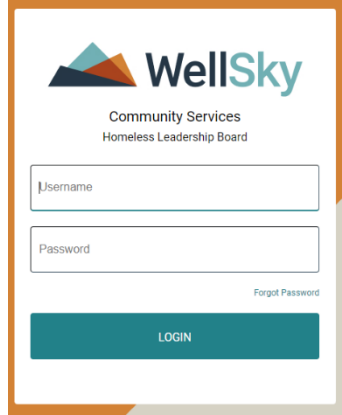


Step-by-Step Cheat Sheet for the FY2026 CoC APR

FY2026 CoC APR

1. Log into [HMIS](#).



WellSky
Community Services
Homeless Leadership Board

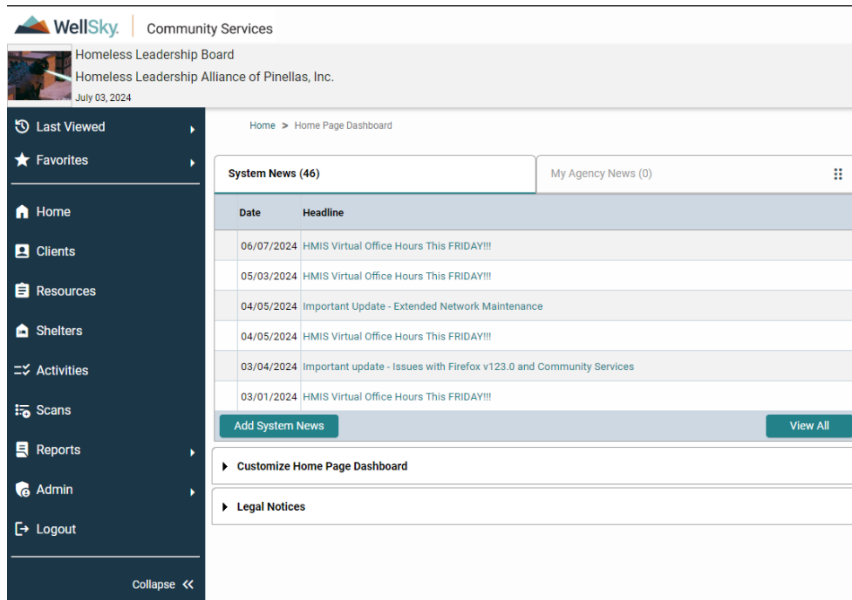
Username

Password

[Forgot Password](#)

LOGIN

2. On the right side of HMIS, click on **Reports**.



WellSky | Community Services
Homeless Leadership Board
Homeless Leadership Alliance of Pinellas, Inc.
July 03, 2024

Home > Home Page Dashboard

System News (46) My Agency News (0)

Date	Headline
06/07/2024	HMIS Virtual Office Hours This FRIDAY!!!
05/03/2024	HMIS Virtual Office Hours This FRIDAY!!!
04/05/2024	Important Update - Extended Network Maintenance
04/05/2024	HMIS Virtual Office Hours This FRIDAY!!!
03/04/2024	Important update - Issues with Firefox v123.0 and Community Services
03/01/2024	HMIS Virtual Office Hours This FRIDAY!!!

Add System News View All

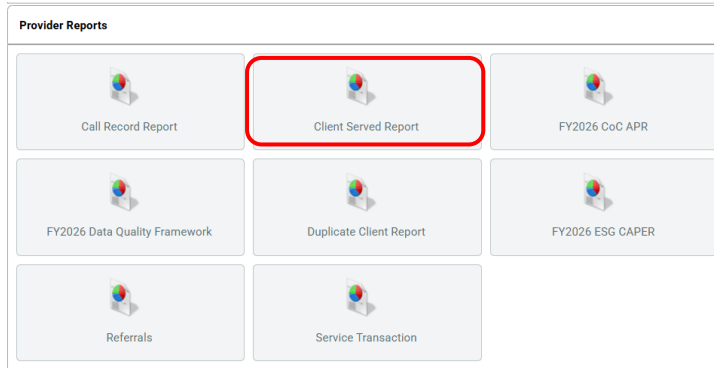
Customize Home Page Dashboard

Legal Notices

Collapse <<

Step-by-Step Cheat Sheet for the FY2026 CoC APR

- Under the Provider Reports section, click on **FY2026 CoC APR**.



- This will bring up the **Report Options**.

The screenshot displays two sections. The top section, "Report Run History", contains a table with columns: Report ID, Date Ran (Run-time), Report Type, Name, User Creating, Running Provider, Running User, and Report Status. Below the table is a "Refresh" button and the text "No matches.". The bottom section, "Report Options", includes fields for Name and Description. It has radio buttons for "Provider" (selected) and "Reporting Group". The "Provider *" field is populated with "Homeless Leadership Alliance of Pinellas, Inc. (8190)" and includes "Search", "My Provider", and "Clear" buttons. Below this are radio buttons for "This provider AND its subordinates" and "This provider ONLY". A "Program Date Range *" field has date pickers. The "Entry/Exit Types *" field has checkboxes for "Basic", "Basic Center Program Entry/Exit", "HLD", "PATH", "Quick Call", "RHY", "Standard", "Transitional Living Program Entry/Exit", "VA", and "HPRP (Retired)". At the bottom are "Build Report", "Download", and "Clear" buttons.

- By clicking the **Search** button in the Provider section, you can choose the provider, or program, you need the report to represent.

This close-up shows the "Provider *" field with the text "Homeless Leadership Alliance of Pinellas, Inc. (8190)". The "Search" button is highlighted with a red rectangle. Below the field are radio buttons for "This provider AND its subordinates" and "This provider ONLY".

Step-by-Step Cheat Sheet for the FY2026 CoC APR

9. Once you hit the **Build Report** button, it will show up in the **Report Run History**.

The screenshot shows the 'Report Run History' interface. At the top, there is a table with columns: Report ID, Date Ran (Run-time), Report Type, Name, User Creating, Running Provider, Running User, and Report Status. A single row is displayed with Report ID 108496, Date Ran 08/16/2024 05:04:23 PM (0.00 mins), Report Type EsgCaper, Name Test, User Creating Tony Salgado, Running Provider Homeless Leadership Alliance of Pinellas, Inc., Running User TV Le, and Report Status Running. Below the table is a 'Refresh' button and 'Showing 1-1 of 1'. Underneath is the 'Report Options' section with a 'Use Previous Parameters' button. The options include Name (Test), Description, Provider Type (Provider selected), Provider (Homeless Leadership Alliance of Pinellas, Inc. (8190)), Program Date Range (07/01/2024 to 08/01/2024), and Entry/Exit Types (Basic, Basic Center Program Entry/Exit, HUD, PATH, Quick Call, RHY, Standard, Transitional Living Program Entry/Exit, VA, HPRP (Retired)). At the bottom are 'Build Report', 'Download', and 'Clear' buttons.

10. Click the **Refresh** button until the report changes from **Running** to **Completed**.

The first screenshot shows the report status as 'Running'. The second screenshot shows the report status as 'Completed' after clicking the 'Refresh' button. The table in the second screenshot shows the same report with Report ID 108496, Date Ran 08/16/2024 05:04:23 PM (0.03 mins), and Report Status Completed.

11. To access the report once it has been completed, click on the magnifying glass on the left side of the report.

The screenshot shows the 'Report Run History' interface with a magnifying glass icon highlighted in a red box on the left side of the report row. The report row shows Report ID 108496 and Date Ran 08/16/2024 05:04:23 PM (0.03 mins). Below the table is a 'Refresh' button.

Step-by-Step Cheat Sheet for the FY2026 CoC APR

12. To save the report as a PDF, you can use the print option in your browser, or hold down your **Ctrl** button on your keyboard and press **P**. Once you press **Ctrl + P**, it will bring up your print menu.

The screenshot shows a web application interface for generating reports. On the left, there is a 'Report Run History' section with a table of reports. Below it are 'Report Options' for a report named 'Test', including provider information and date ranges. A table titled 'ESG CAPER Report Results' is displayed, showing columns for organization, project, and various metrics. Below the table is a 'Report Validation Table' with 12 rows of data. On the right, a print menu is open, showing 'Destination' set to 'Save as PDF', 'Pages' set to 'All', and 'Layout' set to 'Portrait'. There are 'Save' and 'Cancel' buttons at the bottom of the print menu.

13. In order to print, select your printer in the **Destination** section above.

This is a close-up of the print menu from the previous screenshot. A red arrow points to the 'Destination' dropdown menu, which is currently set to 'Save as PDF'. Other options in the menu include 'Pages' (set to 'All') and 'Layout' (set to 'Portrait').

14. You can either print it to paper, or you can change the destination to **Adobe PDF** or **Save as PDF**. This will allow you to save a digital version of the report. If you use the download button in HMIS, it will save each table as a separate CSV file within a zip file which could be difficult to navigate; as seen below.

Step-by-Step Cheat Sheet for the FY2026 CoC APR

.1684168744382.zip Search CSV-CEAPR_FY2023_1684168744382.zip

Name	Type	Compressed size	Password ...	Size
Q4a.csv	Microsoft Excel Comma S...	1 KB	No	2 K
Q5a.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q6a.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q7a.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q8a.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q9a.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q9b.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q9c.csv	Microsoft Excel Comma S...	1 KB	No	1 K
Q9d.csv	Microsoft Excel Comma S...	1 KB	No	2 K
Q10.csv	Microsoft Excel Comma S...	1 KB	No	2 K