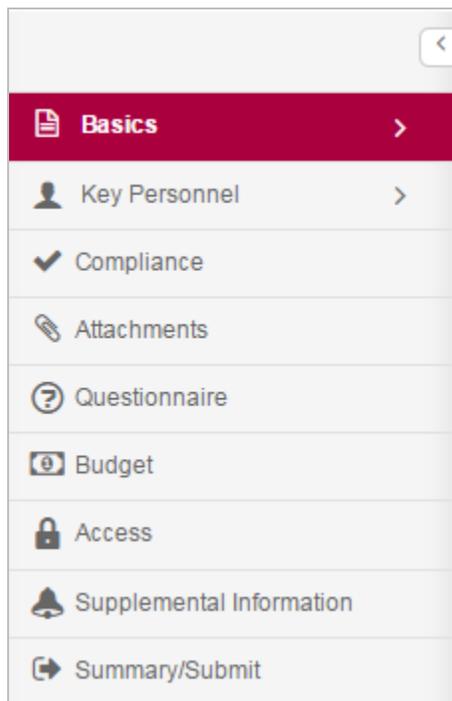


Overview:

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.

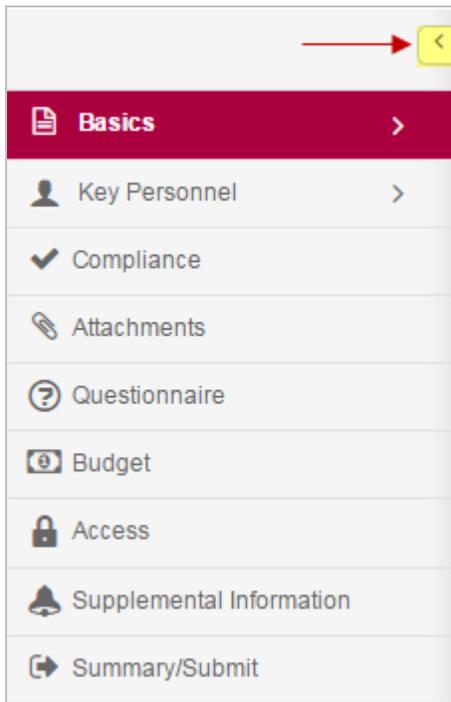
- Some options act as category headers denoted by the triangle on the far right (ex. Basics, and Key Personnel)



- 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.

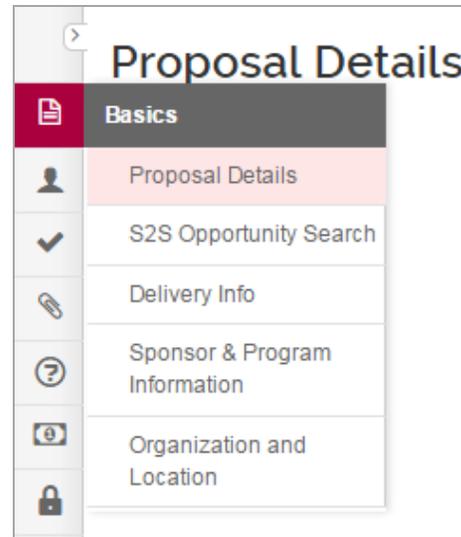


- Click the downward-facing triangle will collapse the sub-menu

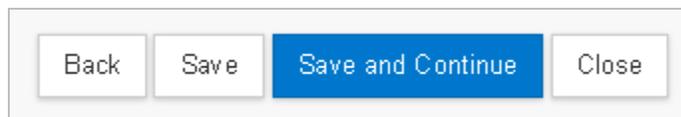
Compressed Left Navigation Icon View:


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:


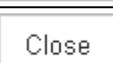
Action Button	Description
	Click to navigate to the previous listing on the left navigation bar.
	Click to save any entered data and to stay on the same screen.
	Click the Save and Continue button to navigate to the next section of the Proposal/Budget as listed in the Navigation Panel.
	Click to close 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 Tab 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 Down or Up arrows while in the drop-down field to view the selection(s) available.
	Click a letter key while in a drop-down field to view available selection(s) that begin with that specific letter.
	Click the Enter 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 required fields for saving the Proposal Development document.
	Delete icon.

Table 3 – Icons