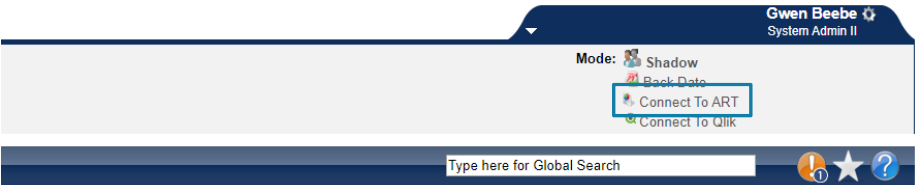# Run an ART Report

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.
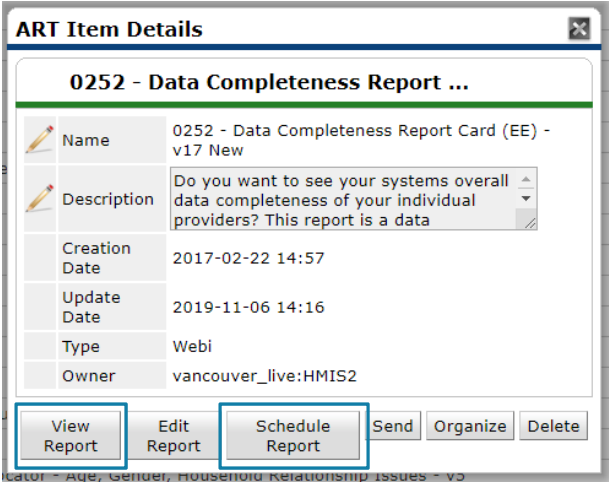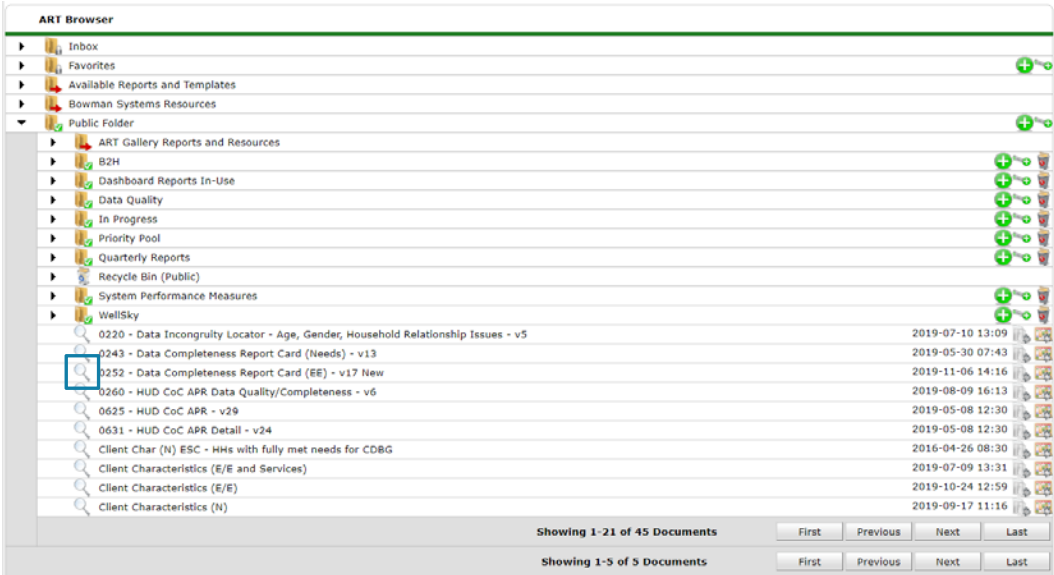

To download your report to your computer, click Schedule Report. To view it in a browser tab, click View Report. Follow the appropriate set of instructions on the following page.

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.

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.
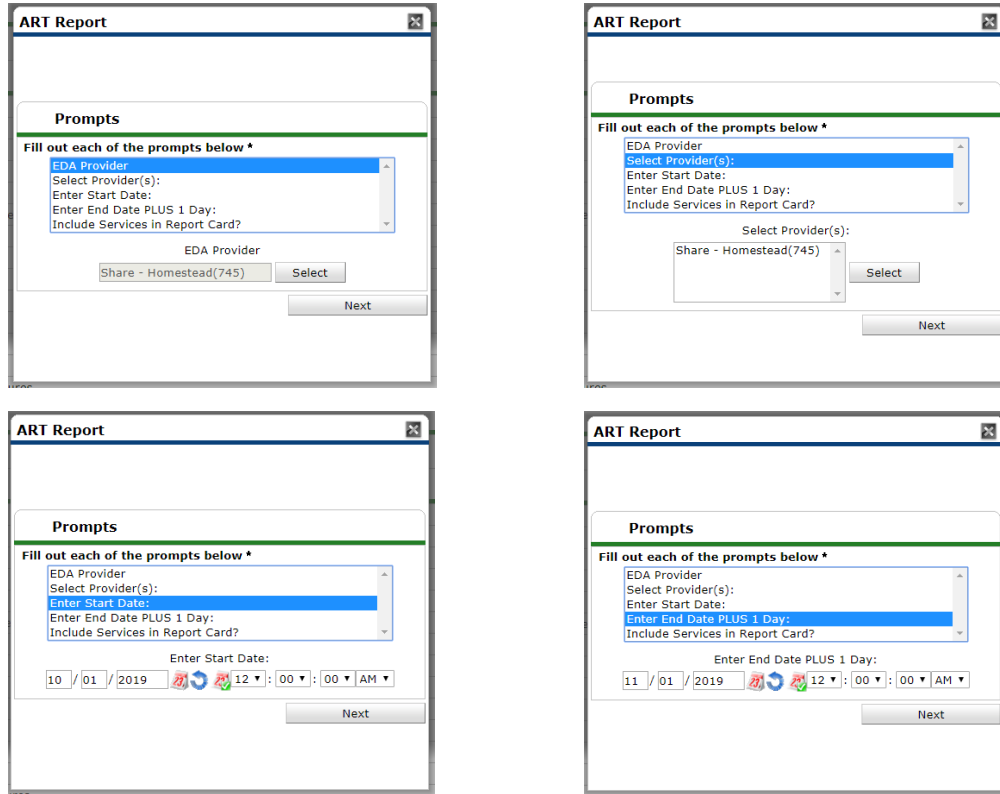
The Name field allows you to name the file you are creating and the report format determines the file type. The interval will almost always be Once. When this is complete, click Send.
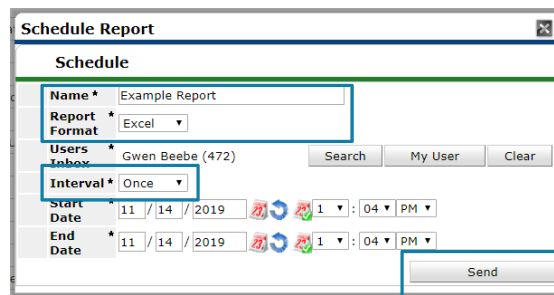

Your report will appear below when you click Refresh at the bottom of the page. When the status says Complete, you can download it by clicking the magnifying glass. You ran an ART report!

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.
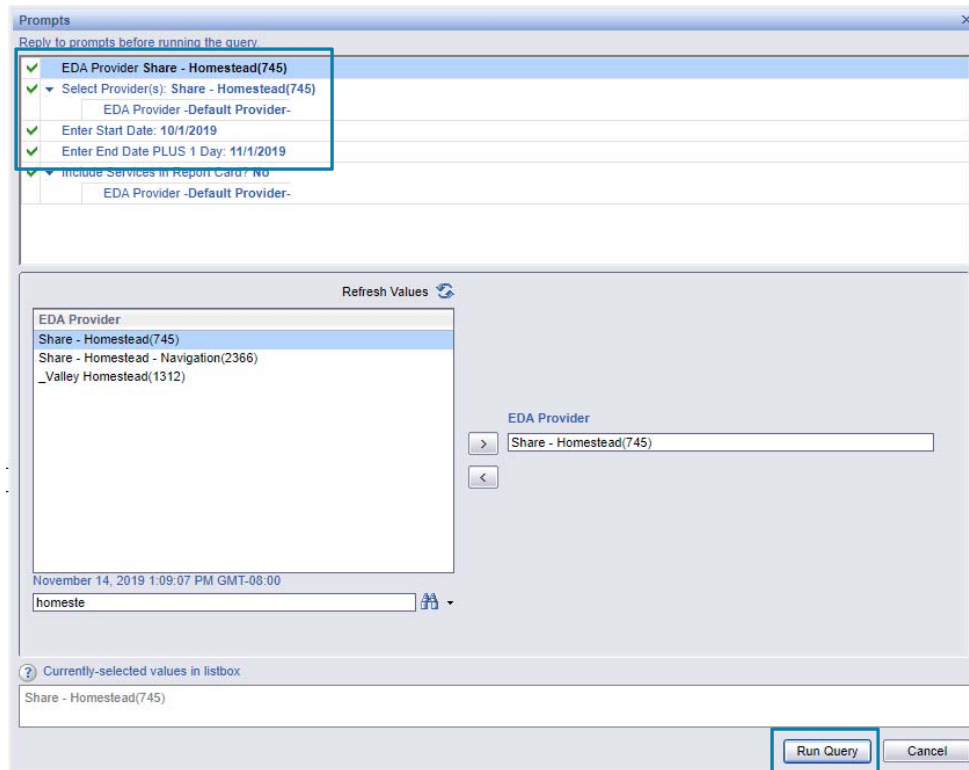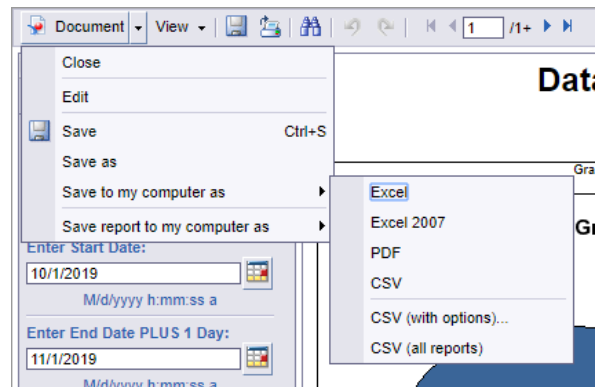

If the report has multiple pages, navigate between them using the tabs at the bottom of the page. This is similar to navigating between tabs in Excel.
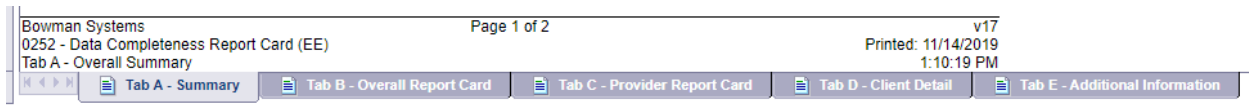
To save the report as a document, click on Document -> Save to my computer as -> [desired file type]. DO NOT click the floppy disk icon, as this will update the default prompts for everyone.

You ran an ART report!