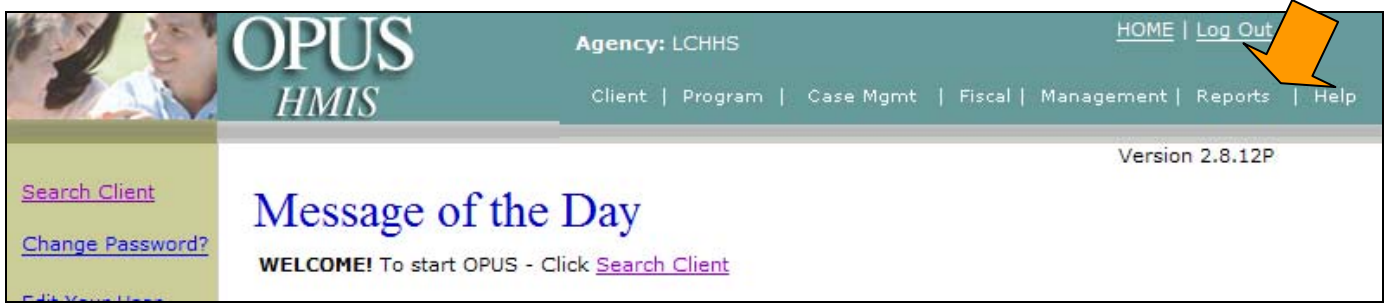
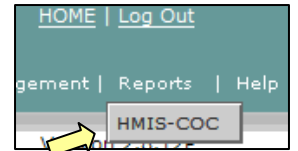


Running Reports in OPUS

- Find "Reports" in the top navigation menu



Tip: All the top navigation menu options such as #3 require that you hover over the word <Reports> then drag your mouse down to the option(s) in the box and click on **HMIS-COC**.



If the **HMIS-COC** box doesn't appear when you hover, you'll need to request permission from your OPUS System Administrator to run reports.

- OPUS has only two reports in HMIS for you to run. The APR (Annual Progress Report, also known as the Annual Performance Report) is run for Continuum of Care grants

The Client Characteristics report is run for the 6 month HSC reports.

HMIS COC Reports

Note: Click the blue diamonds  to view report definitions. The Report links take you to the individual report webpages.

- [HUD APR](#)
- [Client Characteristics](#)
- HMIS Report
- Household Intake
- Client Assessment
- APC Service Summary
- APC Housing Summary

- Example: Running the CLIENT CHARACTERISTICS Report
Click on the name of the APC (Program) in OPUS and click then **Load** button

Client Characteristics Report

Make selections, Click Submit button.
Reports provided as .pdf files. All fields marked * are required.

Select APC *

- CCS-CASE_MANAGEMENT-LAN-CM/TRANS/METRO
- CCS-CCS FD-LAN-FOOD DISTRIB
- CCS-COM SRV CTR EUG-LAN-COM SRV CTR EUG
- CCS-COM SRV CTR EUG-LAN-EUG PART. ASSIST.
- CCS-COM SRV CTR SPR-LAN-COM SRV CTR SPR
- CCS-FEMA-LAN-CCS-FEMA
- CCS-FSC-LAN-FAM SUPPORT & CONNECTIONS
- CCS-HPRP HP-LAN-HPRP HOMELESS PREVENTION
- CCS-HPRP RR-LAN-HPRP RAPID REHOUSING
- CCS-HSG SCHOLAR-LAN-HOUSING SCHOLARSHIP COC

- ❑ Select the date range. This report will generate a report of all new and continuing clients in the date range.

Client Characteristics Report

Make selections, Click Submit button.
Reports provided as .pdf files. All fields marked * are required.

Select APC *

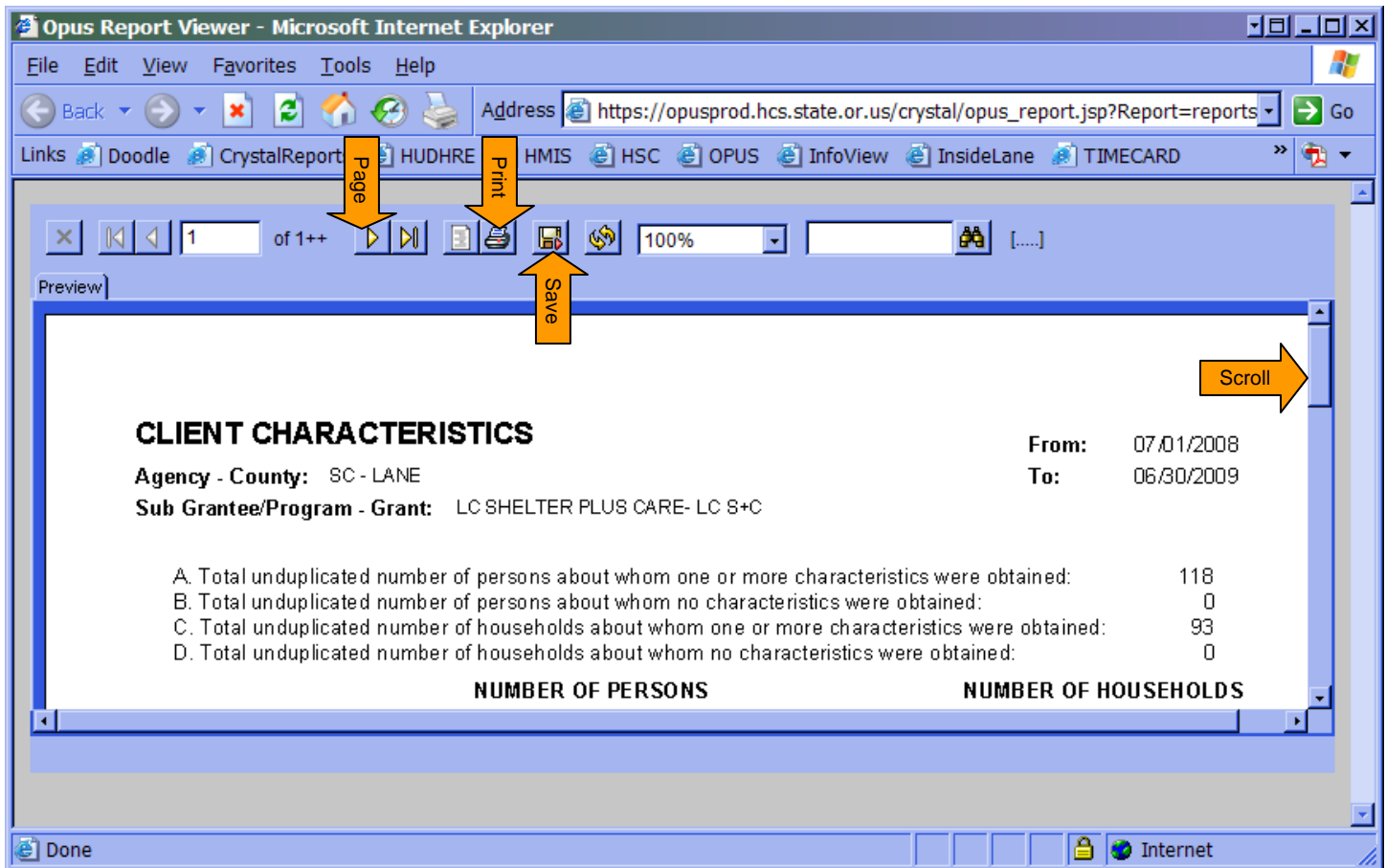
Intake Date - **From** * e.g. MMDDYYYY

Intake Date - **To** * e.g. MMDDYYYY

Note: Reports will open in a new window.

NOTICE : This report may take up to 10 minutes to run. It may appear locked or frozen. Please do not hit the refresh button on your browser as this will cause your wait time to increase.

- ❑ A new window will open to generate the report. If you do not get a report, then your system needs to be set up to do so. See the instructions for COMPUTER SETUP.



IMPORTANT TIP: To print or save the report use the icons in the window (see arrows), not the icons in your Browser.