

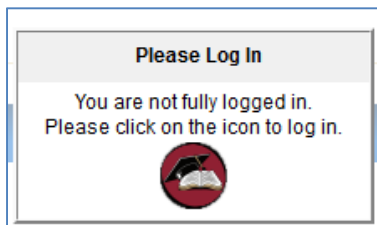
# Catalog User Guide

## Instructions

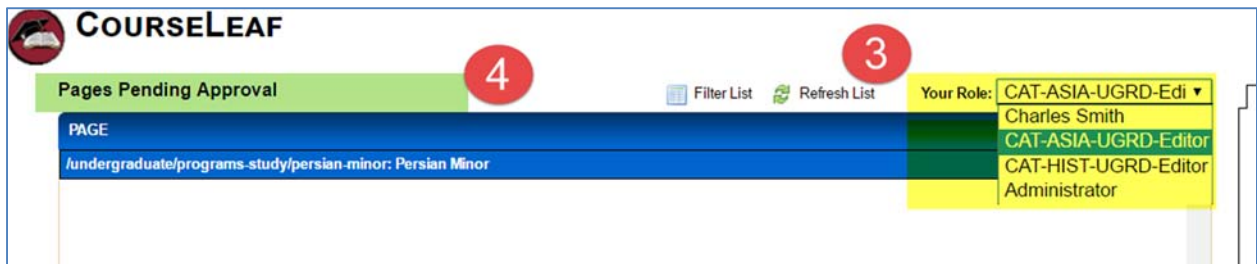
An email notification will be sent when a page in the Catalog is ready for your review and approval.

Email account: [unc@notify.courseleaf.com](mailto:unc@notify.courseleaf.com)

1. Use the link in the email message to view the Catalog page  
**or**  
Go to <http://nextcatalog.unc.edu/courseleaf/approve> to view all the pages ready for your review.
2. If prompted, **login** using your Onyen username and password.

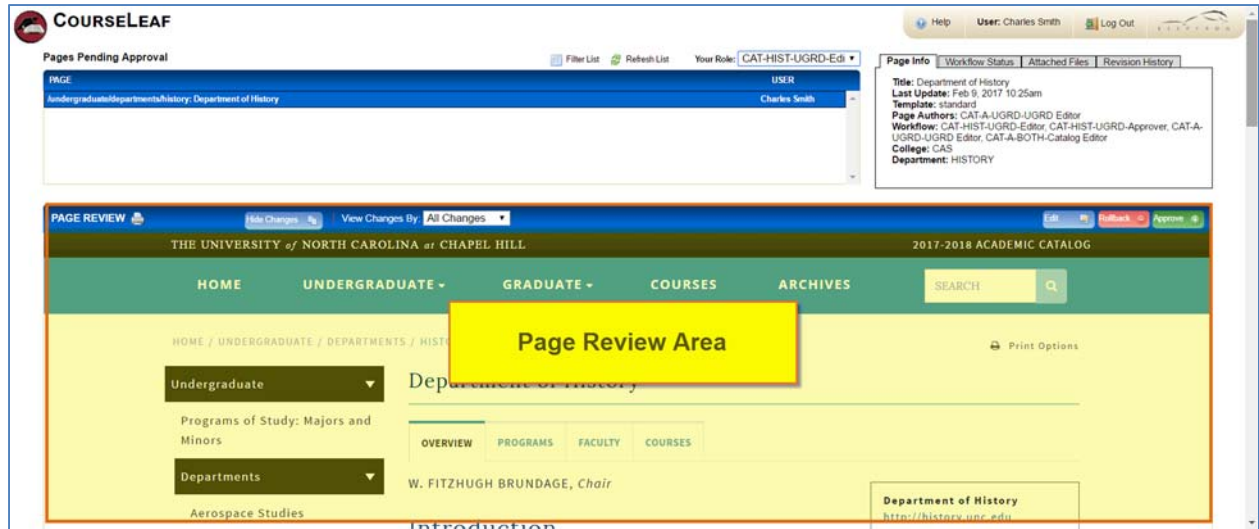


3. Select the **Your Role** drop down menu to select a role and see the pages that are available for that role. When a role is selected, the Pages Pending Approval list will be populated with pages that require review, editing, or approval from the selected role. Click Refresh List to see if new pages have been added since last visited or if the list doesn't contain an expected page.



4. The **Page Pending Approval** list is the queue of available pages waiting for editing. Use this list to select the page to review.
5. **Select** a page to review.
6. The selected page is displayed in the **page review section** at the bottom of the Page Pending Approval page. Review the selected page here, then approve it, edit it, or send it back to a previous editor in the workflow. Review changes made by various editors in the workflow by clicking the View Changes By drop down and selecting the editor to review.

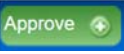
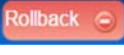

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**Note:** All changes are visible by default. Click Hide Changes to view only the final text.

7. Review changes and content on all tabs.

8. Action Options

- a.  **Approve:** Moves the page to the next step in workflow.
- b.  **Rollback:** Sends the page back to a previous editor in the workflow. You must select a user and provide a comment.
- c.  **Edit:** Allows you to edit the page.

## Additional Information & Resources

- Page Info/Status (upper right): Review basic page information and the workflow status of the selected page here.
- Recommended browsers: Firefox, Chrome
- To add, modify, or remove your Catalog Role, submit a [Request Form](#).

## Catalog Administrative Team

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