

## **CIS BRIEFING SESSION**

**Thursday, 15 June 2006, 10.30 am, IML Lab, CB01.27.13**

### **Cloning/auto-populating data from one version to the next in CIS**

#### **What happens to the data in CIS when there is a version change in CASS?**

If a course has a version number change in CASS, the new version will appear in CIS without the data from the previous version.

#### **Consequences for publications and feeds**

As the new version of the course will have no data, it will be by default marked 'Publish: No'. The consequences of this are that when the handbook is regenerated, it will disappear from the index of courses and the entry itself will also disappear. It will also immediately disappear from live feeds, such as a course feed to your website, the UTS 'Search for courses' website, and the International Office website.

#### **What you need to do**

If the previous version's data is still applicable (or only needs minor amendments) for the new version, you can easily retrieve the data and clone/auto-populate the new version:

1. Click on the course's [Edit] link option in the list of courses.
2. To copy the previous version's data (the descriptive data and the 'Publish' status), click the clone/auto-populate link (of the relevant previous version) located at the top of the Course Details Edit screen.
3. Then click the [Save] button.