

Reports can export client data in several file formats using *Export Report Document* included in the *RW CAREWare Report Viewer*. CAREWare has several reports already created as well as custom reports.

[Here](#) are instructions for pre-built reports in CAREWare.

[Here](#) are instructions for basic custom reports.

[Here](#) are instructions for advanced custom reports.

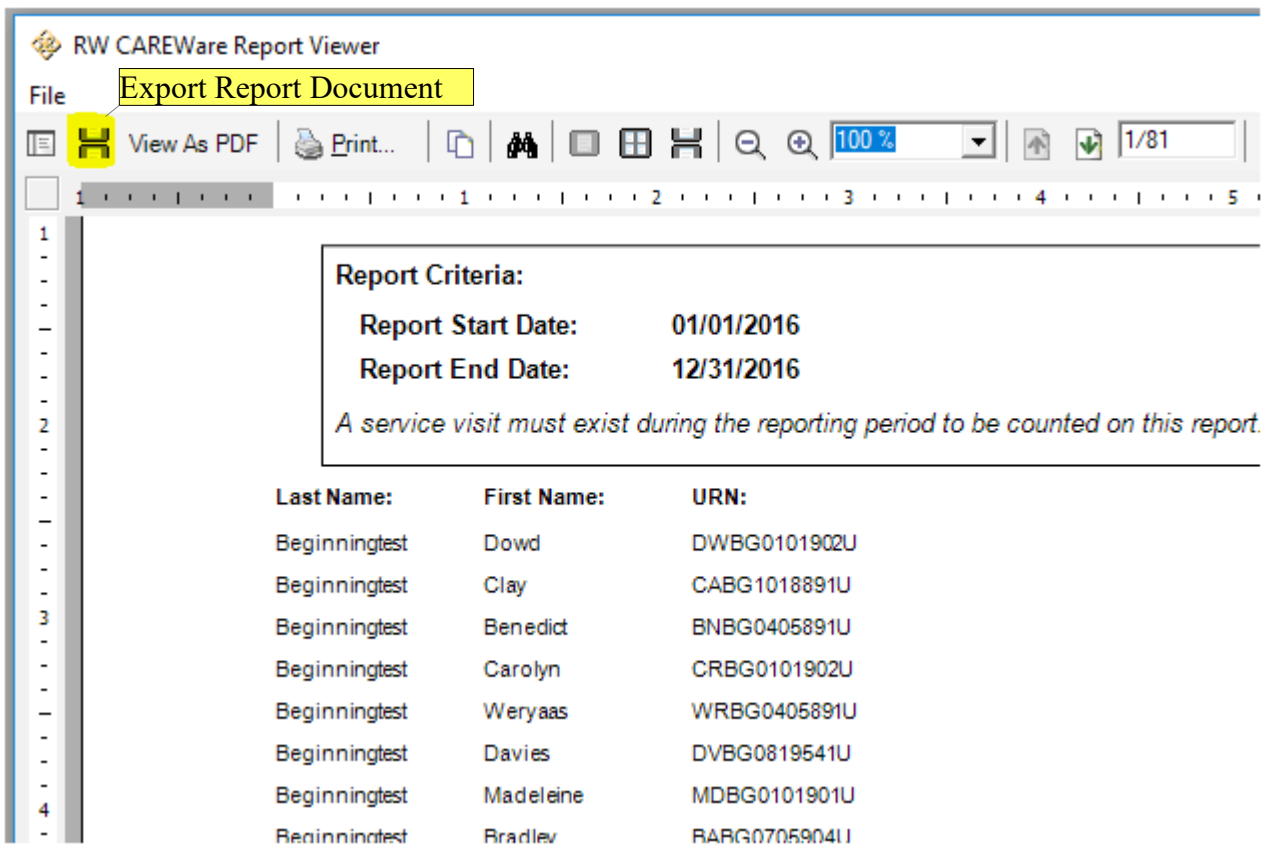
[Here](#) are instructions for the RSR report.

[Here](#) are instructions for the ADR report.

[Here](#) are instructions for the RDR report.

Once a report is generated, the RW CAREWare Report Viewer will display the results.

1. Click Export Report Document.



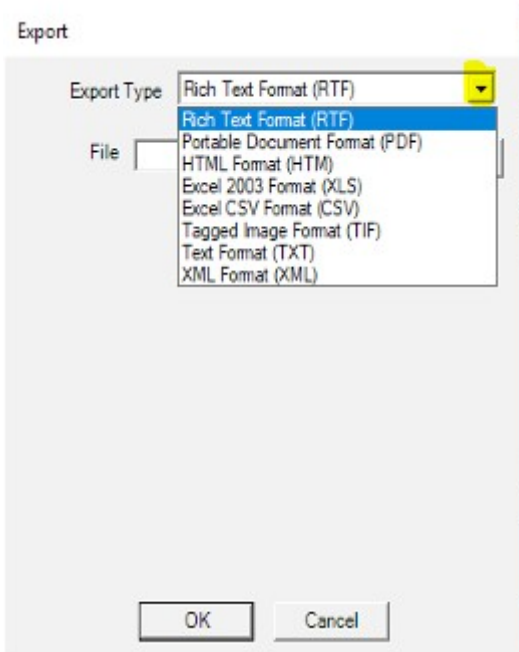
Report Criteria:

Report Start Date: 01/01/2016
Report End Date: 12/31/2016

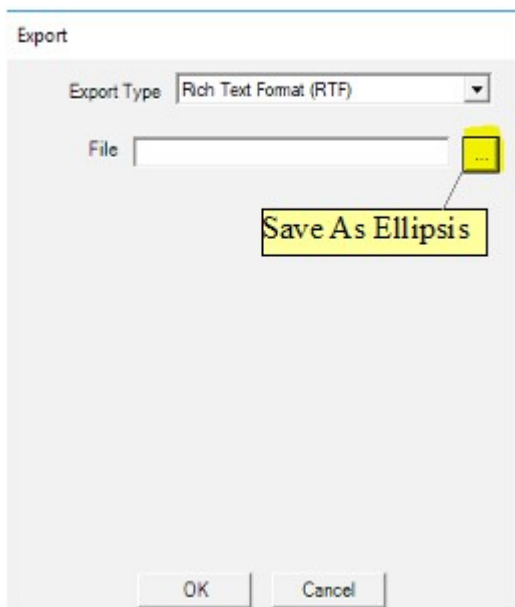
A service visit must exist during the reporting period to be counted on this report.

Last Name:	First Name:	URN:
Beginningtest	Dowd	DWBG0101902U
Beginningtest	Clay	CABG1018891U
Beginningtest	Benedict	BNBG0405891U
Beginningtest	Carolyn	CRBG0101902U
Beginningtest	Weryaas	WRBG0405891U
Beginningtest	Davies	DVBG0819541U
Beginningtest	Madeleine	MDBG0101901U
Beginningtest	Bradley	RABG0705904U

2. Click the drop down for *Export Type*.



3. Click the *Save As Ellipsis*.



4. Enter a *File Name*.

5. Click *Save*.

6. Click *OK*.