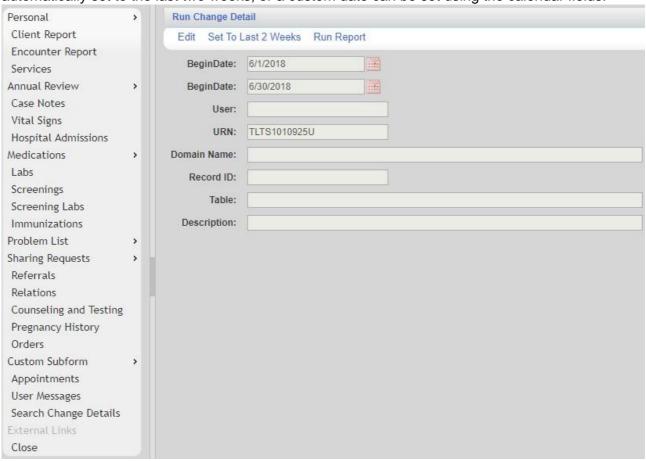Search change details allow users to see changes to a client's record. The results can be automatically set to the last two weeks, or a custom date can be set using the calendar fields.

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.
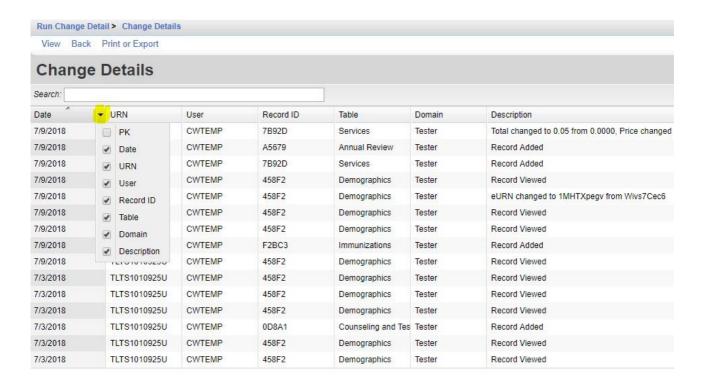**Record ID** – The ID for the change log record. This is assigned by CAREWare.
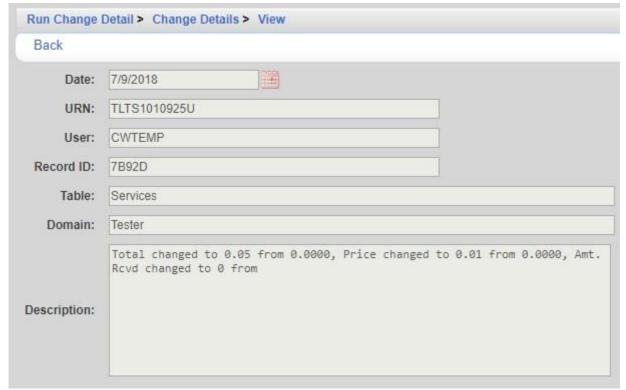**Table** – The table for the record changed, e.g. Services, Demographics, Annual Review.
Description – This text is the description of the change. The term Price could be used if a service price was changed.
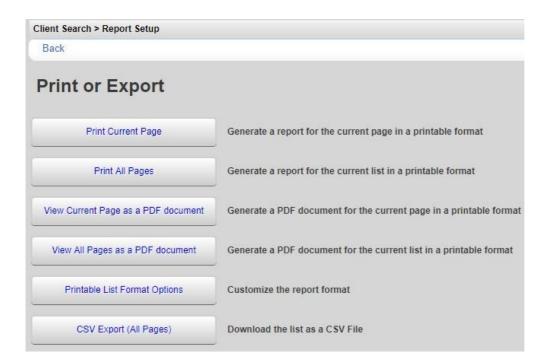Once the date and filters are set:

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

Change Details

Search: [   ]

Date	URN	User	Record ID	Table	Domain	Description
7/9/2018	☐ PK	CWTEMP	7B92D	Services	Tester	Total changed to 0.05 from 0.0000, Price changed
7/9/2018	☑ Date	CWTEMP	A5679	Annual Review	Tester	Record Added
7/9/2018	☑ URN	CWTEMP	7B92D	Services	Tester	Record Added
7/9/2018	☑ User	CWTEMP	458F2	Demographics	Tester	Record Viewed
7/9/2018	☑ Record ID	CWTEMP	458F2	Demographics	Tester	eURN changed to 1MHTXpegv from Wivs7Cec6
7/9/2018	☑ Table	CWTEMP	458F2	Demographics	Tester	Record Viewed
7/9/2018	☑ Domain	CWTEMP	458F2	Demographics	Tester	Record Viewed
7/9/2018	☑ 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	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*.

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