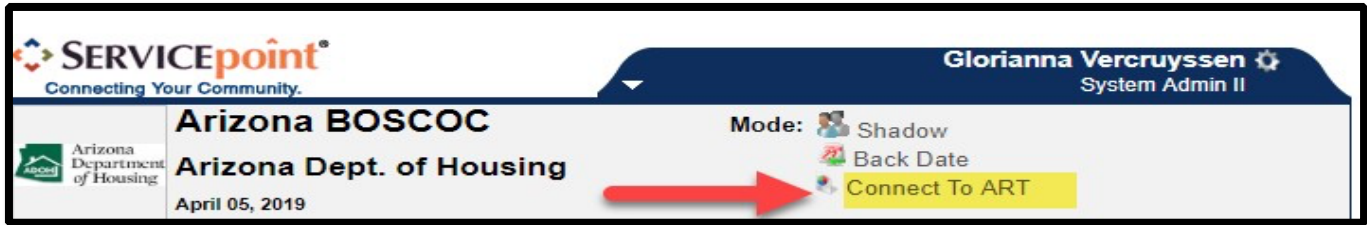
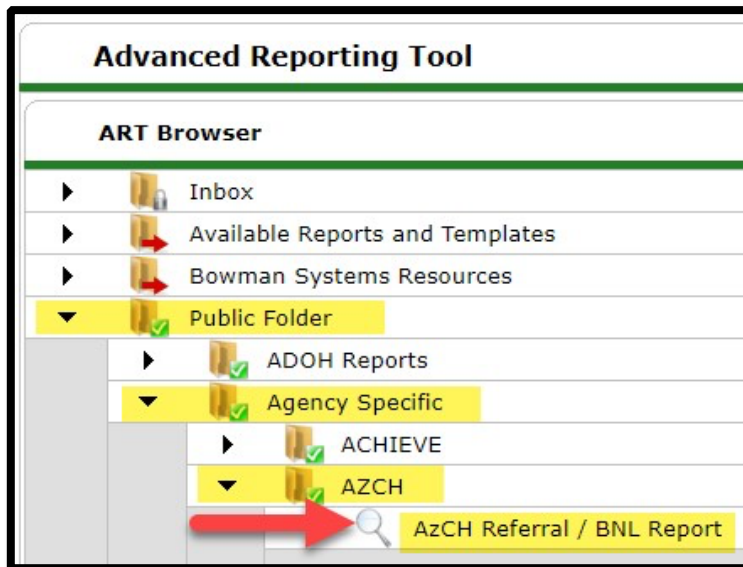


In ServicePoint, please navigate to the ART browser by selecting the “Connect To ART” option in the upper right hand corner.



Follow the path (pictured below) to find the AzCH Referral/BNL Report.

- Select the black triangle to the left of “Public Folder” to see the drop down.
- Select the black triangle to the left of “Agency Specific” to see the drop down.
- Select the black triangle to the left of “AzCH” to see the drop down.
- Select the magnifying glass next to AzCH Referral/BNL Report



You will see the below prompt. Select “Schedule Report.”

ART Item Details

AzCH Referral / BNL Report

Name	AzCH Referral / BNL Report
Description	
Creation Date	2019-04-04 15:36
Update Date	2019-04-04 15:37
Type	Webi
Owner	az_dpt_housing_live:Sdebus

View Report Edit Report **Schedule Report**

You will see the below prompt pop-up. Each prompt is highlighted when you are selecting/answering it. Please complete the prompts as follows:

1. Provider: Choose the “Select” button

ART Report

Prompts

Fill out each of the prompts below *

Provider(s)

Reporting Group
EDA Provider
Enter effective date
Report End Date (plus 1 day)

Provider(s)
Optional

Select

Next

- a. Type in the name of the program(s) you would like to run the report for into the search bar.
- b. Select the green plus icon to add the program to the report. Your selected programs will be displayed at the bottom of the window.
- c. Repeat this process to add multiple programs. (If you need to unselect them, click on the minus sign next to the program).

Provider(s)

Search - Provider(s)

Search for values with using keywords for their name.

Search

Batch Selection

Search Add Clear

Search Results

Name
<input type="checkbox"/> AzCH-CCP CE - Pinal - HHW(1210)
<input type="checkbox"/> AzCH-CCP CE - Yuma - HHW(1230)
<input type="checkbox"/> HHW - 12th Street - Yuma - AzCH-CCP - OTHER(835)
<input type="checkbox"/> HHW - Agave - Pinal - AzCH-CCP - OTHER(826)
<input type="checkbox"/> HHW - Bricks and Mortar various addresses - Yuma - AzCH-CCP - HP(857)

Showing 1-10 of 17 First Previous Next Last

Selected Values

Name

No matches.

Submit Cancel

2. Reporting Group: Choose the “Select” button
 - a. Click on the red minus sign icon to remove the AzCH CE Reporting Group.

Reporting Group

Search - Reporting Group

Search for values with using keywords for their name.

Search

Batch Selection

Search Add Clear

Search Results

Name
<input type="checkbox"/> AHS: AzCH CE All Counties(260)

Showing 1-10 of 172 First Previous Next Last

Selected Values

Name
<input checked="" type="checkbox"/> AzCH-CCP CE(258)

Showing 1-1 of 1

Submit Cancel

3. EDA Provider: Make sure that you are not in any EDA mode and Leave as “-Default Provider-”
4. Enter Effective Date: Enter the last day of the date range you want for the report
5. Report End Date (plus 1 day): Enter the same date entered for the “Effective Date”

6. Select “Next”

You will see the following Window.

You can re-label the name of the report as needed.

1. Please select the format you would like for the report.
2. The Interval should always be set to “Once”
3. The start and end date should be left defaulted as today’s date
4. When finished click “Send”

Schedule Report ✕

Schedule

Name *

Report Format * Excel ▼

Users Inbox * Search My User Clear

Interval * Once ▼

Start Date * :

End Date * :

Send

The report will now generate at the bottom of the ART Browser in the “Scheduled Reports” section.

1. Click the “Refresh” button to see the report’s status.
2. Once the status shows “Complete,” click on the magnifying glass and select “download” to view the report.

Scheduled Reports						
	Name	Interval	Start Date	End Date	Type	Status
	AzCH Referral / BNL Report	Once	2019-04-05 14:14	2019-04-05 17:14	Excel	Complete
						Refresh