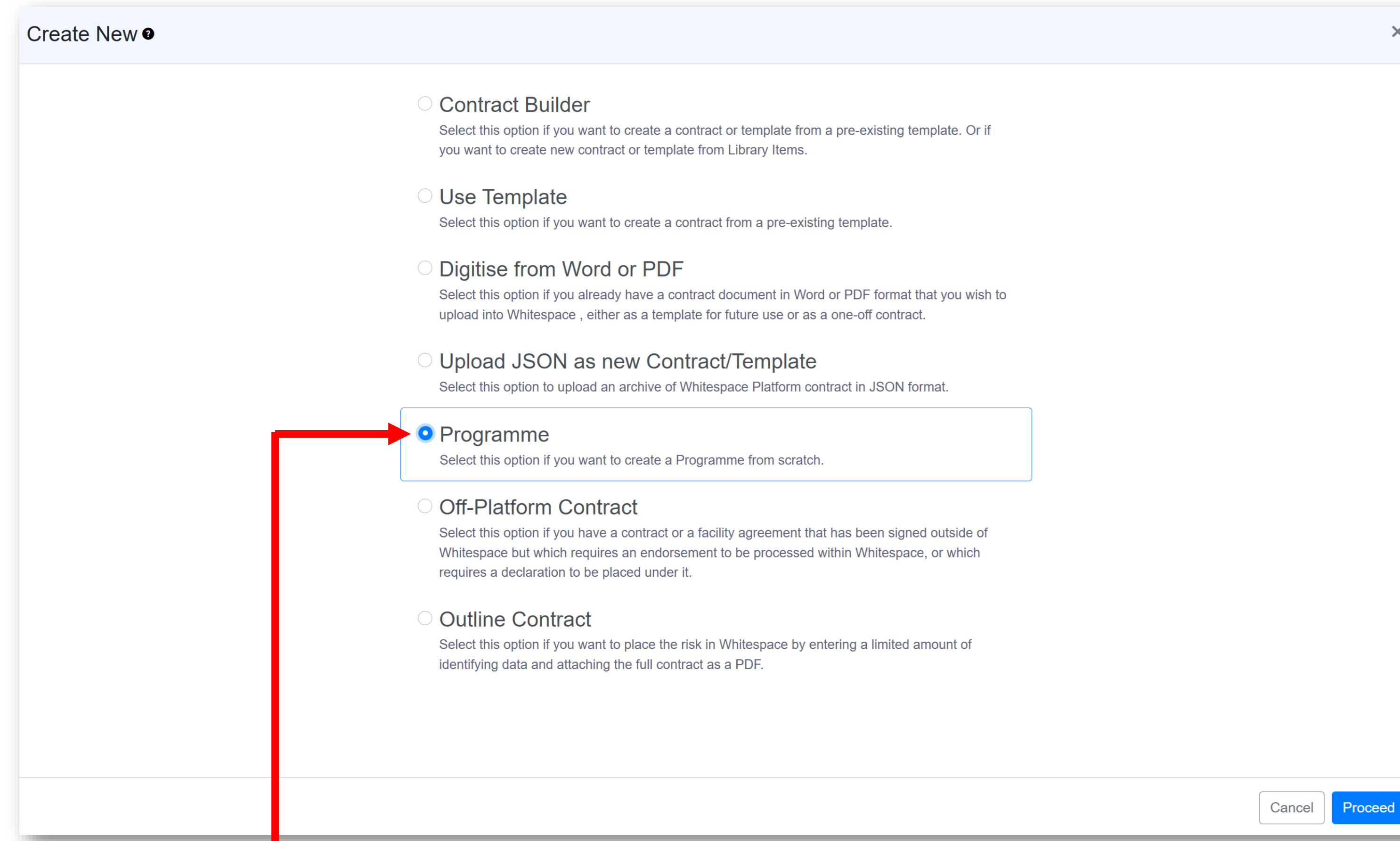


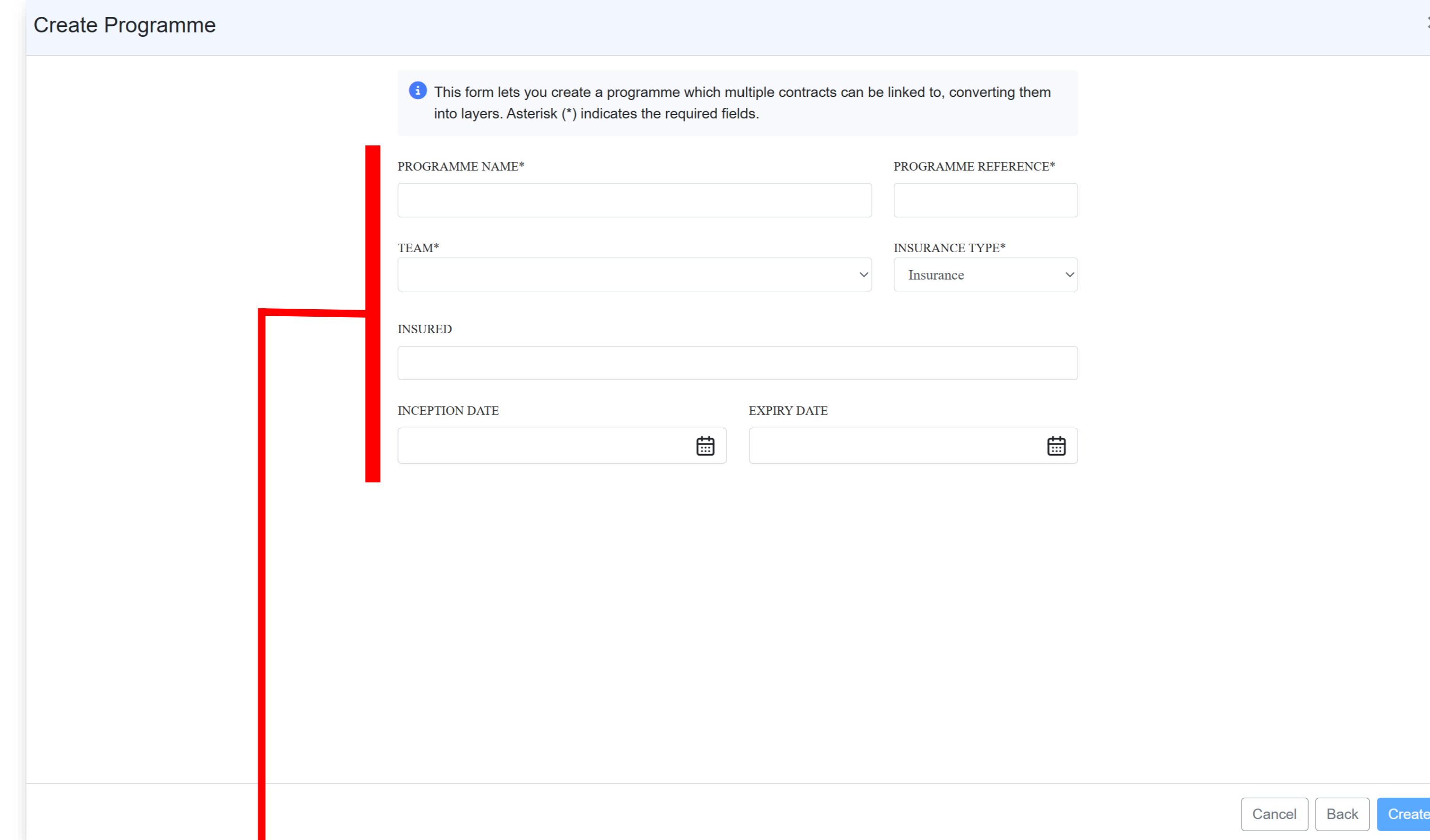
# How to Create a Programme

1.



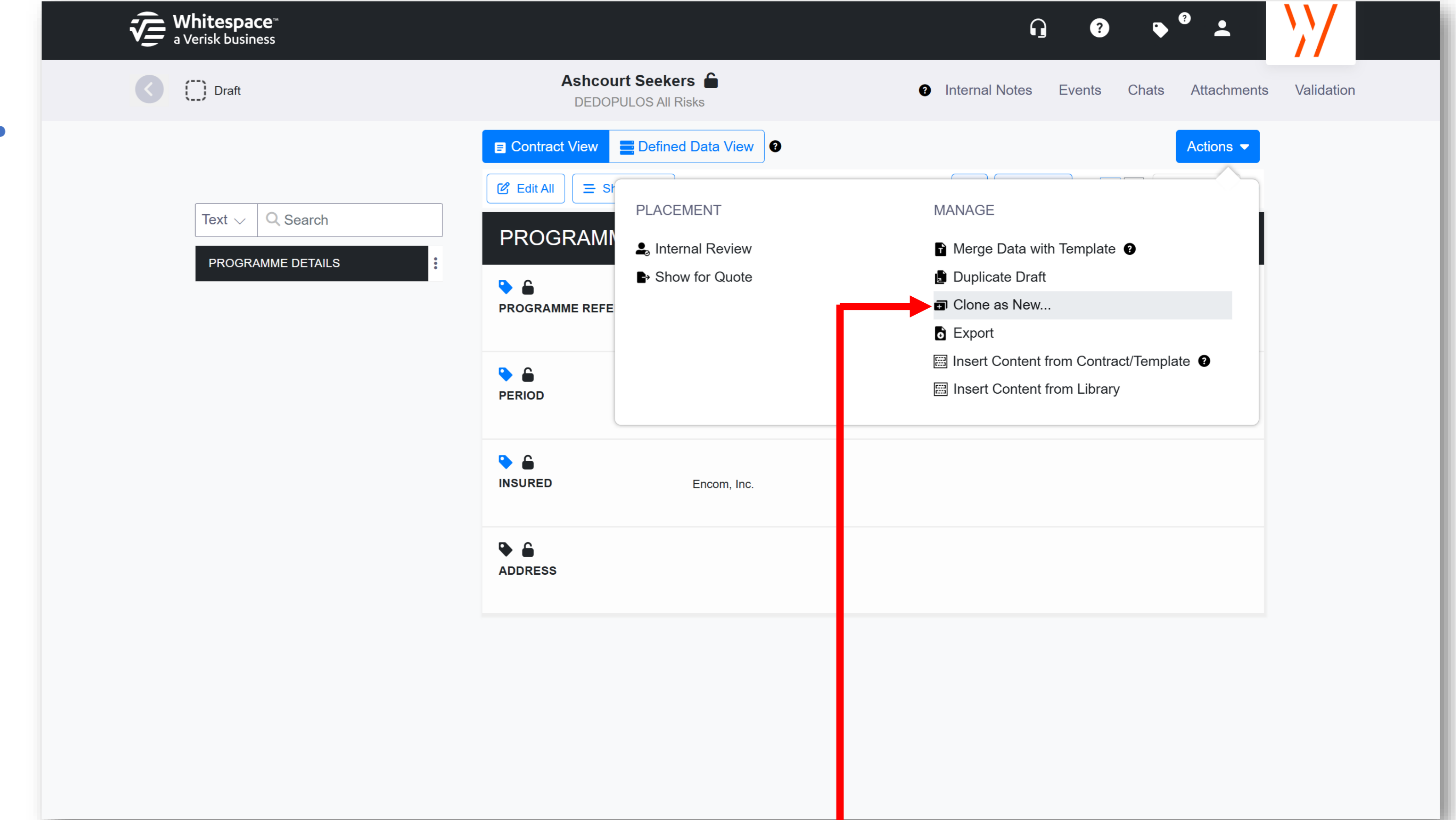
To start a new programme contract, you can click the 'Create New +' button in the top bar of the dashboard, then select 'Programme' from the 'Create New' screen and press proceed.

2.



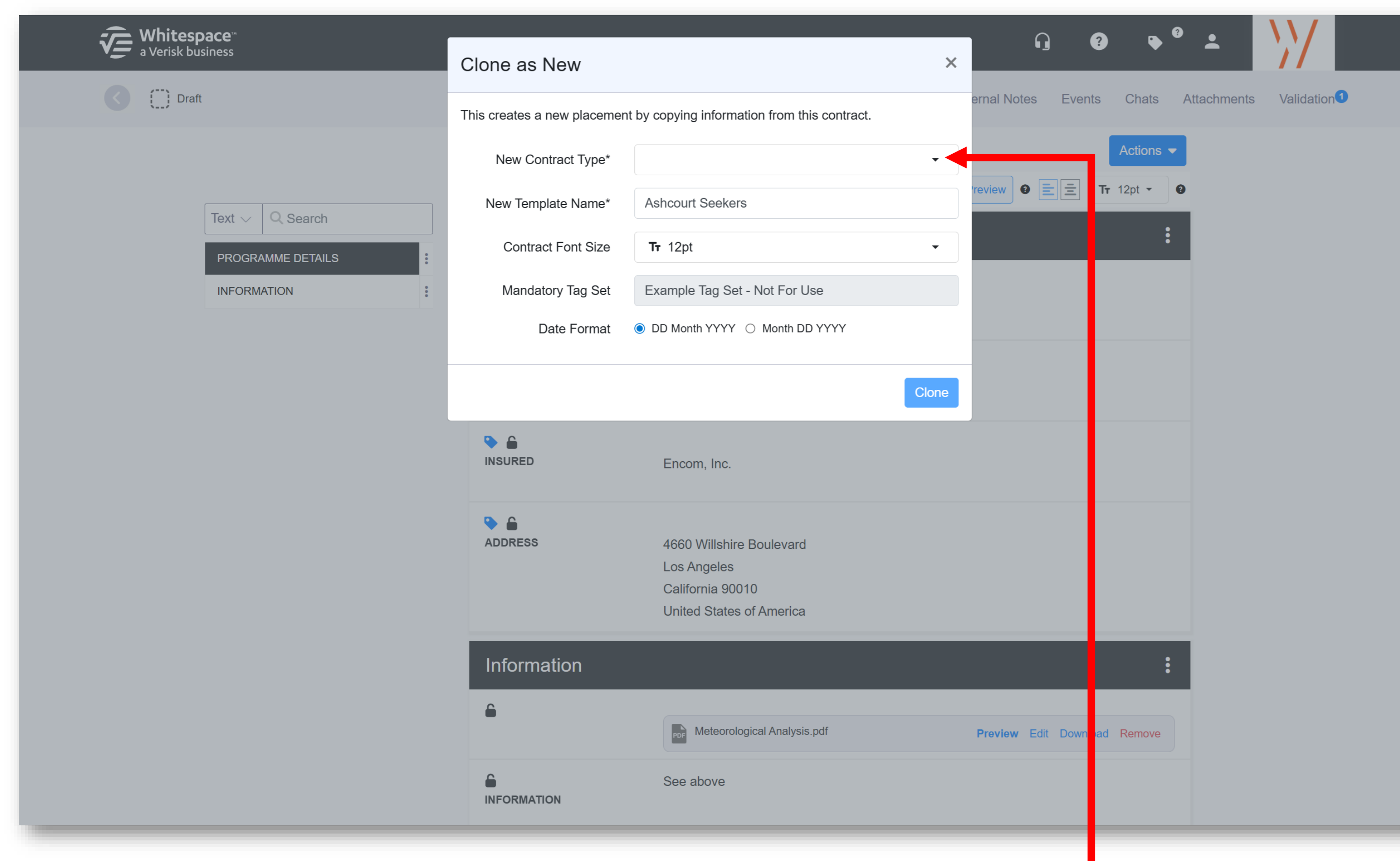
Enter the information required in the 'Create Programme' screen and click 'Create'. Items marked with an asterisk are required. When available, the expiry date is displayed clearly in the programme information.

3.



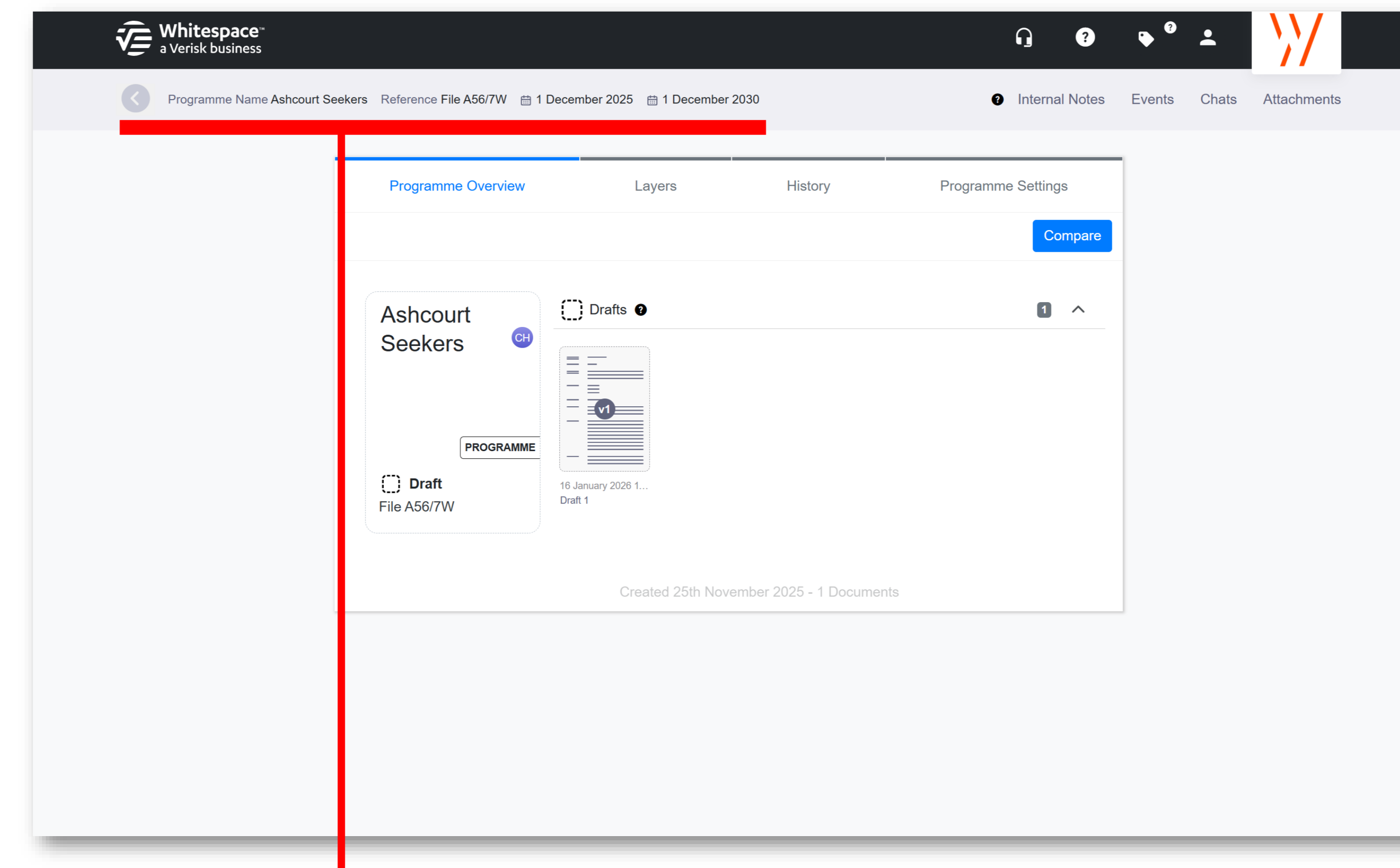
Alternatively, you may open an existing programme contract from its 'Programme Overview' screen, click the blue drop-down 'Actions' button, and select 'Clone as new...'.

4.



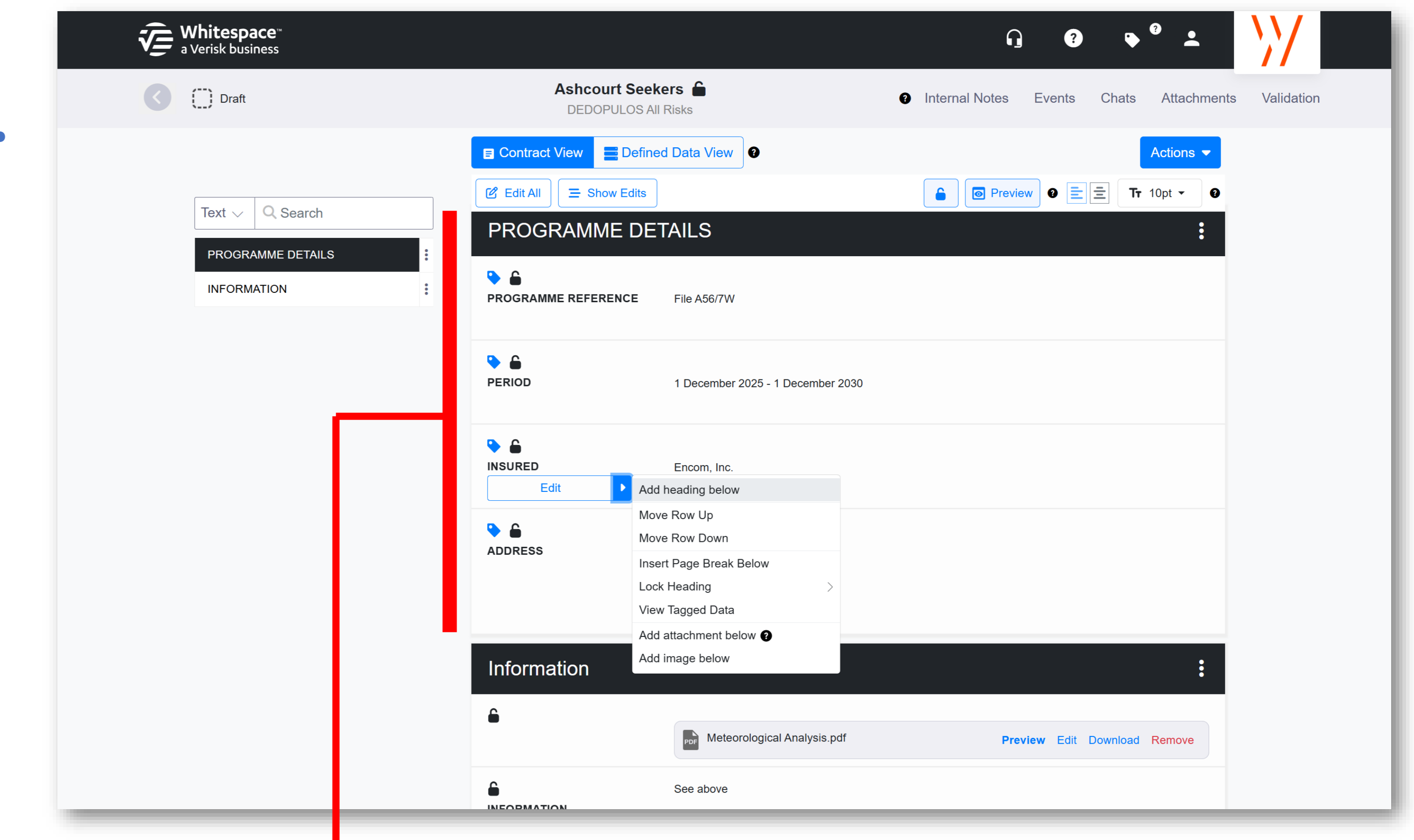
Cloned programmes take most of their initial information from the parent, but this can be changed as needed. Currently, the only way to create a programme template is to use this method and select 'Template' from the 'New Contract Type' dropdown.

5.



Click on the programme in the dashboard to open the Programme Overview screen. It behaves similarly to the usual Contract Overview, but key programme information is displayed in the Programme Banner at the top of the screen.

6.



Click on a programme draft to open that instance. By default, programmes are created with the 'Programme Reference', 'Period', 'Insured', and 'Address' contract headings. As usual, all contract headings can be edited, added, re-ordered, or removed.