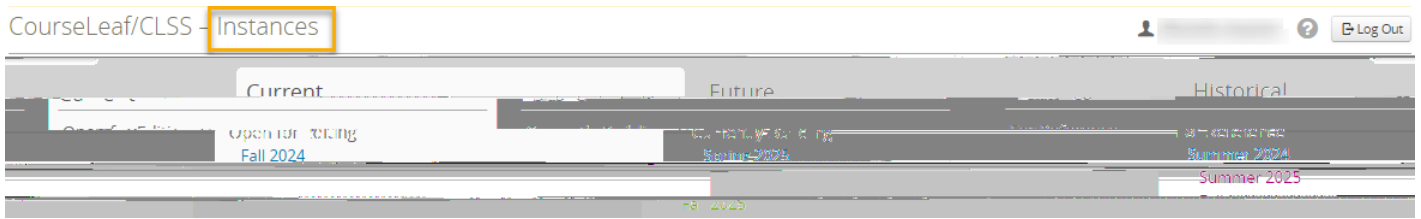


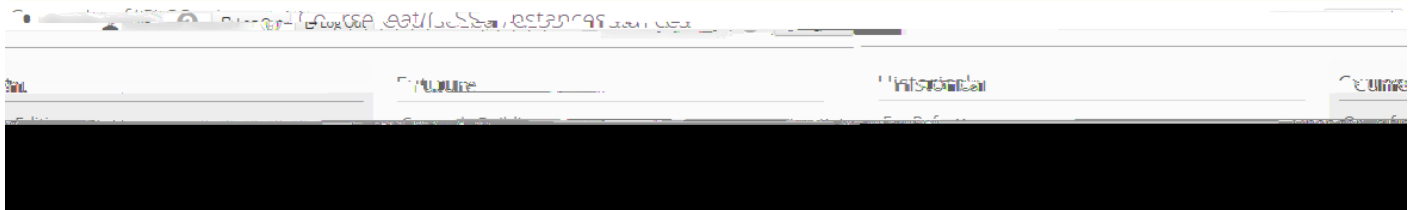
CLSS User Guide

Validating and Submitting a Scheduling Unit

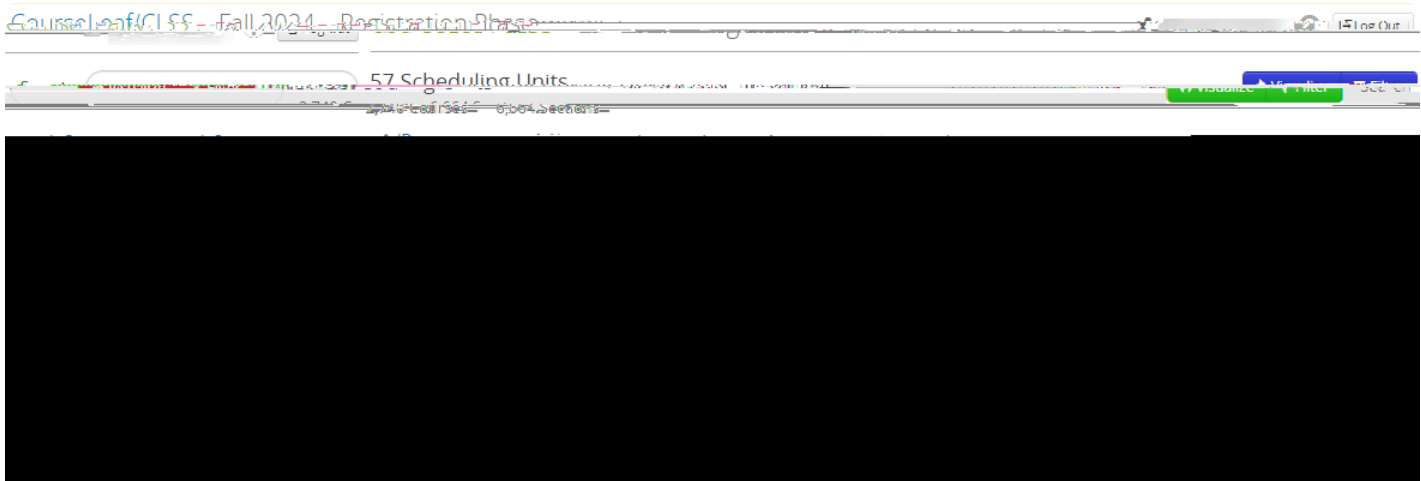
1. Navigate to the **CLSS Instances** screen:



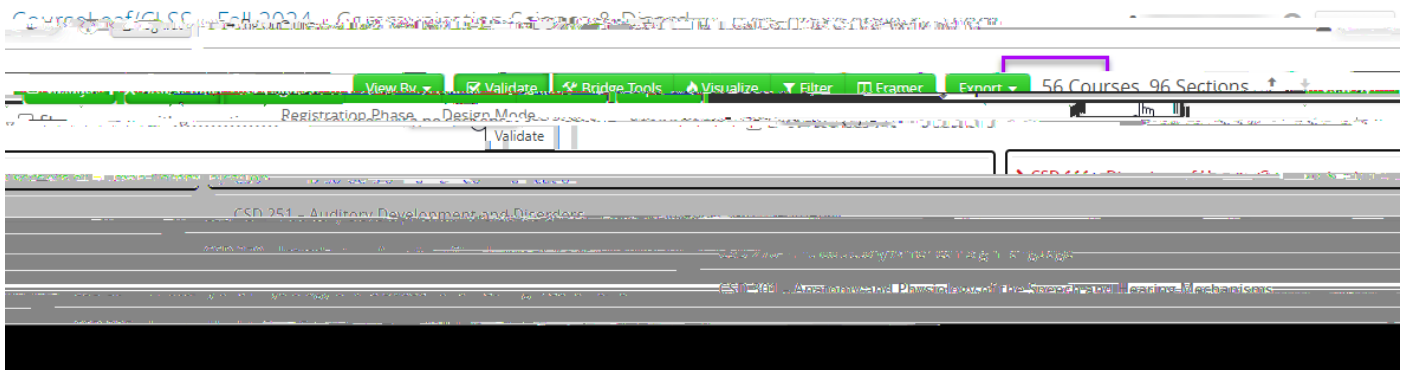
2. **Click** to open an instance:



3. **Double-click** to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:



4. Click the **Validate** button:



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5. A new window appears with a scrolling bar indicating the progress of the validation process:

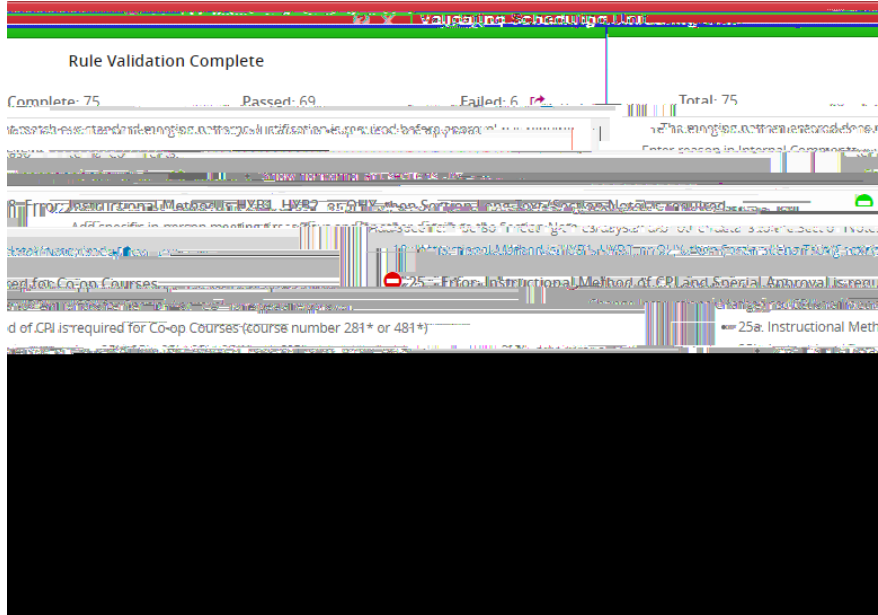
The Validation process will complete and produce a detailed list of which scheduling Rules failed and need to be reviewed or fixed before the Scheduling Unit can be submitted:

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6. Click one of the following three button choices found in the lower right corner of the Validating Scheduling Unit window:

a) Click the **Close** button to return to editing without submitting (if there are errors, this will be the only available option):



Fix the errors then repeat the 'Validating and Submitting a Scheduling Unit' steps.

b) Click the **Submit Now** button to submit the scheduling unit (this option will only appear if there are only warnings or if the scheduling unit was valid without needing to go through a workflow approval process).

c) Click the **Start Workflow** button to submit the scheduling unit through workflow (this option will only appear if any rules require workflow and all errors have been fixed). Workflow approval will be completed before any data is copied to Banner.

