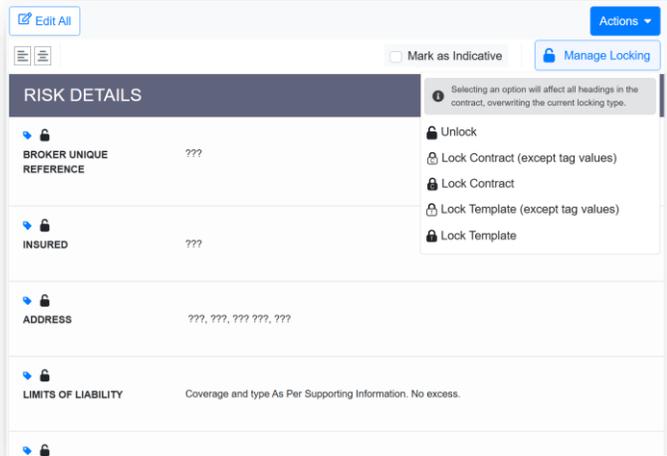


# Locking Templates and Contracts

1.



Contracts can be locked at two separate levels in the Whitespace platform. Locks prevent any text or formatting from being changed, but the values of data tags can be left as editable.

Template locks can be applied and removed only by brokers with the Template Manager permission. Other users will not see these options. All contracts cloned from a template inherit all its template locks.

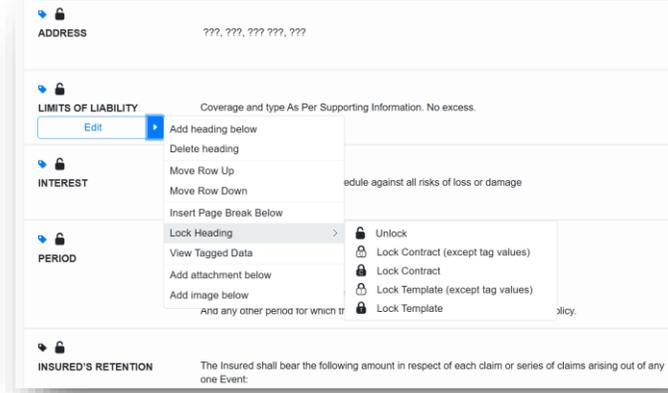
Contract locks can be applied and removed by all brokers working with editable contracts.

To apply a single lock state to an entire contract:

- Click the light blue 'Manage Locking' button beneath the 'Actions' menu, and
- Select the desired lock level from the list.

This overwrites all existing locks that you are able to alter.

2.



Contract headings and their text can be locked or unlocked on an individual basis.

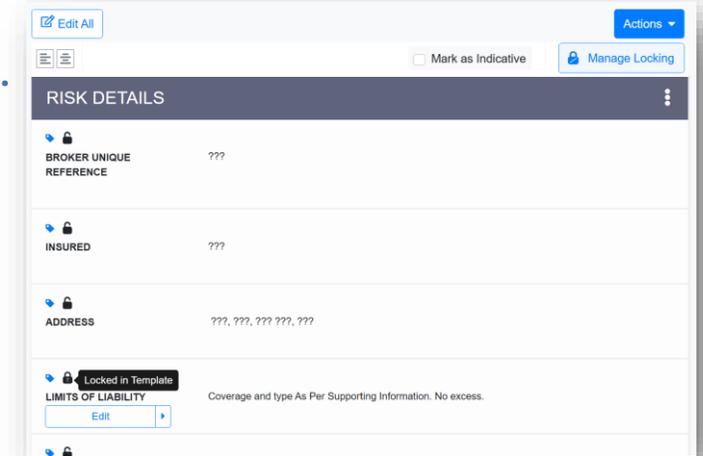
To apply a lock state to an individual contract heading:

- Click the blue arrow next to the 'Edit' button when mousing over the heading name,
- Select 'Lock Heading' from the drop-down activity list, and
- Click on the lock state to apply to that heading.

The lock states and their functionality are identical to the full-contract lock states.

Note that underwriters cannot remove any broker locks.

3.



The blue padlock icon in the 'Manage Locking' changes to show the lock state applied to the contract.

If there are any differences in lock state across the contract, the blue padlock shows a diagonal slash across its body, as above.

Each contract heading also displays a black padlock icon displaying its own lock state. Mouse over these icons to show a text banner detailing the lock state of the heading.