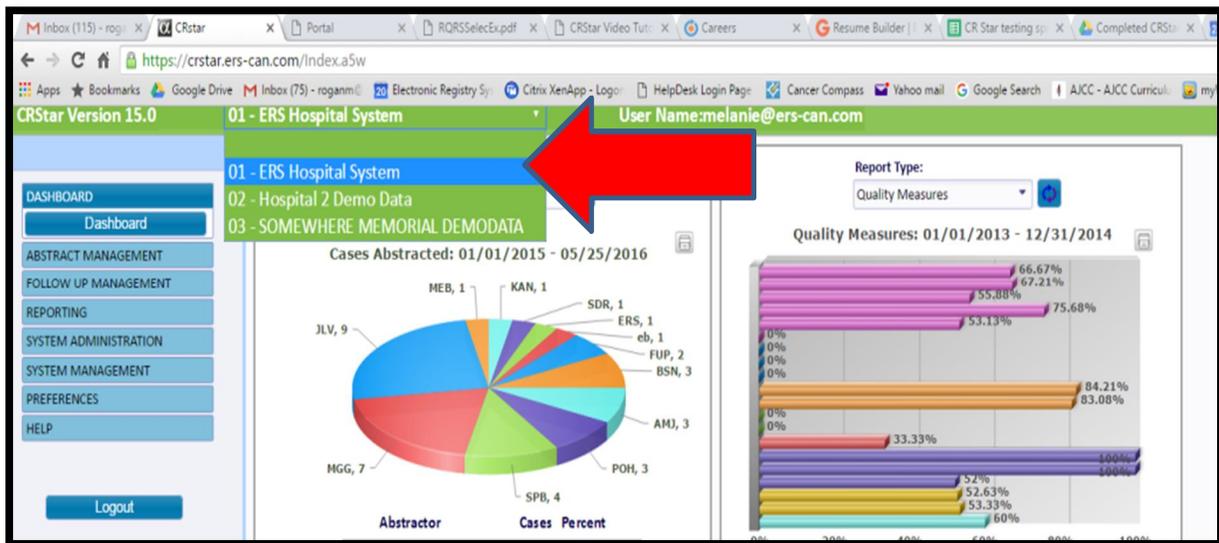


# CRStar E-News: Facility Selection Drop Down Bar

The purpose of this E-News is to instruct users on the function of the facility selection drop down bar.

**Note: This affects multi hospital facilities only and does not apply to single facilities just using hospital code 01.**

The facility selection drop down is located on the green bar at the top of the CRStar screen. The user can click on the drop down arrow and change the facility selection. The drop down includes all facilities in the user's database.



Below are the functions that the facility selection drop down controls:

- The Dashboard configurations are set per facility. For the user to display the Dashboard reports for individual facilities, that facility must be chosen from the drop down menu.
- When running follow up letters for different facilities, if the user does not select a particular facility's letter (i.e. DOC 01, DOC 02, and DOC 03) CRStar will choose the letters associated with the facility shown in the green bar. In this example, the user would need to change the facility from the drop down. Note: If a facility letter with the hospital number is chosen, selecting the facility from the drop down is not necessary.
- The state of the facility displayed on the green bar drives which state screen is displayed in the abstract. For users that have facilities in multiple states, the drop down would need to be changed before abstracting a case in that particular state.
- The county codes in the address fields are driven by the state of the facility displayed in the green bar. Again, this would apply to users with facilities in multiple states.
- The state exports are driven by the state of the facility displayed on the green bar. If the user submits data to multiple states, the facility must be changed in the drop down before using the state export function.