Importing Layout Guides into the Contract Library

Tiše	Reference	Version	Contract Type	Insurance Type	Status	Valid From Date	Menu
NA Casualty Guide Clone	BM0030_NA_CAS	1	(Re)Insurance Co	Insurance	• Draft	1 January 2023	1
NA Casualty Guide	BM0030_NA_CAS	1	(Re)Insurance Co	Insurance	Active	1 January 2023	1
General Contract - MRCv3 completet tags	GEN_CONTRACT	1	(Re)Insurance Co	Insurance	Buperseded	29 October 2024	I.
General Contract - MRCv3 completet tags	GEN_CONTRACT	2	(Re)Insurance Co	Insurance	Active	29 October 2024	I.
US Property Fac Cert	USPropFacCert	1	(Re)Insurance Co	Reinsurance	Active	1 November 2024	1
General Facility Template 2024	GEN_FOLTY_24	1	Facility Agreement	Insurance	Active	29 October 2024	1

Layout Guides record the order of a contract or template's headings, clauses, and wordings. They are used in the Contract Builder to quickly assemble a new template or contract. To see a list of your Layout Guides, click the 'Layout Guides' tab. To import a new one, click 'Create New +'.

dvanced Search		×
NFORMATION	Risk Details Underwriters	Dreated / Shared Date
Risk Name	Firm Order	29 November 2024 12:22
Artemasia Retail Co. Status Firm Onter	() Duit	29 November 2024 12:22
Type Open Market		
JMR 80999GM0601231025		
Feam Nil		
Dwner Sail McNeillie		
Inception Date 01 Mar 2022		
	-	
		Proceed

Check the 'Information' summary and the document status to ensure you have selected the right template or contract, and click 'Proceed' again.



Under the 'Create New' heading, click 'Layout Guide from Contract/Template'.



Supporting information provides filter information to describe the Layout Guide. Starred items are mandatory. Group names are extremely flexible, and allow Layout Guides and Line Items to be associated with each other. When the information is fully populated, click 'Proceed'.

		 Select Contract/T 	emplate	• A			 Create
		SE	ARCH FOR CO	ONTRACT/TEMPL	ATE O		
	Placement Type		Risk Name		Unique ID		
	Full Contract #		·				
	Contract Type		UMR		Status		
	Open Market: X		·		Firm Dedies X	~	
	Teams						
		```	·			Clear	1
Risk Name		Status	Contract Type	UMR	Team	Owner	Inception
Artemasia Retail Co.		Firm Order	Dpen Market	B0999GM0601231025	Al	Gail McNeillie	01 Mar 20
Ableforth Property Inc.		Sim Order	Dpen Market	B0999GM123456	AI	Gail McNeillie	01 Aug 20
ABC Company Ltd 2023		Firm Order	Dpen Market	B0509FINFP2550006	Al	Gail McNeillie	25 Jan 20
			-				

The 'Select Contract/Template' pane lists all the templates and contracts that you have access to in the Whitespace platform. You can add various search terms to filter the list. Click your selected entry in the list to proceed.

Select Option	<ul> <li>Select Contract/Template</li> </ul>	Add Information	<ul> <li>Create</li> </ul>		
REATE NEW LAYOUT GUIDE:	0				
	RISK DETAILS				
Title Aviation-Global-Standard-2024	UMR / UMR				
Reference AV/G-24-Std	II TYPE / Type				
Version 1	INSURED / Insured				
Insurance Type Insurance	PRINCIPAL ADDRESS / Principal Address				
Contract Type (Re)Insurance Contract	ERIOD / Period				
Teams gelbkr_AVIATION Vildi Firom Date 6 December 2024	: INTEREST / Interest				
	EIMIT OF LIABILITY / Limit of Liability				
	EXCESS / Excess				
	EDEDUCTIBLES / Deductibles				

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The Layout Guide generated from the platform document replicates its section headings and contract headings, without other content. To move a heading, click and drag the six-dot icon to its left to a new position. When the new Guide is complete, click 'Save as Draft' (editable but not usable) or 'Save as Active' (usable but not editable) to create it.



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