LiquidPoint

BNY ConvergEx Group

NYSE AMEX FLOOR BROKER WORKSTATION

Booth User Guide

NYSE Amex Floor Broker Workstation
User Guide

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Introduction

The **Floor Broker Workstation** (**FBW**) provides the electronic entry of orders into the NYSE/Amex market by member floor brokers. FBW resides on a desktop and a mobile wireless unit to enable the floor broker to efficiently enter a customer's phone order from the broker's booth, or from a trading crowd. Brokers have the ability to enter orders, route orders between other units (both mobile and desktop), enter contra orders and submit orders to the market.

Order Ownership/Owner Transfer Order Maintenance

FBW allows the user to modify orders prior to submission to the order book official. This type of order maintenance is typically employed by a Booth user sending order changes and cancels to other users. Orders that are “owned” by the user can be modified by the user.

Pre-OBO Submission Maintenance

Users can change orders that have not been submitted to the **OBO** (Order Book Official). Once an order has been approved by an OBO, it must be cancel/replaced to make changes.

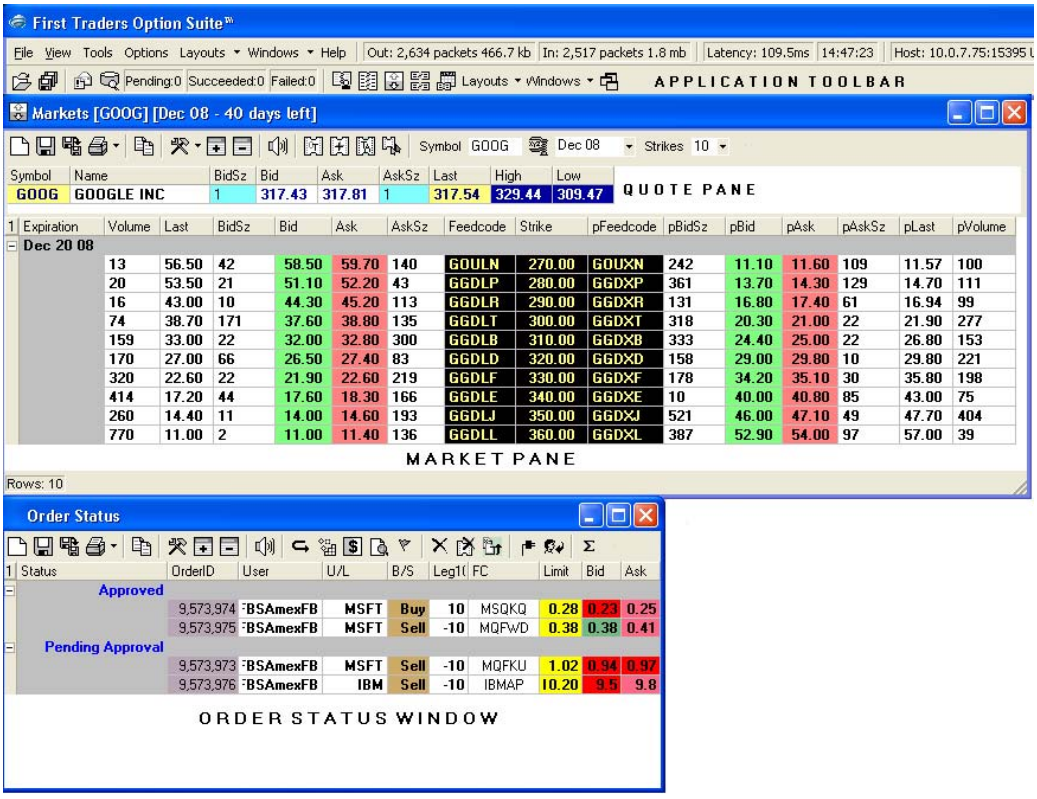
Communication between Mobile and Stationary Workstations

The ability to move orders is accomplished by changing “ownership” of an order. The ownership of an order determines the person responsible for changes to the order.

The FBW feature set includes the capability to change ownership in the following directions:

- From stationary workstation to Mobile user
- From Mobile user to stationary workstation
- From stationary workstation to stationary workstation

The Floor Broker Workstation Screen



Chapter 1: Viewing Market Data

The Markets Window

The primary function of the Markets window is to give immediate, real-time access to Option Market data for the generation of an order ticket.

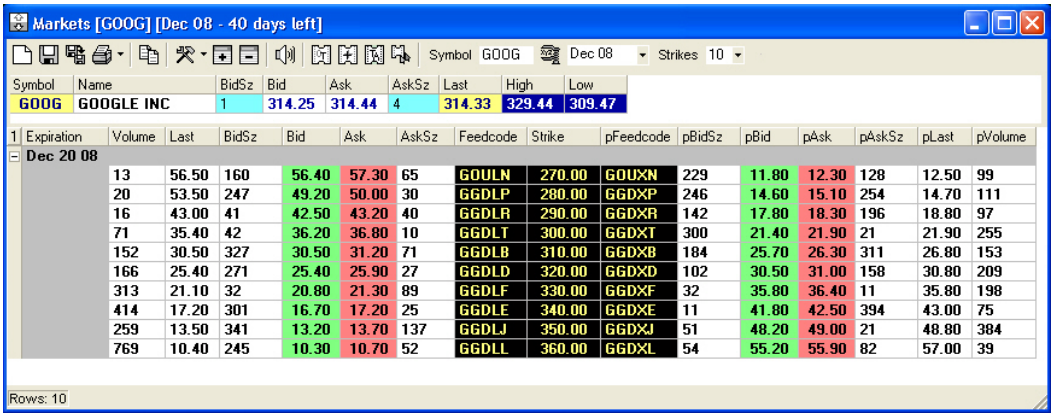
Markets windows provide a structured market format for viewing option chains. By default, the Markets windows display the option chains by strike price in ascending increments. Details of this structure typically include Bid and Ask price as well as size for both calls and puts.

A Markets window is divided into two sections:

- The **Quote Pane** is located in the top section of the window, and provides information about the underlying
- The **Market Pane** – located directly beneath the Quote Pane and linked directly to it - contains the option quotes relating to the underlying. The list of columns can be easily displayed, formatted, concealed or moved as needed. See Chapter 4 to learn how to configure windows.

Bring up a Markets Window

Market data is displayed in the **Markets** window. Click on the **Markets icon** to retrieve it, or choose ***Markets*** from the **View** menu on the application toolbar.

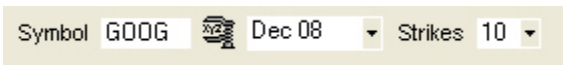


Symbol	Name	BidSz	Bid	Ask	AskSz	Last	High	Low
GOOG	GOOGLE INC	1	314.25	314.44	4	314.33	329.44	309.47

1	Expiration	Volume	Last	BidSz	Bid	Ask	AskSz	Feedcode	Strike	pFeedcode	pBidSz	pBid	pAsk	pAskSz	pLast	pVolume
	Dec 20 08															
		13	56.50	160	56.40	57.30	65	GOULN	270.00	GOUXN	229	11.80	12.30	128	12.50	99
		20	53.50	247	49.20	50.00	30	GGDLP	280.00	GGDXP	246	14.60	15.10	254	14.70	111
		16	43.00	41	42.50	43.20	40	GGDLR	290.00	GGDXR	142	17.80	18.30	196	18.80	97
		71	35.40	42	36.20	36.80	10	GGDLT	300.00	GGDXT	300	21.40	21.90	21	21.90	255
		152	30.50	327	30.50	31.20	71	GGDLB	310.00	GGDXB	184	25.70	26.30	311	26.80	153
		166	25.40	271	25.40	25.90	27	GGDLD	320.00	GGDXD	102	30.50	31.00	158	30.80	209
		313	21.10	32	20.80	21.30	89	GGDLF	330.00	GGDXF	32	35.80	36.40	11	35.80	198
		414	17.20	301	16.70	17.20	25	GGDLE	340.00	GGDXE	11	41.80	42.50	394	43.00	75
		259	13.50	341	13.20	13.70	137	GGDLJ	350.00	GGDXJ	51	48.20	49.00	21	48.80	384
		769	10.40	245	10.30	10.70	52	GGDLL	360.00	GGDXL	54	55.20	55.90	82	57.00	39

To view market data for a security:

1. Type the **Underlying Symbol** or **Option Root** in the text box at the top of the Markets window.



2. Select the **Expiration Month** in the dropdown box to the immediate right of the **Symbol** text box.
3. Choose a number of strikes from the **Strikes** drop-down list.

The **Quick Switch Buttons** at the bottom of **Markets** windows can be used to quickly switch between symbols. Click the Quick Switch button displaying the symbol you want to view quotes associated with it. To learn how to add Quick Switch buttons to the Markets window, go to the Add Symbols to Quick Switch Buttons section in **Chapter 4**.

VIEW ADJUSTED CONTRACTS

If an underlying has adjusted contracts (due to stock splits, dividends, etc.), an **Adjusted Contracts icon** will appear in the **Quote Pane** between the **Symbol** and the **Expiration** fields (see the image above).

To view adjusted contracts, simply click on the Adjusted Contracts icon. Click the icon again to stop viewing the adjusted contracts.

VIEW ALERTS

Alerts are issued when users should be made aware of situations regarding the application, system, data feeds, communication lines, or Exchanges.

When **LiquidPoint** or **NYSE/Amex Operations** issues an alert, the Alert icon flashes red. Click the icon to open the Alerts window, which lists all alerts issued that day. The most recent alerts are listed at the top.

Chapter 2: Placing Orders

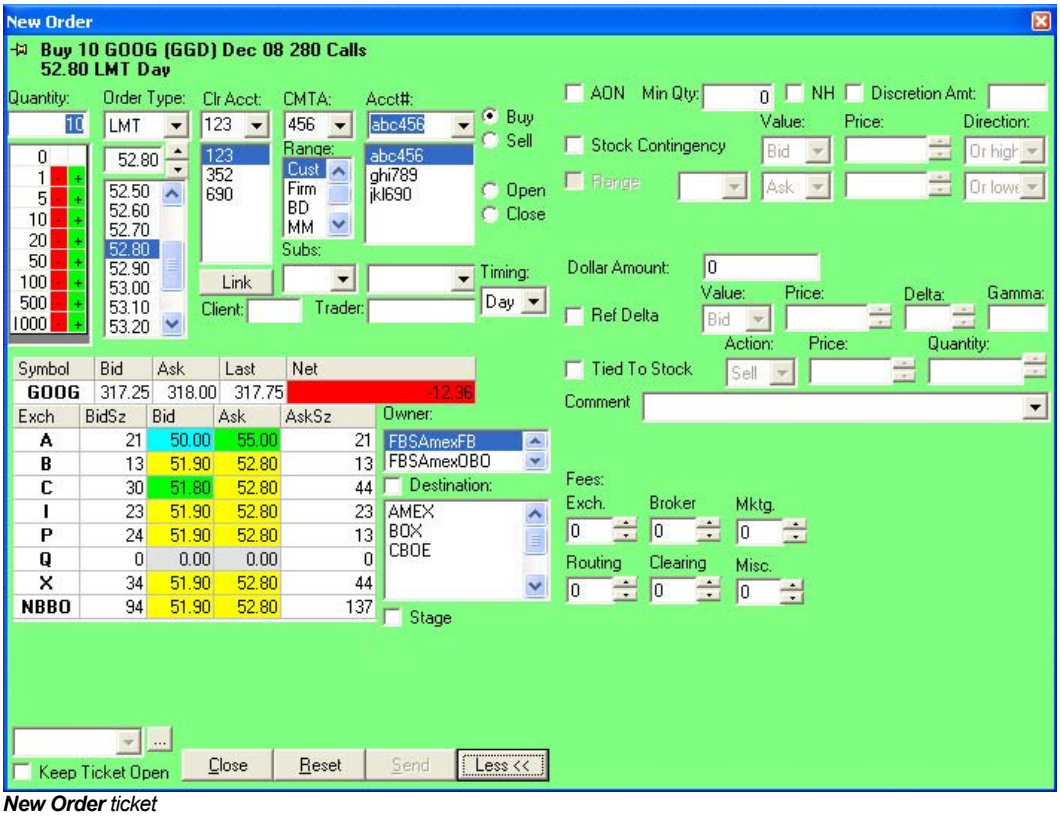
Order Tickets

Straight (Single-Leg) Order Ticket

Straight (single leg) orders are made up of tickets that buy calls, sell calls, buy puts or sell puts. Default values can be assigned to most of the fields on the order tickets; the default value of the Quantity field is **10**, unless the user explicitly sets a different Quantity default on the **Order** tab of the **Preferences** screen (see **Chapter 4**).

This section describes how to configure a **Straight** order, but also details the order process from start to finish. Descriptions of other order tickets will follow - refer back to this section for general order entry instructions.

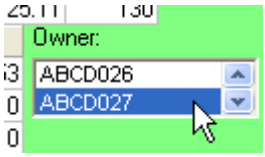
1. Bring up the **Markets** window.
2. From the **Market Pane**, enter the underlying inside the **Symbol** field. You can also select a symbol from one of the **Quick Switch** buttons, located at the bottom of the window. See the **Add Symbols to Quick Switch Buttons** section in **Chapter 4** to learn how to configure Quick Switch buttons.
3. Click the **Bid** or **Ask** on the desired call or put, and then click the **Order Ticket** icon on the Markets toolbar to open up a **New Order** ticket.



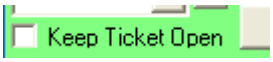
***New Order** ticket*

4. Modify the ticket using the required fields or buttons:

   - **Buy/Sell**, **Open/Close** option buttons
   - **Quantity:** type the amount inside the field, or select a quantity from the list box below. The + and – buttons add or subtract value.
   - **Price:** use the selected price, or from the list below, or click a price from the Price Summary table.
   - **Order Type:** e.g., LMT, MKT
   - **Clr Acct:** Clearing account – type or select an OCC number
   - **CMTA:** If there isn't a CMTA, scroll down to the blank space.
   - **Range:** e.g. Customer, Firm, B/D - If a Market Maker (MM) range is selected, **Sub Acct**. and **Acronym** fields will appear and must be completed for the order to be correctly routed.
   - **Acct:** choose an account associated with the login, or select an account from the list below the **Acct#** field. Double clicking the account will populate the ticket with linked clearing information. See the **Clearing Tab** section in **Chapter 4** to learn about clearing links.
   - **Timing:** e.g., Day, IOC, etc.
   - **Destination:** Check the Destination box and choose a route from the list below – directly to an exchange, a broker, or to another owner
   - **Owner:** The selected entry inside the Owner list box defaults to the login used to sign into the application. Select another entry inside the box to change the Owner. Changing the owner to a mobile user will also route the order to an Order Book Official for approval.

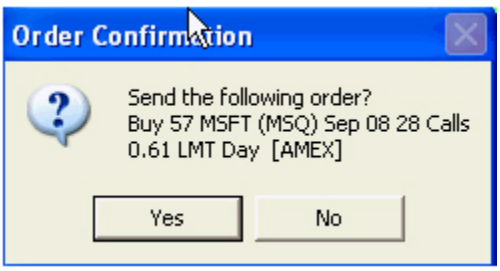


   - **Stage:** check this box to submit a **Staged Order**. Learn about Staged orders in this chapter.
   - **Keep Ticket Open:** Check this box – located in the bottom-left corner - to keep the ticket open after submitting the order.



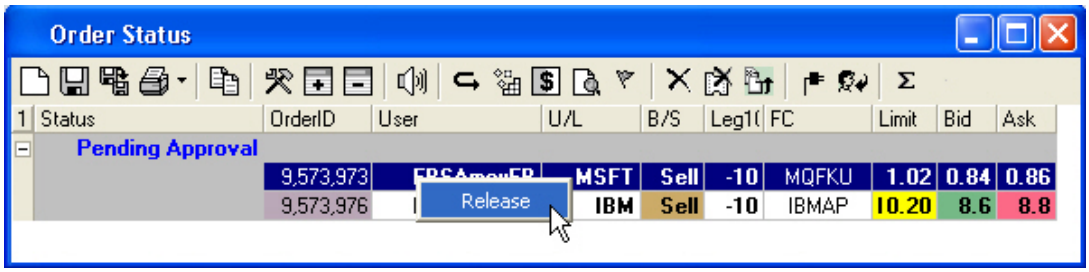
   - **Ellipsis:** Click the ellipsis – also located in the bottom-left corner – to access the **Preferences** screen. Learn more about default preferences in **Chapter 4, Configuring Windows and Preferences**.

5. Click the **Send** button to submit the order. The system will display a prompt, requesting confirmation of the order.



*If the **Send** button is not accessible, some required information is still missing.*

6. Click the ***Yes*** button. The order will be processed based on the options chosen on the ticket. If you have changed the owner to a mobile user, the status of the order will be changed to ***Pending Approval***, where it will be viewed by the Order Book Official.



7. The Order Book Official releases the order. The system timestamps the event, and displays the notification to the broker.

   Mobile users can right-click on an Approved order, which allows them to clear the Book. Once the order is cleared from the book, they then have the ability to right-click on the order again and generate a contra order.

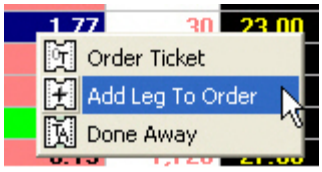
Spread Order Ticket

While a Spread order ticket's order contents are similar to a Straight order ticket in terms of required fields and information, there are some exceptions:

- **Up to three legs** can be entered on the ticket to create a Spread
- A **Leg Summary** panel is included in the ticket allowing each leg's **Buy/Sell** and **Open/Close** options, **Quantity** and **Ratio** values to be modified.

1. Open up a **Markets** window, and follow **Steps 1 through 3** from the **Straight Order Ticket instructions**.

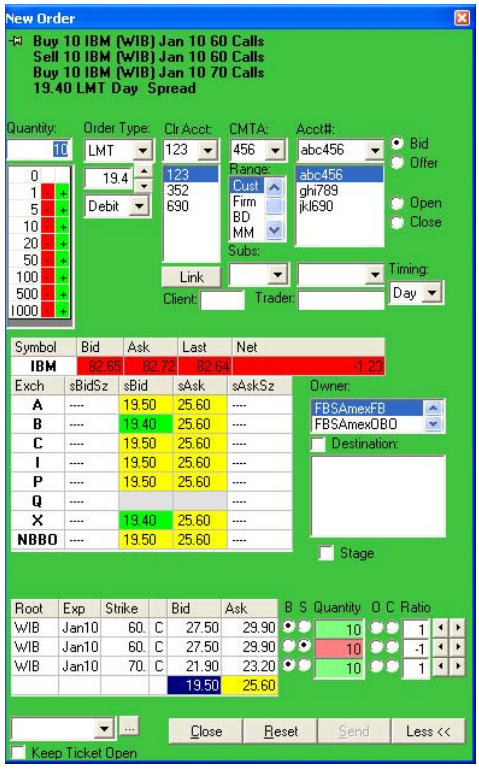
2. **Right-click** on a **Bid** or **Ask** on the Markets screen and select ***Add Leg to Order*** to create a second leg.



3. To create a **Multi-Leg spread order**, continue to add **up to 2** more additional legs by repeating **step 2**.

4. Fill in the required fields as described in the **Straight order instructions**.

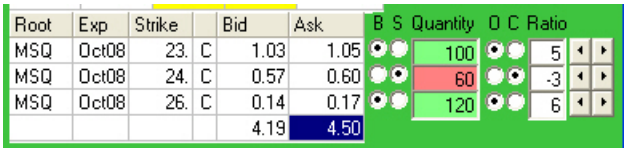
5. Click the **Send** button to submit the order.



Leg Summary panel

WORKING WITH THE LEG SUMMARY PANEL

Editing the **Bid/Offer**, **Quantity** value, and **individual Buy/Sell**, **Leg Quantity** and **Leg Ratio** fields will dynamically change other areas of the Spread ticket.



Bid/Offer

Changing the Bid/Offer value on the ticket flips all of the individual Leg **Buy/Sell** values inside the Leg Summary panel. With the exception of a Market order, it also flips the **Debit/Credit** value of the ticket.

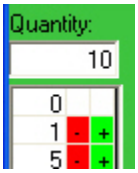
Leg(s) Buy/Sell

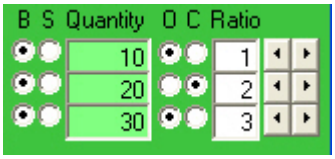
While changing Buy/Sell values for legs doesn't dynamically change the rest of the ticket, the prices of the modified legs will dynamically change to match the leg's Buy/Leg status.

Quantity

Editing the Quantity field on the ticket will dynamically change the individual Leg Quantity fields **to equal the Quantity multiplied by the individual Leg Ratio**, but leave the individual Leg Ratio fields unchanged.

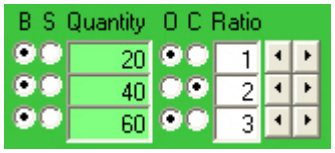
Example





If the if the order Quantity is 10 and the Leg 1 Ratio is 1, the Leg 2 ratio is 2, and the Leg 3 ratio is 1, the Leg 1 Quantity will be 10, and the Leg 2 Quantity will be 20 and the Leg 3 Quantity will be 10.

If you change the Quantity to 20, the Leg 1 Quantity will change to 20, the Leg 2 Quantity will be 40, and Leg 3 will change to 20.



Leg Quantity

Modifying the Leg Quantity field will cause the individual Leg Ratio fields and main Quantity field to change. Follow these steps to determine the ratios and quantity:

Calculate the **Greatest Common Denominator** (GCD) of all Leg Quantity values

Each leg (x) Ratio = Leg Quantity/GCD

Value in main Quantity field = GCD

Example: Leg Quantities Share GCD Evenly – Quantity Does Not Change

Quantity (GCD) = 5
Leg 1 Quantity = 5 and Ratio=1
Leg 2 Quantity = 10 and Ratio = 2
Leg 3 Quantity = 10 and Ratio = 2
Leg 4 Quantity = 5 and Ratio = 5

When Leg 4 Quantity Changes to 30:
Changing the quantity in Leg 4 from 5 to 30 will change the Ratio to 6, and since **5** is the **GCD**, the value inside the main Quantity field does not change.

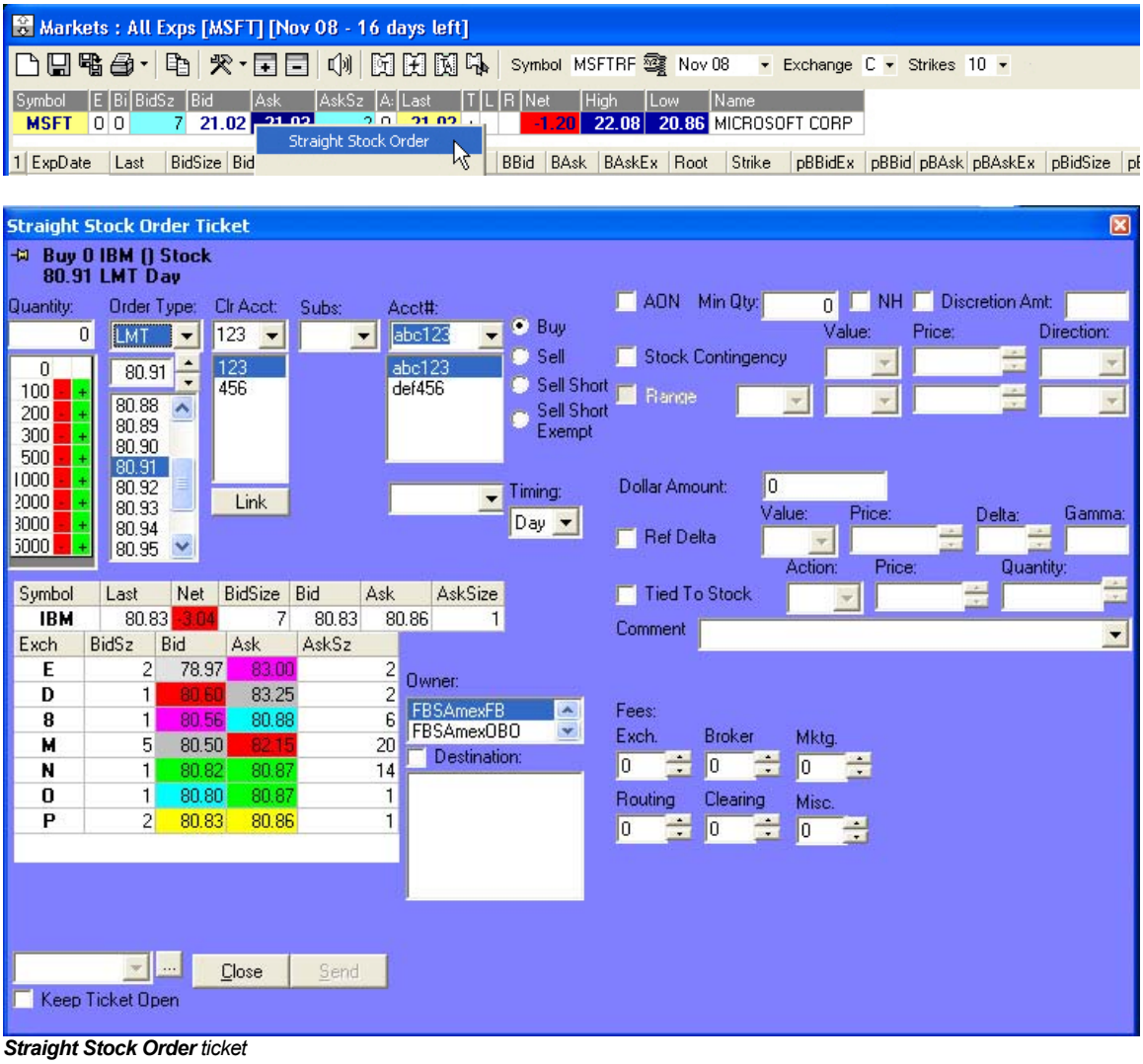
Example: Leg Quantities Do Not Share GCD Evenly – Quantity Changes to GCD

Quantity (GCD) = **changes from 5 to 1**
Leg 1 Quantity = 5 and Ratio=1
Leg 2 Quantity = 10 and Ratio = 2
Leg 3 Quantity = 10 and Ratio = 2
Leg 4 Quantity = 5 and Ratio = 7

When Leg 4 Quantity Changes to 7:
If you change Leg 4 Quantity field to **7**, the **GCD** for all leg quantities will change to **1**, so the main Quantity field will change to **1**.

Stock Order

Stock order tickets are also available in **FBW**, accessed by right-clicking on the **Bid** or **Ask** on the **Quote Pane**, and selecting the **Straight Stock Order** menu option.



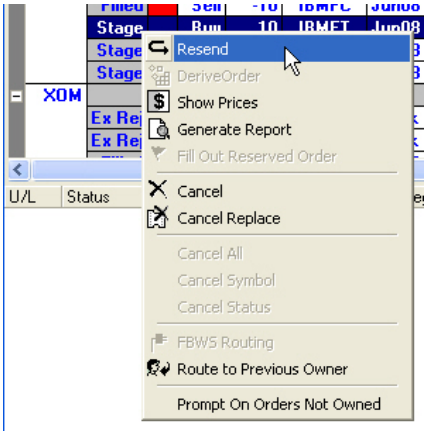
***Straight Stock Order** ticket*

1. Fill out and submit the Stock ticket the same way you would a **Straight Order ticket**.
2. Click the **Send** button to submit the stock order.

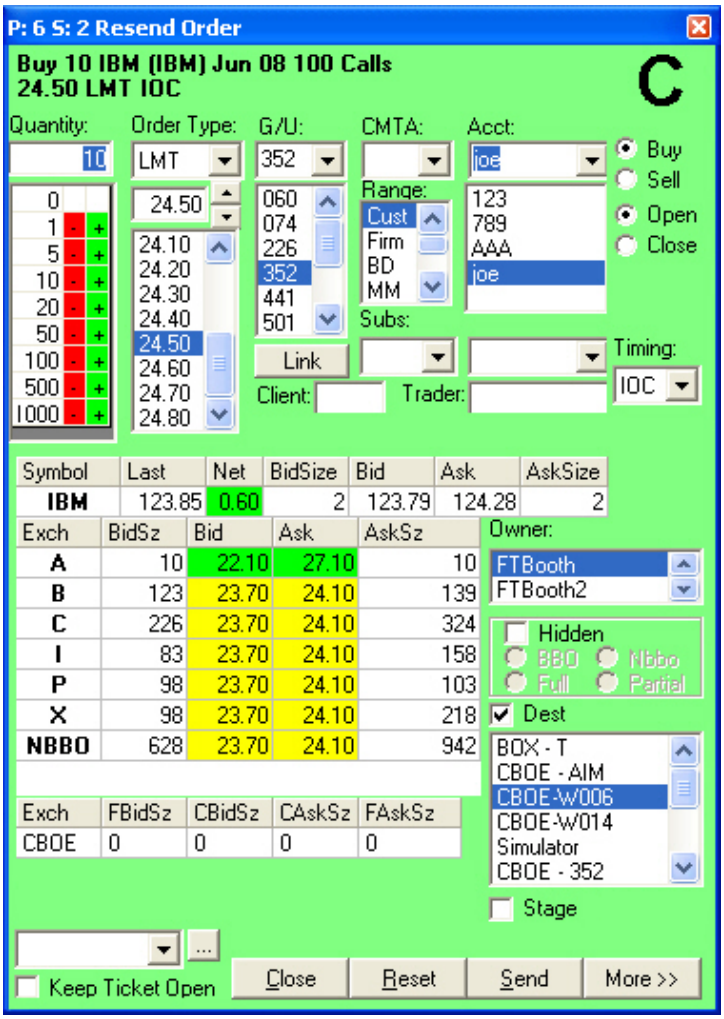
Staged Order

To generate a Staged order, click to check the **Stage** box on a **New Order** ticket, and enter the desired order information as usual. Staged orders in the Floor Broker System will capture current quote information, but they will never be routed. They are also excluded from **EOD** files and will be deleted from the system at EOD.

To submit a Staged order from the Order Status window, click on the order with the status of ***Stage***, and the ticket will open for processing.

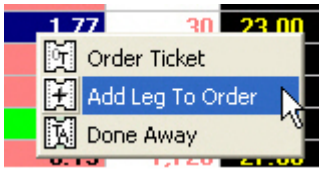


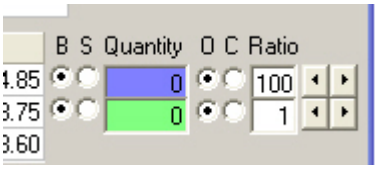
At this point, users can make corrections or modifications before clicking the **Send** button. The order will appear in the Order Status window and process in the usual manner based upon the options chosen on the ticket.



Buy/Write Orders

1. Open a Markets Window.
2. Retrieve a **Straight Stock Order ticket** by right-clicking on the **Bid** or **Ask** price in the **Quote Pane**, and selecting ***Straight Stock Order***.
3. Go back to the **Markets Window** and right-click on the **Bid** or **Ask** price for the **Call** or **Put** you want as the second leg of the order.
4. Select ***Add Leg to Order*** from the menu to change the Stock ticket to a Spread Order ticket, with a ratio of 100:1.





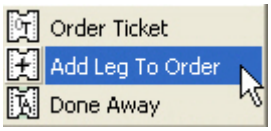
3. Complete the ticket, and click the **Send** button to route the order. The spread will appear in the **Order Status:** window.

Delta-Neutral Order

Step 1: Leg Selection

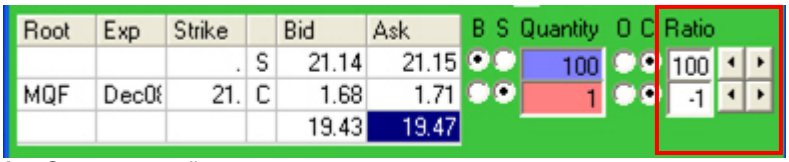
1. From the **Markets** window**,** double-click on a **Bid** or **Ask** of the underlying, and then click the **Order Ticket icon** to launch a **New Order** ticket.
   The stock leg of a complex order involving stock must be created first.

2. Right-click on the **Bid** or **Ask** of the next leg of the complex order and select ***Add Leg to Order***. The New Order ticket will become a **Spread Order ticket** with Stock as one of the legs of the spread.



3. **Repeat step 2** until leg selection for the complex order is complete.

Step 2: Ratio Selection



***Leg Summary** panell*

The **ratios** of the legs will default to **1:1,** meaning **100 shares of stock against 1 option**. If the spread is in a ratio other than 1:1, the ratios must be adjusted using the **Ratio** field, next to the **Leg Summary table** on the lower right side of the ticket. The spinners next to the Ratio field may be used to increment or decrement the ratio values, or the values can be typed directly into the fields.

Changing the ratios will result in contract quantity changes inside the **Quantity** box in the Leg Summary panel and the implied spread prices in the Regional Quote table, including the sNBBO.

Step 3: Setting Up the Ratios of a Delta-Neutral Order

In order to construct a delta-neutral order, the ratio fields must be used to specify the necessary delta by entering the number of shares that need to be executed per option, or per spread.

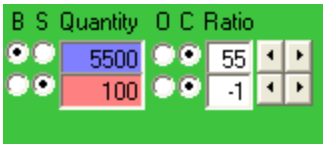
1. Launch a complex order ticket with stock as described in **Step 1**.

2. Modify the ratio fields to specify the required delta and leg ratios; alternatively, the total quantity of all legs may be entered into the Quantity fields to the left of the Ratio fields.

STEP 4: SETTING THE RATIOS

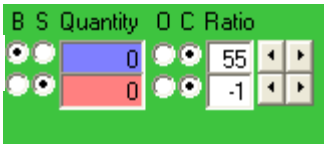
Example: User would like to buy 5500 XYZ stock and sell 100 of the XYZ December 21 calls on a 55 delta.

Enter the Quantity directly



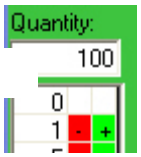
OR

Set the Delta first



THEN

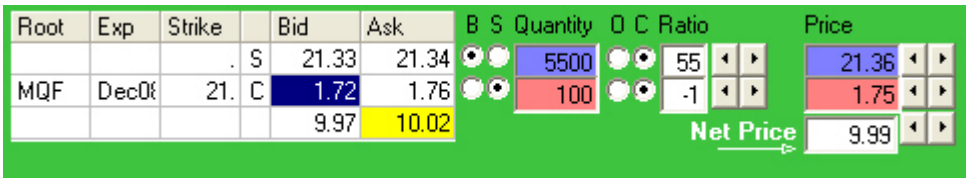
Specify the Quantity



COMPLEX SPREAD NET PRICING

Complex spread net prices are calculated according to a formula used by the Exchanges to aid in processing these structures electronically. Leg Ratios are reduced to the lowest common denominators and then multiplied by leg prices to yield a net price which is sent to the Exchange. These calculations are generally not intuitive to users and can be confusing, especially with delta orders.

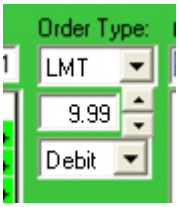
To aid users in calculating the correct net prices for complex structures, FBW includes a **Spread Calculator**, located just to the right of the **Leg Summary** panel.



Spread Calculator

The **Spread Calculator** aids users in calculating the proper **Net Price** of a multi-leg, multi-ratio complex spread by allowing the user to enter the individual prices of the legs and the appropriate ratios. Users can left-click on prices in the **Regional Quote Panel**, or enter prices directly into the **Price** fields of the spread calculator. Individual prices can then be incremented/decremented using the spinner buttons. The **Net Price** is then calculated and displayed in the summary field as well as in **Regional Quote Panel** (in the **Net Price** format) for reference.

Double-clicking the Net Price summary field populates the **Limit Field** (located underneath the **Order Type** drop down list) of the Complex Order ticket.

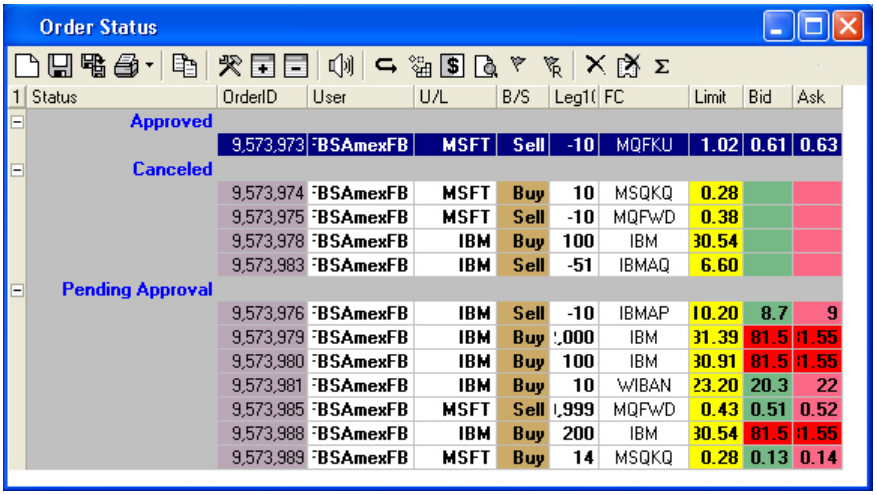


Cancel an Order

To cancel an open order, click to select an order on the **Order Status** window (discussed in Chapter 3) and then click on the **Cancel icon**.

Chapter 3: Order Status Window

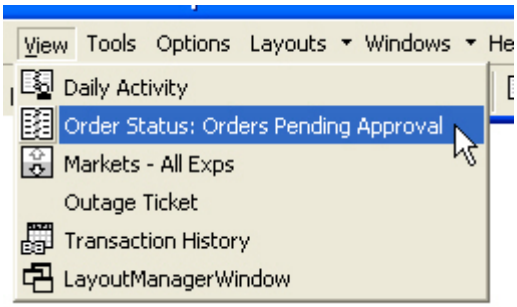
Verify the status of orders by using the **Order Status** window. This chapter describes how to use the window and the features associated with it.



***Order Status** screen*

Open an Order Status Window

To open up an Order Status window, click its icon on the Application toolbar, or choose the **Order Status: Orders Pending Approval** option from the **View** menu, also accessed via the Application toolbar.



View the Details of an Order: Prices Window

The **Prices** window allows users to view the order status and price over time. An entry is shown for every status change. To open a Prices window, select an order in the Order Status window by clicking on it and then choose the **Show Prices icon**.

On the right side of the **Prices** window you'll find the Bid and Ask price and the Bid and Ask size for each of the options exchanges. To differentiate between them, each Bid and Ask price and size column has an exchange code that follows the name of the column; e.g., BidSzA, BidA, AskA and AskSzA represent Bid and Ask prices and sizes for Amex. The following table lists the code for each exchange.

Code	Exchange
A	Amex
B	BOX
C	CBOE
I	ISE
P	PCX
X	PHLX
UL	Composite of UL price/size from stock exchanges

Summary Leg Price Window

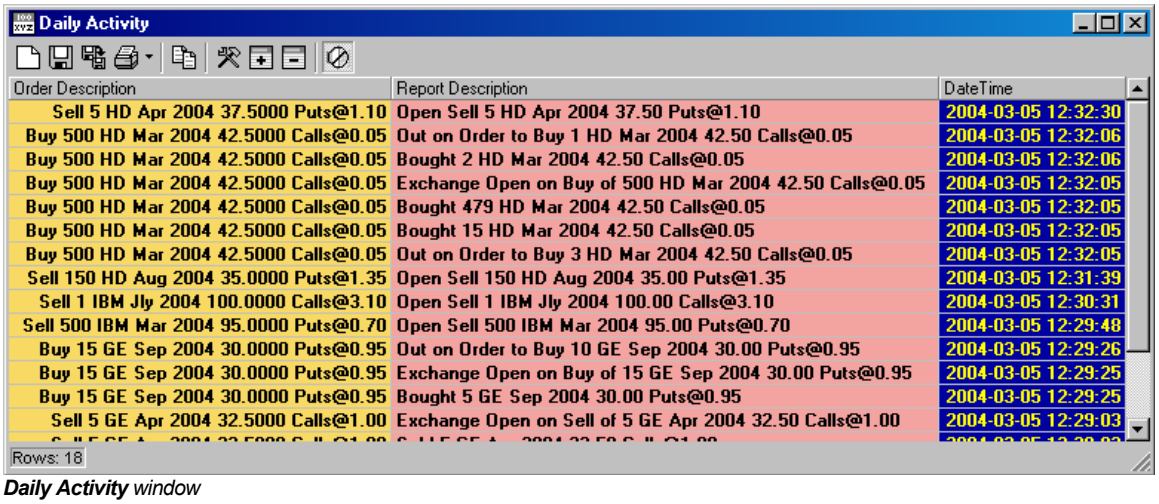
Use the **Summary Leg Price** window to generate ad-hoc summary reports of prices based on a selection of filled straight or spread orders can be generated.

Access the window by clicking on its icon, located on the far-right side of the **Order Status** window.

After selecting orders, click on the **Summary Leg Prices icon** on the toolbar. Contracts sorted and summarized by fill prices will appear on the Summary Leg Prices window.

***Summary Leg Prices** window*

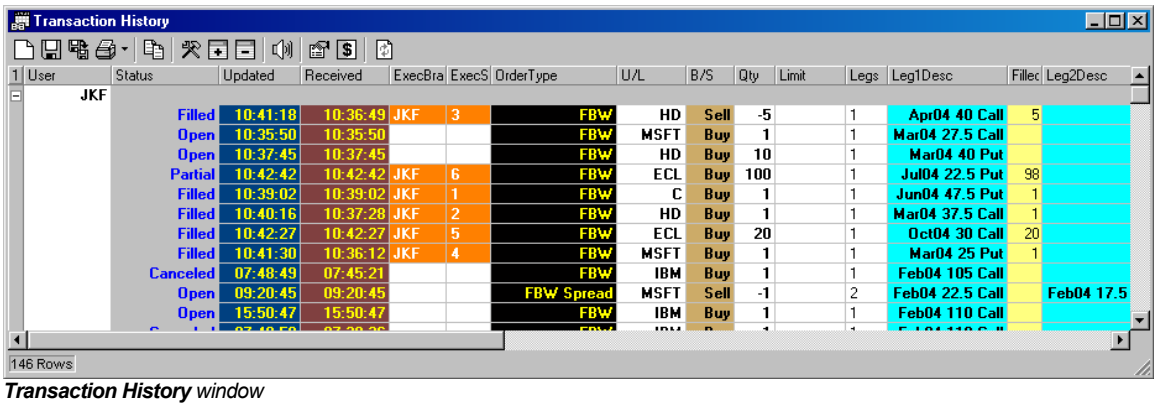
Daily Activity window



***Daily Activity** window*

Group, sort, and configure the window in the same way as the **Order Status** window**,** as described in the **Configure Windows** section in 4.

Transaction History: View Historical Data



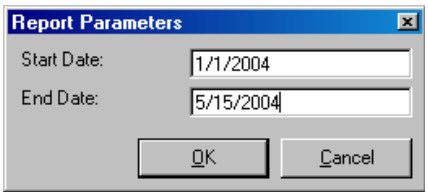
***Transaction History** window*

There are two ways to view historical data by retrieving the Transaction History window:

- Click on the **Transaction History icon** on the application toolbar.
- Click the **View** menu option on the application toolbar, and select ***Transaction History*** from the list

To populate the window with activity for a day or range of days, click on the **Report Parameters Icon** on the Transaction History window menu bar to retrieve its screen..

The Report Parameters window provides start and end date fields for the transaction data you want to view. After entering the dates in a MM/DD/YYYY format, click OK to view a Transaction History window displaying the entered results.

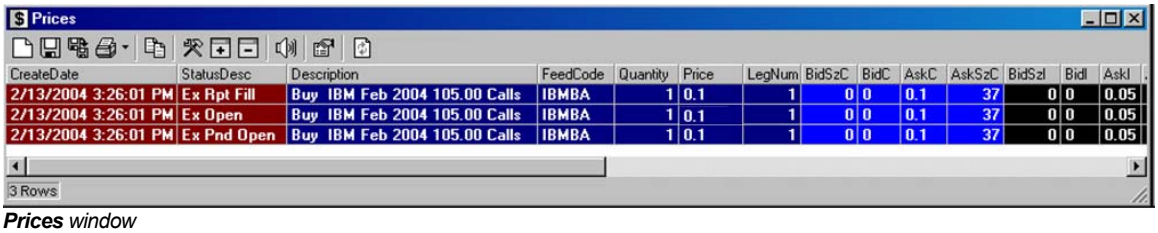


The Transaction History Window can be sorted, grouped, and configured in the same way as the Order Status Window. Data is only available for the last 90 days.

Open a Prices Window from the Transaction History Window

To get detailed information on a particular transaction, click to select an order in the **Transaction History** window and then click on the **Show Prices** icon, located on the Transaction History window toolbar.

This type of Prices window displays the price and status of the order over time. In the picture below, the order was submitted (**ExPndOpen**) at 3:26:01 PM, then milliseconds later the order was open on the Exchange (**ExOpen**) and filled (**ExRptFill**) at $0.10.



***Prices** window*

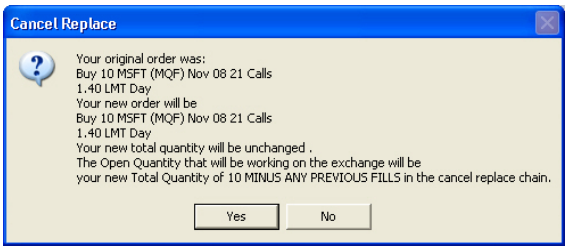
Place Orders from the Order Status Window

Some orders must be placed or canceled after viewing an order's current status.

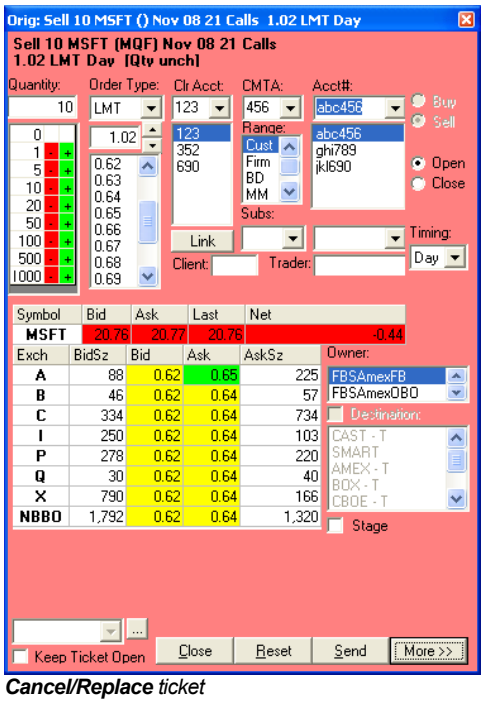
Generate a Cancel/Replace Order

To open a **Cancel/Replace** order ticket, select an **Approved** order by clicking on it, and then click on the **Cancel/Replace** icon. Make any changes to the order in the Cancel Replace order ticket

After making changes to the ticket and clicking the **Send** button, you will first be prompted to confirm the trade, and after clicking the **OK** button another prompt will appear, asking you to confirm the Cancel/Replace.



Clicking the **Yes** cancels the original order, and a new order will appear inside the **Order Status** window with a **Pending Approval** status.



***Cancel/Replace** ticket*

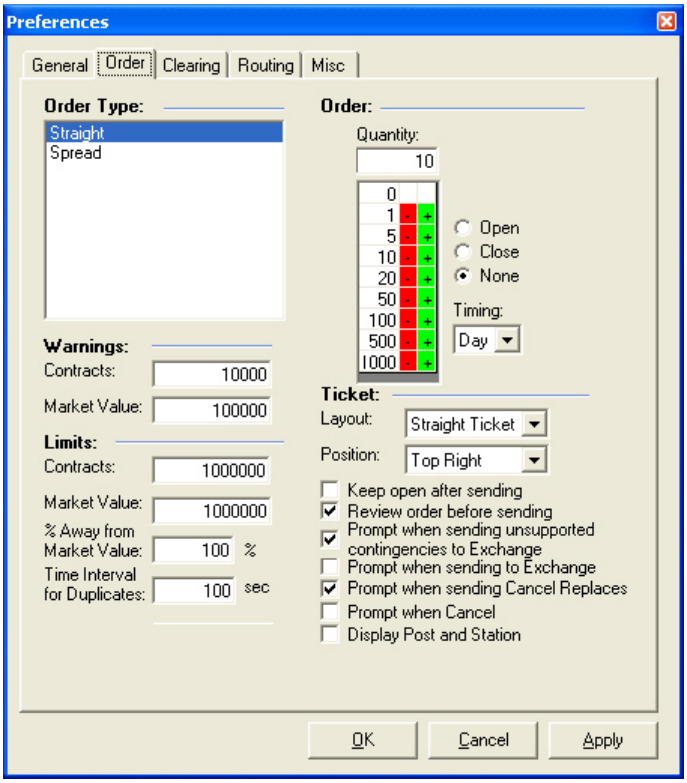
Resend an Order Ticket

Order tickets may be resent via the Order Status window. Highlight an order record and click the **Resend icon** on the Order Status toolbar; all information on the original ticket will appear in the Resend ticket, where you can modify its values.

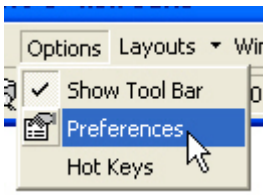
Chapter 4: Configuring Windows and Preferences

This chapter shows how you can customize your interface to the **Floor Broker Workstation** by setting ticket and order entry preferences, and configuring the layout of your windows.

Order Ticket Preferences



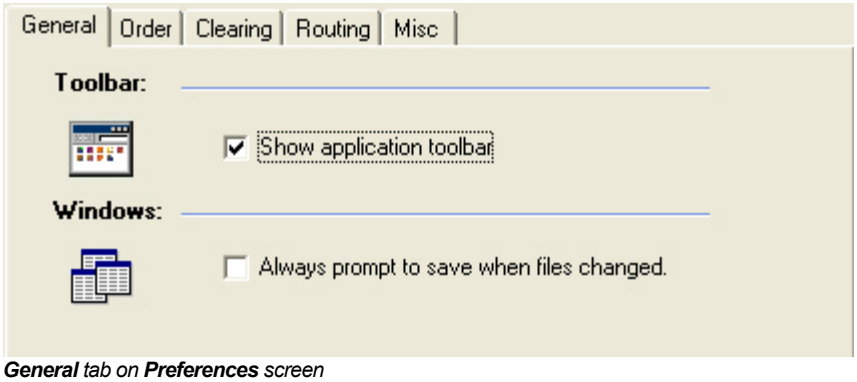
*Order Ticket **Preferences** screen displaying **Order** tab*



This next section describes each tab on the **Order Ticket Preferences** screen.

General Tab

Click the checkboxes on the **General** tab to display the application toolbar (**Toolbar**) and to be prompted by the application if any windows files (**Windows**) have changed.

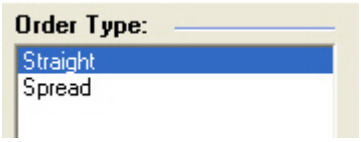


***General** tab on **Preferences** screen*

Order Tab

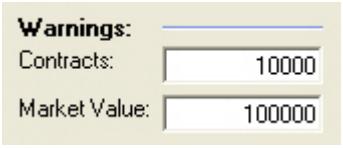
*For a full view of the Order tab screen, go back to the first page of **Chapter 3**.*

ORDER TYPE



Select the type of order for which you would like to set or change preferences (**Straight** or **Spread**).

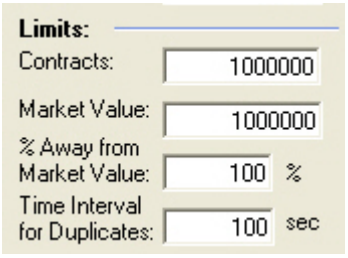
GENERATE WARNING POPUPS



Use the **Warnings** panel to set to set values at which you would like to have a warning pop up before sending an order. If a numerical value (other than zero) is entered in either field and an order is submitted that exceeds the specified number of contracts (**Contracts**) or the entered dollar value (**Market Value**), a warning pops up on the screen before the order is sent asking if you are sure you want to send the order.

A zero in either field means allows any number to be entered without generating a warning.

SET CONTRACT QUANTITY AND MARKET VALUE LIMITS

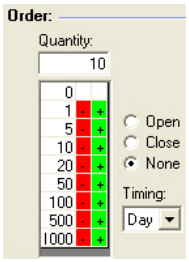


The **Limits** panel is similar to the **Warnings** panel, except in this case when a contract or market value limit other than zero is entered, an order that exceeds those values cannot be sent. You can also limit the percentage away from the market value: entering a **10** inside the **% Away from Market Value** field, for example, prevents **bids over $1.10** on a **$1.00 offer**: a **10%** limit on a **$0.90 bid** prevents **offers** less than **$0.81**.

Prevent Duplicate Trades

Enter a value inside the **Time Interval for Duplicates** field to protect against having duplicate trades sent by mistake.

SET QUANTITY, OPEN/CLOSE AND TIMING DEFAULTS

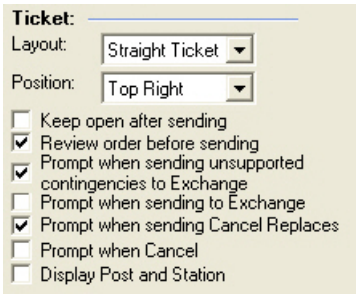


Use the **Order** panel to set **Quantity**, **Open/Close** and **Timing** (**Day**, **IOC**, **FOK**, etc.) defaults.

Selecting ***None*** instead of **Open** or **Close** will require that the Open or Close must be selected on the ticket before the **Send** button is activated.

TICKET DEFAULTS

Change the default behavior of order tickets.



Layout: Choose from this drop-down list the type of order ticket that can be opened when you click on a **Bid** or **Ask** price in the Markets window, or the **Order Ticket** icon in the **Markets** window (the factory default is *Straight*).

Position: Select a location where the order ticket should open (e.g., Top Right, Center, Bottom Left, etc.).

Keep open after sending: Check this box to allow the order ticket to remain open on the screen after clicking the **Send** button.

Review order before sending: Checking this box will force a prompt to appear after clicking the **Send** button on an order ticket, asking if you are sure you want to send the order.

Prompt when sending unsupported contingencies to Exchange: Check this box to have a prompt appear, asking if you want to send an order with contingencies that are not supported by the selected exchange(s).

Prompt when sending to Exchange: Force a prompt to pop up when the destination selected is an exchange connection.

Prompt when sending Cancel Replaces: Get a look at the changes from the original order after sending a Cancel/Replace by checking the box.

Prompt when Cancel: Selecting this option displays a prompt asking if you want to cancel the order.

Checking Display Post and Station: Post and **Station** to be shown in the **status bar** of the order

Clearing Tab

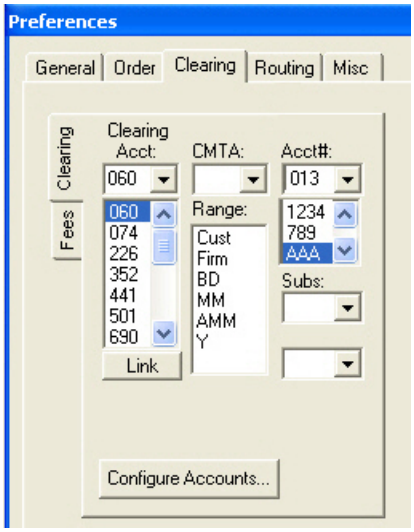
In this section you can link clearing information to a **specific clearing account**, set up accounts to be linked to clearing information, set default amounts for fees and assign an Alias to an account.

CLEARING: LINKING CLEARING INFORMATION TO ANOTHER FIRM

To link clearing information to another firm:

1. Select the clearing account (**Clearing Acct.**) you would like to set up from the drop-down list.
2. Select the related clearing information (**CMTA**, **Acct#**, **Range**, **Sub Acct**, **Acronym**, **Client**, and **Trader**).
3. Click the **Link** button. The linked information will automatically fill the appropriate fields when you double-click on the number associated with the clearing account.

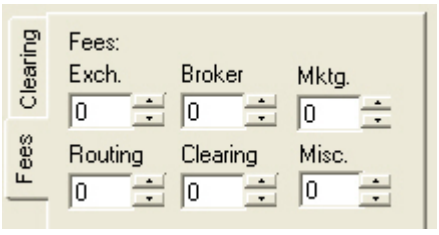
If clearing information has not been linked to a clearing account, double-clicking the firm account number on the order ticket will bring up the last clearing information entered on a ticket with the selected clearing account.



***Clearing** tab on **Preferences** screen*

CONFIGURE FEES

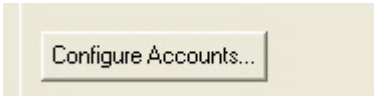
Default fees can be entered by clicking the **Fees tab** and entering an amount for one or more categories. The **up/down arrows** to the right of each field can be used to increase or decrease the amount by $0.01.

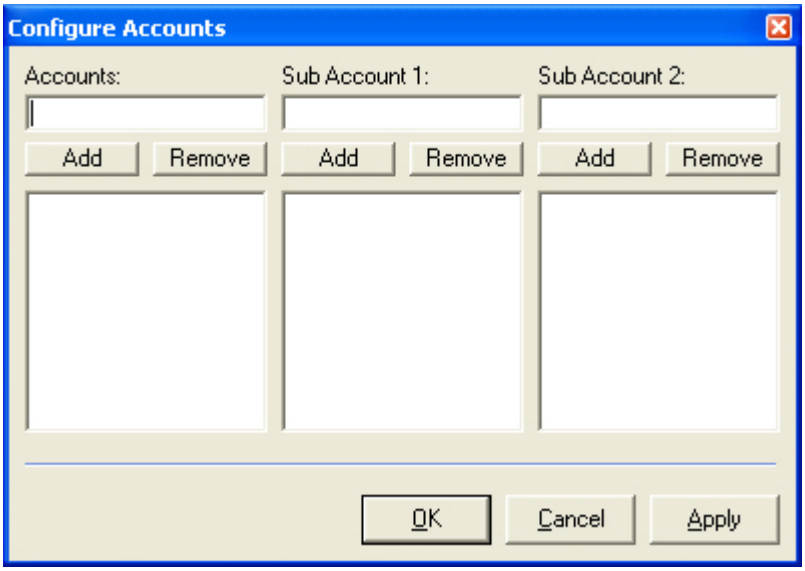


ADD CUSTOMER ACCOUNTS (CONFIGURE ACCOUNTS...)

You can add accounts and link clearing information to them. This is useful if you have two or more customers that use the same clearing account. Once a customer account is added and clearing information is linked to it, you can double click the customer account on the order ticket and the linked clearing information will automatically populate the clearing fields.

1. Click on the **Configure Accounts...** button to open the Configure Accounts window.





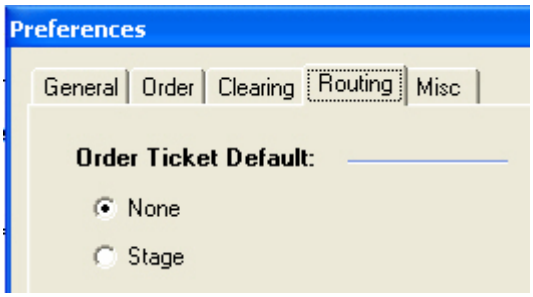
***Configure Accounts** screen*

2. On the **Accounts** field, type the account name and click the **Add** button. The account will appear inside the Account scroll field found below the **Acct#** field on the order ticket.
3. Click the **Apply** button to save the configuration and close out the **Configure Accounts** screen.

Remove a customer account

1. Click on the **Configure Accounts...** button to open up the Configure Accounts window.
2. Click to highlight the name of the account you want to remove.
3. Click the **Remove** button.

Routing Tab: Set Order Ticket Routing Defaults



Select order ticket routing defaults – **None** or **Stage**.

***Routing** tab on **Preferences** screen*

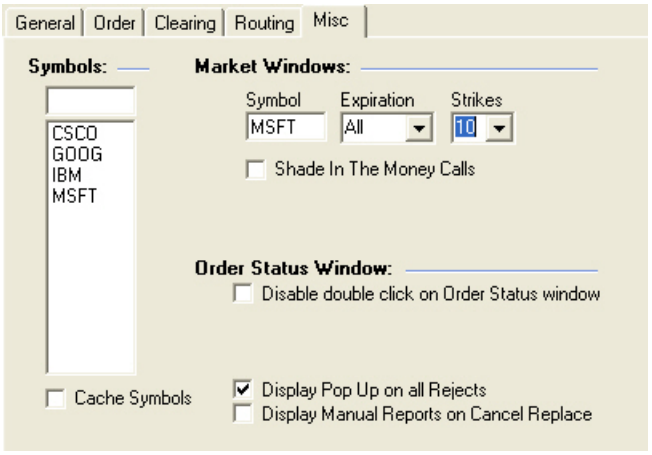
Misc Tab: Symbol, Market Window and Order Status Defaults

ADD SYMBOLS TO QUICK SWITCH BUTTONS

Use the **Symbols** panel to add or remove symbols that appear as **Quick Switch** buttons at the bottom of the **Markets** window.

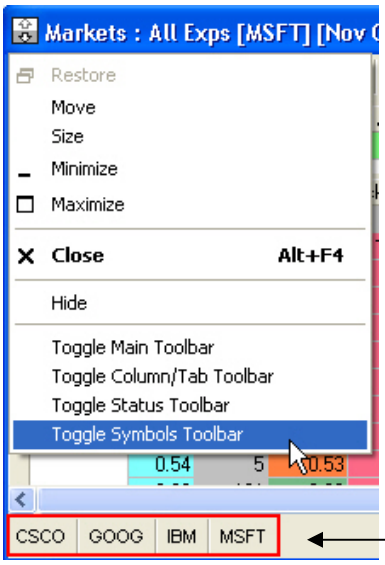
To add a symbol, type it inside the small **Symbols:** window and press the **<Enter>** key. The symbol will appear in the list box below.

To remove a symbol, click to highlight the symbol's name inside the list box and press the **Delete** key.



***Misc** tab on **Preferences** screen*

To make the Quick Switch buttons accessible on the Markets window, click the **Control Menu** icon in the upper-left corner of the **Markets** window and choose the **Toggle Symbols Toolbar** option.



Quick Switch buttons

Configuring Windows

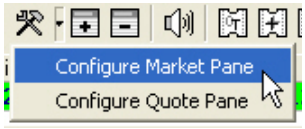
This section describes how to format, sort, group and filter columns in FBW windows. It also explains how to save and open window layouts.

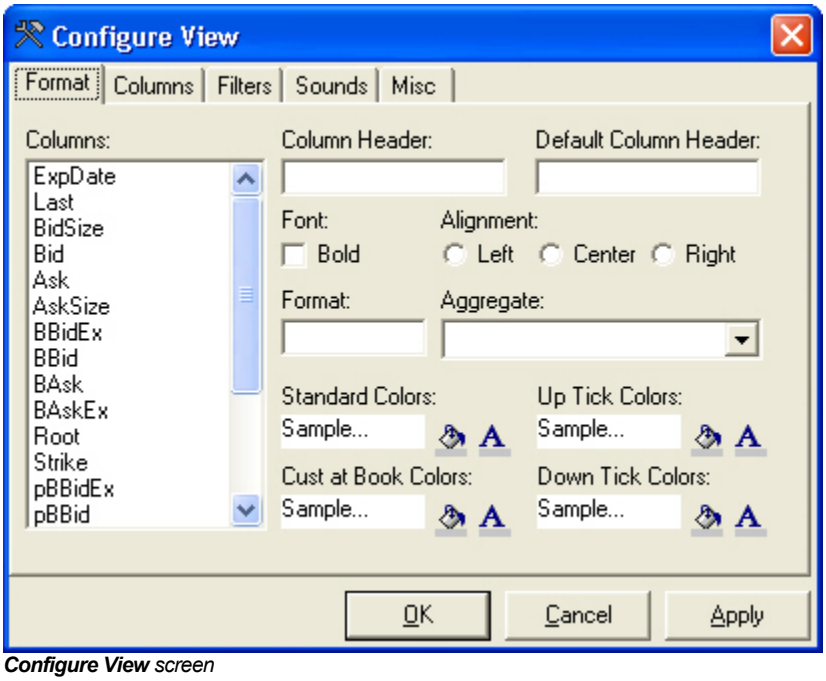
Configure Columns

Use the **Configure View** window to configure and filter your columns. The Configure View icon can be found on almost any window accessed from the View menu, or from the **Tools** menu on the application toolbar.

Click the **Apply** button to save your modifications; click OK to save your work and to close out the Configure View screen.

If a **Markets** window is open, click on the **Configure View icon** and choose between **Configure Quote Pane** and **Configure Market Pane**. Both options will retrieve the **Configure View** screen.



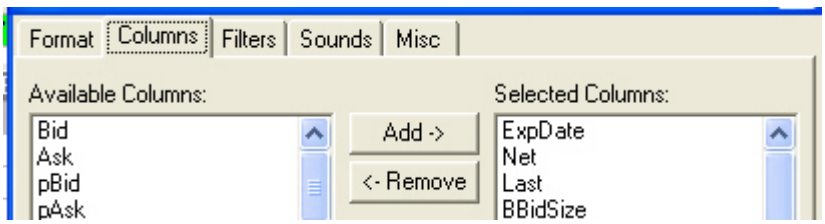


***Configure View** screen*

This first section will describe briefly how to add, remove, format and filter your columns. The next section will provide definitions of each field on each tab screen.

Add or Remove Columns

From the **Columns** tab screen, select a column from the **Available Columns** list box and press the **Add** button. To remove a column, choose an entry from the **Selected Columns** list box and click the **Remove** button.



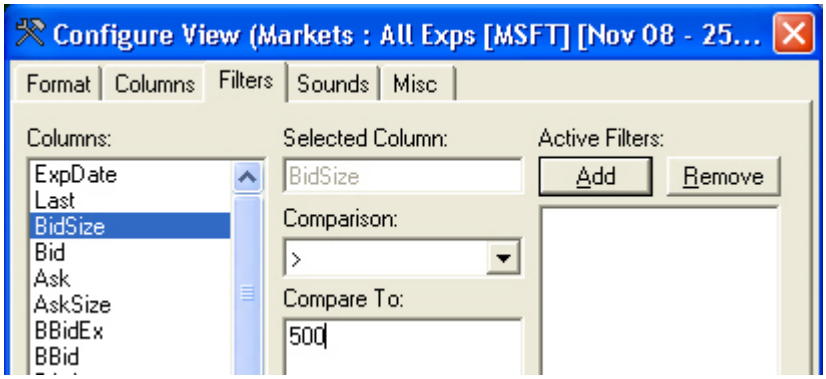
CHANGE A COLUMN'S COLOR

From the **Format** tab screen, click the **paint can** to change the color of the column; click the **letter** to change the text color.

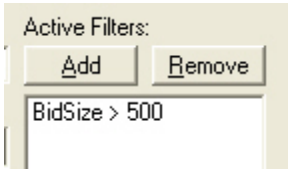
FILTERING COLUMNS

By using the **Filters** tab screen, columns can be filtered to include or exclude specified items, or have an **Operator** (**=**, **<**, **>**, **Sum**, etc.) applied to them.

1. Select a column from the **Columns:** list box.
2. Click the **Comparison** drop-down list and select an **Operator** (e.g., **=**, **<>**, etc.).
3. Type a relevant value inside the **Compare To:** box. For example, if you want to view all orders with a **Bid size greater than 500**, you would select the **BidSize** column, choose the **>** symbol from the **Comparison** list, and type **500** inside the **Compare To:** box.



4. Click the **OK** button to apply the changes; the filter equation will appear inside the **Active Filters** list box and close the **Configure View** screen.

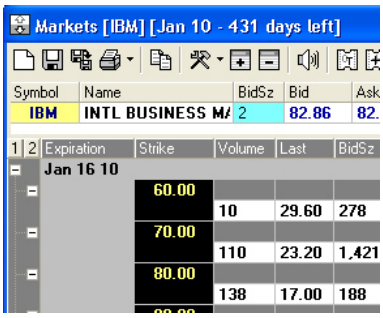


Remove a **Filter** by highlighting the filter entry inside the **Active Filters** list box and clicking the **Remove** button.

GROUPING COLUMNS

Views can be sorted, or 'grouped', based on column. The **Add Group** function adds groups from the left-most column and then continues from left to right, for a total of up to 4 groups. For example, to group by the expiration of an order, drag the **Expiration** header to the first column and click the **Add Group** icon (the box with the plus sign).

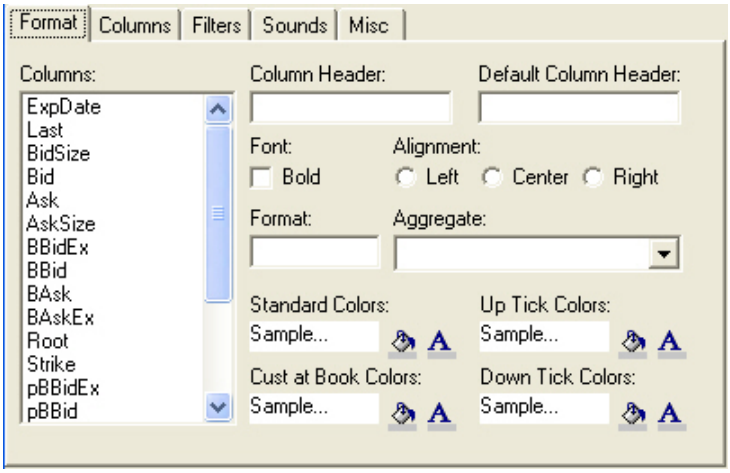
A **1** in the upper-left corner will appear, signifying one grouping. If another group is to be added, drag another column header to the **2nd column** and click the **Add Group** icon again. In this picture, the window is grouped by status and the strike price.



Remove a group by clicking the **Remove Group** icon.

Configure View Screen Definitions

FORMAT



Columns

Click to highlight an entry from the Columns list box to modify its format.

Change the Column Name

Type inside the Column Header field to rename the column header.

Change the Column Font to Bold

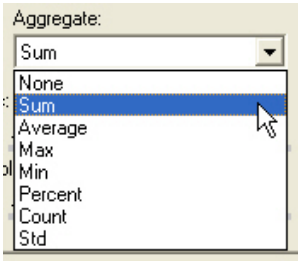
Check the **Bold** box to turn your font to bold.

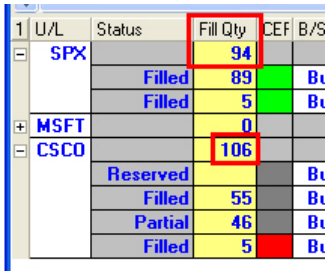
Format Column Numbers

The numbers in the selected column can be formatted using the # sign, zeros, commas, and periods.

Apply a Formula to a Column Group Header Row (Aggregate)

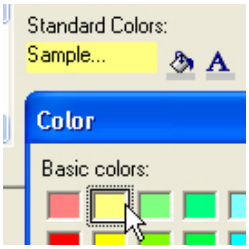
The **Aggregate** drop-down list applies a formula to the **Group Header row**. For example, in the **Order Status** window, when orders are grouped by **U/L**, and the **Sum** aggregate is applied to the **Fill Qty** column, the number of fills is added up, with the sum of the fills displayed at the top of the group.





Format Standard Colors

Click the **paint icon** to change the column's background color, and the **font icon** to change the column's font color. An example (**Sample…**) of how the new configuration will look will appear after clicking the **OK** button.



Format Up Tick/Down Tick Colors

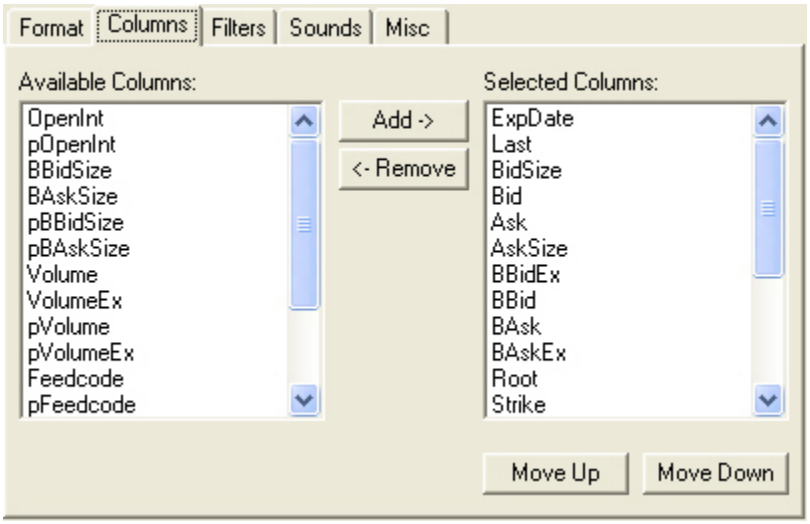
Use the paint and font icons to configure the **Up** and **Down** tick display on window columns.

Use Color to Warn of the Presence of a Customer Order at the NBBO

Select a color and font that will appear in **Bid** and **Ask** columns of the **Regional Quote panel** of an order ticket if a customer's order is on the order book at the **NBBO**.

COLUMNS: ADD OR REMOVE COLUMNS FROM WINDOWS

Add a column to a window by clicking to highlight a column name from the **Available Columns** and clicking the **Add** button. Remove a column by highlighting a column name inside the Selected Columns list and clicking the **Remove** button.



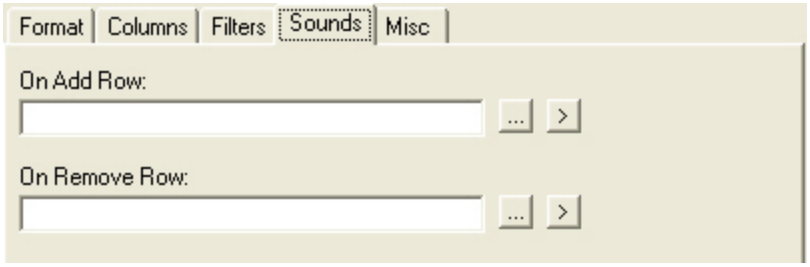
***Columns** tab on **Configure View** screen*

FILTERS

Filter columns to include or exclude specified items, or apply an **Operator** to them. See the **Filtering Columns** section in this chapter for instructions.

SOUNDS: GENERATE SOUNDS WHEN A ROW IS ADDED OR REMOVED

You can apply sounds that initiate when rows are added or removed.



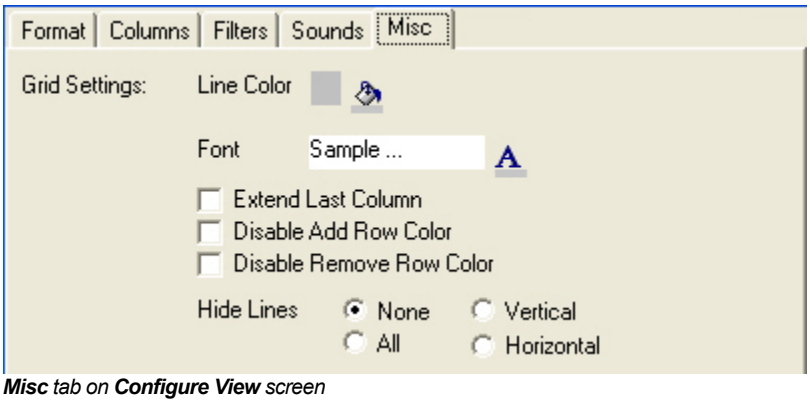
*Please note that a **sound card** must be installed on your system if you want to use this feature.*

***Sounds** tab on **Configure View** screen*

To add a sound, click on the ellipsis (**...**) button and select a sound from a folder on your system. To preview the sound, click on the **Play** (**>**) button.

To remove a sound, click to highlight the link in the window and press the **<Delete>** key.

MISC: FORMAT WINDOW GRID SETTINGS



***Misc** tab on **Configure View** screen*

Change the Line Color of the Window Grid

Click the Paint Can to retrieve the color palette and choose a different color.

Change the Window Font

Click the Letter to retrieve the Font dialog, where you can change the font, the font's style and the size of the font.

Extend the Last Column

Extend the last column length to the end of the Window.

Disable Add Row/Remove Row Color

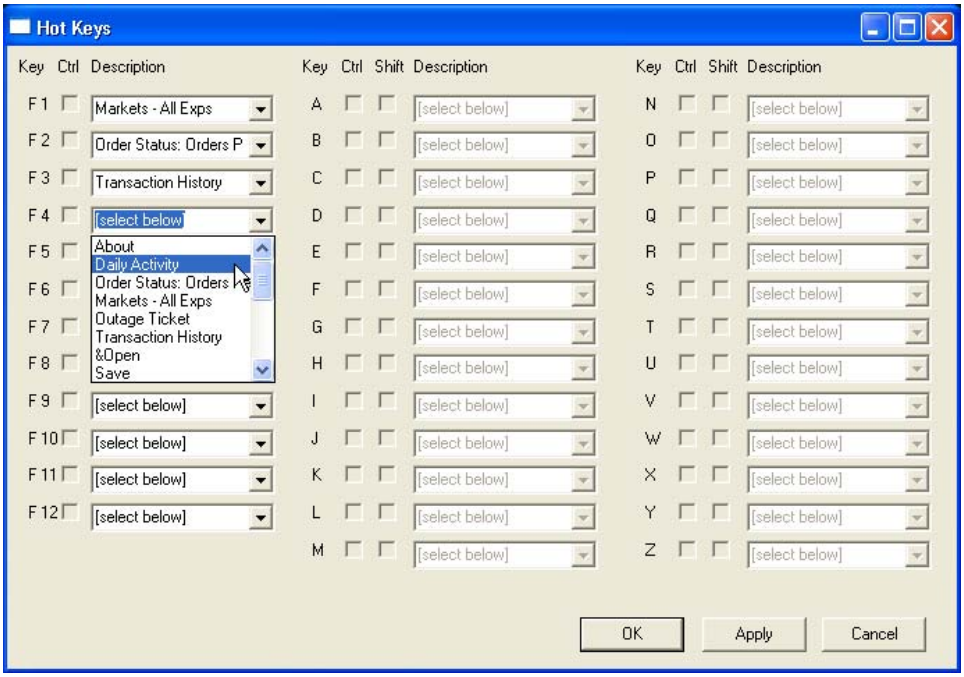
Click to check these boxes to disable the highlighting of a row as it is added or removed.

Hide Window Grid Lines

Click the *Vertical*, *Horizontal* or *All* radio button to hide any or all grid lines. *None* is the default.

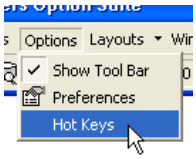
Hot Keys: Assign a Task to a Function Key

Function keys (e.g. F1, F2, etc.) can be configured as short cuts – or **Hot Keys** - to performing tasks associated with the **Application Toolbar**.

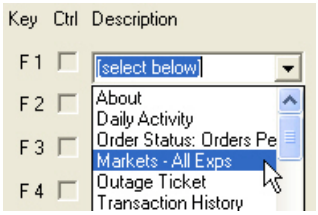


***Hot Keys** screen*

To assign a task to a function key:



1. From the **Application Toolbar**, retrieve the **Hot Keys screen** by choosing ***Hot Keys*** from the **Options** drop-down menu.



2. Click the down arrow on the first unassigned **Descriptions** field and select a task from its drop-down list. The task will be assigned to the function key associated with the row.
3. Continue to click other Description fields, assign tasks to other function keys, and click the **Apply** button to save your work. Click the **OK** button to save your work and close out the screen.

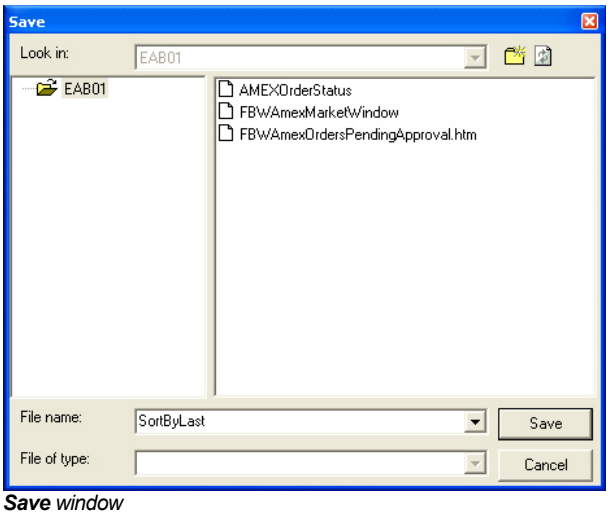
Open and Save Formatted Windows

Save the Format of a Window

Click on the **Save** icon to save the format of a window with its current name.

OR

Use the **Save As** icon to save the window with a different name and to bring up the **Save** window.

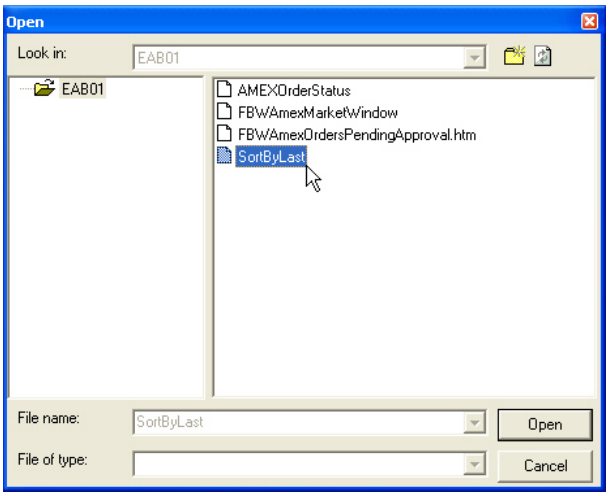


***Save** window*

Type the new name of the formatted window inside the **File name:** field, and then click the **Save** button to close out the window.

Open a Saved Window Layout

Click the **Open icon** on the toolbar to retrieve the **Open** window.



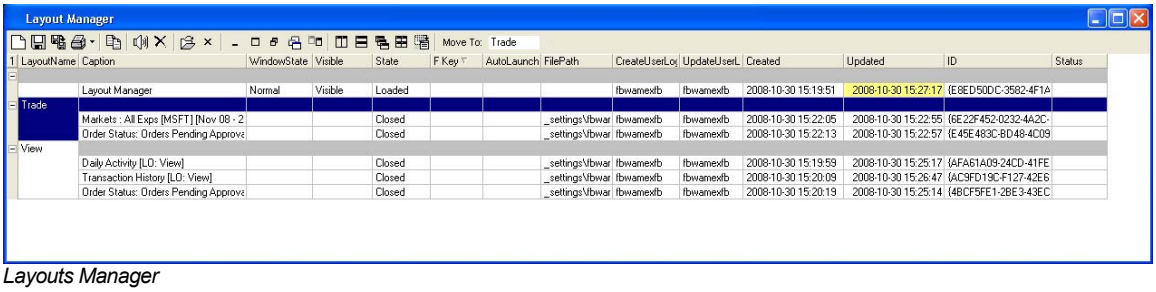
***Open** window*

Double-click on the file. The selected file will appear on your screen.

Layouts Manager

Use the **Layouts Manager** to create, open and remove layouts.

To access the Layouts Manager window, click its icon on the application toolbar, or choose the *LayoutManagerWindow* option from the **View** menu.

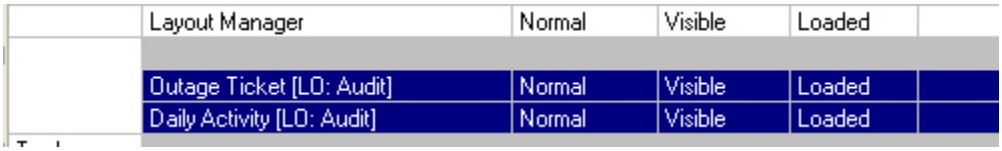


Layouts Manager

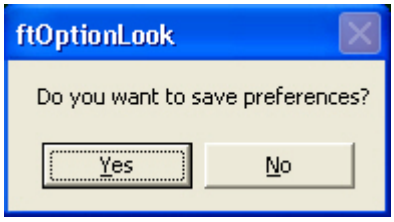
Create a Layout

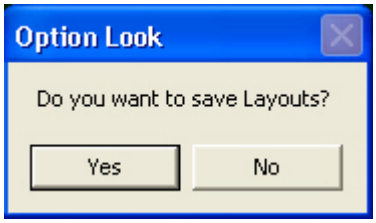
To create a layout:

1. Open the **Layouts Manager** window.
2. Open all of the windows you want to have included in a layout.
3. Give the layout a name by typing it into **Move To:** field.
4. Click each window entry to highlight it.



5. Press the **<Enter>** key. You will be prompted to save your preferences and your layouts. Click *Yes* to both prompts.





Opening Layouts

There are four ways to open a saved layout:

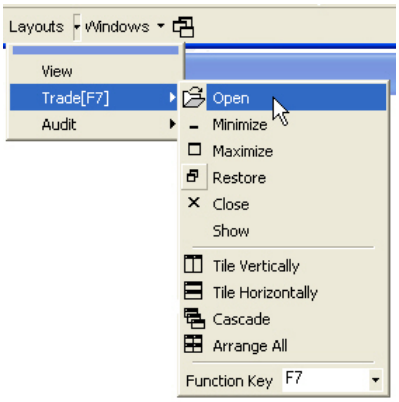
- Double-click on the **Layout Name** field in the Layouts Manager window.
- Select the layout from the **Layout toolbar**.
- Press a **Function Key** assigned to the layout.
- Configure the windows in the layout to **launch automatically** when the application opens.

Double-click on the Layout Name

With the Layouts Manager Window open, double-click on the name of the layout (in the LayoutName column) you want to open.

SELECT A LAYOUT FROM THE LAYOUTS DROP-DOWN MENU

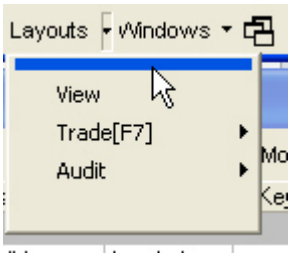
On the application toolbar, you'll find a **Layouts** drop-down menu.



1. Click the down arrow of the Layouts menu to display a list of all your layouts.
2. Click to highlight the layout and the menu will expand; click the Open button from the menu to display the layout.

Make the Menu a Toolbar

1. Follow step 1 of the previous section.
2. Place your mouse on the bar at the top of the menu, above the name of the first layout. The bar's color will change from a light blue to a dark blue.
3. While holding down the left mouse key, drag the menu to another location on the Main toolbar.



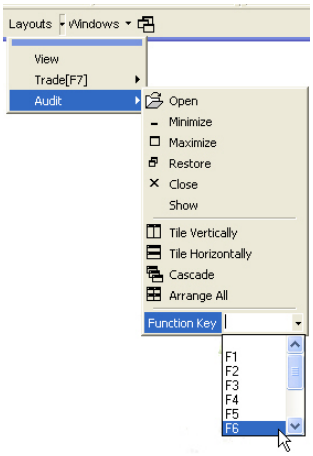
Make a Standalone Menu Toolbar

Click on the Layouts toolbar and drag it onto the desktop, or double click on the horizontal bar on the far left side of the toolbar. The toolbar will detach from the application screen and change to a standalone menu.

To delete the standalone menu, click the x in the upper right corner of the menu. To delete the Layouts toolbar, bring up the standalone menu and click on the x to close it out.

ASSIGN A FUNCTION KEY TO A LAYOUT

Layouts can be opened with a function key. At the bottom of the layout's drop-down menu is a field for assigning a function key to the layout. Click the drop-down arrow on the field and select a function key, which will display in the **Function Key** field and next to the layout name on the Layouts toolbar. Selecting the function key at any time will open the assigned layout.



AUTOMATICALLY LAUNCH A LAYOUT

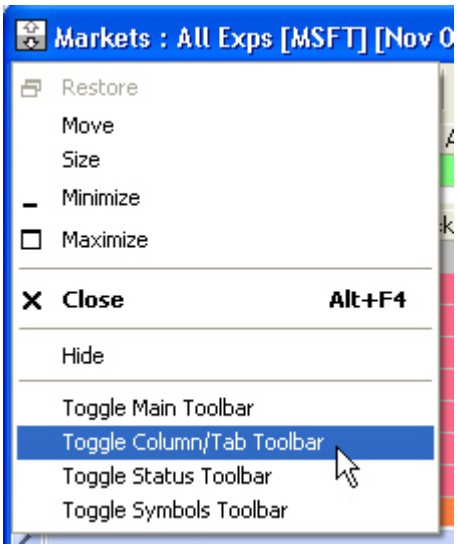
Windows can be assigned to launch automatically when the application is opened. From the AutoLaunch column on the Layouts Manager window, click the cell of the row that represents the window you want launch, and then click the drop-down arrow that appears. Select ***Yes*** to have the selected window open when the application opens.

If you decide later that you do not want the selected window to auto-launch, go back to this menu and choose ***No***.

Control Menu: Toolbar Configuration, Windows Control

The **Control Menu** allows users to:

- Show or hide the Main Toolbar
- Show or hide the Status Toolbar
- Show or hide the Column/Tab Toolbar
- Show or hide the Symbols Toolbar
- Minimize the window
- Maximize the window
- Restore the window
- Close the window
- Move the window



To open the **Control Menu**, click on the icon in the top-left corner of the Markets window.

The **Toggle** switches at the bottom of the menu allow you to show or hide any the listed toolbars in FBW. To view or hide any of the toolbars, click on the **Control Menu** and select the appropriate toolbar entry on the list.

Save Column Layouts using a Toolbar

The **Column/Tab Toolbar** allows users to quickly change the data display in their open windows. Columns can be added, removed, and rearranged, and each change can be saved as a separate window layout. Tabs can be set up so that when users click on a tab, associated information displays in the window.

COLUMN LAYOUTS

Column layouts can be created to view information in a variety of ways for ease of order entry and reporting. Layouts can be saved with columns added, removed, or in a different viewing order. The Column Layout Toolbar is used to add, remove, and update column layouts.

***Column Layout** toolbar*

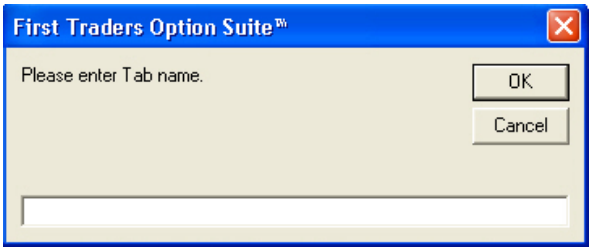
Default Layouts

There are some layouts already set up for you. To open any of these layouts, click on the drop-down arrow in the layout name field and select the layout you would like to view from the dropdown list.

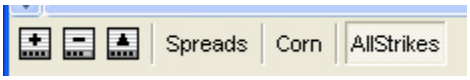
Add a Layout

Configure the columns in your window so they appear the way you want for the new layout.

1. Click the **Add Column Layout** tab.
2. In the pop-up window, type a name for the column layout.



3. Click **OK**. The name of the new layout will appear next to the **Column Layout** tabs. To open the layout, click on the button.



Remove a Layout

From the **Column Layout** toolbar, select the column layout you would like to remove and click the **Remove Layout** tab.

Update a Layout/Rename a Tab

On the Column Layout toolbar, select a column layout, make your changes, and then click the Update Column tab to save you modifications. You can also use the Update tab to change the name of the button.