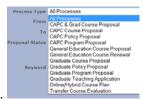
Filter Proposals

- Log into Curriculog: svsu.curriculog.com
- Click the All Proposals tab
- Click Advanced Filter, this will bring up a menu to filter proposals in various ways.



- The following fields determine how the proposals will filter.
 - o Found Under filters to include proposals from the originating department select from the list.





- $\circ\quad$ Process Type filters to include all the proposal type selected from the list.
- o From and To filter proposals last modified in he date range entered
- Proposal Status filters proposals with the status(es) checked.
 - Active proposals that have been launch and are currently active in the approval process.
 - Held Proposal that are been set to the status on the current step (not used at SVSU)
 - Suspended proposals that have been suspended on the current step (not used at SVSU)
 - Cancelled proposal that have been cancelled (only the originator has these rights)
 - Completed proposals that have made it completely through the approval process
 - Waiting proposals that are waiting for action by an administrator
- Keyword filters by keyword entered
- After selected appropriate boxes click Filter to view the appropriate proposals.