
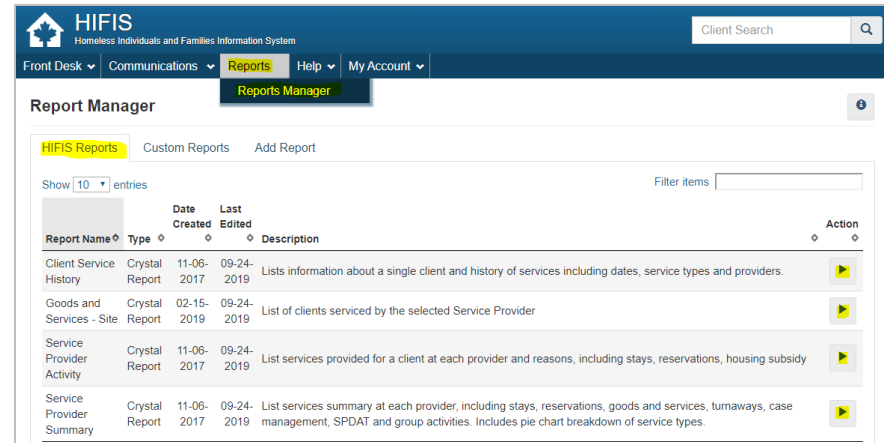


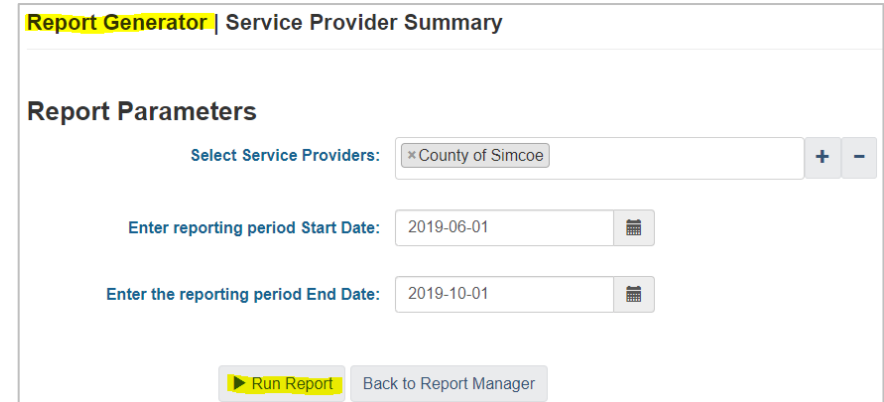
How To Run a HIFIS Report

1. Click on the **REPORTS MENU**
2. Click on **REPORTS MANAGER**
3. The default sort for this List is by Report name: alphabetical A-Z by capital letter, then a-z by lower case letter.
4. Find the report you would like to run
5. Click on the  button
6. If the report has Parameters, you'll be taken to the **Report Generator Screen**
7. If the report has Parameters, select values for all Parameters now, then click **GENERATE REPORT**
8. Now you're on the **Report Display Screen**



The screenshot shows the HIFIS Reports Manager interface. At the top, there's a navigation bar with 'Front Desk', 'Communications', 'Reports', 'Help', and 'My Account'. The 'Reports' menu is active, showing 'HIFIS Reports', 'Custom Reports', and 'Add Report'. Below this, there's a table of reports with columns for Report Name, Type, Date Created, Last Edited, Description, and Action. The table lists four reports: Client Service History, Goods and Services - Site, Service Provider Activity, and Service Provider Summary. Each report has a play button icon in the Action column.

Report Name	Type	Date Created	Last Edited	Description	Action
Client Service History	Crystal Report	11-06-2017	09-24-2019	Lists information about a single client and history of services including dates, service types and providers.	
Goods and Services - Site	Crystal Report	02-15-2019	09-24-2019	List of clients serviced by the selected Service Provider	
Service Provider Activity	Crystal Report	11-06-2017	09-24-2019	List services provided for a client at each provider and reasons, including stays, reservations, housing subsidy	
Service Provider Summary	Crystal Report	11-06-2017	09-24-2019	List services summary at each provider, including stays, reservations, goods and services, turnaways, case management, SPDAT and group activities. Includes pie chart breakdown of service types.	



The screenshot shows the 'Report Generator | Service Provider Summary' screen. It features a 'Report Parameters' section with the following fields:

- Select Service Providers:** A dropdown menu showing '* County of Simcoe' with '+' and '-' buttons.
- Enter reporting period Start Date:** A date input field with '2019-06-01' and a calendar icon.
- Enter the reporting period End Date:** A date input field with '2019-10-01' and a calendar icon.

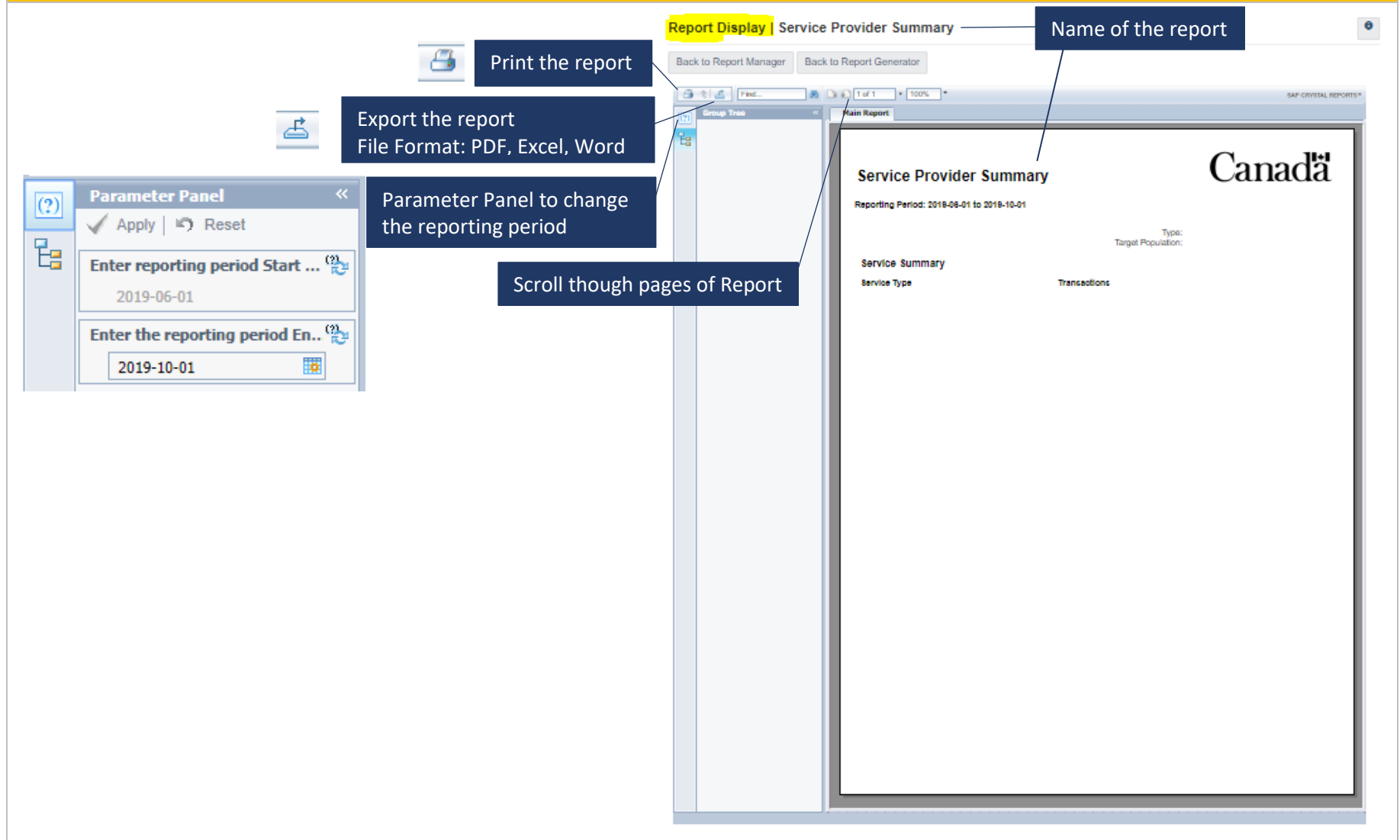
At the bottom, there are two buttons: a yellow 'Run Report' button with a play icon, and a grey 'Back to Report Manager' button.

HIFIS Guide – How To Run a HIFIS Report

HIFIS Help Desk: HIFIS@simcoe.ca

Simcoe County HIFIS Support Centre: <https://www.simcoe.ca/HIFIS>

Report Display Screen



The screenshot shows the 'Report Display' interface for a 'Service Provider Summary' report. The title bar at the top reads 'Report Display | Service Provider Summary'. Below the title bar are navigation buttons: 'Back to Report Manager' and 'Back to Report Generator'. A 'Print' icon is located to the left of the main report area. A 'Parameter Panel' is visible on the left side, containing fields for 'Enter reporting period Start ...' (with the value '2019-06-01') and 'Enter the reporting period En...' (with the value '2019-10-01'). The main report area displays the 'Service Provider Summary' report, which includes the 'Canada' logo and the reporting period '2019-06-01 to 2019-10-01'. The report content is currently blank, with only the column headers 'Service Summary' and 'Transactions' visible. A 'Group Tree' pane is visible on the left side of the report area.

Callouts in the image include:

- Print the report**: Points to the print icon.
- Export the report File Format: PDF, Excel, Word**: Points to the export icon.
- Parameter Panel to change the reporting period**: Points to the parameter panel.
- Scroll though pages of Report**: Points to the main report area.
- Name of the report**: Points to the report title 'Service Provider Summary'.

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