

Introduction to Reports

HARP HAS A SUITE OF TEN STANDARD REPORTS WHICH WILL BE ACCESSIBLE TO USERS AND THESE ARE LISTED BELOW.

Report List


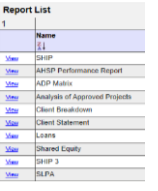
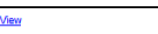
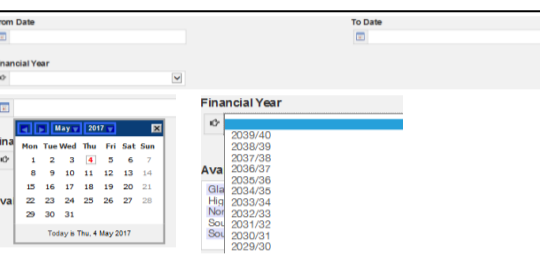




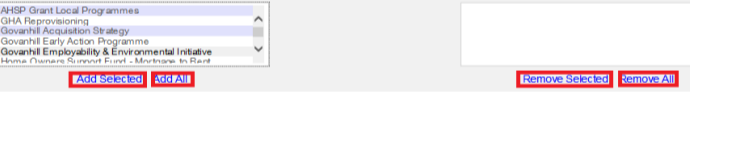
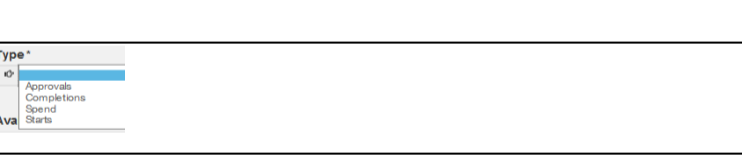

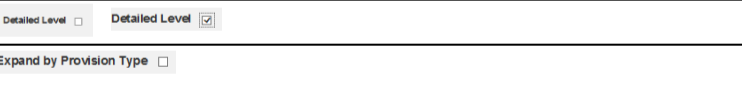
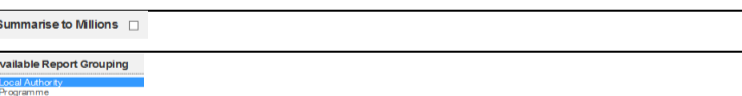
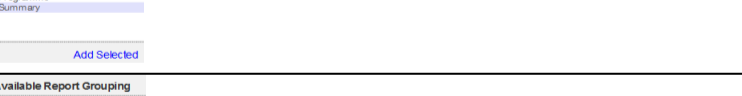


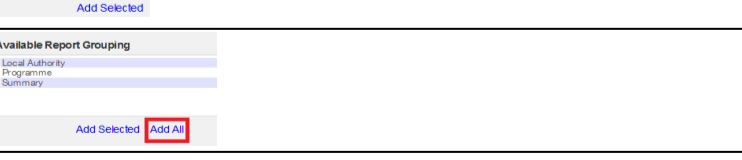
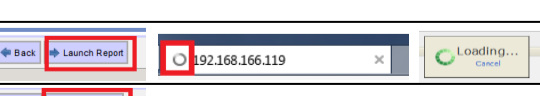
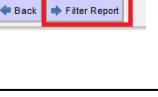
Name	Description	Uri	Last Updated By	Last Updated Date
View SHIP	1. Report for SHIP Tables 1 and 2	SHIP12	Housing System Administrator	29 Mar 2016
View AHSP Performance Report	2. AHSP Performance Report	AHSPPerformanceReport	Housing System Administrator	15 Sep 2015
View ADP Matrix	3. ADP Matrix	ADP-Matrix	HSD System Administrator	03 Apr 2015
View Analysis of Approved Projects	4. Analysis of Approved Projects	AnalysisOfApprovedProjects	Housing System Administrator	08 Apr 2015
View Client Breakdown	5. Client Breakdown	ClientBreakdown	HSD System Administrator	03 Apr 2015
View Client Statement	6. Client Statement	ClientStatement	HSD System Administrator	03 Apr 2015
View Loans	7. Loans	Loans	Housing System Administrator	17 Apr 2015
View Shared Equity	8. Shared Equity	SharedEquity	Housing System Administrator	15 Apr 2015
View SHIP 3	1. Report for SHIP Table 3	SHIP3	HSD System Administrator	01 Jun 2016
View SLPA	10. SLPA	SLPA	HSD System Administrator	01 Jun 2016

IN THE TEST SYSTEM THESE REPORTS ARE OPEN TO ALL BUT IN THE LIVE SYSTEM THERE WILL BE ACCESS RESTRICTIONS AND THESE ARE NOTED BELOW

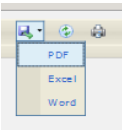
REPORT NAME	DESCRIPTION	ACCESS RIGHTS
SHIP (Strategic Housing Investment Plan)	REPORT ON SHIP TABLES 1 AND 2	ALL
AHSP PERFORMANCE REPORT	OVERALL REPORT ON PROGRESS WITH NATIONAL AHSP PROGRAMME	SG AND TMDF (TAILORED VIEW)
ADP MATRIX	REPORT ON SPEND, UNITS AND APPROVALS BY GEOGRAPHIC CLASSIFICATION AND TENURE	ALL (TAILORED VIEW)
ANALYSIS OF APPROVED PROJECTS	REPORT ON DATA ASSOCIATED WITH PROJECTS WHICH HAVE RECEIVED TENDER APPROVAL	ALL (TAILORED VIEW)
CLIENT BREAKDOWN	REPORT ON SPEND, UNIT APPROVALS, STARTS AND COMPLETIONS BY CLIENT/APPLICANT	SG, TMDF AND CLIENT (TAILORED VIEW)
CLIENT STATEMENT	REPORT ON FINANCIAL TRANSACTIONS BY CLIENT/APPLICANT	SG, TMDF AND CLIENT (TAILORED VIEW)
LOANS	REPORTS ON LOAN PORTFOLIO TO TRACK VALUES AND REPORT ON ACTIVITY	SG
SHARED EQUITY	REPORT ON ALL SHARED EQUITY PRODUCTS TO TRACK VALUES AND STAKES	SG
SHIP3	REPORT ON SHIP TABLE 3	ALL
SLPA	REPORT ON STRATEGIC LOCAL PROGRAMME AGREEMENTS	ALL (TAILORED VIEW)

AS WITH ALL ASPECTS OF THE SYSTEM, WHERE ACCESS IS GRANTED, IT IS TO A TAILORED VIEW OF DATA ASSOCIATED WITH YOUR AREA OF OPERATION AS INDIVIDUAL ORGANISATION'S DATA IS SEGREGATED EVEN IF YOU SELECT ALL APPLICANTS, ALL LOCAL AUTHORITIES OR ALL PROGRAMMES WHEN SETTING THE PARAMETERS FOR YOUR REPORT IT WILL STILL ONLY RETURN DATA RELEVANT TO YOUR ORGANISATION

How to Use HARP Standard Reports

Step	Step Description	Input Field
1	Once logged in to HARP, select Reports from the left hand menu, and click on the Reports option within	
2	This will then display the list of standard reports available to your user type	
3	Select View against the report you wish to run	
4	Depending on the report you will have options to select the date range of the report. For "From and To" use the calendar drop down to select the range. For Financial year select from the dropdown list.	
5	To select individual local area teams click and highlight the entry or entries you want from the left hand box and click on Add Selected . You will then see the entries you have selected appear in the right hand box. To select all local area teams click on Add All If you change your mind or select the wrong option you can remove your selection in the same way by using Remove Selected or Remove All	
6	To select individual local authority areas click and highlight the entry or entries you want from the left hand box and click on Add Selected . You will then see the entries you have selected appear in the right hand box. To select all local authority areas click on Add All If you change your mind or select the wrong option you can remove your selection in the same way by using Remove Selected or Remove All	
7	The options of AHSP or non AHSP are given. AHSP is the funding programme that funds the 50,000 homes target Non-AHSP includes programmes such as RSL Adaptations that are funded from other budgets To select an individual funding programme type click and highlight the entry or entries you want from the left hand box and click on Add Selected . You will then see the entries you have selected appear in the right hand box. To select all local authority areas click on Add All If you change your mind or select the wrong option you can remove your selection in the same way by using Remove Selected or Remove All	
8	Dependent on your selection of funding programme a list of programmes is then available for singular or multiple selection To select individual funding programmes click and highlight the entry or entries you want from the left hand box and click on Add Selected . You will then see the entries you have selected appear in the right hand box. To select all funding programmes click on Add All If you change your mind or select the wrong option you can remove your selection in the same way by using Remove Selected or Remove All	
9	Approvals relates to units which have received tender approval Completions relates to units which have reached physical practical completion Spend relates to SG expenditure Starts relates to units which have started on site	
10	Actual relates to dates achieved within your selected date parameter Estimated relates to dates forecast to be achieved within your selected date parameter	
11	By checking the Detailed Level tickbox you can display the report results at an individual project level	
12	By checking the Expand by Provision Type tick box you can display the report results at a provision type level and this sorts results by general and special needs	
13	By checking the Summarise to Millions tickbox you can display any monetary value results as millions.	
14	By clicking on Local Authority and Add Selected you can display the report results structured by each local authority within your previous selection	
15	By clicking on Programme and Add Selected you can display the report results structured by each Programme within your previous selection	
16	By clicking on Summary and Add Selected you can display the report results at a totalled level for all previous filter selections	
17	You can select a variety of groupings at the same time by clicking on those groupings required and selecting Add Selected or can choose all groupings by selecting Add All	
HOW TO RUN A REPORT AND AMEND FILTERS		
1	Go back to the top of the page and select Launch Report . You will then see the web page loading and see a message appear on screen saying Loading Page .	
2	At the top of the page you should select Filter Report which takes you back to the filter parameters page for your report. Don't select Back as this will take you completely out of the current report and you will then need to start building your report from the beginning again.	
3	You can individually remove previously selected filters or remove all within filter types	

Exporting a Report

Step	Step Description	Input Field
1	<p>First follow the instructions on how to run a report on the previous tab</p> <p>Once you have your report on screen you are able to export it in three different formats. You can access the options by clicking on the floppy disc image at the top of the report.</p>	
2	<p>If you wish to create a PDF then click this option, you will then be prompted to open or save the document.</p> <p>Follow this same step to generate your report as an Excel document or a Word document, which will allow you to manipulate the data as required.</p>	<hr/> <p>Do you want to open or save ADP-Matrix-SAC-Detailed.pdf from 192.168.166.119?</p>