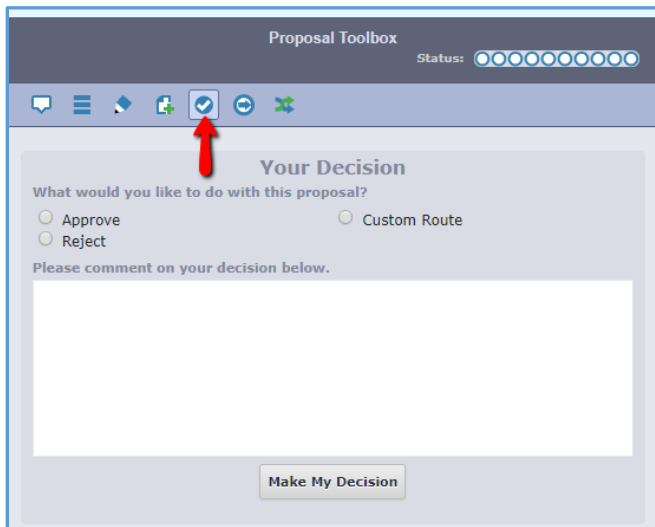


## Share proposal with colleagues *before* you send to Dept. Chair

1. Per the instructions on the proposal form (called “Read before you begin”) fill out your form as you normally would and LAUNCH. In order for anyone else to see your proposal, it must first be LAUNCHED.

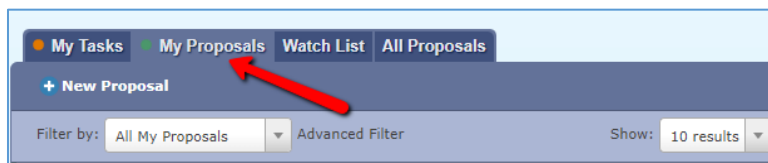
**\*\*\*Please be aware that, once launched, anyone else with Curriculog viewing access will be able to see your proposal as well if they happen to scroll through the All Proposals tab\*\*\***

2. **DO NOT make your “Decision.”** (In order for your proposal to move to the next step (Department Chair) the originator must make a decision, so in this case, **do not make your decision. Simply save your proposal**):



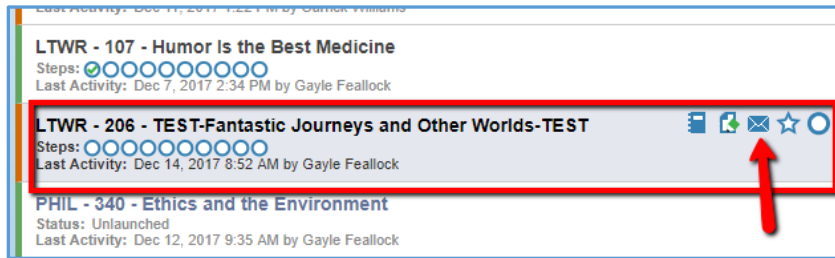
The screenshot shows the 'Proposal Toolbox' interface. At the top, there is a 'Status' indicator with a progress bar. Below that is a toolbar with several icons: a speech bubble, a list icon, a pencil, a plus sign, a checkmark, a refresh icon, and a gear. A red arrow points to the checkmark icon. The main content area is titled 'Your Decision' and contains the question 'What would you like to do with this proposal?'. There are three radio button options: 'Approve', 'Reject', and 'Custom Route'. Below the options is a text area for comments with the prompt 'Please comment on your decision below.' and a 'Make My Decision' button at the bottom.

3. Instead, in order to share your proposal with colleagues BEFORE it moves to Department Chair, Click on **My Proposals**:

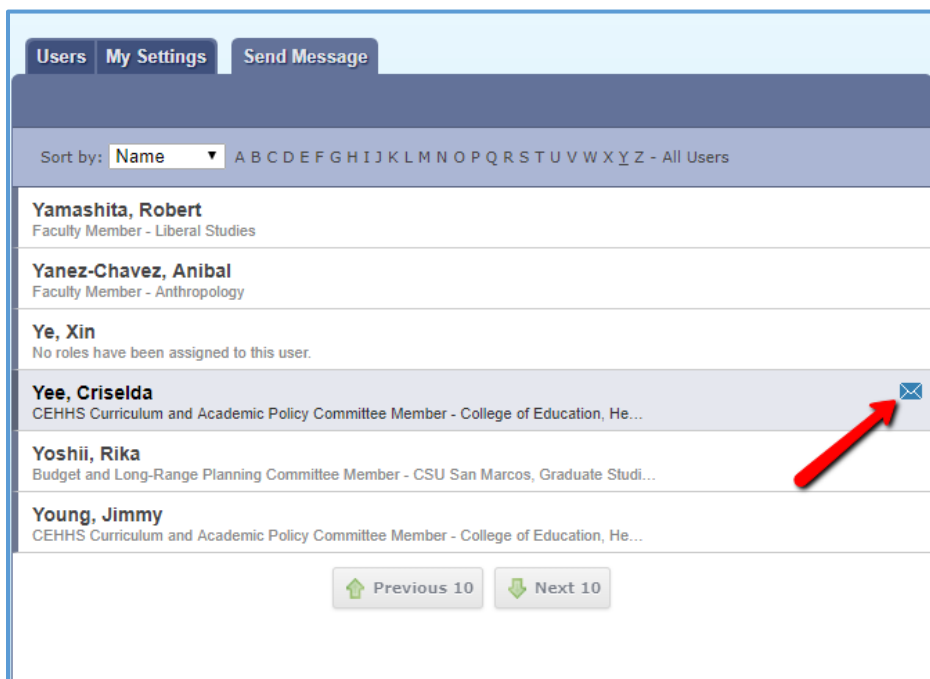


The screenshot shows the Curriculog interface with a navigation bar at the top. The navigation bar has four tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. The 'My Proposals' tab is selected and highlighted in green. A red arrow points to the 'My Proposals' tab. Below the navigation bar is a '+ New Proposal' button. At the bottom, there is a filter section with a dropdown menu set to 'All My Proposals' and an 'Advanced Filter' link. To the right, there is a 'Show: 10 results' dropdown menu.

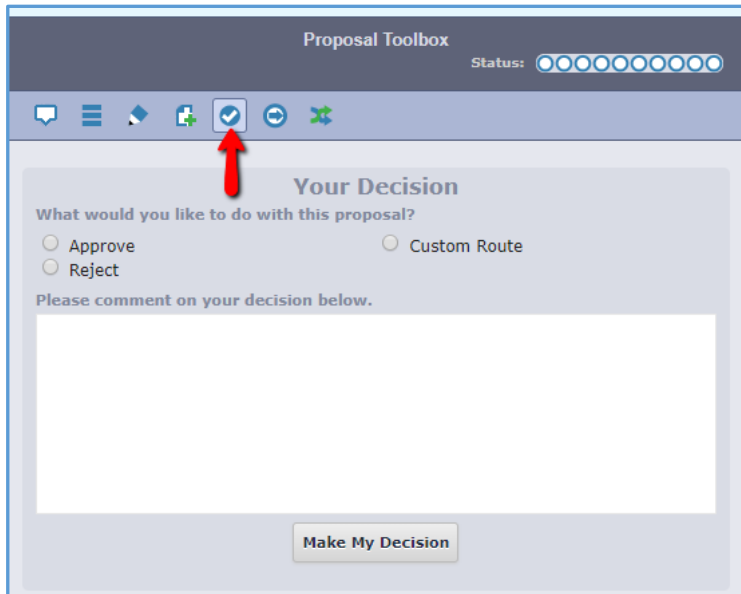
4. Locate your proposal and **click once to highlight**, then click on the **Email icon**:



5. **Select as many colleagues from the User list as you wish**, and **click on the email icon next to their name**:



6. Edit the email message accordingly, and hit send. They will be able to click on a link to your proposal from the email message.
7. When you are ready for your proposal to move on in the workflow – to the Department Chair – **you must go in to Edit your proposal and make your decision.**



8. **PLEASE NOTE:** This is a 'no reply' email function. (The Curriculog email function allows only outgoing emails, it does not support correspondence.)

Make sure to remind your colleague to "reply" separately through Outlook.

