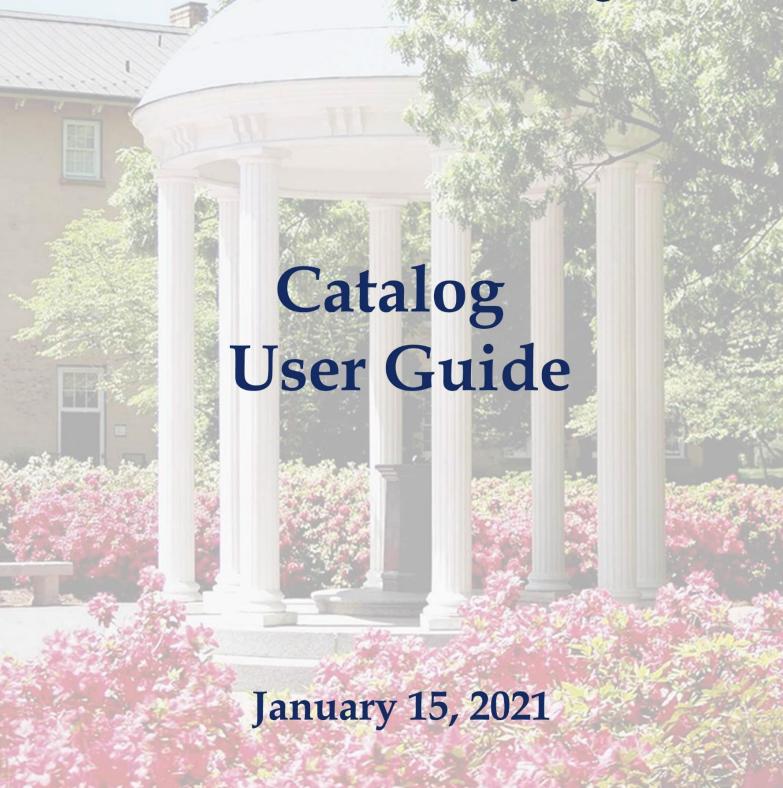
The University of North Carolina at Chapel Hill Office of the University Registrar



Catalog User Guide

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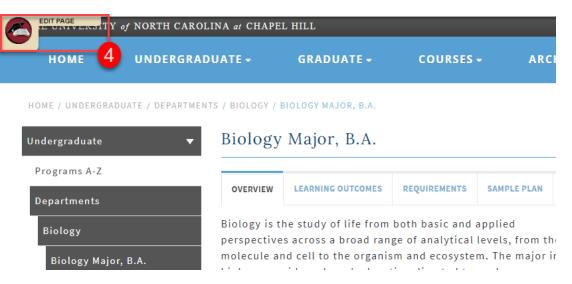
Catalog Editors (Page Owners)

Instructions

- 1. **Login** to the **Next Catalog**: https://nextcatalog.unc.edu/. If prompted, **login** using your Onyen username and password.
- 2. Navigate to (or search for) your Catalog page.

Note: Some departments have multiple Catalog pages. For example, a department may have a department page in the Undergraduate Catalog, a department page in the Graduate Catalog, and several undergraduate program pages for each major/minor. Please remember to edit and start workflow on all Catalog pages where your department/school is the page owner.

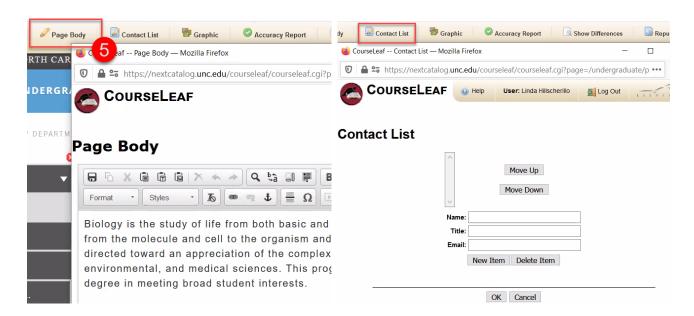
- 3. Review content on all the tabs of the **Catalog** page.
- 4. Select the **Edit Page** icon in the top left corner to open the editing toolbar.



5. Select the editing icon (with the pencil symbol) that corresponds to the content you wish to edit. A new window opens. Make edit(s) and select **OK** to save changes. Repeat this process for other tabs that require updates.

Note: The **Page Body** editing icon controls the content on the **Overview Tab**. The **Contact List** icon controls the content in the contact box that appears on the **Overview** Tab.

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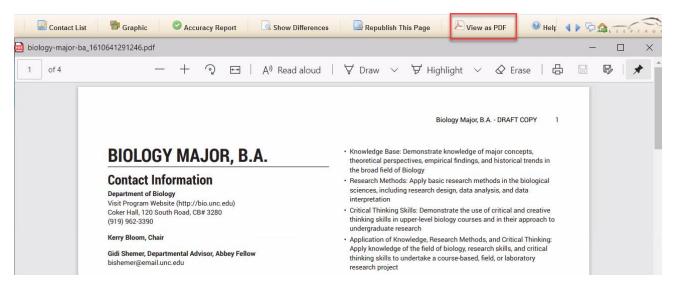


6. If your department has multiple Catalog editors, please be sure to confirm that all edits have been made before selecting **Start Workflow** (see green button in bottom right corner). **Start Workflow** sends the Catalog page through the approval workflow process and no further edits can be made (unless an Approver selects the **Rollback** function).

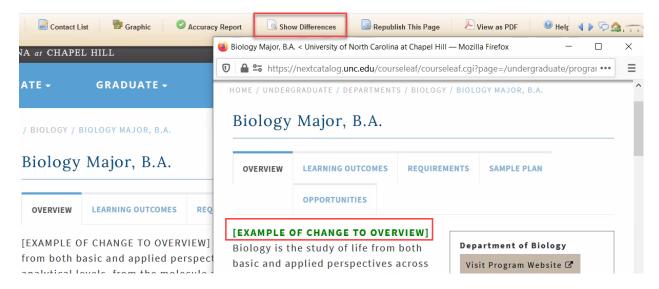


Additional Notes and Reminders

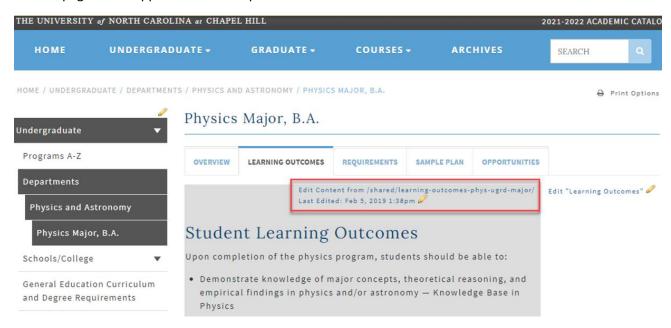
• In the editing toolbar, select **View as PDF** to generate a PDF of the Catalog page. This is useful if you wish to send the Catalog page to someone who does not have access to CAT.



In the editing toolbar, select **Show Difference** (a new window opens) to see a version of the current page with red/green mark up to show any changes that have been made to the page. Green text indicates an addition and red text with a strike through indicates a deletion. The **Show Differences** view will also show the latest approved content from CIM Programs or shared content.



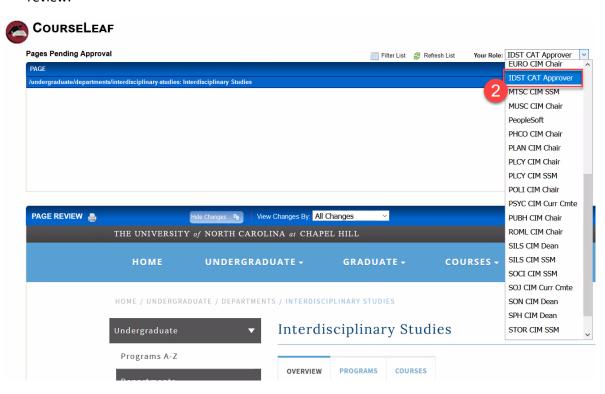
- To review the workflow steps for a Catalog page, select the Workflow link that appears in the footer when the editing toolbar is open.
- Recommended browsers: Firefox, Chrome.
- If your department/school uses **Shared Pages** to manage content on multiple Catalog pages, you will also need to edit and Start Workflow on the shared page(s). Shared content appears in a grey box when the editing tool bar is open. Select the **hyperlink** at the top of the grey box to edit the content (a new window opens). Select **OK** to save the edit(s); select **Start Workflow** to move the shared page to the approval workflow process.



Catalog Approvers

Instructions

- 1. 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. Use the link in the email message to review the Catalog page.
 - **Or** go to https://nextcatalog.unc.edu/courseleaf/approve/ to view all the pages ready for your review. If prompted, **login** using your Onyen username and password.
- Select the Your Role drop down menu to select 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.



Select a page and review the content displayed in the **Page Review** section at the bottom of the screen, particularly the red/green markup that shows any changes that have been made to the page. Green text indicates an addition and red text with a strike through indicates a deletion.

3. 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. See instructions above (for **Catalog Editors**) for additional information.



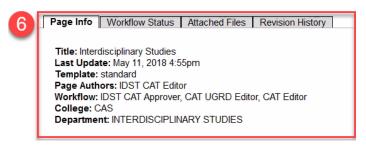
Additional Notes and Reminders

Note: If one approver from the role **Approves** or **Rolls Back** a CIM page, you will no longer be able to go into your approver role to make edits to the page until it returns to your role in workflow.

- 4. Using the **View Changes By** dropdown menu, you can view all changes or changes made by a specific editor.
- 5. Select **Hide Changes** if you do not want to see the red/green mark up.



6. Page Info/Status (upper right): Review basic page information and the workflow status of the selected page.



7. Recommended browsers: Firefox, Chrome.

Additional Catalog Editing Resources

To access many resources https://registrar.unc.edu/courses/catalog/.