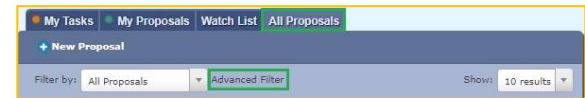


How to Use Advanced Filter

1. Go to <http://csuohio.curriculog.com> and click “Login” in the upper right corner
2. Sign in with your CSU ID and password
3. In the “Proposals” module, click on the “All Proposals” tab
4. Click “Advanced Filter” to open up the search fields



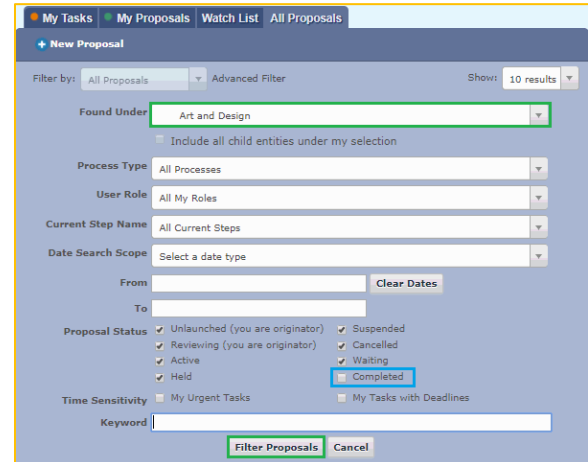
Search for all proposals under a department

5. Under “Found Under,” select the department

6. Proposal status will default to active proposals. To include completed proposals, click the “Completed” box. To search for only completed proposals, uncheck all other boxes besides the “Completed” box.

7. Click the “Filter Proposals” button

Note: Only 10 search results will show on one page by default. To go to the next page, click “2” at the bottom of the page.



Search for all proposals under a college

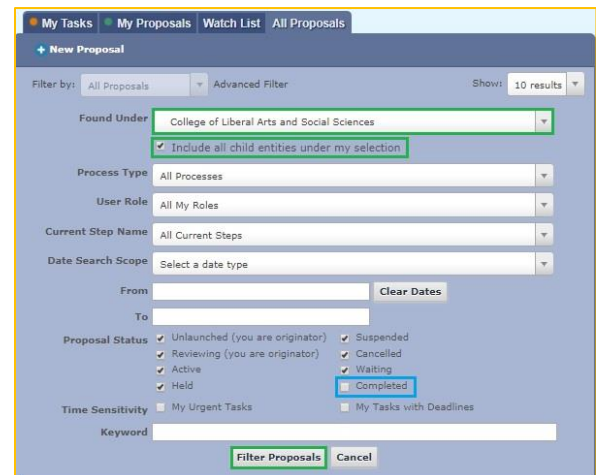
5. Under “Found Under,” select the college.

6. Check the box for “Include all child entities under my selection”

7. Proposal status will default to active proposals. To include completed proposals, click the “Completed” box. To search for only completed proposals, uncheck all other boxes besides the “Completed” box.

8. Click the “Filter Proposals” button

Note: Only 10 search results will show on one page by default. To go to the next page, click “2” at the bottom of the page.



Search for proposals at a current step

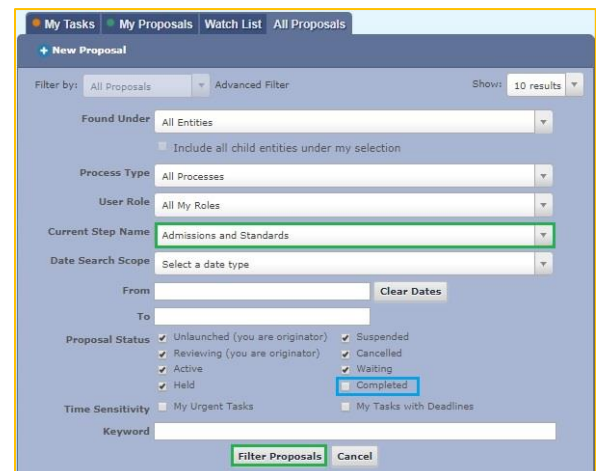
5. Under “Current Step Name,” select the step.

Note: The list only shows steps that currently have proposals at that step. Steps that do not have proposals currently at that step will not be in the drop-down list.

6. Proposal status will default to active proposals. To include completed proposals, click the “Completed” box. To search for only completed proposals, uncheck all other boxes besides the “Completed” box.

7. Click the “Filter Proposals” button

Note: Only 10 search results will show on one page by default. To go to the next page, click “2” at the bottom of the page.



Search for an individual proposal

5. Next to “Keyword,” type the name of the proposal or your search terms

Note: When searching for course proposals, using both the prefix and the course number in the “Keyword” field will return results for all courses with the prefix and all courses with the course number. For example, searching ART 120 will return all ART courses and all 120 courses. To narrow results, it is recommended to use just the course number in the keyword field.

6. Proposal status will default to active proposals. To include completed proposals, click the “Completed” box. To search for only completed proposals, uncheck all other boxes besides the “Completed” box.

7. Click the “Filter Proposals” button

Note: Only 10 search results will show on one page by default. To go to the next page, click “2” at the bottom of the page.

My Tasks My Proposals Watch List All Proposals

+ New Proposal

Filter by: All Proposals Advanced Filter Shows: 10 results

Found Under: All Entities
 Include all child entities under my selection

Process Type: All Processes

User Role: All My Roles

Current Step Name: All Current Steps

Date Search Scope: Select a date type
From: To: Clear Dates

Proposal Status:
 Unlaunched (you are originator) Suspended
 Reviewing (you are originator) Cancelled
 Active Waiting
 Held Completed
 My Urgent Tasks My Tasks with Deadlines

Time Sensitivity

Keyword: Biology B.S.

Filter Proposals Cancel

Biology, B.S.
Steps: [Progress Bar]
Last Activity: Jun 5, 2017 1:37 PM by Aaron Severson

View the proposal

8. Hover over the proposal and icons will appear to the right. Click the “View Proposal” icon to open up the form.

Note: If the proposal is completed, a lock will appear next to the proposal title and there will only be two icons that appear.

Steps: [Progress Bar]
Last Activity: Nov 3, 2016 3:59 PM by Jennifer Stoneking
View Proposal

Public Administration, MPA
Steps: [Progress Bar]
Last Activity: May 2, 2017 12:22 PM by Wendy Kiellogg

Certificate in Historic Preservation
Steps: [Progress Bar]
Last Activity: Jan 31, 2017 10:16 AM by Brittany Anikrom

Add proposals to your Watch List (optional)

9. Hover over the active proposal. Click the “Watch Proposal” icon.

10. The proposal will remain in the “Watch List” tab until you click “Done Watching Proposal” or until the proposal is completed

11. To log out of Curriculog, close the browser window

THE - 213 - History of the Theatre III
Steps: [Progress Bar]
Last Activity: Sep 1, 2016 8:41 AM by Jennifer Stoneking
Watch Proposal

Training Department
Steps: [Progress Bar]
Last Activity: Sep 2, 2016 8:28 AM by Jennifer Stoneking

My Tasks My Proposals Watch List All Proposals

+ New Proposal

Filter by: All Watch List Advanced Filter Shows: Done Watching Proposal

Training Department
Steps: [Progress Bar]
Last Activity: Sep 2, 2016 8:28 AM by Jennifer Stoneking

Updated: 8/1/18