CCFE™ Chicago Climate Futures Exchange

Clearing Firm MANAGER Guide

LOGIN

Clearing Firm Manager Login page

To Access and Launch Managers GUI:

- Go to http://options.ccfe.com/logon.aspx
- In the Login window enter your **Manager** User ID and Password
- Click Enter to open the application

Manager Main Screen

Features

- Current Day's orders can be viewed for an account
- Current Day's executions can be viewed for an account
- Orders History is available for accounts
- Executions History is available for accounts
- User Configuration for the firm users
- Account Configuration for the firm accounts

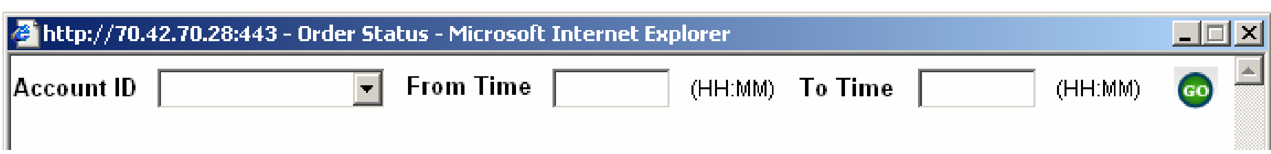
Menu Options

From this Manager Main Screen you have access to the following options:

- Order Status
- Executions
- Order History
- Execution History
- Account Manager Profile
- Exit

Order Status Window

To Launch: click on the Order Status option to open a new floating window.



Get data: Menu options across the top of the Order Status window

- Choose an account ID
- Enter a "From" time and "To" time in the respective fields (format as shown)
- Click on "GO" button to retrieve data

Order Status display area:

- Orders (including RFQ orders) for the specified time period and for the selected account ID will display
- This is snap application: each time new search is done (for a different account ID and time frame) you must click on the "GO" button to retrieve new records.
- Data for the following fields are displayed:

Time, Type, "RFQ" / "REG" / "BLK", Symbol, ST (status), Side, Price, Size, Hidden, LvsQ, ExecQ, BustQ, TIF, GFT Period, Account ID, Order ID, Cancel Time.

Executions Window

To Access: click on the Executions option to open a new floating window

- Executions window is exactly like the Order Status window in appearance and function but retrieves Executions for the given time frame and Account ID.

Display Area

- Executions (including RFQ executions) for the specified time period for a selected user
- This is snap application: each time new search is done (for a different account ID and time frame) you must click on the "GO" button to retrieve new records.
- Data for the following fields are displayed:
    - Time, Type, "RFQ" / "REG" / "BLK", Symbol, Side, Price, Size, Order ID, Exec ID, Account ID.

Order History

To Access: click on the Order History option to open a new floating window

- Order History window is exactly like the Order Status window in appearance and function but retrieves Orders history records for the given time frame and Account ID.

Display Area

- Order History (including RFQ orders) for the specified time period for the selected account.
- This is snap application: each time new search is done (for a different account ID and time frame) you must click on the "GO" button to retrieve new records.
- Data for the following fields are displayed:
    - Time (MM/DD HH:MM), Type, "RFQ" / "REG" / "BLK", Symbol, ST, Side, Price, Size, LvsQ, ExecQ, BustQ, TIF, GFT Period, Account ID, Order ID.

Executions History

To Access: click on the Execution History option to open a new floating window

- Execution History window is exactly like the Order History window in appearance and function but retrieves Executions records for the given time frame and Account ID.

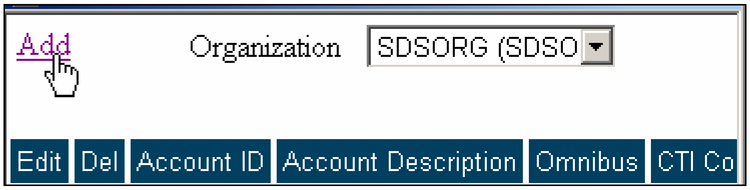
Display Area

- Execution History (including RFQ orders) for the specified time period for the selected account.
- This is snap application: each time new search is done (for a different account ID and time frame) you must click on the "GO" button to retrieve new records.
- Data for the following fields are displayed:
    - Time, Type, "RFQ" / "REG" / "BLK", Symbol, Side, Price, Size, Order ID, Exec ID, Account ID.

Account Manager Profile

To Access: click on the Account Manager Profile option to open a new floating window. (See image below)

- In the Clearing Firm Manager window you can View, Edit, Delete, and Add new user accounts.
- All existing accounts will be listed in this window per organization – see image below.



- The following information is displayed for each account
  - Account ID
  - Account Description
  - Regular/Omni-bus account
  - CTI code (1-4)
  - Origin Code (1-2)

Delete function

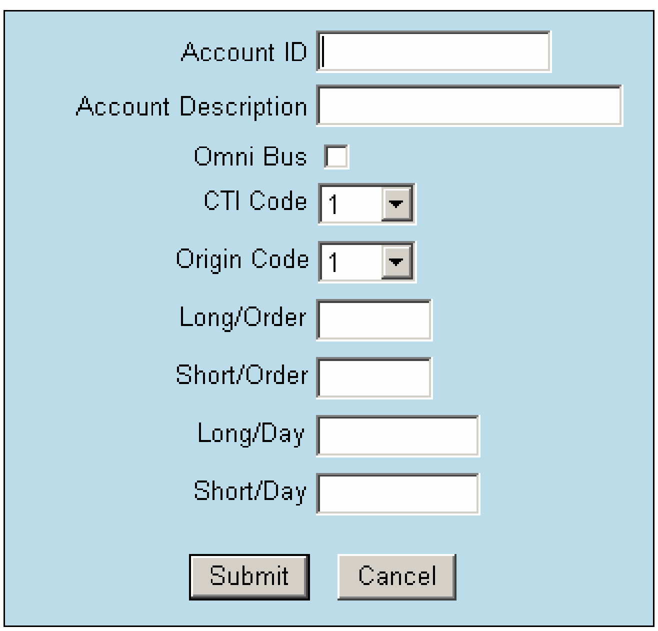
- Managers can Delete an account
  - Click the account you want to delete to highlight it:
  - Click “Del” option (left of the Account ID field) for that account record;
  - You will be prompted for confirmation before account record is deleted.

Edit function

- Manager can Edit an existing account from this window
  - Click Edit (first column) option directly in front of the Account information to be modified.
  - In the Edit window, update values and click Submit.

To Add an Account

- Select an Organization from the drop-down list (list options are set by super admin)
- Then click on the Add link (see below) to open the Account configuration (see below).
- Enter a value for each of the following fields: Account ID, Account Description, Omni Bus, CTI Code, Origin Code, Long/Order, Short/Order, Long/Day, Short/Day.
- Click Submit to submit new account information.
- New account will be added to the main list.



Exit

- Click this option from the Main window to end session and close Account Manger main window