

CONTRACT EXPRESS

How to Import Practical Law templates

Overview

To gain a head start in the drafting process, users can import ready-made contract templates from Practical Law Fast Draft into Contract Express, which have been produced and maintained by Practical Law's expert editorial team.

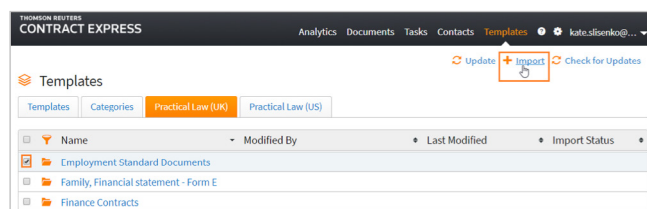
The guide outlines the steps to import a standard document from the employment practice area in Practical Law UK into your instance of Contract Express. Importing can be actioned by Authors or Admins in Contract Express.

NOTE. A specific Contract Express licence and a Practical Law subscription are required in order to access Practical Law Fast Draft templates.

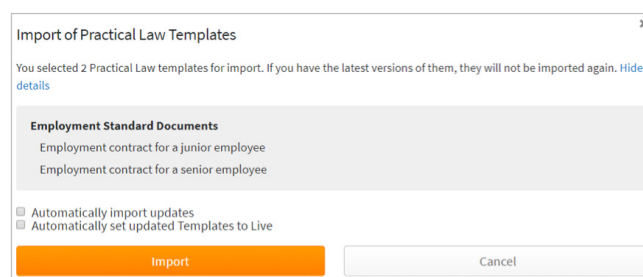
1. Import and access templates

To import a standard document from Practical Law UK:

1. Log into Contract Express.
2. Select "Templates" on the top tool bar, followed by the "Practical Law (UK)" tab on the page.
3. Select the folder containing the templates you need and select "Import".



4. In the next window, you will be presented with the list of templates within that folder. Select "Import".



5. When the import completes, click the "Categories" tab to view the folder containing the imported templates.



6. Visit the "Templates" tab or the "Categories" tab to access the imported templates.

NOTE.

- If categories are disabled in your instance of Contract Express, templates will be imported without categories.
- If any templates have been imported previously, they will not be re-imported. The template will only be re-imported if a new version is available.
- The names of the templates listed in the "Templates" tab may differ from those listed in the "Practical Law (UK)" tab.

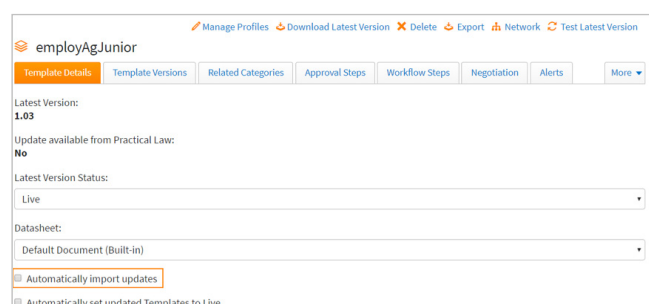
2. Update templates

Administrators have the ability to set automatic updates for Practical Law templates, which ensures that the latest version of a template is always available within Contract Express. Alternatively, administrators and users can opt to update each of the templates they use manually.

2.1 Set up automatic updates for templates

There are two ways in which to set up automatic updates for a Practical Law Fast Draft template:

1. When importing a template for the first time, check the “Automatically import updates” box located in the Template Details tab.
2. If a template has already been imported, visit the “Categories” and “Templates” tab and click to view an imported template. Check “Automatically import updates” box located in the “Template Details” tab. This can also be done in bulk for multiple templates.



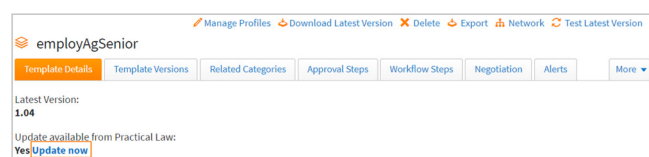
NOTE. Templates are checked for updates hourly and will be updated if automatic updates are enabled. By default, the latest version status is set as “Test” for all imported templates. To set a template as “Live” after an automatic update, check the “Automatically set updated Templates to Live” box located under the “Automatically import updates” checkbox.

2.2 Set up manual updates for templates

There are three ways in which to manually update a Practical Law Fast Draft template:

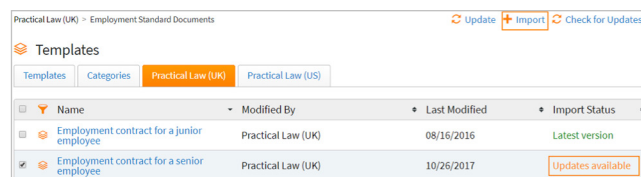
1. Template details tab within a template

- a. Access the template via the “Categories” or “Templates” tab on the main templates page.
- b. Visit the “Template Details” tab of the imported template.
- c. Under the “Update available from Practical Law” section, a “Yes” will be displayed if updates are available for the template.
- d. Select “Update now” to refresh the template.



2. Practical Law (UK) tab

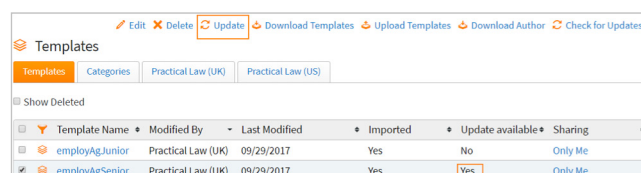
You can access the folder containing the required template via the “Practical Law (UK)” tab. If the import status for a template is set as “Updates available”, simply select the template followed by “Import” in the top right hand corner.



Name	Modified By	Last Modified	Import Status
Employment contract for a junior employee	Practical Law (UK)	08/16/2016	Latest version
Employment contract for a senior employee	Practical Law (UK)	10/26/2017	Updates available

3. Templates page

You can update the template by selecting the template within the “Templates” tab. If the “Update available” field is set to “Yes” for the template, select the “Update” button on the menu bar.



Template Name	Modified By	Last Modified	Imported	Update available	Sharing
employAgJunior	Practical Law (UK)	09/29/2017	Yes	No	Only Me
employAgSenior	Practical Law (UK)	09/29/2017	Yes	Yes	Only Me

To check for updates manually, simply click “Check for updates” on the right hand side of the menu bar.

Additional resources

Resources such as quick guides, user guides and help articles are available on the [Contract Express Knowledge Base](#).

Contact us

If you have any questions, please contact our customer support team.

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