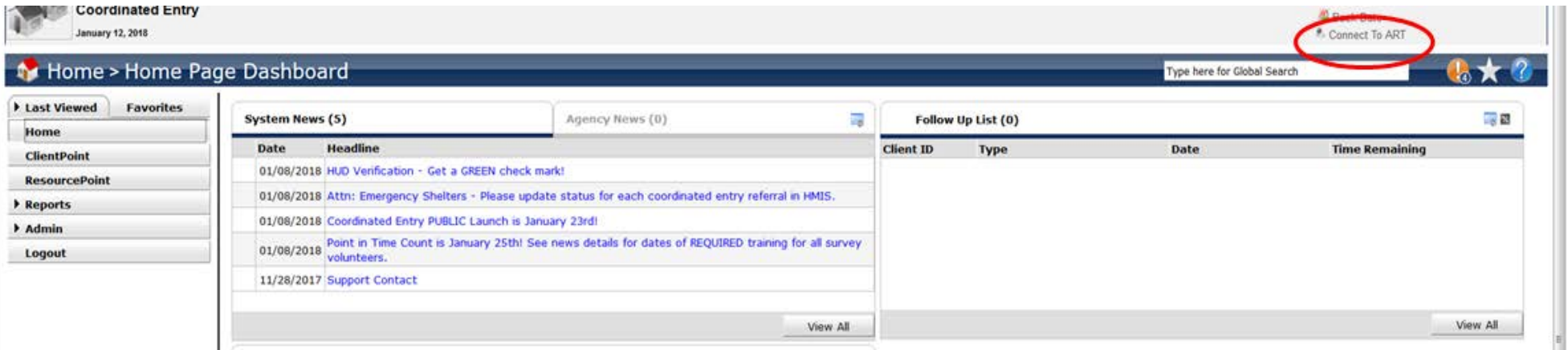


ACCESSING THE HRCS BY NAME LIST

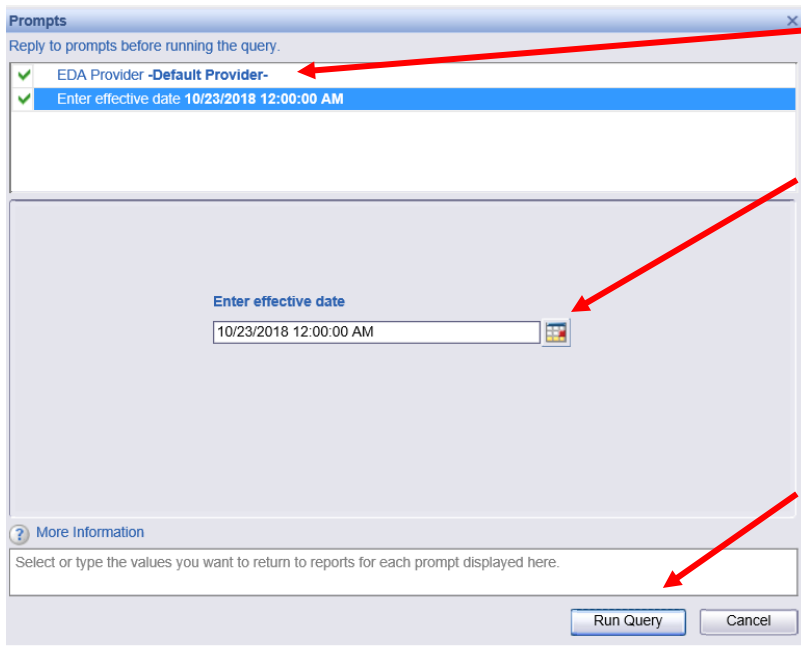
The instructions below will provide you access to the **By Name List** via HMIS! Individuals stay on the list until they have been entered into permanent supportive housing or have found outside housing solutions.

Click on “Connect to ART” at the top right corner of your home screen. **If you don’t see this option, notify HMIS System Admin!**



Then you will click on “Public Folder” and click on the magnifying glass next to the **HRCS By Name List** to VIEW THE REPORT.





When the Prompt Box Appears, DO NOT CHANGE THE “EDA PROVIDER”. Leave it as DEFAULT PROVIDER.

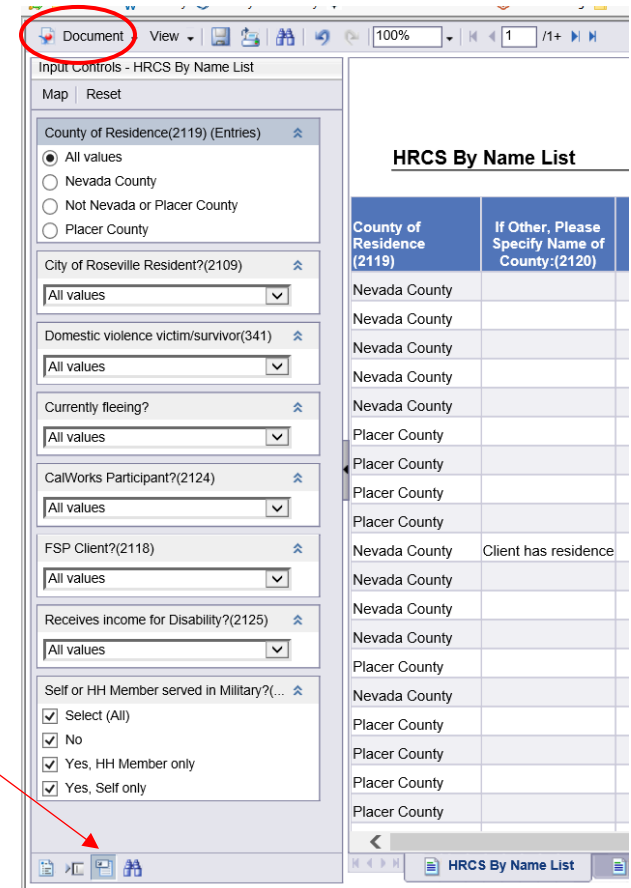
Enter the Effective date as TODAY’S DATE.

Click on “Enter effective date” next to the green check mark. It will highlight in BLUE. In the text box that appears below, either click on the date that is currently showing and manually enter TODAY’S DATE (mm/dd/yy) OR click on the calendar icon and select today’s date or click on the “TODAY” button at the bottom of the calendar.

Click RUN QUERY to run the report

There are various sort functions once the report is generated. If you don’t see these options click on the **Input Controls** icon at the bottom left of your screen.

The **SAVE/export** the entire By Name List to your computer, click on “**Document**” in top left corner, then click on “Save to My Computer As” and choose Excel.



HRCS By Name List	
County of Residence (2119)	If Other, Please Specify Name of County:(2120)
Nevada County	
Nevada County	
Nevada County	
Nevada County	
Placer County	
Placer County	
Placer County	
Placer County	
Nevada County	Client has residence
Nevada County	
Nevada County	
Nevada County	
Placer County	
Placer County	
Placer County	
Placer County	