

CURRICULOG: PRINTING A PROPOSAL



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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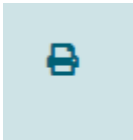
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PROCESS

The printing feature in Curriculog allows you to select additional proposal fields that will be included in the printed document such as: approval steps, signatures, attachment lists, and comments. Step by step instructions for printing proposals are listed below. Contact curriculog@augusta.edu if additional information is needed.

PRINTING INSTRUCTIONS

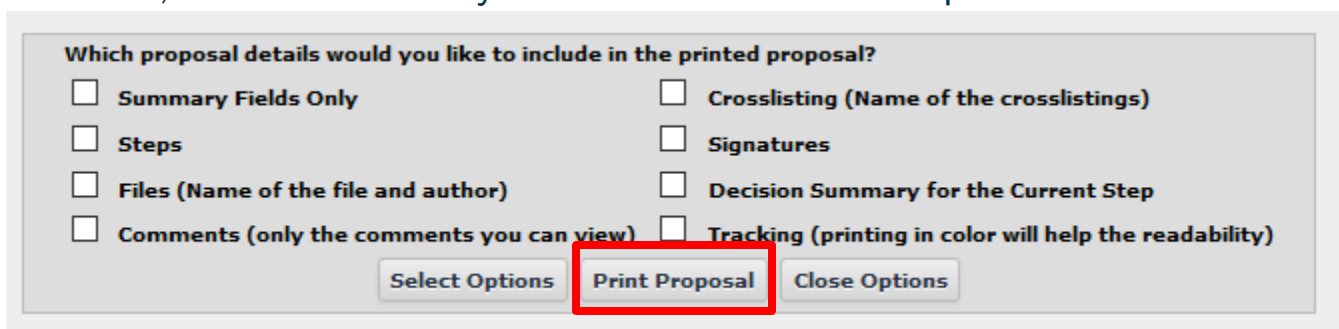
1. Once you have selected the proposal you wish to print, navigate to the top of the proposal, and select the print icon to the right of the proposal title.



2. A dialogue box will appear. Select Print Options in the top right corner.



3. The menu will expand to include several additional options. Using the table below, select the items you wish to include in the printed version.

A screenshot of a dialog box titled "Which proposal details would you like to include in the printed proposal?". It contains several checkboxes for selection: "Summary Fields Only", "Steps", "Files (Name of the file and author)", "Comments (only the comments you can view)", "Crosslisting (Name of the crosslistings)", "Signatures", "Decision Summary for the Current Step", and "Tracking (printing in color will help the readability)". At the bottom, there are three buttons: "Select Options", "Print Proposal" (highlighted with a red rectangle), and "Close Options".

Proposal Details	Included:
Summary Fields Only	Proposal content only
Steps	List of all steps in the approval process
Files	Name of the attached files and the uploader
Comments	Comments that are viewable to you that were made by individuals during the approval steps.
Crosslisting	Name of the crosslistings

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Signatures	List of approvers including their decision
Decision Summary for the Current Step	Includes the decision information for the step the proposal is currently on
Tracking	Includes the changes that were made and tracked throughout the approval processes (printing in color will help with readability)

4. Select Print Proposal.

CONTACT

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