

In this page, user will find more information about the Admin module and more specifically on :

- Quick Form
- Quick form for non registered user
- Quick Form Set up

## Quick Form

Quick form has been created to simplify a guarantee issuance by selecting which fields should appear on the issuance page. User can access it from the main menu under the transaction column.



Once the user clicks on the page, it will access the list of all Q Form Guarantee on going and will be able to create a new one using the “Request New Guarantee” button.

System ID	Corporate Ref. No.	Beneficiary	Currency	Amount	Status	Last Updated
G212980063-Q	CRN-221208-011	CORPORATE NYC 18810 Seneca St 10012 NEW YORK UNITED STATES	EUR	150.00	New	2023-12-08 21:17:43
G2111700058-Q	CRN-211117-001	CORPORATE NYC 18810 Seneca St 10012 NEW YORK UNITED STATES	EUR	123.45	Issued	2023-11-17 22:49:02

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Request New Guarantee

A new page will then open for the user to filled out all the fields of the guarantee.

User will also need (if set up by the admin) to enter some internal information and/or checklist questions before being able to click on “save” and go through the workflow to send the guarantee to the counterparty.

## Quick form for non register user

When creating a quick form, user can enter domain names so that some user can access the guarantee quick form only without being an actual user of GlobalTrade. For example for user that need to create guarantee once a year only. No mention of credit lines for quick form, only obligor and applicant.

## Setup of a quick form

To create a new quick form, user can click on Menu → Field configuration. Select the module guarantee and the component “ Q Form” and click on “Next”.

For each of the field, user can choose if the field should be visible, if it should be mandatory and what should be the name of each of the field. User can also choose the order of the fields, by drag and dropping them.

Click on save

The Quick Form is now saved. User will be able to select the new template from the Q form list.

Corporate Ref. No.	Beneficiary	Currency	Amount	Status	Last Updated	Applform
OR-142111-001	CORPORATE INC 10012 NEW YORK UNITED STATES	EUR	20.00	Open	2024-03-14 10:46:38	CORPOQA1
OR-21258-001	CORPORATE INC 10012 NEW YORK UNITED STATES	EUR	20.00	Open	2024-02-12 21:18:18	CORPOQA1
OR-120111-001	CORPORATE INC 10012 NEW YORK UNITED STATES	EUR	120.00	Open	2023-12-08 21:17:40	CORPOQA1

  

**GlobalTrade**

Screen ID: 50M40 | GUARANTEE ISSUANCE + TRANSACTION + TEMPLATE [? Found help!](#)

TEMPLATES FOR REGISTERED USER:

Search:

User will then be able to create a new guarantee using the template the user specifically designed.

Guarantee Request

Guarantor Type \*

Obligor

Applicant

Applicant Name and Address

0/140 of maximum length is used

Applicant Contact Info

0/140 of maximum length is used

Preferred Approver Info

0/140 of maximum length is used

Preferred Approver Company ID

Beneficiary

Instrument Type

Corporate Ref. No.

Applicant Quick Code

Applicant General Notification Email

Applicant Contact Email

Preferred Approver Email

Guarantor

0/140 of maximum length is used

Beneficiary Country