

## Large Open Positions Reporting (LOPR)

# Positions Reporting Manager User Guide for Approved Participants

Document ID: LOPR-MR-003E Document Version: 1.0 Publication Date: 2011-03-31

#### **Equities**

Toronto Stock Exchange TSX Venture Exchange Equicom

#### Derivatives

Montréal Exchange CDCC Montréal Climate Exchange Fixed Income Shorcan Energy NGX **Data** TMX Datalinx PC Bond

## Copyright

#### ©Bourse de Montréal Inc., 2011

This document and all information contained herein is and will remain at all times proprietary and confidential information of Bourse de Montréal Inc..

No part of this document may be photocopied, reproduced, stored on retrieval system, or transmitted, in any form or by any means whether, electronic, mechanical, or otherwise without the prior written consent of Bourse de Montréal Inc..

The information included in this document is believed to be accurate. Bourse de Montréal Inc. does not guarantee the completeness or accuracy of any information included herein. This document is produced with the understanding that Bourse de Montréal Inc. is providing information and not in any way providing engineering or other professional services.

SOLA is a trademark of Bourse de Montréal Inc.

Bourse de Montréal Inc. reserves the right to change details in this publication without notice.

LOPR-MR-003E, Document Version 1.0

## **Document Authorizations**

Author(s): Email:	William Applebee - APPW wapplebee@m-x.ca	
Reviewer(s)	Jean-Sebastien Charest	Business Analyst
Approver(s)	Norm Imperatori	Team Leader, Systems Development
Owner	Jean-Francois Bertrand – BERJ	Director, Architecture

## **Document History**

Version	Date	Change Description
1.0	2011-03-31	First approved version for distribution

## **Document Notes**

Date	Description

## **Typographic Conventions**

Convention	Meaning
Abbreviated menu	This document uses abbreviated menu.
commands	For example, "Click <b>Display &gt; Toolbars &gt; Standard</b> " means that you should click the <b>Display</b> menu, point to <b>Toolbars</b> , and click the <b>Standard</b> entry.
Boldface type	<b>Boldface</b> 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 angle<br="" in="">brackets&gt;</text>	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, <b>Ctrl+F1</b> means that you must press the <b>Ctrl</b> and <b>F1</b> keys at the same time.

## **Table Of Contents**

Chapter 1 — Introduction	1
1.1 – Purpose	1
1.2 – Scope	1
1.3 – Audience	1
Chapter 2 — Application Overview	3
2.1 – Objectives	4
2.2 – Account Details	4
2.3 – Position Details	5
Chapter 3 — Getting Started	7
3.1 – Starting the Application	7
3.2 – Connecting / Disconnecting	8
3.2.1 – Login	8
3.2.2 – Logout	
3.3 – Navigating Within the Application Graphical User Interface (GUI)	
3.3.1 – Main Menu Bar Items	
3.3.2 – Toolbar and Icons 3.3.3 – Workspace & Windows	
Chapter A Duciness Item Assounts	47
Chapter 4 — Business Item - Accounts	
4.1 – Opening the Accounts Data Window	17
4.1 – Opening the Accounts Data Window 4.1.1 – Account Sub-Menu Functionality	17 19
<ul> <li>4.1 – Opening the Accounts Data Window</li> <li>4.1.1 – Account Sub-Menu Functionality</li> <li>4.2 – Working with Accounts</li> </ul>	17 19 21
<ul> <li>4.1 – Opening the Accounts Data Window</li> <li>4.1.1 – Account Sub-Menu Functionality</li> <li>4.2 – Working with Accounts</li> <li>4.2.1 – Creating New Account Records</li> </ul>	17 19 21 21
<ul> <li>4.1 – Opening the Accounts Data Window</li></ul>	17 19 21 21 25
<ul> <li>4.1 – Opening the Accounts Data Window</li> <li>4.1.1 – Account Sub-Menu Functionality</li> <li>4.2 – Working with Accounts</li> <li>4.2.1 – Creating New Account Records</li> </ul>	17 19 21 21 25 27
<ul> <li>4.1 – Opening the Accounts Data Window</li></ul>	17 19 21 21 25 27 29
<ul> <li>4.1 – Opening the Accounts Data Window</li></ul>	17 19 21 21 25 27 29 31
<ul> <li>4.1 – Opening the Accounts Data Window</li></ul>	17 
<ul> <li>4.1 – Opening the Accounts Data Window</li></ul>	17 19 21 21 25 27 29 31 35 35
<ul> <li>4.1 – Opening the Accounts Data Window</li></ul>	17 
<ul> <li>4.1 – Opening the Accounts Data Window</li></ul>	17 
<ul> <li>4.1 – Opening the Accounts Data Window</li></ul>	17 
<ul> <li>4.1 – Opening the Accounts Data Window</li></ul>	17 19 21 21 25 27 29 31 35 35 35 35 38 38 38 38 38 34 38
<ul> <li>4.1 – Opening the Accounts Data Window</li></ul>	17 19 21 25 27 29 31 35 35 35 35 38 38 38 38 38 42 44 44

#### Table of Contents (continued)

5.6 – No Positions to Report	51
Chapter 6 — Field Types	53
6.1 – Account Data Fields	53
6.2 – Position Data Fields	55
Chapter 7 — Importing CSV Files	57
7.1 – Import	57
7.2 – Importing Files in .CSV Format	59
7.3 – CSV Record Layouts	63
7.3.1 – Account Record	63
7.3.2 – Position Record	64
–	64
7.4 – Header Samples	
7.4.1 – Account Record Header	
7.4.2 – Position Record Header	65
Chapter 8 — Data Window Customization	67
8.1 – Introduction	67
8.2 – Sorting Data	68
8.3 – Filtering Data	70
8.4 – Hiding Column(s)	73
8.5 – Editing Window Title	
8.6 – Rearranging Columns	
8.7 – Exporting to Clipboard	
8.7.1 – When to export data to the clipboard?	
8.7.2 – How to Export to Clipboard	
8.8 – Searching	
8.9 – Printing	
8.9.1 – Printing a Business Item Appendix A — Workspaces and Data Windows	
A.1 – The Workspace	
A.2 – Data Windows	
A.3 – Window Functions within the Workspace.	90
Appendix B — Acronyms and Definitions	99
B.1 – Acronyms	99
B.2 – Account Owner Types	99
B.3 – Account Types	100

## **List of Figures**

Figure 1: – Services Offered by SOLA <sup>®</sup> LOPR System	3
Figure 2: – Application Name and Main Menu Items	
Figure 3: – Position Reporting Manager Toolbar	14
Figure 4: – Workspace After Initial Signon	15

## **List Of Tables**

Table 1: - Position Reporting Manager Main Menu Items Definition	12
Table 2: – Toolbar Icons Definition	14

## 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.

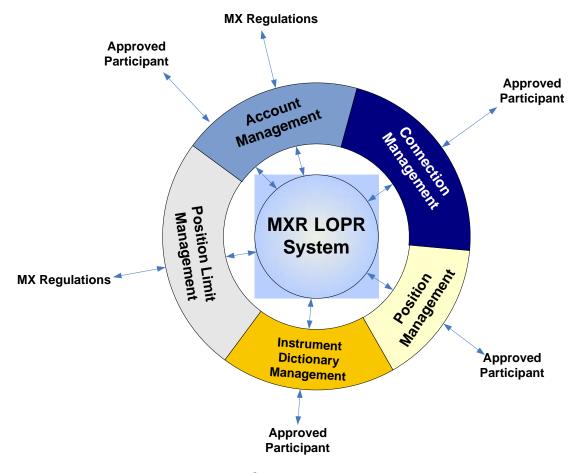


Figure 1: Services Offered by SOLA<sup>®</sup> LOPR System

### 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
- Ownerld
- 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:
	<ul> <li>From the Windows status bar select Start &gt; Programs &gt; Position Reporting Man- ager</li> </ul>
	<ul> <li>Double-click the Position Reporting Manager icon on the PC desktop</li> </ul>
	The Position Reporting Manager Workspace window is displayed as follows:
	Position Report Manager - Workspace: Not defined       File Business Item Tools Window Help

### 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.

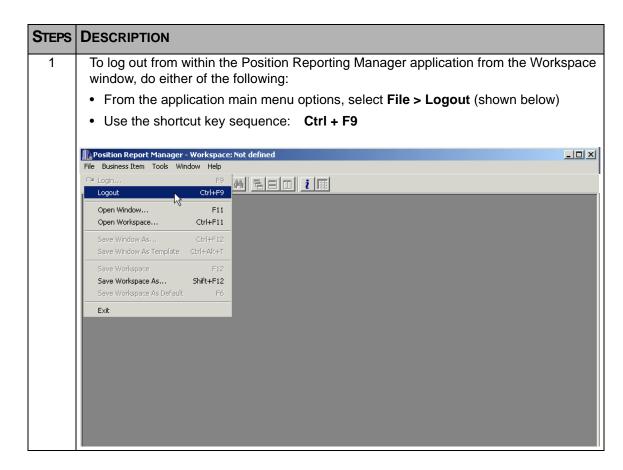
### 3.2.1 Login

STEPS	DESCRIPTION	
1	<ul> <li>To log into the Position Reporting Manager application from within the Workspace window, do either of the following:</li> <li>From the application Main Menu options, select File &gt; Login (shown below)</li> </ul>	
	<ul> <li>Use the shortcut key sequence: F9</li> <li>Use the icon from the Toolbar</li> </ul>	
	Position Report Manager - Workspace: Not defined File Business Item Tools Window Help	<u> </u>
	Open Window     F11       Open Workspace     Ctrl+F11	
	Save Window As,     Ctrl+F12       Save Window As Template     Ctrl+Alt+T	
	Save Workspace     F12       Save Workspace As     Shift+F12       Save Workspace As Default     F6	
	Exit	
l		11.

STEPS	DESCRIPTION
2	<ul> <li>Enter your User Name and Password</li> </ul>
	The completed dialog is as follows:
	Click OK
	Login Information
	User Name PART001
	Password ×××××
	0 <u>K</u> ancel

displaying indow will
n-related
×
ntryl 🔼 org/281:
ancel

#### 3.2.2 Logout



## 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.

 Position Report Manager - Workspace: Not defined

 File
 Business Item
 Tools
 Window
 Help

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

MAIN MENU ITEMS	DESCRIPTION
Tools	The <b>Tools</b> menu item enables the user to customize individual Informa- tion Data windows, with the following functions: <ul> <li>Sort</li> <li>Filter</li> <li>Hide</li> <li>Edit Column Properties</li> <li>Edit Window Title</li> </ul> <li>Additional functions are: <ul> <li>Export to Clipboard</li> <li>Print</li> <li>Search</li> <li>Grid Options</li> </ul> </li> <li>For detailed information on the above functions, refer to Chapter 8, Data Window Customization.</li>
Window	The <b>Window</b> menu item enables you to change the display of open win- dows 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	<ul> <li>The Help menu item contains the following entries:</li> <li>Position Import Format – field layout for .csv file</li> <li>Account Import Format – field layout for .csv file</li> <li>About – details about the application name and version</li> <li>For more information on importing .CSV files, refer to Chapter 7, Importing CSV Files.</li> </ul>

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

### 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.

ICONS	DEFINITION
3	Log In Keyboard Shortcut: F9 (Ctrl +F9 to Log Out)
₽↓	Ascending Quick Sort Keyboard Shortcut: Shift+F7
Z↓	Descending Quick Sort Keyboard Shortcut: Shift+F8
22	Remove Column Sort Keyboard Shortcut: Shift+Ctrl+F7
V	Set Quick Filter Keyboard Shortcut: Ctrl+Q
B	Remove Column Filter Keyboard Shortcut: Ctrl+Alt+Q
	Hide Columns Keyboard Shortcut: Ctrl+Alt+H
Ψ	Hide a single Column Keyboard Shortcut: Ctrl+H
4	Print
<b>#</b> \$	Search Keyboard Shortcut: Ctrl+F
<b>P</b>	Cascade Windows

### Table 2: Toolbar Icons Definition

ICONS	DEFINITION
	Tile Windows Horizontally
	Tile Windows Vertically
i	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

#### Table 2: Toolbar Icons Definition

### 3.3.3 Workspace & Windows

Report.

#### Workspace

I

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).

Report Manager - Workspace: Not defined	
File Business Item Tools Window Help	
Toolbar Main Menu	
◄ Workspace →	
Functionality Description	
Modify sort criteria with currently selected column in ascending mode	

#### 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:	
	Positions No Position to report	

4									
	-	l <mark>anager - Works</mark> ools Window H	-	ined					
-				Len in	E				
	21 21 27				<u>.</u>				
Aco	AffiliatedCie	AccountNumber	AccountTune	AccountOwnerType	Ownerld	HedgeSpec	Name	Address	 City
	Football	00007	Client	CanadianBank	77	Hedger	Raiders	261 street	chicago
2	Football	00001	Client	CanadianBank	11	Speculator	Renegades	261 street	boston
3	NHL	00002	Professional	PensionFund	22	Hedger	Canadians	156 street	montreal
4	NHL	00003	Client	RetailClient	33	Speculator	MapleLeafs	777 street	toronto
5	NHL	00004	Firm	GovernmentAndStat	44	Hedger	Oilers	444 street	Edmonton
6	NHL	00005	Client	Miscellaneous	55	Speculator	Canucks	555 street	Vancouver
7	NHL	00006	Firm	ProprietaryTradingFir	66	Hedger	Flames	555 street	Calgary
8	Canadians	00012	Professional	CanadianBank	88	Hedger	Bull Dogs	156 street	hamilton
9	Flames	00016	Firm	InsuranceCompany	88	Hedger	Dalmatiens	555 street	Calgary
From	within t	he active	Data Wi	indow, right	-click	the mou	se to d	isplay 1	he sub
Posi	tion Report M	he active anager - Works cols Window H	space: Not def	-	-click	the mou	se to d	isplay t	he sub
Posi	tion Report M	anager - Works ools Window H	space: Not def lelp	-		the mou	se to d	isplay t	he sub
File Bu	tion Report M Isiness Item T	lanager - Works ools Window H	space: Not def lelp	îined		the mou	se to d	isplay t	he sub
File Bu	tion Report M Isiness Item T 2 Z Z Z A	lanager - Works ools Window H Y Y M M W	space: Not def lelp	ined		the mou	se to d	isplay f	
File BL	tion Report M Isiness Item T 2000 AffiliatedCie Football	anager - Works ools Window H Y Y M M Y AccountNumber 00007	AccountTy;	ined	<u></u>		se to d	Address 261 street	City chicago
File Bu	tion Report M Isiness Item T 2 2 2 2 2 2 2 counts 1 AffiliatedCie Football Football	Anager - Works sols Window H Y B B V AccountNumber 00007 00001	AccountTyp Client	ined	<u></u>	C	rl+Alt+C rl+Alt+W	Address 261 street 261 street	City Chicago boston
File Bu	tion Report M Isiness Item T Counts 1 AffiliatedCie Football Football NHL	Anager - Works ools Window H T D D T AccountNumber 00007 00001 00002	AccountTyr Client Professiona	Sort Filter Hide Edit Column Propert Edit Window Title Grid Options	<u></u>	a a a	rl+Alt+C rl+Alt+W rl+Alt+N	Address 261 street 261 street 156 street	City Chicago boston montreal
File Bu	tion Report M Isiness Item T COUNTES 1 AffiliatedCie Football NHL NHL	anager - Works ools Window H V V M V V AccountNumber 00007 00001 00002 00003	AccountTyp Client Professione Client	Sort Filter Hide Edit Column Propert Edit Window Title Grid Options New Copy	<u></u>		rl+Alt+C rl+Alt+W rl+Alt+N s rl+C	Address 261 street 261 street 156 street 777 street	City Chicago boston toronto
File Bu	tion Report M Isiness Item T Counts 1 AffiliatedCie Football Football NHL NHL NHL	anager - Works bols Window H V V M M V AccountNumber 00007 00001 00002 00003 00004	Pace: Not def lep AccountTyp Client Client Client Firm	Sort Filter Hilde Edit Column Propert Edit Window Title Grid Options New Copy Edit Row	ies		rl+Alt+C rl+Alt+W rl+Alt+N s	Address 261 street 261 street 156 street 777 street 444 street	City City chicago boston boston toronto Edmonton
File Bu	tion Report M Isiness Item T Counts 1 AffiliatedCie Football Football NHL NHL NHL NHL	anager - Works cols Window H Y V M V V V AccountNumber 00007 00001 00002 00003 00004 00005	Pace: Not def lelp AccountTyr Client Client Professione Client Firm Client	Sort Filter Hide Edit Column Propert Edit Window Title Grid Options New Copy Edit Row Create a Master Act	ies		rl+Alt+C rl+Alt+W rl+Alt+N s rl+C	Address 261 street 261 street 156 street 777 street 444 street 555 street	City City chicago boston montreal toronto Edmonton Vancouver
File Bu	tion Report M isiness Item T Counts 1 AffiliatedCie Football NHL NHL NHL NHL NHL	anager - Works sols Window H Y V M W W W AccountNumber 00007 00001 00002 00003 00004 00005 00006	AccountTyr Client Client Client Firm Client Firm	Sort Filter Hide Edit Column Propert Edit Window Title Grid Options New Copy Edit Row Create a Master Acc Create new Master Link to a Master Acc	ies	a a Ir a Account	rl+Alt+C rl+Alt+W rl+Alt+N s rl+C	Address 261 street 261 street 156 street 777 street 444 street 555 street 555 street	City chicago boston montreal toronto Edmonton Vancouver Calgary
Posi           File         Bu           Image: Constraint of the second	tion Report M Isiness Item T OUNTES 1 AffiliatedCie Football NHL NHL NHL NHL NHL Canadians	Anager         Works           Vindow         H           Vindow         H           Vindow         H           AccountNumber         00007           00001         00003           00004         00005           00006         00012	AccountTyr Client Client Client Firm Firm Professiona	ined	ies count from Account a Master A	a a Ir a Account	rl+Alt+C rl+Alt+W rl+Alt+N s rl+C	Address 261 street 261 street 261 street 777 street 444 street 555 street 156 street 156 street	City       City       chicago       boston       montreal       toronto       Edmonton       Vancouver       Calgary       hamilton
Posi           File         Bu           Image: Constraint of the second	tion Report M Isiness Item T Counts 1 AffiliatedCie Football NHL NHL NHL NHL NHL	anager - Works sols Window H Y V M W W W AccountNumber 00007 00001 00002 00003 00004 00005 00006	AccountTyr Client Client Client Firm Client Firm	Sort Filter Hide Edit Column Propert Edit Window Title Grid Options New Copy Edit Row Create a Master Acc Create new Master Link to a Master Acc	ies	Account	rl+Alt+C rl+Alt+W rl+Alt+N s rl+C	Address 261 street 261 street 156 street 777 street 444 street 555 street 555 street	City City chicago boston boston toronto coronto Calgary calgary
Posi           File         Bu           Image: Constraint of the second	tion Report M Isiness Item T AffiliatedCie Football NHL NHL NHL NHL NHL Canadians Flames	Anager         Works           Vindow         H           Vindow         H           Vindow         H           AccountNumber         00007           00001         00001           00002         00003           00004         00005           00006         00012           00016	AccountTyr Client Client Client Firm Firm Professiona Firm	ined	ies	Account r Account	rl+Alt+C rl+Alt+W rl+Alt+N s rl+C	Address 261 street 261 street 261 street 777 street 444 street 555 street 156 street 156 street	City       City       chicago       boston       montreal       toronto       Calgary       Calgary       hamilton       Calgary
Posi           File         Bu           Image: Constraint of the second	tion Report M Isiness Item T AffiliatedCie Football NHL NHL NHL NHL NHL Canadians Flames	Anager         Works           Vindow         H           Vindow         H           Vindow         H           AccountNumber         00007           00001         00001           00002         00003           00004         00005           00006         00012           00016	AccountTyr Client Client Client Firm Firm Professiona Firm	Sort Filter Hilde Edit Column Propert Edit Window Title Grid Options New Copy Edit Row Create a Master Acc Link to a Master Acc Link All Displayed to Unlink from Master A Unlink All Displayed to	ies ies count from Account a Master A Account from Master	Account r Account	r/HAIL+C r/HAIL+W r/HAIL+W s r/H-C r/HAIL+R	Address 261 street 261 street 261 street 777 street 444 street 555 street 156 street 156 street	City City chicago boston boston toronto coronto Calgary calgary
Posi           File         Bu           Image: Constraint of the second	tion Report M Isiness Item T AffiliatedCie Football NHL NHL NHL NHL NHL Canadians Flames	Anager         Works           Vindow         H           Vindow         H           Vindow         H           AccountNumber         00007           00001         00001           00002         00003           00004         00005           00006         00012           00016	AccountTyr Client Client Client Firm Firm Professiona Firm	ined	ies ies count from Account a Master A Account from Master	Account r Account c	rl+Alt+C rl+Alt+W rl+Alt+N s rl+C rl+Alt+R rl+Del	Address 261 street 261 street 261 street 777 street 444 street 555 street 156 street 156 street	City City chicago boston boston toronto coronto Calgary calgary
Posi           File         Bu           Image: Constraint of the second	tion Report M Isiness Item T AffiliatedCie Football NHL NHL NHL NHL NHL Canadians Flames	Anager         Works           Vindow         H           Vindow         H           Vindow         H           AccountNumber         00007           00001         00001           00002         00003           00004         00005           00006         00012           00016	AccountTyr Client Client Client Firm Firm Professiona Firm	ined	ies ies count from Account a Master A Account from Master	Account r Account c	rl+Alt+C rl+Alt+W rl+Alt+N s rl+C rl+Alt+R	Address 261 street 261 street 261 street 777 street 444 street 555 street 156 street 156 street	City City chicago boston boston toronto coronto Calgary calgary calgary
Posi File Bu Pile Bu P	tion Report M Isiness Item T AffiliatedCie Football NHL NHL NHL NHL NHL Canadians Flames	Anager         Works           Vindow         H           Vindow         H           Vindow         H           AccountNumber         00007           00001         00001           00002         00003           00004         00005           00006         00012           00016	AccountTyr Client Client Client Firm Firm Professiona Firm	ined	ies ies count from Account a Master A Account from Master	Account ccount ccount	rl+Alt+C rl+Alt+W rl+Alt+W s rl+C rl+Alt+R rl+Del rl+Del	Address 261 street 261 street 261 street 777 street 444 street 555 street 156 street 156 street	City City chicago boston boston toronto coronto Calgary calgary calgary

## 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<sup>1</sup>
- Edit Window Title change the title of a Data Window •
- Grid Options change overall appearance of the Data Window<sup>1</sup>

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 'greved 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)

<sup>1.</sup> 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 displaye	d within the Data Window, do either of the following:								
	Select New									
	Use the Shortcut Key: Ins									
	Position Report Manager - Workspace: Not defined									
	File Business Item Tools Window Help									
	AffiliatedCie AccountNumber Accourt	nt Sort  Address City								
	1 Football 00007 Client	Filter								
	2 Football 00001 Client	Hide Fide Ctrl+Alt+C S 261 street boston								
	3 NHL 00002 Profess	sig Edit Window Title Ctrl+Alt+W 156 street montreal								
	4 NHL 00003 Client	Grid Options Ctrl+Alt+N								
	5 NHL 00004 Firm	New         Ins           Copy         Ctrl+C         444 street         Edmonton								
	6 NHL 00005 Client	Edit Row Ctrl+Alt+R 555 street Vancouver								
	7 NHL 00006 Firm	Create a Master Account from Account 555 street Calgary Greate new Master Account								
	8 Canadians 00012 Profess	sio Link to a Master Account 156 street hamilton								
	9 Flames 00016 Firm	Link All Displayed to a Master Account 555 street Calgary Unlink from Master Account								
		Unlink All Displayed from Master Account								
	The Create Account Profile	form is displayed as shown below.								
	Create Account Profile	×								
	Name	* Affiliated Company Name								
	⊢Account									
	Number	· Address								
	Owner ID	City Province/State Country Canada V Postal Code								
	Owner Type Canadian Bank									
	Bisk Speculator	Phone Eax								
	Account Type Client Email									
		0 <u>K</u> _ancel								
	Fill in the form fields as indic	cated below.								
	For an explanation on the fo	orm fields, refer to Chapter 6, Field Types.								
	Note: Fields with a red '*' m									
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	<ul> <li>Enter a unique identification for the owner in the Owner ID field</li> </ul>
6	<ul> <li>Select the type of owner from the Owner Type drop-down menu</li> </ul>
7	<ul> <li>Select either Hedger or Speculator from the Risk drop-down menu</li> </ul>
8	<ul> <li>Select the type of account from the Account Type drop-down menu</li> </ul>
9	<ul> <li>Enter the address of the account owner in the Address field</li> </ul>
10	Enter the Province or State of the account owner in the Province/State field
11	<ul> <li>Select the country of the account owner in the Country field</li> </ul>
12	<ul> <li>Enter the postal code of the account owner in the Postal Code field</li> </ul>
13	The next three fields are optional:
	<ul> <li>Enter the phone number of the account owner in the Phone field</li> </ul>
	<ul> <li>Enter the fax number of the account owner in the Fax field</li> </ul>
	<ul> <li>Enter the email address of the account owner in the Email field</li> </ul>

STEPS	DESCRIPTION											
14	The completed for	orm should resemble the following:										
	Create Account Profile											
	create Account For											
	Name         Small Bank         *         Affiliated Company Name         BNK											
	Account											
	Number	00007	A <u>d</u> dress	179 Some Street *								
	<u>O</u> wner ID	87 *	Cjty	Somewhere Province/State Quebec *								
	0 <u>w</u> ner Type	CanadianBank 💌 *	Country	Canada 💌 * Po <u>s</u> tal Code J&J2B3 *								
	<u>B</u> isk	Speculator *	P <u>h</u> one	514-765-3434 <u>F</u> ax 514-765-3800								
	Account Type	Client *	<u>E</u> mail	xyz@symat.ca								
				<u> </u>								
	Click <b>OK</b>											
15	If you have enter	red incorrect data, an error message will b	e displaye	red as indicated in the snippet below:								
	Account		Address	179 Some Street *								
	N <u>u</u> mber	*	City	Somewhere * Province/State Quebec *								
	<u>O</u> wner ID	87	Country	Canada								
	O <u>w</u> ner Type	CanadianBank										
	<u>R</u> isk Account Type	Speculator *	P <u>h</u> one	514-765-3800								
	Account Type		<u>E</u> mail	xyz@symat.ca								
	The account num	nber exists already		O <u>K</u> <u>C</u> ancel								

STEPS											
16	Corr	ect the	error indi	cated ar	nd click OK						
	Note:	Note: In this example the account Number was changed to 000175									
17	The fo	The following confirmation window should display as follows:									
	Create Account Profile										
	i	You are about to create a new record									
	7	Pre:	ss OK butto	n to proce	eed with the c	reation.					
		_		_							
			OK		ancel						
	Click	< OK									
	The re	sultina r	new Acco	unt reco	ord is displa	ved in t	he Acc	ount D	ata Win	dow bel	OW
	1110 10	ouning i				you in t		ount D			0111
	Position	n Report Mai	nager - Worksp	ace: Not defir	ned						
		ess Item Too									
	A ≥ ↓	Z 20 Y		<u> </u>							
	Acco	unts 1									<u>&lt;</u>
		AffiliatedCie	AccountNumber	AccountType	AccountOwnerType	Ownerld	HedgeSpec	Name	Address	City 🔄	
	11	Pittsburgh	00008	MarketMaker	MutualFunds	99	Speculator	Penguins	9999 street	Pittsburgh	
	12	San Jose	00009	Client	ForeignBank	1010	Speculator	Sharks	1010 street	Pittsburgh	
	13	Philadelphia	00010	Omnibus	CanadianBroker	1110	Hedger	Flyers	1110 street	Philaderphia	
	14	New York	00011	Professional	HedgeFunds	1111	Speculator	Rangers	1111 street	New York	
	15	Ottawa	00013	MarketMaker	ProprietaryTradingFir	3333	Speculator	Senators	3333 street	Ottawa	
	16	Philadelphia	00015	Omnibus	Corporate	5555	Speculator	Flyers	555 street	Philadelphia	
	17	Vancouver	00017	Firm	Corporate	7777	Hedger	Canucks	7777 street	Vancouver	
	18	Winnipeg	00018	Client	HedgeFunds	1818	Speculator	Jets	1818 street	Winnipeg	
	19	BNK	000175	Client	CanadianBank	87	Speculator	Small Bank	179 Some SI	Somewhere	
										Þ	
											11.

### 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	DESC	RIPTION	١										
1	With the sub-menu displayed within the Data Window, do either of the following:												
					to be copied			0					
					to be copied								
		ect Copy		_									
	Use the Shortcut Key: Ctrl+C												
	∬_Position Report Manager - Workspace: Not defined												
	Position Report Manager - Workspace: Not defined File Business Item Tools Window Help												
									I				
	<u> 2</u>												
	Acc	ounts 1			Sort	÷							
		AffiliatedCie	AccountNur	AccountTyp	Filter	*	City	s_					
	11	Pittsburgh	00008	MarketMake	Hide Edit Column Properties	Ctrl+Alt+C	t Pittsburgh	d					
	12	San Jose	00009	Client	Edit Window Title	Ctrl+Alt+W	t Pittsburgh	d					
	13	Philadelphia	00010	Omnibus	Grid Options	Ctrl+Alt+N	t Philaderphia	ı d					
	14	New York	00011	Professional	New	Ins Ctrl+C	t New York	d					
	15	Ottawa	00013	MarketMake	Edit Row	Ctrl+Alt+R	t Ottawa	o					
	16	Philadelphia	00015	Omnibus	Create a Master Account from Account		Philadelphia	0					
	17	Vancouver	00017	Firm	Create new Master Account		t Vancouver	В					
	18	Winnipeg	00018	Client	Link to a Master Account Link All Displayed to a Master Account		t Winnipeg	M					
	19	BNK	000175	Client	Unlink from Master Account		St Somewhere	<b>a_</b> ]					
	•				Unlink All Displayed from Master Account								
					Delete	Ctrl+Del							
					Delete All Displayed								
					Import Export to Clipboard	Ctrl+I Ctrl+Ins							
					Export to CSV File	Ctrl+B							
					Copy Row	Ctrl+R							
					Copy Cell	Ctrl+F7							
					Copy Column Values	Ctrl+F8			li				
					Search Search Column	Ctrl+F Ctrl+F3							
					Print	carro							

Note:       At this point, the procedure follows the exact same process as creating an account. Refer to section 4.2.1, Creating New Account Records, starting a 2 thru Step 17.         Note:       At this point, the procedure follows the exact same process as creating an account. Refer to section 4.2.1, Creating New Account Records, starting a 2 thru Step 17.         The new Account record will be displayed in the Accounts Data Window as shown         Position Report Manager - Workspace: Not defined         Reference       Provide Count of the section 4.2.1, Creating New Account Records, starting a 2 thru Step 17.         The new Account record will be displayed in the Accounts Data Window as shown         Position Report Manager - Workspace: Not defined         Reference       Provide Count of the section 4.2.1, Creating New Account Records, starting a 2 thru Step 17.         The new Account record will be displayed in the Accounts Data Window as shown         Position Report Manager - Workspace: Not defined         Reference       Provide Count of the section 4.2.1, Creating New Account Records, starting a 2 thru Step 17.         The new Account record will be displayed in the Accounts Data Window as shown         Position Report Manager - Workspace: Not defined         Reference       Port Port Port Port Port Port Port Port	ī	Create Account Profile										
Image: Special Construction       Address       179 Some Street         Owner Up       Opposition       Prograd/State       Outbook         Bink       Special Code       #51/283         Account Type       Clent       Special Code       #51/283         Dote:       At this point, the procedure follows the exact same process as creating a n account. Refer to section 4.2.1, Creating New Account Records, starting a 2 thru Step 17.         The new Account record will be displayed in the Accounts Data Window as shown         Image: Position Report Manager - Workspace: Not defined         Fe Business Item Tools Window Help         Image: Position Report Manager - Workspace: Not defined         Fe Business Item Tools Window Help         Image: Position Report Manager - Workspace: Not defined         Fe Business Item Tools Window Help         Image: Position Report Manager - Workspace: Not defined         Fe Business Item Tools Window Help         Image: Position Report Manager - Workspace: Not defined         Image: Position Report Manager - Workspace: Not defined         Fe Business Item Tools Window Help         Image: Position Report Manager - Workspace: Not defined         Image: Philodelphic 00010       Ornibus CanadarBroker         Image: Philodelphic 00011       Ornibus CanadarBroker       Image: Philodelphic 00011         Image: Philodelphic 000111		Lreate Acc	_					-				_
Address 1795 Some Steet Querer ID Querer Type Bitk Speculator Bitk Speculator Clent Account Type Clent Clent Clent Account Type Clent Account Type Clent Account Refer to section 4.2.1, Creating New Account Records, starting a 2 thru Step 17. The new Account record will be displayed in the Accounts Data Window as shown Address Phone Starting Account Records, starting a 2 thru Step 17. The new Account record will be displayed in the Accounts Data Window as shown Address Phone Starting Accounts Account Report Manager - Workspace: Not defined File Business Item Tools Window Help Account Start Account Report Manager - Workspace: Not defined File Business Item Tools Window Help Account Start Account Report Manager - Workspace: Not defined File Business Item Tools Window Help Account I Philadelphis 0010 Omnibus CanadamBroker 1100 Speculator Sharks 1010 street F Philadelphis 00011 Professional HedgeFunds 1111 Speculator Sharks 1010 street F 13 Philadelphis 00013 Omnibus Corporate 7777 Hedger Canucks 7777 street V 14 Winnipeg 00018 Cient CanadamBroker 115 Speculator Small Broker 5555 Anothe S Philadelphis 00015 Omnibus Corporate 7777 Hedger Canucks 7777 street V 19 Winnipeg 00018 Cient CanadamBroker 115 Speculator Small Broker 5555 Anothe S Philadelphis 00015 Omnibus Corporate 7777 Hedger Canucks 7777 street V 19 Winnipeg 00018 Cient CanadamBroker 115 Speculator Small Broker 5555 Anothe S Philadelphis 00015 Omnibus Corporate 7777 Hedger Canucks 7777 street V 19 Winnipeg 00018 Cient CanadamBroker 115 Speculator Small Broker 5555 Anothe S Philadelphis 00015 Omnibus Corporate 7777 Hedger Canucks 7777 street V 19 Winnipeg 00018 Cient CanadamBroker 115 Speculator Small Broker 5555 Anothe S Philadelphis 00015 Omnibus Corporate 7777 Hedger Canucks 7777 street V 19 Winnipeg 00018 Cient CanadamBroker 115 Speculator Small Broker 5555 Anothe S Philadelphis 00015 Omnibus Corporate 7777 Hedger Canucks 7777 street V 19 Winnipeg 00018 Cient CanadamBroker 105 Speculator Small Broker 5555 A		<u>N</u> ame	e <mark>S</mark>	mall Bank		<b>*</b>	Affiliated Cor	mpanyName	BNK			
Number       1000113         Owner ID       97         Owner ID       97         Owner Type       CanadamBank         Bisk       Speculator         Account Type       Clent         Dever Type       Clent         Dever Type       Clent         Prome       514.765.3434         Prome       514.765.3434         Enal       Vyz@vymat.ca         OK       CanadamBank         Development       State         Development		Accou	nt				6 dd	170.0 01				
Ummer ID       Ourser Type       CanadamBark         Bick       Speculator       Speculator         Bick       Speculator       St47653300         Count Tgpe       Clerkt       Ppone         St47653300       Execution         OK       Center         Note:       At this point, the procedure follows the exact same process as creating a n account. Refer to section 4.2.1, Creating New Account Records, starting a 2 thru Step 17.         The new Account record will be displayed in the Accounts Data Window as shown         Image:       Image:						×			×	Province/Sta	te Quebe	
Birk       Speculator       i       Pipone       514/265/3434       Eax       514/265/3000         Note:       At this point, the procedure follows the exact same process as creating a n account. Refer to section 4.2.1, Creating New Account Records, starting a 2 thru Step 17.         The new Account record will be displayed in the Accounts Data Window as shown         Image: Postion Report Manager - Workspace: Not defined         File Business Item Tools Window Help         Image: Postion Report Manager - Workspace: Not defined         File Business Item Tools Window Help         Image: Postion Report Manager - Workspace: Not defined         File Business Item Tools Window Help         Image: Postion Report Manager - Workspace: Not defined         File Business Item Tools Window Help         Image: Postion Report Manager - Workspace: Not defined         File Business Item Tools Window Help         Image: Postion Report Manager - Workspace: Not defined         File Business Item Tools Window Help         Image: Postion Report Manager - Workspace: Not defined         File Business Item Tools Window Help         Image: Postion Report Manager - Workspace: Not defined         File Business Item Tools Window Help         Image: Postion Report Manager - Workspace: Not defined         File Business Item Tools Window Help         Image: Postion Report Manager - Workspace: Not defined						×		Canada	*			
Account Type       Lient       Image: State of the second		_					Phone	514-765-3434		Fax	514-76	5-3800
Note: At this point, the procedure follows the exact same process as creating a n account. Refer to section 4.2.1, Creating New Account Records, starting a 2 thru Step 17.         The new Account record will be displayed in the Accounts Data Window as shown            • Position Report Manager - Workspace: Not defined          File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined          File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined          File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined          File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined             File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined             File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined             File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined             File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined             File Business Item Tools Window Help             • Positi		Accou	nt Type	lient		×				-		
Note: At this point, the procedure follows the exact same process as creating a n account. Refer to section 4.2.1, Creating New Account Records, starting a 2 thru Step 17.         The new Account record will be displayed in the Accounts Data Window as shown            • Position Report Manager - Workspace: Not defined          File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined          File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined          File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined          File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined             File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined             File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined             File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined             File Business Item Tools Window Help             • Position Report Manager - Workspace: Not defined             File Business Item Tools Window Help             • Positi						] [					ОК	
account. Refer to section 4.2.1, Creating New Account Records, starting a 2 thru Step 17. The new Account record will be displayed in the Accounts Data Window as shown              Position Report Manager - Workspace: Not defined          File Business Item Tools Window Help	-											
Image: I		THE II			u wiii be	uispiayeu		Account	5 Dala	vinuov	v as s	shown
AtfiliatedCie       AccountNumber       AccountType       AccountType       Dwnerld       HedgeSpec       Name       Address       C_         12       San Jose       00009       Client       ForeignBank       1010       Speculator       Sharks       1010 street       F         13       Philadelphia       00010       Omnibus       CanadianBroker       1110       Hedger       Flyers       1110 street       F         14       New York       00011       Professional       HedgeFunds       1111       Speculator       Rangers       1111 street       N         15       Ottawa       00015       Omnibus       Corporate       5555       Speculator       Senators       333 street       C         16       Philadelphia       00017       Firm       Corporate       5555       Speculator       Flyers       555 street       F         17       Vancouver       00017       Firm       Corporate       7777       Hedger       Canucks       7777 street       V         18       Winnipeg       000175       Client       CanadianBank       87       Speculator       Small Bank       179 Some St       S         19       BNK       000175       Client <th></th> <th>File Busi</th> <th>on Report Ma ness Item Too</th> <th>nager - Worksp ols Window He</th> <th>pace: Not defi</th> <th>ned</th> <th></th> <th>Account</th> <th>S Dala</th> <th>vvindov</th> <th>v as s</th> <th>nown</th>		File Busi	on Report Ma ness Item Too	nager - Worksp ols Window He	pace: Not defi	ned		Account	S Dala	vvindov	v as s	nown
12San Jose00009ClientForeignBank1010SpeculatorSharks1010 streetF13Philadelphia00010OmnibusCanadianBroker1110HedgerFlyers1110 streetF14New York00011ProfessionalHedgeFunds1111SpeculatorRangers1111 streetN15Ottawa00013MarketMakerProprietaryTradingFir3333SpeculatorSenators3333 streetC16Philadelphia00015OmnibusCorporate5555SpeculatorFlyers555 streetF17Vancouver00017FirmCorporate7777HedgerCanucks7777 streetV18Winnipeg00018ClientHedgeFunds1818SpeculatorJets1818 streetV19BNK000175ClientCanadianBank87SpeculatorSmall Bank179 Some StS20HLDG000180ClientCanadianBroker105Small Broker5555 Anothe SS		File Busi	on Report Ma ness Item Too	nager - Worksp ols Window He	pace: Not defi	ned		Account	5 Data	vindov	v as s	nown
13       Philadelphia       00010       Omnibus       CanadianBroker       1110       Hedger       Flyers       1110 street       F         14       New York       00011       Professional       HedgeFunds       1111       Speculator       Rangers       1111 street       N         15       Ottawa       00013       MarketMaker       ProprietaryTradingFir       3333       Speculator       Senators       3333 street       C         16       Philadelphia       00015       Omnibus       Corporate       5555       Speculator       Flyers       555 street       F         17       Vancouver       00017       Firm       Corporate       7777       Hedger       Canucks       7777 street       V         18       Winnipeg       00018       Client       HedgeFunds       1818       Speculator       Jets       1818 street       V         19       BNK       000175       Client       CanadianBank       87       Speculator       Small Bank       179 Some St       S         20       HLDG       000180       Client       CanadianBroker       105       Small Broker       5555 Anothe S       V		File Busi	on Report Ma ness Item Too I Z A A Too Dunts 1	nager - Worksp ols Window He 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	pace: Not defi kp	ned				1		nown
14       New York       00011       Professional       HedgeFunds       1111       Speculator       Rangers       1111 street       N         15       Ottawa       00013       MarketMaker       ProprietaryTradingFir       3333       Speculator       Senators       3333 street       C         16       Philadelphia       00015       Omnibus       Corporate       5555       Speculator       Flyers       555 street       F         17       Vancouver       00017       Firm       Corporate       7777       Hedger       Canucks       7777 street       V         18       Winnipeg       00018       Client       HedgeFunds       1818       Speculator       Jets       1818 street       V         19       BNK       000175       Client       Canadian8 ank       87       Speculator       Small Bank       179 Some St       S         20       HLDG       000180       Client       Canadian8 ank       105       Small Broker       5555 Anothe S       V		File Busi	on Report Ma ness Item Too L A A A A A A A A A A A A A A A A A A A	nager - Worksg ols Window He De Tom Tom AccountNumber	AccountType	AccountOwnerType	Dwnerld	HedgeSpec	Name	 Address		nown
16       Philadelphia       00015       Omnibus       Corporate       5555       Speculator       Flyers       555 street       F         17       Vancouver       00017       Firm       Corporate       7777       Hedger       Canucks       7777 street       V         18       Winnipeg       00018       Client       HedgeFunds       1818       Speculator       Jets       1818 street       V         19       BNK       000175       Client       CanadianBank       87       Speculator       Small Bank       179 Some St       S         20       HLDG       000180       Client       CanadianBanker       105       Speculator       Small Broker       5555 Anothe S		File Busi	on Report Ma ness Item Too I I I I I I I I I I I I I I I I I I I	nager - Workst ols Window He Description (1997) AccountNumber 00009	AccountType	AccountOwnerType ForeignBank	Ownerld 1010	HedgeSpec Speculator	Name Sharks	Address	IX (A	nown
17       Vancouver       00017       Firm       Corporate       7777       Hedger       Canucks       7777 street       V         18       Winnipeg       00018       Client       HedgeFunds       1818       Speculator       Jets       1818 street       V         19       BNK       000175       Client       CanadianBank       87       Speculator       Small Bank       179 Some St       S         20       HLDG       000180       Client       CanadianBroker       105       Speculator       Small Broker       5555 Anothe S		File Busi	on Report Ma ness Item Too I Z A A I Sunts 1 AffiliatedCie San Jose Philadelphia	nager - Worksr ols Window He I V M V V AccountNumber 00009 00010	AccountType Client Omnibus	AccountOwnerType ForeignBank CanadianBroker	Ownerld 1010 1110	HedgeSpec Speculator Hedger	Name Sharks Flyers	Address 1010 street 1110 street	IX CA F	nown
18     Winnipeg     00018     Client     HedgeFunds     1818     Speculator     Jets     1818 street     V       19     BNK     000175     Client     CanadianBank     87     Speculator     Small Bank     179 Some St     S       20     HLDG     000180     Client     CanadianBroker     105     Small Broker     5555 Anothe S		File Busi Comparison Accon 12 13 14	on Report Ma ness Item Too E A A A Too Tourts 1 AffiliatedCie San Jose Philadelphia New York	nager Worksg als Window He W M W W M W W AccountNumber 00009 00010 00011	AccountType Client Professional	AccountOwnerType ForeignBank CanadianBroker HedgeFunds	Ownerld 1010 1111	HedgeSpec Speculator Hedger Speculator	Name Sharks Flyers Rangers	Address 1010 street 1110 street 1111 street	F F	nown
19         BNK         000175         Client         CanadianBank         87         Speculator         Small Bank         179 Some St S           20         HLDG         000180         Client         CanadianBroker         105         Speculator         Small Broker         5555 Anothe S		Positic           File         Busi           Provide         Provide           Image: Provide state         Provide state           Image: Provide state         Provide state <th< td=""><td>on Report Ma ness Item Too I I I I I I I I I I I I I I I I I I I</td><td>nager - Worksr als Window He 2000 2000 2000 AccountNumber 00009 00010 00011 00013</td><td>AccountType Client Professional MarketMaker</td><td>AccountOwnerType ForeignBank CanadianBroker HedgeFunds ProprietaryTradingFit</td><td>Ownerld 1010 11110 11111 33333</td><td>HedgeSpec Speculator Hedger Speculator Speculator</td><td>Name Sharks Flyers Rangers Senators</td><td>Address 1010 street 1110 street 1111 street 3333 street</td><td></td><td>nown</td></th<>	on Report Ma ness Item Too I I I I I I I I I I I I I I I I I I I	nager - Worksr als Window He 2000 2000 2000 AccountNumber 00009 00010 00011 00013	AccountType Client Professional MarketMaker	AccountOwnerType ForeignBank CanadianBroker HedgeFunds ProprietaryTradingFit	Ownerld 1010 11110 11111 33333	HedgeSpec Speculator Hedger Speculator Speculator	Name Sharks Flyers Rangers Senators	Address 1010 street 1110 street 1111 street 3333 street		nown
20 HLDG 000180 Client CanadianBroker 105 Speculator Small Broker 5555 Anothe S		Positic File Busi C 2 12 13 14 15 16 17	on Report Ma ness Item Too I I I I I I I I I I I I I I I I I I I	nager - Worksr als Window He 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	AccountType Client Omnibus Professional MarketMaker Omnibus Firm	AccountOwnerType ForeignBank CanadianBroker HedgeFunds ProprietaryTradingFit Corporate Corporate	0wnerld 1010 1110 1111 3333 5555 7777	HedgeSpec Speculator Hedger Speculator Speculator Speculator Hedger	Name Sharks Flyers Rangers Senators Flyers Canucks	Address Address 1010 street 1110 street 1111 street 3333 street 555 street 7777 street		nown
		Positic           File         Busic           C         2           Image: Comparison of the second	AffiliatedCie San Jose Philadelphia New York Ottawa Philadelphia Vancouver Vancouver	nager - Worksr als Window He 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	AccountType Client Omnibus Firm Client	AccountOwnerType ForeignBank CanadianBroker HedgeFunds ProprietaryTradingFin Corporate Corporate HedgeFunds	0wnerld 1010 1110 1111 3333 5555 7777 1818	HedgeSpec Speculator Hedger Speculator Speculator Speculator Hedger Hedger Speculator	Name Sharks Flyers Rangers Senators Flyers Canucks Jets	Address 1010 street 1110 street 1111 street 3333 street 555 street 7777 street 1818 street		nown
		Positic File Busi C 2 12 13 14 15 16 17 18 19	on Report Ma ness Item Too U I I I I I I I I I I I I I I I I I I I	nager         Worksp           Js         Window         He           Image: Constraint of the second s	AccountType Client Omnibus Professional MarketMaker Omnibus Firm Client	AccountOwnerType ForeignBank CanadianBroker HedgeFunds ProprietaryTradingFir Corporate Corporate HedgeFunds CanadianBank	Ownerld 1010 11110 11111 3333 5555 7777 1818 87	HedgeSpec Speculator Hedger Speculator Speculator Speculator Hedger Speculator Speculator	Name Sharks Flyers Rangers Senators Flyers Canucks Jets Small Bank	Address 1010 street 1110 street 1111 street 3333 street 555 street 7777 street 1818 street 179 Some S		nown
		Positic File Busi C 2 12 13 14 15 16 17 18 19	on Report Ma ness Item Too U I I I I I I I I I I I I I I I I I I I	nager         Worksp           Js         Window         He           Image: Constraint of the second s	AccountType Client Omnibus Professional MarketMaker Omnibus Firm Client	AccountOwnerType ForeignBank CanadianBroker HedgeFunds ProprietaryTradingFir Corporate Corporate HedgeFunds CanadianBank	Ownerld 1010 11110 11111 3333 5555 7777 1818 87	HedgeSpec Speculator Hedger Speculator Speculator Speculator Hedger Speculator Speculator	Name Sharks Flyers Rangers Senators Flyers Canucks Jets Small Bank	Address 1010 street 1110 street 1111 street 3333 street 555 street 7777 street 1818 street 179 Some S 1555 Another		nown
		Positic           File         Busi           C         2           Image: Constraint of the second	on Report Ma ness Item Too U I I I I I I I I I I I I I I I I I I I	nager         Worksp           Js         Window         He           Image: Constraint of the second s	AccountType Client Omnibus Professional MarketMaker Omnibus Firm Client	AccountOwnerType ForeignBank CanadianBroker HedgeFunds ProprietaryTradingFir Corporate Corporate HedgeFunds CanadianBank	Ownerld 1010 11110 11111 3333 5555 7777 1818 87	HedgeSpec Speculator Hedger Speculator Speculator Speculator Hedger Speculator Speculator	Name Sharks Flyers Rangers Senators Flyers Canucks Jets Small Bank	Address 1010 street 1110 street 1111 street 3333 street 555 street 7777 street 1818 street 179 Some S 1555 Another		nown
		Positic           File         Busi           C         2           Image: Constraint of the second	on Report Ma ness Item Too U I I I I I I I I I I I I I I I I I I I	nager         Worksp           Js         Window         He           Image: Constraint of the second s	AccountType Client Omnibus Professional MarketMaker Omnibus Firm Client	AccountOwnerType ForeignBank CanadianBroker HedgeFunds ProprietaryTradingFir Corporate Corporate HedgeFunds CanadianBank	Ownerld 1010 11110 11111 3333 5555 7777 1818 87	HedgeSpec Speculator Hedger Speculator Speculator Speculator Hedger Speculator Speculator	Name Sharks Flyers Rangers Senators Flyers Canucks Jets Small Bank	Address 1010 street 1110 street 1111 street 3333 street 555 street 7777 street 1818 street 179 Some S 1555 Another		nown

## 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	DESC	RIPTION	N								
1	<ul> <li>With the sub-menu displayed within the Data Window, do either of the following:</li> <li>Select the Account record to be modified</li> <li>Select Edit Row</li> <li>Use the Shortcut Key: Ctrl+Alt+R</li> </ul>										
		ess Item Tool	nager - Worksp Is Window Hel	P							
	12 13 14 15 16 17 18 19 20 ↓	ounts 1	AccountNumber 00009 00010 00011 00013		Sort Filter Hide Edit Column Properties Edit Window Title Grid Options New Copy Edit Row Create a Master Account from Account Create a Master Account Link to a Master Account Link All Displayed from Master Account Unlink All Displayed from Master Account Unlink All Displayed from Master Account	Ctrl+Alt+C Ctrl+Alt+W Ctrl+Alt+N Ins Ctrl+C Ctrl+Alt+R	Address           1010 street           1110 street           1111 street           3333 street           555 street           7777 street           1818 street           k           179 Some S           cer           5555 Anothe	F N C F V V			
					Delete All Displayed Import Export to Clipboard Export to CSV File Copy Row Copy Cell Copy Column Values Search Search Column Print	Ctrl+I Ctrl+Ins Ctrl+B Ctrl+R Ctrl+F7 Ctrl+F8 Ctrl+F Ctrl+F3					

STEPS	DESC	RIPTIO	N										
	The Create Account Profile form is displayed as shown below with full details from the copied record.												
	Modify Acco	unt Profile									×		
	<u>N</u> ame	E	mall Bank		×	Affiliated Company Name BNK							
	Account Number Owner I Owner Bisk Account	D 8 Type C	00175 7 CanadianBank ipeculator		* * * * *	Address City Country Phone Email	179 Some Str Somewhere Canada 514-765-3434 xyz@symat.ca	×	Pro <u>v</u> ince/St Po <u>s</u> tal Code <u>F</u> ax	ate Quebec J6J2B3 514-765-3800	*		
2	Refer	to section	on 4.2.1,	Creatin	with the exe og New Acc tion on ente	ount F	Records,	starting					
	Positic	Specula	ator to He	edger. Dace: Not defi	existing Acc		ecord wa	as to ch	nange ti	he Risk fi	eld from		
	Acco	ounts 1							_ [[				
		AffiliatedCie	AccountNumber	AccountType	AccountOwnerType	Ownerld	HedgeSpec	Name	Address	( <b>_</b>			
	12	San Jose	00009	Client	ForeignBank	1010	Speculator	Sharks	1010 street	F			
	13	Philadelphia	00010	Omnibus	CanadianBroker	1110	Hedger	Flyers	1110 street	F			
	14	New York	00011	Professional	HedgeFunds	1111	Speculator	Rangers	1111 street	N			
	15	Ottawa	00013	MarketMaker	ProprietaryTradingFi	r 3333	Speculator	Senators	3333 street	С			
	16	Philadelphia		Omnibus	Corporate	5555	Speculator	Flyers	555 street	F			
	17	Vancouver	00017	Firm	Corporate	7777	Hedger	Canucks	7777 street	V			
	18	Winnipeg	00018	Client	HedgeFunds	1818	Speculator	Jets	1818 street				
	19 20	BNK HLDG	000175	MarketMaker	CanadianBank CanadianBaakaa	87	Hedger	9mall Bank	179 Some S				
			000180	Client	CanadianBroker	105	Speculator		5555 Anothe				
	•												

# 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	DESCRI	PTION	1					
1	With the	sub-m	nenu disp	layed	within the Data Window	, do eithe	er of the following:	
	Select the Account record to be deleted							
	Select Delete							
	Use the Shortcut Key: Ctrl+Del							
	Position Re	eport Man	ager - Workspa	ace: Not d	efined			
	File Business	Item Tool	s Window Help					
		🌮 🝸	V M T	<u> </u>				
	Account		_		Sort	۰.		
			AccountNumber	Account	Filter Hide		Address C	
		ian Jose	00009	Client	Edit Column Properties	Ctrl+Alt+C	1010 street F	
		hiladelphia		Omnibus	Edit Window Title Grid Options	Ctrl+Alt+W Ctrl+Alt+N	1110 street F	
		lew York )ttawa	00011	Professio MarketM	New	Ins	3333 street C	
		hiladelphia		Omnibus	Сору	Ctrl+C	555 street F	
		ancouver	00017	Firm	Edit Row	Ctrl+Alt+R	7777 street V	
		Vinnipeg	00018	Client	Create a Master Account from Account Create new Master Account		1818 street V	
	19 B	INK	000175	Market₩	Link to a Master Account Link All Displayed to a Master Account		k 179 Some St S	
	20 H	ILDG	000180	Client	Unlink from Master Account		ter 5555 Anothe S	
				-	Unlink All Displayed from Master Account			
					Delete	Ctrl+Del		
					Delete All Displayed Import	Ctrl+I		
					Export to Clipboard	Ctrl+Ins		
					Export to CSV File Copy Row	Ctrl+B Ctrl+R		
					Copy Cell	Ctrl+F7		
				-	Copy Column Values	Ctrl+F8	-	h
2	The Acc	ount D	eletion c	onfirm	ation widow is displayed	d as shov	vn below.	
	Account	t Delet	ion		X			
	- (?)	You	are about I	to delet	e the selected record			
		Are	you sure y	ou wan	t to continue ?			
			Yes		No			
	Click	Yes						

lc	nger	present	as indicat	ed in th	e illustratior	n below	Ι.			
1	Position	Report Mana	ager - Workspa	e: Not define	d					
_			Window Help	- 1 11 1						
	∼ <u>Z</u>			이 취 팀						
	Acce	ounts 1								
		AffiliatedCie	AccountNumber	AccountType	AccountOwnerType	Ownerld	HedgeSpec	Name	Address	
	11	Pittsburgh	00008	MarketMaker	MutualFunds	99	Speculator	Penguins	9999 street	F
	12	San Jose	00009	Client	ForeignBank	1010	Speculator	Sharks	1010 street	F
	13	Philadelphia	00010	Omnibus	CanadianBroker	1110	Hedger	Flyers	1110 street	F
	14	New York	00011	Professional	HedgeFunds	1111	Speculator	Rangers	1111 street	1
	15	Ottawa	00013	MarketMaker	ProprietaryTradingFir	3333	Speculator	Senators	3333 street	c
	16	Philadelphia	00015	Omnibus	Corporate	5555	Speculator	Flyers	555 street	F
	17	Winnipeg	00018	Client	HedgeFunds	1818	Speculator	Jets	1818 street	N
	18	BNK	000175	MarketMaker	CanadianBank	87	Hedger	Small Bank	179 Some St	5
	19	HLDG	000180	Client	CanadianBroker	105	Speculator	Small Broker	5555 Anothe	· <b>s</b>
	•	-								

## 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	<ul> <li>From the active Data Window, do either of the following:</li> <li>Right-click to display the sub-menu and select Filter &gt; Filter Selection</li> <li>From the Main Menu, select Tools &gt; Filter &gt; Filter Selection</li> <li>Use the Shortcut Key: Ctrl+Alt+F</li> <li>The Filter Definition Form is displayed.</li> <li>At this point refer to section 8.3, Filtering Data for details on how to fill out the Filter Definition Form.</li> <li>Note: In this example, all 'Firms' within Account Type have been filtered out.</li> <li>The completed Filter Definition Form is shown below.</li> </ul>
	Filter Definition Form         Cglumms         AccountNumber         AccountOwnerType         AccountOwnerType         AccountProcede         Cy         CountryCode         Between         Filter Negation         Client Negation

he se	lected	Accoun	t Recor	rds for the Account	Type 'F	<b>irm</b> ' ar	e now	displa
		anager - Work		efined				
		ools Window K		s le le l <b>u i</b> le l				
-								-(
Acc	1	Iter applied		Type AccountOwnerType OwnerId	HedgeSpec	Name	 Address	
1	NHL	00004	Firm	GovernmentAndStat 44	Hedger	Oilers	444 street	Edm
2	NHL	00006	Firm	ProprietaryTradingFir 66	Hedger	Flames	555 street	Calg
3	Flames	00016	Firm	InsuranceCompany 88	Hedger	Dalmatiens	555 street	Calg
4	Oilers	00014	Firm	CommodityTradingAc 88	Hedger	Labrador	555 street	Edm
•								Þ
	nt-click	. ,		ill now be deleted. Data Window and se	elect <b>De</b>	lete Al	l Displa	ayed.
Righ belo	Nt-Click W. N <b>Report M</b> ess Item To	in the Ac	COUNTS (space: Not d Help	Data Window and se	lect <b>De</b>	lete Al	l Displa	ayed.
Righ belo	Nt-Click W. N <b>Report M</b> ess Item To	in the Ac	COUNTS (space: Not d Help	Data Window and se	elect <b>De</b>	lete Al	l Displa	ayed.
Righ belo	nt-click W. Report M ess Item Tr Z. A.	in the Ac	ccounts espace: Not d Help	Data Window and se	lect <b>De</b>	lete Al		
Righ belo	nt-click W. ess Item Tr A A A I Dunts 1 - Fi AffiliatedC	in the Acc anager - Work ools Window I Y Y M M Y Iter applied ie AccountNum	ccounts	Data Window and se	elect <b>De</b>	lete Al	 Address	
Righ belo	Nt-Click W. Report M ess Item Tr Z. A. L. Dunts 1 - Fi AffiliatedC NHL	in the Acc anager - Work cols Window I Exampled ie AccountNumi 00004	ccounts	Contemporate Window and se	Ctrl+Al	t+C	Address	⊒ ×I City Edm
Righ belo	Nt-Click W. ess Item T Sunts 1 - Fi AffiliatedC NHL NHL	in the Acc anager - Work cols Window I V V Mindow I V V V V V V V V V V V V V V V V V V V	ccounts space: Not d Help C C M C M Firm Firm	Data Window and se		t+C t+W	Address 444 street 555 street	⊇ X City Edm Calg
Righ belo	Nt-Click W. Report M ess Item Tr Z. A. L. Dunts 1 - Fi AffiliatedC NHL	in the Acc anager - Work cols Window I Exampled ie AccountNumi 00004	ccounts	efined	Ctrl+Al Ctrl+Al Ctrl+Al Ins	t+C t+W t+N rs	Address	⊒ ×I City Edm
Righ belo	Nt-Click W. ess Item Tr Sunts 1 - Fi AffiliatedC NHL NHL Flames	in the Acc anager - Work cols Window I V V Mindow I V V V V V V V V V V V V V V V V V V V	space: Not d Help Der Accou Firm Firm Firm	Edined	Ctrl+Al Ctrl+Al Ctrl+Al	k+C k+W t+N r	 Address 444 street 555 street	⊒ <mark>) × ]</mark> City Edm Calg Calg
Righ belo	Nt-Click W. ess Item Tr Sunts 1 - Fi AffiliatedC NHL NHL Flames	in the Acc anager - Work cols Window I V V Mindow I V V V V V V V V V V V V V V V V V V V	space: Not d Help Der Accou Firm Firm Firm	Data Window and se	Ctrl+Al Ctrl+Al Ctrl+Al Ins Ctrl+C Ctrl+Al	k+C k+W t+N r	 Address 444 street 555 street	⊇ X City Edm Calg Edm
Righ belo	Nt-Click W. ess Item Tr Sunts 1 - Fi AffiliatedC NHL NHL Flames	in the Acc anager - Work cols Window I V V Mindow I V V V V V V V V V V V V V V V V V V V	space: Not d Help Der Accou Firm Firm Firm	Data Window and se efined Sort Filter Hide Edit Column Properties Edit Column Properties Edit Column Properties Edit Kindow Title Grid Options New Copy Edit Row Create a Master Account Link All Displayed to a Master Account Link All Displayed to a Master Account Link All Displayed to a Master Account	Ctrl+Al Ctrl+Al Ctrl+Al Ins Ctrl+C Ctrl+Al	++C ++W ++N r t+R	 Address 444 street 555 street	⊒ <mark>) × ]</mark> City Edm Calg Calg
Righ belo	Nt-Click W. ess Item Tr Sunts 1 - Fi AffiliatedC NHL NHL Flames	in the Acc anager - Work cols Window I V V Mindow I V V V V V V V V V V V V V V V V V V V	space: Not d Help Der Accou Firm Firm Firm	Data Window and se efined Sort Filter Hide Edit Colum Properties Edit Kindow Title Grid Options New Copy Edit Row Create a Master Account Link All Displayed from Master Account Unlink All Displayed from Master Account Unlink All Displayed from Master Account Delete All Displayed	Ctrl+Al Ctrl+Al Ctrl+Al Ins Ctrl+C Ctrl+Al it Ctrl+Al Ctrl+Al	++C ++W ++N r t+R	 Address 444 street 555 street	⊇ X City Edm Calg Edm
Righ belo	Nt-Click W. ess Item Tr Sunts 1 - Fi AffiliatedC NHL NHL Flames	in the Acc anager - Work cols Window I V V Mindow I V V V V V V V V V V V V V V V V V V V	space: Not d Help Der Accou Firm Firm Firm	efined  efined  Sort Filter Hide Edit Column Properties Edit Window Title Grid Options New Copy Edit Row Create a Master Account from Accourt Create new Master Account Link to a Master Account Link All Displayed from Master Account Unlink All Displayed from Master Account Unlink All Displayed from Master Account Link Matter Account Unlink All Displayed from Master Account Link master Account Link Matter Account Link Ma	Ctrl+Al Ctrl+Al Ctrl+Al Ins Ctrl+C Ctrl+C Ctrl+Al	k+C k+W k+N ens r r el	 Address 444 street 555 street	⊇ X City Edm Calg Edm
Righ belo Position Dusin Position Dusin Position Position Dusin Position Dusin	Nt-Click W. ess Item Tr Sunts 1 - Fi AffiliatedC NHL NHL Flames	in the Acc anager - Work cols Window I V V Mindow I V V V V V V V V V V V V V V V V V V V	space: Not d Help Der Accou Firm Firm Firm	Data Window and se efined efined Sort Filter Hide Edit Column Properties Edit Window Title Grid Options New Copy Edit Row Create a Master Account from Account Create new Master Account Link All Displayed to a Master Account Unlink from Master Account Link All Displayed from Master Account Unlink All Displayed from Master Account Delete All Displayed	Ctrl+Al Ctrl+Al Ctrl+Al Ins Ctrl+C Ctrl+C Ctrl+Al	+         -           ++C         -           ++W         -	 Address 444 street 555 street	City Edm Calg Calg Edm

STEPS	DESCRIPTION
3	The <b>All Displayed Record Deletion</b> 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 <b>Total number of</b> <b>records</b> area.
	All Displayed Record Deletion
	Action Details Accounts: All Displayed You are about to delete 4 currently displayed accounts. Enter total number of records and press OK button to proceed with the deletion. Total number of records : 4 <u>Iotal number of records</u> 4
	O <u>K</u> <u>C</u> ancel
	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 <b>Business Item &gt; Positions</b> as indicated below:	
	Position Report Manager - Workspace: Not defined         File       Business Item         Accounts         Positions         No Position to report	

STEPS	DESCRIPTION								
	The following Data Window titl number of the Data Window th								ntial
	Position Report Manager - Workspace: Not del         File       Business Item         Tools       Window         Help         Image: Application of the state of the		<b>i</b>						
	Positions(03082011)         ReportDate       AccountNumber         1       20110308       00011         XIU       XIU		ClassSymbol 019500201103			e CallPutCod	s StrikePrice	LongQuantity SH	■ nortQuantity 50
2	From within the active Data W menu: Position Report Manager - Workspace: Not def File Business Item Tools Window Help Place Place	fined		ck the	e mous	se to dis	splay tl	ne followin	ng sub-
	ReportDate AccountNumber ExternalSymbol	al	ClassSumbol	l F	upirationD ats		StrikePrice	LongQuantity Sho	
	ReportDate     Accountinumber     Externalsymbol       1     20110308     00011     XIL	Sort Filter Hide Edit Colum Edit Windo Grid Option New Copy Edit Row Delete	ıs Displayed Dipboard ISV File mn Values		+C +W +N +R	Cal	Strikerfice	235	

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 with	nin the Data W	indow, do	o either of the following:	
	Select New				
	Use the Shortcut Key: Ins				
	Position Report Manager - Workspace: Not defined				
	File Business Item Tools Window Help	les let			
	Positions 1 - No data found	Sort	•		
	ReportDate AccountNumber Group Instr	Filter Hide	• •	Code StrikePrice ExpirationDa	
		Edit Column Properties			
		Edit Window Title Grid Options	Ctrl+Alt+W Ctrl+Alt+N		
		New	Ins		
		Copy Edit Row	Ctrl+C Ctrl+Alt+R		
		Delete	Ctrl+Del		
		Delete All Displayed			
		Import	Ctrl+I		
		Export to Clipboard Export to CSV File	Ctrl+Ins Ctrl+B		
		Copy Row	Ctrl+R		
		Copy Cell Copy Column Values	Ctrl+F7 Ctrl+F8		
	-				

STEPS	DESCRIPTION
	The <b>Create a position</b> form is displayed as shown below.
	Create a position
	Account Number       *       Report Date       Friday       March       25, 2011       *         External Symbol      *       Expiration Date       Thursday       July       15, 2010       *         Class Symbol      *       Quantities       *       Short       *         Strike Price      *       Long      *       *
	0 <u>K</u> Cancel
	Fill in the form fields as indicated below. For an explanation on the form fields, refer to Chapter 6, Field Types. <b>Note:</b> Fields with a red '*' must be filled.
2	Enter an account number in the Account Number field
3	<ul> <li>Enter an External Symbol by selecting from the External Symbol drop-down list as indicated below.</li> <li>Note: Double click the External Symbol so that it fills the External Symbol field</li> <li>External Symbol AAV 110416C4.00</li> <li>AAV 110416C5.00</li> <li>AAV 110416C5.00</li> <li>AAV 110416C7.00</li> <li>AAV 110416C7.00</li> <li>AAV 110416C8.00</li> <li>AAV 110416C9.00</li> <li>AAV 110416C9.00</li> <li>AAV 110416C4.00</li> <li>AEX 110416C4.00</li> </ul>
	<b>Note:</b> 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						
	<ul> <li>Once the External Symbol is entered, the following three fields are automatically filled:</li> <li>Class Symbol</li> <li>Call Put Code</li> <li>Strike Price</li> </ul>						
4	<ul> <li>Enter a quantity in the Short (Quantity) field if required<sup>1</sup></li> </ul>						
5	<ul> <li>Enter a quantity in the Long (Quantity) field if required<sup>1</sup></li> </ul>						
6	<ul> <li>The completed Create a position form should resemble the one below.</li> <li>Click OK</li> </ul>						
	Create a position	×					
		, 2011 💌 * , 2011 💌 *					
7	If you have entered incorrect data, an error message will be displayed as indices snippet below:						
	Create a position	×					
		2011 💌 *					
	A position must be defined	Dancel					
	<ul> <li>Note: Neither Long or Short Quanitity has been entered</li> <li>Click OK</li> <li>Correct the problem, and re-submit the Position Record</li> </ul>						

STEPS	DESCRIPTION
8	The following Create a position confirmation window is displayed as indicated below.
	Create a position
	Press OK button to proceed with this action           OK         Cancel
	The Positions Data Window shows the result of adding a new record below.
	File     Business Item     Tools     Window     Help
	ReportDate         AccountNur         Group         Instrument         LongQuantity         ShortQuantity         CallPutCode         StrikePrice         ExpirationDa         Class           1         20110324         000175         Q0         AFX1         1500         Call         38.000         20110416         AEX

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:

<ul> <li>With the sub-menu displayed within the Data Window, do either of the following:</li> <li>Select the <b>Position</b> record to be copied</li> <li>Select <b>Copy</b></li> <li>Use the Shortcut Key: <b>Ctrl+C</b></li> </ul> Position Report Manager - Workspace: Not defined File Business Item Tools Window Help Positions 3 Positions 3 Positions 3 ReportDate AccountNum Group Filter Hide Sort Filter Hide Sort Filter Sort Filter KitCode StrikePrice ExpirationDa Class Bit Column Properties, Ctrl+Alk+C StrikePrice AccountNum Group Sort Filter Sort Filter Sort Filter Sort Filter Filter Filter Sort Filter Filter Sort Filter Filter Sort Sort Sort Filter Sort </th <th>×</th>	×
File       Business Item Tools       Window Help         Image: Sort       Image: Sort         ReportDate       AccountNum Group         1       20110324       000175         Q0       Hide       38.000       20110416	
Positions 3     Sort       ReportDate     AccountNum       1     20110324       000175     Q0   Sort Filter	
Image: Second	

STEPS	DESCRIPTION				
	The Create a po record.	sition form is disp	played as shown be	elow with full details	from the copied
	Create a position				×
	Account Number	000175	* Report Date	Thursday , Marcl	
	<u>E</u> xternal Symbol	ABX 110416C38.00	Expiration Da	ate Thursday , July	15, 2010 💌
	Class Symbol Call Put Code	ABX Call	Quantities	1500	×
	Strike Price	38.000		1300	_
	0.000		2003	,	
				0 <u>K</u>	
			<u> </u>		·
		Refer to section		same process as cre w Position Records,	
	The new Positio	n record will be di	splayed in the Pos	itions Data Window	as shown below.
	Decition Deport Manag	er - Workspace: Not defined			
	File Business Item Tools	Window Help			
					_
	ReportDate Acc	countNum Group Instrumen	t LongQuantit ShortQuantit Callf	PutCode StrikePrice ExpirationDa C	
		1175 QO AFX1	1500 Call		BX
	2 20110324 000	1175 QO AJX1	2000 Call	42.000 20110416 A	BX
	•				Þ
					1.

### 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	<ul> <li>With the sub-menu displayed within the Data Window, do either of the following:</li> <li>Select the <b>Position</b> record to be modified</li> <li>Select <b>Edit Row</b></li> <li>Use the Shortcut Key: <b>Ctrl+Alt+R</b></li> </ul>						
	Position Report Manager - Workspace: Not de         File       Business Item         Tools       Window         Help         Position       Position         Position       Po						
	■Positions 3           ReportDate         AccountNun Group           1         20110324         000175         Q0           2         20110324         000175         Q0	Sort Filter Hide Edit Column Properties Edit Koindow Title Grid Options New Copy Edit Row Delete All Displayed Import Export to Clipboard Export to CSV File Copy Column Values Search Search Column Print	•	ICode       StrikePrice       ExpirationDa       Class         38.000       20110416       ABX         42.000       20110416       ABX			

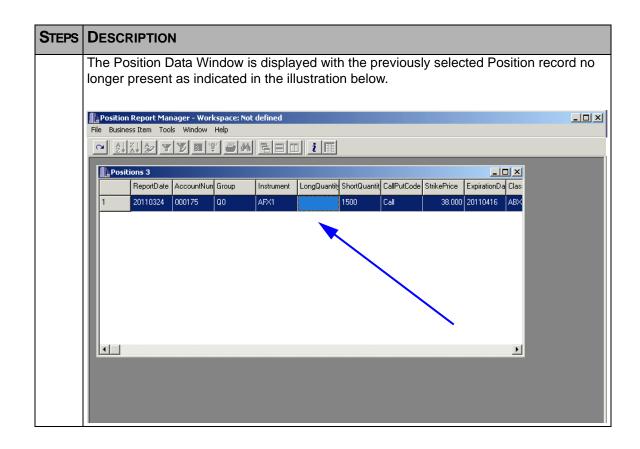
STEPS	DESCRIPTION
	The <b>Modify a position</b> form is displayed as shown below with full details.
	Modify a position
	Account Number       000175       *       Report Date       Thursday , March 24, 2011       *         External Symbol       ABX 110416C42.00       *       Expiration Date       Thursday , July 15, 2010       *         Class Symbol       ABX       Quantities       *       Short       *         Strike Price       42.000       2000       2000       *
	0 <u>K</u> ancel
2	<ul> <li>As mentioned earlier, the only fields that can be modified are the Short and Long Quantity fields.</li> <li>Enter a correct quantity in either the Short or Long Quantity field.</li> <li>Note: In this eaxample the Long Quantity was changed from 2000 to 2500</li> <li>Click OK to submit the modification</li> </ul>
3	The Positions Data Window now displays the modified Long Quantity as indicated below.
	Position Report Manager - Workspace: Not defined       Image: Constraint of the space of the sp
	Positions 3         Image: Control and Control

# 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     Lise the Shortcut Key: Ctrl+Del						
	Use the Shortcut Key: Ctrl+Del						
	Position Report Manager - Workspace: Not defined						
	Positions 3       Sort       Image: Constant Strike Price       Expiration Date         1       20110324       000175       Q0         2       20110324       000175       Q0         Image: Constant Strike Price       Expiration Date       ABX         Bedit Column Properties       Ctrl+Alt+C       38.000       20110416         ABX       Grid Options       Ctrl+Alt+W       42.000       20110416         ABX       Grid Options       Ctrl+Alt+W       42.000       20110416       ABX         Import       Ins       Copy       Ctrl+Alt+R       42.000       20110416       ABX         Import       Ins       Copy       Ctrl+Alt+R       42.000       20110416       ABX         Import       Ins       Copy       Ctrl+Alt+R       42.000       20110416       ABX         Import       Import       Ctrl+Alt+R       Ctrl+Alt+R       42.000       20110416       ABX         Import       Ctrl+Alt+R       Ctrl+Alt+R       Ctrl+Alt+R       42.000       20110416       ABX         Import       Ctrl+Date       Delete       Ctrl+Alt       Ctrl+Alt       ABX       ABX         Import       Copy Column Values						
2	The Depition Deletion confirmation widow is displayed as shown below	li.					
	The Position Deletion confirmation widow is displayed as shown below.						
	Position Deletion       Image: Compare and the selected record         You are about to delete the selected record       Are you sure you want to continue ?         Yes       No						
	Click Yes						



## 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	<ul> <li>From the active Data Window, do either of the following:</li> <li>Right-click to display the sub-menu and select Filter &gt; Filter Selection</li> <li>From the Main Menu, select Tools &gt; Filter &gt; Filter Selection</li> <li>Use the Shortcut Key: Ctrl+Alt+F</li> <li>The Filter Definition Form is displayed.</li> <li>At this point refer to section 8.3, Filtering Data for details on how to fill out the Filter Definition Form.</li> <li>Note: In this example, all 'Q0' within Groups have been filtered out.</li> <li>The completed Filter Definition Form is shown below.</li> </ul>
	Filter Definition Form         Cglumms         AccountId         AccountId         Call*ACCode         Call*All         Call*All         Call*All         Call*All         Call*All         Call*All

The se	elected l	Positic	on Rec	ords fo	r the <b>Gr</b>	oup 'Q	0' are r	iow disj	olayed	belo	w.
	n Report Ma		-	ot defined							
	ess Item Too				all <b>:</b> [m]						
	itions 3 - Filt										-
Ler os		AccountNu	un Group	Instrument	LongQuantit	ShortQuanti	t CallPutCode	StrikePrice	ExpirationD a		
1	20110324	00007	QO	AFX1		1500	Call	38.000	20110416	ABX	
2	20110324	000175	QO	AFX1	3000	1500	Call	38.000	20110416	ABX	
3	20110324	000180	QO	AFX1		1500	Call	38.000	20110416	ABX	
The at	pove thr	ee (3)	records	s will no	w be de	leted.					
							elect <b>De</b>	lete Al	Displa	avec	<u>، ا</u>
	nt-click i				w be de Window		elect <b>De</b>	lete Al	Displa	ayec	d 8
Righ     belo	nt-click i w.	n the A	Account	ts Data V			elect <b>De</b>	lete Al	Displa	ayec	J 8
Righ     belo	nt-click i	n the A	ACCOUN	ts Data V			elect <b>De</b>	lete Al	Displa	ayec	3
Righ     belo     File Busin	nt-CliCk i DW. n Report Ma ess Item Too	n the A nager - Wo	CCOUN	ts Data V	Window		elect <b>De</b>	lete Al	Displa	ayec	J a
Righ belo     Delo     File Busin	nt-Click i pw. n Report Ma ess Item Too I	n the A	Account	ts Data \ ot defined	Window		elect <b>De</b>	lete All			3ƙ
Righ     belo     File Busin     C	nt-Click i )W. n Report Ma ess Item Too ZI 22 Too Notes 1 - Filt	n the A	Account orkspace: No Help	ts Data \ ot defined	Window		•				3 ƙ
Righ     belo     File Busin     C	n Report Ma ess Item Too ZII A ounts 1 - Filt	n the A	Account Prkspace: No Help F Account	ts Data	Window	and se	▶ JgeSpec Iner	Name	 Address		; <b>t</b>
Righ     belo     File Busin     C	n Report Ma ess Item Too ZI A filiatedCie NHL	n the A	Account orkspace: No Help Umber Acco Firm	ts Data	Window	and se	igeSpec	Name Oilers	 Address 444 street	□ × City Edm	; <b>k</b>
Righ     belo     File Busin	n Report Ma ess Item Too ZII A ounts 1 - Filt	n the A	Account Prkspace: No Help F Account	ts Data	Mindow	and se	▶ dgeSpec dger V dger	Name	 Address	City Calg	; <b>t</b>
Righ belo     Desitio     File Busin     Desitio     Acc     1     2	n Report Ma ess Item Too AffiliatedCie NHL NHL	n the A	Account Help W C Acco Firm Firm	ts Data ot defined Sort Filter Hide Edit Colun Edit Winde Grid Optio New	Mindow	Ctrl+Alt+C Ctrl+Alt+V Ctrl+Alt+V Ctrl+Alt+V	↓ jgeSpec - jger V jger	Name Dilers Flames	Address 444 street 555 street	□ × City Edm	; <b>k</b>
Righ belo     Desitio     File Busin     Accc     1     2     3	n Report Ma ess Item Too AffiliatedCie NHL NHL Flames	n the A	Account Help W C Acco Firm Firm Firm	ts Data	Mindow	Ctrl+Alt+C Ctrl+Alt+V Ctrl+Alt+V Ctrl+Alt+V Ins Ctrl+C	V Jger Jger Jger	Name Dilers Plames Dalmatiens	 Address 444 street 555 street 555 street	City City Calg Calg	;k
Righ belo     Desitio     File Busin     Desitio     Desitio	n Report Ma ess Item Too AffiliatedCie NHL NHL Flames	n the A	Account Help W C Acco Firm Firm Firm	ts Data ot defined Sort Filter Hide Edit Colun Edit Winde Grid Optio New	Mindow	Ctrl+Alt+C Ctrl+Alt+V Ctrl+Alt+V Ctrl+Alt+V	V Jger Jger Jger	Name Dilers Plames Dalmatiens	 Address 444 street 555 street 555 street	City City Calg Calg	5 <b>k</b>
Righ belo     Delo     File Busin     O     Delo	n Report Ma ess Item Too AffiliatedCie NHL NHL Flames	n the A	Account Help W C Acco Firm Firm Firm	ts Data	Mindow	Ctrl+Alt+C Ctrl+Alt+V Ctrl+Alt+V Ctrl+Alt+V Ctrl+Alt+R Ctrl+Alt+R Ctrl+Alt+R	V Jger Jger Jger	Name Dilers Plames Dalmatiens	 Address 444 street 555 street 555 street	City City Calg Calg	; <b>k</b>
Righ belo     Desitio     File Busin     O     Desitio     De	n Report Ma ess Item Too AffiliatedCie NHL NHL Flames	n the A	Account Help W C Acco Firm Firm Firm	ts Data	Mindow	Ctrl+Alt+C Ctrl+Alt+V Ctrl+Alt+V Ctrl+Alt+V Ctrl+Alt+R Ctrl+Alt+R Ctrl+Alt+R	V Jger Jger Jger	Name Dilers Plames Dalmatiens	 Address 444 street 555 street 555 street	City City Calg Calg	; <b>k</b>
Righ belo     Desitio     File Busin     O     Desitio     De	n Report Ma ess Item Too AffiliatedCie NHL NHL Flames	n the A	Account Help W C Acco Firm Firm Firm	ts Data	Window	Ctrl+Alt+C Ctrl+Alt+V Ctrl+Alt+W Ctrl+Alt+W Ctrl+Alt+R Ctrl+Del	V Jger Jger Jger	Name Dilers Plames Dalmatiens	 Address 444 street 555 street 555 street	City City Calg Calg	;k
Righ belo     Positio     File Busin     Accc     1     2     3	n Report Ma ess Item Too AffiliatedCie NHL NHL Flames	n the A	Account Help W C Acco Firm Firm Firm	ts Data	Window	Ctrl+Alt+C Ctrl+Alt+V Ctrl+Alt+W Ctrl+Alt+W Ctrl+Alt+R Ctrl+Alt+R Ctrl+Alt+R Ctrl+Del	V Jger Jger Jger	Name Dilers Plames Dalmatiens	 Address 444 street 555 street 555 street	City City Calg Calg	;k
Righ belo     Delo     File Busin     Delo     Acc     1     2     3     4	n Report Ma ess Item Too AffiliatedCie NHL NHL Flames	n the A	Account Help W C Acco Firm Firm Firm	ts Data	Window	Ctrl+Alt+C Ctrl+Alt+K Ctrl+Alt+W Ctrl+Alt+R Ctrl+Del Ctrl+Del Ctrl+Del	V Jger Jger Jger	Name Dilers Plames Dalmatiens	 Address 444 street 555 street 555 street	□] ×] City Edm Calg Calg Edm	5 <b>k</b>
Righ belo     Delo     File Busin     Accc     1     2     3     4	n Report Ma ess Item Too AffiliatedCie NHL NHL Flames	n the A	Account Help W C Acco Firm Firm Firm	ts Data	Window	Ctrl+Alt+C Ctrl+Alt+W Ctrl+Alt+W Ctrl+Alt+W Ctrl+Alt+R Ctrl+Del Ctrl+Ins Ctrl+B Ctrl+F7 Ctrl+F7 Ctrl+F8	V Jger Jger Jger	Name Dilers Plames Dalmatiens	 Address 444 street 555 street 555 street	□] ×] City Edm Calg Calg Edm	;k
Righ belo     Delo     File Busin     Accc     1     2     3     4	n Report Ma ess Item Too AffiliatedCie NHL NHL Flames	n the A	Account Help W C Acco Firm Firm Firm	ts Data	Window	Ctrl+Alt+C Ctrl+Alt+K Ctrl+Alt+W Ctrl+Alt+R Ctrl+Del Ctrl+Del Ctrl+Del	V Jger Jger Jger	Name Dilers Plames Dalmatiens	 Address 444 street 555 street 555 street	□] ×] City Edm Calg Calg Edm	;k

STEPS	DESCRIPTION
3	The <b>All Displayed Record Deletion</b> 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 <b>Total number of</b> <b>records</b> area.
	All Displayed Record Deletion       Image: Control of the second delete of

# 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:	
	<ul> <li>Select Business Items &gt; No Position to report as shown below.</li> </ul>	
	File Business Item Tools Window Help	
	Accounts / GM BB III i III	
	Positions No Position to report	
	Positions 1 - No data found	
	ReportDate AccountNumber Group Instrument LongQuantity ShortQuantity CallPutCode StrikePrice ExpirationDa	
	The End of <b>positions</b> confirmation window is now displayed below.	
	End of positions	
	No positions to report	
	Are you sure you want to continue ?	
	Yes No	
	Click Yes	

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:
Position Report Manager - Workspace: Not defined       Image: A contract of the second s
CommandHistory2 SequenceNL ExecutionTif CommandAd BusinessIter CommandSt ErrorCode ErrorMessag Description 1 2011/03/25 Update Position Done EndDIPositionDeclaration

# 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	Сстн	DESCRIPTION		
Affiliated Cie	Х	24	If the Account Owner has affiliations to a company, the company name is indicated.		
Account Number	Х	16	Account number of the owner at the Approved Partic- ipant 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	х	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	А	25	Account Owner Name
Address	Х	48	Account Owner Address
City	А	24	Account Owner City
State	А	2	Account Owner State
Zip Postal Code	Х	12	Account Owner Postal Code
Phone	Ν	24	Account Owner Phone Number
Fax	Ν	24	Account Owner Fax Number
Email	Х	48	Account Owner Email Address
Country Code	Х	2	Account Owner CountryP Code

# 6.2 Position Data Fields

FIELD NAME	Format	Сстн	DESCRIPTION	
Report Date	Ν	8	Acceptable format:	
			YYYYMMDD (year, month, day)	
Account Number	Х	16	Account number of the owner at the Approved Partic- ipant system.	
			Identification of a SOLA Instrument by MXOptional - Can be filled if known	
External Symbol	Х	30	If External Symbol is known and filled, the ClassSym- bol, ExpirationDate, CallPutCode, and StrikePrice will be ignored.	
Class Symbol	Х	20	Symbol for all series of an Option or Ticker Symbol for a Future	
Europetian Data	NI	0	Acceptable format:	
Expiration Date	Ν	8	YYYYMMDD (year, month, day)	
			Acceptable values are:	
Call Put Code <sup>1</sup>	Α	1	C = Call	
			P = Put	

FIELD NAME	Format	LGTH	DESCRIPTION
			Price format with format indicator and price mantis.
			Format indicator (1):
		10	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.).
	x		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.).
Strike Price <sup>1</sup>			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 <sup>2</sup>	Ν	8	Number of contracts or shares.
Short Quantity <sup>2</sup>	Ν	8	Number of contracts or shares.

 Required for Options, optional for Futures
 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 <b>Help &gt; Position import format</b> as shown below:	
	Position Report Manager - Workspace: Not defined	_ 🗆 X
	File Business Item Tools Window Help	
	Position import format Account import format About	
	Displays the information needed for a position import	11.

STEPS	DESCRIPTION
2	<ul> <li>The <b>Position Import File Fields</b> window appears displaying the fields that must be included in the Position .csv file.</li> <li>Review and click <b>Exit</b>.</li> </ul>
	Position Import File Fields          ReportDate         AccountNumber         External Symbol         ClassSymbol         ExpirationDate         CallPutCode         StrikePrice         LongQuantity
	₹ 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 <b>Help &gt; Account import format</b> as shown below:	
	Position Report Manager - Workspace: Not defined File Business Item Tools Window Help	<u> </u>
	Position import format Account import format About	

STEPS	DESCRIPTION
2	<ul> <li>The Account Import File Fields window appears displaying the fields that must be included in the Position .csv file.</li> <li>Review and click Exit.</li> </ul>
	Account Import File Fields

## 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.

EPS	Des	CRIPTIC	ON											
1	In the Accounts or Position window, do the following:													
	<ul> <li>Right-click and select Import from the pop-up menu</li> </ul>													
	P. Do	sition Dopor	t Manad	ger - Workspace: Not defined - [Acc	nunte 21									
	HICKNE	Position Report Manager - Workspace: Not defined - [Accounts 2]												
		AffiliatedCie		Num AccountType AccountOwn OwnerId	HedgeSpec N	lame	Address	City	State	ZipPostalC	o( Phone			
	1	Football	00007	Sort		► ers	261 street	chicago	quebec	445454				
	2	Football	00001	Filter Hide Edit Column Properties Edit Window Title Grid Options New Copy Edit Row	Ctrl+Alt+C Ctrl+Alt+W Ctrl+Alt+N Ins	gades	261 street	boston	quebec	487845				
	3	NHL	00002			adians	156 street	montreal	quebec	k8v 9v9	514-87			
	4	NHL	00003			eLeafs	777 street	toronto	ontario	j8v8s9	514-87			
	5	NHL	00005				555 street	Vancouver	BC	6v68e9	514-87			
	6	Canadians	00012			Dogs	156 street	hamilton	quebec	k8v 9v9	514-87			
	7	Pittsburgh	00008		Ctrl+Alt+R	guins	9999 street	Pittsburgh	dsjaflk	jkdsklaj	514-87			
	8	San Jose	00009	Create a Master Account from Account Create new Master Account Link to a Master Account Link All Displayed to a Master Account Unlink from Master Account Unlink All Displayed from Master Account		ks	1010 street	Pittsburgh	dsjaflk	jkdsklaj	514-87			
	9	Philadelphia	00010			s	1110 street	Philaderphia	dsjaflk	jkdsklaj	514-87			
	10	New York	00011			gers	1111 street	New York	dsjaflk	jkdsklaj	514-87			
	11	Ottawa	00013			ators	3333 street	Ottawa	ontario	jkdsklaj	514-87			
	12	Philadelphia	00015			s	555 street	Philadelphia	ontario	jkdsklaj	514-87			
	13	Winnipeg	00018	Delete	Ctrl+Del	_	1818 street	Winnipeg	Manitoba	jkdsklaj	514-87			
	14	BNK	000175	Delete All Displayed		Bank	179 Some S	Somewhere	Quebec	J6J2B3	514-76			
	15	HLDG	000180	Import Export to Clipboard	Ctrl+I Ctrl+Ins	Broker	5555 Anothe	Someplace	Quebec	Y4H6T8	514-76			
				Export to CSV File	Ctrl+B									
				Copy Row	Ctrl+R						•			
	Import b	usiness item da	ita from -	Copy Cell	Ctrl+F7						/			

STEPS	DESCRIPTION
2	<ul> <li>The Import Data window appears, as shown below, enabling you to select the .csv import file you want to import.</li> <li>Do the following:</li> <li>Locate and open the folder in which the file is stored</li> <li>Select the file</li> <li>Click Open</li> </ul>
	Import Data ? 🗙
	Look in:       LOPR CSV Files       Import files       I
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 Importation status The import has been successfully completed. There are 5 records created. For more details please consult Communication Status Window and/or importation log file: C:\apps\mxqa9\PositionReportManagerParticipant\WorkDir\Accounts 1_20110310099999_20110329_125900.log
	ОК

If errors have been encountered during import, the Importation Status window displays a message similar to the one shown below: <ul> <li>Click OK</li> <li>Click Copy to Clipboard if you want to copy the list of errors to another application such as Word</li> <li>Click Clear and Exit</li> </ul> Communication Status Details
Communication Status Details
2;GeneralError;Invalid value for Risk         3;GeneralError;Not All Required Fields are filled         4;GeneralError;Not All Required Fields are filled         5;GeneralError;Invalid value for Risk         7;GeneralError;Invalid value for Risk         8;GeneralError;Invalid value for Risk         9;GeneralError;Invalid value for Risk         10;GeneralError;Invalid value for Risk         10;GeneralError;Invalid value for Risk         10;GeneralError;Invalid value for Risk         12;GeneralError;Invalid value for Risk         12;GeneralError;Invalid value for Risk         12;GeneralError;The account number exists already         13;GeneralError;The account number exists already         13;GeneralError;The account number exists already         14;GeneralError;The account number exists already         15;GeneralError;The account number exists already         15;GeneralError;The account number exists already         16;GeneralError;The account number exists already         17;GeneralError;The account number exists already         18;GeneralError;The account number exists already         19;GeneralError;The account nu
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.   Importation status  The import has been completed with some problems. There are 5 records created.  For more details please consult Communication Status Window and/or importation log file: C:\apps\mxqa9\PositionReportManagerParticipant\WorkDir\Accounts 1_20110314082903_20110329_094637.log  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	Х	24	0
ACCOUNTNUMBER	Х	16	R
ACCOUNTTYPE	N	1	R
ACCOUNTOWNERTYPE	A	1	R
ACCOUNTOWNERID	Х	24	R
ACCOUNTRISK	A	1	R
ACCOUNTOWNERNAME	A	25	R
ADDRESS	Х	48	R
CITY	A	24	R
STATENAME	Х	2	R
ZIPPOSTALCODE	Х	12	R
PHONE	N	24	0
FAX	N	24	0
EMAIL	Х	48	0
COUNTRYCODE	X	2	R

#### 7.3.2 Position Record

POSITION DATA	FMT	MAX.LGTH	REQ/OPT
REPORTDATE	N	8	R
ACCOUNTNUMBER	Х	16	R
EXTERNALSYMBOL	Х	30	0
CLASSSYMBOL	Х	20	R
EXPIRATIONDATE	N	8	R
CALLPUTCODE	A	1	R <sup>1</sup>
STRIKEPRICE	Х	10	R <sup>1</sup>
LONGQUANTITY	N	8	R <sup>2</sup>
SHORTQUANTITY	N	8	R <sup>2</sup>

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;ZipPostalC ode;Phone;Fax;Email;CountryCode

Aff;BG1002003;1;E;12345654321;S;Bob Gauthier;1234 Oak Street;Montreal;Quebec;H1H 202;55555555555;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; ShortQuantity; ClassSymbol; Clas

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 Crite- ria 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.
	Column titles that appear on the data window are quite often trun- cated to minimize space. In some cases the user must 'lock onto' the cell border and stretch the column to display the full title.
Editing Column Properties	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 search- ing 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 mean-ingfull 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:
	<ul> <li>Right-click the mouse button and select Sort &gt; Sort Criteria as shown below.</li> </ul>
	<ul> <li>From the Main Menu item Tools, select Sort &gt; Sort Criteria</li> </ul>
	Use the Shortcut Keys: Ctrl+Alt+S

STEPS	DESCRIPTION				
	Position Report Manager - Workspace: Not of         File       Business Item         Tools       Window         Help         Place       Place				
	Positions 3           ReportDate         AccountNum         Group           1         20110324         000175         Q0	Sort Filter Hide Edit Column Properties Edit Window Title Grid Options	Ctrl+Alt+C Ctrl+Alt+W Ctrl+Alt+N	Sort Criteria Ctrl+Alt+5 Set Quick Sort Ascending Shift+F7 Set Quick Sort Descending Shift+F8 Remove Column Sort Shift+Ctrl+F7	
		New Copy Edit Row Delete Delete All Displayed	Ins Ctrl+C Ctrl+Alt+R Ctrl+Del		
		Import Export to Clipboard Export to CSV File Copy Row Copy Cell Copy Column Values Search	Ctrl+I Ctrl+Ins Ctrl+B Ctrl+R Ctrl+F7 Ctrl+F7 Ctrl+F8		
2	The following Sort Selection	Search Column Print	Ctrl+F Ctrl+F3		
	Sort Selection Form				×
	Fields: AccountNumber ApprovedParticipantId CallPutCode ClassSymbol ExpirationDate ExternalSymbol Filler1 FirmUnitMember Group Instrument LongQuantity MasterAccountId		> > < <	v Fields:	_
				<u>Up</u> <u>Down</u> O <u>K</u> <u>C</u> ancel	

STEPS	DESCRIPTION
3	Select the fields according to which one you want to sort, by clicking on the field name in the <b>Fields</b> box and then clicking the > arrow to copy it to the <b>Sort By Fields</b> 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.
	<b>Note:</b> 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 <b>Up</b> and <b>Down</b> buttons to change the position of a field name from the order in which it appears in the sort list.
6	Click <b>OK</b> 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:
	<ul> <li>Right-click the mouse button and select Filter &gt; Filter Selection as shown below.</li> </ul>
	<ul> <li>From the Main Menu item Tools, select Filter &gt; Filter Selection</li> </ul>
	Use the Shortcut Keys: Ctrl+Alt+F

STEPS		
	Image: Position Report Manager - Workspace: Not defined         File       Business Item         Tools       Window         Help       Image: Position         Image: Position       Image: Position         Image: Position	_ <b>_ _ _</b>
		CallPutCode StrikePrice ExpirationDa Clas  Filter Selection Ctrl+Alt+F Set Quick Filter Remove Column Filter Ctrl+Alt+Q
2	The Filter Definition Form is displayed as follows.	×
	Filter Definition Form         Columns         AccountNumber         AccountNumber         CallPutCode         CallSymbol         ExpirationDate         Filter Condition         C <         C allPutCode	
	Cigar Ali	0 <u>K</u> _ancel

STEPS		N		
3	All column (field) names are displayed in alphabetical order in the <b>Columns</b> list. To set filters for a column; click on the box beside the column name to select it.			
	Note: Filter se individu		can be set, but each one must be	e set
	Under the Colvalue of multip		ayed which will allow the user to	compare the
	In addition, a f negation on a	ilable which will enable the user t blumn.	o put a global	
4	becomes activ		Iter Condition in the center of th ta values in the column are displa le of the screen.	
5	Select your fil	ter criteria.		
6	You can make the filter criteria negative by clicking on the box beside <b>Negation</b> will set a negation on the column selected.			
0				
0	will set a nega			
0	will set a nega	ation on the column selected		]
0	will set a nega Note: The tab	ation on the column selected ble below explains this.		
0	will set a nega Note: The tab	ation on the column selected ole below explains this. Meaning	Meaning	
0	will set a nega Note: The tab Filter	ation on the column selected ole below explains this. Meaning Less than	Meaning Greater than	
0	will set a nega Note: The tab Filter < <=	ation on the column selected ole below explains this. Meaning Less than Less than or equal to	Meaning Greater than Greater than or equal to	
0	will set a nega Note: The tab Filter < =	ation on the column selected ole below explains this. Meaning Less than Less than or equal to Equal to	Greater than Greater than or equal to Not equal to	
0	will set a nega Note: The tab	ation on the column selected ole below explains this. Meaning Less than Less than or equal to Equal to Greater than or equal to	Meaning Greater than Greater than or equal to Not equal to Less than or equal to	
0	will set a nega Note: The tab	ation on the column selected ole below explains this. Meaning Less than Less than or equal to Equal to Greater than or equal to Greater than	Meaning Greater than Greater than or equal to Not equal to Less than or equal to Less than	
7	will set a nega Note: The tab Filter < <= = >= > Between Having	Ation on the column selected ole below explains this. Meaning Less than Less than or equal to Equal to Greater than or equal to Greater than Between two values	Meaning Greater than Greater than or equal to Not equal to Less than or equal to Less than Outside of two values Not including this value	
	will set a nega Note: The tab Filter < <= = >= > Between Having	Ation on the column selected ole below explains this. Meaning Less than Less than or equal to Equal to Greater than or equal to Greater than Between two values Including this value	Meaning Greater than Greater than or equal to Not equal to Less than or equal to Less than Outside of two values Not including this value	
7	will set a nega Note: The tab Filter < < = >= > Between Having Select options Repeat for oth	Meaning         Less than         Less than or equal to         Equal to         Greater than or equal to         Greater than         Between two values         Including this value	Meaning Greater than Greater than or equal to Not equal to Less than or equal to Less than Outside of two values Not including this value	
7 8	will set a nega Note: The tab Filter < < = > Between Having Select options Repeat for oth When all the f	Meaning         Less than         Less than or equal to         Equal to         Greater than or equal to         Greater than         Between two values         Including this value         s viewed on the right side of per columns as necessary.	Meaning Greater than Greater than or equal to Not equal to Less than or equal to Less than Outside of two values Not including this value	
7 8	will set a nega Note: The tab Filter < < = > Between Having Select options Repeat for oth When all the f • Click OK to	Meaning         Less than         Less than or equal to         Equal to         Greater than or equal to         Greater than         Between two values         Including this value         s viewed on the right side of         ner columns as necessary.         fields that you want to filter b	Meaning Greater than Greater than or equal to Not equal to Less than or equal to Less than Outside of two values Not including this value	

## 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  $\Psi$  icon from the **Toolbar**.

To hide multiple columns, follow the instructions given below.

1	From within an active Data W	Nindow, do either of the following:			
	<ul> <li>Right-click the mouse button and select Hide &gt; Hide Columns as shown below.</li> </ul>				
	<ul> <li>From the Main Menu item Tools, select Hide &gt; Hide Columns</li> </ul>				
	• Use the Shortcut Keys: Cti				
	• Select the from the	Toolbar			
	Position Report Manager - Workspace: Not o	efined	<b>I</b>		
	File Business Item Tools Window Help				
	Positions 3				
	ReportDate AccountNum Group	Instrument LongQuantit ShortQuantit CallPutCode StrikePrice ExpirationDa Clas:			
	1 20110324 000175 Q0	Sort ABX			
		Filter  Hide Columns Chrl+Alt+H			
		Edit Column Properties Ctrl+Alt+C			
		Edit Window Title Ctrl+Alt+W Hide One Column Čtrl+H Grid Options Ctrl+Alt+N			
		New Ins			
		Copy Ctrl+C			
		Edit Row Ctrl+Alt+R			
		Delete Ctrl+Del			
		Delete All Displayed Import Ctrl+I			
		Export to Clipboard Ctrl+Ins			
		Export to CSV File Ctrl+B Copy Row Ctrl+R			
		Copy Cell Ctrl+F7			

	The Column Hiding Selection form is displayed as shown below.  Column Hiding Selection		
	Check columns in order to hide them         AccountId         AccountNumber         ApprovedParticipantId         CallPutCode         ClassSymbol         ExpirationDate         ExternalSymbol         Filler1		
	O <u>K</u> Cancel		
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.		
	<ul> <li>Remove checkmarks from boxes by clicking on the boxes next to the column names to be re-displayed</li> </ul>		
	Click OK		
	<b>Note:</b> 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.
	Tools Window Help
	Sort 🕨
	Filter •
	Hide  Edit Column Properties Ctrl+Alt+C
	Edit Window Title Ctrl+Alt+W
	😰 Export to Clipboard 🗸 Ctrl+Ins
2	The <b>Title Window - Editing</b> appears as shown:
	Window Title - Editing
	Title
	Positions Tracking
	OK Cancel
	Type and enter the new window title as shown above.
3	Click <b>OK</b> .

STEPS	DESCRIPTION	
	The title of the Data Window has changed.	
	Position Report Manager - Workspace: Not defined	
	File Business Item Tools Window Help	
	Positions Tracking     ReportDate AccountNum Instrument ShortQuantit ExpirationDa ClassSymbol ExternalSym Group	
	1         20110325         000175         AHX1         1000         20110416         ABX         ABX         11041         QO	
		11.

## 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	<b>Sort; filter</b> the selected window, and/or <b>display/hide</b> columns to display what you want to export on the monitor. Refer to the relevant sections in this document for details.
2	Click <b>Tools</b> 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 <b>Edit</b> in <b>Excel</b> (or another program) to paste the infor- mation 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	<b>Sort; filter</b> the file, and/or <b>display/hide</b> columns to display what you want to export on the monitor. Refer to the relevant sections in this document for details.
2	Click <b>Tools</b> 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 <b>OK</b> 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:	
	<ul> <li>From the Main Menu, select</li> <li>Use the Shortcut Key: Ctrl-</li> </ul>	File > Open Workspace as indicated below. F11	
	Position Report Manager - Workspace: Not defin	ned and a second se	
	File Business Item Tools Window Help		
	Open Window F11 Open Workspace Ctrl+F11		
	Save Window As Ctrl+F12 Save Window As Template Ctrl+Alt+T		
	Save Workspace F12 Save Workspace As Shift+F12 Save Workspace As Default F6		
	Exit		

STEPS	DESCRIPTION
	The <b>Open Workspace</b> dialog window is displayed as shown below.
	Open Workspace
	Look in: 🗁 PositionReportManagerParticipant 🔄 🖛 🗈 📸 🎫
	C APL Dir C LogDir
	🔁 WorkDir
	File name: Open
	Files of type: Workspace files (*.wrk)
	Open as read-only
2	In the Open Workspace dialog window, do either of the following:
	<ul> <li>Double-click the directory that contains the Workspace</li> <li>Select the directory that contains the Workspace and click <b>Open</b>.</li> </ul>
3	When you have located the Workspace:
	Select it and click <b>Open</b> as illustrated below
	Open Workspace
	Look in: 🗁 APL Dir 🔽 🗢 🗈 📸 🎫
	Account-Position Tracking.WRK
	File name: Account-Position Tracking Open
	Files of type: Workspace files (*.wrk) Cancel

STEPS	DESCRIPTION
	A new Workspace named Account-Position Tracking is displayed below.
	<b>Note:</b> 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.
	Position Report Manager - Workspace Account-Position Tracking
	Positions(03082011) - No data found
	ReportDate AccountNumber ExternalSymbol ClassSymbol ExpirationDate CallPutCode StrikePrice Long

#### 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	<ul> <li>To save the current Workspace with a new name, do either of the following:</li> <li>From the Main Menu, select File &gt; Save Workspace As as indicated below.</li> <li>Use the Shortcut Key: Shift+F12</li> </ul>
	Position Report Manager - Workspace: Not defined         File Business Item Tools Window Help         Open Window       File         Open Window       Fili         Open Workspace       Ctrl+Fili         Seve Window Ass       Ctrl+Fili         Seve Window Ass       Ctrl+Fili         Seve Window Ass       Ctrl+Fili         Seve Workspace Ass       Shift+Fili         Seve Workspace Ass
	<b>Note:</b> The <b>first</b> 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.
	File name:     Save       Save as type:     Workspace files (*.wrk)         Cancel

STEPS	DESCRIPTION
2	<ul> <li>Do the following:</li> <li>Navigate to the directory where the Workspace will be stored</li> <li>Enter the name of the Workspace (i.e. Account-Position Tracking)</li> <li>The Dialog window should resemble the following illustration.</li> </ul>
	Save Workspace As   Save in:     APL Dir      File name:   Account-Position Tracking   Save as type:   Workspace files (".wrk)     Cancel
	Click Save The Workspace now displays the new name as shown below.      Position Report Manager - Workspa Cocount-Position Tracking     Positions(03082011) - No data found     Positions(03082011) - No data found     Positions(03082011) - No data found     PeportDate AccountNumber ExternalSymbol ClassSymbol ExpirationDate CallPutCode StrikePrice Long

#### 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	<ul> <li>To save the current Workspace as the Default Workspace, do either of the following:</li> <li>From the Main Menu, select File &gt; Save Workspace As Default as indicated below.</li> <li>Use the Shortcut Key: F6</li> </ul>
	Position Report Manager - Workspace: Account-Position Tracking
	File Business Item Tools Window Help
	Cogin         F9         E         III         III           Logout         Ctrl+F9         III         IIII         IIII
	Open Window F11 Open Workspace Ctrl+F11 trnalSymbol ClassSymbol ExpirationDate CallPutCode StrikePrice Lond
	Save Window As Ctrl+F12 Save Window As Template Ctrl+Alt+T
	Save Workspace F12 Save Workspace As Shift+F12 Save Workspace As Default F6 Exit
	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:	
	<ul> <li>From the Main Menu, select File &gt; Open Window as indicated below</li> <li>Use the Shortcut Key: F11</li> </ul>	
	Position Report Manager - Workspace: Not defined File Business Item Tools Window Help	_ <b>_</b> ×
	Logout Ctrl+F9	
	Open Window F11 Open Workspace Ctrl+F11	
	Save Window As Ctrl+F12 Save Window As Template Ctrl+Alt+T	
	Save Workspace     F12       Save Workspace As     Shift+F12       Save Workspace As Default     F6	
	Exit	

STEPS	DESCRIPTION
2	<ul> <li>The Load Configuration dialog box is displayed. Do either of the following:</li> <li>Double-click the directory that contains the Data Window</li> <li>Select the directory that contains the Data Window and click Open.</li> </ul>
	Load Configuration       ? ×         Look in:       PositionReportManagerParticipant       • • • • • • • • • • • • • • • • • • •
3	Open as read-only In the selected directory (APL Dir), do either of the following:     Ouble-click the Data Window file     Select the Data Window file and click <b>Open</b> .
	Look in: APL Dir     APL Positions.CFG     File name:     APL Positions     Operation     Cancel     Open as read-only

STEPS	DESCRIPTION
	The selected Data window is displayed below.
	Note: The filename of the Data Window is <b>APL Positions</b> , however the title of the Data Window is <b>Positions (03082011)</b> . To change the title of a Data Window, refer to section 8.5, Editing Window Title.
	Position Report Manager - Workspace: Not defined
	File Business Item Tools Window Help
	Positions(03082011) - No data found
	ReportDate AccountNumber ExternalSymbol ClassSymbol ExpirationDate CallPutCode StrikePrice Long

#### 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 Works	pace above, do either of the following:	
	<ul> <li>From the main menu, select</li> <li>Use the Shortcut key: Ctrl</li> </ul>	t File > Save Window As, as indicated below I+F12	
	Position Report Manager - Workspace: Not def File Business Item Tools Window Help	fined	<u>_                                    </u>
	C™ Login F9 Logout Ctrl+F9		
	Open Window F11 Open Workspace Ctrl+F11	Instrument LongQuantity ShortQuantity CallPutCode StrikePrice ExpirationDa	
	Save Window As Ctrl+F12 Save Window As Template Ctrl+Alt+T		
	Save Workspace         F12           Save Workspace As         Shift+F12           Save Workspace As Default         F6		
	Exit	r	

STEPS	DESCRIPTION
	The Save Window dialog box is displayed.
	Save Configuration As
	Save in: 🛅 PositionReportManagerParticipant 🔻 🗲 🗈 📸 🎫
	APL Dir
	CogDir CogDir
	- Wolden
	File name: Save
	Save as type: Configuration files (*.cfg)
2	<ul> <li>Navigate to the directory (APL Dir) where you will save the Data Window</li> <li>Enter a name for the Data Window</li> </ul>
	<ul> <li>Enter a name for the Data Window</li> <li>Click Save</li> </ul>
	Save Configuration As
	Save in: 🗁 APL Dir 🔽 🗢 🖻 📸 📰 -
	File name: APL Positions Save
	Save as type: Configuration files (*.cfg)
	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. To change of 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.	
	Position Report Manager - Workspace: Account-Position Tracking       File Business Item Tools       Window Help	1
	Image: Text ball         00007         Client         CanadianBar         77         Hedger         Raiders         261 street         chicago         d           2         Feetball         00001         Client         CanadianBar         11         Secondator         Pendados         261 street         chicago         d	
	ReportDate     AccountNum     Group     Instrument     LongQuantit     ShortQuantit     CallPutCode     StrikePrice     ExpirationDa     Class       0     0     A	
	ver B 505 m 505 m 505 m 505 m	
	- - - - - - - - - - - - - -	

STEPS	DESCRIPTION
1	<ul> <li>From within the Workspace, do either of the following to Cascade the windows:</li> <li>From the Main Menu, select Window &gt; Cascade as shown below</li> </ul>
	• From the Toolbar, select
	Position Report Manager - Workspace: Account-Position Tracking         File Business Item Tools Window Help         Image: Accounts of the Horizontally         Image: Accounts of the Horizontal the Hori
	The Workspace now displays the Data Windows as follows.  Position Report Manager - Workspace: Account-Position Tracking File Business Item Tools Window Help
	Image: Solution to the solution of

#### A.3.2 Tile Horizontally

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

I	From within the Workspace, do either of the following to tile the windows horizontally:												
•	• From the main menu, select <b>Window &gt; Tile Horizontally</b> as shown below												
•	Fro	m the T	ōolbar,	select									
			1anager - W	-	Account-Po	sition Trac	king					_	
			iools Windov				<b>T</b> I						
				le Horizontal	ly 🕟								
	Posit	ions(03082	Til	le Vertically	13					_			
		ReportDate	, Mi	inimize All			ddress	City	State	ZipPostalCo	Phone	Fax E	
				rrange All			_	-			Frione		
					82011) - No (		61 street	chicago	quebec	445454			
			- 20	ositions 3 - 1 Accounts 4	No data foun	ł	61 street	boston	quebec	487845			
			13	Accounts 5			56 street	montreal	quebec	k8v 9v9	514-871-494	514-871-505 r	
			4 3	33	MapleLeats	Speculator	777 street	toronto	ontario	j8v8s9	514-871-494	514-871-505 m	
			5 4	14	Oilers	Hedger	444 street	Edmonton	Alberta	u8v9e9	514-871-494	514-871-505 o	
									DC.	6v68e9	514-871-494	E1 4 071 EOE C	
			6 5	5	Canucks	Speculator	555 street	Vancouver	BC	000063	314-071-434	314-671-303 C	
					Canucks Flames	Speculator Hedger	555 street 555 street	Vancouver Calgary	AB	j9c7w8		514-871-505 C	
			7 6	6	Flames			Calgary	AB		514-871-494		
			7 E	66 88	Flames Bull Dogs	Hedger Hedger	555 street 156 street	Calgary hamilton	AB quebec	j9c7w8 k8v 9v9	514-871-494 514-871-494	514-871-505 F 514-871-505 b	
	•		7 E	6 88 88	Flames Bull Dogs	Hedger	555 street	Calgary	AB	j9c7w8	514-871-494 514-871-494	514-871-505 F 514-871-505 b 514-871-505 C	
		/orkspa	7 6 8 8 9 8	6 38 38 ~	Flames Bull Dogs Dalmatiens	Hedger Hedger Hedger	555 street 156 street 555 street	Calgary hamilton	AB quebec AB	j9c7w8 k8v 9v9 j9c7w8	514-871-494 514-871-494 514-871-494	514-871-505 F 514-871-505 b 514-871-505 C	
	The W	n Report M	7 E 8 8 9 E ACE NOW	6 88 77 7 displa	Flames Bull Dogs Dalmatiens	Hedger Hedger Hedger	555 street 156 street 555 street	Calgary hamilton Calgary	AB quebec AB	j9c7w8 k8v 9v9 j9c7w8	514-871-494 514-871-494 514-871-494	514-871-505 F 514-871-505 b 514-871-505 C	
	The W	n Report M ness Item T	7 E 8 8 9 E 4 ACE NOW Ianager - We ools Window	16 18 18 19 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Flames Bull Dogs Dalmatiens	Hedger Hedger Hedger Data v	555 street 156 street 555 street vindows	Calgary hamilton Calgary	AB quebec AB	j9c7w8 k8v 9v9 j9c7w8	514-871-494 514-871-494 514-871-494	514-871-505 F 514-871-505 b 514-871-505 C	
	The W	In Report M hess Item T	7 E 8 8 9 E 4 ACE NOW Ianager - We ools Window	16 18 18 19 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Flames Bull Dogs Dalmatiens Auges the Account-Po	Hedger Hedger Hedger Data v	555 street 156 street 555 street vindows	Calgary hamilton Calgary	AB quebec AB	j9c7w8 k8v 9v9 j9c7w8	514-871-494 514-871-494 514-871-494	514-871-505 F 514-871-505 b 514-871-505 C	
	The W	In Report M hess Item T	7 E 8 8 9 E 4 ACE NOW Ianager - We ools Window	16 18 18 19 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Flames Bull Dogs Dalmatiens Account-Po	Hedger Hedger Hedger Data v	555 street 156 street 555 street vindows	Calgary hamilton Calgary	AB quebec AB OWS.	j9c7w8 k8v 9v9 j9c7w8	514-871-494 514-871-494 514-871-494	514-871-505 F 514-871-505 b 514-871-505 C	
	The W	In Report M ness Item T Z A 20 1 Ints 5	7 E 8 E 9 E ACE NOW Cools Window 7 V M	is is is is is is is is is is	Flames Bull Dogs Dalmatiens Account-Po	Hedger Hedger Hedger Data v sition Track	555 street 156 street 555 street windows	Calgary hamilton Calgary s as foll	AB quebec AB OWS.	(9c7w8 (k8v 9v9 (9c7w8) (9c7w8)	514-871-494 514-871-494 514-871-494 514-871-494 514-871-494	514-871-505 F 514-871-505 D 514-871-505 C	
	The W	n Report M hess Item T K	7 E 8 E 9 E ACE NOW Cools Window 7 2 E	is is is is is is is is is is	Flames Bull Dogs Dalmatiens August the Account-Po C Address 261 street	Hedger Hedger Data v sition Track	555 street 156 street 555 street vindows king State	Calgary hamilton Calgary s as foll	AB quebec AB OWS.	(9c7w8 (k8v 9v9 (9c7w8) (9c7w8)	514-871-494 514-871-494 514-871-494 514-871-494 514-871-494	514-871-505 F 514-871-505 C 514-871-505 C 514-514-514-514-514-514-514-514-514-514-	
	The W Positic File Busin	In Report M mess Item T Ints 5 OwnerId 77	7 E 8 E 9 E 1 C CCE NOW Cools Window V M Name Raiders	is is is is is is is is is is	Flames Bull Dogs Dalmatiens August the Account-Po C Address 261 street	Hedger Hedger Data v sition Track	555 street 156 street 555 street vindows cing fill State quebec	Calgary hamilton Calgary S AS foll ZipPostal( 445454	AB quebec AB 	9c7w8 k8v 9v9 j9c7w8 i2 7 0 Fax	514-871-494 514-871-494 514-871-494 514-871-494 514-871-494	514-871-505 F 514-871-505 C 514-871-505 C 514-505 C 51	
-	The W Positic File Busin	In Report M ness Item T Ints 5 OwnerId 77 11 22	7       6         8       8         9       8         9       8         9       8         9       8         9       8         9       8         9       8         9       8         9       8         9       8         8       9         8       8         9       8         8       8         8       8         8       8         8       8         8       8         8       8         8       8         8       8         8       8         9       8         8       8         8       8         8       8         9       8         9       8         8       8         8       8         9       8         8       8         8       8         9       8         8       8         8       8         8	66 18 18 17 18 18 18 18 18 18 18 18 18 18	Flames Bull Dogs Dalmatiens Auges the Account-Po Mail Call Street Call Street	Hedger Hedger Data v sition Track	555 street 156 street 555 street vindows ting THE State quebec quebec	Calgary hamilton Calgary 5 as foll S as foll ZipPostal 445454 487845	AB quebec AB 	9c7w8 k8v 9v9 j9c7w8 i2 7 0 Fax	514-871-494 514-871-494 C 1 0 7 101 E Email	514-871-505 F 514-871-505 C 514-871-505 C 514-505 C 514-	
	The W Positic File Busir 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	n Report M ness Item T <b>X</b> 20 1 ints 5 Ownerld 77 11 22 ons(030822	7     6       8     8       9     8       9     8       9     8       9     8       9     8       9     8       9     8       9     8       9     8       9     8       9     8       9     8       8     9       8     8       9     8       8     9       8     8       9     8       8     8       9     8       8     8       9     8       8     8       9     8       8     8       9     8       8     8       8     8       8     8       8     8       8     8       9     8       8     8       8     8       8     8       8     8       8     8       8     8       8     8       8     8       8     8       8     8       8     8       8 <td>iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii</td> <td>Flames Bull Dogs Dalmatiens Account-Po C Address C Address C Address C S1 street C 156 street</td> <td>Hedger Hedger Data v sition Track</td> <td>555 street 156 street 555 street vindows cing fff State quebec quebec</td> <td>Calgary hamilton Calgary S AS fOll S ZipPostal 445454 487845 k&amp;v 9v9</td> <td>AB quebec AB OWS. Cod Phone 514-871-45</td> <td>(9c7w8 (k8∨ 9∨9 (9c7w8) (9c7w</td> <td>514-871-494 514-871-514 514-971-514 514-514-514 514-514-514 514-514-514 514-514-514 51</td> <td>514-871-505 F 514-871-505 C 514-871-505 C 514-505 C 51</td>	iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	Flames Bull Dogs Dalmatiens Account-Po C Address C Address C Address C S1 street C 156 street	Hedger Hedger Data v sition Track	555 street 156 street 555 street vindows cing fff State quebec quebec	Calgary hamilton Calgary S AS fOll S ZipPostal 445454 487845 k&v 9v9	AB quebec AB OWS. Cod Phone 514-871-45	(9c7w8 (k8∨ 9∨9 (9c7w8) (9c7w	514-871-494 514-871-514 514-971-514 514-514-514 514-514-514 514-514-514 514-514-514 51	514-871-505 F 514-871-505 C 514-871-505 C 514-505 C 51	

### A.3.3 Tile Vertically

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

STEPS	DESCRIPTIO	N									
1	From within t	the Works	pace, do	either o	f the	follow	ing to t	ile the	window	s verticall	ly :
	<ul> <li>From the main menu, select Window &gt; Tile Vertically as shown above</li> </ul>										
	• From the Toolbar, select										
	File Business Item	<b>1anager - Works</b> Tools Window H		Position Tra	cking						<u> </u>
		🕎 🎙 🔁 Cascad			1						
		Na da 🚺 Tile Ver								int al	
	Positions 7 - Report	No ua Minimizi		2	uantitu	ShortDuant	it CallPutCoc	la StrikaPrice	-		
		Arrang			- and	Shortquart					
			ns(03082011) - N ns 3 - No data fou								
		3 Accourt 4 Accourt	nts 4								
		4 ACCOU	105 5							City	S_
										chicago	
										poston	Q
										roronto	а 0
										Edmontor	
										Vancouve	
		7 NHL	00006	Firm	Propriet	агу Гг ББ	Hedg	er Flam	es 555	street Calgary	A
		8 Canadi	ans 00012	Professional	Canadia	nBar 88	Hedg	er Bull I	Dogs 156	street hamilton	q
		9 Flames	00016	Firm	Insurance	eCo 88	Hedg	er Dalm	atiens 555	street Calgary	A
			0004.4		-	n <b>T</b> 00				a a lea la	
											h.
	The Workspa	ace now d	isplavs th	e Data	Wind	ows a	s follov	vs.			
			-1 - 7								
	Position Report N	1anager - Works	pace: Account-	Position Tra	cking						
		Tools Window H			(mail)						
	L	7 <u>8</u> 💷 ¥	<u> </u>			15					
	Positions 7 - No	data found AccountNum Gro	un Instrum	ent LongQu		Accou		AccountNu		AccountOwr Ow	
			inistan	ont Longet	dride of	1	Football	00007	Client	CanadianBar 77	
						2	Football	00001	Client	CanadianBar 11	
						3	NHL	00002	Professiona	I PensionFunc 22	
						4	NHL	00003	Client	RetailClient 33	
						5	NHL	00004	Firm	Government/ 44	
							NHL	00005	Client	Miscellaneou 55	
							NHL	00006	Firm	ProprietaryTr 66	
	11					8	Canadians	00012	Professiona	I CanadianBar 88	

**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
STEPS 1	DESCRIPTION         From within the Workspace, do the following to Minimize the windows:         • From the main menu, select Window > Minimize All as shown below            • Position Report Manager - Workspace: Account-Position Tracking         • If the Horizontally         • Cascade         • The Vertically         • The Verti
	8     9       1     156 street hamilton quebec       8     Bull Dogs       9     Dalmatiens       555 street     Calgary       AB     1927w8       514-871-494     514-871-505       Delmatiens     555 street       Calgary     AB       10     10       11     10       12     10       13     10       14     10       15     10       15     10       14     10       15     10       16     10       17     10       18     10       19     10       10     10       10     10       10     10       10     10       10     10       10     10       10     10       11     10       11     10       12     10       13     10       14     10       10     10       10     10       10     10       10     10       10     10       10     10       10     10       10
	The workspace now displays the Data windows as follows.

STEPS	DESCRIPTION
	Image: Position Report Manager - Workspace: Account-Position Tracking         File       Business Item Tools         Window       Help         Image: Position Tracking       Image: Position Tracking         Image: Position Tracking       Image: Position Tracking
	Accounts 13 BOX Positions 14 BOX Accounts 15 BOX

#### 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	DESC	RIPTIC	N								
1				pace w enu, sel		•	pen Data /	a windo	ows, do	the fol	lowing:
	1161		1anager - Wi Tools Windov	orkspace: Ad v Help	count-Posi	tion Trac	king				
	<u>∼</u> <b>≜</b>		V 7 🔁 Ca			i	III				
	Acco	unts 15		e Horizontally e Vertically						_	
		AffiliatedCie		nimize All		nerld	HedgeSpec	Name	Address	City	s <u> </u>
	1	Football		range All			Hedger	Raiders	261 street	chicago	e ExternalSyml
	2	Football	2 P(	counts 13 ositions 14 - N	o data found		Speculator	Renegades	261 street	boston	q
	3	NHL	0000 🗸 3 A	counts 15	o data roana		Hedger	Canadians	156 street	montreal	q
	4	NHL	00003	Client	RetailClient	33	Speculator	MapleLeafs	777 street	toronto	0
	5	NHL	00004	Firm	Government	44	Hedger	Oilers	444 street	Edmonton	A
	6	NHL	00005	Client	Miscellaneou	. 55	Speculator	Canucks	555 street	Vancouver	В
	7	NHL	00006	Firm	ProprietaryTr	66	Hedger	Flames	555 street	Calgary	Α
	8	Canadians	00012	Professional	CanadianBa	88	Hedger	Bull Dogs	156 street	hamilton	q
	9	Flames	00016	Firm	InsuranceCo		Hedger	Dalmatiens	555 street	Calgary	A ▼1
		Los	0004.4		о г. т.		1.1				
		6 4									F
		7	Flames	555 street	Calgary	AB	j9c7w8	514-871-494	514-871-505	FAB@nhl.ca	a Canada
		8	Bull Dogs	156 street	hamilton	quebec	k8v 9v9	514-871-494	514-871-505	bdmtl@nhl.c	Canada
		9	Dalmatiens	555 street		AB	j9c7w8			DFAB@nhl.o	Canada
		Ĩ						E11.071.101	E3 / 034 E0E	liono u	
2	_			ndow co r Data v			/ beside	e it.			
	• Clic	<b>ck</b> the f	filenam	e as inc	licated	below	I				

B	D 1 D			I. D!						
	tion Report N siness Item 1	ools Windo	w Help	ccount-Posi	CION TRACKI	ng				
a 4		7 2 2 0	ascade		i	<b>TT</b>				
	ounts 15		le Horizontally le Vertically						_	
	AffiliatedCie		inimize All		nerld	HedgeSpec	Name	Address	City	S_
1	Football	0000 AI	rrange All		_	Hedger	Raiders	261 street	chicago	<u>ا</u>
2	Football		accounts 13 Iositions 14 - N	lo data fo		Speculator	Renegades	261 street	boston	q
3	NHL	0000 🗸 3 4	Accounts 15			Hedger	Canadians	156 street	montreal	q
4	NHL	00003	Client	RetailClient	33	Speculator	MapleLeafs	777 street	toronto	0
5	NHL	00004	Firm	Government	44	Hedger	Oilers	444 street	Edmonton	Α
6	NHL	00005	Client	Miscellaneou	. 55	Speculator	Canucks	555 street	Vancouver	В
7	NHL	00006	Firm	ProprietaryT	66	Hedger	Flames	555 street	Calgary	Δ
8	Canadians	00012	Professional	CanadianBa	r 88	Hedger	Bull Dogs	156 street	hamilton	q
9	Flames	00016	Firm	InsuranceCo		Hedger	Dalmatiens	555 street	Calgary	A .
<b>i</b>		00014	C.	от.	~~					
	6 4	1								
	7	Flames	555 street	Calgary	AB	j9c7w8	514-871-494	514-871-505	FAB@nhl.ca	Cana
	8	Bull Dogs	156 street	hamilton	quebec	k8v 9v9	514-871-494	514-871-505	bdmtl@nhl.c	Cana
	9	Dalmatiens	555 street	Calgary	AB	j9c7w8	514-871-494	514-871-505	DFAB@nhl.o	Cono
			000 0000			1001110				Lana
nis [	T Data Wi	1			.r.		51 . 072 . 004			- Cana
Posit	Data Wi	ndow is	s now th	ne activ	e wind	ow.				
Posit	Data Wi	ndow is Ianager - W	s now th	ne activ	e wind	OW.				
Posit	Data Wi	ndow is Ianager - W	s now th	ne activ	e wind	OW.				
Posit	Data Wi ion Report M siness Item T LAT A	ndow is lanager - W ools Window	s now the orkspace: Ar	ne activ	e wind	ow.				
Posit le Bu:	Data Wi ion Report M siness Item T til til til til til punts 15 AffiliatedCie	ndow is Ianager - w cols Window VVV III	s now th orkspace: Ar Help	ne activ	e wind	OW.	Name	Address	 	
Posit e Bu:	Data Wi ion Report M siness Item T touts 15 AffiliatedCie Football	ndow is anager - W cools Window T V M Made AccountNur 00007	s now the orkspace: Ar Help	ne activ ccount-Posi AccountOwr CanadianBar	e wind	OW. HedgeSpec Hedger	Name Raiders	Address 261 street	 City chicago	
Posit le Bu:	Data Wi ion Report M siness Item T I AffiliatedCie Football Football	ndow is anager - W cols Window V V M m AccountNur 00007	S now the orkspace: Ar Help	ne activ ccount-Posi RecountOwr CanadianBai CanadianBai	e wind tion Tracki	OW. III HedgeSpec Hedger Speculator	Name Raiders Renegades	Address 261 street 261 street	  City chicago boston	
	Data Wi ion Report M siness Item T touts 15 AffiliatedCie Football	ndow is anager - W cools Window T V M Made AccountNur 00007	S now the orkspace: Ar Help	ne activ ccount-Posi AccountOwr CanadianBar	e wind tion Tracki	OW. HedgeSpec Hedger	Name	Address 261 street	 City chicago	
Posit Bu:	Data Wi ion Report M siness Item T I AffiliatedCie Football Football	AccountNur 00007 00007 00007 00001 00002 00002	s now the orkspace: Ar Help	ne activ ccount-Posil AccountOwr CanadianBai CanadianBai PensionFunc	e wind tion Tracki	OW. III HedgeSpec Hedger Speculator Hedger	Name Raiders Ranagades Canadians	Address 261 street 156 street	 City chicago boston montreal	
Posit Bu:	Data Wi ion Report M iness Item T VIX VIX VIX VIX VIX VIX VIX VIX VIX VIX	AccountNur 00007 00007 00001 00002 00001 00002 00002 00002	S now the orkspace: Ar Help	ne activ ccount-Posit AccountOwr CanadianBat CanadianBat PensionFunc City	e wind tion Tracki Dwnerld 77 11 22 State	OW. ng HedgeSpec Hedger Speculator Hedger ZipPostalCor	Name Raiders Ranagades Canadians	Address 261 street 156 street	  City chicago boston	q q Coun
Posit Bus Acco	Data Wi ion Report M siness Item T VIX VIX VIX VIX VIX VIX VIX VIX VIX VIX	ndow is lanager - W cools Window V V D D AccountNur 00007 00001 00002 Ints 13 Name Raiders	Address 261 street	ne activ ccount-Posit AccountOwr CanadianBar CanadianBar CanadianBar CanadianBar CanadianBar CanadianBar CanadianBar CanadianBar CanadianBar CanadianBar	e wind tion Tracki iion Tracki iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	OW. ng HedgeSpec Hedger Speculator Hedger ZipPostalCoc 445454	Name Raiders Ranagades Canadians	Address 261 street 156 street	 City chicago boston montreal	Q Q Q Q Q Coun
	Data Wi ion Report M iness Item T LAFIIIatedCie Football NHL NHL LACCO NHL LACCO LA	ndow is lanager - W ools Window V V D D AccountNur 00007 00001 00002 Ints 13 Name Raiders Renegades	Address 261 street 261 street	Account-Posil	e wind tion Tracki iii i i 0wnerld 77 11 22 State quebec quebec	OW. HedgeSpec Hedger Speculator Hedger ZipPostalCod 445454 487845	Name Raiders Renegades Canadians Phone	Address 261 street 261 street 156 street Fax	 City chicago boston montreal Email	S S Q Q Q Q Coun Cana Cana
Posit Bus 2	Data Wi ion Report M siness Item T V X V V V punts 15 AffiliatedCie Football NHL NHL NHL NHL NHL NHL NHL NHL	AccountNur 00007 00007 00007 00001 00002 Ints 13 Name Raiders Renegades Canadians	Address 261 street 261 street	Account-Posil AccountOwr CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai CanadianBai	e wind tion Tracki iii i i i 0wnerld 77 11 22 State quebec quebec quebec quebec	OW. III HedgeSpec Hedger Speculator Hedger ZipPostalCod 445454 487845 k8v 9v9	Name Raiders Renegades Canadians Phone 514-871-494	Address 261 street 261 street 156 street Fax 514-871-505	 City chicago boston montreal Email mtl@nhl.ca	q q q Coun Cana Cana
	Data Wi ion Report M iness Item T V X V V V intersor Item T V X V V V intersor Item T V X V V V intersor Item T V X V V V V V V V V V V V V V V V V V V	AccountNur 00007 00007 00007 00001 00002 unts 13 Name Raiders Renegades Canadians MapleLeafs	Address 261 street 261 street 277 street	Account-Posit Account-Own CanadianBai PensionFunc City chicago boston montreal toronto	e wind tion Tracki iii i i 0wnerld 77 11 22 State quebec quebec quebec ontario	OW. HedgeSpec Hedger Speculator Hedger ZipPostalCod 445454 487845 k8v 9v9 j8v8s9	St.4.634         404           Name         Raiders           Rangades         Canadians           Phone         514-871-494           514-871-494         514-871-494	Address 261 street 261 street 156 street Fax 514-871-505 514-871-505	 City chicago boston montreal Email mtl@nhl.ca	□ × S ▲ S ▲ q q q Coun Cana Cana Cana
Posit     Bus     2     2     3     4     5     6     7     8     9	Data Wi ion Report M siness Item T VIX A filiatedCie Football NHL NHL NHL NHL NHL NHL NHL NHL	AccountNur AccountNur 00007 00007 00001 00002 00002 00002 Name Raiders Renegades Canadians MapleLeafs Oilers	Address Address 261 street 261 street 261 street 265 street 277 street 444 street	Account-Posit Account-Posit AccountOwr CanadianBai Canadian Can	e wind tion Tracki iii i i i Ownerld 77 11 22 State quebec quebec quebec ontario Alberta	OW. HedgeSpec Hedger Speculator Hedger ZipPostalCor 445454 487845 k8v 9v9 j8v8s9 u8v9e9	St.4.674.464           Name           Raiders           Renegades           Canadians           Phone           514-871-494           514-871-494           514-871-494	Address 261 street 261 street 156 street Fax 514-871-505 514-871-505	 City chicago boston montreal Email mti@nhl.ca mi@nhl.ca oe@nhl.ca	S S q q q Coun Cana Cana Cana Cana
Posit ile Bus	Data Wi ion Report M siness Item T VIX VALUE Football Football NHL NHL NHL NHL NHL NHL NHL NHL	AccountNur 00007 00007 00007 00001 00002 unts 13 Name Raiders Renegades Canadians MapleLeafs	Address 261 street 261 street 255 street	Account-Posit Account-Posit AccountOwr CanadianBai Canadian	e wind tion Tracki iii i iiiiiiiiiiiiiiiiiiiiiiiiiiiiii	OW. HedgeSpec Hedger Speculator Hedger ZipPostalCod 445454 487845 k8v 9v9 j8v8s9	St.4.021.404           Name           Raiders           Renegades           Canadians           St.4.871.494           514-871.494           514-871.494           514-871.494	Address 261 street 261 street 156 street Fax 514-871-505 514-871-505 514-871-505 514-871-505	 City chicago boston montreal Email Email mtl@nhl.ca ml@nhl.ca co@nhl.ca CV@nhl.ca	S S Q q q q Coun Cana Cana Cana Cana Cana
Posit     Rus     Acc     Acc	Data Wi ion Report M siness Item T VIX VIX VIX AffiliatedCie Football NHL NHL NHL NHL NHL NHL NHL NHL	AccountNur AccountNur AccountNur 00007 00001 00002 Ints 13 Name Raiders Renegades Canadians MapleLeafs Oilers Canucks Flames	Address 261 street 261 street 255 street 555 street	Account-Positic Account-Positic AccountOwr CanadianBar CanadianBar CanadianBar CanadianBar CanadianBar CanadianBar Caty City Chicago boston montreal toronto Edmonton Vancouver Calgary	e wind tion Tracki Dwnerld 77 11 22 State quebec quebec quebec quebec ontario Alberta BC AB	VV.	Name           Raiders           Renegades           Canadians           Phone           514-871-494           514-871-494           514-871-494           514-871-494           514-871-494           514-871-494           514-871-494	Address 261 street 261 street 156 street 514-871-505 514-871-505 514-871-505 514-871-505	Email mtl@nhl.ca ml@nhl.ca CV@nhl.ca	S S Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q
Posit     Bus     2     2     3     4     5     6     7     8     9	Data Wi ion Report M siness Item T V X V V V Siness Item T V X V V V X V V Siness Item T V X V V V X V V V X V V Siness Item T V X V V V X V V Siness Item T V X V V V X V V V X V V V V X V V V V X V V V V V X V V V V V V X V V V V V V V V V X V V V V V V V V V V V V V V V V V V	AccountNur AccountNur 00007 00007 00001 00002 Ints 13 Name Raiders Renegades Canadians MapleLeafs Dilers Canucks	Address 261 street 261 street 255 street	Account-Positic Account-Positic AccountOwr CanadianBar CanadianBar CanadianBar CanadianBar CanadianBar CanadianBar Caty City Chicago boston montreal toronto Edmonton Vancouver Calgary	e wind tion Tracki iii i iiiiiiiiiiiiiiiiiiiiiiiiiiiiii	OW. HedgeSpec Hedger Speculator Hedger ZipPostalCod 445454 487845 k8v 9v9 j8v8s9 u8v9e9 6v68e9	St.4.021.404           Name           Raiders           Renegades           Canadians           St.4.871.494           514-871.494           514-871.494           514-871.494	Address 261 street 261 street 156 street 514-871-505 514-871-505 514-871-505 514-871-505	Email mtl@nhl.ca ml@nhl.ca CV@nhl.ca	S S Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q
Posit     Bus     2     2     3     4     5     6     7     8     9	Data Wi ion Report M siness Item T VIX VIX VIX AffiliatedCie Football NHL NHL NHL NHL NHL NHL NHL NHL	AccountNur AccountNur AccountNur 00007 00001 00002 Ints 13 Name Raiders Renegades Canadians MapleLeafs Oilers Canucks Flames	Address Client Clien	Account-Posil Account-Posil AccountOwr CanadianBai PensionFunc City chicago boston montreal toronto Edmonton Vancouver Calgary hamiton	e wind tion Tracki Dwnerld 77 11 22 State quebec quebec quebec quebec ontario Alberta BC AB	VV.	Name           Raiders           Renegades           Canadians           Phone           514-871-494           514-871-494           514-871-494           514-871-494           514-871-494           514-871-494           514-871-494	Address 261 street 261 street 261 street 514-871-505 514-871-505 514-871-505 514-871-505 514-871-505 514-871-505	Email  TAB@nhl.ca  TAB@nhl.ca  TAB@nhl.ca	S S Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q

# 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 <sup>®</sup> 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 corpo- ration or State-owned enterprise), or program that provides retire- ment 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 econ- omy and citizens.
Corporate	An entity that is engaged in a commercial activity (other than portfo- lio management and other than Financial institutions, brokers and Government - owned corporation) that is granted a charter recogniz- ing 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 cus- tomer of a related firm of an Approved Participant, but does not include an order entered for an account in which an Approved Par- ticipant, 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 uti- lized for recording and clearing the trades of two or more undis- closed 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, circum- stances justify it.



#### Montréal Exchange Inc..

Tour de la Bourse, P.O. Box 61, 800 Victoria Square Montréal, Quebec H4Z 1A9 Canada phone: 514.871.2424 toll free: 1.800.361.5353 fax: 514.871.3584 e-mail: lopr@m-x.ca website: www.m-x.ca