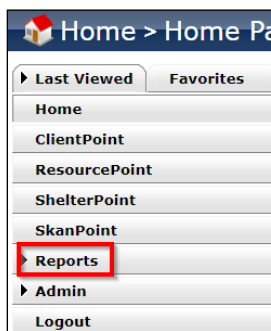


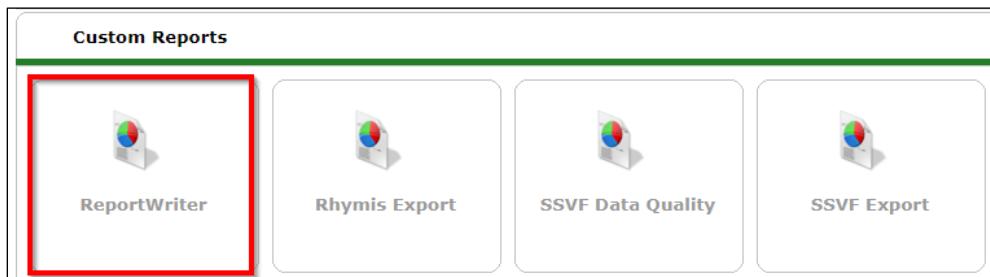
Columbia IWC:

How to Generate the IWC Entry Exit Report

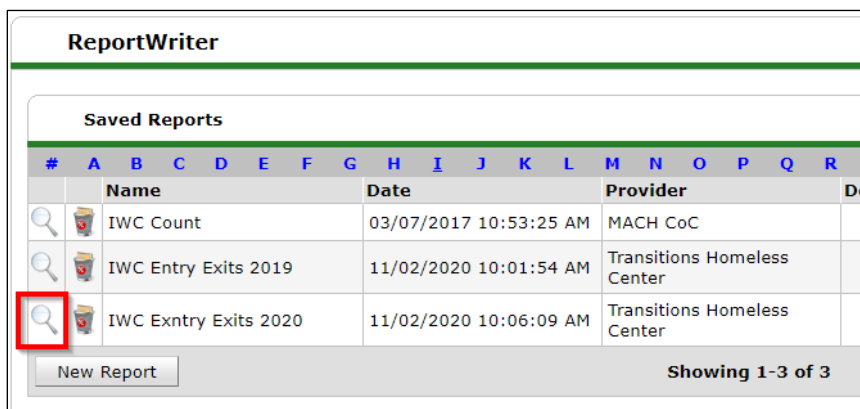
1. Log on to **HMIS**. The **Home Page Dashboard** displays.
2. Click on the **Reports** module.



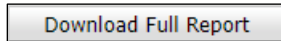
3. Click on the **ReportWriter** button.



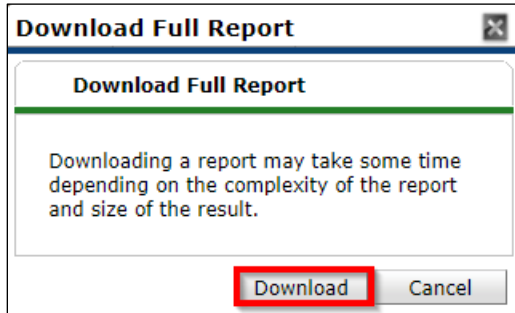
4. Click on "I" below the Saved Reports tab. Click the magnifying glass beside **IWC Entry Exits [Year]**.



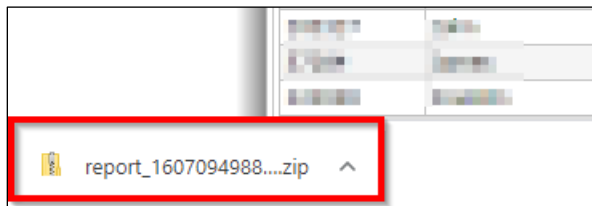
- The IWC Entry Exits pop-up displays. Click the **Download Full Report** button.



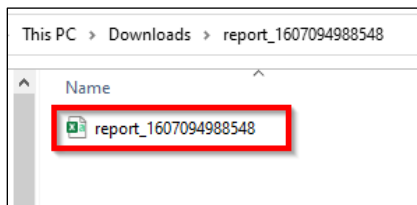
- The Download Full Report pop-up displays. Click the Download button.



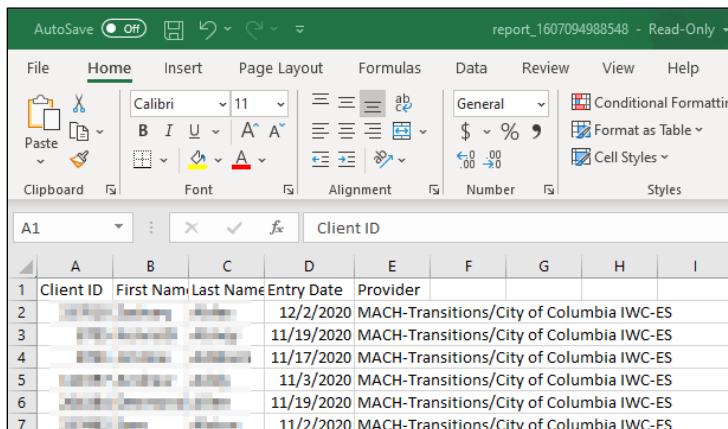
- Click the document folder at the bottom of the screen.



- Double-click the Excel document.



- The Excel document opens.



	Client ID	First Name	Last Name	Entry Date	Provider
1				12/2/2020	MACH-Transitions/City of Columbia IWC-ES
2				11/19/2020	MACH-Transitions/City of Columbia IWC-ES
3				11/17/2020	MACH-Transitions/City of Columbia IWC-ES
4				11/3/2020	MACH-Transitions/City of Columbia IWC-ES
5				11/19/2020	MACH-Transitions/City of Columbia IWC-ES
6				11/2/2020	MACH-Transitions/City of Columbia IWC-ES

- Send the document to your local printer or save the document on your computer.