

Submission process in SACS Web

Dataset is in DRAFT status

In this status, only the creator can see, edit, delete, or copy the dataset

This is not visible in any queues

This is visible on the Dashboard on the All and Draft tabs for the creator

To promote to PENDING INTERNAL REVIEW status, user must have Edit Dataset or Dataset Approval roles

This file cannot be demoted



Dataset is in PENDING INTERNAL REVIEW status

In this status, anyone with the Dataset Approval role or the creator can see or edit

This is visible in the LEA Draft Dataset queue

This is visible on the Dashboard on the All and Draft tabs for the user who created it. Otherwise it is only accessible in the LEA Draft Dataset Approval queue

To promote to NEW DATASET SUBMISSION status, user must have Dataset Approval role

To demote to DRAFT status, user must have Dataset Approval role or have created the file and have Edit Dataset role



Dataset is in NEW DATASET SUBMISSION status

In this status, anyone within this entity with any role except Edit Draft Dataset can see, edit (if role can edit), and copy the dataset

This is visible in the Edit Dataset and Dataset Approval queues

This is visible on the Dashboard on the All and Official tabs for all users

To promote to DATA ENTRY status, user must have Edit Dataset or Dataset Approval roles

To demote to PENDING INTERNAL REVIEW status, user must have Edit Dataset or Dataset approval roles



Dataset is in DATA ENTRY status

In this status, anyone within this entity with any role except Edit Draft Dataset can see, edit (if role can edit), and copy the dataset

This is visible in the Edit Dataset and Dataset Approval queues

This is visible on the Dashboard on the All and Official tabs for all users

To promote to 1ST LEVEL LEA REVIEW status, user must have Dataset Approval role and use the Dataset Approval queue

To demote to NEW DATASET SUBMISSION status, user must have the Dataset Approval role and use the Dataset Approval queue



Dataset is in 1ST LEVEL LEA REVIEW status

In this status, no one at the entity level can edit (but it won't tell you that until you try to edit something)

This is visible by the 1st level review entity (COE for districts, districts for charters) in the Oversight queue

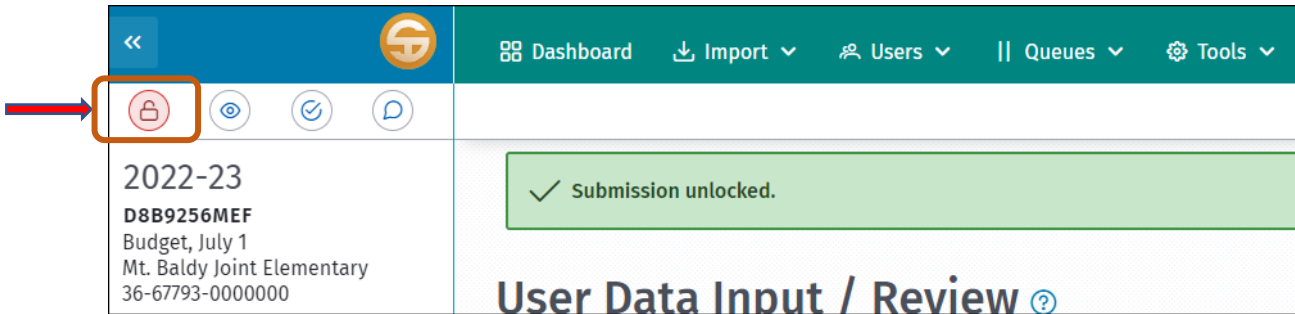
This is visible on the Dashboard on the All and Official tabs

The entity cannot promote to a new status at this point

The entity cannot demote; the oversight agency is the only one who can demote this to UPDATE DATASET status

PROMOTING FILE TO COE & PROMOTING AGAIN IF DEMOTED BACK

1. Make sure Dataset **Unlocked**.



2. Go to Dashboard > Select Dataset

<input checked="" type="checkbox"/>	CDS Number Y ↑ 1	LEA Name Y ↑ ↓
<input checked="" type="checkbox"/>	36-67793-0000000	Mt. Baldy Joint Elementary

3. From State dropdown select Pending Internal Review > Save

<input checked="" type="checkbox"/>	CDS Number Y ↑ 1	LEA Name Y ↑ ↓	Dataset Name Y ↑ ↓	Number Y ↑ ↓	Dataset Type Y ↑ ↓	Last Modified Y ↑ ↓	Last Modified By Y ↑ ↓	Fiscal Year Y ↑ ↓	Reporting Period Y ↑ ↓	CDE Received Y ↑ ↓	State Y ↑ ↓	State Last Upd Y ↑ ↓	Assigned To Y ↑ ↓	Last Assigned Y ↑ ↓	Submission Notes Y ↑ ↓	Actions
<input checked="" type="checkbox"/>	36-67793-0000000	Mt. Baldy Joint Elementary	Mt. Baldy - Copy	D8B9256MEF	SACS	06-06-22 10:38	Patricia Trevino	2022-23	Budget, July 1	(none)	Draft	06-06-22 10:38	Not Assigned	06-06-22 10:38		<input type="button" value="Print"/> <input type="button" value="X"/>

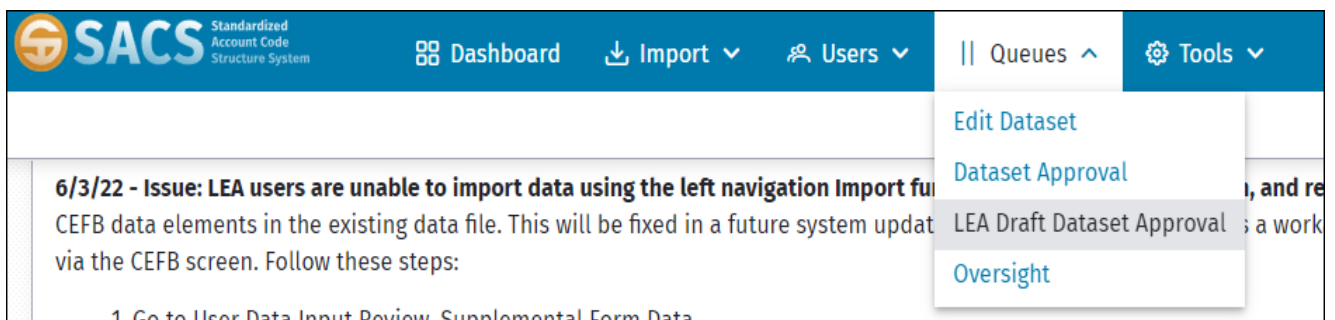
Reset sorts & filters

1 of 10

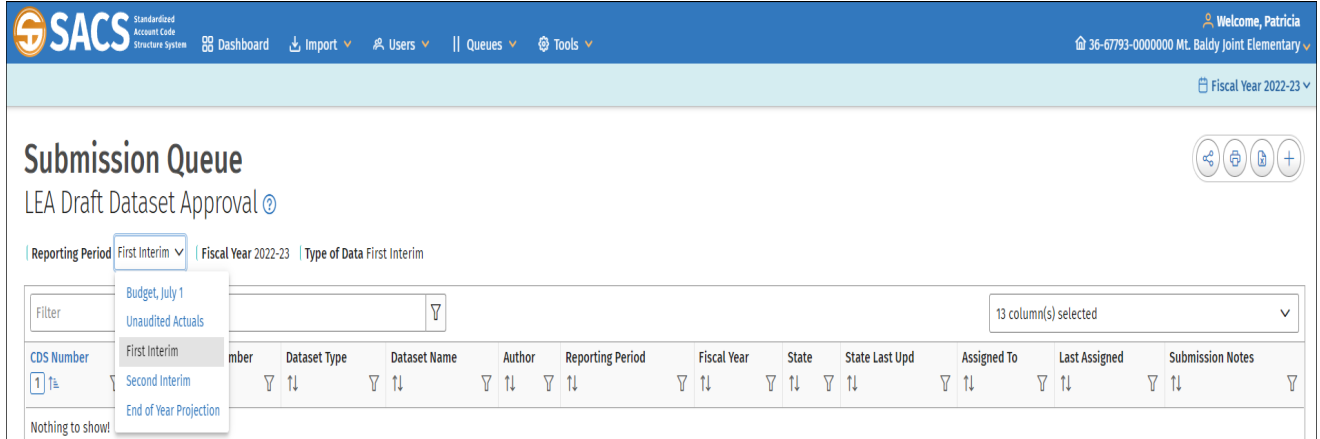
(1-1 of 1 rows)

Save

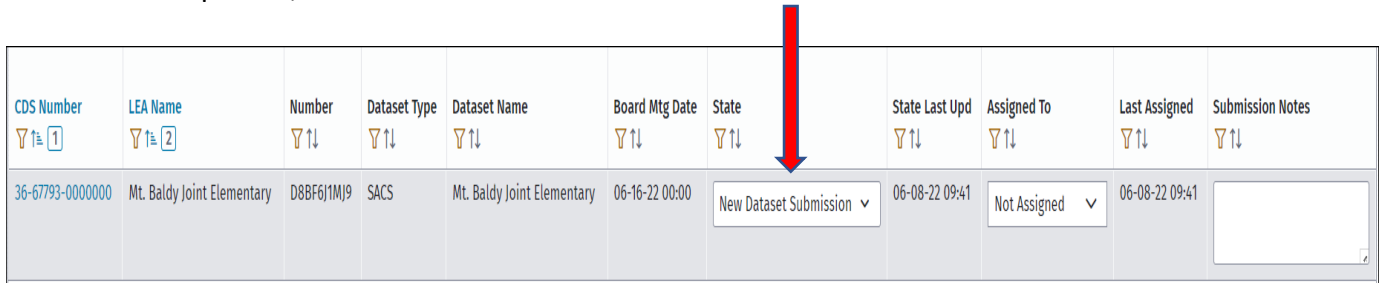
4. From Queues dropdown select LEA Draft Dataset Approval



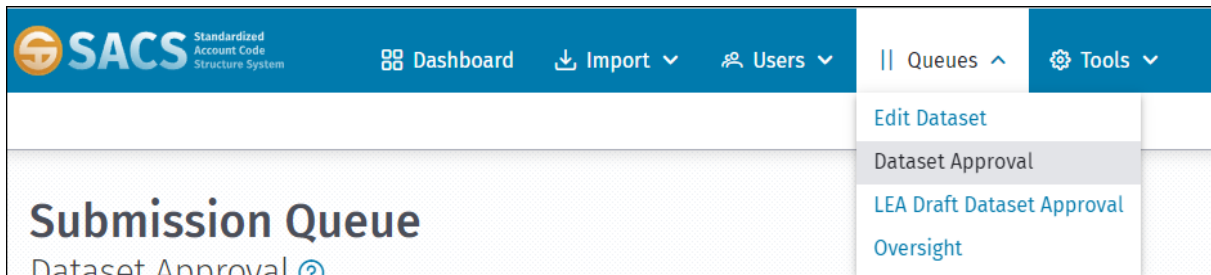
5. Click on Reporting Period drop-down and select Reporting Period



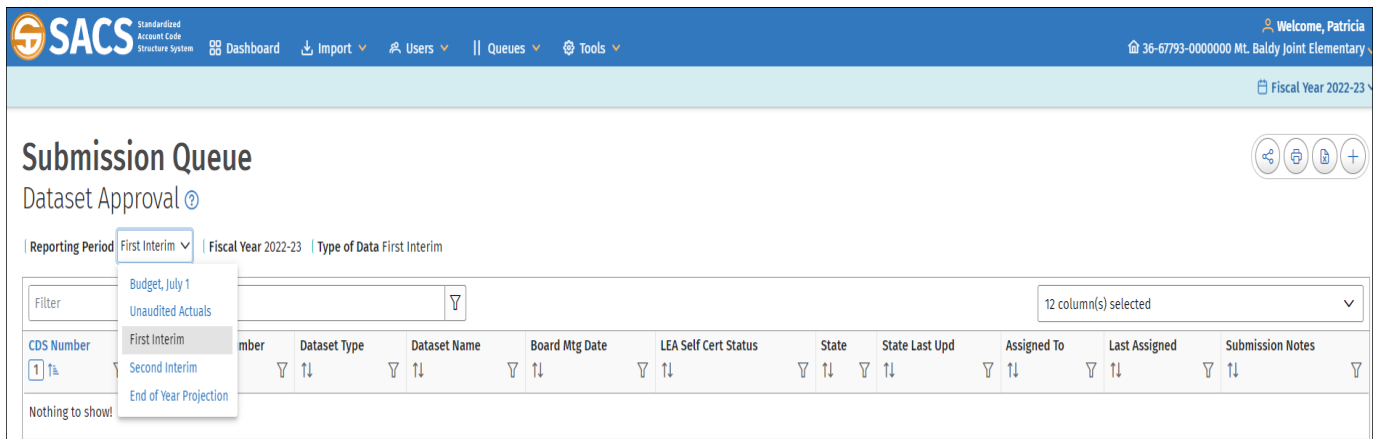
6. From State dropdown, select New Dataset Submission



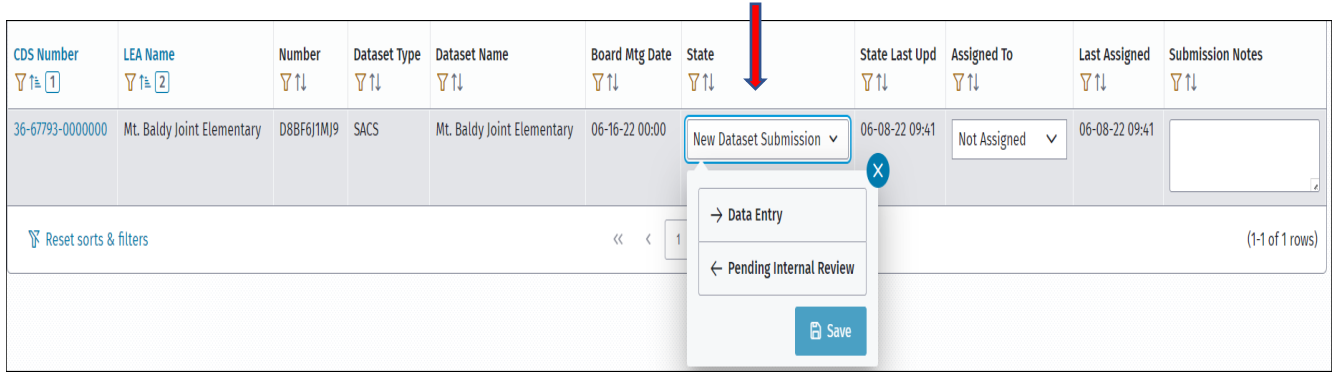
7. From Queues, select Dataset Approval



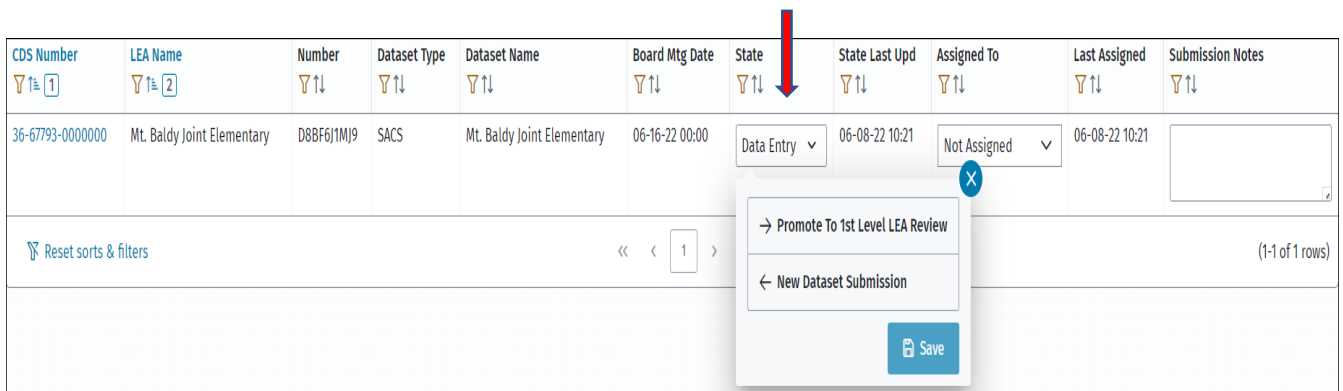
8. Click on Reporting Period drop-down and select Reporting Period



9. From State dropdown, select Data Entry > Save



10. While still in Dataset Approval go to State and select Promote to 1st Level LEA Review > Save
(This final step has Promoted your file to COE)



How to Promote file AGAIN if sent back from COE due to errors

1. Unlock file.
2. Follow steps 7 through 10 above