The contract manager notifies an individual with detailed information using the Notes and Attachments tab.

The Note Text is sent to an individual using the Notification Recipient column in the Notes and Attachments tab.

Step 1: The individual will receive the document in his/her Action List to READ NOTES.

Step 2: Click on the Id number (link) to open the document.

Step 3: In the document window, scroll down to the Notes and Attachments tab and read the Note Text.

Step 4: The individual should research the contract manager’s note and respond back via the Notes and Attachments tab.

Step 5: In the Note Text box, enter detailed information for the contract manager.
Step 6: Under the **Actions** column at the far left, click the **add** button.

Step 7: The note is now added in the **Notes and Attachments** tab with date, time and author of the note.

Step 8: Send the note to the contract manager’s Action List.

Step 9: Under the **Notification Recipient** column, in the same row as your new note, click on the magnify glass (lookup).

Step 10: Enter the contract manager’s first and last name.
Step 11: Select the **Search** button.

Step 12. Search result(s) will appear at the bottom of the screen.

Step 13: Select the **return value** for the contract manager.

Step 14: The contract manager’s name now appears in the **Notification Recipient** box next to your note.

Step 15: In the **Actions** column, on the same row as your note, click the **send** button.

Step 16: The message “Note notification was successfully sent” will appear at the top of the document.

Step 17: You have now responded to the contract manager and the document will appear in their Action List to READ NOTES.

Step 18: Select the **FYI** button at bottom of page. (Selecting the FYI button will remove the document from your Action List.)

Step 19: Return to the Main Menu.