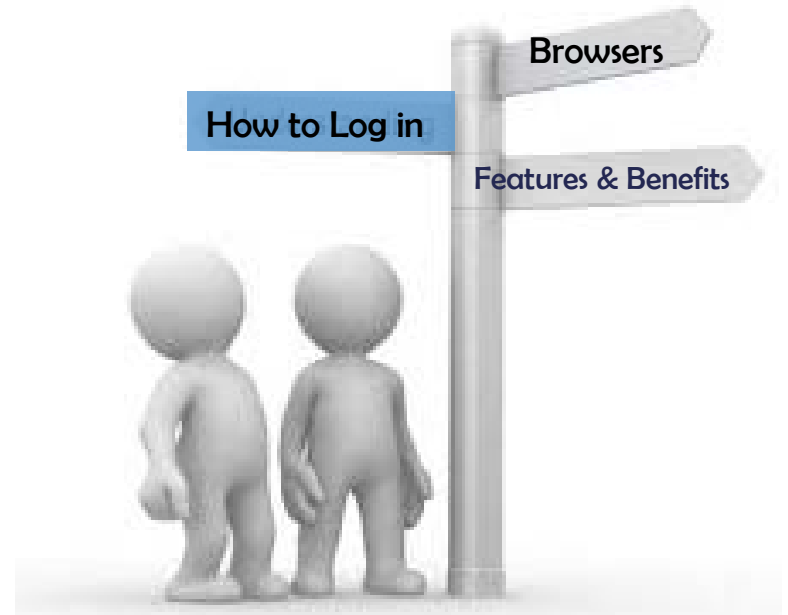# Module 1

Introduction to Cayuse424

Browsers

How to Log in

Features & Benefits

Objectives

- In this module you will learn:
  - The features and benefits of Cayuse424
  - Browser critiques
  - Where to obtain detailed instructions on getting your desktop ready
  - How to:
    - Log in
    - Navigate Cayuse424
    - Understand the Cayuse424 icons
    - Set User preferences
  - User Tips

C424 Features/Benefits

- Downloads funding opportunities directly from Grants.gov
- Provides autofill and data reuse capability
- Automatically tracks errors and warnings
- Easy navigation between forms
- Easy compilation of PDF document prior to submission
- Stores proposal documents and attachments
- Tracks proposal submission status

Browsers

- Firefox

  - Currently supports 3.0 through 3.6

- Internet Explorer

  - Currently supports IE7 and IE8

Browsers

□ Safari

  ◘ Not supported at this time due to significant browser bugs. This Mac platform browser may be available in the future, but for now it's recommended using Firefox if you are a Mac user.
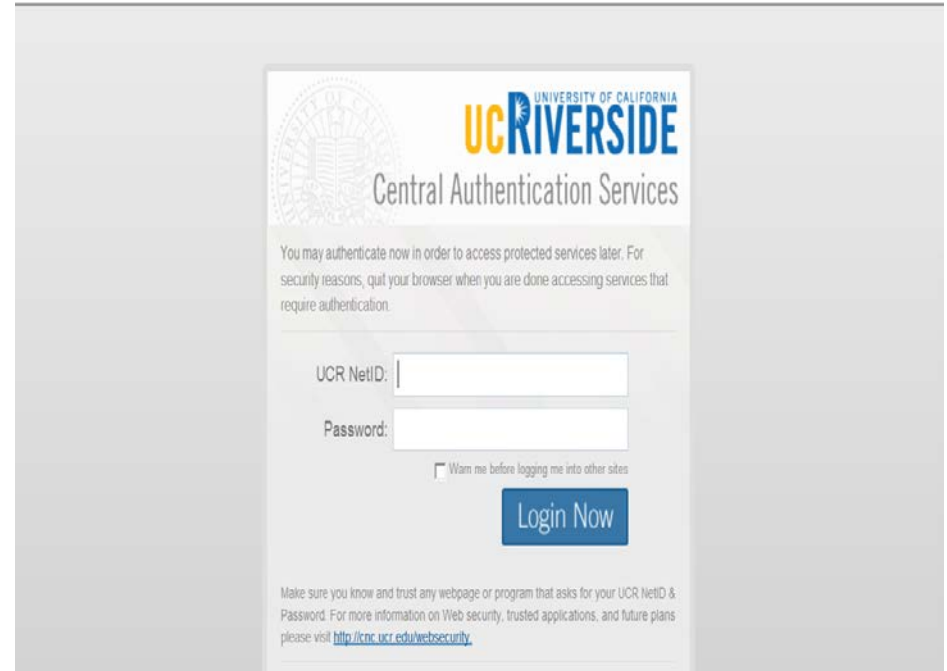
Browser Configuration

☐ To obtain detailed instructions on how to configure your web browser:

http://support.cayuse.com/docs/browser-support-configuration

Logging in

- To log-in:
  1. Type in the URL: ucr.cayuse424.com
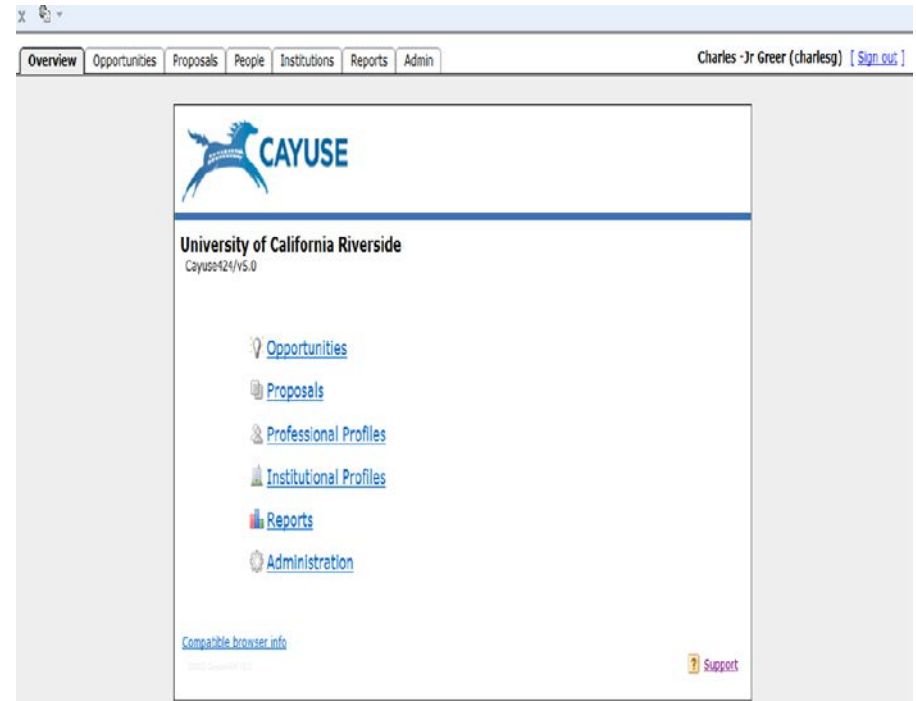 2. You will be directed to the UCR Central Authentication services page.

Logging in

3. Log-in using your UCR NetID and password and click Login-Now.

□ If you are logged-in Rspace, you will be automatically directed to the Cayuse424 homepage and will not require additional log-in.

Logging in

- ☐ If you do not have a UCR NetID and password, please contact the Enterprise Directory Administrator in your department for access.

Tabbed Navigation

- **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

Tabbed Navigation

- **People** tab
  - Create/edit a professional profile
- **Institutions** tab
  - View the primary institutional profile
  - View profiles for subcontracting institutions
  - Only Research and Economic Development Administrators can create institutional profiles.
- **Reports tab**
  - Submission report
  - Unlinked Profiles Report

Tabbed Navigation

- **Preferences**/**Admin** tab
  - Change your email address
  - Edit your user preferences

Navigation Features

- Breadcrumb trails provides a quick way to navigate between screens within a tab
- Drop down menus allow quick access to additional information stored in the database
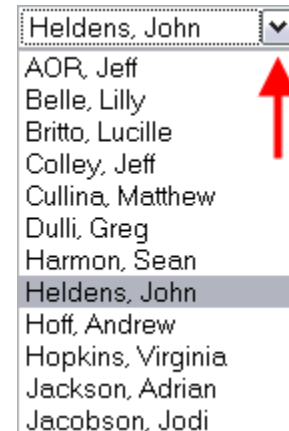
Icons

- ☐ 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

Changing Your Password

1. Password changes are handled through UCR's single-sign-on authentication system.

2. If you need to change your password, visit

   ☐ http://cnc.ucr.edu/passwords/changepass.html

User Preferences

❑Control how often you are prompted to save your changes as you navigate between tabs.

❑All three boxes are checked by default, which ensures that your work is optimally auto-saved

Setting User Preferences

❑Click the **Preferences** tab

❑Click the **User Preferences** link

❑Check or uncheck the boxes

❑Recommend that you use the default settings

Hints and Tips

- When exiting pop-up windows always click the **Close** button; don't use your browser's "back" function

- Be careful when copying and pasting to your proposal -- special characters (e.g., umlauts) will cause funding agencies to reject your proposal

- Sessions that are idle for 60 minutes will be logged out

- Once you are logged-out, close the browser and start a new session

Conclusion

- ☑ In this module you learned:
    - ☑ The features and benefits of Cayuse424
    - ☑ Browser critiques
    - ☑ Where to obtain detailed instructions on getting your desktop ready
    - ☑ How to:
        - ☑ Log in
        - ☑ Navigate Cayuse424
        - ☑ Understand the Cayuse424 icons
        - ☑ Change your password
        - ☑ Set User preferences
    - ☑ User Tips