

# How to Run the D007 – 0630a Sheltered PIT Report

Released January 2022

Version 1



**NC COALITION** to  
**HOMELESSNESS** end

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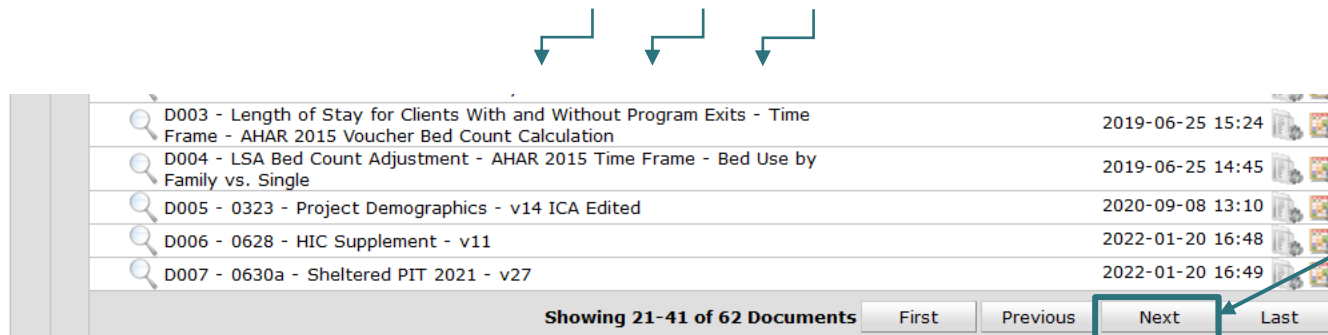
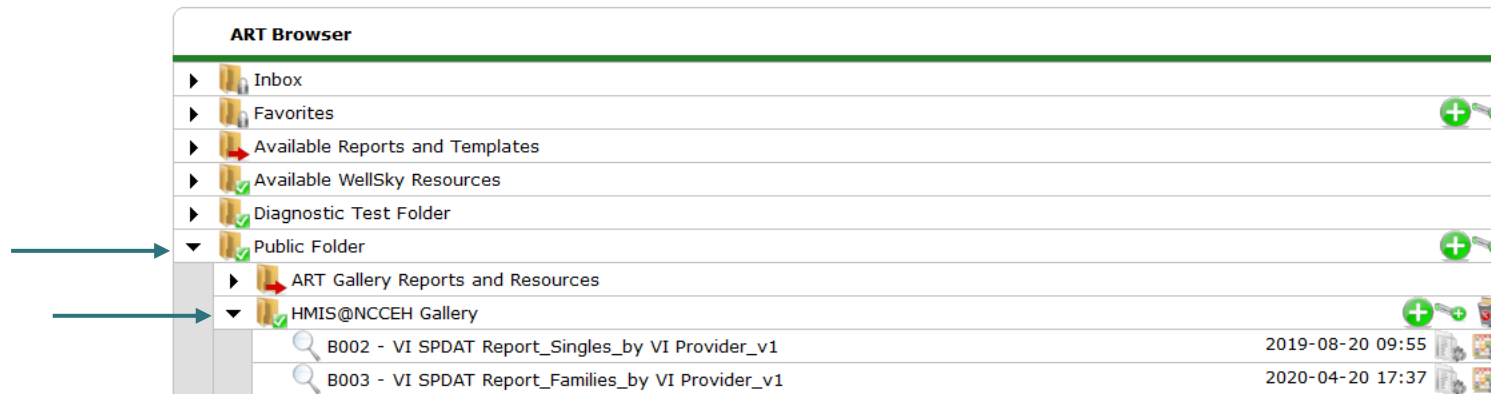
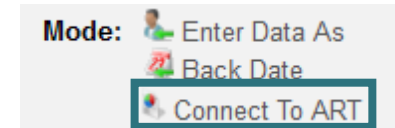
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# How to Run the D007 – 0630a Sheltered PIT

1. Login to ServicePoint ([hmisncceh.servicept.com](https://hmisncceh.servicept.com))
2. Click “Connect to ART”
3. To pull a report, open the Public Folder > HMIS@NCCEH Gallery > D007



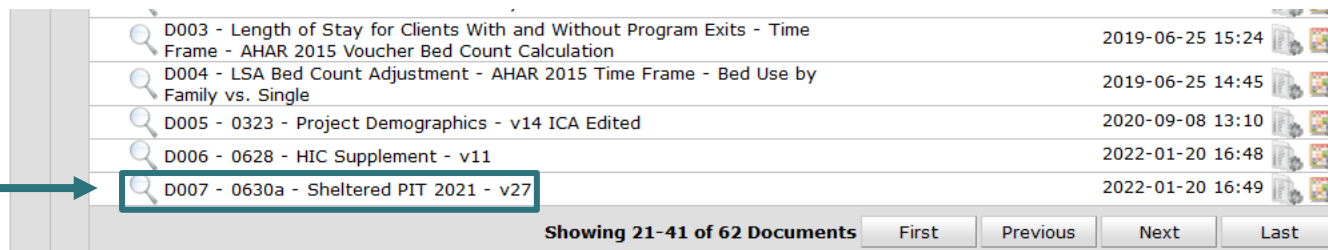
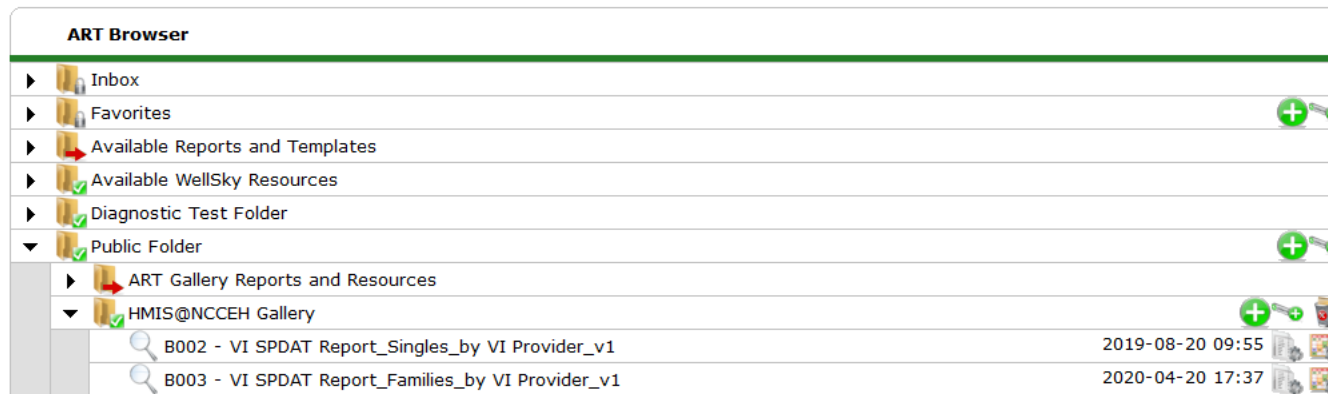
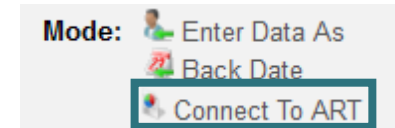
Reports are listed alphabetically. Use the “Next” button to navigate.



NCCEH

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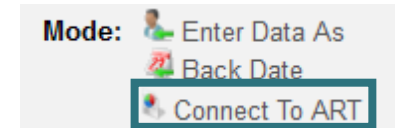
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Click here to  
Schedule your  
report

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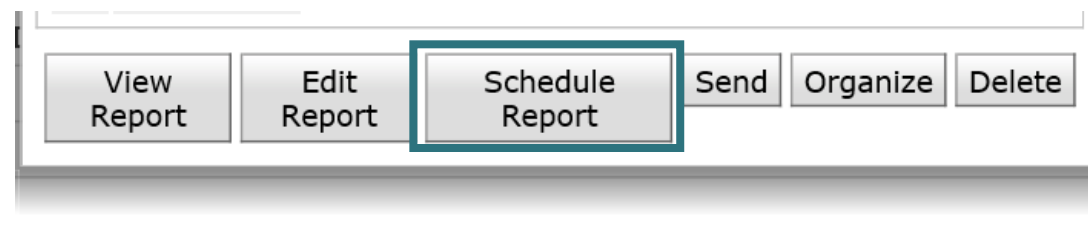
Click here to  
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report

	D003 - Length of Stay for Clients With and Without Program Exits - Time Frame - AHAR 2015 Voucher Bed Count Calculation	2019-06-25 15:24		
	D004 - LSA Bed Count Adjustment - AHAR 2015 Time Frame - Bed Use by Family vs. Single	2019-06-25 14:45		
	D005 - 0323 - Project Demographics - v14 ICA Edited	2020-09-08 13:10		
	D006 - 0628 - HIC Supplement - v11	2022-01-20 16:48		
	D007 - 0630a - Sheltered PIT 2021 - v27	2022-01-20 16:49		

Showing 21-41 of 62 Documents

First Previous Next Last

4. Schedule the Report



# How to Run the D007 – 0630a Sheltered PIT

5. Use the prompts to run for your project. You must run this for **one project at a time** for official results.

**ART Report**

**Prompts**

Fill out each of the prompts below \*

- Select Provider CoC Code(s):
- Select Provider(s):
- EDA Provider
- Enter effective date
- Enter PIT Date:

Select Provider CoC Code(s):

Pick CoC Code First    Select

Next

Prompt	Description	Required?
Provider CoC Code	Select the project's CoC Code	Yes
Provider	Select the project <i>*Special Note: You can search by agency name or project ID</i>	Yes
EDA Provider	Select the project <i>*Special Note: You can search by agency name or project ID</i>	Yes
Effective Date	Enter 01/27/2022 for the morning after PIT night	Yes
PIT Date	Enter 01/26/2022 for the PIT night	Yes
PIT Date PLUS 1 Day	Enter 01/27/2022 for the morning after PIT night	Yes

# How to Run the D007 – 0630a Sheltered PIT

- Use the prompts to run for your project. You must run this for **one project at a time** for official results.

**ART Report**

**Prompts**

Fill out each of the prompts below \*

Select Provider(s):  
 EDA Provider  
 Enter effective date  
 Enter PIT Date:  
 Enter PIT Date PLUS 1 Day:

Select Provider CoC Code(s):

Prompt	Description	Required?
Provider CoC Code	Select the project's CoC Code	Yes
Provider	Select the project <i>*Special Note: You can search by agency name or project ID</i>	Yes
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# How to Run the D007 – 0630a Sheltered PIT

6. Then complete schedule report details including format and interval.

The screenshot shows a 'Schedule Report' dialog box with the following fields and values:

- Name \***: ES #4321 - D007 - 0630a - Sheltere
- Report Format \***: Excel (dropdown)
- Users Inbox \***: Helen Housing Test (7846) (with Search, My User, and Clear buttons)
- Interval \***: Once (dropdown)
- Start Date \***: 01 / 20 / 2022 (with time 2 : 13 PM)
- End Date \***: 01 / 20 / 2022 (with time 3 : 13 PM)

The 'Send' button at the bottom right is highlighted with a red box.

Schedule Detail	Description
Name	Add the Project Type and Project ID before the report name
Report Format	Excel (always)
Users Inbox	Select My User if your name does not appear
Interval	Once
Start Date	Today's Date and current Time
End Date	Today's Date and <i>one hour into the Future</i>

7. Then click Send!



# How to Find Your Report

Your report will appear in the Inbox folder once it is done.

Look for your report name with the project type, and the project number:



The screenshot displays the 'Advanced Reporting Tool' interface. At the top, there is a 'New Report' button. Below it is the 'ART Browser' section, which contains an 'Inbox' folder. A report is listed in the inbox with the name 'ES #4321 - D007 - 0630a - Sheltered PIT 2021 - v27' and a timestamp of '2022-01-20 18:21'. Three blue arrows point to specific parts of the report name: one to 'ES #4321' labeled 'Project Type', one to 'D007' labeled 'HMIS ID Number', and one to '2022-01-20 18:21' labeled 'Date report was scheduled'.









# ART Tips

## Not sure if something went wrong?

Scroll to “Scheduled Reports” to find your report’s status.

## Not sure when the data was last updated?

ART updates every weeknight. Last Warehouse Build shows you the date and time when ART data was updated. If any data was entered after this time, it will not be able to appear in your report.

Scheduled Reports							
		Name	Interval	Start Date	End Date	Type	Status
		HHH 0404 - Client Case Plans - v2	Once	2020-06-10 12:00	2020-06-10 16:00	Excel	Complete
		HHH Test - 0347 - Billing Summary - v3	Once	2020-06-12 12:43	2020-06-12 17:43	Excel	Complete
		RRH #1234 - D006 - 0628 - HIC Supplement - v11	Once	2022-01-20 17:51	2022-01-20 20:51	Excel	Complete
		ES #4321 - D007 - 0630a - Sheltered PIT 2021 - v27	Once	2022-01-20 18:14	2022-01-20 21:14	Excel	Running
							Refresh

Last Warehouse Build: January 19, 2022 11:37:05 PM



## Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc\_end\_homelessness 

## Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



NCCEH