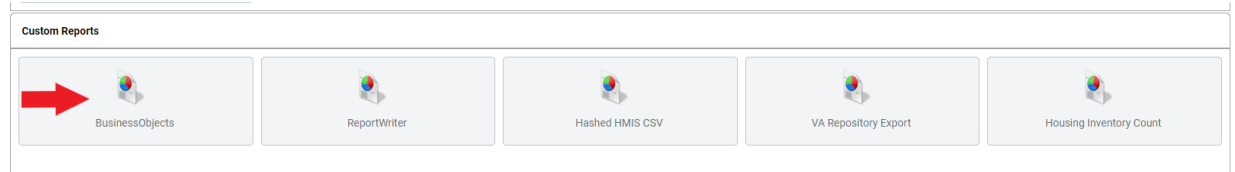
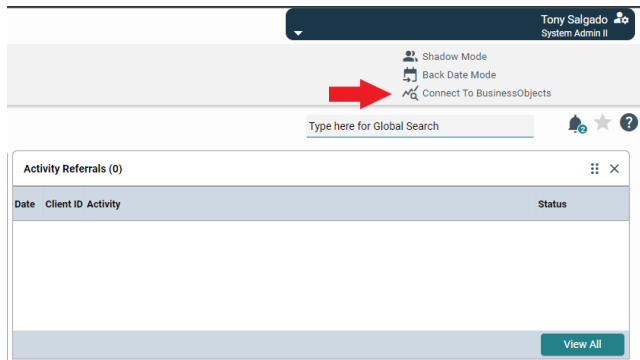


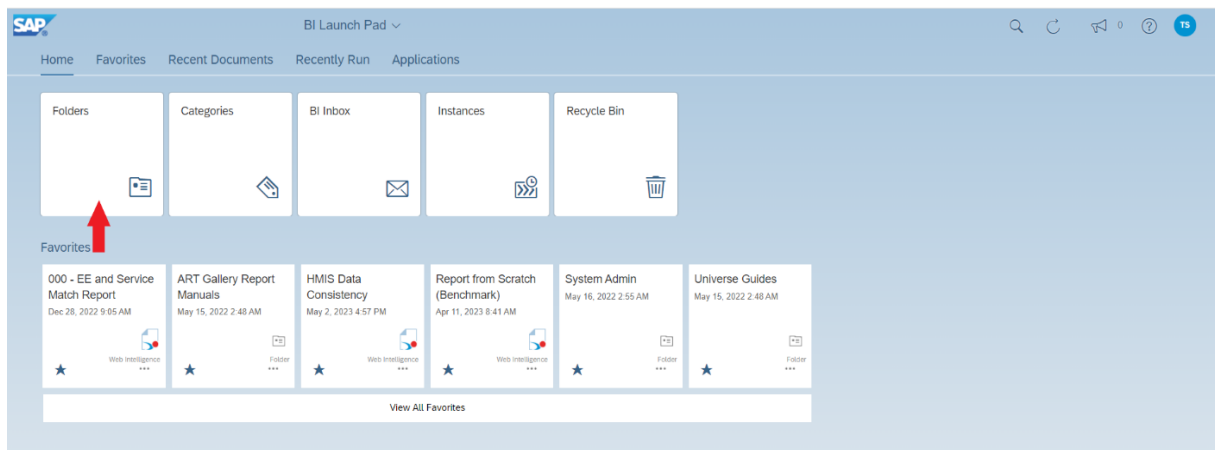
Step-by-Step Cheat Sheet for the Data Quality Benchmarks Report 2.4

Data Quality Benchmarks Report

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

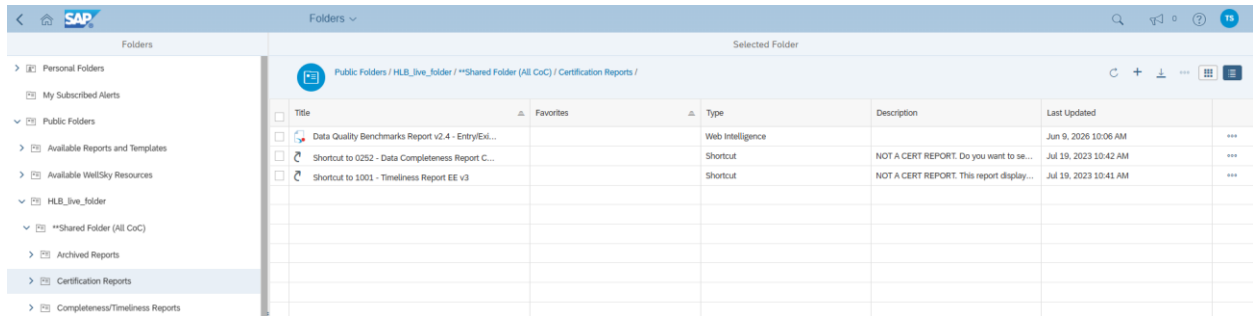


2. Once you open **BusinessObjects**, you can begin navigating by clicking on the **Folders** tile.



Step-by-Step Cheat Sheet for the Data Quality Benchmarks Report 2.4

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



4. From here, you can see the **Data Quality Benchmarks Report v2.4 - Entry/Exit (Users Included)**.

Step-by-Step Cheat Sheet for the Data Quality Benchmarks Report 2.4

5. Click on the report name and this prompt will appear.

The screenshot shows the 'Prompts' section of the Data Quality Benchmarks Report 2.4 interface. On the left, there is a search bar and a list of prompts: 'EDA Provider (1) -Default Provider-', 'Report Start Date: (1) 5/1/2026 12:00:00 AM', 'Report End Date PLUS ONE Day: (1) 6/1/2026 12:00:00 AM', and 'Select Provider(s): Please select at least one value'. The 'EDA Provider' prompt is selected, and its details are shown on the right. The details include a search bar, a refresh button, and a message: 'To see the content of the list, click the refresh values button.' At the bottom, there are 'Reset All', 'Run', and 'Cancel' buttons.

6. Complete the prompts as instructed below:

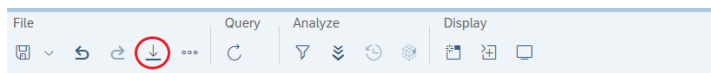
- EDA Provider
 - **Instructions:** Do not change this.
- Report Start Date:
 - **Instructions:** Select the date for the start of the reporting period. If your reporting period starts on 5/1/2026, select 6/1/2026.
- Report End Date PLUS ONE Day:
 - **Instructions:** Select the end of the reporting period plus **an additional day**. If your report ends on 5/31/2026, select 6/1/2026.
- Select Provider(s):
 - **Instructions:** Select the program or programs you want to report on.

Step-by-Step Cheat Sheet for the Data Quality Benchmarks Report 2.4

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

The screenshot shows the configuration interface for the Data Quality Benchmarks Report. On the left, a list of prompts is shown with checkboxes: **EDA Provider** (1) -Default Provider-, **Report Start Date** (1) 5/1/2026 12:00:00 AM, **Report End Date PLUS ONE Day** (1) 6/1/2026 12:00:00 AM, and **Select Provider(s)** (1) Homeless Leadership Alliance of Pinellas, Inc.(8190). On the right, the **Prompts** section shows the **Report End Date PLUS ONE Day** prompt with a value of **6/1/2026 12:00:00 AM**. At the bottom, a dark bar contains a **Reset All** button, a red arrow pointing to a bright **Run** button, and a **Cancel** button.

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



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

The screenshot shows the **Export to** dialog box. On the left, a list of export formats is shown: **Excel**, **PDF**, **HTML**, **TXT**, and **CSV**. The **Excel** format is selected. On the right, the **Excel** options are shown. The **Content** tab is active, and the **Reports** radio button is selected. A list of reports is shown with checkboxes: **All reports**, **Overall Benchmarks Scores (Current Report)**, **Project Benchmarks**, **DQ Detail**, **DQ User Detail**, and **Query Summary**. All reports are checked. At the bottom, a dark bar contains an **Export** button and a **Cancel** button.

Step-by-Step Cheat Sheet for the Data Quality Benchmarks Report 2.4

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.

The screenshot shows the 'Export to' dialog box. On the left, a sidebar lists export formats: Excel (selected), PDF, HTML, TXT, and CSV. The main area is titled 'Excel' and has tabs for 'Content' and 'Options'. Under 'Content', there are radio buttons for 'Reports' (selected) and 'Data'. Below this is a search bar labeled 'Search'. A list of report sections is shown with checkboxes: 'All reports' (checked), 'Overall Benchmarks Scores (Current Report)' (checked), 'Project Benchmarks' (checked), 'DQ Detail' (checked), 'DQ User Detail' (checked), and 'Query Summary' (checked). At the bottom right, there is a red arrow pointing to the 'Export' button, with a 'Cancel' button next to it.

Format	Content	Options
Excel	Content	Options
PDF		
HTML		
TXT		
CSV		

Export to

Excel

Content Options

☒ Reports ☐ Data

Search

- ☒ All reports
- ☒ Overall Benchmarks Scores (Current Report)
- ☒ Project Benchmarks
- ☒ DQ Detail
- ☒ DQ User Detail
- ☒ Query Summary

Export Cancel