Copying Templates and Contracts to Other Teams with JSON Export/Upload
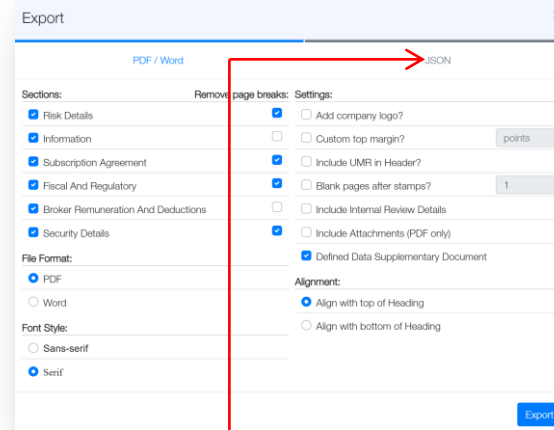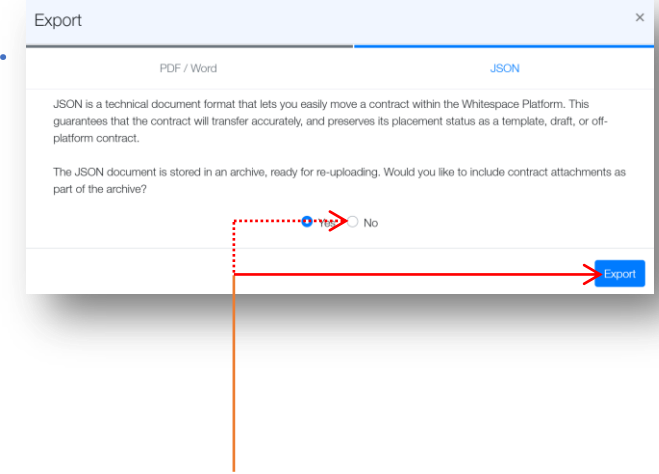
1.

Templates and draft contracts can be exported as fully-portable archives and uploaded to new teams/ users with the new JSON Export/ Upload system.
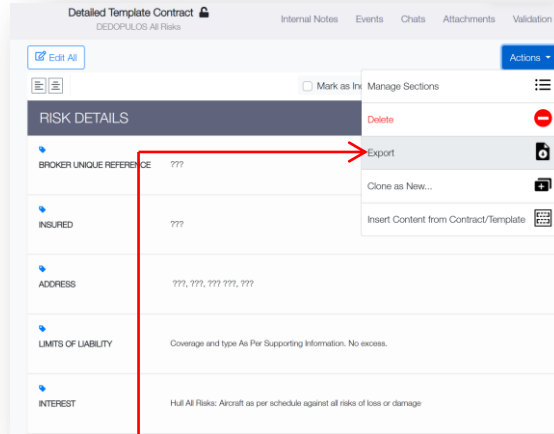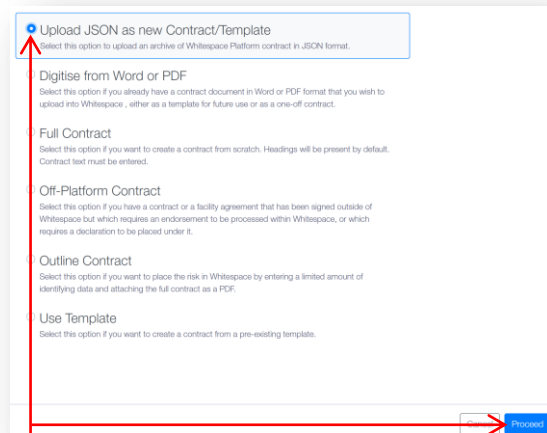
Select 'Export' from the blue drop-down 'Actions' menu.

2.

In the 'Export' dialog box, click the new 'JSON' tab towards the top of the box
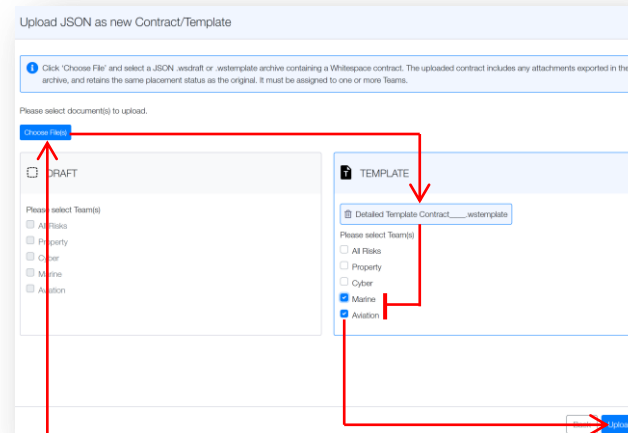
3.

By default, attachments are included in the archive. To exclude them, select 'No'. Click 'Export' to save the archive.

4.

To upload a JSON archive to the platform, click 'Create New +' at the top of the dashboard, select 'Upload JSON as a new Contract/Template', and click 'Proceed'.

5.

Click 'Choose File(s)' and select one or more JSON archive files. Exported drafts show in the 'Draft' column and templates in the 'Template' column. Select one or more of your user teams to add the uploaded contract to and click 'Upload'.

6.
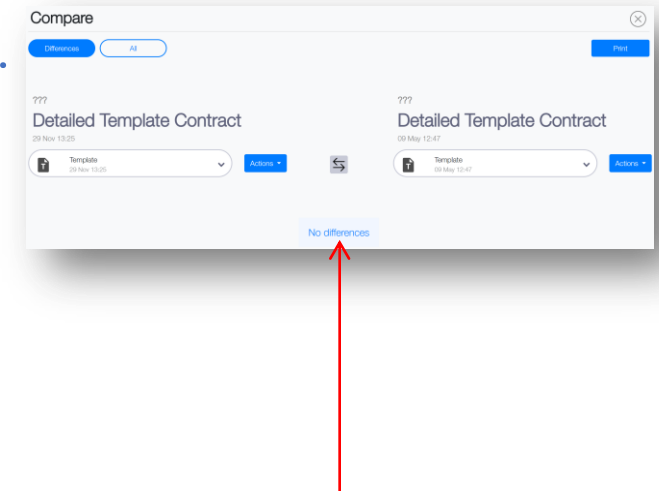
The new uploaded contract is identical to the exported version, preserving all content, formatting, tags, status, locking, and more. JSON archives can be used across all Whitespace environments and are fully forwards-compatible with future versions of the platform.

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