

Testing the CAPER in Sage

The Data Center at NCCEH

December 2017



North Carolina Coalition to End Homelessness

securing resources

encouraging public dialogue

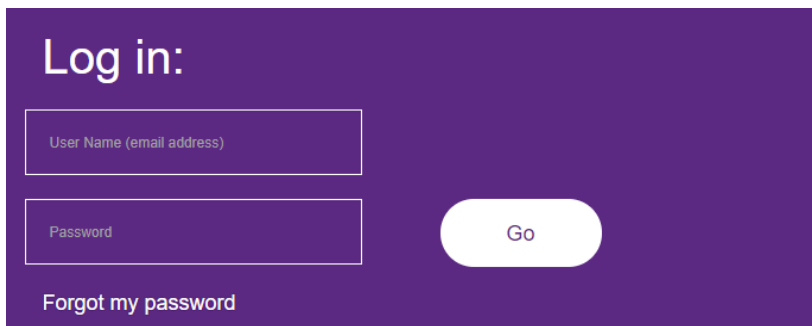
advocating for public policy change

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.

 CSV-CAPER_2017_ES_1513628170650

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



Log in:

User Name (email address)

Password

Go

[Forgot my password](#)

New User?

[Create an account](#)

Test run a report

Upload a CSV-APR or CSV-CAPER to generate a paper report

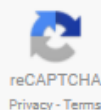
4. Select the CSV CAPER 2017, choose the CSV File, click box if not a robot, click “Upload and Test”.

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

CSV-CAPER 2017 ▼

Choose File CSV-CAPER_2017_ES_1513628170650.zip

✓ I'm not a robot



Upload and Test

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'.

Cancel

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.

Select a destination



Showing destinations for

jasmin@ncceh.org

Search destinations

Recent Destinations



Save as PDF



KONICA MINOLTA C658SeriesPCL