USING MEDUSA TO TOGGLE BETWEEN RECORDS

The Medusa function in Coeus allows analysts to navigate between different iterations of proposal records as they stand in different modules (for example, a funded proposal will have a total of three complete record types in Coeus – an ePD record, an Institute Proposal record and an Award record). Each record type might contain different attachments depending on adjustments that were made to the proposal as it moved through the sponsor process. Medusa enables users to toggle between the different record types and view the different attachments associated with each one.

STEPS FOR UTILIZING MEDUSA

1. Login into Coeus Premium and navigate to the record (it does not matter which entry point or record type is viewed first – Medusa will enable you to Toggle between the three module records).

Once logged into Coeus, click the Maintain menu button along the top bar to drop down the view options. Click into the module that you would like to access first.
Select the record from the search results.

Search the record number (depending on what module you selected, you may need to search by the ePD number, IP number or Award number). Remember to flag your search with an asterisk on either side of the number.
2. Once the proposal is open, click into the Medusa icon (on the bottom row of icons) to access the ‘Medusa Tree’ or the records as they are stored in each module. You can then toggle between record types and open each on in display mode to view the record details and attachments by clicking the white paper icon (first icon on the bottom row).

Select the Medusa icon to access the ‘Medusa’ tree and view associated record types with the current proposal.

The Medusa icon will open a new window that shows the record types associated with the proposal on the left side of the screen. Clicking on part of the Medusa tree will show the proposal summary in the main window for each module.
If you need to see the entire record and attachments in addition to the summary, click the first icon on the left in the bottom row to open the display mode for that record type.

A new window will open with record details pertaining to the selected module (in this example, the initial record was in Proposal Development, and Medusa enabled navigation to the Institute Proposal details.)
3. Once in the desired display view of the proposal record, the attachments that were entered in that module can be accessed by clicking this link in the middle of the bottom row of icons:

Click on this icon to open the attachments for the record.

A new window will open with the attachments associated with that record type.