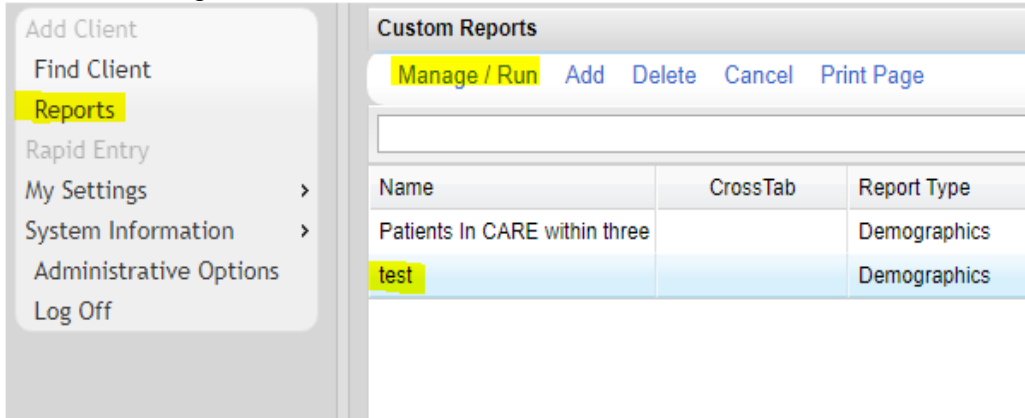


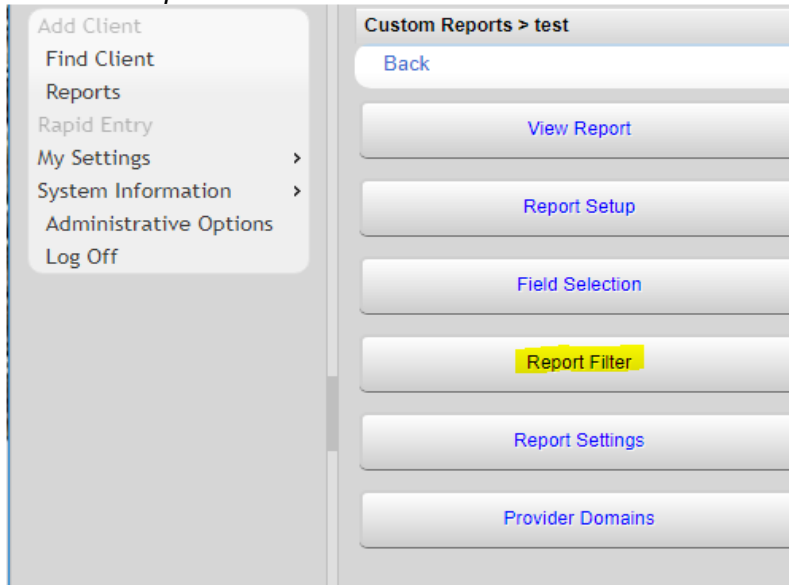
Custom reports in CAREWare include filters with additional subfilters.

To add a new subfilter for a custom report:

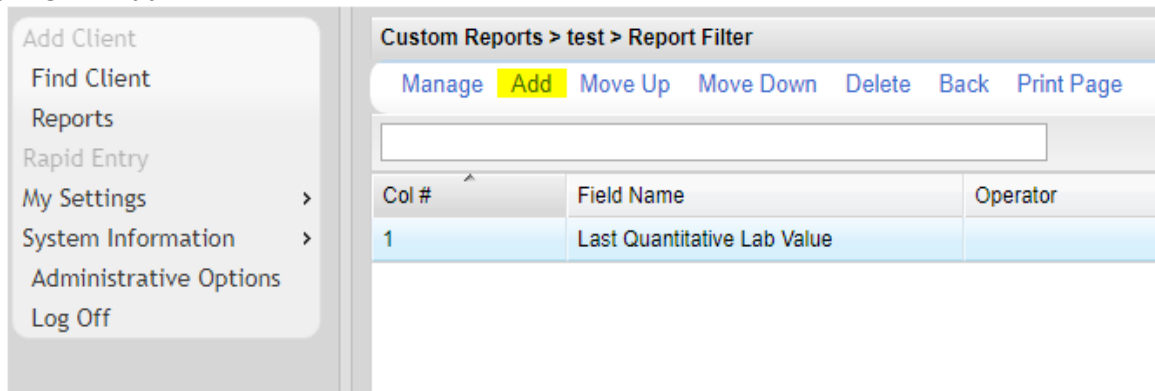
1. Click *Reports*.
2. Click the custom report to highlight it.
3. Click *Manage/Run*.



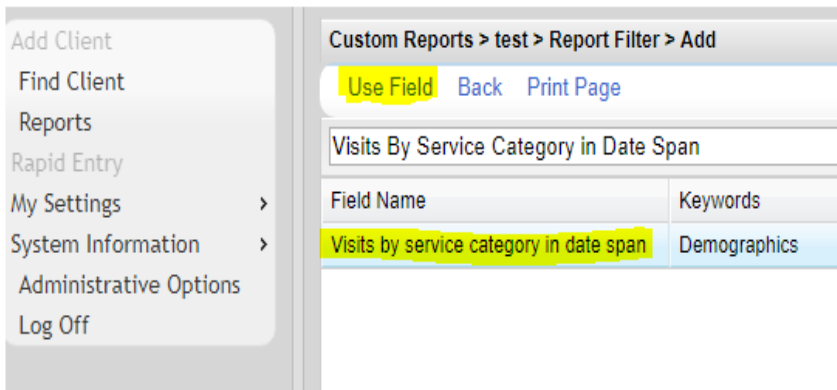
4. Click *Report Filter*.



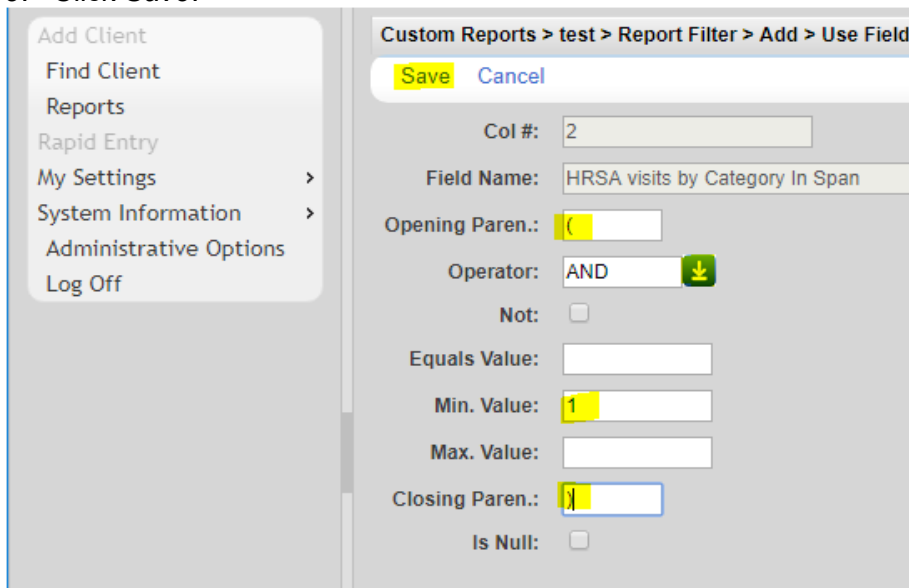
5. Click *Add*.



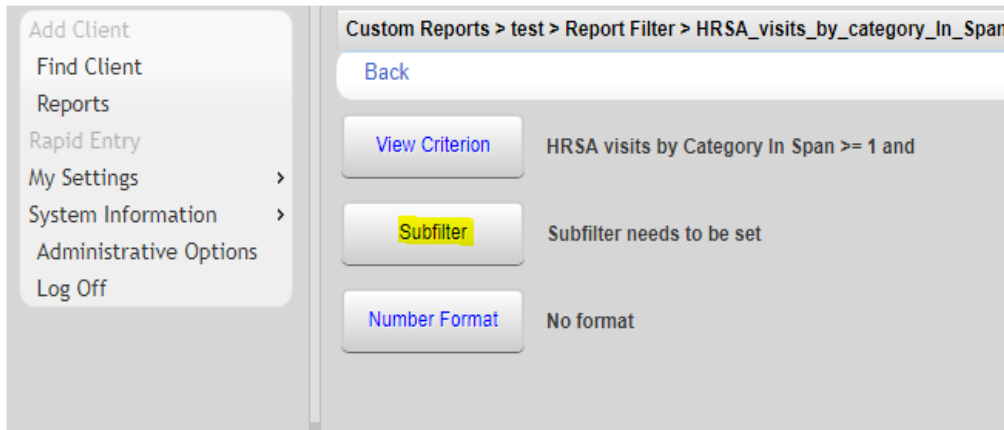
6. Click a filter that has a subfilter. (Ex. *Visits by Service Category in Date Span*.)
7. Click Use Field.



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



10. Click *Subfilter*.



11. Complete the subfilter options.

12. Click Save.

Custom Reports > test > Report Filter > HRSA\_visits\_by\_category\_In\_Span > Subfilter

Save Back

The following 3 criteria need completion for the subfilter

**1. Srv Category**

Not:

Value: out outpatient/Ambulatory Medical Care

Is Null:

Outpatient/Ambulatory Medical Care  
Service Outreach  
Substance Abuse: Outpatient

Not:

Date Option: Months

Equals Value:

Max. months before end date: 12

Min. months before end date: 0

Is Null:

**3. Cross-Provider**

Not:

Value: Yes

Is Null:

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*.