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:

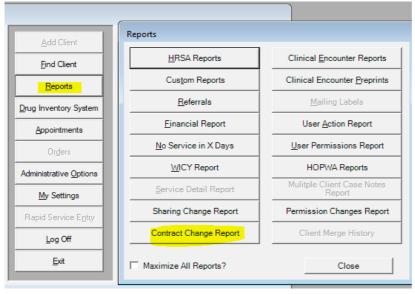
- 1. Click Administrative Options.
- 2. Click Provider User Manager.
- 3. Expand Central Administration's Users and Permissions.
- 4. Expand Users.
- 5. Expand the user account.
- 6. Click Individual Permissions.
- 7. Right click Run Contract Change Report.
- 8. Click Grant.
- 9. Click Save.

🌼 Provider/User Manager

F1: Save Esc: Close	Search					
	• Permission	Permission Section	Permission Group	↓ Status		
Central Administration Central Administration's Users and Permissions	Run Contract Change Report Add Custom Fields	Grant	orts inistration	Revoked Granted		
Certrar Administrations Users and Permissions Certrar Administrations Users and Permissions Certrar Administrations Users and Permissions Certrar Administrations Certrar Adminis	Add Coston Helds	Grant Section	inistration	Granted Granted		
	Add User Add User Add/Deactivate/Reactivate Provider	Revoke Section Grant Group	ninistration ninistration ninistration	Granted Granted		
	Add/Edit Contract Items	Revoke Group		Granted		
	Add/Edit Report Definition	Custom Reports Custom Reports	Reports Reports	Granted Granted		
	Selection Add/Edit/Delete Contract	Custom Reports Contracts	Reports Administration	Granted Granted		
	Source Add/Edit/Delete Funding Source Add/Edit/Delete subservice	Contracts Provider Setup Wizard	Administration Administration	Granted Granted		
	Add/Remove Filter	Provider/User Manager Custom Fields/Controls	Administration Administration	Granted Granted		
	Apply Funding Source	Contracts	Administration	Granted		
	Section Settings Section Settings Section Now	Custom Data Backups	Data Access Administration	Granted Granted		

To run the Contract Change Report:

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



4. Click Details.

ontract Change	History					
F1: Details	Search					
TT. Detalla	<u>↑ Provi</u> der	Contract Name	Last Changed			
_	adap	adap	01/02/2018			
Esc: <u>Close</u>	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 H	istory								
F1: Details	Search								
TT. Dotails	↑ Provider	• C	ontract Name	e Last Changeo	e l				
Ener Class	adap	ada		01/12/2018					
Esc. Close	Esc: <u>Close</u> adap adap		RW Title III test						
Contract Change		1631		01/02/2018					
Esc: Close	Pro	Provider: adap							
	Co	Contract: adap							
	Search	Search							
	↓ Change Date	Change Type	User	Description	Table Name	Field Name			
	01/12/2018 01/12/2018 01/12/2018 01/12/2018 01/12/2018 01/12/2018 01/12/2018 01/12/2018 01/12/2018	Subservice Subservice Subservice Subservice Subservice Funding Sou Contract edit	CWTEMP CWTEMP CWTEMP CWTEMP CWTEMP CWTEMP CWTEMP CWTEMP	Added Subservic CNT_SB_DEFAU CNT_SB_PRICE CNT_SB_ACTIV CNT_SB_SBS_F CNT_SB_CNT_I Removed Fundin CNT_CREATED	CW_CONTRACT CW_CONTRACT CW_CONTRACT CW_CONTRACT CW_CONTRACT CW_CONTRACT CW_MAP_CONT CW_CONTRACT	ADDED MAPP CNT_SB_DEF CNT_SB_PRICE CNT_SB_ACTI CNT_SB_SBS CNT_SB_CNT Delete 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.