

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

The screenshot displays the 'Report Options' section of an HMIS application. The interface includes several input fields and buttons:

- Provider Type:** Radio buttons for Provider and Reporting_Group.
- Provider *:** Text field containing 'Transitions Inc-Droege House-ESoG-ES-BOS (980)', with 'Search', 'My Provider', and 'Clear' buttons.
- Program Date Range *:** Date pickers for '07 / 01 / 2016' and '06 / 30 / 2017', with 'to' in between and refresh icons.
- Entry/Exit Types *:** Checkboxes for Basic, Basic Center Program Entry/Exit, HUD, PATH, Quick Call, RHY, Standard, and Transitional.
- Buttons:** 'Build Report' (circled in red), 'Download', and 'Clear'.

A 'Building' dialog box is overlaid on the right side of the screen, featuring a circular progress indicator and the text '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 clients

Client IDs Client Search Highlight Clients

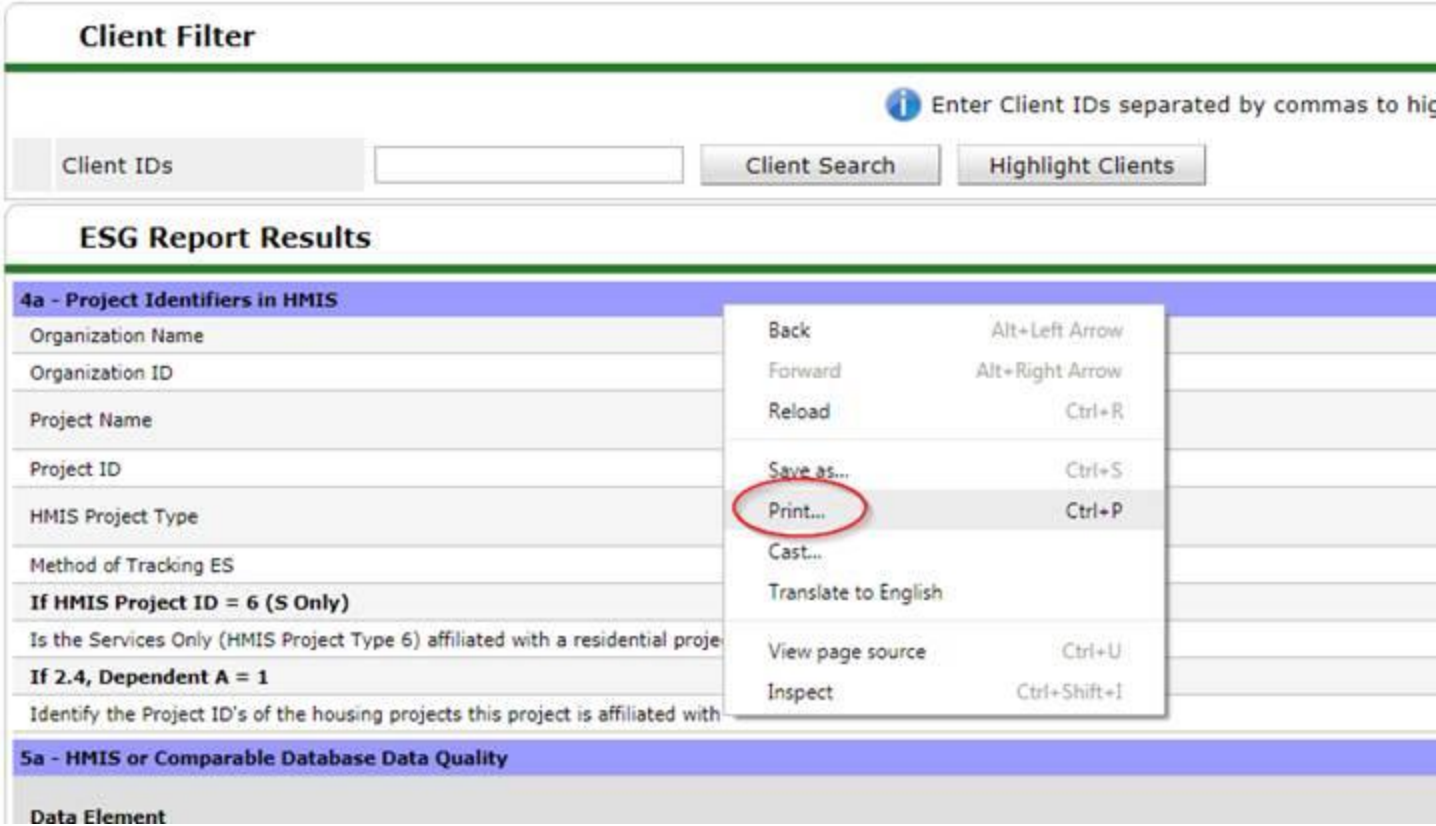
ESG Report Results

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	

5a - HMIS or Comparable Database Data Quality


Data Element



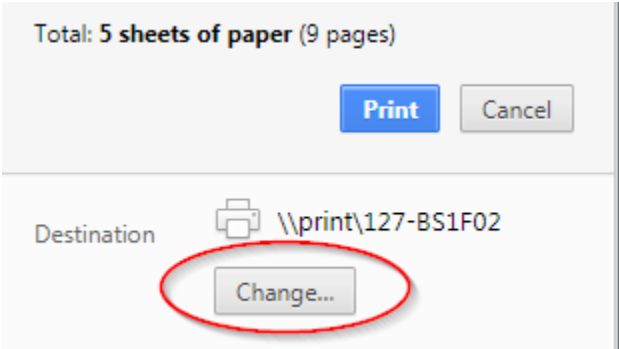
Step 3 – If it comes up with an actual printer it wants to print to, you'll want to change the printer by clicking 'change'

Total: 5 sheets of paper (9 pages)

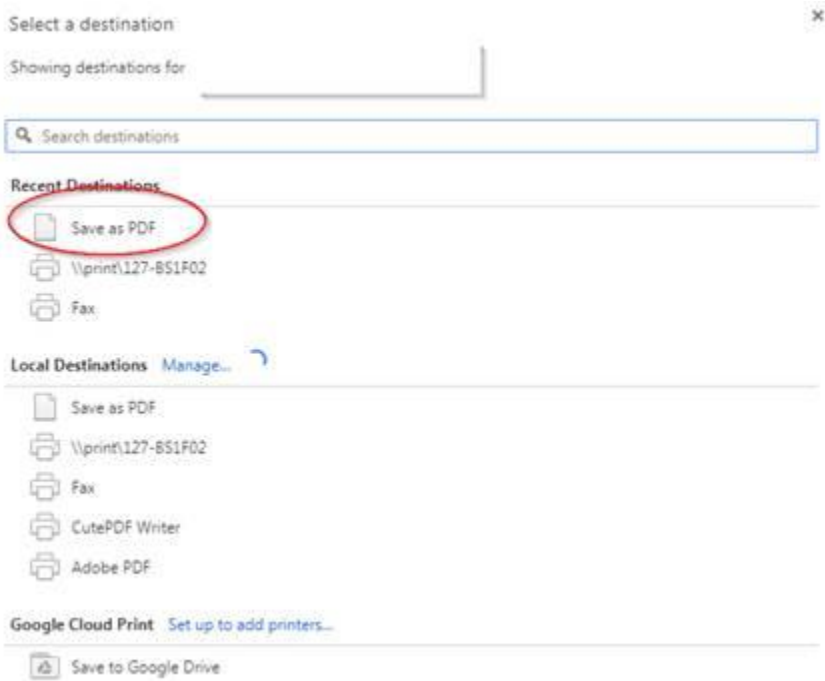
Print Cancel

Destination  \\print\127-BS1F02

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