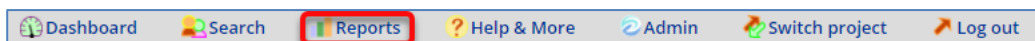


Reports – How to run a report

Please note that only users with reports access are able to run reports in VESTA.



1. Click on the **Reports** tab located at the top of the screen.



2. Select the report that you want to run from the available reports for your project.
3. Select the **Start Date** and **End Date** for the reporting period. You can either type the dates or you can use the calendar icon to choose from date range options.

4. Select the project(s) for which you need to run the report. Use **CTRL + click** to select multiple projects. (VESTA will only display the projects that you have access to.)

5. Some reports ask for additional filters, such as if the report needs to be run for only clients who are **Certified homeless** or **Everyone**. Make the appropriate selections for each additional filter.

6. If the report needs to be run for a specific grant, select the grant. (Click **Refresh based on selected projects** to view available grants.) If you are not running the report for a specific grant, select **all grants**.

7. Some reports let you choose to view just **Aggregate/summary** information, to view just **Details/client information**, or to view **Both aggregate and details**.

8. Select **all sections** to run the entire report, or select specific sections of the report to run. Use **CTRL + click** to choose multiple sections.

9. Click **View here** to run the report in VESTA, or another button to get a different format report.