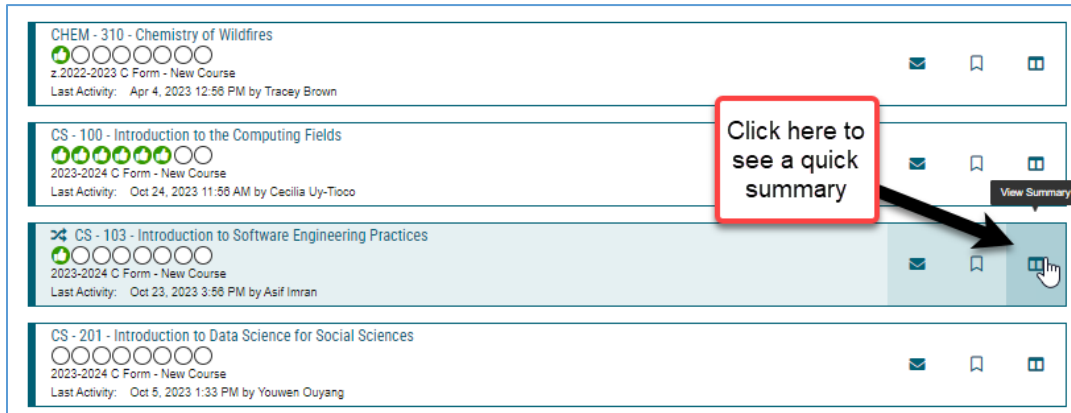


10 Ways to Navigate and Search for Proposals in Curriculog

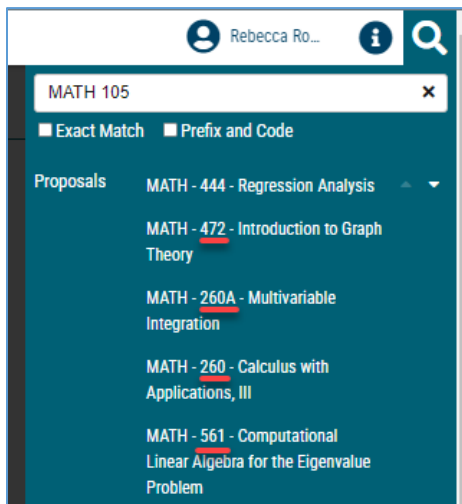
1. To see a quick summary of a proposal, click on the “view summary” icon and you will see a “flyout” panel on the right:



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:

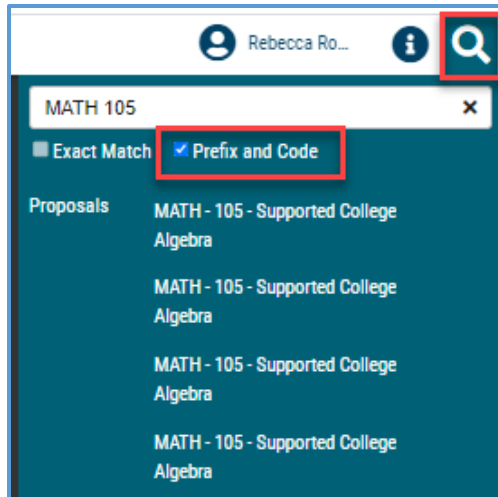


3. **Quick Search-** in the **search field** if you type in “MATH 105” the results will return ANY proposal with prefix MATH **AND** ANY proposal with course # 105.

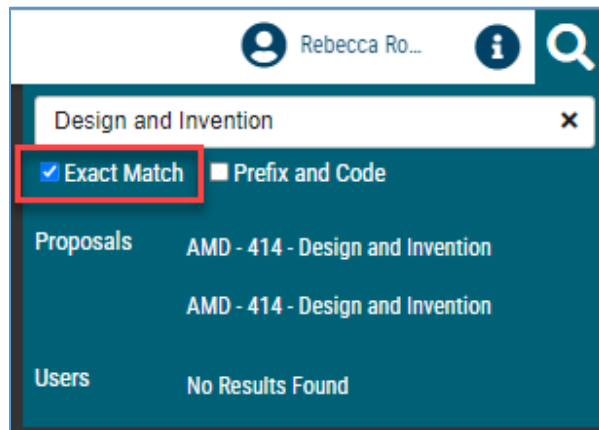


INSTEAD try method a or b below.

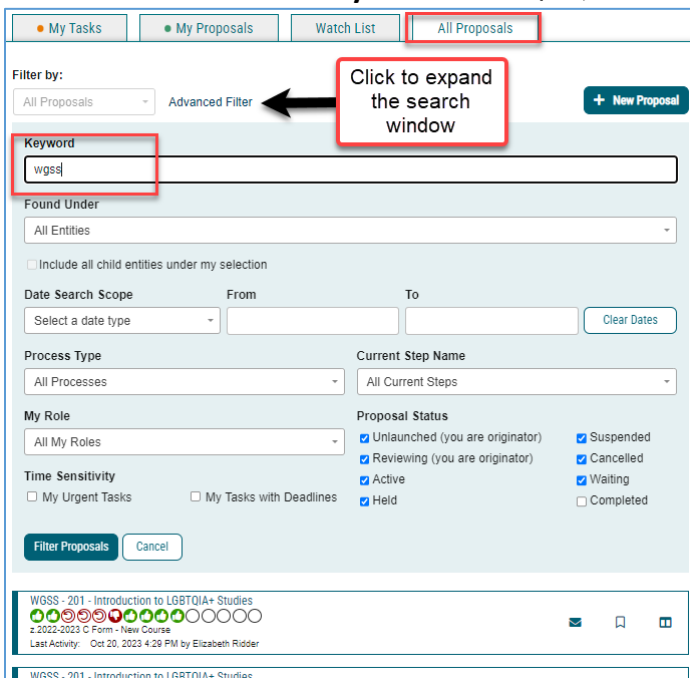
a. **Check** the “Prefix and Code” checkbox, and it will return *only* that course:



- 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. Use Advanced Filter - **Keyword search** {also, check out the guide [Tips for Using Advanced Filter](#)}:



5. Browse "All Proposals" alpha by prefix. You can change the # of results returned per page.

The screenshot shows a web interface for managing proposals. At the top, there are tabs for 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. Below the tabs, there is a 'Filter by:' section with a dropdown menu set to 'All Proposals' and an 'Advanced Filter' button. A '+ New Proposal' button is also visible. The main content area displays a list of proposals, each with a course ID, title, progress indicators (green and red circles), and last activity information. A red box highlights the first few proposals, with a callout stating 'Proposals are listed in alpha-order by prefix/subject'. At the bottom right, a 'Show: 10 results' dropdown is highlighted with a red box. The page number 'Page: 1 2 3 4 5 6 7 8 9 10 ... Forward 10 » 18' is visible at the bottom left.

6. Courses vs. Programs Filter by:

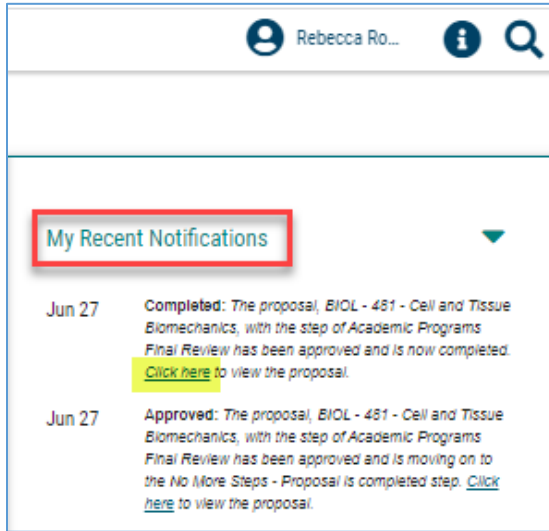
Program proposals (includes New Minors, Subprograms, Elevating Option, etc.)

Course proposals (includes GE proposals and Course deletions).

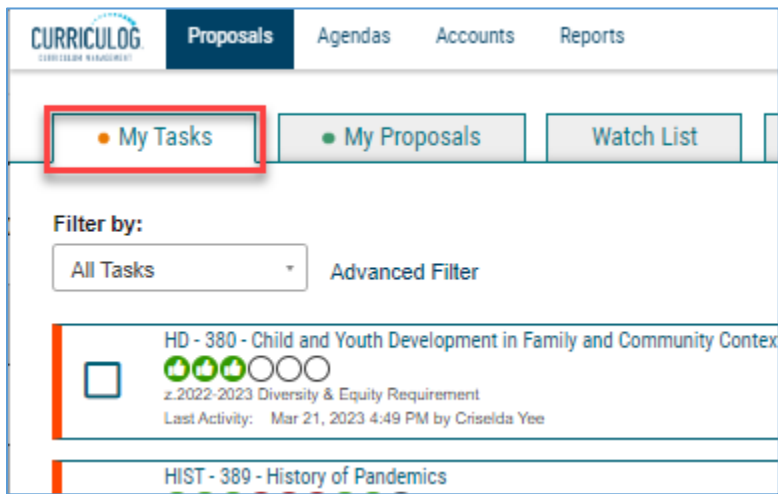
The screenshot shows a 'Filter by:' dropdown menu. The menu is open, showing several options: 'Waiting', 'Completed', 'Type of Proposal', 'Course', and 'Program'. A red box highlights the 'Filter by:' label and the dropdown menu. The background shows a partial view of a proposal list with course IDs and titles.

7. If it's **your proposal** or **you are involved** in the review process:

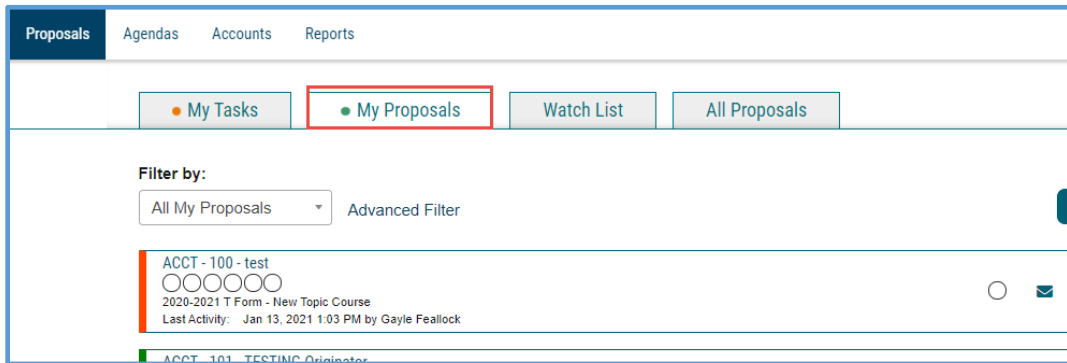
- a. On **Dashboard**, in the notifications, “Click Here” takes you directly to the proposal:



- b. **My Tasks** tab:

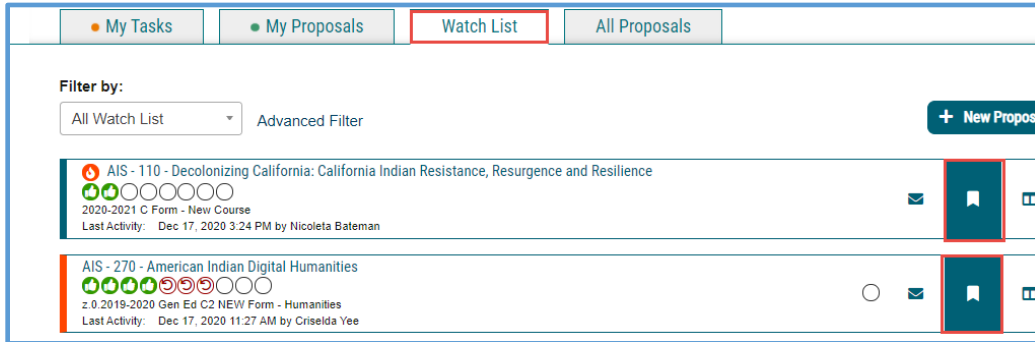


8. If you **originated** the proposal: **My Proposals** tab



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.

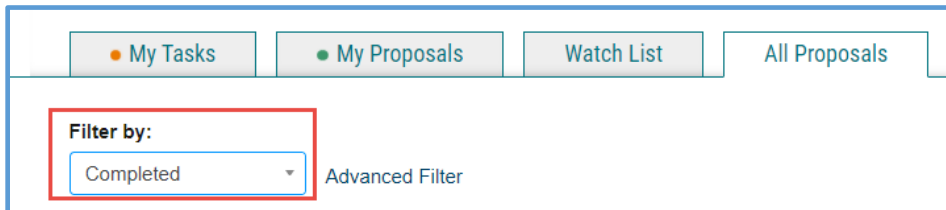
Click on the **“Watch Proposal”** icon and it will appear on your Watch List:



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 Status= **"Completed."**

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

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



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

