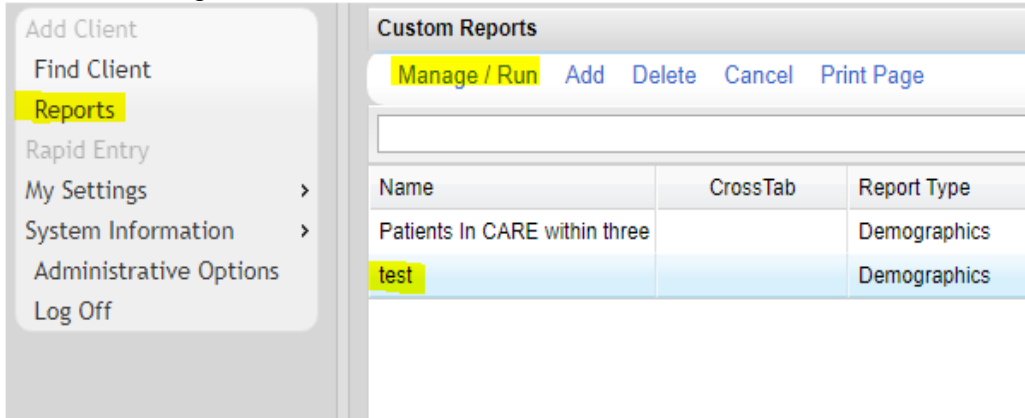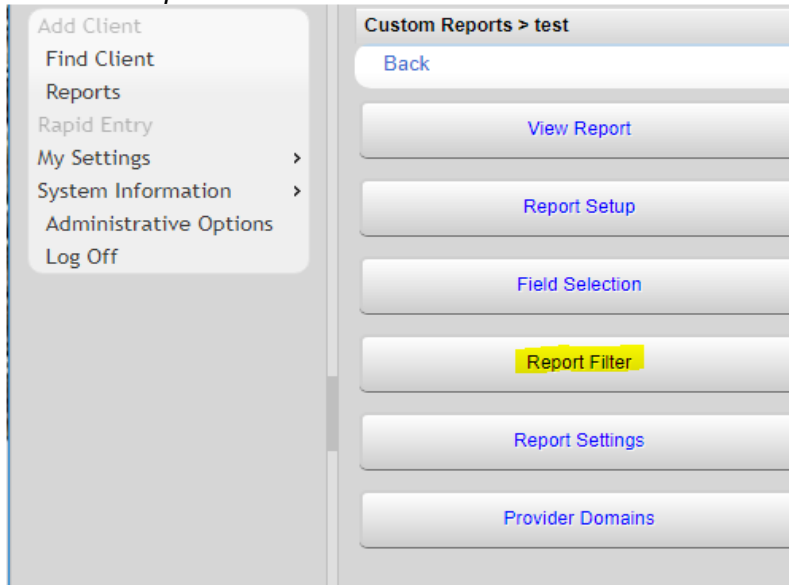Custom reports in CAREWare include filters with additional subfilters.

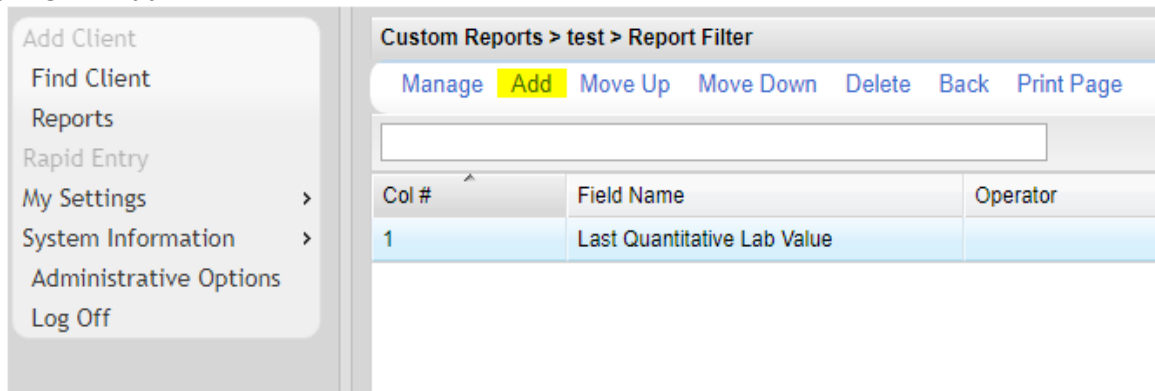To add a new subfilter for a custom report:

1. Click *Reports*.
2. Click the custom report to highlight it.
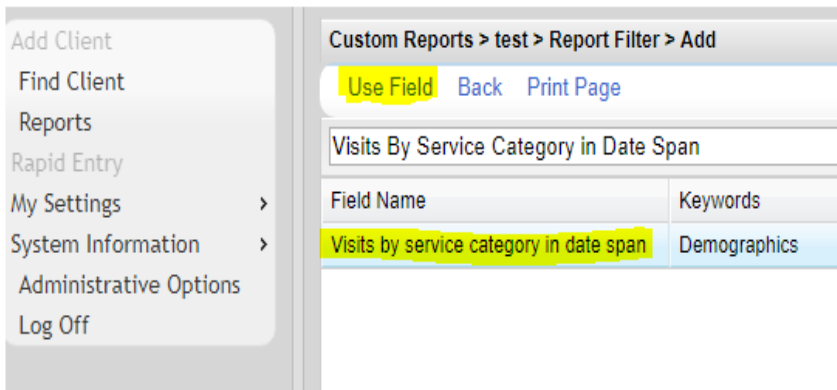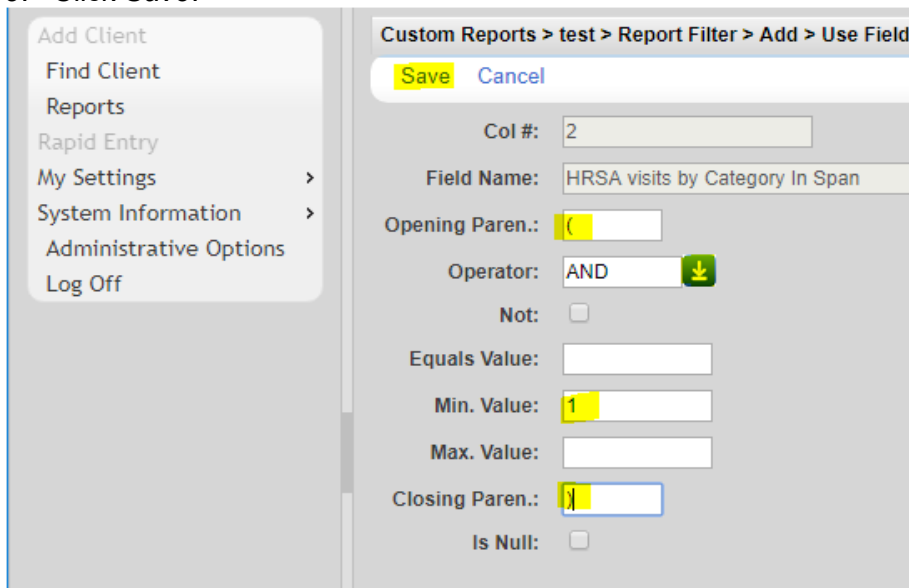3. Click *Manage/Run*.

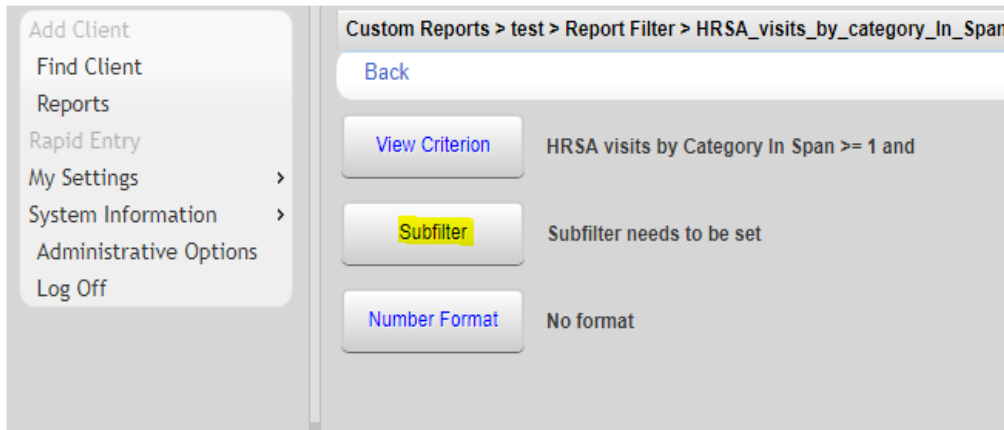4. Click *Report Filter*.

5. Click *Add*.

6. Click a filter that has a subfilter. (Ex. *Visits by Service Category in Date Span*.)
7. Click Use Field.

8. Complete the filter options.
9. Click *Save*.

10. Click *Subfilter.*

11. Complete the subfilter options.

12. Click *Save*.

To edit a subfilter in a custom report:

1. Click *Reports*.
2. Click the custom report to highlight it.
3. Click *Manage/Run*.
4. Click *Report Filter*.
5. Click the report filter that has a subfilter to highlight it.
6. Click *Manage*.
7. Click *Subfilter*.
8. Click *Edit*.
9. Make the necessary changes to the subfilter.
10. Click *Save.*