Bring Up the Markets Window

Click the **Markets** icon, or select the *Markets* option from the **View** menu on the main application toolbar.

Enter a Straight Order

1. Bring up a **Markets**, as described above in the last section.
2. From the **Markets** window toolbar, enter the underlying inside the **Symbol** field.
3. Bring up a Straight Order ticket by clicking to highlight a **Bid** or **Ask** on the desired call or put, and then clicking on the **Order Ticket** Icon.
4. Modify the ticket using the **required** fields or buttons**:**
   - **Buy/Sell, Open/Close** option buttons
   - **Quantity**: type the amount, or choose from the list.
   - **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
   - **Clearing Acct**: Type or choose an OCC number
   - **CMTA**: If there isn't a CMTA, select '000'.
   - **Range**: e.g. Customer, Firm, B/D
   - **Acct**: choose an account associated with the login
   - **Timing**: e.g., Day, IOC, etc.
   - **Routing**: check the **Dest** box and choose from the list below a route to an exchange.
   - **Owner:** Change the owner to another booth user or to a mobile user by choosing another entry inside the list box. When you change to a mobile user, it will also change the status and allow the OBO to review.
5. Click the **Send** button to submit the order. If the Send button is not accessible, some required information is still missing.

Enter a Spread Order

1. Follow **instructions 1-3** for creating a **Straight Order**.
2. Find a contract, right-click on it, 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.

Create a Staged Order

1. Follow **instructions 1-3** for creating a **Straight Order**.
2. Click to check the **Stage** box on ticket, located underneath the list box displaying available routes.
3. Select a destination and/or modify the ticket, and click the **Send** button to submit the order.

Create Quick Switch Buttons

Quick Switch buttons allow you to quickly switch the underlying displayed in **Markets** windows.

| CSCO | IBM | KKD | MSFT |

Rows: 15
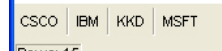
1. Choose *Preferences* from the **Options** menu on the application toolbar.
2. From the **Misc** tab screen, type a symbol inside the **Symbols** field and press **<Enter>** on your keyboard to place it in the list box. The symbol will appear as a Quick Switch button at the bottom of the Markets screen. The added symbol will also appear in all linked windows.

Order Status Window

Verify the status of orders by using the **Order Status** window, clear the book, or generate a Contra order. Access the window by clicking on the **Order Status icon** on the application toolbar, or choose the **Order Status: Orders Pending Approval** option from the **View** menu, which is also accessed by the application toolbar.
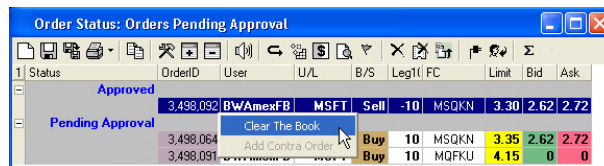
Mobile users can right click on an Approved order, which allows them to clear the Book. Once the order is cleared from the Book, they have the option to right-click on the order again and generate a contra order:

Cancel or Cancel/Replace an Order

To cancel an order:

1. Open up an **Order Status** window by clicking its icon, or select *Order Status: Orders Pending Approval* from the **View** menu on the main application toolbar.
2. Right-click on the order and select the **Cancel** menu option, or click the **Cancel icon**.

To cancel/replace an order:

1. Follow **Step 1** from the previous set of instructions. .
2. Right-click on the order and select the **Cancel/Replace** menu option, or click the **Cancel/Replace icon**.
3. Modify the ticket and click the **Send** button to submit the replaced order.

Monitor Order Activity

While order activity is usually viewed through the **Order Status** window, there are other windows you can access, depending on the order you choose and the status of the order.
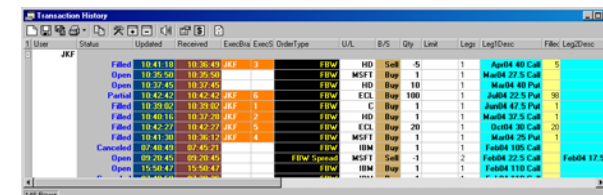
Transaction History window

Other windows that display order activity include:

Transaction History – view order details from a previous day, or over a period of days.

Prices – view the fill of an order and each execution associated with that order, along with the price of the order over time. An entry is shown for every status change.

Regional Quote Panel

The **Regional Quote Panel** displays underlying information, along with **Bid** and **Ask** prices and sizes.

Bid and Ask prices highlighted in yellow are at the **NBBO (National Best Bid and Offer)**; those in green are at the next best price.

In the underlying row, **red** signifies a **decrease** and **green** and **increase** in price.

The **Exch** column displays acronyms representing the following exchanges described below. The last row displays the NBBO.

Symbol	Bid	Ask	Last	Net
MSFT	27.14	27.15	27.14	0.53

Exch	BidSz	Bid	Ask	AskSz
A	309	4.20	4.35	231
B	21	4.25	4.30	10
C	43	4.25	4.30	47
I	30	4.25	4.30	56
P	19	4.25	4.30	20
Q	35	4.20	4.35	35
X	27	4.25	4.35	176
NBBO	140	4.25	4.30	133

Exchange Abbreviations

|	
A	American Stock Exchange (Amex)
B	Boston Options Exchange (BOX)
C	Chicago Board Options Exchange (CBOE)
I	International Stock Exchange (ISE)
P	NYSE Arca (formerly PCX)
Q	NASDAQ Options Market (NOM)
X	Philadelphia Options Exchange (PHLX)

Column Configuration

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.
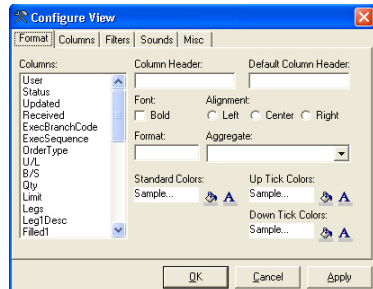
To apply any change to a column, you must first select the column from the **Columns** list box.

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.
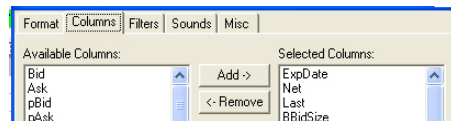
FItering Columns: By using the **Filters** tab screen, columns can be filtered to include or exclude specified items.

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 **Quantity less than 50**, you would select the **Quantity** column, choose the **<** symbol from the Comparison list, and type **50** inside the **Compare To:** box.
4. Click the **OK** button to apply the changes and close the **Configure View** screen.

Change a Column's Color:
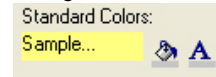
From the **Format** tab screen, click the **paint can** to change the color of the column; click the **letter** to change the text color.

Preferences

Use the **Preferences** screen to configure various defaults throughout the application. Settings you can modify include Quick Switch buttons, defaults for ticket layouts and settings, and default settings for routing and clearing fees.

Access Preferences through the **Options** menu on the main toolbar.

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 expiration and the strike price.

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