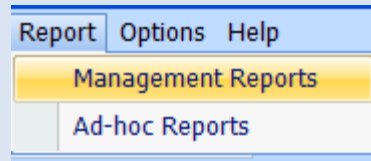


# Management Reports



## 1 Access Management Reports

1. Login to Safe Harbors
2. To access Management Reports in Safe Harbors navigate to Report: Management Reports on the menu bar.



## 2 Select Report

Select desired report from list

 04.ClientDemoProfile_Details	All	04.ClientDemoProfile_Details	8/1/2008 12:00:00 AM	<input type="checkbox"/>
 04.ClientDemoProfile_KingSeattleUnited	All	04.ClientDemoProfile_KingSeattleUnited	8/1/2008 12:00:00 AM	<input type="checkbox"/>

### 3 Enter Report Parameters

Select reporting parameters from given options.

Fill out AMI State (WA) and AMI County(King).

Click on the View Report button to generate report.

[View Report](#)

Report results of will be displayed.

Name	FamilyID	Activity MinStartDate	Family MinStartDate	FamilyType	Relation Status	IncomeLevel	Gender	Age	Race	Disabled	Ethnicity	Veteran	HomeLess (2126_1)	2124_1	2125_1	Chronically Homeless (2705_1)	Refugee Immigrant Pr
Adena Candi	3018352	1/26/2008	1/26/2008	Single Parent	Child	Unknown	Female	12	multi-race	No	Non-Hispanic	No					
Adama Steven	3047198	4/2/2008	4/2/2008	Adults No Children		Unknown	Male	59	multi-race	No	Non-Hispanic	Yes	Literally homeless			Yes	

Total clients: 2

# 4 Export Report

Reports can be exported in a variety of formats that include Excel and Adobe Acrobat file formats.

Run Report.

Agency: Seattle Training Agency Contract Number: UWKC\_001 View Report

Contract Year: 2008 AMI State: WA

AMI County: KING

100% Find | Next Select a format Export

**04.ClientDemoProfile\_Details**  
4/21/2010 9:41:26 AM

Name	FamilyID	Activity MinStartDate	Family MinStartDate	FamilyType	Relation Status	IncomeLevel	Gender	Age	Race	Disabled	Ethnicity	Veteran	HomeLess (2126_1)	2124_1	2125_1	Chronically Homeless (2705_1)	Refugee Immigrant
Adena Candi	3018352	1/26/2008	1/26/2008	Single Parent	Child	Unknown	Female	12	multi-race	No	Non-Hispanic	No					
Adams Steven	3047196	4/2/2008	4/2/2008	Adults No Children		Unknown	Male	59	multi-race	No	Non-Hispanic	Yes	Literally homeless			Yes	

Total clients: 2

Click on the Select a format drop-down menu and click Export.

Excel Export

Open, Save, or cancel request.

**File Download**

Do you want to open or save this file?

Name: 04.ClientDemoProfile\_Details.xls  
Type: Microsoft Office Excel 97-2003 Worksheet  
From: engineuity23.esserver.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)