TRADER WORKPLACE
USER GUIDE OF MMTS2

July, 2023

Document History

Version	Date	Summary of Changes
0.1	02/03/00	Initial draft
0.2	10/05/00	Updated after review by Nick Sydenham
1.0	11/05/00	Released as version 1.0 after QA review by Kristen Smith
1.1	24/05/00	(ksm) Added Private Order Book (section 9) Updated POB in section 9 Removed references to activate/deactivating orders Added new bitmap for Figure 39: Order Entry Form – General Added new bitmap for Figure 42: Order Amend dialogue Added new bitmap for Figure 52: Amending a Private Order Added Trading Account Group Users (section 25.8) Added new bitmap for Figure 78: Trading Account Group Users window Added new bitmap for Figure 61: Negotiated Deals window Removed "How To" section Added Instruments to Trader and Supervisor help (sections 4 and 26.11) Added Audit Event Types (section 22) Added Copy to POB (section 7.8) Added Market Maker Orders (section 8) Added Transaction Replay (section 26.18) Added Excel description (section 1.6.2) Added Color dialogue (section 1.16) Added description of Trade Source ID to Trades section (12.1.1) and Market Trades section (13.1) Changed order of TOC
1.2	27/06/00	(ksm) Added Alerts (section 1.11) Added section to Output window (section 1.8.8)
1.3	04/07/00	(ksm) Updated Figure 3 to show Alerts tab Updated Figure 6 to show Alerts tab Added right mouse functionality to all windows Added definitions for Securities window (section 5.1.1) Added definitions for Market By Order window (section 10.3) Added definition for RFQ window (section 11.1) Added definitions for Trades window (section 12.1.1) Added definitions for Trades Allocation window (section 12.2) Added definitions for Negotiated Deal window (section 15.1.1) Added definitions for Firms window (section 16.1) Added definitions for Users window (section 17.1) Added definition for Audit Event Types window (section 22.1) Added definition for Send Message dialogue (section 24.2.1) Added definitions for Trade Account Groups window (section 25.7)
1.4	09/10/00	Changes added from the BSE
2.0	13/10/00	Version officially released by the BSE
2.1	8/12/00	Version officially released by the BSE with some further updates
2.2	16/04/01	Version officially released by the BSE with some updates according to CR647
5.3	20/11/2017	Displaying new K2 order entry field "ExecutionID" in Orders and Trades windows. (MiFID II.)
5.4	20/07/2023	Update of logos and footers

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1. GETTING STARTED IN THE TRADER WORKPLACE

This User Guide describes in detail the full functionality and use of the MultiMarket Trading System 2 (hereinafter: **MMTS2** or **Trading System**), which supports the futures and options markets on the exchange.

This document is intended for all users that have Trader, Firm Manager, Speaker or Supervisor access to the system. The User Guide does not offer an explanation of futures and options transactions as it is NOT intended to be a tutorial on derivative markets.
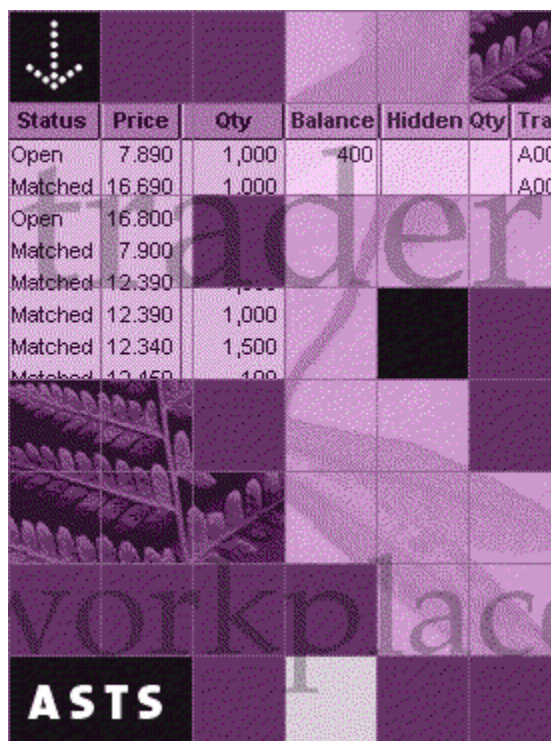
There are some basic skills that you need to know before you attempt to use the Trader Workplace system. Specifically, you should know how to do the following things:

- Turn on and off your machine.
- Log in and out of "Windows". Move about in the Microsoft Windows environment. e.g. open and close an application.
- Understand the futures and options markets and how they operate.

This section of the User Guide will detail the specifics of getting started in the Trader Workplace environment. You will learn how to connect and log in to the Trader Workplace as well as how to move around the TW using the Menu bar and Tool bar. In addition, the customisation features of the TW are detailed in this section.

1.1 Connecting to the ASTS Trader Workplace

When you first start the Trader Workplace, the following screen will be displayed while the Trading System is loading:

Figure 1: Start Up screen

Once the system has loaded, a dialogue box will be displayed to allow you to enter your User ID and Password.

1.2 Log In to the Trading System

There are two ways to log in to the Trading System:

Using the Log In Icon:

Once the program has loaded, the Trader Workplace window will be displayed. To log in to the Trading System, click the Log in icon 🔲. A dialogue box will be displayed to allow you to enter your user identification and password.

Using the File Menu:

Select *File / Log In* from the main menu to display the dialogue box that allows you to enter your user identification and password.

Entering your User ID:

When you click the Log In icon 🔲 or select *File / Log In* from the main menu, a window will be displayed to allow you to enter your User Identification (ID) and Password.
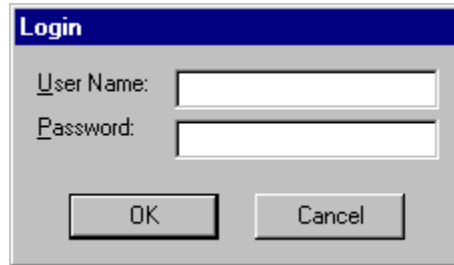
Figure 2: Log In Dialogue Box

- **User Name**

Enter your User ID. Click the Tab key to move to the password field.

Note: The User name field of the Login dialogue box offers as default the user name of the last user that logged in at the particular workplace.

- **Password**

Enter your password. This will be displayed as asterisk characters for security reasons to prevent other people from seeing your password

- *OK*

Click this button when your Log In information is complete to display the Trader Workplace

- *Cancel*

Click this button to exit without entering your Log In details.

1.2.1 User Access Permissions

The Trader Workplace has been designed around a system of "roles". Each user of the Trader Workplace has access rights according to the role they would need in order to effectively use the Trader Workplace.

- The role of a **Trader** allows that user to enter orders and deals and to view the details of information relating directly to them and the orders and deals they have entered as well as current Market information.

- The role of a **Firm Manager** allows access to all information relating to one's own firm and to members with Trader permissions in the firm. Firm Managers may view the details of orders and trades entered by traders of their own firm and may modify or withdraw orders.

- An **Exchange Supervisor** has access to all information entered by all users of the system and has the highest access level, which allows Supervisors to monitor and supervise trading, however they do not have access to the order entry function.

The Exchange staff defines User roles and the permissions that accompany them. Each time a user logs in to the Trader Workplace, the user's log in ID is checked against a table of permissions, and items not accessible by the user will be removed from the menus and tool bars. Access rights can be granted and modified whilst trading is in progress by the Exchange Supervisor, and in the Exchange database after the close of trading.

1.3 Using the Trader Workplace

Your interaction with the Trading System is through the Trader Workplace. All actions such as entering or amending orders are performed through the Trader Workplace and all information such as security prices and order status information is displayed in different windows in the Workplace.

When the Trader Workplace is running, one main window is displayed which acts as a 'container' for the other windows.

An example of the Trader Workplace is illustrated below:
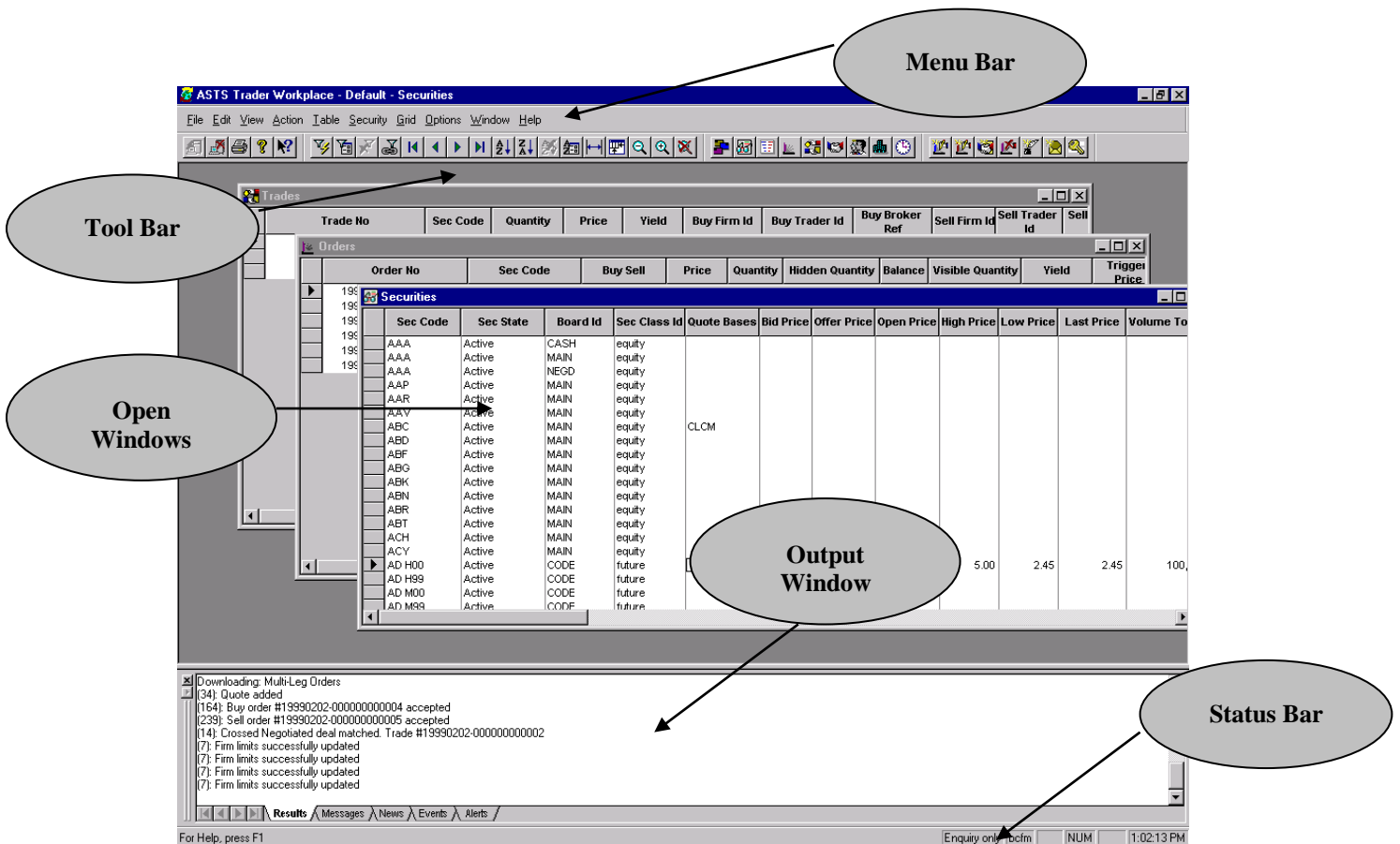
Figure 3: Trader Workplace

1.3.1 The Workplace Controls

The **ASTS Trader Workplace** software has been developed in a Microsoft Windows © environment and is controlled by a computer mouse and keyboard. The mouse is operated by hand and controls a pointer (cursor) on the computer screen. In order to press any button or icon in the window, move the mouse cursor over the object and press the *left button* on the mouse.

Click

- Press the *left mouse button* once to initiate the selected object (for example, click the Securities icon to open the *Securities* window)

Right-mouse click

- Place the mouse cursor over a field in an open window, click the left mouse button (to activate the window and the cell) then click the *right-mouse button*. A popup menu will be displayed, showing you the options that are available for this window. For example, in the *Securities* window, you can click the *right mouse button* over a Security and select *Buy* or *Sell* from the popup menu to display the Order Entry window.

Shift

- Click on the first item to select it. Now hold the <Shift> key down on the keyboard and click the last item. The block of items will be selected.

Ctrl

- Allows a non-block selection from a list of items. E.g. if the *Securities* window is open click the first item required. Now hold the <Ctrl> key down on the keyboard and click the next item. Only the individually selected items are highlighted. Repeat the <Ctrl> and click operation until all the desired items have been selected.

> 💡 *Hint*: You may find that some icons and secondary menu items are initially presented in a light gray and are not accessible. These items require a particular window to be open before they can be activated.

1.4 Using the Status Bar

The Status Bar is situated at the bottom of the Trader Workplace screen. It displays information from the Trading System and information about your Workstation in a number of fields.

1st Field	A field that displays the last message received from the Trading System or from other users of the System. This field will display the full name of each Tool Bar icon when the mouse is held over a tool bar icon
2nd Field	Displays the name of the Trading Session currently in progress. If the system runs several trading sessions simultaneously, no information is displayed in this field.
3rd Field	Displays the ID of the User currently logged on using this workstation
4th Field	A field which displays the Caps Lock status of your keyboard. If the keyboard is set to Caps Lock (i.e. typed letters are in upper case), then the field displays CAPS; otherwise this field is blank
5th Field	A field which displays the Number Lock status of your keyboard. If the keyboard is set to Number Lock, then the field displays NUM. Otherwise this field is blank
6th Field	A field which displays the Insert status of your keyboard. If the keyboard is not set to Insert, then the field displays OVR; otherwise this field is blank
7th Field	A field displaying the current system time

1.5 Using the Toolbar

The Tool Bar consists of a number of icons that allow access to commonly used functions in the Trader Workplace. Tool Bar icons are an alternative to menu items and keyboard shortcuts, and can be used to quickly access commonly used functions.

To use the Tool Bar, click the *left mouse* button over the tool bar icon that corresponds to the required function.

To display the full name of each Tool Bar icon, position the mouse cursor over the icon (without clicking the mouse) and the full tool bar icon name will be displayed in a small popup window next to the mouse cursor.

> **ⓘ** *Note*: There will be some Tool Bar icons that are displayed in a pale grey colour and are not accessible until an initial window or function has been activated.

1.5.1.1 File Icons

Log In to the Trader Workplace

Log Out from the Trader Workplace

Sends the active window to the printer

Displays the About box which contains information about the version of the system

Click this icon then click the item you wish to find information for. The On-line help files for that item will be displayed (where available).

1.5.1.2 Grid Icons

Displays the first record in the active window

Displays the previous record in the active window

Displays the next record in the active window

Displays the last record in the active window

Displays the Main Filter for the active window

Quick Filter Icon. Filters the active window to include only the selected records

Displays the Filter Link dialogue so you can create a filter association between two or more open windows

Removes any filtering from the active window so all available information will be displayed

Sorts the column data in ascending order

Sorts the column data in descending order

No sorting of column data

Zoom out - makes the window data smaller

Zoom in - makes the window data larger

No Zoom – restores the window to its original size

Size columns to content. This will alter the width of each column to fit the data

Shrink to fit. This will automatically resize the window to show only the available data

1.5.1.3 Workspace Icons

Open

Save

Close

Open Workspace no 1 , etc

1.5.1.4 Window Icons

Cascade

Tile Horizontal

Tile Vertical

1.5.1.5 Table Icons

Opens the *Boards* window

Opens the *Securities* window

Opens the *Orders* window

Opens the *Trades* window

Opens the *Negotiated Deals* window

Opens the *Firms* window

Opens the *Users* window

Opens the *Trade Events* window

1.5.1.6 **Action Icons**

Opens the *Buy Order Entry* Dialogue

Opens the *Sell Order Entry* Dialogue

Opens the *Negotiated Deal Entry* Dialogue

Withdraws the selected Order

Opens the *Send News* Dialogue

Opens the *Send a Message* Dialogue

Opens a dialogue box to allow you to change your password

1.6 Using the Menu Bar

Throughout the Trader Workplace User Guide menu items are indicated in Bold Italics, separated with a slash character. For example, selecting the *Log Out* item from the *File* menu is represented as *File / Log Out*.

In order to select an item from the menu bar, click the menu heading (e.g., *View*) then keeping the left mouse button pressed, move the mouse highlight down the list of options. Stop at the item you wish to select and release the *left mouse* button. The window will be displayed or the function will be performed.

Alternatively, you can press and hold the Alt key at the same time as you press the underlined letter on your (e.g. for *Action* this is A). When the menu drops down, release the keys and type the underlined letter corresponding to the function e.g., for **M** to send a message.

1.6.1.1 File Menu

The *File* menu provides access to Workspace functions (saving, saving with a new name, opening, closing, opening workspaces), print related functions (printing, print preview, printer options) and the Log In and Log Out functions.

1.6.1.2 Edit Menu

The *Edit* Menu displays a set of functions to allow you to cut or copy information from the Trader Workplace and then paste it in another document.

Cut	This option allows you to remove the selected text
Copy	Copies the selected text
Paste	Places the text you have previously cut or copied into a new document

1.6.1.3 View Menu

The *View* menu indicates which of the following items are displayed in your Trader Workplace. If the item is displayed, it will be indicated with a tick 4.

Toolbar	View or hide the tool bar icons
Status Bar	View or hide the Status bar
Output	View or hide the *Output* window

1.6.1.4 Action Menu

The *Action* menu allows you to access commonly used functions such as entering Buy or Sell orders and Negotiated Deals. This menu also provides access to the *Send Message* function and the *Change Password* Function.

1.6.1.5 Table Menu

The *Table* menu allows you to access the information windows in the Trader Workplace, for example the *Boards*, *Securities*, *Orders* and *Trades* windows.

1.6.1.6 Grid Menu

The *Grid* menu items allow you to instantly change the look and feel of the current window, without having to re-define the grid settings for all windows during your sessions. To access the Grid menu items, simply click the *right-mouse* button in the top leftmost grey square in each window, or select *Grid* from the main menu.

1.6.2 Grid Popup Menu on each Active Window

An example of the Grid menu is illustrated below:
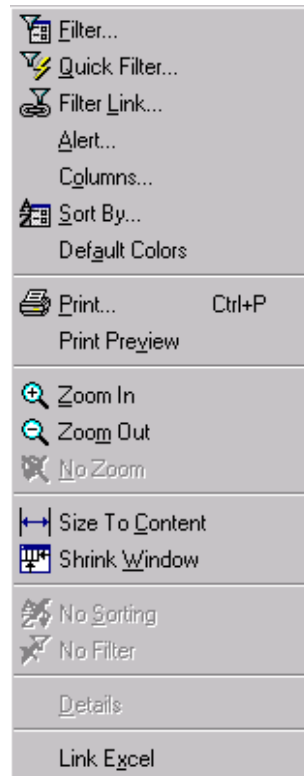
Figure 4: Grid Popup Menu

Filter	Displays the Filter for the active window
Quick Filter	Applies the Quick Filter to the selected items in the active window
Alert	Allows the user to set alert display parameters
Filter Link	Displays the Filter Link dialogue box allowing you to create an association between two or more windows and display information in one window by criterion selected in the other window
Columns	Allows the user to change the order of columns and which columns are displayed
Sort By	Displays the *Sort By* dialogue to allow you to sort the data displayed in each column of the active window
Default Colors	You can clear all the current color settings of the active window and restore system default colors by clicking on this item in the menu. You can confirm or reject restoring the default colors by selecting 'Yes' or 'No', respectively, in the dialogue box that pops up when you click on this menu item
Print	Opens the printer dialogue box and sends the current window to the printer
Print Preview	Allows you to view a preview on the screen of exactly how the printed document will look
Zoom In	Increases the font size of the current active window so you can read columns more easily
Zoom Out	Decreases the current font size so you can view more information at one time
No Zoom	Restores the default font size to the active window

Size to Content	The Trader Workplace will make all columns as large/small as it can to fit the available data or the column header if the column is blank
Shrink Window	Shrinks the window to the size of the displayed columns and rows
No Sorting	This option will be available if you are in a window that has a sorted column. It returns the window to its default unsorted setting
No Filter	Select this item to remove the Filter from the active window and display all available information
Link Excel	Downloads the data from the current open window into an Excel spreadsheet
Details	Consolidates the data in the columns of the selected row in the active window. You may hide fields that contain no information in the window
Unlink Excel	(This function is displayed if the current window has been linked to Excel). Allows you to unlink the Excel spreadsheet

> ⓘ *Note:* If you linked to Excel but do not want to use it any more than click on this function to unlink Excel. If you close the Excel application - instead of using this function - you will be able to continue your work but an error message will appear in your window which might cause problems later during your work

Set Title	Allows the user to change the name of the active window. Check the **Display Number of Rows** field to show the number of rows in the title bar of the active window

1.6.2.1 Window Menu

The *Window* menu allows you to open or close windows, arrange the open windows according to your preferences, as well as allowing you to switch between open windows.

1.6.2.2 Help Menu

The *Help* menu provides information regarding the version of Trader Workplace you are using as well as access to the On-Line Help System.

1.7 Changing Your Password

This function allows you to change the password you use to log on to the Trader Workplace.

Select *Action / Change Password* from the main menu or click the Change Password icon 🔑 on the toolbar: A dialogue box will be displayed to allow you to enter details of your new password.
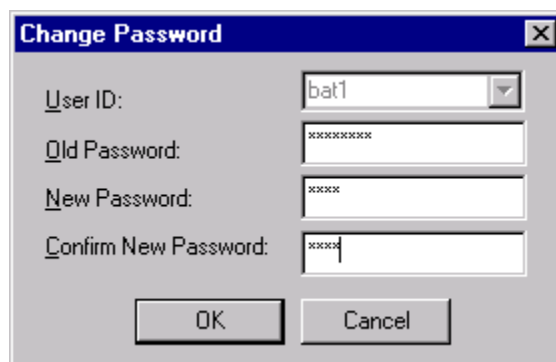
Figure 5: Change Password dialogue

User Id	Your unique User Identification. This field is display only.
Old Password	Enter your current password. The characters will be displayed in asterisks to prevent other people from viewing your password

New Password	Use this field to enter your new password. The characters will be displayed in asterisks to prevent other people from viewing your new password
Confirm New Password	Enter your new password once again to confirm it. This ensures you did not make a mistake when you entered the password the first time
OK	Click this button when your password details are complete
Cancel	Click this button to exit the Change Password dialogue box without applying your changes

1.8 Using the Output Window

The *Output* window is located by default at the bottom of your Trader Workplace. This window consists of four 'tabs' of information. Click a tab to view the related window.

- The *Results* tab displays information regarding system generated messages, which are sent to users upon performing one or more operations. For example, this tab shows the system generated confirmation of the details of orders and negotiated deals entered by the user as well as confirmations sent to the user upon the acceptance or rejection of each order released from the Private Order Book window.

- The *Messages* tab allows the user to access any messages that have been sent to them by the Exchange Supervisor or the system during the trading session, including system generated messages about transitions in security status (from Open to Suspended and from Suspended to Open).

- The *News* tab allows users to view news items sent to them in the course of trading. The News tab will display messages related to Corporate Actions.

- The *Events* tab displays the *Audit Events* window to allow you to view the details of any audit events that have occurred. Messages about suspension events triggered by a trade as well as those given about suspending a security, an instrument or a board also appear under this tab.

- The *Alerts* tab displays the Alert messages that were generated during the trading session.

When a message arrives under one of the tabs of the *Output* window, it will immediately switch to the appropriate tab and the system will alert the user with a beep sound.

The *Output* window can be displayed as either a "docked" or "floating" window or you may close the window entirely.

- A **Docked** window is a window that is attached or anchored to one edge of the application window. You can dock a window below the menu bar or to the bottom of the application window. When you drag a window to the edge of the application window, the window outline snaps to the length of the edge. The window will then be docked to that edge of the application window.

- A **Floating** window is a window that is not docked to the edge of the application window. Floating windows can be positioned anywhere on your Trader Workplace

To close the *Output* window, select *View / Output* from the menu bar or click the cross ☒ in the top right-hand corner

1.8.1 Right mouse functions for the Output Window:

- When the *Results* tab of the *Output* window is active (either Docked or Floating) click the *right mouse* button and the following menu items will be displayed:

Select All	Selects all items displayed in the *Results* tab
Copy	Places a copy of the data in the *Results* tab onto the clipboard to allow you to paste and save the data in another location. E.g. an MS Word document
Clear	Clears the displayed information in the *Results* tab

- When the *Messages* tab of the *Output* window is active, click the *right mouse* button and the following menu items will be displayed:

Send	If you click on this item, the *Send Message* window will be displayed and the system will send the selected message to the users you highlight. You may only access this item if your system permissions include the Send Message function
View	Clicking on the selected message allows you to view it in a pop-up window
Edit	Allows the user to edit a selected message before it is sent. A message scheduled to

be sent later may be edited before the time it is broadcast. You may only access this item if your system permissions include the Send Message function

Delete   Allows the user to delete a selected message before it is sent. A message scheduled to be sent later may be deleted before the time it is broadcast. You may only access this item if your system permissions include the Send Message function

Audit Event   This menu item allows you to view the Audit Event related to the message. As there are messages in the system without a linked Audit Event, this menu item may be inactive

- When the *News* tab of the *Output* window is active, click the *right mouse* button and the following menu items will be displayed:

Send   If you click on this item, the *Send News* window will be displayed and the system will send the selected news items to the users you highlight. You may only access this item if your system permissions include the Send News function

View   Clicking on the selected news items allows you to view them in a pop-up window

Edit   Allows the user to edit a selected news item before it is sent. A news item scheduled to be sent later may be edited before the time it is broadcast. You may only access this item if your system permissions include the Send News function

Delete   Allows the user to delete a selected news item before it is sent. A news item scheduled to be sent later may be deleted before the time it is broadcast. You may only access this item if your system permissions include the Send News function

1.8.2 Moving the Output window

- **To move the Output window:**

1. Click the left mouse button on the window separator if the window is docked, or click on the window title bar if the window is a floating window.
2. Drag the window to a new location. If you drag the window to the edge of the application window, the window will dock to the edge of the application window automatically.

> *Hint:* Pressing the **Ctrl** key on your keyboard whilst moving a floating window will allow you to move the window to whichever position you choose without docking the window

1.8.3 Results Window

Immediately upon logging onto the system, the *Results* tab of the *Output* window keeps informing the user about the trading data downloaded to the Trader Workplace.

It is this tab where the system sends its responses about the result of each action performed by the user after logging onto the Trader Workplace, and will in certain cases indicate the reason why an operation failed. System generated confirmation of this nature to users will include, among others, order acceptance, with the order identified by its registered order number, order rejection, also identified by order number, confirmations of RFQ requests and responses, of transferring orders from the POB to the Order Book, rejections of orders released form the Private Order Book – along with the reason for the rejection – and confirmation given when users change their passwords successfully.
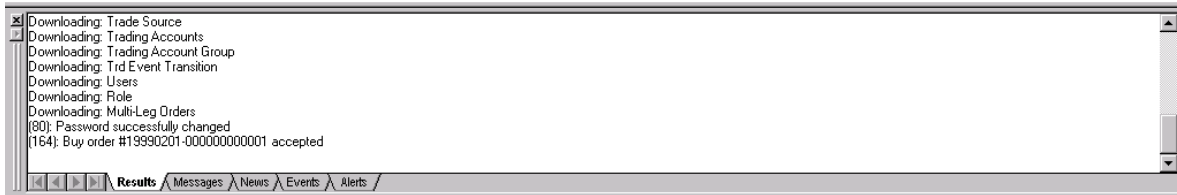
Figure 6 : Results Tab of the Output Window

1.8.4 News and Messages Windows

The *Messages* and *News* windows are displayed in the *Output* window and can be accessed by clicking the corresponding tabs.

The *News* window displays the details of any news items that have been sent to you by the Exchange Supervisor. For example, News items regarding Securities or Issuers.

The *Message* window displays any messages sent to you by the system and by the users of the system.

When a *News* item or *Message* arrives, the *Output* window will immediately switch to the appropriate tab and you will be alerted to the presence of the item by a *beep* sound. Messages Window – Field Definitions

An example of the Messages tab is illustrated below:

Figure 7: Messages tab of the Output window

Message ID	The system generated unique identifier of the message
Status	The status corresponding to the status of the message:
Sent	The system has delivered the message
Deleted	The message was deleted before it could be sent
Pending	The message has not yet been sent
From Firm Id	The ID of the firm that sends the message
From User Id	The identifier of the User who sent the message
To User Id	The identifier of the User to whom the message was directed
To Firm Id	The identifier of the Firm to which the audit event message was directed
Display Type	Messages received will be displayed according to the selected display type option

Pop-up	The message is displayed automatically on screen
Status bar	The message is displayed is the Status Bar of the Trader Workplace
Non-display	The message is displayed under the Messages tab of the Output window only

Send Time — Shows the date and time at which the message was sent in year, month, day, hours, minutes, seconds format

To Vendor — If checked**,** the system sends the message entered to press agencies

Message Text — Displays the text of the message received

Audit Event ID — Displays the unique ID of the audit event related to the message

1.8.5 News Window – Field Definitions

An example of the News tab is illustrated below:

Title	News Status	From User Id	Re Firm Id	Entry Time	Re Sec Code	News Reference	Release Time	Object Ref
new news	sent	su1	AAA	2 / 1 /99 10:10:12 AM			2 / 1 /99 10:10:12 AM	
GENERAL ANNOUNCEMENT	sent	su1	ACY	2 / 1 /99 2 :45:19 PM	ACY		2 / 1 /99 2 :45:19 PM	

Results \ Messages \ News \ Events \ Alerts \

Figure 8: News tab of the Output window
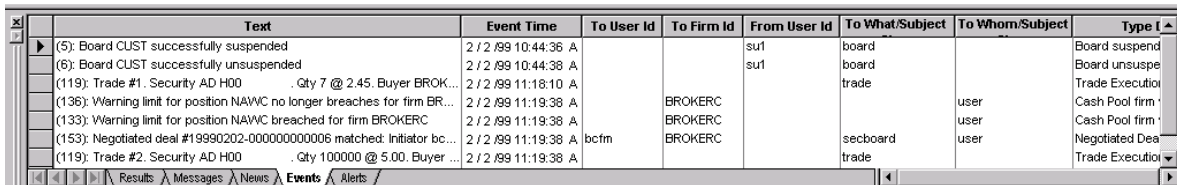
News ID — The system generated unique identifier of the news item.

From User Id — The unique identifier of the User who sent the message

News Status — The status corresponding to the status of the news item:

Sent	The system has delivered the news item
Deleted	The news item was deleted before it could be sent
Pending	The news item has not yet been sent

News Type Id — The identifier of the type of news sent.

Language Id — The identifier of the language of the news items sent.

Title — The title of the news item.

To Vendor — If checked**,** the system sends the message entered to press agencies.

Firm ID — The unique identifier of the firm to which the news is related

Entry Time — Shows the date and time at which the news item was recorded in the system in year, month, day, hours, minutes, seconds format.

Security ID — Displays the unique ID of the security to which the news item is related.

Release Time — Shows the date and time at which the news item was disseminated to workstations in the system in year, month, day, hours, minutes, seconds format.

Object Reference — The Web home page address related to the news items.

Display Type — News items received will be displayed according to the selected display type option.

Pop-up	The news item is displayed automatically on screen
Status bar	The news item is displayed is the Status Bar of the Trader Workplace
Non-display	The news item is displayed in the Messages tab of the Output window only

1.8.6 Audit Events

Audit Events can be viewed by clicking the *Audit Events* tab of the *Output* window. The *Audit Events* window provides an audit trail of events that occur in the trading system.

These messages are generated by the Trading Engine (TE) for various manual and automatic events (e.g. Negotiated Deal notification/confirmation, user messages). Each audit event has a specific type, and these types are collected into groups. Each audit event type has parameters that control user visibility and display type. When an event occurs in the Trading Engine, a message is sent according to the access levels defined for the Audit Event Type. For example, a message detailing a breach of a Firm's trading account limit may be sent to 'Firm' so as to inform only the Firm Manager.

These messages may be viewed in the *Audit Events* window, according to the permission levels for the user.

Text	Event Time	To User Id	To Firm Id	From User Id	To What/Subject	To Whom/Subject	Type [
(5): Board CUST successfully suspended	2 / 2 /99 10:44:36 A			su1	board		Board suspend
(6): Board CUST successfully unsuspended	2 / 2 /99 10:44:38 A			su1	board		Board unsuspe
(119): Trade #1. Security AD H00 . Qty 7 @ 2.45. Buyer BROK...	2 / 2 /99 11:18:10 A				trade		Trade Executio
(136): Warning limit for position NAWC no longer breaches for firm BR...	2 / 2 /99 11:19:38 A		BROKERC			user	Cash Pool firm
(133): Warning limit for position NAWC breached for firm BROKERC	2 / 2 /99 11:19:38 A		BROKERC			user	Cash Pool firm
(153): Negotiated deal #19990202-000000000006 matched: Initiator bc...	2 / 2 /99 11:19:38 A	bcfm	BROKERC		secboard	user	Negotiated Dea
(119): Trade #2. Security AD H00 . Qty 100000 @ 5.00. Buyer ...	2 / 2 /99 11:19:38 A				trade		Trade Executio

Results / Messages / News / **Events** / Alerts /

Figure 9: Audit Events Window

1.8.7 Audit Events Window – Field Definitions

Audit Event ID   The system generated unique ID of the audit event

Audit Event Group ID   The unique group identifier specified in the database for this audit event

Audit Event Type ID   The unique identifier specified in the database for this audit event type

Event Time   Shows the date and time at which this event occurred in year, month, day, hours, minutes, seconds format

Display Type   The type of display for this event

To User Id   The identifier of the User to whom the audit event was directed. If no User is selected, the audit event concerns all users in the particular market

To Firm Id   The identifier of the Firm to which the audit event was directed. If no Firm is selected, the audit event concerns all the Firms in the particular market

From User ID   The identifier of the User that initiated the audit event. If no User is identified, the audit event is not initiated by a User but is trading system generated

To What/Subject Class   Shows which level of traded products the audit event refers to

Product ID   Shows the actual product affected by the audit event

To Whom/Subject Class Shows who this audit event is about

Text   The text of the message related to this audit event

Type Description   A brief description of the "type" that this Audit Event belongs to

1.8.8 Alerts

Alerts are displayed in the *Output* window and are able to be accessed by clicking the Alerts tab.

The Alerts tab displays Alert messages that have been generated during the trading day. When an alert arrives, the *Output* window will immediately switch to the *Alerts* tab. Alerts can also be customised to appear in pop up dialogue boxes in the Trader Workplace.

Alerts are able to be set up to notify users that an event has taken place during trading, and are available for any view in the Trader Workplace. They are user defined and are very flexible in that they can be set up for any condition or complex criterion within a particular view. Once they have been set up, alert messages will only be generated for the user logged in. Alerts are also saved as part of a workspace when the user logs off.

The *Alerts* tab displays the Alert Time/Date and the Alert Message.

1.8.9 Alerts Window– Field Definitions

An example of the Alerts tab is illustrated below:
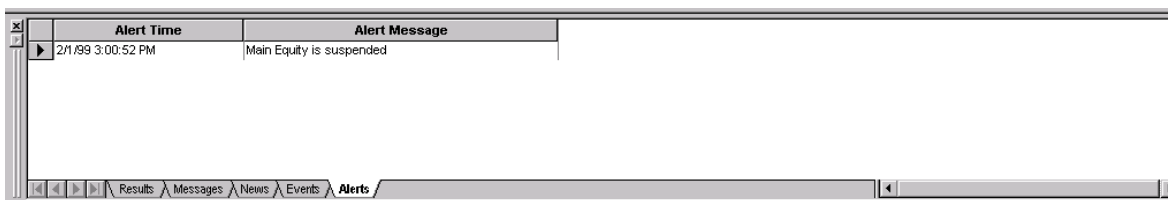
Figure 10: Alerts tab of the Output window

Alert Time/Date	Shows the date and time set by the user for triggering this alert in year, month, day, hours, minutes, seconds format
Alert Text	Shows the text for the alert set by the user, which allows you to identify the configured alert parameter

1.9 Customising Your Trader Workplace Windows

The *Output* window, Tool bar and other open windows can be positioned in your Trader Workplace according to your preferences. The Windows may be either 'docked' or 'floating'.

1.9.1 Example of Docked and Floating Windows

The illustration below shows an example of docked and floating windows in the Trader Workplace:
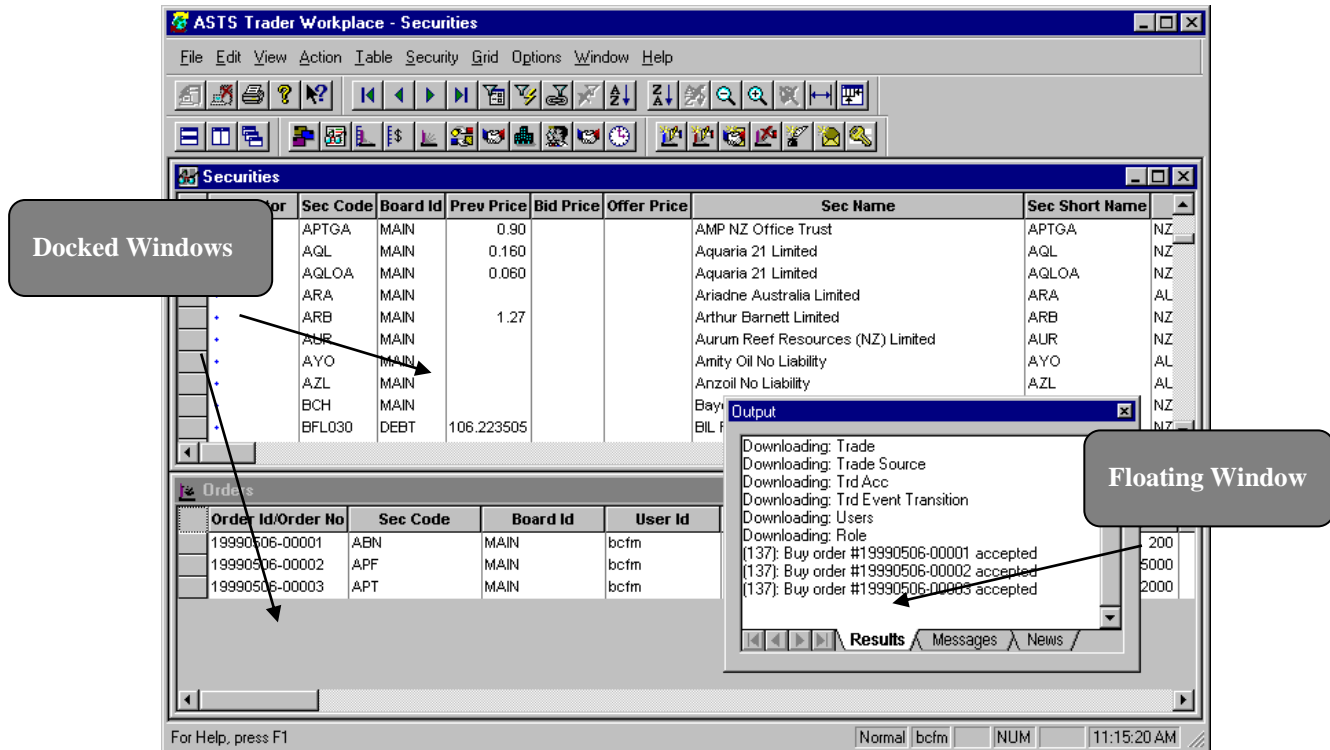
Figure 11: Example of Trader Workplace with Floating and Docked windows

Floating Window

A window that is not fixed to the edge of the application window. Floating windows can be positioned anywhere on your Trader Workplace.

Docked Window

A window that is attached or anchored to one edge of the application window. You can dock a window below the menu bar, to the edge or to the bottom of the application window. When you drag a window to the edge of the application window, the window outline snaps to the length of the edge. The window will then be fixed or **docked** to that edge of the application window.

> 🛈 *Hint:* Whenever multiple windows are displayed, the window with the highlighted title bar is the "active" window. There can only be one active window at any time. The active window is also the one to which the keystrokes will be sent. A window is made active simply by clicking anywhere in the window with the mouse, or by selecting the required open window from the *Window* menu on the menu bar

1.9.2 Switching Between Docked and Floating Windows

A quick way of switching between docked and floating windows is to double click the title bar of the floating window or the top of the docked window. The floating window will immediately snap into position as a docked window or the docked window will switch to a floating window where it can be easily re-positioned according to your preferences.

Floating windows can be moved about on the desktop independently of the main application window. This allows the user to maximise the use of their desktop by only running windows that the user needs to work (e.g. the orders window). Additionally, the use of Floating windows allows the user to easily switch between a number of different applications on the same machine.

> **ⓘ** *Hint:* To re-size a floating window, use your mouse to grab any of the window sides and drag to the desired size

Click the *right mouse* button on the title bar of the active window and select one of the following options:

Figure 12: Popup Menu on window Title Bar

Docked	A window that is attached or anchored to one edge of the application window. You can dock a window below the menu bar or to the bottom of the application window. When you drag a window to the edge of the application window, the window outline snaps to the length of the edge. The window will then be docked to that edge of the application window.
Floating	A window that is not docked to the edge of the application window. Floating windows can be positioned anywhere on your Trader Workplace or your desktop. A Floating window will always be positioned on top of any other open windows in your Trader Workplace
MDI Child	If selected, indicates that the window is a Multiple Document Interface child. This means that the window can be positioned everywhere but will not automatically always be on top
Docked To	Select either Top, Left, Bottom or Right and the window will 'snap' to the specified position in the Trader Workplace window
MDI Child as	Select one of:
Minimised	Shrinks the active document window to an icon displayed at the bottom of the application window
Maximised	Increases the size of the active window so that it is displayed at the size of the Trader Workplace
Restored	Restores the size of the document window to its original size from a maximised or minimised state

1.9.3 Changing Window Styles Using Tool Bar Icons

To display the set of icons which allow you to quickly change the way the open windows are displayed in your Trader Workplace, select *Options/Customise* and select the Tool Bar tab. Select the **Windows** checkbox and the following icons will be displayed on your tool bar:

 Click this icon to **horizontally tile** the open windows

 Click this icon to **vertically tile** the open windows

 Click this icon to **cascade** the open windows

1.10 Filtering

All information from the Trading System that is available to you can be seen in the viewing windows in Trader Workplace. However, sometimes this is too much information or the information does not have relevance to you.

Filtering allows you to select a subset of all the rows of information displayed in the open window. This function is useful when you need to search for specific information, such as orders, trades or securities.

The Trader Workplace system offers four different filter functions Main Filter, Quick Filter, Drag and Drop Filter Function and the Filter Link.

1.10.1 Filtering

When filtering on more than one column, the system automatically creates 'and' tests - that is, the item must be both A and B to be displayed. Filtering on multiple items in the same column creates an 'or' test, that is the item can be either A or B in order to be displayed.

In each case, there are 3 ways to activate the Filter function: by selecting *Grid/Filter* from the menu, by clicking the Filter icon [icon], or by clicking the right mouse button while holding the pointer on the top square in the left hand side corner of the particular window and then selecting the *Filter* menu.

Click the arrow on the **Field** dropdown list box. A list of all the columns in the active window will be displayed. Select the column name that you want to add to your filter.

Next, click the arrow on the **Operation** dropdown list box. A list of operators will be displayed. Select the item that suits your purpose best - if you want to add a filter on an exact value then use the = operator, if you want to add a range of values then use any of the mathematical operators, such as > or >= etc. If you wish to add a filter parameter that contains characters (letters), you can also use the filter phrases 'Starts as', 'Includes', 'Does not start as', or 'Excludes' instead of entering the exact name.

Now type into the **Value** box the value of the field you are going to add to your filter. If it is a security name, for example, type in the sec name or sec short name, according to the field box selection. If you are filtering on a value then enter that value here.

As soon as you type in the **Value** field, another **OR** tab displays. You can keep adding 'or' tests, or you can decide to enter another 'and' test in any of the OR tabs.

When you have finished, click on one of the following buttons:

OK	Click to apply the filter and close the dialogue box
Cancel	Click this button to exit the dialogue box without applying your changes
Apply Filter	Click this button to apply your filter selection without closing the Main Filter dialogue box
Clear Filter	Click this button to clear all current selections from the Main Filter dialogue box. You will be asked to confirm that you wish to clear the Filter, you must click either *Yes* or *No*.
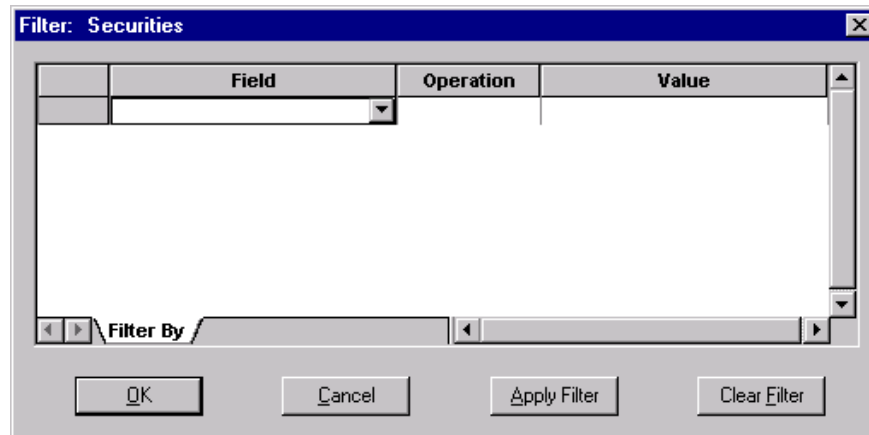
Figure 13: Filter Dialogue

The Filter Function will take your selections and turn them into a set of consecutive tests, and a filtered window containing a minimum of information important for your purposes will be displayed. For example, by filtering this way you can get the Trader Workplace to display the Orders window that shows your nothing else but your open orders in the Equity Futures and BUX boards.

Note: If you want to clear only one or two and not all of the added filter parameters, do not click on the *Clear Filter* button, select the parameter you want to clear instead and press Delete on you keyboard to remove the unwanted parameter. To highlight a row, click the square visible in the left hand side of the window in the row that contains the filter parameter.

Once you have created a Filter using any of the above methods you may refine the set of information displayed even further. Either continually selecting items and applying the Quick Filter, which will create a multiplicity of 'and' tests, or you can go into the Main Filter dialogue and work directly in there.

1.10.2 Adding an Or Test

If you wish to add more information to the set in a window selected by filtering, run another 'or' test to add new filter parameters to the existing criteria in case they continue to suit you. To do so, click on the OR tab at the bottom of the Filter window and a new set of empty fields is displayed.

Continuing the example given above, if you wish to have the Orders window display your 'Open' orders entered into the Share Options and BUX boards in addition to your 'Open' orders in the Equity Futures and BUX security boards, you will need to expand the filter operation you have just set up by adding an 'or' test. That is to say, you will need to set the following parameters in the Filter screen of the Orders window: Security Board=HRVB "And" Order Status =Open, "Or" Security Board=ORVB "And" Order Status =Open.

1.10.3 Quick Filter

The Quick Filter function allows you to quickly access the information you require without having to use a dialogue box. You simply click on the item or items you wish to use as your filter criteria in the open window and then click the Quick Filter icon . The window will be displayed with only the records which fit the filter specification.

For example:

When the *Securities* window is open, click MAIN in the Boards column, then click the Quick Filter icon . Only Securities traded on the Main Board will be displayed in the window.

Or:

You may click on the name of an Issuer in the Issuer column of the *Securities* window then click the Quick Filter icon [icon]. Only Securities that are associated with the selected Issuer will be displayed in the *Securities* window.

To remove the filter from the open window, simply click the No Filter icon [icon] and all the information available for that window will once again be displayed.

To filter by more than one Filter criterion, hold down **Ctrl** key on the keyboard and then click the items you wish to filter by. A message box will be displayed if the filter criterion you have selected does not result in any matches or if it results in a complex query.

Hint: To view the items you have specified as your Quick Filter criterion, select the filter function associated with the given window and the Filter will be displayed with all of the filter criterion you have applied to the active window. If you wish to delete any of the criteria, select it and press the Delete key on your keyboard. Rather than clearing all the filter parameters, that will delete the desired parameter only and the information will be displayed without applying the filter parameters you have deleted.

1.10.4 Filter Link

The Filter Link function allows you to create an association between two or more windows and then filter one window by criterion selected in the other 'linked' window.

For example, linking the *Securities* window with the *Orders* and *Trades* windows allows the user to view the details of orders and trades for a particular security quickly and easily. Once the windows are linked, simply click on a Security in the *Securities* window and the Orders and Trades for that Security will be displayed.

1.10.5 Creating a Filter Link

> **🛈** *Hint*: When you have linked two windows together using the Filter Link function it is recommended that you tile those windows horizontally or vertically for easy access and viewing of all displayed records

To apply a **Filter Link** between windows:

1. Open the windows you wish to link from the main menu.

2. When the desired link source window is active, select *Grid / Filter Link* from the main menu, or click the *Filter Link* icon 〔🔽〕, or alternatively click the left top-most square in the active window and select *Filter Link* from the pop-up menu

3. The *Filter Link* dialogue box will be displayed to allow you to specify the links. The windows currently open in your Trader Workplace will be displayed in the Available Grids window of the dialogue box

4. Select a window in the **Available Grids** window and click the *Add* button to place it in the Target Grids window. These are the Grids that will be linked to the open window

5. To remove a Grid, click on the name of the Grid in the Target Grids window and click the Remove button. The grid will be returned to the Available Grids window

6. Once the selection is complete, click *OK* to create the Filter Link. Click *Cancel* to exit the Filter Link dialogue box without applying the link
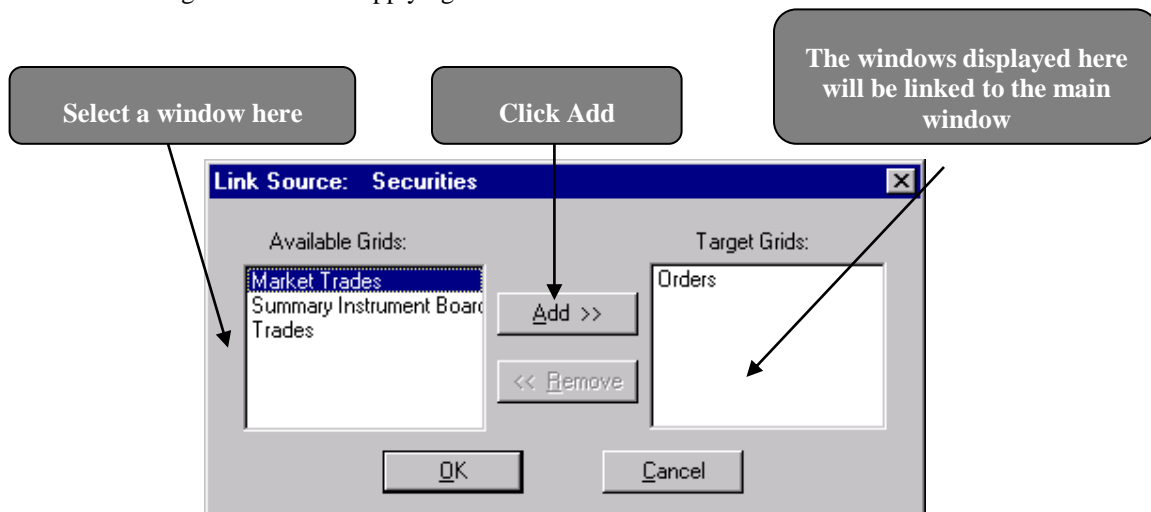
Figure 14: Setting up a Filter Link

1.10.6 Removing a Filter Link

The easiest way to remove a filter link is to close the windows that have "Link to: *xxx*" in the title bar.
Otherwise follow these steps:

1.   To remove a Filter Link between windows you must first remove the filter link from the window you have linked from.

2.   Make the link source window active and select *Grid / Filter Link* from the main menu, or click the *Filter Link* icon ![icon], or alternatively click the left top-most square in the active window and select *Filter Link* from the pop-up menu

3.   The Filter Link dialogue box will be displayed to allow you to remove the link windows from the Target Grids window.

4.   Select the window names in the **Target Grids** window and click the *Remove* button. The window names will now be displayed in the **Available Grids** window of the dialogue box.

5.   Click *OK* and the dialogue box will close and the link will be removed.

The window or windows that were linked to will now be displayed in the title bar of the window as "Filtered" to remove the filter entirely and display all available records for that window, click the Remove Filter icon ![icon] on the toolbar.

1.10.7 Filter Link - Recommended Settings

> ℹ️ It is strongly recommended that you select *Window / Tile Horizontal* as your window setting whilst using the Filter Link function. This setting is the most effective way of viewing the displayed information

Outlined below are some recommendations for Filter Links between windows which you can create to allow you to quickly and easily view information you will need to access during the trading day.

1.10.8 Linking the Securities, Trades, Market by Order and Order Entry windows

Linking these windows allows the user to view vital market information quickly and easily.

Follow these steps to set up the Filter Link:

1. Open the *Securities*, *Trades* and *Market by Order* windows from the main menu
2. Select *Window / Tile Horizontal* from the main menu. This setting will allow you to view the displayed information effectively and is strongly recommended
3. Ensure that the *Securities* window is the active window then select *Grid / Filter Link* from the main menu. The Filter Link dialogue box will be displayed.
4. Select *Trades* and *Market by Order* from the **Available Grids** window and click the *Add* button to place them in the **Target Grids** window
5. Click *OK*. The dialogue box will close and the three windows will now be linked.
6. Open the *Order Entry* dialogue. Either click the buy icon or the sell icon or select *Action / Order Entry* from the main menu.
7. Click a Security in the *Securities* window. The Orders and Trades for that Security will now be displayed in the *Market by Order* and *Trades* windows. The *Order Entry* dialogue will be filled with the details of the selected Security.

1.10.9 Linking the Securities and Boards Window

Linking the *Securities* and *Boards* windows allows the user to quickly view the list of Boards on which a Security is traded. Follow these steps to set up the Filter Link:

1. Open the *Securities* and *Boards* windows from the main menu.
2. Select *Window / Tile Horizontal* from the main menu. This window setting is the most effective way of viewing the displayed information and is strongly recommended.
3. Ensure that the Securities window is active and select *Grid / Filter Link* from the main menu. The Filter Link dialogue box will be displayed.
4. Select **Boards** in the Available Grids window then click the *Add* button to place it in the Target Grids window.
5. Click *OK*. The dialogue box will close and the two windows will now be linked.
6. Click a Security in the *Securities* window. You may click anywhere in the row that the Security details are displayed on. The list of Boards that the Security is traded on will be displayed in the *Boards* window.

1.10.10 Drag and Drop Filter Function

The **Drag and Drop** feature allows the user to quickly filter information displayed in a window by dragging an item selected in one window and 'dropping' it in the other window to filter it.

For example, when the *Securities* window is open you can select a Security then drag and drop it in the Orders window. Only Orders for the specified Security will be displayed.

Alternatively, open two *Securities* windows, select one or more securities from the first *Securities* window and drag and drop them in the second *Securities* window. This will allow you to set up a small watch list of selected securities.

To be able to use *Drag and Drop* filtering, you will need to select *Allow Drag and Drop* under the *Options* tab of the *Options/Customise* menu.

> **Hint** To select more than one item at a time, keep the **Ctrl** key on your keyboard pressed and use the mouse to click on the items you wish to select. When the selection in one window is complete, keep the **Ctrl** key and mouse button pressed and drag the items to the second window. The second window will now be filtered by the items selected.

1.10.11 Using the Drag and Drop Function to Filter the Orders Window by Security

Follow the steps outlined below to filter the *Orders* window by Security using the Drag and Drop Filter function:

1. Select *Allow Drag and Drop* under the *Options* tab of the *Options/Customise* menu.
2. Open the *Orders* and *Securities* windows.
3. In the Securities window, select one or more Securities by keeping the **Ctrl** key on the keyboard pressed whilst you click on the Securities with the mouse button.
4. Keep the mouse button and the **Ctrl** key pressed and move your mouse to drag the selected items into the Orders window.
5. Release the mouse button and **Ctrl** key and the *Orders* window will display only orders entered for the specified set of Securities.
6. To remove the Filter from the *Orders* window, simply click the No Filtering icon on the toolbar

To view the details by which you have filtered a window, select *Grid / Filter* and the filter will display the filter criterion.

1.10.12 Using the Drag and Drop Function on the Order Entry dialogue

Follow the steps outlined below to fill the *Order Entry* dialogue with the details of a Security:

1. Select *Allow Drag and Drop* under the *Options* tab of the *Options/Customize* menu.
2. Open the *Securities* window and the *Order Entry* dialogue
3. Select the Security you wish to enter an order for by clicking it with the mouse.
4. Keep the mouse button pressed and drag the security over to the *Order Entry* dialogue
5. Release the mouse button to "drop" the Security in the *Order Entry* dialogue. The *Order Entry* dialogue will fill with the current market details for the Security. You may repeat this process as many times as you wish for order entry.

1.11 Alerts

Alerts are able to be set up to notify users that an event has taken place during trading, and are available for any view in the Trader Workplace. They are user defined and are very flexible in that they can be set up for any condition or complex criterion within a particular view. Once they have been set up, alert messages will only be generated for the user logged in. Alerts are also saved as part of a workspace when the user logs off.

The alert conditions are set up for a TW view using the standard Filter dialogue. The particular view is filtered on the conditions that must be proved true, in order to generate an alert. When a row is added to this filtered view (i.e. the conditions have been met) the alert message will be generated.

For example, to set an alert for the condition "Bid Price for security BUX0112 is > 9990", the *Securities* view must first be filtered by the following criteria: "Bid Price > 9990" AND "Sec Code = BUX0112".

The Alert dialogue then allows the alert messages to be customised, in that the user can choose the message text, as well as using pre-defined values (column names from the TW view). All alert messages are saved in the *Alert* tab of the Output window, however the user is also able to select whether the alert message will be displayed in a pop up dialogue box, or in the status bar of the TW. The alert messages in the Output window are saved only for the duration of the trading day.

Further to the example described above, the following message text could be entered by the user in the *Alert* dialogue: "The Bid price for <Sec Code> has hit <BidPrice>". The column names would be replaced by the values in the example when the alert message is sent in the TW, hence would appear as "The Bid price for BUX0112 has hit 9990".

Alerts can be entered, modified and deleted by users. Once an alert has been triggered for a set of conditions, it will not be triggered again while those conditions remain satisfied. In other words, an alert is generated on the transition from meeting no criteria, to the state of meeting any criteria.

Refer to the section below for detailed steps on setting up an Alert.

1.11.1 Steps in creating an Alert

Follow the steps outlined below to set up an alert:

1. Open the TW view on which you would like to set an alert
2. Select the Filter from the pop up menu (accessed by right clicking in the top left-hand corner of the window)
3. Enter the criteria on which you would like the alert message to be displayed. E.g. Bid Price for security BUX0112 > 9990
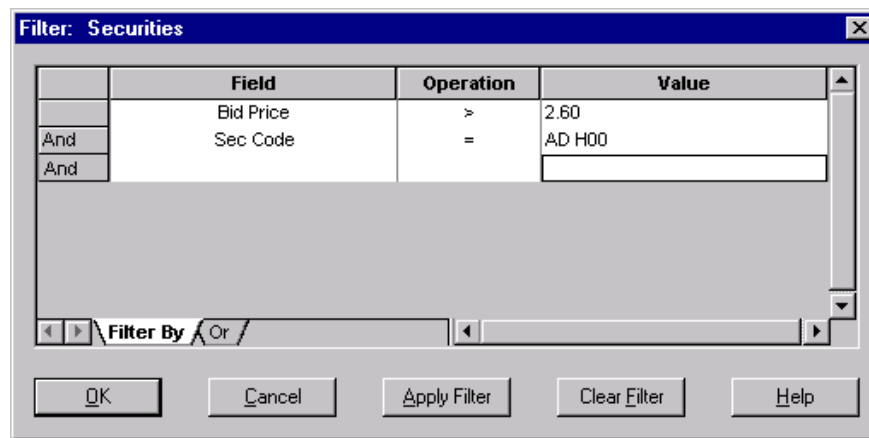
Figure 15: Setting Alert Conditions

4. Click **Apply Filter** and the window will be filtered for the alert conditions (it is when a new row is added in this window that an alert will be generated). Select *Alert* from the pop up menu (accessed by right clicking in the top left-hand corner of the window)

5. Open the *Alerts* dialog for the filtered window by selecting *Grid/Alerts* from the menu or by clicking the right mouse button over the square in the top left-hand corner of the window and selecting *Alerts* from the menu. Customize the alert message text and the display type, by typing a message in the Text field and adding Column names. Click **OK** and if the Hidden View check box is checked, the window will be hidden. If not, the window will still be displayed in the Trader Workplace

6. Once the alert is added, the title bar of the window will be marked as an alert. To retrieve the "hidden" Alert window, use the *Window* menu

7. When the conditions of the alert are true, a row will be added to the filtered Alert window and an alert message will be generated. The message will be saved to the *Alerts* tab in the Output window and is displayed as per user preferences. An example of an Urgent alert message is displayed below:
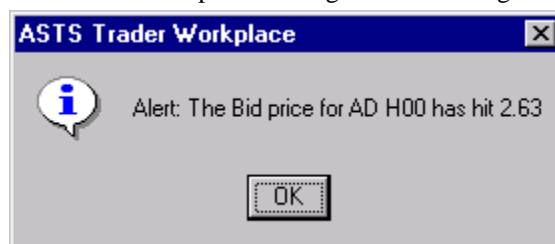
Figure 16: Alert Message

1.11.2 Alert Dialogue

The Alert Dialogue allows you to customise the text and features of the alert message that you will receive when the conditions of the alert are true. The *Alert* dialogue is displayed by selecting *Alert* from the pop up menu (accessed by right clicking in the left-hand top corner) in the relevant the TW view or by selecting *Grid/Alert* from the menu.

An example of the Alert dialogue is illustrated below:
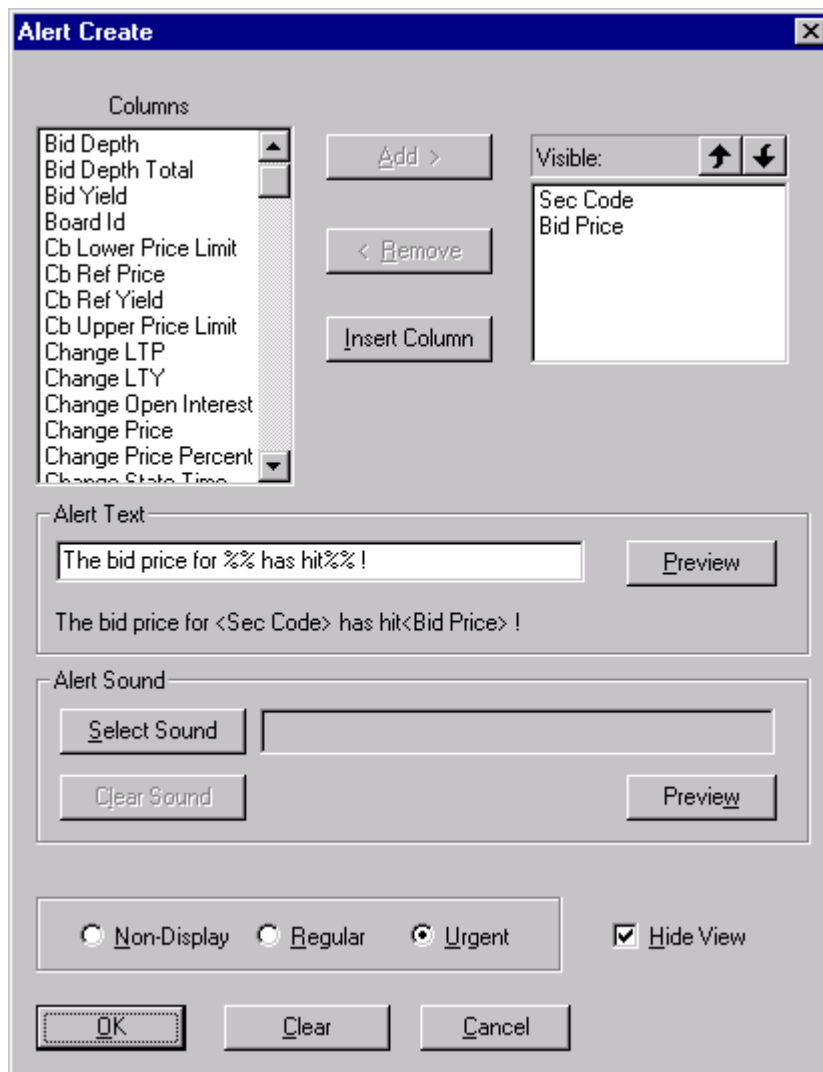
Figure 17: Create Alert dialogue

1.11.3 Field Descriptions

Columns	This field displays the full list of columns available in the TW view in which the user is setting an alert. If a column tag is inserted into an Alert message, the value that is subject to the alert will appear in the message, not the actual column tag
Add	This control button will move the highlighted column/s from the Columns list to the Visible list. Click on the name of the column in the Columns list and click the **Add** button. The column name will now be displayed in Visible list
Remove	This control button will move the highlighted column/s from the Visible list to the Columns list. Select the column name you wish to remove and click the **Remove** button. The column name will be removed
Insert Column	This control button is used to add a column tag to the Alert message text (Text field) at the current cursor position. Once added, the column tag will appear as a column tag (%%). Inserting column names in an alert message is useful in that the value of the column that is subject to the alert will be displayed in the message, rather than the actual column name. E.g., an alert message such as "<Board ID> is

suspended" would be displayed in the TW as "HRVB is suspended"

Visible	This field contains the column names that are available for use in the alert message Text field. To insert the visible columns into the Text field, use the **Insert Column** button
	Note: Column names are inserted into the message text in the order that they appear in the Visible field, regardless of which column is highlighted. It is advisable to arrange the column names in this field in the order that you would like to insert them, by using the arrow buttons
⬆ **Up Arrow**	Click the arrow to move a selected column heading up in the order of the listed columns in the **Visible** field. This is the order in which the columns will be inserted into the Text field
⬇ **Down Arrow**	Click the arrow to move a selected column heading down in the order of the listed columns in the **Visible** field. This is the order in which the columns will be inserted into the Text field
Text	This free format field is used to enter the text of the alert message. It can contain ordinary characters and column tags (%%) inserted from the Visible field
Preview	This control button allows you to preview the message that you have entered. Once the Text has been entered, click the **Preview** button to display the message underneath the Text field. The column tags (%%) will be displayed as <Column Names>, in the position that they were inserted in the text
	Note: The actual values of the columns will be displayed in the real alert message
Alert Sound	This function is used to attach a sound to the alert message when it is generated.
Select Sound	This control button allows you to select a sound file (.wav file). The selected sound is accompanied by the alert generated.
Preview	This control button allows you to listen to the sound of the alert that you have selected.
Clear Sound	This control button is used to clear a sound previously attached to an alert if it is generated.
Display Type	This field is used to select the level of display for the Alerts messages. All alert messages will be displayed in the *Alerts* tab of the Output window, and will also be displayed according to the following alert settings:
Non-Display	The message will not be displayed (except in the Alerts tab of the Output window)
Regular	The message will be displayed in the first field of the Status Bar of the Trader Workplace (and the Alerts tab of the Output window)
Urgent	The message will be displayed as a popup window on the user's Trader Workplace screen (and the Alerts tab of the Output window)
Hide View	This check box is used to indicate whether you would like the filtered Alert TW view hidden while other actions are carried out. The alert is still active but the filtered window will not be displayed, so as not to take up space in the Trader Workplace. If you wish to view the alert window after it has been hidden, the window can be displayed by selecting it from the Windows menu
OK	Click this button when the alert message customisation is complete. The alert message is saved and the dialogue will be closed. If the *Hide View* check box is checked, the filtered TW view will also be hidden

Clear	This control button is used to delete the alert. When the **Clear** button is pressed, a confirmation dialogue will be displayed and if 'Yes' is clicked the alert will be deleted
Cancel	Click this button to exit the *Alert* dialogue without applying your changes

1.11.4 Modifying Alerts

Once an alert message has been added, it may be modified, for example to change the display or the text of the message. To modify an alert, retrieve the Filtered Alert view (from the *Window* menu if the window has been "hidden") and right click in the top left-hand corner of the window. Select *Alert* from the pop up menu and the *Modify Alert* dialogue will be displayed.

The dialogue can be used to change any customisation of the alert message, but the conditions of the alert can only be changed in the filter dialogue. An example of the *Modify Alert* dialogue is displayed below:
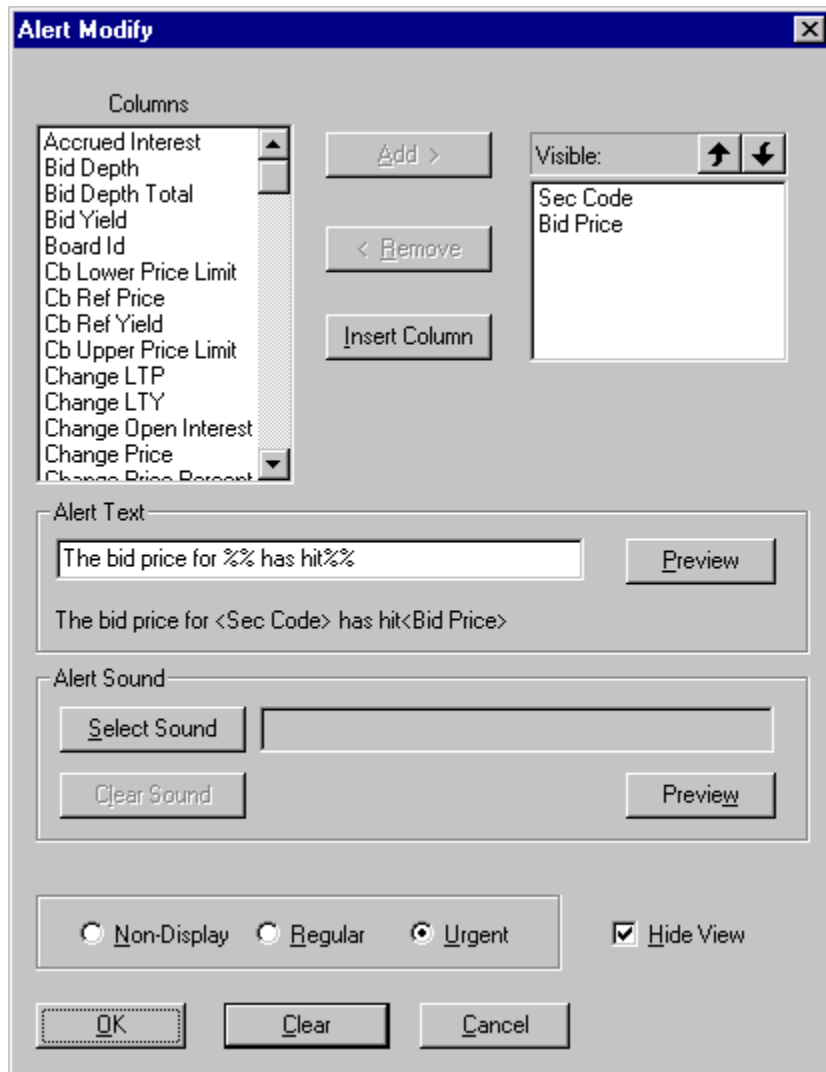
Figure 18: Modify Alert dialogue

See above for descriptions of the field names.

1.11.5 Deleting Alerts

To delete an alert, retrieve the Filtered Alert view (from the *Window* menu if the window has been "hidden") and right click in the top left-hand corner of the window. Select *Alert* from the pop up menu and the *Modify Alert* dialogue will be displayed. Click the **Clear** button to delete the alert and a confirmation dialogue will be displayed as follows:
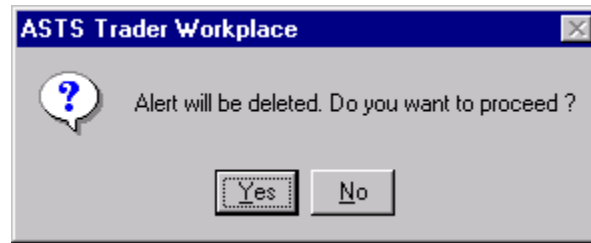
Figure 19: Delete Alert Confirmation dialogue

Click Yes to delete the alert and No to return to the Modify Alert dialogue.

> 💡 *Hint:* Closing the Filtered Alert window by using the X in the top right-hand corner of the view will also disengage the alert

1.12 Window Columns

1.12.1 Order and Selection of Window Columns

This function allows you to specify which columns are displayed and the order in which they are displayed for the active window. Open the window for which you wish to customise columns and select ***Grid / Columns*** from the menu bar or right click over the square in the top left-hand corner of the window and select ***Columns*** from the pop-up menu.

> 💡 *Hint*: To quickly move a column up the list of **Columns to be Displayed**, click the name of the column with the mouse and drag the column name to its new position in the list, keeping the mouse pressed
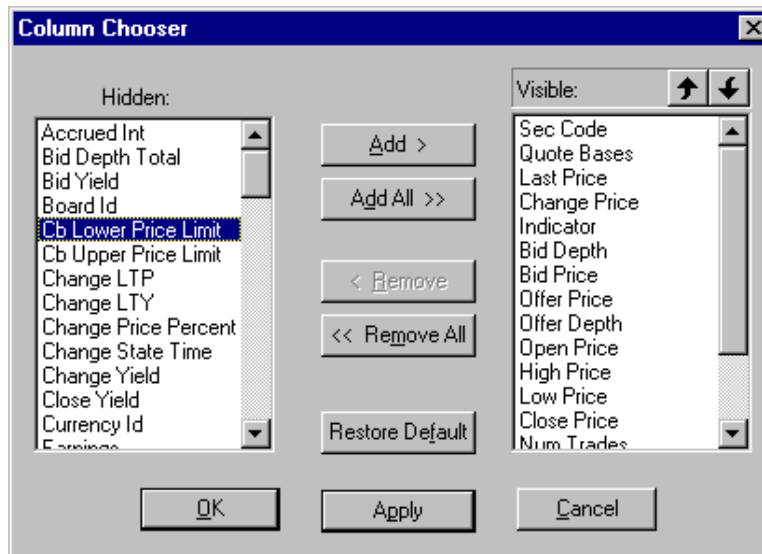
Figure 20: Column Chooser

> ℹ️ *Note:* The fields displayed in the "Hidden" window depend on the set of columns available for the active window

Hidden	Displays the full list of columns available for the active window
Add	This control button will move the highlighted columns from the **Hidden** list to the **Visible** list. Click on the name of the column in the **Hidden** column list and click the ***Add*** button. The column will now be displayed in **Visible** list. You may also

move a column to the **Visible** list by double clicking the column name in the **Hidden** column list.

Add All	This control button will add all the **Hidden** columns to the **Visible** list
Remove	Select the column name you wish to remove from the **Visible** window and click this button. The column name will be removed.
Remove All	Click this button to clear the **Visible** window
Restore Default	Click this button to restore the most recent column settings you used to the active window
Visible	The columns displayed in this window are the columns that will be displayed in the active window
⬆ **Up Arrow**	Click the arrow to move a selected column heading up in the order of the listed columns. This is the order in which the columns will be displayed in the main window
⬇ **Down Arrow**	Click the arrow to move a selected column heading down in the order of the listed columns. This is the order in which the columns will be displayed in the main window
OK	Click this button when the column selection is complete to display the selected columns in the active window. The Column Chooser will close
Apply	Click this button to apply your selection to the active window without closing the Column Chooser.
Cancel	Click this button to exit the Column Chooser without applying your changes

- **Re-Sizing Window Columns**

Clicking the mouse on the borderline separating the column names will alter the width of each column in a window. The cursor will change to a double line separator as illustrated below:

⬌   Using this cursor, drag the mouse left or right to resize the column. You can size columns to match the information contained automatically by double clicking the edge of the column when the separator cursor appears.

🛈 **IMPORTANT***:* You should note the following in the case of columns in the window that contains value: if the width of a column is to small to fit all the digits of a figure, the TW will display a rounded value (e.g. 8510 for 8509.5). If you hold the mouse pointer over the figure, the exact value will display in a yellow field

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💡 *Hint*: Columns widths which have been adjusted will be saved when you save the Workspace using *File / Save Workspace* function.

1.13 The Options Menu

The *Options* menu provides access to the *Customise* and *Grid* functions. These functions allow you to customise the Trader Workplace to suit your preferences. The **Customise** dialogue box allows you to set shortcut keys, customise toolbars and other Workplace settings.

The *Display Settings* dialogue box allows you to set the way in which grid lines in the information windows will be displayed on your screen.

The preferences you set up using the functions on the *Options* menu can be saved using the *Save Workspace* function.

1.13.1 Customise

The *Customise* dialogue allows you to customise various display settings for your screen, such as tool bars and registering your own hot keys to make moving around the windows quicker and easier.

Your customised settings can be saved using the *File / Save Workspace* function.

Select *Options / Customise* from the main menu to display the following dialogue box. Move around the dialogue box by clicking the tabs.
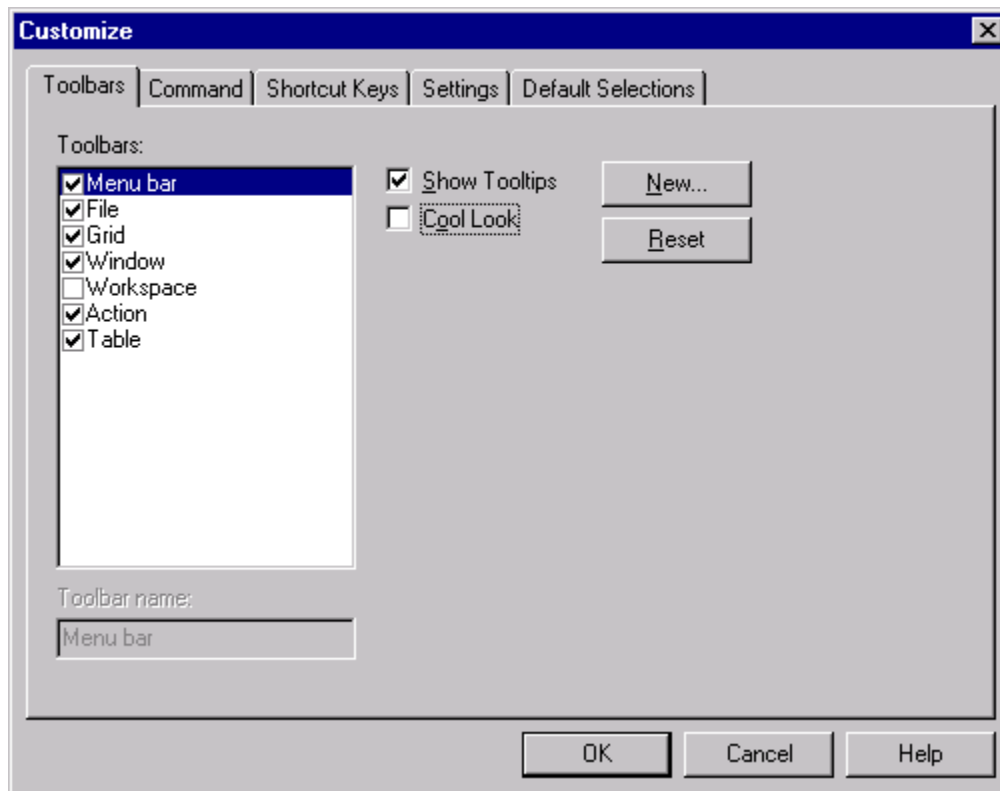
Figure 21: Customise Toolbar Dialogue

Toolbars	Click in the checkbox to indicate which toolbar icons are to be displayed
Tool bar Name	The name assigned to the selected toolbar
Show Tooltips	If this box is checked, the name of the toolbar icon will be displayed when the mouse cursor is positioned over the icon
Cool Look	If this box is checked, the toolbar icons will not be shown in button format, i.e. they do not have dividers between them e.g. this is cool look: .
Reset	Click this button to reset the Tool bar icons on any tool bar you have created to the factory settings. If you are creating a new tool bar, this button will change to Delete to allow you to remove the tool bar entirely.
New	Displays a dialogue box which allows you to create and name a new toolbar for your own use. You may drag buttons from the existing toolbars and place them in the new toolbar.
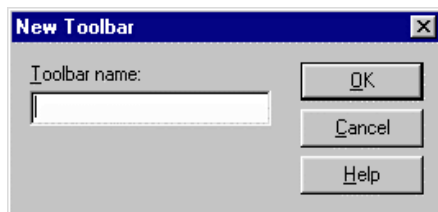
Figure 22: Create New Toolbar Dialogue Box

Type the name of the new toolbar in the field. Click **OK** to enter the new toolbar or *Cancel* to exit the dialogue box without applying your selection.

OK	Click this button to apply your toolbar selection
Cancel	Click this button to exit the dialogue box without applying your selection
Help	Click this button to display the related On-Line help topic

1.13.2 Assigning Icons to a New Toolbar

Once a new Toolbar has been created you can add frequently used icons to it. When you save your settings the new toolbar will display each time you logon to the Trader Workplace System.

To add icons to the new toolbar, simply drag them directly from the Tool bar at the top of your screen to your new tool bar, which is floating on your workspace. As you select an icon, it will be removed from the toolbar at the top of the screen to avoid selecting the same icon twice.

Alternatively, you can move to the **Commands** tab in the **Customise** Window and drag the icons from the required sections to the new toolbar as it floats on the workspace.

You may need to resize the new toolbar, as icons are added vertically. Simply drag the right-hand 'edge' aside to elongate the box. To move it to the traditional position at the top of the screen, drag-and-drop the tool bar on top of the Main Menu bar, and the Tool Bar will locate itself in the correct position.

1.13.3 Customise Commands

This set of functions allows you to view brief descriptions of toolbar icons and their functions. Select *Options / Customise* and click the **Commands** tab on the dialogue box. An example of this is illustrated below:
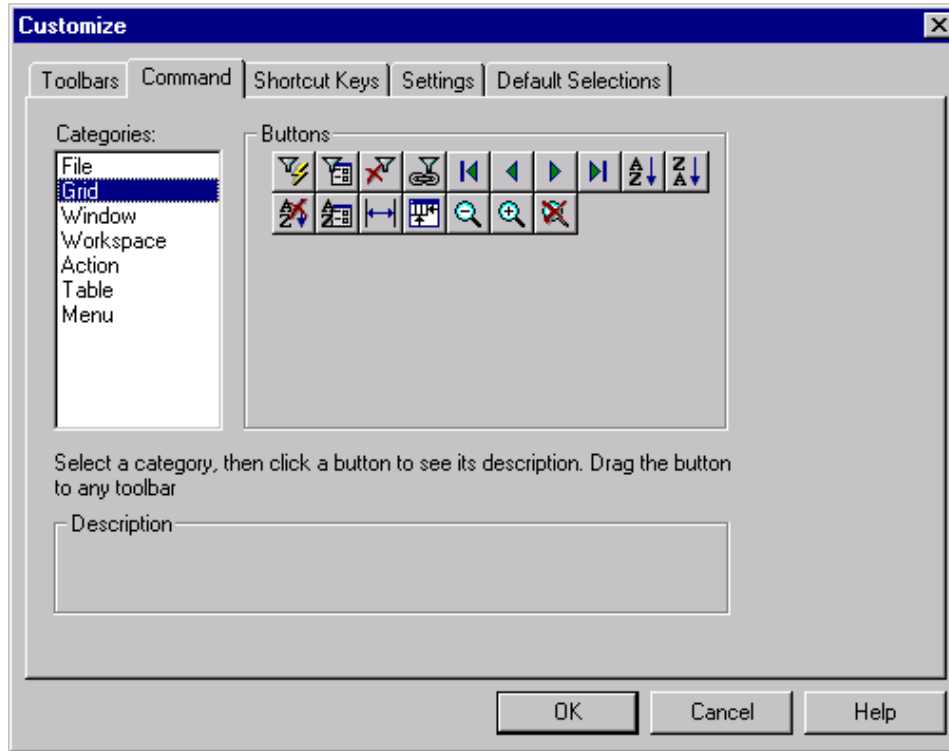
Figure 23: Customise Commands

Categories	Click on a category name to display the set of toolbar icons
Buttons	Displays the set of toolbar icons for the selected category
Description	Click on a toolbar icon in the dialogue box to display a brief description of the toolbar icon

To add icons to a toolbar simply drag them from their location on the *Commands* tab to the Toolbar at the top of the screen, or to the new toolbar if you are creating one for your own use while keeping the mouse button pressed.

1.13.4 Customise Shortcut Keys

This option allows the user to assign the Shortcut Keys for commonly used functions. It is a good idea to assign your most commonly used functions to shortcut keys to make moving around the system quick and easy.

To assign shortcut keys, select ***Options / Customise*** from the main menu. Click the Shortcut Keys tab to display the following window:
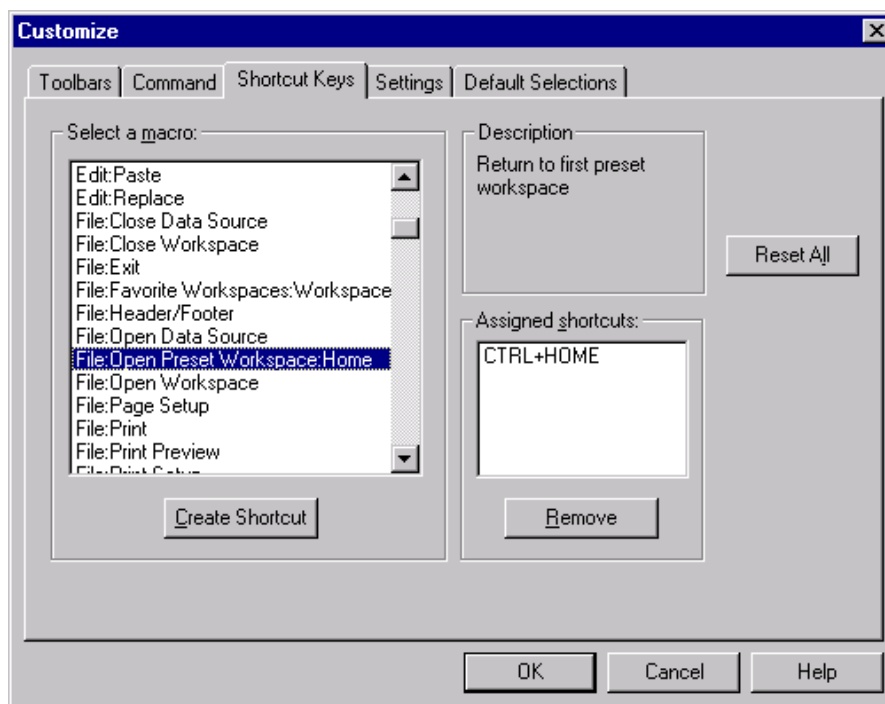
Figure 24: Customise Shortcut Keys

Select a Macro	Select the function to which you wish to assign a short cut key
Assigned Shortcuts	Displays the keys currently assigned to this function
Description	A description of the function selected in the "Select a Macro" window
Reset All	Click this button to return the shortcuts to the default settings (e.g. removes all user defined shortcuts)
Remove	Click this button to remove the assigned shortcut from the function
Create Shortcut	Highlight the function you want assign to a shortcut key, then click the *Create Shortcut* button. The field in the 'Assign Shortcut' window will display the value None. Press the keys on the keyboard that you want to use for the shortcut key, and your keystrokes will be captured and displayed. Valid characters are:

- Special Function keys (F2, F3 etc)
- Shift + Alt + number/alpha keys
- Shift + Ctrl + number/alpha keys
- Alt + number/alpha keys
- Ctrl + number/alpha keys

1.13.5   Customise Settings

The **Settings** tab of the *Customise* dialogue box allows you to set preferences regarding Workspace Autosave and Autoload as well as setting preferences for confirmation of actions you have carried out in the Trader Workplace.
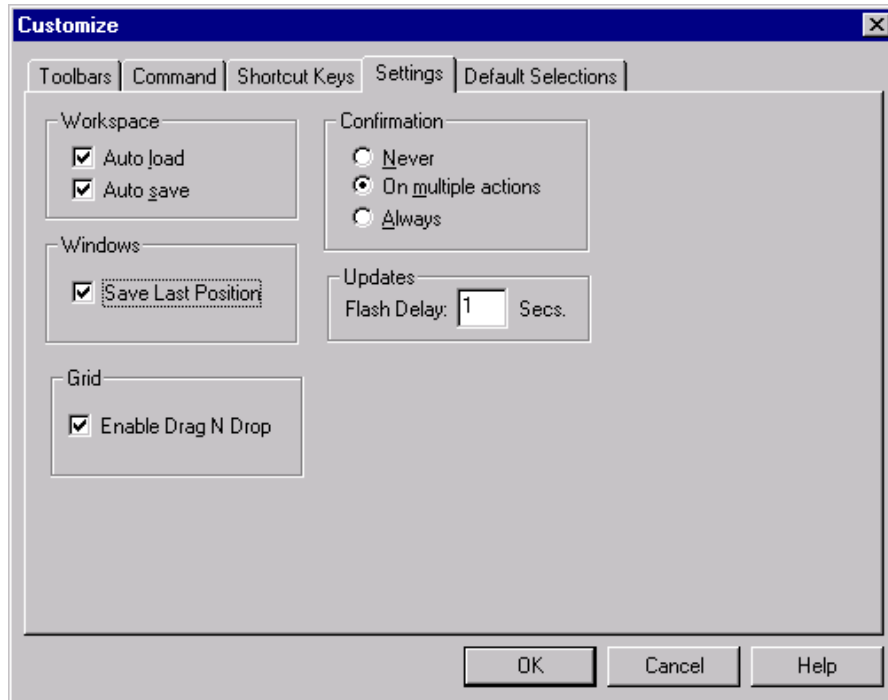
Figure 25: Customise Settings

Workspace:

Auto Load	If selected, your last saved workspace will be automatically loaded when you log in to the Trader Workplace
Auto Save	If selected, your workspace and its customised settings will be saved when you log off the Trader Workplace

Confirmation

Never	If selected, no confirmation message box will be displayed when you perform an action, e.g. order entry
On Multiple Actions	If selected, indicates that a warning will be displayed when you have asked the Trading Engine to perform more than one action at once. For example, if you select 3 orders and then select Withdraw a dialogue box will be displayed to confirm that withdrawing 3 orders is the action you wish to perform.
Always	If selected, a confirmation message box will always be displayed when you perform an action in the Trader Workplace, i.e. order entry

Windows / Save Last Position

If selected, the position of all open windows in your workplace will be restored when you re-open your Trader Workplace

Updates	Enter a value to indicate how many seconds a row will be highlighted to indicate a change in prices

Grid   If selected, indicates that the drag and drop functionality will be enabled for your Trader Workplace windows.

1.13.6 Customise Default Selections

The **Default Selections** tab of the *Customise* dialogue box allows the user to set which Trading Account and Position Type will be the default display in the *Order Entry* and *Negotiated Deals* dialogues.
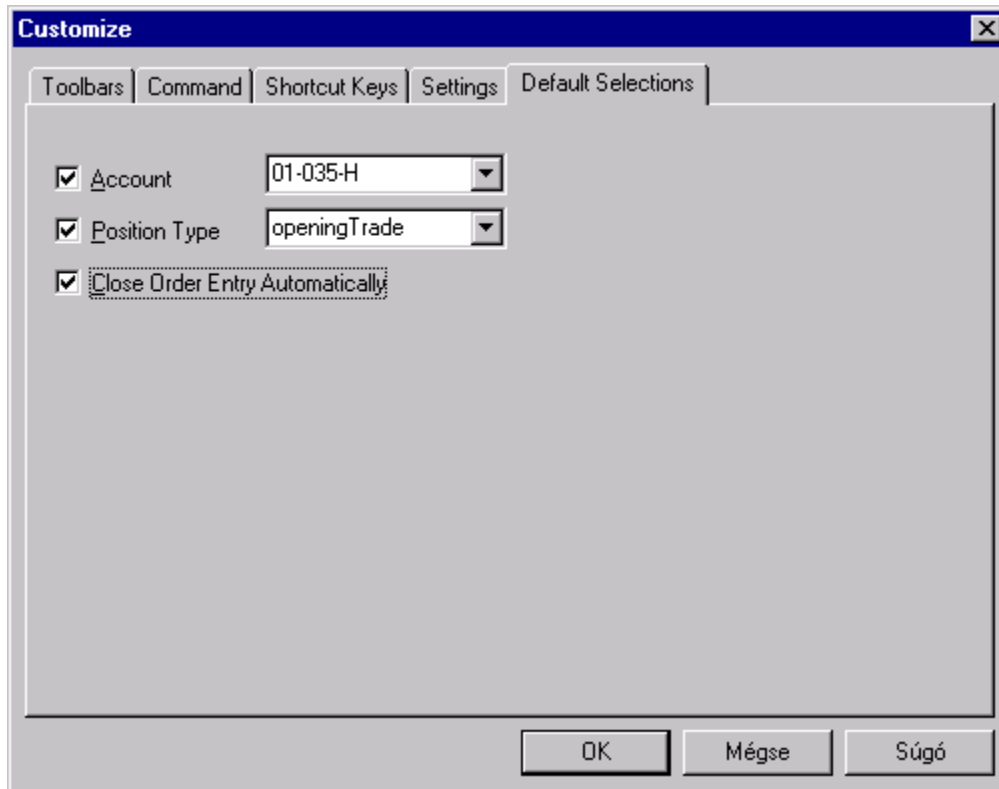
Figure 26: Customise - Default Selections

Account   Select this check box and then select the Trading Account you wish to be the default account initialised in the Trading Account field of the Order Entry dialogue during order entry

Position Type   Select this check box and then select the Position Type you wish to be the default position type initialised in the Position field of the Order Entry dialogue during order entry

Close Order Entry Automatically

Select this check box when you want the Order entry form be closed automatically after a buy or sell order is entered.

1.13.7 Grid

The Grid function allows the user to customise the way the Trader Workplace windows (Grids) are presented on your screen. For example, the customisation function allows you to decide whether you want to see grid lines separating each cell both vertically and horizontally. You can also set different colours for grid lines.

Select *Options / Grid* from the main menu to display the following dialogue box:
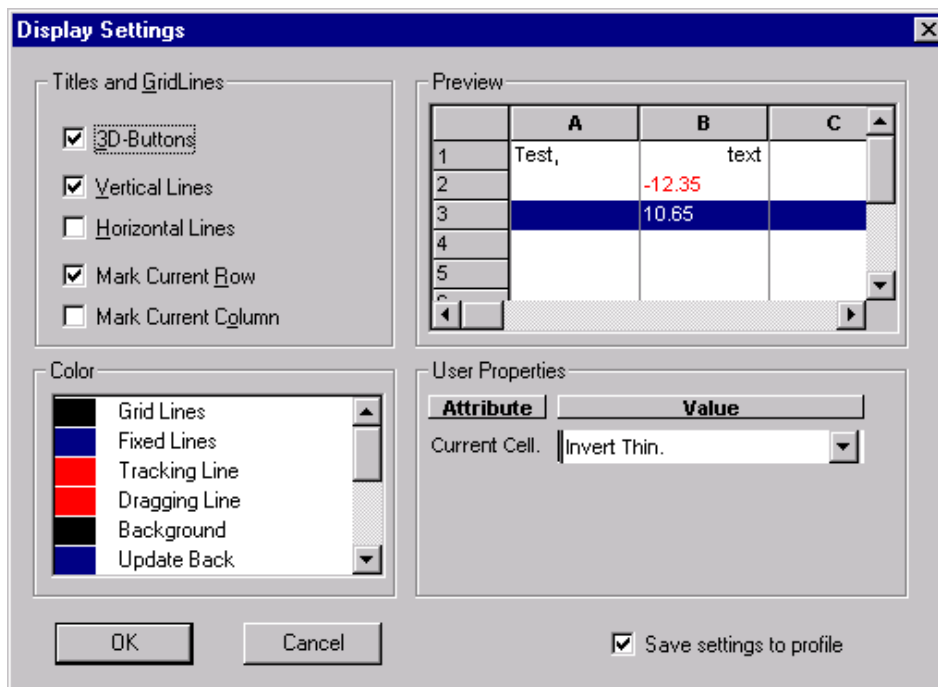
Figure 27: Grid Dialogue

Titles and Gridlines

3D Buttons	The column title buttons display as if they are slightly recessed if the column is selected, rather than just as flat rectangles. In the example above, row 1 is displayed as a 3D button.
Vertical Lines	If selected, places vertical lines as column separators
Horizontal lines	If selected, places horizontal lines as row separators between line items
Mark Current Row	The current row number is recessed and a highlight bar shows across the row if you selected the row from the row indicator
Mark Current Column	The current column header will be recessed and may be highlighted if you chose the column by clicking on the column header
Preview	The Preview window allows you to view the settings for the grids while you are still in the *Display Settings* window.
Grid Lines	Select the colour for the horizontal and vertical grid lines
Fixed Lines	Select the colour for the column separator that indicates the positions of fixed columns. Columns to the left of the indicator are Fixed and will not move with the scroll bar
Tracking Line	When you resize a column using the double-headed pointer then a vertical line displays to show you how big or small the new column will be. The colour you set here will be the colour used for that vertical line

Dragging line	When you drag a column to move it to a different location then a different colour will indicate where the column will be moved
Background	Allows the selection of the colour for the window background. Data is not displayed against the colour selected here, this option is used to select a colour for only the empty window space.

User Properties

Attribute	Indicates the attribute to which you are assigning the properties
Value	Click the arrow on the dropdown list box and select an option from the dropdown list box to be applied to the current cell.
Save Settings to Profile	If selected, any changes you have made using the *Display Properties* dialogue box will be saved and re-loaded the next time you log in to the Trader Workplace
OK	Click this button when your display settings are complete
Cancel	Click this button to exit the **Grid** dialogue box without applying your changes

1.14 Printing

The information windows in the Trader Workplace can be printed to enable you to maintain a hard copy of trading details.

To print the details of the active window either select *File / Print* from the main menu or click the print icon on the tool bar. The printer dialogue box will be displayed.

Fill out the fields as appropriate to send your print jobs to the printer. For more information please see the Windows Handbook.

1.14.1 Print Preview

The Print Preview function allows you to view an example of how the information in the active window will look once it is printed onto a page. Click in the window you wish to view to make it the active window and select *File / Print Preview* to display the Print Preview window.
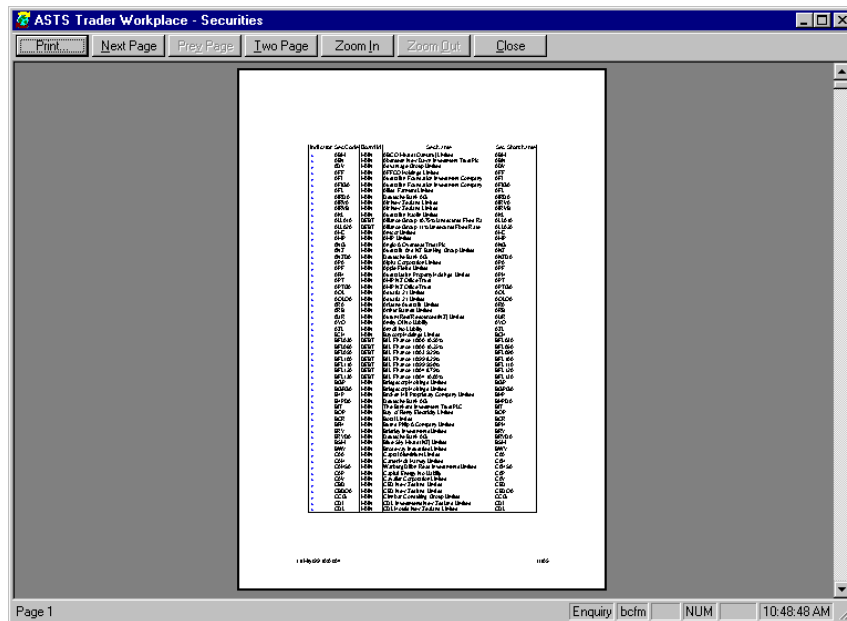
Figure 28: Print Preview Window

1.14.2 Print Setup

This function allows you to specify which printer is to be used to print information from the Trader Workplace as well as details regarding how the information is to be displayed on the printed page.

To display the Print Setup dialogue box, select *File / Print Setup* from the main menu. Fill out the fields as appropriate. For more information, please see your Windows Handbook.

Click *OK* to complete the setup details or *Cancel* to exit the dialogue box without applying any changes.

1.15 Sorting

The Sort Window allows you to specify the columns by which data is to be sorted in an active window. The Sort Window is displayed by selecting *Grid / Sort By* from the menu bar, or right click over the square in the top left-hand corner of the window and select *Sort By* from the pop-up menu. You can choose three of the available columns in a window to sort data by. The column headings selected for sorting are displayed in the active window as underlined.

When this option is selected, the *Sort By…*dialogue box will be displayed:
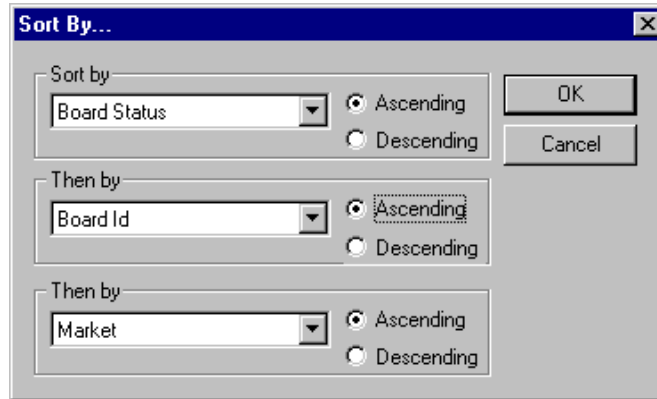
Figure 29: Sort By...dialogue box

There are three levels of sorting. Each level has a drop-down list box that lets you select the column you wish to sort by. Each selection can be sorted in Ascending or Descending order. For example, you might wish to sort first by Order, then Security, then Price. Select the columns as required. Once you specify a sorting option it will remain for this window until the sort options are changed.

1.15.1 Column Customisation

Every column that is displayed in a window has certain customisation features. Click the *right mouse* button over the column heading. The following popup menu is displayed:
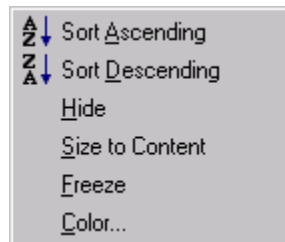
Sort Ascending	Sorts the column information alphabetically from A to Z
Sort Descending	Sorts the column information alphabetically from Z to A
Hide	Removes the column from the window display.
Size to Content	Alters the width of the column so that all available information is displayed
Freeze	Fixes the column so that it will not move from it's fixed position, even when other columns are dragged to a new position. If you fix columns by freezing them, you will only be able to scroll horizontally the columns to the right of the fixed column. You may use a different color for the column separator. To select this color, choose Options / Grid from the menu

Colour   Opens a dialogue box which allows text and row background colours to be set, based on a column value. More information on the Colour dialogue may be found in the next section

> 💡 *Hint*: The upward pointing arrow displayed next to the column header indicates that the column has been sorted in ascending order. A downward pointing arrow indicates that the column has been sorted in descending order.

1.16 Colour

The Colour dialogue box allows text (foreground) and background colours to be set, based on a value in a particular column. The colour may be set to appear in just the selected column, or for the whole row in the window.

For example, the **Order Status** column in the *Orders* window may be selected. The Colour dialogue will allow green to be set for Open orders and red to be set for Expired orders. All Open orders will be displayed in green and all Expired records will be displayed in red.

Once a column is selected, every unique value that is present in column or all fixed options in the case of columns such as Status, will be displayed in the Colour dialogue. Colours are then assigned by double clicking on the box beside the value. The Windows © Color dialogue will be displayed where you may select the desired colour.

All colour settings will be saved in the users workspace.

1.16.1 Colour Dialogue

The *Colour* dialogue can be accessed from any active window. To open the dialogue, click on the column header you wish to customise, and select Colour from the pop up menu. An example of the *Colour* dialogue is displayed below:
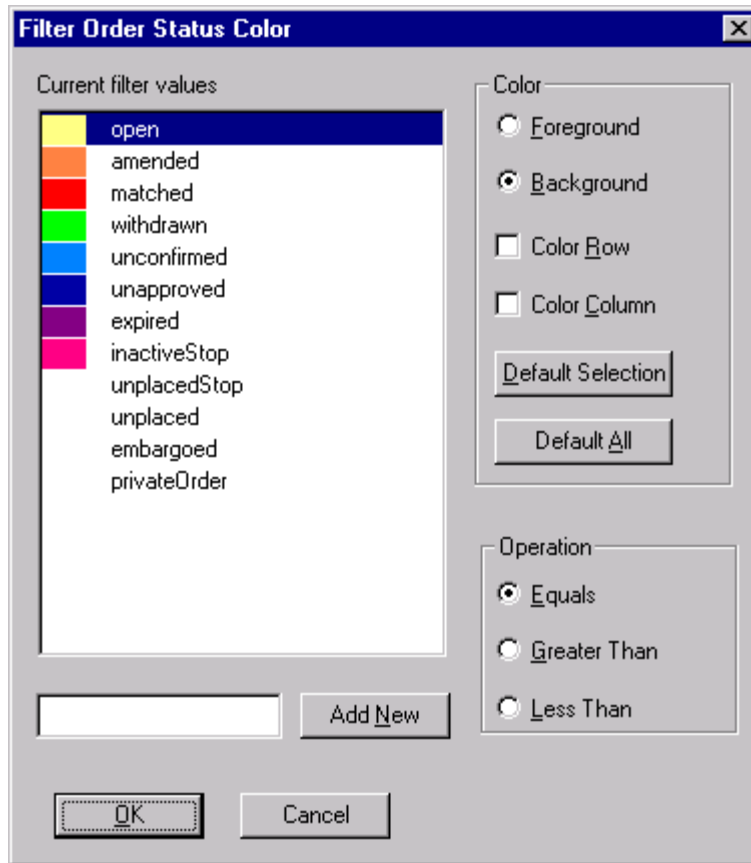
Figure 30: Colour dialogue

1.16.2 Field Descriptions

Colour   Used to select where in the window the colour will be displayed

	Foreground	Sets the colours for the text in the selected column
	Background	Sets the colours for the background row in the selected column
	Colour Row	If this field is checked, the colour will be applied to the entire row. If not checked, the colour will be applied to just the selected column
	Default Selection	Sets a value back to its default colour
	Default All	Sets all values back to their default colours

Operation   Allows numeric values to have colours assigned to rows which are:

Equal to the selected value

Greater than the selected value

Less than the selected value

Add New   Allows you to add more values and set colors for the newly added values.When the new value will be displayed in the window it will be displayed in the color selected.

OK   Click this button to apply the colours to the column (or row)

Close   Click this button to exit the ***Colour*** dialogue applying the colours

1.17 Setting the Title of a Window

The TW allows you to change the name of an active window, however, the change will only be valid as long as the window is kept open. After you close the window and re-open it, the original name of the window will be restored in line with the default settings.

To change the name of the active window select *Grid/Set Title* from the menu, or right click the topmost square in the top left-hand corner of the open window and select *Set Title* from the pop-up menu to display the following dialogue box:
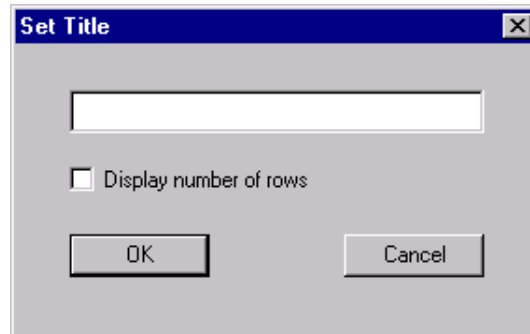
Figure 31: Set Title dialogue

Window Name	Displays the current window name, which you may modify as desired.
Display number of rows	Select the check-box to have the TW display in parentheses next to the window name how many rows there are in the particular window.
OK	Click this button to apply the changes and leave the dialogue box.
Cancel	Click this button to leave the dialogue box without applying the changes.

1.18 Workspaces

Many features in your Trader Workplace may be customised according to your preferences. For example, Filtering windows, tool bar icons, colours, window placements, etc. To avoid having to set up the Trader Workplace each time you log on, you can save a number of Workspaces and re-open them when required.

> **ℹ Note:** Functions relating to workspaces are located on the **File** menu.

1.18.1 Toolbar Icons for Workspaces

To display the set of Workspace icons, select **Options / Customise** from the main menu and click the Toolbar tab. Next, select the checkbox next to Workspace in the Toolbars window. The set of icons associated with Workspaces will be displayed on your toolbar. These icons allow you to quickly open, close and save Workspaces you have set up according to your preferences.

📁	Open Workspace	💾	Save Workspace
🔲	Open Workspace 1	🗗	Close Workspace

To display the Workspace dialogue box, select **File / Open Workspace** or **File / Save Workspace As…**
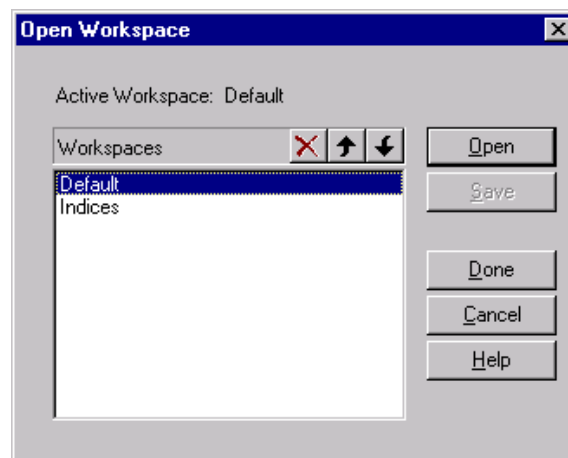
Figure 32: Workspace dialogue

The following fields are displayed in the Workspace dialogue box:

Note: The Workspaces window will display the list of Workspaces you have saved

✕	Select the Workspace you wish to delete and click this icon
↑	Allows you to move up the list of saved Workspaces
↓	Allows you to move down the list of saved Workspaces
Open	Select the Workspace you wish to open and click this button
Save	Click this button to save the Workspace selected in the Workspaces window
Done	Click this button to apply your selection
Cancel	Click this button to exit the dialogue box without applying your selection
Help	Click this button to display the Help topic associated with this function

When the **Saved Workspace** is opened, the customised screen up will be restored automatically

1.18.2 Opening a Workspace

1.   Select *File / Open Workspace* from the main menu

2.   Select the saved workspace from the Workspaces window and click the *Open* button.

3.   The dialogue box will close and the saved Workspace will be restored on your screen.

1.18.3 Saving a Workspace

This function allows you to save any changes you have made to the open Workspace. No dialogue box will be displayed, the workspace will be saved and the file updated.

1.18.4 Save Workspace As…

This function allows you to save a Workspace that you have customised according to your preferences and requirements.

       Click this icon to add the name of the new Workspace. Type the name of the saved workspace in the space provided

> ℹ️ *Note:* To save the new Workspace, press Enter. This will open a dialogue box requesting confirmation for saving the Workspace. If you respond by clicking the Yes button, the system will save the Workspace under the name you type. You can refuse to save the Workspace by selecting the No button.
>
> The Trader Workplace allows you to save a total of 8 Workspaces.

1.18.5 Closing a Workspace

Select *File / Close Workspace* from the main menu to close the open Workspace.

1.18.6 Opening Recent Workspaces

Select *File / Favourite Workspaces* and a list of workspaces you added to your Favourites from among the ones saved using *Save Workspace As…* will be displayed to allow you to make a selection. This is a quick way of accessing workspaces you have used recently to avoid having to use the Open Workspaces option.

You may add a saved workspace to your Favourites by opening the saved workspace and clicking the workspace from among the ones numbered 1-8 under the *File/Favourite Workspaces* menu where you wish to save the open workspace.

The numbered worksapces saved as *Favourite Workspaces* are identical with the ones represented by the workspace icons numbered 1-8 on the tool bar. If you save a workspace you set as the number workspace among your Favourites, you can open the same workspace by clicking this same icon on the tool bar .

1.18.7 Deleting Workspaces

You may delete all or some of the workspaces you saved in the Trader Workplace. There are two ways to delete a saved workspace. You may choose *Open Workspace* from the *File* menu, select the name of the workspace you wish to delete from the full list of workspace names displayed in the window that opens and click the delete icon .

You may only delete your Favorite Workspaces by choosing ***File/Favourite Workspaces/Clear Workspaces*** from the menu. Once the dialogue box opens, you can delete selected workspaces. An example of the dialogue is illustrated below:
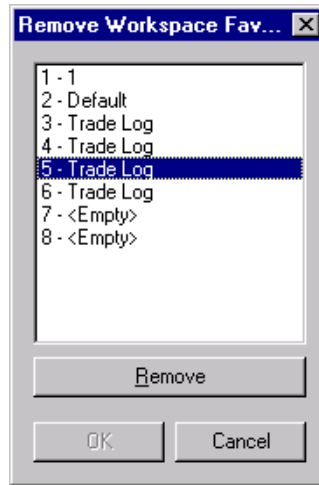
Figure 33: Remove Favourite Workspaces dialogue

Remove	Click this button to delete a selected workspace from among your Favourites. If you use this function to delete a workspace, it will also be removed from the workspace icons on the tool bar
OK	Click this button to leave the dialogue box when you have finished deleting the workspaces
Cancel	Click this button to ignore the deletion of workspaces and to leave the dialogue box without applying the changes

2. BOARDS

A board is used to group securities for trading, typically where these securities share a common set of trading rules. The Exchange Staff attaches Securities to Boards and Securities may be listed on more than one board as a result of different trading rules applying to different Boards.

A Board is a flexible mechanism for controlling trading session times and trading rules for a group of securities. During a trading day the Board progresses through a series of trading sessions, where each session has a distinct set of trading rules. For example:

Pre-Opening Session, Normal Trading Session, Halt Session, Normal Trading Session, Closing Session

The *Order Methods* accepted on the board are displayed in the drop down list box in the Order Methods field of the *Boards* window. Click the mouse inside the Order Methods field for the Board you wish to view. Next, click the arrow on the dropdown list box and the order methods available for that board will be indicated with a tick

ℹ *Note*: The Order Methods column may not be a default column in the *Boards* window. To display this column, select *Grid / Columns* and when the dialogue is displayed, move the Order Methods column from the Hidden window to the Visible window. Click *OK* and the **Order Methods** column will be displayed in the *Boards* window

2.1 Boards Window

To display the *Boards* window, either select *Table / Boards* from the main menu or click the Boards icon on the toolbar. An example of the *Boards* window is illustrated below:

2.1.1 Field Definitions

Board ID	The unique identifier for this Board
Board Status	The current trading status for this Board, either Active or Suspended. If a Board is suspended, all securities listed on that Board will be unavailable for trading
Board Name	The full name of the Board
Order Methods	This column displays the Order Methods that are accepted for Securities traded on this Board. Click the mouse in the Order Methods field, then click the arrow on the dropdown list box. A tick 4will indicate the order methods for that Board
Market Order	A market order is an order that will match at the best available price. Any unfilled portion of a market order will be immediately withdrawn.
Limit Order	A limit order is placed in a matching queue where it will remain until it is filled or expires according to the specified time. It can be matched at the limit or a better price
Scaled Order	Not available for this version of Trader Workplace
Negotiated Deal	A negotiated deal is a bilateral order originating from outside the Order Book and has more often than not been arranged previously.
Cross Order	An order where the buy and sell side are the same firm
Market Maker	Indicates this is an order entered by a Market Maker. Market Makers may enter simultaneous bid and offer prices on certain securities

Undisclosed	Indicates that the system considers the undisclosed quantity available for matching at all times, unlike the Hidden Order Method, which allows only the visible quantity to be matched
Buy-in Order	A special form of order used to take over another trader's position (or part of that position) due to short selling
Yield	For fixed interest securities only. Matching occurs when the expected yield for the security matches the specified yield.
Hidden Quantity	The order quantity that is invisible to the market. Only the visible quantity is available for matching
Stop Order	An order to buy if price rises to the price entered against the order, or sell if price falls to the price specified in the order.
Settle Date	Allows the user to enter a date for settlement which overrides the systems default settlement period. Settlement date is calculated as T+ N days.
No Trading Acc	This order type does not require a trading account (there is no checking in the Trading Engine). The default for orders is that a trading account must be selected
Fodetails	This order type must be set to allow the allocation and position keeping functions operate on the board.
All	This order type requires filling the specified quantity completely.
Minimum	This order type requires that filling the minimum quantity specified in the order.
Any	This order type may be filled in part, also by trading units, if needed.
Purge on Logoff	If selected any of your orders remaining in the order book will be withdrawn from the system when you log off or are disconnected from the Trading Engine. When an order is purged, its status is changed to Withdrawn, which is what it will be when you log back on.
Good Till Time	The order is valid until a specified time
Session Order	Order that is valid for the current trading session only
Day Order	An order which is valid for the full day's trading
Good Till Date Order	The order is valid until the specified date
Good Till Cancel Order	The order is valid until cancelled by the trader or the system.
Immediate Withdraw	The order is either filled as much as possible, or in its entirety upon entering the order book depending on the 'All or None' flag. Otherwise the order is withdrawn completely.

2.1.2 Right Mouse Functions

Suspend	Click this to suspend a selected board. This function is not available to Firm Managers and Traders.
Unsuspend	Cancels the suspension of the selected board. This function is not available to Firm Managers and Traders.

Hint: If a board has been suspended, the securities listed on that board will not be available for trading.

3. MARKETS

Markets are the trading environment of a particular group of securities, e.g. futures market, options market. When defining securities, the Exchange assigns them to particular markets.

3.1 Markets Window

To view markets, choose Table/Markets from the menu to open the window illustrated below:

3.1.1 Field Definitions
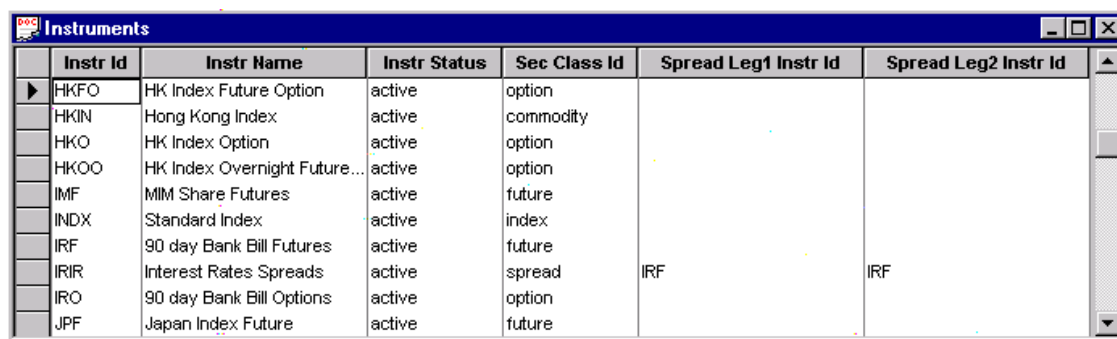
Market ID   The unique identifier of the market configured by the Exchange.

Name   The full name of the market.

Status   The current status of the market, which may be either of:

    Active   The market is active and all securities assigned to the market are tradable

    Suspended   The market is suspended, the securities assigned to the market may not be traded

4. INSTRUMENTS

Instruments represent the types of securities that can be traded in the various markets. For example, there might be a market which accepts only Discount T-Bills, but not Bonds. The Exchange staff set up boards which can trade in one or many markets, and the markets themselves contain different classes of instruments. Securities are also given an instrument type when they are created, to indicate which class of instrument they fall into.

4.1 Instruments window

To view the *Instruments* window, select *Table / Instruments* from the main menu. The *Instruments* window is displayed below:

Instr Id	Instr Name	Instr Status	Sec Class Id	Spread Leg1 Instr Id	Spread Leg2 Instr Id
HKFO	HK Index Future Option	active	option		
HKIN	Hong Kong Index	active	commodity		
HKO	HK Index Option	active	option		
HKOO	HK Index Overnight Future…	active	option		
IMF	MIM Share Futures	active	future		
INDX	Standard Index	active	index		
IRF	90 day Bank Bill Futures	active	future		
IRIR	Interest Rates Spreads	active	spread	IRF	IRF
IRO	90 day Bank Bill Options	active	option		
JPF	Japan Index Future	active	future		

Figure 34: Instruments window

4.1.1 Field Definitions

Instr ID	The unique identifier for the instrument
Instr Name	The name of the instrument
Instr Status	The status of the instrument. May be one of the following:
Active	Indicates that the instrument is active on the market and can be traded on the various boards
Suspended	Indicates that the instrument is suspended and securities belonging to that instrument cannot be traded
Sec Class ID	The unique identifier for the Security Class to which the instrument belongs (e.g. Debt, Equity, Future, Option, etc)
Spread Leg1 Instr ID	A spread instrument is comprised of 2 other instruments. The instrument displayed in this column is the instrument ID of the first leg of the spread. Used for spread instruments only
Spread Leg2 Instr ID	A spread instrument is comprised of 2 other instruments. The instrument displayed in this column is the instrument ID of the second leg of the spread. Used for spread instruments only

4.1.2 Right Mouse functions for the Instrument window

Suspend	Suspends the instrument selected. Firm Managers and Traders do not have access to this function
Unsuspend	Unsuspends the instrument selected. Firm Managers and Traders do not have access to this function
Spread Matrix	Displays the *Spread Matrix* window. Only available for spread instruments
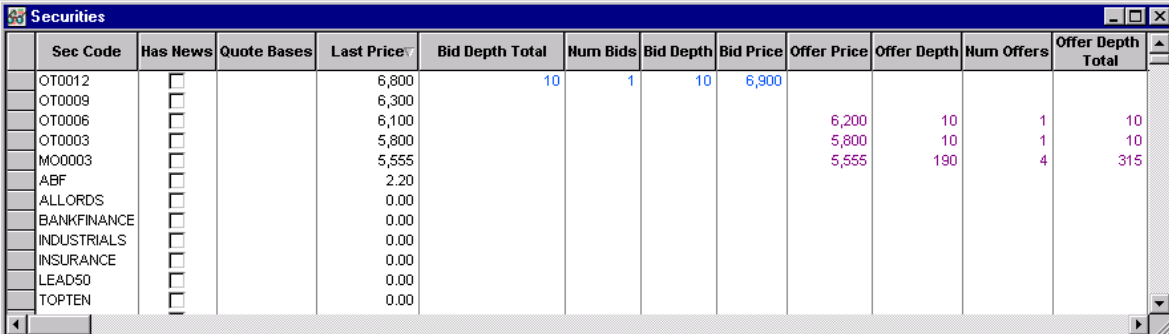
> 💡 *Hint:* If an instrument is suspended, no trading in the securities associated with that instrument is possible.

5. SECURITIES

The Securities traded at the Exchange are set up by the Exchange staff who classify them into markets and instruments. You can view all the securities available for trading in the Securities Window of the Trader Workplace. The window also displays the boards and instruments that individual securities belong to, and different Trading Rules and Order Methods are applied to each Board or Instrument.

5.1 Viewing Securities

To display the Securities window, select *Table / Securities* from the main menu or click the Securities icon on the tool bar.

	Sec Code	Has News	Quote Bases	Last Price	Bid Depth Total	Num Bids	Bid Depth	Bid Price	Offer Price	Offer Depth	Num Offers	Offer Depth Total
	OT0012	☐		6,800	10	1	10	6,900				
	OT0009	☐		6,300								
	OT0006	☐		6,100					6,200	10	1	10
	OT0003	☐		5,800					5,800	10	1	10
	MO0003	☐		5,555					5,555	190	4	315
	ABF	☐		2.20								
	ALLORDS	☐		0.00								
	BANKFINANCE	☐		0.00								
	INDUSTRIALS	☐		0.00								
	INSURANCE	☐		0.00								
	LEAD50	☐		0.00								
	TOPTEN	☐		0.00								

Figure 35: Securities window

5.1.1 Field Definitions

Sec Code	The code for this Security
Board ID	The trading arena on which the security may be traded
Sec Class ID	The unique identifier of the Security Class to which the Security belongs. A Security Class is a high level grouping of Instruments of the same product class (e.g. Futures, Options, Indices)
Quote Bases	This code indicates the details for corporate actions which have been applied to a Security. For example Cu or Ex would indicate whether the security is sold with or without the benefit of the corporate action applied
Bid Price	The best bid (buy) price for this Security
Offer Price	The best offer (sell) price for this Security
Open Price	The price for the Security when the market opened today
High Price	The highest price at which the Security was traded today
Low Price	The lowest price at which the Security was traded today
Last Price	The last traded price for this Security on the particular day.
Volume Today	The volume (total number) of this Security traded today
Expiry Date	The date on which the security is set to expire
UL Sec	For Futures and Options Contracts, this is the unique code of the Security on which the Futures Contract is based
UL Board	The Board ID for the underlying security for this Futures and Options Contracts
Option Strike	The strike price for this option. This is the price at which the option will be exercised

Option Verb	Indicates whether this is a Pull or a Call Option
Is Underlying To Option	If checked, indicates that this security is also the underlying security for an option security
Sprd1 Sec	A spread security is comprised of 2 outright securities. The security displayed in this column is the Sec Code of the first leg of the spread. Used for spread instruments only
Sprd1 Board	A spread security is comprised of 2 outright securities. The board displayed in this column is the Board ID to which the Sprd1Security belongs. Used for spread instruments only
Sprd2 Sec	A spread security is comprised of 2 outright securities. The security displayed in this column is the Sec Code of the second leg of the spread. Used for spread instruments only
Sprd2 Board	A spread security is comprised of 2 outright securities. The board displayed in this column is the Board ID to which the Sprd2Security belongs. Used for spread instruments only
Inherited Status	The status of the underlying security or instrument that is inherited by this Security
Implied Bid Depth	Bid depth of all implied orders for that security
Implied Offer Depth	Offer depth of all implied orders for that security
Cb Ref Price	The Circuit Breaker Reference price used for measuring circuit breaker price movements
Cb Ref Yield	The Circuit Breaker Reference yield used for measuring circuit breaker price movements.
Settlement Price Type	The type of settlement price:

Indicative	Settlement price is indicative only. This price is used to help inform the market.
Intraday clearing	Used when trading for the security has been halted and a clearing is to be performed.
End of day	Settlement price is the end of day price. This will usually be the price used by the Clearing House for clearing purposes.
Final	The settlement price used when the security expires

Settlement Price	The settlement price calculated and published by the Exchange for the futures and options markets
Settlement Price Indicator	
	Used to indicate the delivery cycle of products settled through physical delivery. The BSE do not use this field
Indicative Volume	Indication of the volume that will match at the Indicative Price in trading sessions based on equilibrium price. The BSE do not use this field
Underlying Price	The last traded price of the underlying security for the Futures or Option Contract
Fixing Price	The price displayed in this column indicates the equilibrium price at what the security has been matched in that particular trading session.
Open Interest	Sum of all open short and long positions for this Security
Change Open Interest	Daily change in open Interest from the start of day
Strike Value Today	Options only. The total strike value of trades for this Security today
Trade date	The trading date of this Security. This is that date that the security first traded
CB Lower Price Limit	The lower limit floor traded price that will trigger a circuit breaker
CB Upper Price Limit	The upper limit ceiling traded price that will trigger a circuit breaker

Inst ID	The instrument to which the share or future/option contract belongs to
Lower Price Limit	The lowest acceptable order price for sell orders based on Reference Price
Ref Price	The reference price used for the measurement of movements in price
Upper Price Limit	The highest acceptable order price for buy orders based on Reference Price
Has News	If checked, indicates that there is news relating to this security. Click the *News* tab on the *Output* window to view the News item
Sec State	The current status of this Security. The states of the security are defined in the SAI. Examples might be Active, Suspended, Frozen, No Matching, etc.
Day Indicator	An upward green arrow indicates that the Price of the security has increased compared to the Previous Close price. A downward red arrow indicates that the price has decreased since the Previous Close price. A blue dot indicates either that there has been no change in the price of the Security or that the Security has not traded today
Order Methods	This column displays the Order Methods that are active for the security. Click the mouse in the Order Methods field, then click the arrow on the dropdown list box. A tick 4will indicate the active order methods
Session Name	The name of the current trading session
Accrued Interest	Interest accrued from last coupon date to today for 1 contract (For Bond security types)
Bid Depth	The quantity / total number of contracts in outstanding orders at the best bid price that exists for this security
Bid Depth Total	The quantity / total number of contracts in outstanding orders at best bid price that exists for this security
Bid Yield	The best bid yield for the security today
Change LTP	The price difference between the two most recent trades in the security today
Change LTY	The yield difference between the two most recent trades in the security today
Change Price	The difference between the Last and the Previous price for the security to reflect the change in price for the security today
Change Price Percent	The percentage difference between the Last and the Previous price for the security to reflect the percentage change in price for the security today
Change State Time	The date and time at which the Sec State of the security was last changed
Change Yield	The difference between the last and the previous yield for the security to reflect the change in yield for the security today
Close Price	The previous day's closing price for the Security. The column will only contain a value at the end of any trading day. Indicates the settlement price used for technical purposes with Derivative products
Close Yield	The yield for the security at the close of trading today
Currency ID	The unique identifier for the currency in which the security is trading
Earnings	Earnings for the security
EPS	Earnings Per Share (Earnings divided by the number of shares on issue)
Face Value	This column displays the notional value for 1 unit of the security
High Yield	The highest traded yield for the security today
Indicative Price	This price is primarily used in the session based on equilibrium price to indicate at what price the security would match in the current market
Is Active	If this box is checked, the status of the security or future/option contract is active

Is Index	If this box is checked, the security has been set up as an index (i.e. the Sec Class = Index)
ISIN Code	The International Security Identification Number for the security
Issued Size	The number of shares or future/option contracts that are currently issued
Issuer ID	The unique identifier of the company who issued the security
Last Quantity	The original number of shares in the last matched trade for the security or future/option contract today
Last Time	Time of last matched trade for the security or last order entered or amended
Last Value	Calculated value of the last matched trade for the security today
Last Yield	The yield at which the security was last traded today
Listing Type ID	The identifier for the listing type to which this security belongs. A listing type is a classification of securities
Lot Size	The size of a tradable parcel set for the security on that board
Low Yield	The lowest traded yield for the security today
LTP Indicator	A red upward arrow indicates that the Price of the security has increased since the Last Traded Price, a downward arrow indicates that the price has decreased since the Last Traded Price. A blue dot indicates either that there has been no change in the price of the Security or that it has not traded today
Market Cap	The current market capitalisation for this Security
Market ID	The unique identifier for the market in which the share or future/option contract is trading
Neg Deal Initiator	Indicates whether a Buyer, Seller, Either party, or None can initiate a negotiated deal in this security
Num Bids	The number of all buy orders (bids) for this security
Num Offers	The number of sell orders (offers) for this security
Num Open Orders	Number of orders unmatched for this security today
Num Orders	Number of orders entered today for this security
Num Trades	The number of trades in this Security for today
Off Mkt Last Price	Last off market deal price for the security today
Off Mkt Last Qty	Quantity of last off market deal for the security today
Off Mkt Last Yield	Last yield at which the security was traded where off-market was specified as the trade source
Off Mkt Value Today	Value of off-market trades made today
Off Mkt Volume Today	Volume of off market trades made today
Offer Depth	The quantity / number of contracts in outstanding orders at the best offer price that exists for this Security
Offer Depth Total	The total quantity / total number of contracts in outstanding orders at the best offer price that exists for this security
Offer Yield	The best offer yield for the security today
Open Yield	The yield for the security at market open today
Original Issue Size	Number of the security that was originally issued for subscription
Prev Date	The date on which the security or future/option contract was last traded before today

Prev Price	The price at which the security was last traded before today
Prev Yield	The yield at which the security was last traded before today
Price Decimals	The number of decimal places that are used when displaying prices for this security
Ref Yield	The last traded yield for the security used as the reference for measuring yield movements up and down
Sec Name	Full name of the security
Sec Remarks	Free format comments on the security or future/option contract
Sec Short Name	Short name of the security
Sector ID	The unique identifier for the sector (a group of securities) to which this security belongs
Tot Value	The total value for the security that has been traded since its first trading day.
Tot Volume	The total volume of the security that has been traded since its first trading day.
Tradeable Size	The number of issued shares or futures/options contracts that are currently able to be traded for this security i.e. the number that can be purchased by subscribers
Value Today	The total value of the trades for this security today.
Volatility	Shows the volatility of the product
WA Price	The Weighted Average Price for this Security
WA Yield	Weighted Average Yield. This is derived by Σ (Yield x Quantity) / Σ Quantity
Yield Decimals	The number of decimal places that are used when displaying yield figures for this security

> **ⓘ IMPORTANT:** You should note the following in the case of columns in the window that contain value: if the width of a column is to small to fit all the digits of a figure, the TW will display a rounded value (e.g. 8510 for 8509.5). If you hold the mouse pointer over the figure, the exact value will display in a yellow field

5.1.2 Right Mouse functions for the Securities window

Buy	Displays the *Buy* order dialogue with the security and board details filled out
Sell	Displays the *Sell* order dialogue with the security and board details filled out
Option Market	Displays the *Option Market* window. Only available for securities that are underlying to an option
Market Maker Order	Displays the *Market Maker Order Entry* for with the security and board details filled out
Neg Deal	Displays the *Negotiated Deal* Entry for with the security and board details filled out
Market Depth	Displays the *Market Depth* window, which may be either by Order or by Price window, depending on which of the two was active at the time the window was closed
Request for Quote	Displays the *Quote Entry* dialogue with the security and board details filled out
Tick Up Down	Displays the *Tick Up Down* securities dialogue
Security Watch	Displays the *Security Watch* dialogue
Remove	Removes securities from the filtered *Securities* window that were added using the *Security Watch* function
Settlement Prices	Displays the *Sec Settle Price History* window which displays details of the

	settlement prices for that security during trading
Quotes	Displays the *Quote* window. The *Quote* window will be filtered on the security selected in the *Securities* window
Spread Matrix	Displays the *Spread Matrix* window. The *Spread Matrix* window will be filtered on the instrument that the security belongs, to that was selected in the *Securities* window

There are other menu options available for users with Firm Manager and Supervisor permissions, for more details refer to the relevant section of this user manual.

5.2 Security Watch

The *Security Watch* function allows you to set up a group of Securities to be displayed in the *Securities* window.

This allows a trader to monitor a group of securities that are relevant to them. These Security Watches may be saved and loaded whenever you wish.

By setting up and saving a number of different Security Watches and loading them as required, a trader may keep track of Securities that are relevant to them at a particular time.

When the *Securities* window is open, click the *right mouse* button and select *Security Watch* from the popup menu or select *Security / Security Watch* from the main menu. A dialogue box will be displayed to allow you to set up a Security Watch or load an existing Security Watch.

5.3 Creating and Saving a Security Watch

When the *Securities* window is open, click the right mouse button and select *Security Watch* from the popup menu. The Security Watch dialogue box will be displayed.

Figure 36: Security Watch dialogue

Select the Security and Board from the dropdown list box, then click *Add*. Your selection will be automatically applied without closing the dialogue box. Repeat the selection process until you have selected all the securities you require for this watch.

5.3.1 Saving a Security Watch

To save the Security Watch you have created, click the New Item icon ⬚ and type in the name you wish to assign to this Security Watch. Next click the *Save* button. The Security Watch will be saved.

5.3.2 Restoring a Security Watch

To restore this Security Watch, click the *Load* button and select the Security Watch you require. The Watch will automatically be loaded into the *Securities* window.

5.3.3 Removing a Security Watch

To remove the Security Watch you have set up from the *Securities* window, click the No Filter icon ⬚ . The Security Watch will be removed and all available securities will once again be displayed in the *Securities* window.

5.4 Amending the Security Tick Up or Down

This function allows user to alter the price for securities with open orders whilst trading is in progress.

- **Traders** will be able to amend security prices for the open orders they have entered
- **Firm Managers** can amend security prices for open orders entered by members of their own firm
- **Supervisors** can amend security prices for open orders entered by any user of the Trader Workplace

When the *Securities* window is open, click the *right mouse* button over the name of the security whose price you wish to amend. Select *Tick Up / Down* from the popup menu. Alternatively, you can open the *Tick Up / Down* window from the Market Depth by Order or the Market Depth by Price windows by clicking the right mouse button and selecting *Tick Up / Down* from the pop-up menu. A dialogue box will be displayed to allow you to amend the price of your open orders.
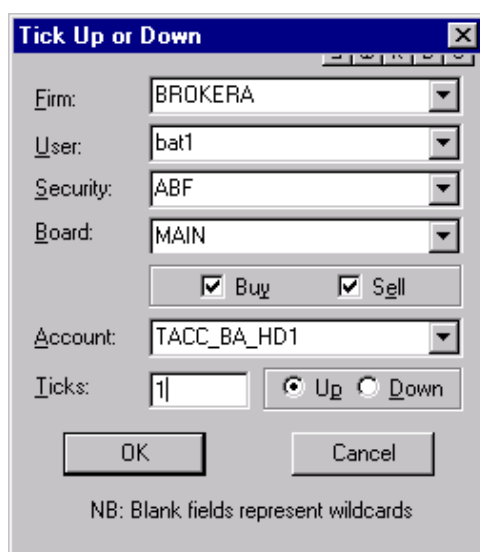
Figure 37: Tick Up or Down dialogue

Firm	The Firm Manager will only be able to the select their own firm in this field
User	If a User is selected here, the security price change will only apply to orders in the security entered by the specified User.
Security	If a Security is selected here, the price change will be applied to the specified Security
Board	If a Board is selected here, one Security or all Securities listed on the specified Board will have the security price change applied to them, depending on whether or not you have selected a security in the Security field above or left it blank.
Buy / Sell	Indicates whether buy or sell orders in the security should have the price change applied to them. Select both Buy and Sell to apply the price change to all orders
Account	If a Trading Account is selected here, the price change will be applied to all orders for that Trading Account (depending on the other filter criteria). If you leave this field blank, the price change will be applied to all orders the user has entered for all Trading Accounts.
Ticks	Enter the price change (in tick multiples) here. If the tick is 5 and you enter 2, the price will move ten points. Select either Up or Down to indicate the direction of the price movement.

OK   Click this button to implement your changes

Cancel   Click this button to exit without applying any changes

6. SETTLEMENT PRICES

When the *Securities* window is open, the **Security Settlement Price History** can be viewed.

This function allows traders to view the details of Settlement Prices for a particular security or for all active securities.

6.1.1 Viewing Settlement Prices

To view the details of the settlement price for one security:

1. Open the *Securities* window.
2. Click the *right mouse* button over the name of the Security for which you wish to view the settlement price and select *Security Settlement Price* from the popup menu.
3. The *Security Settlement Price History* window will be displayed showing a filtered view of settlement prices of a single security. Clicking the Clear Filter icon will remove the filter and will allow you to view the settlement prices of all securities.

To view the settlement prices for all securities:

1. Open the *Securities* window
2. Select *Security / Settlement Prices…* from the main menu.
3. The *Security Settlement Price History* window will be displayed with the details of settlement prices for all securities.

The following fields are displayed in the *Security Settlement Price* window:

Security Code	The security for this settlement price
Time	The time at which the settlement price was set
Price	The settlement price for this security.
Price Type	Indicates if this price is:

Indicative	Settlement price is indicative only. This price is used to help inform the market.
Intra-day clearing	Used when trading for the security has been halted and a clearing is to be performed.
End of day	The official settlement price calculated at the end of the previous day
Final	The settlement price used when the security expires.

There are no right mouse menu options available to traders for the Security Settle Price History window. There are other menu options available for users with Supervisor permissions, for more details refer to the relevant section of this user manual.

7. ORDERS

The **Orders** window lists all the orders to buy and sell securities that have been entered into the Trading System. If you have Trader permissions, you will only see your own orders in this window. Users with Firm Manager permissions may view all the orders entered by their firm in the Orders window, whilst the TW will display all orders entered by all the Traders for Exchange Supervisors. The list of orders is displayed in a table with each order represented by a single row.

7.1 Viewing Orders

To display the **Orders** window, select **Table / Orders** from the main menu or click the Orders icon in the toolbar.

An example of the **Orders** window is illustrated below:

Order No	Sec Code	User Id	Buy Sell	Quantity	Hidden Quantity	Price	Yield	Trigger Price
19990201-000000000001	AAA	bafm	buy	1,000		500.00		
19990201-000000000002	IRM996250C	bafm	buy	500		50.00		
19990201-000000000003	IRM996500P	bafm	buy	500		20.00		
19990201-000000000004	IRM996500P	bafm	buy	500		20.00		
19990201-000000000005	SWU9190P	bafm	buy	500				

Figure 38: Orders Window

7.1.1 Field Definitions

The following fields are displayed in the **Orders** window:

Order No	The unique identifier assigned by the system to the order
Security Code	The unique code assigned to the security which was the subject of this order
Board	Indicates the Board of the security for which the order has been entered
User Id	The unique identifier for the User who entered the order.

💡 *Remember:* You will only be able to view your own orders or those entered by members of your Firm.

Firm	The unique identifier of the firm on behalf of which a user has entered the order into the Order Book
Buy Sell	Indicates whether this order is a buy or a sell order
Type	Shows whether the order is a limit order or a market order
Quantity	The quantity of the security for this order
Hidden Quantity	The quantity of the order which is not visible to the market
Price	The price for the security at which this order was entered
Yield	The annualised return on this fixed interest security
Trigger Price	Used with stop orders. The price at which this order will be activated in the system. The trigger price may be entered at order entry.
Duration	Indicates the specific duration of time for which the order is valid. Choose one of the following:
Session	The order remains valid for the duration of the trading session.
Immediate	The order will be valid at the moment it is entered and will be withdrawn if not matched immediately.

	Day	The order remains valid until the end of the trading day.
	Good Till Cancelled	The order remains valid until it is cancelled or filled or for a maximum of 30 days, if unfilled.
	Good Till Date	The order remains valid until the date specified by the Trader or for a maximum of 30 days

Expiry Time — For Good Till Time and Good Till Date orders. This field shows the time and date at which the order will expire.

Broker Ref — Any additional details about the order entered by the Broker

Purge on Logoff — If selected any of your orders remaining in the order book will be withdrawn from the system when you log off or are disconnected from the Trading Engine. When an order is purged, its status is changed to Withdrawn, which is how it will remain

Value — The total value of this order

Entry Time — The time at which the order was released into the system in year, month, hour, minute, second, millisecond format.

Order Status — The following values are possible:

	Matched	All of the order quantity has been filled.
	Open	Some or all of the order quantity has not been filled yet
	Withdrawn	The order has been withdrawn and is not eligible for matching any longer
	Amend	The order has been modified. The status of the original order will change to Amend. Modified orders will are entered into the Order Book as a new order with Open status.
	Unapproved	The order has to be approved by a user with Firm Manager permissions before it enters the Order Book
	Expired	The system expires orders that are unfilled by the expiry date specified
	Inactive	This is the status of Stop orders before they are activated
	Pending	The order cannot be traded in the particular session due to the order method specified (e.g. stop order in an opening session) but may eventually be valid in a consecutive session

Balance — The part of the order which is yet to be filled

Original Order — Indicates the original order number of amended orders. If an order is modified repeatedly, the field will still show the original order number

Previous Order — Even if orders are modified repeatedly, this field will show the number of the order that served as the basis for the current order

Instrument ID — Indicates the Instrument to which the Security for this order belongs

Position Type — Indicates whether this order is opening or closing a Position. For Futures and Options Securities only.

Trade Reference Id — When closing is controlled, this is the field that shows the reference number entered at order entry

Is Market Maker — If selected, indicates that this order was entered by a Market Maker

Average Price — Shows the average price of trades concluded from this order

Visible Quantity — The visible quantity of the security involved in this order

Trading Acc ID — The unique identifier of the Trading Account used when entering this order

Trade Value — This field shows the traded value of any matched portion of your order.

ExecutionID — Code used to identify the person or algorithm within the member or participant of the trading venue who is responsible for the execution of the transaction resulting

from the order, if different from the entering K2 user.

> **IMPORTANT***:* You should note the following in the case of columns in the window that contain value: if the width of a column is to small to fit all the digits of a figure, the TW will display a rounded value (e.g. 8510 for 8509.5). If you hold the mouse pointer over the figure, the exact value will display in a yellow field

7.1.2 Right Mouse functions for the Orders window

Amend	Displays the *Order Amend* dialogue, which allows the details of the order to be changed
Withdraw	Withdraws the order from the market
Approve Order	Allows you to approve an order with *Unapproved* order status. This function is not accessible for users with Trader permissions.
Trades	Displays the trade/s that have been generated from a particular order
Trading Account Positions	
	Displays the trading account position for the security and the trading account you entered the order for
Copy to POB	Makes a copy of the order and places it into the user's *Private Order Book* window. The order will remain in the Orders window and only a copy will be placed into the Private Order Book window.
Move to POB	Transfers the selected order to the Private Order Book window. Transferred orders are removed from the user's Private Order Book and will be assigned Withdrawn status in the Orders window

7.2 Entering an Order

When the *Securities* window is open, either select the Security you wish to enter an order for and then select *Action / Buy (or Sell)* from the main menu or click the right mouse button over the name of the Security and select **Buy** or **Sell** from the popup menu. Alternatively, you may click the Buy icon ![icon] or Sell icon ![icon] on the toolbar or F2/F4 shortcut keys (F2 for byuy F4 for sell order).The order entry form will be displayed.

> **❶**Note: If orders with ***Buy/Sell*** menus from the main menu or using ***F2/F4*** keys are entered, then one should pay attention to the security, price and quantity fields of the order entry form as the system fills them out automatically - as far as possible - according to the parameters of that window and row which is active when the order entry form is opened.

You may also enter bids and offers using the Market Depth by Order and the Market Depth by Price windows if you click the right mouse button at the given moment and select Buy or Sell from the pop-up menu.

The Order Entry details are displayed over two pages: General and Details. Click the appropriate tab to view and enter order details. Additionally, the order entry form will show the current Market Information for the security when the cursor is in the Price or Quantity fields.

7.2.1 General

An example of the General page of the *Order Entry* dialogue is illustrated below:

Figure 39: Order Entry Form – General

Buy	If selected, a buy order will be entered for the security
Sell	If selected, a sell order will be entered for the security
Board	The Board on which the order is to be placed. To select a Board, click the arrow on the dropdown list box and select from the list
Security	The short name for the Security for this order. To select a Security, click the arrow on the dropdown list box and select from the list
Account	The Trading Account for whom the order is being entered. To select a Trading Account, click the arrow on the dropdown list box and select from the list.

> 💡 *Hint:* When you start typing the initial characters of the trading account in this field, the system automatically jumps to the trading account that starts with those numbers.

Price	Enter the limit price for this order. If a **Market** is selected, you do not have to enter a value in this field
Yield	The annualised return for this security. This is only applicable for fixed interest securities such as Bonds that can be traded for price or for yield. When you enter a yield order, the TW calculates the market price that corresponds to that yield. Trades will always be generated using the yield-related market price.
Quantity	The unit quantity of this order

> ℹ️ *Note:* If you press the keys **H, T, M** while the cursor is in the Price or Quantity field, the system will automatically assign hundreds, thousands or millions as orders of magnitude by adding zeros to the initial digits. Example: To enter one million, type **1** and press **M** on your keyboard.

Visible	The quantity of the order which is visible to the market. This indicates that there is also a 'hidden' quantity not visible to the market. This field is only active when the **Private Order** check box has been selected.
Private Orders:	Places the order into your Private Order Book. See the chapter on the Private Order Book for further information
Market / Limit	The option selected here will determine whether the price for the order is the best market price or a price limit is set. To select a type, click the appropriate button. You must select one option. The field defaults to limit orders.
Fill or Kill	An order which must be filled immediately in it's entirety or not at all. If the order does not trade in full at the moment it enters the order book, it is automatically withdrawn
Fill and Kill	An order which is filled for the largest quantity possible at the moment it enters the order book. Any residual quantity is automatically withdrawn.
Brok Ref.	Free format field for the Trader's or Firm Manager's own use.
Duration	Specifies the duration of this order. The default value for this field is Session. To select the duration of the order, click the arrow on the dropdown list box and select from the list. Choose one of the following:

Good Till Cancelled	The order remains valid until it is filled or is cancelled by the trader or firm manager.
Session	The order remains valid for the duration of the trading session. If unfilled , it will be automatically withdrawn from the order book at the end of the session
Day	The order remains valid until the end of the trading day when it is automatically withdrawn from the order book if it is still unfilled
Good Till Date	The order remains valid until the specified date. If this option is selected an Expiry field will be displayed below to allow you to enter the expiry date on which the order is to be withdrawn from the Order Book, if unfilled
Good Till Time	The order remains valid until the specified date. If this option is selected an Expiry field will be displayed below to allow you to enter the expiry time when the order is to be withdrawn from the Order Book, if unfilled

Expiry	This field will only be active if **Good Till Date** has been selected in the Duration field above. You must enter the date on which this order is to be automatically withdrawn from the Order Book, if unfilled
OK	Click this button to enter the order into the Order Book. The Trading Engine will respond with a message (displayed in the *Results* tab of the *Output* window) to notify you of the acceptance of your order and of the assigned order number.
Close	Click this button to exit the Order Entry dialogue without entering the order.

> **ⓘ** *Note:* The Price field in the Order Entry Window is sensitive to content. Regardless of whether you use the *Securities* Window or either of the *Market Depth by Order* or the *Market Depth by Price* Windows to enter and order, selecting **Sell** after a right mouse click with the cursor in the bid Price field (i.e. you wish to sell at the given bid price) will instruct the system to enter the bid price into the Price field. Conversely, selecting **Buy** after a right mouse click with the cursor in the offer Price field (i.e. you wish to buy at the given offer price) will instruct the system to enter the offer price into the Price field. If the Order Entry window remains open and you click on either of the Sell or Buy fields, the system will enter the best available price into the Price field of the Order Entry window.

7.2.2 Details

An example of the Details page of the *Order Entry* dialogue is illustrated below:

Figure 40: Order Entry Form - Details page

WAI	Work Area Identifier has to be filled in when orders are placed in the Private Order Book. This is a unique identifier of the workspace. You will have to enter the Workspace where you wish to copy the order
Min Fill Qty	An order type indicating a minimum amount for the order that needs to be filled if matched
All	Fill all the order or leave the order in the order book as open (unfilled) until it can be totally filled
Trigger (stop) Price	If a price is entered here then the order will not be entered into the Order book until the current traded price for the security is equal to the value entered here. The order remains inactive until that time and is activated in turn

Purge on Logoff	If selected, any of your orders remaining in the order book will be withdrawn from the system when you log off or are disconnected from the Trading Engine. When an order is purged, its status is changed to Withdrawn, which is what it will remain.
	Selecting *No* instructs the system to apply the function for the current order entry only, and you may enter your next order with the Purge on Logoff field unchecked. Selecting *Yes* will automatically set the purging function for all consecutive order entries as long as the box is checked, i.e. you need to remove the checkmark manually by clicking on it. When you turn the function off, the same question will be displayed. Click the *Yes* button this time
Position Type	You can define the direction of the position of the trade created from the order. Select one of: opening trade, closing trade, day trade

Ref Trade No.   The reference identifier associated with the Position Type. This field is only displayed when Closing Trade or Day Trade are selected in the Position Type field

---

ⓘNote: If an order with closing position is entered, the quantity of this order cannot exceed the total quantity of the existing opposite open position in that security and on that depository account. So the trading system always checks the opposite open position of the depository account before an order with closing position is accepted.

ⓘNote: House accounts are associated with a single house depository account. That means that in case a firm uses more than a single trading account in the course of trading, the opening and closing positions on all the trading accounts need to be consolidated to see what the actual total position of the firm is. When a closing position is entered, the system will take into account all the opening positions on all of the trading accounts.

7.2.3 Market Information

When the cursor is in the Price or Quantity fields of the *General* page of the **Order Entry** dialogue, the current market information for the Security will be displayed as a popup window.

The following fields are displayed on the Market Information popup:

Bid	The price of the best current bid price for the Security
Bid Depth	The current best bid quantity of the Security at the current bid price
Offer	The price of the best current offer for the Security
Offer Depth	The current best offer quantity of the Security at the current offer price
High	The highest traded price for the Security today
Low	The lowest traded price for the Security today
Last	The last traded price for the Security today

7.2.4 Private Order Book

- To enter a Private Order, make sure the **Private Order** checkbox is selected on the **General** page of the Order Entry dialogue. When all the order details have been complete and you click *OK,* the order will be displayed in the *Private Order Book* window with a status of *New*.

ⓘ   Orders in your Private Order Book do not take part in trading. If you wish to get an order to trade, you have to place it in the Order Book by submitting it, i.e. you need to transfer it to the Orders Window.

- To *Submit* the order, i.e. to transfer it to the Orders Window, select the order and right click the mouse button and select *Submit* from the popup menu. Order Status will change from *New* to *Accepted* or *New* to *Rejected*, depending on whether or not the system has accepted your order or rejected it for some reason.

- To *Delete* an order from your Private Order Book, click the *right mouse* button on the selected order and select *Delete* from the popup menu. The order will be deleted from the Private Order Book.

7.3 Price Limits

A warning message will be displayed when you are entering an order if the price you have entered exceeds the price limit set for the security.

The message box will be displayed after you have clicked *OK* to enter the order into the system. After you have clicked *OK* to dismiss the message box you will be returned to the Order Entry Form where you must amend the price so that it is within the price limits which have been set for the Security.
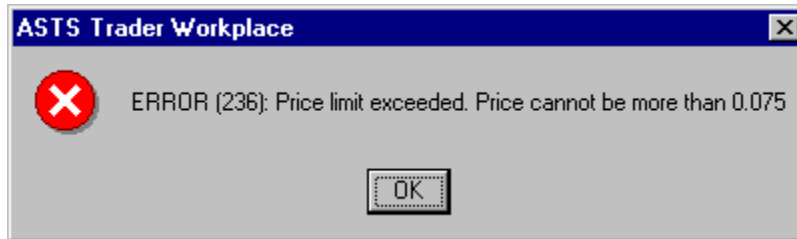
Figure 41: Price Limit Warning

Click *OK* to close the message box.

> 🛈 *Note:* If the price of a bid or an offer you enter triggers a circuit breaker and cause suspension, the system will display a warning message in the status line of the Trader Workplace. The message asserts that your order has surpassed or fallen below a limit and may lead to suspension. The system stores this warning under the results tab of the Output window and sends it to the Exchange Supervisor at the same time.
>
> 🛈 *Note:* Spread securities have no circuit breaker limits, only order price limits are defined. These limits are not displayed in the Securities window because the system always calculates the reference price of the spread security from the reference price of the two underlying products. However, if you wish to place an order for a spread security outside the order limit, the above warning message will be displayed identifying the value of the top or the bottom price limit.
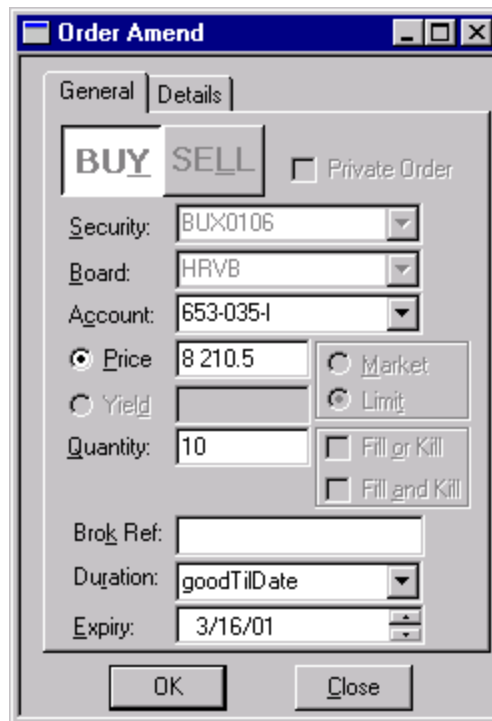
7.4 Amending an Order

You may wish to amend the details of an order you have entered, before it is matched as a trade. Select the order you wish to amend from **Orders** window and either select **Order / Amend** from the main menu or click the right mouse button over the order and select Amend from the popup menu.

Traders can amend their own orders, Firm Managers can amend orders entered by any member of their Firm. Whilst an order is being amended, it remains open in the order book and may be matched. Any amendments made if the order is matched during this time will be rejected.

An example of amending an order is displayed below:

Figure 42: Order Amend dialogue

When amending an order, the **Security, Board** and **Purge on Logoff** fields cannot be amended. You may modify the following order parameters: trading account, order quantity, Broker Reference field, order expiry time, minimum order quantity for Minimum orders, trigger price for Stop orders and the direction of the position.

When you amend an order, the status of the original order will change to Amend in the Orders Window and a new order containing the amended parameters will be placed into the Orders Window with the status of *New*.

> ℹ️ *Note*: Order amendment where the quantity is increased or the price is altered is equivalent to removing the old order and entering a new order, i.e., the order will be at the end of the queue

> **ⓘ** *Note:* If the order has been partially filled, order amendment will affect the original order quantity and not the quantity still open. (see the *Balance* field in the **Orders Window**). After you modify the order, the Quantity field will display the amended quantity, whilst the Balance column will show the difference between the amended quantity and any traded quantities calculated by the system. In the event the amended quantity falls short of the traded quantity, the system sends an error message to the user's screen: "Error (161): Cannot reduce order quantity, lack of funds on your account."

7.5 Withdrawing an Order

This function allows the user to remove an order from the Trading System queue. Traders may withdraw their own orders and Firm Managers may withdraw the orders of any member of their Firm. Only the unmatched (open) portion of orders may be withdrawn.

To Withdraw an Order:

When the *Orders* window is open, select the Order to be withdrawn and select *Orders / Withdraw* from the main menu or click the *right mouse* button over the order to be withdrawn and select *Withdraw* from the popup menu.

> **💡** *Hint:* If you wish to review more than one order at the same time, use the **Shift** or the **Ctrl** key on your keyboard for multiple selections (see. 1.3.1 Workplace Controls).

Before executing order withdrawal, the system asks you to confirm your intention to withdraw orders:
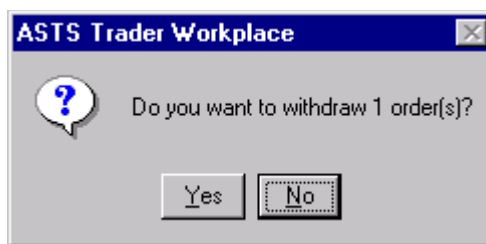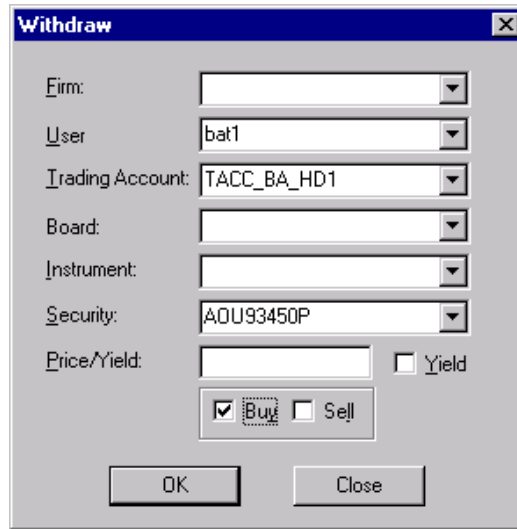
Figure 43: Withdrawal Confirmation

If you choose **Yes**, the order will be withdrawn and order status will change to *Withdrawn*. If you click on **No**, the operation will be ignored and order status will remain *Open.*

OR

Select the order and click the Withdraw Orders icon 🗙 on the toolbar or choose *Action/Withdraw* from the main menu. A dialogue box will be displayed to allow you to specify the orders to be withdrawn.

Fill out the fields in the dialogue box. You may enter a combination of fields and all orders matching that criterion will be withdrawn. For example select a user, a security and a board and all orders entered by that user for the specified security traded on the specified Board will be withdrawn. Use as man fields as necessary to detail the order(s) to be withdrawn.

Figure 44: Withdraw Orders

The following fields are displayed in the **Order Withdraw** dialogue box:

Firm	If a Firm is selected here, all orders for the specified Firm will be withdrawn. If a Firm has been selected, you may not choose a user from the field below
User	If a User is selected here, all orders for the specified User will be withdrawn. If a User has been selected, you may not choose a Firm from the field above

> 🛈 *Note:* If you log on with Firm Manager permissions and you click *OK* without selecting a value in the Firm and the User fields of the **Withdraw** dialogue, the system will withdraw all the open orders of the firm – as you are a user with Firm Manager permissions.

Trading Account	If a Trading Account is selected here, all orders from the specified Trading Account will be withdrawn. If you leave the field blank, the system will withdraw all the orders existing on all of your trading accounts
Board	If a Board is selected here, all orders on the specified Board will be withdrawn. If you leave the field blank, the system will withdraw your orders on all boards
Instrument	If an Instrument is selected here, all orders in securities belonging to the specified Instrument will be withdrawn. If you leave the field blank, the system will withdraw your orders in all instruments
Security	If a Security is selected here, all orders for the Specified Security will be withdrawn. If you leave the field blank, the system will withdraw all of your orders existing in every security
Price / Yield	If a value is entered here, all orders equal to that value in price or yield will be withdrawn. If you leave the field blank, the system will withdraw all of your orders regardless of price or yield
Order Date	This field always offers the current date. If you only wish to withdraw any orders you entered today, select the checkbox next to the date. If you wish to withdraw all the good till date or good till cancelled orders entered at an earlier date, select the appropriate date from the drop-down list-box, which will in turn automatically replace the current date in this field
Yield Checkbox	If selected, this indicates that the value entered is for the yield for a security
Buy	If selected, all buy orders will be withdrawn

Sell	If selected, all sell orders will be withdrawn
OK	Click this button to withdrawn the specified orders
Close	Click this button to close the dialogue box without applying your selections

🛈 *Note:* The Order status will now be displayed as **Withdrawn** in the status column of the *Orders* window.

7.6 Approving Orders

If you have Firm Manager permissions, you may set the order approval function for any of the Traders in your firm. If you do so, the selected user will only be able to enter orders into the order book upon your approval. As Firm Manager, you will have to approve the orders listed with *Unapproved* status in the Orders Window.

When the Orders Window is open, select the order you want to approve, click the right mouse button and choose *Approve* from the pop-up menu or select ***Orders/Approve*** from the main menu. After you approve the order, the status of the order will change to *Open* in the Trader's *Orders* window.

The system will confirm order approval for Firm Managers, which is displayed in the results tab of the Output window.

For a detailed description of setting up and using the order approval function, see the appropriate section on users with Firm Manager permissions in this User Guide.

7.7 Viewing the Trades from One Order

When the *Orders* window is open, you can view the details of the Trades that have been generated from one Order you have entered.

Click the *right mouse* button over the Order and select *Trades* from the popup menu. A window will be displayed with the details of all Trades generated from a single order.

The fields displayed in this window are the same as the fields displayed in the *Trades* window.

7.8 Trading Account Positions

When the *Orders* window is open, you can view your trading account position in the security for which you have entered an order. To do so, choose an order and then right click **Trading Account Positions** in the pop-up menu or select **Orders/Trading Account Positions** from the main menu. The following window will be displayed:

	Sec Code	Trd Acc Id	Firm Id	Long Qty	Short Qty	open	Net	Change Net	W Avg Buy Price
▶	AD U99	TACC_BC_ID1	BROKERC	500	500	1,000			2.65
	AD Z99	TACC_BC_ID1	BROKERC	3	3	6			2.00

Figure 45: Trading Account Positions Window

For the description of field definitions, see the chapter on Trading Account Positions.

7.9 Copying an Order to POB

When the *Orders* window is open, you can copy orders to your *Private Order Book*. One order or multiple orders can be copied at a time.

Select the order/s (either by dragging with the mouse, or by Shift + arrow keys) and click the right mouse button over the order/s that you would like to copy to the *Private Order Book*. Select *Copy to POB* from the pop up menu and the orders will be displayed in the *Private Order Book*. The orders will have a status of *New*. The following dialogue will be displayed to enter a Work Area Identifier:
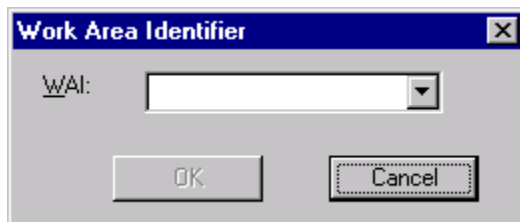
Figure 46: Work Area Identifier Dialogue

WAI   The unique identifier of the workspace. You will have to enter the Workspace where you wish to copy the order

Click *OK* to copy the order to the workspace. Your order will remain in the Order Book and a copy with *New* status will be displayed in the Private Order Book window.

Refer to the section on *Private Order Book* for more details of the functionality available.

ⓘ *Note:* In the case of an order in the Trading Engine Order Book being partially matched, the quantity of the original order will be copied to the Private Order Book

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7.10 Moving Orders to POB

When the *Orders* window is open, you can move orders from the *Orders* Window to your ***Private Order Book***. You may move one or more orders at a time. Once you have moved an order, the status will become Withdrawn in the Order Book, but it will appear in your Private Order Book and will be assigned *New* status.

Select the order(s) you wish to move, click the right mouse button and select ***Move to POB*** from the pop-up menu to move the order to your ***Private Order Book***. The following window will be displayed:
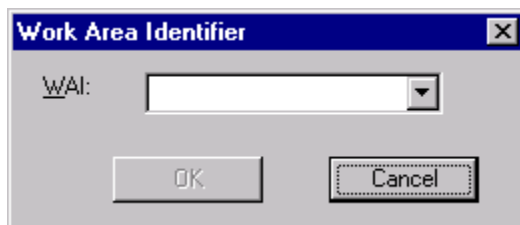
Figure 47 : Work Area Identifier Dialogue

WAI	The unique identifier of the workspace. You will have to enter the Workspace where you wish to copy the order.

Click *OK* to move to the workspace. Your order will be **Withdrawn** in the Order Book and will appear in your ***Private Order Book*** window with *New* status. You will get a message from the system about orders removed from the *Orders* window displayed in the Results tab of the Output window.

See the chapter on the ***Private Order Book*** for a detailed description of this function.

7.11 Orders for Strategy Securities

A Strategy (or Spread) order is a normal limit or market order, which is entered into a strategy sec-board. Essentially, a spread order is designed to create a short position in one and a long position the other of two futures (or option) securities forming the spread for identical quantities. The one exception to existing ASTS order characteristics are that the price is a "spread" price (price differential between the underlying contract prices), which may be positive, zero, or negative.

They will match with other Strategy orders in the order book; and are visible to the trader via the TW.
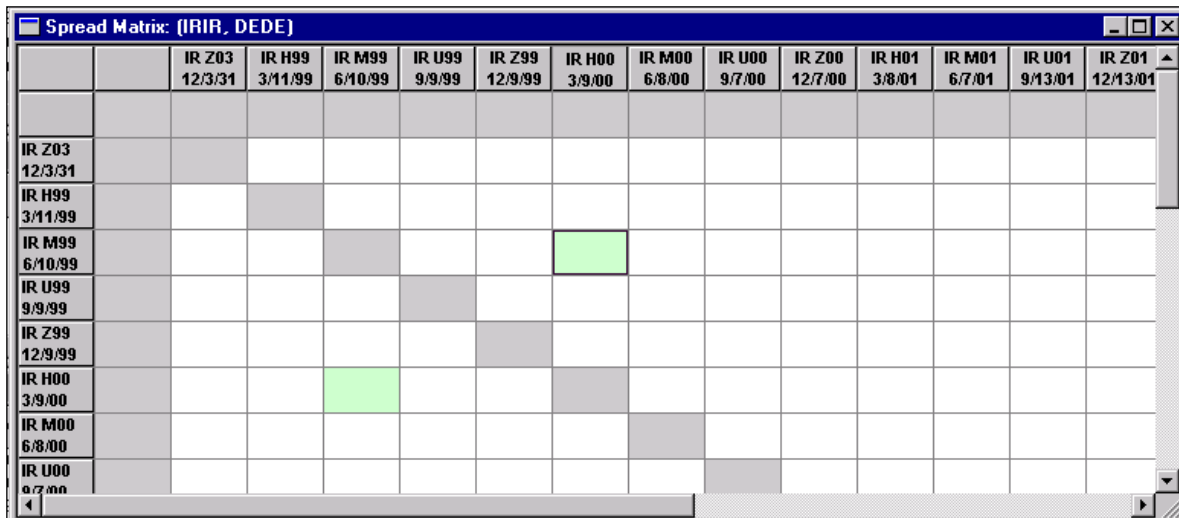
Due to the relationship between a Strategy sec-board and its underlying security, the addition of a real order into the order book of one of the underlying securities may create *implied* (limit) orders in order book of the particular spread.

Implied orders are only created when they either deepen the market at the best price in a given order book or a better price becomes available in the Spread Order Book through the implied order. Thus, there will only ever be implied order depth at the best price - if a new implied quantity is generated at a better price, all existing implied order(s) at the prior best price are withdrawn.

7.12 Viewing the Spread Matrix

The Spread Matrix window allows the user to view the current best available quotes for Strategy securities for a particular Instrument or Security.

The window displays the market in all securities for a particular Strategy Instrument as a matrix.

Figure 48: Spread Matrix window

For each Strategy security the following details are displayed:

- Best Bid Strategy Price

- Quantity at Best Bid

- Best Offer Strategy Price

- Quantity at Best Offer

A different colour is used to distinguish real bids and offers and implied bids and offers (from the outright market). If the orders at the best price contain an implied order, it will be displayed in green font in the field. If you click on the buy/sell field of a spread security in the matrix, the background of the given field and the matching buy/sell field will be displayed in green – to make them easier to recognize.

The Spread matrix is split into two by a top left to bottom right diagonal. Information relating to buying spread and underlying securities is displayed in the bottom left hand side, whilst the top right hand half of the matrix shows selling data.

Bids and offers are updated as orders keep changing in the Order Books for spread and underlying securities.

The Spread Matrix window also allows you to enter buy and sell orders quickly when the window is open.

- To enter a buy order, double click in a bid cell. The order entry screen is opened with the price pre-set to the current offer price. If no offered price exists, the best bid price level will be displayed. If the Order Entry window stays open and in turn you click inside the Buy or Sell fields, the system will offer the best price level in the Price field of the Order Entry window for the particular leg

- To enter a sell order, double click in an offer cell. The order entry screen is opened with the price pre-set to the current bid price. If no bid price exists, the best offered price level will be displayed. If the Order Entry window stays open and in turn you click inside the Buy or Sell fields, the system will offer the best price level in the Price field of the Order Entry window for the particular leg

7.12.1 Opening the Spread Matrix window

After View Spread Matrix has been selected from either the main or popup window (when the Securities window is open) a filter will be displayed to allow you to specify the Instrument and Board on which the Strategy Security is traded.

Instrument	Click the arrow on the Instrument field and select the code for the Instrument to which this security belongs
Board	Click the arrow on the Board field and select the code for the Board on which this Security is traded.

Click *OK* to view the *Spread Matrix* window or *Close* to exit without applying your selection.

8. MARKET MAKER ORDERS

When the Securities window is open a Market Maker can enter an order, using the Market Maker Order Entry form. This form also lets Market Makers enter orders that act as a top up in the order book. Market Makers are generally required to keep open buy and sell orders in the Order Book to improve market liquidity, using this entry form. If a market maker enters an order using a Regular Order form, it will be treated as a non-market maker order. Non-market maker orders are not included in the market makers obligations.

> ℹ️ *Note:* You will only be able to enter Market Maker orders if you have the correct permissions

8.1 Market Maker Order Entry Form

Choose the security for which you want to place a market maker order in the *Securities* window. Click the **right-mouse button** and choose *Market Maker Order.* Alternatively you can choose *Action / Market Maker Order* from the main menu bar.

The *Market Maker Order Entry* form (General) is displayed below:
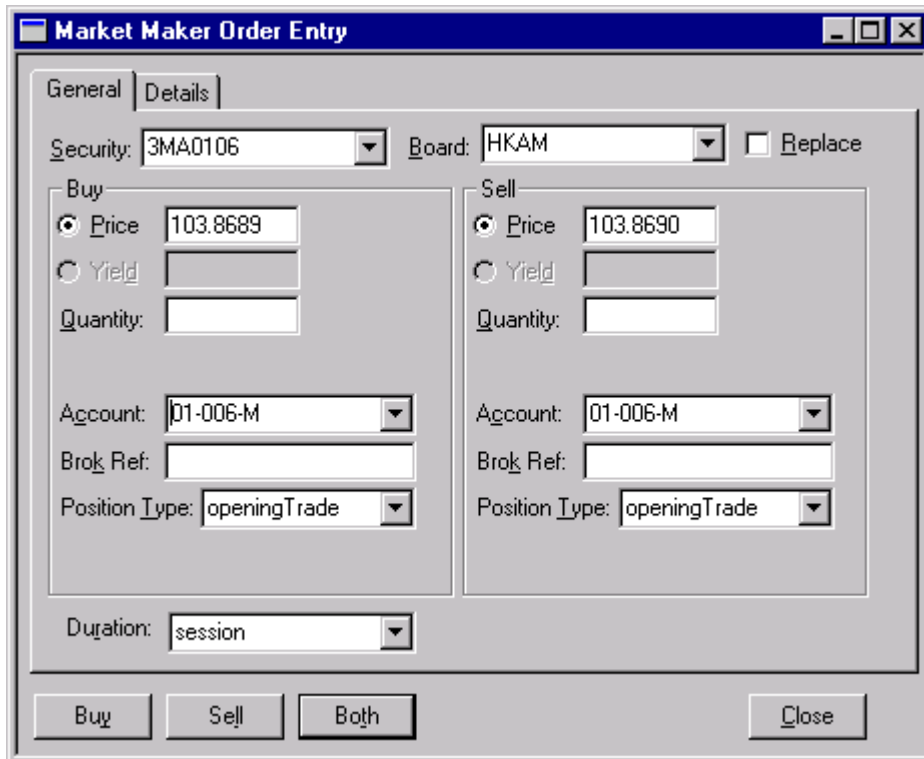
Figure 49: Market Maker Order Entry form - General

8.1.1 Field Descriptions – General

Security	The name of the security for which you want to make a market maker order
Board	The name of the board that this security is trading against

Replace	If this field is checked, the order will replace every market maker order for that security in the order book. Existing orders for that market maker (and security) will be withdrawn, and replaced with the single market maker order.
	If the field is not checked, the order will be added to the market maker's order book. Any other existing market maker orders will not be affected. You may only use this function of the TW if the Exchange gives permission in advance. The current configuration instructs the system to replace an existing market maker order with the newly entered one.

Buy

Price	Enter the price of the bid
	If you place the cursor on the Price, Volume or Hidden Quantity fields then a small window will be displayed in the right-hand side of the *Market Maker Order Entry* window. It shows the price and the size of the best bid and offer, the price of the last trade, the maximum and the minimum price of the security on the trading day.

Yield	The annualised return of the security. This field applies to certain types of securities, such as fixed interest and discount debt securities, which can be traded for a price or for the yield. Click this box if the security is sold by yield instead of price. The 'Price' box will then become 'Yield' for you to enter the yield of the security. Trade is always executed based on the price belonging to the yield.
Quantity	The number of securities you want to bid. If this field is left blank, the system will default to the minimum quantity set for the market maker

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💡 *Hint*: If you press the H, T,K, M keys when you enter the Price or the Volume, then the system will automatically display the number as hundreds, thousands or millions. E.g. if you would like to enter one thousand securities, first enter 1 in the Volume field and then click on the K key on your keyboard

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Top Up	This is an alternate method of topping up orders in the Order Book. If this is checked the Hidden Quantity becomes unavailable and this method of top up is used. In the SAI Workplace the Market Maker Parameter Maintenance Form allows the Exchange to set the maximum quantity in a market maker order (for example, 100). The Market maker enters a value in the Quantity field, for example 5. Then, orders in quantities of 5 (as specified in Quantity) will enter the Order Book until the maximum amount as specified in the parameter form (e.g. 100) is reached, when the order will close
Trading Account	The trading account used for the order. Select the trading account you want to use from the drop down list box
Broker Ref	Free format field for the Trader's or Firm Manager's own use.
Position Type	Indicates the position type for the allocations for any trades generated from this order. May be one of the following: Opening Trade, Closing Trade or Day Trade
Ref Trade No	The reference identifier associated with the Position Type. This field is only displayed when Closing Trade and Day Trade are selected in the Position Type field

Sell

Price

Enter the price of the offer

If you place the cursor on the Price, Volume or Hidden Quantity fields then a small window will be displayed in the right-hand side of the *Market Maker Order Entry* window. It shows the price and the size of the best bid and offer, the price of the last trade, the maximum and the minimum price of the security on the trading day.

Bid:	2.3
Depth:	40000
Offer:	3.9
Depth:	5000
High:	2.3
Low:	2.3
Last:	2.3

Yield

The annualised return of the security. This field applies to certain types of securities, such as fixed interest and discount debt securities, which can be traded for a price or for the yield. Click this box if the security is sold by yield instead of price. The 'Price' box will then become 'Yield' for you to enter the yield of the security. Trade is always executed based on the price belonging to the yield.

Quantity

The number of securities you want to offer. If this field is left blank, the system will default to the minimum quantity set for the market maker

TopUp

This is an alternate method of topping up orders in the Order Book. If this is checked the Hidden Quantity becomes unavailable and this method of top up is used. In the SAI Workplace the Market Maker Parameter Maintenance Form allows the Exchange to set the maximum quantity in a market maker order (for example, 100). The Market maker enters a value in the Quantity field, for example 5. Then, orders in quantities of 5 (as specified in Quantity) will enter the Order Book until the maximum amount as specified in the parameter form (e.g. 100) is reached, when the order will close

Trading Account

The trading account used for the order. Select the trading account you want to use from the drop down list box

Broker Ref

The unique ID of the buy-out trade if this offer is being bought against a buy-out trade from the Depository

Position Type

Indicates the position type for the allocations for any trades generated from this order. May be one of the following: Opening Trade, Closing Trade or Day Trade

Ref Trade No

The reference identifier associated with the Position Type. This field is only displayed when Closing Trade and Day Trade are selected in the Position Type field

The Market Maker Order Entry form (Details) is displayed below:

Market Maker Order Entry

WAI:

☐ Purge on Logoff

Buy   Sell   Both   Close
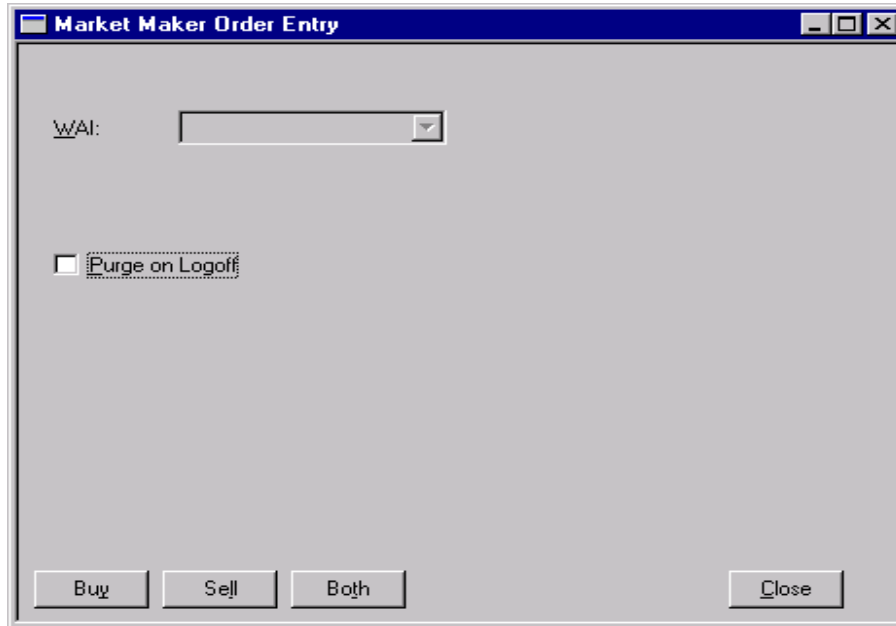
Figure 50: Market Maker Order Entry form - Details

8.1.2 Field Descriptions - Details

Duration	Specifies the duration of this order. The default value for this field is Session. To select the duration of the order, click the arrow on the dropdown list box and select from the list. Choose one of the following:

Good Till Cancelled	The order remains valid until it is filled or cancelled by the trader or firm manager.
Session	The order remains valid for the duration of the trading session but is automatically withdrawn from the order book at the end of the session, unless it is previously filled.
Day	The order remains valid until the end of the trading day when it is automatically withdrawn from the order book, unless it is previously filled.
Good Till Date	The order remains valid until the specified date. If this option is selected an Expiry field will be displayed below to allow you to enter the expiry date on which the order is to be withdrawn from the Order Book, unless it is previously filled.

Purge on Logoff	If selected any of your orders remaining in the order book will be withdrawn from the system when you log off or are disconnected from the Trading Engine. When an order is purged, its status is changed to Withdrawn, which is what it will remain
	If you check **Purge on Logoff**, a dialogue will be displayed.
	Selecting *No* instructs the system to apply the function for the current order entry only, and you may enter your next order with the Purge on Logoff field unchecked. Selecting *Yes* will automatically set the purging function for all consecutive order entries as long as the box is checked, i.e. you need to remove the checkmark manually by clicking on it. When you turn the function off, the same question will

be displayed. Click the *Yes* button this time.

Close	Click this if you want to exit this dialogue without entering a market maker order
Buy	Click this button if you wish to enter a buy order only into the Order Book
Sell	Click this button if you wish to enter a sell order only into the Order Book
Both	Market Makers can enter both buy and sell orders simultaneously. Click this button to place both the buy and sell orders into the Order Book

9. PRIVATE ORDER BOOK

The *Private Order Book* (POB) allows brokers to enter orders that they do not want to display in the main Order Book. Orders in the POB can be viewed by other market participants only if these orders are released to the Order Book. Traders may only see their own orders in the Private Order Book window. Even users with Firm Manager permissions may not view the orders that a Trader of the firm holds in his or her Private Order Book.

Brokers can only see their own orders in the *Private Order Book*.

> **Note:** All orders in the Private Order Book are stored locally on your workstation. Therefore, if you log onto another workstation during the trading session, you will not see the orders previously entered into the Order Book

These orders can be submitted into the main (Trading Engine) Orders window and thus the Order Book. Orders are not matched in the Private Order Book. They must be released to the main Orders window to match with any other orders.

9.1 Viewing Private Orders

When a private order is entered and the *Private Order Book* is closed, the window will automatically open to display the order.

Alternatively, the *Private Order Book* window may be viewed by selecting *Table/Private Orders* from the main menu.

An example of the *Private Order Book* window is displayed below:

	Status	Sec Code	Board Id	Type	Verb	Qty	Visible Qty	Price	Yield	Trigger Price	Min Fill Qty	Duration
►	Modified	AD H99	CODE	limit	sell	20,100		89.45				goodTilCancelled
	New	AD H00	CODE	limit	sell	20,000		2.4				goodTilCancelled
	Rejected	FW V99	CODE	limit	buy	5,600	5,000	98.12				goodTilCancelled
	Accepted	NE H99	CODE	limit	sell	2,000		95				goodTilCancelled
	New	SGG9475C	CODE	limit	buy	5,600		2.3				goodTilCancelled
	New	NZ Z99	CODE	limit	sell	1,200		78				goodTilCancelled

Figure 51: Private Order Book

9.1.1 Field Definitions

> **Note:** All fields except for Status apply to orders *after* they have been submitted to the trading engine order book

The following fields are displayed in the *Private Order Book* window:

Status		The status of the order. May be one of the following statuses:
	New	The order is a new order in the private order book
	Modified	The existing private order has been amended, and no new record has been created
	Accepted	The order has been successfully submitted to the Trading Engine Order Book
	Rejected	The order has been submitted but rejected by the Trading Engine because the order was not valid0
Sec Code		The short name assigned to this security which was the used in this order

Board ID	The unique name of the Board on which the order was placed
Type	The value in this column determines whether the order is a market order or a limit order
Verb	This value indicates whether the order is a buy or sell order
Qty	The unit quantity of this order
Visible Qty	The quantity of the order which is visible to the market. This indicates that there is also a 'hidden' quantity not visible to the market
Price	This field indicates the price for limit orders. If the order is a Market order this column may be blank
Yield	The annualised return for this security. This is only applicable for fixed interest securities such as Bonds that can be traded for yield
Trigger Price	The price at which this order will be activated in the system
Min Fill Qty	The minimum amount for the order that needs to be filled if matched
Duration	The duration of this order after it has been submitted to the engine. May be one of the following:
Day	The order remains valid until the end of the trading day.
Expiry	The time or date when this order is withdrawn from the order book
Trd Acc ID	The Trading Account which was used to enter the order
Broker Ref	Any additional comments regarding this order entered by the Broker
Purge on Logoff	Indicates that the user's orders, for which this setting is valid, will be withdrawn when the user is logged off.
Position Type	Indicates the position type for the allocations for any trades generated from this order. May be one of the following: Opening Trade, Closing Trade or Day Trade
Trade Ref Id	The reference identifier associated with the Position Type

> ℹ️ *IMPORTANT:* You should note the following in the case of columns in the window that contain value: if the width of a column is too small to fit all the digits of a figure, the TW will display a rounded value (e.g. 8510 for 8509.5). If you hold the mouse pointer over the figure, the exact value will display in a yellow field

9.1.2 Right mouse functions for the Private Order Book

Submit	Submits the order to the market
Amend and Submit	Displays the *Order Entry* form to allow the order details to be amended. Upon clicking OK, the order is submitted to the market
Import POB	Displays a dialogue box to allow the user to import orders saved in a file into the *POB*
Export POB	Displays a dialogue box to allow the user to export the contents of the *POB* to a saved file
Amend	Displays the *Order Amend* dialogue to allow the details of the order to be amended
Delete	Deletes the order from the *POB*

9.2 Submitting a Private Order

When the Private Order Book is open you may perform various actions on the orders from the right click mouse menu.

Submit allows you to release an order into the Trading Engine Orders window, and thus the Order Book. The order can now be matched.

Select the order you wish to release and click the right-mouse button. Select *Submit* from the menu, and the status of the order in the Private Order Book changes to **Accepted, or Rejected** (depending on whether the trading engine accepts the order as valid). The order will also appear in the Trading Engine Order Book. An accepted order may be submitted to the Order Book more than once, and will remain in the Private Order Book.

> ⓘ *Note:* If you release an order from your **Private Order Book**, the status of the order will change to *Approved* in the POB. However, that does not mean, that you cannot release the same order once more to the Order Book. You may place an *Approved* order into the Order Book as many times as you wish. Hence, if you do not wish to release your order to the Order Book again, you should delete it from your **Private Order Book** Window
>
> If you release multiple orders from the **Private Order Book**, the system will submit the orders to the Order Book and check validations on each order. To check the results of the submit, open the *Private Order Book* and check the status of the order, or check under the Results tab of the Output Window, where the system generated messages about each accepted and rejected order are kept

9.3 Amending and Submitting a Private Order

The *Amend and Submit* option allows you to select an order in the Private Orders Window and amend the values of the order, and submit it to the Trading Engine in one action.

To select this option, select the order you would like to amend, and select *Amend and Submit* from the right click menu. Amend the order to the desired values, and once the OK button on the Order Entry window is clicked, the order will be submitted to the Order Book. The order will not be changed in the Private Order Book. For more details on amending an order in the **Private Order Book**, refer to the next section.

9.4 Amending a Private Order

Orders in the **Private Order Book** can be amended when the Private Orders window is open. Orders of any status are able to be amended. Select the order to be amended and click the right-mouse button. Select *Amend* from the popup menu.

A buy or sell window will be displayed, correctly filled out according to the details of the order selected. An example is shown below:
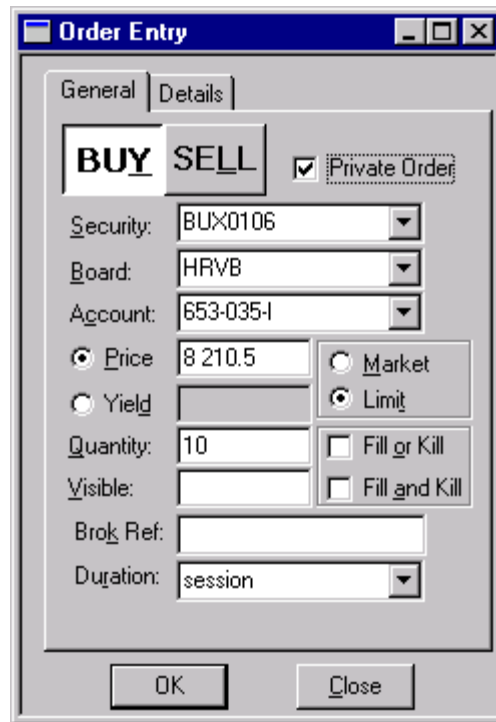
Figure 52: Amending a Private Order

Make the required changes to the order and click the *OK* button. The amended order replaces the original order in the Private Order Book. The status changes to **Modified**. This action has no effect on any orders already in the trading engine order book.

9.5 Delete from Private Order Book

An order can be deleted from the Private Order Book. Choose the order to be deleted and click the right-mouse button. Choose **Delete** from the popup menu.

The order will immediately be deleted and the Private Order Book window will redraw itself to display the new data.

9.6 Import/Export POB

The Import and Export options allow you to save information in the Private Order Book onto floppy or hard diskette (Export) or restore it back to the Private Order Book (Import).

Therefore, if a broker wishes to keep a copy of private orders, he will have to back up these orders onto diskette, also from which, data can be imported back to the POB. The Import/Export function uses a tab delimited text file format. Orders in the Private Order Book are not loaded up to the Trading Engine (they are not active in the Trading System).

> **ⓘ** *Note:* The current user's POB is stored in a local file on the user's hard disk. The file will be in .txt format

9.6.1 Import POB

Click on any order and right mouse click to display the popup menu. Select **Import POB** and select the required file from the Window dialogue box. The following dialogue will be displayed to allow the selection of the file to import:
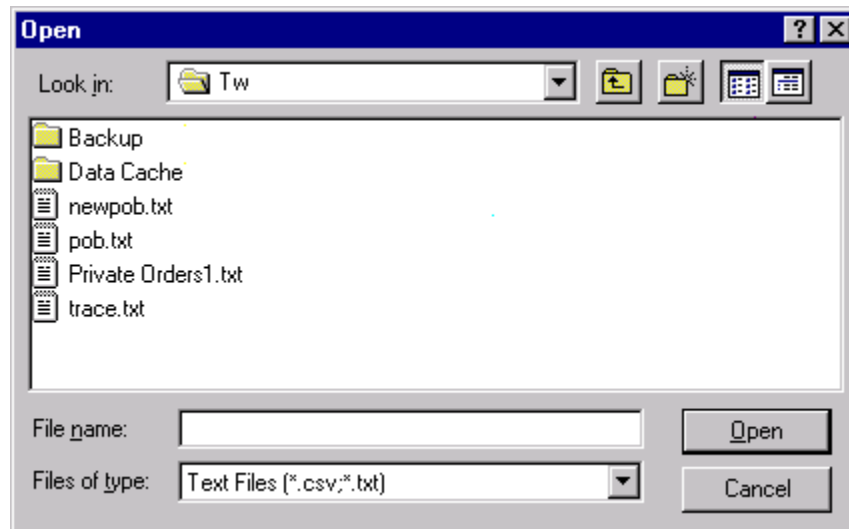
Figure 53: Import POB dialogue

Click **Open** to place the orders in that file into the Private Order Book. The orders in the selected file will add to any existing orders in the **Private Order Book**.

9.6.2 Export POB

To export all orders in the *Private Order Book*, right click on any order in the Private Order Book and use the right-mouse button function *Export POB*.

The window illustrated below will be displayed. This dialogue box is used to enter the name and location for the output file. Use the standard Windows tools to select a directory or diskette location (for more information please refer to the Windows handbook):
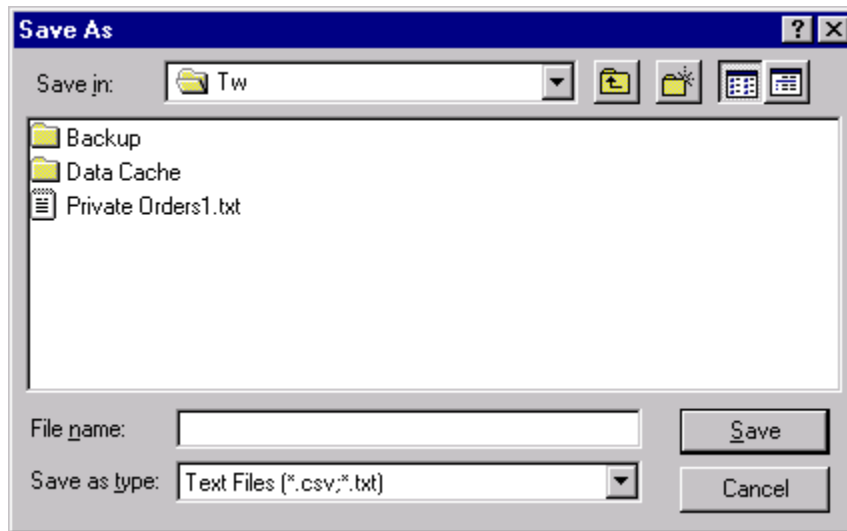
Figure 54: Export POB dialogue

Enter the file name in the usual forms (e.g. `POB1.txt`) and click *Save* to save the orders into the file. Click *Cancel* to halt the operation and return to the Trader Workplace.

> ℹ *Note:* Individual or selected orders cannot be exported from the *Private Order Book*. When exporting, all orders in the POB will be exported

10. MARKET DEPTH

The *Market Depth* windows allow the user to view the market in a selected security by viewing a summary at each price (*Market by Price*) and by order (*Market by Order*).

- The *Market by Price* window displays the total volume of buy and sell orders for each price for the Security.

- The *Market by Order* window displays the total number of orders entered for the Security

> 💡 **Hint**: When the *Securities* window is open, you may double click on the name of a Security to display the Market by Price window for that Security. Depending on which was open last, the system will open the Market Depth by Price or the Market Depth by Order Window.
>
> The Securities and the Market Depth windows may be linked, i.e. if you highlight a security in the Securities window, the information pertaining to that security will be displayed in the Market Depth by Price or the Market Depth by Order window.

10.1.1 Right mouse functions for the Market Depth windows

Buy	Displays the **Buy** order entry dialogue with pre-filled fields
Sell	Displays the **Sell** order entry dialogue with pre-filled fields
By Price	When the *Market Depth by Order* window is active, select this option to display the *Market Depth by Price* window
By Order	When the *Market Depth by Price* window is active, select this option to display the *Market Depth by Order* window
View Order	Allows you to view the Order details. You will only have access to viewing the orders that either you or a member of your Firm has entered
Withdraw	Allows you to withdraw the selected order. You will only have access to withdrawing orders you have entered. This function is only available in the *Market Depth by Order* window
Tick Up Down	Allows you to tick up or down the price of the selected order

> ℹ️ **Note:** If you enter an order from either of the *Market Depth by Price* or the *Market Depth by Order* windows by clicking on **Buy** or **Sell** in the menu, the Price and Quantity fields in the *Order Entry* window will become content sensitive. If you select **Sell** after a right mouse click with the cursor at a bid Price level in the Buy side of the window (i.e. you wish to sell at the given bid price), the system will enter the bid price into the Price field and will fill the Quantity field with the quantity available in the Order Book at or above the given bid price. If you do not wish to sell the total quantity on offer, pay attention to entering the quantity you intend to sell into this field. If you select **Buy** after a right mouse click with the cursor at an offered Price level in the Sell side of the window (i.e. you wish to buy at the given offered price), the system will enter the offered price into the Price field and will fill the Quantity field with the quantity available in the Order Book at or below the given offered price. If you do not wish to buy the total quantity on offer, pay attention to entering the quantity you intend to buy into this field.
>
> If the *Order Entry* window remains open and you click with the mouse in either of the **Sell** or **Buy** fields, the window will display the best price level available for the particular side of the transaction in the **Price** field of the *Order Entry* window.

10.2 Market Depth by Price

You can view all the open bid and offered quantities for a selected security by price levels for both buy and sell sides. The information displayed is ordered starting at the best price. This will be the highest price for buys and the lowest price for sells.

The following methods are used to display the orders in the *Market Depth by Price* window more clearly:

- Where the row is **bolded** this indicates that a user with trader or firm manager permissions has an order in at that price

- Rows in *italic* type in the window displayed for Firm Managers means that a trader from the firm has an order in at that price. In the event the Firm Manager also has an order in at that price, which (if bolded) has priority over the other order by the firm

- Different background colours may be used to indicate that an order entered by a user with Trader or Firm Manager permissions is ranked best by time priority. The system uses different colours to indicate to users with Firm Manager permissions that time priority has ranked an order (entered by a Trader of the firm) over order/s entered by the Firm manager. You can tailor color settings to your preferences. To do so, select the *Colour* field under *Options /Grid* in the main menu, where you may choose color settings for *Best User Order* and *Best Firm Order*.

To view the Market Depth for a Security by Price:

1. When the *Securities* window is open, select the Security for which you wish to view the Market Depth.
2. Click the *right mouse button* over the name of the Security then select *Market Depth…* from the popup menu.
3. Next, select *Securities / Market Depth* from the main menu. The *Market Depth by Price* for the specified security will be displayed.

All details displayed in the window are for the specified Security traded on the Board specified in the title bar of the window.

Buys are displayed in a blue font on the left-hand side of the window. Sells are displayed in a purple font on the right-hand side of the window.

Hint: Press the F3 function key to switch to the *Market Depth by Order* window. Press <shift>+F3 to switch back to the *Market Depth by Price* window.

All details displayed in the window are for the Security traded on the Board specified in the title bar of the window.

- Each row represents a price.

Price	The price at which order(s) have been entered
Yield	The yield on the security at the given bid or asked price
Implied	If this check box is selected, this indicates that there are implied orders for this Security at the given price level. Implied orders are generated as a result of trading in Strategy securities.
Hidden	If the check box is selected, indicates there is hidden quantity at this price
Market Maker	If this check box is selected, indicates there is a market maker order at this price
Total Quantity	The total quantity of the order(s) at this price or better (includes the hidden or undisclosed quantity)
Quantity	The visible quantity of the order at this price. This quantity does not include the hidden quantity

> **ⓘ IMPORTANT:** You should note the following in the case of columns in the window that contain no value: if the width of a column is too small to fit all the digits of a figure, the TW will display a rounded value (e.g. 8510 for 8509.5). If you hold the mouse pointer over the figure, the exact value will display in a yellow field.

10.3 Market Depth by Order

The *Market Depth by Order* window displays the details of all orders for a Security ranked by price and time.

When the *Market Depth by Price* window is open, press the F3 function key on your keyboard to switch to the *Market Depth by Order* window.

- To switch back to the *Market Depth by Price* window, press <shift>+F3 on your keyboard.

All details displayed in the window are for the Security traded on the Board specified in the title bar of the window. An example of the *Market Depth by Order* window is illustrated below:

The following fields are displayed in the Market Depth by Order window:

Order No	The unique identifier assigned by the system to the order. You will only see an order number in the column, if you are Trader and you have entered the order yourself, or if you are a Firm manager and the order has been entered by a member of your firm.
Price	The price at which this order was entered. The system calculates the price of implied orders.
Yield	The yield on this order
Firm ID	The unique identifier of the firm to which the user who entered the order belongs. Users are only able to see their own Firm ID
User ID	The unique identifier of the user who entered the order. Users with Trader permissions are only able to see their own ID, whilst those with Firm Manager permissions are able to view IDs of users belonging to the firm
Implied	If this check box is selected, this indicates this is an implied orders for this Security. Implied orders are generated as a result of trading in Strategy securities.
Hidden	If selected, indicates that there is a hidden quantity to this order
Market Maker	If selected, indicates that this order in the Order Book has been entered by a market maker
Total Quantity	The total quantity of orders to buy or sell at the particular bid or offered price and better (includes the hidden or undisclosed quantity)
Quantity	The quantity of the bid or offer.

> **ⓘ IMPORTANT:** You should note the following in the case of columns in the window that contain value: if the width of a column is to small to fit all the digits of a figure, the TW will display a rounded value (e.g. 8510 for 8509.5). If you hold the mouse pointer over the figure, the exact value will display in a yellow field.

11. QUOTATIONS

The *Quotes* windows lists all requests and replies by Traders for bid and ask quotes for Securities.

Requests for quotes and the related replies do not qualify as commitments to buy or sell, they are for information only.

The request for the quote is visible to all users via the *Quotes* window and another Trader may respond to the request with a reply quotation.
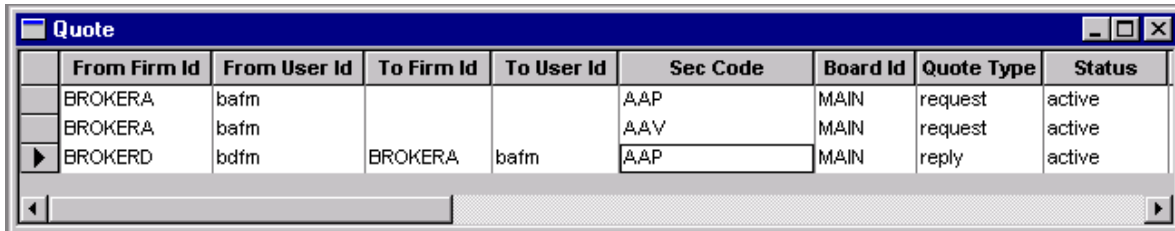
Step-by-Step:

1. A Trader enters a request for a quote.

2. Traders who are interested in the quote enter a reply to the quote.

3. Market makers may enter orders to sell or buy directly into the Order Books of the securities concerned in response to a quote and the reply.

To enter a request for a Quote, select *Action / Request for Quote*

11.1 Viewing Quotes

To display the *Quotes* window and view the full list of current quotes entered by other traders, select *Table / Quotes* from the main menu. The *Quotes* window will be displayed.

From Firm Id	From User Id	To Firm Id	To User Id	Sec Code	Board Id	Quote Type	Status
BROKERA	bafm			AAP	MAIN	request	active
BROKERA	bafm			AAV	MAIN	request	active
BROKERD	bdfm	BROKERA	bafm	AAP	MAIN	reply	active

Figure 55: Quotes window

The following fields are displayed in the *Quotes* window:

Quote ID/Quote No	The unique identifier for this Quote.
From Firm ID	The ID of the Firm from which this quote originated
From User ID	The ID of the User who entered this quote
To Firm ID	The unique identifier of the Firm which replies to this request for quote
To User ID	The unique identifier of the User who replies to this request for quote
Sec Code	The unique code for the security for which the quote has been entered
Board ID	The unique identifier for the Board on which this security is traded
Buy Details / Price	The price at which the buy quote was entered for this security
Buy Quantity	The quantity of the security for this buy quote
Buy Quote Reference	The unique identifier associated with this buy quote. Free format field
Sell Details / Price	The price at which the sell quote was entered for this security
Sell Quantity	The quantity of the security for this sell quote
Sell Quote Reference	The unique identifier associated with this sell quote. Free format field
Quote Type	The type of that has been entered, which may be:
Request	The bid and/or offered price and/or quantity displayed in the window is a request for quotes from other market participants
Reply	The bid and/or offered price and/or quantity displayed in the window is a reply by one of the traders in the marketplace
To Quote ID/Quote No	The unique identifier of the original Quote ID to which this quote is reply
Status	The current status of this quote, which may be:
Active	The particular RFQ or reply is valid
Withdrawn	The trader has withdrawn the particular RFQ or reply from the market
Time	The time at which this RFQ or reply was entered into the system.

> ❶ *IMPORTANT:* You should note the following in the case of columns in the window that contain value: if the width of a column is to small to fit all the digits of a figure, the TW will display a rounded value (e.g. 8510 for 8509.5). If you hold the mouse pointer over the figure, the exact value will display in a yellow field.

11.1.1 Right Mouse functions for the Quotes window

Add Displays the *Quote Entry* dialogue to allow quotes to be added

Remove Removes the RFQ or reply you entered and changes the status of the selected quote to Withdrawn

Reply Displays the *Quote Entry* dialogue to allow the user to send a reply to the selected quote

Buy Displays the *Buy* order entry form with the security and board details filled in, to enable to the user to enter an order based on the quote

Sell Displays the *Sell* order entry form with the security and board details filled in, to enable to the user to enter an order based on the quote

Neg Deal Displays the *Neg Deal* entry form with the security and board details filled in, to enable to the user to enter a deal based on the quote

Market Maker Displays the *Market Maker* entry form with the security and board details filled in, to enable a market maker to enter a deal based on the quote

11.2 Entering a Request for a Quotation
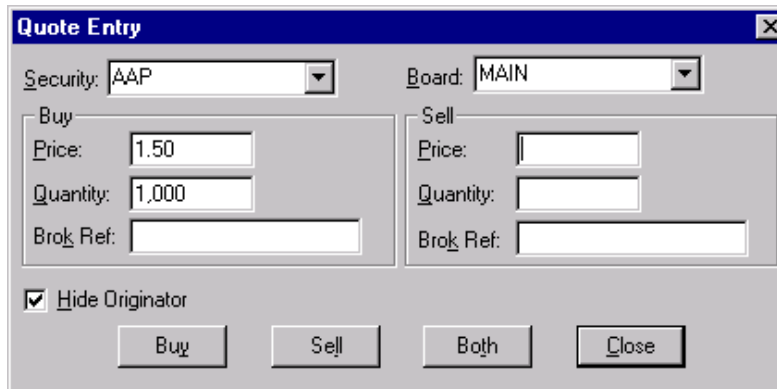
To Add a Quote, either:

1.   Open the *Quotes* window, click the *right mouse* button then select *Add* from the popup menu. The Quote entry dialogue box will be displayed

OR

2.   Open the *Securities* window, click the *right mouse* button over the Security you wish to enter a quote for and select *Request for Quote* from the popup menu. The Quote entry dialogue box will be displayed with the Security and Board details already entered.

An example of the *Quote Entry* dialogue box is illustrated below:

Figure 56: Quote Entry dialogue

Security	Select the code for the Security for which this quote is to be entered
Board	Select the Board on which this security is traded

Buy Details:

Price	The Price at which this Buy Quote is to be entered
Quantity	The Quantity of the Security for this Buy Quote
Broker Reference	Any additional comments regarding this Buy Quote entered by the Broker, which are visible to all the market participants in the *Quotes* window. This is a free format field.

Sell Details:

Price	The Price at which this Sell Quote is to be entered
Quantity	The Quantity of the Security for this Sell Quote
Broker Reference	Any additional comments regarding this Sell Quote entered by the Broker, which are visible to all the market participants in the *Quotes* window. This is a free format field.

Hide Originator	If selected, the user who entered the quote will not be visible to the market
Buy	Click this button to enter a buy quote
Sell	Click this button to enter a sell quote
Both	Click this button to enter simultaneous buy and sell quotes
Close	Click this button to exit the Quote Entry dialogue

11.3 Replying to a Request

When the *Quotes* window is open, traders may view the details of quotes entered by other traders. In order to reply to one of these quotes, click the *right mouse* button over the quote you wish to reply to and select *Reply* from the popup menu. The Quote Entry dialogue box will open to allow you to enter a reply to the quote as described above.

When you reply to a quote, the reply will only be visible for the user that entered the RFQ.

> ℹ️ *Note:* Neither requests for nor replies to quotes are binding buy and/or sell obligations in the market. If you wish to conclude a transaction using a reply to an RFQ you entered, enter your order into the Order Book of the security or conclude a Negotiated Deal.

12. TRADES
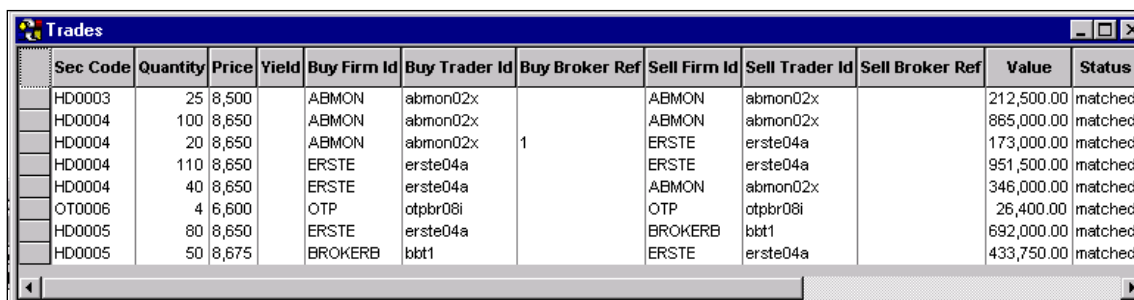
The *Trades* window lists all the Trades that have been generated from the orders input into the Trading System.

- Traders and Firm Managers will only see a restricted set of the total trades. Users with Trader permissions may only view Trades that have been generated by their own bids and offers, whilst Firm Managers may also view trades concluded from orders input by other members of their firm.

- Exchange Supervisors are able to view all Trades.

The list of Trades is displayed in a table. Each Trade is displayed on one row.

> ℹ️ *Note:* To view the details of ALL trades entered into the system, view the *Market Trades* window

The graphic below is an example of the *Trades* window as viewed by a user with the permissions of a Supervisor. Therefore all trades by all firms and users are displayed:

Sec Code	Quantity	Price	Yield	Buy Firm Id	Buy Trader Id	Buy Broker Ref	Sell Firm Id	Sell Trader Id	Sell Broker Ref	Value	Status
HD0003	25	8,500		ABMON	abmon02x		ABMON	abmon02x		212,500.00	matched
HD0004	100	8,650		ABMON	abmon02x		ABMON	abmon02x		865,000.00	matched
HD0004	20	8,650		ABMON	abmon02x	1	ERSTE	erste04a		173,000.00	matched
HD0004	110	8,650		ERSTE	erste04a		ERSTE	erste04a		951,500.00	matched
HD0004	40	8,650		ERSTE	erste04a		ABMON	abmon02x		346,000.00	matched
OT0006	4	6,600		OTP	otpbr08i		OTP	otpbr08i		26,400.00	matched
HD0005	80	8,650		ERSTE	erste04a		BROKERB	bbt1		692,000.00	matched
HD0005	50	8,675		BROKERB	bbt1		ERSTE	erste04a		433,750.00	matched

Figure 57: Trades Window

12.1.1 Trades Window - Field Definitions

To display the *Trades* window, select *Table / Trades* from the main menu or click the Trades icon on the tool bar. Alternatively press *F12, the hot key* on your keyboard.

The following fields are displayed in the Trades window:

Sec Code	The unique code for the security traded
Quantity	The quantity of the security involved in this trade
Price	Price of this trade
Yield	The yield on the trade (for Debt (Fixed Interest) Securities only)
Buy Firm Id	The unique identifier of the Firm who entered the buy side of this trade
Buy Trader ID	The unique identifier of the Trader who entered the buy side of this trade
Buy Broker Ref	Any additional comments (added at order entry) by the broker who entered the buy side of this trade
Sell Firm Id	The unique identifier of the Firm who entered the sell side of the trade
Sell Trader ID	The unique identifier of the Trader who entered the sell side of this trade
Sell Broker Ref	Any additional comments (added at order entry) by the broker who entered the sell side of this trade
Value	Net value of this trade
Status	The current status of the Trade.
Matched	A concluded trade

Cancelled	A concluded trade that has been cancelled (no exchange trade may be cancelled)
Time	The time at which this trade was made
Trade No	The system generated number assigned to this trade
Instrument ID	The unique identifier of the Instrument to which the Security traded belongs
Strike Value	For Option trades. This is the strike price for the option. The amount of money that must be paid when the option is exercised
Buy Tax	The amount of tax to be paid on this buy trade. This field is not used in MMTS2
Sell Tax	The amount of tax to be paid on this sell trade. This field is not used in MMTS2
Buy Fee	The broker fees to be paid on this buy trade. This field is not used in MMTS2
Sell Fee	The broker fees to be paid on this sell trade. This field is not used in MMTS2
Accrued Interest	Proportion of interest which belongs to the period since the last interest payment. Accrued interest is used in relation to loan securities
Amend Time	This field contains the date and time that the trade details were last amended (i.e.. request cancel, cancelled)
Board ID	The identifier of the Board on which this trade was executed
Buy Order	The unique identifier of the buy order that was matched to generate the trade
Buy Trd Acc ID	The unique identifier of the trading account that was used to enter the buy order which makes up the trade
Neg Deal Dsm Status	The current status of the record as regards to dissemination. Options are:
Delayed	The record is awaiting dissemination
Sent	The record was sent by a supervisor
Released	The record was released by the initiator
Lapsed	The delay has passed, the trade has been disseminated
Immediate	The record was disseminated immediately
Neg Deal Dsm Time	The time at which the neg deal is requested to be disseminated
Sell Order	The unique identifier of the sell order that was matched to generate the trade
Sell Trd Acc ID	The unique identifier of the trading account that was used to enter the sell order which makes up the trade
Trade Source ID	Used to indicate whether the orders that were matched to generate the trade were implied. The following values are used:
A	Automatic trade without implied orders
B	The buy order only was an implied order
S	The sell order only was an implied order
R	Both buy and sell orders were implied
Buy ExecutionID	Code used to identify the person or algorithm within the member or participant of the trading venue who is responsible for the execution of the transaction resulting from the buy order, if different from the entering K2 user.
Sell ExecutionID	Code used to identify the person or algorithm within the member or participant of the trading venue who is responsible for the execution of the transaction resulting from the sell order, if different from the entering K2 user.

12.1.2 Right Mouse functionality for the Trades window

Request Cancel   A request by one party to cancel the trade changes the status to unapproved

Confirm Cancel   A confirmation by the counterparty that the trade should be cancelled. The status of the trade will change to *Cancelled*

Approve Cancel   A firm manager or supervisor has access to this function and the cancellation is approved

Reject Cancel   The trade cancellation has been rejected

Orders   Displays the Orders window containing the orders that have matched to generate the selected trade. Except for crossed trades, Traders will only see their own bids and offers in the window.

Allocations   Displays the Allocations window filtered by the selected trade

Trd Account Positions   Displays all the positions you hold in the traded security in each trading account.

12.2 Trade Allocation

The *Trade Allocation* function allows a trader to allocate one trade to a number of trade accounts.

Once a trade is completed from an order entered from an Omnibus (holding) account, the trades can be re-allocated to one or more trading accounts.

> **ℹ** *Note:* The MMTS2 allocation function may only be used to modify auxiliary data at present. Hence, no Omnibus accounts may be used, nor are you allowed to transfer trades between Depository Accounts.

When the *Trades* window is open, click the *right mouse* button over the trade you wish to allocate and select *Allocations* from the popup menu. The Trade Allocation window will be displayed.

Figure 58: Trade Allocation Window

Note: Each trade in the Trade Allocation window is an allocation, i.e. the window contains at least as many lines as there are in the Trades window. There are 2 rows of information for each Trade in the *Trade Allocation* window, one to represent the Buy side and one to represent the Sell side. Users of the TW will see one or both sides of the Allocations window.

Trade No	The unique identifier assigned to this trade
Buy Sell	The 2 rows of information represent the Buy and Sell side of this trade
Allocation No	The number of allocations to the original trade that have occurred
Order No	The 2 rows of information indicate the order number of the Buy order and the Sell order that matched to produce this trade
Allocation Qty	The quantity of the original trade that has been allocated
Trade Account ID	The trading account identifier for the buy and sell side of this trade
Position Type	Indicates the position type for the buy and sell side of this trade. Opening Trade or Closing Trade or a Day Trade

> **ℹ** *Note:* The type 'daytrade' may only be used temporarily and only for closing daytrade transactions.

Trade Ref Id	The reference identifier assigned to this trade (only in the case of Closing or Day Trades).
Broker Ref	The reference details entered by the Broker when the order was allocated
Date Time	The date and time when the buy and sell side of this trade was allocated
User Id	The unique identifier of the user who entered the buy and sell sides of this trade
From Allocation No	This column displays the Allocation Number of the original allocation record

Allocation Balance	The unallocated portion for that row
Trading Account Type	The type of trading account for which the buy and sell orders for this trade were entered or allocated to. H - House, I - Investor
Security Code	The code for the Security traded

12.2.1 Right Mouse functionality for the Trade Allocations window

Allocate	Displays the *Trade Allocation* dialogue that allows you to allocate portions of the trade (if you have Depository Accounts) to other trading accounts of your own. You may also use this function to modify position types in any of your accounts.

12.2.2 Allocating a Trade

From the *Trade Allocation* window, click the *right mouse* over the original trade and select *Allocate* from the popup menu. The Trade Allocation dialogue box will be displayed to allow you to select the quantity of the trade and the trading account to which it is being allocated.

Figure 59: Trade Allocation dialogue

Buy / Sell	Indicates whether this trade is the result of a buy or a sell order
Allocation ID	The unique identifier assigned to the buy or sell side of this trade on a per trade basis
Trade Number	The trade number for the trade which is to be allocated
Quantity	The quantity of the security for this trade which is to be allocated
Account	The Trading Account to which this trade is to be allocated
Position Type	Select one of: opening trade, closing trade, day trade, not set.
Ref Trade No	The trade referenced by the user when the order was entered. This is not applicable for opening trades
Broker Ref	A field for the Broker to enter any additional comments or information
OK	Click this button to allocate the trade to the specified trading account
Cancel	Click this button to exit the Trade Allocation window without applying your allocation

13. MARKET TRADES

The *Market Trades* window lists **ALL** the Trades that have been generated from the orders input into the Trading System. The details of each Trade are displayed on one row. To display the *Market Trades* window, select *Table / Market Trades* from the main menu. Trades in this window only display information relevant for public viewing as illustrated below:

13.1 Market Trades – Field Definitions

Trade No	The unique identifier of this trade
Sec Code	The code for the Security involved in this trade
Board Id	The code for the Board on which this trade was executed
Price	The price at which this trade was matched
Yield	The yield for this trade (for fixed interest securities only)
Quantity	The quantity of the security involved in this trade
Value	The full value of this trade
Trade Time	The date and time at which the order pair were matched
Price Change	The change in price between the previous traded price for the security and this trade price. Green font indicates a price increase. Red font indicates a price decrease.
Trade Source ID	Used to indicate the source of trade, which may be:

A	Automatic trade
B	The buy order only was a spread order
S	The sell order only was a spread order
R	Both buy and sell orders were spread orders

Buy Firm ID	The unique identifier of the firm who entered the buy order for this trade
Sell Firm ID	The unique identifier of the firm who entered the sell order for this trade
Instrument ID	The unique identifier for the Instrument to which the traded security belongs

There is no right mouse pop up functionality for the Market Trades window.

14. TICKER

The Ticker window provides a continuous real-time display on the Trader Workplace of all trades concluded in all markets, however, no trades may be viewed or replayed in the window. The Ticker window is not displayed in a traditional way. If you wish to display the Ticker on the TW, select it from the main menu and click on *Table/Ticker*.

A checkmark next to the Ticker menu indicates that the Ticker is turned on in the Trader Workplace. If you wish to hide the Ticker, select *Table/Ticker* in the main menu. That will hide the Ticker, which stops displaying on your screen. An example of the *Ticker* window is illustrated below:

Figure 60: Trader Workplace Ticker Window

The Ticker window displays the following trade data:

Security ID	The unique identifier of the security traded
Price	Trade price
Quantity	The trading unit quantity of the trade

No additional windows may be displayed in the window, which does not allow filtering.

15. NEGOTIATED DEALS

The *Negotiated Deals* window lists deals to buy and sell a Security that have been negotiated with another trader outside of the Trading System. The Negotiated Deal entry function allows the user to enter the details of this pre-arranged deal. The Trading System then requests confirmation from the other trader (the counter-party) before the deal is entered into the system.
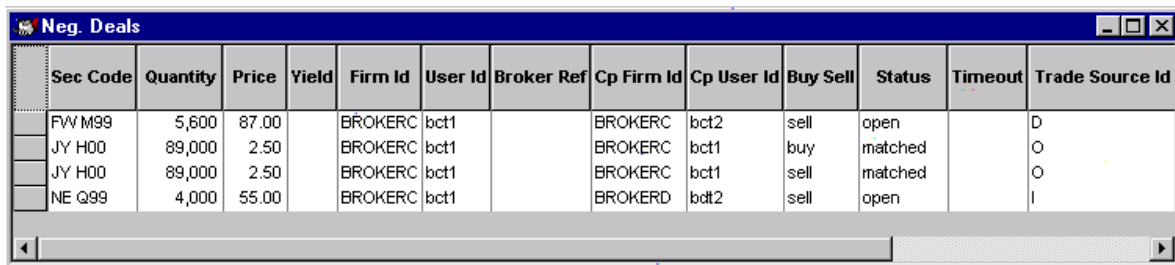
- A Trading Rule can be set so that negotiated deals require the approval of an authorised person (usually the Exchange Supervisor) in addition to the Counter-party confirmation before they are entered into the system.

The list of Negotiated Deals that you will be able to view in the *Negotiated Deals* window will depend on your access rights and permissions:

- Users with Trader permissions will be able to view Negotiated Deals to which they have been a party;
- Users with Firm Manager permissions may view Negotiated Deals entered by Traders of their Firm in addition to the negotiated deals they enter themselves;
- Exchange Supervisors will be able to view all Negotiated Deals entered by all users of the TW.

> ℹ️ *Note*: All Negotiated Deals that were not confirmed will be automatically withdrawn at a default expired time configured by the Exchange

To display the *Negotiated Deals* window, either select *Table / Negotiated Deals* from the main menu or click the Negotiated Deals icon 🔲 on the toolbar. An example of the Negotiated Deals window is displayed below:

Sec Code	Quantity	Price	Yield	Firm Id	User Id	Broker Ref	Cp Firm Id	Cp User Id	Buy Sell	Status	Timeout	Trade Source Id
FW M99	5,600	87.00		BROKERC	bct1		BROKERC	bct2	sell	open		D
JY H00	89,000	2.50		BROKERC	bct1		BROKERC	bct1	buy	matched		O
JY H00	89,000	2.50		BROKERC	bct1		BROKERC	bct1	sell	matched		O
NE Q99	4,000	55.00		BROKERC	bct1		BROKERD	bdt2	sell	open		I

Figure 61: Negotiated Deals window

> ℹ️ *IMPORTANT:* You should note the following in the case of columns in the window that contain no value: if the width of a column is to small to fit all the digits of a figure, the TW will display a rounded value (e.g. 8510 for 8509.5). If you hold the mouse pointer over the figure, the exact value will display in a yellow field.

15.1.1 Negotiated Deals Field Definitions

The following fields are displayed in the *Negotiated Deals* window:

Sec Code	The code for the Security which is the subject of this Negotiated Deal
Quantity	The quantity of the security for this Negotiated Deal
Price	The price for the Security for this Negotiated Deal
Yield	The annualised return for this Negotiated Deal (for Fixed interest securities only).
Firm Id	The unique identifier of the Firm to which the User belongs
User Id	The unique identifier of the User who entered this Negotiated Deal
Broker Ref	Displays any additional comments added by the Broker when the Negotiated Deal

	was entered into the system
CP Firm Id	The unique identifier of the firm to which the counterparty belongs
CP User Id	The unique identifier of the user who is the counterparty to this negotiated deal
Buy / Sell	Indicates whether this order is a Buy or a Sell order
Status	The current status of this Negotiated Deal.
Matched	The counterparty has confirmed the negotiated deal.
Open	The counterparty has not confirmed the negotiated deal yet. The deal may still be modified.
Withdrawn	The user has withdrawn the negotiated deal. No confirmation of this negotiated deal is possible.
Amend	The negotiated deal has been modified by the user that entered it.
Unconfirmed	The counterparty has not confirmed the negotiated deal yet. This status will always be displayed in the counterparty TW screen.
Timeout	The amount of time for the counterparty to confirm this Negotiated Deal before it is withdrawn from the system
Trade Source Id	The unique identifier of the Trade Source for this Negotiated Deal
Order No	The unique identifier which has been assigned to this order
Entry Time	The time at which this Negotiated Deal was entered into the system
CP Order	The unique identifier of the Order entered by the Counterparty to the Negotiated Deal.
Instrument ID	The unique identifier of the instrument to which the Security involved in this Negotiated Deal belongs
Position Type	Indicates whether this was an opening trade, closing trade or day trade
Trade Reference	The trade referenced by the user when the neg deal was entered. This is not applicable for opening deals
Board ID	The unique name of the Board on which the neg deal was placed
Dissemination Status	The current status of the record as regards to dissemination. Options are:
Delayed	The record is awaiting dissemination
Sent	The record was sent by a supervisor
Released	The record was released by the initiator
Lapsed	The delay has passed, the trade has been disseminated
Immediate	The record was disseminated immediately
Dissemination Time	The time at which the neg deal is requested to be disseminated
Order Methods	This column displays the Order Methods for the neg deal. Click the mouse in the Order Methods field, then click the arrow on the dropdown list box. A tick 4will indicate the active order methods
Settlement Date	The date on which this deal will settle
Trd Acc ID	The unique identifier of the trading account used to enter this deal
Warning Timeout	The amount of time before the counterparty receives a warning to confirm this Negotiated Deal before it is withdrawn from the system

15.1.2 Right Mouse functionality for the Negotiated Deals window

Withdraw	Withdraws the negotiated deal and the status changes to Withdrawn. Traders are only allowed to withdraw their own neg deals. Users with Firm Manager rights

may withdraw the negotiated deals entered by any of the Traders of their firm.

Amend	Displays the *Amend Negotiated Deal* dialogue to allow the details of the deal to be changed. Only the user that entered the negotiated deal is allowed to modify it.
Confirm	Allows the counterparty to enter trading account details and confirm the deal. The status of the deal changes to Matched

15.2 Entering A Negotiated Deal
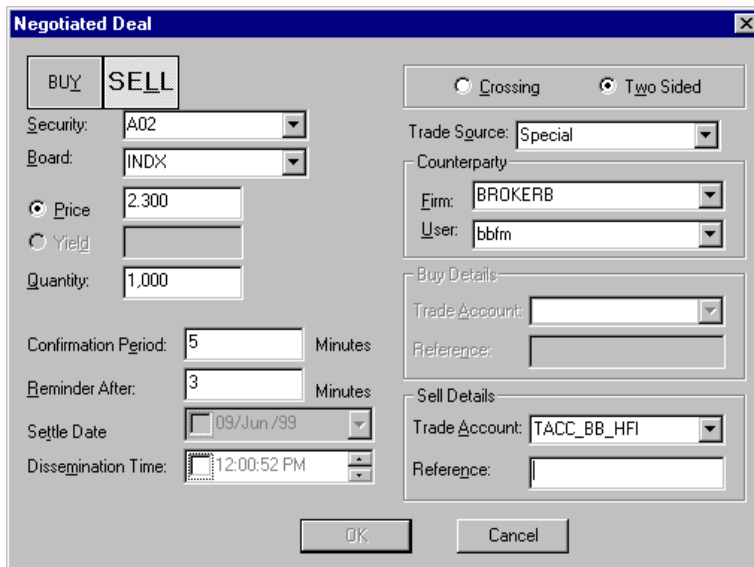
Once a trader has entered a Negotiated Deal into the system, the counter-party trader must confirm the deal before it will be accepted into the Trading System.

> 💡 *Hint*: If you press the H, K, M keys when you enter the Price or the Volume, then the system will automatically display the number as hundreds, thousands or millions. E.g. if you would like to enter one thousand securities, first enter 1 in the Volume field and then click on the K key on your keyboard

STEP BY STEP:

1.　　Select *Action / Neg Deal* from the main menu or select the security in the *Securities* window, press the right mouse button and select *Negotiated Deal* from the pop-up menu to display the Negotiated Deal Entry window. The Negotiated Deals entry window will be displayed

2.　　Fill out the fields as required. Click *OK.* The Deal will be entered as *Unconfirmed*

3.　　Wait for confirmation from the Counterparty

4.　　The Deal will be entered into the system as *Matched* or *Unapproved* if approval is required

Select *Action / Neg Deal* from the main menu to display the Negotiated Deal Entry window.

Figure 62: Negotiated Deal Entry

Buy / Sell	Indicates whether the trader entering the Negotiated Deal is the buy side or the sell side
Crossing	If selected indicates that this is to be a trade between two trading accounts from the same firm
Two Sided	If selected indicates that the two sides of this trade belong to different firms
Board	The board on which the Negotiated Deal is to take place
Security	The short name of the security for which the negotiated deal is being entered
Price	The price of the security for this deal
Yield	If you select yield, the negotiated deal will be entered on a yields basis and not on price. The annualised return for the Security. This is only applicable for fixed interest securities, which can be traded by price or by yield.
Quantity	The unit quantity of the security

Confirmation Period	The number of minutes in which the counterparty may confirm the deal. If this field is left blank, the Negotiated Deal will be withdrawn according to the system setup. If the time entered here is outside of trading hours, then the system will automatically expire the deal when the trading session ends.
Reminder After	The number of minutes after which a message window will be displayed in the status line of trader and counter party workplaces, reminding them to confirm the Negotiated Deal
Settle Date	The date on which this deal is to be settled
Disseminate Time	The time at which the information regarding the trade is to be entered into the trading system
Trade Source	The source of the trade: International Late Reported, Marriage, Overseas Trade, Special.

COUNTER PARTY DETAILS:

Firm	The unique identifier of the Firm to which the counterparty to this trade belongs
User	The unique identifier of the trader who is the counterparty to this trade

BUY DETAILS

Trade Account	The unique identifier of the trading account for the buy side of this trade
Reference	A free format field to enter a reference for this Negotiated Deal

SELL DETAILS:

Trade Account	The unique identifier of the trading account for the sell side of this trade
Reference	A free format field to enter a reference for this Negotiated Deal
OK	Click this button to enter the details of this Negotiated Deal into the Trading System
Cancel	Click this button to exit the window without entering the details of the Negotiated Deal

15.2.1 Withdrawing A Negotiated Deal

This function allows the User who entered the Negotiated Deal or the Firm Manager responsible for that user or the counterparty to whom the negotiated deal has been sent to withdraw a Negotiated Deal whilst the status is O-Open or Unconfirmed.   A dialogue box will be displayed asking if you wish to proceed with withdrawing the Deal. You must answer *Yes* to withdraw the Deal or *No* to exit without withdrawing the Deal.

15.2.2 Amending A Negotiated Deal

This function allows the user to amend the details of a Negotiated Deal. This may only be performed while the order is still Open (unconfirmed). A negotiated deal may only be modified by the user that entered it. The counterparty is not allowed to do so.

Click the *right mouse* button over the Negotiated Deal you wish to amend and select *Amend* from the popup menu. Alternatively you may select the Deal and then select *Negotiated Deals / Amend* from the main menu. The Negotiated Deal Entry window will be displayed to allow you to make any amendments. Then the status of the negotiated deal will change to *Amend* in the *Negotiated Deal* window of both parties, and the new negotiated deal will be displayed with the status *Open* or *Unconfirmed.*

15.2.3 Confirming A Negotiated Deal

Once a trader has entered a Negotiated Deal, the Counterparty must confirm the details before the trade can be completed.

The Counterparty trader will be sent a message to inform them that there is a Deal which requires confirmation by them. To confirm a Negotiated Deal, click the *right mouse* button over the deal to be confirmed and select *Confirm* from the popup menu. Alternatively you may select the (unconfirmed) deal and then select *Negotiated Deals / Confirm* from the main menu. The Negotiated Deal Entry window will be displayed with details of the Deal. The Counterparty should check the information, then enter the Trading Account or Depository Account for whom the Deal is being made.

Click *OK* and the status of the Deal will now be displayed as **Matched** as long as the Negotiated Deal does not require approval from the Exchange Supervisor. If this flag has been set indicating that Negotiated Deals require Exchange approval then the status will be set to Unapproved, indicating that it is now awaiting Supervisor approval.

16. FIRMS

The Firms window displays the list of Firms who are using the Trading System. To view the *Firms* window, select *Table / Firms* from the main menu or click the Firms icon ![icon] on the toolbar.

> ℹ️ *Note*: You will only be able to view the trade details for your own firm

16.1 Firms Window

An example of the *Firms* window is illustrated below:

Firm Id	Firm Name	Firm Class	Contact Detail	Firm Status	Users Logged In	Buy Ord Tot Val
BRH	Barrier Reef Holding	issuer		active		
BRI	Breakwater Island	issuer		active		
BRL	Brl Hardy Limited	issuer		active		
BRN	Blue Ribbon	issuer		active		
BROKERA	Anderson Brokers	broker		active	1	1,000.00
BROKERB	Blackheath Partners	broker		active		
BROKERC	Capital Investment Services	broker		active		
BROKERD	Donald and Donald	broker		active		
BROKERE	Everclear Discount Brokers	broker		active		
BROKERF	Findlay Investment Bank	broker		active		

Figure 63: Firms Window

16.1.1 Field Definitions

The following fields are displayed in the Firms window:

Firm Id	The unique identifier of the Firm
Firm Name	The full name of the Firm
Firm Class	Indicates the class that the Firm belongs to, e.g., Issuer, Broker
Contact Detail	The contact number for the Firm
Firm Status	The status of the Firm, e.g., Suspended or Active
Users Logged In	The number of users from the Firm who are currently logged in to the Trading System
Buy Order Total Value	The total value of buy orders entered by members of this firm
Buy Trade Total Value	The total value of buy orders resulting in trades entered by members of this firm

Sell Order Total Value	The total value of sell orders entered by members of this firm
Sell Trade Total Value	The total value of sell orders resulting in trades entered by members of this firm
Clearing Firm Name	The name of the Clearing Firm responsible for trades entered by this Firm
Clearing Code	The unique code assigned to this Clearing Firm
Close Out Status	Indicates the current Close Out status for this Firm. Values are **Close Out** or **None.** If the Status has been set to Close out by the Exchange, all the Open orders by the Firm will be withdrawn and only orders which will close out an existing position will be accepted thereafter. Orders that would increase the net position are **not** accepted.
Buy Ord High Val	The highest value single buy order entered today by this firm
Buy Trd High Val	The highest value single buy trade made today by this firm
Free Text	This column displays free format columns regarding the firm
Sell Ord High Val	The highest value single sell order entered today by this firm
Sell Trd High Val	The highest value single sell trade made today by this firm

16.1.2 Right Mouse functionality for the Firms window

Set Close Out Status	Displays the Firm Close Out Status dialogue to set the selected firm's status to Close Out (to close out positions). Available to the Exchange Supervisor only.
Trading Account Positions	
	Displays the selected Firm's trading account positions. Firm Manager's and Traders can access the trading account positions for their own firm and can see the positions in the trading accounts to which they have access
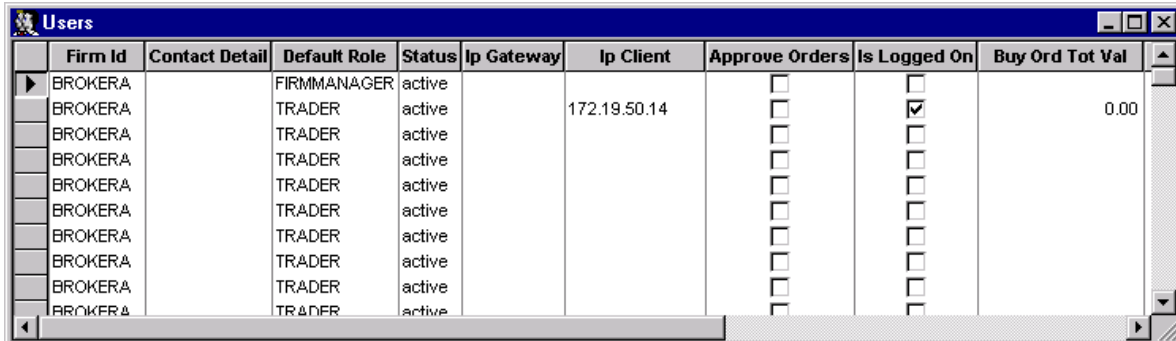
17. USERS

The Users window displays information about the Users who have access to the Trader Workplace System. The Exchange Staff set up these User details. The window displays all users with TW permissions, regardless of whether or not a user is suspended. Users with Trader rights may only view their own data on the window, whilst Firm Managers may view the data of all the users in their firm.

An example of the *Users* window is illustrated below:

Firm Id	Contact Detail	Default Role	Status	Ip Gateway	Ip Client	Approve Orders	Is Logged On	Buy Ord Tot Val
BROKERA		FIRMMANAGER	active			☐	☐	
BROKERA		TRADER	active		172.19.50.14	☐	☑	0.00
BROKERA		TRADER	active			☐	☐	
BROKERA		TRADER	active			☐	☐	
BROKERA		TRADER	active			☐	☐	
BROKERA		TRADER	active			☐	☐	
BROKERA		TRADER	active			☐	☐	
BROKERA		TRADER	active			☐	☐	
BROKERA		TRADER	active			☐	☐	
BROKERA		TRADER	active			☐	☐	

Figure 64: Users window

17.1 Field Definitions

The following fields are displayed in the *Users* Window:

User Id	The unique identifier for the User
User Name	The full Name of the User
Firm Id	The firm that the User belongs to
Contact Detail	The contact details for the User e.g. phone number
Default Role	The default permission role of the user to the trading system
Status	The current status for the User:
Active	The user may use the Trading System
Suspended	The user has been suspended from using the Trading System. The user is still able to log in and view, but is unable to trade
IP Gateway	The network address of the Gateway this user is logged on to
IP Client	The network address where the user is logged on
Approve Orders	If this field is checked, then the user's orders must be validated by a Firm Manager before being added to the Trading System's order books
Is Logged On	If this field is checked, the user is currently logged on to the Trader Workplace
Buy Order Total Value	The total value of buy orders entered today by this user
Buy Trade Total Value	The total value of buy trades made today by this user
Sell Order Total Value	The total value of sell orders entered today by this user
Sell Trade Total Value	The total value of sell trades made today by this user

Buy Ord High Val	The highest value single buy order entered today by this user
Buy Trd High Val	The highest value single buy trade made today by this user
Free Text	This column displays free format columns regarding the user
Sell Ord High Val	The highest value single sell order entered today by this user
Sell Trd High Val	The highest value single sell trade made today by this user

17.1.1 Right Mouse Functions

Set Password	Used to modify user passwords.
Logoff User	Used to log off a user that has logged into the Trader Workplace. (Available only for users with Firm Manager and Exchange Supervisor rights.)
Approve	If set for a Trader, the Firm Manager has to approve the Trader's orders before they are submitted to the Order Book. If set, the field contains a checkmark. (Available only for users with Firm Manager and Exchange Supervisor rights.)
Approve Order	Allows Firm Managers to approve the orders of a Trader for whom the Approve Order function has been set. (Available only for users with Firm Manager rights.)
Suspend	This function allows users with Exchange Supervisor rights to suspend any of the users of the TW. Suspended users may log on, but may only view information and are not allowed to use TW functions.
Default Role	Allows the Exchange Supervisor to override a default role for a user.
Orders Window	This function allows you to view the orders contained in the Orders window of a TW user selected in this window. The information you see depends on your rights.
Trades Window	This function allows you to view the orders contained in the Trades window of a TW user selected in this window. The information you see depends on your rights.
Negotiated Deals	This function allows you to view the orders and deals contained in the Negotiated Deals window of a TW user selected in this window. The information you see depends on your rights.
Quotes	This function allows you to view the requests for and replies to quotes contained in the Quotes window of a TW user selected in this window. The information you see depends on your rights.

See the chapters on Firm Manager and Exchange Supervisor functions for a detailed description of the functions available only to users with such rights.

18. TRADING ACCOUNTS

Trading Accounts are identifiers that you must specify with each order you enter to differentiate between trades on own account and on client account.
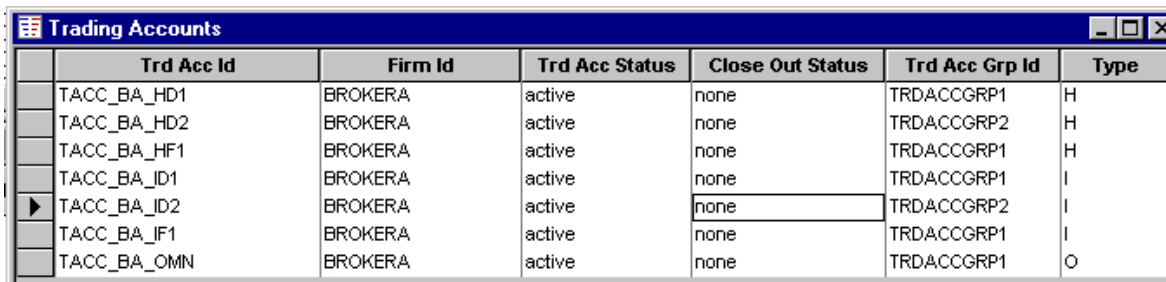
A broker firm will have one trading account for each of its clients and many trading accounts for its own trading. In addition, each broker firm has an omnibus account for unallocated client trades to administrate the trades by new clients that are not yet registered in the system.

Every order entered into the Trader Workplace and each subsequent trade **must** belong to a trading account.

The Firm Manager must grant a Trader permission before they can use a trading account. The right to access a particular trading account can be granted to a single trader or a group of traders.

18.1 Trading Accounts window

To display the *Trading Accounts* window, select *Table / Trading Accounts / Trading Accounts* from the main menu. The *Trading Accounts* window will be displayed with the details of all Trading Accounts to which you have access.

Trd Acc Id	Firm Id	Trd Acc Status	Close Out Status	Trd Acc Grp Id	Type
TACC_BA_HD1	BROKERA	active	none	TRDACCGRP1	H
TACC_BA_HD2	BROKERA	active	none	TRDACCGRP2	H
TACC_BA_HF1	BROKERA	active	none	TRDACCGRP1	H
TACC_BA_ID1	BROKERA	active	none	TRDACCGRP1	I
TACC_BA_ID2	BROKERA	active	none	TRDACCGRP2	I
TACC_BA_IF1	BROKERA	active	none	TRDACCGRP1	I
TACC_BA_OMN	BROKERA	active	none	TRDACCGRP1	O

Figure 65: Trading Accounts window

Firm Managers will be able to view the details of all Trading Accounts for their Firm.

Traders will be able to view the details of all Trading Accounts to which they have been assigned by their Firm Manager.

The following fields are displayed in the *Trading Accounts* window:

Trd Acc ID	The unique identifier assigned to this Trading Account
Firm ID	The unique identifier of the Firm controlling this Trading Account
Trd Acc Status	The current status of this Trading Account, Active or Suspended
Close Out Status	The current Close Out Status for this Account.

Close Out   Indicates that only Close out orders will be accepted. Close out orders result in trades that close out the current position. They do not increase the net position.

If the Firm Manager sets the value of this status as Close Out, all orders with Open status on the particular Trading Account of the firm will be withdrawn and the system will only accept orders from that account thereafter that close an existing position. The system will reject orders that increase the net position of the particular account.

None   Indicates that the Close Out status has not been set for the particular trading account.

Trade Acc Group ID   The unique identifier of the Trading Account Group to which this Trading Account belongs.

Trading Account Type   The type of the trading account, which may be Investor (I) or House (H).

> 🛈 *Note*: Users with Firm Manager rights have permission to assign Trading Accounts to groups.

18.1.1 Right Mouse functionality for the Trading Account window

Suspend   Suspends the given trading account. (Not accessible for users with Trader rights.)

Unsuspend   Withdraws the suspension of the given trading account. (Not accessible for users with Trader rights.)

Trading Account Positions

Displays the long, short, open and net positions for the selected trading account

Set Close Out Status

Sets the status of the particular trading account as **Close Out**. (Not accessible for users with Trader rights.)

Set Trading Account Group

Assigns the particular trading account to a trading account group. (Not accessible for users with Trader rights.)

There are other functions available for users with Firm Manager and Supervisor permissions, for more details refer to the relevant section of this user manual.

18.2 Trading Account Positions

The positions held by firms and their clients in different securities are maintained on depository accounts in the trading system. Each depository account is associated with a Trading Account. The system stored these positions on depository accounts and loads them at the start of each trading day onto the trading account associated with the depository account. Positions may be viewed on the trading accounts while trading is in progress.

> 🛈 Note: If an order with closing position is entered, the quantity of this order cannot exceed the total quantity of the existing opposite open position in that security and on that depository account. So the trading system always checks the opposite open position of the depository account before an order with closing position is accepted.
>
> 🛈 *Note*: House accounts are associated with a single house depository account. That means that in case a firm uses more than a single trading account in the course of trading, the opening and closing positions on all the trading accounts need to be consolidated to see what the actual total position of the firm is. When a closing position is entered, the system will take into account all the opening positions on all of the trading accounts.

- **To view the current position for a Trading Account:**

EITHER

When the *Trading Accounts* window is open, click the *right mouse* button over the name of the Trading Account you wish to view and select *Trading Account Position* from the popup menu. The *Trading Account Position* window will be displayed with the details for the specified Account.

OR

Select *Table / Trading Accounts / Trading Account Position* from the main menu. A dialogue box will be displayed to allow you to specify the **Firm** and **Trading Account** you wish to view.

The *Trading Account Position* window will be displayed with the details of current positions that trading account.

18.3 Field Definitions

Figure 66: Trading Account Positions window

The following fields are displayed in the **Trading Account Positions** window:

Sec Code	The code for the Security in which the position in this trading account is held.
Trading Acc ID	The unique identifier of the Trading Account
Firm ID	The unique identifier of the Firm
Long Qty	This is the sum of all long positions for this trading account
Short Qty	This is the sum of all short positions for this trading account
Open	The sum of all open positions on this trading account
Net	The difference between the long and short positions for this trade account position
Change Net	The change in the net position from the start of the trading day
W Avg Buy Price	The Weighted Average Buy Price. The quantity weighted price of trades matched from buy orders for the particular security on the given trading account today.
W Avg Sell Price	The Weighted Average Sell Price. The quantity weighted price of trades matched from sell orders for the particular security on the given trading account today.

There is no right mouse pop up menu functionality in the Trading Account Positions window.

19. CASH POSITIONS

Traders using the TW may view the details of their own Cash Position as well as the Cash Position of any Trading Accounts to which they have access. Users with Firm Manger rights may also view the cash position of their firm.

The exchange database defines the parameters of each cash position to be tracked. These are called cash pools. For every cash pool defined, there are two positions: the current position and the planned position.

The **Cash Position** function allows the user to monitor the market exposure of a particular Trading Account.
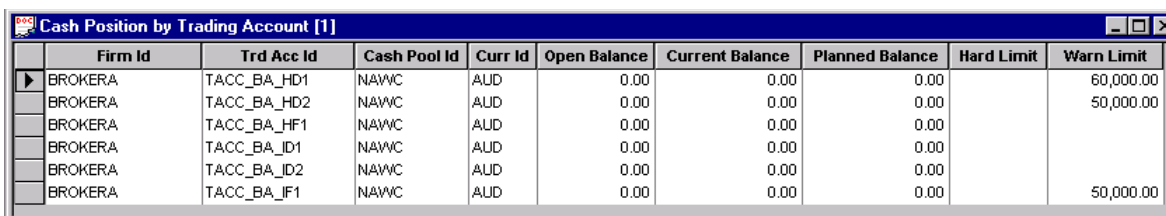
- The *Cash Position for a Trading Account* window allows users to view their realised and potential cash positions for trading accounts to which they have access.

- The *Cash Position for a User* window allows the trader to view the details of their realised and potential Cash Positions.

- The *Cash Position for Firms* window allows firm managers to view the details of realised and potential Cash Positions of their own firm.

19.1 Cash Position by Trading Account

The *Cash Position by Trading Account* window displays a financial summary of a subset of orders placed and trades executed for a particular trading account.

- The Current Cash Position is a record of the absolute value of all trades for that Trading Account.

- The Planned Cash Position is the indication of what the Trading Account's position would be if all current orders were matched in addition to the value of the Current Position.

Select *Table / Cash Position by Trading Account* from the main menu to display the *Cash Position by Trading Account* window.

Firm Id	Trd Acc Id	Cash Pool Id	Curr Id	Open Balance	Current Balance	Planned Balance	Hard Limit	Warn Limit
BROKERA	TACC_BA_HD1	NAWC	AUD	0.00	0.00	0.00		60,000.00
BROKERA	TACC_BA_HD2	NAWC	AUD	0.00	0.00	0.00		50,000.00
BROKERA	TACC_BA_HF1	NAWC	AUD	0.00	0.00	0.00		
BROKERA	TACC_BA_ID1	NAWC	AUD	0.00	0.00	0.00		
BROKERA	TACC_BA_ID2	NAWC	AUD	0.00	0.00	0.00		
BROKERA	TACC_BA_IF1	NAWC	AUD	0.00	0.00	0.00		50,000.00

Figure 67 : Cash Position by Trading Account Window

Firm ID	The name of the firm who controls this trading account
Trading Acc. ID	The unique identifier of the Trading Account for the Cash Position displayed
Cash Pool ID	The Id of the Cash Pool for this Cash Position
Currency	The currency in which this cash position is held and monitored
Open Balance	The balance of this Cash Pool at the start of trading today
Current Balance	The current traded position of the trading account
	Opening $+\Sigma$ (Buy) $+ \Sigma$ (Buy)
Planned Balance	The planned position of the trading account taking the existing trades and open orders into account
	Opening $+ \Sigma$ Current $+ \Sigma$ (Open bids) $+ \Sigma$ (Open offers)
Hard Limit	An Exchange defined limit for trading accounts which a user with Firm Manager rights may however overwrite. If this limit is reached, the user may not enter new orders.
Warn Limit	An Exchange defined limit for trading accounts which a user with Firm Manager rights may however overwrite. If this limit is reached, the system sends a message warning the user about reaching the warn limit set.

19.1.1 Right Mouse Functions

Refresh   This function opens the dialogue used form resetting cash position limits. (Not available for users with Trader permissions.)

For further details see the chapter on Firm Manager and Exchange Supervisor functions in this UG.

19.2 Cash Position by User

The *Cash Position by User* window displays a financial summary of the orders placed and trades executed by a particular user (trader).

- The Current Cash Position is a record of the absolute value of all trades for that Trader.

- The Planned Cash Position is the indication of what the user's position would be if all current open orders were matched and added to the value of the Current Position of realised trades.

Cash Position by User

	User Id	Cash Pool Id	Firm Id	Curr Id	Open Balance	Current Balance	Planned Balance	Hard Limit	Warn Limit
	bafm	NAWC	BROKERA	AUD	0.00	0.00	0.00		
	bat1	NAWC	BROKERA	AUD	0.00	0.00	0.00		
	bat2	NAWC	BROKERA	AUD	0.00	0.00	0.00		
	bat3	NAWC	BROKERA	AUD	0.00	0.00	0.00		
	bat4	NAWC	BROKERA	AUD	0.00	0.00	0.00		

Figure 68: Cash Position by User Window

Select *Table / Cash Position by User* from the main menu to display the *Cash Position by User* window.

User ID	The unique identifier of the User represented by this Cash Position
Cash Pool ID	The Id of the Cash Pool for this Cash Position
Firm ID	The unique identifier of the Firm to which this user belongs
Currency ID	The currency in which this cash position is held and monitored
Open Balance	The balance of this Cash Pool at the start of trading today
Current Balance	The traded position for this user
	Opening $+\Sigma$ (Buy) $+ \Sigma$ (Buy)
Planned Balance	The planned cash position for this user if full matching of all open orders occurred (in addition to the value of the Current Position)
	Opening $+ \Sigma$ Current $+ \Sigma$ (Open bids) $+ \Sigma$ (Open offers)
Hard Limit	An Exchange defined limit for trading accounts which a user with Firm Manager rights may however overwrite. If this limit is reached, the user may not enter new orders.
Warn Limit	An Exchange defined limit for trading accounts which a user with Firm Manager rights may however overwrite. If this limit is reached, the system sends a message warning the user about reaching the warn limit set.

19.2.1 Right Mouse Functions

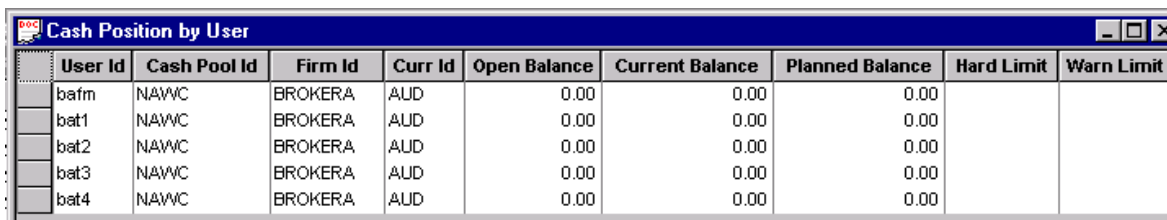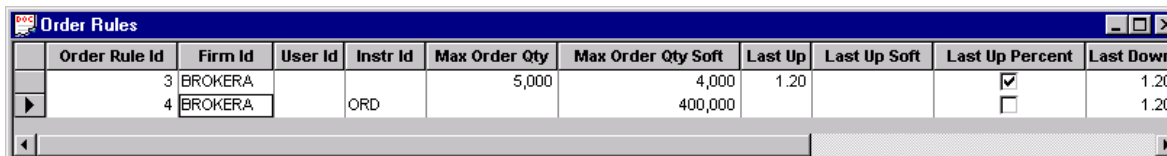|	
Refresh	This function opens the dialogue used form resetting cash position limits. (Not available for users with Trader permissions.)

For further details see the chapter on Firm Manager and Exchange Supervisor functions in this UG.

20. ORDER RULES

The *Order Rules* window allows the Trader to view the details of any order rules that will apply to the orders they enter.

Select *Table / Order Rules* from the main menu. The *Order Rules* window will be displayed.

	Order Rule Id	Firm Id	User Id	Instr Id	Max Order Qty	Max Order Qty Soft	Last Up	Last Up Soft	Last Up Percent	Last Down
	3	BROKERA			5,000	4,000	1.20		☑	1.20
▶	4	BROKERA		ORD		400,000			☐	1.20

Figure 69: Order Rules window

> ⓘ *Note*: The settings in the Order Rules window will always pertain to a single order you enter. The system applies asymmetric rules to give effect to price fluctuation values set in the Order Rules: it monitors the top limit set in the order rule for bids, and the bottom limit set in the order rule for offers entered, and sends a warning message or refuses to accept the order if you exceed a limit.

The following fields are displayed in the *Order Rules* window.

Order Rule ID	The unique identifier of this Order Rule
Firm ID	The Identifier of the Firm to which this Order Rule applies
User ID	The Identifier of the User to which this Order Rule applies. If no User ID is displayed, the Order Rule applies to ALL users from the Firm
Instrument ID	The identifier of the Instrument to which this Order Rule applies. If no Instrument ID is displayed, the Order Rule applies to ALL Instruments
Max Order Qty	The maximum order quantity in a single order allowable for this Firm (or User). If you wish to enter an order for a larger quantity than that specified in this field, the system will warn you in a message that you may not violate the maximum order quantity set in the order rule by entering this order.
Max Order Qty Soft	If this quantity is exceeded by a single order, a warning is displayed informing the user that they are approaching their Maximum Order Quantity
Last Up	The maximum order price increase from the last traded price. If you enter an order that violates the circuit breaker limit specified in this field, the system will warn you in a message that you may not violate the price increase limit set in the order rule by entering this order.
Last Up Soft	The maximum order price increase from the last traded price as defined in the order rule before a warning is sent to users to inform them that they are approaching their price increase limit. If you click on *Yes*, the system will accept the order.
Last Up Percent	The maximum upwards order price difference (as a percentage) from the Last Traded Price
Last Down	The maximum order price subtracted from the last traded price. If you enter an order that violates the circuit breaker limit specified in this field, the system will warn you in a message that you may not violate the price decrease limit set in the order rule by entering this order.
Last Down Soft	The maximum order price subtracted from the last traded price as defined in the order rule before a warning is sent to users to inform them that they are approaching the price decrease limit. If you click on *Yes*, the system will accept the order.

Last Down Percent	The maximum downward order price difference (as a percentage) from the Last Traded Price
Status	The current status for this Order Rule, which may be:

Active	The order rule is valid with the values as set
Deleted	The order rule has been removed and the settings are not effective in the system

---

> **ⓘ** *Note:* The system cannot give effect to two order rules for the same settings regardless of whether the status of the order rule is *Active* or *Deleted.* If you want to reset an order rule that defines the maximum order quantity for a whole firm, you **must** modify the order rule itself, rather than clearing it and adding a new one.

20.1.1 Right Mouse Functions

Add	Opens the dialogue box used for configuring order rules. (Not available for users with Trader permissions.)
Delete	Allows you to clear an order rule you selected in this window. The status of the order rule changes to *Cleared*.
Undelete	Allows you to reactivate an order rule you have cleared, i.e. clearing is reversible.
Amend	Allows you to amend a selected order rule.

For further details on setting order rules see the chapter on Firm Manager functions in this User Guide.

21. SUMMARIES
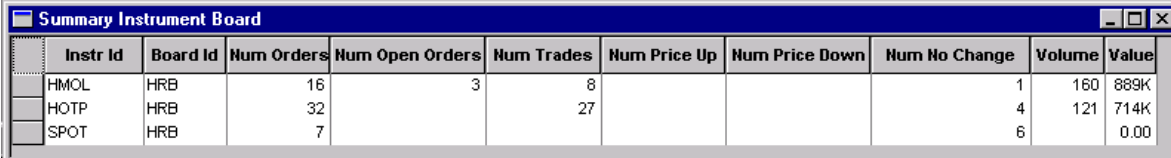
The two Summary windows - *Summary by Sector Market Board* and *Summary by Instrument Board* allow you to see how a grouping of securities is trading.

21.1 Summary by Instrument Board

This window allows you to see a summary of the trading in Securities belonging to a particular Instrument on a specified Board.

To display the *Summary by Instrument Board* window, select *Table / Summary / Instrument Board* from the main menu.

> 💡 *Note*: All information relates to the specified Instrument traded on the specified Board

Instr Id	Board Id	Num Orders	Num Open Orders	Num Trades	Num Price Up	Num Price Down	Num No Change	Volume	Value
HMOL	HRB	16	3	8			1	160	889K
HOTP	HRB	32		27			4	121	714K
SPOT	HRB	7					6		0.00

Figure 70: Summary by Instrument Board

The following fields are displayed in the *Summary by Instrument Board* window

Instr Id	The unique identifier of the Instrument
Board Id	The unique identifier of the Board on which this Instrument is traded
Num Orders	The total number of orders which have been entered for Securities in this Instrument on this Board
Num Open Orders	The number of orders which remain open (unfilled) for this Instrument
Num Trade	The number of trades matched today
Num Price Up	The number of securities that have shown a price increase today
Num Price Down	The number of securities that have shown a price decrease today
Num No Change	The number of securities with unchanged prices for today
Volume	The total volume of shares traded today
Value	The total value of shares traded today

There is no right mouse pop up functionality for the Summary by Instrument Board window.

21.2 Summary by Sector Market Board

The *Summary by Sector Market Board* window summarizes trading totals of a particular market and board by Sectors.

To display this window, select *Table / Summary / Sector Market Board* from the main menu.

The first row is a summary of all Board, Sectors and Markets.

	Sector	Market Id	Board Id	Num Orders	Num Open Orders	Num Trades	Num Price Up	Num Price Down	Num No Change	Volume	Value
				55	3	35			2,895	281	1603300
			HRB	55	3	35			14	281	1603300
▶		FUT		55	3	35			14	281	1603300
		FUT	HRB	55	3	35			14	281	1603300

Figure 71: Summary by Sector Market Board

The following fields are displayed in the *Summary by Sector Market Board* window:

Sector Id	The unique identifier of the Sector
Market Id	The unique identifier of the Market in which this Sector is traded
Board Id	The Board on which this Sector for this Market is traded
Num Orders	The number of orders which have been entered for Securities belonging to this Sector, Market, Board combination
Num Open Orders	The total number of orders for this Sector, Market, Board combination which are currently unmatched
Num Trades	The total number of trades for this Sector, Market, Board combination
Num Price Up	The total number of Securities for this Sector, Market, Board combination which have increased in price today
Num Price Down	The total number of Securities for this Sector, Market, Board combination which have decreased in price today
Num No Change	The number of Securities for this Sector, Market, Board combination which have not had a price change today
Volume	The total volume of Securities traded for this Sector, Market, Board combination today
Value	The total value of Securities traded for this Sector, Market, Board combination today

There is no right mouse pop up functionality for the Summary by Sector Market Board.

22. AUDIT EVENT TYPES

The option allows you to change the default display for different types of audit events.

When an event occurs, a notification may display on your screen (depending on your access permissions to the event, e.g. traders do not receive notification of Index recalculations). The default display method is defined by the Exchange using the SAI forms, and may be one of the following:

Popup   The message pops up in a message window on your screen

Status Line   The message displays on the status line of your screen

Non-Display   There is no display at all for this message and you can only view the event in the Audit Events tab of the Output window

Using this window you can change the display method for different messages. For example, if you are a market maker it may be very important for you to be advised that your Maximum Spread has been breached, and therefore you might set this message display method to Popup. However, you may not be interested in Surveillance Breaches, and therefore set this message display method to Non-Display.

- To override the default setting, right click on the Audit Event Type in the *Audit Event Type* window, and select *Modify Override* from the pop up menu. A dialogue is displayed, an example is shown below:
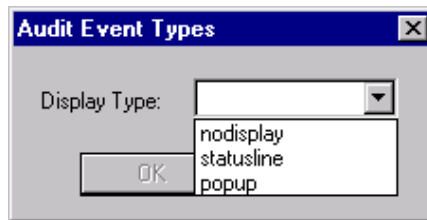
Figure 72: Audit Event Types dialogue

Select the type of message Display Type you would like for that event type and click OK.

- To remove an override that you have set, right click on the row in the *Audit Event Types* window and select *Clear Override* from the pop up menu. The override will be removed.

- To set a sound to play for a certain audit event type, right click on the audit event type and select *Register Sound* from the pop up menu. To assign the sound to the event type, you must open the *Sounds* dialogue from your Windows NT Control Panel. Scroll down the list and under "ASTS Trader Workplace" you will see the Audit Event Types that you have registered. You can now register any sound, consult your Windows © manual for details on this process.

22.1 Audit Event Types window

To open the *Audit Event Types* window, select *Table / Audit Event Types* from the main menu. The *Audit Event Types* window is displayed below:

Figure 73: Audit Event Types window

22.1.1   Field Definitions

Event Type Desc   The Audit Event type that has been defined as an event that needs to be tracked, by the Exchange

Display Mode   The default display method for the message as defined in the SAI form by the Exchange. You can change this default method by using Override Display Mode to one of the following: popup, status line or non-display

Display Mode Override   The override that has been chosen for this audit type. Options can be: popup, status line or non-display

Event Group ID   The unique identifier for the group to which the audit event belongs

22.1.2   Right Mouse functionality for the Audit Event Types window

Modify Override   Displays the Audit Event Types dialogue to allow the user to change the display method for different messages

Clear Override   Removes an override that the user has set

Register Sound   This function allows you to set a sound to play for a certain audit event type

23. TRADE EVENTS

The *Trade Events* window allows you to view all the Trading Sessions that have been scheduled for the day.

> 💡 Hint: A **Trading Session** is defined as the period of time between two **Trade Events**

Traders and Firm Managers may view the *Trade Events* window. Only Exchange Supervisors may add and remove Trade Events during the trading day.

23.1 Viewing the Trade Events Window

An example of the *Trade Events* window is illustrated below:

Trd Event Id	Event Time	Priority	Randomised Interval	Actual Event Time	Transition Id	Status	Board Id	Instr Id	Sec Code
2	2/1/99 7:00:00 AM	4		2/1/99 7:00:00 AM	EndOfTradeDa	triggered	DEDE		
3	2/1/99 7:00:00 AM	6		2/1/99 7:00:00 AM	SFENormEnd	triggered	CODE		
4	2/1/99 7:00:00 AM	7		2/1/99 7:00:00 AM	SFEClosePeri	triggered	CODE		
5	2/1/99 7:00:00 AM	8		2/1/99 7:00:00 AM	EndOfTradeDa	triggered	CODE		
6	2/1/99 7:00:00 AM	13		2/1/99 7:00:00 AM	SysEnd	triggered			
7	2/1/99 8:30:00 AM	1		2/1/99 8:30:00 AM	SysOpen	triggered			
8	2/1/99 9:00:00 AM	4		2/1/99 9:00:00 AM	SFEOpenStart	triggered	DEDE		
9	2/1/99 9:10:00 AM	1		2/1/99 9:10:00 AM	SFEOpenEnd	triggered	DEDE		
10	2/1/99 9:10:00 AM	2		2/1/99 9:10:00 AM	SFENormStart	triggered	DEDE		
11	2/1/99 9:10:00 AM	14		2/1/99 9:10:00 AM	SFECustStart	triggered	CUST		
12	2/1/99 10:00:00 AM	3		2/1/99 10:00:00 AM	SFEOpenStart	triggered	CODE		
13	2/1/99 10:10:00 AM	1		2/1/99 10:10:00 AM	SFEOpenEnd	triggered	CODE		
14	2/1/99 10:10:00 AM	2		2/1/99 10:10:00 AM	SFENormStart	triggered	CODE		
15	2/1/99 12:30:00 PM	2		2/1/99 12:30:00 PM	SFETradingHa	triggered	DEDE		
16	2/1/99 12:30:00 PM	3		2/1/99 12:30:00 PM	SFETradingHa	triggered	CODE		
17	2/1/99 2:00:00 PM	3		2/1/99 2:00:00 PM	SFENormStart	triggered	DEDE		
18	2/1/99 2:00:00 PM	4		2/1/99 2:00:00 PM	SFENormStart	triggered	CODE		

Figure 74: Trade Events window

The following fields are displayed in the *Trade Events* window:

Trade Event ID	The unique identifier for this **Trade Event**.
Event Time	The time that the trading event commences
Priority	This field displays the sequence of events valid for cases when more than one event starts or ends at the same time
Randomised Interval	Indicates the length of time for the random period during which certain trade events are triggered (e.g. Market open and close). The trade event will be triggered at any point during the time specified here. This is to ensure that traders are not able to anticipate the event and manipulate the market. The interval can be up to 59 minutes and 59 seconds.
Actual Event Time	This is the actual time the event will be triggered where there is no randomising interval specified
Transition Id	The identifier that the Exchange has given to this trading event. This will relate to the Board or Security for which the event is scheduled.
Status	The current status of the Trading Event
Triggered	Indicates the Trading Event has occurred
Pending	Indicates the Trading Event has not yet occurred
Board Id	The unique identifier of the Board on which this Trading Event is scheduled to occur
Instrument Id	The unique identifier of the Instrument to which this Trading Event will apply
Sec Code	The code for the Security to which this Trading Event will apply

23.1.1 Right Mouse Functions

Add   Allows you to add new Trade Events. (Requires Firm Manager permissions)

Delete   Removes a pending Trade Event. (Requires Firm Manager permissions)

For more details refer to the relevant section on Firm Manager functions in this manual.

24. COMMUNICATION BETWEEN TRADER WORKPLACE USERS

The Trader Workplace allows you to receive news broadcast by the Exchange, as well as send and receive messages sent by other traders in your Firm or your Firm Manager.

Clicking the appropriate tab in the *Output* window allows you to easily access any News and Messages sent.

24.1 News

The Exchange Supervisor broadcasts news to the Trader Workplace users. The *News* window allows users to read the news messages that have been sent to them.

24.1.1 Receiving and Viewing a News Item

When a News item is sent to you by the Exchange Supervisor, you will be notified by a sound and the *Output* window will automatically switch to the News tab. To view the full News message, click the *right mouse* button over the News item and select *View* from the popup menu. The full text and details of the News item will be displayed.

24.2 Messages

Messages can be sent to selected users, selected firms, or all users of the system. Messages can also be sent by the 'system' to remind users that a Negotiated Deal is awaiting confirmation or that items have been suspended or unsuspended.

When a Message is sent to the user, a beep will sound to indicate a new message has arrived and the Output window will switch to display the Message window.

24.2.1 Sending a Message

This function allows you to send a message to another user in the Trader Workplace. Exchange Supervisors can send messages to any user of the Trader Workplace. Firm Managers can send messages to other members of their Firm. (This function is not permitted in the Exchange database at present.)

Select *Action / Send Message* from the main menu or click the Message icon 📧 on the toolbar to display the Message template.

Fill in the fields in the **Message** template and type your message text.

Message Template	To select a Message Template, click the arrow on the dropdown list box and select from the list
To Firm	Select the Firm to which this message is to be sent. Click the arrow on the dropdown list box and select from the list. If a Firm is selected here, the message will be sent to all members of the Firm. To send the message to all Firms using the Trader Workplace, leave the field blank.
To User	Select the User to whom this message is to be sent. Click the arrow on the dropdown list box and select from the list. To send the message to all Users within the specified Firm using the Trading Workplace, leave the field blank.
Message Text	Type the text of your message in this field
Use Rich Text	If this box is checked, the message text will retain formatting when sent. If not checked, the message will be sent in plain text
Display Type	Select one of the following as the display type for this message:

Default	The message will be displayed in the status bar of the Trader Workplace	
Non-Display	The message will not be displayed on your screen. It can be read in the Messages window only	
Regular	The message will be displayed in the status bar.	
Urgent	The message pops up on screen in a dialogue box and the recipient must click on *OK* before continuing	
DataFeed	If selected, indicates that the information in the message will be sent to the information vendors	

Send Time	The time at which this message is to be sent. If a time is not selected here, the message will be sent as soon as you have clicked the Send button.
Send	Click this button to send the message to the selected users
Cancel	Click the button to exit the Message template without sending the message

24.2.2 Viewing the Full Text of a Message

To view the full text of a message that has been sent to you, open the *Output* window and click the Message tab. Next, click the *right mouse* button over the message you wish to view and select *View* from the popup menu. The message template will be displayed.

25. FIRM MANAGER HELP

Users with Firm Manager rights are able to perform some functions effecting the TW activities performed by the Traders of their Firm. These functions are not available to Traders.

This section details the functions available to Firm Managers, and the functionality listed here is also available to users in the role of Exchange Supervisor.

> **ℹ** *Note:* Only users with the access permissions of a Firm Manager and Exchange Supervisor will have these menu items displayed on their Trader Workplace.
>
> Functions set by a Firm Manager will not only effect the Traders of the firm. They may be set for other users with Firm Manager permissions if there are more TW users with Firm Manager rights in the same firm.

25.1 Sending a Message to a Firm Member

This function allows the Firm Manager to send a message to other Trader Workplace users who are members of their Firm. At present, this function is not available to Firms, only the Exchange Supervisor can send messages.

Select *Action / Send Message* from the main menu or click the Message icon 📧 on the toolbar to display the Message template.

Fill in the fields in the Message template and type your message text.

Message Template	To select a Message Template, click the arrow on the dropdown list box and select from the list
To Firm	Select the Firm to which this message is to be sent. Click the arrow on the dropdown list box and select from the list.
To User	Select the User to whom this message is to be sent. Click the arrow on the dropdown list box and select from the list. To send the message to all Users using the Trading Workplace, select **All**.
Message text	Type the text of your message in this field
Display Type	Select one of the following as the display type for this message. All messages will be displayed on the *Messages* tab of the *Output* window
Default	The message will be displayed in the status bar of the Trader Workplace
Non-Display	The message will not be displayed on your screen. It can be read in the Messages window only
Regular	The message will be displayed in the status bar
Urgent	The message pops up on screen in a dialogue box and the recipient must click *OK* to acknowledge it before continuing.
DataFeed	If selected, indicates that the information in the message will be sent to the information vendors
Send Time	The time at which this message is to be sent. If a time is not selected here, the message will be sent as soon as you have clicked the Send button.
Send	Click this button to send the message to the selected users
Cancel	Click the button to exit the Message template without sending the message

25.2 Approving an Order Entered by a Firm Member

Once the **Approve** function has been set for a User, orders can only be entered with the approval of the Firm Manager. The Firm Manager is required to approve any orders displayed in the Orders window with a status of **Unapproved**.

To approve ALL orders entered by a Trader of the Firm

1. Open the *Users* window
2. Click the *right mouse* button over the name of the User and select *Approve Orders*
3. All unapproved orders entered by the user will be approved. The status of the order will change to *Open* in the Orders window.

To approve ONE order entered by a Trader of the Firm

1. Open the *Orders* window
2. Click the *right mouse* button over the unapproved order and select *Approve* from the popup menu.
3. The Order will now be approved and entered into the Order Book
4. You will receive information that the order has been approved under the Results tab of the Output window. The order will then be displayed in the *Orders* window with a status of **Open**.

25.3 Setting the Order Approve Function for a Firm Member

If you have Firm Manager rights, you may set the Order Approve function for a Trader in your firm. That means that the particular Trader may only submit orders into the Order Book upon your approval. As a Firm Manager, you must approve orders displayed with *Unapproved* status in the Orders window.

The Firm Manager must approve these orders before matching can occur.

1. When the *Users* window is open, click the *right mouse* button over the User ID of one of the Users of the Firm and select *Approve* from the popup menu, alternatively you can select *Users/Approve* from the main menu .
2. A tick will be displayed next to the *Approve* item on the popup menu to indicate that the order approval function has been set for this user.
3. The *Approve Orders* field in the *Users* window will now be checked.
4. To turn off the function, click *Approve* again. The checkmark next to the menu item will disappear to indicate that the function has been turned off. Also, the checkmark, which indicates that the function is set in the relevant field of the *Order Approve* column, will also disappear.

25.4 Setting a User's Password

This function allows a Firm Manager to set a Password for a member of their Firm.

When the *Users* window is open, click the *right mouse* button over the name of the User and select *Set Password* from the popup menu. A dialogue box will be displayed to allow you to change the User's password.

Figure 75: Changing a User's Password

User Id	Select the ID of the User
Old Password	This field will be disabled as it is assumed that the Firm Manager will not know the old password
New Password	Enter the new password. The characters will be displayed as asterisk characters for security reasons
Confirm New Password	Enter the new password again to confirm that you entered the details correctly
OK	Click this button when your password details are complete. The system informs you that the password has been changed successfully in a message under the Results tab of the Output window.
Cancel	Click this button to exit the Change Password dialogue box without applying your changes

The new password setting will take effect immediately, hence the user must use the new password to log on next time.

25.5 Logging a Firm Member out of the Trader Workplace

This function allows the Firm Manager to log a member of their Firm out of the Trader Workplace.

When the *Users* window is open, click the *right mouse* button over the name of the User you wish to log off and select *Reset / Logoff User* from the popup menu. The User will automatically be logged off from the system.

A message will be displayed on the User's screen to inform them that they have been logged off from the Trader Workplace.

A Firm Manager would use this function in the case of a User who has received notification that they have exceeded the number of login attempts (i.e. three) (due to entering incorrect information whilst attempting to log on).

> 🛈 *Note:* By logging the User out of the Trader Workplace, the Firm Manager can re-set the log in count to zero and the User can re-attempt log in.

25.6 Suspending a Trading Account

This function allows the Firm Manager to suspend a Trading Account associated with the Firm. Once a Trading Account is suspended, no orders can be entered on behalf of that Trading Account. You must *Unsuspend* the Trading Account to make it once again available for trading.

- **To Suspend a Trading Account**

1. When the *Trading Accounts* window is open, click the *right mouse* button over the name of the Trading Account you wish to suspend.
2. Select *Suspend* from the popup menu.
3. A message will be displayed in the *Results* window to indicate that the Trading Account has been successfully suspended and the Status of the account will be displayed as *Suspended* in the Trading Accounts window.

- **To Unsuspend a Trading Account**

1. When the *Trading Accounts* window is open, click the *right mouse* button over the name of the Suspended Trading Account
2. Select *Unsuspend* from the popup menu
3. A message will be displayed in the *Results* window to indicate that the Trading Account has been successfully unsuspended and the Status of the account will be displayed as *Active* in the Trading Accounts window.
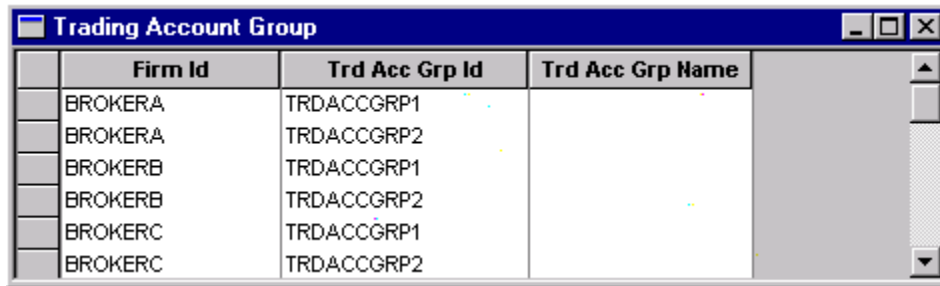
25.7 Trading Account Groups

This function allows the Firm Manager to assign Trading Account Groups to a particular firm.

Select *Table / Trading Accounts / Trading Account Groups* from the main menu. The *Trading Account Groups* window will be displayed. An example of the Trading Account Groups window is shown below:

Figure 76: Trading Account Group Window

Firm ID	The firm to which the trading account group is assigned
Trd Acc Grp ID	The unique identifier for the trading account group
Trd Acc Grp Name	The name of the trading account group

To Add a Trading Account Group:

> When the *Trading Account Group* window is open, click the *right mouse* button and select *Add* from the popup menu. A dialogue box will be displayed to allow you to enter the ID and Name of the new Trading Account Group.

Figure 77: Adding a Trading Account Group

To Remove a Trading Account Group

> When the *Trading Account Group* window is open, click the *right mouse* button over the name of the Trading Account Group you wish to remove and select *Remove* from the popup menu. The Trading Account Group will be removed.

> **ⓘ** *Note:* A User with Firm Manager rights will only be able to remove a trading account group after first removing the users and trading accounts associated with the group.

To Add a Trading Account to a Group:

> When the *Trading Accounts* window is open, click the *right mouse* button over the name of the Trading Account you wish to add to the Group and select *Set Trading Account Group* from the popup menu.
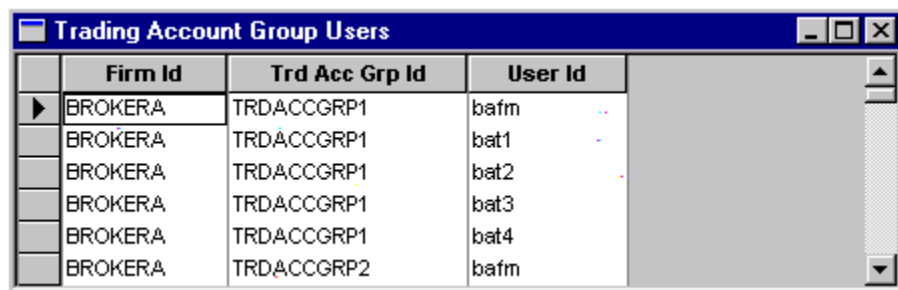
Next, select the Group to which the Trading Account is to belong and click the *OK* button. The Trading Account will now belong to the specified Group. If you click the *Cancel* button, you leave the dialogue box without assigning the Trading Account to the Trading Account Group.

> **Note:** A single Trading Account may only belong to one Trading Account Group. If you assign a Trading Account to a Trading Account Group, you cannot assign the same Trading Account to another group.

25.8 Trading Account Group Users

This function allows the Firm Manager to assign Traders access to a particular group of trading accounts.

Select *Table / Trading Accounts / Trading Account Group Users* from the main menu. The *Trading Account Groups Users* window will be displayed. An example of the Trading Account Groups window is shown below:

Trading Account Group Users		
Firm Id	**Trd Acc Grp Id**	**User Id**
BROKERA	TRDACCGRP1	bafm
BROKERA	TRDACCGRP1	bat1
BROKERA	TRDACCGRP1	bat2
BROKERA	TRDACCGRP1	bat3
BROKERA	TRDACCGRP1	bat4
BROKERA	TRDACCGRP2	bafm

Figure 78: Trading Account Group Users window

To Add a User to a Trading Account Group:

Select *Table / Trading Account Group Users* from the main menu to display the *Trading Account Group Users* window.

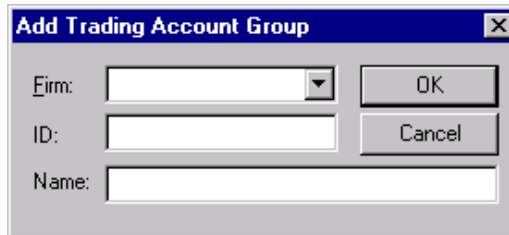Next, select *Add* from the popup menu. A dialogue box will be displayed to allow you to select the Trading Account Group and the User to be assigned to the Group.

Click *OK* and the User will be restricted to using that group of Trading Accounts.

To Remove a User from a Trading Account Group:

Select *Table / Trading Account Group Users* from the main menu to display the *Trading Account Group Users* window.

Next, select *Remove* from the popup menu and the row will be removed from the window.

25.9 Set Close Out Status for a Trading Account

This function allows you to set the Close out status for a Trading Account. If a Trading Account is assigned Close Out status, only closing orders that result in decreasing the net account position will be accepted. No orders that would increase the net position are accepted for this trading account.

When the *Trading Accounts* window is open, click the *right mouse* button over the name of the account and select *Set Close Out Status* from the popup menu.

A dialogue box will be displayed to allow you to set the Close Out Status:

Figure 79: Set the Close Out Status for a Trading Account

Select the Trading Account and then select the Status to either **Close Out** or **None.**

Click *OK* to enter the new Close Out status. A message will be displayed in the *Results* window to inform you that the Status change has been successful.

Click *Cancel* to exit the dialogue without changing the Close Out status.

ⓘ *Note:* If you set *Close Out* as the status of an account, all the orders with *Open* status on the particular trading account will be withdrawn.

25.10 Cash Position by Firm

The *Cash Position by Firm* window displays a financial summary of the absolute value of orders placed and trades executed by all the traders of a firm.

- The Current Cash Position is a record of the absolute value of all trades for that Firm.

- The Planned Cash Position is the indication of what the cash position of the Firm would be if all current orders were matched in addition to the value of the Current Position.

In addition to viewing the details of Trading Account and User Cash Positions, Firm Managers may view and update their Firm's Cash Position.

Select *Table / Cash Position / Firm* from the main menu to display the *Cash Position by Firm* window.

Firm Id	Cash Pool Id	Curr Id	Open Balance	Current Balance	Planned Balance	Hard Limit	Warn Limit
BROKERA	NAWC	AUD	0.00	0.00	0.00		600,000.00

Figure 80: Cash Position by Firm Window

The following fields are displayed in the *Cash Position by Firm* window:

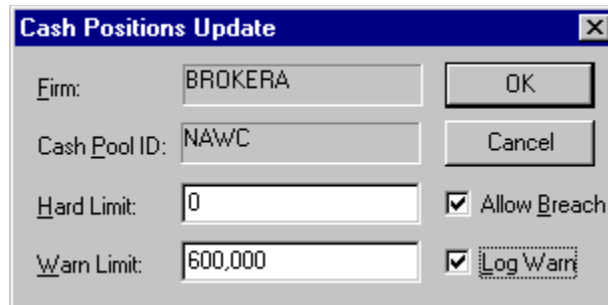|	
Firm ID	The ID of the Firm that is the subject of this Cash Position
Cash Pool ID	The ID of the Cash Pool to which this Cash Position belongs
Currency ID	The ID of the currency in which this Cash Position is held
Open Balance	The opening balanced of funds in the Firm's Cash Pool
Current Balance	The traded position for this Firm
	Opening +Σ (Buy) + Σ (Buy)
Planned Balance	The planned cash position for this firm calculated from existing trades and open orders
	Opening + Σ Current + Σ (Open bids) + Σ (Open offers)
Hard Limit	An Exchange defined limit for firms which a user with Firm Manager rights may overwrite. If this limit is reached, the user may not enter new orders.
Warn Limit	An Exchange defined limit for firms which a user with Firm Manager rights may overwrite. If this limit is reached, the system sends a message warning the user about reaching the cash position warn limit set.

25.10.1 Right Mouse Functions

Update	Allows you to open the dialogue box where you can reset cash positions.

25.11 Updating Cash Positions

This function allows the Firm Manager to update the Hard Limit and Warn Limit for a Trading Account, an individual Trader or the Firm as a whole. Both limits are defined by the Exchange and may be overwritten by Firm Managers. If the Hard Limit is reached, the system will reject the next order entry.

When the relevant Cash Position window is displayed, click the *right mouse* button over the open window and select *Cash Positions/Update* from the menu or select the cash position you wish to reset the limits for, click the right mouse button and select *Update* from the pop-up menu. A dialogue box will be displayed to allow you to enter updated Warn and Hard Limits.

Figure 81: Cash Position Update
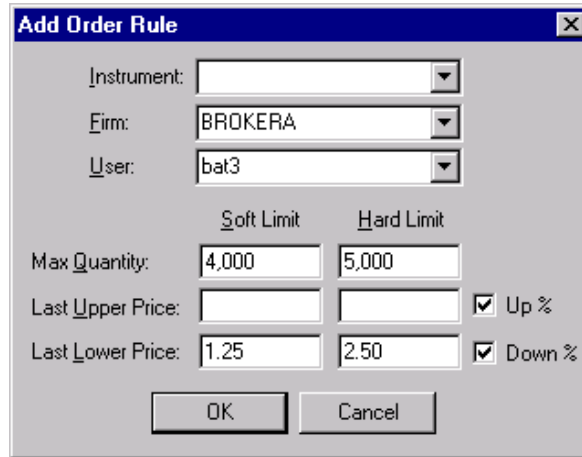
Firm	The identifier of this Firm
Cash Pool ID	The Identifier of the Cash Pool for this Cash Position
Hard Limit	Enter the new Hard Limit amount. If the value existing orders plus the order to be entered reaches the value displayed in this field, you will get a warning message in the status line of your TW screen.
Warn Limit	Enter the new Warn Limit amount. If this limit is reached, the system will reject order entry.
Allow Breach	If checked, this specifies that the new limit is to be imposed, even if this cash position is already in breach of the new setting. If unchecked, the new limit will not be allowed if it is below the current position
Log Warn	If the warn limit is exceeded this will be logged as an Audit Event

> ℹ️ *Note:* If you define a limit, the system will check the your Current and Planned Cash Positions in view of the new limit. If the Allow Breach field is not selected (the function is not set) and there are orders and trades in the system that reach the new limit, the system will reject the new limit.

25.12 Adding an Order Rule

This function allows the Firm Manager to add a new Order Rule for all Instruments or for a specific Instrument, which can be then applied to the whole firm or just one user. The settings defined for an order rule will always be valid for a **single** order entered by a single user.

Open the ***Order Rules*** window and click the ***right mouse*** button over the window. Select ***Add*** from the popup menu. Alternatively, click on ***Order Rule/Add*** in the main menu. The following dialogue box will be displayed to allow you to add a new order rule:

Figure 82: Add an Order Rule

Instrument	If an Instrument is selected here, the Order Rule will be applied to all orders entered for that Instrument. Leaving the field blank means ALL instruments.
Firm	Select the name of your Firm from the dropdown list box.
User	If a User is selected here, the Order Rule will be applied to the specified user only. Leaving the field blank means ALL users.
MAX QUANTITY:	
Soft Limit	If an order violating this quantity is entered, a warning will be sent to the user to notify them of the breach. They are then given the choice to proceed with the order or withdraw the order
Hard Limit	If an order with a quantity one trading unit larger than the one in this field is entered, the order will be rejected
LAST UPPER PRICE	
Soft Limit	If an order above this price is entered, a warning will be sent to the user to notify them that they will breach the soft limit. They are then given the chance to proceed with the order or withdraw the order
Hard Limit	If an order above this price is entered, the order will be rejected
LAST LOWER PRICE	
Soft Limit	If an order below this price is entered, a warning will be sent to the user to notify them that they will breach the soft limit. They are then given the chance to proceed with the order or withdraw the order
Hard Limit	If an order below this price is entered, the order will be rejected
Up %	If selected, the upper limits entered here are percentages of the last traded price
Down %	If selected the lower limits entered here are percentages of the last traded price

25.13 Deleting an Order Rule

When the *Order Rules* window is open, click the *right mouse* button over the Order Rule you wish to delete and select *Delete* from the popup menu.

A message will be displayed in the *Results* window to notify you that the Order Rule has been marked for Deletion.

To reverse this process, select the Order Rule marked for Deletion and click the *right mouse button* and select *Undelete* from the popup menu.

A message will be displayed in the *Results* window to indicate that the Order Rule has been once again made Active.

25.14 Updating an Order Rule

When the *Order Rule* window is open, click the *right mouse* button over the name of the Order Rule you wish to update and select *Update* from the popup menu.

A dialogue box will be displayed to allow you to enter the details of amendments to the existing Order Rule.

> ⓘ *Note:* This dialogue box is the same as the *Adding an Order Rule* dialogue.

A message will be displayed in the *Results* window to inform you that the action has been successful.

26. SUPERVISOR HELP

The functions described in this section of the help details those functions that are available only to those users with the permissions of an Exchange Supervisor.

Users with Exchange Supervisor permissions should also refer to the section on Firm Manager Help. All functionality listed in the Firm Manager section (Section 25) is also available to users in the Supervisor role for any of the firms and users.

26.1 Set Password

This function allows an Exchange Supervisor to change the Password for a user logged on to the Trader Workplace.

When the *Users* window is open, click the *right mouse* button over the name of the user and select *Set Password* from the popup menu. The Change Password dialogue box will be displayed.

Note: The supervisor will only be able to amend the User Id and New Password fields of the dialogue box.

26.2 Set the User IP Address

This function allows the Exchange Supervisor to force a Trader to log on from a specified IP address. This function would also be used where brokers are logging in to the Trading System from their own offices and the Exchange needs to ensure that a firm uses only a particular Gateway. This restriction can also be used to ensure that traders cannot access the Exchange illegally from another office.

Open the *Users* window and click the *right mouse* button over the name of the User and select *Set IP* from the popup menu. A dialogue box will be displayed to allow the Supervisor to set the User IP Address.
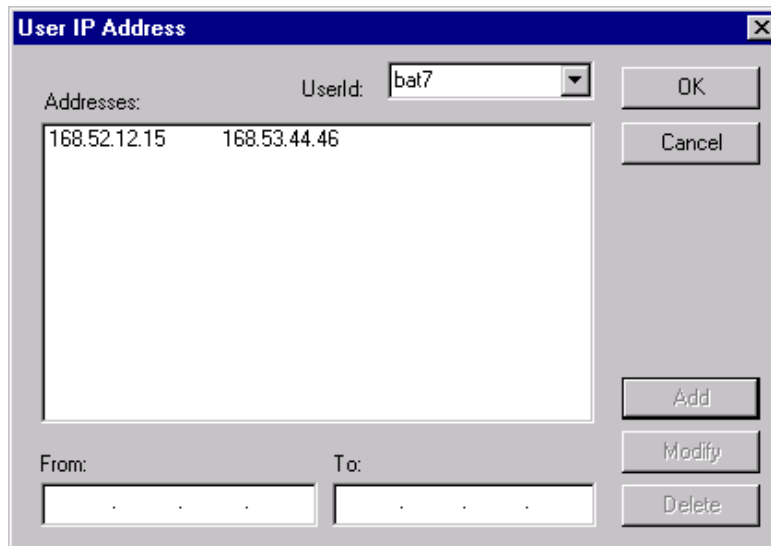
Figure 83: User IP Address dialogue

User	Select the name of the user from the dropdown list box (this will default to the user selected in the *Users* window)
Address	The IP address from which the User must log on to the Trading System.
From / To	This field allows you to specify a range of IP addresses from which the User can log on to the Trading System. A range allows the user to log on via a group of terminals

OK	Click this button to enter the User IP Address details
Cancel	Click this button to exit the dialogue box without applying the User IP details
Add	Click this button to add the details of a User IP Address. The dialogue will not close to allow you to enter other User IP Address details
Modify	Click this button to modify the details of an existing User IP Address
Delete	Click this button to delete the details of a User IP Address

26.3 Log Off a User

This function allows a Supervisor to log a User off from the Trader Workplace.

Open the *Users* window by selecting *Table/Users* from the menu or by pressing the hot keys *Shift F9.* When the Users window is open, click the *right mouse* button over the name of the User and select *Logoff / Reset User* from the popup menu. The User will immediately be logged off from the Trader Workplace system.

A pop-up message will be displayed on the Users Trader Workplace screen to inform them that they have been logged out of the system.

26.4 Change the Default Role of a User

Roles are assigned to firms or users, and indicate the types of activities a user carries out in performing their job, rather than a job title. Thus a typical role is that of the Trader, and persons assigned this role carry out the duties that are typically associated with a Trader.

A certain level of access to information in the Trader Workplace system is associated with the roles defined by the Exchange. For example, a user assigned the role of a trader will be able to see their own orders in the Orders window, but not the orders of traders of other firms. The role of Firm Manager carries additional permissions allowing them to see the orders of all users in their firm in the Orders window.

Changing the Default Role for a User allows the Exchange Supervisor to change the roles and access permissions of users whilst the trading session is running.
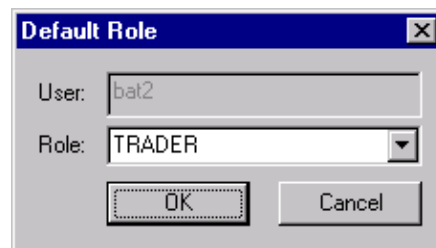
Figure 84: Default Role dialogue

When the *Users* window is open, click the *right mouse* button over the name of the user and select *Permissions / Default Role* from the popup menu. A dialogue box will be displayed to allow you to change the User Default Role.
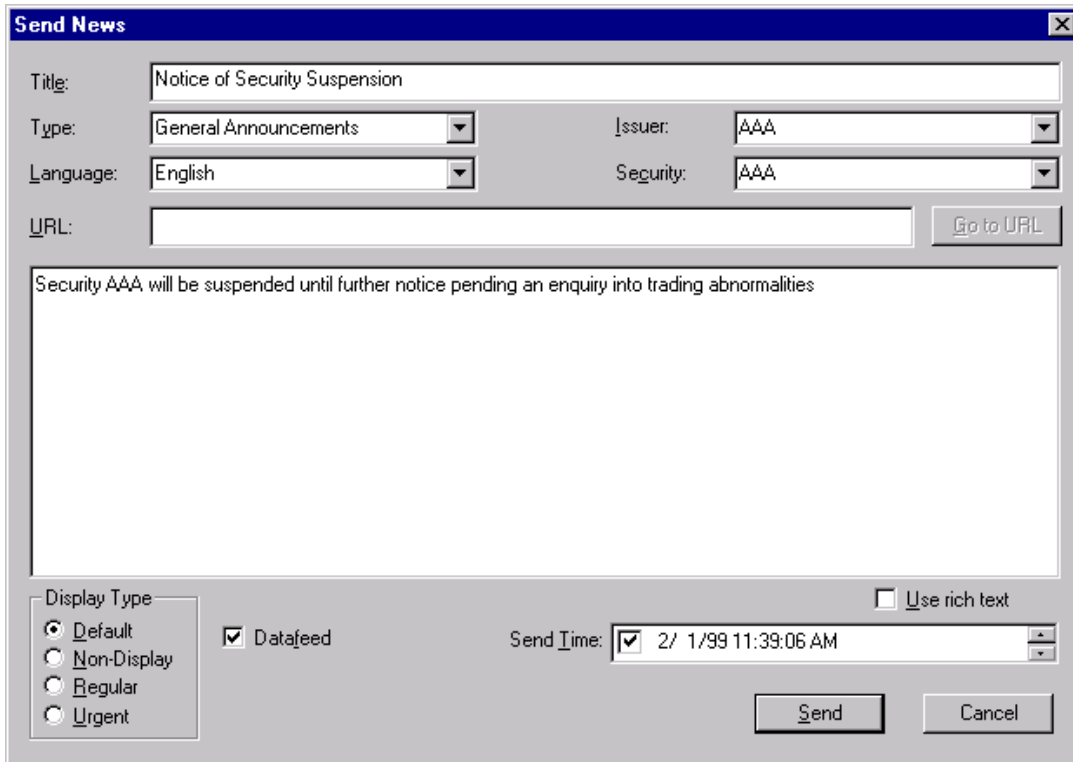
User	Displays the unique identifier of the user whose role you wish to overwrite.
Role	Choose the new role from the drop-down list box, which is to replace the user's existing permissions. You may choose from the roles the Exchange sets in the exchange database and uses for a variety of TW users.
OK	Click this button when you have completed modifying the role. The dialogue box will close and you receive a message under the *Results* tab that the role has been successfully updated. That will automatically log off the user, who will need to log on again to acquire the rights associated with the new role.
Cancel	To leave the dialogue box without applying the updated role click on this button.

> **ℹ** *Note:* At the end of the trading day when the information is loaded back up into the database for processing, the User table in the SAI (from the User Maintenance screen) will be updated with the new role for this user.

26.5 Sending a News Item

All users of the System may read News items that have been sent to them, however only Exchange Supervisors may send News items.

To send a News item, either select **Action / Send News** from the main menu or click the News icon on the toolbar and the **Send News** template will be displayed.

Figure 85: Send News template

The following fields are displayed in the News template:

Title	Type in the title of this News item
Type	The type of News item. Click the arrow on the drop down list box and select from the list.
Language	The language in which this News item is to be broadcast
Issuer	The name of the Issuer who is the subject of this News item
Security	The name of the Security which is the subject of this News item. Click the arrow on the dropdown list box and select from the list
URL	A related URL can be entered here to allow Users to go directly to a related web site regarding this News item. For example, the Issuers web site to view the details of an annual report.
Text Field	Allows you to type the text of the news or copy text written in advance.

> ❶ *Note:* The size of the text is limited to about a page typed in size 12 font in MS Word format. If you wish to send more text, the system will send a warning message to your window that the text is too long to send and the system will not allow you to send the news item unless you reduce the size.
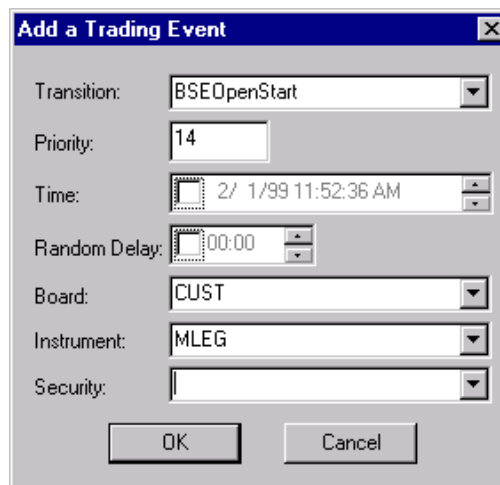
Use Rich Text	The message will be sent in rich text format which includes text colours, fonts, size, etc.
Display Type	Select the manner in which this News item is to be displayed on the Users screen:

Default	The message will be displayed in the *News* window
Non-Display	The message will be displayed in the *News* window only
Regular	The message will be displayed in the *News* window
Urgent	The message will be displayed as a popup window on the user's Trader Workplace screen
Datafeed	If checked, indicates that the information in the message will also be delivered to vendors.

Send Time	Enter the time and date on which this message is to be sent to Trader Workplace users. If this is not set, the news will be sent immediately
Send	Click this button to send the message to Trader Workplace users
Cancel	Click this button to exit the template without sending the news item

26.6 Adding and Removing Trade Events

All users of the Trading System may view Trading Events, however only Exchange Supervisors may add or remove Trading Events. Trading Event details are usually set up by Exchange Staff using the SAI, however these functions allow the Exchange Supervisor to add or remove Trading Events during a trading session.

26.6.1 Adding a Trading Event

To add a Trading Event, open the ***Trading Events*** window and either select ***Trading Events / Add*** from the main menu or the Trading Events icon ![clock icon] from the tool bar. Alternatively, you can click the ***right mouse*** button in the Trading Accounts window and select ***Add*** from the popup menu. A dialogue box will be displayed to allow you to enter the details of the new Trading Event.

Figure 86: Adding a Trading Event

Transition	The name that the Exchange has given to this event. This will relate to the Board or Security that the event is scheduled for
Priority	This field is used to order the sequence of events when more than one transition is sent to the Trading Engine at the same time
Time	The time that the trading event is scheduled to commence. The field will always default to the current time. If you do not to enter a later time as you wish to start the event immediately, remove the checkmark you se next to the time field and then the event will begin as soon as you click the ***OK*** button.
Random Delay	Enter the length of the randomise period that you want until the commencement of the trade events. Instead of being triggered at the specified time, the trade event will be triggered at any point during the random delay period. This is to ensure that traders are not able to anticipate the event and manipulate the market. The interval can be up to 59 minutes and 59 seconds either side of the scheduled time of the trade event
Board	The unique identifier of the Board on which this Trading Event is scheduled
Instrument	The unique identifier of the Instrument for which this Trading Event is scheduled
Security	The code for the Security to which this Trading Event will apply
OK	Click this button to enter the details of the new Trading Event
Cancel	Click this button to exit without applying the details of the new Trading Event

26.6.2 Removing a Trading Event

This function allows the Exchange Supervisor to remove the details of a Trading Event which is still pending whilst trading is in progress. To remove a Trading Event, open the Trading Events window and select the Trading Event you wish to remove. The status of the event must be *Pending*. Next, either select ***Trading Events/Remove*** from the main menu or click the ***right mouse*** button over the trading event and select ***Remove*** from the popup window. A confirmation dialogue box will be displayed. You must click ***Yes*** to remove the Trading Event or ***No*** to exit without removing the Trading Event. You receive a message under the Results tab of the Output window that the event has been successfully deleted.

> **ⓘ** *Note:* The Trading Event will be removed immediately from the memory tables, so for this session it will no longer apply. However, the event will still be loaded the next day when all the Trading Events are loaded from the Trading Engine

26.7 Quote Basis

This function allows an Exchange Supervisor to set a two-digit code that will be displayed in the Quote Basis column of the **Securities** window. This code indicates the details for corporate actions that have been applied to a Security.

For example, **CD** or **XD** would indicate whether the security is traded CUM or EX Dividend (with or without the benefit of the Corporate Action applied), **CB** = Cum Bonus, **CR** = Cum Rights, etc.

When the **Securities** window is open, click the ***right mouse*** button over the name of the Security to which you wish to apply the Quote Basis. Select ***Quote Bases*** from the popup menu and a dialogue box will be displayed to allow you to enter the details of the Quote Bases for the Security.
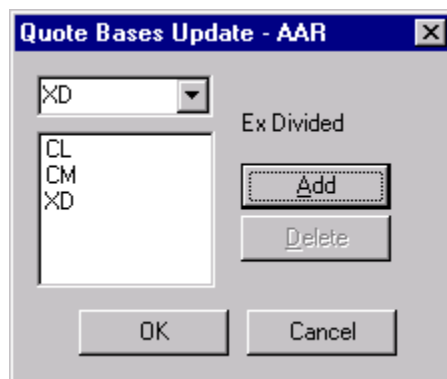
Security	The name of the Security to which the Quote Bases will be applied. To select a Security, click the arrow on the dropdown list box and select from the list
Quote Bases	This window allows you to type in the details of the Quote Bases
Add	Click this icon to enter a new item
Delete	Click this icon to delete the details of a quote bases
OK	Click this button when the details are complete
Close	Click this button to exit the Quote Bases window without applying the details.

26.8 Suspend Functions

Exchange Supervisors have the ability to suspend certain entities in the Trader Workplace during the trading session. Suspending an entity will stop trading for that entity. For example suspending a Board will stop all trading in Securities listed on that Board. The suspend function for some entities will require you to enter some details in a dialogue box, others will immediately suspend the entity with no need for further input from the user.

ACTION	RESULT
Suspending an Issuer	Trading will stop in all Securities on all Boards which belong to the Issuer. Issuers have to be suspended from the *Securities* window.
Unsuspend Issuer	Trading will resume in all Securities on all Boards which belong to the Issuer. This action has to be performed from the *Securities* window.
Suspend Firm	Prevents all members from the specified Firm from entering orders for the session. Members of the suspended Firm may still view information, however they cannot enter Orders or Negotiated Deals. This action has to be performed from the *Firms* window.
Unsuspend Firm	All members from the specified Firm will once again be able to enter orders for the session. This action has to be performed from the *Firms* window.
Suspend User	Prevents the user from entering Orders or Negotiated Deals for the session. The suspended user may still view information however they cannot participate in trading activities. Individual users have to be suspended from the *Users* window.
Unsuspend User	Allows the user to once again enter Orders and Negotiated Deals. Individual users have to be unsuspended from the *Users* window.
Suspend Board	Prevents orders being entered for any Security listed on the Board. Existing orders for those Securities may or may not be withdrawn automatically depending on the setting of the business parameter governing that situation. Individual boards have to be suspended from the *Boards* window.
Unsuspend Board	Allows trading to resume for all Securities listed on the Board. Individual boards have to be unsuspended from the *Boards* window.
Suspend Instrument	Prevents orders being entered for any Security of an Instrument. Existing orders for those Securities may or may not be withdrawn automatically depending on the setting of the business parameter governing that situation. Individual Instruments have to be suspended from the *Instruments* window.
Unsuspend Instrument	Allows trading to resume for all Securities of an Instrument. Individual boards have to be unsuspended from the *Instruments* window.
Suspend Trading	This will stop all trading in all Securities on all Boards at the Exchange. No orders may be entered into the Trading System. Trading as a whole has to be suspended by selecting *Action/Suspend Trading* from the menu.
Unsuspend Trading	Allows trading to resume for all Securities listed on all Boards on the Exchange. Trading as a whole has to be unsuspended by selecting *Action/Unsuspend Trading* from the menu.

26.9 Suspending a Security

This function allows an Exchange Supervisor to suspend a Security from trading during the trading day.

When the *Securities* window is open, click the *right mouse* button over the name of the Security to be suspended and select *Suspend* from the popup menu. A dialogue box will be displayed:

Security	The name of the Security to be suspended
New State	The new trading state for the Security. To select a State, click the arrow on the dropdown list box and select from the list.
Message	The message which will be sent to Trader Workplace users to inform them that the Security has been suspended
Display Type	Select one of the following to indicate the mode by which the suspension message is to be displayed to users.
Default	The message will be displayed in the status line of the TW.
Non-Display	The message will not be displayed on the screen and can be read in the *Audit Events* window only.
Regular	The message will be displayed in the Message window
Urgent	The message pops up on screen in a message box, and the recipient must acknowledge it by clicking the *OK* button
At Time	Indicates the time at which the Security will be suspended
Suspend	Click this button to apply the suspension to the Security
Cancel	Click this button to exit the dialogue box without applying the suspension to the Security

The Security will now be suspended and no orders may be entered for the suspended Security. The status will be displayed as 'Suspended'.

To unsuspend a suspended Security, click the *right mouse* button over the name of the suspended Security and select *Unsuspend* from the popup menu. The security will now be unsuspended and will once again be available for trading. The status will be displayed as 'Active'.

26.10 Suspending an Issuer

This function allows an Exchange Supervisor to suspend an Issuer whilst trading is in progress. Suspending an Issuer will automatically suspend all Securities on all Boards that belong to the Issuer.

When the Securities window is open, click the *right mouse* button over the name of the Security belonging to the Issuer you wish to suspend and select *Suspend* from the popup menu. A dialogue box will be displayed.

Issuer	The name of the Issuer to be suspended
Message	The message which will be sent to Trader Workplace users to inform them that the Issuer has been suspended
Display Type	Select one of the following to indicate the mode by which the message is to be displayed to users.
Default	The message will be displayed in the status line of the TW.
Non-Display	The message will not be displayed on the screen and can be read under the *Results* tab in the *Output* window only.
Regular	The message will be displayed in the Message window
Urgent	The message pops up on screen in a message box, and the recipient must acknowledge it by clicking the *Ok* button
At Time	Indicates the time at which the suspension is to take place. Use the arrows to alter the time
Suspend	Click this button to suspend the Issuer. The dialogue box will close
Cancel	Click this button to exit the dialogue box without applying the suspension to the Issuer. The dialogue box will close

The Issuer will now be suspended and no orders may be entered for all Securities with an Issuer Id equal to the suspended Issuer.

To unsuspend a suspended Issuer, click the *right mouse* button over the name of a Security belonging to the suspended Issuer and select *Unsuspend Issuer* from the popup menu. The Issuer will now be unsuspended and orders may once again be entered for all Securities belonging to this Issuer. The status will be displayed as 'Active'.

26.11 Suspending an Instrument

This option lets an Exchange user suspend the instrument, that is, stop the instrument from trading whilst the Exchange is open. This option lets the Exchange Supervisor suspend a instrument whilst trading is in progress.

Click the right mouse button over the name of the instrument you wish to suspend. Then choose *Suspend* from the popup menu. A message in the Output window will advise you that the instrument has been successfully suspended.

Suspending an Instrument prohibits orders being entered for a security that is associated with that Instrument.

Once an instrument is suspended, the option on the popup menu and the main menu changes to *Unsuspend*. Select this option so that you can reinstate the instrument for trading. A message in the Output window will advise you that the unsuspension was successful.

TW users are notified of suspending an instrument in the status line of the Trader Workplace and under the Results tab in the Output window. The system will send messages about the Exchange Supervisor having unsuspended the particular instrument in the same way.


ⓘ *Note:* When an instrument is suspended, the secondary status of the securities belonging to the instrument will change to *Suspended* in the *Securities* window, i.e. suspension prevents trading in the securities. When an instrument is unsuspended, it will yet again be the secondary status of the securities belonging to the instrument that will change this time to *Active*, i.e. trading in the securities belonging to the instrument may continue.

26.12 Set Close Out Status for Firms

This function allows you to set the Close out status for a Firm. If a Firm is assigned Close Out status, only closing orders that result in decreasing the net account position will be accepted. No orders that would increase the net position are accepted for this Firm.

When the *Firms* window is open, click the *right mouse* button over the name Firm you wish to assign Close Out Status to and select *Set Close Out Status* from the popup menu.

A dialogue box will be displayed to allow you to set the Close Out Status:
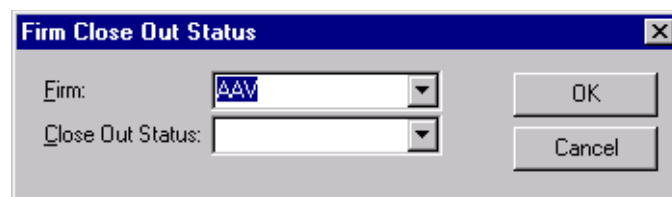
Figure 87: Close Out Status for a Firm

Select the Firm and then set the Status to either **Close Out** or **None.**
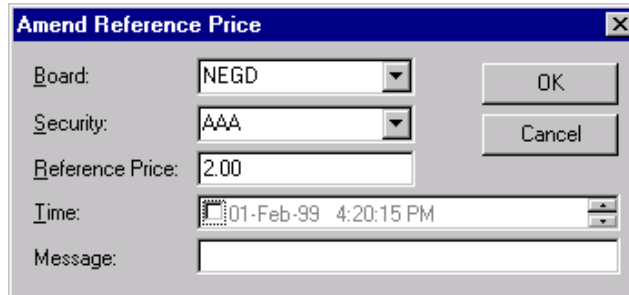
Click *OK* to enter the new Close Out status. A message will be displayed in the *Results* window to inform you that the Status change has been successful.

Click *Cancel* to exit the dialogue without changing the Close Out status.

ⓘ*Note:* If you set *Close Out* as the status of a firm, all the orders with *Open* status by the particular firm will be withdrawn.

26.13 Amending the Reference Price for a Security

This function allows the Exchange Supervisor to amend the reference price for a Security whilst trading is in progress. For example, in the case of unusual market conditions, the Exchange may choose to reset the trading range permitted before allowing the circuit breaker to trigger.

Figure 88 : Amend Reference Price Dialogue

When the Securities window is open, click the *right mouse* button over the name of the Security for which you wish to adjust the reference price and select *Reference Price* from the popup menu

Board	The Board that the Security is trading on. To select a Board, click the arrow on the dropdown list box and select from the list
Security	The short name of the Security. To select a Security, click the arrow on the dropdown list box and select from the list
Reference Price	This field shows the current reference price. Amend this as required
Message	A free-format field for a message regarding the reference price change. This will display under the Results tab of the Output window in the Trader Workplace. If no message is entered then traders may not be alerted to the changes, which will simply be displayed in the *Reference Price* field of the *Securities* window.
OK	Click this button to apply the changes immediately and close the dialogue box
Cancel	Click this button to close the dialogue box without applying your changes

26.14 Amending the Security Tick

This function allows the user to alter the price for securities with open orders whilst trading is in progress. The Exchange Supervisor may only use this function in case the user that has *Open* orders in the Order Book cannot amend his or her orders due to some technical problem (is disconnected from the Trading Engine). When the Securities window is open, click the ***right mouse*** button over the name of the security whose price you wish to amend in the orders. Select ***Tick Up / Down*** from the popup menu. A dialogue box will be displayed to allow you to amend the price.

|	
Firm	If a Firm is selected here, the security price change will only apply to the specified Firm. If you leave the field blank, the price change will apply to across all Firms
User	If a User is selected here, the security price change will only apply to orders and trades in the security entered by the specified User. If you leave the field blank, the security price change will apply to all Users
Board	If a Board is selected here, all Securities listed on the specified Board will have the security price change applied to them. If you leave the field blank, the security price change will apply to all Securities on all Boards
Security	If a Security is selected here, the price change will be applied to the specified Security. If you leave the field blank, the price change will apply to all Securities
Buy / Sell	Indicates whether buy or sell orders in the security should have the price change applied to them. Select both Buy and Sell to apply the price change to all orders
Accounts	If a Trading Account is selected here, the price change will be applied to all orders for that Trading Account (depending on the other filter criteria). If you leave the field blank, the price change will be applied to all orders for all trading accounts.
Ticks	Indicates the price change (in ticks). Select either Up or Down to indicate the new price.
OK	Click this button to implement your changes
Cancel	Click this button to exit without applying any changes.

26.15 Change the Trading State of a Security

This function allows the Supervisor to change the state of a security during trading. Securities can change into a variety of different states depending on the Exchange requirements. For example, securities can move from trading to suspended (i.e. the status may change from *Active* to *Suspended*) and vice versa.

> **ℹ** *Note:*   Normally, Exchange staff use the SAI maintenance screens to set up security states

When the Securities window is open, click the **right-mouse** button over the name of the Security and select *Change State* from the popup menu.
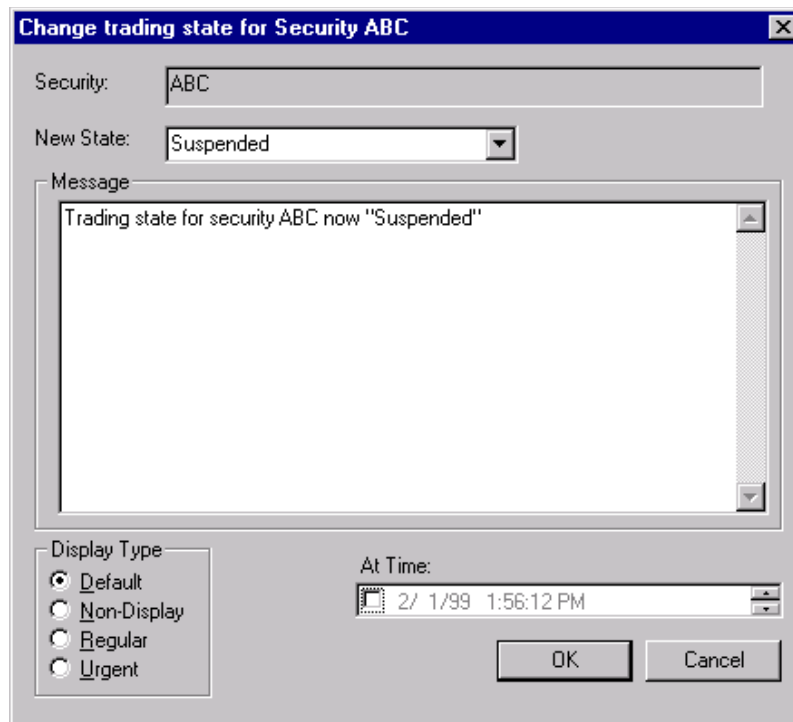
Figure 89: Change Trading State of a Security

New State	Select the state from the drop-down list box. Possible values are *Active, Suspended, View Only, Reporting Only.* The Exchange does not use the last two.
Message	A default message will be displayed. You can change this or add more text as required.
Display Type	Choose the display type from the following list:

Default	Displays in the status line of the Trader Workplace
Non-Display	Displays only in the *Messages* window under the Results tab for each user
Regular	Displays only in the *Messages* window for each trader
Urgent	Displays in a popup dialogue on each user's screen, who may leave the message box by clicking on the *OK* button.
At Time	Click inside the small box to edit the time. Click inside each date or time segment to alter it, using either the arrows or by typing directly. If the time is not changed the state is checked, then the message is sent immediately

26.16 Approving a Negotiated Deal

If the Exchange Staff have set the Negotiated Deal Approval flag in the SAI, the Exchange Supervisor must approve all Negotiated Deals.

A message will be displayed in a popup on the Exchange Supervisor's screen that will inform them that there is a Negotiated Deal awaiting approval.

Next, the Supervisor must open the Negotiated Deals window, then click the *right mouse* button over the Negotiated Deal requiring approval. To approve the Deal, select *Approve* from the popup menu. To reject the Deal, select *Reject* from the popup menu.

A message will be displayed on the Trader and Counterparty's screen informing them whether the Deal has been approved or rejected by the Supervisor.

26.17 Control Events Window

This window provides the details of all changes that have been made in the Trader Workplace by users with the access permission of Exchange Supervisors. These are typically actions such as altering reference prices, suspending users and securities, scheduling new trade events, and suspending trading.

To view the Control Events window, select **Table / Control Events** from the main menu. The Control Events window will be displayed.

Event ID	The unique identifier assigned to this Control Event
Event Time	The time that this Control Event took place
Event Type	The type of Control Event. This provides a description of the Control Event and is generated by the system
User ID	The Exchange user who made the Control Event change
Msg Id	The unique identifier assigned to this Message
Subject Class	The class of messages that this Control Event belongs to. For example, amending the Reference Price effects the SecBoard and will therefore be grouped into the SecBoard subject class
Subject ID	The unique identifier for Control Events that have been grouped into this subject class
Status	Possible values for Control Events are:
Sent	the control event has occurred
Pending	the control event has not been sent yet
Deleted	the Exchange Supervisor has deleted this Control Event. Only *Pending* events may be deleted (the event, such as a newly added trade event has not yet occurred).
Value 1 / Value 2	Values are displayed in these fields if you enter a value (such as overwrite reference price) when you set the control event.

26.18 Transaction Replay

This option from the **Action** menu allows a user with Surveillance or Supervisor privileges to replay past market entries from log files.

In the event that the market behaves in an unexpected fashion, such as taking an unexpected downward turn, the Surveillance/Market Watch/Supervisor may be interested in replaying the entries that were done on a particular day to analyse the trend that sent the market down (or up).

In this case a copy of the Trading Engine data is made and the logs (files where all market entries are kept) can be replayed for a certain date and time. This would be a passive function, in that it would never occur on the actual set of trading data, but on a backup copy.

This function of the Trader Workplace lets you choose the criteria from the log files that you want to replay.

The Transaction Replay window is opened by selecting **Action/Transaction Replay** from the main menu. An example of the window is displayed below:
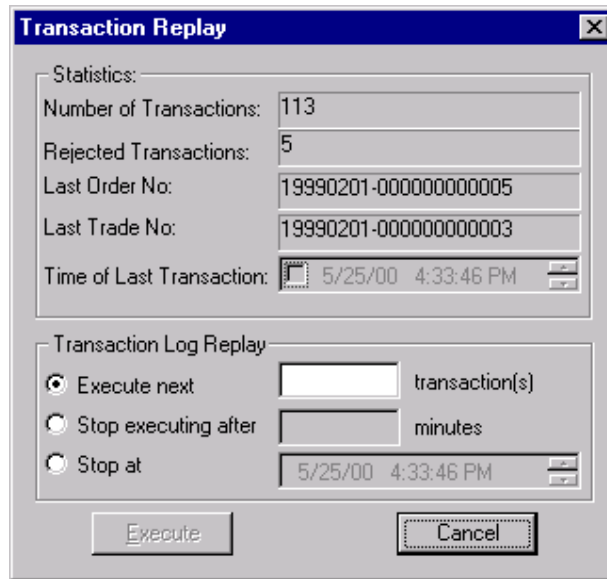
Figure 90: Market Replay

26.18.1 Field Descriptions

Number of Transaction Choose the number of transaction that you want to replay

Rejected Transaction Choose the number of transaction that was rejected. These may have been rejected because they fell outside the order or reference movement variation. They may also have been rejected of they breached firm limits

Last Order No The number of the last order that has been entered

Last Trade No The number of the last trade that has been generated

Time of Last Transaction

Time that the last transaction to be replayed was placed in the Trader Workplace

Transactions from Log This section allows the Exchange User to run transactions from a log.

    Execute next…transaction(s)

          If you click this radio button then the screen will ask how many transactions you want to execute.

    Stop Executing after   Interval has Elapsed

          If you click this radio button then the screen will ask you to enter the length of time during which transactions may execute.

    Stop at….Time   If you click this radio button then the screen will ask you to enter the time at which transactions will cease executing

Close Click this to exit without running the log transactions

Execute Click this to begin the transaction replay from the log files