

## Curriculum Management System Instructional Support Services User's Manual

**Catalog Reminders.** CMS Catalog Generated Reminders. Instructional Support Services generates Catalog Reminders which will trigger email messages according to the set up. Use this feature to announce catalog change due dates, proofing announcements, and to announce Curriculum Committee meeting due dates. Actions: Edit, view History, or Delete. Select Add New Reminder to create a new message. Enter the title of the message, complete the Edit screen fields. Select the Test button to verify the correct message is transmitted before selecting the Save button.

**Comment [ollad6]:** 7/27/07. Catalog Reminders not active; IT will finalize later.

Name	Status	Type	Action
Catalog Pulled for Printing	ENABLED	DATE	[ Edit ] [ History ] [ Delete ]
Catalog Pulled for Printing	DISABLED	DATE	[ Edit ] [ History ] [ Delete ]
New Reminder	ENABLED		[ Edit ] [ History ] [ Delete ]
New Reminder 2	ENABLED	IMMEDIATE	[ Edit ] [ History ] [ Delete ]

[Add New Reminder](#)

**Edit Reminder**

Title:

Status:  Enabled  Disabled

To:

- Vice President Assistant
- Vice President
- Program Coordinator
- President Assistant
- President
- Guest User
- Faculty
- Department Coordinator
- Department Chair
- Department Assistant
- Dean Assistant
- Dean
- Curriculum Services
- Vice President Continuing Education
- Dean Continuing Education
- CE Curriculum Services
- Applications Administrator
- Administrator Offline Menu

CC:

Subject:

Message:

From Name:

From Email:

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The screenshot displays a web-based form for configuring reminders. On the left, there is a label "Frequency:" followed by a large empty text area. The main form area contains several sections: "Date Range" with "Start Date: 5/5/2005" and "End Date: 5/10/2010"; "Weekdays reminder will be sent:" with checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday; "Event Driven" with a "Select Event" dropdown menu; and "Immediate" with a radio button. Below these sections is a "Send Test Reminder To:" field with a "Test" button. At the bottom right of the form are "Delete" and "Save" buttons.

To view history of Catalog Reminders, select appropriate message, select action History, review screen. This screen will provide a list of previous messages.

The screenshot shows a web browser window with a table titled "Reminder Message History". The table has three columns: "Date", "Type", and "Title". The table is currently empty. The browser's address bar shows "Home", "My Profile", "Catalog", "Schedule", "CS", and "Logout". The user is logged in as "CURSERV".

Date	Type	Title
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To Delete a Catalog Reminder, selection action Delete. This item will immediately fall off of this table.