

Home > Home Page Dashboard

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System News (4)

Date	Headline
01/05/2023	HUD 2023 csv file format
01/18/2022	Servicepoint Training Videos
01/03/2022	Training Videos
01/03/2022	HMIS Office Hours

Customize Home Page Dashboard

Add Counts Report

Log into Servicepoint. On your Dashboard, click on **CUSTOMIZE HOME PAGE DASHBOARD**. Click on **ADD COUNTS REPORT**.

Counts Report

Edit Dashlet

Top-Left Top-Right Bottom-Left Bottom-Right

Report Name: **Counts Report**

Description: **Counts Report**

is location: **Counts Report**

OK Cancel

The **COUNTS REPORT** screen will open showing four "dashlets". Click on **COUNTS REPORT**. On the **EDIT DASHLET** screen, select the location tab for the dashlet you want to use.

From the **REPORT NAME** dropdown, select **CLIENTS WITH AN ENTRY BUT NO EXIT**.

Edit Dashlet

Top-Left Top-Right Bottom-Left Bottom-Right

Report Name: **Clients With An Entry But No Exit**

Description: Lists all clients that have an Entry/Exit record for the specified providers with an entry date in the specified date range but no exit date

Filters

Select Dates: **All Dates** Start Date: End Date:

Provider Type*: System Wide **Provider** Reporting Group

Provider*: **HAC - Village Green II (SSO) (102)**

Including Subordinates:

OK Cancel

On the **FILTERS** screen, from the **SELECT DATES** dropdown, click on **ALL DATES**. For **PROVIDER TYPE**, click on **PROVIDER**. From the **PROVIDER** dropdown, select the project name. Click **OK**.

Counts Report

Clients With An Entry But No Exit:
20
Refresh

The **NUMBER** of active participants (that is, all **CLIENTS WITH AN ENTRY BUT NO EXIT** in that project) will populate in the appropriate dashlet. The number appears in blue, which indicates that it is a “live” link to the list of clients. Click on the number.

Count Details

Clients With An Entry But No Exit

Client ID	Last Name	First Name	Middle Name	Suffix	Soc Sec No	Alias	Date of Birth	Gender
5386								
10303								
9231								
3461								
2668								
2829								
1037								
8146								
6792								
1109								
26591								
3313								
6723								
11446								
6071								

Download Full Report Showing 1-15 of 20 First Previous Next Last

The **COUNT DETAILS** list will open. (NOTE: All PII has been blacked out for this Tech Tip). The client IDs appear in blue, which indicates that they are also live links. Clicking on a blue client ID will open the **CLIENT PROFILE PAGE**.

To download the client list into Excel, click on **DOWNLOAD FULL REPORT**.

ClientPoint > Client Profile

Client - (5386) [REDACTED]

(5386) [REDACTED]

Release of Information: None

Client Information

Summary

Added to the system 08/03/2021 12:41 PM

6071 [REDACTED]

Download Full Report

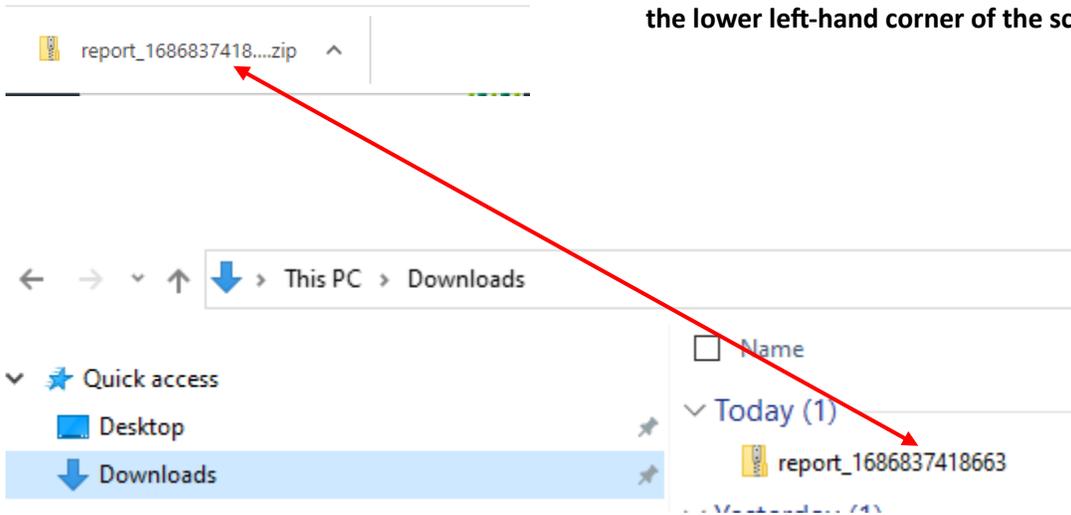
Download Full Report

Downloading a report may take some time depending on the complexity of the report and size of the result.

Download Cancel

On the **DOWNLOAD FULL REPORT** screen, click **DOWNLOAD**.

The Excel document can be opened by clicking on the **ZIP FILE** in the lower left-hand corner of the screen.



Or it can be accessed from your **DOWNLOADS** folder.

Add System News

View All

Counts Report

Clients With An Entry But No Exit: 951	Clients With An Entry But No Exit: 45
Clients With An Entry But No Exit: 309	Clients With An Entry But No Exit: 27

Refresh

You can create or edit dashlets as often as you want. You can use just one or you can use all four. To edit, click on **COUNTS REPORT** and repeat directions from above.