Nasdaq Web Trader

User Guide

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1   Introduction to Nasdaq Web Trader

Nasdaq Web Trader provides an order management and market information interface to Traders, Firm Managers and Firm Viewers. It is deployed as a web server application and users access the application through a web browser.

Nasdaq Web Trader consists of a number of different views which allow:

- Order management
- Market information viewing.

The Nasdaq Web Trader features allow the user to:

- Easily see which fields are mandatory to fill in in any given view. Such fields are indicated by an asterisk (*).
- View confirmations and verify transactions before submission
- Customize views by:
    - Filtering data on all columns in any given view
    - Saving personal settings per view, workspace, and user.

1.1   Logging on Nasdaq Web Trader

Using a supported web browser, go to the web address **https://trading.opcom.ro/** and enter your username and password.

Nasdaq Web Trader requires a web browser that supports HTML5 and Web Sockets. The following browsers are supported:

- Internet Explorer 11 (earlier versions do not support Web Sockets)
- Chrome (only the latest version with auto-update version feature enabled).

Figure 1 - Log In view
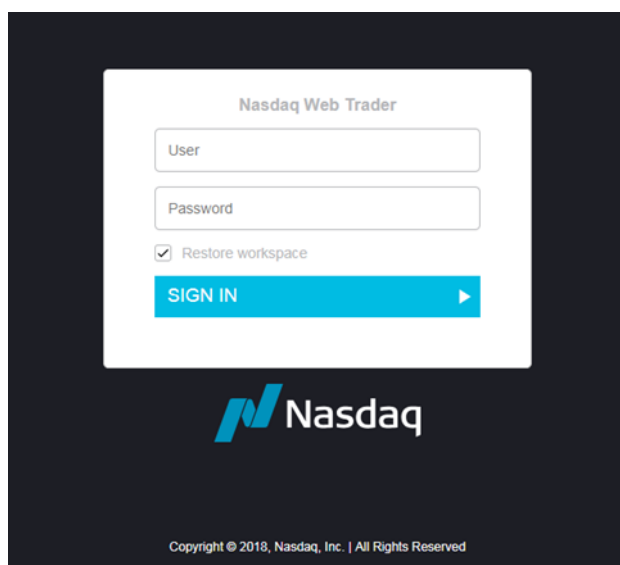
If you want your previous workspace settings to be restored when you log in, check the **Restore Workspace** checkbox. If this checkbox is not checked, the previous workspace will be replaced with the **Views** menu. For more information, refer to section 2.2 Menu button and Views menu.

Figure 2 - Nasdaq Web Trader workspace example
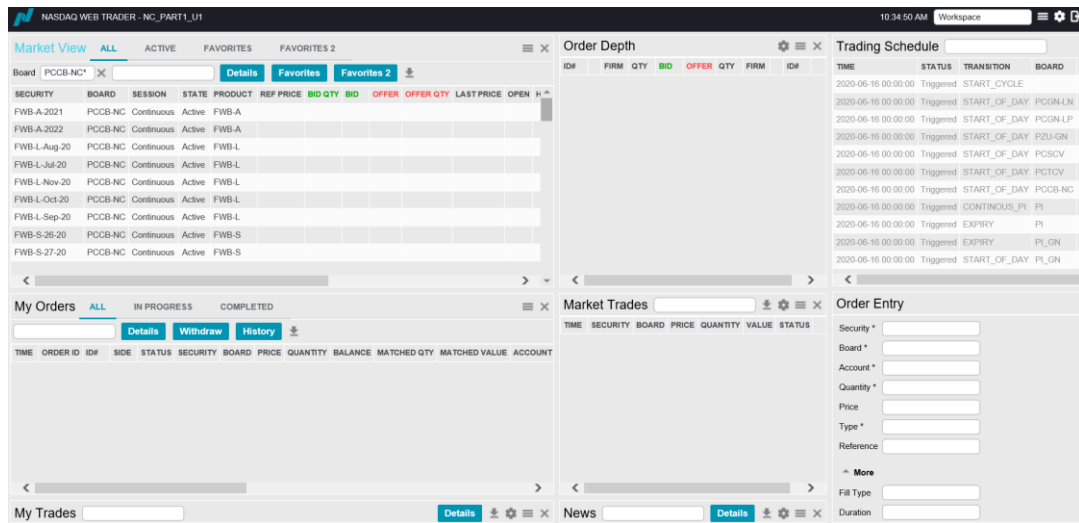
1.2   Logging Out

To log out and close Nasdaq Web Trader, click on the **Logout** button . Confirm the log out by clicking the **Ok** button that appears at the bottom right corner of the screen. Click on **Cancel** to not log off.

When a user logs off, the workspace is automatically saved, and any changes will be reloaded when you log in again if the **Restore Workspace** checkbox is checked on the **Log In** view.

> ⓘ   **Note**: Closing the web browser window will log you out without confirmation.

1.3   Changing Your Password

Password strength is calculated on the weights of the password characters. Password strength is passed if its total score equals or exceeds a pre-determined threshold. In Nasdaq ME, the threshold is a database parameter and the default value is 60%. For the password strength algorithm, please refer to *http://www.passwordmeter.com*

To change your password:

1. Open the **Settings** view by clicking the **Settings** button on the main menu and click the **Change Password** tab.

Figure 3 - Change Password Tab
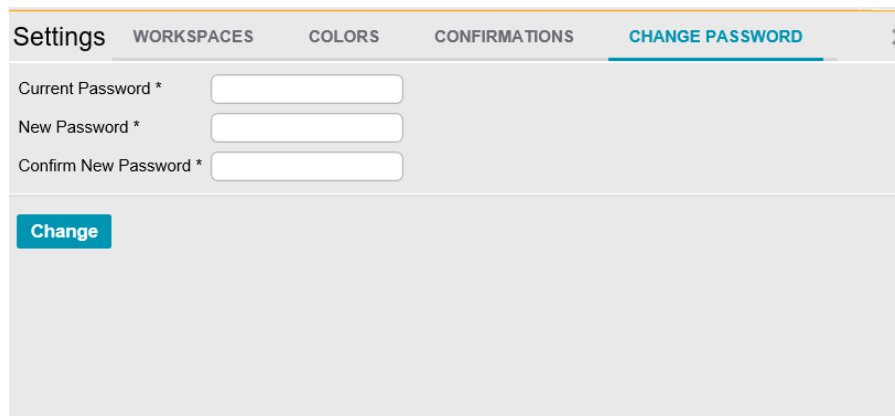
2. Type in the new password in the **New Password** and **Confirm New Password** fields.

3. Click **Change**. The new password will become active immediately.

2 Nasdaq Web Trader Workspaces

This section shows how to work with workspaces, such as using the main menu buttons, adding views, saving and publishing workspaces.

> ⓘ **Note:** Any alterations you make to a workspace are immediately saved and cannot be undone.

2.1 Nasdaq Web Trader Main menu

At the top right-hand side of the Nasdaq Web Trader is the Main menu. It has three buttons:

- Menu button ☰ which opens the **Views** menu
- Settings button ⚙ which opens the **Settings** view
- Logout button ⮞ to logoff.

Figure 4 – Nasdaq Web Trader Main menu

The time displayed to the left of the Main menu is the time on the Trading Engine.

The Workspace option to the left of the Main menu allows you to quickly change between saved workspaces by selecting a workspace from the **Workspace** dropdown list.

2.2 Menu button and Views menu

The **Views** menu can be opened from the **Menu** button ☰ from the Main menu. This displays all the views that can be selected to be displayed in a workspace. For more information about the individual views, refer to section 4 Views available in Nasdaq Web Trader. To add multiple views to a workspace, refer to section 2.7 Creating a Workspace with Views.
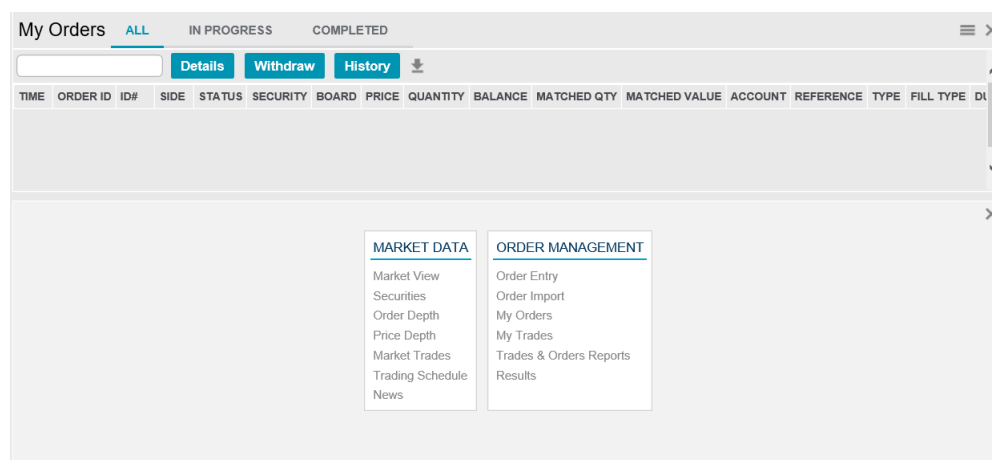
Figure 5 – Views menu options
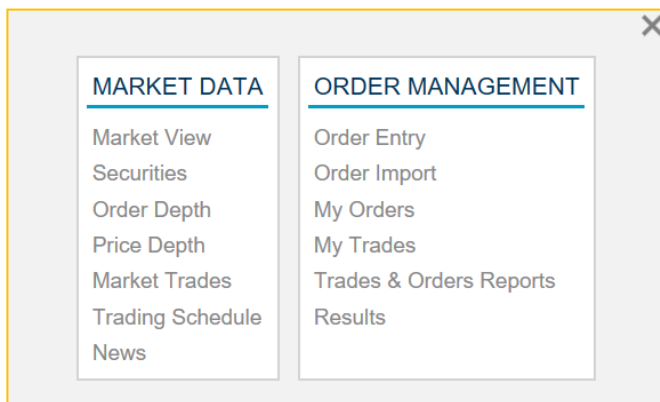
Click on a view, for example, *Securities*, to open this view in the workspace.

Figure 6 - Securities view

Views can be added to the workspace by clicking and dragging an outside border of the workspace window to show the **Views** menu options and choose a new view.

Figure 7 - Views menu options used to add a view

2.3   Settings view

The user's **Settings** view is opened by clicking the **Settings** button ⚙ from the Main menu.

The **Settings** view contains four tabs:

- Workspaces – refer to section 2.4 Workspaces tab
- Colors – refer to section 2.5 Colors tab
- Confirmations – refer to section 2.6 Confirmations tab
- Change Password – refer to section 1.3 Changing Your Password.

2.4   Workspaces tab

Use this tab to save, delete, open and publish saved workspaces. When you modify a workspace, it is saved between sessions as a temporary workspace and will open when you log in again, provided that the **Restore workspace** check box is selected. If you wish to name it and create a permanent snapshot of the workspace that can be opened later or published to other users, save the current workspace using the **Workspaces** tab in the **Settings** view.
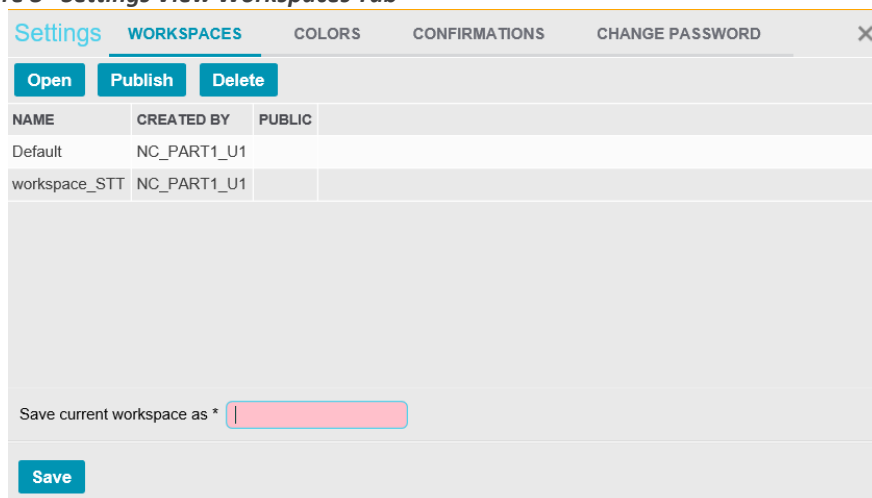
2.4.1 Saving Workspaces

Open the **Settings** view by clicking the **Settings** button ⚙, and then click the **Workspaces** tab.

Figure 8 - Settings View Workspaces Tab

Under this tab, enter a name of your choice in the **Set current workspace as** field and click **Save**. Confirm the save by clicking on the **OK** button.

2.4.2 Opening saved workspaces

To alternate between workspaces to view, saved workspaces can be reopened by clicking the **Settings** button ⚙ and clicking the **Workspaces** tab. Select a saved workspace and click the **Open** button. Confirm the open by clicking on the **OK** button.

> ⓘ **Note**: The original default workspace can be opened from the **Workspaces** tab, if required, or by selecting 'Default' from the **Workspace** dropdown list on the Main menu.

2.4.3 Publishing saved workspaces

A saved workspace can be published to make it available to other users within the same firm. To publish a save workspace, click the **Settings** button ⚙ and click the **Workspaces** tab. Select a saved workspace and click the **Publish** button. Confirm the publication by clicking on the **OK** button.

2.4.4 Deleting saved workspaces

To delete a saved workspace, click the **Settings** button ⚙ and click the **Workspaces** tab. Select a saved workspace and click the **Delete** button. Confirm the deletion by clicking on the **OK** button.

2.5 Colors tab

The **Colors** tab displays the color themes available, e.g. *Dark* for a dark workspace background or *Light* for a white workspace background.

1. Open the **Settings** view by clicking the **Settings** button ⚙ and click the **Colors** tab.
2. Click on the Theme name to change the colors.

Figure 9 - Colors Tab example
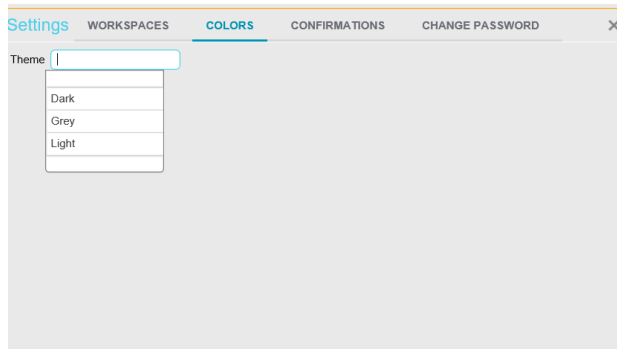
Selecting *Dark* will change the workspace to the color scheme shown below.

Figure 10 - Colors Tab – Dark Color Theme example
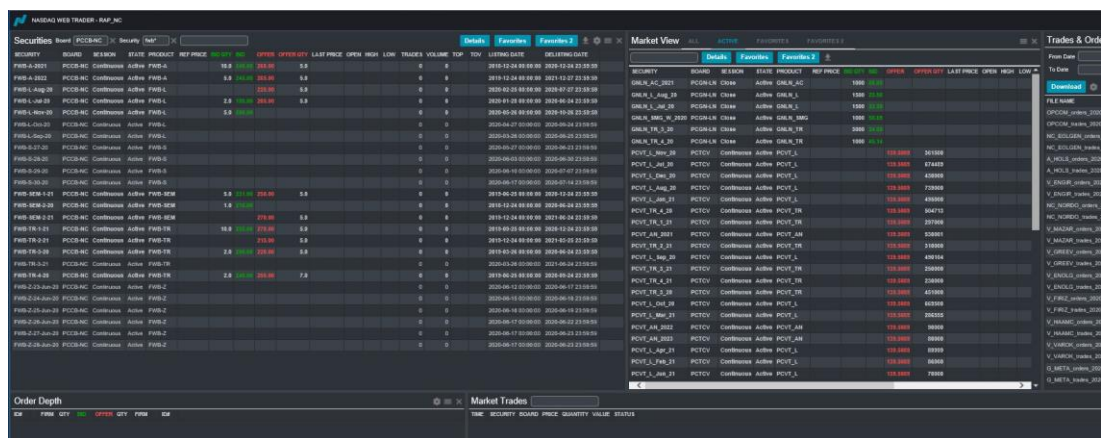
2.6   Confirmations tab

The **Confirmations** tab allows confirmations to be turned on or off for selected actions, such as withdrawing orders or deleting workspaces. If the checkbox is selected, a confirmation will be needed before the action takes place, e.g. by clicking **Ok** to proceed with the action or **Cancel** to cancel the action.

Figure 11 - Confirmations tab
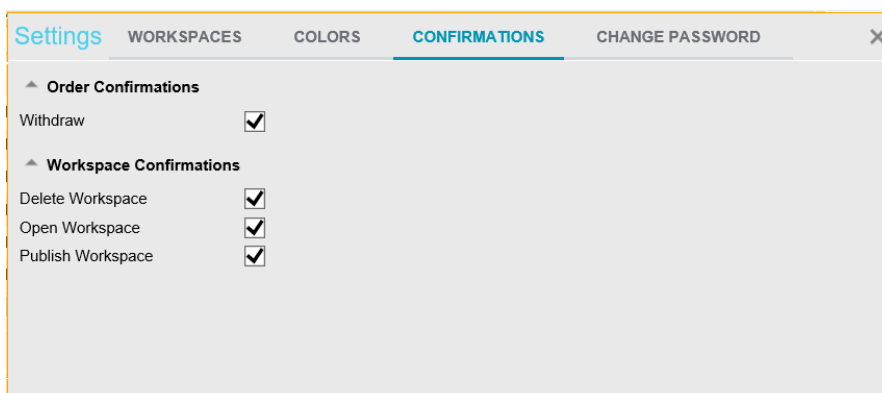
2.7 Creating a Workspace with Views

Nasdaq Web Trader consists of a number of menu categories, which contain one or several menu items. Each menu item opens an individual view. Some views also have subviews, which are views that provide a detailed presentation of the contents of one row. Alternatively, these subviews allow you to take action.

> ⓘ **Note:** The changes you make to the workspace will be immediately saved and cannot be undone.

To customize a workspace:

1. Open a view of your choice from one of the **View** menu categories. Use the **Menu** button▤ to see the views available.

> ⓘ **Note**: Views can be added to the workspace by clicking and dragging an outside border of the workspace window to show the **Views** menu options and choose a new view.

2. Move the cursor to the very edge of the window (the gray frame becomes twice as thick when you are at the spot where it becomes possible to alter it in size) and resize the window by dragging the frames of the window.

3. In the free area that appears, open another view and resize this window as needed.

4. Repeat step 3 until you have built a workspace to your liking.

   Your settings will be saved and when you log on with the same user next time, the application will open to this workspace, provided that the **Restore workspace** check box is selected, which is the default setting.

5. If you remove a view from your workspace, the view closest to it will resize in order to fill in the void.

> ⓘ **Note:** You are also able to resize the entire workspace.

If you want to make sure your changes to a view or workspace are not overwritten, save the workspace. Refer to section 2.4.1 Saving Workspaces. This will be a snapshot of the workspace at the time you save it and it can be reopened or published.

3 Working with Nasdaq Web Trader Views

Views in Nasdaq Web Trader can be table (or grid) views, detail views (available if there is a **Details** button on the view) or dialog boxes, such as **Order Entry**.

3.1 Handling Columns

Views have a default setting for the way in which the columns in that view appear, but you also have the option to customize the order in which the columns appear.

3.1.1 Change the sorting order

To change the sorting order of the columns from ascending to descending order and vice versa, click on the column header. A small arrow will appear to the right of the column title, signaling the current sorting order of that column.

To sort on any column, click on the column header. To toggle between ascending and descending sorting order, click several times consecutively on a column header.

You can sort on two columns concurrently, that is, first on column A and then on column B. To do this, first click on the header for column A, then press the **Shift** key and click on the header for column B. To undo the double sorting, click any column.

Figure 12 - Column sorting

3.1.2   Adding columns to a view

To add columns that are hidden by default, click the **Column Settings** button ⚙ in the view and select any columns of your choice in the list that appears. Views with tabs, such as Market View and My Orders view, do not have this button.

Figure 13 - Column Settings example

3.1.3   Removing columns from a view

To remove columns that are enabled by default, click the **Column Settings** button ⚙ in the view and clear any columns of your choice in the list that appears.

3.1.4   Moving columns in a view

Re-arrange the order of columns in views without tabs by clicking on a column and dragging it to a new position in a view.

3.2   Using Filters

Filters can be applied in some views in Nasdaq Web Trader.

3.2.1   Generic Filters

The generic filter appears in the title bar of a view. This filter allows you to filter on any column in the view (including filtering on hidden columns).

Figure 14 - Generic Filter example

You can type in a value or wildcard (* or ?) to search for values. Values can be case insensitive text, number, date or time.

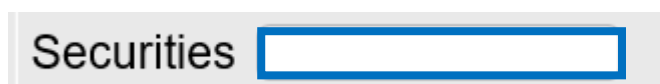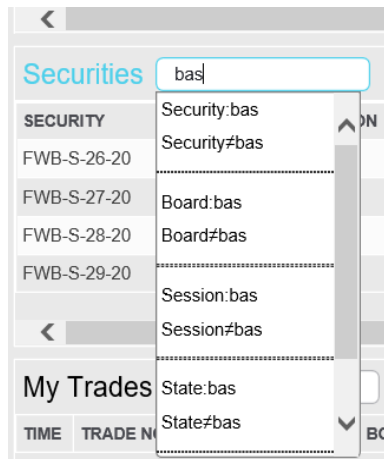When you start to type into the generic filter control, a list with matching items from which you can select an item on which to filter will appear.

Figure 15 - Generic Filter matching items

As soon as you have selected an item in the generic filter field, a field will be created to the left of this field that will be populated with the selected filter item.

Figure 16 - Generic Filter created
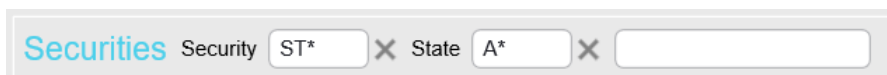
To remove any part of user-defined, generic, filter criteria, click the Exit button (X) next to the filter field.

3.3   Mandatory Input Fields

In views that contain input fields and drop-down list boxes, all fields that must be filled out in order for you to be able to carry out the action performed in the view are indicated with an asterisk (*) to the right of the field in question.

3.4   Export Data to CSV button

The **Export Data to CSV** button appears on the upper right-hand side of a view.

Click this button to export data from the contents displayed in the view to a .csv file.

3.5   Menu button in a view

The **Menu** button appears on the upper right-hand side of a view.

Click this button to close the current view and instead display all available views.

> ⓘ   **Note**: Using the **Menu** button from an open view will close that view and open any selected view instead. The **Menu** button from main menu will open the **View** menu only.

3.6   Using Controls

In Nasdaq Web Trader, use different controls to add, delete, and modify data.

The following control types are available:

- Autocomplete
- Check Boxes
- A pop-up Calendar is available to select dates
- Spin buttons
- Text boxes – If you have entered an invalid value in a field, the background color of this field will change to red to signal an incorrect value. Once you enter a valid value, the red background will disappear.

4 Views available in Nasdaq Web Trader

The following view categories are available from the **Menu** button:

- Market Data
- Order Management.

Each of these categories contains related views.

4.1 Market Data Views

4.1.1 Market View

The Market View contains a list of securities giving a summary of market information for the securities, for example:

- Best current buy/sell price
- High/low/last prices.

The **Market View** has All, Active, Favorites and Favorites 2 tabs which differentiates it from the **Securities** view. **Market View** will not save Filter values like the **Securities** view.

Figure 17 - Market View example

Click on the **All** tab to see all the securities. Click on the **Active** tab to show all active securities.

The following columns are available in the **Market View** and **Securities** view.

SECURITY   The security symbol (also called the sec code), which is an unique code used to identify the security

BOARD	The Board the security is traded on
SESSION	The name of the trading session the security is in. The trading session can be, for example, Pre-Trade or Continous. Trading session affects what activities are allowable on the security.
STATE	The current trading status for the security on a Board. The trading state may be either:
	'Active'. When a security on a Board is active, the security is available to be traded on that Board, or
	'Suspended'. If the security on a Board is suspended, that security on that Board will be unavailable for trading.
PRODUCT	Unique identifying code for the Product (Instrument) that the security is associated with
REF PRICE	The reference price of the security. It is the previous settlement price of the security by default.
BID QTY	Bid quantity at the best price in the order book
BID	Current best bid price of an order or trade in the currency of the security Board
OFFER	Current best offer price of an order or trade in the currency of the security Board
OFFER QTY	Offer quantity at the best price in the order book
LAST PRICE	The Last Traded Price for this security
OPEN	The price for the security when the market opened today
HIGH	The highest price at which the security was traded today
LOW	The lowest price at which the security was traded today
TRADES	The number of trades that occurred for the security
VOLUME	The total volume traded on the day
TOP	Theoretical Order Price. Indicative price when set.
TOV	Theoretical Order Volume. Indicative volume of trades.
LISTING DATE	The listing date and time of the security
DELISTING DATE	The delisting date and time of the security.

Commonly used securities can be easily added to the **FAVORITES** and **FAVORITES2** tabs. Select a security and click on either the **Favorites** or **Favorites 2** button.

Figure 18 - Market View – FAVORITES 2 tab example

Click on **Remove** to remove a security from the **FAVORITES** tab. Select a security and click **Up** or **Down** to move the row up or down. Select a security and click on **Details** to see the **Security Details** view.

Figure 19 - Security Details view example

4.1.2   Securities view

The **Securities** view contains a list of securities giving a summary of market information for the securities, for example:

• Best current buy/sell price

• High/low/last prices.

The **Securities** view has the same columns as the Market View but has no tabs. Refer to 4.1.1 Market View for more information.

The **Securities** view can be filtered using Generic filters. Refer to 3.2.1 Generic Filters for more information.

Figure 20 - Securities view example

Commonly used securities can be added to the **FAVORITES** and **FAVORITES2** tabs in the Market View. Select a security in the **Securities** view and click on either the **Favorites** or **Favorites 2** button.

Select a security and click on **Details** to see the **Security Details** view.

4.1.3   Order Depth

The **Order Depth** view refers to the security selected from the **Market View** or **Securities** view. To see details of a different Orderbook, click on the security desired from any of these views.

The **Order Depth** view allows you to view the bids (buy orders) and offers (sell orders) for a selected security, sorted by price/time. The buys are displayed in the left side of the view and the sells are shown in the right side for the selected security.

A Trader's own orders are highlighted.

Select an order and click on **Details** to see the **Order Details** view.

Figure 21 – Order Depth view example

The following columns are available in the **Order Depth** view:

ID#	Unique order number of the bid order assigned by the system
*	An asterisk (*) in this column indicates that the Bid (buy) order is a WON (Whole or None) order
FIRM	The Firm of the trader who placed the bid order
QTY	The quantity of the order on the bid side
BID	The bid (buy) price of the order
OFFER	The offer (sell) price of the order
QTY	The quantity of the order on the offer side
FIRM	The Firm of the trader who placed the offer order
*	An asterisk (*) in this column indicates that the Offer (sell) order is a WON (Whole or None) order.
ID#	Unique order number of the offer order assigned by the system

4.1.4 Price Depth

The **Price Depth** view refers to the security selected from the **Market View** or **Securities** view. To see details of a different Orderbook, click on the security desired from any of these views.

The **Price Depth** view allows you to view the aggregate of bids (buy orders) and offers (sell orders) for a selected security, grouped and ordered by price. The buys are displayed in the left side of the view and the sells are shown in the right side for the selected security.

Figure 22 - Price Depth view example

The following columns are available in the **Price Depth** view:

QTY	Total visible quantity of all bid orders at this price
BID	The bid (buy) price
OFFER	The offer (sell) price
QTY	Total visible quantity of all offer orders at this price.

4.1.5   Market Trades

The **Market Trades** view lists all the trades performed in the Trading System for the day. Certain trade attribute information that is not available to the public, such as Buy Trader ID, Sell Trader ID, Trading Account numbers, Buy and Sell Order numbers etc., is not displayed in this table.

Figure 23 - Market Trades view example

Market Trades						
TIME	SECURITY	BOARD	PRICE	QUANTITY	VALUE	STATUS
2020-06-16 11:57:47	FWB-A-2021	PCCB-NC	50.00	65	28470000.00	Matched
2020-06-16 11:57:47	FWB-A-2021	PCCB-NC	50.00	15	6570000.00	Matched

The following columns are available in the **Market Trades** view:

TIME	The time when the trade occurred
SECURITY	The security code of the security that was traded
BOARD	The Board on which the trade occurred
PRICE	The price that the trade traded at
QUANTITY	The quantity that the trade traded
VALUE	The total value of the trade
STATUS	The status of the trade, e.g. Matched.

4.1.6   Trading Schedule

The Trading Schedule view shows a list of trade events that have triggered and are scheduled.

Figure 24 - Trading Schedule view

Trading Schedule					
TIME	STATUS	TRANSITION	BOARD	PRODUCT	SECURITY
2020-06-16 12:30:00	Scheduled	CLOSE	PCCB-NC		
2020-06-16 13:00:00	Scheduled	CONTINOUS_EM	PCGN-LN		
2020-06-16 13:00:00	Scheduled	CALL_AUCT	PZU-GN		
2020-06-16 13:00:00	Scheduled	EXPIRY	PI		
2020-06-16 13:00:00	Scheduled	EXPIRY	PI_GN		
2020-06-16 14:00:00	Scheduled	EXPIRY	PI		

The following columns are available in the **Trading Schedule** view:

TIME	The time that the trading event is scheduled to commence. If no time is specified, then the event will begin as soon as it is set.
STATUS	The current status of the trading event:
	'Triggered' - Indicates the trading event has occurred

'Pending' - Indicates the trading event has not yet occurred.

TRANSITION   The identifier that the trading system has given to this trading event, e.g. Pre-Trade. A Trade Event can be on system wide level, Board level, or at the level of a specific Product or Security, so a transition will relate to the entity that the event is scheduled for.

BOARD   The unique identifier of the Board on which this trading event is scheduled to occur

PRODUCT   The unique identifier of the Product (Instrument) on which this trade event is scheduled to occur

SECURITY   The unique identifier of the Security on which this trade event is scheduled to occur.

4.1.7   News

The **News** view shows a list of News items disseminated by the Exchange.

Figure 25 - News view example

The following columns are available in the **News** view:

TIME   The time the news was sent out

TITLE   A descriptive title for the News item

SECURITY   The security code of the security that is the subject of this News item

ISSUER   The Issuer responsible for this security

REFERENCE   A news reference number.

Click **Details** to see the whole selected news item in the **News Details** view.
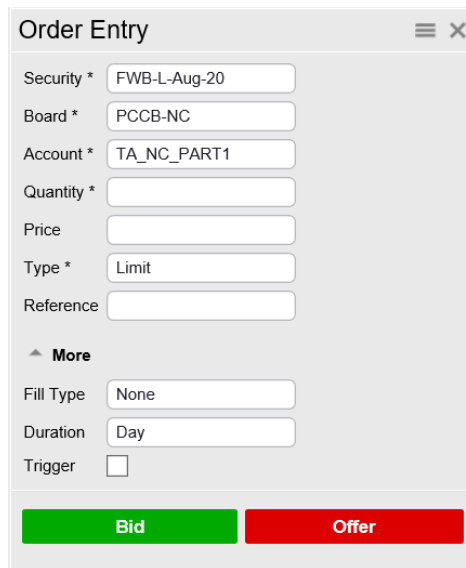
Figure 26 - News Details view example

4.2 Order Management Views

4.2.1 Order Entry

Buy or sell orders can be entered using the **Order Entry** view. Click the **More** down arrow to expand the view or the **More** up arrow to truncate the view. The fields available will change according to the type of security selected, e.g. some securities will have Trigger options, and the current trading session.

Figure 27 - Order Entry view example – expanded

The following fields are available in the **Order Entry** view:

Security	The short name for the security for this order
Board	The Board on which the order is to be placed
Account	The Trading Account that the order is being entered for
Quantity	The unit quantity of this order
Price	The limit price for this order
Type	The type of order, i.e. the option selected here will determine whether the price for the order is the best market price (Market) or a price limit (Limit) that is set in the **Price** field.
Reference	Free form field for reference text

▼ **More**

Fill Type	The type of fill for the order, for example:
	None – No contingencies, just normal limit order
	WON – Whole or None. A WON order is an order that trades the entire quantity in a single trade or remains in the order book.
	FOK – Fill Or Kill. The order must execute as a complete order as soon as it

becomes available on the market, otherwise the order is cancelled.

FAK – Fill And Kill. Fill any amount of the order that can be filled against any orders in the opposite side of the order book and any remaining quantity of the order is immediately withdrawn. The order has an immediate duration only.

|	
Duration	Specifies the duration of this order, i.e. its lifetime in the system: 'Day' – The order is withdrawn at the end of the day 'Good Till Cancel' - The order is good until it is cancelled (this is the current default value set) 'Good Till Date' – The order is good until the date specified in the **Expiry Date** field 'Good Till Time' – The order is good until the time specified in the **Expiry Time** field 'Immediate' – The order will be withdrawn if it does not immediately match 'Session' - The order will be withdrawn if it is not matched in the session in which it is entered
Expiry Date	In the case of a 'Good Till Date' order, specifies the date at which the order will expire
Expiry Time	In the case of a 'Good Till Time' order, specifies the time at which the order will expire
Trigger	If this checkbox is ticked, enter at trigger (stop) price, i.e. the price at which this order will be activated and placed into the market. The activation of a Buy Stop order will be triggered when a new bid or a trade is at or higher than this price. A Sell Stop order will be activated when a new offer or a trade is at or below this price.
Trigger Price	This is the price that triggers the order activation for Stop orders
Trigger Direction	Specifies the direction of price movement for the trigger order to be activated (Up or Down)
Trigger Price Type	Specifies the type of price movement for the trigger order to be activated, e.g. 'B' (Bid), 'O' (Offer) or ' L' (Last traded price).

Once all the order details have been entered, click **Bid** (buy) or **Offer** (sell) to enter the order.
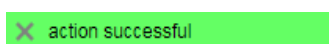
Confirm the submitting of the order by clicking **Confirm Bid** or **Confirm Offer**. Cancel the order entry by clicking **Cancel.**
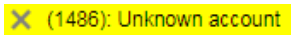
Figure 28 - Confirm Submit order
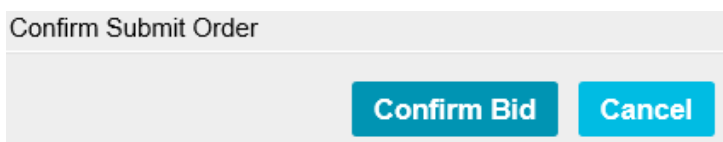
If the order is accepted, the following message will be displayed.

Figure 29 - Order Entry success message

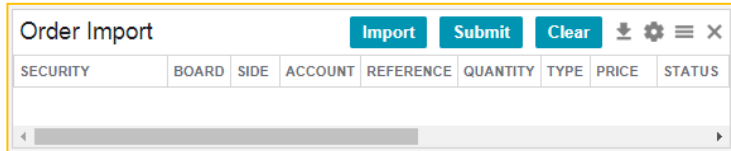If the order is rejected, an error message will be displayed.

Figure 30 - Order Entry error message

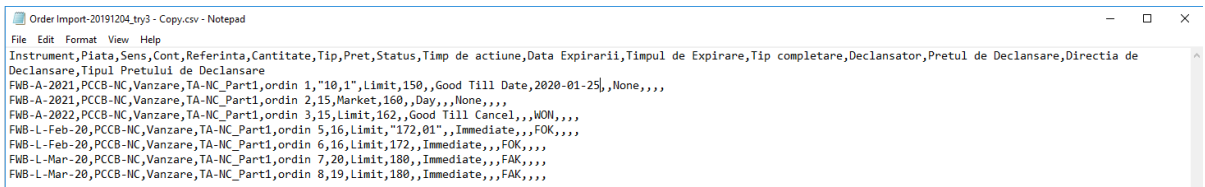✗ (1486): Unknown account

4.2.2   Order Import

Orders can be imported from a CSV file using the **Order Import** view.

Figure 31 - Order Import view example

The CSV file needs to contain the correct column headings. The column heading names map to those used in the **Order Entry** view as shown in the example below.

Figure 32 - Order Import - Example CSV file

Click on the **Import** button. A Windows **Open** dialog box will open and the CSV file containing the orders data can be selected for import.

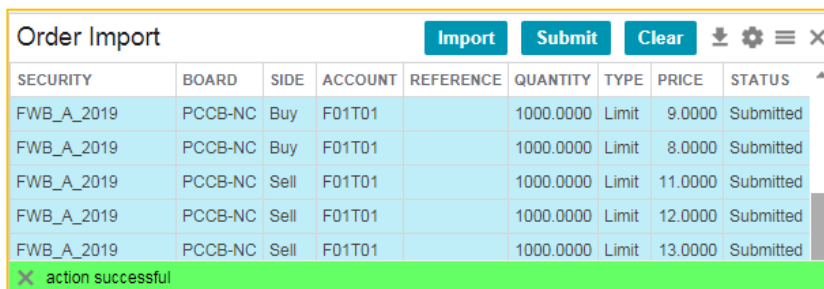*Figure 33 - Order Import view - imported orders example*
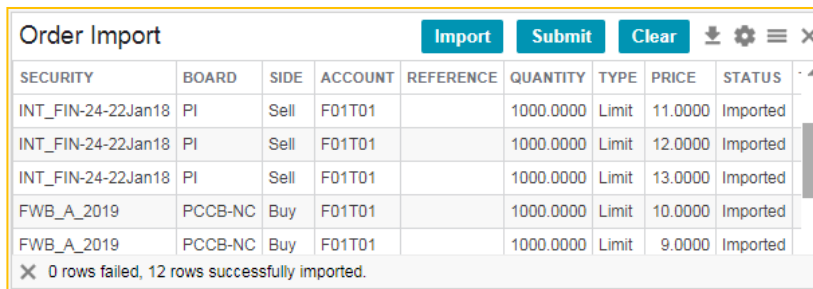
If there are errors, the cells containing the erroneous, or missing, data will be colored red.

To remove all the orders, click **Clear**.

To submit the orders, select the orders to be submitted and click **Submit**.

Figure 34 - Order Import - Submit orders example

If the orders are successfully submitted, the Status will change to **Submitted**. The submitted orders will appear in the **My Orders** view with a Status of 'New'.

4.2.3 My Orders

The **My Orders** view lists the traders buy orders and sell orders. The list of orders is displayed in a view with each order represented by a single row. Final orders that have a Status of 'Matched' or 'Cancelled' are displayed as gray text.

Click on the **In Progress** tab to view all your orders that are not Final, e.g. with a Status of 'Open' or 'Partially Filled', as well as Trigger and Unplaced orders. Click on the **Completed** tab to see your Final orders, i.e. Matched or Cancelled orders.

Figure 35 - My Orders view example

The following columns are available in the **My Orders** view:

TIME	The time the order was placed
ORDER ID	The unique identifier of the order including date and time and order number
ID#	The order number
SIDE	Indicates if the order is on the Bid or Offer side of the order
STATUS	This column will indicate the current status of the order.
	One of the following will be displayed:
	'Expired' - An order which has reached its expiry time or date and has now been withdrawn from the Order Book
	'Open' - An order which has not yet been fully filled. The unmatched quantity is still available for matching
	'Matched' - An order which has been fully matched and a trade generated
	'Unplaced' - An order which is open, but not currently displayed in the Order Book. This is an order which has not passed order validation. The order will remain with the status 'Unplaced' until it is either withdrawn, amended or, on the next trading day, it passes validation and is entered into the Order Book.
	'Withdrawn' or 'Cancelled' - An order which has been withdrawn from the system. This order is no longer available for matching.
	'Embargoed' - An order which has been embargoed for a pre-determined period of time.
SECURITY	Unique identifying code for the Security

BOARD	The unique identifier of the Board where the Security is listed
PRICE	The bid or offer price for the Security, i.e. the price that the order was entered at.
QUANTITY	The order quantity entered
BALANCE	The quantity of this order that is open for further matching. In case an order is no longer active, then the balance will be zero.
MATCHED QTY	The quantity of the order that has so far been matched with opposing orders
MATCHED VALUE	The value of the order that has so far been matched with opposing orders
ACCOUNT	The Trading Account ID of the Firm that the order is placed for
REFERENCE	Reference text entered with the order
TYPE	The type of order, e.g. Limit or Market
FILL TYPE	The type of order fill, e.g. None, WON (Whole or None), FOK (Fill Or Kill), FAK (Fill And Kill)
DURATION	The lifetime (duration) of the order in the system:
	'Day' – The order is withdrawn at the end of the day
	'Good Till Cancel' – The order is good until it is cancelled
	'Good Till Date' – The order is good until the date specified in the **Expiry Date** column
	'Good Till Time' – The order is good until the time specified in the **Expiry Time** column
	'Immediate' – The order will be withdrawn if it does not immediately match.
	Session – The order will be withdrawn if it is not matched in the session in which it is entered
TRIGGER	If a tick ✓ appears in this column, the order is a Trigger order
TRIGGER PRICE	This is the price that triggers the order activation for stop orders
TRIGGER DIRECTION	Specifies the direction of price movement for the trigger order to be activated (Up or Down)
TRIGGER PRICE TYPE	Specifies the type of price movement for the trigger order to be activated, e.g. 'B' (Bid), 'O' (Offer) or ' L' (Last traded price)
EXPIRY DATE	In the case of a 'Good Till Date' order specifies the date at which the order will expire
EXPIRE TIME	In the case of a 'Good Till Time' order, specifies the time at which the order will expire
TRADER	The User who placed the order
LAST AMENDED BY	The User who last amended the order.

Open orders can be withdrawn by selecting the order and clicking **Withdraw**. Confirm the withdrawal by clicking the **Ok** button.

A selected open order can be amended by clicking **Details**. The **Order Details** view will be displayed.

Figure 36 - Order Details example

To amend an order, alter the details and click **Amend**.
To amend the quantity, only **Balance** field could be modified.
Orders can also be withdrawn by clicking **Withdraw**.
Click on **History** to open the **Order History** view for the selected order.

4.2.4   Order History

The **Order History** view lists the order histories of all modifications and status changes applied to an order since it was created. To open the **Order History** view for the selected order, click on **History** in the **My Orders** table. Click **Details** to see the **Order History Details** view.

Figure 37 - Order History view

Figure 38 - Order History Details view

4.2.5   My Trades

The **My Trades** view lists all the trader's trades performed in the Trading System for the day.

Figure 39 - My Trades view example

The following columns are available in the **My Trades** view:

TIME	The time this trade was generated
TRADE NO	System generated number assigned to the trade
ORDER ID	The order number
SECURITY	Unique code of security
BOARD	The unique code identifier for the Board that the security was traded on
ACCOUNT	The Trading Account
REFERENCE	Free form reference text
SIDE	The side of the order – Buy or Sell
PRICE	Traded or matched price
QUANTITY	Traded or matched quantity
MATCHED VALUE	Traded or matched value of the trade
STATUS	The status of the trade, e.g. Matched
USER	The Trader who owns the order

Select a side of the trade, e.g. the Sell or Buy side, and click on **Details** to see the details of one side of the trade.

Figure 40 – Trade Details view – Buy side example

Trade Details	✕
Time	2020-06-16 11:57:47
Trade No	202006160000000001
Order ID	202006160000000003
Security	FWB-A-2021
Board	PCCB-NC
Account	TA_NC_PART1
Reference	
Side	Sell
Price	50.00
Quantity	65
Matched Value	28470000.00
Status	Matched
User	NC_PART1_U1

4.2.6   Trades & Orders Reports

The **Trades & Orders Reports** view is used to download details about orders and/or trades entered into the Nasdaq ME system during a specified date range. The data is saved to a CSV (Comma Separated Values) file in the default *Download* folder of the web browser with the filename format of *<FIRM_ID>_orders_<date>-<time>.csv* or *<FIRM_ID>_trades_<date>-<time>.csv*. The filename format for date ranges includes *<from date>-<to date>* instead of *<date>*.

Figure 41 - Trades & Orders Reports view example

To download orders to a .csv file, select the **From Date** and the **To Date** from the popup Calendar, click on the corresponding filename, e.g. FIRM01_orders_<date>-<time>.csv, and click the **Download** button. The .csv file is generated and is available to open in the Downloads section at the bottom of the **Trades & Orders Reports** view.

To download trades to a .csv file, select the **From Date** and the **To Date** from the popup Calendar, click on the corresponding filename, e.g. FIRM01_trades_<date>-<time>.csv, and click the **Download** button.

The .csv file is generated and is available to open in the Downloads section at the bottom of the **Trades & Orders Reports** view.
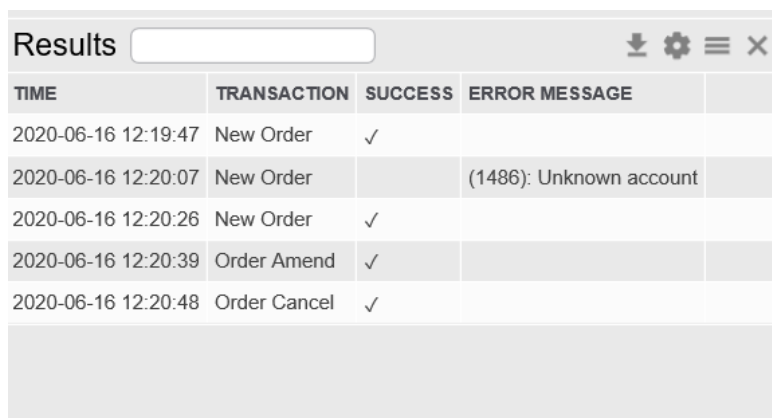
4.2.7   Results

The **Results** view records all attempted and successful transactions that are performed for the trader's current logged in session.

Figure 42 - Results view example

TIME	TRANSACTION	SUCCESS	ERROR MESSAGE	
2020-06-16 12:19:47	New Order	✓		
2020-06-16 12:20:07	New Order		(1486): Unknown account	
2020-06-16 12:20:26	New Order	✓		
2020-06-16 12:20:39	Order Amend	✓		
2020-06-16 12:20:48	Order Cancel	✓		

The following columns are available in the **Results** view:

TIME   The date and time the event took place

TRANSACTION   Describes the action that took place

SUCCESS   The result of the transaction. If the transaction was successfully applied, a tick ✓appears in this column.

ERROR MESSAGE   If the transaction was not successful, an error message will be displayed in this column.

5   Mapping of Common Terms

Different terminology is used in Nasdaq Packaged CCP and Nasdaq Matching Engine. The following table lists the terms used in each platform.

Figure 43 - Terminology mapping

Nasdaq Packaged CCP (Nasdaq PCCP)	Nasdaq Matching Engine (Nasdaq ME)
Amount	Value
Asset Class	Asset Class (also known as Security Class, SecClass)
Company Name	Participant Name
Contracts	Quantity (Order Quantity, Trade Quantity)
Country	Domicile or Country
Currency	Currency, Face Currency
Deal	Trade (also known as Matched trade)
Instrument Definition	Instrument (also known as Instrument Code, Instr Code, Product)
Instrument Series	Security (also known as SecCode, SecBoard, Order Book)
Market	Board
Market Place	Board Group (also known as Exchange)
Price	Price (Order Price, Trade Price)
Stakeholder	Participant (also known as Firm, Market Participant, Broker)
Trade	Not applicable
Trading Account	Trading Account (sometimes called just 'Account')
Not applicable	Order
Not applicable	Operational Limits
Not applicable	Firm Position / Green Holdings
Not applicable	Session, Trading Session.