Functionalities

- **Copy as new:** this functionality allows the user to initialise a new CHED from an existing one. All the information in PART I of the CHED which is being copied will be kept in the new Document. The only information that will need to be inserted are the ones that will be different from the previous one. All the information can be modified. This functionality allows to save time when creating a new document if the majority of the information are the same in both the CHEDs. Both RFL and Authorities can use this functionality.

- **Save as Draft:** the RFL clicks on "Save as draft" and the progresses the user made in the completion of the document is saved. The user can exit the page, start a new document etc. He/she will be able to come back to the CHED started earlier and continue working on it or modify it. BCP can already see the CHED. (the TRACES number is DRAFT.CHEDX.XX.2019.0000000)

- **Sign as In Progress:** the BCP accesses the CHED and clicks on "Sign as in progress". All the progress made is saved. The RFL can still access the CHED but can no longer modify PART I. When the CHED is "in progress", the information in the document is saved and they can be modified by the BCP at any time until the CHED is in a "final status" (validated, rejected, partially rejected etc).

- **Replace:** this functionality allows the BCP to replace a validated CHED with a new one. (inside the CHED → button "More" → "Replace"). A new CHED will be generated in the system and all the information contained in PART I of the replaced CHED will be kept in the new one, whereas PART II needs to be completed from scratch. All the information in PART I can be modified. The two documents will be linked together, but the replacement CHED is the one with legal value. The replacement can be done on a Validated CHED and on a Rejected one.

- **Cancel certification:** a "Validated" or "Partially Rejected" CHED can be cancelled by the BCP (inside the CHED → button "More" → "Cancel certification"). The cancelled CHED will not be replaced by a new one.

- **Clone as CHED:** this functionality allows the RFL to initialise a CHED from a Certificate which has been created directly in TNT (e.g. EU Import Certificate, Phytosanitary certificate…) . PART I of the CHED will contain all the mandatory information from the Certificate which is common to both documents. The Box Accompanying document in the CHED will be automatically filled in with the information concerning the cloned Certificate. The Certificate and the CHED will be linked.

- **Clone as CHED-X:** this functionality allows the RFL to clone a CHED-X into a CHED-Y. All the information contained in PART I of the CHED-X will be kept in PART I of the new CHED-Y.

Notifications

Notifications settings can be modified in the user profile. The user clicks on "Edit your profile" and can select his "Notification Preferences". It is possible to select which notifications to receive and the time-slot when the user wants to receive them.