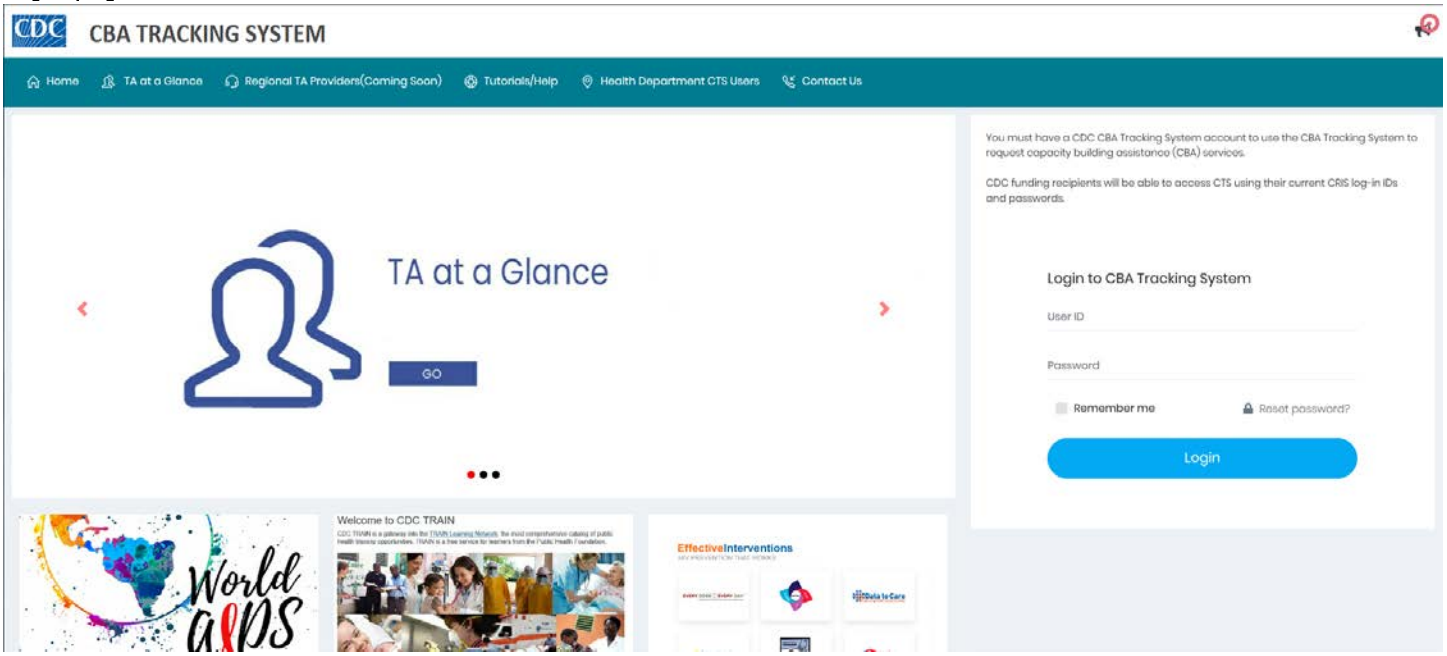
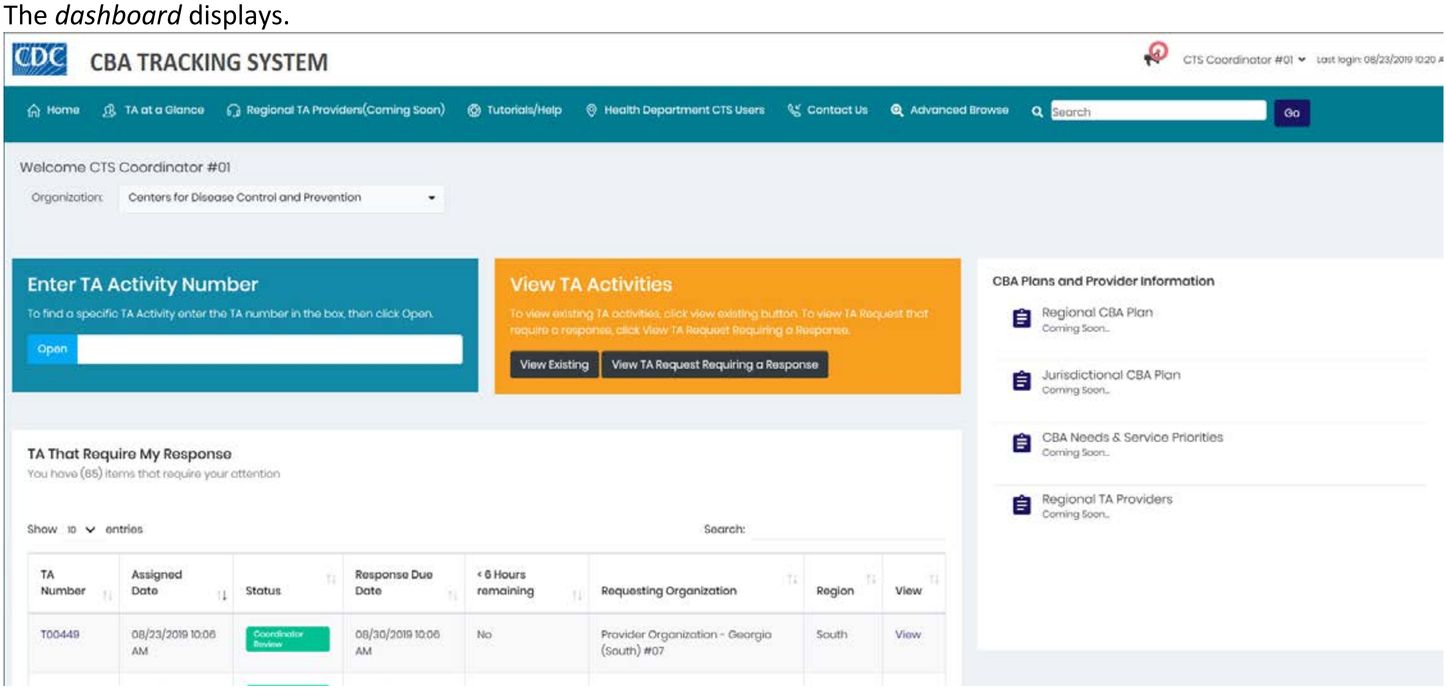
CTS Coordinator Review

Login page



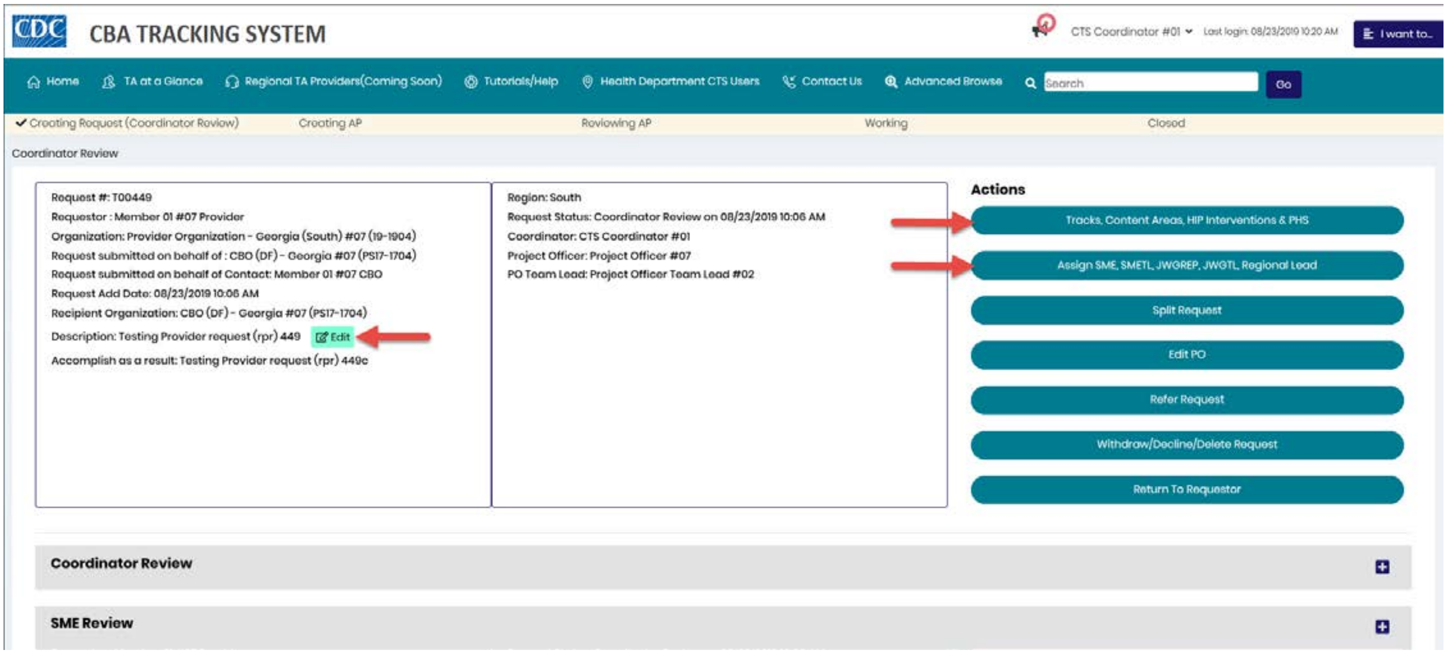
1. Enter the *Coordinator User ID* and *Password* and click the **Login** button.
    a. Click the **Accept Terms & Conditions** button.

The *dashboard* displays.



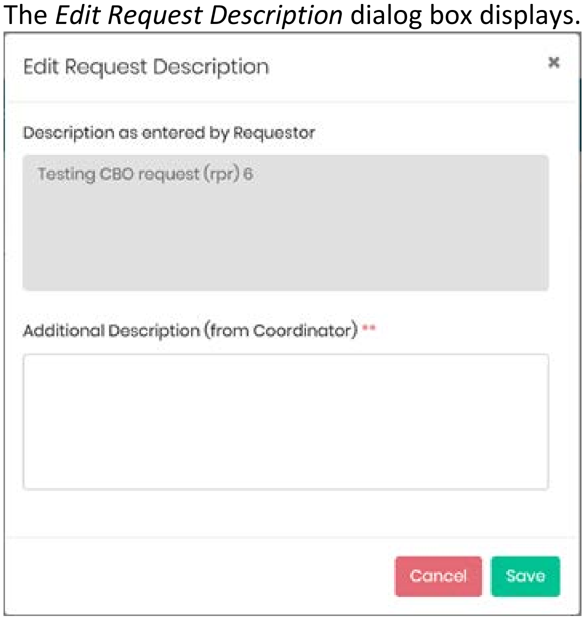
2. In the *TA That Require My Response* section, locate the *TA number* and click the *TA number*, or the **View** link. *Note:* The status is *Coordinator Review*.

The *Coordinator Review* page displays. The status in the status bar is *Creating Request (Coordinator Review)*.



3. To edit the request description, click the **Edit** button next to the *Description*.

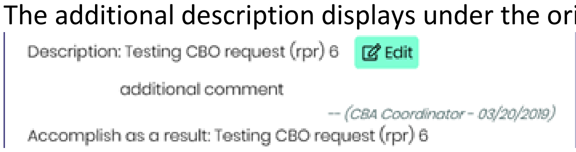
The *Edit Request Description* dialog box displays.



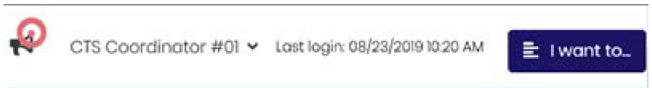
4. Enter an additional description in the textbox provider.

5. Click the **Save** button.

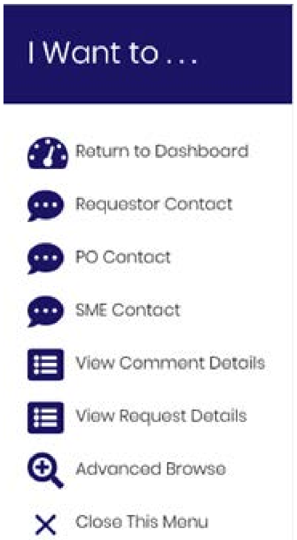
The additional description displays under the original description.



6. To contact the *Requestor*, *PO*, or *SME*, click the **I want to...** button next to the Last Login timestamp.

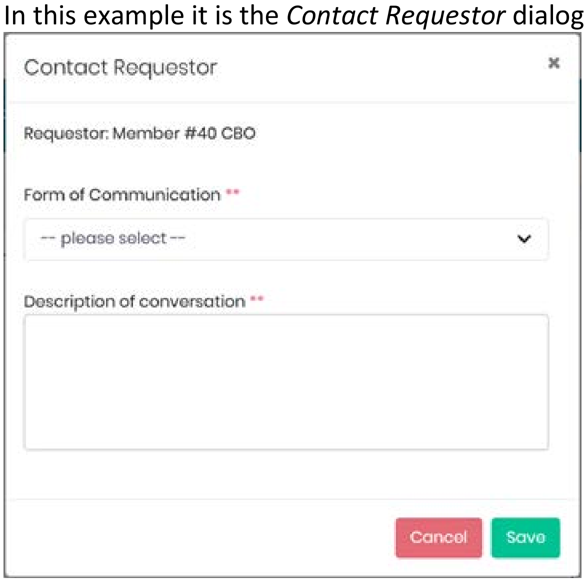


The *I Want to…* menu displays.



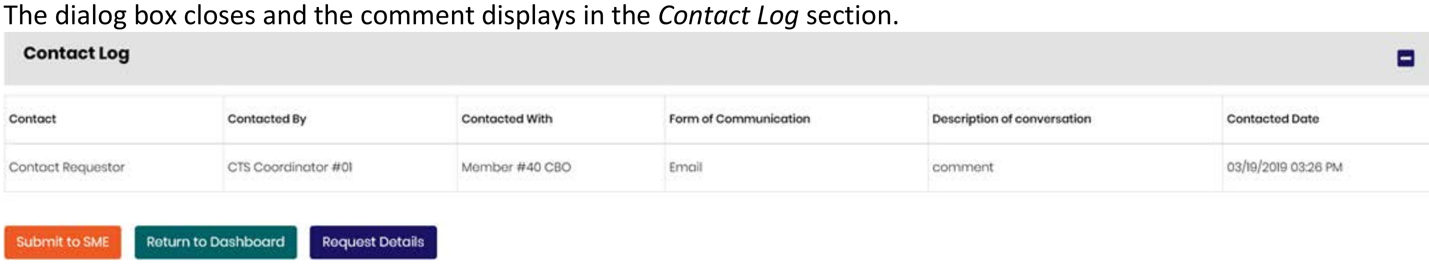
If one of the contacts is selected, the contact dialog box displays.

In this example it is the *Contact Requestor* dialog box.



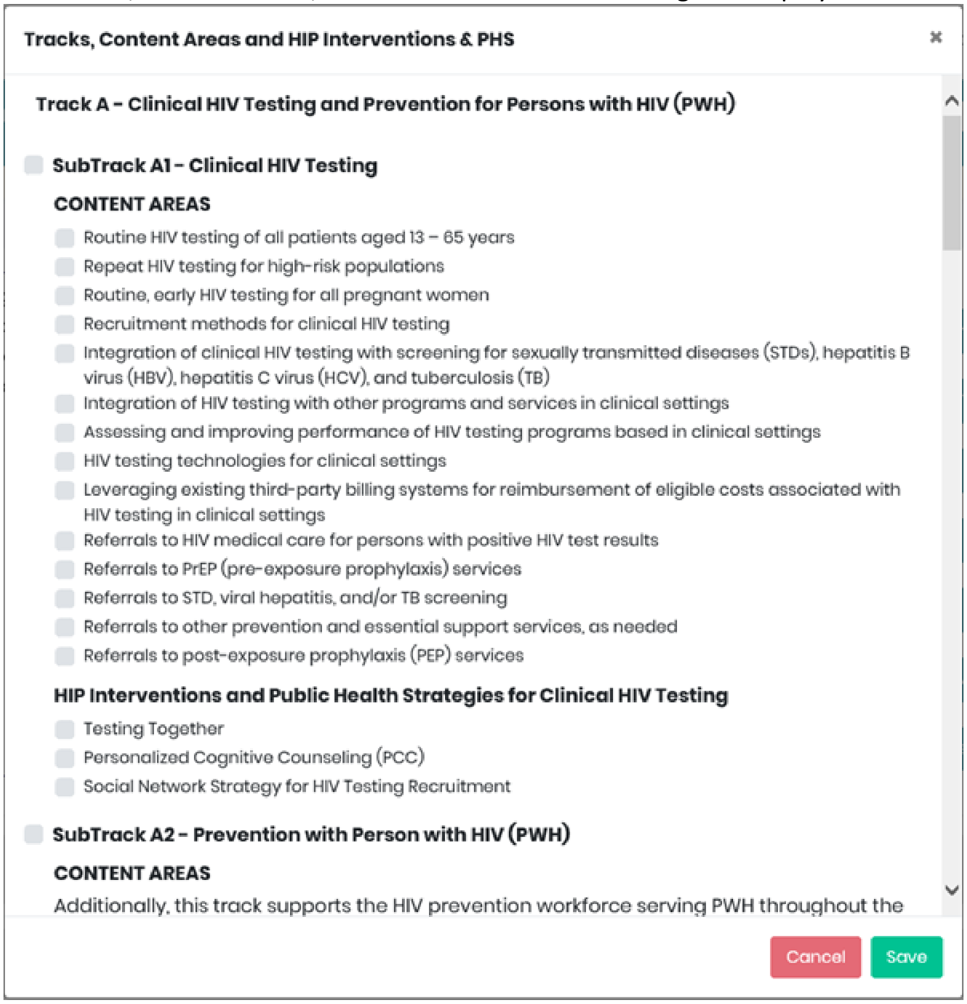
7. Select an option from the communication drop-down list, enter a comment and click the **Save** button.

The dialog box closes and the comment displays in the *Contact Log* section.



8. Under the *Actions* header, click the **Tracks, Content Areas, HIP Interventions & PHS** button.

The *Tracks, Content Areas, HIP Interventions & PHS* dialog box displays.



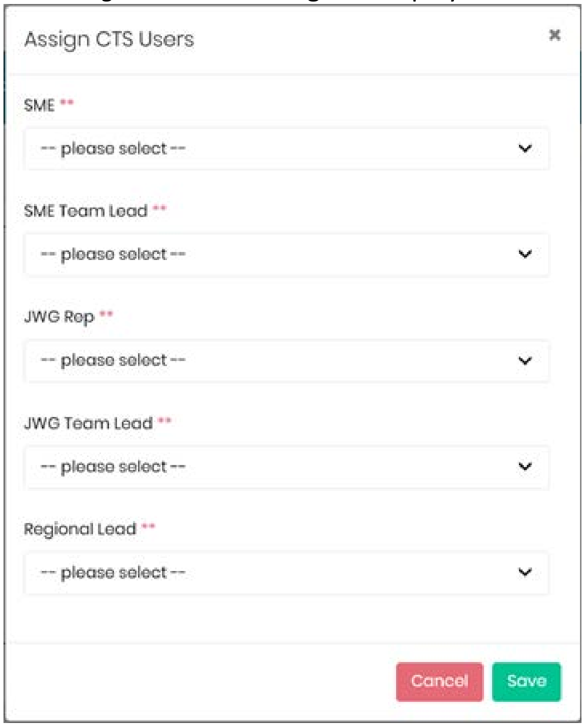
9. Select a *Track*. Within each *Track* there are two options:
    a. Select one or two sub-tracks (*Content Areas*), or
    b. Select one *Intervention*

10. Click the **Save** button. The dialog box closes.

Scroll down the page. The *Coordinator Review* section expands displaying the *Tracks, Content Areas, HIP Interventions & PHS* selected.

11. Under the *Actions* header, click the **Assign SME, SMETL, JWGREP, JWGTL, Regional Lead** button.

The *Assign CTS User* dialog box displays.



12. Select one name from each drop-down list and click the **Save** button.

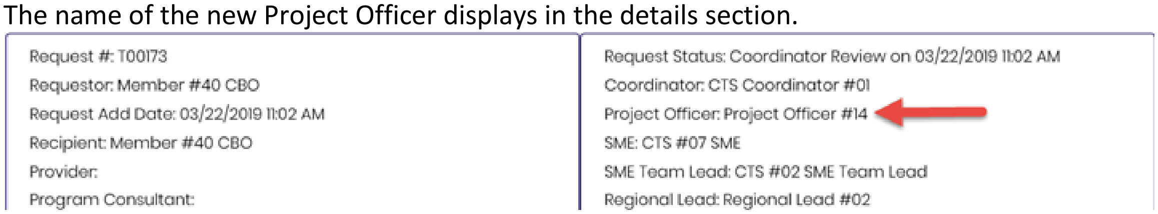
The dialog box closes, and the names selected display in the *Coordinator Review* section. The name of the *SME* also displays in details box.

13. To change the Project Officer assigned, click the **Edit PO** button.

The *Edit PO* dialog box displays.

14. Select a Project Officer from the drop-down list and click the **Save** button.

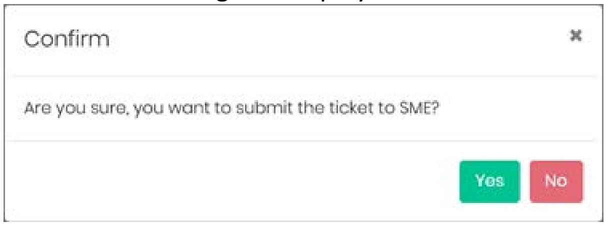
The name of the new Project Officer displays in the details section.



15. Scroll to the bottom of the page to the **Submit to SME** button.
    a. To save the information entered without submitting the request to the *SME*, click the **Previous** button.
    b. To view details of the request, click the **Request Details** button.

16. Click the **Submit to SME** button.

The Confirm dialog box displays.



17. Click the **Yes** button.

The Success message displays.

18. Click the **OK** button.

The *dashboard* page displays. The request is removed from the *TA That Require My Response* section.