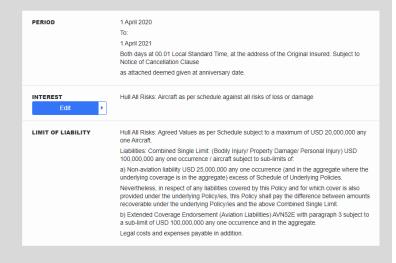


Insert and Edit Tables in Contracts

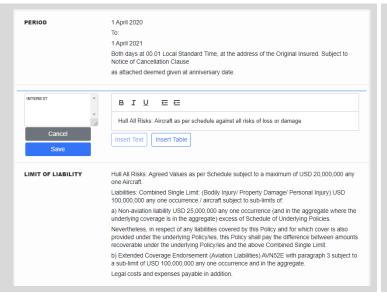
Intro. Brokers and underwriters can add tables to contracts on the Whitespace platform. Brokers can add tables to draft contracts and endorsements, and underwriters can add tables to requests to quote.

Tables will be formatted correctly when copied from an Excel spreadsheet and can be edited on Whitespace once created. Tables previously created during the digitisation process can also be edited in Whitespace.

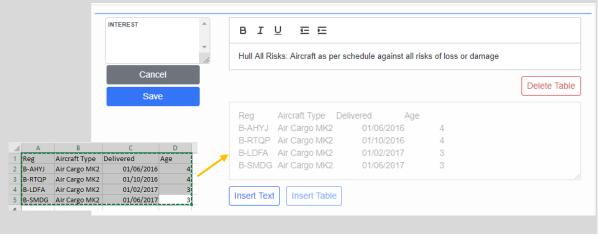
1. To add a table to a contract, navigate to the heading in which you would like to add a table and select 'Edit'.



2. Select 'Insert Table' and a new box will appear.



3. Copy and paste a table from Excel into the box and click 'Save'.





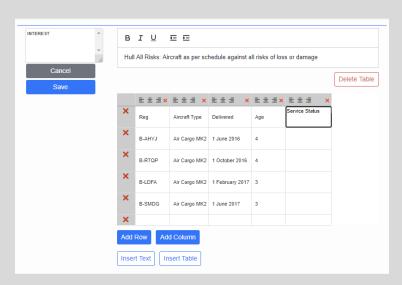
Insert and Edit Tables in Contracts

4. Once a table is added to a contract, select 'Edit' to make changes to the table.



5. Select 'Add Row' or 'Add Column' to create new rows and columns or use the X buttons to delete rows and columns.

Text can be added to empty cells or edited in existing cells.



5. Click 'Save' and the edited table will be applied to the contract.

Multiple tables and text boxes can be added to a single heading by selecting 'Insert Table' or 'Insert Text' and repeating the process.

