

Search change details allow users to see changes to a client's record. The results can be automatically set to the last two weeks, or a custom date can be set using the calendar fields.

The screenshot shows a web-based interface for viewing change details. On the left is a vertical sidebar with a list of menu items, including 'Personal', 'Client Report', 'Encounter Report', 'Services', 'Annual Review', 'Case Notes', 'Vital Signs', 'Hospital Admissions', 'Medications', 'Labs', 'Screenings', 'Screening Labs', 'Immunizations', 'Problem List', 'Sharing Requests', 'Referrals', 'Relations', 'Counseling and Testing', 'Pregnancy History', 'Orders', 'Custom Subform', 'Appointments', 'User Messages', 'Search Change Details', 'External Links', and 'Close'. The main area is titled 'Run Change Detail' and contains three buttons: 'Edit', 'Set To Last 2 Weeks', and 'Run Report'. Below these buttons are several input fields: 'BeginDate' (6/1/2018), 'BeginDate' (6/30/2018), 'User' (empty), 'URN' (TLTS1010925U), 'Domain Name' (empty), 'Record ID' (empty), 'Table' (empty), and 'Description' (empty).

Additional filters can be set for:

**User** – The CAREWare user name for the staff that made the change.

**URN** – The client's URN, generated using the client's first name, last name, DOB, and gender.

**Domain Name** – The provider domain where the change was made.

**Record ID** – The ID for the change log record. This is assigned by CAREWare.

**Table** – The table for the record changed, e.g. Services, Demographics, Annual Review.

**Description** – This text is the description of the change. The term Price could be used if a service price was changed.

Once the date and filters are set:

1. Click *Save*.
2. Click *Run Report*.

Run Change Detail > Change Details							
View Back Print or Export							
Change Details							
Search: <input type="text"/>							
Date	URN	User	Record ID	Table	Domain	Description	
7/9/2018	<input type="checkbox"/> PK	CWTEMP	7B92D	Services	Tester	Total changed to 0.05 from 0.0000, Price changed	
7/9/2018	<input checked="" type="checkbox"/> Date	CWTEMP	A5679	Annual Review	Tester	Record Added	
7/9/2018	<input checked="" type="checkbox"/> URN	CWTEMP	7B92D	Services	Tester	Record Added	
7/9/2018	<input checked="" type="checkbox"/> User	CWTEMP	458F2	Demographics	Tester	Record Viewed	
7/9/2018	<input checked="" type="checkbox"/> Record ID	CWTEMP	458F2	Demographics	Tester	eURN changed to 1MHTXpegv from Wivs7Cec6	
7/9/2018	<input checked="" type="checkbox"/> Table	CWTEMP	458F2	Demographics	Tester	Record Viewed	
7/9/2018	<input checked="" type="checkbox"/> Domain	CWTEMP	458F2	Demographics	Tester	Record Viewed	
7/9/2018	<input checked="" type="checkbox"/> Description	CWTEMP	F2BC3	Immunizations	Tester	Record Added	
7/9/2018	TLTS1010925U	CWTEMP	458F2	Demographics	Tester	Record Viewed	
7/3/2018	TLTS1010925U	CWTEMP	458F2	Demographics	Tester	Record Viewed	
7/3/2018	TLTS1010925U	CWTEMP	458F2	Demographics	Tester	Record Viewed	
7/3/2018	TLTS1010925U	CWTEMP	0D8A1	Counseling and Tes	Tester	Record Added	
7/3/2018	TLTS1010925U	CWTEMP	458F2	Demographics	Tester	Record Viewed	
7/3/2018	TLTS1010925U	CWTEMP	458F2	Demographics	Tester	Record Viewed	

Any individual record can be viewed by clicking that record to highlight it and clicking *View*.

Run Change Detail > Change Details > View	
Back	
Date:	7/9/2018
URN:	TLTS1010925U
User:	CWTEMP
Record ID:	7B92D
Table:	Services
Domain:	Tester
Description:	Total changed to 0.05 from 0.0000, Price changed to 0.01 from 0.0000, Amt. Rcvd changed to 0 from

The Date of the record is the date the record was changed and not the date entered. A service entered on 5/1/2018 may appear in the report as 7/9/2018 if the service was edited on that day. To print values in a window click *Print or Export* to get to the *Report Setup*.

Client Search > Report Setup

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## Print or Export

<a href="#">Print Current Page</a>	Generate a report for the current page in a printable format
<a href="#">Print All Pages</a>	Generate a report for the current list in a printable format
<a href="#">View Current Page as a PDF document</a>	Generate a PDF document for the current page in a printable format
<a href="#">View All Pages as a PDF document</a>	Generate a PDF document for the current list in a printable format
<a href="#">Printable List Format Options</a>	Customize the report format
<a href="#">CSV Export (All Pages)</a>	Download the list as a CSV File

Click *Printable List Format Options* to edit the format of printed pages.

Client Search > Report Setup > Report Format

[Edit](#) [Back](#)

Title Font:	<input type="text" value="Georgia"/>
Title Font Size:	<input type="text" value="12"/>
Bold Title:	<input checked="" type="checkbox"/>
Italicize Title:	<input type="checkbox"/>
Underline Title:	<input checked="" type="checkbox"/>
Report Header Font:	<input type="text" value="Times New Roman"/>
Report Header Font Size:	<input type="text" value="12"/>
Bold Report Header:	<input type="checkbox"/>
Italicize Report Header:	<input type="checkbox"/>
Column Header Font:	<input type="text" value="Times New Roman"/>
Column Header Font Size:	<input type="text" value="10"/>
Bold Column Headers:	<input checked="" type="checkbox"/>
Italicize Column Headers:	<input type="checkbox"/>
Underline Column Headers:	<input checked="" type="checkbox"/>
Data Row Font:	<input type="text" value="Times New Roman"/>
Data Row Font Size:	<input type="text" value="10"/>
Bold Data Rows:	<input type="checkbox"/>
Italicize Data Rows:	<input type="checkbox"/>