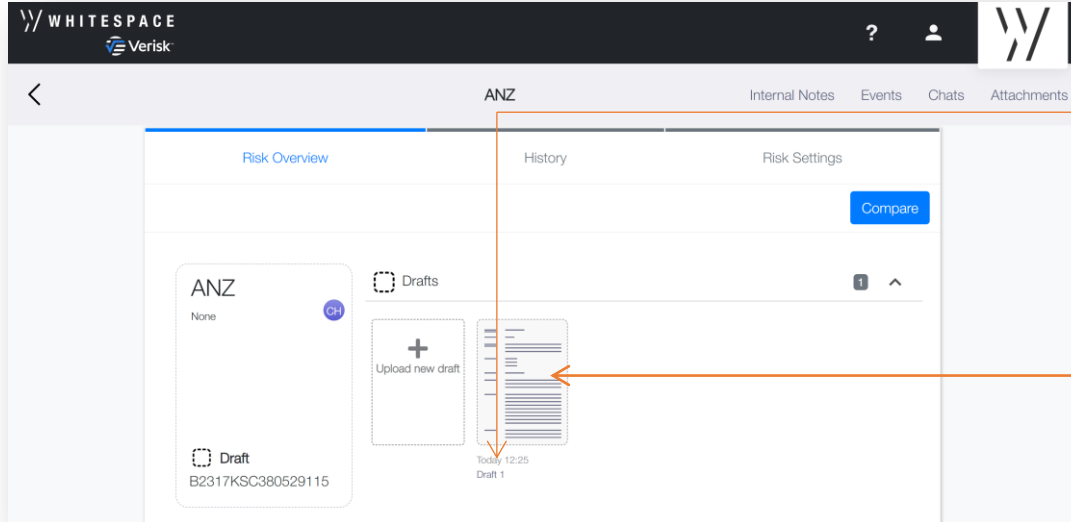


Duplicating a Draft Contract as a New Draft

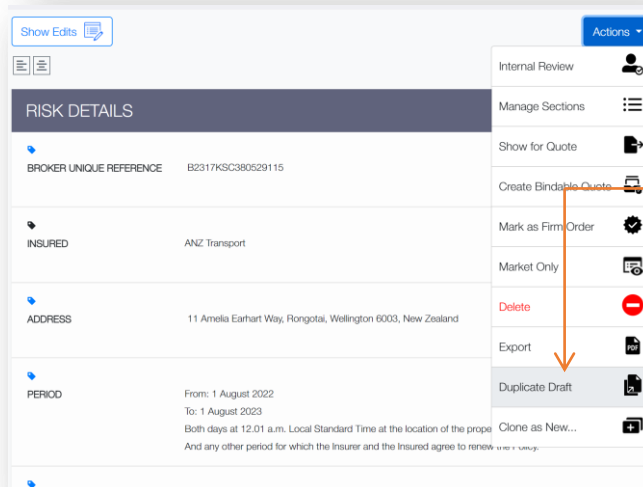
1.



The overview page numbers each stage's versions of the contract in order of creation, so the first contract instance is labelled 'Draft 1'.

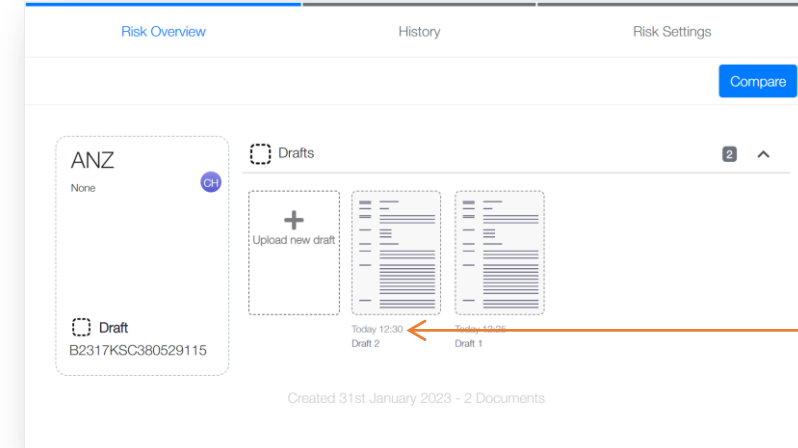
Click on the draft icon to open the contract text.

2.



Click on the blue drop-down 'Actions' menu and select the 'Duplicate Draft' option.

3.



The platform takes you back to the overview page, where the new draft has been created and numbered accordingly.