

Adding Encounter Grids

Display clinical encounter history in a form.



Purpose	Add an Encounter Grid that displays clinical data over time.
Who should do this	CAREWare administrators and form designers who manage clinical forms.
Use Encounter Grids when you need to	Show a snapshot of clinical status while users complete a form.
Main warning	Days in Span is based on the number of days before the form date.
Primary reference	Form Designer Adding Encounter Grids - jProg Support

Quick path

Open the form in Form Designer > Encounter Grids > Add.

Before you begin

Know which clinical encounter columns should appear.

Decide how many days before the form date the grid should include.

Open the form in Form Designer.

Tip

Choose only the columns users need. A smaller grid is easier to read and fit on the form.

Add the Encounter Grid

Create the grid, add columns, and place it on the form.

Step 1. Click Encounter Grids.

Step 2. Click Add.

Step 3. Enter Days in Span.

Step 4. Enter a Title.

Step 5. Click the Grid Name.

Step 6. Click Manage Columns.

Step 7. Click Add.

Step 8. Select an Encounter Column.

Step 9. Click Add.

Step 10. Click Back.

Step 11. Click Add Control.

Step 12. Type the Encounter Grid title.

Step 13. Click Add.

Step 14. Drag the Encounter Grid to the desired location on the page.

How to confirm it worked

1. The grid is available as a control by its title.
2. The selected encounter columns appear in the grid.
3. The grid shows the expected clinical history for the selected date span.

Troubleshooting and common questions

Why does the grid show too much or too little data?

Review Days in Span and confirm the form date used for testing.

Why is the grid hard to read?

Reduce columns, resize the grid, or place it in a wider area of the form.

When to contact Help Desk

Contact your CAREWare Help Desk or local administrator when:

- encounter columns are missing
- the date span does not match clinical workflow
- the grid causes the form layout to become unreadable

Related HappyFox references

Document	Use it for
Form Designer	Overview, planning guidance, key terms, and permissions.
Form Designer Adding Encounter Grids (primary)	Add clinical encounter grids and columns to display clinical history.