

Bring Up the Markets Window

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



Enter a Straight Order

- Bring up a **Markets**, as described above in the last section.
- From the **Markets** window toolbar, enter the underlying inside the **Symbol** field.
- Bring up a Straight Order ticket by clicking to highlight a **Bid** or **Ask** on the desired call or put, and then clicking on the **Order Ticket** icon.
- Modify the ticket using the **required** fields or buttons:
 - Buy/Sell, Open/Close** option buttons
 - Quantity**: type the amount, or choose from the list.
 - Price**: use the selected price, or from the list below, or click a price from the **Price Summary** table
 - Order Type**: e.g., LMT, MKT
 - Clearing Acct**: Type or choose an OCC number
 - CMTA**: If there isn't a CMTA, select '000'.
 - Range**: e.g. Customer, Firm, B/D
 - Acct**: choose an account associated with the login
 - Timing**: e.g., Day, IOC, etc.
 - Routing**: check the **Dest** box and choose from the list below a route to an exchange.
 - Owner**: Change the owner to another booth user or to a mobile user by choosing another entry inside the list box. When a booth user changes to a mobile user, it will also change the status and allow the OBO to review.
 - Targeted Resp.**: *Targeted Response*. This checkbox is restricted to mobile floor brokers entering the Contra side of a crossing order. It is not applicable for originating orders. Turn this page over for a more detailed explanation.
 - Send to OBO**: check the box to send the order directly to the **Order Book Official**.
- Click the **Send** button to submit the order. If the Send button is not accessible, some required information is still missing.



Create a Staged Order

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

Create Quick Switch Buttons

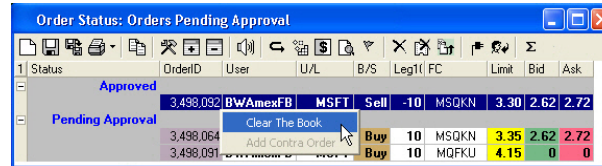
Quick Switch buttons allow you to quickly switch the underlying displayed in **Markets** windows.



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

Order Status Window

Verify the status of orders by using the **Order Status** window, clear the book, or generate a Contra order. Access the window by clicking on the **Order Status icon** on the application toolbar, or choose the **Order Status: Orders Pending Approval** option from the **View** menu, which is also accessed by the application toolbar.



To clear the book and generate a contra order:

- Right-click on the order and select the **Clear the Book** menu option. Once a white line passes through the order, the **Add Contra Order** option will become available.
- Right click on the order and choose **Add Contra Order**. A Contra Order ticket will appear. Modify the ticket if necessary, fill out the Contra panel at the bottom of the ticket, and click the Send button to submit the order.

Fill Out the Contra Panel

- Click on a cell in the **Badge** column, and choose a number from its drop-down list.
- Enter a value of your choice inside the **Amount** field.

Contra	
Badge	Amount
NYBooth1	20
NYBooth2	40
NYBooth3	150
NYBooth4	40
Total: 250	
Pocket: 150	

Once the order is submitted, the system will send this side of the trade to the **OX ME** as a **FIX Floor Cross**. The other side will be sent by the other party.

Cancel or Cancel/Replace an Order

To cancel an order:

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



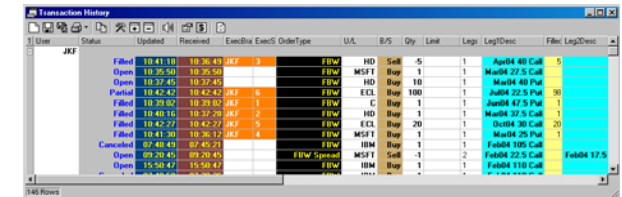
To cancel/replace an order:

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



Monitor Order Activity

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



Transaction History window

Other windows that display order activity include:

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



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



Targeted Response: Post-OBO Approval Order Affirmation Process

After the **Order Book Official** approves an order and the Floor Broker brings it to the crowd and trades with another Floor Broker, the broker taking that trade must indicate acceptance of the OBO-approved order by sending an order with the **Targeted Response** box checked. Order tickets filled out and sent with the checked Targeted Resp. box will not return for OBO approval, and are directly sent to the exchange.

Example

- Floor Broker Badge #123** enters order to buy 100 xyz, sends to **OBO**: OBO approves
- 123** enters crowd and trades **50** with **Floor Broker #789**, and **50** with **Market Maker #456**. The trade side for the #456 **Contra** is sent to the exchange.
- The buyer fills the ticket out in the following manner:
 - Buy option button
 - 50** inside the **Quantity** field
 - Selected price** is entered inside the **Price** field (underneath the **Order Type** drop-down list)
 - 789** selected from **Clr.Acct** drop-down list
- Floor Broker 789**:
 - Enters his/her own CMTA, Clearing and Account information at the top of the ticket;
 - Fills the **Badge** and **Quantity** inside the **Contra** panel for the buyer
 - Checks the **Targeted Resp.** box and sends the trade directly to the exchange.

Regional Quote Panel

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

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

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

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

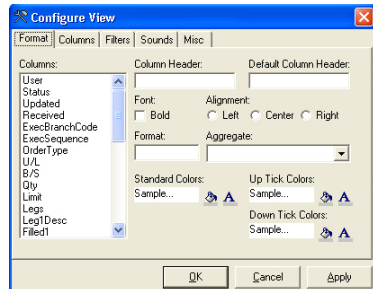
Symbol	Bid	Ask	Last	Net
MSFT	27.14	27.15	27.14	0.53
Exch	BidSz	Bid	Ask	AskSz
A	309	4.20	4.35	231
B	21	4.25	4.30	10
C	43	4.25	4.30	47
I	30	4.25	4.30	56
P	19	4.25	4.30	20
Q	35	4.20	4.35	35
X	27	4.25	4.35	176
NBBO	140	4.25	4.30	133

Exchange Abbreviations

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

Column Configuration

Use the **Configure View** window to configure and filter your columns. The Configure View icon can be found on almost any window accessed from the **View** menu.

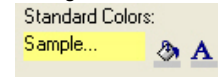


To apply any change to a column, you must first select the column from the **Columns** list box.

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

- Select a column from the **Columns:** list box.
- Click the **Comparison** drop-down list and select an **Operator** (e.g., =, <>, etc.).
- Type a relevant value inside the **Compare To:** box. For example, if you want to view all orders with a **Quantity less than 50**, you would select the **Quantity** column, choose the < symbol from the Comparison list, and type **50** inside the **Compare To:** box.
- Click the **OK** button to apply the changes and close the **Configure View** screen.

Change a Column's Color:



From the **Format** tab screen, click the **paint can** to change the color of the column; click the **letter** to change the text color.

Preferences

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



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

Grouping Columns: views can be sorted, or 'grouped', based on column. The **Add Group** function adds groups from the left-most column and then continues from left to right, for a total of up to 4 groups. For example, to group by the expiration of an order, drag the **Expiration** header to the first column and click the **Add Group** icon (the box with the plus sign).

Symbol	Name	BidSz	Bid	Ask
IBM	INTL BUSINESS M	2	82.86	82.
1 2 Expiration Strike Volume Last BidSz				
Jan 16 10				
	60.00	10	29.60	278
	70.00	110	23.20	1,421
	80.00	138	17.00	188

A **1** in the upper-left corner will appear, signifying one grouping. If another group is to be added, drag another column header to the **2nd** column and click the **Add Group** icon again. In this picture, the window is grouped by expiration and the strike price.

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