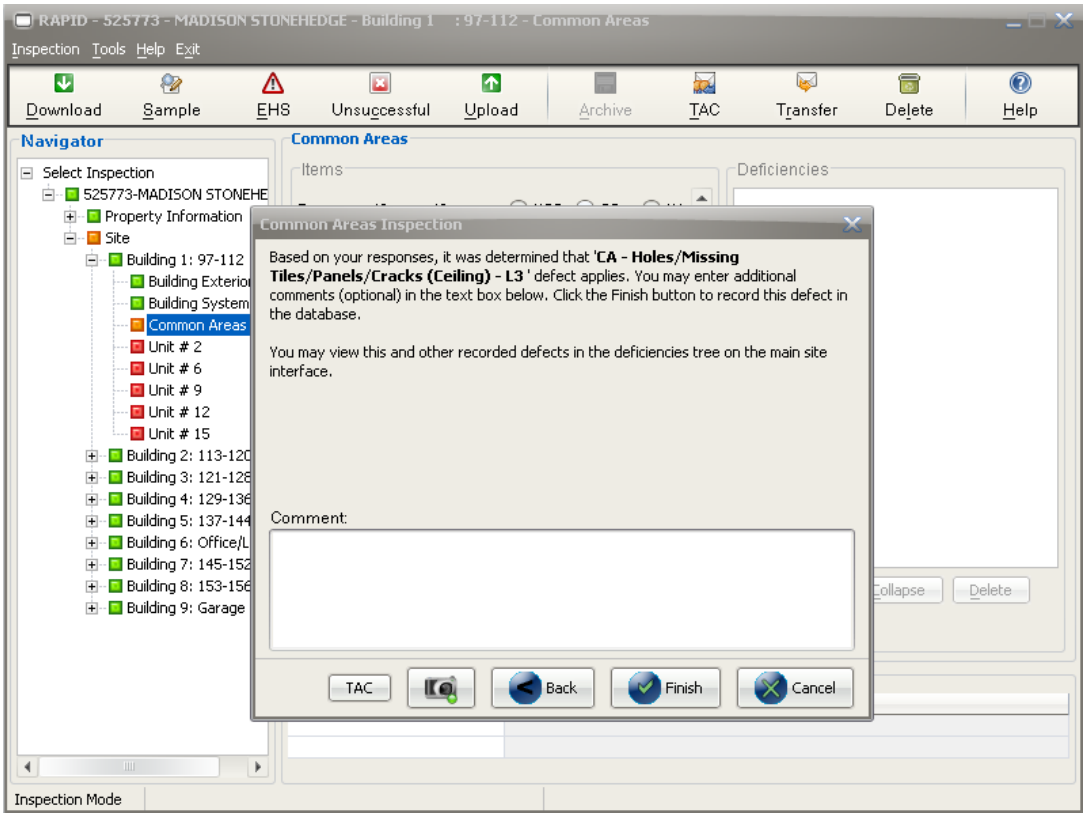
Item Entry Defect window displays message: “Based on your responses ….L3…”

Camera icon is enabled

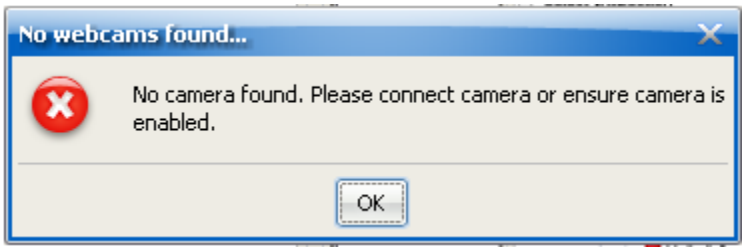
Back button is enabled

Finish is enabled

Cancel is enabled

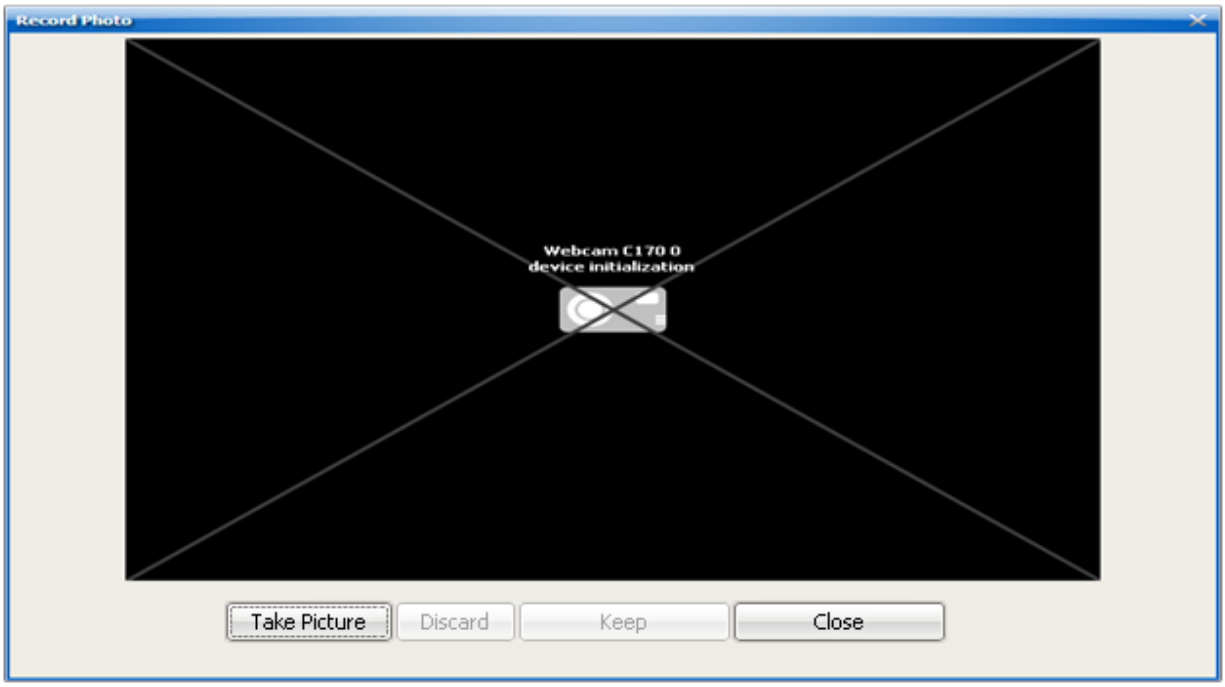


Note: If Camera is not available OR camera is not functioning properly, user will get No Camera found message.



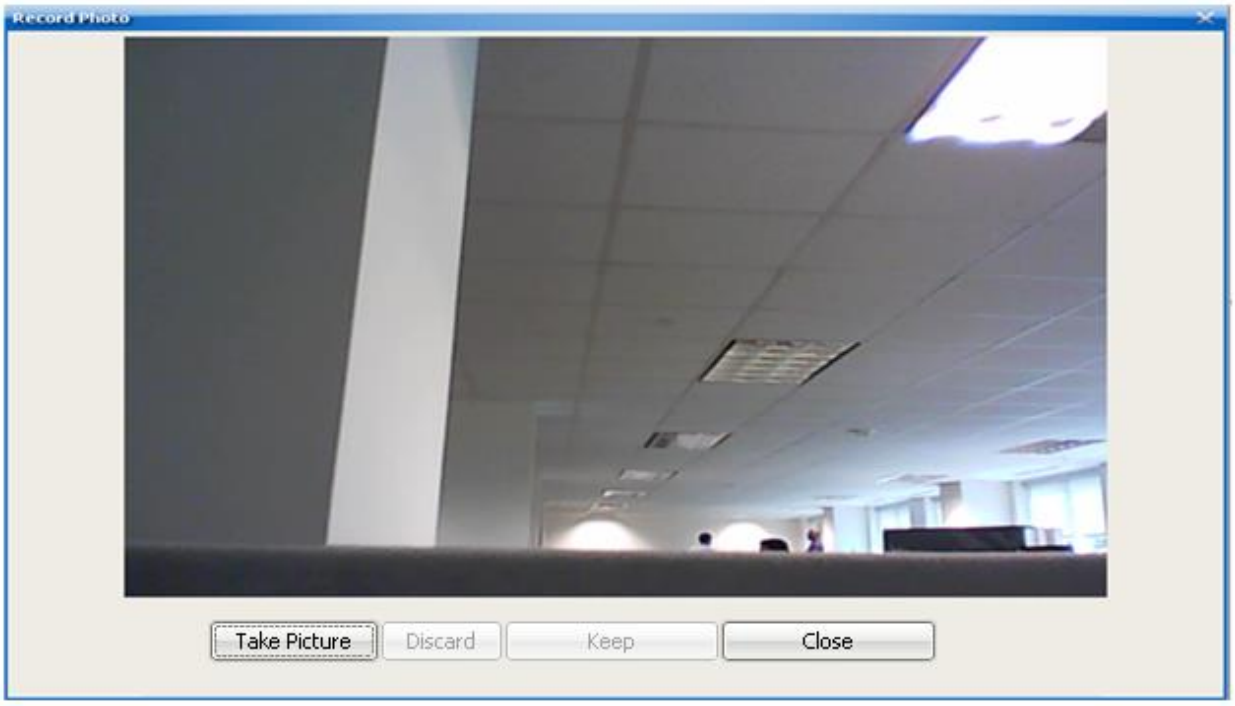
5. Initializing Camera

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



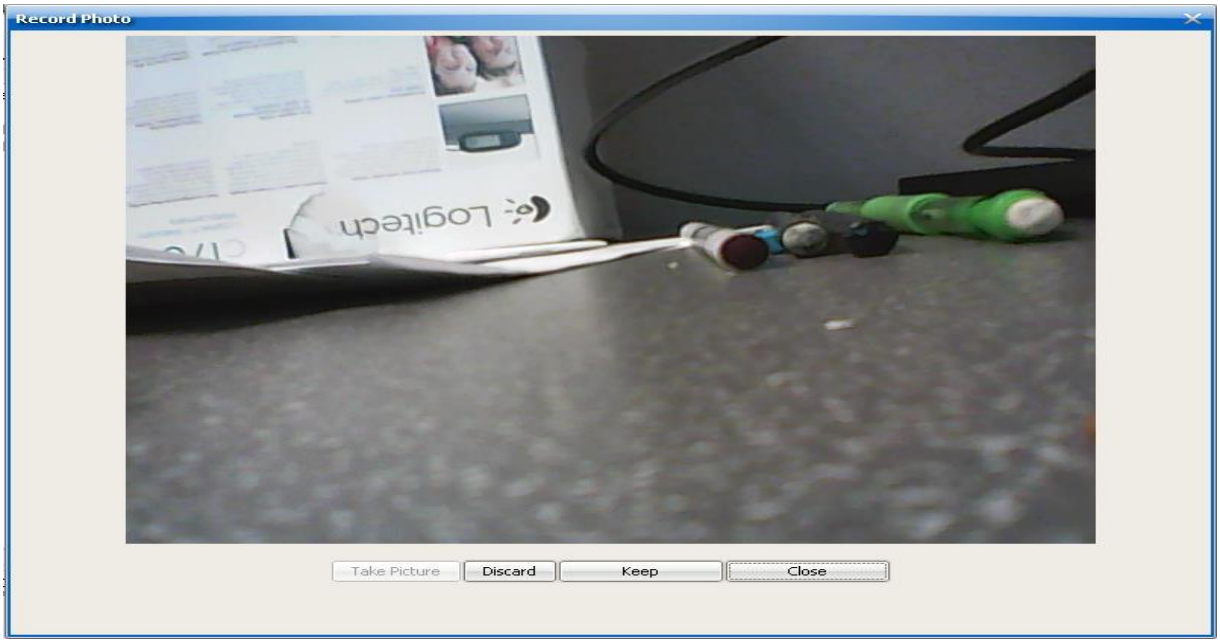
6. Camera View

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



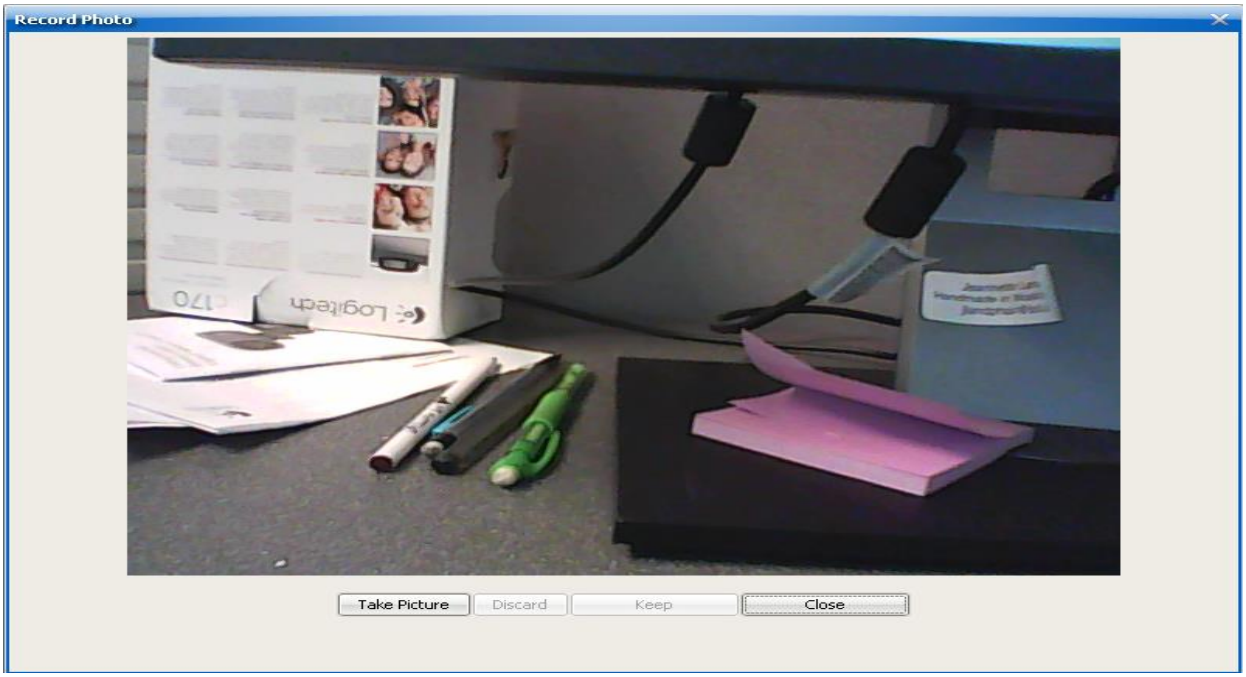
7. Take Picture

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



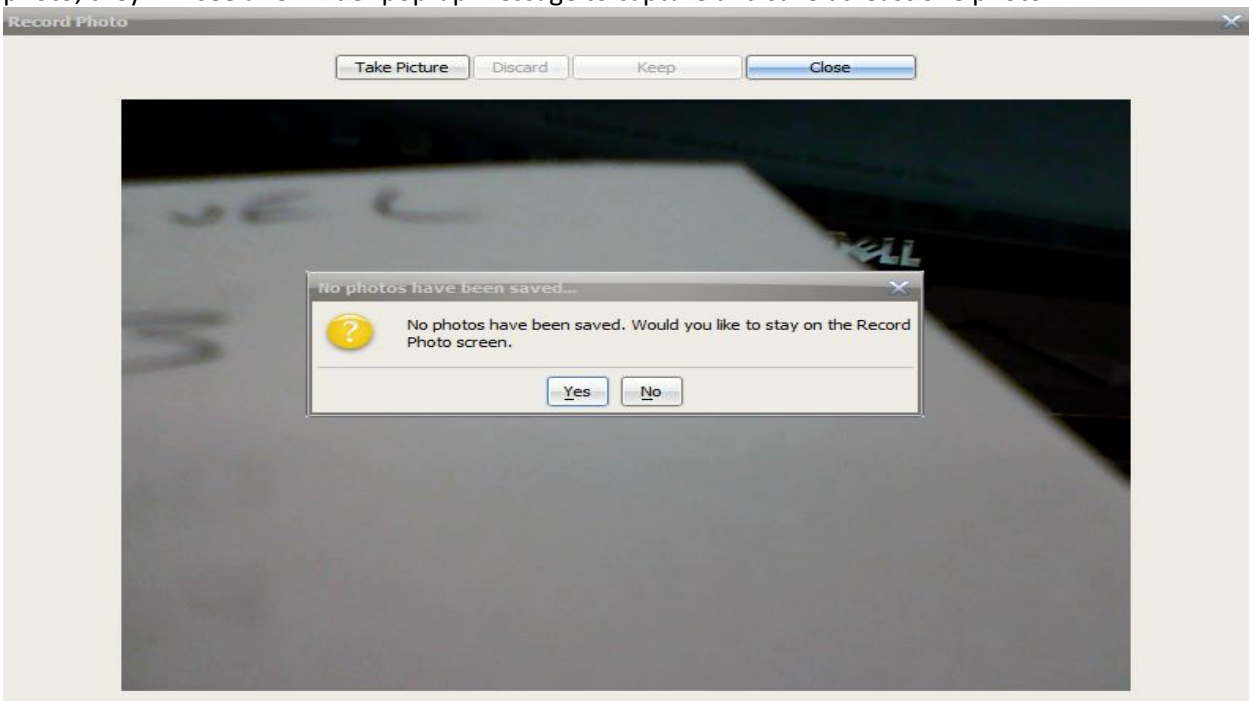
8. Keep Button

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.



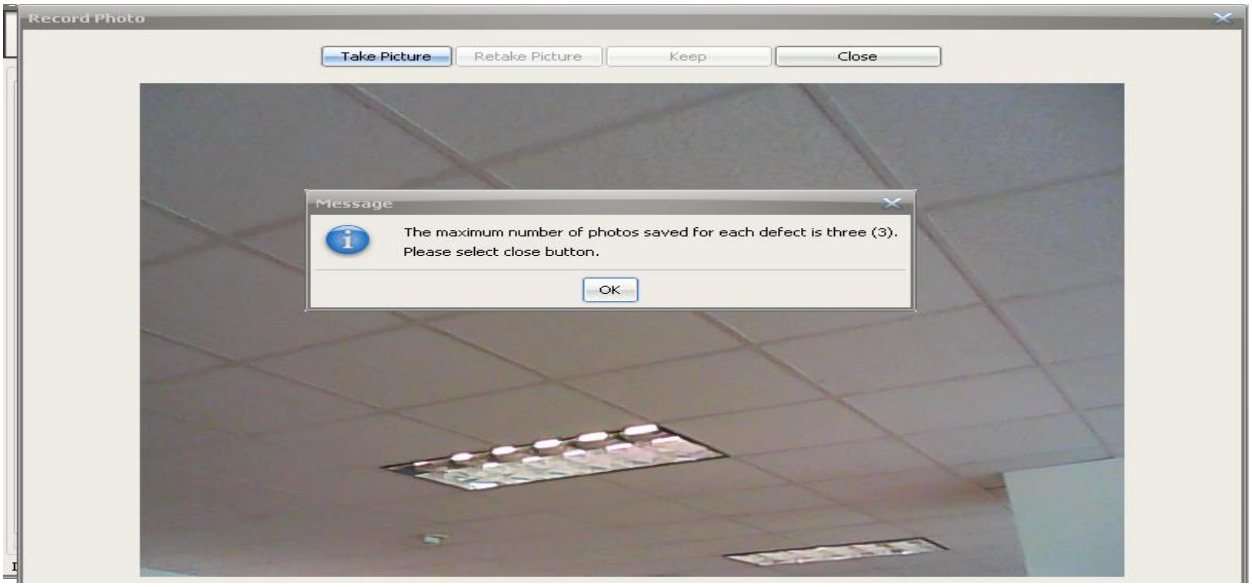
9. Discard Button

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.



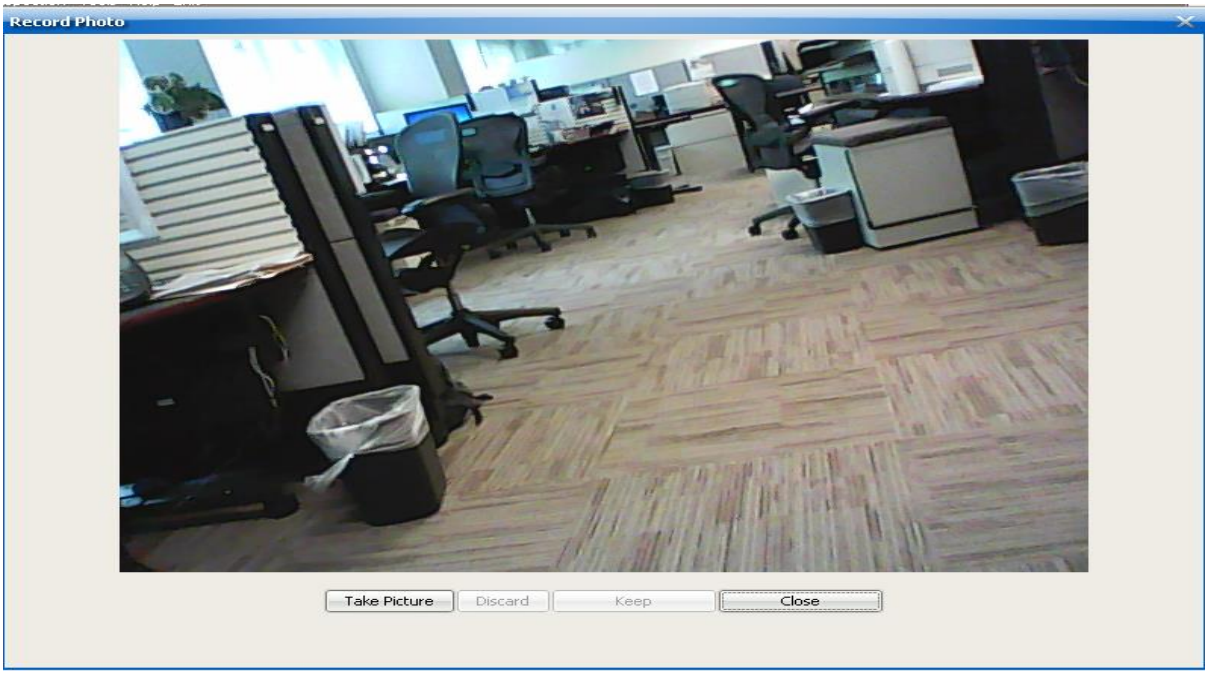
10. Users are allowed to Save Maximum of 3 Photos

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.



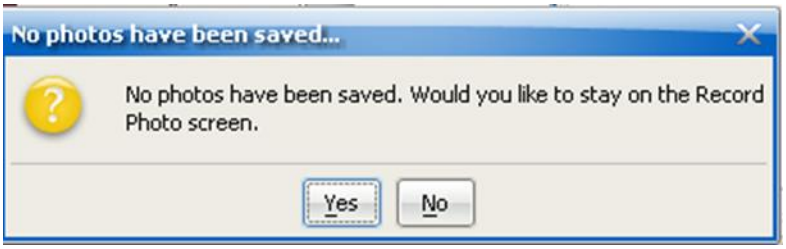
11. Close Button

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

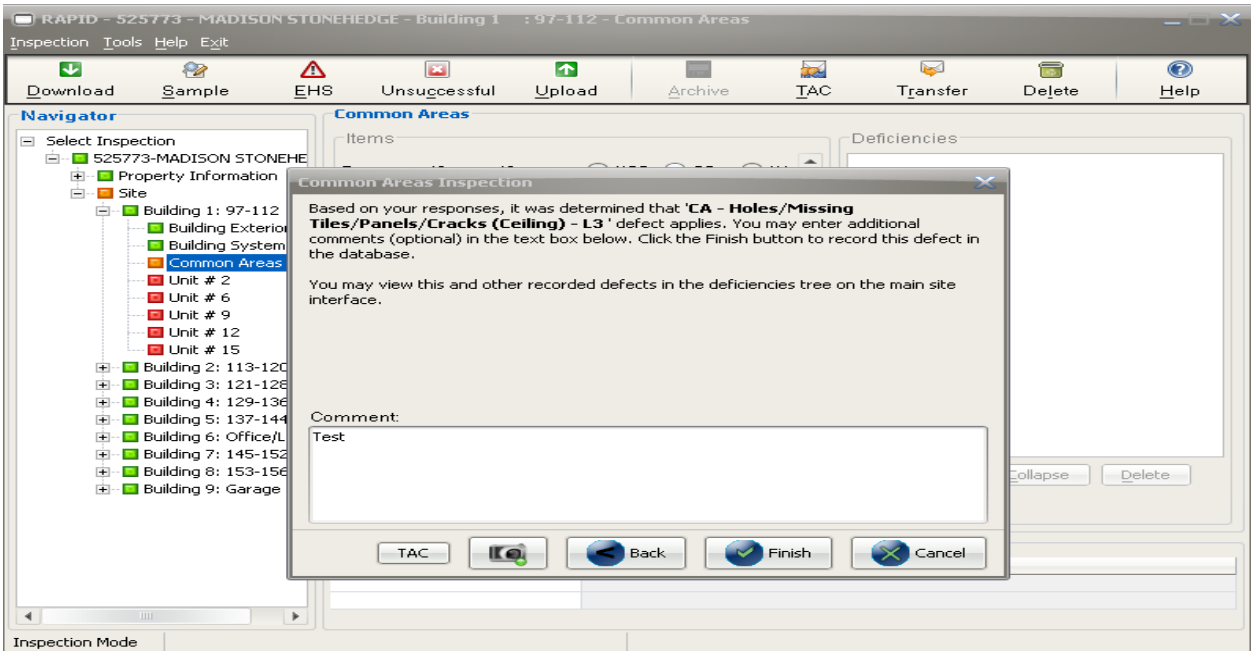
RAPID shall support photo capability during physical inspections and allow photo capture for all level 3 defects. If user has completed defect evaluation as OD L3, clicked Camera Button on level 3 Defect screen and select Close button on Record Photo screen without saving at least one photo, the system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



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

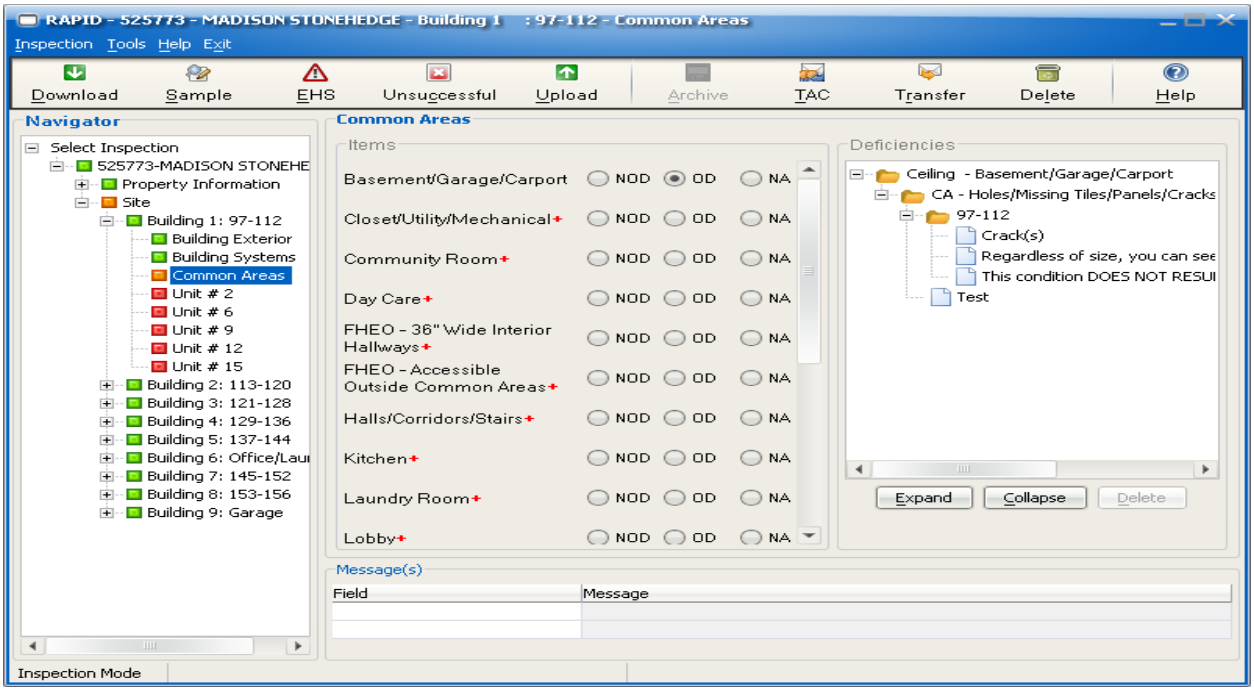
13. Return to L3 Defect Screen

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.



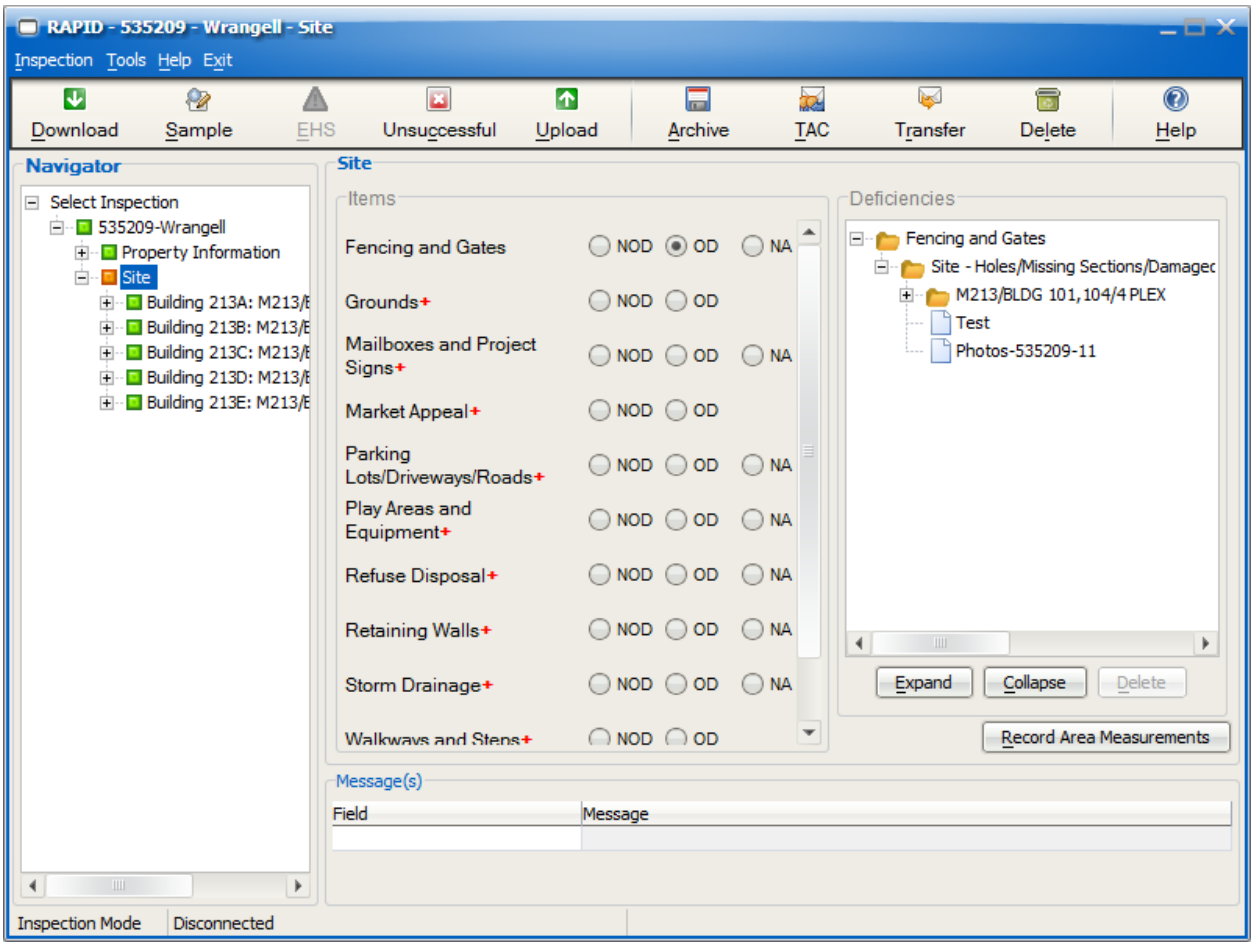
14. Comments (Optional)

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.



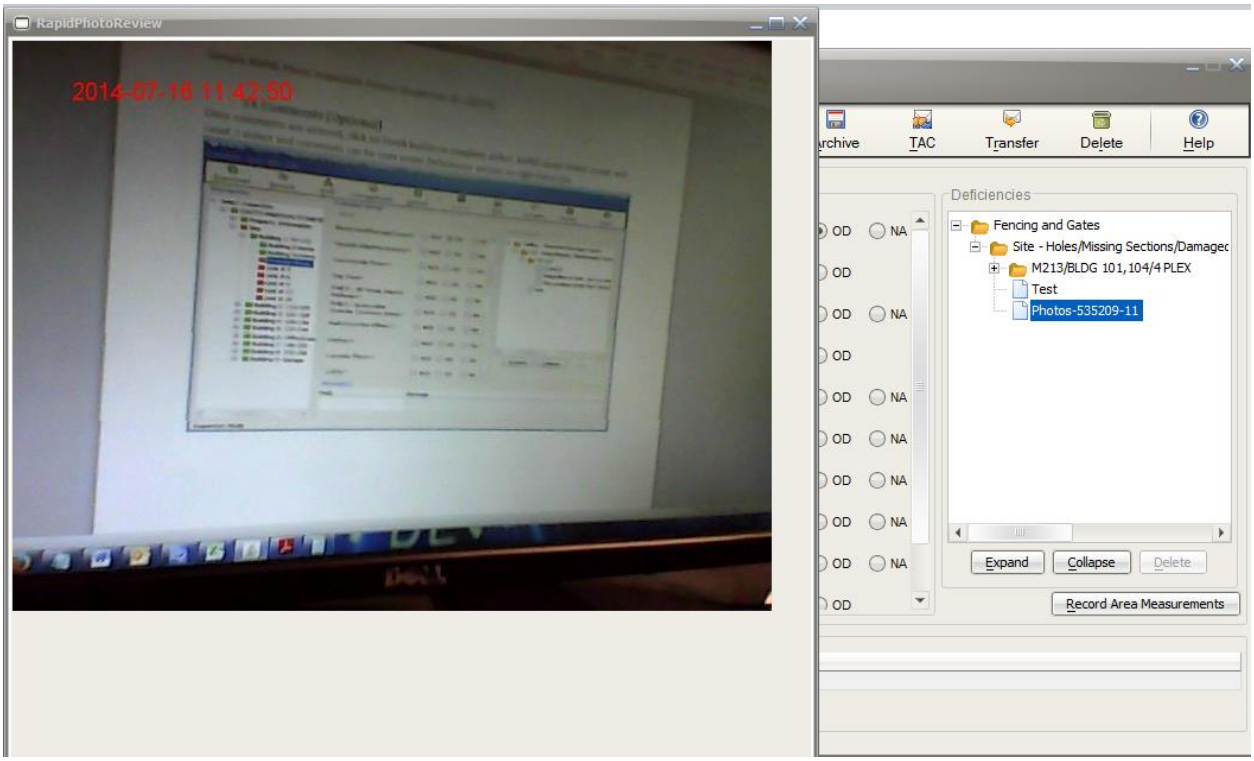
15. Saved Photo location after L3 defect photos are saved and L3 defect completed

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.



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

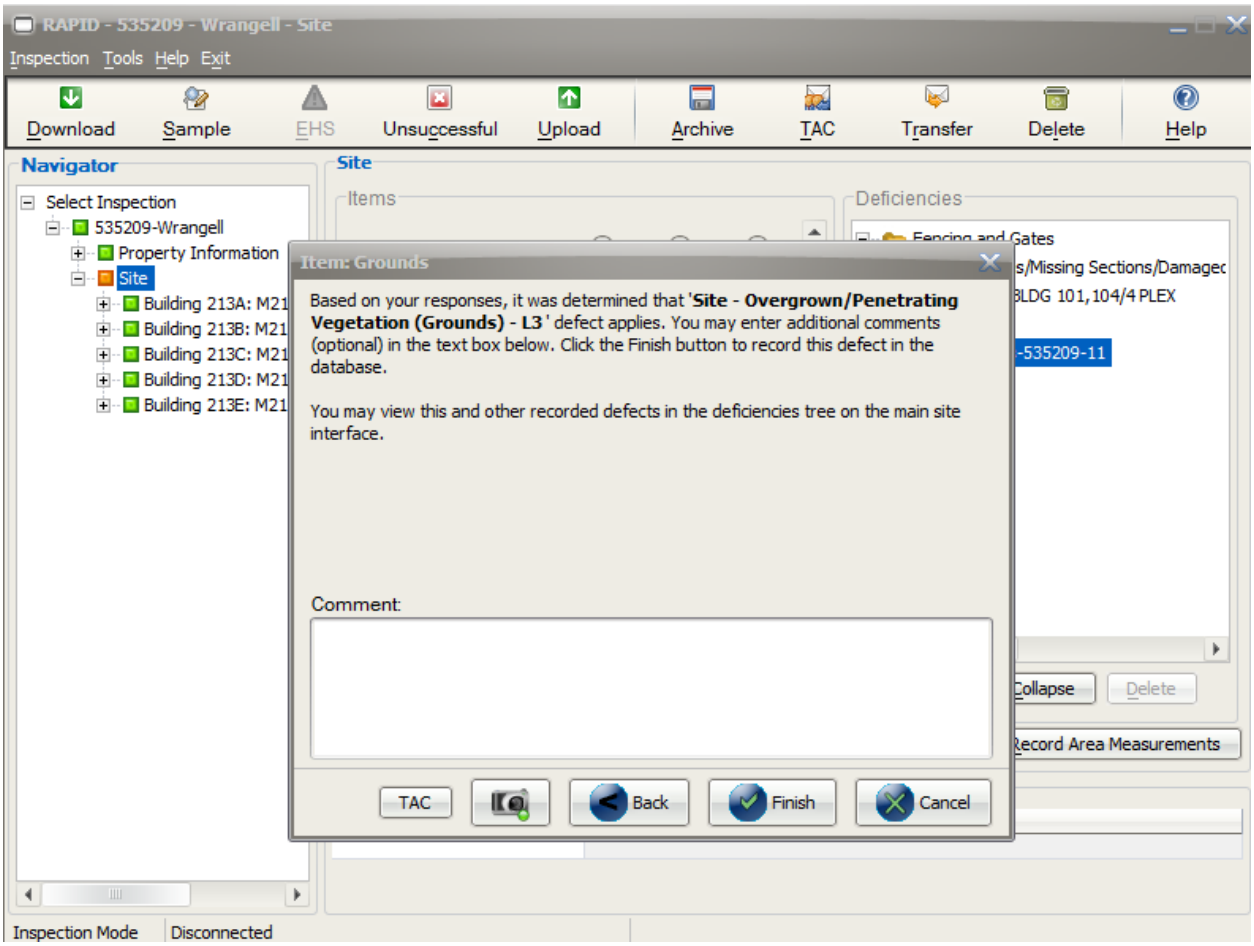
Once Photo is saved, users are able to do review by clicking on Photo label located under Deficiency section. A separate screen will pop up for user to review Captured photo



17. TAC Entry if Photos are Not Captured

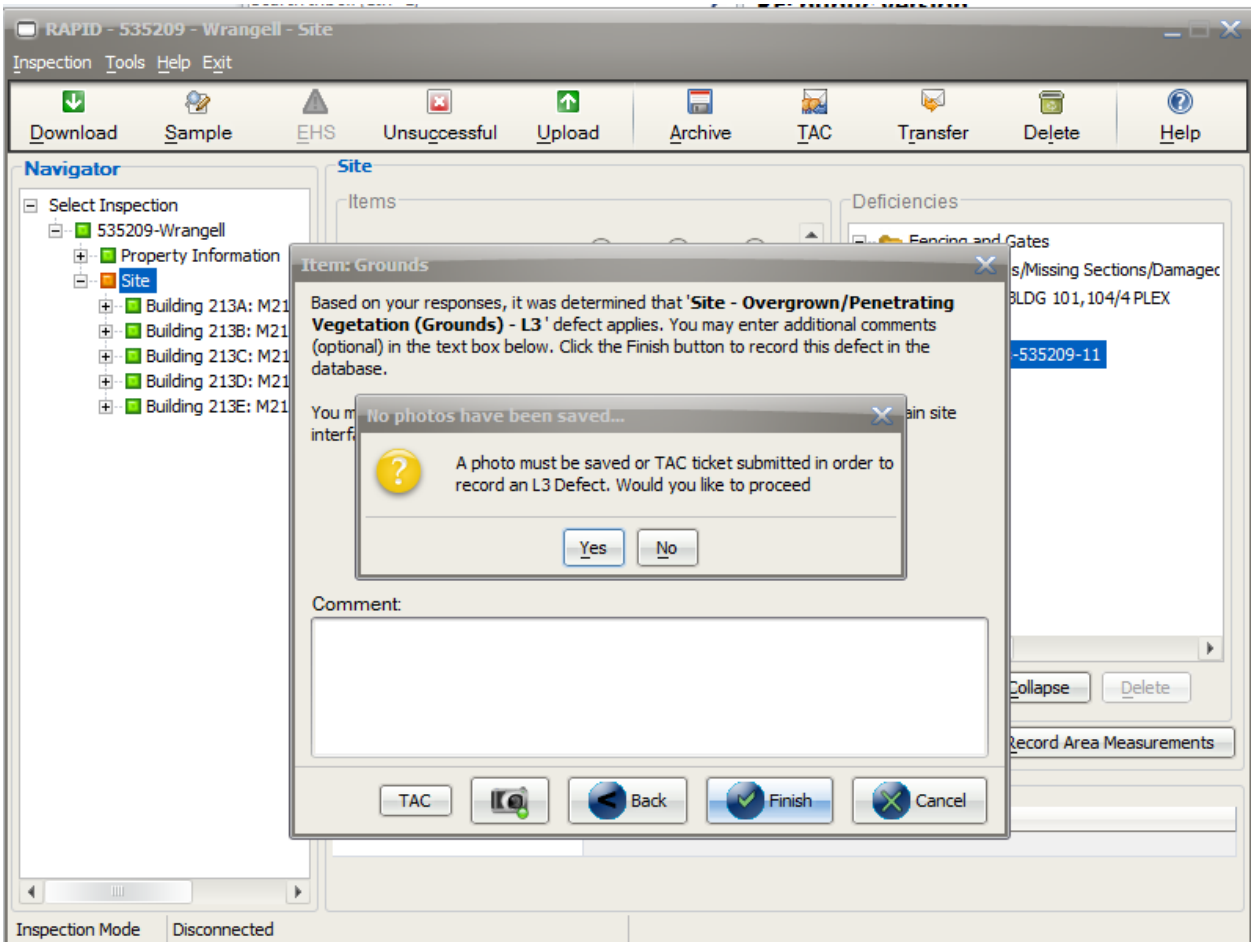
Once user come across L3 defect and user clicks on Finish button, a pop up will display to remind user to capture photo.

Screen A



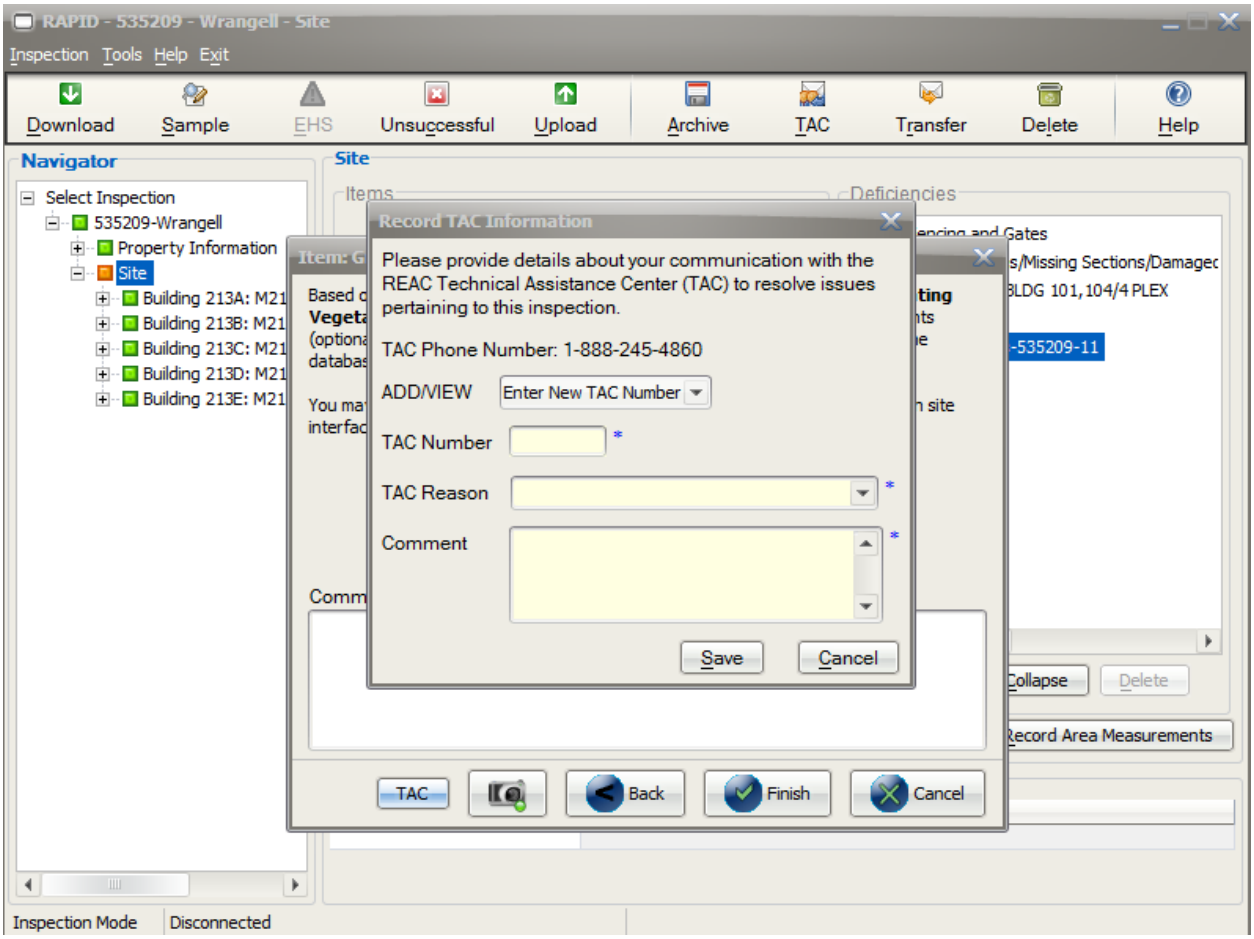
Screen B

If user selects **Yes** they will finish defect without saving any changes, but if they select **No** 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



19. TAC entry and saving TAC information

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

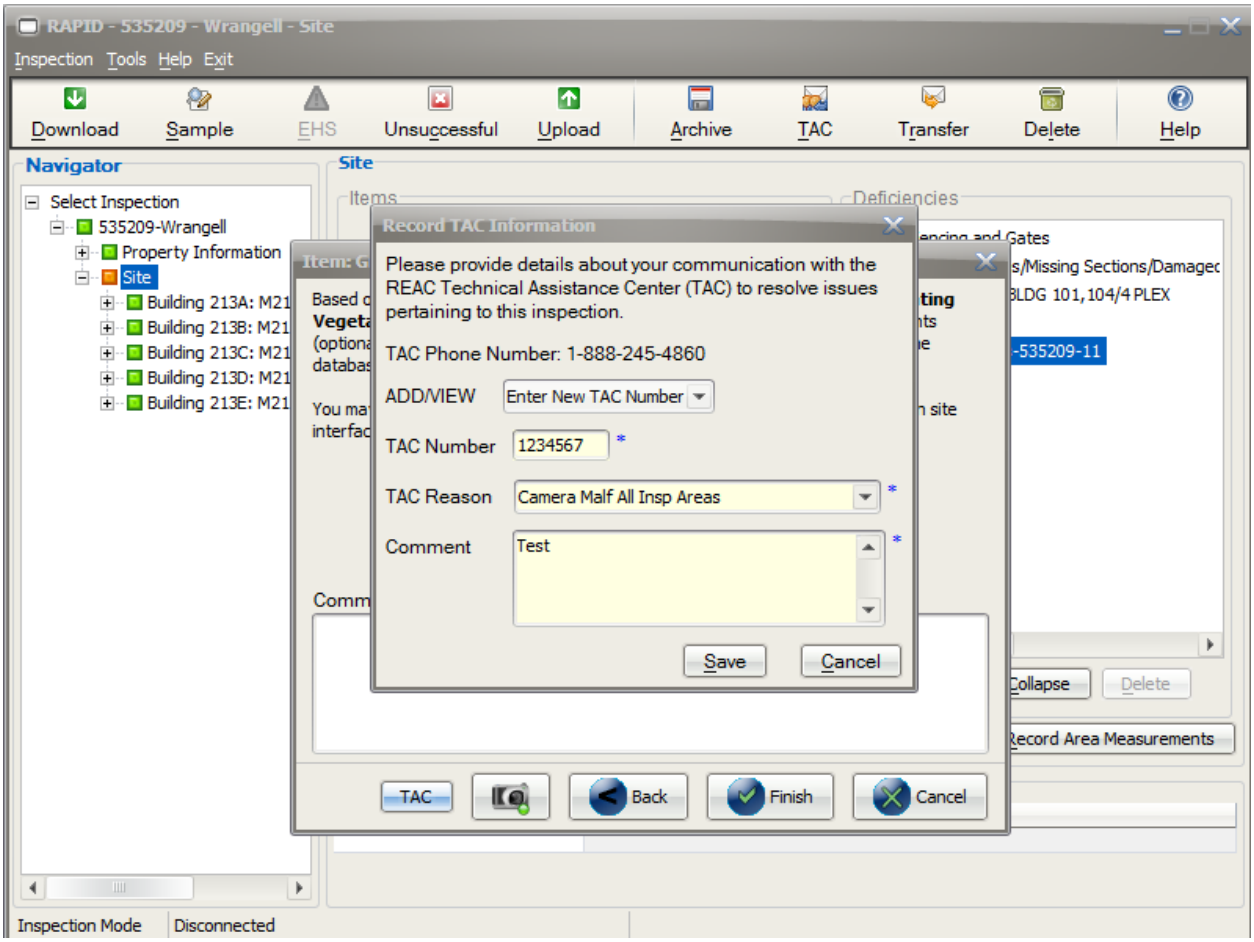
Global TAC Reasons – Photo is not required, but is allowed, for L3 defects for the remainder of the inspection.

- 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).

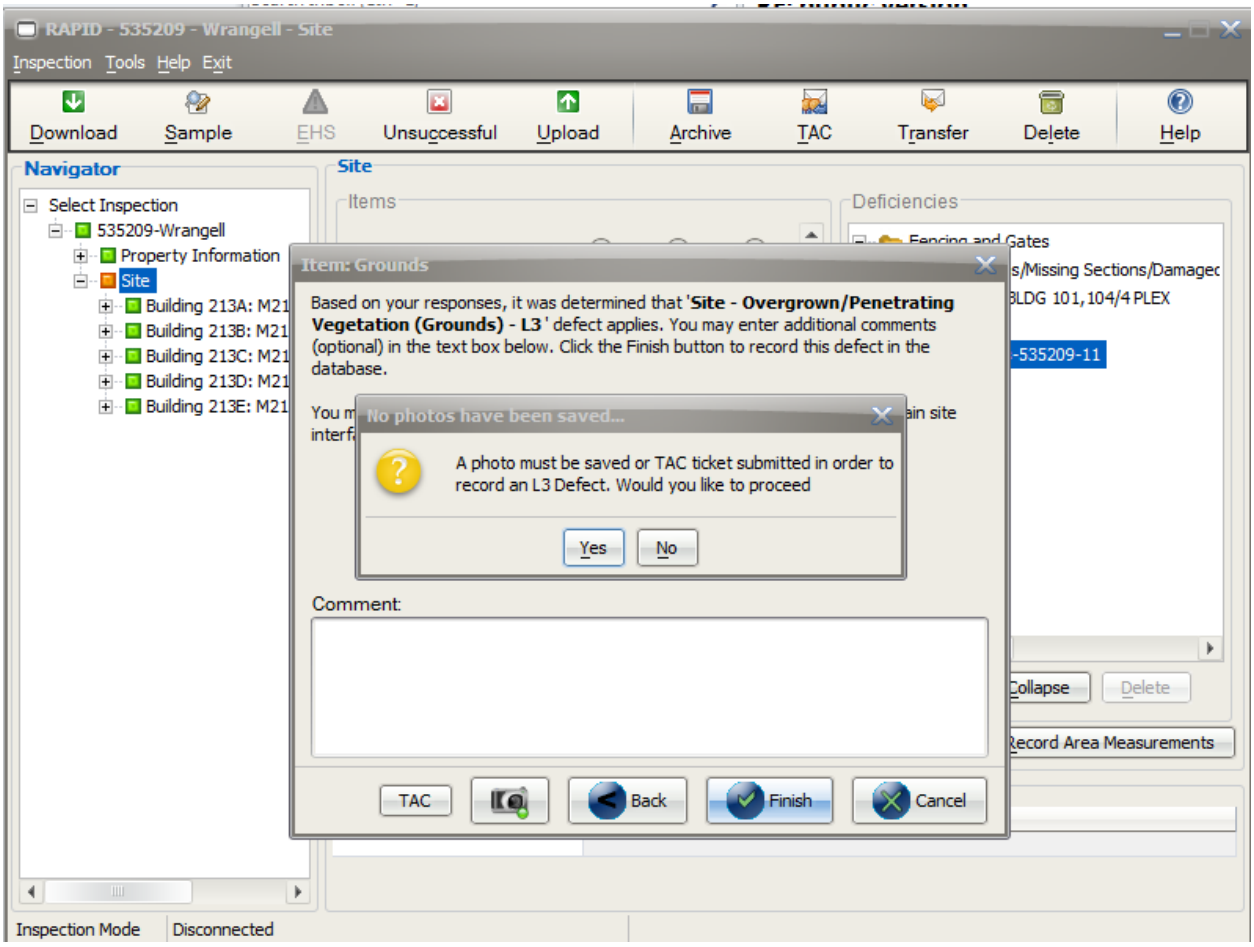
- Hazardous Condition – Area Specific (No Photo)
- Occupant Refusal – Area Specific (No Photo)
- Restricted Area – Area Specific (No Photo)
- Weather – Area Specific (No Photo)

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



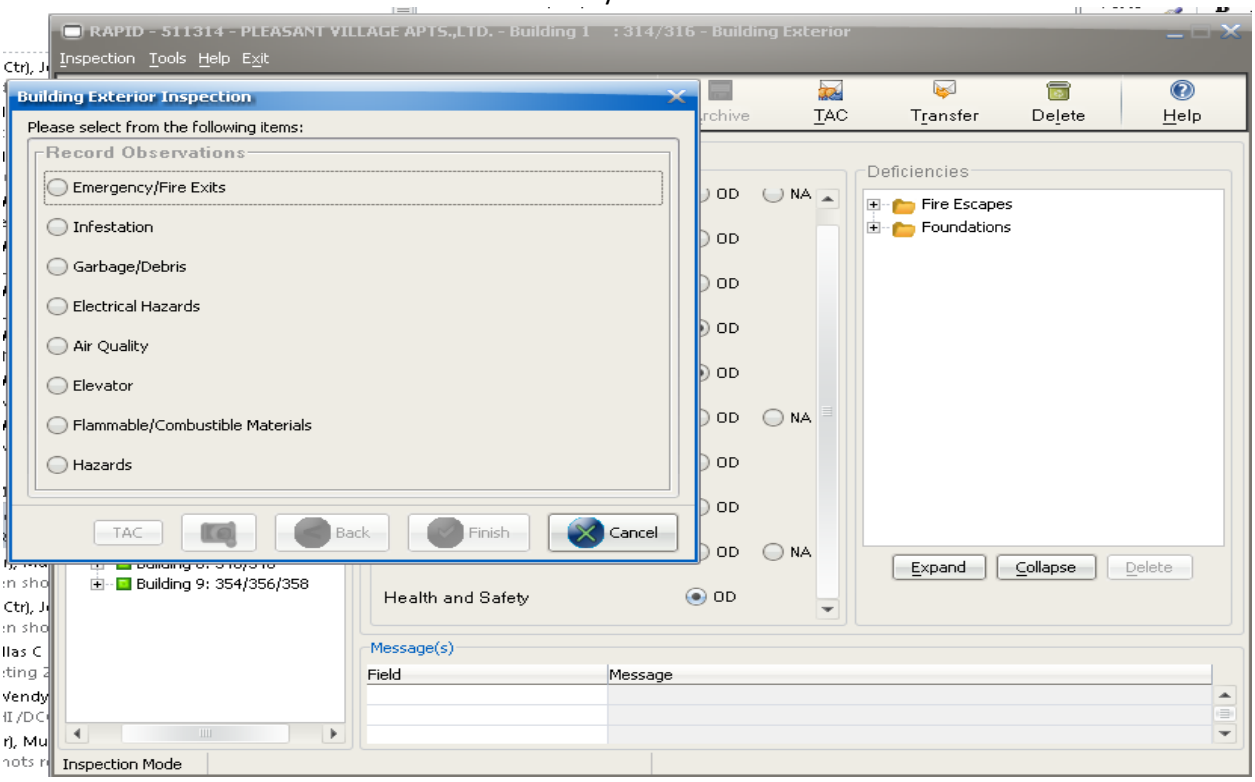
20. Level 3 defect screen reminder before finishing defect

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.

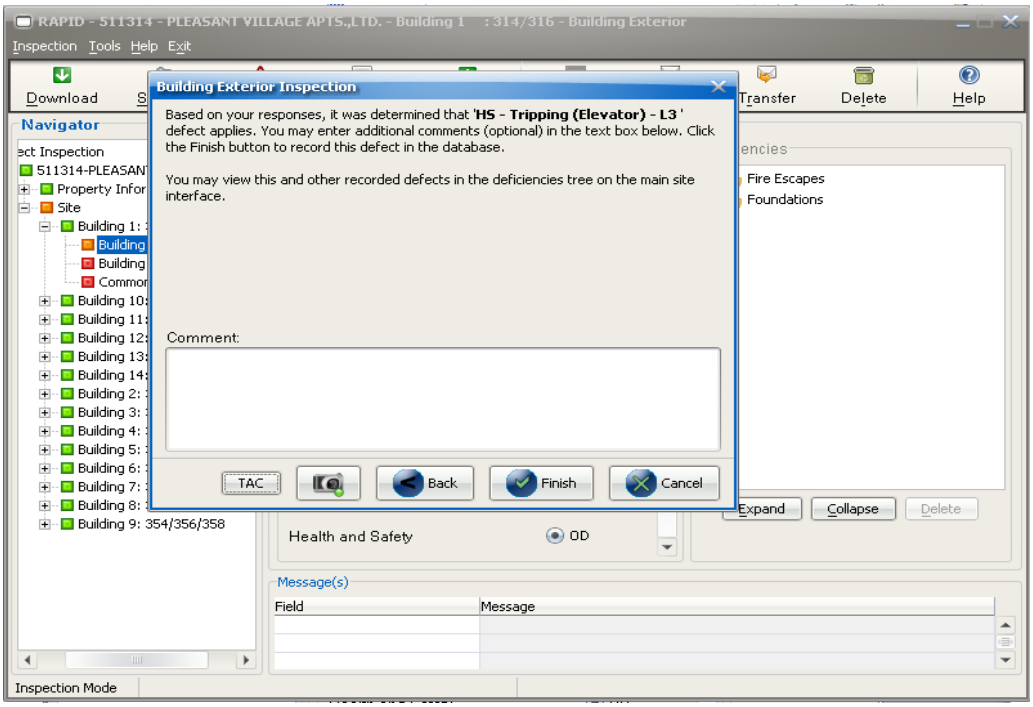


21. Health & Safety OD (Level 3)

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



Go through decision tree for level 3 defect.



Camera icon is enabled

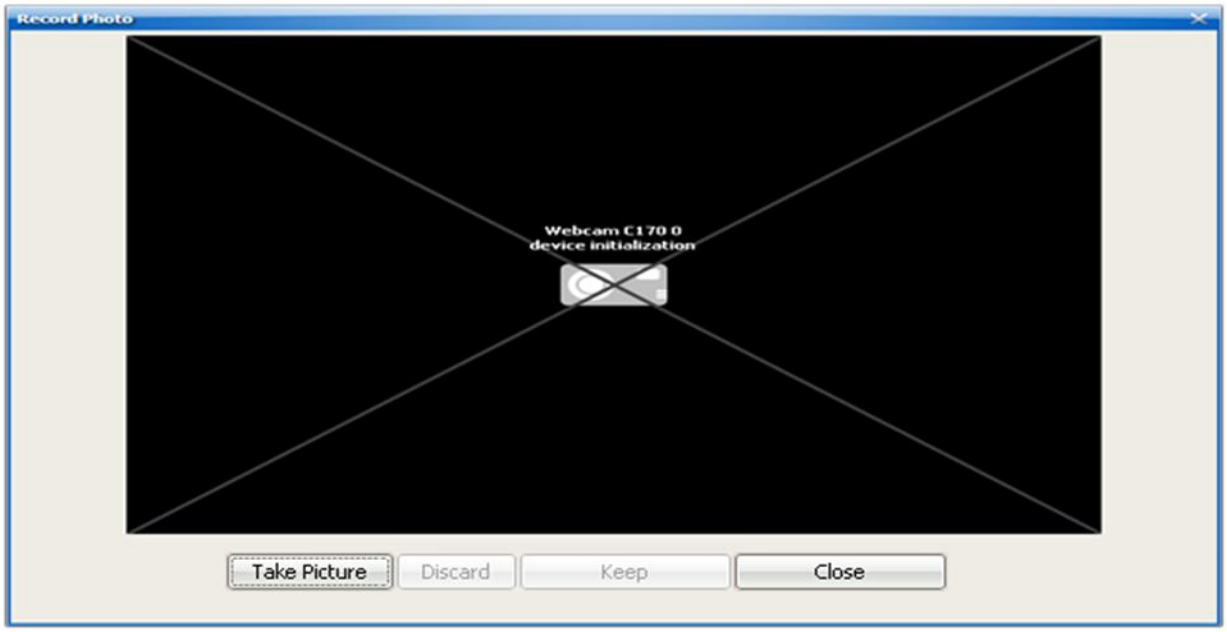
Back button is enabled

Finish is enabled

Cancel is enabled

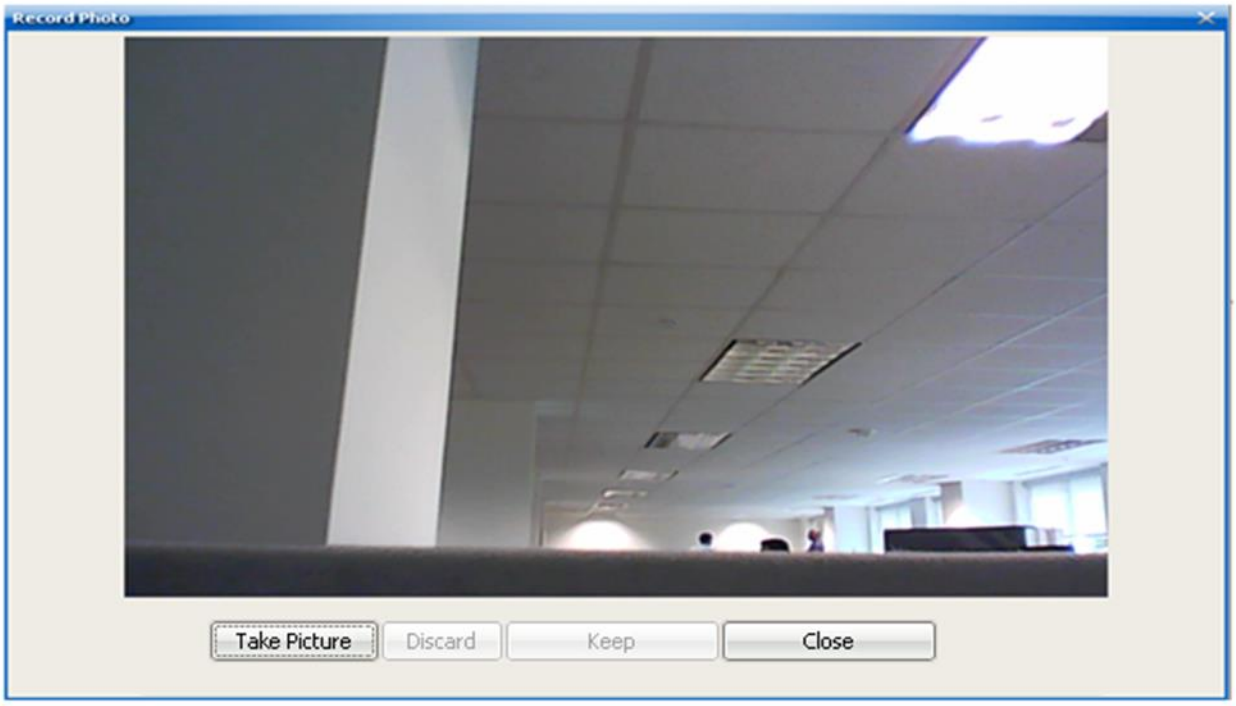
22. Initializing Camera

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



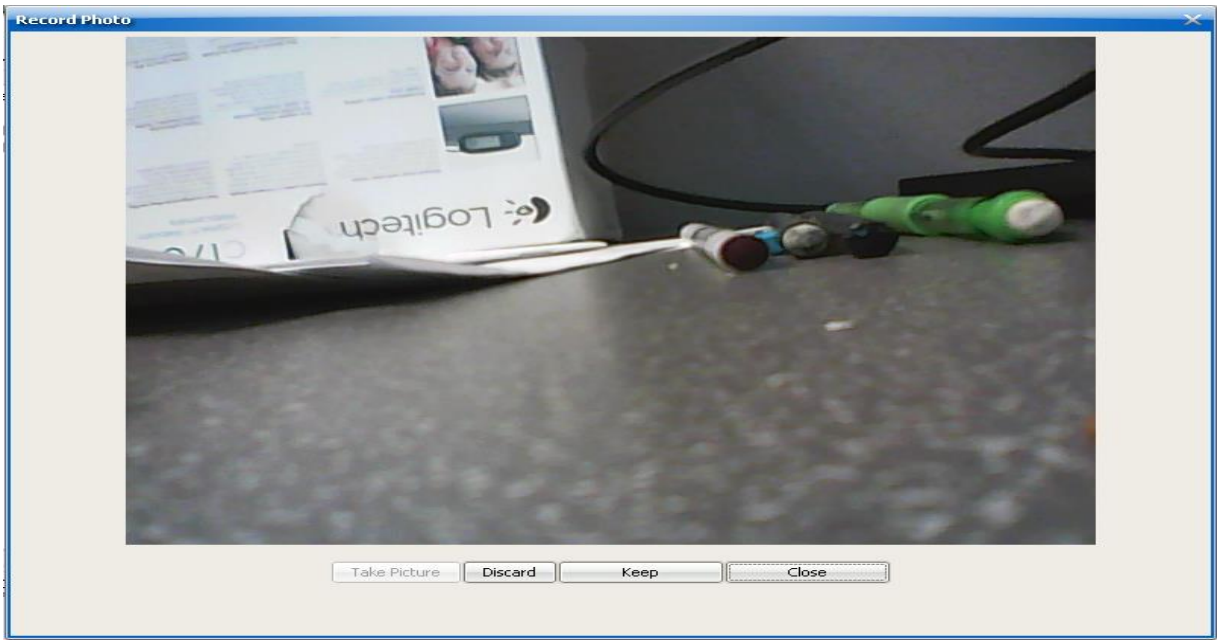
23. Camera View

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



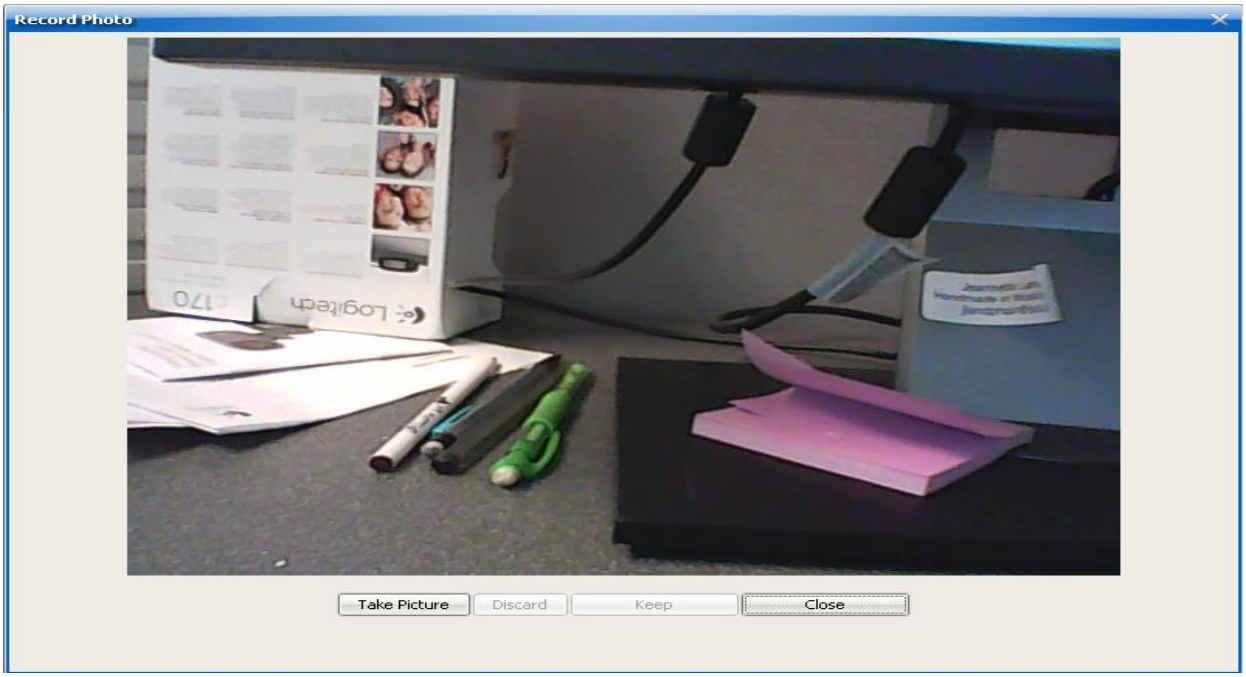
24. Take Picture

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



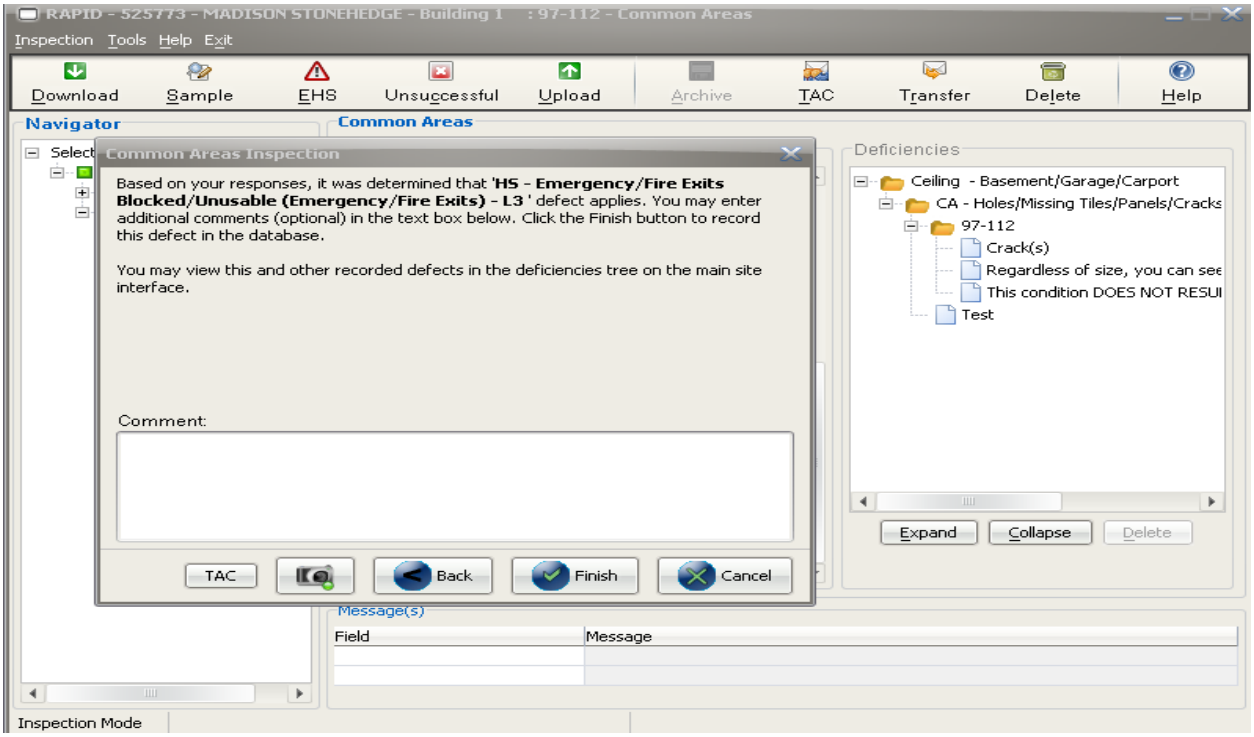
25. Save Picture

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



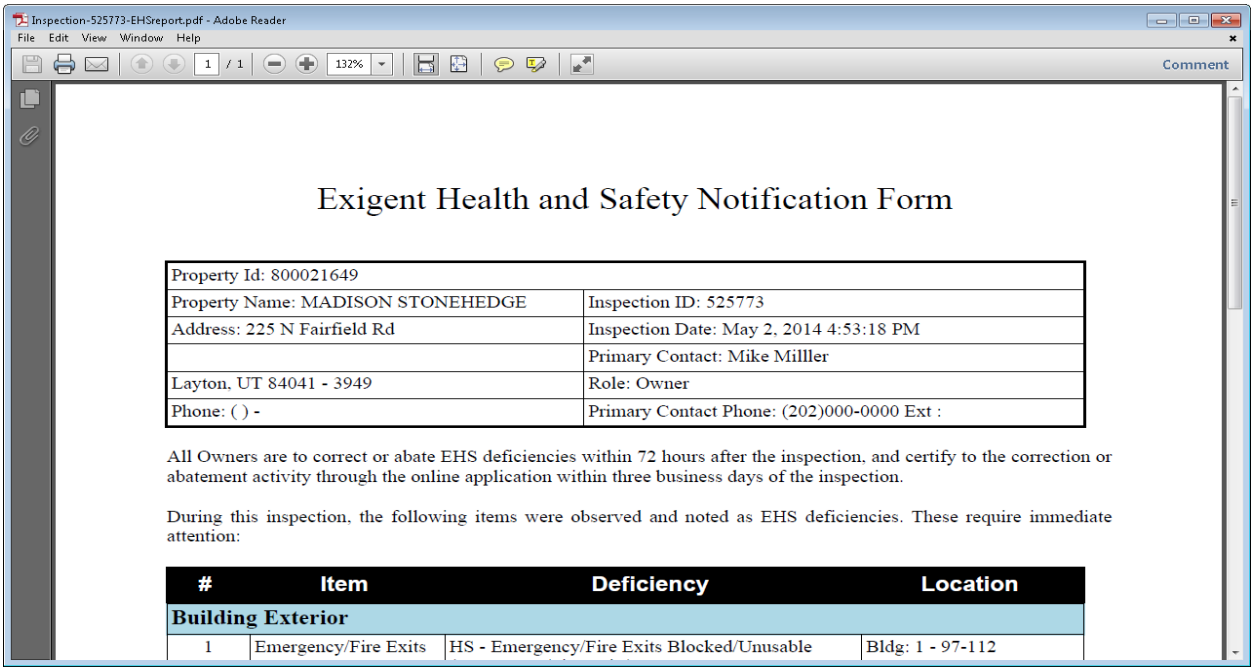
26. Close and Return to Defect Screen

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



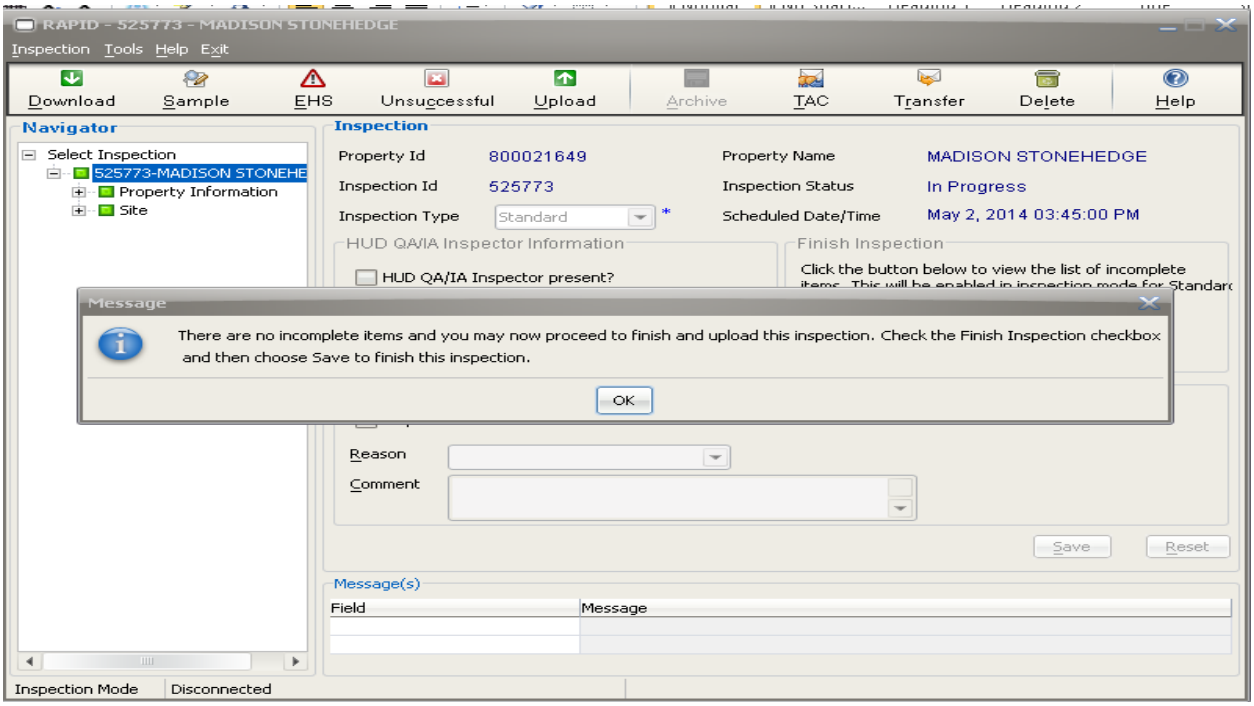
27. EHS Report

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



28. Check for Incomplete Items before finishing inspection

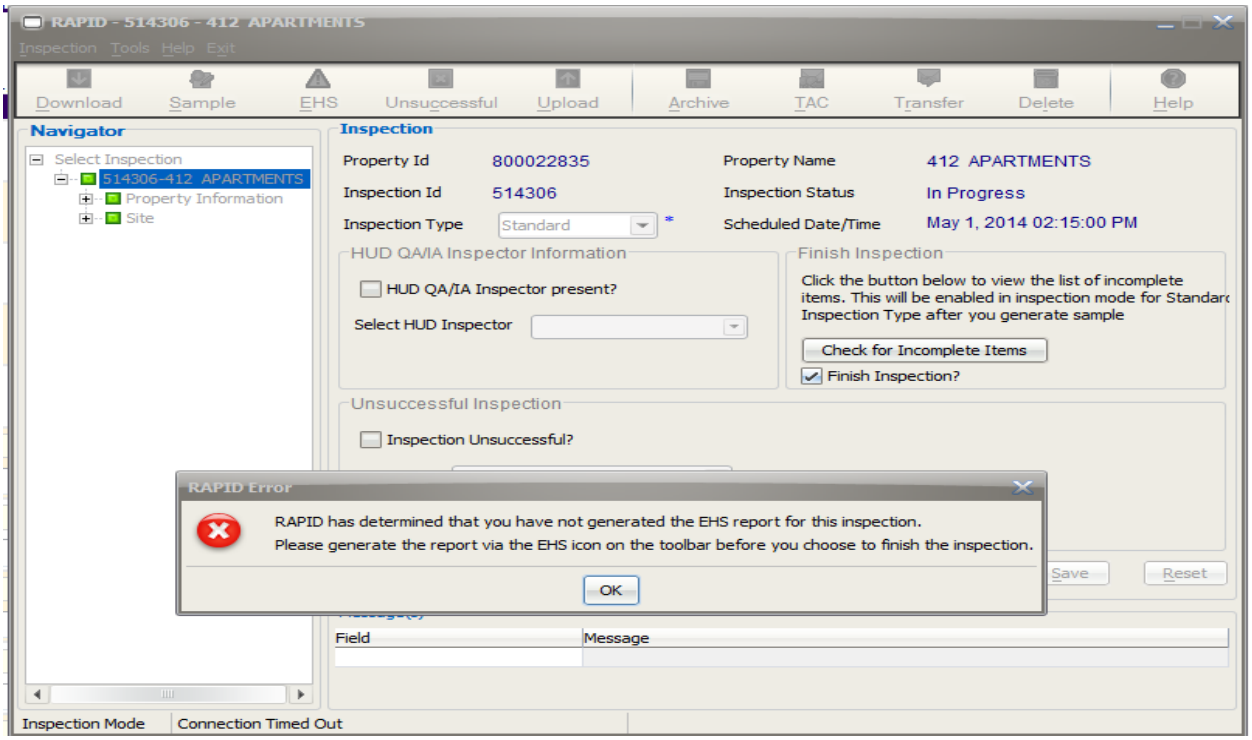
After all inspection is completed, Click on Check for incomplete items label and message come into view. Select OK and select check Finish inspection box.



29. EHS Reminder

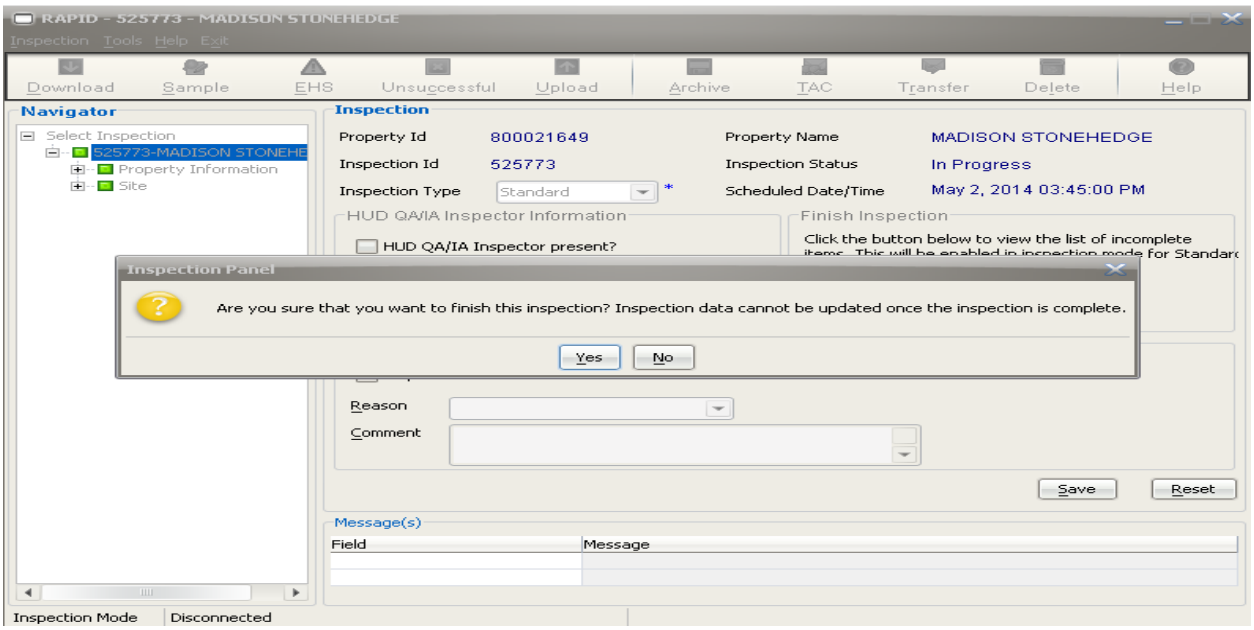
Warning message will display if EHS defects were found and EHS Report was not generated.

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



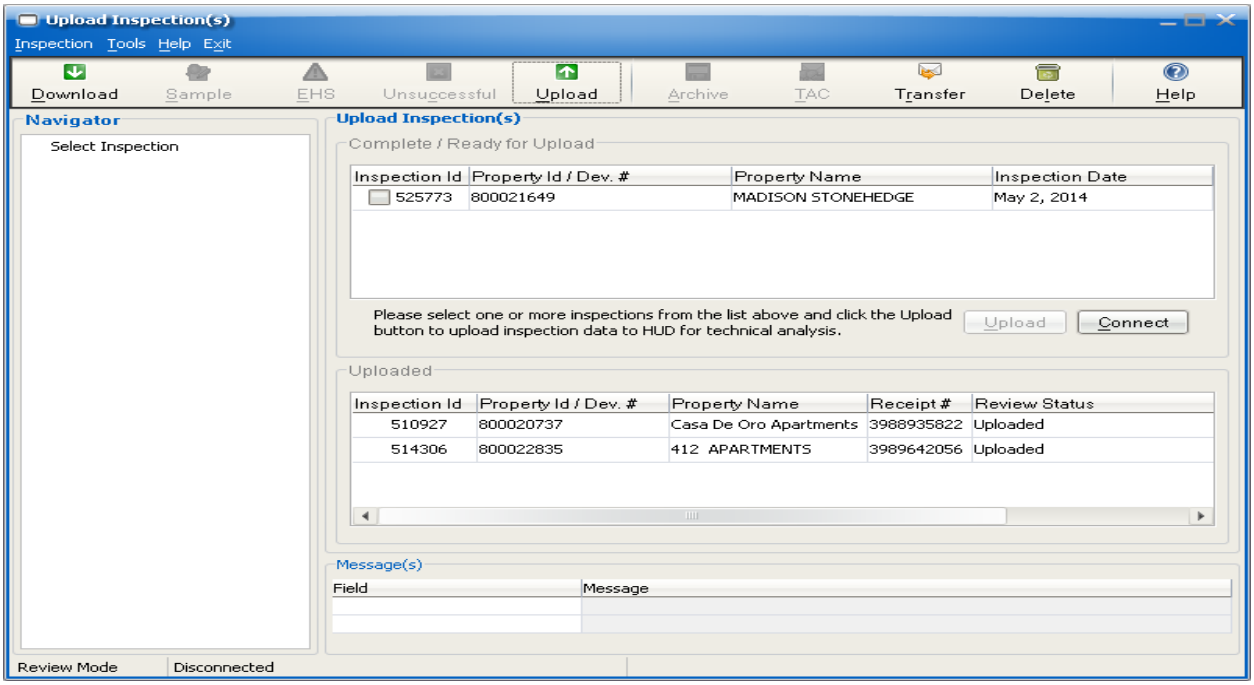
30. Finish Inspection

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.



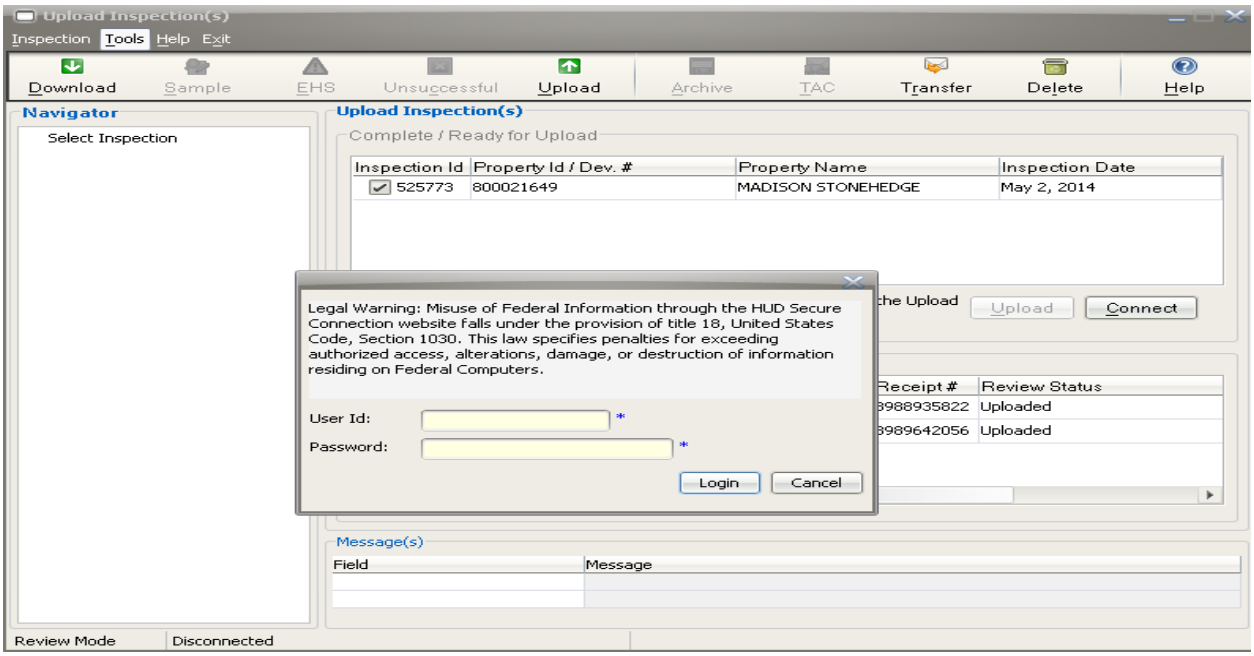
31. Upload Screen

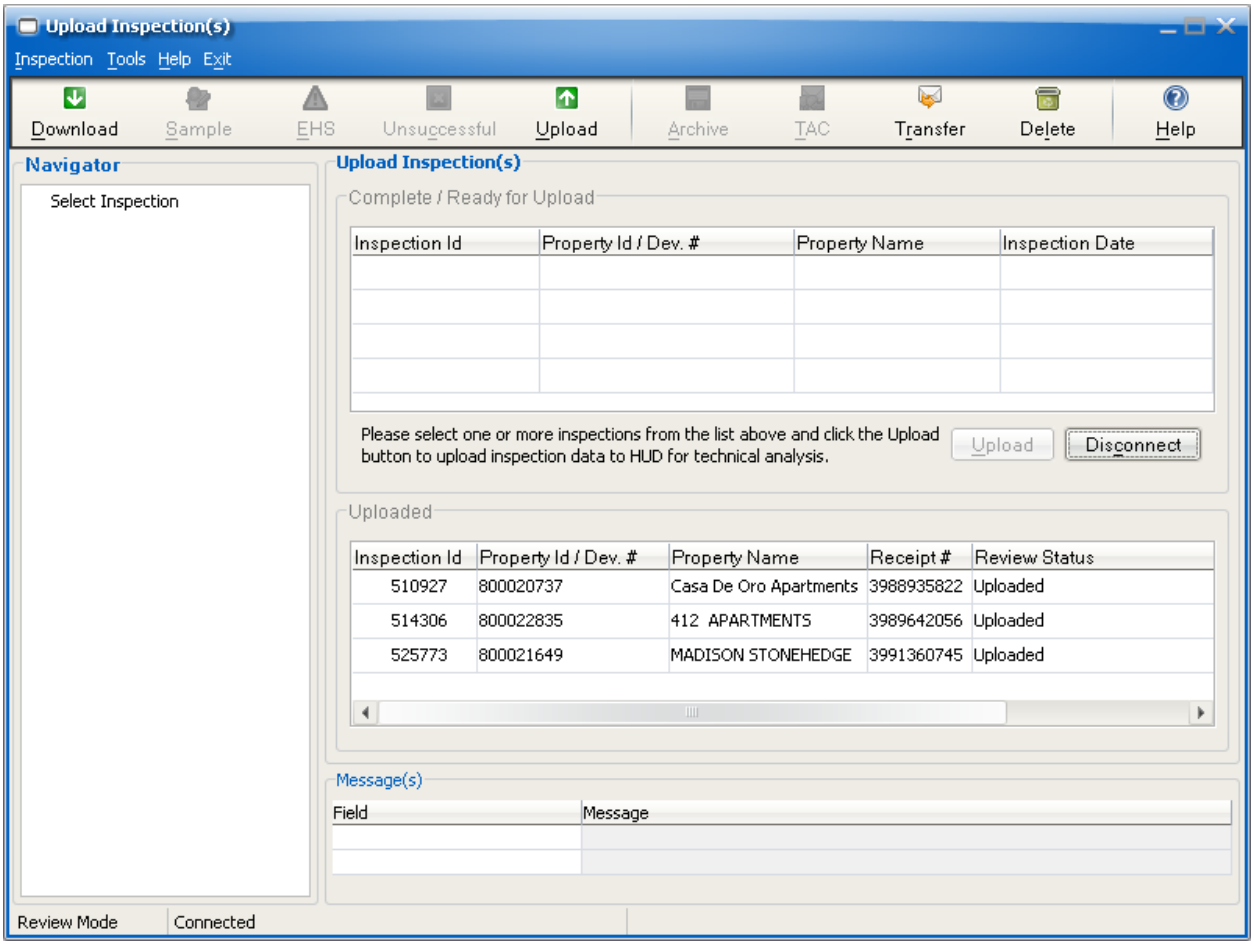
Click on upload button to go to Upload screen and verify Inspection ID is listed on Upload screen.



32. Connect

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



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.