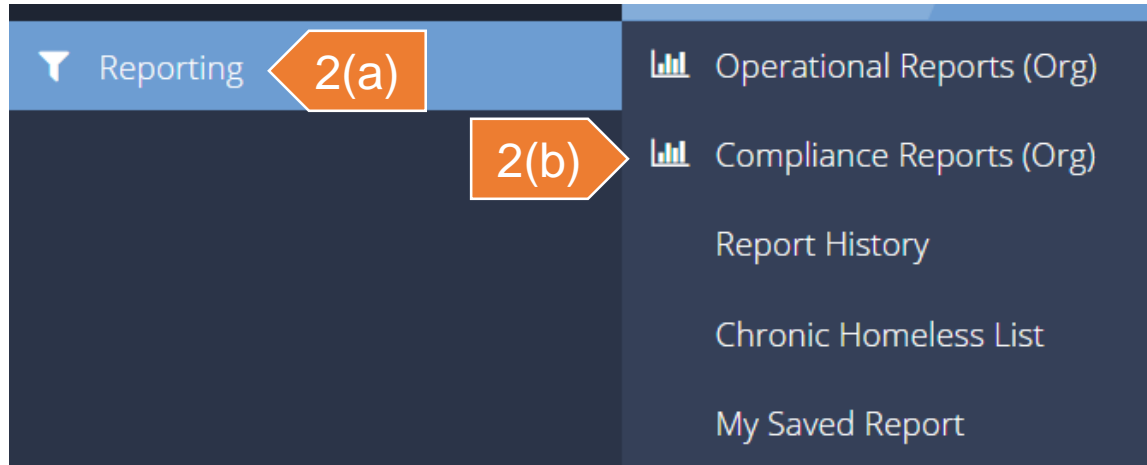


HMIS Process: Consolidated grants - how to run your 2018 APR on multiple projects

Any HMIS user can run an APR on their project to ensure the data is correct.

1. Log in to HMIS and access administration by clicking on the wrench on the top of the screen:
2. Click on (a)“Reporting” in the left-hand navigation, and then click on (b) “Compliance Reports (Org)”



3. Select the HUD CoC APR – Fall 2018 (Org)



HMIS Process: Consolidated grants - how to run your 2018 APR on multiple projects

(continued from previous slide)

4. Enter a Report Begin Date and Report End Date for the period you wish to report on.

Select report criteria.

4 Start Date * [] []

4 End Date * [] []

Organization(s) * Mid Fairfield AIDS Project

Project(s) * None Some

5

Mid Fairfield AIDS Project - HOI

Mid Fairfield AIDS Project - Mo

Mid Fairfield AIDS Project-HUD

Mid Fairfield AIDS Project-HUD

Mid Fairfield AIDS Project-Inde

Mid Fairfield AIDS Project-Inde

Next Steps Tool

Add Selected Cancel

5. Select the program(s) you want to run the APR on, by selecting “Some” next to “Program(s)” and then picking the appropriate project(s) from the list. If you recently consolidated a project, select all projects that apply. Select all projects necessary, and click the “Add Selected” button.

6. Click the “Report” button at the bottom of the screen, and another window will open with the report.

