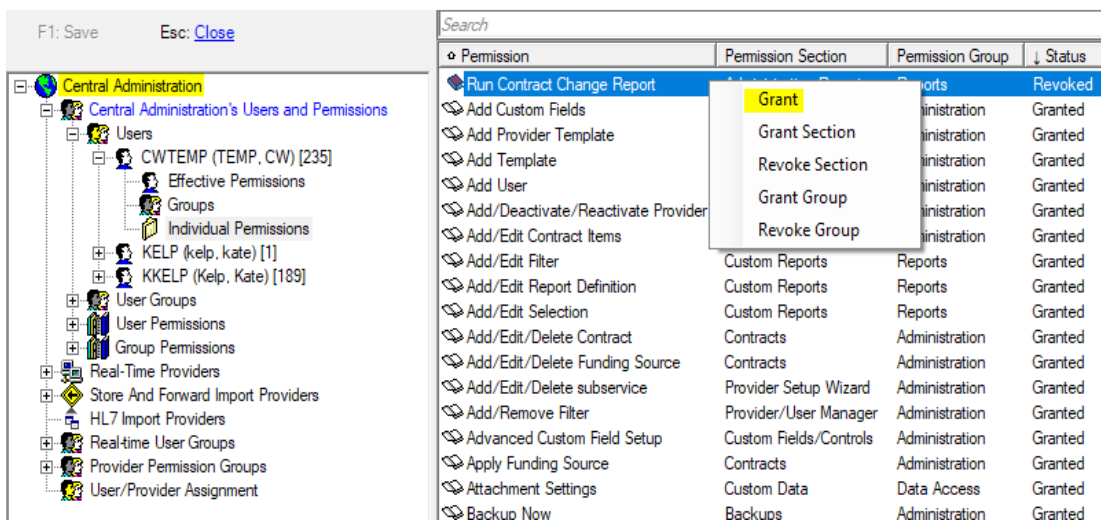


As of build 946, the *Contract Change Report* can be accessed in the Central Administration domain by users with the permission *Run Contract Change Report* granted. The *Contract Change Report* details include the date a contract was edited, the user that edited the contract, a description of the change, the table affected in the database, and the field that was affected.

To grant access for a user:

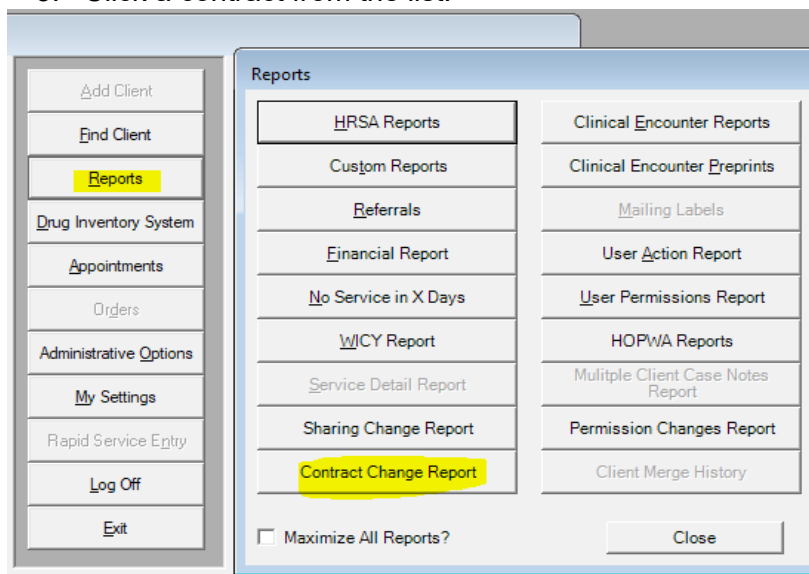
1. Click *Administrative Options*.
2. Click *Provider User Manager*.
3. Expand *Central Administration's Users and Permissions*.
4. Expand *Users*.
5. Expand the user account.
6. Click *Individual Permissions*.
7. Right click *Run Contract Change Report*.
8. Click *Grant*.
9. Click *Save*.

**Provider/User Manager**



To run the *Contract Change Report*:

1. Click *Reports*.
2. Click *Contract Change Report*.
3. Click a contract from the list.



4. Click *Details*.

**Contract Change History**

F1: [Details](#)

Esc: [Close](#)

Search

| ↑ Provider                  | Contract Name        | Last Changed |
|-----------------------------|----------------------|--------------|
| adap                        | adap                 | 01/02/2018   |
| adap                        | RW Title III         | 01/02/2018   |
| adap                        | test                 | 01/02/2018   |
| Marianas Trench Care Center | HIP                  | 01/02/2018   |
| Marianas Trench Care Center | Not Currently Funded | 01/02/2018   |
| Marianas Trench Care Center | Part A               | 01/02/2018   |
| Marianas Trench Care Center | Part D               | 01/02/2018   |
| Marianas Trench Care Center | RW Title II          | 01/02/2018   |
| Marianas Trench Care Center | RW Title III         | 01/02/2018   |
| Marianas Trench Care Center | test fa              | 01/02/2018   |
| Marianas Trench Care Center | Unspecified          | 01/02/2018   |
| Test 2                      | Non CAREWare ACT     | 01/02/2018   |
| tester                      | 2015 Contract        | 01/02/2018   |
| tester                      | First Contract       | 01/02/2018   |
| tester                      | Holistic Care        | 01/02/2018   |
| tester                      | HOPWA                | 01/02/2018   |
| tester                      | HOPWA 2              | 01/02/2018   |
| tester                      | test                 | 01/02/2018   |
| tester                      | tester 2013          | 01/02/2018   |
| tester                      | tester 2014          | 01/02/2018   |
| tester                      | Tester 754           | 01/02/2018   |

**Contract Change History**

F1: [Details](#)

Esc: [Close](#)

Search

| ↑ Provider | Contract Name | Last Changed |
|------------|---------------|--------------|
| adap       | adap          | 01/12/2018   |
| adap       | RW Title III  | 01/02/2018   |
| adap       | test          | 01/02/2018   |

**Contract Change History Detail**

Esc: [Close](#)

Provider: adap

Contract: adap

Search

| ↓ Change Date | Change Type      | User   | Description        | Table Name     | Field Name     |
|---------------|------------------|--------|--------------------|----------------|----------------|
| 01/12/2018    | Subservice ...   | CWTEMP | Added Subservic... | CW_CONTRACT... | ADDED MAPP...  |
| 01/12/2018    | Subservice ...   | CWTEMP | CNT_SB_DEFAU...    | CW_CONTRACT... | CNT_SB_DEF...  |
| 01/12/2018    | Subservice ...   | CWTEMP | CNT_SB_PRICE ...   | CW_CONTRACT... | CNT_SB_PRICE   |
| 01/12/2018    | Subservice ...   | CWTEMP | CNT_SB_ACTIV...    | CW_CONTRACT... | CNT_SB_ACTI... |
| 01/12/2018    | Subservice ...   | CWTEMP | CNT_SB_SBS_F...    | CW_CONTRACT... | CNT_SB_SBS...  |
| 01/12/2018    | Subservice ...   | CWTEMP | CNT_SB_CNT_I...    | CW_CONTRACT... | CNT_SB_CNT...  |
| 01/12/2018    | Funding Sou...   | CWTEMP | Removed Fundin...  | CW_MAP_CONT... | Delete         |
| 01/12/2018    | Contract edit... | CWTEMP | CNT_CREATED...     | CW_CONTRACT    | CNT_CREATE...  |

The *Contract Change History Details* can be sorted by clicking any column header. The search field can be used to narrow the results by a specific term.