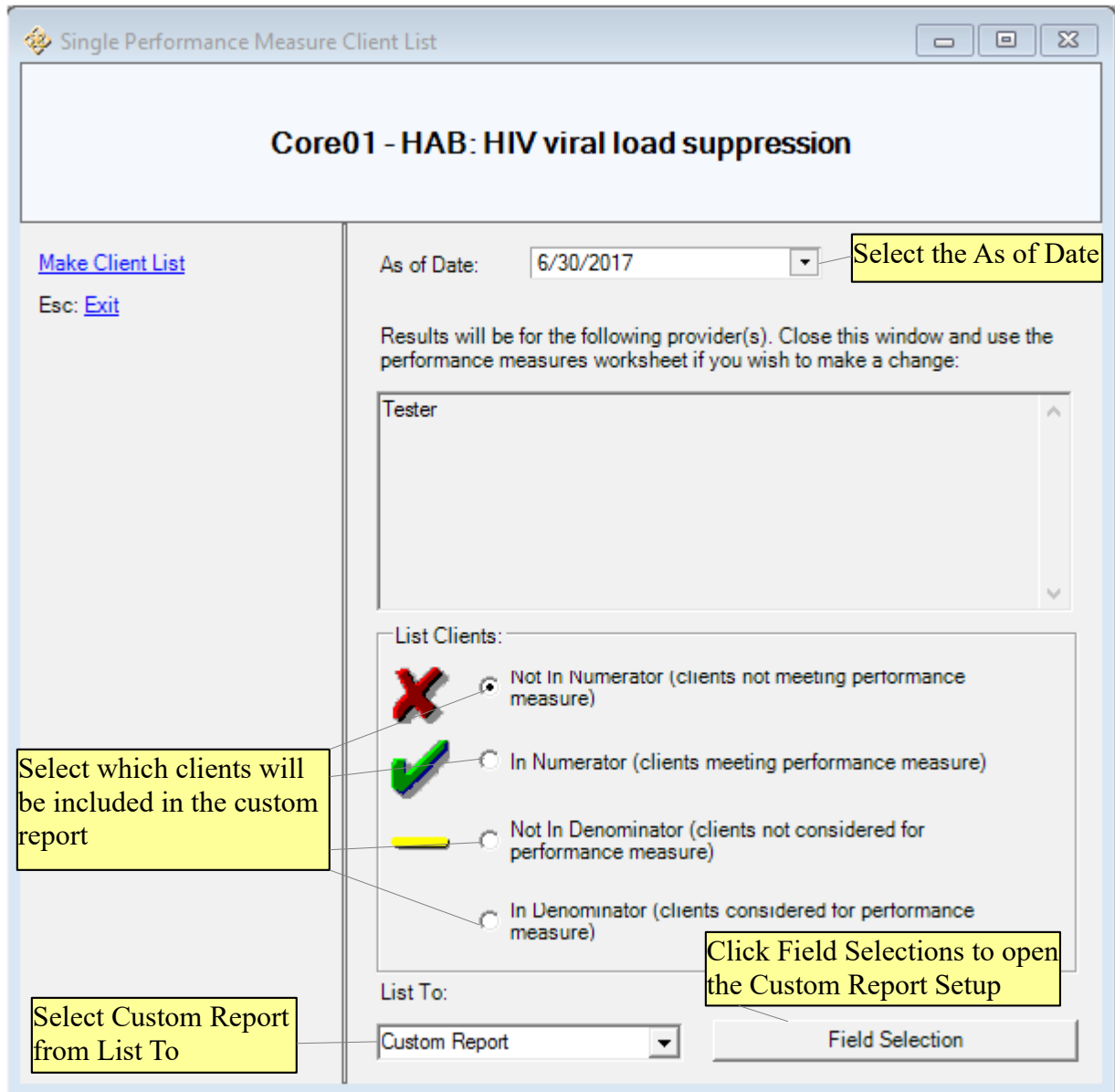


Client data can be exported in several file formats using the *Single Performance Measure Client List*. The Custom Report option includes *Field Selections*, which can be selected to determine the data that will be exported. The performance measure functions as the filter determining which clients will be included in the custom report.

1. Click *Administrative Options*.
2. Click *Performance Measures*.
3. Click the performance measure to highlight it.
4. Check the box next to the provider domain.
5. Click *Single Performance Measure Client List*.



The custom report field selection options are from the *Demographics* report type. Click [here](#) to review the field selection options for a *Demographics* report type custom report. To add field selections click *Add Field* or if there are *Demographics* report type templates created, click *Templates*. Click [here](#) for instructions for creating templates.

1. Click *Add Field*.
2. Type the name of the field or a search term in the search field at the top.
3. Click the field selection to highlight it.
4. Click *Select/Use Field*.
5. Click *Save*.
6. Once all field selections have been saved, click *Close*.
7. Click *Make Client List*.

Custom Reports - Field Selection

Report Type: Demographics Use Totals **A** ? Close

Select Field **Subfilter**

Field: [Age At Date](#) [Format](#) ...

Report Column Header: Age At Date Width (in): 0.5 Width (cm): 1.27 Total: Sort: Sort Priority: 0

Field Justification: Column Header Font: **A** Data Field Font: **A**

Col#	Field Name	Column Header	Width (in)	Width (cm)
0	Last Name	Last Name	1.08	2.74
1	First Name	First Name	1.08	2.74
2	Client ID	Client ID	1.44	3.66
3	Last Service In Category	Last Service In Category	1	2.54
4	Last Quantitative Lab Date	Last Quantitative Lab Date	0.68	1.73

Templates Add Field Edit Field Remove Field Remove All

Click [here](#) for additional instructions for format, subfilter, and use totals.

The RW CAREWare Report Viewer will display the results.

1. Click *Export Report Document*.

Export Report Document

Last Name:	First Name:	Client ID:	Last Service In Category:	Last Quantitative Lab Date:
Testrunning	Paul		A/O Medical Care	12/19/2016
Runningtest	Ball		Outpatient	10/1/2016
TestTest	Madeleine		A/O Medical Care	12/30/2016
TestTest	Boris		A/O Medical Care	
Testbeginning	Sue		A/O Medical Care	
Hypothesishypothesis	Karl		Outpatient	9/28/2016

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

Export

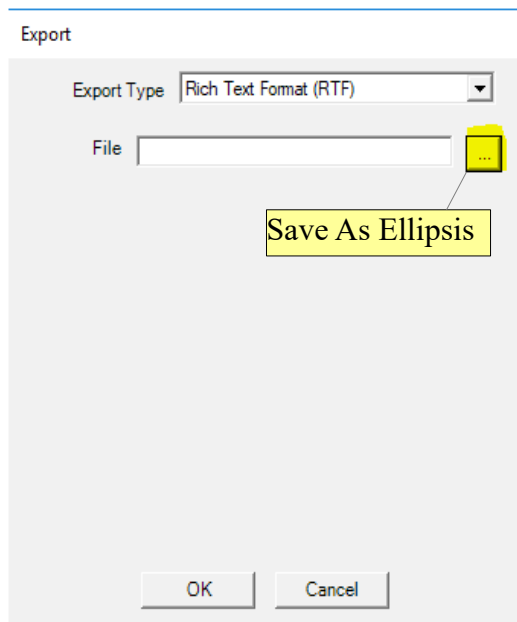
Export Type: Rich Text Format (RTF)

File:

Rich Text Format (RTF)
Portable Document Format (PDF)
HTML Format (HTM)
Excel 2003 Format (XLS)
Excel CSV Format (CSV)
Tagged Image Format (TIF)
Text Format (TXT)
XML Format (XML)

OK Cancel

3. Click the *Save As* ellipsis.



4. Enter a *File Name*.
5. Click *Save*.
6. Click *OK*.