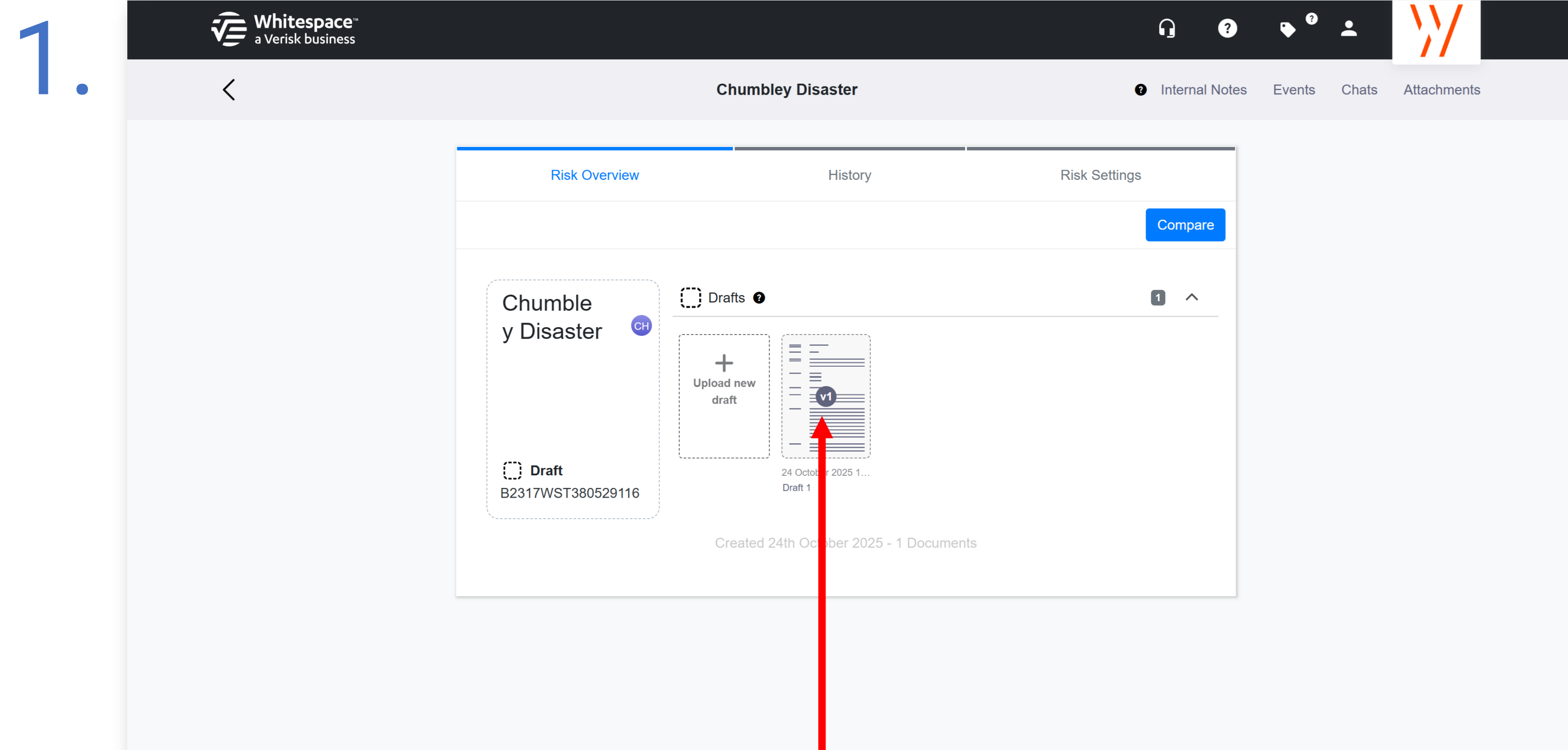
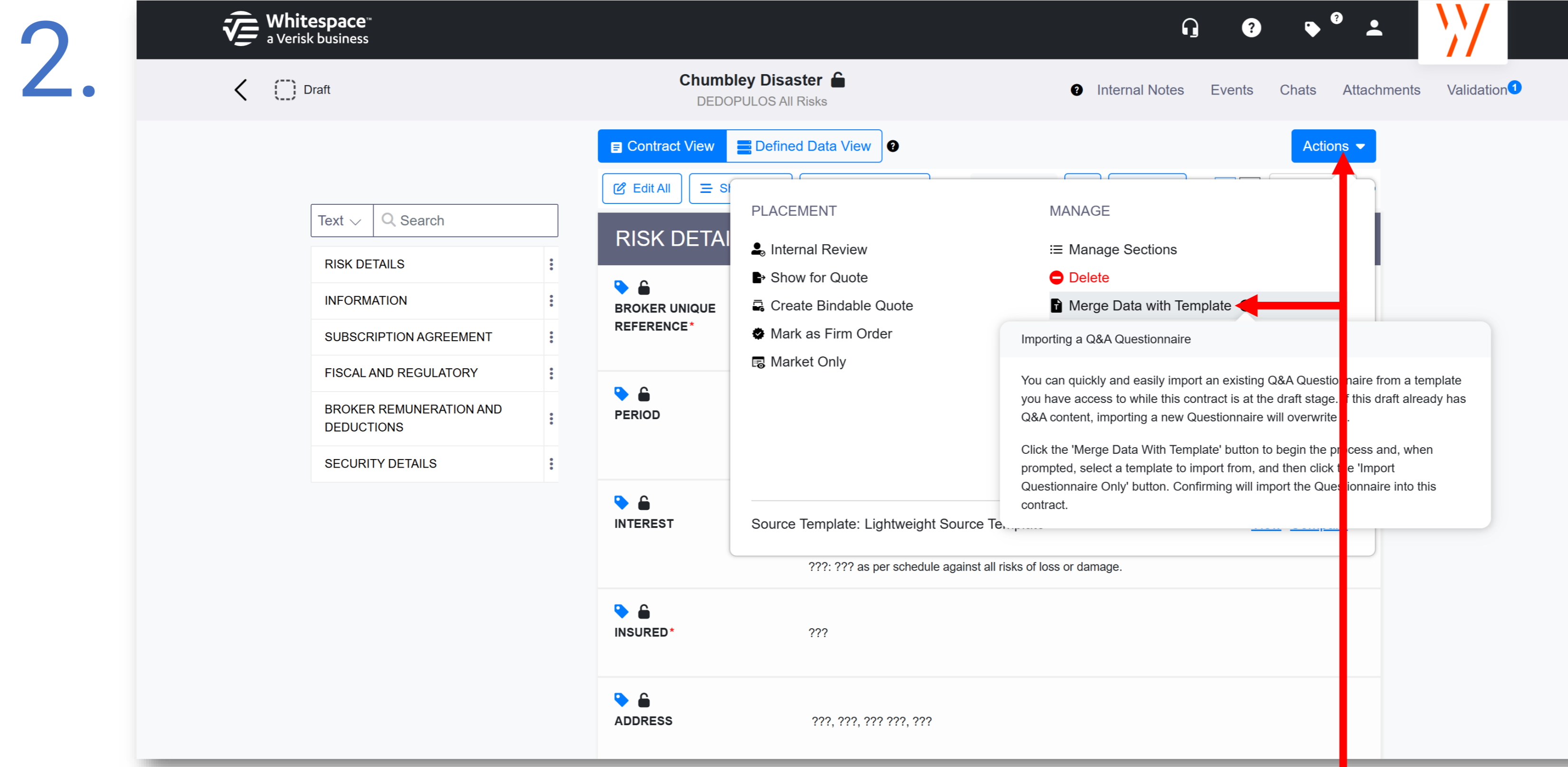


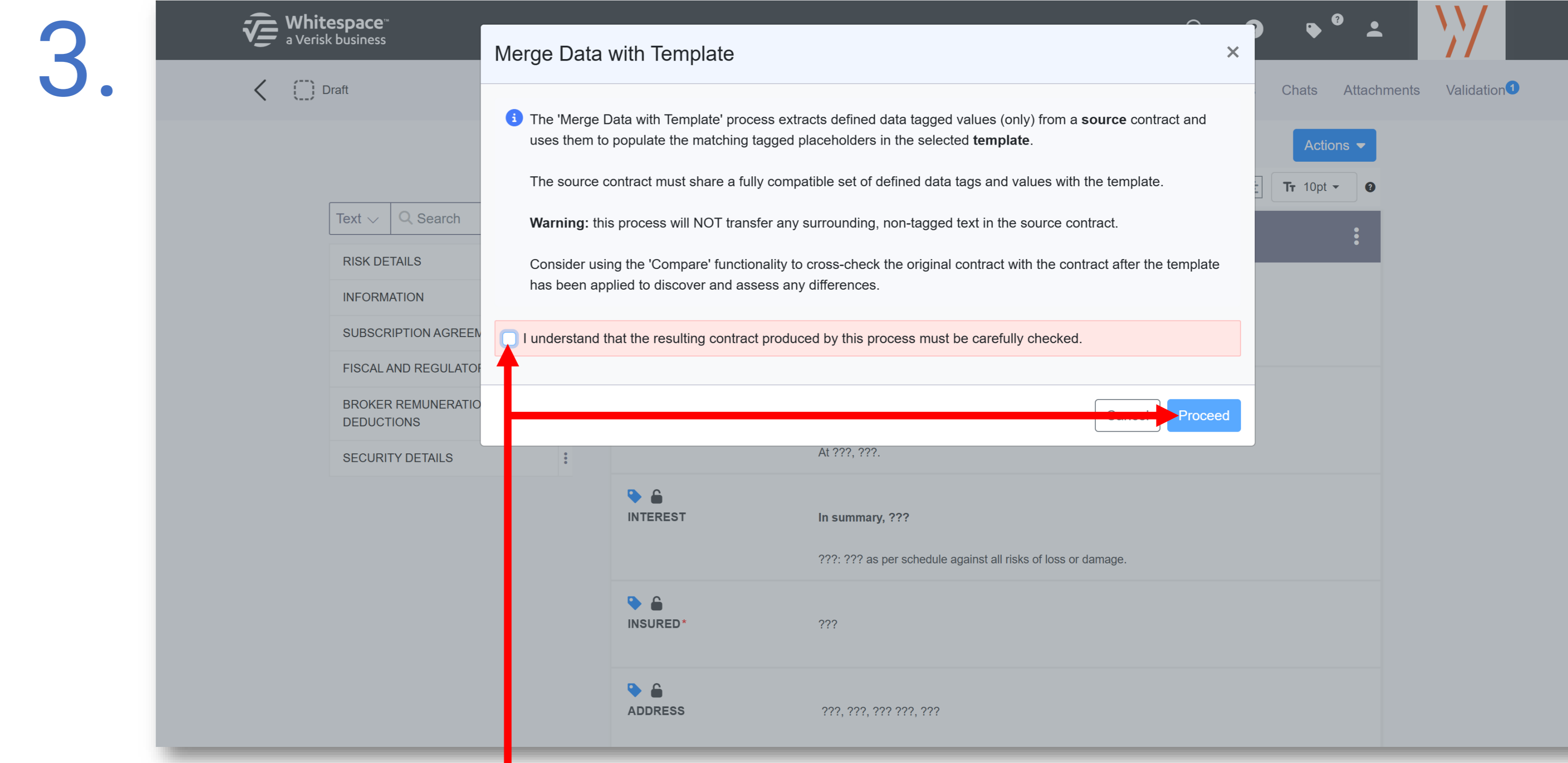
# Adding a Questionnaire to a Draft Contract



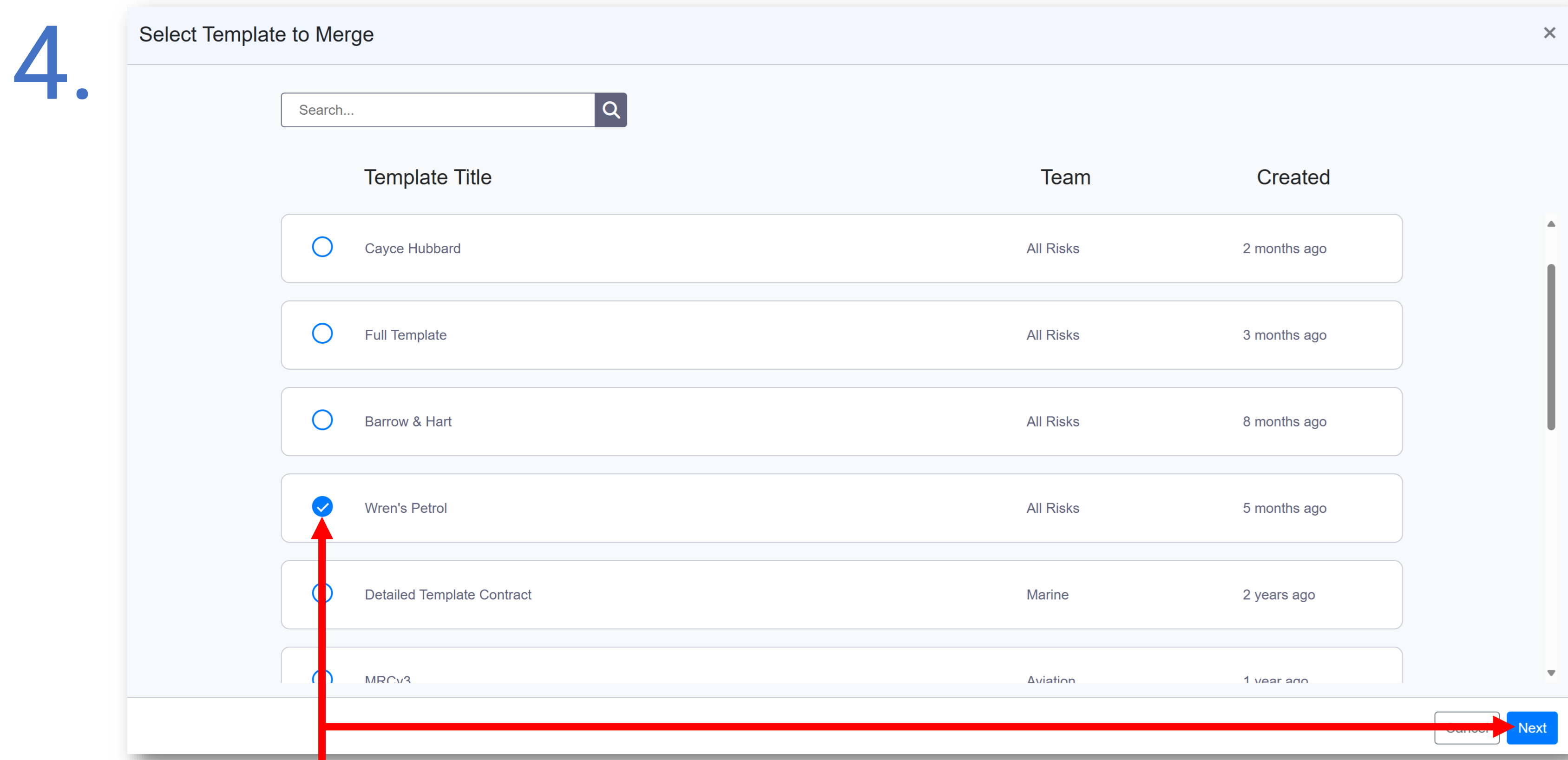
When a contract is at the **draft** stage – for example, during the renewal process – you may import an extended data Questionnaire from a template. Click on the draft to open it.



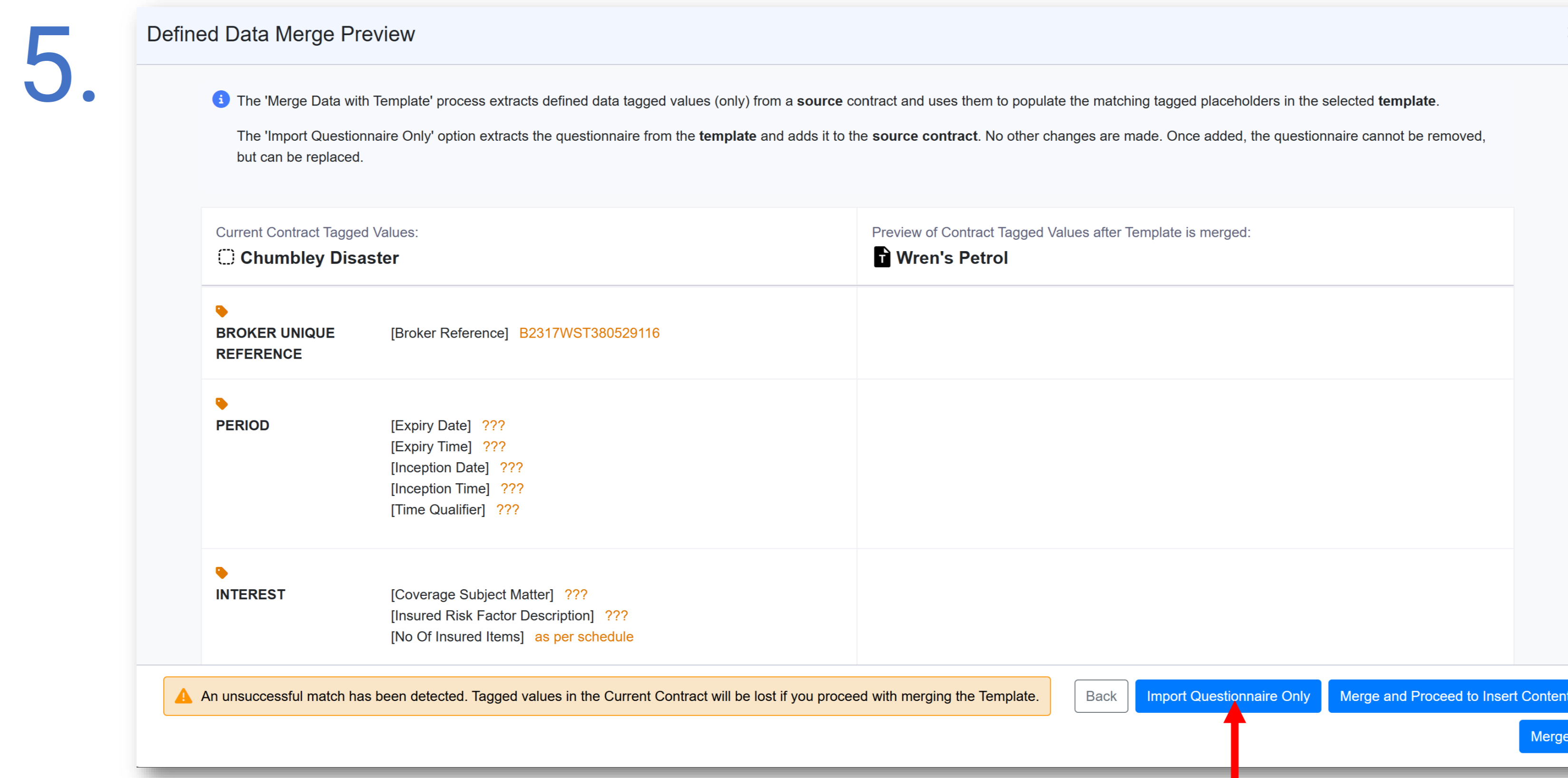
From the blue drop-down 'Actions' menu, select the 'Merge Data with Template' action.



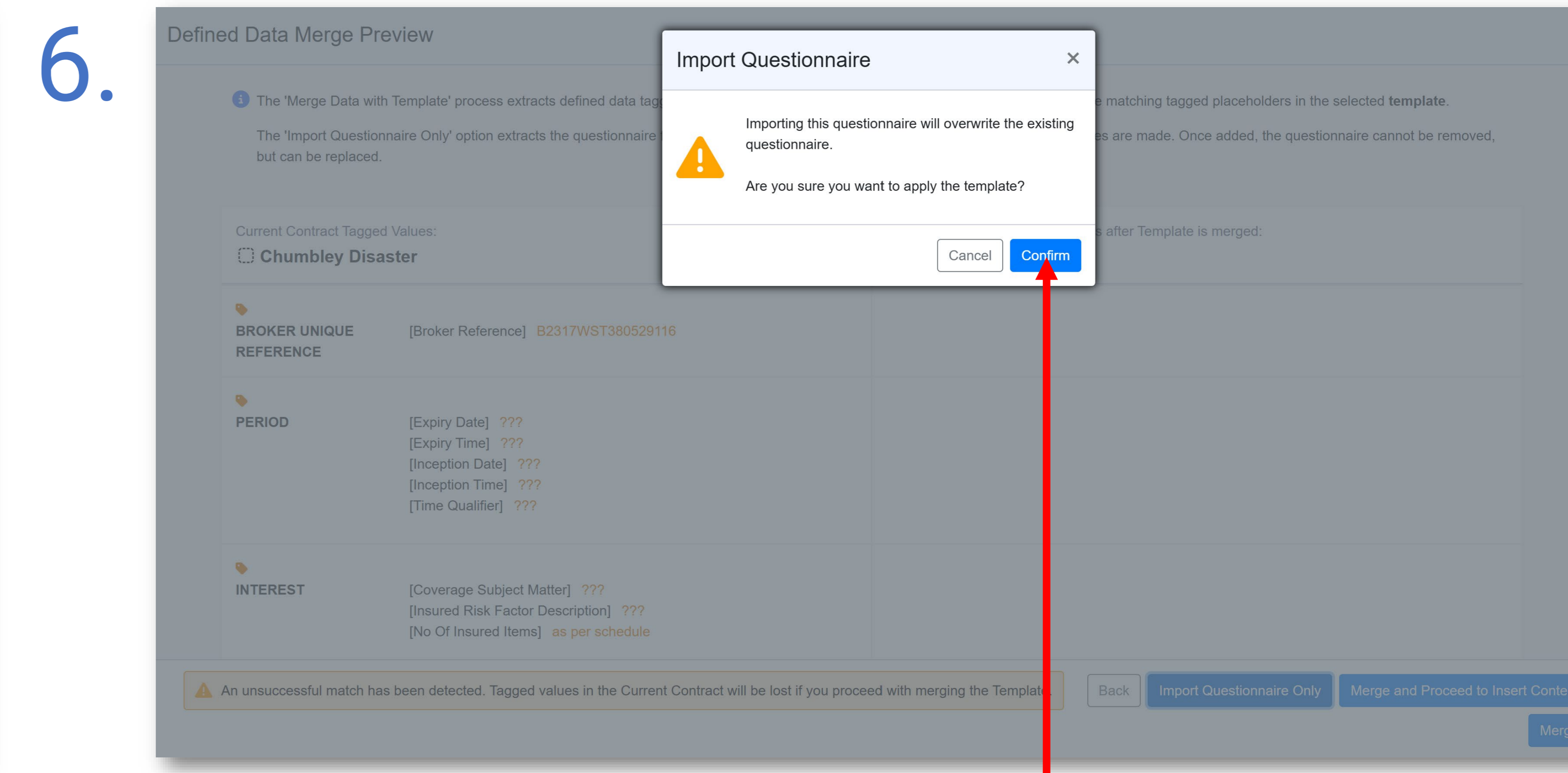
The warning screen describes the consequences of merging the data in your contract with the contents of a template, and does not apply to incorporating a Questionnaire. Tick the box and click 'Proceed'.



Tick the radio button next to the template that you want to import the Questionnaire from and click 'Next'.



The Merge Preview also applies to merging your contract's data into a template. Click 'Import Questionnaire Only'. If the button is not clickable, the template you selected does not have a Questionnaire – click 'Back' and try again.



Click 'Confirm' to import the template's Questionnaire into your draft contract. You are then returned to the Dashboard.