

Testing the CAPER in Sage

The Data Center at NCCEH

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North Carolina Coalition to End Homelessness

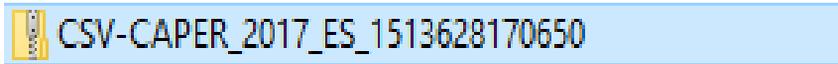
securing resources

encouraging public dialogue

advocating for public policy change

1. Run the 2017 CAPER in NC HMIS (or your comparable database). Review the report for data quality issues and make corrections as needed.

2. Download the 2017 CAPER CSV file to your computer.



3. Upload the CAPER (CSV file) to Sage’s testing feature. Click the link to generate a paper report.

A screenshot of a purple login form. It has a "Log in:" heading, a "User Name (email address)" input field, a "Password" input field, and a "Go" button. There is also a "Forgot my password" link.A screenshot of a "New User?" section. It includes a "Create an account" link and a "Test run a report" link, which is highlighted with a red rectangular border. Below the link is the text "Upload a CSV-APR or CSV-CAPER to generate a paper report".

4. Select the CSV CAPER 2017, choose the CSV File, click box if not a robot, click “Upload and Test”.

Please select a report that you wish to test from the dropdown list below:

A screenshot of a dropdown menu with "CSV-CAPER 2017" selected. A black arrow points to the dropdown.A screenshot of a file selection box. It shows "Choose File" and the filename "CSV-CAPER_2017_ES_1513628170650.zip". A black arrow points to the box.A screenshot of a reCAPTCHA "I'm not a robot" box. It has a green checkmark and the reCAPTCHA logo. A black arrow points to the box.A screenshot of a green "Upload and Test" button. A black arrow points to the button.

5. Click “Create Report” if the information in the validation tables are accurate.

Results

✓ The upload has passed all validations.
Review the Project Identifiers and Report Validations, then click 'Create Report'.



6. Click on “VIEW THIS REPORT” to move to next step

Results

✓ This CAPER 2017 is now ready for printing.

→ [VIEW THIS REPORT](#)

7. On your keyboard, hold the Ctrl and P keys to open the print screen function. Change destination to PDF.

