

## [GNRL-106] Program Roster

### What information does a Program Roster Report provide?

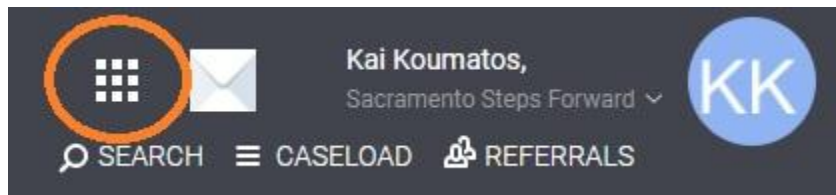
This program-based report lists program stay information for clients with the selected status in the selected programs. The status options are:

- Active: The client is actively enrolled for at least one day within the report date range
- Enrolled: The client's enrollment date is within the selected report date range
- Exited: The client's exit date is within the selected report date range.

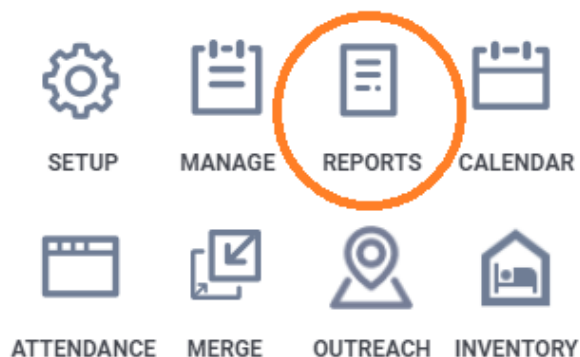
Note: A client will be listed more than once if they have enrolled in a program more than once in the report date range, or if they have enrolled in more than one program when multiple programs are selected.

### Step 1: Navigate to the Reports Tab

To begin creating a program roster report, navigate to the launchpad at the top right corner.

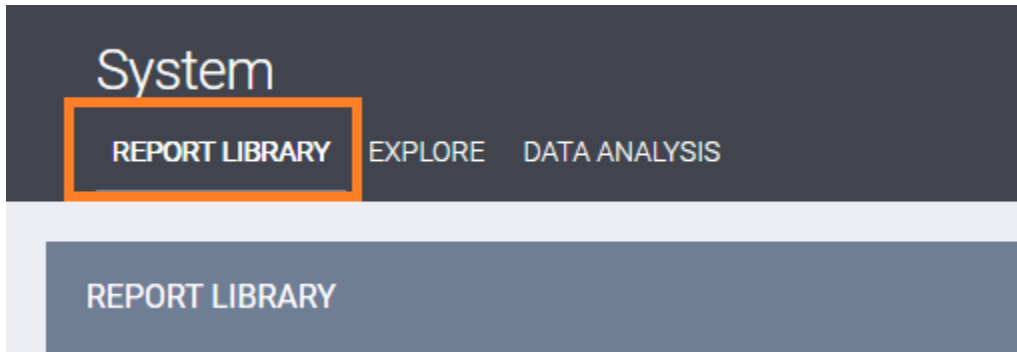


Click the reports icon to view all reports.

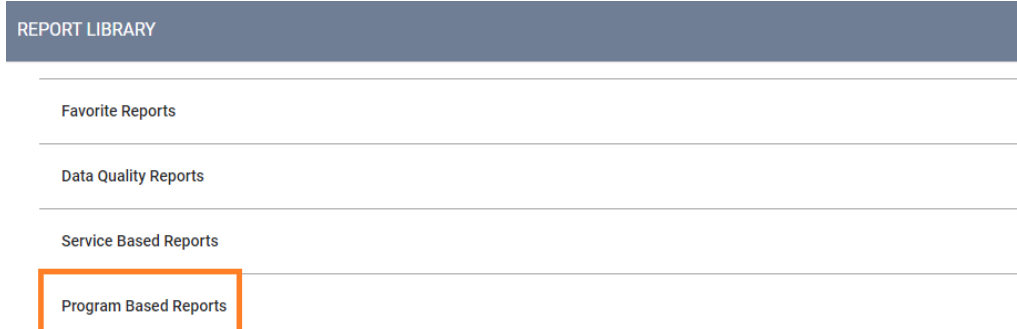


## Step 2: Finding the Program Roster in the Reports Library
















Once you enter into the Reports tab, ensure you are under the Reports Library Category.



Scroll down the list of reports to the Program Based Reports section.

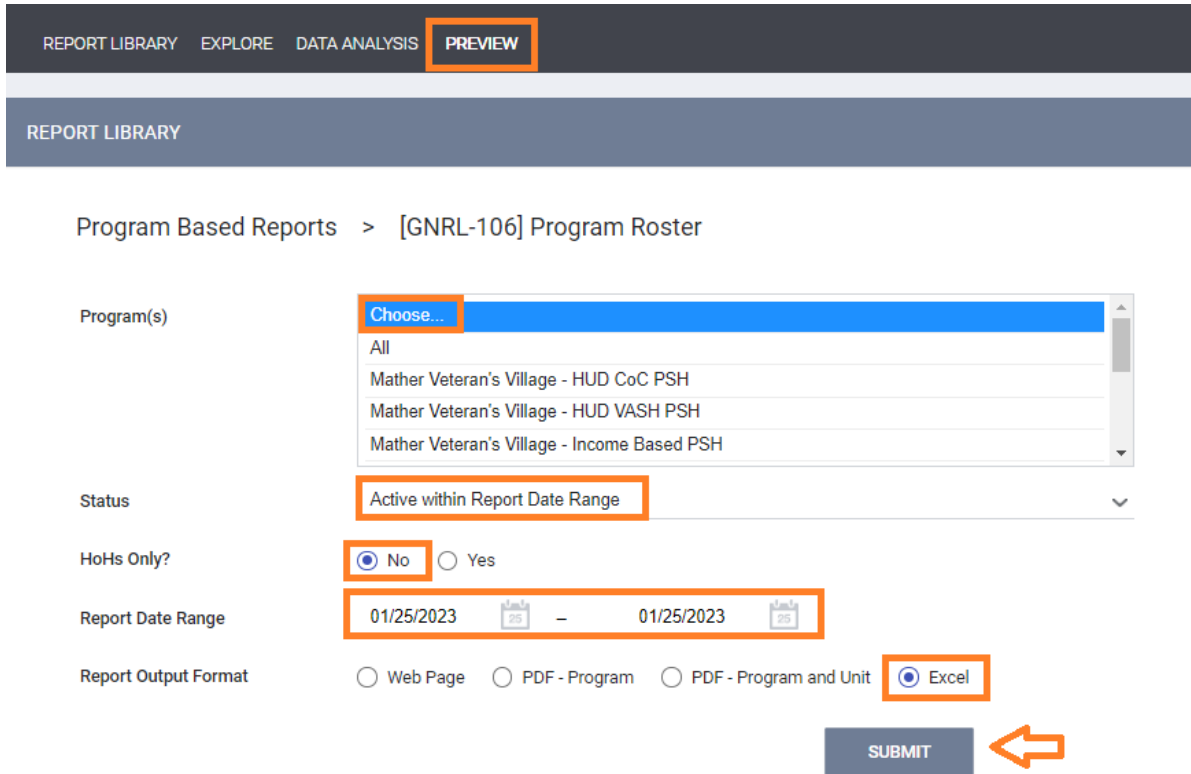


From the Program Based Report section, locate [GNRL-106], and click "RUN".

[GNRL-106] Program Roster	  RUN	 SCHEDULE	 MORE INFO
[GNRL-220] Program Details Report [2022]	  RUN	 SCHEDULE	 MORE INFO
[GNRL-230] Program Group Income	  RUN	 SCHEDULE	 MORE INFO
[GNRL-240] Program Household Served Report	  RUN	 SCHEDULE	 MORE INFO

## Step 3: Creating the Program Roster Report

Set the report parameters below on the preview screen. Follow the image and detailed instructions below.



REPORT LIBRARY EXPLORE DATA ANALYSIS **PREVIEW**

REPORT LIBRARY

Program Based Reports > [GNRL-106] Program Roster

Program(s) **Choose...**  
All  
Mather Veteran's Village - HUD CoC PSH  
Mather Veteran's Village - HUD VASH PSH  
Mather Veteran's Village - Income Based PSH

Status **Active within Report Date Range**

HoHs Only?  No  Yes

Report Date Range **01/25/2023** – **01/25/2023**

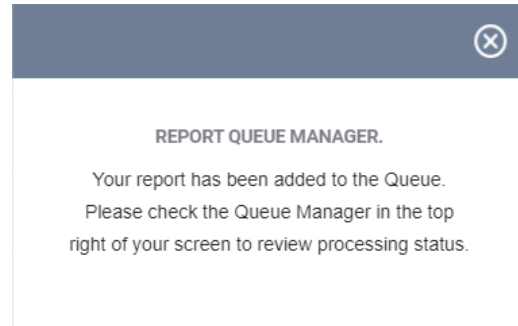
Report Output Format  Web Page  PDF - Program  PDF - Program and Unit  **Excel**

**SUBMIT** ←

1. Programs: Select the program(s) for your report. You can multi-select programs by holding 'ctrl' and clicking on each program name.
2. Status: Select "Active within Report Date Range".
3. HoHs Only?: Select "No".
4. Report Date Range: Select "1/25/2023 – 1/25/2023". For the Sheltered PIT we only want active clients on this specific date, so that start and end dates are intentionally the same.
5. Report Output Format: Select "Excel".
6. Click the submit button.

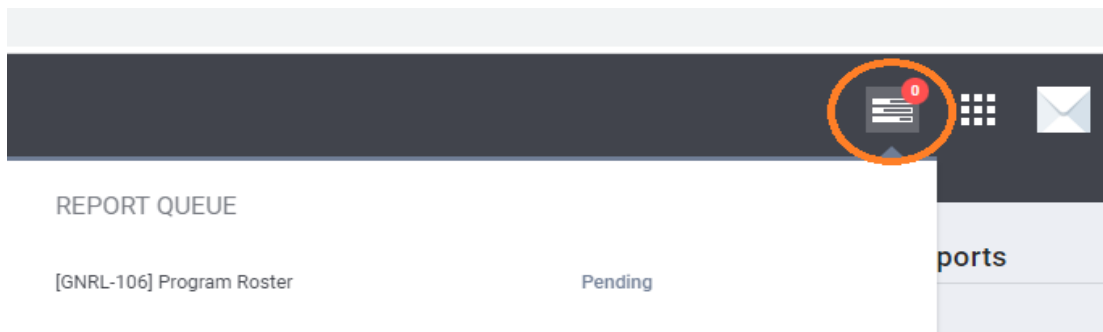
## Step 4: Exporting the Program Roster Report

The report may take some time to run. If you refresh your web browser it may expedite the report to generate.



## Step 5: Open and Save the Program Roster Report

The report will be generated in the square icon next to the launchpad.



When the report is processed, click open to view and save the report.

