



# How to Complete the CSV Download for Sage Import

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HUD recently sent out the announcement about CoC APR report being submitted on the new platform of Sage instead of Esnap. This short document will walk you through the process of how to complete this task in HMIS.

- Login into HMIS
- If entering for a project other than your assigned project, you will need to Enter Data As for the project you wish to run this report for:
- Click on Reports to the left of your ServicePoint Homepage
- In the Reports Menu under Providers Report
  - Click CoC-APR
- When the Reports Option Menu appears:
  - Enter in My Provider (You MUST run the report as EDA or provider)
  - Enter you APR start date and end date (ex. 04/01/2016 to 03/31/2017)
  - Select the Entry/Exit Type (HUD)
  - Click Build Report
- Once the report is completes
  - Click the Download button
- A pop up save bar will appear
  - Click the ARROW beside Save to Save As
- Save the Compressed (zipped) Folder (CVS) file to your Desktop
  - Name it (ex. FY2016 APR)
  - Click Save
- The folder will appear on your Desktop
  - DO NOT OPEN this FOLDER!
- Proceed to the CoC APR Guidebook for Sage Report Upload.

