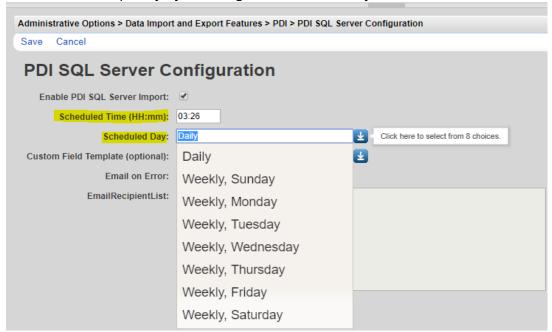
CAREWare includes options to import data in several formats including importing from a SQL Server Database. When using the SQL Server Import option, CAREWare creates a database called cw_pdi in the CAREWare database instance. The cw_pdi database uses the same pdi specifications as the PDI Template.mdb file located in the RW CAREWare Business Tier folder. Once the SQL Server Import is enabled, the cw_pdi database is created and ready for importing or exporting data using SQL.

Follow these steps to enable SQL Server Imports:

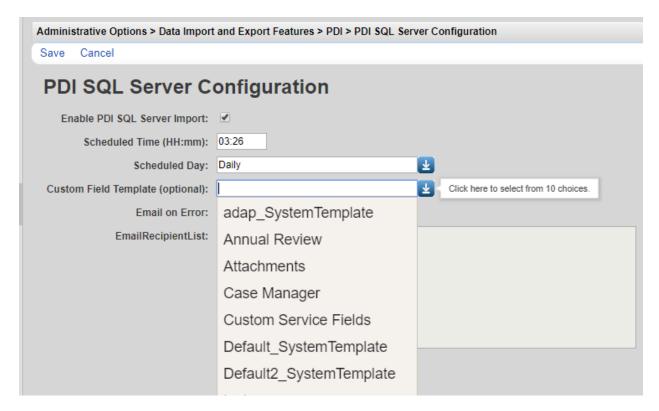
- 1. Log into Central Administration.
- 2. Click Administrative Options.
- 3. Click Data Import and Export Features.
- 4. Click Provider Data Import.
- 5. Click SQL Server Import.
- 6. Check Enable PDI SQL Server Import.
- Click Save.

Note:SQL Server Imports are scheduled tasks. To begin importing data from the cw_pdi database, the import process needs to be scheduled.

- 8. Enter the Scheduled Time (HH:mm).
- 9. Set the frequency by selecting the Scheduled Day.



Additional options include using custom field templates. To import custom field records, those custom fields need to be saved as a template in CAREWare and those custom field columns need to be added to the cw pdi database to match the template.



Each of these templates listed under *Custom Field Template (optional)* are saved under Custom Field Templates.

To add a Custom Field Template to the list, follow the steps here.

The SQL Server Imports feature includes an option to email users error messages that occur during the import.

To prompt users for import errors check *Email on Error*.

