

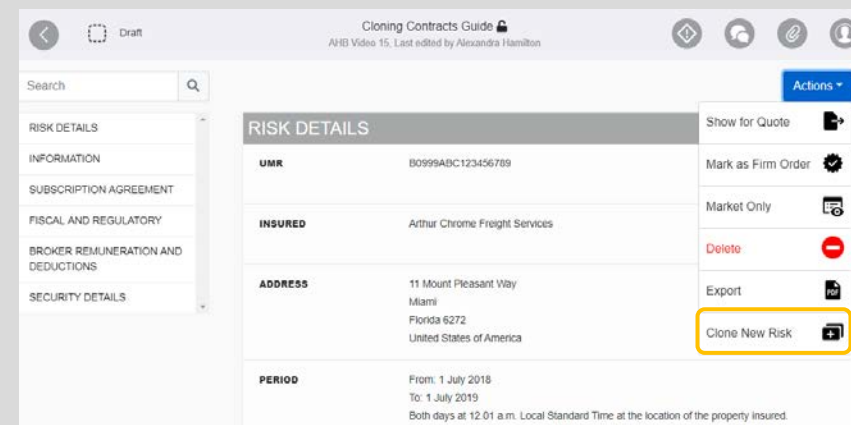
# Clone Contracts

**Intro.** The 'Clone Contract' functionality allows brokers to clone open market contracts, facilities and declarations.

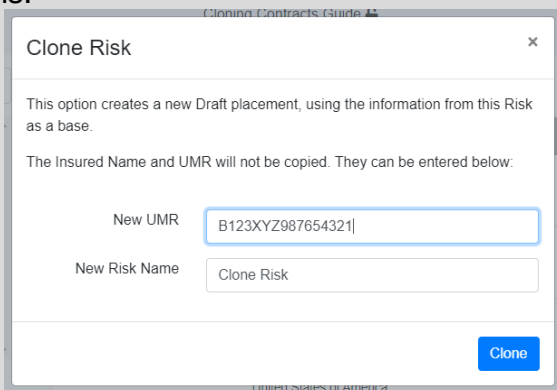
Cloning a contract creates a new draft contract with the same sections, headings, defined data tags, and text. Cloned contracts can be fully edited and include a new contract name and UMR.

This allows brokers to efficiently reuse and edit contracts containing large amounts of data.

1. To clone a contract, enter the template or full contract and open the 'Actions' menu. Select 'Clone as New' from the end of the menu.



2. Input the contract name and UMR to be applied to the new cloned contract. Templates and open market contracts can be set as either templates or full contracts from the 'Placements' option. Declarations can only be cloned as new declarations.



The 'Clone Risk' dialog box explains that this option creates a new Draft placement using the current risk as a base. It notes that the Insured Name and UMR will not be copied and can be entered below. There are two input fields: 'New UMR' with the value 'B123XYZ987654321' and 'New Risk Name' with the value 'Clone Risk'. A blue 'Clone' button is at the bottom right.

3. The cloned contract is created and the new contract name and UMR is applied. Sections, headings, data tages, and text copied from the original contract can be edited.

