

# Drafts

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

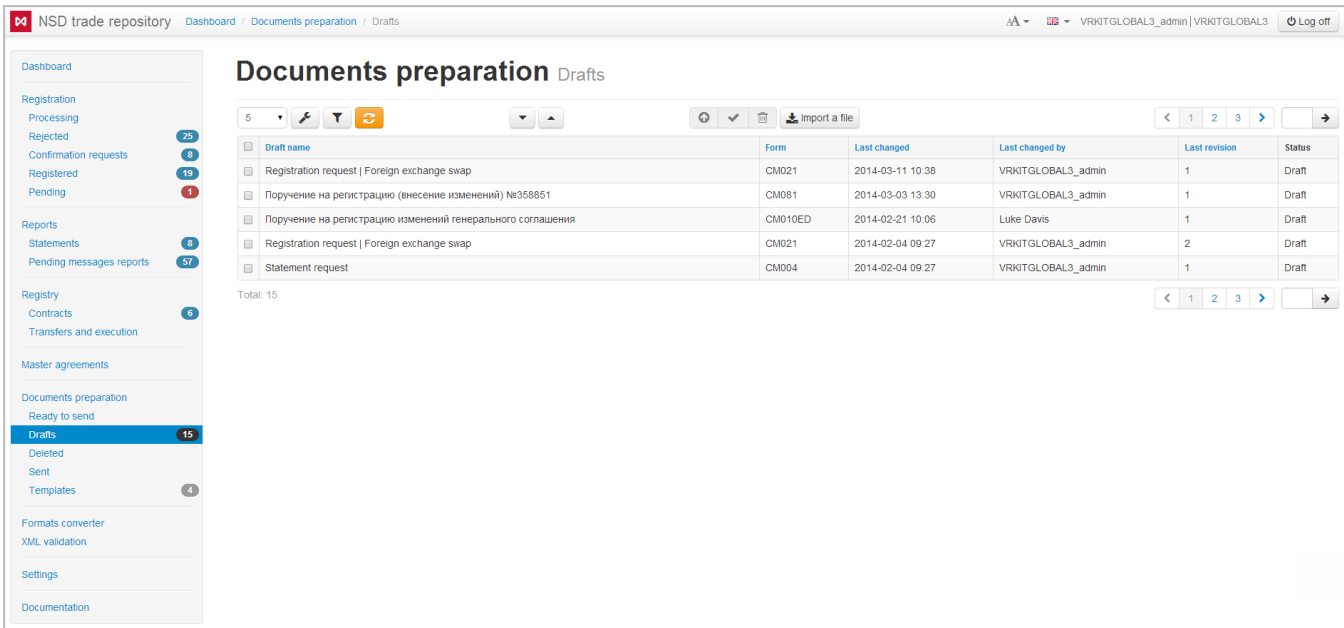


Fig. 1 – Drafts form

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:

Last change date: Since  Till

Has attachment:

Name:

Draft status: Any

Last changed by:

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.

NSD trade repository Dashboard / Documents preparation / Drafts

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	1 (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: 2013-12-25  
 Trade date: 2013-12-25

**Master agreement terms**


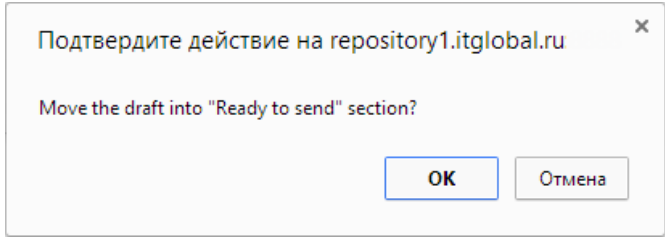

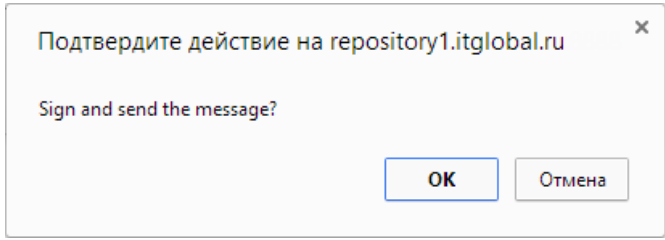

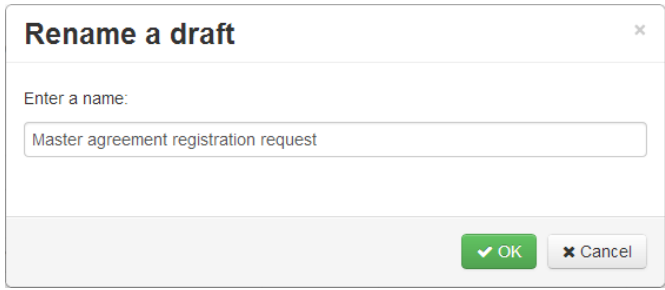

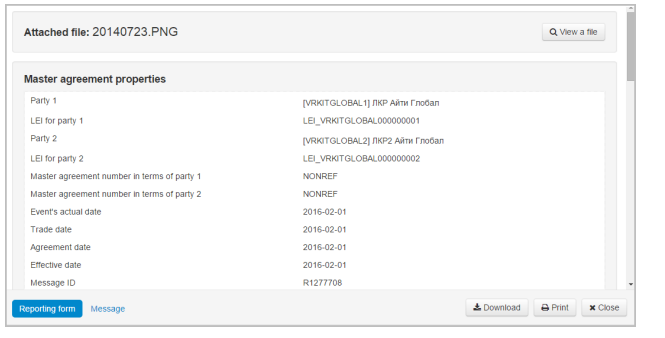



Master Agreement Type: \_\_\_\_\_  
 The version of the master agreement form: \_\_\_\_\_  
 Contract details matching method: \_\_\_\_\_  
 Information about based reporting parties and reporting parties of the master agreement:  
 Based reporting party of the party 1 of the master agreement:  
 Party's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

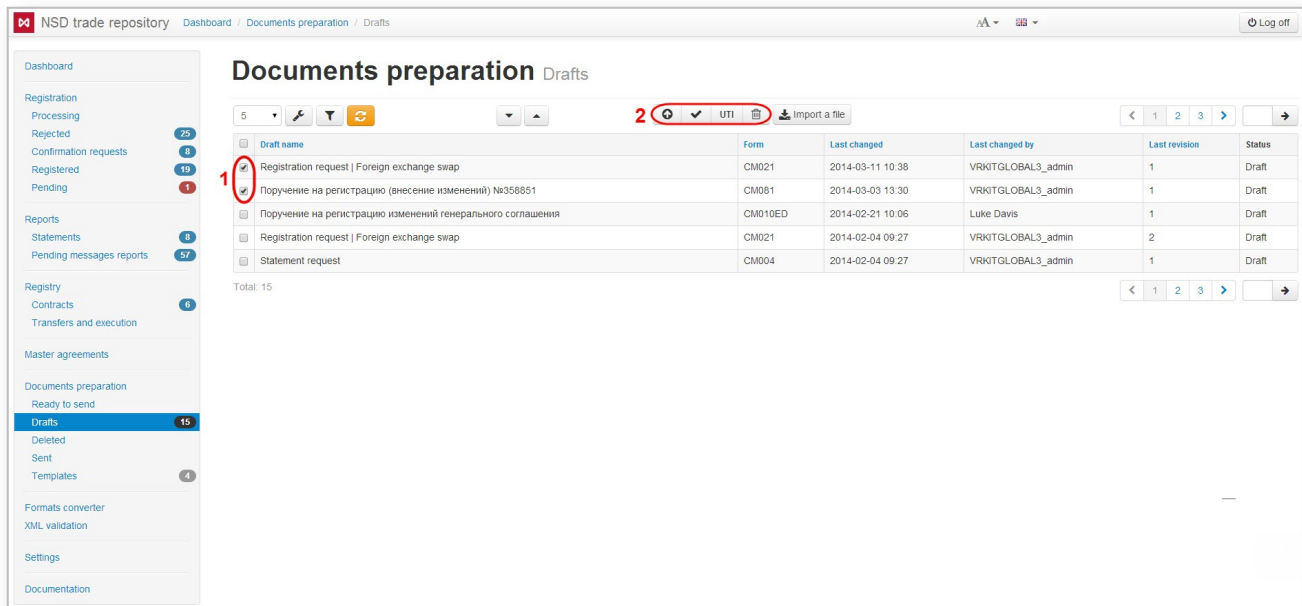
Button	Description	Calling form
	Change draft status to <a href="#">To be sent</a> Clicking on the button opens a window to confirm the action, in which you must click <b>OK</b> to change the draft status to <a href="#">To be sent</a> .	
	Signing with digital signature and sending for registration Clicking on the button opens the confirmation window, where you need to click <b>OK</b> 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 <b>OK</b> 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 <a href="#">edit</a> 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 <a href="#">creation/editing form</a> , where you need to make the necessary changes and save draft.	

	<p><b>Creating a draft-based template</b></p> <p>Pressing the button opens a window allowing to save draft as a template.</p> <p>In this window specify the name of the template and click <b>OK</b>.</p> <p>This will take you to <a href="#">Edit template</a> form, where you can make changes and save the document.</p>	<div data-bbox="829 128 1489 432"> <h3>Save as template</h3> <p>Enter a name:</p> <input type="text" value="Master agreement registration request"/> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
	<p><b>Deleting a draft</b></p> <p>Clicking on the button opens a confirmation window, in which you need to click OK to delete.</p> <p>Deleted drafts are displayed in the <a href="#">Deleted</a> form</p>	<div data-bbox="829 432 1489 690"> <h3>Подтвердите действие на repository1.itglocal.ru</h3> <p>Remove the draft?</p> <p><input type="button" value="OK"/> <input type="button" value="Отмена"/></p> </div>

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).




The screenshot shows the 'Documents preparation Drafts' page. The table contains the following data:

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

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](#).