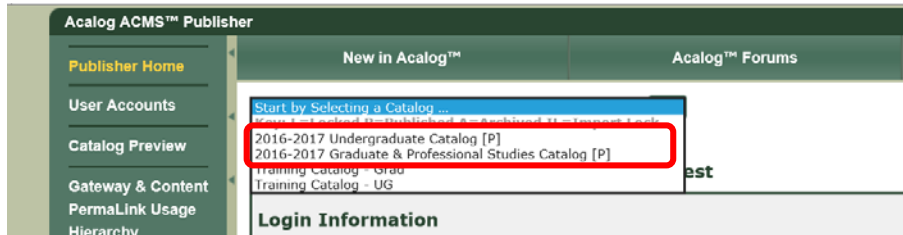
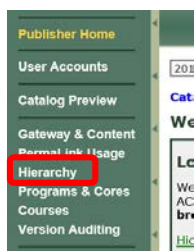


ACALOG EDITING STEPS FOR HIERARCHY

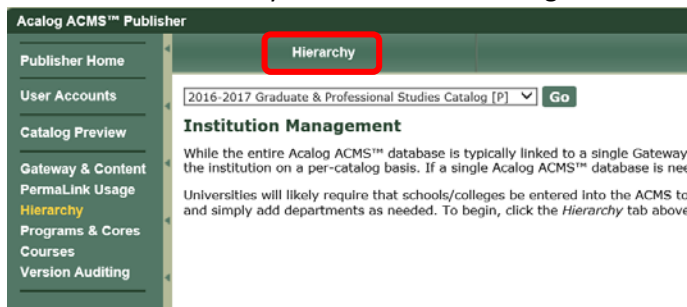
1. Log in to Acalog using Firefox: <https://pitt.acalogadmin.com/login.php> by clicking on the Login with SSO button and using your Pitt userid and password.
2. Once logged in, select the “2016-2017 Graduate and Professional Studies Catalog [P]” or “2016-2017 Undergraduate Catalog [P]” and click the “Go” button.



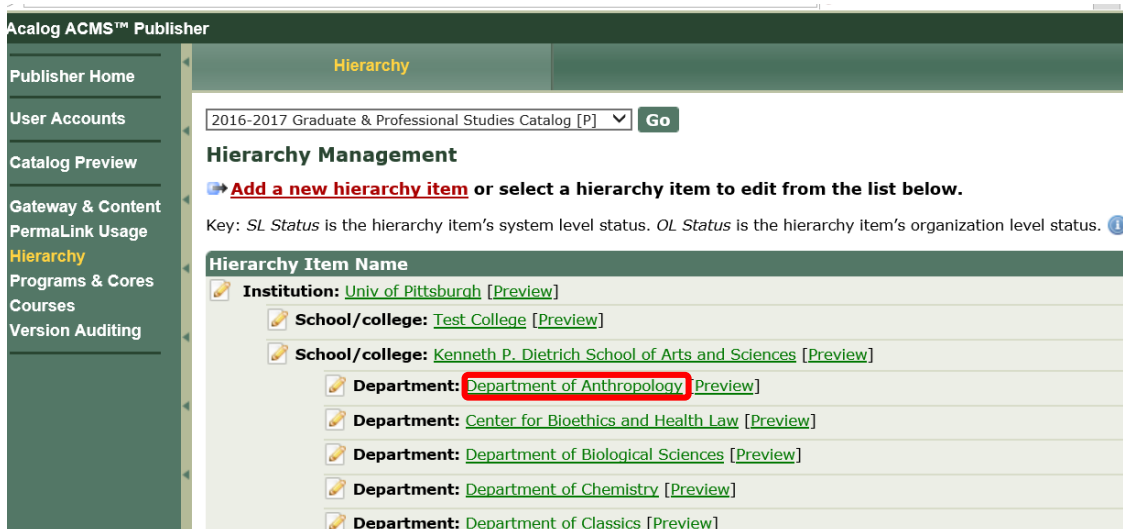
3. Click on the Hierarchy link in the left-hand menu.



4. Click on the “Hierarchy” tab above the catalog.



5. Click on “Department of Anthropology” under the School/college of “Kenneth P. Dietrich School of Arts and Sciences” since we are working with changes to the Arts & Sciences grad catalog.



6. It automatically takes you to the Summary tab. Click on the "Edit" tab in order to see the content.

Acalog ACMS™ Publisher

Publisher Home

User Accounts

Catalog Preview

Gateway & Content PermaLink Usage

Hierarchy

Programs & Cores

Courses

Version Auditing

Hierarchy

2016-2017 Graduate & Professional Studies Catalog [P] Go

Summary Edit Program & Course Display

Department: Department of Anthropology

Name: Department of Anthropology

Code:

Active: Active-Visible

Type:

Creation Date: 06/03/2016 13:01:18 by Transition Team

Last Modified: 11/07/2016 11:33:53 by Genevieve Daniels

7. Scroll to the area where the change needs to be made:

Hierarchy

2016-2017 Graduate & Professional Studies Catalog [P] Go

Summary Edit Program & Course Display Pr

Department: Department of Anthropology

Remove edit lock.

You must complete **required** fields.

Created Under:
Kenneth P. Dietrich School of Arts and Sciences

Hierarchy Item Name:
Department of Anthropology

Description:
[This information will be displayed on the Gateway.]

Students may combine work for the MA and PhD degrees, including a program in which the student earns an as part of the PhD in anthropology. Students are encouraged to develop a regional specialization that can lead to studies, or Russian and Eastern European studies.

Contact Information

Department Chair: Bryan Hanks
Main Office: 3302 Wesley W. Posvar Hall
412-648-7500
Fax: 412-624-5133
E-mail: bkh5@pitt.edu
www.anthropology.pitt.edu

Additional information concerning the department's graduate program may be obtained from the University of WWPB, Pittsburgh, PA 15260. Phone: 412-648-7504. Fax: 412-624-5133. E-mail: pdeasy@pitt.edu.

8. Make the change and click the "Next" button at the bottom, which saves the change.

Currently active? [Uncheck to hide this hierarchy item and its links to any associated programs and course.]

Searchable? [Check to allow searching of this hierarchy item.]

Delete this department? [Check to permanently delete this department.]

Save Options:

Save and create new snapshot.

9. You will then receive the following message. Click the Complete Snapshot button.

Hierarchy

2016-2017 Graduate & Professional Studies Catalog [P] Go Alerts Recent Items Help

Summary Edit Program & Course Display Preview **Version Auditing** New Hierarchy Item

Hierarchy Item: Department of Anthropology

Version Status: Working

The hierarchy item was saved successfully and a snapshot has been created. You may add snapshot comments below to complete the snapshot.

Complete Snapshot

Snapshots capture any edits you made on an item. You can use these snapshots to build an audit trail to track changes to the item over time. Snapshots can also be used to notify a version auditing group, either of changes to an item or to send them a message.

You must complete **required** fields.

Notify Group? No groups exist. Create groups in the [User Accounts](#) module.

Enter Comments:

Complete Snapshot Cancel

10. Once you get to the Snapshot page, you can click on the Hierarchy tab to select your next department or go back in to the same department and make another change. If you need to make a change to the requirements, then click the Programs & Cores link in the left-hand menu.

Acalog ACMS™ Publisher Logged in as: uro / Logout

Hierarchy

2016-2017 Graduate & Professional Studies Catalog [P] Go Alerts Recent Items Help

Summary Edit Program & Course Display Preview **Version Auditing** New Hierarchy Item

Hierarchy Item: Department of Anthropology

Version Status: Working

Programs & Cores

Audit event created successfully.

Saved Audit Events Show Oldest First | Expand All

Audit Events	Date and Time
SNAPSHOT	11/09/2016 14:58:07
SNAPSHOT	11/07/2016 11:34:26
SNAPSHOT	11/07/2016 10:56:26
SNAPSHOT	08/29/2016 13:51:24
SNAPSHOT [Triggered]	08/29/2016 13:51:23
SNAPSHOT [Triggered]	08/29/2016 13:51:00