Running Data Quality Detail Reports
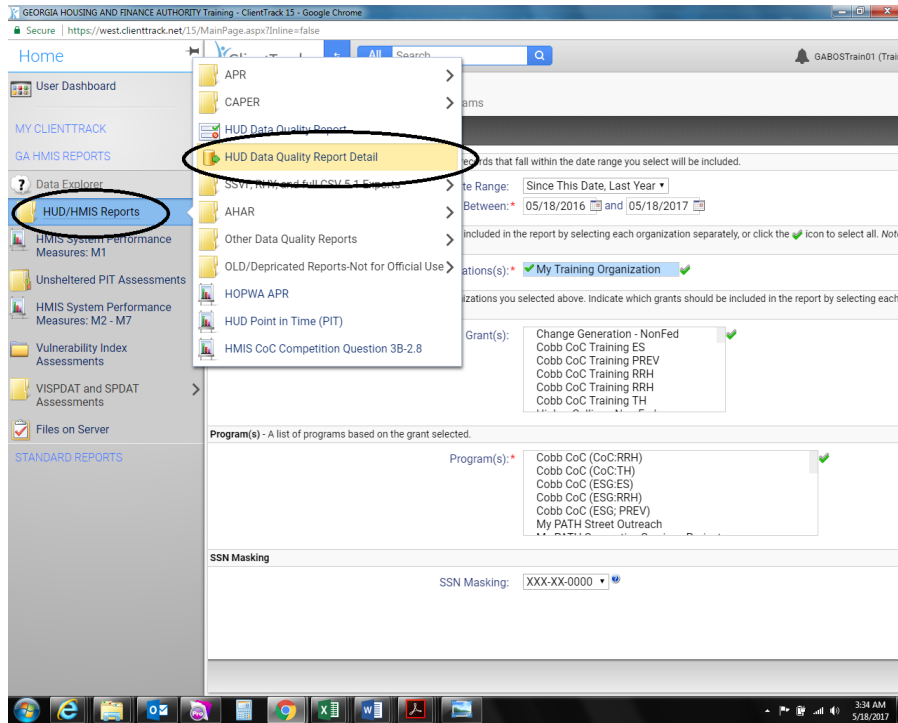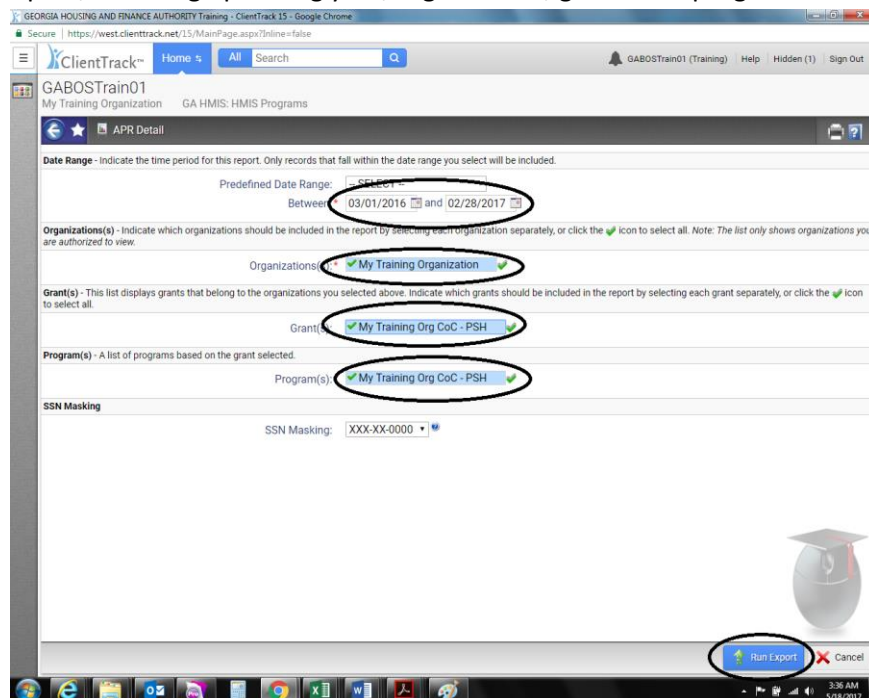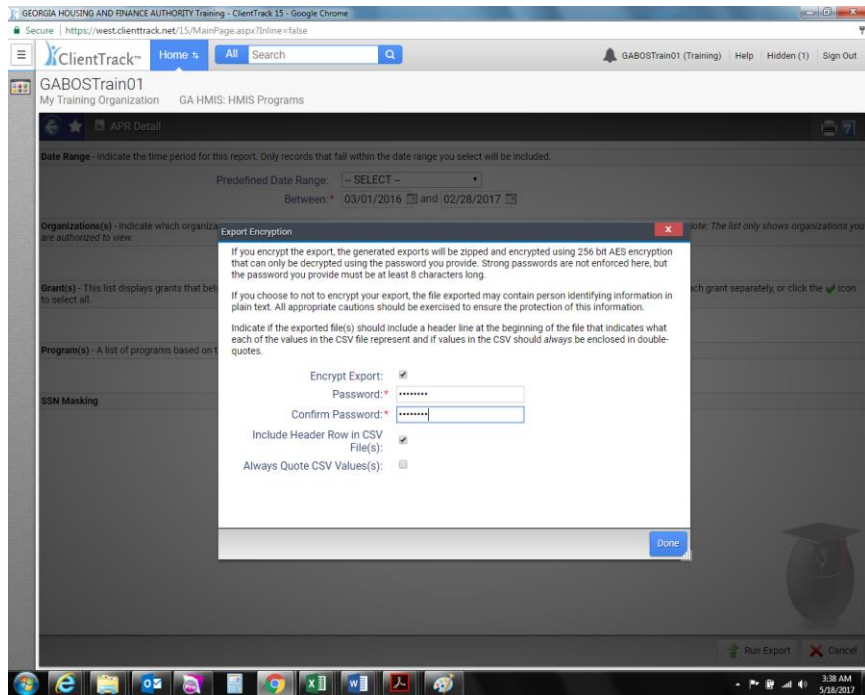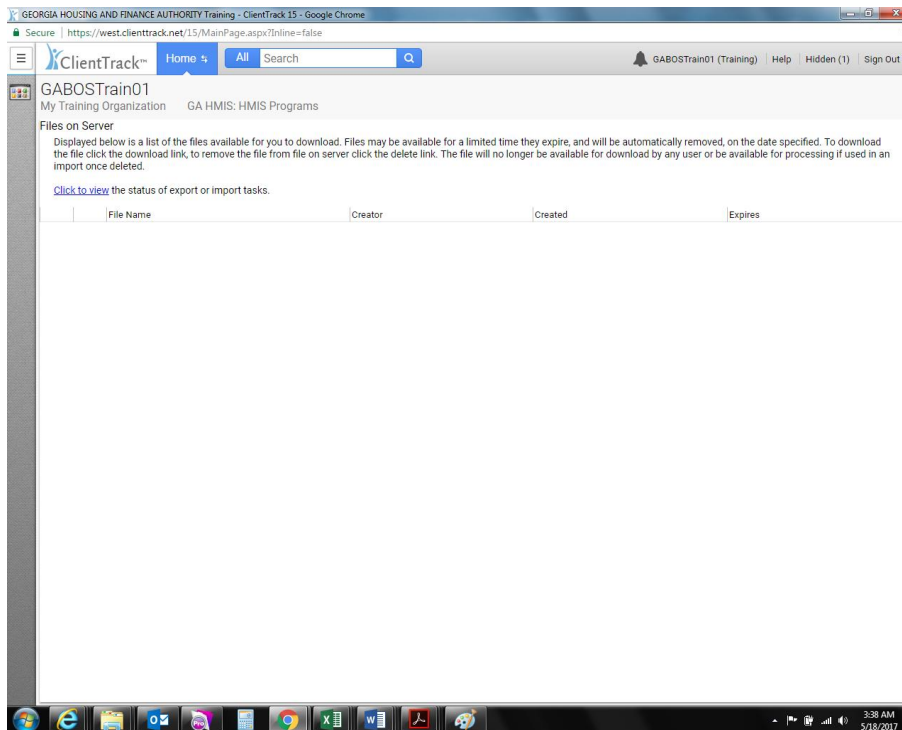
Click on HUD Data Quality Report Detail

Set your outputs, including operating year, organization, grants and programs. Hit Run Export.

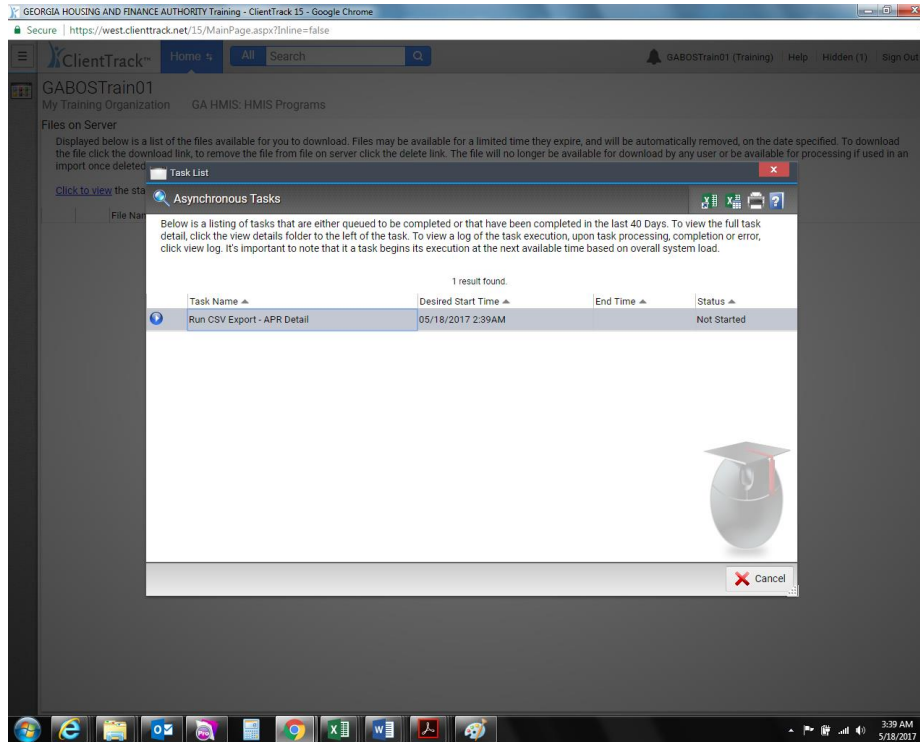Enter your password (not your CT password) and hit Done

You will be taken to this screen. To see the status of your report click hyperlink "click to view" button

You will see this message that says your report is in the queue. You may go back to other work in CT while it runs.

To get report when it is ready click Files on Server
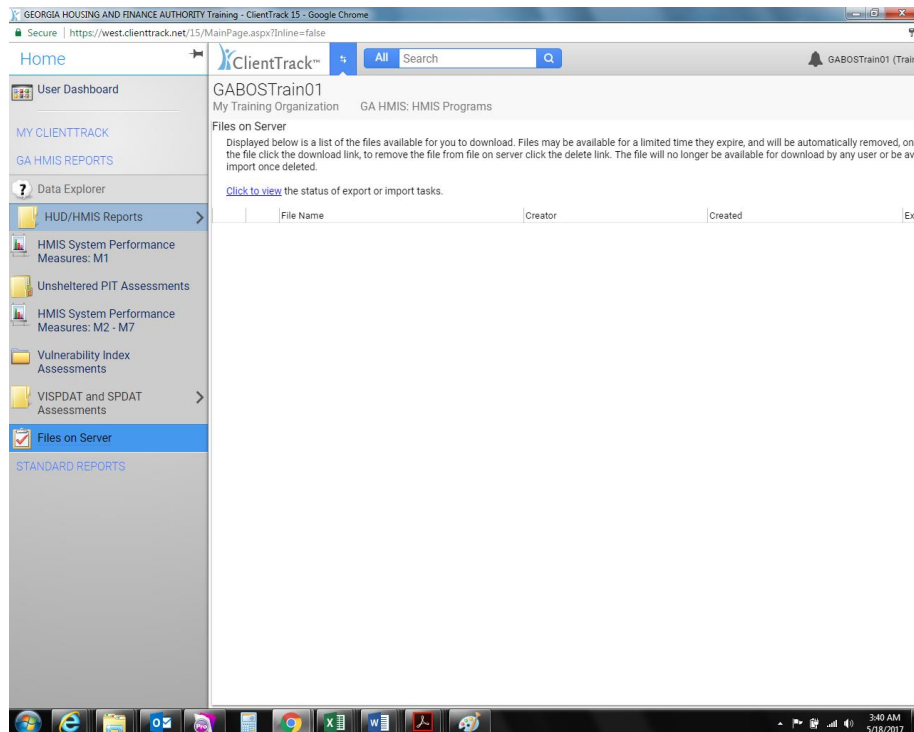
Click the green arrow icon to begin download
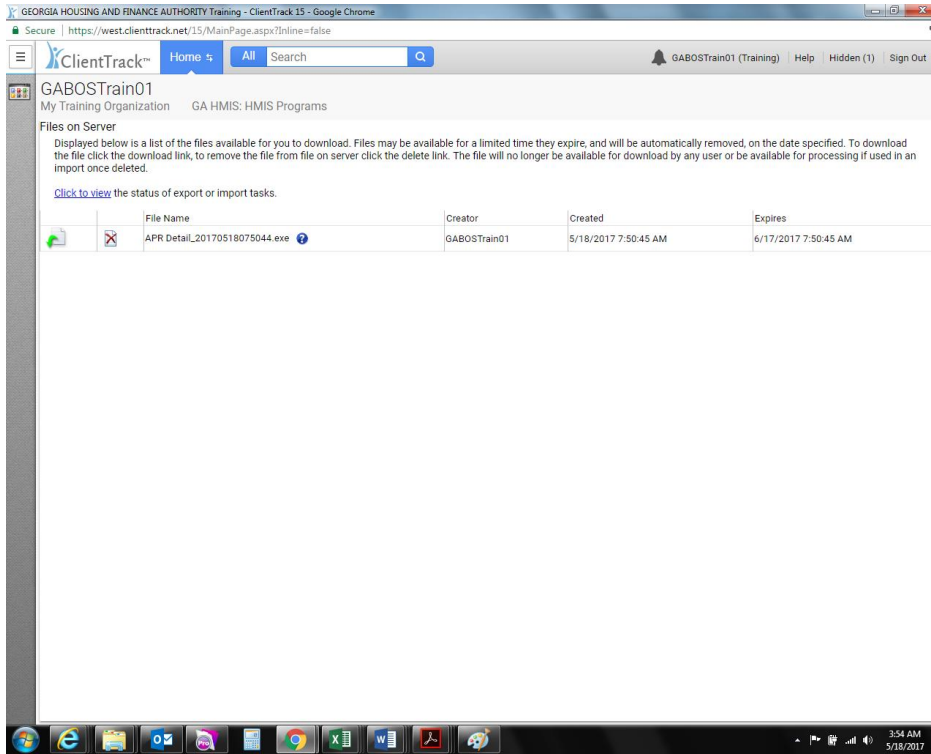
The report will begin to download
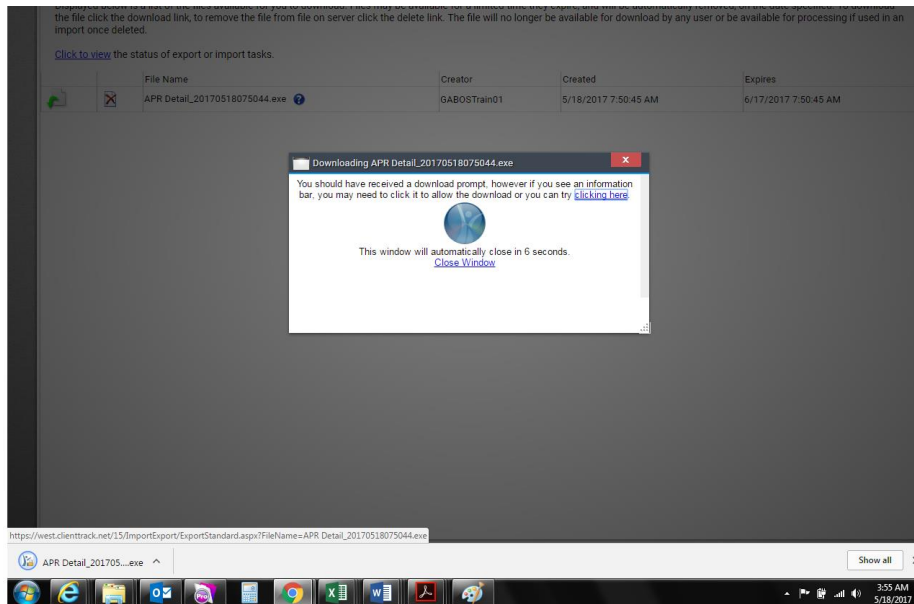
Choose to run the report (it is not a security threat)
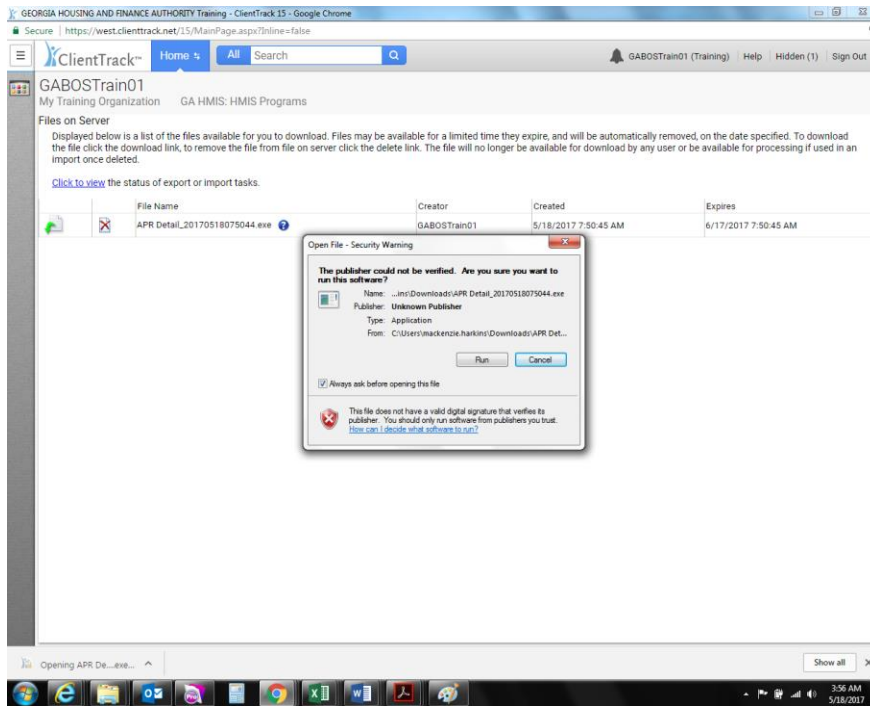
Choose where the file will download. Remember, this is seven separate CSV's so creating a new folder for them to go is ideal. It can be either on your desktop or a file in your documents.
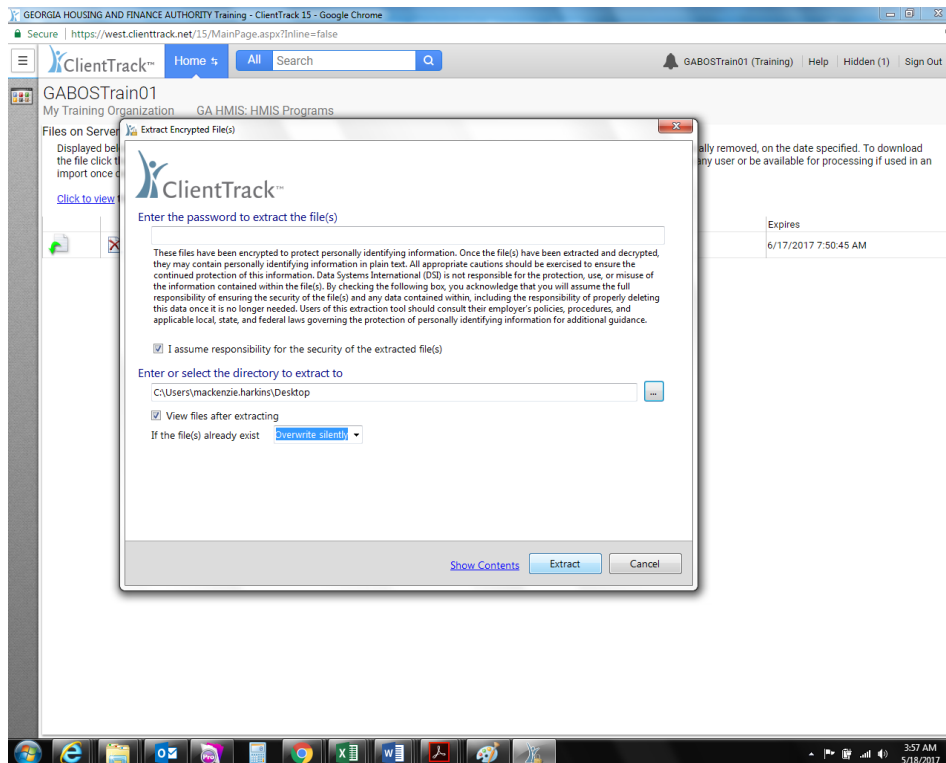
Enter your password (not your CT, the one you just did)
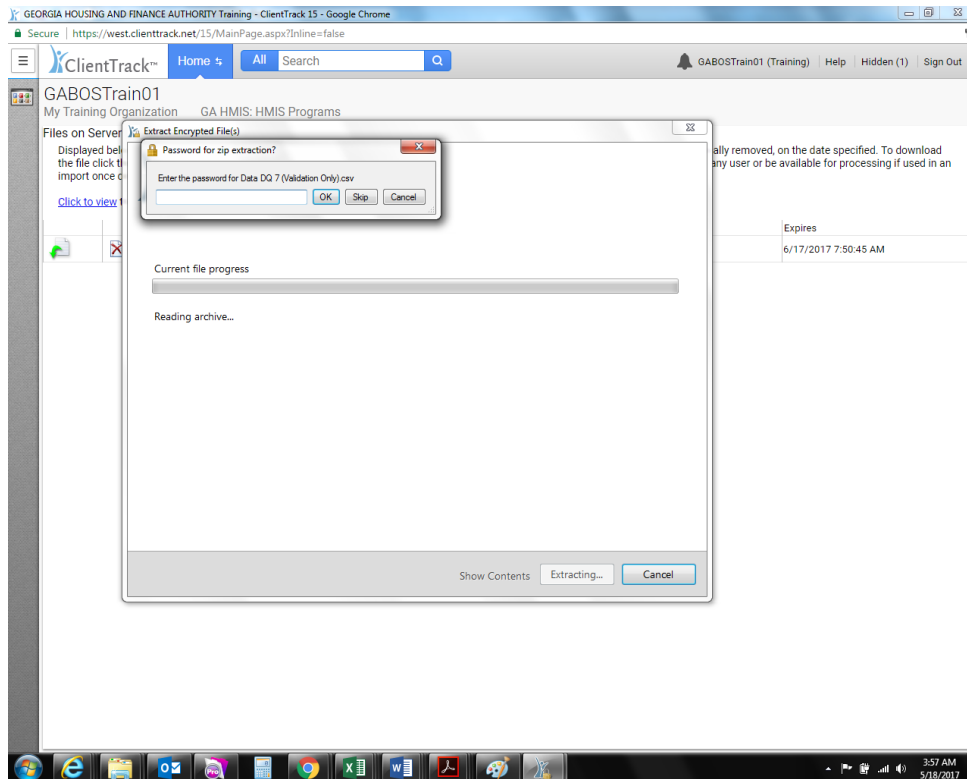
Your files will extract to the location you chose and a new window will open up with the files. You will make sure that seven files are visible.

Click any of the files and it will open to give you your direct data quality issues for correction

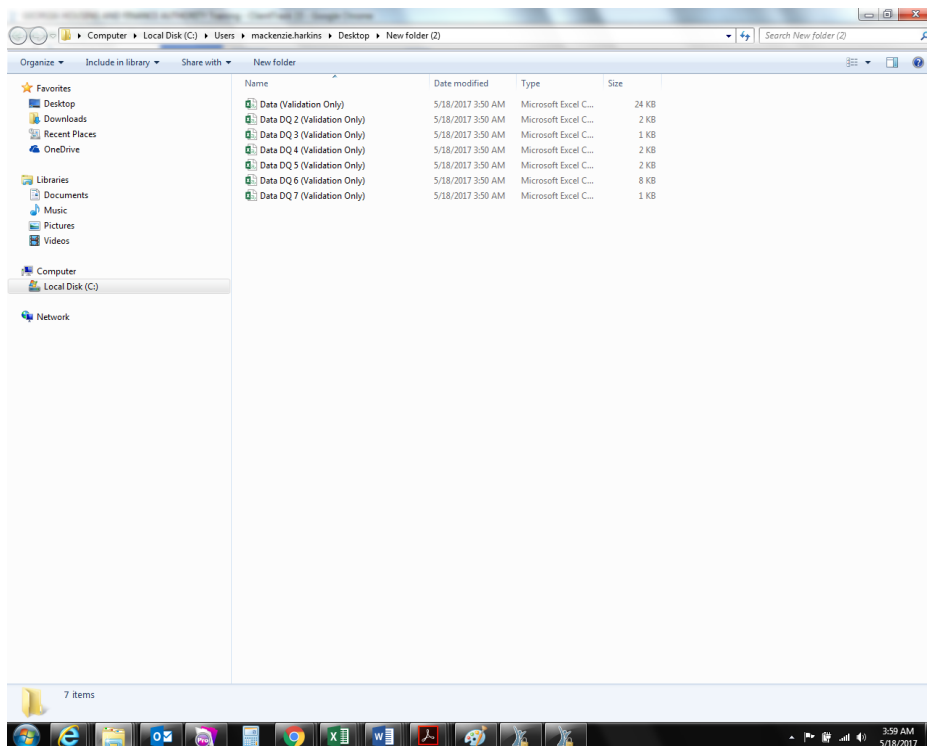| Data Element	ClientID	Name
Destination (3.12)	406193	Clooney, George
Destination (3.12)	406195	Test, Charlie
Destination (3.12)	406204	roswell, marietta
Destination (3.12)	406206	Arce, Katherine
Destination (3.12)	406208	Brown, Carl
Destination (3.12)	406210	Cage, Nicholas
Destination (3.12)	406214	Arce, Ana
Destination (3.12)	406222	Clooney, Amal
Destination (3.12)	406225	Cage, Luk
Destination (3.12)	406272	smith, gill
Destination (3.12)	406273	smith, gina
Destination (3.12)	406274	Halsey, Ryan
Destination (3.12)	406277	Mouse, Minnie
Destination (3.12)	406278	Mouse, Goofy
Destination (3.12)	406279	Test, David
Destination (3.12)	406293	Springs, Bonita
Destination (3.12)	406294	Island, Marco
Destination (3.12)	406314	Gordon, Flash
Destination (3.12)	406333	bbb, aaa
Destination (3.12)	406341	Cobb, Adult01
Destination (3.12)	406342	Cobb, Spouse01
Destination (3.12)	406343	Cobb, Child01
Income and Sources (4.2)	406314	Gordon, Flash
Income and Sources (4.2)	406333	bbb, aaa
Income and Sources (4.2)	406341	Cobb, Adult01
Income and Sources (4.2)	406287	Orange, Sunkist
Income and Sources (4.2)	406291	Myers, Fort