

HOMES Leased Occupancy Program – User Manual

The **HOMES Leased Occupancy Program** was created to assist housing personnel in their analysis of leased unit occupancy information in the HOMES application. Specifically, the report generated by this program displays a summary of leased family housing occupancy for a given RPIC during a given time period and broken out by military pay grade. The occupancy data includes how many occupied days there were for each military pay grade and the equivalent number of dollars that those days are worth. The report is sorted in descending order of pay grade.

The **HOMES Leased Occupancy Program** should be run separately from HOMES as a stand-alone application by clicking on the desktop icon that is created during the installation and setup process. To setup the **HOMES Leased Occupancy Program**, download the installation files from the following address and execute the setup process (see the document *HOMES Leased Occupancy Program – Download and Installation Instructions* for details that explain how to do this):

<https://www.homeshelp.army.mil/indexes/lopindex.html>

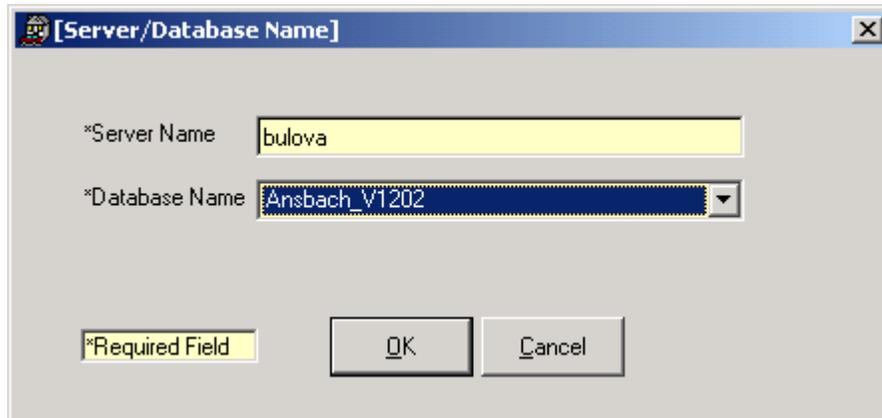
Once the setup process has been completed, the **HOMES Leased Occupancy Program** icon appears on the desktop. Users may then run the application by following the steps below.

1. Double-click the **HOMES Leased Occupancy Program** icon on the desktop. The following screen appears.



2. Click the button with the **Arrow** on the bottom of the screen.

3. In the **Server/Database Name** screen, verify that the **Server Name** and the **Database Name** are correct. If necessary, change the server and/or database and select **<OK>** to continue.

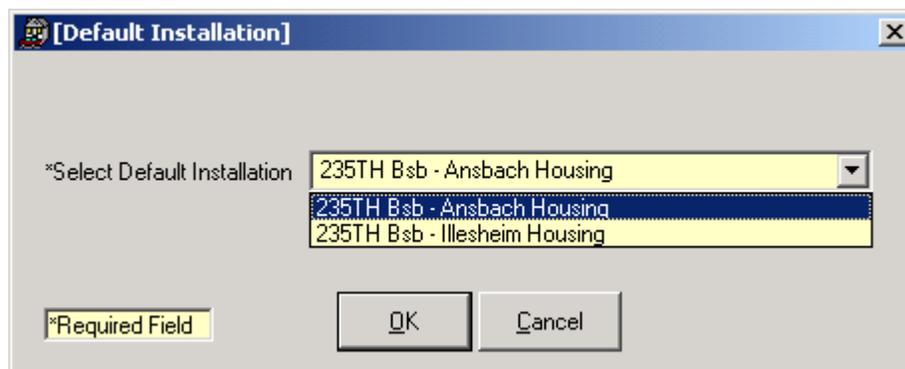


4. If the **Select Default Installation** message window displays, select **<OK>** to continue.



NOTE: The above message only appears for installations with multiple RPIC's. Proceed to step 6 if not applicable.

5. When the **Default Installation** screen appears, select **<OK>** to continue. To change the **Default Installation**, select the drop-down arrow and choose the desired Installation from drop-down menu. After making your selection, select **<OK>** to continue.



6. When the Print LOP Report screen appears, enter a From Date and To Date, both of which are required, in the appropriate fields. (Both dates cannot be greater than or less than 5 years from the current date.)
7. A site wide LOP report is generated when no Area Designation Codes are selected. However, the LOP report can provide a breakdown of leased unit occupancy by Area Designation Code. To get a breakdown select the desired Area Designation Codes. After entering the dates and Area Designation Codes (if necessary), click <OK> to generate the report.

NOTE: Only Areas that have Leased Units will show in the list of Area Designation Codes.

[Print LOP Report]

Reporting Period

*From Date

*To Date

Area Designation Code

- 01 Clayton
- 02 Watertown-Academy
- 03 Philadelphia
- 04 Watertown-Eastern
- 05 Gouverneur-URMC
- 06 Watertown-Arsenal
- 07 Copenhagen
- 08 West Carthage
- 09 Carthage
- 10 Lowville
- 11 Gouverneur-WDC
- 30 Leray Heights
- 70 Calcium

*Required Fields

8. To close the **HOMES Leased Occupancy Program**, select the <Cancel> button, choose <File> from the menu bar, and select <Exit>.