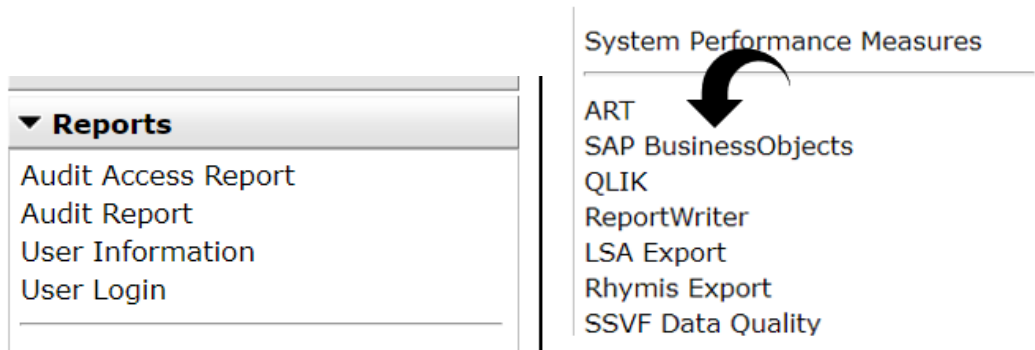


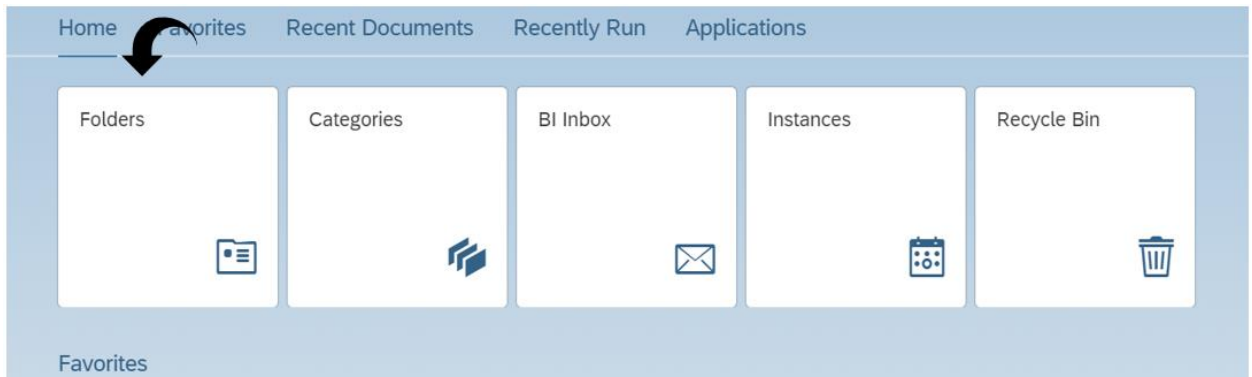
SAP Business Objects Data Completeness Report Guide

Purpose: This guide outlines how to run the Data Completeness Report in SAP Business Objects. (The steps for running the Data Completeness Report are like those needed to run other existing reports in SAP Business Objects.)

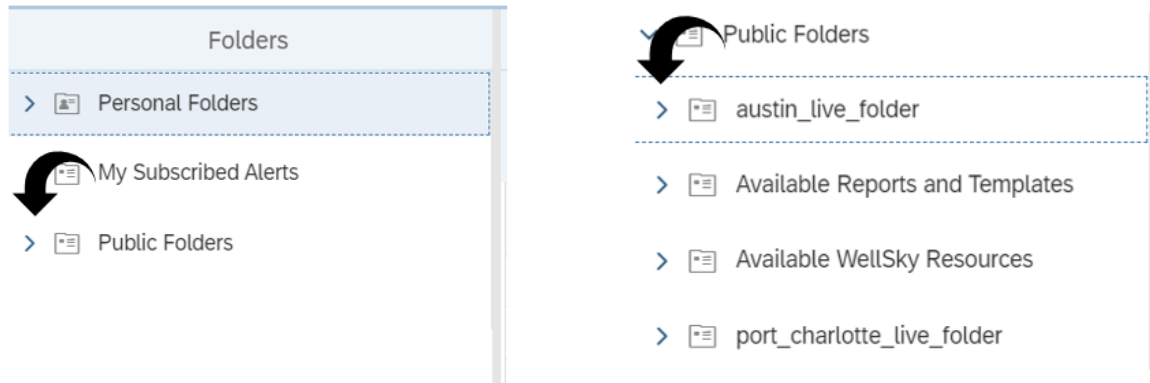
1. Once logged into HMIS> click the black arrow next to reports tab on the left> click on SAP BusinessObjects.



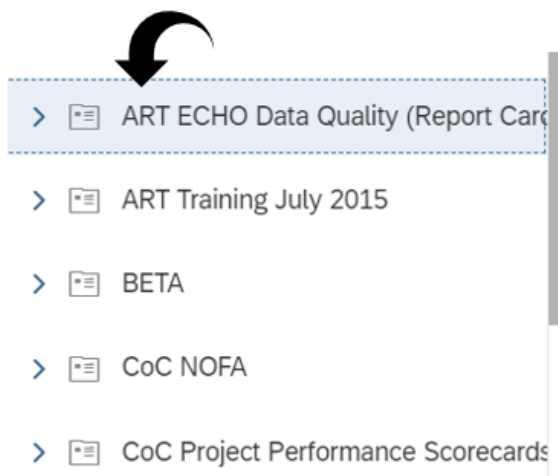
2. Click on the Folders tile.



3. Click on the blue arrow next to Public Folders> click arrow next to Austin_live_folder.



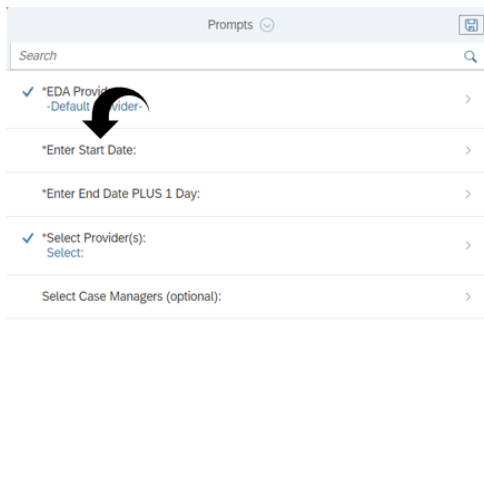
4. Click on ART ECHO Data Quality Report Cards.



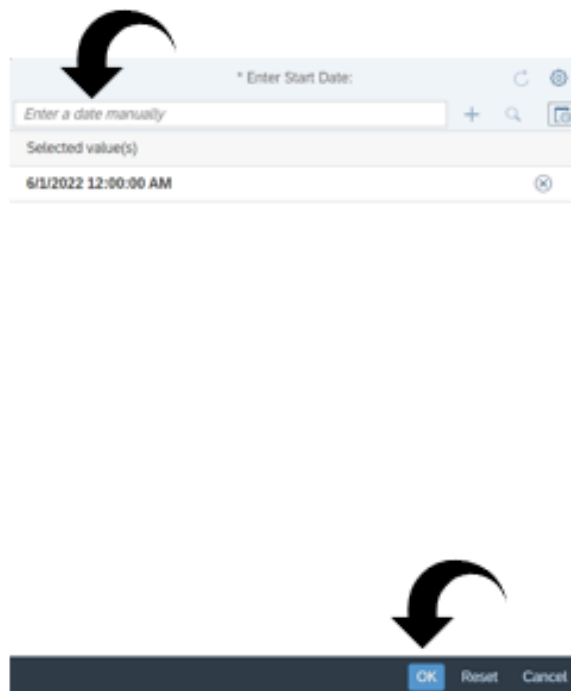
5. To run the Data Completeness Report without client detail, choose the second Data Completeness Report option from the choices on the right. (The one with client detail is the Data Completeness Report right above it.)

<input type="checkbox"/>	Custom Reports	Folder		Jun 7, 2022 12:05 PM
<input type="checkbox"/>	Data Quality Reports	Folder		Jun 7, 2022 12:05 PM
<input type="checkbox"/>	0260 - HUD CoC APR Data Quali...	Web Intelligence	This report is a HUD CoC A...	Jun 7, 2022 12:05 PM
<input type="checkbox"/>	ECHO HMIS - Active SO Clients ...	Web Intelligence	Calculates exits for new wo...	Jun 7, 2022 12:05 PM
<input type="checkbox"/>	ECHO HMIS - Data Completeness...	Web Intelligence		Jun 7, 2022 12:05 PM
<input type="checkbox"/>	ECHO HMIS - Data Completeness...	Web Intelligence	HACA Feb 2020	Jun 7, 2022 12:05 PM
<input checked="" type="checkbox"/>	ECHO HMIS - Data Entry Lag Tim...	Web Intelligence		Jun 7, 2022 12:05 PM
<input type="checkbox"/>	ECHO HMIS - New Clients CA Co...	Web Intelligence		Jun 7, 2022 12:05 PM

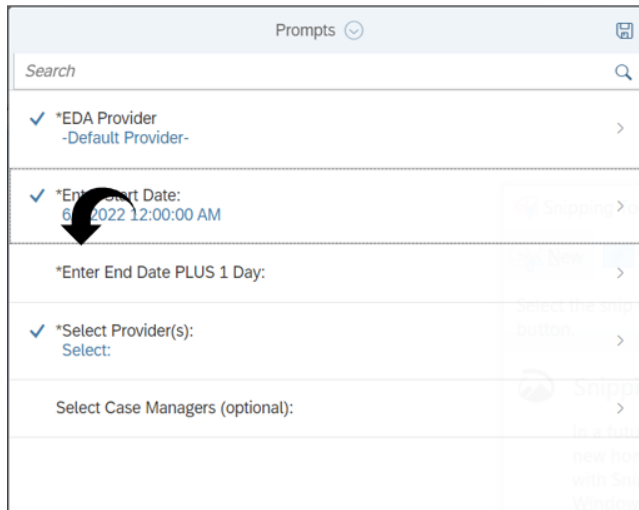
6. Skip over the EDA provider prompt and click on Enter Start Date.



7. Enter the start date for the date range you're wanting to pull data for> click ok.



8. Click on the Enter End Date Plus One day prompt.

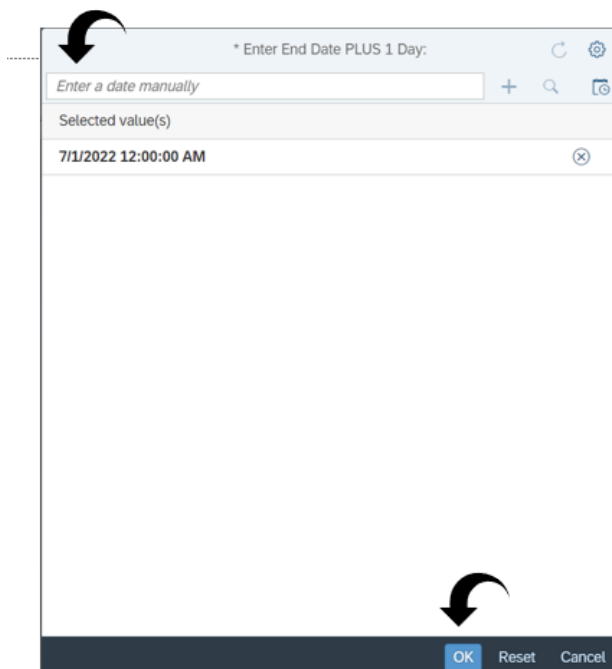


Prompts

Search

- ✓ *EDA Provider
-Default Provider-
- ✓ *Enter Start Date:
6/1/2022 12:00:00 AM
- *Enter End Date PLUS 1 Day:
- ✓ *Select Provider(s):
Select:
- Select Case Managers (optional):

9. Enter the end date plus one day for the date range you're wanting to pull data for. > Click ok.



* Enter End Date PLUS 1 Day:

Enter a date manually

Selected value(s)

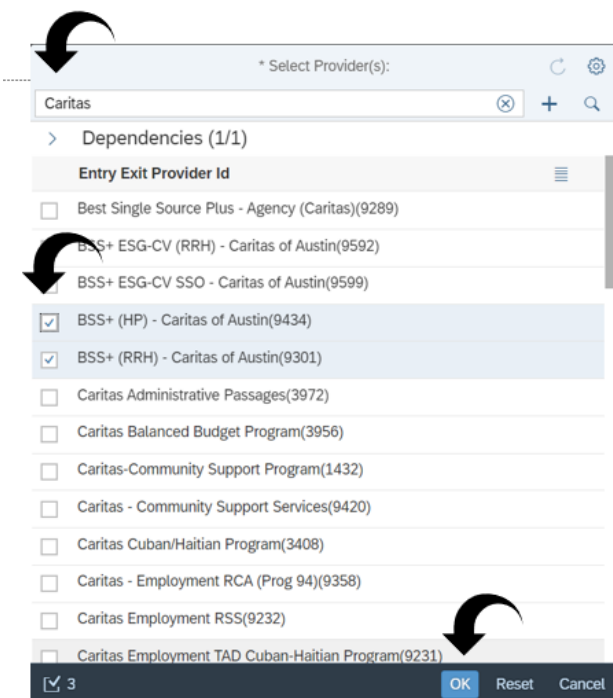
7/1/2022 12:00:00 AM

OK Reset Cancel

10. Click on the Select Providers prompt.

Prompts	
Search	🔍
✓ *EDA Provider -Default Provider-	>
✓ *Enter Start Date: 6/1/2022 12:00:00 AM	>
✓ *Enter End Date PLUS 1 Day: 7/1/2022 12:00:00 AM	>
✓ *Select Provider(s): Select:	Select button
Select Case Managers (optional):	🔄

11. Search for the providers you are wanting to pull data for > click the check mark boxes next to the providers you're pulling into the report > click ok.



* Select Provider(s):

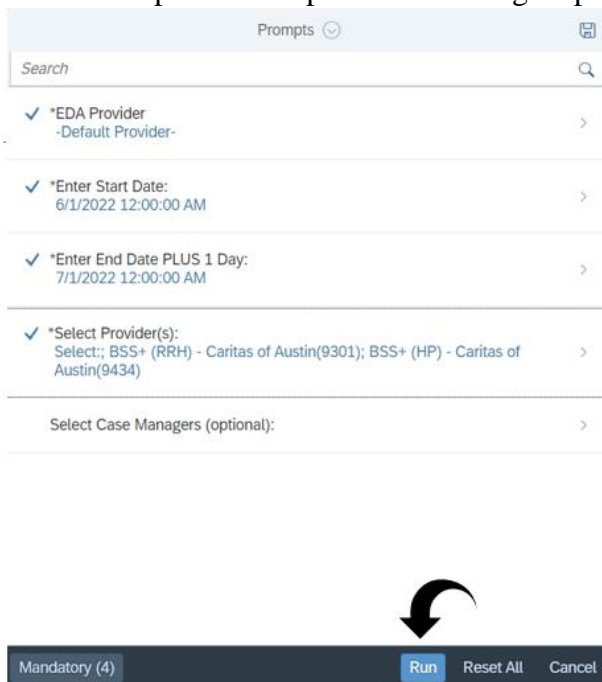
Caritas

> Dependencies (1/1)

Entry	Exit	Provider Id
<input type="checkbox"/>		Best Single Source Plus - Agency (Caritas)(9289)
<input type="checkbox"/>		BSS+ ESG-CV (RRH) - Caritas of Austin(9592)
<input type="checkbox"/>		BSS+ ESG-CV SSO - Caritas of Austin(9599)
<input checked="" type="checkbox"/>		BSS+ (HP) - Caritas of Austin(9434)
<input checked="" type="checkbox"/>		BSS+ (RRH) - Caritas of Austin(9301)
<input type="checkbox"/>		Caritas Administrative Passages(3972)
<input type="checkbox"/>		Caritas Balanced Budget Program(3956)
<input type="checkbox"/>		Caritas-Community Support Program(1432)
<input type="checkbox"/>		Caritas - Community Support Services(9420)
<input type="checkbox"/>		Caritas Cuban/Haitian Program(3408)
<input type="checkbox"/>		Caritas - Employment RCA (Prog 94)(9358)
<input type="checkbox"/>		Caritas Employment RSS(9232)
<input type="checkbox"/>		Caritas Employment TAD Cuban-Haitian Program(9231)

3 OK Reset Cancel

12. You can skip over the option case managers prompt then click run.

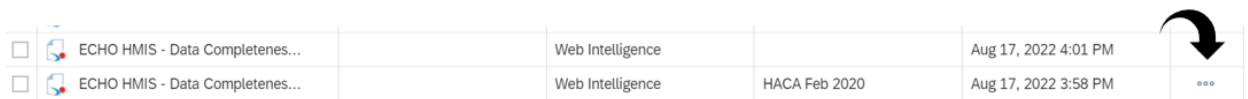





The screenshot shows a 'Prompts' dialog box with a search bar and several prompts, each with a checkmark and a right-pointing arrow:

- *EDA Provider -Default Provider-
- *Enter Start Date: 6/1/2022 12:00:00 AM
- *Enter End Date PLUS 1 Day: 7/1/2022 12:00:00 AM
- *Select Provider(s): Select; BSS+ (RRH) - Caritas of Austin(9301); BSS+ (HP) - Caritas of Austin(9434)
- Select Case Managers (optional):

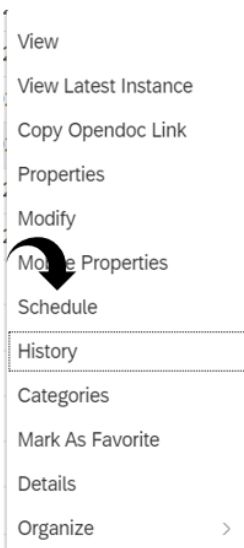
At the bottom, there is a 'Mandatory (4)' label and three buttons: 'Run' (highlighted with a curved arrow), 'Reset All', and 'Cancel'.

13. If you would like to schedule a report to run for a future date or make it reoccurring, instead of double clicking on the title of the report, click the three dots next to the report you want to run.



<input type="checkbox"/>	 ECHO HMIS - Data Completeness...		Web Intelligence		Aug 17, 2022 4:01 PM	
<input type="checkbox"/>	 ECHO HMIS - Data Completeness...		Web Intelligence	HACA Feb 2020	Aug 17, 2022 3:58 PM	...

14. Click schedule from the drop down options.



The screenshot shows a context menu with the following options:

- View
- View Latest Instance
- Copy Opendoc Link
- Properties
- Modify
- More Properties
- Schedule
- History
- Categories
- Mark As Favorite
- Details
- Organize >

The 'Schedule' option is highlighted with a curved arrow.

15. Choose recurring from the Run Report drop down and choose when you would like the report to run from the repeat dropdown.

Recurrence

Run Report:

Repeat:

On:
 S M T W T F S

Start Date:

End Date:

Allow Retries
 OFF

16. You can then enter the prompts the same way listed above by clicking the Report Features button at the top

Schedule

General Report Features

Destinations

17. Click edit prompt values and complete the prompts the same way that is detailed above> scroll down to the bottom and click schedule.

etail) - v6 [Edit Prompt Values](#)

	Constant value <input type="text"/>
	Constant value <input type="text"/>