

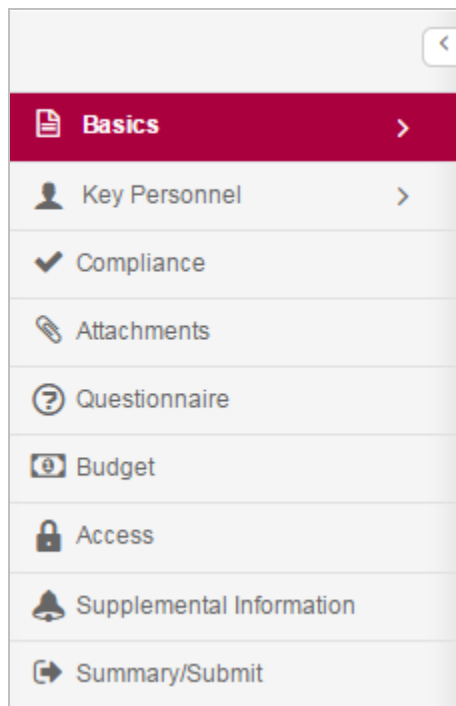
**Overview:**

This Quick Reference Card will describe the basic navigation functions, icons used, action buttons, and keyboard navigation found in Kuali Coeus in Proposal Development.

**Procedure:**

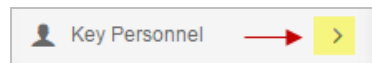
**Navigation**

**Left Navigation panel:**



**Click on any of the listed options in the left navigation panel to open and view the desired screen.**

- Some options act as category headers denoted by the triangle on the far right (ex. Basics, and Key Personnel)

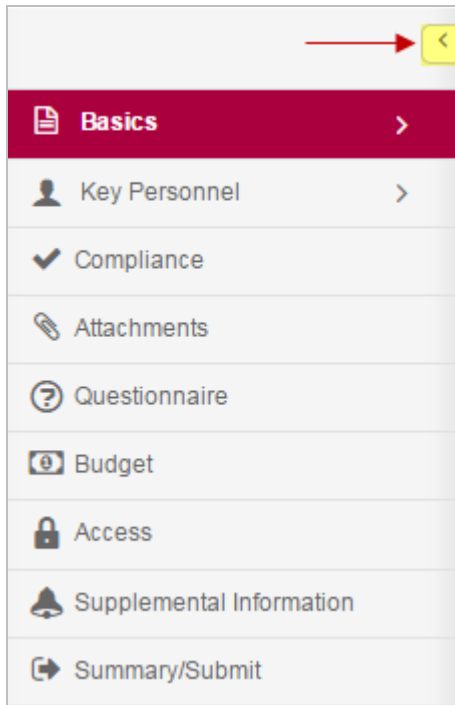


- Clicking on the **category header** when the triangle faces to the right will open a sub-menu, where you can then click on one of the items in the sub-menu to open the working screen.



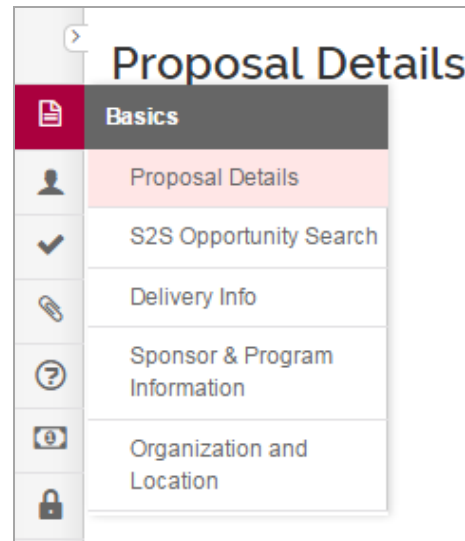
- Click the downward-facing triangle will collapse the sub-menu

## Compressed Left Navigation Icon View:



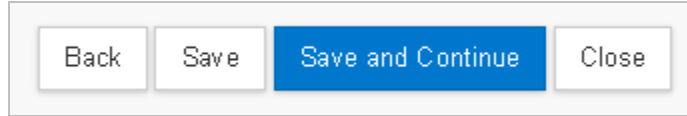
When screen space is at a premium, you can click on the **left-facing triangle** at the top of the navigation panel to compress the navigation panel to icon mode.

- When the panel is compressed, clicking on an icon will display a pop-up menu of the available options.



- To expand the navigation panel, simply click the right-facing triangle at the top of the icon panel

## Proposal Footer Action Buttons:







Action Button	Description
	Click to navigate to the previous listing on the left navigation bar.
	Click to save any entered data and to stay on the same screen.
	Click the <b>Save and Continue</b> button to navigate to the next section of the Proposal/Budget as listed in the Navigation Panel.
	Click to close and exit the proposal.

Table 1 – Proposal Footer Action Buttons

## Keyboard Navigation:

Users may also navigate in the Proposal using the Keyboard keys:

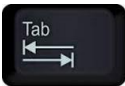


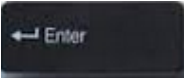
Keyboard Key	Description
	Click the <b>Tab</b> button to navigate from one field to the next in the Proposal screen. The default tabbing sequence is left-to-right (across the first row, on to the second row, and so on). All editable fields for a given section are navigated to first, then all buttons.
	Click the <b>Down</b> or <b>Up</b> arrows while in the drop-down field to view the selection(s) available.
	Click a <b>letter key</b> while in a drop-down field to view available selection(s) that begin with that specific letter.
	Click the <b>Enter</b> button to either make a selection in a field or when an action button is select to perform that action.

Table 2 – Navigating Using Computer Keyboard

## Icons









Icon	Description
	Calendar icon allows you to select a date from a calendar tool populate the field.
	Direct Inquiry icon displays additional details about the information appearing in the field/screen. For example, clicking the icon next to the Sponsor Name/Sponsor Code will display that Sponsor record in KC.
	Lookup icon allows you to search the reference table information to select from it and populate the field.
	Selection tools; Use the drop-down menus, checkboxes, and/or radio buttons to select options to specify information in the field.
	Expands the field and opens it as a pop-up window.
	Information icon appearing next to questions in a Proposal. It displays more information about the specific questions.
	Fields marked with red asterisk are <b>required fields for saving</b> the Proposal Development document.
	Delete icon.

Table 3 – Icons