

## How to Generate the Shelter Entry Exit Report

- 1. Log on to HMIS. The Home Page Dashboard displays.
- 2. Click on the **Reports** module.

🚯 Home > Home Pa		
▶ Last Viewed	Favorites	
Home		
ClientPoint		
ResourcePoint		
ShelterPoint		
SkanPoint		
Reports		
Admin		
Logout		

3. Click on the **ReportWriter** button.

Custom Reports			
ReportWriter	Rhymis Export	SSVF Data Quality	SSVF Export

4. Click on "I" below the Saved Reports tab. Click the magnifying glass beside appropriate report.

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5. The Entry Exits pop-up displays. Click the **Download Full Report** button.

Download Full Report

6. The Download Full Report pop-up displays. Click the Download button.

Download Full Report	х
Download Full Report	
Downloading a report may take some time depending on the complexity of the report and size of the result.	
Download Cance	el

7. Click the document folder at the bottom of the screen.

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🔋 report_1607094988.	zip 🔨	

8. Double-click the Excel document.

This	PC > Downloads > report_1607094988548
~	Name ^

9. The Excel document opens.



10. Send the document to your local printer or save the document on your computer.