

## SAR FUNCTIONS

Below are brief definitions and explanations on how to use the various functions located throughout the SAR.

1. **Log In:** To access the application, click on the ‘Survey Application Record’ link located on the CoC Datalinks page, <https://web.facs.org/datalinks/>. Enter your User ID and Password. The Activity Menu will then appear and you can scroll down and select the ‘SAR’ for survey preparation.

2. **Log Out:** Click on “Log Out” on the left-hand side of the SAR menu when you are ready to exit the system. Remember to click ‘SAVE’ or ‘SAVE PAGE’ at the bottom of each table and/or screen prior to logging out of the system so that information entered is not lost.

A. **Automatic Log Out:** As a security precaution, the system will automatically log out if you have not touched the application within 60 minutes. Any changes that were not ‘SAVED’ will be lost.

B. For security purposes, after four unsuccessful attempts to access CoC Datalinks, the system will inactivate your password and lock you out. Once you are locked out, you will need to contact the system administrator by e-mail at [CoCDatalinks@facs.org](mailto:CoCDatalinks@facs.org). Your User ID will remain the same, but a new, temporary password will be issued to you (by e-mail only) to access CoC Datalinks and the SAR.

3. **Menu:** Once you have entered the SAR through the CoC Datalinks Activity Menu, you will see a bulleted menu along the left-hand side of the screen. Each bullet is a link to a section/chapter of the application, and helps you to navigate through the SAR. There is a different menu for the Facility and Staff Contact Information document, but the menu allows you to navigate back and forth between the SAR and the Facility and Staff Contact Information documents.

4. **Notification:** (This function ONLY appears in the survey SAR) On the top of each screen you will see a notification indicating the status of the SAR. The notification will tell you if your SAR is incomplete. If the chapters listed in the SAR menu along the left-hand side of the screen are ‘purple’, then those screens are incomplete.

Once you have completed all the tables, ratings and comments, and clicked on ‘SAVE PAGE’ for each screen within the chapters, the color of the chapter link on the left-hand side of the screen will turn ‘gold’ to indicate completed chapters. The notification at the top of the screen will then change to read: ‘Your Survey Application Record is now complete.’ Note that the Standards listed at the top and bottom of each screen do **not** change color to indicate a completed screen **or** chapter.

**5. Tables:** There are two types of tables available throughout the SAR; a) worktable - this is where data for the different fields requested is entered. Depending on the action needed, you may then click on 'ADD', 'UPDATE', or 'DELETE' as appropriate (these will be discussed further below). The data is then carried to the 'summary' table located directly below the worktable. After the data is carried to the summary table, the worktable will appear empty. b) summary table - this type of table has two purposes; 1. To display and summarize the data entered or revised from the 'worktable' located above. Depending on the information requested, the user may need to complete the table further once the data is displayed. Additional data is entered directly into the summary table at this point and saved. 2) The second type of summary table is used when data is entered directly into the summary table (no worktable exists) and saved. All data is entered or edited directly into this table as well.

**6. Entering Dates:** The year for which data is requested will either be automatically provided on the table, selected from a "drop-down box", or will be manually entered. When manually entering dates the user will need to enter the month, day, and year as indicated by the example in the field (mm/dd/yyyy), i.e. February 2, 2005 would be entered numerically as 02/02/2005, please remember to **include the forward slashes**.

**7. Entering Text:** Text can be entered as 'free text' in the appropriate fields. The number of allowable characters for that field is included in the instructions for each table based on the standard in the SAR Training Guide.

**8. Saving Tables:** There are three (3) types of buttons offered throughout the SAR for saving the information entered into every table and maintaining the screen in 'DRAFT' mode. These buttons should be clicked every time information is entered or edited in any table. A) 'SAVE' is located at the bottom of the summary tables. This button will 'save' the information entered, but will not share the information with the Facility Information Profile System (FIPS) and the American Cancer Society (ACS). B) 'CALCULATE' is located at the bottom of those summary tables where a calculation is needed. The information entered into that table is saved in "DRAFT" form (as explained above) and the calculation is performed. C) 'ADD' is located to the right or bottom of each worktable. Enter requested data for each field and click on 'ADD' to save data. Data is then moved to the summary table for display. You may then be required to further complete the summary table. (If this is the case, you will need to click on the 'SAVE' button for the display table once information has been entered.)

**9. Save Page:** This button is located at the bottom of every screen. This button is clicked when all information on the screen is complete and the rating and comments have been entered. It is important to note that every time information on the tables, ratings, or comment box have been added/edited/deleted, and during the Annual Update period, the 'SAVE PAGE' button **MUST** be clicked to save the data on the page and confirm that information is complete for that standard.

**Please note that clicking on ‘SAVE PAGE’ is the only way to save the rating and comments.** The screens are not considered complete until a rating is entered; comments are optional.

The information on the appropriate screens will be shared with FIPS and ACS, or accepted for survey as appropriate, only when the ‘SAVE PAGE’ button is clicked. At this point, the screen is no longer considered to be in ‘draft’ mode.

NOTE: If you do not ‘SAVE’ your entries or edits before navigating from page to page or logging out, the entries will be lost and cannot be retrieved.

**10. Edit:** This button is located to the right of each row in the summary table and appears only when information has been ‘added’ from the worktable above. Click on the ‘EDIT’ button when information in the summary table needs to be added/revised/deleted. The selected data is then moved back up to the worktable for editing or deletion purposes. If you are adding or revising information, enter it directly into the worktable and then click on the ‘UPDATE’ button when editing is complete. This will then save the new data and move it to the summary table. If the selected data is to be deleted, click on the ‘DELETE’ button located to the right of the table. The entire line of data will be deleted and will not show in the summary table. If the screen is now complete, click on ‘SAVE PAGE’ to save the edited information or confirm the deletion.

**11. Comment Box:** In the ratings area for each standard located at the bottom of each screen, there is a text box available for comments by the facility or network. All comment boxes throughout the SAR allow a maximum of 500 characters. Comments must be recorded if the rating is ‘5’ or ‘1+’, and may be recorded when the rating is ‘1’ or ‘8’. This box will ONLY appear with the survey SAR.

**12. Facility Comments:** This link is located on the SAR menu on the left side of the screen. This is a one-page Word document where the facility or network can enter text to describe their cancer program or provide more details regarding a standard, etc.

**13. Duplicate Data:** When data is requested for more than one field throughout the SAR, it will automatically be copied over to the next field(s) requesting the same information so duplication of entry is avoided. Example: Std. 2.8 caseload is copied over to Std 5.2.

**13. Activity Log:** The “Activity Log” requires no action. This is an activity tracking tool provided for your information only. The “Activity Log” is available on the left-hand side SAR menu. This log will enable you to view your facility or network’s access/edits to the SAR. You will be able to examine the following: type of action, location (chapter/section) where action took place, date action took place, and user who accessed the SAR.

**Additional queries or comments about the SAR can be sent to [SAR@facs.org](mailto:SAR@facs.org).**