

Adding Encounter Grids



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.

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.

Related References

Document	Use it for
Form Designer	Overview, planning guidance, key terms, and permissions.
Form Designer Adding Custom Reports to Forms	Add the results of a custom report to a custom form.