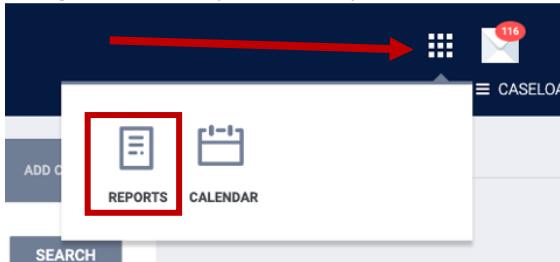


Running a CE APR Report in the HOPE System

1. Navigate to the Reports Library within the Launchpad.



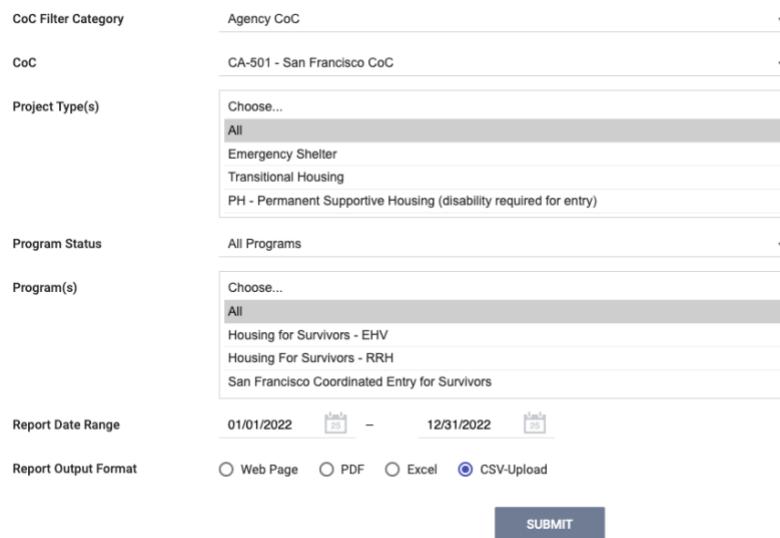
2. Locate the report, **[HUDX-235] CE APR [FY 20XX]**, under the **HUD Reports** category and click **Run**.



Report Name	Run	Schedule	More Info
v3.6 [HUDX-224] PATH Annual Report [FY 2022]	★ <input type="button" value="RUN"/>	<input type="button" value="SCHEDULE"/>	<input type="button" value="MORE INFO"/>
[HUDX-111] HUD CSV / XML Program Data Export [FY 2022]	★ <input type="button" value="RUN"/>	<input type="button" value="SCHEDULE"/>	<input type="button" value="MORE INFO"/>
[HUDX-225] HMIS Data Quality Report [FY 2023]	★ <input type="button" value="RUN"/>	<input type="button" value="SCHEDULE"/>	<input type="button" value="MORE INFO"/>
[HUDX-227] Annual Performance Report [FY 2023]	★ <input type="button" value="RUN"/>	<input type="button" value="SCHEDULE"/>	<input type="button" value="MORE INFO"/>
[HUDX-228] ESG CAPER [FY 2023]	★ <input type="button" value="RUN"/>	<input type="button" value="SCHEDULE"/>	<input type="button" value="MORE INFO"/>
[HUDX-231] LSA Export - Project-Focused LSA [FY 2022]	★ <input type="button" value="RUN"/>	<input type="button" value="SCHEDULE"/>	<input type="button" value="MORE INFO"/>
[HUDX-235] CE APR [FY 20XX]	 <input style="background-color: red; color: white; border: 2px solid red;" type="button" value="RUN"/>	<input type="button" value="SCHEDULE"/>	<input type="button" value="MORE INFO"/>
[HUDX-236] LSA - Project Descriptor HDX Upload Test [FY 2022]	★ <input type="button" value="RUN"/>	<input type="button" value="SCHEDULE"/>	<input type="button" value="MORE INFO"/>

3. Input following report parameters:

- CoC Filter Category: Agency CoC
- CoC: CA-501 – San Francisco CoC
- Project Type(s): All
- Program Status: All Programs
- Program(s): All
- Report Date Range: 01/01/YYYY to 12/31/YYYY (year should be the most-recent Calendar Year)
- Report Output Format: CSV-Upload



CoC Filter Category	Agency CoC
CoC	CA-501 - San Francisco CoC
Project Type(s)	Choose... All Emergency Shelter Transitional Housing PH - Permanent Supportive Housing (disability required for entry)
Program Status	All Programs
Program(s)	Choose... All Housing for Survivors - EHV Housing For Survivors - RRH San Francisco Coordinated Entry for Survivors
Report Date Range	01/01/2022 <input style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px;" type="button" value="Calendar"/> - <input style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px;" type="button" value="Calendar"/> 12/31/2022
Report Output Format	<input type="radio"/> Web Page <input type="radio"/> PDF <input type="radio"/> Excel <input checked="" type="radio"/> CSV-Upload
<input style="background-color: #557744; color: white; border: 1px solid #557744; padding: 5px; border-radius: 5px;" type="button" value="SUBMIT"/>	

4. Click 'Submit' and wait for report to load in the Report Queue

5. Download CSV file and submit to HSH