

# Trayport® GlobalVision Product User Guide

8.11.0

for Exchange Trading System



## Product User Guide

This document describes how to use the Trayport<sup>®</sup> GlobalVision<sup>SM</sup> Exchange Trading System (ETS), version 8.11.0. This document is aimed at traders who are using GlobalVision to trade electronically.

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# Chapter 1: Introduction to the Product User Guide

This document is divided into the following sections.

- *Chapter 1: Introduction to the Product User Guide* - provides information about what this document contains.
- *Chapter 2: GlobalVision Front-End Overview* on page 7 - provides an overview of the GlobalVision Front-End (the trading screen), and describes its key features.
- *Chapter 3: Trading with GlobalVision* on page 24 - guides you through the common tasks that you will need to perform in order to trade with GlobalVision. For example, this Chapter explains how to do things such as deal the orders that you see on the screen, and submit your own orders to the market.
- *Chapter 4: Advanced Trading* on page 41 - describes some of the more advanced trading features of the Front- End.
- *Chapter 5: Configuring the GlobalVision Front-End* on page 65 - describes how to configure your copy of GlobalVision so that it works in the way that you prefer. For example, this Chapter explains how to change the way you see market information, such as the deals that are being done (you can configure GlobalVision to show you deal confirmations in a number of different formats, or you can turn them off altogether).
- *Chapter 6: Troubleshooting* on page 95 - contains information about common problems and explains how to resolve them.
- *Appendix A: Keyboard Shortcuts* on page 98 - provides a list of all the standard keyboard shortcuts, as well as explaining how to create your own keyboard shortcuts.
- *Appendix B: Menu Reference* on page 101 - describes all of the GlobalVision Front-End menu options.
- *Glossary* on page 118 - provides definitions of the terms used in this document.

## Typographical Conventions

Typographical conventions used in this document:

### Note

Notes emphasise points related to the current topic.

### Tip

Tips provide information that helps you to apply the techniques and procedures described in the text, to your specific needs. Tips can provide alternative methods that may not be obvious, and they can provide assistance with understanding the benefits and capabilities of the feature or process that is being described.

### Warning

Warnings contain information about issues that might cause a problem in the future, or essential instructions.

### Italic

*Italic* is used when referring to the names of entities such as: dialog boxes, file names, directory paths, service names, and names of documents. It is also used for figure captions and when introducing a term for the first time.

## **Bold**

**Bold** is used to emphasise the importance of a point, and, in a series of numbered steps, to indicate items that you must select, for example: menu options, command buttons, or items in a list.



# Chapter 2: GlobalVision Front-End Overview

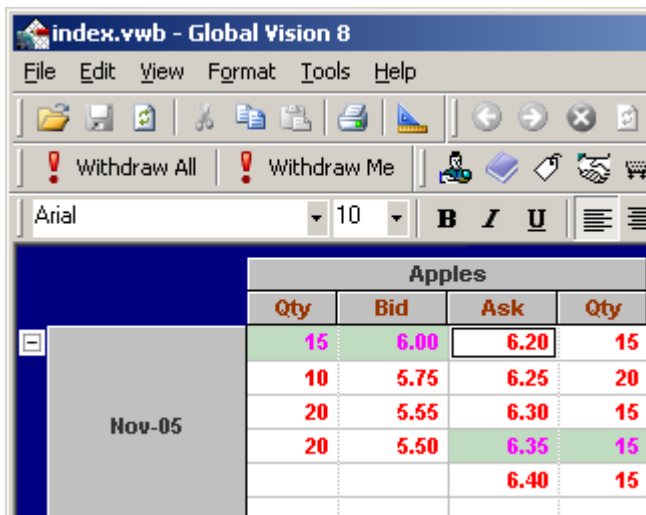
This Chapter provides an overview of the GlobalVision Front-End's key features. This section also explains how to get started by:

- *Logging in to GlobalVision* on page 8
- *Loading a Workbook* on page 8.

## 2.1 Introducing the GlobalVision Front-End

GlobalVision is a generic electronic trading platform that can potentially be used to trade any kind of *instrument* on the screen. Every trader who has access to GlobalVision runs a program called the *Front- End*, which presents the trader with a Workbook consisting of one or more *Work Sheets*. Each Work Sheet is a grid display (similar to that of a spreadsheet program like Microsoft Excel) that is specially designed for trading. It displays orders that traders have submitted for the instruments displayed in the sheet, and may also display general market information such as deal confirmation messages, and details of the last traded order (such as the price value and quantity).

As a trader, you can submit an order to GlobalVision by entering your price into the Work Sheet. When you submit the order, it is immediately displayed to every other trader who is logged in to the system, and is available for any of those traders to deal (provided that there is a trading agreement between both counter parties). You can also deal the orders that other traders have put into the system with just a few mouse clicks or key presses (provided that there is a trading agreement between both counter parties). The figure below shows part of an example Work Sheet where November 2005 Apples are being traded. As you can see from this example, the best prices appear higher up the screen.



		Apples			
	Qty	Bid	Ask	Qty	
Nov-05	15	6.00	6.20	15	
	10	5.75	6.25	20	
	20	5.55	6.30	15	
	20	5.50	6.35	15	
			6.40	15	

Figure 1: part of an example Work Sheet where November 2005 Apples are being traded

In order to view the latest market information, you must be connected to a GlobalVision server. This is a computer run by the exchange, and it is responsible for distributing information between the GlobalVision Front-Ends, and enabling deals to take place. Specifically, the GlobalVision server provides the following information:

- market information, such as the instrument and its dealing conditions
- details of trading agreements between users (users can only trade with the companies and traders that they specifically request permission to trade with)
- the current orders that have been entered into the system.

The Work Sheet is completely configurable, and can potentially show many different types of market information. Most Work Sheets usually include information such as the product name, quantity and price value.

## 2.2 Logging in to GlobalVision

Before you can use the GlobalVision Front-End, you must connect to an account on the server. The system administrator should have provided the login details to you.

Open the GlobalVision Front-End, either by double-clicking on the icon on your desktop, or by selecting the GlobalVision option from the Windows Start Menu. Depending on how your system has been configured, any one of the following might happen when you start GlobalVision:

- **GlobalVision displays a message telling you that it is connecting**  
This indicates that GlobalVision has been configured to connect to your account automatically every time you start the Front-End, and has stored your username and password so that you do not need to type them in every time you start GlobalVision. You do not need to follow any of the rest of the steps in this section, and can go straight to the next section, *Loading a Workbook*.
- **GlobalVision prompts you for a username and password**  
This indicates that GlobalVision has been configured to connect to your account automatically every time you start the Front-End, but has not been configured to store your username and password. Type your username and password and then click **Login**. You do not need to follow any of the rest of the steps in this section, and can proceed straight to the next section *Loading a Workbook*. If you want to configure GlobalVision to remember your login credentials, see *Configuring Automatic Login* on page 116.
- **Nothing happens** (GlobalVision displays a blank grid)  
You will need to create an account (if one has not already been created for you), and connect to it.

To connect to the server:

1. Select **Tools** → **Account** → **Login (Ctrl+Shift+L)**.
2. If your account:
  - is already defined, you are prompted for your login details: type your username and password, and then click **Login**
  - has not been defined, the *Account Properties* dialog box displays: follow the instructions in *Setting up an Account* on page 113.

If you prefer GlobalVision to automatically connect to a particular account every time you start it, follow the instructions in *Configuring Automatic Login* on page 116.

## 2.3 Loading a Workbook

Once you have connected to your account, you must load a *Workbook* before you can trade. Workbooks contain the Work Sheets that you use to enter orders and make deals.

Your account may be configured to load a particular Workbook automatically when you connect, but if no Workbook loads, do the following.

1. Select **File** → **Open (Ctrl+O)**.
2. Type the location of the Workbook you want to load. The exchange operator should have provided the Workbook details to you.

If the Workbook is located on the server, the location will be in the following form:

*gv8://<server>/<filename>.vwb*, where *<server>* is the name of the server the Workbook is located on, and *<filename>* is the name of the file on the server.

Alternatively, you can click **Browse** to select a Workbook from your local machine (for example, if you previously created a Workbook using the Price Sheet Wizard and saved the Workbook to your local machine). You cannot browse to a Workbook located on the server (to open this kind of Workbook, type in the location of the Workbook, as described above, instead).

3. Click **OK**.

#### Tip

If you open a Workbook from the server by typing the location in the `gv8://` format, you can then choose to set the Workbook to open on a particular Work Sheet within the Workbook. You can also control whether the Workbook opens in the current GlobalVision window (replacing the currently open Workbook), or whether it opens in a new GlobalVision window (to specify that the Work Sheet should open in a new GlobalVision window, use the parameter `frame=new`).

To specify the Work Sheet to open on, use either the parameter `tabname=<Work Sheet>`, where `<Work Sheet>` is the name of the tab for the Work Sheet that you want to see first, or use the parameter `page=x`, where `x` is the number of the Work Sheet (counting from left to right, with the first Work Sheet numbered 0) that you want to see first.

To use these parameters, append them to the end of the location, starting with a `?` character, and separating the parameters with `&`.

For example, the location `gv8://fruits.server.com/fruit-markets.vwb?page=2&frame=new` opens a Workbook called `fruit-markets.vwb` from the server `fruits.server.com`. The Workbook will open in a new GlobalVision window, and the third Work Sheet from the left will be displayed first.

Alternatively, the location `gv8://fruitvegtradingserver.com/fruit-veg-markets.vwb?tabname=Apples Screen&frame=current` opens a Workbook called `fruit-veg-markets.vwb` from the server `fruitvegtradingserver.com`. The Workbook will open in the current GlobalVision window, and the Work Sheet with the tab name `Apples Screen` will be displayed first.

## 2.4 Keyboard Shortcuts and the Right-Click Menu

Using the GlobalVision Front-End is very straightforward. You can do almost everything you need to do in one of two ways:

- **Using the right-click menu**  
Clicking the right mouse button once on the trading screen displays a context-sensitive menu. Almost every action that you need to carry out with GlobalVision is available through the right-click menu.
- **Keyboard shortcuts**  
GlobalVision has a set of predefined keyboard shortcuts that have the same effect as choosing options from the right-click menu. You can also define your own keyboard shortcuts (see *Custom Keyboard Shortcuts* on page 100). For a detailed list of all the standard keyboard shortcuts, see *Keyboard Shortcuts* on page 98.

## 2.5 The GlobalVision Front-End

The figure below shows an example of how the GlobalVision Front-End might look once you have loaded a Workbook. The Work Sheet displayed here is a typical example of the way that Work Sheets are commonly used, but because Work Sheets can be fully customised, your system will look different to this.

The main part of the screen is taken up by the *tradable area*. This is where you can enter orders and deal orders that other users have put into the system.

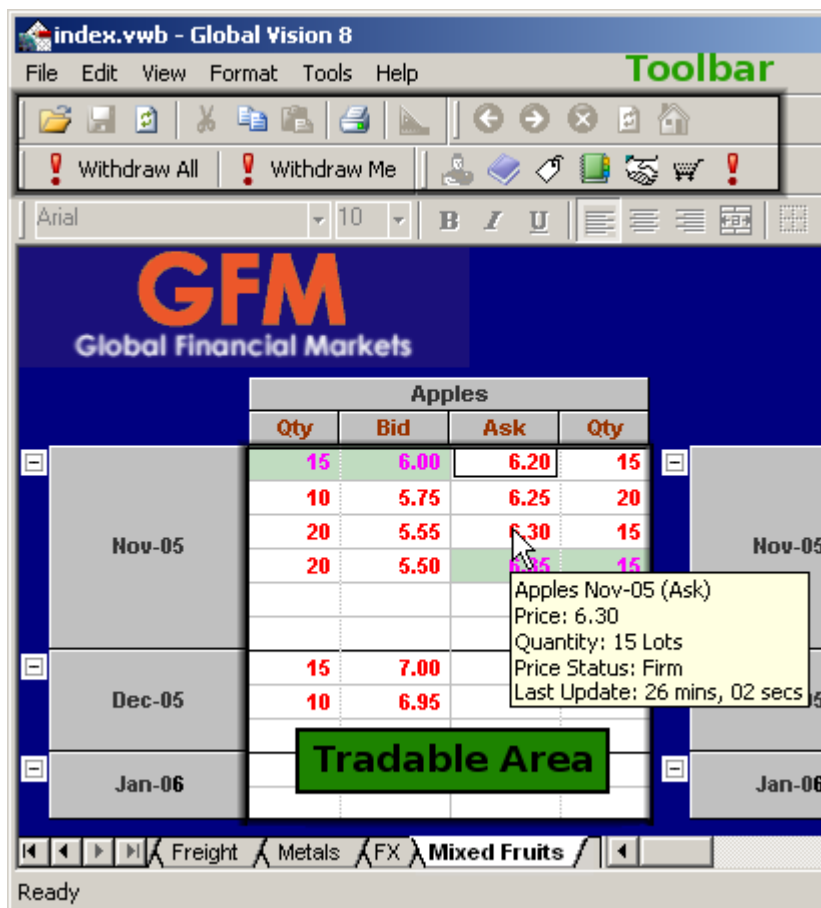


Figure 2: Example of a GlobalVision Front-End

In the above figure:

- The best *ask* for *November 2005* (6.20) is highlighted. If you were to use one of the keyboard shortcuts, the action would be carried out on this order. For example, because this is a firm (tradable) order, pressing **Enter** would deal this order.
- The mouse pointer is hovering over the third best ask for *November 2005* (6.30). GlobalVision is displaying a tooltip with more information about this order. The information displayed in the tooltip is subject to permissions and trading agreements.
- This user's own orders, which in this case include the current best *bid* for *November 2005* (6.00) are displayed with a green background.
- The tabs at the bottom of the screen show the names of other Work Sheets and Web Sheets that are available in this Workbook (for example to show different markets). Clicking one of the tabs displays the Work Sheet for that market. In the example, the *Mixed Fruits* Work Sheet is currently selected.
- If there are several of tabs in your Workbook, you can quickly move to a particular Work Sheet by right-clicking the tab area and selecting the Work Sheet from the menu. You can also reorder the Work Sheets by right-clicking the tab area and selecting **Reorder**.
- You can detach tabs so that they appear in their own window by double-clicking on them. You can subsequently redock detached tabs back into the main window by clicking on the close icon in the top-right corner of the detached tab.
- If your Workbook includes any Watchlists, then you can rename them by right-clicking on them and selecting **Rename**. (You cannot rename Work Sheets and Web Sheets unless you switch to *Design Mode*).
- In the example Work Sheet, the buttons to the top left of each market can be used to expand and contract the market depth. To see the full market depth for any instrument, right-click the grid and select **View Market Depth**. The *Market Depth* window displays. You can trade orders and submit orders using the Market Depth window in exactly the same way as you can using the main GlobalVision Work Sheet.

### 2.5.1 Viewing a Summary of the Best Prices in the Market for a Group

Some Work Sheets include a special summary area that shows the best prices for all the instruments in a particular group. These orders are shown together in one area of the Work Sheet so that it is easy to see the best prices at a glance. The figure below shows an example of how the summary area might look in your Work Sheet. The example shows orders for both the *Apples* and *Oranges* instruments.

You can trade these orders in the same way as any other orders shown in the Work Sheet. If your Work Sheet does not include a summary area, contact the exchange operator, who can add a summary area to your Work Sheet.

If you want to see more orders, or you want to see more of a particular type of order, you can configure the summary area by right-clicking on it and selecting **Edit Settings**. You can also use the scroll bar, and the arrow keys, to move up and down the orders. For more information about configuring the summary area, see *Filtering a Summary Area* on page 87.

Apples and Oranges				
Instrument Name	Qty	Bid	Ask	Qty
Apples Nov-05	20	5.75	6.25	10
Apples Nov-05	15	5.75	6.30	15
Apples Dec-05	15	7.80	7.85	15
Apples Dec-05	10	7.55	7.90	15
Apples Dec-05	10	7.50	7.95	5
Apples Jan-06	15	8.00	8.05	15
Apples Jan-06	15	7.95	8.05	15
Apples Jan-06	15	7.85	8.10	15
Apples Nov-05 x Dec-05	10	-2.10	-1.60	15
Apples Nov-05 x Jan-06	10	-2.30	-1.80	15
Apples Dec-05 x Jan-06	15	-0.25	-0.15	15
Apples/Oranges Nov-05	10	-1.25	-0.30	15

Figure 3: Example summary of best prices

### 2.5.2 Splitter Bars

Some Work Sheets have horizontal splitter bars, which you can use to line up different areas of the Work Sheet next to each other on the screen. The figure below shows an example of a Work Sheet with splitter bars. On these Work Sheets, drag the splitter bar up and down to show and hide different areas of the screen.

	Apples				Oranges				Apples/Oranges			
	Qty	Bid	Ask	Qty	Qty	Bid	Ask	Qty	Qty	Bid	Ask	Qty
Sep-06	15	8.50	8.75	55	10	8.25	8.30	15	15	0.20	0.50	10
	25	8.45	8.75	15	15	8.15	8.30	25				
	35	8.40	8.80	1	25	8.10	8.35	15				
Oct-06	25	8.60	8.90	25	15	7.25	7.35	25	25	1.25	1.65	15
					25	7.20						
May-07												
Jun-07	15	8.95	9.00	25	15	5.40	5.55	15	15	3.40	3.60	15
Jul-07	25	8.50			25	5.25						
Aug-07							6.25	15				

Figure 4: A Work Sheet with splitter bars

#### Tips




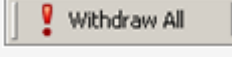
- On Work Sheets with splitter bars, you can click on the period names to show or hide the market depth. You can also click on the top left corner of the Work Sheet to quickly show or hide the market depth in all the panes of the Work Sheet.
- You can create your own Work Sheets with splitter bars using the Price Sheet Wizard, as described in *Creating a Work Sheet with the Price Sheet Wizard* on page 89.

### 2.5.3 Aggregated Volume

In some particularly liquid markets (where there are usually many orders with the same price value), the Work Sheet may be configured to display orders with the same price value aggregated together into single items. This can be a useful way of reducing the screen space required to display the latest information about the market.

## 2.6 Withdrawing from the Market

Sometimes you need to remove your orders in a hurry, perhaps because the market is moving against you, or you have to leave your workstation. With GlobalVision, you can make all your orders untradable with just one click, using the following buttons on the toolbar.

Button	Action
	Deletes all the orders that you have entered into the system.
	Deletes orders across your whole company. This option is only available if you have the appropriate permissions over the other users in the company.
	Withholds (makes untradable) all the orders that you have entered into the system.
	<p>Withholds orders across your whole company. This option is only available if you have the appropriate permissions over the other users in the company.</p> <p>You can also withdraw all your orders automatically after a period of time by using the countdown timer (see <i>Using the Countdown Timer to Withdraw Orders</i> on page 46 for more information). Alternatively, you can withdraw all your orders using <b>Tools</b> → <b>Withdraw Prices</b> (see <i>The Tools Menu</i> for more information).</p> <p>If your Work Sheet has been designed to allow it, you may also be able to withdraw all your orders for a particular instrument or group of instruments with a single click (see <i>Withholding Orders for a Group of Instruments</i> on page 48 for more information).</p>

### Tip

You can firm up all your orders again just as easily by using the Order Book. See *The Order Book* for more information.

## 2.7 Market Rules

Depending on the rules of your market, and the time of the day, you may find that some of the GlobalVision functionality is not available. This will depend on both the market rules, and the way in which the GlobalVision server has been configured.

For example, some markets have certain times of the day when only order entry, but not trading, is allowed. In other markets, at certain times of the day you may only be allowed to submit withheld orders, or reduce the quantity on your existing firm orders, but not change the price value on a firm order or submit new firm orders. In addition, some markets may start with an opening auction period.

If you are unsure of the rules that apply to your market, contact the exchange operator.

## 2.8 Find the Best Single Deal

GlobalVision is usually configured so that when you deal a single price, it is not possible to deal anything but the best price. GlobalVision is also usually configured to prevent you trading with yourself (if this is the case, your own prices are displayed, by default, in pink with a green background), in which case attempting to deal any price will automatically sweep past your own prices.

### Example: Find the Best Single Deal

In the figure below, the second best bid (5.25) is highlighted. If you attempted to deal this price, GlobalVision would in fact display the Deal Price Dialog for the best bid (5.30).

		Oranges			
		Qty	Bid	Ask	Qty
Nov-05		10	5.30	5.75	15
		10	5.25	6.00	15
		20	5.20	6.10	15
		15	5.20		
		10	5.15		
		30	5.10		

Figure 5: Example of finding the best single deal

#### Note

Find best single deal only works if there are tradable prices in the market with better prices than the one you clicked on. For example, if the price with the best price in the market is not tradable and you attempt to deal it, GlobalVision will not display the *Deal Price* dialog box. This is designed to protect you from accidentally dealing a price that is much worse than the one you clicked on.

#### Tip

If you are unsure as to whether your system has been configured to always deal the best price, check with the exchange operator.

## 2.9 Order Types: Understanding Order Colours

GlobalVision uses the colour of an order to indicate what type of order it is, and whether you can trade the order. The standard colours are as follows.

### Order Types

Type	Counter party	Example
Firm (tradable)	Firm orders are the only tradable orders in GlobalVision, and all GlobalVision users can see them (subject to permissions and trading agreements). Tradable firm orders are shown in red by default.	10   3.35
Firm (untradable)	Firm orders that are not tradable (usually because you do not have a trading agreement with the company that owns the order) are shown in pink by default.	10   3.35
Withheld	Withheld orders cannot be traded by anyone. They are only visible to exchange operators, and traders belonging to the company that owns the order. They are not visible to traders from other companies. By default, withheld orders are light grey.	10   3.35
Indicative	Indicative orders provide an indication that someone is open to negotiation around a given price. Indicative orders cannot be dealt, and are black by default.	10   3.35
Reference	Reference orders can be used to provide price information for the market	10   3.35



Type	Counter party	Example
	(such as closing prices, and current exchange rates). Reference orders cannot be dealt, and are green by default.	
Implied	Implied orders are automatically generated by GlobalVision based on other orders that have been submitted to the market (for example, inter-product and inter-period spreads, and combinations). There are four types of implied order.	
Implied (tradable)	Tradable implied orders.	10 3.35
Implied (untradable)	Untradable implied orders. This type of order can be created if there is no counter party clearance for all the constituent orders, or if varying quantities in the constituent orders do not allow dealing.	10 3.35
Implied (unknown)	Implied orders with unknown tradability. This type of order appears when an implied order is created within a leg instrument, because the tradability of the order is not known until you attempt to deal the order.	10 3.35
Implied (indicative)	Indicative implied orders. These orders are generated from an order that has been used more than once within the calculation. This type of order cannot be traded.	10 3.35
Your own orders	Your own orders (and orders belonging to your company) are shown highlighted with a green background by default.	10 3.35

#### Tip

These are the standard colour settings, but you can change them if you prefer to work with different colours, or if the market you are trading in has different standard colours. To find out how to do this, see *Price Colour Options* on page 85.

#### Example: Order Types in Use

In the figure below, the only orders that are tradable by the currently logged in user are the bid of 5.30 and the ask of 5.75. The rest of the orders are untradable either because the counter parties do not have a trading agreement in place (these orders are displayed in pink), or because they are the user's own orders (displayed in pink with a green background).

In situations where there is more than one tradable order available, GlobalVision may be configured to automatically find the best deal (preventing users from dealing inferior prices). For more information about this feature, see *Find the Best Single Deal* on page 13.

	Oranges			
	Qty	Bid	Ask	Qty
Nov-05	10	5.30	5.75	15
	10	5.25	6.00	15
	20	5.20	6.10	15
	15	5.20		
	10	5.15		
	30	5.10		

Figure 6: Example of order types in use

## 2.9.1 Price Ageing

GlobalVision also supports a feature called *price ageing*, which allows you to configure the Front- End to use different order colours depending on how long the orders have been in the market. This feature makes it easy to see which orders have been submitted recently, and which orders have been in the market for longer.

To see whether the price ageing feature is in use on your system, select **Tools** → **Options** → **Price Colours** tab, and then see whether the **Use Price Ageing** option is selected.

For full details on configuring price ageing, see *Price Colour Options* on page 85.

## 2.10 Activity Ticker

The GlobalVision Work Sheet can include an Activity and Deal Ticker. The Activity Ticker shows details of recent market activity, such as deals that have taken place, and orders being added, updated, dealt, and deleted. You can filter the information that is displayed in the Activity Ticker so that it only shows the sort of information that you want to see. For example, you might only want to see activity relating to certain instruments. For more information about configuring the Activity Ticker, see *Filtering an Activity Ticker* on page 88.

Contact the exchange operator if you would like to have an Activity Ticker included on your Work Sheets.

### Note

Any *counter party* information is only displayed to the parties involved in the deal.

## 2.11 Scrolling Deal Ticker

You can open a scrolling deal ticker to see details of deals as they take place: the details of each deal are displayed in a small rectangular deal card, which scrolls across the screen from right to left.

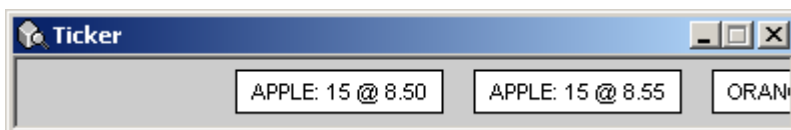


Figure 7: Example of a Deal Ticker

To open a deal ticker, do one of the following. Either:

- right-click an area of the Work Sheet that shows live market information and select **View Deal Ticker**, or
- select **View** → **Deal Ticker**.

You can configure several aspects of how the ticker displays the deal information. For example, you can change the speed of the scrolling, the size of each deal card, and the colours. For more information, see *Scrolling Deal Ticker Settings* below.

### Note

In addition to showing new deals, the ticker will also show updated deals. If a deal is updated, a new deal card will be created in the ticker, even if the original deal is still scrolling across the screen (for example because the deal was updated by an administrator immediately after it took place).

Updated deals show the word *Updated* on the deal card so that you can identify which deal cards represent new deals, and which ones represent updated deals.

## 2.11.1 Scrolling Deal Ticker Options

The following tables describe the configuration options available for the scrolling deal tickers. To open one of these tickers, right-click an area of the Work Sheet that shows live market information, and select **View Deal Ticker**.

To configure an open scrolling deal ticker, right-click it and selecting the required options from the menu.

### Ticker Menu Options

Option	Description
Edit Filter	Opens the <i>Ticker Filter</i> dialog box where you can configure which instruments you want to see deal information for.  See the table below for full details of the filter settings.
Edit Settings	Opens the <i>Ticker Settings</i> dialog box, where you can configure the scrolling speed, ticker colours, and the size of the cards.  See the table below for full details of the filter settings.
Always On Top	Sets the ticker to appear above other all the other windows on your screen. This setting toggles on and off when you select the menu option.
Lock in Place	Hides the ticker window's title bar, and locks it in position on your screen. This setting toggles on and off when you select the menu option.
Clear	Clears the ticker. This option removes any deal details currently displayed in the ticker, as well as the details of any deals that have already taken place but have yet to scroll through the ticker.
Close	Closes the ticker window.

### Ticker Filter Dialog Box Options

Option	Counter party
Instruments	Use the <i>Instruments</i> list to select the instruments that you want to see deals for. When you first open the deal ticker, some instruments will be selected automatically based on what you clicked on to open it, but you can increase or decrease the instruments that are shown in the ticker here.  This filter setting applies to sequential instruments if you have selected the deal ticker from the main <b>View</b> → <b>Deal Ticker</b> menu.
Price (% of External Reference Price)	You can use this setting to filter the deals displayed based on the current value of the External Reference Price (ERP) for this instrument. This filter setting only applies if an ERP has been set for this instrument. <ul style="list-style-type: none"><li>If you specify a threshold value and select <b>Inclusive</b>, then the ticker only shows deals where the price value of the deal is within the specified percentage of the ERP.  For example, if you specify a threshold of 5, and the ERP is 200, then the ticker only shows deals with a price value between 190 and 210 (5% below or above the ERP).</li></ul>

Option	Counter party
	<ul style="list-style-type: none"> <li>If you specify a threshold value and select <b>Exclusive</b>, then the ticker only shows deals with a price value that is outside the range.</li> </ul>
Price (Absolute)	<p>You can use this section to specify a range of price values to either include or exclude.</p> <p>If you specify an <i>Over</i> price and an <i>Under</i> price, and the <i>Over</i> price is less than the <i>Under</i> price, then only deals with a price value that is within that range are displayed in the ticker.</p> <p>If the <i>Over</i> price is greater than the <i>Under</i> price, then all deals are included except deals where the price value is within the specified range.</p>
Quantity	<p>You can use this section to specify a range of quantities to either include or exclude.</p> <p>If you specify an <i>Over</i> quantity and an <i>Under</i> quantity, and the <i>Over</i> quantity is less than the <i>Under</i> quantity, then only deals with a quantity that is within that range are displayed in the ticker.</p> <p>If the <i>Over</i> quantity is greater than the <i>Under</i> quantity, then all deals are included except deals where the quantity is within the specified range.</p>
Owner	You can use this section to filter the displayed deals based on the company and trader involved (subject to your user permissions).

### Ticker Settings Dialog Box Options

Option	Counter party
Scrolling Speed	The speed at which the deal details scroll across the screen.
Spacing	The gap in pixels between each deal card.
Pause while GV not in focus	If you select this option, the ticker pauses when you switch from GlobalVision to another application. The details of any deals that take place while the ticker is paused will be queued for display the next time you switch back to GlobalVision.
Pause while mouse over card	If you select this option, the ticker pauses when you move the mouse pointer over a deal card. You can click on a deal card to investigate the deal, so you may find it useful to select this setting if you intend to use that feature.
Background Colour	Use this option to change the ticker's background.
Display Queue Size	If you select this option, the ticker displays a number in the bottom right corner when there are queued deals (deals that have taken place but that have yet to scroll into view).
Deal Cards	<p>Use the settings on the <i>Deal Cards</i> tab to configure the display of the deal cards. You can change the font, the size of the cards, and the colours.</p> <p>The <i>Up Indicator</i> and <i>Down Indicator</i> colours show the market movement relative to the current value of the instrument's ERP. If there is no current ERP for the instrument involved in the deal, then the deal cards display using the <i>Neutral/Unknown</i> colour.</p>







## 2.12 Seeing your Best Prices

The exchange operator may have configured your Work Sheet so that it shows your own best price in each market next to the current market best price. This can help you to see at a glance how your current best prices compare to the market prices. Contact the exchange operator if you want to see your best prices displayed in the Work Sheet.

## 2.13 Market Movement Arrows

Some Work Sheets are configured to show the market movement by displaying an arrow. The direction and colour of the arrow indicate the market movement (green arrows indicate that the last traded order was submitted to the ask side of the market, while red arrows indicate that the order was submitted to the bid side).

### Market Movement Arrows

Arrow	Indicates
	The last traded order was an ask and the price was higher than the trade before that.
	The last traded order was a bid and the price was higher than the trade before that.
	The last traded order was an ask and the price was lower than the trade before that.
	The last traded order was a bid and the price was lower than the trade before that.
	The last traded order was an ask and the price was the same as the trade before that.
	The last traded order was a bid and the price was the same as the trade before that.

## 2.14 Confirming the Details of a Deal

As a security feature, you must confirm the details of every deal that you carry out using GlobalVision (unless you use the quick dealing feature, described in *Quick Dealing* on page 34, in which case the confirmation option is already selected for you). This is designed to prevent you from carrying out a deal by mistake.

All dialog boxes that allow deals to be transacted display the following confirmation message:

*I confirm that these details are correct*

You must select this option before you can carry out the transaction.

### Tip

In some markets, this restriction does not apply. The exchange operator may have configured your system so that you do not need to confirm the deal details. If this is the case, the *I confirm that these details are correct option* will not appear in the *Deal Price* dialog box. If you are not sure, you should check with the exchange operator to find out if your system has been configured so that you do not need to confirm the deal details in order to execute a deal.

## 2.15 GlobalVision Chat

GlobalVision Chat allows users to exchange messages with each other through GlobalVision. For example, Chat allows users to discuss market activity and pass on information beyond the simple order information that is conveyed by the movement of orders in the system. The Chat rooms can be configured in different ways to suit specific situations. For example, your exchange operator may wish to use a Chat room as a simple means of broadcasting messages to all logged in users. Alternatively, some users may wish to have access to a private chat room in which they can communicate between themselves without their messages being visible to any other users.

The two types of Chat Room that are commonly used with GlobalVision are private chat between individuals and anonymous broadcast chat.

### 2.15.1 Joining a Chat Room

Depending on how your system is set up, you may be automatically logged into a chat room when you log in to GlobalVision. If you are not automatically logged into chat, you can log in by selecting **Tools** → **Join Chat Room**.

If you are eligible to join more than one chat room, GlobalVision displays a list of chat rooms. Select the chat room you want to join and click **OK**. If you are only eligible to join one chat room, you are automatically logged into it.

#### Note

If the **Tools** → **Join Chat Room** option is not available for selection, then this might be because your account has not been configured to connect to a ChatServer. In order to connect to a chat room, you must ensure that the **Connect to ChatServer** option is selected in your account properties, as described in *Setting up an Account* on page 113.

If this option is not selected, then select it and reconnect to your account.

If you still cannot join a chat room, then it may be because there are no chat rooms configured on the system you are connecting to, or because the ChatServer is not running. Alternatively, it may be because you do not have permission to access any chat rooms.

### 2.15.2 Broadcast Chat Rooms

In a broadcast chat room, traders are usually not allowed to send messages, so the *Send* button is not enabled. Broadcast chat rooms are usually used by exchanges to send out important market information.

### 2.15.3 Private Chat Rooms

Private chat rooms allow traders to communicate privately.

#### Sending a Message

To send a message:

1. Select the user or users you want to send the message to by selecting the box next to their names.
2. Type your message.
3. Click **Send**.

#### Replying to a Message

To reply to a message, right-click the message and select **Reply to Message** from the menu.

## 2.15.4 Filtering the Chat Messages

You can use the filters at the top of the chat room to change the information currently displayed in the chat window so that it just shows you the information you want to see.

Use the drop-down lists to select how the list should be filtered, as shown in the figure below. Your selected filter is applied immediately.

Click **Clear Filter** to revert to the unfiltered list of chat messages.



Figure 8: Example of applying filters to chat rooms

## 2.15.5 Chat Options

The table below describes the options available for the chat feature. To set these options, select **Tools** → **Options**, in the **Chat** tab.

Option	Description
Message Appearance	Sets the text colour, background colour, and font to use to display chat messages.
Message Arrival	Configures what GlobalVision should do when you are signed in to a chat room and receive a new chat message: you can choose to automatically bring the chat window to the front of all the other GlobalVision windows, and flash the title bar of the chat window.

## 2.16 Connection Options

The table below describes the available options if the server is disconnected. To set these options, select **Tools** → **Options**, in the *Connections* tab.

Option	Description
Disconnection	<p>Specifies what GlobalVision should do if you are disconnected from the server for any reason.</p> <p>You are recommended to set the default action to withhold all your orders, and select <b>Show notification</b>, so that you know that you have lost your connection.</p> <p>Alternatively, you can choose to configure the Front-End to either remove your orders or take no action (in which case your orders will remain in the market if you are disconnected or log out of the system).</p>

## 2.17 General Options

The table below describes the general options in GlobalVision. To set these options, select **Tools** → **Options**, in the *General* tab.

Option	Description
Maximum iterations for Calculations	Limits the way in which GlobalVision creates implied orders, such as inter- product and inter-period spreads. To turn off the display of implied orders, set this value to 0.  <b>Note</b> This setting only applies to implied orders that have been generated natively by GlobalVision.
Enable OCO Prices	Enables OCO orders to be used.  (This feature is not applicable in ETS version 8.10.1 of GlobalVision.)
Default Workspace/Workbook	Specifies a default Workbook or Workspace to load every time you start the GlobalVision Front-End. If you select this option you must specify a file name for the Workbook or Workspace.
Save Workspace on exit	Automatically saves the current Workspace when you close the Front-End.  <b>Note</b> This option is only available on some systems (if it does not appear in the options, then your system does not support automatically saving the Workspace on exit).  If you select this option, then every time you close the Front-End, the last loaded Workspace is overwritten with the current state of the Front-End. For example, if you have opened a Workbook that was not previously part of the last loaded Workspace, and you subsequently close the Front-End while the <b>Save Workspace on exit</b> option is selected, the last loaded Workspace is overwritten with the currently loaded Workbook.  <b>Important</b> When selecting this option, ensure that you do not accidentally overwrite your Workspaces.
Show price entry keypad	Displays the numeric keypad in the <i>Price Entry</i> dialog box.
Swap price / quantity	Swaps the position of the price value and quantity fields in the <i>Price Entry</i> dialog box.  When this option is selected, the quantity field is displayed first. When this option is not selected, the price value is displayed first.  You may wish to select this option if you are used to using a different trading system where these fields appear in a different order.
Default to best price	Select this option if you want to make it easy to submit orders that are close to the current best market price. When this option is selected, and you add an order, the price value field in the <i>Price Entry</i> dialog box will default to the current best price on the side of the market you clicked on when adding the order. When this option



Option	Description
	is not selected, the price value is blank on opening the <i>Price Entry</i> dialog box.
Allow direct price entry	Enables direct price entry - a shortcut that allows you to submit orders more quickly by typing the price straight into the Work Sheet (for more information, see <i>Direct Price Entry</i> on page 24).
Good Till Date is absolute time	<p>Changes the way you specify the expiry time for orders submitted on a GTD basis. When this option is selected, you specify a date and time for the order's expiry. When this option is not selected, you specify the expiry time as an offset against the current time (for example, you can specify that the order should expire 10 minutes in the future).</p> <div data-bbox="478 672 1388 806" style="border: 1px solid black; padding: 5px;"> <p><b>Note</b></p> <p>When this option is not selected, you will not be able to submit an order with an expiry time more than 24 hours in the future.</p> </div>
Warn when crossing the market	<p>Displays a warning message if you attempt to submit an order that crosses the market. This is designed to prevent you from accidentally submitting an order at the wrong price value.</p> <p>Some markets are configured to prevent orders from crossing the market at all. If this is the case, then you will not be able to submit an order that crosses the market regardless of whether or not you have selected this option.</p>
Show only Workbook name in window title	<p>Configures how the Front-End should display the Workbook details in the title bar and on the Microsoft Windows task bar.</p> <p>If you select this option, the title bar and task bar only display the Workbook's name, and omits the server address details. This can make it easier to distinguish between Workbooks if you have more than one open at a time. In particular, it will be easier to distinguish between Workbooks shown on the task bar (without this option selected, each item on the task bar shows the full server address of the Workbook as well as the Workbook's name, therefore, due to the limited amount of space allocated to task bar items it may not be possible to distinguish between Workbooks shown on the task bar if they are all located on the same server).</p> <p>This option only applies to Workbooks that have been loaded from the server (with an address starting with <i>GV8://</i>).</p> <p>If you select this option, you can optionally specify a prefix to be displayed instead of the server address. For example, if you have loaded a Workbook called <i>fruit-trading.vwb</i> from the <i>fruit-markets</i> server, and you select this option with the prefix set to <i>GV8://.../</i> then the Front-End displays <i>GV8://.../fruit-trading.vwb</i> in the title bar (instead of <i>GV8://fruit-markets/fruit-trading.vwb</i>).</p>

# Chapter 3: Trading with GlobalVision

This Chapter explains how to trade with GlobalVision. It includes information on:

- how to perform simple trading actions such as dealing an order in the system, and adding, updating, and deleting your own orders
- how to negotiate additional volume on a deal (see *Negotiating Additional Volume* on page 36)
- how to find out more information about an order in the system (see *Investigating a Price* on page 39)
- how to join the market by submitting an order that is close to the current best price (see *Joining the Market* on page 39)

## 3.1 Submitting an Order to the Market

GlobalVision offers a number of different ways to submit an order to the market. The most common method is using the right-click menu and the *Price Entry* dialog box. To submit an order to the market, do the following.

1. Right-click on the tradable area where you want to add an order.
2. Select **Add Price** from the right-click menu. The Price Entry dialog box displays.
3. Type in your price and quantity, and click **Add** (if you are adding a new order) or **Update** (if you are updating an existing order).

You can also click **Cancel** to exit without adding or updating the order.

If you want to submit more complex orders, for example orders that are set to expire automatically after a specified period of time if they still have not been traded, or orders that include a hidden quantity, see *Price Entry Dialog Box Options*, which contains a detailed description of every option available in the Price Entry dialog box.

### Tip

You can also open the Price Entry dialog box by double-clicking on an empty cell, using direct price entry (see *Direct Price Entry* below), or by using keyboard shortcuts (see *Keyboard Shortcuts* on page 98).

Alternatively, you can submit orders using the Order Book (see *The Order Book* on page 42).

### 3.1.1 Direct Price Entry

To make it easier for you to submit orders to the market quickly, GlobalVision provides two methods of direct price entry. These features allow you to type your orders directly into the Work Sheet.

#### 3.1.1.1 Direct Price Entry for All Price Cells

To enable and use direct price entry for all price cells, do the following.

1. Select **Tools** → **Options** → **General** tab → **Allow direct price entry**.
2. Highlight an empty cell where you want to add an order and start to type the price value. As you type, GlobalVision displays the direct price entry; finish typing the price.
3. Change any other settings for the order
4. Click **Add** (or press **Enter**).

## Using Direct Price Entry to Update an Existing Order

You can also use this type of direct price entry to update an existing order. To do this, highlight an existing order that you have permission to update, and start typing the new price. If the rest of the order details are the same, type the updated price and then click **Update** (or press **Enter**).

### Note

The defined keyboard shortcuts take priority over the direct price entry feature. If you have assigned the first digit of the price that you are trying to submit as the shortcut key for another GlobalVision feature, then that feature will be launched if you attempt to type a price directly into the grid. It is recommended that you do not define the number keys as keyboard shortcut keys if you intend to use the direct price entry feature.

### 3.1.1.2 Direct Grid Entry (Trader's Best Order)

In certain situations, it is also possible to type a price directly into the Work Sheet, and submit an order to the market without using the Price Entry dialog box at all.

This feature is only available on specially designed Work Sheets that show your best orders in a separate area of the Work Sheet to the standard tradable area. If this is the case, type a price value directly into one of the best order cells and press **Enter** to submit an order to the market.

- If the best price cell is currently empty, because you do not have an order in the market for this instrument, typing a price value into the cell submits a new order to the market with the default quantity.
- If you already have one or more orders in the market for this instrument and *period*, typing a price value into the cell updates your best order for this instrument and period.
- If you already have one or more orders in the market for a given instrument and period, you can update the quantity of the best order by typing the updated quantity directly into the quantity cell. To specify that the order should be submitted on an *all or none* basis, type a \* character after the quantity.

### Warning

The defined keyboard shortcuts take priority over the direct price entry feature. If you have assigned the first digit of the price that you are trying to submit as the shortcut key for another GlobalVision feature, then that feature will be launched if you attempt to type a price directly into the grid. It is recommended that you do not define the number keys as keyboard shortcut keys if you intend to use the direct price entry feature.

If you are likely to be submitting orders with a negative price value, you should modify the default keyboard shortcut for deleting an order. By default, the shortcut is set to the minus key on the numeric keypad. If you do not change the shortcut, then typing the minus key on the numeric keypad to update a negative price value will result in the order being deleted. You are recommended to change the shortcut to avoid any potential confusion. To find out how to change the keyboard shortcuts, see *Custom Keyboard Shortcuts* on page 100.

### Note

You can only submit or update orders in this way by typing into cells that show your best order for a particular instrument and period, and only then if the Work Sheet is configured to allow this feature.

Contact the exchange operator to find out more about how your Work Sheet has been designed and the features that you can use to submit orders to the market.

The figure below shows an example of a Work Sheet with this kind of direct price entry in use. In this Work Sheet, there is an area to the right showing the trader's best orders.

- The trader currently has orders in both sides of the market for *August 2006 Apples*. In order to update these orders, the trader could type a new price value or quantity in the best order cells on the right.

- The trader currently has two orders in the market on the ask side for *August 2006 Apples*. Any changes the trader types in to the cell would only affect the better order (the order with a price value of 7.70 and a quantity of 25).
- The trader does not currently have an order on either side of the market for *November 2006 Apples*, so could submit an order for this instrument and period by typing a price value directly into the *Bid* or *Ask* columns on the right.

Apples	▶ ⚠ ▶ ⚠				B				
	Qty	Bid	Ask	Qty	Qty	Bid	Ask	Qty	
Aug-06	35	7.55	7.60	15	⚠ 15	7.40	7.70	25	⚠
	15	7.50	7.70	25					
	25	7.45	7.75	15					
	15	7.40	7.80	20					
	25	7.35	7.85	15					
	15	7.35	7.85	25					
Sep-06	25	8.00	8.05	15	▶ 25	8.00	8.05	15	⚠
	25	7.95	8.10	25					
	25	8.00	8.15	35					
Oct-06	25	8.50	8.65	25	▶ 15	8.60			
	15	8.60							
Nov-06	15	8.65	9.00	25					

Figure 9: Example of a direct price entry in use

#### Tips

- **B** - use this button to specify the state for orders that you submit or update.
- **F** - if you select this button, all orders you add or update in this way will be submitted as firm (live) orders.
- **B** - if you deselect this button, any new orders that you add in this way will initially be submitted as withheld orders. Any existing orders that you update will remain in their current state when you update them.

### 3.1.2 Shortcuts for Entering Large Quantities

Your system may have been configured to allow you to use the following shortcuts for entering large quantities:

- *H* - hundred (00)
- *T* or *K* - Thousand (000)
- *M* - million (000000).

If the system is configured to use the shortcuts, then users can type any of these shortcuts to insert the specified number of zeros at the current cursor position when entering a quantity in the *Price Entry* dialog box, the *Add Deal* dialog box, and the *Deal Price* dialog box. For example, selecting the quantity field and typing *6H* sets the quantity to *600*, while typing *6HT* sets the quantity to *600000*.

#### Note

The extra zeros are always inserted at the current cursor position, so typing *6H3* results in a quantity of *6003* (rather than *603*).

If you are not sure how your system has been configured, check with the exchange operator.

### 3.1.3 Partial Price Display

In some markets (for example FX), where traders are only concerned with the value of the Least Significant Digits (LSDs) for a particular instrument, instruments are configured with a partial price display. If this is the case, the Most Significant Digits of the price are pre-selected in the *Price Entry* dialog box.

### 3.1.4 Automatic Price Matching

Some markets are configured to *automatically deal matching prices*. If the market has been configured to do this, GlobalVision will automatically carry out the deal if a trader adds or modifies an order so that it is the same price value as an order on the other side. For example, if someone adds a bid that has the same price value as an ask already in the system for the same instrument, the orders automatically deal with each other.

You should check with the exchange operator to find out if any of the markets you trade in are configured to automatically deal matching prices.

#### Note

GlobalVision has two different types of automatic price matching. Depending on which one is in use on your system, hidden quantity may or may not be considered when matching orders:

- **Standard Auto-Matching**

In standard auto-matching, GlobalVision does not consider hidden quantity when determining whether to automatically match prices. This might prevent orders from automatically dealing in some situations.

For example, if two prices match, but one is set to trade as *All or None*, and the other has a hidden quantity, then they will not trade if some of the hidden quantity would be required to match the *All or None* quantity on the other side. The orders are only automatically traded if the quantity required by the *All or None* order can be matched by the visible quantity of the order on the other side of the market.

- **Price Priority FIFO (First In, First Out) auto-matching**

The other type of auto-matching, referred to as *Price Priority FIFO* (First In, First Out) auto-matching, *does* consider hidden quantity when matching orders. If this type of auto-matching is in use, then when there are matching orders with a hidden quantity, the hidden quantity is considered first, before the visible quantity.

If your system uses auto-matching, you can identify which type of matching is in use by checking the *Price Entry* dialog box: if it allows you to submit an order with a hidden quantity, but not specify a corresponding hidden quantity delta value, then it is likely that your system uses Price Priority FIFO auto-matching. This is because Price Priority FIFO auto-matching does not support hidden quantity deltas. A hidden quantity delta ensures that the price value of the order gets worse whenever a portion of the hidden quantity is shown to the market. In Price Priority FIFO auto-matching, the order's price value remains the same when hidden quantity is shown to the market (and, additionally, orders do not lose their market position if some of their hidden quantity is traded).

If you are unsure what type of auto-matching is in use on your system, you should check with the GlobalVision administrator.

### 3.1.5 Automatic Price Matching: Order Types

Markets that are configured to automatically deal matching prices may support a number of special order types. This section describes these order types, and explains how they work in GlobalVision.

#### Note

GlobalVision only supports the following types of order on markets that use automatic price matching. If your system supports them, you can submit these orders by selecting the order type from the drop-down list in the *Price Entry* dialog box. For more information about the *Price Entry* dialog box, see *Price Entry Dialog Box Options*.

## Automatic Matching Order Types

Order Type	Description
Fill And Kill	An order that will be dealt for whatever quantity is available, and then dropped. When you submit a Fill And Kill order, GlobalVision attempts to deal as much as possible of the requested quantity. If there is not enough available quantity to satisfy the total requested quantity, GlobalVision partially deals the order, and drops the remainder.
Fill Or Kill	An order that will be dropped if it cannot be filled in its entirety. When you submit a Fill or Kill order, GlobalVision attempts to deal the total requested quantity. If the requested quantity is not available, the order is dropped, and no deal takes place.
OrderMarket Order	<p>An order to buy or sell a commodity as soon as possible at the current market price. When you submit a market order, you do not specify a price value for the order. GlobalVision automatically deals as much as possible of the order, depending on the orders that are currently available on the other side of the market. GlobalVision automatically drops the order immediately after it is submitted.</p> <p>The market order will only trade with orders close to the current best order. The exchange operator will configure a limit (referred to as the reasonability limit) that prevents market orders from trading with orders with a price value that is too far away from that of the current best order.</p> <p>To find out how your system is configured, contact the exchange operator.</p>
Stop Order	<p>An order to buy or sell a commodity when its market value reaches a certain point. When you submit a stop order, you must specify the order's activation price, as well as the price value. When you submit the order, it is initially untradable, and only visible to you. The order remains in this state until a trade takes place either at the activation price or at a worse price than the activation price.</p> <p>As soon as a trade takes place at the activation price, GlobalVision firms your order at the price value specified. The order will now remain in the market as a normal firm order until it is dealt, cancelled, deleted, or expires.</p> <p>This type of order is sometimes referred to as a Stop Limit order.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note</b></p> <p>Stop Order is available only when using the native GlobalVision Front- End and will not be displayed on a Trading Gateway screen.</p> </div>
Take Profit	<p>An order to buy or sell a commodity when its market value reaches a better price than the specified activation price. When you submit a take profit order, you must specify the order's activation price, as well as the price value. When you submit the order, it is initially untradable and only visible to you. The order remains in this state until a trade takes place either at the activation price or at a better price than the activation price.</p> <p>As soon as a trade takes place the activation price, GlobalVision firms your order at the price value specified. The order will now remain in the market as a normal firm order until it is dealt, cancelled, deleted, or expires.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note</b></p> <p>Take Profit is available only when using the native GlobalVision Front- End and will not be displayed on a Trading Gateway screen.</p> </div>

## 3.2 Dealing a Single Order

The easiest way to execute a deal using GlobalVision is to deal a single order. When you deal a single order you can only deal in quantities up to or equal to the amount shown in the Work Sheet for that single order.

1. To deal a single order, open the *Deal Price* dialog by doing one of the following.
  - right-click the order, and select **Deal Price**
  - highlight the order and press **Enter**
  - double-click the order.
2. In the *Deal Price* dialog box, select the required quantity.
3. If you are acting on behalf of a client who does not have direct access to the market, select the appropriate trading account from the drop-down list. Trading accounts are designed to be used in markets with tightly controlled membership restrictions, such as certain exchanges, by allowing traders with access to the market to act on behalf of clients who do not have direct access to the market.

### Note

If there is no drop-down list of trading accounts, then your system is not configured to allow you to add this information to your market activity, and you should ignore this step.

If the trading account you want to use does not appear in the list, select **<Edit>** and use the *Trading Accounts* dialog box to add the trading accounts that you use frequently to your list. You can also sort the list so that the accounts you use most often appear at the top.

4. Select **I confirm that these details are correct**.

### Tip

If this option does not appear in the *Deal Price* dialog box, this indicates that your system has been configured for faster trading, and you do not need to confirm the deal details. If you are not sure how your system has been configured, check with the exchange operator.

5. To execute the deal, click either **Buy** or **Sell** (depending on the type of order you are dealing).

A *Deal Confirmation* window is usually displayed if the deal is successful (although you can turn off the *Deal Confirmation* window, as described in *Deal Confirmations* on page 83). Whenever a *Deal Confirmation* window appears, you can find out more details about the deal by right-clicking the deal and selecting **Investigate Deal**.

### Tip

Some markets are configured such that matching orders deal automatically (as described in *Automatic Price Matching* on page 27). If this is the case, you may not be able to execute deals as described above, and should instead submit an order to the opposite side of the market to the one you want to deal.

If the right-click menu does not show the option to *Deal Price* or *Deal Quantity*, then it is likely that your system is configured for automatic order matching.

### 3.2.1 Additional Information

Some markets may require additional information to be specified at deal time. If this applies to you, a dialog box similar to the one shown below is displayed after the deal has taken place, to prompt you to complete the required additional information.

Enter the required information, and click **OK**.

Name	Value
Deal ID	103
Instrument	Orange Futures Feb-07
Price	8.50
Quantity	1 Lots
Initiator Buy/Sell	Buyer
StockPrice	0.00
Initiator Trader Company	United Fruit Trading
Initiator Trader Name	John Bilham
Initiator Broker Company	Mixed Fruits Broker Company
Initiator Broker Name	Trayport Administrator
Aggressor Buy/Sell	Seller
Aggressor Trader Company	The Orange Corporation
Aggressor Trader Name	Chad Newsome
Aggressor Broker Company	Mixed Fruits Broker Company
Aggressor Broker Name	Trayport Administrator
Deal Date	24/01/2007 16:51:49

Additional terms

StockPrice ..... 0.00

DealCode .....

OK

Figure 10: Example of additional terms for a deal

### 3.3 Dealing a Volume

When you need to deal a specific quantity of a particular instrument, you can use volume dealing. Volume dealing allows you to deal the quantity you need even if there is no single order in the system that can fulfil your required quantity. GlobalVision automatically calculates and displays both the combination of orders that need to be dealt to achieve your required quantity, and the average price for the deal.

To deal a volume:

1. Right-click an order and select **Deal Quantity** from the menu.
2. If you are acting on behalf of a client who does not have direct access to the market, select the appropriate trading account from the drop-down list. Trading accounts are designed to be used in markets with tightly controlled membership restrictions, such as certain exchanges, by allowing traders with access to the market to act on behalf of clients who do not have direct access to the market.

#### Note

If there is no drop-down list of trading accounts, then your system is not configured to allow you to add this information to your market activity, and you should ignore this step.



If the trading account you want to use does not appear in the list, select **<Edit>** and use the *Trading Accounts* dialog box to add the trading accounts that you use frequently to your list. You can also sort the list so that the accounts you use most often appear at the top.

3. Change the **Total Quantity To Deal** to the required quantity. The *Deal Quantity* dialog box displays all the tradable orders in the market, the best combination of these orders that make up your required quantity, and the average price.

#### Note

If you are trading in a market where orders are automatically matched, rather than click traded, then you may see the *Price Entry* dialog box when you select **Deal Quantity**, rather than the *Deal Quantity* dialog box. In this case you can use the *Price Entry* dialog box to deal your required volume by submitting a matching order to the other side of the market. When the *Price Entry* dialog box is displayed, the opposite side of the market will be preselected, and the price value and quantity will be set to the price value of the order you clicked on and the available volume at that price or better.

If your system has been configured to allow you to deal into hidden quantity during volume dealing, then GlobalVision will only consider orders with the best price value when constructing the deal. If you want to deal more than the quantity showing for the best price value, you can speculatively specify a higher quantity than shown. GlobalVision will automatically use any available hidden quantity to deal as much of your requested quantity as possible.

#### Example: Volume Dealing

In the figure below, the trader is buying a total of 40 lots of *November 2005 Apples*.

This deal is constructed using the three best tradable orders for *November 2005 Apples* out of the four tradable orders currently in the system (taking all 20 lots from the best price, all 15 lots from the second best price, and 5 lots from the third best price). The average price, of 6.12, is displayed in the *Deal Details* section.

In this case, orders with a price value that is not the best price value in the market are being considered. This market is therefore configured *not* to allow volume dealing into hidden quantity.

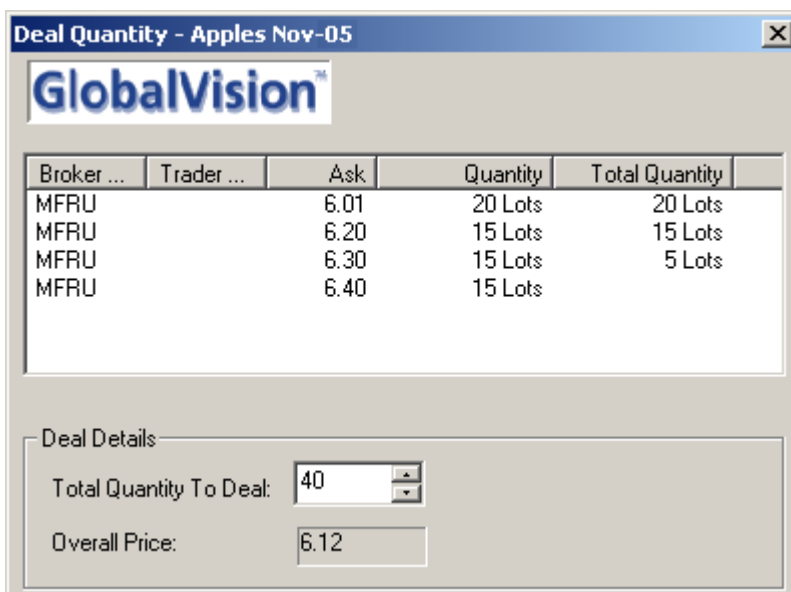


Figure 11: Example of volume dealing

**Example: Volume Dealing into Hidden Quantity**

In the figure below, , the trader is attempting to buy a total of 40 lots of *November 2005 Apples*.

In this example, the system has been configured to allow volume dealing into hidden quantity, so only orders with the best price value are considered. In this case, there is only one order in the market at the best price value, so this deal is therefore constructed using only the best tradable order for *November 2005 Apples*. The deal will go through for at least the 20 visible lots. If this order also has an associated hidden quantity, then GlobalVision will use this to fulfil as much as possible of the requested quantity of 40.

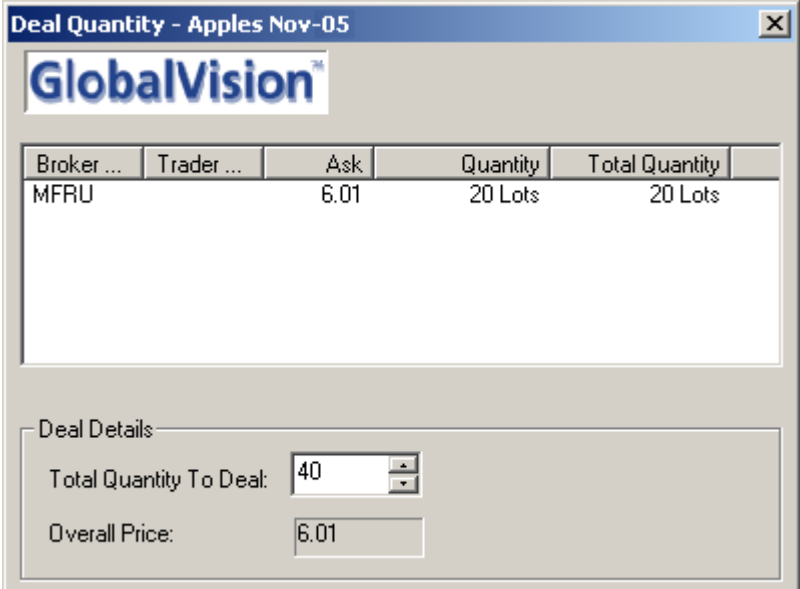


Figure 12: Example of volume dealing into hidden quantity

**3.3.1 Dealing Additional Volume**

To deal into the hidden quantity, type in your required extra quantity, select **I confirm that these details are correct** (if applicable) and click either **Buy** or **Sell**.

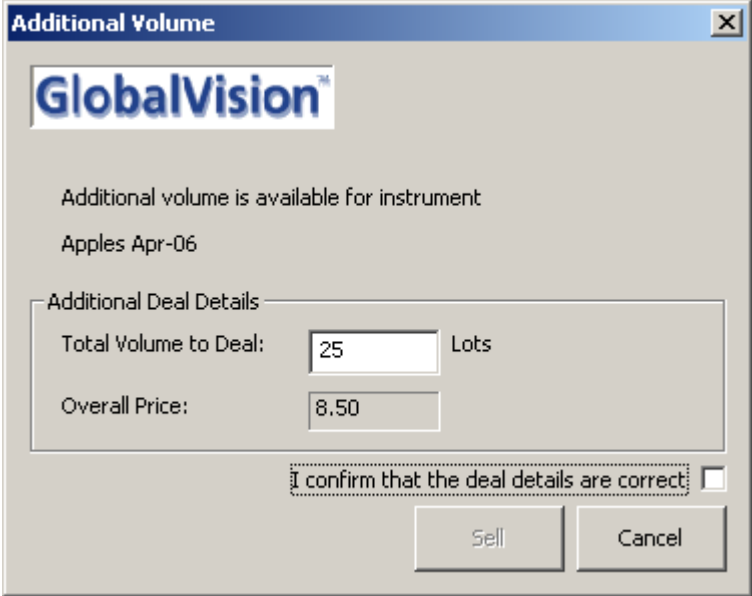


Figure 13: Example of the Additional Volume dialog box

The *Additional Volume* dialog box does not indicate how much quantity is now available. If the requested quantity is more than the available quantity, and GlobalVision has been configured (in the Instrument Administration tool) to allow dealing into hidden quantity on this instrument, then the deal will go through for however much of the requested quantity is actually available. If GlobalVision has not been configured to allow dealing into hidden quantity, then the deal will only go through if the requested quantity is fully available.

### 3.3.2 Deal Volume Logic

When the system has been configured to allow dealing into hidden quantity, the *Deal Volume* command only considers orders with the best price value.

When the system has been configured *not* to allow dealing into hidden quantity, *Deal Volume* uses the following rules, in this order, to determine exactly which orders to lift, and in what quantities:

1. Calculate the optimum overall average price to satisfy the requested volume.
2. Minimise the market depth involved in the deal by determining the smallest number of individual orders required to achieve the optimum price.
3. Determine the volume of each order on the stack to be traded, giving priority to orders from the top of the order stack (the best prices).

### 3.3.3 Simple Volume Dealing

In some very rare cases, the calculations involved in working out the best way to provide your chosen volume can become extremely complex, and therefore take a long time to complete. The type of market where this would be the case would be one with trades involving very large volumes, but where the stepping (the valid multiples in which the instrument can be traded) is very small.

In these situations, the exchange operator may choose to turn on simple volume dealing, which uses a much simpler calculation to determine how to create your required volume, but does not always guarantee to provide the best price. If you are unsure, you should contact the exchange operator to check whether simple volume dealing is in use in any of the markets you trade in.

## 3.4 Exercising Options

The option exercise feature allows options to be exercised through the Front-End or the API.

When an options contract expires, the exchange must exercise the *in the money* options. When these options are exercised this will open corresponding positions in the futures market.

In order for the feature to be available, your system must be configured as described below.

- Option instruments must be assigned the *Exercisable Instrument* and *Cash Limit Instrument* trading flags in the Instrument Administration tool.
- The *Option* instrument being exercised must be tradable.
- The current session must have the *Allow Option Exercise* status set for the required instruments.
- Users must be assigned the *Exercise Instruments* option under the *Rights Assignment* section of the User Administration tool.

To exercise an option, do the following.

1. Right-click anywhere in the market and select **Exercise Option**.

The figure below shows an example of how the *Exercise Option* dialog box might look on your system.

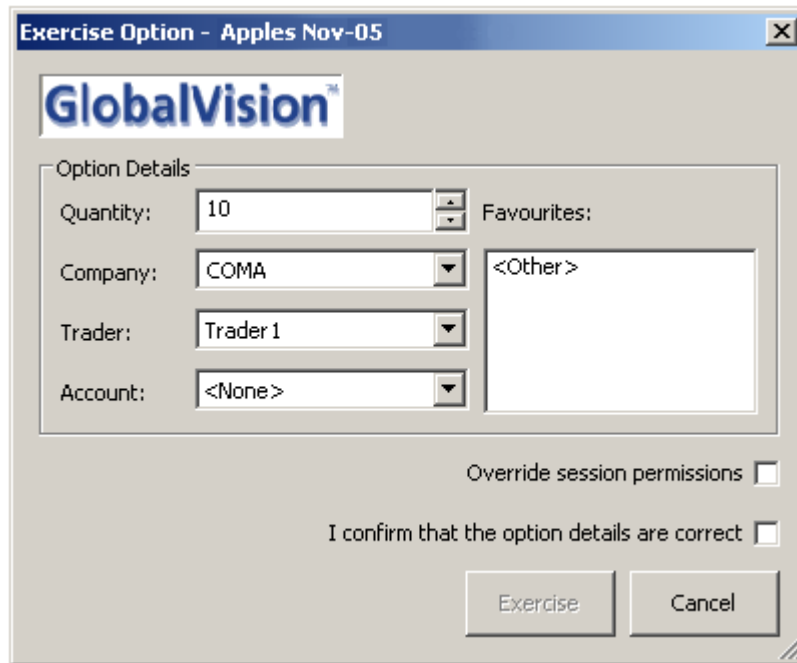


Figure 14: Example Exercise Option dialog box

2. Select the required values.
3. Select **I confirm that the option details are correct**. If any fields fail preliminary validation, an error message appears and you must correct the fields in the dialog box.
4. Click **Exercise**. If the option exercise is successful, the dialog box disappears and the resulting trades are visible in activity tickers within the Workbook and in the deal history.

If the option exercise fails, an error message displays and explains the details of the error.

## 3.5 Withholding Existing Firm Orders

If you are dealing an instrument where you already have one or more live firm orders in the market, then you can use the *Deal Price* dialog box or the *Deal Quantity* dialog box to withhold those existing orders at the same time as submitting the deal.

Your existing orders for this instrument and sequence are displayed in the *Withhold existing firm prices* section of the *Deal Price* dialog box and the *Deal Quantity* dialog box. To specify the orders that you want to withhold, select the check boxes next to the orders.

### Note

If the existing order is a better price than the order or orders that you are dealing, then the system will automatically withhold the existing order. In this case the check box is preselected and you will not be able to deselect it.

## 3.6 Quick Dealing

To make it easier to deal an order quickly, GlobalVision may be configured to allow a special quicker dealing mode. If the exchange operator has enabled this feature, a tick displays next to each order in the Work Sheet that you have permission to deal. A tick next to an order in the Work Sheet indicates that you can deal the full quantity of the order much more quickly than using the standard methods. To deal the order, do the following.

1. Click once on the tick. The *Deal Price* dialog box displays.
2. If deal confirmation is required on your system, *I confirm that these details are correct* is already selected for you; otherwise, select this check box.
3. If necessary, adjust the quantity of the deal.
4. Click either **Buy** or **Sell** (depending on the type of order you are dealing), or press **Enter**.

The figure below shows an example of how the Work Sheet might look if the quicker dealing mode is in use.

		Apples			
		Qty	Bid	Ask	Qty
Nov-05		10	5.75 <input checked="" type="checkbox"/>	6.20 <input checked="" type="checkbox"/>	15
		20	5.75 <input type="checkbox"/>	6.25 <input type="checkbox"/>	10
		20	5.55 <input type="checkbox"/>	6.30 <input type="checkbox"/>	15
				6.35 <input type="checkbox"/>	15
				6.40 <input type="checkbox"/>	15

Figure 15: Example of quick dealing

In this example, the *Find Best Single Deal* feature is also enabled (as described in *Find the Best Single Deal* on page 13), so the quick dealing ticks only appear next to the best price on each side, and the other orders have a cross. You can also start a quick deal by clicking any of the crosses, but if you do this you will still be dealing the best price, not the order you clicked on.

### Note

When the *Find Best Single Deal* feature is enabled, the quick deal buttons follow the rules of this feature, which only works if there is a tradable order with a price that is better than the one you clicked on. If the current best order in the market is not tradable, clicking the cross next to it will not initiate a quick deal. This is designed to protect you from accidentally dealing at a much worse price than the one you clicked.

## 3.7 Take Over Market

The *Take Over Market* feature is used in some markets to reward users for dealing the entire volume available at the best price value on one side of the market.

If this feature is available in your market, and you deal all the volume at the best price value on one side of the market, you can simultaneously submit a new order to the other side of the market. You can select the quantity of the new order, as well as specifying whether the order should be submitted on an *all or none* basis. GlobalVision will automatically set the price value of the new order to the same as the price value of the current best order. The new order will be submitted as the best order on that side of the market.

### Note

You cannot use the take over the market feature if you or your company already has the best order on the other side of the market.

To take over the market, do the following.

1. Right-click an order and select **Take Over Market** from the menu.

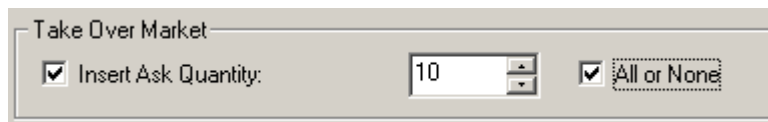
**Tip**

You can also take over the market by selecting Deal Quantity from the menu and then selecting the **Take Over Market** option (provided you are dealing the entire quantity available at the best price value).

2. If necessary, change the **Total Quantity To Deal** to the required quantity. In order to take over the market, you must deal the entire quantity available at the best price value. The minimum quantity you can deal in order to take over the market is selected for you automatically.

If there are other orders in the market, you may wish to increase the quantity, in which case GlobalVision will calculate and display the way in which the total requested quantity will be constructed, along with the average price value, as if you were dealing a volume using the volume dealing feature described in *Dealing a Volume* on page 30.

3. In the *Take Over Market* section (as shown in the figure below), select **Insert Quantity** (depending on how your system is configured, this may be selected automatically), and type the quantity of the new order.



4. Select **All or None** if you want to submit the new order on an all or none basis.
5. Select **I confirm that these details are correct**.

**Tip**

If the *I confirm that these details are correct* option does not appear in the Deal Price Dialog, your system has been configured for faster trading, and you do not need to confirm the deal details. If you are not sure how your system has been configured, check with the exchange operator.

6. To execute the deal, click either **Buy** or **Sell** (depending on the type of order you are dealing).

## 3.8 Negotiating Additional Volume

In some markets, when a deal takes place involving one of your orders, you have the option to negotiate additional volume at the same price. If the exchange operator has configured GlobalVision to allow counter parties to negotiate for additional volume, then the *Volume Workup* dialog box appears every time you deal an order on the Work Sheet, or someone deals one of your orders.

**Note**

Negotiation does not take place following partial deals (deals involving only some of the available quantity for a given order).

If a deal takes place involving an order that contains a hidden quantity, negotiation may take place, depending on how the exchange operator has configured the system. Consult the exchange operator if you are unsure how your system has been configured.

The figure below shows an example of how the *Volume Workup* dialog box might look on your system. If you are not sure whether the markets you are trading allow negotiation, contact the exchange operator. This section describes the negotiation process, as well as explaining what you need to do if you do not want to negotiate.

#### Note

It is only possible to negotiate for additional volume. Both counter parties are committed to the quantity and price of the original deal. If one of the counter parties does not wish to negotiate, then the original deal is automatically processed as normal.



Figure 16: Example Volume Workup dialog box

### 3.8.1 To Negotiate Additional Volume

To negotiate additional volume, do the following.

1. Type your proposed volume in the **More volume** box.
2. Click **Propose**.
3. Click **OK** to confirm the proposed volume.


While you are doing this, the other party also has the opportunity to propose an additional volume (please note that the other party does not see your proposal). If the other party also proposes some additional volume, then you both automatically agree to the smaller of the two amounts. For example, if you propose an additional volume of 10, and the other party proposes an additional volume of 5, then you agree to 5 additional units. The fact that you proposed a volume greater than 5 is not revealed to the other party.

If you want to withdraw your proposal, you can click **Cancel**, but you can only do this if the other party has yet to propose a volume.

In some markets, there may be only one round of negotiation. If this is the case, the deal automatically ends at this point. If the exchange operator has configured the system to allow multiple rounds of negotiation, then you can repeat the above process by proposing an additional volume. After each round in the negotiation, you are committed to the volume that you have agreed up to that point. At any time, you can end the negotiation either by clicking **Finish**, or by failing to submit a proposal before the round times out. The amount of time left in the round is shown at the bottom of the *Volume Workup* dialog box. The other party also has the option to end the process at any time.

Once the process has ended, the deal completes. The deal is recorded as a single deal, which includes both the original volume and any volume agreed during the negotiation process.

#### Tip

To see more information about the deal in the *Volume Workup* dialog box, click  in the dialog box). This button expands the dialog box to show all the information about the deal that is available to you (subject to trading agreements and permissions).

### 3.8.2 To Not Negotiate Additional Volume

If you do not want to negotiate on additional volume, then you do not need to do anything. After a short period of time, the *Volume Workup* dialog box will automatically timeout and close. The exact length of time before the the dialog box closes is set by the exchange operator. If you want to close the dialog box without waiting for it to timeout, click **Finish**.

## 3.9 Updating an Order

### To Update an Order

To update an order (change the value of the price, the quantity, or both), do the following.

1. Right-click the order in the grid and select **Update Price** from the menu. The *Price Entry* dialog box displays.
2. Modify the price or the quantity, or both, and click **Update**.

### To Firm or Withhold an Order

To firm or withhold an order, do the following.

1. Right-click the order in the grid.
2. Select either **Firm Order** or **Withhold Order** from the menu.

#### Note

You can only update orders if you have permission to change them. For example, you can usually only update your own orders, but you may have permission to update orders entered by other traders in your company.

In most cases, updating an order will cause the order to lose its position in the price stack, relative to other orders with the same price value. However, if the conventions of your market allow certain changes to be made without a loss of position, the exchange operator may have configured GlobalVision to allow certain actions, such as changing the order's quantity and expiry time, to be made without affecting the order's position in the market.

If you are unsure how your system has been configured, consult the exchange operator.

## 3.10 Deleting an Order

#### Note

You can only delete an order if you have permission to delete it. For example, you can usually only delete your own orders, but you may have permission to delete orders entered by other traders in your company.

To permanently remove an existing order from GlobalVision, do one of the following.

- right-click the order in the grid and select **Delete Price** from the right-click menu
- highlight the order and press **DEL**.



## 3.11 Withholding an Order

If you only want to make an order untradable, you can withhold it rather than deleting it.

Withholding the order makes it untradable, but keeps the order in the system so that you can make it tradable again at some point in the future. To do this, select **Withhold Price** from the menu instead.

## 3.12 Viewing Additional Information About Orders

### 3.12.1 Investigating a Price

To see more information about an order in the system, right-click the order and select **Investigate Price**. More detailed information about the order displays, such as additional terms or the last update. You can only see order information that you have permission to view. For example, you will not usually be able see the name of the counter party who submitted the order.

If the order is an implied order, this option displays details of the orders that have been used to generate the order. To investigate the individual orders, select one in the list and click **Investigate**.

### 3.12.2 Viewing Extra Information About an Instrument

Some markets require extra information about an instrument to be easily available to traders. For example, in some markets, the *Reference Obligation* (RO) is attached to each instrument and must be available to all traders.

To view the Reference Obligation for an order that requires it, move your mouse over the order in the Work Sheet. GlobalVision displays the *Reference Obligation* in the tooltip, along with the other information about the order.

The Reference Obligation is also displayed in the *Price Entry* dialog box when you submit an order for an instrument that has an underlying *Reference Obligation*.

### 3.12.3 Viewing Product Descriptions and Information

You can view more information about some instruments by right-clicking an order and selecting **Product Description** from the menu. If a description has been configured for this instrument, this option opens a web page containing information such as the trading terms and conditions. Product descriptions are only available if the system administrator has configured a *Product Info URL* for this instrument in the Instrument Administration tool.

## 3.13 Joining the Market

Join the Market provides a quick way to enter an order that is similar to an order already in the market for the selected instrument and period. This option opens the *Price Entry* dialog box with the price value from the selected order already filled in for you, and the default values selected for all the other order settings (such as the quantity and any additional attributes). All you need to do is adjust the order settings as necessary and submit it to the market.

To join the market, do the following.

1. Right-click the price you want to match.
2. Select **Join the Market** from the right-click menu. The *Price Entry* dialog box displays.
3. Make any changes that you need to make, confirm the details and click **Add**.

**Tips**

- You can also use the *Match the Market* option. This option works in the same way as Join the Market, except that the side is automatically switched to the opposite side of the market. If you trade in markets where orders automatically deal when they match, then you may want to use this option to quickly submit a matching order on the opposite side of the market.
- Watchlists and Market Depth windows (in aggregate view) display aggregate volume. If you join the market in either a Watchlist or a Market Depth window using this mode, your order includes the aggregate volume of all the tradable orders at the top of the book for the selected instrument. For more information about aggregate volume, see *Aggregated Volume* on page 12.

# Chapter 4: Advanced Trading

This Chapter describes some of the more advanced ways to trade with GlobalVision. This includes:

- dealing lots of orders together using basket dealing
- changing all your orders easily using the *Order Book* on page 42 and *Market Maker* on page 44
- configuring all your orders to expire at a certain time, see *Using the Countdown Timer to Withdraw Orders* on page 46
- managing orders across all markets easily using the *Order Management Window* on page 56
- exporting live order information to another application, such as Microsoft Excel, see *Using GlobalVision with Microsoft Excel* on page 63

## 4.1 Basket Dealing

GlobalVision's *Deal Basket* is similar to the shopping cart feature found on many shopping websites, where you collect items that you want to buy as you browse the website, and then later purchase them all together in one transaction. The *Deal Basket* allows you to do this with orders from anywhere on the Work Sheet, for example across different instruments and markets. When you are ready, GlobalVision deals all the orders together for you.

By default, if one of the orders that you have added to the basket cannot be dealt, for example because someone has already dealt the order, GlobalVision will not deal any of the orders. If you would prefer, you can choose to set the basket to deal the orders independently, in which case GlobalVision deals all the orders that it can, regardless of whether it can deal the whole basket.

The *Deal Basket* is very useful for situations where your strategy involves dealing a particular combination of orders together. Using the basket is much better than manually dealing each order individually, because it reduces the risk of losing one of the orders (and possibly the advantage of dealing the combination of orders) during the time it takes you to deal each one.

To use the *Deal Basket*, do the following.

1. Right-click an order and select **Add to Basket**. The *Deal Basket* displays.
2. Repeat the above step for every order that you want to deal. If one of the orders in your basket changes, it is automatically removed from the basket.

### Tip

To manually remove an order from the basket at any time, highlight the order and select **Remove Price**.

3. If you want to set the basket to deal as many orders as it can, even if not all of the orders are available, select **Execute each order independently**. By default, this option is not selected, so that by default GlobalVision does not deal any orders unless it can deal all the orders.
4. If you are acting on behalf of a client who does not have direct access to the market, select the appropriate trading account from the drop-down list. Trading accounts are designed to be used in markets with tightly controlled membership restrictions, such as certain exchanges, by allowing traders with access to the market to act on behalf of clients who do not have direct access to the market.

### Note

If there is no drop-down list of trading accounts, then your system is not configured to allow you to add this information to your market activity, and you should ignore this step.

If the trading account you want to use does not appear in the list, select **<Edit>** and use the *Trading Accounts* dialog box to add the trading accounts that you use frequently to your list. You can also sort the list so that the accounts you use most often appear at the top.

- When you are ready to deal the basket, select **I confirm that these details are correct**, and click **Deal**.

### Example: Using the Deal Basket

The figure below shows an example of the Deal Basket in use. In this example, when the trader clicks *Deal*, GlobalVision will attempt to make all four deals in the basket. In this case, *Execute each order independently* is not selected, so the basket will only be dealt if all four individual orders can be dealt.

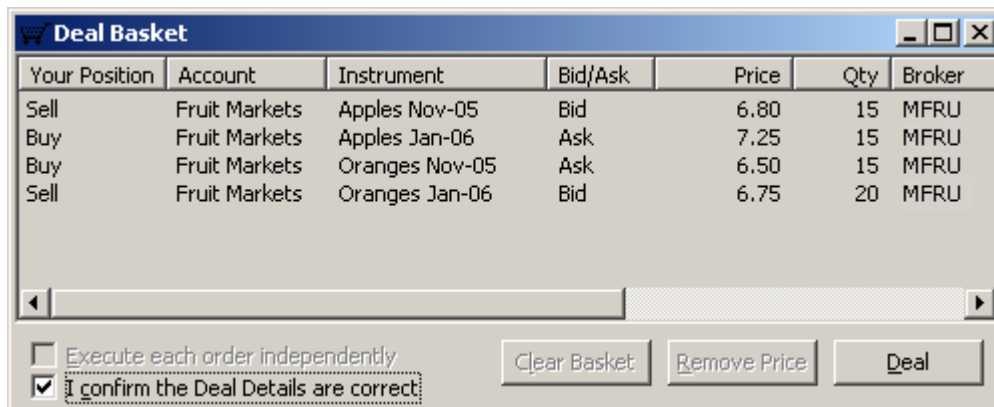


Figure 17: Example of using the Deal Basket

#### Tip

By default, the *Deal Basket* is set to display as *Always on Top*, so that it appears above all the other dialog boxes and windows on your desktop. To turn this off, click the deal basket icon in the top left-hand corner of the *Deal Basket* and de-select the **Always on Top** option from the menu.

#### Note

The *Deal Basket* does not support certain types of orders. If your system uses instruments with some of the advanced additional term and attribute settings (which allow additional information specific to the counter parties to be added to orders) then you will not be able to add orders on these instruments to the *Deal Basket*.

## 4.2 Order Book


The *Order Book* shows you a different view of the market. It shows either all the orders you have in the market, or the orders you have entered for a specific instrument.

#### Note


The *Order Book* is a live view of the market, so any changes you make are immediately reflected in the Work Sheet and the market.

You can use the *Order Book* to manipulate multiple orders across multiple markets together. For example, you could change all your prices in the system by the same amount. You can also use the *Order Book* to firm or withhold all your prices simultaneously.

To open the *Order Book*, do one of the following:

- select **View** → **Order Book**
- click  (the *Order Book* icon).

The figure below shows an example of how the *Order Book* might look on your system. On the left is a list of markets and instruments. On the right, the *Order Book* shows all your orders for the market or instrument that you have selected from the list. To see all your orders across all markets, select the top item in the list on the left. In this example:

- The user has selected the market *Just Fruits* from the list on the left, so the *Order Book* is showing just the user's orders for the instruments in that market.
- The user has highlighted an order that is currently withheld (an ask of 7.25 for *November 2005 Apples*).
- The user could now firm that order by clicking  (firm prices).

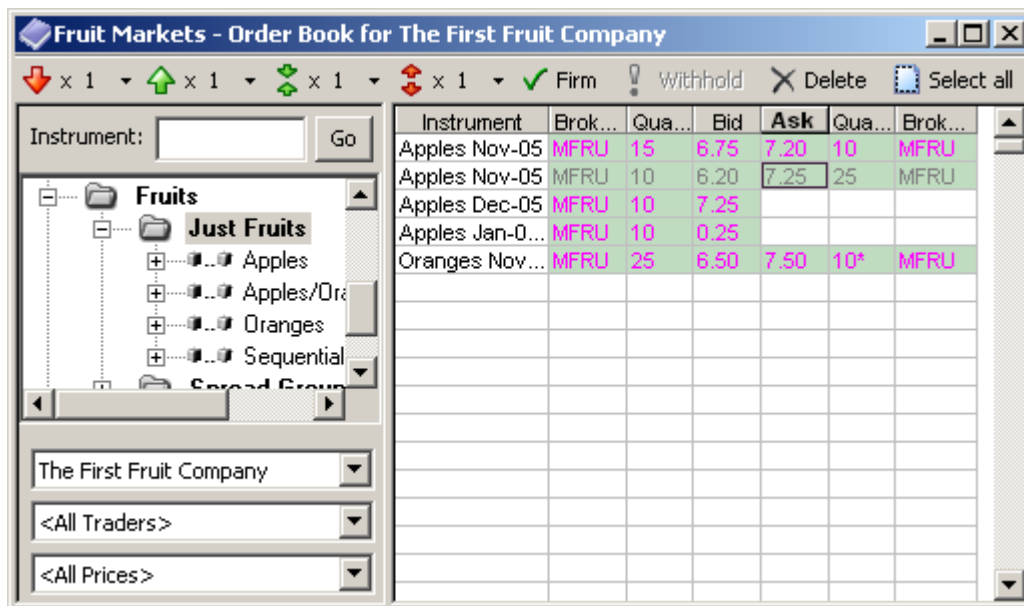


Figure 18: Example Order Book

#### Tip

To filter the information displayed in the *Order Book*, use the drop-down lists on the bottom left-hand side.

To can search for an instrument in the list, type the instrument's code or name in the *Instrument* box and select **Go**. As you type, the *Order Book* attempts to automatically complete the instrument name or code. You can use the up and down arrows to cycle through the list of possible matches.

If you do not see the list of markets and instruments on the left of the *Order Book*, then this is probably because the list is hidden. If this is the case, then you can redisplay the instrument list by moving the mouse pointer to the left edge of the *Order Book* so that a sideways arrow appears. Hold down the left mouse button and drag the edge of the instrument list to the right, then release the mouse button to redisplay the instrument list.

### 4.2.1 Firming Multiple Orders Simultaneously

To make multiple orders firm, do the following.

1. Select the orders you want to firm by doing one of the following.
  - hold down **Ctrl** and click on each order that you want to firm
  - click an order that you want to firm so that the cell is highlighted, then hold down the left- mouse button and drag the mouse to highlight all the orders you want to select.
2. When you have selected all the orders that you want to firm, right-click the selection and select **Firm Price**.

### 4.2.2 Using the Order Book to Add Orders

You can submit orders using the *Order Book*. The advantage of using the *Order Book* to do this is that you can add orders across different markets from one display.

To add a new price:

1. Right-click on the right-hand side of the *Order Book*.

#### Tip

If you want to add an order for an instrument that is already displayed in the *Order Book*, right-click a row that relates to that instrument. This will allow you to add the order more quickly, because you will not be prompted to select the instrument for which to add the order.

2. Select **Add Price** from the menu.
3. If you are prompted to select an instrument, select the instrument for which you want to enter an order.
4. Enter the order as normal using the *Price Entry* dialog box.

#### Tip

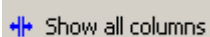
You can also submit an order by double-clicking an instrument in the instrument list on the left.

### 4.2.3 Showing and Hiding Columns in the Order Book

You can customise the *Order Book* to show you only the information that you need, by hiding columns that you do not want to see.

To do this, click the right-hand edge of the column heading of the column you want to hide, and drag the column's right border across to the left until the column disappears.

To re-display all of the hidden columns click:



## 4.3 Market Maker

You can use the *Market Maker* buttons in the *Order Book* to quickly manipulate a single order or a group of orders.




For example, you can use the buttons to simultaneously increase or decrease a selection of prices. You can also increase or decrease the gap between an ask and a bid, as well as firm, withhold and delete orders.

**Note**

The *Order Book* is a live view of the market, so any changes you make are immediately reflected in the Work Sheet and the market.

### 4.3.1 Increasing or Decreasing Prices

To increase or decrease one or more prices, select the prices that you want to change and then click the appropriate button as described below.

Button	Action	Notes
 x 1	Increase the selected prices by the displayed amount.	When you click one of these buttons, the selected prices increase or decrease (depending on the arrow direction) by a multiple of the instrument's <i>stepping</i> . The stepping (which is configured by the system administrator in the Instrument Administration tool) defines an instrument's valid prices. For a price to be valid, it must be an exact multiple of the stepping. So, for example, if the instrument's stepping is 0.05, then all prices must be a multiple of 0.05.  Typically, the stepping will be set to a value such as 0.01, in which case all orders must be a multiple of 0.01, and clicking the buttons shown here will increase or decrease the selected prices by 0.01 (1 multiple of the instrument's stepping).
 x 1	Decrease the selected prices by the displayed amount.	
	Increase or decrease the selected prices by a different multiple of the instrument's stepping.	Example usage: if you select the x5 setting on the up arrow button, and the selected price is for an instrument with a stepping of 0.01, then this will increase the selected price by 0.05.


**Note**



For orders on instruments that use reverse price sorting (such as debt instruments), the *Market Maker* buttons work the opposite way round compared to instruments that use standard sorting.

For reverse-sorted instruments, clicking the increment button causes the price value to *decrease* by the displayed amount, while clicking the decrement button causes the price value to *increase* by the displayed amount.

### 4.3.2 Narrowing or Widening Prices by a Specific Amount





If you have orders in the system on both the bid and ask sides, you can use the *Order Book* to narrow or widen the gap between these prices. To do this, select the ones that you want to change and then click the appropriate button as described below.

Button	Action	Notes
 x 1	Narrow the gap by simultaneously increasing any selected bid prices and decreasing any selected ask prices.	For example, if you have selected one bid and one ask, and the instrument has a stepping of 0.01, then clicking this button will increase the bid by 0.01 and decrease the ask by 0.01 (therefore narrowing the spread by 0.02).

Button	Action	Notes
 × 1	Widen the gap by simultaneously decreasing any selected bid prices and increasing any selected ask prices.	For example, if you have selected one bid and one ask, and the instrument has a stepping of 0.01, then clicking this button will decrease the bid by 0.01 and increase the ask by 0.01 (therefore widening the spread by 0.02).
	Selects a different multiple to use to widen or narrow the selected prices.	

### 4.3.3 Withholding, Firming, and Deleting Icons

You can use the *Order Book* to withhold, firm and delete multiple orders simultaneously. To do this, click the appropriate button as described below.

Button	Action
 Select all	Selects all your orders currently shown in the Order Book.
 Firm	Firms the currently selected orders.
 Withhold	Withholds the currently selected orders.
 Delete	Deletes the currently selected orders.

## 4.4 Using the Countdown Timer to Withdraw Orders

You can use the *Countdown Timer* to configure GlobalVision to withdraw all your orders automatically after a period of time. If you use this feature, you will see a timer counting down the remaining time in the Work Sheet. When the timer reaches 0, all your orders are automatically withdrawn.

#### Tip

In addition to using a timer to withdraw all your orders, you can also set individual orders to expire after a specified period.

If you use the *Countdown Timer*, you can choose to have a warning message displayed just before your orders are withdrawn. This gives you the chance to reset the timer (so that it starts counting down again) if you decide that you do not actually want to have your orders withdrawn yet.

In order to use this feature, you need a Work Sheet that includes a *Countdown Timer*. The figure below shows an example *Countdown Timer*.

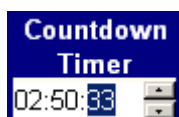


Figure 19: Example Countdown Timer



In order to use the timer, you must first select **Tools** → **Options** to change some GlobalVision settings:

1. Select the **Connections** tab and set your disconnection option to either **Withhold all of my prices**, or **Remove all of my prices**. You need to do this because the timer cannot be used if GlobalVision is configured to do nothing if you log out or lose your connection to the server.
2. Close **Tools** → **Options**, then right-click the countdown timer and select **Properties**.
3. Turn on the timer by selecting **Enable Countdown**.
4. If necessary, change the countdown settings. The options are described in full in *Countdown Timer Options* below.

The timer is now activated. The next time you submit a firm order, the timer starts counting down automatically. To change the countdown time at any point, select the *Countdown Timer* and typing a new time. You can also use the up and down arrows to increase or decrease the remaining time.

### Warning Message

If you selected the option to display a warning message shortly before the timer reaches 0, you can choose to click **Reset** when this warning message appears to reset the timer so that your orders are not withdrawn. If you click **Reset**, the timer resets to its default value (or the most recent override, depending on the option you have selected), and starts counting down again.

Alternatively, you can click **OK** to close the warning message. If you do this, the timer continues and GlobalVision withdraws your orders automatically when it reaches 0.

#### Tip

You can also start, stop, and reset the timer by right-clicking on it and selecting the options from the menu. For more information about the right-click menu option, see *Right-Click Menu* on page 108.

### 4.4.1 Countdown Timer Options



The following table describes the options for the *Countdown Timer*. To set these options, right-click on the *Countdown Timer* in the GlobalVision Front-End and select **Properties**.

Option	Description
Enable Countdown	Turns the countdown timer feature on. You can only use this feature if you configure GlobalVision to withhold or remove your orders if you lose your connection to the server or log out.
Countdown	<p>Specifies the time to start counting down from.</p> <ul style="list-style-type: none"><li>• If you always want the countdown to start from the same time, select <b>Always revert to this value</b>, and type the countdown time in the <i>Countdown from</i> box. When the countdown reaches 0, it automatically resets to the time you selected here.</li><li>• Alternatively, select <b>Use most recent override</b>. If you choose this option, you can type your chosen time directly into the timer on the grid. When the countdown reaches 0, it automatically resets to whatever time you last typed into the timer in the grid.</li></ul>
Warning	<p>If you want to see a warning message before your orders are withdrawn, and have the chance to reset the timer, select <b>Show Warning Dialog</b>, and type in the time in seconds before the end of the countdown that you want to see a warning.</p> <p>You can also select <b>Flash warning</b>, and type in a time in seconds. If you select this option, the countdown timer flashes when it reaches the specified number of seconds before the orders are withdrawn, and continues flashing until the timer reaches 0. To change the colours used to</p>

Option	Description
	flash the timer, select the <b>Price Colours</b> tab and change the highlight colour for the <b>Countdown</b> .

## 4.5 Withholding Orders for a Group of Instruments

Depending on how your Work Sheet has been designed, you may be able to withhold or firm all your orders for a particular instrument (or a group of instruments) with a single click. Look for the following buttons on your Work Sheet.

Button	Action
	<p>Withhold one or more of your orders.</p> <p>The exact function of this button depends on how your Work Sheet has been designed. Typically, if this button appears next to your best order for a particular instrument, it withholds that order. If this button appears above a tradable area, it withholds all your orders in that tradable area (on the bid side, the ask side, or both).</p>
	<p>Firm one or more of your orders.</p> <p>The exact function of this button depends on how your Work Sheet has been designed. Typically, if this button appears next to your best order for a particular instrument, it firms that order. If this button appears above a tradable area, it firms all your orders in that tradable area (on the bid side, the ask side, or both).</p>

### Tip

To find out what the button do, move your mouse over them. A tooltip indicates which orders the button will affect.

## 4.6 Dealing Spreads, Combinations, and Implied Orders

Your Work Sheet may show inter-product and inter-period *spread orders* that you can trade. These orders will often be automatically generated based on the other orders in the system (in which case the orders are referred to as *implied orders*). The following sections explain what happens in some common situations involving implied orders, combinations, and other types of spread order. See:

- *Trading a Generated Spread Order* on page 48
- *Trading a Generated Leg Order* on page 49
- *Trading a Non-generated Spread Order* on page 49

The diagrams in these sections show example orders taken from Work Sheets. For clarity, only the relevant orders are shown. In addition, the examples show the counter party details. These details are shown to clarify the examples.

### 4.6.1 Trading a Generated Spread Order

The figure below shows two leg orders that GlobalVision has used to create an implied spread order.

The *Apples/Oranges November 2005* order is a straightforward spread order that has been automatically generated based on the orders in the leg instruments. A trader dealing this spread order would actually trade the *November 2005 Apples* order submitted by the *Apple Company (APLC)*, and the *November 2005 Oranges* order submitted by *EuroFruit (EUFR)*.

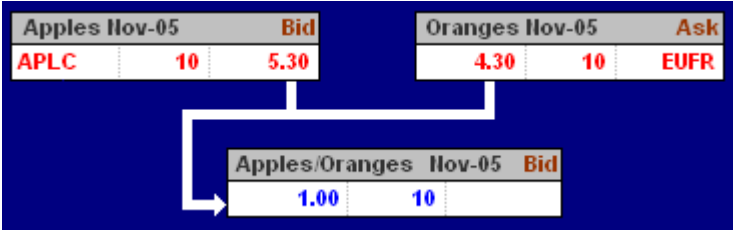


Figure 20: Example of trading a generated spread order

### 4.6.2 Trading a Generated Leg Order

The figure below shows an example of an implied order in one of the leg instruments. In this case, GlobalVision has created the *November 2005 Oranges* order using the *November 2005 Apples* order submitted by the *Apple Company (APLC)*, and the *Apples/Oranges* spread order submitted by *United Fruit Trading (UNFR)*.

If a trader now deals the generated *November 2005 Oranges* order, and GlobalVision has been configured with the default behaviour for dealing generated orders, the following two deals would take place.

- The trader dealing the *November 2005 Oranges* order would deal that order with the *UNFR* trader who submitted the *Apples/Oranges* spread order.
- The *UNFR* trader who submitted the spread order would automatically deal with the *APLC* trader who submitted the *November 2005 Apples* order.

**Note**

In some situations, it may be appropriate for GlobalVision to be configured such that the aggressor dealing a generated order deals the constituent orders directly. If this is the case, the trader attempting to deal the *November 2005 Oranges* order would in fact deal the constituent orders instead (in this case, the trader would deal the *Apples/Oranges* spread order with the *UNFR* trader, and the *November 2005 Apples* order with the *APLC* trader).

If you are not sure how your system has been configured, contact the exchange operator.

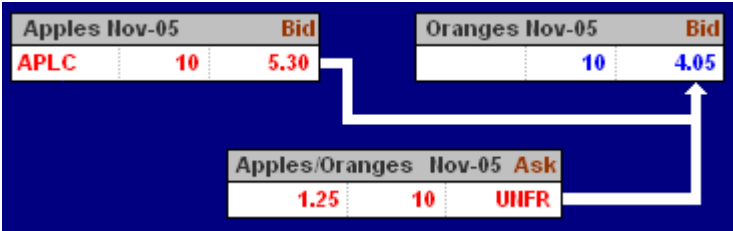


Figure 21: Example of trading a generated leg order

### 4.6.3 Trading a Non-generated Spread Order

The figure below shows the same example as the previous section. Depending on how GlobalVision is configured, one of the following will happen if a trader deals the (non-generated) spread order:

- GlobalVision can be configured to break spreads automatically. For more information about automatic spread breaking and configuring instrument properties, see the *Administration Tools Guide*.
- If GlobalVision is not configured to break spreads automatically, the deal is submitted to the system as a single spread deal. If you configure GlobalVision to work this way, you need to break the spread into its constituent deals manually using the Deal Editor. For more information about breaking spreads, see the *Administration Tools Guide*.

Apples Nov-05 Bid			Oranges Nov-05 Bid		
APLC	10	5.30		10	4.05

Apples/Oranges Nov-05 Ask		
1.25	10	UIFR

The diagram illustrates a non-generated spread order. It shows two constituent orders: 'Apples Nov-05 Bid' and 'Oranges Nov-05 Bid'. The 'Apples Nov-05 Bid' order has a quantity of 10 and a price of 5.30, with the instrument code 'APLC'. The 'Oranges Nov-05 Bid' order has a quantity of 10 and a price of 4.05. Below these, there is a 'Apples/Oranges Nov-05 Ask' order with a price of 1.25, a quantity of 10, and the instrument code 'UIFR'. Arrows indicate that the spread order is broken into these two constituent orders.

Figure 22: Example of trading a non-generated spread order

## 4.7 Dynamic Window Linking

Dynamic Window Linking allows certain windows in the GlobalVision Front-End to react to the current instrument selection. When launched in linked mode, the *Market Depth* window, the *Deals* window and the *Order Management* windows display information specific to the currently selected instrument. These windows track the current instrument selection by displaying information about the newly selected instrument whenever the selection changes. For example, you could have a linked *Market Depth* window showing order information for *Apples Apr 08*. If you then clicked *Apples May 08* in the Work Sheet, the linked *Market Depth* window would be instantly populated with the live order information for *Apples May 08*.

Linked windows save space by showing information that would normally require several windows. They also provide a fast and convenient means of filtering information based on the currently selected instrument.

The figure below shows an example of a Work Sheet set to *Channel 1*, while a linked *Market Depth* window and the *Deals* window display market information based on the instrument selected in the Work Sheet.

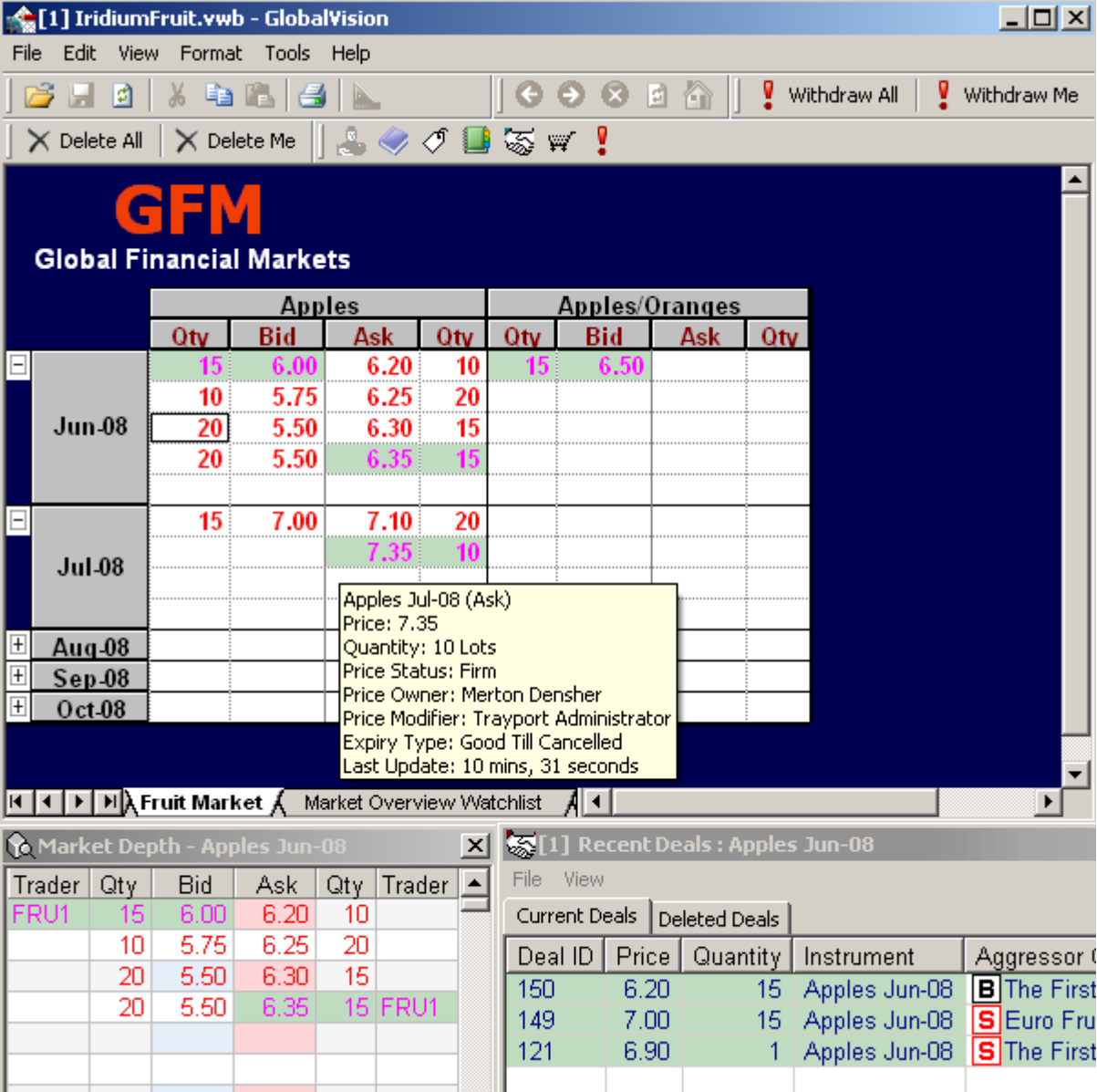


Figure 23: Example Work Sheet showing a channel with dynamically linked windows

### 4.7.1 Setting a Channel

By default, windows are set to *Channel 1*, indicated by the prefix [1] at the beginning of the window title. Channels 2 to 9 are also available to use, allowing different groups of windows to be independently linked.

To set a channel, select the source Work Sheet or Watchlist you are interested in and do either of the following:

- select **View** → **Channel** and select a number from 1 to 9 from the menu
- select **Channel** from the right-click menu and select a number from 1 to 9.

## 4.7.2 Setting a Linked Window

To set a linked window, right-click the area of the Work Sheet or Watchlist you are interested in (for example, *Apples May 08*), and do the following.

1. Select **Linked** from the menu.
2. Select any of the following:
  - **Linked** → **View Recent Deals**
  - **Linked** → **View Market Depth**
  - **Linked** → **View Order Management**.

## 4.8 Viewing Orders and Order History

GlobalVision allows you to track orders throughout their lifetime, and see historical information about orders that have been cancelled or updated.

To display a list of all available orders, select **View** → **Orders (Ctrl+Alt+O)**. The *Orders* window displays.

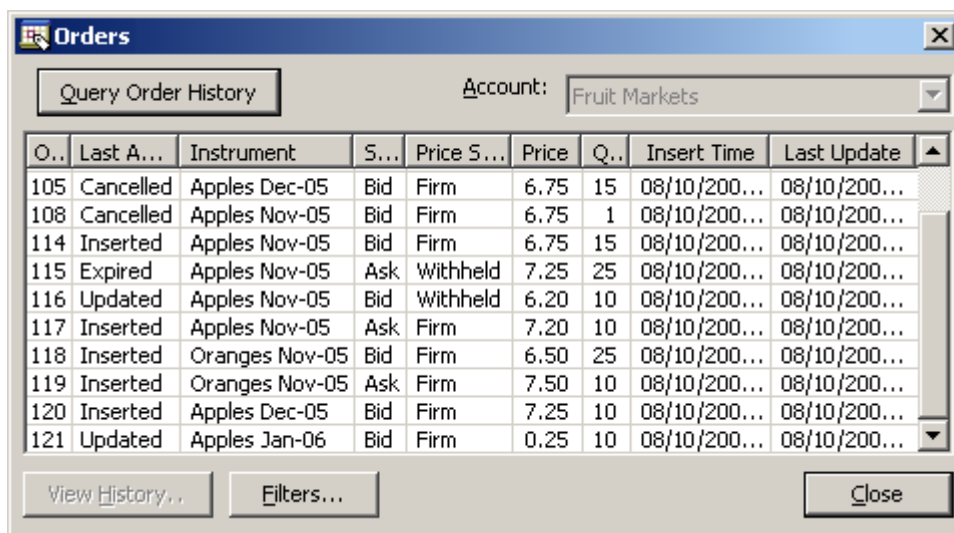
### Note

On some systems, order history may be disabled. If this is the case, the **View** → **Orders (Ctrl+Alt+O)** menu option will not appear, and you should ignore this section.

### 4.8.1 Filters

The figure below shows an example of the *Orders* window. The *Orders* window does not automatically update. To see the latest order history, select **Query Order History**.

It is likely that you only want to see order information about certain orders that are relevant to you, so therefore you can configure filters that limit the amount of information displayed in the *Orders* window. Only orders that satisfy the rules that you specify are then displayed in the *Orders* window.



The screenshot shows the 'Orders' window with a 'Query Order History' button and an 'Account' dropdown set to 'Fruit Markets'. The table below lists the order history.

O..	Last A...	Instrument	S...	Price S...	Price	Q..	Insert Time	Last Update
105	Cancelled	Apples Dec-05	Bid	Firm	6.75	15	08/10/200...	08/10/200...
108	Cancelled	Apples Nov-05	Bid	Firm	6.75	1	08/10/200...	08/10/200...
114	Inserted	Apples Nov-05	Bid	Firm	6.75	15	08/10/200...	08/10/200...
115	Expired	Apples Nov-05	Ask	Withheld	7.25	25	08/10/200...	08/10/200...
116	Updated	Apples Nov-05	Bid	Withheld	6.20	10	08/10/200...	08/10/200...
117	Inserted	Apples Nov-05	Ask	Firm	7.20	10	08/10/200...	08/10/200...
118	Inserted	Oranges Nov-05	Bid	Firm	6.50	25	08/10/200...	08/10/200...
119	Inserted	Oranges Nov-05	Ask	Firm	7.50	10	08/10/200...	08/10/200...
120	Inserted	Apples Dec-05	Bid	Firm	7.25	10	08/10/200...	08/10/200...
121	Updated	Apples Jan-06	Bid	Firm	0.25	10	08/10/200...	08/10/200...

Figure 24: Example of an Orders window

To filter the information in the *Orders* window, do the following.

1. Select **Filters**.
2. Select the attributes to filter deals on. You can choose to filter on the:
  - company and trader
  - instrument
  - date
  - state of the order, for example whether the order has recently been entered, or has just been updated.

Once you have defined a filter, it will be used as the default every time you open the Orders Window.

#### Note

By default, the amount of order history returned for any given query is limited to 30 days worth of orders, although the system administrator may have configured the system to return a larger or smaller range. If the order history you are interested in is not displayed when you select **All Available**, then you can instead select a specific range of dates to view the history of, although the order history returned will still be limited to 30 days worth of orders (or whatever the administrator has configured as the maximum number of days to return).

## 4.8.2 Configuring the Orders Window

If necessary, you can reduce the amount of information shown about each order in the *Orders* window. You might want to do this to reduce the amount of screen space required to show the *Orders* window.

1. Right-click any row in the *Orders* window that is not currently showing the details of an order. The menu displays a list of all the information that can be displayed for each order.

You may need to expand the size of the *Orders* window so that you can see an empty row.

2. Deselect the items that you do not want to see.

To restore the default settings, select **Restore Defaults**.

#### Tip

You can also drag the column headings around to change the order of the columns, and you can click on the column headings to sort the list according to the contents of the column.

## 4.8.3 Viewing the History of an Order

To view the history of a specific order, do the following.


1. Select the order in the *Orders* window.
2. Select **View History**. The *Order History* window displays.
3. If a deal has been done on this order, click the deal in the list and click **View Deals** to display the *Investigate Deal* window. If only a part of the overall quantity has been dealt the deal is marked as *Partially Dealt*.

#### Note

You can also view an order's history by right-clicking the required order in the tradable area and selecting **View Price History**. That will display the *Order History* window and allow you to investigate deals.

## 4.9 Viewing Deal Information

To view details of the deals that have been carried out, do one of the following.

- select **View** → **Deals (F9)**
- click  (the *Deals* icon).

The *Deals* window shows details of the most recent 1000 deals held in the system that you have permission to view. Some information about the deals that are displayed, for example the details of the counter parties, is only displayed if you were involved in the deal.

Rather than seeing every deal in the system, you will probably only want to see information about certain deals. For example, you will probably only want to see recent deals in the particular markets that you are interested in. For this reason, the Deals Window makes it easy to filter the deal list so that you only see the deals you want to see.

The figure below shows an example of how the *Deals* window might look on your system. The left-hand side of the window contains the options for filtering the deals. The deals that match the filters you have selected are shown on the right-hand side.

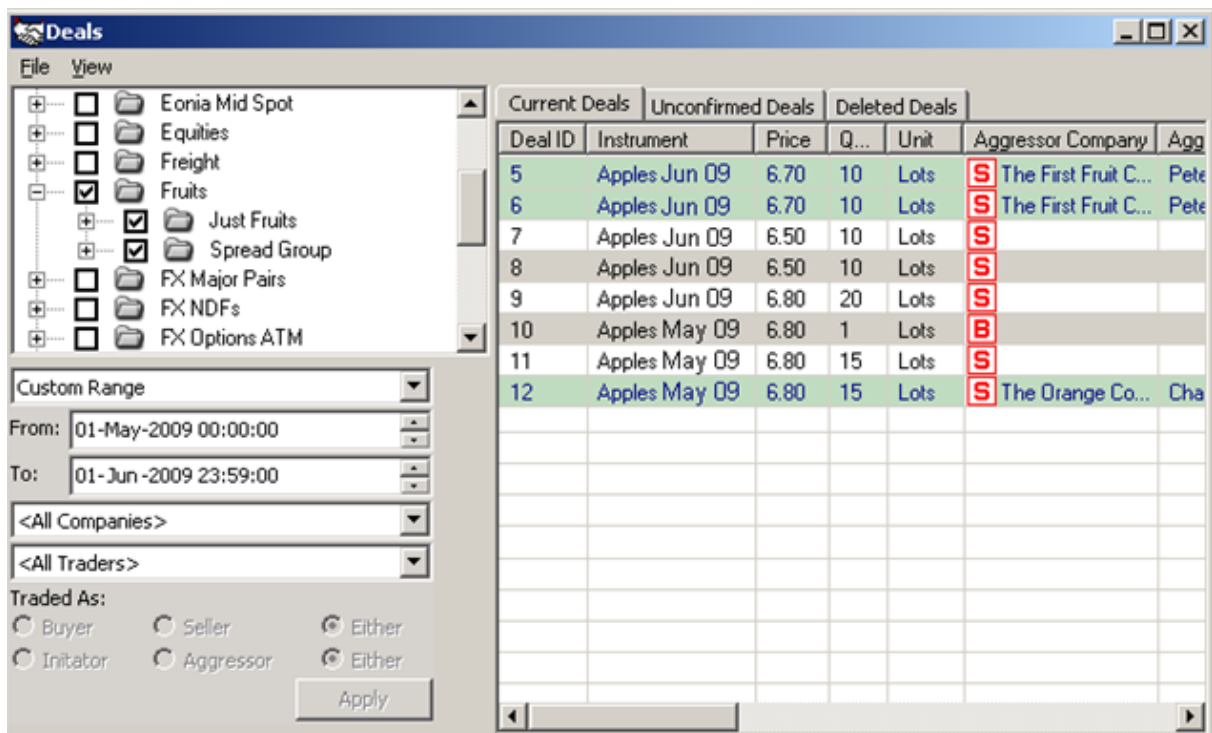






Figure 25: Example of a Deals window

### Tip

The , , , and  icons in the list indicate the role each participant played in the deal (*B* indicates that the participant was the buyer, and *S* indicates that the participant was the seller).

The colour of the icon indicates who executed the deal or submitted the order.

In the aggressor column, a black icon indicates that the deal was executed by a trader. A red icon indicates that the deal was executed by a broker or administrator user acting on behalf of the trader.

In the initiator column, a black icon indicates that the order was submitted to the market by a trader. A red icon indicates that the order was submitted by a broker or administrator user acting on behalf of the trader.



## 4.9.1 Tabs in the Deals Window

There are a number of tabs in the *Deals* window that display different deal categories. To current deals as well and display unconfirmed deals or deleted deals, select any of the tabs above the deal list.

- The *Unconfirmed Deals* tab lists the deals that require confirmation of some kind, for example, voice deals (including rejected deals).
- The *Deleted Deals* tab lists the deals that have been deleted in the system.

To filter the deal information in any tab, use the filter on the left-hand side of the view. For more information about filtering, see *Filtering the Deals Window* below.

## 4.9.2 Filtering the Deals Window

To filter the information displayed in the *Deals* window, do the following.

1. Select the time period, trader, and market from the lists on the left-hand side of the window.
2. Click **Apply** to update the deal information displayed on the right-hand side of the window.

### Filtering Options

Filter	Description
Market Filter	Use the list of markets on the left of the <i>Deals</i> window to filter the displayed deals so that they only include the markets that you are interested in. Select the markets that you want to see deals for. In the figure shown in <i>Viewing Deal Information</i> on page 54, the <i>Deals</i> window is only showing deals on the <i>Fruits</i> market.
Custom Range	In the first drop-down list, select the time period to see deals from. You can also select a custom time range, which can be specified in the <i>From</i> and <i>To</i> boxes underneath the time range drop-down list. In the figure shown in <i>Viewing Deal Information</i> on page 54, the <i>Deals</i> window is showing deals that took place between <i>1st May 2009</i> and <i>1st June 2009</i> . <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note</b></p> <p>The <i>To</i> date range includes all actions that take place within the upper limits second. For example, the time 23:59:59 also includes all of the actions that took place during the 59th second of the minute.</p> </div>
Company/ Trader Filter	In the second and third drop-down lists, select the company (and if necessary the trader from that company) to use to filter the list of deals. If you select a company (and trader), the <i>Deals</i> window only shows deals involving that company (and trader). <p>You will usually only see the details of counter parties involved in trades if you are one of the counter parties, so filtering on the company and trader details usually also means that you will only see details of deals that you were involved in. In the figure shown in <i>Viewing Deal Information</i> on page 54, the <i>Deals</i> window is not filtering on the company and trader details. The example <i>Deals</i> Window is showing all deals that satisfy the other filters.</p>
Traded As	If you choose to filter the <i>Deals</i> window so that it only shows deals involving a particular company or trader, then you can further filter the list so that it only shows deals involving the selected company (and trader if applicable) on a particular side of the deal. <p>Select the options under <i>Traded As</i> to further filter the <i>Deals</i> window. In the figure shown in <i>Viewing Deal Information</i> on page 54, the <i>Deals</i> window is not being filtered on</p>

Filter	Description
	the company or trader details.

#### Tip

You can configure the display of the Deals Window using the options on the *View* menu. These options are described in full in *Deals Window Configuration Options* on page 56.

### 4.9.3 Investigating a Deal

To find out more information about a specific deal, right-click the deal and select **Investigate Deal**.

### 4.9.4 Deals Window Configuration Options


The *View* menu on the *Deals* window provides some configuration options for the window. The options are described below.

Option	Action
View → Filters (Ctrl+F)	Shows or hides the filter pane on the left of the <i>Deals</i> window.  You can use this option to save screen space, once you have defined your filters.
View → Auto-Size Columns (Alt+A)	Automatically adjusts the column widths of the deal list so that they are wide enough to show all the text for all items.
View → Columns (Alt+C)	Allows you to choose which columns to display in the deal list.
View → Scroll To New Deals (Alt+S)	Configures how the <i>Deals</i> window should display new deals if there are more deals in the <i>Deals</i> window than can fit on the screen.  If you select this option, and a new deal takes place, the <i>Deals</i> window moves to the top of the list so that the new deal is visible.  If you do not select this option, new deals will still be added to the list, but the list displayed in the <i>Deals</i> window will not automatically move so that those deals are visible.  You may wish to deselect this option if you are looking through a very long list of deals and you do not want to lose your position in the list every time a new deal takes place.
View → Select All (Ctrl+A)	Selects all deals in the list. You can then copy the selected data and paste the deal information into another application, such as Microsoft Excel.

## 4.10 Order Management Window

The *Order Management* window provides advanced search capabilities, allowing you to manage orders across multiple markets easily, and see all the details related to your orders and deals in the markets that you are interested in. The *Order Management* window is live so any orders inserted, updated, dealt, or deleted will be reflected instantly in the market. You can also see historical information about orders that have been dealt, cancelled, or updated in the market by viewing the order history.

To open the *Order Management* window, do one of the following:

- select **View** → **Order Management**
- click  (the *Order Management* icon).

The figure below shows an example of how the *Order Management* window might look on your system. To filter the information displayed in the window, select any combination of options on the left-hand side of the window. The orders that match the filters you have selected are shown on the right-hand side of the window.

As well as the options for selecting which instruments, company and traders orders you want to see, you can choose whether to see all the live orders in the system for your company, the last 1000 available historic orders, or both.

The *Order Management* window also shows order colours making it easier to distinguish which orders are firm, withheld, and which orders are yours or another traders. For more information about order colours, see *Order Types: Understanding Order Colours* on page 14.

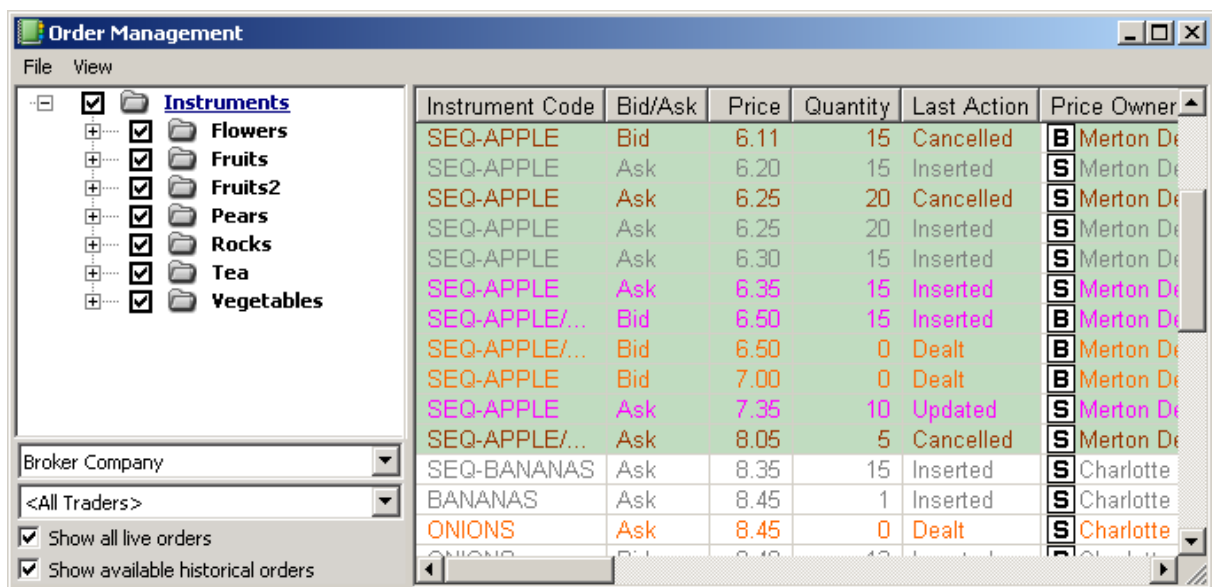


Figure 26: Example of an *Order Management* window

**Tips**

- To see all your orders across all markets, click the top item in the list on the left-hand side.
- You can also sort the orders by clicking the column headings.
- The *Order Management* window indicates if an order is *all or none* by displaying an asterisk next to the quantity in the *Quantity* field.

### 4.10.1 Using the *Order Management* Window to Add Orders

You can submit orders to the market using the *Order Management* window. The advantage of using the *Order Management* Window to do this is that you can add orders across different markets using the same window.

To add a new order, do the following.

1. Right-click in the order side of the *Order Management* window.

**Tip**

If you want to add an order for an instrument that is already displayed in the Order Management Window, right-click on a row that relates to that instrument. This will allow you to add the order quicker because the instrument is already selected in the *Price Entry* dialog box.

2. Select **Add Order** from the menu.
3. Select the instrument for which you want to enter an order (if you are prompted to select an instrument).
4. Enter the order as normal using the *Price Entry* dialog box. The new order displays in the market as well as in the *Order Management* window.

### 4.10.2 Updating Orders

As well as adding orders in the *Order Management* window, you can firm, withhold, and delete multiple orders. You can do this by highlighting the orders in the list, right-clicking on the orders and selecting any of the options from the menu.

**Tip**

You can also open a linked instance of the *Order Management* window. This means that the information in the *Order Management* window will be updated every time a user clicks on a different area in the market. For example, you could have a linked *Order Management* window showing order information for *Apples Apr 08*. If you clicked on *Apples May 08*, the *Order Management* window would instantly be populated with the order information for *Apples May 08*. For more information about linked windows, see *Dynamic Window Linking* on page 50.

### 4.10.3 Showing and Hiding Columns in the Order Management Window

You can customise the *Order Management* window to show you only the information that you need, by hiding columns that you do not want to see.

To do this, select **View** → **Columns (Alt+C)** from the menu and deselect the columns you want to hide. To display any columns again, select **View** → **Columns (Alt+C)** again and select the columns you want to see.

### 4.10.4 Saving an Order Management Window as a Favourite

You can save an *Order Management* window into your Favourites. This allows you to open the window at any time to view your orders, without having to filter the window again from scratch. For information, see *Favourites* on page 78.

To save an *Order Management* window as a Favourite, select **Save to Favourites** from the menu and then specify a name.

**Tip**

Ensure that you specify a name that will help you remember which filters are in use. This is because the filter information for a Favourite window cannot be viewed once it has been saved.

## 4.11 Adding a Voice/Manual Deal (Reporting a Trade)

If you trade in certain markets, you may be allowed to add deals to the system. For example, if you complete a deal over the phone, you may be able to add the details of the completed deal to GlobalVision.

To manually add a deal to the system, do the following.

1. Right-click one of the cells in the tradable area of the Work Sheet.
2. Select **Add Deal** from the menu. The *Add Deal* dialog box displays.

### Note

If the *Add Deal* option does not appear on the menu, you are not allowed to add deals for this instrument.

3. Type the details of the deal's price value, and quantity.
4. Select the appropriate counter party from the drop-down lists in the *Aggressor* section.
5. Select the additional options, as appropriate. The additional settings are described in the table below. Some of these options are initially hidden. To display the full set of options, select **Display Advanced Options**.
6. Click **OK** to add the deal. A confirmation window displays.
7. To complete adding the deal, select **I confirm that these details are correct**, and click **OK**.

### Tip

To print the details, select **Print List**.

### Note

The other party involved in the deal will be prompted to confirm the details of the deal before it is added to the system.

The following table describes the additional deal options. Depending on your permissions, you may not be able to change some of these settings for the deal you are adding. If there are settings that you do not have permission to change, then they will either be pre-selected, or will not appear in the *Add Deal* dialog box.

### Deal Options

Option	Description
Trading Account	<p>The trading account associated with the deal. Trading accounts are designed to be used in markets with tightly controlled membership restrictions, such as certain exchanges, by allowing traders with access to the market to act on behalf of clients who do not have direct access to the market.</p> <p>If trading accounts are not in use for this deal, leave this option set to <b>&lt;None&gt;</b>.</p> <div data-bbox="539 1917 1375 2145"><h3>Note</h3><p>Like many text strings used in GlobalVision, the term <i>Trading Account</i> can be configured to be replaced with some alternative text that is more appropriate to the specific deployment, instrument, or market. For example, in some systems, the term <i>Trading Account</i> may be replaced with <i>Settlement Firm</i>.</p></div>

Option	Description
Crossing	<p>Select the <b>Crossing</b> option to indicate that this deal has the same counter party on both sides of the deal, but a different trading account. When you select this option, the counter party details on the other side of the deal will automatically be set to the same as the first party's details.</p> <p>If you manually specify the same counter party details on both sides of the deal, then you will be prompted to specify whether you are entering a crossing trade. If you click <b>Yes</b>, the <b>Crossing</b> option will be selected for you. If you click <b>No</b>, the system will undo the last detail of the deal that you entered (so that the counter party details are no longer identical).</p>
Initiator Sleeve	Indicates that this is a third-party trade where the <i>initiator</i> is trading on behalf of a company that does not have a trading agreement with the deal <i>aggressor</i> .
Initiator Brokerage	This field allows brokers to distinguish different brokerage fees in spread deals (these fields are only available to broker users).
Aggressor Sleeve	Indicates that this is a third-party trade where the <i>aggressor</i> is trading on behalf of a company that does not have a trading agreement with the deal <i>initiator</i> .
Aggressor Brokerage	This field allows brokers to distinguish different brokerage fees in spread deals (these fields are only available to broker users).
Force Deal	Forces the deal to occur even if the counter parties involved in the deal have no trading agreements in place.
Override Credit	Credit is overridden when the <i>Override Credit</i> flag is selected. This allows a deal to be added where there is no credit set between counter parties.
Voice Deal	Indicates that the deal has been done manually.
Deal is PNC	Indicates that the deal is private and confidential. The deal confirmation is only sent to the counter parties involved.
Popup Confirmation	Sends a deal confirmation to all users of the GlobalVision Front-End with permissions to the relevant market.
Override Minimum Quantity	<p>Overrides the configured minimum quantity settings for this instrument, allowing you to add deals with a smaller quantity than the configured minimum.</p> <p>This option is only available if you have permission to override the minimum quantity settings.</p>
Attributes	The additional terms relevant to the deal, if applicable, appear in the attribute sections. If there are terms that are specific to the counter parties, they appear in the section next to that counter party's details. Attributes that are common to both parties appear in the <i>Common Deal Attributes</i> section.
Clearing	The clearing section, which only applies to instruments that use clearing, shows the clearing status of the deal (for example, the status can be one of <i>Cleared</i> , <i>Pending</i> , <i>Not Cleared</i> , and <i>Refused</i> ).

Option	Description
Start JTT Session	If this check box is selected, a JTT session starts in a JTT new window when you click <b>OK</b> . For a private and confidential deal (the <i>Deal is PNC</i> flag is selected) a JTT session window only opens if it is also a manual deal.

### 4.11.1 Shortcuts for Entering Large Quantities

Your system may have been configured to allow you to use the following shortcuts for entering large quantities:

- *H* - hundred (00)
- *T* or *K* - Thousand (000)
- *M* - million (000000).

If the system is configured to use the shortcuts, then users can type any of these shortcuts to insert the specified number of zeros at the current cursor position when entering a quantity in the Price Entry dialog box, the *Add Deal* dialog box, and the *Deal Price* dialog box. For example, selecting the quantity field and typing *6H* sets the quantity to *600*, while typing *6HT* sets the quantity to *600000*.

#### Note

The extra zeros are always inserted at the current cursor position, so typing *6H3* results in a quantity of *6003* (rather than *603*).

If you are not sure how your system has been configured, check with the exchange operator.

## 4.12 Adding a Spread Deal

For some spread instruments, you may be able to add the details of completed spread deals.

If the *Add Spread Deal* option appears on the menu when you right-click an instrument's tradable area, then you can manually add spread deals for that instrument. To do this, follow the steps below.

1. Add the spread deal in the same way as a standard deal (as described in *Adding a Voice/Manual Deal (Reporting a Trade)* on page 59. You are prompted to enter the details of both legs involved in the deal.
2. Click the **Back** and **Next** buttons to navigate between the two legs.
3. When you have completed the details of the second leg deal, click **Next** to view a confirmation window that shows the details of both leg deals.
4. Select **I confirm that these details are correct**, and click **Finish** (or, if the details are incorrect, use the **Back** button to navigate back and change the details).

## 4.13 Confirming Deals

GlobalVision can be configured to require the counter parties to confirm the details of any voice deals that are added to the system. If this is the case, and a voice deal is added to the system, a dialog box similar to the one below displays to each of the counterparties. The counterparties can use this dialog box to either confirm or reject the deal.

Whether or not the system is configured for voice deal confirmations, users may also be prompted to confirm other types of deal. For example, when deals take place on instruments with price formats that require information to be specified at deal time, the counter parties will be prompted to specify this information and confirm or reject the deal.

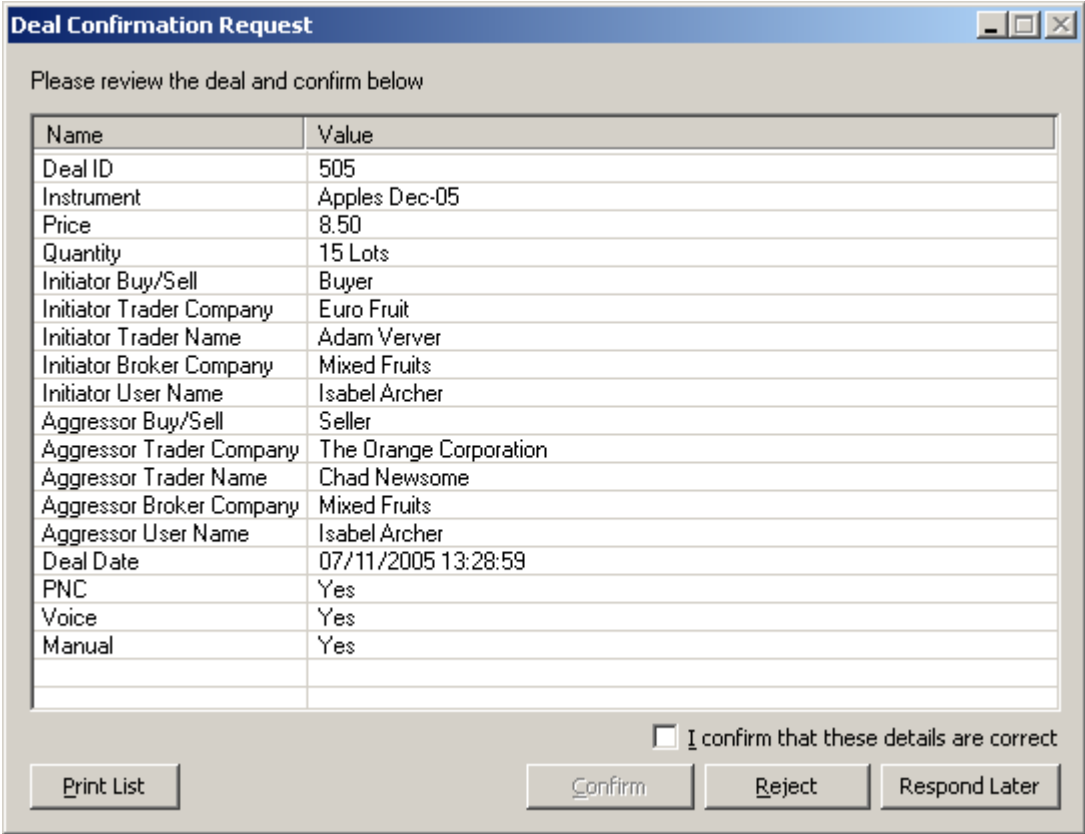


Figure 27: Example of a Deal Confirmation Request dialog box

If you are not logged in to the GlobalVision Front-End when the deal is added, the dialog box displays the next time you log in.

If you are prompted to confirm a deal or specify additional terms, then you should type any of the required information, select **I confirm that these details are correct** and click **Confirm**. Alternatively, if you do not want to accept the deal (for example because you do not agree to the terms, or because the deal details are not correct), click **Reject**.

If you do not want to complete the deal details now, you can click **Respond Later**, and you will be prompted to confirm the deal the next time you log in.

**Note**

Some systems are configured with a timeout setting on deal confirmations (and any deals that have not been confirmed within the timeout period will expire). If applicable, the system administrator will have configured the timeout in the Instrument Administration tool.

**Tip**

If you click **Respond Later** and you subsequently want to confirm the deal details, right-click the deal in the *Deals* dialog box and select **Confirm**.



## 4.14 Using GlobalVision with Microsoft Excel

A powerful feature of GlobalVision is that you can link live data from the Work Sheet to Microsoft Excel. For example, you can create a linked copy of the current best prices in the market in Microsoft Excel and the values will automatically change in Microsoft Excel when the orders change.

To do this, GlobalVision uses a technology called DDE (*Dynamic Data Exchange*), which allows Microsoft Windows-based programs to exchange data.

The following example shows how to link a combination of orders with a Microsoft Excel spreadsheet.

1. Highlight a cell or a range of cells in the GlobalVision Work Sheet.
2. Right-click on the highlighted area and select Copy.
3. Open a Microsoft Excel spreadsheet and select a cell where you want to paste the link.
4. Right-click on the cell and select Paste Special.
5. Select **Paste Link** as the source, highlight **Text**, and click **OK**.

The values shown in Microsoft Excel will now automatically update whenever the contents of the corresponding cells in the GlobalVision Front-End changes. For example, if you have linked to the price value of the current best order in the market for a particular instrument, then the linked cell in Microsoft Excel will automatically update as the price value of the best order changes.

### Note s

- The links will only update if you have configured Microsoft Excel to update links automatically (by ensuring that the **Update remote references** option is selected on the **Calculation** tab in Microsoft Excel's **Tools** → **Options** settings).
- DDE links allow information to pass in one direction only. Once the copy is created, it is automatically updated when the source changes, but you cannot change the copy and pass that change back to the source. For example, if you copy the price value of an order into Microsoft Excel using a DDE link, Microsoft Excel will display any changes to that price value as they happen, but you cannot update or deal the order from Microsoft Excel. You must do this using GlobalVision.

### Tip

Another way to pass GlobalVision data to a third-party application, for example a back office system, is to use the GlobalVision API.

## 4.15 Market Events

Market Events are used to change the actions that the market currently allows. For example, an exchange operator might use a Market Event to temporarily halt trading on a given instrument, or to restrict trading on an instrument so that users can only submit orders but cannot trade.

If you have the appropriate permissions, you will be able to use the Front-End to configure Market Events. For more information, see the *Administration Tools Guide*.

### 4.15.1 Market Events Dialog Box

If you have the appropriate permissions, you will be able to access the *Market Events* dialog box. This dialog box shows details of scheduled Market Events, and (if you have the correct permissions) also allows you to create, modify, and delete Market Events.

To open the dialog box, select **Tools** → **Market Events (Ctrl+T)**. If you do not have permission to open the dialog box, this option is greyed out. Additionally, if you only have permission to view the scheduled events,

but not modify them, then when you open the dialog box, the buttons for adding, cloning, and deleting Market Events will not appear.

**Note**

If a Market Event enables session activity that would normally be denied by the underlying Series Of Sessions, for example if an underlying session stops all order entry, but a Market Event is fired to allow order entry, you will still be able to perform these additional activities.

# Chapter 5: Configuring the GlobalVision Front- End

This Chapter describes how to configure the GlobalVision Front-End. For example, you can:

- Define your own set of default custom values to use when submitting orders, see *Configuring User Defaults* below.
- Create and configure Watchlists, which show you multiple instruments across different markets on one screen, see *Watchlists* on page 66.
- Save *Deals* windows or *Order Management* windows as favourites, see *Favourites* on page 78.
- Reduce the size of the *Price Entry* dialog box to save screen space, see *Displaying/Hiding the Onscreen Numeric Keypad* on page 83.
- Turn off deal confirmation messages, see *Deal Confirmations* on page 83.
- Configure the colours used to display different types of orders, see *Price Colour Options* on page 85.
- Filter a summary area on the Work Sheet so that it only shows you orders that you are interested in, see *Filtering a Summary Area* on page 87.
- Create a custom Work Sheet, see *Creating a Work Sheet with the Price Sheet Wizard* on page 89.
- Detach tabs in a workspace to view information across multiple markets at a glance, see *Detached Tabs* on page 93.

## 5.1 Configuring User Defaults

To help you submit orders to the market more easily and quickly, you can define your own set of default values.

To configure your user default settings, do the following.

1. Select **Tools** → **User Defaults**. The *User Defaults* dialog box displays.

### Note

In order to access this menu option, you must be connected to your account.

2. On the left of the dialog box is an instrument tree showing all the tradable instruments on the account you are connected to. Select the instrument in the tree that you want to set defaults for.

You can either select a specific instrument or sequence and just set defaults for that instrument, or you can select the name of your account at the top of the list to set defaults for all instruments.

Any defaults you set will apply to whatever you have selected in the tree, and at all levels below that (unless you specifically override the default settings at a lower level). For example, if you set defaults at the account level, those defaults will apply to all instruments and sequences unless you have also set overriding defaults at a lower level.

### Tip

You can also open the dialog box by right-clicking on any tradable area and selecting **User Defaults**. When you do this, GlobalVision opens the *User Defaults* dialog box with the instrument you clicked on pre-selected in the instrument tree.

3. Specify the default values you want to use by entering the values in the *Override* column.

The *Current Value* column displays the default values currently applicable at the selected level. Any default values that you have specifically set at the currently selected level appear in the *Current Value* column in red. Default values set at a higher level that you have not overridden at the current level appear in the *Current Value* column in blue. Application default values appear in black.

#### Note

The settings that appear in the *Override* section depend on the features that have been enabled for the selected instrument. For example, if the selected instrument does not support hidden quantity or order expiry, then you will not be able to set a default for those features.

If you have opted to set defaults at the account level, then you will only be able to set defaults for features like order expiry and hidden quantity if the system administrator has enabled those features at the account level in the Instrument Administration tool.

4. When you have finished defining your default settings, click **OK** to close the *User Defaults* dialog box.

#### Tip

To reset the user defaults set at the current level and any levels below it, click **Clear Branch**. If you want to reset all the user defaults, select the top level in the tree and click **Clear Branch**.

#### Tip

It is also possible to set default values for any additional custom attributes that are associated with instruments in the market. When you submit an order that has additional price attributes, a *Save As Defaults* option displays in the price entry. If you select this option when submitting the order, the values that you specified for the attributes will be saved as the defaults for that instrument.

## 5.2 Watchlists

You can create a Watchlist to see a configurable tabular summary of the market.

For each instrument in a Watchlist you can see the following information.

- General instrument properties (for example, *Instrument Code*, *Instrument Name*, *Trading Status*, and so on).
- The current best bid and offer in the market, and the associated aggregated quantity at that price level.
- Deal statistics (for example, *Last Price Traded*, *Last Quantity Traded*, *Market Movement*, *Total Value Traded Today*, and so on).

You can also customise the following information.

- The set of instruments displayed.
- The columns of data displayed.
- The overall appearance of some aspects of the Watchlist (for example, zoom, font, and column widths).

For more information about how to change this information, see *Customising a Watchlist* on page 69.

You can also:

- Rename Watchlists.
- Create copies of existing Watchlists
- Copy information from Watchlists to other applications.
- Search within Watchlists for specific instruments.
- Set up keyboard shortcuts.

- Change the appearance of Watchlists.
- Delete Watchlists.

For more information, see *Managing a Watchlist* on page 76.

You can detach Watchlists and other Work Sheet tabs from the main window, allowing you to configure your screen layout to provide the best access to the Watchlist information you are most interested in. For more information, see *Detached Tabs* on page 93.

The figure below shows an example of a detached Watchlist.

	Code	Bid Qty	Bid	Ask	Ask Qty	Mvmt	Last Price	Last Qty	Last Time	Status	Name
1	BANANAS	14	14.75			▲	14.75	1	23/04/2008 11:50:52	Normal Trading	Bananas
2	BASALT					▼	8.99	1	20/04/2008 08:23:36	Normal Trading	Basalt
3	ONIONS					–	8.50	1	15/04/2008 17:40:26	Normal Trading	Onions
4	ROSES						N/A	N/A	N/A	Normal Trading	Roses
5	SLATE					▲	13.02	10	07/04/2008 15:50:41	Normal Trading	Slate

Figure 28: Example of a detached Watchlist

- The Watchlist shows only the current best bid and offer in the market for each instrument, with the associated aggregated quantity. To view more orders for a particular instrument, right-click the instrument and select **View Market Depth**.
- The arrows show the market movement. This indicates whether the last traded price for the instrument was higher (▲), the same (–), or lower (▼), than the previous trade.

#### Note

Watchlists currently only support atomic instruments.

### 5.2.1 Creating a Watchlist

To create a Watchlist, select **File** → **Watchlist** → **Create New**, or use an assigned keyboard shortcut. For more information, see *Watchlist Keyboard Shortcuts* on page 77. The *Instrument Selection* dialog box displays. For example:

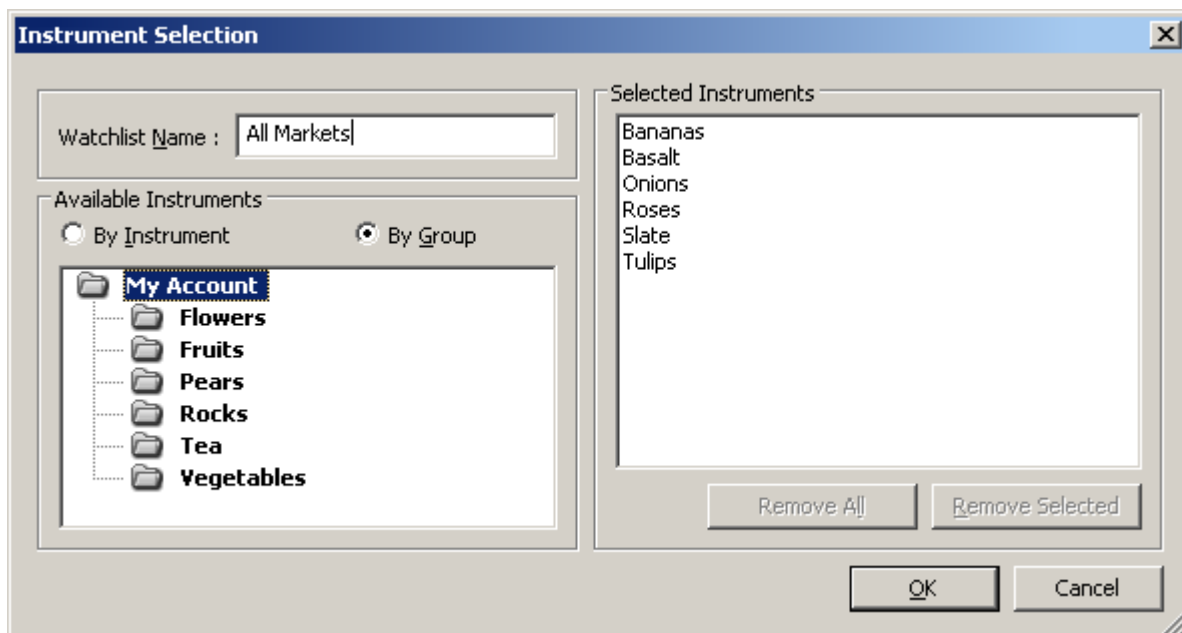


Figure 29: Example of an Instrument Selection dialog box

On the left-hand side of the dialog box is the *Available Instruments* section. You can select the instruments to include in the Watchlist in one of two ways:

- **By Instrument**  
If you select this option, the Watchlist automatically updates to show any new instruments that are subsequently added to your selected group (this happens automatically, you do not need to do anything to receive the updated information).
- **By Group**  
If you select this option, the Watchlist contains only the specific instruments you select and will not change unless you manually update it.

### Configuring a Watchlist By Instrument

To configure a Watchlist by instrument, do the following.

1. Search for an instrument by typing into the *Inst Search* text box. As you type, the *Instrument Selection* dialog attempts to complete the instrument name or code (the search is not case sensitive).
2. Use the up and down arrows to cycle through the list of possible matches. (Hold down **Ctrl** or **Shift** to select multiple instruments).
3. When you have selected the instruments that you want to include in the Watchlist, click **Add Selected** to add them to the list on the right.

You can also click **Add All** to move all the instruments currently displayed in the *Available Instruments* list to the *Selected Instruments* list on the right. You can also add or remove an instrument by double-clicking the instrument.

4. Click **OK** to create the Watchlist.

To remove instruments from the Watchlist, use the **Remove Selected** and **Remove All** buttons.

## Configuring a Watchlist By Group

To configure the Watchlist to select instruments based on the defined instrument groups, do the following.

1. Select the group that you want to view from the list on the left (you can only select one instrument group). The instruments currently in this group are shown on the right, and the Watchlist automatically updates to include any new instruments that are added to this instrument group in the future.
2. When you are happy with the instruments in the *Selected Instruments* list, click **OK** to create the Watchlist.

## 5.2.2 Customising a Watchlist

You can configure and customise your Watchlists. For example, you can change the set of displayed instruments, the columns shown, the order of the columns, and the column headings.

### 5.2.2.1 Changing the Instrument Set

To change the instruments shown in the Watchlist, do the following.

1. Right-click anywhere in the Watchlist and select **Manage Watchlist** → **Change Instrument Set** from the menu. The *Instrument Selection* dialog box displays with the currently selected instruments in the right-hand list.
2. To add an instrument, select any of the instruments from the *Available Instruments* section and click **Add Selected**.

To remove an instrument from the Watchlist, select the instrument in the right-hand list, then click **Remove Selected**.

3. Click **OK** to save your changes.

### 5.2.2.2 Changing Watchlist Columns

You can change the information displayed in the Watchlist by using the *Manage Watchlist Columns* dialog box. For example:

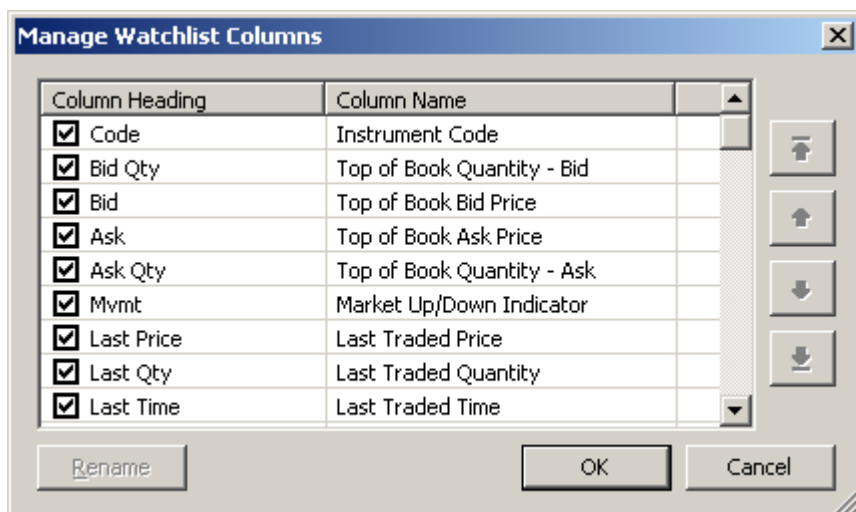


Figure 30: Example of a Match Watchlist Columns dialog box

To change the columns in the Watchlist, do the following.

1. Right-click the Watchlist and select **Manage Watchlist** → **Change Columns** from the menu.
2. Select the columns you want to include by selecting the check box next to them.

To remove columns from the Watchlist, deselect the check box next to the columns you do not want to see.

- Use the up and down arrows to set the order you want the columns displayed. To do this, select the column or columns you want to move and then click the up or down arrow to move them one position in the list. To move them to the top of bottom of the list, click the top or bottom arrow. You can also move the selected columns straight to the top or bottom of the list.

**Tip**

Alternatively, you can reorder the columns by selecting a column in the Watchlist and dragging it to the position you prefer. The position it will move to is indicated by a vertical red line.

- When you have finished, click **OK**. The Watchlist updates to show the new column configuration.

**Tip**

To rename a column heading, select the column in the *Manage Watchlist Columns* dialog box and click **Rename**. Alternatively, press **F2**. The new column heading is updated in the Watchlist when you click **OK**. For a full list of all the available Watchlist columns (and details of what information they show), see *Watchlist Columns* below.

### 5.2.2.3 Watchlist Columns

The table below lists all the available Watchlist columns and explains what information they show.

Column Heading	Column Name	Description
% Change	Market Movement % Today Relative to Reference Price	The difference between the last traded price today and the current ERP expressed as a percentage of the ERP.
% Change (PS)	Market Movement % Today Relative to Reference Price (PS)	The difference between the last traded price today for a price-setting trade and the current ERP expressed as a percentage of the ERP.
Ask	Top of Book Ask Price	The best price value of an ask order for an instrument in the market.
Ask Qty	Top of Book Quantity - Ask	The aggregated quantity of the orders at the best price on the ask side of the market.
Best Traded Price	Best Price Traded Today	The best price traded so far today.
Best Traded Price (PS)	Best Price Traded Today (PS)	The best price traded so far today in a price-setting trade.
Best Traded Qty	Quantity For Best Price Traded Today	The quantity of the best price traded so far today.  <b>Note</b> The <b>Quantity For Best Price Traded Today</b> column displays the quantity of the first trade at that price instead of aggregating all trades that have taken place at that price.
Best Traded Qty (PS)	Quantity For Best Price Traded Today (PS)	The quantity of the best price traded so far today in a price- setting trade.



Column Heading	Column Name	Description
		<p><b>Note</b></p> <p>The <b>Quantity For Best Price Traded Today</b> column displays the quantity of the first trade at that price instead of aggregating all trades that have taken place at that price.</p>
Bid	Top of Book Bid Price	The best price value of a bid order for an instrument in the market.
Bid Qty	Top of Book Quantity - Bid	The aggregated quantity of the orders at the best price on the bid side of the market.
Close	Closing Auction Price	The auction price at which orders matched during the last closing auction.
Code	Instrument Code	The instrument's code.
Last Aggregated Traded Price (PS)	Last Aggregated Traded Price (PS)	The aggregated price value of the last traded price for this instrument (in a price-setting trade).
Last Aggregated Traded Price Today	Last Aggregated Traded Price Today	The aggregated price value of the last traded price for this instrument. If the last trade was a single deal, then this will show the same value as the <i>Last Traded Price Today</i> . However, if the last trade was a volume deal (or included additional volume), then this will show the average price value for the whole deal (as opposed to the <i>Last Traded Price Today</i> , which in this situation would show the price value for the last order to trade as part of the deal).
Last Aggregated Traded Quantity (PS)	Last Aggregated Traded Quantity (PS)	The aggregated quantity of the last price-setting trade for this instrument.
Last Aggregated Traded Quantity Today	Last Aggregated Traded Quantity Today	The aggregated quantity of the last trade for this instrument. If the last trade was a single deal, then this will show the same value as the <i>Last Traded Quantity Today</i> . However, if the last trade was a volume deal (or included additional volume), then this will show the total quantity for the whole deal (as opposed to the <i>Last Traded Quantity Today</i> , which in this situation would show the quantity for the last order to trade as part of the deal).
Last Matched Price	Last Automatched Trade - Price	<p>The price value of the last traded price for this instrument.</p> <p>This displays the same value as the <i>Last Traded Price</i> unless the last trade was a manual deal, in which case <i>Last Traded Price</i> will show the price value of the manual deal, but <i>Last Automatched Trade - Price</i> will show the price value of the last non-manual deal.</p>
Last Matched Price	Last Automatched Trade - Price	The price value of the last price-setting trade for this

Column Heading	Column Name	Description
(PS)	(PS)	instrument.  This displays the same value as the <i>Last Traded Price (PS)</i> unless the last trade was a manual deal, in which case <i>Last Traded Price (PS)</i> will show the price value of the manual deal, but <i>Last Automatched Trade - Price (PS)</i> will show the price value of the last non-manual deal.
Last Matched Qty	Last Automatched Trade - Quantity	The quantity of the instrument that traded in the last trade.  This displays the same value as the <i>Last Traded Quantity</i> unless the last trade was a manual deal, in which case <i>Last Traded Quantity</i> will show the quantity of the manual deal, but <i>Last Automatched Trade - Quantity</i> will show the quantity of the last non-manual deal.
Last Matched Qty (PS)	Last Automatched Trade - Quantity (PS)	The quantity of the instrument that traded in the last price- setting trade.  This displays the same value as the <i>Last Traded Quantity (PS)</i> unless the last trade was a manual deal, in which case <i>Last Traded Quantity (PS)</i> will show the quantity of the manual deal, but <i>Last Automatched Trade - Quantity (PS)</i> will show the quantity of the last non-manual deal.
Last Matched Time	Last Automatched Trade - Time	The time the last trade on this instrument took place.  This displays the same value as the <i>Last Traded Time</i> unless the last trade was a manual deal, in which case <i>Last Traded Time</i> will show the time of the manual deal, but <i>Last Automatched Trade - Time</i> will show the time of the last non-manual deal.
Last Matched Time (PS)	Last Automatched Trade - Time (PS)	The time the last price-setting trade on this instrument took place.  This displays the same value as the <i>Last Traded Time (PS)</i> unless the last trade was a manual deal, in which case <i>Last Traded Time (PS)</i> will show the time of the manual deal, but <i>Last Automatched Trade - Time (PS)</i> will show the time of the last non-manual deal.
Last Price	Last Traded Price	The price value of the last traded price for this instrument.
Last Price (PS)	Last Traded Price (PS)	The price value of the last price-setting trade for this instrument.
Last Price Today	Last Traded Price Today	The price value of the last traded price for this instrument today.
Last Price Today	Last Traded Price Today (PS)	The price value of the last traded price for this

Column Heading	Column Name	Description
(PS)		instrument today (in a price-setting trade).
Last Qty	Last Traded Quantity	The quantity of the instrument that traded in the last trade.
Last Qty (PS)	Last Traded Quantity (PS)	The quantity of the instrument that traded in the last price- setting trade.
Last Qty Today	Last Traded Quantity Today	The quantity of the last trade for this instrument today.
Last Qty Today (PS)	Last Traded Quantity Today (PS)	The quantity of the last trade for this instrument today (in a price-setting trade).
Last Time	Last Traded Time	The time the last trade on this instrument took place.
Last Time (PS)	Last Traded Time (PS)	The time the last price-setting trade on this instrument took place.
Last Value	Last Traded Value	The value of the last trade on this instrument (the price value multiplied by the quantity).
Last Value (PS)	Last Traded Value (PS)	The value of the last price-setting trade on this instrument (the price value multiplied by the quantity).
Market Direction	Market Movement Picture Indicator	An arrow indicating the market movement. The direction of the arrow shows the direction of the market, and the colour indicates the type of order (bid or ask) involved in the last trade: <ul style="list-style-type: none"> <li>• A red arrow indicates a bid.</li> <li>• A green arrow indicates an ask.</li> </ul>
Market Direction	Market Movement Direction	The type of the last trade ( <i>Paid</i> or <i>Given</i> ).
Market Direction (PS)	Market Movement Direction (PS)	The type of the last price-setting trade ( <i>Paid</i> or <i>Given</i> ).
Market Direction (PS)	Market Movement Picture Indicator (PS)	An arrow indicating the market movement for price-setting trades. The direction of the arrow shows the direction of the market, and the colour indicates the type of order (bid or ask) involved in the last price-setting trade: <ul style="list-style-type: none"> <li>• A red arrow indicates a bid.</li> <li>• A green arrow indicates an ask.</li> </ul>
Market Direction Today	Market Movement Today Picture Indicator	An arrow indicating the market movement. The only difference between this column and the <i>Market Movement Picture Indicator</i> column is that <i>Market Movement Today Picture Indicator</i> only shows the market movement if there have been trades on the current day (whereas when there have been no trades today the <i>Market Movement Picture Indicator</i> column displays the movement based on the previous day's last trade).

Column Heading	Column Name	Description
Market Direction Today (PS)	Market Movement Today Picture Indicator (PS)	An arrow indicating the market movement today for price- setting trades. The only difference between this column and the <i>Market Movement Picture Indicator (PS)</i> column is that <i>Market Movement Today Picture Indicator (PS)</i> only shows the market movement if there have been trades on the current day (whereas when there have been no trades today the <i>Market Movement Picture Indicator (PS)</i> column displays the movement based on the previous day's last price-setting trade).
Market Mvmt	Market Movement	The difference between the last two traded prices.
Market Mvmt (PS)	Market Movement (PS)	The difference between the price values of the last two price- setting trades.
Mvmt	Market Up/Down Indicator	Indicates the difference between the last traded price and previous price traded before that. The direction and colour of the arrow shows the direction of the market: <ul style="list-style-type: none"> <li>• A red (down) arrow indicates the last trade was dealt at a worse price than the previous trade.</li> <li>• A green (up) arrow indicates the last trade was dealt at a better price than the previous trade.</li> <li>• A black (neutral) arrow indicates the last trade was dealt at the same price as the previous trade.</li> </ul>
Mvmt (PS)	Market Up/Down Indicator (PS)	Indicates the difference between the last traded price and previous price traded before that for a price setting trade. The direction and colour of the arrow shows the direction of the market: <ul style="list-style-type: none"> <li>• A red (down) arrow indicates the last trade was dealt at a worse price than the previous trade.</li> <li>• A green (up) arrow indicates the last trade was dealt at a better price than the previous trade.</li> <li>• A black (neutral) arrow indicates the last trade was dealt at the same price as the previous trade.</li> </ul>
Mvmt from Ref	Market Movement Today Indicator Relative to Reference Price	An arrow indicating the market movement relative to the current ERP. This is only displayed if there has been a trade today and if an ERP has been set for this instrument.
Mvmt from Ref	Market Movement Today Relative to Reference Price	The difference between the last traded price today and the current <i>External Reference Price (ERP)</i> .
Mvmt from Ref (PS)	Market Movement Today Indicator Relative to Reference Price (PS)	An arrow indicating the market movement for price-setting trades relative to the current ERP. This is only displayed if there has been a price-setting trade today and if an ERP has been set for this instrument.
Mvmt from Ref (PS)	Market Movement Today Relative to Reference Price (PS)	The difference between the last traded price today for a price-setting trade and the current ERP.

Column Heading	Column Name	Description
Name	Instrument Name	The instrument's name.
Official Close Price (External)	Official Close Price (External)	The official external market closing price. This value will only be displayed if it has been set through the API. To set the <i>External Close Price</i> , use the API to insert the value as an <b>ERP</b> with the <i>Type</i> attribute set to <b>ExternalClosePrice</b> .
Open	Opening Auction Price	The auction price at which orders matched during the last opening auction. If no orders matched during the last opening auction, this is set to the value of the ERP.
Previous Close	Previous Close	The price of the last trade done on the previous day of trading.
Previous Close (PS)	Previous Close (PS)	The price of the last price-setting trade done on the previous day of trading.
Reference Price	Last External Reference Price	The instrument's <i>External Reference Price (ERP)</i> , which will be used to break spreads on this instrument. This value will only be displayed if it has been set through the API.
Status	Session Status	The actions permitted for this instrument, as defined by either the currently applicable session, or a Market Event. If a Market Event has been run to override the default settings for the current trading session, then this field will show the Market Event's status string.
Today's Opening	Today's Opening	The price of the first trade that took place today.
Today's Opening (PS)	Today's Opening (PS)	The price of the first price-setting trade that took place today.
Total Qty Traded Today	Total Qty Traded Today	The total quantity of this instrument that has been traded so far today.
Total Qty Traded Today (PS)	Total Qty Traded Today (PS)	The total quantity of this instrument that has been traded so far today in price-setting trades.
Total Trades Today	Total Trades Today	The total number of trades that have taken place today on this instrument.
Total Trades Today (PS)	Total Trades Today (PS)	The total number of price-setting trades that have taken place today on this instrument.
Total Value Traded Today	Total Value Traded Today	The total value of the trades that have taken place so far today on this instrument (this is calculated by multiplying the quantity of each deal by its price value and adding the totals together).
Total Value Traded Today (PS)	Total Value Traded Today (PS)	The total value of the price-setting trades that have taken place so far today on this instrument (this is calculated by multiplying the quantity of each deal by its price value and adding the totals together).

Column Heading	Column Name	Description
VWAP Today	VWAP Today	The <i>Volume Weighted Average Price</i> for the trades today on this instrument. This is calculated as the total traded price value divided by the total traded volume.
VWAP Today (PS)	VWAP Today (PS)	The <i>Volume Weighted Average Price</i> for the price-setting trades today on this instrument. This is calculated as the total traded price value divided by the total traded volume.
Worst Traded Price	Worst Price Traded Today	The worst price traded so far today.
Worst Traded Price (PS)	Worst Price Traded Today (PS)	The worst price traded so far today in a price-setting trade.
Worst Traded Qty	Quantity For Worst Price Traded Today	The quantity of the worst price traded so far today.
Worst Traded Qty (PS)	Quantity For Worst Price Traded Today (PS)	The quantity traded of today's worst price in a price-setting trade.

#### 5.2.2.4 Other Watchlist Customisations

Other options available for customising the Watchlist include:

- Sorting the Watchlist. To do this, double-click a column to sort in ascending or descending order.
- Resizing Watchlist columns. To resize any column, click the line between two columns and drag it to the preferred width.

##### Note

Resizing a column to zero width removes it from the Watchlist. To view a column that has been removed, open the *Manage Watchlist Columns* dialog box and select the column.

- Zoom options. To zoom into and out of the Watchlist, select **View** → **Zoom In** or **View** → **Zoom Out**.

#### 5.2.3 Managing a Watchlist

The following sections describe how to manage your Watchlists and the information that is in them. For example, you can:

- Rename Watchlists.
- Create copies of existing Watchlists
- Copy information from Watchlists to other applications.
- Search within Watchlists for specific instruments.
- Set up keyboard shortcuts.
- Change the appearance of Watchlists.
- Delete Watchlists.

### 5.2.3.1 Renaming a Watchlist

To rename a Watchlist, do the following.

1. Right-click a Watchlist it and select **Manage Watchlist** → **Rename Sheet** from the menu.
2. Type the new name for the Watchlist.
3. Click **OK**.

#### Tip

Alternatively, can can right-click a Watchlist in the tabs at the bottom of the Front-End and select **Rename** from the menu.

#### Note

You cannot have two Watchlists in the same Workbook with the same name.

### 5.2.3.2 Copying a Watchlist

To copy an entire Watchlist, right-click the Watchlist and select **Manage Watchlist** → **Copy Sheet** from the menu. A copy of the current Watchlist is opened in a new tab.

To copy information from a Watchlist into an application such as Microsoft Excel, highlight the information you want in the Watchlist and select **Edit** → **Copy (Ctrl+C)**, then paste the data into the required application.

### 5.2.3.3 Searching within a Watchlist

To locate an instrument within a Watchlist, type the instrument code in the Watchlist. If there is a match, the Watchlist automatically jumps to the instrument that matches what you have typed.

### 5.2.3.4 Watchlist Keyboard Shortcuts

You can assign keyboard shortcuts for performing certain actions on a Watchlist. These are set in **Tools** → **Keyboard Shortcuts**. You can assign shortcuts for creating a new Watchlist, changing the set of instruments, and changing the columns.

For more information, see *Custom Keyboard Shortcuts* on page 100.

### 5.2.3.5 Deleting a Watchlist

To delete a Watchlist, select **File** → **Watchlist** → **Delete Sheet**.

### 5.2.3.6 Appearance Options

To change the appearance of a Watchlist, select **Tools** → **Options** and then select the **Appearance** tab. The table below describes the appearance options that are available.

Option	Description
Default Font	Enables you set the font, font size, and font style used for: <ul style="list-style-type: none"><li>• Watchlists</li><li>• <i>Order Management</i> windows</li><li>• <i>Deals</i> windows</li><li>• <i>Market Depth</i> windows.</li></ul>

Option	Description
Bid Background Colour	<p>Enables you to set a custom background colour for use in the <i>Price Value</i> field of the <i>Price Entry</i> dialog box when you are submitting an order to the bid side of the market. You can use the colours to make it easy identify which side of the market you are submitting the order to.</p> <p>The custom background colour is also used to highlight the bid side of the market in Watchlists and <i>Market Depth</i> windows.</p> <p>If you select this option, either select one of the default colours from the drop-down list, or select <b>More Colours</b> to select a different colour from the palette.</p>
Ask Background Colour	<p>Enables you to set a custom background colour for use in the price value field of the <i>Price Entry</i> dialog box when you are submitting an order to the ask side of the market. You can use the colours to make it easy to identify which side of the market you are submitting the order to.</p> <p>The custom background colour is be used to highlight the ask side of the market in Watchlists and <i>Market Depth</i> windows.</p> <p>If you select this option, either select one of the default colours from the drop-down, or you select <b>More Colours</b> to select a different colour from the palette.</p>

## 5.3 Favourites

When viewing deal or order information, you can save a filtered view as a Favourite window. This enables you to close the window and then quickly retrieve the information without having to filter the data again from scratch. You can save multiple Favourite windows, allowing you to create Favourites for different instruments, companies, traders, and dates.

### 5.3.1 Creating a Favourite

To create a Favourite, do the following.

1. Open a *Deals* window or an *Order Management* window.
2. Select your criteria from the filters until you are happy with the resulting information.
3. Select **File** → **Save to Favourites** from the menu and specify a name.
4. Click **OK**.

### 5.3.2 Opening your Favourites

To open any of your Favourites, select **View** → **Favourites** from the menu and click the name of the Favourite window you want to open.

If you create a *Favourite Order Management* window that includes *all* of the available instruments, you can open it as a *Linked Favourite*. To do this, right-click any instrument in a Workbook, and then select **Linked** → **Favourites**. In this case, the *Favourite* window displays information about the specific instrument you select in the Workbook.

#### Note

If your Favourite includes only a selection of available instruments, or it is a *Deals* window you cannot open it as a *Linked Favourite*.



### 5.3.3 Managing Favourites

You can manage your Favourites by using the *Manage Favourites* window. This allows you to delete, rename, and reorder your Favourites (for example, you may prefer to sort them in alphabetical order).

To manage your Favourites, do the following.

1. Select **View** → **Favourites** → **Manage Favourites** from the menu.
2. Select a *Favourite* window from the list and perform an action by clicking any of these buttons:
  - **Rename** - to rename the window
  - **Delete** - to delete the window from the list
  - **Move Up** - to move the window further up the list
  - **Move Down** - to move the window further down the list.
3. When you have finished making changes, click **OK** to return to the Work Sheet.

### 5.3.4 Favourite Windows Keyboard Shortcuts

So that you can access your *Favourite* windows without having to select them from the menu, you can give each of your Favourites a custom keyboard shortcut. Selecting the shortcut instantly opens the corresponding *Favourite* window.

#### Note

You must have at least one *Favourite* window defined to create a shortcut.

To assign a shortcut to a Favourite Window, do the following.

1. Select **Tools** → **Keyboard Shortcuts** from the menu.
2. Select **Favourite Windows** from the **Category** drop-down list.
3. In the *Commands* list, select the **Favourite Window** you want to assign a shortcut to.
4. Click in the **Press New Shortcut Key** box.
5. Press the shortcut keys that you want to assign.
6. Click **Assign**.

## 5.4 Customising the Price Entry Dialog Box

This section describes the options in the Price Entry dialog box. You use the Price Entry dialog box to submit a single order.

#### Tip

You can make the Price Entry dialog box smaller by clicking  to hide the sections that you do not use. For example, you may wish to hide the hidden quantity section if you never submit orders that include a hidden quantity. You can expand any hidden sections by clicking .

#### Fields Required for All Orders

Field	Explanation
Price	Type this into the box at the top of the dialog either using the keyboard or by

Field	Explanation
	<p>clicking on the displayed numeric keypad.</p> <p>When adding or updating an order, you can increase or decrease the value in the Price field by a specific amount using the price stepping buttons above the numeric keypad.</p> <p>On some systems, the default price stepping may be different for different ranges of price values. If this is the case, the price stepping buttons will appear as multipliers, in the form +2x and +5x, and they increase or decrease the price value by the corresponding multiple of the current price stepping. For example, if the current price stepping is 0.01, then the +1x button increases the price value by 0.01, the +5x button increases the price value by 0.05, and the +25x button increases the price value by 0.25.</p> <p>If the buttons show an actual value (for example +0.01 and +0.02), then this instrument always uses the same price stepping, regardless of the price value, and the buttons increase or decrease the price by the specified amount.</p> <p>Check with the exchange operator if you are not sure what steppings are configured on the instruments you trade.</p> <p>Alternatively, if you click once on the price to select it, you can use the up and down cursor arrows to increase or decrease the price. Each cursor key press increases or decreases the price by the minimum price stepping (at the current price value) that has been configured for this instrument.</p>
Quantity	<p>When the Price Entry dialog box opens, the quantity is automatically set to the default quantity for this instrument, but you can change this by typing a new value into the box or using the arrows. Some instruments can only be traded in multiples of a certain amount. If this is the case, GlobalVision will not allow you to enter a quantity that is not a multiple of this amount.</p> <p>If you click once on the quantity to select it, you can use the up and down cursor arrows to increase or decrease the quantity.</p>
Price status	<p>This indicates whether or not the order is tradable. Select the type of order from the drop- down list. By default this is set to firm (tradable).</p> <p>If your system supports them, you can also use this setting to submit the special types of order described in <i>Automatic Price Matching: Order Types</i>.</p>
All or None	<p>If you select this option, GlobalVision will only allow the entire quantity to be transacted.</p>
Expiry Type	<p>The length of time the order should remain valid.</p> <ul style="list-style-type: none"> <li>• <b>Good Till Cancelled (GTC)</b> The default. The order will remain valid until you cancel it (by withdrawing or deleting the order) or it is dealt (whichever is sooner).</li> <li>• <b>Good For Day (GFD)</b> The order will remain valid until the end of the day, unless you cancel it (by withdrawing or deleting the order) or it is dealt (whichever is sooner). If the order has not been cancelled or dealt at the end of the day, the order is automatically withheld.</li> <li>• <b>Good Till Date (GTD)</b> The order will remain valid for the specified period of time, (or until the</li> </ul>

Field	Explanation
	<p>specified date and time, if you have selected the <b>Good Till Date is absolute time</b> option) unless you cancel it (by withdrawing or deleting the order) or it is dealt (whichever is sooner). If the order has not been cancelled or dealt after the specified duration, it is automatically withheld (if the order has already been withheld, it remains withheld).</p> <p>When <b>Good Till Date is absolute time</b> is not selected, you can click on the arrow next to <b>Expiry</b> and use the shortcuts to make the order valid for 10 minutes, 15 minutes, 20 minutes, 30 minutes, 1 hour, 2 hours or 3 hours. Please note that these are the default shortcuts, and the exchange operator may have modified them if they are not appropriate for the market you are trading in.</p> <p>If you submit the order with an expiry duration (rather than an absolute expiry date and time) then the countdown starts as soon as you finish submitting the order. If you subsequently update the order, the countdown restarts when you submit the updated order. When the order expires, it is withheld by the system. If you make the expired order firm again, the expiry countdown automatically restarts.</p> <div data-bbox="525 882 1394 1050" style="border: 1px solid black; padding: 5px;"> <p><b>Note</b></p> <p>It is possible that you may experience a short delay after the expiry time, before the order is withdrawn from the market. This is typically less than 2 seconds.</p> </div>

**Tip**

Once an order is in the system, you can see its expiry type in one of the following ways: hovering your mouse over the order, using the Investigate Price option from the right-click menu, or looking at the Order Book.

Depending on the market, you may need to fill in extra information in the Price Entry dialog box. For example Gas Run information for Delivery Point.

**Tip**

If there are additional terms for you to fill in, then GlobalVision displays a Save As Defaults option. If you select this, then GlobalVision will set whatever you enter as the default for those fields on this instrument. The attributes will automatically be set to the same values the next time you add a new order for this instrument.

## Optional Settings

Field	Explanation
Hidden Quantity	<p>The Hidden Quantity field is only displayed if the hidden quantity feature has been enabled for this instrument. Submitting an order with a hidden quantity allows you to submit an order with a large quantity without initially revealing the full quantity to the market. Only the visible quantity will be shown to other traders, with portions of the hidden quantity becoming visible and tradable automatically when the visible quantity has been dealt. An order with a hidden quantity is sometimes referred to as an iceberg order.</p> <p>When specifying a hidden quantity, you can also specify that the price value should change by a specific amount each time a new portion of hidden quantity is shown to the market. This is referred to as the Hidden Qty Delta.</p> <p>To add an order with a hidden quantity, select Hidden Quantity, and enter the required hidden quantity as well as the Hidden Qty Delta. If you want to move the price value away from the market (worsen the price), enter a positive value for the Hidden Qty Delta. If you want to move the price value closer to the market, enter a negative value for the delta.</p> <div style="border: 1px solid black; padding: 5px;"><p><b>Note</b></p><p>The default value set in the Instrument Administration tool for hidden quantity deltas is zero.</p></div>

### Example: Hidden Quantities

The Price Entry dialog box shown in the figure below: Hidden Quantity would submit the following order:

- The order is for RBP Mon 21/10/13.
- The total quantity is 10,000 GJs, but only 2000 GJ are displayed at any given time.
- The Work Sheet initially displays 2000 GJ, at a price of \$6.00
- When the first 2000 GJ are dealt, another 2000 GJ will be shown on screen, at a price of 6.01
- The process repeats every time the order is dealt, until the whole quantity has been dealt. Every time another 2000 GJ are displayed on the Work Sheet, the price worsens by the delta value.

If you need to update the price, for example if it no longer reflects the current state of the market, you can do so at any time.

#### Note

In standard auto-matching, GlobalVision does not consider hidden quantity when determining whether to automatically match prices. This might prevent orders from automatically dealing in some situations.

For example, if two prices match, but one is set to trade as *All or None*, and the other has a hidden quantity, then they will not trade if some of the hidden quantity would be required to match the *All or None* quantity on the other side. The orders will only automatically trade if the quantity required by the *All Or None* order can be matched by the visible quantity of the order on the other side of the market.

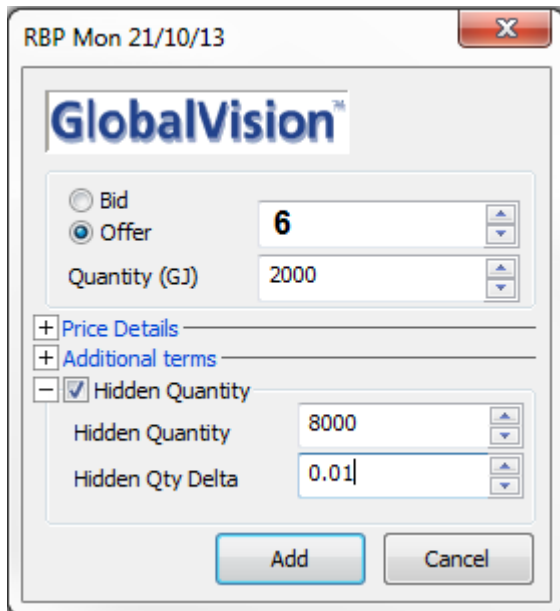


Figure 31: Hidden quantity example

### 5.4.1 Displaying/Hiding the Onscreen Numeric Keypad

If you do not use the onscreen numeric keypad, you may want to hide it so that the *Price Entry* dialog box takes up less space on your screen. To do this, follow the steps below.

1. Select **Tools** → **Options**.
2. On the *General* tab, in the *Price entry style* section, deselect the **Show price entry keypad** check box.  
To redisplay the keypad, re-select the check box.

## 5.5 Deal Confirmations

GlobalVision can display a deal confirmation every time a deal takes place. You can configure how the information should be formatted, what information should be displayed, and even whether the confirmation should be displayed at all.

To configure deal confirmations, do the following.

1. Select **Tools** → **Options**.
2. Select the **Deal Confirmations** tab.
3. Select the option you require:
  - To turn deal confirmations off, set the *Type* to **None**.
  - To turn deal confirmations on, set the *Type* to one of the other options.

For more details about these options, see *The Deal Confirmation Options* below.

### Tip

If you monitor multiple screens, or if there is a lot of market activity, it may be difficult to identify when a deal takes place that involves your own orders. To make it easier to see that one of your orders has been dealt, you can configure GlobalVision to display deal confirmations for your own deals, by using a different colour. For example, you could set a different background colour for your own deals, to make them stand out. For more information about changing the deal confirmation colours, see *Price Colour Options* on page 85.

You can also configure GlobalVision to play a different sound when a deal takes place involving one of your own orders. For more information about changing the deal confirmation sound, see *Sounds Options* on page 86.

Any custom colours and sounds that you choose are used for all deals that you are involved with, including deals where you are the aggressor, as well as deals where you are the initiator.

## 5.5.1 Deal Confirmation Options

To set deal confirmation options, select **Tools Options** in the *Deal Confirmations* tab. The table below describes the options for displaying deal confirmations.


Option	Description
Type	<p>One of the following:</p> <ul style="list-style-type: none"><li>• <b>Deals as List</b> The information about each deal is displayed horizontally across the screen in a spreadsheet-style window with column headings.</li><li>• <b>Deals as Text</b> The information about each deal is displayed as plain text. This was the default setting in older versions of GlobalVision, so you may wish to select it if you prefer to view the confirmation messages in this format.</li><li>• <b>None</b> Turns deal confirmations off.</li></ul>
Manual Deal Entry Confirm	<p>Select this option to ensure that a confirmation of the deal details is displayed when you add a deal to the system. When this option is selected, a confirmation window showing the deal details displays when you click <b>OK</b> on the <i>Add Deal</i> dialog box: you must select <b>I confirm that these details are correct</b> and click <b>OK</b> on the confirmation before the deal is added to the system.</p> <p>If you do not select this option, the confirmation window is not displayed. The deal is added to the system as soon as you click <b>OK</b> on the <i>Add Deal</i> dialog box.</p>
Voice Deal Confirm Requests	<p>Select this option to see confirmation request messages when a deal you are involved in that requires counter party confirmation is added to the system.</p> <p>If you do not select this option, you will only be able to see deals that you need to confirm by looking at the <i>Deals</i> window. If a deal that needs to be confirmed appears in the list in the <i>Deals</i> window, you can confirm the deal by right-clicking on it and selecting the <b>Confirm</b> option from the menu.</p>

Option	Description
Voice Deal Confirm Notifications	<p>Select this option to see confirmation messages when a voice deal that you are involved in is added to the system and has been confirmed by both counter parties. If you select this option you will also see notification messages if a deal requiring confirmation times out.</p> <p>This setting only applies to voice deals that require both counter parties to confirm the deal.</p>

## 5.5.2 Price Colour Options

This section describes the options for changing the colours. To set these options, select **Tools** → **Options**, on the *Price Colours* tab.

1. Select the type of order you want to change from the list on the left, and select the text colour from the *Text* drop-down on the right.

If the colour you want is not displayed in the drop-down list, click  to select a different colour from the palette.

2. GlobalVision provides two ways to use order colours to see how recently orders have been added to the market: highlights, and price ageing.

- **Highlights**

The default setting is to use highlights. This option is available when the *Use Price Ageing* option is not selected. In this case, select **Add Highlight** to add a highlight to the currently selected order type. Once you have added a highlight, you can change the settings for this highlight by selecting it in the list and using the **Text** and *Back* drop-down lists to set the colours to use to highlight the order. You can also set a value in the **Duration** section to specify how long to show this highlight for.

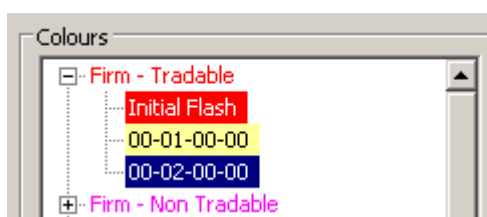
For example, by default new orders are highlighted with a red background for a duration of two seconds.

You can add multiple highlights, and they will be used one after the other to show the order in the specified colours for the specified duration.

- **Price Ageing**

Alternatively, select **Use Price Ageing** then select **Add Price Age** to add price ages for the selected order type. You can modify the price age settings in exactly the same way as highlights, except that instead of specifying a duration to show each highlight for, you specify the price age up to which the specified colours will be used. So, for example, adding a price age and setting the time to one hour will configure GlobalVision to use the colours specified for this price age when the order is up to one hour old. If you add multiple price ages, then the specified colours will be used in turn, according to how old the order is.

In the example below, firm tradable orders have been configured with an initial flash and two price ages. The first price age is set to one hour. Therefore, when a firm tradable order is inserted or updated, it will initially flash, and then appear in the colours of the first price age (black text with a yellow background). The order will continue to display in these colours until one hour after it was updated. After one hour, it will appear in the colours of the second price age (white text on a blue background). The order will continue to appear in these colours until two hours after it was updated, at which point it will revert to the default order colours (in this example, the default text colour for firm orders is red text on a white background).



**Tip**


When using price ageing, you can choose to select **Ages Relative To Start of Day on Day of Entry**, in which case the specified price age times will be relative to the start of the day that the order was updated, rather than the time the order was updated.

3. To change the background for your own orders, change the colour shown next to *My Price Background*.
4. If you are monitoring several screens at once, it may be difficult for you to tell when your own orders have been dealt. To make it easier to see activity involving your orders, you can configure the *Own Activity* colours, which change the text and background colours used to show deals in which you are involved in the Deal Confirmation Window. To use this feature, select **Own Activity** from the list on the left, and choose the colours you want to use.
5. To change the colour used to flash the countdown timer warning when the timer is close to 0, select the **Highlight** option under *Countdown* and change the colours.

### 5.5.3 Sounds Options

This section describes options for sounds. To set these, select **Tools** → **Options**, in the *Sounds* tab.

To change the sound settings, do the following.

1. In the *Events* list, select the event you want to change the sound for. See the table below for a list of events for which you can select a sound.
2. Select a sound from the *Sounds* drop-down list. If you want to hear the selected sound, click .

If the sound you want is not displayed in the list, click **Browse** to select any other sound file (in WAV format).

**Tip**

If you need to check or change the general sound settings for your computer, click **Advanced** to open the Microsoft Windows *Sound Properties* dialog box.

The table below describes the events for which that a sound can be configured. The events are listed in order of precedence. If two events take place at the same time, the sound for the event listed first in the table is played.

Event	Sound That is Played
Own Deal Confirm	Whenever a deal takes place involving one of your orders (either as the initiator or the aggressor) and a deal confirmation is displayed on your GlobalVision Front-End.  If you do not have deal confirmations enabled, this sound will not play.
Deal Confirm	Whenever a deal takes place and a deal confirmation is displayed on your GlobalVision Front-End.  If you do not have deal confirmations enabled, this sound will not play.



Event	Sound That is Played
Update Own Deal	Whenever a deal takes place involving one of your orders (either as the initiator or the aggressor). This sound also plays whenever a deal involving one of your orders is added or updated manually (for example, this sound plays if a voice deal involving one of your orders is added to the system).
Update Deal	Whenever a deal takes place. This sound also plays whenever a deal is added or updated manually (for example, this sound plays if a voice deal is added to the system).
New Chat Message	Whenever a new chat message is received.
Insert Price	Whenever a new order is submitted to the market.
Update Price	Whenever an existing order is updated.
Delete Price	Whenever an existing order is deleted.

## 5.6 Filtering a Summary Area

If your Work Sheet includes a group summary area (as described in *Viewing a Summary of the Best Prices in the Market for a Group* on page 11), you can configure what is displayed in this area. To do this, right-click the area and selecting **Edit Settings**. When you select this option, the *Instrument Group Settings* dialog box displays. You can select the types of order that you want to see by making the following changes.

- **Viewing Instruments**

On the left side of the *Instrument Group Settings* dialog box is a list of all the instruments that you can view in this summary. Select the instruments that you want to see by ticking the boxes next to them. Deselect all the instruments that you do not want to see.

**Tip**

Depending on what options were selected when the summary area was added to the Work Sheet, it may or may not automatically update to show any new instruments that are subsequently added to the group.

To check how your Work Sheet has been designed, contact the exchange operator.

- **Filtering the List**

You can filter the list of instruments by typing part of the instrument's name into the **Filter** box at the bottom of the instrument list. When you type in the box, the instrument will change so that it only shows the instruments that match the filter. If you then select or deselect a group of instruments in the list, this will only apply to the instruments that are actually displayed at the time you make the selection.

You might want to use this feature to quickly select certain specific instruments out of a long list.

- **Viewing a Specific Number of Orders**

Type the number of orders you want to see for each instrument and type of order in the *Market Depth* box in the *Display Options* section.

- **Displaying Only Instruments with Orders in the Market**

If you want to only see information in the summary area about instruments that currently have orders in the market, then select **Only Instruments with Prices** from the drop-down list. You might find it useful to use this option when you are using the summary area to see a large selection of instruments, so that the summary area shows liquidity across the whole market.

Alternatively, select **Instruments with recent Prices**. This option displays information for any instruments that currently have orders, as well as any instruments that have had orders in the market since your last

reconnection to the server. You may find it useful to select this option if you are using the summary area to see a smaller number of instruments, such as the specific set of instruments that you trade regularly. When you select this option, instruments with recent activity continue to appear in the summary area even when they no longer have any orders in the market. If the instruments remain in the summary area, then it is easier and quicker to add an order for that instrument (for example, when an instrument with no orders remains in the summary area, you can add an order by typing it directly into the Work Sheet, as described in *Direct Price Entry* on page 24).

- **Sorting the List**

The right side of the *Instrument Group Settings* dialog box lists all the types of order that will be displayed for your selected instruments. You can sort the list so that the types of order that are most important to you are displayed nearer the top. To do this, select one or more items in the list and use the buttons to move them up and down:



- moves the selected instruments up a place in the list.



- moves the selected instruments down a place in the list.



- moves the selected instruments to the top of the list.



- moves the selected instruments to the bottom of the list.

You can also sort the list by clicking the **Instrument** title bar (to sort the list alphabetically) or by using the **Group** button, which groups together all the items currently selected in the list. To group some items together, hold down **Ctrl** and click on each item individually to select it. When you have selected all the items that you want to group, click **Group**.

You can always revert to the default ordering of the list (the ordering that was defined when the Work Sheet was created). To do this, click **Default**.

When you have finished, click **OK** to save your changes and return to the Work Sheet

**Tip**

If you use the *Instrument Group Settings* dialog box to make changes to the summary area, and you want to keep these settings for the next time you use GlobalVision, you will need to save a local copy of the Workbook using **File** → **Save As**, and load this copy the next time you use GlobalVision.

## 5.7 Filtering an Activity Ticker

If your Work Sheet includes an Activity Ticker (as described in *Activity Ticker* on page 16), you can filter the information displayed in this area. To do this, right-click the area and select **Edit Settings**. When you select this option, the *Activity Ticker Settings* dialog box displays. You can select the types of activity that you want to see by making the following changes.

**Note**

Some of the sections of the *Activity Ticker Settings* dialog box may be greyed out. If this is the case, then your system has been configured to prevent you from editing the settings for that section.

- **Viewing Instruments**

On the left side of the dialog box is a list of all the instruments that you can view activity for. Select the instruments that you want to see by ticking the boxes next to them. Deselect all the instruments that you do not want to see.

- **Viewing Activity Only for a Specific Company or Trader**  
If you only want to see activity relating to a specific company or trader, select the company (and trader if necessary) from the *Company* and *Trader* drop-down lists. The default setting, *<All Companies>*, displays activity involving all companies. You can also select *<My Company>* if you only want to see activity involving your own company.
- **Selecting Activity Types**  
Select the type of activity that you want to see in the *Actions* section.
- **Sorting the List**  
To configure the order to display the items in the ticker, select either **Top** or **Bottom** in the **Newest Item** section.

When you have finished, click **OK** to save your changes and return to the Work Sheet.

**Tip**

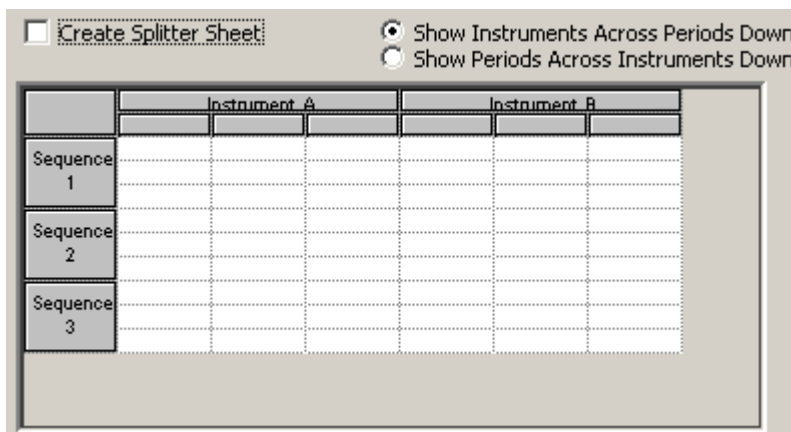
If you use the *Activity Ticker Settings* dialog box to make changes to the summary area, and you want to keep these settings for the next time you use GlobalVision, you will need to save a local copy of the Workbook using **File** → **Save As**, and load this copy the next time you use GlobalVision.

## 5.8 Creating a Work Sheet with the Price Sheet Wizard

If you want to customise your view of the market, you can use the Price Sheet Wizard, which provides a simple way to create new Work Sheets.

To create a Work Sheet, do the following.

1. Select one of the following to open the Price Sheet Wizard:
  - **File** → **Price Sheet Wizard** → **Create New Sheet** (to create a new Work Sheet in the current Workbook).
  - **File** → **Price Sheet Wizard** → **Create New Workbook** (to create a new Work Sheet in a new Workbook).
2. If you want to create a Work Sheet with horizontal splitter bars, select **Create Splitter Sheet** at the top of the first screen in the Price Sheet Wizard. If you are creating a splitter Work Sheet, then you should ignore the next two steps, which do not apply to splitter Work Sheets.
3. If you are creating a Work Sheet without splitter bars, select how you want GlobalVision to display the instruments on the Work Sheet. The Price Sheet Wizard shows you an example of how the currently selected option will look.



- If you want to be able to expand and collapse the market depth, select **Allow Collapsible Market Depth**.

**Note**

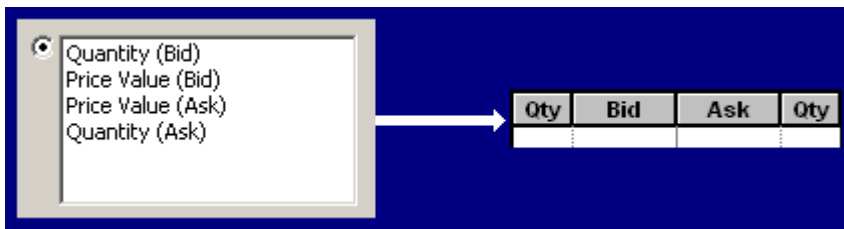
This option does not apply to Work Sheets with splitter bars. In these Work Sheets, users double-click on the period labels to expand and collapse the market depth.

The image that you will be able to click on to expand and collapse the market depth is shown below the option. If you do not want to use the default image (☒☒), click **Select Image** to select another image. GlobalVision displays the Picture Manager, which displays a list of the other images already available in the current Workbook.

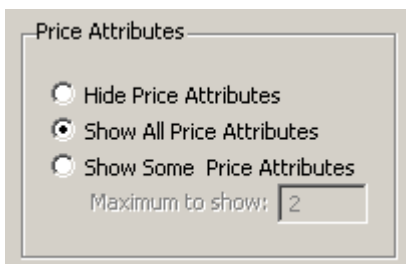
If you want to use one of these images, select it from the list and click **OK**. Alternatively, click **New** to select an image file from your computer (the image must be in one of the following formats: *GIF, JPG, or BMP*).

- Click **Field Selection** to choose the fields to display for each instrument.

Select the appropriate set of column headings from the options on the left. Each set of column headings is listed in the order in which the columns will appear from left to right on the Work Sheet. The figure below shows an example of how one of the sets of column headings would be displayed on the Work Sheet.



On the right, select the appropriate option for displaying any additional attributes associated with the orders displayed on the Work Sheet. For example:



When you have finished selecting the column headings and the attribute options, click **OK** to return to the Price Sheet Wizard. Alternatively, click **Cancel** to return to the Price Sheet Wizard without making any changes.

- Click **Grid Formatting** to choose the fonts and colours to use on the Work Sheet.



To change the display settings, select the area you want to change the settings for from the drop-down list, and click . You can change the display settings for the following aspects of the Work Sheet:

- Grid Background (the areas of the Work Sheet outside the trading area and row and column headings)
- Detail Area (the trading area)
- Row Headers and Column Headers.

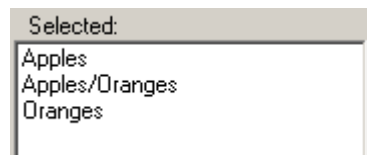
For each of these aspects, you can change the following settings:

- font type, weight, size, and colour used in that area (select the **Font** tab)
- background colour (select the **Colour** tab)
- text alignment (select the **Align** tab).


- When you have finished changing the display settings, click **OK** to return to the Price Sheet Wizard.
- Click **Next** to move to the next screen.
- To select the instruments to display on the Work Sheet, click the instruments in the list on the left (hold down **Ctrl** to select multiple instruments) and use the arrows to move the selected instruments to or from the list on the right.

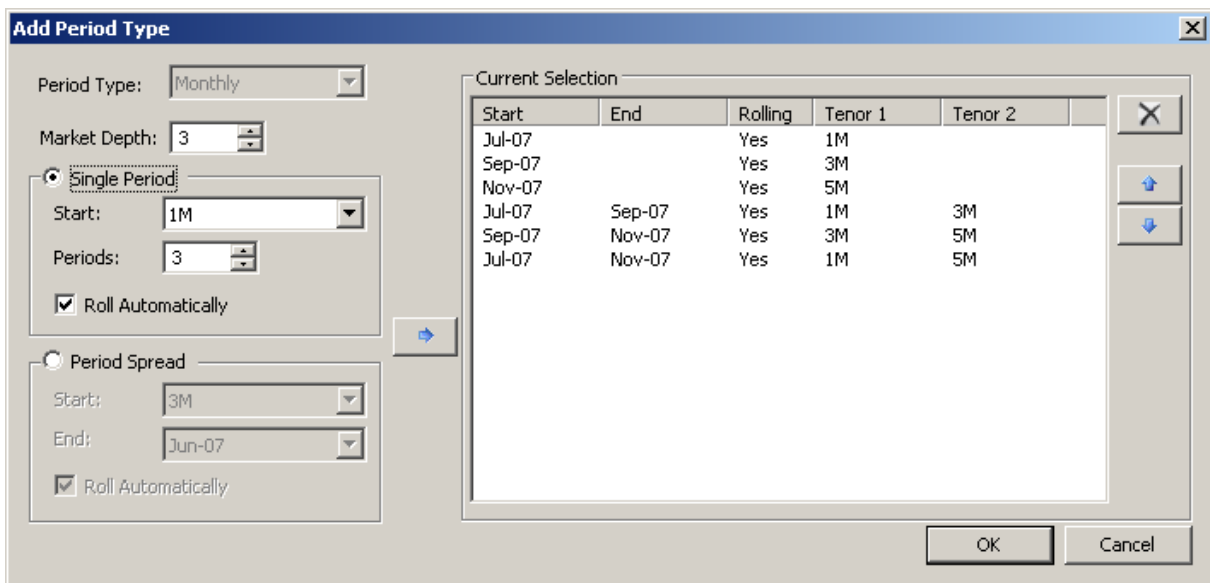
Once you have added the instruments to the list, use the  and  arrows to move the selected instruments into the order in which you want them to appear on the Work Sheet.

The figure below shows an example where some instruments have been selected. In this example, the Work Sheet would display a tradable area for *Apples*, followed by *Apples/Oranges*, followed by *Oranges*.



When you have finished selecting instruments, click **Next** to move to the next screen.


- To add the tradable periods and period Items, click . The *Add Period Type* dialog box displays For example:






- Select the appropriate period from the *Period Type* drop-down list.
- Select the *Market Depth* to display. You must initially set the same market depth for each item, but you can change this for individual items once you have added the period.
- Select either **Single Period** or **Period Spread**, and select the corresponding periods.
- Select **Roll Automatically** if you want to configure the period items to roll onto the next trading period when the specified trading period ends.

**Important**

It is recommended that you ensure this option is always selected.

- Click  to add the period to the **Current Selection** list on the right.

16. If you do not want to keep the default order of the items in this list, use the  and  arrows to move the items in the list, or select one or more items and click  to remove them from the *Current Selection* list.
17. When you are happy with the period, click **OK** to add it.

**Tip**

If the market uses tenors, you can optionally select the tenor names instead of the actual dates (as shown in the example above), and the tenor names will be displayed on the Front-End instead of the actual dates. When using tenors, you should ensure you select **Roll Automatically**, so that the tenors will roll to the next defined tenor as the date changes.

18. Repeat the previous step to add any other required periods.
- When creating a Work Sheet with splitter bars, you must add at least two periods (and no more than 16). Each subsequent period appears in a new pane, with a splitter bar between the panes.
19. Configure the periods until you are happy with them.
- To change a period that you have added, right click the period name in the *Selected Periods* list and select **Edit Period Type**.
  - To delete a period that you have added, right click the period name in the *Selected Periods* list and select **Delete Period Type**.
  - To edit the market depth of an individual item within a period, right-click the item in the *Selected Items For Period* list and select **Edit Market Depth**. You can also use the **Reset Market Depth** option to revert an edited market depth to the default you specified when adding the period.
20. Once you are happy with the period selection, click **Next**. The Price Sheet Wizard displays a preview of the Work Sheet you are about to create.
21. Type a name for the Work Sheet in the *Price Sheet Name* section.
22. If you are happy with your selections, click **Finish** to create the Work Sheet. Alternatively, use the **Back** buttons to step back through the wizard and change your selections. You can also click **Cancel** to return to the main window without creating a Work Sheet.

### 5.8.1 Editing Worksheet that was Created with the Wizard

To edit a Work Sheet that was created with the wizard, select the Work Sheet and select **File** → **Price Sheet Wizard** → **Update Sheet (Alt+U)**. Use the **Next** and **Back** buttons to navigate through the wizard. All the settings for the current Work Sheet are set as the defaults, so you can simply change the settings as required and recreate the Work Sheet.


**Warning**

Any manual changes made to the Work Sheet after it was created by the wizard will be lost when you update it this way.

## 5.8.2 Deleting a Worksheet that was Created with the Wizard

To delete a Work Sheet that was created with the wizard, select the Work Sheet and select **File** → **Price Sheet Wizard** → **Delete Sheet**. Only Work Sheets created using the wizard can be deleted this way.

### Note

If you create a Work Sheet that contains instruments that are not valid, the tradable area for those instruments will appear as follows: 

## 5.9 Detached Tabs

If your Workbook contains multiple tabs, then you can detach individual Work Sheets, Web Sheets, and Watchlists from the Workspace and give them their own window. For example, you can detach a Watchlist from the main Front-End window and continue to focus on the rest of the Workbook whilst being updated about orders and deals in the Watchlist.

### 5.9.1 Detaching a Tab

To detach a Workbook, Web Sheet, or Watchlist, do one of the following:

- right-click the tab and select **Detach tab**
- double-clicking the tab.

### 5.9.2 Redocking a Tab

To redock a tab (return it to the main Front-End window), click the close icon in the top right corner of the detached window.

### Tips

- If you have multiple detached Work Sheets, you can redock them all at the same time. To do this, select **View** → **Redock all** from the main Front-End menu.
- If you have multiple detached tabs, you can cycle through the options. To do this, select **Ctrl+Tab** or **Ctrl+Shift+Tab**.

## 5.10 Order Expiry Shortcuts

The exchange operator may have configured the shortcuts you use to submit an order that is valid for a particular period of time. If this is the case, the shortcuts available to you in the *Price Entry* dialog box will differ from those listed in this document. If the shortcuts available to you are not appropriate for your market, and you would like to have different shortcuts available, contact the exchange operator.

## 5.11 Saving Your Settings

If you regularly work with several GlobalVision Workbooks open at the same time that you have resized and positioned so that you can see only the relevant parts of each Work Sheet, you may find it helpful to save your settings. You can save all the current global settings, including the details of which GlobalVision windows are open, what size the windows are, and where they are positioned on the screen.

To save your settings, do the following.

1. Open each of the Workbooks that you normally use, as described in *Loading a Workbook* on page 8.
2. Resize the Workbooks on the screen so that they are positioned the way you want them.

3. Select **File** → **Workspace** → **Save As**.
4. Type a filename and save the Workspace somewhere on your computer.

The next time you want to use GlobalVision, to open all the Workbooks at once, double-click your saved workspace file (or open GlobalVision and select **File** → **Workspace Load**).



# Chapter 6: Troubleshooting

This Chapter describes some of the problems that are commonly encountered, and how to solve them.

## 6.1 Why does some of the text in my system differ from the examples shown in this document?

GlobalVision is designed to be a very flexible product and can be deployed in many different types of market. One example of the system's flexibility is the fact that many of the strings of text that appear in the Front-End can be changed by the system administrator. The administrator can change these text strings by defining aliases that indicate what text should be used instead. Aliases can be defined on a per-instrument basis, so you may notice that different market-specific terms are used depending on the instrument that you are trading.

For example, the terms *Bid* and *Ask* might not be appropriate for a given market. In this case, the administrator would configure the system to display alternative terms (such as *Put* and *Call*) instead.

For this reason, some of the examples in this document may use different terms to the ones displayed on your version of the Front-End.

If you are unsure what terms have been modified on your system, check with the exchange operator.

## 6.2 Why does GlobalVision say that my price is off the market?

To protect users from accidentally submitting an order that is very far from the current market price, GlobalVision has a built-in sanity checking mechanism that warns users if they attempt to submit an order with a price that is off the market by a certain percentage. If this is the case on your system, a warning message similar to the following will be displayed. In this case, the warning threshold has been set at 5%, so any attempt to submit an order that is more than 5% off the current market price will cause the warning to be displayed.

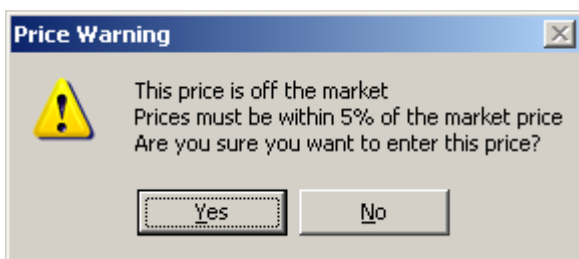


Figure 32: Example of an order entry warning

If you still want to submit the order, click **Yes**. If you do not want to submit the order, click **No** and use the *Price Entry* dialog box to edit the price value.

If you are unsure how the sanity check has been configured on your system, check with the exchange operator.

## 6.3 Why have all my orders been withdrawn?

It is likely that your GlobalVision Front-End is configured to automatically withhold your orders if it loses the connection to the server, and therefore your connection has probably been lost. Select **Tools Account** → **Login** (**Ctrl+Shift+L**) to reconnect to your account.

## 6.4 All my orders have been withdrawn. How can I firm up all my orders?

The easiest way to firm up all your orders together is to use the Order Book. See *Order Book* on page 42.

## 6.5 How do I turn off the deal confirmation messages?

To turn off the deal confirmation messages, do the following.

1. Select **Tools** → **Options**.
2. Select the **Deal Confirmations** tab.
3. Set *Type* to **None**.

For more details about the deal confirmation options, see *Deal Confirmation Options* on page 84.

## 6.6 How do I make the Deal Confirmation window look like it used to?

By default, older versions of GlobalVision displayed the text in the *Deal Confirmation* window as text. If you preferred the old way of viewing the window, you can make the following configuration adjustment.

1. Select **Tools** → **Options**.
2. Select the **Deal Confirmations** tab.
3. Set *Type* to **Deals as Text**.

For more details about the deal confirmation options, see *Deal Confirmation Options* on page 84.

## 6.7 How do I stop Deal Confirmation messages from interrupting me?

If you want to continue to see deal confirmation messages, but you do not want the *Deal Confirmation* window to appear in front of all your other windows, (thus interrupting you and preventing you from continuing to use the keyboard shortcuts until you have selected the main GlobalVision window using the mouse), you can make the following configuration adjustment.

1. Select **Tools** → **Options**.
2. Select the **Deal Confirmations** tab.
3. Deselect **Bring window to front**.

The *Deal Confirmation* window will now no longer automatically move in front of all other windows.

## Deselecting the Always On Top Option

By default, the *Deal Confirmation* window is also set to be positioned on top of all other windows; this prevents you from moving another window in front of it. To change this, so that you can leave the window open behind your other windows, do the following.

1. Click on the top left corner of the *Deal Confirmation* window.
2. **Deselect Always on Top** from the menu so that the tick disappears.

You can now leave the *Deal Confirmation* window open on screen and it will remain behind the other open windows. If you deal using the keyboard shortcuts, you will be able to continue to use the shortcuts without having to use the mouse to select the main GlobalVision Front-End window every time a new deal appears in the *Deal Confirmation* window.

For more details about the deal confirmation options, see *Deal Confirmation Options* on page 84.

## 6.8 Why am I prompted with a licence agreement after closing the front-end?

If you are prompted with a licence agreement when you close the Front-End, this means that your Front-End is configured to check for and download any updates that are made available by the system administrator. The licence agreement is shown when a new version of the Front-End has been downloaded and is available for installation.

If you agree to the terms of the licence, click **I Agree**. When you agree to the licence, the new version is installed automatically and you will not need to follow any other prompts).

### Note

In some cases, two licences might display. This means that the system administrator has configured the system to show a custom licence agreement in addition to the standard Trayport agreement.

In this case, the update will not be installed unless you agree to both the licence agreements.

# Appendix A: Keyboard Shortcuts

This Appendix lists the default keyboard shortcuts. To find out how to change the keyboard shortcuts, see *Custom Keyboard Shortcuts* on page 100.

## A.1 Trading Shortcut Keys

You can use the following keys during trading.

Key	Action
DEL	Deletes the selected order (provided it is either your own order, or an order that you have permission to delete).
Enter	Opens either the <i>Deal Price</i> dialog box or the <i>Price Entry</i> dialog box, depending on the currently selected cell: <ul style="list-style-type: none"><li>• <b>Tradable order</b> Opens the <i>Deal Price</i> dialog box to deal the order.</li><li>• <b>An order that you have permission to modify</b> (for example one of your own orders) Opens the <i>Price Entry</i> dialog box to modify the order.</li><li>• <b>Empty cell</b> Opens the <i>Price Entry</i> dialog box to add a new order.</li></ul>
Insert	Opens the <i>Price Entry</i> dialog box to add an existing order for the selected instrument.
* (numeric keypad)	Opens the <i>Price Entry</i> dialog box to modify the order (provided it is either your own order, or an order that you have permission to update).
+ (numeric keypad)	Opens the <i>Price Entry</i> dialog box to add a new order.
/ (numeric keypad)	Opens the <i>Price Entry</i> dialog box to join the market.
- (numeric keypad)	Deletes the selected order (provided it is either your own order, or an order that you have permission to delete).
SPACE	Investigates the selected order.
Alt+D	Opens the <i>Deal Price</i> dialog box to deal the order.
Alt+B	Adds the selected order to the Deal Basket.
Ctrl+H	Opens the <i>Orders</i> window to show the selected order's history.
Ctrl+F	Firms the selected order or orders.
Ctrl+W	Withholds the selected order or orders.
Ctrl+A	Selects all orders in the <i>Order Book</i> (or selects all cells on the grid in the Front-End).
F3	Opens the <i>Market Depth</i> window.
F2	Opens the <i>Price Entry</i> dialog box to insert a bid order for the instrument in the currently selected cell.

Key	Action
	If the <i>Price Entry</i> dialog box is already open, then this shortcut sets the side of the market to <i>Bid</i> .
F12	Opens the <i>Price Entry</i> dialog box to insert an ask order for the instrument in the currently selected cell.  If the <i>Price Entry</i> dialog box is already open, then this shortcut sets the side of the market to <i>Ask</i> .

## A.2 Shortcut Keys for Navigating the Work Sheet

You can use the following keys at all times to navigate the Work Sheet.

Key	Action
Cursor Keys	Move the active cell left, right, up, or down.
Home	Move to the furthest left cell in the current row.
End	Move to the furthest right cell in the current row.
Ctrl+Home	Move to the top left corner of the grid.  If the currently selected cell is part of an <i>Activity Ticker</i> object or an <i>Instrument Group</i> object, this shortcut instead scrolls to the top of the object.
Ctrl+End	Move to the bottom right corner of the grid.  If the currently selected cell is part of an <i>Activity Ticker</i> object or an <i>Instrument Group</i> object, this shortcut instead scrolls to the end of the object.
Page Up	Move up the grid one page.  If the currently selected cell is part of an <i>Activity Ticker</i> object or an <i>Instrument Group</i> object, this shortcut instead moves up the object by one page.
Page Down	Move down the grid one page.  If the currently selected cell is part of an <i>Activity Ticker</i> object or an <i>Instrument Group</i> object, this shortcut instead moves down the object by one page.
Ctrl+Cursor Keys	Move to the furthest left, right, top, or bottom cell in the grid.
Tab	Move to the next cell on the right.
Shift+Tab	Move to the cell on the left.

## A.3 Menu Option Keyboard Shortcuts

There are standard keyboard shortcuts for many of the menu options. These are described in full in *Menu Reference* on page 101.

## A.4 Custom Keyboard Shortcuts

You can create your own GlobalVision keyboard shortcuts. To do this, select **Tools** → **Keyboard Shortcuts**. The *Keyboard Shortcuts* dialog box displays.

The *Commands* list shows the commands that you can customise. The *Current Keys* list shows the keys that have already been assigned to the selected command.

### Assigning a Shortcut to a Command

To assign a shortcut to a command, do the following.

1. Select the command on the left.
2. Click in the *Press new shortcut* box.
3. Press the shortcut keys that you want to assign.
4. Click **Assign**.

### Deleting a Shortcut

To delete a shortcut:

1. Select the command on the left.
2. Select the shortcut to delete.
3. Click **Remove**.

### Resetting All Shortcuts



To reset all the shortcuts to the default settings, click **Reset All**.

# Appendix B: Menu Reference

This Appendix provides detailed information about the options on the GlobalVision Front-End menus.




## B.1 File Menu

Option	Button	Action
File → Reload in a New Window		Reloads the current Workbook in a new GlobalVision window.
File → Open (Ctrl+O)		Displays a dialog box in which you can type the location of a Workbook to open.
File → Close		Closes the active Workbook. If there is only one Workbook open, this option logs you out of your account, and closes the GlobalVision Front-End.
File → Reload Workbook(s)		Reloads all the Workbooks that are currently open so that the Workbooks revert to the last saved version.
File → Watchlist → Create New		Opens the Instrument Selection dialog to create a new Watchlist. For more information, see <i>Watchlists</i> on page 66.
File → Watchlist → Rename Sheet		Opens the <i>Rename Sheet</i> dialog box where you can type a new name for the Watchlist (this option is only available if you have a Watchlist currently selected).
File → Watchlist → Copy Sheet		Makes a copy of the Watchlist and opens it in a new tab (this option is only available if you have a Watchlist currently selected).
File → Watchlist → Delete Sheet		Deletes the currently selected Watchlist (this option is only available if you have a Watchlist currently selected).
File → Price Sheet Wizard → Create New Sheet		Opens the <i>Price Sheet Wizard</i> to create a new Work Sheet. For more information, see <i>Creating a Work Sheet with the Price Sheet Wizard</i> on page 89.
File → Price Sheet Wizard → Create New Workbook		Opens the <i>Price Sheet Wizard</i> to create a new Workbook. For more information, see <i>Creating a Work Sheet with the Price Sheet Wizard</i> on page 89.
File → Price Sheet Wizard → Update Sheet (Alt+U)		Opens the <i>Price Sheet Wizard</i> to update the current Work Sheet (this option is only available if the current Work Sheet was created with the <i>Price Sheet Wizard</i> ). Any manual changes made to the Work Sheet after it was created will be lost when it is updated.
File → Price Sheet Wizard → Copy Sheet		Opens the <i>Price Sheet Wizard</i> to create a new Work Sheet based on the current Work Sheet (this option is only available if the current Work Sheet was created with the <i>Price Sheet Wizard</i> ).
File → Price Sheet Wizard → Delete Sheet		Deletes the current Work Sheet, if it was created with the <i>Price Sheet Wizard</i> .


Option	Button	Action
File → Workspace Load		Loads a saved set of global settings, including the currently open windows and their sizes and onscreen positions.
File → Workspace Reload		Reloads the current Workspace.
File → Workspace → Save		<p>Saves the current global settings. You might want to use this option if you commonly work with several Workbooks open. Once you have positioned the Workbooks on the screen the way you want them, choose this menu option to save all the settings in a single workspace file.</p> <p>The next time you start GlobalVision, instead of opening each individual Workbook, you simply load the workspace file. All the individual Workbooks automatically open, and appear on screen in exactly the same positions, resized to the sizes they were when you saved the settings.</p>
File → Workspace → Save As		Saves the current global settings with a different file name.
File → Workspace → Set Default		Sets the current Workspace to load as the default Workspace when you open a new instance of the GlobalVision Front-End.
File → Save (Ctrl+S)		Saves the current Workbook. The Workbook is the Work Sheet layout, which will usually be created and managed by the exchange operator. A trader may want to use this option when creating a custom Work Sheet using the <i>Work Sheet Wizard</i> .
File → Save As		Saves a copy of the current Workbook.
File → Print (Ctrl+P)		<p>Prints the current Work Sheet.</p> <p>If you have detached a tab, then selecting this option from the main menu will print the currently selected tab in the main Workbook window, and will <i>not</i> print the detached tab. If you want to print the detached tab, you can either redock it in and use the menu item, or you can select the detached tab and then use the keyboard shortcut, which will print the currently selected tab.</p>
File → Print Preview		Displays a preview of the printed output for the current Work Sheet.
File → Print Setup		Opens the printer options, where you can set the printer, paper type, and other printer-specific options.
File → Recent Files		Lists the most recent Workbooks that you have had open.
File → Exit		Logs you out of your account, and closes the GlobalVision Front-End. Please note that logging out may cause your orders to be withheld, depending on your selected configuration setting. To configure what GlobalVision should do with any orders you have in the system when you log out, select <b>Tools</b> → <b>Options</b> and select the <b>Connections</b> tab. For more information, see <i>Connection Options</i> on page 21.











## B.2 Edit Menu

Option	Button	Action
Edit → Undo (Ctrl+Z)		Reverses the last formatting change (for example changing the alignment of a cell in <i>Design Mode</i> , or changing or modifying a non-tradable cell in <i>Trading Mode</i> ).  Undo has no effect on any trading actions. It is not possible to reverse a trade or remove an order using this option.
Edit → Redo (Ctrl+Y)		Repeats the last action that has been reversed using Undo.
Edit → Cut (Ctrl+X)		Cuts the contents of the selected cell or cells ready to move them to somewhere else. In <i>Trading Mode</i> , you cannot use this option on any of the cells in the tradable area.
Edit → Copy (Ctrl+C)		Copies the selected cell or cells to the clipboard.
Edit → Paste (Ctrl+V)		Pastes the contents of the clipboard to the selected cell.
Edit → Paste Link		Creates a DDE link to a cell containing live information, such as an order. The linked copy automatically updates when the original changes. For example, you might want to display the current best prices for a range of instruments across a range of markets together so that you can see the latest market situation at a glance. You can do this by creating links to all the orders and pasting those links near to each other.  To use this feature, highlight the cell or cells that you want to copy and select <b>Edit → Copy (Ctrl+C)</b> , then highlight the cell where you want to paste the link and select <b>Edit → Paste Link</b> .
Edit → Clear → All		Clears the contents and formatting from the selected cell or cells. In <i>Trading Mode</i> , you can only use this option on non-tradable cells.
Edit → Clear → Contents (DEL)		Clears the contents from the selected cell or cells, but not the formatting. In <i>Trading Mode</i> , you can only use this option on non-tradable cells.
Edit → Clear → Formats		Clears the formatting (such as the font size, font type and alignment) from the selected cell or cells, but not the contents. In <i>Trading Mode</i> , you can only use this option on non-tradable cells.

## B.3 View Menu

Option	Button	Action
View → Design Mode (Ctrl+D)		Switches to <i>Design Mode</i> , where you can configure what is displayed on the Work Sheet.  As a trader, you will probably not have access to <i>Design Mode</i> , because the exchange operator will probably have turned off this feature. Instead, the exchange operator will create and maintain Work Sheets for you. If you want to create your own custom Work Sheets, you can use

Option	Button	Action
		the <i>Price Sheet Wizard</i> . For more information, see <i>Creating a Work Sheet with the Price Sheet Wizard</i> on page 89.
View → Toolbars		<p>Selects the toolbars to be displayed:</p> <ul style="list-style-type: none"> <li>• <b>Standard</b> The standard Microsoft Windows toolbar.</li> <li>• <b>Formatting</b> The options for changing things such as the fonts, text size, and applying bold weighting and italics.</li> <li>• <b>Navigation</b> The forward and back navigation buttons for use with Web Sheets.</li> <li>• <b>Withdraw</b> Toolbar containing the <i>Withdraw Me</i> and <i>Withdraw All</i> buttons.</li> <li>• <b>Delete</b> Toolbar containing the <i>Delete Me</i> and <i>Delete All</i> buttons.</li> <li>• <b>Trading</b> The buttons for actions like joining a chat room, and viewing deal information.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Tip</b></p> <p>To quickly hide all the toolbars, select <b>Hide All</b>.</p> </div>
View → Channel		Enables you to select a channel to allow dynamic windows to be linked to a Work Sheet or Watchlist. For more information, see <i>Dynamic Window Linking</i> on page 50.
View → Equations		<p>This option only appears in the menu if you are viewing a formula Work Sheet. Formula Work Sheets can contain Microsoft Excel-style formulas and equations, and this option toggles the display of these formulas and equations so that they either display the results of the calculations or the underlying formulas themselves.</p> <p>If this option does not appear in the menu, then the current Work Sheet does not allow formulas or equations. A Work Sheet only accepts formulas if it was created using the <b>Insert → Formula Sheet</b> menu option in <i>Design Mode</i>.</p>
View → Row Headings		Turns the row headings (numbers in the left-hand column of the Work Sheet that identify the current row) on and off.
View → Column Headings		Turns the column headings (letters in the top row of the Work Sheet that identify the current column) on and off.
View → Status Bar		Turns the status bar at the bottom of the GlobalVision window on and off. You may want to make sure that the status bar is turned on because it provides useful information (for example, when you hover the mouse over a menu option or a toolbar button, the status bar describes in more detail what the option does). However, if you do not pay attention to the status bar, you may prefer to turn it off in order to save screen space.
View → Go To → Back (Alt+Left Arrow)		Browses to the previous web page in your browsing history. This option is only available when you are viewing a Web Sheet.



Option	Button	Action
View → Go To → Forward (Alt+Right Arrow)		Browses to the next web page in your browsing history. This option is only available when you are viewing a Web Sheet.
View → Go To → Home Page		Browses to the home page for this Web Sheet. This option is only available when you are viewing a Web Sheet.
View → Stop (Esc)		Stops loading the current web page. This option is only available when you are viewing a Web Sheet.
View → Refresh (F5)		Refreshes the current web page. This option is only available when you are viewing a Web Sheet.
View → Zoom In		Zooms in on the grid.
View → Zoom Out		Zooms out of the grid in order to show more information on the screen.
View → Default Size		Returns the screen to the default zoom size.
View → Deals (F9)		Displays details of deals that have been carried out. For more information, see <i>Viewing Deal Information</i> on page 54.
View → Order Management		Displays the <i>Order Management</i> window. For more information, see <i>Order Management Window</i> on page 56.  On some systems, this option may not appear in the menu. In this case, the <i>Order Management</i> window has been disabled, and you will not be able to use it to view order information.
View → Basket		Displays the <i>Deal Basket</i> , which you can use to carry out basket dealing. For more information, see <i>Basket Dealing</i> on page 41.
View → Order Book		Displays the <i>Order Book</i> . For more information see <i>Order Book</i> on page 42.
View → Deal Ticker		Displays a scrolling deal ticker for the whole market. To filter the ticker so that it only shows you the deals that you are interested in, right-click it and select <b>Edit Filter</b> .
View → Favourites		Displays a list of your Favourites. This option is only available if one or more Favourites have been created.
View → Favourites → Manage Favourites		Opens the <i>Manage Favourites</i> dialog box. This option is only available if one or more Favourites have been created.
View → Redock all		Redocks all the currently detached tabs back into the main Front-End window.
Always on Top		Sets the GlobalVision Front-End application to appear above all the other windows on your desktop.

## B.4 Format Menu

Option	Action
Format → Autosize Rows	Sets the currently selected row or rows to the minimum size required to display the text in this row or rows.
Format → Autosize Columns	Sets the currently selected column or columns to the minimum size required to display the text in this column or columns.
Format → (Un)Freeze Rows	<p>Freezes one or more grid rows so that they remain displayed on screen when the grid scrolls.</p> <p>For example, you might want to freeze one or more of the heading rows so that you can scroll the rest of the Work Sheet but keep the headings displayed on screen at all times.</p> <p>To freeze a row, select the whole row by clicking the row heading (or, to freeze multiple rows, press and hold <b>Ctrl</b> and select each row you want to freeze), and then select <b>Format → (Un)Freeze Rows</b>.</p> <p>To unfreeze the rows, select <b>Format → (Un)Freeze Rows</b> again.</p>
Format → (Un)Freeze Columns	<p>Freezes one or more grid columns so that they remain displayed on screen when the grid scrolls.</p> <p>For example, you might want to freeze one or more of the heading columns so that you can scroll the rest of the Work Sheet but keep the headings displayed on screen at all times.</p> <p>To freeze a column, select the whole column by clicking the column heading (or, to freeze multiple columns, press and hold <b>Ctrl</b> and click on each column you want to freeze), and then select <b>Format → (Un)Freeze Columns</b>.</p> <p>To unfreeze the rows, select <b>Format → (Un)Freeze Columns</b> again.</p>

## B.5 Tools Menu

Option	Button	Action
Tools → Account → Login (Ctrl+Shift+L)		Logs in to your account on the GlobalVision server.
Tools → Account → Logout (Ctrl+Shift+O)		Logs out of your account on the GlobalVision server.
Tools → Account Properties (Ctrl+M)		Opens the <i>Account Properties</i> dialog box where you can configure your account for connecting to the GlobalVision server. See <i>Connecting to the GlobalVision Server</i> on page 113.
Tools → Keyboard Shortcuts		Opens the <i>Keyboard Shortcuts</i> dialog box, where you can configure your own keyboard shortcuts for the menu options. For more information, see <i>Custom Keyboard Shortcuts</i> on page 100.

Option	Button	Action
Tools → Withdraw Prices		<p>Allows you to withdraw all your orders from the market, or delete your orders altogether.</p> <div data-bbox="608 394 1399 492" style="border: 1px solid black; padding: 5px;"> <p><b>Note</b></p> <p>You cannot undo this action once it has been carried out.</p> </div>
Tools → Join Chat Room		<p>Allows you to join a chat room.</p> <p>Depending on how your system is set up, you may be automatically logged into a chat room when you log in to GlobalVision.</p> <p>If you are not automatically logged into chat and you want to log in:</p> <ol style="list-style-type: none"> <li>1. Select <b>Tools</b> → <b>Join Chat Room</b>. If you are eligible to join more than one chat room, a list of chat rooms displays.</li> <li>2. Select the chat room you want to join and click <b>OK</b>.</li> </ol> <p>If you are only eligible to join one chat room, you are automatically logged into it.</p> <div data-bbox="608 958 1399 1464" style="border: 1px solid black; padding: 5px;"> <p><b>Note</b></p> <p>If the Tools → Join Chat Room option is not available for selection, then this might be because your account has not been configured to connect to a ChatServer. In order to connect to a chat room, you must ensure that the <b>Connect to ChatServer</b> option is selected in your account properties, as described in <i>Setting up an Account</i> on page 113.</p> <p>If this option is not selected, then select it and reconnect to your account.</p> <p>If you still cannot join a chat room, then it may be because there are no chat rooms configured on the system your are connecting to, or because the ChatServer is not running. Alternatively, it may be because you do not have permission to access any chat rooms.</p> </div>
Tools → Market Events (Ctrl+T)		<p>Allows you to view and (if you have the appropriate permissions) create and update Market Events. For more details about Market Events, see <i>Market Events</i> on page 63.</p>
Tools → User Defaults		<p>Allows you to define your own set of default custom values to use when submitting orders. For more information, see <i>Configuring User Defaults</i> on page 65.</p>
Tools → Options		<p>Allows you to configure GlobalVision to work the way you prefer.</p>

## B.6 Help Menu

Option	Action
Help → Help	This feature is not currently available.
Help → About GlobalVision	Displays information about GlobalVision, including the product version number.

## B.7 Right-Click Menu

To select the following options, right-click the appropriate part of the tradable area.

### Note

The names of many of the options in this menu can be customised for cases where the default text (listed in this section) is not appropriate for the market. The exchange operator may have defined custom aliases on the server to change the text on this menu. If the menu options on your Front-End do not match those listed here, you may wish to check with the exchange operator if you are not sure which options on your system relate to the options listed here.

Option	Action
Deal Price	Opens the <i>Deal Price</i> dialog box to deal a single price. Usually this deals the single best tradable price for the instrument and period that you right-clicked on, but this depends on how the market has been configured. For more information about how GlobalVision selects the price to deal, and why it might not necessarily be the price you clicked on, see <i>Find the Best Single Deal</i> on page 13.
Deal Quantity	Opens the <i>Deal Quantity</i> dialog box to deal a volume of the instrument and period that you right-clicked on (the volume may be larger than the quantity offered for any single order). For more information about volume dealing, see <i>Dealing a Volume</i> on page 30.
Firm Price	Firms the order. This option is only available when you click on a withheld order.
Withhold Price	Withholds the order. This option is only available when you click on a firm order.
Add Price	Opens the <i>Price Entry</i> dialog box to submit an order for the selected instrument and period. For more information, see <i>Submitting an Order to the Market</i> on page 24.  In some cases (for example if you clicked on an area of the Work Sheet that shows orders for lots of different types of instruments) you may see an <i>Instrument Picker</i> when you select this option. If this happens, select the instrument and period that you want to add the order for and click <b>OK</b> .

Option	Action
Join the Market	<p>Allows you to join the market. Join the Market provides a quick way to enter an order that is similar to an order already in the market for the selected instrument and period. This option opens the <i>Price Entry</i> dialog box with the price value from the selected order already filled in for you, and the default values selected for all the other order settings (such as the quantity and any additional attributes). All you need to do is adjust the order settings as necessary and submit it to the market.</p> <div data-bbox="523 555 1390 824" style="border: 1px solid black; padding: 5px;"> <p><b>Tip</b></p> <p>Watchlists and <i>Market Depth</i> windows (in aggregate view) display aggregate volume. If you join the market in either a Watchlist or a <i>Market Depth</i> window using this mode, your order includes the aggregate volume of all the tradable orders at the top of the book for the selected instrument. For more information about aggregate volume, see <i>Aggregated Volume</i> on page 12.</p> </div>
Match the Market	<p>Works in the same way as join the market, except that new order defaults to the opposite side of the market to the one that you clicked on.</p> <div data-bbox="523 954 1390 1223" style="border: 1px solid black; padding: 5px;"> <p><b>Tip</b></p> <p>Watchlists and Market Depth Windows (in aggregate view) display aggregate volume. If you match the market in either a Watchlist or a <i>Market Depth</i> window using this mode, your order includes the aggregate volume of all the tradable orders at the top of the book for the selected instrument. For more information about aggregate volume, see <i>Aggregated Volume</i> on page 12.</p> </div>
Update Price	<p>Opens the <i>Price Entry</i> dialog box to update the selected order. This option is only available when you click on an order that you have permission to modify (for example, one of your own orders).</p>
Delete Price	<p>Deletes the selected order. This option is only available when you click on an order that you have permission to modify (for example, one of your own orders). The order is deleted instantly, and you will not be able to undo this action. If you delete an order by mistake, you must submit the order to the market again.</p>
Add Order for Other Instrument	<p>Displays an <i>Instrument Picker</i> so that you can select an instrument to add an order for. Select the instrument and period that you want to add the order for and click <b>OK</b>. The <i>Price Entry</i> dialog box displays for you to enter the order details.</p> <p>This option is only displayed if you right-click on certain areas of the Work Sheet.</p>
Run Market Event	<p>This sub menu will only appear if quick-fire Market Events have been created on this system (and you have permission to fire Market Events). For more information about adding Market Events to the right-click menu, see the <i>Administration Tools Guide</i>.</p> <p>If this sub menu appears on your system, you can fire the Market Events by selecting them. You will be prompted to confirm that you want to fire the event.</p>

Option	Action
Add to Basket	Adds the order to your <i>Deal Basket</i> . For more information about basket dealing, see <i>Basket Dealing</i> on page 41.
Investigate Price	Investigates the order.  <i>Investigate Price</i> displays more detailed information about an order, such as additional terms or the last update. You can only see order information that you have permission to view. For example, you will not usually be able see the name of the counter party who submitted the order.  If the order is an implied order, this option displays details of the orders that have been used to generate the order. To investigate the individual orders, select one in the list and click <b>Investigate</b> .
View Price History	Displays the changes that have been made to this order. For example, this option displays the information about changes that have been made to this order, and any deals that have been transacted on this order (such as the dealing of partial quantities).
View Deals	Displays information about deals that have taken place for the selected instrument and period. You can also see deal information for the whole market, as described in <i>Viewing Deal Information</i> on page 54.
Add Deal	Manually adds a particular deal to the system. For example, you could use this option to add a deal transacted over the telephone. As a trader, this option is only available to you in certain markets. The other party involved in the deal will be prompted to confirm the details of the deal before it is added to the system. For more information, see <i>Adding a Voice/Manual Deal (Reporting a Trade)</i> on page 59.
Add Spread Deal	Manually adds a spread deal to the system. For more information, see <i>Adding a Spread Deal</i> on page 61.
Exercise Option	This menu option appears if you have the appropriate permissions to exercise an option you have selected. See <i>Exercising Options</i> on page 33 for more information on these permissions. Options can also be exercised in Watchlists and <i>Market Depth</i> windows if you have the correct permissions.
View Deals	Displays information about deals that have taken place for the selected instrument and period. You can also see deal information for the whole market, as described in <i>Viewing Deal Information</i> on page 54.
View Market Depth	Displays the <i>Market Depth</i> window, which shows the full market depth. You may want to use this where there are many more orders in the system than the three or four that GlobalVision has been configured to display in the Work Sheet. You can trade and submit orders using the <i>Market Depth</i> window.
View Deal Ticker	Displays a scrolling deal ticker, filtered for this instrument.
Linked → View Recent Deals	Displays a linked <i>Recent Deals</i> window, for the set channel.
Linked → View Market Depth	Displays a linked <i>Market Depth</i> window, for the set channel.
Linked → View Order	Displays a linked <i>Order Management</i> window, for the set channel.



Option	Action
Management	
Linked → Favourites	Any linked Favourites that you have created are displayed at the bottom of the <i>Linked</i> menu (only available when you have created linked Favourites).
Product Description	Displays further information about the selected instrument, for example, the trading conditions. This option is only available if the exchange operator has configured it for this instrument.
User Defaults	Allows you to define your own set of default custom values to use when submitting orders. For more information, see <i>Configuring User Defaults</i> on page 65.
Copy	Copies the selected cell or cells to the clipboard.
Channel	Allows you to select a Channel from the list. For more information, see <i>Dynamic Window Linking</i> on page 50.
Edit Settings	Opens the <i>Instrument Group Settings</i> dialog box (when you click a summary area), or the <i>Activity Ticker Settings</i> dialog box (when you click an <i>Activity Ticker</i> object). For more information, see <i>Filtering a Summary Area</i> on page 87, and <i>Filtering an Activity Ticker</i> on page 88.
Manage Watchlist → Change Instrument Set	Opens the <i>Instrument Selection</i> dialog box so that you can change which instruments you want to view in the watchlist (only available when you are on a Watchlist).
Manage Watchlist → Change Columns	Opens the <i>Manage Watchlist Columns</i> dialog box so that you can configure which columns you want to view in the Watchlist. You can also sort the order in which they appear by selecting a column heading and clicking the up or down arrows (only available when you are on a Watchlist).
Manage Watchlist → Rename Sheet	Opens the <i>Rename Sheet</i> dialog box where you can type a new name for the Watchlist (only available when you are on a Watchlist).
Manage Watchlist → Copy Sheet	Makes a copy of the Watchlist and opens it in a new tab (only available when you are on a Watchlist).
Start	Starts the countdown timer (only available when you click on a countdown timer). For more information about the countdown timer, see <i>Using the Countdown Timer to Withdraw Orders</i> on page 46.
Pause until live price	Stops the countdown timer (only available when you click on a countdown timer).
Reset to	Resets the countdown timer (only available when you click on a countdown timer).
Enable Countdown	Enables the countdown timer (only available when you click on a countdown timer).
Disable Countdown	Disables the countdown timer (only available when you click on a countdown timer).
Properties	Opens the countdown settings so that you can configure the countdown timer

Option	Action
	(only available when you click on a countdown timer).
Aggregate View	Changes the view of the <i>Market Depth</i> window to show aggregated order information for a particular instrument (only available when you right-click a header column in a <i>Market Depth</i> window).
Select Columns	Customise the order information in the <i>Market Depth</i> window by selecting which columns you want to see (only available when you right-click a header column in a <i>Market Depth</i> window).
Autosize Columns	Auto-sizes the columns in the <i>Market Depth</i> window to make the available order information easier to see (only available when you right-click a header column in a <i>Market Depth</i> window).

# Appendix C: Connecting to the GlobalVision Server

This Appendix explains how to create an account. It also explains how to configure GlobalVision so that it connects to your account automatically every time you start it.

## C.1 Setting up an Account

To connect to the GlobalVision server, you must create an account. Once your account is created, you can connect to it by following the instructions in *Logging in to GlobalVision* on page 8.

To create or modify an account, select **Tools** → **AccountProperties (Ctrl+M)**. The *Account Properties* dialog box displays. The following figure shows an example of how this might look on your system.

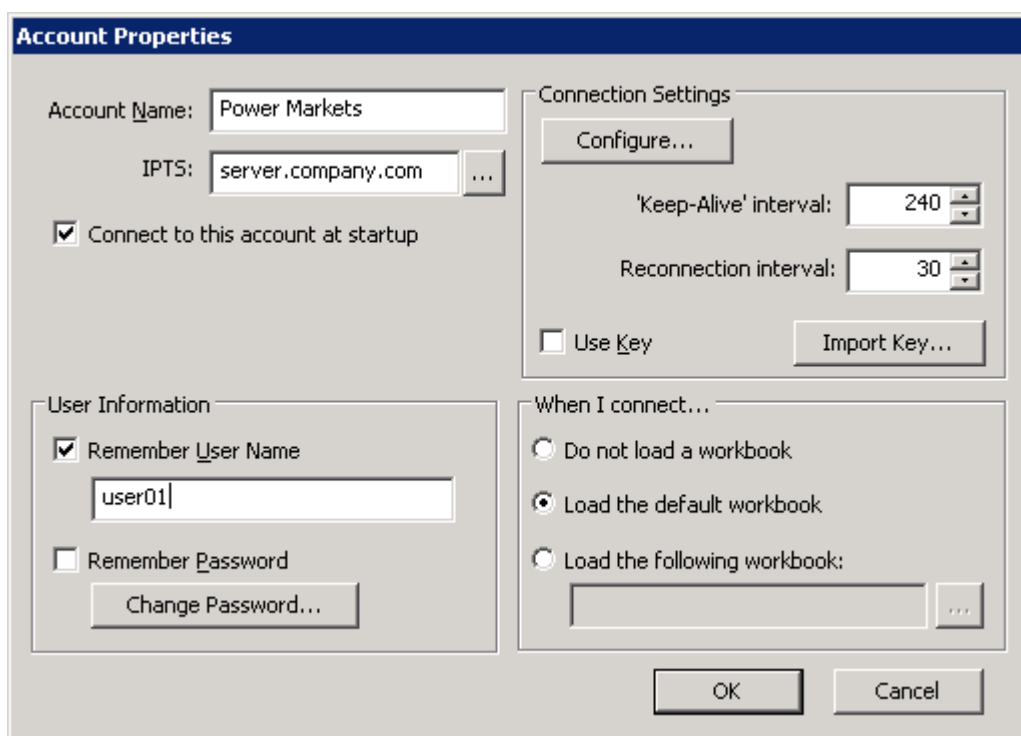



Figure 33: Example: Account Properties dialog box

The following table describes the settings in the *Account Properties* dialog box.

Setting	Explanation
Account Name	A name for the account.
IPTS Server	The address of the server to connect to. The GlobalVision administrator should have provided this to you. The server address must either be in the form of a domain name (a series of words separated by dots, rather like a website address, for example server.company.com) or an IP address (four numbers separated by dots, for example, 192.168.122.1).  GlobalVision allows you to enter more than one IP address per account, if necessary. If you have access to a primary server and multiple backup servers,

Setting	Explanation
	<p>you can specify multiple addresses, and GlobalVision will attempt to connect to one of the other addresses if it cannot connect to the primary server for some reason.</p> <p>To specify multiple server addresses, click  to open the Additional Servers dialog box, and use the <b>Add</b> and <b>Remove</b> buttons to create and modify the list of additional server addresses.</p> <div data-bbox="502 562 1394 728" style="border: 1px solid gray; padding: 5px;"> <p><b>Note</b></p> <p>If you have one or more standby servers configured and the primary server address is unavailable, and you log in or you are already logged in, GlobalVision attempts to connect to the other servers.</p> </div>
Connect to this account at startup	Select this option to configure GlobalVision to connect to the account automatically every time you open the GlobalVision Front-End.
Connection Settings	<p>The connection settings for the account.</p> <ul style="list-style-type: none"> <li> <p>• <b>Keep-Alive Interval</b></p> <p>In order to make sure that the information displayed on the Work Sheet (such as the orders and market information) is accurate, GlobalVision must ensure that the connection between your computer and the server is maintained. To do this, the Front-End and the server send messages to each other at regular intervals called <i>keep-alive messages</i>. The Front-End and the server automatically drop the connection if they stop receiving these special messages.</p> <p>The keep-alive interval is the period of time in seconds to send keep-alive messages. By default, this is set to 240 seconds, and you should not normally need to change it, unless you have a poor Internet connection, in which case you may wish to reduce the interval so that you are notified of any disconnection as soon as it takes place. You may also need to reduce the keep-alive interval if you connect to the Internet through a proxy server with a timeout set to less than 240 seconds. In this situation, reducing the interval will ensure that GlobalVision maintains your connection to the server.</p> </li> <li> <p>• <b>Reconnection Interval</b></p> <p>If you are disconnected, the Front-End will attempt to reconnect. By default, it will attempt to do so every 30 seconds until it successfully connects. If necessary, you can change the reconnection frequency, although you should not normally need to change this setting.</p> </li> <li> <p>• <b>Import Key</b></p> <p>Most GlobalVision users connect to the server using an encrypted connection. GlobalVision supports two types of encryption: SSL and key encryption. To use SSL encryption, click <b>Configure</b> and select <b>Use SSL</b> on the Connection Settings window (as described in <i>Configuring Connection Settings</i> below).</p> <p>GlobalVision also supports public and private key encryption. If the server you are connecting to uses key encryption, then you should have been supplied with the public key file for this server (<i>PublicKeys.tpk</i>), and you will need to configure the Front-End to use this key file whenever it attempts to establish a connection to the server.</p> <p>To use a public key, click <b>Import Key</b>, and select the supplied key file from</p> </li> </ul>

Setting	Explanation
	<p>your computer. When you have imported a public key, you can choose whether or not to use it by selecting or deselecting the <b>Use Key</b> option.</p> <p>If you select <b>Use Key</b>, but you have not previously imported a key file, you are prompted to select a key file from your computer.</p> <div data-bbox="552 461 1396 611" style="border: 1px solid gray; padding: 5px;"> <p><b>Note</b></p> <p>The support of keys to secure GlobalVision connection has been deprecated and may be removed from a future release.</p> </div> <p>For more information on security and encryption, see the <i>Security in GlobalVision</i> document.</p> <ul style="list-style-type: none"> <li> <b>Configure</b>            To configure the connection settings, click this button. For more details about connection proxy settings, see <i>Configuring Connection Settings</i> below.         </li> </ul>
User Information	<p>Your username and password settings:</p> <ul style="list-style-type: none"> <li> <b>Remember User Name</b>            If you select this option and type in your username, it will be saved so that you do not have to type it in every time you connect.         </li> <li> <b>Remember Password</b>            Select this option to configure GlobalVision to remember your password so that you do not have to type it in every time you connect. For security reasons, you may be prevented from saving your password. If this is the case, this option is greyed out, and you will not be able to configure GlobalVision to remember your password.         </li> </ul> <div data-bbox="504 1202 1396 1348" style="border: 1px solid red; padding: 5px;"> <p><b>Warning</b></p> <p>For security reasons, you should only use these settings if you are the only person with access to this computer.</p> </div>
When I connect	<p>Specifies whether a Workbook will load automatically when you connect to the server. You can choose from the following options.</p> <ul style="list-style-type: none"> <li> <b>Do not load a Workbook</b>            No Workbook will load automatically (so you must manually load a Workbook after connecting).         </li> <li> <b>Load the default Workbook</b>            The default Workbook configured on the server for your user account will automatically load every time you connect.         </li> <li> <b>Load the following Workbook</b>            A specified Workbook from either your computer or the GlobalVision server will load automatically when you connect.         </li> </ul>

## C.2 Configuring Connection Settings

The connection settings, which are shown in the *Connection Settings* dialog box, determine how to connect to the server. The best, and fastest, method of connecting to the server is to connect directly. However, in many corporate networks it is not possible to establish a direct connection to the server over the Internet due to the corporate security policy, which restricts the types of connection that are allowed on the network. In these situations, connections that are not of a certain type are restricted at the firewall.

### Tip

For the best results when using GlobalVision, ask your system administrator to configure your network firewall to allow direct connections through ports 11997 (for connections to the main GlobalVision server), and port 11995 (for connections to the Chat Server, if applicable).

It is possible to connect to the server using an SSL encrypted connection (you can configure this by selecting the **Use SSL** option in the Encryption section). If you want to use SSL to connect to the server, then your system administrator will need to open ports 12997 and 12995 to allow you to connect directly.

If it is not possible for your firewall to be configured to permit a direct connection to the GlobalVision server, GlobalVision can use a number of alternative connection methods. GlobalVision can handle most firewall types and configurations, although you should be aware that any connection that is not a direct connection will be slower than using a direct connection. You can also choose to use an encrypted SSL connection with any of these alternative connection methods.

When the *Connection Settings* dialog box opens, GlobalVision usually automatically configures the connection settings by attempting each of the connection methods it can use, and selecting the best available one. If GlobalVision does not start an automatic configuration attempt, type the server name or IP address in the *Server Address* box, and click **Auto Config**.

In some cases, GlobalVision cannot automatically configure the connection settings. This is typically because the network uses a proxy server. If your network uses a proxy server, GlobalVision can usually detect your proxy server configuration automatically. In some cases (for example if your proxy server requires authentication using a particular username and password), you will need to obtain the appropriate authentication details from your system administrator, and enter these details in the appropriate sections of the *Connection Settings* dialog box, before clicking **Start Test** to start the connection test.

### Notes

- If you are unable to configure your connection to the server, it may be because your server is using an encrypted connection, and therefore you must use the correct public key file (*PublicKeys.tpk*) to establish the connection. Your broker will provide you with the appropriate public key file. You must import this file before attempting to configure your proxy settings. For more information, see *Setting up an Account* above.
- To commit the settings to the registry, click **OK**.

## C.3 Configuring Automatic Login

### Warning

For security reasons, you should only do this if you are the only person with access to this computer.

To configure GlobalVision to connect to your account automatically every time you open the Front-End, do the following.

1. Select **Tools** → **Account Properties (Ctrl+M)**. The *Account Properties* dialog box displays.
2. Select **Connect to this account at startup**.
3. If you do not want to be prompted for your username and password every time you log in, select **Remember User Name**, and type in your username, and then select **Remember Password**.

### Automatic Login Without the Username and Password Prompt

To configure GlobalVision to connect to your account automatically every time you open the Front-End without prompting you for your username and password, do the following.

1. Click **OK**.
2. Select **Tools** → **Account Properties (Ctrl+M)**.
3. Select **Connect to this account at startup**.
4. Select **Remember User Name**, and type your username.
5. Select **Remember Password**.
6. Click **OK**.

# Glossary

Term	Definition
Aggressor	Someone who hits a bid or lifts an offer in GlobalVision.
All or None	An order that is All or None can only be dealt if it is dealt in full. All or None orders in GlobalVision are displayed with an asterisk next to the price value.
API	Application Programming Interface.  A set of software functions providing an interface into the low-level functionality of a computer system or application. For example, the GlobalVision API provides users with a means of writing their own software that works with data from GlobalVision.
Ask	The sell price of a contract.
Auto-Matching	In some markets it is appropriate for a deal to take place automatically when there is a matching bid and ask for the same instrument and sequence. This process is referred to as auto-matching.
Bid	An offer price price for a contract.
Counter party	One of the participants involved in a trade.
DDE	Dynamic Data Exchange.  A protocol for sharing information between programs. When two or more programs that support DDE are running simultaneously, they can exchange information, data, and commands.
Delta	When submitting an order with a hidden quantity, users can usually choose to specify a hidden quantity delta. The delta value is used to change the price value of the order every time a portion of the hidden quantity is shown to the market.
Design Mode	A special mode of the Front-End that allows you to change the Workbook design. You can use Design Mode to change the look and feel of the trading screen, modify the live market information is shown, and add new Work Sheets and Web Sheets.  You can only access Design Mode if your user account has the GlobalVision Design Mode permission. Traders are not normally granted permission to access Design Mode.
Domain name	The internet name for a network or computer system. The name consists of a sequence of characters separated by dots, for example server.company.com.
ERP	External Reference Price.
Fill and Kill	A type of order that is used in some markets. A Fill and Kill order is submitted to the market on the basis that as much as possible of the order should be filled, and the remainder should be cancelled if it cannot be fulfilled in its entirety almost immediately.
Front-End	Traders who want to carry out deals with GlobalVision use a program called the GlobalVision Front-End. The Front-End displays a Work Sheet into which orders can be entered, and deals can be done.



<b>Term</b>	<b>Definition</b>
GFD	<p>Good For Day.</p> <p>If an order is GFD, this indicates that it will remain valid until the end of the day, unless it is cancelled (by it being withdrawn or deleted) or it is dealt (whichever is sooner). If the order is been cancelled or dealt by the end of the day, the order is automatically withheld.</p>
GTC	<p>Good Till Cancelled.</p> <p>If an order is GTC, this indicates that it will remain valid until it is cancelled.</p>
GTD	<p>Good Till Date.</p> <p>If an order is GTD, it will remain valid for the specified period of time, (or until a specified date and time) unless it is cancelled (by it being withdrawn or deleted) or it is dealt (whichever is sooner). If the order is not cancelled or dealt after the specified duration, it is automatically withheld (if the order has already been withheld, it remains withheld).</p>
Initiator	A person who submits an order to the market.
Instrument	A tradable contract represented in the GlobalVision system. Instruments are the core tradable objects used in GlobalVision. An instrument typically comprises an instrument definition, an associated sequence, and the specific sequence item (period) being traded.
IP address	An IP (Internet Protocol) address is a special number used to uniquely identify all the computers on a network, such as the internet. It takes the form of four numbers separated by dots, for example 192.168.122.1.
Keep-alive messages	Messages sent between a server and a client to indicate that the connection is still active. For example, the GlobalVision Front-End and the GlobalVision server send keep-alive messages to each other at regular intervals. If either one stops receiving the messages, it automatically drops the connection.
LSDs	<p>Least Significant Digits.</p> <p>The lowest digit in a number, located at the far right of a string. For example, in the number 2006, the 6 is the least significant digit.</p>
Market order	An order to buy or sell a commodity as soon as possible at the current market price.
OCO	<p>Once Cancels Other.</p> <p>A pair of orders that stipulate that if one of the orders is executed, the other order is automatically cancelled. An OCO order combines a stop order with a limit order on an automated trading platform. When either the stop or limit level is reached and the order executed, the other order is automatically canceled. OCO orders can be used to mitigate risk.</p>
Period	The period by which a payment is to be made or received. Periods are usually displayed on the left hand side of a Work Sheet. Periods are associated with sequence items in GlobalVision.
PS	Price Setting.
Put	A put option is the right (but not the obligation) to sell the underlying product at a fixed price.

Term	Definition
Proxy Server	A server that acts as an intermediary between a user's computer and a network, (such as the Internet). When the user requests some information from the network, such as a web page, the request is routed through the proxy server rather than being sent directly. The proxy server retrieves the information on behalf of the user, and returns it to the user's computer. Proxy servers are often used in corporate networks, where they form an additional layer of security between the end user and the Internet.
RO	Reference Obligation.  The unambiguous legal name of the underlying bond.
Spread	The simultaneous purchase and sale of two instruments. This strategy tries to transform outright price risk into a basis or relationship risk position. It is also viewed as the difference between the bid and the offer, or the profit margin.
Stop Order	An order to buy or sell a commodity/stock when its market value reaches a certain price (known as the <i>stop price</i> ). When the stop price is reached, a stop order becomes a market order.
Take profit	An order to buy or sell a commodity/stock when its market value reaches a better price than the current market price.
Tenor	In some markets, instruments trade in periods with names that are relative to the current date. For example, an instrument might trade in periods referred to as <i>1 Year</i> , <i>5 Years</i> , and <i>10 Years</i> , which always correspond to the first, fifth, and tenth years after the current date.  These relative period names are referred to in GlobalVision as <i>tenors</i> . When defining an instrument's sequence in GlobalVision, you can define the relationship between the relative terms and the actual dates that they represent at any given time.
Tradable area	The specific area on the Work Sheet into which orders can be submitted and dealt.
WAV	Waveform Audio File Format.  A file format for audio files.
Web Sheet	A screen within a Workbook that displays a web page. Web Sheets are often used to show a corporate homepage.
Workbook	A collection of Work Sheets and Web Sheets used for trading in the GlobalVision Front-End.
Work Sheet	The GlobalVision screen into which orders are entered and through which orders are dealt.
Workspace	A collection of global settings used by the GlobalVision Front-End. For example, the global settings include details such as the currently open Workbooks, and their onscreen locations.