How to Use the Watch List Tab

1. Either under the "My Tasks", "My Proposals" or the "All Proposals" tabs, find a proposal that you want to watch (keep your eye on). Then hover your cursor over the <u>star</u> icon and click.

My Tasks O My Proposals Watch List All Proposals	
🕂 New Proposal 🛛 🔮 Approve Selected	
Filter by: All Tasks Advanced Filter	Show: 10 results
AERO - 1111 - Heritage & Values of the USAF Lab Steps: OOOO Last Activity: Jun 11, 2019 12:43 PM by Harley Thompson	≣ ß ∞ <mark>☆</mark> O

2. After you click on the *star* icon look under the "Watch List" tab and you will see that proposal.

My Tasks	My Proposals	Watch List All I	Proposals					
+ New Proposal								
Filter by: A	ll Watch List	Advanced Filter				Show:	10 results	•
AERO - 1111 - Heritage & Values of the USAF Lab Steps: 000000 Last Activity: Jun 11, 2019 12:43 PM by Harley Thompson								

3. After you are done watching that proposal, click on the *star* icon to have it disappear from that tab.

My Task	s 🔍 My Proposals	Watch List All Proposals					
+ New Proposal							
Filter by: All Watch List Advanced Filter Show: 10							
AERO - 1111 - Heritage & Values of the USAF Lab							

	My Tasks	My Proposals	Watch List	All Proposals				
	+ New Proposal							
Filter by: All Watch List Advanced Filter Show: 10 re						10 results 💌		
	No Proposals Found							