

2007 SURVEY APPLICATION RECORD TRAINING GUIDE

NAVIGATING THE SAR

The following types of navigation are provided in the SAR: (Please note that before moving to another screen, the user MUST click 'SAVE' to save data entered on the tables or click 'SAVE PAGE' to save data for the entire screen.)

1. **Menu** - the menu box is located on the left-hand side of every SAR screen. Move from chapter to chapter by clicking on the specific chapter link (located on the menu) that is to be reviewed or completed.
2. **Selecting Standards** - located at the top and bottom of each screen are links to standards within the chapter. (These standards change colors upon utilization, their colors are NOT related to the completion of the chapters. Only the chapter links located on the SAR menu change from purple to gold.)
3. **Next or Previous** - these links are also located at the top and bottom of each screen. These will forward the user to the next screen or bring the user back one screen (whether it is within the chapter, to the first page of the next chapter, or the last page of the previous chapter).
4. **“The following screens remain in draft mode”** - this list is located at the bottom of each screen. Only those chapters that are listed in 'purple' on the SAR Menu will be listed here. When the entire chapter has been completed (by clicking 'SAVE PAGE' for all screens) and has turned gold on the SAR menu, that chapter will disappear from this list. *Refer to the 'Turning Chapters Purple to Gold' chapter in this guide for more details.*
5. **SAR Complete - Send to CoC/Surveyor** - located on the left-hand side menu in black print. This item is to be clicked when the SAR is complete and ready for surveyor review. The SAR is to be completed and a hard copy sent to the surveyor two weeks before the survey. This link can be clicked again when you have been asked to edit the SAR by the surveyor after the survey has taken place (within three business days).
6. **Log Out** – located on the left-hand side menu. This item is to be clicked whenever the user desires to leave the Facility and Staff Contact Information or SAR application.