Check the Status of CLSS Workflows (Two Methods)

1. Run a report (Method 1)

CAT

Catalog Report

Course Import

Create Page

Delete Page

Department Management

Edit Page

Editor Email List

Generate ePub

Image Library

In Progress Workflow Report

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)

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