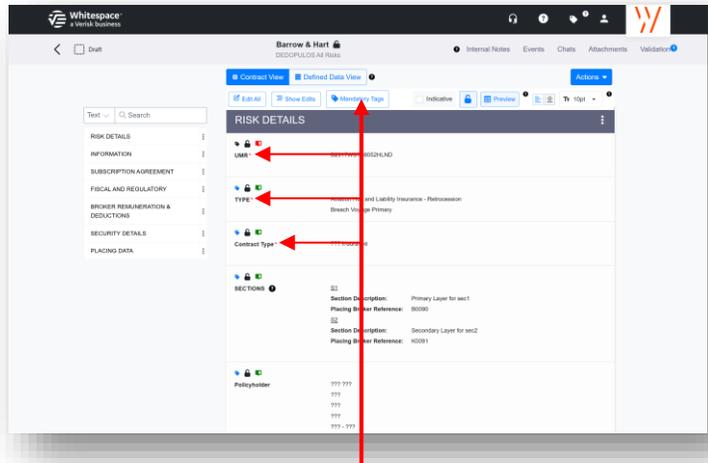


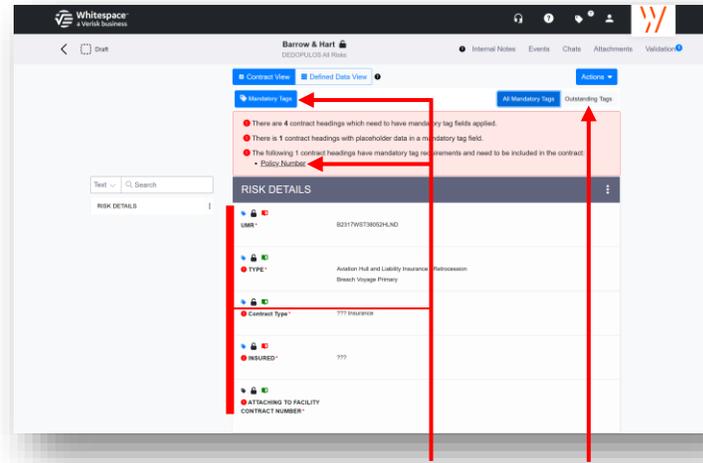
# Meeting Mandatory Defined Data Tagging Requirements

1.



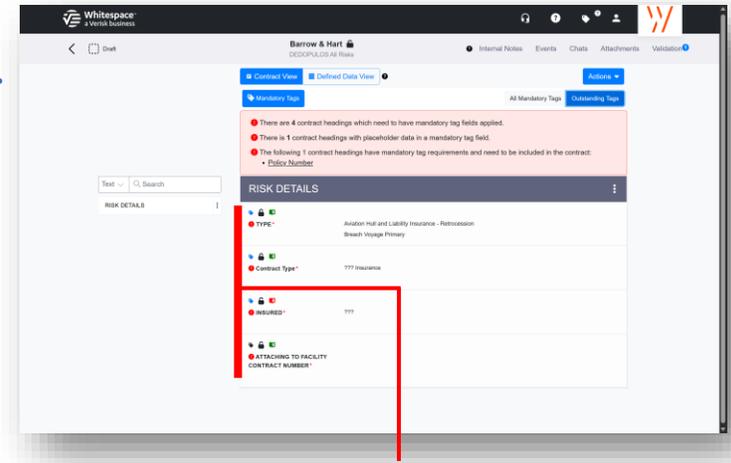
Contracts with a mandatory tag set feature the 'Mandatory Tags' button in the top edit bar. Click that button to see only headings requiring tags. Contract headings with mandatory Defined Data tags have a red star next to their title in the contract.

2.



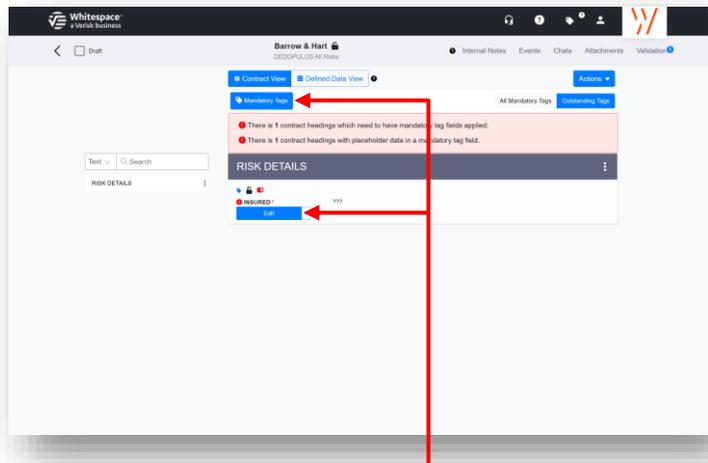
Mandatory Tag view shows only contract headings with required tags, listed in contract order. If a contract heading needs to be added to the contract, it is detailed in the top panel. Click 'Outstanding Tags' to hide already-compliant contract headings.

3.



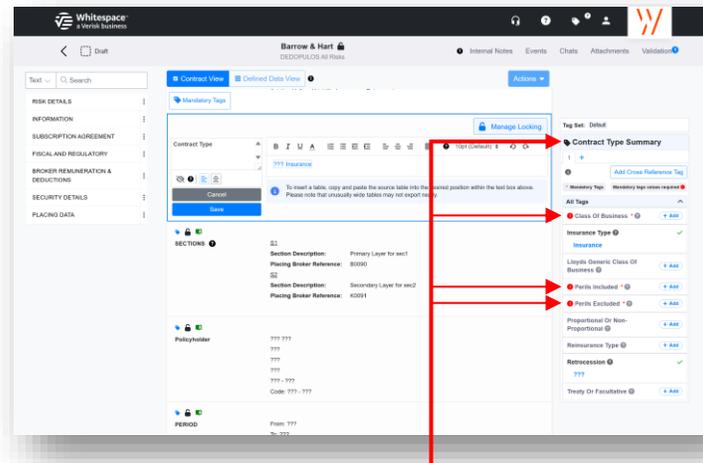
The 'Outstanding Tags' tab shows only those contract headings which still have unfulfilled tag requirements. This makes it easy to see exactly which contract headings still have outstanding Defined Data tags.

4.



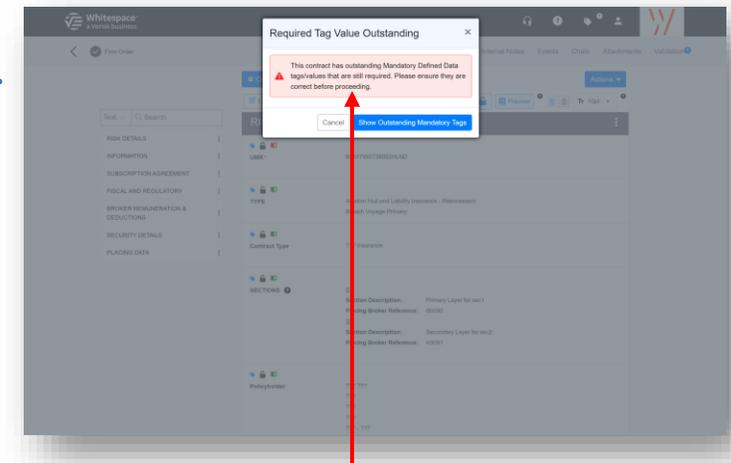
As contract headings are tagged according to requirements, they are removed from the 'Outstanding' tab. You can edit a contract heading as normal within either tab of the 'Mandatory Tags' view. Click 'Mandatory Tags' to return to Contract View.

5.



When you edit a contract heading with mandatory tag requirements, the Tag Summary pane indicates all mandatory tags with a red star after their name. Outstanding tags are clearly identified by a red exclamation mark.

6.



If any mandatory tags are incomplete, brokers are prevented from showing firm orders or vertical terms. If an updated tag set adds new requirements to a partially-shown contract, it must either be revised via contract correction or be reverted to unshown draft state for editing.