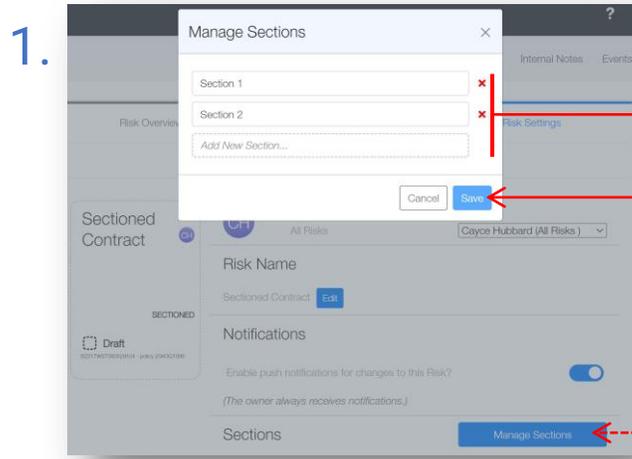
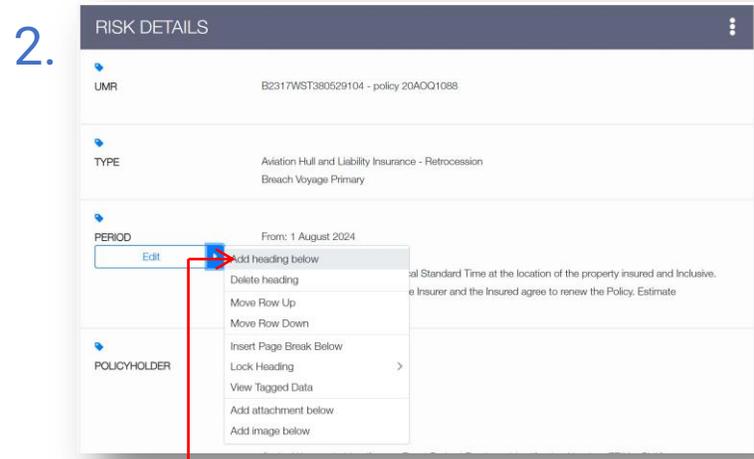


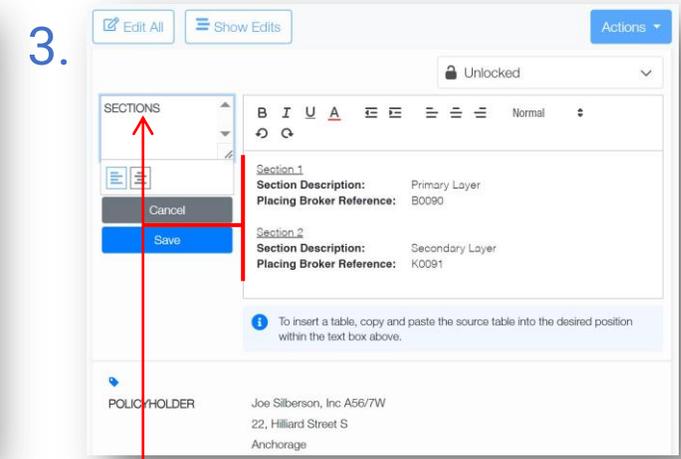
# Using Defined Data to Section a MRC v3 Contract



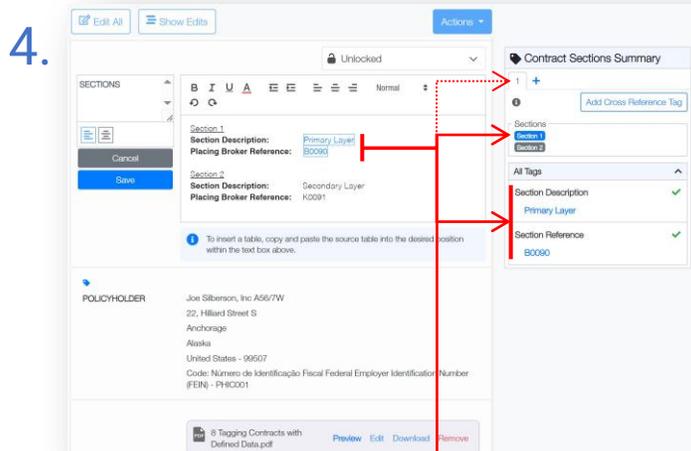
1. Click 'Manage Sections', either in the 'Risk Settings' tab of the overview or from the blue drop-down 'Actions' menu, then enter the names of your contract sections, and click 'Save'.



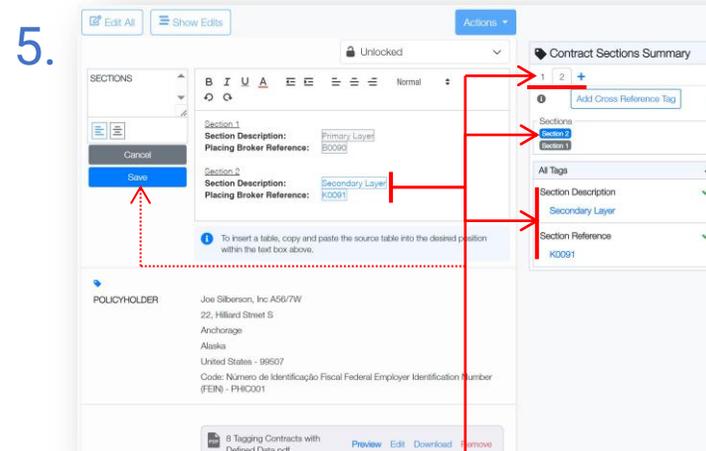
2. If the contract doesn't have a 'SECTIONS' contract heading, hover over a contract heading, click the right-arrow, select 'Add heading below', and name the heading "SECTIONS".



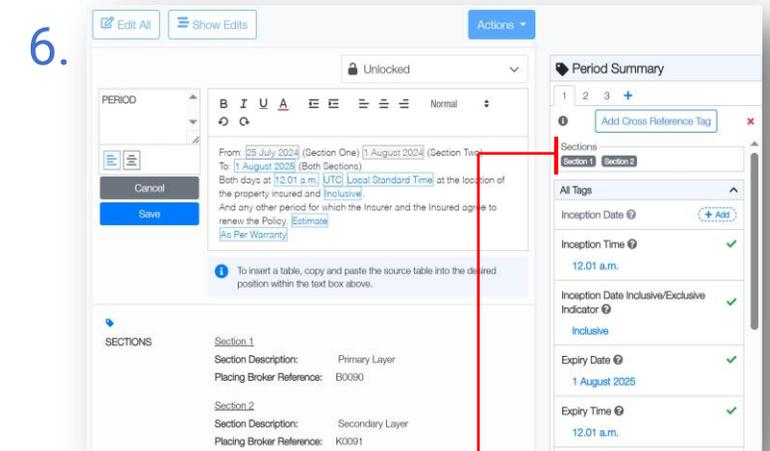
3. To meet MRC v3 requirements, the 'SECTIONS' contract heading must clearly list descriptions and, where possible, references for each section in your contract.



4. Section name labels are shown in the data tag summary panel, in the 'Sections' box. Click the first section's name label to apply it, turning it blue, and then apply description and reference data tags for the first section's information.



5. Click the blue '+' icon to start a new group ("2") of tags in this contract heading. Click the second section's name label to apply it, and then tag the description and reference for the second section's information. Save when all sections are done.



6. **Please note:** All unlabelled contract content is automatically included in all sections. You *must* label all section-specific groups of data tags in the contract to have that data be properly sectioned. A group of tags may have multiple section name labels if needed.