HRA Command Reports

Step 1:
For HRA Administrators, Click “Generate Reports” on the main page.

Step 2
Select Survey Version, and enter a Start Date and End Date. “Name This Report” is optional.
Step 3
Click “Select UICs”.

Step 4
Search for a UIC/Command and then click “Add” on the desired Command.
Step 5
Click “OK” in the bottom-right corner.

Step 6
Click “Generate.”
Step 7
The message “Gathering Data…” may appear for a few seconds while the query is running. Usual length of time for a query is about 5 seconds. This time may increase with multiple users generating a report at the same time. Slow internet connection will also cause a delay in your query. The resulting page will render out a bar graph if records were found. Clicking “Print” will produce a printer-friendly version of the report.