My Dashboard

Click here to view manual navigation.

- My Recent Notifications
- My Upcoming Events

Once you have logged into Curriculog, the first screen a user will see is the ‘My Dashboard’. This dashboard will serve as their gateway to Curriculog, and allow them to manage their proposals and see recent notifications and upcoming events at a glance.

Once a user has logged in, they’ll find several items within their dashboard. Across the top of the page you will find a persistent toolbar, from which you may access the Proposals, Agendas, Accounts, and Reports Modules.

In the upper right corner, there are options for your own user account listed below the dropdown menu, giving you options for My Settings (selecting My Settings will redirect you to the Accounts Module from the top menu), Administration (only available if you are also an Administrator) and Logout.

Following your name are “Help” and “Search” icons. Selecting “Help” will display a window featuring symbols and colors utilized in Curriculog.
The search function may be used to locate proposals or users throughout the system.

The right pane will display My Recent Notifications and My Upcoming Events. The left pane will update based on the tab selected.

If tasks are waiting to be completed, or if any of those tasks are marked as urgent, clickable links will appear just under the My Dashboard header. Selecting either the number following Tasks or Urgent will display the My Tasks tab in the left pane.

**My Recent Notifications**

Users will receive notifications for a variety of reasons, such as a proposal receiving a decision, an edit being made, or a comment being provided. Notifications will be e-mailed to users based on their e-mail settings - some users choose to receive an e-mail notification as soon as the event occurs, while others choose to compile them into a digest to limit the number of e-mails received.

The My Recent Notifications section of the Dashboard will show you the five most recent notifications. If additional actions are required, there may be a link provided within that notification. To scroll through more options, select the arrow in the upper right corner to scroll through them.
My Upcoming Events

My Upcoming Events will list the next five upcoming items. Events may include deadlines within your proposals, or events that the Administrator has placed on the calendar. To view the full calendar, select the calendar icon in the upper right corner. Please note, only an administrator has the ability to add events to the calendar.

Selecting one of the upcoming events will expand and show additional details.

The calendar included with Curriculog is built to manage deadlines and track timeframes within the system. It will not export or import information, and it will not sync with any external calendar application.