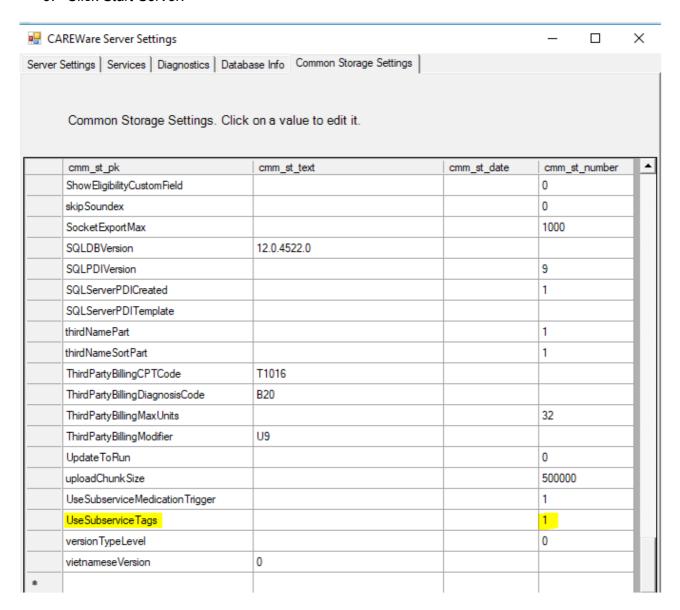As of build 934 CAREWare has an option for using subservice tags, which can be turned off and on using the CW Admin Utility. The tag boxes only show on the subservice manager when Use Subservice Tags is on. The subservice manager includes a customizable list of tags that can be applied to subservice definitions. Each subservice can get multiple tags. During data entry, users can filter the Service Name box by first selecting a tag. The Service Name box shows the tag or tags next to the service name.
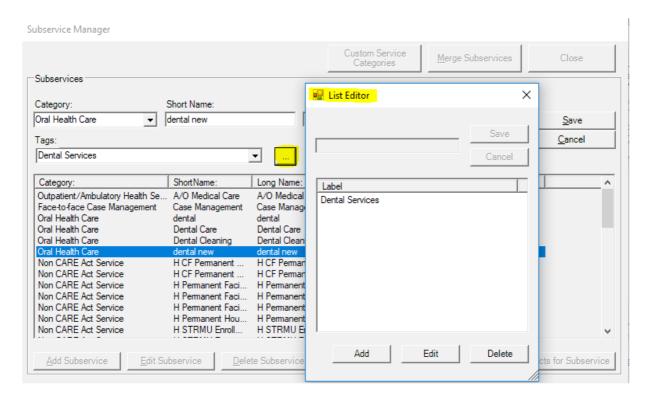
To activate tags:

1. Go to C:\Program Files (x86)\CAREWare\RW CAREWare Business Tier.
2. Click *Stop Server.*
3. Click *Common Storage Settings*.
4. Click *cmm_st_pk* to set the list in alphabetical order.
5. Scroll to *UseSubservice Tags*.
6. Change the value for *cmm_st_number* from '0' to '1'.
7. Click another space to save the change.
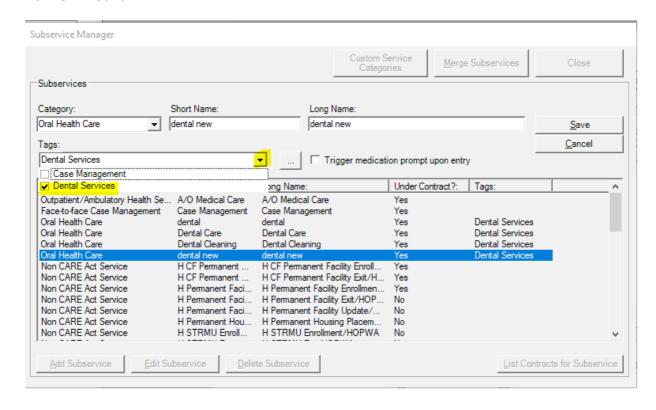8. Click *Server Settings*.
9. Click *Start Server*.

CAREWare Server Settings — □ ×

Server Settings | Services | Diagnostics | Database Info | Common Storage Settings

Common Storage Settings. Click on a value to edit it.

cmm_st_pk	cmm_st_text	cmm_st_date	cmm_st_number
ShowEligibilityCustomField			0
skipSoundex			0
SocketExportMax			1000
SQLDBVersion	12.0.4522.0		
SQLPDIVersion			9
SQLServerPDICreated			1
SQLServerPDITemplate			
thirdNamePart			1
thirdNameSortPart			1
ThirdPartyBillingCPTCode	T1016		
ThirdPartyBillingDiagnosisCode	B20		
ThirdPartyBillingMaxUnits			32
ThirdPartyBillingModifier	U9		
UpdateToRun			0
uploadChunkSize			500000
UseSubserviceMedicationTrigger			1
UseSubserviceTags			1
versionTypeLevel			0
vietnameseVersion	0		

To create a tag:

1. Click *Administrative Options*.
2. Click *Contracts*.
3. Click *Manage Subservices*.
4. Click a subservice.
5. Click *Edit Subservice.*
6. Click the ellipsis.
7. Click *Add*.
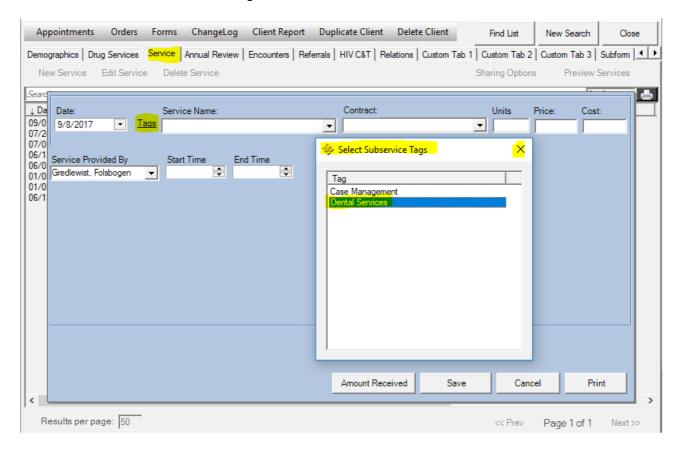8. Enter the tag name.
9. Click *Save*.
10. Close *List Editor*.

To add a tag to a subservice:

1. Click the *Tags* drop down arrow.
2. Check the box for each tag that applies to that subservice.
3. Click *Save*.

A subservice tag can be used to further limit the list of possible subservices when entering a new service for a client.

1. Click *Find Client*.
2. Enter search criteria.
3. Click *Search*.
4. Click the client record.
5. Click *Details*.
6. Click *Service*.
7. Click *New Service*.
8. Click *Tags*.
9. Click a tag to highlight it.
10. Close *Select Subservice Tags*.

Selecting *Dental Services* limits the list of service names to only subservices with the *Dental Services* tag that are Contracted Subservices for a contract that is active as of the date of the service entered.