Working with custom controls and merging two fields in CAREWare:

Placing one custom field in multiple locations

Starting with build 403, it is now possible to place the same custom field/control in multiple locations in CAREWare. This feature is particularly useful for fields that have combination boxes (pick lists) for responses, such as a list of names, that you don't want to have to recreate. Remember that a field placed in two locations will actually be two different fields in the database, so the value could be set to "apple" on one screen and "orange" on another.

- Place the same field on the service screen and on a custom tab
- Or on the Annual screen and a custom tab

There is no special functionality to do this. Simply go into custom fields, and activate the control in the different locations.

Merging custom, lab fields

Sometimes, especially after data are imported from multiple providers on a network setup, you'll find that there are two custom fields, or two lab tests created at two different providers, that are slightly different but really seek to measure or track the same thing. This function allows you to merge those similar fields, and remove the one field no longer needed.

There are other important reasons to merge one field into another.

- Say that you had set up a screening test to track TB skin tests and then realized that CAREWare already had a field to track this. Or, perhaps CAREWare did not add a specific field to the database until after you had already entered a considerable amount of data into your own field and maybe we were using the HRSA-defined field to populate the RDR or RSR. Instead of re-entering your data into the HRSA-defined field, you could use the merge function and remove the redundant field no longer needed.

- You can only merge fields of similar types (e.g. dates with dates, numeric with numeric, combo box with combo box). *When you select a Master field of a specific type, only duplicate fields of the same type will be available for merging*.

To merge fields, *you must be logged into Central Administration*:

1. Go to Administrative Options and select "Field Merge" on the bottom left.

2. The Following Options screen will appear:

Let's map two Custom client fields. We have one field called **Case Mgr.** and another called **Social Worker**. Maybe you consider the list of individuals in the Case Mgr. field as the primary list that you want to preserve, so we'll select that as the "Master", and Social Worker as the "Duplicate." They are both combo box fields.

The merge screen shows how many records have values for the master and duplicate field, and how many are unmapped. We'll need to tell CAREWare how to map these. To do so, select F3 or just select that option with your mouse.
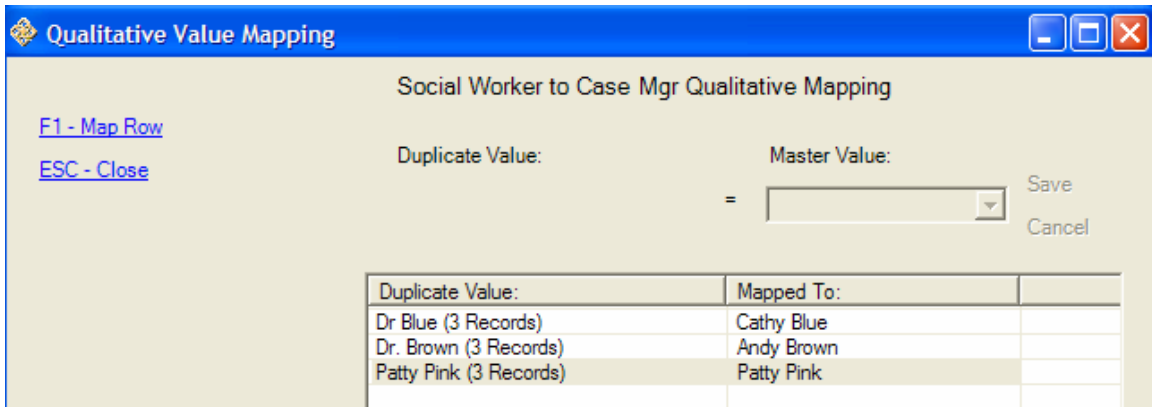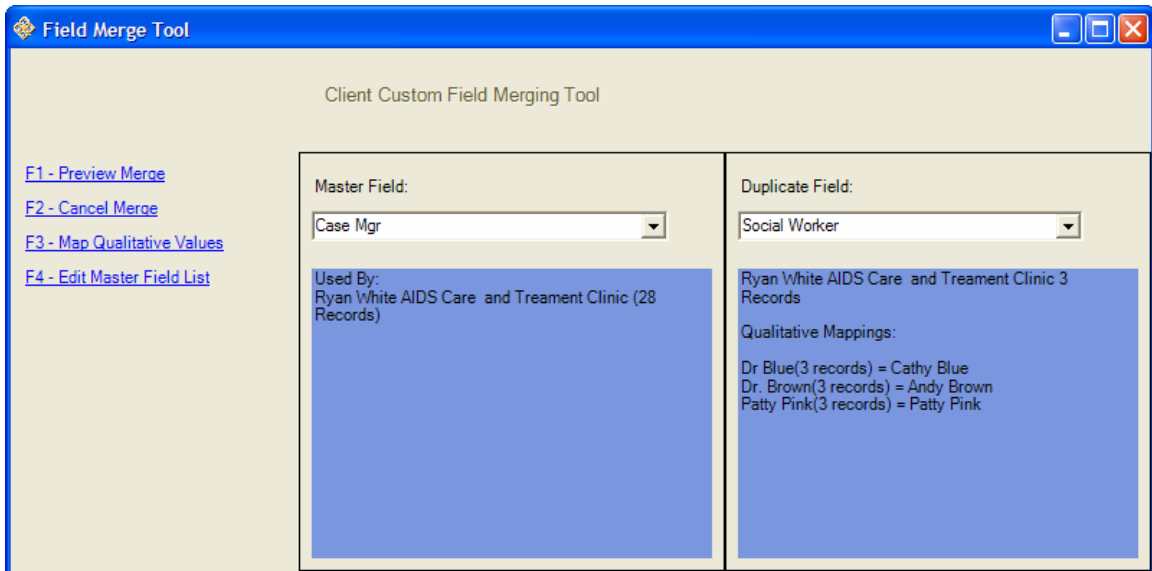
- Now, on the main merge screen, select F1, Preview Merge.   You'll receive a warning screen like this:
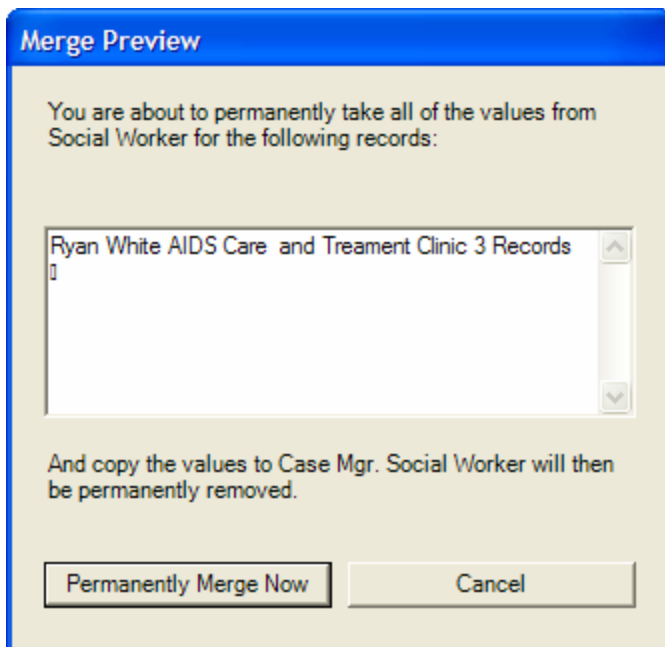
If you're ready, select "Permanently Merge Now."   The custom field "Social Worker" is now deleted from the database and its records merged into Case Mgr.

Here's another example where we are mapping a Screening test "*My TB Skin Test*" into the HRSA-defined field "*TST*" (Tuberculin Skin Test). Again, we'll need to map all the values into a corresponding value in the mast field before we can perform the merge.

Qualitative Value Mapping

My TB Skin Test to TST Qualitative Mapping

F1 - Map Row

ESC - Close

Duplicate Value:		Master Value:
Negative (1 Records)	=	

Save

Client did not return for reading
Negative (<5mm)
Not documented in medical record/unknown
Not medically indicated
Positive (>=5 mm)
Refused
Currently Mapped

Duplicate Value:	Map
Negative (1 Records)	Not
Positive (1 Records)	Not
Unknown (0 Records)	Not