When you log in to the Curriculum Proposal System, you will see a list of proposals in your Inbox. By default, you will see only those proposals that are in an Activity that you are assigned to. An Activity can be described as a “Status.” As a proposal moves through the Proposal Workflow, it moves from one Activity to the next. (See Workflow of a Proposal and the College Workflows)

What you see in the Inbox, by default:

1. All proposals in **Originator Review** from your College. This may include proposals that you initiated as well as ANY proposal that is being worked on in your College in this Activity.

2. Proposals in College Reviews that you are a member of, such as **Department Review** or **Faculty Review**. (May be other Activities in your College Reviews, each College is different.)

3. Proposals in **University Review**.

4. If you are a member of other Reviewing Bodies, you will see Proposals in that Activity.

**Note:** If you do not see a proposal in your Inbox, it is because the proposal is in an Activity that you are not a member of. To locate a proposal that you do not see, you will need to use Filters.

Some Activities are:
- Originator Review
- Faculty Review
- Library Review
- URC Review
- DARS Review
- DLRC Review
- University Review
- Department Review
- IR Review
- GRC Review
- GEAC Review
- DARS Review
- FS Review
- PeopleSoft Review
If you do not see a proposal in the Inbox, first make sure you have reviewed all proposals. By default, you will only see 10 proposals. In the bottom right corner of the Inbox, there are tools that will allow you to move through all proposals in your list. These buttons/arrows appear as follows:  

If you cannot locate the proposal, then the proposal is in an Activity that you are not a member of; therefore, you will need to use FILTERS to locate and view it. These instructions will outline how to create a filter to show ALL proposals from a specified College.

Creating a Filter to see all proposals in a specified College:

1. Click on **Show filters** link.

2. Click on the **Select All Processes** arrows to select all available processes for the filter.

3. Below the Processes frame, there is a Conditions frame:

4. In the Conditions field, **select** Description.

4. Click on the **Add condition** link.

5. In the blank edit box, enter all or part of the college code. The operator is set at a default of “contains.” This can be adjusted to “begins with” or “is.”

For example:

- EDUC
- SUMM
- BUS
- CHP
- A&S
- POLY
- ENGR
- WAYN

6. Click on the **Apply Filter** button. The Inbox will update.

7. If this is a view that you would like to use multiple times, click on the **Save As View** button. For future use, open the new view from the **View** dropdown.

8. To view a proposal, in an Activity that you are not a member of, click on the drop down arrow in the far right column for the proposal and select **Read Proposal**.