

# CQG Trader User Guide

April 21, 2011 | Version 4.0 Release 2.3



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# Welcome

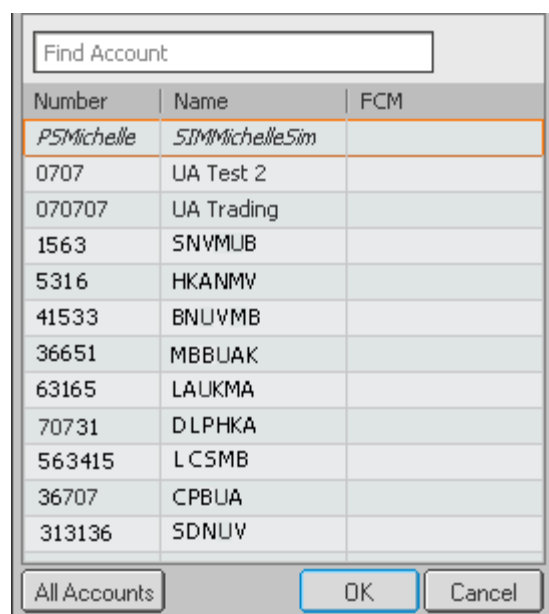
COG Trader is a powerful tool for quickly viewing market activity, placing orders, and tracking orders and positions.

To become a productive COG Trader user, it is recommended that you invest some time in learning and understanding how the tool works. Whether you are a beginner or an advanced user, information is available for you in the COG Trader documentation and online Help.

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## What's New in 4.0 Release 2.3

Application\_Name introduces a better way to switch between accounts with the [Account Selector](#). The Account Selector, seen here with dummy account information, is opened by right-clicking the DOMTrader or Order Ticket title bar.



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## About this Document

This document details the components of COG Trader and provides procedures for completing various tasks within COG Trader.

The most current version of this document is always available at:

<http://www.cqg.com/Docs/COGTraderUG.pdf>.



# The CQG Trader Window

The CQG Trader window is divided into three panes:

- **For entering orders:** Either the DOMTrader or the Order Ticket, depending on your settings, will be displayed on the left side of window. Both the DOMTrader and the Order Ticket allow you to monitor current market activity and place orders quickly and easily.
- **For viewing quote data:** The Quote Board allows you to monitor data, such as open, close, and last prices.
- **For managing orders and positions:** Orders and Reports allows you to track order activity and positions for all the accounts that are available to the current login.

Located at the top of the CQG Trader window, the menu bar provides access to Setup, View, Orders, and Help functions.

- The **Setup** menu has options for changing your password and setting your order and position, display, order placement, and notification preferences.
- The **View** menu has options for displaying the Orders & Reports pane, viewing your connection status, and adding a DOMTrader or Order Ticket to your display.
- The **Orders** menu is used to access batch order entry.
- The **Help** menu provides access to the About window, online Help, a symbols list, and a list of key actions, a quick reference to keyboard shortcuts in CQG Trader.

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## Changing your password

Your password must be between one and thirty-two characters and may include letters, numbers, and spaces. Passwords are case-sensitive.

1. Choose **Setup > Change Password**. The **Password Change** dialog is displayed.
2. Enter your old password.
3. Enter your new password.
4. Enter the new password again.
5. Click **Change**. If you click **Cancel**, your password will not be changed.

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## Viewing Connection Status

You can check the connection status of your system and check for system updates in CQG Trader.

Click **View > View Connection Status**.

The Connection Status dialog briefly appears in the lower right hand corner after you make this selection. You can also set CQG Trader to [display the dialog every time the connection status changes](#).

# DOMTrader

Market transparency is vital for trading on the electronically-traded futures markets. DOMTrader provides that market transparency as well as the order routing functionality traders need.



The DOMTrader is comprised of a [depth-of-market ladder](#), which displays a range of bid and offer prices and the best bid and offer with size, and trading tools, including order type selectors, buy and sell buttons, quantity buttons, and cancel buttons.

Up to three DOMTrader windows can be added to the display.

## DOMTrader Components

Some of the DOMTrader components are optional and are displayed based on the preferences you have set up.

To check or change those preferences, click **Setup** on the menu bar, click **Preferences**, and go to the **Order Placement** tab.

### Title Bar



The DOMTrader title bar displays the account that is currently being used in the DOMTrader.

### Symbol Tabs



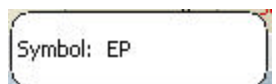
The DOMTrader has four tabs, so that you can monitor and trade more than one symbol on a single DOMTrader. A thermometer representing the current market standing of the symbol as well as the symbol are displayed on each tab.

The thermometer gives a graphic indicator of the current market standing relative to its opening, high and low prices. It shows the High to Last (Red), Low to Last (green), and Open (yellow triangle) for that symbol for the current day. The close or last price is indicated by the change of color from red to green. If the thermometer displays all yellow, the data is not available, and you cannot trade the symbol.

#### To add a tab:

With fewer than four tabs are in use, the next tab is blank.

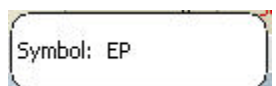
1. Click on the blank tab. The tab will display the symbol of the previous tab.
2. Start typing a symbol. A field like this will open:



3. When you have completed typing the symbol, **Enter**. The tab name will be changed.

#### To change the symbol on a tab:

1. Click on the tab.
2. Start typing a symbol. A field like this will open:



3. When you have completed typing the symbol, **ENTER**. The tab name will be changed.

## Current Position

Long 14 @ 140007, OTE: 16,925.00

DOMTrader displays the current position and Open Trade Equity (OTE) or OTE +PL (closed profits and losses for the day) for the selected symbol and account just below the tabs. If there is no position for this account yet, the display says, "No position."

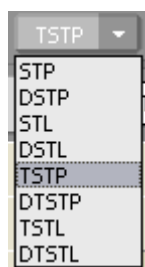
## Order Duration



**DAY**, **GTC** (Good-till-cancelled), **FAK** (fill and kill), **FOK** (fill or kill), and **ICBRG** (Iceberg) are the order duration options.

- **DAY** is the default. If a DAY order is unfilled at the close of the trading session, it is automatically canceled.
- **GTC** orders are left open until canceled by the trader.
- **FAK** orders are used to buy or sell a quantity at a limit price and if the entire order is not immediately filled the remaining quantity is cancelled.
- **FOK** orders require that the entire quantity be executed immediately or the order is cancelled.
- **ICBRG** orders are a limit day orders that have both a total quantity and a display quantity that is shown publicly on the order book. These orders must be enabled in [preferences](#).

## Stop Management



**STP** (stop), **DSTP** (DOM-Triggered stop), **STL** (stop limit), **DSTL** (DOM-Triggered stop limit), **TSTP** (trailing stop), **DTSTP** (DOM-Triggered trailing stop), **TSTL** (trailing stop limit), and **DTSTL** (DOM-Triggered trailing stop limit) are the stop management options. DOM-Triggered Stops must be enabled in [preferences](#).

- **STP** is the default. A stop order becomes a market order when the stop price is hit and a stop-limit order becomes a limit order when the stop price is hit.
- **STL** orders allow the trader to set a difference between the stop price and the limit price.

- **TSTP** and **TSTL** orders adjust their trigger price in concert to the direction of the market on a tick-by-tick basis, initially trailing the market with the same distance to the market price when the order is first placed. The trigger price of a trailing sell stop order will automatically step higher with the market for each up tick, but will not step lower.
- **DSTP**, **DSTL**, **DTSTP**, and **DTSTL** orders behave like stop orders, but are not triggered until the bid/ask quantity falls below the order's trigger quantity (DOM threshold).

Your account must have the synthetic order route turned on to place these orders. DTS and trailing orders require an enablement.

Even if an exchange does not support Stop or Stop/Limit orders, the order gateway can create those order types, and these created orders are called synthetic orders. Order types that are accepted by the exchange for a given symbol display a peach rectangle around the selection button. If the order type selection button is displayed against a white rectangle, that order type is not supported by the exchange, and a synthetic order will be used to place that type of order on this exchange, if it is selected.

## Manual Fills Button

The manual fills button looks like this: .

You have the ability to enter fills manually for those trades that did not occur through COG Trader to be reconciled against the statement. All electronic and pit contracts can be entered. Once the statement for the day is received, the manual fills are reconciled against the statement and then permanently removed.

In order to enter manual fills, go to **Setup > Preferences > Order & Position Settings** and select the **Enable Manual Fills** check box.

[To enter a manual fill](#)

## Order Cancel Order (OCO) Button

The OCO button looks like this: .

An OCO is a two-part order. If one part of the order is executed, then the other part is cancelled.

[To place an OCO](#)

## Expand Button



If your DOMTrader is sized so that not all of the buttons are visible, an expand button will appear on the right side. Clicking this button will display the hidden components, in this case, the OCO button. To display the hidden component, click on it, then click on the DOMTrader to the left of the expand button. The hidden component will then replace one of the other components. To see all components, resize your DOMTrader.

## Order Type Indicator

If **Fast Click Mode** is selected in **Preferences**, the order type button will be displayed between the buy and sell buttons. The button will display the applicable limit or stop icon depending on the settings for the current symbol, such as:



If an order is being placed using drag and drop, the order type is determined by whether the price is above or below the market, and which column, buy or sell, the order is dropped into.

## Buy and Sell Buttons



One of the ways you can place a Market order in the DOMTrader pane is using the **Buy** and **Sell Market** order buttons at the top of the window. The default position for the sell button is on the right side of the pane. You set whether the **Sell Market Button** is on the left or right side of the **Price column** using the Trading Preferences dialog box. The Sell @Offer button is also displayed for instruments that report volume.

Go to **Setup > Preferences > Order Placement** and select the **Buy/Sell Market buttons** check box to view the buy and sell buttons.

## Cancel Buttons



These buttons below the DOMTrader grid are used to cancel groups of orders. The number of orders that will be canceled by each button is displayed on the button in parentheses.

**X Buys** = cancel all buy orders for current symbol for this account.

**X Sells** = cancel all sell orders for current symbol for this account.

**X All** = cancel all orders for current symbol for this account.

**X Global** = cancel all orders for all accounts

**X All/Liq All**: cancel all orders and liquidate all positions for the current account.

Go to **Setup > Preferences > Display Configuration** and select the **Enable liquidate and reverse buttons** check box to view the cancel buttons.

## Size Buttons



The size buttons at the bottom of the Order Ticket allow you to change the default quantity that will be used when you place orders. The Size entry box displays your default order quantity and allows you to directly enter a number in the size input box to override the default. Clicking the **Size** link (will display as a link when you hover the mouse over it) returns the quantity in the box to the default.

The quantity values are set in [preferences](#).

## The DOMTrader Ladder

### Order Columns

	11	• 182500	9	
STP	193	◆ 182475	150	LMT
	105	• 182450 <sup>A</sup>	60	
	230	● 182425		
LMT	485	▲ 182400 <sup>B</sup>	9	LMT
	663	● 182375		
	644	● 182350	52	
LMT	448	182325	10	STP
	690	182300	30	
	239	182275	8	
LMT	112	182250		STP

↓  
Buy Order  
Column

↓  
Sell Order  
Column

The columns to the far left and the far right of the ladder are the order columns.

When you drag a price to either column, a visual representation of your order is displayed. Please see [DOMTrader Order Status Icons](#).

These columns are always displayed. Watermarks, seen here as STP and LMT, are optional. To display watermarks, go to **Setup > Preferences > Order Placement** and select the **Show watermark** check box and then select either **Order Quantity**, **Buy/Sell**, or **Limit/Stop mode**.

**Trade Sequence** check box.

## Last Trade Volume Column

	11	• 182500	9	
STP	193	◆ 182475	150	LMT
	105	· 182450 <sup>A</sup>	60	
	230	● 182425		
LMT	485	▲ 182400 <sup>B</sup>	9	LMT
	663	● 182375		
	644	● 182350	52	
LMT	448	182325	10	STP
	690	182300	30	
	239	182275	8	
LMT	112	182250		STP

↓  
Last Trade  
Volume Column

The column to the immediate left of the price column is the last trade volume column.

It displays the size of the last trade.

Displaying this column is optional. To display it, go to **Setup > Preferences > Order Placement** and select the **Last Trade Volume** check box.

## Price Column

	11	•	182500	9	
STP	193	◆	182475	150	LMT
	105	·	182450 <sup>A</sup>	60	
	230	●	182425		
LMT	485	▲	182400 <sup>B</sup>	9	LMT
	663	●	182375		
	644	●	182350	52	
LMT	448		182325	10	STP
	690		182300	30	
	239		182275	8	
LMT	112		182250		STP

Price Column  
with recent  
trade sequence

The center column is the price column.

The most recent bid and ask prices are marked and market movement is indicated by an arrow.

This column is always displayed. Recent trade sequence, represented by circles of varying size indicating the prices that have been active most recently, is optional. To add recent trade sequence to the display, go to **Setup > Preferences > Order Placement** and select the **Recent Trade Sequence** check box.

## Depth of Market (DOM) Column

	11	• 182500	9	
STP	193	◆ 182475	150	LMT
	105	· 182450 <sup>A</sup>	60	
	230	● 182425		
LMT	485	▲ 182400 <sup>B</sup>	9	LMT
	663	● 182375		
	644	● 182350	52	
LMT	448	182325	10	STP
	690	182300	30	
	239	182275	8	
LMT	112	182250		STP

↓  
DOM Column

The column to the immediate right of the price column is the Depth of Market column.

The data in this column is continuously updated while the market is active.

This column is optional. To display it, go to **Setup > Preferences > Order Placement** and select the **Order Book for each price** check box.

## Market Window

		182525		
	55	182500		
LMT	253	182475		LMT
	166	182450	15	
	237	182425	9	
LMT	561	182400	2	LMT
	700	182375	76	
	693	182350 <sup>A</sup>	8	
LMT	507	182325	6	LMT
	690	182300	46	
	239	182275	18	
LMT	112	182250	31	LMT
		182225	46	
		182200		
LMT		182175		LMT
		182150		
		182125		

When you scroll to a price that is far enough from the current market value that the current market value would normally scroll off the screen, DOMTrader displays the Market Window above or below the selected price. Every time the current market price changes, the Market Window re-centers the market price row so it is always in the middle of this window. You cannot place orders in this portion of the DOMTrader window, but you can click a price cell in the Market window to immediately jump to that price, and close the Market Window.

The small square in the lower left corner indicates that you have a limit order below the current price displayed. Clicking the square moves the DOMTrader view, so that these orders can be seen.

## Market Lines

	11	• 182500	9		
STP	193	◆ 182475	150	LMT	
	106	• 182450 <sup>A</sup>	60		
	230	● 182425			
LMT	486	▲ 182400 <sup>B</sup>	9	LMT	
	663	● 182375			
	644	● 182350	52		
LMT	448	182325	10	STP	
	690	182300	30		
	239	182275	8		
LMT	112	182250		STP	

Market Line (green line at top)

Market Line (red line at bottom)

DOMTrader displays three Market lines: High, Low, and Market. The green and red lines represent the maximum and minimum trade prices for the contract during the current trading day.

If there are valid Best Bid and Best Ask values, and the Best Ask is equal to the Best Bid plus Tick Size value, the market line is displayed. If Best Bid or Best Ask prices are not valid for the contract, or if there is a gap between the Best Bid and Best Ask rows, the market line is not displayed.

## DOMTrader System Modes

It is important to pay attention to the mode your DOMTrader is in when you place an order because it affects how an order is filled.

When DOMTrader is in **Market Mode**, the cursor moves up or down as the market moves up and down in a liquid market. If you press the **Sell** key or **Buy** key, you would place a market order that will be filled with the best Bid or Ask price.

DOMTrader is in **Place Order Mode** when the Price column is active and selected, and the selected price is higher or lower than the current market price. If you press the **Sell** key or **Buy** key, you would place a limit or stop order.











In **Browse Order Mode**, you can browse through the working orders in DOMTrader. Place DOMTrader in Browse order by mode pressing the **CTRL** key. The cursor moves to the nearest Working Order. Press the UP or Down arrow to move to the next nearest Working Order. While in Browse Order mode, press the **Space** bar to view the order details window. To close the order details window, move the mouse.

When DOMTrader is in **Modify Order Mode**, you can change the quantity and symbol for a working order. This is a sub-mode of Browse Order Mode that is active only while you are modifying an order. If you select the Buy or Sell cell for an existing order and then enter a new quantity using the numeric keypad, the price selector and rectangle around the Send Order symbol changes color.

---

## DOMTrader Order Type Icons

The DOMTrader uses icons to help you keep track of orders.

	Limit
	Stop
	Stop Limit
	Trailing Stop
	Trailing Stop Limit
	DOM-Triggered Stop
	DOM-Triggered Stop Limit
	DOM-Triggered Trailing Stop
	DOM-Triggered Trailing Stop Limit
	Iceberg

## DOMTrader Order Status

Working orders are displayed on the DOMTrader, like this:

		11408	887	
		11407	721	
1	●	11406	788	1 LMT ●
		11405	724	

The buy column shows a stop order for one contract, and the sell column shows a limit order for one contract. Hover your mouse over the blue information icon to see order details.



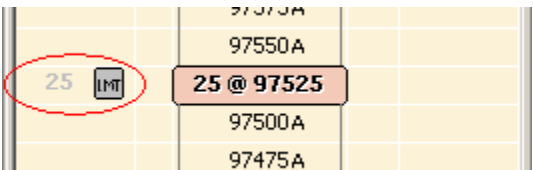

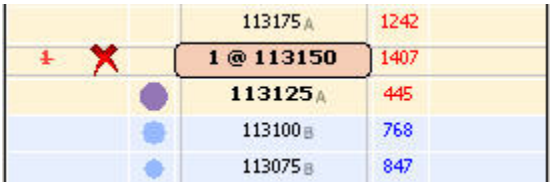
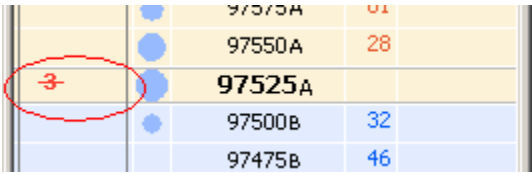
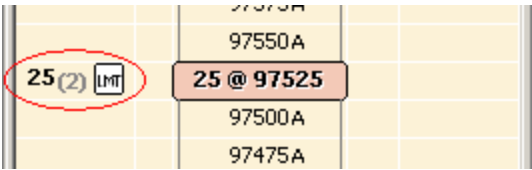
Image	Type	Description
	Stacked	Stacked orders are multiple working orders (possibly of different types) placed on the same side of the market for the same price.
	Modified	A Modified Order is an order that was placed earlier, but now the price or quantity is being modified. Before the change is sent to the exchange, the order is visually represented by the appropriate order icon, and the quantity text is black with white shading on a green background and price text is black with white shading on a green background.
	Sent	This symbol represents a Sent Order, which may be a canceled order, a brand new order that has just been sent to the exchange, or a modified order after modifications have been sent, but before the client receives acknowledgement from the exchange. A Sent Order is visually represented by a grayed order icon and quantity text is gray.

Image	Type	Description
	Filled	An order becomes a Filled Order after the server receives notification from the exchange that the order has been filled. A Filled Order is visually represented by the quantity in black and a checkmark."
	Cancelled	An order becomes a Canceled Order after the Client receives acknowledgement from the exchange following a cancel order. A Canceled Order is visually represented by the quantity text in red with a strikethrough effect, followed by an X. This fades away in 2-3 seconds.
	Rejected	An order becomes a Rejected Order after the Client receives a rejection from the exchange or from the order entry system. A Rejected Order is visually represented by red strikethrough quantity text that blinks 3 times, and then disappears.
	Partially Filled	A Partially Filled Order is a Working Order with only some of the requested quantity filled. This is visually represented by black quantity text for the working orders and gray text in parenthesis for the filled quantity followed by the order Icon.

# Order Ticket

The Order Ticket is an order entry interface that combines an order ticket with elements of the DOMTrader.



The DOM area contains buy, volume, price, and sell columns.

Instead of entering orders by dragging and dropping from the price column as on the DOMTrader, you use buy and sell buttons to place orders using the Order Ticket.

---

# Order Ticket Components

## Title Bar



The Order Ticket title bar displays the account that is currently being used on the Order Ticket.

## Symbol Tabs



To view all tabs, drag the dotted, vertical line to the right.

The Order Ticket has four tabs, so that you can monitor and trade more than one symbol on a single ticket. A thermometer representing the current market standing of the symbol as well as the symbol are displayed on each tab.

The thermometer gives a graphic indicator of the current market standing relative to its opening, high and low prices. It shows the High to Last (Red), Low to Last (green), and Open (yellow triangle) for that symbol for the current day. The close or last price is indicated by the change of color from red to green. If the thermometer displays all yellow, the data is not available, and you cannot trade the symbol.

### To add a tab:

With fewer than four tabs are in use, the next tab is blank.

1. Click on the blank tab. The tab will display the symbol of the previous tab.
2. Start typing a symbol. A field like this will open:



3. When you have completed typing the symbol, **Enter**. The tab name will be changed.

### To change the symbol on a tab:

1. Click on the tab.
2. Start typing a symbol. A field like this will open:



3. When you have completed typing the symbol, **Enter**. The tab name will be changed.

## Current Position

Long 3 @ 140817, OTE: 2,337.50

The Order Ticket displays the current position and Open Trade Equity (OTE) or OTE +PL (closed profits and losses for the day) for the selected symbol and account just below the tabs. If there is no position for this account yet, the display says, "No position."

## Buy and Sell Buttons

These buttons are used to place orders.

Buy 1 179925 LMT DAY	Sell 1 179925 STL DAY
	Sell 1 179925 LMT DAY
Buy 1@179925 LMT DAY	
Buy 1 @MKT	Sell 1 @Offer (11)
Buy 1 @Offer (11)	Sell 1 @Bid (20)
Buy 1 @Bid (20)	Sell 1 @MKT

## Size Buttons

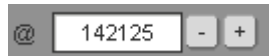
Size  1 5 10 25 50 100

Size  500K 1M 2.5M 250M 1B

The size buttons at the bottom of the Order Ticket allow you to change the default quantity that will be used when you place orders. The Size entry box displays your default order quantity and allows you to directly enter a number in the size input box to override the default. Clicking the **Size** link (will display as a link when you hover the mouse over it) returns the quantity in the box to the default.

The quantity values are set in [preferences](#).

## Price Field



Either enter a price in the **Price** field or use the – and + buttons to increment and decrement the price.

Go to **Setup > Preferences > Order Placement** and select **Price Entry** to view these buttons.

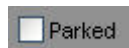
## Order Duration Menu



DAY, GTC (good-till-cancelled), GTD (good-till-date), FAK (fill and kill), FOK (fill or kill), AON (all or none), and ICBRG (Iceberg) are the order duration options.

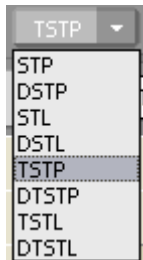
- **DAY** is the default. If a DAY order is unfilled at the close of the trading session, it is automatically canceled.
- **GTC** orders are left open until canceled by the trader.
- **GTD** orders are left open until the date specified by you.
- **FAK** orders are used to buy or sell a quantity at a limit price. If the entire order is not immediately filled, the remaining quantity is cancelled.
- **FOK** orders require that the entire quantity be executed immediately or the order is cancelled.
- **AON** orders instruct the system to fill the order completely or not at all.
- **ICBRG** orders are limit day orders that have both a total quantity and a display quantity that is shown publicly on the order book. These orders must be enabled in [preferences](#).

## Parked Option



The **Parked** checkbox allows you to place an order but not submit it to the exchange right away. The settings for Duration and Fill will be applied to the parked order(s) if the checkbox is filled. If it is cleared, the order placed won't be parked.

## Stop Management Menu



**STP** (stop), **DSTP** (DOM-Triggered stop), **STL** (stop limit), **DSTL** (DOM-Triggered stop limit), **TSTP** (trailing stop), **DTSTP** (DOM-Triggered trailing stop), **TSTL** (trailing stop limit), and **DTSTL** (DOM-Triggered trailing stop limit) are the stop management options. DOM-Triggered Stops must be enabled in [preferences](#).

- **STP** is the default. A stop order becomes a market order when the stop price is hit and a stop-limit order becomes a limit order when the stop price is hit.
- **STL** orders allow the trader to set a difference between the stop price and the limit price.
- **TSTP** and **TSTL** orders adjust their trigger price in concert to the direction of the market on a tick-by-tick basis, initially trailing the market with the same distance to the market price when the order is first placed. The trigger price of a trailing sell stop order will automatically step higher with the market for each up tick, but will not step lower.
- **DSTP**, **DSTL**, **DTSTP**, and **DTSTL** orders behave like stop orders, but are not triggered until the bid/ask quantity falls below the order's trigger quantity (DOM threshold).

Your account must have the synthetic order route turned on to place these orders. DTS and trailing orders require an enablement.

Even if an exchange does not support Stop or Stop/Limit orders, the order gateway can create those order types, and these created orders are called synthetic orders. Order types that are accepted by the exchange for a given symbol display a peach rectangle around the selection button. If the order type selection button is displayed against a white rectangle, that order type is not supported by the exchange, and a synthetic order will be used to place that type of order on this exchange, if it is selected.

## Manual Fills Button


The manual fills button looks like this: .

You have the ability to enter fills manually for those trades that did not occur through COG Trader to be reconciled against the statement. All electronic and pit contracts can be entered. Once the statement for the day is received, the manual fills are reconciled against the statement and then permanently removed.

In order to enter manual fills, go to **Setup > Preferences > Order & Position Settings** and select the **Enable Manual Fills** check box.

[To enter a manual fill](#)

## Order Cancel Order (OCO) Button

The OCO button looks like this: 

An OCO is a two-part order. If one part of the order is executed, then the other part is cancelled.

[To place an OCO](#)

## Cancel Buttons



These buttons below the DOMTrader grid are used to cancel groups of orders. The number of orders that will be canceled by each button is displayed on the button in parentheses.

**X Buys** = cancel all buy orders for current symbol for this account.

**X Sells** = cancel all sell orders for current symbol for this account.

**X All** = cancel all orders for current symbol for this account.

**X Global** = cancel all orders for all accounts

**X All/Liq All**: cancel all orders and liquidate all positions for the current account.

Go to **Setup > Preferences > Display Configuration** and select **Enable liquidate and reverse buttons** to view the cancel buttons.

# Setting CQG Trader Preferences

Preferences include:

- **Order and Position Settings** allow you to choose order type and risk settings for symbols, set order button quantity, enable manual fills, set the quantity button behavior, and choose OTE/MVO and matching settings.
- **Display Configuration** allows you to choose where elements of the DOMTrader and Order Ticket are displayed.
- **Order Placement** allows you to choose which elements are displayed on the DOMTrader and Order Ticket and the size of the font.
- **Notifications** allow you to identify when and how you will be notified of events relating to your orders.

To set preferences, click **Setup** and then click **Preferences**.

## Setting Order & Position Preferences

### Symbol Settings

Symbol Settings for Account UA Trading (Refco: 070707)

Symbol	Stop Action		Smart Order Types			Order Options		Risk Settings		
	STP	STL	Trailing	DTS	ICBRG	Offset	Range	Maximum Order Size	Maximum Position Size	Default Order Size
[Global Default]	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	5	1	1	1
[Acct Default]	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	5	1	1	1
F.US.EMD	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	5	1	1	1
F.US.ENQ	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	5	1	1	1
F.US.EP	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	5	1	1	1
F.US.ER2	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	5	1	1	1

**Stop Action:** Select **STP** or **STL** for each symbol listed. This sets the default action when you use the keyboard to place a buy or sell order. Once the default is set, you can still place the order type you did not select by pressing CTRL+ Left or Right Arrow key.

**Smart Order Types:** Enable trailing quantity-triggered stop, and iceberg orders.

**Order Options:** Set offset and range. Offset sets the number of ticks between the stop and limit prices on stop limit orders. Range sets the threshold in number of ticks for a warning that will be given if buy orders are placed above the current market, or if sell orders are placed below the market.

**Risk Settings:** Set maximum order size, maximum position size, and default order size. Maximum Order Size sets the maximum quantity for orders placed on this symbol. This setting will not prevent you from exceeding the limit you set, but will warn you if you attempt to exceed it. Maximum Position Size sets the maximum position size for orders placed on this symbol. This setting will not prevent you from exceeding the limit you set, but will warn you if you attempt to exceed it.

### Order Button Settings

Order Buttons Settings

Instrument Group	Custom order quantity values for all trading interfaces					
Futures	1	5	10	20	50	100
FX	500K	1M	2.5M	250M	1B	1.5B

Enter default values for [order quantity buttons](#). For FX futures values, K = thousand, M = million, and B = billion. Quantities greater than 4 digits should be abbreviated.

Please see [What's New in the 3.2 Release](#) for more information about quantity abbreviations.

## Calculating OTE/MVO

Calculate OTE/MVO by

Last Trade       Best Bid/Ask

Select whether Open Trade Equity (OTE) and Market Value of Options (MVO) are calculated (by **Last Trade** or by **Best Bid/Ask**) by clicking one of the buttons.

## Matching Entries and Exits

Match Entries and Exits by

FIFO - Intraday First       FIFO

Select whether Entries and Exits are matched by First In/First Out (FIFO) by selecting either **FIFO – Intraday First** or **FIFO**.

## Fill Mode

Fill Mode

Enable Manual Fills

If you would like the ability to enter Manual Fills, then select this check box.

## Quantity Entry Behavior

Quantity Entry Behavior

Replacement       Increment / Decrement

Choose whether you want the order quantity buttons to replace the existing quantities or to increment and decrement the existing quantities.

## Setting Display Configuration Preferences

### Order Placement Options

**Order Placement Options**

Buy to the Left     Buy to the Right

Select whether you want to display the buy column to the right or the left (default).

### Open Trade Equity

**Open Trade Equity**

At the OTE/Positions pane

Open Trade Equity (OTE)

OTE & P/L

Select this check box to display either only OTE or OTE & P/L.

### Total OTE & P/L

**Total OTE + P/L**

At the Account title bar

Select this check box to display OTE & P/L on the title bar.

### Open Positions Options

**Open Positions Options**

Enable liquidate and reverse buttons

Select this check box to include the **X** and **R** buttons on the **Opens Positions** window.

## Order Display Columns

**Order Display Columns**

All Order Tabs

- Information Icon
- B/S
- Qty
- Symbol
- Order Price
- Fill Price
- Type
- Limit Price
- Limit
- Order ID
- Order #
- Unfilled
- Filled
- Status
- User
- FCM
- Acct Name
- Acct #
- Dur

Move to Top

Move Up

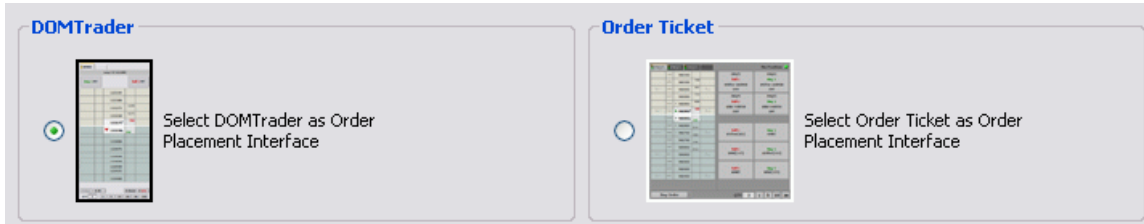
Move Down

Clear

- Use the drop down to select one of the order tabs.
- Select or unselect the columns you would like displayed. Use the **Clear** button to unselect them all.
- Use the **Move to Top**, **Move Up**, and **Move Down** buttons to change the order of the columns.

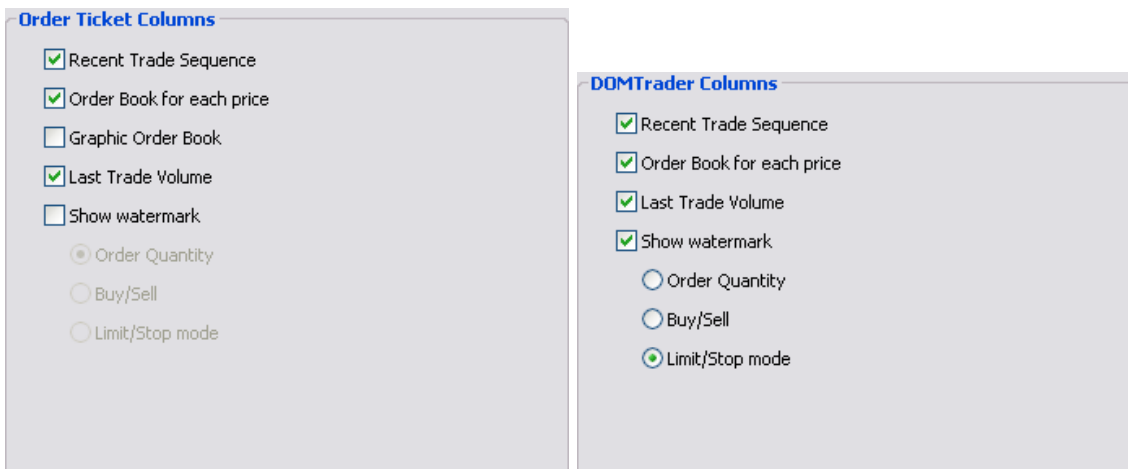
## Setting Order Placement Preferences

### DOMTrader or Order Ticket



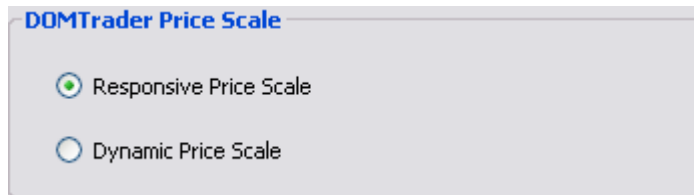
Click the button for either DOMTrader or Order Ticket to choose which will be displayed in CQG Trader.

### DOMTrader or Order Ticket Columns



Select or unselect the check boxes to choose the [columns](#) that will be included on the DOMTrader or Order Ticket.

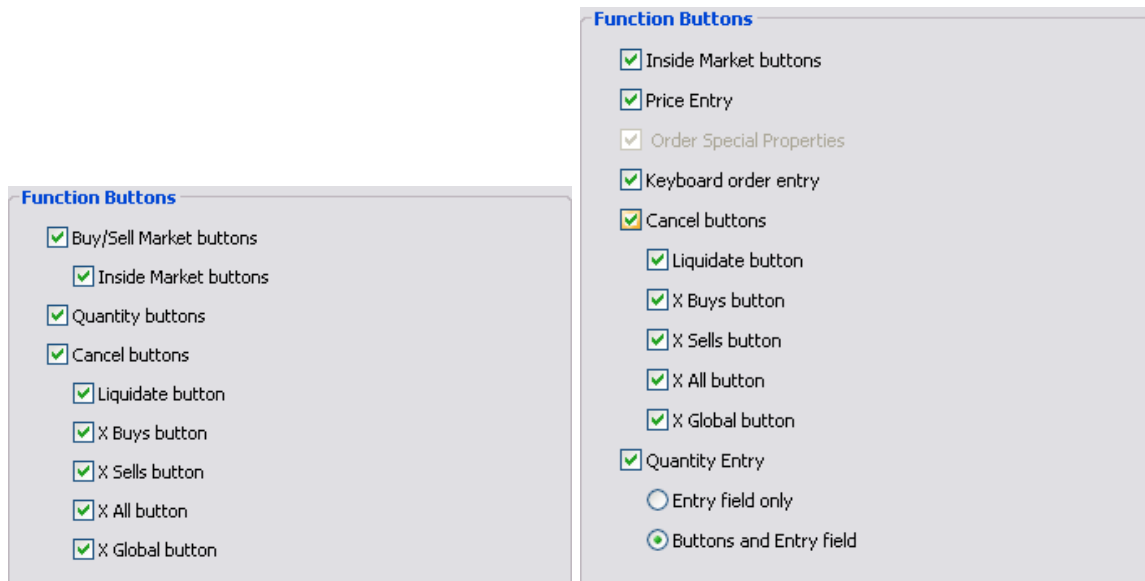
## DOMTrader Price Scale



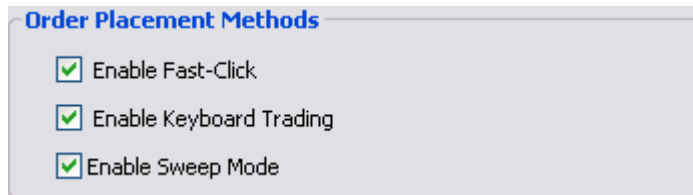
For a dynamic price scale, select the **Dynamic Price scale button**. The current price will stay centered in the DOMTrader window.

## DOMTrader and Order Ticket Function Buttons

Select or unselect the check boxes to choose the buttons that will be included on the DOMTrader or Order Ticket.



## DOMTrader Order Placement Methods



**Order Placement Methods**

- Enable Fast-Click
- Enable Keyboard Trading
- Enable Sweep Mode

Select or unselect the check boxes to enable Fast-Click, keyboard trading, and sweep mode.

## Order Ticket Font Size



**User Interface Font Size**

Small     Medium     Large

Select **Small**, **Medium**, or **Large** font size.

See [DOMTrader Components](#) and [Order Ticket Components](#) for additional information.

---

## Setting Notifications Preferences

### Order Placement

**Order Placement**

Confirm before submitting it to the Exchange       Confirm actions that apply to multiple orders or positions

Select these check boxes to receive confirmation messages before orders are placed.

### Order Sounds

**Order Sounds**

Play this sound when an order is filled:  ...

Play this sound when an order is acknowledged:  ...

Play this sound when an order is rejected:  ...

Select these check boxes to play a sound when an order is filled, when an order is acknowledged, and when an order is rejected. Click the browse button to search and select a sound file to play. Click the **Test** button to hear the sound.

### Notifications

**Notifications**

Notify on every Fill

Notify when Warning is received

Notify when the Order is rejected

Notify when Informational message is received

Select these check boxes to be notified of every fill, when a warning is received, when an order is rejected, and when an information message is received.

## Connection Status

**Connection Status**

Notify when status changes

Warn on order action when Order Routing is slow

Select these check boxes to be notified when the connection status changes or when order routing is slow.

# Viewing Quote Data

Quote Board						
	FX	Metals	Energy	+		
	TYAHO	USAHO	FVAHO	TUAHO	IRAHO	NIAHO
O	117270	118120	116087	108287	105165	101080
H	118015	118230	116125	108302	105215	101180
L	117110	117230	115287	108240	105100	101015
L	117310 ▲	118200 ▼	116097 ▲	108290 ▼	105210 ▼	101170 ▼
Δ	+85	+150	+42	+7	+50	+85
	TYAMO	USAMO	FVAHO	TUAMO	DFAHO	ZQENO
O	116130	117030	116087	108110	10087	99770
H	116130	117050	116125	108110	10136	99775
L	115265	116110	115287	108110	10006	99750
L	116115	117050 ▲	116097 ▲	108110	10135	99770
Δ	+60	+160	+42	+7	+73	+5
	EPHO	EPMO	ENQHO	ENQMO	ERHO	EMIHO
O	108100	107850	177775	177675	1308	93870
H	109325	108825	178925	178500	1308	94180
L	107050	106600	175300	175175	1298	92670
L	107975 ▼	107325	175750 ▼	175500 ▲	1298	92740 ▼
Δ	+50	-125	-1300	-1300	-1	-100

The Quote Board pages (identified by tabs) display the Open (O), High (H), Low (L), Last (L), and Net Change (Δ) for the current trading session. Net Change = yesterday's settlement – last price from previous close. (For our purposes, we will refer to each page as a quote board.)

Green text and arrow indicates that the last price traded was higher than the previous price.

CLEMO
7575
7689
7571
7686 ▲
+8

Red text and arrow indicates that the last price traded was lower than the previous price. If there was no change, no arrow is displayed.

EPMO
108625
109725
108500
108850 ▼
+250

If trading has ended, a checkmark is displayed next to the Settlement Price.

XCHO
3650
3700
3650
3676 ✓
+30

Red and green underlines indicate new low and new high, respectively. In some instances, a price is underlined in both red and a green. This is a rare, but it happens when there is no instrument state available to allow the application to determine the open, high, and low so far in the day, and a single tick arrives. Then that tick is both the new high and the new low, so you see the same price underlined in red and green.

IRAHQ
105165
105210
105100
105210
+50

## To enter a symbol in the Quote Board

1. Click a cell to select it. The selected cell is outlined in red.
2. Enter the symbol.

If you are authorized for that symbol, and if the symbol is currently trading, the information for that symbol will be displayed.

If you are not authorized for a symbol you enter, the background color of the symbol turns red and a message appears, telling you that you are not enabled to view that symbol.

Double click a cell in the Quote Board to change this cell's symbol to match the symbol that is displayed on the active tab in the DOMTrader Pane.

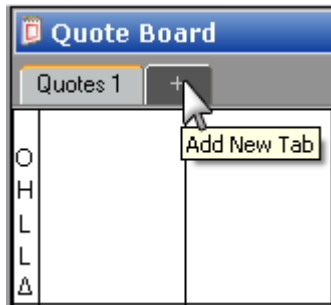
## To rename a Quote Board

1. Either double-click the current name on the tab or right-click the tab and click **Rename Tab**. The current name is highlighted in dark gray.
2. Type the new name of the window.
3. **ENTER**. The name is saved only if you ENTER after typing it, so if you want to cancel the change, click anywhere else on the window to exit the edit mode.

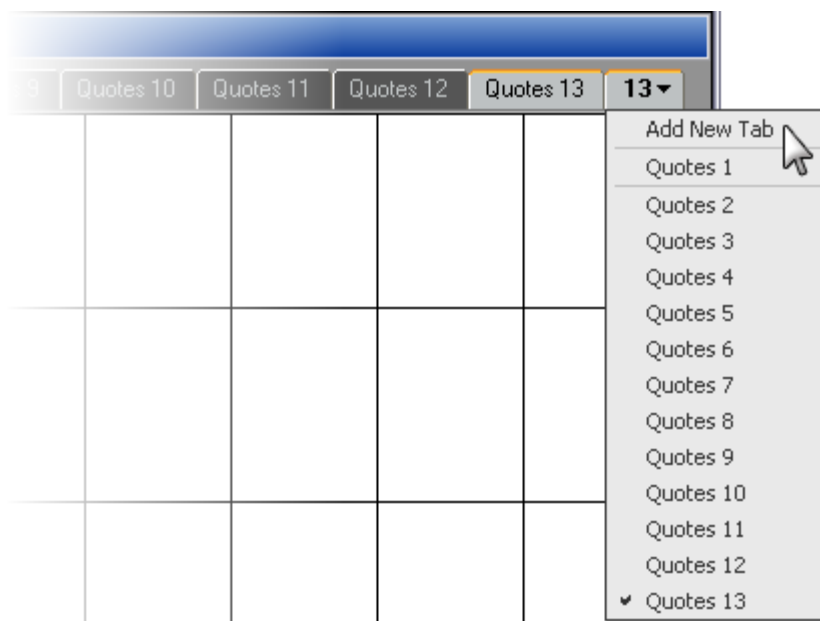
The maximum length of the name is 150 characters.

## To add a Quote Board

Click the + button on the next available tab.



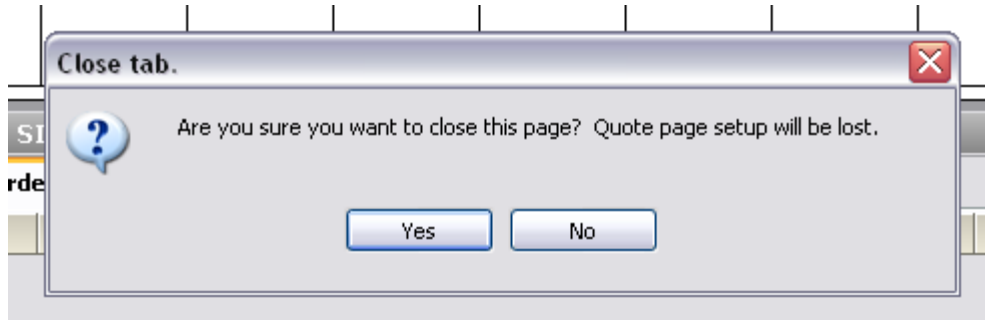
When the number of tabs exceeds the space on the screen, the right-most tab displays a down arrow. Click that arrow to open the menu to add a new tab. You can also use this menu to quickly jump to another quote board.



You can add up to fifty quote boards.

## To remove a Quote Board

1. Right-click the tab for the quote board you want to close.
2. Click **Close Tab**. If the page contains quote data, you will be prompted to confirm the action.

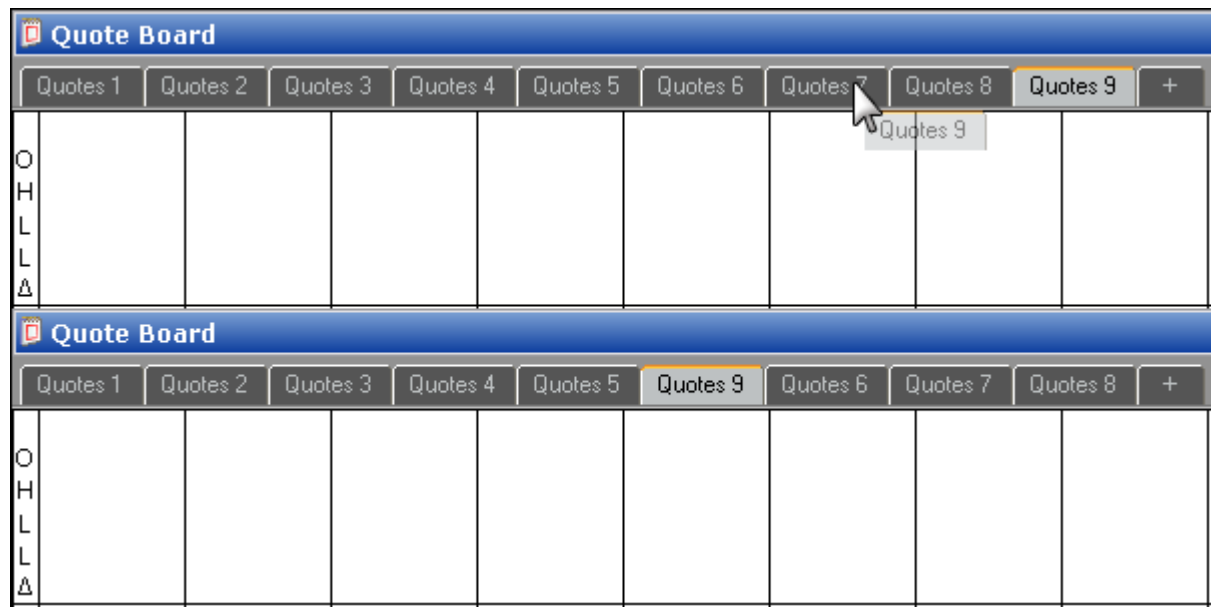


## To copy a Quote Board

1. Right-click the tab for the quote board you want to copy.
2. Click **Replicate Tab**. The window is added to the far right of the quote board area. The window contains all of the quote data from the original quote board.

## To move a quote board

Click the tab of the quote board you want to move, and drag it to its new location.



# Trading

DOMTrader provides several ways to place an order:

- [Click and drag](#)
- [Fast-Click](#)
- [Order buttons](#)
- [HeadsUp](#)
- [Keyboard](#)

On the Order Ticket you can use:

- [Buy/Sell buttons](#)
- [HeadsUp](#)

Order routing supports standard market, limit, and stop orders as well as OCO orders, trailing stops, trailing stop limit orders, DTS, and Iceberg.

## Size Abbreviations

DOMTrader quantities, order sizes, and positions will be abbreviated using:

- K= thousand
- M = million
- B = billion

Any necessary rounding is done according to standard mathematical principles. The DOMTrader and Order Ticket will display balloons with the full quantity if you hover the cursor over the value.

DOMTrader and position quantity is abbreviated to its maximum length of three digits if it is more than 5 digits.

For example:

76,163,344 becomes 76.2M

6,103,344 becomes 6.1M

120,345 becomes 120K

23,345 stays 23,345

Order size, including iceberg display quantity, is abbreviated to its maximum length of four digits.

For example:

76,100,000 becomes 76M

10,000 becomes 10K

123,400 becomes 123K

1000 stays 1000

You are able to use these new abbreviations when you enter order size. Overflow, meaning when the quantity is too large to be displayed, is identified using the plus sign. For example, values over 2,147,483,647 are represented as "2b+".

These abbreviations do not apply to batch orders.

Please note that manual fills will now be designated with lowercase m and not uppercase M.

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## Entering Symbols in CQG Trader

You can enter futures, options, exchange-traded spreads, and equities in CQG Trader.

### Entering Futures

The format for futures is: **F.<symbol><month code><year>**

Month codes:

F	January	N	July
G	February	Q	August
H	March	U	September
J	April	V	October
K	May	X	November
M	June	Z	December

For currently traded (non-expired) contracts, the lead digit of the year can be omitted, e.g. USAZ9.

Example: SPU09 = September 2009 S&P 500 futures contract

**For the most active futures contract**, type the symbol and ?.

**For the first non-expired futures contract**, type the symbol and ?1. For the second non-expired futures contract, type the symbol followed by ?2. For the seventh non-expired futures contract, type the symbol followed by ?7. Follow this pattern for all numbers.

Symbol entry connects with commodity symbols before contracts. Therefore, entering SF will display the lead month for Swiss Francs, rather than January soybeans. To get the soybean chart, you would need to type in the year (SF9, for example).

### Entering Options

The format for options on futures is: **C.<symbol><month code><year><strike price>** for calls and or **P.<symbol><month code><year><strike price>** for puts.

The strike price is 2-5 digits.

Example: C.SPZ081500 = December 2008 1500 call on the S&P 500 futures contract.

An alternate format is C.<symbol>\_<month code><year>.<strike price> for calls and with P. for puts.

Example: C.SP\_U8.1500 = September 2008 1500 call on the S&P 500 futures contract.

For **at the money for the nearby month**, type **C.** or **P.**, the symbol, and ?.

For **at the money for some other month**, type **C.** or **P.**, the symbol, the month, the year, and ? and then press CTRL+ENTER.

For **strikes for the most active month**, type **C.** or **P.** and the symbol and ? and then press CTRL+ENTER.

## Entering Exchange-Traded Spreads

Currently, CQG Trader supports eCBOT reduced tick spreads only.

A calendar spread is a simultaneous buy and sell orders for the same commodity with different delivery months. Reduced tick spreads are a version of the calendar spread has a smaller minimum tick size movement than that available in other strategies or outright markets.

The format for reduced tick calendar spreads is: **<symbol root><R><strategy leg gap><month><year>**

The strategy leg gap = 1, 2, 3, 4, 5, 6, or 12 or by demand.

Example: US 5-Year Treasury Note: FVAR1V8 (represents FVAV8-FVAX8).

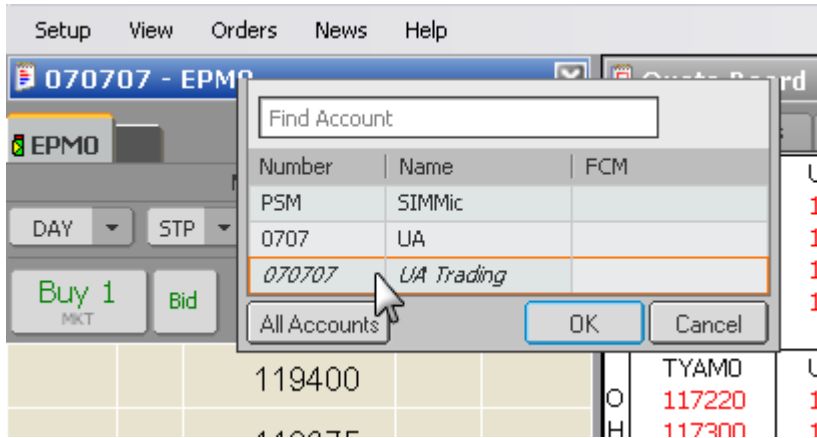
## Entering Stocks

The format for stocks is: **S.<symbol>**

Example: S.MSFT = Microsoft

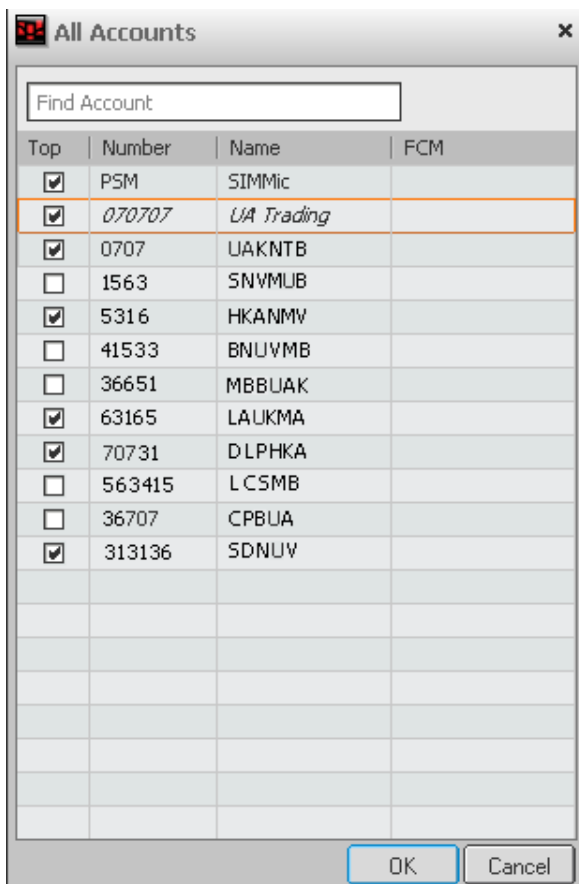
## Selecting an Account

The Account Selector allows you to move between accounts quickly and easily. To open it, right-click the title bar of the DOMTrader or Order Ticket.



The account in italics is the active account.

Click the **All Accounts** button to open the **All Accounts** window for a complete list of accounts.



## To locate an account

Start typing the account name, account number, or in the **Find Account** field. Matching names are highlighted character by character.

You can type any part of the account name to search. For instance, if you know the account you want has an "m" in it, then type "m" and all accounts with an "m" in the name are displayed.

If you have more than ten accounts, click the **All Accounts** button to see the entire list.

## To select an account

Once you have located the account, there are three ways to select it:

- Double-click the account.
- Use the up and down arrows to move up and down the list of accounts and Enter to select the account.
- Click the account and then click the OK button.

Accounts that are not available are not enabled.

## To change the order of accounts


- On the All Accounts window, select the **Top** checkbox for each of the accounts you want listed at the top of the list, i.e. the accounts you want displayed on the Account Selector.
- To change the order of accounts on the Account Selector, drag and drop the account where you would like it in the list.
- On both the Account Selector and All Accounts window, you can sort accounts. Click the column heading once to sort in ascending order. (The arrow points up.) Click the column heading twice to sort in descending order. (The arrow points down.)

## Placing an Order with Click and Drag on the DOMTrader

		• 143425	2010	
LMT		• 143400 <sup>A</sup>	550	LMT
	1	▲ 143375 <sup>B</sup>	285	
		• 143350	1145	
LMT		• 143325	1726	STP
		• 143300	2169	

1. Set the order qualifiers and quantity for your order using the buttons on the DOMTrader.
2. Click and drag the price to the **Buy** or **Sell** column.
3. If you have notifications turned on, then you will receive a confirmation message. Click **OK**. The order icons will be displayed on the DOMTrader ladder.


The location of the price you select relative to the market value combined with the column into which you drop the price determines the type of order DOMTrader will submit.

 The price of a working order does not necessarily correspond to the cursor position at the time of the action, because the market may change before the exchange receives the order.

Watch the cursor as you move it around the DOMTrader pane. As you drag it toward a column, it changes to an arrow, indicating the current direction it's moving, and the future action that it would create. When you drop the price in the buy or sell column, the quantity and order type icon appear in the buy or sell column.

---

## Placing an Order with Fast-Click on the DOMTrader

		143500		
STP		143475	2625	
		• 143450	1964	
		♦ 143425	2045	
STP		● 143400	888	LMT
		● 143375 <sup>A</sup>	329	

Click on the buy or sell column at the desired price level. The order icons will be displayed on the DOMTrader ladder.

Fast-Click must be enabled in [Order Placement preferences](#).

## Keyboard Order Entry with DOMTrader

You can use the left and right arrow keys to place an order using the keyboard in the DOMTrader.

Use the CTRL button when you press the **Buy** or **Sell** key to reverse the current Gateway Synthetic Order setting. For example, if the current setting is Stop/Limit, you can place a **Buy** Stop order by pressing CTRL+Right Arrow. You can set the Left or Right arrow to place **Buy** orders.


### Buy Orders

To place...	With these conditions...	Press...
Buy Market Order	System is in Market Mode	Buy Key (Right Arrow Key)
Buy Limit Order	System is in Place Order Mode, target price is selected, and it is lower than or equal to the market price.	Buy Key (Right Arrow Key)
Buy Stop Order	System is in Place Order Mode, target price is selected, and it is greater than the market price.	Buy Key (Right Arrow Key)
Buy Stop-Limit Order	System is in Place Order mode, target price is selected, and the price is greater than the market price.	Mod1+Buy Key (CTRL+Right Arrow Key)
Buy Best Offer Order	System is in Place Order mode, target price is selected.	Mod3+Buy Key (ALT+Right Arrow Key)

**Sell Orders**

To place...	With these conditions...	Press...
Sell Market Order	System is in Market Mode.	Sell Key (Left Arrow Key)
Sell Limit Order	System is in Place Order Mode, target price is selected, and it is greater than or equal to the market price.	Sell Key (Left Arrow Key)
Sell Stop Order	System is in Place Order Mode, and the selected price is lower than the market price.	Sell Key (Left Arrow Key)
Sell Stop-Limit Order	System is in Place Order mode, target price is selected, and the price is lower than the market price.	Mod1+Sell Key (CTRL+Left Arrow Key)
Sell Best Offer Order	System is in Place Order mode, target price is selected.	Mod3+Sell Key (ALT+Left Arrow Key)



---

 The price associated with the order placed does not necessarily correspond to the best bid or ask position at the time of action because the market and DOM data may change before the exchange receives the order.

---

## Quick Reference DOMTrader Order Entry

To place...	Using DOMTrader and keyboard...	Using DOMTrader and mouse...
<b>Buy</b> Market Order	Press <b>Buy</b> . 	N/A
<b>Buy</b> Limit Order	Select price $\leq$ market price. Press <b>Buy</b> . 	Select price $\leq$ market price. Drag and drop price in <b>Buy</b> column.
<b>Buy</b> Stop Order	Trading Preferences Order Position set to Stop. Select price $>$ market price. Press <b>Buy</b> . 	Select price $>$ market price. Drag the price to the <b>Buy</b> column and drop it.
<b>Buy</b> Stop/Limit Order	Trading Preferences Order Position set to Stop. Select price $>$ market price. Press <b>Buy</b> . 	Select price $>$ market price. Drag the price to the <b>Buy</b> column and drop it.
<b>Sell</b> Market Order	Press <b>Sell</b> . 	N/A
<b>Sell</b> Limit Order	Trading Preferences Order Position set to Stop. Select price $\geq$ market price. Press <b>Sell</b> . 	Select price $\geq$ market price. Drag and drop price in <b>Sell</b> column.

To place...	Using DOMTrader and keyboard...	Using DOMTrader and mouse...
<p><b>Sell</b> Stop Order</p>	<p>Select price &lt; market price.</p> <p>Press <b>Sell</b>.</p> 	<p>Select price &lt; market price.</p> <p>Drag the price to the <b>Sell</b> column and drop it</p>
<p><b>Sell</b> Stop/Limit Order</p>	<p>Select a Price &lt; market price.</p> <p>Press <b>Sell</b>.</p> 	<p>Select price &lt; market price.</p> <p>Drag the price to the <b>Sell</b> column and drop it</p>

## Placing an Order with Sweep Mode

You have the ability to place sweep orders on the DOMTrader. This feature allows traders to place an order with a quantity totaling the aggregated depth quantity.

Sweep orders are placed by dragging a quantity in the DOM column to the appropriate order column.

		145825 <sup>A</sup>	98	
LMT	1	145800 <sup>B</sup>	1356	LMT
		145775	2088	

↓
↓
↓
↓

Order Column
Last Trade Volume Column
Price Column
DOM Column

Click a quantity in the DOM column and drag it to the appropriate order column.

LMT		145950	2012	LMT
←	4	145925	2245	
		145900 <sup>A</sup>	797	
LMT		145875 <sup>B</sup>	1146	LMT

This default enablement for Sweep Mode is off. To turn Sweep Mode on, click the **Setup** button and then **Trading Preferences**. On the **Display** window, click the **Enable sweep mode** check box.

---

## Placing an Order with Buy and Sell Buttons

On the DOMTrader, there is one set of buy and sell buttons. The content of those buttons changes depending on what is selected on the DOMTrader ladder.

Click the buy or sell button at the top of the DOMTrader to place an order.



The Order Ticket has two sets of buttons. Like the DOMTrader, the content of those buttons changes depending on what is selected.

### Limit Orders

1. Click on a price in the Price column of the Price/Data grid to populate the buttons with order data.
2. Click the Buy or Sell button for the type of order you want to place.



### Market Orders

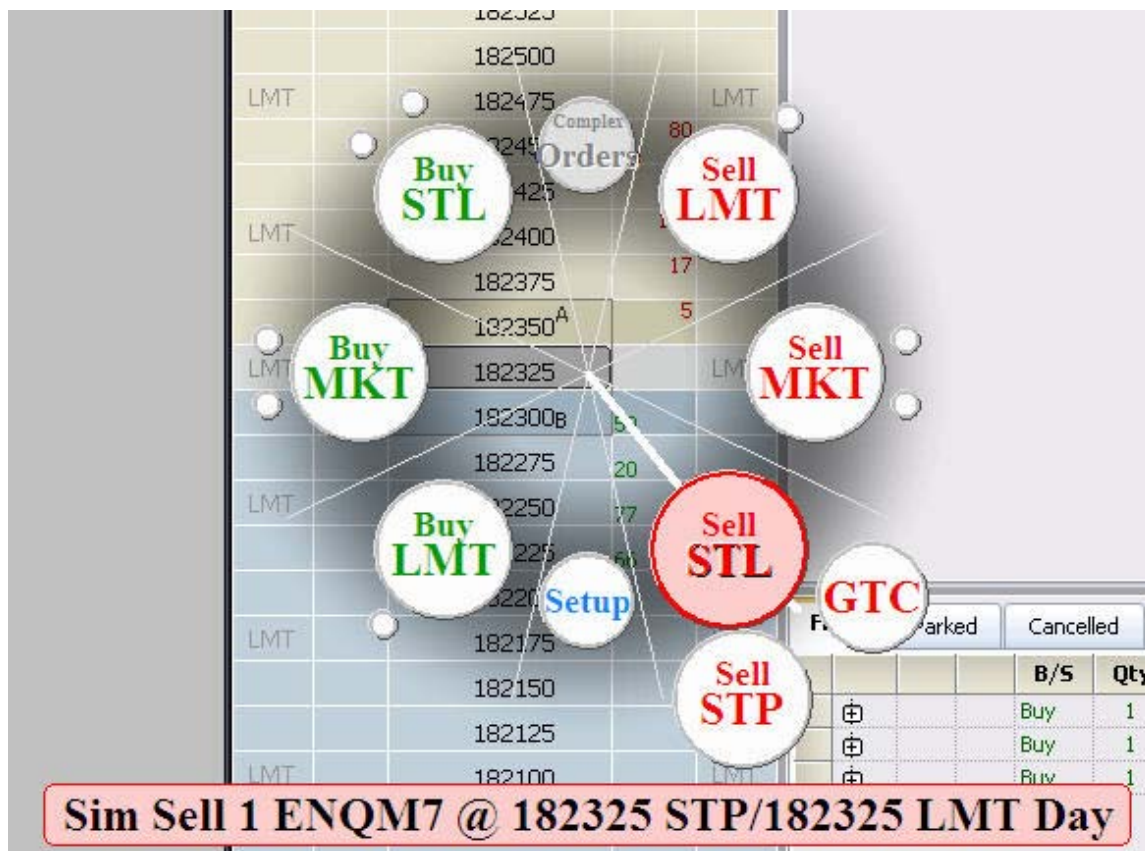
Click a market button.

You can also place orders at the bid and offer prices.



## Placing an Order with HeadsUp

The HeadsUp display is the same on both the DOMTrader and the Order Ticket.




1. Right-click on the price in the Price/Data grid. HeadsUp will be displayed as long as you continue to press the mouse button.
2. Drag the cursor to the circle that identifies the type of order you wish to place. If there are additional options for that order type, smaller circles will be displayed.
3. Release the mouse button. The order is placed.

## To change the location of actions in HeadsUp

1. Display the **HeadsUp** menu.
2. Choose **Setup** by sliding the mouse to the Setup button. The Trading Preferences dialog appears, with the Order & Positions Settings tab active.
3. Select **Buy to the Left** or **Buy to the Right** in the **Order Placement Options** box to set which side of the center circle the Buy and Sell menu items are displayed in HeadsUp.
4. This setting also determines which Arrow Key is used for placing Buy orders in DOMTrader, and the side of the price column on which the Buy and Sell columns appear in DOMTrader.

---

## Entering OCOs



1. Click the **OCO** button . It will turn orange.
2. Enter the first order.
3. Enter the second order.
4. Continue to place orders for each part of the desired OCO.
5. Click the **OCO** button. You will receive an order confirmation message for each of the orders.

Upon execution of one of the orders, the other order(s) will be cancelled automatically.

To add an order to an existing OCO or to create an OCO from existing orders, use the Order & Report pane.

---

## Entering Manual Fills

1. Click the **Manual Fills** button . It will look like this .
2. Enter an order. The **Add Manual Fill** window opens.
3. Fill in the fields on the window.
4. Click the **Add** button. Manually filled orders will be displayed on the Orders and Positions window.

In order to enter manual fills, go to **Setup > Preferences > Order & Position Settings** and select the **Enable Manual Fills** check box.

---

## Entering Batch Orders

The Batch Entry function allows you to create a text file on your computer containing one or more orders. When you upload the file, each order is verified and entered into our system as a parked order. You can upload a maximum of 1000 orders per submission. If your file contains more than 1000 lines, the file will be rejected.

You can create the order file using a text editor or any software (word processor, spreadsheet, etc.) that will save in plain text format.

### Batch File Formatting Requirements

Each order must appear on a separate line in the file.

- A line consists of the following fields, which are separated by a comma:  
 Account, buy/sell, quantity, contract [,call/put, strike, new/offset], ordertype [, price1] [, price 2] [,duration] [,gtd date]
- Fields enclosed in square brackets are optional, except that for options orders, the Call/Put, Strike Price, and New/Offset fields are required.
- Price 1 represents the Stop price for STP or STPLMT orders, Limit Price for LMT orders.
- Price 2 represents the Limit price for STPLMT orders.
- If not specified, duration defaults to Day. Other valid duration values are: **GTC** and **GTD**.
- **GTD** orders may be specified in either **mm/dd/yyyy** format **or** in **dd MON yyyy** format.
- Fields are not case-sensitive (for example, mkt is the same as MKT)

### Batch Order Fields

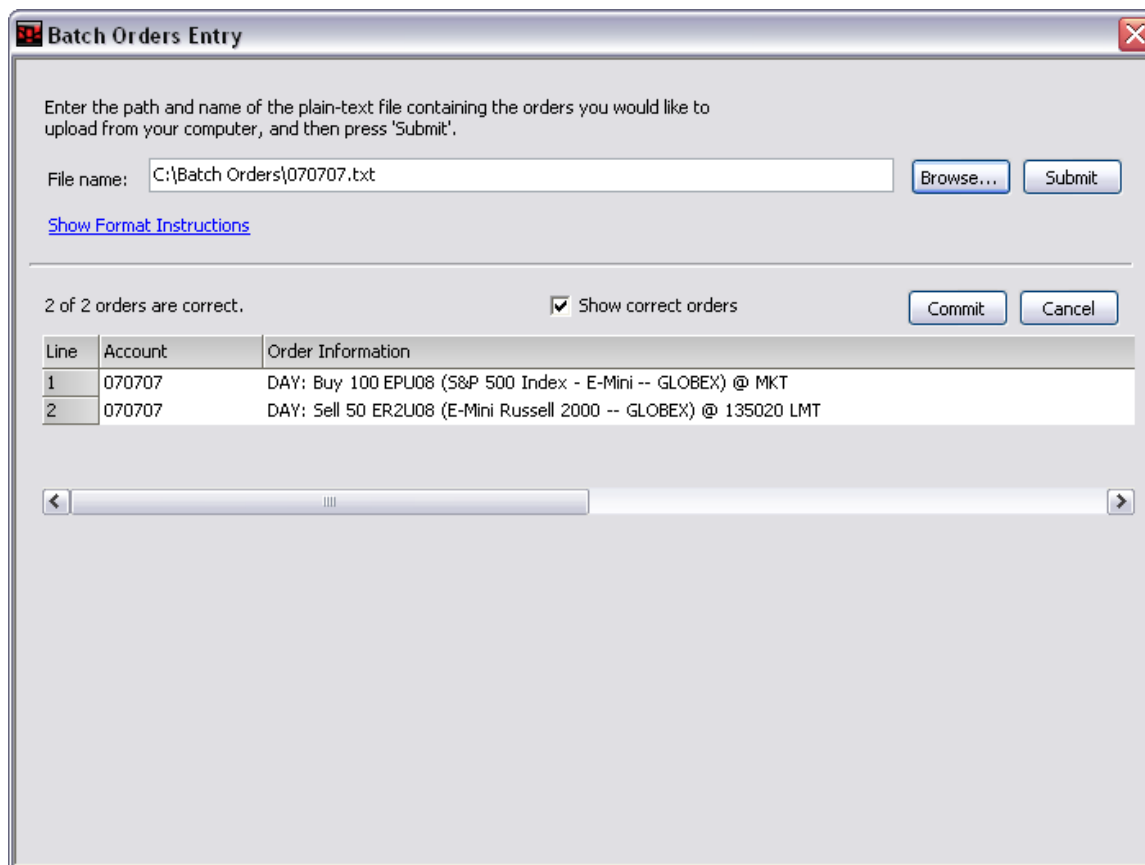
- The Buy/Sell value can be **B**, **Buy**, **S**, or **Sell**.
- Contract is the contract code and month/year (for example, **USZ1**)
- Call/Put, Strike, New/Offset are required for options orders.
  - Call/Put is the Call/Put indicator (c for a call option, p for a Put option).
  - Strike is the Strike Price for the option.
  - New/Offset is the new/offset value (**n** for New, **o** for offset)
- OrderType is MKT, LMT, STP, or STPLMT.
- Price 1 and Price 2 are not present for all order types.
- Price 1 is the Stop Price for STP and STPLmt orders, or the Limit Price for LMT orders.
- Price 2 is the Limit Price for STPLMT orders.
- Price 1 and Price2 must be in the correct price format for the given contract. Price formats vary by contract. In any order entry window, the price format is described in the quote window below the close, bid/ask, and last prices. For example, C (CBT Corn) is shown with the last digit as quarters expressed in eighths (i.e. 0, 2, 4, 6).

## To create a batch order file

For format instructions, click **Orders** on the menu bar, then **Batch Order Entry**.

1. Enter the orders into the file, separating fields with commas.
2. Save the file as Text Files (\*.txt).

## To upload a batch file of orders



Enter the path and name of the plain-text file containing the orders you would like to upload from your computer, and then press 'Submit'.

File name:

[Show Format Instructions](#)

2 of 2 orders are correct.  Show correct orders

Line	Account	Order Information
1	070707	DAY: Buy 100 EPU08 (S&P 500 Index - E-Mini -- GLOBEX) @ MKT
2	070707	DAY: Sell 50 ER2U08 (E-Mini Russell 2000 -- GLOBEX) @ 135020 LMT

1. Click **Orders** on the menu bar, then **Batch Order Entry**.
2. Enter the path and name of the file or click the **Browse** button to select the file using a dialog box.
3. If you would like your correct orders displayed, click the **Show correct orders** check box.
4. Click **Submit**.
5. If there are errors in your file, they will be listed on the window. Click **Cancel**, and try again after correcting your .txt file.
6. If your orders are correct, click the **Commit** button. Your orders will be processed and will be displayed as appropriate on CQG Trader.

---

# Modifying and Canceling Orders

Modify and cancel orders directly on the DOMTrader and Order Ticket or on the Orders and Reports window.

---

## On the DOMTrader

### To change an order's quantity

1. Click the order icon in the Buy or Sell column.
2. Enter a quantity using the numeric keypad.
3. Press **Enter** to apply the change or press **ESC** to cancel the change.
4. Click **OK** to place the order.

### To modify an order's price using the mouse

1. Drag the existing order to the new price and drop it. An order confirmation window opens.
2. Click **OK**.

### To cancel an order with the mouse

1. Select the order icon in the Buy or Sell column.
2. Drag the order cell off the window.

When the cursor goes off the window, the cursor changes to indicate that if the order is dropped, the order will be canceled.

### To cancel an order with the keyboard

1. Click the cell that holds the working order.
2. Press the **Del** or **Delete** key. The canceled order fades out in 2 to 3 seconds.

### To cancel multiple orders

Click **X Buys** to cancel all buy orders for current symbol for this account.

Click **X Sells** to cancel all sell orders for current symbol for this account.

Click **X All** to cancel all orders for current symbol for this account.

Click **X Global** to cancel all orders for all accounts

Click **X All/Liq All** to cancel all orders and liquidate all positions for the current account.

Go to **Setup > Preferences > Display Configuration** and select the **Enable liquidate and reverse buttons** check box to view the cancel buttons.



## To liquidate multiple positions

Click **X All/Liq All** to cancel all orders and liquidate all positions for the current account.

Go to **Setup > Preferences > Display Configuration** and select the **Enable liquidate and reverse buttons** check box to view the cancel buttons.



---

## On the Order Ticket

### To cancel multiple orders

Click **X Buys** to cancel all buy orders for current symbol for this account.

Click **X Sells** to cancel all sell orders for current symbol for this account.

Click **X All** to cancel all orders for current symbol for this account.

Click **X Global** to cancel all orders for all accounts

Click **X All/Liq All** to cancel all orders and liquidate all positions for the current account.

Go to **Setup > Preferences > Display Configuration** and select the **Enable liquidate and reverse buttons** check box to view the cancel buttons.



### To liquidate multiple positions

Click **X All/Liq All** to cancel all orders and liquidate all positions for the current account.

Go to **Setup > Preferences > Display Configuration** and select the **Enable liquidate and reverse buttons** check box to view the cancel buttons.



## On the Orders and Reports Window

### To replace an order

1. Click the **Working Orders** tab to display open orders.
2. Select the order to be replaced.
3. Click the order. The selected order will be underlined.
4. Select the element to be changed.
5. Make the desired changes. These changes will appear in red and the **RPL** button becomes active.
6. Click the **RPL** button. A confirmation dialog will appear indicating your changes, if you have selected the **Confirm orders before placing checkbox** in the **Trading Preferences** dialog.
7. Click **OK** to accept the changes as stated in the **Confirm** dialog.

### To combine existing orders into a single OCO

1. Click the **Working Orders** tab to display open orders.
2. Click the **OCO** button for the first order you wish to combine. The button will turn orange.
3. Click the **OCO** button for the next order you wish to combine. Repeat this step for each order you wish to be part of the OCO.
4. When you have finished selecting orders, click the **OCO** button for the first order that you added. Your OCO order is complete.

Upon execution of one of the orders, the other order(s) will be cancelled automatically.

### To cancel an order

1. Click the **Working Orders** tab to display open orders.
2. Click on the **CXL** button to cancel a working order or press **Delete**.

## To activate a parked order

1. Click the **Parked** tab to display parked orders.
2. Click the **ACT** button.

You can also Activate All, Activate All Buys, and Activate All Sells.

Filled		Parked		Cancelled		Exceptions		
Activate All		Activate All Buys		Activate All Sells		Cancel All		
			B/S	Qty	Symbol	Order Price	Fill Price	Typ
	ⓘ	CXL	ACT	Buy	1	USAH7	11026	LMT

## To cancel multiple parked orders

1. Click the **Parked** tab to display parked orders.
2. Click the **Cancel All** button.

## To liquidate open positions

1. Click the **Reports** tab to display open positions.
2. Click the **X** button.

Open Positions		Purchases & Sales	
		Date	Symbol
⊕	X		EPH7
⊕	X		NQMG7

## To reverse open positions

1. Click the **Reports** tab to display open positions.
2. Click the **R** button.

Open Positions		Purchases & Sales	
		Date	Symbol
⊕	X	R	EPH7
⊕	X	R	NQMG7

# Orders and Positions

The Orders and Reports pane allows you to cancel, replace, and modify orders as well as view comprehensive order and position data.

There are three components to the Orders and Reports pane: the Working Orders window at the top and the Orders and Reports windows at the bottom. Use the tabs to move between the Orders and Reports windows.

To display or hide this pane, go to **View > View Orders and Reports**. A check mark next to View Orders and Reports means this pane will be displayed. If there is no check mark, it will not be displayed.

## Orders and Reports Components

You can select the columns that are displayed in the Order Tabs and change their order using the Display Configuration Tab.

### Working Orders

This window displays information for all open orders.

Select the **All Symbols** button to see details for orders for all symbols or select a **symbol** button to see details for orders that a particular symbol.

Working Orders										Show Orders: <input checked="" type="radio"/> All Symbols <input type="radio"/> EPH7				
				Dur	Limit	B/S	Qty	Symbol	Order Price	Fill Price	Type	Limit Price	Order ID	Place Time
	CXL	RPL	☞	DAY		Sell	20	EPH7	143400		LMT		11793864	1/12/2007 8:45 AM
	CXL	RPL	☞	01/26/07		Buy	1	NQGG7	6370		LMT		11788466	1/12/2007 8:19 AM

[To cancel an order](#)

[To replace an order](#)

[To create an OCO](#)

[To combine orders into an OCO](#)

### Filled Orders

This window displays information for orders that have been filled.

Filled														Parked	Cancelled	Exceptions
				B/S	Qty	Symbol	Order Price	Fill Price	Type	Limit Price	Order ID	Place Time	Order #	Unfilled	Fi	
⊕				Buy	1	NQMG7	51900	51900	LMT		11788302	1/12/2007 8:18 AM	SC53_4	0		
⊕				Buy	1	EPH7	143325	143325	MKT		11788061	1/12/2007 8:17 AM	SC51_4	0		
⊕				Buy	1	EPH7	143350	143350	LMT		11782603	1/12/2007 7:50 AM	SC50_2	0		

## Parked Orders

This window displays all orders that have been successfully committed, and have not been activated for execution.

Filled <b>Parked</b> Cancelled Exceptions														
Activate All   Activate All Buys   Activate All Sells   Cancel All														
			B/S	Qty	Symbol	Order Price	Fill Price	Type	Limit Price	Order ID	Park Time	Order #	Unfilled	Fill
			Buy	1	USAH7	11026		LMT		11788539	1/12/2007 8:19 AM	SC56__4	1	0

[To cancel multiple orders](#)

[To activate a parked order](#)

## Cancelled Orders

This window displays information for orders that have been cancelled.

Filled Parked <b>Cancelled</b> Exceptions														
			B/S	Qty	Symbol	Order Price	Fill Price	Type	Limit Price	Order ID	Place Time	Order #	Unfilled	Filled
			Sell	1	EPH7	143550		LMT		11788203	1/12/2007 8:18 AM	SC52__4	1	0

## Exceptions

This window lists orders that were rejected by the FCM, the order execution system, or the Exchange.

Filled Parked Cancelled <b>Exceptions</b>													
			B/S	Qty	Symbol	Order Price	Type	Order ID	Place Time	Order #	Unfilled	Filled	Status
			Buy	1	CLEV7	7797	STP	2492176	9/10/2007 2:48 PM	SC4_25_	1	0	Rejected By FCM

Orders | Reports

## Open Positions

This window displays the Open Trade Equity, Unrealized Profit/Loss (UPL), and Market Value of Options (MVO) for your open positions.

Open Positions			Purchases & Sales	Account Summary							
			Date	Symbol	Long	Short	Currency	Price	OTE	UPL	MVO
⊕	X	R		CLEV7	2		USD	7786	(1,040.00)		
⊕	X	R		F.US.CLE.M07		10		5798			
⊕	X	R		F.US.ENQ.M07	7			181082			
⊕	X	R		F.US.HOE.K07		1		15482			
⊕	X	R		F.US.HOE.M07		5		15578			
⊕	X	R		F.US.USA.M07	1			11224			
⊕	X	R		USAZ7	3		USD	11331	(531.25)		

## Purchases & Sales

This window displays purchases and sales and a transaction log that tracks cash adjustments for the account.

## Account Summary

This window displays Account Balance, Open Trade Equity, Total Open Trade Equity, Collateral on Deposit, Net Liquidity Value, Market Value of Options, Cash Excess, and Net Change for the current account.

Open Positions	Purchases & Sales	Account Summary		
	USD	Total (USD)		
<b>Account Balance:</b>	300,125.00	<b>300,125.00</b>		
<b>Open Trade Equity:</b>	875.00	<b>875.00</b>		
<b>Profit/Loss:</b>	0.00	<b>0.00</b>		
<b>OTE+P/L:</b>	875.00	<b>875.00</b>		
<b>Previous Day Balance:</b>	300,125.00	<b>300,125.00</b>		
<b>Collateral on Deposit:</b>	0.00	<b>0.00</b>		
<b>Net Liquidity Value:</b>	301,000.00	<b>301,000.00</b>		
<b>Market Value of Options:</b>	0.00	<b>0.00</b>		
<b>Unrealized Profit/Loss:</b>	0.00	<b>0.00</b>		

---

## To add, remove, and move columns

1. Choose **Setup > Preferences > Display Configuration**.
2. In the **Order Display Columns** box, select an option from the drop down list.
3. You can elect to apply your selections to a specific Order tab or to **All Order Tabs**.
4. Select the columns you want to display, or clear the check boxes of columns you do not want to see.

If you are selecting columns for All Order Tabs, any column that was selected in one or more of the Orders tabs, but not in all of them, displays a gray check box. You can still select a column with a gray check box if you want to, and this setting will affect all Order tabs. This new setting will override any settings you made on individual tabs.

5. Select the column name and click the **Clear** button or click on the check box to clear it..
6. If the columns are not in the order you want to see them, use the **Move to Top**, **Move Up**, and **Move Down** keys to move the selected column up or down in the list.
7. Click **OK**.

---

## To change the column width

Click and drag the border between the column you want to change and either column next to it to resize a column.

The Orders tab is divided into two sections with a splitter between them, so the Working Orders are always visible. You can drag the splitter to make the Working Orders list taller, or to expand the section below it that contains Filled, Parked, Canceled and Exception tabs. Each of these tabs display the same columns: Buy/Sell, Quantity (Qty), Symbol, Order Price, Type, Limit Price, Limit, Place Time, Order ID, Order #, Unfilled, Status, User, Sys ID, FCM Account, Filled, Fill Price, and Duration.

When the orders tab is visible, the notifications are enabled for the non-working orders. When the Reports tab is selected, the notifications are enabled for the report. Working Orders always has notifications enabled.

---

## To sort by a column

1. Click on a column heading. The sort indicator triangle reflects the current sort order.
2. To change the order, click on the column heading again. The sort indicator triangle switches to the opposite direction, and the items in the list are re-sorted.

You cannot sort by all columns.

---

## To export data

The data in the **Orders and Reports** pane can be exported to another application (for example, to Microsoft Excel) using standard Windows cut and paste functionality.

# News

The News window includes a **Story List** on the left side of the window, a **Story Viewer** on the right side of the window, and a **Story Timeline** on the bottom of the window. The **Sources** and **Show** filters are at the top of the window with a **Search** field. Above the Story Viewer are the **Print**, **E-Mail**, and **Font** buttons.



Click the arrow between the story list and story viewer to hide and show the viewer. Click the arrow between the story list and story timeline to hide and show the timeline.

To open news, click **News** on the menu bar, and then click **News**.

---

## The Story List

The story list displays the Dow Jones, Market News, Thomson Financial, Hightower Report, Interfax News, and N2K (Need to Know) News in real-time. The three most recent stories are listed at the top of the story list, even as you scroll down to previous stories. You can change this [setting](#).

The font size of the headlines is largest for the most recent story and smallest for the least recent stories.

If you have filtered the list, then only those stories that meet your filter criteria will be displayed.

15	5:10	DJ	<i>DJ 2-Yr Benchmark Govt Yiel...</i>	
15	5:10	DJ	DJ 10-Yr Benchmark Govt Yi...	→ Most recent three headlines
15	5:10	DJ	<i>DJ 2-Yr Benchmark Govt Yiel...</i>	
<hr/>				
15	5:07	DJ	<i>*WSJ: GM Initiative Launches O...</i>	→ News flash
15	5:07	DJ	<i>*WSJ: GM To Name Initiative 'Fi...</i>	
15	5:07	DJ	=DJ 2nd UPDATE:Chesapeake O...	
15	5:07	DJ	<i>*WSJ: GM Marketing To Tell Con...</i>	
15	5:07	TFN	Pa. starts efforts to cut electricit...	
15	5:07	DJ	DJ MARKET TALK: S&P/ASX 200...	
15	5:07	DJ	DJ MARKET TALK: S&P/ASX 200...	
15	5:07	DJ	<i>*WSJ: GM To Launch New Mark...</i>	
15	5:07	DJ	<i>*DJ Moody's Takes Action On T...</i>	→ Chained story

---

## The Story Viewer

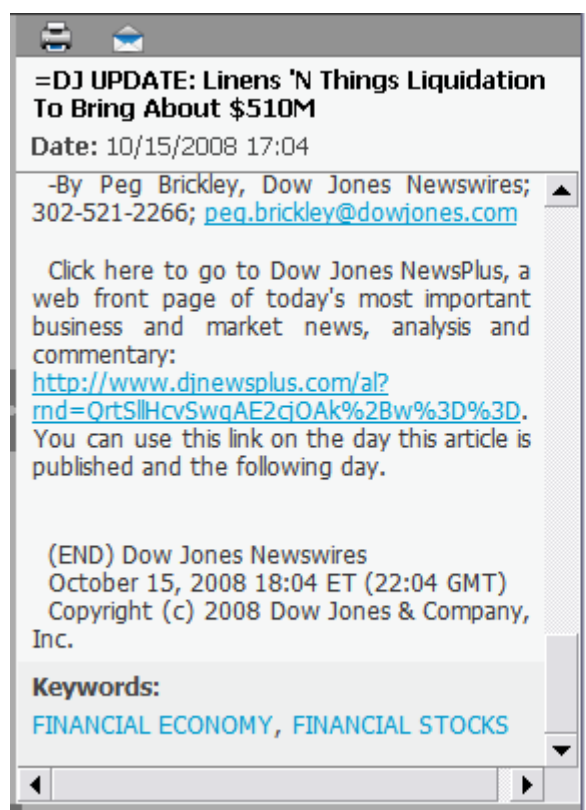
The story viewer displays the story that is selected on the story list. It also has print, e-mail, and font buttons.

Three font sizes are available. Click this button  to increase and decrease the font size.

E-mail hyperlinks included in news stories are active. Click on those links to send e-mail to the contact.

Double-click on the keyword to filter the news stories. For example, if you double-click CURRENCY, then only stories with that keyword will be displayed in the story list.

If corrections are made to stories and headlines, the timestamp on the story and the order of stories on the News window will remain the same.



The screenshot shows a window titled "E-mail and print buttons" with a toolbar containing a printer icon and an envelope icon. The main content area displays a news article with the following text:

**=DJ UPDATE: Linens 'N Things Liquidation To Bring About \$510M**  
Date: 10/15/2008 17:04

-By Peg Brickley, Dow Jones Newswires; 302-521-2266; [peg.brickley@dowjones.com](mailto:peg.brickley@dowjones.com)

Click here to go to Dow Jones NewsPlus, a web front page of today's most important business and market news, analysis and commentary:  
<http://www.djnewsplus.com/al?rnd=QrtSllHcvSwqAE2cjOAk%2Bw%3D%3D>.  
You can use this link on the day this article is published and the following day.

(END) Dow Jones Newswires  
October 15, 2008 18:04 ET (22:04 GMT)  
Copyright (c) 2008 Dow Jones & Company, Inc.

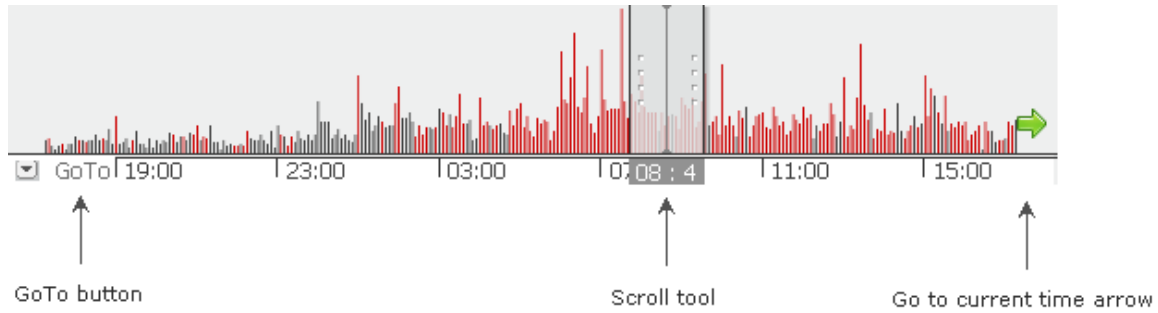
**Keywords:**  
[FINANCIAL ECONOMY](#), [FINANCIAL STOCKS](#)

Annotations on the right side of the window point to specific features:

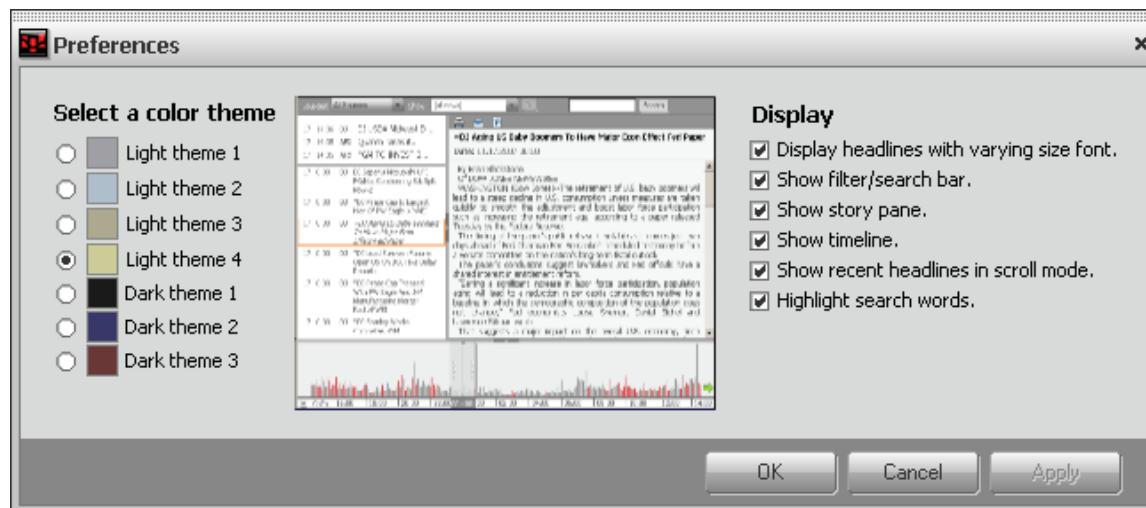
- E-mail and print buttons (points to the toolbar)
- Active e-mail link (points to the email address)
- Active Web link (points to the URL)
- Keywords (points to the keyword list)

## The Story Timeline

Each bar in the story timeline represents five minutes. The volume of stories is represented by the height of the bars. The story timeline includes a scroll tool as well as a **GoTo** button and arrow button for moving between times.



## Setting News Preferences



- Choose one of seven color themes.
- Choose whether headlines should be displayed in different size fonts or all the same font size.
- Choose whether to display the filter and search bar, the story pane, and the timeline.
- Choose whether you want the three most recent headlines displayed at the top of the story list.
- Choose whether you want search words to be highlighted in the results.

Click **Apply** to save your changes and keep the preferences window open.

Click **OK** to save your changes and close the preferences window.

## Issues with Foreign Language Characters

If foreign language characters are not being displayed properly, you may need to change your computer settings.

Go to the **Control Panel** and select **Regional and Language Options**. On the **Advanced** tab in the **Language for non-Unicode programs** section, change the language to match the foreign language displayed in the news stories.

---

## Reading News Stories

### **To read a story:**

Click on the story headline in the story list. You can then read the story in the story viewer.

### **To open a story in a new window:**

Double-click on the story headline in the story list.

---

## Finding Previous Headlines

### Scrolling the Story List


1. Click on a headline in the story list.
2. Use the up and down arrows on your keyboard to scroll up and down the list to move to other stories.
3. **ENTER** to open the story in the story viewer.

When you scroll beyond the timeframe of the stories displayed, the story list will divide into two parts. The top part of the list will always contain the three most recent stories and will update in real-time. The bottom part of the list will contain the stories for the time you scrolled to.

### Scrolling the Timeline

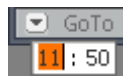
Click on the timeline at the time for which you wish to see headlines. Those headlines will be displayed in the story list.



The timeline also has a scroll tool that looks like this: . Drag that tool to the time for which you wish to see headlines. Those headlines will be displayed in the story list.

To return to the current time, click the green arrow on the right of the timeline. 

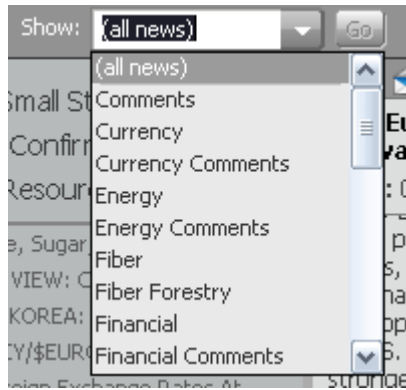
### Using GoTo



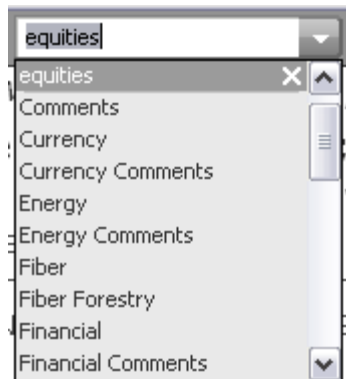
1. Click the **GoTo** arrow in the lower left corner of the **News** window.
2. Enter the time for which you wish to see headlines.
3. **ENTER**. The headlines for that time will be displayed in the story list.

## Filtering News Stories

COG Trader has provided over two dozen pre-set filters for you. These filters include: Currency, Energy, Food, Financial, Grain, Metals, Shipping, and Technical. Filters are based on the keywords provided in the news stories.



You can also enter your own keywords for headlines in the **Show** field. Your own words are saved at the top of the drop down menu. You can remove them by clicking the **X**.



The **Sources** drop down allows you to filter stories by source.



## To filter by keyword

1. Click the dropdown arrow for the **Show** filter.
2. Click the desired filter. Headlines for stories with that keyword will be displayed in the story list.

Keywords are located at the end of stories on the story viewer. You can also double-click on these keywords to filter news stories.

## To filter by custom keywords

1. Type a keyword or keywords in the **Show** drop down field. You can use AND and OR to further define your search.
2. Click **Enter** on your keyboard. Headlines for stories with that keyword will be displayed in the story list.

## To filter by news source

1. Click the dropdown arrow for the **Sources** filter. Sources that are checked are included in the headlines.
2. Click the source to remove the check, and the source is removed. The All Sources check has to be removed before you can remove individual sources.
3. Click anywhere outside of the **Sources** menu to close it.

## Searching for News Stories



Enter your search criteria and then click **Search**. The News Search window [opens](#).

### How to format search criteria

You can enter a keyword or text. If you enter punctuation, that punctuation will be considered part of the search.

You can use these operators to further define your search:

- **AND:** When you add "AND" between values, the system searches for news stories that contain all of the search values.  

If you enter several values without an AND, then the AND will be assumed. If the values meet the criteria of a keyword, then they will be treated as such. "Financial Currency" is an example.
- **OR:** When you add "OR" between values, the system searches for news stories that contain any of the values.  

Including OR in your search indicates that you want to search for everything before the OR and everything after the OR. For example, if you enter: Japanese or American car and production, then any story that includes "Japanese" will be returned and any story that includes "American car and production" will be returned.
- **EXC:** When you add "EXC" before a value, the system will search for stories that do not include the value following the EXC.  

This is the only operator that can begin your search criteria. If you begin the search with AND or OR, they will be ignored.
- **- :** Adding a hyphen in front of a value works the same way as EXC.  

If you enter a hyphen followed directly by a value without a space in between, it will be treated as EXC.
- **" ":** When you place single or double quotes around a value, the system will search for stories that include that exact phrase.

## To add advanced search options

More search options

Click the **More search options** check box on the News Search Results window to expand the available search options:

The screenshot shows a search panel titled "Find news that contains". It includes several input fields and dropdown menus for refining search criteria. The "More search options" checkbox is checked. At the bottom, there are "Clear" and "Search" buttons.

**Find news that contains**

All of these words  
6-month bill

This exact phrase  
[Empty text box]

At least one of these words  
[Empty text box]

None of these words  
[Empty text box]

All of these codes  
[Empty text box]

**Search in category**  
All categories

**During**  
Last 24 hours

Search headlines only  
 More search options

Clear Search

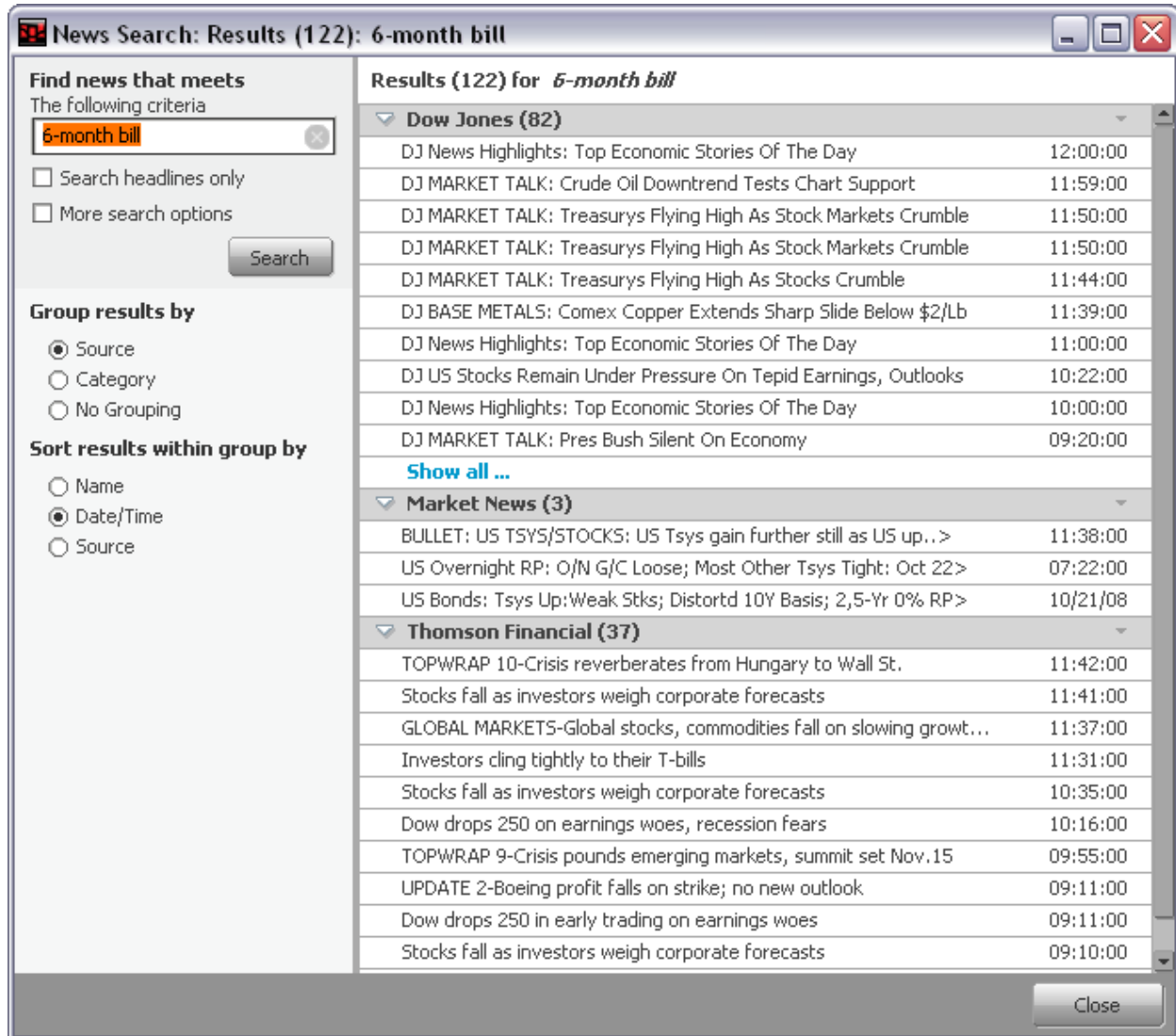
The search criteria fields in this view help you further define your search without your having to enter operators, such as AND and OR. If you enter operators in these fields, the system will search for those words. It is likely that you will receive an error message asking you to remove common words, as they occur too frequently for the system to return meaningful results.

You also have the option of searching in a particular category and during a specific period of time: the last 24 hours, the last week, this month, last month, and all available. A maximum of 200 results will be returned.

Dow Jones Search Codes can be added also. For more information about Dow Jones Search Codes, go to: <http://www.djnewswires.com>. Please note that search codes can be used in this advanced view only.

## Viewing Search Results

The stories that match your search criteria are listed on the right side of the window. A maximum of 200 results will be displayed.



Double-click the headline to read the story. It will open in another window.

## To group and sort search results

By default, stories are grouped by news sources. Click **Category** to sort by the first keyword listed in the story. Click **No Grouping** to list all of the stories based on the sort parameter you select.

Once you have selected the grouping, you select how you want the stories in the group to be sorted. Click **Name** if you want an alphabetical list. Click **Date/Time** if you want a chronological list. Click **Source** if you want a source list.

## To change the search




Click the **X** button in the search field to begin a new search.

---

## Printing and E-mailing News Stories

The print and e-mail buttons are at the top of the story viewer and on each story window you open.

To print a story, click this button: .

To e-mail a story, click this button: .



# Viewing Messages

You may receive messages occasionally from your FCM or from a system administrator. These messages are categorized by type as Error, Warning, or Informational. Error messages and Warning messages cause the Messages window to popup when they are received. Informational messages create a blinking taskbar button in the Windows taskbar.

In addition to reading messages when they popup, you can read your messages any time you are logged in to CQG Trader.

1. Click **View > View Messages**. The **Messages** window is displayed.
2. Click on a message in the message Index list to open it. The message viewing screen appears.
3. To open another message, click it in the Message index.

You can view messages that were not expired at the time you logged on and which have not been deleted during the current session. Messages that have not been read yet appear in the index in bold text.

## Error Messages

Error messages are displayed with a white x inside a red circle and the message information displayed there appears in red text. In addition, the borders around the message index and message window changes to a red gradient.



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## Warning Messages

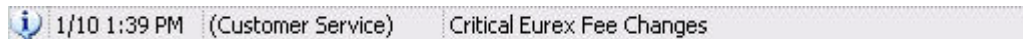
Warning Messages include a black exclamation point (!) inside a yellow triangle, and the summary information is in brown text. In addition, the borders around the message index and message window changes to a yellow gradient.

Type	Sent	From	Subject
	08:46:51 09-24-2004	test	Order Routing OK

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## Information Messages

Information Messages are marked with a blue exclamation point inside a white circle, and the text in the list is black. In addition, the borders around the message index and message window changes to a blue gradient.



If you receive an Information message, you will see a blinking taskbar button in the Windows taskbar. (This is the bar that contains the Start button and appears by default at the bottom of the desktop.) The message window does not automatically popup.

## To display the Messages window

Click the taskbar button to display the **Messages** window.

As you select messages in the **Message Index**, the message viewing screen is updated to display the message text.

The message index includes all messages that were sent to the trader who is currently logged in to CQG Trader that were not expired at the time the trader logged on, and which have not been deleted by the trader during the current session. Messages that have not been read yet appear in the index in bold text.

The most recently received message appears in the index at the top of the list.

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## To delete a message

The message viewing screen (not the message list) displays a **Delete** button you can use to delete the current message. You can only delete one message at a time.

1. Display the message in the message viewing screen.
2. Click the **Delete** button. The message view screen closes and the message is removed from the Message list. Once deleted, the message will not be accessible to you.



# Exchange Connections

Exchanges may have different trade routing practices.

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## LIFFE/eCBOT

### Pre-Open Market Orders

If you place a market order in pre-open, then the market order is converted to a market on open (MOO) order. Spread MOO orders are rejected. When the market opens, MOO orders are filled at the open price. The exchange converts them to limit day orders with the price equal to open price. The messenger cancels the market order and places a limit order.

### Stop Orders

How orders are submitted to the exchange:

MKT STOP orders are submitted as market stop orders with LIFFE order price equal to the trigger price.

LMT DAY STOP orders are submitted as stop orders with the order price equal to either the limit or trigger price. Orders with different limit and trigger prices will be rejected.

GTC STOP orders are submitted as GTC stop orders with the order price equal to the trigger price. GTC stop limit orders with different limit and trigger prices will be rejected.

All stop limit orders are synthetic.

Native stop orders work like this:

You enter a ...	and the exchange converts it to...
<b>STOP DAY</b>	a <b>market</b> order when market reaches the stop price and that is automatically cancelled at the end of the session.
<b>STOP GTC/GTD</b>	a <b>limit</b> order when market reaches the stop price. The limit price is the same as the original stop price.



# Getting Help

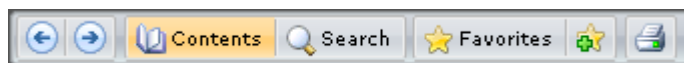
Using the Help menu at the top of the CQG Trader window, you can access online help, a symbols list, a quick reference for keystrokes, and FCM contact information are available to you through Click **Help** to see the options.

## To view Online Help

Select **Help > Online Help**.

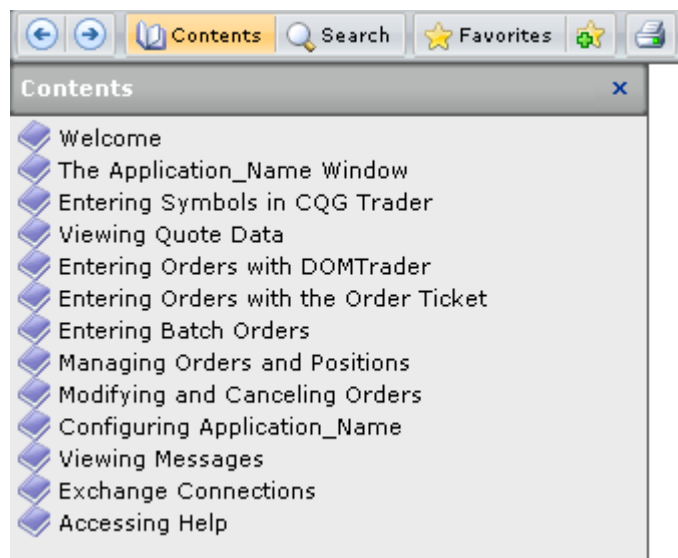
This online Help system contains the complete text of the printed documentation for CQG Trader, enhanced with features like full text search and related topics links to make it easier for you to find what you are looking for. The Online Help is divided into sections, which are displayed as books in the Contents tab to the left.

## Help Toolbar



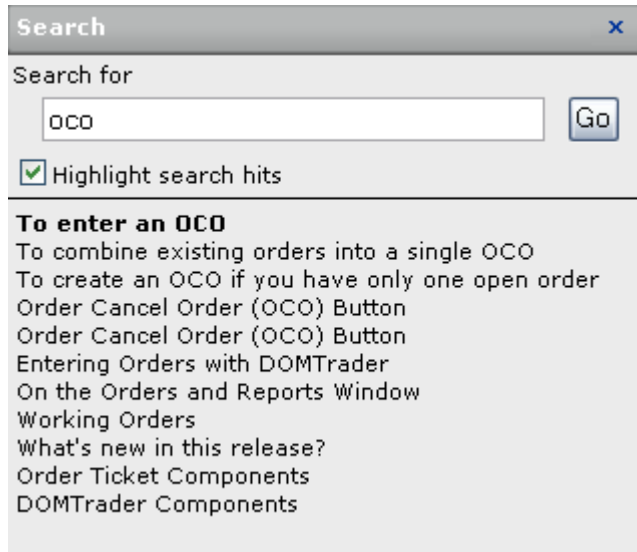
The Help toolbar makes it easy to navigate through the help topics. You can browse through topics in the same order as they appear in the table of contents using the Back and Forward buttons. Use the contents to find what you need or search. Save sections of the Help to a favorites list. You can print the help page also.

## Contents Tab



The **Contents** button displays a table of contents in the form of an expandable/collapsible tree view. Closed book entries represent TOC entries that have subentries. Click the book to expand and collapse a section. Click a title to display the Help topic.

## Search Tab



Using the **Search** button, you can search the full text of the entire Help system. You type the word or phrase to search for, and then press **Enter** or click **Go**. The Search pane displays a list of all the topics in your Help system that contain the word or phrase you entered. If you search for multiple words, the search finds Help topics that contain all the words you entered. When you click one of the items found by the search, each occurrence of the term or terms you searched for appears highlighted in the topic.

## Back and Forward Arrows



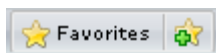
The **Back** button displays the previous topic in help. This may not be the last topic you viewed. To return to the topic you last viewed, use the **Back** arrow on your browser toolbar. **The Forward** button displays the next topic in help.

## Print



The **Print** button prints the current topic.

## Favorites



The **Favorites** button saves the currently displayed Help topic to your Help favorites list.

## To view the Key Actions List

Select **Help > Key Actions** to open a quick reference guide for keystroke entry on the DOMTrader.

Click the **Print** button to print the list.

In order to trade using your keyboard, go to **Setup > Preferences > Order Placement** and select **Enable Keyboard Trading**.

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## To view the Symbols List

Select **Help > Symbols List**. The Symbols List will be displayed in a browser window.

Highlighted symbols may not be available for trading via the system. All other symbols are available through direct exchange connections. Account permissions and routing options will determine whether your account is able to trade any of the symbols. Check with Customer Support to find out what exchanges your account can access and what your account permissions are.

[You may also click here to open a symbol list.](#)

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## To view the About window

Choose **Help > About**. The About window opens.

This window contains FCM Contact information, the version number and copyright information for the CQG Trader software.

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## To contact CQG Customer Support

You can reach CQG Customer Support at 1-800-950-9748.