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.

Add Client		Custom Reports			
Find Client		Manage / Run	Add Del	ete Cancel	Print Page
Reports					
Rapid Entry					
My Settings	>	Name		CrossTab	Report Type
System Information	>	Patients In CARE w	ithin three		Demographi
Administrative Options		test			Demographi
Log Off					

4. Click Report Filter.

Add Client		Custom Reports > test
Find Client		Back
Reports		
Rapid Entry		View Report
My Settings	>	
System Information Administrative Options	>	Report Setup
		Field Selection
		Report Filter
		Report Settings
		Provider Domains

5. Click Add.

Add Client		Custom R	eports >	test > Repo	rt Filter			
Find Client		Manage	Add	Move Up	Move Down	Delete	Back	Print Page
Reports								
Rapid Entry								
My Settings	>	Col #		Field Name			Op	perator
System Information	>	1		Last Quanti	tative Lab Value	;		
Administrative Options								
Log Off								

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

Add Client		Custom Reports > test > Report Filter	> Add
Find Client		Use Field Back Print Page	
Reports			
Rapid Entry		Visits By Service Category in Date S	pan
My Settings	>	Field Name	Keywords
System Information	>	Visits by service category in date span	Demographics
Administrative Options			
Log Off			

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

Add Client		Custom Reports >	test > Report Filter > Add > Use Field
Find Client		Save Cancel	
Reports Rapid Entry My Settings System Information Administrative Options	> >	Col #: Field Name: Opening Paren.: Operator:	2 HRSA visits by Category In Span
Log On		Not:	
		Equals Value:	
		Min. Value:	1
		Max. Value:	
		Closing Paren.:	<mark>)</mark>
		Is Null:	

10. Click Subfilter.

Add Client		Custom Reports > te	est > Report Filter > HR\$A_visits_by_category_In_\$pan
Find Client		Back	
Reports			
Rapid Entry		View Criterion	HRSA visits by Category In Span >= 1 and
My Settings	>		
System Information	>	Subfilter	Subfilter needs to be set
Administrative Options		Gubinter	Submiter needs to be set
Log Off			
		Number Format	No format

11. Complete the subfilter options.

12. Click Save.					
Add Client		Custom Reports > test > Report	rt Filter > HR\$A_visits_by_category_ln_\$pan > Subfilter		
Find Client		Save Back			
Reports					
Rapid Entry		The following 3 criteria need completion for the subfilter			
My Settings	>				
System Information	>		1. Srv Category		
Administrative Options		Not:			
Log OII		Value:	out outpatient/Ambulatory Medical Care		
		Is Null:	Outpatient/Ambulatory Medical Care		
			Service Outreach		
			Substance Abuse: Outpatient		
		Not			
		Not.			
		Date Option:	Months		
		Equals Value:			
		Max. months before end date	12		
		Min. months before end date	0		
		Is Null:	0		
			1. Orace Brevider		
			3. Cross-Provider		
		Not:			
		Value:	Yes		
		Is Null:			

To edit a subfilter in a custom report:

- 1. Click Reports.
- Click the custom report to highlight it.
 Click Manage/Run.
 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.