

Note: Curriculog often uses the same icon to represent different actions.



Start Proposal – Allows you to begin a proposal.



Help Text – Allows you to display informational text which will appear above various fields in the form.



Import – Allows you to import data from SAP.



Decision – Allows you to make a decision in order to advance the proposal to the next step in the process.



Launch - Allows you to launch a proposal.



Impact Report – Displays how your changes will affect other courses.



View Proposal – Allows you to view a proposal.



Publish Agenda- Allows you to publish the agenda for users to see.



Unpublish Agenda – Allows the Agenda Administrator to make edits to the agenda without the agenda being visible to other users.



Archive Agenda – Allows the Agenda Administrator to archive completed agendas.



Complete Agenda – Allows you to complete an agenda when a decision has not been made on all associated proposals. Any proposals attached to the agenda that does not have a decision will be released from the agenda and available for placement on other agendas.



Tracking and Comments – Displays any edits or comments made to a proposal.



Status – Displays the status of each step in progress.



Files – Allows you to attach documents to your proposal.



Custom Route – Allows you to create a “ad hoc”: step outside the original approval process. *Requires System Administrator approval*



Cross Listing – Allows users to establish official course relationships between two or more courses.



Urgent - Indicates a task is urgent. An item will be considered urgent once the urgency threshold has been met, which is set by an Administrator.



View Summary - Will create a flyout on the right pane displaying information relevant to the proposal. The fields that appear in the Process Fields section will be determined by your Administrator.



Edit Proposal - Directs you to the Proposal Toolbox, where you may make modifications and enter your decision on this proposal depending upon your permissions.



Send message about Proposal – Allows you to send a message to another user within Curriculog. Emails are not maintained within Curriculog.



Print – Allows you to print a proposal or agenda.



Watch Proposal - Allows you to keep track of a proposal in progress by listing under the Watch List tab.



Done Watching Proposal - Allows you to stop tracking the Proposal.



My current decision - This icon will change based on what decision you have made on the Proposal. You can click the help icon or see above for a key to what the different decision icons mean.