

ART Gallery Report 0121

User Contact Information

For SP5x/ART3x

System Administration Report

EXECUTIVE SUMMARY

This ART report is designed to assist Administrators in accessing and managing the User and Provider contact information contained in ServicePoint including User email as well as Provider addresses telephone numbers. The information is sorted and displayed in a number of different ways for easy access.

- **Tab A** ServicePoint users by provider. (Provider information included.)
- **Tab B** ServicePoint users by user access level.
- **Tab C** ServicePoint users alphabetically
- **Tab D** ART users by license type.

Reports can be can printed/saved as a PDF documents or as MS Excel documents. Inactive users (when included by user prompt) are highlighted for easy identification.

AUDIENCE:

This report has application for administrators and users at various levels.

FREQUENCY:

Monthly or as needed.

PURPOSE:

Report has multiple functions. It was designed primarily as a tool for managing user's email access information, but is also useful as a license management tool, as a tool for managing inactive users, and as means of producing a provider contact directory.

INSTRUCTIONS:

Instructions on how to retrieve, copy, run, and read this report are outlined on the following pages. Requests for additional information concerning the report function and design should be directed to Bowman Systems' staff via email (ART_Reports@BowmanSystems.com).

How to install: The original version of this report will be permanently located in a read-only “ART Gallery” folder on your ART site. This original version of the report is a template and it must be copied into another folder and mapped to your data before it can be used. Detailed instructions for installing report templates are provided in the Bowman Documentation folder on your ART site. An object mapping guide is also included at the end of this document.

How to run: Upon opening the report, the User will be prompted (see diagram 1) to specify parameters which control the data returned by the report. Once the User has provided these parameters by responding to the user prompts, a green check-mark will appear next to each field to indicate that a valid selection has been made. The User should then single-click the “Run Query” button to generate the Report. The only User Prompt in this report allows the User to specify whether to include or exclude inactive users.

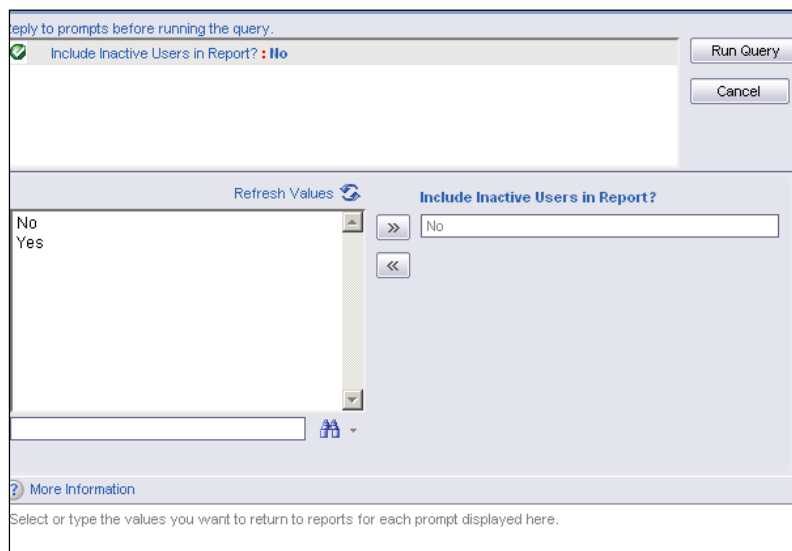


Diagram 1

- **How to read:** The report document contains 5 tabbed sub-reports which are described in detail below:

User Contact Information Report ServicePoint Contacts by Provider Report Current as of: 3/1/09		
Bidrehea Muasri Dntoor Tienn Daihurr		
Provider Mailing Address	Provider Telephone Numbers	
2632 Linneman Trees Dam Milwaukee, Wisconsin 53226	Daytime -- 712-440-9321 Demolition -- 414-257-7818 -- --	
User Names	Users Access Level	Email Address
Gary Hoffman	Agency Administrator	
Jacqueline Schroeder	Agency Administrator	
Joan Orlov	Agency Administrator	
Bowman Consulting Group		
Provider Mailing Address	Provider Telephone Numbers	
333 Texas Street Suite 200 Shreveport, Louisiana 71106	Main Desk -- (504)687-0600 Support -- 1-800-HEP-Business -- --	
User Names	Users Access Level	Email Address
Aby Burgess	System Administrator II	
Amanda Audleman	System Administrator II	aaudleman@bowmansystems.com
Bonnie Starr	System Administrator II	
Case Manager	Case Manager II	
Darrell Holloway	System Administrator II	dholloway@bowmansystems.com
Emilien	System Administrator II	
Herm Degroot	System Administrator II	
Joanna Storm	System Administrator II	jstorm@bowmansystems.com
Kristy Hudson	System Administrator II	
Levin Curtis	System Administrator II	lcourt@bowmansystems.com
Loren Hoffmann	System Administrator II	lhoffmann@bowmansystems.com
GA-Jim	System Administrator II	
Case Manager	Case Manager II	
Test User	Case Manager I	
Bowman Consulting Outcome		
Provider Mailing Address	Provider Telephone Numbers	
333 Texas Street Suite 200 Shreveport, Louisiana 71106	Loren Hoffmann -- 602-233-0020 Joanna Storm -- 318-213-8780 Amanda Audleman -- 888-680-8891 -- --	
User Names	Users Access Level	Email Address
Case Manager	Case Manager II	
Case Manager Two	Case Manager II	
tyasamin	System Administrator II	

Diagram 2

Tab A: ServicePoint Contacts by Provider (Diagram 2): This tab contains three sections:

- **Report Header:** The header contains the title of the report, and specifies the date parameter. When running the report in modify view, the report header is only visible in print/page layout mode.
- **Report Body:** The report contains three columns listing licensed ServicePoint users by user name along with their access level and email address. The report is sectioned by the ServicePoint Provider to whom the User is attached and contains the Providers name address, and telephone number(s) in the section header. Inactive users (when included in the report) are highlighted in light yellow.
- **Report Footer** The report footer contains the title of the report, the name of the sub-report, the page number, the version number, and the date/time the report was run /printed. Like the header, the footer is only visible in print mode when the report is run in modify view.

User Contact Information Report		
Email by ServicePoint Access Level		
Report Current as of: 3/1/09		
System Administrator II		
<i>User Name</i>	<i>Provider Name</i>	<i>Email Address</i>
Abby Burgess	Bowman Consulting Group	
Amahda Auderman	Bowman Consulting Group	aauderman@bowmansystems.com
BIG Employee	Bowman Systems	
Bowman Staff	Bowman Consulting Group	
Darrell Holloway	Bowman Consulting Group	dholloway@bowmansystems.com
Einstein	Bowman Consulting Group	
Hermi Degroot	Bowman Consulting Group	
Jeanne Stone	Bowman Consulting Group	jstone@bowmansystems.com
Kirby Hudson	Bowman Consulting Group	
Levin Cortin	Bowman Consulting Group	lcortin@bowmansystems.com
Loren Hoffmann	Bowman Consulting Group	lhoffman@bowmansystems.com
QA	Quality Management	
QA-Jim	Bowman Consulting Group	
sys admin	Bowman Consulting Outcomes Variation	
sysadmin	Bowman Consulting Outcome	
Volunteer		
<i>User Name</i>	<i>Provider Name</i>	<i>Email Address</i>
sonna bompus	P.E.P.L. (Mahere Arthurio Witand Delabonne), Hillcourt	

Diagram 3

Tab B: Email by ServicePoint Access Level (Diagram 3): This Tab contains the same three elements as Tab A, but displays the data sectioned by the User's Access Level rather than by provider. As with Tab A, inactive Users are highlighted.

User Contact Information Report Email for All ServicePoint Users Report Current as of: 3/1/09			
User Name	Providers Name	Users Access Level	Email Address
Tammy Lashua	Kfo Duhmsaan Baso II Naonie - Raccspst Chewahent Chitones	Case Manager II	
Taryn Simon	1 The Greater Green Bay Community Services	Case Manager II	
Tara Bourgeois	Nno Taramj hotdos, Linn	Case Manager II	
Tara Tarney	Hehokum Pescan Anetahve Twerqun Litben	Case Manager II	
Tara Tarney	Teryytem Luflic LO TOL YNI	Case Manager II	
Teresa Leopoldt	Papoo Wanoor Lt Renndi	Agency Administrator	
Terrt Goldon	Minenac, Roci at- FTT3 Einuge NAWIG	Case Manager II	
Terry Wilde	Rso Tirotan Iry, yn Pcoparoe	Case Manager II	
Test User	Bowman Consulting Group	Case Manager I	
Theresa Meyer	Tey Mynkter imaa Lertlus - Tosstl Doequr	Case Manager II	
Thomas Bremer	Che Aehreped Ustru ec Beth Reerso	Agency Administrator	
Timothy Lihemard	1 South East Family Services	Agency Administrator	
Tina Westman	Ndl Rutseneym Epea n Masacestra	Case Manager I	tina_westman@usc.salvationarmy.org
Tina Woods	Tand Cdmyn Tilycha Ohlyks Clensor (WDCBT)	Case Manager II	
Tommy Thompson	1 EFG Oak Street Housing Trail	Case Manager II	
Tom Thuecks	West Side Food Pantry	Agency Administrator	
Tory Maaden	Meadt og Huh NAWM	Agency Administrator	
Tory Stalanza	Rso Tirotan Iry, yn Pcoparoe	Case Manager II	
Tracy Jager	Te Nava Veer Clge, Eon	Agency Administrator	
Tracy Witherspoon	Lsacmr San Rate, PTH	Agency Administrator	
Trudy Stransky	Tonesaco, Tetsu Daroswh Moyesdy Oepyn	Agency Administrator	TRUDYDT@GBCGLOBAL.NET
Vera Lasco	1 South East Family Services	Agency Staff	
Vicki Holman-Bryant	Nayun Hsben - EThT Ebomh	Case Manager II	
Vicky Kell	Pds Tordaset Iosi er sta Huf Pexlan	Case Manager II	
Virginia Hesse	Tinnasth UNIH	Agency Administrator	
Virginia Ormsby	Wextbeact Wedestht Hoahndon	Agency Administrator	
Vivian Simons	Chesad Derguc	Agency Administrator	
Volunteer	Lm Nansand Alha on Hkpasotr	Case Manager I	
Volunteer 1	Pds Tordaset Iosi er sta Huf Pexlan	Case Manager II	
Wendy Engel	TORWOT Toloreae Issong	Case Manager II	
Wendy Lihemard	1 South East Family Services	Case Manager II	
Wendy Murphy	Shonmop, Fuchor, Esi	Case Manager II	WMurphy@cc.chopewa.wi.us
Yolanda Windham	DYRA Nelson os Cewete, ES,	Case Manager II	
Yoley Marsh	Hpa Niheryor Edhu ef Ifftg	Agency Administrator	
Yvonne Aranson	Neekicaco, Beter, Yeh	Executive Director	
Yvonne Cuffman	Tevueli Chosyuma Berfos - Siru	Case Manager II	
Zoe Lecher	Nno Taramj hotdos, Linn	Case Manager II	
Zoe Nylund	FFL - Lorelcao Yvosa Shostot	Agency Staff	

Diagram 4

Tab C: Email for all ServicePoint Users (Diagram 4): This Tab contains the same three elements and highlighting as Tab A & B, but sorts the complete listing alphabetically without sectioning it.

User Contact Information Report Email for Licensed ART Users Report Current as of: 3/1/09				
Licensed ART Ad-hoc Users				
User Name	Users Access Level	Email Address	SP License Provider	ART License Provider
204 Case Manager Test Amanda Audeman (1933)	Agency Administrator		1 PCA - Pike Street Emergency Lodging Program	Bowman Consulting Group
Amanda Audeman (1931)	System Administrator II	saudemam@bowmansystems.com	Bowman Consulting Group	Bowman Consulting Group
EQ Employee (1)	System Administrator II		Bowman Systems	Bowman Systems
Darrell Holloway (1844)	System Administrator II	dholloway@bowmansystems.com	Bowman Consulting Group	Bowman Consulting Group
Herm Degroot (1844)	System Administrator II		Bowman Consulting Group	Bowman Consulting Group
Jocanna Storm (1847)	System Administrator II	jstorm@bowmansystems.com	Bowman Consulting Group	Bowman Consulting Group
Irish Heston (1841)	System Administrator II		Bowman Consulting Group	Bowman Consulting Group
Levin Corbin (1842)	System Administrator II	lcorbin@bowmansystems.com	Bowman Consulting Group	Bowman Consulting Group
Loren Hoffmann (1832)	System Administrator II	lhoffmann@bowmansystems.com	Bowman Consulting Group	Bowman Consulting Group
Licensed ART Viewer Users				
User Name	Users Access Level	Email Address	SP License Provider	ART License Provider
Abby Burgess (1843)	System Administrator II		Bowman Consulting Group	Bowman Consulting Group
Brittany Touye (1397)	Case Manager II	btouye@anywhere.com	ACE Hospitality House	Bowman Consulting Group
Case Manager Two (1925)	Case Manager I		Bowman Consulting Outcome	Bowman Consulting Group
Einsteih (1834)	System Administrator II		Bowman Consulting Group	Bowman Consulting Group
GA (1852)	System Administrator II		Bowman Consulting Group	Quality Management
GA-JM (1851)	System Administrator II		Bowman Consulting Group	Bowman Consulting Group
GA-Jeter (1852)	Case Manager I		Bowman Consulting Group	Bowman Consulting Group
Test User (1842)	Case Manager I		Bowman Consulting Group	Bowman Consulting Group

Diagram 5

Tab D: Email for Licensed ART Users (Diagram 5): This Tab displays the data only for licensed ART users sectioning by ART license type (Ad hoc/ Viewer).

User Contact Information Report Additional Information Report Current as of: 3/1/09		
User Prompt Field	Values Selected	
include inactive Users in Report?	yes	
Providers Reporting Information in this Report	SP User Count	ART User Count
1 EFC Clear Street HeadOut	1	0
1 EFC Maple Street Top - HPD	1	0
1 EFC Maple Street THP - STABLE	1	0
1 EFC Maple Street Transitional Housing Program	1	0
1 EFC Oak Street Housing	3	0
1 EFC Oak Street Housing Trail	1	0
1 EFC Pine Street Men's Crisis Center	3	0
1 Evergreen Forest Community	4	0
1 FCA - Pine Street Emergency Lodging Program	1	0
1 Oak Home Shelter	3	0
1 South East Family Services	6	0
1 The Greater Green Bay Community Services	8	0
1 The Greater Green Bay Social Services Program	6	0
1 Western-State Community Action Agency	4	0
Ark Hospitality House	1	0
ADCA en Réseau	3	0
Allen Gardens Community Program	12	0
Bahá'ed-dín Muzur On'loron Frome Dabbur	3	0
Bowman Consulting Group	14	16
Bowman Consulting Outcome	3	0
Bowman Consulting Outcomes Variation	2	0
Bowman Systems	1	1
CCO/Naarjyn Niye	4	0
Chinab Dergis	2	0
Ché Nephreth Ushu ec Delh Reeso	1	0
Christelisse Tarija Helesabum	1	0
Ché Onkolodur von 'le T'ruvet'ruer 'i' Releso Soperono	1	0
Ché Sashine Harlas Devosth	1	0
Deimon 'i' Sast Muvuhaharal' Ruwala 'T'asayr' (Olean Sgion)	1	0
Ché Hattesech Yulu as Kurja 'T'ar	2	0
Ché Hita Aesh Cactu-Toppa's Lame - Stophel'esseel' Hiesond Myrthen	3	0
Durum Rubabono Hittan	1	0
Cyria Naxos 'el' C'ashep' Ell	2	0
East Side Social Services Community	3	0
ELN'U 'T'hu' Ueshe - E'ntrop'essu' ene H'asessu'	3	0
ENSE C'oh' S'asace - Stophel'esseel' T'ec'as' Soper	2	0
ESCA 'i' H'ibe H'asety	1	0
F'at' V'asav	1	0
F'F' - L'as'esse' V'yo'da S'istrot	6	0
F'at' T'op'us'esse' 'i'ns 'i' D'el'as'ade	4	0
F'at' L'ep'is'it'el' C'as'et' C'ol'op	1	0
G'ha H'as'ess'esse' A'as' 'en' H'as'esseer	2	0
G'ion'es'as'ion' T'ras'it'it	1	0
G'ha T'eme's'esse' 'i' H'os'at' Faculty 'or' Th'ese' H'el	8	0

Diagram 6

Tab E: Additional Information (Diagram 6): This tab is provided as a reference to the User running the report and lists the parameters specified in the user prompts, as well as the total ServicePoint User counts and ART license User counts broken down by the providers to which they are attached.

TECHNICAL NOTES:

1. It should be noted that the yellow highlighting in Tab D indicates an inactive ServicePoint license not an inactive ART license. (ART licenses cannot be “inactive”).
2. It should be noted that Tab D prints in landscape layout while the other reports print in portrait layout.

REPORT MODIFICATION

Users with ad-hoc ART licenses may wish to modify/customize this report to better suit their needs and purposes. When modifying an Art Gallery report such as this one, the user will need to make a copy of the original report into a different folder. This copy can be created either by using the “save as” feature or by clicking on the “organize” icon in folder view.

NOTE: The original un-modified version of this report is a template and is retained in ART Gallery Templates folder structure. These template folders are read-only and any reports must be copied to a location in the user’s site (Favorites or Public Folders) then mapped to the site’s data.

MODIFICATION OPTONS

Administrators at the Agency or CoC levels may wish to add filters to limit the data to particular sub-set of providers with which they are concerned. This can be easily accomplished by the addition of an "in-list" type query filter or report filter

MAPPING OBJECTS:

A listing of the report objects and their source universe and source folder is provided below. Objects are arranged by query and by object type.

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Query Name: **SP Users**

Universe: **provider_u (Provider Universe)**

Result Objects:

- Users Uid from Users folder
- Users Access Level from Users folder
- Users Name from Users folder
- Users Pageload Expiration from Users folder
- Providers Name from Providers folder
- Users Email from Users folder
- Providers Telephone Descrip1 from Providers folder
- Providers Telephone No1 from Providers folder
- Providers Telephone Descrip2 from Providers folder
- Providers Telephone No2 from Providers folder
- Providers Telephone Descrip3 from Providers folder
- Providers Telephone No3 from Providers folder
- Providers Telephone Descrip4 from Providers folder
- Providers Telephone No4 from Providers folder
- Mailing Address Mailing Address1 from Providers / Mailing Address folder
- Mailing Address Mailing Address2 from Providers / Mailing Address folder
- Mailing Address Mailing City from Providers / Mailing Address folder
- Mailing Address Mailing State from Providers / Mailing Address folder
- Mailing Address Mailing Zip from Providers / Mailing Address folder
- Users User Merge Id from Users folder
- Users Inactive from Users folder
- Users Consecutive Bad Login from Users folder

Filter Objects:

- Providers Inactive from Providers folder
- Users Inactive from Users folder

=====

Query Name: **ART Users**

Universe: **provider_u (Provider Universe)**

Result Objects:

- License Allocation Uid from Providers / ART Licenses / License Allocation folder
- License Allocation User from Providers / ART Licenses / License Allocation folder
- License Allocation Inactive from Providers / ART Licenses / License Allocation folder
- Providers Name from Providers folder
- ART Licenses License Type from Providers / ART Licenses folder

Filter Objects:

- ART Licenses Inactive from Providers / ART Licenses folder

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#0121 Revision History

Version	Description of Changes
V09.10.21	Original version BETA
V11.02.09	Revision : to correct a minor issue involving proper reporting of users logging in between midnight and the overnight universe refresh
V11.04.13	Revision: to correct conversion related formatting issue and map to ART universe
V11.06.28	Revision: to correct SP version compatibility issue related to the "user deleted" field