

How do I place an order?

From the *Order Entry* Screen: Click on “*Order Entry*” > “*Order Entry*.” Fill out the form and click “*Submit*.” To see what format you need to use for prices, use the same format as the quote. The quote will pop up below the Xpress line once you fill in the Commodity, Month and Year. The price format used by the quotes is the exact same price format you’ll use to enter the order. **You will never use decimal points.** The “*LMT Price*” box is for STWL orders only. For a normal LMT, you’ll put the price in the “*Price*” field. For options, type the strike price in the “*Strike*” field and “P” (for Put) or “C” (for Call) in the “*P/C*” field. “*GTD*” stands for Good Through Date. For a day order, leave it blank. For an Open or GTD order, type in “CANCEL.” To make an order cancel on a particular date, type the date in using the form *yyyymmdd*.

From the *Snapshot Quotes* screen: The most convenient way to enter orders is by left or right clicking on a quote on the “*Snapshot Quotes*” window. You will get a window asking to “Buy Order,” “Sell Order,” “Remove Contract” or “Exit.” If you want to place an order click on “Buy Order” or “Sell Order” and an order will appear with a default quantity and order type that you can choose under “*Setup*” > “*Preferences*.”

From the *Market Depth* screen: Type in a quantity at the bottom. You can place a MKT order by clicking on “*Buy Mkt*” or “*Sell Mkt*.” You can place a limit order by left clicking on the price you want to enter an order at. Clicking on the “Bid” (blue) side will place a “BUY LMT” and clicking on the “Offers” (red) will place a SELL LMT. You can place a STOP order by right clicking on the price you want to enter an order at. Clicking on the “Bid” (blue) side will place a “SELL STOP” and clicking on the “Offers” (red) will place a BUY STOP. You can choose to see or not see an order confirmation screen under “*Setup*” > “*Preferences*.”

From the *Streaming Order Entry*: Choose a contract from the “Contract” dropdown menu (the list is determined by what you have on your “*Streaming Quotes*” screen). Choose your order type from the “*Order Type*” dropdown menu. Put in a price in the “*Price*” field and put in a quantity in the “*Qty*” field. Then click “*Buy*” or “*Sell*.”

Where do I see and Cancel or Cancel Replace my orders?

Click “*View*” > “*Orders*.” On this screen you can see your order numbers, order status, positions etc. If you want to cancel or cancel replace just right click on the order and a menu will pop up. On this menu you can choose “*Cancel Order*” or “*Replace Order*.” Also, you can left click on your order to highlight it and then click “*Cancel Order*” in the menu at the bottom. If you want to cancel all of your orders at once there is a button in the middle of the bottom menu that says “*Cancel All Orders*.”

Where can I see my positions?

Click “*View*” > “*Orders*.” There are two ways to see your positions on the “*Orders*” screen. If you check “*Details*” you see each fill as its own position. If you check

“*Summary*” you will see your actual position. Ex. You buy 1 ESU6 and sell 2 ESU6. “*Orders*” - *Details* will show you as long 1 ESU6 and Short 2 ESU6 with a PnL for each fill. “*Orders*” - *Summary* will show you as short 1 ESU6 and the total PnL. If “*Orders*” - *Summary* is blank for a particular contract then you are flat in that contract. If “*Orders*” - *Summary* is blank then you don’t have any positions. You can place orders from “*Orders*” - *Details* by right clicking on the positions they want to offset or reverse and then choosing “*Offset*” or “*Reverse*” on the following window. If you want to see only your positions and not your orders click on “*Positions Only.*” If you want to see only your orders and not your positions click on “*Hide Positions.*”

How do I set-up snapshot quotes?

Click “*Quotes*” > “*Snapshot Quotes.*” Each quote will be in its own box. At the top of the box you have the word “Empty” or a contract symbol. Click on the “Empty” or the contract symbol and you can type in a new contract code. The format you need to use is *codemonthyear*. Ex. For E-mini S&P March 2008 you would type in ESH8, for electronic 30yr bonds Jun 2008 you would type in ZBM8. To view the all of the quotes real-time, click “*View*” > “*Quotes*” > “*Snapshot Quotes.*” You can also get to this page by clicking on the little arrow next to the little “*Q*” icon and choosing “*Snapshot Quotes.*” To view just one quote in real-time click on the little green “refresh” arrows in the bottom right corner of each box. To view the entire page of quotes real-time click “*Refresh Page*” at the bottom left corner of the window. The fees for snapshot quotes are: CBOT are free, CME pit traded contracts are \$1.00/month for unlimited quotes, the Globex (CME, NYMEX and COMEX) are free and the New York Exchanges (pit traded NYMEX, COMEX, and all ICE/NYBOT) charge \$0.02/quote. The New York exchanges count each and every single quote. If you have 3 NYBOT quotes and 3 CME quotes on your page, you’ll be charged \$0.06 every time you refresh the page. If you pull up an options chain, you will get charged for each and every single quote, even the strikes that aren’t currently trading.

How do I subscribe to streaming quotes?

The CME Globex, NYMEX Globex, COMEX Globex, and CBOT Globex are free. If you want to see Open Outcry (pits traded) contracts you’ll need to subscribe to the exchange that contract is listed on. To subscribe click “*Setup*” > “*Services*” > “*Charts and News Services.*” On this screen you can scroll down to the list of the available exchange subscriptions. “Check” the exchange subscriptions you want and click “*Add*” or “*Update.*” On the next screen you’ll need to put a check in the box for “Yes, I have read and agreed...” After agreeing you’ll be sent back to the “*Charts and News Services.*” screen. Close this window down by clicking on the “X” button in the top right corner of the window.

How do I set up streaming quotes/market depth?

Click “*Quotes*” > “*Streaming Quotes.*” Each quote will be in its own box. At the top of the box you will have the word “Empty” or a contract symbol. Click on the “Empty” or

the contract symbol and you can type in a new contract code. The format you need to use is *codemonthyear*. Ex. For E-mini S&P March 2008 you would type in ESH8, for electronic 30yr bonds Jun 2008 you would type in ZBM8. To view the all of the quotes real-time, click “View” > “Quotes” > “Streaming Quotes.” You can also get to this page by clicking on the little arrow next to the little “Q” icon and choosing “Streaming Quotes.” To view the quotes in a spread sheet view (like version 6.2.3) or to see the bid/ask click “View” > “Quotes” > “Combined Quotes.” To view market depth click “View” > “Quotes” > “Market Depth.” If you want quotes to appear on the Market Depth screen they need to be set up as streaming quotes. **Market depth is only for electronically traded markets.** Any electronic contract set up for streaming quotes will be on the drop down menu below each market depth window. Click on the arrow and choose the market you want to see. It might a take a minute for the screen for fill up.

How do I subscribe to real-time charts?

Click “Setup” > “Services” > “Charts and News Services.” To subscribe to the Professional charts and news package you just need to click the box that says “Add Professional Level Package.” **You can only see charts on contracts you are subscribed to for streaming quotes.** You will already have access to CBOT Globex and CME Globex but if you want to see the pit traded markets at the CME, CBOT or anything at NYMEX, COMEX or ICE/NYBOT you need to subscribe to the exchange. If you only want to add real-time charts you can go to “Choose individual Charts or News services to upgrade or change” and then click “Professional Level Charts” > “Upgrade or change to.” On the next screen you’ll need to put a check in the box for “Yes, I have read and agreed...” After agreeing you’ll be sent back to the “Charts and News Services.” screen. Close this window down by clicking on the “X” button in the top right corner of the window.

How do I get options quotes?

If you’re going to be looking at the same option strikes frequently, you should set them up on under “Snapshot Quotes” or “Streaming Quotes” if you are subscribed. If you are looking for an options chain then you’ll want to click “Quotes” > “Wildcard Quotes” or click on the little arrow next to the little “Q” icon and choose “Wildcard Quotes.” In the “Wildcard Quotes” field, scroll down and choose the contract code, click “Calls” or “Puts” and click “Get Quotes.” This will give you a quote list of every option trading on that contract (often called an options chain). You can also click “Futures” and get a quote list. The snapshot quote fees are: CBOT free, CME is \$1.00/month for unlimited quotes and the NYMEX, COMEX and NYBOT charge \$0.02/quote. The New York exchanges count each and every single quote. If you have 3 NY quotes and 3 CBOT quotes on your page, you’ll be charged \$0.06 every time you refresh the page. If you pull up an options chain, you will get charged for each and every single quote, even the ones that aren’t trading so you may be charged \$5 or more every time you use this feature for a NYMEX, COMEX or ICE/NYBOT contract.

Where is my order history?

Click “*Order Entry*” > “*Order and Fills History*.” Xpress only saves orders that were entered from that particular PC. If a customer wants more information than what is saved here, they need to call their desk/broker.

What is the price format accepted for a particular commodity:

A quick way to do this is to just get a quote on the contract and the format of the quote is the exact same format you need to use for orders.

I’m getting a message that says “Error, you must enter “J2” or “ZB” or “Y2” etc instead of “JY” or “US” or “EC” etc” when I try to place on order.

Man requires customers to trade CME Globex currencies, NYMEX Globex energies, COMEX Globex metals, CBOT Globex grains and CBOT Globex Bonds unless they are entering an option or a spread. Use the Globex symbols instead of the open outcry symbols.

How do I price spreads?

Click on “*Order Entry*” and choose “*Spread*” from the type menu on the left side. The nearby or front month is always the top line on the spread. The price will always be on the top line of the spread. If the deferred month is trading higher, the price needs to be placed as a negative. For an even spread, type in “*EVEN*.”

What do I put for name/serial number/company name when downloading the program?

ABC, 123, your dog’s name etc, it doesn’t matter. The boxes just need to have something in them before you can click “Next.”

Logon Failed/Cannot Connect to Host.

If you are getting “Logon Failed” then you are getting to us but using the wrong icon, User ID, Account number or password. If they are getting “Cannot connect to host” then they are not reaching us and the problem is probably w/ their firewall. If you are using Microsoft, McAfee, Norton or another popular firewall you will need to make Xpress an “Exception” or “Trusted” application. If you are on a professional network you will need to be able to access IP address 199.66.8.72.

Which icon do I use? I’m clicking on Xpress User and can’t login.

Most customers need to use “*Xpress Account*.” Most brokers use “*Xpress User*.” If they are logging in w/ an account number, they use “*Xpress Account*.” If they have a three or four letter user ID, they use “*Xpress User*.” Sim traders use “*Xpress Simulated*.”