



Move In/Move Out SOPs

Revised: January 11, 2023

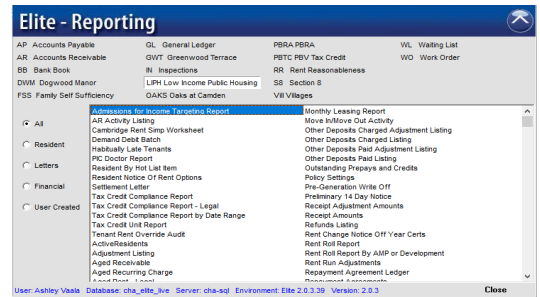
Printing The Move In/Move Out Report

- After logging into Elite, click on **Reports**, which is the second icon from the right which looks like a piece of paper with a magnifying glass (*Figure 1*).
- In the main screen, click on whichever type of site that you are pulling a report for (*Figure 2*).
- Click **Move In/Move Out** activity as seen in *Figure 3*.

Figure



Figure



- From there, choose the date range that you want to run the report for *Figure 4*. It may be a good idea to run it for a two or three-month range, in case any move in's or move out's were delayed in being entered in the office. In addition, in the next tab that says "developments", you can put a % into the empty field and hit

enter and it will pull up all of the site. Click which site you want to run the report for.

Figure 4

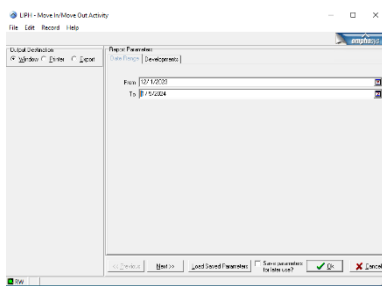
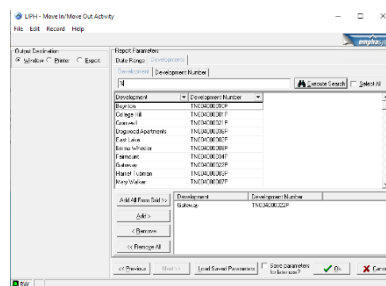


Figure 5



- Lastly, it will pull up the report (*Figure 6*) with the move in's and move out's for the time frame that you selected that you can print or work off of on the computer.

Figure 6

Chattanooga Housing Authority
 For online at chathousing.org/jsp
 601 East Market St., Chattanooga, TN 37403

Move In/Move Out Activity

Development	Site Code	Site Name	Move In	Move Out	DOB Return	Wait Time
Development 1	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 2	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 3	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 4	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 5	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 6	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 7	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 8	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 9	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 10	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 11	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 12	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 13	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 14	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 15	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 16	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 17	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 18	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 19	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 20	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 21	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 22	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 23	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 24	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 25	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 26	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 27	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 28	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 29	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 30	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 31	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 32	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 33	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 34	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 35	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 36	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 37	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 38	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 39	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 40	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 41	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 42	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 43	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 44	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 45	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 46	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 47	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 48	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 49	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 50	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 51	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 52	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 53	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 54	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 55	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 56	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 57	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 58	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 59	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 60	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 61	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 62	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 63	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 64	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 65	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 66	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 67	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 68	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 69	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 70	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 71	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 72	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 73	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 74	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 75	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 76	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 77	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 78	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 79	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 80	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 81	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 82	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 83	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 84	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 85	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 86	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 87	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 88	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 89	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 90	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 91	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 92	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 93	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 94	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 95	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 96	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 97	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 98	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 99	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes
Development 100	00000000	00000000	10/20/20	01/20/21	01/20/21	Yes

Total Moves In and Out for All Developments: 2 4

End of Report



Updating the Move In/Move Out in Family Metrics

- After logging into Family Metrics, click on **Resident Files** (Figure 7), then click on the residents whose status that you want to change.
- Once in the resident's file, click on **Resident Deactivation** at the bottom of the menu (Figure 8).
- In the **Resident Deactivation** screen (Figure 9):
 - Change the **Deactivation Date** to match the date that they moved out of their unit, were evicted from their unit, or passed away. This date will be on the Move In/Move Out report from Elite.
 - Click the reason for their deactivation from the Move In/Move Out report.
 - Click if a forwarding address was left.
 - Add deactivation information, mostly reiterating the reason they are being deactivated.
 - Click submit!

Figure 7



Figure 8

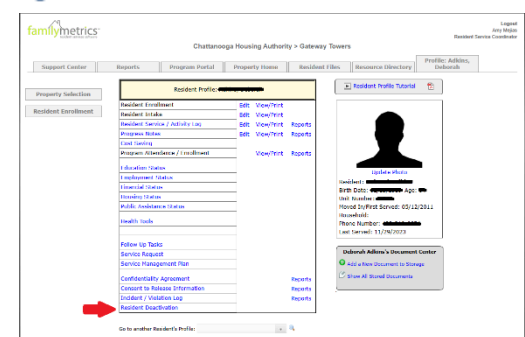


Figure 9

