**Q&A Summary for CAREWare 6: Central Administrators**

**September 25, 2019**

| **Question Asked** | **Answer Given** |
| --- | --- |
| Adding custom form looked like it was being linked to individual clients. Is this needed? Or by assigning to a provider or user, I assume it will be automatically linked to clients. | You will need to assign custom forms to Provider(s), then User(s) as applicable. |
| Does CAREWare 6 not allow for keyboard F key use any longer? Example: In Custom Tabs in CAREWare 5 you can use F3 to move custom fields up and F4 moves them down, etc. | Hot keys have not been activated in CAREWare 6 yet. This would likely need to be submitted as “feature requests.” A feature request can be made by any end-user at any time. To do so, please contact the CAREWare Help Desk at 877-294-3571 or cwhelp@jprog.com.  |
| How do we deactivate end users being able to "show" and "hide" fields? | You will need to check or uncheck boxes within lists. This can be customized for the Main Menu and Links in CAREWare 6. |
| If a document is marked "secure", can it be uploaded by anyone but only viewed by certain people? | It would seem to be another level of user permissions. Check with the CAREWare Help Desk for more information at 877-294-3571 or cwhelp@jprog.com. |
| For Custom Forms: Is it possible to build in the label for fields as a default, so the process of adding a field is significantly streamlined? | This would likely need to be submitted as a “feature request.” A feature request can be made by any end-user at any time. To do so, please contact the CAREWare Help Desk at 877-294-3571 or cwhelp@jprog.com. |
| Is the Case Note Author field still available in CAREWare 6?  | Yes. As in CAREWare 5, it is managed through the “Employee Setup” section. |
| Is there a limit as to how many individual attachments you can add to a single record? | No. Although you can set a limit to the maximize file size that can be uploaded as an attachment. |
| Do you essentially need to create custom controls for every category of attachment you want to put into the system? | Not necessarily. You will need to check with the CAREWare Help Desk at 877-294-3571 or cwhelp@jprog.com. During the webinar, a couple attachment Content Types were demonstrated, so you can view the webinar recording for this information. |
| Can you add an attachment as a custom item on a form? | You will need to check with the CAREWare Help Desk at 877-294-3571 or cwhelp@jprog.com. |
| Is there a way to add a client or user's electronic signature to a form? | You will need to check with the CAREWare Help Desk at 877-294-3571 or cwhelp@jprog.com. It would likely need to be submitted as a “feature request.” Note: CAREWare is primarily a HRSA Reporting Tool – not an electronic medical records system. |
| How do you get a report of the HRSA performance measures stratified by demographic variables? | Tune in to the Oct 30th Webinar for End-Users. I would not recommend using the Performance Measures module, but rather the RDR report.  |
| What is the purpose of the form designer? | The form designer allows data-entry of custom and pre-build fields in one location of CAREWare 6. For more information, check with the CAREWare Help Desk at 877-294-3571 or cwhelp@jprog.com. |
| Is there a list of permissions and what they do? | Check with the CAREWare Help Desk at 877-294-3571 or cwhelp@jprog.com as they have a complete list. |
| If editing a field in a custom form, does it update the field in the client record? | Yes, that is one of the advantages of using Forms. |
| How is it going to be exporting and importing data with custom fields? | Check with the CAREWare Help Desk at 877-294-3571 or cwhelp@jprog.com. |