

CFD-FX Trading platform  
Software User Guide

May 2006

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# 1. Introduction

This trading platform enables you to place bets on thousands of instruments over the Internet.

All you need to run the trading platform is

- a Pentium III 500MHz PC with 256MB RAM
- 100 MB of free hard disk space
- Windows 98 or later
- access to the Internet.

The trading platform has been designed so that it automatically downloads the components it needs, which makes the initial downloading process more efficient. Every time you use the trading platform, it checks to ensure the files on your PC are up to date, then automatically downloads any files that are needed.

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## 2. Installing the trading platform

### 2.1. Firewalls

The trading platform should not be affected by any corporate or personal firewall software you use. It uses port 80 (like all standard web traffic). The trading platform can also use port 1057, but you need to open this port manually on your firewall.

If you are running any personal firewall software on your PC, you might be prompted to give two programs (**iiAppStart.exe** and **iiDownloader.exe**) permission to access the Internet. These are the programs that start and run the trading platform.

Allow each program access to your Internet connection, and, if possible, select the option to have your personal firewall software remember this setting, so that the trading platform opens seamlessly each time.

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**Note:** If you choose not give either of these applications access to your Internet connection, the trading platform will not start. In this case, if you select the option to have your personal firewall software remember this setting, the trading platform will not work until you edit your personal firewall software's rules to allow **iiDownloader.exe** and **iiAppStart.exe** permission to access the Internet.

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If you need any help configuring firewalls, please contact the Helpdesk.

### 2.2. Install from the CD-ROM

If you want to install the trading platform from the CD-ROM, take the following steps.

- Insert the CD-ROM into your CD-ROM drive
- If the menu screen opens automatically:
  - Click the **Install** link
  - The installation program transfers files from the CD-ROM to your computer
- If the menu screen does not open automatically
  - Double-click **My Computer** on your desktop
  - Double-click your CD-ROM drive
  - Double-click the trading platform menu icon to open the menu screen
  - Click the **Install** link
  - The installation program transfers files from the CD-ROM to your computer
- During the installation process, follow the on-screen instructions as prompted
- When the installation program finishes, it places an icon on your desktop.

You can find a walkthrough on the CD-ROM.

## 2.3. Install from the Internet

If you want to install the trading platform directly from the Internet, take the following steps.

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**Note:** The download process takes approximately 6 minutes if you have cable/DSL/Broadband connection, or 77-82 minutes if you are using a 56k modem.

You can click the **Cancel** button at any time to stop the installation.

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- Connect to the Internet
  - Open Internet Explorer
  - Go to our website, select your region and desired product, then follow the link titled `Download`.
  - Click **Download Software**, then choose **Run**.
  - The installer automatically begins. Follow the prompts to install the trading platform.
  - The next screen asks you where you would like to install the application to on your computer
- 

**Note:** We strongly advise you to select the default location in order to simplify any future Technical Support.

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- Leave the default settings as they are, and click **Next** to continue
- The next screen confirms the details of the installation. Click **Install** to continue
- The final stage of the installation begins
- The last screen is the Install Complete screen. Click **Done** to finish the installation
- When the installation program finishes, it places an icon on your desktop link and creates a link in your Start menu.

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## 3. Logging onto the trading platform

To run the trading platform, take the following steps.

- Connect to the internet
- Launch the trading platform in one of two ways:
  - Double-click the icon on your desktop, or
  - Click **Start**, then choose **Programs**, then select the trading platform from the list.
- The platform loads, and you are presented with the login screen
- Enter your User ID, Username, and Password in the boxes provided

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**Note:** If you access the Internet using a Proxy Server, or if your firewall is blocking access, click **Proxy and Connection Settings** and follow the directions listed in Proxy Support below.

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- Click **Logon**, and wait while your login details are securely transferred to our authentication servers. When your details are verified, the trading platform displays *Logged on successfully* and proceed to the Live Trading Room.

### 3.1. Proxy support

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**Note:** Proxy Servers are used on networks to provide a single access point to the Internet for all the computers on the network. If your computer is not on a network and your Internet connection is plugged directly into your PC, you are not using a proxy server.

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If you connect to the Internet through a proxy server, take the following steps.

- Click **Proxy** to open the Proxy Configuration screen
- Configure the trading platform with the type location and port number it needs to connect to the Internet through the proxy server. Contact your network administrator to obtain these details.

### 3.2. Connection settings

If you connect to the Internet through a firewall, the trading platform might not be allowed to connect over the default port 1057.

If the trading platform refuses to connect, and you are certain that your login details are correct and that you have entered any relevant proxy settings, try the Alternative connection setting. This setting will cause the trading platform to connect on port 80 instead.

You may still have problems connecting on port 80. If so, ask your Network Administrator to open a connection on port 1057, then change your settings to use the Default connection setting.

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**Note:** Network Administrators often have strict policies governing opening ports in the firewall and might refuse to do so. The trading platform *must* connect over either port 80 or port 1057. If you cannot use either port, you will not be able to use the trading platform.

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### 3.3. End-User Licence Agreement

To accept the End-User Licence Agreement, click **Accept**, then click **OK**.

### 3.4. Exiting the trading platform

- To quit the application, click **File**, then choose **Exit**. or click the **X** in the upper right-hand corner of the window. Click **Yes** to confirm that you want to exit the trading platform.

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## 4. Trading room overview

When the trading platform first opens, it displays the default layout. The layout is divided into four major components, each of which is described in this section.

1. The Instrument Panel (Side Panel, Search, and Favourites)
2. Main Trading Window
3. Toolbars
4. The Status Bar.

### 4.1. The Main Trading Window

The **Main Trading Window** is the part of the screen where popup windows appear, such as Group Price Windows, Individual Price Windows, Charts, Blotters, and so on. You can have as many windows open as you want in any combination you like.

#### 4.1.1. Significance of price colour

Prices that are displayed in the trading platform change in real time, and their colours are significant.

- A **blue** price means that the current market bid and/or offer prices are higher than the last price published
- A **red** price means that the current market bid and/or offer prices are lower than the last price published
- A **green** price means that the current market bid and/or offer price is the same as the last price published.

### 4.2. Side Panel

An **Instrument** is a product that you can trade. The Side Panel lets you navigate through the instruments that are available for you to trade. Within the Side Panel are **folders**, which contain instruments grouped according to their type or purpose.

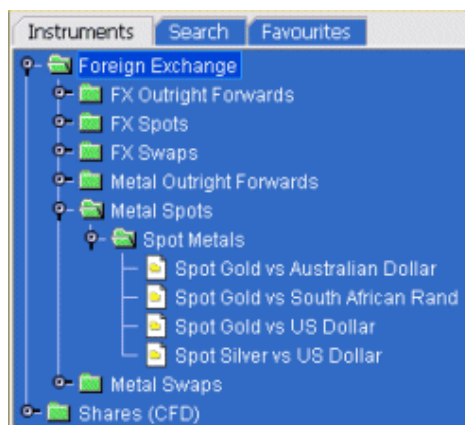
#### 4.2.1. Navigating around the Side Panel

When you first open the Side Panel, all of the folders are collapsed and you can see only the main group headings. Double-click a folder to expand it.



When a group of folders cannot be expanded further, you see each individual instrument indicated by a white document icon as shown in the example below.

## 4.2.2. Opening price windows



To add an instrument or a folder to the Main Trading Window, take the following steps.

- Select the relevant folder or instrument from the tree.
- Right-click the folder or instrument.
- Click **Group price window** for a folder or **Single price window** for an instrument.

You can open as many group and individual instrument price windows as you want.

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**Note:** When you open a Group Price Window, the window displays every instrument contained in every sub-folder of the one you chose.

Displaying too many instruments in a Group Price Window can be detrimental to the trading platform's performance.

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## 4.2.3. Using individual instruments shown in the tree

Once you have found an instrument in the Side Panel, click it to open a New Order ticket, or right-click it to open a sub-menu that displays the options available to you concerning that instrument. These options are explained below.

- **New Order:** Create a new order ticket for the selected instrument
- **New Strategy Order:** Create a new One Cancels Other (OCO) or If-Done order ticket for the selected instrument. You must use this ticket if you want to create a Strategy Order
- **Single Price Window:** Open a price window
- **Display Chart:** Open a new chart of the instrument as a window in the Multiple Document Display
- **Related News:** Display news items relating to the selected instrument
- **Related Analysis:** Display financial analysis relating to the selected instrument
- **Create Price Alert:** Set an alarm to go off when the market price hits a level you specify
- **Single Instrument Window:** Open a new window showing the selected instrument's price, chart, and related news
- **Add Instrument to Favourites:** Add the selected instrument to a Favourites folder
- **Open Group Price Window:** Open a new price window showing all the other instruments in the selected instrument's group
- **Find Instrument In Tree:** Find the parent group of the selected instrument in the Side Panel
- **Add Instrument to Favourites:** Add the selected instrument to a Favourites folder
- **Reset Tree:** Close all open folders and display only the highest level of folders
- **Hide Side Panel:** Hide the Side Panel. You can re-open the Side Panel by dragging the vertical edge of the panel to the right. You can also click the yellow folder icon in the toolbar to open and close the Side Panel.

## 4.2.4. Search

To use the search facility to find an instrument, type all or part of the instrument description into the search field.

### Searching for a specific instrument

To find a specific instrument, take the following steps.

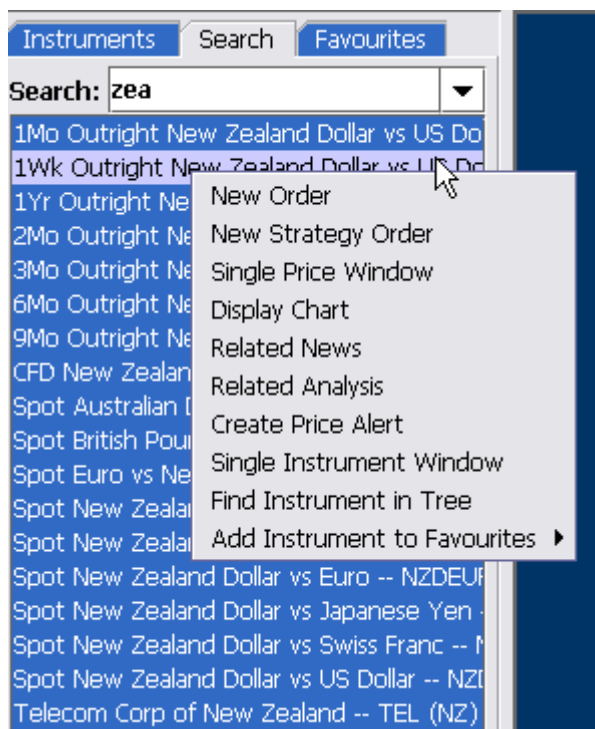
- Click **Search** on the main trading page.
- Type the name of the instrument you are looking for.

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**Note:** You often need to type only three or four characters for the search panel to find the instrument you are after.

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- Right-click the instrument you want, then select the option you want from the sub-menu.



### Multi-string searching

You can perform searches by joining strings of characters together. For example, if you enter *spot + jpy*, the trading platform searches for all instruments with "spot" and "jpy" in the instrument name.

## 4.3. Favourites

The Favourites folder under the Favourites tab allows you display your favourite instruments in one price window.

The contents of the Favourites folder can be used in the same way as any other folder.

### 4.3.1. Adding instruments to the Favourites folder

To add an instrument to your Favourites folder, click and drag it to the folder. Alternatively, take the following steps.

- Select the instrument from the tree, or search for it
- Right-click the instrument you want to add to the Favourites folder
- Select **Add Instrument to Favourites** or **Add Group to Favourites**
- Choose the Favourites folder where you want to save the instrument.

### 4.3.2. Displaying Favourites folder in a group window

To display your Favourites folder in a group window, take the following steps.

- Click **Favourites**
- Right-click the Favourites folder
- Click **Group Price window**
- A group price window displaying your favourite instruments appears.

## 4.4. Saving your layout

After arranging your Favourites folder and any other price windows or charts, you can save your layout. To save your layout, take the following steps.

- Click **File**, then choose one of the following options
  - Click **Save** to update the current layout, or
  - Click **Save Layout as** to save the layout with a new name, therefore keeping safe any other layouts you have saved.

## 4.5. The Price Window

A typical Price Window displays three pieces of information:

- The instrument's short name code
- The bid price
- The offer price.

### 4.5.1. Displaying the Price Window

- Select the group or instrument from the Side Panel, or use the Search facility
- Right-click the group or instrument
- Select **Group Price Window** or **Single Price Window** (depending on whether you have selected a group or an individual instrument)
- A new window appears, which you can move and resize to fit your requirements.

You can resize, minimise, maximise, and close Price Windows normally.

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**Note:** Every window in the Main Trading Window has a button with a curved arrow on it. This button moves the window to its own separate window and removes it from the Main Trading Window.

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## 4.6. Single Instrument Window

By default, Single Instrument Windows display an instrument's price, a chart, and any related news articles.

### 4.6.1. Opening a Single Instrument Window

To open a Single Instrument Window, right-click the instrument's name, then select **Single Instrument Window**.

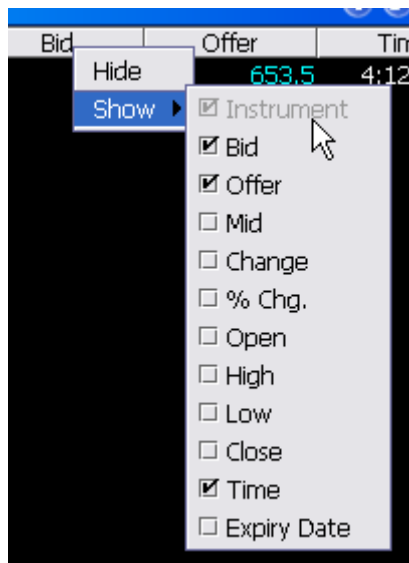
- From the Side Panel,
- From the Search field,
- From within a Group Price Window in the Main Trading Window,
- From a blotter, and
- From the Position Keeping Window

## 4.7. Group Price Windows

Group Price Windows allow you to view the prices of many instruments in a single window. For example, this group could be a pre-defined folder from the Side Panel or one of your own favourites folders.

In addition to displaying bid and offer prices of instruments, Group Price Windows can also display a range of additional information, including high and low prices and percentage change in price.

To choose which columns to display, right-click the table header in the Group Price Window, then click to tick or untick the boxes next to the columns listed.



## 4.8. Price Depth window

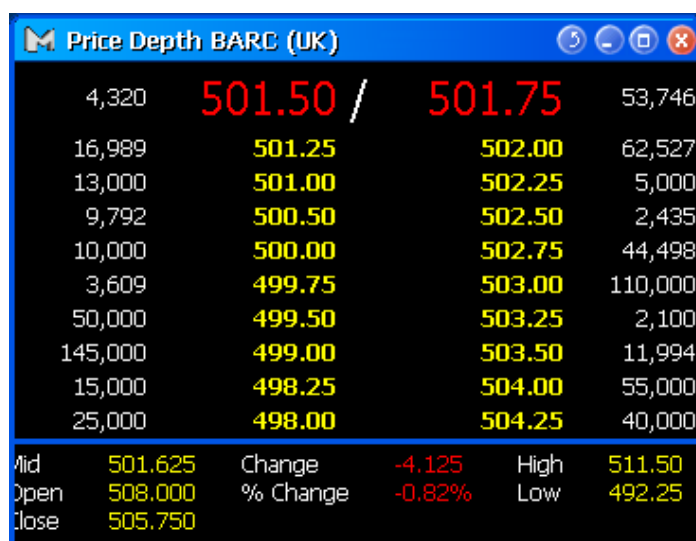
The Price Depth window allows you to see both **Level 1** and **Level 2** data, where available. **Level 1 data** is the current bid and offer price of an instrument, while **Level 2 data** is the bid and offer prices for the instrument for volumes of orders that cannot be fulfilled at the current market level.

By viewing the Price Depth window when you place an order, you can anticipate the likelihood of being re-quoted.

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**Note:** Level 2 data is not available for all instruments

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Price Depth BARC (UK)					
4,320	<b>501.50</b>	/	<b>501.75</b>		53,746
16,989	<b>501.25</b>		<b>502.00</b>		62,527
13,000	<b>501.00</b>		<b>502.25</b>		5,000
9,792	<b>500.50</b>		<b>502.50</b>		2,435
10,000	<b>500.00</b>		<b>502.75</b>		44,498
3,609	<b>499.75</b>		<b>503.00</b>		110,000
50,000	<b>499.50</b>		<b>503.25</b>		2,100
145,000	<b>499.00</b>		<b>503.50</b>		11,994
15,000	<b>498.25</b>		<b>504.00</b>		55,000
25,000	<b>498.00</b>		<b>504.25</b>		40,000
Mid	<b>501.625</b>	Change	<b>-4.125</b>	High	<b>511.50</b>
Open	<b>508.000</b>	% Change	<b>-0.82%</b>	Low	<b>492.25</b>
Close	<b>505.750</b>				

### 4.8.1. How price depth affects orders

Place an order as usual. If the volume you are ordering is not available, your order moves down the instrument depth until it can be filled completely. You are re-quoted a new price, which you can accept or reject.

The example below shows the market bid/offer price at 501.50/75. In this case, if you place a market buy order for 200,000 shares, the order is filled as follows.

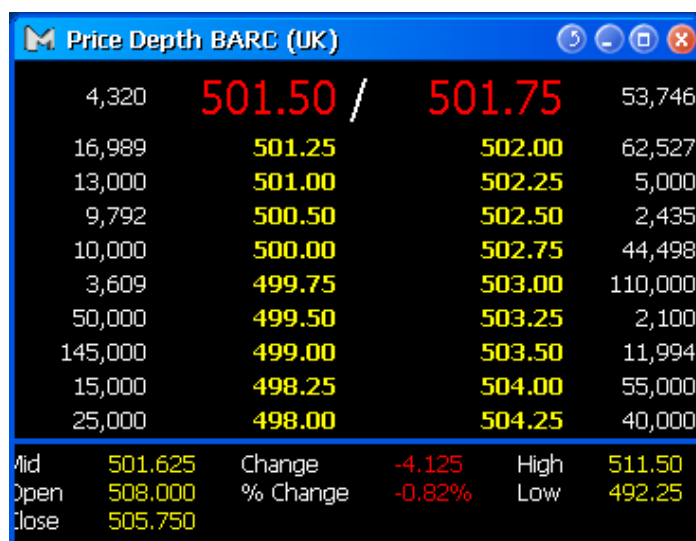
No. shares to be filled	Next available level	No. shares available	No. shares taken	Price taken at	No. shares to be filled
200,000	1	53,746	53,746	501.75	146,254
146,254	2	62,527	62,527	502.00	92,508
92,508	3	5,000	5,000	502.25	87,508
87,508	4	2,435	2,435	502.50	82,508
82,508	5	44,498	44,498	502.75	38,010
38,010	6	110,000	38,010	503.00	0

## 4.8.2. Using the Price Depth window

To open the Price Depth window for an instrument, take one of the following steps.

- Right-click the instrument or price, then select **Price Depth Window**, or
- Click **Depth** at the bottom of an order ticket.

The Price Depth window shows the following data about the instrument.



	4,320	501.50 /	501.75	53,746	
	16,989	501.25	502.00	62,527	
	13,000	501.00	502.25	5,000	
	9,792	500.50	502.50	2,435	
	10,000	500.00	502.75	44,498	
	3,609	499.75	503.00	110,000	
	50,000	499.50	503.25	2,100	
	145,000	499.00	503.50	11,994	
	15,000	498.25	504.00	55,000	
	25,000	498.00	504.25	40,000	
Mid	501.625	Change	-4.125	High	511.50
Open	508.000	% Change	-0.82%	Low	492.25
Close	505.750				

- Current market bid and offer price
- An indication of the current volume available for sale at the best bid price
- An indication of the current volume available for purchase at best offer price
- The different levels of bid/offer prices and an indication of their associated volumes
- Summary panel (based on session times, which is sometimes longer than the underlying market):
  - **Mid**: Current middle price of best bid and offer
  - **Open**: Session open price
  - **Close**: Session close price
  - **Change**: Daily change from yesterday's close price
  - **% Change**: Daily percentage change
  - **High**: Highest price for the session.
  - **Low**: Lowest price for the session.

## 4.9. Creating a new order

To open a New Order window, take one of the following steps.

- Double-click the instrument in the Side Panel, or
- Right-click the instrument in the Side Panel and select **New Order**, or
- Right-click the instrument in a Price Window and select **New Order**.

### 4.9.1. One-Click dealing

Creating a new order brings up the One-Click ticket, which allows you to place orders using one or two clicks. When you first trade using the One-Click ticket, you will actually be trading with two clicks. If you switch to true One-Click dealing, you must first accept the warning that appears. If you choose not to accept the warning, you will continue to place orders using two clicks.

When you use the One-Click ticket, the trading platform displays default stake values per point. You can change and save this value, and you can set different default values for different instruments.

If you change the default stake value or One-Click status on a new order ticket, a **Save** button appears at the bottom left-hand corner of the order ticket. Click **Save** to update the default values for this instrument.

### 4.9.2. Ticket status

When you click Place Order, a blue pending ticket appears if the order is a stop order or a limit order, or a yellow ticket appears if the order is a market order.

Market orders are processed in one of three ways:

1. **Executed:** The ticket turns green to confirm that the order is executed.
2. **Cancelled:** The ticket turns white to confirm that the order is cancelled along with the reason for the cancellation.
3. **Re-quoted:** The dealers send you a new price. This price is valid only for a certain period of time, which is shown by a countdown.

If you are re-quoted, you can either select **Buy/Sell** (depending on the order you placed) or do nothing. If you buy or sell, the ticket turns green to confirm that the order is executed. If you do nothing, the ticket turns white to confirm that the order is cancelled.

### 4.9.3. Order types

There are five types of orders:

- **Market:** buys or sell at the current market price
- **Limit:** allows you to specify a price to buy *below*, or sell *above*, the market price. Limit orders are executed when the prices you set are met in the marketplace
- **Stop:** allows you to specify a price to buy *above*, or sell *below*, the market price. Stop orders are executed when the prices you set are met in the marketplace
- **OCO (One Cancels Other):** allows you to link the order to an existing one, so when one of the two orders is executed, the other is automatically cancelled
- **If Done:** allows you to link the order to an existing one so that when the first order is executed, the new one is then automatically made pending.

#### Placing a Market Order

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**Note:** If you are placing an FX order, the ticket reflects both currencies that you are trading. You can change the quantities for either currency.

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To place a Market Order, take the following steps.

- Open a New Order ticket
- If you have more than one account, click the arrow next to *Account* until the relevant account number is shown.
- Click the arrow next to *Type* until **Market** is shown
- Click the arrow or type in the box next to *Quantity* to set the quantity you want to buy or sell
- Click **Buy** or **Sell**
- If you are using One-Click, your order immediately appears on the Active Order screen. Otherwise, view the details of your order, then click **Confirm** to place your order or **Back** to make any changes.

Your order is now executed or cancelled. If it is executed, you see the Order Executed Screen. If your order is cancelled, you see the Order Cancelled Screen, along with the reason for the cancellation listed at the bottom of the ticket.

As with any order, there may be times when the dealing desk needs to re-quote you a new price. In this case, your Active Order screen will become an Order Re-quoted screen. You can now choose to trade at the new price or cancel the order.

## Placing a Limit Order

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**Note:** When you place a Limit Order to buy, the Limit Price must be less than the Market Price.  
When you place a Limit Order to sell, the Limit Price must be greater than the Market Price.

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To place a Limit Order, take the following steps.

- Open a New Order ticket
  - If you have more than one account, click the arrow next to *Account* until the relevant account number is shown.
  - Click the arrow next to *Type* until **Limit** is shown
  - Click the arrow or type in the box next to *Quantity* to set the quantity you want to buy or sell
  - Click the arrow or type in the box next to *Limit price* to set the limit order price
- 

**Note:** **Buy** or **Sell** remains disabled unless the price you set is far enough away from the current market spread.

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- Click the arrow next to *Duration* to choose whether this order is **Day** or **GTC** (Good Till Cancel)
- To make this Limit Order an If-Done order, take the following steps. (If you do not want to make this Limit Order an If-Done order, go on to the next step.)
  - Click **Find Parent** to choose an existing order that will cause this Limit Order to be placed when it is complete, or
  - Click **Add If-Done** to create a new order that will be placed when this Limit Order is complete.
  - If you change your mind, click **Remove Parent** or **Remove If-Done**.
- Click **Buy** or **Sell**
- If you are using One-Click, your order immediately appears on the Active Order screen. Otherwise, view the details of your order, then click **Confirm** to place your order or **Back** to make any changes.

Your order is now executed or cancelled. If it is executed, you see the Order Executed Screen. If your order is cancelled, you see the Order Cancelled Screen, along with the reason for the cancellation listed at the bottom of the ticket.

As with any order, there may be times when the dealing desk needs to re-quote you a new price. In this case, your Active Order screen will become an Order Re-quoted screen. You can now choose to trade at the new price or cancel the order.

## Placing a Stop Order

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**Note:** When you place a Stop Order to buy, the Limit Price must be greater than the Market Price.  
When you place a Stop Order to sell, the Limit Price must be less than the Market Price.

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To place a Stop Order, take the following steps.

- Open a New Order ticket
- If you have more than one account, click the arrow next to *Account* until the relevant account number is shown.
- Click the arrow next to *Type* until **Stop** is shown
- Click the arrow or type in the box next to *Quantity* to set the quantity you want to buy or sell
- Click the arrow or type in the box next to *Stop price* to set the stop order price

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**Note:** **Buy** or **Sell** remains disabled unless the price you set is far enough away from the current market spread.

---

- Click the arrow next to *Duration* to choose whether this order is **Day** or **GTC** (Good Till Cancel)
- To make this Stop Order an If-Done order, take the following steps. (If you do not want to make this Stop Order an If-Done order, go on to the next step.)
  - Click **Find Parent** to choose an existing order that will cause this Stop Order to be placed when it is complete, or
  - Click **Add If-Done** to create a new order that will be placed when this Stop Order is complete.
  - If you change your mind, click **Remove Parent** or **Remove If-Done**.
- Click **Buy** or **Sell**
- If you are using One-Click, your order immediately appears on the Active Order screen. Otherwise, view the details of your order, then click **Confirm** to place your order or **Back** to make any changes.

Your order is now executed or cancelled. If it is executed, you see the Order Executed Screen. If your order is cancelled, you see the Order Cancelled Screen, along with the reason for the cancellation listed at the bottom of the ticket.

As with any order, there may be times when the dealing desk needs to re-quote you a new price. In this case, your Active Order screen will become an Order Re-quoted screen. You can now choose to trade at the new price or cancel the order.

## Placing an OCO Order

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**Note:** When you place an OCO order to buy, the Stop price must be greater than the Market Price and Limit Price, which must be less than the Market Price.  
When you place an OCO order to sell, the Stop price must be less than the Market Price and Limit Price, which must be greater than the Market Price.

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- Open a New Order ticket
  - If you have more than one account, click the arrow next to *Account* until the relevant account number is shown.
  - Click the arrow next to *Type* until **OCO** is shown
  - Click the arrow or type in the box next to *Quantity* to set the quantity you want to buy or sell
  - Click the arrow or type in the box next to *Limit price* to set the limit order price
  - Click the arrow or type in the box next to *Stop price* to set the stop order price
- 

**Note:** **Place Order** remains disabled unless the prices you set for the stop order and for the limit order are far enough away from the current market spread.

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- Click the arrow next to *Duration* to choose whether this order is **Day** or **GTC** (Good Till Cancel)
- Select the duration of the order by choosing **Day** or **GTC** (Good Till Cancel)
- Click **Buy** or **Sell**

Your order is now executed or cancelled. If it is executed, you see the Order Executed Screen. If your order is cancelled, you see the Order Cancelled Screen, along with the reason for the cancellation listed at the bottom of the ticket.

As with any order, there may be times when the dealing desk needs to re-quote you a new price. In this case, your Active Order screen will become an Order Re-quoted screen. You can now choose to trade at the new price or cancel the order.

## 4.10. Blotter selection panel

Blotters are windows that allow you to monitor your orders and trading activity. The types of blotters that are available are as follows.

- **Current Orders** shows orders that are waiting to be processed

- **Pending Orders** shows all orders that are pending, including Limits, Stops, and the Stop portion of CRBs. These orders remain in this blotter until they have been triggered and filled
- **Contingent Orders** shows orders that are linked to other orders (such as If Done orders), but that are not yet active and waiting to be triggered
- **All Orders** shows all orders placed on the account in the selected timeframe
- **Executed Trades** shows all the trades carried out on the account in the selected timeframe
- **Cash & Payment History** shows all the cash transactions that have flowed in and out of the account in the selected timeframe
- **Active Bank Guarantees** shows the details of any applicable bank guarantees.

### 4.10.1. Opening a new blotter

To see a blotter for all orders or executed trades, take the following steps.

- Click **Trading**, then choose **Blotters**
- Select the type of blotter you want
- If you have several accounts, select the relevant account from the drop down list
- Click in the drop-down list under *Blotter Type* to choose the blotter type you want
- Click in the drop-down lists to select the Instrument Group and Instruments you want. The default is All Instruments, or you can search for an individual stock using its short code.
- Select the relevant date and time
- Click **OK**
- The blotter appears in the Main Trading Window.

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**Note:** You can click the curved arrow button to take the blotter out of the Main Trading Window and into its own separate window.

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### 4.10.2. Opening multiple blotters in a single window

To open several blotters into a single window, where each blotter is displayed as a tab in the window, take the following steps.

- Open the first blotter by clicking its icon in the toolbar, then click **OK**.
- Right-click in the blotter's menu bar, then click **New Blotter**. The Select Blotter window appears.
- In the **Blotter Type** drop-down box, select the next blotter you want to open
- Change the account number and instrument options if necessary.
- Click **OK**.

The main blotter window now shows two tabs. Repeat the above process until all the blotters you want to display are visible.

### 4.10.3. Printing blotters

To print a blotter, take the following steps.

- Open the blotter you want to print
- Right-click any instrument in the blotter, then choose **Print Blotter**.

## 4.11. Position keeping

The trading platform includes a real-time position keeping tool, which uses the current market mid-price to calculate the **unrealised profit/loss** value for any of your open positions.

This figure is called "unrealised" because it is only indicative. When calculating a position's profit/loss, the trading platform uses the mid-price as the current market price instead of the side of the price that would be used when closing the position.

### 4.11.1. Reviewing your open positions

To monitor your positions, take the following steps.

- Click the Position Keeping icon, or click **Trading**, then choose **Client Position Keeping**
- Select the user account number
- Click **OK**.

You see the following position keeping columns

- **Instrument** displays the instrument name you have the position in
- **Ccy** shows the currency of the instrument
- **L/S** displays whether the trade was long or short
- **Qty** displays the quantity traded.
- **Value** displays the value of the trade (the quantity multiplied by the price paid)
- **Market** displays the current market mid-price
- **Reval** displays the exchange rate used to calculate the profit and loss
- **P/L** displays unrealised profit or loss on the position
- **Margin** displays the proportion of the trade's total value that must be covered by funds in your account.
- **Margin %** displays the percentage of the total value of the trade used to calculate the margin required.
- **Liq %** displays the level where the margin must be balanced against free equity in order to prevent the position from becoming eligible for automatic liquidation.

### 4.11.2. Closing out your positions

To close out any of your positions using position keeping, take the following steps.

- Right-click the position you want to close, then click **Close-out Position**. An order ticket appears.
- Click **Place Order** to close out the position.
  - If you decide not to close out the position, click the X in the top right corner to cancel the order request.

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## 5. Instrument analysis

The trading platform can display financial analysis reports for leading companies. The analysis provides the following types of information:

- Business Summary
- Financial Summary
- Price data (current price, highs, and lows)
- Dividend Per Share
- Market Capitalisation
- P/E ratio
- Turnover and Profits
- Accounting Ratios

### 5.1. Finding analysis information for a specific instrument

To find the analysis information available for specific instrument, take one of the following steps.

1. Using the toolbar:
  - Click the Analysis icon 
  - Select the instrument you want, then click **OK**.
2. Using the Side Panel:
  - Right-click the instrument you are interested in
  - Click **Related Analysis**.
3. Using a Price Window:
  - Right-click the Price Window
  - Click **Related Analysis**.
4. Using the menu:
  - Click **View**, then choose **Instrument Analysis**
  - Select the instrument you want, then click **OK**.


The trading platform retrieves the analysis report and displays it in a web page.

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## 6. News

The news window shows the most recent articles. Scroll down the page to view earlier news bulletins.

To open the news window, take one of the following actions.

- Click the All News icon  on the toolbar, or
- Click **View**, then choose **General News History**, or
- Right-click an instrument, then choose **Open News History Window**. This method allows you to find the latest news stories related to that specific instrument.

To view a full news article in a separate browser, double-click a headline.

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## 7. Alert management

Using the trading platform, you can set **price alerts** on instruments. Just set your target price, and the trading platform automatically tells you when the instrument reaches it.

### 7.1. Creating a price alert

To create a new price alert, take one of the following actions.

- Right-click a Single Price Window, then click **Create Price Alert**
- Right-click the instrument, then click **Create Price Alert**
- Click the Price Alert Management icon on the toolbar, then type the first few characters of the instrument's epic code into the Instrument box.

The Price Alert Management window appears.

- Click **Bid** or **Offer**
- Click **Higher** or **Lower**
- Set your target price.
- Set the date you want the alert to expire
- Choose the method by which the alert tells you your target price has been reached.
  - If you select an Audio alert, choose what sound you want to hear.
  - If you select an email alert, click Email Settings to enter your email address.
- Click **OK**.


When you have inserted all the price alerts you want, close the window.

### 7.2. Viewing existing alerts

To view your existing alerts, click the Alerts Summary icon  on the toolbar.

### 7.3. Edit or remove a price alert

To remove a price alert that has not yet expired, take the following steps.

- Click the Alerts Summary icon  on the toolbar
- Right-click the alert you want to edit or remove
- Click **Edit** or **Remove**.

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## 8. Client reporting

You can request Daily Statements and Current Position reports from within the trading platform.

### 8.1. Daily and monthly statements

A Daily or Monthly Statement report gives you a breakdown of the trades and balances for the specified date you request.

To request a Daily Statement report, take the following steps.

- Click **Trading**, then choose **Client Reports**
- Select **Daily Statements** or **Monthly Statements** from the Report drop down field.
- Select the relevant account and date
- Click **OK**.

### 8.2. Current positions

The Current Positions report details all the open positions you currently hold.

To request a Current Position report, take the following steps.

- Click **Trading**, then choose **Client Reports**
- Select **Current Positions** from the Report drop down field.
- Select the relevant account
- Click **OK**.

If the result returned says *Position has not currently been calculated*, try again later. Alternatively, check the real-time Client Position Keeping facility, or contact your local helpdesk.

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## 9. Layout management


The Layout Management section allows you to save and open different screen setups.

### 9.1. Saving the current layout

To save the current layout, click **File**, then choose **Save Layout**.

### 9.2. Opening a layout

To open a saved layout, choose the name of the layout from the drop-down list on your toolbar. Alternatively, take the following steps.

- Click the Open Layout icon  on the toolbar, or click **File**, then choose **Open Layout**
- Select the layout you want to open, then click **OK**.

### 9.3. Saving the current layout to a new file

To save the current layout, take the following steps.:

- Click **File**, then choose **Save Layout as**
- Type a new name for the layout
- Click **OK**.

### 9.4. Deleting a layout

To delete a layout that you have previously saved, take the following steps.

- Click the Delete Layout icon  on the toolbar, or click **File**, then choose **Delete Layout**
- Select the layout you want to open, then click **OK**.

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## 10. Changing your password

To change your password, take the following steps.

- Click **Options**, then select **Change Password**
- Type your current password in the first box
- Type your new password in the second box.

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**Note:** Passwords must have a minimum of 7 characters.

Please note that passwords are case sensitive. For example, the password *A326t* is different from the password *a326t*.

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- Verify your new password by typing it in again in the last box.
- Click **OK**.

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## 11. Using the logon status indicator

The logon status indicator is displayed at the bottom right-hand corner of the screen.



The response time (in milliseconds) is displayed, followed by the CPU Load and your system's time.

- The **Response** time appears in different colours depending on how good your connection is.
  - Green = Good
  - Amber = Average
  - Red = Poor

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**Note:** If the indicator shows that the connection is average or poor, then some degradation in the response of the system might occur.

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**CPU Load** indicates the percentage of your computer's CPU that the trading platform's front end is using.