

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.

Program Based Reports	23 report(s) A
[EMPL-101] Employment Report	★ ② RUN 1 営 SCHEDULE MORE INF0~
[EMPL-102] Employment / Education Report	★ ③ RUN 営 SCHEDULE MORE INF0 ~
[EXIT-101] Potential Exits	★ ⑤ RUN 営 SCHEDULE MORE INF0 ~
[EXPS-103] Program Funding Source Financial Detail	★ ⑤ RUN 営 SCHEDULE MORE INF0 ~
[GNRL-105] Program Participation Summary	★ ③ RUN 営 SCHEDULE MORE INF0 ~
[GNRL-106] Program Roster	★ ② RUN 営 SCHEDULE MORE INFO~

- 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

Program Based Reports > [GNRL-106] Program Roster Program(s) Choose All Housing for Survivors - EHV Housing for Survivors - RH Ban Francisco Coordinated Entry for Survivors Status Active within Report Date Range HoHs Only? No Yes Report Date Range 01/01/2022 = 12/31/2022 Report Output Format In Upper Dependent of the program and Unit Excel	
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SUBMIT	

- 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.