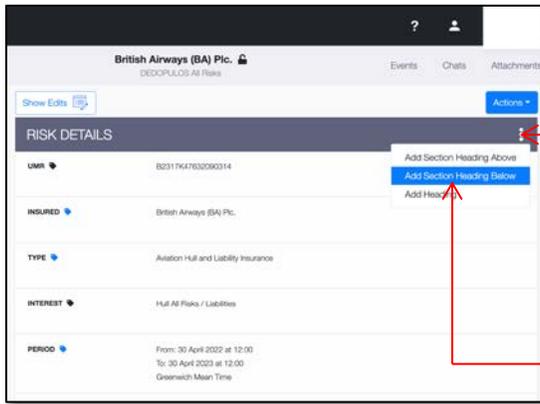


Tagging Defined Data with the New Placing Data Section

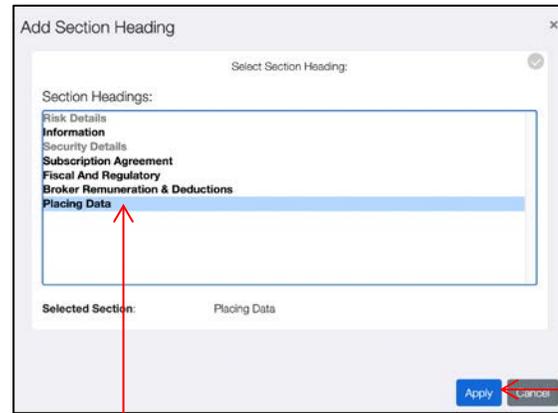
1.



Select the contract and open the 3-dot menu in a heading

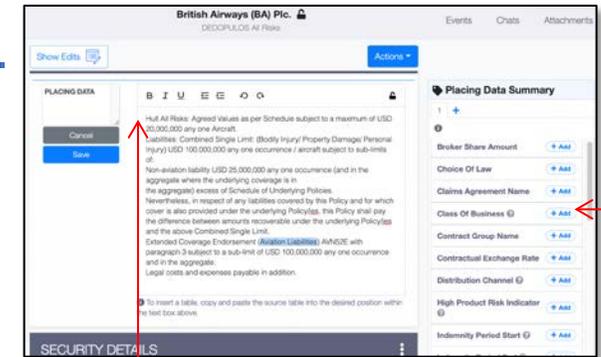
Add the new Placing Data section

2.



Select 'Placing Data' as the new section heading

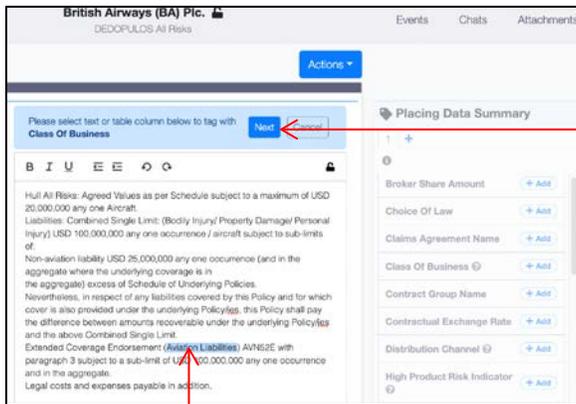
3.



Enter or paste the text to be tagged

Select a tag and click its '+ Add' button

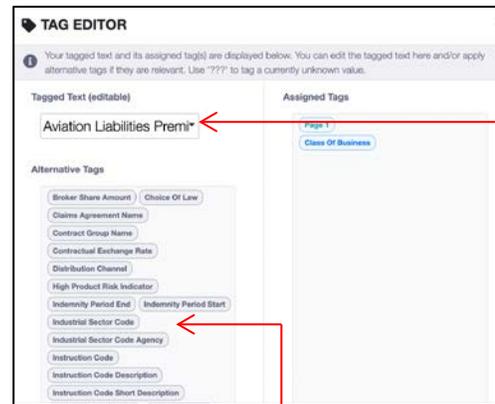
4.



Click 'Next'

Ensure the data to be tagged is highlighted

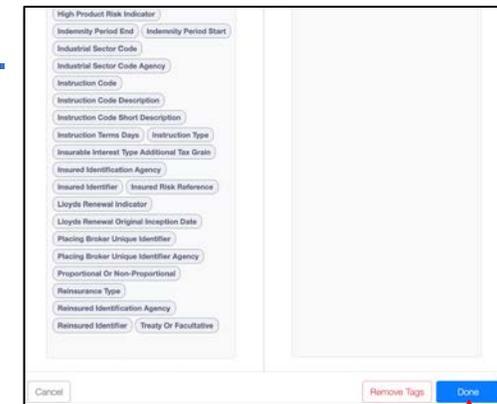
5.



The text to be tagged can be edited, or if the tag specifies permitted options, selected from the drop-down.

Select alternate tags if required

6.



Scroll to the bottom of the screen and click 'Done' to apply the tag.