SAS
Safety Alert System

Quick Reference Guide

NORTHWEST Kidney Centers

HOW TO SUBMIT A SAFETY ALERT

1 Log in

- Access the SAS website through K-Net by clicking on "SAS" across the top navigation bar
- Log in using your NKC Windows credentials.
- Use the main menu on the left to navigate the SAS website
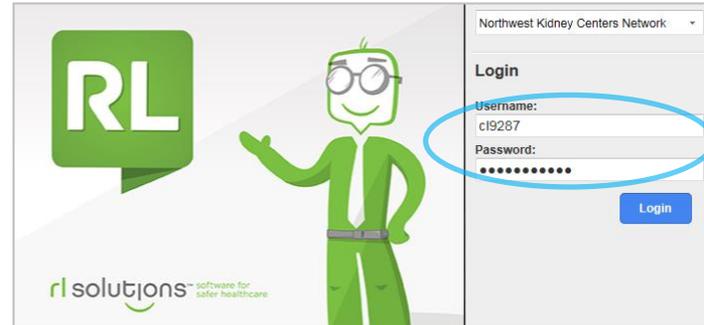
2 Initiate a File (Safety Alert)

- From the Icon Wall, select the Icon that best describes event
- (Optional) Enter a keyword in the "Find a Form" search box to locate a specific form
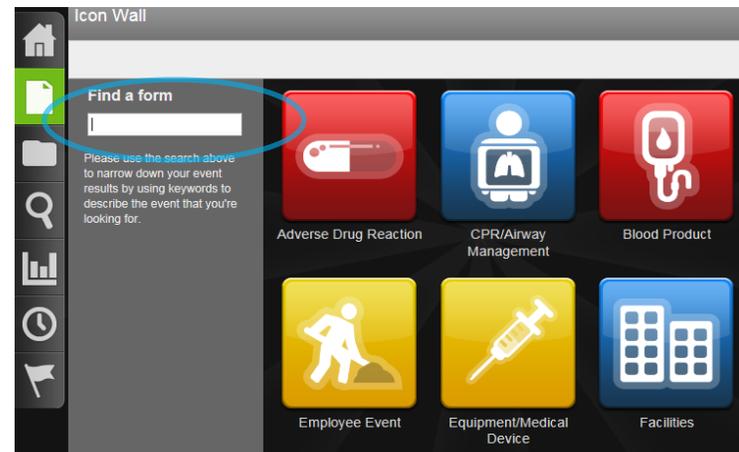
3 Fill in the Form

- At a minimum, complete all of the required fields marked with green asterisks
- Click section headings from the Table of Contents widget to navigate to different parts of the form or use the scroll bar to view additional fields on the form.
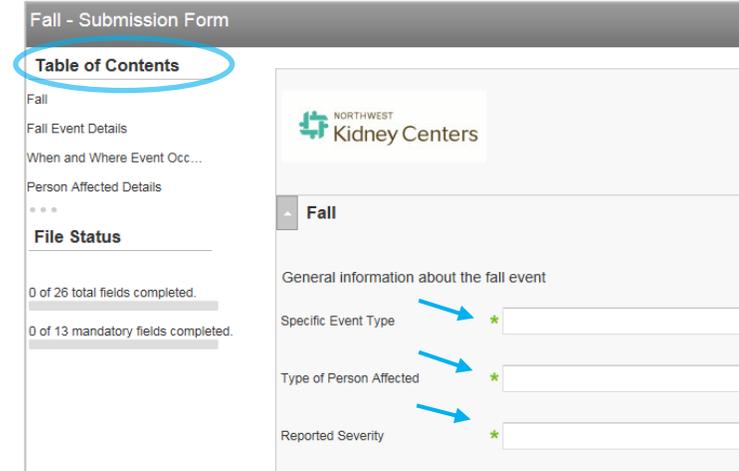
4 Submit the File

- Once mandatory fields have been filled in click on Submit at the bottom of the screen.
- A new window will appear with the file number.
- Click OK.

! More Actions

Click the More Actions button for additional options:

- **Save as Incomplete**: Select this option if you need to come back to the file when you have more information.

- **Submit & Copy**: Select this option if the event involved multiple people or if the majority of the information in the new form will be the same. Once selected, most of the information will be copied over to the new file. You can then edit the information as needed.