

Advanced Reporting Tool

MHDC ESG Quarterly Report

ART (Advanced Reporting Tool)	
Connect to ART	1. Select Connect to ART on the banner menu at the top right of the screen OR navigate to ART by selecting Reports on the right hand menu and selecting ART at the bottom of the screen under Custom Reports .
ART Browser	1. Under ART Browser , navigate to Public Folder > MHDC Reports > MHDC ESG Quarterly Report and click on the Magnifying Glass. 2. On the ART Item Details window click View Report to open the report. A new window will open in Java.
Prompts	1. Leave EDA Provider set to Default Provider 2. Click Enter effective date and select the last day of the reporting period plus one day. 3. Click Select Report End Date PLUS 1 Day and select the last day of the reporting period plus one day. For example, when running a report with an end date of 12/31/2016, enter 1/1/2017 12:00:00 AM. 4. Click Select Start Date and select the first day of the reporting period using the calendar or enter it directly into the field provided. 5. Click Select Provider and click on Refresh Values . a. Select the appropriate service provider from the populated list or using the search function at the bottom of the Prompts screen. 6. Click Select Provider Again and select the same provider you selected in the previous prompt. 7. Once all the prompts are accurate and have a green check mark beside them, click Run Query at the bottom of the window to run the report.
Reviewing Report	1. Review each tab of the report for completeness and accuracy. 2. Check the Client Info tab for any incomplete data elements, making appropriate changes in the client profile.
Saving/Exporting	1. Save this report as a PDF by clicking the print icon on the top menu bar, or 2. As an Excel workbook by clicking Document and selecting Save to my computer as > Excel 2007. 3. Copy report responses to the MHDC report template.