

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.
 - Found Under – filters to include proposals from the originating department select from the list.

- Process Type – filters to include all the proposal type selected from the list.
 - From and To – filter proposals last modified in the 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.