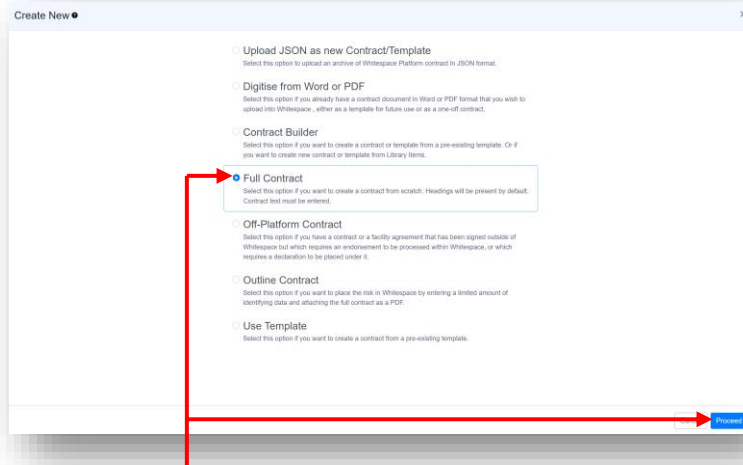


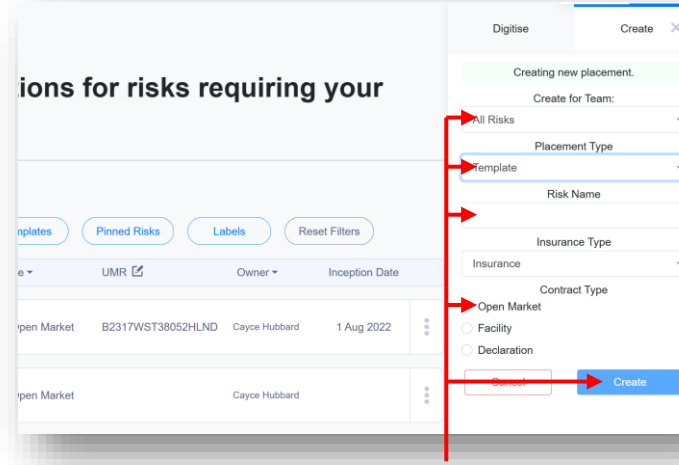
Preserving the Option to Create New Full Contracts

1.



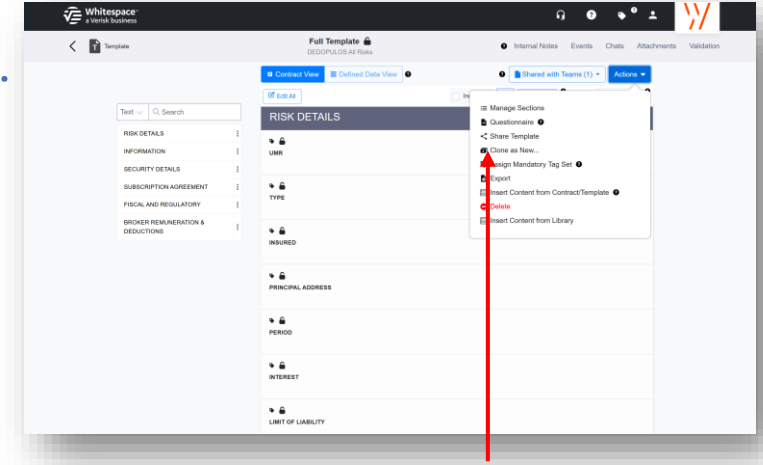
The option to create a new “Full” (ie., blank) contract will be removed in an upcoming release. If you need to preserve this functionality, there are options available. Select ‘Full Contract’ from the ‘Create New +’ window and click proceed.

2.



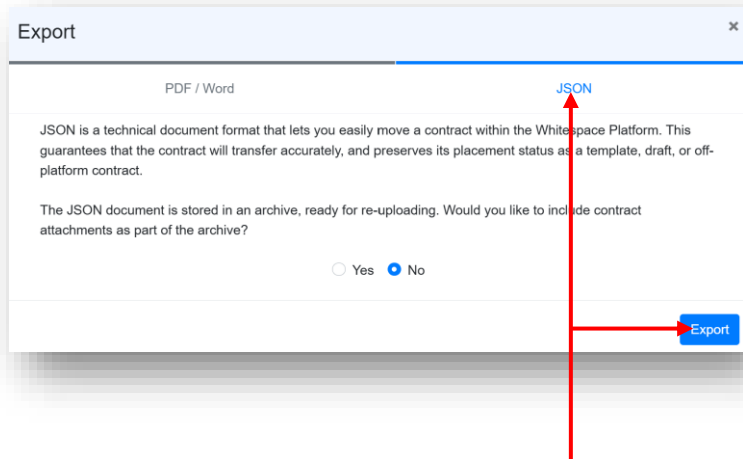
In the ‘Create’ dialog box, choose a team you have creation permissions for. Select a ‘Placement Type’ of ‘Template’ or, if not a template manager, ‘Full Contract’. Enter a name and, for contracts, a UMR, and click ‘Open Market’. Press ‘Create’.

3.



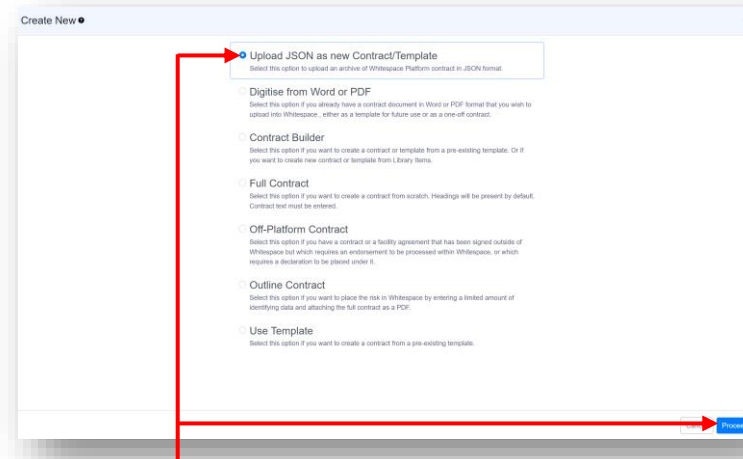
The most simple option is to leave the newly-created template or contract completely blank. Lock it for extra security, if you prefer. Then open it and select ‘Clone as New’ from the ‘Actions’ menu whenever you need a fresh full contract.

4.



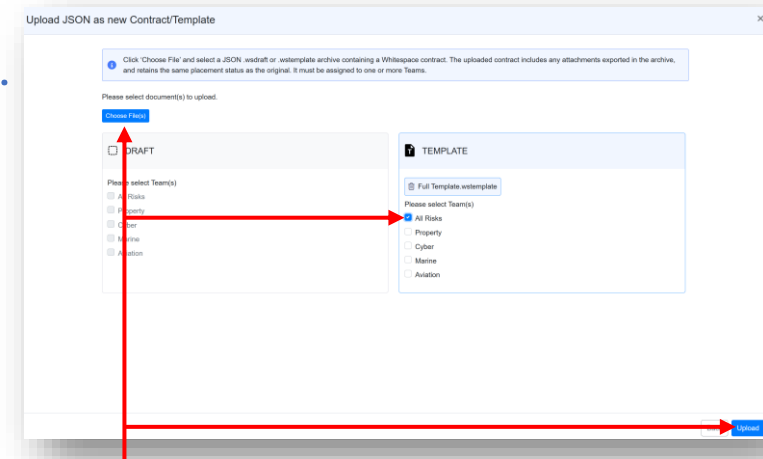
Another option is to select ‘Export’ from the ‘Actions’ menu, and then click on the ‘JSON’ tab of the Export window. Click ‘Export’ to save the contract as a file on your computer. You can back up this file for extra security if desired.

5.



When you want to use the file to create a fresh full contract, select ‘Upload JSON as new Contract/Template’ from the ‘Create New +’ menu and click ‘Proceed’.

6.



Select the full contract file by clicking the blue ‘Choose File’ box. Either the ‘TEMPLATE’ or ‘DRAFT’ box will activate, depending on whether you saved a contract or template. Tick a team you have permission for, and click ‘Upload’ to create a new full contract.