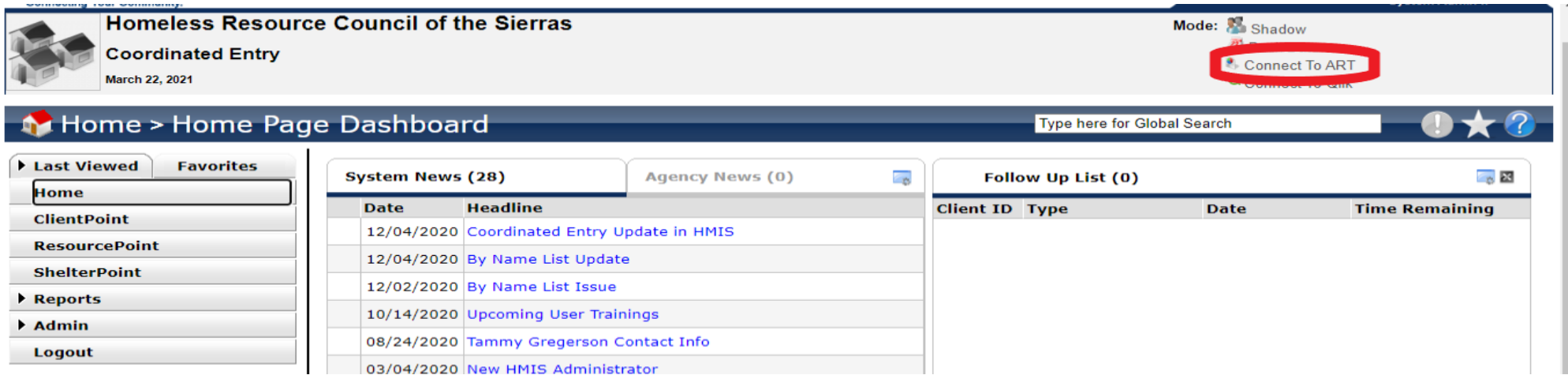


ACCESSING THE BY NAME LIST

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

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



The screenshot shows the user interface for the Homeless Resource Council of the Sierras Coordinated Entry system. The top header includes the organization name, date (March 22, 2021), and user information (Mode: Shadow). A red circle highlights the "Connect To ART" button in the top right corner. Below the header is a navigation bar with "Home > Home Page Dashboard" and a search box. The main content area is divided into three sections: "Last Viewed" (Home, ClientPoint, ResourcePoint, ShelterPoint, Reports, Admin, Logout), "System News (28)" (a table of news items), and "Agency News (0)".

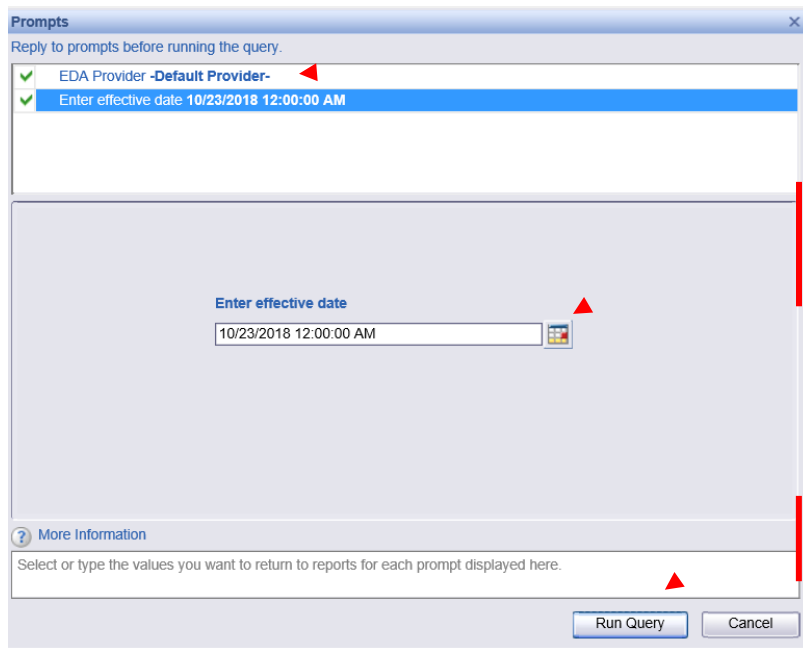
Date	Headline
12/04/2020	Coordinated Entry Update in HMIS
12/04/2020	By Name List Update
12/02/2020	By Name List Issue
10/14/2020	Upcoming User Trainings
08/24/2020	Tammy Gregerson Contact Info
03/04/2020	New HMIS Administrator

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



Item Name	Icon	Date and Time	Actions
Public Folder	Folder icon		+ (Share)
ART Gallery Reports and Resources	Folder icon		+ (Share)
Community Solutions Custom Reports	Folder icon		+ (Share), Refresh
Custom Reports	Folder icon		+ (Share), Refresh
Dashboard Reports In-Use	Folder icon		+ (Share), Refresh
Recycle Bin (Public)	Recycle Bin icon		
WellSky On-Site Training Reports	Folder icon		+ (Share), Refresh
WellSky Use Only	Folder icon		+ (Share), Refresh
Case #01901125	Search icon	2020-12-31 07:49	Refresh, Delete
HRCS By Name List 2.0	Search icon	2020-12-02 16:27	Refresh, Delete
Nevada County By Name List	Search icon	2021-07-12 09:34	Refresh, Delete
Nevada County By Name List BFZ	Search icon	2020-12-02 16:38	Refresh, Delete
Nevada County Veterans By Name List	Search icon	2021-07-12 09:34	Refresh, Delete
Placer County 49 x 4-9 List	Search icon	2020-12-02 16:54	Refresh, Delete
Placer County By Name List	Search icon	2021-06-04 13:30	Refresh, Delete
Placer County By Name List WITH SSNs	Search icon	2020-12-02 17:04	Refresh, Delete



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 on “Document” in the top left corner and then click on “Save to my computer as” and choose Excel.