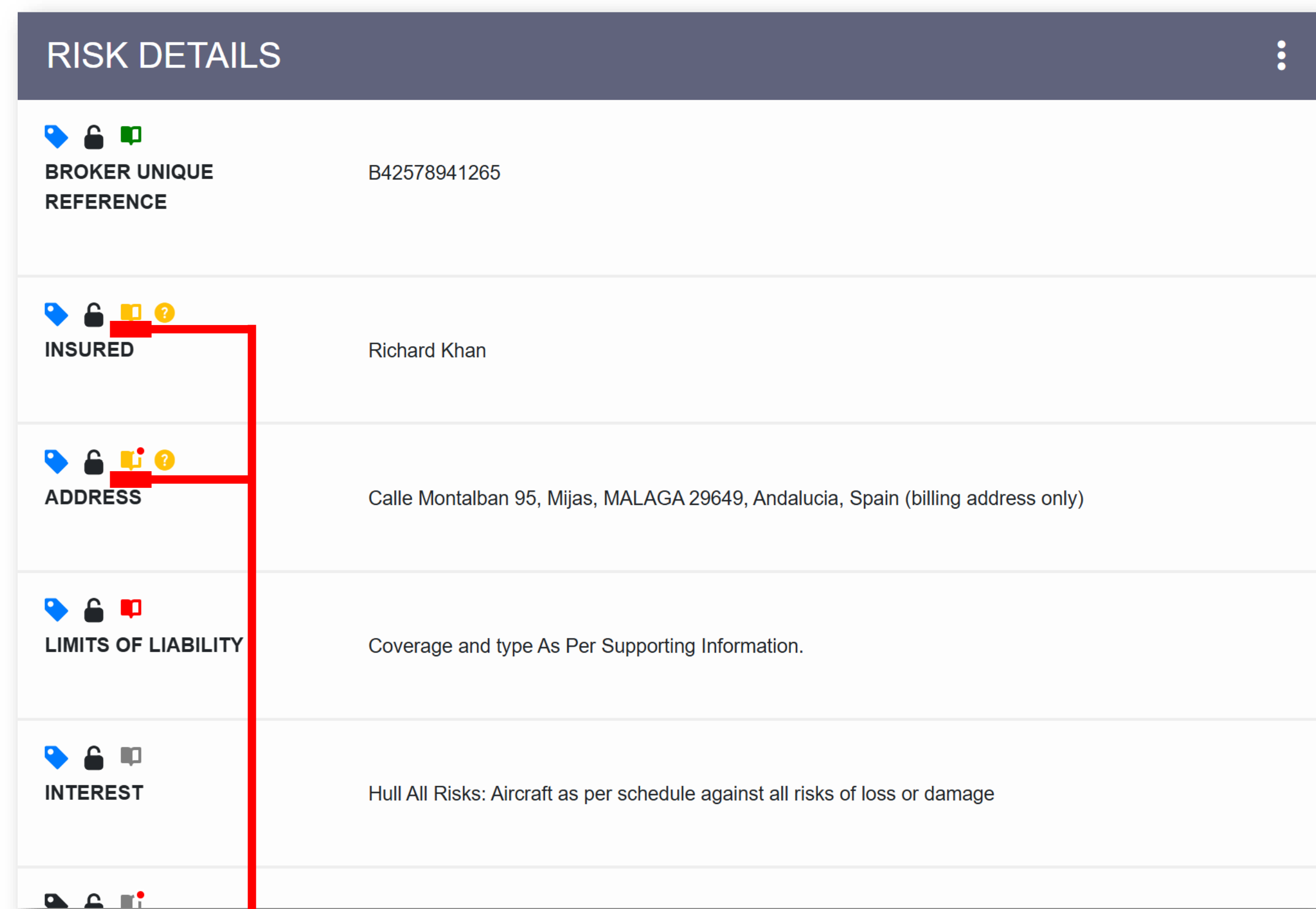


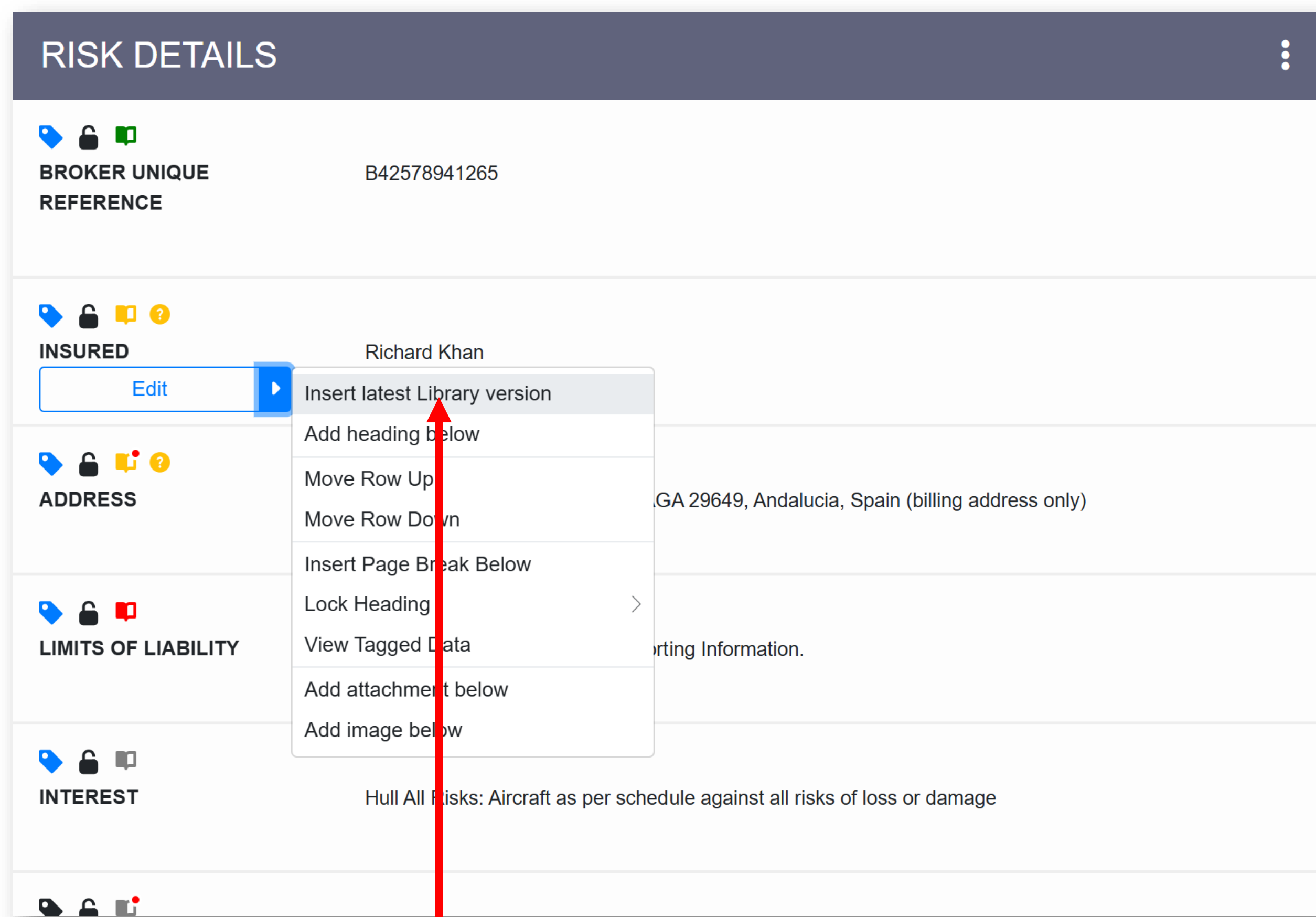
Revising a Contract When the Library has Been Updated

1.



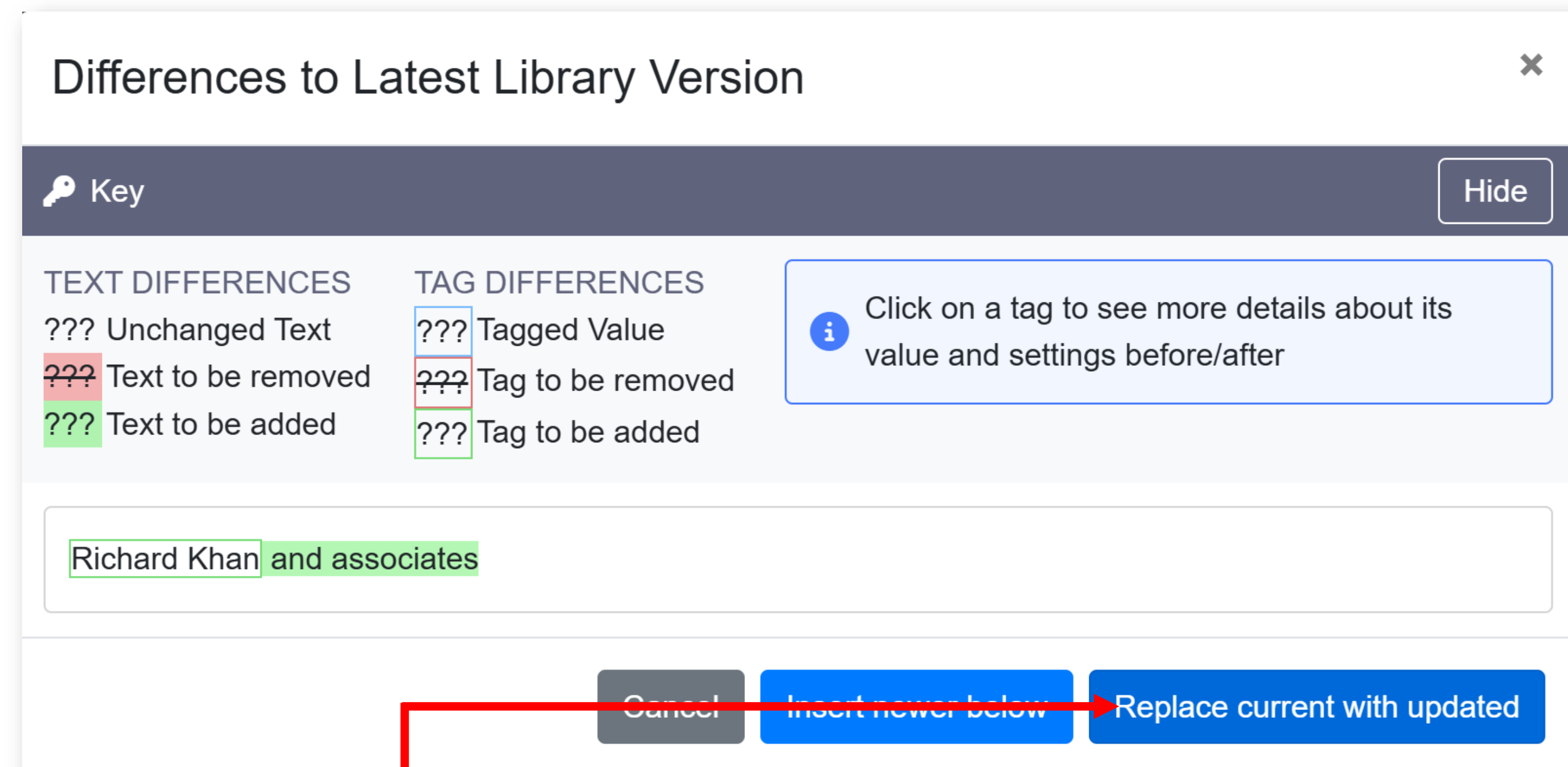
Contract headings that have been linked with a Library Line Item show a book icon. The icon's colour patterns show differences between the contract heading and the Library. Yellow book icon types show that the Library Line Item has been updated.

2.



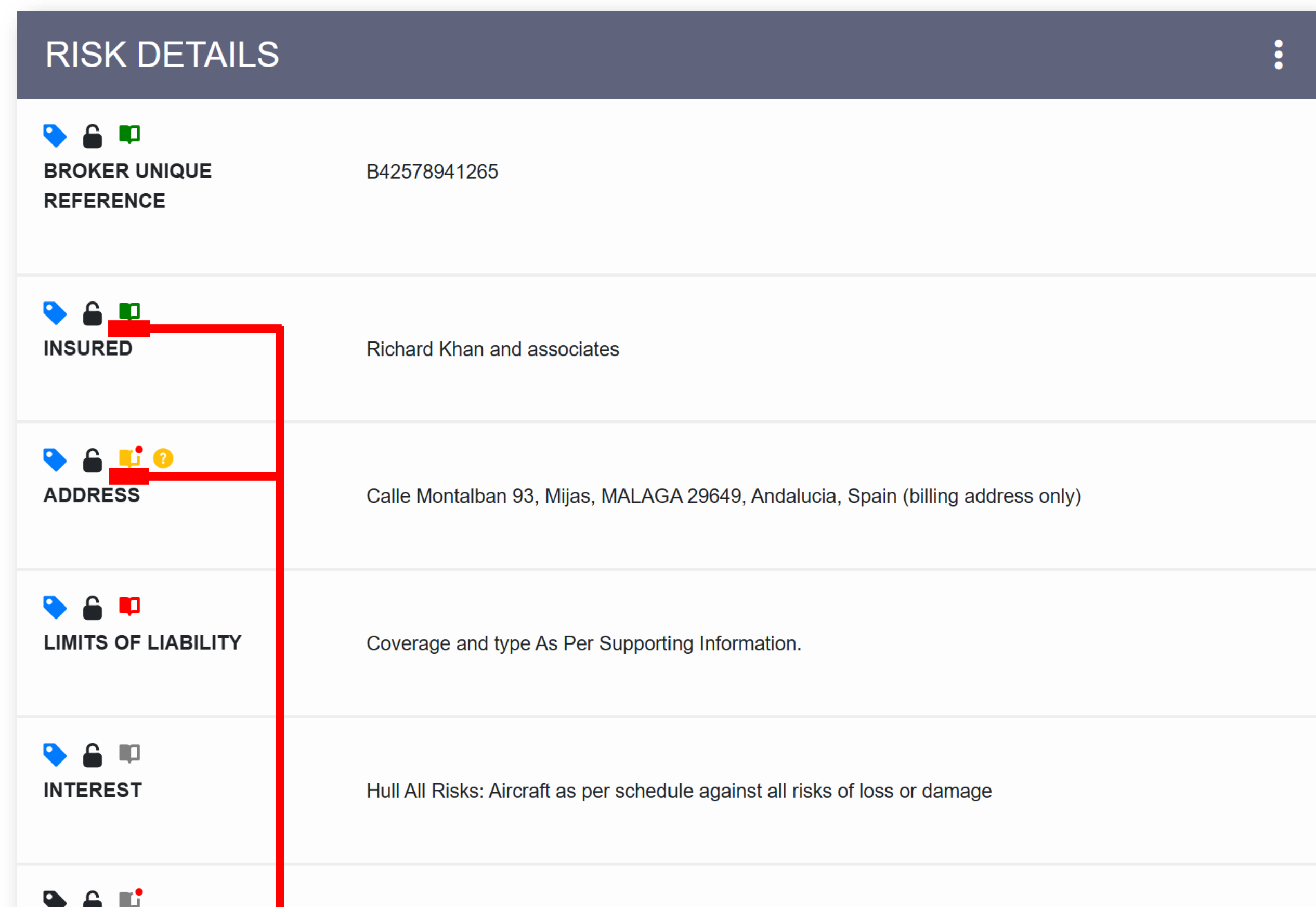
When the Library has updates, you can hover over the contract heading and click the blue drop-down arrow to show the 'Insert latest Library Version' option. Click on that to import the most recent version of the Library Line Item into your contract.

3.



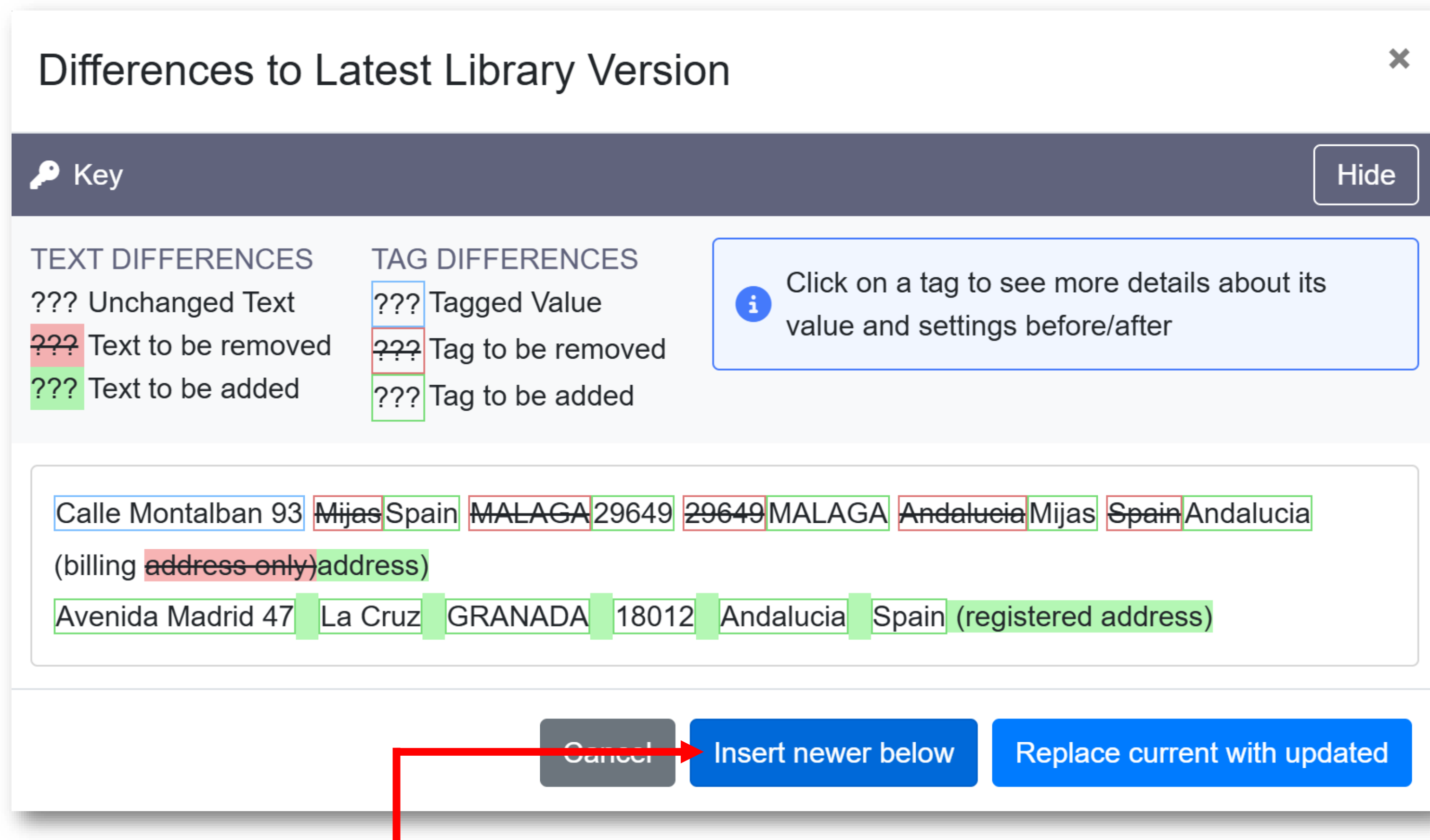
The 'Differences to Latest Library Version' window shows how the Library Line Item varies from the current contract heading. When the change is simple and appropriate, select 'Replace current with updated' to quickly revise the heading.

4.



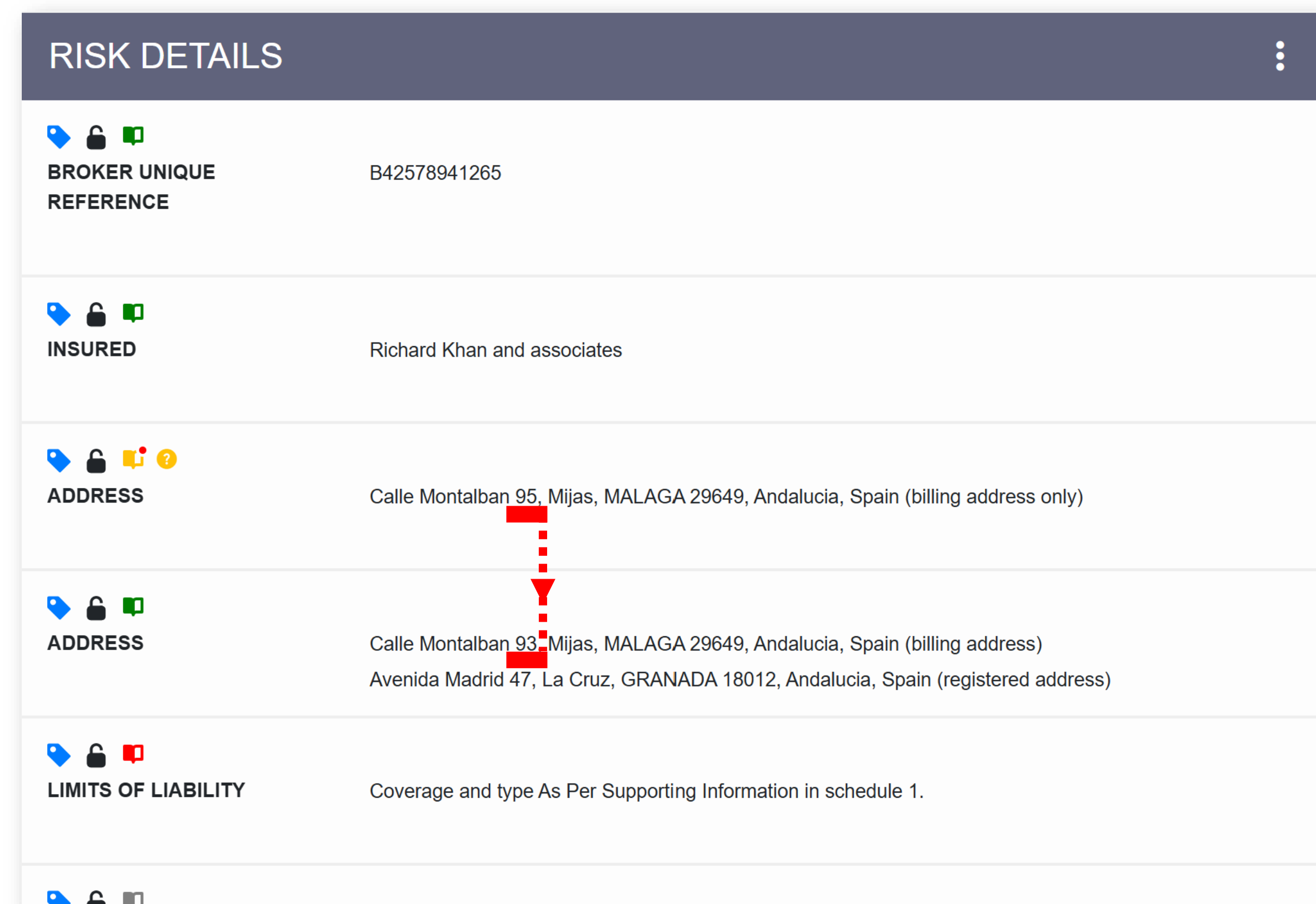
When the contract heading is aligned with the Library Line Item, its book icon is green. A yellow book icon with a red dot however indicates both the contract heading and Library Line Item have changed.

5.



When the differences between the latest version of the Library Line Item and the current contract heading are significant, it is best practice to insert the Library Line Item as a duplicate contract heading below the current one for manual editing.

6.



With the both versions in place, it is easier to see which edits to the older contract heading need to be carried forward. Best practice is to edit the changes into the newly inserted contract heading and then delete the older version.