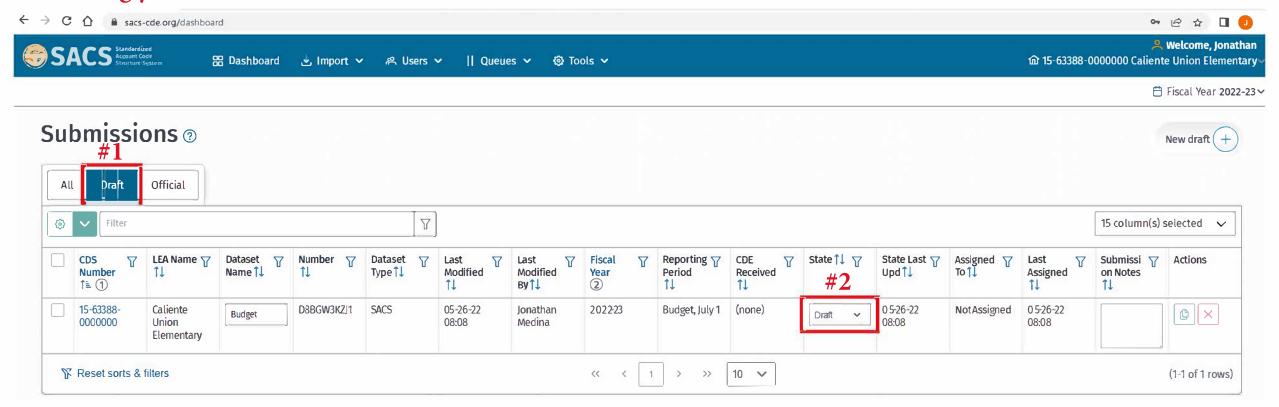
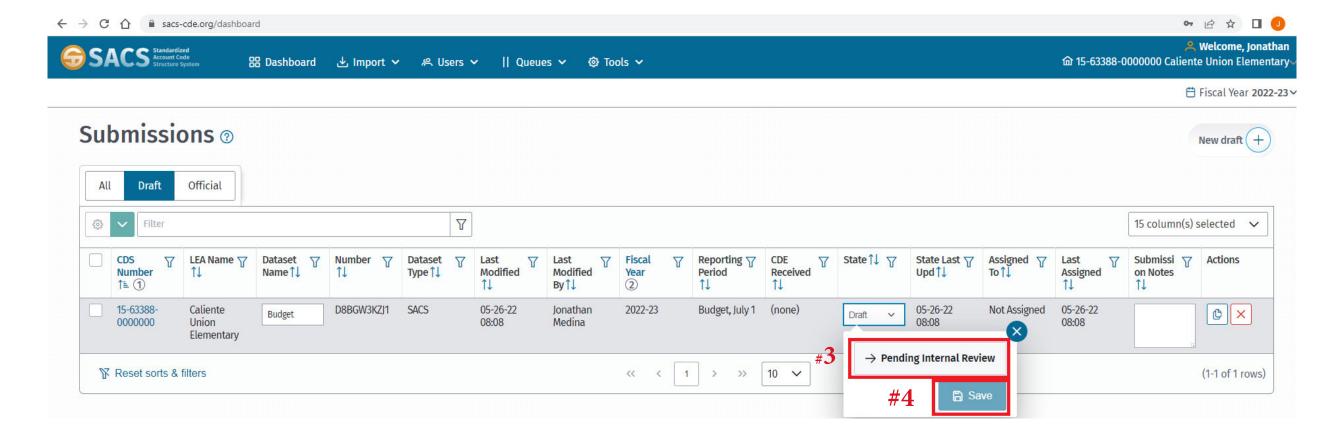
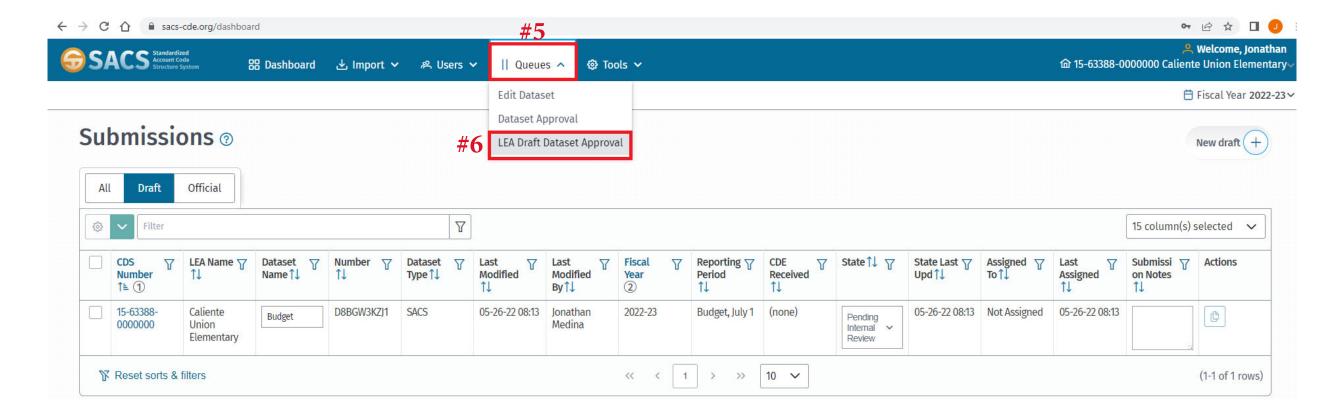
Promoting your dataset



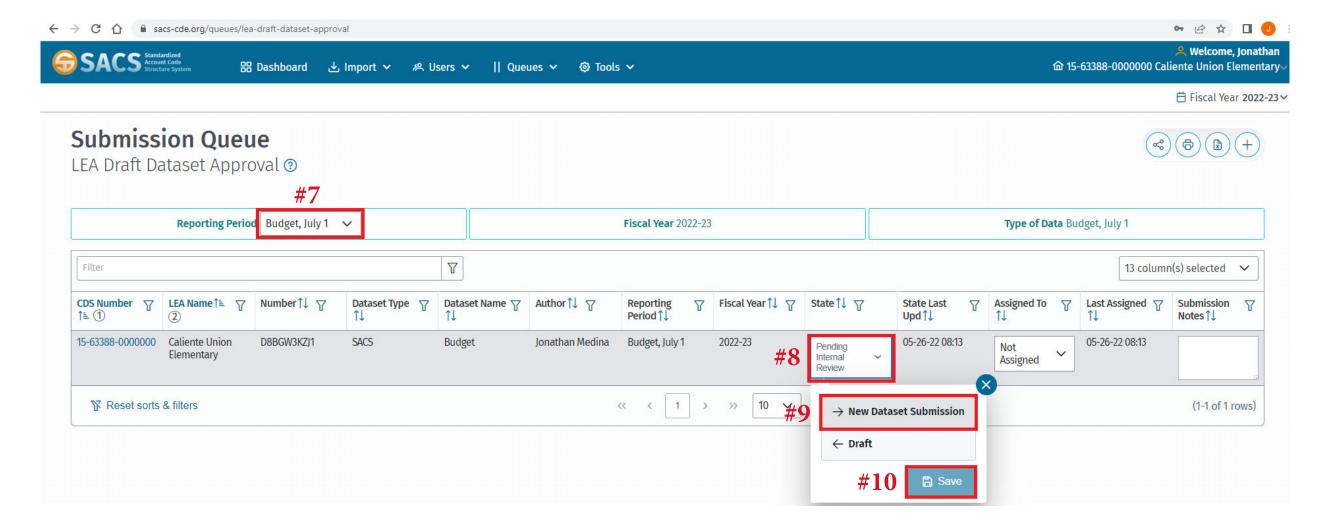
When you import into SACS Web, your data will be in draft form. Check your TRCs to ensure your data is good before advancing. Only the person that imported the file can view it at this stage.



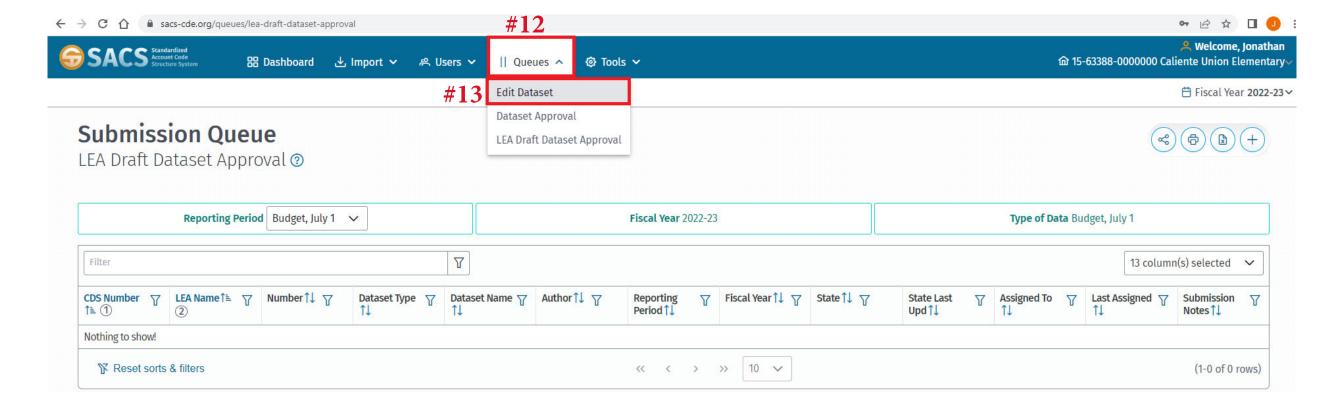
When you have a clean dataset with no import or general ledger errors, promote the dataset so others can view or work in the file. Under the "State" header, click on "Pending Internal Review," then click "Save"



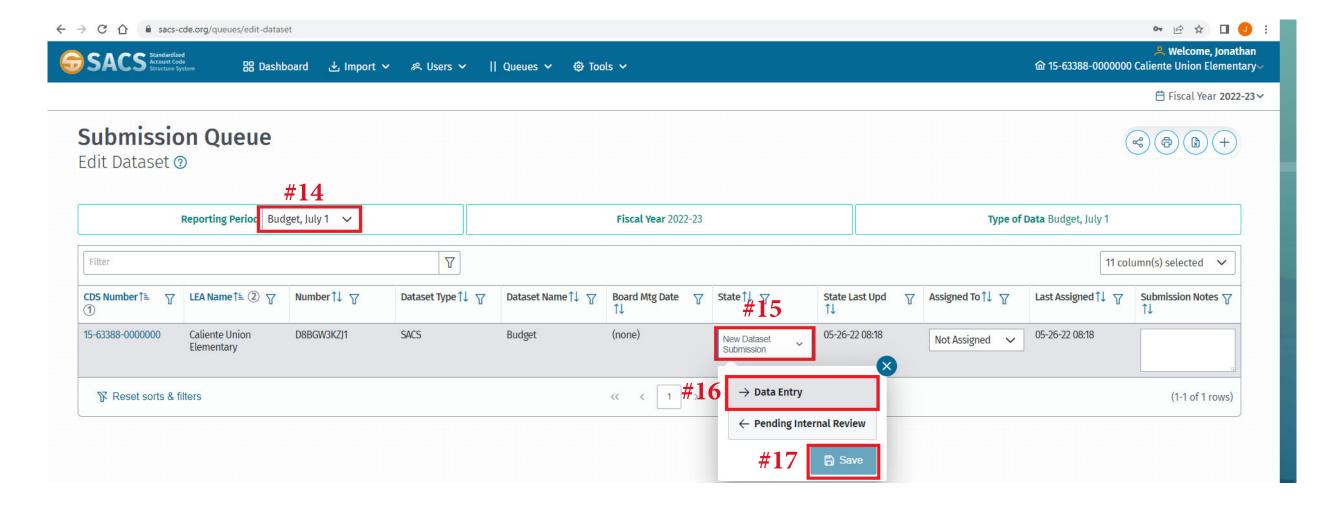
The dataset approver for your LEA will need to go into the "Queues" dropdown and select "LEA Draft Dataset Approval"



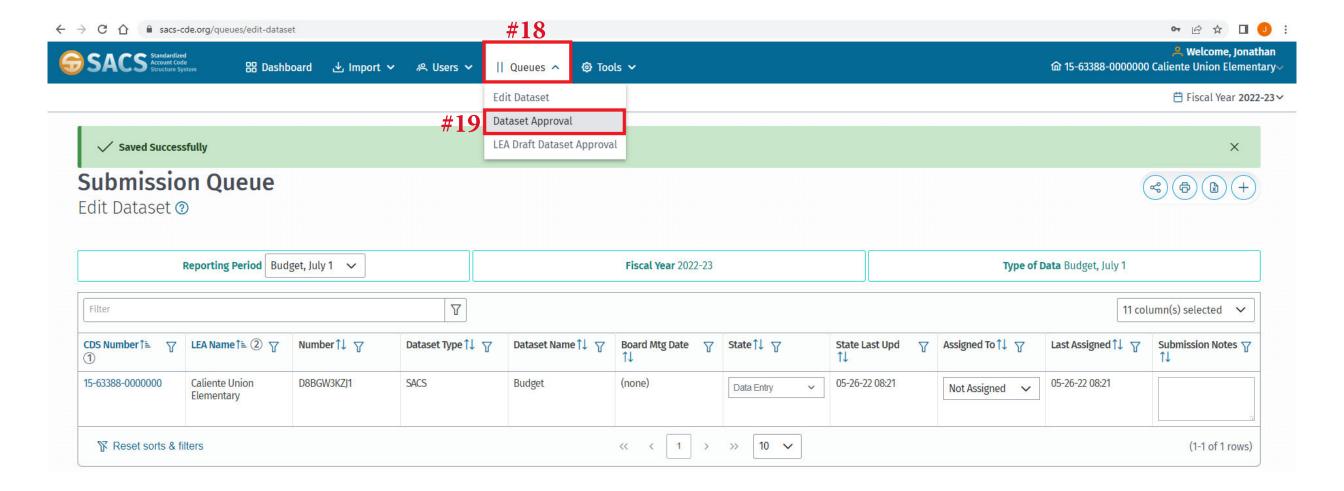
Change the reporting period to the desired period, click the state dropdown and click "New Dataset Submission" and then "Save". This file will now become the official (main) file for the LEA. Other LEA users will be able to see and work in the file.



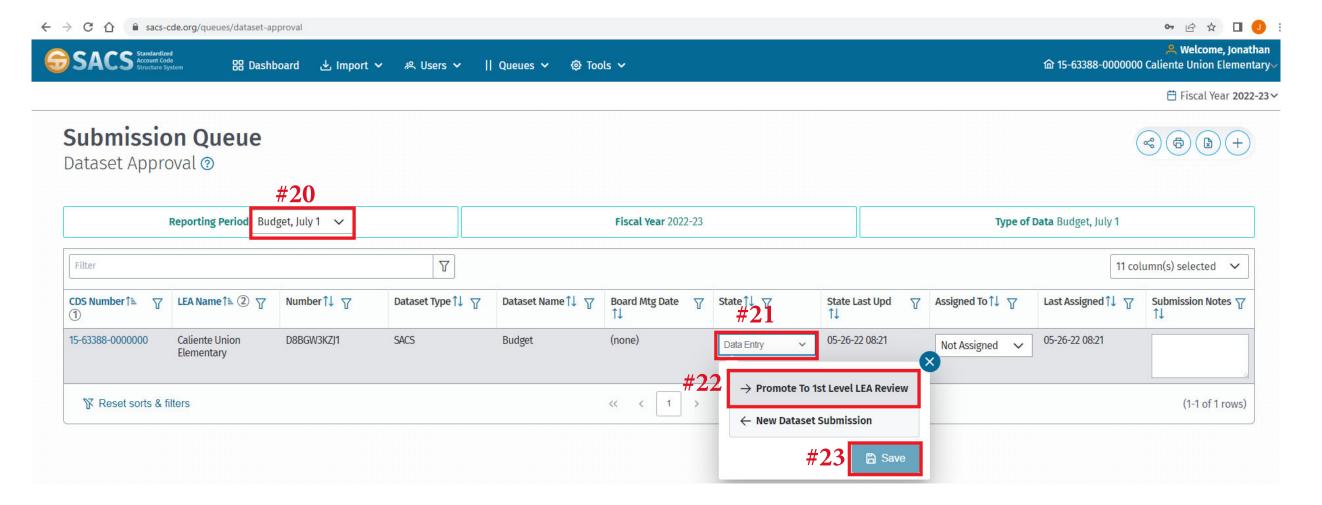
LEAs will then need to promote the field to the "Data Entry" state. Click on the "Queues" dropdown and select "Edit Dataset"



Select the correct reporting period then click the "State" dropdown and select "Data Entry" to promote the file.

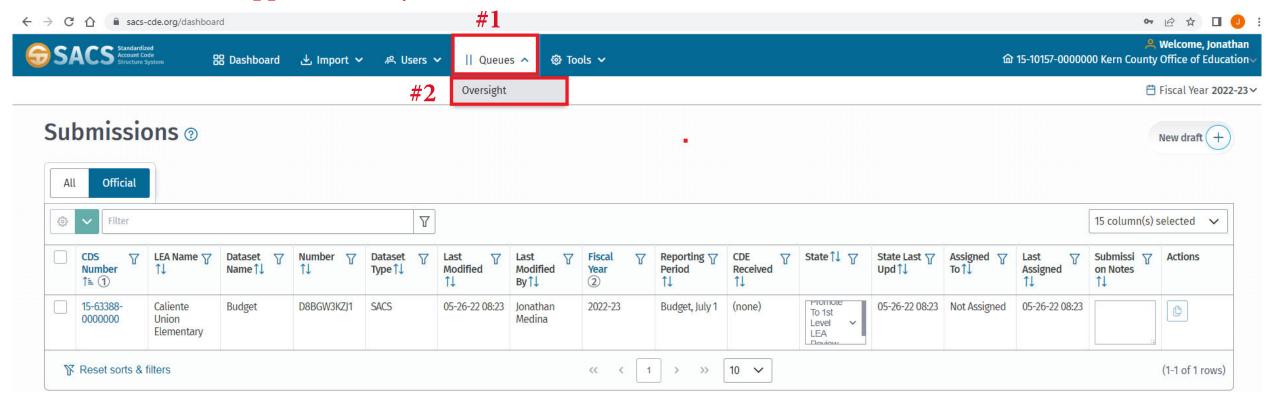


Once the LEA has finalized their file and are ready to submit it to their oversight agency, the LEA's dataset approver will need to click the "Queues" dropdown and select "Dataset Approval"

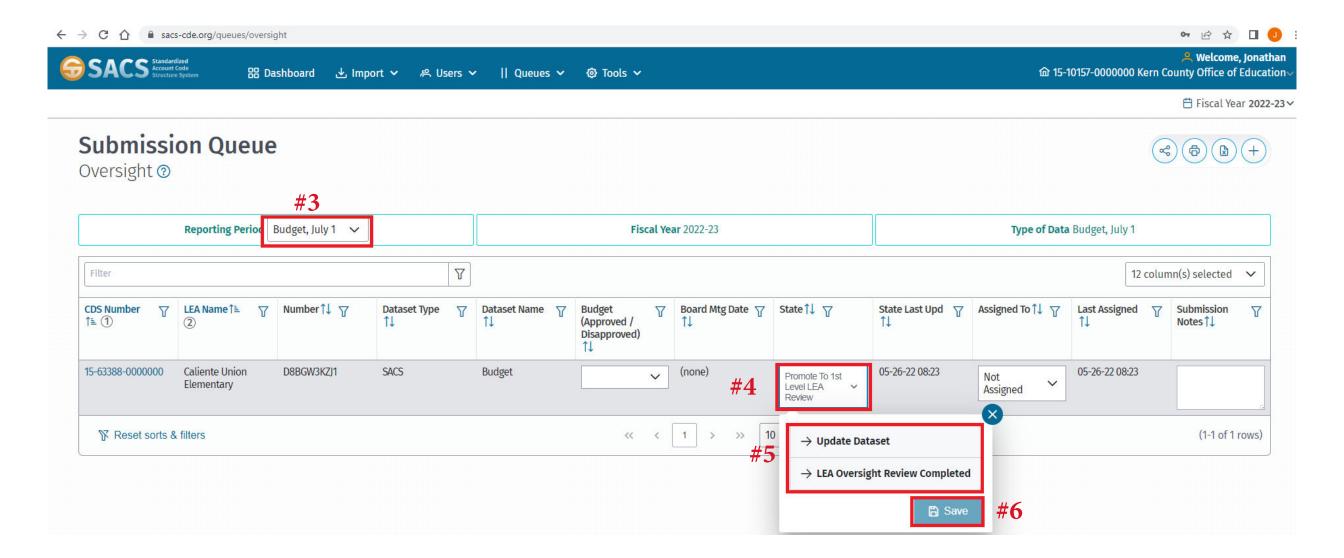


Select the correct reporting period, click on the "State" dropdown and select "Promote to 1st Level LEA Review." At this time, the file will be sent to the oversight agency. For school districts, it will be the COE. For charter schools, it will be the authorizing LEA. Once the file is sent, it can no longer be changed unless the oversight agency returns the file.

COE and Charter Approvers Only

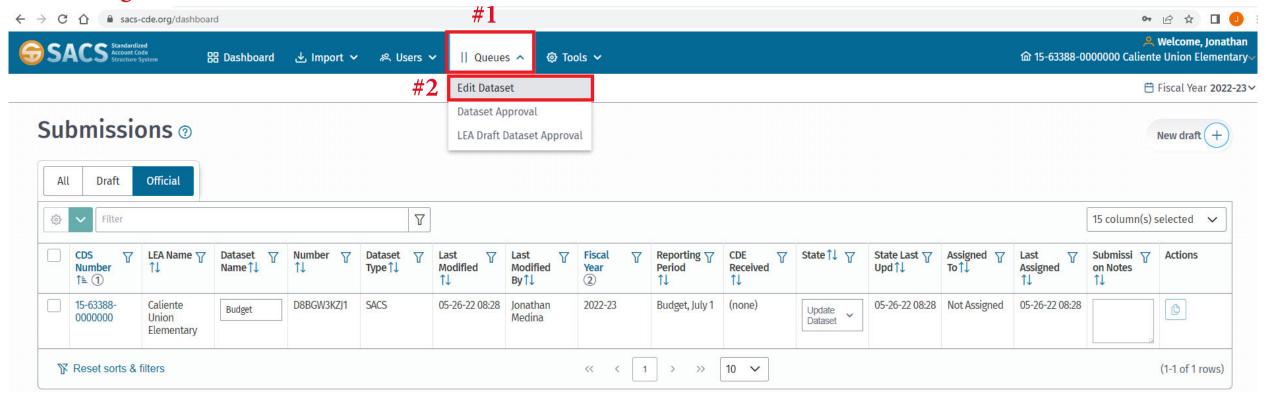


Oversight agencies will need to review submissions prior to approval. In order to submit/promote the files, LEA's will need to click the "Queues" dropdown and select "Oversight".

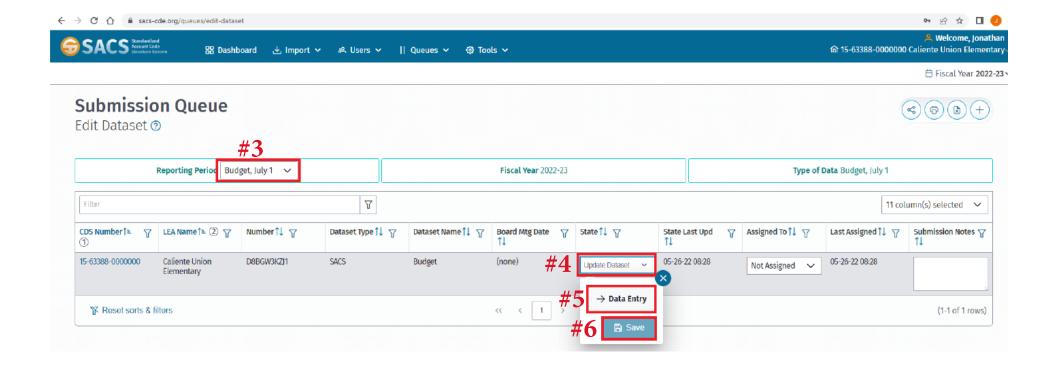


Oversight agencies will now be taken to a screen showing all submissions requiring their review and approval. When the oversight agency needs to return a file to an LEA, they will need to click the "State" dropdown and select "Update Dataset". To promote an LEA file to the COE or CDE, the oversight agency will need to click the "State" dropdown" and select "LEA Oversight Review Completed"

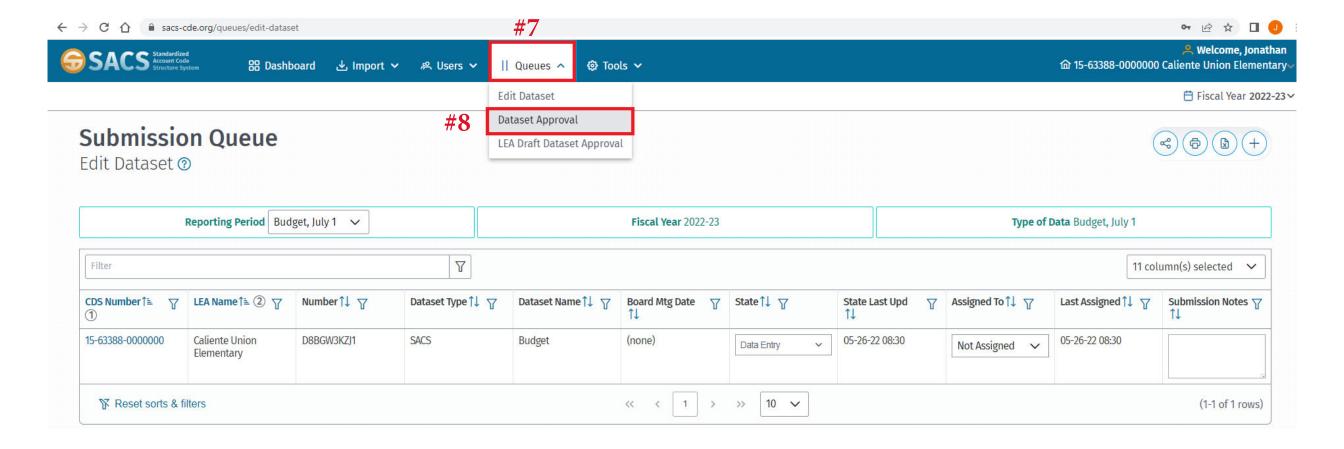
Accessing Returned Files



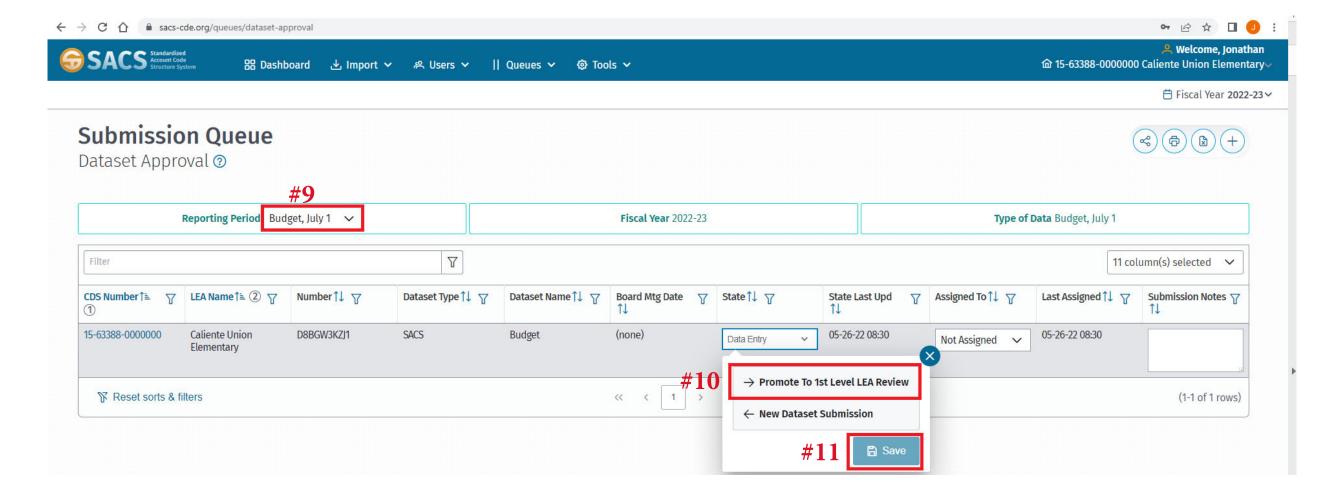
If an LEA's submission is rejected/returned, the file can be accessed by clicking on "Queues" and selecting "Edit Dataset"



Select the desired reporting period, click on the "State" dropdown, and click "Data Entry" and then "Save." LEAs will now be able to edit data in the file.



To promote/resubmit the file to their oversight agency, an LEA must click the "Queues" dropdown and select "Dataset Approval"



Select the desired reporting period, click the "State" dropdown, and select "Promote to 1st Level LEA Review," then click "Save". The file will no longer be able to be changed unless the oversight agency returns it.