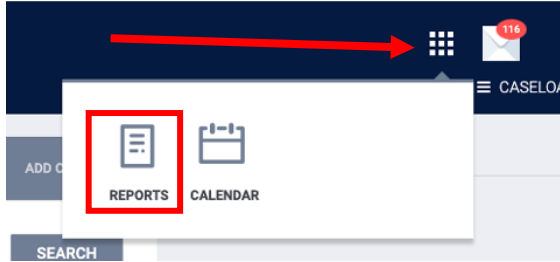
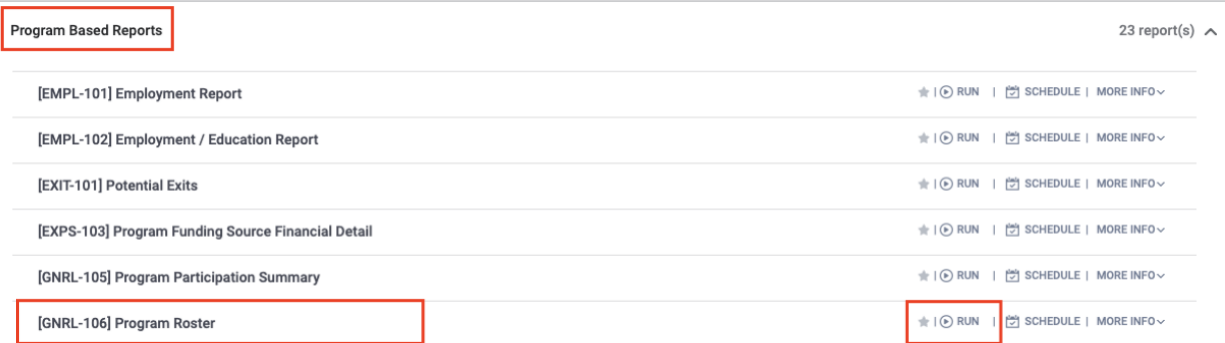


Running a Program Roster Report in the HOPE System (for CE Programs)

1. Navigate to the Reports Library within the Launchpad.



2. Locate the report, **[GNRL-106] Program Roster**, under the **Program Based Reports** category and click **Run**.



3. Input following report parameters:
 - a. Program(s): San Francisco Coordinated Entry for Survivors
 - b. Status: Active within Report Date Range
 - c. HoHs Only?: Yes
 - d. Report Date Range: 01/01/2022 to 12/31/2022
 - e. Report Output Format: Web Page

REPORT LIBRARY

Program Based Reports > [GNRL-106] Program Roster

Program(s)

- All
- Housing for Survivors - EHV
- Housing For Survivors - RRRH
- San Francisco Coordinated Entry for Survivors

Status

HoHs Only? No Yes

Report Date Range -

Report Output Format Web Page PDF - Program PDF - Program and Unit Excel

4. Click 'Submit' and wait for report to load in the Report Queue
5. See Web Page report. The Web Page report allows you to go directly to the client profile simply by clicking on the client's name or UID.