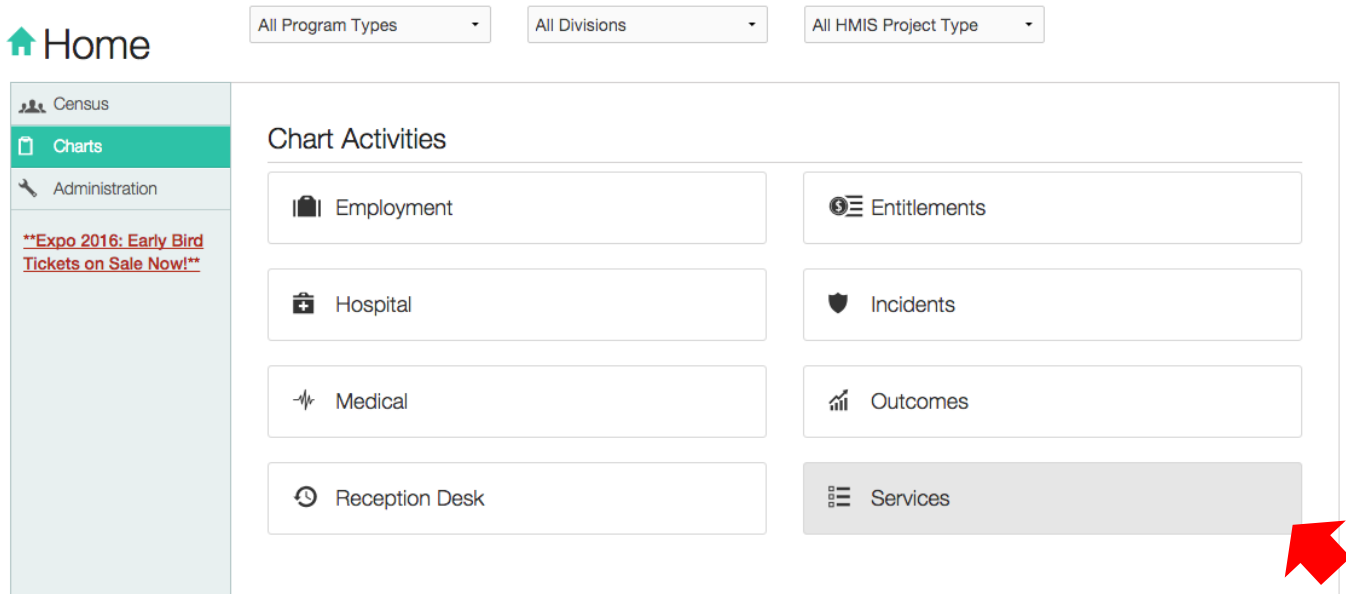


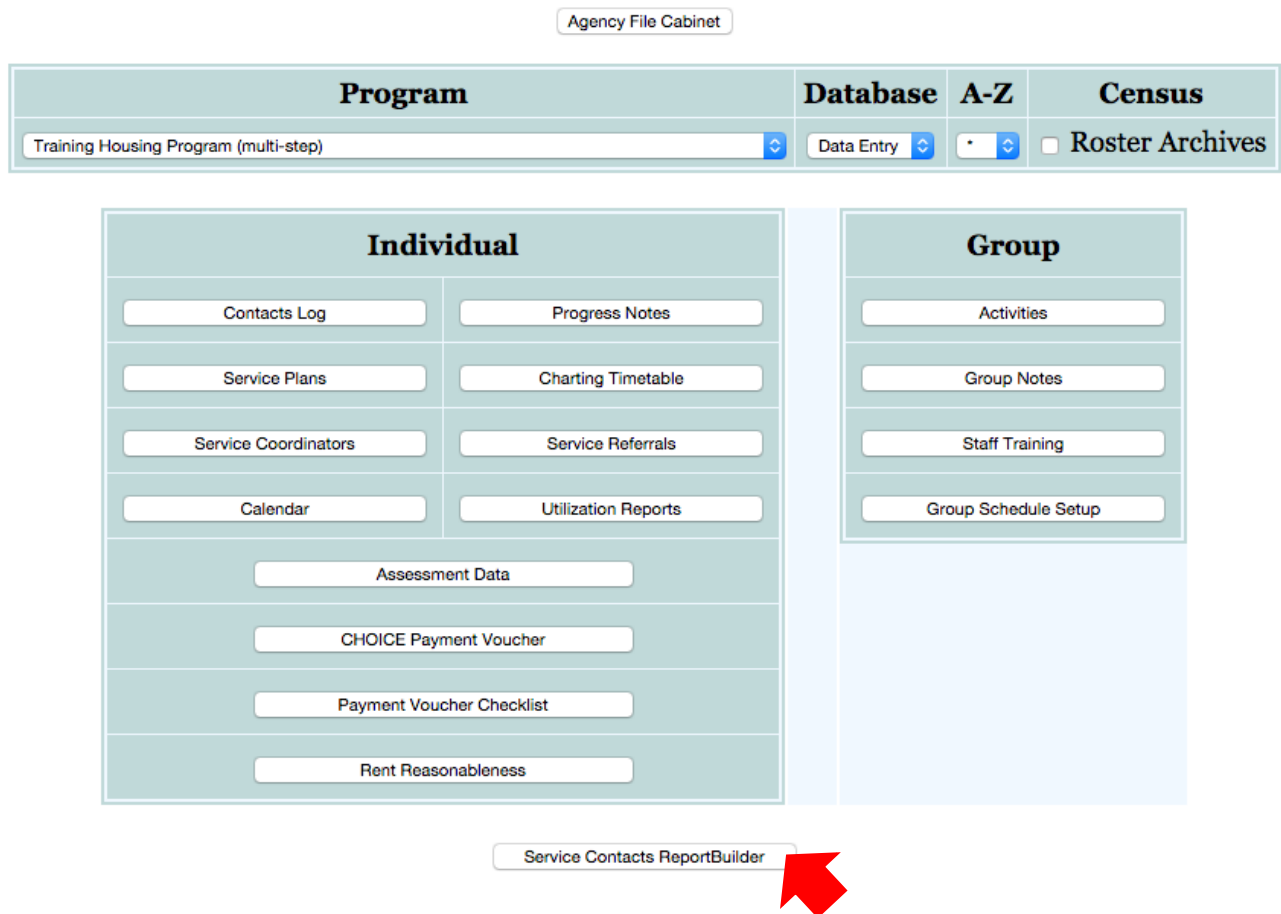
CHOICE Services Contact ReportBuilder

- From **HOME** Screen & Charts tab, select Services



- From Services Menu, select **Services Contact ReportBuilder**

Consumer Services Menu



- Select Program, Date Range, and a Saved Report

Saved report – Test CHOICE CL Report

Service Contacts ReportBuilder Settings

Program:

Training Housing Program (multi-step) ↓

Roster Date Range:

In Program ↓

From: 100114 [calendar icon] **To:** 01/28/2016 [calendar icon]

Consumer:

Expand List

All Consumers ↓

Services Dates:

From: 100114 [calendar icon] **To:** 01/28/2016 [calendar icon]

Provide ExportBuilder Options

Send in AWARDS Message

Select a saved report format:

Leave blank to generate a report without a previously saved report format

Test CHOICE CL Report ↓

Provide option to modify settings of saved report format.

- **Test CHOICE CL Report** is displayed below

To view the Contact Log that was created, select the hour glass to the right of the row

Mississippi Balance of State

Training Housing Program (multi-step)

Test CHOICE CL Report

All Consumers

In Program: 10/01/2014 to 01/28/2016


Services: 10/01/2014 to 01/28/2016



Unduplicated Consumer Data

Filter Applied:

Total Cost Greater than or Equal to 0

[Excel File](#)

 **Program:** Training Housing Program (multi-step)

Name (Last First)	Contact Date	Duration	Units	Service Details	Total Cost	Funding Source	Created By	
Bob, Brandy	10/21/2015	15 Minutes	0	Intake Interview	0.00	HUD	Training User	
Bob, Billy	10/21/2015	15 Minutes	1	Intake Interview	0.00	HUD	Training User	

Training Housing Program (multi-step): # Records: 2



Record Count: 2