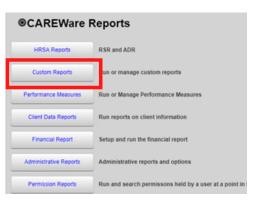
CAREWARE 6: TRAINING DOCUMENTS



01 Select **Reports** from the Main Menu.



02 Select **Custom Reports** from the link menu.



03 Select Manage/Run Custom Reports from the link menu.



04 Select **Run Report**.



- **05** Click **Edit**. Select the following report parameters and click **Save** (will be visible after clicking Edit).
 - •Date From
 - •Date Through
 - •Clinical Review Year (optional typically matches the reporting year)
 - •Output Display Download as CSV Open in New Window Open as PDF
 - •Show New Client only (check box)

•Show Clients with Service only (check box – will only list clients with services within date span)

- •Show Specifications (check box to list report criteria)
- •Sum Numeric Fields (check box)
- •Domain Sharing Settings (default value)

CAREWare Reports > Custom Reports > I Edit Run Report Back	Manage Run Custom Report	ts > Clients by Race and Gender >	Run Report
Run Report			
	Parameters		
Date From:	3/27/2018		
Date Through:	3/27/2019		
Clinical Review Year:	2019		
Output Display:	Open in New Window]	
Show New Clients only:			
Show Clients with Service only:	2		
Show Specifications:			
Sum Numeric Fields:			
	Domain Sharing Setting	gs	
Show Shared Service Records:			

06 Click **Run Report** and then click **View** [name of report] (in this example, View Clients by Race and Gender).

n Report			
	Parameters		
Date From:	1/1/2019	iii 💛	Report generation complete.
Date Through:	12/31/2019	3	
Clinical Review Year:	2019		View Clients by Race and Gend
Output Display:	Open in New Window	1	
Show New Clients only:			
Show Clients with Service only:	8		
Show Specifications:			
Sum Numeric Fields:			
	Domain Sharing Setting	75	
Show Shared Service Records:			
Show Shared Clinical Records:			
Shared Custom Subform Records:			
Show Shared Case Notes:			

The report will appear in a new tab within your browser.