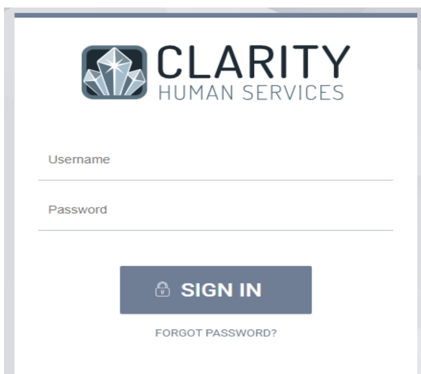
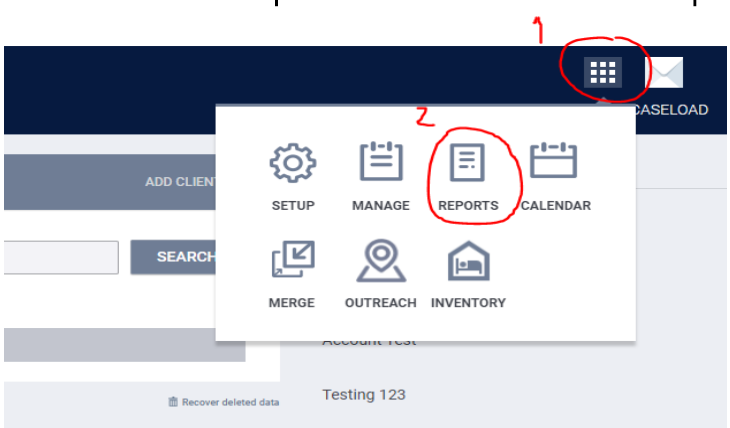
How to Pull a Report in HMIS Clarity

There are numerous reports built into HMIS Clarity and each one is specifically designed for a purpose. Some reports are designed to align with HUD report-formats to make data reporting less time-consuming, while other reports are designed to help agencies identify where issues are occurring in their data quality. Many reports are available for a variety of purposes; however, regardless of the purpose, becoming equipped with the tools available in the Report Library will ensure that agencies have the information that they need to accurately report out on their programs.

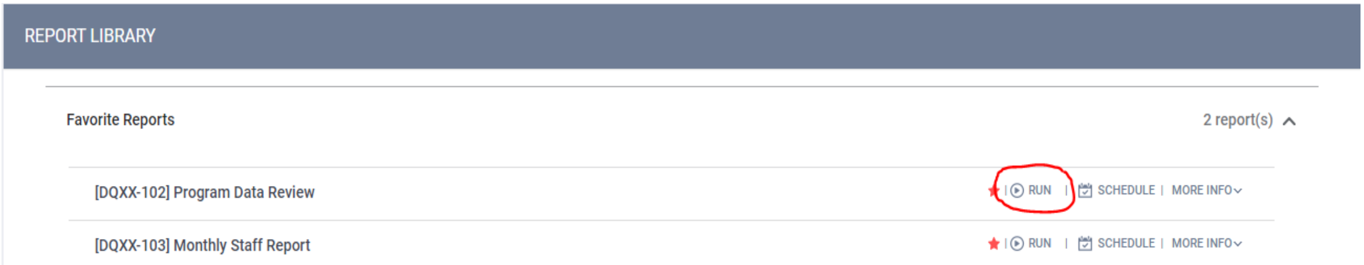
1. **Log into HMIS Clarity.**



2. **Navigate to the Reports Section:**
   - Select the launch pad and then click the "Reports" icon.

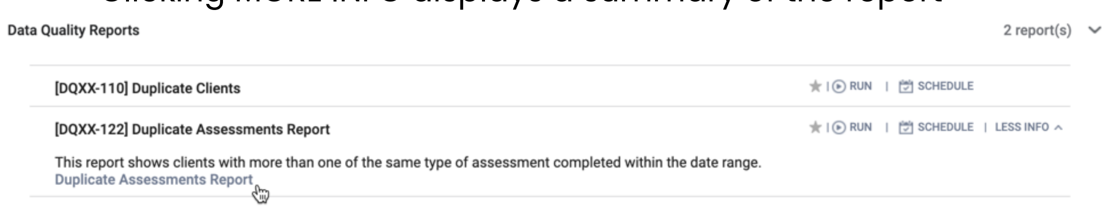


This selection will bring you to the preview page where you will be able to select the parameters for the report you'd like to run.



3. **Choose the Type of Report**
    - Depending on your needs, select from a variety of report categories such as "HUD Reports," "Performance Reports," or "Data Quality Reports," "Program Rooster" reports and many more.
    - **Tip:** Each report category contains different types of reports. For instance, HUD Reports include the APR and Data Quality Report, while Performance Reports may include outcome tracking.
4. **Get More Information About a Report:**
    - For more information on a particular report, click MORE INFO (not all reports have this option).

- Clicking MORE INFO displays a summary of the report



5. **Set Up Your Report Parameters:**
    - **Note:** Since there are many different reports available, the parameters you need to select may vary depending on the type of report you are pulling. Always review the required fields and

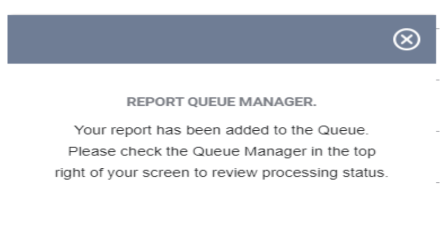
options for the specific report you're working on to ensure accuracy.

- **Project Type(s):** Select the relevant project type(s) for your report.
- **Program Status:** Choose whether to include active, inactive, or all programs.
- **Program(s):** Select the specific program(s) you want to report on

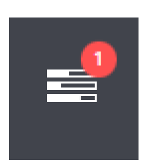
6. **Customize the Date Range:**
   - Select the date range for your report. This will determine which data is included based on when it was recorded.

7. **Choose the Output Format:**
   - **Report Output Format:** Select the format you prefer, such as PDF or Excel.
   - **Drilldown Output Format:** If you select "Web Page," you will be able to click on certain data points for more detailed information.

8. **Run the Report:**
   - Click "Submit." Your report will begin processing, and the Report Queue Manager will notify you once it's ready.

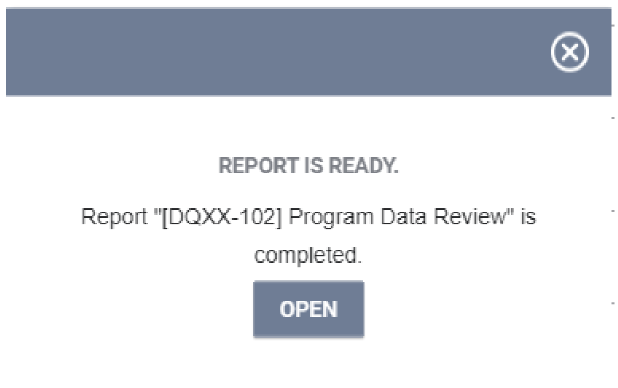


   - The processing status of the report will display in the Report Queue in the upper righthand corner of the screen.



- When you click on this icon, the status of the report will display as depicted below:

9. **Access and Review the Report:**
    - A new notification will pop up once the report is ready to view. You can select “Open” on the pop up,



or you can navigate to the Report Queue icon in the top righthand corner and select “Open”