

CAREWare keeps a detailed log of every change made to every data element in electronic medical records so that administrators can audit data quickly and ensure accountability.

To review these change logs:

1. Log into *Central Administration*.
2. Click *Administrative Options*.
3. Click *Change Log Operations*.
4. Click *View Change History*.

The screenshot shows the 'Change History View' window. At the top left, there is a 'Change History' header with an 'Esc: Close' link. Below this is a 'Date Range' section with 'From:' and 'Through:' dropdown menus set to '3/27/2017' and '4/10/2017' respectively, and a 'Search' button. A callout box points to these fields with the text: 'The Date Range can be adjusted'. Below the date range is a 'Filter by:' section with dropdown menus for 'Tester', 'Service', and 'Client URN'. A callout box points to these filters with the text: 'The search fields above each column can be used to filter results'. The main area is a table with columns: Date, User, Domain, Table Name, Client URN, Record ID, and Change Details. The table contains 20 rows of data, all dated 4/7/2017. A callout box points to the bottom of the table with the text: 'The Results per page can be changed up to 999 results per page'. At the bottom left, there is a 'Results per page:' dropdown menu set to '100'. At the bottom right, there are navigation links: '<< Newer', 'Page 1 of 34', and 'Older >>'.

Date	User	Domain	Table Name	Client URN	Record ID	Change Details
4/7/2017	CWTEMP	Tester	Demographics	CITS0101141U	32FA5	Record Added
4/7/2017	CWTEMP	Tester	Demographics	ARAB0405891U	22223	Record Viewec
4/7/2017	CWTEMP	Tester	Demographics	ARAB0405891U	22223	HIV Status cha
4/7/2017	CWTEMP	Tester	Demographics	ARAB0405891U	22223	Record Viewec
4/7/2017	SYSTEM	Tester	Demographics	SRBN0101902U	C454D	URN changed
4/7/2017	SYSTEM	Tester	Demographics	BRGL0101902U	2F026	URN changed
4/7/2017	SYSTEM	Tester	Demographics	CLNL0101802U	83AE8	URN changed
4/7/2017	SYSTEM	Tester	Demographics	JLAA1223872U	CA5D2	URN changed
4/7/2017	SYSTEM	Tester	Demographics	CRWR0101901U	E874A	URN changed
4/7/2017	SYSTEM	Tester	Demographics	JNDW0110914U	BA51B	URN changed
4/7/2017	SYSTEM	Tester	Demographics	CLGA0101902U	D62D7	URN changed
4/7/2017	SYSTEM	Tester	Demographics	CECN0921892U	06091	URN changed
4/7/2017	SYSTEM	Tester	Demographics	DRHD0101902U	7D1DB	URN changed
4/7/2017	SYSTEM	Tester	Demographics	HNLMO101902U	6D5CB	URN changed
4/7/2017	SYSTEM	Tester	Demographics	LCNL0101903U	F59A8	URN changed
4/7/2017	SYSTEM	Tester	Demographics	LCNL0101903U	DBF57	URN changed
4/7/2017	SYSTEM	Tester	Demographics	LCNL0101903U	52321	URN changed
4/7/2017	SYSTEM	Tester	Demographics	LCNL0101903U	98BEE	URN changed
4/7/2017	SYSTEM	Tester	Demographics	LCNL0101903U	C6F1A	URN changed
4/7/2017	SYSTEM	Tester	Demographics	LCNL0101903U	DB38C	URN changed
4/7/2017	SYSTEM	Tester	Demographics	LCNL0101903U	5ABCE	URN changed
4/7/2017	SYSTEM	Tester	Demographics	LCNL0101903U	F7DCA	URN changed