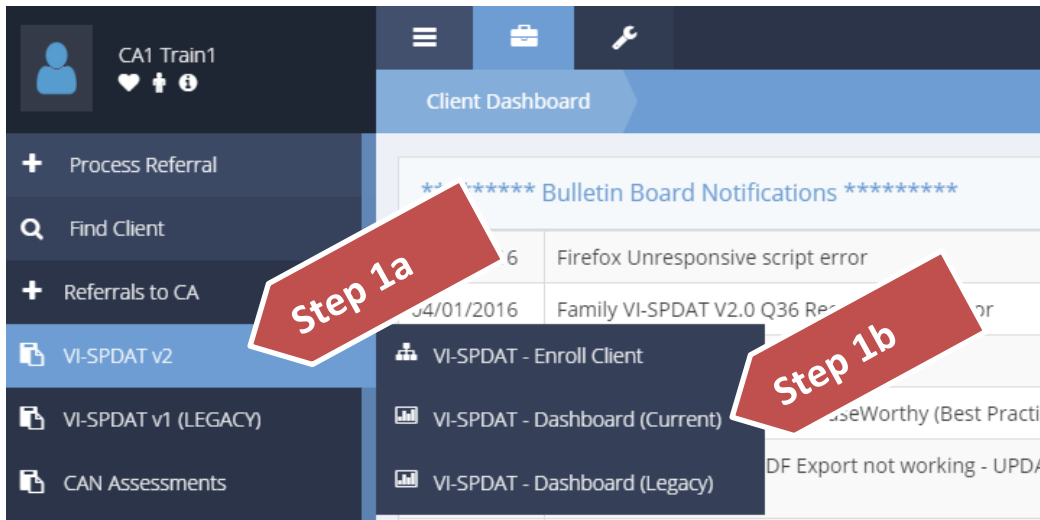


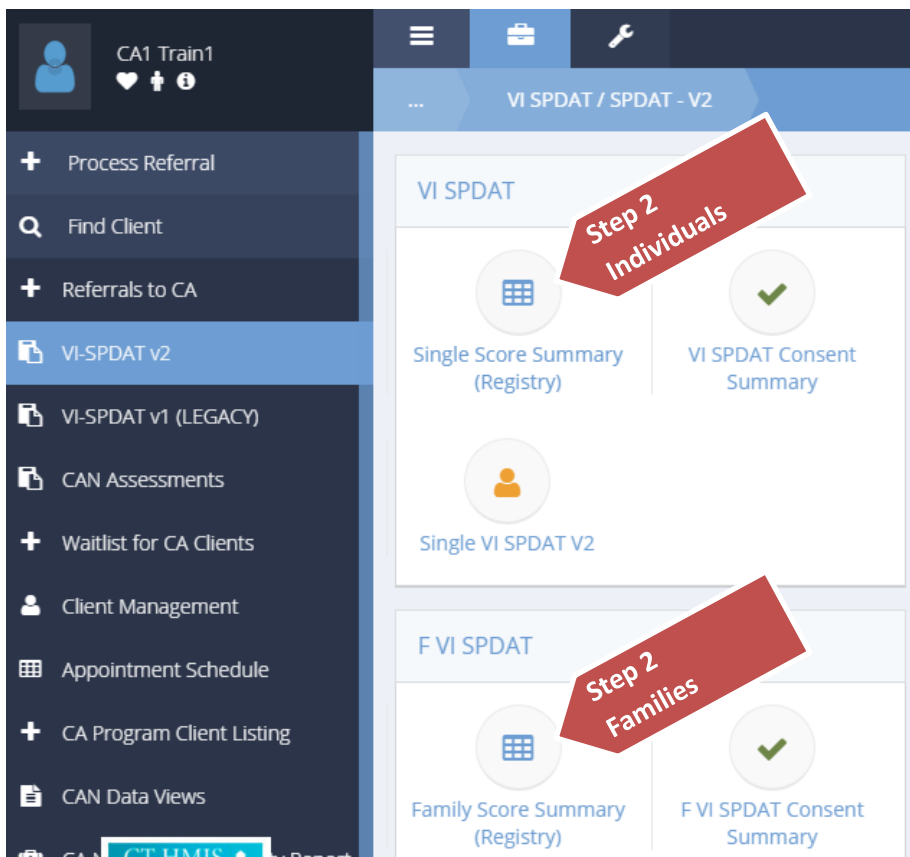
# ACCESSING THE BY NAME LIST REGISTRY IN HMIS

**Step 1a:** Log in to HMIS and click on VI-SPDAT v2 in the left-hand menu.

**Step 1b:** In the submenu, click on VI-SPDAT – Dashboard (Current)



**Step 2:** Click Single Score Summary (Registry) to access the list for **Individuals**, or click on Family Score Summary (Registry) to access the list for **Families**.



Prepared by CCEH and DOH 4/5/2016. Provided to Housing Captains electronically on 4/5/2016

If you have any questions, please contact Brian Roccapiore

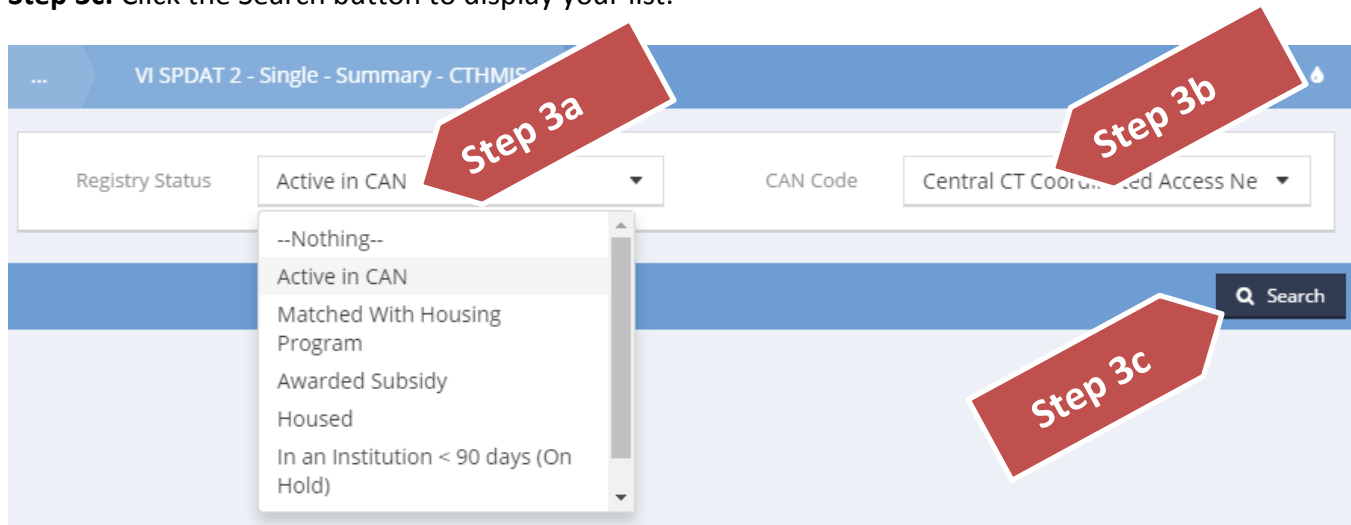
[broccapiore@cceh.org](mailto:broccapiore@cceh.org), Jackie Janosko [jjanosko@cceh.org](mailto:jjanosko@cceh.org), or

Beau Anderson [beau.anderson@ct.gov](mailto:beau.anderson@ct.gov)

**Step 3a:** Select a Registry Status from the dropdown menu. (NOTE: If you select the option marked as “–Nothing–” you will see every Individual or Family on your list)

**Step 3b:** Select your CAN from the CAN Code dropdown menu.

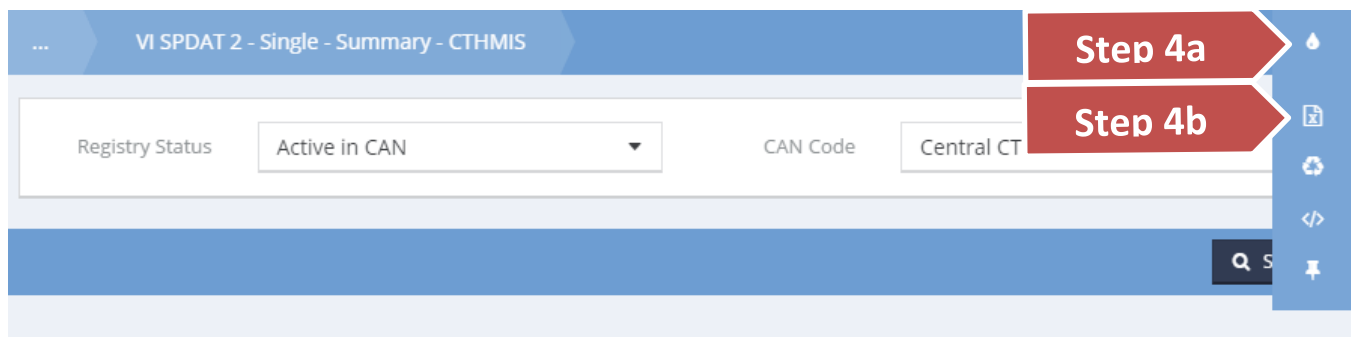
**Step 3c:** Click the Search button to display your list.



After a moment, the By Name List Registry for your CAN should now be displayed on the screen. It will be your list of Individuals or your list of Families, based on your selection in Step 2. To view all of the information on the registry for your CAN, proceed to steps 4a and 4b to export the list to Excel.

**Step 4a:** To export the list to Excel, click on the teardrop icon in the top-right corner.

**Step 4b:** Click on the Excel document icon.



The file download should begin immediately, and you will be prompted to Save or Open the file.

**REMINDER:** The By Name List Registry includes confidential and personally identifying information about the clients in your CAN. Any authorized user of HMIS with the appropriate permissions can follow the instructions above to view the list. **Do not share this exported file as an e-mail attachment (with or without a password).**