

# **CURRICULOG: GENERATING A PROPOSAL DETAIL REPORT**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

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## PROCESS

The Proposal Detail Report provides a comprehensive list of all details within a single proposal, with the ability to include a summary of user activity (edits, comments, decisions, time), comments\*, import source, file and crosslistings.

## PROPOSAL DETAIL REPORT

### CREATING THE REPORT

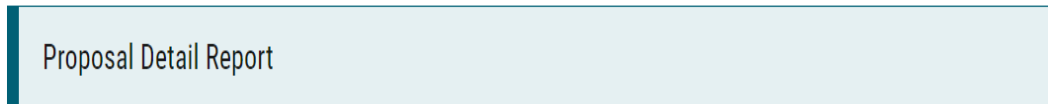
1. Login to Curriculog using your AU Net ID and password.

<https://augusta.curriculog.com>

2. Select “Reports” from the top menu.

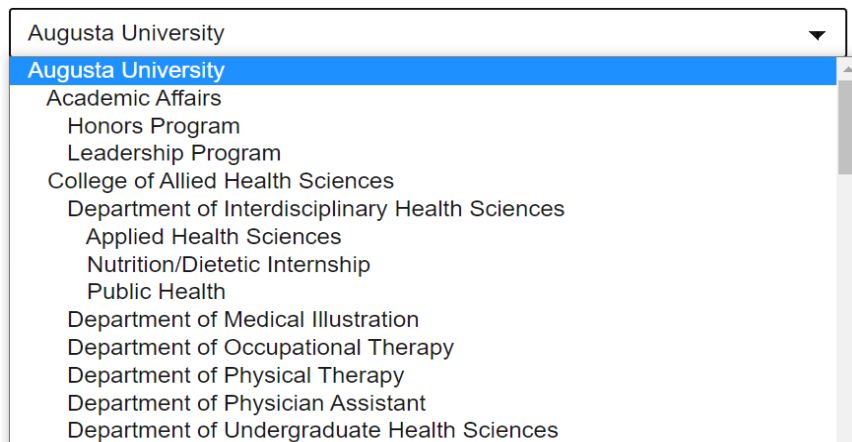


3. Select “Proposal Detail Report”.



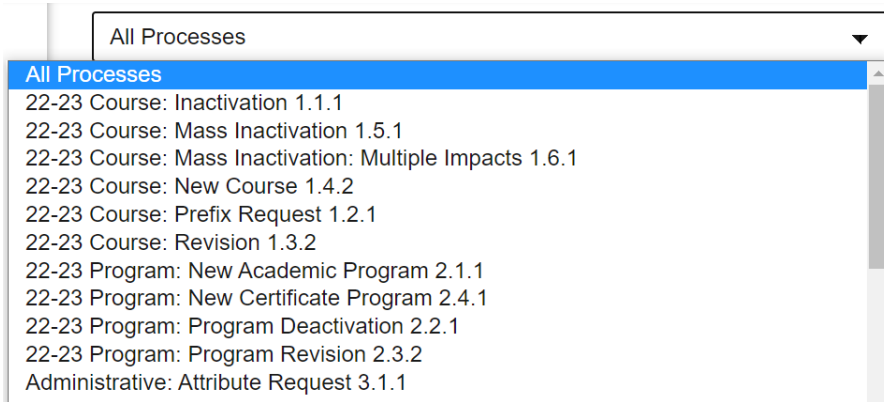
4. Refine report by selecting desired University, College, or Department:

#### Found Under



5. Refine report by Process Type:

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## 6. Filter by proposal status:

### Proposal Status

- |  |                                    |
|--|------------------------------------|
| <input checked="" type="checkbox"/> Active | <input type="checkbox"/> Cancelled |
| <input type="checkbox"/> Held              | <input type="checkbox"/> Completed |
| <input type="checkbox"/> Suspended         | <input type="checkbox"/> Waiting   |

## 7. Select user activities and proposal details to include in report:

### Include in Report:

#### User Activity Summary

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Comment Count | <input type="checkbox"/> Decisions  |
| <input type="checkbox"/> Edited Fields | <input type="checkbox"/> Time Spent |

#### Proposal Details

- |  |  |
|--|--|
| <input type="checkbox"/> User Comments   | <input type="checkbox"/> Files         |
| <input type="checkbox"/> System Comments | <input type="checkbox"/> Crosslistings |

## 8. Select “Submit Report”

9. Curriculog will send report to email that is on file, and report will be available for up to 5 days after it is generated.

## CONTACT

If you have any additional questions, please contact our office at [curriculog@augusta.edu](mailto:curriculog@augusta.edu).