ART Reference Guide
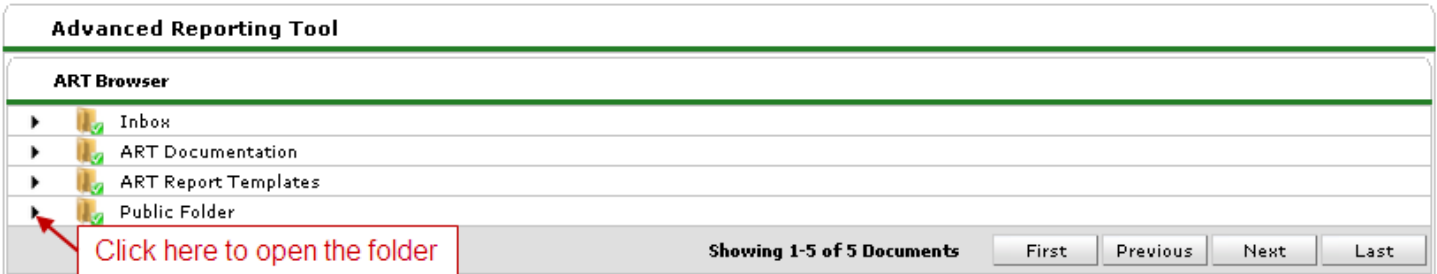
Click on ART: Connected to open ART. ART will open directly in ServicePoint.

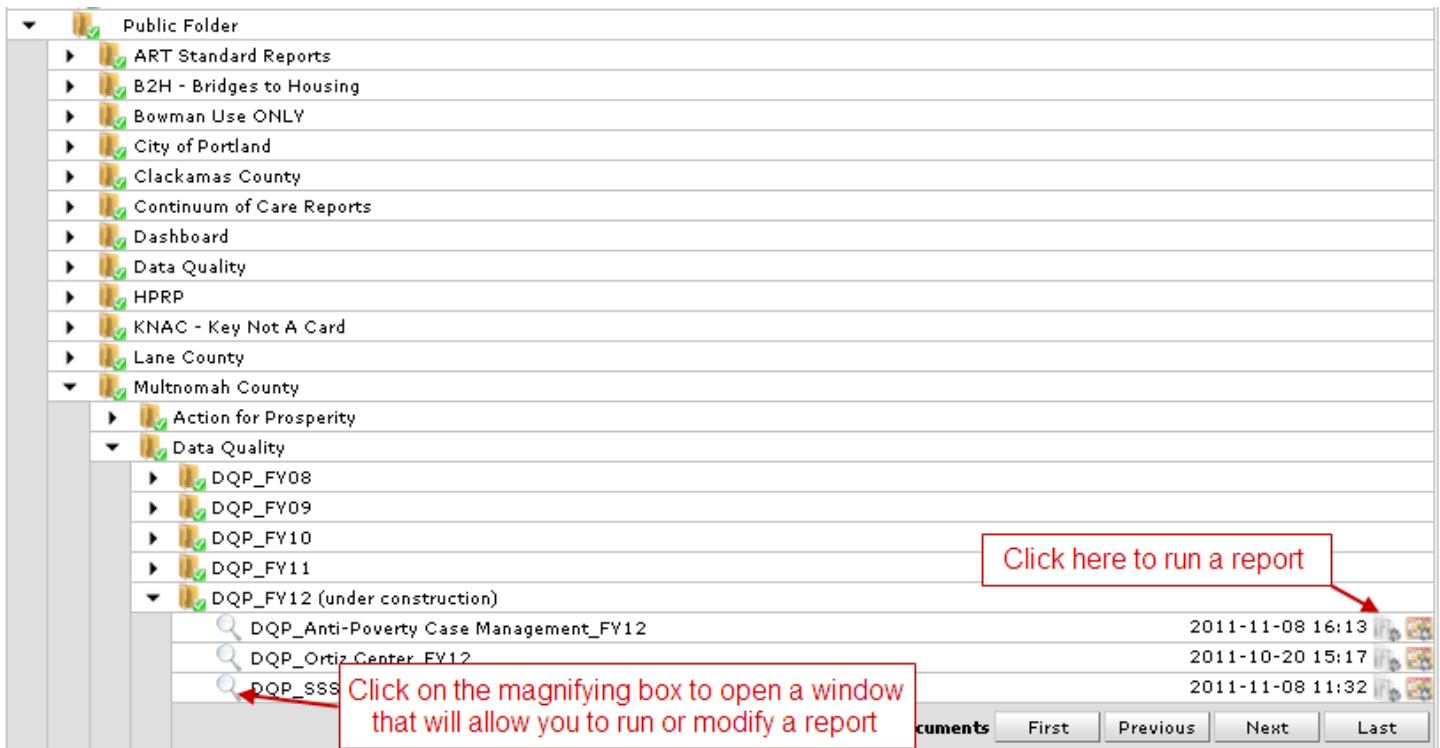**Mode:** Enter Data As
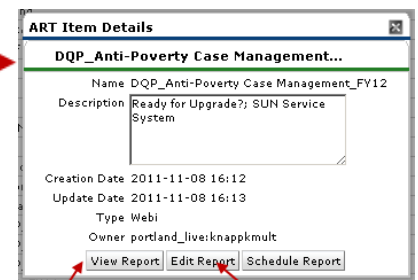ART: Connected ◄

Click on ART: Connected to open ART

All reports can be found in different folders within the Multnomah County folder under Public Folder.
To open a folder, click on the triangle next to the folder name.

Advanced Reporting Tool

ART Browser

- ▸ Inbox
- ▸ ART Documentation
- ▸ ART Report Templates
- ▸ Public Folder

Showing 1-5 of 5 Documents | First | Previous | Next | Last

Click here to open the folder

To run a report, click the icon at the far right hand of the report name and a prompt window will open up. You can also click the magnifying glass to the left of the report name. An ART Items Detail window will pop up. Click View Report to run a report. Click Edit Report to modify a report.

- ▾ Public Folder
  - ▸ ART Standard Reports
  - ▸ B2H - Bridges to Housing
  - ▸ Bowman Use ONLY
  - ▸ City of Portland
  - ▸ Clackamas County
  - ▸ Continuum of Care Reports
  - ▸ Dashboard
  - ▸ Data Quality
  - ▸ HPRP
  - ▸ KNAC - Key Not A Card
  - ▸ Lane County
  - ▾ Multnomah County
    - ▸ Action for Prosperity
    - ▾ Data Quality
      - ▸ DQP_FY08
      - ▸ DQP_FY09
      - ▸ DQP_FY10
      - ▸ DQP_FY11
      - ▾ DQP_FY12 (under construction)
        - DQP_Anti-Poverty Case Management_FY12   2011-11-08 16:13
        - DQP_Ortiz Center_FY12   2011-10-20 15:17
        - DQP_SSS   2011-11-08 11:32

Click here to run a report

Click on the magnifying box to open a window that will allow you to run or modify a report

...cuments | First | Previous | Next | Last

This window will pop up if you click the magnifying glass next to a report name.
Click Run Report or Modify Report

ART Item Details

DQP_Anti-Poverty Case Management...

Name DQP_Anti-Poverty Case Management_FY12
Description Ready for Upgrade?; SUN Service System

Creation Date 2011-11-08 16:12
Update Date 2011-11-08 16:13
Type Webi
Owner portland_live:knappkmult

| View Report | Edit Report | Schedule Report |

Click here to run the report

Click here to modify the report

All reports open to a prompt before the report runs. The prompts determine what data is reported.. Different reports have different prompts, but you will always be prompted for EDA provider and effective date.

- EDA Provider: The provider that you want to see data for in the report. The provider is the program at your agency (e.g. Catholic Charities: Anti-Poverty Case Management or Impact Northwest: SUN-Buckman). If you have access to multiple providers and do not change your EDA Provider then you will not have accurate data in your report.
- Effective Date: Today's date. The effective date should always be the day after the day you run the report, i.e. tomorrow. This tells the report that you want to use the most up to date data. If you enter a date prior to tomorrow's date, you will not have the most up to date data in your report.
- Begin Date: The first day you want to report on.
- End Date: The day **after** the last day you want to report on. The End Date includes a 12AM time stamp, which means that the date you enter in this field will not be reported on. Make sure you enter the day after the last day you want to report on or you will not have accurate data in your report.
- Provider: The provider or provider group that you want to see data for in the report. If you do not see your provider in the list of values, you can search for your provider or provider group. You provider group is simply your program (e.g. SSSES or PCDS). To search for you provider group simply enter 'DSCP' in the search box that says Enter your search pattern here. Click on the binocular icon to search for your group.
- School: The school that you are reporting on.

Once a report is run, you may notice that a report may have more than one tab. Each tab is like its own mini-report.
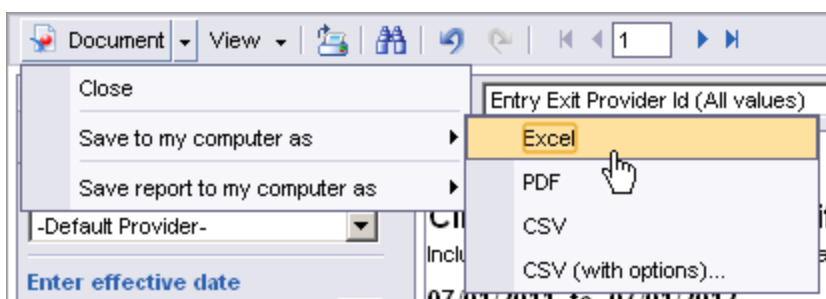
After a report is run, you can save the report to your computer in Excel or PDF format. Select Excel or PDF under Document, in the Save to my computer as section. Save report to my computer as will only save the specific tab that you are in. Save to my computer as will save all tabs to your computer.