## A Quick Overview of the Contract Library

							Profile	
\\/	Good afternoon, Cayce. Select My Actions for risks requiring your					. 1	User Cayoe Habbard	
11	attention	y riotionic		roquin	ing you	SQL	Role Broker	
	Stortford Broking PROD	)		Г		Â	Company Stortford Broking (ROD	
Al My	Actions Recently Views	ad Templates	Pinned Risks	Label	Reset Filters		Email broker.lim@wspt.co.uk	
Risk Name 🗹	Status ¥	Туре *	UMR 🗹	Owner •	Inception Date	×4	Notification Email broker.tim@wspt.cp.uk	E
Ender Group	igned Signed	Facility	B2317K47632090313	Cayce Hulbard	23 Nov 2023	:	Browser Notifications	a
Dentron	O Draft	👸 Open Market	B28347395974168584	Cayce Hu bard	01 Aug 2019	0	Blue Badges 3+	Clear
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		IR Course Married	134	Cavce Hulbard	01 Aug 2019	8	Admin A	

Whitespace users who have been given 'Library Access' permission in the Admin portal can enter the Library by clicking their profile icon and then selecting 'Library' below.

DIT LINE ITEM: PERIOD	DRUFT	Actions =
INFORMATION	CONTRACT HEADING = =	PERIOD
Core Info Usage	PERIOD	1 +
Trie		0
PERIOD		All lags
Reference MRC3 1WE-P-1	From: (1 August 2019) The Edward 2000	1 August 2019
Version	Both days at 12.01 a.m. UTC Local Standard Time at the location of the property insured and inclusive.	Inception Time 😡 🗸 🗸
1	And any other period for which the Insurer and the Insured agree to renew the Policy. Estimate	12.01 a.m.
Section Heading RiskDetails		Inception Date Inclusive/Exclusive
Contract Heading	1 To insert a table, copy and paste the source table into the desired position within the text box above. Please note that unusually wide tables may not explanatly.	ort Inclusive
Tag Calasson		Expiry Date @ +AM
Period		Expiry Time 🛛 🗸
Class of Business Aviation		Evoiry Date Inclusive/Evolusive
Sub Class Airline/ General Aviation		Indicator @
Jurisdiction UK		Time Qualifier @   Local Standard Time
Language English		Time Zone 🛛 🗸
Valid From Date		Indemnity Daried Start @
2 February 2025		A August 2010

Viewing an 'Active' Line Item, or editing a 'Draft', opens Line Item view. The view shows metadata, text, and tags. Edit text and tags as usual, if at 'Draft'. Edit metadata ('Draft' and 'Active') by clicking the pencil. Save when ready.

Recently created Lin	e Items o	_		Text - 0.00	
ADDITIONAL CLAU	SES DFT				Draft v2 🔒 🗛
Reference MRC3 (WE-CMRCD	Line Item Type STANDARD HEADING	Section Heading RISK DETAILS	Contract Heading ADDITIONAL CLAUSES	Teg Calegory NONE	Last Modified Valid Fre 6 FEB 2025 11:55 1 FEB 3
ADDITIONAL CLAU	ISES DFT				
Reference	Line Item Type	Sector Heading	Contract Heading	Teg Category	Open in progress version
MRC3 TWE-CMRCD	STANDARD HEADING	105K DETAILS	ADDITIONAL CLAUSES	NONE	View/Update Information
SETTLEMENT DETAIL	4				Clone as new item
Reference	Line Bern Type	Sector Heading	Contract Heading	Tag Category	Withdraw
MRC3 1WE-SD	STANDARD HEADING	SUBSCRIPTION AGREEMENT	SETTLEMENT DETAILS	SETTLEMENT DETAILS	C freedow ICON O
					E eten as soon @
SETTLEMENT DET	AILS				Active v2 🔒 Ac
Reference MRC3 1WE-SD	Line Item Type STANDARD HEADING	Sector Heading SUBSCRIPTION AGREEMENT	Contract Heading SETTLEMENT DETAILS	Tag Category SETTLEMENT DETAILS	6 FEB 2025 11:54 1 FEB
PREMIUM					Withdrawn v1 🔒 🗛
Reference	Line Item Type	Sector Heading	Contract Heading	Teg Category	Last Modified Valid Fro
MRC3 1WE-P-4	STANDARD HEADING	RISK DETAILS	PREMIUM	PREMIUM	6 FEB 2025 11:54 1 FEB 3

The Library opens on its dashboard, showing a full list of Line Items it contains. This list can be filtered or scrolled. Click on an Item's white 'Actions' button to view it ('Active' items) or edit ('Draft' items) it, clone it as a new draft, export it, and more.



Clicking the pencil icon opens the information panel where you can edit metadata. Non-editable fields are greyed out. Update the information as required, and click 'Confirm' to return to Line Item view.

Aarine Hull Layout				Active v1 Actions :
Reference LG-MRH-EU-GSV	Contract Type (Re)Insurance Contract	Insurance Type	Valid From Date 28 February 2025	
Seneric Contract Layout Guide				Active v1 Actions I
Reference GEN_CONTRACT_LAYOUT	Contract Type (Re)Insurance Contract	Insurance Insurance	Velid From Date 1 March 2024	
MRCv3				Active v1 Actions E
Reference MRCv3 1WE	Contract Type (Re)Insurance Contract	Insurance Type Insurance	Valid From Date 1 February 2025	
MRC v3				Active v1 Actions E
Reference 1wE	Contract Type (Re)Insurance Contract	Insurance Type Insurance	Valid From Date 9 December 2024	

3.

Click the dashboard's 'Layout Guides' tab to switch to a full list of the Library's Guides. Again, you can filter or scroll, or click 'Actions'. Just like Line Items, 'Active' Guides can be used but not edited, while 'Draft' items can be edited but not used.



Click the 'Create New +' button to add to the Library or use the Builder. Select 'Line Item' to manually add an Item, 'Line Item(s)...' to add multiple Items from the Platform, 'Layout Guide...' to create a new Layout Guide, '...from JSON file' to import a Line Item, or 'Contract/Template...' to create a new contract or template in the Whitespace Platform.

