

# Reports Workflow

## ICA MO 2018 Sheltered PIT Report

ART (Advanced Reporting Tool)	
Connect to ART	1. Select <b>Connect to ART</b> on the banner menu at the top right of the screen OR navigate to ART by selecting <b>Reports</b> on the right hand menu and selecting <b>ART</b> at the bottom of the screen under <b>Custom Reports</b> .
ART Browser	1. Under <b>ART Browser</b> , navigate to <b>Public Folder &gt; 2018 PIT &amp; HIC &gt; ICA MO 2018 Sheltered PIT Report</b> and click on the Magnifying Glass. 2. On the ART Item Details window click <b>View Report</b> to open the report. A new window will open in Java.
Prompts	1. Skip <b>Provider CoC Code</b> 2. Click <b>Select Provider(s)</b> and select <b>Refresh Values</b> . a. Select the appropriate service provider from the list populated by navigating to it or using the search function at the bottom of the Prompts screen. 3. Click <b>EDA Provider</b> and select the same provider you entered in Step 2a. 4. Leave the <b>Enter effective date, Enter PIT Date, and Enter PIT Date PLUS 1 Day</b> set to their default values. 5. Click <b>Run Query</b> at the bottom of the window to run report. 6. If you get a warning message stating <i>No data to retrieve in...</i> , click <b>OK</b> to continue.
Reviewing the report	1. Using the guidance provided on the <i>Instructions and Information</i> tab, review the report to ensure the data accurately reflects the clients residing in the project on the night of January 24, 2018, the night of the Point in Time Count. a. (Optional) To assist with data clean up, export the entire report to Excel by selecting <b>Document &gt; Save to my computer as &gt; Excel</b> or <b>Excel 2007</b> . 2. If corrections are made to the Client Profile, re-run the report the next day for the changes to appear.
Saving/Exporting	1. Only the <i>PIT Report</i> tab needs to be uploaded to the online PIT Portal. Click on the <i>PIT Report</i> tab on the bottom of the screen. 2. Export only the <i>PIT Report</i> tab by clicking <b>Document</b> and selecting <b>Save report to my computer as &gt; PDF</b> . (Note: the PIT portal will only accept the report in PDF format.) 3. Name the PDF <i>provider name_2018 PIT Report</i> and open the document to ensure the proper tab of the report was exported. 4. Upload the PDF document to the online PIT portal.
Rerun Report	1. To rerun this report for a different provider, click <b>Refresh Data</b> on the right in the top menu bar to go back to the Prompt screen and change the provider and EDA provider.