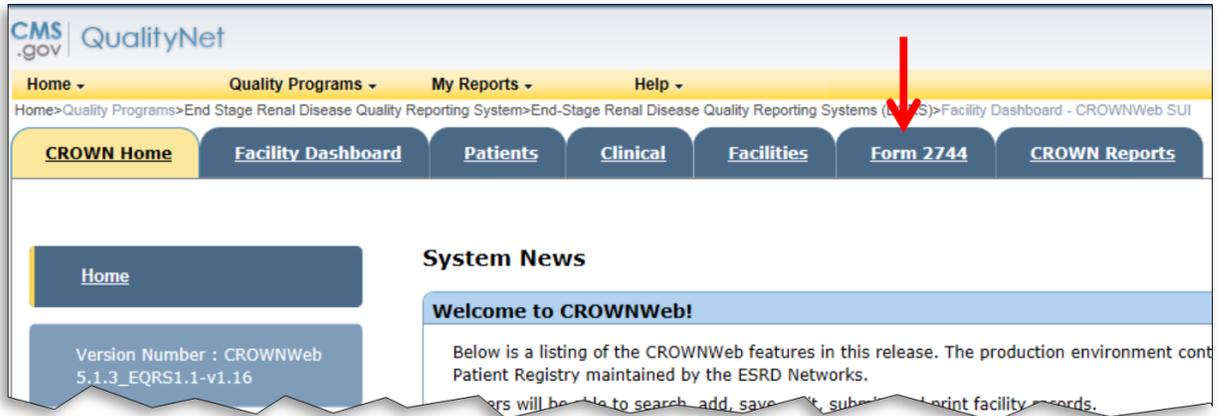


Job Aid: Regenerating Your Annual Facility Survey (CMS-2744 Form)

A draft Annual Facility Survey will need to be **regenerated** in order to capture updates made to CROWNWeb data. This ensures that the Survey reports the most current data for the survey period. The steps below provide details for regenerating your Survey:

1. Sign-in to CROWNWeb.
2. Click on the **Form 2744** tab.



3. Find your facility survey and then click the hyperlinked number in the **ID** column to view the survey.

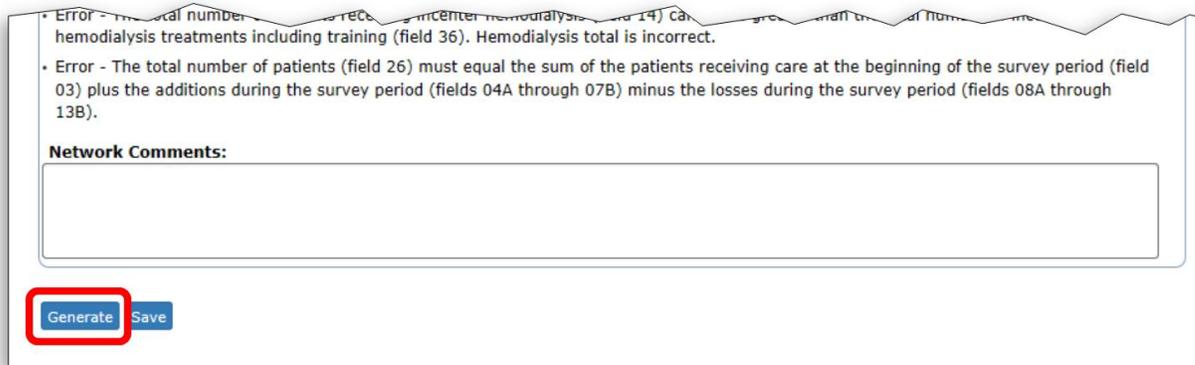


Job Aid: Regenerating Your Annual Facility Survey (CMS-2744 Form)

4. Select **Edit Form 2744** located in the left panel of the 2744 details page.



5. Scroll to the bottom of the Survey.
6. Click **Generate** to update the data.



7. Click **Save**.
8. Done!