Web-Banking for Financial Control Centers. Working with the Document Flow service

DBO Soft

(version 7.1)

Content

Preface

This document is the manual for using the AWP Web Banking for Financial Control Centers (further – AWP **Web-Banking for FCC**), specifically describing the operation of the additional service **Document flow**.

Attention!

This document provides a direct description of working with the **Document flow** service. For a general overview of the AWP's operation, its interface, etc., see the document ***iBank 2 UA system. Web-Banking for Financial Control Centers. General Description***.

In the **Getting started with the AWP Web-Banking for FCC** section, system requirements are listed.

The **General Description of the «Document flow» Service** section cointains information about the «Document Flow» service.

The **Operations with electronic contracts** section describes the general features of working with documents in the «Document Flow» service.

The **Work with documents of «Bank-Client» type** section describes working with documents of the «Bank-Client» type.

The **Work with documents of «Client-Bank» type** section describes working with documents of the «Client-Bank» type.

Section 1

Getting started with the AWP Web-Banking for FCC

Requirements for the system

In order to make any operations in the AWP **Web-Banking for FCC** client require:

1. Installed on the client computer web-browser. As web-browser there may be used one of the following programs:
   - Microsoft Edge;
   - Mozilla Firefox 52.0 and higher;
   - Opera 38.0 and higher;
   - Safari 6.0 and higher;
   - Google Chrome 45.0 and higher.

   The AWP supports the operating systems of Windows family, *nix or Mac.

2. Installed and started *EDS host plugin*. EDS host plugin is used for work with EDS kyes: AWP login, documents sign, registry and EDS keys management. Downloading the distribution kit for installing or updating EDS host-plugin is done on the AWP login page.

   Attention!
   On MacOS, EDS host plugin has been supported since version 10.10.

   After installation, the EDS host plugin starts automatically. Controls of EDS host plugin are dependent from operation system:

   - on Windows and MacOS, an icon has been added to the taskbar near the clock. With it, you can stop or start the EDS host plugin, or open a control panel with plugin status (fig. 1.1).

     Attention!
     On Windows, icon may sometimes be missing. In this case, the control panel can be manually started from directory with the plugin installed: C:\User\<user name>\AppData\Local\DBO Soft\WebSignerHost\WSHControlPanel.exe.

   - on Linux, the running plugin can only be determined by presence of the nginx process. Forcing to start or stop plugin is performed by the start.sh and stop.sh commands from the installed plugin directory: /home/user/.local/share/DBO Soft/WebSignerHost.

   Features of installation, launch and solutions of possible problems detailed described in the ***Система iBank 2 UA. Хост плагін EDS «WebSigner». Діагностика та усунення несправностей*** document.

3. Internet access. Recommended connection speed – from 1Mb/s.

In addition to the above mentioned requirements, recommended the client computer to be equipped with USB-port for usage of USB-tokens[1] for EDS keys storage. The AWP **Web-Banking for FCC**

[1]Device, connected to computer USB-port, that is intended for safe storage of the client EDS keys. As opposed to other removable media devices, it is impossible to copy EDS keys from the USB-token, that considerably reduces the possibility of unauthorized access to the client EDS key.

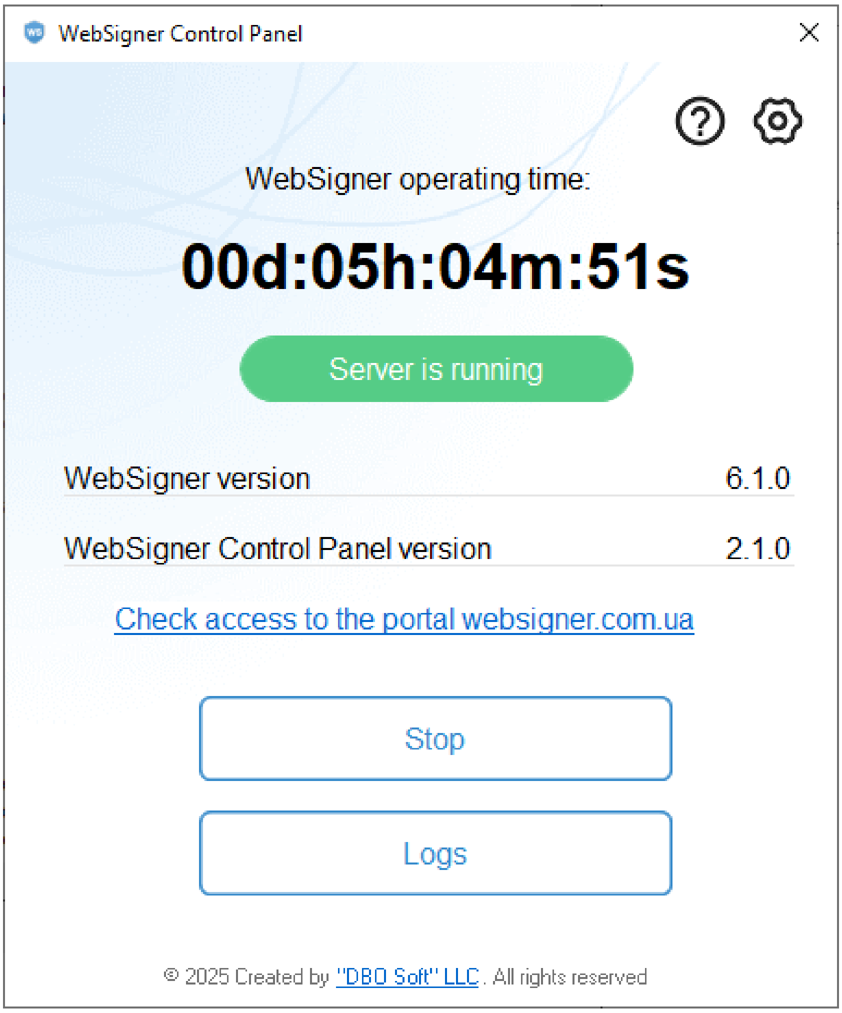


Fig. 1.1. Control panel of EDS host plugin

supports the following USB-tokens: ibank2key, iToken (developer – DBO Soft), SecureToken318, SecureToken337, SecureToken338 (developer – LLC Avtor).

Attention!

In case of USB-tokens usage for secret EDS keys storage, it is required to ensure that there are installed drivers.

It is also recommended to have printer in order to print client's report of registration in **iBank 2 UA** system.

Section 2

General Description of the «Document flow» Service

The «Document flow» service is an additional feature of the **iBank 2 UA** electronic banking system, where clients have the opportunity to negotiate contracts with the bank electronically and track the processing stages of each document. Upon receiving electronic documents, both the bank and the client can either reject or accept the contract and apply electronic signatures (EDS) to it. The ability to apply EDS from both the client and the bank side equates these electronic documents to paper-based documents with wet signatures.

Using this service offers several advantages:

- Eliminates the need for clients to visit bank branches to conclude contracts.
- Speeds up the contract negotiation process.
- Eliminates a number of errors associated with the human factor.
- Allows for the abandonment of storing contracts on paper.

The «Document flow» service includes the following documents:

- ***Electronic contract of the «Bank – Client» type.*** An electronic contract created by a bank employee and sent to the client for approval. From the client's side, this document is an incoming contract, and from the bank's side, it's an outgoing one.
- ***Electronic contract of the «Client – Bank» type.*** An electronic contract created by the client and sent to the bank for approval. From the client's side, this document is an outgoing contract, and from the bank's side, it's an incoming one.
- ***Draft.*** An electronic contract that is in the approval stage.

The operation of the service is supported in the **Web-Banking for corporate clients, Web-Banking for Financial Control Centers** modules.

Typical workflow with the service

Below is a description of the typical workflow with service documents:

1. Contract creation is initiated. Depending on the client-bound document types, the initiator can be either the client or the bank. As a result, the document will be displayed in the contracts list in the **New**[1] or **Created by the bank**[2] status.
2. The initiating party signs the contract with all necessary signature groups, thereby sending it to the other party for approval. As a result, the document will be displayed in the contracts list in the **Sent**[1] or **Sent to the client**[2] status.
3. If the other party has no objections to the contract text, they sign the document with all necessary signature groups, after which the document will be displayed in the contracts list in the **Executed**[1] or **Confirmed**[2] status. Otherwise, the contract is rejected, and the document will be displayed in the contracts list in the **Rejected**[1] or **Not confirmed**[2] status.

[1] If the client initiates contract creation.
[2] If the bank initiates contract creation.

The «Document flow» service also supports the workflow with «informational» contracts, which are only signed by the initiator. In this case, a contract signed with all signature groups will be displayed in the documents list in the **Received** status, the other party can approve or refuse that document.

Section 3

Operations with electronic contracts

Statuses of electronic contracts

The following types of statuses are supported within the «Document flow» service:

Statuses of electronic contracts of the «Bank-Client» type

- ***Created by the bank*** — assigned when a bank employee creates a new document or edits and saves an existing one. Documents with the **Created by the bank** status are not visible in the **Web-Banking for FCC** (the second party).
- ***Signed by the bank*** — assigned to a document if it is signed by a bank employee, but the number of signatures under the document is less than required. Documents with the **Signed by the bank** status are not visible in the **Web-Banking for FCC** (client's workstation). If changes are made to a document with this status and then saved, the document's status changes to **Created by the bank**.
- ***Sent to the client*** — assigned to a document that has been signed by the bank with all necessary signatures and sent to the client. The **Sent to the client** status indicates to the client (the second party) to start reviewing the document (accept or reject).
- ***Requires confirmation*** — assigned to a document when it is signed by the client, but the number of signatures under the document is less than required.
- ***Not confirmed*** — assigned to a document that has been rejected by the client.
- ***Confirmed*** — assigned to a document that has been signed by both the bank and the client with all necessary signatures. An electronic contract in the **Confirmed** status is equivalent to a signed paper contract.
- ***Deleted*** — assigned to a document deleted by a bank employee. Documents with the **Deleted** status are not visible in the **Web-Banking for FCC**.
- ***Received*** — assigned to a document when the number of signatures under the document from the bank side meets the required number, but signatures from the client side are not required.
- ***Approved*** — assigned to a document if the client agrees with the text of the information contract and confirms it.
- ***Refused*** — assigned to a document if the client disagrees with the text of the information agreement and rejects it.

The typical diagram of possible statuses for electronic contracts of the «Bank-Client» type with standard transitions is presented in fig. 3.1.

The typical diagram of possible statuses of **information** electronic contracts of the «Bank-Client» type with regular transitions is presented in fig. 3.2.

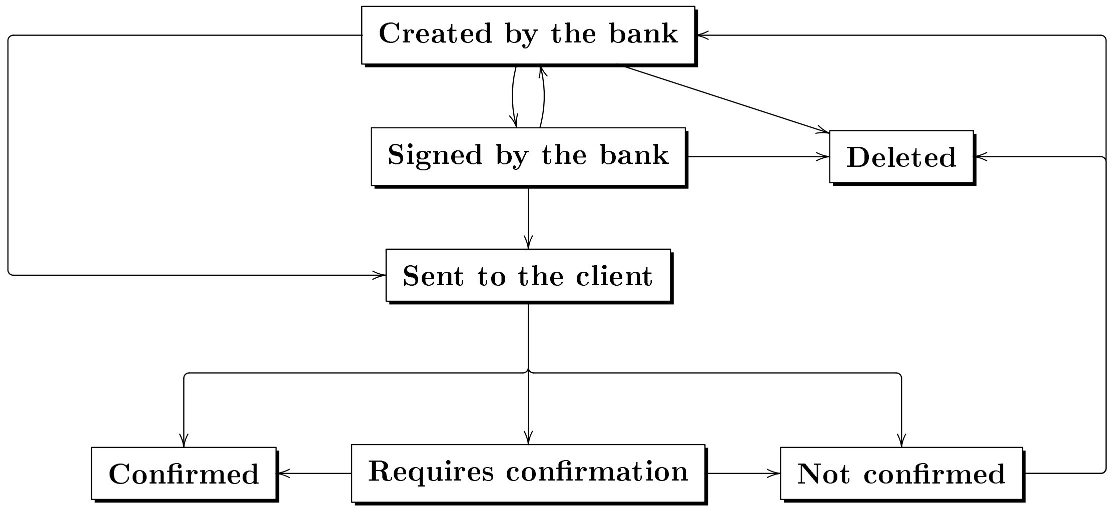


Рис. 3.1. Process of changing statuses for «Bank-Client» documents

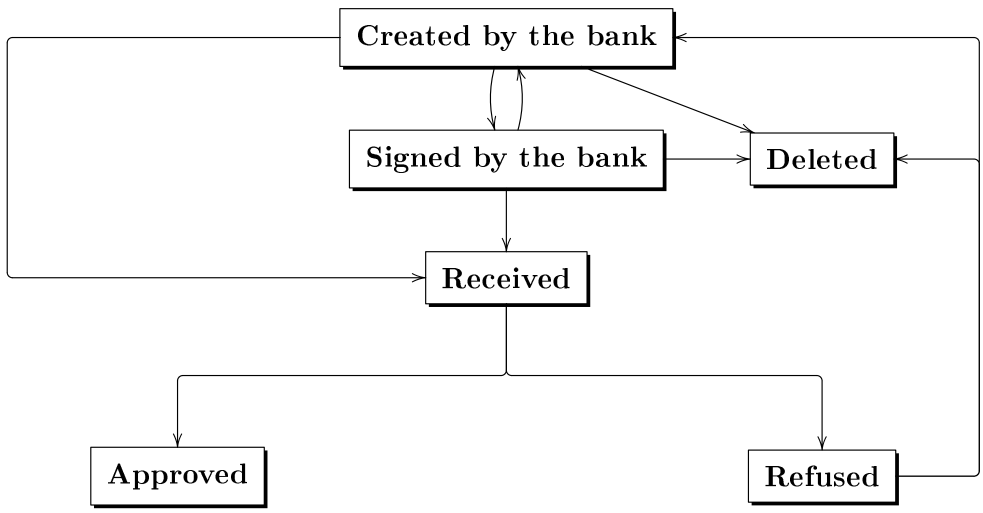


Рис. 3.2. Process of changing statuses for **information** «Bank-Client» documents

Statuses of electronic contracts of the «Client-Bank» type

New — assigned when the client creates a new document or edits and saves an existing one. The bank (second party) does not review the document with the **New** status.

Signed — assigned if the document is signed by the client, but the number of signatures under the document is less than required. If changes are made to a document with this status and then saved, the status of the document changes to **New**.

Sent — assigned to a document when the number of signatures under the document from the client side meets the required number. The **Sent** status indicates to the bank (second party) to start reviewing the document.

Received by the bank — assigned to a document that has been received and is being processed by the bank (second party).

Signed by the bank — assigned if the document is signed by the bank (second party), but the number of signatures under the document is less than required.

Executed — assigned to a document that has been signed by both the client and the bank with all necessary signatures. An electronic contract in the **Executed** status is equivalent to a signed paper contract.

Rejected — assigned to a document that has been rejected by the bank.

Deleted — assigned to a document deleted by the client. Documents with the **Deleted** status are not visible in the **Web-Banking for FCC**.

Received — assigned to a document when the number of signatures under the document from the client side meets the required number, but signatures from the bank side are not required.

Approved — assigned to a document if the bank agrees with the text of the information contract and confirms it.

Refused — assigned to a document if the bank disagrees with the text of the information agreement and rejects it.

The typical diagram of possible statuses for electronic contracts of the «Client-Bnak» type with standard transitions is presented in fig. 3.3.

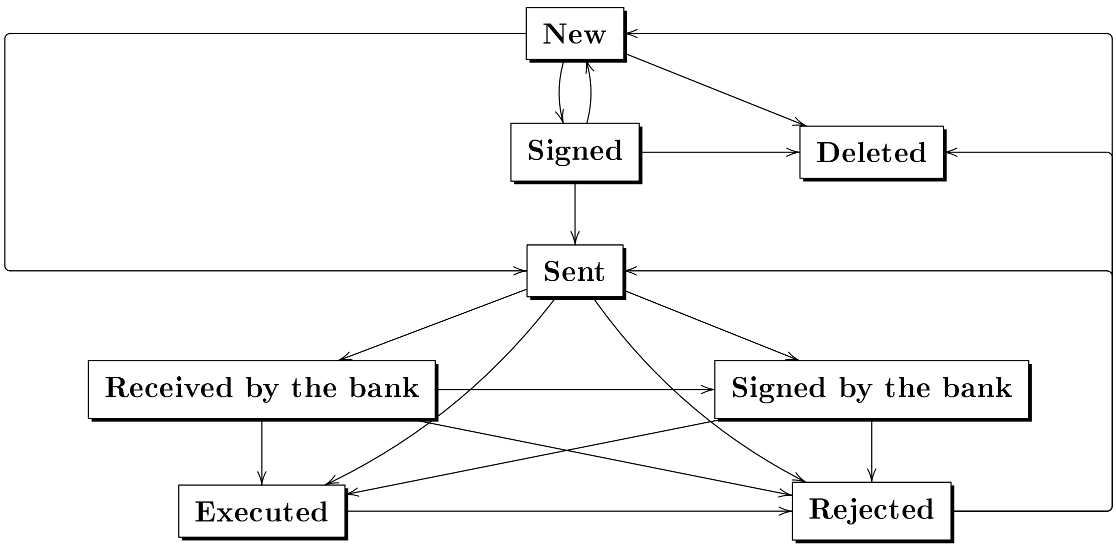


Рис. 3.3. Process of Changing Statuses for «Client-Bank» Documents

The typical diagram of possible statuses of **information** electronic contracts of the «Client-Bank» type with regular transitions is presented in fig. 3.4.

Statuses of drafts of electronic contracts

New — assigned when the initiator creates a new document, as well as edits and saves an existing document (excluding documents under review).

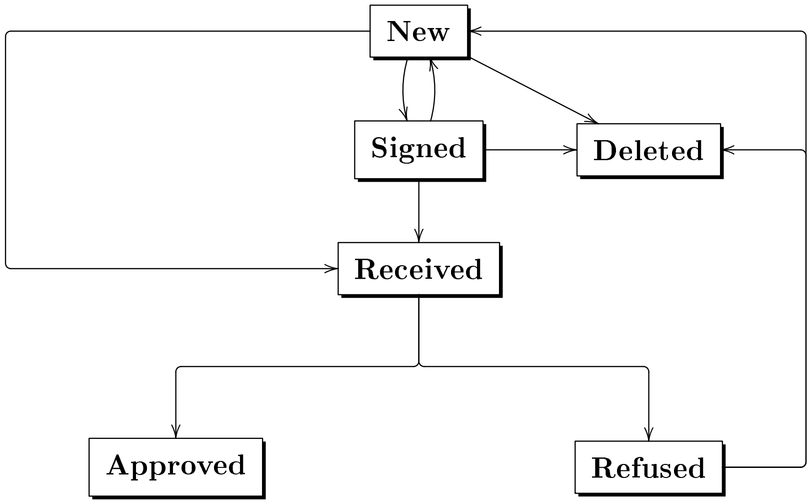


Рис. 3.4. Process of changing statuses for **information** «Client-Bank» documents

For client consideration — assigned to a document that was sent to the client for review.

For bank consideration — assigned to a document that was sent to the bank for review.

Approved — assigned to a document whose text has been agreed upon between two parties.

Not confirmed — assigned to a document if the other party rejected the text of the agreement and canceled the process of its approval.

Formed an agreement — is assigned to the approved document on the basis of which the initiator formed an electronic contract of the corresponding type.

Deleted — assigned to a document deleted by the initiator. Documents with the **Deleted** status are not visible in the **Web-Banking for FCC**.

The typical diagram of possible statuses of **drafts** of electronic contracts of the «Bank-Client» type with regular transitions is presented in fig. 3.5.

The typical diagram of possible statuses of **drafts** of electronic contracts of the «Client-Bank» type with regular transitions is presented in fig. 3.6.

Print electronic contracts on printer and PDF-file

For documents of the «Document flow» service, there are additional printing features:

- For documents containing attachments[1] there are two printing modes: standard printing of the document, and printing of the document with attachments. The printing mode is selected in the drop-down list that opens when you click the **Print** button on the toolbar.

  On the **Print the document** page, when choosing to print a document with attachments:

  - After the printed form of the document, printed forms of all existing attachments are displayed, which are available for viewing.

[1] Only for formats that support viewing.

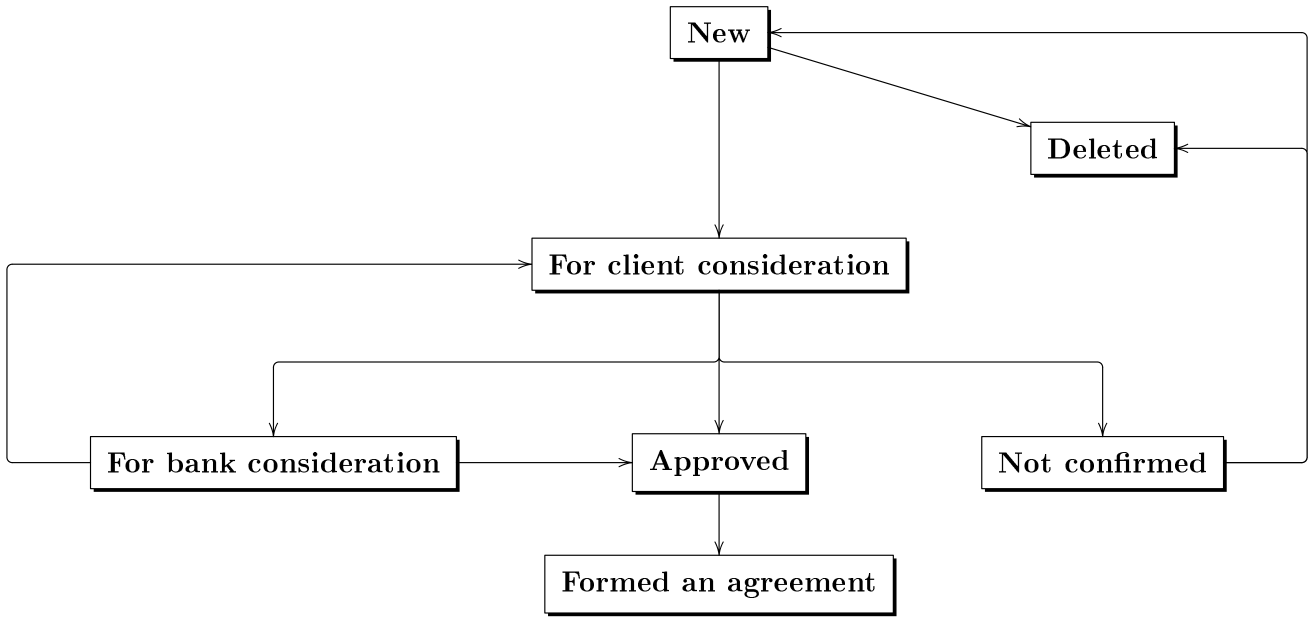


Рис. 3.5. Process of changing statuses for **drafts** of «Bank-Client» documents

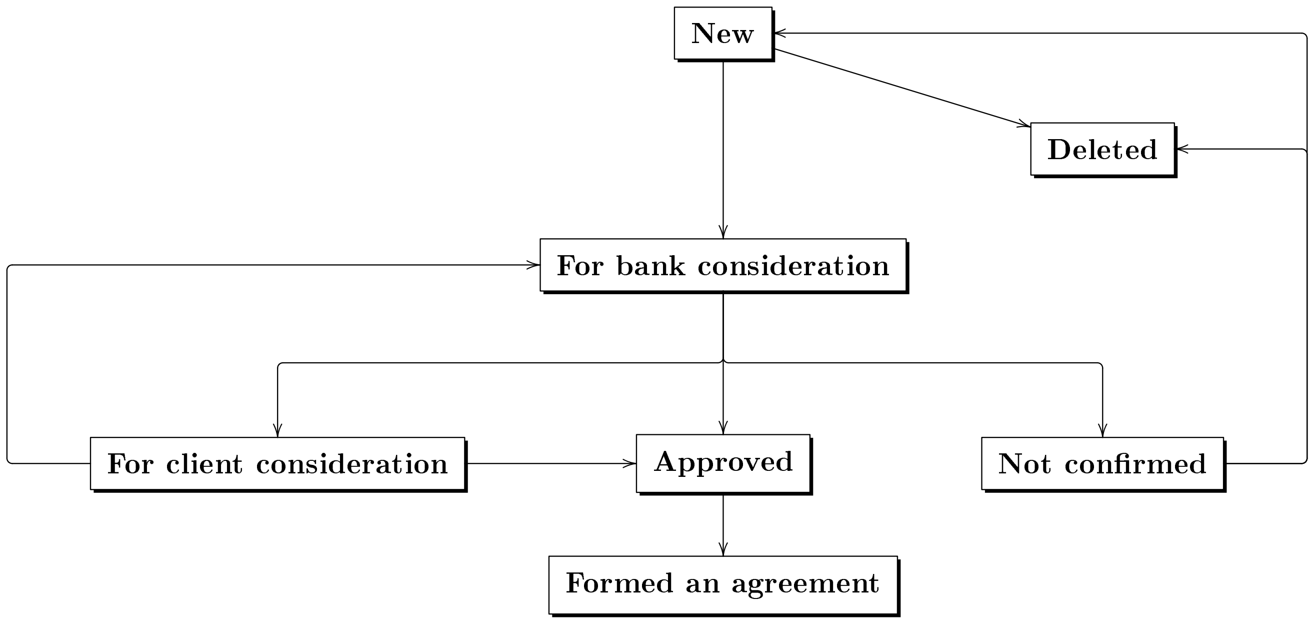


Рис. 3.6. Process of changing statuses for **drafts** of «Client-Bank» documents

– On the sidebar, after the list of additional settings, there is a block with a list of attachments. The name of the attachment is displayed as a link, clicking on which takes you to the page to view the printed form of the corresponding attachment.

- Standard printing to PDF is available only for documents that have not been signed with qualified keys, since the generated files do not contain an electronic signature. For documents that have been signed with qualified keys EDS, export is performed instead of printing to PDF (for more details, see the **Export of electronic contracts** subsection).

Export of electronic contracts

For documents that have been signed with qualified keys, it is possible to perform an **export** operation.

The purpose of exporting documents from the «Document flow» service is different from other reports and directories: exporting electronic contracts is required to create a container file with the EDS of all qualified keys EDS with which the document was signed. The generated file can be checked in any online service for checking electronic contracts.

> ***Attention!***
> Export of electronic contracts is not supported for documents in the statuses **Rejected** and **Not confirmed**.

To export a document, you must perform the following steps:

1. Left-click on the desired document in the list to go to the **Editor** page.
2. Click the **Export** button on the toolbar (or the key combination Shift + Z) and select the document export option from the drop-down list: **Document to PDF** or **Document to PDF with attachments**[2].
3. In the standard dialog box, select a directory to save the files.

> ***Attention!***
> The **Export** button is not displayed if the document has not been signed with qualified keys EDS. In this case, the **Print in PDF** button will be displayed on the **Print the document** page for standard printing to a PDF file (without the EDS).

As a result, the following files will be generated in the selected directory:

- A file with the pdf extension, which is a container for storing the text of a document with the EDS of all qualified keys EDS with which the document was signed.
- If the document contained attachments and the document with attachments was exported:
  - Files <attachment name>.<attachment extension>.p7s for each attached file with extensions jpeg, jpg, png, gif, bmp, doc, docx, xls, xlsx, odt, ods, zip, rar, 7z, tar. These files are containers containing attachments with the EDS of all qualified keys EDS with which the document was signed.
  - Attached attachment files in the formats listed above. Attachments with other extensions are not exported.

[2]The item is missing if the document has no attachments.

Check EDS

Before signing a document, the client can perform a EDS check to ensure the integrity of the data since the last signature.

The EDS check is available for electronic contracts of the **Bank-Client** and **Client-Bank** types, which were previously signed by the client and/or the bank. To check EDS, it is necessary to left-click on the desired document in the list, go to the **Editor** page, and click the **Check EDS** button on the toolbar (or the key combination Shift + Q). As a result, the **EDS verification result** dialog box will appear on the screen (see fig. 3.7), displaying a list of signatures under the document.

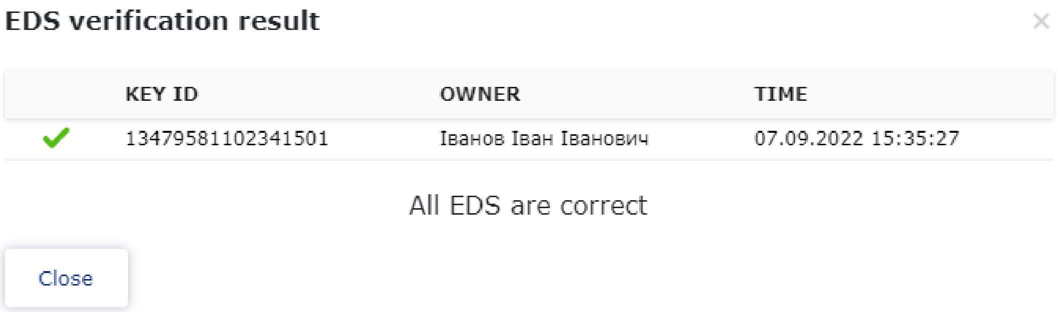


Fig. 3.7. **EDS verification result** dialog box

For each signature in the list, the following information is displayed:

- ***Verification result icon***. ✔ indicates that the EDS has passed the authenticity verification and is correct, ! indicates that it is incorrect.
- ***Key ID*** — the identifier of the EDS key used to sign the document.
- ***Owner*** — the name of the owner of the key used to sign the document.
- ***Time*** — the date and time when the document was signed.

If the document was not signed with an EDS key, the **Check EDS** button will not be displayed on the toolbar.

Working in the text editor for contracts

The field containing the contract text is a full-fledged text editor with extensive capabilities. The editor's toolbar contains the following buttons:

Top row:

- **Source** button to enable or disable viewing of entered text with HTML tags included;
- **Cut** button to cut the selected text to the clipboard, also corresponds to the keyboard shortcut **Ctrl** + **X**;
- **Copy** button to copy the selected text to the clipboard, also corresponds to the keyboard shortcut **Ctrl** + **C**;
- **Paste** button to paste text from the clipboard into the editor, also corresponds to the keyboard shortcut **Ctrl** + **V**;
- **Undo** button to undo the last change made to the text, also corresponds to the keyboard shortcut **Ctrl** + **Z**;

- **Redo** button to redo the last undone change to the text, also corresponds to the keyboard shortcut **Ctrl** + **Y**;
- **Bold** button **B** to set or unset bold text formatting, also corresponds to the keyboard shortcut **Ctrl** + **B**;
- **Italic** button *I* to set or unset italic text formatting, also corresponds to the keyboard shortcut **Ctrl** + **I**;
- **Underline** button U to set or unset underline text formatting, also corresponds to the keyboard shortcut **Ctrl** + **U**;
- **Copy Formatting** button to copying the current text formatting (bold, italic, underlined) from one part of the document to another, also corresponds to the keyboard shortcut **Ctrl** + **Shift** + **C**; to perform the operation, you need to click on the button, then select the desired fragment of text.
- **Remove Format** button to reset text formatting (bold, italic, underline);
- **Insert/Remove Numbered list** button to insert or remove numbered lists;
- **Insert/Remove Bulleted list** button to insert or remove bulleted lists;
- **Decrease Indent** button to decrease the text indent by one level;
- **Increase Indent** button to increase the text indent by one level;
- **Align Left** button to set text alignment to the left;
- **Center** button to set text alignment to the center;
- **Align Right** button to set text alignment to the right;
- **Justify** button to set text alignment by width;
- **Table** button to open the dialog box for adding a new table to the text (see fig. 3.8);
  In the dialog box, you can specify the number of rows and columns of the table, their width and height, indents, as well as the location of the headers.
- **Insert Horizontal line** button to insert a horizontal line across the entire width of the page;
- **Insert Special Character** button Ω to open a dialog box to select a special character to add to the text (see fig. 3.9);
- **Insert Page Break for Printing** button to add a page break, which is used when printing a contract.

> ***Attention!***
> If there are no added page breaks for printing, the text of the contract is divided into pages automatically.

Bottom row:

- **Paragraph Format** drop-down list to select a text style (plain text or title);
- **Font Name** drop-down list for selecting font names;
- **Font Size** drop-down list to select the font size;
- **Line spacing** drop-down list to change the line spacing;
- A (Text Color) button to open the text color palette;
- A **(Background Color)** button to open the palette for choosing the background color of the text;

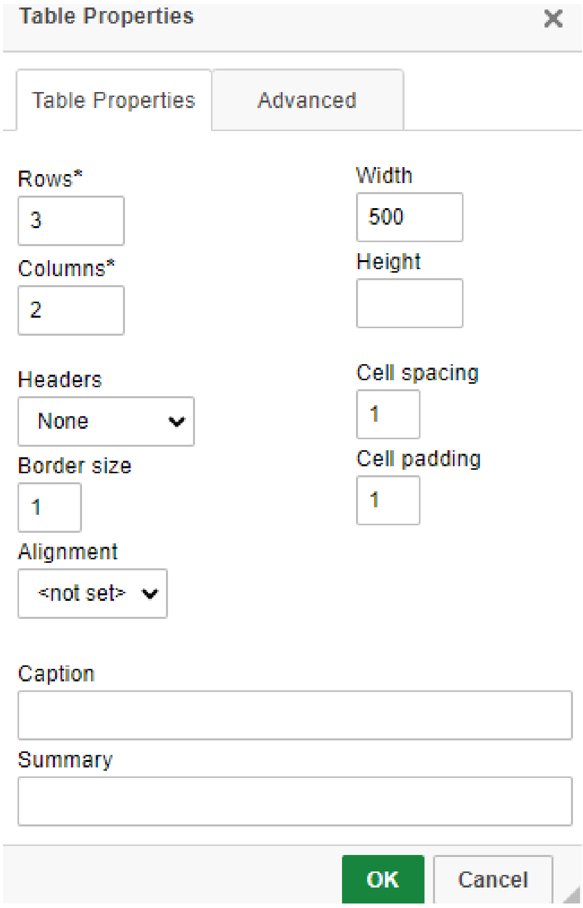


Fig. 3.8. **Table Properties** dialog box

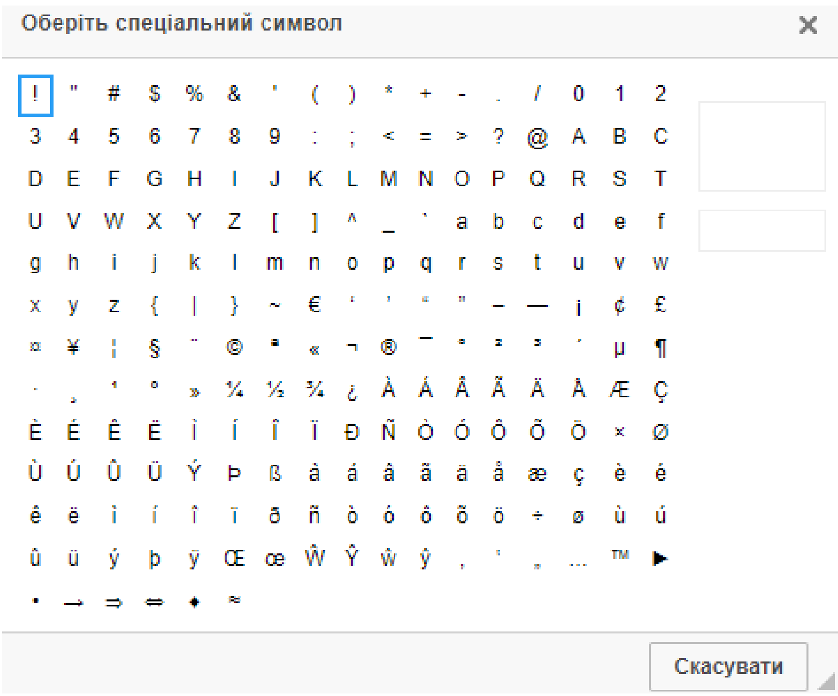
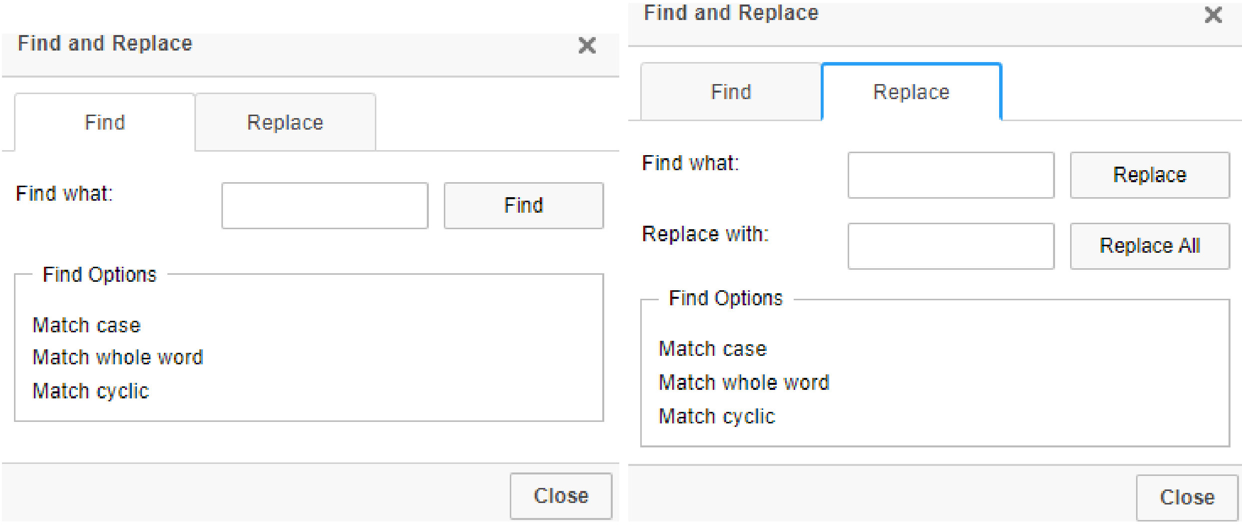


Fig. 3.9. Special character selection dialog box

- **(Maximize)** button to expand the editor field to full screen or return to the original dimensions;
- **(Find)** button to open the text find or replace dialog box (see рис. 3.10(a));
- **(Replace)** button to open the find or replace dialog box (see рис. 3.10(b));



a) **Find** tab b) **Replace** tab

Рис. 3.10. Find and replace text dialog box

- **(Select All)** button to select all text, also corresponds to the key combination **Ctrl** + **A**.

You can adjust the height of the editor field. To do this, click the **(Resize)** button in the lower right corner of the editor and, holding it down, move the mouse up or down.

Section 4

Work with documents of «Bank-Client» type

When selecting the **Incoming documents** menu item from the **Document flow** group of documents, you redirected to the **Incoming documents** page, containing the document list.

By default, there is displayed the list of working documents. To view drafts, confirmed or «informational» documents, go to the **Drafts**, **Confirmed** or **Informational** tab, respectively.

In the list of working documents, the unread incoming documnets are displayed in bold font; in addition, total number of the unread documents is displayed next to the **Incoming documents** menu item name.

For each document in the list there is displayed the following information:

- Icon of attachments, if there are no attachment it is not displayed;
- ***Number*** — document number;
- ***Document date*** — date of document creation;
- ***Compilation date*** — date of signing of the document by the last necessary signature group (available only in the list of the confirmed documents);
- ***Document type*** — the name of the document's type;
- ***Topic*** — the topic of the contract;
- ***State*** — document status (not available in the list of the confirmed documents).

  For each document in the list in the status «Requires confirmation (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents (for details – see document ***iBank 2 UA system. Web-Banking for Financial Control Centers. General description***):

- ***Document list sorting, changing the column width, moving the column***.
- ***Sign*** (only for documents in the status **Sent to the client** and **Requires confirmation**).
- ***Checking EDS*** (for details – see **Check EDS**).
- ***Print on printer and PDF-file*** (for details – see **Print electronic contracts on printer and PDF-file**).
- ***Rejection*** (only for documents in the status **Sent to the client** and **Requires confirmation**). To reject, click the **Reject** button on the toolbar. As a result, a dialog box will appear on the screen, in which you must specify the reason for rejecting the document (see fig. 4.1). It is impossible to reject a document without specifying a reason.
- ***Export document in PDF format*** (for details – see **Export of electronic contracts**).
- ***Document list filtration by date, by status and using an advanced filter.*** Fields of advanced filter corresponds to display information about the document in the list (except for the absence of the **Compilation date** field).

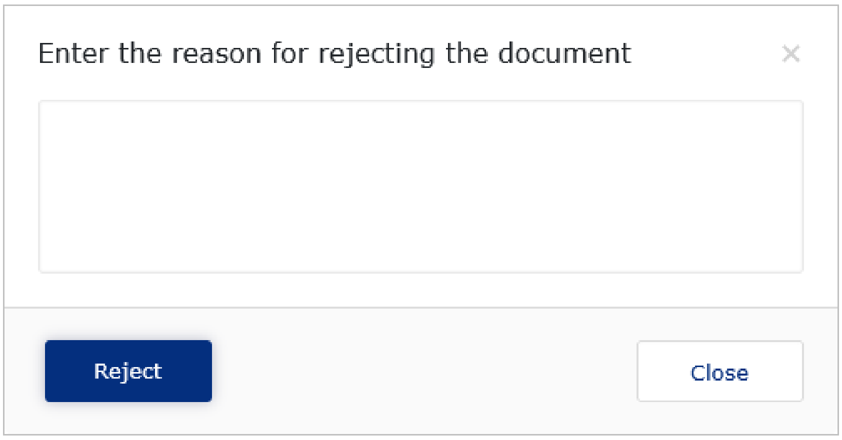


Fig. 4.1. **Enter the reason for rejecting the document** dialog box

- ***Operations in the text editor:*** search by text, copy text, display text in full screen, display text in the form of HTML code (work in the text editor is described in detail in the **Working in the text editor for contracts** section).
- ***Attachment handling***.

Attention!
Support for operations on a group of documents is not implemented for electronic contracts.

The appearance of the **Editor** page with the screen form of the document is represented by fig. 4.2.

Drafts

The **Drafts** tab displays documents that are in the process of text approval, or approved and not confirmed.

For each document in the list there is displayed the following information:

- Icon of attachments, if there are no attachment it is not displayed;
- ***Number*** — document number;
- ***Document date*** — date of document creation;
- ***Agreement date*** — date of document agreement (filled in only for documents in the **Approved** or **Formed an agreement** statuses);
- ***Document type*** — the name of the document's type;
- ***Topic*** — the topic of the contract;
- ***State*** — document status.

There are available the following operations with the drafts (for details – see document ***iBank 2 UA system. Web-Banking for Financial Control Centers. General description***):

- ***Document list sorting, changing the column width, moving the column***.
- ***Print on printer and PDF-file*** (for details – see **Print electronic contracts on printer and PDF-file**).

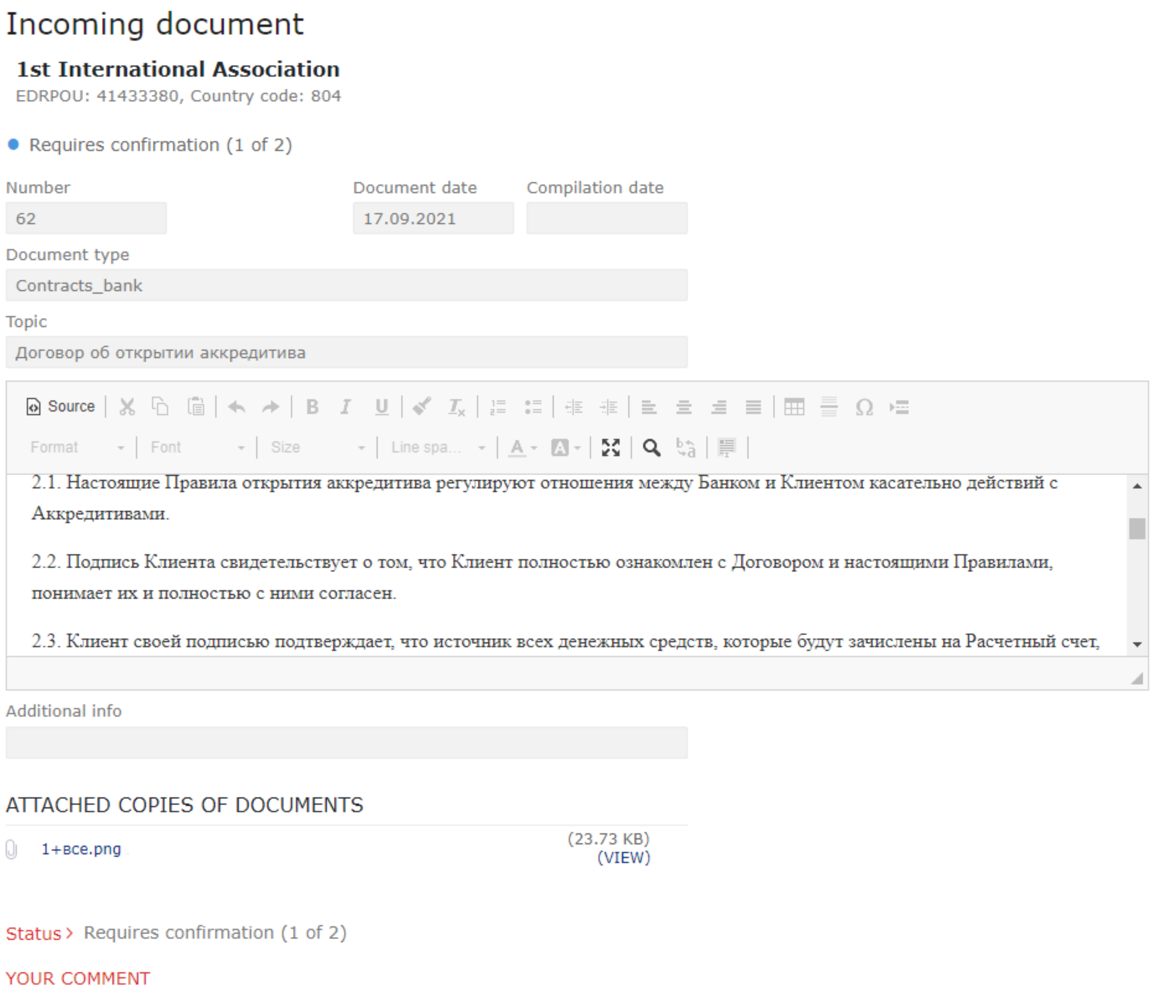


Fig. 4.2. Screen form of electronic contracts of type «Bank-Client»

- ***Document list filtration by date, by status and using an advanced filter.*** Fields of advanced filter corresponds to display information about the document in the list (except for the absence of the **Agreement date** field).
- ***Operations in the text editor*** (work in the text editor is described in detail in the **Working in the text editor for contracts** section).
- ***Attachment handling***.
- ***Approval***. Available for documents in the **For client consideration** status. To approve, click the **Approve** button on the toolbar, after which the document will change to the **Approved** status.
- ***Rejection***. Available for documents in the **For client consideration** status. To reject, click the **Reject** button on the toolbar, after which the document will change to the **Not confirmed** status and the initiator of the contract will be able to either delete such a document, or edit it and resubmit it for review.
- ***Edit***. Available for documents in the **For client consideration** status. To edit, click the **Edit** button, after which it becomes possible to edit the text of the contract, add or remove attachments,

and edit additional information. The **Document type** and **Topic** fields are not available for editing.

> ***Attention!***
> Editing drafts for client consideration does not change the status of the document.

- ***For consideration***. Available for documents in the **For client consideration** status. Used to send changes made to the document for consideration to the bank (the other party). To send for consideration, click the **For consideration** button on the toolbar, after which the document will change to the **For bank consideration** status.

Informational documents

The **Informational** tab displays documents that have been sent to the client and do not require signatures from him. Such documents are signed only by the party initiating the contract.

For each document in the list there is displayed the following information:

- Icon of attachments, if there are no attachment it is not displayed;
- ***Number*** — document number;
- ***Document date*** — date of document creation;
- ***Document type*** — the name of the document's type;
- ***Topic*** — the topic of the contract;
- ***State*** — document status.

There are available the following operations with the «informational» documents (for details – see document ***iBank 2 UA system. Web-Banking for Financial Control Centers. General description***):

- ***Document list sorting, changing the column width, moving the column***.
- ***Print on printer and PDF-file*** (for details – see **Print electronic contracts on printer and PDF-file**).
- ***Checking EDS*** (for details – see **Check EDS**)
- ***Document list filtration by date, by status and using an advanced filter.*** Fields of advanced filter corresponds to display information about the document in the list.
- ***Operations in the text editor:*** search by text, copy text, display text in full screen, display text in the form of HTML code (work in the text editor is described in detail in the **Working in the text editor for contracts** section).
- ***Attachment handling***.
- ***Export document in PDF format*** (for details – see **Export of electronic contracts**).
- ***Approval***. Available for documents in the ***Received*** status. To approve, click the **Approve** button on the toolbar, after which the document will change to the ***Approved*** status.
- ***Rejection***. Available for documents in the ***Received*** status. To reject, click the **Reject** button on the toolbar, after which the document will change to the ***Refused*** status and the initiator of the contract will be able to either delete such a document, or edit it and resubmit it for review.

Section 5

Work with documents of «Client-Bank» type

When selecting the **Outbox documents** menu item from the **Document flow** group of documents, you redirected to the **Outbox documents** page, containing the document list.

By default, there is displayed the list of working documents. To view drafts, executed or «informational» documents, go to the **Drafts**, **Executed** or **Informational** tab, respectively.

For each document in the list there is displayed the following information:

- Icon of attachments, if there are no attachment it is not displayed;
- ***Number*** — document number;
- ***Document date*** — date of document creation;
- ***Compilation date*** — date of signing of the document by the last necessary signature group (available only in the list of the executed documents);
- ***Document type*** — the name of the document's type;
- ***Topic*** — the topic of the contract;
- ***State*** — document status (not available in the list of the executed documents).

  For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents (for details – see document ***iBank 2 UA system. Web-Banking for Financial Control Centers. General description***):

- ***Document list sorting, changing the column width, moving the column***.
- ***Standart operation:*** create, edit, copy, delete, sign.
- ***Operations in the text editor*** (work in the text editor is described in detail in the **Working in the text editor for contracts** section).
- ***Checking EDS*** (for details – see **Check EDS**).
- ***Print on printer and PDF-file*** (for details – see **Print electronic contracts on printer and PDF-file**).
- ***Export document in PDF format*** (for details – see **Export of electronic contracts**).
- ***Document list filtration by date, by status and using an advanced filter.*** Fields of advanced filter corresponds to display information about the document in the list (except for the absence of the **Compilation date** field).
- ***Attachment handling***.

  Attention!

  Support for operations on a group of documents is not implemented for electronic contracts.

Drafts

The **Drafts** tab displays documents that are in the process of text approval, or documents that have been approved or not confirmed.

For each document in the list there is displayed the following information:

- Icon of attachments, if there are no attachment it is not displayed;
- ***Number*** — document number;
- ***Document date*** — date of document creation;
- ***Agreement date*** — date of document agreement (filled in only for documents in the **Approved** or **Formed an agreement** statuses);
- ***Document type*** — the name of the document's type;
- ***Topic*** — the topic of the contract;
- ***State*** — document status.

There are available the following operations with the drafts (for details – see document ***iBank 2 UA system. Web-Banking for Financial Control Centers. General description***):

- ***Document list sorting, changing the column width, moving the column***.
- ***Standart operation:*** create, edit, copy, delete.
- ***Operations in the text editor*** (work in the text editor is described in detail in the **Working in the text editor for contracts** section).
- ***Print on printer and PDF-file*** (for details – see **Print electronic contracts on printer and PDF-file**).
- ***Document list filtration by date, by status and using an advanced filter.*** Fields of advanced filter corresponds to display information about the document in the list (except for the absence of the **Agreement date** field).
- ***Attachment handling***.
- ***For consideration***. Available for documents in the **New** or **For client consideration** statuses. Used to send a draft agreement to the bank (the other party) for review after it has been created or finalized. To send for consideration, click the **For consideration** button on the toolbar, after which the document will change to the **For bank consideration** status.
- ***Approval***. Available for documents in the **For client consideration** status. To approve, click the **Approve** button on the toolbar, after which the document will change to the **Approved** status. ***Editing documnets for consideration.*** Available for documents in the **For client consideration** status. To edit, click the **Edit** button on the toolbar, then make the necessary changes.

  Attention!

  As the initiator of document creation, the client can make changes to all fields as when creating a new document. However, editing documents for client consideration does not change their status.

Informational documents

The **Informational** tab displays documents that have been sent to the bank and do not require signatures from him. Such documents are signed only by the party initiating the contract.

For each document in the list there is displayed the following information:

- Icon of attachments, if there are no attachment it is not displayed;
- ***Number*** — document number;
- ***Document date*** — date of document creation;
- ***Document type*** — the name of the document's type;
- ***Topic*** — the topic of the contract;
- ***State*** — document status.

There are available the following operations with the «informational» documents (for details – see document ***iBank 2 UA system. Web-Banking for Financial Control Centers. General description***):

- ***Document list sorting, changing the column width, moving the column***.
- ***Standart operation:*** create, edit, copy, delete.
- ***Operations in the text editor*** (work in the text editor is described in detail in the **Working in the text editor for contracts** section).
- ***Checking EDS*** (for details – see **Check EDS**).
- ***Print on printer and PDF-file*** (for details – see **Print electronic contracts on printer and PDF-file**).
- ***Export document in PDF format*** (for details – see **Export of electronic contracts**).
- ***Document list filtration by date, by status and using an advanced filter.*** Fields of advanced filter corresponds to display information about the document in the list.
- ***Attachment handling***.

Filling document fields

To create new document, press on the document list page, or on the **Editor** page while viewing a document the **Create** button on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 5.1).

Below, there are provided the main recommendations as to the document fields filling in:

- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in accordance with the automatic numbering.

  Attention!

  The document number will not be generated automatically, if the number of the last document contains letters or special symbols.

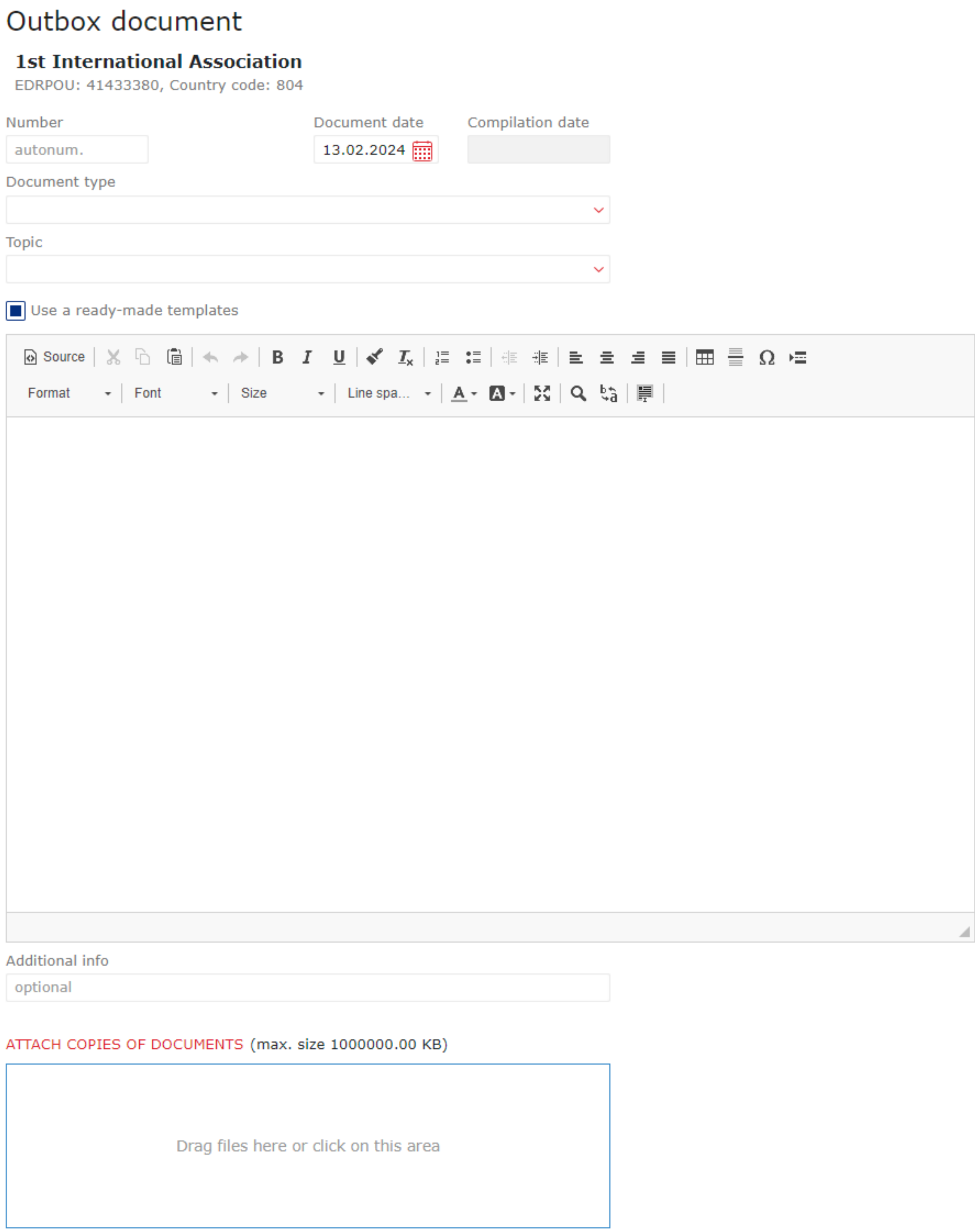


Fig. 5.1. New document's of the «Client-Bank» type screen form

- The date of document is filled in automatically with the current[1] date and it is available for editing.

[1]Creating documents for a past date is prohibited.

- The **Compilation date** field is inactive and is not present in drafts. It is automatically filled with the current date when the last required signature group is applied.
- The **Agreement date** field is inactive and only appears in drafts. It is automatically filled with the current date when the draft text is approved.
- The **Document type** field is empty by default. It is a drop-down list that contains all document types available for documents of the «Client-Bank» type. The list is configured on the bank side.
- In the **Topic** field, you must specify the subject of the agreement. If the **Use a ready-made templates** ckeck-box is checked, the field will be a drop-down list with available templates for the selected document type. When you select a template from the list, the text of the agreement will be automatically filled with the text of the selected template. The composition of the list, as well as the texts of the templates, are configured on the bank side.

  If the **Use a ready-made templates** check-box is not checked, then you must enter an arbitrary contract topic in the field.

  > ***Attention!***
  >
  > If the **Document type** field is left blank and the **Use a ready-made templates** check-box is checked, then the **Topic** field will display all available templates. When you select a template, the corresponding document type will also be selected.

- The document text input field is a full-featured text editor that supports text formatting, lists, tables, etc. (for more information about the text editor's capabilities, see the **Working in the text editor for contracts** section). When you select a template in the **Topic** field, the document text is filled in from the template.

  > ***Attention!***
  >
  > If the field with the document text is already filled in, then when you select another template from the **Topic** field, a dialog box will appear on the screen to confirm replacing the entered document text with the text of the selected template. At the same time, if you uncheck the **Use a ready-made templates** check-box, the **Topic** field and the document text will be cleared.

- The **Additional info** field is a text field and is not required.
- Attach copies of documents to the contract. To do this, you must perform one of the following actions:
  - Left-click on the **Attach copies of documents** link or on the highlighted drag-and-drop area. As a result, a standard file selection dialog box will appear on the screen;
  - Move the desired files to the selected drag-and-drop area.

  The number of attached files is not limited, and the allowable total size of attached files is configured on the bank's side and displayed next to the link.

  A list of required documents may be configured for the selected template on the bank's side. In this case, it will be displayed in the drag-and-drop area.

  > ***Attention!***
  >
  > The list of required documents contains only their names. The files containing these documents can have any name and extension.

If there are attached files, the attachments section becomes a list. For each file, the list displays its name and extension, size, and a button to remove the attachment from the document.

To save the document, press the **Save** button on the toolbar. If there are no errors, the **Editor** page will switch to preview mode.

Section 6

Sources of additional information

Additional information on this subject can be found in the documents:

- ***Main information about iBank 2 UA electronic banking system.***
- ***iBank 2 UA system. Web-Banking for Financial Control Centers. General description.***
- ***Система iBank 2 UA. Хост плагін EDS «WebSigner». Діагностика та усунення несправностей***.

Attention!
With all offers and requests for documentation, please contact us by e-mail `support@dbosoft.com.ua`