Large Open Positions Reporting (LOPR)

Positions Reporting Manager User Guide for Approved Participants

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1.0	2011-03-31	First approved version for distribution

Document Notes

Date	Description

Typographic Conventions

Convention	Meaning
Abbreviated menu commands	This document uses abbreviated menu. For example, "Click **Display > Toolbars > Standard**" means that you should click the **Display** menu, point to **Toolbars**, and click the **Standard** entry.
Boldface type	**Boldface** type is used for commands, keywords, file names URLs, or other information that you must use literally. Name of windows, dialogs, and other controls also appear in boldface type.
Initial Capital Letters	The first letter of the names of menus, dialog boxes, dialog box elements, and commands are capitalized.
<Text in angle brackets>	Angle brackets are used for variables and values that you must provide.
Emphasized type	Emphasized type is used for words and phrases that need to be emphasized, as for new terms defined in the text. Italicized type is also used for foreign languages terms.
`Monospace`	Code and script examples appear in a `monospace` font.
Plus sign in text	Keyboard shortcuts are indicated by a plus sign separating key names. For example, **Ctrl+F1** means that you must press the **Ctrl** and **F1** keys at the same time.

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Chapter 1 Introduction

The Positions Reporting Manager User Guide has been created for the Positions Manager Reporting application, developed by the Technology division of the Montréal Exchange Inc. , a member of the TMX Group Inc.

1.1 Purpose

The purpose of the application enables Approved Participants (APs) to submit their open positions and account information on a daily basis. The Montréal Exchange Inc. Regulatory (MX-R) division will use the application to view submitted positions.

1.2 Scope

This guide will provide a detailed description of the Positions Reporting Manager (PRM) application that APs will use to enter their client's positions and account information for the MX-R.

Topics covered in this guide will include:

- Application Overview
- Getting Started
  - Connecting to the application (Login)
  - Getting around the application
  - Disconnecting from the application (Logout)
- Entering and submitting positions and client information
- Description of data fields
- Tools to facilitate the searching and analysis of data
- Manipulation of data windows within the Workspace
- Help Menu information on the format required to import Position and Account data

1.3 Audience

The Positions Reporting Manager User Guide will be primarily used by Approved Participants and staff of the MX-R.

Chapter 2 Application Overview

The Position Reporting Manager application will enable Approved Participants to report open positions and account information. Open position data will be on options, futures, and futures on options.

An Open Positions report will be generated on a daily basis and made available to MX-R staff who will monitor positions limits and compliance.

The illustration below shows the various components of the LOPR System and the interraction of the Approved Participants and MX-R.

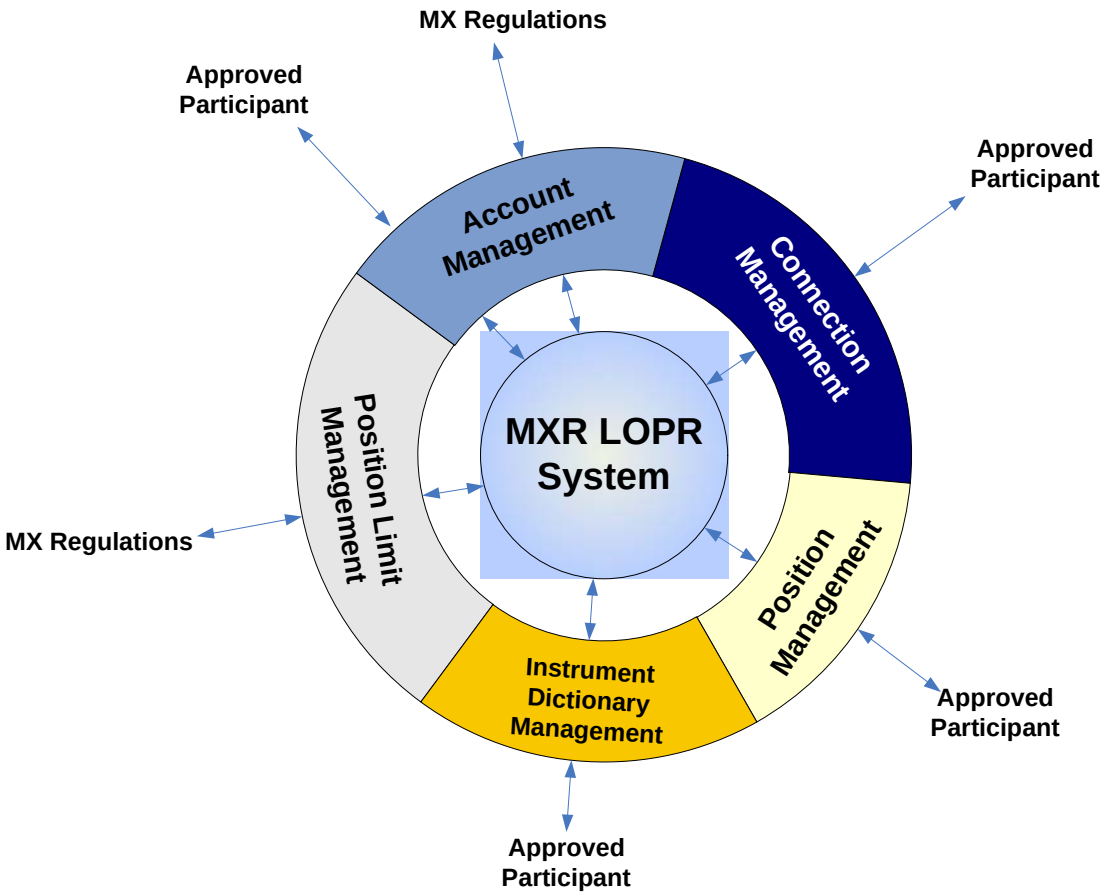


Figure 1: Services Offered by SOLA® LOPR System

2.1 Objectives

To significantly reduce the time required to handle this task manually, and to increase the accuracy of the daily Position Limit report produced by limiting the manual manipulation of the data entered by the Approved participants by MX-R staff.

2.2 Account Details

Approved Participants will create new Account records for each of their clients for submission to MX-R. Account records can be modified or deleted as required. Data fields that make up an Account record are as follows:

- AffiliatedCie
- AccountNumber
- AccountType
- AccountOwnerType
- OwnerId
- HedgeSpec
- Name
- Address
- City
- State (Province)
- ZipPostalCode
- Phone
- Fax
- Email
- CountryCode

For details on how to create, modify, or delete Account records, please refer to Chapter 4, Business Item - Accounts.

2.3 Position Details

Approved Participants will create open Position records for each of their Accounts for submission to MX-R on a daily basis.

Note: In the event the Approved Participant has no open positions to report on a given day, notification to MX-R that there are no positions to report must still be submitted. Refer to Chapter 5, Business Item - Positions, for details on how this is accomplished.

Position records can be modified or deleted as required. Data fields that make up a Position record are as follows:

- ReportDate
- AccountNumber
- ExternalSymbol
- ClassSymbol
- ExpirationDate
- CallPutCode
- StrikePrice
- LongQuantity
- ShortQuantity

For details on how to create, modify, or delete Position records, please refer to Chapter 5, Business Item - Positions.

Note: It is also possible for Approved Participants to create a CSV file for their Position records, which can then be 'Imported'. Import formats for CSV files will be covered in Chapter 7, Importing CSV Files.

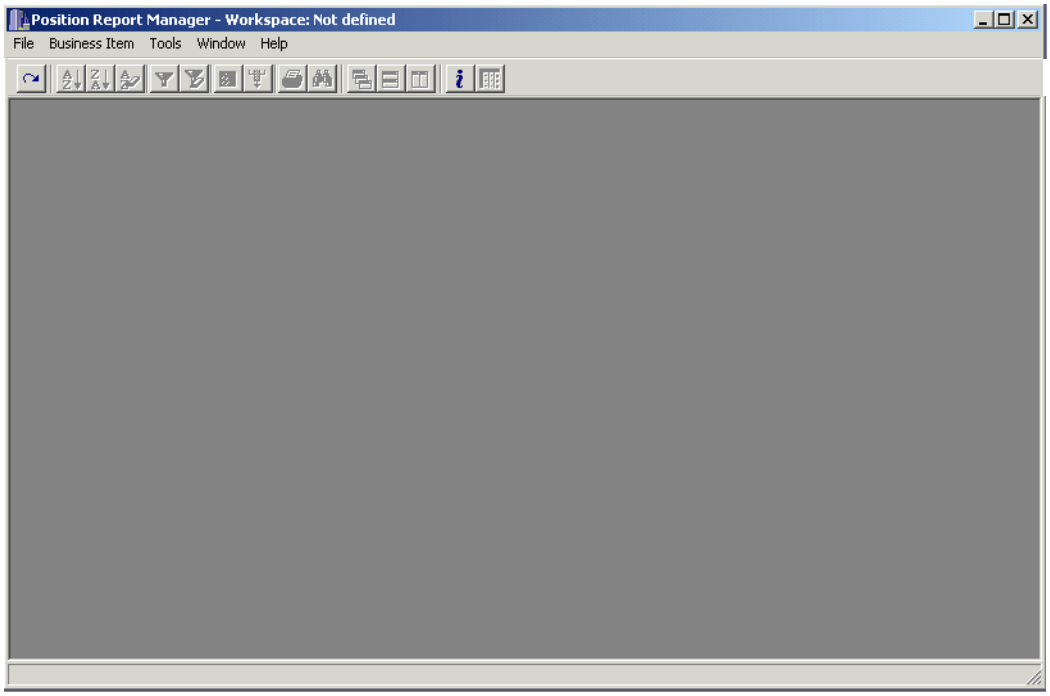
Chapter 3 Getting Started

This chapter introduces the user to the Position Reporting Manager application. Topics that will be covered are:

- Starting the Application
- Connecting / Disconnecting
- Navigating within the Application Graphical User Interface (GUI)

3.1 Starting the Application

The application can be started in a number of ways depending on the system environment. Follow the instructions as presented in the following table to start Position Reporting Manager.

STEPS	DESCRIPTION
1	Depending on the system environment, do one of the following: • From the Windows status bar select **Start > Programs > Position Reporting Manager** • Double-click the **Position Reporting Manager** icon on the PC desktop The Position Reporting Manager Workspace window is displayed as follows: 

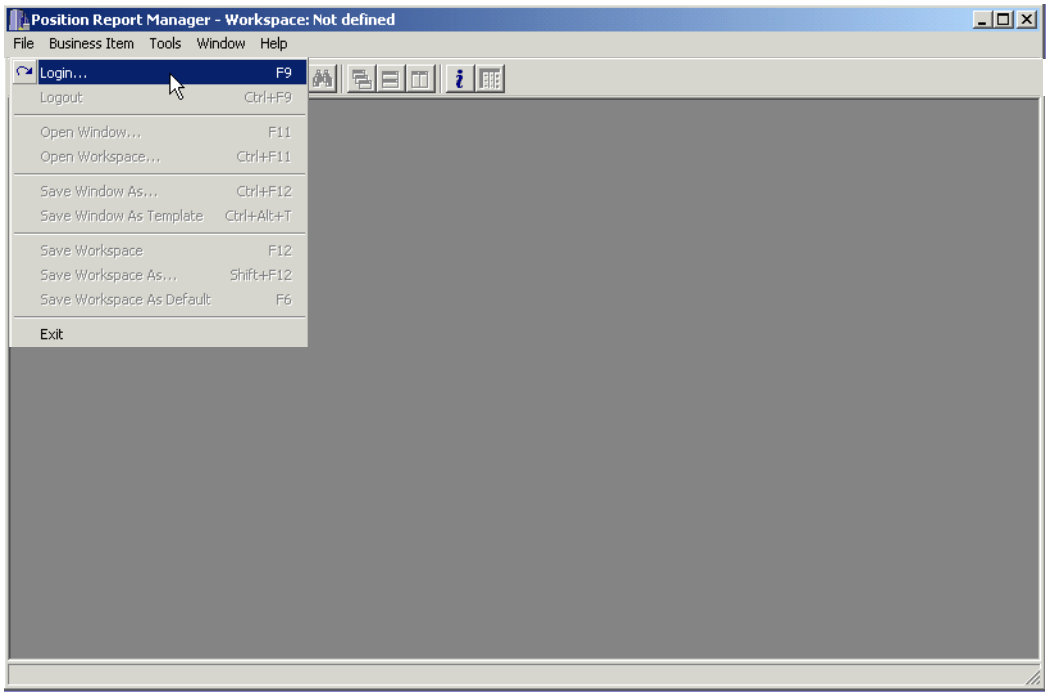
3.2 Connecting / Disconnecting

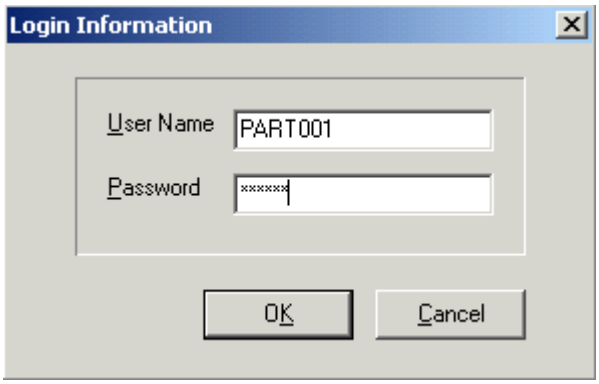
Once the Position Reporting Manager application has been started, the next step is to Connect or **Login** to the application. Once the session is over, the user will disconnect or **Logout** from the application.

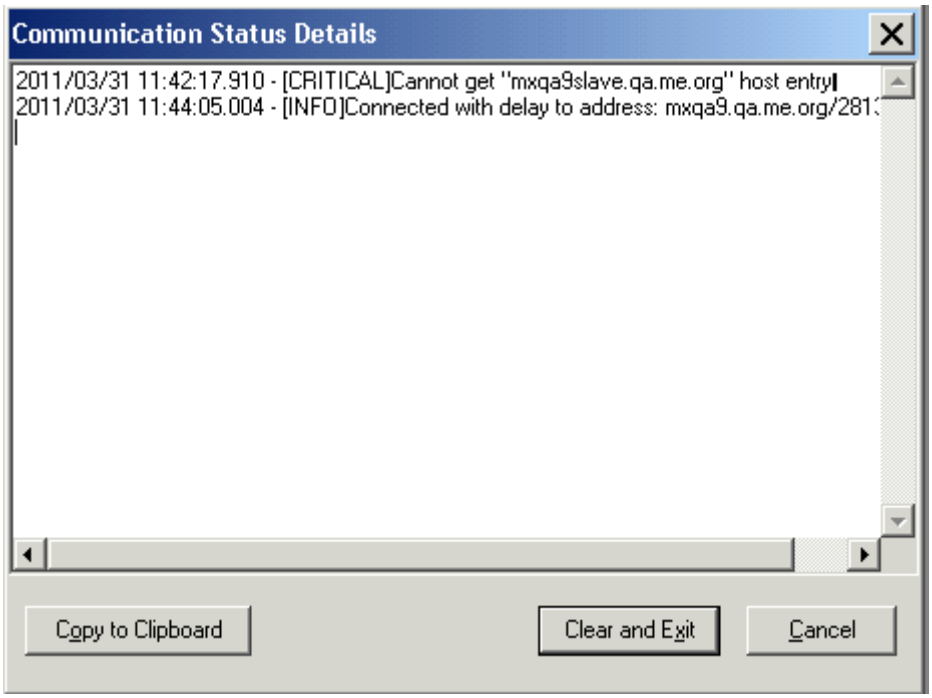
Note: When logging into the application you will be required to enter your User Name and Password.

Detailed steps on how to accomplish both functions follow.

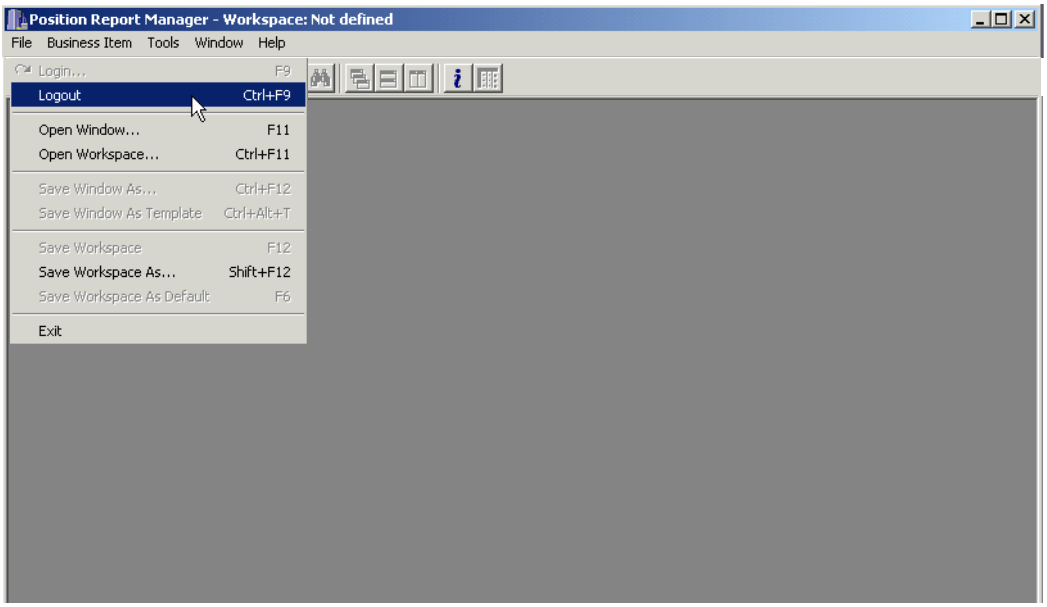
3.2.1 Login

STEPS	DESCRIPTION
1	To log into the Position Reporting Manager application from within the Workspace window, do either of the following: • From the application Main Menu options, select **File > Login** (shown below) • Use the shortcut key sequence: **F9** • Use the icon from the Toolbar 

STEPS	DESCRIPTION
2	• Enter your **User Name** and **Password** The completed dialog is as follows: • Click **OK** 

STEPS	DESCRIPTION
3	To verify connectivity status, do the following: • Click on the following icon on the **Toolbar**: The **Communication Status Details** window appears, as shown below, displaying connectivity status. If you were not able to log in to the application, this window will display a related error message. **Note**: The Communication Status Details window displays communication-related information such as status, warnings, errors, and alerts. • Click **Clear and Exit** to exit the window x 

3.2.2 Logout

STEPS	DESCRIPTION
1	To log out from within the Position Reporting Manager application from the Workspace window, do either of the following: • From the application main menu options, select **File > Logout** (shown below) • Use the shortcut key sequence: **Ctrl + F9** 

3.3 Navigating Within the Application Graphical User Interface (GUI)

This section deals with navigating within the Position Reporting Manager GUI. Topics covered are:

- Main Menu Items
- Toolbar & Icons
- Workspace & Windows

3.3.1 Main Menu Bar Items

The illustration displayed below displays the top part of the GUI.

Figure 2: Application Name and Main Menu Items

The top line contains the application name 'Position Reporting Manager', followed by:

- Workspace: Not defined, or name of a Workspace saved as a default

For information on working with Workspaces, refer to section A.1, The Workspace.

The second line contains the application functions which are:

- File
- Business Item
- Tools
- Window
- Help

Table 1: Position Reporting Manager Main Menu Items Definition

MAIN MENU ITEMS	DESCRIPTION
File	The **File** menu item enables the user to: • Log in and out of the application • Open an existing Window or Workspace • Save a current Window under a new name • Save a specific Window as a default style • Save a Workspace • Rename a Workspace • Save the Workspace and its contents as the default environment
Business Item	**Business Item** enables you to open the two main data windows in the PRM application. The two windows are: • Accounts • Positions It also provides you with the option: • No Position to report

Table 1: Position Reporting Manager Main Menu Items Definition (Continued)

MAIN MENU ITEMS	DESCRIPTION
Tools	The **Tools** menu item enables the user to customize individual Information Data windows, with the following functions: • Sort • Filter • Hide • Edit Column Properties • Edit Window Title Additional functions are: • Export to Clipboard • Print • Search • Grid Options For detailed information on the above functions, refer to Chapter 8, Data Window Customization.
Window	The **Window** menu item enables you to change the display of open windows with the following features: • Cascade • Tile Horizontally • Tile Vertically • Minimize All • Arrange All For detailed information on the above functions, refer to 3.3.3, Getting Started.
Help	The **Help** menu item contains the following entries: • Position Import Format – field layout for .csv file • Account Import Format – field layout for .csv file • About… – details about the application name and version For more information on importing .CSV files, refer to Chapter 7, Importing CSV Files.

3.3.2 Toolbar and Icons

The following illustration is the Toolbar section of the Position Reporting Manager GUI window.

Figure 3: Position Reporting Manager Toolbar

Toolbar Icons are defined in the following table.

Table 2: Toolbar Icons Definition

ICONS	DEFINITION
	Log In Keyboard Shortcut: F9 (Ctrl +F9 to Log Out)
	Ascending Quick Sort Keyboard Shortcut: Shift+F7
	Descending Quick Sort Keyboard Shortcut: Shift+F8
	Remove Column Sort Keyboard Shortcut: Shift+Ctrl+F7
	Set Quick Filter Keyboard Shortcut: Ctrl+Q
	Remove Column Filter Keyboard Shortcut: Ctrl+Alt+Q
	Hide Columns Keyboard Shortcut: Ctrl+Alt+H
	Hide a single Column Keyboard Shortcut: Ctrl+H
	Print
	Search Keyboard Shortcut: Ctrl+F
	Cascade Windows

Table 2: Toolbar Icons Definition

ICONS	DEFINITION
	Tile Windows Horizontally
	Tile Windows Vertically
	View Communications Related Information (warnings, errors, alerts)
	Command History shows status of recently executed commands. For an example of how this icon is used, refer to section 5.6, No Positions to Report.

3.3.3 Workspace & Windows

Workspace

When you first log into the Position Reporting Manager, the following workspace is displayed. The Workspace is where you open Business Item Data windows (refer to section A.2, Data Windows for further information on working with data windows).

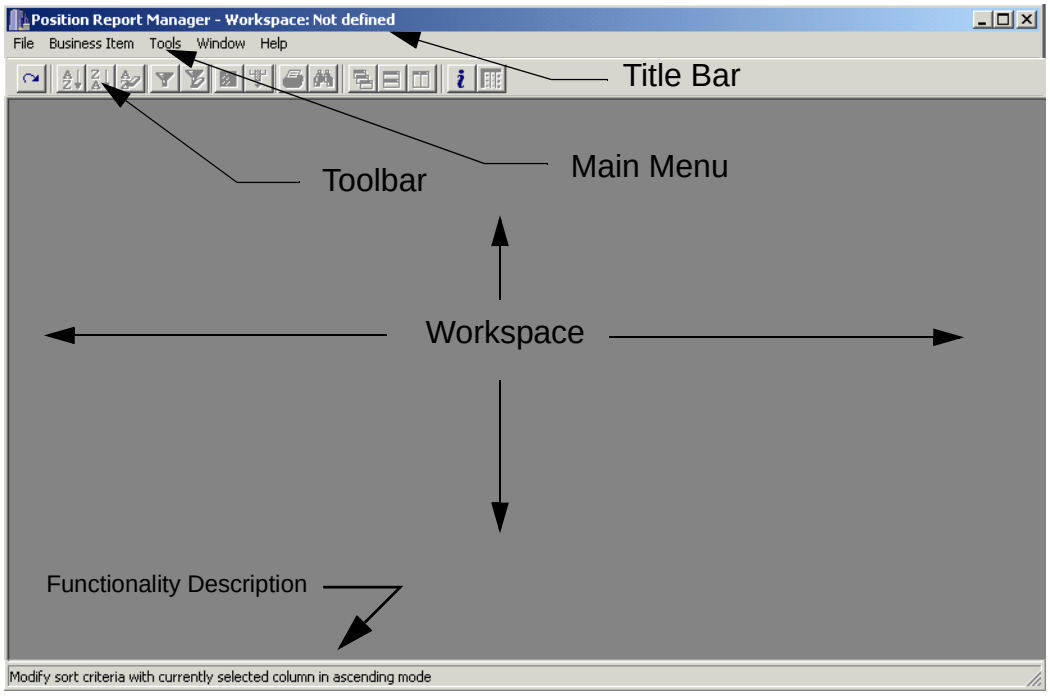


Figure 4: Workspace After Initial Signon

Initially, the Workspace is as it appears above, empty and unnamed, unless you have previously set up a named Workspace to be the default Workspace. In this case, your default Workspace is displayed when you log in. At any time, you are able to open another Workspace that has been previously saved.

The following functions that pertain to Workspaces are:

- Open Workspace…
- Save Workspace
- Save Workspace As…
- Save Workspace As Default

For further information on the above functions, refer to section A.1, The Workspace in Appendix A, Workspaces and Data Windows.

Data Windows

A Data Window displays information pertaining to a Business Item and is presented in a multi column format. Each column has a title that relates to a data field. Approved Participants are able to open Data Windows for one or more Business Items to track specific information such as Account and Position data. When you first open a Data window, it is unnamed and contains only a sequence number representing the number of times the Business Item has been accessed.

The following functions that pertain to Windows are:

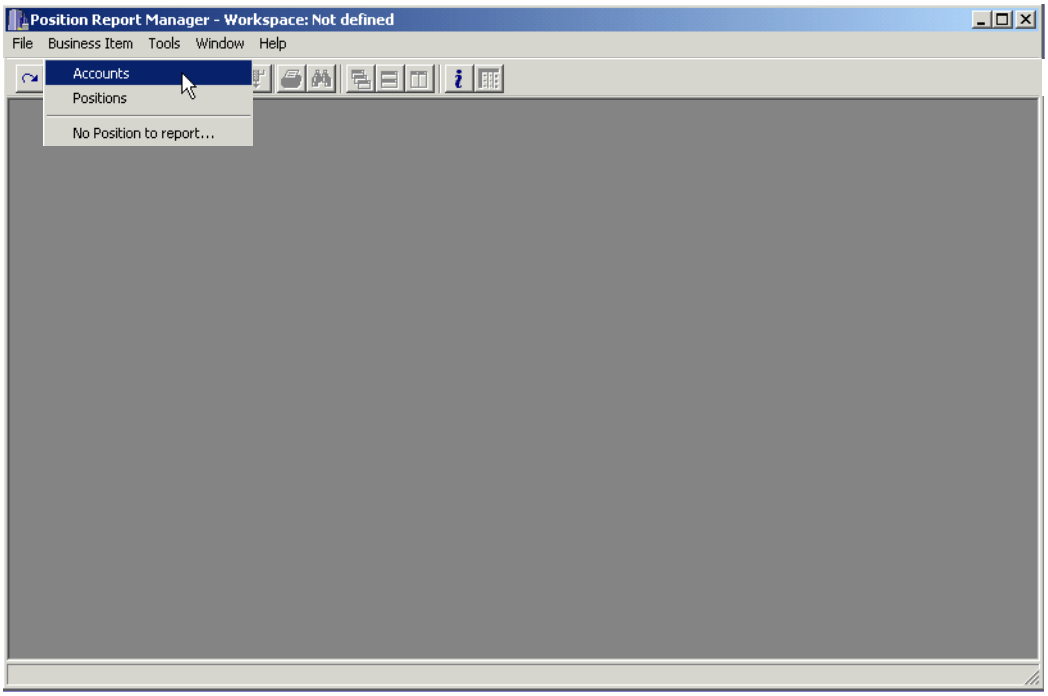
- Open Window…
- Save Window As…
- Save Window As Template

For further information on the above functions, refer to section A.2, Data Windows in Appendix A, Workspaces and Data Windows.

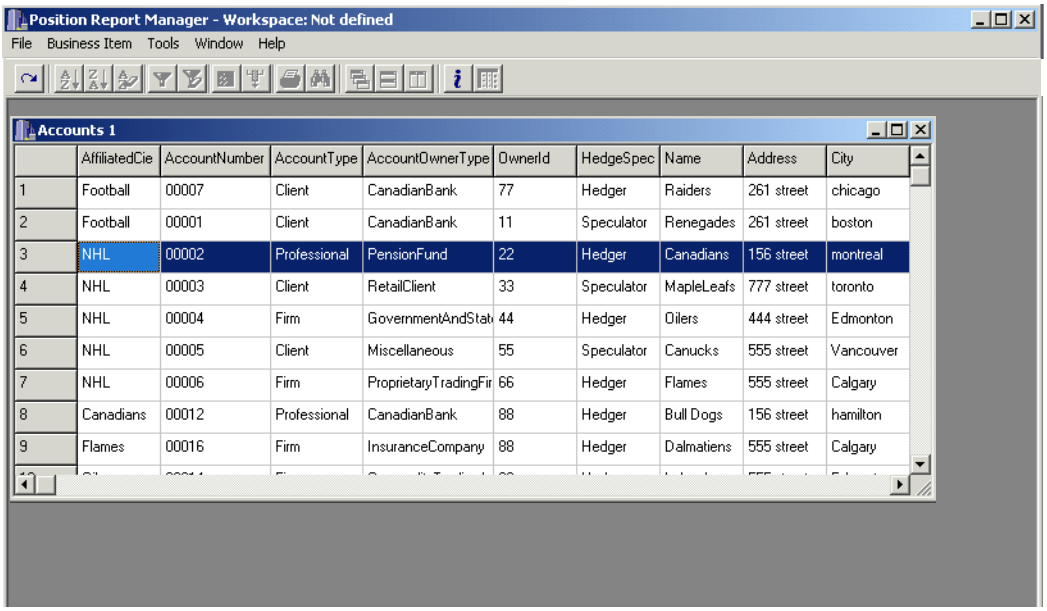
Chapter 4 Business Item - Accounts

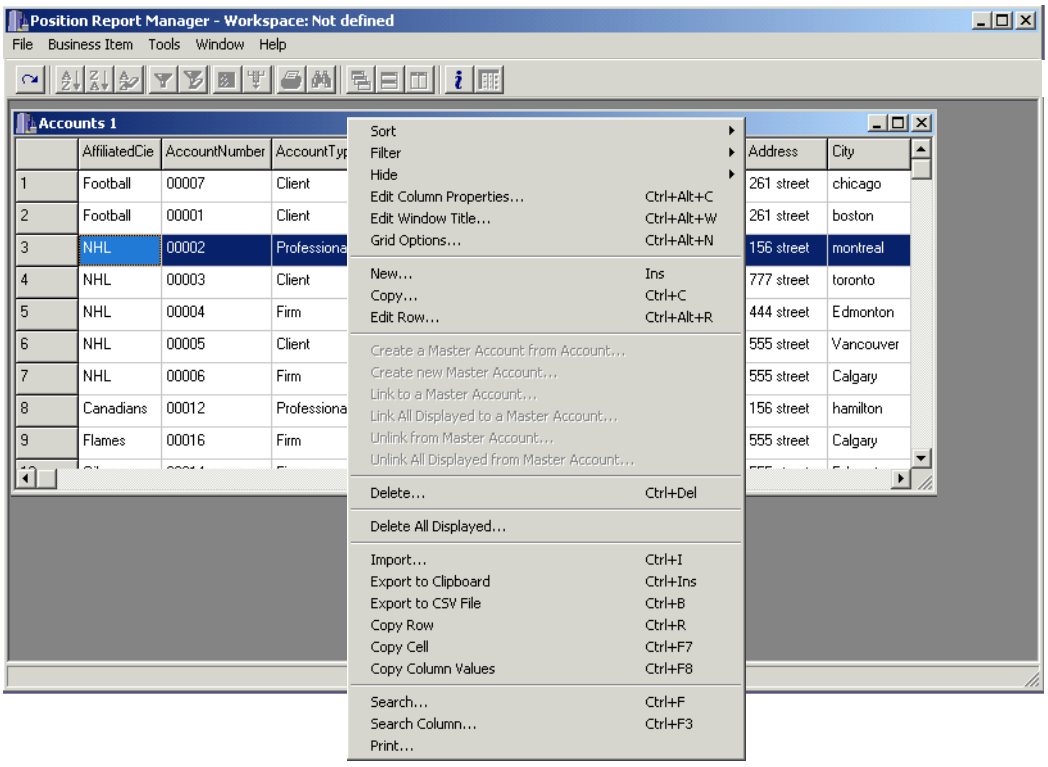
4.1 Opening the Accounts Data Window

The Accounts Business item enables the Approved Participant to create, modify, and delete an Account. To open the Business Item Accounts Data Window, follow the steps below:

STEPS	DESCRIPTION
1	From the Main Menu, select **Business Item > Accounts** as indicated below: 

STEPS	DESCRIPTION
	The following Data Window titled Accounts 'X' is displayed, where X is the sequential number of the Accounts Data Window that has been accessed in the current session:
2	From within the active Data Window, right-click the mouse to display the sub-menu:





STEPS	DESCRIPTION
	The sub-menu above displays all the available functions that that can be performed on Account records. **Note:** Items which are 'greyed out' are not available to Approved Participants.

4.1.1 Account Sub-Menu Functionality

After right-clicking the mouse button, a sub-menu with multiple functionality is displayed as shown in the previous section. Available functions are explained as follows:

The top section contains items that can be used to customize Data Windows. They are:

- Sort - sort single or multiple columns
- Filter - filter for specific data
- Hide - hide single or multiple columns
- Edit Column Properties - customize individual columns for heading and layout[1]
- Edit Window Title - change the title of a Data Window
- Grid Options - change overall appearance of the Data Window[1]

For detail information on how to use the above features for customizing the Data Window, refer to Chapter 8, Data Window Customization.

Note: Some of the above items can also be found on the Toolbar for quicker access.

The next section consists of the following items:

- New - Creating a new Account
- Copy - Copy of an existing Account for the purpose of creating a new Account with similar information
- Edit Row - The ability to modify existing information within a previously entered Account

Note: A number of functions which are 'greyed out' are not available to the Approved Participant.

- Delete - Used to delete an existing Account record
- Delete All Displayed… - used to delete multiple records displayed as a result of using the filter

The above functions will all be covered in the following section.

The next section of the sub-menu contains the following functions which are useful not so much in the customization of the Data Window, but more so in working with the contents:

- Import - import .csv data (for more information on this, refer to Chapter 7, Importing CSV Files)

1. This feature is not available in Position Report Manager

- Export to Clipboard - copy data to the clipboard for other uses
- Export to CSV File - export to a .csv file to be used in a spreadsheet
- Copy Row - copy the contents of a specific row
- Copy Cell - copy the contents of a specific cell
- Copy Column Values - copy the contents of an entire column

For detail information on how to use the above features, refer to Chapter 8, Data Window Customization.

The last section contains the following functions:

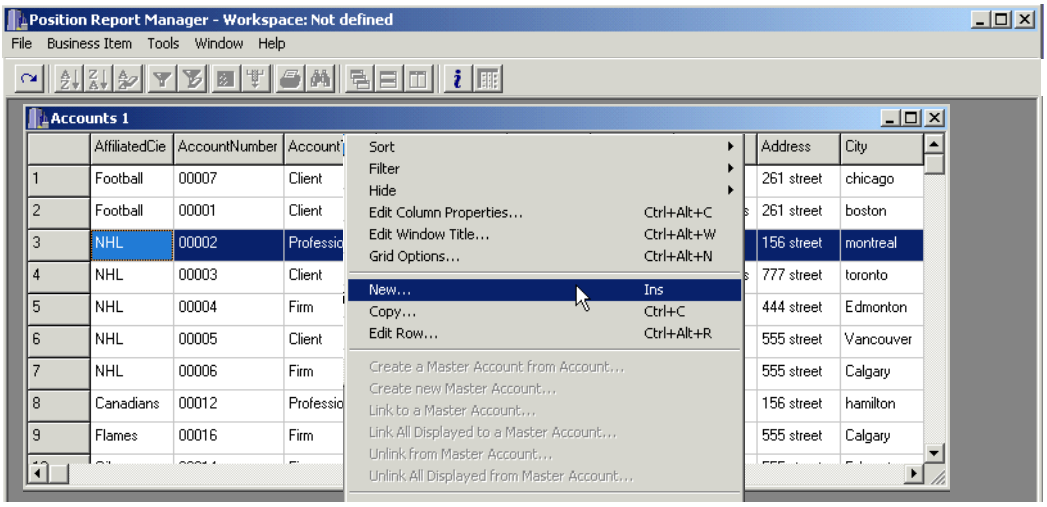
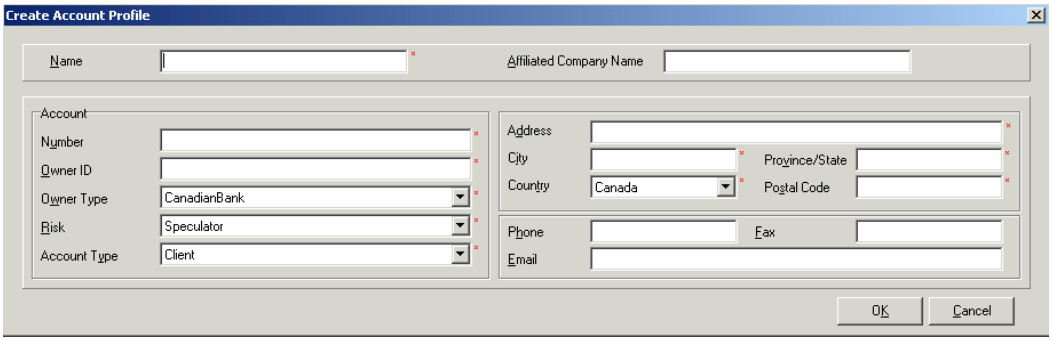
- Search… - search for data within a column
- search Column… - search for a specific column
- Print…- print the contents of a Data Window

For detail information on how to use the above features, refer to Chapter 8, Data Window Customization.

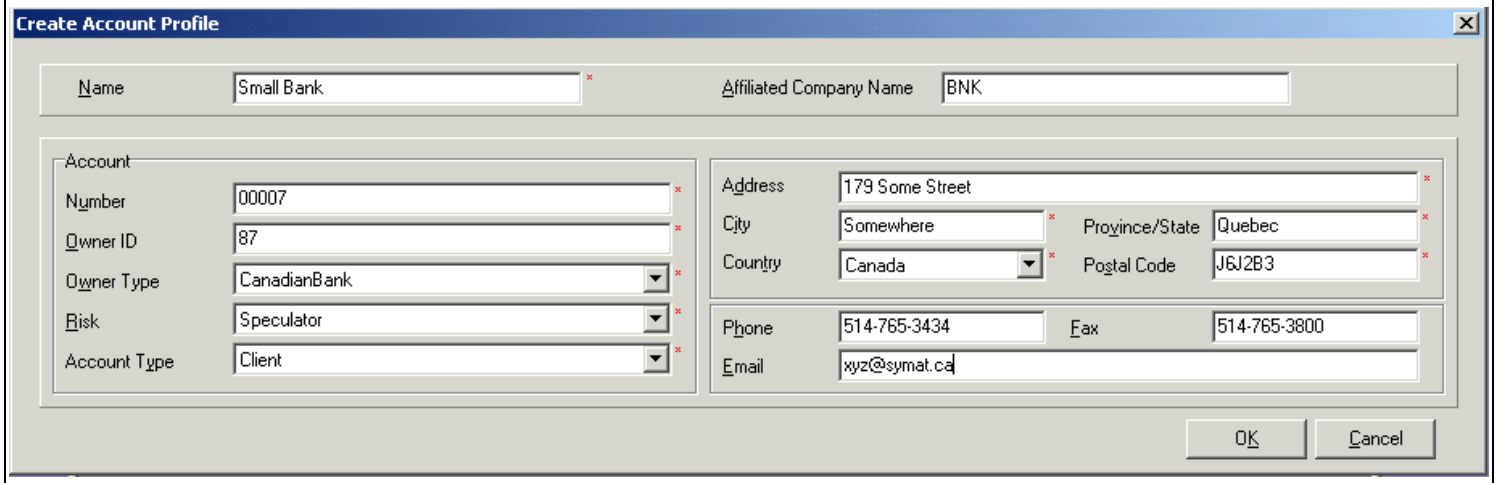
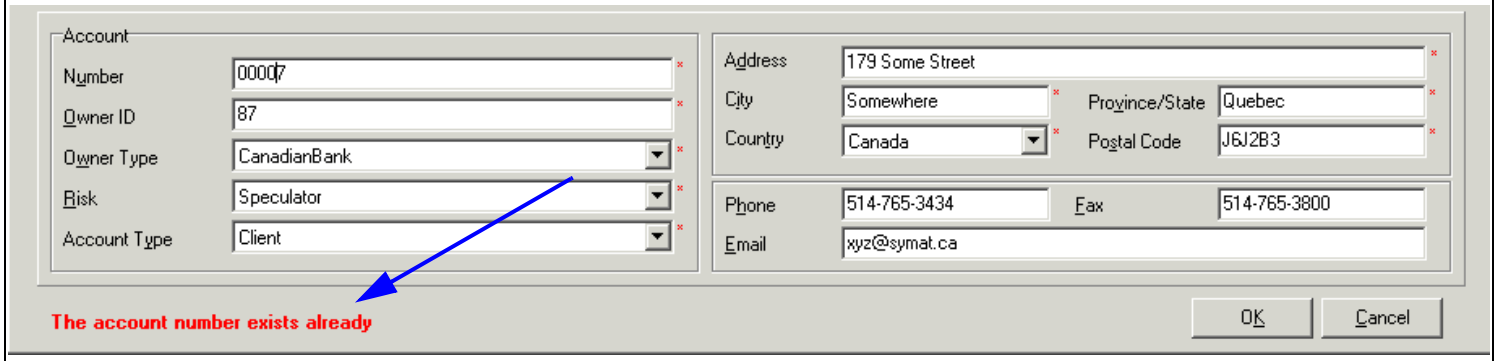
4.2 Working with Accounts

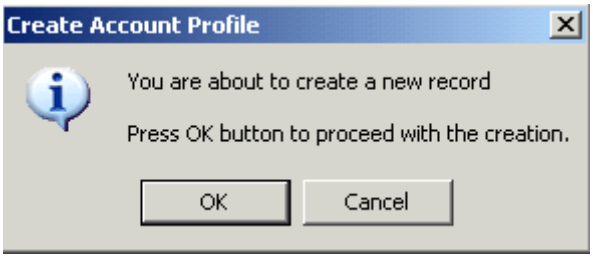
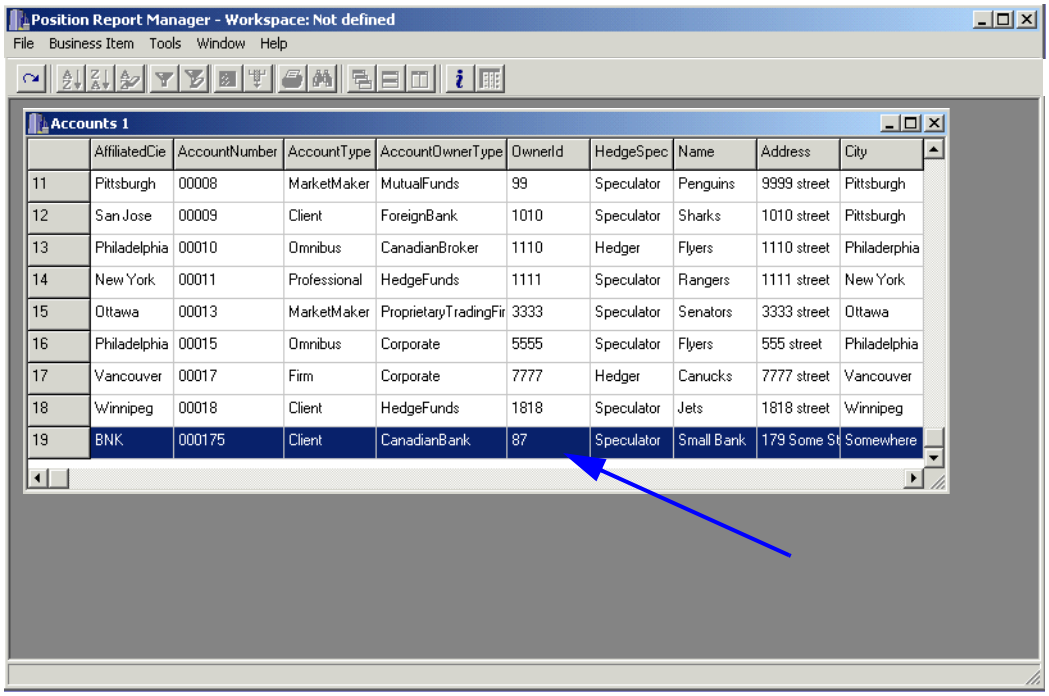
This section will presume that the Position Reporting Manager application is running and that the Accounts Data Window has been opened with the sub-menu displayed. If the Accounts Data Window is not open, refer to section 4.1, Opening the Accounts Data Window.

4.2.1 Creating New Account Records

STEPS	DESCRIPTION
1	With the sub-menu displayed within the Data Window, do either of the following: • Select **New…** • Use the Shortcut Key: **Ins** 
	The Create Account Profile form is displayed as shown below.  Fill in the form fields as indicated below. For an explanation on the form fields, refer to Chapter 6, Field Types. **Note:** Fields with a red **'*'** must be filled.
2	• Enter the account owner name in the **Name** field

STEPS	DESCRIPTION
3	• Enter an **Affiliated Company Name** (optional)
4	• Enter an Account Number in the **Number** field
5	• Enter a unique identification for the owner in the **Owner ID** field
6	• Select the type of owner from the **Owner Type** drop-down menu
7	• Select either Hedger or Speculator from the **Risk** drop-down menu
8	• Select the type of account from the **Account Type** drop-down menu
9	• Enter the address of the account owner in the **Address** field
10	• Enter the Province or State of the account owner in the **Province/State** field
11	• Select the country of the account owner in the **Country** field
12	• Enter the postal code of the account owner in the **Postal Code** field
13	The next three fields are optional: • Enter the phone number of the account owner in the **Phone** field • Enter the fax number of the account owner in the **Fax** field • Enter the email address of the account owner in the **Email** field

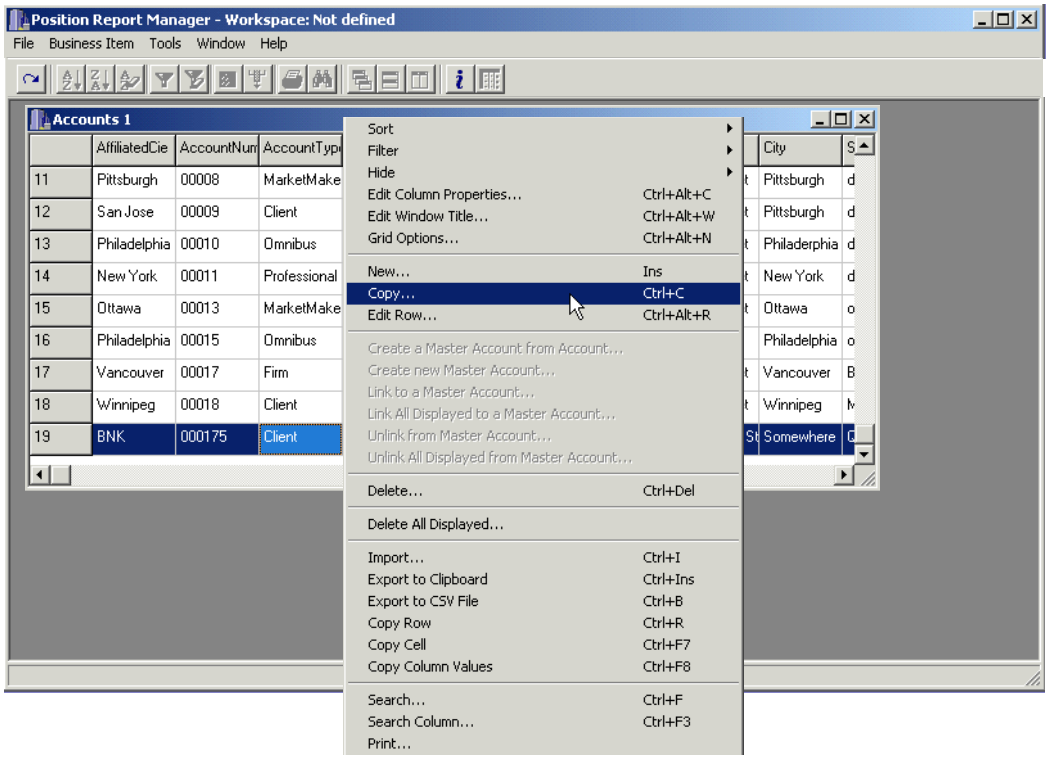
STEPS	DESCRIPTION
14	The completed form should resemble the following:  Click **OK**
15	If you have entered incorrect data, an error message will be displayed as indicated in the snippet below: 

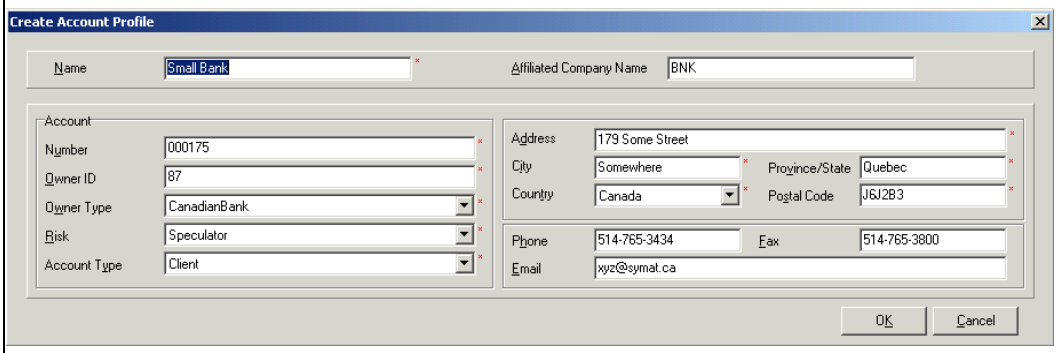
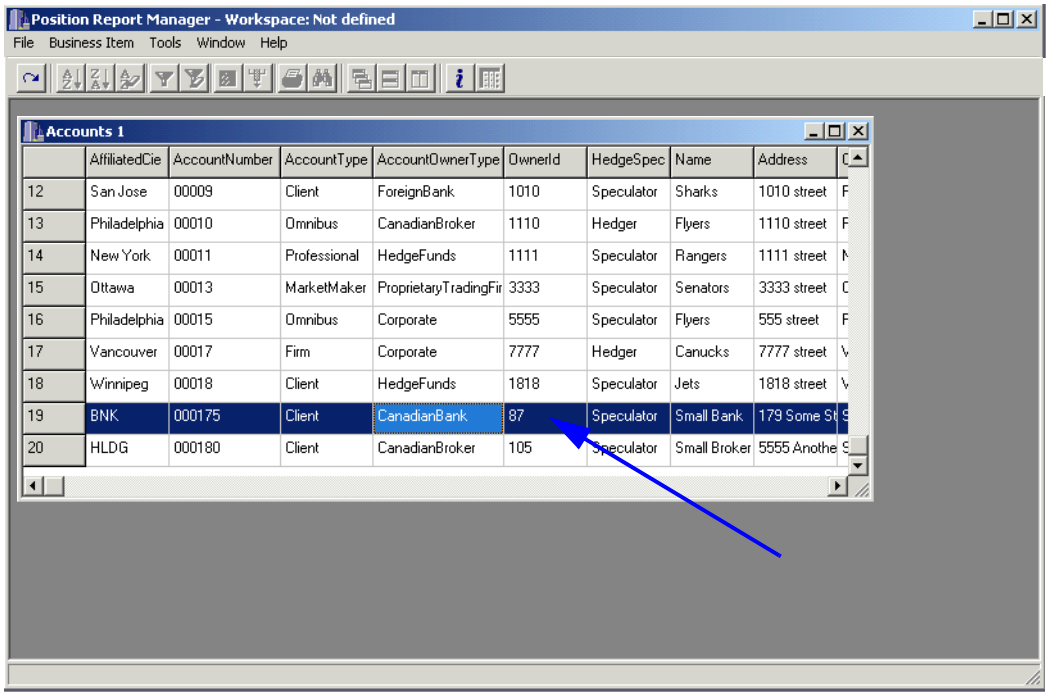
STEPS	DESCRIPTION
16	• Correct the error indicated and click **OK** **Note:** In this example the account Number was changed to **000175**
17	The following confirmation window should display as follows:  • Click **OK**
	The resulting new Account record is displayed in the Account Data Window below. 

4.2.2 Copying Account Records

This procedure is used as a quick way to create a new Account. When an existing record is copied, all field information is displayed. Key fields must be changed before submitting the new record. Those fields which contain data that is the same as the new record can be left as is, therefore saving some time.

To copy an existing record to create a new record, follow the steps below:

STEPS	DESCRIPTION
1	With the sub-menu displayed within the Data Window, do either of the following: • Select the **Account** record to be copied • Select **Copy…** • Use the Shortcut Key: **Ctrl+C** 

STEPS	DESCRIPTION
	The Create Account Profile form is displayed as shown below with full details from the copied record.  **Note:** At this point, the procedure follows the exact same process as creating a new account. Refer to section 4.2.1, Creating New Account Records, starting at Step 2 thru Step 17.
	The new Account record will be displayed in the Accounts Data Window as shown below. 

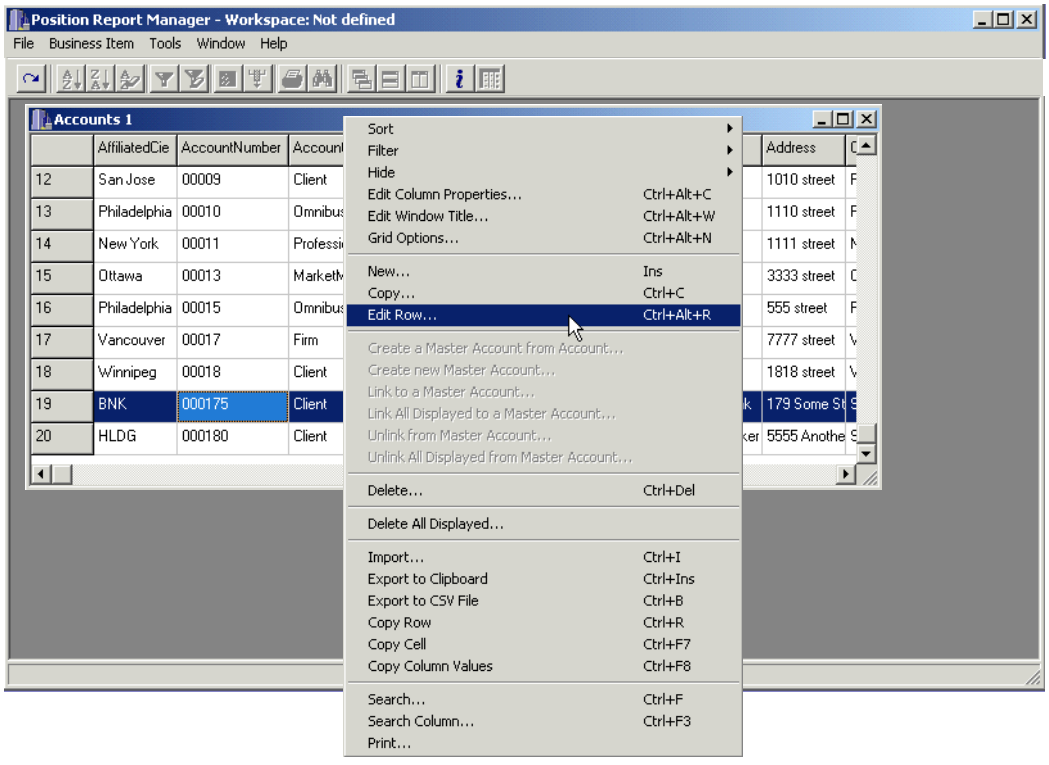
	AffiliatedCie	AccountNumber	AccountType	AccountOwnerType	OwnerId	HedgeSpec	Name	Address
12	San Jose	00009	Client	ForeignBank	1010	Speculator	Sharks	1010 street
13	Philadelphia	00010	Omnibus	CanadianBroker	1110	Hedger	Flyers	1110 street
14	New York	00011	Professional	HedgeFunds	1111	Speculator	Rangers	1111 street
15	Ottawa	00013	MarketMaker	ProprietaryTradingFir	3333	Speculator	Senators	3333 street
16	Philadelphia	00015	Omnibus	Corporate	5555	Speculator	Flyers	555 street
17	Vancouver	00017	Firm	Corporate	7777	Hedger	Canucks	7777 street
18	Winnipeg	00018	Client	HedgeFunds	1818	Speculator	Jets	1818 street
19	BNK	000175	Client	CanadianBank	87	Speculator	Small Bank	179 Some St
20	HLDG	000180	Client	CanadianBroker	105	Speculator	Small Broker	5555 Anothe

4.3 Editing an Account Record

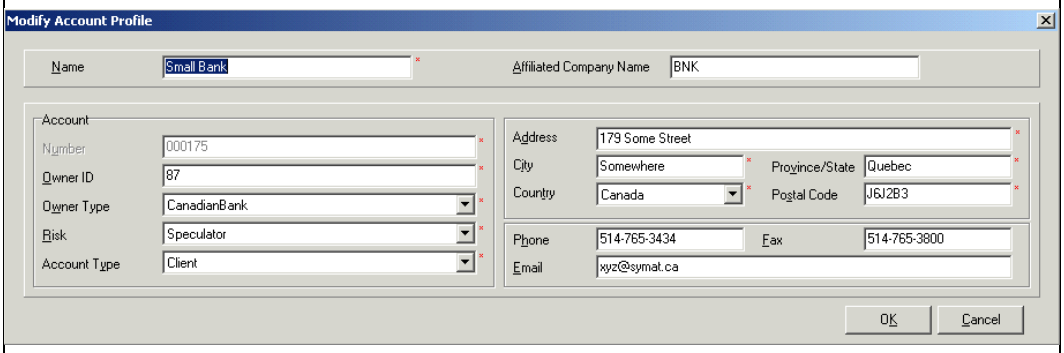
This function enables the Approved Participant to modify an Account record if necessary. The process is the same as if a record was being copied, the exception being no new record will be created, only the existing record will be modified.

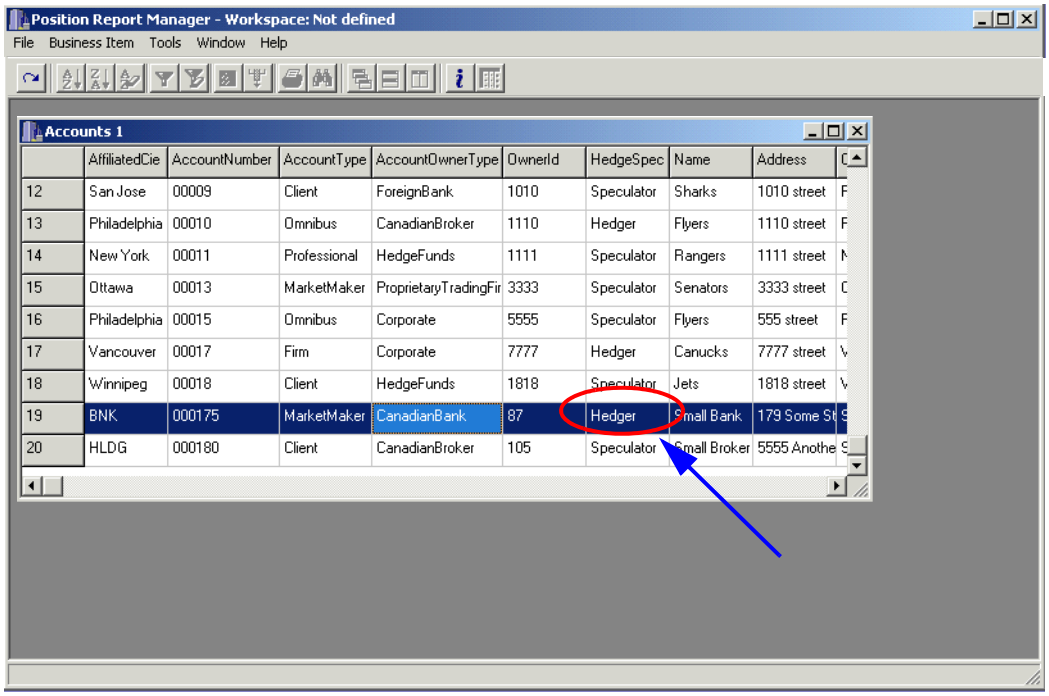
Note: All fields, with the exception of the Account Number can be modified.

To edit an existing record, follow the steps as outlined below.

STEPS	DESCRIPTION
1	With the sub-menu displayed within the Data Window, do either of the following: • Select the **Account** record to be modified • Select **Edit Row…** • Use the Shortcut Key: **Ctrl+Alt+R** 

STEPS	DESCRIPTION
	The Create Account Profile form is displayed as shown below with full details from the copied record.
2	As mentioned earlier, all fields with the exception of **Account Number** can be modified. Refer to section 4.2.1, Creating New Account Records, starting at Step 2, Step 3 and Step 5 thru Step 17 for information on entering/selecting data.
	The new Account record will be displayed in the Accounts Data Window as shown below. **Note:** The modification to the existing Account record was to change the Risk field from Speculator to Hedger.

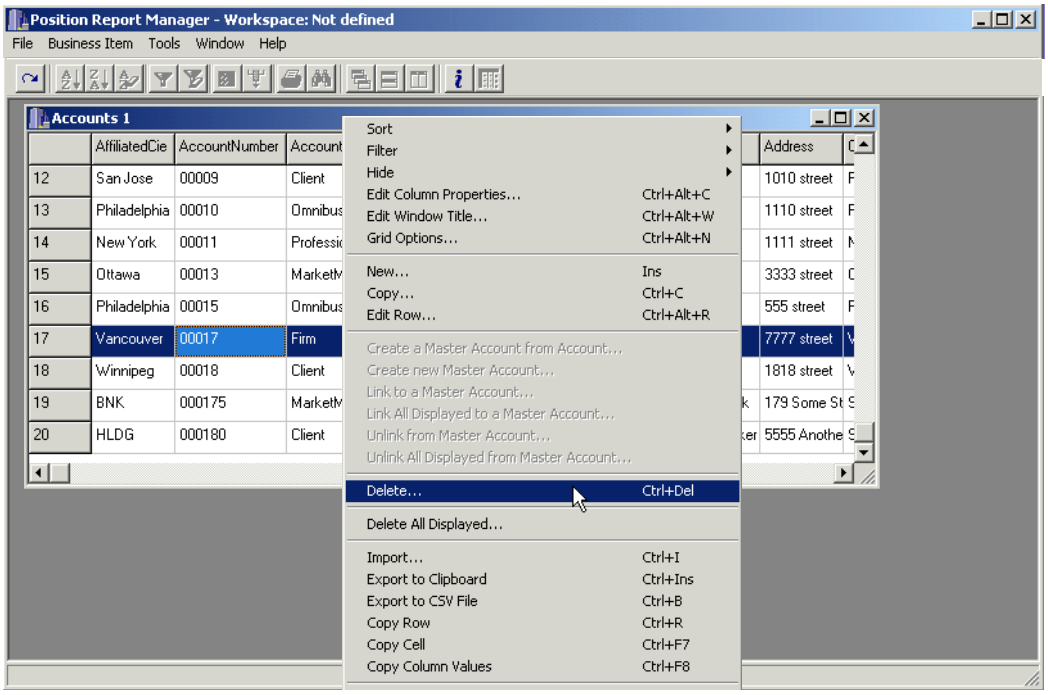
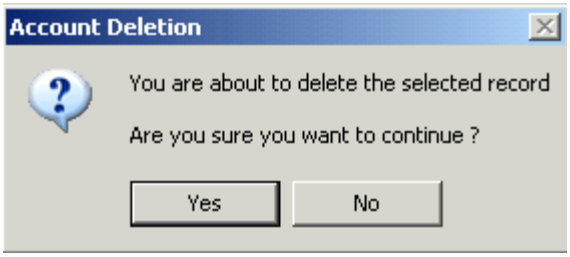




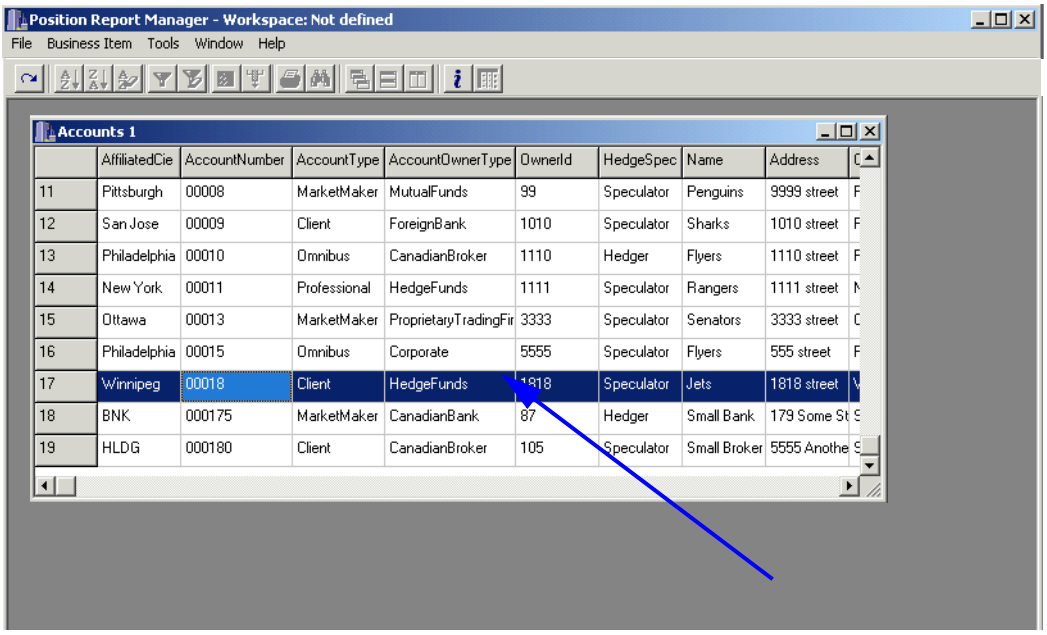
4.4 Deleting an Account Record

On occasion it may be necessary to delete an Account Record. This feature enables the Approved Participant to delete Account records when called for.

To delete an Account Record, follow the steps as outlined below.

STEPS	DESCRIPTION
1	With the sub-menu displayed within the Data Window, do either of the following: • Select the **Account** record to be deleted • Select **Delete…** • Use the Shortcut Key: **Ctrl+Del** 
2	The Account Deletion confirmation widow is displayed as shown below.  • Click **Yes**

STEPS	DESCRIPTION
	The Accounts Data Window is displayed with the previously selected Account record no longer present as indicated in the illustration below.



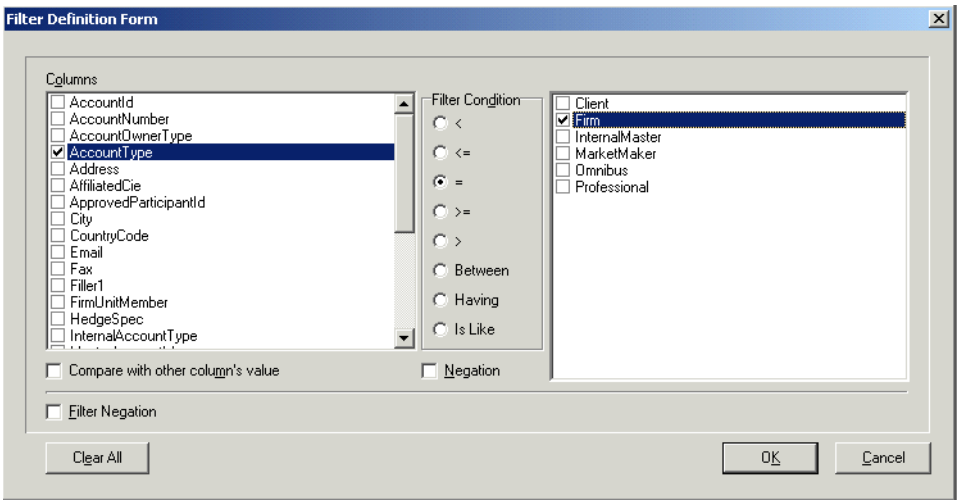
	AffiliatedCie	AccountNumber	AccountType	AccountOwnerType	OwnerId	HedgeSpec	Name	Address
11	Pittsburgh	00008	MarketMaker	MutualFunds	99	Speculator	Penguins	9999 street
12	San Jose	00009	Client	ForeignBank	1010	Speculator	Sharks	1010 street
13	Philadelphia	00010	Omnibus	CanadianBroker	1110	Hedger	Flyers	1110 street
14	New York	00011	Professional	HedgeFunds	1111	Speculator	Rangers	1111 street
15	Ottawa	00013	MarketMaker	ProprietaryTradingFir	3333	Speculator	Senators	3333 street
16	Philadelphia	00015	Omnibus	Corporate	5555	Speculator	Flyers	555 street
17	Winnipeg	00018	Client	HedgeFunds	1818	Speculator	Jets	1818 street
18	BNK	000175	MarketMaker	CanadianBank	87	Hedger	Small Bank	179 Some St
19	HLDG	000180	Client	CanadianBroker	105	Speculator	Small Broker	5555 Anothe

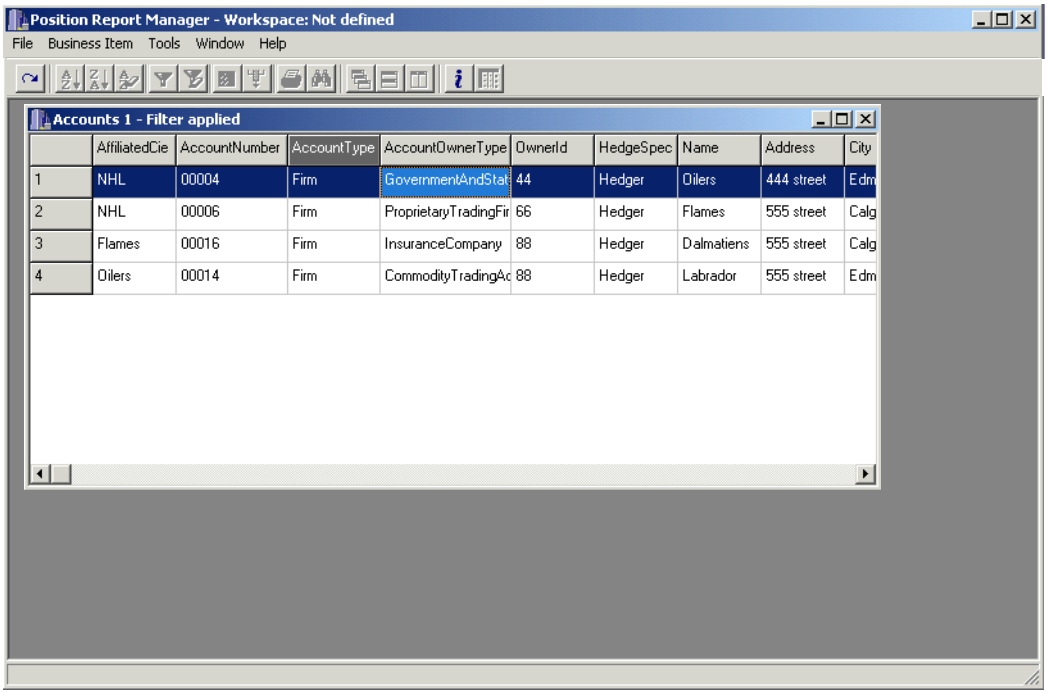
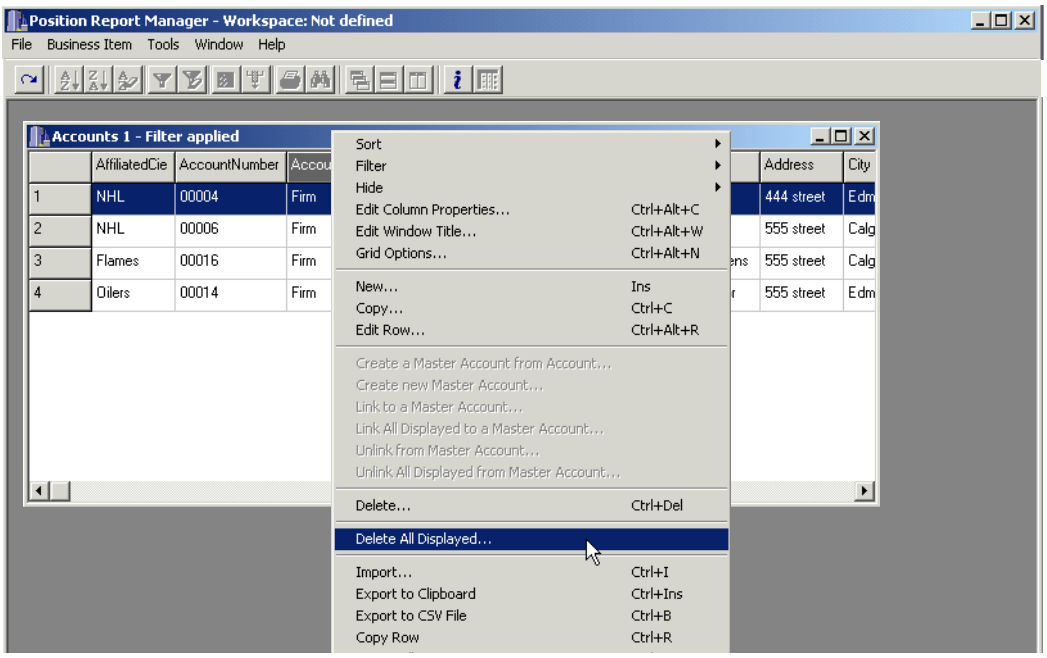
4.5 Deleting All Displayed Records

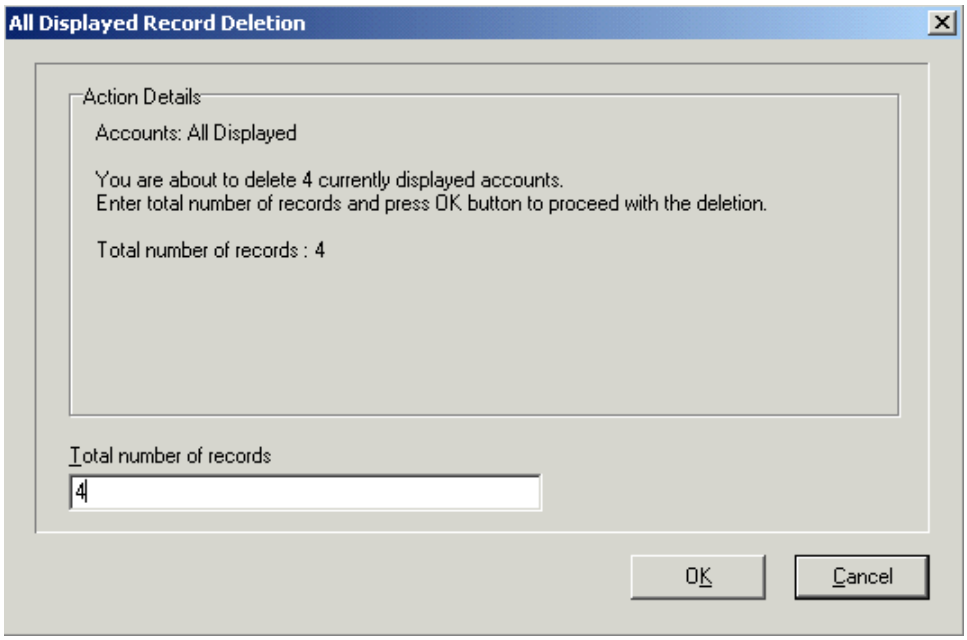
The Delete feature enables the deletion of one record at a time. Depending on the number of records there are to delete, this could be time consuming. The Delete All Displayed feature enables the Approved Participant to dipslay a group of records that will be deleted by using the 'Filter' function in either the sub-menu, or within the main menu item 'Tools'.

For information on how to use the Filter on Data Window records , refer to section 8.3, Filtering Data, in Chapter 8, Data Window Customization.

To delete multiple records at the same time, follow the steps as outlined below.

STEPS	DESCRIPTION
1	From the active Data Window, do either of the following: • Right-click to display the sub-menu and select **Filter > Filter Selection** • From the Main Menu, select **Tools > Filter > Filter Selection** • Use the Shortcut Key: **Ctrl+Alt+F** The Filter Definition Form is displayed. At this point refer to section 8.3, Filtering Data for details on how to fill out the Filter Definition Form. **Note:** In this example, all '**Firms**' within **Account Type** have been filtered out. The completed Filter Definition Form is shown below.  • Click **OK**

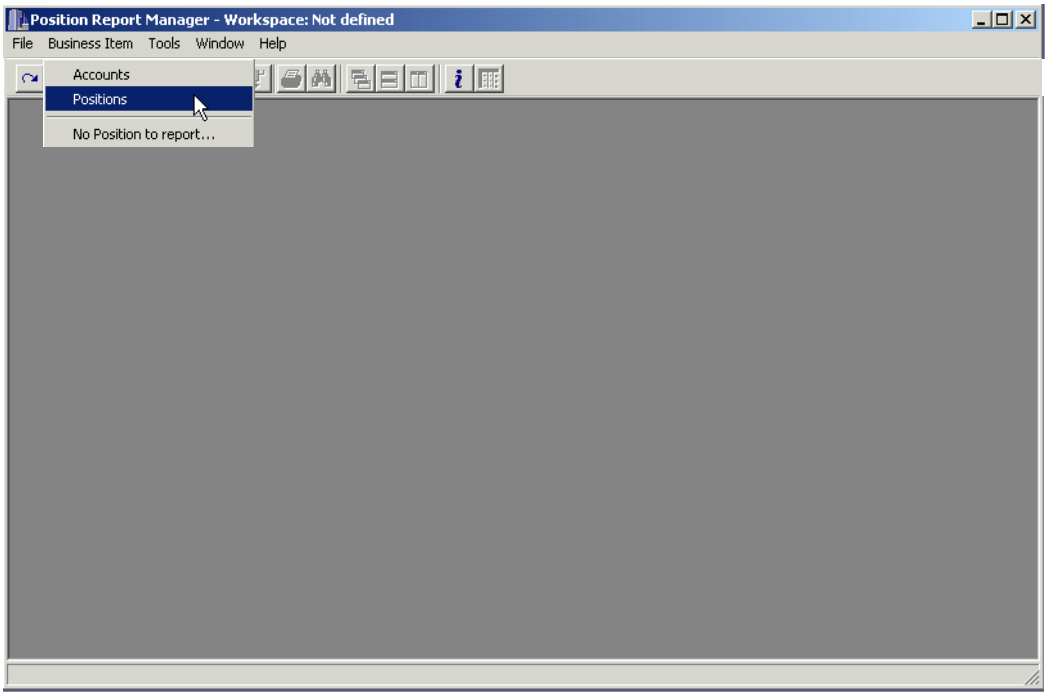
STEPS	DESCRIPTION
	The selected **Account Records** for the **Account Type** '**Firm**' are now displayed below.  The above four (4) records will now be deleted.
2	• Right-click in the Accounts Data Window and select **Delete All Displayed…** as shown below. 

STEPS	DESCRIPTION
3	The **All Displayed Record Deletion** confirmation window is displayed as shown below. As a precaution to verifying that these four (4) records are to be deleted, the Approved Participant is requested to enter the actual number of records in the **Total number of records** area.  • Click **Yes**
	The four (4) records have been deleted from the Accounts Data Window.

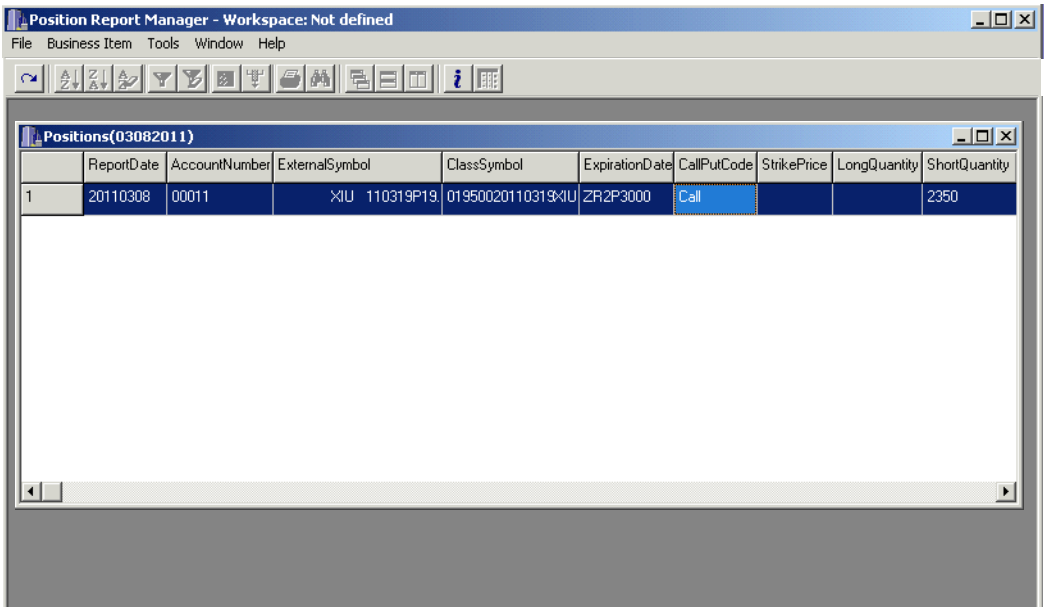
Chapter 5 Business Item - Positions

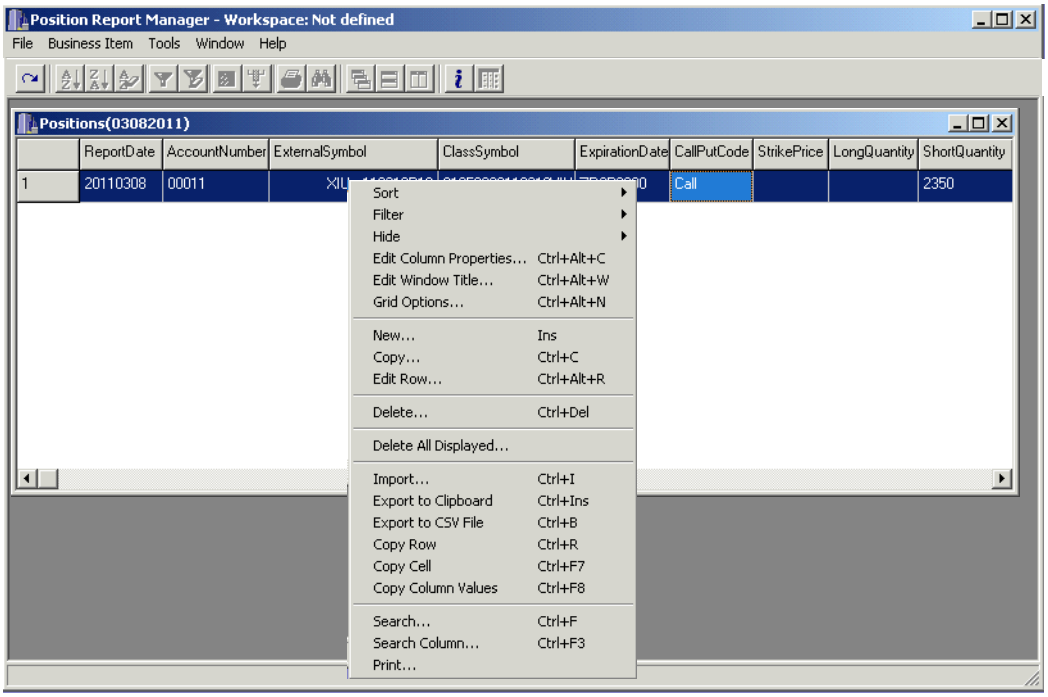
5.1 Opening the Positions Data Window

The Positions Business item enables the Approved Participant to create, modify, and delete Position records. To open the Business Item Positions Data Window, follow the steps below:

STEPS	DESCRIPTION
1	From the Main Menu, select **Business Item > Positions** as indicated below: 

STEPS	DESCRIPTION
	The following Data Window titled Positions X is displayed, where X is the sequential number of the Data Window that has been accessed in the current session:
2	From within the active Data Window, right-click the mouse to display the following sub-menu:





STEPS	DESCRIPTION
	The sub-menu above displays all the available functions that that can be performed on Positions records.

5.1.1 Positions Sub-Menu Functionality

After right-clicking the mouse button, a sub-menu with multiple functionality is displayed as shown in the previous section. Available functions are explained as follows:

The top section contains items that can be used to customize Data Windows. They are:

- Sort - sort single or multiple columns
- Filter - filter for specific data
- Hide - hide single or multiple columns
- Edit Column Properties - customize individual columns for heading and layout
- Edit Window Title - change the title of a Data Window
- Grid Options - change overall appearance of the Data Window

For detail information on how to use the above features for customizing the Data Window, refer to Chapter 8, Data Window Customization.

Note: Some of the above items can also be found on the Toolbar for quicker access.

The next section consists of the following items:

- New - Creating a new Position
- Copy - Copy of an existing Position for the purpose of creating a new Account with similar information
- Edit Row - The ability to modify existing information within a previously entered Position
- Delete - Used to delete an existing Position record
- Delete All Displayed…- used to delete multiple records displayed as a result of using the filter

The above functions will all be covered in the following section.

The next section of the sub-menu contains the following functions which are useful not so much in the customization of the Data Window, but more so in working with the contents:

- Import - import .csv data (for more information on this, refer to Chapter 7, Importing CSV Files)
- Export to Clipboard - copy data to the clipboard for other uses
- Export to CSV File - export to a .csv file to be used in a spreadsheet
- Copy Row - copy the contents of a specific row

- Copy Cell - copy the contents of a specific cell
- Copy Column Values - copy the contents of an entire column

For detail information on how to use the above features, refer to Chapter 8, Data Window Customization.

The last section contains the following functions:

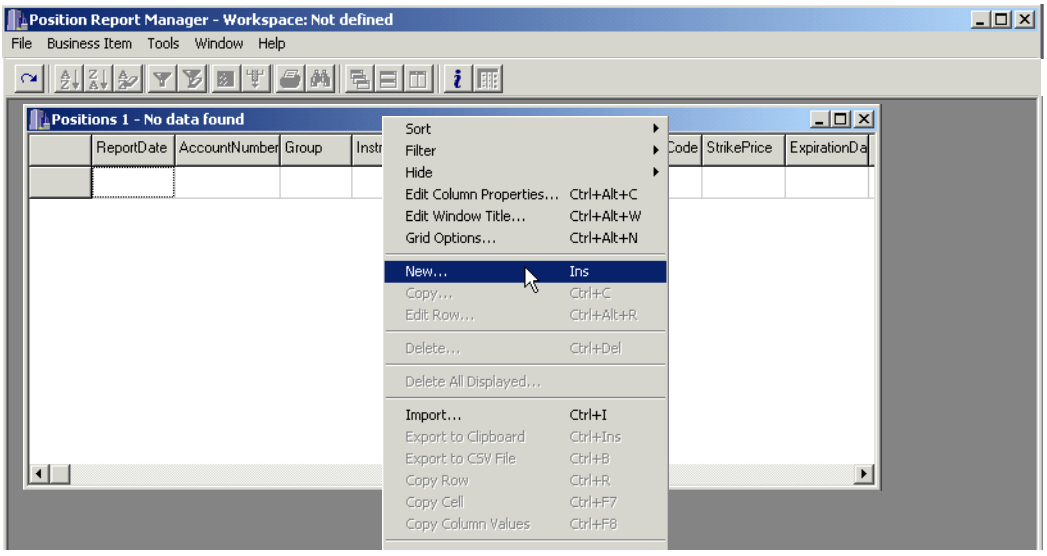
- Search… - search for data within a column
- search Column… - search for a specific column
- Print…- print the contents of a Data Window

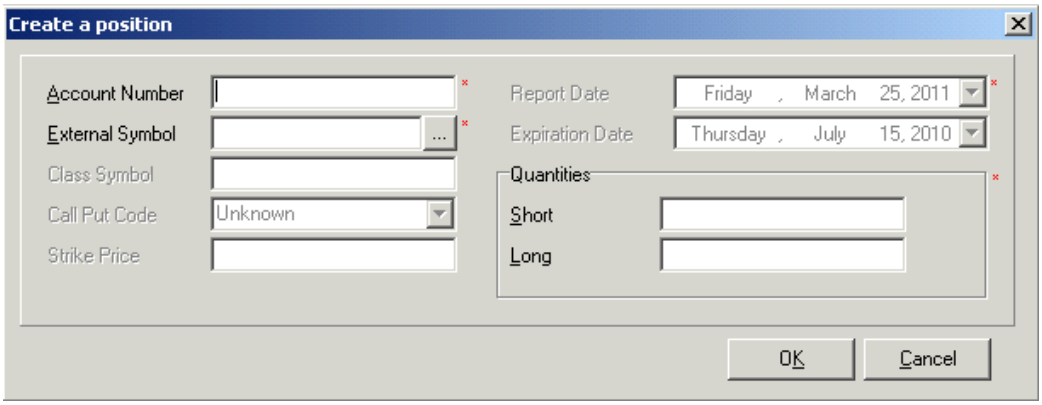
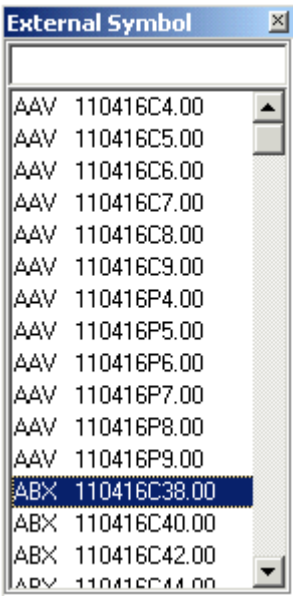
For detail information on how to use the above features, refer to Chapter 8, Data Window Customization

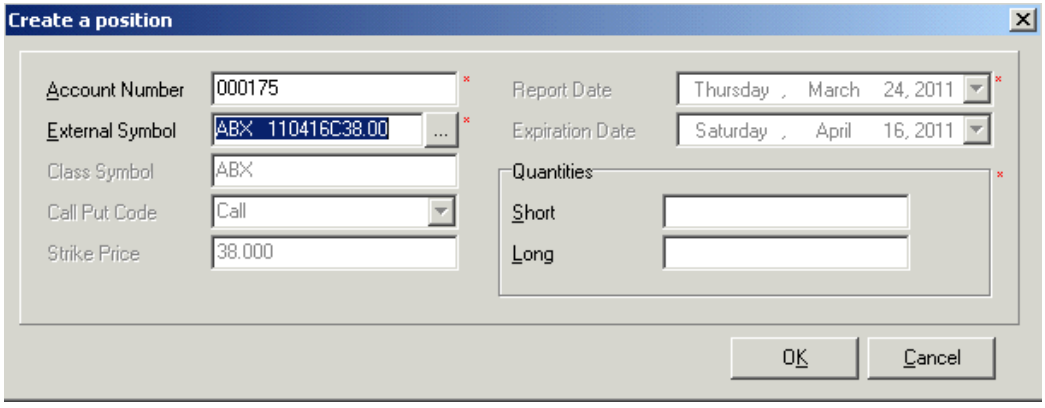
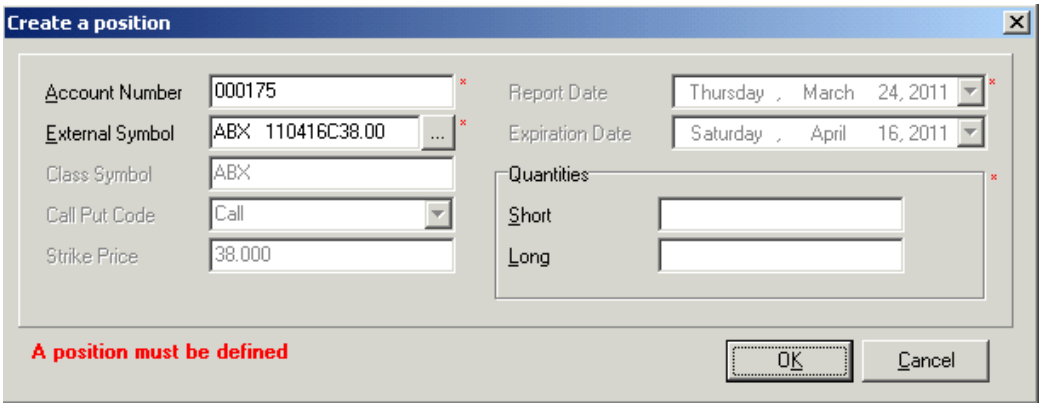
5.2 Working with Positions

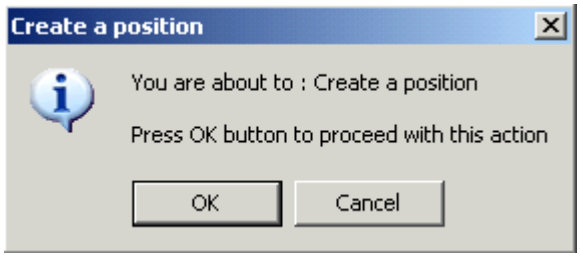
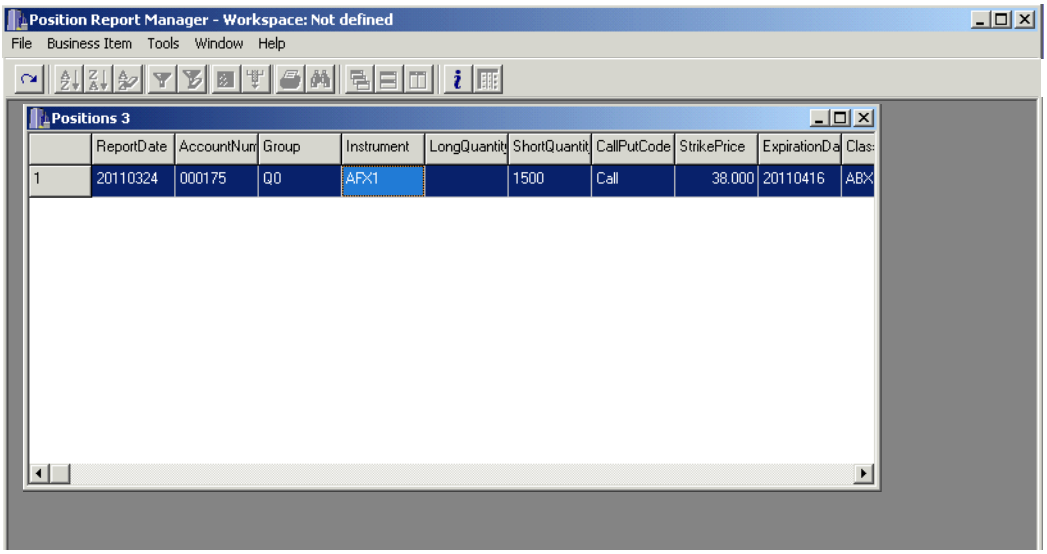
This section will presume that the Position Reporting Manager application is running and that the Positions Data Window has been opened with the sub-menu displayed. If the Positions Data Window is not open, refer to section 5.1, Opening the Positions Data Window.

5.2.1 Creating New Position Records

STEPS	DESCRIPTION
1	With the sub-menu displayed within the Data Window, do either of the following: • Select **New…** • Use the Shortcut Key: **Ins** 

STEPS	DESCRIPTION
	The **Create a position** form is displayed as shown below.  Fill in the form fields as indicated below. For an explanation on the form fields, refer to Chapter 6, Field Types. **Note:** Fields with a red **'*'** must be filled.
2	• Enter an account number in the **Account Number** field
3	• Enter an **External Symbol** by selecting from the External Symbol drop-down list as indicated below. **Note:** Double click the External Symbol so that it fills the **External Symbol** field  **Note:** After entering the External Symbol, if a change is required, delete the existing data in the External Symbol field, and click the External Symbol drop-down button to see a refreshed list.

STEPS	DESCRIPTION
	Once the External Symbol is entered, the following three fields are automatically filled: • Class Symbol • Call Put Code • Strike Price
4	• Enter a quantity in the **Short** (Quantity) field if required[1]
5	• Enter a quantity in the **Long** (Quantity) field if required[1]
6	• The completed Create a position form should resemble the one below. • Click **OK** 
7	If you have entered incorrect data, an error message will be displayed as indicated in the snippet below:  **Note:** Neither Long or Short Quanitity has been entered • Click **OK** • Correct the problem, and re-submit the Position Record

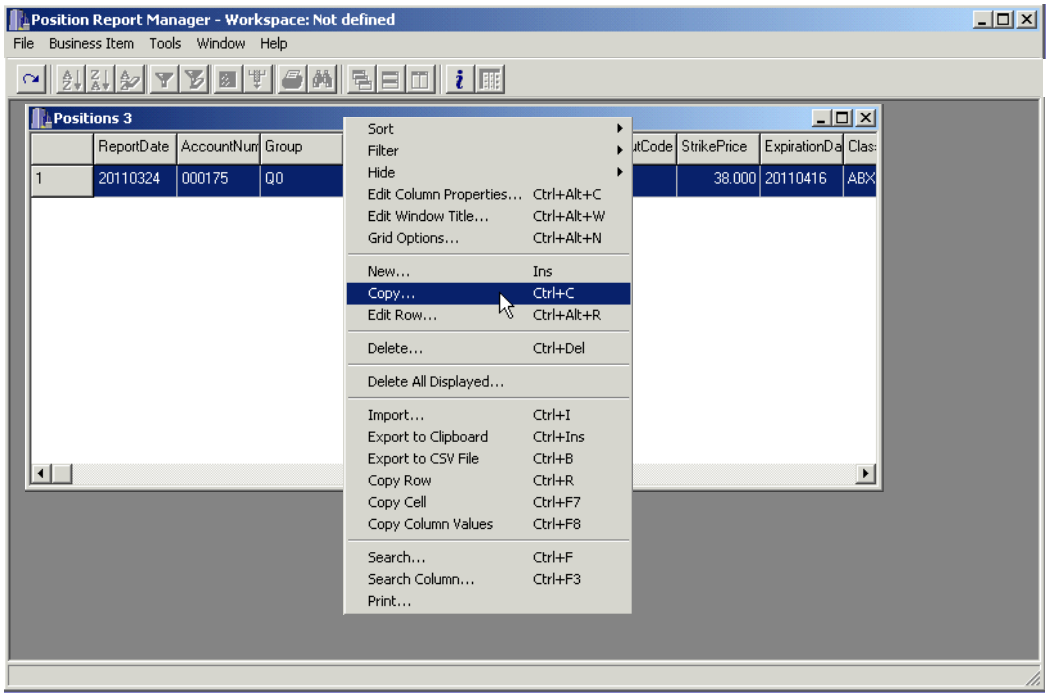
STEPS	DESCRIPTION
8	The following Create a position confirmation window is displayed as indicated below. 
	The Positions Data Window shows the result of adding a new record below. 

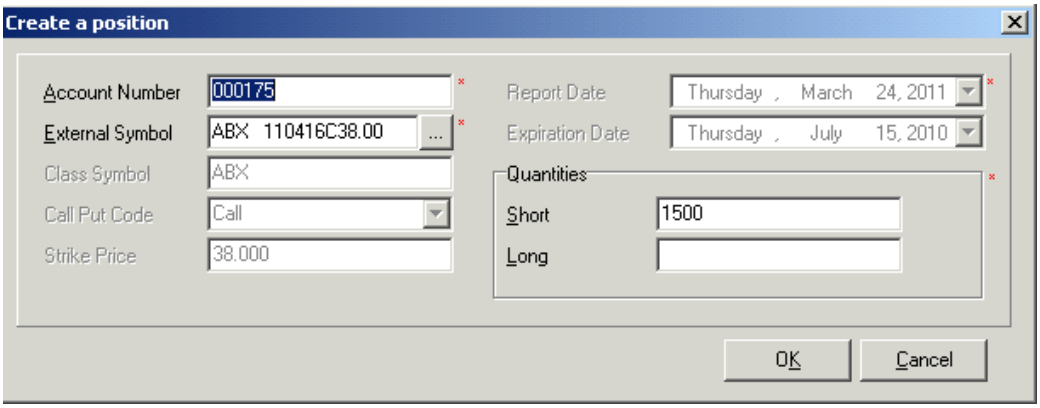
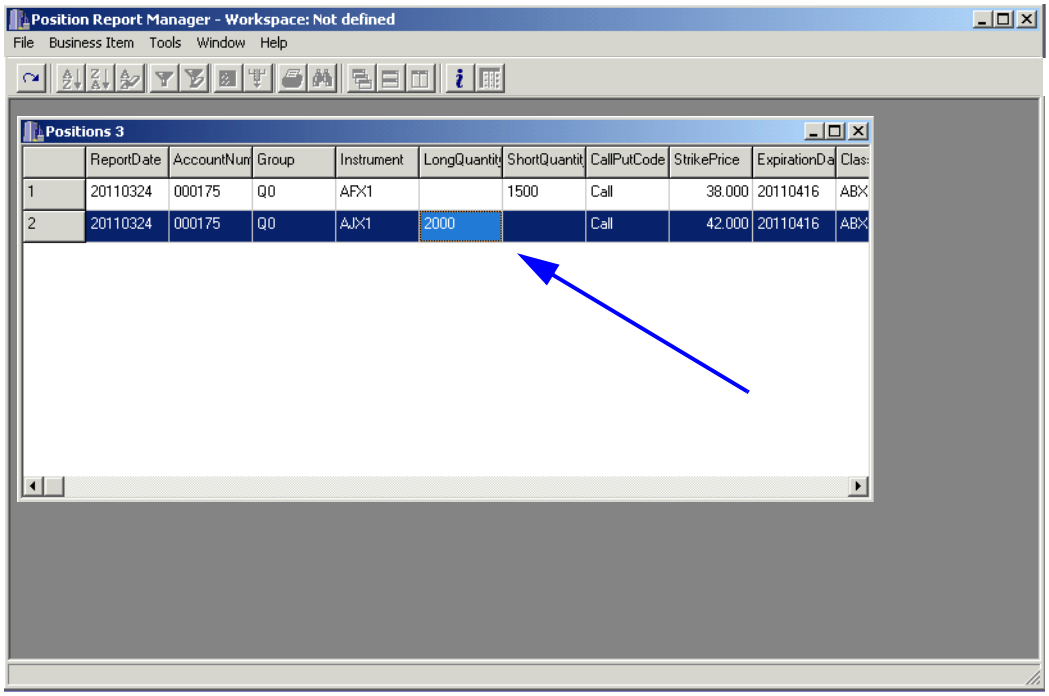
1. Quantity must be positive, and Long and/or Short Quantity must be filled. If both are empty, Position will be rejected

5.2.2 Copying Position Records

This procedure is used as a quick way to create a new position. When an existing record is copied, all field information is displayed. Key fields must be changed before submitting the new record. Those fields which contain data that is the same as the new record can be left as is, therefore saving some time.

To copy an existing record to create a new record, follow the steps below:

STEPS	DESCRIPTION
1	With the sub-menu displayed within the Data Window, do either of the following: • Select the **Position** record to be copied • Select **Copy…** • Use the Shortcut Key: **Ctrl+C** 

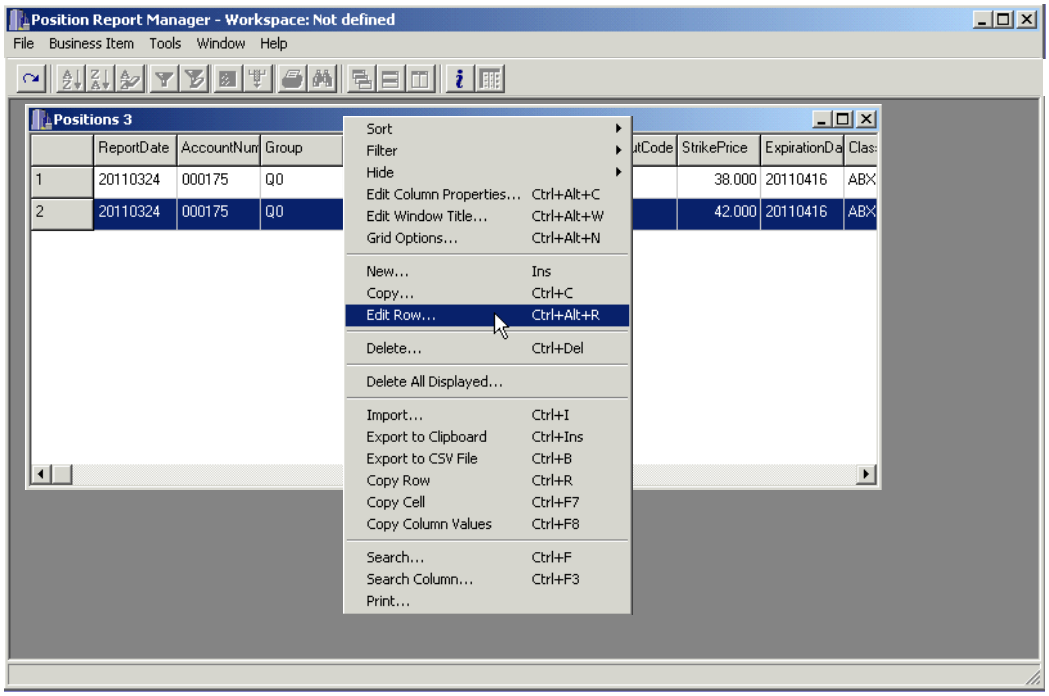
STEPS	DESCRIPTION
	The Create a position form is displayed as shown below with full details from the copied record.  **Note:** At this point, the procedure follows the exact same process as creating a new Position. Refer to section 5.2.1, Creating New Position Records, starting at Step 2 thru Step 8.
	The new Position record will be displayed in the Positions Data Window as shown below. 

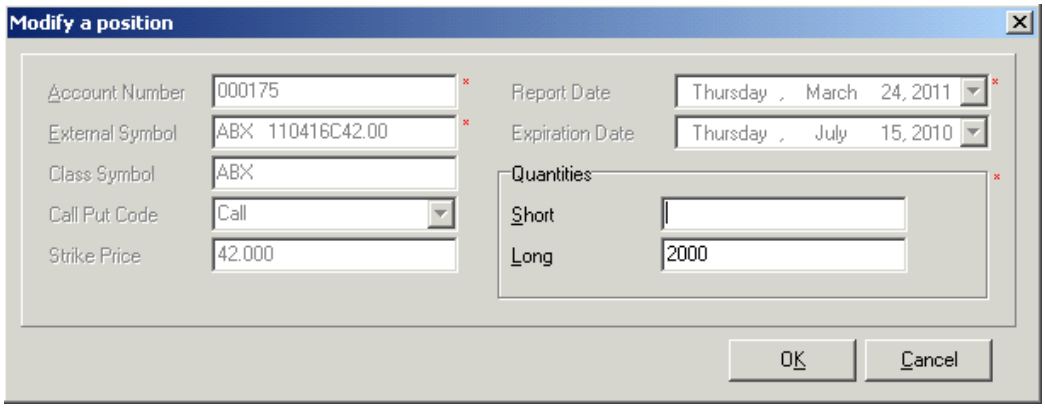
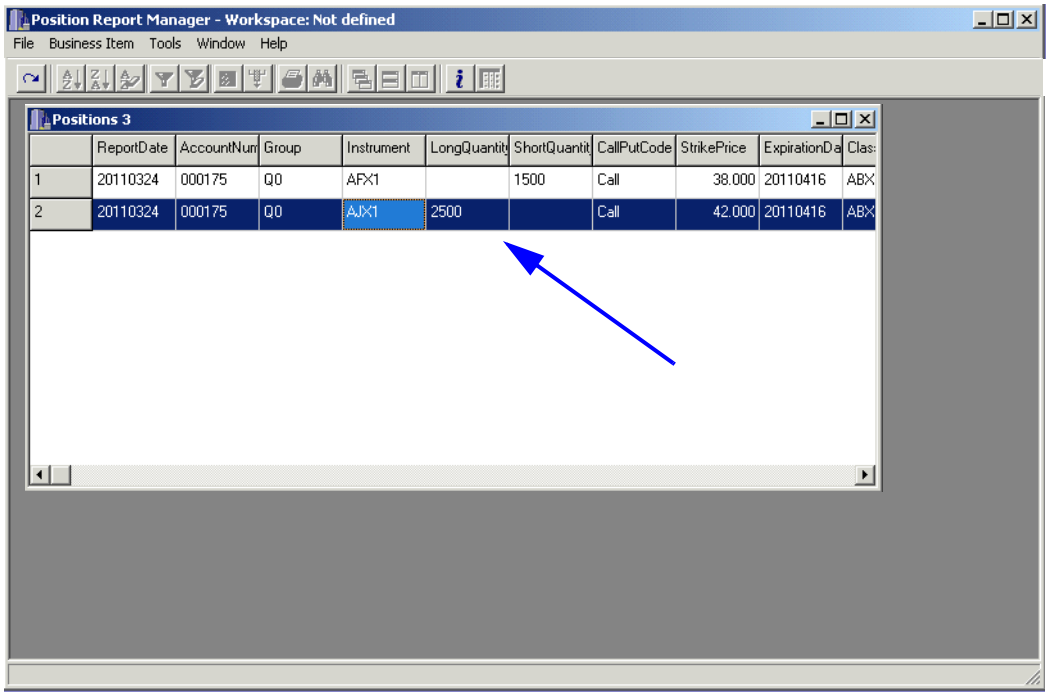
5.3 Editing a Position Record

This function enables the Approved Participant to modify a Position record if necessary. The process is the same as if a record were being copied, the exception being no new record will be created, only the existing record will be modified.

Note: The only fields that can be modified are Short and Long Quantities.

To edit an existing record, follow the steps as outlined below.

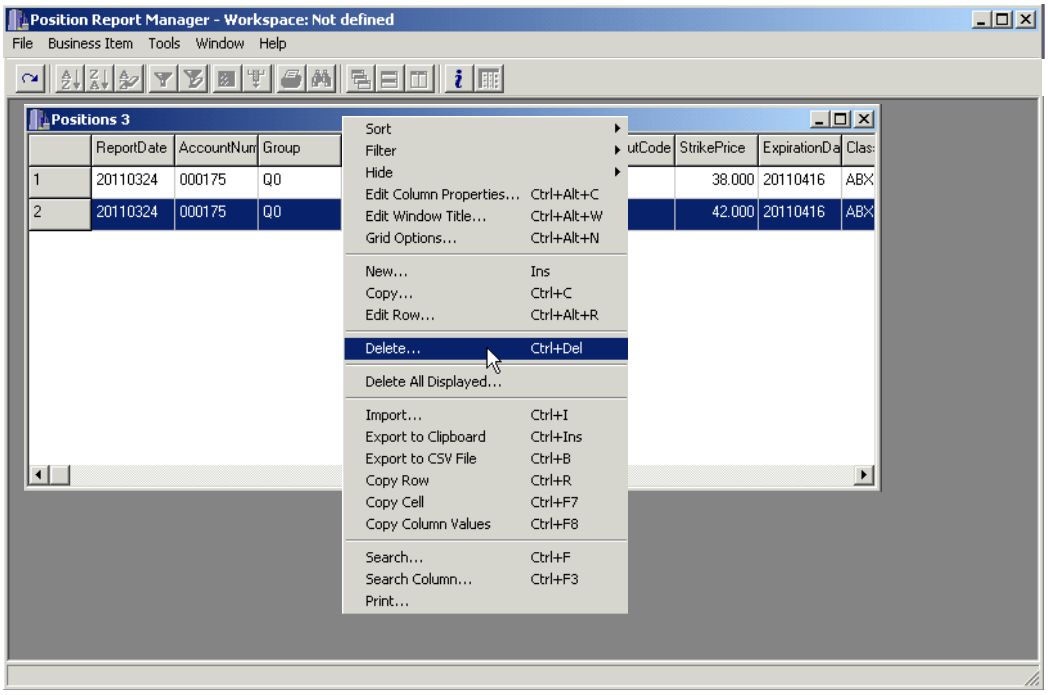
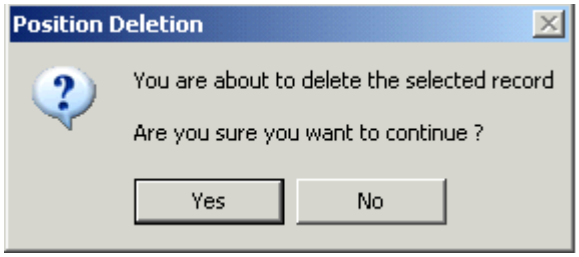
STEPS	DESCRIPTION
1	With the sub-menu displayed within the Data Window, do either of the following: • Select the **Position** record to be modified • Select **Edit Row…** • Use the Shortcut Key: **Ctrl+Alt+R** 

STEPS	DESCRIPTION
	The **Modify a position** form is displayed as shown below with full details. 
2	As mentioned earlier, the only fields that can be modified are the Short and Long Quantity fields. • Enter a correct quantity in either the **Short** or **Long** Quantity field. **Note:** In this eaxample the Long Quantity was changed from 2000 to 2500 • Click **OK** to submit the modification
3	The Positions Data Window now displays the modified Long Quantity as indicated below. 

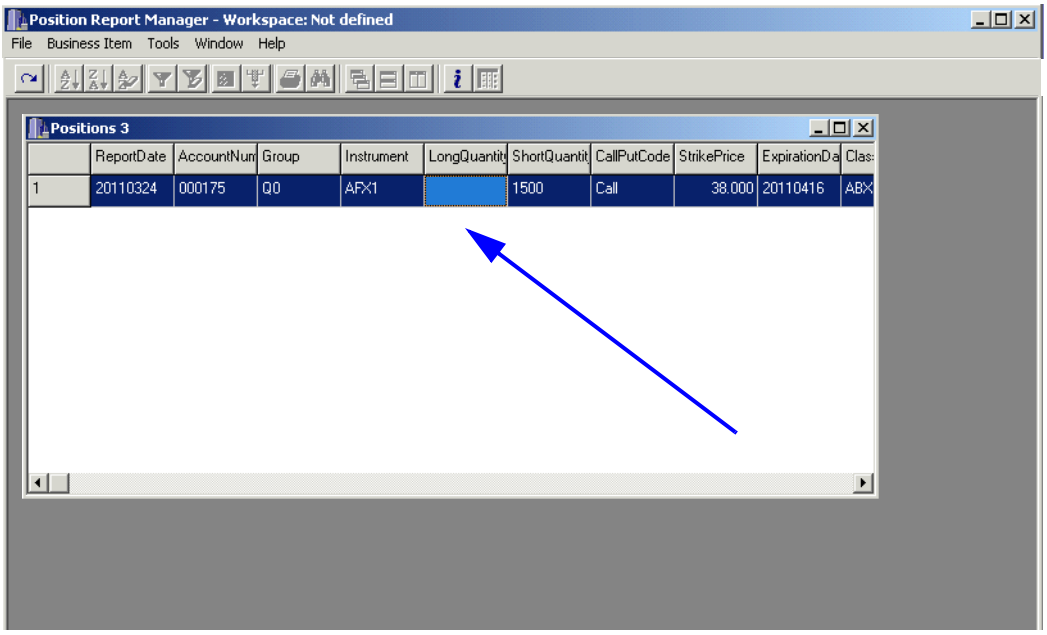
5.4 Deleting an Account Record

On occasion it may be necessary to delete an Position Record. This feature enables the Approved Participant to delete Position records when called for.

To delete an Positon Record, follow the steps as outlined below.

STEPS	DESCRIPTION
1	With the sub-menu displayed within the Data Window, do either of the following: • Select the **Position** record to be deleted • Select **Delete…** • Use the Shortcut Key: **Ctrl+Del** 
2	The Position Deletion confirmation widow is displayed as shown below.  • Click **Yes**

STEPS	DESCRIPTION
	The Position Data Window is displayed with the previously selected Position record no longer present as indicated in the illustration below.

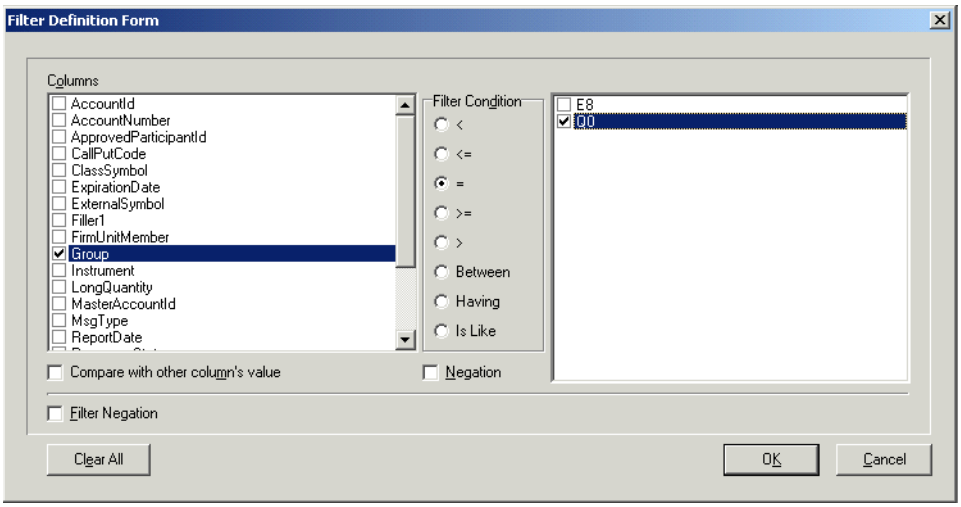


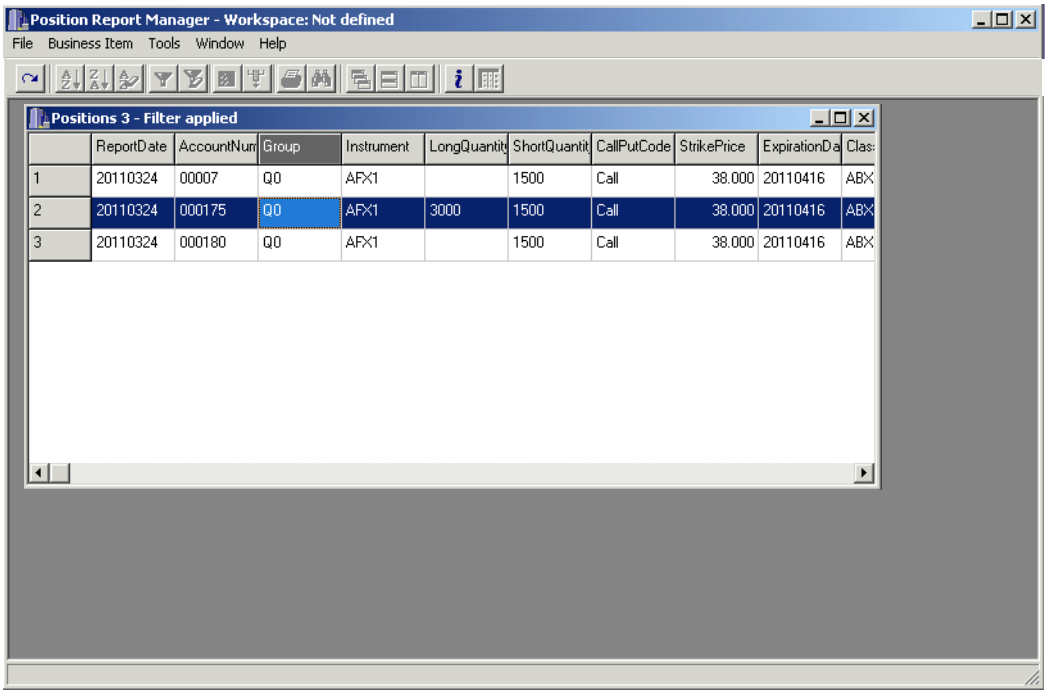
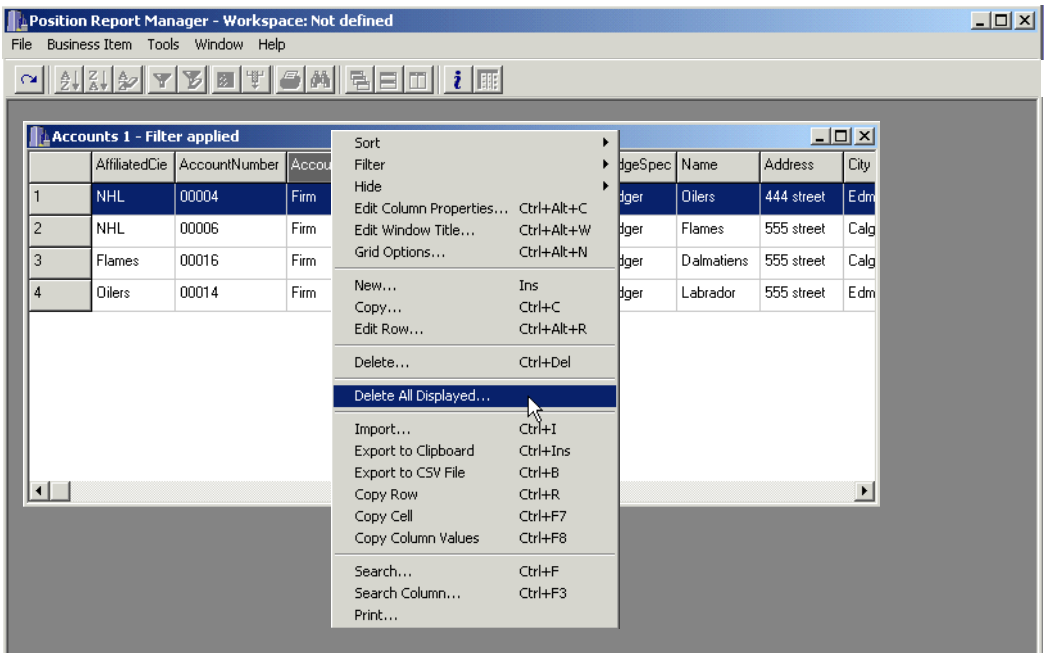
5.5 Deleting All Displayed Records

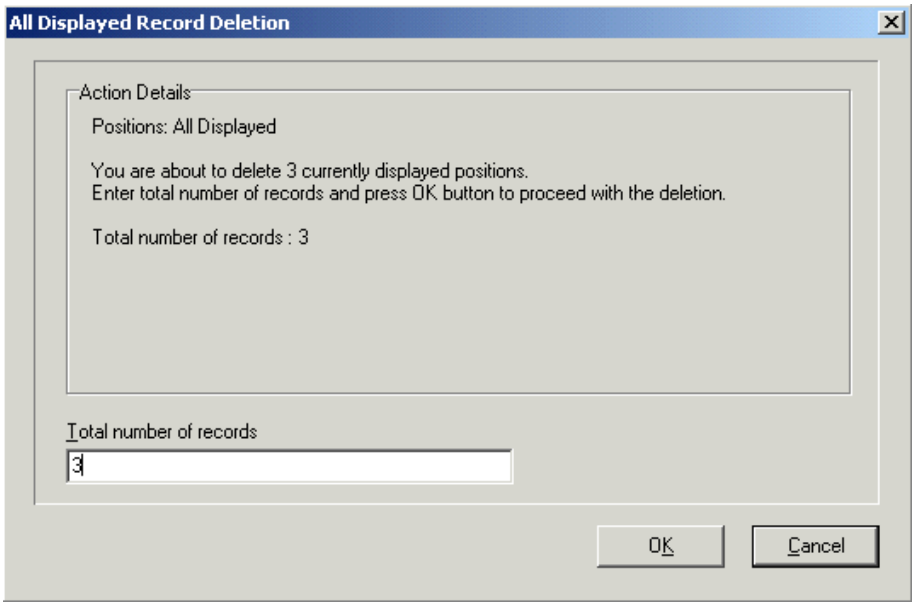
The Delete feature enables the deletion of one record at a time. Depending on the number of records there are to delete, this could be time consuming. The Delete All Displayed feature enables the Approved Participant to dipslay a group of records that will be deleted by using the 'Filter' function in either the sub-menu, or within the main menu item 'Tools'.

For information on how to use the Filter on Data Window records , refer to section 8.3, Filtering Data, in Chapter 8, Data Window Customization.

Do delete multiple records at the same time, follow the steps as outlined below.

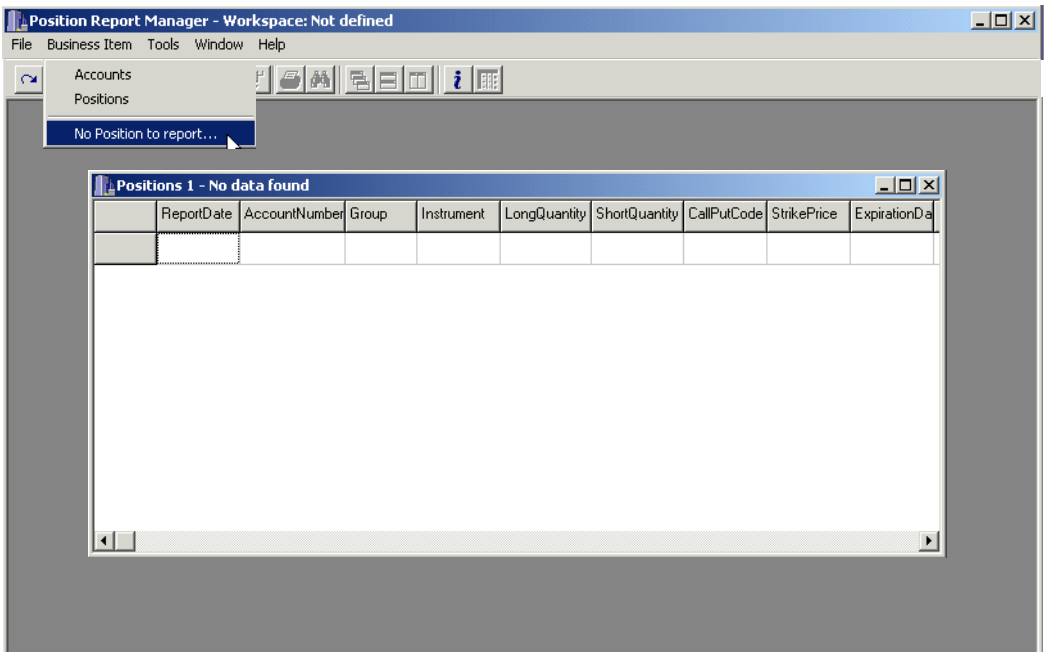
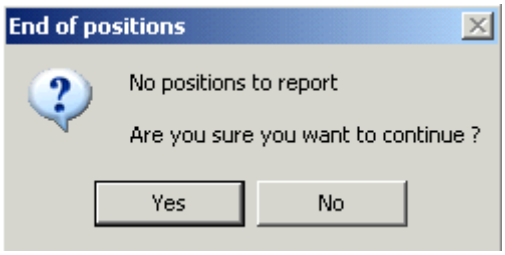
STEPS	DESCRIPTION
1	From the active Data Window, do either of the following: • Right-click to display the sub-menu and select **Filter > Filter Selection** • From the Main Menu, select **Tools > Filter > Filter Selection** • Use the Shortcut Key: **Ctrl+Alt+F** The Filter Definition Form is displayed. At this point refer to section 8.3, Filtering Data for details on how to fill out the Filter Definition Form. **Note:** In this example, all '**Q0**' within **Groups** have been filtered out. The completed Filter Definition Form is shown below.  • Click **OK**

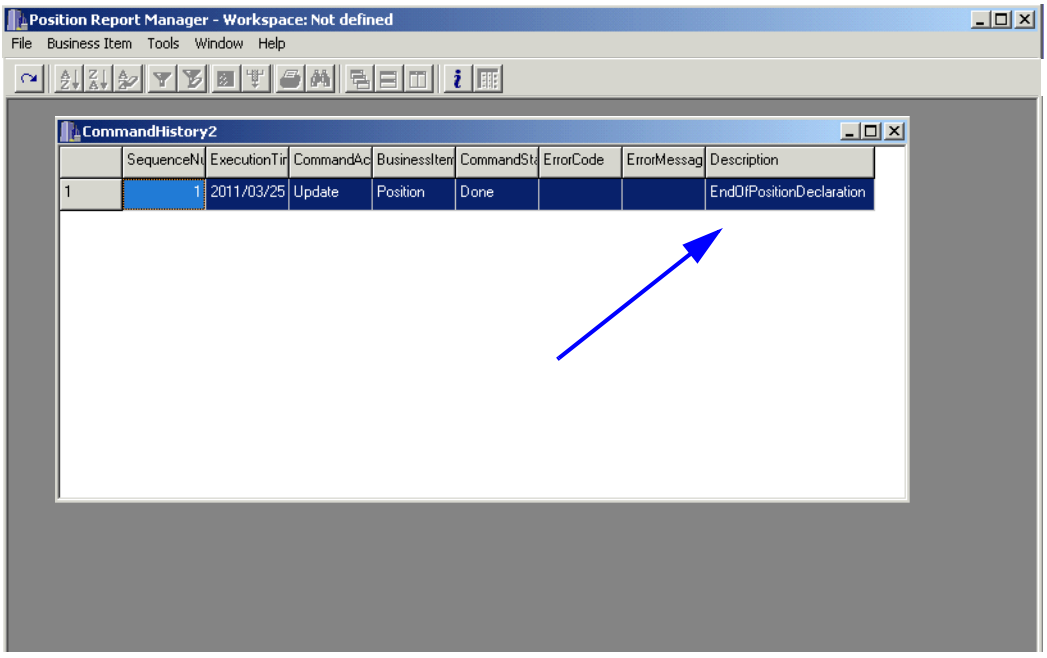
STEPS	DESCRIPTION
	The selected **Position Records** for the **Group** '**Q0**' are now displayed below.  The above three (3) records will now be deleted.
2	• Right-click in the Accounts Data Window and select **Delete All Displayed…** as shown below. 

STEPS	DESCRIPTION
3	The **All Displayed Record Deletion** confirmation widow is displayed as shown below. As a precaution to verifying that these three (3) records are to be deleted, the Approved Participant is requested to enter the actual number of records in the **Total number of records** area.  • Click **Yes**
	The four (4) records have been deleted from the Accounts Data Window.

5.6 No Positions to Report

Should an Approved Participant have no positions to report on a given day, they must still submit this fact to MX-R. To do this, follow the steps as outlined below.

STEPS	DESCRIPTION
1	From the active Data Window, do the following: • Select **Business Items > No Position to report…** as shown below. 
	The End of **positions** confirmation window is now displayed below.  • Click **Yes**

STEPS	DESCRIPTION
2	To view the result of declaring no positions, the Command History Data Window can be displayed below by selecting the: • Command History icon The Command History Data Window is dispalyed indicating an **EndOfPositionDeclaration** as follows: 

Chapter 6 Field Types

The following tables display the format, length, and description for each field type. value lists (Enum) are also listed within the Description column.

Under the Format column note that:

- A = Alphabetic
- N = Numeric
- X = Alphanumeric

6.1 Account Data Fields

FIELD NAME	FORMAT	LGTH	DESCRIPTION
Affiliated Cie	X	24	If the Account Owner has affiliations to a company, the company name is indicated.
Account Number	X	16	Account number of the owner at the Approved Participant system.
Account Type	A	1	Type of account (for Account Type definitions, refer to B.3, Account Types on page 100) Acceptable values are: 1 = Client 2 = Firm 8 = Market Maker 3 = Omnibus 4 = Professional

FIELD NAME	FORMAT	LGTH	DESCRIPTION
Account Owner Type	A	1	Type of owner (for Owner Type definitions, refer to B.2, Account Owner Types on page 99) Allowable Values are: A = Canadian Bank B = Foreign Bank C = Canadian Broker D = Foreign Broker E = Fund Manager F = Pension Fund G = Government and State Owned Companies H = Retail Client I = Insurance Company J = Miscellaneous K = Hedge Funds L = Mutual Funds M = Sovereign Funds N = Corporate O = Proprietary Trading Firms Primarily Algorithmic P = Proprietary Trading Firms Local
Owner Id	X	24	Account Owner's unique identification. E.G., SIN, Tax ID, SSN, etc.
Hedge Spec	A	1	Acceptable values are: H = Hedger S = Speculator
Name	A	25	Account Owner Name
Address	X	48	Account Owner Address
City	A	24	Account Owner City
State	A	2	Account Owner State
Zip Postal Code	X	12	Account Owner Postal Code
Phone	N	24	Account Owner Phone Number
Fax	N	24	Account Owner Fax Number
Email	X	48	Account Owner Email Address
Country Code	X	2	Account Owner CountryP Code

6.2 Position Data Fields

FIELD NAME	FORMAT	LGTH	DESCRIPTION
Report Date	N	8	Acceptable format: YYYYMMDD (year, month, day)
Account Number	X	16	Account number of the owner at the Approved Participant system.
External Symbol	X	30	Identification of a SOLA Instrument by MXOptional - Can be filled if known If External Symbol is known and filled, the ClassSymbol, ExpirationDate, CallPutCode, and StrikePrice will be ignored.
Class Symbol	X	20	Symbol for all series of an Option or Ticker Symbol for a Future
Expiration Date	N	8	Acceptable format: YYYYMMDD (year, month, day)
Call Put Code[1]	A	1	Acceptable values are: C = Call P = Put

FIELD NAME	FORMAT	LGTH	DESCRIPTION
Strike Price[1]	X	10	Price format with format indicator and price mantis. **Format indicator (1):** If the format indicator is Alpha, it means that the price is negative (A means negative value with no decimal, B means negative value with 1 decimal, C means negative value with 2 decimals, etc.). If the format indicator is Numeric, it means that the price is positive (0 means positive value with no decimal, 1 means positive value with one decimal, 2 means positive value with 2 decimals, etc.). If the format indicator is set to spaces, it means that the price is not significant. **Price mantis (9):** The mantis represents the price value including the number of decimals defined in the format indicator. **Examples:** Format indicator = 2; Price mantis = 3509438; Price = 35094.38 Format indicator = A; Price mantis = 3567838; Price = -3567838 Format indicator = ; Price mantis = 3567838; Price = not significant
Long Quantity[2]	N	8	Number of contracts or shares.
Short Quantity[2]	N	8	Number of contracts or shares.

1. Required for Options, optional for Futures
2. Quantity must be positive, and Long and/or Short Quantity must be filled. If both are empty, Position will be rejected

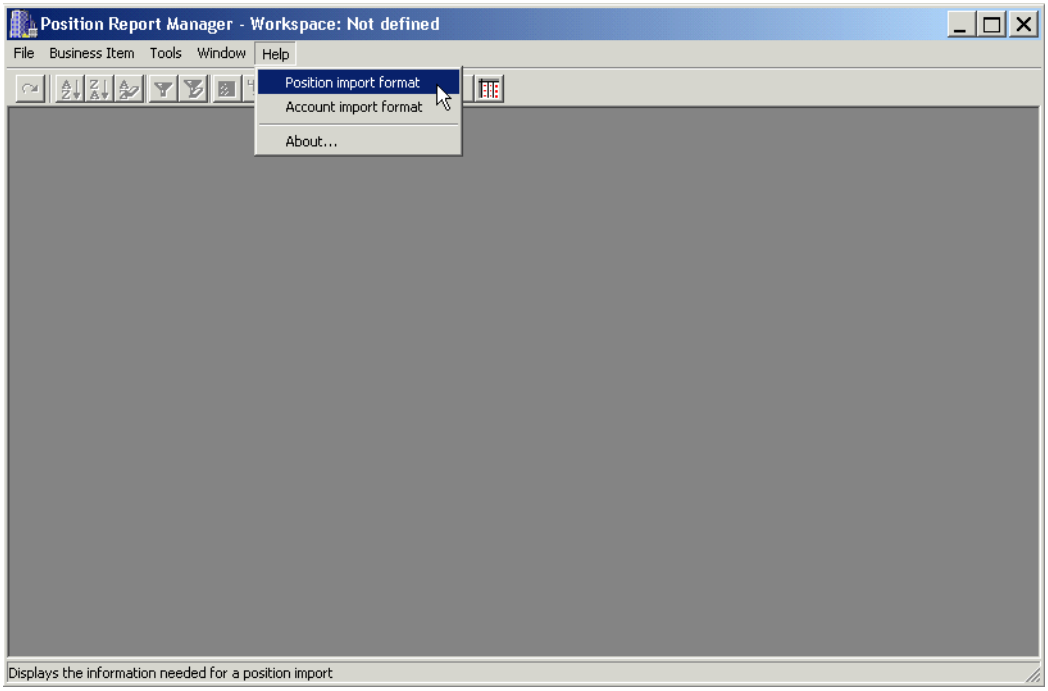
Chapter 7 Importing CSV Files

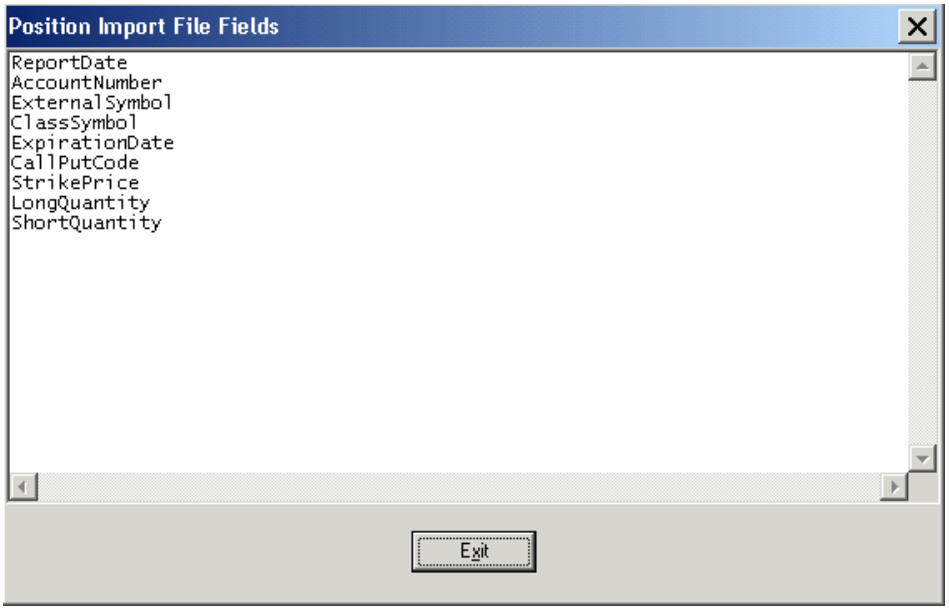
7.1 Import

For some Business Items, instead of entering one entry after another, manually, which is tedious and time-consuming when there are a large number of entries to be entered, you can import a text file in .csv format, which has been setup in the required manner and which contains the required information.

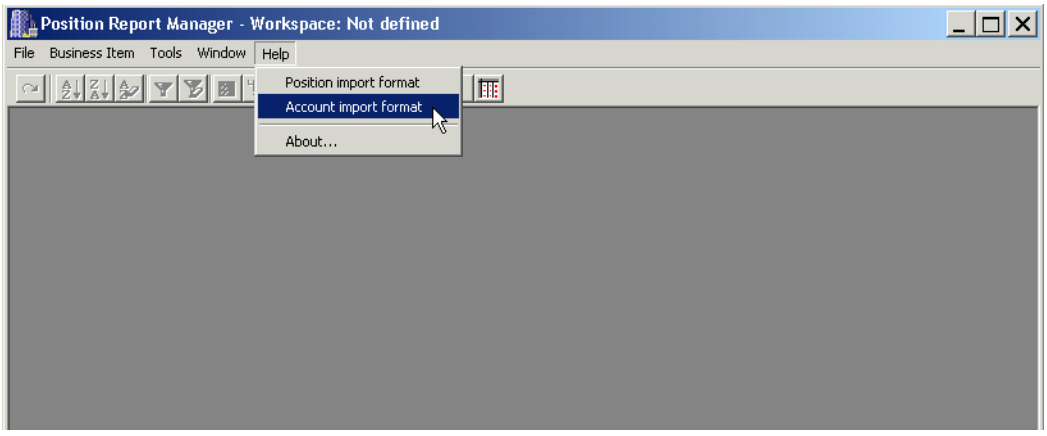
You can import a file in .csv format for both **Positions** and **Accounts**.

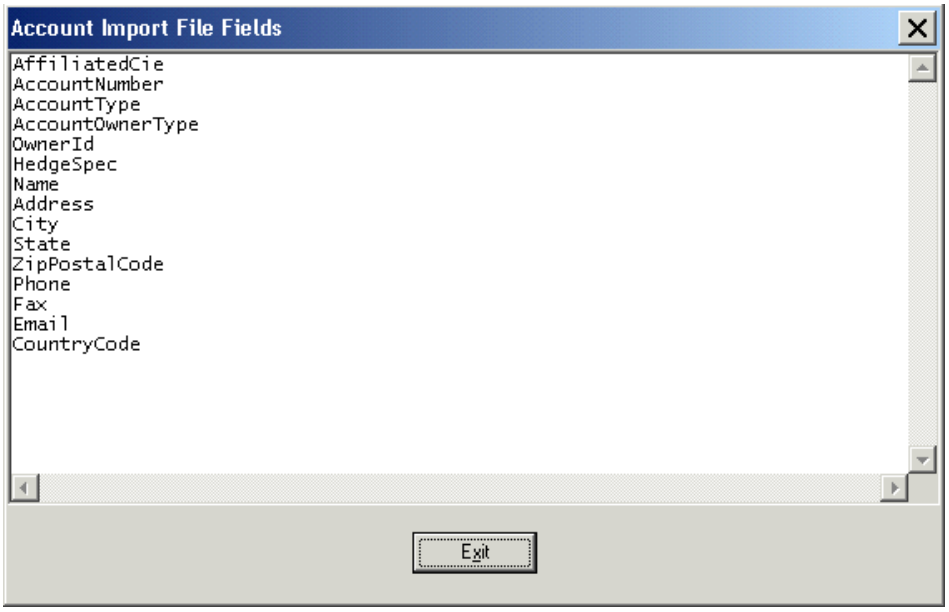
To verify the fields that need to be included in the **Position** .csv file, do the following.

STEPS	DESCRIPTION
1	From the Main Menu, select **Help > Position import format** as shown below: 

STEPS	DESCRIPTION
2	The **Position Import File Fields** window appears displaying the fields that must be included in the Position .csv file. • Review and click **Exit**. 

To verify the fields that need to be included in the **Account** .csv file, do the following.

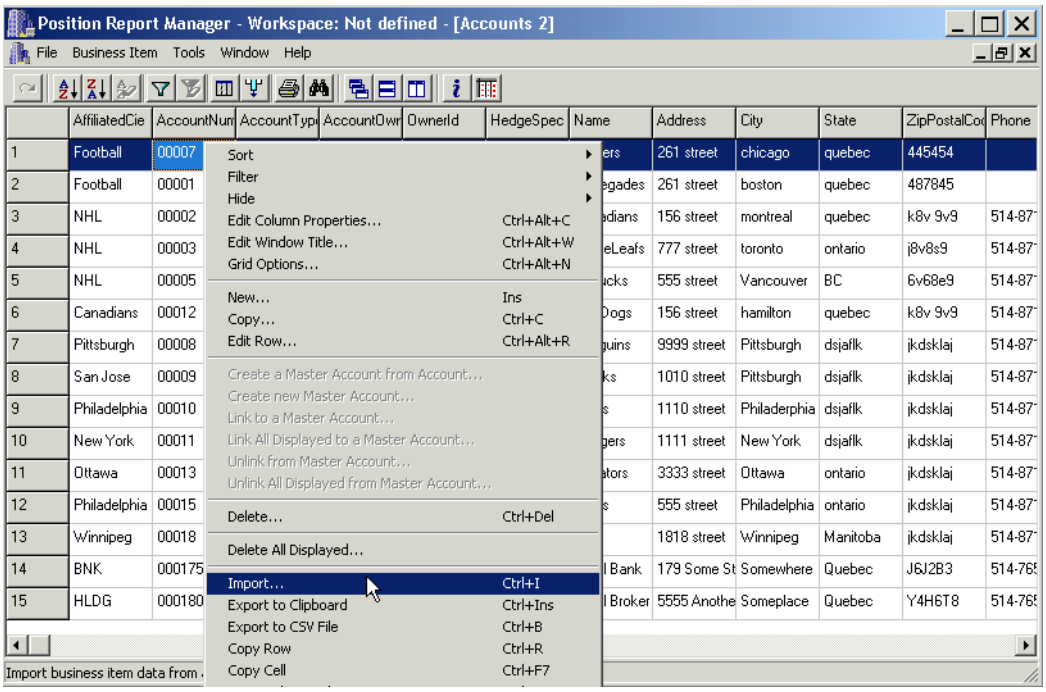
STEPS	DESCRIPTION
1	From the Main Menu, select **Help > Account import format** as shown below: 

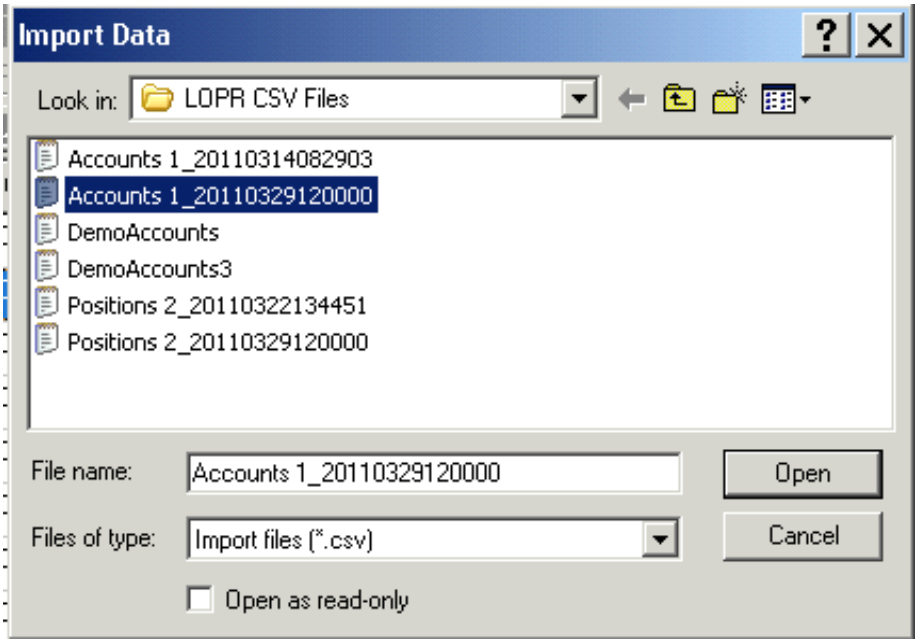
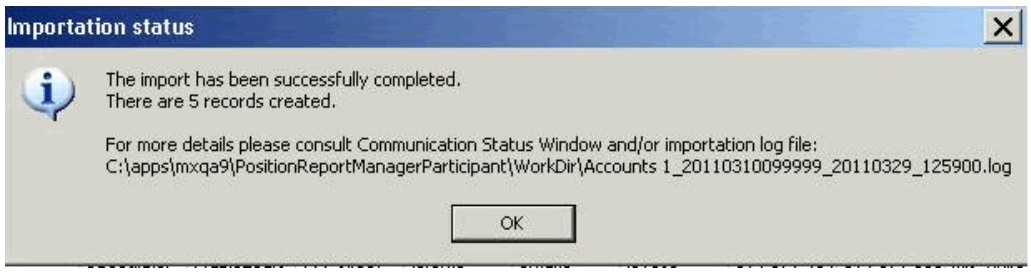
STEPS	DESCRIPTION
2	The **Account Import File Fields** window appears displaying the fields that must be included in the Position .csv file. • Review and click **Exit**. 

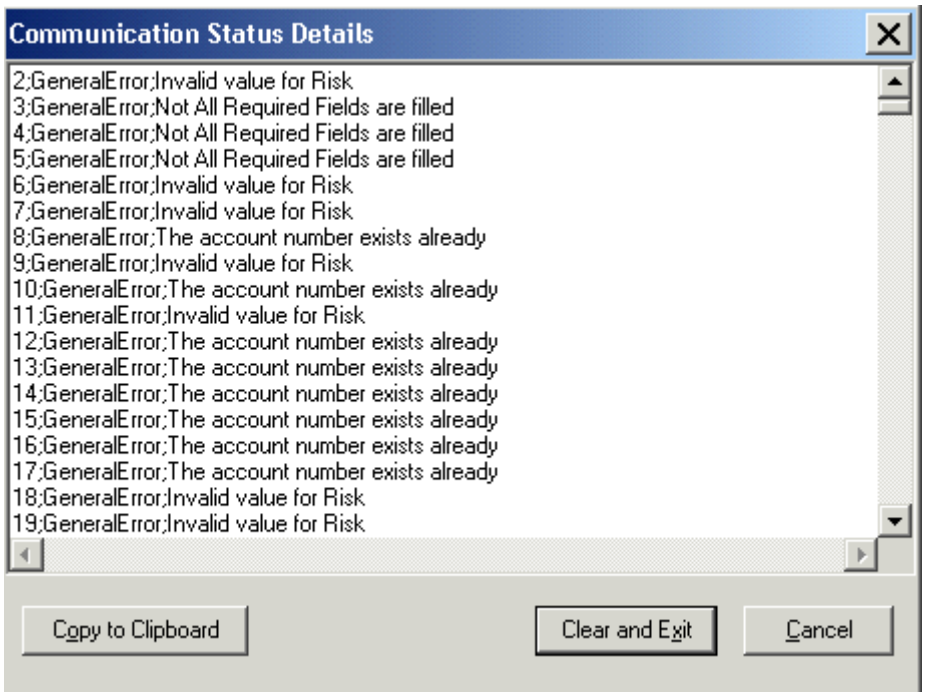
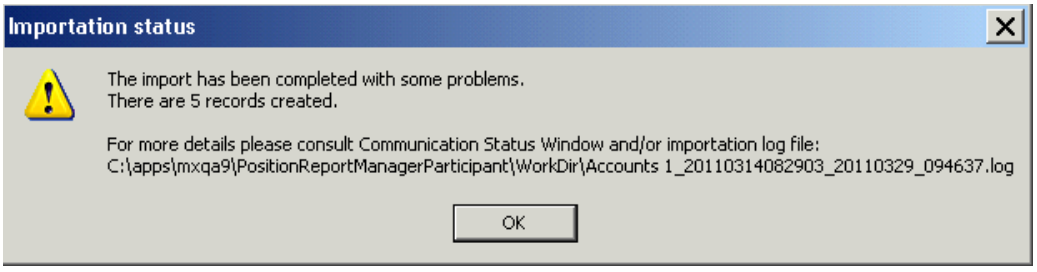
7.2 Importing Files in .CSV Format

You can import a text file in .csv format, which has been set up in the required manner and which contains the pertinent information for Positions and Accounts.

To import a text file in .csv format into the Position Reporting Manager for Accounts and Positions, follow the instructions given below.

STEPS	DESCRIPTION
1	In the **Accounts** or **Position** window, do the following: • Right-click and select **Import** from the pop-up menu 

STEPS	DESCRIPTION
2	The **Import Data** window appears, as shown below, enabling you to select the .csv import file you want to import. Do the following: • Locate and open the folder in which the file is stored • Select the file • Click **Open** 
3	Once the application runs the import process, a log window called **Importation Status** appears. If the import has been successful, the window displays the message shown below. • Click **OK** 

STEPS	DESCRIPTION
4	If errors have been encountered during import, the Importation Status window displays a message similar to the one shown below: • Click **OK** • Click **Copy to Clipboard** if you want to copy the list of errors to another application such as **Word** • Click **Clear and Exit** 
5	The **Importation status** screen appears stating that the import has been completed with some problems and identifying which importation log file to consult for more details. • Click **OK**. 

7.3 CSV Record Layouts

The following tables define the Comma Separated Values (CSV) that are required for import into the Position Report Manager for both the Account Record and the Position Record.

Note: Fields must be separated by the semi-colon (;) character.

Not all fields are mandatory. That being the case, the following legend will be used for the Req./Opt. column:

- R = Required
- O = Optional

For the FMT column, the following legend will be used:

- A = Alphabetic
- N = Numeric (digits 0 thru 9)
- X = Alphanumeric

Note: The header line is mandatory, and must appear as the first line in the .csv file(s) for import of both the accounts and positions records. Refer to section 7.4, Header Samples for examples of the header line.

7.3.1 Account Record

ACCOUNT DATA	FMT	MAX.LGTH	REQ/OPT
AFFILIATEDCIE	X	24	O
ACCOUNTNUMBER	X	16	R
ACCOUNTTYPE	N	1	R
ACCOUNTOWNERTYPE	A	1	R
ACCOUNTOWNERID	X	24	R
ACCOUNTRISK	A	1	R
ACCOUNTOWNERNAME	A	25	R
ADDRESS	X	48	R
CITY	A	24	R
STATENAME	X	2	R
ZIPPOSTALCODE	X	12	R
PHONE	N	24	O
FAX	N	24	O
EMAIL	X	48	O
COUNTRYCODE	X	2	R

7.3.2 Position Record

POSITION DATA	FMT	MAX.LGTH	REQ/OPT
REPORTDATE	N	8	R
ACCOUNTNUMBER	X	16	R
EXTERNALSYMBOL	X	30	O
CLASSSYMBOL	X	20	R
EXPIRATIONDATE	N	8	R
CALLPUTCODE	A	1	R[1]
STRIKEPRICE	X	10	R[1]
LONGQUANTITY	N	8	R[2]
SHORTQUANTITY	N	8	R[2]

1. Required for Options, optional for Futures
2. Quantity must be positive, and Long and/or Short Quantity must be filled. If both are empty, Position will be rejected.

7.4 Header Samples

7.4.1 Account Record Header

The following is an example of the Account Record Header:

AffiliatedCie;AccountNumber;AccountType;AccountOwnerType;OwnerId;HedgeSpec;Name;Address;City;State;ZipPostalCode;Phone;Fax;Email;CountryCode

Aff;BG1002003;1;E;12345654321;S;Bob Gauthier;1234 Oak Street;Montreal;Quebec;H1H 2O2;5555555555;6666666666;bgauthier@bg.com;CA

7.4.2 Position Record Header

The following is an example of the Position Record Header:

ReportDate;AccountNumber;ExternalSymbol;ClassSymbol;ExpirationDate;CallPutCode;StrikePrice;LongQuantity;ShortQuantity;

20110228;BG1002003;;ABX;20110122;Call;38.00;275;;

Chapter 8 Data Window Customization

8.1 Introduction

This section explains the various functions that are available to a user for the purpose of customizing a Data Window in an effort to facilitate information tracking.

When viewing the contents of a Data Window, the user uses the horizontal scroll bar at the bottom of the window to scroll across the columns searching for specific information. With the amount of information being viewed, it is not uncommon for specific information to leave the window, resulting in the user having to scroll again to find it. The user uses the vertical scroll bar on the right side of the window to search for and view information within a specific column.

The Main Menu item 'Tools' contains a number of functions that will enable users to customize a Data Window to their own specific requirements. These functions along with additional functions are also available by:

- Right-clicking from within an active Data Window to display the sub-menu
- Selecting the appropriate 'Icon' from the ToolBar

The table below lists the functions along with a brief description, that are available from within the Main Menu item **Tools**, as an Icon on the **ToolBar**, or from the Data Window **sub-menu**:

FEATURE	DESCRIPTION
Sort	Enables the user to sort a single column in either acsending or descending order, or perform a complex sort using multiple columns.
Filter	Enables the user to filter information pertaining to the selected cell. For example, clicking within a cell under the column Product Type, with the contents indicating 'Bond', then by selecting the Filter option, only data for Bond records will be displayed. The Filter Criteria selection enables the user to use more than one field type to select specific filter criteria.
Hide	Enables the user to quickly 'Hide' a column by not displaying it, or to hide multiple columns as required.
Editing Column Properties	Column titles that appear on the data window are quite often truncated to minimize space. In some cases the user must 'lock onto' the cell border and stretch the column to display the full title. To alleviate this, the user can change the name of the column title to a more meaningful name. Additionally, both the colour of the column background and the font colour can be changed, to either bring attention to new data as the window is updated, or to make searching for a particular column easier.

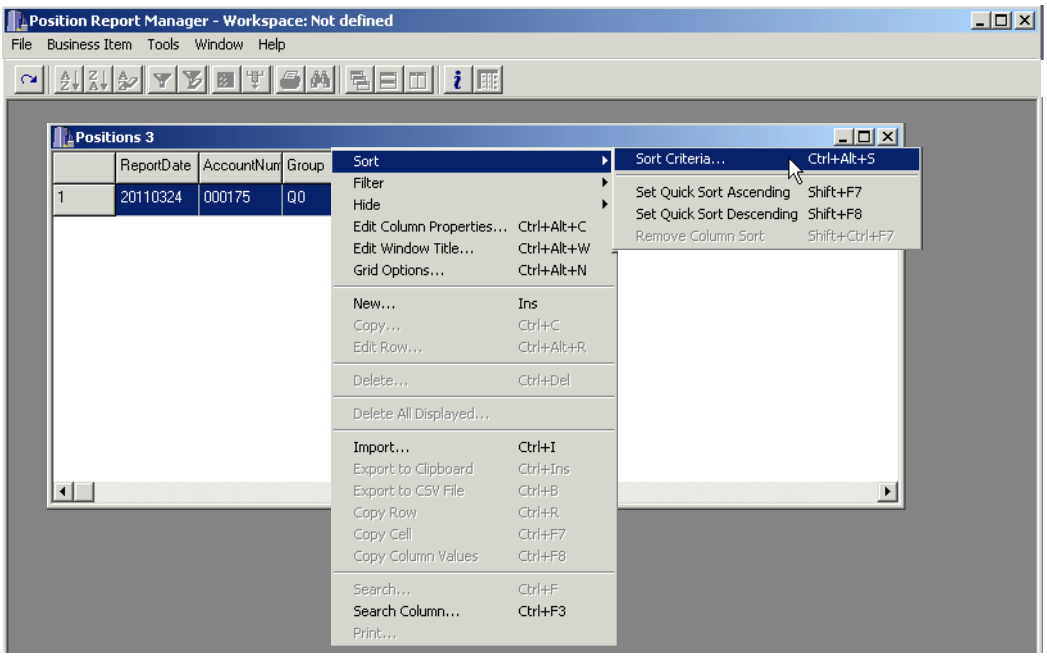
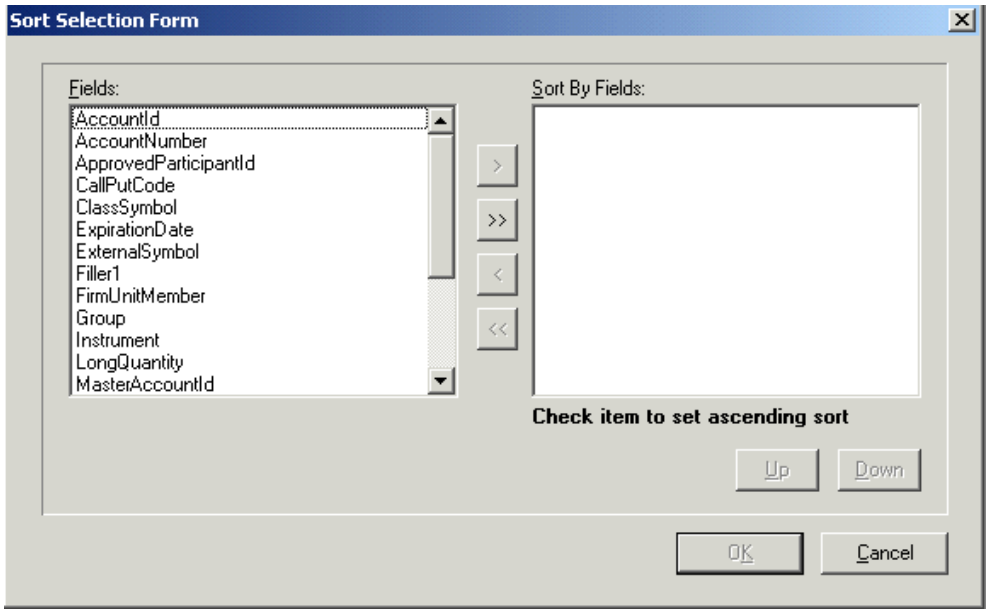
FEATURE	DESCRIPTION
Editing Window Title	Enables the user to change the title of a Data window from the sequential number that is assigned to the window to a more meaningfull name.
Grid Options	Enables the user to change the font family, style, and size of the text, as well as the height and text offset for all rows.
Import	Enables the user to import the contents of the Data window in a CSV (Column Separator Value) format, where it can be opened within another application such as Excel, for further use.
Export to Clipboard	Enables the user to export the contents of the Data window to the clipboard, where it can be pasted into another application for further use.
Export to CSV File	Enables the user to export the contents of the Data window in a CSV (Column Separator Value) format, where it can be opened within another application such as Excel, for further use. The file is exported to the working directory set up for the Approved Participant
Copy Row	Copies the contents of an entire row.
Copy Cell	Copies the contents of a single cell.
Copy Column Values	Copies the values within a column.
Search	Enable the user to search specific content within a selected column.
Search Column	Enable the user to search for a specific column.
Print	Enables users to print the contents of a Data window.

8.2 Sorting Data

Sorting allows you to sort information within a Business Item window. This option can be used for locating specific Accounts or Positions, or Positions within a specific Account.

To sort data within a Business Item window, follow the instructions given below.

STEPS	DESCRIPTION
1	From within an active Data Window, do either of the following: • Right-click the mouse button and select **Sort > Sort Criteria** as shown below. • From the Main Menu item **Tools**, select **Sort > Sort Criteria** • Use the Shortcut Keys: **Ctrl+Alt+S**

STEPS	DESCRIPTION
	
2	The following **Sort Selection Form** will appear.
	

STEPS	DESCRIPTION
3	Select the fields according to which one you want to sort, by clicking on the field name in the **Fields** box and then clicking the **>** arrow to copy it to the **Sort By Fields** box. Repeat this for each field you wish to sort by. Clicking on **>>** arrows move all fields to the Sort by Fields box. **Note:** All field names are displayed in alphabetical order in the Fields list. To sort by one or many fields, the fields need to be copied from the Fields list to the Sort by Fields list by clicking on the field and pressing the > arrow. To remove a field from the Sort by Fields list, click on the field name and then click on the **<** arrow. Clicking on **<<** arrows removes all fields from the Sort by Fields box.
4	Select items in the Sort By Fields box to include them in the sort (ascending only), by clicking on the check box beside each field. **Note:** To deselect an item, click on the check box to remove the check mark. This will remove it from the sort process.
5	Use the **Up** and **Down** buttons to change the position of a field name from the order in which it appears in the sort list.
6	Click **OK** when the sort criteria selection is completed.

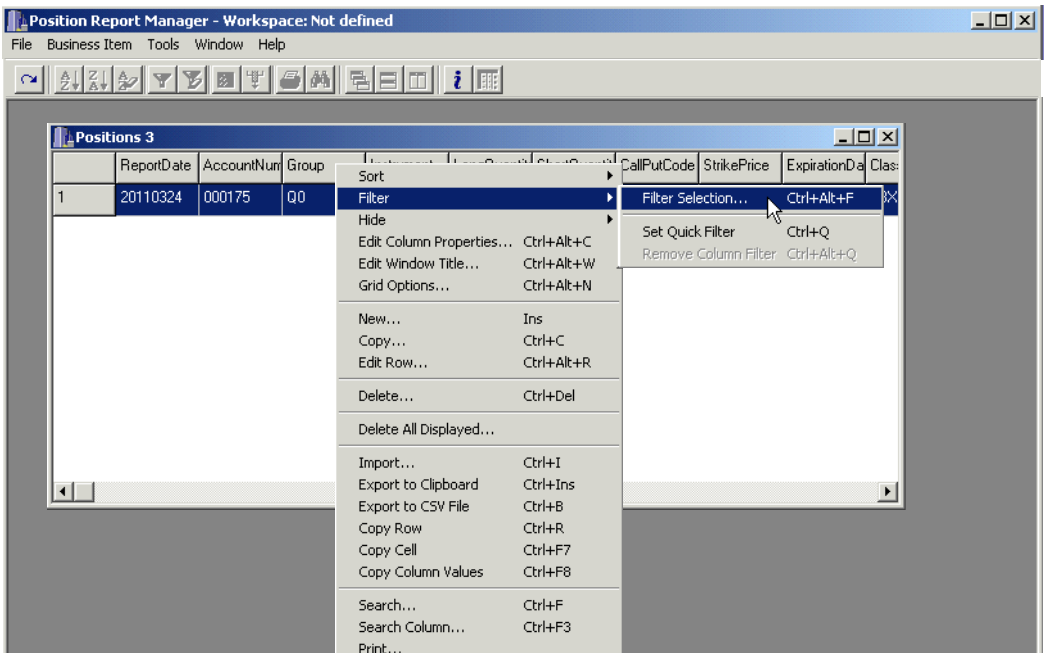
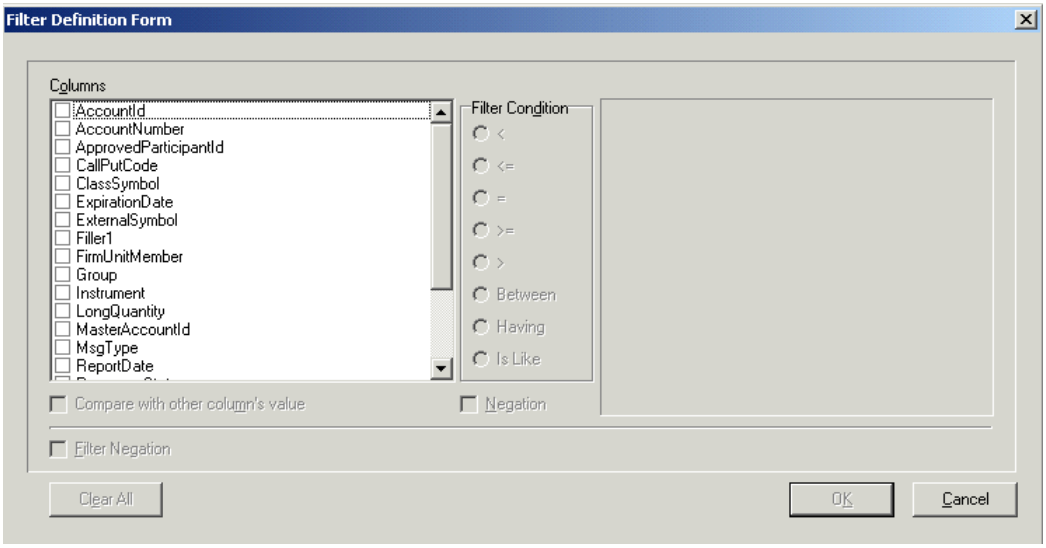
8.3 Filtering Data

Filtering allows you to filter information within a **Business Item** window so that only the records that contain the data you are interested in are displayed.

The filtering option allows you to select specific data in order to record data or print reports.

To filter data within an open Business Item window, follow the instructions given below.

STEPS	DESCRIPTION
1	From within an active Data Window, do either of the following: • Right-click the mouse button and select **Filter > Filter Selection** as shown below. • From the Main Menu item **Tools**, select **Filter > Filter Selection** • Use the Shortcut Keys: **Ctrl+Alt+F**

STEPS	DESCRIPTION
	
2	The **Filter Definition Form** is displayed as follows. 

<table>
<tr><th>STEPS</th><th>DESCRIPTION</th></tr>
<tr><td>3</td><td>All column (field) names are displayed in alphabetical order in the Columns list.To set filters for a column; click on the box beside the column name to select it.
Note: Filter settings for multiple columns can be set, but each one must be set individually.
Under the Columns list, a box will be displayed which will allow the user to compare the value of multiple columns.
In addition, a filter negation box will be available which will enable the user to put a global negation on all of the filters set for each column.</td></tr>
<tr><td>4</td><td>When a column has been selected, the Filter Condition in the center of the window becomes active, and all of the different data values in the column are displayed in sequential order in the box on the right side of the screen.</td></tr>
<tr><td>5</td><td>Select your filter criteria.</td></tr>
<tr><td>6</td><td>You can make the filter criteria negative by clicking on the box beside Negation and this will set a negation on the column selected.
Note: The table below explains this.

<table>
<tr><th>Filter</th><th>Meaning</th><th>Meaning</th></tr>
<tr><td><</td><td>Less than</td><td>Greater than</td></tr>
<tr><td><=</td><td>Less than or equal to</td><td>Greater than or equal to</td></tr>
<tr><td>=</td><td>Equal to</td><td>Not equal to</td></tr>
<tr><td>>=</td><td>Greater than or equal to</td><td>Less than or equal to</td></tr>
<tr><td>></td><td>Greater than</td><td>Less than</td></tr>
<tr><td>Between</td><td>Between two values</td><td>Outside of two values</td></tr>
<tr><td>Having</td><td>Including this value</td><td>Not including this value</td></tr>
</table></td></tr>
<tr><td>7</td><td>Select options viewed on the right side of the filter condition.</td></tr>
<tr><td>8</td><td>Repeat for other columns as necessary.</td></tr>
<tr><td>9</td><td>When all the fields that you want to filter by have been set,
• Click OK to perform the filter process</td></tr>
<tr><td>10</td><td>To cancel the filter process,
• Click Cancel.</td></tr>
</table>

8.4 Hiding Column(s)

The Hide Column(s) function enables you to temporarily remove the selected column(s) from the display on your screen.

There are two formats for hiding columns:

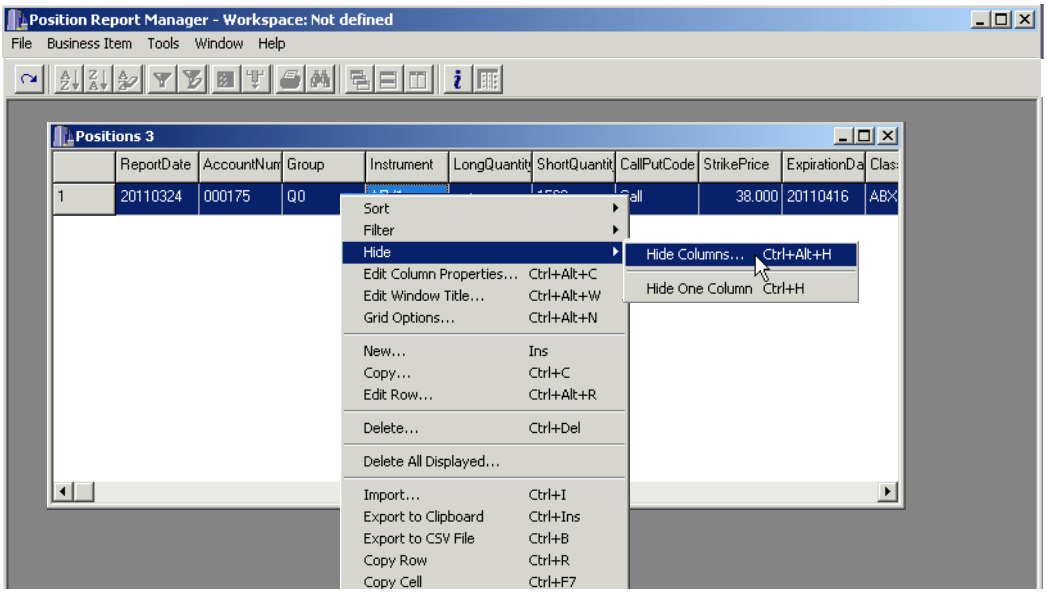
- Hide one column
- Hide multiple columns

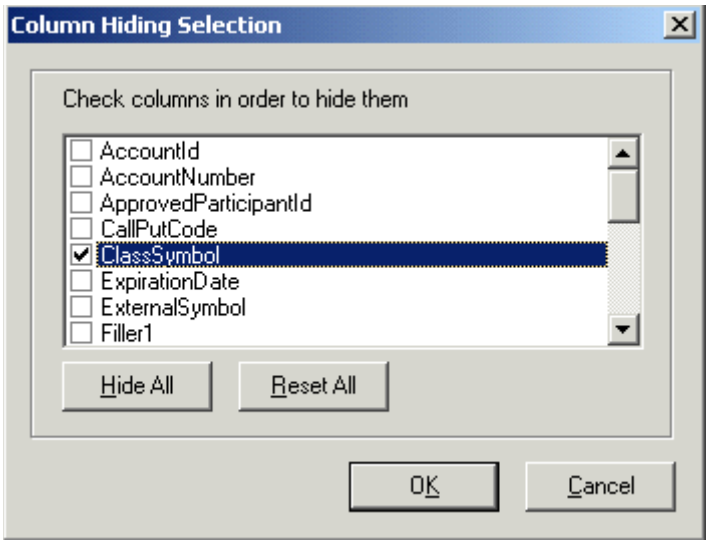
They can be accessed from the Main Menu Tools item, as icons on the Toolbar, or from the sub-menu displayed by right-clicking the mouse button in the Data Window.

To **hide a single column**, simply position the cursor in the column on the Data window that is to be hidden and then select the appropriate feature from any of the above mentioned sources.

- For example, the icon from the **Toolbar.**

To **hide multiple columns**, follow the instructions given below.

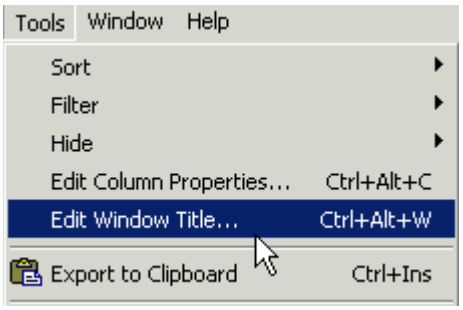
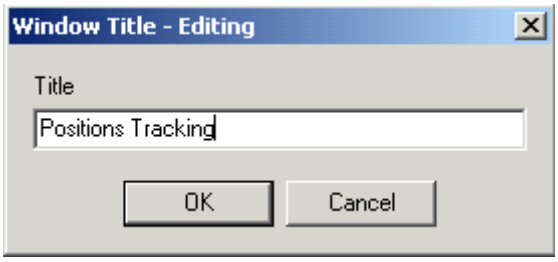
1	From within an active Data Window, do either of the following: • Right-click the mouse button and select **Hide > Hide Columns** as shown below. • From the Main Menu item **Tools**, select **Hide > Hide Columns** • Use the Shortcut Keys: **Ctrl+Alt+H** • Select the from the **Toolbar**
	

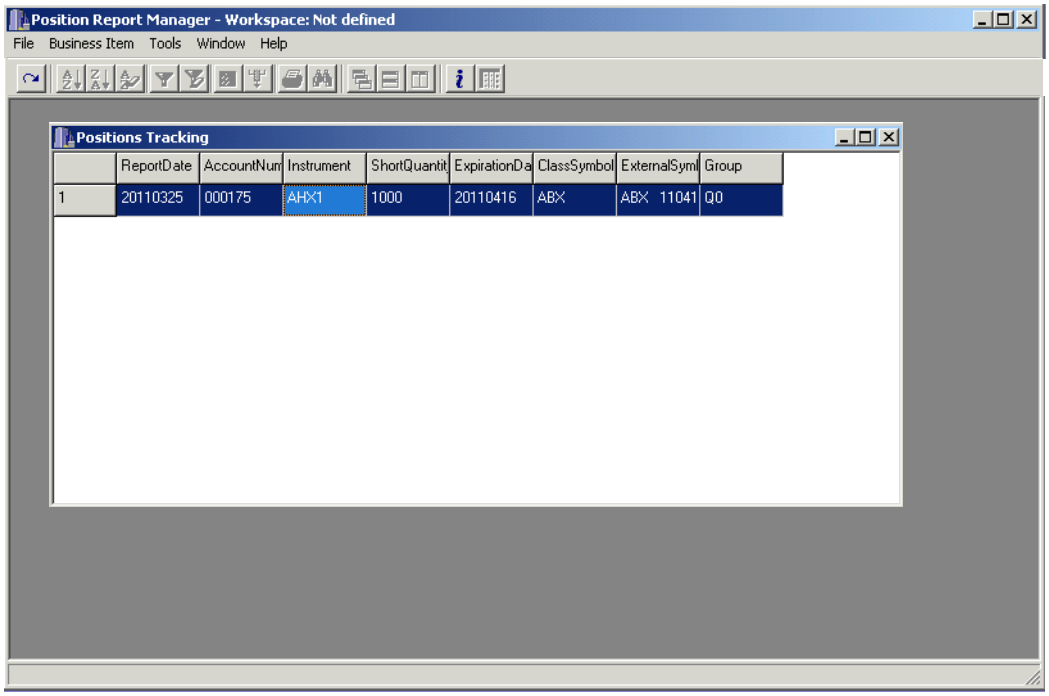
	The **Column Hiding Selection** form is displayed as shown below. 
2	Click the box next to the column name that you wish to hide. **Note:** Multiple columns can be hidden at the same time.
3	Click **OK**. The selected columns will not appear on the screen.
4	**Note:** To re-display the hidden columns, do the following. • Right click and select **Hide Columns** from the sub-menu. • Remove checkmarks from boxes by clicking on the boxes next to the column names to be re-displayed • Click **OK** **Note:** Re-displayed columns are not displayed where they originally were, but are displayed at the far right of the Data Window.

8.5 Editing Window Title

The Edit Window Title function allows you to change the names of any Business Item window.

To edit the window title of an open Business Item file, follow the instructions given below.

STEPS	DESCRIPTION
1	From the **Main Menu** choose **Tools > Edit Window Title**, as shown below. 
2	The **Title Window - Editing** appears as shown:  Type and enter the new window title as shown above.
3	Click **OK**.

STEPS	DESCRIPTION
	The title of the Data Window has changed. 

8.6 Rearranging Columns

Rearrange columns by dragging and dropping the column heading to the desired location.

To move a column within a file, follow the instructions given below.

STEPS	DESCRIPTION
1	Click on the heading of the column you want to move and hold the mouse button down.
2	While continuing to hold down the mouse button, move the cursor with the mouse along the column heading line to the location where you would like to place the column.
3	Release the mouse button.

8.7 Exporting to Clipboard

8.7.1 When to export data to the clipboard?

The following option allows the user to copy the current screen to a clipboard for copying to another program. It is most often used to cut and paste information from a Business Item window into an Excel spreadsheet so that the user can view, manipulate, and print the data outside of LOPR. Prior to exporting to a clipboard, the Business Item window can be filtered or columns hidden/displayed so that only the desired information is exported. This option is frequently used to generate customized reports.

Windows can be set up for:

- Executed Reports
- Cleared All Report
- Unallocated Screen

8.7.2 How to Export to Clipboard

To export data from a window to the clipboard, follow the instructions given below.

STEPS	DESCRIPTION
1	**Sort; filter** the selected window, and/or **display/hide** columns to display what you want to export on the monitor. Refer to the relevant sections in this document for details.
2	Click **Tools** on the menu bar at the top of the LOPR application window.
3	Click **Export to Clipboard** on the drop-down menu. Or Shortcut Key: **Ctrl + Ins** **Note:** The information is copied to the clipboard.

STEPS	DESCRIPTION
4	Use the clipboard function under **Edit** in **Excel** (or another program) to paste the information into another file. Or Shortcut Key : **Ctrl + V**

8.8 Searching

The Search option is found in the Tools menu or by right clicking. The search function will scan only the column that is selected.

8.9 Printing

The Print option allows you to print the contents of the current file.

8.9.1 Printing a Business Item

To print data from a Business Item window, follow the instructions given below.

Note: The Print option in will only be available if a printer is linked to the LOPR PC.

STEPS	DESCRIPTION
1	**Sort; filter** the file, and/or **display/hide** columns to display what you want to export on the monitor. Refer to the relevant sections in this document for details.
2	Click **Tools** on the menu bar at the top of the LOPR application window.
3	Click **Print** on the drop-down menu. Shortcut Key: **Ctrl + P** Icon Shortcut
4	Click **OK** on the print management window.

Appendix A Workspaces and Data Windows

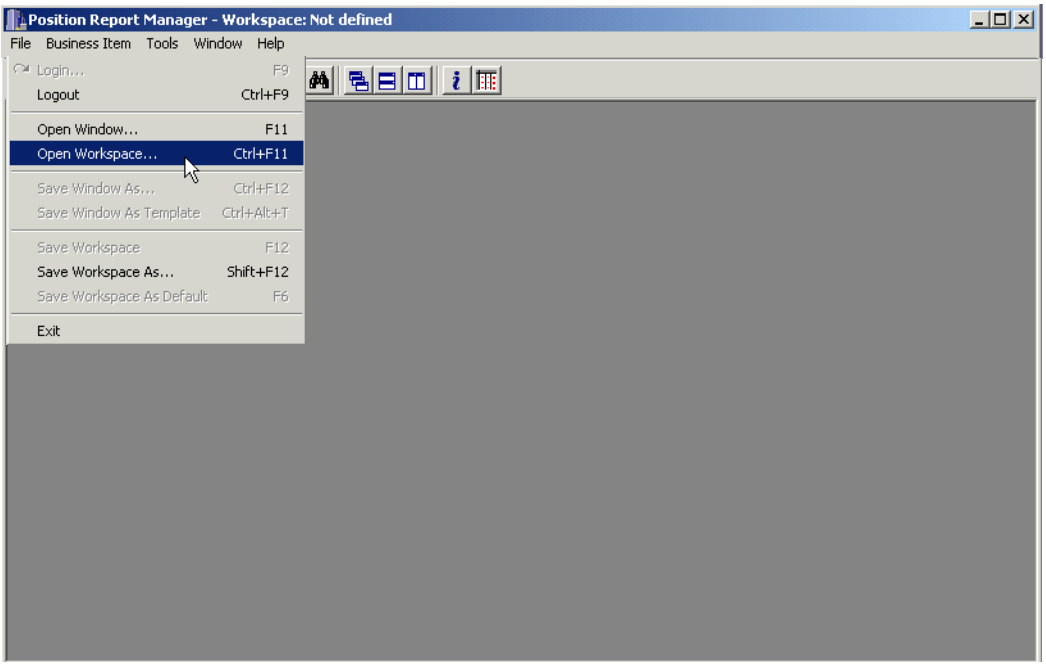
This section explains the functionality of the Workspace and Data Windows within the Position Reporting Manager application.

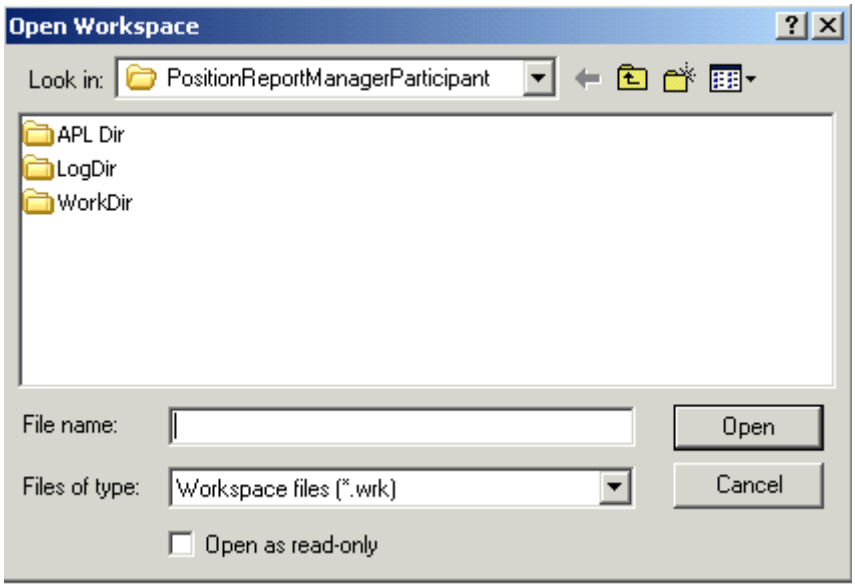
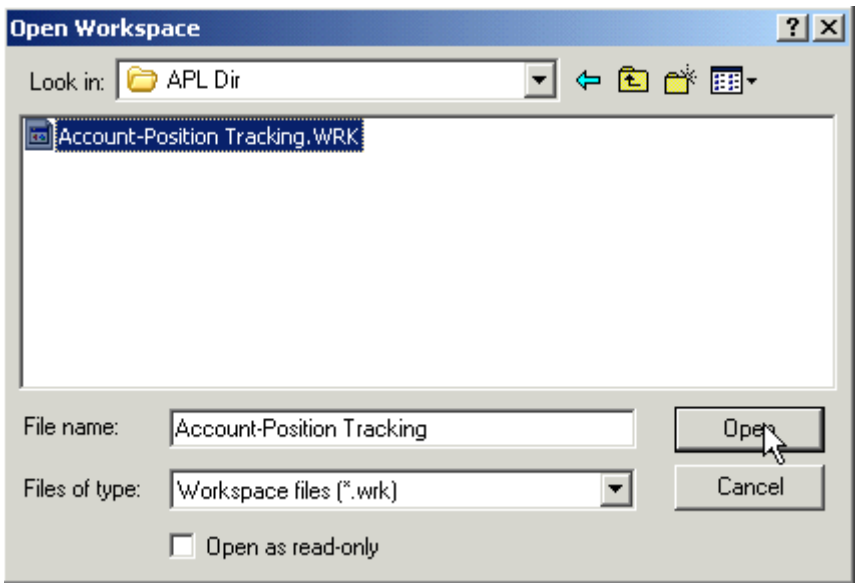
A.1 The Workspace

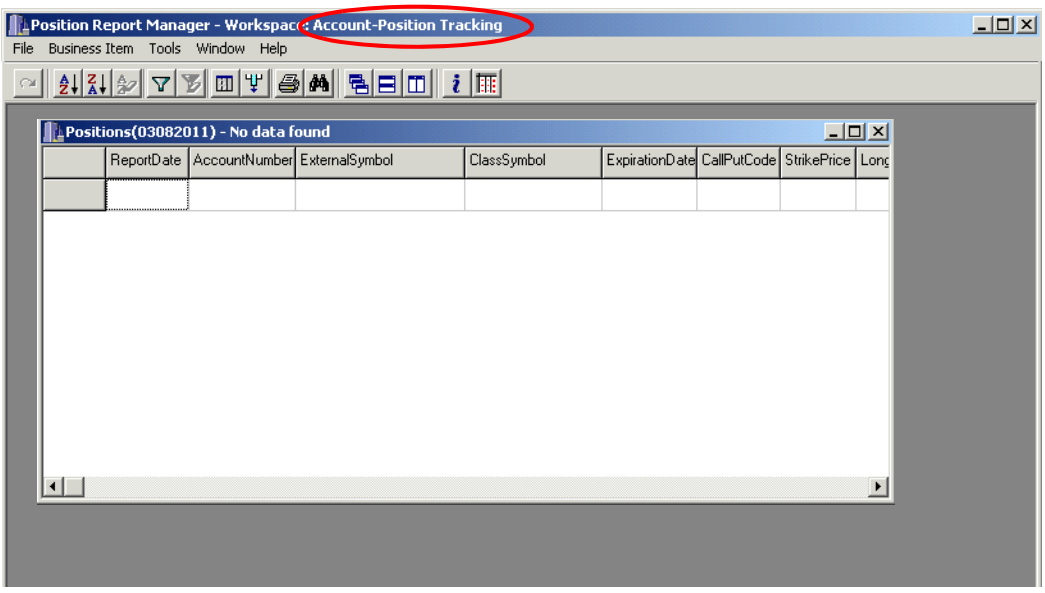
As mentioned in Chapter 3, Getting Started, When you first log into Position Reporting Manager, the Workspace is empty and unnamed, unless you have previously set up a named Workspace to be the default Workspace.

A.1.1 Opening a Workspace

Once you have logged in to the Position Reporting Manager, you can either open Data Windows in the current Workspace, or you can open a pre-saved Workspace from an earlier session, or that has been created by someone else. For information on how to save and name a current Workspace, refer to section A.1.2, Saving the Workspace.

STEPS	DESCRIPTION
1	To open an existing Workspace, do either of the following: • From the Main Menu, select **File > Open Workspace…** as indicated below. • Use the Shortcut Key: **Ctrl+F11** 

STEPS	DESCRIPTION
	The **Open Workspace** dialog window is displayed as shown below. 
2	In the Open Workspace dialog window, do either of the following: • Double-click the directory that contains the Workspace • Select the directory that contains the Workspace and click **Open**.
3	When you have located the Workspace: • Select it and click **Open** as illustrated below 

STEPS	DESCRIPTION
	A new Workspace named **Account-Position Tracking** is displayed below. **Note:** The Workspace contains a Positions Data Window which has also been renamed. For information on how to edit the title of a Data Window, refer to section 8.5, Editing Window Title. 

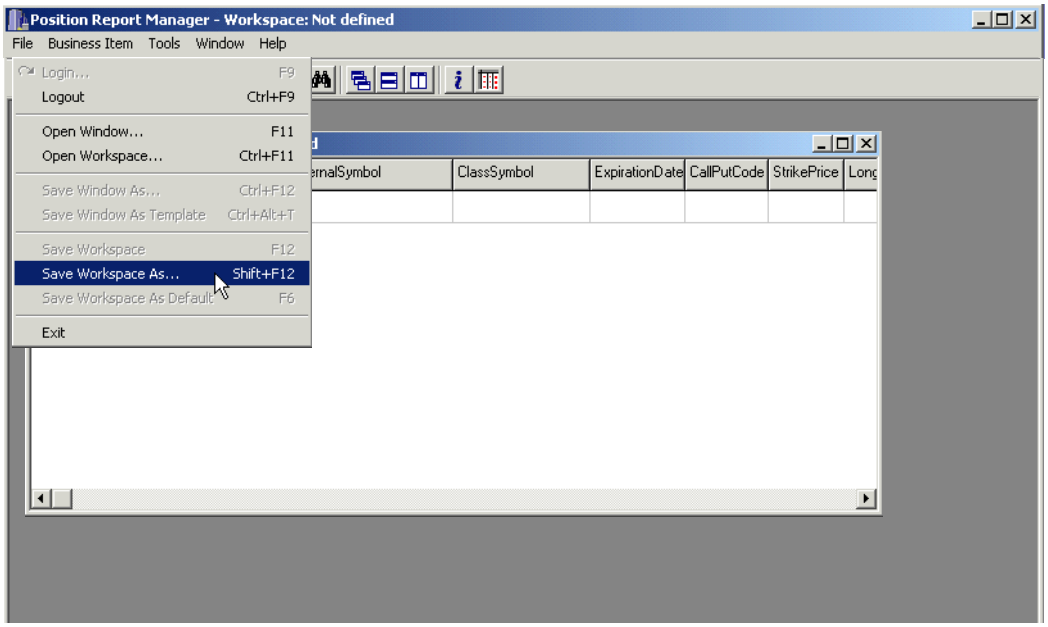
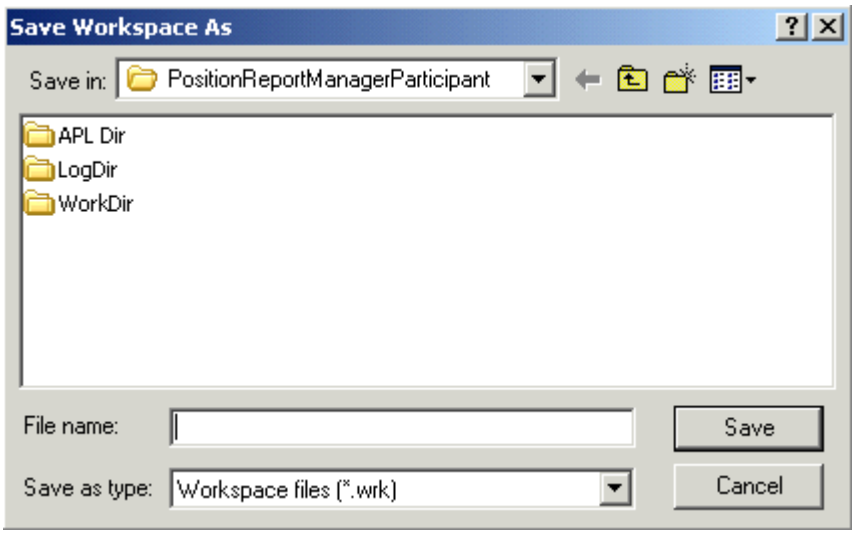
A.1.2 Saving the Workspace

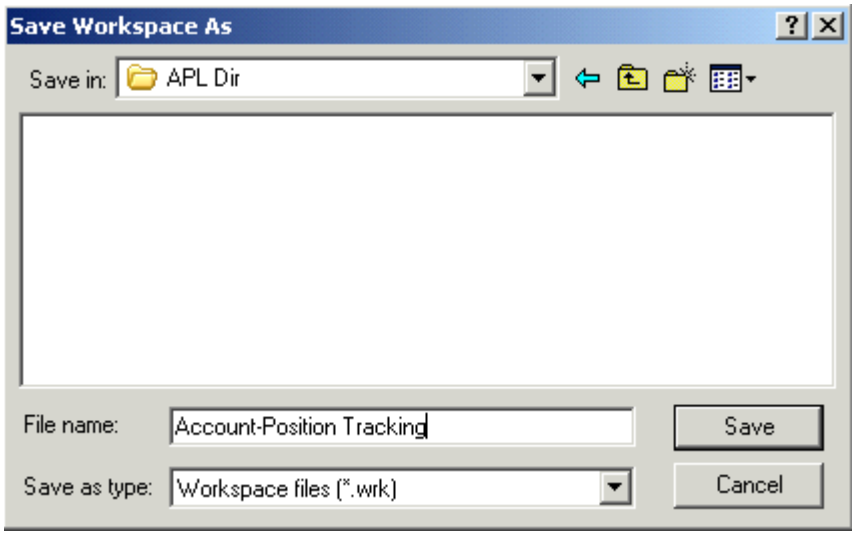
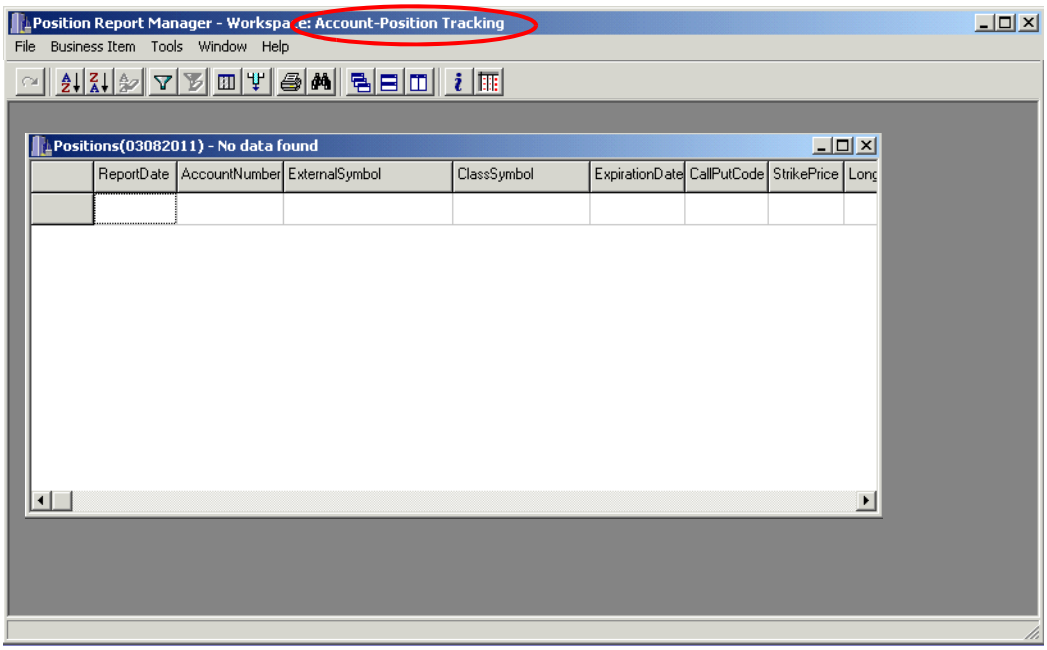
To save a 'Not defined' Workspace or the initial Workspace, after you have opened Data Windows for one or more Business Items, you will be required to use the **Save Workspace As…** option within the **File** menu. This function will also be used when it is necessary to rename an existing Workspace. The next time this Workspace is opened, the same settings will be displayed.

Note: More than one Workspace can be named and saved, however, only one can be the 'Default' Workspace, and only one Workspace at a time can be accessed.

Once a Workspace has been named and is in use, to save the Workspace, use **Save Workspace** within the File menu. the Workspace will be saved with no dialog window intervention necessary.

In this example, a 'Not defined' Workspace containing a renamed Data Window for the Business Item 'Positions' is to be saved. Follow the steps as outlined below:

STEPS	DESCRIPTION
1	To save the current Workspace with a new name, do either of the following: • From the Main Menu, select **File > Save Workspace As…** as indicated below. • Use the Shortcut Key: **Shift+F12** 
	Note: The **first** time a Workspace is saved, you are forced to choose the Save Workspace As option. In the above illustration, you can see that the Save Window option is not available.
	The **Save Workspace As** dialog window is displayed prompting the user to enter a name for the Workspace. 

STEPS	DESCRIPTION
2	Do the following: • Navigate to the directory where the Workspace will be stored • Enter the name of the Workspace (i.e. Account-Position Tracking) The Dialog window should resemble the following illustration.  • Click **Save**
	The Workspace now displays the new name as shown below. 

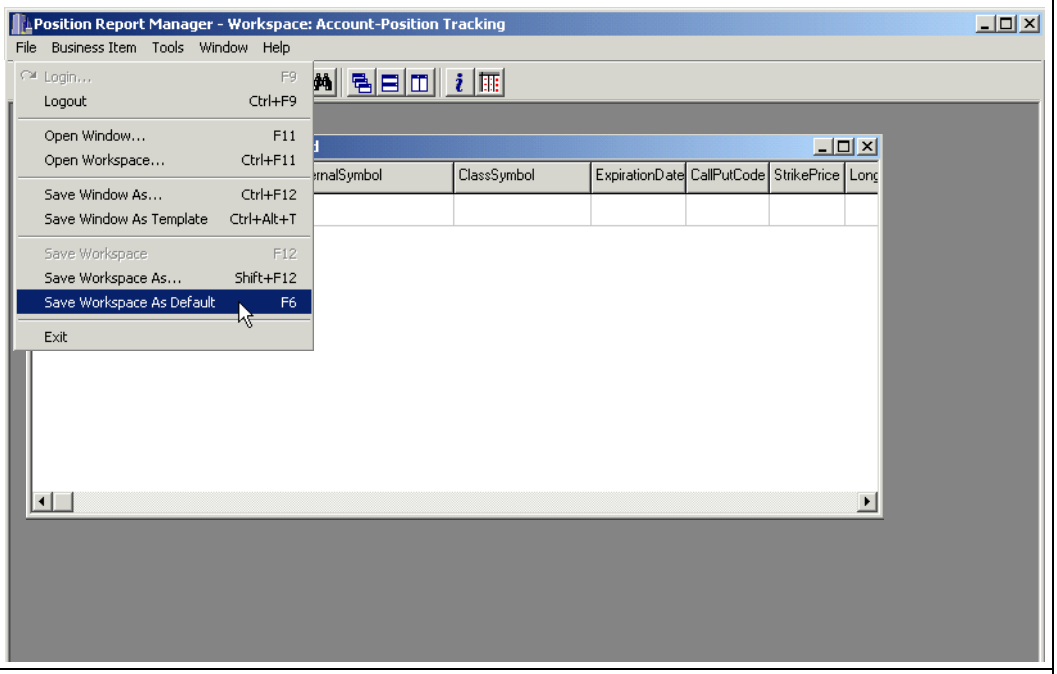
A.1.3 Saving the Workspace As…

In the situation where a Workspace has been previously named and opened, the user may have altered the contents by opening new windows, modified content in one of the fields, or added records, yet would like to retain the original Workspace, as well as saving the current content. To do this, you would have to save the Workspace as a new 'named' Workspace. This would leave the original Workspace untouched in the directory. Refer to section A.1.2, Saving the Workspace, for information on how to name or rename a Workspace.

A.1.4 Saving a Workspace as the Default

As you work within a Workspace, you may decide that the Workspace should be the default Workspace once it has been set up to your preference with specific Data Windows. By setting up a specific Workspace as the default, the next time you log into Position Reporting Manager, the default Workspace is displayed.

To use the **Save Workspace As Default** option, the Workspace must be a named.

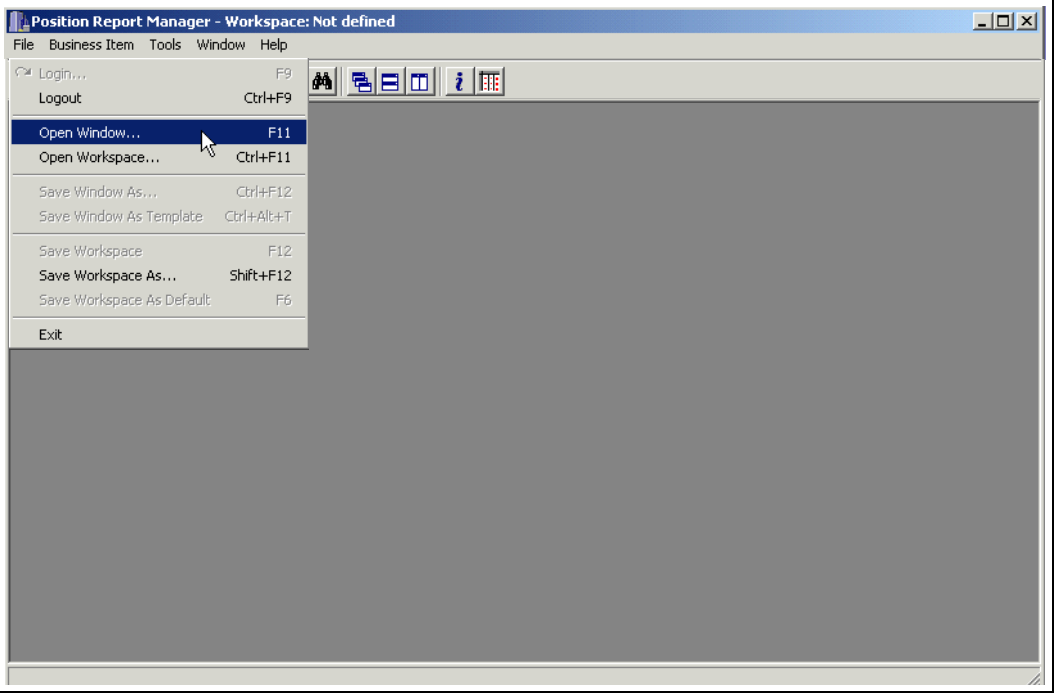
STEPS	DESCRIPTION
1	To save the current Workspace as the **Default Workspace**, do either of the following: • From the Main Menu, select **File > Save Workspace As Default** as indicated below. • Use the Shortcut Key: **F6** 
	Note: There is no display of a dialog box. The workspace must be a named workspace and therefore was previously saved to a location.

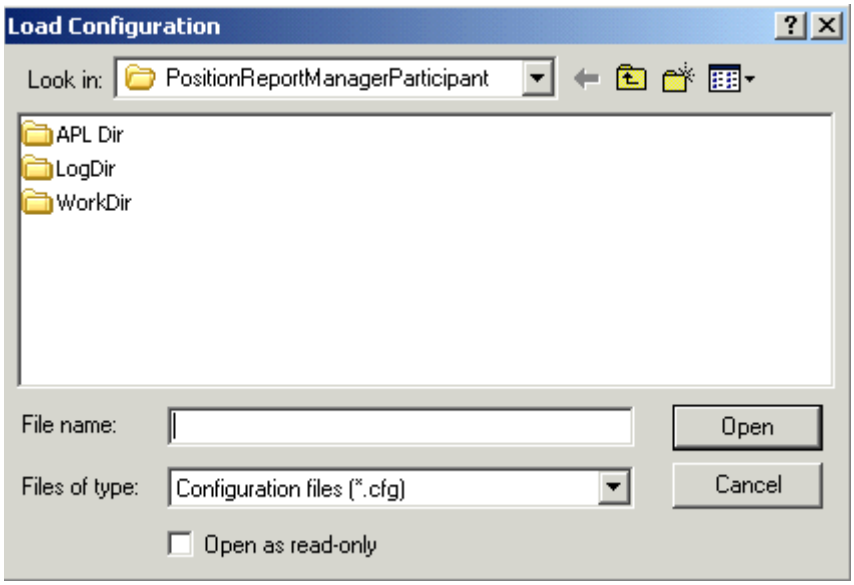
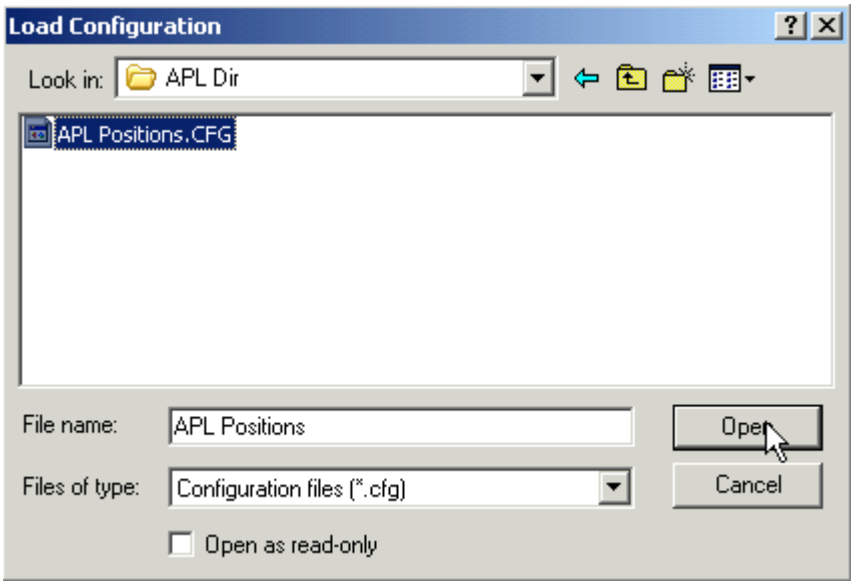
A.2 Data Windows

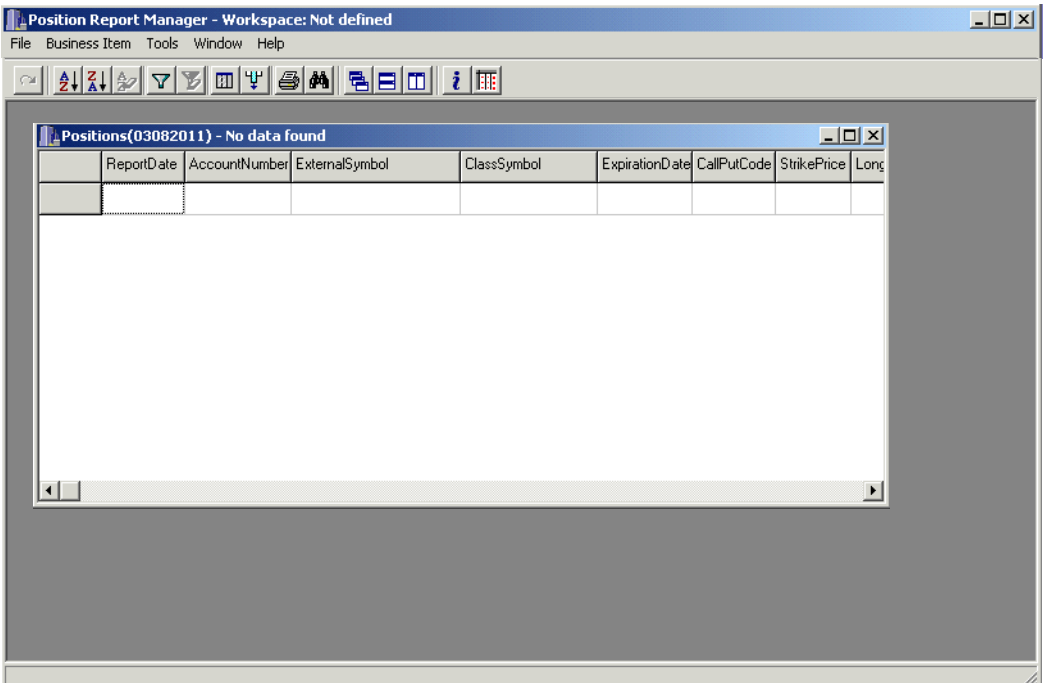
A Data window displays information pertaining to a Business Item and is presented in a multi column format. Each column has a title that relates to a data field. Users are able to open Data windows for one or several Business Items to track specific information such as their positions or assets within the Workspace. When you first open a Data Window, it is unnamed and contains only a number. This number simply indicates the number of times the Business Item has been accessed within the current session. You are able to rename this Data Window with a more meaningful name by using the **Edit Window Title** feature within the Main Menu item '**Tools**'. Refer to section 8.5, Editing Window Title.

A.2.1 Open a Saved Data Window

To open an existing Business Item Data Window, follow the steps as outlined below.

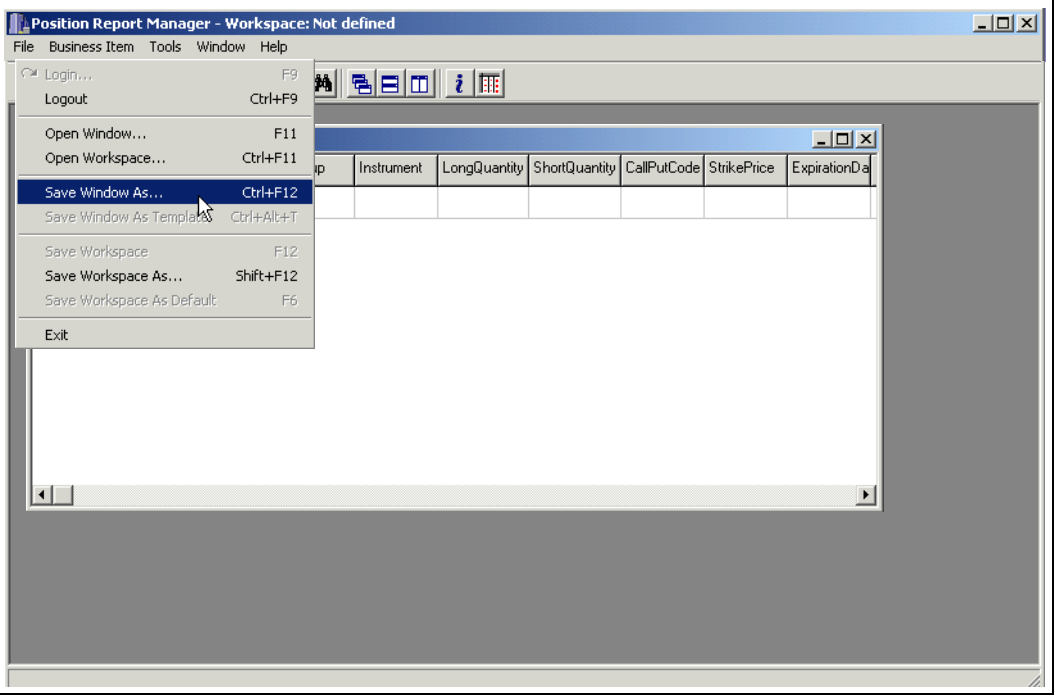
STEPS	DESCRIPTION
1	From within the current Workspace, do either of the following: • From the Main Menu, select **File > Open Window** as indicated below • Use the Shortcut Key: **F11** 

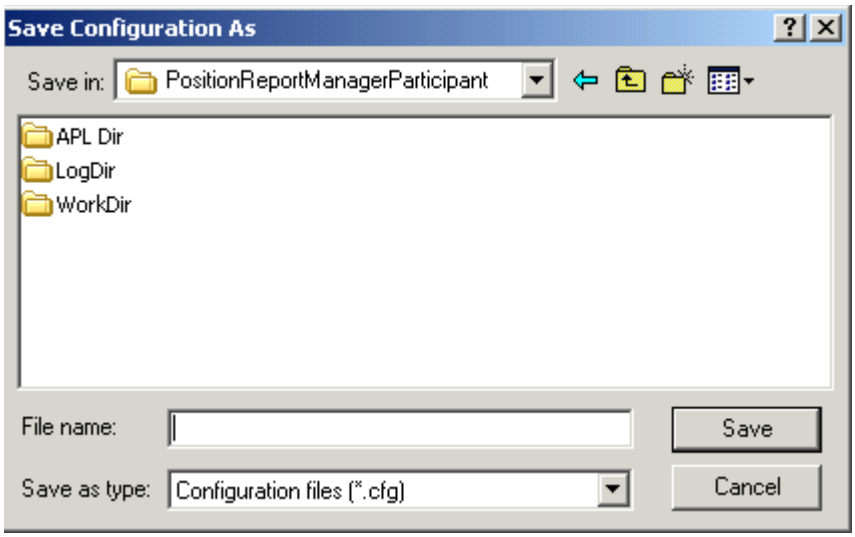
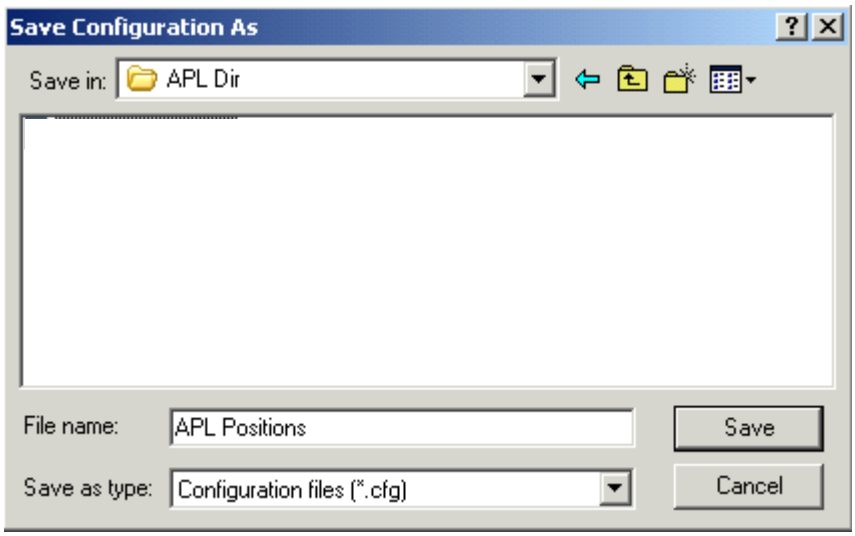
STEPS	DESCRIPTION
2	The **Load Configuration** dialog box is displayed. Do either of the following: • Double-click the directory that contains the Data Window • Select the directory that contains the Data Window and click **Open**. 
3	In the selected directory (APL Dir), do either of the following: • Double-click the Data Window file • Select the Data Window file and click **Open**. 

STEPS	DESCRIPTION
	The selected Data window is displayed below. **Note:** The filename of the Data Window is **APL Positions**, however the title of the Data Window is **Positions (03082011)**.To change the title of a Data Window, refer to section 8.5, Editing Window Title. 

A.2.2 Saving a Data Window As…

To save a current Business Item Data window, follow the steps as outlined below.

STEPS	DESCRIPTION
1	From within the current Workspace above, do either of the following: • From the main menu, select **File > Save Window As**, as indicated below • Use the Shortcut key: **Ctrl+F12** 

STEPS	DESCRIPTION
	The Save Window dialog box is displayed. 
2	• Navigate to the directory (APL Dir) where you will save the Data Window • Enter a name for the Data Window • Click **Save** 
	Note: Although you are asked to name the Data Window, in fact you are naming the file that will be stored. This name has nothing to do with the actual name of the Data Window. To change or edit the Data Window title, refer to section 8.5, Editing Window Title

A.3 Window Functions within the Workspace.

As mentioned above, more than one Data window for multiple Business Items can be opened within a Workspace. To track or monitor a specific window within many windows in a Workspace, the Main Menu item '**Window**' contains a number of functions that will facilitate this.

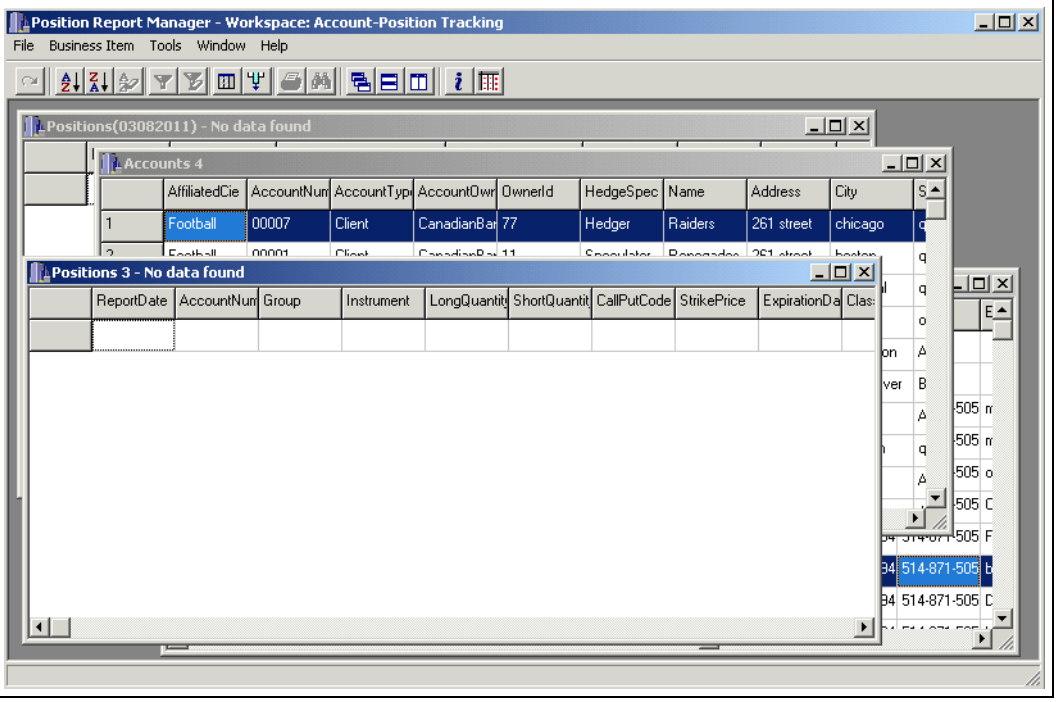
Functions such as:

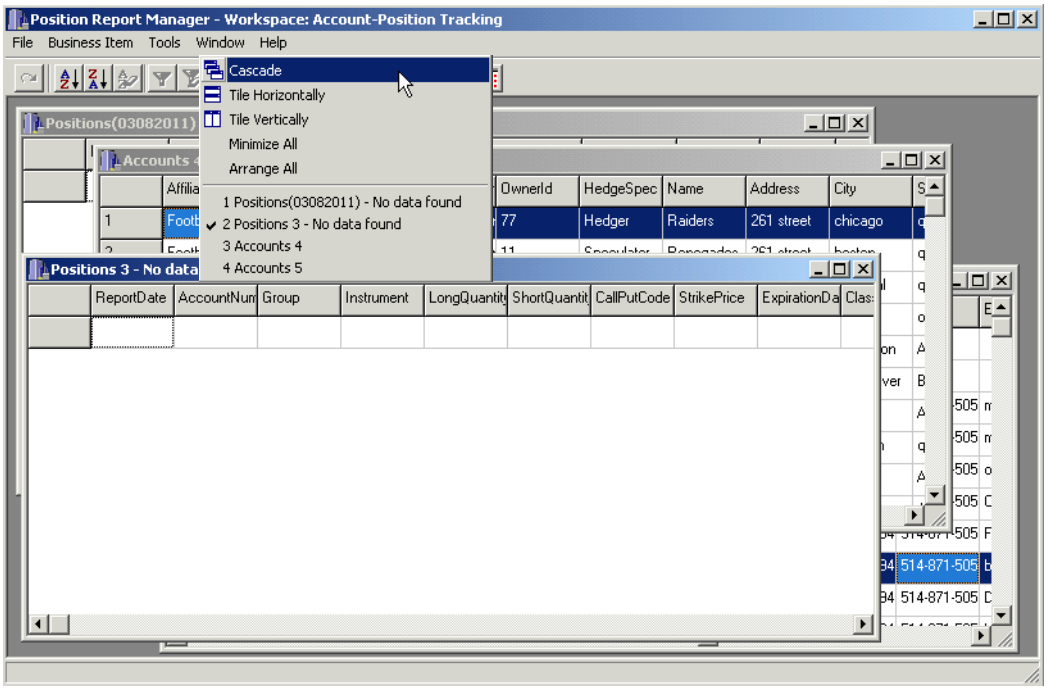
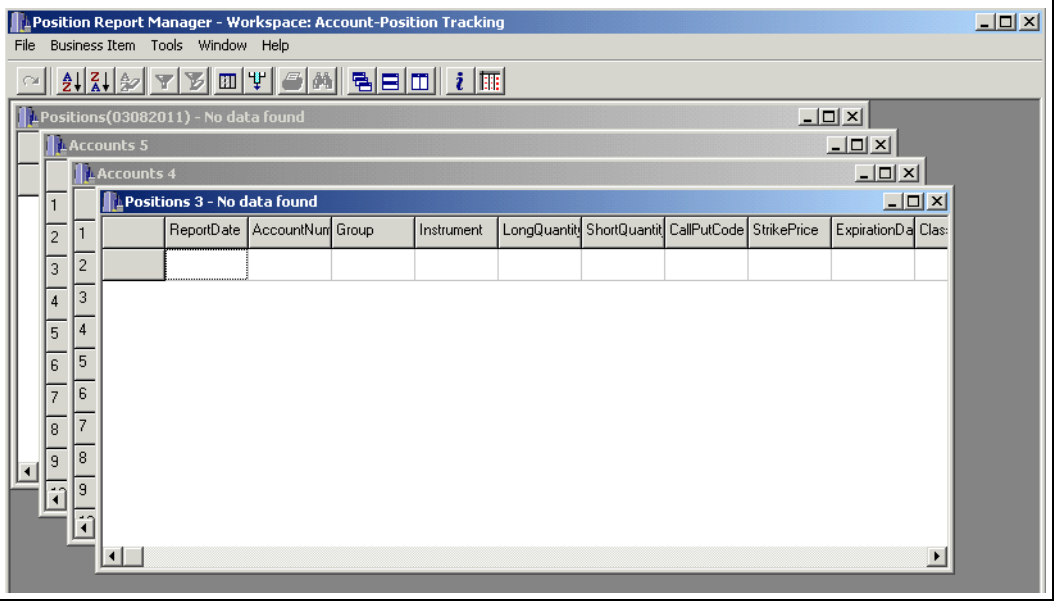
- Cascade
- Tile Horizontally
- Tile Vertically
- Minimizing All
- Arranging All
- Active Window Listing

A.3.1 Cascade

The following table illustrates the **Cascade** function on a Workspace containing four (4) Data windows opened at random.

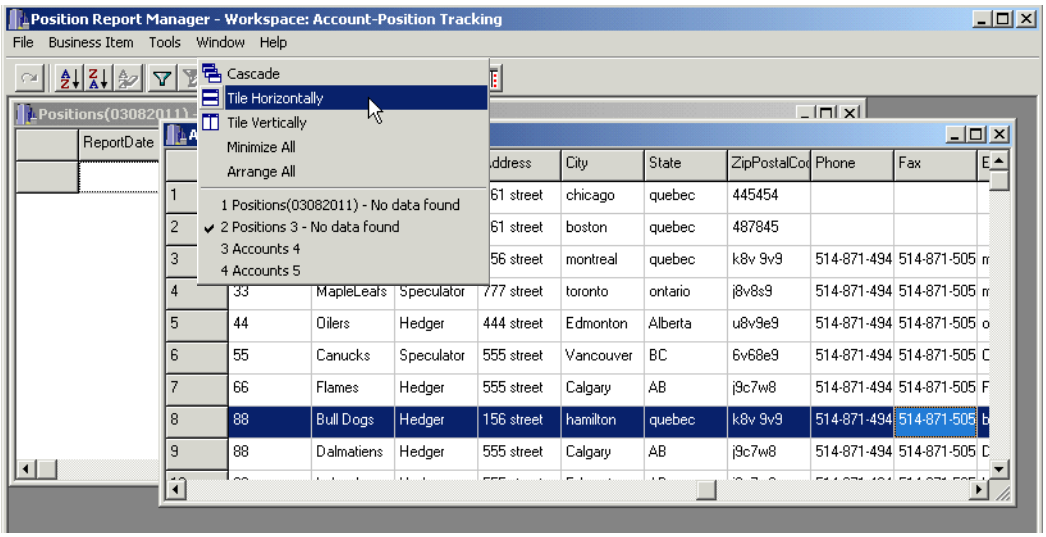
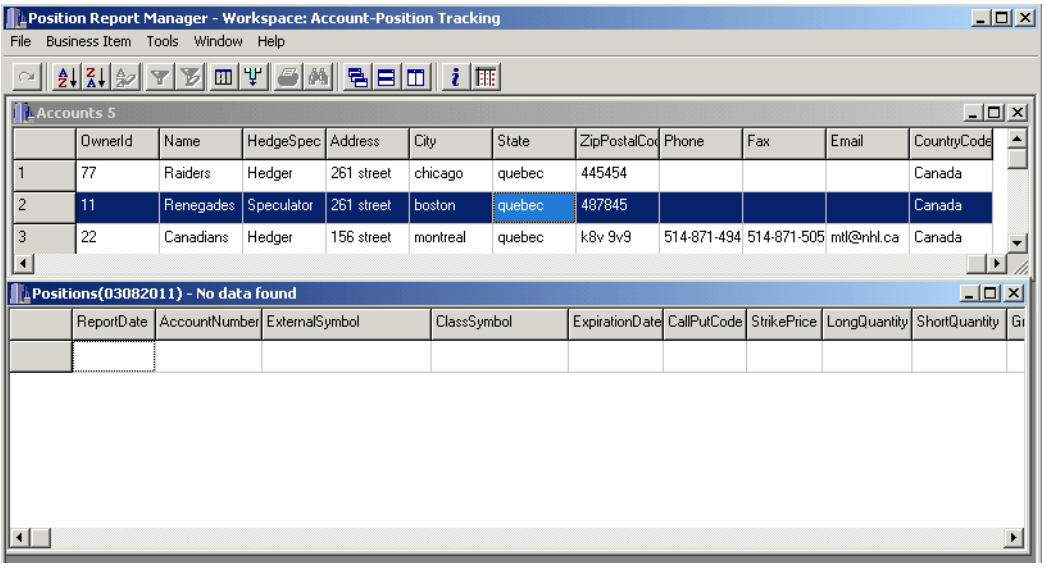
STEPS	DESCRIPTION
	The Workspace below contains four (4) randomly opened Data windows.



STEPS	DESCRIPTION
1	From within the Workspace, do either of the following to Cascade the windows: • From the Main Menu, select **Window > Cascade** as shown below • From the Toolbar, select 
	The Workspace now displays the Data Windows as follows. 

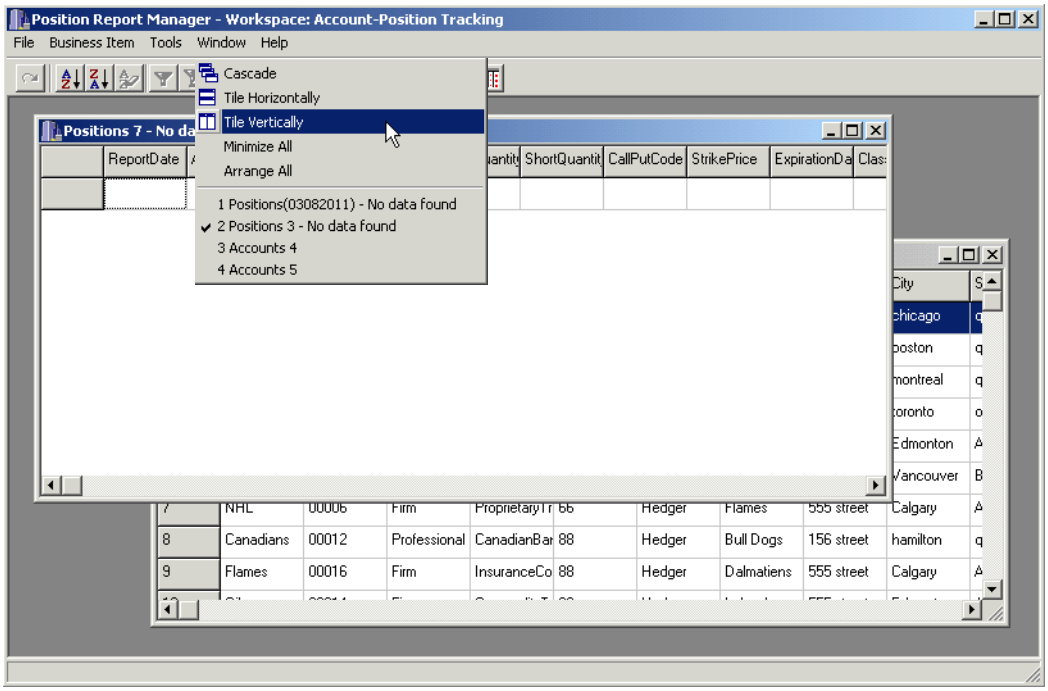
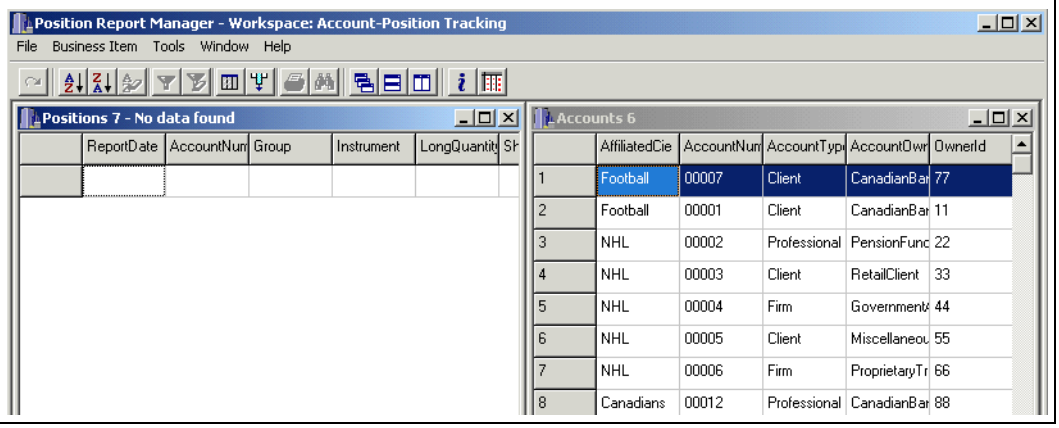
A.3.2 Tile Horizontally

The following illustrates the **Tile Horizontally** function on two Data windows.

STEPS	DESCRIPTION
1	From within the Workspace, do either of the following to tile the windows horizontally: • From the main menu, select **Window > Tile Horizontally** as shown below • From the Toolbar, select 
	The Workspace now displays the Data windows as follows. 

A.3.3 Tile Vertically

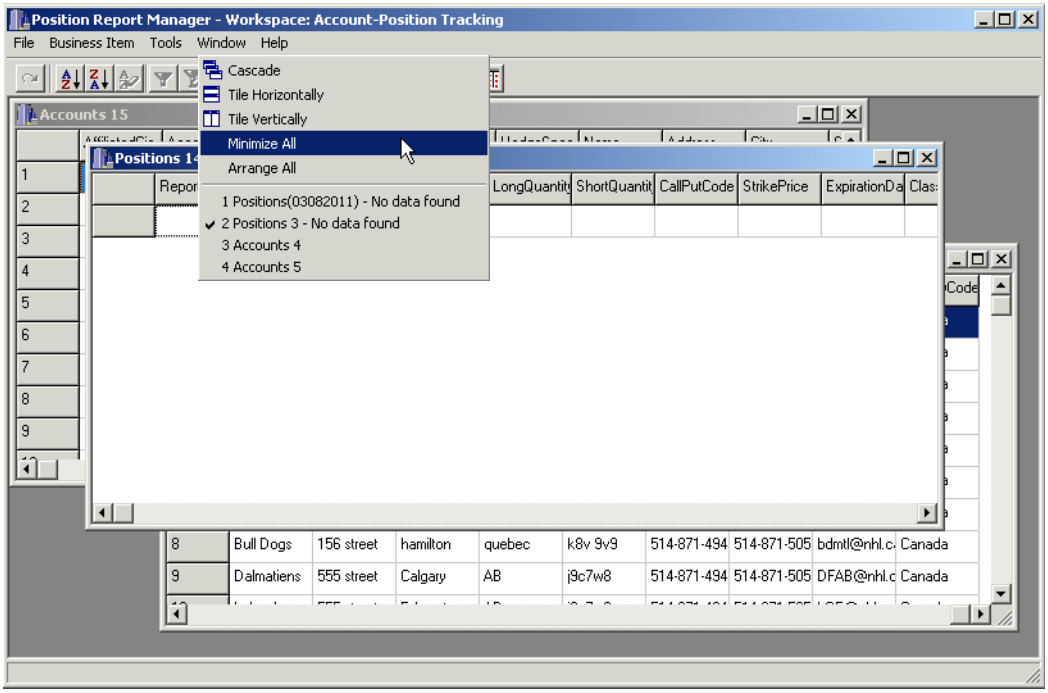
The following illustrates the **Tile Vertically** function on two Data Windows.

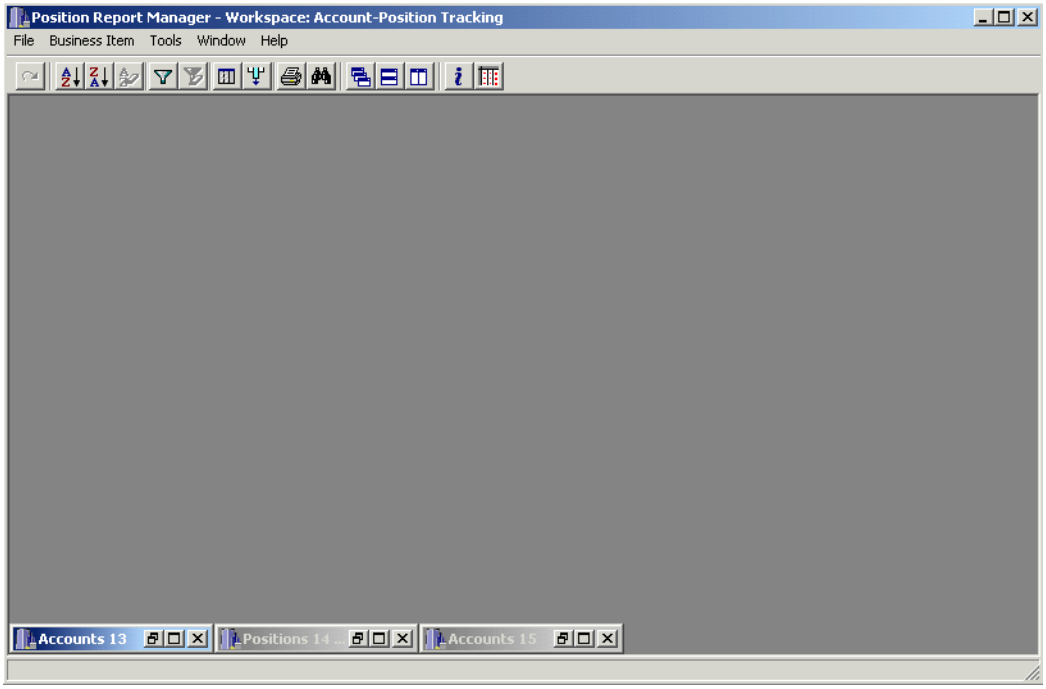
STEPS	DESCRIPTION
1	From within the Workspace, do either of the following to tile the windows vertically : • From the main menu, select **Window > Tile Vertically** as shown above • From the Toolbar, select 
	The Workspace now displays the Data Windows as follows. 

Note: The **Tile Horizontally** and **Tile Vertically** can sometimes display the same result when arranging open windows, depending on the number of windows that are 'open'. Initially, the Tile Horizontally will attempt to display open windows from top to bottom of the Workspace, while the Tile Vertically displays the windows from left to right. If enough windows are open, both features display the windows from top to bottom and from left to right. The top leftmost window in both cases is the last window opened, while the window in the bottom lower right of the Workspace is the first window opened.

A.3.4 Minimizing Windows

The following table illustrates the **Minimize All** function on four (4) Data Windows.

STEPS	DESCRIPTION
1	From within the Workspace, do the following to **Minimize** the windows: • From the main menu, select **Window > Minimize All** as shown below 
	The Workspace now displays the Data windows as follows.

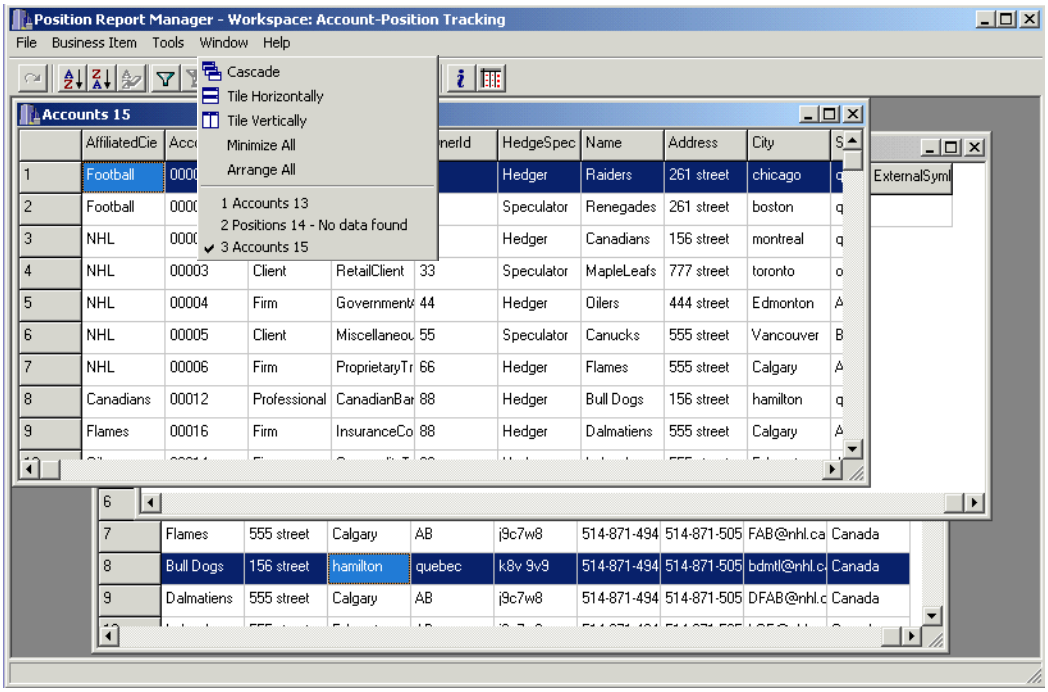
STEPS	DESCRIPTION
	

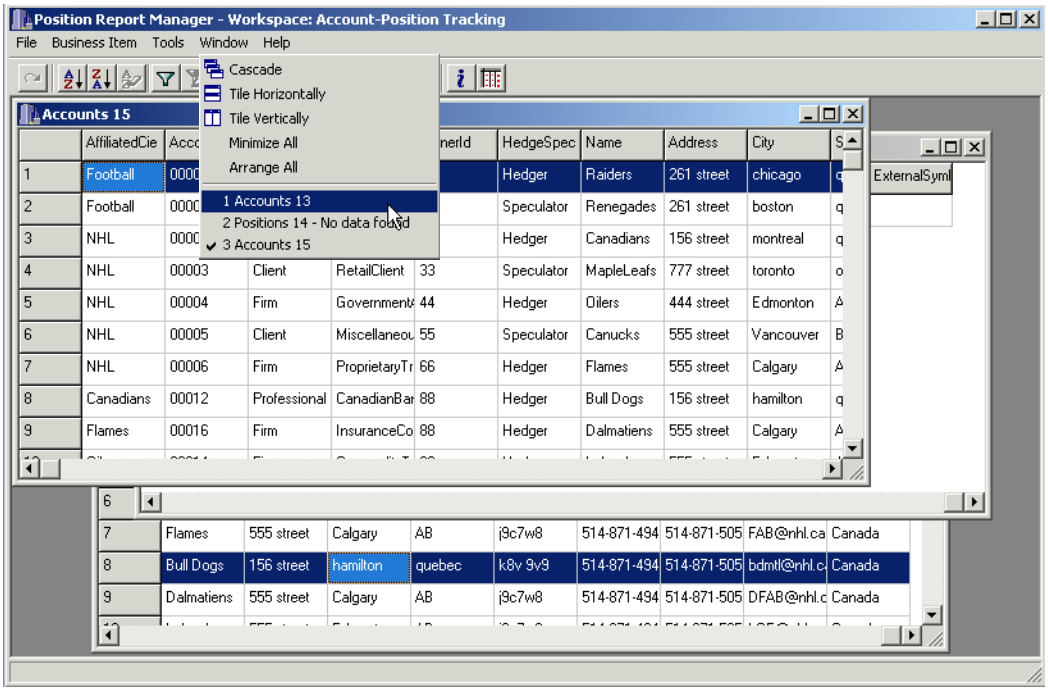
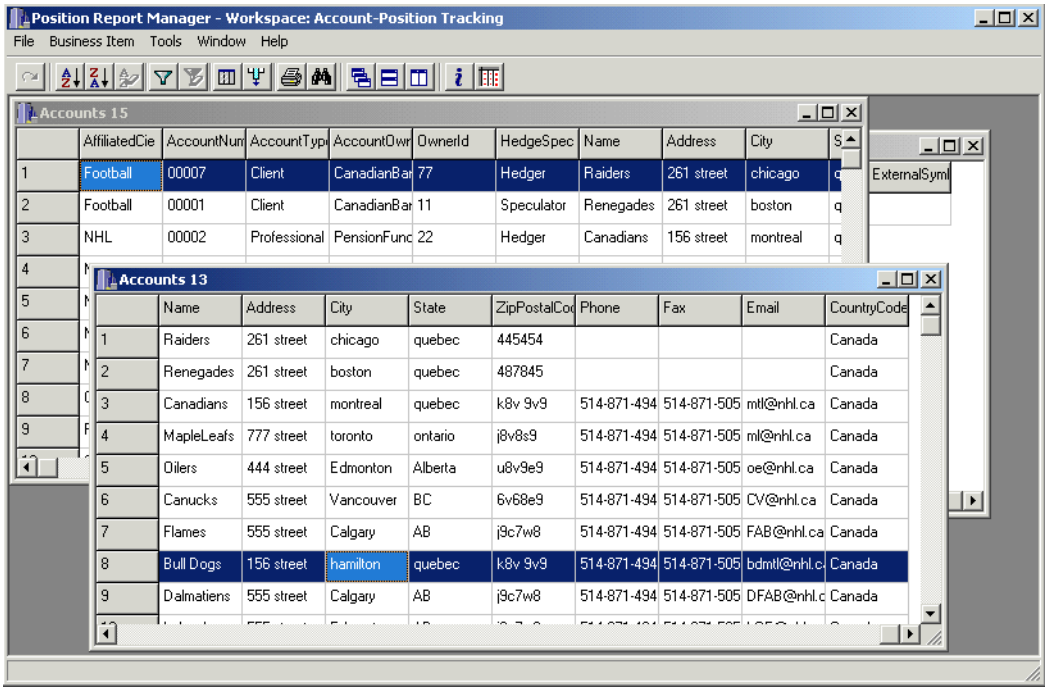
A.3.5 Arranging all Windows

This feature will simply arrange 'minimized windows' in the same fashion that the Minimize All function does. Open windows are not affected by this feature. Only minimized windows will be re-arranged in the event thay have been dragged to another location within the Workspace

A.3.6 Active Window Selection

This feature enables you to select a specific window among many windows within a workspace. From the main menu select **Window**. Open window names are listed at the bottom of the sub-menu, with a ✓ next to the active window in the workspace. Click on the required Data Window, and it becomes the active window.

STEPS	DESCRIPTION
1	From within a Workspace with multiple open Data windows, do the following: • From the main menu, select **Window** 
2	The **Active** Data window contains the ✓ beside it. To change to another Data window: • **Click** the filename as indicated below

STEPS	DESCRIPTION
	
	This Data Window is now the active window. 

Appendix B Acronyms and Definitions

B.1 Acronyms

The following table defines some of the acronyms that are used in this document.

ACRONYM	DEFINITION
ID	Identification
ETX	End-of-Text
LOPR	Large Open Position Reporting
MX	Montréal Exchange Inc.
MX-R	Montréal Exchange Inc. - Regulatory
SAIL	SOLA® Access Information Language

B.2 Account Owner Types

ACCOUNT OWNER TYPE	DEFINITION
Canadian Bank	A Schedule 'A' Bank or Credit Union.
Foreign Bank	A Schedule 'B' Bank or a bank based outside Canada.
Canadian Broker	A Broker based in Canada that is a member of IIROC.
Foreign Broker	A Broker based outside Canada.
Fund Manager	A professional who manages various securities and assets to meet his or her clients' specified investment goals (e.g., pool operator, options advisor).
Pension Fund	Any plan, fund (including pension fund of government-owned corporation or State-owned enterprise), or program that provides retirement income to employees or that includes schemes that result in a deferral of income by employees.
Government and State Owned Companies	A Government Ministry or a legal entity created by a government to undertake commercial activities for an owner government.
Retail Client	Generally refers to individuals, families and small businesses.
Insurance Company	A company that provides insurance coverage to a person or entity that buys an insurance policy.
Miscellaneous	Refers to all other client types.
Hedge Funds	An investment fund open to a limited number of investors, and that takes on investments that carry a higher degree of risk than the risk taken by traditional investment funds.

ACCOUNT OWNER TYPE	DEFINITION
Mutual Funds	A professionally managed investment scheme that pools money from investors and that invests it in various investment securities.
Sovereign Funds	Pools of money derived from a country's reserves, which are set aside for investment purposes that will benefit the country's economy and citizens.
Corporate	An entity that is engaged in a commercial activity (other than portfolio management and other than Financial institutions, brokers and Government - owned corporation) that is granted a charter recognizing it as a separate legal entity which has its own rights, privileges, and liabilities and which are distinct from those of its shareholders.
Proprietary Trading Firms Primarily Algorithmic	A Trader who trades primarily for his or her own account using a computer programmed with an algorithm.
Proprietary Trading Firms Local	A Trader who trades primarily for his or her own account.

B.3 Account Types

ACCOUNT TYPE	DEFINITION
Client	Means an order for a security or a derivative instrument entered for the account of a customer of any Approved Participant, or of a customer of a related firm of an Approved Participant, but does not include an order entered for an account in which an Approved Participant, a related firm of an Approved Participant, a person approved by the Bourse or a restricted trading permit holder has a direct or indirect interest, other than an interest in a commission charged.
Firm	Means an order for a security or a derivative instrument for an account in which the Approved Participant or a related firm of the Approved Participant has a direct or indirect interest, other than an interest in a commission charged.
Market Maker	An account established by an Approved Participant that is confined to transactions executed by and positions carried by the Approved Participant on behalf of a Market-Maker.
Omnibus	An account held in the name of an entity or person which may be utilized for recording and clearing the trades of two or more undisclosed customers of the account holder.

ACCOUNT TYPE	DEFINITION
Professional	Means an order for a security or a derivative instrument for an account in which a director, officer, partner, employee or agent of an Approved Participant or of a related firm of the Approved Participant, a person approved by the Bourse or a restricted trading permit holder has a direct or indirect interest, other than an interest in a commission charged. The Bourse may designate any order as being an order for the account of a professional if, in its opinion, circumstances justify it.

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