

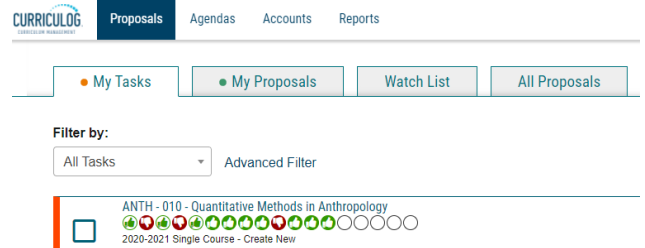


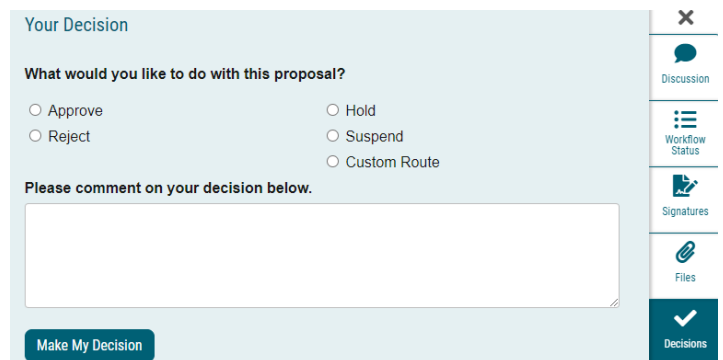
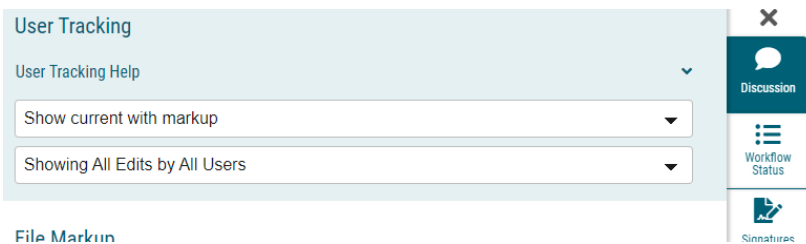


Making a Decision on a Proposal

1. Click  **My Tasks** located in top left corner of the Proposal tab
2. To view the proposal, click “Edit Proposal” or “View Proposal” icon when hovering over the proposal
3. To review changes entered by other users, click  on the right hand side
 - i. Change the User Tracking drop down menu from “Show Current” to “Show Current with Markup.” This will display the changes that have occurred. Hovering over the changes will indicate the time, date, and the name of the user who made the change



4. To view any attachments, navigate to the Proposal Toolbox on the right hand side. Click  to view a list of all attachments. Click to open an attachment
5. Click  from the Proposal Toolbox to select your decision option. Further explanations on the different decision options can be found below
6. After selecting your decision, click “Make My Decision” button at the bottom




Explanations of the different types of decisions

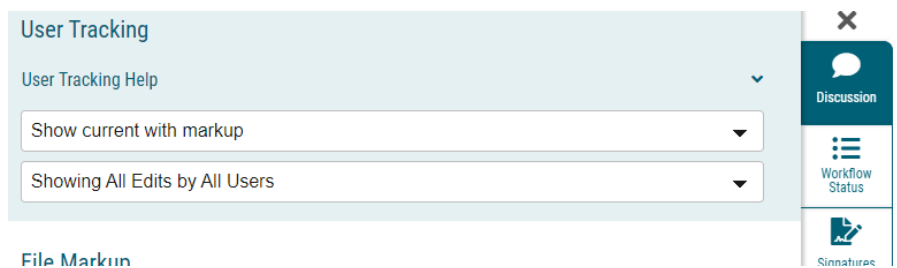
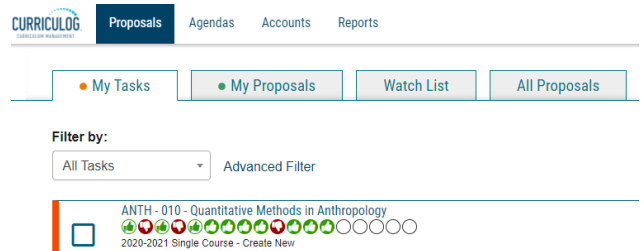
- **Approve:** Proposal will advance to the next step. Entering a comment is optional when selecting Approve
- **Reject:** Proposal will return to the previous step. A comment will be required when choosing this decision
- **Hold:** Submits a request to a system administrator for the proposal to remain on its current workflow step. A comment will be required when choosing this decision. If approved, the proposal will stay on its current step until the hold is released by an administrator. The


participant(s) on the step can continue to edit the proposal. If the administrator rejects the request, the proposal will remain on the current step awaiting a decision

- **Suspend:** Submits a request to a system administrator for the proposal to remain on its current workflow step. A comment will be required when choosing this decision. If approved, the proposal will remain on the current step until the suspension is released by an administrator. Unlike the “Hold” status, the participant(s) on the step cannot work any further on the proposal. If the administrator rejects the request, the proposal will remain on the current step awaiting a decision
- **Cancel:** Submits a request to a system administrator to cancel the proposal. If the administrator approves the cancel request, the proposal will be referred back to the originator. The originator may then re-launch the proposal or cancel it. If the administrator rejects the cancel request, the proposal will remain on the current step awaiting a decision

Making a decision on a committee step when you are a committee member

1. Committee members provide a vote, not a final approval or denial, on course proposals. Members will receive notification when a proposal reaches their committee step. They may submit their vote on each individual proposal
2. Click **My Tasks** located top left corner of the Proposal tab
 - a. To locate proposals via an agenda, click the “Agenda” tab located in the top of the page
 - b. Click on “All Agendas” and navigate to find your agenda
 - c. Hover over the agenda and click “View Agenda” to see all proposals in the agenda
3. To view the proposal, click “View Proposal” icon when hovering over the proposal you need to make a decision on
4. To review changes entered by other users, click 
 - a. Change the User Tracking drop down menu from “Show Current” to “Show Current with Markup.” This will display the changes that have occurred. Hovering over the changes will indicate the time, date and the name of the user who made the change



5. Select  from the Proposal Toolbox to cast your vote
6. **Note:** The Agenda Administrator will make the final decision based on the committee's overall decision on the proposal, which will move the proposal to the next step

Your Decision


Opinion 1: Undergraduate Council Subcommittee


You may provide your opinion on whether this proposal should advance. However, only Agenda Administrator votes will be calculated into the final decision. What would you like to do with this proposal?


Approve
 Reject


Please comment on your opinion below.


[Provide My Opinion](#)


 X


 Discussion

 Workflow Status

 Signatures

 Files

 Decisions

 Custom Route