Understanding the 3C Buttons

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The <strong>Communication</strong> button transfers you to the appropriate <strong>Communications Management</strong> page where you can review or create communications for the individual or organization. Communications include letters, phone calls, meetings, emails, and faxes.</td>
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<tr>
<td>2.</td>
<td>The <strong>Checklist</strong> button transfers you to the appropriate <strong>Checklists Management</strong> page where you can review or create checklists for the individual or organization. Checklists can be lists of steps that must be performed, or documents that must be provided, or communications that are planned to occur, and so on.</td>
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<tr>
<td>3.</td>
<td>The <strong>Comment</strong> button transfers you to the appropriate <strong>Comments</strong> page where you can review or enter comments regarding the individual or organization.</td>
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<td>4.</td>
<td>This concludes the &quot;Understanding the 3C Buttons&quot; topic. <strong>End of Procedure.</strong></td>
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