Catalog System How-To Guide

https://nextcatalog.tamut.edu – Login with your computer credentials

- For access to catalog pages email catalog@tamut.edu, copying college dean.
- Catalog program works best with Mozilla Firefox and Google Chrome, not Internet Explorer.

Catalog Approval Workflow

All catalog changes go through a predefined approval workflow. After a catalog page has been placed in workflow, the system will send **email notifications** to the person(s) at the next approval step. The email will contain a link directly to the item, but if you want to go directly to the main approvals console, go here: https://nextcatalog.tamut.edu/courseleaf/approve/.

This is what the **Approvals page** looks like:

Your **ROLE** can be selected at the top of the screen (if it does not default upon logging in). Then, the **pages pending approval** will be listed under **PAGE** in the top left box. Once you select an item, you will see the details in the **PAGE REVIEW** screen at the bottom.

In the **VIEW CHANGES BY** drop down menu, you can select how to view the edits that were made on the page. You can select **ALL CHANGES** which will show all changes made with **green (additions/changes)** and **red (deletions)** markups. Or you can select to view by the individual user to see what edits that user made. Actions that can be taken are **EDIT, ROLLBACK,** or **APPROVE.** To make an edit yourself click the edit icon. This will open the user tool bar. You will then select the Page Body icon to edit the page. To **ROLLBACK** to a previous user, select the Rollback icon. A comment/reason is required in order to rollback the page. The Rollback function will open the page back up for edits and must be submitted through workflow again. If all information is correct, and no edits need to be made, select the **APPROVE** icon to approve the page and move it forward in the workflow.

You can also view other information about the item, such as workflow status, in the top right corner under the tabs.

**For any questions related to the catalog, contact catalog@tamut.edu.

Important Information and Tips:

- All revisions to the catalog must be submitted and approved through workflow by **MARCH 1.**
- The catalog that is open for changes is https://nextcatalog.tamut.edu/.
- The **PUBLISHED** (frozen) catalog and archive of previous catalogs will be available at http://catalog.tamut.edu/.