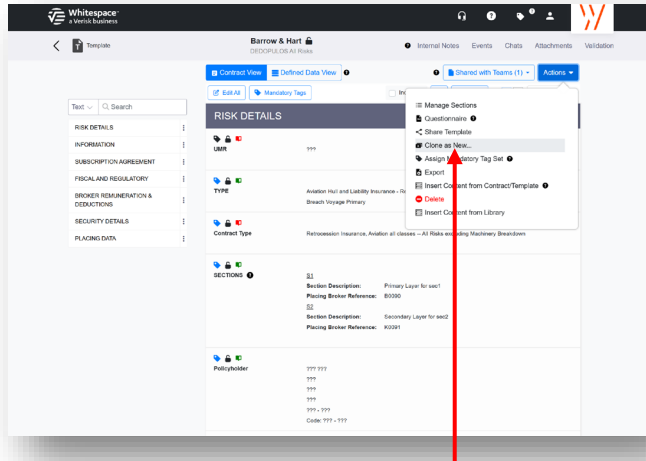


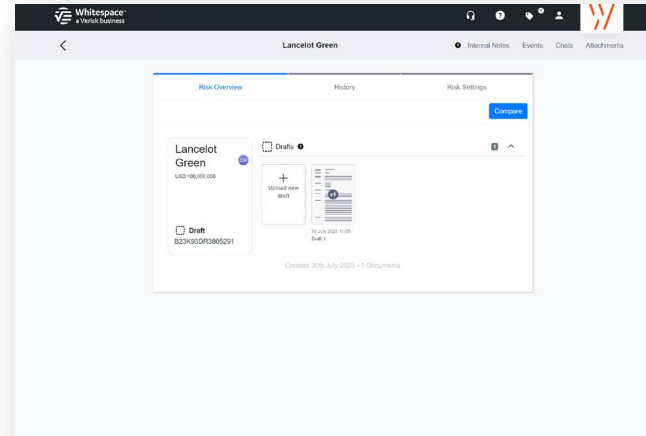
Comparing a Draft Contract to its Source Template

1.



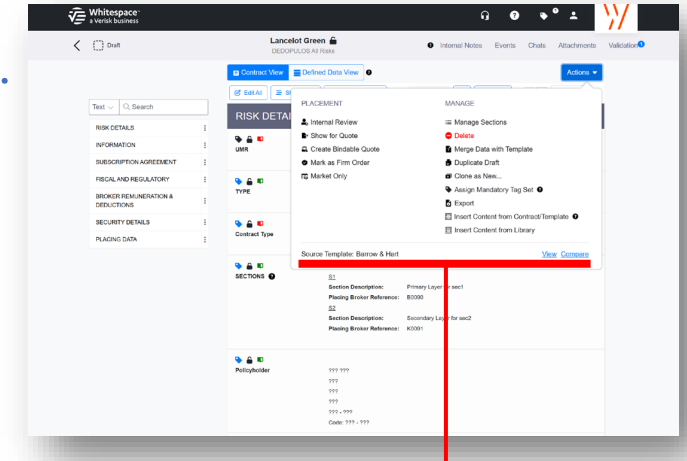
When you clone a template to a new contract, a link is established between the source template and the new draft instance of the contract.

2.



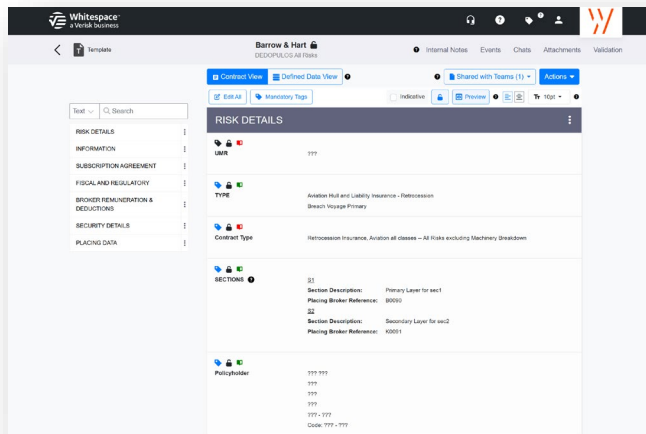
To minimise confusion, **only** a contract draft directly cloned from a template has this link. Duplicated drafts, uploaded drafts, contract instances at later stages, and templates cloned from other templates do not have this link.

3.



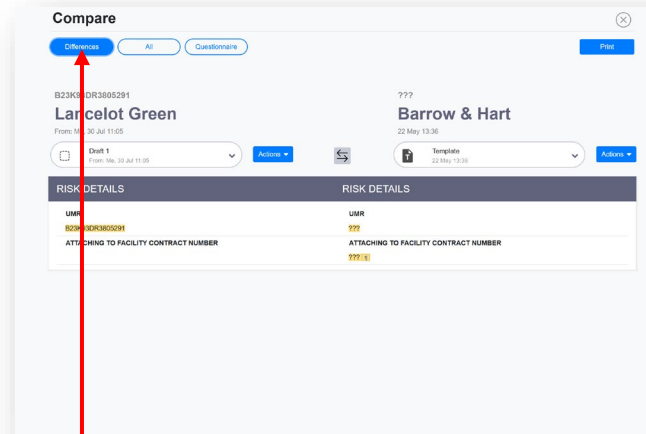
Open the draft to contract view and click on the blue drop-down 'Actions' menu. If there is a link to a source template, the template is named at the bottom, and you can choose to view the source normally, or compare it with the draft.

4.



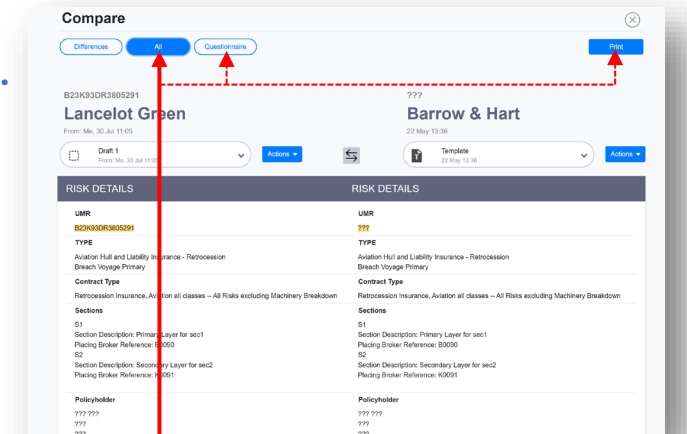
Clicking 'View' from the 'Actions' menu opens the normal contract view of the source template.

5.



Clicking 'Compare' from the 'Actions' menu shows a side by side comparison of the draft contract and the source template. The 'Differences' view shows contract headings that are not identical.

6.



The 'All' view shows both documents in full, with differences highlighted. Similarly, the 'Questionnaire' button shows any broker questions and provided answers. You can print a copy of the current view by clicking 'Print'.