

NOFA 2013 Don't Know/Missing Data

1. Open Menu
2. click Profile
3. Pick the program you are running report for
4. click ReportBuilders
5. Click HMIS ReportBuilder
6. put in 1/1/12 to 12/31/12 for date range
7. under Select a saved report format: find the report NOFA 2013 Don't Know/Missing Data
8. click Continue
9. the report with percentages with display

If you want to export to Excel, above the Record Count you will see a link Excel File. This will export to Excel.

Please phone Sue Palmer (845) 616-4894, Tersha Choy (518) 489-4130 x101 or Allyson Thiessen (518) 489-4130 x103 with any questions or problems pulling this report or help correcting missing data.