

7b. Run a full *Waitlist Outcomes Report*

- Three steps:**
- 1) get your waitlist data from our website (save as a .txt file); then
 - 2) open the .txt file, highlight and copy the entire data file; then
 - 3) paste it into the Excel Tool called “Waitlist Report”.

Welcome to HousingWorks!

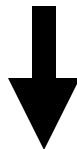
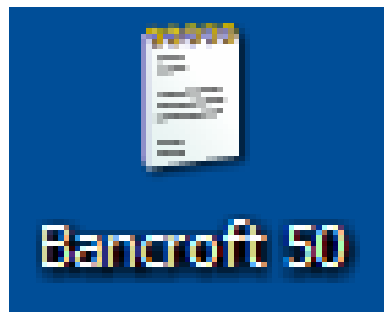
HousingWorks is modeled after an ecosystem, and provides benefits for individuals and organizations working in the affordable, subsidized, and special needs housing worlds.
This site is designed for low-end users and slow internet connections.
Read our [Mission Statement](#)

Enter HousingWorks
P.O. Box 231104, Boston, MA 02123

<p>At-a-Glance</p> <ul style="list-style-type: none">• Applicants: How to look for housing• Providers: Waitlist Services• Oversights: Data Reporting Services (NYA) <p>Contact Housingworks Phone: 617-504-0577 E-mail: support@housingworks.net</p>	<p>Other Handy Resources</p> <ul style="list-style-type: none">• Instruction Guides• Company Brochure <p><small>A number of other websites contain information that may be helpful to you at one time or another.</small></p> <ul style="list-style-type: none">• Housing Discrimination Handbook• HUD's Housing Discrimination Complaint Form• Barriers to Fair Housing• Other handy resources
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Keyboard shortcuts to highlight and copy data:

1. *CTRL + “A” to highlight the entire document*
2. *CTRL + “C” to copy*
3. *CTRL + “V” to paste*



More detailed steps

1. You will need to have the following macro – request it from HousingWorks:
Waitlist Report.xlt
2. Go to: <http://www.housingworks.net> or <http://www.housingworks.com>.
3. Click the link: “Enter HousingWorks”.
4. Click the link: “Registered Housing Provider”.
5. Enter your ID and password. These are found in the document: “1. How to Start HousingWorks: Office Set-up” which should be on file in your site office and at the central management office, if there is one.)
6. You will see the following webpage. Click the “Manage Waitlists” link.

Housing Provider | Fensgate Cooperative

[Search](#) [Advocate](#) [Provider](#)

HousingWorks
v.1.7.1_GIS

[Update program info](#)

[Manage waitlists](#)

[Walk-In screen](#)

[Create/Update online applications](#)

[Search for housing or housing resources](#)

[Change password](#)

To access a client, enter their

Social Security Number:

-or-

Last Name: and

Date of Birth:

7. Click on the link: “Manage Waitlists”. Pick the waitlist you want to deal with (1). Then hit the “Show” button (2). Then hit the lines next to the Control Number column, to see if everyone on that list has a control number. (3) *You cannot proceed until every applicant has a unique control number.* Next, click the lines next to the Date and/Priority columns – this shows you the applicants in the order you should try to contact them (earliest, highest priority, etc) (4). Then either mail the whole list (6) or type the number of applicants you want to mail (first 10 applicants, first 25 applicants, etc) (5)

8. **IMPORTANT!** *If the webpage ‘crashes’, it is because at least one APPLICANT on the list is missing a control number. (Some applicants will be on the list with no control number, because they generated an application but never mailed the application to you. Or they mailed the application and you have not yet processed it. Either give them a control number, or remove them from the list by clicking the red “minus” sign, THEN try to do this download of data).*

Manage Waitlists | Demonstration Housing Authority Active Client: **John D. LaBella**

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v 2.0_GIS 18MAR2005

2

Show

1

6

first waitlist entries **5**

entire waitlist

Name	Preference	Date	Control #	Eligible?	Desired Unit Size	Status	Last Updated
John LaBella	1 res	08/05/04	00024	Yes	3 BR	closed	10/05/04 11:36 AM
Test Person3	1 bc	10/03/04	00029	Yes	3 BR	closed	10/05/04 11:33 AM

The work in the previous step will produce a text file that you save to the same folder as the letter or envelope you want to print. (You don't need to open it, but it will look something like this if you did:

FirstName	LastName	ControlNumber	Priority	Preference	Eligible	StreetNumber	City	State	Zip	Date	Unitsize	Stat
John	LaBella	00024	1	res	1	"P.O. Box 231104"	Boston	MA	02123	08/05/2004	2 Bedroom	open Resp
Test	Person3	00029	1	bc	1	"17 May Road"	Boston	MA	02114	10/03/2004	3 Bedroom	closed Resp
Test	Person4	00030	3	0	1	"Cynthia W Lane"	Newton	MA	10958	10/04/2004	4 Bedroom	closed null
Test	Person5	00031	3	0	1	"17 Sellers St"	Cambridge	MA	02139	07/18/2004	1 Bedroom	open null
Test	Person7	00033	1	0	1	"1200 Briarwood Blvd"	Arlington	MA	01274	10/02/2004	2 Bedroom	open
Test	Person7	00033	2	0	1	"1200 Briarwood Blvd"	Arlington	MA	01274	10/03/2004	2 Bedroom	open
Test	Person8	00034	1	0	1	"7 Temple St"	Cambridge	MA	02139	10/04/2004	3 Bedroom	open null
Northampton	Anon	00035	1	0	1	"1200 Briarwood Blvd"	Arlington	TX	76013	02/01/2005	3 Be	
John	LaBella	0078	0	0	1	"P.O. Box 231104"	Boston	MA	02123	04/23/2005	2 Bedroom	open null
John	LaBella	1000	0	0	1	"P.O. Box 231104"	Boston	MA	02123	06/21/1998	2 Bedroom	open null

- A. Open the MS Excel macro mentioned in step 1. If asked, choose "Enable Macros", which will then let the file open up. *(If your security is set too high, go to the TOOLS/Options/Security/Macro Security and set it to "medium". This is a one time step.)*
- B. Open the data file, hit "CTRL" + the letter "A" to highlight all the data, then copy it, and return to the Excel WL Macro. Click the mouse once in the 'A1' cell, then paste the data.
- C. Now, go to the "Tools" Menu/Macro/Macros and run the macro shown. (ALT + f8 key on my computer does this fast. Then sit back while the macro creates a Full Waitlist Outcomes Report!
- D. Go to the FILE menu, select "Print Preview" and figure out how many pages of this document you will want to actually print.
- E. The report needs to be printed on LEGAL size paper 8.5 x 14 in. Each client's data runs across two pages of the legal sized paper, because there are so many required fields of information - so you will need to sort the pages in pairs.
- F. Be sure to hand write the name of the waitlist you are reporting at the top.
- G. Finally, be sure to use the priority codes, the preference codes and the language in the NOTES field in exactly the way we suggest; otherwise, you may have to spend a lot of time doctoring the results. Call HousingWorks if you have questions 617 504-0577 because we can do some fast database work that brings your past work into line with these instructions, saving you many hours of clean up.