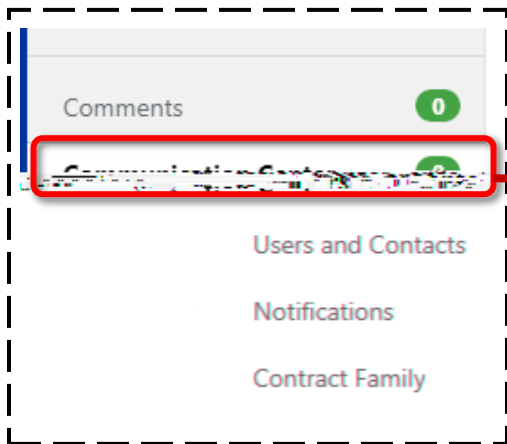


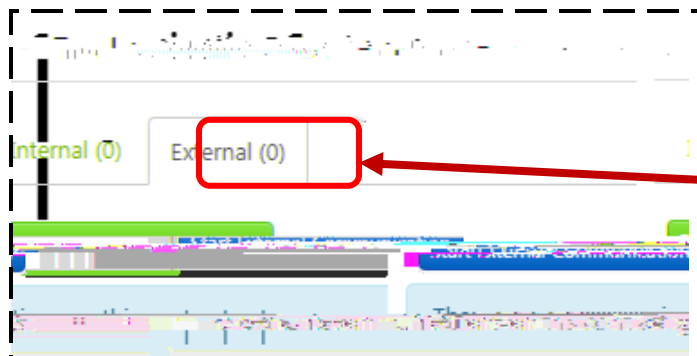
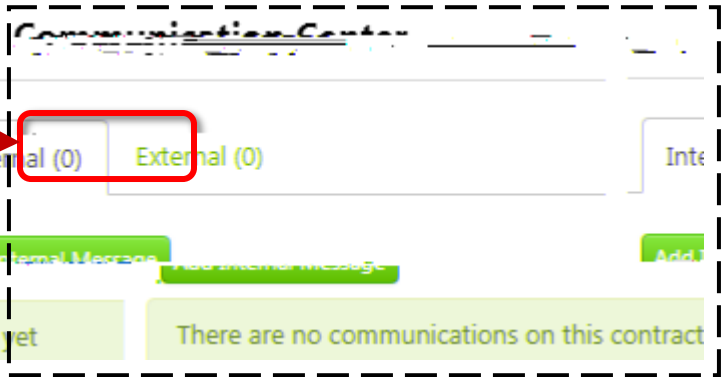
Total Contract Manager: Using the Communication Center

This section allows the user to send internal and external communications via email directly from the TCM system. Attachments can be added to these communications and all messages sent are tracked within the Communication Center .

Step 1: Accessing the Communication Center



Access the



External message allows the Contract Manager to send emails to users currently active in TCM and individuals external to the system.

All communication exchange will now appear in the Communication Center. To view the messages click on the Communication thread to see all messages exchanged: