

Saving Canned Report in HMIS to PDF

You will build the report and once the data is there, I right click and go to print. If it is actually trying to print to your local printer, change printer, and select SAVE AS PDF.

Step 1 – Build report

Report Options

Provider Type	<input checked="" type="radio"/> Provider	<input type="radio"/> Reporting Group
Provider *	Transitions Inc-Droege House-ESoG-ES-BOS (980)	
	Search	My Provider
	Clear	
	<input type="radio"/> This provider AND its subordinates	<input checked="" type="radio"/> This provider ONLY
Program Date Range *	07 / 01 / 2016	  
to	06 / 30 / 2017	  
Entry/Exit Types *	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input checked="" type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> Quick Call <input type="checkbox"/> RHY <input type="checkbox"/> Standard <input type="checkbox"/> Transitional L...	
Build Report	Download	Clear

Building 

Building...



Step 2 – After the report is built – Right click inside the report, go to Print

Client Filter

Enter Client IDs separated by commas to highlight

Client IDs

Client Search

Highlight Clients

ESG Report Results

4a - Project Identifiers in HMIS

Organization Name

Organization ID

Project Name

Project ID

HMIS Project Type

Method of Tracking ES

If HMIS Project ID = 6 (S Only)

Is the Services Only (HMIS Project Type 6) affiliated with a residential project?

If 2.4, Dependent A = 1

Identify the Project ID's of the housing projects this project is affiliated with

Back Alt+Left Arrow

Forward Alt+Right Arrow

Reload Ctrl+R

Save as... Ctrl+S

Print... Ctrl+P

Cast...

Translate to English

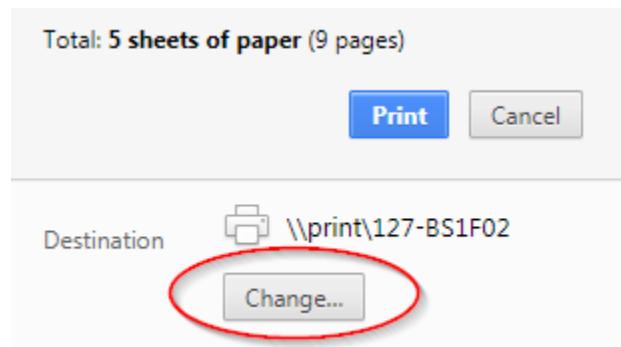
View page source Ctrl+U

Inspect Ctrl+Shift+I

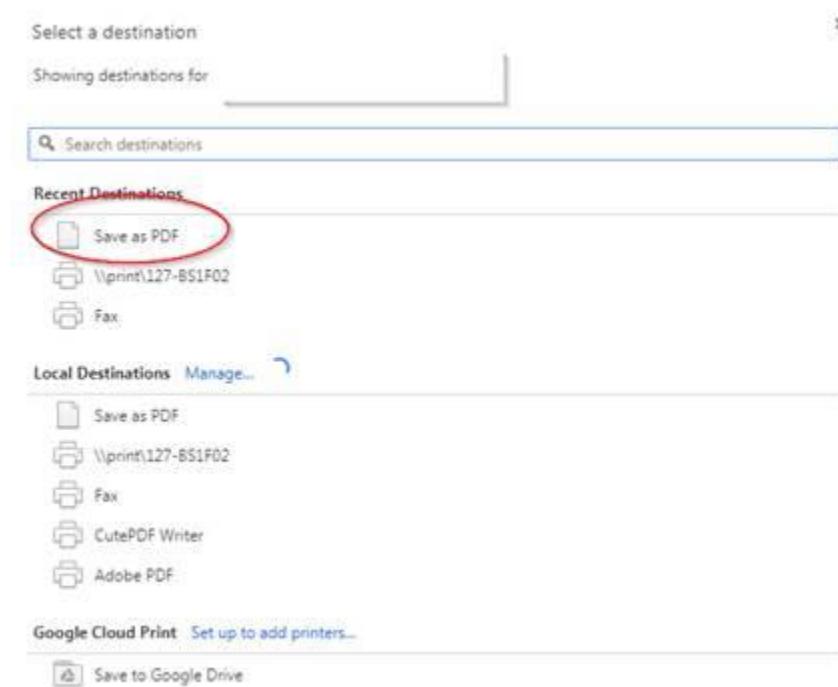
5a - HMIS or Comparable Database Data Quality

Data Element

Step 3 – If it comes up with an actual printer it wants to print to, you'll want to change the printer by clicking 'change'



Step 4 – Change the printer to SAVE AS PDF option, then Print.



If you are having trouble, or do not see where you have the option to print to PDF, try using the google chrome browser, if that does not work, reach out to your IT contact, you may need the ability to print to PDF to be added to your computer