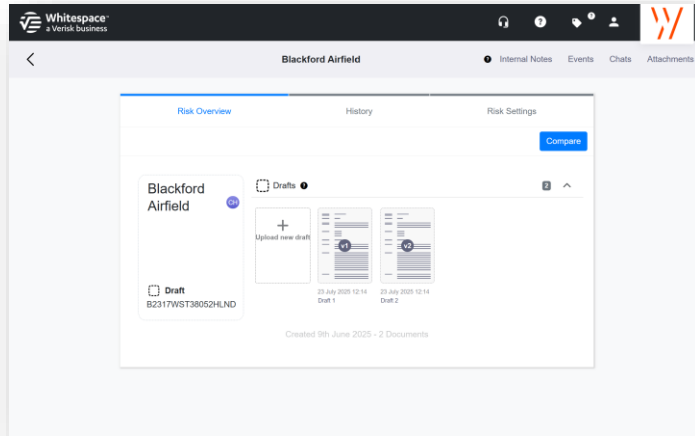


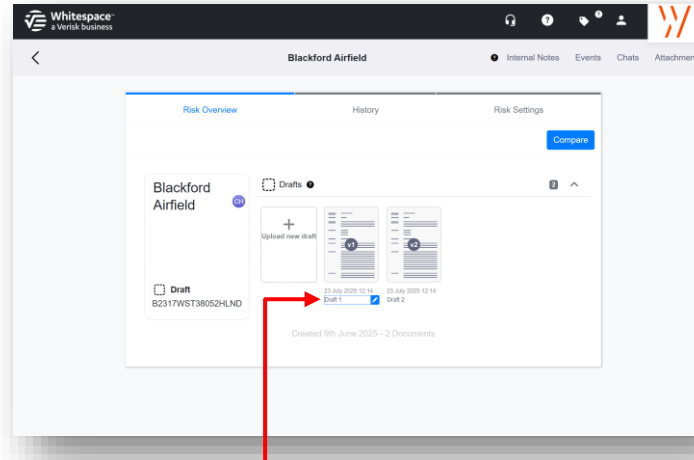
Renaming Draft Versions of a Contract – Step by Step

1.



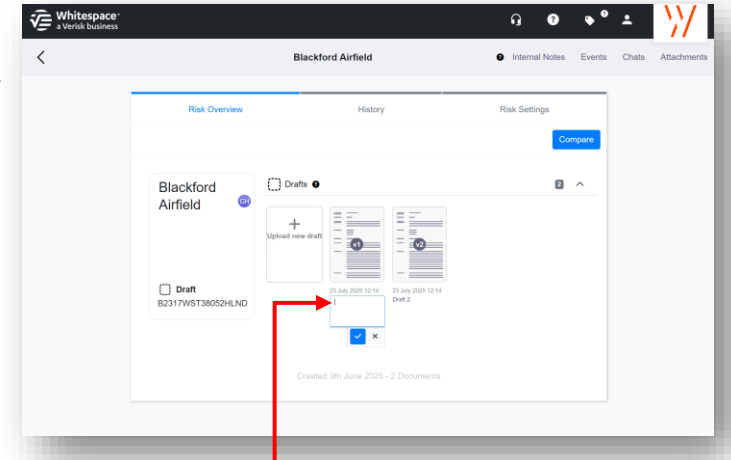
A contract instance can have multiple drafts.

2.



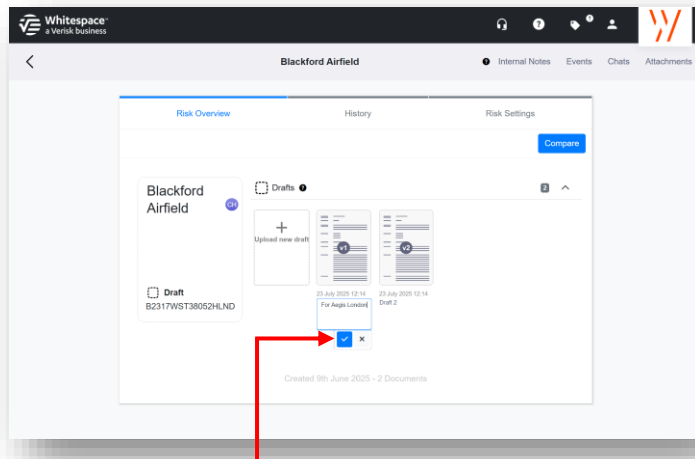
To rename a draft's title, hover over it and click on the blue box.

3.



The title changes to a text input box. Enter up to 75 characters.

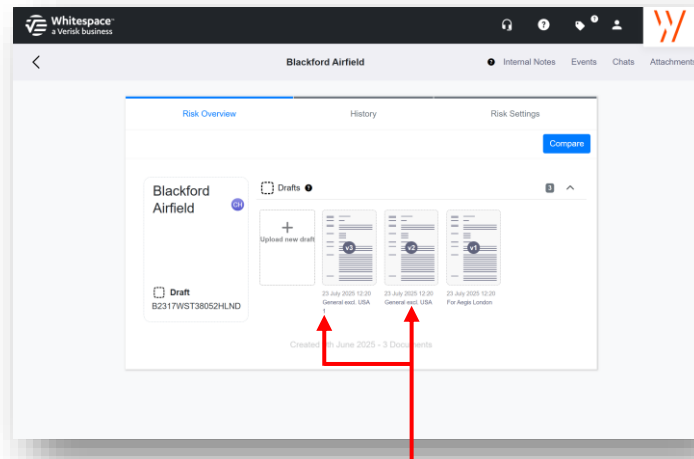
4.



Click the blue 'Tick' button to save it.

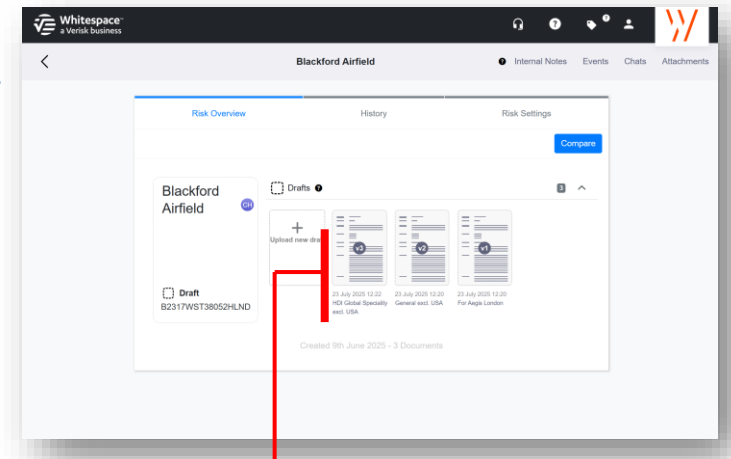
Draft titles do not show at other stages in the placing process.

5.



Duplicated drafts default to the same name as their parent with a number – 1, 2, etc – at the end of the title.

6.



Drafts are shown in the order they have been most recently worked on.