

# Total Contract Manager: Installing the Word App

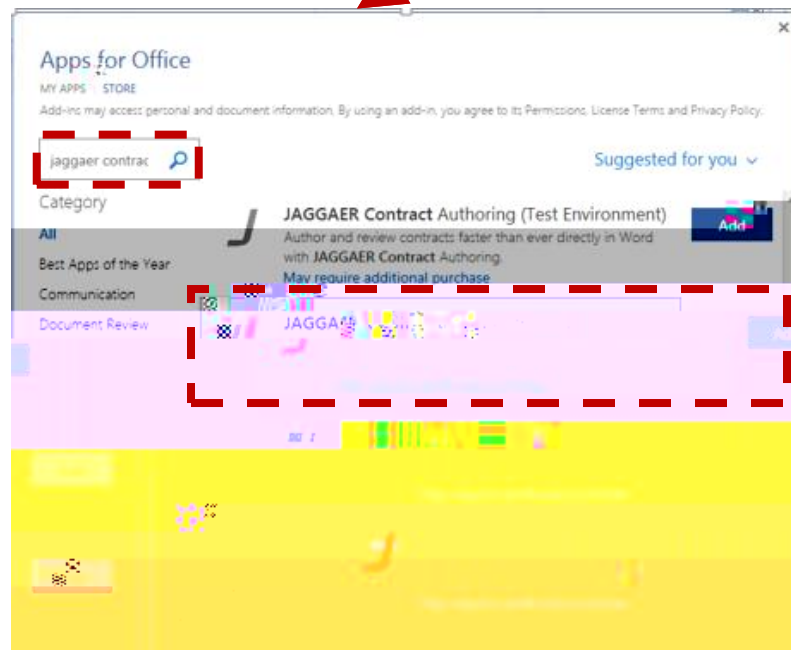
The JAGGAER Contract Authoring for Word app is a contract authoring tool that allows main document templates and contract text to be managed in Microsoft Word while maintaining their source within TCM. Documents can be opened directly from within Total Contract Manager (TCM).

## Installing the Word App:

The following steps are performed the **first time** you open the Word app.

Open a blank document in Microsoft Word and follow the below steps:

1. Click the **INSERT** tab.
2. Click the **STORE** tab and search for the JAGGAER Contract Authoring for Word app. Click the **JAGGAER Contract Authoring** icon and click **Add**. If \RX VHH D GLDORJXH DVNLQJ IRU Trust It.



3. The JAGGAER Contract Authoring for Word app appears in a panel on the right side of the screen, displaying an **Activation Code** field. Enter your **activation code** and click continue. Please see below instructions on how to retrieve your activation code.

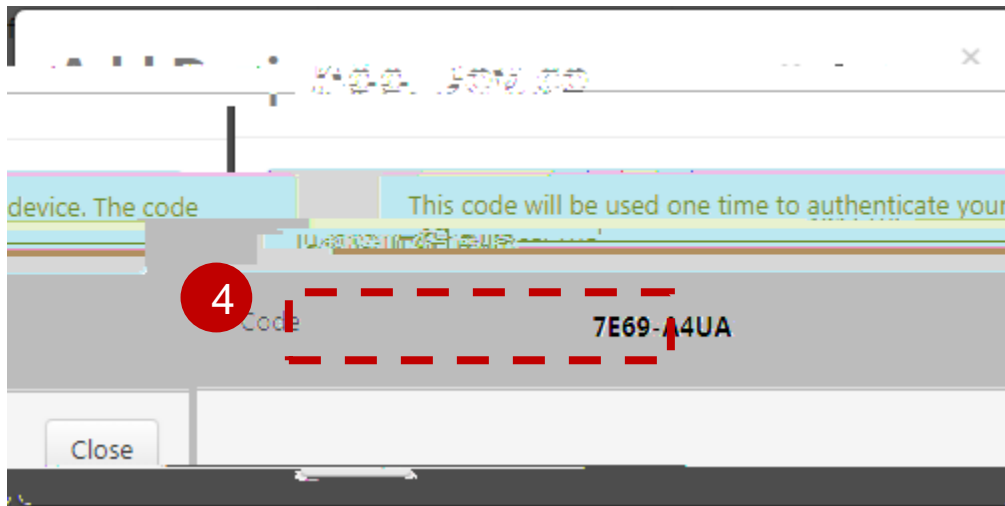


### Retrieving Activation Code:

1. To retrieve your activation code you must return to the TCM system and click on your username in the upper right hand corner of the screen. Then select **View My Profile**.

2. Click on **App Activation Codes**

4. Your **App Activation Code** will then appear. Copy this code and enter into the Activation Code field of your Word App.



#### **Accessing the App for Future Use:**

1. For subsequent logins, your system may require your TCM password to log into the Word app if it has been longer than 30 minutes since you last logged in. If your system does not require a password, the Word app will open automatically if you are logged into TCM.