

TURNING CHAPTERS PURPLE TO GOLD

Purple = incomplete chapter **Gold** = complete chapter

Note: This applies to the survey SAR only. The SAR that is accessible during the non-survey year will not have this feature. Chapter links on the menu will **not** change colors.

1. The chapter links listed on the SAR Menu are originally displayed in purple to signify that they are incomplete.
2. When all fields for all years listed on each screen within a chapter (including the rating) are completed and saved, using the 'SAVE PAGE' button at the bottom of each screen, the chapter link will turn **gold** on the SAR Menu.
3. If the chapter remains purple after all areas are completed and saved, scroll down to the bottom of any screen and click on this same chapter link listed under "**The following screens remain in draft mode**" section.

The following screens remain in draft mode:

[General Information](#)

[Cancer Program Leadership Chapter](#)

[Cancer Data Management and Cancer Registry Operations](#)

[Clinical Management Chapter](#)

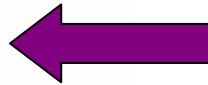
[Research Chapter](#)

[Community Outreach Chapter](#)

[Cancer Liaison Physician Activity Report](#)

[Professional Education and Staff Support Chapter](#)

[Quality Improvement Chapter](#)



- The link will automatically display the first screen in the chapter where there is an error or an incomplete field (this is the reason the chapter is still purple).
- Once that error is corrected or the field is completed and the page is saved, the chapter should turn gold.
- If the chapter still does not turn gold, scroll down and click on the same chapter link again. The link will automatically display the next screen in the chapter where there may be another error or blank field. Complete or correct the field and click on 'SAVE PAGE'.
- Once you have corrected all errors and/or completed all fields and saved the screens, the chapter name will disappear from this list and the chapter link will turn gold on the SAR Menu.

Note: All fields are to be completed for all years listed on the SAR. If there is nothing to enter in a field, enter 'none', 'not applicable', or 'pending', do not leave blank.

The data entered for the current calendar year should reflect activity from January to the present date (i.e., conferences, committee meetings, goals set, coordinators reappointed, patients accrued thus far, and cases abstracted thus far ([or enter zero, if none], etc.). Do not enter estimated figures.