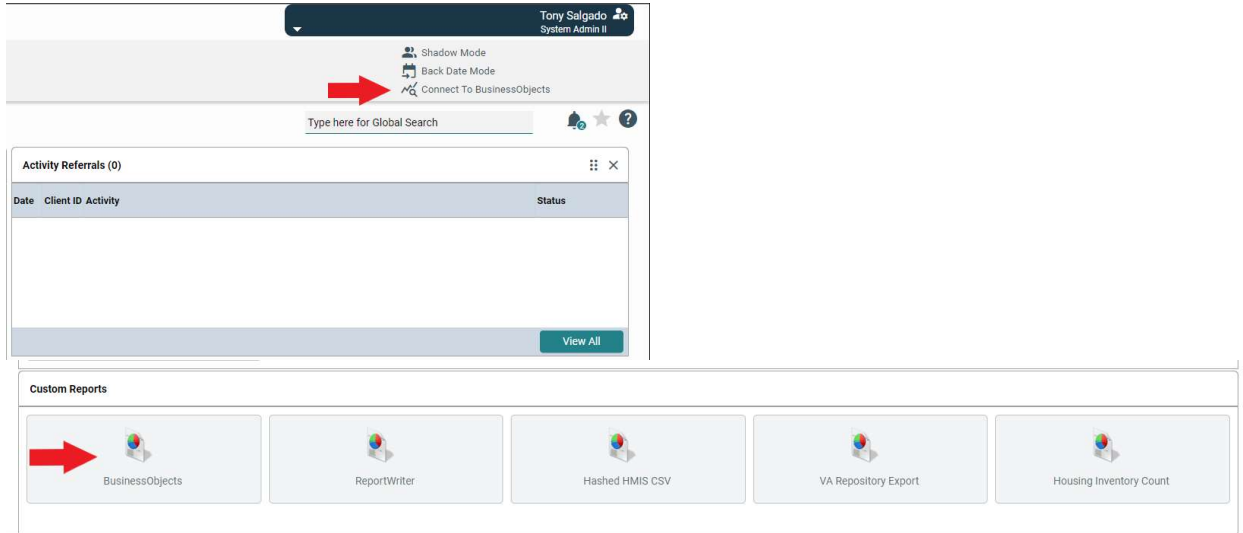


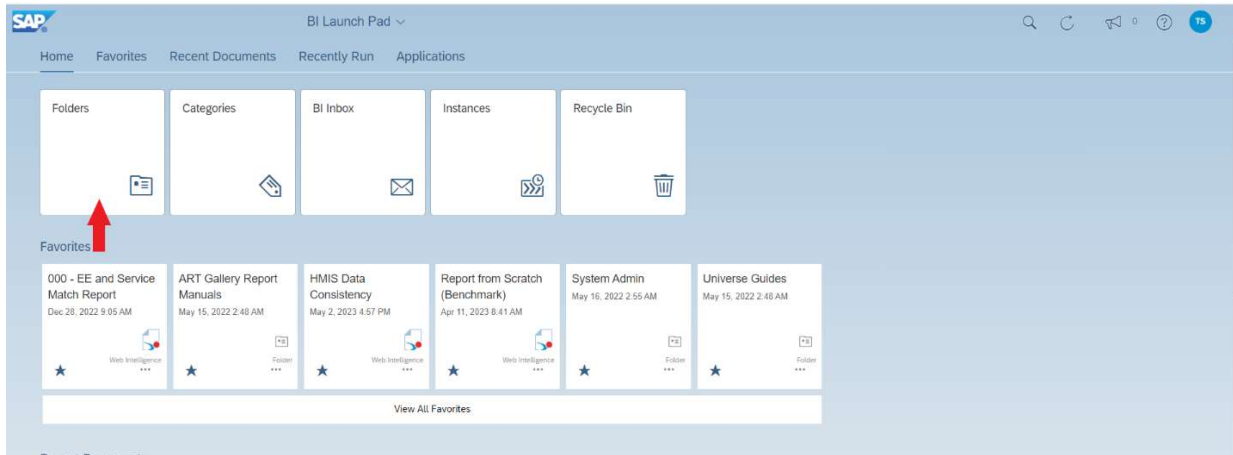
Step-by-Step Cheat Sheet for Timeliness Report

Timeliness Reports

1. Open **BusinessObjects** from either the top right corner of the HMIS window or the **Custom Reports** section of the **Report Dashboard**.

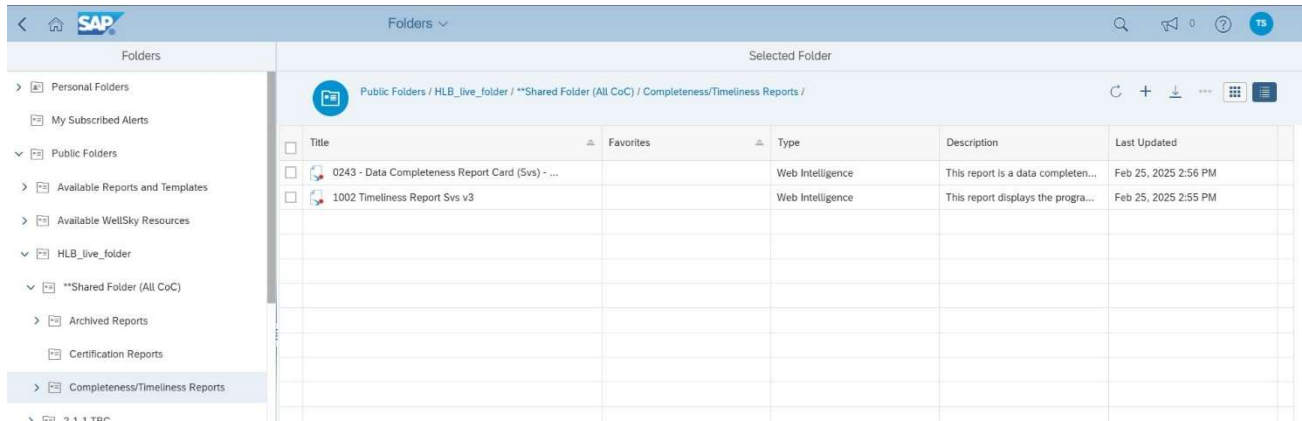


2. When you open **BusinessObjects**, you can begin to navigate by clicking on the **Folders** tile.

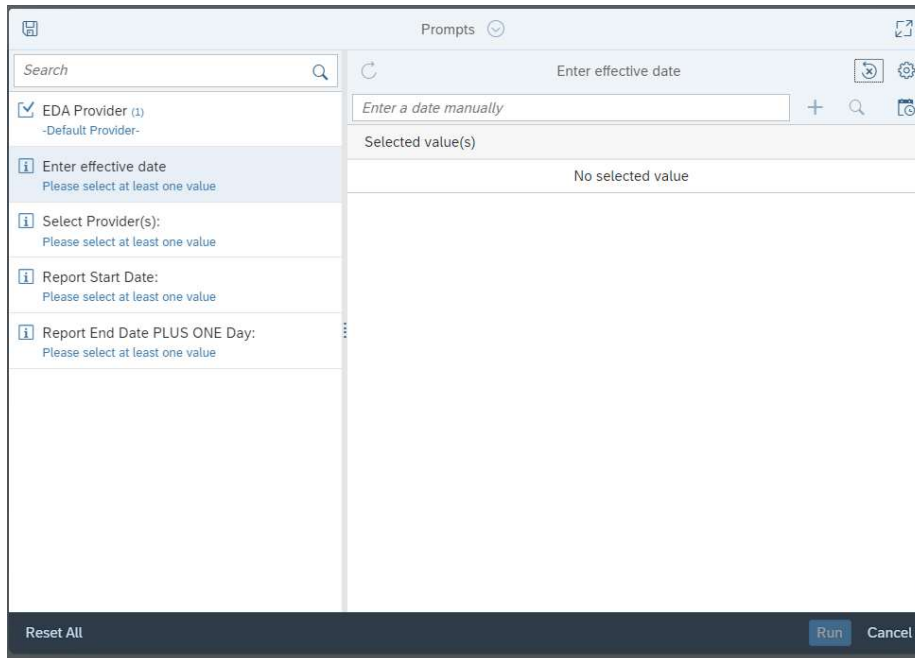


Step-by-Step Cheat Sheet for Timeliness Report

- This opens the **Folder View**. From here, you can navigate to the Completeness/Timeliness folder where you can find the Timeliness report. The folder can be found in **Public Folders/ HLB_live_folder/ **Shared Folder (All CoC)/ Completeness/Timeliness Reports/**



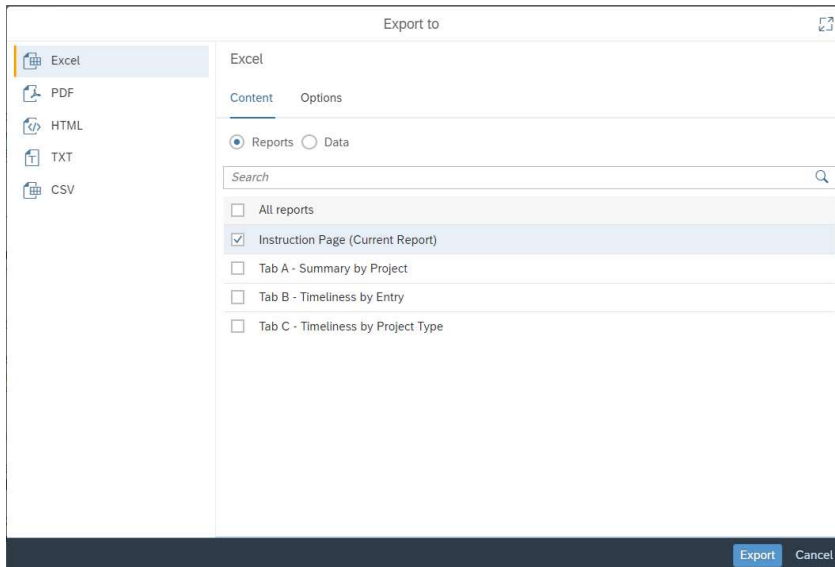
- From here, you can see the **Timeliness Report Svs v3**.
- Click on the report you would like to run, and this prompt will appear.



- Complete the prompts as instructed below:
 - EDA Provider
 - Instructions:** Do not change this.
 - Enter effective date
 - Instructions:** Select today's date (the date you are running the report on)
 - Select Provider(s):

Step-by-Step Cheat Sheet for Timeliness Report

9. This will bring up the **Export** menu.



10. This will allow you to download the report in the format you would prefer as well as which page you prefer. We recommend clicking on **All Reports** before choosing your preferred format. Once you have chosen, click the **Export** button.

