CURRICULOG: GENERATING A HISTORICAL CHANGE REPORT

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PROCESS

Historical Change Reports should be used when you have questions about what has happened to a proposal over time including but not limited to: edited fields, comments, decisions, and time spent.
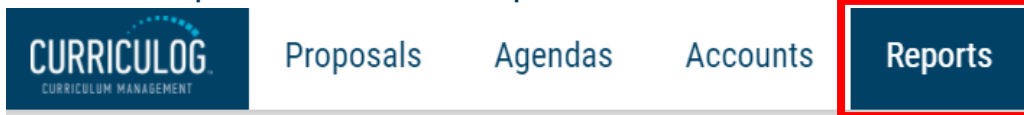
HISTORICAL CHANGE REPORT INSTRUCTIONS

CREATING THE REPORT

1. Login to Curriculog using your AU Net ID and password.
   https://augusta.curriculog.com
2. Select "Reports" from the top menu.
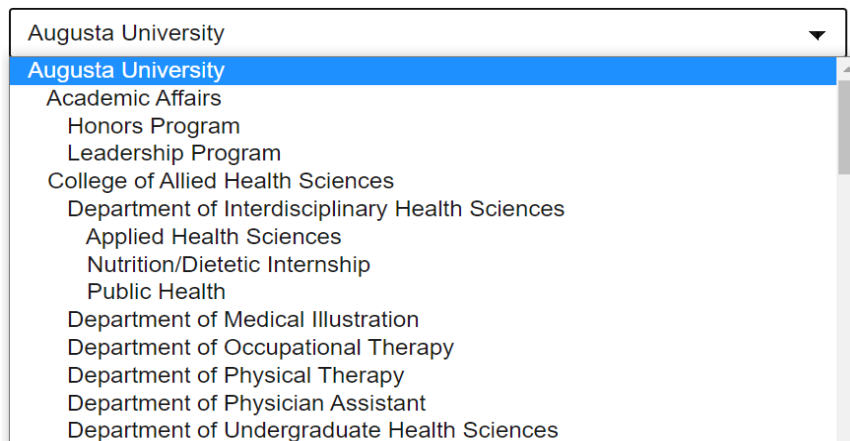

3. Select "Historical Change Report".

4. Refine the report by selecting the desired College or Department. If running for your department, this would be the college and department you select when launching the desired proposals. If you need help determining which college or department to select, refer to the question "Choose your Academic College and Department" on the proposal. For additional assistance, please contact curriculog@augusta.edu.

5. Refine the report by selecting the Proposal Process Type. When selecting, please note that proposal types are separated by academic year.

6. Refine the report by selecting the desired date range. This would be the date range in which the proposal was created.

7. Select the user activities and proposal details you wish to include in the report. Any items selected below will be included in the report. If the information is not selected, it will not be included in the report.

Include in Report:

User Activity Summary

☐ Comment Count   ☐ Decisions

☐ Edited Fields   ☐ Time Spent

Proposal Details

☐ User Comments   ☐ Files

☐ System Comments   ☐ Crosslistings

Each option is defined below:

Option	Description
Comment Count	Generates a count of how many comments were left by each participant.
Decisions	Generates all proposal participant decisions including: approvals, denials, holds, suspensions, and cancellations.
Edited Fields	Generates a count of how many edits were made by each user.

Time Spent	Generates the amount of days the proposal was in an individual users queue.
User Comments	Generates all comments written by routed users
System Comments	Generates all system generated comments.
Files	Generates names of all attached files will be generated
Cross listings	*not currently being used institutional

8. Select "Submit Report".
9. The report will be delivered to your AU email and is available for up to 5 days after it is generated.

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.