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.

Q-Form List						Q. Inel	CYSCO: Display re	 10 25	50 100	- Fi - S	. /	Ð	
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A new page will then open for the user to filled out all the fields of the guarantee.

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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.

 Internal Information 	
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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 \rightarrow Field configuration. Select the module guarantee and the component " Q Form" and click on "Next".

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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.

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Click on save

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

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

Guarantee Request				
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