























Main Toolbar

The Coeus Main Toolbar, located below the menu bar, is consistent in every module of Coeus.













Icon	Action	Icon	Action
	Inbox		Maintain Users
	Maintain Awards		Maintain Unit Hierarchy
	Maintain Proposals		Protocol
	Maintain Proposal Development		Schedule
	Maintain Rolodex		Committee
	Maintain Sponsor		Protocol Submission
	Maintain Subcontracts		Cascade View
	Maintain Negotiations		Tile Horizontal View
	Maintain Business Rules		Tile Vertical View
	Maintain Maps		Layer View
	Maintain Personnel		Exit

*Icons in gray cells are not currently being used by Brown University.

Common Function Icons

Within each module you will find a second row toolbar that contains icons that will perform pertinent functions within a given module. The following are common function icons that you will find in most modules.



Icon	Action	Icon	Action
	Create a new proposal, award, subcontract, etc.		Medusa – Display relationship information between proposals, awards, and subcontracts.
	Edit a minor change in proposal, award, subcontract, etc.		Organize yielded results based on desired criteria.
	Display a proposal, award, subcontract, etc.		Locate records by searching various criteria
	Add a new entry or sequence (modifying proposals, awards, etc.)		Save a entry as a spreadsheet, database table, or text file.
	Add a note to a proposal, award, subcontract, etc.		Close out of a module.