

## Check the Status of CLSS Workflows (Two Methods)

1. Run a report (Method 1)

### CAT

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Catalog Report

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Course Import

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Create Page

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Delete Page

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Department Management

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Edit Page

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Editor Email List

---

Generate ePub

---

Image Library

---

In Progress Workflow Report

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- a. Click the console link <https://futurecatalog.wvu.edu/courseleaf/#>
- b. Scroll to the “CAT” section
- c. Click the [In Progress Workflow Report](#) link
- d. Filter the “Path” column by “WEN”
- e. Filter the “Title” column by subject code
- f. Review the “Approved” and “Needs Approval”

2. System Snapshot (Method 2)

## System Snapshot

CLSS - Spring 2022

393

20

17

8

5161

Pages in Process: WORKFLOW STARTED, FIRST STEP

Page Title	Current User(s)	Last Activity	
SPAN 204-704 Intermediate Spanish 2	SPAN CLSS Chair	9:42am	
SPAN 204-402 Intermediate Spanish 2	SPAN CLSS Chair	9:38am	
MATH 651-001 Real Variables 2	MATH CLSS Chair	Dec 15	
ANTH 490-002 Teaching Practicum	ANTH CLSS Chair	Dec 10	
CRIM 497-001 Research	CRIM CLSS Chair	Dec 10	
CRIM 490-001 Teaching Practicum	CRIM CLSS Chair	Dec 10	

- Click the console link <https://futurecatalog.wvu.edu/courseleaf/#>
- Choose the appropriate term in the drop down (Ex. CLSS – Spring 2022)
- Click on each of the lighter blue squares/numbers
  - 3<sup>rd</sup> in are initial workflow steps
  - 4<sup>th</sup> in are subsequent workflow steps
- Find you change in the list