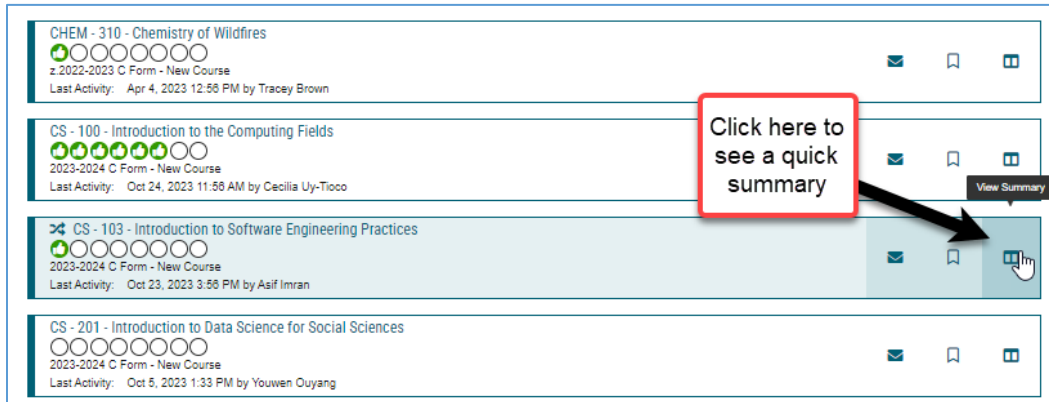


10 Ways to Navigate and Search for Proposals

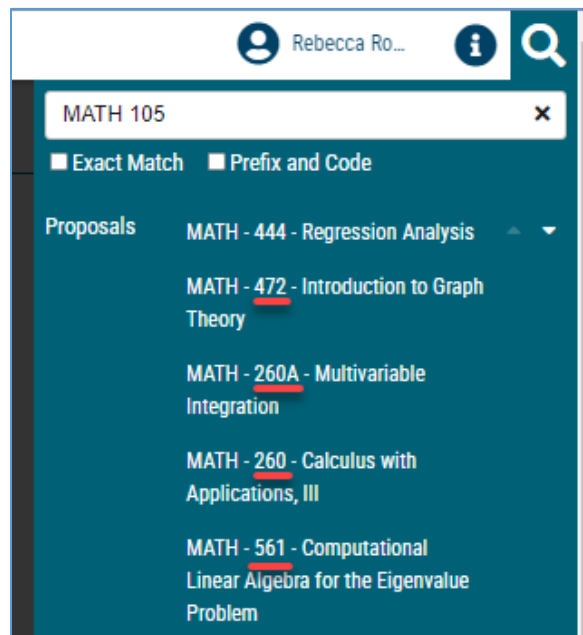
1. To see a **quick summary** of a proposal, click on the **“view summary”** icon and you will see a “flyout” panel on the right:



2. In order to **edit, make decisions, add files**, and see complete content, you need to be working **IN** the proposal, so you can simply click on the browser bar on the title link:

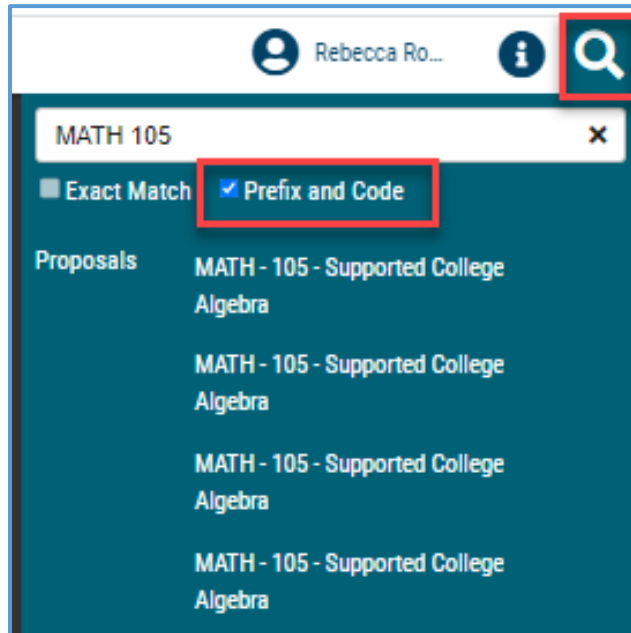


3. **Quick Search** – in the **search field** if you type in “MATH 105” the results will return ANY proposal with the prefix MATH **AND** ANY proposal with course # 105.

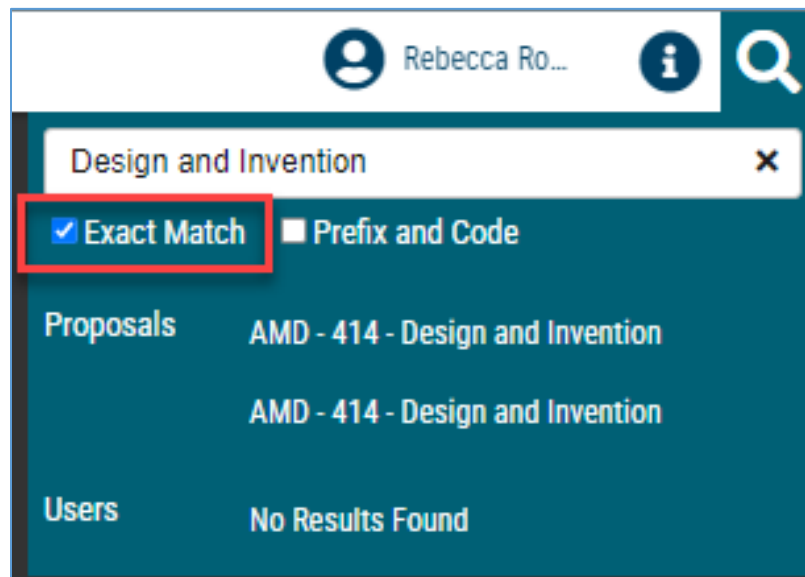


INSTEAD try method a or b below.

a. **Check** the “Prefix and Code” checkbox, and it will return *only* that course:



- b. Know the course title, but not the prefix and number? Enter the title into the search field and check the “Exact Match” checkbox.



4. **Advanced Filter - Keyword search** {also, check out the [Tips for Using Advanced Filter Guide \(PDF\)](#)):
Use the advanced filter to search by a keyword

The screenshot shows the 'All Proposals' filter interface. At the top, there are navigation tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals' (which is highlighted with a red box). Below the tabs, the 'Filter by:' section includes a dropdown menu set to 'All Proposals' and a link for 'Advanced Filter' (pointed to by a red box and an arrow with the text 'Click to expand the search window'). A '+ New Proposal' button is also present. The 'Keyword' search field is highlighted with a red box and contains the text 'wgss'. Below this, the 'Found Under' dropdown is set to 'All Entities'. There is an unchecked checkbox for 'Include all child entities under my selection'. The 'Date Search Scope' section includes a dropdown for 'Select a date type', 'From' and 'To' date input fields, and a 'Clear Dates' button. The 'Process Type' dropdown is set to 'All Processes', and the 'Current Step Name' dropdown is set to 'All Current Steps'. The 'My Role' dropdown is set to 'All My Roles'. The 'Proposal Status' section has several checkboxes: 'Unlaunched (you are originator)', 'Reviewing (you are originator)', 'Active', and 'Held' are checked; 'Suspended', 'Cancelled', 'Waiting', and 'Completed' are unchecked. The 'Time Sensitivity' section has two unchecked checkboxes: 'My Urgent Tasks' and 'My Tasks with Deadlines'. At the bottom of the filter area are 'Filter Proposals' and 'Cancel' buttons. Below the filter area, a card displays details for 'WGSS - 201 - Introduction to LGBTQIA+ Studies', including a progress bar with 12 icons (7 green, 5 red), the course name 'z. 2022-2023 C Form - New Course', and 'Last Activity: Oct 20, 2023 4:29 PM by Elizabeth Ridder'. At the very bottom, another card shows the course title 'WGSS - 201 - Introduction to LGBTQIA+ Studies'.

5. Browse "All Proposals" alpha by prefix. You can change the # of results returned per page.

The screenshot shows a web interface for managing proposals. At the top, there are tabs for "My Tasks", "My Proposals", "Watch List", and "All Proposals" (highlighted with a red box). Below the tabs, there is a "Filter by:" section with a dropdown menu set to "All Proposals" and an "Advanced Filter" button. A "+ New Proposal" button is also visible. The main content area displays a list of proposals, each with a course ID, title, progress indicators (green and red circles), and action icons (email, bookmark, and a grid icon). The proposals are sorted alphabetically by their prefix. A callout box with a red border and an arrow points to the list, containing the text "Proposals are listed in alpha-order by prefix/subject". At the bottom right, a "Show: 10 results" dropdown is highlighted with a red box. The page number "Page: 1 2 3 4 5 6 7 8 9 10 ... Forward 10 » 18" is visible at the bottom left.

6. Courses vs. Programs Filter by:

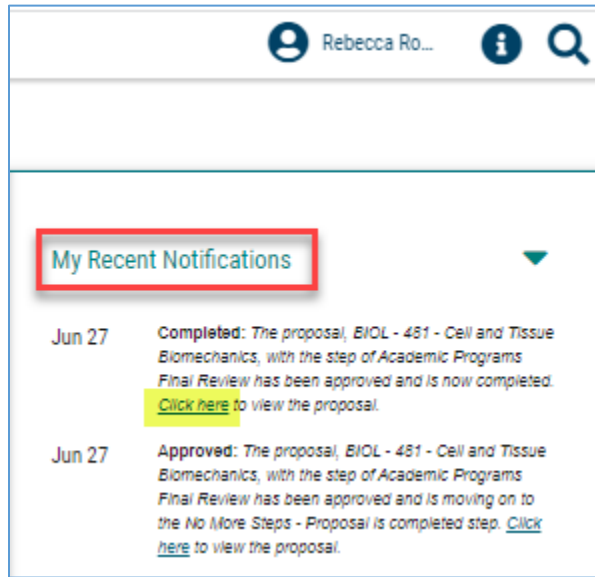
Program proposals (includes New Minors, Subprograms, Elevating Option, etc.)

Course proposals (includes GE proposals and Course deletions).

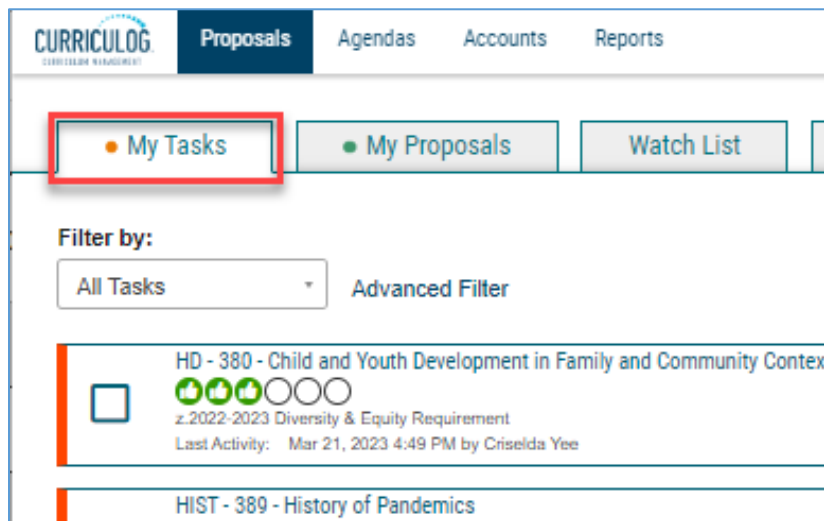
The screenshot shows a "Filter by:" dropdown menu. The menu is open, displaying several options: "Waiting", "Completed", "Type of Proposal", "Course", and "Program". The "Type of Proposal" option is currently selected. The menu is highlighted with a red box. The background shows a partial view of the proposal list from the previous screenshot.

7. If it's **your proposal** or you are involved in the review process:

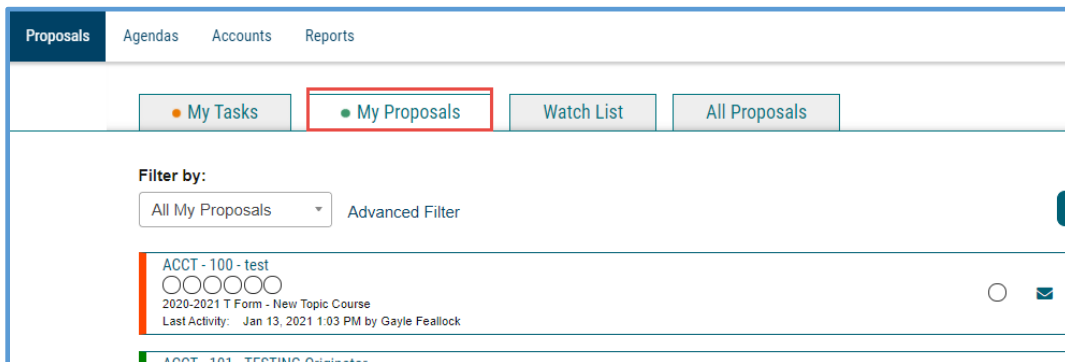
- a. On **Dashboard**, in the notifications, “Click Here” takes you directly to the proposal:



- b. **My Tasks** tab:

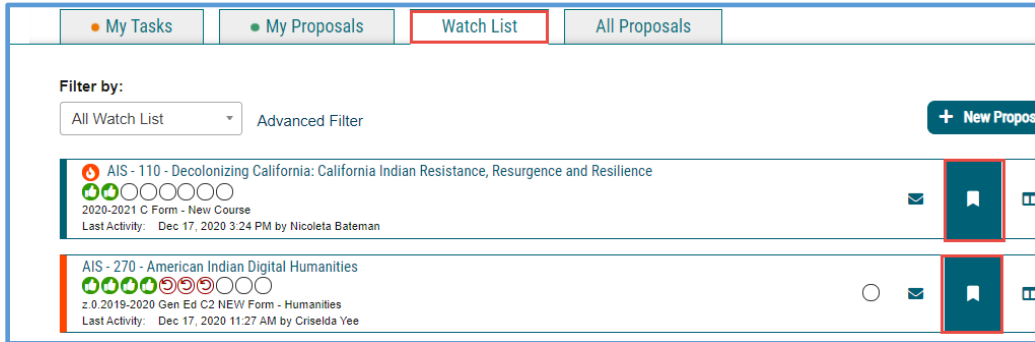


8. If you **originated** the proposal: **My Proposals** tab



9. **Watch List:** If there are particular proposals that are a priority for you, you can add them to your Watch List to easily find and view them at any time.

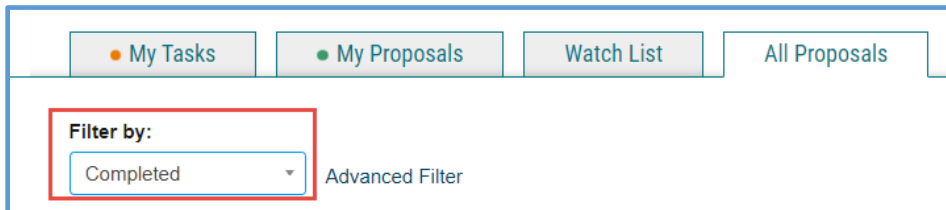
Click on the **“Watch Proposal”** icon and it will appear on your Watch List:



10. **Approved proposals** - once a proposal has been approved at Senate, with notations in the Comments section that it has been built in PeopleSoft and entered in the catalog, it will be moved to the **“Completed”** Status.

These completed proposals *will not appear in a standard search.*

Instead, you must **select “Completed”** in order to view these approved proposals:



OR, in **Advanced Filter**, check the "Completed" box, then Filter Proposals:

