## Importing Layout Guides into the Contract Library

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ence Contract Type			
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(Winstand Canad	Insurance Type Insurance	Valid Prom Date 1 March 2024	
3			Active v1 Actions
moe Contract Type V3 TWE (Re)Insurance Contract	Insurance Type Insurance	Valid From Date 1 February 2025	
v3			Active v1 Actions
ence Contract Type (Reg)insurance Contract	Insurance Type	Valid From Date 9 December 2024	

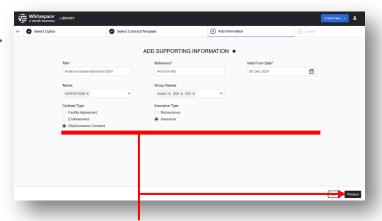
Layout Guides record the order of a contract or template's headings, clauses, and wordings. They are used in the Contract Builder to quickly assemble a new template or contract. To see a list of your Layout Guides, click the 'Layout Guides' tab. To import a new one, click 'Create New +'.

dvanced Search		×
NFORMATION	Risk Details Underwriters	Created / Shared Date
Risk Name Artemasia Retail Co.	Pirm Order	29 November 2024 12:22
Status Firm Order	💭 Draft	29 November 2024 12:22
<b>fype</b> Open Market		
JMR 30999GM0601231025		
eam VI		
Dwner Gail McNeillie		
nception Date 01 Mar 2022		
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		Proped

Check the 'Information' summary and the document status to ensure you have selected the right template or contract, and click 'Proceed' again.

	Create New •	Build •	
() Line Item		Contract/Template using Library	
Cine Item(s) from Contract/7	Femplate		
Layout Guide from Contract	(Template		
Line Item or Layout from JS drop file/click here to choose	ION file e file		

Under the 'Create New' heading, click 'Layout Guide from Contract/Template'.



Supporting information provides filter information to describe the Layout Guide. Starred items are mandatory. Group names are extremely flexible, and allow Layout Guides and Line Items to be associated with each other. When the information is fully populated, click 'Proceed'.

- Select Option		<ul> <li>Select Contract/Te</li> </ul>	emplate	Ac			eate
	Placement Type	SE	ARCH FOR CO	ONTRACT/TEMPL	ATE		
	Full Centract X	~	UMR		Status		
	Open Market X	~			Firm Ordens X	~	
	Teams	v				Clear Search	
Risk Name	-	Status	Contract Type	UMR	Team	Owner	Inception Date
Artemasia Retail Co.		Firm Order	Dpen Market	B0999GM0601231025	Al	Gail McNeillie	01 Mar 2022
Ableforth Property Inc.		Firm Order	Dpen Market	B0999GM123456	AI	Gail McNeillie	01 Aug 2019
ABC Company Ltd 2023		Firm Order	Dpen Market	B0509FINFP2550006	Al	Gail McNeitlie	25 Jan 2025
480 Campani 144 - 2004		Erm Onles	Const Martial	020201111211238	A4	Califold II.	Cancel Date

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The 'Select Contract/Template' pane lists all the templates and contracts that you have access to in the Whitespace platform. You can add various search terms to filter the list. Click your selected entry in the list to proceed.

	Select Contract/Template	Add Information	Create		
REATE NEW LAYOUT GUIDE: 0	•				
	RISK DETAILS				
Title Aviation-Global-Standard-2024	UMR/UMR				
Reference AVG-24-Std	TYPE / Type				
Version 1	INSURED / Insured				
Insurance Type Insurance	PRINCIPAL ADDRESS / Principal Address				
Contract Type (Re)Insurance Contract	PERIOD / Period				
Teams gallbkr_AVIATION	INTEREST / Interest				
Valid From Date 6 December 2024	LIMIT OF LIABILITY / Limit of Liability				
	EXCESS / Excess				
	EDUCTIBLES / Deductibles				
		r n			

The Layout Guide generated from the platform document replicates its section headings and contract headings, without other content. To move a heading, click and drag the six-dot icon to its left to a new position. When the new Guide is complete, click 'Save as Draft' (editable but not usable) or 'Save as Active' (usable but not editable) to create it.



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