10 Ways to Navigate and Search for Proposals

1. To see a quick summary of a proposal, click on the “view summary” icon and you will see a “flyout” panel on the right:

![Image of a quick summary panel]

2. In order to edit, make decisions, add files, and see complete content, you need to be working IN the proposal, so you can simply click on the browser bar on the title link:

![Image of a proposal title link]

3. Quick Search – in the search field if you type in “MATH 105” the results will return ANY proposal with the prefix MATH AND ANY proposal with course # 105.

![Image of a search result]

INSTEAD try method a or b below.

a. **Check** the “Prefix and Code” checkbox, and it will return only that course:
b. Know the course title, but not the prefix and number? Enter the title into the search field and check the “Exact Match” checkbox.
4. **Advanced Filter - Keyword search** (also, check out the [Tips for Using Advanced Filter Guide (PDF)]): Use the advanced filter to search by a keyword.

- Click to expand the search window.
5. Browse "All Proposals" alpha by prefix. You can change the # of results returned per page.

6. Courses vs. Programs Filter by:
   - **Program proposals** (includes New Minors, Subprograms, Elevating Option, etc.)
   - **Course proposals** (includes GE proposals and Course deletions).

7. If it's your proposal or you are involved in the review process:
a. On Dashboard, in the notifications, “Click Here” takes you directly to the proposal:

![Dashboard screenshot](image1.png)

8. If you originated the proposal: My Proposals tab

![My Proposals screenshot](image2.png)
9. **Watch List**: If there are particular proposals that are a priority for you, you can add them to your Watch List to easily find and view them at any time.

**Click on the “Watch Proposal” icon** and it will appear on your Watch List:

![Watch List Image]

10. **Approved proposals** - once a proposal has been approved at Senate, with notations in the Comments section that it has been built in PeopleSoft and entered in the catalog, it will be moved to the “**Completed**” Status.

These completed proposals will *not appear in a standard search*.

Instead, you must **select “Completed”** in order to view these approved proposals:

![Approved Proposals Image]

OR, in **Advanced Filter**, check the "Completed" box, then Filter Proposals: