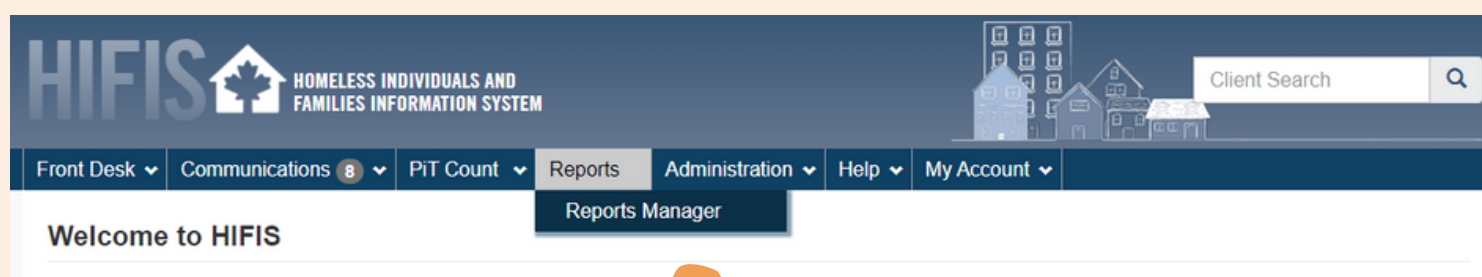


Pulling a Report from HIFIS

HIFIS has many wonderful reports built in to help make your day-to-day easier at the shelter. Whether it be bed lists or shelter metrics- HIFIS has you covered. This guide will show you how to pull reports and export them.

1.) The Reports Manager

The first step? Click the Reports Tab and then Reports Manager.
Two simple clicks!



2.) Reports Tabs

There are two different Tabs you can choose from: HIFIS Reports, and Custom Reports.

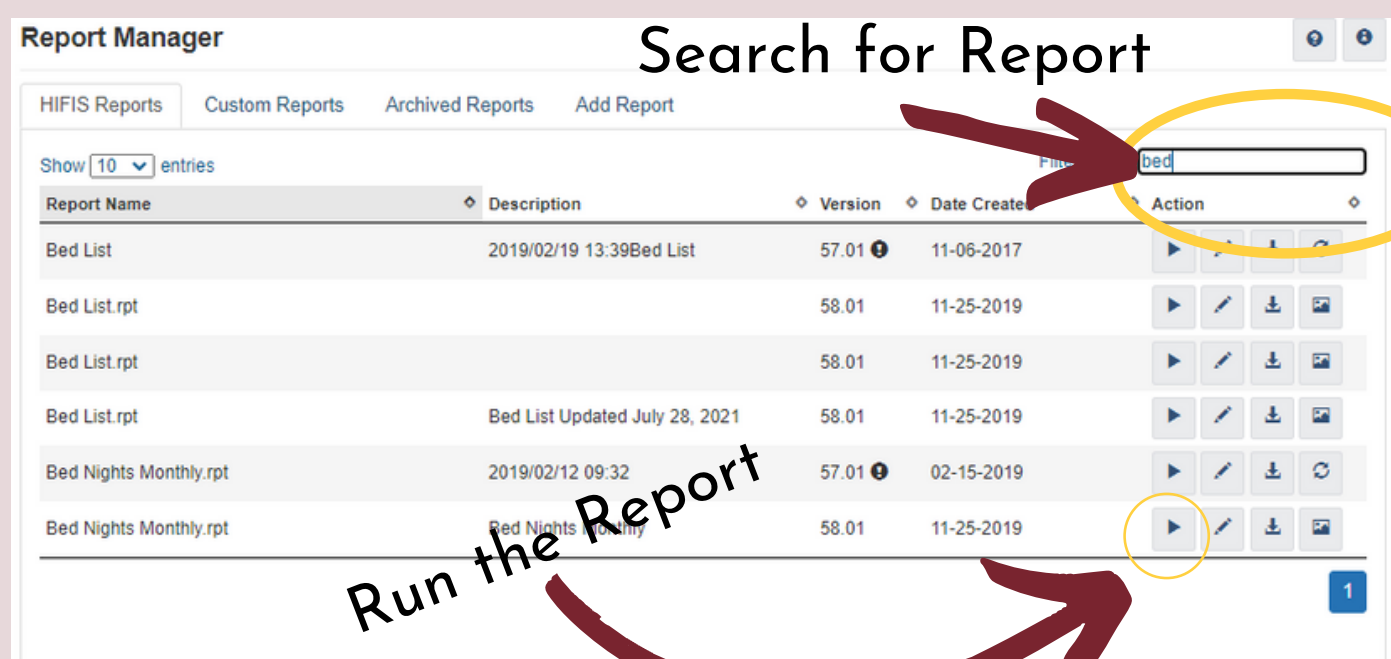
Report Manager

HIFIS Reports

Custom Reports

3.) Search for a Report

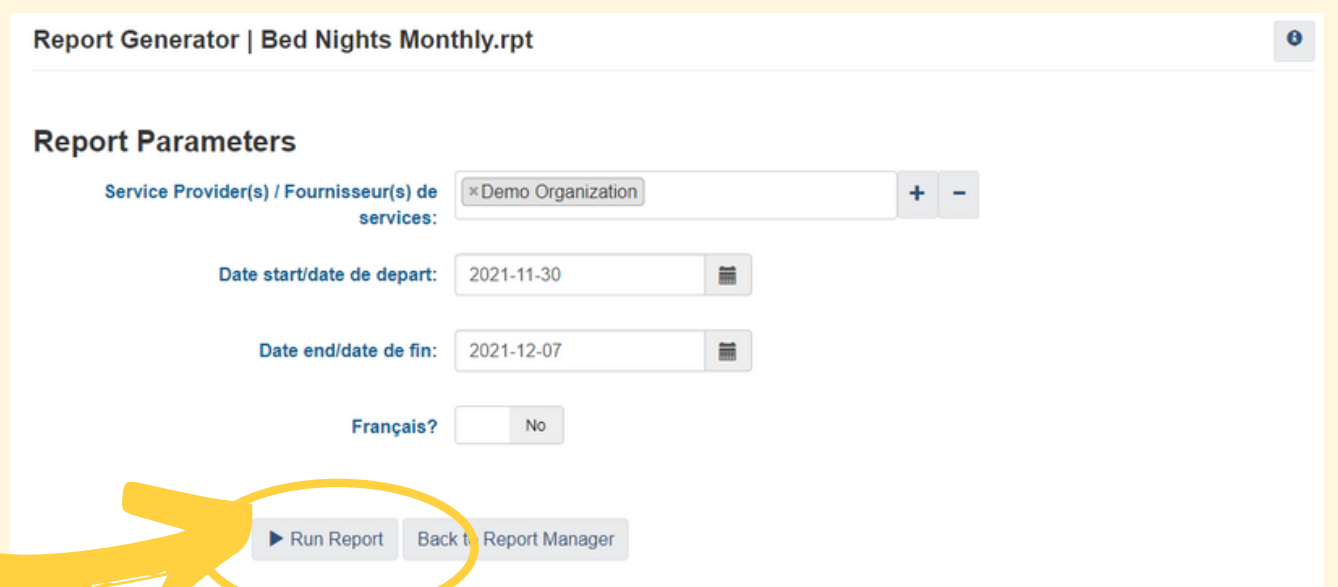
You can use the Filter to Search for a Report by name. Found your report? Click the Play Symbol to Run it.



4.) Enter your Parameters

These would be things like, what Service Provider you want the Report for, or what dates you are looking to see. Once done, Click the Run Report Button.

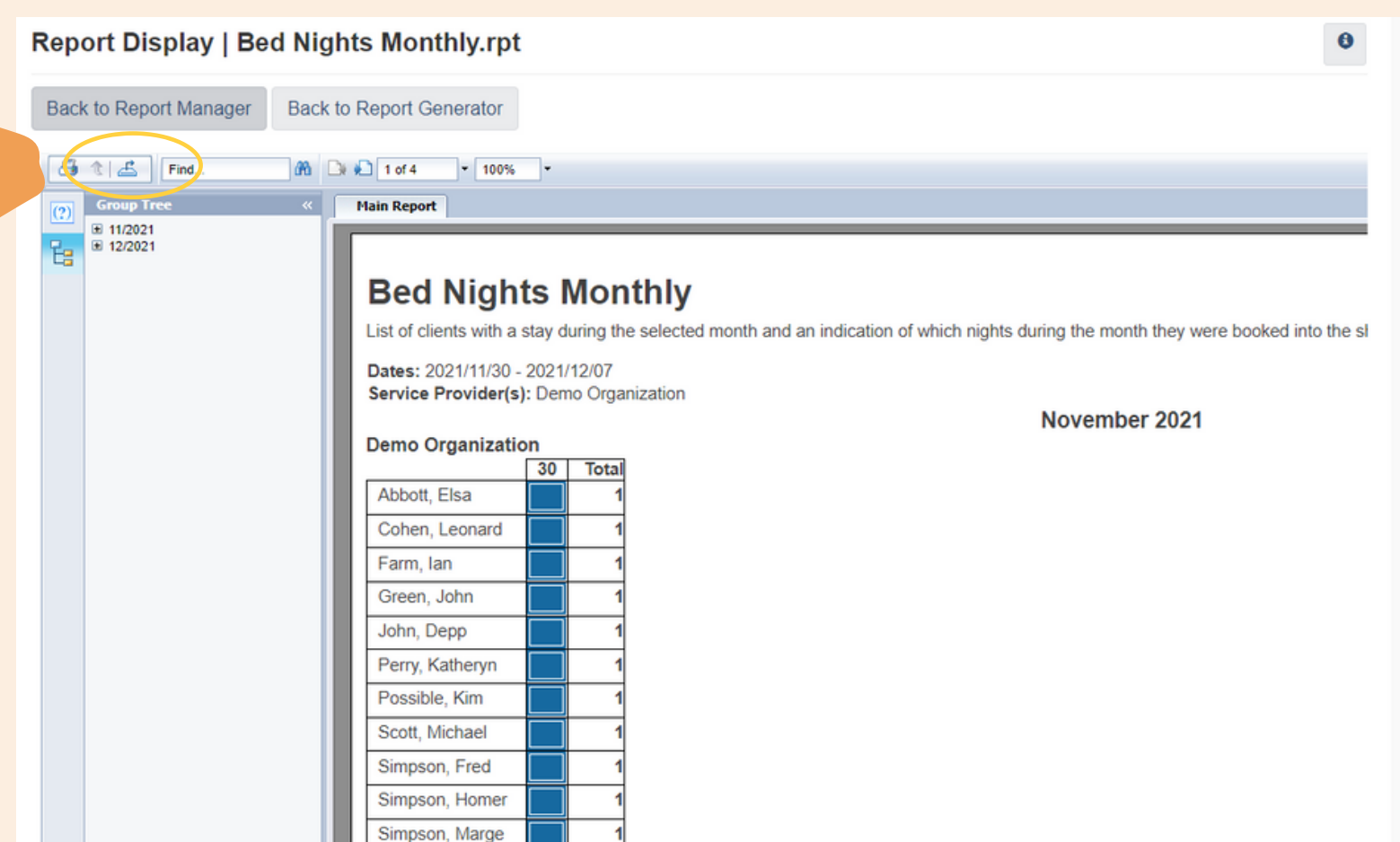
Different Reports have different Parameters!



View and Export your Report

From here, you can view your report. If you need to change some parameters, you can click the Back to Report Generator to Update them.

The Report may be missing images or look a little different in HIFIS. To Export, click the Export button to export your report to PDF or a file type of your choice.



Questions or Concerns? Email the team at hifis@sjhdc.ca