Managing Stamps on the Whitespace Platform

The Stamp Management panel in the new admin module provides Whitespace Platform admins with detailed control over all of the organisation's stamps. In addition to a fully-filterable list of stamps, and detailed set-up screens for new stamps and button stamps, the new functionality allows stamps to be made available for users on a team or individual level, or to be indefinitely deactivated. All new full stamps will be validated by Whitespace Support before being made available for use.

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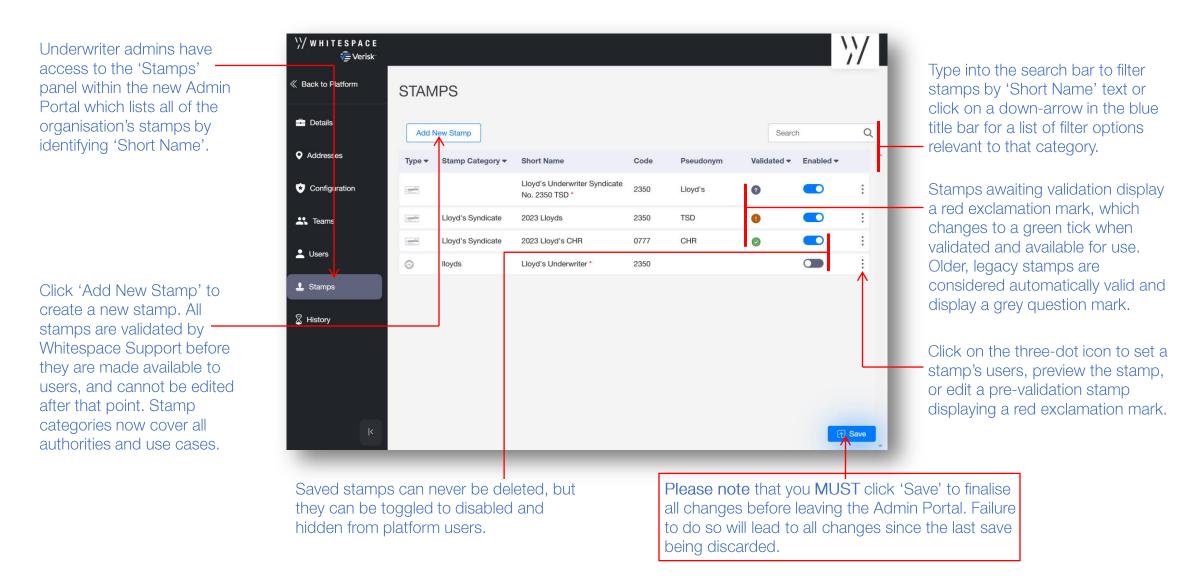
NEW FUNCTIONALITY

- Stamps can be granularly enabled or disabled from the organisational level down to that of the individual user. By default, stamps are available to all users.
- Stamp descriptions can now include carriage returns to improve formatting and legibility.
- Stamp types that show corporate logos may now display a stampspecific logo instead, or no logo whatsoever.
- The list of stamps shown in the admin portal can be filtered by multiple categories to make it easy to use and search.
- New full stamps are validated by Whitespace Support before release to ensure that they are correct and safe for use.
- Existing stamps as of the release of version 2.12 of the Whitespace Platform are automatically considered validated.
- Nine separate categories of full stamp with automatic error-checking help ensure that new stamps will pass validation.





The Stamp Management Panel

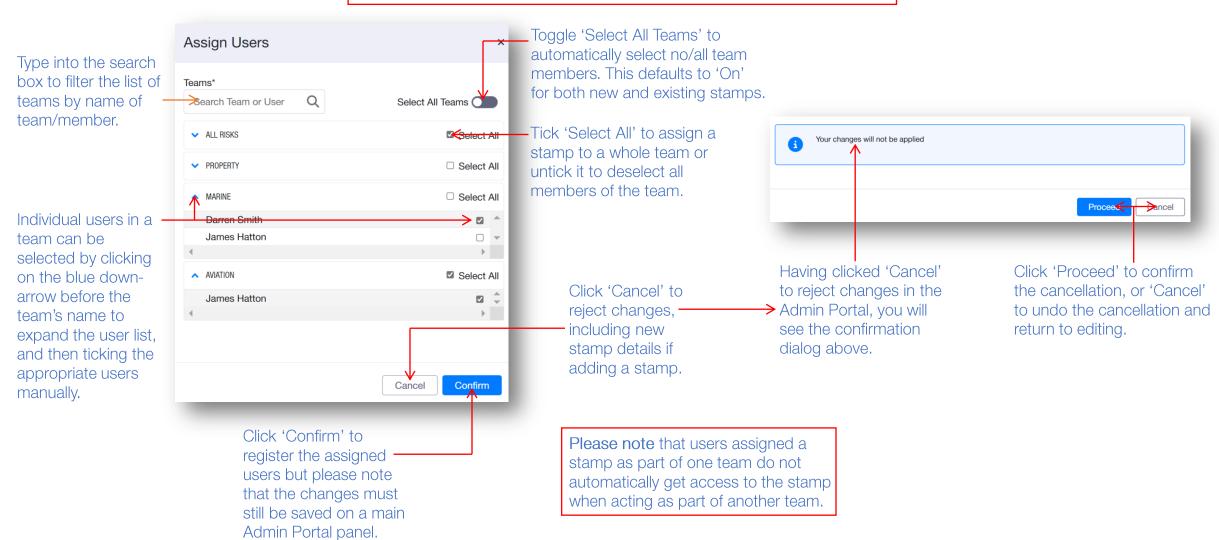






Assigning Stamps to Users

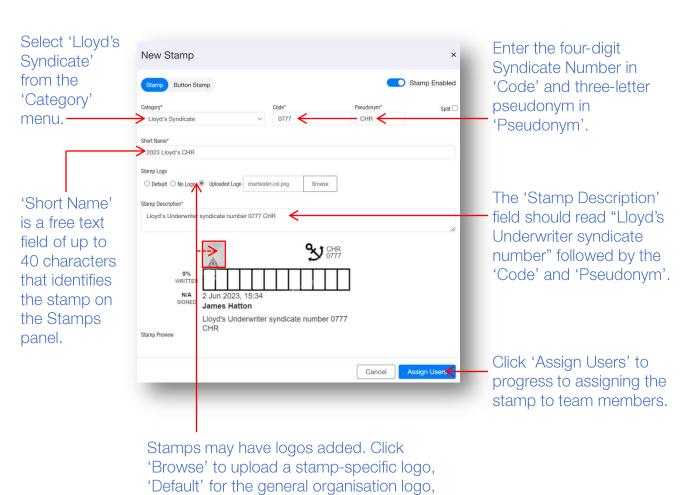
Please note: Users must be assigned to a stamp before it can be saved, and before they can see or use it. The 'Assign Users' pane groups users by team.







Lloyd's Syndicate Stamps



New Stamp Stamp Enabled Button Stamp Split 🗹 Lloyd's Syndicate Lloyd's Syndicate Short Name 2023/4 CHR75 TSD25 Stamp Logo O Default
No Logo O Uploaded Logo Browse File Browse Lloyd's Syndicate 0777 CHR - 75% / Syndicate 2350 TSD - 25% 2 Jun 2023, 15:3 James Hatton Lloyd's Syndicate 0777 CHR - 75% / Syndicate 2350 TSD - 25% Stamp Previe

For a split stamp, tick the 'Split' box to open a second line.

Enter the 'Code' and 'Pseudonym' of the second syndicate, and fill in the split percentages to total 100%.

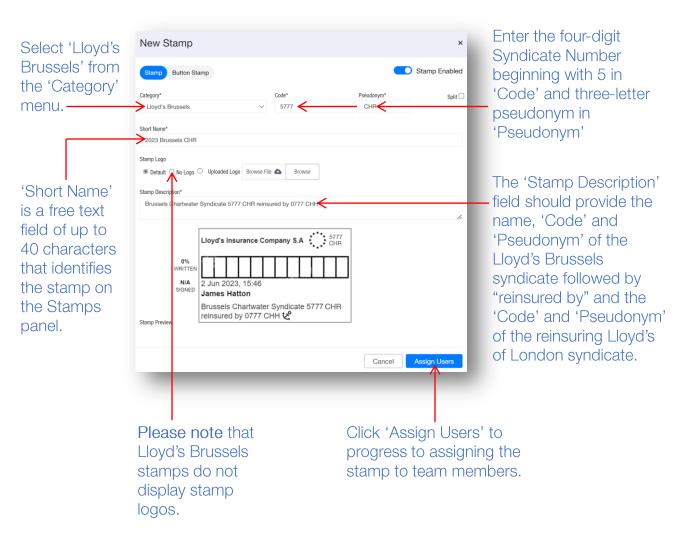
The 'Long Description' for a split stamp should include the term "Lloyd's Syndicate" and provide the 'Code', 'Pseudonym', and split percentage of both syndicates.

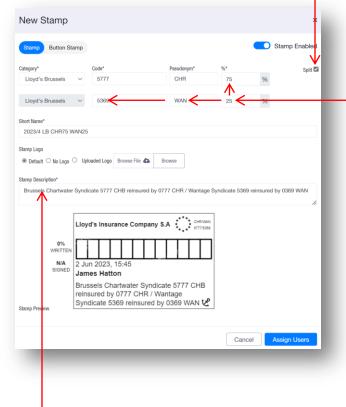


or 'No logo' for none.



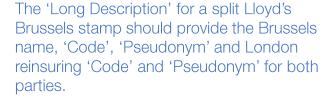
Lloyd's Brussels Stamps





 For a split stamp, tick the 'Split' box to open a second line.

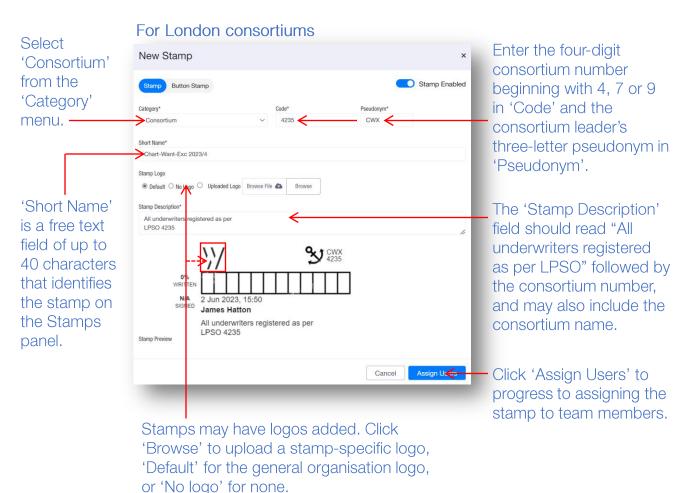
Enter the 'Code' and 'Pseudonym' of the second syndicate, and fill in the split percentages to total 100%.



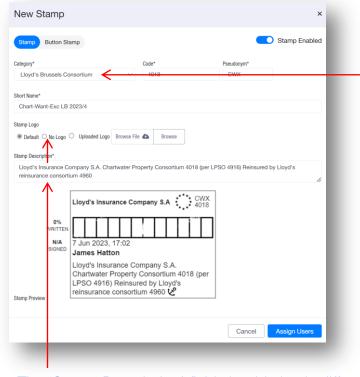




Lloyd's Consortium Stamps



For Brussels consortiums



Select 'Lloyd's
Brussels
Consortium' from
the 'Category'
menu.

Unless specified otherwise, other details are as per London Consortium stamps.

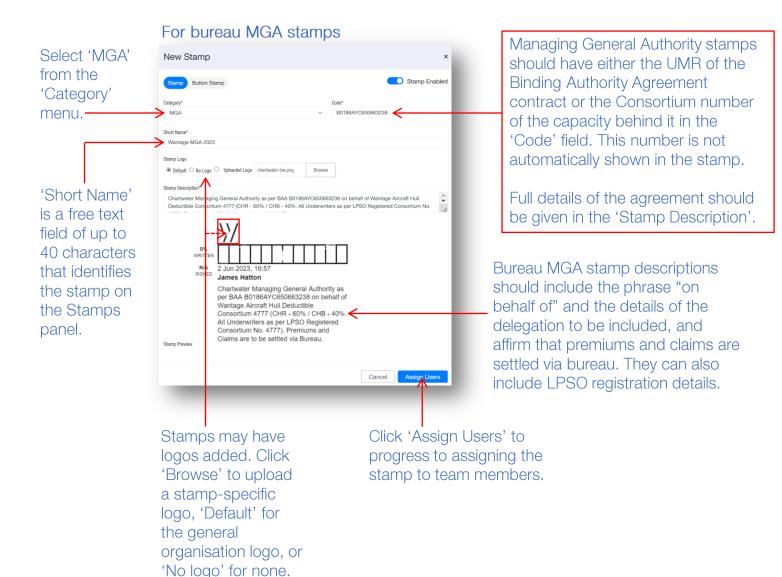
The 'Stamp Description' field should clearly differentiate and provide the Lloyd's Brussels consortium number (4018 above), the associated non-Europe consortium number/LPSO registration (4916 above), and the Lloyd's reinsurance consortium number (4960 above).

Please note that Lloyd's Brussels stamps do not display organisation stamp logos.

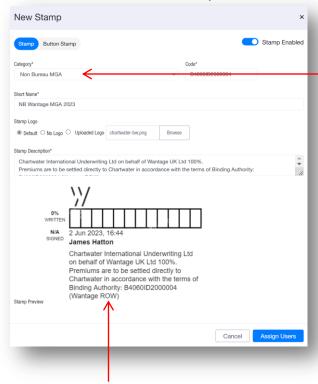




Managing General Authority Stamps



For non-bureau MGA stamps



Select 'Non
Bureau MGA'
from the
'Category'
menu.

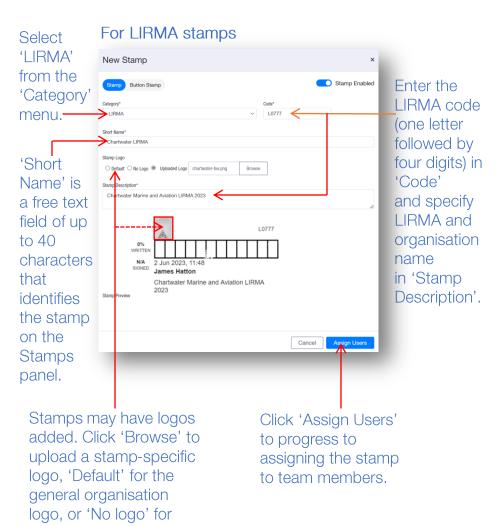
Unless specified otherwise, other details are as per bureau MGA stamps.

Non-bureau MGA stamp descriptions should include the phrase "on behalf of" and the details of the delegation to be included, and they should confirm details of settlement terms.

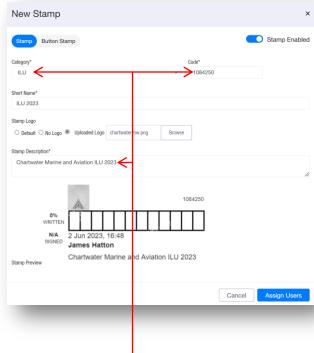




Other Stamps



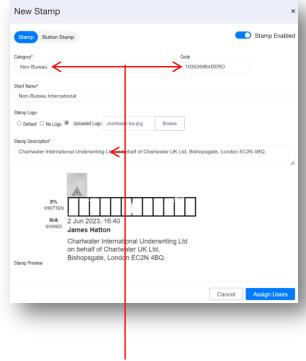
For ILU stamps



Select 'ILU' from the 'Category' menu, put the 7-digit ILU code in 'Code' – please note that the first digit cannot be 0 – and specify ILU in 'Stamp Description'.

Other details are as per LIRMA stamps.

For stamps not covered elsewhere



Select 'Non Bureau' from the 'Category' menu and enter the regular details of your organisation in 'Stamp Description'.

You may choose to enter a DUNS / DUNS+ number of 9 digits and optionally 4 alphanumeric characters in 'Code'. This code is not automatically displayed in the stamp.

Other details are as per LIRMA stamps.



none.

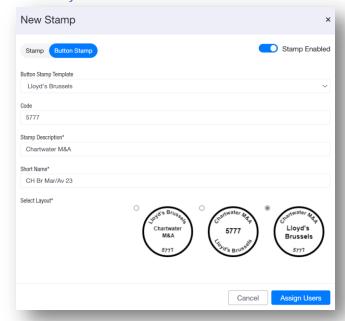


Button Stamps

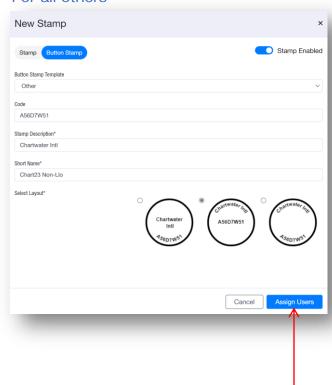
For Lloyd's of London



For Lloyd's Brussels



For all others



Once the button stamp's details are correct, click 'Assign Users' to progress to assigning the stamp to team members.

Please note that Button Stamps are not verified by Whitespace Support, and thus are available for use immediately. Like other stamps, they cannot be edited or deleted after saving.

For all button stamps:

- Select the relevant authority from the 'Button Stamp Template' drop-down menu.
- Enter your consortium number or other reference in 'Code' four digits for 'Lloyd's', four digits beginning with '5' for 'Lloyd's Brussels', or up to 8 alphanumeric characters for 'Other'.
- Enter stamp text up to 25 characters in length in 'Stamp Description'.
- Enter 'Short Name' of up to 15 characters in length that identifies the stamp on the Stamps panel.
- · Select from the three available layout formats.
- You may choose to show or hide the anchor icon on Lloyd's of London button stamps.
- Corporate/stamp-specific logos are not available for button stamps.



