General settings

Password change

Each user of a Web-client can change his password. This procedure is obligatory when first logging into the system. To change password do the following:

- open the **Settings** form (Fig. 1.1);
- enter old password (Fig. 1.2);
- enter new password (Fig. 1.3);

On this page:

The new password must meet the following strength requirements:

- consist of at least ten characters;
- contain Latin uppercase and lowercase letters and numbers.

The new password must differ from the last ten used passwords.

- confirm new password (Fig. 1.4);
- click **Change Password** (Fig. 1.5).

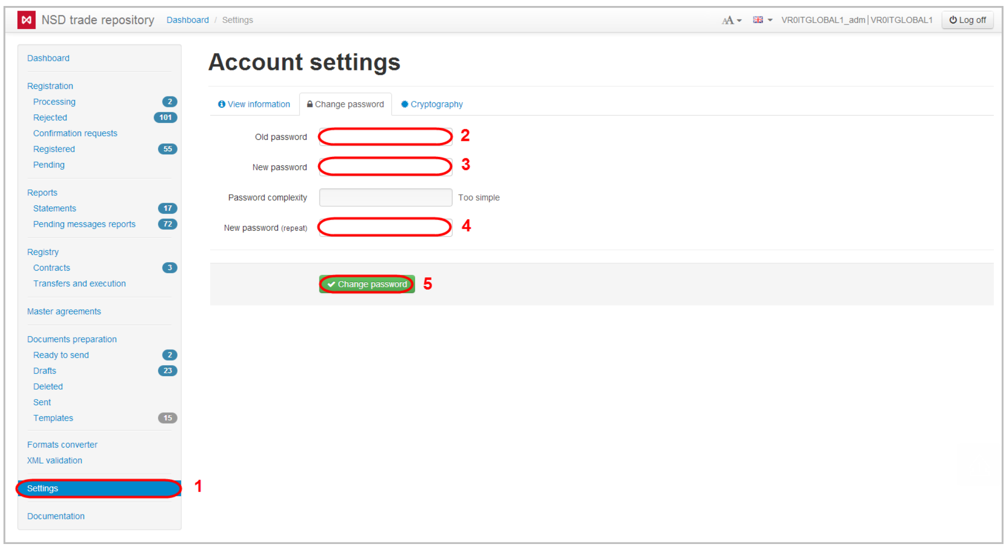


Fig. 1 – password change

At first login into the system the **Password has expired** form will apeear, and user will need to enter new password (Fig. 2.1), then repeat the password (Fig. 2.2) and click **OK**.

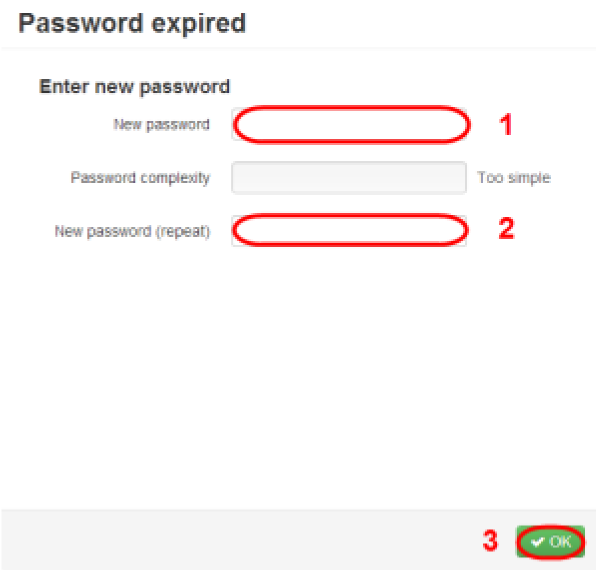


Fig. 2 – password change after its expiry

If you forgot the password, contact the technical administrator to create a new password.

Viewing information about the current certificate

In the Web-client you can view information about the current certificate by clicking on the icon on the top toolbar (fig. 3).

Figure 3 – certificate info

Information about the certificate appears after the certificates storage initialization (the signing or authorization in the Web-client in the production environment) (fig. 4 5).

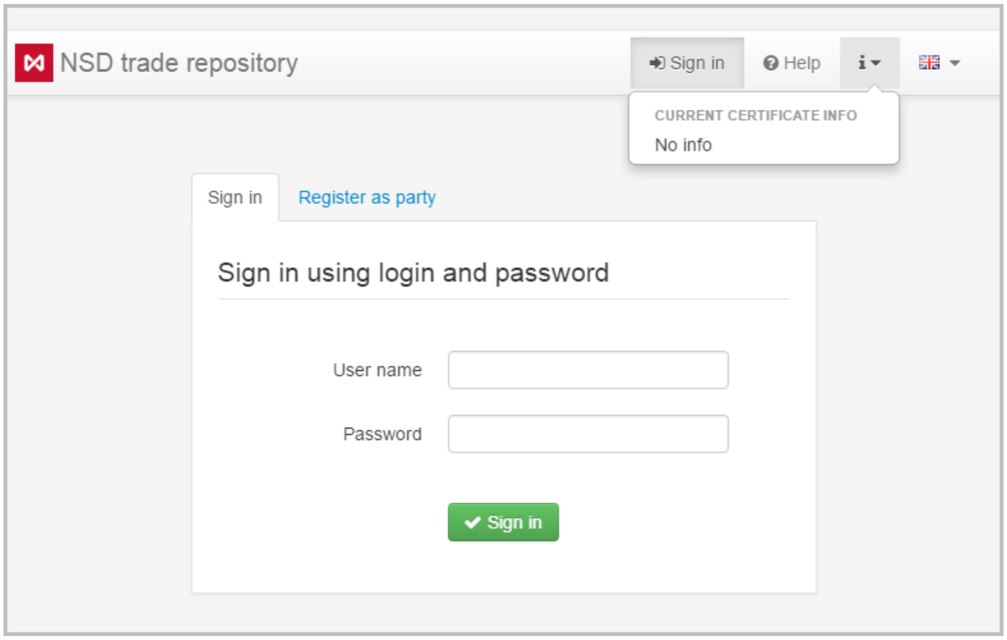
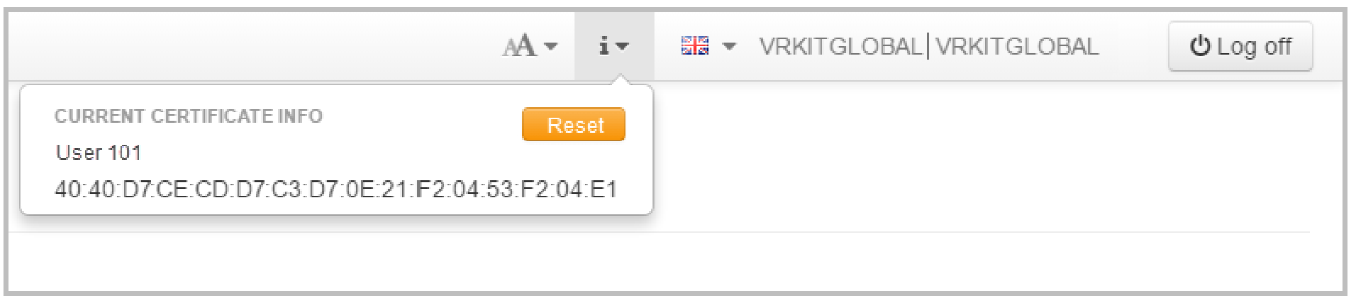


Figure 4 – no information about the certificate

If the NSD Crypto service is used for cryptography in the browser, the button to reset the certificate for browser is available. Usually the button is used to test the certificate storage profiles. For the Java-applet and ActiveX the button is not available.



Figureful 5 – to reset the certificate

Information display settings

The data on master agreements, transactions, reports, applications and other documents are displayed in tables on the Web-client forms (Fig. 6.1).

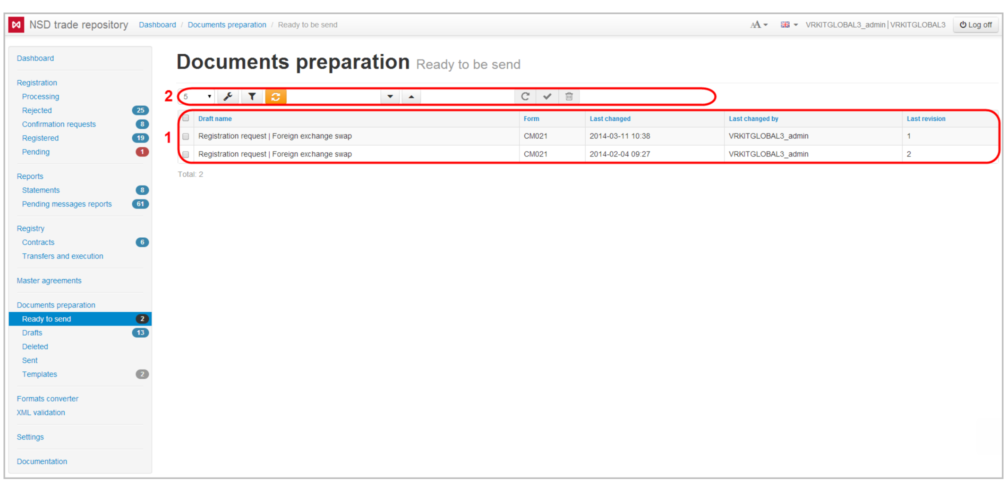
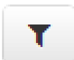
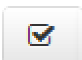


Fig. 6 – **Preparation** form

For the convenience of working with information the user can do some display settings. Settings are configured using the toolbar, located above the main table (see Fig. 6.2). The toolbar differs depending on the form. All possible buttons are described in Table 1.

Table 1 – Description of the function panel buttons

Button	Configuration
	Configures the number of rows displayed in the table. After selecting option from the drop-down list it is applied automatically
	Configures displayed columns. Clicking on the button opens a visible columns settings dialog
	Configures filters for the table. Clicking on the button opens a block of filter settings
	Updates table
	Marks all rows as read
	Saves all table rows from all pages in one CSV file
	Switching between the rows of the table
	Goes to a defined page. Enter a page number in this field, then click the arrow button to go to that page
	Switching between pages

On the top panel there are an indicator of sync with the repository.

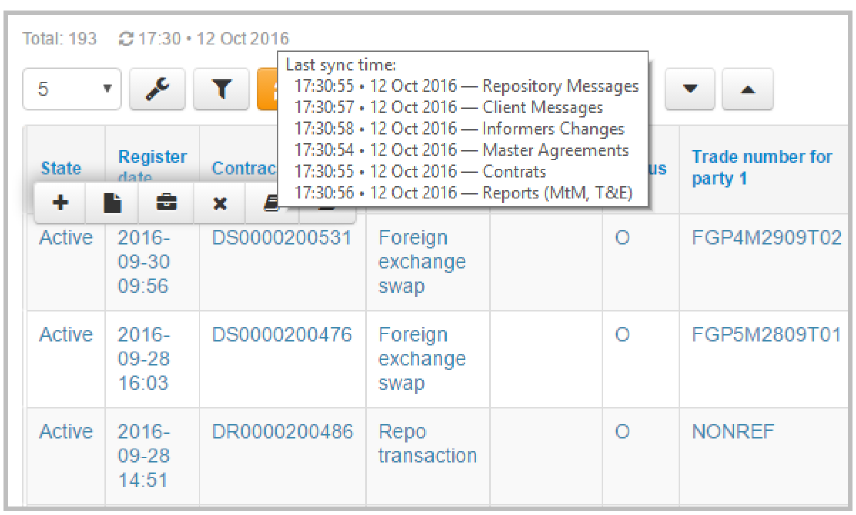


Fig. 7 – Synchronization of the tables

The ordering of data rows in the table can be changed by clicking on the column header. A click on the header will display an icon that indicates the corresponding order of data sorting (ascending or descending order).

Fig. 8 – changing the order of data display

The font size settings is available in the Web-client for the convenience of viewing long text label in the table. To do this click **Font size** button and select a value from the drop-down menu.

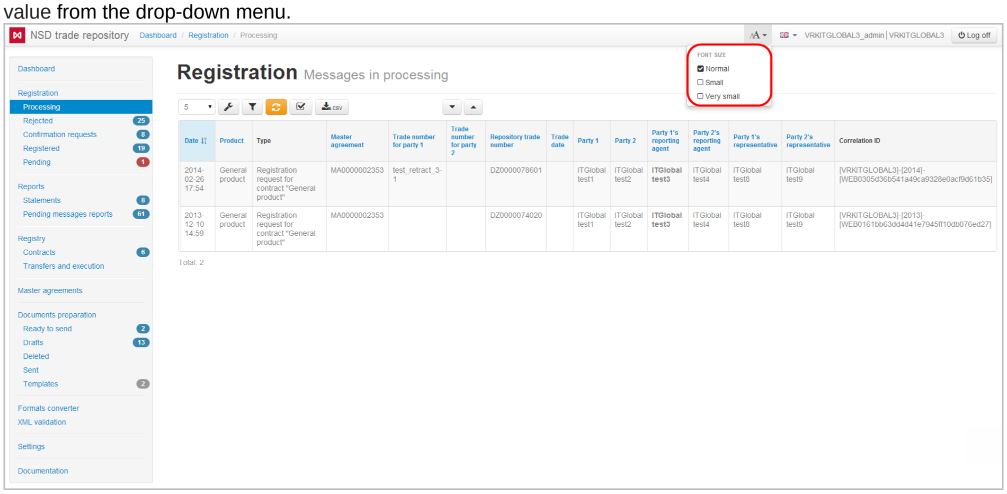


Fig. 9 – font size settings

> Threads of inactive master agreements are highlighted in yellow. Master agreements treated as inactive in cases when they has been terminated or not registered yet (not confirmed by counterparty).
>
> The name of user’s company that plays a role in the thread (under the master agreement the thread belongs to) is written in green.
>
> Viewed message threads are written in gray.

Settings of displayed columns

The  button is used to configure a set of displayed columns. The form of table settings, as exemplified by the master agreement table settings, is presented in Fig. 10.

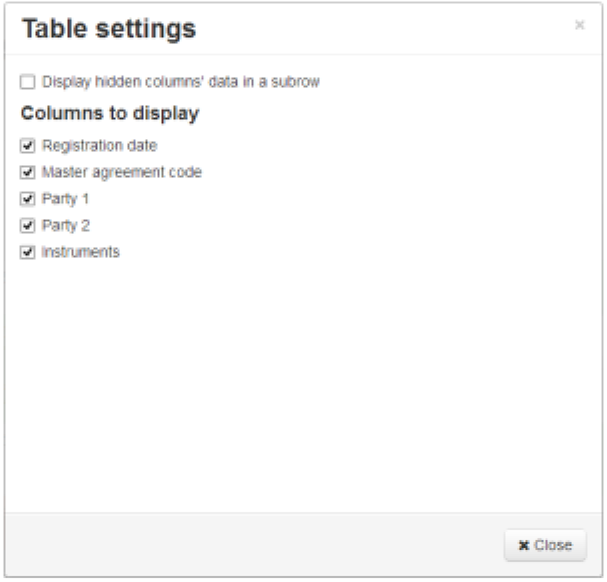


Fig. 10 – master agreement table settings

The **Show hidden column data** checkbox controls the display of unmarked columns in additional table rows. The **Displayed columns** list defines a set of displayed columns. Closing a form automatically applies the specified settings. The example of a table in case if the **Show hidden column data** box is unchecked, and some of the **Displayed columns** checkboxes are unchecked, is shown in Fig. 11.

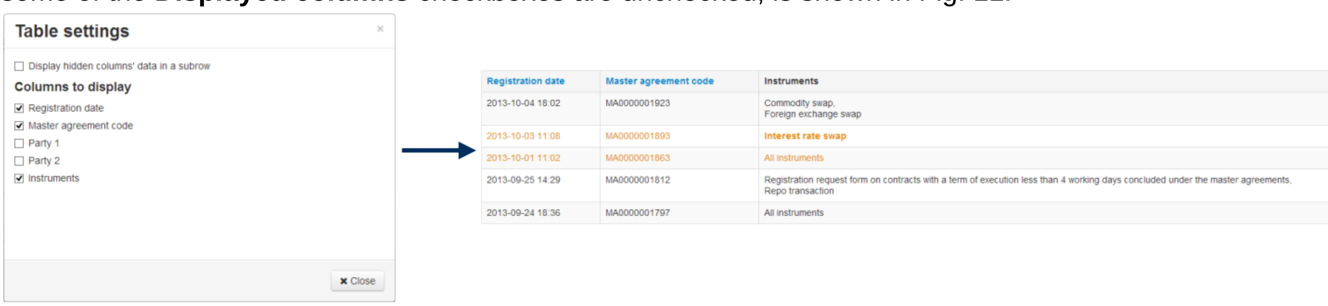


Fig. 11 – example of master agreement table settings (if the **Show hidden column data** box is unchecked)

Example of a table if the **Show hidden column data** box is checked is shown in Fig. 12.

Fig. 12 – example of master agreement table settings

The idea of table settings is the same for all forms.

Filter settings

Clicking on  opens a block of row filters settings for the main table. Depending on the form content, filter settings can be different. Fig. 13 shows an example of a filter settings block for the **Processing** form of the Registration section.

Fig. 13 – filter settings block for the **Processing** form

The principle of filters settings is the same for all forms. Filter parameters are selected in the settings block.

For the parametr Instrument types and Master agreements the Include/Not included buttons are available:

- 

– Filter will be applied only to selected types of instruments;
- 

– Filter will be applied to all instruments with the exception of selected.

Then click  to apply filtering. As a result the table displays information meeting the specified conditions. If the filter was applied the appperance of the button will change to . The second click on the button hides the block of filters settings. The **Clear/** button clears the filter parameters.

The filters settings are stored in the database. If there are several users on different computers, who use the same account, the filter settings will be applied on all computers. At the next login into the system the last used filters settings will be applied.

To make the main table of the form display records by certain master agreements you need to click in the search box and enter agreement code. As a result, the list will display agreements whose code fully or partially match the name typed in the search box (Fig. 14). Next, select the necessary agreement and click **Apply** to apply filtering.

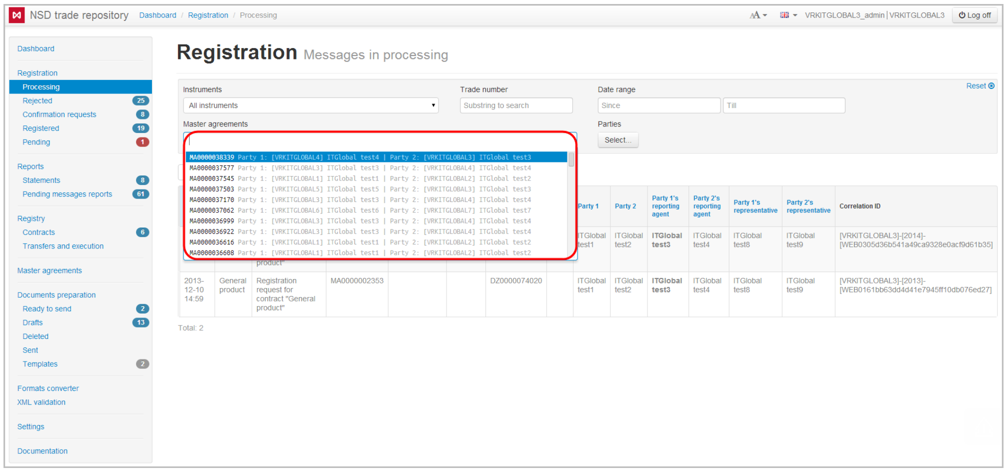


Fig. 14 – selecting the master agreement

To start viewing messages, the master agreements of which have the necessary parties playing certain roles, click on the button **Select** on the filter settings bar (Fig. 15).

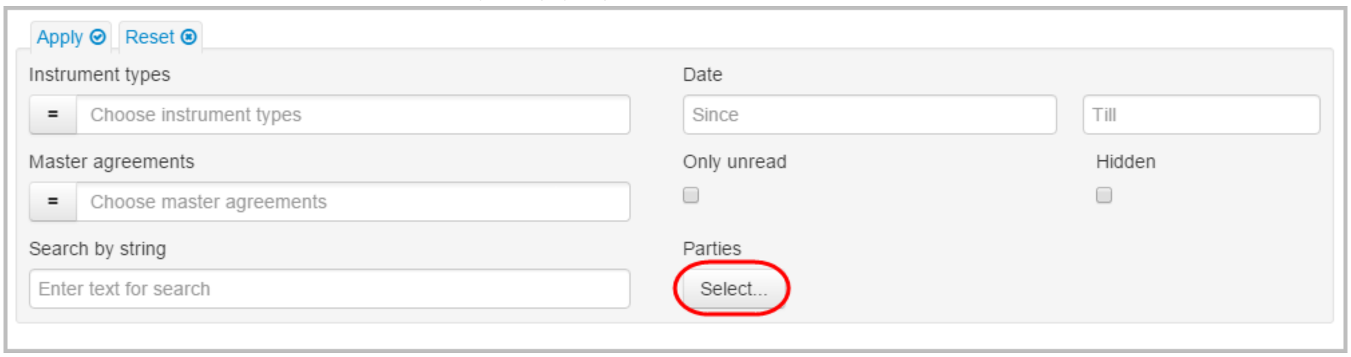


Fig. 15 – filter settings block

In the window that opens (Fig. 16), select the party by activate the checkbox. Then you need to refresh the table using the button .

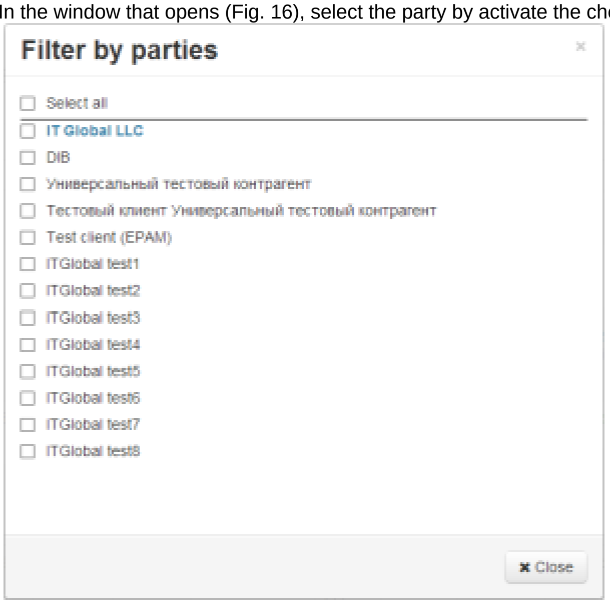


Fig. 16 – selecting the party