

ACCESSING THE BY NAME LIST

The instructions below will provide you access to the Nevada County By Name List. Clients will remain on the list until they are exited from Coordinated Entry/Nevada County Coordinated Entry.

Click “Connect to ART” at the top right corner of your home screen. If you do not see this option, notify the HMIS System Administrator

Homeless Resource Council of the Sierras
Coordinated Entry
March 22, 2021

Mode: Shadow
Connect To ART

Home > Home Page Dashboard

Type here for Global Search

Last Viewed Favorites

- Home
- ClientPoint
- ResourcePoint
- ShelterPoint
- Reports
- Admin
- Logout

System News (28)

Date	Headline
12/04/2020	Coordinated Entry Update in HMIS
12/04/2020	By Name List Update
12/02/2020	By Name List Issue
10/14/2020	Upcoming User Trainings
08/24/2020	Tammy Gregerson Contact Info
03/04/2020	New HMIS Administrator

Agency News (0)

Follow Up List (0)

Client ID	Type	Date	Time Remaining
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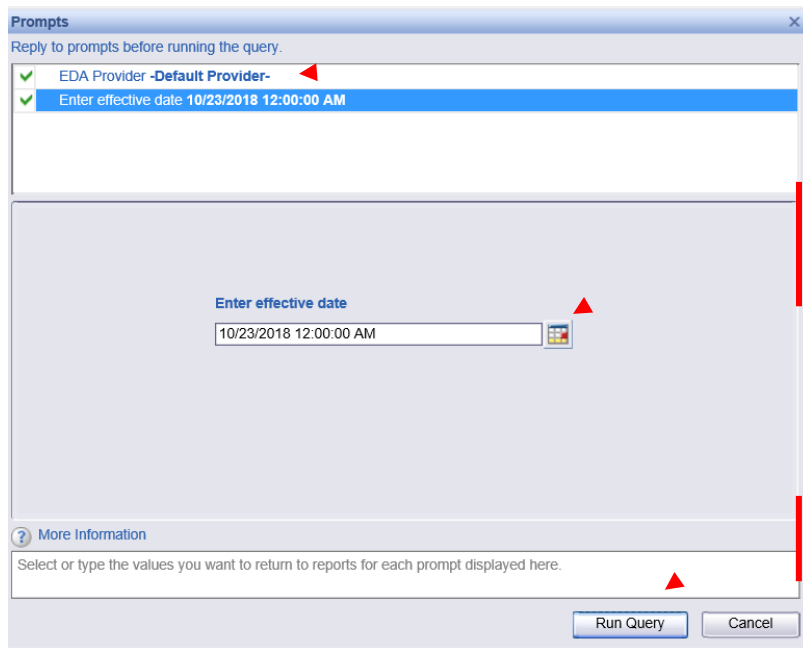
Click “Public Folder” and click on the magnifying glass next to “Nevada County By Name List” to view the report

ResourcePoint
ShelterPoint
Reports
Admin
Logout

ART Browser

- Inbox
- Favorites
- Available Reports and Templates
- Bowman Systems Resources
- Diagnostic Test Folder
- Public Folder
 - ART Gallery Reports and Resources
 - Community Solutions Custom Reports
 - Custom Reports
 - Dashboard Reports In-Use
 - Recycle Bin (Public)
 - WellSky On-Site Training Reports
 - WellSky Use Only
 - Case #01901125
 - UPCC By Name List 957
 - Nevada County By Name List**
 - By Name List 957

2020-12-31 07:49
2020-12-02 16:27
2021-01-21 15:04
2020-12-02 16:38



When the Prompt Box appears, do not change the “EDA 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/yyyy) OR click on the calendar icon and select today’s date or click on the “Today” button at the bottom of the calendar.

To run report, click on “Run Query”

To save/export the By Name List to your computer, click “Document” in the top left corner and then click “Save to my computer as” and choose Excel