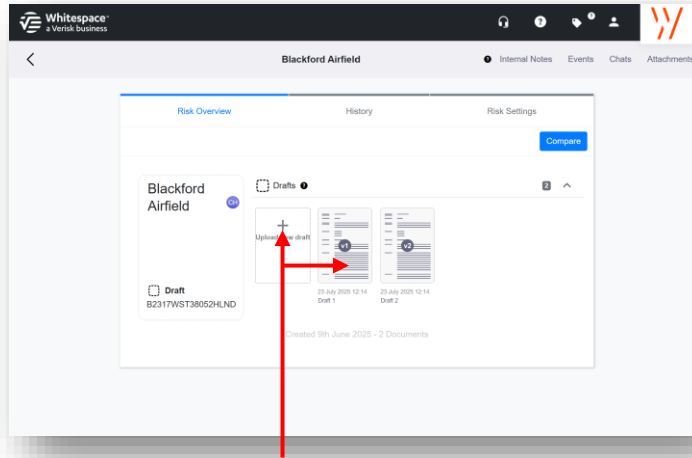


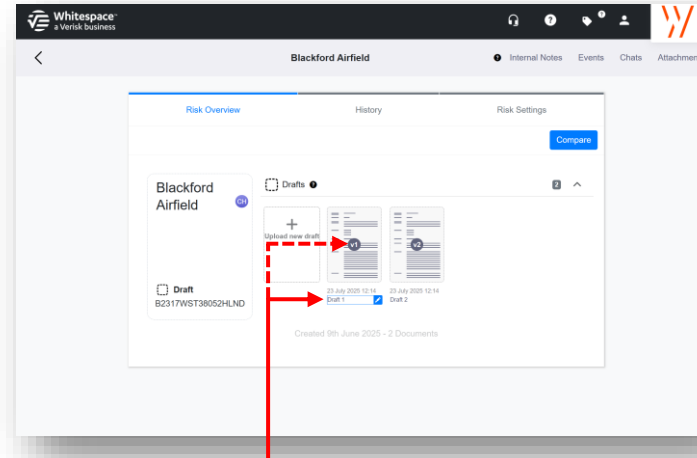
Renaming Draft Versions of a Contract

1.



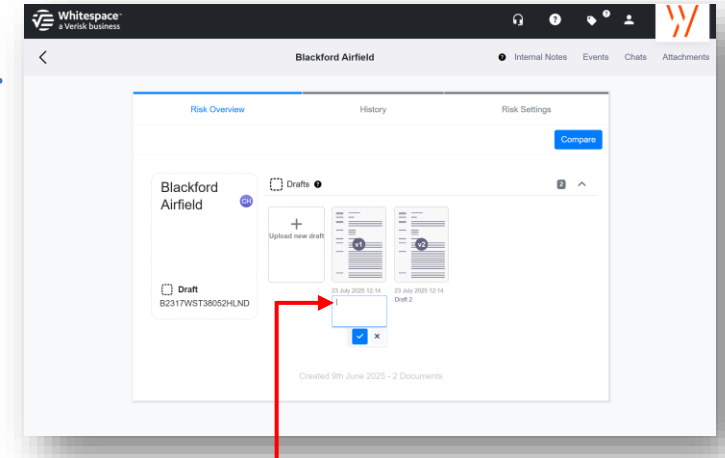
A contract instance can have multiple drafts. These can be added by clicking the '+ Upload new draft' box, or cloned from an existing draft by opening that draft and selecting 'Duplicate Draft' from the blue drop-down 'Actions' menu.

2.



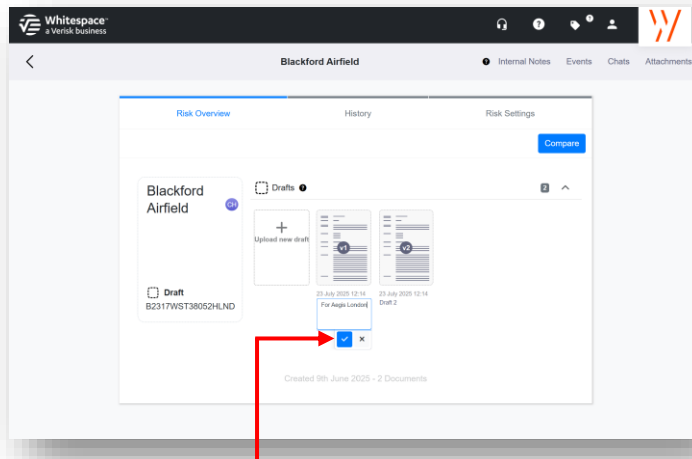
To rename a draft's title, hover over it and click on the blue box that appears. All drafts also have an unchangeable version number on their icon that shows the chronological order they were created in.

3.



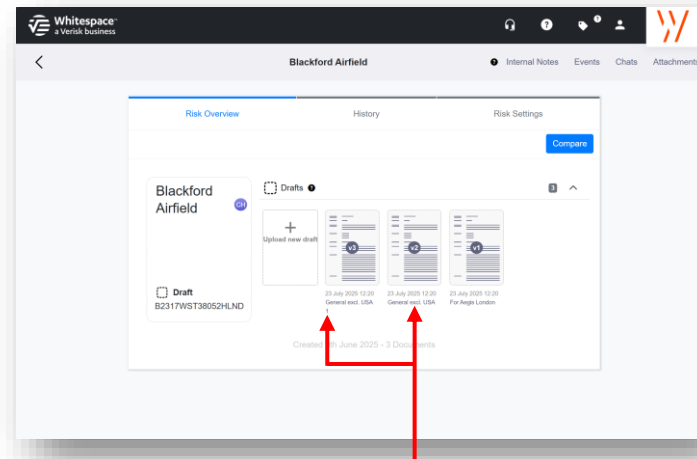
The title changes to a text input box. You can freely enter up to 75 characters of normal alphanumeric text as a title. This title can be edited or replaced at any time.

4.



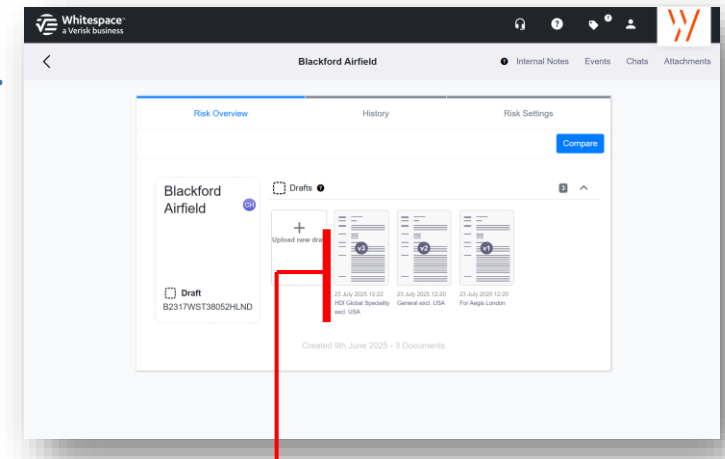
When you are happy with the draft version's new title, click the blue 'Tick' button to save it, or click 'x' to cancel. Remember that draft titles do not carry through to other contract stages.

5.



When you duplicate a draft, the new draft starts out with the same name as its parent with a number – 1, 2, etc – appended to the title.

6.



Drafts are listed on the Overview page by the most recently revised first. You can easily verify this by their version numbers. Version numbers only show the order in which the drafts were created, and not which draft/upload they were created from, but you can record that information via the draft names.