My Dashboard

Once you have logged into Curriculog, the first screen you will see is "My Dashboard." This dashboard will serve as your gateway to Curriculog and allow you to manage your proposals and see recent notifications and upcoming events at a glance.

Once you have logged in, on the top of the page you will find a toolbar, where you can access the Proposals, Agendas, Accounts, and Reports Modules.
In the upper right corner, there are options for your own user account. The drop-down menu gives you options for My Settings (selecting My Settings will redirect you to the Accounts Module from the top menu), and Logout.

Following your name are "Help" and "Search" icons. If you select "Help," a window featuring symbols and colors utilized in Curriculog will display.

The search function may be used to locate proposals based on their titles or users throughout the system.
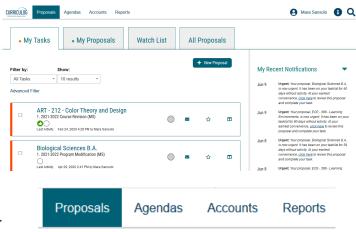
Note:
For more effective searching, we recommend using the Advanced Filter within the All Proposals tab.

The right pane will display My Recent Notifications and My Upcoming Events. The left pane will update based on the tab selected.
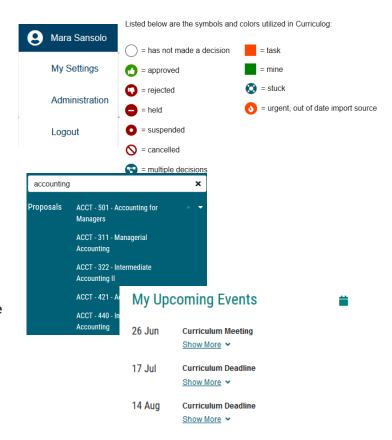
If tasks are waiting to be completed, or if any of those tasks are marked as urgent, clickable links will appear just under the My Dashboard header. Selecting either the number following Tasks or Urgent will display the My Tasks tab in the left pane.

• My Recent Notifications
• My Upcoming Events

You will receive notifications for a variety of reasons, such as a proposal receiving a decision, an edit being made, or a comment being provided. Notifications will be e-mailed to you based on your e-mail settings – some users choose to receive an e-mail notification as soon as the event occurs, while others choose to compile them into a digest to limit the number of e-mails received.