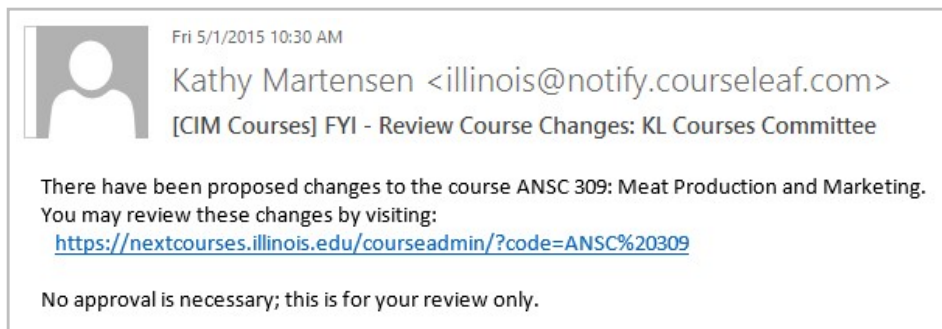


## Approving/Reviewing Proposals

---

### Course Inventory Management (CIM)

If you are in the CourseLeaf workflow for your college, you will receive an email when a proposal is available for review. If you receive an FYI email notifying you that a proposal is ready for review, simply click on the link in the email to review the proposal, No approval is necessary.



If you are an approver, you will receive an email notifying you that the proposal is ready for review and some action on your part is needed to move the proposal to the next step in the workflow.



Click on the link in the email to review the proposal.

**You can also reach the approval page through this URL:**

<https://nextcourses.illinois.edu/courseleaf/approve/>

*\*Cut and Paste if link does not work.*

# Approving/Reviewing Proposals

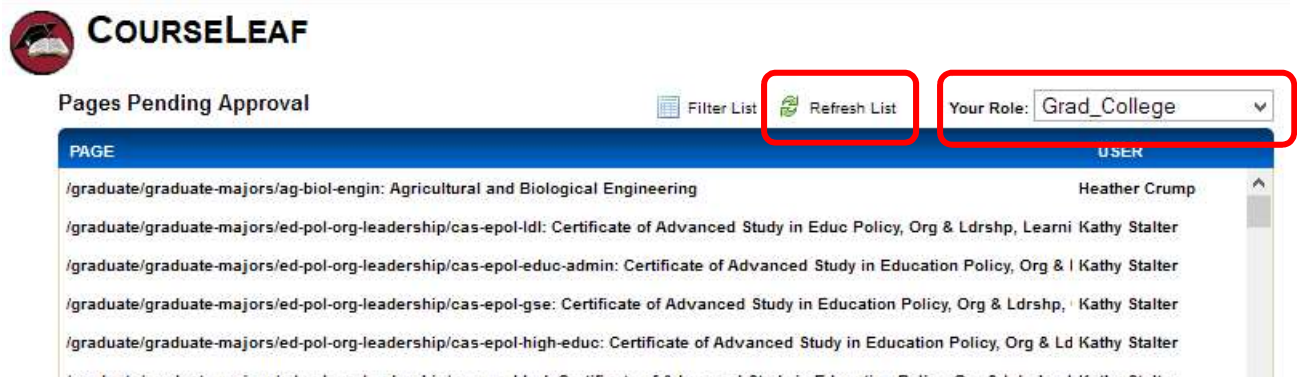
---

## Course Inventory Management (CIM)

**PAGE APPROVAL WINDOW:** The Page Approval window is divided into three main sections.

Click the **Your Role** drop down to select your role. Types of roles: Dept Courses Committee, Dept Head, Gen Ed Board, Provost, Registrar. After you select a role, the list will be populated with pages that require your review, editing, or approval. Use the **Pages Pending Approval** list (upper left) to select the proposal you want to review. The name of the initiator appears to the right of the **PAGE** name under **USER**. Click **Refresh List** to see if new pages have been added since your last visit or if the list doesn't contain an expected page.

This is an example of the **Pages Pending Approval** list with the list of courses pending review and approval. Catalog pages will also appear in the list.



The page you select will appear in the **Page Review** window at the bottom of the page. After reviewing the document you can go to the next document to review or, if your role permits, you can **Edit**, **Rollback**, or **Approve** which is located in the upper right hand corner of the record.



- **Edit the page:** Click **Edit** to make your own changes to the page. Once you edit the page, you may then approve the page to send it to the next step in the workflow.
- **Roll back the page:** Click **Roll Back** to send the page back to the previous editor. When you do so, you are prompted to make comments about why you are sending the page back for changes. Make your comments in the space provided and click **Roll Back** in the new window. The document will roll back to the previous editor or any editor you select.
- **Approve:** Click **Approve** to send the page on to the next step in the workflow.

- **Leave the page for another time:** You may also leave the page and come back to it another time. It will remain in your queue.

## Approving/Reviewing Proposals

---

### Course Inventory Management (CIM)

You can view changes made by editors who were before you in the workflow by selecting an item from the **View Changes** drop-down options. The selected editor's deletions are shown in red and the additions are shown in green. You can click hide changes to view the latest version of the document without color coding by clicking Hide Changes.



Use the page info/status window (upper right) to review basic page information, the workflow status of the selected page, attached files, etc.

