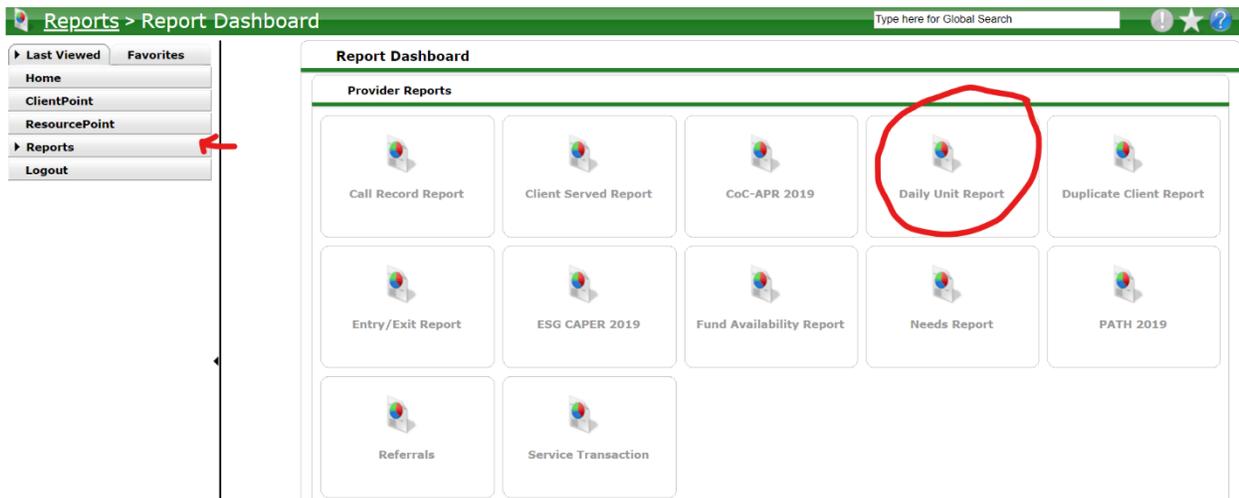


Daily Unit Report for ShelterPoint Bedlists

1. Select the Enter Data As mode for the project with the bedlist
2. Go to the Reports Dashboard on the left-hand side
3. Find the Daily Unit Report



4. Complete the Prompts
 - a. Provider: select project in EDA mode (should already be there)
 - b. Start: Date for Shelter Night
 - c. End: Date for Shelter Night
 - d. Filter: All
 - e. Sort By: Level 2 (Room)
5. Click Build Report

Report Options				
Provider *	Urban Ministries of Durham - Durham County - Singles Emergency Shelter - ES - Private (5838)	<input type="button" value="Search"/>	<input type="button" value="My Provider"/>	<input type="button" value="Clear"/>
Start Date *	11 / 27 / 2019			
End Date *	11 / 27 / 2019			
CheckIn/Checkout Filter	All			
Sort By	Level 2			
		<input type="button" value="Build Report"/>	<input type="button" value="Clear"/>	<input type="button" value="Print"/>

Now you have the list of all clients in the ShelterPoint Beds!