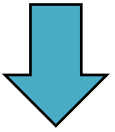




Catalog System **How-To Guide**

<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.



Anatomy of a PAGE:

The screenshot shows the TAMU Next Catalog system interface. At the top, there is a navigation bar with various tools like 'Owners / Workflow', 'Manage Tabs', 'Set Up', 'Page Body', 'Banner', 'Accuracy Report', 'Show Differences', 'View as PDF', 'Help', 'Degree Requirements', 'Minors', 'Courses', and 'Faculty'. Below this is a dark blue header with the TAMU logo and navigation links: 'About', 'Admissions', 'Academics', 'Campus Life', 'Athletics', and 'Quicklinks'. The main content area is titled 'Criminal Justice' and includes a search bar, a sidebar with navigation links, and the main text area. A red box highlights the 'EDIT PAGE' button in the top left corner, and a blue arrow points to the 'Edit Page Body' link in the main content area. The page footer shows the user is logged in as Jana Boatright and provides page status information.

Above is what a typical page looks like after you click **EDIT PAGE** in the top left corner.

- **Catalog:** Click Edit “Page Body” for 1. Overview tab changes or, 2. editing descriptive text on the Degree Requirements tab. Once **ALL** edits have been made click **Start Workflow** to begin the approval process.
- End users will have fewer options on the menu bar (top of the screen)- screen shot shows admin mode.

Catalog (Courseleaf)

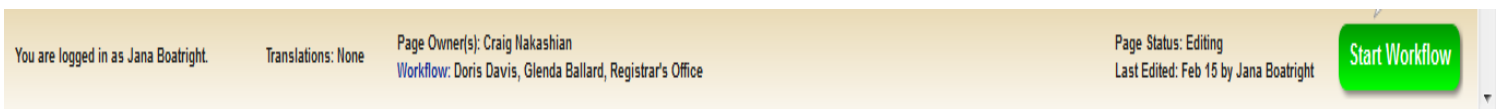
The **Catalog** (also known as **Courseleaf**) material is edited directly in the pages of the online catalog. You navigate to the page of the catalog you want to make edits on, click **EDIT PAGE** at the top left.

Catalog Toolbar: After clicking **EDIT PAGE**, edit catalog content (such as “Overview” tab)




- **Set Up:** Edit the page title, college & department, departmental website, keywords.
- **Page Body:** Edit the “descriptive text” of the catalog material (excluding degree requirements, course descriptions, and faculty list). You will be given an editor that looks much like a word processor. Program information will be in blue boxes, which you **CANNOT** edit in the Page Body. **Do not delete these blue boxes without permission from the Registrar.**
- **Accuracy Report:** Checks the page for errors
- **Show Differences:** Shows the “mark-up” changes with red and green text, much like Word’s “track changes.”
- **View as PDF:** See the PDF version of that page, and how it would appear in the printed catalog.
- **Help:** Online help area contains training videos and other helpful documentation

Bottom Catalog Toolbar:



- **Page Owners:** Users who have **EDIT** privileges to the “descriptive content” of the catalog page. Usually the first person to make the edits and then submits page into workflow.
- **Workflow:** Indicates who the next person in the workflow is once the page has been submitted into workflow and approved. Each user in the workflow has the ability to make edits to the page. ***All workflows will end with the Registrar’s Office.***
- **Last Edited:** This will tell you who edited the page last and when.
- **Start Workflow:** Once you are finished making your edits to the catalog content, click this button to begin the approval process.

**For more tips and information go to  in your Toolbar or contact catalog@tamut.edu or 903-223-3064.



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:

COURSELEAF

Pages Pending Approval

Filter List Refresh List Your Role: Registrar's Office

PAGE	USER
/financial-aid-veteran-services/types-of-aid/alternative-loan: Alternative Loans	Michael Fuller
/education-liberal-arts: College of Education and Liberal Arts	Glenda Ballard
/financial-aid-veteran-services: Financial Aid and Veteran Services	Michael Fuller
/graduate-studies/admission-graduate-studies: Graduate Studies Admissions	Jennifer Carrillo
/financial-aid-veteran-services/types-of-aid/grants: Grants	Michael Fuller
/financial-aid-veteran-services/types-of-aid/loans: Loans	Michael Fuller
/fina	Michael Fuller
/fina	Stacey Epps
/fina	Michael Fuller

Page Info Workflow Status Attached Files Revision History

Title: Grants
Last Update: Feb 24, 2016 5:06pm
Template: standard
Page Authors: Michael Fuller
Workflow: Registrar's Office
College:
Department:

PAGE REVIEW Hide Changes View Changes By: All Changes Edit Rollback Approve

ACTIONS

Current Students Future Students Faculty & Staff Visitors & Comm

Search

About Admissions Academics Campus Life Athletics Quicklinks

2016-2017 Catalog

HOME → FINANCIAL AID AND VETERAN SERVICES → TYPES OF AID → GRANTS

Grants


Search catalog

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.



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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 or 903-223-3064.*

Important Information and Tips:

- Deadline for submitting catalog changes for the 2018-2019 catalog is **MARCH 1, 2018.**
- 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/>.