# MFX - OMS
# USER GUIDE

## MF GLOBAL SINGAPORE PTE. LIMITED

# TABLE OF CONTENTS

# 1

# MFX-OMS

OMS Web Applet presents a comprehensive solution for order capture in Foreign Exchange (FX).

The Web Applet allows you to view currency rates, place orders, view your orders status, all using your Web browser.

The primary functions of the Web Applet are:

- **Placing an Order** – Enter an order to be monitored and potentially filled by your host trader.
- **Tracking FX Trades** – Monitor FX trade activity using sophisticated views and reporting capabilities.

Web Applet is a secure Web-based service, accessed through a browser that requires minimal hardware and software maintenance. Users are protected with Digital Certificates, Microsoft Web-server encryption and other sophisticated security measures.

This Quick Reference contains instructions for getting started quickly performing the above functions using the Web Applet.

## GETTING STARTED

To login to the Web Applet, open your Web browser and enter the URL to the Applet. The Applet page will begin loading and once completed you will be prompted to enter your user name and password. Click the login button once you finished.

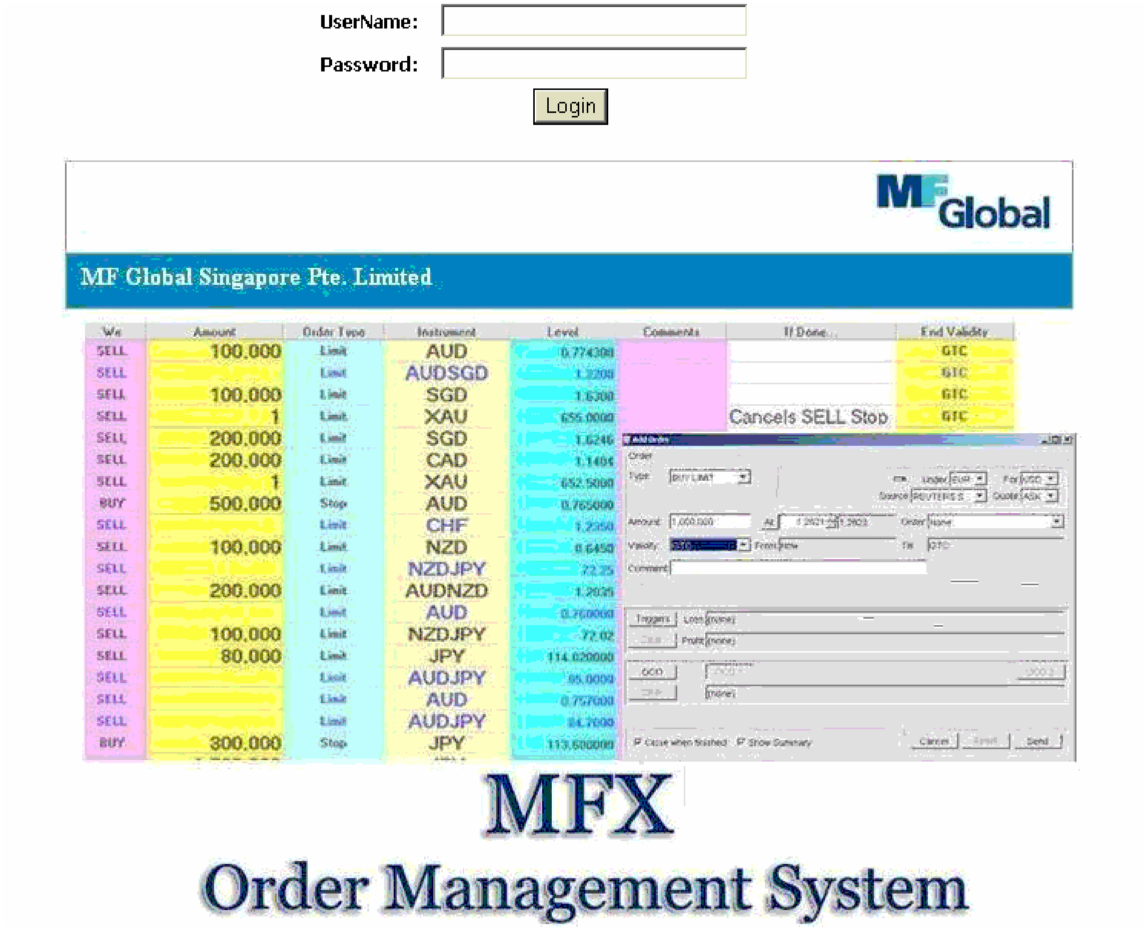



*Figure 1: Login Dialog Box*

***Note**: In order to work properly, the popup blocker on your Web browser must be disabled for some Web Applet functions, such as Reports. To disable popup blocking in Internet Explorer, select* Tools > Popup Blocker > Turn off Popup Blocker*.*

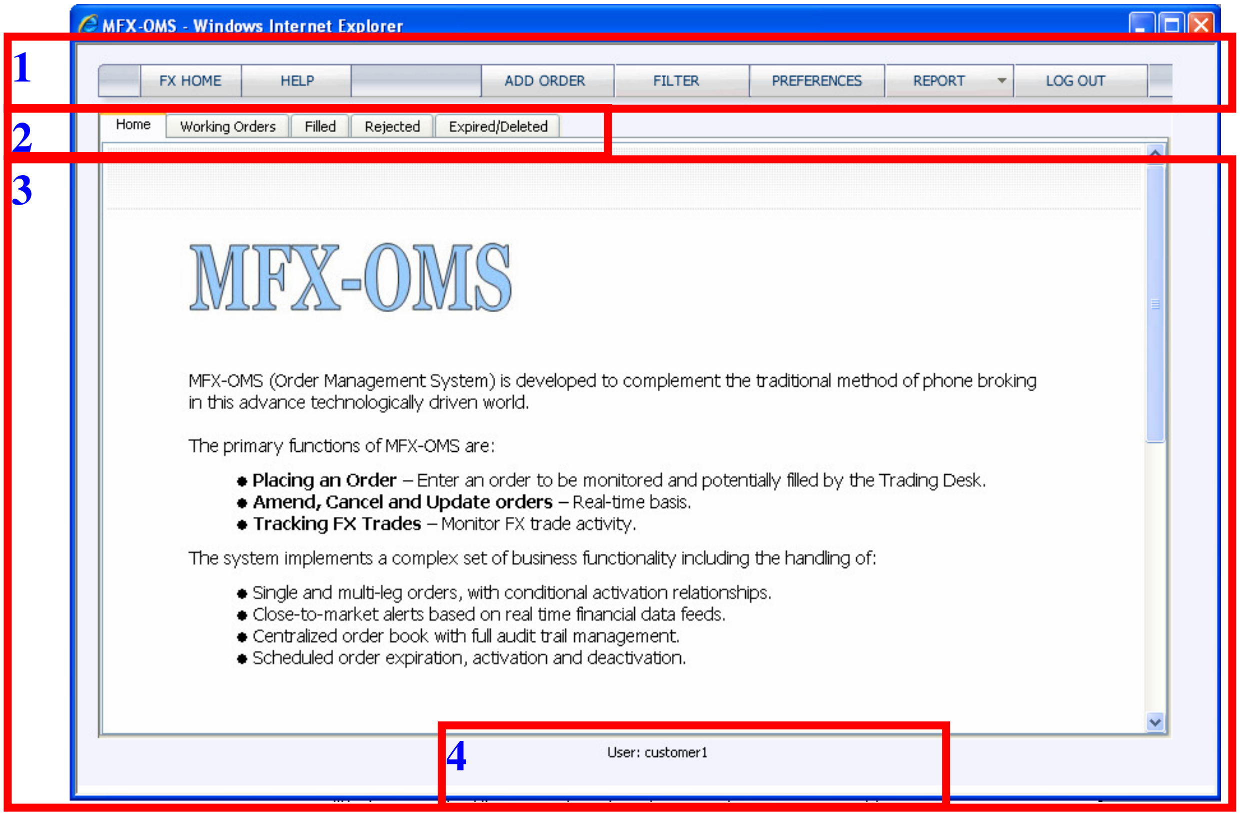



*Figure 2: Web Applet Layout*

The Web Applet has four display areas as follows:

- **1. Button Tool Bar** – Provides you with access to various functionalities available from the applet, as follows:

  "Help" – Access the online help,

  "Add Order" – Allows you to add a request for an order. Once added, the request is sent to a dealer for approval.

  "Filter" – Allows you to set filters on the orders displayed.

  "Preferences" - Allows you to set preferences to your user profile.

  "Report" – Allows you to view reports for pending or filled orders.

  "Log Out" – Loges out of the Web Applet.

- **2. Tabs** – Allows you to view orders in the **List Area**
- **3. List Area** – The orders are displayed in this section based on the selected tab.
- **4. Customer Selection** – Allows you, if you have permission, to access your other accounts.

## How do I Set Preferences?

You can define preferences in Web Applet by clicking **Preferences** button on the button toolbar. Available default preferences include:

- **Amount Association** – Allows you to create amount shortcuts
- **Alerts** – Allows you to set alerts which will notify you of transaction performed on your account (e.g., order is approved)
- **Password Change** – Allows you to change your login password
- **Favorites** – Allows you to add account to the Customer List (only applicable if you have access to other accounts)

### *To Set Amount Association:*

To set amount association, click the "Amount Association" tab and perform the following:

For example, you can associate A for 10,000 and if you enter A in an Amount field for Orders, the number 10,000 appears. To create an association you will need to:

Select the letter of the alphabet to be associated with the amount.

Enter the amount which appears if the shortcut is entered into an Amount field.

A list of existing associations is shown in the list on the right.   To add an association to the list, select the association you want to add and click **Set**. To remove an existing association from the list, select the association and click **Remove**.

Once selection is made, press the **OK** button.  To cancel, press the **Cancel** button.  To apply changes and continue to make changes, click the **Apply** button.

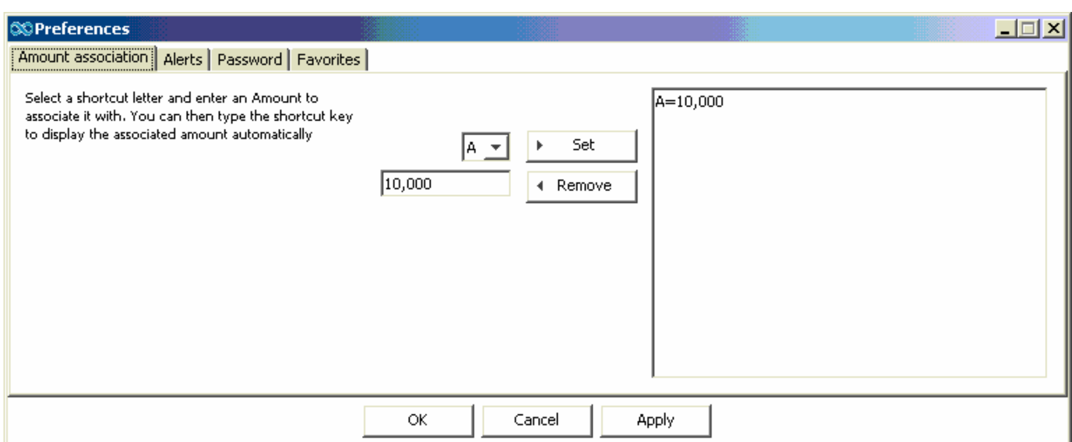



*Figure 3: Preferences Dialog Box – Amount Association*

## *To Set Alerts:*

The alerts functionality allows you to enable alerts on transactions perform in your account, and is accessibly by clicking the tab. The alerts functionality includes:

- **Alert Window** – If enabled, a dialog window will appear that includes alerts raised
- **Tab Flashing** – If enabled, the tab containing the affected order will flash with a selected color
- **Sound** – If enabled, a sound will be played once a new alert notification is sent

The following is a list of all actions that once performed invokes an alert. The table indicates if enabled if an alert will be shown in the Alert Window, which tab will be flashing given the action performed, and if sound will be played. And the actions are:

| Action | Alert Window | Flashing Tab | Sound Alert |
|---|---|---|---|
| Order request was added in the Applet | Yes | N/A | Yes |
| Order request was edited in the Applet | Yes | N/A | Yes |
| Order was added or edited by dealer | Yes | Working Orders | Yes |
| Order request was accepted | Yes | Working Orders | Yes |
| Order request was rejected | Yes | Rejected | Yes |
| Order is filled | Yes | Filled | Yes |
| Order is deleted | Yes | Expired/Deleted | Yes |
| Order is expired | Yes | Expired/Deleted | Yes |

To enable the Alert Window, click the **Show Window** checkbox to "checked".
To enable the Flashing of the tabs, click the **Flashing Alert** checkbox to "checked". You can select how long the flashing will occur by entering a number in the **Flash Duration (sec)** in seconds. Also you can select which color will be flashed in the tab by clicking the **…** button and select a color.
To enable a sound alert, click the **Sound Alert** checkbox to "checked". You can select a sound file that will be played by clicking the **…** button and select a file. Press the play button to play the file or stop button to stop play.

Once selection is made, press the **OK** button. To cancel, press the **Cancel** button. To apply changes and continue to make changes, click the **Apply** button.

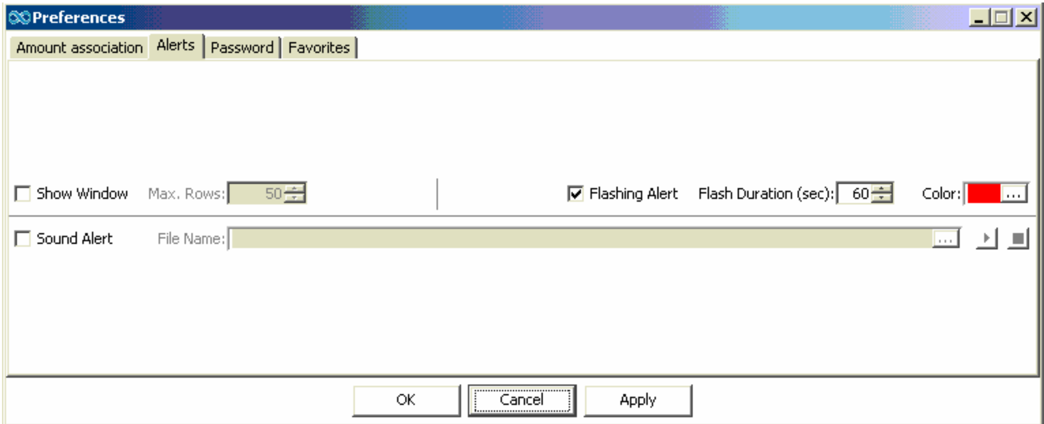



*Figure 4: Preferences Dialog Box – Alerts*

A Web Applet alert window if enabled pops up when any action is performed on an order. The window displays the following information:

- Time the action took place (Local Time)
- The action performed (e.g., Added)
- Order description (example: BUY (Limit) EUR 1,000,000 vs. USD AT 1.2300 Mit)
- Customer Name

The following is an example of an alert window containing an alert that an order has been added for the customer the applet user is logged under:


### *To change your password:*

To change password, click the **Password** tab. Enter your existing password in the **Old Password** field. Enter your new password in the **New Password** field and reenter it in the **Repeat new password** field.

Once you want to apply the new password, click the **Change** button

Once you are done, press the **OK** button. To cancel, press the **Cancel** button. To apply changes and continue to make changes, click the **Apply** button.

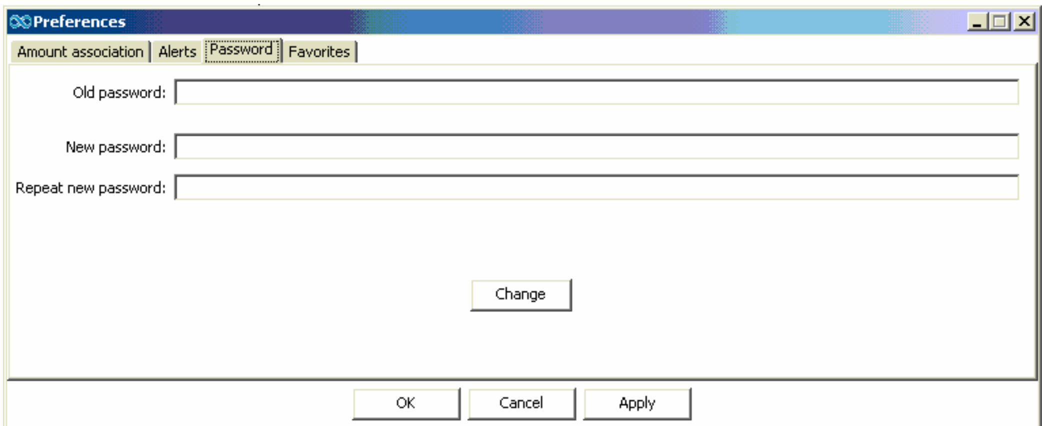



*Figure 5:* Preferences Dialog Box – *Change Password*

### *To Add Favorites:*

To add favorites, click the **Favorites** tab. This tab will allow you to search for and add customer accounts to your **Customer** select list.

You can search by name or account by selecting either the **By Name** or the **By Account** radio buttons. Then enter a customer to search for and click the **Filter** button (Press the **Reload** button to reload the customer you searched on). The table below will display all records found. Select which record you would like to add to the list. Not that you can select multiple records by pressing the **CNTRL** button while clicking the records.

Once selected, press the **Add** button to add to the Favorites list on the right. Press the **Remove** button to remove from the list.

Once you are done, press the **OK** button. To cancel, press the **Cancel** button. To apply changes and continue to make changes, click the **Apply** button.

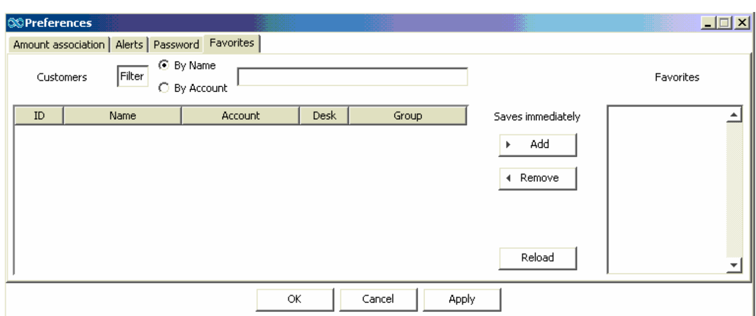



*Figure 6:* Preferences Dialog Box – *Favorites*

## How do I Place an Order?

### *To Add an Order:*

An order is a Buy or Sell transaction managed by your bank's trader. You submit the details of the order through the Web Applet, and the trader executes the order. Each order entered by you will be sent as a request to your trader for approval.
To create a new order, click **Add Order** in the Toolbar. The Add Order window opens as a separate window.
Once you complete the entry of the order, you can press the **Send** to submit the order. Press the **Cancel** if you don't want to add the order. **Reset** will be available only when an order is edit, and resets the information in the Add Order Window to the original values

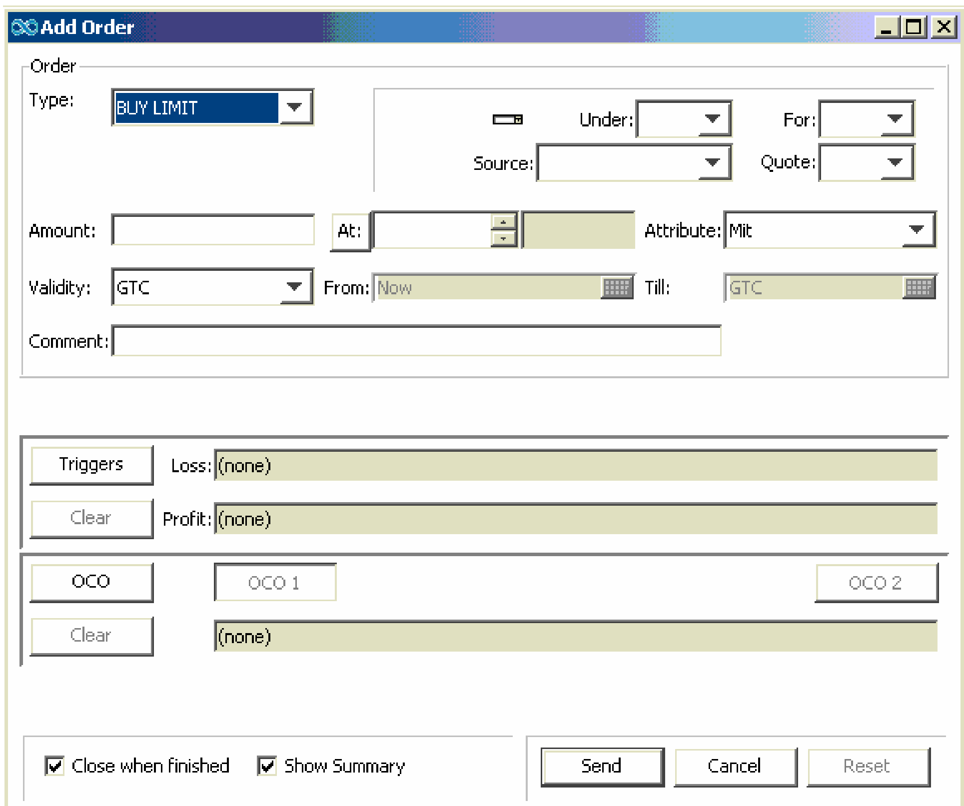



*Figure 7: Add Order Window*

The following data can be entered and set in the add order Window:

*Table: Add Order Field Descriptions*

| Parameter | Description |
|---|---|
| ***Order*** | |
| Type | The type of order. Possible values are:<br>Buy Limit<br>Sell Limit<br>Buy Stop<br>Sell Stop |
| Under | The underlying instrument in which the order is to be transacted. |
| For | The valued instrument to be bought or sold. |
| Quote | ASK/BID |
| Amount | The currency amount or number of lots (for EFP) to be traded. |
| At | The rate at which the order should be executed. |
| Order | Special instructions for this order. Possible values are:<br>Call Orders – Orders with no amount associated. These orders are entered to alert the trader to contact the customer with notification that the requested level has been reached.<br>Market if Touched (MIT) – Orders that should be touched only once in the market rate.<br>Do Reasonable Time (Drt) – Orders that should be executed within a reasonable amount of time.<br>Market on Close – Orders that should be fulfilled by the end of the trading day. Market- on-Close orders require you to specify an expiration validity, which determines the end of the trading day for this order. A Market on Close order that reaches its expiration validity appears as Hit, which notifies the trader that he must fill the order or it is filled automatically.<br>Stop Bid – If selected, notify the trader based on the Bid.<br>Stop Ask – If selected, notify the trader based |

| Parameter | Description |
|---|---|
| | on the Ask.<br>Stop Limit – If selected, notify the trader on the Bid for a Sell Stop or on the Ask for a Buy Stop.<br>Stop Trade – If selected, notify the trader on the Bid for a Sell Stop or on the Ask for a Buy Stop.<br>None |
| Validity | The period for which the order is valid. |
| From | The Start Date from when the order is valid. |
| Till | The end date until when the order is valid. |
| ***Triggers*** | |
| Loss | Submits a stop loss order which is only activated when this parent order has been executed. |
| Profit | Submits a profit-taking order which will only be activated when this parent order has been executed. |
| Clear | Allows you to remove the association to the trigger. |
| ***OCO*** | |
| OCO | Order-Cancel-Order - Specifies an order to be cancelled on execution of the correlating OCO order. |
| Clear | Allows you to remove the association to the OCO. |
| **Options** | |
| Close when finished | If checked the Add Order window is closed after submitting the order. |
| Show Summary | If checked a dialog box appears, showing a summary of the order prior to the order being sent to the bank's dealer. |

### *To Edit an Order:*

To edit an existing order, right click on the order. A popup menu will open. Click the **Edit** option, which will open the edit dialog window. Your edit request will be sent to your trader for approval.

### *To Delete an Order:*

To delete an existing order, right click on the order. A popup menu will open. Click the **Delete** option. Your delete request will be sent to your trader for approval.

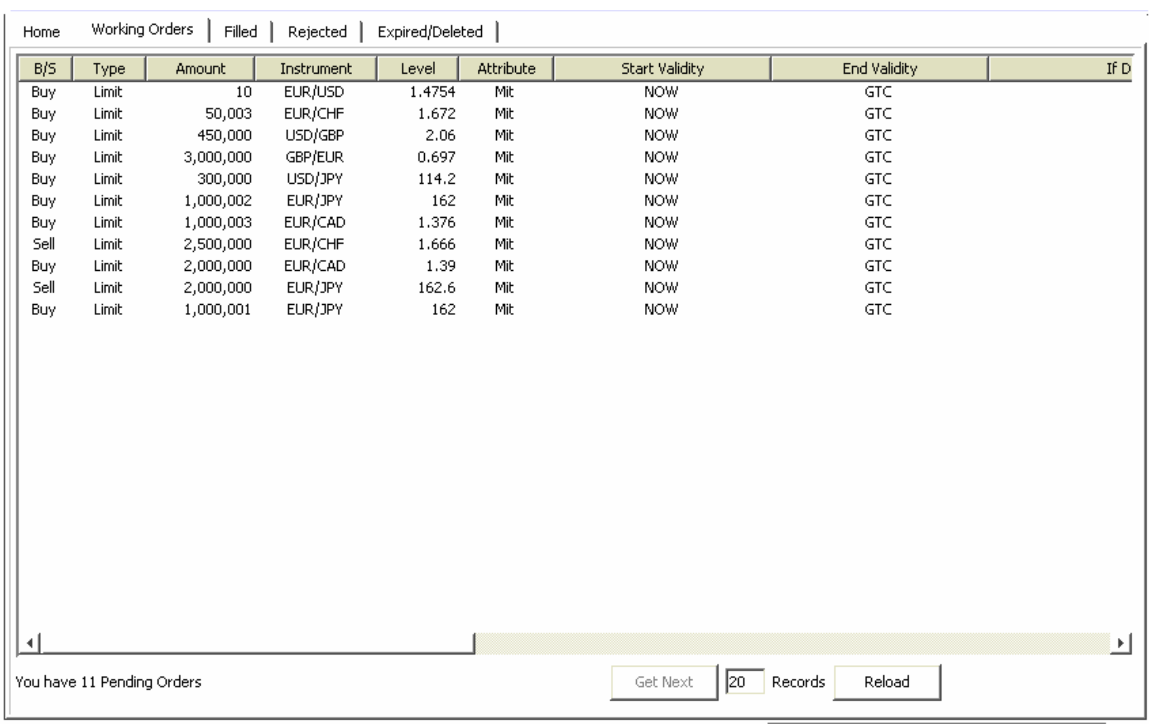
# How do I View Orders?

You can view the status of any order entered into STPlatform Web Access. Orders fall into one of four categories:

- **Open Requests** – Provides you with an overview of the MFX-OMS.
- **Working Orders** – This tab provides you with a list of all orders that have been accepted and are open.
- **Filled Orders** – This tab provides you with a list of all orders that have been filed.
- **Rejected Orders** – This tab provides you with a list of order requests that have been rejected.
- **Expired/Deleted** – This tab provides you with a list of orders that both expired (and where never executed) or Cancelled (deleted).

On each tab view you can sort each of the columns by clicking the column heading to sort ascending.  Another click will sort the order in descending order.

You can also set the number of orders displayed by entering a number to the **Records** field and clicking **Reload.**  The **Get Next** button will then be used to go to the next set of orders.




| B/S | Type | Amount | Instrument | Level | Attribute | Start Validity | End Validity | If D |
|---|---|---|---|---|---|---|---|---|
| Buy | Limit | 10 | EUR/USD | 1.4754 | Mit | NOW | GTC | |
| Buy | Limit | 50,003 | EUR/CHF | 1.672 | Mit | NOW | GTC | |
| Buy | Limit | 450,000 | USD/GBP | 2.06 | Mit | NOW | GTC | |
| Buy | Limit | 3,000,000 | GBP/EUR | 0.697 | Mit | NOW | GTC | |
| Buy | Limit | 300,000 | USD/JPY | 114.2 | Mit | NOW | GTC | |
| Buy | Limit | 1,000,002 | EUR/JPY | 162 | Mit | NOW | GTC | |
| Buy | Limit | 1,000,003 | EUR/CAD | 1.376 | Mit | NOW | GTC | |
| Sell | Limit | 2,500,000 | EUR/CHF | 1.666 | Mit | NOW | GTC | |
| Buy | Limit | 2,000,000 | EUR/CAD | 1.39 | Mit | NOW | GTC | |
| Sell | Limit | 2,000,000 | EUR/JPY | 162.6 | Mit | NOW | GTC | |
| Buy | Limit | 1,000,001 | EUR/JPY | 162 | Mit | NOW | GTC | |

*Figure 8: Working Orders Tab Example*

### *To View Working Orders:*

The Working Orders list shows you the orders waiting for execution.
To view the Working Order list, click **Working Orders** in the Toolbar. The Working Order list appears in the List Area.
This tab has a few options available by right clicking the order:

- **Edit** – Allows you to edit the order.
- **Delete** – Allows you to request a delete of the order.
- **Delete with OCO** – Allows you to request a delete of the order and its associated OCO.
- **Jump to OCO** – Allows you to go to the OCO order for the order selected.

**To View Filled Orders:**

The Filled Order list shows you all the orders that have been successfully executed.
To view the Filled Order list, click **Filled** in the Toolbar. The Filled Order list appears in the List Area.

**To View Rejected Orders:**

The Rejected Order list shows you the orders that have been rejected by the trader.
To view the Rejected Order list, click **Rejected** in the Toolbar. The Rejected Order list appears in the List Area.
This tab has a few options available by right clicking the order:

- **Add as Order** – Resubmit as a new order with the same information.
- **Edit as Order** – Edit the information and resubmit as an order.

**To View Deleted or Expired Orders:**

The Expired or Deleted orders list shows you the orders that were not executed within the configured Validity time. Also, orders that are deleted manually or automatically are displayed in the view.
To view the Suspended Order list, click **Expired/Deleted** tab in the Toolbar.

## HOW DO I FILTER ORDER VIEWS?

In addition to being able to select order status to view, you can also view only those orders meeting specific user-defined criteria by applying filters. Filters can be applied to all order status list types (Open Requests/Working Orders/Filled Orders/Rejected Orders/Suspended Orders). If a filter is applied, all order status list types are equally affected by the filter.

To apply filters to order lists, click **Filter** in the Toolbar.  A Filter dialog will be opened.

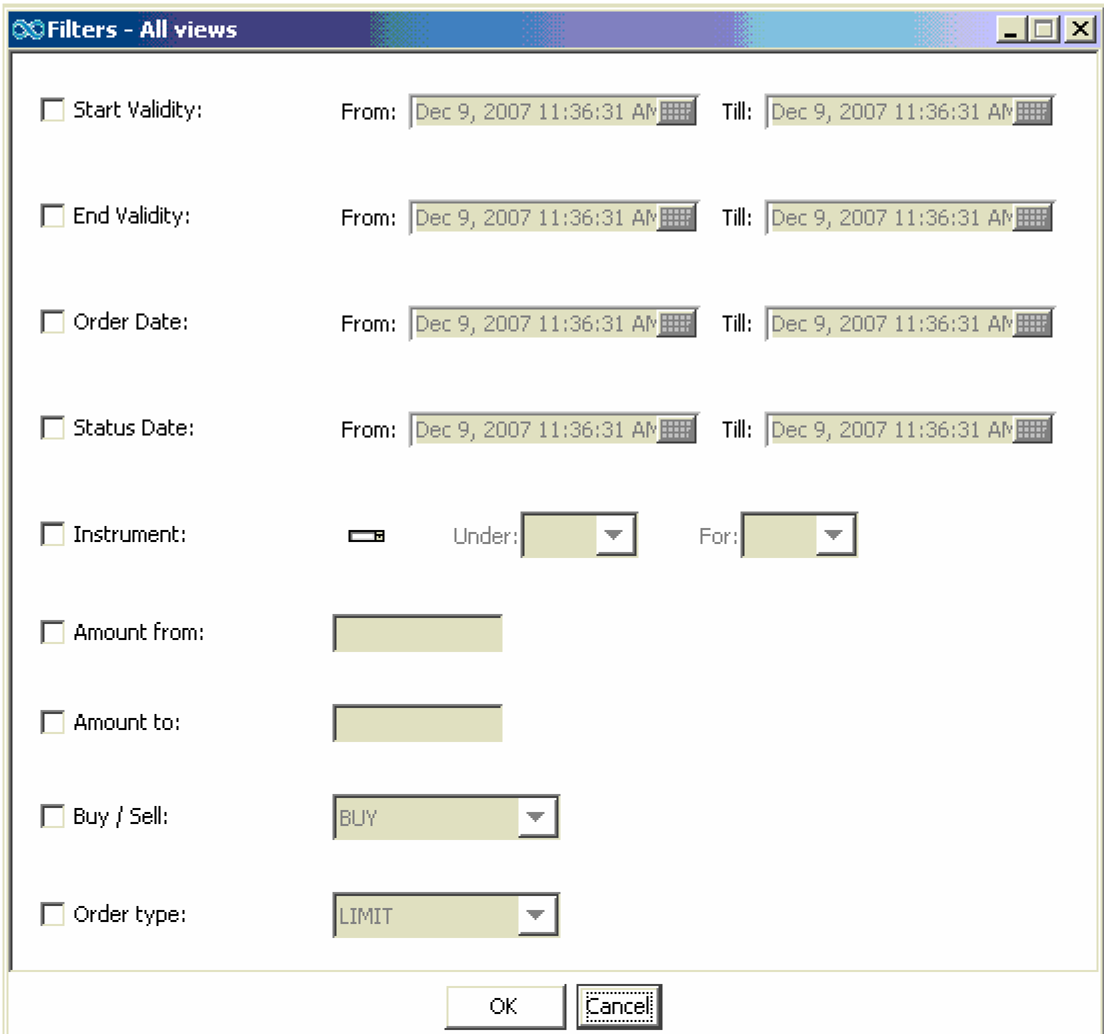



*Figure 9: Filter Dialog Box*

To apply the selected filters, press the **OK** button.  If you do not wish to set the filter, click **Cancel**.

The following table shows the filters that can be applied to Order Views:

*Table 5: Filter Parameters*

| Parameter | Description |
|---|---|
| Start Validity | The range of start dates for orders you wish to view. Check the checkbox to apply this filter. Define the earliest start date in the **From** field, and the latest start date in the **Till** field. Refer to Step 3 below for specific instructions on setting dates. |
| End Validity | The range of end dates for orders you wish to view. Check the checkbox to apply this filter. Define the earliest end date in the **From** field, and the latest end date in the **Till** field. Refer to Step 3 below for specific instructions on setting dates. |
| Order Date | The range of the dates when the order was entered for orders you wish to view. Check the checkbox to apply this filter. Define the earliest order date in the **From** field, and the latest order date in the **Till** field. Refer to Step 3 below for specific instructions on setting dates. |
| Status Date | The range of dates on which order status was changed, for example, from Pending to Deleted, for orders you wish to view. Check the checkbox to apply this filter. Define the earliest status change date in the **From** field, and the latest status change date in the **Till** field. Refer to Step 3 below for specific instructions on setting dates. |
| Instrument | The underlying and valued instruments for orders you wish to view. Check the checkbox to apply this filter. Define the underlying instrument in the **Under** field, and the valued currency in the **For** field. |
| Amount from | The minimum order amount you wish to view. Check the checkbox to apply this filter and enter the amount |
| Amount to | The maximum order amount of orders you wish to view. Check the checkbox to apply this filter and enter the amount |
| Buy/Sell | When selected, you can filter between Buy and Sell orders. |
| Order type | When selected, only orders of a specific type are viewed. Possible values are:<br>Stop<br>Limit |

For all filters based on dates, set the **From** and **Till** dates by clicking **Calendar** button. The Select Dates window opens.

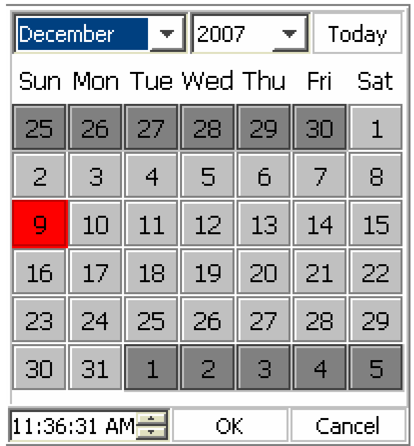



*Figure 10: Select Dates Window*

A. To Select the desired **From** and **Till** dates for the filter you wish to create:

B. Select a month and year.

C. Click the date in the calendar.

D. Enter a time for each date in the Select Time field.

E. Click **OK**. Click **Cancel** if you don't wish to enter a date/time.

The selected **From** and **Till** dates appear in the Filter Dialog Box for the desired filter.

## How do I View Reports?

The Web Access provides reports on order activity.
To view reports, click **Reports** in the Toolbar and select **Pending** or **Filled**. The report opens as a separate window. The Pending report will show you orders that open. The Filled report will show you all reports that have been executed already.

***Note****: In order to work properly, the popup blocker on your Web browser must be disabled for some STPlatform Web Applet functions, such as Reports. To disable popup blocking in Internet Explorer, select* Tools > Popup Blocker > Turn off Popup Blocker*.*

## Active Orders

Account: **UAT_39** Created: Dec 9, 2007 11:23 PM (Desk Time) PRINT CLOSE

| B/S | Type | Amount | Instrument | Level | Attribute | Start Validity | End Validity | Order Date | If Done | FX Type | Value Date | Comment | Order ID |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Buy | Limit | 10 | EUR/USD | 1.4754 | Mit | NOW | GTC | NOV 28, 2007, 09:48 PM | | Spot | | | 7-22 |
| Buy | Limit | 50003 | EUR/CHF | 1.672 | Mit | NOW | GTC | OCT 30, 2007, 10:48 PM | | Spot | | | 7-18 |
| Buy | Limit | 450000 | USD/GBP | 2.06 | Mit | NOW | GTC | OCT 30, 2007, 10:47 PM | | Spot | | | 7-16 |
| Buy | Limit | 3000000 | GBP/EUR | 0.697 | Mit | NOW | GTC | OCT 30, 2007, 10:46 PM | | Spot | | | 7-15 |
| Buy | Limit | 300000 | USD/JPY | 114.2 | Mit | NOW | GTC | OCT 30, 2007, 10:45 PM | | Spot | | | 7-14 |
| Buy | Limit | 1000002 | EUR/JPY | 162 | Mit | NOW | GTC | OCT 30, 2007, 10:44 PM | | Spot | | | 7-12 |
| Buy | Limit | 1000003 | EUR/CAD | 1.376 | Mit | NOW | GTC | OCT 30, 2007, 10:40 PM | | Spot | | | 7-10 |
| Sell | Limit | 2500000 | EUR/CHF | 1.666 | Mit | NOW | GTC | OCT 22, 2007, 05:56 PM | | Spot | | | 7-6 |
| Buy | Limit | 2000000 | EUR/CAD | 1.39 | Mit | NOW | GTC | OCT 22, 2007, 05:55 PM | | Spot | | | 7-5 |
| Sell | Limit | 2000000 | EUR/JPY | 162.6 | Mit | NOW | GTC | OCT 22, 2007, 05:54 PM | | Spot | | | 7-2 |
| Buy | Limit | 1000001 | EUR/JPY | 162 | Mit | NOW | GTC | OCT 22, 2007, 05:53 PM | | Spot | | | 7-1 |

*Figure 11: Active Orders Report*

## Filled Orders

Account: **UAT_39** Created: Dec 9, 2007 11:27 PM (Desk Time) PRINT CLOSE

| B/S | Type | Amount | Instrument | Filled Level | Swap Points | Outright Level | Attribute | Filled Date | Order Level | FX Type | Value Date | Comment | Order ID |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Buy | Limit | 50001 | EUR/CHF | 1.672 | | 0 | Mit | DEC 05, 2007, 09:37 PM | 1.672 | Spot | DEC 07, 2007 | | 7-17 |
| Sell | Limit | 2000001 | EUR/JPY | 162.6 | | 0 | Mit | DEC 05, 2007, 09:23 PM | 162.6 | Spot | DEC 07, 2007 | | 7-11 |
| Buy | Limit | 555555 | EUR/USD | 1.4416 | | 0 | Mit | OCT 30, 2007, 11:00 PM | 1.4416 | Spot | NOV 01, 2007 | | 7-21 |
| Buy | Limit | 1000000 | EUR/USD | 1.4425 | | 0 | Mit | OCT 30, 2007, 10:52 PM | 1.4425 | Spot | NOV 01, 2007 | | 7-19 |
| Buy | Limit | 50000 | EUR/CHF | 1.672 | | 0 | Mit | OCT 30, 2007, 10:48 PM | 1.672 | Spot | NOV 01, 2007 | | 7-13 |
| Sell | Limit | 2500000 | EUR/USD | 1.4282 | | 0 | Mit | OCT 30, 2007, 10:42 PM | 1.4282 | Spot | NOV 01, 2007 | | 7-9 |
| Buy | Limit | 1000002 | EUR/CAD | 1.376 | | 0 | Mit | OCT 30, 2007, 10:41 PM | 1.376 | Spot | NOV 01, 2007 | | 7-8 |
| Buy | Limit | 3000000 | USD/JPY | 113 | | 0 | Mit | OCT 30, 2007, 10:39 PM | 113 | Spot | NOV 01, 2007 | | 7-4 |
| Buy | Limit | 2000000 | EUR/USD | 1.42 | | 0 | Mit | OCT 30, 2007, 09:44 PM | 1.42 | Spot | NOV 01, 2007 | | 7-3 |

*Figure 12: Filled Orders Report*

To print reports, click **Print**.
Click **Close** to close the Report Window.