

Drafts

After creating and saving a message the document gets to the **Drafts** form (Fig. 1).

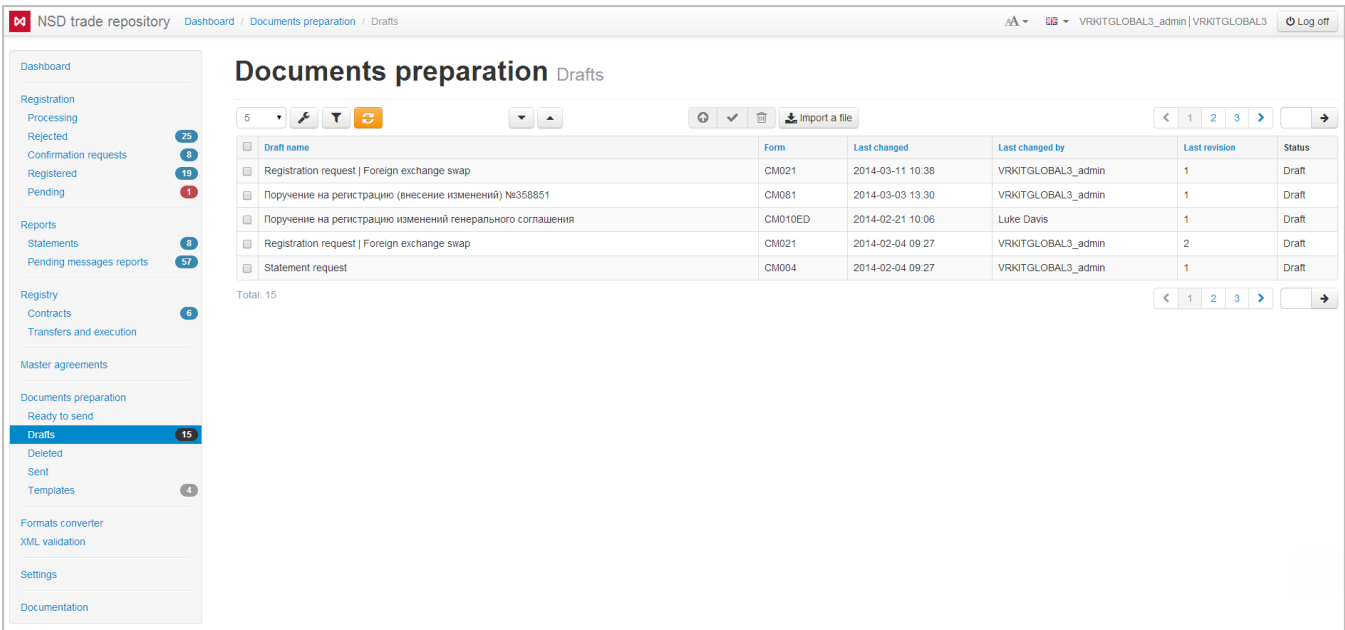


Fig. 1 – Drafts form

Information about the drafts is displayed in a table that contains:

- **Draft name** – message name assigned at creation and saving;
- **Form** – message form code;
- **Last changed** – date and time of last message modification;
- **Last changed by** – name of the user who made changes;
- **Last revision** – latest version of the document;
- **UTI** – UTI code (see [Incoming/Outgoing UTI](#));
- **Status** – status of the document (Draft, Deleted, ToBeSend, HasBeenSent, Imported, Template, Sending).

If the file is attached to the draft, the icon will be displayed (Fig. 2).

☐	Draft name	Form	Last changed	Last changed by	Last revision	Status
☐	Master agreement changes registration request 	CM010ED	2016-02-02 12:38	VR0ITGLOBAL1_adm	2	Draft
☐	bondForward_v1_CsvBulk_2014-05-15_4.xml	CM043	2014-05-30 09:46	VR0ITGLOBAL1_adm	1	Imported
☐	bondForward_v1_CsvBulk_2014-05-15_2.xml	CM043	2014-05-30 09:46	VR0ITGLOBAL1_adm	1	Imported
☐	bondForward_v1_CsvBulk_2014-05-15_1.xml	CM043	2014-05-30 09:46	VR0ITGLOBAL1_adm	1	Imported

Fig. 2 – attached file

Filtering

The drafts 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;
- status;
- parties (last changed by)

Apply Reset

Instrument types
Choose instrument types

Name
Enter text for search

Last change date
Since Till

Draft status
Any

Has attachment
☐

Last changed by
Select...

Fig. 3 – 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](#)).

Additional table

Clicking on the row (Fig. 4.1) opens an additional table (Fig. 4.2), which displays the history of document modifications:

- date of modification;
- version of the document and the name of the user who created the revision. The version number is automatically assigned to the document by the Web-client every time you save your changes.

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VR0ITGLOBAL1_adm | VR0ITGLOBAL1 Log off

Documents preparation Drafts

Draft name	Form	Last changed	Last changed by	Last revision	Status	Date	Revision
Master agreement changes registration request	CM010ED	2013-11-13 20:05	VR0ITGLOBAL1_adm	1	Draft	2013-11-13 20:05	(VR0ITGLOBAL1_adm)
Changes registration request, Foreign exchange swap	CM021ED	2013-11-28 10:03	VR0ITGLOBAL1_adm	1	Draft		

Total: 40

Draft # 4941

Fig. 4 – additional table

Under the table, the draft ID number is specified (Fig. 4.3), assigned by the system at message creation. The ID number is not changed.

To view any version of the draft click on its number. This will open a window to view message (Fig. 5).

Date	Revision
2013-11-13 20:05	(VR0ITGLOBAL1_adm)

Master agreement registration request viewing

Master agreement properties

Party 1 [PARTY-1-CODE] Party 1
Party 2 [PARTY-2-CODE] Party 2
Master agreement number in terms of party 1 NONREF
Master agreement number in terms of party 2 NONREF
Event's actual date 2013-12-23
Trade date 2013-12-23

Master agreement terms

Master Agreement Type
The version of the master agreement form
Contract details matching method
Information about based reporting parties and reporting parties of the master agreement
Based reporting party of the party 1 of the master agreement
Party's identifier
Based reporting party of the party 2 of the master agreement
Party's identifier
Reporting party
Date of this master agreement

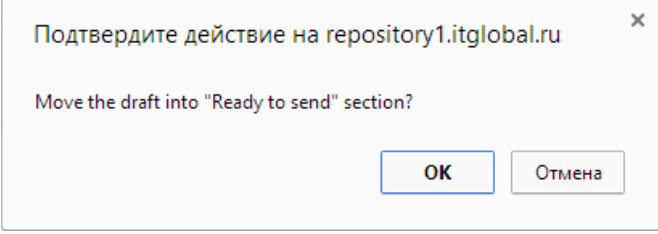
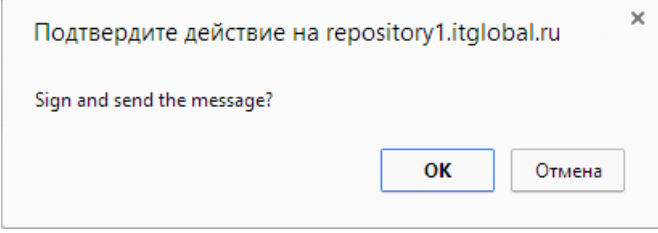
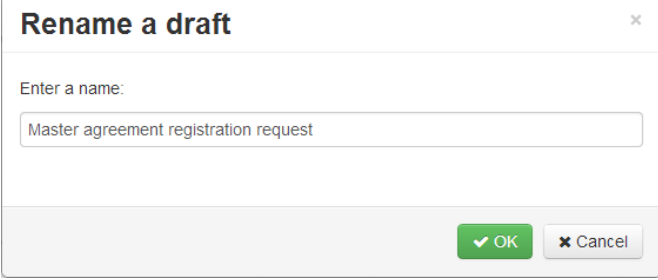
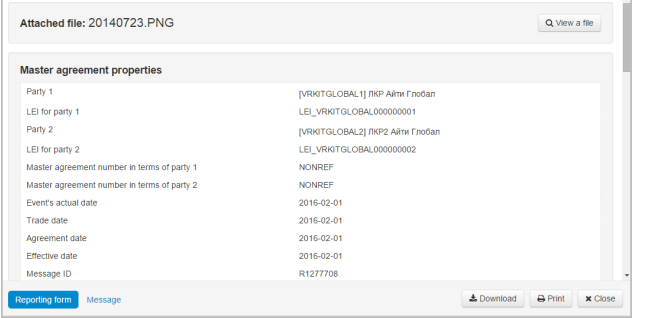
Reporting item Message

Print Close

Fig. 5 – view draft

In the **Draft** form the document can be renamed, edited, a template can be created based on it, etc. All these actions are performed using the toolbar that appears when you hover the mouse over a row in the table. The toolbar is described in Table 1.

Table 1 – Description of the toolbar buttons

Button	Description	Calling form
	Change draft status to To be sent Clicking on the button opens a window to confirm the action, in which you must click OK to change the draft status to To be sent .	
	Signing with digital signature and sending for registration Clicking on the button opens the confirmation window, where you need to click OK to send message to the repository	
	Calling the rename draft form Clicking on the button opens a window in which you can rename message, if necessary, then click OK to save	
	Calling the view draft form Clicking on the button opens the electronic form of the document, where you can view and print the data. Additionally, you can view the attached file. When you click View a file, the file will be downloaded to the user's computer	
	Calling the edit draft form	
	Keep the first message of the chain in the xml file	
	Creating draft copy Clicking on the button will take you to the message creation/editing form , where you need to make the necessary changes and save draft.	

	Creating a draft-based template Pressing the button opens a window allowing to save draft as a template. In this window specify the name of the template and click OK. This will take you to Edit template form, where you can make changes and save the document.	
	Deleting a draft Clicking on the button opens a confirmation window, in which you need to click OK to delete. Deleted drafts are displayed in the Deleted form	

Web-client allows to carry out the following operations:

- moving orders to the **To be sent** form;
- sending orders to the repository for registration;
- deleting orders.

The selection of the orders is performed by checking the appropriate checkboxes in the first column of the table (Fig. 6.1). Then you need to click the button on the toolbar to perform an operation (Fig. 6.2).

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Documents preparation Drafts

5 [Filter] [Sort] [Refresh]

Draft name	Form	Last changed	Last changed by	Last revision	Status
[x] Registration request Foreign exchange swap	CM021	2014-03-11 10:38	VRKITGLOBAL3_admin	1	Draft
[w] Поручение на регистрацию (внесение изменений) №358851	CM081	2014-03-03 13:30	VRKITGLOBAL3_admin	1	Draft
[x] Поручение на регистрацию изменений генерального соглашения	CM010ED	2014-02-21 10:06	Luke Davis	1	Draft
[x] Registration request Foreign exchange swap	CM021	2014-02-04 09:27	VRKITGLOBAL3_admin	2	Draft
[x] Statement request	CM004	2014-02-04 09:27	VRKITGLOBAL3_admin	1	Draft

Total: 15

Navigation: < 1 2 3 >

Fig. 6 – working with several orders

For details on how to import messages to the the Web-client see section [Import](#).



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