

Your Quick Guide to Navigating in Cayuse424

- The following tabs take you to the steps in proposal creation and submission:
 - **Opportunities tab**
 - Browse downloaded opportunities
 - Download new opportunities
 - Create new proposals from downloaded opportunities
 - **Proposals tab**
 - Create/edit a grant proposal
 - Create/edit a subaward proposal
 - Import a subaward proposal
 - **Routing tab**
 - View and access proposals that require review and approval
 - **People tab**
 - Create/edit a professional profile
 - View a professional profile
- Breadcrumb trails provide an efficient way to navigate between screens within a tab.
- Drop down menus allow access to additional information stored in the database, e.g. the sponsor list.
- Icons perform key tasks.
 - Hover your cursor over an icon to determine its function.
 - Click the icon and Cayuse424 will respond with prompts, forms changes, etc. to support performance of the activity.
 - Following are a few of the icons you will encounter:
 -  Click on this icon if you want to create or add your information
 -  Click on this icon if you want additional user information
 -  Click on this icon to refresh
 -  Click on this icon and you will delete information. Use it with care!
- Important Cayuse424 navigation tips:
 - Your information automatically saves when you move from one tab to another.
 - Never use the “back” function for navigation; always use the tabs or breadcrumb trails.
 - When exiting pop-up windows, click the CLOSE button; do not use the “back” function.
 - Do not leave Cayuse424 running overnight. Sign out and close your browser. Everything you have entered during your session will be saved.
 - Mac users – Firefox is always the browser to use with Cayuse424.