

# Cayuse Home Page

1 Navigate to <https://usm.app.cayuse.com/>

The screenshot shows the 'Tasks' section of the Cayuse Home Page. At the top right, there are buttons for '+ Link to Milestone' and 'Create New'. Below these is a search bar with the placeholder text 'Search for Task by ID, Title, Milestone ID, Assigned to or Created by'. To the left of the main content area is a sidebar with various filters. The main content area displays a table of tasks. The table has columns for ID, Title, Type, Milestone ID, Category, Progress, Assigned to, Internal Due Date, and External Due Date. A single task is listed: '26-02-0039' with the title 'Review Proposal for OSP - 26-0098-P0001' and type 'SP Review'. Below the table, there is a '10 per page' dropdown and a 'Showing 1 / 1 Items' indicator.

Tasks

+ Link to Milestone Create New

Search for Task by ID, Title, Milestone ID, Assigned to or Created by

Search for Task by ID, Title, Milestone ID, Assigned to or Created by

Restore Defaults

K FILTERS

Assigned to Me

Assigned to a Team

Created by Me

JS

Open

Progress

On Hold

Closed

INTERNAL DUE DATE

30 Days

Not Due

CATEGORY

Search Category

Select All

ID	Title	Type	Milestone ID	Category	Progress	Assigned to	Internal Due Date	External Due Date
26-02-0039	Review Proposal for OSP - 26-0098-P0001	SP Review						11/19

10 per page - Showing 1 / 1 Items



This is your Cayuse home page. On this page, you can view all tasks assigned to you, or tasks that were created by you. You will also see any proposal and award certification/review assigned to you here.

2

Click the created by me checkbox to view the status of tasks you assigned to other people.

**My Tasks**

Search for Task by ID, Title, Milestone ID, Assigned to or Created by

Search for Task by ID, Title, Milestone ID, Assigned to or Created by

ID	Title	Type	Milestone ID	Category	Progress	Assigned to	Internal Due Date
26-02-0032	Review Proposal for OSP - 26-0098-P0001	SP Review					

10 per page Showing 1 / 1 items

**Filters**

Restore Defaults

**QUICK FILTERS**

- ☒ Assigned to Me
- ☒ Assigned to a Team
- ☐ Created by Me

**STATUS**

- ☒ Open
- ☒ In Progress
- ☒ On Hold
- ☐ Closed

**EXTERNAL DUE DATE**

- ☐ <30 Days
- ☐ Past Due

**CATEGORY**

Search Category

3

Click the closed checkbox to view tasks that have been marked closed.

**My Tasks**

Search for Task by ID, Title, Milestone ID, Assigned to or Created by

Search for Task by ID, Title, Milestone ID, Assigned to or Created by

ID	Title	Type	Milestone ID	Category	Progress	Assigned to	Internal Due Date
26-02-0032	Review Proposal for OSP - 26-0098-P0001	SP Review					

10 per page Showing 1 / 1 items

**Filters**

Restore Defaults

**QUICK FILTERS**

- ☒ Assigned to Me
- ☒ Assigned to a Team
- ☐ Created by Me

**STATUS**

- ☒ Open
- ☒ In Progress
- ☒ On Hold
- ☐ Closed

**EXTERNAL DUE DATE**

- ☐ <30 Days
- ☐ Past Due

**CATEGORY**

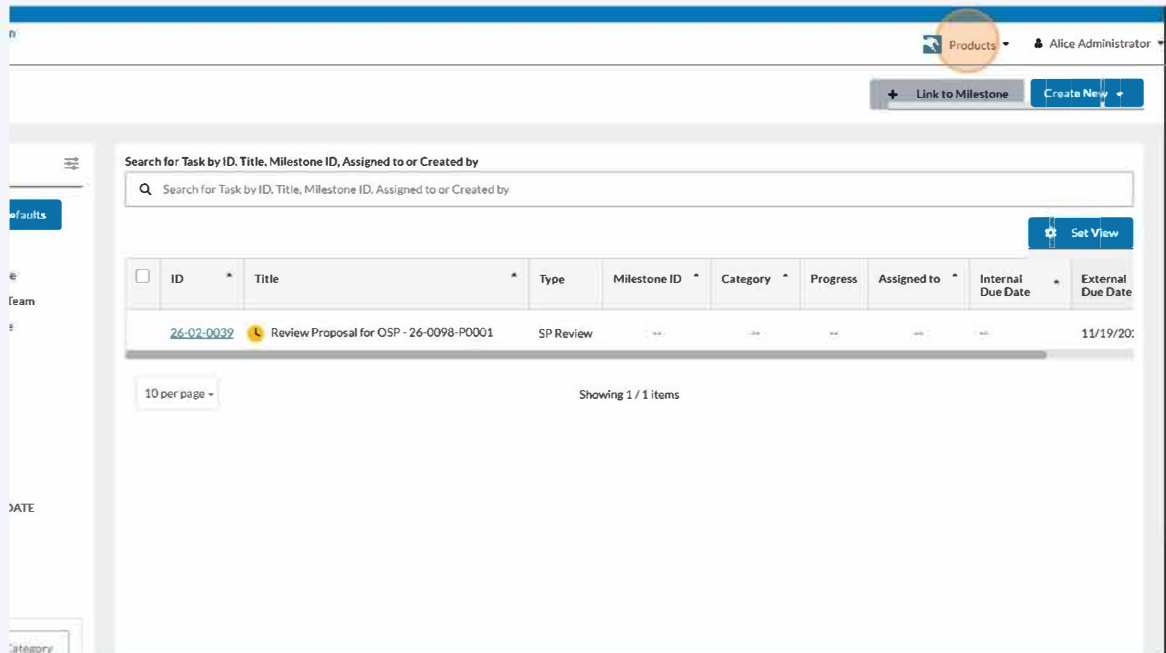
Search Category

☒ Select All

- ☒ Action
- ☒ Award Budget Review
- ☒ Award Closeout

4

From your home page you can easily navigate to other Cayuse applications. Click the products dropdown.



5

Click Sponsored Projects to view your proposals and awards.

