## Quick Guide: Updating Units and Buildings



	Updating Units and Build Access from the Manage	ings Icon
<text><text><text><image/><text></text></text></text></text>	<ul> <li>4. Click on Buildings &amp; Units</li> <li>Site Resources</li> <li>Uutdings &amp; Units 1</li> <li>Funding Sources 1</li> <li>Click on edit next to the Building Name</li> <li>Update information on the building screen that needs correcting.</li> </ul>	<ul> <li>7. Click on Units on the right sidebar</li> <li>Fuilding Resources</li> <li>Verview</li> <li>Programs &amp; Projects 1</li> <li>Funding Sources 0</li> <li>Unit Configuration Type 1</li> <li>Units 10</li> <li>Orrecting.</li> </ul>

## Updating Units and Buildings Access from the Properties of Units Report

 If you have Additional Agency access, make sure you're logged in under the agency listed on the report for that unit.

	Unit Agency Name	^	Building Name	~
1	Abused Deaf Womens Advocacy Services		ADWAS Shelter	
2	Abused Deaf Womens Advocacy Services		ADWAS Shelter	
3	Abused Deaf Womens Advocacy Services		ADWAS Shelter	
4	Abused Deaf Womens Advocacy Services		ADWAS Shelter	
5	Abused Deaf Womens Advocacy Services		ADWAS Shelter	
6	Abused Deaf Womens Advocacy Services		ADWAS Shelter	

2. Open the Properties of Units Report by clicking the Launchpad> Reports> Data Analysis.

ATA ANALYSIS	MANAGE REPORTS
Built In Reports	

 Click the dropdown next to State of Washington HMIS Reports.

Built In Reports	8 report(s
State of Washington LIMIS Deports	9 month

4. Click *Run* for the Properties of Units Report.

State of	f Washington HMIS Reports	8 r
	Home	
	WACOM Youth and Young Adult BNL	⊙ RUN
	CHG	
	CHG Invoice Report: Active by Project Type	⊙ RUN
	CHG Invoice Report: System Enrollments	⊙ RUN
	CHG Invoice Report: System Exits	⊙ RUN
	Enrollment Data Timeliness	● RUN
	King County	
	CE Liaisons DQ Dashboard (minimal)	⊙ RUN
	Properties of Buildings	⊙ RUN
	Properties of Units	⊙ RUN

5. Click on the Direct Unit Link to open the unit.

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			Pro	perties of	Units			
	Und Assess Name	Building States	a line house	. In .	Ind States	former Australian	Program Marrie	Current like Frankrunde
	Alound Deal Womana Advocacy Devices	A240A3 Diviliar	EH41.001		Alte	Available	ADWAS Dieller	Family-EE-Private Ros
2	Abused Deal' Womens Advocacy Services	A240A3 Sheher	N and			Available	ADWAS Shelter	Family-ES-Private Roc
	Abused Deal Womens Advocacy Devices	A240A3 Sheher	-			Available	ADWAS Shehr	Style Adult - ES - Privat
4	Abused Deal' Womans Advocacy Services	A240A3 Ehelter	in Maria	(versies 🖸		Available	ADWAS Debr	Family-EE-Private Roo
	Abused Deal' Womens Advocacy Services	A249A3 Shehar	Enit-004	7	1000	Available	ADWAS Shehr	Family: ES-Private Roc
6	Abused Deaf Womans Advocary Services	ADMAS Sheher	Ent/006	14	100	Available	ADWAS Debr	Single Adult - ES - Private
	Attrustown Community Land Trust	Athrophysics Community Home at Keins	Bed 001	24	Active	Available	Altoatown Community Home at Keiro	E3-Extensed
	Attrications Community Land Trust	Altricatioum Community Home at Kains	Bed 052	24	Active	Available	Alticutown Community Home at Kairo	ES-Enhanced
	Attrusteen Community Land Trust	Athicatious Community Home at Keins	Bed 003	16	Adve	Available	Alticutown Community Home at Keiro	ES-Enhanced
10	Africatious Community Land Trust	Athicatown Community Verme at Kains	Bed 004	12	Active	Available	Abicutown Community Home at Kairo	45-Enhanced
11	Africation Community Land Trust	Althingtown Community Huma of Keins	Ref 025	12	4/14	Audulte	Altinuture Community Name at Keins	ES Enhanced

- 6. Update anything on the unit screen that needs to be corrected.
- 7. Click on Building Name under Unit Resources.

Note: Order listed is Site Name, Building Name, Unit Name

Unit Resources Abused Deaf Womens Advocacy Services >	ADWAS Shelter > U	nit 001
Overview		

8. Update information on the building screen that needs correcting.