

Deleted

After being deleted drafts get into the **Deleted** form.

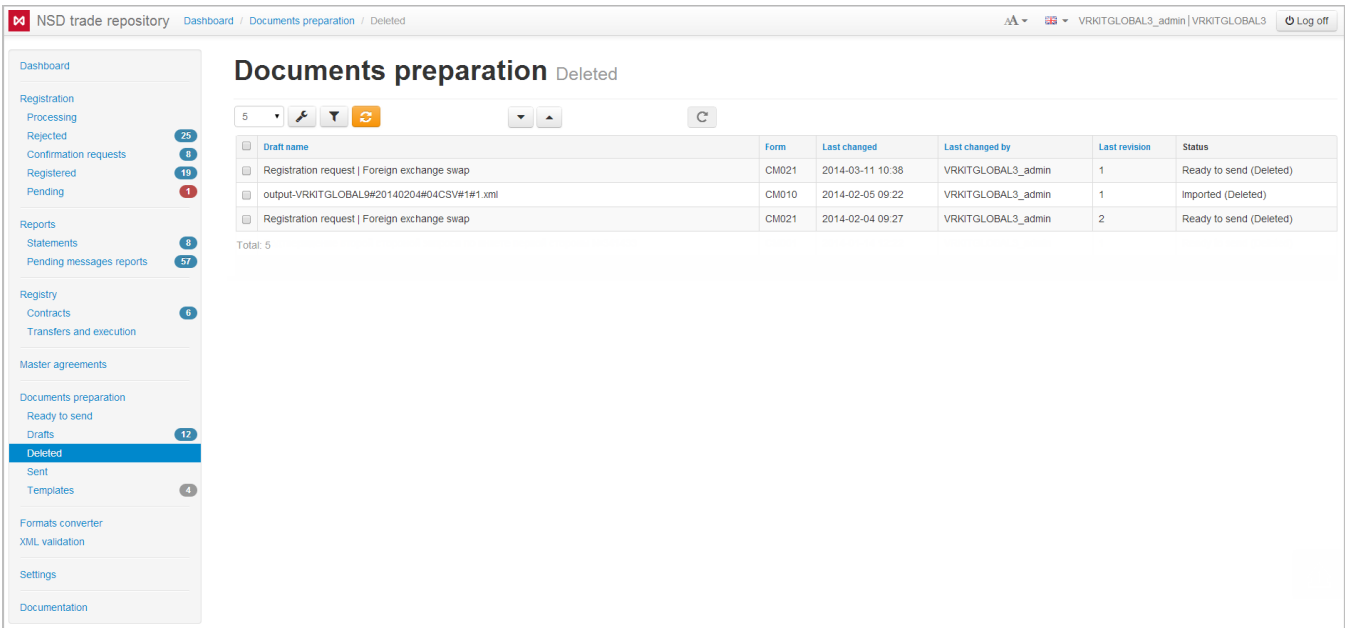


Fig. 1 – Deleted form

 Deleting drafts is available in the following forms:

- Drafts form;
- To be sent form;
- Templates form.

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)

Apply  Reset 

Instrument types

 Choose instrument types

Last change date

Since

Till

Has attachment

☐

Name

Enter text for search

Last changed by

Select...

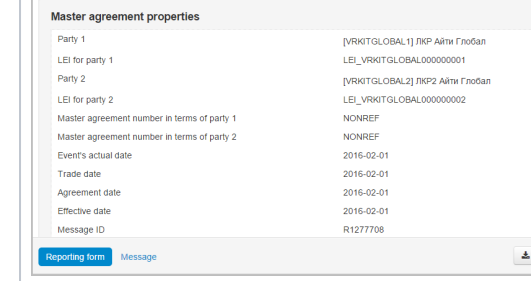
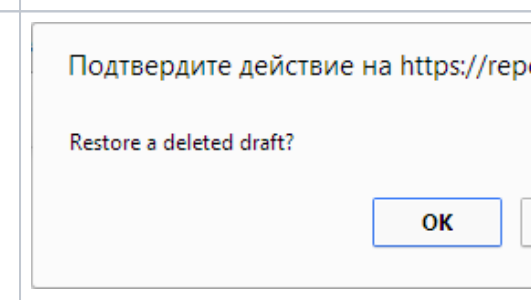
Fig. 2 – attached file

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 content and principles of working with information in the **Deleted** form are similar to ones for **Drafts** form, except for the set of buttons in the pop-up toolbar. Tools available for working with deleted messages are described in Table 1.

Table 1 – Description of the toolbar buttons

Button	Description	Calling the form
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 Calling the view draft form Clicking on the button opens the electronic form of the document, where you can view and print the data	
 Restore document Clicking on button opens a confirmation window, in which you need to click the OK button to restore the document. The restored message will be displayed in the Drafts form.	
 Keep the draft in the xml file	

To restore several drafts you need to check the appropriate checkboxes next to drafts name (Fig. 3.1). Then click the button on the toolbar to perform an operation (Fig. 3.2).

