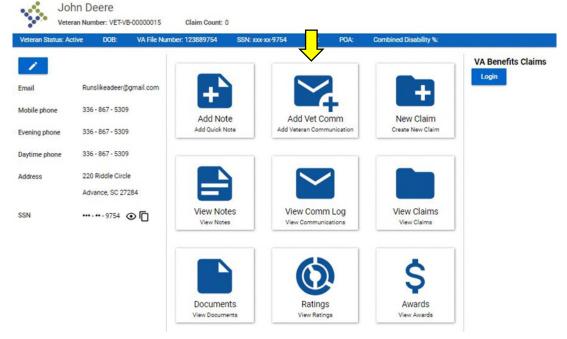
## Tyler's Veteran's Benefits (TVB) Quick Reference Guide

## **Adding and viewing Communications**

Step 1. From the Veteran's splash page click Add Vet Comm

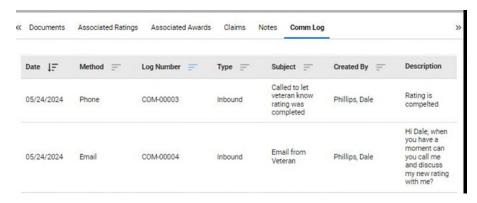


**Step 2.** A new page to enter the communication will populate and have the first 2 fields pre-populated. Enter the **Subject** and the communication you wish to log and click **Save** to complete the process.

Communication Type *	Outbound	~
Communication Method *	Other	•
Subject *		
Description		



Step 3. To view all communications for the veteran return to the Veteran's Splash page and click the tile that says View Comm Log. Below is an example of viewing the Communication log from this Tile.



**Step 4.** While in this page, users can also jump to view Documents, Claims and other pages within the veteran folder.

## **Special Notes:**

- The traditional method of adding communications is still available and can be accessed by clicking on the blue **Edit Veteran** Button from the Veterans Splash Page
- A general communication can be created from the following:
   TVB Column—Action—New Communication

