































ICON	WHY IS IT USED?	WHERE IS IT LOCATED?
	<i>View Summary - this will bring up a summary of the proposal and the workflow.</i>	<i>Proposal listing. Viewable when you hover over a proposal.</i>
	<i>View Proposal - this will open up the proposal but editing is not possible.</i>	<i>Proposal listing. Viewable when you hover over a proposal.</i>
	<i>Edit Proposal - this will open up your proposal for editing.</i>	<i>Proposal listing. Viewable when you hover over a proposal.</i>
	<i>Delete - this will delete an unlaunched proposal.</i>	<i>Proposal listing. Viewable when you hover over a proposal.</i>
	<i>Email - this will let you send a message about the proposal (with link) to specified users.</i>	<i>Proposal listing. Viewable when you hover over a proposal.</i>
	<i>Watch Proposal - this will add the proposal to your Watch List.</i>	<i>Proposal listing. Viewable when you hover over a proposal.</i>
	<i>Workflow Status - a mark inside the circle indicates that level has made a decision (green check mark is approved, red "X" is rejected).</i>	<i>Proposal listing and when the proposal is opened, it is on the upper right side.</i>
	<i>New Proposal - this will open a list of proposal form options (aka approval processes).</i>	<i>" New Proposal" - above proposal listing.</i>
	<i>Preview Proposal Form - before starting a proposal, you can use this to look at the form.</i>	<i>In the list of proposal form options. Viewable when hovering over each proposal form.</i>
	<i>Start Proposal - this will start a proposal.</i>	<i>In the list of proposal form options. Viewable when hovering over each proposal form.</i>

ICON	WHY IS IT USED?	WHERE IS IT LOCATED?
	<i>Show Help Text - turns on additional tips and information above the form fields.</i>	<i>Top middle of proposal form.</i>
	<i>Add Item - lets you select from a menu.</i>	<i>" Add Item" - on several fields throughout proposal form.</i>
	<i>Expand - displays all the choices within a hierarchy item</i>	<i>Custom route participant menu.</i>
	<i>Print Proposal - this will print out the proposal.</i>	<i>Top middle of proposal form.</i>
	<i>Toggle - this will toggle between a split screen form and a full width form.</i>	<i>Top middle of proposal form.</i>
	<i>Import - this will import course/program information from the current catalog into the proposal.</i>	<i>Upper left side of proposal form.</i>
	<i>Impact Report - this will run an impact report that you can copy and paste into the impact report field question.</i>	<i>Upper left side of proposal form.</i>
	<i>Launch - this will launch the workflow and start track changes. You (the originator) are the first step in the workflow and need to 'approve' the proposal before it can advance.</i>	<i>Upper left side of proposal form.</i>
	<i>Discussion - area where you can see the comments on a proposal and display user tracking ("Show current with markup").</i>	<i>First icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.</i>

ICON	WHY IS IT USED?	WHERE IS IT LOCATED?
	<i>Workflow - area that lists the approval steps in the workflow and provides a history of the approval process.</i>	<i>Second icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.</i>
	<i>Signatures - this area is not used at UNC Charlotte.</i>	<i>Third icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.</i>
	<i>File Attachments - this area is where you can view and upload file attachments (syllabus, academic plan of study, etc.).</i>	<i>Middle icon on upper right side of proposal. If form is toggled to full-width you will not see this icon.</i>
	<i>Decisions - this area is where you lodge your decision (approve, reject, or custom route).</i>	<i>Fifth icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.</i>
	<i>Custom Route - this area displays pending custom routes (go to Decisions area to custom route a proposal)</i>	<i>Sixth icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.</i>
	<i>Crosslisted Proposals - this area lets you add or view cross-listed proposals (not cross-listings, but crosslisted proposals)</i>	<i>Far right icon on upper right side of proposal form. If form is toggled to full-width you will not see this icon.</i>
	<i>Parent & Crosslisted Proposals - these icons let you toggle back and forth between the parent proposal and the cross-listed proposal(s).</i>	<i>Crosslisted Proposals area.</i>
	<i>New Agenda - lets you create a new agenda.</i>	<i>" New Agenda" is above agenda listing in "Agendas" tab.</i>

ICON	WHY IS IT USED?	WHERE IS IT LOCATED?
▶ ■	<i>Publish & Unpublish Agenda - lets you publish and unpublish an agenda.</i>	<i>Upper left side of agenda.</i>
■	<i>Archive Agenda - lets you archive an agenda in which the committee has made a decision on all proposals assigned to the agenda</i>	<i>Upper left side of agenda.</i>