The Icons of Curriculog

Icon	Why is it Used?	Where is it located?
	Workflow Steps - a mark inside each circle indicates that step has made a decision. = approved; = rejected; = no decision yet; = custom route; = held	Proposals list and within each proposal.
	Send Message - this will let you send a message about the proposal (with link) to specified users.	Proposals list.
	Watch Proposal - this will add the proposal to your Watch List.	Proposals list.
	View Summary - this will bring up a summary of the proposal and the workflow.	Proposals list.
	New Proposal - this will open a list of proposal form options (aka approval processes).	Proposals list.
	Preview Form - before starting a proposal, you can use this to look at the form.	list.
	Start Proposal - this will start a proposal.	list.
	Collapse - collapses a section.	Throughout proposal.

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	Expand - opens a section.	Throughout proposal.
	Import - this will import course/program information from the current catalog into the proposal.	Top of proposal.
	Impact Report - this will run an impact report that you can copy and paste into the impact report field question.	Top of proposal.
	Save All Changes - this will save your progress with the proposal	Top of proposal & floating button at bottom.
	Launch - this will launch the proposal, which starts the workflow and track changes. Note: You (the originator) are the first step in the workflow.	Top of proposal.
	Save - saves changes to a field in a launched proposal.	Throughout launched proposal.
	Discussion - displays proposal's comments and user tracking ("Show current with markup").	Proposal toolbox (on right).
	Steps to Approval/Workflow - lists the approval steps in the workflow and provides a history of the approval process.	Proposal toolbox (on right).
	Files - where you can view and upload file attachments (syllabus, academic plan of study, etc.).	Proposal toolbox (on right).
	Crosslistings - lets you add or view cross-listed proposals.	Proposal toolbox (on right).

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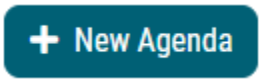
	Decisions - this area is where you lodge your decision (approve, reject, or custom route).	Proposal toolbox (on right).
	Print Proposal - this will print out the proposal.	Top of proposal.
	Delete - this will delete an unlaunched proposal.	My proposals list.
	Held - a proposal held by administrator (placed in a holding pattern)	Proposal list.
	Urgent - a proposal with no activity for 45 days	Proposal list.
	Stuck - a proposal with no activity for 55 days	Proposal list.
	New Agenda - lets you create a new agenda.	Agendas list.
	Publish Agenda - lets you publish an agenda.	Top of agenda.
	Unpublish Agenda - lets you unpublish and edit a published agenda.	Top of published agenda.
	Archive Agenda - lets you archive an agenda in which the committee has made a decision on all proposals assigned to the agenda	Top of completed agenda.