How to Review a Proposal

1. Go to https://purdue.curriculog.com/
2. Login with your Purdue Career account and password on the upper right of the screen login.
3. You are now logged in and can find your proposal to review.
4. Across the top of the page you will find a toolbar, from which you may access the Proposal, Agendas, Accounts, and Reports Modules.
5. Click the tab “All Proposals”
6. Click “Advanced Filter”
7. Choices for the Filter are:
   “Found Under” – choose a department
   Or
   “Process Type” – choose the type of proposal
8. “Proposal Status”
   If you are looking for completed proposals, make sure to check the “completed” box
9. “Keyword” – Enter the keyword(s) you would like to review

10. Click “Filter Proposals” to find the proposal you would like to review.

11. Hover to the right of the proposal you would like to review.

12. “View Summary” – This open an area on the right to see an overview of the proposal.

13. “View Proposal” – This opens the complete proposal. **CHOOSE THIS OPTION TO REVIEW THE PROPOSAL.**

14. 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.
15. Show Markup/Changes - To review changes entered by other users, you will need to change the User Tracking drop down menu from ‘Show Current’ to ‘Show current with Markup’.

This will display the changes that have occurred, and when hovering over the changes you will be able to see a time and date stamp, as well as the user’s name.

16. Review Attachments - If a file is attached, you can view it by clicking this button.

The attached file will now be available within the Proposal for review. Click on the file to view it.
Proposal Tab Information

A proposal is a form that follows a workflow to receive an approval.

From the Proposal Module in the top navigation, you will now have access to the My Tasks, My Proposals, Watch List, and All Proposals tabs.

- **My Tasks** - lists all proposals assigned to you and awaiting action.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch. You may or may not have editing permissions or decision making abilities on an item you are watching.
- **All Proposals** - lists all proposals in Curriculog.

Status Icons
There are numerous icons that may be associated with proposals. These can be found throughout Curriculog.

- **Urgent** - Indicates a task is urgent. An item will be considered urgent once the urgency threshold has been met. (After a proposal has been launched and waiting for approval.)
- **View Summary** - Creates a fly-out on the right pane displaying information relevant to the proposal.
- **Edit Proposal** - Directs you to the Proposal Toolbox, where modifications are made and decisions are entered 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.
- **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** - Changes based on what decision you have made on the Proposal. You can click the help icon or see section 2a above for a key to what the different decision icons mean.
- **Delete a Proposal** - Deletes a proposal permanently from Curriculog. Proposals cannot be deleted after they have been launched unless they have been canceled by an Administrator. The delete icon is always available for unlaunched proposals. If the proposal has been launched, you may be able to cancel it by selecting it as a decision or by contacting your Administrator.
**Step Restart** – This symbol indicates that a step was restarted. A restart may occur when the users involved in the step are replaced with another user.

**View Status of Proposal**
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.

**Show Markup/Changes**
To review changes entered by other users, you will need to change the User Tracking drop down menu from ‘Show Current’ to ‘Show current with Markup’.

This will display the changes that have occurred, and when hovering over the changes you will be able to see a time and date stamp, as well as the user’s name.

**Print**
You may also choose to print your Proposal at any time by selecting the Print Friendly icon from the upper right corner of the form. When you choose to print the Proposal, you will be presented with a print friendly version of the form. If you would like to include more details, you can select ‘Print Options’ and use the checkboxes to select the information you would like to include in your printed version.

**Toggle Full-width Form**
You may also choose to expand the form into a full screen view, by selecting this icon. This can be toggled on or off at any time.