

Deleted

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

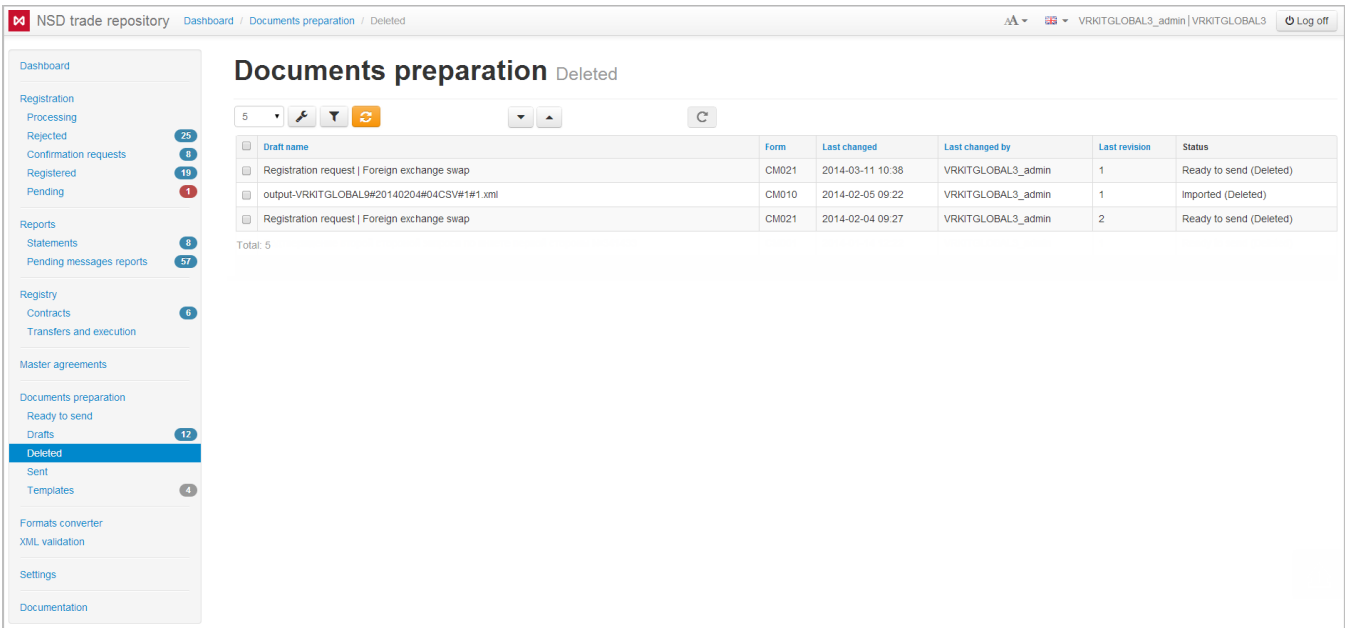


Fig. 1 – Deleted form

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)

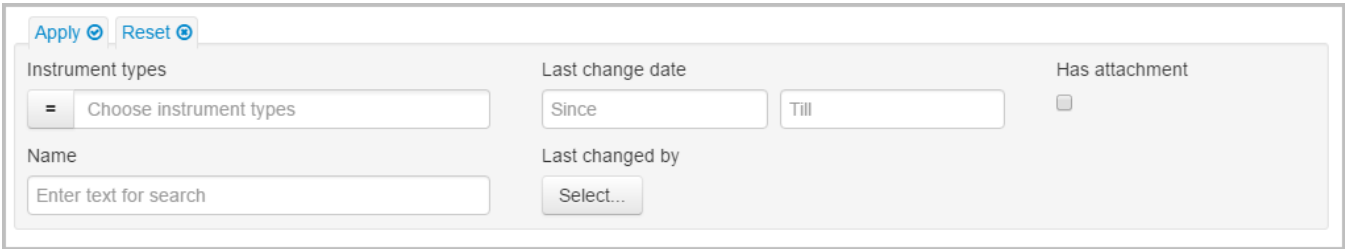


Fig. 2 – attached file

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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