

# Export History

<b>Purpose</b>	Use Export History to confirm exports ran and to review counts for client-level tables.
<b>Who should do this</b>	CAREWare administrators, data managers, or reporting staff who audit exports.
<b>Use this guide when you need to</b>	Verify an export date, provider, user, date span, and exported table counts.
<b>Main warning</b>	Export History counts reflect the Provider Data Export settings used at runtime, including filters and Use Last Updated Date.
<b>Video walkthrough</b>	Source video: Export History The Video Spring Build
<b>Reference guide</b>	<a href="#">Export History</a>

## Quick path

**Path:** Administrative Options > Data Import and Export Features > Provider Data Export > Export History

## Before you begin

Know the export date, provider, date span, or output file you want to verify. Export History is most useful when you compare it with the export configuration that generated the file.

## Open Export History

1. Click Administrative Options.
2. Click Data Import and Export Features.
3. Click Provider Data Export.
4. Click Export History.
5. Use Search to find a provider, user, date, or other value in the list.
6. Review the row for Export Date, Provider Name, Begin Date, End Date, User, and client-level table counts.

Export Date	Provider Name	Begin Date	End Date	User	Clients	Annual Reviews	Services	Referrals	Diagnoses	Pregnancies	Medications
05/22/2026 09:59 AM	Default	01/01/2025	12/31/2025 11:59 PM	CWTEMP	2206	2	0	0	0	0	4728
05/22/2026 09:50 AM	Default	01/01/2025	12/31/2025 11:59 PM	CWTEMP	2206	2	20	0	0	0	4728
05/22/2026 09:56 AM	Default	01/01/2025	12/31/2025 11:59 PM	CWTEMP	2206	2	20	0	0	0	4728
05/22/2026 09:54 AM	Default	01/01/2025	12/31/2025 11:59 PM	CWTEMP	1104	2	20	0	0	0	4728

## What the columns mean

- **Export Date:** Date and time the export ran.
- **Provider Name:** Provider the data was exported from. Multi-provider exports create one row per provider.
- **Begin Date and End Date:** Date span selected in the export settings.
- **User:** User who ran the export. System usually means the CAREWare Business Tier ran it, including scheduled exports.
- **Client Level Table Counts:** Count of exported client-level records in each selected table.

**Important:** A client can appear in the export because the client has data in a selected table. Table counts depend on the critical date for each table unless Use Last Updated Date was selected.

## How to confirm it worked

1. **Locate** the export row by export date, provider, or user.
2. **Compare** Begin Date and End Date to the date span selected in the export.
3. **Compare** table counts to the selected tables, filters, and expected records.
4. **If needed**, open the downloaded export and spot-check the matching table files.

## Troubleshooting and common questions

- **Why does User show System?** Scheduled exports and Business Tier processes are logged as System.
- **Why are counts different than a report?** Check filters, provider selection, date span, table critical dates, and Use Last Updated Date.
- **Why do I see multiple rows for one export?** A multi-provider export creates one row per provider.

## Related guides

[New Export](#) | [Scheduled Exports](#) | [Exporting Data Out of CAREWare](#)