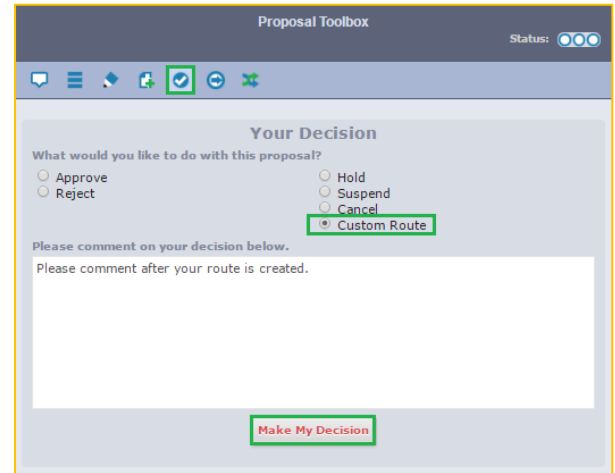


**I want to send this proposal to: [the originator](#) or [a committee](#)**

## How to Custom Route Proposals to the Originator

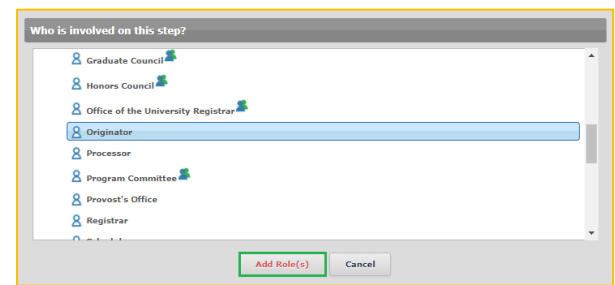
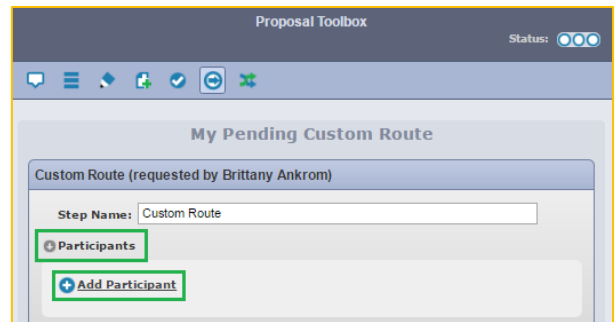
### Request a custom route

1. Click on the “Decisions” icon (a circle with a check) in the Proposal Toolbox
  
2. Select the “Custom Route” radio button
  
3. Click the “Make My Decision” button



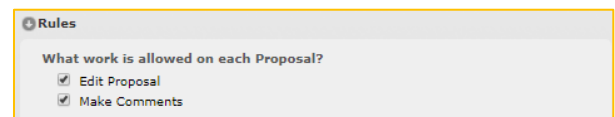
### Participants Settings

4. Click “Participants” to open up the section
  
5. Click “Add Participant”
  
6. Click “Role Types”
  
7. Scroll down to find and click “Originator”
  
8. Click “Add Role(s)”



### Rules Settings

9. Click “Rules” to open up the section
  
10. Check “Edit Proposal” and “Make Comments”



## Decisions Settings

11. Click “Decisions” to open up the section
12. Select “Proposal should come back to this step”

The screenshot shows the 'Decisions' settings form. It has a title 'Decisions' with a plus icon. The first section is 'What type of decision is this?' with two radio button options: 'Approve / Reject 100% for approval' (selected) and 'Vote: [ ] % for approval'. The second section is 'What kind of decision flags will you allow to be used on this proposal?' with three checkboxes: 'Hold' (checked), 'Cancel' (unchecked), and 'Suspend' (unchecked). The third section is 'Where will the proposal go after the custom route?' with two radio button options: 'Proposal should come back to this step.' (selected) and 'Proposal should advance to the next step.'.

## Deadlines/Reminders Settings (optional)

13. Click “Deadlines/Reminders” to open up the section
14. Check “Set Deadline” and input the applicable days
15. Select whether you’d want to “Automatically Reject” or “Automatically Approve” the proposal if the receiving user does not input a decision

The screenshot shows the 'Deadlines/Reminders' settings form. It has a title 'Deadlines/Reminders' with a plus icon. The first section is 'Would you like to set a deadline for this step?' with a checked checkbox 'Set Deadline'. Below it are two input fields: 'Move Step after [14] days.' and 'Send reminder [7] days(s) before deadline.'. The second section is 'What should happen if the deadline passes?' with two radio button options: 'Automatically Reject' (selected) and 'Automatically Approve'. Below that is a section 'Who should you notify when the deadline is passed?' with a plus icon and the text 'Add Participant'. The final section is 'Would you like to set a timed reminder for this step?' with two input fields: 'Send every [ ] days(s).' and 'Send after [ ] days(s).'

## Complete request

16. Enter instructions to the originator in the comments field

*Note: If you are requesting a new attachment, please ask the originator to upload files under a new file name. Using the same exact file name will corrupt the file.*

17. Click the “Request Custom Route” button. The request will need to be approved by a system administrator in the Office of the University Registrar before the user receives the proposal.

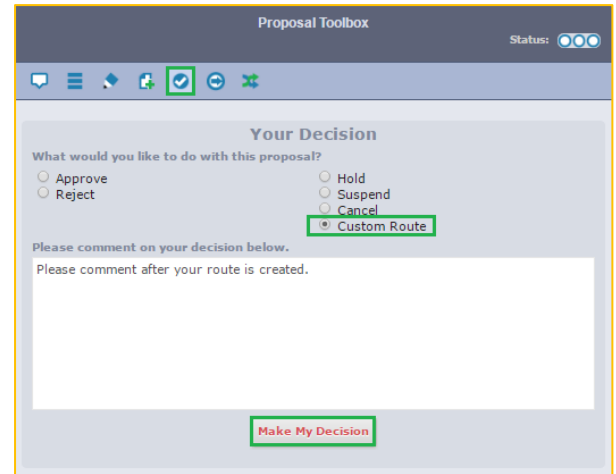
The screenshot shows the 'Request Custom Route' form. It has a title 'Please comment on this custom route'. Below the title is a text area with the instruction: 'Upload the corrected syllabus using a new file name and then delete the old version. Uploading under the same file name will corrupt the file.' Below the text area is a horizontal scrollbar. At the bottom of the form is a note: 'Note: By selecting the button below, you are requesting a custom route on this proposal. This request is pending and must be approved by an Administrator. During this time, you may make changes to your custom route request. If your route is approved, the proposal may leave the current step immediately to begin its custom route. Depending on the options you selected, this item may return to you when the custom route is complete, or it may continue in the workflow.' At the bottom are three buttons: 'Preview Custom Route', 'Request Custom Route' (highlighted with a green box), and 'Cancel Custom Route'.

Updated: 12/12/18

# How to Custom Route Proposals to a Committee

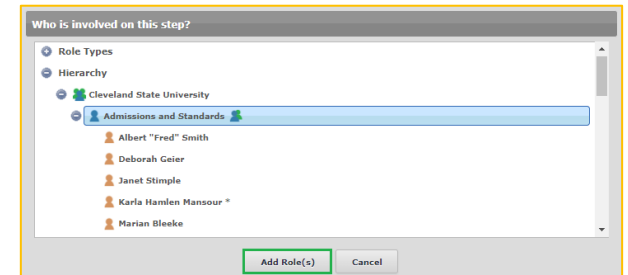
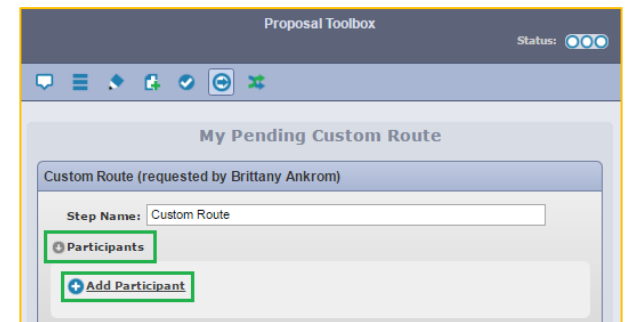
## Request a custom route

1. Click on the “Decisions” icon (a circle with a check) in the Proposal Toolbox
2. Select the “Custom Route” radio button
3. Click the “Make My Decision” button. Note that the Proposal Toolbox moves from the “Decisions” icon to the “Custom Route” icon at this point.



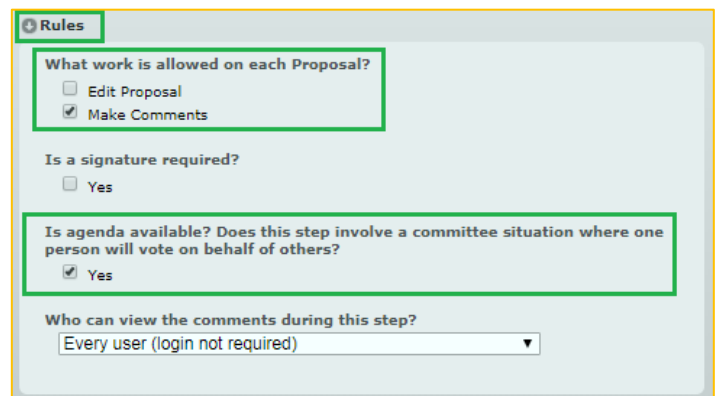
## Participant Settings

4. Click “Participants” to open up the section
5. Click “Add Participant”
6. Click “Hierarchy” (*not “Role Types”*) and navigate to the committee
7. Select the committee
8. Click “Add Role(s)”



## Rules Settings

9. Click “Rules” to open up the section
10. Check “Make Comments”
11. Check “Yes” under the “Is agenda available?” question



## Decisions Settings

12. Click “Decisions” to open up the section

**Decisions**

What type of decision is this?

Approve / Reject 100% for approval

Vote:  % for approval

What kind of decision flags will you allow to be used on this proposal?

Hold  Suspend

Cancel

Where will the proposal go after the custom route?

Proposal should come back to this step.

Proposal should advance to the next step.

13. Select “Proposal should come back to this step”

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## Complete request

14. Enter instructions to the committee in the comments field

15. Click the “Request Custom Route” button. The request will need to be approved by a system administrator in the Office of the University Registrar before the user receives the proposal.

Please comment on this custom route

Enter comment here

Note: By selecting the button below, you are requesting a custom route on this proposal. This request is pending and must be approved by an Administrator. During this time, you may make changes to your custom route request.

If your route is approved, the proposal may leave the current step immediately to begin its custom route. Depending on the options you selected, this item may return to you when the custom route is complete, or it may continue in the workflow.

Preview Custom Route Request Custom Route Cancel Custom Route

Updated: 12/12/18