

Templates

The Web-client allows creating electronic documents with pre-filled data based on templates. Message templates are displayed in two forms: [Preparation](#) and [Templates](#).

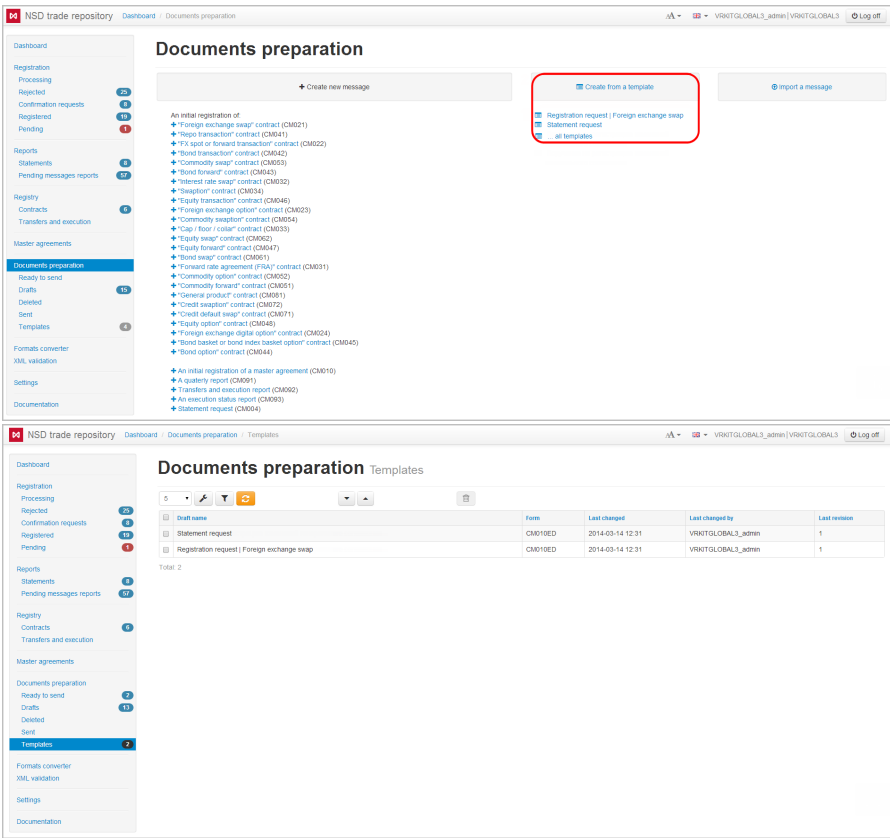


Fig. 1 – Preparation form

Fig. 2 – Templates form

Templates can be created:

- in the [Drafts](#) form on the basis of any draft;
- in the [To be sent](#) form based on messages prepared to be sent to the repository;
- in the [Sent](#) form based on sent messages.



To create a template in the above forms click on the toolbar that appears when hovering the mouse over the table row. Clicking on the button will open a confirmation window (Fig. 3), where you must click **OK**. As a result, the sample pre-filled draft message will be saved in the **Template** form; this will also open the **Edit template** form (Fig. 4), designed to make changes to the template created. The contents and principles of the **Edit template form** are similar to those of the [Create/edit message](#) form.

Save as template

Enter a name:

Registration request | Quarterly report

OKCancel

NSD trade repository

DashboardDocuments preparationEdit draft

VR0TGLOBAL1_admin | VR0TGLOBAL1

Log off

Dashboard

Registration request | Commodity option

Edit a template

Registration request | Commodity option

Reporting form

SaveValidateAttach a fileClose

Request properties

Master agreement number

Party 1 for master agreement

Party 2 for master agreement

Client for party 1

Client for party 2

Trade identifier in terms of party 1

Trade identifier in terms of party 2

Event's actual date

Trade date

Cleared date

Trade specific properties

Trade parameters reconciliation type ?

Settlement type ?

Settlement method ?

Transaction regulatory class ?

Clearing organization code ?

Central counterparty code ?

Agreement start date ?

Agreement end date ?

Fig. 3 – Create template

Fig. 4 – Edit template

Document templates cannot be sent to the repository. They serve as a basis for the new draft messages. The number of templates is unlimited.

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).

ApplyReset

Instrument types

= Choose instrument types

Last change date

SinceTill

Has attachment

Name

Enter text for search

Last changed by

Select...

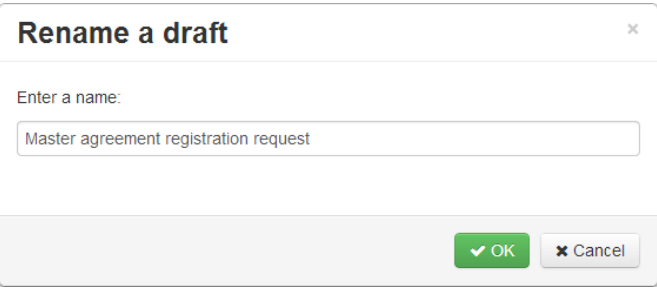
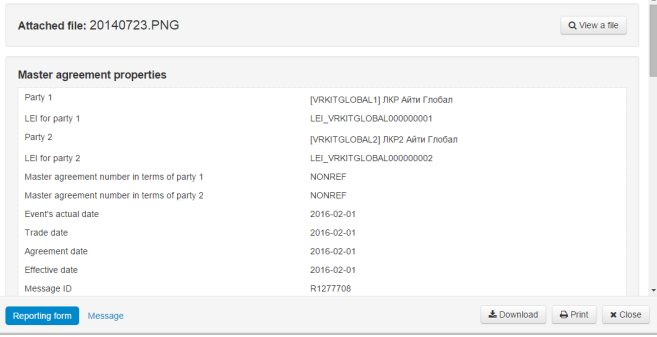
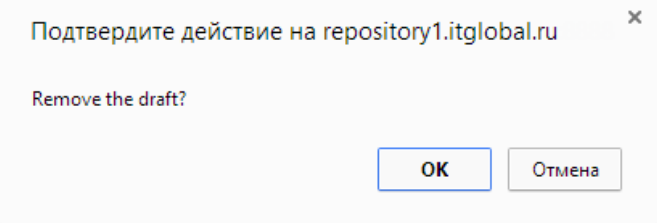
Fig. 5 – attached file

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](#)).

Since templates are based on drafts, the contents and possibilities of working with the Templates and [Drafts](#) form documents are identical. Table 1 describes the available tools for working with templates.

Table 1 – Description of the toolbar buttons

Button	Description	Calling form
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	Pressing the button opens a window in which, if necessary, you can change the template name, and then click OK to save	
	Call preview form Clicking on the button opens the document preview form, where you can view and print the data	
	Calling edit form The contents and principles of the Edit form are similar to those of the Create/edit message form	
	Creating a draft based on the template Clicking the button will take the user to the Create/edit message form, where the user needs to make the necessary changes and save the document. As a result, the new message will be displayed in the Drafts form.	
	Keep the template in the xml file	
	Deleting draft Clicking on the button will open a confirmation window, in which you must click OK to confirm the deletion. Deleted drafts are displayed in the Deleted form.	

To delete several templates you need to check the appropriate checkboxes next to the drafts name (Fig. 6.1). Then click the button on the toolbar to perform an operation (Fig. 6.2).

NSD trade repository

Dashboard / Documents preparation / Templates

VRKITGLOBAL3_admin | VRKITGLOBAL3

Log off

Dashboard

Registration

Processing

Rejected

Confirmation requests

Registered

Pending

Reports

Statements

Pending messages reports

Registry

Contracts

Transfers and execution

Master agreements

Documents preparation

Ready to send

Drafts

Deleted

Sent

Templates

Formats converter

XML validation

Settings

Documentation

Documents preparation Templates

5

1

2

Draft name	Form	Last changed	Last changed by	Last revision
☒ Statement request	CM010ED	2014-03-14 12:31	VRKITGLOBAL3_admin	1
☒ Registration request Foreign exchange swap	CM010ED	2014-03-14 12:31	VRKITGLOBAL3_admin	1

Total: 2

Fig. 6 – working with several templates



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