HMIS Process: How to run your 2018 APR

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

5. Select the program you want to run the APR on, be selecting “Some” next to “Program(s)” and then picking the appropriate project from the list.

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