

Suggesting Stamps When Showing a Declaration

1.

To show a declaration to a facility panel, click on the 'Facility' tab in the 'Show Firm Order' window and then click on the name of the facility to show to.

2.

As usual, the declaration must be shown to the leader before any followers become available. To suggest a stamp to the recipient, click the 'Suggest Stamp' button below their organisation name.

3.

Click on a stamp from the list of that underwriter's available stamps to select it as a suggestion.

4.

The suggested stamp is marked with a tick. Click 'Save' to use that suggestion when the contract is shown.

Stamps can be suggested for participants in all declaration roles except 'Does Not Apply'.