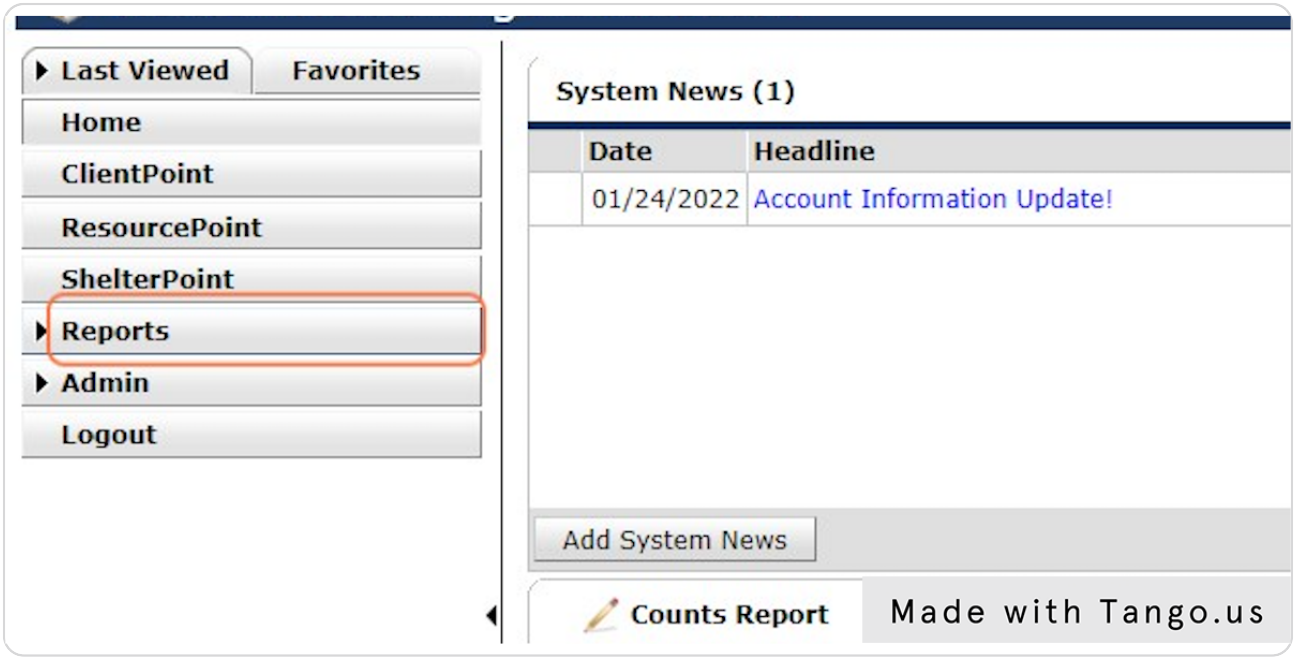
How to run a CAPER Report

18 Steps View on Tango

Created by	Creation Date	Last Updated
Homeless Coalition	April 29, 2022	April 29, 2022

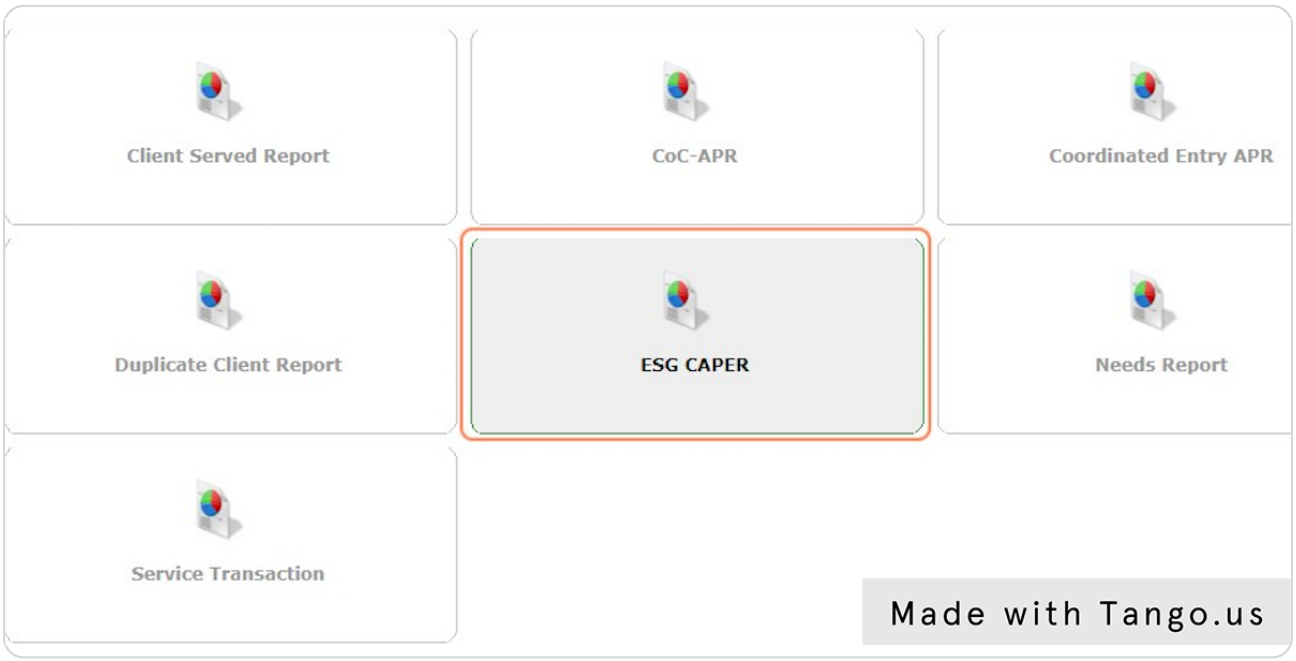
STEP 1

Click on Reports tab



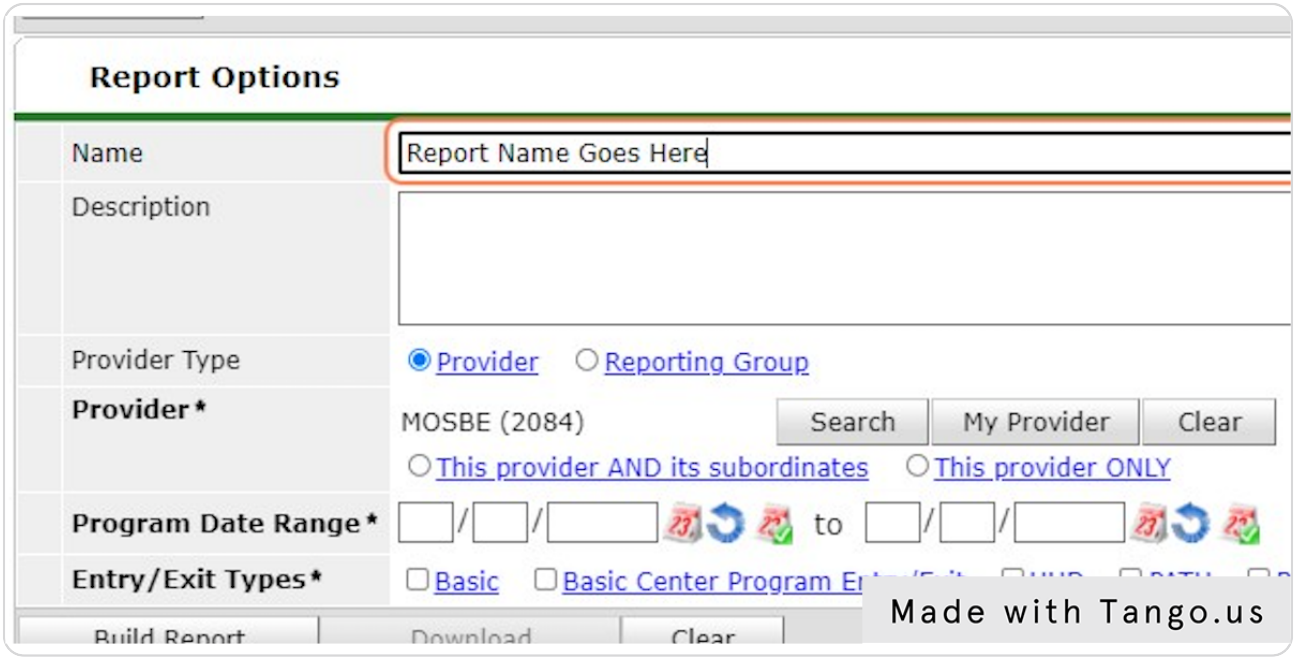
STEP 2

Click on ESG CAPER



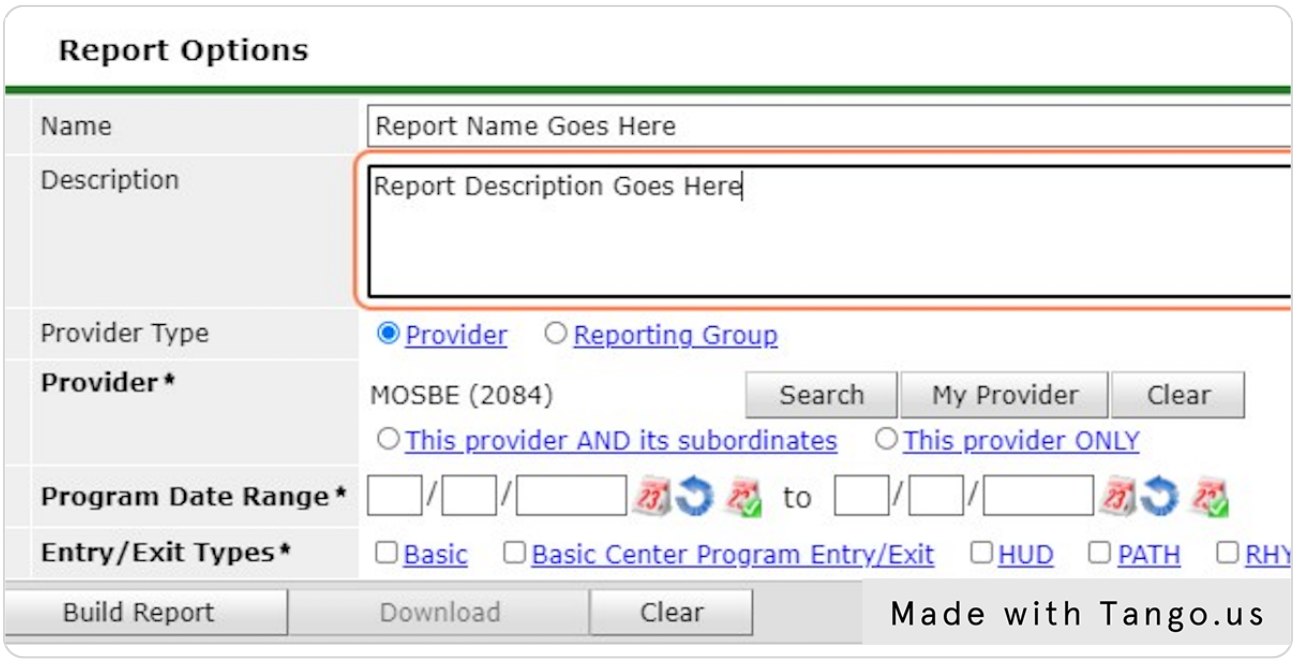
STEP 3

Type the name of the report (optional)



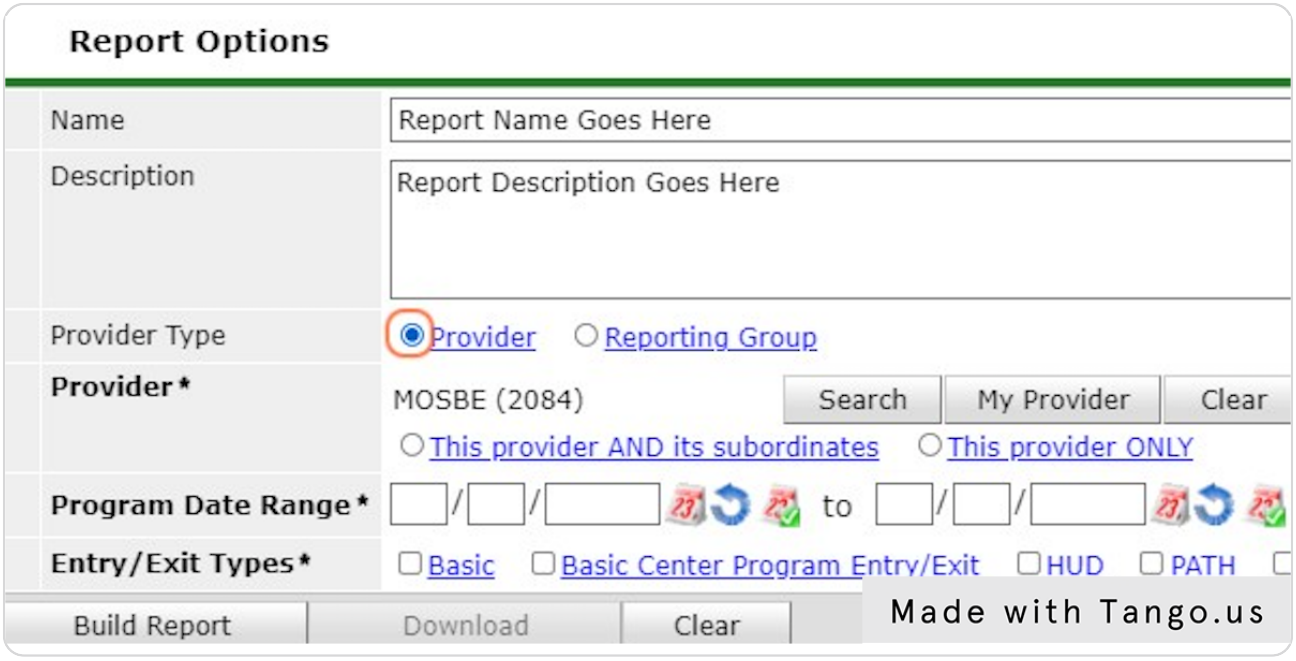
STEP 4

Type a description for the report (optional)



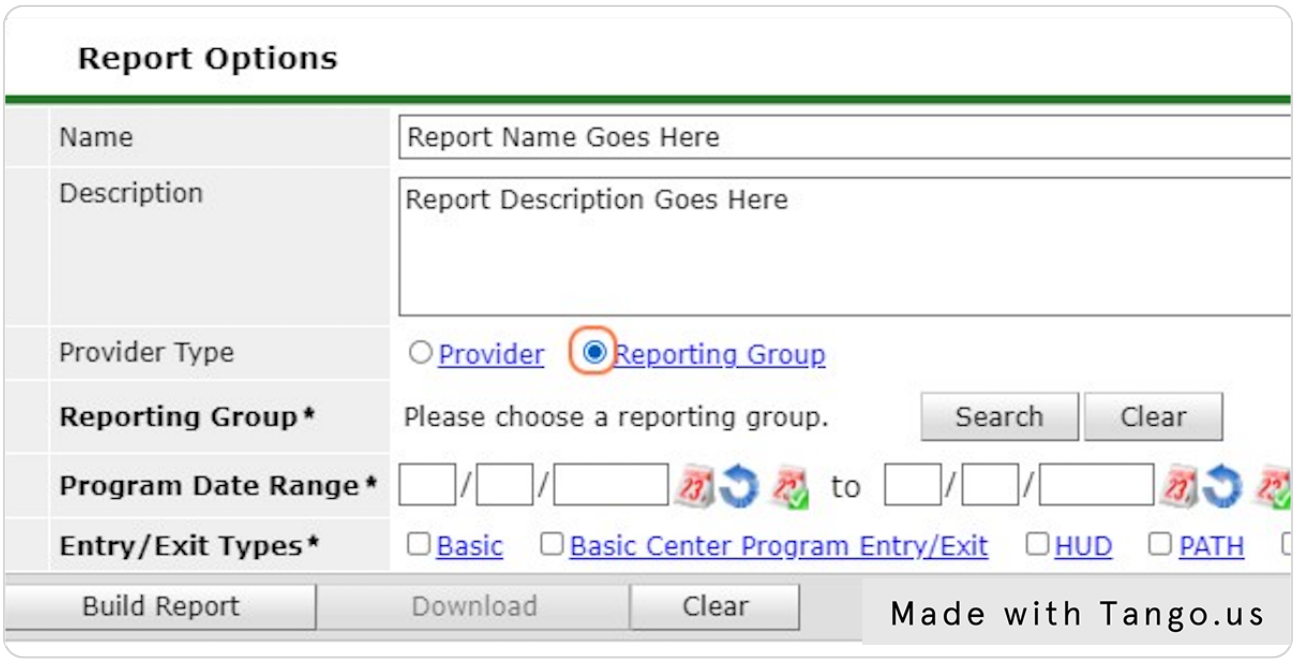
STEP 5

Select "Provider" for a single project



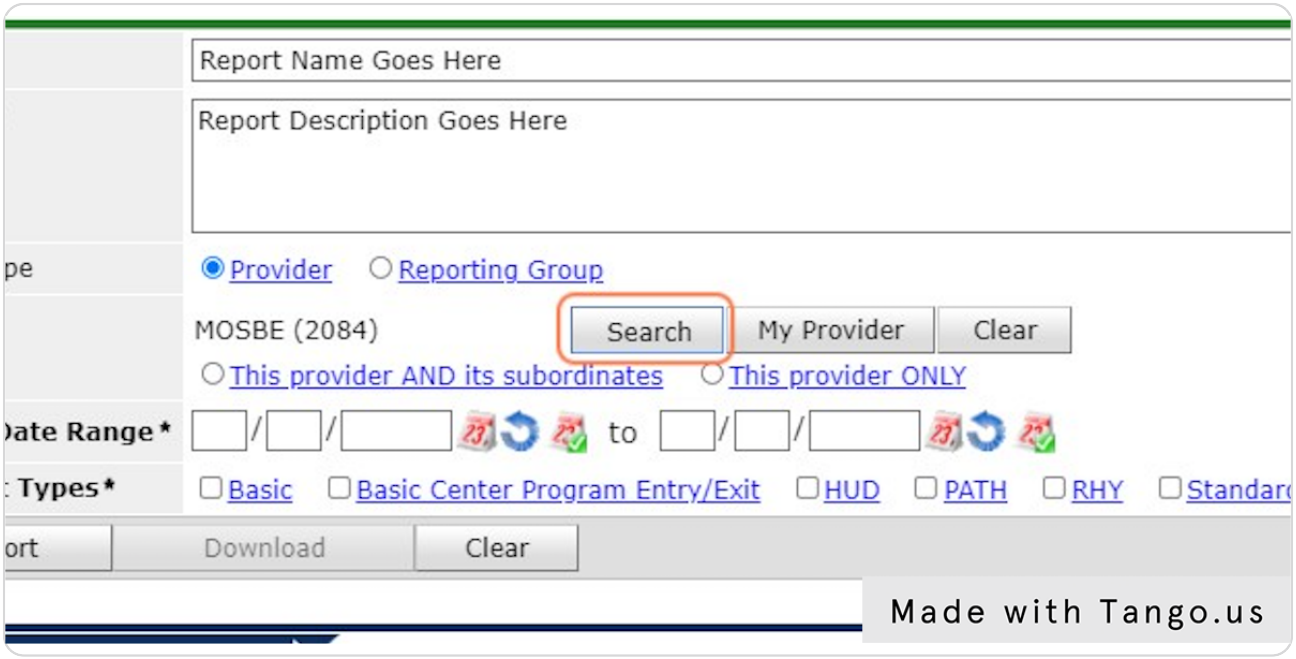
STEP 6

Select "Reporting Group" for a group of projects



STEP 7

Click on Search

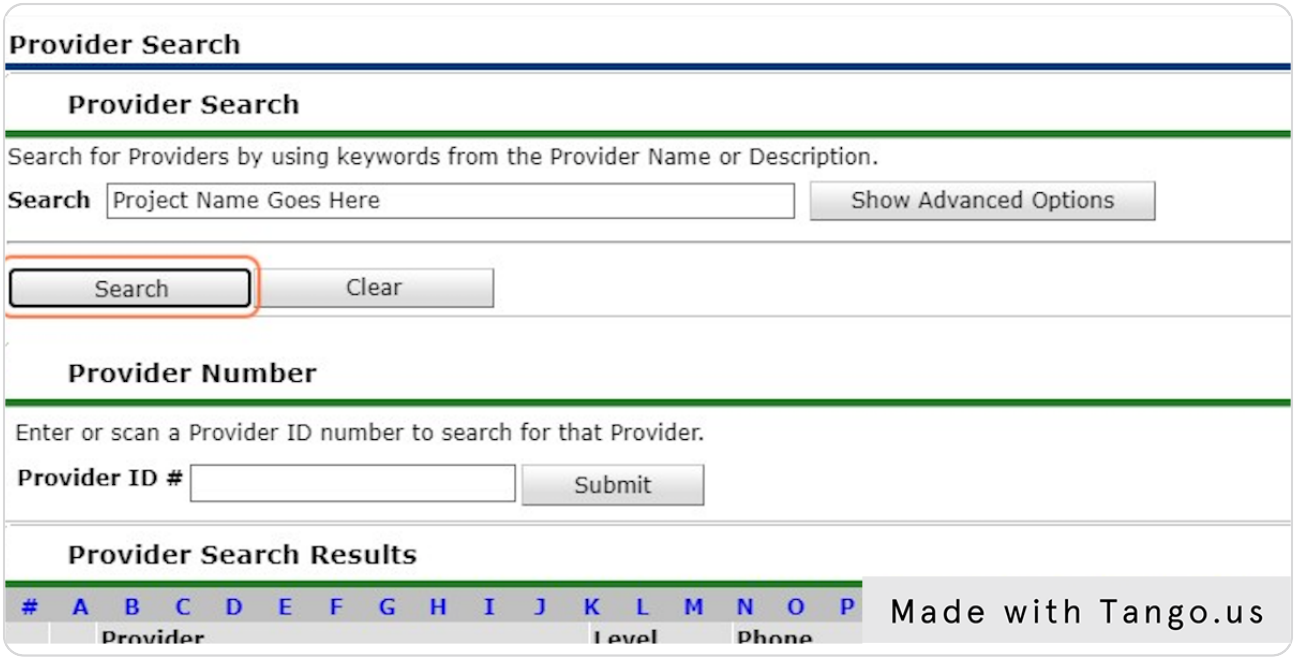


STEP 8

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

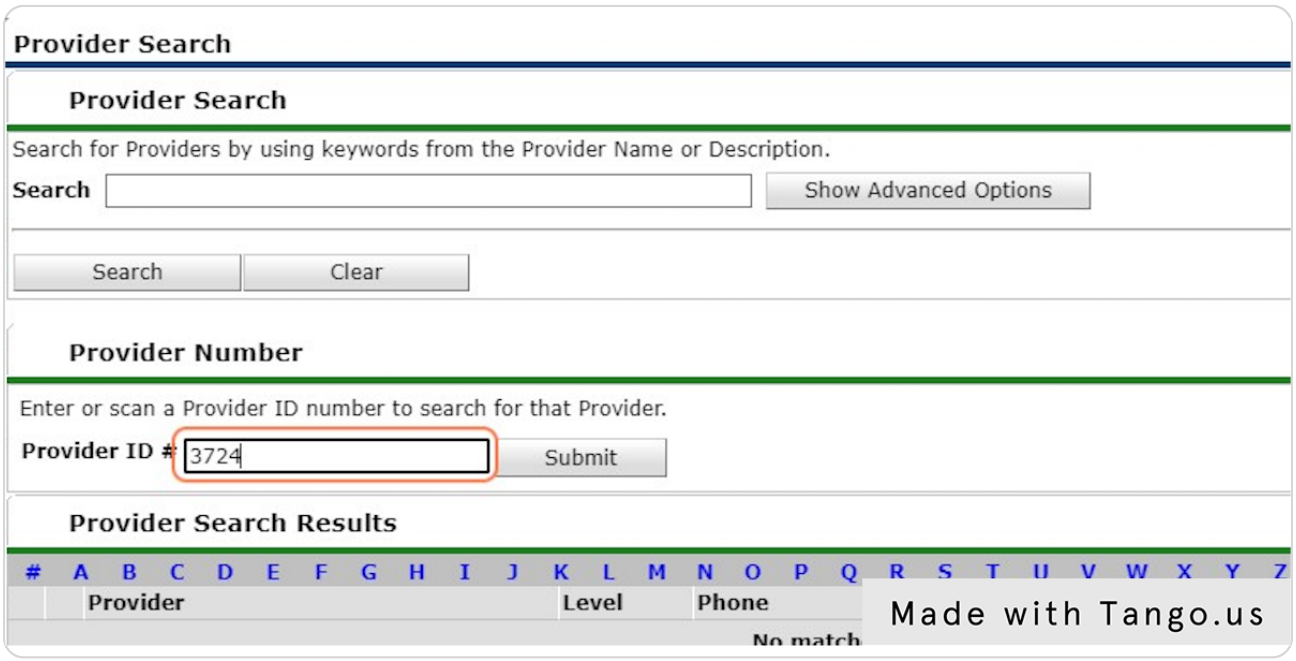
STEP 9

Click on Search



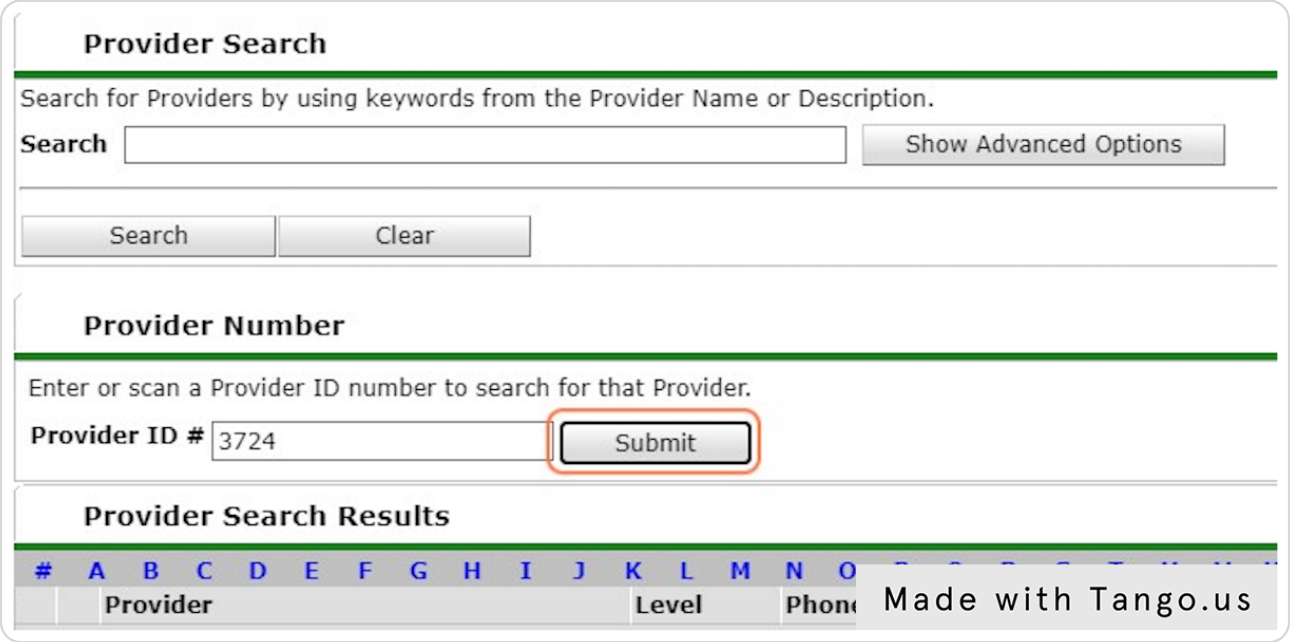
STEP 10

Enter the Provider ID# (as an alternative)



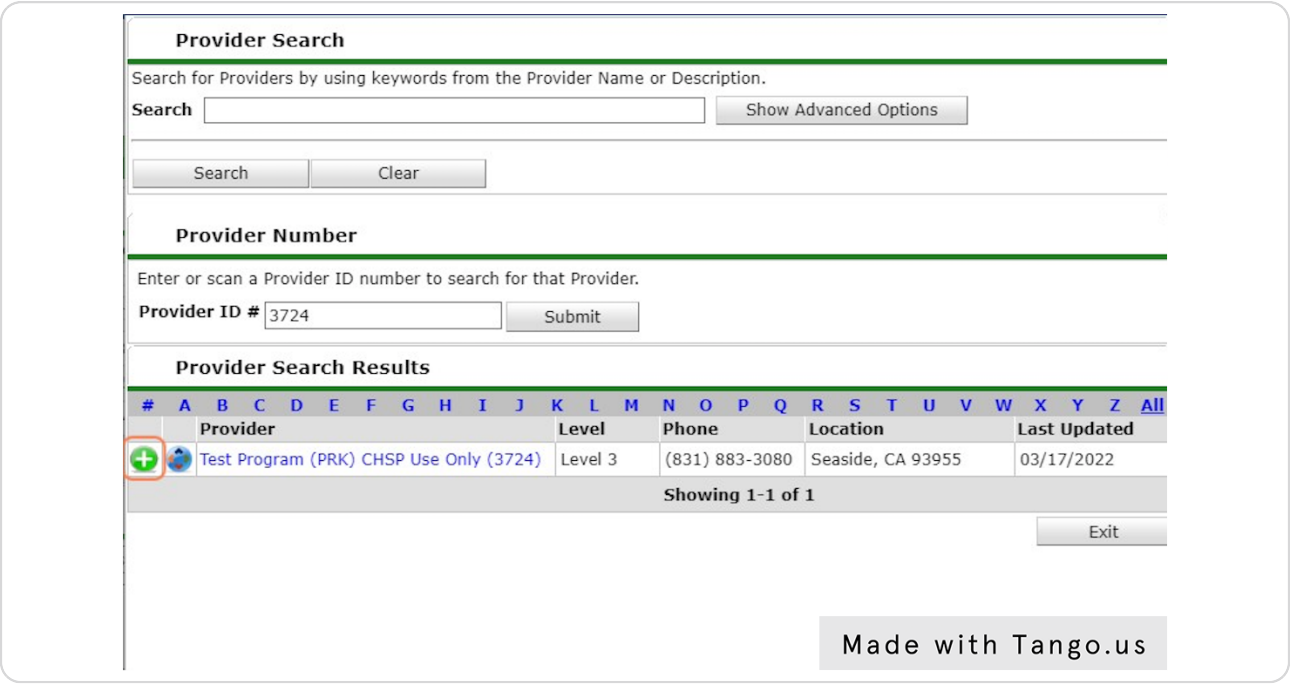
STEP 11

Click on Submit



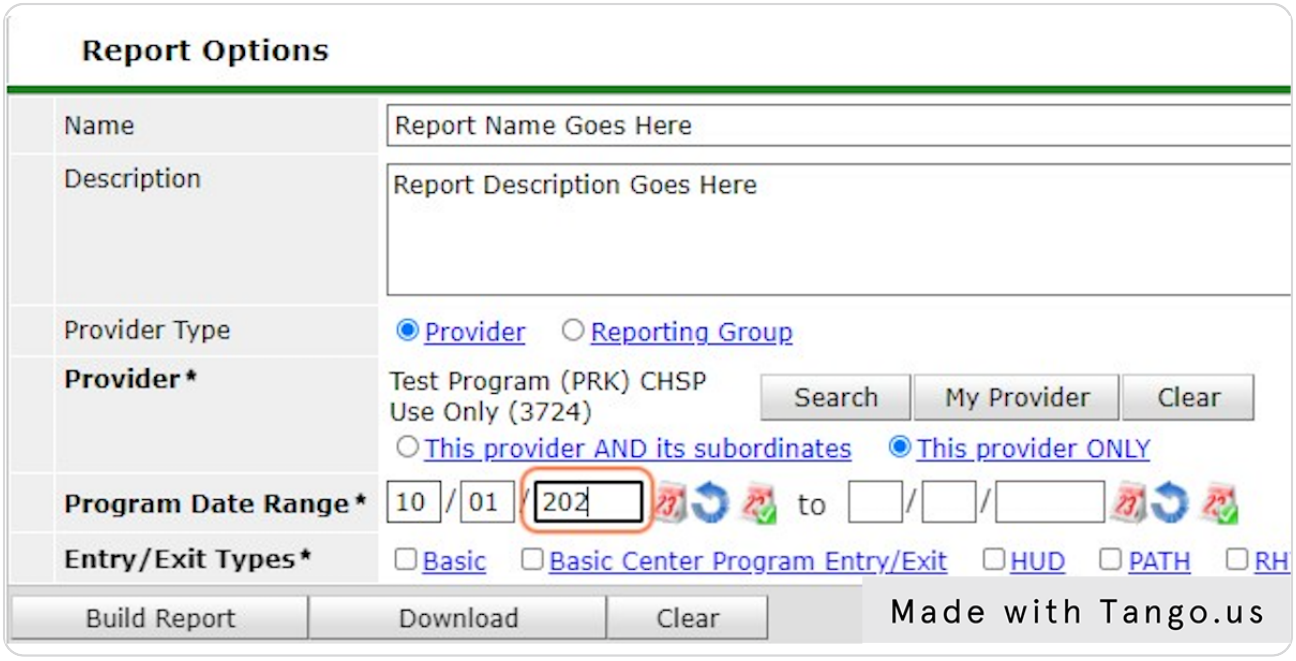
STEP 12

Click the green plus icon to select the project



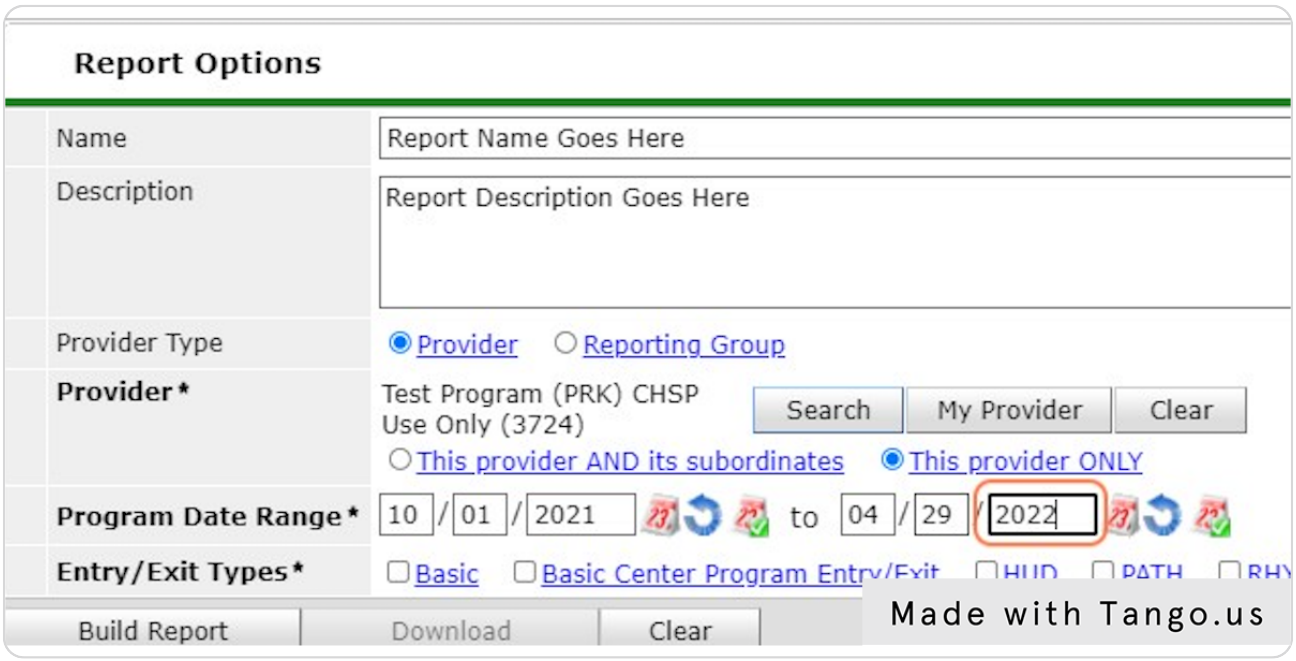
STEP 13

Enter the Starting Date for the report



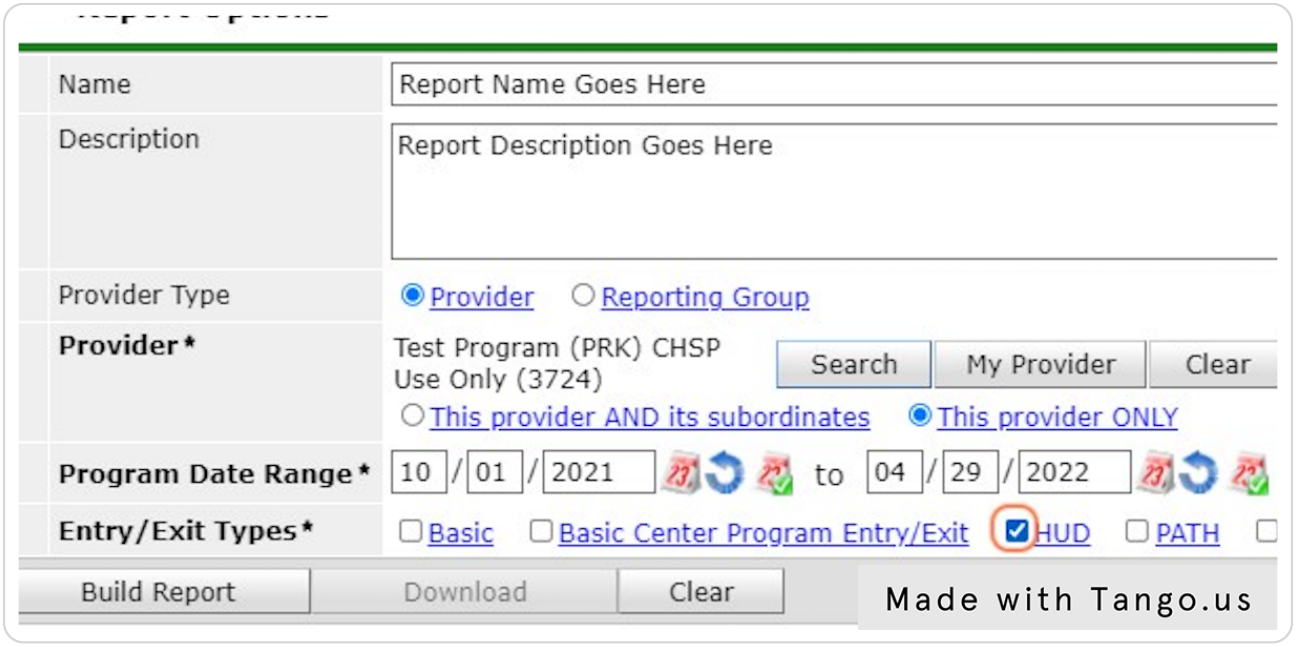
STEP 14

Enter the End Date for the report



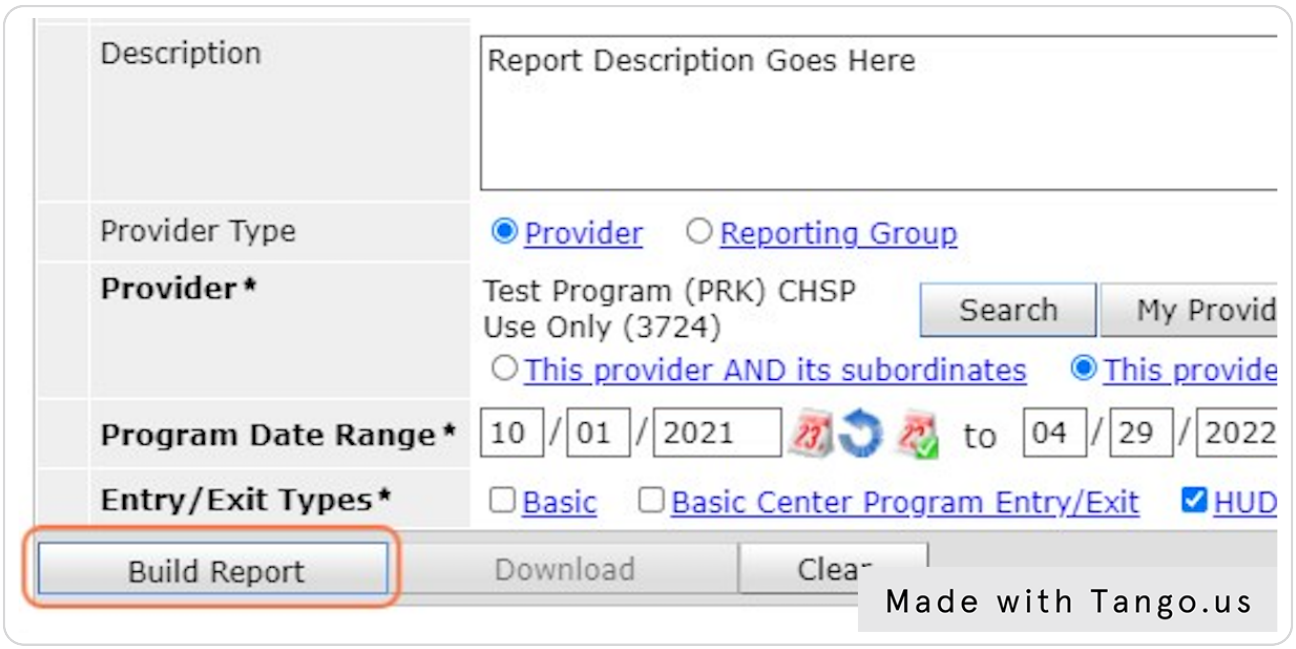
STEP 15

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



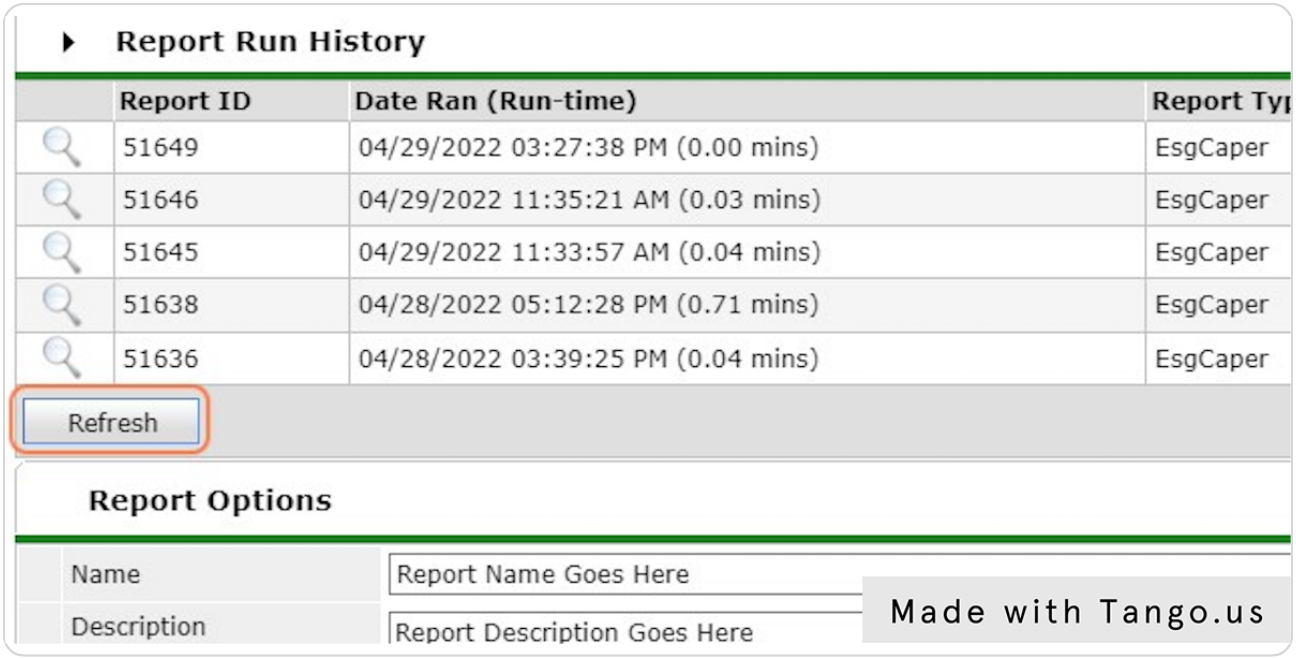
STEP 16

Click on Build Report



STEP 17

Click on Refresh



STEP 18

Click on magnifier to view report

Created in seconds with

Tango