

# SARAS User Guide

## Director

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### 1. Introduction

The Statewide Agricultural Research Administration System (SARAS) is an online tool for **searching, requesting, approving, and tracking projects and the use of resources** across all **REEC statewide resources**.

This guide is intended for **Directors** and explains how to:

- Review resource requests
  - Evaluate Site Manager recommendations
  - Approve or reject requests
  - Assign approved acreage
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### 2. Navigation and Dashboard Overview

When Directors log into SARAS, they are taken **directly to the Resource Request page**, the same as other user roles.

To access Director tools, select the “**Director**” tab in the navigation menu. This opens the **Director Dashboard**.

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### Director Dashboard

The Director Dashboard organizes requests by decision stage.

#### Open Requests

- **Pending Director Approval**  
Requests that have been reviewed by a Site Manager and are awaiting a Director decision.

## Request History

- **Request History**  
Contains all previously **Approved** and **Rejected** requests.

Selecting a request from any section opens its full details.

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### 3. Reviewing a Resource Request

Directors are responsible for making final decisions on resource requests.

When reviewing a request, you should examine:

- Study title and description
- Requested date range
- Selected or recommended zones
- Site Manager recommendations and comments
- Uploaded attachments (PDF files)

Requests cannot be edited by Directors.

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### 4. Approving a Resource Request

#### 4.1 Reviewing Recommended Zones and Acreage

Before approving a request:

- Review the zones recommended by the Site Manager
  - Review requested and recommended acreage per zone
  - Consider site capacity, scheduling, and constraints
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#### 4.2 Assigning Approved Acreage

When approving a request:

- Enter **approved acreage** for each zone
- Approved acreage may match or differ from the recommended acreage
- Approved acreage represents the final allocation

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### 4.3 Submitting an Approval

Once approved acreage has been entered:

1. Submit the approval.

#### After Approval

- The request status changes to **Approved**
  - The request is moved to the **Request History** tab
  - Notifications are sent to:
    - The Primary Investigator
    - The Site Manager
  - Approved acreage is recorded and displayed for the request
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### 5. Rejecting a Resource Request

If a request cannot be approved:

1. Select **Reject Request**
2. Enter a rejection comment

#### Rejection Requirements

- A rejection comment is required
- Comments should clearly explain the reason for rejection

#### After Rejection

- The request status changes to **Rejected**
  - The request is moved to the **Request History** tab
  - Notifications are sent to:
    - The Primary Investigator
    - The Site Manager
  - Rejected requests cannot be modified
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## 6. Tracking Request Status

Directors may track request progress from the Director Dashboard.

### Request Statuses

- **Pending Director Approval** – Awaiting Director decision
  - **Approved** – Approved with assigned acreage (viewable in Request History)
  - **Rejected** – Rejected with a Director comment (viewable in Request History)
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## 7. After a Decision Is Made

### Approved Requests

- Approved requests are accessible from the **Request History** tab
- Approved acreage is displayed for each zone
- Approved acreage represents the final allocation

### Rejected Requests

- Rejected requests are accessible from the **Request History** tab
  - A rejection comment is always provided
  - Rejected requests cannot be edited or reopened
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## 8. Important Clarifications

- Directors make **final approval decisions**
  - Approved acreage is authoritative
  - Decisions cannot be changed after submission
  - Directors do not edit site or zone data
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## 9. Getting Help

For questions or assistance with SARAS, contact:

**[aahrom2@unl.edu](mailto:aahrom2@unl.edu)**