Run an ART Report

To run an ART report, click on "Connect to ART" in the top right of your screen. Alternatively, you can navigate to ART through Reports -> ART. If you need to run an ART report but do not see the "Connect to ART" option, it is possible you do not currently have an ART license assigned to you. In this case, contact the HMIS team for assistance.



Open the Public folder and find the report you want to run. In this case, we are running the entry/exit data completeness report card. Click on the small magnifying glass to the left of the report name.





To download your report to your computer, click Schedule Report. To view it in a browser tab, click View Report. Follow the appropriate set of instructions on the following page.

All reports will have different prompts. In most cases, it is best practices to set your EDA provider to the provider for which the report is being run.

Please email hmisrequest@councilforthehomeless with any additional questions.

Schedule Report

Click on each prompt and verify that your inputs reflect the report you are interested in running. This set of screenshots depicts a report run for Homestead that covers the entire month of October 2019. When all prompts are correct, click Next.

	<u>×</u>	ART Report
Decounts		Prompts
III out each of the prompts below * EDA Provider Select Provider(s): Enter Start Date: Enter Start Date: Include Services in Report Card? EDA Provider Share - Homestead(745) Select	ext	Fill out each of the prompts below * Fill out each of the prompts below * Fill Ender Provider(s): Enter Start Date: Enter End Date PLUS 1 Day: Include Services in Report Card? Select Provider(s): Share - Homestead(745) Select Next
T Report	×	ART Report
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The Name field allows you to name the file you are creating and the report format determines the file type. The interval will almost always be Once. When this is complete, click Send.

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Schedu	le
Name *	Example Report
Report * Format	Excel •
Users * Inbox	Gwen Beebe (472) Search My User Clear
Interval *	Once v
Start Date	11 / 14 / 2019 Ø 🔿 👰 1 ▼ : 04 ▼ PM ▼
End * Date	11 / 14 / 2019 🕂 🤇 💐 1 🔻 : 04 ¥ PM ¥
	Send

Your report will appear below when you click Refresh at the bottom of the page. When the status says Complete, you can download it by clicking the magnifying glass. You ran an ART report!

Scheduled Reports						
	Name	Interval	Start Date	End Date	Туре	Status
	SHVP/SHSP II Check Requests v1.23	Once	2019-10-07 16:24	2019-10-07 19:24	Pdf	Complete
$\bigcirc \mathbb{Q}$	Client Characteristics Oak Bridge 7.1.19 - 9.30.19	Once	2019-11-07 12:18	2019-11-07 15:18	Excel	Complete
	Example Report	Once	2019-11-14 13:06	2019-11-14 16:06	Excel	Running
						Refresh

Please email hmisrequest@councilforthehomeless with any additional questions.

View Report

Clicking on View Report will open a new tab in your browser. If a window appears informing you of the autosave procedure, simply click OK. The report will load for a time and then present you with a window requesting prompts. This screenshot depicts a report run for Homestead that covers the entire month of October 2019. When your prompts are correct, click Run Query.

Prompts	,
Reply to prompts before running the guery.	
EDA Provider Share - Homestead(745)	
✓ ▼ Select Provider(s): Share - Homestead(745)	
EDA Provider - Default Provider-	
 Enter Start Date: 10/1/2019 	
 Enter End Date PLUS 1 Day: 11/1/2019 	
Include Services in Report Card? No	
EDA Provider -Default Provider-	
Refresh Va	ues 🕉
EDA Provider	
Share - Homestead(745)	
_Valley Homestead(1312)	EDA Provider Share - Homestead(745)
homeste	
Currently-selected values in listbox	ам -
Share - Homestead(745)	
	Run Query Cancel

If the report has multiple pages, navigate between them using the tabs at the bottom of the page. This is similar to navigating between tabs in Excel.

	Bowman Systems Page 1 of 2 0252 - Data Completeness Report Card (EE) Tab A - Overall Summary		v17 Printed: 11/14/2019 1:10:19 PM		
	K 🔹 M 📄 Tab A - Summary	📄 Tab B - Overall Report Card 📄 Tab C - Provide:	Report Card 📄 Tab D - Client Detail 📄 T	Tab E - Additional Information	
1		Ģ	Document - View - 🛄 🛵 🏦 🖉 🍋	∢ 1 /1+ ▶ ▶	

To save the report as a document, click on Document -> Save to my computer as -> [desired file type]. DO NOT click the floppy disk icon, as this will update the default prompts for everyone.

Close Data Edit 🔡 Save Ctrl+S Save as Gra Excel Save to my computer as Save report to my computer as Excel 2007 Gı Enter Start Date: PDF 10/1/2019 CSV M/d/yyyy h:mm:ss a CSV (with options)... Enter End Date PLUS 1 Day: CSV (all reports) 11/1/2019 M/d/vvvv h:mm:ss a

You ran an ART report!