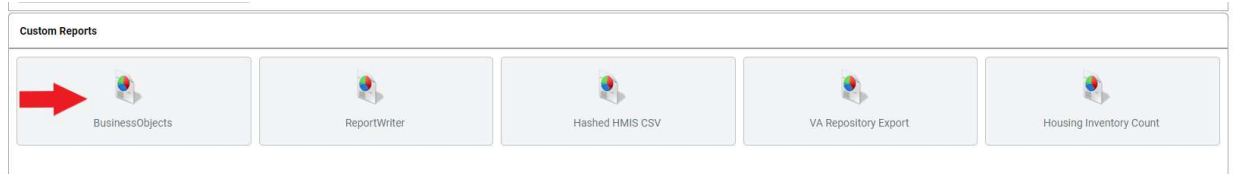
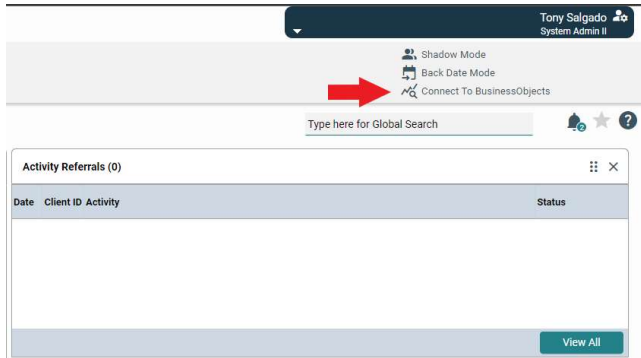


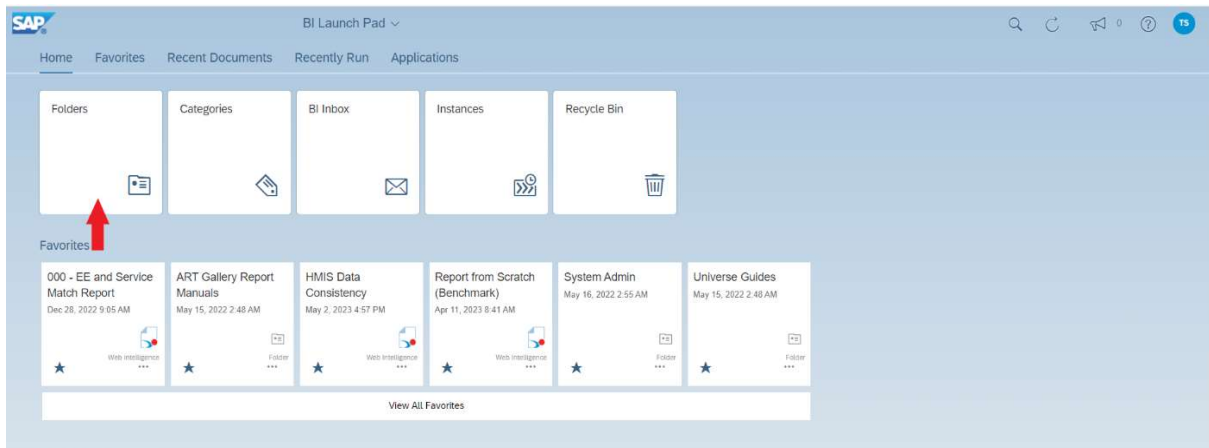
## Step-by-Step Cheat Sheet for the Data Completeness Report

### Data Completeness Report Cards

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

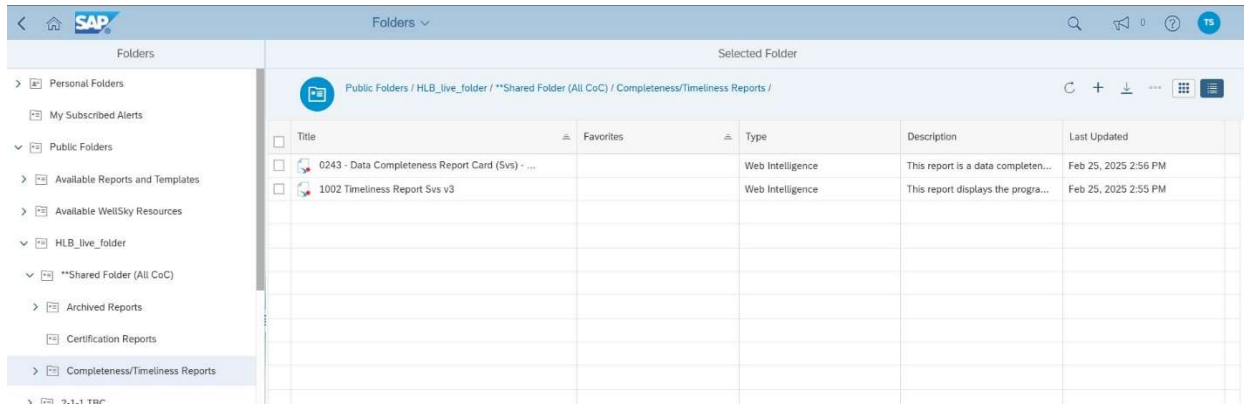


2. When you open **BusinessObjects**, you can begin to navigate by clicking on the **Folders** tile.



## Step-by-Step Cheat Sheet for the Data Completeness Report

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



4. From here, you can see the **0243 - Data Completeness Report Card (Svs) – v11**.

## Step-by-Step Cheat Sheet for the Data Completeness Report

5. Click on the report you would like to run, and this prompt will appear.

The screenshot shows a 'Prompts' dialog box with the following elements:

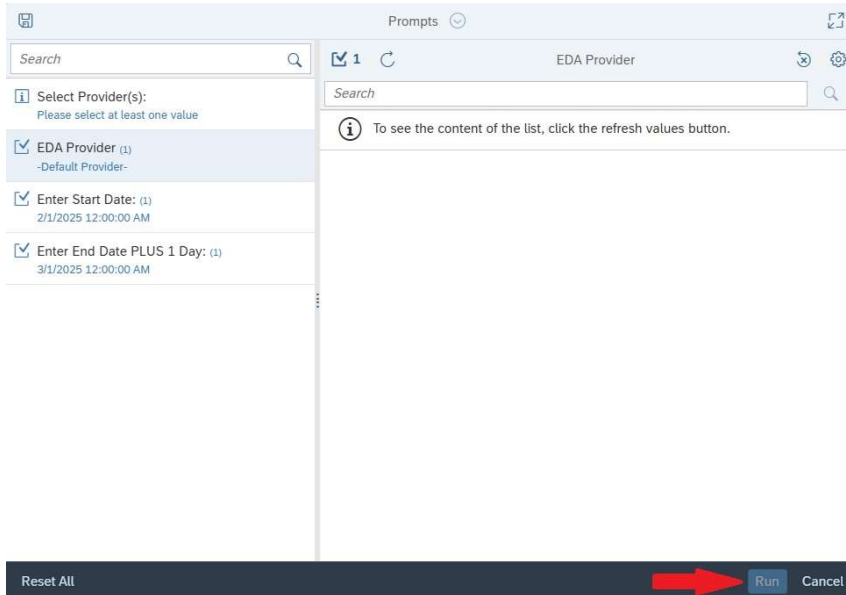
- Search bar at the top left.
- Checkmark icon and refresh icon next to the search bar.
- Title 'EDA Provider'.
- Information icon and text: 'To see the content of the list, click the refresh values button.'
- Search bar on the right side.
- Three prompts on the left:
  - Select Provider(s):** Please select at least one value
  - EDA Provider (1)**: -Default Provider-
  - Enter Start Date: (1)**: 2/1/2025 12:00:00 AM
  - Enter End Date PLUS 1 Day: (1)**: 3/1/2025 12:00:00 AM
- Buttons at the bottom: 'Reset All', 'Run', and 'Cancel'.

6. Complete the prompts as instructed below:

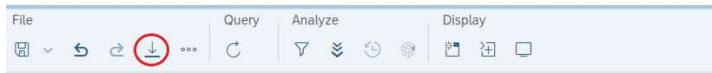
- EDA Provider
  - **Instructions:** Do not change this.
- Select Provider(s):
  - **Instructions:** Select the program or programs you want to report on.
- Enter Start Date:
  - **Instructions:** Select the date for the start of the reporting period. If your reporting period starts on 2/1/2025, select 2/1/2025.
- Enter End Date PLUS 1 Day:
  - **Instructions:** Select the end of the reporting period plus **an additional day**. If your report ends on 2/1/2025, select 3/1/2025.

## Step-by-Step Cheat Sheet for the Data Completeness Report

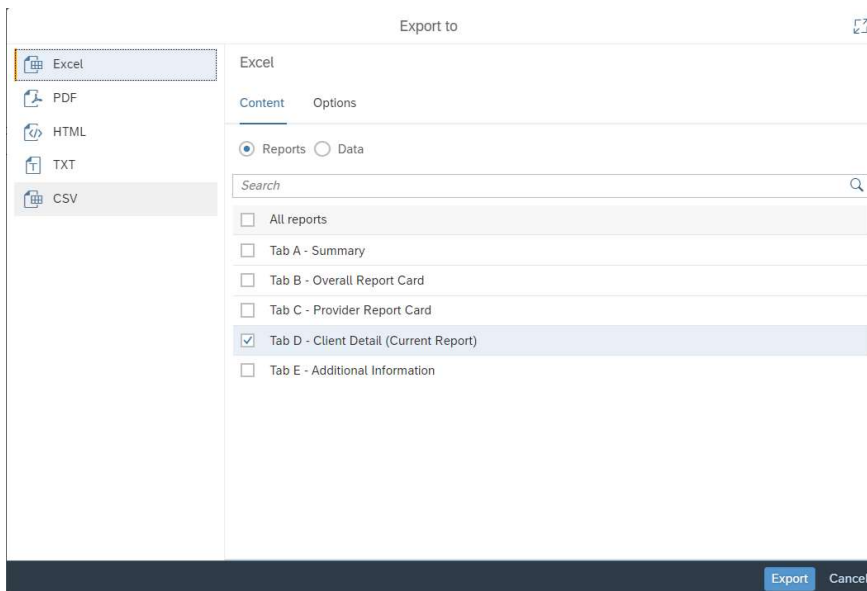
- Once the prompts have been filled in, the **Run** button will brighten. Click the **Run** button to produce the report.



- To save the report, click on the download button in the menu bar above the report.



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



## Step-by-Step Cheat Sheet for the Data Completeness Report

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.

