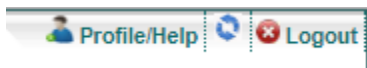


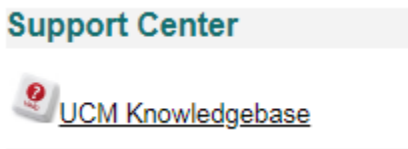
## ICONTRACTS KNOWLEDGEBASE USE TO FIND ARTICLES AND TUTORIALS ON MULTIPLE TOPICS

The UCM Knowledgebase is where you can find all kinds of short video tutorials and articles to help you work in iContracts.

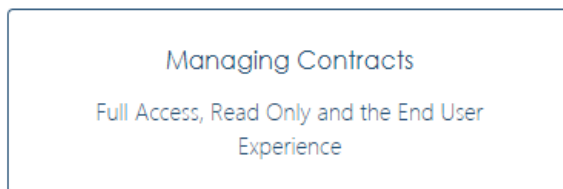
1. Click “Profile/Help” at the top right of the screen:



2. Click on “UCM Knowledgebase” under “Support Center:”



3. Click on “Managing Contracts:”



4. From here, it may be most helpful to work with the “Add, Edit & Manage Contracts” tutorials, particularly, “Add Contracts Via Direct Entry” and “Add New Contracts with a Template.” You can also use the search bar to find specific topics of interest to you.

### ➤ Add, Edit & Manage Contracts

Add Contracts via Direct Entry

Add New Contracts with a Template

Linking/Unlinking Related Contracts

Contract Actions

How to Change Owner/Primary/Secondary/Tertiary Party

Stage Notifications, Reviewers & Assignees

[See all 9 articles](#)

