



# How to Guide: Add an Agency Contact in TMS

This how-to guide is intended to assist with adding a Contact Management User, who will receive reports based on profile permissions established by agency administrators.

Login to <https://fp.nigc.gov/>  
Select My Agency.

Transaction History My Agency

Reports Contacts Reports Users

View

Report Type

Transactions FP Quality Contract

From Date To Date

06/05/2023 06/06/2023

Apply

Transactions Report | 06/05/2023-06/06/2023 | Live Scan ID: NONE SELECTED | Contract Code: NONE SELECTED

Select desired BLSID(s).

NIGC NIGC Agency Info

Select Contacts.

Transaction History My Agency

Reports Contacts Reports Users

View

Report Type

Transactions FP Quality Contract

From Date To Date

06/05/2023 06/06/2023

Apply

Transactions Report | 06/05/2023-06/06/2023 | Live Scan ID: NONE SELECTED | Contract Code: NONE SELECTED

Select desired BLSID(s).

NIGC NIGC Agency Info

Please contact the CJIS Audit Unit at [cau@nigc.gov](mailto:cau@nigc.gov) with any questions.



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Select the Agency Contacts tab and click New Contact.

The screenshot shows the 'Contact Management' page in the TMS system. At the top right, there are links for 'Transaction History' and 'My Agency'. Below the page title, there are tabs for 'Contacts', 'Reports', and 'Users'. The main content area is titled 'Existing Contacts' and contains two tabs: 'Agency Contacts' (which is selected and highlighted in blue) and 'Service Center Contacts'. Below the tabs, there is a search bar with 'Text to search' and a dropdown menu for 'Search by contact type', along with a 'Refresh' button. A red arrow points to the 'New Contact' link on the right side of the search area. Below the search area is a table with columns for 'First Name', 'Last Name', 'Email', 'Phone', and 'Contact Type'. The table is currently empty, with a message 'No contacts to display.' and 'Total: 0' below it.

Complete the required fields and scroll down to the bottom of the New Contact page to complete the Contact Type selections.

The screenshot shows the 'New Contact' form. The form is divided into several sections. The 'Full Name' section has 'John' in the 'First Name' field and 'Doe' in the 'Last Name' field. The 'Email' field contains 'email@domain.com'. The 'Phone' field contains '111-222-3333' and the 'Mobile' field also contains '111-222-3333'. The 'Address 1' and 'Address 2' fields are empty. The 'City' field is empty, the 'State' dropdown is set to 'Other States - C', the 'Zip Code' field contains '11111-22', and the 'County' dropdown is set to 'Other States - C'. The 'Notes' field is empty. At the bottom of the form, there is a 'Contact Type' dropdown menu. The background shows the 'New Contact' page with the 'New Contact' button highlighted.

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Click to check the box for the desired contact type. Use the scroll bar on the right of the Contact Type box to view additional options. When finished, click Add.

City: [ ] State: [ ] Zip Code: 11111-22 County: Other States - C

Notes: [ ] 0 / 200

\* Contact Type

- Select ALL
- Response
- Reporting
- Daily Reports
- Weekly Reports
- Monthly Reports
- Billing
- Support
- Sales
- Others
- Maintenance
- Response
- Server

\* Associated Client: [ ] OK

Buttons: Add Back

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