1. From search results, open an award by double-clicking on it or clicking the display button.

2. The Award Number and Sequence display on title bar. Award screen has tabs across the top.

3. Icons and Menu items open additional information in pop up windows (see chart below).

**Coeus Display Award**

1. From search results, click Open in the Actions column for the specific award.

   **NOTE:** right-click or Control + click (mac) to open award in new tab and keep your search results.

2. At the bottom left of the screen, click from the Export options: CSV, spreadsheet, or XML

   (Spreadsheet in Excel similar to Coeus)

3. The Award ID (Award Number), Account, PI, Lead Unit, Sponsor Name, and Last Update info will always display in top-right corner of screen. The KC Award screen has tabs across the top.

   **Note:** The Time & Money button opens in the same window (click Return to Award to navigate back). The View History button opens in a new tab/window.