# Total Contract Manager: Review Rounds

TCM's newest functionality, **Review Rounds**, allows the user to place their contract in a review workflow prior to submitting it to the approval workflow. Users would use this functionality when they need their contract to be reviewed by the vendor or internal reviewers prior to submitting the contract for approval.

To send to internal reviewers, the user must click on the **Create Manual Internal Round** button. They will then be prompted to **Add Reviewer.**
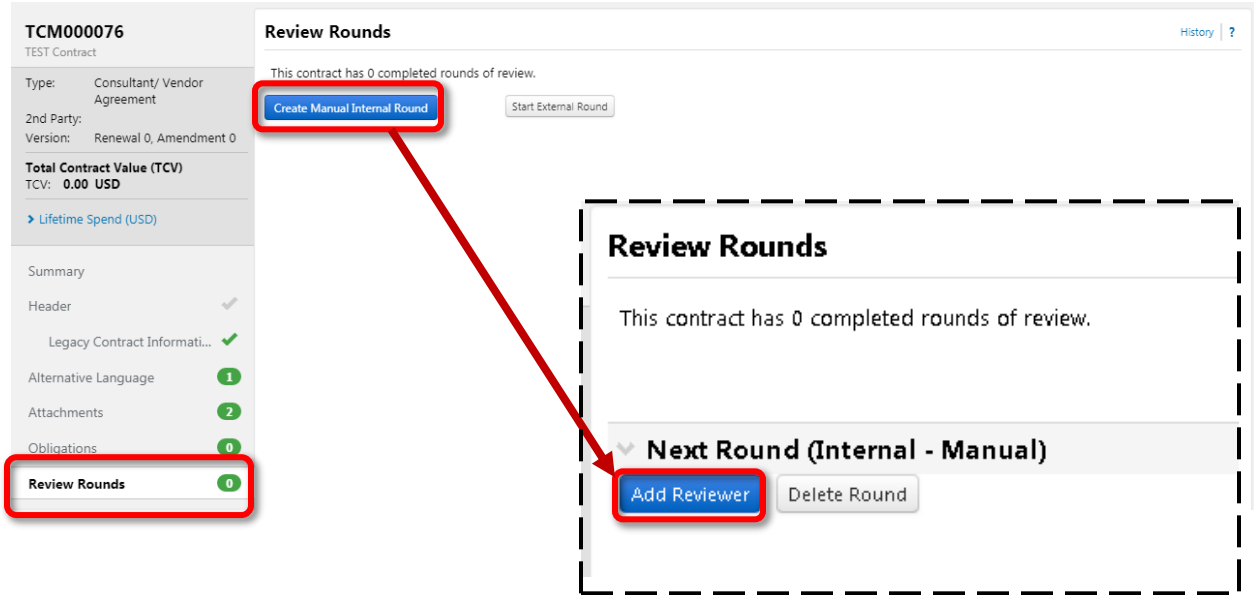
Once the reviewer is added, the user must select the Begin Rounds menu and select **Begin Round**. They will be prompted to enter a message for their reviewer to see. Once they click on **Begin Internal Review**, the reviewer will be sent an email with access to view and review the contract.
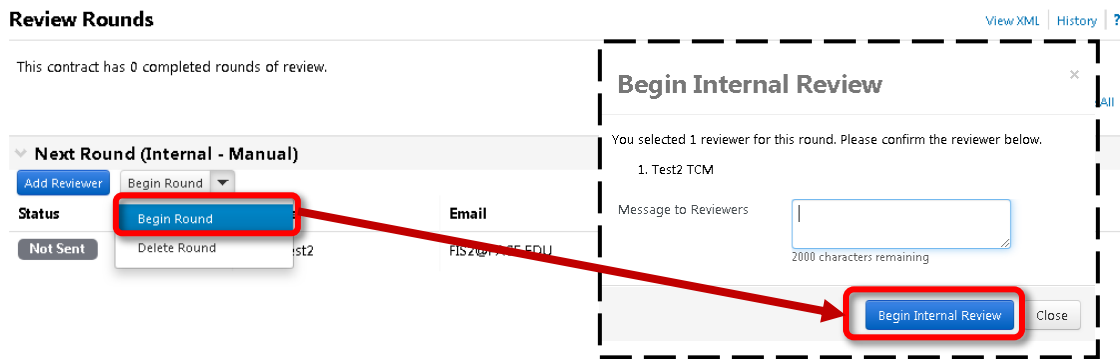
Creating an External Review Round:

The above steps still apply, but rather than clicking on Create Manual Internal Round, the user will click on the **Start External Round** button. The user will be given the option to enter in the name and email address of the external reviewer. They will also have the option to update the email message sent to the reviewer as well as select which attachments they would like included in the email. **PLEASE NOTE:** the external reviewer will not have access to the contract workspace as the internal reviewer will.