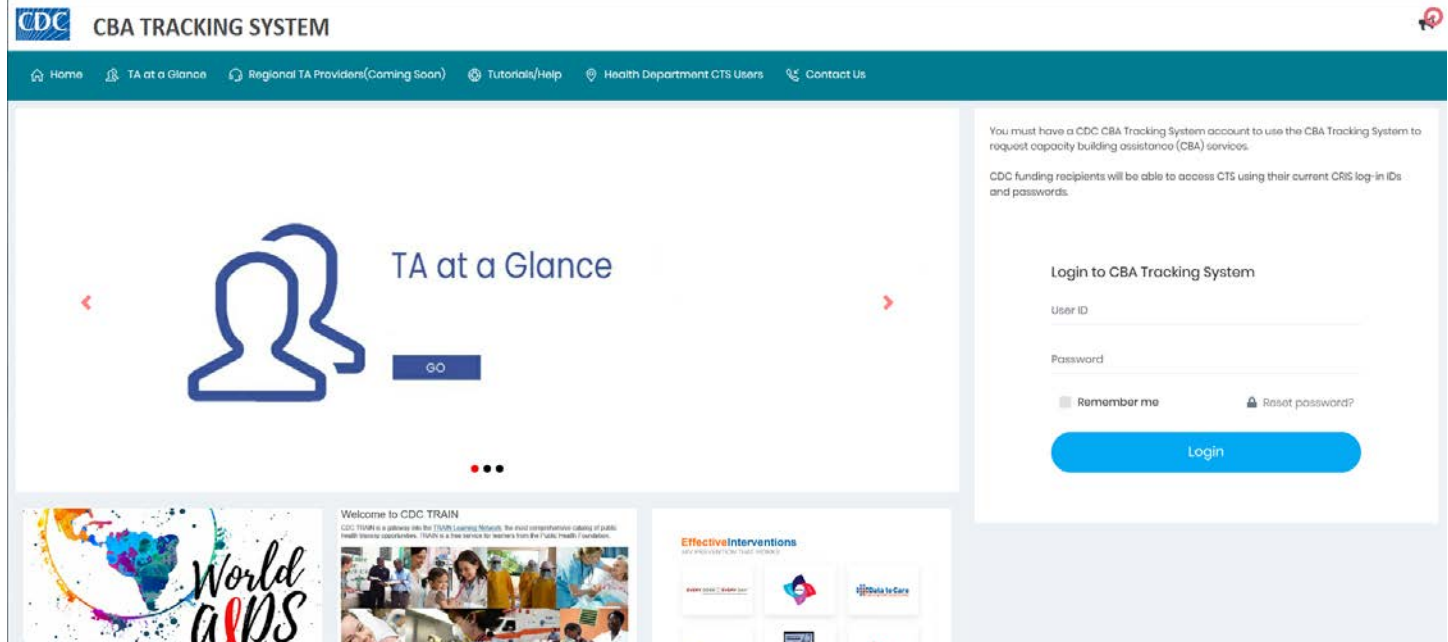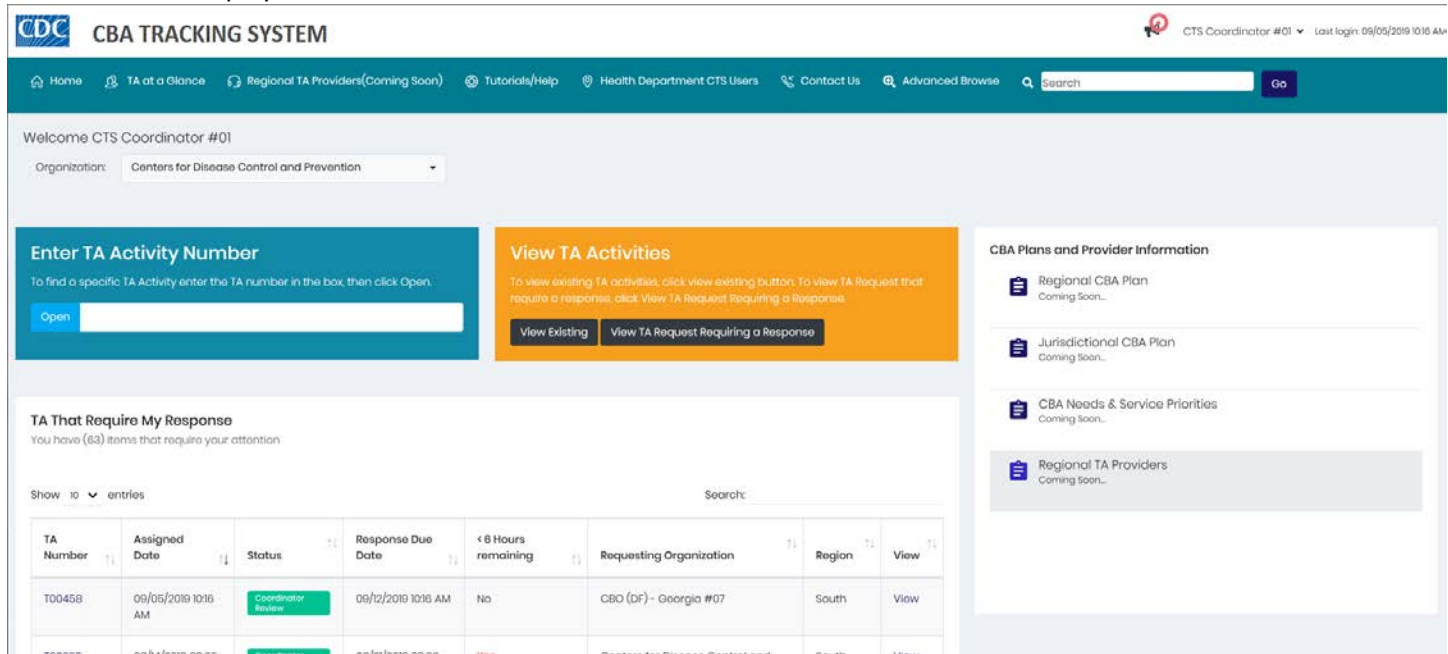# CTS Coordinator: Split Ticket

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)*.

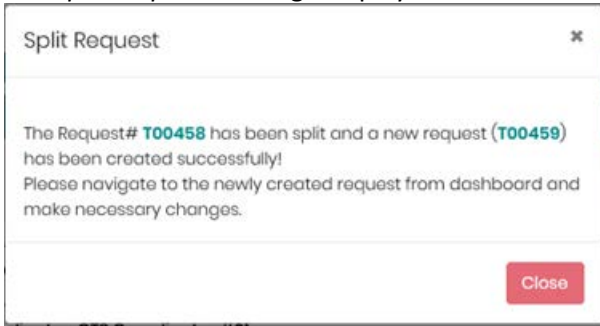3. Under the *Actions* header, click the **Split Request** button.

The *Confirm* dialog box displays.

If the answer is *Yes*, the *Split Request* dialog box displays.
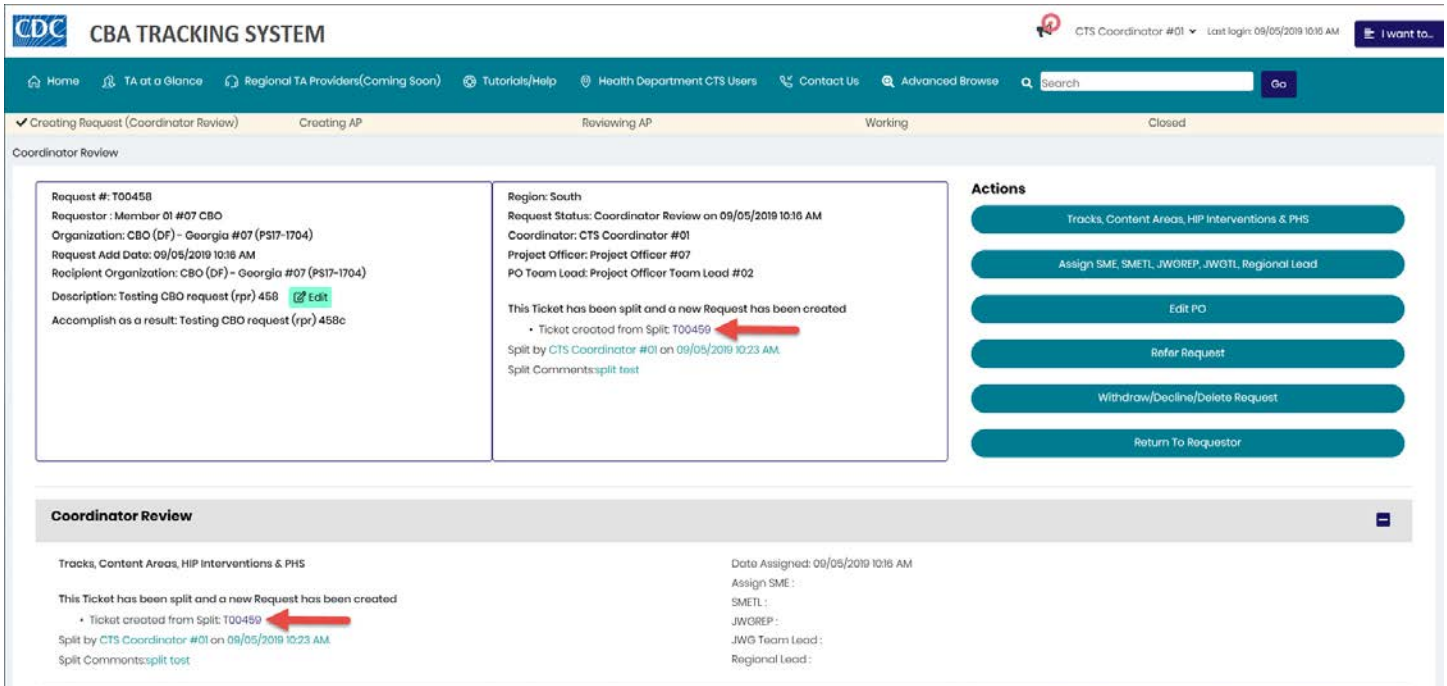

4. Enter a comment in the textbox provided.

5. Click the **Split** button.

The *Split Request* message displays. *Note:* Make note of the new request number.

6. Click the **Close** button.

Information about the split request, including the new request number, displays in the request details header and in the *Coordinator Review* section.

7. Click the new number created from the split.

The *Coordinator Review* page displays for the new split request.

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

The *Tracks, Content Areas and 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.

Coordinator Review

Tracks, Content Areas, HIP Interventions & PHS
- Track A – Clinical HIV Testing and Prevention for Persons with HIV (PWH)
- SubTrack A1 – Clinical HIV Testing
  - Personalized Cognitive Counseling (PCC)

Date Assigned: 09/05/2019 10:16 AM
Assign SME :
SMETL :
JWGREP :
JWG Team Lead :
Regional Lead :

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

The *Assign CTS Users* dialog box displays.

Assign CTS Users ✖

SME **
-- please select -- ⌄

SME Team Lead **
-- please select -- ⌄

JWG Rep **
-- please select -- ⌄

JWG Team Lead **
-- please select -- ⌄

Regional Lead **
-- please select -- ⌄

Cancel Save

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

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

Coordinator Review

Tracks, Content Areas, HIP Interventions & PHS
- Track A – Clinical HIV Testing and Prevention for Persons with HIV (PWH)
- SubTrack A1 – Clinical HIV Testing
  - Personalized Cognitive Counseling (PCC)

Date Assigned: 09/05/2019 10:16 AM
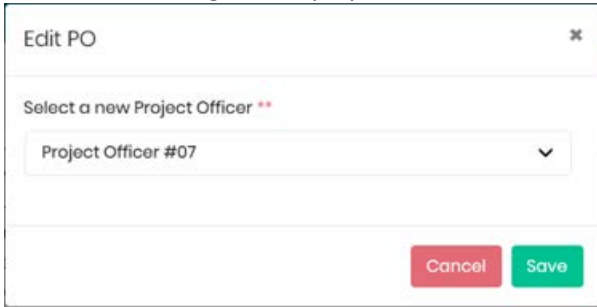Assign SME : CTS #07 SME
SMETL : CTS #02 SME Team Lead
JWGREP : JWG Rep #02
JWG Team Lead : JWGTL Rep #02
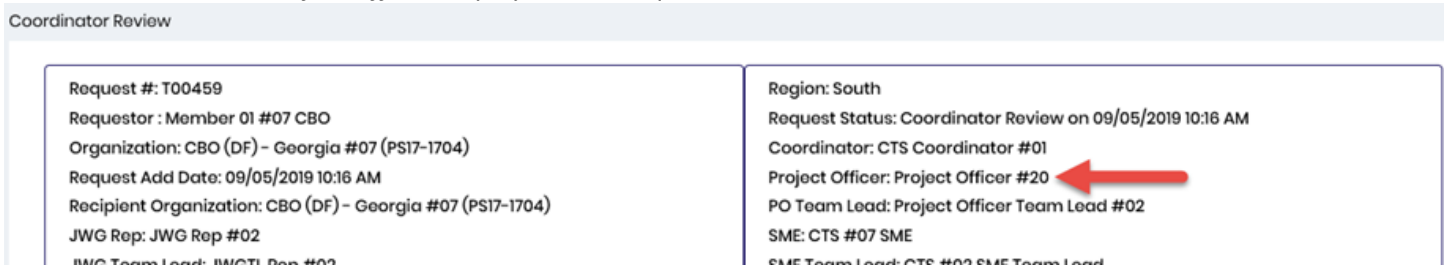Regional Lead : Regional Lead #02

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

The *Edit PO* dialog box displays.

Edit PO   ✖

Select a new Project Officer **

| Project Officer #07 | ⌄ |

Cancel   Save

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 Request details box.

Coordinator Review

Request #: T00459
Requestor : Member 01 #07 CBO
Organization: CBO (DF) – Georgia #07 (PS17-1704)
Request Add Date: 09/05/2019 10:16 AM
Recipient Organization: CBO (DF) – Georgia #07 (PS17-1704)
JWG Rep: JWG Rep #02
JWG Team Lead: JWGTL Rep #02

Region: South
Request Status: Coordinator Review on 09/05/2019 10:16 AM
Coordinator: CTS Coordinator #01
Project Officer: Project Officer #20 ⬅
PO Team Lead: Project Officer Team Lead #02
SME: CTS #07 SME
SME Team Lead: CTS #02 SME Team Lead

15. Scroll to the bottom of the page to access the **Submit to SME** button.

Submit to SME   Previous   Request Details

      a. To return to the dashboard without submitting the request to the *SME*, click the **Previous** button. The information entered will be retained.
      b. To view details of the request, click the **Request Details** button.

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

The *Confirm* dialog box displays.

Confirm   ✖

Are you sure, you want to submit the request # : T00459 to SME?

Yes   No

17. Click the **Yes** button.

The *Success* message displays.

Success   ✖

Request #: T00459 has been successfully submitted to SME!

OK

18. Click the **OK** button. The request page closes and the dashboard displays.

The original request displays in the *TA That Require My Response* section.

19. Open the original request and complete steps 8-18.

The split request status is *SME Review*. To view that request, click the **View Existing** button in the *View TA Activities* box.