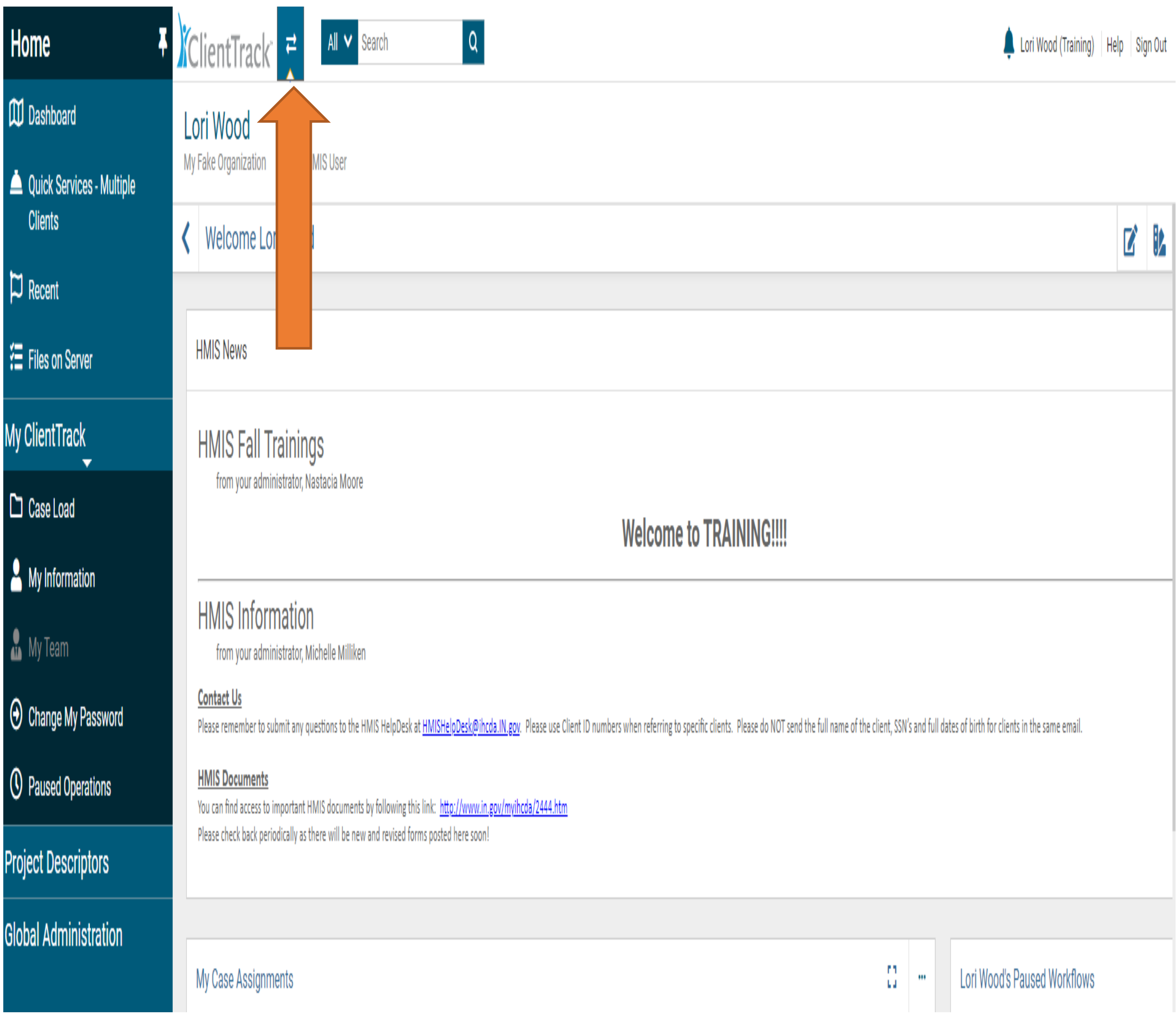
How to Guide for Accessing Reports in ClientTrack 19 System

The ClientTrack 19 Upgrade offers a new, improved and simpler navigation process. The How to Guide was created to assist HMIS and DV ClientTrack users with accessing reports in ClientTrack 19.

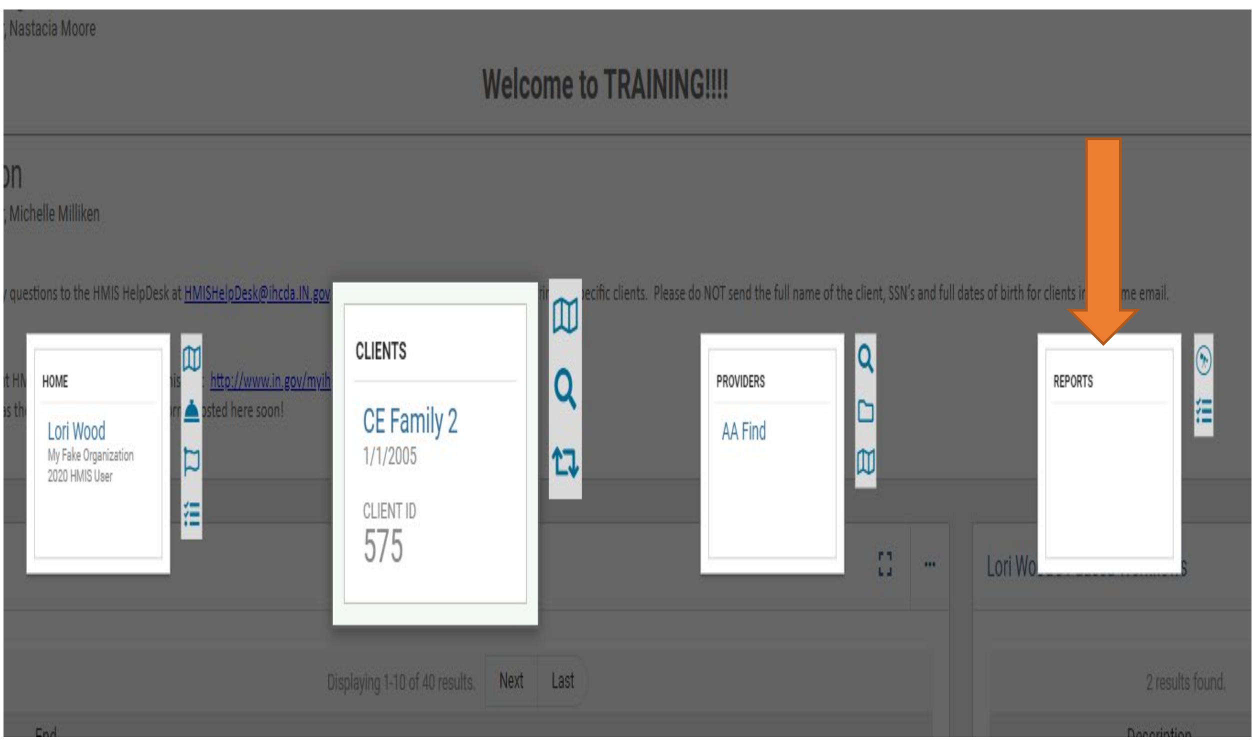
A new "Reports" workspace is now available and can be accessed by executing the following steps:

1. Log in to the system using your log in credentials (User name and password)
2. From the "Home" workspace, move the cursor to the "double arrow" icon located to the right of the "ClientTrack" logo at the top of the page and "click".

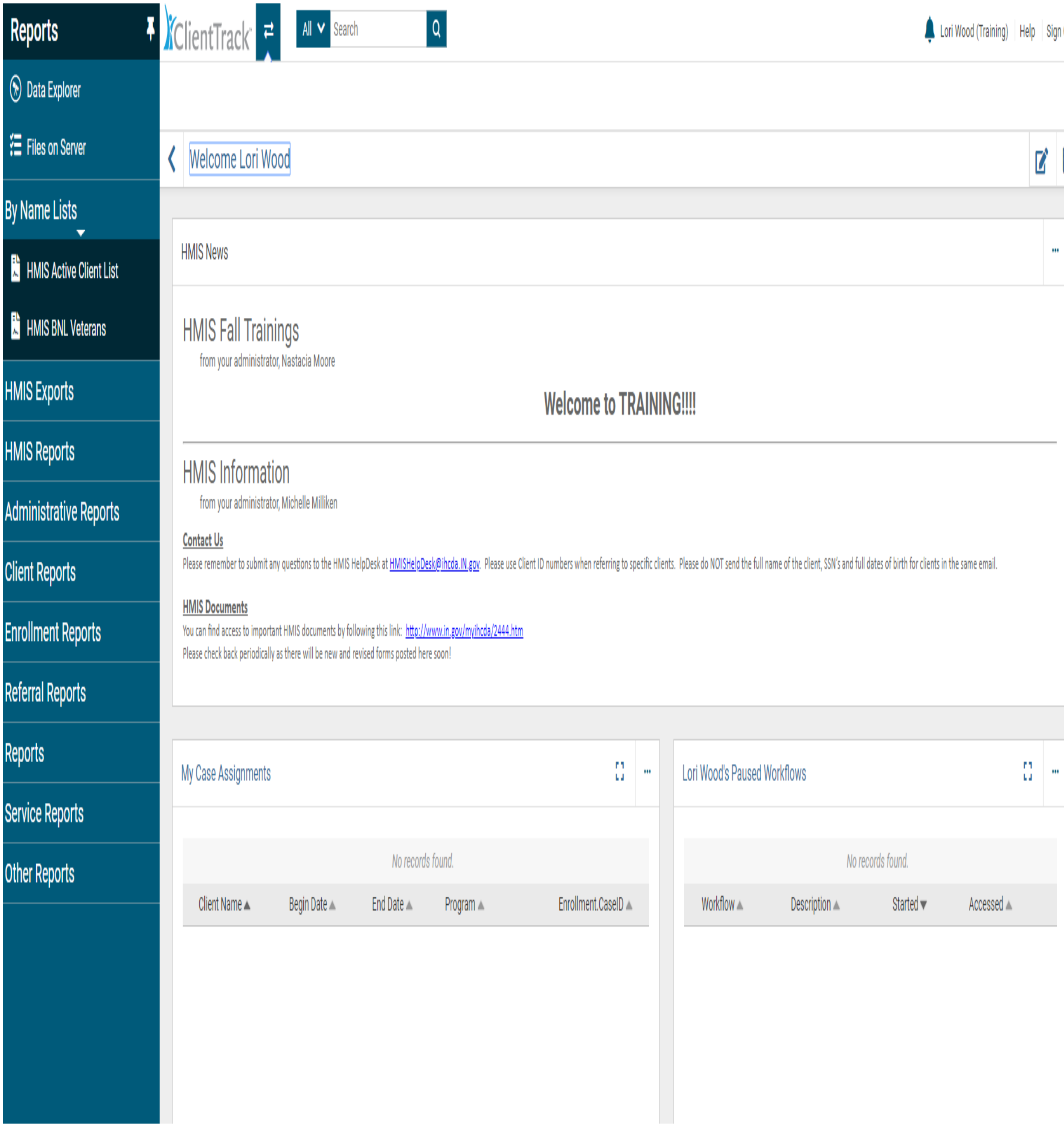


3. Move the cursor to the “>” symbol on the right side of the screen and “click”

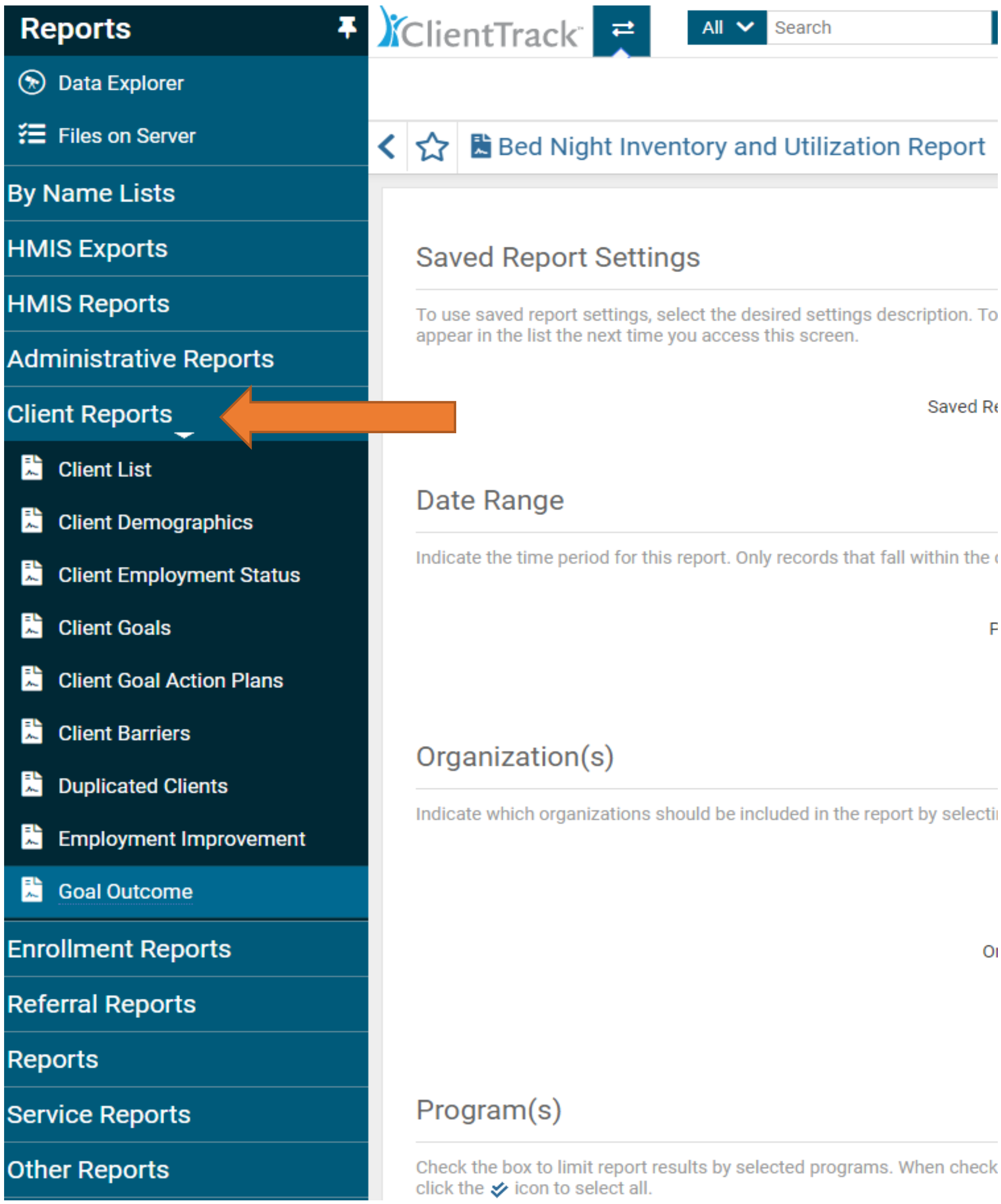
4. The “Reports” workspace is now visible and may be accessed by clicking on the “Reports” box.



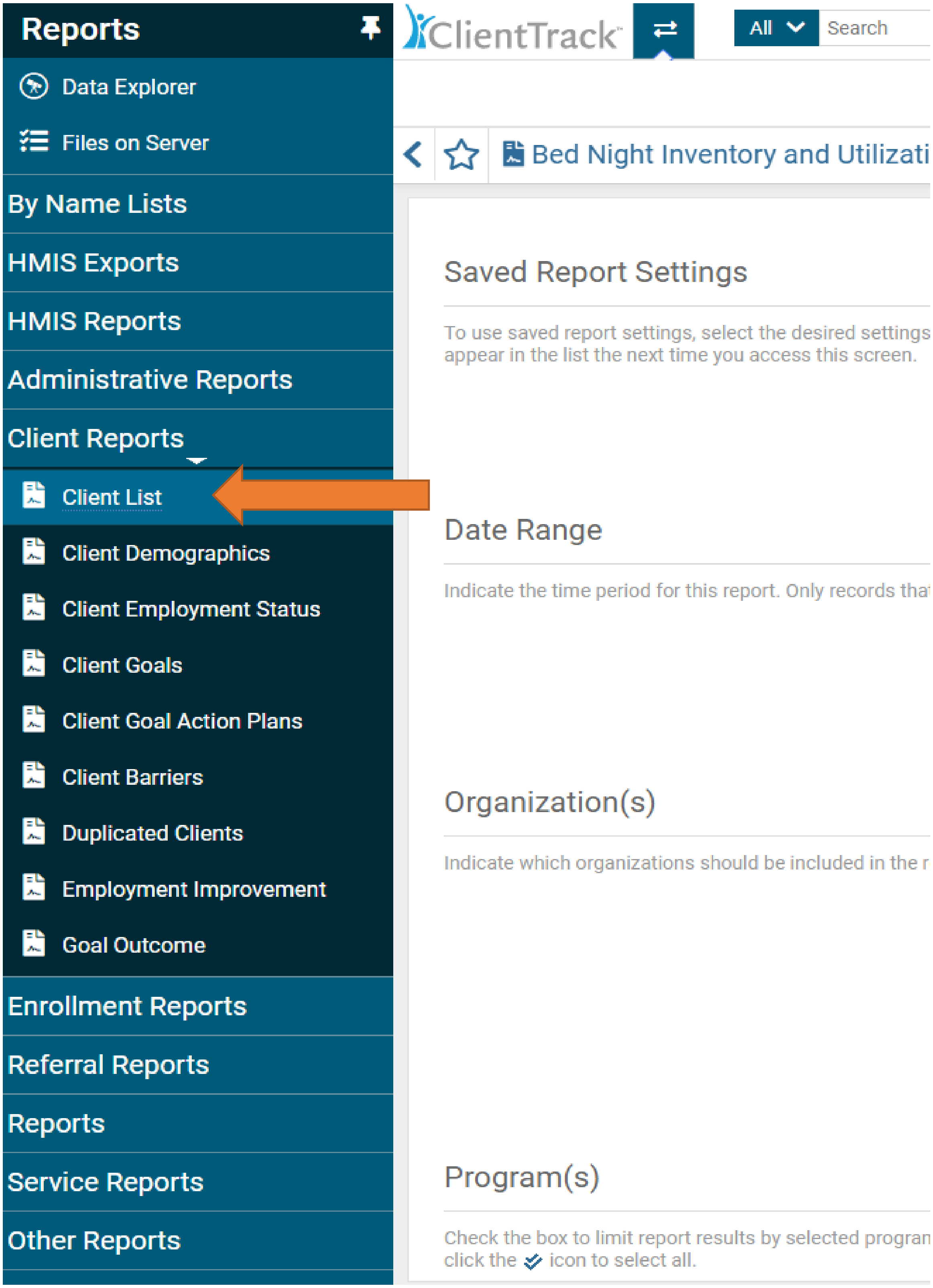
5. The “Reports” workspace is new and easier to navigate.



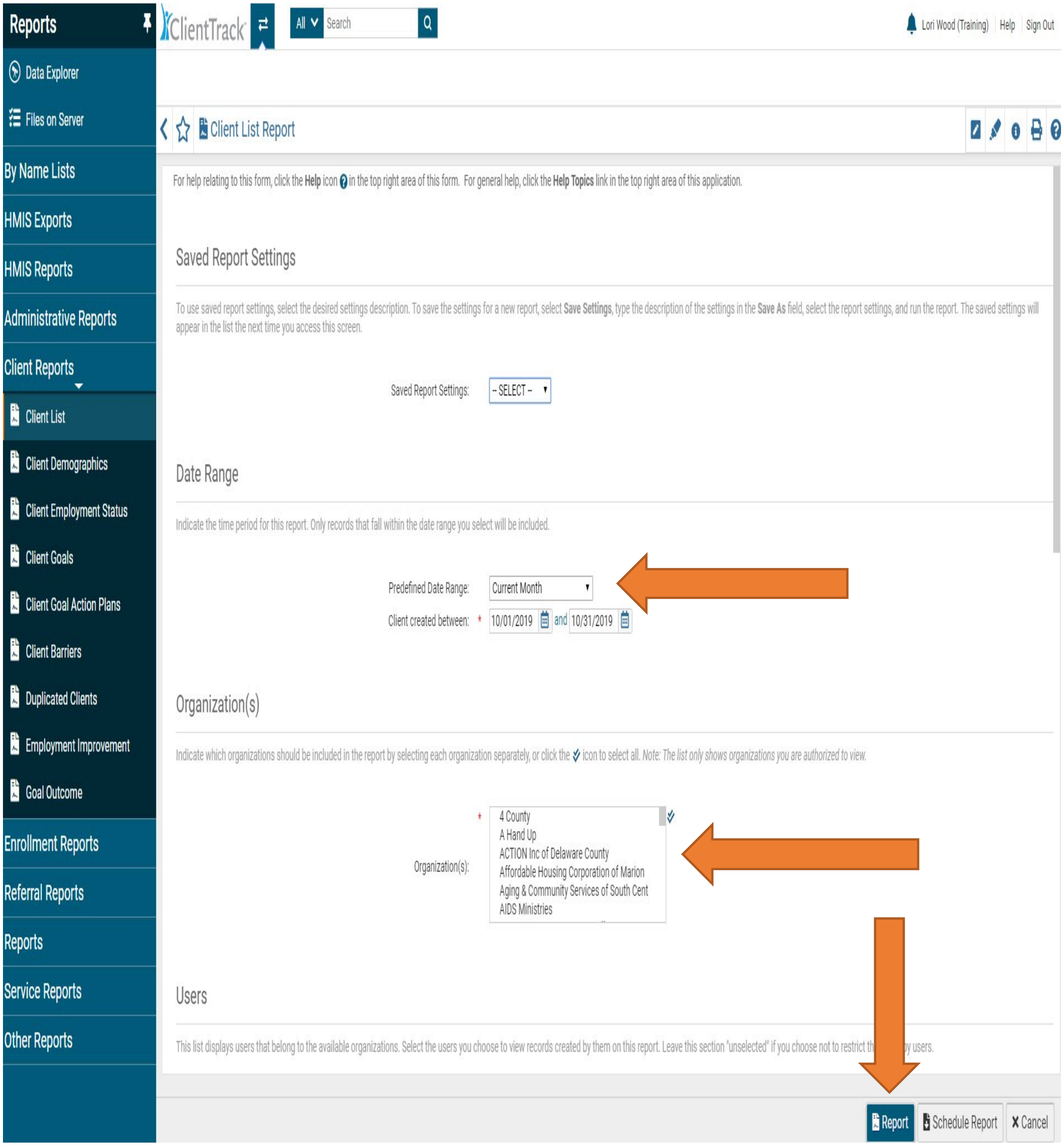
6. Move your cursor to the desired report category in the blue menu and “click”
7. For example, to access the “Client Reports” simply click on “Client Reports”
8. The menu will expand below and the respective “Client Reports” may be accessed by clicking on the report title



9. To view the “Client List” report, move the cursor to “Client List” and click



10. Next complete the report fields.



11. Once the report parameters have been entered, click "Report" located at the bottom right of the screen

Please email the appropriate help desk if additional assistance is needed.
HMISHelpDesk@ihcda.in.gov or DVClientTrack@ihcda.in.gov

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