CAREWare can import and export custom data as long as a customized template has been created and saved in CAREWare.

To create a Custom Field Template, follow these steps:

1. Click *Administrative Options*.
2. Click *Data Import and Export Features*.
3. Click *Provider Data Import*.
4. Click *Custom Field Templates*.
5. Click *Add*.
6. Enter the *Template Name*.
7. Check each custom field that should be added to the template. (Make sure to verify the custom field is from the correct location: cw_client_custom is for the custom client tabs and cw_service_custom is for custom service fields.)
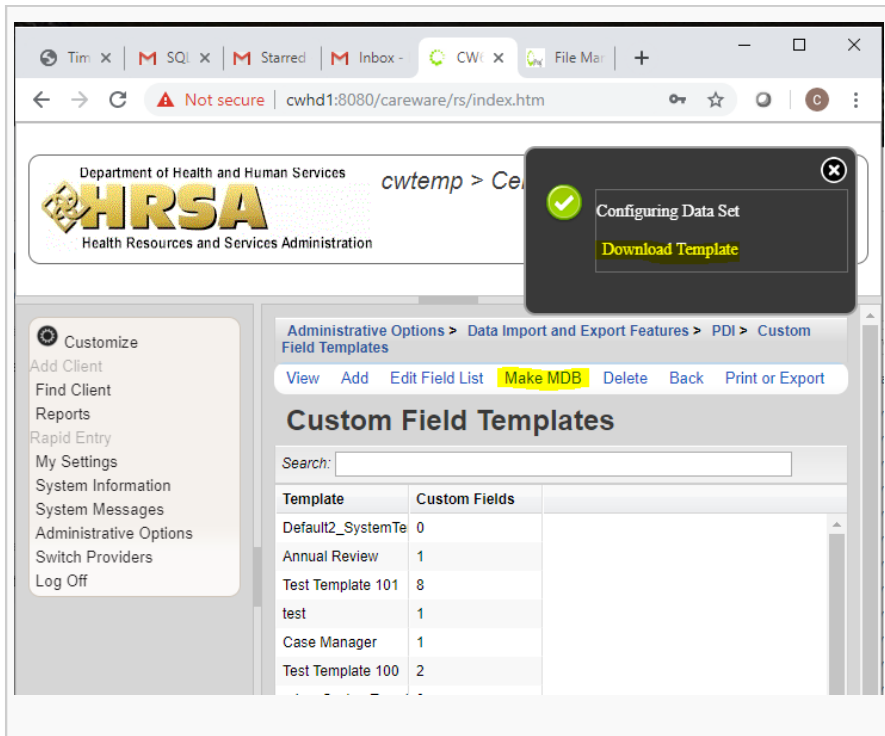8. Click *Save*.

The Custom Field Template can be edited by clicking the Custom Field Template to highlight it and clicking *Edit Field List*.
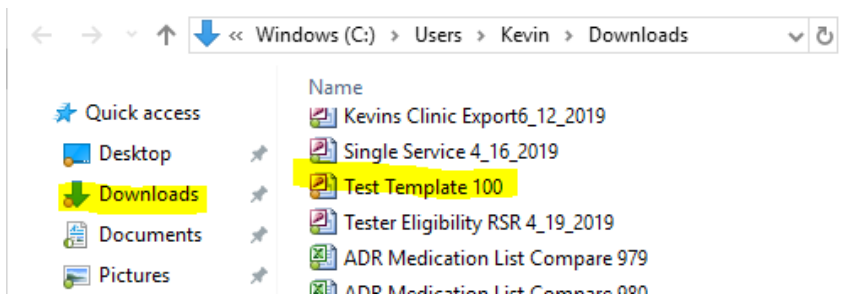
Once the Custom Field Template is saved, those custom fields can be imported into CAREWare. A custom template can be exported to use to create Provider Data Imports and for the Data Translation Module.

To export the template and save it for further use:

1. Click *Make MDB*.
2. Click *Download Template*.

The Custom PDI Template will be saved in the downloads folder.

A Custom Field Template includes new columns for each of the custom fields. These new columns are located in the table that is associated with the custom field record in CAREWare. Custom client fields, for example, are added to the exp_client table. These new custom field columns are added at the end of the table.