CRStar Insights
New User Reminders

This Insight will give new users knowledge on various ways to utilize CRStar when logging into the system, user tasks, education, training, and resources.

Education

CRStar Data Bites (monthly) - Educational series that provides short instructional presentations to help users gain knowledge of the database.

CRStar Webinars (quarterly) - Education on standard setter updates/changes. CEU's offered.

Resources

The Resource Page houses the CRStar User Manual, training videos, CRStar Short Takes, Enhancement & Corrections, CRStar Insights, and the monthly newsletter.

Registry Resources are quick links to the most current registry manuals, CA Forum, Zoom, and the CRStar Resource Page.

Login

- Users should use Google Chrome or Microsoft Edge to open the CRStar software on their desktop, laptop, or MacBook.
- The System Admin assigns all usernames and temporary passwords. The user must create their own personal password. Our standard password policy consists of 8-20 characters, one upper case letter, one lower case letter, and one number. If a user is locked out of CRStar, the System Admin can unlock the user, or the system will unlock after 15 minutes.
- All users have an option to use mouseless navigation. This feature allows the user to move through the abstract, access drop downs, make selections, move between tabs on the screen, and navigate buttons without using the mouse.

Tasks

- Users cannot manually enter the date abstracted or user initials on the case admin screen in CRStar. For the system to auto-populate these fields, users must first change the S/A flag to "A" when abstracting a case.
- Fields in CRStar can be color-coded to indicate that they are required by the state or RCRS.
- Users will need to check their GenEDITS metafile settings after any updates. GenEDITS setting are located on the Preference tab in CRStar.
- Clearing your browsing history on a regular basis can improve the performance of your device and browser. Use the keyboard shortcut ctrl+shift+delete to open this menu in your browser.

Contact Information

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