

Chapter 5

THE SEARCH HOME/HTF ACTIVITIES SCREEN

The Search HOME/HTF Activities screen lets you search your HTF activities by all of the criteria on the Search Activities screen (see page 3-5) and by HTF category/tenure type, HTF activity type, fund type, setup date, initial funding date, completion date, and address. You can also search for multi-address activities, and for activities with vacant units.

Click the Activity [Search HOME/HTF](#) link on any Plans/Projects/Activities page to display the HOME/HTF search screen:

Perhaps the only unfamiliar field name is SETUP DATE: it is the date the activity was created in IDIS, and is not displayed anywhere else in the system.

Enter as few or as many criteria as you wish, and then click the [Search] button to display the results:

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports																								
Activity																													
Search HOME/HTF Activities																													
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Search Criteria</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Program: HTF ▾</td> <td style="width: 33%; border: none;">IDIS Project ID: <input type="text"/></td> <td style="width: 33%; border: none;">Status: All ▾ <input type="checkbox"/> Canceled by HQ</td> </tr> <tr> <td style="border: none;">Activity Name: <input type="text"/></td> <td style="border: none;">IDIS Activity ID: <input type="text"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Program Year: All ▾</td> <td style="border: none;">Grantee/PJ Activity ID: <input type="text"/></td> <td style="border: none;">Activity Owner: HAWAII ▾</td> </tr> </table> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">HOME/HTF Category/Tenure Type: Rental ▾</td> <td style="width: 33%; border: none;">HOME/HTF Activity Type: Select ▾</td> <td style="width: 33%; border: none;">Fund Type: Select Fund ▾</td> </tr> <tr> <td style="border: none;">Setup Date <input type="text"/> To <input type="text"/> <small>(mm/dd/yyyy)</small></td> <td style="border: none;">Initial Funding Date <input type="text"/> To <input type="text"/> <small>(mm/dd/yyyy)</small></td> <td style="border: none;">Completion Date <input type="text"/> To <input type="text"/> <small>(mm/dd/yyyy)</small></td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Activity Address <input type="text"/></td> <td style="width: 33%; border: none;">City <input type="text"/></td> <td style="width: 33%; border: none;"><input type="checkbox"/> Multi-address</td> </tr> <tr> <td style="border: none;">State Select State ▾</td> <td style="border: none;">Zip <input type="text"/></td> <td style="border: none;"><input type="checkbox"/> Have vacant unit(s)</td> </tr> </table> </div> <p style="margin-top: 5px;">Search Reset</p> </div>						Program: HTF ▾	IDIS Project ID: <input type="text"/>	Status: All ▾ <input type="checkbox"/> Canceled by HQ	Activity Name: <input type="text"/>	IDIS Activity ID: <input type="text"/>		Program Year: All ▾	Grantee/PJ Activity ID: <input type="text"/>	Activity Owner: HAWAII ▾	HOME/HTF Category/Tenure Type: Rental ▾	HOME/HTF Activity Type: Select ▾	Fund Type: Select Fund ▾	Setup Date <input type="text"/> To <input type="text"/> <small>(mm/dd/yyyy)</small>	Initial Funding Date <input type="text"/> To <input type="text"/> <small>(mm/dd/yyyy)</small>	Completion Date <input type="text"/> To <input type="text"/> <small>(mm/dd/yyyy)</small>	Activity Address <input type="text"/>	City <input type="text"/>	<input type="checkbox"/> Multi-address	State Select State ▾	Zip <input type="text"/>	<input type="checkbox"/> Have vacant unit(s)			
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To access an activity, click the [Edit](#) or [View](#) link in the last column of the search results table.