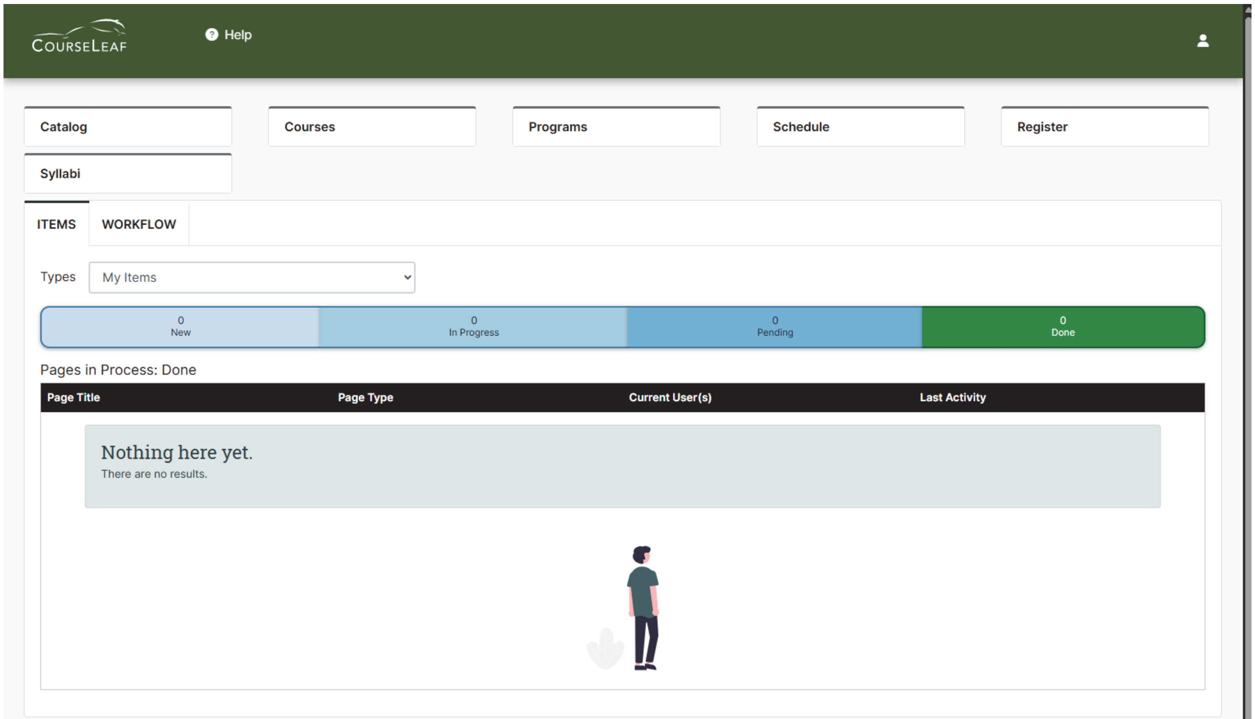


Workflow Tab

The **Workflow** tab sits to the right of the Items tab. If a person has items in workflow there will be a number indicating how many on the tab. Because **My roles** is selected under the **Role** dropdown, the **Filters Applied** immediately under shows the list of all the role names of the logged-in individual.

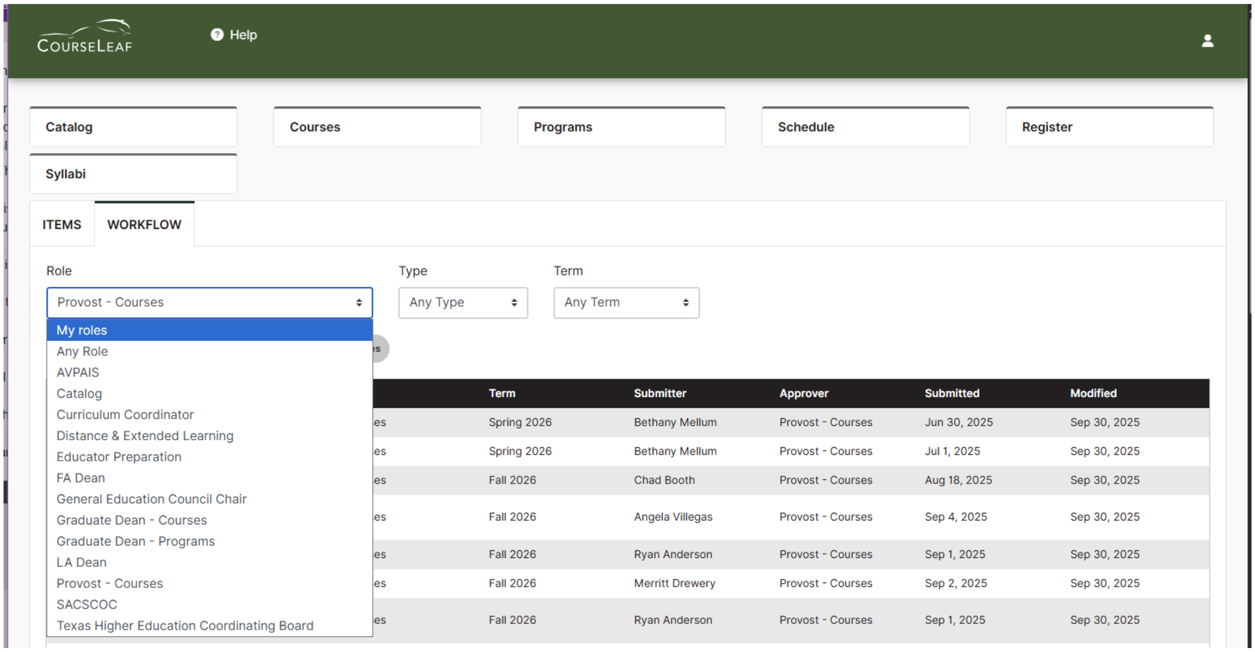
If a person doesn't want to see a role represented, they can click on the X next to that role. The resulting list of workflow items will update to remove items for that role.

Columns in the table right below the Filter are defined as follows:

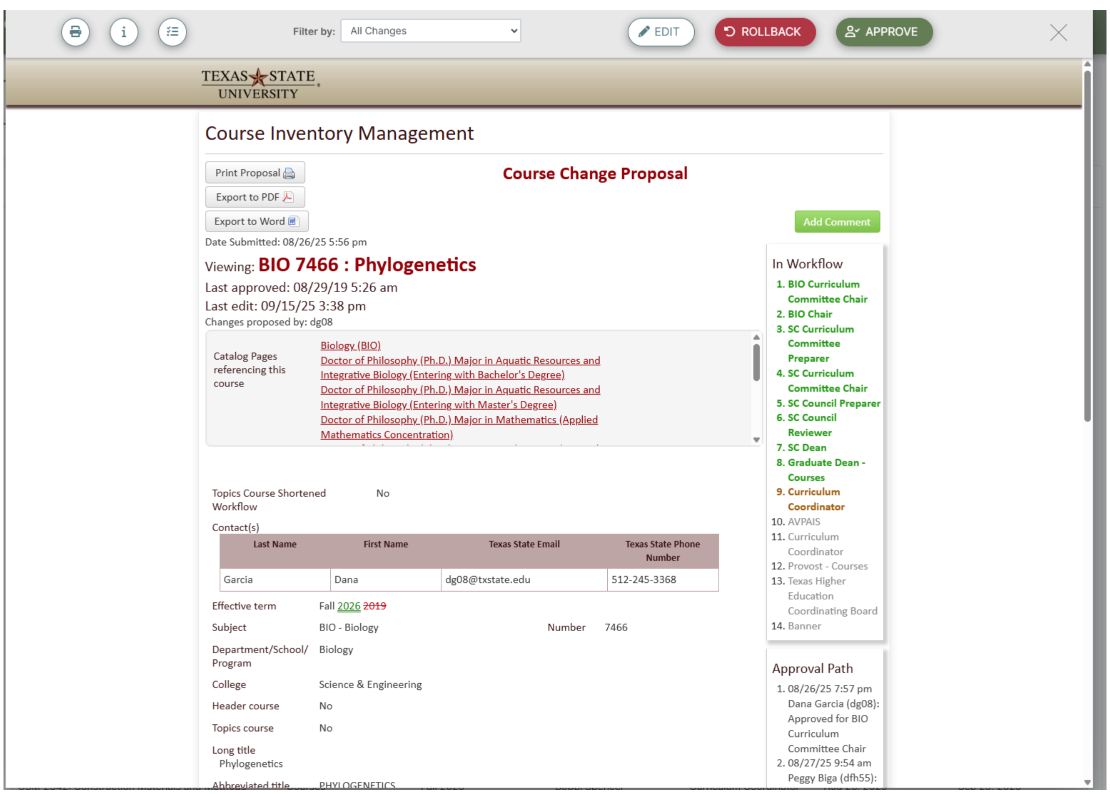
- **Page Title:** Title of the item in workflow
- **Type**: Module the item in workflow is from
- **Term:** Semester the item in workflow is from
- **Submitter:** Initiator of the changes that are in workflow
- **Approver:** Role or user who needs to act on the item
- **Date Submitted:** Date the item began its approval path
- **Modified:** Date the item was last updated or approved

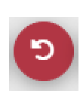
The admin can filter by **Role**, **Type**, and **Term**.

CL10



Reviewing Courses & Programs



Program button functions: Edit  Rollback  Push forward