

Running Data Quality Detail Reports

Click on HUD Data Quality Report Detail

K GEORGIA HOUSING AND FINANCE AUTHOR	ITY Training - ClientTrack 15 - Google Chrome	_ 0 <u>_ × </u>
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Home		GABOSTrain01 (Trainin
User Dashboard	CAPER > ams	
MY CLIENTTRACK	HUD Data Quality Pepert	
GA HMIS REPORTS	Ib HUD Data Quality Report Detail ecords that fall within the date range you select will be included.	
Data Explorer	SSVr, NIW, and full CSV 5.1 Exports > te Range: Since This Date, Last Year •	
HUD/HMIS Reports	AHAR > Between:* 05/18/2016 and 05/18/2017	
HMIS System Performance	Other Data Quality Reports	con to select all. Note:
Unsheltered PIT Assessments	OLD/Depricated Reports-Not for Official Use > ations(s):* VMy Training Organization	
HMIS System Performance	La HOPWA APR zations you selected above. Indicate which grants should be included in the rep	ort by selecting each g
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Files on Server	Program(s) - A list of programs based on the grant selected.	
STANDARD REPORTS	Program(s):* Cobb CoC (CoC:RH) Cobb CoC (CoC:TH) Cobb CoC (SG:RE) Cobb CoC (SG:REH) Cobb CoC (SG:REH) Cobb CoC (SG:RPEH) My PATH Street Outreach	v
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Set your outputs, including operating year, organization, grants and programs. Hit Run Export.

GEORGIA HOUSING AND FINANCE AUTHORITY Training + CI

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	Date Range - Indicate the time period for this report. Only records that	all within the date range you select will be included.	
	Predefined Date Range:	- SELECT -	
	Between*	03/01/2016 and 02/28/2017	
	$\ensuremath{\textit{Organizations}}(s)$ - Indicate which organizations should be included in the are authorized to view.	ne report by selecting each organization separately, or clici	the 🎺 icon to select all. Note: The list only shows organizations you
	Organizations(0:*	My Training Organization	
	Grant(s) - This list displays grants that belong to the organizations you to select all.	selected above. Indicate which grants should be included i	n the report by selecting each grant separately, or click the ${\ensuremath{ \ v \ }}$ icon
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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

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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.



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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.

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

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