



Advanced Reporting Tool BOS Rank & Review Report

sp5.servicept.com/Missouri

ART (Advanced Reporting Tool)	
Connect to ART	<ol style="list-style-type: none"> 1. Select Connect to ART on the banner menu at the top right of the screen OR navigate to ART by selecting Reports on the left hand menu and selecting ART at the bottom of the screen under Custom Reports.
ART Browser	<ol style="list-style-type: none"> 1. Under ART Browser, navigate to Public Folder > Balance of State CoC > BOS Rank & Review - 08012017 and click on the Magnifying Glass. 2. On the <i>ART Item Details</i> window click View Report to open the report. A new window will open in Java.
Prompts	<ol style="list-style-type: none"> 1. Select Provider(s): choose the appropriate provider 2. Select CoC Code: leave blank 3. EDA Provider prompt: Select Provider 4. Enter effective date: 10/01/2017 5. Enter Prior Year Start Date: 10/01/2014 6. Enter Current Year Start Date: 10/01/2015 7. Enter Current Year End Date PLUS 1 Day: 10/01/2016