

In order to view, edit or add information in any years other than the current & last year, you must filter by the property name before selecting "Show All Reporting Years"; otherwise, an error occurs in the system. Please follow the steps here to access other reporting years in DevCo.

Step 1: Click the **Filter** icon next to property name at the top of the table. *Note "Show All" is grayed out.*

Properties Listing

TEST- Earhart Properties (GP) 614-466-4385
 23 Test St
 Cleveland OH 43215-6906
 Show All Reporting Years

Properties Assigned to you:

Property Name	Reporting Year	Status	Award Number	Num Buildings	Num Units
TEST- Lindbergh Estates-PC	2015	Finalized	079900	3	14
TEST- Lindbergh Estates-PC	2016	Active	079900	3	14
TEST- Merging Projects-PC	2015	Active	N-B-94-9999, N-B-12-9999, 129999	6	26

Step 2: Type the property name in the box that appears and press **Enter**

Properties Assigned to you:

Reporting Year Status Award Number Num Buildings

TEST- Lindbergh Estates-PC	2015	Finalized	079900	3
TEST- Lindbergh Estates-PC	2016	Active	079900	3
TEST- Merging Projects-PC	2015	Active	N-B-94-9999, N-B-12-9999, 129999	6
TEST- Merging Projects-PC	2016	Active	N-B-94-9999, N-B-12-9999, 129999	6
TEST- Salmon Chase Acres II-PC	2015	Active	HUD-9090990, 079999, N-B-07-1111, 919999	5

Step 3: Click the check box for "Show All Reporting Years" (no longer grayed out)

Show All Reporting Years

Properties Assigned to you:

Property Name	Reporting Year	Status	Award Number	Num Buildings	Num Units
TEST- Lindbergh Estates-PC	2016	Active	079900	3	14
TEST- Lindbergh Estates-PC	2015	Finalized	079900	3	14

Step 4: All years the property was active (placed-in-service) with OHFA will be visible. **Select** the needed year.

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 Show All Reporting Years

Properties Assigned to you:

Property Name	Reporting Year	Status	Award Number	Num Buildings	Num Units
TEST- Lindbergh Estates-PC	2016	Active	079900	3	14
TEST- Lindbergh Estates-PC	2015	Finalized	079900	3	14
TEST- Lindbergh Estates-PC	2014	Monitoring	079900	3	14
TEST- Lindbergh Estates-PC	2013	Completed	079900	3	14
TEST- Lindbergh Estates-PC	2012	Completed	079900	3	14
TEST- Lindbergh Estates-PC	2011	Completed	079900	3	14
TEST- Lindbergh Estates-PC	2010	Completed	079900	3	14
TEST- Lindbergh Estates-PC	2009	Completed	079900	3	14