

## Running a CE APR Report in the HOPE System

1. Navigate to the Reports Library within the Launchpad.



2. Locate the report, [HUDX-235] CE APR [FY 2023], under the HUD Reports category and click Run.

HUD Reports	8 report(s) 🧥
v3.6 [HUDX-224] PATH Annual Report [FY 2022]	☆   ③ RUN
[HUDX-111] HUD CSV / XML Program Data Export [FY 2022]	★   ③ RUN   🖄 SCHEDULE   MORE INFO∨
[HUDX-225] HMIS Data Quality Report [FY 2023]	★   🕑 RUN   🗒 SCHEDULE   MORE INFO∨
[HUDX-227] Annual Performance Report [FY 2023]	★   ③ RUN   🖄 SCHEDULE   MORE INFO∨
[HUDX-228] ESG CAPER [FY 2023]	
[HUDX-231] LSA Export - Project-Focused LSA [FY 2022]	☆   ⑤ RUN   🖄 SCHEDULE   MORE INF0∨
[HUDX-235] CE APR [FY 2023]	★   ③ RUN   🖄 SCHEDULE   MORE INFO∨
[HUDX-236] LSA - Project Descriptor HDX Upload Test [FY 2022]	★   ● RUN   🖄 SCHEDULE   MORE INFO~

- 3. Input following report parameters:
  - a. CoC Filter Category: Agency CoC
  - b. CoC: CA-501 San Francisco CoC
  - c. Project Type(s): All
  - d. Program Status: All Programs
  - e. Program(s): All
  - f. Report Date Range: 01/01/YYYY to 12/31/YYYY (year should be the most-recent Calendar Year)
  - g. Report Output Format: CSV-Upload

CoC Filter Category	Agency CoC	$\sim$	
CoC	CA-501 - San Francisco CoC	~	
Project Type(s)	Choose		
	All		
	Emergency Shelter		
	Transitional Housing		
	PH - Permanent Supportive Housing (disability required for entry)		
Program Status	All Programs	~	
•			
Program(s)	Choose		
	All		
	Housing for Survivors - EHV		
	Housing For Survivors - RRH		
	San Francisco Coordinated Entry for Survivors		
Report Date Range	01/01/2022		
Report Output Format	○ Web Page ○ PDF ○ Excel		
	SUBMIT		

- 4. Click 'Submit' and wait for report to load in the Report Queue
- 5. Download CSV file and submit to HSH