## **Using Cross-Reference Data Tags**

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To add a cross-reference tag to the text you are editing, click the white 'Add Cross Reference Tag' button.

Select the location in the text to insert the crossreference tag and click 'Next'.

**Cross-reference tags** duplicate an existing defined data tag record. They can be placed under any contract heading, and are updated when the source tag changes, removing the need to update the same information in multiple locations.



During editing, and at other times when tagged text is highlighted in the contract, cross-reference tags are shown with a dotted blue outline rather than a solid one.

Like other tags, cross-reference tags appear as normal text except during editing or when using other functionality that highlights them.

the search box below, click on	the tag to select it, and click 'Add Tag' in the bottom right.	when reven in chair great. Einteil pairt on an on ane tag mainte in	is ordered by contract
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Assigned Tags	Tagged Text
Insured Name	ANZ
(Page 1)	
	Alternative Pages

Cross-reference tags cannot be edited individually. They are always identical to the current content of the source tag that they are a copy of.



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