



How to run a CAPER Report

18 Steps [View on Tango](#)

Created by

Homeless Coalition

Creation Date

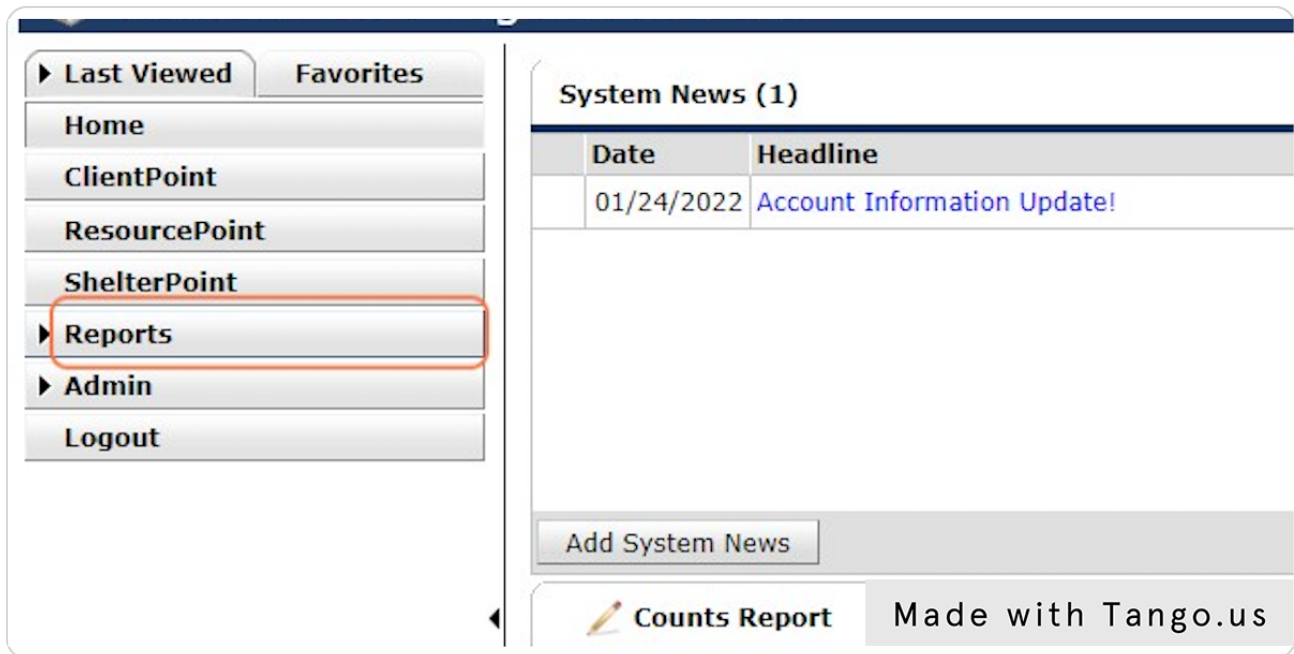
April 29, 2022

Last Updated

April 29, 2022

STEP 1

Click on Reports tab

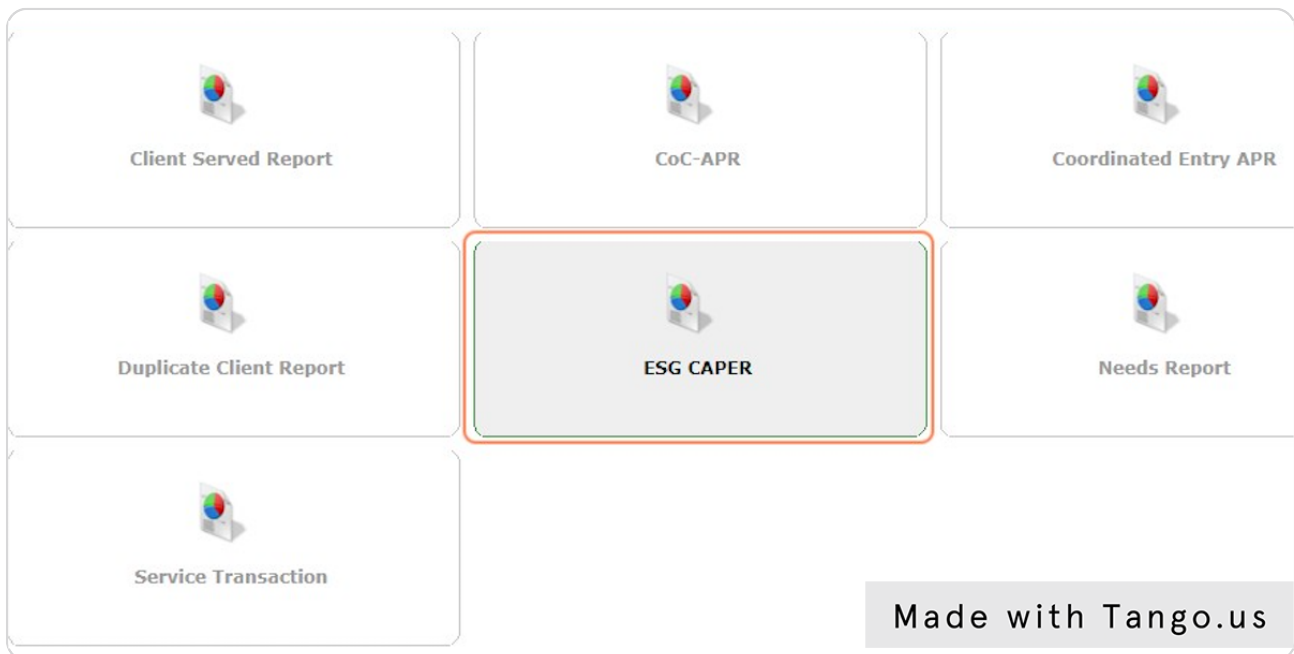


The screenshot shows a web application interface. On the left, there is a sidebar with a 'Last Viewed' tab and a 'Favorites' tab. Below these tabs are several menu items: 'Home', 'ClientPoint', 'ResourcePoint', 'ShelterPoint', 'Reports' (which is highlighted with an orange border), 'Admin', and 'Logout'. To the right of the sidebar, there is a 'System News (1)' section with a table containing one row: '01/24/2022' and 'Account Information Update!'. Below the table is an 'Add System News' button. At the bottom of the sidebar, there is a 'Counts Report' link with a pencil icon. The footer of the sidebar area says 'Made with Tango.us'.

Date	Headline
01/24/2022	Account Information Update!

STEP 2





Click on ESG CAPER



The screenshot shows a web application interface with a grid of report options. Each option is represented by a small icon of a document with a colorful circle and a text label. The options are: 'Client Served Report', 'CoC-APR', 'Coordinated Entry APR', 'Duplicate Client Report', 'ESG CAPER' (which is highlighted with an orange border), 'Needs Report', and 'Service Transaction'. The footer of the grid area says 'Made with Tango.us'.

STEP 3





Type the name of the report (optional)

Report Options	
Name	<input type="text" value="Report Name Goes Here"/>
Description	<input type="text"/>
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider*	MOSBE (2084) <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/> <input type="radio"/> This provider AND its subordinates <input type="radio"/> This provider ONLY
Program Date Range*	<input type="text"/> / <input type="text"/> / <input type="text"/>   to <input type="text"/> / <input type="text"/> / <input type="text"/>  
Entry/Exit Types*	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> RHY
<input type="button" value="Build Report"/> <input type="button" value="Download"/> <input type="button" value="Clear"/>	

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STEP 4







Type a description for the report (optional)

Report Options	
Name	<input type="text" value="Report Name Goes Here"/>
Description	<input type="text" value="Report Description Goes Here"/>
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider*	MOSBE (2084) <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/> <input type="radio"/> This provider AND its subordinates <input type="radio"/> This provider ONLY
Program Date Range*	<input type="text"/> / <input type="text"/> / <input type="text"/>   to <input type="text"/> / <input type="text"/> / <input type="text"/>  
Entry/Exit Types*	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> RHY
<input type="button" value="Build Report"/> <input type="button" value="Download"/> <input type="button" value="Clear"/>	

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STEP 5







Select "Provider" for a single project

Report Options	
Name	Report Name Goes Here
Description	Report Description Goes Here
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider*	MOSBE (2084) <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/> <input type="radio"/> This provider AND its subordinates <input type="radio"/> This provider ONLY
Program Date Range*	<input type="text"/> / <input type="text"/> / <input type="text"/>    to <input type="text"/> / <input type="text"/> / <input type="text"/>   
Entry/Exit Types*	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/>
<input type="button" value="Build Report"/> <input type="button" value="Download"/> <input type="button" value="Clear"/>	

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STEP 6







Select "Reporting Group" for a group of projects

Report Options	
Name	Report Name Goes Here
Description	Report Description Goes Here
Provider Type	<input type="radio"/> Provider <input checked="" type="radio"/> Reporting Group
Reporting Group*	Please choose a reporting group. <input type="button" value="Search"/> <input type="button" value="Clear"/>
Program Date Range*	<input type="text"/> / <input type="text"/> / <input type="text"/>    to <input type="text"/> / <input type="text"/> / <input type="text"/>   
Entry/Exit Types*	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/>
<input type="button" value="Build Report"/> <input type="button" value="Download"/> <input type="button" value="Clear"/>	

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STEP 7

Click on Search

	Report Name Goes Here
	Report Description Goes Here
pe	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
	MOSBE (2084) Search My Provider Clear
	<input type="radio"/> This provider AND its subordinates <input type="radio"/> This provider ONLY
Date Range *	<input type="text"/> / <input type="text"/> / <input type="text"/>    to <input type="text"/> / <input type="text"/> / <input type="text"/>   
Types *	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> RHY <input type="checkbox"/> Standard
ort	Download Clear

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STEP 8

Enter the "Project Name" in the search bar to find the project

Provider Search	
Search for Providers by using keywords from the Provider Name or Description.	
Search	<input type="text" value="Project Name Goes Here"/> Show Advanced Options
Search	Clear
Provider Number	
Enter or scan a Provider ID number to search for that Provider.	
Provider ID #	<input type="text"/> Submit
Provider Search Results	

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STEP 9

Click on Search

Provider Search

Provider Search

Search for Providers by using keywords from the Provider Name or Description.

Search

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #

Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Provider										Level					Phone

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STEP 10

Enter the Provider ID# (as an alternative)

Provider Search

Provider Search

Search for Providers by using keywords from the Provider Name or Description.

Search

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #

Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
	Provider										Level						Phone									

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No match

STEP 11

Click on Submit

Provider Search

Search for Providers by using keywords from the Provider Name or Description.

Search Show Advanced Options

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #

Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
	Provider											Level					Phone										

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STEP 12

Click the green plus icon to select the project

Provider Search

Search for Providers by using keywords from the Provider Name or Description.



Search Show Advanced Options

Provider Number

Enter or scan a Provider ID number to search for that Provider.

Provider ID #







Provider Search Results

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
	Provider											Level					Phone										
		Test Program (PRK) CHSP Use Only (3724)										Level 3					(831) 883-3080										
Showing 1-1 of 1																											
<input type="button" value="Exit"/>																											

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STEP 13







Enter the Starting Date for the report

Report Options	
Name	Report Name Goes Here
Description	Report Description Goes Here
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider *	Test Program (PRK) CHSP Use Only (3724) <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/> <input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY
Program Date Range *	10 / 01 / 202    to <input type="text"/> / <input type="text"/> / <input type="text"/>   
Entry/Exit Types *	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> RH
<input type="button" value="Build Report"/> <input type="button" value="Download"/> <input type="button" value="Clear"/>	

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STEP 14

Enter the End Date for the report

Report Options	
Name	Report Name Goes Here
Description	Report Description Goes Here
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider *	Test Program (PRK) CHSP Use Only (3724) <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/> <input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY
Program Date Range *	10 / 01 / 2021    to 04 / 29 / 2022   
Entry/Exit Types *	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> RH
<input type="button" value="Build Report"/> <input type="button" value="Download"/> <input type="button" value="Clear"/>	

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STEP 15

Check HUD for project type (use HUD as the default if you do not know the funding)

Name	Report Name Goes Here		
Description	Report Description Goes Here		
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group		
Provider *	Test Program (PRK) CHSP Use Only (3724) <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/>		
	<input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY		
Program Date Range *	10 / 01 / 2021 to 04 / 29 / 2022		
Entry/Exit Types *	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input checked="" type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/>		
<input type="button" value="Build Report"/>		<input type="button" value="Download"/>	<input type="button" value="Clear"/>

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


STEP 16

Click on Build Report

Description	Report Description Goes Here		
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group		
Provider *	Test Program (PRK) CHSP Use Only (3724) <input type="button" value="Search"/> <input type="button" value="My Provid"/>		
	<input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provide		
Program Date Range *	10 / 01 / 2021 to 04 / 29 / 2022		
Entry/Exit Types *	<input type="checkbox"/> Basic <input type="checkbox"/> Basic Center Program Entry/Exit <input checked="" type="checkbox"/> HUD		
<input type="button" value="Build Report"/>		<input type="button" value="Download"/>	<input type="button" value="Clea~"/>

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Click on Refresh

Report Run History			
	Report ID	Date Ran (Run-time)	Report Type
	51649	04/29/2022 03:27:38 PM (0.00 mins)	EsgCaper
	51646	04/29/2022 11:35:21 AM (0.03 mins)	EsgCaper
	51645	04/29/2022 11:33:57 AM (0.04 mins)	EsgCaper
	51638	04/28/2022 05:12:28 PM (0.71 mins)	EsgCaper
	51636	04/28/2022 03:39:25 PM (0.04 mins)	EsgCaper
<div>Refresh</div>			
Report Options			
Name	Report Name Goes Here		
Description	Report Description Goes Here		

STEP 18

Click on magnifier to view report

Report Run History			
	Report ID	Date Ran (Run-time)	Report
	51649	04/29/2022 03:27:38 PM (0.04 mins)	EsgCapo
	51646	04/29/2022 11:35:21 AM (0.03 mins)	EsgCapo
	51645	04/29/2022 11:33:57 AM (0.04 mins)	EsgCapo
	51638	04/28/2022 05:12:28 PM (0.71 mins)	EsgCapo
	51636	04/28/2022 03:39:25 PM (0.04 mins)	EsgCapo

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