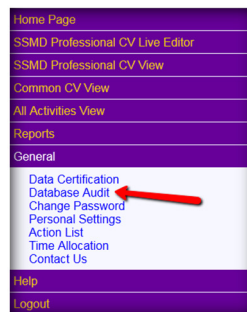


Often the need arises to ensure that your Acuity STAR data is complete. This helps prepare some of the documentation for promotion, ensures that the activities printed on your CV is in the proper chronological order and also ensures that your STAR data is accurate.

The Database Audit function in STAR allows you to quickly identify records with missing (read: mandatory) information.

Database Audit menu

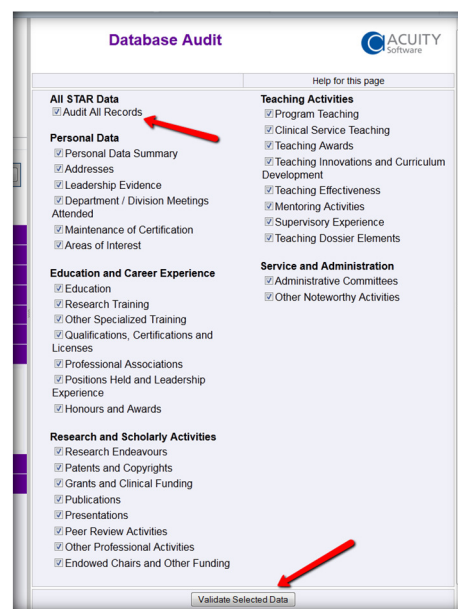
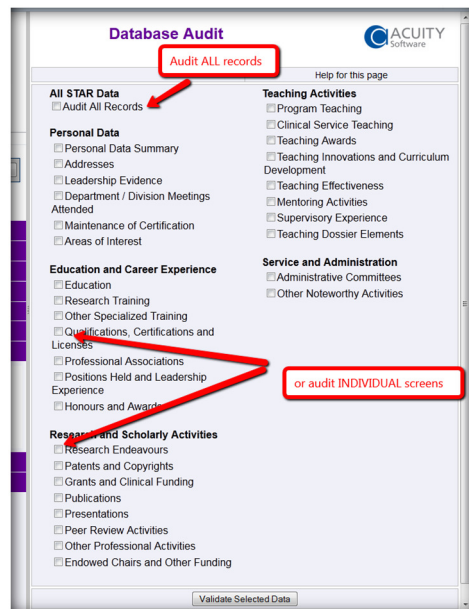
Located under the General tab, the Database Audit will allow you to see activities (grouped by screen) that have missing information. Missing information has been defined via mandatory fields across the STAR screens.




Database Audit screen

The Database Audit screen presents you with all STAR screens, and checkboxes beside them.

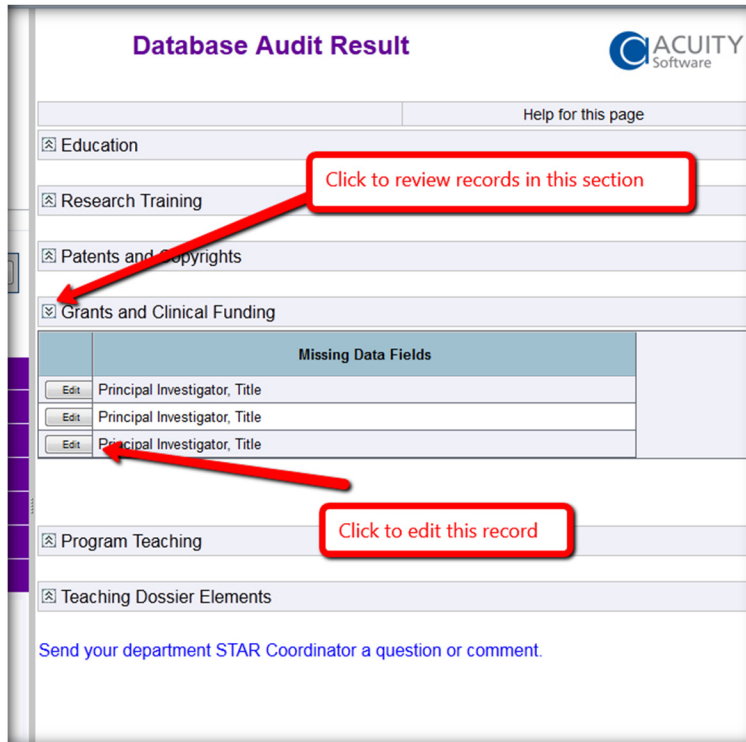
To audit ALL STAR data, choose the Audit All Records button. To select individual screens, choose them individually. Once this is done, select the Validate Selected Data



Editing records

Clicking on the arrow  beside each Screen name will open a grid listing the missing information for each activity. Only records that have missing information are presented to you in this grid.

Clicking on edit will open the pop-up data entry screen for that activity, allowing you to fix and SAVE that record.

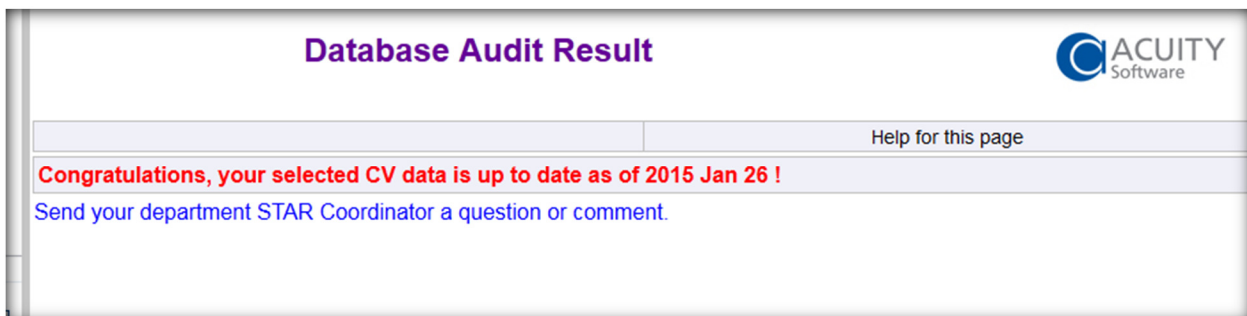


The screenshot shows the 'Database Audit Result' page. At the top right is the 'ACUITY Software' logo. Below the title bar is a 'Help for this page' link. A list of activities is shown with expandable sections: Education, Research Training, Patents and Copyrights, and Grants and Clinical Funding. The 'Grants and Clinical Funding' section is expanded, showing a table of missing data fields. The table has three rows, each with an 'Edit' button and the text 'Principal Investigator, Title'. A red box with the text 'Click to review records in this section' points to the 'Grants and Clinical Funding' section. Another red box with the text 'Click to edit this record' points to one of the 'Edit' buttons. At the bottom, there is a link: 'Send your department STAR Coordinator a question or comment.'

Saving a completed record from the pop-up data entry screen will remove that record from the grid above, allowing you to continue to 'fix' records.

Completing the Database Audit

Once all selected screens have had all missing information accounted for, you will receive the Congratulations message.



The screenshot shows the 'Database Audit Result' page. At the top right is the 'ACUITY Software' logo. Below the title bar is a 'Help for this page' link. A red banner message reads: 'Congratulations, your selected CV data is up to date as of 2015 Jan 26 !'. Below the banner is a link: 'Send your department STAR Coordinator a question or comment.'