

# Chapter 35: Reports | Data Analytics Module

Chapt	ter 35: Reports   Data Analytics Module	1
Α.	Data Analytics Module Access	1
	A1. Grantee and HUD   User Access	1
В.	MicroStrategy Reports Summary	2
	B1. MicroStrategy Reports Overview	2
	B2. MicroStrategy Basic Navigation	4
	B3. Dashboard Basic Navigation	5
C.	Accessing Reports and Dashboards	6
	C1. Grantee and HUD   Accessing Shared Reports	6
	C2. Grantee and HUD   Accessing My Reports	6
	C3. Grantee and HUD   Accessing History List	7
	C4. Grantee and HUD   Accessing My Subscriptions	8
D.	Modifying Reports	9
	D1. Grantee and HUD   Moving Columns	10
	D2. Grantee and HUD   Sorting Columns	10
	D3. Grantee and HUD   Create a Filter	11
	D4. Grantee and HUD   Grouping Columns	13
	D5. Grantee and HUD   Undoing Changes	13
	D6. Grantee and HUD   Changing the Report Format	14
	D7. Grantee and HUD   Outline Function	14
	D8. Grantee and HUD   Display Graphs	15
Ε.	Saving Reports	15
	E1. Grantee and HUD   Saving to My Reports	15
	E2. Grantee and HUD   Saving to the History List	16
	E3. Grantee and HUD   Subscribing to Reports in the History List	17
F.	Exporting Reports	18
	F1. Grantee and HUD   Export Report to Excel	
	F2. Grantee and HUD   Export Report to PDF	19
Арреі	ndix A: List of DRGR OLAP Reports and Corresponding DRGR Analytics Reports	21

## Chapter 35: Reports | Data Analytics Module

This Chapter provides procedures for navigating, accessing, modifying, saving, and exporting reports contained in the **Reports (MicroStrategy) Module**.

This Chapter describes actions for Grantee Users and HUD Users, and is divided into subsections. The following actions are covered in this section:

#### Grantee Users

Menu Option	Subsection	Action
🛎 Reports	C1 – F2	Access, modify, save, and export reports.

#### HUD Users

Menu Option	Section	Action
🛎 Reports	C1 – F2	Access, modify, save, and export reports.

## A. Data Analytics Module Access

The Data Analytics Module contains access to Report actions.

#### A1. Grantee and HUD | User Access

User Role: Grantee and HUD User	Menu Option: Data Analytics Module			
Purpose: Allow Grantee and HUD Users to access the Data Analytics module.				
Complete the following steps to access the Data Analytics module:				
1 Select the <b>Data Analytics</b> module, or	icon, located in the navigation bar.			
CPD DRGR B-11-DN-11	3.0001 🔒 斧 효· \$- Ф· 🔄 🛓 Miner. Gien [1017/04]			
2 This opens the dropdown menu for the <b>Data Analytics</b> module.				
ANALYTICS Reports Public Data Portal				

3 Once MicroStrategy loads in a new browser window or tab, one or more of the following Reports folders will be displayed. Select the **<DRGR Analytics>** folder.

Welcome tempu	ser ( If you are not tem	puser <u>click here</u>	)		
	DRGR OLTP Project description unavailable Server name HDCBLAT0398/HD	CBLAT0397			RGR OLAP RGR OLAP – Version 7.13 erver name HDCBLAT0398/HDCBLAT0397
	PIH OpFund Project description unavailable Server name HDCBLAT0398/HD	CBLAT0397			PRGR Analytics oject description unavailable erver name HDCBLAT0398/HDCBLAT0397
The "Home" p	bage will load. Fro	om this page,	all reporting a	actions are av	vailable.
The "Home" p	Dage will load. Fro	om this page,	all reporting a	actions are av	vailable.
The "Home" p <b>M</b> $\leftrightarrow \Rightarrow$ <b>Recrits</b> <b>M</b> Shared Reports <b>M</b> M Reports <b>M</b> M Reports <b>M</b> M Reports	Dage will load. Fro	om this page,	all reporting a	actions are av	vailable. Q tempuser -

## B. MicroStrategy Reports Summary

#### B1. MicroStrategy Reports Overview

MicroStrategy Reports contain data entered or generated by the DRGR System (no data entry takes place in MicroStrategy). Reports are a great tool to review and troubleshoot various elements of Grant-funded programs including financial and performance data. Reports can be accessed, filtered, modified and saved

in the web browser, or exported into Excel or PDF.

HUD released **<DRGR Analytics> folder in MicroStrategy** in 2020, and it works the same way as **<DRGR OLAP>**. The **<DRGR OLAP>** folder will remain available until mid-2021, at which time **<DRGR Analytics>** will replace **<DRGR OLAP>**. TIP! Refer to Appendix A to identify the DRGR Analytics reports which correspond with the legacy DRGR OLAP reports. Also see the Data Analytics Fact Sheet under Release 8.0 on the HUD Exchange.

TA Providers should continue to use reports in the "TA Provider" folder in **<DRGR OLAP>** but can also use the global reports available in **<DRGR Analytics>**. TA reports will migrate to **<DRGR Analytics>** in a future System release. Non-TA Providers can use either report folder but are encouraged to use **<DRGR Analytics>**.

There are six types of shared reports in MicroStrategy: Global Admin, Global Finance, Global Performance, Global Compliance, Global History, and Global Grants. Grantees are encouraged to use these reports for tracking progress, quality control, and management of Projects and Activities.

Global Report Folder	Contents
Global Admin	Administration Report names begin with "A##" and contain summaries of data found in the Administration module including responsible organizations and user information such as certification status, roles, and associations. Administration Reports also include summary reports on Grant status, activity status, Action Plan review status, Performance Report submit and review status, and other summary information from across DRGR's modules.
Global Finance	Financial Report names begin with <b>"F##"</b> and contain data entered by users in the <b>Manage My Financials</b> module including: a) budgets, drawdowns, obligations, expenditures at the Grant-, project- and activity-level; b) program income accounts and receipts; and c) program fund and program income vouchers.
Global Performance	Performance Report names begin with <b>"P##"</b> and contain data entered by users into the <b>Manage My Grants</b> module: a) cumulative accomplishments such as housing units, FHEO data, and other performance measures (i.e., <b>#</b> of properties); b) area vs. direct benefit information; and c) projected vs. actual accomplishment data.
Global Compliance	Compliance Report names begin with <b>"C##"</b> and contain useful data entered by users into the <b>Manage My Compliance</b> module including flags and monitoring events.
Global History	History Report names begin with <b>"H##"</b> and allow users to view changes to data over time. The "Global History" folder is designed for audits and allows users to trace the history of Grants, vouchers, financial and other data.
Global Grants	Grant report names begin with <b>"G##"</b> and allow users to see information at the Grant level other than financial reports. See the Global Finance folder for financial reports.
Special: TA reports	Technical Assistance Reports are found in Global Folders, but they begin with a <b>"T##"</b> so they are typically at the end of the list when reports are sorted by default. In each folder, any reports specific to the TA subject area can be found. For example, Requests & Assignments reports can be found in Global Admin.

#### B2. MicroStrategy Basic Navigation

This section provides the basic navigation for MicroStrategy. See the chart below for a description of the numbered features.

T ff ← → 🖬 DRGR	Analytics > Shared Reports > Global Admin	Q tempuser
Projects Home Shared Reports	A11 - GEN - HUD Field Office Manager Report Owner: Administrator Modified: 47/70 34:630 AM Admin Rept04e: HUD Field Office Manager Report	A12 - GEN - Responsible Organization List Owner: Administrator Modified: 37/470 12-77:33 AM Admin Reputso: ADMIN - Responsible Organization List
My Reports History List My Subscriptions	A1.3 - GEN - DRGR Grant Status and CPD Contact Downer: Administrator Modified: Admin Rept01a_GRAVT- DRGR Grant Status and CPD Contact	A21 - AP - Activity Status with Act Start and End dates and ENV Status wordfride: 1/26/19 62/231 PM Admin Rep02b - with Act Start and End dates and ENV Status
Standard Reports  My Reports  My Objects  History List	A22 - AP - Activity Descriptions and Locations Owner: Administrator Modified: 11/2019 123-33 3P Admin Rept22: ACTRU- Activity Descriptions and Locations NOTE: This report will aced a alternative version that omits metrics in order to display Activity Descriptions.	A23 - AP - Community Need Narratives - Grant Level Owner: Administrator Modified: 11/12/1910:34:26 AM Admin Rept02d: ACTPUN - Community Need Narratives - Grant Level
My Subscriptions	A24 - AP - Action Plan Review Status Wmer: Administrator Modified: 11/2010 6:22:31 PM Admin Rept02a: ACTPUN- Action Plan Review Status	A25 - AP-Activity Direct vs Area Report Owner: Administrator Modified: 4/14/20 11:54:14 PM Activity Direct vs Area Report
	A31 - QPR - Executive Summary Progress Narrative	A32 - QPR - Activity Progress Narratives

#	lcon	Function	
1	m-	Allows users to navigate to different pages/folders within MicroStrategy.	
2	<b>ff</b>	Allows users to navigate back to the "Home" page.	
3	$\leftarrow$ $\rightarrow$	Allows users to navigate among previously viewed pages using the back and forward buttons. Use these buttons to toggle back and forward.	
4		Allows users to navigate to the previous level within the folder hierarchy.	
5	DRGR Analytics > Shared Reports >	Allow users to view a history of the folders previously accessed to arrive at the current page. Users can also return to previous pages by clicking on the page name ("cookie crumb").	
6	0,	Opens a dialogue box that allows users to search MicroStrategy.	
7	•	Launches a dropdown menu of different MicroStrategy application- related links: Preferences, Help, About MicroStrategy, and Logout.	

The remainder of this page is intentionally left blank.

#### B3. Dashboard Basic Navigation

This section provides the basic navigation for Dashboards which can be found within select "Global Reports" folders and are identified by the subject term "DASH" in the report title. MicroStrategy Dashboards are visual displays of key metrics and trends for records which are supported by one or more reports. These interactive charts and graphs show progress by Grant, activity category, or Grantee projects. See the chart below for a description of the numbered sections.



#	Function
1	Allows users to export the Dashboard to PDF, add to "History List", and Subscribe to "History List."
2	Allows users to navigate among previously viewed pages using the back and forward buttons.
3	Allows users to modify the filters for the report such as the subject area, program, and appropriation, among others. This determines what will appear on the micro-chart graphic.
4	Allows users to visualize the data based on the filters selected which helps users detect trends across categories.
5	Panel select dots allow users to toggle between different visualizations of the information.
6	Allows users to view information on which Grantee and Grant is being viewed in the micro chart.
7	Allows users to view the Dashboard in presentation mode, share the dashboard with other DRGR Users, show the MicroStrategy navigation bar, or close the report.

## C. Accessing Reports and Dashboards

#### C1. Grantee and HUD | Accessing Shared Reports

Shared Reports contain a series of pre-designed reports separated by category (e.g., Financial, Performance, etc.). The folders labeled "Global" are available for Grantee and HUD Users while the folders labeled "HUD" are only accessible by specific HUD users.

User Role: Grantee and HUD Users	Menu Option: 🔺 Reports			
Purpose: Allow Grantee and HUD Users to access Shared Reports.				
1 From the "Home" page, select "Shared Re	eports."			
T At ← → T DRGR Analytics > Home	Q tempuser •			
Recents Shared Reports My Reports History List My Subscriptions Itransmitted Reports My Reports	s History List My Subscriptions			
2 The "Shared Reports" page will load and folder to access reports by category (e.g.,	2 The "Shared Reports" page will load and display a new set of folders. Select the desired "Global" folder to access reports by category (e.g., Financial, Performance, etc.).			
Global Admin Owner: Administrator Modified: 3/24/20 12:47:05 AM	Global Compliance Owner: Administrator Modified: 10/17/19 10:40:11 PM			
Global Finance Owner: Administrator Modified: 4/9/20 3:25:04 PM	Global History Owner: Administrator Modified: 4/2/20 3:46:22 AM			
Global Performance Owner: Administrator Modified: 4/2/20 3:46:22 AM	HUD Office Owner: Administrator Modified: 3/24/20 12:46:39 AM			
HUD Super Users Owner: Administrator Modified: 3/24/20 12:47:15 AM				

### C2. Grantee and HUD | Accessing My Reports

My Reports contains reports that DRGR Users saved for future use. DRGR Users can save their favorite reports located in "Shared Reports" as-is or modify and save the report to avoid reformatting the report

each time. Reports saved in "My Reports" will keep the same format but will update with the latest data when accessed.

User Role: Grantee and HUD Users	Menu Option: 🛎 Reports		
Purpose: Allow Grantee and HUD Users to access My Reports.			
1 From the "Home" page, select "My Report	s."		
m Ar ← → m DRGR Analytics > Home		Q, tempuser -	
Recents   Shared Reports   My Reports   History List   My Subscriptions   Shared Reports My Reports	History List My Subscriptions		
2 The "My Reports" page will load. Select the	e desired report to load the report.		
Image: Arrow of the system is a constrained of the system is a constraned of the system is a constrained of the system is a		Q, Introduction TrainCa +	

#### C3. Grantee and HUD | Accessing History List

Unlike "My Reports", the "History List" folder contains point-in-time reports generated by DRGR Users that:

- Save a report to the "History List" the report will reflect data from the day it was saved to the "History List."
- **Subscribe to a report** the report will be automatically delivered to the "History List" and reflect data based on the frequency of the report subscription (e.g., every Monday).

User Role: Grantee and HUD Users	Menu Option: 陆 Reports	
Purpose: Allow Grantee and HUD Users to acce	ss the History List.	
Complete the following steps to access the History List:		

User Role: Grantee and H	HUD Users	Menu Option:	🖿 Reports	
1 From the "Home" p	bage, select "History List	_ //		
	nalytics > Home		Q	tempuser *
Recerts     Records     Shared Reports     My Reports     My Reports     My Subscriptions	Shared Reports My Reports	History List	My Subscriptions	
2 The "History List" pa by selecting the icc "History List" by sel	age will load. Select the ons under the "Action" ecting "Remove."	desired report to l heading, or pern	oad. Users can also e nanently delete the r	xport the report eport from the
■ ★ ← ⇒ m CRGR Analytics > History List		Status /	Massane Crastion Time +	C tempuser00.0 T017GA ~
Rearris     R	ic Organization List	Status L Rondy [mark as "unroad"]	Pressage (Cardon Time * 1/11/2011:45-45-09	Actoons annu annu annu annu annu annu annu an

# C4. Grantee and HUD | Accessing My Subscriptions

The "My Subscriptions" folder allows users to update or remove existing established subscriptions.

User Role: Grantee an	d HUD Users	Menu Option:	🛎 Reports	
Purpose: Allow Grant	ee and HUD Users to acce	ess My Subscript	tions.	
ď				
1 From the "Home	″ page, select "My Subscr	iptions."		
<b>∏</b>	DRGR Analytics > Home			Q tempuser
Recents  Recents  My Reports  History List  My Subscriptions	Browse EX. Shared Reports My Reports	History List	My Subscriptions	

Use	e <b>r Role:</b> Gra	ntee and HUD Users	Menu O	ption: 陆	Report	5			
2	The "Hist "Action" I List Subsc	cory List Subscriptions"   heading to edit the subsc criptions" by selecting "U	page will load. Se ription, or permainsubscribe."	elect the d	lesired ove the	subscrip e subscrip	tion to tion fr	o ur rom	nder the "History
	<mark>∭</mark> # ← → i	0000 4. (c)						<u> </u>	
	<b>₩ # ←</b> → 1	History List Subscriptions     Subscription Name	Dancet / Document	Owner	Schadula	Paciniant	Personalized	Action	? Unsubscribe
	<ul> <li>m At ← → i</li> <li>i acconta</li> <li>i Stared Reports</li> <li>i My Reports</li> </ul>	History List Subscriptions     Subscription Name     ALZ_CRN_Resconsible Organization List 9/11/28 1.46.07 PM     ALZ_CRN_Resconsible Organization List 9/11/28 1.46.07 PM	Report/Document A12 CEN Responsible Organization List	Owner tempuser0019 T017GA	Schedule Daily (Morning)	Recipient tempuser0019 T017GA	Personalized	Action	P Unsubscribe
	<ul> <li>m At ← →</li> <li>m Accords</li> <li>m Stared Reports</li> <li>m streparts</li> <li>m streparts</li> <li>m streparts</li> </ul>	History List Subscriptions     Subscription Name     AL2_CRN_Rescondble Organization List 9/11/20.1-46-07.09	Report/Document A12 GEN Reponsible Organization List	Owner tempuser/019 T017GA	Schedule Daily (Morning)	Recipient tempuser0019 T017GA	Personalized	Action	? Unsubscribe
	m     m     e     >     in       image: stand Reports     image: stand Reports     image: stand Reports       image: stand Reports     image: stand Reports       image: stand Reports     image: stand Reports       image: stand Reports     image: stand Reports       image: stand Reports     image: stand Reports	History List Subscriptions     Subscription Name     Al2_CBN_Reaconsble Organization List S/11/20.1-46-07.299	Report/Document A12 GEN Responsible Organization List	Owner tempuser0019 T017CA	Schedule Daily (Morning)	Recipient tempuser0019 T017GA	Personalized	Action	P Unsubscribe

# D. Modifying Reports

This section provides the basic navigation for modifying reports.

REPORT		sk Analytics > Share	d Reports > Global	Finance > F22 - AP -DRGR	Grant Activity Budgets by F	roject			C temp	user0380 *
	HOME + TOOLS + DATA -	GRID FOR	MAT +						Last update	: 5/16/20 2:52:21 P
円 ◆	· * 🖬 🖬 😫			🗗 alb 🌜 👀	ΣΣΞ					
RELATED	REPORTS ? ×	DEDORT DETAILS			4					
40 F01 - D	ASH - Financial Update Dashboa	REPORT DETAILS								7 X
#11 F02 - D	ASH - Quarterly Disbursement D	Report Filter: {{Grant Status} = A	ctive, Ready to Close	) And ({Grant Level} <> Paren	t)					
11 F04 - F	ORM - SF-425 Financial Report	3			<i>7</i> .					
F11 - G	EN - Program Income Receipts	PAGE-BY: Progra	m: DR CDBG ¥	Appropriation: 2013 NDR:201	3 National Disaster Resilience	▼ Grant	ee State: New Jersey 🔻	Grantee: New Jersey	▼ Grant: B-	02 ¥ ? ×
F12 - G	EN - Program Income Account S								Data rows: 13	Data columne: 3
₩ E13 - G	EN - Program Income Receipts	4							Data Tows, 15	Data columns. 5
₩ F14 - G	EN - MID Threshold Report	Project	Project Title 🔺	Activity Number 🔺	Activity Title	Activity Type 🔺	Activity National	Project Budget	Activity Budget	Activity % of Project
F15 - G	EN - Carryout Expenditure Data	Number					Objective 🔺		-	-
F16 - G	EN-Carryout: Budgets and Expe	Total						\$15,000,000.00	\$15,000,000.00	100%
E17 - G	EN-Revolving Loan Summary	NJ RRGP	NJ RRGP	NDR-DEP-RRGP-ADMIN	NDR DEP RRGP ADMIN	Administration	NA	\$10,000,000.00	\$287,365.63	3%
E21 - A	P - Grant Budgets by National O	NJ RRGP	NJ RRGP	NDR-DEP-RRGP-PL	NDR DEP RRGP PL	Planning	NA	\$10,000,000.00	\$150,000.00	2%
₩ F22 - /	AP -DRGR Grant Activity Bud	NJ RRGP	NJ RRGP	NDR-DEP-RRPG	NDR DEP RRPG	Planning	NA	\$10,000,000.00	\$9,438,527.81	94%
₩ F31 · Q	PR - Fin Data by Project, Activit	NJ RRGP	NJ RRGP	NDR-DEP-RRPG-RARITAN	NDR DEP RRPG Raritan	Planning	NA	\$10,000,000.00	\$124,106.56	1%
F32 - C	PR - Fin Data by Activity Type	NI Toolkit	N3 Toolkit	NDP-DED-TK	NDP DEP TK	Planning	NA	\$5,000,000,00	\$4 000 000 00	80%
E33 - C	PR - Fin Data by Quarter - Proje	NJ Toolkit	N1 Toolkit	NDR-DEP-TK	NDR DEP TK ADMIN	Administration	NA	\$5,000,000.00	\$250,000,00	5%
E34 - 0	PR - Fin Data by Quarter & Activ	NJ Toolkit	NJ Toolkit	NOR DEP TK ADPLIN	NDR DEP TK RUMUN	Diapolog	NA	\$5,000,000,00	\$750,000,00	15%
F41 - D	RAWS - Budget and Disburseme	Long Term	Long Term	NDK-DEP-IK-FL	NDR Long term	NDP - Resiliance	04	50,000,000.00	\$100,000.00	
IIII F42 - D	RAWS - Voucher Line Items by	Commitment	Commitment	NDR-LTC	Commitment	Value	NA	\$0.00	\$0.00	
F43 - D	RAWS - Voucher Line Items by . RAWS - Voucher Line Items by .	Outcome Values	Outcome Values	NDR-DEP-RRGP- ECONOMIC-OV	NDR DEP RRGP ECONOMIC OV	NDR - Economic Value	NA	\$0.00	\$0.00	
	-					NDR -				
	RGR Analytics > Shared Re	eports > Global	Finance > F2	2 - AP -DRGR Grant Ac	tivity Budgets by Proje	ect				X
#					Function					
1	There are fiv The "Home," the tab selec	re tabs a ' "Tools,'	t the top " and "D	o of the page	e: "Report H	ome," "T	ools," "Da	ta," "Grid	," and "F	ormat."
		ted. The	"Grid" a	and "Format	" tabs have i	cons only	/.	different o	ptions b	ased on
2	The icons be icons beneat in the dropd	low the h the tal	"Grid" a tabs are b will ch nus desc	unique to thange. The icon	ne tab select	ed. Each	time the u	user select same fun	pptions b s a new t ctions co	ased on tab, the ntained

4 The report column headings describe each column. Any data including text or dates (called 'Attributes') displays on the left side of the report while any data that is numeric (called 'Metrics') displays on the right. When the report displays, the data in the left columns show as merged cells any time data in the columns in each adjacent row repeats. Basically, this means that data columns on the left side group the data to the right.
5 The Report that is displayed is contingent on the options the user has selected in items 1-4 above.

#### D1. Grantee and HUD | Moving Columns

Use	<b>r Role:</b> Grantee and HUD Users	Menu Option: 陆 Reports
Pur	pose: Allow Grantee and HUD Users to move	e columns.
	Complete the following steps to move colu	umns:
1	Once the desired report has loaded, users of accomplish this is by placing the cursor ove to drag and drop the column to the left or r	can move any column to left or right. The first way to r the column header and using the left mouse button right within the report.
2	The second option involves using the mouse button over the column. Place the column the desired column header and user right mouse button to open the dropdown n and select <b><move></move></b> followed by <b><left< b="">: <b><right></right></b>. It is important to note that attridata cannot be moved to the right of metric and vice versa.</left<></b>	right ursor a the nenu > or ibute : data

## D2. Grantee and HUD | Sorting Columns

User Role: Grantee and HUD Users	Menu Option: 陆 Reports
Purpose: Allow Grantee and HUD Users to sort	columns.
Complete the following steps to sort colu	mns:
1 Once the desired report has loaded, users c this, place the cursor over the desired colu the dropdown menu and select <b><sort></sort></b> fo sorting order of the rows for that column.	an change the sort order of any column. To accomplish umn header and use the right mouse button to open llowed by <b><ascending></ascending></b> or <b><descending></descending></b> to alter the

noic. Grante									
4	ctivity	ivity Activity			ctivity Title		Low		
Q	esponsible rg 🔺	Number	Drill	· · · · ·		Activity Measure Type	Projected	Actual	Actual to Projected %▼
Т	otal						296,382	10	0%
Pa C	assaic ounty	12-CDE DR-CD1 PF-LI1	Sort Sort Grid	· · ·	Ascending Descending	<sup>⊃</sup> €rsons	275	0	0%
P. C	assaic ounty	12-CDE DR-CD1 PF-LI1	Move Rename	► P (I P	assaic County Bloomingdale) - ublic Facilities	# of Linear feet of Public Improv <mark>e</mark> ment	0	0	0%
P	assaic ounty	12-CDE DR-002 PF-LI1	Edit Attribute	e Forms P P	assaic City - ublic Facilities	# of public facilities	0	0	0%
P	assaic	12-CDBG- DR-002-	Dike/dam/strea	m-river bank	assaic City -	# of Persons	36,118	0	0%
choose "DES index assigne	It is imp C." "DES ed by DF	oortan SC" spe RGR th	t to note ecifies the at is not u	that whe order bas seful for s	n the colu ed on the sorting	umn nam text disp	e optior layed. "I	ns sho D″ is a	w "ID" n interr
choose "DES index assign	It IS IMP C." "DES ed by DF comparison of the state comparison of the state co	Cortan C' spe RGR th rs > totel Admn >	t to note ecifies the at is not u ALL - GEM - Responsible Organ & c = 2 Date Lavij Chile Coult	that whe order bas seful for s	n the colo sed on the sorting	umn nam text disp	e optior layed. "I	ns sho D" is a	w "ID" n interr
choose "DES index assigned	It IS IMPL C." "DES ed by DF MCF Analytics - Shared Report Analytics - Shared Report Analytics - Shared Report (Accessed Reported to Car (Accessed R	Cortan C' spe RGR th rs > obdel Admn > a r7 att attack = Adms) = Adms and ((1)	t to note ecifies the at is not u	that whe order bas seful for s	n the colo sed on the sorting	umn nam text disp	e optior layed. "I	ns sho D" is a	w "ID" n interr
choose "DES index assigned index ass	It Is Imp C." "DES ed by DF of Automation Standard Control Control Control Control Control Control Control Control Control Control Control Control Control Control Con	Cortan C' spe RGR th c c c c c c c c c c c c c c c c c c c	t to note ecifies the at is not u	that whe order bas seful for s are to 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	n the colu sed on the sorting	umn nam text disp	e optior layed. "I	ns sho D" is a	w "ID" n intern
choose "DES index assign for the set of the	It Is Imp C." "DES ed by DF of Automatic Start Report Control Control Control Control Control Control Control Control Control Control Control Control Control Control Control		t to note ecifies the at is not u at - GH - Republic Operation at control of the Cont at co	that whe order bas seful for s atom tos 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	n the colu sed on the sorting	umn nam text disp	e optior layed. "I	Atomy Known	w "ID" n interr
Accordingly. choose "DES index assign choice a session choice	It IS IMPL C." "DES ed by DF C." of Des ed by	Cortan Cortan Cor spec Cor spec Cortan Corta	t to note ecifies the at is not u at control of the action of the actio	that whe order bas seful for s are us	n the colu ed on the sorting	umn nam text disp	e optior layed. "I	ns sho D" is a	w "ID" n intern
choose "DES index assign to the set of the s	It Is Imp C." "DES ed by DF marked by DF mar	Cortan SC" spec RGR th s > ddd/dm > c c c at at at at c c at at at at at at at at at at at at at a	t to note ecifies the at is not u At - 64- Repeatific organ At - 64- 64 Carl At - 64- 64 Carl At - 64- 64 Carl	that whe order bas seful for s ator tot	n the colu ed on the sorting	umn nam text disp	e optior layed. "I	ns sho D" is a denote the second	w "ID" n interr
choose "DES index assign:	It Is Imp C." "DES ed by DF cd by DF cd by DF cd by DF cd by Color color	Soortan SC'' spee RGR th rs > the dev Adm > rs > the dev Adm > rs > the dev Adm > rs = the dev Adm = rs = th	t to note ecifies the at is not u at is not u at is contained at is a solution at is a solu	that whe order bas seful for s allow Lat 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	n the colored on the sorting	umn nam text disp atres adres 1 a atres 7 Advanced Sert	e optior layed. "I	Arten ere	detrop (rg = data
choose "DES index assign to the second secon	It IS IMPL C." "DES ed by DF of Australia - Start Rep of Control - S	Cortan C' spe C' spe C s ddd ddm > c c ddd ddm > c c ddd ddm > c c c ddd ddm > c ddd ddm > c c c ddd ddm > c c c c c c c c c c c c c c c c c c c	t to note ecifies the at is not u at - GH - Republic Upon at - GH - G	that whe order bas seful for s ator tot 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	n the colu sed on the sorting	er trey håleres 1 an arterer Advanced Sect Order Sort by 1 Advanced Fort	regention (1)	Anton tree	de norm
choose "DES index assign index	It IS IMPL C." "DES ed by DF modelses - shared rears readers - shared readers - shared readers - shared rears readers - shared readers - shared readers - shared readers - shared rea	Cortan CC'' spec CC'' spec	t to note ecifies the at is not u at :- car-responde over at :- car-responde	that whe order bas seful for s ator ts	n the colu ed on the sorting	Advanced Sort by	ergemende (og (s. ) agemende	Artery Kover	w "ID" n intern
Choose "DES index assign to the second secon	It Is Imp C. " "DES ed by DF tot Acute - stared Reso tot Acute - stared Reso comments - stared Re	Soortan SC" spe RGR th rs - ddd/ddm > rs - ddd/ddm	t to note ecifies the at is not u	that whe order bas seful for s ator ts	n the colu ed on the sorting	Advanced Sort by	provide the particular of a	Arterest 2 4 4 4 4 4 4 4 4 4 4 4 4 4	w "ID" n interr
choose "DES index assign index	It Is Imp C. " "DES ed by DF Comparison	Cortan SC" spec RGR th ts > the def dem > c c c c c ded dem > c c c c c c c c c c c c c c c c c c c	to note     cifies the     cat is not u      cat is not u      cat content of the	Anter terms of the second	n the colu sed on the sorting	ter tray defines 1 a detergrad	e option layed. "I enable by Merer ? enable by (c) Accedit + Accedit + Accedit	<ul> <li>Articly Report</li> <li>article</li> <li>y</li> <li>y</li> <li>y</li> <li>y</li> <li>y</li> <li>y</li> </ul>	de tra rey and
choose "DES ndex assign dev assign of the second se	It Is Imp C. " "DES ed by DF C. " "DES ed by DF C. " "DES ed by DF C. " "DES ed by DF ed by DF ed by C. " "DES ed by DF ed by C. " "DES ed by DF ed by C. " "DES ed by C. " "DES	Cortan Cortan Cor spec Cor spec Cortan Corta	t to note ecifies the at is not u	All and a second a second and a second a se	n the colu sed on the sorting	Advanced Sect	e optior layed. "I proble tog (* ) second • ) second • ) second • ) second	Arben Erect	Ab Bra (19 - Ab ab Bra (19 - Ab) ab Bra (1
choose "DES ndex assign ndex assign for the second second for the second second for the second second second for the second second second for the second second second for the second second second second second second for the second second second second second second second for the second second second second second second second for the second s	It Is Imp C. " "DES ed by DF C. " (DES ed by DF ed by DF ed by DF	Cortan SC" spe RGR th s - ddd dtm > c c c ddd dtm > c dd dtm > c ddd dtm > c dd dtm > c dtm > c dtm > c dtm > c dtm >	t to note ecifies the at is not u AL2 - GAT - Respondit - Upart AL2 - GAT - Respondit - Upart - GAT - Respondit - GAT - Respondit - Upart - GAT - Respondit -	that whe order bas seful for s seful for s auxitation seture setu	n the colu ed on the sorting	Advanced Sort by	ergenedic try address of ergenedic try address of ergenedic try (sc accession + accession + accession + accession	Arrest Arrest	w "ID" n intern
choose "DES index assign index assign for the second secon	It Is Imp C. " "DES ed by DF and houses - stared Reso and Analytic - stared Reso analytic - s	Soortan SC" spe RGR th s - ddd Adm > c c c ddd Adm > c c c ddd Adm > c c c c ddd Adm > c c c c c c c c c c c c c c c c c c	tito         note           ecifies the         at is not u           at is not u         at	that whe order bas seful for s seful for s ator ts s s s s s s s s s s s s s s s s s s	n the colu ed on the sorting	Advanced Sixt	eroption layed. "I eromete by Adverse eromete by Call Accordin • Accordin • Accordin • Accordin	Arterest	w "ID" n intern
Choose "DES index assign to the set of set of the set of the set of the set of the set of set of the set of the set of the set of the set of set of the set of the set of the set of the set of set of the set of the set of the set of the set of set of the set of the set of the set of the set of set of the set of the set of the set of the set of set of the set of set of the set of the	It Is Imp C. " "DES ed by DF C. " to the first ed by DF C. " to the first control of the first control	Cortan CC' spec CC' spec CC' spec CC' spec CC' spec A CC' spec CC' spec A CCC	to note     cifies the     cifi	Ital whe order bas seful for s           autor tel seful for s      <	n the colu sed on the sorting	Advanced Sert	er option layed. "I ereade by Adres 2 ereade by (c) Accordi • Accordi • Accordi	Attractions sho D" is a D" is a a v a a v a	w "ID" n intern
choose "DES index assign index	It IS IMPL C." "DES ed by DF modelses - shared Rese ed by DF modelses - shared Rese ed by DF modelses - shared Rese ed by DF ed b	Cortan Cortan Cor spec Cor spec Cortan Corta	t to note ecifies the at is not u AL2 - GAI - Respuelle Vert AL2 - GAI - Respuelle V	All and a second and a sec	n the colu sed on the sorting	Advanced Sect U	e optior layed. "I erecede treg Advers ? erecede treg Advers ? erecedet treg (x) execution erecedet treg (x) execution erecedet treg Advers ?	Arten Prove	Ale tra (4) - Ale ale tra (4) -
choose "DES index assign index	It Is Imp C. " "DES ed by DF control of the second representation control of the second representation control of the second representation control of the second representation control of the se	Soortan SC" spe RGR th rs - ddd/atm > rs - ddd/atm	t to note ecifies the at is not u A12-64- Respected over a 2 - 64- R	that whe order bas seful for s seful for s autor ts d d d d d d d d d d d d d d d d d d d	n the colu ed on the sorting	Advanced Siert J	eroption layed. "I eromede trep ederer d eromete trep ederer d eromete trep ederer d eromete	Arterest Arterest	abb trg (ty . Arr s interr s Ga a a a a a a a a a a a a a
choose "DES index assign index assign for the second secon	It Is Imp C. " "DES ed by DF control of the state region control of the state region control of the state control of the state	Soortan SC" spec RGR th ts > ddd Adm > c c c c ddd Adm > c c c c c ddd Adm > c c c c c c ddd Adm > c c c c c c c c c c c c c c c c c c c	to note     cifies the     cifi	Itilitie         Itilitie           Itilie         Itilitie <td>n the colu sed on the sorting</td> <td>text disp</td> <td>e optior layed. "I genetic og (c) accede + Accede + Accede</td> <td>Attritute Research</td> <td>w "ID" n intern</td>	n the colu sed on the sorting	text disp	e optior layed. "I genetic og (c) accede + Accede + Accede	Attritute Research	w "ID" n intern
Choose "DES index assign index assign index assign index assign index assign index assign index assign interaction	It Is Imp C. " "DES ed by DF C. " "DES ed by DF C. " "DES ed by DF C. " "DES ed by DF C. " "DES ed by DF ed by DF	Cortan SC" spec SGR th ts > the other and the ts > the other and the other and the other and the ts > the other and the other and the other and the ts > the other and the other and the other and the other and the ts > the other and the other and the other and the other and the ts > the other and	t to note ecifies the at is not u at - car - car - car at - car - car - car - car at - car - car - car - car at - car - car - car - car - car at - car -	Image: state	n the colu sed on the sorting	Advanced Sectors	e optior layed. "I erent tog the of the office of acceste of acceste of acceste	Anton brown	Ab tra (1) Ab
choose "DES index assign index	It Is Imp C. " "DES ed by DF C. " (DES ed by DF C. " (DES ed by DF C. " (DES ed by DF C. " (DES ed by DF ed by DF	Cortan SC" spe SGR th s - ddd ddm > c c c ddd ddm > c c c c c ddd ddm > c c c c c ddd ddm > c c c c c c c c c c c c c c c c c c c			n the colu ed on the sorting	Le treg address 1 = 1 attent for Advanced Sort UV = 2	e optior layed. "I example tog advect of example tog (z) accords e accords	A Alexa Kara	w "ID" n intern

## D3. Grantee and HUD | Create a Filter

Use	<b>r Role:</b> Grantee and HUD Users	Menu Option: 🕍 Reports
Pur	pose: Allow Grantee and HUD Users to crea	te a filter.
2	Complete the following steps to create a	filter:
1	Once the desired report has loaded, users which data appears in the report (as opposed)	s can add any column to the "Page-By Axis" to filter ed to all data pre-loaded into the report). The first way

er	Role: Grant	tee and H	IUD Use	rs	Men	u Option: 🔺 Repor	ts		
	to accompl button to d	lish this i Irag and o	s by pla drop the	cing the column t	cursor over to the "Page	r the column heade e-By Axis" in the rep	er and u oort.	using t	he left mouse
	The second the desired select <b><mo< b=""> <b>REPORT DETAILS</b> Report Filter: {{Grant Status} = <i>A</i> {{QPR Actual Measu</mo<></b>	option in l column ve> follov wative) And ({Grar are Quantity} > 0	nvolves header wed by • <sup>nt Level} &lt;&gt; Ch</sup>	using the and use t <b><to b="" page-<=""> ild Grant) And (Set</to></b>	right mouse the right m <b>By Axis&gt;</b> . of ( Activity Measure	e button over the co ouse button to ope Type, Activity Measure Category, Acti	olumn. en the c	Place tl dropdo : ({Activity Pro	ne cursor over wn menu and ojected} > 0) Or Set of (
	DAGE-BV: Progra	am: DR CDRC V	Appropriatie	00: 2011 DE3:201	1 Multiple Disasters	Grantee:	New Jersey V	Grant: B	201 ▼
	PAGE DTT Trogic	Int. DK CDDG ·	Appropriate	11. 2011 DI 3.2011	r Huitiple Disasters	, orantee.	vew sersey .	Granc. D	
	Activity Responsible Org	Activity Number	Activity Typ	e 🔺	Activity Title 🔺	Measure Category A	ected	Total Actual Pr	Actual to ojected % Projected
	Total					V. Dill	554	1.645	0% 159.077
	Passaic County	12-CDBG-DR- 001-PF-LM	Rehabilitation of a public im	/reconstruction provement	Passaic County (Bloomingdale) - Pu Facilities	blic Sort Grid	51	0	0% 198
	Passaic County	12-CDBG-DR- 001-PF-LM	Rehabilitation of a public im	/reconstruction provement	Passaic County (Bloomingdale) - Pu Facilities	blic Rename	• т т	o Page-by Ax o Columns	is 0
	Passaic County	12-CDBG-DR-	Dike/dam/stre	am-river bank	Passaic City - Public	Edit Attribute Forms	ь	eft	0
	Passaic County	12-CDBG-DR- 002-PF-LM	Dike/dam/stre	am-river bank	Passaic City - Public Facilities	# of Persons	67, R	ight	14,705
	Regardless report is fil moved to t	of the m tered by he "Page	ethod cł the hea By Axis,	nosen, one der of sai ," the repo	ce the selec d column. F ort is filtere	cted column is move For example, once t ed to only show one	ed to th he "Act Activity	e "Page tivity Ti / at a ti	e-By Axis," the tle" column is me.
	REPORT DETAILS Report Filter: ({Grant Status} = Active ({QPR Actual Measure Q	<ul> <li>e) And ({Grant Level</li> <li>uantity} &gt; 0))</li> <li>DP CDBG </li> </ul>	} <> Child Grant)	And (Set of ( Activity	Measure Type, Activity M	easure Category, Activity Id ) where ({Activi	ty Projected} >	0) Or Set of ( A	ctivity Measure Type, Activity N
	REPORT DETAILS Report Filter: ((Grant Status) = Active ((QPR Actual Measure Q PAGE-BY: Program: Activity Tit	e) And ({Grant Level uantity} > 0)) DR CDBG ▼ App le: Acquisition - Sta	> <> Child Grant) ropriation: 2011 ndard CDBG, Pass	And (Set of ( Activity DF3:2011 Multiple Dis aic County	Measure Type, Activity M asters	easure Category, Activity Id ) where ({Activ	ty Projected} > )	0) Or Set of ( A	ctivity Measure Type, Activity M
	REPORT DETAILS Report Filter: ({Grant Status} = Active ({QPR Actual Measure Q PAGE-BY: Program: Activity Tit	2) And ({Grant Level, uantity} > 0)) DR CDBG ▼ App le: Acquisition - Sta	> <> Child Grant) propriation: 2011 Indard CDBG, Pass	And (Set of ( Activity DF3:2011 Multiple Dis aic County	Measure Type, Activity M asters	easure Category, Activity Id ) where ({Activ	ty Projected} > 1	0) Or Set of ( A	ctivity Measure Type, Activity I
	REPORT DETAILS Report Filter: (Grant Status) = Active ((QPR Actual Measure Q PAGE-BY: Program: Activity Tit	e) And ({Grant Level, uantity} > 0)) DR CDBG ▼ App le: Acquisition - Sta	> <> Child Grant) ropriation: 2011 indard CDBG, Pass	And (Set of ( Activity DF3:2011 Multiple Dis aic County	Measure Type, Activity M asters	easure Category, Activity Id ) where ({Activi ▼ Grantee: New Jersey ▼ Gran Measure Category ▲	ty Projected} >   t: B	0) Or Set of ( A 101 ▼ 	ctivity Measure Type, Activity I
	REPORT DETAILS Report Filter: ((Grant Status) = Active ((QPR Actual Measure Q PAGE-BY: Program: Activity Tit Activity Responsible	2) And ({Grant Level yuantity} > 0)) DR CDBG ▼ App le: Acquisition - Sta Org ▲ Activity	> <> Child Grant) propriation: 2011 Indard CDBG, Pass Number ▲	And (Set of ( Activity DF3:2011 Multiple Dis aic County	Measure Type, Activity M asters	easure Category, Activity Id ) where ({Activ ▼ Grantee: New Jersey ▼ Gran Measure Category ▲ Activity Measure Type ▲	t: B-	0) Or Set of ( A	ctivity Measure Type, Activity I tal Actual to Projected % 🗢
	REPORT DETAILS Report Filter: ((Grant Status) = Active ((QPR Actual Measure Q PAGE-BY: Program: Activity Tit Activity Responsible Total	e) And ({Grant Level  uantity} > 0)) DR CDBG  App le: Acquisition - Sta : Org  Activity	> <> Child Grant) propriation: 2011 Indard CDBG, Pass Number ▲	And (Set of ( Activity DF3:2011 Multiple Dis aic County V	Measure Type, Activity M asters	easure Category, Activity Id ) where ({Activ ▼ Grantee: New Jersey ▼ Gran Measure Category ▲ Activity Measure Type ▲	ty Projected} > 1	0) Or Set of ( A 101 101 101 101 10	ctivity Measure Type, Activity Measure Type,
	REPORT DETAILS Report Filter: ((Grant Status) = Active ((QPR Actual Measure Q PAGE-BY: Program: Activity Responsible Total Passaic County	e) And ({Grant Level yuantity) > 0)) DR CDBG ▼ App le: Acquisition - Sta Org A Activity 12-CDBC	> <> Child Grant) propriation: 2011 andard CDBG, Pass Number S-DR-014-HB-LM	And (Set of ( Activity DF3:2011 Multiple Dis aic County V Activity Type A Acquisition - buyout	Measure Type, Activity M asters	easure Category, Activity Id ) where ({Activi ▼ Grantee: New Jersey ▼ Gran Measure Category ▲ Activity Measure Type ▲ # of Housing Units	ty Projected} > 1 t: B- Projected ~ 20 5	0) Or Set of ( A 101 ▼ 101 ▼ 10 10 0	ttivity Measure Type, Activity Measure Type,
	REPORT DETAILS Report Filter: ((Grant Status) = Active ((QPR Actual Measure Q PAGE-BY: Program: Activity Responsible Total Passaic County Passaic County	e) And ({Grant Level yuantity) > 0)) DR CDBG ▼ App le: Acquisition - Sta corg A Activity 12-CDBC 12-CDBC	) <> Child Grant) aropriation: 2011 andard CDBG, Pass / Number ▲ 3-DR-014-HB-LM 3-DR-014-HB-LM	And (Set of ( Activity DF3:2011 Multiple Dis aic County Activity Type Acquisition - buyout Acquisition - buyout	Measure Type, Activity M asters of residential properties of residential properties	easure Category, Activity Id ) where ({Activity         ▼       Grantee: New Jersey ▼       Grant         Measure Category ▲         Activity Measure Type ▲         # of Housing Units       # of Parcels acquired voluntarily	ty Projected} > 1 t: B- Projected → 20 5 5 5	0) Or Set of ( A 101 ▼ 101 ▼ 101 ▼ 10 0 5	tal Actual to Projected % ~ 50% 0% 100%
	REPORT DETAILS Report Pilter: ((Grant Status) = Active ((QPR Actual Measure Q PAGE-BY: Program: Activity Responsible Total Passaic County Passaic County Passaic County	e) And ({Grant Level yuantity) > 0)) DR CDBG ▼ App le: Acquisition - Sta corg A Activity 12-CDBC 12-CDBC	) <> Child Grant) aropriation: 2011 andard CDBG, Pass / Number ▲ 3-DR-014-HB-LM 3-DR-014-HB-LM 3-DR-014-HB-LM	And (Set of ( Activity DF3:2011 Multiple Dis aic County Activity Type Acquisition - buyout Acquisition - buyout Acquisition - buyout	Measure Type, Activity M asters of residential properties of residential properties of residential properties	easure Category, Activity Id ) where ({Activ ▼ Grantee: New Jersey ▼ Gran Measure Category ▲ Activity Measure Type ▲ # of Housing Units # of Parcels acquired voluntarily Total acquisition compensation to owners	ty Projected > + E: B- Projected → 20 5 5 5	0) Or Set of ( A	tal Actual to Projected %  0% 0% 100% 100%

A Now, users can select which "Activity Title" they would like to view from the dropdown menu.           REPORT DETAILS           Report Filter:           ((Grant Status) = Active) And ((Grant Level) <> Child Grant) And (Set of (Activity Measure Type, Activity Measure Category, Activity Id ) where ((Activity Projected) > 0) Or Set of (Activity Measure Type, Activity (QPR Actual Measure Quantity) > 0)           PAGE-B1         Program:         DC Class ▼ Appropriation:         Status) = Activity Title" Acquisition - Standard CDB2, Passaic County           Mathematical Control         Antivity Title" Acquisition - Standard CDB2, Passaic County         Measure Category ▲ Total           Activity Responsible         Grantor - Detailities         Buena Borough - Home Buyout           Total         Measure Type ▲ Total         Actual to Projected 96           Downe - Public Facilities         Downe - Public Facilities         Actual to Projected 96           Downe - Public Facilities         Downe - Public Facilities         Actual to Projected 96           Downe - Public Facilities         Total         Actual to Projected 96           Downe - Public Facilities         Total         Actual to Projected 96           Downe - Public Facilities         Total         Actual to Projected 96           Passaic Ountly         Othog Buyout         Total         Actual to Projected 96           Passaic Ountly         Othog Buyout         Total         Actual to	er Role:	Grante	ee and HUD Users	Men	u Option: 🔺 Repo	rts		
REPORT DETAILS         Report Filter: ((Grant Status) = Active) And ((Grant Level) <> Child Grant) And (Set of ( Activity Measure Type, Activity Measure Category, Activity Id ) where ((Activity Projected) > 0) Or Set of ( Activity Measure Type, Activity Measure Category, Activity Id ) where ((Activity Projected) > 0) Or Set of ( Activity Measure Type, Activity Measure Category, Activity Id ) where ((Activity Projected) > 0) Or Set of ( Activity Measure Type, Activity Measure Category, Activity Id ) where ((Activity Projected) > 0) Or Set of ( Activity Measure Type, Activity, Adaptic, See 278A) - Public Facilities Dena Borough - Home Buyout Cranford (revised, see 278A) - Public Facilities Durantific - Detention Basin/Parking Lot Reconst. Cranford (revised, see 278A) - Public Facilities Dena Borough - Home Buyout Cranford (revised, see 278A) - Public Facilities Dena Borough - Home Buyout Cranford (revised, see 278A) - Public Facilities Dena Borough - Home Buyout Cranford (revised, see 278A) - Public Facilities Dena Borough - Home Buyout Cranford (revised, see 278A) - Public Facilities Dena Borough - Home Buyout Cranford (revised, see 278A) - Public Facilities Dena Borough - Home Buyout Cranford (revised, see 278A) - Public Facilities Dena Borough - Home Buyout Cranford (revised, see 278A) - Public Facilities Dena Borough - Home Buyout Cranford (revised, see 278A) - Public Facilities Dena Borough - Home Buyout Cranford (revised, see 278A) - Public Facilities Dena Borough - Basiac County Optional Relocation Policy - Passaic County Optional Relocation Policy - Passaic County Optional Relocation Policy - Passaic County Optional Relocation Policy - Public Facilities Dena Borough - Passaic County Optional Relocation Policy - Passaic County Optional Relocation	Now,	, users d	can select which "Activit	y Title" they	would like to view	from the	e drop	down menu.
Report Filter:       ((Grant Status) = Active) And ((Grant Level) <> Child Grant) And (Set of ( Activity Measure Type, Activity Measure Category, Activity Id ) where ((Activity Projected) > 0) Or Set of ( Activity Measure Type, Activity (QPR Actual Measure Quantity) > 0))         PAGE-By:       Program: DR CDBG * Appropriation: 2011 DF3:2011 Multiple Disasers	REPORT E	DETAILS						
Activity         Responsible         Defende biorough - Home Buyout Crafford (revised, see 278A) - Public Facilities Downe - Public Facilities         Measure Category ▲         Total         Actual to Projected %           Total         Hawthome - Home Buyout Utile Fails - Home Buyout Passaic ounty         Hawthome - Home Buyout Utile Fails - Home Buyout Optional Relocation Policy - Rasway Passaic County         of residential properties # of Parcels acquired voluntarily         5         0         0%	Report Filte ({Grant Sta ({QPR Actu PAGE-B)	er: atus} = Active) A Jal Measure Quar Program: DR Activity Title:	d {{Grant Leve}} <> Child Grant) And (Set of { Activi tity} > 0)) CDBG ▼ Appropriation: 2011 DF3:2011 Multiple T Acquisition - Standard CDBG, Passaic County Acquisition - Standard CDBG, Passaic Cou	ity Measure Type, Activity M Disasters	leasure Category, Activity Id ) where ({Activ	ity Projected} > 0 nt: B	) Or Set of ( A	ctivity Measure Type, Activity Me
Activity     Responsible Of Passalc     Optional Relocation Policy - Rahway Passalc     Public Facilities     Activity Measure Type A     Projected V     Actual to Projected %       Total     Hawthorne - Home Buyout Utite Falls - Home Buyout Optional Relocation Policy - Passaic County Passaic V     Image: County Optional Relocation Policy - Rahway Optional Relocation Policy - Rahway     of residential properties # of Parcels acquired voluntarily     5     0     0%			Buena Borough - Home Buyout Cranford - Detention Basin/Parking Lot Reconst.		Measure Category 🔺		Τα	tal
Total         Hawthorne - Home Buyout         Image: Comparison of the same of the sa	Activity	Responsible O	Cranford (revised, see 278A) - Public Facilities		Activity Measure Type 🔺	Projected 🔻	Actual 🔫	Actual to Projected % 🔻
Passaic         Dumty         Dime Billyout Optional Relocation Policy - Passaic County         of residential properties         # of Housing Units         5         0         0%           Passaic         ounty         Optional Relocation Policy - Rahway         of residential properties         # of Parcels acquired voluntarily         5         5         100%	Total		Hawthorne - Home Buyout			20	10	50%
Passaic         Optional Relocation Policy - Rahway         of         esidential properties         # of Parcels acquired voluntarily         5         5         100%	Passaic C	ounty	Optional Relocation Policy - Passaic County	of residential properties	# of Housing Units	5	0	0%
	Passaic C	ounty	Optional Relocation Policy - Rahway Passaic City - Public Facilities	of residential properties	# of Parcels acquired voluntarily	5	5	100%

## D4. Grantee and HUD | Grouping Columns

User Role: Grantee and HUD Users	Menu Option: 🔺 Reports
Purpose: Allow Grantee and HUD Users to grou	o columns.
Complete the following steps to group co	imns:
<ol> <li>Once the desired report has loaded, users group columns and move rows to colu Right click on the column header with desired rows and select <b><move></move></b> followe <b><to columns=""></to></b>.</li> <li>To move columns to rows, drag and drop column header by the rows. A yellow ve line will appear indicating the placement of column.</li> </ol>	Can Category $\checkmark$ LowModIns. Activity Measure Type $\checkmark$ Actual to Projected Actual to ProjectedProjected Actual to ProjectedI byImprove Forected Actual To PersonImprove Sort Sort Actual Improvement FacilitiesProjected Actual To Page-by Axis To Columns Leftthe# of Person Forected Actual Bet of Put I Improvement FacilitiesMove Bet of Put I Bet of Put I B

### D5. Grantee and HUD | Undoing Changes



## D6. Grantee and HUD | Changing the Report Format

Purpose: Allow Grantee and HUD Users to change the report Complete the following steps to change the report for Users can modify the look and presentation of report clicking on the desired report format from the dropdo	rt forma rmat: s by sel vn men Measure Sorted by R	at. ectin U. Resp Org and <i>A</i>	g the Activity Type	<grid< th=""><th>► ta</th><th>b follo Q temp Lat update</th><th>ser0380         -           \$/\$18/201533:21 PP         -           \$/\$28/201533:21 PP         -           \$7.8420492 (d)         -</th></grid<>	► ta	b follo Q temp Lat update	ser0380         -           \$/\$18/201533:21 PP         -           \$/\$28/201533:21 PP         -           \$7.8420492 (d)         -
Complete the following steps to change the report for Users can modify the look and presentation of report clicking on the desired report format from the dropdo Complete the following steps to change the report for clicking on the desired report format from the dropdo Complete the following steps to change the report for the desired report format from the dropdo Complete the following steps to change the report for Complete the following steps to change the report for the desired report format from the dropdo Complete the following steps to change the report for the desired report format from the dropdo Complete the following steps to change the report for the desired report format from the dropdo Complete the following steps to change the report for the desired report format from the dropdo Complete the following steps to change the report for the desired report format from the dropdo Complete the following steps to change the report for the desired report format from the dropdo Complete the following steps to change the report for the desired report for the desire	rmat: s by sel vn men Measure Sorted by R	ectin U. Resp Org and J	g the Activity Type	<grid< td=""><td>&gt; ta</td><td>b follo e temp tati update</td><td>ser0380         #           Sylar201133121 PM         #           Y         X           yr, Activity (d.)         #</td></grid<>	> ta	b follo e temp tati update	ser0380         #           Sylar201133121 PM         #           Y         X           yr, Activity (d.)         #
1 Users can modify the look and presentation of repor clicking on the desired report format from the dropdo	s by sel vn men Measure Sorted by R	ectin U. Resp Org and J	g the Activity Type	<grid< td=""><td>&gt; ta</td><td>b follo temp Last update</td><td>ser0380 = 5/18/20 133321 PH ? *</td></grid<>	> ta	b follo temp Last update	ser0380 = 5/18/20 133321 PH ? *
Image: Product of the second sector of the sector of the second sector of the sector of th	re Projected 939,554 Projected 939,554 0939,554 005 951 blic 208 cc 1 905 1,278 199 199 199 199 199 199 199 19	Grant:         B-           Total         Actual           1         Actual           1         1,045           208         208           1         0           3         208           4         1           5         0           6         16           9         0	201 • )	Projected 159,077 198 0 0 14,705 0 1,032	Mod Actual 8 0 0 0 0 0 0 0 0 0 0	Actual to Projected 960 096 096 096 096 096 096 096	* *       Data columns: 9       Projected       295,382       275       0       36,118       0       1,018

## D7. Grantee and HUD | Outline Function

User Role: Grantee a	ind HUD User	ſS	M	enu O	ptior	n: 🖿	Rep	orts				
Purpose: Allow Grar	ntee and HUD	) Users to	change	the re	oort	forma	t.					
Complete the	following ste	ps to cha	nge the r	eport	form	at:						
1 Users can choo	se the <b><outli< b=""></outli<></b>	ne> icon i	to collaps	se or e	xpar	d data	a leve	l disp	olays.			
Image: A state of the sta	GR Analytics > Shared Reports > Glob GRID FORMAT • Business Green • • • REPORT DETAILS Report Filter: (Grant Status) = Active) And ((Grant Where ((OPR Actual Nessure Quanthy)	al Performance > P42 - C	UM - Projected vs Cum T	Fotals for Perform	nance Measi re Category, A	are Sorted by Re	sp Org and Act	lvity Type d} > 0) Or Set	: of ( Activity Mea	( sure Type, Activity	Last updat	vser0380°
P22 - AP - Beneficary and Hap Measure     P22 - AP - Area Benefit Type Selected - 1     P23 - AP - Area Benefit Census Method.     P24 - AP - Area Benefit Census Method.     P24 - AP - Area Benefit Census Method.     P25 - AP - DREF Activity Budgets and D	PAGE-BY: Program: DR CDBG ▼ 1 2 3 4 5 K 4 1 2 of 2 p	Appropriation: 2011 DF3:	2011 Multiple Disasters Measure		▼ Grantee	New Jersey 🔻	Grant: B-1	01 ¥		Data rows: ;	1 - 50 of 96	? x Data columns: 9
P31 - QPR - Actual Accomplishments by E22 - QPR - Addresses by Actualy, and B P33-QPR - Household Characteristics fo	Activity Responsible Org	Activity Type ▲ Title ▲	Category 🗻 Activity Measure Type	Projected	Total Actual	Actual to Projected % 🔽	Projected ▼	Mod Actual	Actual to Projected % ▼	Projected ▼	Low Actual	Actual to Projected % ▼
III P34PER-Address Salportino, Data III P34PER-Address Salportino, Data III P42 - CUM - Projected vs Cum Tota	Total Passaic County 12-CDBG	-DR-001-PF-LM Rehabilitation/rec public improvement	onstruction of a	939,554	1,645	096	159,077	8	0%	296,382	10	0%
		■Passal (Bloomi Facilitie	c County ngdale) - Public 5 # of Persons	951	0	0%	198	0	0%	275	0	0%
	∎12-CDBG	-DR-002-PF-LM	# of Linear feet of Public Improvement	208	208	100%	0	0	0%	0	0	0%
	{	⊡Dike/dam/stream	river bank repairs									

#### D8. Grantee and HUD | Display Graphs

User Role: Grantee and HUD Users	Menu Option: 陆 Reports				
Purpose: Allow Grantee and HUD Users to display graphs.					
Complete the following steps to display graphs:					
1 Users can display report data as graphs b <b><graph></graph></b> icon.	oy selecting the <b><report home=""></report></b> tab followed by the ▼ GRID FORMAT ▼ C L < B & B B I →				
2 Once the graph is displayed another row of should consider that some reports include a columns and rows increase, graphs become	graphing options is displayed in the "Graph" tab. Users a significant amount of data and that as the number of e more complex and may not display all data labels.				

### E. Saving Reports

#### E1. Grantee and HUD | Saving to My Reports



User Role: Grantee and HU	D Users	Menu Option:	🖿 Reports	
s	ave As		? ×	
	ave in: My Reports Chicago NSP NSP Training Los Angeles Testing			
	3 items found			
1	lame: Admin Rept02b - wit	h Act Start and End dates and E	ок	
	Description: This is a fully prompt as a template for bui	ed report that can be used Iding other reports.	Cancel	

## E2. Grantee and HUD | Saving to the History List

User Role: Grantee and HUD Users	Menu Option: 陆 Reports						
Purpose: Allow Grantee and HUD Users to save	Purpose: Allow Grantee and HUD Users to save reports to the History List.						
Complete the following steps to save rep	orts to the History List:						
1 Users can save a report to their "History L results for future reference. Unlike other point-in-time data displayed in the repor <report home=""> tab followed by <add h<="" p="" to=""></add></report>	ist," which serves as the user's inbox to keep the report saving methods, this option allows the user to keep the t at the time it is saved. To accomplish this, select the <b>listory List&gt;.</b>						
DRGR OLAP > Shared Reports > Standard Report	is > Grantee User Reports > Admin Rept02b - with Act Start and End dates and ENV Status						
REPORT HOME       TOOLS       DATA       GRID       FORMAT         Save       Image: Comparison of the second							
✓ Grid Graph Grid and Graph	Grant Number: B-06-DG-22-0002 Grant Status: Active Program: DR CDBG A						
Add to History List Activit Create Personal View H2XC-1 Share H2XC-1	Number         Responsible Organization           ack - Nine 27 (H2XC-40)         1026 Constance, LLC           i2 - Piqqyback - Texaco Building         1501 Canal Apartments, LLC           i9 - Piqqyback - Jefferson Davis Apts.         750 Jeff Davis, LLC						

E3. Grantee and HUD	Subscribing to Reports in the History List
---------------------	--

User Role: Grantee and HUD	Users	Menu Optio	n: 🛎 F	Reports			
Purpose: Allow Grantee and	HUD Users to subs	scribe to repo	rts in the	History	List.		
Complete the followin	g steps to subscribe	e to reports in	the Histo	ory List:			
1 Users can generate rep to logging into the DRG < <b>Report Home&gt;</b> tab, the	orts automatically a R System and runni en select the <b><subs< b=""></subs<></b>	at scheduled in ng each repor <b>cribe To&gt;</b> butt - Projected vs Cum Tota	ntervals ( t manuall con follow	e.g., eve y. To ac ved by t	ery Mono complish he <b><histo< b=""> Sorted by Resp</histo<></b>	day) as c n this, se <b>ory List&gt;</b> Org and Activ	pposed lect the option.
REPORT HOME     TOOLS     DATA       Save     Image: Save As     Image: Save As       Undo     Ctrl+z     Ctrl+z       Redo     Ctrl+z     Ctrl+z	REPORT DETAILS	ant Level) <> Child Grant) A	and (Set of ( Activi	ty Measure Tyr	ne Activity Measu	ire Category, Ac	tivity Id ) where
Grid e Graph Crid and Graph	Measure Category, Activity Id ) whe	ere ({QPR Actual Measure Qu  Appropriation: 2008 I	uantity} > 0)) KE:2008 Hurricane	Ike and Other	Events	▼ Grantee:	Louisiana V
Add to History List <u>De</u> Create Personal View y_ Share De Subscribe to <b>)</b>	Activity Activity	Activity Type 🔺	Activity Title 🔺	Measure Category A		Total	Actual to
Export ) Print al Full Screen Mode	Cache Update Department - LMI - Farm of Agriculture Recovery and Forestry Loan & Grant	Econ. development or recovery activity that creates/retains jobs	Farm Recovery Loan & Grant - LMI - 65AFLG1000	# of Permanent Jobs Retained	Projected 3,865	Actual -	Projected % ~ 100%
	Louisiana Department of Agriculture and Forestry	Econ. development or recovery activity that creates/retains jobs	Farm Recovery Loan & Grant - UN - 65AFLG1000	# of Businesses	0	1,769	0%
	Louisiana 65AFLG1000 Department - UN - Farm	Econ. development or	Farm Recovery	# of Permanent	_		
2 This action generates a report production. Onc <b>REPORT DETAILS</b> Report Filte ({Grant State Measure Ca Subscribe to History List	pop-up window tha e the "Schedule" fie	at allows the Us eld has been c	ser to ide ompletec	ntify the d, select	e schedu z <b><ok>.</ok></b>	le for au	tomatic r Set of ( Activi
PAGE-BY: History List Subscript	is report. ion P42 - CUM - Projected vs Cum Total	ls for Performance Measure	Sorted by Resp O	rg and Activity	Type 5/18/2	-DI-22-0001 🔻	rows: 1 - 50 of
Activity Respons: Org	P42 - CUM - Projected vs Cum Tota Weekdays at 09:00 AM	als for Performance Measur	e Sorted by Resp	Org and Activi	ty Type	Mod Actual P	ctual to
Louisiana Departme of Agricult and Fores	diately					0	0%
Louisiana Departmentory recovery recovery	activity that   Loan & Grant	Rucinossos U	1,709	OK	Cancel	0	0%

## F. Exporting Reports

## F1. Grantee and HUD | Export Report to Excel

Purpose: Allow Grantee and HUD Users to export reports to Excel.         Image: Complete the following steps to export reports to Excel:         1       Reports can be exported from two locations within the DRGR System. The first is from the report screen. To accomplish this, select the <report home=""> tab, followed by the <export> button.         Image: Report Home &gt; TOOLS &gt; DATA &gt; GRD FORMAT &gt;         Image: Report Home &gt; TOOLS &gt; DATA &gt; GRD FORMAT &gt;</export></report>
Complete the following steps to export reports to Excel: <ol> <li>Reports can be exported from two locations within the DRGR System. The first is from the report screen. To accomplish this, select the <report home=""> tab, followed by the <export> button.</export></report></li> </ol> REPORT HOME TOOLS TOATA GRID FORMAT
1 Reports can be exported from two locations within the DRGR System. The first is from the report screen. To accomplish this, select the <b><report home=""></report></b> tab, followed by the <b><export></export></b> button.
<ul> <li>2 The second method can be accessed before selecting the report to load. Move your cursor over the desired report and select the <export> button that appears.</export></li> <li>3 Regardless of the method chosen, the "Export Options" page will open in a new tab. Users may specify their exporting parameters and when complete select <export>. Depending on the internet browser, Users may be prompted to open or save the file.</export></li> </ul>
4       If a user selects the <excel formatting="" with=""> export option, the Excel report will look similar to the consert displayed in Migro Chrategy</excel>

\_\_\_\_\_

User	Jser Role: Grantee and HUD Users				Menu (	Option:		Reports		
	AutoSave   AutoSave  File Home Inser  File Home Tahoma BI I Clipboard Fs A6	>         Q·         -         A25           Page Layout         For         For         -           >         B         A <sup>+</sup> A <sup>+</sup> -           >         B         A <sup>+</sup> A <sup>+</sup> -           >         B         A <sup>+</sup> A <sup>+</sup> -           Font         S         -         -           ✓         fk         Activity	AP-Activity Direct vs Area Brop rmulas Data Review = = = ⇒ ≫ ~ ⇒ = = = = = = Alignment Number	v View Help General \$ % 9 % 9 % Number	Conditional I Formatting ~ S	Format as Cell Table * Styles *	Insert → EDelete → Format → Cells	∑ × Ar O Sort & Find & V Filter × Select × Editing	C - C C Share C Sensitivity Ideas Sensitivity	Comments
	A 1 Page by: 2 Program: DR CDBG 3 Grante: Georgla 4 Grant: B-1 )01 5	В	C D	E	F G	HI	J	KL	MN	0 F
	Activity Number	Activity Title Activity T	ype Activity National Objective	Activity Benefit Report Type						
	7 5186-012-01-Cartersville 5186-012-Cartersville	Cartersville Housing	n of new Low/Mod	Direct Benefit						
	8 5189-14A-Atlanta	5189-14A- Affordable Atlanta Housing	Rental Low/Mod	Direct Benefit						
	5212-18A-Macon/Bibb	5212-18A- Macon/Bibb housing	on of new Slums and Blight	Direct Benefit						
	5213-012-01-Darien	5213-012-01- Darien-Rental Affordable Housing	Rental Low/Mod	Direct Benefit						
	5213-012-Darien	5213-012-Darien Construction housing	on of new Low/Mod	Direct Benefit						
	5213-03J-Darien	Construction 5213-033-Darien ction of wa	on/reconstru ter/sewer Low/Mod	Area Benefit						Ŧ
5	If a user sele data, thereb	cts the <b><ex< b=""> y allowing</ex<></b>	<b>cel with plai</b> the user to	<b>n text&gt;</b> exp more easil	port opti y edit an	on, the re d format	port the (	will export v data in MS E	with unfor Excel.	matted
	File Home Inser	t Page Layout Fc	AP-Activity Direct vs Area Rep ormulas Data Revie	w View Help	Search		-		四 — d Share	Comments
	Paste S Clipboard	• 10 • Å Å • ⊞ • Å • ▲ • Font F	≡ ≡ ₩ • eb ≡ ≡ = ⊡ ⊡ Alignment	General • \$ • % 9 5.8 Su Number	Conditional →0 Formatting ~	Format as Cell Table × Styles ×	E Insert Delete Format Cells	× ∑ × A Z V P Filter × Select × Editing	Ideas Sensitivity	~
	A6 · : ×	√ fx Activity	Number	C		D		E	E G	¥
	1 Page by: 2 Program: DR CDBG 3 Grantee: Georgia 4 Grant: B-(	1		Ū		U		-		
	6         Activity Number           7         5186-012-01-Cartersvi           8         5186-012-Cartersvi           9         5180-142-Cartersvi           9         5180-14A-Atlanta           10         5212-18A-Macon/Bibl           11         5213-012-Darien           12         5213-012-Darien           13         5213-034-Darien           14         5213-034-Darien           15         5214-404-Brunswick           16         5214-404-Brunswick           17         5214-14A-Brunswick           18         5333-013-Darien           19         19	Activity Title 116 5186-012-01-Carters ville 5188-012-01-Carters ville 5189-14A-Atlanta 5212-18A-Macon/Bib 5213-012-01-Darien 5213-03L-Darien 5213-03L-Darien 5214-004-Brunswick 5214-14A-Brunswick 5214-14A-Brunswick 5214-14A-Brunswick 5214-14A-Brunswick	Activity Type Activity Type Construction of new Affordable Rental b Construction of new Construction of new Construction of new Construction of new Construction of new Construction of new Construction of new Rentabilitation Construction of new Rentabilitation Record the second second second Activity Type Construction of new Rentabilitation Activity Type Activity Type Activi	Housing w housing Housing Housing Housing struction of water/sewe struction of streets notifion w housing situation of residential sistance to low- and mu	r lines or systems structures oderate-income	Activity National Obje Low/Mod Low/Mod Low/Mod Low/Mod Low/Mod Low/Mod Low/Mod Slums and Bight Slums and Bight Slums and Bight	ctive Act Dire Dire Dire Dire Dire Are Are Dire Dire Dire	wity Benefit Report Type           sct Benefit           sct Benefit           sct Benefit           sct Benefit           sct Benefit           sct Benefit           a Benefit           a Benefit           sct Benefit		
									-	

# F2. Grantee and HUD | Export Report to PDF

Use	<b>r Role:</b> Grantee and HUD Users	Menu Option: 🔺 Reports			
Purpose: Allow Grantee and HUD Users to export reports to PDF.					
Complete the following steps to export reports to PDF:					
1	Reports can be exported from two location screen. To accomplish this, select the <b><rep< b=""></rep<></b>	s within the DRGR System. The first is from the report <b>ort Home&gt;</b> tab, followed by the <b><pdf></pdf></b> button.			

Use	<b>r Role:</b> Grantee and HUD Users		Menu O	ption: I	🛎 Report	S			
		S ▼ DATA ▼	GRID	Format 👻	6 6	궲	r,		
2	The second method is done via moving your cursor over the desired report and selecting the <b><pdf></pdf></b> button that appears.	A12 - GEN - Res Annot Annot A	ponsible Organizat Reports Cognization () Ry Status with Act and the	start and End dates a Start and End dates a Visats Stees - Grant Level s- Grant Level port	and ENV Status				
3	Regardless of the method chose Excel exporting options, Users ca of the information included in th Export Options A24 - AP - Action Plan Review Status	n, the "Exp annot mod le report.	port Optio	ons" page ok and fee	will oper I of the r	n in a r eport o	new tal or re-so	o. Unlike the orde	e :r
	Export:       Whole report <ul> <li>Export:</li> <li>Export:</li></ul>	alt Custom Settings at Ions: arrate sheet e to refresh Report after expo	rting						
								Export	

The remainder of this page is intentionally left blank.

## Appendix A: List of DRGR OLAP Reports and Corresponding DRGR Analytics Reports

Below is a listing of legacy reports from DRGR OLAP and the corresponding reports in the new DRGR Analytics folder.

Legacy Name in DRGR OLAP	Report Name in DRGR Analytics
Admin Rept04e: HUD Field Office Manager Report	A11 - GEN - HUD Field Office Manager Report
Admin Rept05a: ADMIN - Responsible Organization List	A12 - GEN - Responsible Organization List
Admin Rept01a_ GRANT- DRGR Grant Status and CPD Contact	A13 - GEN - DRGR Grant Status and CPD Contact
Admin Rept02b - with Act Start and End dates and ENV Status	A21 - AP - Activity Status with Act Start and End dates and ENV Status
Admin Rept02c_ ACTPLN- Activity Descriptions and Locations	A22 - AP - Activity Descriptions and Locations
Admin Rept02d: ACTPLN - Community Need Narratives - Grant Level	A23 - AP - Community Need Narratives - Grant Level
Admin Rept02a: ACTPLN- Action Plan Review Status	A24 - AP - Action Plan Review Status
Activity Direct vs Area Report	A25 - AP - Activity Direct vs Area Report
Admin Rept03b: QPR - Exec Summary Progress Narrative	A31 - QPR - Executive Summary Progress Narrative
Admin Rept03c: QPR Activity Progress Narratives	A32 - QPR - Activity Progress Narratives
Admin Rept03d_ACTPLN- Activity Descriptions and Locations; Admin Rept03d: QPR - Reviewer Comments	A33 - QPR - Reviewer Comments
Admin Rept03a: QPR - Report Status	A34 - QPR - Report Submit and Review Status
Admin Rept04a: USERS - Grantee DRGR Users Account Status	A41- USERS - Grantee DRGR Users Account Status
Admin Rept04b: USERS - Grantee DRGR Users with System Role and Certification Status	A42 - USERS - Grantee DRGR Users with System Role and Certification Status
Admin Rept04d: USERS - HUD Field Office User Certification Status	A43 - USERS - HUD Field Office User Certification Status

Admin Rept04f: USERS - DRGR Authorized Users Access by Grant	A44 - USERS - DRGR Authorized Users Access by Grant
Admin Rept05b: ADMIN - Oversight Events - Event Level	C11 - GEN - Oversight Events - Event Level and topic level
Admin Rept06c: Flag Details (QPR Level)	C12 - GEN - Flag details (QPR Level)
Admin Rept06b: Flag Details (Grant Level)	C13 - GEN - Flag details (Grant Level)
Admin Rept06a: Flag Details (Activity)	C14 - GEN - Flag details (Activity Level)
Financial Update Dashboard	F01 - DASH - Financial Updates Dashboard
Quarterly Disbursement Analysis	F02 - DASH - Quarterly Disbursement Dashboard
Fin Rept01: SF-425 Financial Report	F04 - FORM - SF-425 Financial Report
Fin Rept05c: Receipts by Project and Activity	F11 - GEN - Program Income Receipts by Project and Activity
Fin Rept05d: Program Income Account Summary	F12 - GEN - Program Income Account Summary
Fin Rept05e: PI Receipt Report	F13 - GEN - Program Income Receipts
Fin Rept06c_ MID Threshold Report	F14 - GEN - MID Threshold Report
Fin Rept07d_ Carryout Expenditure Data by Qtr - Activity Level	F15 - GEN - Carryout Expenditure Data by Qtr - Activity Level
Fin Rept07e: Fin Carryout: Budgets and Expenditures - Activity Level	F16-GEN-Carryout: Budgets and Expenditures - Activity Level
Fin Rept05e: Revolving Loan Summary	F17-GEN-Revolving Loan Summary
Fin Rept01: ACTPLN - Grant Budgets by National Objective - Activity Level	F21 - AP - Grant Budgets by National Objective - Activity Level
Fin Rept01b: ACTPLN - DRGR Grant Activity Budgets by Project	F22 - AP -DRGR Grant Activity Budgets by Project
Fin Rept07c_ QPR - Fin Data by Activity and Quarter	F31 - QPR - Fin Data by Activity and Quarter
Fin Rept09a: QPR - Fin Data by Quarter - Grant Level	F32 - QPR - Fin Data by Activity and Quarter

Fin Rept09d: QPR- Fin Data by Quarter - by Activity Category	F34 - QPR - Fin Data by Quarter & Activity Category
Fin Rept01c: DRAWS- Budget and Disbursements by National Objective - Grant Level	F41 - DRAWS - Budget and Disbursements by National Objective - Grant Level
Fin Rept02a: DRAWS- Voucher Status by Line Item and QPR Begin Date- Grant Funds	F42 - DRAWS - Voucher Line Items by Activity and Project Incl Status and QPR Begin Date- Grant Funds
Fin Rept02b: DRAWS - Voucher Status by Line Item - Program Income	F43 - DRAWS - Voucher Line Items by Activity and Project Incl Status - Program Income
Fin Rept03: DRAWS - Drawdown Voucher Line Item Status - Grant Funds	F44 - DRAWS - Voucher Line Items by Status - Grant Funds
Fin Rept04: DRAWS - Drawdown Voucher Line Item Status by Project - Grant Funds	F45 - DRAWS - Drawdown Voucher Line Item Status by Project - Grant Funds and Program Income
Fin Rept02e_ DRAWS - Voucher Comments	F46 - DRAWS - Voucher Comments
Fin Rept05a: CUM - Program Income - Grant Level-old	F61 - CUM - Program Income - Grant Level
Fin Rept05b: CUM - Program Income - Activity Level	F62 - CUM - Program Income - Activity Level
Fin Rept06a: CUM - Fin Data - Grant Level	F63 - CUM - Fin Data - Grant Level
Fin Rept06b: CUM - Grant Funds Fin Summ - Project Level	F64 - CUM - Grant Funds Fin Summ - Project Level
Fin Rept07a: CUM - Grant Funds Financial Summ - Activity Level by Project	F65 - CUM - Grant Financial Summary - by Project and Activity
Fin Rept07a: CUM - PL 113-2 Grant Funds Financial Summ - Activity Level by Project	F66 - CUM - PL 113-2 Grant Funds Financial Summ - Activity Level by Project
Fin Rept07b: CUM - Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj	F67 - CUM - Grant Financial Summary - by Activity, Resp Org, Act Type and Nat Obj
Fin Rept08a: CUM - Grant Funds Budget and Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj	F68 - CUM - Grant Funds Budget and Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj
Fin Rept08b: CUM - Grant Funds Financial Summ - Activity Level by Project	F69-CUM - Grant Funds Financial Summ - Activity Level by Project

Fin Rept02c_ Voucher Revision Report - Grant Funds	F71 - REV - Voucher Revision Report - Grant Funds, Reasons and Comments
N/A	P02 - DASH - General Performance Dashboard
Perf Rept02b: Actual Accomplishments by Quarter HH and HU Only	P10 - GEN - Actual Accomplishments by Quarter HH and HU Only
Perf Rept04a: ACTPLN - Beneficiary and Hsg Measure Types Selected - Activity Level	P21 - AP - Beneficiary and Hsg Measure Types Selected - Activity Level
Perf Rept04b: ACTPLN - Area Benefit Type Selected- Census vs Survey - Activity Level	P22 - AP - Area Benefit Type Selected- Census vs Survey - Activity Level
Perf Rept05: ACTPLN - Area Benefit Census Method - Low Mod Calculations and CTBGs - Activity Level	P23 - AP - Area Benefit Census Method - Low Mod Calculations and CTBGs - Activity Level
Perf Rept05a: ACTPLN - Area Benefit Census Method - Low Mod Calculations and CTBGs - Activity Level	P24 - AP - Area Benefit Census Method - Low Mod Calculations and CTBGs - Activity Level
Perf Rept09: ACTPLN - DREF Activity Budgets and Descriptions	P25 - AP - DREF Activity Budgets and Descriptions
Perf Rept02c: QPR - Actual Accomplishments by Quarter	P31 - QPR - Actual Accomplishments by Quarter
Perf Rept03: QPR - Addresses by Activity and Responsible Organization	P32 - QPR - Addresses by Activity and Responsible Organization
Perf Rept06: QPR - Direct Benefit Activities - Beneficiary Statistics by Household Type	P33- QPR - Household Characteristics for Direct Benefit Activities by Tenure and Ethnicity
Perf Rept03b – QPR Address Supporting Data	P34-QPR-Address Supporting Data
Perf Rept01: CUM - Projected vs Cum Totals for Performance Measure Sorted by Activity Number	P41 - CUM - Planned and Actual Performance Measures by Activity and Income Level
Perf Rept02a: CUM - Projected vs Cum Totals for Performance Measure Sorted by Resp Org and Activity Type	P42 - CUM - Projected vs Cum Totals for Performance Measure Sorted by Resp Org and Activity Type