



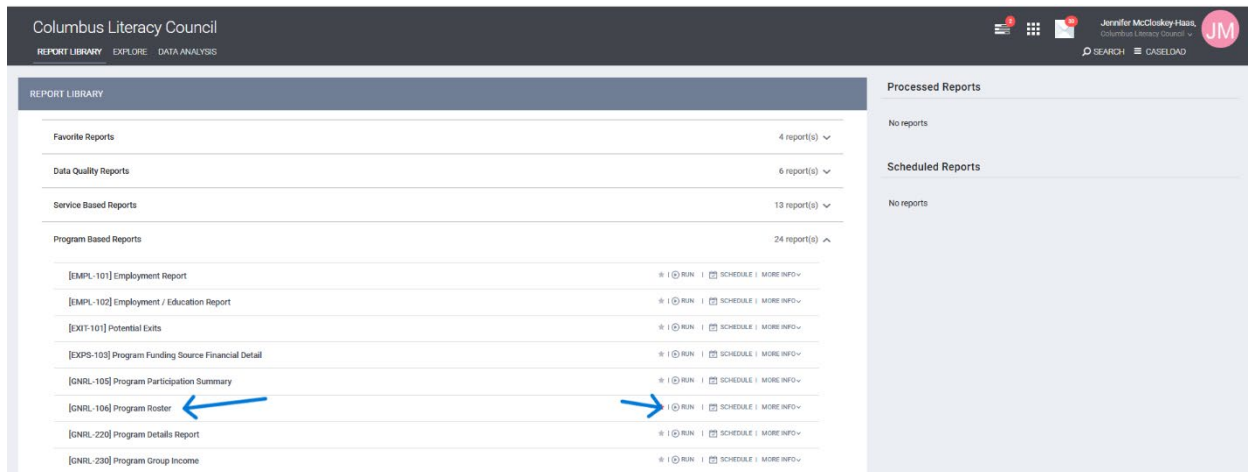
How to run a Program Roster report

Log into Clarity HMIS. On the left side of the screen, click on the reports icon.



Currently, reports are only available in the legacy Clarity interface.

In the Report Library tab, click on “Program Based Reports”. Scroll down to find GNRL-106 Program Roster. Click on “Run”.





You will see the following options.

Choose the project type, select “Active Programs”, choose all applicable programs. (Hold the control key on your keyboard to select multiple programs if needed.)

Status: Choose “Active within Report Date Range”.

Select No or Yes for the report to include only the Head of Household.

Select the report range.

Select the report output format, click “Submit”.



The report may take a few minutes to run. When it is ready, a notification will appear in the top right corner of your screen, next to the waffle. Click on the notification icon, then click “Open” next to the report.

