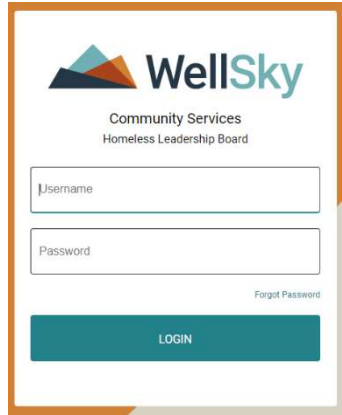
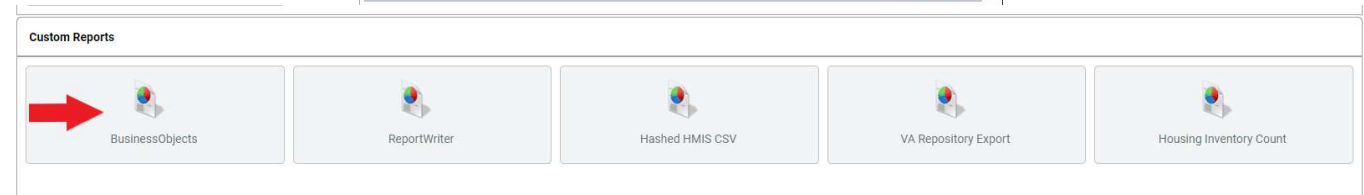
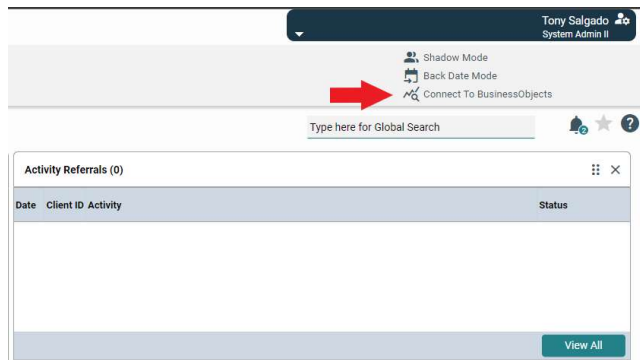


Shelter Report Step-by-Step Guide

1. Log into [HMIS](#).

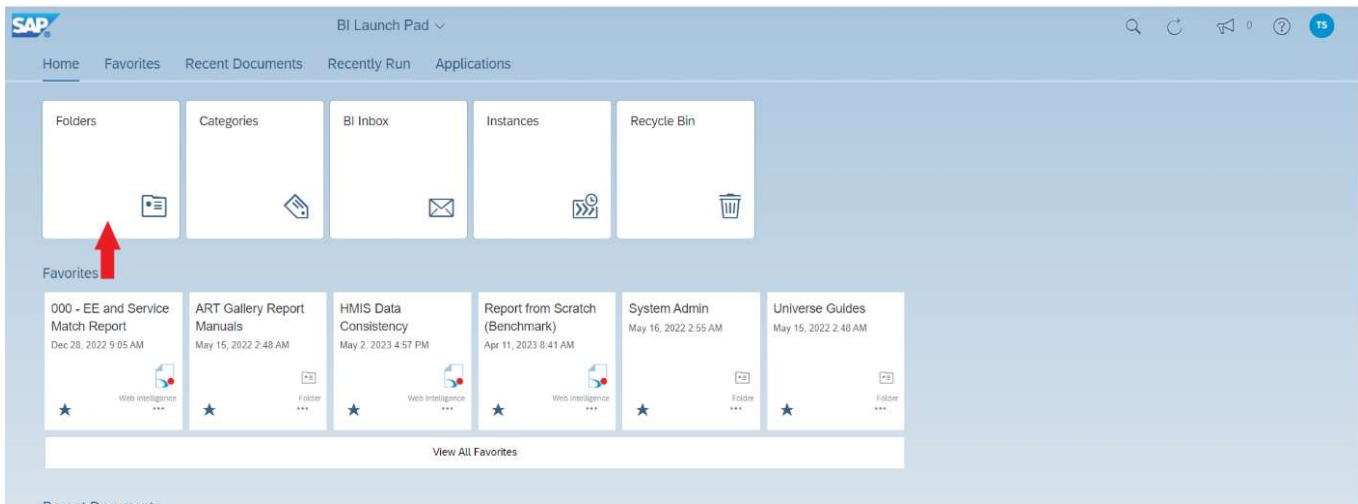


2. Open **BusinessObjects** from either the top right corner of the HMIS window or the **Custom Reports** section of the **Report Dashboard**.

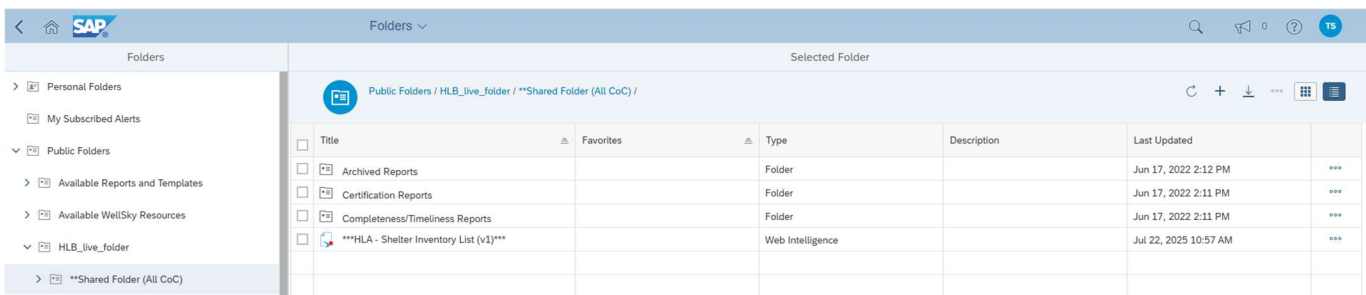


Shelter Report Step-by-Step Guide

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



4. This opens the **Folder View**. From here, you can navigate to the Shared Folder where you can find the Shelter Report. The folder can be found in **Public Folders/HLB_live_folder/**Shared Folder (All CoC)**

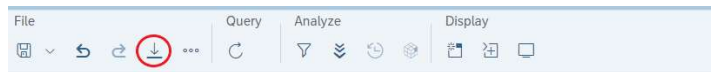


Shelter Report Step-by-Step Guide

- Click on the report labeled: *****HLA – Shelter Inventory List (v1)***** and this prompt will appear.

The screenshot shows a 'Prompts' dialog box with a search bar at the top. Below the search bar, there are two prompts: 'Inventory Date: (1)' with a value of '7/21/2025 12:00:00 AM' and 'EDA Provider: (1)' with a value of '-Default Provider-'. To the right of these prompts, there is a section titled 'Inventory Date:' with a text input field containing 'Enter a date manually' and a 'Selected value(s)' section below it showing '7/21/2025 12:00:00 AM'. At the bottom of the dialog, there are buttons for 'Reset All', 'Run', and 'Cancel'.

- Enter the **Inventory Date** keeping in mind that all BusinessObjects reports only show data as it was at 12:00 AM for the date chosen and press **Run**.
- To save the report, click on the download button in the menu bar above the report.



- This will bring up the **Export** menu. Just choose the reports you would like to save and click **Export**.

The screenshot shows an 'Export to' dialog box. On the left, there is a list of export formats: Excel, PDF, HTML, TXT, and CSV. The 'Excel' format is selected. On the right, there is a section titled 'Excel' with two tabs: 'Content' and 'Options'. The 'Content' tab is active, showing a search bar and a list of reports. The list includes 'All reports', 'Inventory (Current Report)' (which is checked), and 'Client Detail'. At the bottom of the dialog, there are buttons for 'Export' and 'Cancel'.