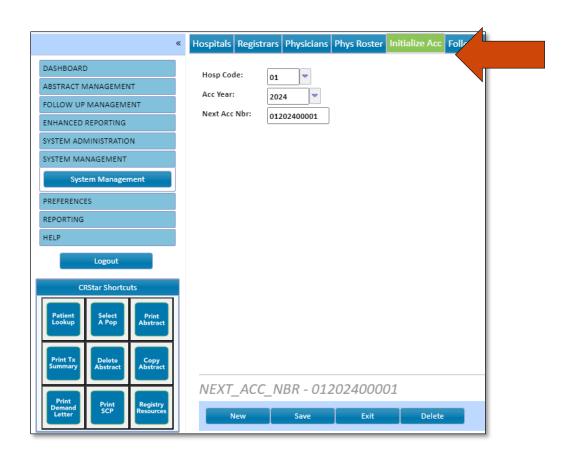# CRStar Insights
Initializing Accession Numbers

This Insight will instruct users on Initializing Accession Numbers in CRStar.

When you are ready to begin abstracting your facilities' 2024 cases, you will need to initialize the accession numbers. This is the process of setting the system to automatically assign the sequential accession numbers that you're accustomed to seeing populate during the abstracting process.

*** NAACCR v24 layout has been released, as have many state metafiles, so abstraction of 2024 cases can begin, but be sure to verify with your state before attempting to submit 2024 cases.

How to Initialize Access Numbers

In CRStar, navigate to System Management in the Main menu, Then over to Initialize Accession Numbers tab

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1. Enter the Hospital code, i.e. 01, 02, 03, etc.

2. Any number of years can be initialized. Simply choose the year to initialize by entering in the year.

3. Important: The accession number must be preceded by the hospital number followed by the year and then case number (01202400001). Enter the next 11-digit accession number to use: (HSP# = 2 Digits, Year = 4 Digits, Case # = 5 Digits. The system will automatically assign the next number to the abstract when the year is typed in.

4. To initialize accession numbers at the beginning of a new year, enter the next accession number as shown above, i.e. 01202400001.

5. Click Save.

Reminders

- The STORE Manual states that: "Numeric gaps are allowed. When a case is deleted from the database, do not reuse that accession number for another case. This will avoid any chance of two cases having the same accession number."

- Individual States keep track of accession numbers and will reject a case with duplicate numbers.

Support Available at www.mycrstar.com

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