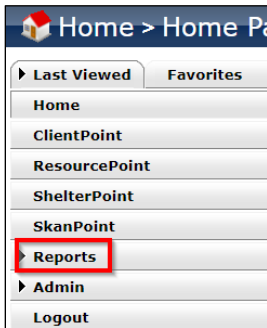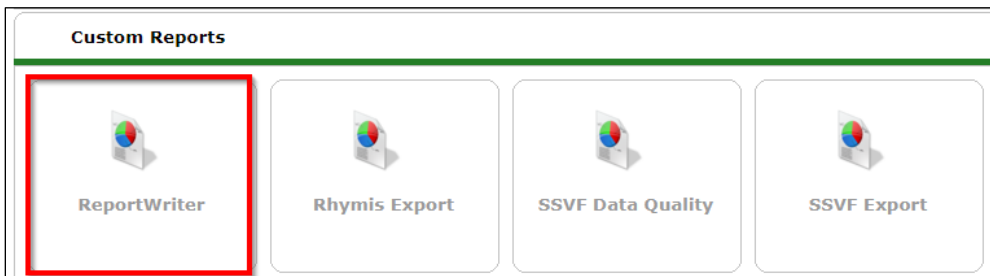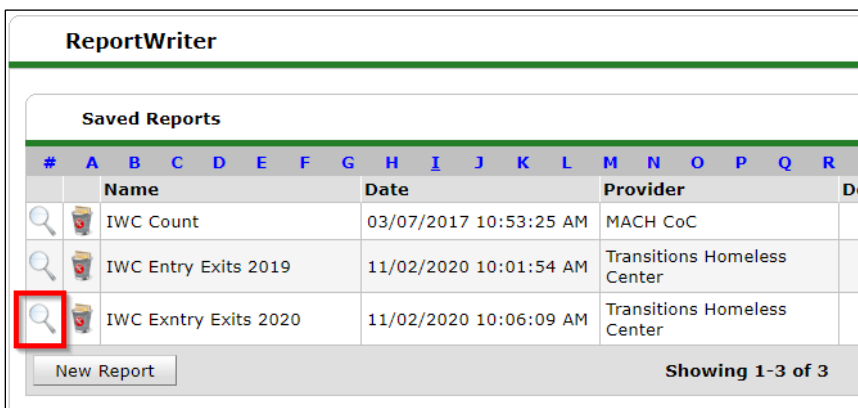# How to Generate the Shelter Entry Exit Report

1. Log on to **HMIS**. The **Home Page Dashboard** displays.

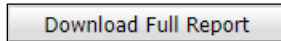2. Click on the **Reports** module.

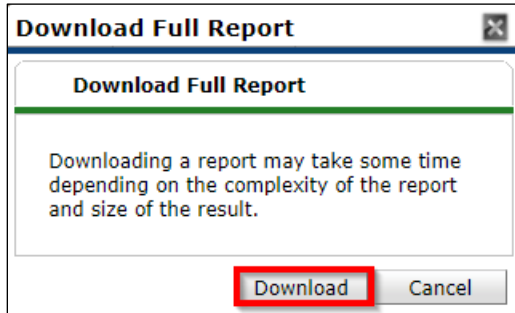3. Click on the **ReportWriter** button.

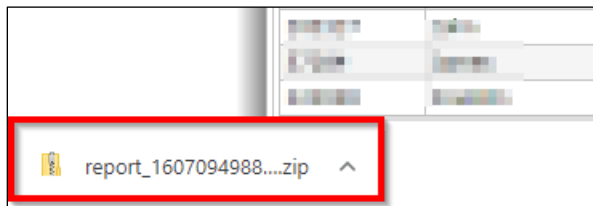4. Click on "I" below the Saved Reports tab. Click the magnifying glass beside appropriate report.

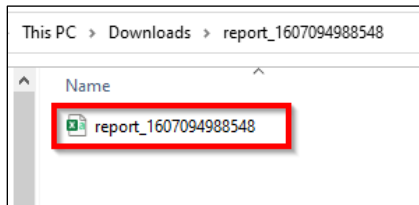5. The Entry Exits pop-up displays. Click the **Download Full Report** button.

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

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

8. Double-click the Excel document.

9. The Excel document opens.

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