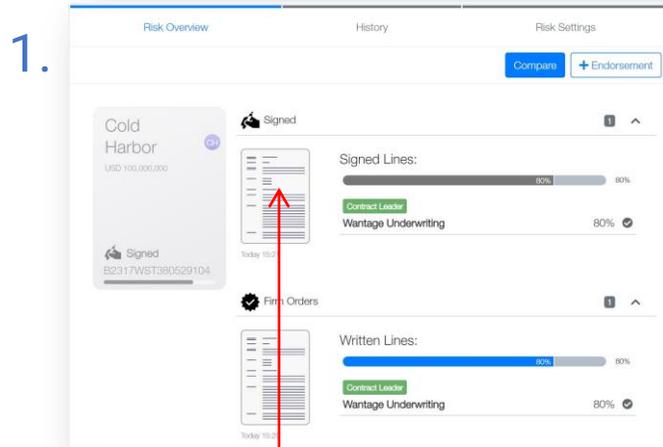
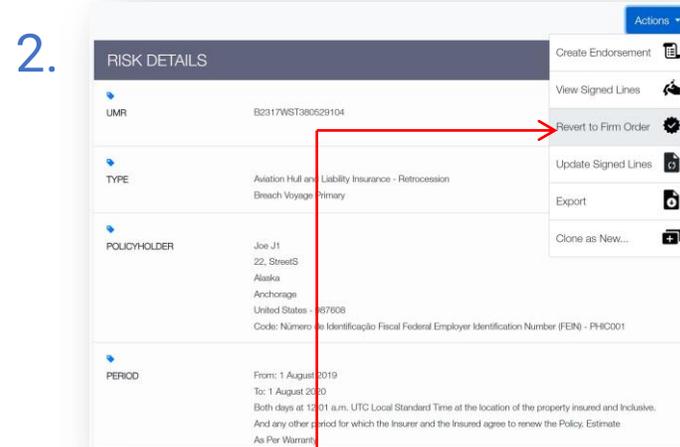


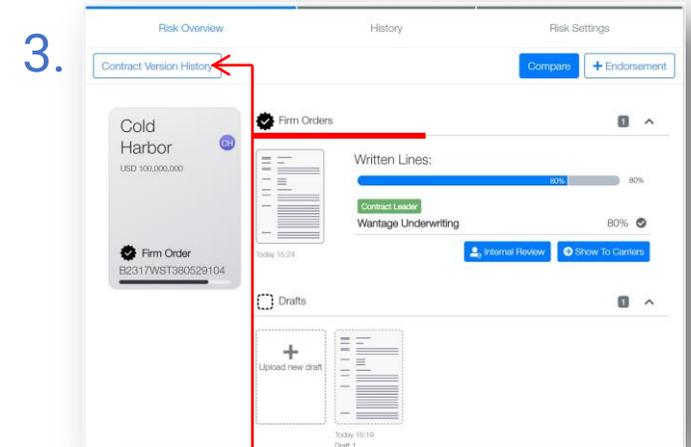
Rolling Back a Signed Contract to a Firm Order



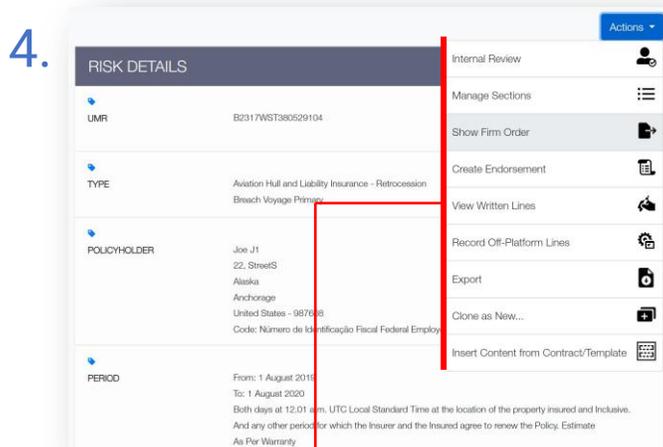
1. To roll back a signed contract to the firm order status, click on the signed contract from the overview page to open the contract view.



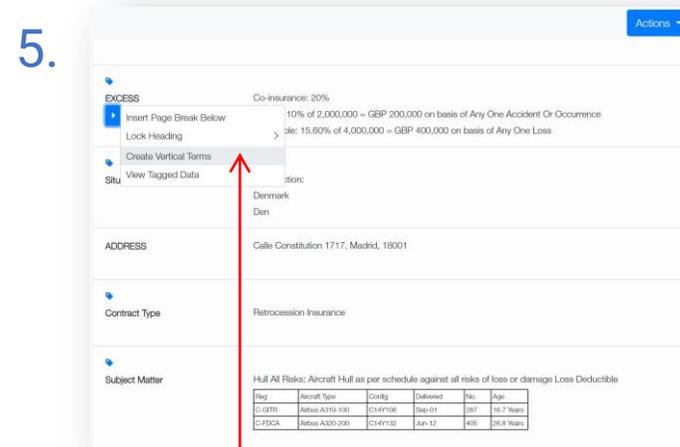
2. Select 'Revert to Firm Order' from the blue drop-down 'Actions' menu.



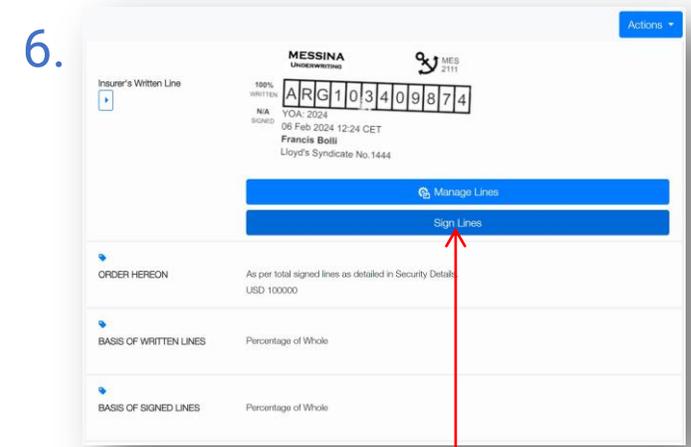
3. The contract is rolled back to just before signing. The reverted contract can be viewed by clicking on the 'Contract Version History' button.



4. The contract is now a normal shown firm order, and can be shown further, receive off-platform lines, have new sections added if previously sectioned before first showing, and so on.



5. Vertical terms can be added by clicking the right-arrow that appears when hovering over the contract heading to be verticalised and selecting 'Create Vertical Terms'.



6. When any required adjustments have been completed, the contract can be re-signed by clicking 'Sign Lines' as usual.