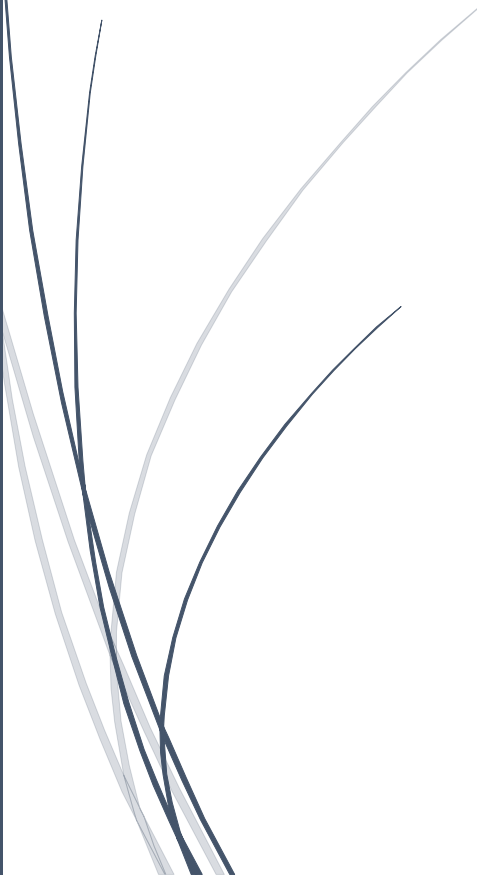




7/31/2017

Curriculog Guide

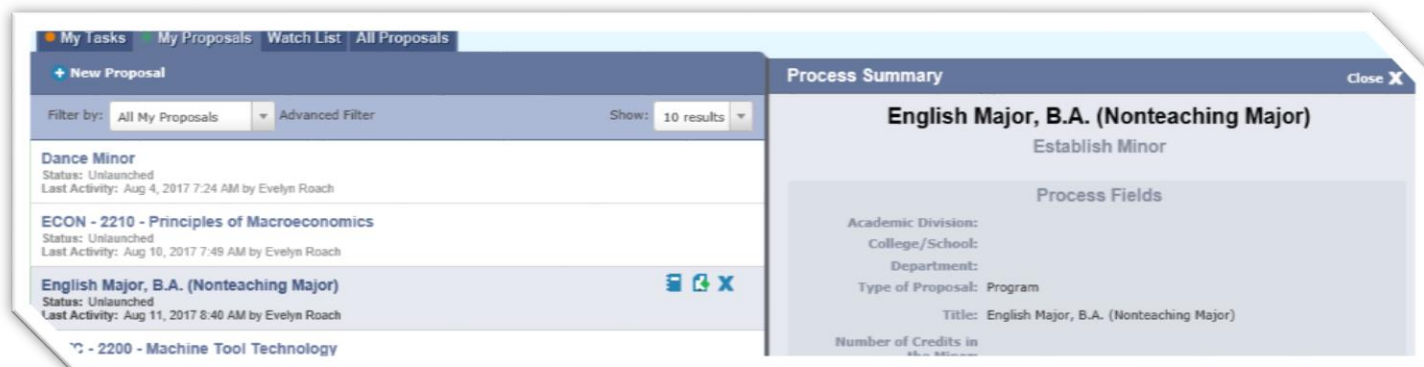
Approval Process



Roach, Evelyn N.
ETSU

Approval Process

Proposals awaiting a decision from you will be listed in the **My Tasks** tab of the Proposals Module. This tab will display by default when logging into Curriculog. Clicking on any of the proposal will launch the proposal Process Summary to the right of the screen.



To make a decision select the Edit Proposal icon.



The proposal form will display allowing you to see the proposal form, User Tracking and Comments within the Proposal Toolbox. While in edit mode, you can make edits to any of the fields in the proposal form.

The Originator is the person who starts a proposal. The Originator is also the first step in the proposal's workflow. The Originator must complete the **two-step** process to advance the proposal.

Step 1: complete the form and launch.

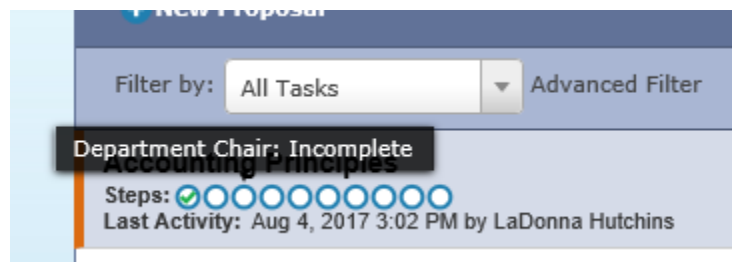
Step 2: make revisions (if needed) and approve.

Launched forms are visible to everyone in Curriculog but is still at the Originator stage until final approval is made by the originator.

Once a form is completed, it is sent through a hierarchy of approvals. Each stage in the process the proposal can be accepted or declined. If declined, the proposal is sent all the way back to the originator and must go back through the hierarchy of approvals again.



You may view the status of each step within the proposal by hovering over the Status icons in the upper right of the Proposal Toolbox. Each circle indicates a step in the proposal. Hovering over a circle indicates the name of the step and the decision made on that step.











You may edit information in the proposal if you have been granted edit rights by the Administrator. Simply click in the field of the proposal form on the left that you would like to edit, make your modifications and select “Save”. If you click in a field and the workflow does not display, you do not have rights to edit the proposal. You must contact an Administrator to request edit rights.

User tracking options allow you to view changes made by others within the proposal. There are three options available in the drop down menu. User tracking is available within fields determined by the Administrator within the approval process.


- Show current (default) displays the proposal in its current state.
- Show original displays the proposal in its state at launch.
- Show current with markup allows you to see the changes made, who made those changes as well as the date and time of the change.


Proposal Toolbox

Status: 


      

User Tracking

Show current with markup 


Show Individual User Edits 

Comments

 Add Comment

Evelyn Roach 8/8/2017 7:31 am [1 Reply](#) | [Reply](#)

need to further approval for this proposal

 **Evelyn Roach** 8/8/2017 7:32 am

I have include the department's chairs comments in my edits

Curriculog 8/4/2017 3:02 pm [Reply](#)


LaDonna Hutchins has approved this proposal on Originator.

Curriculog 8/4/2017 3:01 pm [Reply](#)

System Administrator Evelyn Roach has routed this proposal.

Curriculog 8/4/2017 3:01 pm [Reply](#)

System Administrator Evelyn Roach has routed this proposal.

The status icon  displays the proposal history within the proposal toolbox. The history indicates the status of each step, either approved, working, incomplete, or awaiting Administrative action. Additionally, information regarding each step is displayed. The decision the individual made is displayed under Participants. Activity is displayed on the right and includes the threshold required for approval, how much time the proposal spent on that step, if changes or comments were made, which options were available to the user.


Proposal History

Originator

Status: *Approved*

Participants

 **LaDonna Hutchins** 8/4/2017 12:13 PM

 **Evelyn Roach (System Administrator)**
8/4/2017 1:01 PM

Activity

Required for Approval:
100% required
Date Completed:
8/4/2017 1:01 PM
Changes: *No*
Comments: *Yes*

Custom Route

Status: *Approved*

Participants

 **Sheryl Burnette** 8/4/2017 1:07 PM

Activity

Required for Approval:
100% required
Date Completed:
8/4/2017 1:07 PM
Changes: *No*
Comments: *No*

Department Chair

Status: *Working*

Participants

Phillip Miller

Activity

Required for Approval:
100% required
Time Spent: *42 minutes*
Changes: *No*
Comments: *No*

College Curriculum Committee

Status: *Incomplete*

Undergraduate Curriculum Committee

Status: *Incomplete*

Academic Council

Status: *Incomplete*

President

Status: *Incomplete*

Inventory

Status: *Incomplete*

Catalog

Status: *Incomplete*

Degree Works

Status: *Incomplete*

Once a proposal has gone through all approval stages it is now ready to be placed into the catalog and is archived in the system.