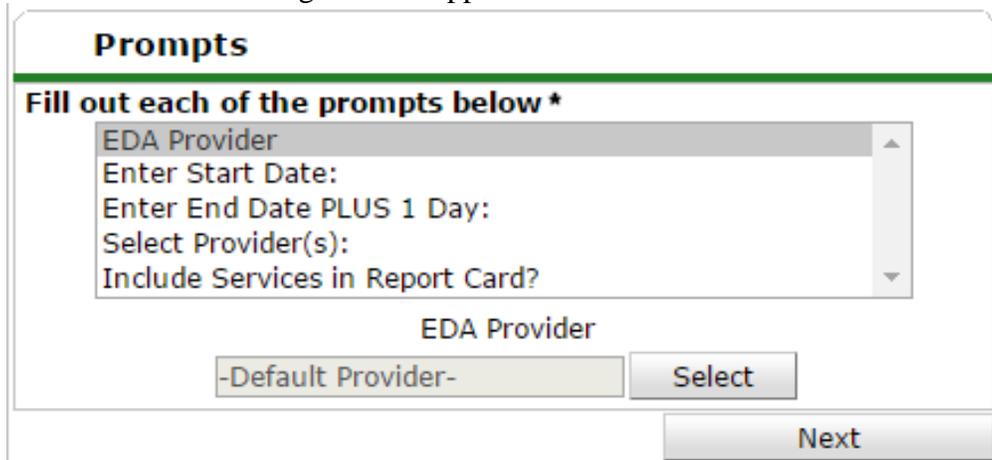


Scheduling ART Reports to Run Automatically

Login to ServicePoint and do the following:

1. Click on the “Connect to ART” from the upper right hand corner of your screen.
2. Click on the arrow next to the appropriate folder to access the report that you want.
3. Click the “Schedule” link to the far right of the report that you would like to schedule. The following window appears.



The screenshot shows a window titled "Prompts" with a green header bar. Below the header, it says "Fill out each of the prompts below *". There is a list of prompts: "EDA Provider", "Enter Start Date:", "Enter End Date PLUS 1 Day:", "Select Provider(s):", and "Include Services in Report Card?". Below the list, there is a text input field containing "EDA Provider", a dropdown menu with "-Default Provider-" selected, and a "Select" button. At the bottom right of the window is a "Next" button.

4. Click “EDA provider” then click “Select”. Choose a provider and click on Submit.
5. Click “Enter Start Date” and select a date.
6. Click “End Date Plus 1 day” and select a date.
7. Click “Select Providers” then click “Select”. Choose the provider(s) you wish to include. Click the symbol  next to “none selected” to remove this group. Then click “Submit”.
8. After completing the rest of the prompts, click on Next. The following window is displayed.

Schedule

Name *

Report Format *

Users Inbox *

Interval *

Start Date * / / :

End Date * / / :

9. The name of the report appears in the “Name” field. If you would like to change the name, you can type the name in the “Name” box (you may want to add the program name and the date range for the report).
10. For the report format, choose PDF or Excel.
11. Select the interval to determine how often the report should be generated.
12. Select the start date and end date for running the report.
13. Click on Send to Inbox.
14. Scrolling down on the screen that displays, you will see your “Scheduled Reports” inbox at the bottom. Reports that have recently been scheduled may appear as “running” under status.

Scheduled Reports						
	Name	Interval	Start Date	End Date	Type	Status
	Provider Pages Report	Once	2015-10-07 11:32	2015-10-07 14:32	Excel	Complete
	0631 - Reporting Groups Test HUD CoC APR Detail - v23	Once	2015-10-27 08:51	2015-10-27 11:51	Excel	Complete
	Advantage 0252 - Data Completeness Report Card (EE) - v13	Once	2015-11-04 15:11	2015-11-04 18:11	Excel	Complete

15. Once a report shows “Complete” as its status, click the magnifying glass next to the report you wish to view/ save/ print.
16. Wait for the “File Download” dialog box to appear. (takes a minute or two.)
17. Now you have a choice as whether to “open” the document (and then print it) or to “save” the document to your computer under a name and location that you specify.

TIP: If the “File Download” dialog box fails to appear (in step 16), this is most likely due to a pop-up blocker. You can temporarily disable you pop-up blocker by holding down the control key.