

Check the Status of All Proposals

CurricUNET



Quick Start Guide

- 1 Track
- 2 Select Type
- 3 Check Status
- 4 Comments
- 5 Visual

1 Track

At the left side of the screen click on **All Proposals** under **Track**.

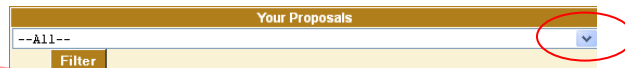
Left Side of Screen

Track
My Proposals
My Approvals
All Proposals

2 Select Type

At the right side of the screen under **Your Proposals**, click on Drop-down menu icon ▼ next to select the proposal type you want to track.

Right Side of Screen



Click on **Filter** for a list of all proposals of that type.

3 Check Status

In the middle of the screen under **Your Proposals**, click on **Check Status** next to the course you want to track.

Middle of Screen

Your Proposals	
Courses	
Check Status	P E 009E Jazz Aerobics
Check Status	A-IND 077H Computers in Hydro-Electric Plants

4 Comments

The last action taken on the course will be displayed in red.
(You may need to scroll down the screen to that level.)

Step: Tech. Review-Language & Content Required	Level: 4.00
Action: Advance to next step 101	534
16-Jul-10 08:08 PM	

Click on the **Comments** box next to the action to view the comments from the reviewer.

Comments	Action: Advance to next step 101
	16-Jul-10 08:08 PM
	Jeanne Marie Volckow
	Advance to next step 16-Jul-10 08:08 PM
	Thanks for making requested corrections.

Click on **All Comments**. The levels in the approval process that have been completed and the levels that are still pending will be displayed. Any comments left by reviewers will be available to read. Click on **All Comments** again to hide the comments. Click the **Course Report Icons** to view the reports for the course.

PHILO 040 Ethics	
Launch	2010-02-01 14:22:05.0
Process Version	Course Revision (Minor) 0709
Visual	Visual All Comments

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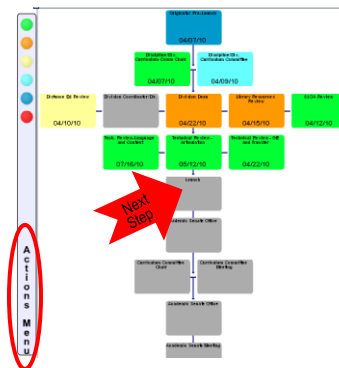
Refer to the **Legend** box at the right side of the screen for icon codes. Right Side of Screen

Legend	
Course Syllabus Report	
Course Impact	

5 Visual

Click **Visual** to view the flow chart of the approval process for this course using grey boxes. Once an action is taken on your proposal, the box turns color and is date stamped. **Example:** When the originator pre-launches the proposal, the first row of the chart turns blue.

PHILO 040 Ethics	
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Note: Some approval positions are optional review only and are not necessary to keep flow of the proposal moving. If no action is taken by an optional position, the box remains grey, however, the proposal keeps moving through the system.

Refer to the **Actions Menu** flow chart to determine which action corresponds to each color by moving your cursor over each dot.