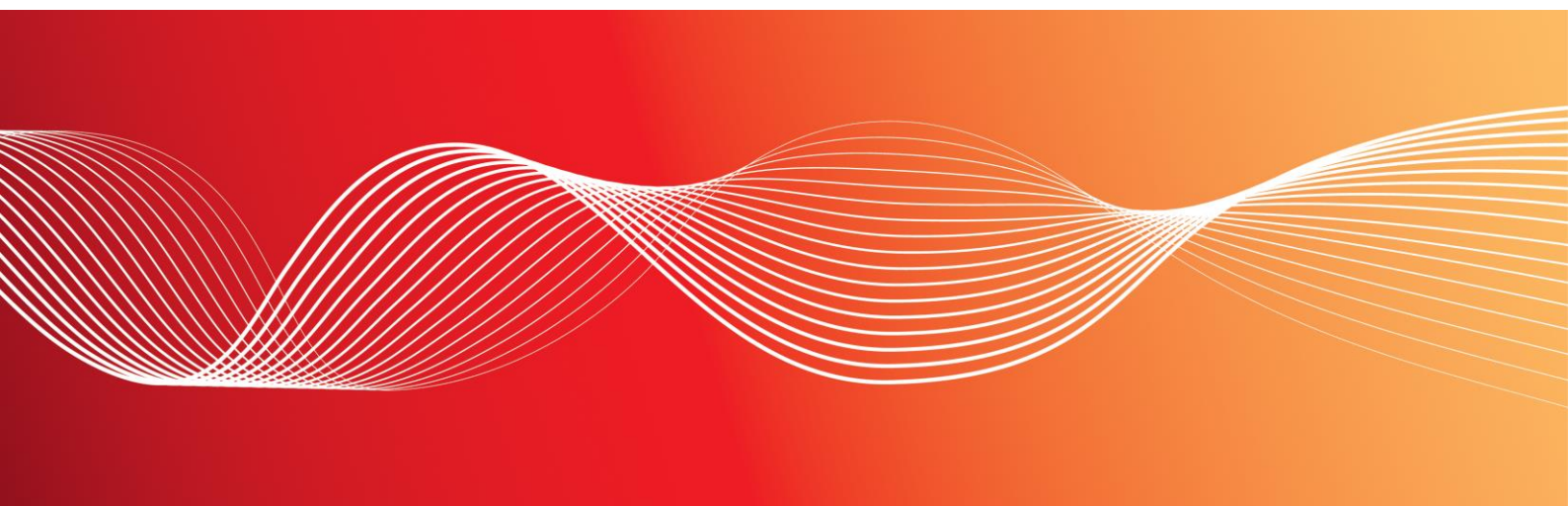# Gas Supply Hub

Trader User Guide
for Exchange Trading System

January 2014

Important Notice

AEMO has prepared this Gas Supply Hub Gas Supply Hub Trader User Guidefor Exchange Trading System (Guide) to provide guidance on the use of the Trayport GlobalVision™ Exchange Trading System,for the purposes of the gas trading exchange established by AEMO under the National Gas Law, National Gas Rules and Gas Supply Hub Exchange Agreement, as at the date of publication.

No Reliance or warranty

This Guide does not constitute legal or business advice, and should not be relied on as a substitute for obtaining detailed advice about the National Gas or Electricity Law, the Rules or any other applicable laws, procedures or policies. While AEMO has made every effort to ensure the quality of the information in this Guide, neither AEMO, nor any of its employees, agents and consultants make any representation or warranty as to the accuracy, reliability, completeness, currency or suitability for particular purposes of that information.

Limitation of liability

To the maximum extent permitted by law, AEMO and its advisers, consultants and other contributors to this Guide (or their respective associated companies, businesses, partners, directors, officers or employees) are not liable (whether by reason of negligence or otherwise) for any errors, omissions, defects or misrepresentations in this document, or for any loss or damage suffered by persons who use or rely on the information in it.

Copyright

Copyright Australian Energy Market Operator Limited. The material in this publication may be used in accordance with the copyright permissions on AEMO's website.

Trademark Notices

Trayport®and the names of Trayport's products are Trademarks and Service Marks of Trayport Limited, and where relevant have been registered as such.

Microsoft, Windows and SQL Server are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Oracle and Java are registered trademarks of Oracle and/or its affiliates.

UNIX is a registered trademark of The Open Group in the US and other countries.

Distribution

Available to the public.

Prepared by

AEMO

Last update: Wednesday, 8 January 2014 4:49 PM

Notes

None

Documents made obsolete

The release of this document changes only the version of Gas Supply Hub Trader User Guidefor Exchange Trading System.

Further Information

For further information, please visit AEMO's website www.aemo.com.au or contact:

> AEMO Information and Support Hub   Phone: 1300 AEMO 00 (1300 236 600) and follow the prompts.
>
> Email: supporthub@aemo.com.au

Version Release History

Version	Date	By	Notes
0.1	8-Jan-14	AEMO	Initial version for Market Trial. This version is based on Trayport GlobalVision™ Exchange Trading System, version 8.11.0.

Contents

Chapter 1: Introduction to the Trader User Guide

This document is divided into the following sections.

- *Chapter 1: Introduction to the Trader User Guide* on page 5 - provides information about the content of this document.
- *Chapter 2: GlobalVision Front-End Overview* on page 6 - provides an overview of the GlobalVision Front-End (the trading screen) and describes its key features.
- *Chapter 3: Trading with GlobalVision* on page 17 - guides you through the common tasks that you will need to perform in order to trade with GlobalVision. For example, this Chapter explains how to do things such as submit orders to the market and trade the orders that you see on the screen.
- *Chapter 4: Advanced Trading* on page 25 - describes some of the more advanced trading features of the Front- End.
- *Chapter 5: Capacity Listing Page* on page 38 - information on the noticeboard allowing traders to post capacity listings.
- *Chapter 6: Pre-Trade Risk* on page 40 - describes the safety measures which are in place to prevent human error in the order entry process.
- *Chapter 7: Configuring the GlobalVision Front-End* on page 43 - describes how to configure your copy of GlobalVision so that it works in the way that you prefer.
- *Chapter 8: Troubleshooting* on page 54 - contains information about common problems and explains how to resolve them.
- *Appendix A: Keyboard Shortcuts* on page 56 - provides a list of all the standard keyboard shortcuts, as well as explaining how to create your own keyboard shortcuts.
- *Appendix B: Menu Reference* on page 59 - describes all of the GlobalVision Front-End menu options.
- *Appendix C:* Scrolling Deal Ticker Options on page 70 – describes how to configure the scrolling deal ticker.

Typographical Conventions

Typographical conventions used in this document:

Note
Notes emphasise points related to the current topic.

Tip
Tips provide information that helps you to apply the techniques and procedures described in the text, to your specific needs. Tips can provide alternative methods that may not be obvious, and they can provide assistance with understanding the benefits and capabilities of the feature or process that is being described.

Warning
Warnings contain information about issues that might cause a problem in the future, or essential instructions.

Chapter 2: GlobalVision Front-End Overview

This Chapter provides an overview of the GlobalVision Front-End's key features. This section also explains how to get started by:

- *Logging in to GlobalVision* on page 7
- *Keyboard Shortcuts and the Right-Click Menu* on page *8*
- *Market Rules (Status)* on page 10

2.1 Introducing the GlobalVision Front-End

GlobalVision is an electronic trading platform that can be used to trade *instruments* on the screen. Every trader who has access to GlobalVision runs a program called the *Front-End,* which presents the trader with a Workbook consisting of one or more *Work Sheets.* Each Work Sheet is a grid display (similar to that of a spreadsheet program like Microsoft Excel) that is specially designed for trading. It displays orders that traders have submitted for the instruments displayed in the sheet, and may also display general market information such as deal confirmation messages, and details of the last traded order (such as the price and quantity).

As a trader, you can submit an order to GlobalVision by entering your price into the Work Sheet. When you submit the order, it is immediately displayed to every other trader who is logged in to the system, and is available for any of those traders to deal. You can also deal the orders that other traders have put into the system with just a few mouse clicks or key presses. The figure below shows part of an example Work Sheet with trading locations QGP, RBP, and SWQP listed along the top, and different delivery periods listed down the side. Where there is more than one order for a particular contract the best prices will appear higher up the screen.

Figure 1: GSH Work Sheet showing orders for Various Gas Instruments

In order to view the latest market information, you must be connected to the AEMO Exchange server. This Server is responsible for distributing information between the GlobalVision Front-Ends, and enabling trades to take place. Specifically, it provides the following information:

- the currently tradable products (the various combinations of trading locations and available delivery periods)
- the current orders that have been entered into the system.

> **Note**
>
> Time displayed is local host PC clock time – not GSH server time.

2.2 Logging in to GlobalVision

Before you can use the GlobalVision Front-End, you must connect to an account on the server. The AEMO system administrator should have provided the login details to you.

Open the GlobalVision Front-End, either by double-clicking on the icon on your desktop, or by selecting the GlobalVision option from the Windows Start Menu. Depending on how your system has been configured, any one of the following might happen when you start GlobalVision:

- **GlobalVision displays a message telling you that it is connecting**
  This indicates that GlobalVision has been configured to connect to your account automatically every time you start the Front-End, and has stored your username and password so that you do not need to type them in every time you start GlobalVision.
- **GlobalVision prompts you for a username and password**
  This indicates that GlobalVision has been configured to connect to your account automatically every time you start the Front-End, but has not been configured to store your username and password. Type your username and password and then click **Login**. If you want to configure GlobalVision to remember your login credentials, select **Tools → Account → Properties** (**Ctrl+M**) and then select the **Remember User Name** and **Remember Password** check boxes*.
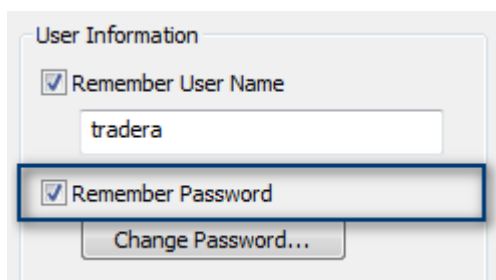
Figure 2: Enabling automatic login in Account Properties

- **Nothing happens** (GlobalVision displays a blank grid)
  AEMO will need to create an account for you (if one has not already been created), and you will need to connect to it.

To connect to the server:

1. Select **Tools → Account → Login** (**Ctrl+Shift+L**). You are prompted for your login details.
2. Type your username and password, and then click **Login**
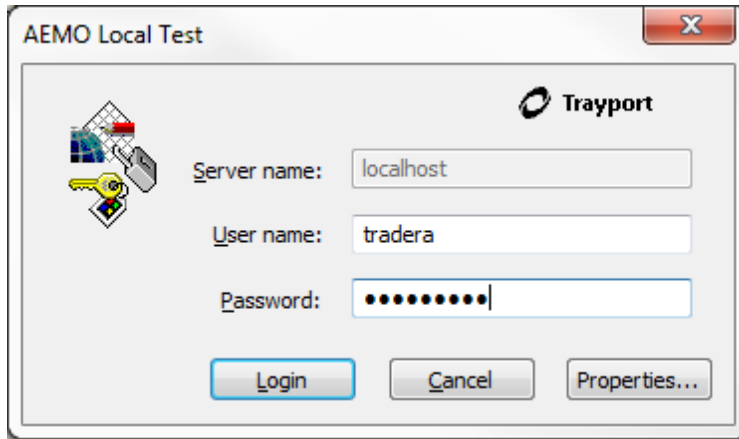
Figure 3: GlobalVision login screen

2.3 Keyboard Shortcuts and the Right-Click Menu

Using the GlobalVision Front-End is straightforward. You can do almost everything you need to do in one of two ways:

- **Using the right-click menu**
  Clicking the right mouse button once on the trading screen displays a context-sensitive menu. Almost every action that you need to carry out with GlobalVision is available through the right-click menu.

- **Keyboard shortcuts**
  GlobalVision has a set of predefined keyboard shortcuts that have the same effect as choosing options from the right-click menu. You can also define your own keyboard shortcuts (see *Custom Keyboard Shortcuts* on page 58). For a detailed list of all the standard keyboard shortcuts, see *Keyboard Shortcuts* on page 56.

2.4 The GlobalVision Front-End

The figure below shows an example of how the GlobalVision Front-End may look once you have loaded a Workbook. The Work Sheet displayed here is a typical example of the way that Work Sheets are commonly used, but because Work Sheets can be fully customised, your system may look different to this.

The main part of the screen is taken up by the *tradable area*. This is where you can enter orders and trade orders that other users have put into the system.

Figure 4: Example of GlobalVision Front-End showing market tabs with active orders

In the above figure:

- The best offer for the *QGP Balance Of Day* contract (7.75) is highlighted. If you were to use one of the keyboard shortcuts, the action would be carried out on this order. For example, because this is a firm (tradable) order, pressing **Enter** would deal this order.

- The mouse pointer is hovering over the fourth best offer for *QGP Balance Of Day (7.90)*. GlobalVision is displaying a tooltip with more information about this order. The information displayed in the tooltip is subject to permissions.

- This user's own orders are displayed with a green background to help identify them.

- The tabs at the bottom of the screen show the names of other Work Sheets and *Web Sheets* that are available in this Workbook (for example to show different markets). Clicking one of the tabs displays the Work Sheet for that market. In the example, the *Wallumbilla GSH* Work Sheet is currently selected.

- You can reorder the Work Sheets by right-clicking the tab area and selecting **Reorder**.

- You can detach tabs so that they appear in their own window by double-clicking on them. You can subsequently redock detached tabs back into the main window by clicking on the close icon in the top-right corner of the detached tab.

- In the example Work Sheet, the buttons to the top left of each delivery period can be used to expand and contract the market depth. To see the full market depth for any instrument, right-click the grid and select **View Market Depth**. The *Market Depth* window displays. You can trade orders and submit orders using the Market Depth window in exactly the same way as you can using the main GlobalVision Work Sheet.

Figure 5: Full Market Depth for QGP Balance of Day contract (Shortcut F3)

2.5 Withdrawing from the Market

Sometimes you need to remove your orders in a hurry, perhaps because the market is moving against you, or you have to leave your workstation. With GlobalVision, you can make all your orders untradable with just one click, using the following buttons on the toolbar.

Button	Action
✕ Delete Me	Deletes all the orders that you have entered into the system.
✕ Delete All	Deletes orders across your whole company. This option is only available if you have the appropriate permissions over the other users in the company.
❗ Withdraw Me	Withholds (makes untradable) all the orders that you have entered into the system.
❗ Withdraw All	Withholds orders across your whole company. This option is only available if you have the appropriate permissions over the other users in the company.

2.6 Market Rules (Status)

Depending on the time of the day, you may find that some of the GlobalVision functionality is not available. This will depend on both the market rules, and the way in which the exchange server has been configured.

For example, markets have certain times of the day when only order entry, but not trading, is allowed. At other times of the day you may only be allowed to submit withheld orders, or reduce the quantity on your existing firm orders, but not change the price value on a firm order or submit new firm orders. In addition, some markets may start with an opening auction period.

If you are unsure of the rules that apply to your market contact AEMO, but as a reference you can check the market status column next to each contract, which in this case shows *Market Open.* Whenever the market closes later in the day the status will show *Market Closed.*

Figure 6: Market Status column currently showing Market as Open

2.7 Find the Best Single Deal

GlobalVision is configured so that when you deal a single price, it is not possible to deal anything but the best price. This feature is designed to protect you from accidentally dealing a price that is worse than the one you clicked on. GlobalVision is also configured to prevent you trading with yourself, in which case attempting to deal any price will automatically sweep past your own prices.

In the figure below, the second best bid *(7.55)* is highlighted. If you attempted to deal this price, GlobalVision would display the Deal Price Dialog for the best bid *(7.60)*.

Figure 7: Example of finding the best single deal

Note

Find best single deal only works if there are tradable orders in the market with better prices than the one you clicked on. For example, if the order with the best price in the market is not tradable and you attempt to deal it, GlobalVision will not display the *Deal Price* dialog box.

2.8 Order Types: Understanding Order Colours

GlobalVision uses the colour of an order to indicate what type of order it is, and whether you can trade the order. The standard colours are as follows.

Order Types

Type	Explanation	Example
Firm (tradable)	Firm orders are the only tradable orders in GlobalVision, and all GlobalVision users can see them (subject to permissions). Tradable firm orders are shown in red by default.	10 3.35
Withheld	Withheld orders cannot be traded by anyone. They are only visible to exchange operators, and traders belonging to the company that owns the order. They are not visible to traders from other companies. By default, withheld orders are light grey.	10 3.35
Your own orders	Your own orders (and orders belonging to your company) are shown highlighted with a green background by default.	10 3.35

> **Tip**
>
> These are the standard colour settings, but you can change them if you prefer to work with different colours. To find out how to do this, see *Price Colour Options* on page 50.

2.8.1 Price Ageing

GlobalVision also supports a feature called *price ageing*, which allows you to configure the Front-End to use different order colours depending on how long the orders have been in the market. This feature makes it easy to see which orders have been submitted recently, and which orders have been in the market for longer.

To check if the price ageing feature is enabled on your system, select **Tools → Options → Price Colours** tab, and then see whether the **Use Price Ageing** option is selected.

For full details on configuring price ageing, see *Price Colour Options* on page 50.

2.9 Activity Ticker

The GlobalVision Work Sheet includes an Activity and Deal Ticker. The Activity Ticker shows details of recent market activity, such as deals that have taken place, and orders being added, updated, dealt, and deleted. You can filter the information that is displayed in the Activity Ticker so that it shows only the sort of information that you want to see. For example, you might only want to see activity relating to certain products. For more information about configuring the Activity Ticker, see *Filtering an Activity Ticker* on page 52.

Wallumbilla GSH Activity Ticker

20:00:02 - [DEAL]	[QGP Balance Of Day]	25 @ 7.60
18:44:04 - Updated	[QGP Balance Of Day Offer]	25 @ 7.91 (Company A, TraderA)
18:42:49 - Inserted	[QGP Balance Of Day Offer]	25 @ 7.80
18:42:39 - Inserted	[QGP Balance Of Day Bid]	25 @ 7.50
18:42:33 - Inserted	[QGP Balance Of Day Bid]	25 @ 7.30
18:41:27 - Inserted	[QGP Balance Of Day Offer]	25 @ 7.70 (Company A, TraderA)

Figure 8: Activity ticker which is located on the top of the Trading screen

> **Note**
>
> *Counter party* information is only displayed to the parties involved in the deal, and only for non-netted products i.e. products with Balance of Day and Day Ahead delivery periods.

2.10 Scrolling Deal Ticker

You can also open a scrolling deal ticker to see details of deals as they take place and position this anywhere off the main trading area: the details of each deal are displayed in a small rectangular deal card, which scrolls across the screen from right to left.
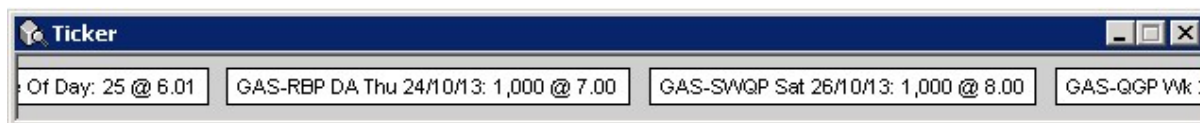
Figure 9: *Example of a Deal Ticker*

To open a deal ticker, either:

- right-click an area of the Work Sheet that shows live market information and select **View Deal Ticker**, or
- select **View → Deal Ticker**.

For information on how to configure the scrolling deal ticker, see *Scrolling Deal Ticker Options* on page 70.

2.11 Market Movement Arrows

Some Work Sheets are configured to show the market movement by displaying an arrow. The direction and colour of the arrow indicate the market movement (green arrows indicate that the last traded order was submitted as an offer, while red arrows indicate that the order was submitted as a bid).

Market Movement Arrows

Arrow	Indicates
⬆	The last traded order was an offer and the price was higher than the trade before that.
⬆	The last traded order was a bid and the price was higher than the trade before that.
⬇	The last traded order was an offer and the price was lower than the trade before that.
⬇	The last traded order was a bid and the price was lower than the trade before that.
↔	The last traded order was an offer and the price was the same as the trade before that.
↔	The last traded order was a bid and the price was the same as the trade before that.

2.12 Confirming the Details of a Deal

As a security feature, you must confirm the details of every deal that you carry out using GlobalVision. All dialog boxes that allow deals to be transacted display the following confirmation message:

I confirm that these details are correct

You must select this option before you can carry out the transaction.
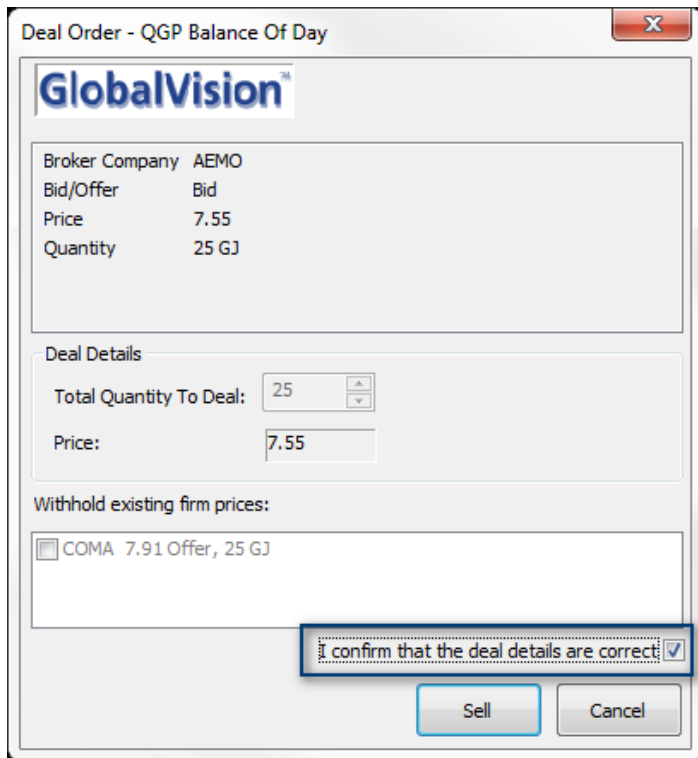
Figure 10: Confirming deal details dialog box

2.13 Appearance Options

This section describes the appearance options. Set these options in **Tools** → **Options**, under the **Appearance** tab.

Option	Explanation
Default Font	Use this option to set the font, font size, and font style used for • Order Management Windows • Deals Windows • Market Depth Windows
Bid Background Colour	Select this option to set a custom background colour for use in the price value field of the Price Entry dialog box when you are submitting an order to the bid side of the market. You can use the colours to make it easy to tell which side of the market you are submitting the order to. If you select this option, you can either select one of the default colours from the drop-down, or you can click **More Colours** to select a different colour from the palette.
Offer Background Colour	Select this option to set a custom background colour for use in the price value field of the Price Entry dialog box when you are submitting an order to the offer side of the market. You can use the colours to make it easy to tell which side of the market you are submitting the order to. If you select this option, you can either select one of the default colours from the drop-down, or you can click **More Colours** to select a different colour from the palette.

2.14 Connection Options

This section describes the available connection options if the server is disconnected. Set these options in **Tools → Options**, under the **Connections** tab.

Option	Explanation
Disconnection	Specifies what GlobalVision should do if you are disconnected from the server for any reason. You are recommended to set the default action to withhold all your orders, and select **Show notification**, so that you know that you have lost your connection. Alternatively, you can choose to configure the Front-End to either remove your orders or take no action (in which case your orders will remain in the market if you are disconnected or log out of the system).

2.15 General Options

The table below describes the general options in GlobalVision. To set these options, select **Tools → Options**, in the *General* tab.

Option	Explanation
Maximum iterations for Calculations	Limits the way in which GlobalVision creates implied orders, such as inter- product and inter-period spreads. To turn off the display of implied orders, set this value to 0. **Note** This setting only applies to implied orders that have been generated natively by GlobalVision.
Default Workspace/Workbook	Select this option and specify a filename to configure a default Workbook or Workspace to load every time you start the GlobalVision Front-End.
Save Workspace on exit	Automatically saves the current Workspace when you close the Front-End. **Note** This option is only available on some systems (if it does not appear in the options, then your system does not support automatically saving the Workspace on exit). If you select this option, then every time you close the Front-End, the last loaded Workspace is overwritten with the current state of the Front-End. For example, if you have opened a Workbook that was not previously part of the last loaded Workspace, and you subsequently close the Front-End while the **Save Workspace on exit** option is selected, the last loaded Workspace is overwritten with the currently loaded Workbook. **Important** When selecting this option, ensure that you do not accidentally overwrite your Workspaces.
Show price entry keypad	Select this option to display the numeric keypad in the Price Entry dialog box.

Option	Explanation
Swap price / quantity	Swaps the position of the price value and quantity fields in the Price Entry dialog box. When this option is selected, the quantity field will be displayed first. When this option is not selected, the price value will be displayed first. You may wish to select this option if you are used to using a different trading system where these fields appear in a different order.
Default to best price	Select this option if you want to make it easy to submit orders that are close to the current best market price. When this option is selected, and you add an order, the price value field in the Price Entry dialog box will default to the current best price on the side of the market you clicked on when adding the order. When this option is not selected, the price value is blank on opening the Price Entry dialog box.
Allow direct price entry	Select this option to turn on direct price entry, a special shortcut that allows you to submit orders more quickly by typing the price straight into the Work Sheet (for more information, see Direct Price Entry on page 18).
Good Till Date is absolute time	Changes the way you specify the expiry time for orders submitted on a Good Till Date basis. When this option is selected, you specify a date and time for the order's expiry. When this option is not selected, you specify the expiry time as an offset against the current time (for example, you can specify that the order should expire 10 minutes in the future). **Note** When this option is not selected, you will not be able to submit an order with an expiry time more than 24 hours in the future.
Warn when crossing the market	Configures the Front-End to display a warning message if you attempt to submit an order that crosses the market. This is designed to prevent you from accidentally submitting an order at the wrong price value. The Gas Supply Hub does not allow crossing for auto matched deals but is permitted for manual deals. If you attempted to enter an order which would cross the market you would see the following message: "*This order would trade with one of your own orders. Self-trading is not permitted*." Therefore you will not be able to submit an order that crosses the market regardless of whether or not you have selected this option.
Show only Workbook name in window title	Configures how the Front-End should display the Workbook details in the title bar and on the Microsoft Windows task bar. If you select this option, then the title bar and task bar will only display the Workbook's name, omitting the server address details. This can make it easier to distinguish between Workbooks if you have more than one open at a time. In particular, it will be easier to distinguish between Workbooks shown on the task bar (without this option selected, each item on the task bar will show the full server address of the Workbook as well as the Workbook's name, so due to the limited amount of space allocated to task bar items it may not

Option	Explanation
	actually be possible to distinguish between Workbooks shown on the task bar if they are all located on the same server).
	This option only applies to Workbooks that have been loaded from the server (with an address starting with *GV8://*).
	If you select this option, you can optionally specify a prefix, which will be displayed instead of the server address. For example, if you have loaded a Workbook called *AEMO_GSH.vwb* from the *AEMO Exchange* server, and you select this option with the prefix set to *GV8://.../* then the Front-End will display *GV8://.../AEMO_GSH.vwb* in the title bar (instead of *GV8://AEMO-Production/AEMO_GSH.vwb*).

Chapter 3: Trading with GlobalVision

This Chapter explains how to trade with GlobalVision. This section explains:

- how to perform simple trading actions, like dealing an order in the system, and adding, updating, and deleting your own orders
- how to find out more information about an order in the system (see *Investigating a Price* on page 24)
- how to "join the market", by submitting an order that is close to the current best price (see *Joining the Market* on page 24)

3.1 Submitting an Order to the Market

GlobalVision offers a number of different ways to submit an order to the market. The most common method is using the right-click menu and the Price Entry dialog box:

To submit an order to the market:

1. Right-click on the tradable area where you want to add an order.
2. Select **Add Order** from the right-click menu. The Price Entry dialog box displays.
3. Type in your **price and quantity**, and click **Add** (if you are adding a new order) or **Update** (if you are updating an existing order).

   You can also click **Cancel** to exit without adding or updating the order.
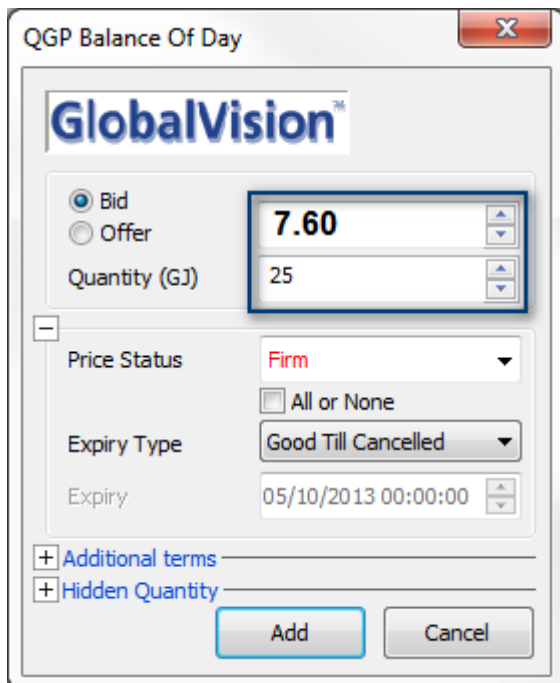
Figure 11: Entering a basic Bid of $7.60 for QGP Balance Of Day contract

If you want to submit more complex orders, for example orders that are set to expire automatically after a specified period of time if they still have not been traded, or orders that include a hidden quantity, see Customising the Price Entry Dialog Box on page 45, which contains a detailed explanation of every option available in the Price Entry dialog box.

> **Tip**
>
> You can also open the Price Entry dialog box by double-clicking on an empty cell, using direct price entry (see *Direct Price Entry* below), or by using keyboard shortcuts (see *Keyboard Shortcuts* on page 56).
>
> Alternatively, you can submit orders using the Order Book (see The Order Book on page 25).

3.1.1 Direct Price Entry

To make it easier for you to submit orders to the market quickly, GlobalVision provides two methods of direct price entry. These features allow you to type your orders directly into the Work Sheet.

By selecting **Allow direct price entry** under the **General** tab in **Tools → Options**, you can turn on direct price entry for all price cells. When this feature is turned on, you can highlight an empty cell where you want to add an order and start to type the price value. As you type, GlobalVision displays the direct price entry, so all you need to do is finish typing the price, change any other settings for the order, and click **Add** (or press **Enter**).

You can also use this type of direct price entry to update an existing order. To do this, simply highlight an existing order that you have permission to update, and start typing the new price. If the rest of the order details are the same, all you need to do is to type in the updated price and click **Update** (or press **Enter**).

> **Note**
>
> The defined keyboard shortcuts take priority over the direct price entry feature. If you have assigned the first digit of the price that you are trying to submit as the shortcut key for another GlobalVision feature, then that feature will be launched if you attempt to type a price directly into the grid. It is recommended that you do not define the number keys as keyboard shortcut keys if you intend to use the direct price entry feature.

3.1.2 Shortcuts for Entering Large Quantities

Your system is configured to allow you to use the following shortcuts for entering large quantities:

- *H* - hundred (00)
- *T or K* - thousand (000)
- *M* - million (000000)

Users can type any of these shortcuts to insert the specified number of zeros at the current cursor position when entering a quantity in the Price Entry dialog box, the Add Deal dialog box, and the Deal Price dialog box. For example, selecting the quantity field and typing 6H sets the quantity to 600, while typing 6HT sets the quantity to 600000.

> **Note**
>
> The extra zeros are always inserted at the current cursor position, so typing 6H3 results in a quantity of 6003 (rather than 603).

3.1.3 Automatic Price Matching

The Gas Supply Hub markets are configured to *automatically deal matching prices*. GlobalVision will automatically carry out the deal if a trader adds or modifies an order so that it is the same price value as an order on the other side. For example, if someone adds a bid that has the same price value as an offer already in the system for the same instrument, the orders automatically deal with each other.

Figure 12: During auto matching (in this case at $7.55) the prices will flash orange on screen

> **Note**
>
> For instruments configured to use the standard auto-matching engine, GlobalVision does not consider hidden quantity when determining whether to automatically match prices. This might prevent orders from automatically dealing in some situations.
>
> For example, if two prices match, but one is set to trade as *All or None*, and the other has a hidden quantity, then they will not trade if some of the hidden quantity would be required to match the *All or None* quantity on the other side. The orders will only automatically trade if the quantity required by the *All or None* order can be matched by the visible quantity of the order on the other side of the market.

3.1.4 Automatic Price Matching: Order Types

Markets that are configured to automatically deal matching prices may support a number of special order types. This section describes these order types, and explains how they work in GlobalVision.

> **Note**
>
> GlobalVision only supports the following types of order on markets that use automatic price matching. If your system supports them, you can submit these orders by selecting the order type from the drop-down list in the Price Entry dialog box. For more information about the Price Entry dialog box, see the *Customising the Price Entry Dialog Box* on page 45.

Automatic Matching Order Types

Order Type	Description
Fill And Kill	An order that will be dealt for whatever quantity is available, and then dropped. When you submit a Fill And Kill order, GlobalVision attempts to deal as much as possible of the requested quantity. If there is not enough available quantity to satisfy the total requested quantity, GlobalVision partially deals the order, and drops the remainder.
Fill Or Kill	An order that will be dropped if it cannot be filled in its entirety. When you submit a Fill or Kill order, GlobalVision attempts to deal the total requested quantity. If the requested quantity is not available, the order is dropped, and no deal takes place.

3.2 Dealing a Single Order

The easiest way to execute a deal using GlobalVision is to deal a single order. When you deal a single order you can only deal in quantities up to or equal to the amount shown in the Work Sheet for that single order.

1. To deal a single order, open the Deal Price dialog box by doing one of the following.

- Right-click on the order, and select **Deal Order**.
- Highlight the order and press **Enter**.
- Double-click on the order.

2. In the Deal Price dialog box, select the required quantity.

3. Select **I confirm that these details are correct**.

4. To execute the deal, click either **Buy** or **Sell** (depending on the type of order you are dealing). Alternatively, click **Cancel** to close the Deal Price Dialog without making the deal.

A Deal Confirmation window may be displayed if the deal is successful (although you can turn off the Deal Confirmation Window, as described in *Deal Confirmations* on page 48). Whenever a Deal Confirmation window appears, you can find out more details about the deal by right- clicking on the deal and selecting **Investigate Deal**.

3.2.1 Additional Information – Delivery Point

In the Gas Supply Hub additional information (Delivery Point) is required to be entered for all Offers. Therefore during order entry you should select an appropriate *Delivery Point* from the drop down as below.

Figure 13: Select Delivery Point information from drop down selection when adding Offers into system

If manually click trading a bid order on screen the following window will be displayed. This is to prompt you to complete the additional Delivery Point information. Enter the required information, and click **OK**.
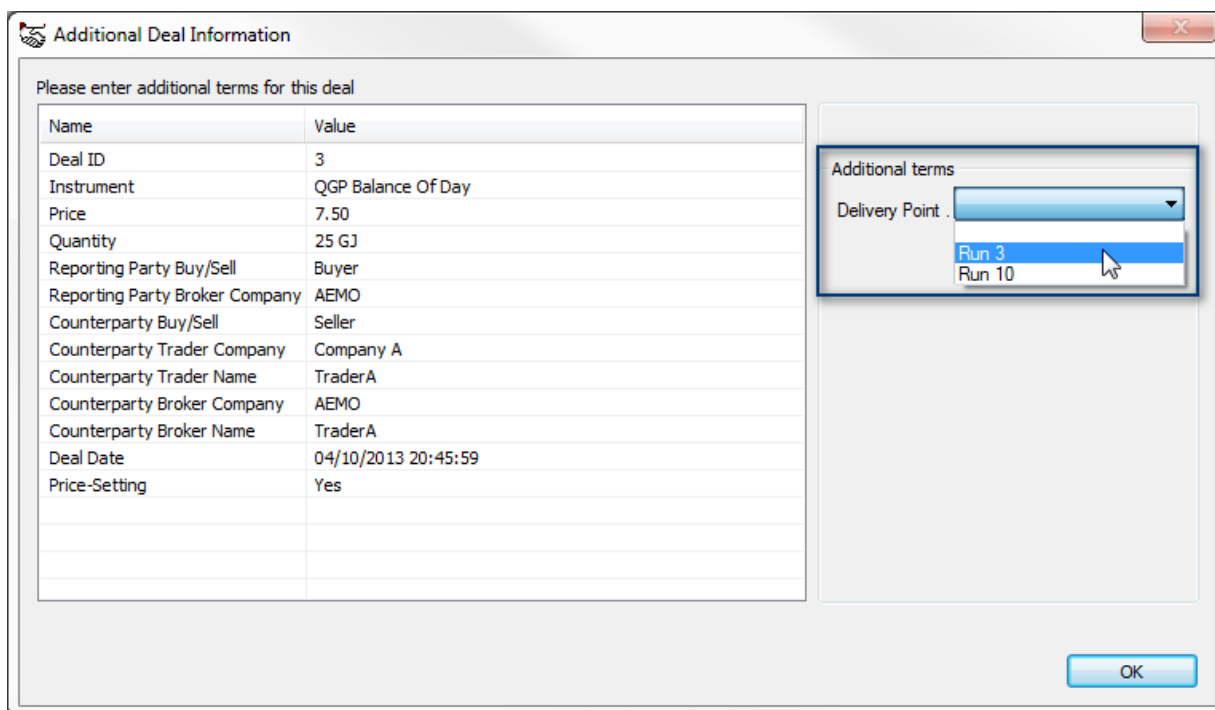
Figure 14: Entering Additional Deal Information for Delivery Point

3.3 Volume Dealing

When you need to deal a specific quantity of a particular instrument, you can use volume dealing. Volume dealing allows you to deal the quantity you need even if there is no single order in the system that can fulfil your required quantity. GlobalVision automatically calculates and displays both the combination of orders that need to be dealt to achieve your required quantity, and the average price for the deal.

To deal a volume:

1. Right-click on an order and select **Deal Quantity** from the menu.
2. Change the **Total Quantity To Deal** to the required quantity. The Deal Quantity dialog box displays all the tradable orders in the market, the best combination of these orders that make up your required quantity, and the average price.

Example: Volume Dealing

In the figure below, the trader is buying a total of 100 GJ of QGP Balance Of Day contract. The total quantity is made up of 4 equal quantity bids of 25 GJ currently on the market for this contract. Therefore the approximate price of trade displayed (7.42) is a simple average of the constituent prices (7.70, 7.50, 7.30, 7.20)
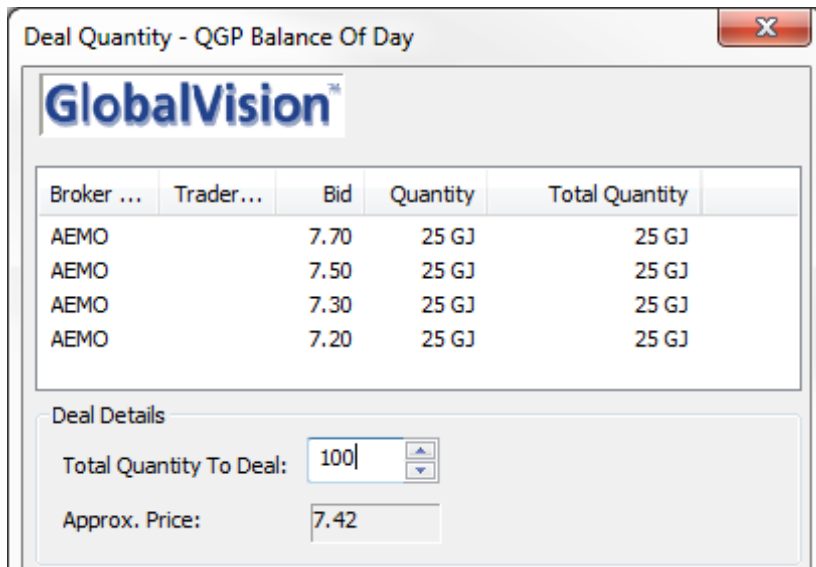
Figure 15: Dealing into a specified Quantity for a single contract

The system uses the following rules, in this order, to determine exactly which orders to deal, and in what quantities:

1. Calculate the optimum overall average price to satisfy the requested volume.

2. Minimise the market depth involved in the deal by determining the smallest number of individual orders required to achieve the optimum price.

3. Determine the volume of each order on the stack to be traded, giving priority to orders from the top of the order stack (the best prices).

3.4 Withholding Existing Firm Orders

If you are dealing an instrument where you already have one or more live firm orders in the market, then you can use the Deal Order dialog box or the Deal Quantity dialog box to withhold those existing orders at the same time as submitting the deal.

Your existing orders for this instrument and sequence are displayed in the **Withhold existing firm prices** section of the Deal Price dialog box and the Deal Quantity dialog box. Select the orders that you want to withhold by clicking the boxes next to them so that a tick appears.

Figure 16: Withhold existing firm orders when confirming deal

3.5 Updating an Order

To update an order (change the value of the price, the quantity, or both):

1. Right-click on the order in the grid and select **Update Price** from the menu. The Price Entry dialog displays.
2. Modify the price or the quantity, or both, and click **Update**.

To Firm or Withhold an Order

To firm or withhold an order:

1. Right-click on the order in the grid.
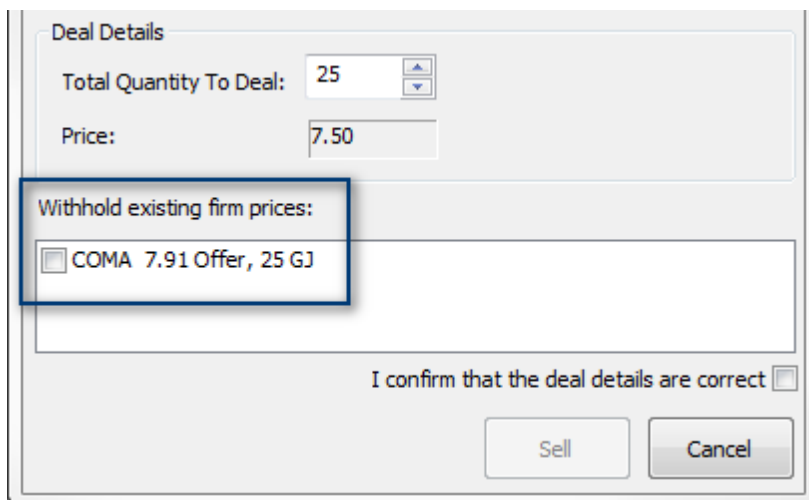2. Select either **Firm Order** or **Withhold Order** from the menu.

> **Note**
>
> You can only update orders if you have permission to change them. For example, you can usually only update your own orders, but you may have permission to update orders entered by other traders in your company.

In most cases, updating an order will cause the order to lose its position in the price stack, relative to other orders with the same price value.

3.6 Deleting an Order

> **Note**
>
> You can only delete an order if you have permission to delete it. For example, you can usually only delete your own orders, but you may have permission to delete orders entered by other traders in your company.

To permanently remove an existing order from GlobalVision, do one of the following.

- Right-click on the order in the grid and select **Delete Order** from the right-click menu.
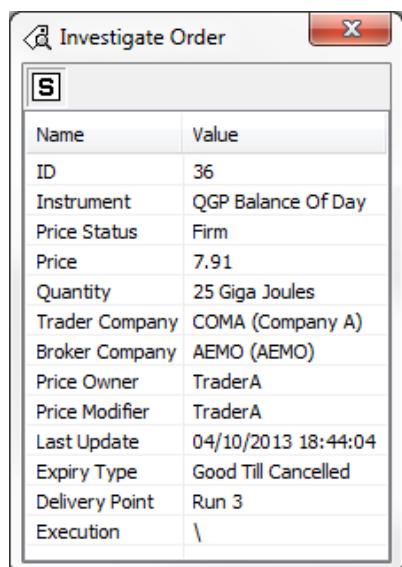- Highlight the order and press **DEL**.

If you just want to make an order untradable, you can withhold the order, rather than deleting it. Withholding the order makes it untradable, but keeps the order in the system so that you can make it tradable again at some point in the future.

To withhold an order, select **Withhold Order** (**Ctrl + W**) from the menu instead.

3.7 Investigating a Price

To view more information about an order in the system, right-click on the order and select **Investigate Order**.

Investigate Order displays more detailed information about an order, such as additional terms or the last update. You can only see order information that you have permission to view. For example, you will not usually be able see the name of the counter party who submitted the order.

Figure 17: Investigating full details of an Order

3.8 Joining the Market

Join the Market provides a quick way to enter an order on the same side of the market as an existing order. This option opens the Price Entry dialog box with the price value from the selected order already filled in for you, and the default values selected for all the other order settings (such as the quantity and any additional attributes). All you need to do is adjust the order settings as necessary and submit it to the market.

To join the market:

1. Right-click on the price you want to match.
2. Select **Join the Market** from the right-click menu. The Price Entry dialog box displays.
3. Make any changes that you need to make, confirm the details and click **Add**.

3.9 Matching the Market

Match the Market provides a quick way to enter an order on the opposing side of the market for the selected instrument and period. As with Join the Market this option opens the Price Entry dialog box with the price value from the selected order already filled in for you. The order will be inserted on the opposite side of the market from the order selected and if price point is unchanged it will result in an auto-matched deal.

To match the market:

1. Right-click on the price you want to match.
2. Select **Match the Market** from the right-click menu. The Price Entry dialog box displays.
3. Make any changes that you need to make, confirm the details and click **Add**.

Chapter 4: Advanced Trading

This Chapter describes some of the more advanced ways to trade with GlobalVision. This includes:

- Changing all your orders easily using the Order Book (see *The Order Book* on page 25), and Market Maker (see *Market Maker* on page 27)
- Managing orders across all markets easily using the Order Management Window (see *The Order Management Window* on page 28)
- Viewing information about previous deals.

4.1 The Order Book

The Order Book shows you a different view of the market. It shows either all the orders you have in the market, or the orders you have entered for a specific instrument.

You can use the Order Book to manipulate multiple orders across multiple markets together. For example, you could change all your prices in the system by the same amount. You can also use the Order Book to firm or withhold all your prices simultaneously.

To open the Order Book, do one of the following.

1. Select **View** → **Order Book**.

2. Click ![icon] (the Order Book icon).

The figure below shows an example of how the Order Book looks. On the left is a list of markets and instruments. On the right, the Order Book shows all your orders for the market or instrument that you have selected from the list. To see all your orders across all markets, select the top item in the list on the left. In this example:

The user has selected the market *Wallumbilla GSH* from the list on the left, so the Order Book is showing just the user's orders for the instruments in that market. (QGP, RBP & SWQP).

- The user has highlighted an order that is currently withheld (a bid of 7.20 for QGP Tue 08/10/13).

- The user could now firm that order by clicking the button ![Firm button] (firm prices).
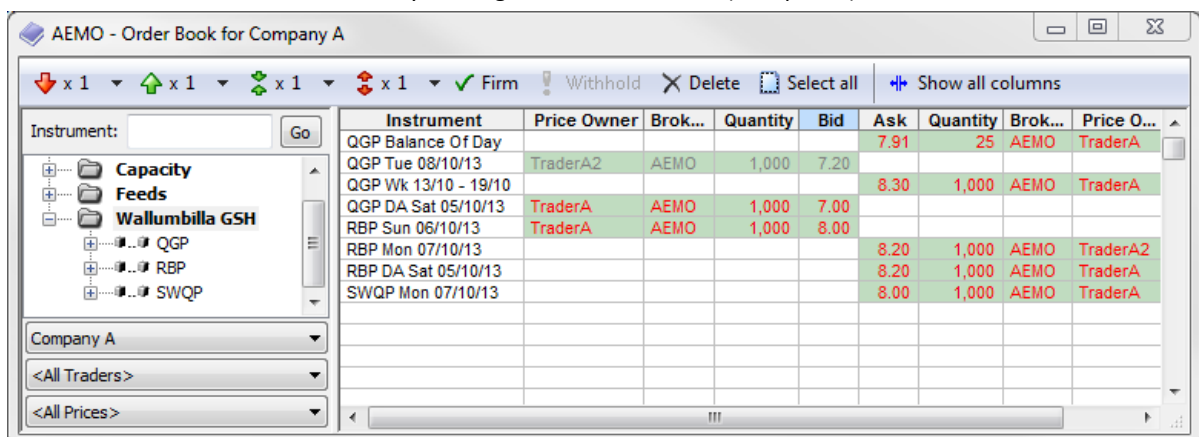
Figure 18: View of the Order Book showing firm and withheld orders

> **Tip**
>
> You can filter the information displayed in the Order Book by using the drop-down lists on the bottom left. You can search for an instrument in the list by typing the instrument's code or name in the **Instrument** box and clicking **Go**. As you type, the Order Book will attempt to automatically complete the instrument name or code. You can use the up and down arrows to cycle through the list of possible matches.
>
> If you do not see the list of markets and instruments on the left of the Order Book, then this is probably because the list is hidden. If this is the case, then you can redisplay the instrument list by moving the mouse pointer to the left edge of the Order Book so that a sideways arrow appears. Hold down the left mouse button and drag the edge of the instrument list to the right, then release the mouse button to redisplay the instrument list.

4.1.1 Firming Multiple Orders Simultaneously

To make multiple orders firm:

1. Select the orders you want to firm by doing one of the following.

   - Hold down **Ctrl** and click on each order that you want to firm.
   - Click on an order that you want to firm so that the cell is highlighted, then hold down the left- mouse button and drag the mouse to highlight all the orders you want to select.

2. When you have selected all the orders that you want to firm, right-click on the selection and select **Firm Order**.

4.1.2 Using the Order Book to Add Orders

You can submit orders using the Order Book. The advantage of using the Order Book to do this is that you can add orders across different markets from one display.

To add a new price:

1. Right-click on the right hand side of the Order Book.

   > **Note**
   >
   > If you want to add an order for an instrument that is already displayed in the Order Book, right-click on a row that relates to that instrument. This will allow you to add the order more quickly, because you will not be prompted to select the instrument to add the order for.

2. Select **Add Order** from the menu.
3. Select the Instrument for which you want to enter an order (if you are prompted to select an instrument).
4. Enter the order as normal using the Price Entry dialog box.
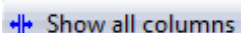
> **Tip**
>
> You can also submit an order by double-clicking on an instrument in the instrument list on the left.

4.1.3 Showing and Hiding Columns

You can customise the Order Book to show you only the information that you need, by hiding columns that you do not want to see.

To do this, click the right-hand edge of the column heading of the column you want to hide, and drag the column's right border across to the left until the column disappears.

To re-display all of the hidden columns click:

 Show all columns

4.1.4 Market Maker

You can use the Market Maker buttons in the Order Book to quickly manipulate a single order or a group of orders.

For example, you can use the buttons to simultaneously increase or decrease a selection of prices. You can also increase or decrease the gap between a bid and an offer, as well as firm, withhold and delete orders.

> **Note**
>
> The Order Book is a live view of the market, so any changes you make are immediately reflected in the Work Sheet and the market.

4.1.4.1 Increasing or Decreasing Prices

You can increase or decrease one or more prices by selecting the ones that you want to change and clicking the appropriate Market Maker button.

| Button	Action	Notes
⬆ x 1	Increase the selected prices by the displayed amount.	When you click one of these buttons, the selected prices increase or decrease (depending on the arrow direction) by a multiple of the instrument's *stepping*. The stepping (which is configured by the system administrator in the Instrument Administration tool) defines an instrument's valid prices. For a price to be valid, it must be an exact multiple of the stepping. So, for example, if the instrument's stepping is 0.05, then all prices must be a multiple of 0.05.
⬇ x 1	Decrease the selected prices by the displayed amount.	
		Typically, the stepping will be set to a value such as 0.01, in which case all orders must be a multiple of 0.01, and clicking the buttons shown here will increase or decrease the selected prices by 0.01 (1 multiple of the instrument's stepping).
▾	Increase or decrease the selected prices by a different multiple of the instrument's stepping.	Example usage: if you select the x5 setting on the up arrow button, and the selected price is for an instrument with a stepping of 0.01, then this will increase the selected price by 0.05.
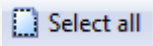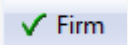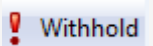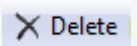
4.1.4.2 Narrowing or Widening Prices by a Certain Amount

If you have orders in the system on both the bid and offer sides, then you can use the Order Book to narrow or widen the gap between these prices, by selecting the ones that you want to change and clicking the appropriate Market Maker button.

Button	Action	Notes
⬍ x 1	Narrow the gap by simultaneously increasing any selected bid prices and decreasing any selected offers.	For example, if you have selected one bid and one offer, and the instrument has a stepping of 0.01, then clicking this button will increase the bid by 0.01 and decrease the offer by 0.01 (therefore narrowing the spread by 0.02).
⬍ x 1	Widen the gap by simultaneously decreasing any selected bid prices and increasing any selected offers.	For example, if you have selected one bid and one offer, and the instrument has a stepping of 0.01, then clicking this button will decrease the bid by 0.01 and increase the offer by 0.01 (therefore widening the spread by 0.02).
▾	Selects a different multiple to use to widen or narrow the selected prices.	

4.1.4.3 Withholding, Firming, and Deleting Icons

You can use the Order Book to withhold, firm and delete multiple orders simultaneously.

Button	Action
Select all	Selects all your orders currently shown in the Order Book.
✓ Firm	Firms the currently selected orders.
❗ Withhold	Withholds the currently selected orders.
✕ Delete	Deletes the currently selected orders.

4.2 The Order Management Window

The Order Management Window provides advanced search capabilities, allowing you to manage orders across multiple markets easily, and see all the details related to your orders and deals in the markets that you are interested in. The Order Management Window is live so any orders inserted, updated, dealt, or deleted will be reflected instantly in the market. You can also see historical information about orders that have been dealt, cancelled, or updated in the market by viewing the order history.

To open the Order Management Window, do one of the following.

- Select **View → Order Management**.

- Click (the Order Management icon).

The figure below shows an example of how the Order Management Window looks. You can filter the information displayed in the Order Management Window by selecting any combination of options on the left hand side of the window. The orders that match the filters you have selected are shown on the right hand side of the window.

As well as the options for selecting which instruments, company and traders orders you want to see, you can choose whether to see all the live orders in the system for your company, the last 1000 available historic orders, or both.

The Order Management Window also shows order colours making it easier to distinguish which orders are firm, withheld, and which orders are yours or another trader. For more information about order colours, *Order Types: Understanding Order Colours* on page 11.

Figure 19: Order Management window

> **Tip**
>
> - To see all your orders across all markets, select the top item in the list on the left.
> - You can also sort the orders by clicking on the column headings.
> - The Order Management window indicates if an order is *all or none* by displaying an asterisk next to the quantity in the *Quantity* field.

4.2.1 Using the Order Management Window to Add Orders

You can submit orders to the market using the Order Management window. The advantage of using this window to do this is that you can add orders across different markets using the same window.

To add a new order, do the following.

1. Right-click in the order side of the Order Management Window.

   > **Tip**
   >
   > If you want to add an order for an instrument that is already displayed in the Order Management Window, right-click on a row that relates to that instrument. This will allow you to add the order quicker because the instrument is already selected in the Price Entry dialog box.

2. Select either **Add Order / Add Order for Other Instrument** from the menu.
3. For second option **Add Order for Other Instrument** you will need to select the instrument for which you want to enter an order.
4. Enter the order as normal using the Price Entry dialog box. The new order displays in the market as well as the Order Management window.

4.2.2 Updating Orders

As well as adding orders in the Order Management window, you can firm, withhold, and delete multiple orders. You can do this by highlighting the orders in the list, right-clicking on the orders and selecting any of the options from the menu.

4.2.3 Showing and Hiding Columns

You can customise the Order Management window, to show you only the information that you need, by hiding columns that you are not interested in. To do this, select **View** → **Columns** (**Alt+C**) from the menu and deselect the columns you want to hide. To display any columns again, select **View** → **Columns** (**Alt+C**) again and select the columns you want to see.

4.2.4 Saving an Order Management Window as a Favourite

You can save an Order Management window into your Favourites. This allows you to open the window at any time to view your orders, without having to filter the window again from scratch.

To save an Order Management window as a favourite, select **Save to Favourites** from the menu and specify a name.
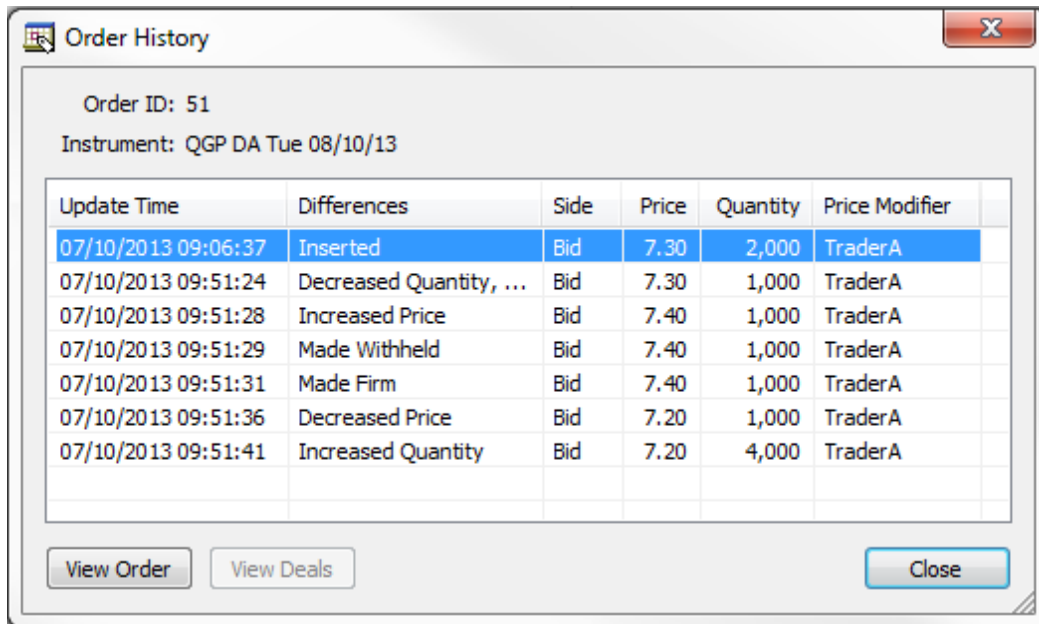
> **Tip**
>
> Be sure to use a name for the Favourite window that will help you remember which filters are in use. This is because the filter information for a Favourite window is not viewable once it has been saved.

4.2.5 Viewing the History of an Order

To view the history of a specific order:

1. Select the order in the Orders window.
2. Click **View History**. The Order History is displayed as shown in the example below.

Order History

Order ID: 51

Instrument: QGP DA Tue 08/10/13

Update Time	Differences	Side	Price	Quantity	Price Modifier
07/10/2013 09:06:37	Inserted	Bid	7.30	2,000	TraderA
07/10/2013 09:51:24	Decreased Quantity, ...	Bid	7.30	1,000	TraderA
07/10/2013 09:51:28	Increased Price	Bid	7.40	1,000	TraderA
07/10/2013 09:51:29	Made Withheld	Bid	7.40	1,000	TraderA
07/10/2013 09:51:31	Made Firm	Bid	7.40	1,000	TraderA
07/10/2013 09:51:36	Decreased Price	Bid	7.20	1,000	TraderA
07/10/2013 09:51:41	Increased Quantity	Bid	7.20	4,000	TraderA

View Order   View Deals   Close

Figure 20: Order History showing audit trail of an order

If a deal has been done on this order, click on the deal in the list and click **View Deals** to display the Investigate Deal window. If only a part of the overall quantity has been dealt the deal will be marked as *Partially Dealt*.

> **Note**
>
> You can also view an order's history by right-clicking the required order in the tradable area and selecting **View Price History**. That will display the Order History window and allow you to investigate deals.

4.3 Viewing Information about Deals
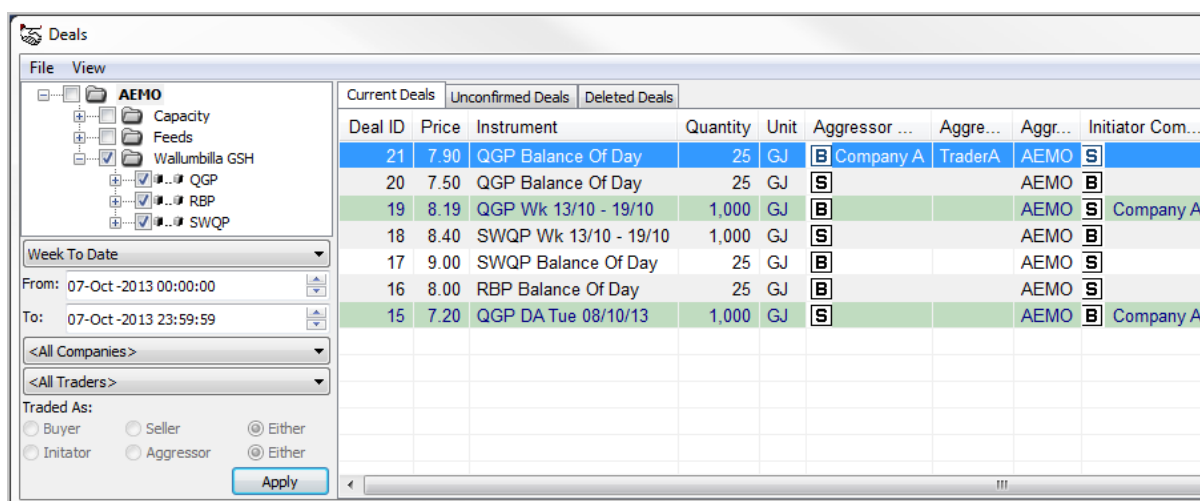
To view details of the deals that have been carried out, do one of the following.

1. Select **View** → **Deals** (**F9**).

2. Click [icon] (the Deals icon).

The *Deals* window shows details of the **most recent 1000** deals held in the system that you have permission to view. Not all the information about the deals is displayed. For example, the details of the other counter parties are not displayed even if you were involved in the deal.

Rather than seeing every deal in the system, you will probably only want to see information about certain deals. For example, you will probably only want to see recent deals in the particular markets that you are interested in. For this reason, the Deals Window makes it easy to filter the deal list so that you only see the deals you want to see.

The figure below shows an example of how the Deals window looks. The left hand side of the Deals Window contains the options for filtering the deals. The deals that match the filters you have selected are shown on the right.

Figure 21: Deals Window filtered to show deals from last week to date

> **Tip**
>
> The [B] and [S] icons in the list indicate the role each participant played in the deal (*B* indicates that the participant was the buyer, and *S* indicates that the participant was the seller).

4.3.1 Tabs in the Deals Window

There are a number of tabs in the Deals window that display different deal categories. You can view current deals as well as choose to display unconfirmed deals or deleted deals by selecting any of the tabs above the deal list. The Unconfirmed Deals tab lists the deals that require confirmation of some kind, for example, manual deals (including rejected deals). The Deleted Deals tab lists the deals that have been deleted in the system. You can filter the deal information in any tab by using the filter on the left-hand side of the view. For more information about filtering, see *Filtering the Deals Window* on page 31.

Filtering the Deals Window

You can filter the information displayed in the Deals Window by selecting the time period, trader, and market from the lists on the left. When you have selected the filters you want to use, click **Apply** to update the deal information displayed on the right.

Filtering Options

Filter	Explanation
Market Filter	Use the list of markets on the left of the Deals Window to filter the displayed deals so that they only include the markets that you are interested in. Select the markets that you want to see deals for. In Figure 21, the Deals window is only showing deals on the "Wallumbilla GSH" market.
Custom Range	In the first drop-down list, select the time period to see deals from. You can also select a custom time range, which can be specified in the **From:** and **To:** boxes underneath the time range drop-down list. **Note** The **To:** date range includes all actions that take place within the upper limits second. For example, the time 23:59:59 also includes all of the actions that took place during the 59th second of the minute.
Company/Trader Filter	In the second and third drop-down lists, select the company (and if necessary the trader from that company) to use to filter the list of deals. If you select a company (and trader), the Deals Window only shows deals involving that company (and trader).
Traded As	If you choose to filter the Deals Window so that it only shows deals involving a particular company or trader, then you can further filter the list so that it only shows deals involving the selected company (and trader if applicable) on a particular side of the deal. Select the options under **Traded As** to further filter the Deals Window. In Figure 21: Deals Window, these options are not available because the Deals Window is not being filtered on the company or trader details.

Tip

You can configure the display of the Deals Window using the options on the **View** menu. These options are described in full in *Deals Window Configuration Options* on page 33.

4.3.2 Investigating a Deal

To find out more information about a specific deal, right-click on the deal and select **Investigate Deal** (**Ctrl + I**).
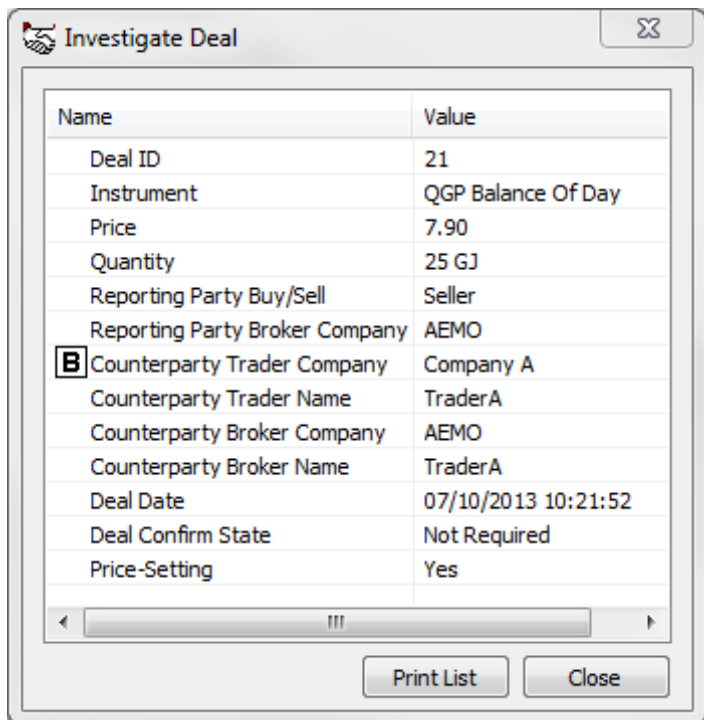
Figure 22: Investigating a Deal

4.3.3 Deals Window Configuration Options

The View menu on the Deals window some configuration options for the window.

The *View* menu on the *Deals* window provides some configuration options for the window. The options are described below.

Option	Action
View → Filters (Ctrl+L)	Shows or hides the filter pane on the left of the *Deals* window. You can use this option to save screen space, once you have defined your filters.
View → Auto-Size Columns (Alt+A)	Automatically adjusts the column widths of the deal list so that they are wide enough to show all the text for all items.
View → Columns (Alt+C)	Allows you to choose which columns to display in the deal list.
View → Scroll To New Deals (Alt+S)	Configures how the *Deals* window should display new deals if there are more deals in the *Deals* window than can fit on the screen. If you select this option, and a new deal takes place, the *Deals* window moves to the top of the list so that the new deal is visible. If you do not select this option, new deals will still be added to the list, but the list displayed in the *Deals* window will not automatically move so that those deals are visible. You may wish to deselect this option if you are looking through a very long list of deals and you do not want to lose your position in the list every time a new deal takes place.
View → Select All	Selects all deals in the list. You can then copy the selected data and paste the deal

Option	Action
(Ctrl+A)	information into another application, such as Microsoft Excel.

4.4 Adding a Voice / Manual Deal (Reporting a Trade)

In some circumstances you may need to add deals to the system. For example, if you complete a deal over the phone, you may be wish to add the details of the completed deal to GlobalVision.

To manually add a deal to the system:

1. Right-click on one of the cells in the tradable area of the Work Sheet. (This will automatically fill in the desired contract name i.e. **QGP Fri 11/10/13**)

2. Select **Add Deal** from the menu. The Add Deal dialog box displays.

3. Type in the details of the deal's price value, and quantity.

4. Ensure the correct side of deal is selected for you as the initiator (**Buyer / Seller**). If on sell side please choose appropriate Delivery Point information from drop down selection.

5. Select the appropriate counter party from the drop-down lists in the **Aggressor** section.

Figure 23: Adding a Manual Deal with Company B who will need to confirm details.

6. You should not need to select anything further in the hidden **Advanced Options** section but for more information on each of these flags please see table below:

7. Click **OK** to add the deal. A Confirmation window displays.

8. To complete adding the deal, select **I confirm that these details are correct**, and click **OK** (you can also print the details by clicking **Print List**).
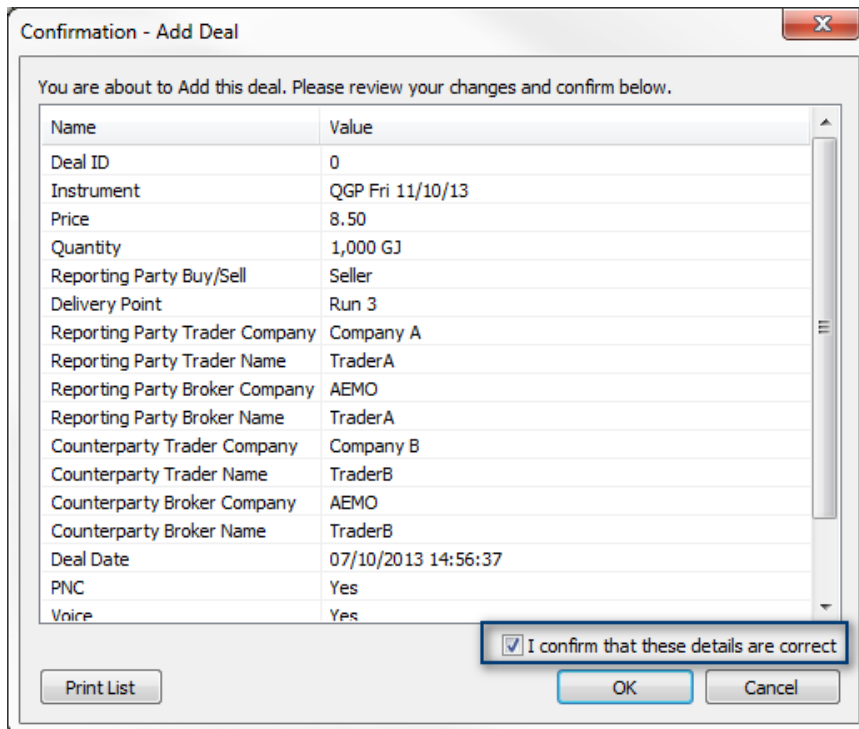
Figure 24: Add Deal - Confirmation Window

> **Note**
>
> The other party involved in the deal will be prompted to confirm the details of the deal before it is added to the system.

The following table describes the additional deal options. Depending on your permissions, you may not be able to change some of these settings for the deal you are adding. If there are settings that you do not have permission to change, then they will either be pre-selected, or will not appear in the Add Deal Dialog at all.

Deal Options

Option	Explanation
Crossing	If you manually specify the same counter party details on both sides of the deal, then you will be prompted to specify whether you are entering a crossing trade. This is not recommended so the option to add a crossing deal is unselected as default for all users when adding a manual deal.
Voice Deal	Indicates that the deal has been done manually and will be automatically selected when adding a manual deal.
Deal is PNC	Indicates that the deal is private and confidential. The deal confirmation is only sent to the counterparties involved. This option will always be selected by default when adding a manual deal and cannot be unselected.
Popup Confirmation	Sends a deal confirmation to all users of the GlobalVision Front-End with permissions to the relevant market.
Attributes	The additional terms relevant to the deal, if applicable, appear in the attribute sections. If there are terms that are specific to the counterparties, such as Delivery Point, they appear in the section next to that counterparty's details.

4.5 Confirming Deals

GlobalVision has been configured to require counterparties to confirm the details of any manual deals that are added to the system.

If you are prompted to confirm a deal or specify additional terms, then you should type in any of the required information, select **I confirm that these details are correct** and click **Confirm**. Alternatively, if you do not want to accept the deal (for example because you do not agree to the terms, or because the deal details are not correct), click **Reject**. If you are not logged in to the GlobalVision Front-End when the deal is added, then the window will be displayed the next time you log in.

If you do not want to complete the deal details now, then you can click **Respond Later**, and the system will prompt you to confirm the deal the next time you log in. However, please note that in the GSH market the trade will need to be confirmed within the time limit set for this market (1 hour), after which it will expire and become void.

> **Tip**
>
> If you click **Respond Later**, and you subsequently want to confirm the deal details, you can do so by right-clicking on the deal in the Deals Window and selecting the **confirm option**.
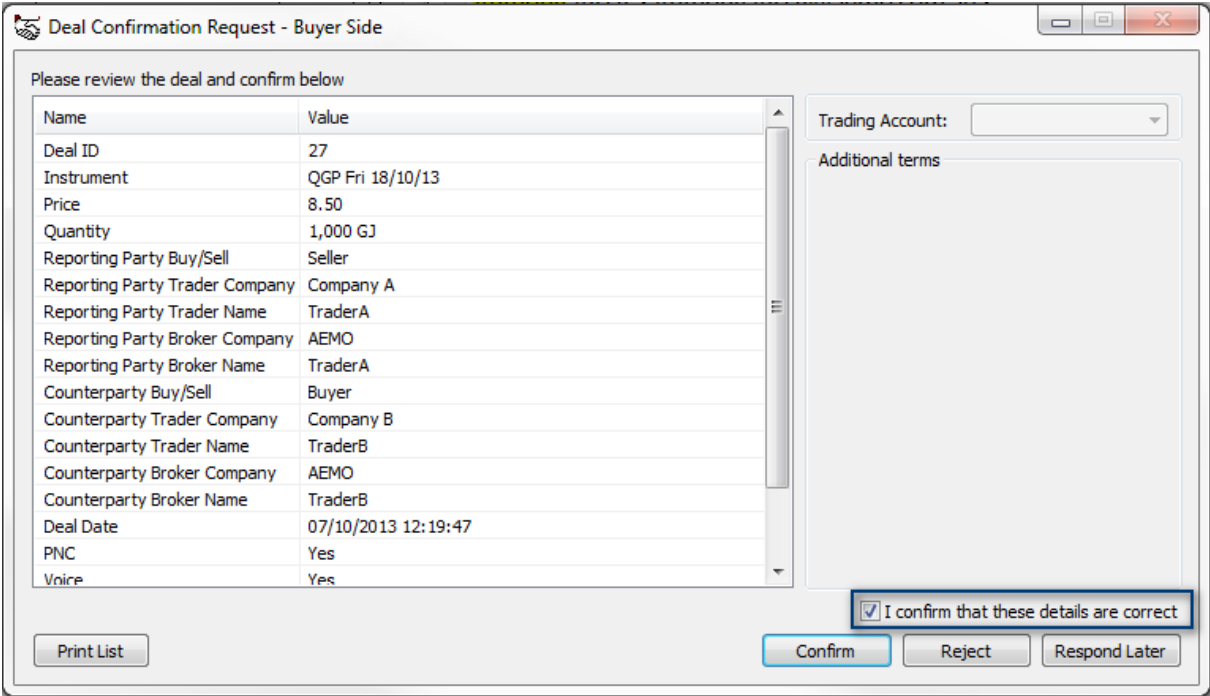
Figure 25: Counterparty confirmation of Manual Trade

Following confirmation of the Trade details each counterparty will receive the below Deal Confirmation Notification. This can be enabled or disabled in **Tools → Options → Deal Confirmations → Voice Deal Confirm Notifications**

Figure 26: Front End Deal Notification

Chapter 5: Capacity Listing Page

This Chapter describes the Capacity Listing page used for listing of additional gas capacity through a standalone (read-only) noticeboard. The topics covered are:

- Accessing the Capacity Listing tab
- Adding an order to the Capacity Listing Page.

5.1 Accessing the Capacity Listing page

As referenced earlier (in *GlobalVision Front-End Overview* on page 6), the GlobalVision Front-End screen can support multiple trading tabs. The figure below shows a tab called *Capacity Gas Listing* which you can click on to change screen view.
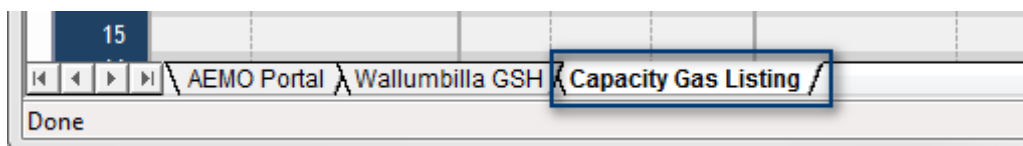
Figure 27: Capacity Gas Listing tab

5.2 Adding order to Capacity Listing

To add an order onto the Capacity Listing page:

1. Double click into trading window or right click and select **Add Order**.
2. Select either **Bid** or **Offer** to activate the **Additional Terms** fields.
3. Fill out the free text fields as shown in the figure below.
4. Click **Add** to enter listing.

    Capacity Listing orders can be updated, withheld or removed from the system exactly the same as a regular GSH price.

> **Tip**
>
> If you select the **Save As Defaults** check box as shown in Figure 29 below, the data which you have entered will be remembered as a default preference the next time you enter a similar listing.

Traders are unable to deal Capacity Listing orders directly on screen but instead use the poster's contact details provided to arrange trades off market.

Figure 28: Capacity Listing Order Entry dialog showing Additional Data fields

	Listing Company		Side	Price	Qty	Pipeline	Receipt Point	Delivery Point	Product Type	From Date	To Date	Contact Details
	COMA, TraderA						Capacity Gas Listing					
1	COMB	Company B	Offer	18.00	3,000	SWQP	Wallumbilla	Queensland	Storage Rights	24/10/2013	29/11/2013	+61 332 111
2	COMA	Company A	Bid	15.00	5,000	RBP	Wallumbilla	STTM Brisbane	Firm Transportation	22/10/2013	27/11/2013	+61 123 321
3												

Figure 29: View of how Capacity Listings appear on screen

Chapter 6: Pre-Trade Risk

6.1 Risk and External Positioning System (EPS)

Order entry to the system is first checked against an AEMO prudential monitoring system which looks up limits for counterparties depending on their current exposure. Therefore traders may experience a Risk warning similar to below if attempting to go outside of these limits.
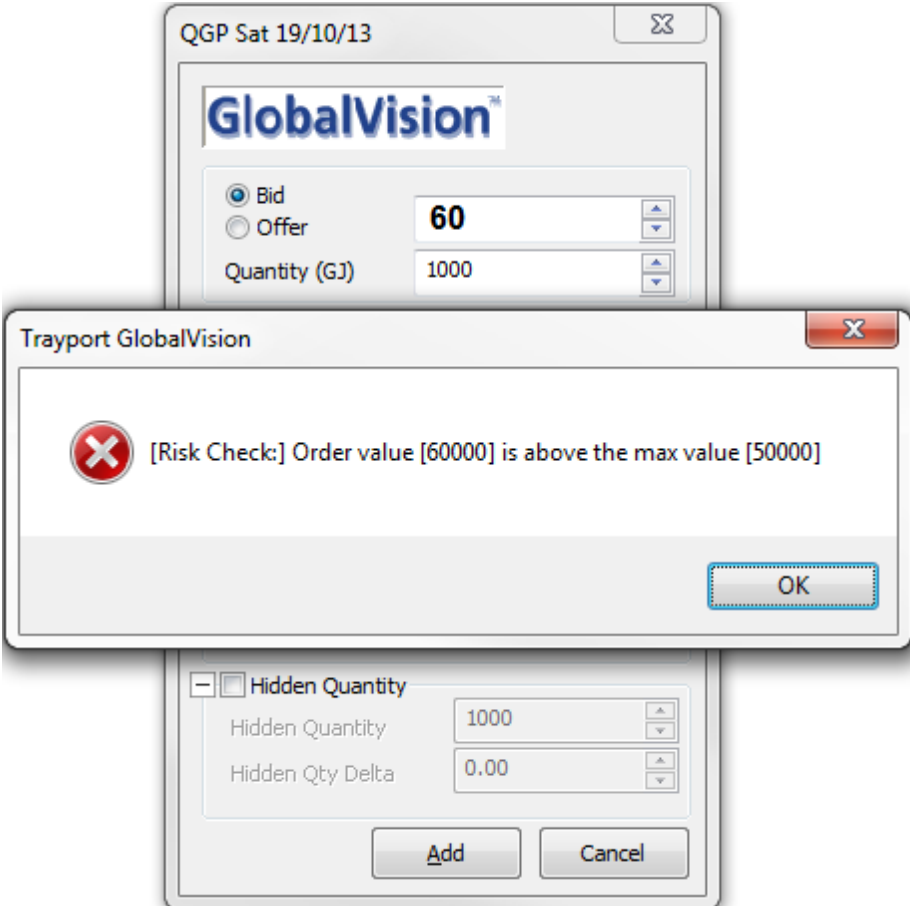
Figure 30: Example of Pre-Trade Risk warning trader about limits

6.2 Order entry Validation

AEMO have setup valid ranges for the order entry process to help minimise Price and Quantities input errors. Some examples of these are listed below but for further information on specific contract ranges please contact AEMO.
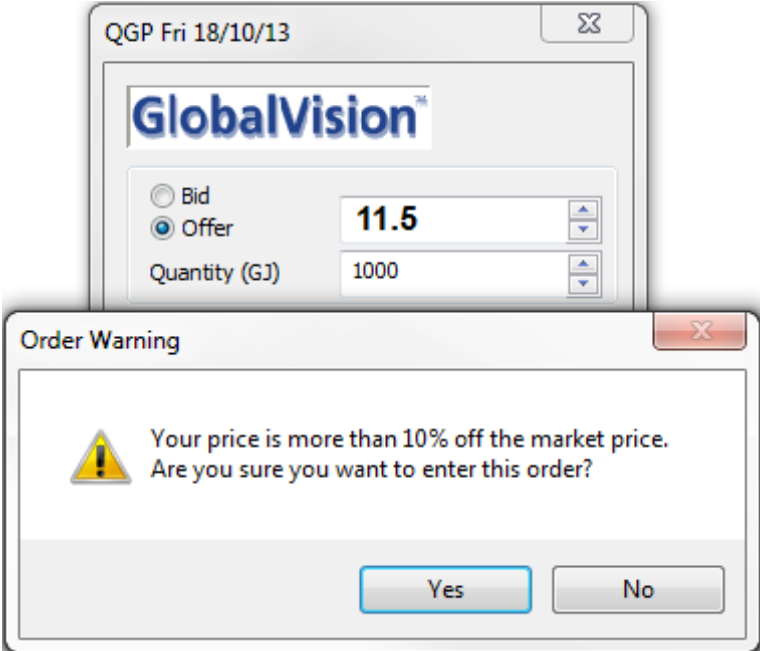
Figure 31: Warning alerting Trader that they are more than 10 % off the current market price (10)
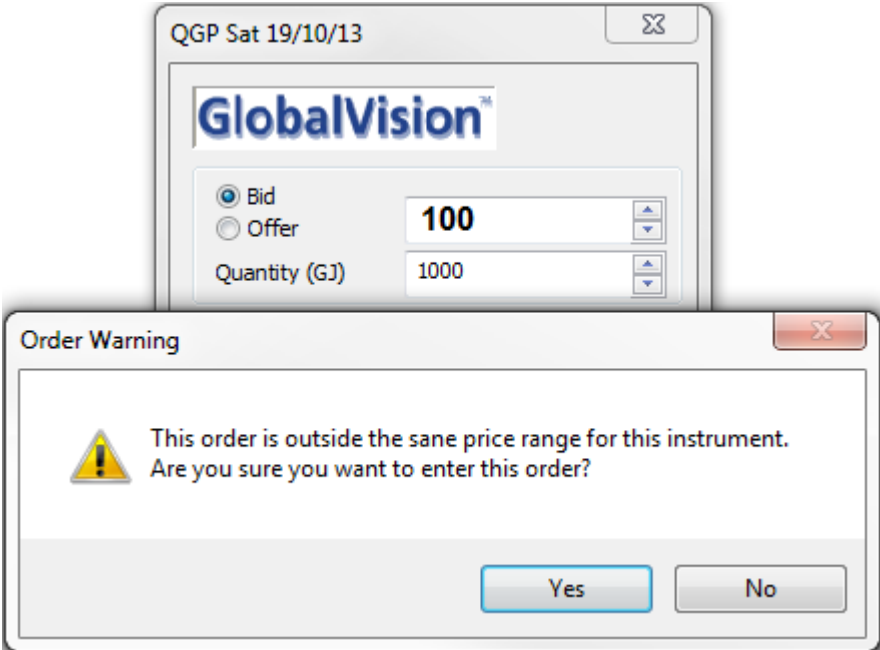
Figure 32: The Sane Price limit has been surpassed with the above order
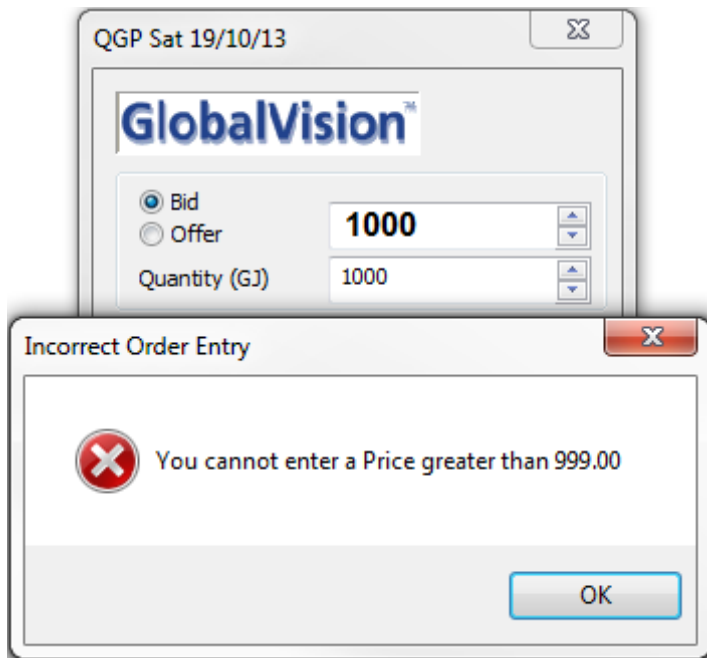
Figure 33: Refusal to accept an order which is outside exchange hard limits for Price
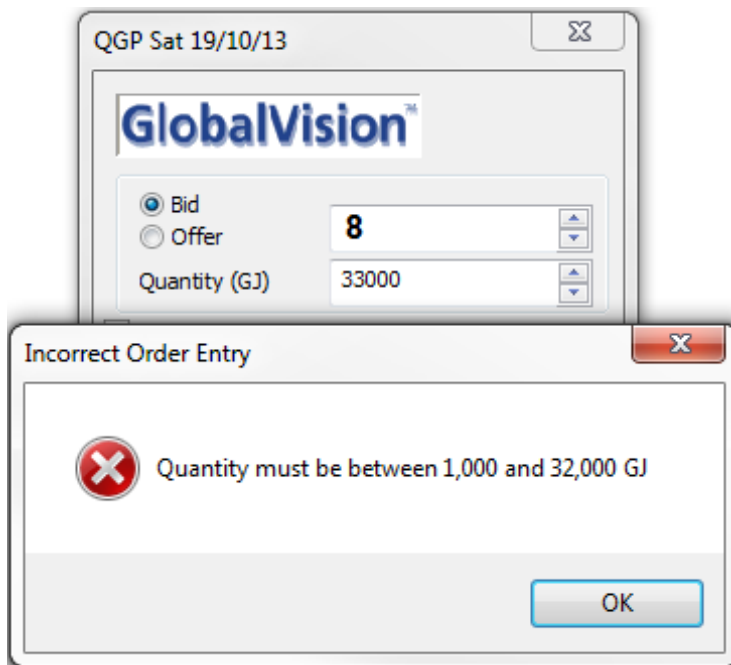
Figure 34: Refusal to accept an order which is outside exchange hard limits for Quantity

Chapter 7: Configuring the GlobalVision Front-End

This Chapter describes how to configure the GlobalVision Front-End so that it works the way you want it to. For example, this section explains how to:

- define your own set of default custom values to use when submitting orders (see *Configuring User Defaults* on page 43)
- save Deals windows or Order Management windows as Favourites (see *Favourites* on page 44)
- reduce the size of the Price Entry dialog box to save screen space (see *Customising the Price Entry Dialog Box* on page 45)
- turn off deal confirmation messages (see *Deal Confirmations* on page 48)
- configure the colours used to display different types of orders (see *Price Colour Options* on page 50)
- detach tabs in a workspace to view information across multiple markets at a glance (see *Detached Tabs* on page 53)

7.1 Configuring User Defaults

To help you submit orders to the market more easily and quickly, you can define your own set of default values.

To configure your user default settings, do the following.

1. Select **Tools → User Defaults**. The User Defaults dialog box displays.

> **Note**
>
> In order to access the **Tools → User Defaults** menu option, you must be connected to your account.

2. On the left of the dialog box is an instrument tree showing all the tradable instruments on the account you are connected to. Select the instrument in the tree that you want to set defaults for.

    You can either select a specific instrument or sequence and just set defaults for that instrument, or you can select the name of your account at the top of the list to set defaults for all instruments.

    Any defaults you set will apply to whatever you have selected in the tree, and at all levels below that (unless you specifically override the default settings at a lower level). For example, if you set defaults at the account level, those defaults will apply to all instruments and sequences unless you have also set overriding defaults at a lower level.

> **Tip**
>
> You can also open the dialog box by right-clicking on any tradable area and selecting User Defaults. When you do this, GlobalVision opens the User Defaults Dialog with the instrument you clicked on pre-selected in the instrument tree.

3. Specify the default values you want to use by entering the values in the **Override** column.

    The *Current Value* column displays the default values currently applicable at the selected level. Any default values that you have specifically set at the currently selected level appear in the *Current Value* column in red. Default values set at a higher level that you have not overridden at the current level appear in the *Current Value* column in blue. Application default values appear in black.

> **Note**
>
> The settings that appear in the *Override* section will depend on the features that have been enabled for the selected instrument. For example, if the selected instrument does not support hidden quantity or order expiry, then you will not be able to set a default for those features.

4. When you have finished defining your default settings, click **OK** to close the User Defaults dialog box. Alternatively, click **Cancel** to close the dialog box without making any changes.

> **Tip**
>
> To reset the user defaults set at the current level and any levels below it, click **Clear Branch**. If you want to reset all the user defaults, select the top level in the tree and click **Clear Branch**.

> **Tip**
>
> It is also possible to set default values for any additional custom attributes that are associated with instruments in the market. When you submit an order that has additional price attributes, GlobalVision displays a *Save As Defaults* option in the price entry. If you select this option when submitting the order, the values that you specified for the attributes will be saved as the defaults for that instrument.

7.2 Favourites

When viewing deal or order information, you can save a filtered view as a Favourite Window. This means you can close the window and then quickly retrieve the information without having to filter the data again from scratch. You can save multiple Favourite Windows, allowing you to create Favourites for different Instruments, Companies, Traders, and dates.

7.2.1 Creating a Favourite

To create a Favourite, do the following.

1. Open a Deals window or an Order Management window (These windows currently support Favourites).
2. Select your criteria from the filters until you are happy with the resulting information.
3. Select **File → Save to Favourites** from the menu and specify a name.
4. Click **OK**.

7.2.2 Opening your Favourites

To open any of your Favourites, select **View → Favourites** from the menu and click the name of the Favourite window you want to open.

If you create a Favourite Order Management window that includes *all* of the available instruments, you can open it as a Linked Favourite. To do so, right-click any instrument in a Workbook, then select **Linked → Favourites**. In this case, the Favourite Window displays information about the specific instrument you select in the Workbook.

> **Note**
>
> If your Favourite includes only a selection of available instruments, or it is a Deals window you cannot open it as a Linked Favourite.

7.2.3 Managing Favourites

You can manage your Favourites by using the Manage Favourites window. This allows you to delete, rename, and reorder your Favourites (for example, you may prefer to sort them in alphabetical order).

To manage your Favourites, do the following.

1. Select **View** → **Favourites** → **Manage Favourites** from the menu.
2. Select a Favourite window from the list and perform an action by clicking any of the buttons:
   - Select **Rename** to rename the Favourite window.
   - Select **Delete** to delete the Favourite window from the list.
   - Select **Move Up** to move the Favourite window further up the list.
   - Select **Move Down** to move the Favourite window further down the list.
3. When you have finished making changes to your Favourites, click **OK** to return to the Work Sheet. Alternatively, click **Cancel** to return to the Work Sheet without making any changes.

7.2.4 Favourite Windows Keyboard Shortcuts

So that you can access your Favourite Windows without having to select them from the menu, you can give each of your Favourites a custom keyboard shortcut. Selecting the shortcut will instantly open the corresponding Favourite Window. These are set in **Tools** → **Keyboard Shortcuts**.

> **Note**
>
> You must have at least one Favourite Window defined to create a shortcut.

To assign a shortcut to a Favourite Window, do the following.

1. Select **Tools** → **Keyboard Shortcuts** from the menu.
2. Select **Favourite Windows** from the **Category** drop-down list.
3. In the **Commands** list, select the **Favourite Window** you want to assign a shortcut to.
4. Click in the **Press New Shortcut** box.
5. Press the shortcut keys that you want to assign.
6. Click **Assign**.

7.3 Customising the Price Entry Dialog Box

This section describes the options in the Price Entry dialog box. You use the Price Entry dialog box to submit a single order.

> **Tip**
>
> You can make the Price Entry dialog box smaller by clicking ⊟ to hide the sections that you do not use. For example, you may wish to hide the hidden quantity section if you never submit orders that include a hidden quantity. You can expand any hidden sections by clicking ⊞.

Fields Required for All Orders

Field	Explanation
Price	Type this into the box at the top of the dialog either using the keyboard or by clicking on the displayed numeric keypad.
	When adding or updating an order, you can increase or decrease the value in the *Price* field by a specific amount using the price stepping buttons above the numeric keypad.
	The price stepping may be different for different ranges of price values. If this is

Field	Explanation
	the case, the price stepping buttons will appear as multipliers, in the form +2x and +5x, and they increase or decrease the price value by the corresponding multiple of the current price stepping. For example, if the current price stepping is 0.01, then the +1x button increases the price value by 0.01, the +5x button increases the price value by 0.05, and the +25x button increases the price value by 0.25.
	If the buttons show an actual value (for example +0.01 and +0.02), then this instrument always uses the same price stepping, regardless of the price value, and the buttons increase or decrease the price by the specified amount.
	Check with the AEMO if you are not sure what steppings are configured on the instruments you trade.
	Alternatively, if you click once on the price to select it, you can use the up and down cursor arrows to increase or decrease the price. Each cursor key press increases or decreases the price by the minimum price stepping (at the current price value) that has been configured for this instrument.
Quantity	When the Price Entry dialog box opens, the quantity is automatically set to the default quantity for this instrument, but you can change this by typing a new value into the box or using the arrows. Some instruments can only be traded in multiples of a certain amount. If this is the case, GlobalVision will not allow you to enter a quantity that is not a multiple of this amount.
	If you click once on the quantity to select it, you can use the up and down cursor arrows to increase or decrease the quantity.
Price status	This indicates whether or not the order is tradable. Select the type of order from the drop-down list. By default this is set to firm (tradable).
	If your system supports them, you can also use this setting to submit the special types of order described in *Automatic Price Matching: Order Types* on page 19.
All or None	If you select this option, GlobalVision will only allow the entire quantity to be transacted.
Expiry Type	The length of time the order should remain valid.
	- **Good Till Cancelled (GTC)** The default. The order will remain valid until you cancel it (by withdrawing or deleting the order) or it is dealt (whichever is sooner).
	- **Good For Day (GFD)** The order will remain valid until the end of the day, unless you cancel it (by withdrawing or deleting the order) or it is dealt (whichever is sooner). If the order has not been cancelled or dealt at the end of the day, the order is automatically withheld.
	- **Good Till Date (GTD)** The order will remain valid for the specified period of time, (or until the specified date and time, if you have selected the **Good Till Date is absolute time** option) unless you cancel it (by withdrawing or deleting the order) or it is dealt (whichever is sooner). If the order has not been cancelled or dealt after the specified duration, it is automatically withheld (if the order has already been withheld, it remains withheld).
	When **Good Till Date is absolute time** is not selected, you can click on the arrow next to **Expiry** and use the shortcuts to make the order valid for 10 minutes, 15 minutes, 20 minutes, 30 minutes, 1 hour, 2 hours or 3 hours. Please note that these are the default shortcuts, and the exchange operator may have modified them if they are not appropriate for the

Field	Explanation
	market you are trading in.
	If you submit the order with an expiry duration (rather than an absolute expiry date and time) then the countdown starts as soon as you finish submitting the order. If you subsequently update the order, the countdown restarts when you submit the updated order. When the order expires, it is withheld by the system. If you make the expired order firm again, the expiry countdown automatically restarts.
	Note It is possible that you may experience a short delay after the expiry time, before the order is withdrawn from the market. This is typically less than 2 seconds.

> **Tip**
>
> Once an order is in the system, you can see its expiry type in one of the following ways: hovering your mouse over the order, using the **Investigate Price** option from the right-click menu, or looking at the Order Book.

Depending on the market, you may need to fill in extra information in the Price Entry dialog box. For example, Delivery Point information for different Gas Runs.

> **Tip**
>
> If there are additional terms for you to fill in, then GlobalVision displays a **Save As Defaults** option. If you select this, then GlobalVision will set whatever you enter as the default for those fields on this instrument. The attributes will automatically be set to the same values the next time you add a new order for this instrument.

Optional Settings

Field	Explanation
Hidden Quantity	The **Hidden Quantity** field is only displayed if the hidden quantity feature has been enabled for this instrument. Submitting an order with a hidden quantity allows you to submit an order with a large quantity without initially revealing the full quantity to the market. Only the visible quantity will be shown to other traders, with portions of the hidden quantity becoming visible and tradable automatically when the visible quantity has been dealt. An order with a hidden quantity is sometimes referred to as an iceberg order.
	When specifying a hidden quantity, you can also specify that the price value should change by a specific amount each time a new portion of hidden quantity is shown to the market. This is referred to as the **Hidden Qty Delta**.
	To add an order with a hidden quantity, select **Hidden Quantity**, and enter the required hidden quantity as well as the **Hidden Qty Delta**. If you want to move the price value away from the market (worsen the price), enter a positive value for the **Hidden Qty Delta**.
	Note The default value set in the Instrument Administration tool for hidden quantity deltas is zero. Entering negative values for Hidden Quantity Delta is not permitted in this market.

Example: Hidden Quantities

The Price Entry dialog box shown in the Figure 35 below: Hidden Quantity would submit the following order:

- The order is for *RBP Mon 21/10/13*.
- The total quantity is 10,000 GJs, but only 2000 GJ are displayed at any given time.
- The Work Sheet initially displays 2000 GJ, at a price of $6.00
- When the first 2000 GJ are dealt, another 2000 GJ will be shown on screen, at a price of 6.01
- The process repeats every time the order is dealt, until the whole quantity has been dealt. Every time another 2000 GJ are displayed on the Work Sheet, the price worsens by the delta value.

If you need to update the price, for example if it no longer reflects the current state of the market, you can do so at any time.

> **Note**
>
> In standard auto-matching, GlobalVision does not consider hidden quantity when determining whether to automatically match prices. This might prevent orders from automatically dealing in some situations.
>
> For example, if two prices match, but one is set to trade as *All or None*, and the other has a hidden quantity, then they will not trade if some of the hidden quantity would be required to match the *All or None* quantity on the other side. The orders will only automatically trade if the quantity required by the "All Or None" order can be matched by the visible quantity of the order on the other side of the market.
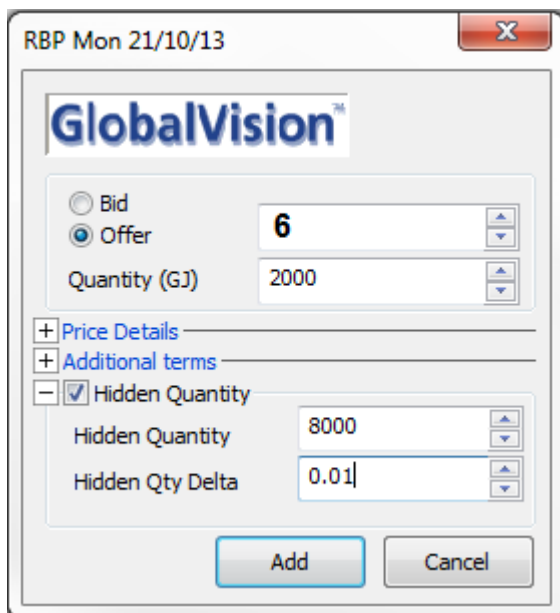
Figure 36: Hidden Quantity example

7.3.1 Displaying/Hiding the Onscreen Numeric Keypad

If you do not use the onscreen numeric keypad, you may want to hide it so that the *Price Entry* dialog box takes up less space on your screen. To do this, follow the steps below.

1. Select **Tools → Options**.

2. On the *General* tab, in the *Price entry style* section, deselect the **Show price entry keypad** check box.

   To redisplay the keypad, re-select the check box.

7.4 Deal Confirmations

GlobalVision can display a Deal Confirmation every time a deal takes place. You can configure how the information should be formatted, what information should be displayed, and even whether the confirmation should be displayed at all.

To configure deal confirmations:

1. Select **Tools → Options**.

2. Select the **Deal Confirmations** tab.

3. Select the option you require:

- To turn deal confirmations off, set the **Type** to **None**.

- To turn deal confirmations on, set the **Type** to one of the other options.

For more details about these options, see *Deal Confirmation Options* on page 49.

Tip

If you monitor multiple screens, or if there is a lot of market activity, you may find it difficult to tell when a deal takes place involving your own orders. To make it easier to see that one of your orders has been dealt, you can configure GlobalVision to display deal confirmations for your own deals using a different colour. For example, you could set a different background colour for your own deals, to make them stand out.

You can also configure GlobalVision to play a different sound when a deal takes place involving one of your own orders. For more information about changing the deal confirmation sound, see *Sounds Options* on page 51.

Any custom colours and sounds that you choose are used for all deals that you are involved with, including deals where you are the aggressor, as well as deals where you are the initiator.

7.4.1 Deal Confirmation Options

To set deal confirmation options, select **Tools Options** in the *Deal Confirmations* tab. The table below describes the options for displaying deal confirmations.

Option	Explanation
Type	One of the following: • **Deals as List** The information about each deal is displayed horizontally across the screen in a spreadsheet-style window with column headings. • **None** Turns deal confirmations off.
Manual Deal Entry Confirm	Select this option to ensure that a confirmation of the deal details is displayed when you add a deal to the system. When this option is selected, a confirmation window showing the deal details is displayed when you click **OK** on the Add Deal Dialog (and you must select **I confirm that these details are correct** and click **OK** on the confirmation before the deal is added to the system). If you do not select this option, then this confirmation window will not be displayed. The deal is added to the system as soon as you click **OK** on the Add Deal dialog box.
Voice Deal Confirm Requests	Select this option to see confirmation request messages when a deal you are involved in that requires counter party confirmation is added to the system. If you do not select this option, then you will only be able to see deals that you need to confirm by looking at the Deals Window. If a deal that needs to be confirmed appears in the list in the Deals Window, you can confirm the deal by right-clicking on it and selecting the **Confirm option** from the menu.
Voice Deal Confirm Notifications	Select this option to see notification messages when a voice deal that you are involved in is added to the system and has been confirmed by both counter parties. If you select this option you will also see notification messages if a deal requiring confirmation times out. This setting only applies to voice deals that require both counter parties to confirm the deal.

7.4.2 Price Colour Options

This section describes the options for changing the colours. To set these options, select **Tools → Options**, on the *Price Colours* tab.

1. Select the type of order you want to change from the list on the left, and select the text colour from the **Text** drop-down on the right.

   If the colour you want is not displayed in the drop-down list, click [...] to select a different colour from the palette.

2. GlobalVision provides two ways to use order colours to see how recently orders have been added to the market: highlights, and price ageing.

   - The default setting is to use highlights. This option is available when the *Use Price Ageing* option is not selected. In this case, you can click **Add Highlight** to add a highlight to the currently selected order type. Once you have added a highlight, you can change the settings for this highlight by selecting it in the list and using the *Text* and *Back* drop-down lists to set the colours to use to highlight the order. You can also set a value in the *Duration* section to specify how long to show this highlight for.

     For example, by default new orders are highlighted with a red background for a duration of 2 seconds.

     You can add multiple highlights, and they will be used one after the other to show the order in the specified colours for the specified duration.

   - Alternatively, you can select the **Use Price Ageing** option, and then click **Add Price Age** to add price ages for the selected order type. You can modify the price age settings in exactly the same way as highlights, except that instead of specifying a duration to show each highlight for, you specify the price age up to which the specified colours will be used. So, for example, adding a price age and setting the time to one hour will configure GlobalVision to use the colours specified for this price age when the order is up to one hour old. If you add multiple price ages, then the specified colours will be used in turn, according to how old the order is.

     In the example below, firm tradable orders have been configured with an initial flash and two price ages. In this example, the first price age is set to one hour. Therefore, when a firm tradable order is inserted or updated, it will initially flash, and then appear in the colours of the first price age (black text with a yellow background). The order will continue to display in these colours until one hour after it was updated. After one hour, it will appear in the colours of the second price age (white text on a blue background). The order will continue to appear in these colours until two hours after it was updated, at which point it will revert to the default order colours (in this example, the default text colour for firm orders is red text on a white background).
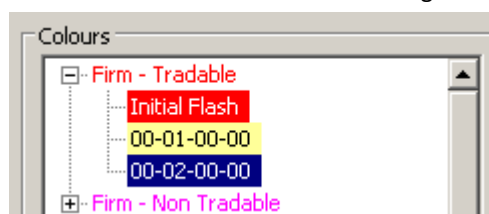
> **Tip**
>
> When using price ageing, you can choose to select **Ages Relative To Start of Day on Day of Entry**, in which case the specified price age times will be relative to the start of the day that the order was updated, rather than the time the order was updated.

3. To change the background for your own orders, change the colour shown next to *My Price Background*.

4. If you are monitoring several screens at once, it may be difficult for you to tell when your own orders have been dealt. To make it easier to see activity involving your orders, you can configure the *Own Activity* colours, which change the text and background colours used to show deals in which you are involved in the Deal Confirmation Window. To use this feature, select **Own Activity** from the list on the left, and choose the colours you want to use.

5. To change the colour used to flash the countdown timer warning when the timer is close to 0, select the **Highlight** option under **Countdown** and change the colours.

7.4.3 Sounds Options

This section describes options for sounds. To set these, select **Tools → Options**, in the *Sounds* tab.

To change the sound settings, do the following.

1. Select the event you want to change the sound for in the **Events** list. See the table below for a list of events you can select a sound for.

2. Select a sound from the Sounds drop-down list. If you want to check the selected sound, you can listen to it by clicking ▶ (play).

   If the sound you want is not displayed in the list, click **Browse** to select any other sound file (in WAV format).

   > **Tip**
   >
   > If you need to check or change the general sound settings for your computer, click **Advanced** to open the Microsoft Windows *Sound Properties* dialog box.

The table below describes the events that a sound can be configured for. The events are listed in order of precedence. If two events take place at the same time, the sound for the event listed first in the table is played.

Event	Sound That is Played
Own Deal Confirm	Whenever a deal takes place involving one of your orders (either as the initiator or the aggressor) and a deal confirmation is displayed on your GlobalVision Front-End. If you do not have deal confirmations enabled, this sound will not play.
Deal Confirm	Whenever a deal takes place and a deal confirmation is displayed on your GlobalVision Front-End. If you do not have deal confirmations enabled, this sound will not play.
Update Own Deal	Whenever a deal takes place involving one of your orders (either as the initiator or the aggressor). This sound also plays whenever a deal involving one of your orders is added or updated manually (for example, this sound plays if a voice deal involving one of your orders is added to the system).
Update Deal	Whenever a deal takes place. This sound also plays whenever a deal is added or updated manually (for example, this sound plays if a voice deal is added to the system).
Insert Price	Whenever a new order is submitted to the market.
Update Price	Whenever an existing order is updated.
Delete Price	Whenever an existing order is deleted.

7.5 Filtering an Activity Ticker

You can filter the information displayed in this area by right-clicking on the area and selecting **Edit Settings**. When you select this option, GlobalVision displays the Activity Ticker Settings dialog box. You can select the types of activity that you want to see by making the following changes.

- On the left side of the dialog box is a list of all the instruments that you can view activity for. Select the instruments that you want to see by ticking the boxes next to them. Deselect all the instruments that you do not want to see.

- If you only want to see activity relating to a specific company or trader, select the company (and trader if necessary) from the *Company* and *Trader* drop-down lists. The default setting, *<All Companies>*, displays activity involving all companies. You can also select **<My Company>** if you only want to see activity involving your own company.

- Select the type of activity that you want to see in the *Actions* section.

- To configure the order to display the items in the ticker, select either **Top** or **Bottom** in the **Newest Item** section.

Click **OK** to save your changes and return to the Work Sheet, or click **Cancel** to return to the Work Sheet without making the changes.
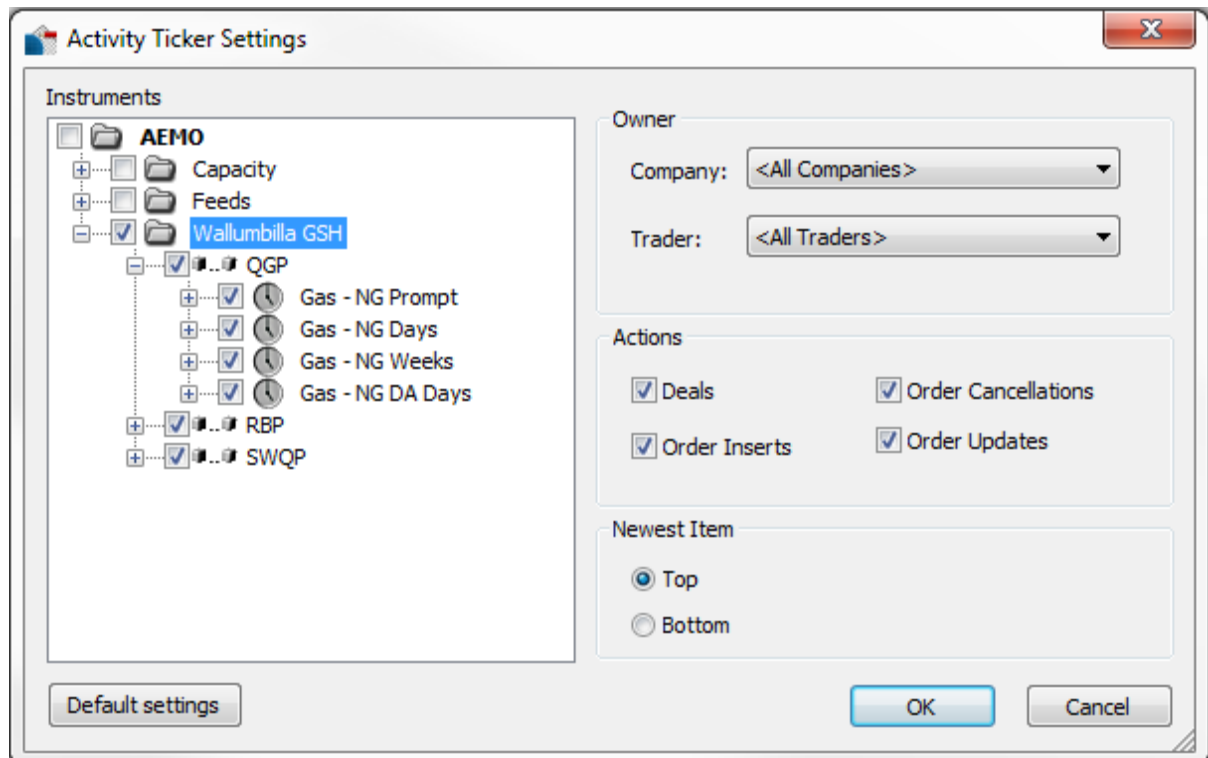
Figure 37: Setting the activity ticker preferences

7.6 Detached Tabs

Your Workbook contains multiple tabs along the bottom of workspace. You can detach individual Work Sheets and Web Sheets from the Workspace and give them their own window.

7.6.1 Detaching a Tab

To detach a Workbook or Web Sheet right-click on the tab and select **Detach tab**.

You can also detach a tab by double-clicking on it.

7.6.2 Redocking a Tab

You can redock a tab (return it to the main Front-End window) by clicking on the close icon in the top right corner of the detached window.

> **Tip**
> - If you have multiple detached Work Sheets, you can redock them all at the same time by selecting **View → Redock all** from the main Front-End menu.
> - If you have multiple detached tabs, you can cycle through the options by selecting **Ctrl+Tab** or **Ctrl+Shift+Tab**.

Chapter 8: Troubleshooting

This Chapter describes some problems that are commonly encountered, and how to solve them.

8.1 Why does GlobalVision tell me my price is off the market?

To protect users from accidentally submitting an order that is very far from the current market price, GlobalVision has a built-in sanity checking mechanism that warns users if they attempt to submit an order with a price that is off the market by a certain percentage. If this is the case on your system, a warning message similar to the following will be displayed. In this case, the warning threshold has been set at 5%, so any attempt to submit an order that is more than 5% off the current market price will cause the warning to be displayed.
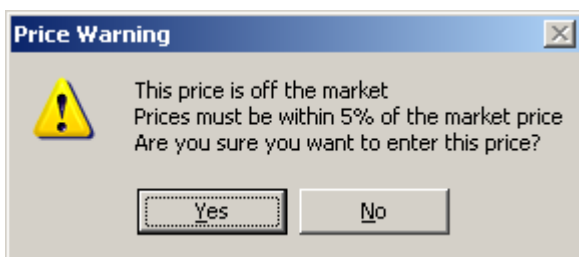
Figure 38: Order Entry Warning

You can still submit the order, if you want to, by clicking **Yes**. If you do not want to submit the order, click **No** and use the Price Entry dialog box to edit the price value.

If you are unsure how the sanity check has been configured on your system, check with the exchange operator.

8.2 Why have all my orders been withdrawn?

Your GlobalVision Front-End is probably configured to automatically withhold your orders if it loses the connection to the server, and therefore your connection has probably been lost. Select **Tools Account** → **Login** (**Ctrl+Shift+L**) to reconnect to your account.
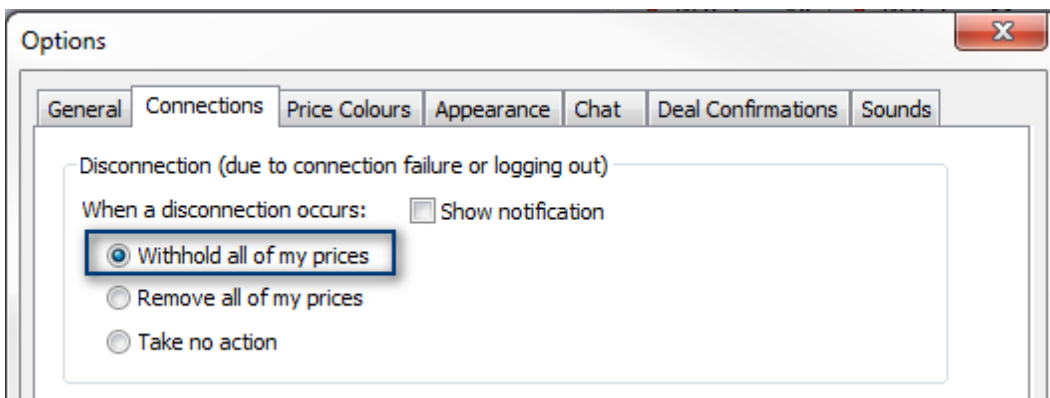
Figure 39: Tools Options → Connections

Alternatively the market may have closed for the day and all active orders have been automatically withdrawn.

8.3 All my orders have been withdrawn. How can I firm up all my orders?

The easiest way to firm up all your orders together is to use the Order Book. See *The Order Book* on page 25.

8.4 How do I turn off Deal Confirmation messages?

1. Go to **Tools → Options**.
2. Select the **Deal Confirmations** tab.
3. Set *Type* to **None**.

For more details about the deal confirmation options, see *Deal Confirmation Options* on page *49*.

8.5 How do I stop Deal Confirmation messages from interrupting me?

If you want to continue to see deal confirmation messages, but you do not want the Deal Confirmation Window to appear in front of all your other windows, thus interrupting you and preventing you from continuing to use the keyboard shortcuts until you have selected the main GlobalVision window using the mouse, you can make the following configuration adjustment.

1. Select **Tools → Options**.
2. Select the **Deal Confirmations** tab.
3. Deselect **Bring window to front**. The Deal Confirmation window will now no longer automatically move in front of all other windows.

8.6 Why do I see a Delivery Point warning when entering an order?
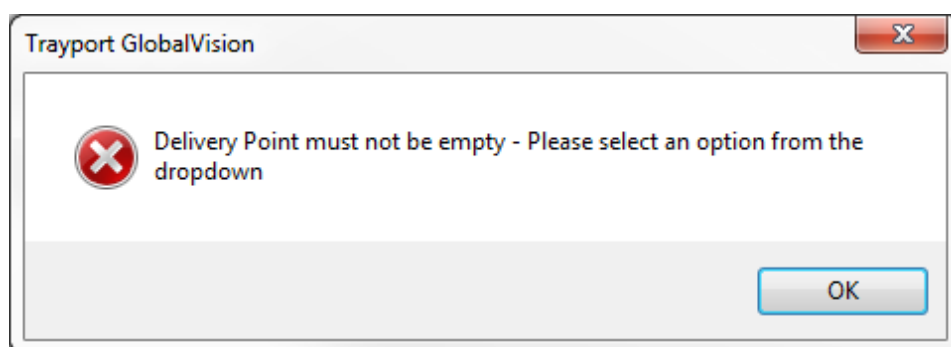
Figure 40: Additional Data field - Delivery Point

When entering offers onto the screen you must always select a valid Delivery Point from the list available in the drop down list as below:
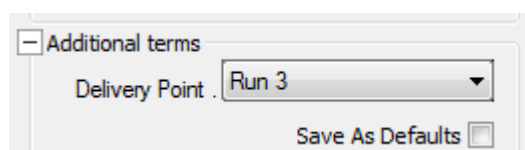
Figure 41: Selecting a valid Delivery Point

Failure to do so will result in the validation warning as shown in Figure 40: *Additional Data field - Delivery Point*. If common Delivery Point information is used trader should select the option to **Save as Defaults** when first entering an order on this instrument.

Appendix A: Keyboard Shortcuts

This Appendix lists the default keyboard shortcuts. To find out how to change the keyboard shortcuts, see *Custom Keyboard Shortcuts* on page 58.

A.1 Trading Shortcut Keys

You can use the following keys during trading.

Key	Action
DEL	Deletes the selected order (provided it is either your own order, or an order that you have permission to delete).
Enter	Opens either the *Deal Price* dialog box or the *Price Entry* dialog box, depending on the currently selected cell: • **Tradable order** Opens the *Deal Price* dialog box to deal the order. • **An order that you have permission to modify** (for example one of your own orders) Opens the *Price Entry* dialog box to modify the order. • **Empty cell** Opens the Price Entry dialog box to add a new order.
Insert	Opens the *Price Entry* dialog box to add an existing order for the selected instrument.
* (numeric keypad)	Opens the *Price Entry* dialog box to modify the order (provided it is either your own order, or an order that you have permission to update).
+ (numeric keypad)	Opens the *Price Entry* dialog box to add a new order.
/ (numeric keypad)	Opens the *Price Entry* dialog box to join the market.
- (numeric keypad)	Deletes the selected order (provided it is either your own order, or an order that you have permission to delete).
SPACE	Investigates the selected order.
Alt+D	Opens the *Deal Order* dialog box to deal the single best available order.
Ctrl+H	Opens the *Orders* window to show the selected order's history.
Ctrl+F	Firms the selected order or orders.
Ctrl+W	Withholds the selected order or orders.
Ctrl+A	Selects all orders in the *Order Book* (or selects all cells on the grid in the Front-End).
F3	Opens the *Market Depth* window.
F2	Opens the *Price Entry* dialog box to insert a bid order for the instrument in the currently selected cell. If the *Price Entry* dialog box is already open, then this shortcut sets the side of the market to *Bid*.

Key	Action
F12	Opens the *Price Entry* dialog box to insert an offer for the instrument in the currently selected cell. If the *Price Entry* dialog box is already open, then this shortcut sets the side of the market to *offer*.

A.2 Shortcut Keys for Navigating the Work Sheet

You can use the following keys at all times to navigate the Work Sheet.

Key	Action
Cursor Keys	Move the active cell left, right, up, or down.
Home	Move to the furthest left cell in the current row.
End	Move to the furthest right cell in the current row.
Ctrl+Home	Move to the top left corner of the grid. If the currently selected cell is part of an *Activity Ticker* object or an *Instrument Group* object, this shortcut instead scrolls to the top of the object.
Ctrl+End	Move to the bottom right corner of the grid. If the currently selected cell is part of an *Activity Ticker* object or an *Instrument Group* object, this shortcut instead scrolls to the end of the object.
Page Up	Move up the grid one page. If the currently selected cell is part of an *Activity Ticker* object or an *Instrument Group* object, this shortcut instead moves up the object by one page.
Page Down	Move down the grid one page. If the currently selected cell is part of an *Activity Ticker* object or an *Instrument Group* object, this shortcut instead moves down the object by one page.
Ctrl+Cursor Keys	Move to the furthest left, right, top, or bottom cell in the grid.
Tab	Move to the next cell on the right.
Shift+Tab	Move to the cell on the left.

A.3 Menu Option Keyboard Shortcuts

There are standard keyboard shortcuts for many of the menu options. These are described in full in *Menu Reference* on page *59*.

A.4 Custom Keyboard Shortcuts

You can create your own GlobalVision keyboard shortcuts. Select **Tools** → **Keyboard Shortcuts**, to display the Keyboard Shortcuts dialog box.

The *Commands* list shows the commands that you can customise. The *Current Keys* list shows the keys that have already been assigned to the selected command.

Assigning a Shortcut to a Command

To assign a shortcut to a command, do the following.

1. Select the command on the left.
2. Click in the *Press new shortcut* box.
3. Press the shortcut keys that you want to assign.
4. Click **Assign**.

Deleting a Shortcut

To delete a shortcut:

1. Select the command on the left.
2. Select the shortcut to delete.
3. Click **Remove**.

Resetting All Shortcuts

To reset all the shortcuts to the default settings, click **Reset All**.

Appendix B: Menu Reference

This Appendix provides a detailed reference guide to the GlobalVision Front-End menus and toolbars.

B.1 File Menu

Option	Button	Action
File → Reload in a New Window		Reloads the current Workbook in a new GlobalVision window.
File → Open (Ctrl+O)		Displays a dialog box in which you can type the location of a Workbook to open.
File → Close		Closes the active Workbook. If there is only one Workbook open, this option logs you out of your account, and closes the GlobalVision Front-End.
File → Reload Workbook(s)		Reloads all the Workbooks that are currently open so that the Workbooks revert to the last saved version.
File → Watchlist → Create New		Opens the Instrument Selection dialog to create a new Watchlist.
File → Watchlist → Rename Sheet		Opens the *Rename Sheet* dialog box where you can type a new name for the Watchlist (this option is only available if you have a Watchlist currently selected).
File → Watchlist → Copy Sheet		Makes a copy of the Watchlist and opens it in a new tab (this option is only available if you have a Watchlist currently selected).
File → Watchlist → Delete Sheet		Deletes the currently selected Watchlist (this option is only available if you have a Watchlist currently selected).
File → Price Sheet Wizard → Create New Sheet		Opens the *Price Sheet Wizard* to create a new Work Sheet.
File → Price Sheet Wizard → Create New Workbook		Opens the *Price Sheet Wizard* to create a new Workbook.
File → Price Sheet Wizard → Update Sheet (Alt+U)		Opens the *Price Sheet Wizard* to update the current Work Sheet (this option is only available if the current Work Sheet was created with the *Price Sheet Wizard*). Any manual changes made to the Work Sheet after it was created will be lost when it is updated.
File → Price Sheet Wizard → Copy Sheet		Opens the *Price Sheet Wizard* to create a new Work Sheet based on the current Work Sheet (this option is only available if the current Work Sheet was created with the *Price Sheet Wizard*).
File → Price Sheet Wizard → Delete Sheet		Deletes the current Work Sheet, if it was created with the *Price Sheet Wizard*.

Option	Button	Action
File → Workspace Load		Loads a saved set of global settings, including the currently open windows and their sizes and onscreen positions.
File → Workspace Reload		Reloads the current Workspace.
File → Workspace → Save		Saves the current global settings. You might want to use this option if you commonly work with several Workbooks open. Once you have positioned the Workbooks on the screen the way you want them, choose this menu option to save all the settings in a single workspace file. The next time you start GlobalVision, instead of opening each individual Workbook, you simply load the workspace file. All the individual Workbooks automatically open, and appear on screen in exactly the same positions, resized to the sizes they were when you saved the settings.
File → Workspace → Save As		Saves the current global settings with a different file name.
File → Workspace → Set Default		Sets the current Workspace to load as the default Workspace when you open a new instance of the GlobalVision Front-End.
File → Save (Ctrl+S)	💾	Saves the current Workbook. The Workbook is the Work Sheet layout, which will usually be created and managed by the exchange operator. A trader may want to use this option when creating a custom Work Sheet using the *Work Sheet Wizard*.
File → Save As		Saves a copy of the current Workbook.
File → Print (Ctrl+P)	🖨	Prints the current Work Sheet. If you have detached a tab, then selecting this option from the main menu will print the currently selected tab in the main Workbook window, and will *not* print the detached tab. If you want to print the detached tab, you can either redock it in and use the menu item, or you can select the detached tab and then use the keyboard shortcut, which will print the currently selected tab.
File → Print Preview		Displays a preview of the printed output for the current Work Sheet.
File → Print Setup		Opens the printer options, where you can set the printer, paper type, and other printer-specific options.
File → Recent Files		Lists the most recent Workbooks that you have had open.
File → Exit		Logs you out of your account, and closes the GlobalVision Front-End. Please note that logging out may cause your orders to be withheld, depending on your selected configuration setting. To configure what GlobalVision should do with any orders you have in the system when you log out, select **Tools → Options** and select the **Connections** tab. For more information, see *Connection Options* on page 14.

B.2 Edit Menu

Option	Button	Action
Edit → Undo (Ctrl+Z)		Reverses the last formatting change (for example changing the alignment of a cell in *Design Mode*, or changing or modifying a non-tradable cell in *Trading Mode*). Undo has no effect on any trading actions. It is not possible to reverse a trade or remove an order using this option.
Edit → Redo (Ctrl+Y)		Repeats the last action that has been reversed using Undo.
Edit → Cut (Ctrl+X)	✂	Cuts the contents of the selected cell or cells ready to move them to somewhere else. In *Trading Mode*, you cannot use this option on any of the cells in the tradable area.
Edit → Copy (Ctrl+C)	📄	Copies the selected cell or cells to the clipboard.
Edit → Paste (Ctrl+V)	📋	Pastes the contents of the clipboard to the selected cell.
Edit → Paste Link		Creates a DDE link to a cell containing live information, such as an order. The linked copy automatically updates when the original changes. For example, you might want to display the current best prices for a range of instruments across a range of markets together so that you can see the latest market situation at a glance. You can do this by creating links to all the orders and pasting those links near to each other. To use this feature, highlight the cell or cells that you want to copy and select **Edit → Copy** (**Ctrl+C**), then highlight the cell where you want to paste the link and select **Edit → Paste Link**.
Edit → Clear → All		Clears the contents and formatting from the selected cell or cells. In *Trading Mode*, you can only use this option on non-tradable cells.
Edit → Clear → Contents (DEL)		Clears the contents from the selected cell or cells, but not the formatting. In *Trading Mode*, you can only use this option on non-tradable cells.
Edit → Clear → Formats		Clears the formatting (such as the font size, font type and alignment) from the selected cell or cells, but not the contents. In *Trading Mode*, you can only use this option on non-tradable cells.

B.3 View Menu

Option	Button	Action
View → Design Mode (Ctrl+D)	📐	Switches to *Design Mode*, where you can configure what is displayed on the Work Sheet. As a trader, you will probably not have access to *Design Mode*, because the exchange operator will probably have turned off this feature. Instead, the exchange operator will create and maintain Work Sheets for you. If you want to create your own custom Work Sheets, you can use the *Price Sheet Wizard*.

Option	Button	Action
View → Toolbars		Selects the toolbars to be displayed: • **Standard** The standard Microsoft Windows toolbar. • **Formatting** The options for changing things such as the fonts, text size, and applying bold weighting and italics. • **Navigation** The forward and back navigation buttons for use with Web Sheets. • **Withdraw** Toolbar containing the *Withdraw Me* and *Withdraw All* buttons. • **Delete** Toolbar containing the *Delete Me* and *Delete All* buttons. • **Trading** The buttons for actions like joining a chat room, and viewing deal information. > **Tip** > To quickly hide all the toolbars, select **Hide All**.
View → Channel		Enables you to select a channel to allow dynamic windows to be linked to a Work Sheet or Watchlist.
View → Equations		This option only appears in the menu if you are viewing a formula Work Sheet. Formula Work Sheets can contain Microsoft Excel-style formulas and equations, and this option toggles the display of these formulas and equations so that they either display the results of the calculations or the underlying formulas themselves. If this option does not appear in the menu, then the current Work Sheet does not allow formulas or equations. A Work Sheet only accepts formulas if it was created using the **Insert** → **Formula Sheet** menu option in *Design Mode*.
View → Row Headings		Turns the row headings (numbers in the left-hand column of the Work Sheet that identify the current row) on and off.
View → Column Headings		Turns the column headings (letters in the top row of the Work Sheet that identify the current column) on and off.
View → Status Bar		Turns the status bar at the bottom of the GlobalVision window on and off. You may want to make sure that the status bar is turned on because it provides useful information (for example, when you hover the mouse over a menu option or a toolbar button, the status bar describes in more detail what the option does). However, if you do not pay attention to the status bar, you may prefer to turn it off in order to save screen space.
View → Go To → Back (Alt+Left Arrow)		Browses to the previous web page in your browsing history. This option is only available when you are viewing a Web Sheet.
View → Go To → Forward (Alt+Right Arrow)		Browses to the next web page in your browsing history. This option is only available when you are viewing a Web Sheet.
View → Go To → Home Page		Browses to the home page for this Web Sheet. This option is only available when you are viewing a Web Sheet.

Option	Button	Action
View → Stop (Esc)		Stops loading the current web page. This option is only available when you are viewing a Web Sheet.
View → Refresh (F5)		Refreshes the current web page. This option is only available when you are viewing a Web Sheet.
View → Zoom In		Zooms in on the grid.
View → Zoom Out		Zooms out of the grid in order to show more information on the screen.
View → Default Size		Returns the screen to the default zoom size.
View → Deals (F9)		Displays details of deals that have been carried out. For more information, see *Viewing Information about Deals* on page 30.
View → Order Management		Displays the *Order Management* window. For more information, see *The Order Management Window* on page 34. On some systems, this option may not appear in the menu. In this case, the *Order Management* window has been disabled, and you will not be able to use it to view order information.
View → Basket		Displays the *Deal Basket*, which you can use to carry out basket dealing.
View → Order Book		Displays the *Order Book*. For more information see *The Order Book* on page 25.
View → Deal Ticker		Displays a scrolling deal ticker for the whole market. To filter the ticker so that it only shows you the deals that you are interested in, right-click it and select **Edit Filter**.
View → Favourites		Displays a list of your Favourites. This option is only available if one or more Favourites have been created.
View → Favourites → Manage Favourites		Opens the *Manage Favourites* dialog box. This option is only available if one or more Favourites have been created.
View → Redock all		Redocks all the currently detached tabs back into the main Front-End window.
Always on Top		Sets the GlobalVision Front-End application to appear above all the other windows on your desktop.

B.4 Format Menu

Option	Action
Format → Autosize Rows	Sets the currently selected row or rows to the minimum size required to display the text in this row or rows.
Format → Autosize Columns	Sets the currently selected column or columns to the minimum size required to display the text in this column or columns.
Format → (Un)Freeze Rows	Freezes one or more grid rows so that they remain displayed on screen when the grid scrolls.
	For example, you might want to freeze one or more of the heading rows so that you can scroll the rest of the Work Sheet but keep the headings displayed on screen at all times.
	To freeze a row, select the whole row by clicking the row heading (or, to freeze multiple rows, press and hold **Ctrl** and select each row you want to freeze), and then select **Format → (Un)Freeze Rows**.
	To unfreeze the rows, select **Format → (Un)Freeze Rows** again.
Format → (Un)Freeze Columns	Freezes one or more grid columns so that they remain displayed on screen when the grid scrolls.
	For example, you might want to freeze one or more of the heading columns so that you can scroll the rest of the Work Sheet but keep the headings displayed on screen at all times.
	To freeze a column, select the whole column by clicking the column heading (or, to freeze multiple columns, press and hold **Ctrl** and click on each column you want to freeze), and then select **Format → (Un)Freeze Columns**.
	To unfreeze the columns, select **Format → (Un)Freeze Columns** again.

B.5 Tools Menu

Option	Button	Action
Tools → Account → Login (Ctrl+Shift+L)		Logs in to your account on the GlobalVision server.
Tools → Account → Logout (Ctrl+Shift+O)		Logs out of your account on the GlobalVision server.
Tools → Account Properties (Ctrl+M)		Opens the *Account Properties* dialog box where you can configure your account for connecting to the GlobalVision server.
Tools → Keyboard Shortcuts		Opens the *Keyboard Shortcuts* dialog box, where you can configure your own keyboard shortcuts for the menu options. For more information, see *Custom Keyboard Shortcuts* on page 58.
Tools → Withdraw Prices	❗	Allows you to withdraw all your orders from the market, or delete your orders altogether.
		Note
		You cannot undo this action once it has been carried out.

Option	Button	Action
Tools → Join Chat Room		Allows you to join a chat room. Depending on how your system is set up, you may be automatically logged into a chat room when you log in to GlobalVision. If you are not automatically logged into chat and you want to log in: 1. Select **Tools → Join Chat Room**. If you are eligible to join more than one chat room, a list of chat rooms displays. 2. Select the chat room you want to join and click **OK**. If you are only eligible to join one chat room, you are automatically logged into it. **Note** If the Tools → Join Chat Room option is not available for selection, then this is because your account has not been configured to connect to a ChatServer. In order to connect to a chat room, you must ensure that the **Connect to ChatServer** option is selected in your account properties. If this option is not selected, then select it and reconnect to your account. If you still cannot join a chat room, then it may be because there are no chat rooms configured on the system you are connecting to, or because the ChatServer is not running. Alternatively, it may be because you do not have permission to access any chat rooms.
Tools → Market Events (Ctrl+T)		Allows you to view and (if you have the appropriate permissions) create and update Market Events.
Tools → User Defaults		Allows you to define your own set of default custom values to use when submitting orders. For more information, see *Configuring User Defaults* on page 43.
Tools → Options		Allows you to configure GlobalVision to work the way you prefer.

B.6 Help Menu

Option	Action
Help → Help	This feature is not currently available.
Help → About GlobalVision	Displays information about GlobalVision, including the product version number.

B.7 Right-Click Menu

Select the following options by right-clicking on the appropriate part of the tradable area.

Option	Action
Deal Price	Opens the *Deal Price* dialog box to deal a single price. Usually this deals the single best tradable price for the instrument and period that you right-clicked on, but this depends on how the market has been configured. For more information about how GlobalVision selects the price to deal, and why it might not necessarily be the price you clicked on, see *Find the Best Single Deal* on page 10.
Deal Quantity	Opens the *Deal Quantity* dialog box to deal a volume of the instrument and period that you right-clicked on (the volume may be larger than the quantity offered for any single order). For more information about volume dealing, see *Volume Dealing* on page 21.
Firm Price	Firms the order. This option is only available when you click on your own company's withheld orders.
Withhold Price	Withholds the order. This option is only available when you click on your own company's firm orders.
Add Price	Opens the *Price Entry* dialog box to submit an order for the selected instrument and period. For more information, see *Submitting an Order to the Market* on page 17. In some cases (for example if you clicked on an area of the Work Sheet that shows orders for lots of different types of instruments) you may see an *Instrument Picker* when you select this option. If this happens, select the instrument and period that you want to add the order for and click **OK**.
Join the Market	Allows you to join the market. Join the Market provides a quick way to enter an order that is similar to an order already in the market for the selected instrument and period. This option opens the *Price Entry* dialog box with the price value from the selected order already filled in for you, and the default values selected for all the other order settings (such as the quantity and any additional attributes). All you need to do is adjust the order settings as necessary and submit it to the market. **Tip** Watchlists and *Market Depth* windows (in aggregate view) display aggregate volume. If you join the market in either a Watchlist or a *Market Depth* window using this mode, your order includes the aggregate volume of all the tradable orders at the top of the book for the selected instrument. .
Match the Market	Works in the same way as join the market, except that new order defaults to the opposite side of the market to the one that you clicked on.
Update Order	Opens the *Price Entry* dialog box to update the selected order. This option is only available when you click on an order that you have permission to modify (for example, one of your own orders).

Option	Action
Delete Order	Deletes the selected order. This option is only available when you click on an order that you have permission to modify (for example, one of your own orders). The order is deleted instantly, and you will not be able to undo this action. If you delete an order by mistake, you must submit the order to the market again.
Run Market Event	This sub menu will only appear if quick-fire Market Events have been created on this system (and you have permission to fire Market Events). For more information about adding Market Events to the right-click menu contact AEMO. If this sub menu appears on your system, you can fire the Market Events by selecting them. You will be prompted to confirm that you want to fire the event.
Add to Basket	Adds the order to your *Deal Basket*.
Investigate Order	Investigates the order. *Investigate Order* displays more detailed information about an order, such as additional terms or the last update. You can only see order information that you have permission to view. For example, you will not usually be able see the name of the counter party who submitted the order. If the order is an implied order, this option displays details of the orders that have been used to generate the order. To investigate the individual orders, select one in the list and click **Investigate**.
View Order History	Displays the changes that have been made to this order. For example, this option displays the information about changes that have been made to this order, and any deals that have been transacted on this order (such as the dealing of partial quantities).
Add Deal	Manually adds a particular deal to the system. For example, you could use this option to add a deal transacted over the telephone. As a trader, this option is only available to you in certain markets. The other party involved in the deal will be prompted to confirm the details of the deal before it is added to the system. For more information, see *Adding a Voice / Manual Deal (Reporting a Trade)* on page 34.
View Deals	Displays information about deals that have taken place for the selected instrument and period. You can also see deal information for the whole market, as described in *Viewing Information about Deals* on page 30.
View Market Depth	Displays the *Market Depth* window, which shows the full market depth. You may want to use this where there are many more orders in the system than the three or four that GlobalVision has been configured to display in the Work Sheet. You can trade and submit orders using the *Market Depth* window.
View Deal Ticker	Displays a scrolling deal ticker, filtered for this instrument.
Linked → View Recent Deals	Displays a linked *Recent Deals* window, for the set channel.
Linked → View Market Depth	Displays a linked *Market Depth* window, for the set channel.

Option	Action
Linked → View Order Management	Displays a linked *Order Management* window, for the set channel.
Linked → Favourites	Any linked Favourites that you have created are displayed at the bottom of the *Linked* menu (only available when you have created linked Favourites).
Product Description	Displays further information about the selected instrument, for example, the trading conditions. This option is only available if the exchange operator has configured it for this instrument.
User Defaults	Allows you to define your own set of default custom values to use when submitting orders. For more information, see *Configuring User Defaults* on page 43.
Copy	Copies the selected cell or cells to the clipboard.
Channel	Allows you to select a Channel from the list.
Edit Settings	Opens the *Instrument Group Settings* dialog box (when you click a summary area), or the *Activity Ticker Settings* dialog box (when you click an *Activity Ticker* object). For more information, see *Filtering an Activity Ticker* on page 52.
Manage Watchlist → Change Instrument Set	Opens the *Instrument Selection* dialog box so that you can change which instruments you want to view in the watchlist (only available when you are on a Watchlist).
Manage Watchlist → Change Columns	Opens the *Manage Watchlist Columns* dialog box so that you can configure which columns you want to view in the Watchlist. You can also sort the order in which they appear by selecting a column heading and clicking the up or down arrows (only available when you are on a Watchlist).
Manage Watchlist → Rename Sheet	Opens the *Rename Sheet* dialog box where you can type a new name for the Watchlist (only available when you are on a Watchlist).
Manage Watchlist → Copy Sheet	Makes a copy of the Watchlist and opens it in a new tab (only available when you are on a Watchlist).
Start	Starts the countdown timer (only available when you click on a countdown timer).
Pause until live price	Stops the countdown timer (only available when you click on a countdown timer).
Reset to	Resets the countdown timer (only available when you click on a countdown timer).
Enable Countdown	Enables the countdown timer (only available when you click on a countdown timer).
Disable Countdown	Disables the countdown timer (only available when you click on a countdown timer).
Properties	Opens the countdown settings so that you can configure the countdown timer (only available when you click on a countdown timer).

Option	Action
Aggregate View	Changes the view of the *Market Depth* window to show aggregated order information for a particular instrument (only available when you right-click a header column in a *Market Depth* window).
Select Columns	Customise the order information in the *Market Depth* window by selecting which columns you want to see (only available when you right-click a header column in a *Market Depth* window).
Autosize Columns	Auto-sizes the columns in the *Market Depth* window to make the available order information easier to see (only available when you right-click a header column in a *Market Depth* window).

Appendix C: Scrolling Deal Ticker Options

The following tables describe the configuration options available for the scrolling deal tickers. To open one of these tickers, right-click an area of the Work Sheet that shows live market information, and select **View Deal Ticker**.

To configure an open scrolling deal ticker, right-click it and selecting the required options from the menu.

Ticker Menu Options

Option	Explanation
Edit Filter	Opens the Ticker Filter dialog box where you can configure which instruments you want to see deal information for. See the Ticker Filter Dialog Box Options table for full details of the filter settings.
Edit Settings	Opens the Ticker Settings dialog box, where you can configure the scrolling speed, ticker colours, and the size of the cards. See the Ticker Settings Dialog Box Options table for full details of the options in the Ticker Settings dialog box.
Always On Top	Sets the ticker to appear above other all the other windows on your screen. This setting toggles on and off when you select the menu option.
Lock in Place	Hides the ticker window's title bar, and locks it in position on your screen. This setting toggles on and off when you select the menu option.
Clear	Clears the ticker. This option removes any deal details currently displayed in the ticker, as well as the details of any deals that have already taken place but have yet to scroll through the ticker.
Close	Closes the ticker window.

Ticker Filter Dialog Box Options

Option	Explanation
Instruments	Use the Instruments list to select the instruments that you want to see deals for. When you first open the deal ticker, some instruments will be selected automatically based on what you clicked on to open it, but you can increase or decrease the instruments that are shown in the ticker here. This filter setting will only apply to sequential instruments if you have selected the deal ticker from the main **View → Deal Ticker** menu.
Price (% of External Reference Price)	You can use this setting to filter the deals displayed based on the current value of the External Reference Price (ERP) for this instrument. • If you specify a threshold value and select **Inclusive**, then the ticker will only show deals where the price value of the deal is within the specified percentage of the ERP. For example, if you specify a threshold of 5, and the ERP is 200, then the ticker will only show deals with a price value between 190 and 210 (5% below or above the ERP).

Option	Explanation
	• If you specify a threshold value and select **Exclusive**, then the ticker will only show deals with a price value that is outside the range.
	This filter setting will only apply if an ERP has been set for this instrument.
Price (Absolute)	You can use this section to specify a range of price values to either include or exclude.
	If you specify an Over price and an Under price, and the Over price is less than the Under price, then only deals with a price value that is within that range will be displayed in the ticker.
	If the Over price is greater than the Under price, then all deals will be included except deals where the price value is within the specified range.
Quantity	You can use this section to specify a range of quantities to either include or exclude.
	If you specify an Over quantity and an Under quantity, and the Over quantity is less than the Under quantity, then only deals with a quantity that is within that range will be displayed in the ticker.
	If the Over quantity is greater than the Under quantity, then all deals will be included except deals where the quantity is within the specified range.
Owner	You can use this section to filter the displayed deals based on the company and trader involved (subject to your user permissions).

Ticker Settings Dialog Box Options

Option	Explanation
Scrolling Speed	The speed at which the deal details scroll across the screen.
Spacing	The gap in pixels between each deal card.
Pause while GV not in focus	If you select this option, the ticker will pause when you switch from GlobalVision to another application. The details of any deals that take place while the ticker is paused will be queued for display the next time you switch back to GlobalVision.
Pause while mouse over card	If you select this option, the ticker will pause when you move the mouse pointer over a deal card. You can click on a deal card to investigate the deal, so you may find it useful to select this setting if you intend to use that feature.
Background Colour	Use this option to change the ticker's background.
Display Queue Size	If you select this option, the ticker will display a number in the bottom right corner when there are queued deals (deals that have taken place but that have yet to scroll into view).
Deal Cards	Use the settings on the Deal Cards tab to configure the display of the deal cards. You can change the font, the size of the cards, and the colours.
	The Up Indicator and Down Indicator colours show the market movement relative to the current value of the instrument's External Reference Price (ERP). If there is no current ERP for the instrument involved in the deal, then the deal cards display using the Neutral/Unknown colour.