

SARAS User Guide

Site Manager

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 **Site Managers** and explains how to:

- Review submitted resource requests
 - Recommend zones and acreage
 - Submit recommendations to Directors
 - Track request decisions
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2. Navigation and Dashboard Overview

When Site Managers log into SARAS, they are taken **directly to the Resource Request page**, the same as Primary Investigators.

To access Site Manager tools, select the “**Manage**” tab in the navigation menu. This opens the **Region Management** dashboard.

Region Management Dashboard

The Region Management dashboard organizes requests by review stage.

Open Requests

- **Pending Site Manager Review**
Requests awaiting Site Manager review and recommendations.
- **Pending Director Approval**
Requests that have been reviewed and submitted to Directors.

All Submitted Requests

- **All Submitted Requests for [Extension Center]**

Includes previously reviewed, approved, rejected, and historical requests for the selected Extension Center.

Selecting a request from any section opens its full details.

3. Reviewing a Resource Request

Site Managers are responsible for reviewing requests submitted by Primary Investigators.

When reviewing a request, you should examine:

- Study title and description
- Requested date range
- Selected zones or requests for recommendations
- Uploaded attachments (PDF files)

Requests cannot be edited by Site Managers. Recommendations and comments may be added during review.

4. Recommending Zones and Acreage

4.1 Viewing Zones on the Map

Each request includes an interactive map displaying zones for the selected location.

- Zones are displayed with defined boundaries
 - Existing zone acreage may be shown for reference
 - Selected or recommended zones are visually highlighted
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4.2 Recommending Zones

If a Primary Investigator has requested recommendations, or if adjustments are needed:

1. Select one or more zones on the map.
2. Mark zones as **recommended**.
3. Enter recommended acreage where applicable.

Zone recommendations guide the Director's final approval decision.

4.3 Requested vs. Recommended Acreage

- **Requested Acreage** is entered by the Primary Investigator.
 - **Recommended Acreage** is entered by the Site Manager.
 - **Approved Acreage** is determined by the Director.
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5. Adding Comments and Notes

Site Managers may add comments to provide additional context.

Comment Guidelines

- Comments are visible to Directors.
 - Comments may also be visible to the requester.
 - Comments should clearly explain recommendations, constraints, or concerns.
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6. Submitting a Recommendation to the Director

Once review and recommendations are complete:

1. Submit the recommendation from the request view.

After Submission

- The request status changes to **Pending Director Approval**.
- Directors assigned to the region are notified.
- Site Manager recommendations can no longer be edited.

7. Tracking Request Status

Request progress can be monitored from the **Region Management** dashboard.

Request Statuses

- **Pending Site Manager Review** – Awaiting Site Manager action
 - **Pending Director Approval** – Awaiting Director decision
 - **Approved** – Approved with assigned acreage
 - **Rejected** – Rejected with a Director comment
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8. After a Director Decision

Approved Requests

- Approved acreage is displayed for each zone.
- Approved acreage represents the final allocation.

Rejected Requests

- A rejection comment will always be provided by the Director.
 - Rejected requests cannot be modified.
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9. Important Clarifications

- Site Managers **do not approve or reject** requests.
 - Site Managers provide **recommendations only**.
 - Directors make all final decisions.
 - Requests cannot be modified after Director action.
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10. Managing Sites and Zones

In addition to reviewing resource requests, Site Managers are responsible for maintaining accurate site and zone information within SARAS.

Site and zone management is accessed through the **Manage** tab and is separate from the request review process.

10.1 Managing Sites

Site Managers may manage sites within their assigned Extension Centers, including:

- Site-level configuration and organization
 - Ensuring site information is current and accurate
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10.2 Managing Zones

Within each site, Site Managers may edit zone information to reflect current field conditions.

Editable zone attributes may include:

- Zone name
- Irrigation status (Irrigated or Non-Irrigated)
- Tillage status (Tillage or No-Tillage)
- Soil type
- Total acreage

Changes made to zone information affect:

- Future resource requests
- Acreage calculations

- Reporting and approvals
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10.3 Important Notes About Zone Management

- Zone edits are **administrative changes**, not request-specific actions.
- Changes apply globally to the site, not just a single request.
- Zone updates should reflect real-world conditions and approved field data.
- Site Managers should coordinate significant changes with Directors when appropriate.

11. Getting Help

For questions or assistance with SARAS, contact:

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