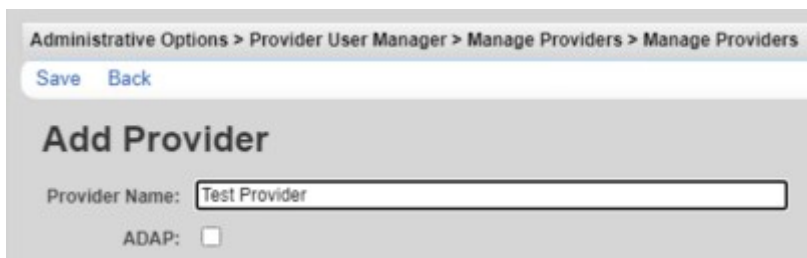


Provider permissions, data sharing settings, and user access can be managed in *Central Administration* in the *Provider User Manager* by clicking *Manage Providers*.



To add providers, follow these instructions:

1. Click *Manage Providers*.
2. Click *Add Provider*.



Note: ADAP is only checked for an ADAP provider, which reports services for the [ADR](#). CAREWare can only have a single ADAP provider.

3. Enter the *Provider Name*.
4. Click *Save*.

A new provider needs [permissions granted](#), [users added](#), and the [provider setup](#) completed.

Granting permissions for the provider can be completed by following the instructions [here](#).

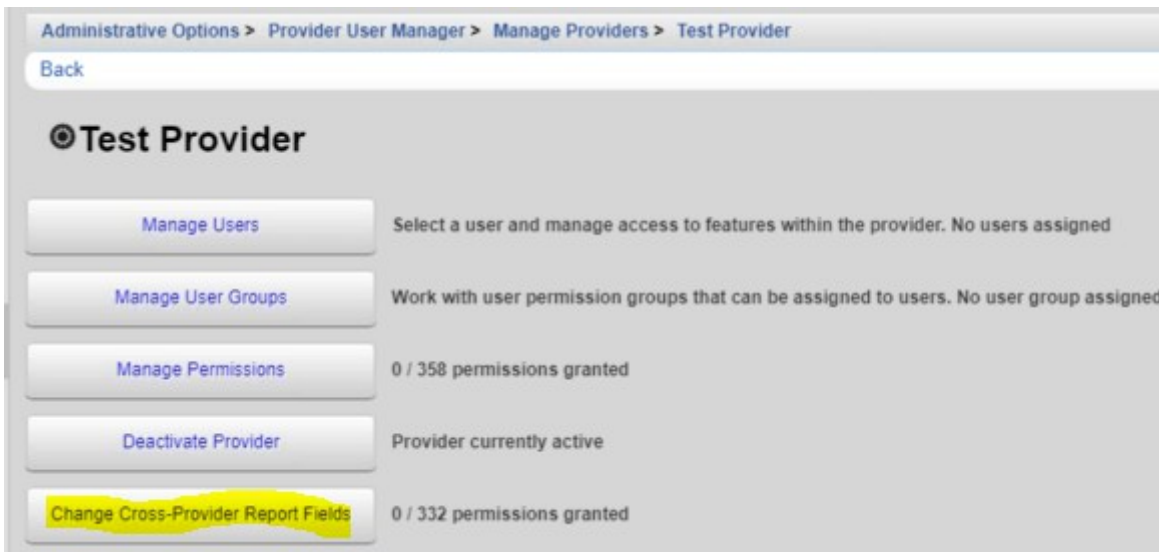
Managing users for the provider can be completed by following the instructions [here](#).

Provider setup can be completed by following the instructions [here](#).

If [Data Sharing](#) options are enabled, permissions need to be granted to the provider to allow shared data to be included in [Custom Reports](#) by making changes to the *cross-provider report fields*.

To make changes to the *cross-provider report fields*, follow these instructions:

1. Click *Change Cross-Provider Report Fields*.

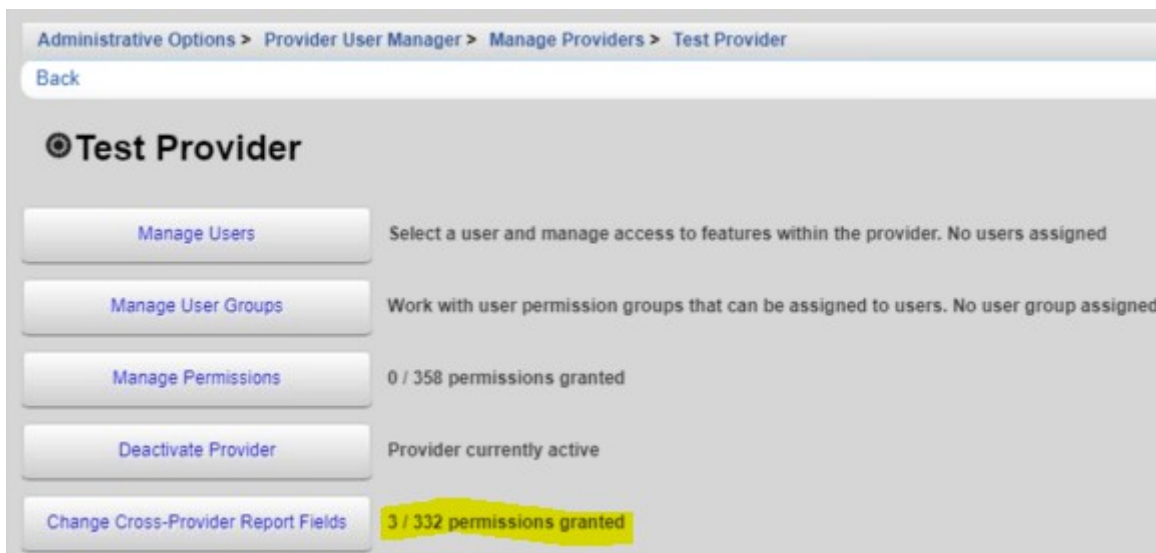


2. Select each permission that should be granted.

Note: Each permission represents a custom report field selection or report filter. *Select All* can be clicked to select all of the permissions for one page.

3. Click *Grant Selected Permissions*.
4. Click Back.

The *cross-provider report fields* have been updated, which is indicated by the change in the number of permission granted.



Once the *provider* permissions are granted, users are active, and the *provider setup* is complete, the *provider* is ready for data entry and further configuration.

In some cases, *providers* need to be deactivated. Once *Deactivate Provider* is clicked permissions and access for users are denied. The *provider* no longer appears as an option to select when logging into CAREWare. To activate the *provider* again, click *Reactivate Provider*.