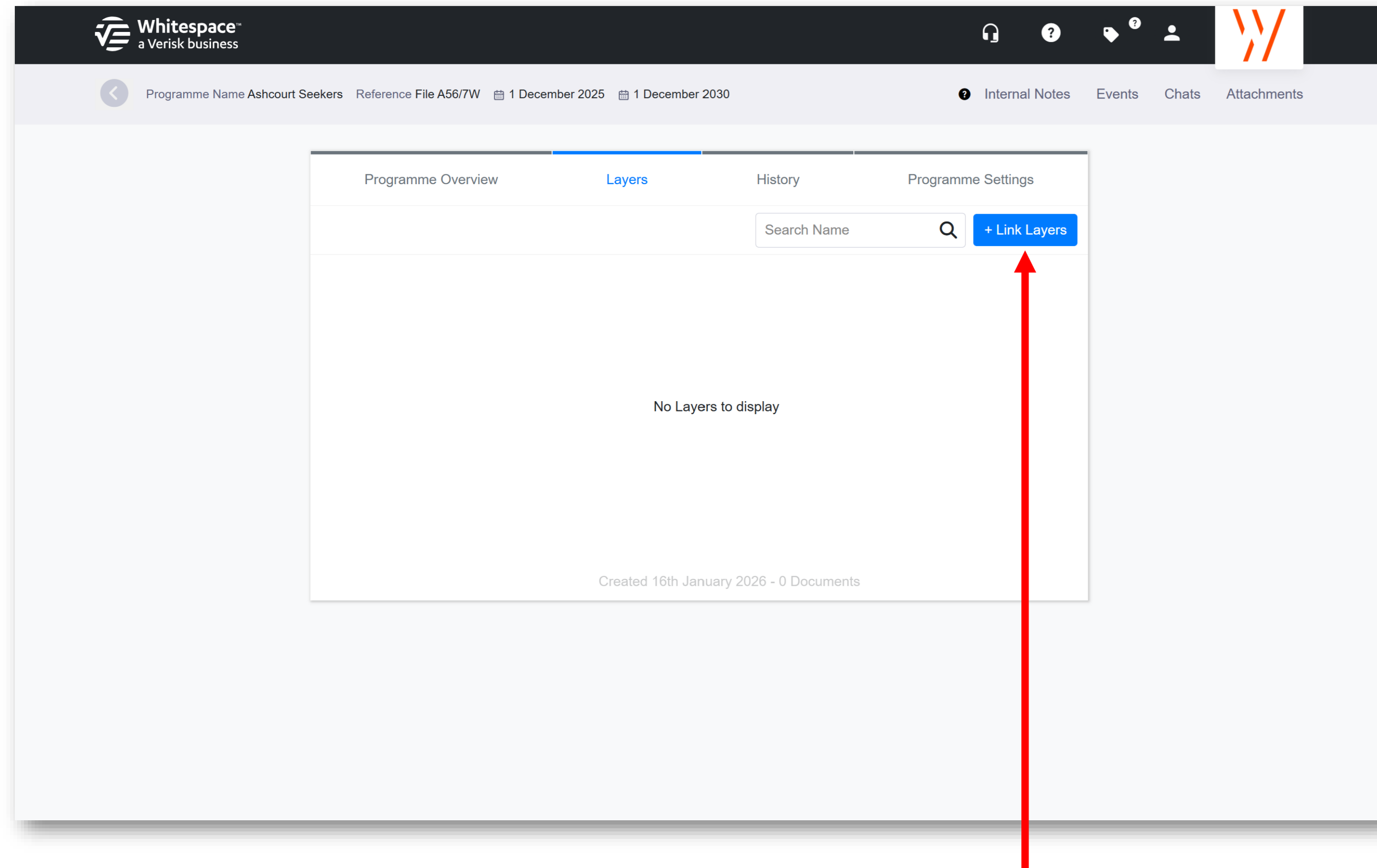


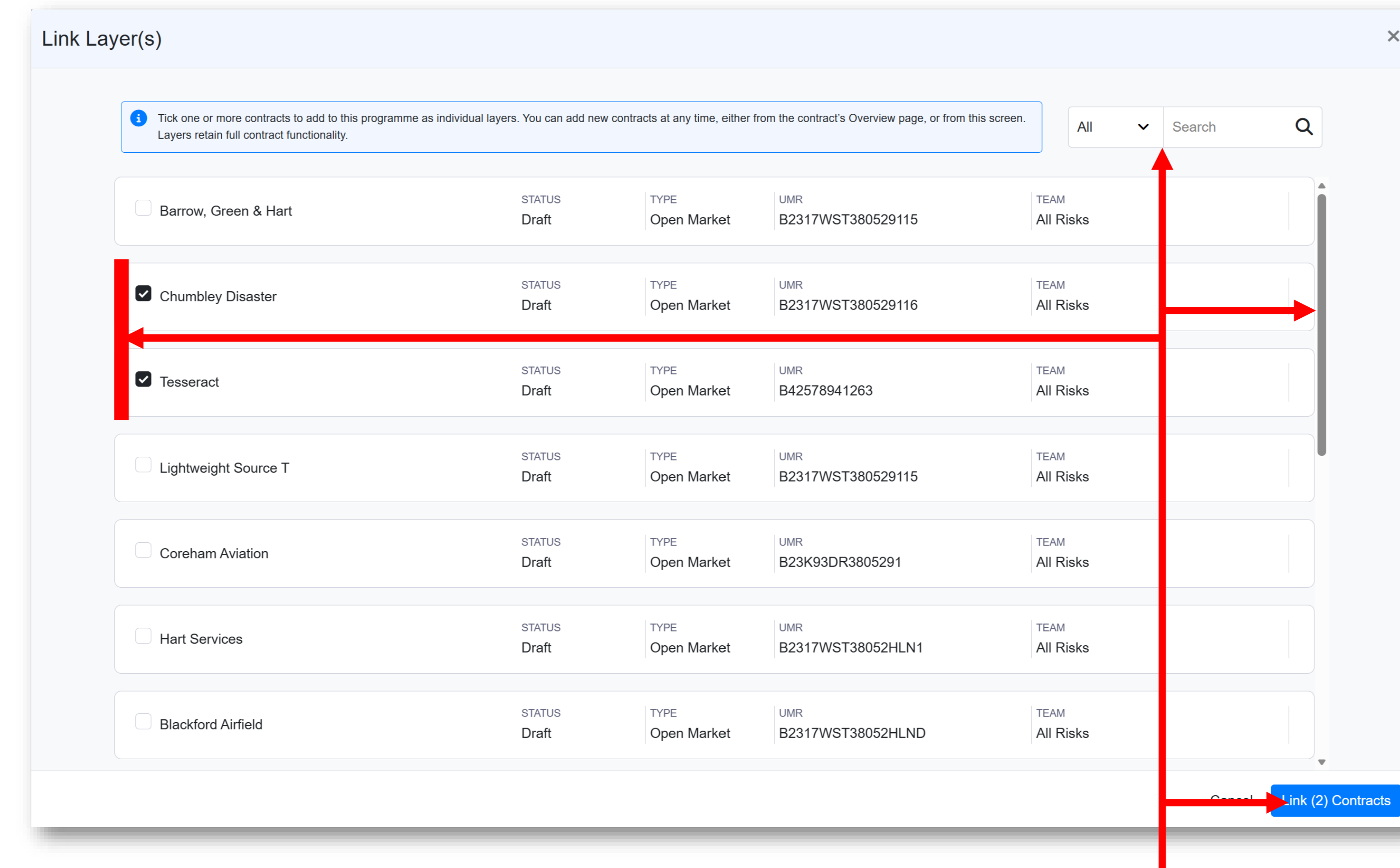
How to Create a Layer and Attach It to a Programme

1.



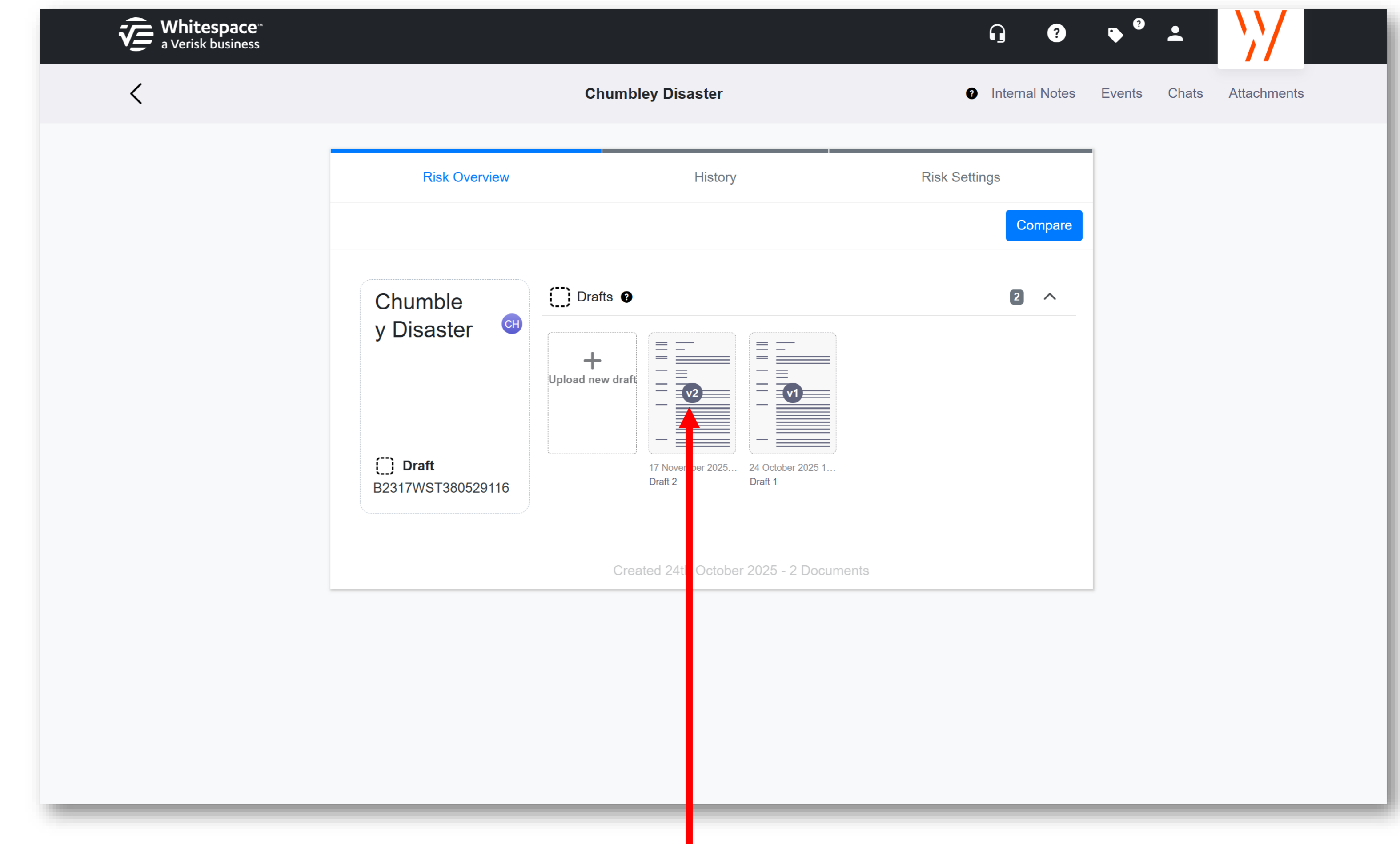
Only draft contracts without attachments can be converted to layers. To select a layer to link to a given programme, open the 'Layers' tab from the Overview page and click '+ Link Layers'. Layers link permanently, and can only link to one programme.

2.



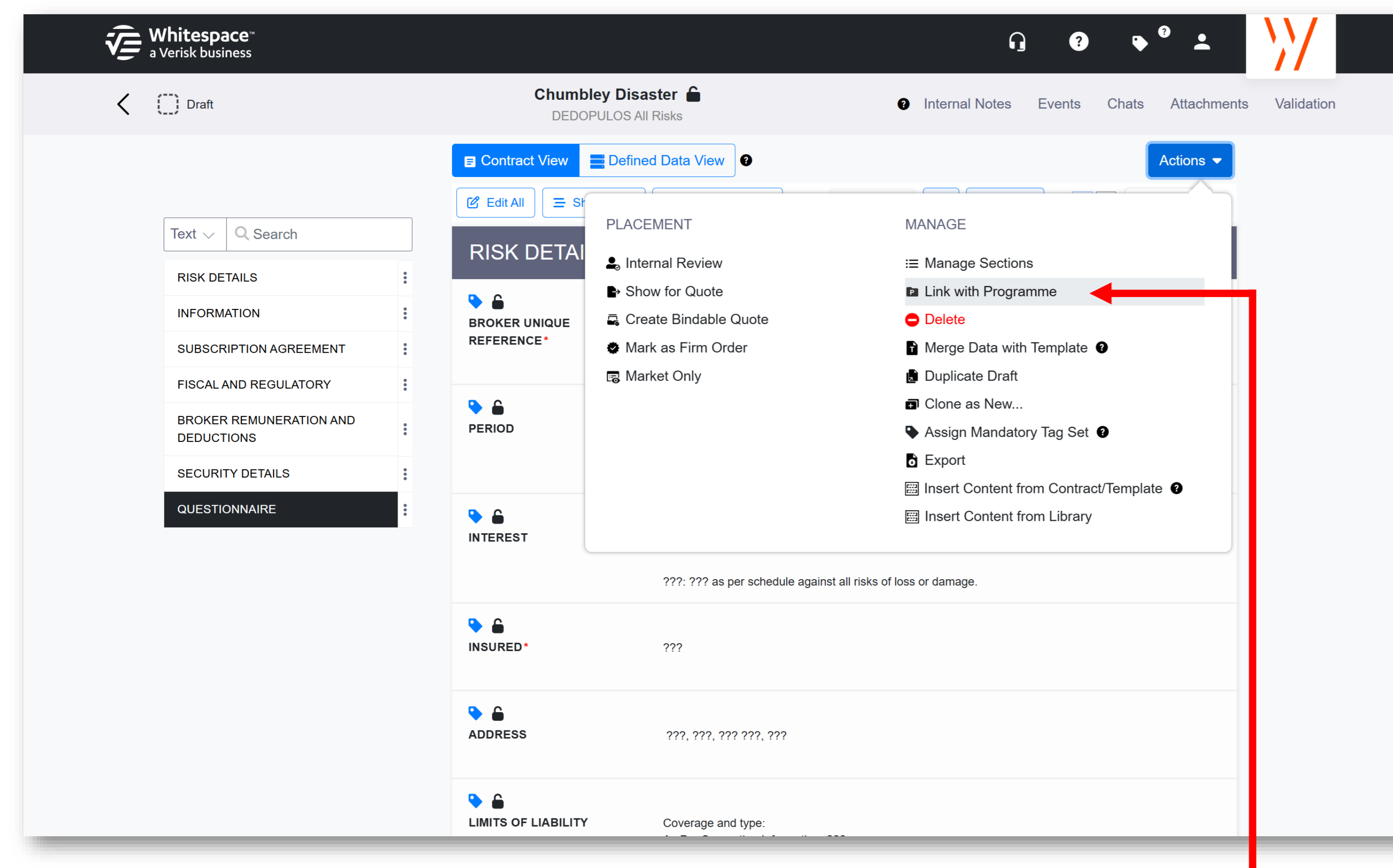
All eligible draft contracts that you have access to are shown in the 'Link Layer(s)' list. The list can be scrolled, or searched by name and/or reference. Multiple items can be selected. Click the 'Link (x) Contracts' button to proceed.

3.



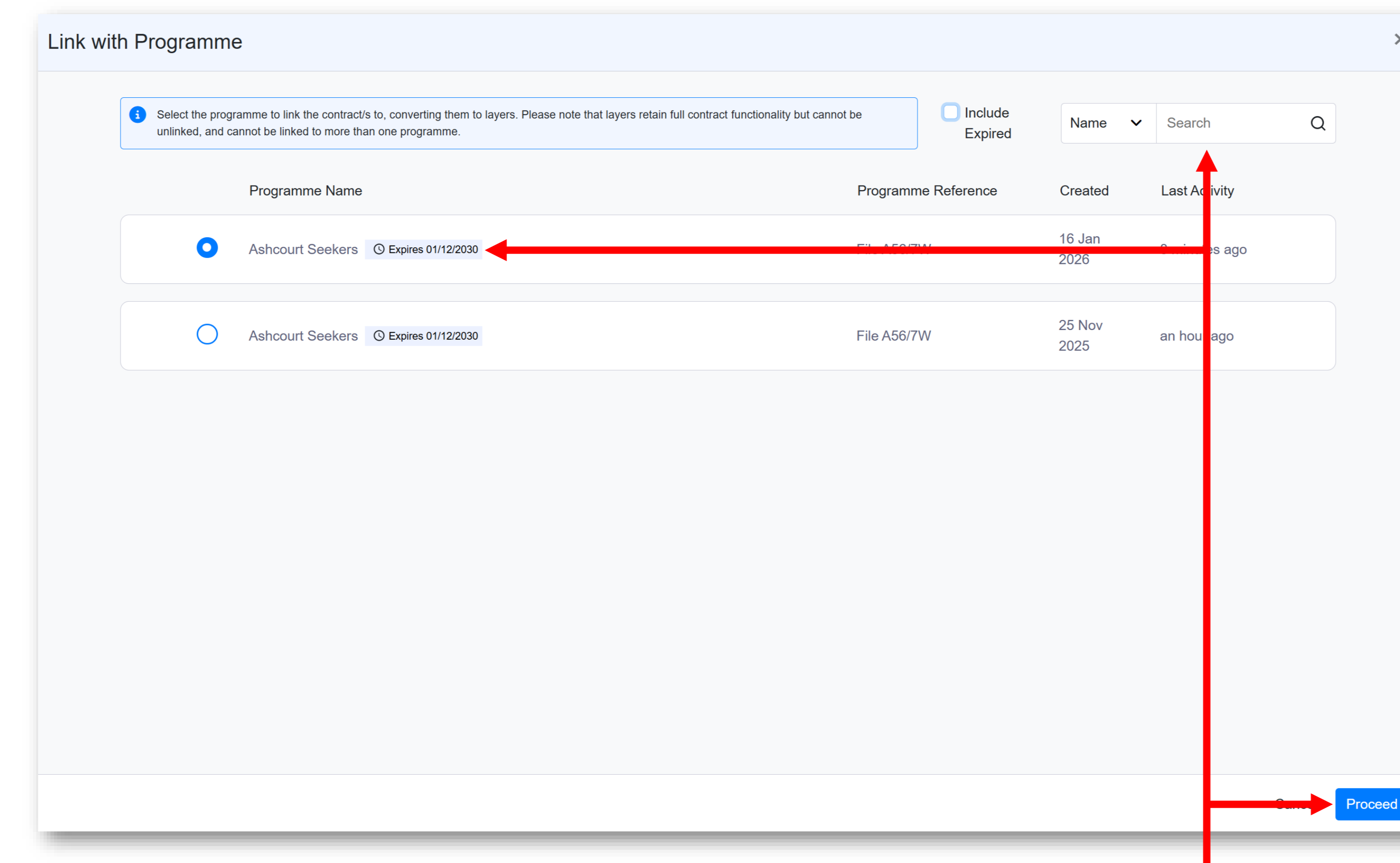
Alternatively, to select a programme for a given contract to be linked to, open the 'Contract Overview' page and click on an instance to open it. The contract cannot have progressed past the draft stage, and any external attachments must be removed first.

4.



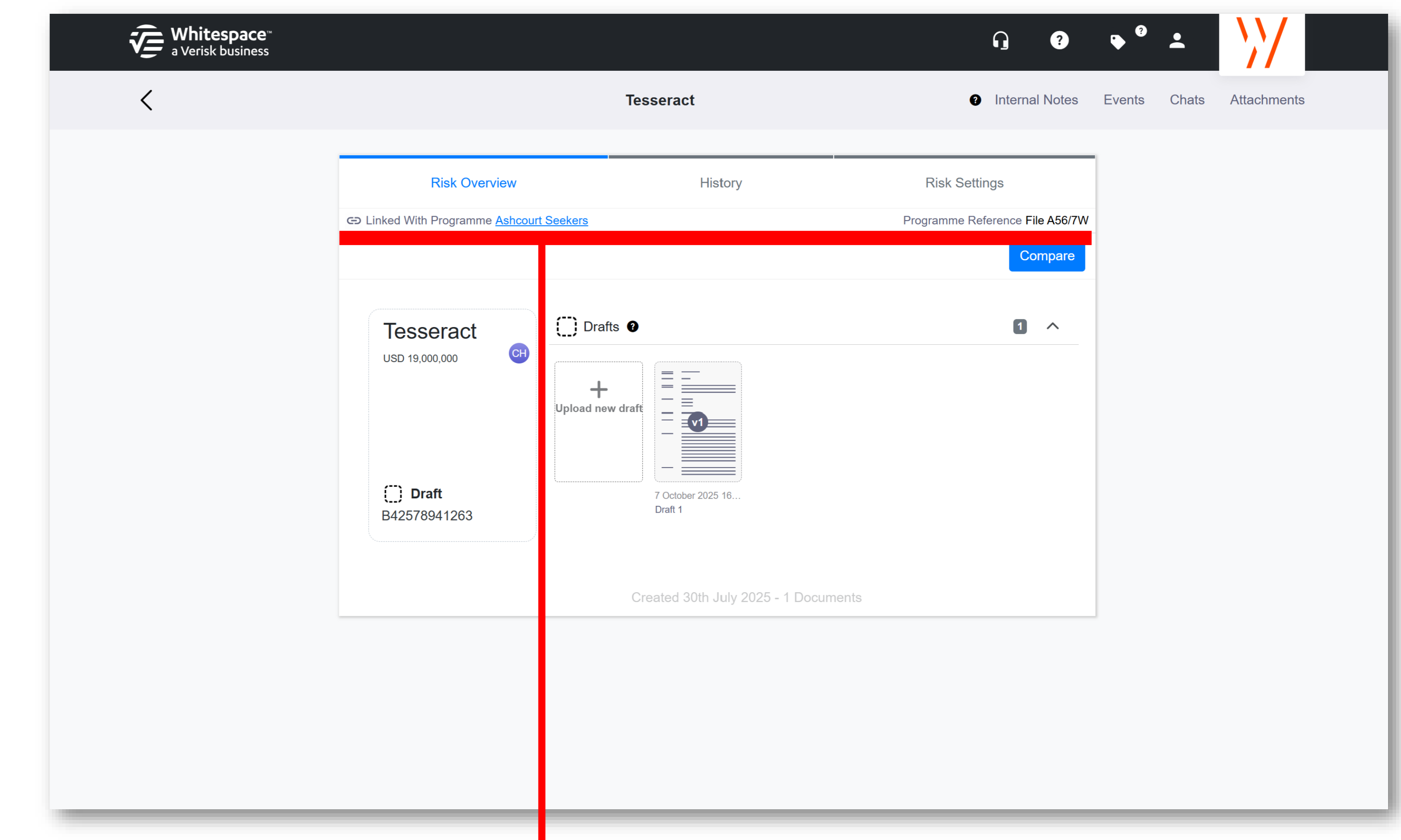
From the draft's 'Contract View' page, click the blue drop-down 'Actions' button and select 'Link with Programme'.

5.



All eligible programmes that you have access to are shown in the 'Link with Programme' list. The list can be scrolled, or searched by name or reference. Select a programme and click 'Proceed'.

6.



The Programme Banner at the top of the Contract Overview screen clearly displays details of the programme that the layer is linked to. Clicking on the Programme's name opens its 'Programme Overview' page.