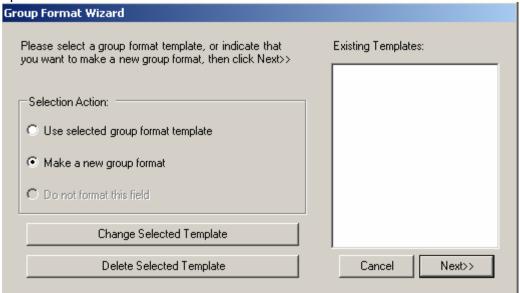# CAREWare Group Format Wizard

Often there's a need to place continuous, quantitative values into groups. For example, you may want a report that shows the distribution of clients by their lowest CD4 count in the following groups: <200 cells, 200-349, >=350, or you may need to create your own age groups to satisfy the requirements of a certain report. The Group Format Wizard allows you to create categories for any continuous, quantitative value.
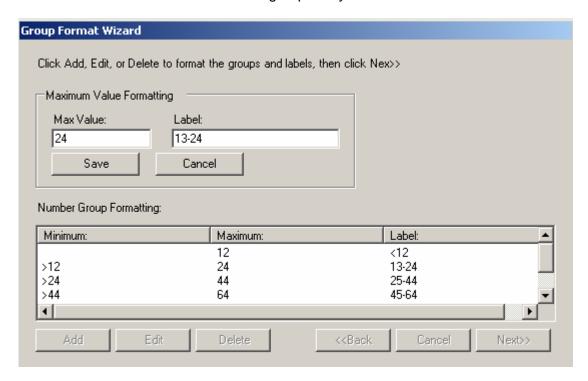
- Let's start with a simple Age Group Recode. In a demographic custom reports, add the Age field to a report. Notice the hyperlink in blue labeled "Format" above the field name. Click on that hyperlink.
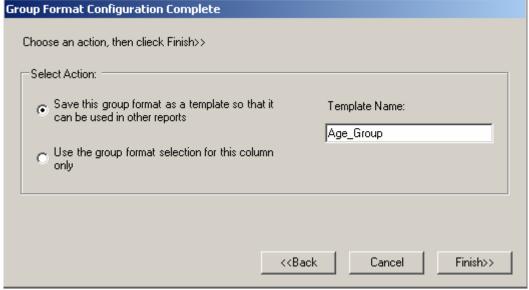

The following screen will appear. Let's make a new group format, and choose that option. Click Next>>.

- Now create your age groups. First click Add. Enter the max value for this group. In the example here, we've created a group <12 years of age, and the next will be 13-24 year olds. Enter the maximum value for this group and supply a label. Continue on to exhaust all age groups.

- You'll need to click **Save** for each group that you create.

Group Format Wizard

Click Add, Edit, or Delete to format the groups and labels, then click Nex>>

Maximum Value Formatting

Max Value: `24` Label: `13-24`

[Save] [Cancel]

Number Group Formatting:

Minimum:	Maximum:	Label:
	12	<12
>12	24	13-24
>24	44	25-44
>44	64	45-64

[Add] [Edit] [Delete]   [<<Back] [Cancel] [Next>>]

When you're done creating all your groups, click next and the following screen will appear:

Group Format Configuration Complete

Choose an action, then click Finish>>

Select Action:

⦿ Save this group format as a template so that it can be used in other reports

○ Use the group format selection for this column only

Template Name: `Age_Group`

[<<Back] [Cancel] [Finish>>]

- We can either create and name a group format that can be used in any report or use the format for this report only (say you're just testing out a group and you don't expect to use it generally in other reports.) Give the group a **Template name** in the space on the right so that you can recognize it for use in another report.

Date Formats:

Date fields can also be formatted easily. Edit a date field and select the Format hyperlink. You'll see the following screen; you can select any of the available formats.

Group Format Wizard

Please select a date format that you want to use, then click Finish>>

> Year-Week
> Year-Month
> Year-Quarter
> Year-Trimester
> Twice a year
> Year
> Two years
> Five years

[Do Not Format This Field]   [Cancel]   [Finish>>]

Now let's run a quick Crosstab report showing CD4 count distributions (using each client's latest value) by age group.

- However, before we can run this crosstab, the Group Formats must first be created in regular custom reports. Once that's finished we can then run it as a Crosstab.

AgeGrp by CD4grp

AgeGrp:	Total:	Col. %:	Not Specified:	<200:	>350:	200-350:
<20 yrs	5	2.3	5 (100.0%)	0	0	0
20-45	87	39.2	80 (92.0%)	4 (4.6%)	1 (1.1%)	2 (2.3%)
45+	130	58.6	129 (99.2%)	0	1 (0.8%)	0
Total:	222	100.0	214 (96.4%)	4 (1.8%)	2 (0.9%)	2 (0.9%)