

UCTrader User Guide



UCTrader

User Guide

July, 2019

Banking that matters.



Contents

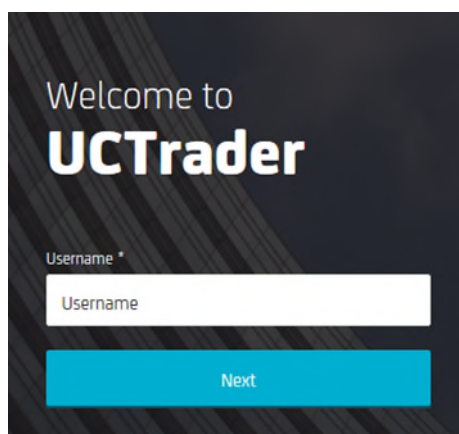
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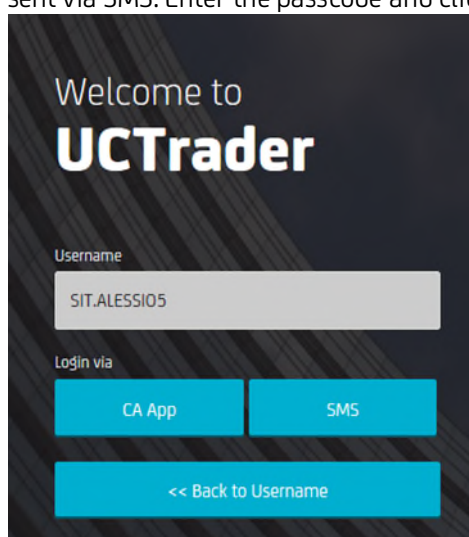
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1 Getting started

1. Launch <https://uctrader.unicreditgroup.eu/uctrader>.
2. Enter your username and click Next

A screenshot of the UCTrader login interface. It features a dark background with diagonal lines. The text 'Welcome to UCTrader' is displayed in white. Below this, there is a label 'Username *' followed by a white input field containing the placeholder text 'Username'. At the bottom, there is a blue button labeled 'Next'.

3. If you login using the **CA Mobile OTP** app:
 - a. Please follow your OTP enrolment instructions provided in your Welcome Email. If you have not received this email please speak to your sales coverage
 - b. For all subsequent logins, you must provide your username and the passcode generated by your CA app
4. If you login via **SMS**:
 - a. Click on SMS
 - b. Your one time passcode will be sent via SMS to your registered phone number
 - c. Enter your passcode and click Login
 - d. Set your password when prompted
 - e. For all subsequent logins, you must provide your username and password, at which point your passcode will be sent via SMS. Enter the passcode and click Login to proceed

A screenshot of the UCTrader login interface. It features a dark background with diagonal lines. The text 'Welcome to UCTrader' is displayed in white. Below this, there is a label 'Username' followed by a white input field containing the text 'SIT.ALESSIO5'. Below the input field, there is a label 'Login via' followed by two blue buttons: 'CA App' and 'SMS'. At the bottom, there is a blue button labeled '<< Back to Username'.

1.1 What can I do with UCTrader?

UCTrader provides the following features:

- Executable Streaming Price (ESP) and Request For Stream (RFS)
- FX spot, forwards and swaps
- Block trading

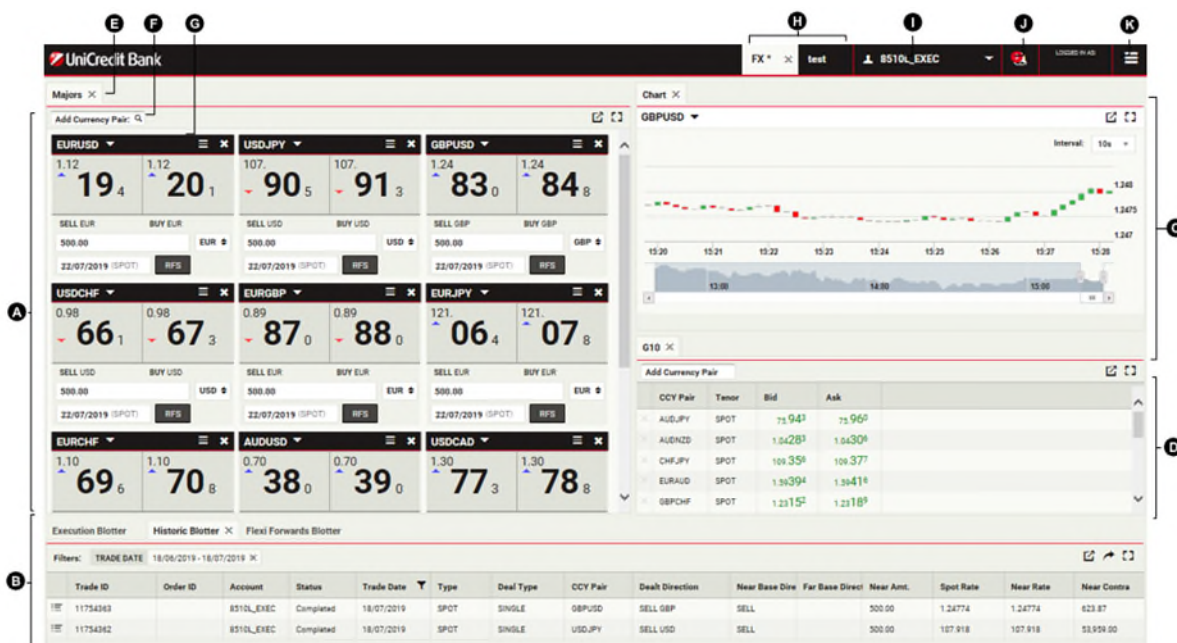
- Flexible Forwards and takeups
- Single orders: Market, Take Profit, Stop Loss, Benchmark, and Call
- Conditional orders: One Cancels Other (OCO), If Done, and If Done OCO

The set of features that you can access will be determined by our regional business policy and your individual access privileges. For more information on any of the features, or to request their activation, please ask your sales contact.

1.2 Application layout

You can customise the application's layout to suit different tasks and workflows. For more information, see *Customising application layout*.

The illustration below shows a typical layout.



Key:

- A Trade Panel component** — Trade Panels contain trade tiles.
- B Blotter component** — Blotters are journals of trades and orders. In the illustration, three blotter components are stacked in the same location: 'Execution Blotter', 'Historic Blotter' and 'Orders Blotter'. The Historic Blotter is selected; 'Execution Blotter' and 'Orders Blotter' are hidden.
- C Chart component** — A chart plots the price history of a currency pair.
- D Watchlist component** — Watchlists are customisable lists of currency pairs and their respective rates for a spot trade in the default volume of currency.
- E Component tab** — The tab of a component is used to select and reposition the component. To reposition a component, drag the component's tab. To select a component in a stack of components, click the component's tab.
- F Currency-pair dropdown list** — To add a new trade tile, select a currency pair from the dropdown list.
- G Trade tile** — Use trade tiles to make ESP trades and to launch tickets for RFS trades.
- H Workspace tabs** — Two workspaces are open: 'Wk 1' and 'Wk 2'. Workspace 'Wk 1' is selected; 'Wk 2' is hidden.
- I Trading account** — The account used for ESP trades and the default account in new trade tickets.

- J Notification icon** — To review recent application notifications, click the notifications icon.
- K Main menu icon** — To create new workspaces and to add components to existing workspaces, click the main menu icon.

1.3 Making an outright trade

You initiate both Executable Streaming Price (ESP) trades and Request For Stream (RFS) trades from trade tiles.

- You make ESP trades directly from a trade tile's interface.
- You make RFS trades through tickets launched from a trade tile's menu.

1.3.1 Making an ESP outright trade

1. Locate a trade tile for the currency pair you wish to trade.
 - To add a new tile, select the currency pair from the dropdown list **F** at the top-left of a Trade Panel **A**.
2. Optionally, choose a different pricing interface for the tile:
 - For one-way pricing, choose **Tile Menu ≡ > Change To > One-Way Outright**
 - For two-way pricing, choose **Tile Menu ≡ > Change To > Two-Way Outright**
3. Complete the fields on the trade tile.
4. Click a streaming rate to request a trade.

1.3.2 Making an RFS outright trade

1. Locate a trade tile for the currency pair you wish to trade.
 - To add a new tile, select the currency pair from the dropdown list **F** at the top-left of a Trade Panel **A**.
2. Launch an outright ticket: **Tile Menu ≡ > Launch Ticket > Outright**.
3. Optionally, choose a different pricing interface for the ticket:
 - For one-way pricing, choose **Ticket Menu ≡ > Change To > One-Way Outright**.
 - For two-way pricing, choose **Ticket Menu ≡ > Change To > Two-Way Outright**.
4. Complete the fields on the ticket.
5. Click **Get Stream** to get an RFS rate.
 - An RFS pricing stream is available for a limited time period. A countdown timer displays the remaining lifetime of the stream.
6. Click a rate to make a trade, or click the **Close** button to cancel.

1.4 Logging out

To log out of the application, choose **Main Menu ≡ > Logout**.

2 Customising application layout

You can customise the application's layout to suit different tasks, workflows and clients. Components may be added to, deleted from and rearranged within multiple compositions called workspaces.

2.1 Creating a new workspace


You can choose to either create a new empty workspace, or duplicate an existing workspace and customise it.

2.1.1 Creating a new, empty workspace

To create a new workspace, choose **Main Menu**  > **Workspace** > **New**.

2.1.2 Duplicating an existing workspace


To duplicate an existing workspace:

1. Select the tab of the workspace you wish to duplicate.
2. Choose **Main Menu**  > **Workspace** > **Duplicate**.

2.2 Switching between open workspaces

To switch to a different workspace, select the tab of the workspace.

If you cannot see the tab of the workspace to which you want to switch:

- When more workspaces are open than there is space to display their tabs, additional workspace tabs are displayed in a dropdown list under a tab labelled >>. Search the dropdown list for the workspace you want to switch to.
- The workspace might not be open. To open and display a workspace, choose **Main Menu**  > **Workspaces** > **Open**.

2.3 Rearranging components within a workspace

2.3.1 Repositioning a component


To reposition a component, drag the component's tab. As you drag, a highlighted rectangle indicates available locations.

2.3.2 Resizing a component

To resize a component, drag the border between the component and a neighbouring component.

2.3.3 Expanding a component to temporarily fill a workspace

To expand a component to fill the workspace, click the component's expand icon: 

To restore the component to its original size, click the component's collapse icon: 

2.3.4 Renaming a component

To rename a component:

1. Double-click the component's tab.
2. Delete the existing name.
3. Type a new name for the component.
4. Press Enter to confirm or Esc to cancel.

2.3.5 Removing a component

To remove a component, on the tab of the component, click the close icon: ✕

If the component is in a tabbed stack and unselected, the tab's close icon will be hidden. Point to the tab to reveal the close icon.

2.4 Adding a new component to a workspace

You can add these component types to a workspace:

- Trade Panel
- Chart
- Block Trade
- Blotter
- Watchlist

To add a component to a workspace:

1. Select the tab of the workspace to which you want to add the component.
2. Choose the component you want to add from the Main Menu:
 - To add a Trade Panel, choose **Main Menu ≡ > Add > Trade Panel**.
 - To add a Block Trade, choose **Main Menu ≡ > Add > Block Trade**.
 - To add a blotter, choose **Main Menu ≡ > Add > Blotter > *blotter name***.
 - To add a watchlist, choose **Main Menu ≡ > Add > Watchlist > *watchlist name***.
3. Drag the new component to a position within the workspace.
 - If the component is the first component in a new workspace, the component will automatically fill the whole workspace.

2.5 Renaming a workspace

To rename a workspace:

1. Double-click the workspace's tab.
2. Delete the existing name.
3. Type a new name for the workspace.
4. Press Enter to confirm or Esc to cancel.

2.6 Saving your changes

New workspaces and changes to an existing workspace's layout persist only for the duration of your login session. To use your new workspaces and workspace layouts in subsequent sessions, you must first save your changes.

The tabs of new workspaces and changed workspaces are highlighted with an asterisk (*) until they have been saved.

2.6.1 Saving a single workspace

To save a single workspace:


1. Select the tab of the workspace to save.
2. Choose **Main Menu ≡ > Workspace > Save**.

2.6.2 Saving all workspaces


To save all workspaces, choose **Main Menu ≡ > Workspace > Save All**.

2.7 Opening a saved workspace


To open a saved workspace:

1. Choose **Main Menu**  > **Workspaces** > **Open** to display a list of saved workspaces.
2. Select a workspace from the list.

2.8 Closing a workspace

To close a workspace, click the workspace tab's close icon: 

When the workspace you wish to close is not currently selected, the close icon on the workspace's tab is hidden. Point to the workspace's tab to reveal the close icon.


To re-open a closed workspace, choose Main Menu  > Workspaces > Open.

3 Making an ESP trade

You make Executable Streaming Price (ESP) trades using trade tiles. Trade tiles are contained in a Trade Panel, which is a workspace component. There are five tile formats. All formats provide executable prices with the exception of the Swap Ladder format, which opens a Request For Stream (RFS) swap ticket.

3.1 Adding a Trade Panel to your workspace

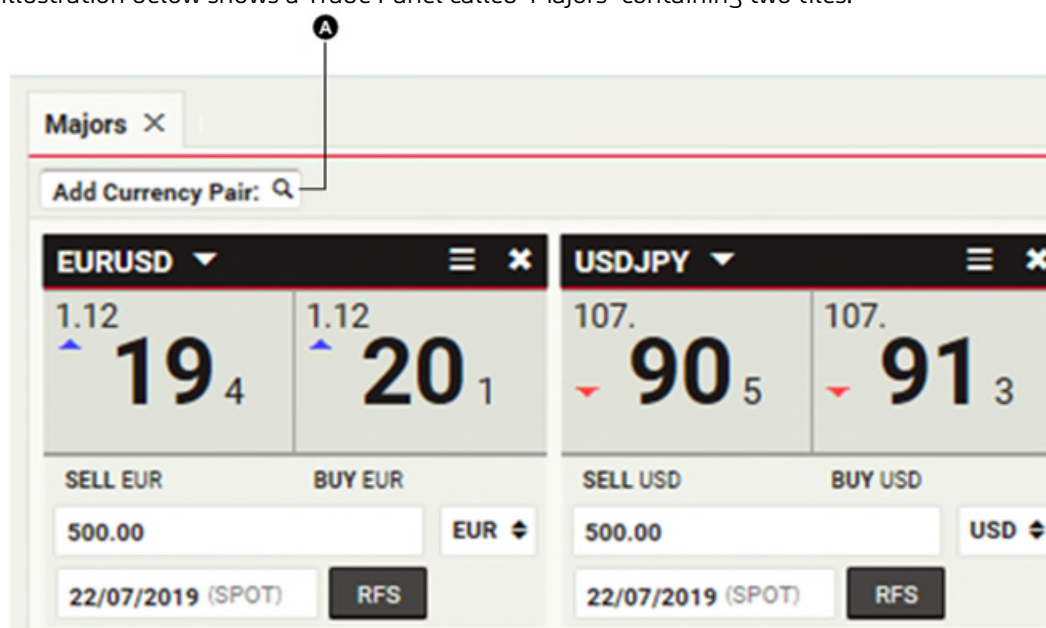
To add a new Trade Panel to a workspace:

1. Click the tab of the workspace to which you want to add the Trade Panel.
2. Choose **Main Menu**  **> Add > Trade Panel**.
3. Drag the Trade Panel to a location within the workspace.
 - If the Trade Panel is the first component in a new workspace, the Trade Panel automatically fills the whole workspace.

3.2 Organising tiles in a Trade Panel

3.2.1 Adding a tile using the Trade Panel

The illustration below shows a Trade Panel called 'Majors' containing two tiles.



Key:

A Dropdown list of currency pairs

To add a new tile for a currency pair, select the currency pair from the dropdown list at the top-left of the Trade Panel **A**.

You may add more than one tile for the same currency pair. This enables you to compare rates side-by-side for different volumes and tenors.

3.2.2 Adding a tile using a watchlist

Drag a currency pair from a watchlist to the Trade Panel.


You can add more than one tile for a currency pair.

3.2.3 Repositioning a tile

To reposition a tile, drag the title bar of the tile. As you drag, a grey rectangle highlights possible new positions for the tile.


3.2.4 Opening a tile in its own window

To open a tile in its own window:

1. Point to the tile's title bar. The pop-out icon is revealed.
2. Click the tile's pop-out icon: 

If the tile does not open in its own window, your web browser may be set to block pop-up windows by default. To fix this, add this website to the web browser's list of sites allowed to open pop-up windows. For more information about how to do this, search for 'pop-up' in your web browser's help.

3.2.5 Removing a tile

To remove a tile, click the tile's close icon: 

3.3 Changing a tile's interface

A trade tile has 5 interfaces:

- One-Way Outright
- Two-Way Outright
- Tenor Ladder
- Swap Ladder
- Volume Ladder

To change a tile's interface type, choose **Tile Menu**  > **Change To** > *interface name*.

3.4 Understanding the FX rates displayed in tiles

The display of FX rates follows FX conventions.

3.4.1 One-way pricing

Where one rate is displayed for a currency pair, the interface of the tile indicates whether the rate is the bid rate or ask rate.


3.4.2 Two-way pricing

Where two rates are displayed for a currency pair, the bid rate is always on the left and the ask rate is always on the right.

The rates are labelled in terms of the direction of the dealt currency from your perspective. Changing the unit of the dealt currency changes the labelling of the rates, but does not change the order of the rates.

3.5 Selecting the account

To select the account used for ESP trades, select an account from the dropdown list in the application toolbar.

To select a different account for a trade without changing the default account for all ESP trades, use an RFS ticket. To launch an RFS ticket, choose **Tile Menu**  > **Launch** > *ticket type*.

To allocate multiple accounts against a single, high-volume trade, use the Block Trade component. See **Error! Reference source not found..**

3.6 Specifying currency amounts

To enter large amounts of currency quickly, use one of the suffixes from the table below.

| Suffix | Unit | Example |
|--------|----------|---|
| 'k' | Thousand | Type '500k' as shorthand for '500,000.00' |
| 'm' | Million | Type '1m' as shorthand for '1,000,000.00' |
| 'b' | Billion | Type '1b' as shorthand for '1,000,000,000.00' |

3.7 Making an ESP trade with a trade tile

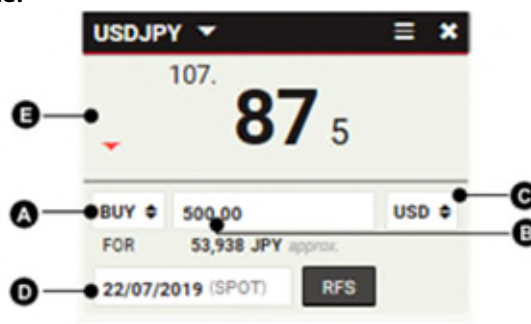
Before placing a trade through a tile, always check that the correct account has been selected in the application toolbar.

3.7.1 Trading using a one-way outright tile

The one-way outright tile provides a one-way executable streaming rate for a spot or forward.

To make a trade using a one-way outright tile:

1. Select the trade direction **(A)**.
2. Type the currency amount **(B)**.
3. Select the dealt currency **(C)**.
4. Select the settlement date **(D)**.

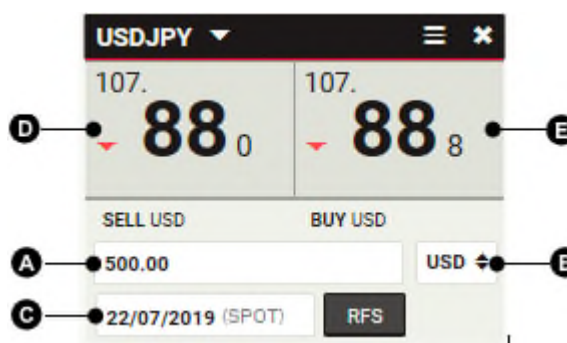


3.7.2 Trading using a two-way outright tile

The two-way outright tile provides a two-way executable streaming rate for a spot or forward.

To make a trade using a two-way outright tile:

1. Type the currency amount **(A)**.
2. Select the dealt currency **(B)**.
3. Select the settlement date **(C)**.
4. Click the bid rate **(D)** or the ask rate **(E)**.



3.7.3 Trading using a tenor ladder tile

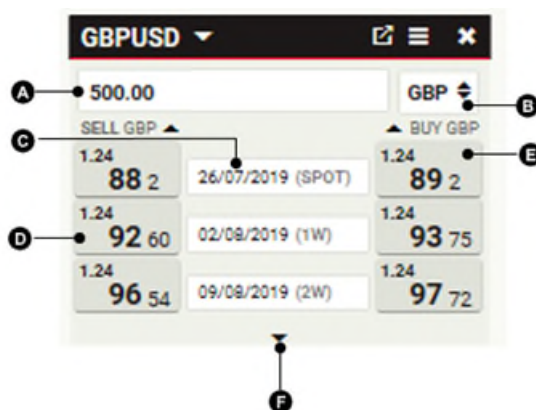
The tenor ladder provides two-way pricing for a volume of currency at a selection of tenors.

To change the number of tenors displayed in the tile, click the triangle **(F)** at the bottom of the tile; this toggles the height of the tile between single and double height.

To change a tenor in the ladder, select a new settlement date **(C)**.

To make a trade at a tenor in the ladder:

1. Type the currency amount **(A)**.
2. Select the dealt currency **(B)**.
3. Click the tenor's bid rate **(D)** or ask rate **(E)**.



3.7.4 Trading using a swap ladder tile

The swap ladder provides two-way pricing for an FX swap with the near leg at spot and a far leg at a selection of tenors.

Unlike the other tile formats, the swap ladder does not provide executable pricing. Clicking on a rate opens a Request For Stream (RFS) ticket, pre-filled with a spot-to-forward swap at the selected tenor.

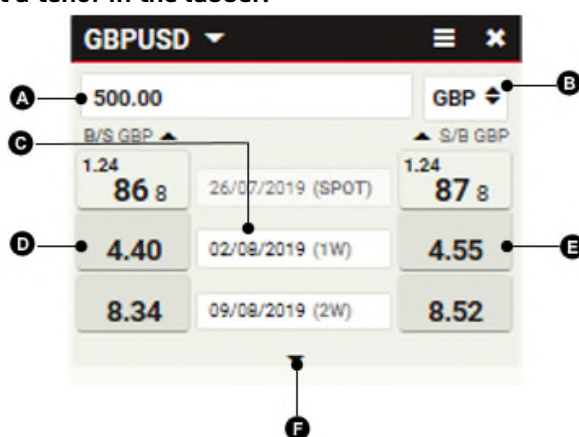
FX swaps are quoted in forward points at a discount or premium to the spot rate shown on the top rung of the ladder.

To change the number of tenors displayed in the tile, click the triangle **(F)** at the bottom of the tile; this toggles the height of the tile between single and double height.

To change a tenor in the ladder, choose a new settlement date **(C)**.

To make an FX swap with the far leg at a tenor in the ladder:

1. Type the currency amount **(A)**.
2. Select the dealt currency **(B)**.
3. Click the tenor's bid rate **(D)** or ask rate **(E)**.



3.7.5 Trading using a volume ladder tile

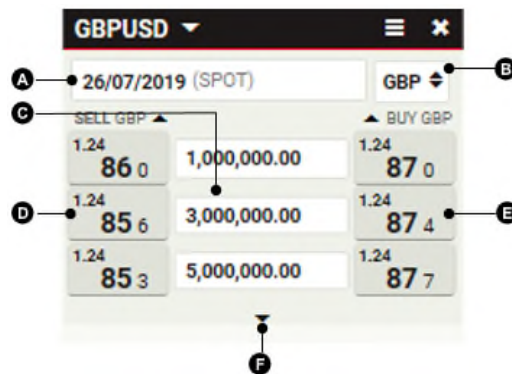
The volume ladder provides two-way pricing for a spot or forward trade at a selection of volumes.

The ladder is initially unpopulated. To add a currency volume to a row on the ladder, type a currency amount into the row's amount field **(C)**.

To change the number of volumes displayed in the tile, click the triangle **(F)** at the bottom of the tile; this toggles the height of the tile between single and double height.

To make a spot or forward trade for a volume in the ladder:

1. Select the settlement date (A).
2. Select the dealt currency (B).
3. Click the volume's bid rate (D) or ask rate (E).



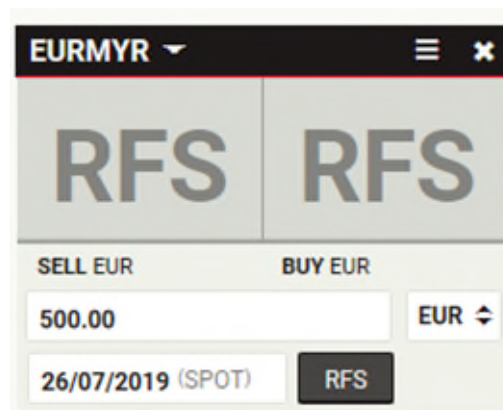
3.8 Troubleshooting trade tiles

3.8.1 Tile rates are replaced by the text 'RFS'

You have entered an amount of currency above the tile's maximum amount (the Good For Amount or GFA).

Executable Streaming Prices (ESP) are only available for currency amounts at or below the tile's GFA.

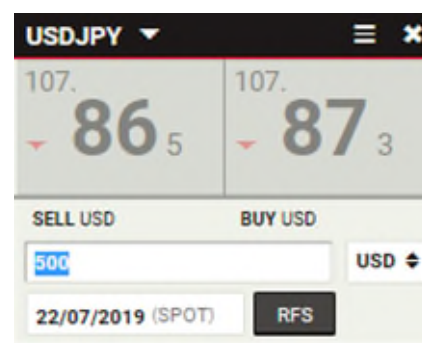
To execute a trade for amounts above the GFA, launch a Request For Stream (RFS) ticket by clicking on the text 'RFS' or launching a ticket from the tile's menu ☰.



3.8.2 Tile rates are greyed-out and unresponsive

Trading has been disabled because one or more aspects of the trade conflict with your trading permissions.

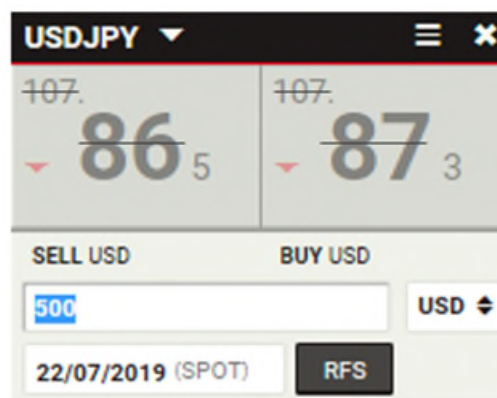
To find out what trading permissions you have, please contact your help desk.



3.8.3 Tile rates are greyed-out, struck-out, and unresponsive

Trading has been disabled because the connection to the pricing server is temporarily unavailable.

If the problem persists, please contact your help desk.



The screenshot shows a trading interface for the USDJPY pair. At the top, the pair is labeled "USDJPY" with a dropdown arrow. Below this, there are two columns for "SELL USD" and "BUY USD". The "SELL USD" column shows a rate of 86.5 with a red arrow pointing down and a "107." above it. The "BUY USD" column shows a rate of 87.3 with a red arrow pointing down and a "107." above it. Below the rates, there is a text input field containing "500" and a "USD" button with a double-headed arrow. At the bottom, there is a date field showing "22/07/2019 (SPOT)" and a black button labeled "RFS".

4 Making an RFS spot or forward trade

To begin a Request For Stream (RFS) trade in a spot or forward, launch an outright ticket.

4.1 Launching an outright ticket

Outright tickets are launched from trade tiles and watchlists.

To launch an outright ticket from a watchlist:

1. In the watchlist, click on the currency pair you wish to trade in.

To launch an outright ticket from a trade tile:

1. Locate a trade tile for the currency pair you wish to trade.
2. Choose **Tile Menu** ≡ > **Launch Ticket** > **Outright**.

4.2 Switching between one-way and two-way pricing

An outright ticket launched from a one-way pricing tile defaults to the ticket's one-way pricing interface.

An outright ticket launched from a two-way pricing tile defaults to the ticket's two-way pricing interface.

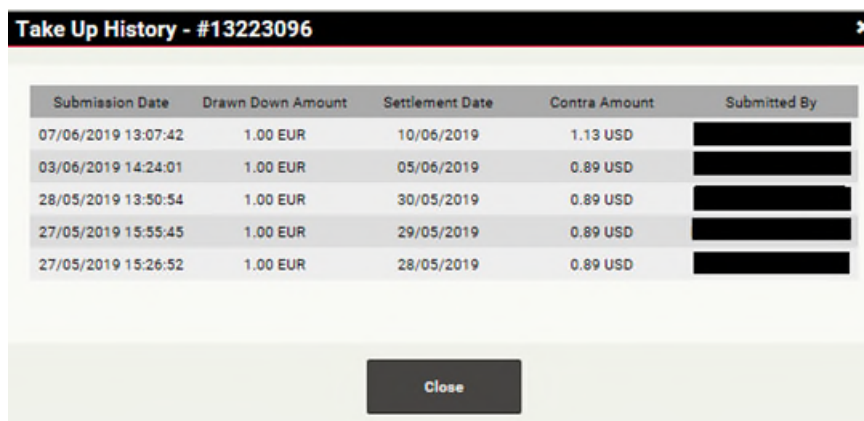
To change the pricing mode of the ticket:

- To switch to one-way pricing, choose **Ticket Menu** ≡ > **Change To** > **One-Way Outright**.
- To switch to two-way pricing, choose **Ticket Menu** ≡ > **Change To** > **Two-Way Outright**.

4.3 Requesting a trade

To request a trade:

1. Complete the fields on the ticket.
2. Click **Get Stream**.
 - An RFS pricing stream is available for a limited time period. A countdown timer displays the remaining lifetime of the stream.
3. Click a streaming rate to trade, or click **Close** to cancel.



| Submission Date | Drawn Down Amount | Settlement Date | Contra Amount | Submitted By |
|---------------------|-------------------|-----------------|---------------|--------------|
| 07/06/2019 13:07:42 | 1.00 EUR | 10/06/2019 | 1.13 USD | |
| 03/06/2019 14:24:01 | 1.00 EUR | 05/06/2019 | 0.89 USD | |
| 28/05/2019 13:50:54 | 1.00 EUR | 30/05/2019 | 0.89 USD | |
| 27/05/2019 15:55:45 | 1.00 EUR | 29/05/2019 | 0.89 USD | |
| 27/05/2019 15:26:52 | 1.00 EUR | 28/05/2019 | 0.89 USD | |


Close

5 Making an RFS swap

To begin a Request For Stream (RFS) trade in an FX swap, launch a swap ticket.

5.1 Launching a swap ticket

To launch a swap ticket:



1. Locate a trade tile for the currency pair you wish to trade.
2. Choose **Tile Menu**  > **Launch Ticket** > **Swap**.

5.2 Switching between one-way and two-way pricing

A swap ticket launched from a one-way pricing tile defaults to the ticket's one-way pricing interface.


A swap ticket launched from a two-way pricing tile defaults to the ticket's two-way pricing interface.

To change the pricing mode of the ticket:

- To switch to one-way pricing, choose **Ticket Menu**  > **Change To** > **One-Way Swap**.
- To switch to two-way pricing, choose **Ticket Menu**  > **Change To** > **Two-Way Swap**.

5.3 Requesting a trade

To request a trade:

1. Complete the fields for the near leg:
 - a. Type an amount of currency.
 - b. Select the dealt currency.
 - c. Select the settlement date (it defaults to spot).
2. Complete the fields for the far leg:
 - a. By default, the currency amount of the far leg is locked to the currency amount of the near leg. To create an uneven swap, unlock the currency amount field by clicking the padlock icon: .
 - b. Select the settlement date (there is no default).
3. Select an account.
4. Click **Get Stream**.
 - An RFS pricing stream is available for a limited time period. A countdown timer displays the remaining lifetime of the stream.
5. Click a streaming rate to trade, or click **Close** to cancel.

6 Placing an order

To begin an order, launch an order ticket.

6.1 Launching an order ticket

To launch an order ticket:

1. Locate a trade tile for the currency pair you wish to trade.
2. Choose **Tile Menu** ≡ > **Launch Ticket** > **Order**.

6.2 Understanding supported order types

You can place single or conditional orders.

6.2.1 Single orders

You can place any of the following types of single order.

| | Also Known As | Description |
|--------------------|------------------|---|
| Take Profit | T/P, Limit Order | An order to sell at a higher rate or buy at a lower rate. The order's primary use is to exit a profitable position: a higher rate when going long or a lower rate when going short. |
| Stop Loss | S/L, Stop Order | An order to sell at a lower rate or buy at a higher rate. The order's primary use is to stop further losses from an unprofitable position: a lower rate when going long, or a higher rate when going short. When triggered, a Stop Loss order becomes a Market order, with no restriction on price of execution. |
| Call Order | | An order to notify you when a target price is reached. Notification may be by telephone, email or SMS. Please call your broker for details. |

Conditional orders

A conditional order is an order that is activated or cancelled upon the execution of another order.

You can place any of the following types of conditional order.

| | Description |
|--------------------------------------|---|
| One-Cancels-the-Other (OCO) | A combination of an active Take Profit order and an active Stop Loss order. If one order is executed, the other order is automatically cancelled. |
| If Done | A Take Profit order or Stop Loss order that is activated upon the execution of a parent single-order (Take Profit or Stop Loss). |
| If Done One-Cancels-the-Other | An OCO order that is activated upon the execution of a parent single-order (Take Profit or Stop Loss). |

6.3 Placing an order

To place an order:

1. Select an order strategy: a single order or one of the three conditional orders.
2. Select an account.

3. Complete each section of the order.
4. Optionally, edit the activation and expiration dates of the order.
5. Click Submit to place your order, or close the ticket to cancel.


6.4 Managing your orders

See *Managing orders using the order blotter*.

7 Reviewing trading activity using blotters

7.1 Adding a blotter component to a workspace

To add a blotter to a workspace:

1. Select the tab of the workspace to which you want to add the blotter.
2. Choose **Main Menu**  > **Add > Blotter > *blotter name***.
3. Drag the blotter to a position on the workspace.
 - If the blotter is the first component in a new workspace, the blotter will automatically fill the workspace.

7.2 Understanding blotter types in UCTrader

UCTrader has the following types of blotter.

| | Period | Description |
|-----------------------------|-----------------|---|
| Execution Blotter | Intraday | A live feed of your executed and cancelled intraday trades. |
| Historical Blotter | Previous 7 days | A live feed of your executed trades over a longer period. |
| Orders Blotter | N/A | A list of all open orders, whether active or inactive. Executed orders are recorded in the Execution and Historical Blotters. |
| Time Option | N/A | A live feed of your time-option trades. |
| Trade Search Results | N/A | A blotter that displays the results of a trade search. See <i>Searching for trades</i> . |

7.3 Sorting blotter records

To sort records in a blotter, specify a sort order for one or more columns.

If you sort a blotter's records by more than one column, the precedence of the sorting criteria follows the sequence of the sorted columns from left to right. The criterion of the left-most sorted column has the highest precedence and is the primary sorting criterion. To change the precedence of the sorting criteria, change the display order of the columns.

7.3.1 Specifying a sort order for a column


To specify a sort order for a column:

1. Click the column's heading to display the sorting and filtering dialog.
2. Select the sort direction:
 - To sort records in ascending order, click **Sort Asc**.
 - To sort records in descending order, click **Sort Desc**.
3. Click **Apply** to confirm, or click anywhere off the dialog to cancel.

7.3.2 Removing a sort order from a column

You can remove a sort order from a column by using the blotter's filter bar or by using the column's sorting and filtering dialog.

To remove a sort order using the blotter's filter bar:

1. Locate the sort order in the blotter's filter bar.
2. Click the sort order's close icon: .

To remove a sort order using the column's sorting and filtering dialog:

1. Click the column's heading to display the sorting and filtering dialog.
2. Click **Unsort**.
3. Click **Apply**.

7.3.3 Removing all sorting and filtering criteria from a column

To remove all sorting and filtering criteria from a column:

1. Click the column's heading to display the sorting and filtering dialog.
2. Click **Clear**.

7.4 Filtering blotter records

You can filter blotter records by applying a filter to one or more columns.

A text-column filter accepts a single text value for its filtering criterion. The filter matches column values that begin with the criterion, with partial matching and wildcard support.

- The criterion 'USD' matches the values 'USDJPY' and 'USDCHF', but not 'EURUSD'.
- The criterion '*USD' matches the values 'USDJPY', 'USDCHF' and 'EURUSD'.

Date-column filters and numeric-column filters accept a range expressed as two criteria: 'From' and 'To'.

The 'From' criterion matches column values greater than its value, and the 'To' criterion matches column values less than its value. You can specify either or both criteria. If you specify both criteria, each one must match a column value for the blotter row to be included.

7.4.1 Applying a filter to a column

To apply a filter to a column:

1. Click the column's heading to display the sorting and filtering dialog.
2. Supply filtering criteria:
 - For a text filter, type an exact phrase into the 'Filter' field.
 - For a date filter or numeric filter, specify a range by typing values into the 'From' and 'To' fields. Complete either or both fields.
3. Click **Apply** to confirm, or click anywhere off the dialog to cancel.

7.4.2 Removing a filter from a column

You can remove a filter from a column by using the blotter's filter bar or by using the column's sorting and filtering dialog.

To remove a filter using the blotter's filter bar:

1. Locate the filter in the blotter's filter bar.
2. Click the filter's close icon: ✕

To remove a filter using the column's sorting and filtering dialog:

1. Click the column's heading to display the sorting and filtering dialog.
2. Delete the value in the filter text field.
3. Click **Apply**.

7.4.3 Removing all sorting and filtering criteria from a column

To remove all sorting and filtering criteria from a column:

1. Click the column's heading to display the sorting and filtering dialog.
2. Click **Clear**.

7.5 Adding and removing columns

To add a column to a blotter, right-click a column heading (Control-click on an Apple Mac) and from the shortcut menu choose **Add Column > column name**.

To add all available columns to a blotter, right-click a column heading (Control-click on an Apple Mac) and from the shortcut menu choose **Add All Columns**.

To remove a column from a blotter, right-click the column's heading (Control-click on an Apple Mac) and from the shortcut menu choose **Remove Column**.

7.6 Changing the width of a column

To change the width of a column, drag the left or right border of the column's heading.

7.7 Changing the order of columns

To change the position of a column in relation to other columns in the blotter, drag the column's heading.


7.8 Viewing a ticket for an executed trade





To view a ticket for an executed trade, click the blotter row's ticket icon: 

7.9 Managing orders using the order blotter

Orders listed in the Order Blotter can be managed singly or in batches.




7.9.1 Managing a single order

Actions for a single order are accessed through the blotter row's menu icon: 

- To edit an order that has not yet activated, choose **Row Menu  > Edit**.
- To activate an order that has not yet activated, choose **Row Menu  > Activate**.
- To deactivate an active order, choose **Row Menu  > Deactivate**.
- To cancel an order, choose **Row Menu  > Cancel**.


7.9.2 Managing multiple orders

To perform a single operation on a batch of multiple orders:


1. Select the checkboxes of the blotter rows to include in the batch.
 - To select all orders in the blotter, select the checkbox in the 'Actions' column heading.
 - To deselect all orders in the blotter, select and deselect the checkbox in the 'Actions' column heading.
2. Choose an operation from the menu in the 'Actions' column heading:
 - To activate any inactive orders in your selection, choose **Actions Column Menu  > Activate *n* selected**.
 - To deactivate any active orders in your selection, choose **Actions Column Menu  > Deactivate *n* selected**.
 - To cancel all orders in your selection, choose **Actions Column Menu  > Cancel *n* selected**.

7.10 Exporting blotter records

To export a blotter to a CSV (comma-separated values) formatted file:

1. Adjust the blotter's sorting and filtering criteria as required.
2. Click the blotter's export icon: 

7.11 Opening a blotter in its own window

To open a blotter in its own window, click the blotter's pop-out icon: 

If the blotter does not open in its own window, your web browser may be set to block pop-up windows by default. To fix this, add this website to the web browser's list of sites allowed to open pop-up windows. For more information about how to do this, search for 'pop-up' in your web browser's help.

8 Searching for trades


To search for trades that match a set of criteria, use the Trade Search dialog. The Trade Search dialog supports the following search criteria:

- Currency pair
- Account
- Trade direction
- Trade-date range
- Value-date range (settlement-date range)
- Matured
- Status

Search results are displayed in their own blotter, which automatically updates if new trades match the same criteria.

8.1 Executing a new search

To execute a new search:


1. Select the tab of the workspace to which you want to add the search results.
2. Choose **Main Menu**  **> Add > Trade Search**.
3. Complete the Trade Search dialog.
 - Enter at least one search criterion.
 - The more specific your search, the quicker will be the response from the server.
 - Restrict searches to a date range of 6 months or less.
 - Give your blotter a name to distinguish it from other custom blotters.
4. Click **Search**.
5. Drag the search-results blotter to a position in the workspace.
 - If the blotter is the first component in a new workspace, the blotter will automatically fill the workspace.

9 Monitoring currency pairs in watchlists

9.1 Adding a watchlist to a workspace


9.1.1 Adding a new watchlist

To add a new watchlist to a workspace:

1. Select the tab of the workspace to which you want to add the watchlist
2. Choose **Main Menu**  > **Add > Watchlist > Create new watchlist**
3. Drag the new watchlist to a position on the workspace
 - If the new watchlist is the first component in a new workspace, the watchlist automatically fills the workspace

9.1.2 Adding an existing watchlist

To add a previously created watchlist to a workspace:

1. Select the tab of the workspace to which you want to add the watchlist
2. Choose **Main Menu**  > **Add > Watchlist > watchlist name**
3. Drag the watchlist to a position on the workspace
 - If the watchlist is the first component in a new workspace, the watchlist automatically fills the workspace

9.2 Adding a currency pair

To add a currency pair to a watchlist, select a currency pair from the dropdown list at the top-left of the watchlist.

9.3 Removing a currency pair

To remove a currency pair from a watchlist, click the currency-pair's delete icon: 

9.4 Trading in a currency pair

To make an ESP trade in a currency pair listed in a watchlist, drag the currency pair from the watchlist to a Trade Panel.

To make an RFS trade in a currency pair listed in a watchlist, click the currency pair.





9.5 Renaming a watchlist

You can rename a watchlist in the following ways.


To rename a watchlist using the watchlist's tab:

1. Double-click the watchlist's tab
2. Edit the watchlist's name
3. Press Enter to confirm or Esc to cancel

To rename a watchlist using the main menu:

1. Choose **Main Menu**  > **Add > Watchlist** to display the watchlist submenu
2. In the watchlist submenu, click the **Edit** button
3. Click the watchlist's edit icon: 
4. Edit the watchlist's name
5. Confirm or cancel your edit:
 - To confirm your edit, press Enter or click the confirm icon: 
 - To cancel your edit, click the cancel icon: 

9.6 Opening a watchlist in its own window

To open a watchlist in its own window, click the watchlist's pop-out icon: 


If the watchlist does not open in its own window, your web browser may be set to block pop-up windows by default. To fix this, add this website to the web browser's list of sites allowed to open pop-up windows. For more information about how to do this, search for 'pop-up' in your web browser's help.

10 Monitoring price history

To monitor price history for a currency pair, add a candlestick chart to your workspace.

10.1 Adding a chart to a workspace

To add a candlestick chart to a workspace:

1. Select the tab of the workspace to which you want to add the chart.
2. Choose **Main Menu**  **> Add > Chart**.
3. Drag the new chart to a position on the workspace.
 - If the new chart is the first component in a new workspace, the chart automatically fills the workspace.
4. To change the currency pair from the default currency pair, see *Changing the currency pair*.

10.2 Understanding candlestick chart format

In a candlestick chart, each data point illustrates the open, close, high and low prices for the selected sample interval of the chart. The 'body' of the candle illustrates the difference between the opening and closing prices of the interval, and the 'wick' of the candle illustrates the highest and lowest prices within the interval.



Key:

- A** **White or green candle body** — The price closed at a higher price than it opened.
- B** **Black or red candle body** — The price closed at a lower price than it opened.

10.3 Adjusting a chart

The chart component provides tools for adjusting the sample interval and the time period illustrated by the chart.



Key:

- A** Currency pair
- B** Sample interval
- C** Time-period scrollbar
- D** Time-period adjuster

10.3.1 Changing the currency pair

To change the currency pair studied by the chart:

1. Click the currency pair **A**.
2. Type the code of a new currency pair.
3. Press **Enter**.

10.3.2 Changing the sample interval of data points

To change the sample interval of data points in the chart, select a new interval from the sample-interval dropdown **B**.


10.3.3 Adjusting the time period illustrated by the chart

By default, the chart displays a rolling feed of live price data.

To review an historical time period, drag the time-period scrollbar **C** to the left. To restore the rolling feed of live price data, drag the time-period scrollbar **C** to its rightmost position.

To increase or decrease the time period illustrated by the chart, drag the time-period adjusters **D**.

10.4 Opening a chart in its own window

To open a chart in its own window, click the chart's pop-out icon: 

If the chart does not open in its own window, your web browser may be set to block pop-up windows by default. To fix this, add this website to the web browser's list of sites allowed to open pop-up windows. For more information about how to do this, search for 'pop-up' in your web browser's help.



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