Running Reports in the Curricular Portal:

Note: This feature is restricted to only members of the Curriculum Committee.

1. At the top, select Reporting.

If prompted with a login screen, enter the same username and password you use for your campus computer/WVUP email or eCampus.

There are 4 reports:

1. By Division: Report displays outstanding proposal for the selected division
   a. Select a Division from the Dropdown list and click Run Report.

   ![Select Division Dropdown](image1)

   b. The report will show all proposals which are outstanding, REGARDLESS of the stage of the approval process.

   ![Outstanding Proposals by Division](image2)

   • If you want to see where the proposal is in the process, click on the View Details.

   ![View Details](image3)
2. **By Approval**: Report displays outstanding proposal for the ALL Divisions where a proposal is waiting on approval from the selected approver type.
   
a. From the dropdown list, select the Approver Type you want to check and click Run Report.

   b. The report will show all of the proposal which are awaiting approval from the specified approver type.

3. **Master List**: Report displays outstanding proposal for the ALL Divisions grouped by approver types.
   
a. By Selecting Master List from the report listing, the report runs automatically. The report offers a broad overview of where every proposal is in the process.

4. **Voided Proposal Report**: Report lists any proposal which has been removed from the Curriculum portal by the originator.
5. **Past Approved Proposals Report:** *This report was created for auditing purposed only.* Access to this form is restricted. If you need access to this report, please contact Pat Harris at ext. 242.