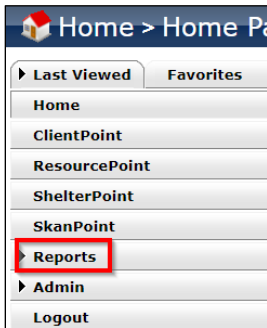
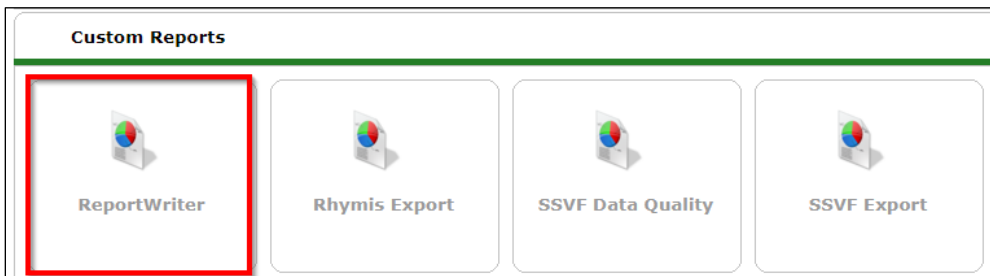


How to Generate the Shelter Entry Exit Report

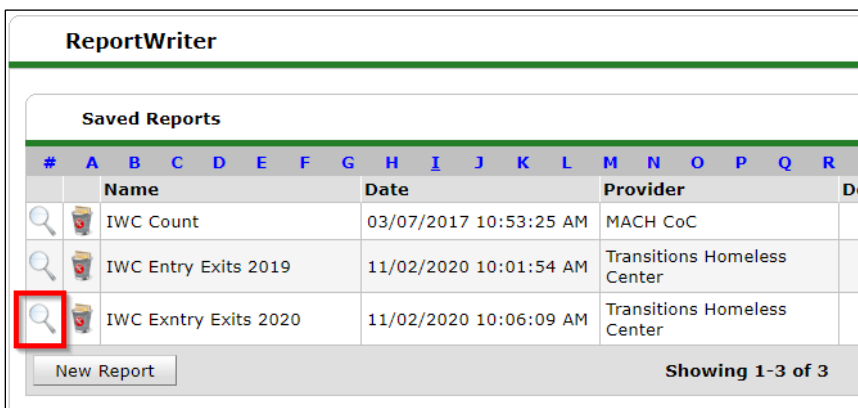
1. Log on to **HMIS**. The **Home Page Dashboard** displays.
2. Click on the **Reports** module.



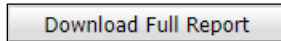
3. Click on the **ReportWriter** button.



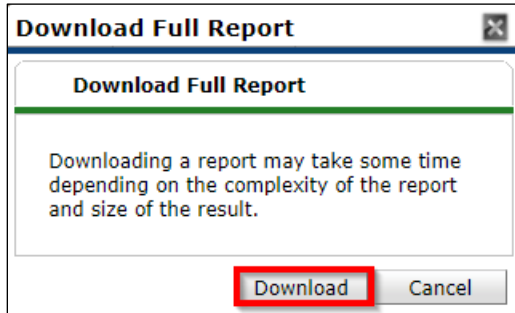
4. Click on "I" below the Saved Reports tab. Click the magnifying glass beside appropriate report.



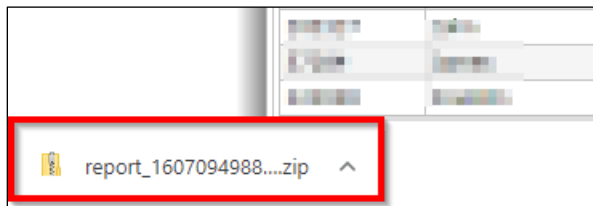
- The Entry Exits pop-up displays. Click the **Download Full Report** button.



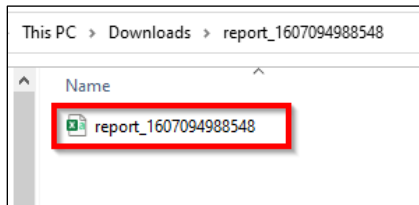
- The Download Full Report pop-up displays. Click the Download button.



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



- Double-click the Excel document.



- The Excel document opens.

	A	B	C	D	E	F	G	H	I
1	Client ID	First Name	Last Name	Entry Date	Provider				
2	1607094988548	Juanita	Anderson	12/2/2020	MACH-Transitions/City of Columbia IWC-ES				
3	1607094988548	Juanita	Anderson	11/19/2020	MACH-Transitions/City of Columbia IWC-ES				
4	1607094988548	Juanita	Anderson	11/17/2020	MACH-Transitions/City of Columbia IWC-ES				
5	1607094988548	Juanita	Anderson	11/3/2020	MACH-Transitions/City of Columbia IWC-ES				
6	1607094988548	Juanita	Anderson	11/19/2020	MACH-Transitions/City of Columbia IWC-ES				
7	1607094988548	Juanita	Anderson	11/2/2020	MACH-Transitions/City of Columbia IWC-ES				

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