

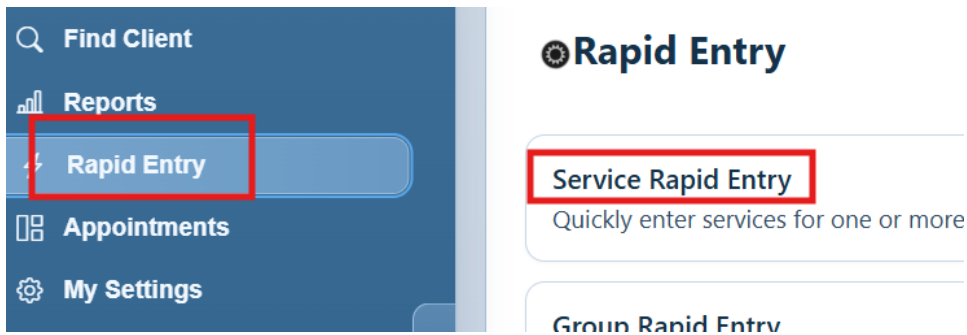
Service Rapid Entry

Purpose	Add individual services to several client records quickly.
Who should do this	CAREWare users who enter or manage client services.
Use this guide when you need to	Enter services without opening each client record one at a time.
Main warning	Check the selected client and service before you edit or delete a record.

Quick path
Rapid Entry > Service Rapid Entry > set the date range > Save > View Service List

Create the service list

Step 1. Open Rapid Entry, and then select Service Rapid Entry.



Step 2. Select Edit. For the field Contains Last, enter how far back CAREWare should search.

Step 3. Choose one of these options:

- Calendar Months: the number of months before the As Of date.
- Calendar Years: the number of years before the As Of date.
- Records: the number of service records before the As Of date.

Step 4. Select the As Of date. CAREWare uses this date as the end of the search period.

SaveCancel

Service Rapid Entry

Contains last:

*:

Calendar Months

▼

As Of:

Step 5. Select Save, and then select View Service List.

Save

Cancel

Service Rapid Entry

Contains last:

*:

As Of:

Edit

View Service List

Back

Service Rapid Entry

Contains last:

*:

As Of:

Choose A Client

New Service For Chosen Client

New Service For Selected Client

Edit

Delete

Back

Print or Export

Column visibility

Copy

Services

Search:

<<

<

1

>

>>

Go to page entries per page

Showing 1 to 49 of 49 entries

Date	Last Name	First Name	Middle Name	URN	Service	Units
06/22/2026	Aerosmith	Jamie		JMAR0701902U	CM Face-to-face	1
06/22/2026	Aerosmith	Jamie		JMAR0701902U	Medical Nutrition Therapy	1

Service list options

Button	What it does
Choose A Client	Open Find Client and select a client who is not shown in the list.
New Service for Chosen Client	Add a service for the client selected with Choose A Client.
New Service for Selected Client	Add a service for the client in the selected row.
Edit	Change the selected service record.
Delete	Delete the selected service record. Check the record carefully first.
Back	Return to the As Of Date screen.
Print or Export	Print the service list or export it to a file.
Column Visibility	Hide or show columns in the Services list.

How to confirm it worked

- The Services screen shows records for the date range you selected.
- After you save a new service, it appears in the service list when it matches the current settings.

Troubleshooting and common questions

Why is a client missing from the list?

The client's service may be outside the selected date range. Change Contains last or the As Of date, save, and view the list again. You can also use Choose A Client.

Why is New Service for Selected Client not working?

Select a service row first. CAREWare uses that row to identify the client.

What should I check before deleting a service?

Confirm the client name, service, and date. Deleted records may be difficult to restore.

Related References

Document	Use it for
Services	Check services in client records and add services to a client record outside of the Service Rapid Entry option.
Group Rapid Entry	Enter the same service for multiple clients.