

CAYUSE – TASKS FROM PROPOSAL/AWARD RECORD

The screenshot shows the 'My Active Projects' page in the Cayuse system. The 'Reporting' tab is selected in the top navigation bar. Below the navigation bar, there is a message 'Nothing to see here' and a link 'Test of Nothing to see here'. A blue callout box with the text 'Select a task to open the task box to view more details, reassign, or close a task' points to the 'Tasks' tab in the sub-navigation bar. Below the 'Tasks' tab, there is a table with one task listed. The table has columns: Task, Task Type, From, Assigned To, Created, Last Activity, Due, and Status.

Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
Test of Nothing to see here	Ad Hoc Task	Ann Muchina	Ann Muchina	3/5/2024	Ann Muchina	3/5/2024	Open

Below the table, there is a '10 per page' dropdown and a 'Showing 1 of 1 items' message.

The screenshot shows the task detail page for 'Test of Nothing to see here. Please add biosketch'. The page includes fields for 'Assign To' (set to Ann Muchina), 'Due Date' (3/5/2024), 'Task' (Test of Nothing to see here. Please add biosketch), 'URL' (https://univ-luat.cayuse.com/sp/proposals/a014304f-19b5-4a4d-9928-3530), 'Add Attachment' (with a note: 'Add up to nine (9) attachments per task. File size limit is 75 MB per attachment. Attachments'), 'Drop files here to upload' or 'Upload File' button, and 'Task Status' (set to Open). A blue callout box with the text 'If you need to reassign a task to someone else in your department, you can search for their name here and then click "Save Changes"' points to the 'Assign To' field. Another blue callout box with the text 'To upload any necessary documentation that may be requested, you can click on the "Upload File" button.' points to the 'Upload File' button. A third blue callout box with the text 'Once complete, revisit the associated task and change the status to "Closed."' points to the 'Task Status' dropdown.