

# **USER GUIDE**

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## 1 Introduction

Indian Commodity Exchange Limited is a nation-wide on-line trading platform in commodity derivative. It has put in place grading and vaulting facilities in order to facilitate deliveries. This exchange is ideally positioned to leverage the huge potential of commodities market and encourage participation of actual users to benefit from the opportunities of hedging, risk management and supply chain management in the commodities markets.

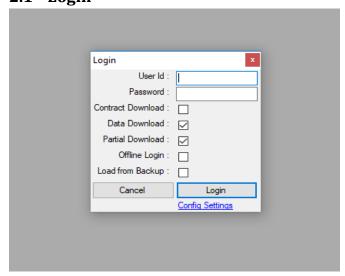
# 2 Launching the ICEX-TWS

After successfully installation of ICEX-TWS, an icon would be placed on the desktop.



Double clicking on the icon will open the Login screen as shown below

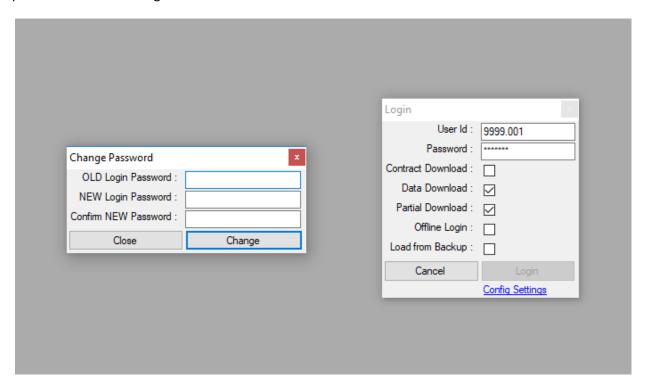
# 2.1 Login



- User Id: Enter the User Id provided by the Exchange.
- Password: Enter the password provided by the Exchange.
- Data Download: To download orders, trades and other transaction data.
- Partial Download: Enable incremental download of data from server.
- Offline Login: This option allows the user to open TWS without connecting to the Exchange server. In such mode user will be able to view all the books and reports however the user will not be able to do any order management.
- Load from Backup: This option can be used only in case the "Offline Login" is checked. If "Load from Backup" is checked, then upon Login the user will be prompted to specify the path of the previously backed up file.

# 2.2 Change Password

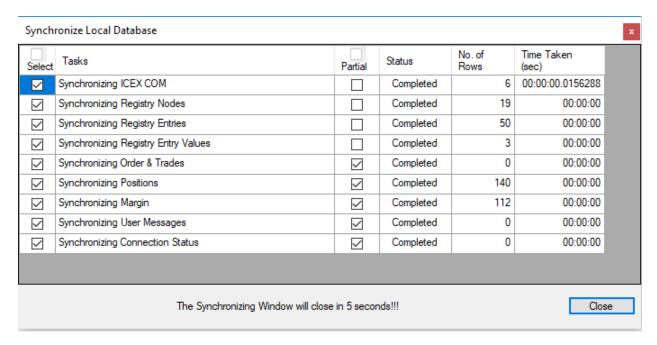
During first login or when the password has been expired the user will be prompted to change the password as shown in figure below



On successful change of password the user will have to re-enter the new password in the login window again for logging in.

# **Synchronize Local Database**

On successful login to server, "Synchronize Local Database" window will be opened for synchronizing local database with the exchange system. This window would indicate the progress of various masters and transactions being downloaded as shown in figure below



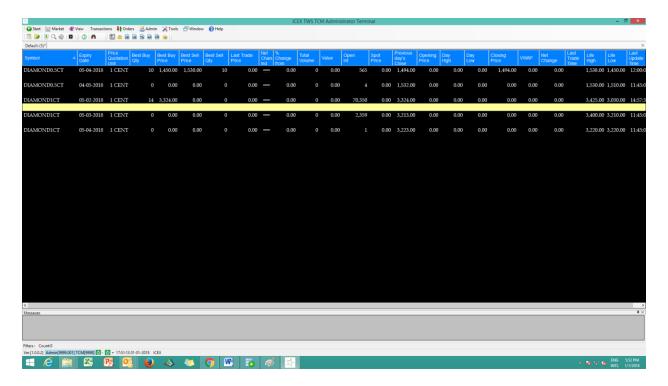
After successful completion of download the "Synchronize Local Database" window can be closed. The window would otherwise automatically close in 5 seconds. After completion of the synchronize activity, the default workspace will be opened and the TWS will now be available for order entry and other activities.

# 3 Market Watch

# 3.1 Default Workspace

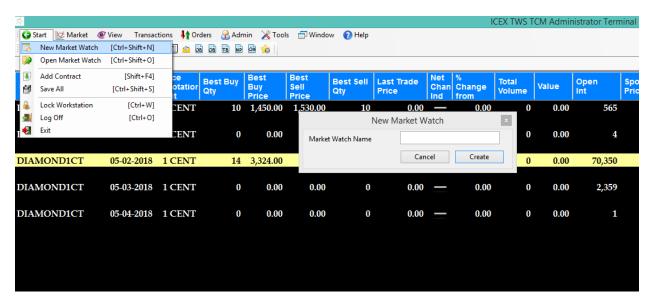
Upon successful login the default workspace will be displayed. The workspace consists of the following

- Menu bar
- Tool bar
- Market watch
- Message area
- Status bar

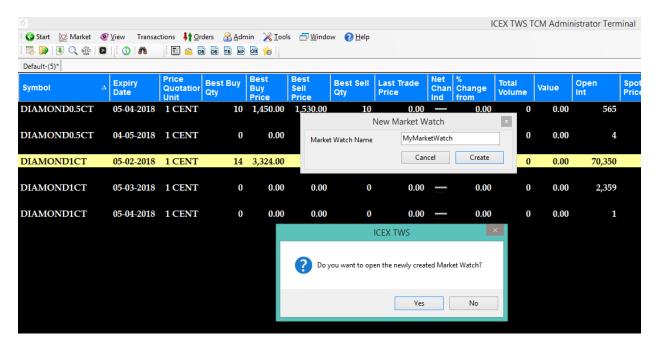


### 3.2 New Market Watch

To create New Market Watch click on Start >> New Market Watch..



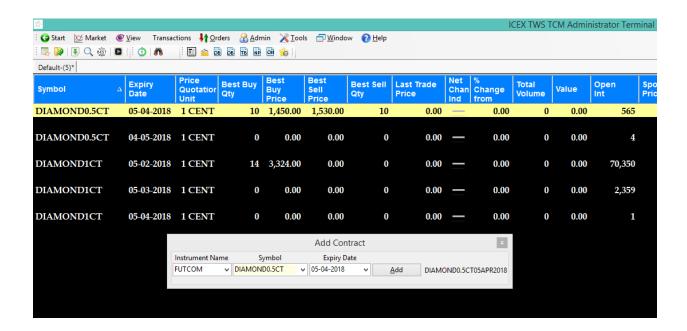
- Enter a Unique Name in the "Market Watch Name" field
- Click on "Create" button to create the market watch
- A prompt to open the newly created market watch will be displayed.
- Click on "Yes" to open the market watch as shown in figure below.



# 3.3 Add / Remove Contracts

### 3.3.1 Single Contract

To add contract to currently displayed Market watch, Click on Start >> Add Contract or **press shortcut function key Shift + F4**. This will open the contract selector bar as shown in figure below.



Select the "Instrument Name", "Symbol" and "Expiry Date" and click on Add button or press "Enter" key of the keyboard. The contract gets added at the current highlighted row on the market watch.

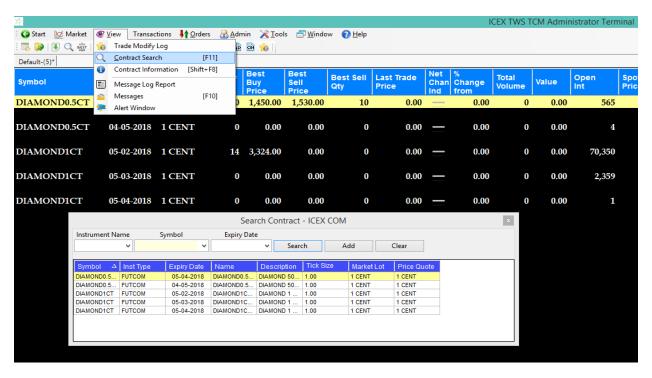
You can also fix "Add Contract" window on your screen by double click on the "Add Contract" Window.

To delete a row from market watch select the row and press keyboard button "Delete".

A row in the market watch can be moved by dragging it and then dropping it on the row where it needs to be placed.

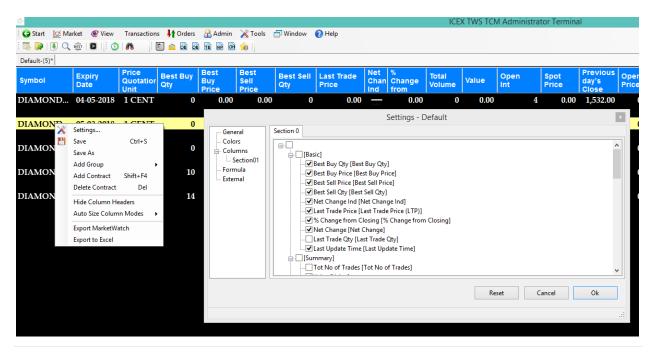
## 3.3.2 All or Multiple Contracts

To add all or multiple contracts to currently displayed Market watch, Click on View >> Contract Search or **press shortcut function key F11**. This will open the Search Contract bar as shown in figure below.



# 3.4 Adding / Removing Columns

Right click on the market watch and click on menu item "Settings" This will open the Setting form. Select Columns >> Section0 as shown in figure below



Select / unselect the check box against the column to add or remove column from market watch respectively.

The name of column can also be changed. In the Setting Form select Columns >> Section0, click on the column whose name is to be changed. On pressing key "F2" the column name becomes editable. Change the column name and press key "Enter".

To resize the columns, move the mouse pointer over the column headers right border. Mouse pointer would change to a double headed horizontal black arrow. Click and drag the mouse to the right or left to increase or decrease the column width.

To rearrange / move a column, drag the column header and drop it to its new location.

## 3.5 General Settings

Select "General" tab on the "Setting" Window

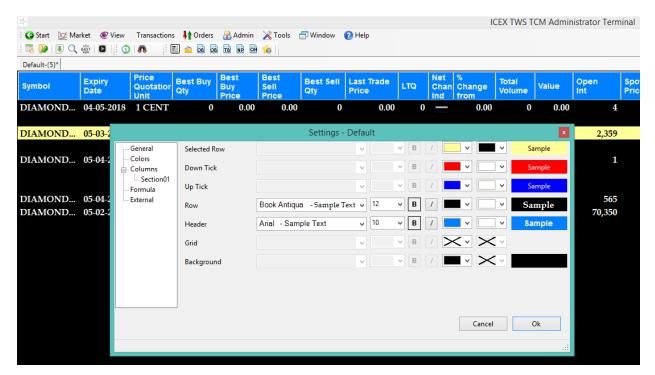
Change market watch name

Freeze up to will freeze all columns to the left of the selected column (inclusive). Frozen columns will remain fixed and will not scroll when market watch is scrolled to the right.

After completing all changes click on button "Ok".

### 3.6 Fonts and Colors of Market watch

Select "Colors" tab on the "Setting" Window



Change the font, foreground and background colors of the screen. The settings would apply to the market watch immediately.

# 3.7 Resizing Header Height

Move the mouse pointer over the column headers bottom border. Mouse pointer would change to a double headed vertical black arrow. Click and drag the mouse up or down to decrease or increase the header height respectively.

#### 3.8 Hide and show Column Header

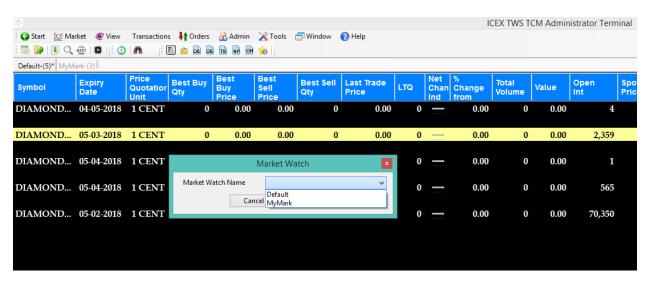
Market watch column headers can be hidden by doing a right click on the market watch and then clicking on menu item "Hide Column Headers".

# 3.9 Saving the Market Watch changes

Whenever any changes are done to a market watch the market watch is marked as dirty and an asterisk / star is displayed next to its name in the tab window. The changes can be saved by doing a mouse right click on the market watch and then selecting the "Save" menu item.

# 3.10 Open Market Watch

A Market watch can be opened using menu Start >> Open Market watch or by using shortcut key <CTRL+SHIFT+O> as shown in figure below



Select the saved market watch from the drop down and click on "Open" button.

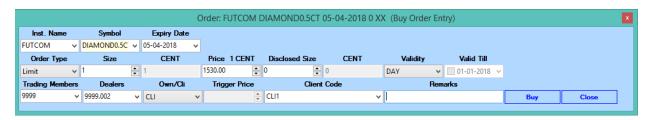
Multiple market watches can be opened. All opened market watches will be displayed in a tabbed panel.

A market watch can be permanently deleted by selecting the market watch from the drop down and then clicking the "Delete" button.

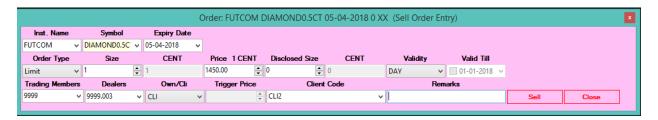
# 4 Order Management

## 4.1 New Order Entry

A new buy order can be entered using shortcut key "F1" or numeric key "+". Buy order can also be placed using menu Orders >> Buy Order.

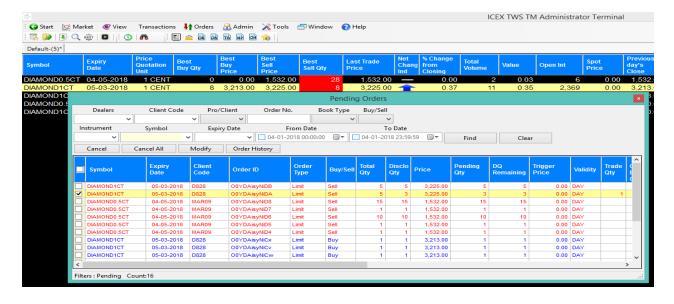


A new sell order can be entered using shortcut key "F2" or numeric key "-". Sell order can also be placed using menu Orders >> Sell Order.



# 4.2 Pending Order Book

The pending order book displays all unexecuted or partially executed orders. Order book can be opened using menu Views >> Pending Orders. Alternatively user can press short cut key "F3" to launch the pending order book as show in figure below



By default when an order book is opened from market watch only orders for the selected contract in the market watch are displayed. On pressing key "F3" again the contract filter is removed and all pending orders are displayed.

### Filtering Orders

Right click on the order book >> Show Filters or by Pressing <CTRL + F>. This will open the filter panel above the order book. Orders can be filtered using various filter parameters. Click on button "Find" or press "Enter" key to find orders matching the filter condition.

#### Cancel Order

User can cancel one or more orders from the order book. Click the checkbox for the order record to be cancelled. Only orders with status "Pending" can be cancelled. Click on button Cancel. Cancel option is also available on right clicking on the order book or by using shortcut key <SHIFT + F1> or "Delete".

### Modify Order

Click the checkbox for the order to be modified. Only orders with status "Pending" can be modified. Click on button "Modify". Modify order option is also available on right clicking on the order book or by invoking a short cut key assigned to "Modify Orders" or by using shortcut key <SHIFT +F2>

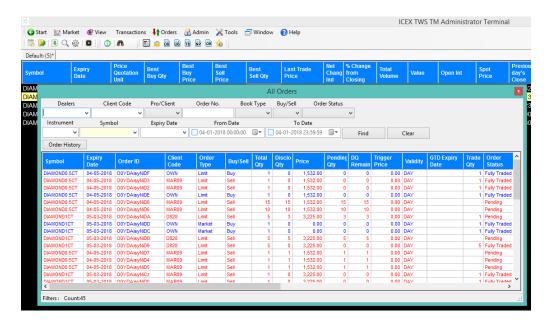
Following Order modifications can be done

- Book type of order: RL to SL and vice versa
- Quantity: Can be increased or decreased.
- Price: Can be increased or decreased. A Limit order can be changed to market order by setting price to "0"
- Disclosed quantity of an order can be set or removed or modified.
- Order validity: Can be changed from any to any.
- Validity Till: This field is displayed only for validity GTD. User can enter/change the valid till date
- Remarks: User can add, change or remove remarks for the order.

To submit modifications click on "Modify" button or press "Enter" key. A reconfirmation of the changes would be sought from the users. Upon confirmation from the user, the order modifications would be submitted to the exchange.

### 4.3 All Orders Book

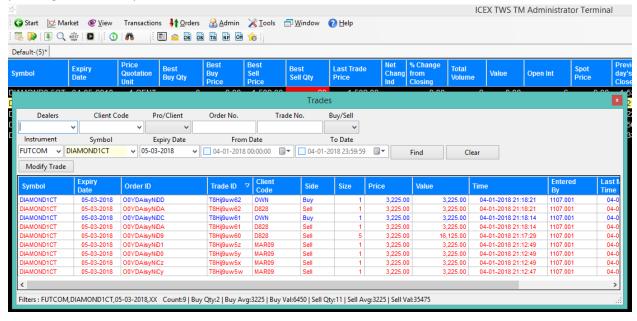
This book displays all orders (Pending, Rejected, Cancelled & Executed). This book can be opened using menu View >> All Orders or using shortcut key <CTRL + F3>.



By default when an all order book is opened from market watch only orders for the selected contract in the market watch are displayed. On pressing key <CTRL + F3> again the contract filter is removed and all pending orders are displayed.

#### 4.4 Trade Book

The trade book lists all trades. Trade book can be opened using menu item - View >> Trade Book or by pressing short cut key "F8"



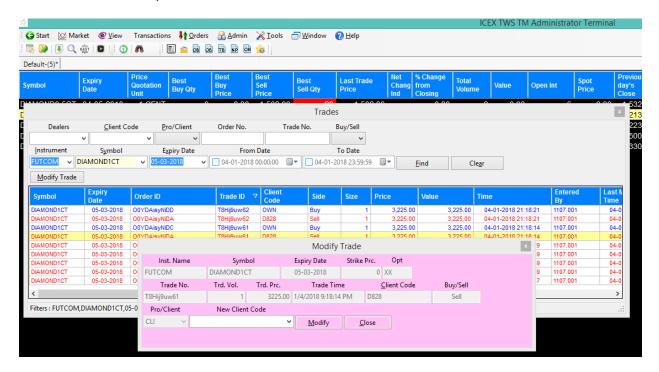
By default when a trade book is opened from market watch only trades for the selected contract in the market watch are displayed. On pressing key "F8" again the contract filter is removed and all trades are displayed.

### Filtering trades

Press <CTRL + F>. This will open the filter panel above the trade book. Trades can be filtered using various filter parameters. Click on "Find" button or press "Enter" key to find trades matching the filter condition.

### **Modify Trades**

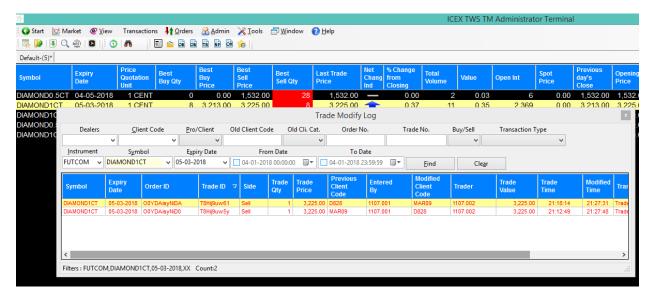
User can modify the client code of trades. In Trade Book window select the trade record to be modified. Click on button "Modify Trade".



To submit modifications click on "Modify" button or press "Enter" key. A reconfirmation of the changes would be sought from the users. Upon confirmation from the user, the trade modification would be submitted to the exchange.

# 4.5 Trade Modify Log

The "Trade Modify Log" view displays the log of activities performed on modified trades. The "Trade Modify Log" view can be open using menu-View >> Trade Modify Log as shown in figure below

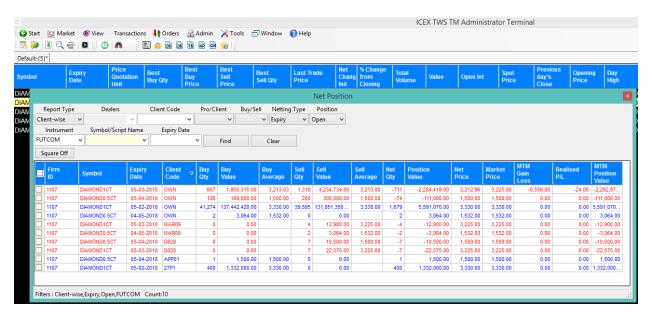


## Filter Trade Modify Log

Additional filters can be applied using the filter panel which can be opened using shortcut key <CTRL + F>.

### 4.6 Net Positions

Net position window displays all open positions. Net position can be opened using menu item View >> Net Position or pressing short cut key <ALT + F6>.



### Filtering positions

Press <CTRL + F>. This will open the filter panel above the net position book. Net positions can be filtered using various filter parameters. Click on button "Find" or press "Enter" key to find net position records matching the filter condition.

Apart from the normal filter conditions, the filter panel also has following criterions

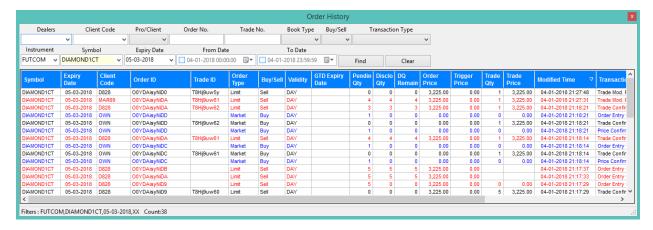
Report Type: Client wise – Individual positions at client + contract level displayed. Contract wise – Here positions are aggregated across clients and displayed at contract level.

## Square Off

This option allows user to square off client positions. Select one or more open positions to be squared using the checkboxes. Click on button "Square off". If only one position is selected then prefilled order entry panel with values corresponding to the selected position is displayed. In case, multiple positions are being squared off then a batch order window with orders corresponding to all selected positions is displayed.

# 4.7 Order History

The "Order History" view displays the log of activities performed on client orders. The "Order History" view can be opened using menu View >> Order History or by using key board shortcut key "F7"



#### Filter Order History

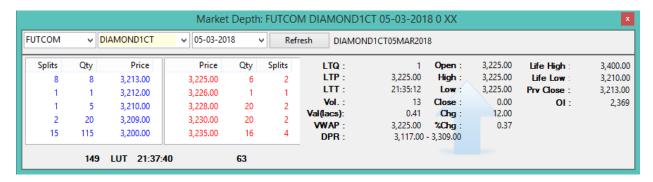
Additional filters can be applied using the filter panel which can be opened using shortcut key <CTRL + F>.

## 5 Market Data Views

# 5.1 Market Depth

The Market Depth window displays best 5 Buy and Sell Order Price with Quantity of selected contract. It also displays other summary broadcast of selected contract.

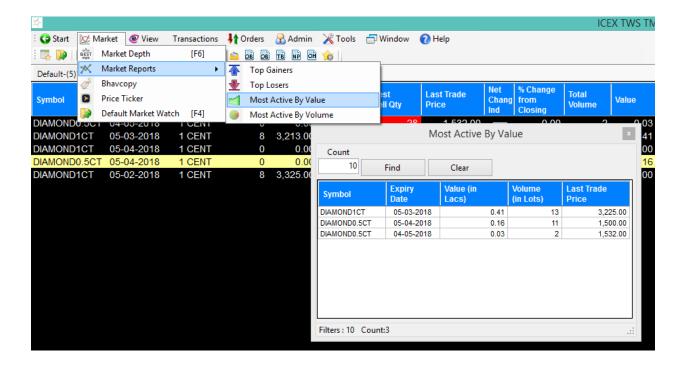
User can view the Market by price for a selected contract on the market watch, by clicking on start menu-Market>>Market Depth or by using short key "F6" as shown in figure below



## 5.2 Market Reports

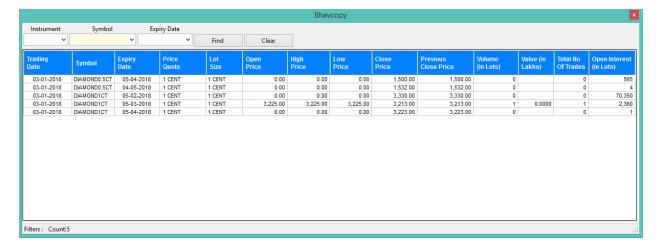
Following market movement reports are available under menu items – Market >> Market Reports

- Top Gainers
- Top Losers
- Most Active By Value
- Most Active By Volume



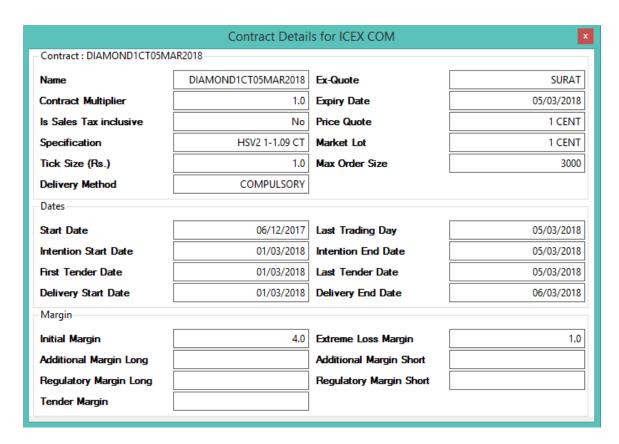
## 5.3 Bhavcopy

User can view previous day's Bhavcopy using menu Market >> Bhavcopy.



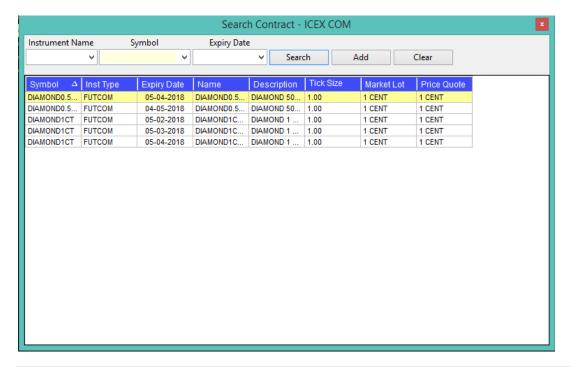
## **5.4 Contract Information**

This window displays contract details for the selected contract on the market watch as shown in figure below. The window can open by using menu- View >> Contract Information or using shortcut key <SHIFT + F8>.



#### Contract Search

User can search contracts using the Contract Search Option. The "Contract Search" window can be opened by using menu-View >> Contract Search or using short cut key "F11" as shown in figure below.



User can also add the contract on the market watch by clicking on "Add" button.

# 5.5 Message Area

The message area displays all order and trade confirmation messages and other messages broadcasted by the exchange. The message area is also like any other window and can be opened using menu "View" >> "Message Area" or by using shortcut key "F10".

Actions

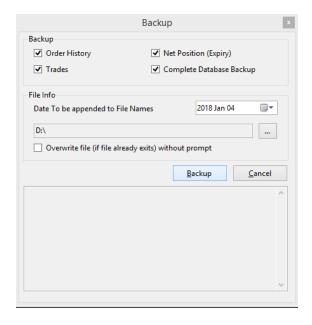
Action

Actio

# 6 Other Tools / Utilities

## 6.1 Back Up

This option allows users to backup daily transaction data item-tools>>Backup Transaction.

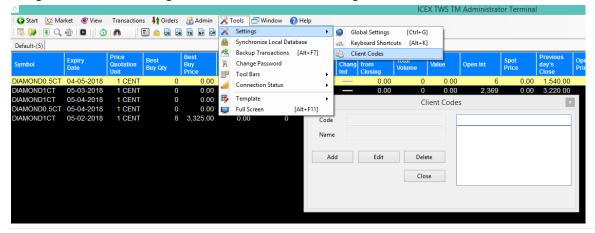


### Following backups are available

- Order History: Complete order history is exported in a CSV file.
- Trades: Complete trade book is exported in a CSV file.
- Net Position (Expiry): All Positions (Open as well as Closed) are exported in a CSV file.
- Complete Database Backup: This option creates a zip file with data pertaining to all books. This zip file can be used during offline logins.

### Manage Clients

"Manage Clients" option allows user to maintain client list. The "Manage Clients" list can be opened using menu-Tools>>Settings>>Client Codes as shown in figure below



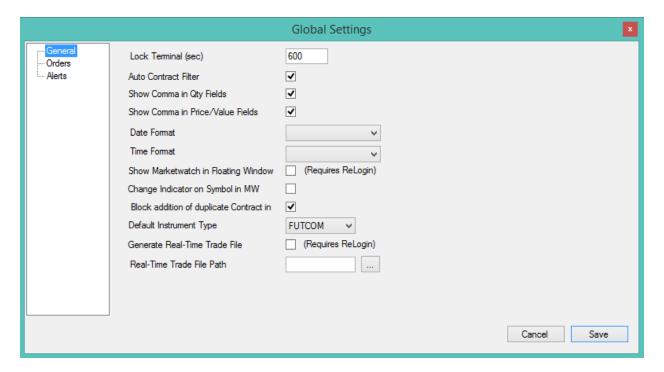
- To add Clients, click on "Add" button
- Enter the Code and Name of the particular client and then click on "Save" button.
- To delete any previously added client code, select the code and click on "Delete" button.
- To modify any previously added client code, select the code and click on "Edit" button.

## 6.2 Global Settings

User can modify the default behavior of the workstation by modifying a lot of preferences and settings. The settings window can be accessed using menu "Tools" >> "Global Settings". The global settings are further split into multiple tabs.

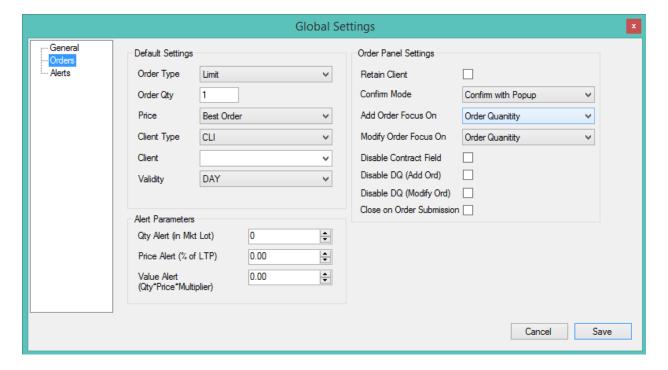
## 6.2.1 General Settings

This tab consists of miscellaneous settings related to market watch and other controllable features of the workstation.



## 6.2.2 Order Settings

The "Orders" tab contains default settings relate to the order entry panel.



# 6.3 Change Password

User can change the password by using the menu-Tools >> Change Password as shown in figure below.



### 6.4 Tools Bars

User can add or remove "Market Watch Toolbar" and "Books Toolbar" by using menu –Tools>>Tools bars.

## 6.5 Synchronize Local DB

The workstation stores orders, trades and other data in a local database. This option allows the user to synchronize his local database with the server. This option can be accessed using the menu - Tools >> Synchronize Local DB.



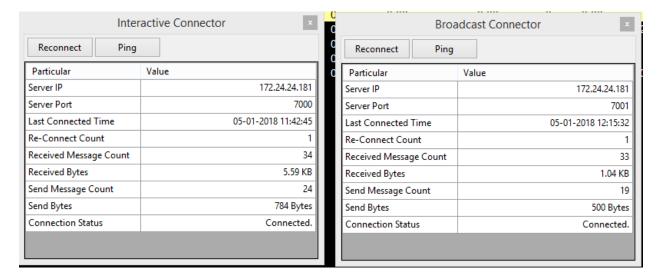
Select the type of data to be synchronized using the check boxes in the first column. The checkboxes under the column "Partial" allow the user to download incremental or full data. If checked, only incremental data will be downloaded from the exchange servers. Incremental data downloads are fast.

#### 6.6 Connection Status

The Connection Status window indicates the status of the Interactive server/Broadcast server connections. The window can be opened using menu- Tools >> Connection Status. The status bar contains 2 icons representing the status of Interactive and broadcast connections. On double clicking these icons the connection status window is displayed. The icon color also indicates the status of the connection as follows

- Green: Connected
- Red: Not Connected. (But would get connected automatically when the connection is available)
- Black: Session Expired. (User has restart to TWS application again)

Admin[1107.001] TM[1107] TCM[1009] U - U - 12:29:11 05-01-2018 ICEX



## 6.7 Lock Workstation

User can lock their workstation in case of not operating the terminal, so that no one can misuse. User can use this option by menu-Tools>>Lock Workstations.

# 6.8 Logout

User can logout from the application using menu -Start >> Log Off. On successful logout, user will be shown the login screen again.

#### **6.9** Exit

User can exit the application by using menu -Start >>Exit. A user can also exit by clicking on the close(X) button of the main application window. User will be prompted to confirm his action after which the application window will be closed completely.