



Guide to Generating and Reviewing the CAPER

Accessing CAPER ZIP Files:

1. The files on the server will provide you with **ZIP files**.
 2. Select the **HMIS_CAPER 2025 Validation Zip** to access the required files.
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To View the CAPER in PDF:

1. **Open HMIS Exports.**
 2. **Select “APR/CAPER Review”.**
 3. To view the **Formatted Output Report**, select the three dots action button.
 4. Select **“View 2025 APR/CAPER”.**
 5. When the **APR/CAPER FY 2025-Formatted Output Report** is ready, save it as a **PDF report**.
 - **REPORT TYPE SELECT** (e.g., **CAPER**) to narrow down the available reports.
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Important Notes:

- **CAPERs cannot be scheduled.**
 - Best practice is to generate one project at a time.
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To Run the CAPER:

1. **Open HMIS Exports.**
2. **Select CSV CAPER - FY2025.**
3. **Select Date Range:**
 - Choose the appropriate date range for the report.
4. **Organization:**
 - The organization should already be included in the report.
5. **Project(s) Filter by Project:**
 - Filter by programs to see the specific project.
 - Select the desired project.

6. **Run Export.**
7. **Deselect "Encrypt Export" and "Assume Responsibility".**
8. Click **Done**. Your export has been queued.

Following these steps will help you successfully generate and review the CAPER for your project. Let me know if you need any further assistance!