Adding to the Rolodex



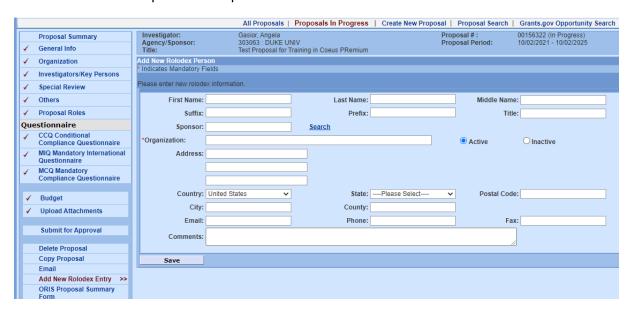
How can I add non-JHU personnel to my PD if they don't show in the Non-employee Search?

You can add a **non-JHU employee investigator or a non-JHU employee key person** to your proposal from the Rolodex. In order to reduce the number of duplicate entries in the Rolodex, please perform a search for the person and/or the organization to see if an entry for them already exists. If not, you can add the person and their information to the Rolodex.

Rolodex entries cannot be edited once they are used in or linked to a Coeus proposal development record.

Before you add a name, be sure to search the Rolodex to determine if the name is already in it. This saves you time, and avoids adding redundant information to the database.

1. Click on <**Add New Rolodex Entry>**, found in the menu on the left side of the screen while in the Proposal Development record.



- 2. Enter the required fields: Both **Organization** and **State** are required.
- 3. Select <Save>.

Save

After saving, you'll be provided with the new Rolodex ID:

