

# Redy to sent

The form contains a list of drafts, fully prepared by the operator to be sent to the repository (Fig. 1).

The screenshot shows the 'Documents preparation' interface with the 'Ready to be sent' tab selected. The left sidebar contains a navigation menu with categories like Registration, Reports, Registry, Documents preparation, and Formats converter. The main area displays a table of drafts with columns for Draft name, Form, Last changed, Last changed by, and Last revision. Two drafts are listed, both with the form 'CM021'. A toolbar at the top of the table includes buttons for filtering, sorting, and refreshing.

Draft name	Form	Last changed	Last changed by	Last revision
Registration request   Foreign exchange swap	CM021	2014-03-11 10:38	VRKITGLOBAL3_admin	1
Registration request   Foreign exchange swap	CM021	2014-02-04 09:27	VRKITGLOBAL3_admin	2

Fig. 1 – To be sent form

The operator changes the draft status to **To be sent** in order to notify the administrator (the responsible person) about the necessity of their verification and sending for registration. The responsible person, in turn, can make changes to the current document or return it for revision by the operator.

The table can be filtered by:

- instrument types. The button indicates that the filtering will be applied only to the selected instruments. The button indicates that filtering will be applied to all instruments, except for the selected instruments;
- last change date;
- attachment;
- name – search by the draft name;
- parties (last changed by).

The screenshot shows the filter settings block with sections for Instrument types, Name, Last change date, Last changed by, and Has attachment. Each section contains input fields and buttons for applying or resetting filters.

Fig. 2 – attached file

Clicking on the button opens a block of filters settings. After the settings has been specified, click the button to apply filtering. This will generate a table with drafts corresponding to the filter parameters (read more [here](#)).

The functionality of the form is similar to the feature set of the **Drafts** form, except for the additional function to return the draft to the preparation stage using the button on the pop-up toolbar. Clicking on the button opens a window, in which you need to click **OK** to confirm the action (Fig. 2). The order status **To be sent** is removed and the document gets into the **Drafts** form.

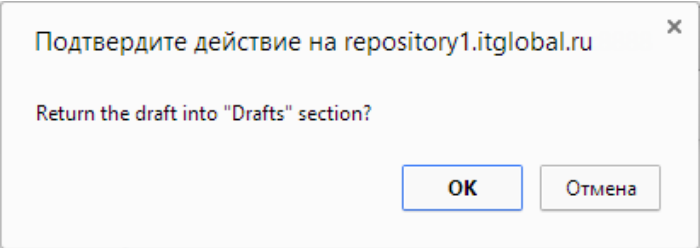





Fig. 3 – the action confirmation window

You can return several drafts to the preparation stage , sign them with digital signature and send for registration  or delete . The selection of the orders is performed by checking the appropriate checkboxes in the first column of the table (Fig. 3.1). Then you need to click the button on the toolbar to perform an operation (Fig. 4.2).

NSD trade repository

Dashboard / Documents preparation / Ready to be send

AA VRKITGLOBAL3\_admin | VRKITGLOBAL3 Log off

Dashboard

Registration

Processing

Rejected

Confirmation requests

Registered

Pending

Reports

Statements

Pending messages reports

Registry

Contracts

Transfers and execution

Master agreements

Documents preparation

Ready to send

Drafts

Deleted

Sent

Templates

Formats converter

XML validation

Settings

Documentation

Documents preparation Ready to be send

5 [refresh] [filter] [reset] [undo] [redo]


2

[refresh] [checkmark] [trash]

Draft name	Form	Last changed	Last changed by	Last revision
<input checked="" type="checkbox"/> Registration request   Foreign exchange swap	CM021	2014-03-11 10:38	VRKITGLOBAL3_admin	1
<input checked="" type="checkbox"/> Registration request   Foreign exchange swap	CM021	2014-02-04 09:27	VRKITGLOBAL3_admin	2

Total: 2

Fig. 4 – working with several orders

 These tables are subject to information display settings, described in section [General Settings](#).