Renaming and Flowing Contract Section Cross-Headings

2

•		Add Section Heading Above	
BROKER UNIQUE REFERENCE	B2317K21097043223	Add Section Heading Below	
		Edit Section Heading	
•		Add Heading	
INSURED	ANZ	2	
ADDRESS	11 Amelia Earhart Way, Rongotai, Weilingtor	6003, New Zesland	
•	E		
PERIOD	From: 1 August 2022		
	Both days at 12.00 a.m. Local Standard Time at the location of the property insured.		
	And any other period for which the Insurer and the Insured agree to renew the Policy.		
•			
· · · · · · · · · · · · · · · · · · ·			

Existing contract section headings may be renamed. Select 'Edit Section Heading' from the three-dot icon at the end of the heading's cross-bar.

RISK DATA		Save Can
BROKER UNIQUE REFERENCE	B2317K21097043223	
NSURED	ANZ	
ADDRESS	11 Amelia Earhart Way, Rongotai, Wellington 6003, New Zealand	
•		
PERIOD	From: 1 August 2022	

To confirm your edits to the contract section name, click 'Save'. The edited name is shown in the contract text. The default name is tracked in the system.

WHITESPACE



You may also edit it from the three-dot icon after the contract section's name in the search panel.

Sections: R	emove page breaks:	Settings:	
Risk Details		Add company logo?	
Placing Data		Custom top margin?	points
Information		Include UMR in Header?	
Subscription Agreement		Blank pages after stamps?	1
Fiscal And Regulatory		Include Internal Review Details	
Broker Pemuneration And Deduction	s 🗆	Include Attachments (PDF only)	
Security Details		Alignment:	
File Format:		 Align with top of Heading 	
O PDF		 Align with bottom of Heading 	
O Word			
Font Style:			
O Sans-serif			
 Serif 			
			Proceed

Although the export dialogue box displays the default contract section names in its inclusion list, the exported document properly shows the edited names.

	① Savo Ca
() Section headings may no be	changed to the default name of a different contract section.
BROKER UNIQUE REFERENCE	B2317K21097043223
NSURED	ANZ
► ADDRESS	11 Amelia Earhart Way, Rongotai, Wellington 6003, New Zealand

3

Contract sections cannot use a different section's default name or the current name of another contract section.

Sections: Remove page	e breaks: Settings:	
Risk Details	Add company logo?	
Placing Data	Custom top margin?	points
 Information 	Include UMR in Header?	
Subscription Agreement	Blank pages after stamps?	1
 Fiscal And Regulatory 	Include Internal Review Details	
 Broker Remuneration And Deductions 	Include Attachments (PDF only)	
 Security Details 	Alignment:	
File Format:	 Align with top of Heading 	
O PDF	 Align with bottom of Heading 	
O Word		
Font Style:		
O Sans-serif		
• Serif		
		Proce
		_

By default, exported contracts start each contract section on a new page. To remove the page break before a contract section, tick its 'Remove page breaks' box.

