LMEtrader - Quick Start Guide - LMEselect V9 Version

Please respond to:
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020 7113 8200

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1 Document Overview

1.1 Purpose

This document provides a quick starter guide to LMEtrader. After reading this document, the user should be able to

1. Place Orders
2. Check Positions
3. View/Manage Orders
4. View Trades real time
5. View/Manage Fills
6. Create Spreads

1.2 Intended Audience

This document is aimed at all LMEtrader GUI users, whether acting in a trading or non-trading capacity.
Any questions or queries should be directed to Trading Operations at tradingoperations@lme.com or 020 7113 8200.

2 Understanding Account/User Hierarchy

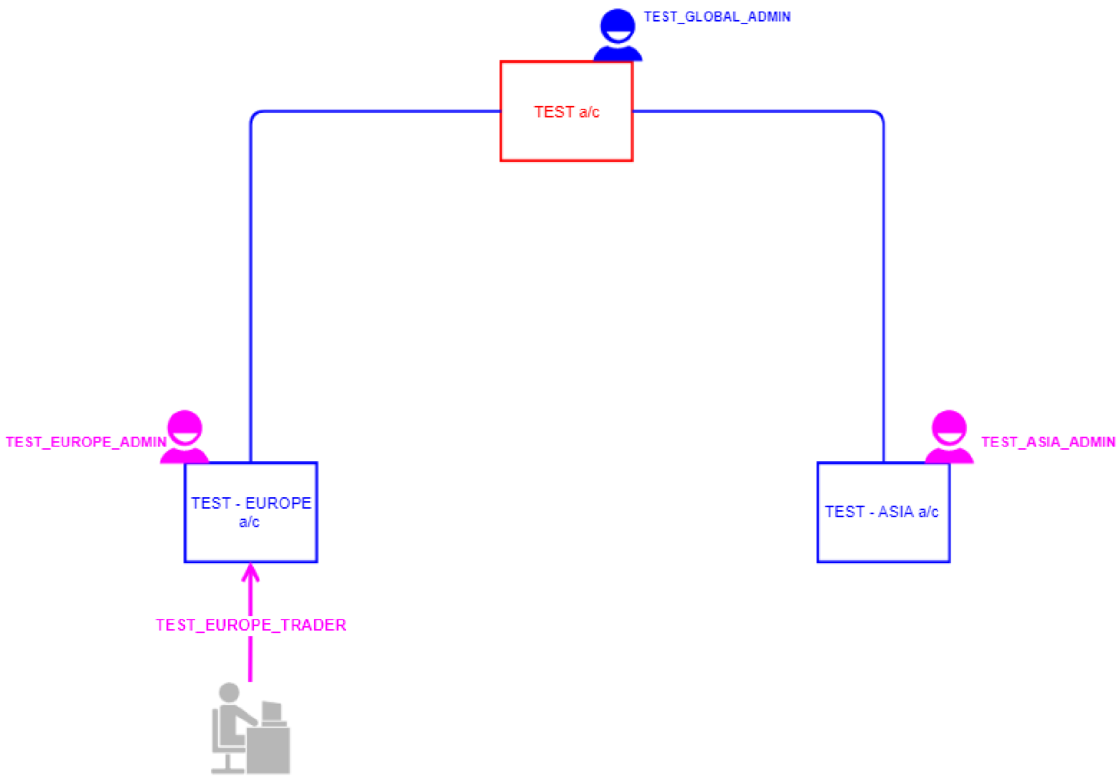
2.1 Account and User Hierarchy

The Account and User setup is maintained in LMEtrader Setup App.
The image below shows an example of the Account & User Structure whereby the LME Trade Operations team have onboarded a dummy trading member ‘TEST’ onto LMEtrader.

Surrounding colour of the box	This indicates who sets it up 1. Red = LME Trading Operations 2. Blue = TEST_GLOBAL_ADMIN
Colour of connecting line	Owner responsible for setting up association (per TEST line) 1. Red = LME Trading Operations 2. Blue = TEST_GLOBAL_ADMIN 3. Pink = TEST_EUROPE_ADMIN

Note – The LME Trading Operations team will setup the parent account (Member), in this example 'TEST', as well as link the first Member Admin user (TEST_GLOBAL_ADMIN) to the parent account. Once this has been accomplished, the Member will be able to setup their account structure and manage users.

The LMEtrader Account Structure provides **flexibility** where a Member Admin higher up in the hierarchy can manage their account and subsequent sub accounts. For e.g. TEST_GLOBAL_ADMIN can manage TEST – EUROPE and TEST - ASIA in addition to TEST a/c.



TEST		
EXCHANGE ADMIN	TEST_GLOBAL_ADMIN	TEST_EUROPE_ADMIN
1. Setup TEST a/c 2. Setup TEST_GLOBAL_ADMIN 3. Setup TEST Usergroup 4. Add ADMIN user to TEST usergroup 7. Setup TEST_EUROPE_ADMIN 8. Setup TEST_ASIA_ADMIN 9. Add ADMIN Users to TEST usergroup 10. Setup TEST_EUROPE_TRADER	5. Setup TEST- EUROPE a/c 6. Setup TEST- ASIA a/c	11. Assign TEST_EUROPE_TRADER to TEST - EUROPE a/c

2.2 Roles and Responsibilities

The table below lists the roles and responsibilities for LME Trading Operations team and Member Admin users.

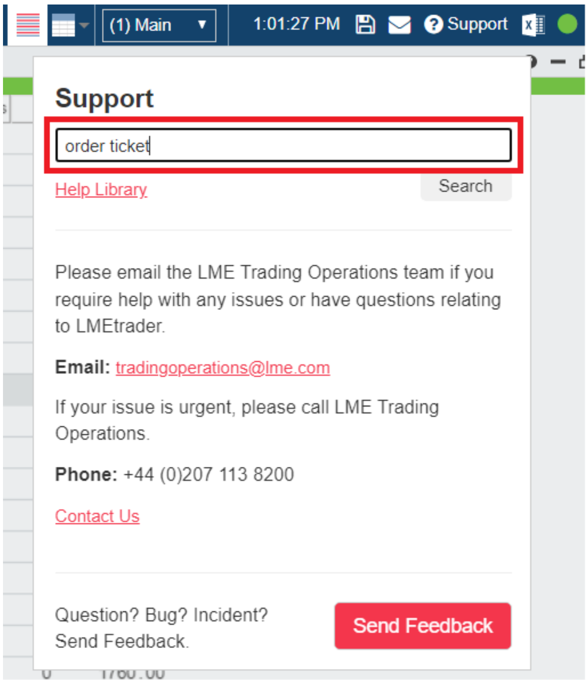
Function	LME Trading Operations	Member admin
Create Parent Accounts(Members)	✓	
Create Member Admin Users	✓	
Create User Groups and add Users to the User Groups	✓	
Create Accounts		✓
Create Member Connection	✓	
Assign Connection to an Account		✓
Create Trading Users	✓	
Assign Member Admin/Trading users to Accounts		✓

2.1 LMEtrader Trade & Setup App links

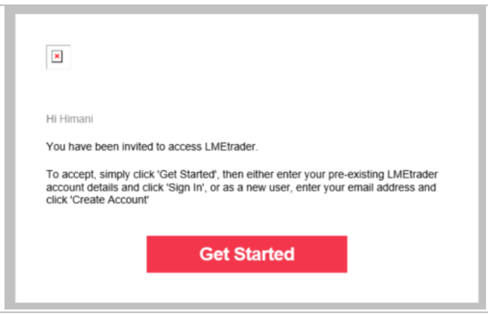
UAT Link	Prod Links	App
https://setup-uat.trade.tt/ext-uat-cert?idp=lme#company/	https://setup.trade.tt/?idp=lme	Setup App
https://lme-uat.trade.tt/workspaces/latest	https://lme.trade.tt	Trade App

3 How to launch LMEtrader Help Library

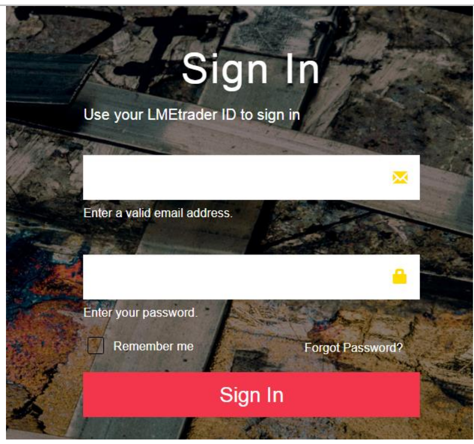
LMEtrader has an extensive guide that covers all the functionalities available on Trade App and Setup App. Click on Support → Help Library to navigate to relevant topics or type the **topic name** in Search bar in Support.



4 How to Complete Login Setup

<table>
<tr><td>Check if you have received an email invitation from noreply@tradingtechnologies.com. If you haven’t received an email contact LME Trading Operations team (tradingoperations@lme.com) for assistance.</td><td>
</td></tr>
<tr><td>Once received, follow section 4 in the Setup Admin Guide to create your LMEtrader account</td><td></td></tr>
</table>

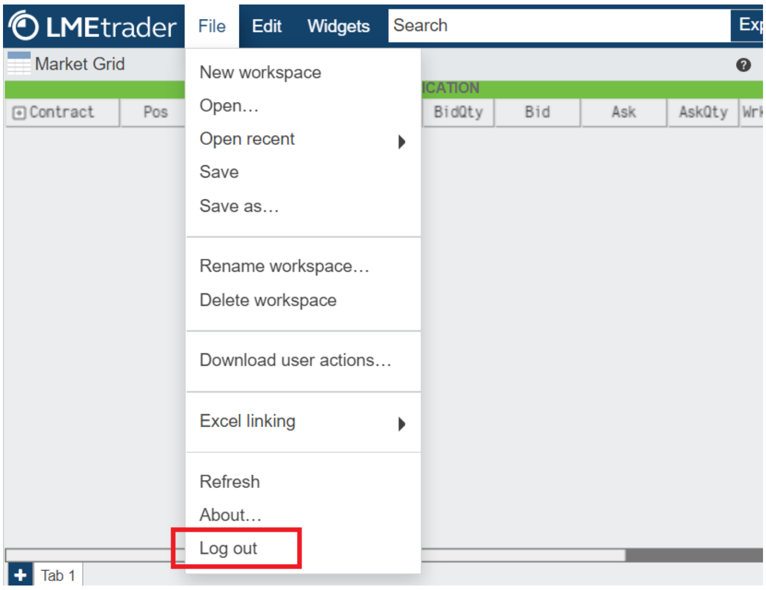
5 How to Login to LMEtrader

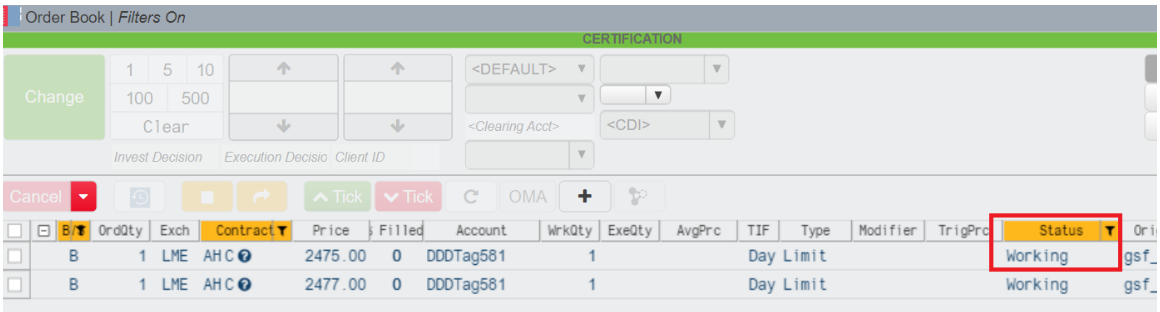
Launch an Edge/Chrome browser, go to LMEtrader Trade App website: http://lme-uat.trade.tt/workspaces/latest Populate the registered email and password and hit "Sign In".	

6 LMEtrader Logout

6.1 Graceful logout

Users can logout from their current LMEtrader session using File → Logout. On logout, the orders available in a traders Order Book widget will remain active & working in the Market and the status will remain unchanged





6.2 Ungraceful logout

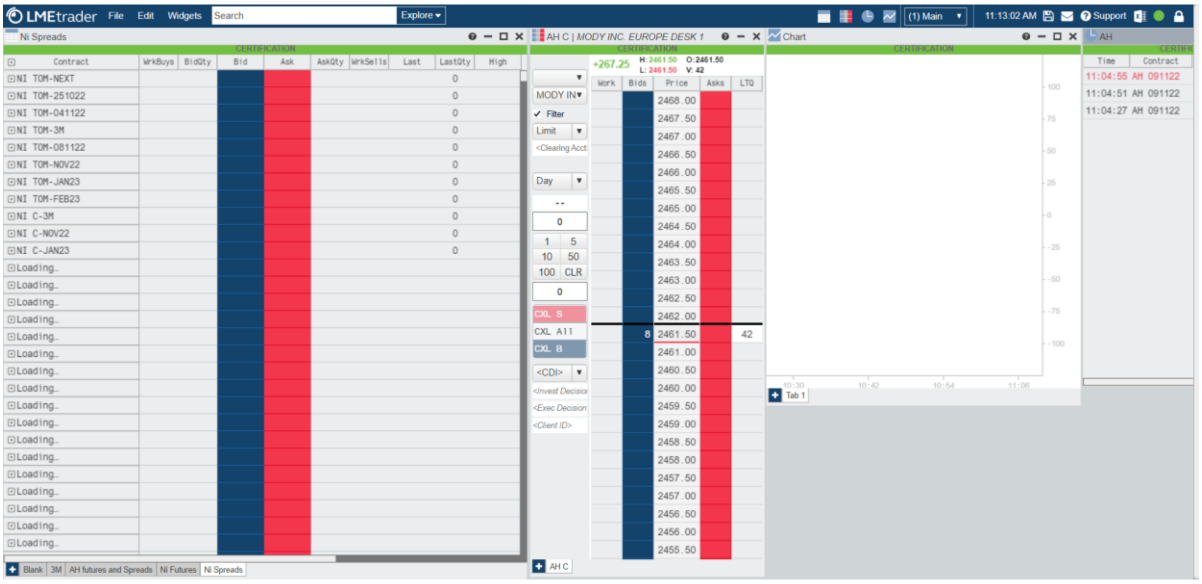
In scenarios where a user is kicked out of their current GUI session because the browser crashed or LMEtrader UI was down, orders available in a traders Order Book widget will remain active & working in the Market and the status will remain unchanged.

6.3 End of trading day

LMEtrader does not auto logout users at end of trading day unlike current Select.
***Users should therefore remember to logout of LMEtrader every night to avoid any caching related issues. ***

7 How to Manage Workspaces

LMEtrader will open in the default LME template workspace as shown below, the first time a user logs in. From next time onwards, LMEtrader will default to the last saved workspace.



7.1 How to Create a New Workspace

When you create a workspace, you can start with a blank one or modify an existing workspace and save it as a new one.

To create a workspace:

1. From the main workspace window's **File** menu, select **New** workspace.

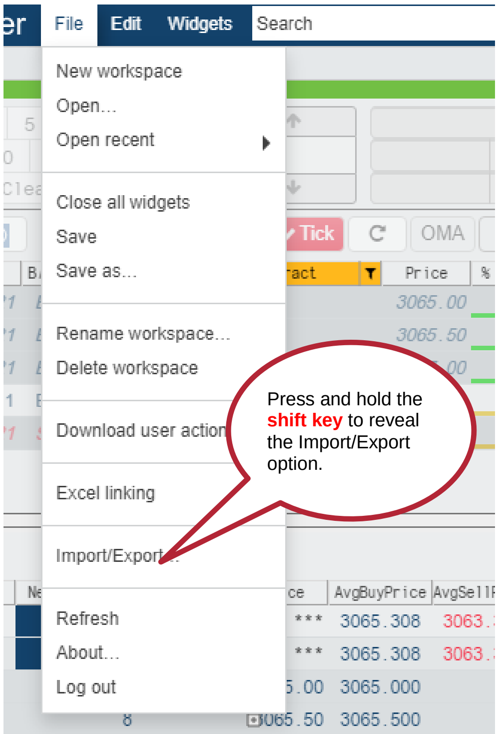
   The existing workspace is closed and a new, blank workspace main window is opened.

2. Add and arrange widgets and windows as desired.
3. From the main workspace window's File menu, select Save or Save as.
4. The current workspace closes and is replaced by a new workspace

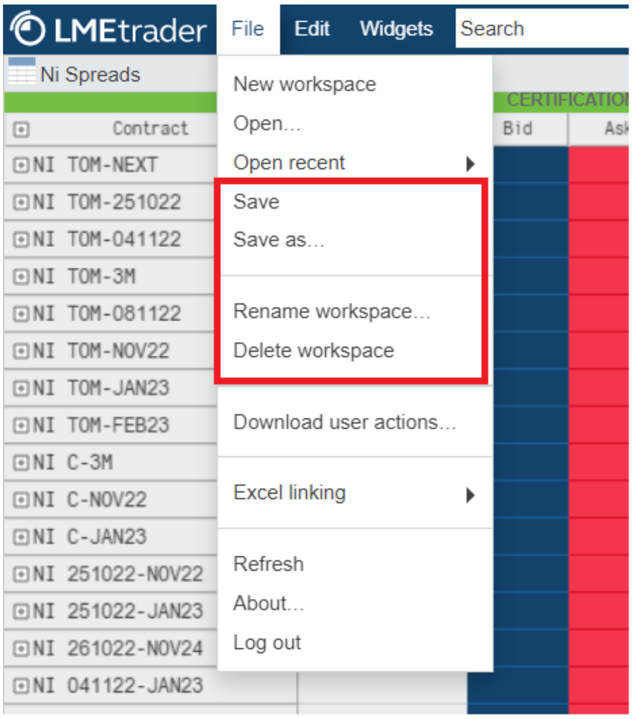
7.2 How to Import/Export Workspace

Follow the steps below to import a workspace file into LMEtrader.

1. Click the File button to open the menu. **Press and hold the Shift key** and select Import/Export.
2. Click Select File to choose a .tws workspace file to upload.
3. Enter a name for the workspace, and click Import.
4. Refresh the browser to access the imported workspace.



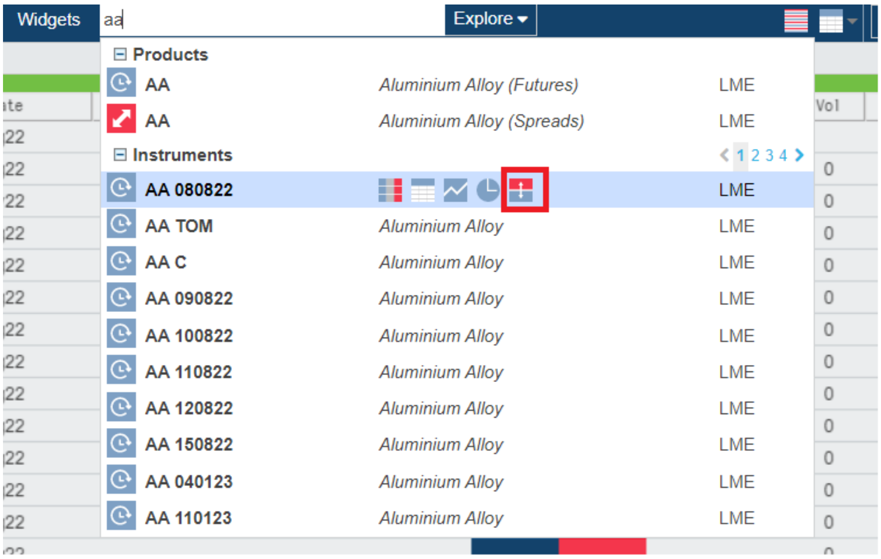
You can also **Save**, **Delete** and **Rename** the existing workspace using the options available in File menu



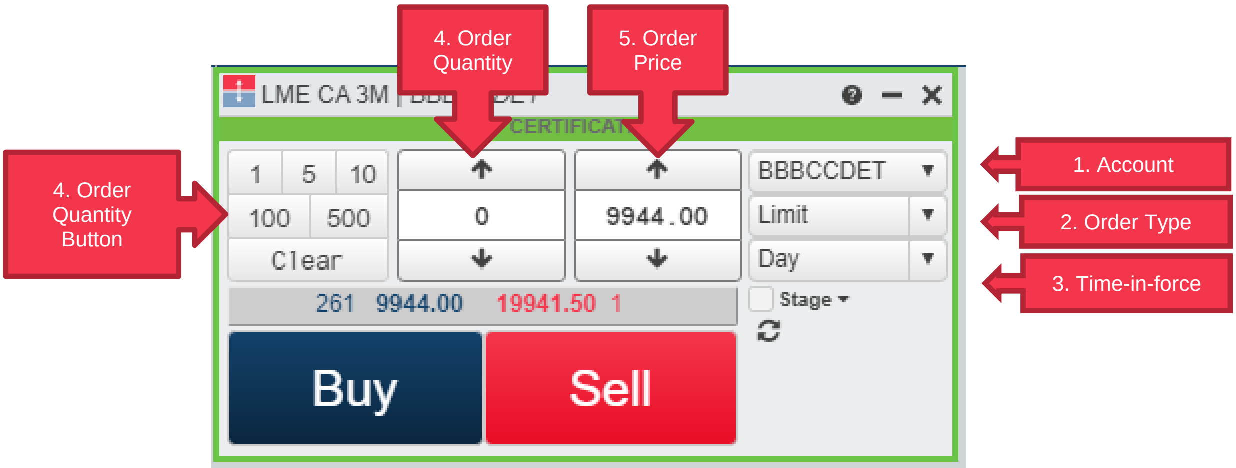
8 How to place an Order in LMEtrader

Orders can be submitted either using the MD Trader or Order Ticket.

8.1 Order Ticket



Order ticket can be accessed via Market Grid, Depth and Spread Matrix. You can also open an Order Ticket for an instrument using the Search functionality (see below)

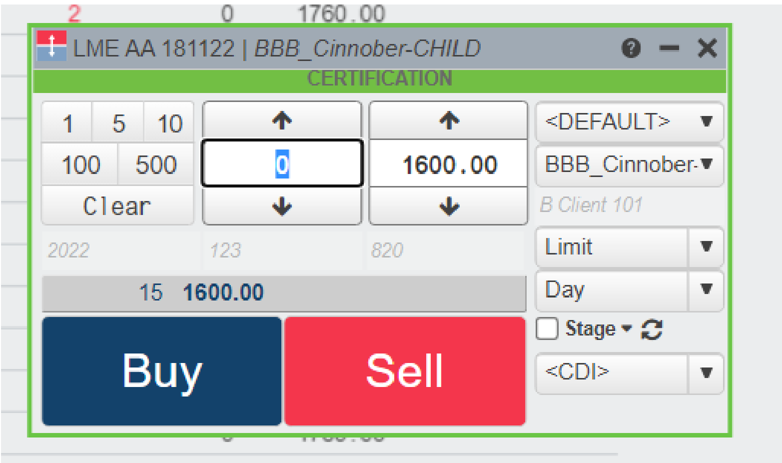


1. Click the drop-down to select an account.
2. Choose an order type: Limit, Iceberg and Stop Limit
3. Choose a time-in-force: Day, GTC, GTDate, and IOC (IOC refers to FAK on LMEselect.)
4. Submit the order quantity.
5. Submit the order price.

8.2 Floating/Linked Order Ticket

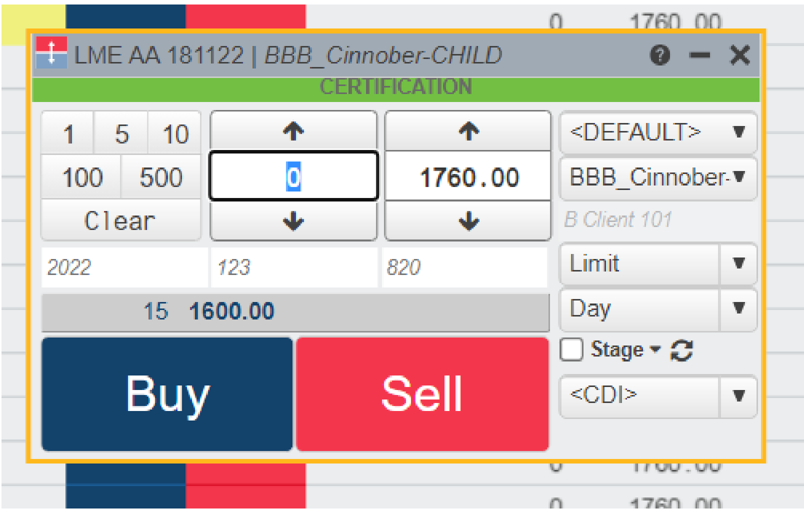
A floating Order Ticket lets you quickly enter orders by pre-populating the Order Ticket with market data from the Market Grid. A floating Order Ticket opens when you click on any inside market (Bid, Ask, BidQty, AskQty) column or the Position column when you have an open position.

Note: The green border around the Order Ticket indicates that it is a floating ticket that will close when you place an order.



A linked Order Ticket lets you enter orders for a selected contract in the Market Grid. Unlike a floating order ticket, a linked Order Ticket remains open after you place an order.

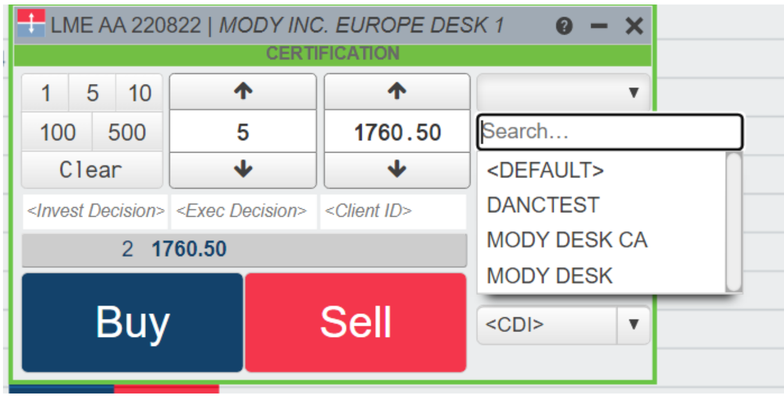
Note: The yellow border around the Order Ticket indicates that the ticket will not close when you place an order.



8.3 How to Select an OTD Profile

If a user has multiple Order Profiles assigned, the user has the option to show an order profile selector in the Order Ticket and MD Trader. To enable this setting,

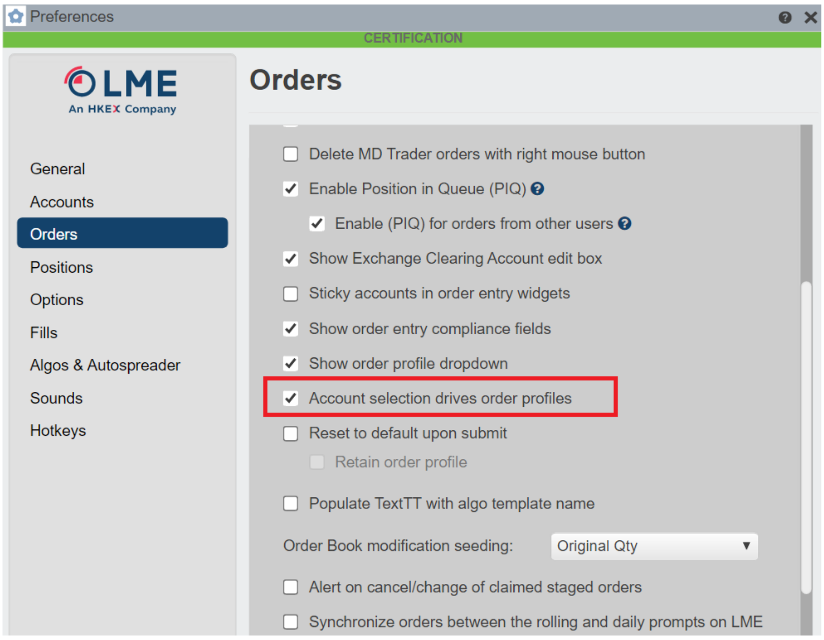
1. Go to Edit→ Preferences → Orders
2. Enable the Show order profile dropdown option
3. Click the dropdown field in an order entry widget and select a profile



8.4 Defaulting an Order Profile based on Account

Order profiles can be selected based on the account you select at order entry. To choose profiles by account, enable the “Account selection drives order profile” option.

1. Go to Preferences | Orders.
2. Check the Account selection drives order profile option. When the option is checked, the best match profile is seeded based the selected account. All profiles for the account are also sorted



to the top of the dropdown list. As you choose different accounts, the list changes and shows the profiles that include each account.

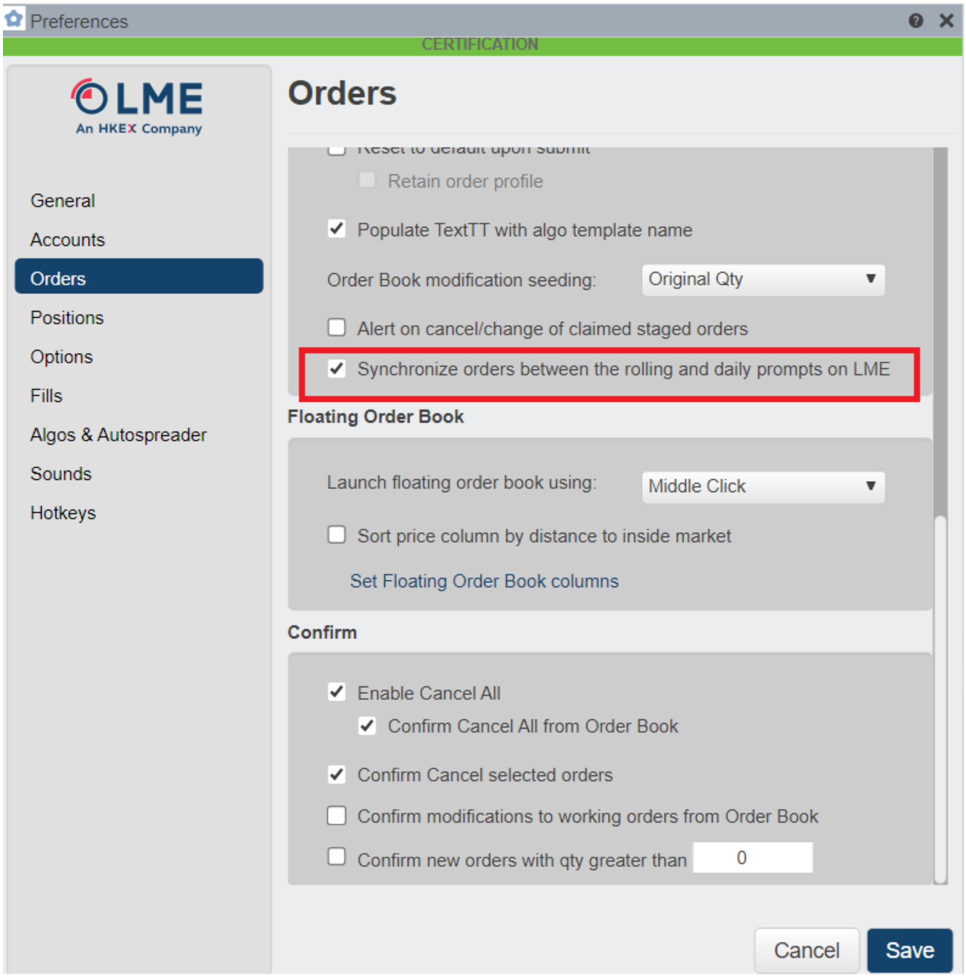
9 Merged Order Books

On any trading date where two prompt dates share the same actual date, the order books for both prompts will be merged. For example, where the 3M rolling prompt date falls on a 3rd Wednesday, it will merge with the 3rd Wednesday monthly contract that it falls on.

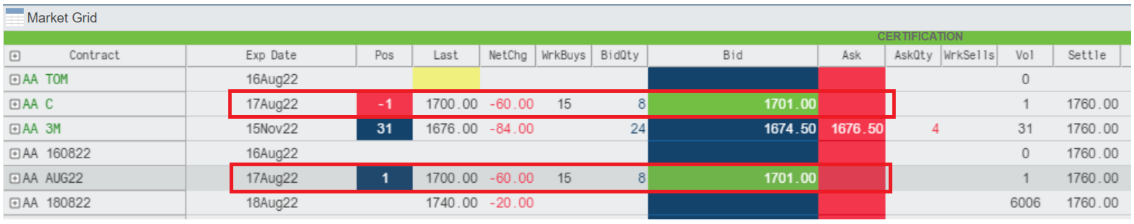
Both prompt dates in the merged order book will be available for order entry

In Market Grid/MD Trader, if the users wants to see the working orders placed for a merged book contract in both daily prompt and 3M/Cash/TOM prompts, then user needs to ensure below setting is checked,

1. Go to Edit -> Preferences -> Orders
2. Check Synchronize orders between the rolling and daily prompts on LME

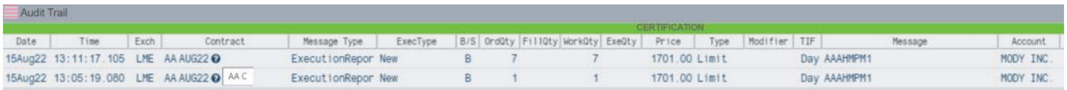


When the checkbox is ticked



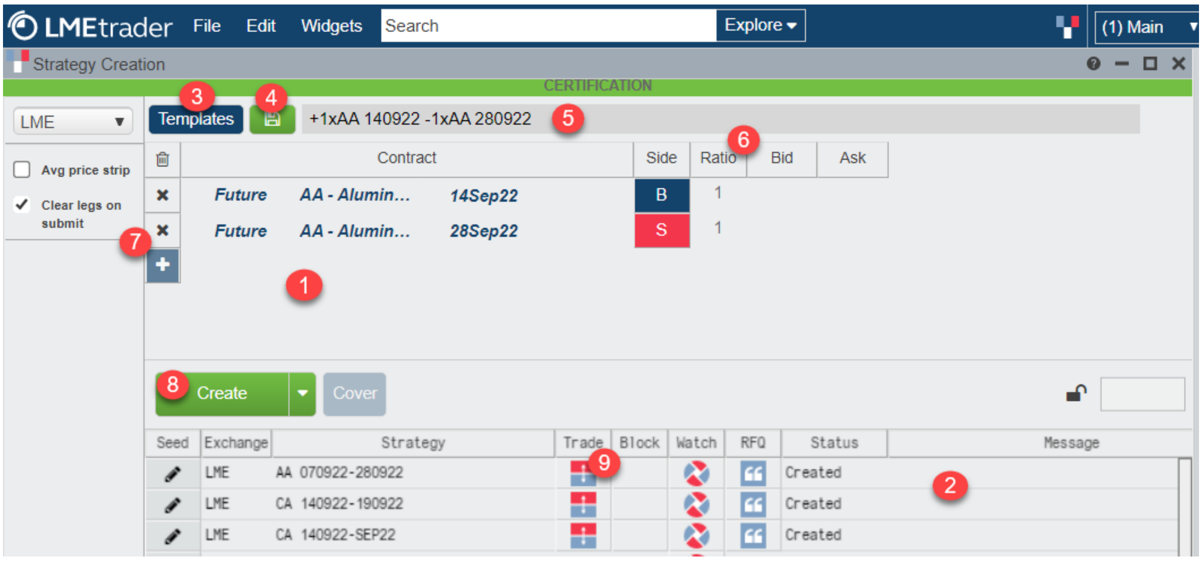
When the checkbox is unticked

Once the orders are placed, they can be viewed in Audit Trail. The instruments will display a "?" icon in the contract name. This allows users to hover over this icon to display a tooltip with the instrument alias of the linked instrument.



10 How to place a Broken Date Carry Order

The Strategy Creation widget provides you the ability to create custom, user-defined strategies and submit them to the exchange. Select **Widget** → **Strategy** Creation. This can be used to create and enter order into a broken dated carry, or any custom carry that has not already been created.



1. Define a strategy with two legs in the strategy definition grid
2. Submit the strategy to LME, which creates the contract an makes it available for trading
3. Use templates to customize your own strategies
4. Save as a user-defined strategy.
5. The strategy name is seeded based on the legs and can be customized
6. Select s Side and set a Ratio for each leg. Futures will have a price and require a delta
7. Select a product type, product and contract for each leg
8. Click Create to submit the strategy to the Exchange.

11 LMEtrader Widgets

You can access all widgets by navigating to Widgets → "widget name" and select instruments or products.

11.1 Market Grid Widget

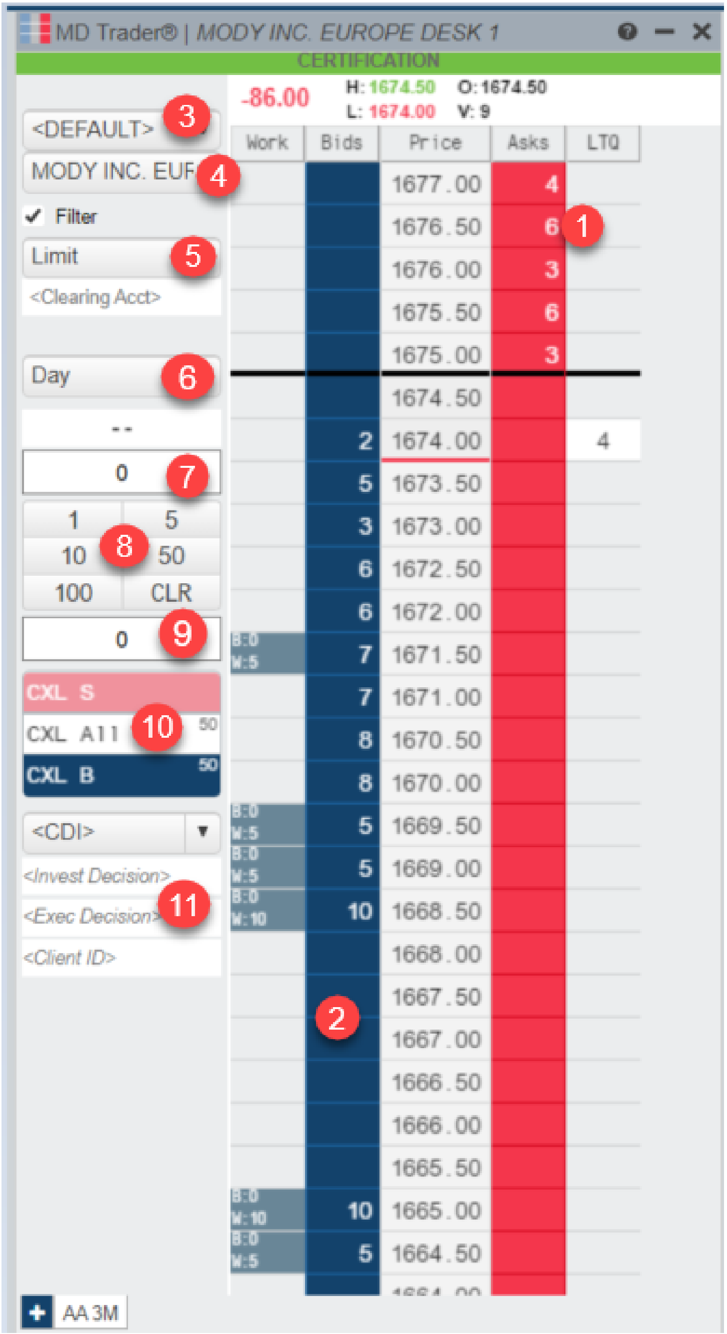
The Market Grid displays market data for numerous instruments in a grid-like format and gives you the ability to quickly trade any of those instruments with an order ticket or MD Trader. More info on the market data, display settings in Market Grid can be found here
https://library.tradingtechnologies.com/trade/mg-introduction-to-market-grid.html
You can access Market Grid by navigating to Widgets → Market Grid and select instruments or products

1. Market grid columns – Right click columns and click Edit Columns to configure the Market Grid display by changing and reordering columns within the grid.
2. Highlighted field in green represents top of the book. Right click in Market Grid and select Settings: Market grid. Expand Colours settings and scroll to see what the colours represent.
3. Tabs - Can be used to organize instruments by Adding, Managing and moving or copying instruments to new tabs
4. 4a, 4b, Wrk buys/Wrk Sells - Displays the sum of working and undisclosed order quantities in the wrkBuys and wrkSells columns
5. Settle field – Last nights close

11.2 MD Trader Widget

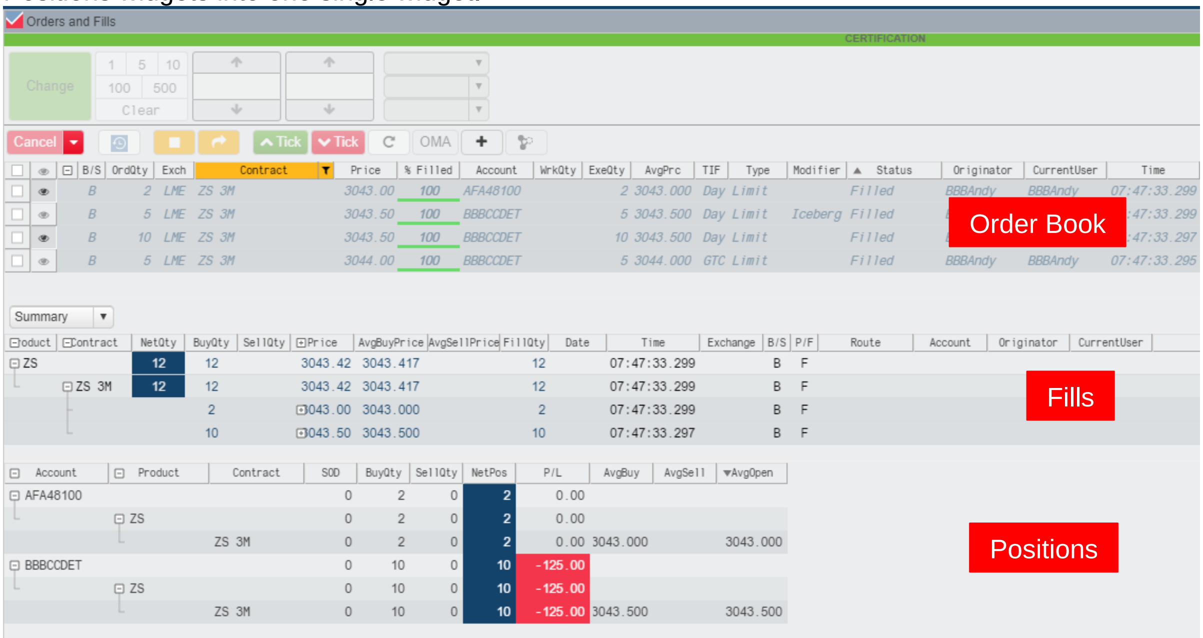
Orders can be submitted using either the MD Trader Widget or Order ticket from Market Grid Widget
MD Trader presents market depth on each tick in a vertical price axis. MDTrader gives users the ability to quickly and safely enter orders for an instrument with a single click along the static price ladder.

1. To enter a SELL order, click Asks column at the desired price
2. To enter a BUY order, click the Bids column at the desired price
3. Select a profile
4. Select an account
5. Select Order Type
6. Select TIF
7. Enter an order quantity or
8. select one from an order quantity box
9. Default order quantity
10. Cancel working orders
11. Compliance fields

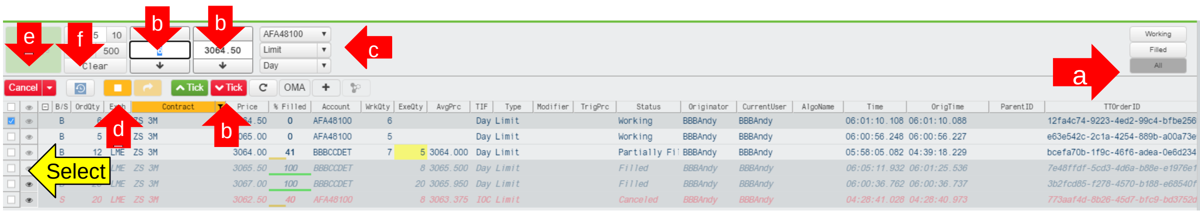


11.3 Order and Fills Widget

The Orders and Fills widget combines the features and functionality of the Order Book, Fills and Positions widgets into one single widget.



11.4 Order Book Widget



Select An order using the checkbox before performing following functions in the Order Book:

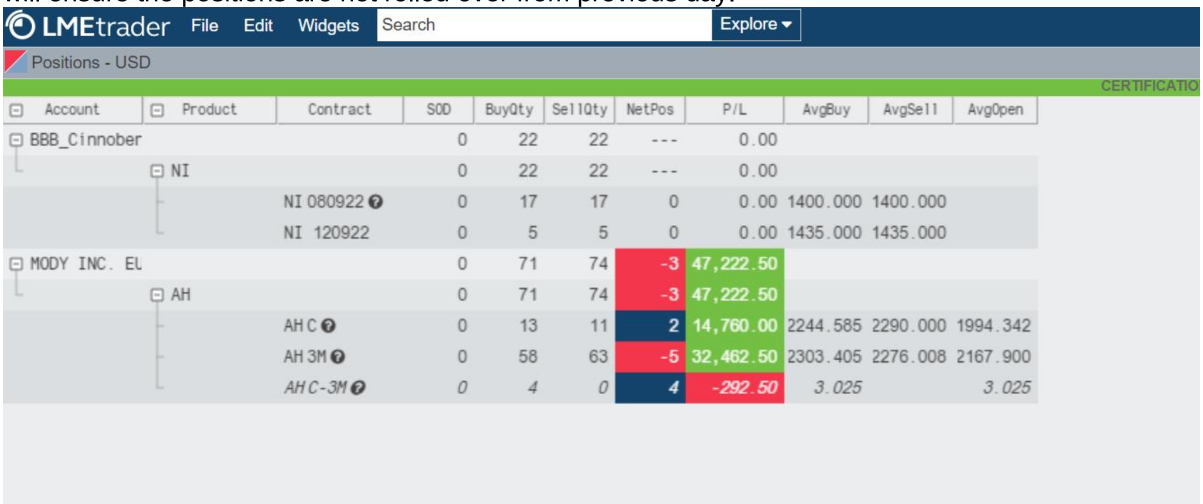
	Functions
a	Monitor your working orders
b	Change the quantity or price of a working order; Use the tick buttons to change the tick.
c	Change the account, order type or time in force of a working order
d	Place an order on hold
e	Delete single or multiple working orders
f	Display order history of an order. This opens up the audit trail widget.

11.5 Positions Widget

The Positions widget displays only the position change based on the fills selected by the eye-ball buttons. Details on how the P/L is calculated can be found here:
https://library.tradingtechnologies.com/trade/pos-how-pl-is-calculated.html

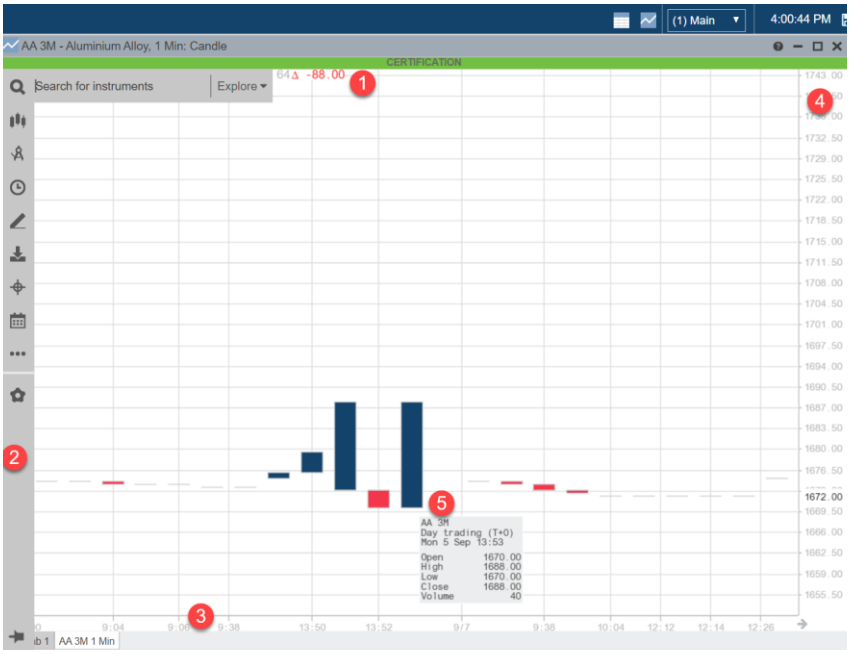
If the 'Create start-of-day (SOD)' records checkbox is ticked in Accounts → SOD/Credit tab (Setup App), it will rollover positions from previous day. However this will not be accurate representation of the account/trader positions as LMEtrader only takes into account trades entered via UI with an assumption that the post trade process was succesfully completed.

Member Admins will be advised to always uncheck 'Create start-of-day(SOD)' records checkbox. This will ensure the positions are not rolled over from previous day.



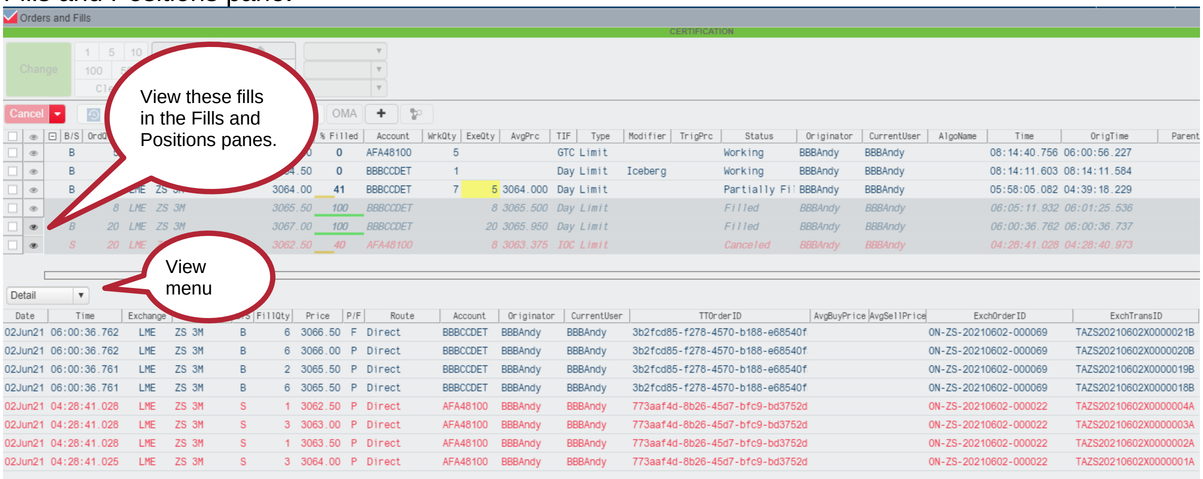
11.6 Charts Widget

1. Daily Value Box
2. Chart Menu
3. Time Axis
4. Price Axis
5. Market Data for an internal



11.7 Fills Widget

The Fills widget displays only fill activity for any specific day. Select filled or partially filled order using the **eye ball buttons** from the Order Book. The details of these selected fills will be displayed in the Fills and Positions pane.

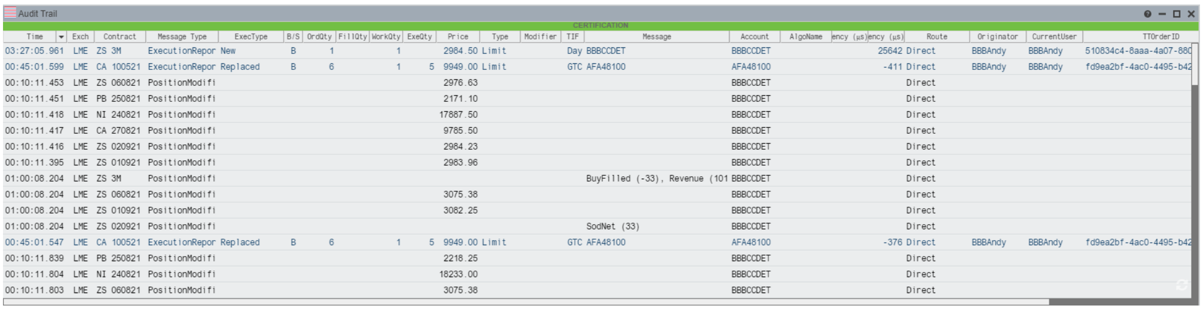


Select one of the following views from the drop-down menu:

Views	Description
Detail	Display fills by list of trades
Summary	Display fills summarized by product and prices. It gives AvgBuyPrice and AvgSellPrice.
By Order	Display order details of these fills
By Order (Summary)	It is same as By Order.
Price with Detail	It is same as Detail.

11.8 Audit Trail Widget

Audit Trail displays all the order activities, exchange market messages and error messages. Go to Widgets → Audit Trail to launch the widget and see the latest activity



NB: The Audit Trail widget has to remain open in order to receive market messages

11.9 Time & Sales Widget

The Time & Sales widget displays all real-time and historical trades that occur for selected instruments and provides details for each trade including date, time, price, and quantity. The Time & Sales widget keeps a running record of trades for selected instruments displayed in reverse chronological order.

Time & Sales will populate trades booked from the time the **first** launches the widget. To retrieve any historical data, right click T&S widget → Go to Settings: Time & Sales → Tick Historical Data

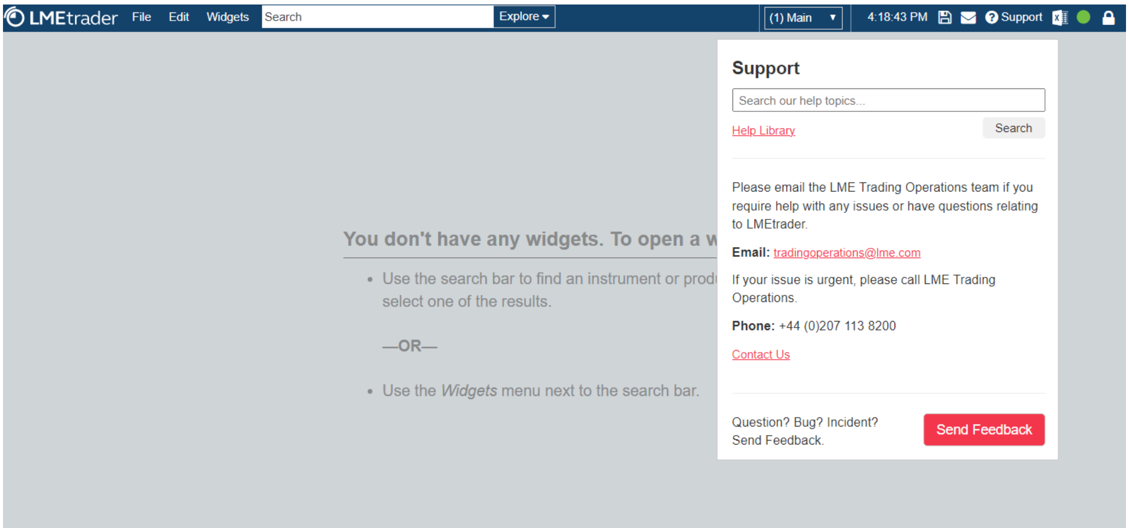
Note: Historical Data feature only pulls data for only first 100 contracts available in Market Grid in expiry date order.

Each trade is color-coded to indicate whether the trade was a result of an aggressive buyer or seller.

1. Trades where aggressor hit the bid
2. Trades where the aggressor lifted the offer
3. Indeterminate trades (e.g. between the bid/ask spread)

Note: If TT receives a time and sales price update that is indeterminate (e.g., a trade is reported between the bid/ask spread), the trade is displayed in black font in the Time & Sales widget.

12 How to raise a Support Ticket



1. The LMEtrader application provides the user with an option to 'Send Feedback'. A Cherwell ticket is raised to Trade Ops every time a user clicks on 'Send Feedback' Button.
2. In the left pane of the open Feedback widget, describe the issue or provide feedback for the corresponding widget.

   Include screenshot and data option is checked by default and a screenshot of the widget with corresponding Meta data is sent to LME with your feedback.
   Note: Including the screenshot and data helps LME more quickly diagnose your issue.