MOEX Trade Agro Auction User Manual

Version 3.23.09

Table of Contents

Chapter 1. About MOEX Trade Agro Auction

MOEX Trade Agro Auction is an all-purpose terminal for participation in commodity auctions on the on-exchange commodity market.

Key functional features of MOEX Trade Agro Auction:

- Direct access to trading.

- Real-time monitoring of agricultural commodity trading on the National Mercantile Exchange (NAMEX), including tracking of transactions in individual commodity assets.

- Buying and selling commodities at auctions.

- Optimised methods of entering orders both by hotkeys and from various tables with value substitution.

- Viewing positions of own orders in the auction and orders of competitors.

- Viewing the register of participant's obligations under transactions.

- Opportunity to improve own orders in the auction.

- Opportunity to track the start, duration and end of the auction.

Main service features:

- Dynamic export to MS Excel and databases.

- Hot keys and mouse-oriented controls for quick order entry.

- Flexible filtration and sorting options, table templates.

- Many options for desktop layout customization, including the creation of several virtual desktops.

- Instant messaging with other trading participants.

- Alerts system.

- Option to choose interface language.

- Auto-update.

- Technical support by Moscow Exchange staff.

Chapter 2. What's new

("+" - new feature; "o" - modified feature of behavior; "-" - removed functionality; "!" - bug fix)

Version 3.23.09

+ The terminal provides trading with international participants. Different units (tonnes, kilograms, litres) can be used to measure commodity. Calculations can be made, and prices and volumes can be specified in foreign currencies. Columns "Price currency", "Unit of measure" and "Cross rate to rub" have been added to the "Mini-sessions" table.

+ Added indication of changes in the auction volume before the auction starts in the "Order queue" window.

Version 3.23.02

+ The table "History of change of the starting price" was added to the terminal to track the time of change of the starting price throughout the auction.

+ Button 🛑 was added to the "**Starting price**" field of the "Order queue" window to call the table "History of change of the starting price".

o The terminal no longer restricts the entry of orders with the price worse than the starting price. In this case the price in the order entry form will be highlighted in red and the warning "Your price is worse than the starting price" will be displayed. Orders with a price worse than the starting price cannot win the auction.

o The "Service" tab of the "Parameters" window is displayed.

Version 3.22.10

o Password length at login and password change is limited to eight characters.

+ An option has been added to display the entered password in the field when registering in the system and changing the password.

+ Added "Firms" table.

o An option has been added for auctions with several customers.

Version 3.21.30

+ Autocorrection of order prices has been added.

+ An option to hold auctions with auto prolongation has been added.

+ Added "**Mini-session schedule**" button to the auction details panel in the "Order queue" window, which calls the table with the schedule.

Version 3.21.20.

+ Added tools for participation in commodity auctions.

Chapter 3. Installation and update

System requirements

Recommended system configuration:

- CPU: Intel Core or compatible, 1,4 GHz or higher;

- RAM: 2 GB;

- HDD: 1 GB free drive space;

- screen resolution: 1280x1024 or higher, 32-bit color;

- keyboard, mouse;

- network bandwidth: 128 kbps per every terminal;

- OS: Microsoft Windows 7 / 8 / 10, Windows Server 2008 / 2012 / 2016;

- Microsoft Internet Explorer 9 or higher.

Installation

MOEX Trade Agro Auction installation procedure involves the following steps:

1. Save the **moex-agroauction-x64-version_number.exe** file to the local drive.

2. Double-click the file in Explorer to launch the installation wizard. Choose the installation type: for all users (requires administrator rights) or for current user only.
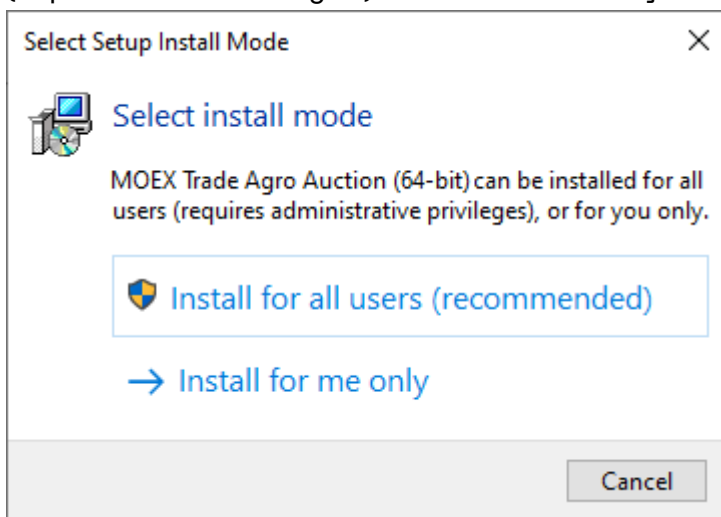
Click **Next** to proceed to the next step.

3. The second dialog offers the selection of the program installation interface language (the language of the program interface can be selected in program options).
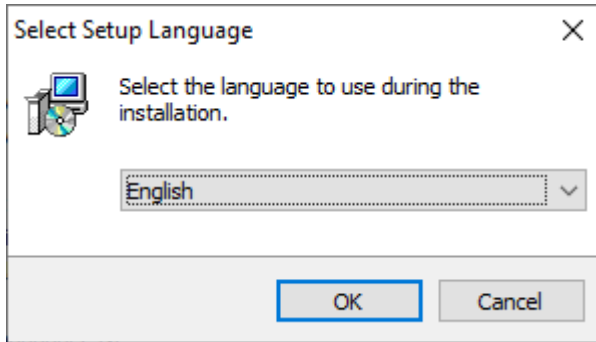
Choose the language and click **OK**.

4.
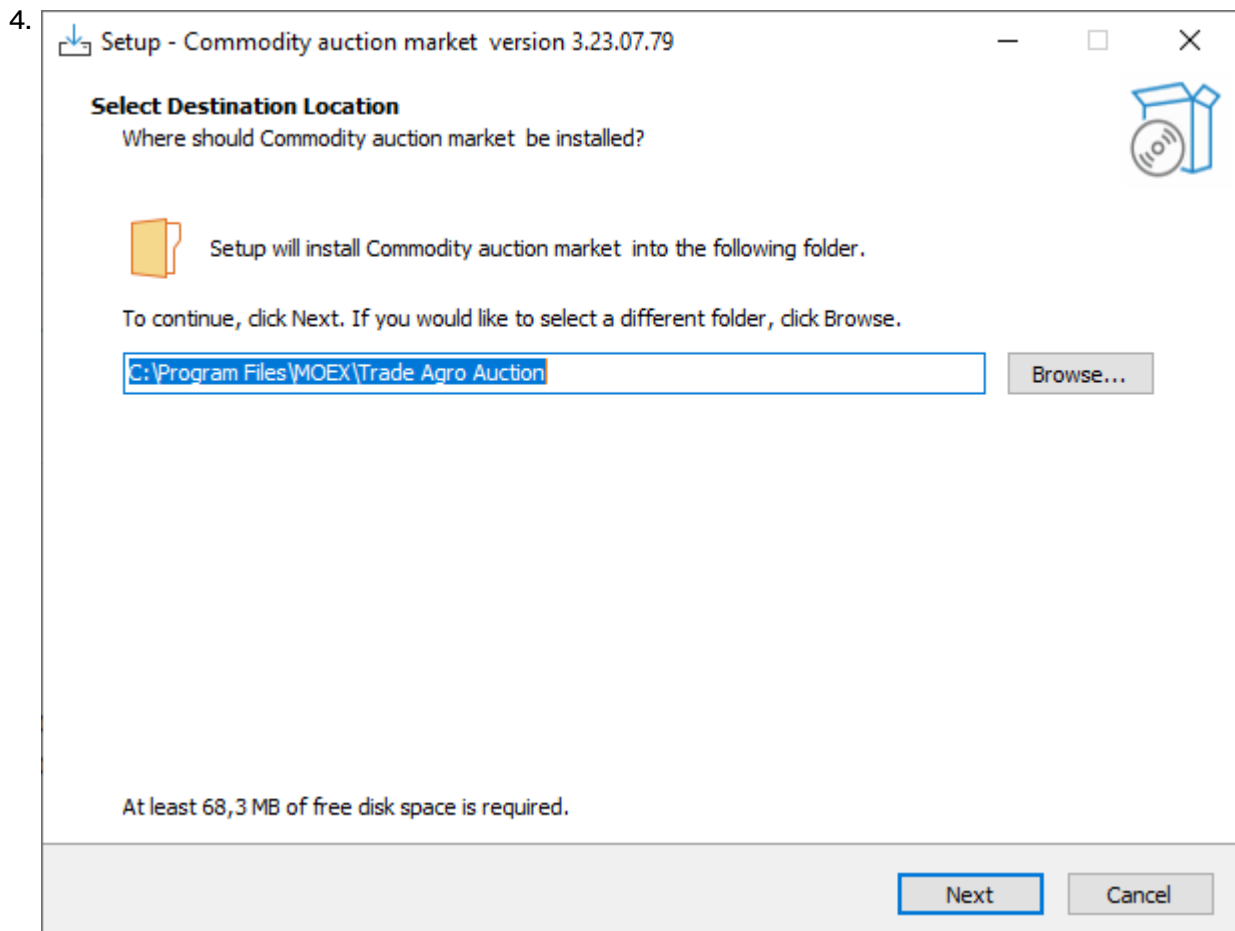
Default installation folders for the program are:

• for all users - **Program Files\MOEX\Trade Agro Auction**

• for current user - **Users\User Name\AppData\Local\Programs\MOEX\Trade Agro Auction**

If older version of the terminal was previously installed, the existing folder will be suggested. Modify, if needed, the installation path or press **Browse...** to select a folder. Click **Next** to confirm.

5.
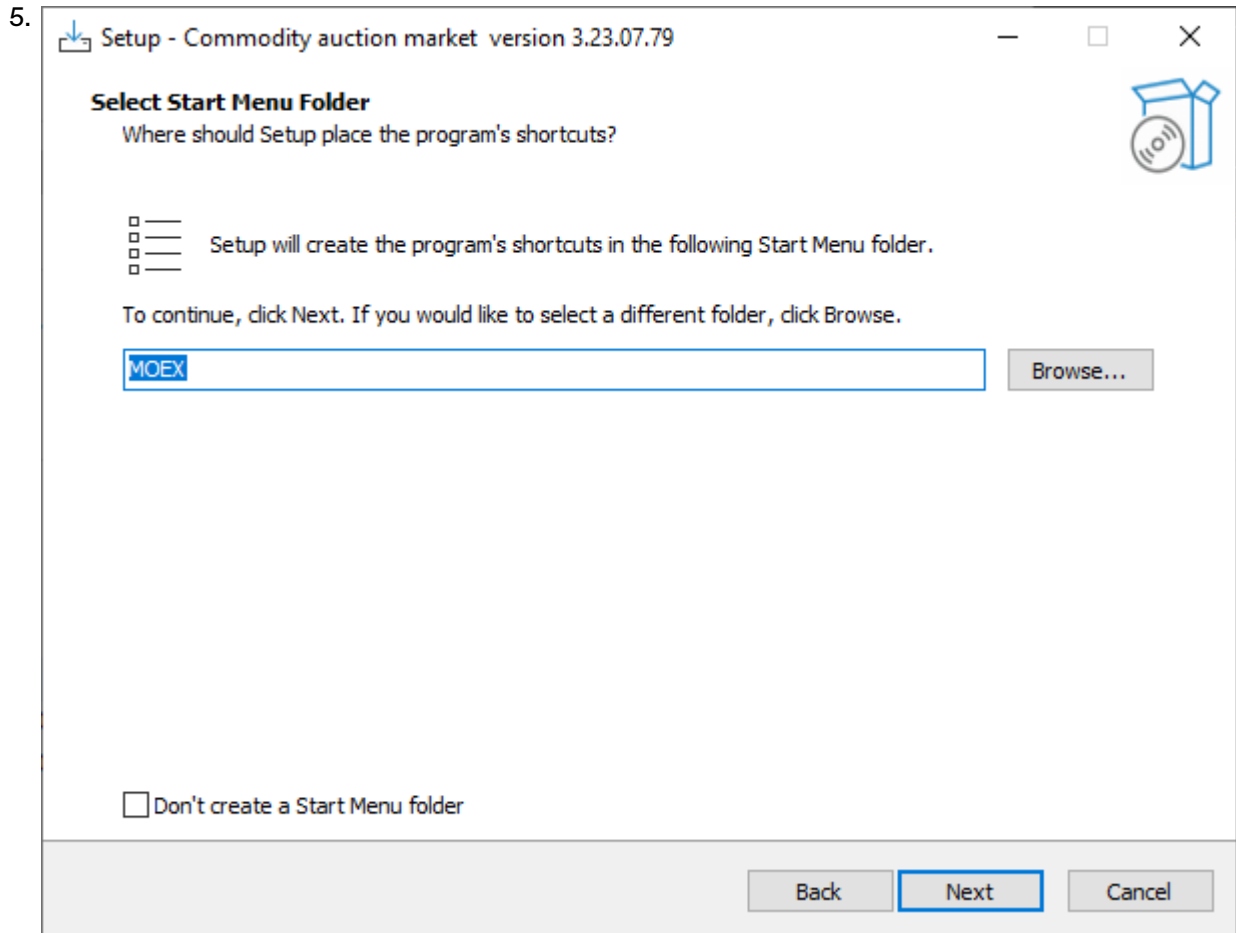
Enter or select folder name for the Start menu, or mark the checkbox to skip the group creation. Click **Next** to proceed to the next step.

6. Set additional tasks to be done during the installation.

7.

Setup - Commodity auction market version 3.23.07.79

Choose connection profile
Choose default connection profile

Choose connection profile that will be used by default. You can change it later in the application settings.

◉ Moscow Exchange Production server (Internet)

Back   Next   Cancel
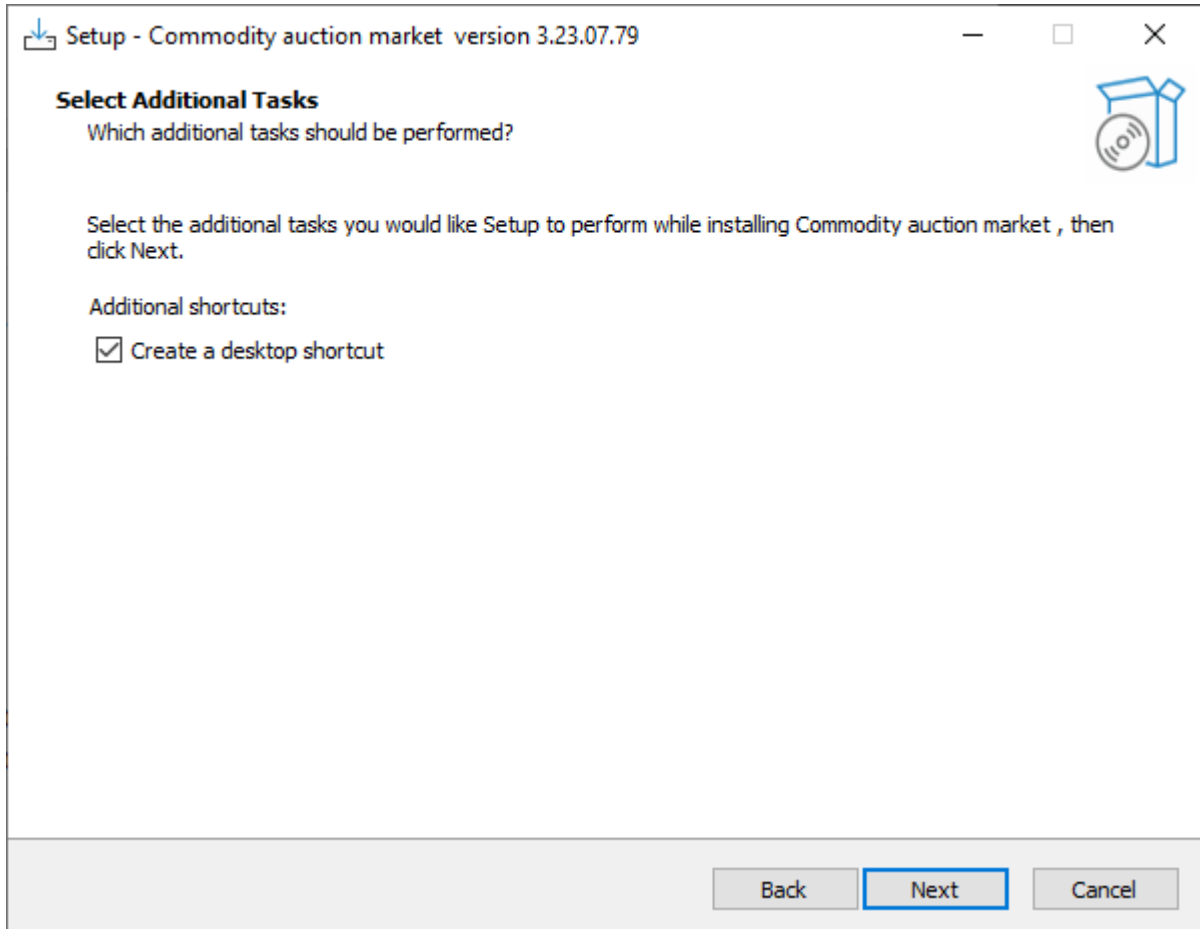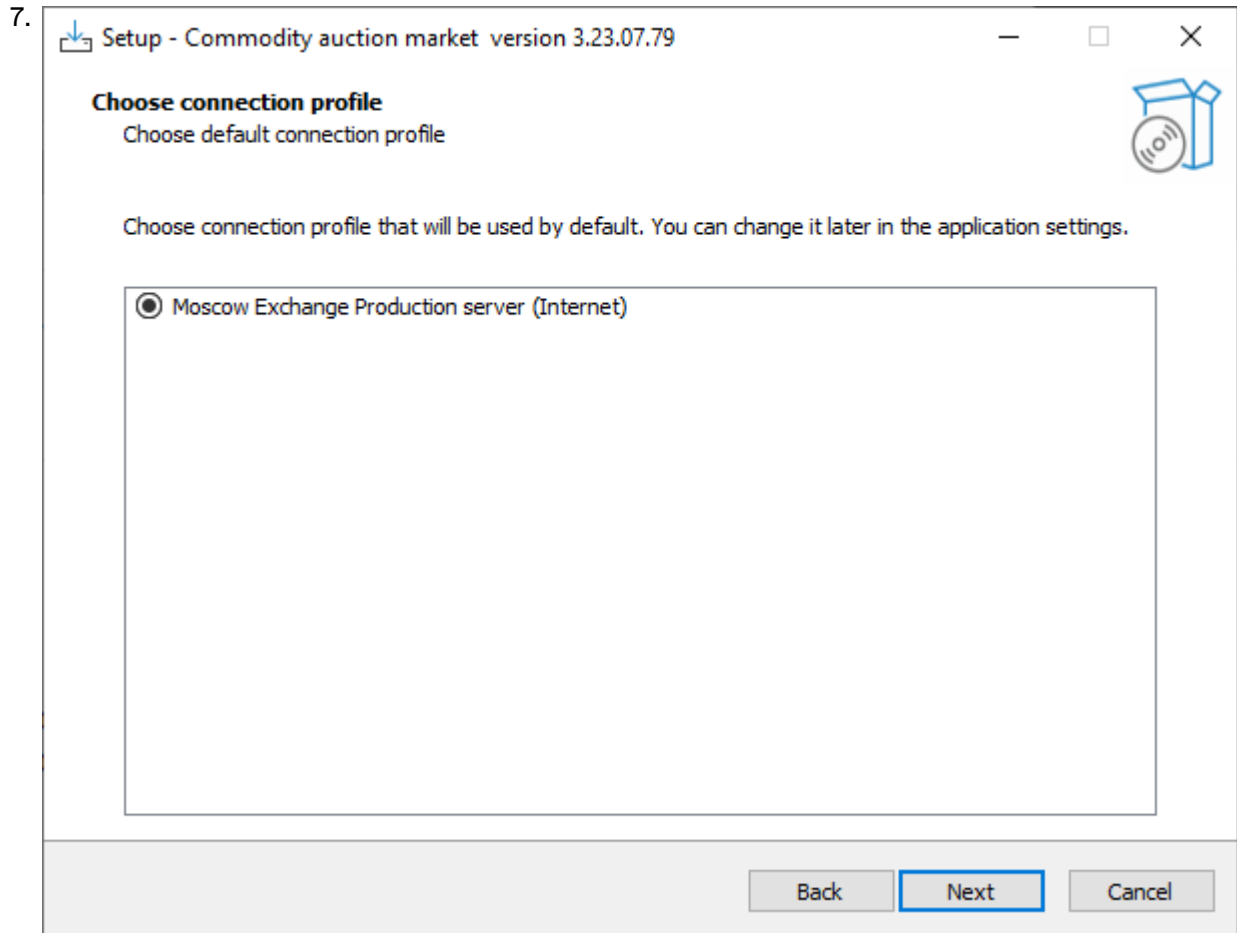
Select the connection method: over the Internet (Moscow Exchange Production server. Click **Next** to continue.

8.
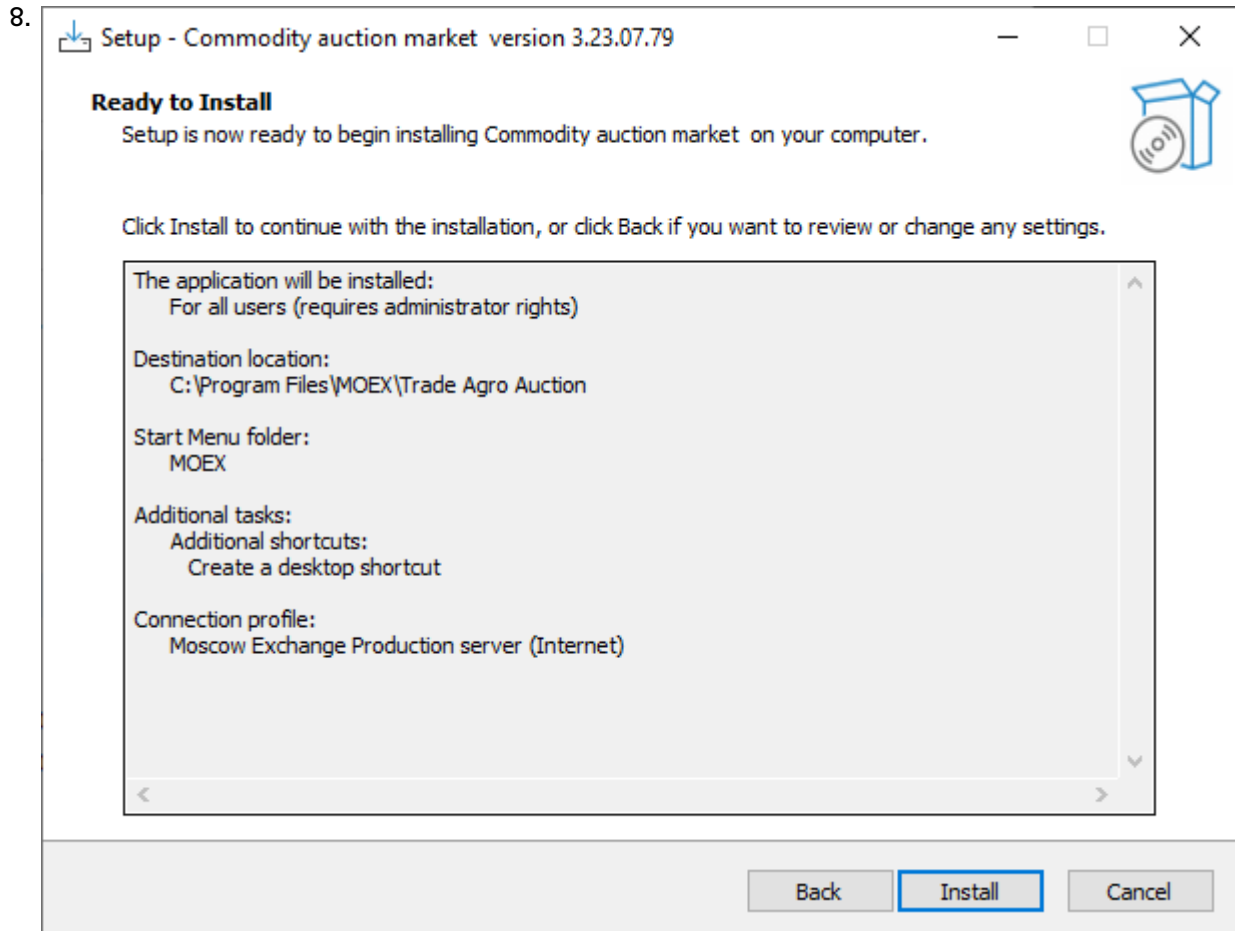
Review the settings and click **Install** to start the actual program installation.

9.
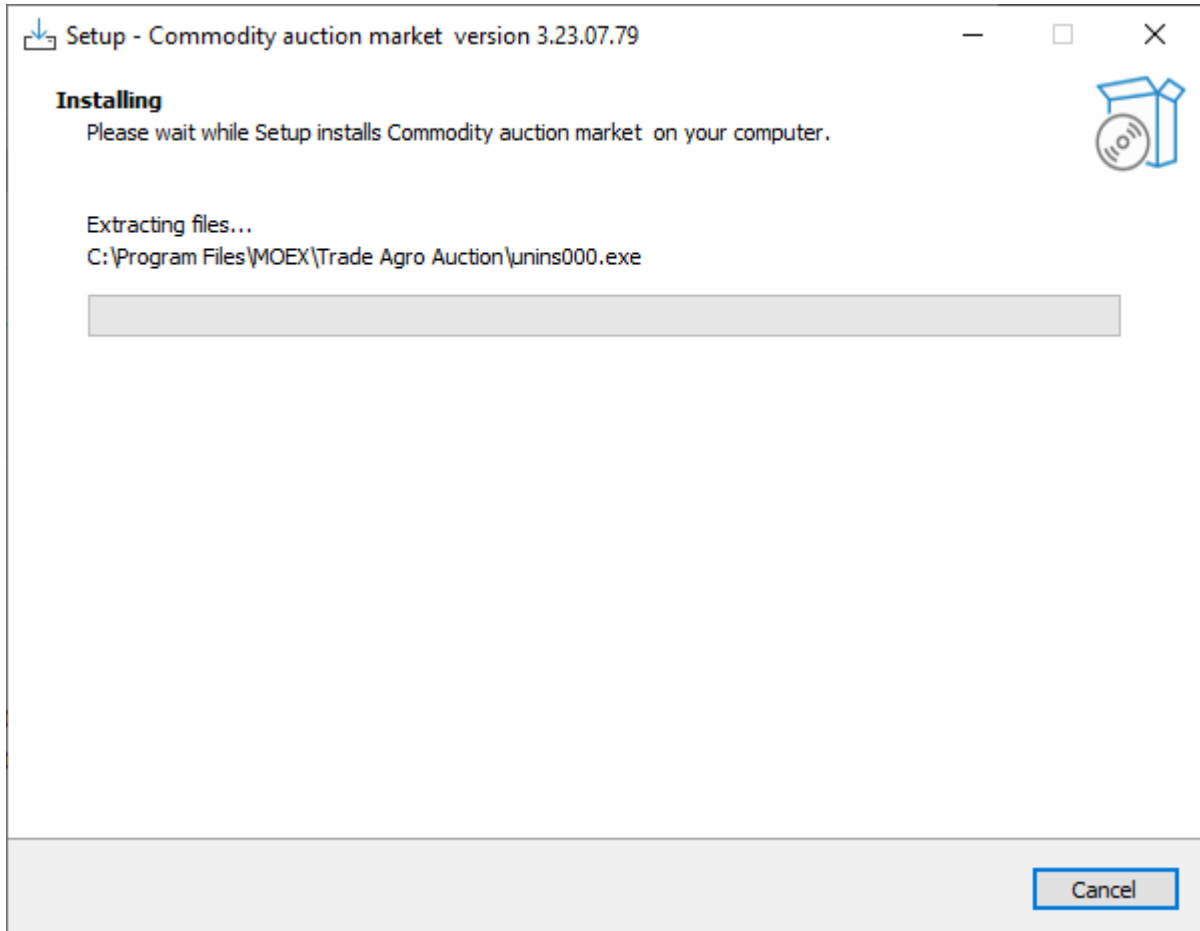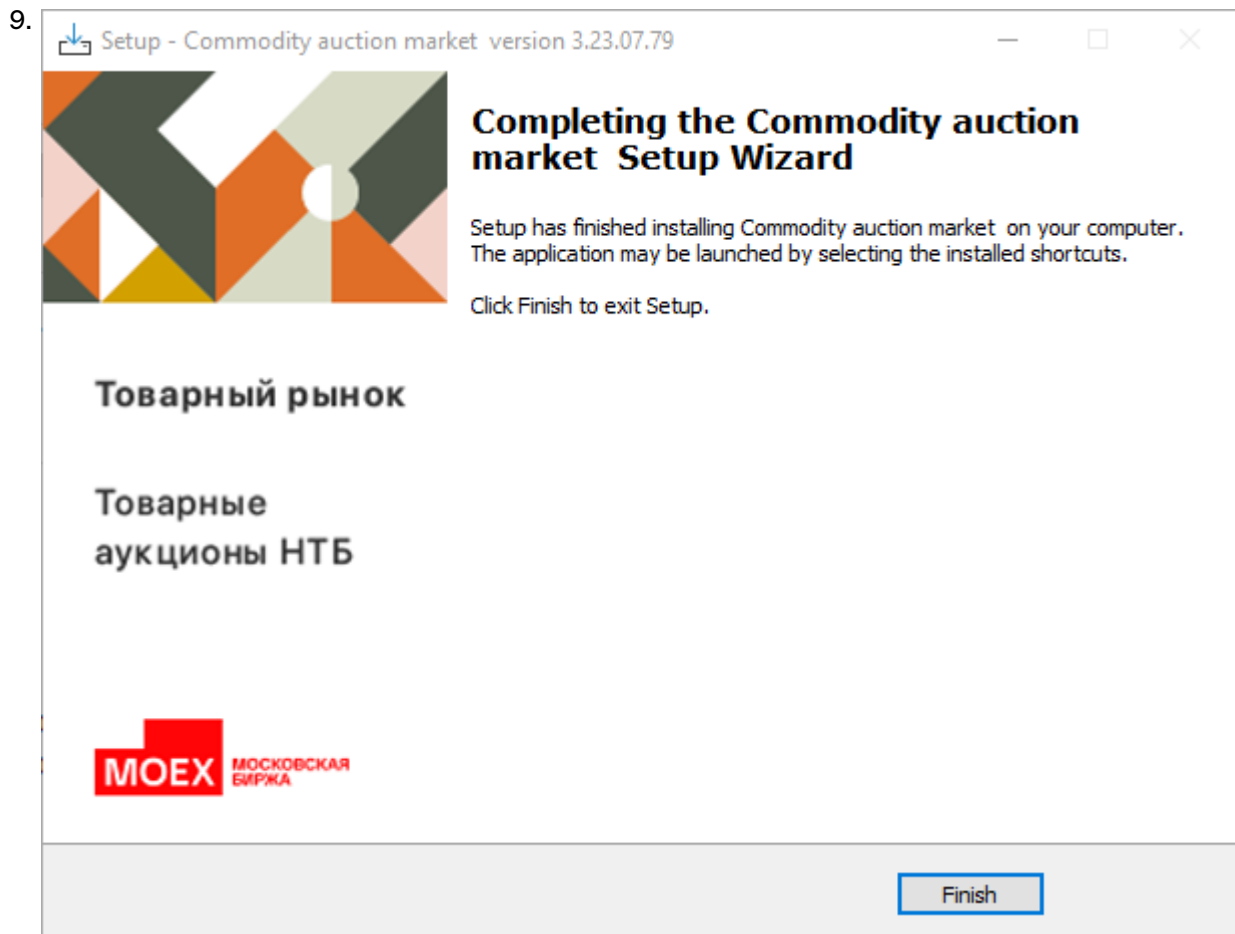
Click **Finish** to close the installation wizard.

Update

Program checks for updates automatically every time it connects to the Trading System. For stability purposes and in order to have access to all the market features, it is highly recommended to install all the suggested updates.

Admission to connect

In order to be able to connect to the production environment it is essential to have an appropriate technical access to the Trading System via the Internet and to be admitted to Organised Trading on National Mercantile Exchange.

Support and Sales

Technical support is available on working days from 9:00 to 19:00 Moscow time.

- In case of any issues with the software, please contact our Support team:

  Phone: +7 (495) 733-95-07

- To purchase additional license for the trader terminal or any other Moscow Exchange software, please contact our Sales team:

  Phone: +7 (495) 363-32-32, extention 3377

- Any questions related to Moscow Exchange software can be addressed to:

e-mail: help@moex.com [mailto:help@moex.com?subject=MOEX Trade Support]

Chapter 4. Logging in to the commodity auction system

Login

After launching the terminal, the **Login** window appears.
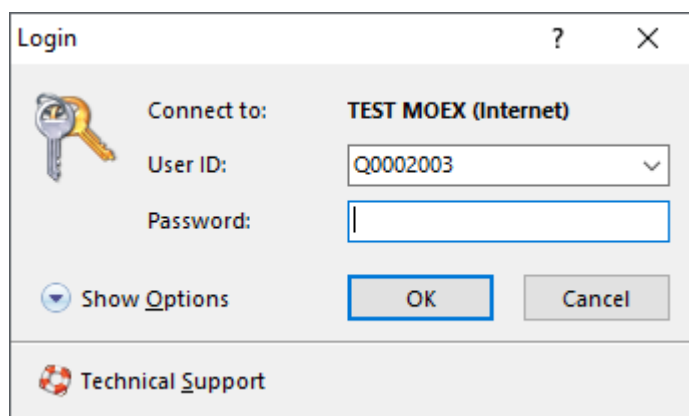
To login in the trading system:

1. Enter the user ID (representative of the Trading Member) in the **User ID** field or select a previously used ID from the drop-down list.

   Example:

   Q0003003

2. Enter in the **Password** field the password assigned to the user.

   Example:

   xc6G4suM

3. Click **OK** to login under the specified ID and password.

Be careful when entering the password. In the dialog box, the password characters are displayed with dots •. Switching between lowercase and uppercase letters, as well as the current language (English or Russian) when entering the password may result in entering an incorrect password and denial of login. If the password is entered incorrectly three times in a row, the User ID will be temporarily blocked.

If the login window is not displayed when starting the terminal, select the **Login** command in the **Session** menu of the main menu at the top of the terminal window.
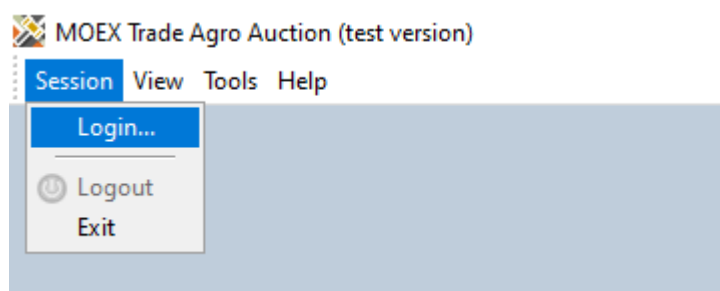
If you need to connect to the Trading System different from the one selected when installing the programme, click the **Show Parameters** button and then click the icon 🔨 to enter the login parameters

received from the Exchange (or close the dialogue window and select the **Parameters** command from the **Service** menu of the main menu).

Click **Show Parameters** to display additional parameters:

- **Log in** - select a profile with login parameters.

- ![icon] - open the dialogue box for configuring profiles and login parameters.

- ✕ - remove the selected user from the list and erase its settings.

- **Do not use saved data** - reload the contents of all tables from the Trading System. By default, when restarting the workplace during a trading session, all data are loaded from the local cache. This parameter is used in emergency situations to reload all the information from the Trading System.

- **Do not restore the desktop** - open the workplace without opening any tables. It is used in case there is a need to boot without restoring the settings or in case the settings are damaged.

- **Enable logging** - it is recommended to use this option in case of problems when logging in to the Trading System.

To display the help information on registration in the Trading System (this page), click the button with a question mark.

If the connection was successful, the main desktop of the programme will be loaded with the windows Order Queue, Orders, Trades, Mini-Sessions and Messages. In the upper part of the terminal window there will be the main menu with the commands **Session**, **View**, **Action**, **Table**, **Tools**, **Data**, **Window**, **Help**.

The first login

If you have received a user ID and are logging in for the first time:

1. Run the terminal. The **Login** window will appear.

2. Fill in the **User ID** field.

3. Fill in the **Password** field with the password received together with the ID.

4. Press Yes.

5. A message will appear asking you to set the password.
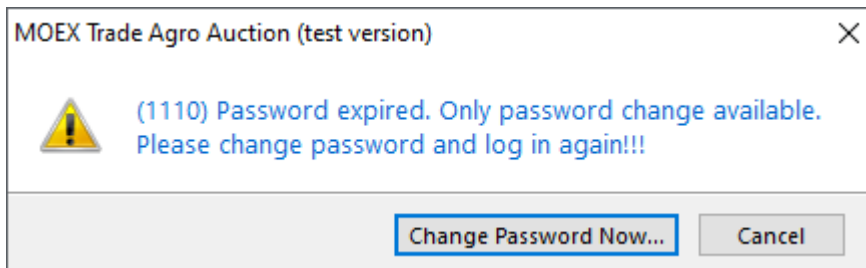
6. Click **Change Password Now** and set your password.

The password has an expiry date. To reset the password, see Password Expiry Date.

Password expiry date

The password has an expiry date, after which a new password must be created and set.

If a password is about to expire:

1. You will receive a notification when you log in with an expiring password.

2. To prevent your password from becoming outdated, click **Change Password Now** and proceed to the password change procedure.

3. After changing the password, you are automatically logged in to the trading system. The programme desktop opens.

If your password has expired:

1. If you log in with an outdated password, you will receive a warning message.
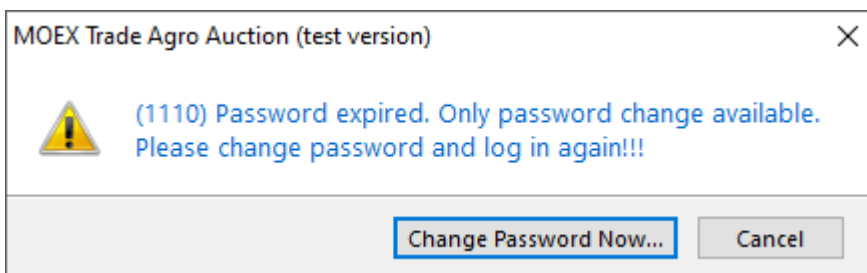
You will now need to change your password to log in.

2. Click **Change Password Now** and proceed to the password change procedure.

3. After changing your password, enter your username and new password in the **Login** window to log in to the trading system.

Blocking in case of incorrect password entry

If you have entered the password incorrectly in the Login window, you will receive a message with an login error:
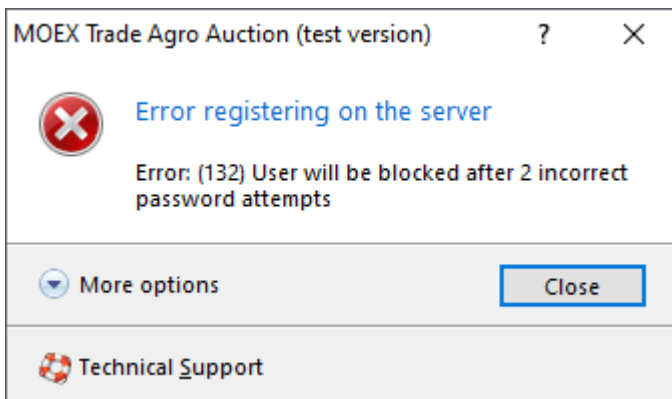
Click **Close**, return to the Login window and fill in the **Password** field correctly.

If you have entered an incorrect password three times in a row, you will receive a message about blocking your ID for 15 minutes:
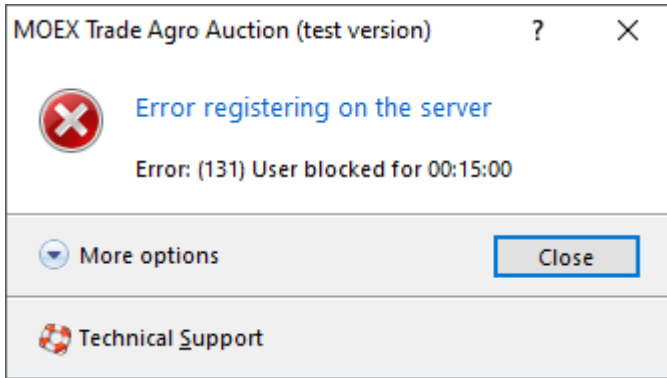
During this time, all attempts to log in with your user ID will fail:
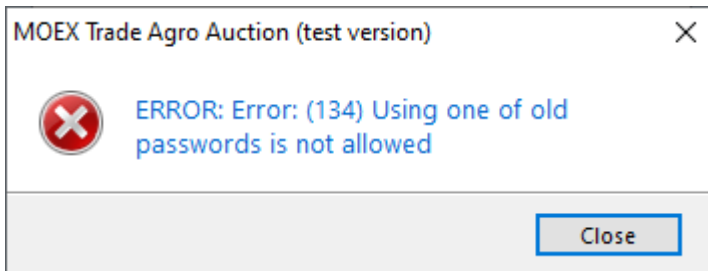
Wait 15 minutes and try again to enter the correct password in the **Password** field of the Login window.

If the password is lost, contact the Technical Support Service help@moex.com to learn about the procedure for restoring the password.

Program update

If the new version of the program is ready for installation from the Trading system server, the auto-update dialog window will appear after the successful user authentication.

If the user doesn't have enough rights on a local machine, updated components will be downloaded to the temporary directory, but won't be installed. After that, the installation should be performed by the user with the administrative rights, by executing the **Install MOEX Trade Agro Auction** command, located in the **Start - Programs - MOEX - MOEX Trade Agro Auction - Tools** menu of the operating system.

To rollback the last update and downgrade to the previous version, execute the **Rollback MOEX Trade Agro Auction updates** command, located in the **Start - Programs - MOEX - MOEX Trade Agro Auction - Tools** menu of the operating system.

Table 4.1. Buttons of the dialogue window for loading a new version

Button	Assignment
Show parameters	Show a list of all updated files with their last update date, size and checksum.
Download	Download all updates to your computer and, if you have sufficient user rights on the local machine, install the updates.
Do not download	Do not download updates and continue logging in the Trading System.
Cancel	Do not download updates and stop logging in the Trading System.

Chapter 5. User Interface and its Customization

The program user interface consists of the following main areas:

Area	Description
① Title	The window title includes trader's name or ID and his role (permissions).
② Main menu	The main menu contains all the commands to work with the program grouped by type of operations.
③ Toolbar	The customizable toolbar contains icons for quick access to the most popular commands.
④ Desktop	The desktop is the place to organize and keep open tables.
⑤ Bookmarks	The bookmarks allow users to create several virtual desktops and quickly switch between them.
⑥ Statusbar	The statusbar shows the time set on the Trading System server and the connection status.
⑦ Signal panel	The signal panel displays notifications on important events such as receipt of a negdeal order or a message, breach of the market-maker's liabilities, etc.
⑧ Find panel	The security finder panel can be used to search for securities by their name or ID.

Main Menu

The main menu contains all the commands to work with the program. Menu items are organized by type of operations into the following groups:

- Session

- View

- Action

- Table

- Query

- Tools

- Data

- Window

- Help

The main menu can be detached and moved as a floating window into other areas of the program interface. To detach the menu drag the vertical dotted line on its left side.
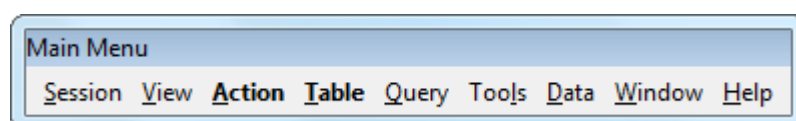
Some items in the Table menu are placed into submenus. In the program options it is possible to switch this grouping off to display the menu contents as the one long list.
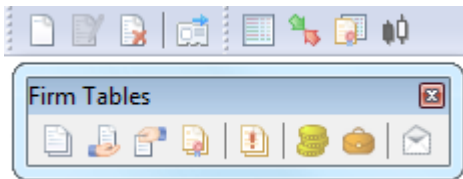
Toolbar

The customizable toolbar contains icons for quick access to actions and tables.

If some action cannot be performed then its icon is grayed-out. For example, in order to be able to open an orderbook it is required to open the Securities [30] table and to select a security in it.

The main part of the toolbar consists of the three independent panels: Actions, Exchange tables and Firm tables. Actions that can be called from the first panel depend on the currently active table. For example the Orderbook/Negdealbook button will open the Orderbook/Negdealbook table that corresponds to the currently selected security.

Any toolbar can be detached and moved as a floating window into other areas of the program interface. To detach the toolbar drag the vertical dotted line on its left side.

To show or hide any toolbar select its name from the **Toolbars** submenu of the **View** menu. It is also possible to right-click any toolbar to show the list of available toolbars and change their visibility.

To customize toolbars select the **Customize** item in the toolbar popup menu or in the **Toolbars** submenu of the **View** menu;

Table 5.1. Elements of the Customize Toolbars dialog

Element	Description
List of toolbars	The full list of toolbars with checkboxes to switch their visibility.
Create	Crate a new toolbar.
Rename	Rename the selected toolbar. Only toolbars that have been manually created can be renamed.
Delete	Delete the selected toolbar. Only toolbars that have been manually created can be deleted.
Reset	Revert changes made to the selected toolbar.
Large images	Display large icons on the toolbar.
Commands	The full list of commands from the program main menu. Any command can be added to the toolbar. If a command does not have an icon then it will be displayed as text.
List in the right frame	List of items and separators on the selected toolbar.
Select	Add a selected command to the selected toolbar.
Remove	Remove a selected command (or commands) from the selected toolbar.
Insert separator	Add a group separator to the toolbar.
⇑	Move selected commands to the beginning of the toolbar. Items can be also dragged with the mouse.
↑	Move selected commands one position up.
↓	Move selected commands one position down.

Element	Description
⇩	Move selected commands to the end of the toolbar.

Bookmarks

In order to work conveniently with many tables it is possible to distribute them between several virtual desktops (sheets) and to switch between these sheets using bookmarks.

To switch between sheets click the bookmark or press **Alt+left/right arrow key** or **Alt+digit key**.

To move a table to another virtual desktop do one of the following:

• right-click the table window title and select **Move to Sheet -> Sheet name**;

• select the **Move to Sheet -> Sheet name** command in the **Window** menu;

• use the sheet setup dialog as described below.

It is possible to detach the bookmarks panel and move it as a floating window into other areas of the program interface. To detach the panel drag the vertical dotted line on its left side. The panel can be switched on or off through the **View** menu.

To customize sheets and move tables between them press the ⌨ button on the bookmarks toolbar or select the **Setup Sheets** item in the **Tools** menu or use the **Ctrl+B** hotkey.

"Sheets" list on the left side of the dialog window contains names of configured virtual desktops. Drag and drop list items to set the needed bookmarks order. Tables attached to the selected sheet are displayed on the right side of the dialog window. One or several tables can be easily moved from one sheet to another by dragging the corresponding item from the tables list to the preferred sheet in the "Sheets list". Check the "On top of all sheets" box to add the particular table to all the virtual desktops.

Use **Add**, **Delete** or **Modify** buttons to manage sheets.

"Add/Edit Sheet" dialog provides an ability to set the sheet icon that will be displayed next to its name on the bookmarks panel. The drop-down list contains standard terminals icons.

To upload a custom image please use the "..." button on the right side of the dialog window. Suitable file formats are: gif, jpeg, jpg, png, bmp, tif, tiff, ico, emf, wmf. Selected image will be automatically scaled to 16 x 16 px.

Statusbar

Program statusbar displays the connection status time on the Trading System server and the connection status.

It is possible to detach the status and move it as a floating window into other areas of the program interface. To detach the statusbar drag the vertical dotted line on its left side. The statusbar can be switched on or off through the **View** menu.

Table customization

All the tables have the standard Windows design, but in order to offer users more options to flexibly customize their desktop the windows behavior has been slightly altered as described in subchapters below.

Each table keeps its own settings. If several copies of one table have been opened then the settings of the last closed table will be saved. In order to save several sets of settings for any table, these settings can be saved as templates.

Several copies of one table

In order to open additional copies of a table do one of the following:

- click the table icon on the toolbar or its name in the **Table** menu while holding the **Ctrl** key;

- press **Ctrl+N** to create a copy of the active table;

- right-click the table window title and select **New window**;

- select the **New Window** command in the **Window** menu.

Symbols in column headers and table titles

Besides the table name the title may contain the following symbols:

- The first number shows the total number of rows. Not displayed for orderbooks, because the orderbook depth is fixed (and can be limited in table preferences).

- * means that the table filter has been applied.

- Orderbook title includes security and board names.

- The number after the semicolon shows the number of the table when several copies are open.

Column headers my contain the following symbols:

- ▲ – column is sorted in ascending order;

- ▼ – column is sorted in descending order;

- ▲ or ▼ and a number – sorting order when several columns are sorted;

- darker column header background and the funnel icon indicate that the filter on this column is switched on.

Table headers

Besides the standard placement on the top of the table it is also possible to rotate the title to place it on the left side in order to free up some additional vertical space for table rows. To move the title use the **Window Header -> Left/Top** commands in the title popup menu.

In order to minimize the window title select the **Window Header -> Tiny** command in the title popup window.

To change all the table visualization settings it is also possible to use the table properties dialog.

Column setup

The following table lists the customization actions that can be performed using mouse or popup menu of the column headers:

Action	Menu item	Mouse
Sorting rows	Sort Ascending	Click header continuously. Hold the **Ctrl** to sort by several columns.

Action	Menu item	Mouse
	Sort Descending Do not Sort	
Hide column	Hide Column	Drag the column header outside the table and drop it there.
Change column width	-	Drag the right column border.
Adjust column width by the length of the longest value.	Adjust columns (will be applied to the whole table)	Double click the right column border (will be applied to one column).
Change column order	Setup Columns	Drag column header.
Fit all columns to the visible area of the table	Fit All Columns	-
Wrap column headers	Wrap Words	-
Hide column titles	Collapse Header	-

To change various column settings it is also possible to use the table properties dialog.

Moving and Resizing Tables

Any table can be moved by dragging its title and resized by dragging any of its borders.

In order to help users utilize their desktop space most efficiently, table will automatically snap to other tables and borders when moved or resized. This behavior as well as the snap distance can be changed in the program options.

Automatic table arrangement

To automatically arrange tables on the desktop select one of the following commands in the **Arrange Windows** submenu of the **Window** menu:

- Tile

- Cascade

- Custom

Table Properties

To open the table properties select the **Properties** item in the **Window** menu or in the table's popup menu.

These properties are individual for every table, but the color settings can be applied to other tables through templates.

Appearance Tab

The Appearance tab of the table properties dialog allows users to set up options related to the table design, including colors.

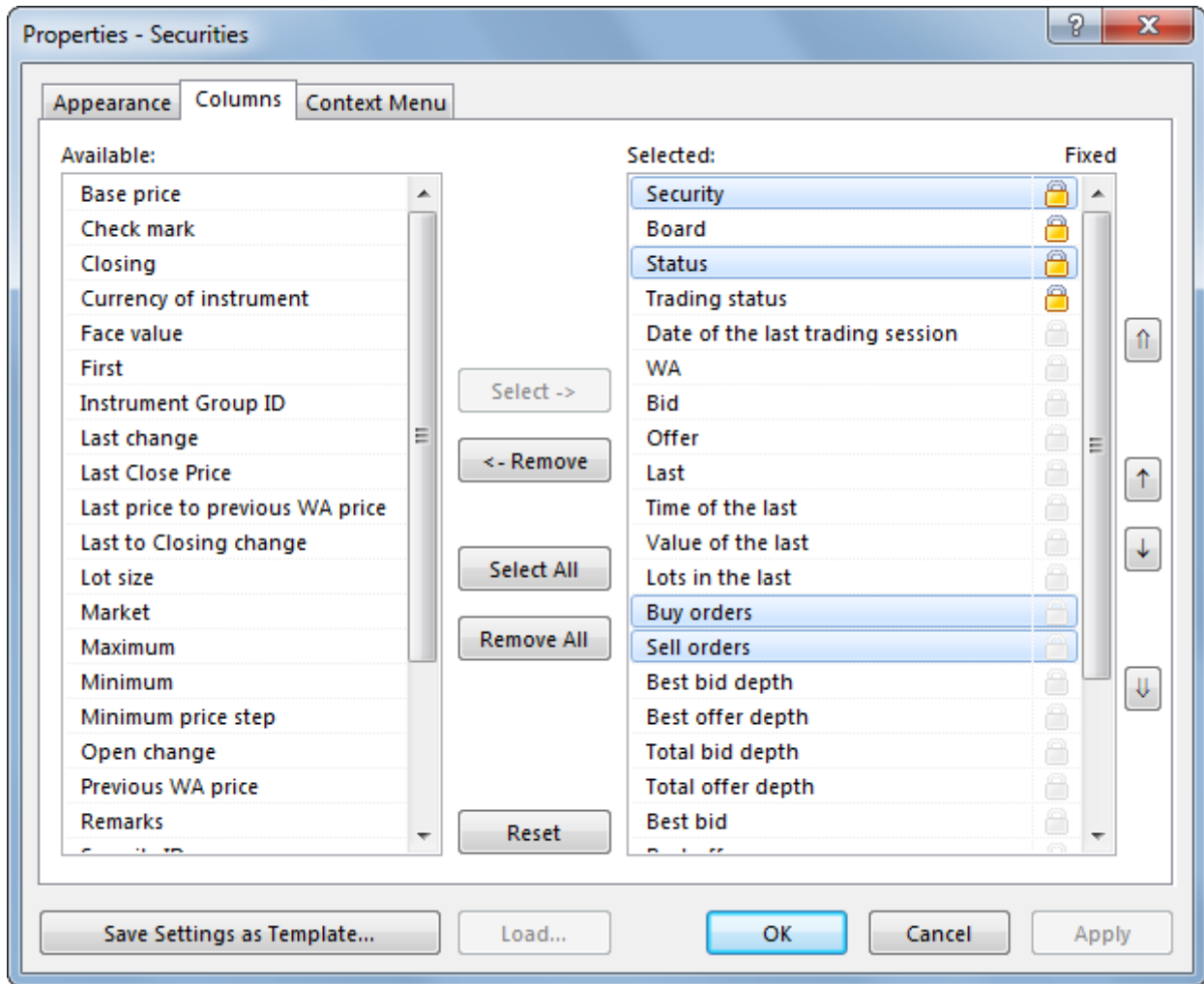**Table 5.2. Elements of the "Appearance" tab**

Element	Description
"Title" frame	

Element	Description
Show title	Uncheck the box to hide the window title, including "Close", "Minimize" and "Maximize" buttons.
Top	Title on the top of the window. This command can also been executed from the window title context menu (double click the window title).
Left	Title on the left of the window. This command can also been executed from the window title context menu (double click the window title).
Tiny	Minimize the window title. This command can also been executed from the window title context menu (double click the window title).
"Column headers" frame	
Show headers	Uncheck the box to hide column headers. Disabling this option will cause context menu, changing column width and sorting unavailability.
Collapse	Minimize the column header. This command can also been executed from the column header context menu (double click the column header).
Word wrap	Check the box to activate word wrap. This command can also been executed from the column header context menu (double click the column header).
Fit columns to width	Optimize columns width to window size. This command can also been executed from the column header context menu (double click the column header).
"Table" frame	
Indicator column	Activate this option to add an indicator column, pointing to the active row, to the left of the table.
Highlight focused row	Highlight the whole row, when selecting the cell. The selected cell will be highlighted with the alernative color.
Horizontal grid	Horizontal lines between table rows.
Vertical grid	Vertical lines between table columns.
Icons and colors in cells	Enable cells coloring and graphical elements (for example for Order Status).
Highlight every ... row	Check the box to activate highlighting and specify the needed interval.
"Fonts and colors" frame	
List of elements	Select the element to customize font and color for.
Color	Select standard or custom color for selected element.
Font	Select font, style and size for selected element.

Click the **Ok** button to confirm changes and close the dialog window. Click the **Apply** button to confirm changes and leave the dialog window opened. Changes will be saved for all tabs of the dialog window. **Save Settings as Template** and **Load...** are used for saving and loading settings from the templates.

Columns Tab

The Columns tab of the table properties dialog allows users to configure the visible set and order of table fields.

Table 5.3. Buttons of the "Columns" tab

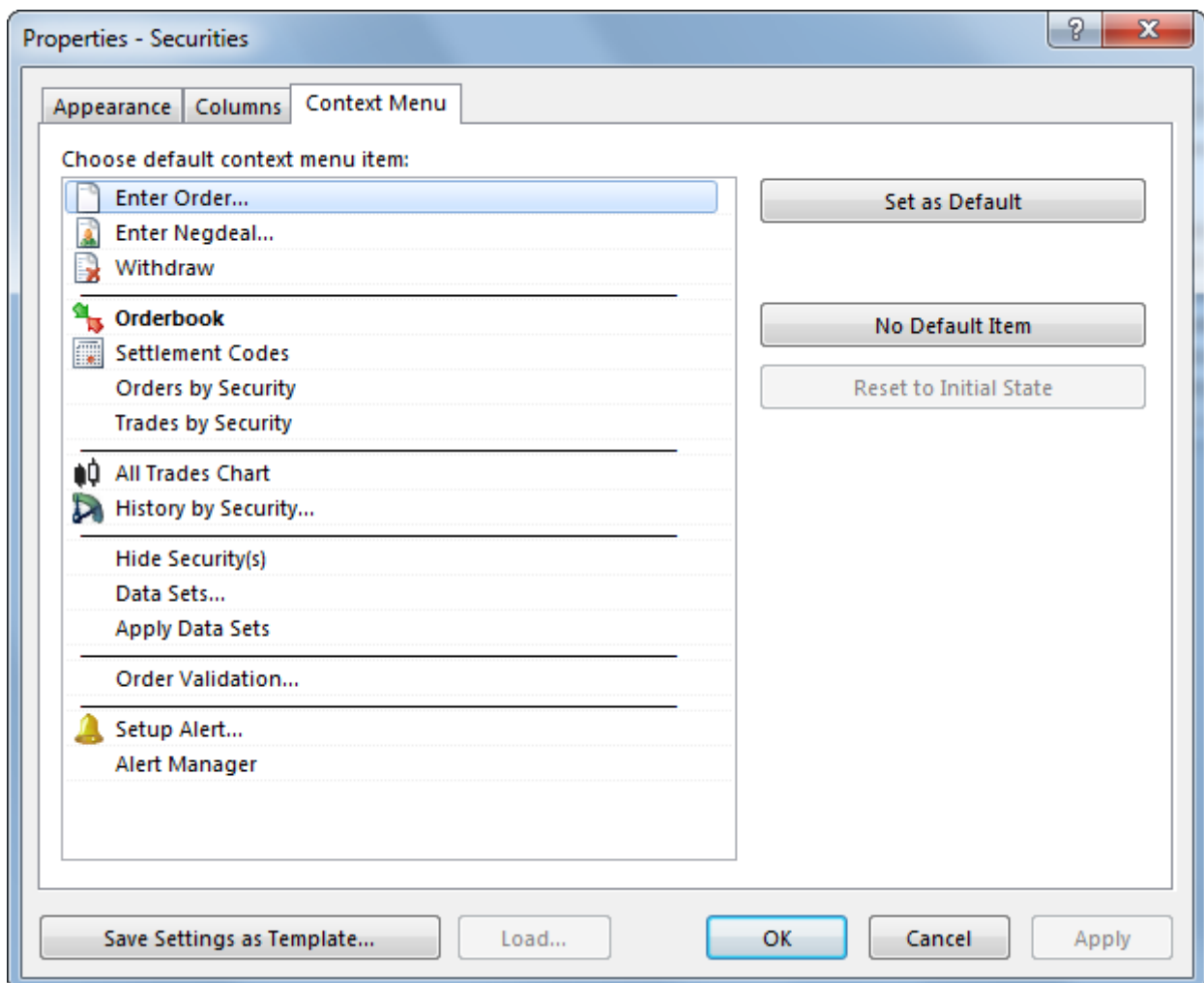| Button	Description
Select	Add selected available columns to the table. This operation also can be performed by siply dragging selected columns from the left list to the right one.
Remove	Remove selected columns from the table. This operation also can be performed by siply dragging selected columns from the right list to the left one, or without calling the dialog window at all: by dragging the needed column header outside the table.
Select All	Add all available columns to the table.
Remove All	Remove all columns from the table.
Reset	Restore the default columns configuration.
⇧	Move selected fields to the top of the list.
↑	Move selected fields up the list. This operation also can be performed by siply dragging selected fields to the needed position, or without calling the dialog window at all: by dragging the needed column header to the needed position.
↓	Move selected fields down the list. This operation also can be performed by siply dragging selected fields to the needed position,

Button	Description
	or without calling the dialog window at all: by dragging the needed column header to the needed position.
⇩	Move selected fields to the end of the list.
Fixed	Check the box to move the column to the top of the list and make it visible while horizontal scrolling the table.

To select multiple separate fields, click them, holding the **Ctrl** key. To select the sequentially arranged fields, click the first field, and then the last one, holding the **Shift** key.

Click the **Ok** button to confirm changes and close the dialog window. Click the **Apply** button to confirm changes and leave the dialog window opened. Changes will be saved for all tabs of the dialog window. **Save Settings as Template** and **Load...** are used for saving and loading settings from the templates.

Context Menu Tab

The Context Menu tab of the table properties dialog allows users to define the default action for double-click from the list of commands available in the table popup menu.

Table 5.4. Buttons of the "Context Menu" tab

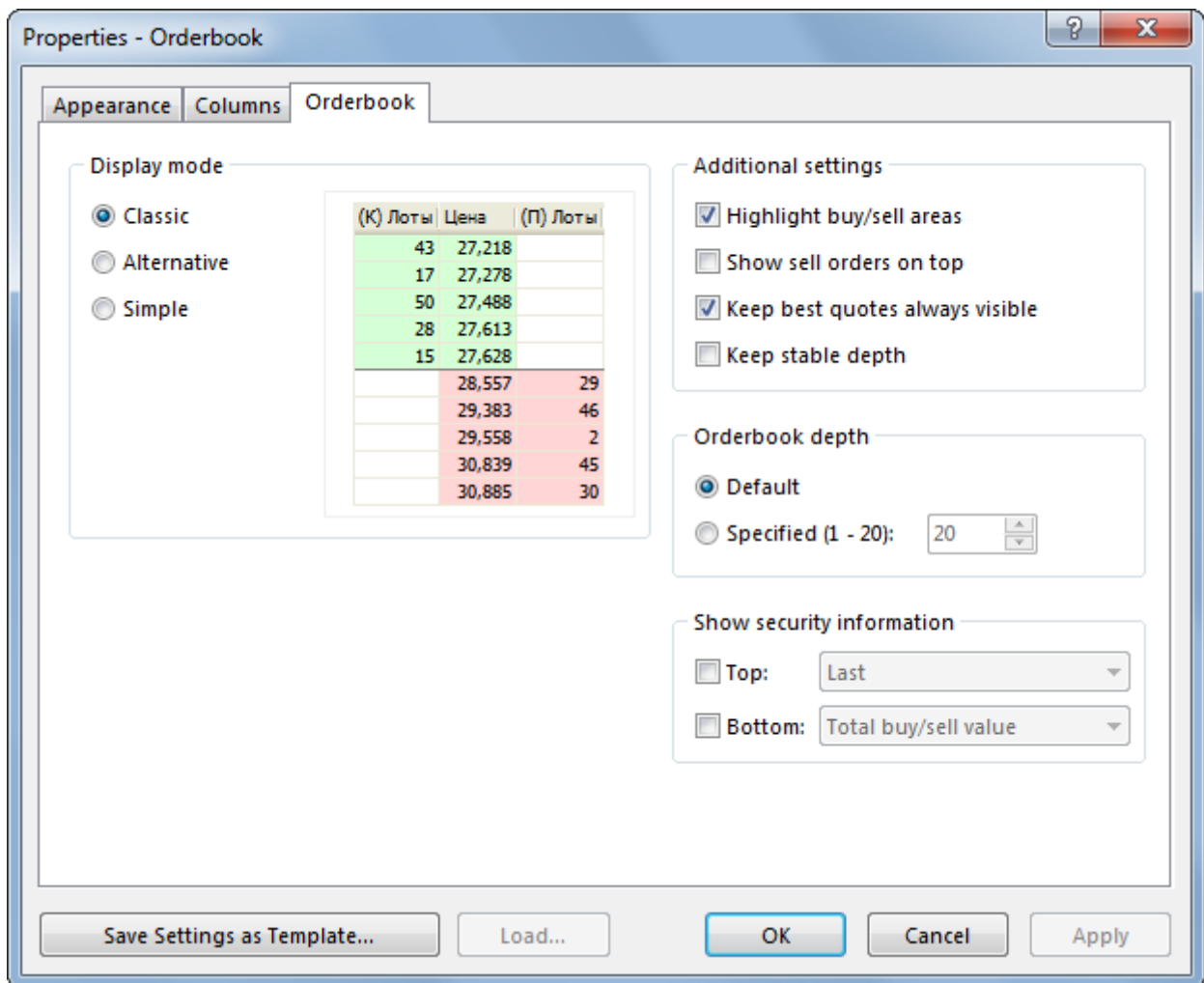| Button	Description
Set as Default	Use the selected item as default.

Button	Description
No Default Item	Do not use the selected item as default. Disables the execution of the command by double click or pressing "Enter" button.
Reset to Initial State	Restore default setting of the context menu.

Click the **Ok** button to confirm changes and close the dialog window. Click the **Apply** button to confirm changes and leave the dialog window opened. Changes will be saved for all tabs of the dialog window. **Save Settings as Template** and **Load...** are used for saving and loading settings from the templates.

Orderbook Tab

The Orderbook tab of the table properties dialog allows users to customize the layout of orderbooks as well as to add additional indicators to the table header and footer .

Orderbook tab is visible only when table properties dialog is evoked from orderbook/quotebook table. For quick access to this dialog use the **Setup Quotes** command of the orderbook popup menu.

Table 5.5. Buttons of the "Orderbook" tab

Button	Description
"Display mode" frame	
Classic	Traditional orderbook. Buy and Sell rates are located in the central column, quantity is shown to the left and to the right of it.

Button	Description
Alternative	Quantity and rates are shown in separate columns, both Buy and Sell.
Simple	Buy and Sell rates and quantity are grouped in columns. Direction for each order is shown in the separate column.
"Additional settings" frame	
Highlight buy/sell areas	Check the box to color the orderbook background. By deafault: green for Buy orders, red for sell orders.
Show sell orders on top	Sell orders will be shown on the top of the orderbook window.
Keep best quotes always visible	Check the box to keep best Buy and Sell quotes visible when quotes are updated or window is resized.
Keep stable depth	Check the box to constantly show a number of rows, equal to orderbook depth.

Click the **Ok** button to confirm changes and close the dialog window. Click the **Apply** button to confirm changes and leave the dialog window opened. Changes will be saved for all tabs of the dialog window. **Save Settings as Template** and **Load...** are used for saving and loading settings from the templates.

Sorting

To sort table data by any column either click its header one or two times or select a corresponding item in the column header popup menu (**Sort Ascending**, **Sort Descending**, **Do not Sort**).

To sort by several columns at the same time, click their headers while holding the **Ctrl** key.
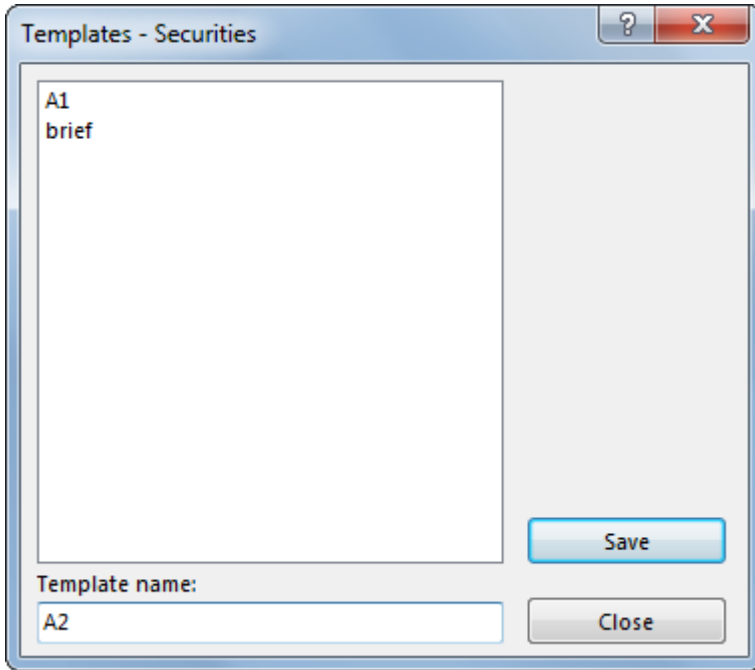
Symbols in column headers:

- ▲ – sort ascending;

- ▼ – sort descending;

- ▲₂ – sort order when sorting by several columns simultaneously.

Templates

The layout of every table can be saved as a template in order to apply it later to other tables of the same type.

To save the current layout select the **Templates - Save** item in the table popup menu.

To apply layout to the open table, select its name in the **Templates** submenu of the popup menu.

To edit templates select the **Templates - Setup** item in the table popup menu.
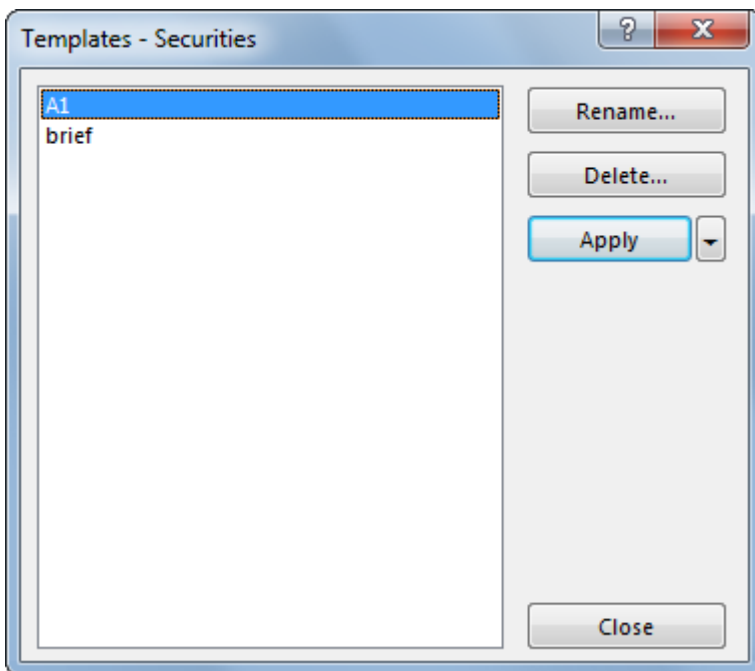
Filter

To set up the data filter right-click inside the table grid and select one of the following items:

Popup menu entry	Action
Filter	Open the complex filter dialog.
Column Filter	Show the quick filter window. Not available for orderbooks.
Filter Active	Apply or disable the last configured or loaded filter.

Popup menu entry	Action
Filters	Show the list of filters and commands to save or edit filters.

The first three items are also available from the **Data** menu.

Quick Filters

Besides the actions described above, in order to open the quick filter window it is also possible to move the mouse pointer to the column header and click the [icon] icon that will appear.

The quick filter appearance and behavior depend on the data type in the column.

The quick filter for lists shows the full list of available values. Mark the checkboxes near the required values. Use the checkbox near the "Selected" item to mark/unmark all the values.
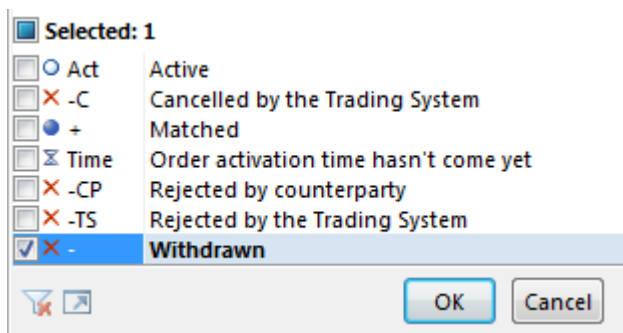
Filter for numerical values contains comparison conditions and the field for a value to compare the cell data with.
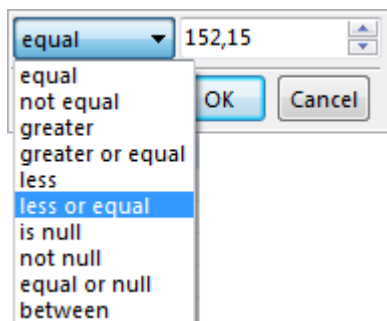
One more type is the date filter which opens a standard date selection dialog:
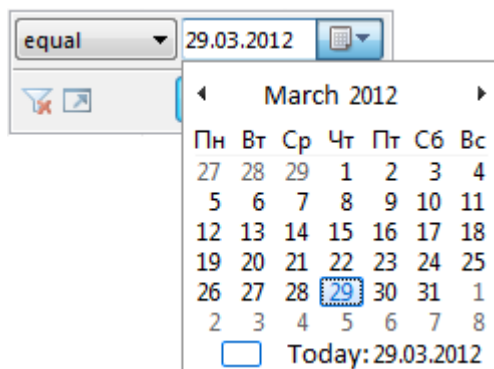
All the quick filter windows contain the following buttons:

- [icon] - switch if applicable to another filter form (for example, between list selection or value selection);

- ![filter icon] - cancel filter;

- ![open dialog icon] - open the complex filter dialog;

Securities Drag-and-Drop

It is possible to drag securities from the Securities table into any of the following tables to open information about that particular security:
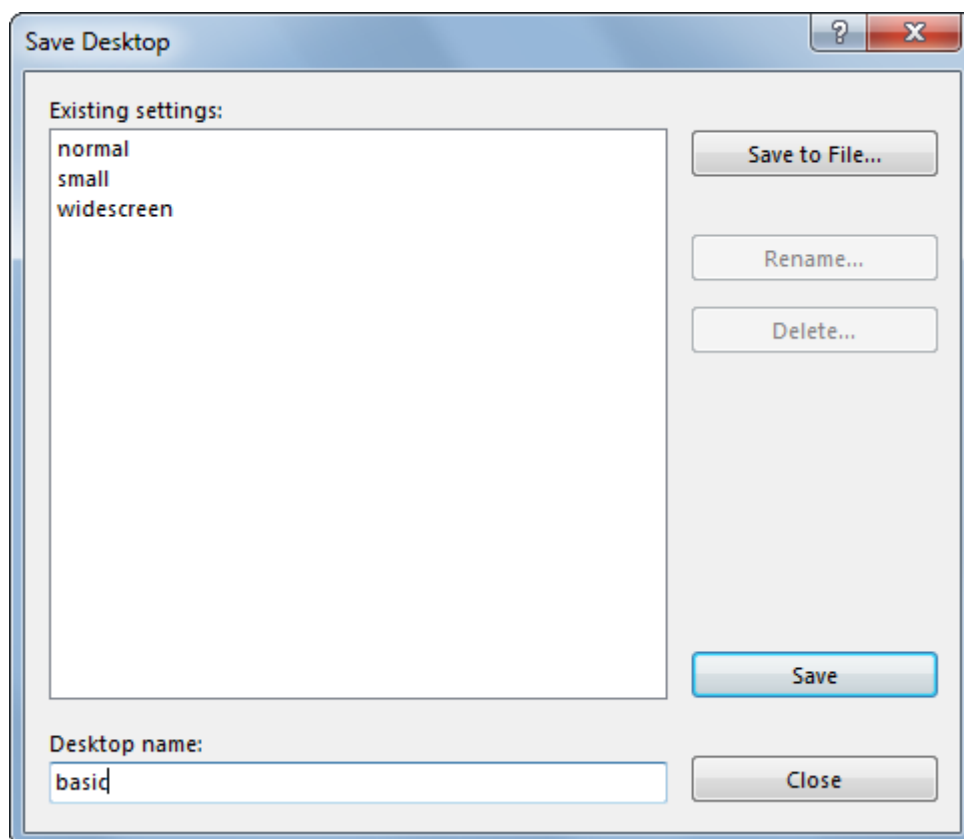
- chart;

- orderbook;

Full Screen Mode

To switch between the normal and the full screen mode select the **Full Screen Item** in the **View** menu or press the **F11** key.

Saving and Migrating Settings

To save all the user settings select the **Save Desktop** item in the **Tools** menu.


User settings can be saved to a file in order to migrate all the settings to another PC.

Table 5.6. Elements of the "Save Desktop" dialog

Element	Description
Existing settings	List of existing settings sets. Select one of the records to save it to file, rename, delete or overwrite the settings.

Element	Description
Save to File	Save the selected settings to file in order to migrate all the settings to another PC or share it with another user.
Rename	Rename the selected settings set.
Delete	Delete the selected settings set.
Save	Save current desktop settings.
Close	Close the dialog window.
Desktop name	Text field to enter the setting set name.

To load the previously saved user settings select the **Load Desktop** item in the **Tools** menu.
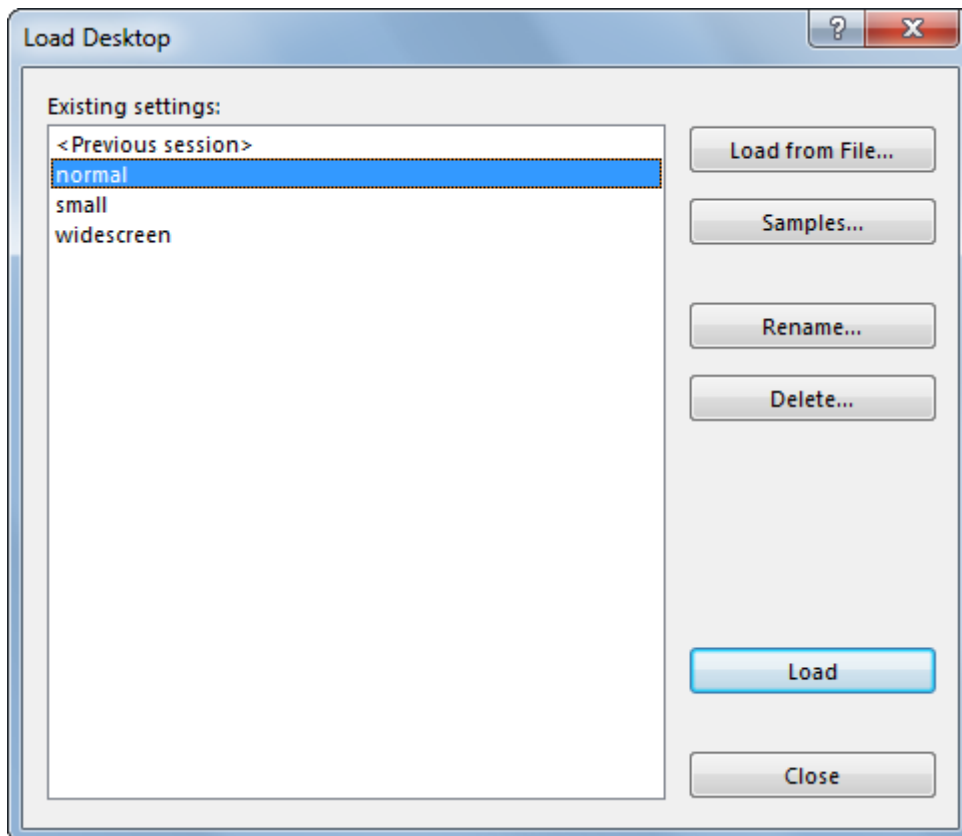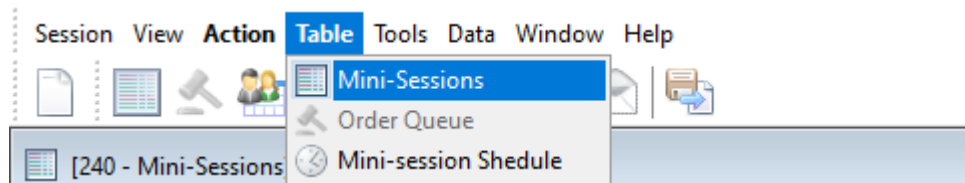

Table 5.7. Elements of the "Load Desktop" dialog

Element	Description
Existing settings	List of existing settings sets. Select one of the records to rename, delete or load the settings.
Load from File	Import settings from the previously saved file.
Samples	Load one of the sample desktop layouts.
Rename	Rename the selected settings set.
Delete	Delete the selected settings set.
Load	Load the selected desktop layout.
Close	Close the dialog window.

Chapter 6. Participating in the auction

Mini-Sessions

The table Mini-sessions contains: the order of Mini-Sessions during the trading session, parameters of Mini-Sessions, start and end times of the auctions, auction results. If you do not see this table on the desktop, select the **Mini-Sessions** command from the **Table** menu.

To enable the Queue of Orders in the Auction, select the session record for the auction in the Mini-Sessions and double-click to open the window.

Table 6.1. Columns of the Mini-Sessions table

Column name	Description
Mini-session #	Number of Mini-session
Auction owner name	Auction initiator firm
Commodity	Commodity identifier
Price currency	Mini-session settlement currency
Cross rate of auction currency to rub.	Cross rate to auction currency to rub valid for the day
Unit of measurement	Unit of measurement Kg L t
Delivery basis	Delivery basis
Status	Flag: "Trading operations allowed/not allowed"
Mini session status	The state in which the lot is being placed: Cancelled - Аукцион отменен, Cancelled by owner - Заказчик отменил аукцион до его начала, Successful - Аукцион состоялся,

Column name	Description
	In progress - Проходят торги в аукционе,
	Waiting - Ожидание начала торгов,
	Closed - Прием заявок завершен.
Start time	Start time
End time	End time
Auto-prolongation	Specifies if auction automatic prolongation is on
Auto-prolongation end time	The time after which the auction cannot be automatically prolonged.
Lot size (in units of measurement)	Quantity of securities in one regular lot.
Auction volume, lots	Number of lots available in the auction
Maximum price	Maximum trade price today
Starting price in price currency per unit	The value of the starting price of the auction in the currency of the auction price per unit.
Automatic price improvement	Automatic price improvement Y - Yes N - No
Minimum price	Minimum trade price today
Number of trades	Number of trades today
Volume today (in units of measurement)	Quantity of the commodity asset sold today, in tonnes.
Trading volume (in currency units)	The volume of transactions made today on a commodity asset on the basis of delivery, expressed in units of currency
Direction	Auction direction
Auction stop time	Auction stop time
Initial auction volume, lots*	Number of lots available in the auction at the start of the day
Lots in firm's orders*	Total number of lots in active orders, placed on the auction by the firm
Value today, rub*	The volume of transactions made today on a commodity asset on the basis of delivery, expressed in rubles
WA price*	Weighted average price calculated for the auction held. The ratio of the volume of transactions at the auction to the quantity of sold commodity asset in commodity units.

Columns marked with * are hidden by default.

To call the context menu, right-click on the table row.

Command	Description
Order Queue	Open the Order Queue dialogue box with an option to enter your own orders.
Copy Cell	Copy the cell content to the clipboard.
Filter	Open the filter setting dialog.
Column Filter	Set filtration parameters for the active column.
Filter Active	Allow the filtration for the table.
Filters	Operations with filters available for the table.
Templates	Operations with templates available for the table.
Properties	Open the table properties window.

Order Queue

The Order Queue window shows trading performance in the course of the commodity auction. This window is the main operation window for the Trading Member in the course of trading.

The window is used for viewing the auction parameters set by the Customer, entering and changing an order, tracking the position of own orders in the order queue of other Trading Members and tracking the duration of the Mini-Session. To enable this window, one can select the **Order Queue** command in the **Tables** menu. 🔨**Order Queue**.

The price algorithm, with improvement or without improvement, is displayed among the auction parameters: Price improvement indicator is displayed in the Starting Price field of the Order Queue window and in the Mini-Sessions window, in the Automatic Price Improvement field.


In the auction without improvement, the starting price does not change until the end of the auction.

In the auction with **Automatic Price Improvement**, the starting price changes over time in favour of the member if the total volume of orders from members is less than the volume set by the customer. You can wait until the price improves to enter an order at a more favourable price. When the price improves, the value in the Starting Price field flashes and a ticker appears to inform you of the change.

To find out the history of changes in the starting price in the auction, you should press the button 🔴. Start Price History table with the list of events and time of initial price change will be opened.

Before the start of the auction, the customer can change the auction volume only to reduce the initial number of lots. If you are waiting for trading to start by opening the "Order Queue" for an auction that has not yet started, you may notice that as the auction volume decreases, the value in the "Quantity, lots" field flashes and a ticker appears to inform you of this change.
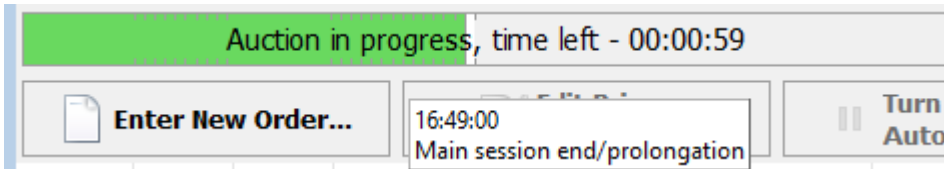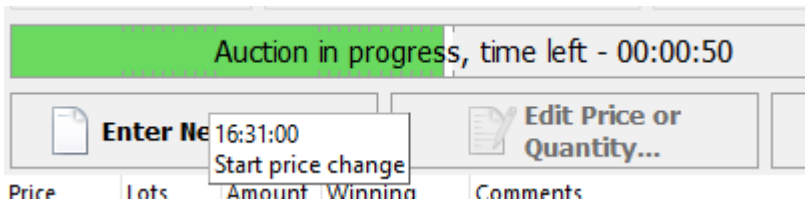
Exclamation mark 🔴 in the field Quantity, Lots means that the customer has preliminarily reduced the volume of the auction.
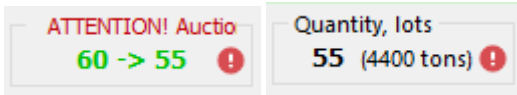

In the middle part of the window the remaining time in the format H:MM:SS until the end of the auction and the auction progress indicator are displayed. Any events during the auction, such as moments of increasing the starting price or moments of extending the auction time, are displayed as notches on the scale.
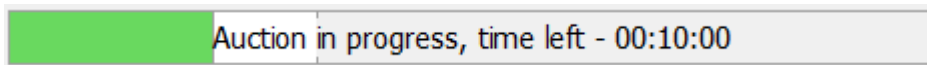

To find out which event is indicated by which notch, move the cursor over it. A tooltip will appear on the screen.


In the middle part of the window the remaining time in the format H:MM:SS until the end of the auction and the auction progress indicator are displayed. Any events during the auction, such as moments of increasing the starting price or moments of extending the auction time, are displayed as notches on the scale.
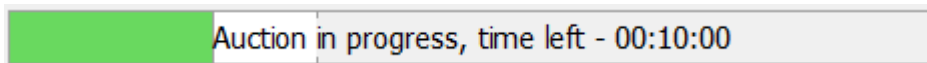
To find out which event is indicated by which notch, move the cursor over it. A tooltip will appear on the screen.
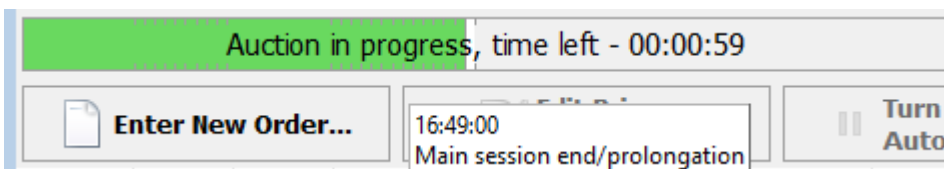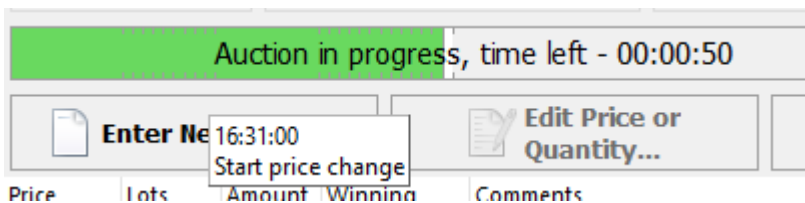
Users can participate in **automatically extended auctions.** If the auction schedule has a grey area at the end, auto-extension will take place during the auction. If the order was submitted at a better price than those entered before or the volume was increased at the current best price, the auction will be extended for a fixed time, Increment (e.g. one minute). The automatic extension (prolongation) event can be repeated several times during an auction. The values of the Extension Decision Period and Increment parameters are known to the auction customer.
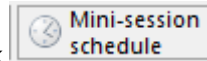
To view the table with the timetable of events in the auction, click [Mini-session schedule]

The field displaying the queue of orders in the auction is divided into two sectors:

- green (the best orders in the auction at the time with the comment "The order is winning" or "The order is winning partially");

- red (orders in this zone are not the best orders at the time, with the comment: "The order is not winning").

The order submitted by the user is highlighted in the queue in bold; the time of entry and the name of the firm are indicated.

Price	Lots	Amount, units	Winning, lots	Comments	Order time	Firm
12 900	20	2 000	20	Order has won		
12 800	20	2 000	0	Order has not won		
12 650	20	2 000	0	Order has not won		
12 550	**20**	**2 000**	**0**	**Your order shas not won**	**14:48:35**	**Firm 2**

To call the context menu, right-click on the table row.

Command	Description
Enter New Order	Open the dialogue box for order entry using the parameters of the current auction.
Edit Price or Quantity	Open a dialogue box to replace your own order
Follow active auction	If this flag is set, the window will always show the current auction, and completed auctions will be hidden
Copy Cell	Copy the cell content to the clipboard.
Filter	Open the filter setting dialog.
Column Filter	Set filtration parameters for the active column.
Filter Active	Allow the filtration for the table.
Filters	Operations with filters available for the table.
Templates	Operations with templates available for the table.
Properties	Open the table properties window.

Mini-Session Schedule

The Mini-Session Schedule table displays a list of events for an individual auction, both completed and future, and their times.

To open the Mini-Session Schedule table, perform one of the following actions:

- select the auction, and then select the **Mini-Session Schedule** command in the **Table** menu of the main menu;

- click the **Mini-Session Schedule** button on the auction parameters panel in the Order Queue window.

Table 6.2. Columns of the Mini-Session Schedule table

Column name	Description
Time	Time the event is scheduled to execute at
Event	Event type Break end, Trading/auto-prolongation end, Main session end/prolongation, Break start, Auction confirmation, Trading start, Start price change.
Status	Event status - flag showing whether the event has already happened or not: Active, Blocked, Carried out, Deleted.
Delivery basis	Delivery basis for the commodity in the auction, method of delivery
Security*	Security ID
Security ID*	Security ID
Board ID*	The ID of the auction mode for which the event is defined.
Board*	ID of a trading board the event is concerned with
Commodity	Name of the commodity in the auction.

Columns marked with ***** are hidden by default.

To call the context menu, right-click on the table row.

Command	Description
Copy Cell	Copy the cell content to the clipboard.
Filter	Open the filter setting dialog.
Column Filter	Set filtration parameters for the active column.
Filter Active	Allow the filtration for the table.
Filters	Operations with filters available for the table.
Templates	Operations with templates available for the table.

Command	Description
Properties	Open the table properties window.

Start price history

The table "Start price history" contains the list of events of change of the starting price in an individual auction with the time, as well as the old and new value of the starting price of the auction. By default, the events in the table are sorted from earlier to later.

To open the "Start price history" table, do one of the following:

- Select the desired auction, and then select the **Start price history** command from the **Table** menu of the main menu.

- Click the button 🔴 in the **Starting price** field on the Auction Parameters panel in the Order Queue window.

  If the button is not displayed in the **Starting price** field, it means that the initial price has not changed since the beginning of the auction.

Table 6.3. Columns of the "Start price history" table

Column name	Description
Time	The time at which the starting price was changed.
New starting price in currency of price per unit	New starting price in currency of auction price per unit pf measurement
Previous starting price in currency of price per unit	Previous starting price in currency of auction price per unit pf measurement
Delivery basis*	Delivery basis for the commodity in the auction, method of delivery
Security*	Auction number.
Security ID*	Auction ID.
Board*	Name of the auction mode for which the price change event occurred.
Commodity*	Name of commodity.
User ID*	ID of the user

Columns marked with * are hidden by default.

To call the context menu, right-click on the table row.

Command	Description
Copy Cell	Copy the cell content to the clipboard.
Filter	Open the filter setting dialog.
Column Filter	Set filtration parameters for the active column.
Filter Active	Allow the filtration for the table.
Filters	Operations with filters available for the table.
Templates	Operations with templates available for the table.
Properties	Open the table properties window.

Entering auction order

Trading is run in a unilateral auction format.

A participant can submit orders in the Seller's Auction and offers in the Buyer's Auction. The sequence of actions to participate in the auction is the same for both buying and selling.

The background of the auction in the Order Queue window and the background of the order entry windows show the direction of orders in the auction:

• green - for bids;

• red - for offers.

To take part in the auction, it is necessary to:

1. Open the Order Queue window and wait for the auction to start;

2. Find out the starting price of the auction and watch it improve if this is the auction with automatic improvement;

3. Input your order (see instructions below);

4. Follow the position of your order in the queue (in the Comment field you will see the entry Your order is winning or Your order is not winning);

5. If necessary, change your order in the auction: increase the number of lots or make the price more favourable for the auction provider (see instructions below);

6. If necessary, make an additional order, not exceeding the total number of lots in the auction;

7. Monitor the position of competitors' orders and the end time of the auction;

8. If the order is satisfied in full or partially, view information about the transaction in the table Trades.

Information about submitted orders is shown in the Orders table.

To enter an order:

1. Select the current auction in the Mini-Sessions window and right-click on its entry;

2. Open the current auction window by selecting the **Order Queue** command from the drop-down menu;

3. Click the **Enter New Order** button above the order queue area;

4. The order entry window will open, it will contain the parameters of the current auction.

5. Specify the **Number of Lots**.

6. Specify the price in the **Price per unit** field.

7. If necessary, set the **Autocorrect order price** flag. Autocorrection is necessary to keep your order at the level of the best in the auction. If during the auction your order wins partially or does not win, its price will be automatically adjusted by the auction price step so that it is fully winning again.

   You can allow Auto correction of order price in the Parameters window on the **Special Settings tab.**

8. To limit changes in the price of your order, set the **Autocorrection limit price** parameter. Then the adjustment will not cause your order to be above the limit price (if you place a buy order) or below the limit price (if you place a sell order).

To enter the maximum number of lots available, click on the Maximum value above the **Number of Lots** field. To the right of the **Number of Lots** field, the number of units (tonnes, kilograms, litres) that can be sold under your order is displayed.

To enter the best available order price, click on the Max value above the **Price per unit** field. The total volume of your order in the currency of the auction price is displayed to the right of the **Price per unit** field.

Enter Auction Order   ?   ✕

Buy	Sell

Lot Name   (Auction owner name: Customer 1)

Wheat of class 5, protein content of at least 9.5%, price with VAT

FCA, export from elevators of the Voronezh region, determined by the seller, by motor transport or railway transport within 30 days

Maximum: 20

Number of lots: 20   ▲ ▼   2 000 tons

Price per unit: 12 000   ▲ ▼   24 000 000,00 rub.

Minimum: 12 000

☐ Autocorrect order price

Autocorrection limit price:

Enter Order   **Close**

You need to confirm the order in the next dialogue box:

Confirmation   ✕

? Do you really want to **enter order** with the following parameters?

Name	Value
Commodity	WH5 cl, protein 9.5%, VAT
Delivery basis	FCA, export from elevators
Direction	Buy
Lots	20
Amount, units	2 000
Price in price currency per u...	12 000
Autocorrect order price	No

Yes   **No**

If all the parameters of the order are correct, click **Yes**.

If the order is accepted by the trading system, a registration message will appear.
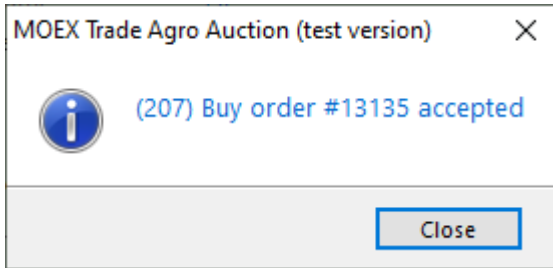
Please note Before confirming the order, please carefully check the price and quantity of commodity.**Members cannot cancel orders already in the auction.**

Entering a replacement order

Members can change (amend) orders entered. Amending an order cancels a previously submitted order (the original order is removed, see Status in the Orders window).

To change your own order in the auction:

1. Select the current auction in the Mini-Sessions window and right-click on its entry;

2. Open the current auction window by selecting the **Order Queue** command from the drop-down menu;

3. Click the **Edit Price or Quantity** button above the order queue area;

4. The Amend Auction Order window will open:

5. Specify the **Number of Lots**.

6. Specify the price in the **Price per unit** field.

7. You can change the autocorrection parameters by enabling or disabling the **Autocorrect order price** parameter.

8. Specify a value in the **Autocorrection limit price** field if autocorrection is enabled.

9. Click the **Enter Order** button.

You need to confirm the new order in the next dialogue box.
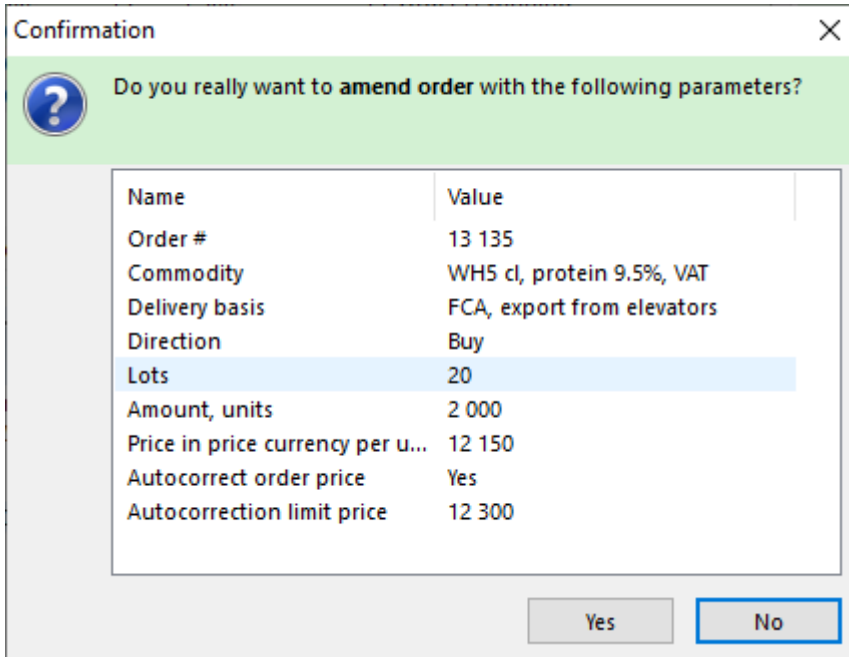
If all the parameters of the order are correct, click **Yes**.

If the order is accepted by the trading system, a order acceptance message will appear.
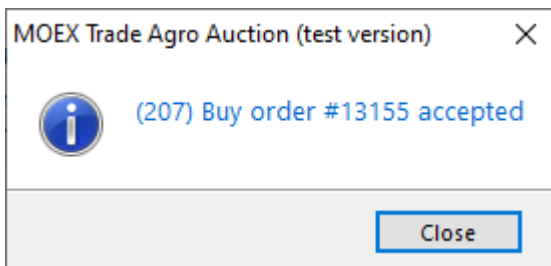
If only the Autocorrection parameters have been changed, the confirmation window will look as follows:

And a message will appear indicating that the new autocorrection parameters have been accepted:

MOEX Trade Agro Auction (test version)   ✕

   ℹ   Autocorrection parameters for order #13155
         has been changed

                          [Close]

LOT210611111 - Order Queue - Sell auction

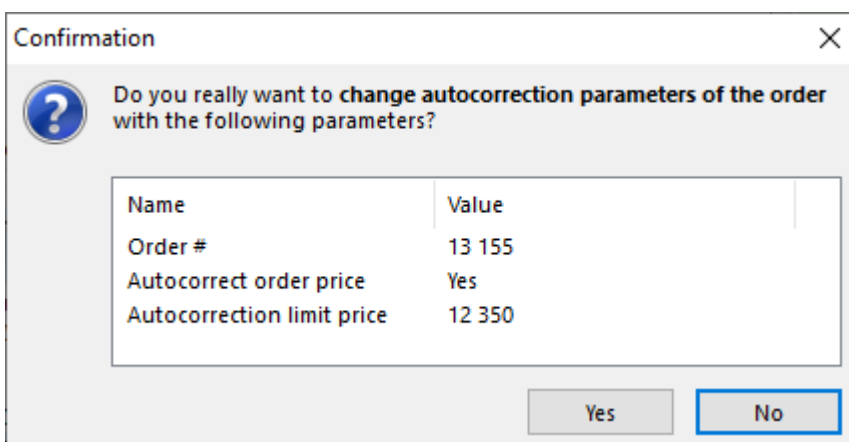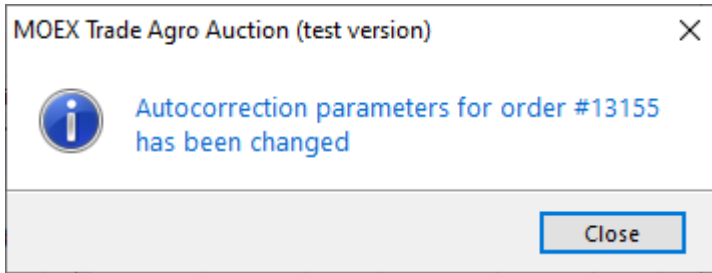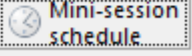| Mini-session #	Lot Name	(Auction owner name: Customer 1)
111	**Wheat of class 5, protein content of at least 9.5%, price with VAT**	
Trading schedule	FCA, export from elevators of the Voronezh region, determined by the seller, by	
14:12:00 - 15:42:00	motor transport or railway transport within 30 days	

Quantity, lots	Starting price	Min. price step	Lot size
20 (2000 tons)	**12 000** rub./tons	**50** rub.	**100** tons

Auction was successful   Mini-session schedule

Price	Lots	Amount, units	Winning, lots	Comments	Order time	Firm
12 900	20	2 000	20	Order has won		
12 800	20	2 000	0	Order has not won		
12 650	20	2 000	0	Order has not won		
12 550	**20**	**2 000**	**0**	**Your order shas not won**	**14:48:35**	**Firm 2**

Total orders:	4,	lots:	80 (8000 tons)	Winning orders:	1,	lots:	20 (2000 tons)
🟥 Your order shas not won			Price: 12 550 rub./tons	Lots: 0/20		0/2000 tons	

Order Criteria

Please note: an order is not accepted by the trading system in the following cases:

- The total number of lots in the Member's orders exceeds the number of auction lots;

- The auction has ended;

MOEX Trade Agro Auction (test version)   ✕

   ❌   ERROR: Error: (92) Security is not
         trading now

                     [Close]
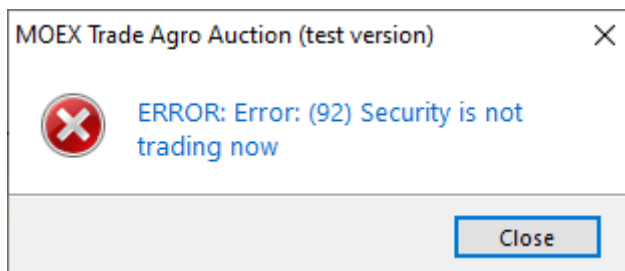
- The parameters of the substituting order do not differ from the parameters of the original order;
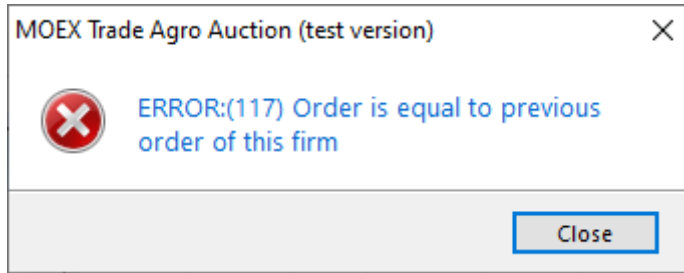
- The quantity of units of the commodity in the substituting order is less than the previously specified quantity;

- The price of the substituting order is worse (lower for the seller's auction and higher for the buyer's auction) than the previously specified price;

Entering **Number of Lots** exceeding the upper limit of the auction results in the maximum permissible quantity value being automatically inserted.

When entering a price lower than the initial auction price, the initial price is automatically substituted in the **Price per unit** field.

The order price is changed in multiples of the minimum price step set in the auction.

If the entered price is very different from the initial auction price, the order will be accepted by the system with a warning notice.
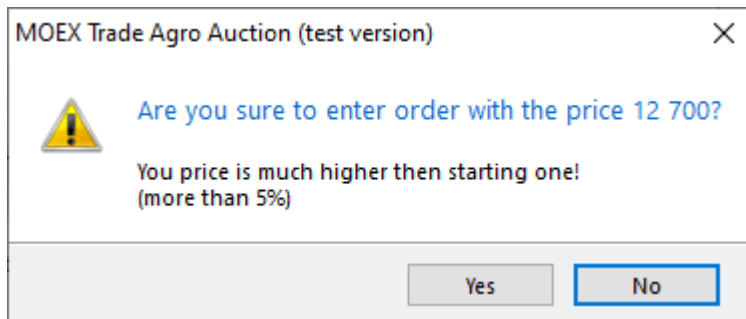
Order with autocorrection will be accepted by the system after a warning, if the entered limit price is very different from the initial auction price.
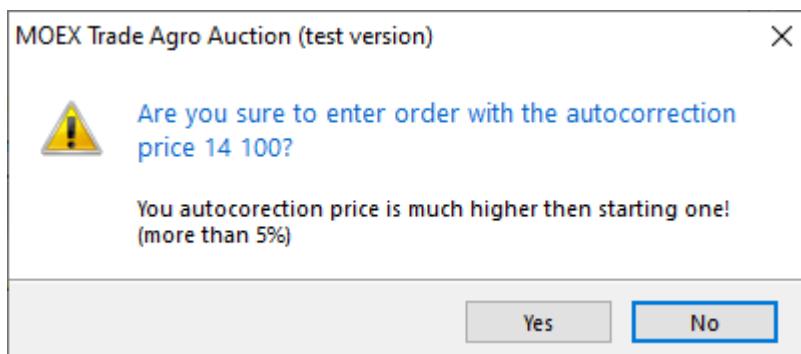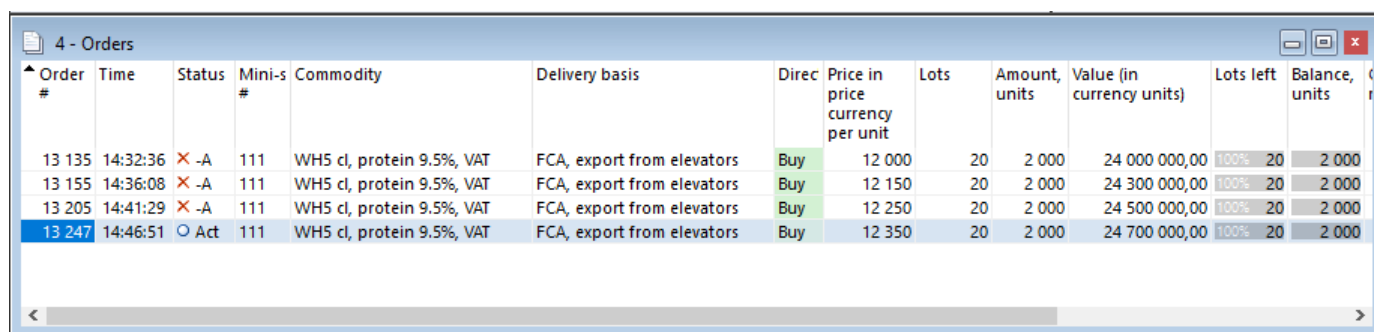
Chapter 7. Viewing Member's data

Orders

The Orders table contains the list of orders submitted by the Trading Member for the current trading day.

To open the table, perform one of the following actions:

- select the **Orders** command in the **Table** menu of the main menu;
- press the button ▤ on the toolbar.

Table 7.1. The columns of the Orders table

Column name	Description
Order #	Order ID in the Trading System
Time	Time when the order was registered by the Trading System
Status	Order status:
Mini-session #	Number of Mini-session
Commodity	Commodity name
Delivery basis	Delivery basis
Direction	Quote direction: buy or sell
Price in price currency per unit	Order price value, expressed in price currency per unit
Lots	Quantity, expressed in lots
Amount, units	Amount, units
Value (in currency units)	Order value, expressed in units of currency
Lots left	Volume of unmatched part of an order, expressed in lots. Additionally, the field shows the percentage of lots left value to the full amount.

Column name	Description
Balance, units	Balance of the unfilled portion of the order in units of measurement.
Commission, rub.	Trade commission, in Rubles
User ID	ID of the user who has entered the order
Update time*	Time when the order was updated last time (matched, cancelled)
Amended order number*	ID of the order that was replaced by the given order
Value, rub.*	Order size in RUB Calculated based on the rouble to price currency exchange rate set by the Bank of Russia for that trading day.
Autocorrection limit price*	Autocorrection limit price set by the Participant.

Columns marked with ***** are hidden by default.

To call the context menu, right-click on the table row.

Command	Description
Order Queue	Open the Order Queue dialogue box with an option to enter your own orders.
Copy Cell	Copy the cell content to the clipboard.
Filter	Open the filter setting dialog.
Column Filter	Set filtration parameters for the active column.
Filter Active	Allow the filtration for the table.
Filters	Operations with filters available for the table.
Templates	Operations with templates available for the table.
Properties	Open the table properties window.

Trades

The table "Trades" contains all own trades executed by representatives of the Trading Member on the Commodity Market since the beginning of the trading session.

A record of the trade appears if your order in the auction won in completely or partially, and the status in the table Orders is displayed as ● + (Filled).
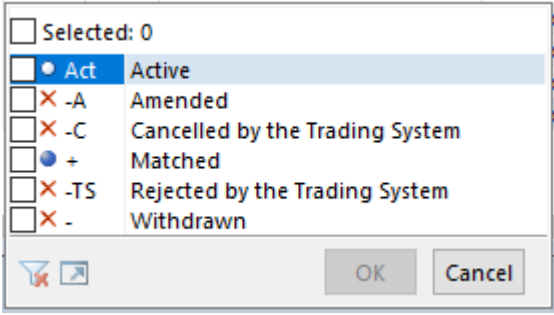
To open the Trades table, perform one of the following actions:

• select the **Trades** command in the **Table** menu of the main menu;

• press the button 📑 on the toolbar.

Table 7.2. The columns of the Trades table

Column name	Description
	Trade number in the Trading System
Time	Time when the trade was registered by the Trading System
Mini-session #	Number of Mini-session
Commodity	Commodity name
Delivery basis	Delivery basis
Direction	Quote direction: buy or sell
Price in price currency per unit	Exchange rate of the currency instrument
Lots	Trade volume, expressed in lots
Amount, units	Trade amount, expressed in units
Value (in currency units)	Trade value, expressed in the currency of settlement
Commission, rub.	Trade commission, in Rubles
User ID	ID of the user who concluded the trade
Counterparty	Counterparty firm name
Counterparty ID	Counterparty firm identifier
Order #	Number of order from which the trade originates

Column name	Description
Value, rub.	Trade size in RUB Calculated based on the rouble to price currency exchange rate set by the Bank of Russia for that trading day.

Columns marked with ***** are hidden by default.

To call the context menu, right-click on the table row.

Command	Description
Copy Cell	Copy the cell content to the clipboard.
Filter	Open the filter setting dialog.
Column Filter	Set filtration parameters for the active column.
Filter Active	Allow the filtration for the table.
Filters	Operations with filters available for the table.
Templates	Operations with templates available for the table.
Properties	Open the table properties window.

"Users" table

The "Users" table contains the list of registered user IDs of representatives of the Trading Member on the Commodity Market.

To open the table, perform one of the following actions:

- select the **Users** command in the **Table** menu of the main menu;

- click 🖼 on the toolbar.

Table 7.3. Table columns

Column name	Description
User ID	User ID of the Trading Member
User name	User name of the Trading Member
Status	User status: [empty] – Trading operations allowed = – Trading operations not allowed.
Active	The user activity sign indicates that the user is currently logged in to the Trading System.
User type	User type of the Trading Member Technical Administrator, Exchange Broker, Clearing Centre Specialist, Trading Member, Firm Manager, Firm Observer, Bank of Russia Observer.
Gateway	IP address of the gateway.
Workstation	IP address of the user's PC.

Context menu commands

To call the context menu, right-click on the table row.

Command	Description
Copy Cell	Copy the cell content to the clipboard.

Command	Description
Filter	Open the filter setting dialog.
Column Filter	Set filtration parameters for the active column.
Filter Active	Allow the filtration for the table.
Filters	Operations with filters available for the table.
Templates	Operations with templates available for the table.
Properties	Open the table properties window.

Chapter 8. Actions by auction owner

All actions with auctions and parameters can be performed only before the start of an auction. If an auction is cancelled, completed or has already started, you will receive an error message if you try to modify the auction and its parameters.
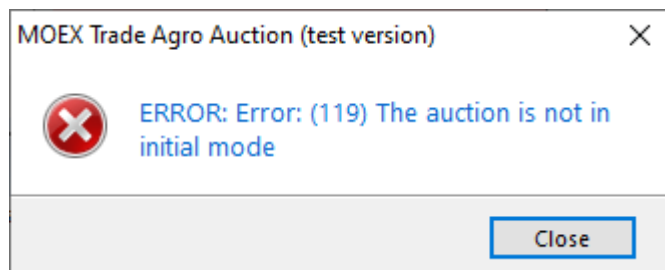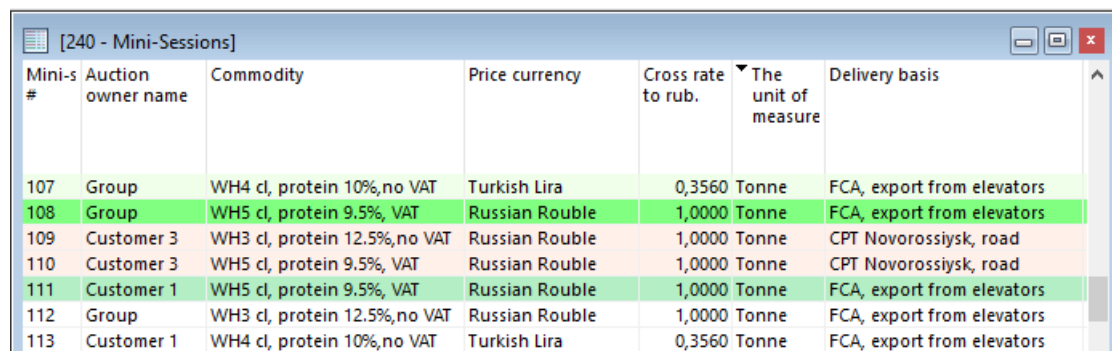
Desktop of the auction owner

- **Own mini-sessions**

  To ensure that only auctions where your firm is a customer are displayed in the Mini-Session Schedule, use the filter. Click on the icon ▽ in the "Auction owner name" column and select your firm name or code from the drop-down list.

  To enable the Queue of Orders in the Auction, select the session record for the auction in the Mini-Sessions and double-click to open the window.

- **"Order Queue" window for the customer**

  You cannot submit orders in an auction commissioned by your firm. The buttons to enter an order and change the price or quantity will not be available.

  In the order field, you can see the orders of the members who are winning your auction:

Click the value in the **Quantity, lots** field to change the volume of the auction before the auction starts.

Click the value in the **Starting Price** field to change the starting price of the auction before it starts.

Click the button 🔴 to see how the starting price has changed.

- **Table "Orders"**

The table contains information about orders placed on behalf of the firm on the basis of past auctions. The display of the "Orders" table for the Auction owner coincides with the display for the participant of the auction.

The order status in the "Status" column is displayed only as 🔵 + (Matched).

To view orders for a specific auction, use the filter on the "Mini-session #" column. Click on the icon 🔽 and enter the mini-session number in the field.

- **Table "Trades"**

The table contains information about the trades concluded following the auctions. The display of the table coincides with the display for the participant of the auction.

The fields "Counterparty" and "Counterparty ID" specify the auction participant firm with which the trade was concluded.

To view trades for a specific auction, use the filter on the "Mini-session #" column. Click on the icon 🔽 and enter the mini-session number in the field.

Changing the starting price

You can change the starting price of the auction before it starts. The starting price cannot be changed if it is the auction with automatic improvement of the starting price. This parameter can be checked in the "Mini-Session Schedule" table in the "Automatic Price Improvement" column.

Mini session status	Start time	End time	Auto-pre	Autopro end time	Lot size (in units of measurement)	Auction volume, lots	Maximum price	S p i p c	Automatic price improvement	Minimu price
✕ Cancelled	13:52:00	13:56:00	No			140	30	*		
✿ Successful	13:48:00	14:18:00	Yes	15:18:00		140	50	15 400 *		15
▷ In progress	14:00:00	14:30:00	No			140	20	*		
✿ Successful	14:04:00	14:08:00	No			140	90	14 750 *		14
▷ In progress	14:00:00	14:30:00	Yes	15:30:00		140	10	*		
✕ Cancelled	14:12:00	14:16:00	No			40	40	*	Yes	
✕ Cancelled	14:16:00	14:20:00	No			140	40	*		
▷ In progress	14:12:00	14:42:00	Yes	15:42:00		100	20	*		
⊙ Waiting	14:24:00	14:28:00	No			140	70	*		
⊙ Waiting	14:28:00	14:32:00	No			100	60	*	Yes	

[240 - Mini-Sessions]

To change the starting price of an auction:

1. Select the entry you need in the "Mini-Session Schedule" table, invoke the context menu with the left mouse button and select **Change starting price**. The "Change auction starting price" form will open.

   The background of the dialogue box of changing parameters corresponds to the direction of the auction:

   - green - for bids;

   - red - for offers.

Change Auction Starting Price

Lot Name   (Auction owner name: Customer 3)

Wheat of class 5, protein content of at least 9.5%, price with VAT

CPT Novorossiysk, delivery by railway transport within 45 days

Current auction starting price: 3 000

New sell auction starting price: 2800   TRY/tons

Yes   Close

2. Set the value you need in the **New auction starting price** field and click **Yes**.

3. Confirm the change of auction parameters in the following dialogue box.
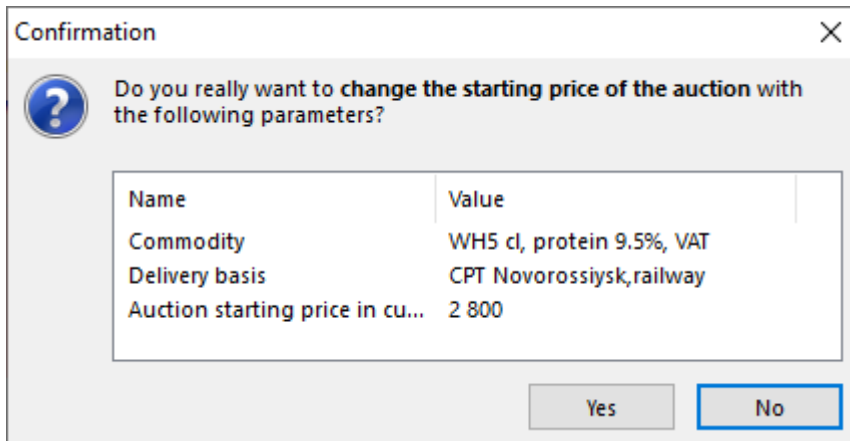
4. A message will appear indicating that the change was successful.
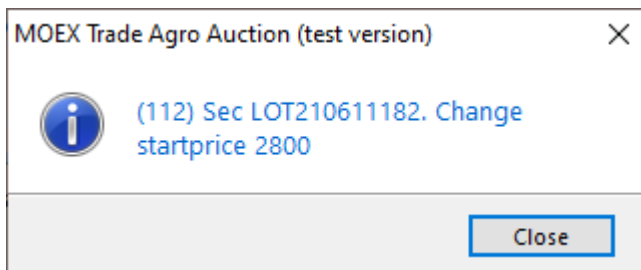
Changing the auction volume

Before the start of the auction, the customer can only change the volume of the auction in such a way that the volume does not exceed the initial volume set in the parameters. The first change in volume can only be downward.

To change the volume of the auction:

1. Select the record you need in the "Mini-sessions" table, invoke the context menu with the left mouse button and select **Change Auction Volume**. The Change Auction Volume form will open.

   The background of the dialogue box of changing parameters corresponds to the direction of the auction:

   - green - for bids;

   - red - for offers.
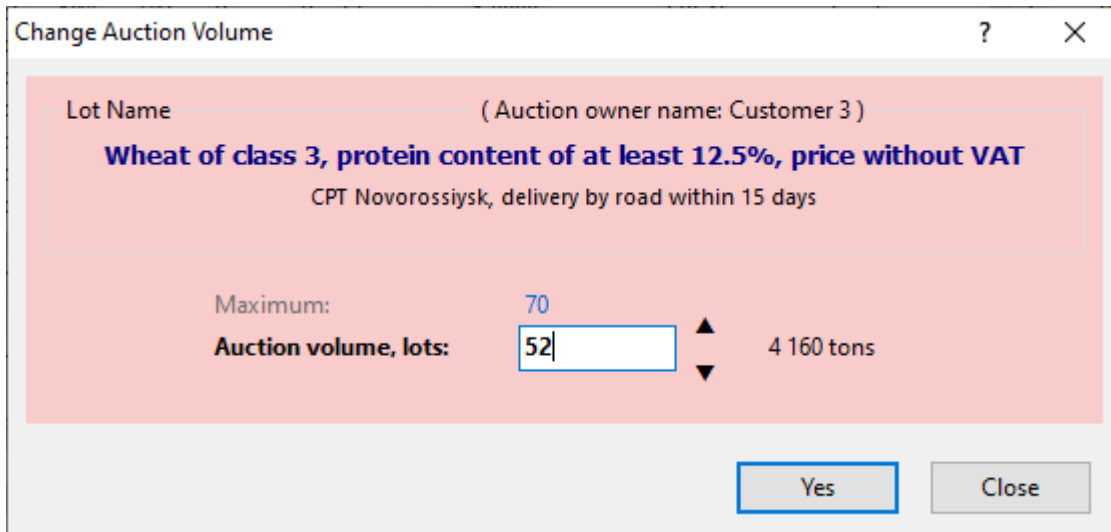
2. Set the desired new volume value in the **Auction volume, lots** field and click **Yes**.

3. Confirm the change of auction parameters in the following dialogue box.
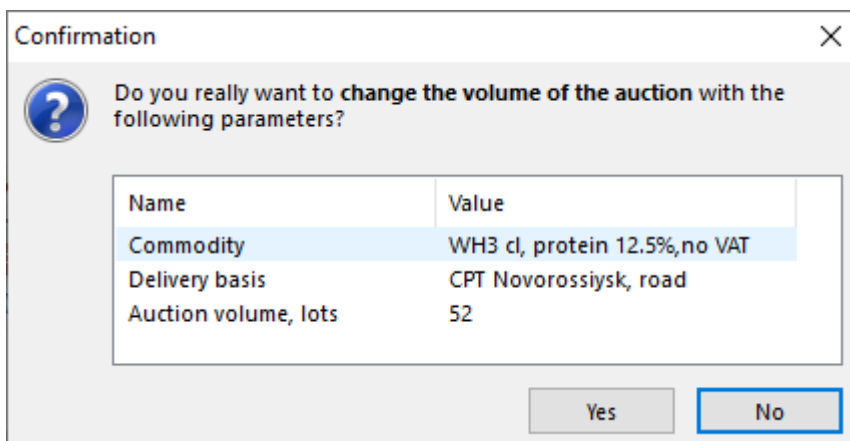
4. A message will appear indicating that the change was successful.
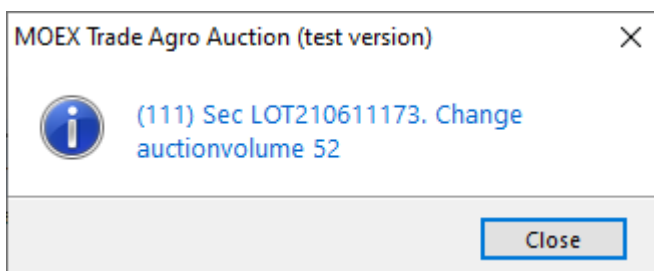
Auction cancellation

To cancel an auction:

The status in the "Order Queue" window will change to Auction is cancelled by the owner.

1. Select the entry you need in the "Mini-Session Schedule" table, invoke the context menu with the left mouse button and select **Cancel the auction**. The "Confirmation" form will open
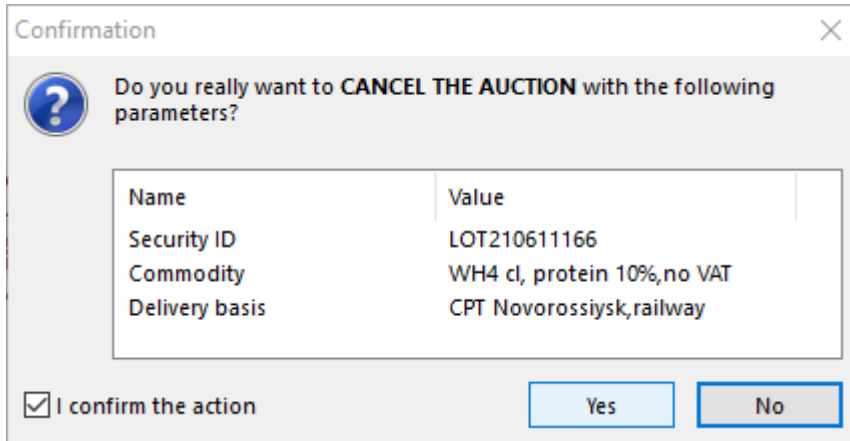
2. If you are ready to cancel the auction, tick the "I confirm the action" checkbox. The Yes button will then become active. Click the **Yes** button to cancel the auction.

Please note You must carefully check the parameters of the auction to be cancelled and confirm your action.**You cannot restore a cancelled auction in the schedule.**
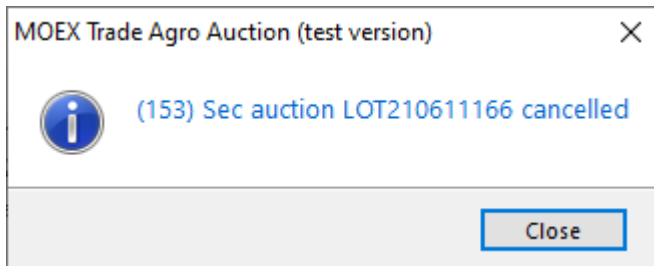
Chapter 9. Market summary

All Trades table

The "All Trades" table contains anonymised (without specifying the parties) information about all trades concluded on the market since the beginning of the trading session.

To open the "All Trades" table, perform one of the following actions:

- select the **All Trades** command in the **Table** menu of the main menu;

- click the button on the toolbar.

Table 9.1. The columns of the All Trades table

Column name	Description
Trade #	Trade number in the Trading System
Time	Time when the trade was registered by the Trading System
Mini-session #	Number of Mini-session
Commodity	Commodity
Delivery basis	Delivery basis
Direction	The direction of the application initiating the conclusion of the transaction
Price in price currency per unit	Trade price In price currency per unit of measurement
Lots	Trade volume, expressed in lots
Amount, units	The volume of the trade in unit of measurement of the commodity.
Volume, units of currency	Trade value, expressed in the currency of settlement
Value, rub.*	Trade value, expressed in rubles. Calculated based on the rouble to price currency exchange rate set by the Bank of Russia for that trading day.

Columns marked with ***** are hidden by default.

Context menu commands

To call the context menu, right-click on the table row.

Command	Description
Copy Cell	Copy the cell content to the clipboard.
Filter	Open the filter setting dialog.
Column Filter	Set filtration parameters for the active column.
Filter Active	Allow the filtration for the table.
Filters	Operations with filters available for the table.
Templates	Operations with templates available for the table.
Properties	Open the table properties window.

"Firms" table

The "Firms" table provides a list of firms (dealers and customers) registered to participate in auctions in the agricultural commodity market.

To open the table, perform one of the following actions:

• select the **Firms** command in the **Table** menu of the main menu;

•
click ![icon] on the toolbar.

Table 9.2. Table columns

Column name	Description
Firm code	The Firm ID of the Trading Member
Firm	Abbreviated name of the trading member
TIN	Taxpayer Identification Number
Status	Status: [blanc] - transactions allowed = - transactions are prohibited.
VAT payer	Indication of whether the firm is a value added tax payer. Yes - it is a tax payer **[blank]** - it is not.
Active users	The number of firm users currently logged in to the trading system.
Firm type	Type of the Trading Member Firm (Agricultural Commodity Market Participant) or Customer.

Context menu commands

To call the context menu, right-click on the table row.

Command	Description
Copy Cell	Copy the cell content to the clipboard.
Filter	Open the filter setting dialog.
Column Filter	Set filtration parameters for the active column.
Filter Active	Allow the filtration for the table.
Filters	Operations with filters available for the table.
Templates	Operations with templates available for the table.
Properties	Open the table properties window.

Chapter 10. Tools and Additional Functions

Signals

The notification system can display signals on the following events:

All signals appear on the "Signals" toolbar:
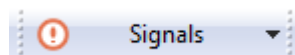
When any of the above listed events occurs then the toolbar begins to blink with red. The button on the toolbar displays the number of unread messages:

Click the toolbar to open the table realted to the particular event.

Click the arrow on the right side of the toolbar to show the full list of events and their counters. Click any event to open the related table.

Instant Messaging

Sending Messages

To send a message to another trader of own firm or to all the traders of other firm select the following commands sequentially in the top menu **Send Message**.

Table 10.1. Elements of the "Send Message" dialog

Element	Description
All	Send message to all the traders of all Exchanges. Option availability depends on user's permissions.
Exchange's Firms	Identifier of the Exchange. Message will be delivered to all traders of the particular Exchange. Option availability depends on user's permissions.
Group of Firms	Send message to several firms. Option availability depends on user's permissions.
Firm	Identifier of the firm. Message will be deliverd to all traders of the firm specified.
User	Message will be deliverd to particular user.
Auto word wrap	Automatic word wrapping in the message text area.
Message text	256 symbols maximum allowed.
Urgent/Important	Urgent/Important message will be displayed as a pop-up window to the recipient.

Viewing Messages

The Messages table lists all the incoming and outgoing user's messages.

To open the table select **Table > Messages** in the top menu.

Table 10.2. "Messages" table columns description

Column	Description
In/Out	Incoming or outgoing message.
Importance	Urgent/Important message indicator.
Time	Time when the message was dispatched.
From	User identifier of the message sender.
Text	Text of the message.
To all	Message is addressed to all traders of all Exchanges.
To user	User Id of the message recipient.
To firm	Firm Id of the message recipient.
To firms of exchange	Id of the regional Exchange the message is addressed to.
Firm Id *	Identifier of the firm.

Columns marked with ***** are hidden by default.

Viewing messages

Double click the corresponding line in the "Messages" table to view the message text. Such a window pops up automatically when the incoming message with the urgency flag is received.

Table 10.3. "Message" window elements

Element	Description
Window title: Message - X/Y	X - sequential number of the message (line in the "Messages" table). Y - total number of incoming and outgoing messages in the table.
From	Message sender ID.
To	Message recipient ID.
Sent / Received	Time when the message was sent/received.
Wrap wordss	Automatic word wrapping in the message text area.
Back	Open the previous message.
Next	Open the next message.
Reply	Send the reply to the message sender.
Forward	Send this message to the other recipient.
Close	Close the dialog.

Data Export

Error Messages

To copy Error Messsage content to the clipboard press **Ctrl+C**. This function can be used when contacting the Support Team.

Save Table Data

Save to file

To save the contents of a table use **Save -> File** command in the **Data** menu or press **Ctrl+S**. The standard "Save File" dialog will appear.

Specify the location and file name, select one of the file formats and click "Save".

File formats for table data export:

- CSV (comma-separated) - *.csv

- Text files (tab-separated) - *.txt

- XML files - *.xml

- DBF (dBASE III) - *.dbf

- Microsoft Excel workbook - *.xls

Copy to clipboard

To copy the whole open table to the clipboard select the **Save -> Clipboard** command in the **Data** menu or press **Shift+Ctrl+C**.
s

Dynamic Data Export

Export Setup

To create a procedure for dynamic data export to database or Excel select the **Data -> Dynamic Export -> New Export** command in the main menu or the **New Export** command in the popup menu of the Export Manager table.

Export setup is designed as a step-by-step wizard. On the first step select a table to export and the export type. The following steps will differ depending on the chosen type of export procedure.

Two types of export are supported:

- ADO (Active Data Objects) should be used to export data to any database management system which has a driver installed on the local PC. Standard ODBC driver is also supported.

- DDE (Dynamic Data Exchange) should be used to export data to Microsoft Excel or to DDE servers.

When selecting ADO export:

First select connection source - either an existing data link file (.udl or .dsn) or specify a custom connection string.

On the next step select the destination table in the database and specify the mapping between local table fields and fields in the database. Based on the type and names of fields in the database the program tries to guess some of the mapping. Key fields are displayed in bold font and they must have a mapping to the database. Mapping of other fields is optional.

Note: it is not recommended to use reserved words of the DBMS while exporting as column names in the destination table.

When selecting DDE export:

First select the recipient application: Microsoft Excel or external DDE server. When exporting to Excel enter or select file name and/or sheet name. If no file name is given then every time the export starts a new file will be created. If no sheet name is given while the file name has been indicated then every time the export starts a new sheet will be added. For DDE server appropriate service and topic names should be specified. Select table fields that should be exported and reorder them if needed. This dialog also contains additional options such as server timeout, column caption settings (do not export, export IDs, export names) and the checkbox to add an empty row to the Excel sheet.

Notes on the export to Excel:

- each sheet can contain only one table;

- export cannot start when there is any dialog box open in Excel or if any cell is being edited;

- do not edit sheets that are used for export, link to data from other sheets instead;

- if group names are used in Excel and the range of these groups breaks when new data is exported then use the "Add empty row" option; also use this option in case cells that are referenced from other sheets keep shifting.

After clicking **Next** the confirmation dialog will be shown. It also provides several additional options:

- **Auto start export** - automatically start dynamic export after connecting to the Trading System.

- **Start delay, sec** - auto start delay. Default value: 60 sec.

- **Start export now** - start dynamic export immediately after pressing **Finish** button.

All the configured export procedures can be accessed, reconfigured, disabled or deleted from the Export Manager table using the table's popup menu or commands from the **Data -> Dynamic Export** menu. All the events concerning the dynamic export such as export start, stop or error are stored in the Export Log table. When an export error occurs, a notification appears on the signal toolbar.

Developing own DDE servers

Besides support of the standard connection and disconnection functions the DDE server must support the following transactions:

а) XTYP_POKE. The item name (hsz2) will contain a string with data range in MS Excel format: RaCb:RyCz, where a <= y and they are both inside the 1..n range where n - the total number of rows; b <= z and they are both inside the 1..m range where m - number of fields being exported. Data (hdata) is delivered in XlTable format, see: http://digital.ni.com/public.nsf/ad0f282819902a1986256f79005462b1/88cfa6094f6b5030862566fa002279e0/.

б) XTYP_EXECUTE. The server may also receive the following commands (hdata):DeleteAll - delete all the previously received data; DeleteRow(x) and InsertRow(x) - delete or insert row inside the (1..n) range.

Export Manager

The Export Manager table lists all the configured export procedures and allows users to reconfigure, pause, stop or delete them using the popup menu or commands from the **Data -> Dynamic Export** menu.

To open the table select the **Data -> Dynamic Export -> Export Manager** item in the main menu.

Table 10.4. "Export Manager" table columns description

Column	Description
Number	Indentification number of the export procedure.
Autostart	"Yes" - export procedure is sutomatically started after connecting to the Trading System.
Delay	Export autostart delay.
Status	Current export status
Type	Type of the export: ADO or DDE.
Source	Source table.
Target	Receiver application.

Column	Description
Comments	Information on current export status or error message.
Updated	Time of the last data transfer from Source to Target.

Export Log

All the events concerning the dynamic export such as export start, stop or error are stored in the Export Log table. When an export error occurs, a notification appears on the signal toolbar.

To open the table select the **Data -> Dynamic Export -> Export Log** item in the main menu.

Print Table

To print any table select the **Print** item in the **Data** menu or press **Ctrl+P**. The print preview window will open first.

Tables are printed according to their current layout on the screen, including the column width and filters applied.

List of Open Windows

To view the full list of open tables and switch to any of them use the **Go to Window** command in the **Windows** menu or press **Alt+0**.

Use the drop-down list to display windows from a particular sheet or all the open windows. Type text in the search field to filter the list.

Double click any window to go to it.

Transaction Log

The Transaction Log table lists all the transactions that have been sent by the program to the Trading System since the beginning of the trading session.

To open this table select the **Transaction Log** item in the **Session** menu.

Transactions that have failed or returned an error are highlighted in red.

Table 10.5. "Transaction Log" table columns description

Column	Description
#	Record number
Sent	Time when transsaction was submitted to the Trading System.
Action	Transaction description.
Parameters	Transaction parameters.
Execution time	Transaction execution time (microsecond).
Status	Execution status: **+** – success **!** – failed.
Trading System Reply	Trading System Reply message.

Double click a transaction to view its parameters. Title background of the Transaction Parameters dialog for orders corresponds to the order direction: green for buy orders and red - for sell orders.

Password Reset

To set a new user password when you log in for the first time, or to replace an expired password:

1. Enter your current password or the most recent outdated password in the **Current Password** field;

2. Make up a password and fill in the **New Password** field;

3. Enter the new password again in the **Repeat Password** field to avoid mistakes;

4. Press **Yes**.

5. If all requirements are met, a message about successful password change will appear.
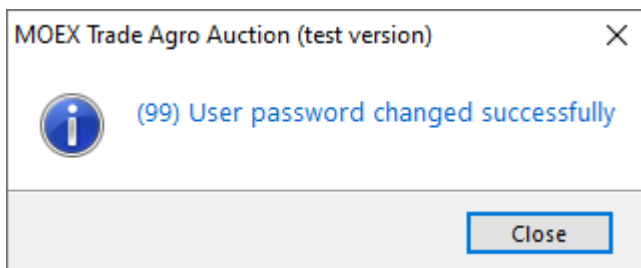
When changing the password, the password security requirements must be observed:

The length of the new password is strictly eight characters. A longer password is not allowed. If you try to enter a shorter password, an error message will be displayed.

The new password must not contain 4 or more consecutive identical characters, e.g. combinations of 2222 or AAAA.

The password must contain at least three of the four character categories:

• Latin uppercase letters **a** to **z**

• Latin capital letters **A** to **Z**

• Numerals from **0** to **9**

• Special or non-alphabetic characters, e.g. **!, @, %, +** (except **#** and **=**)

Examples of suitable strong passwords:

vGKu311x

capital and lowercase Latin letters, numbers are used;

`&dghy29a`

capital and lowercase Latin letters, digits and a special character are used;

`KGtx!C<p`

uppercase and lowercase Latin letters, special characters are used.

It is not allowed to reuse old passwords. You will receive an error message.

If you encounter an error message when setting a new password, refer to Error Messages and Warnings When Resetting Your Password.
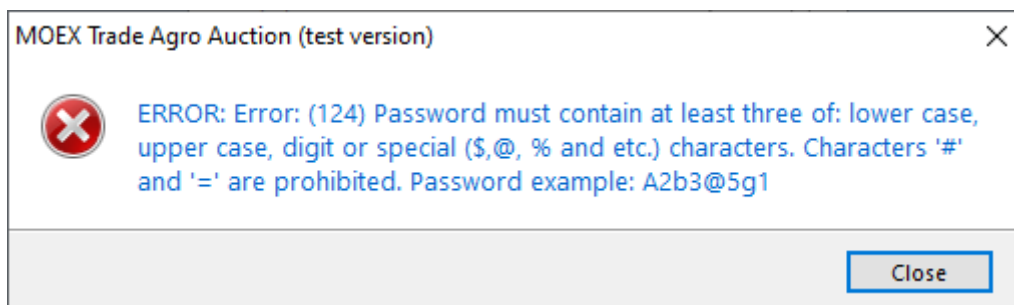
Error messages and warnings when changing the password

- The new password is too short.
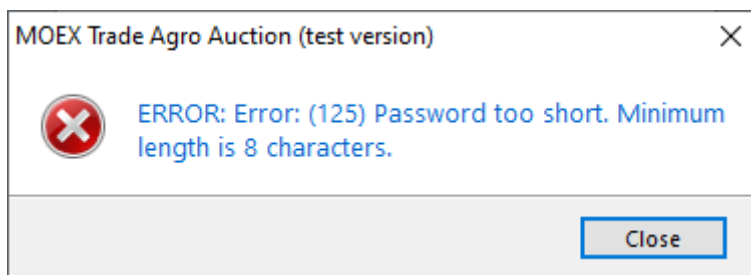
Make up a password that is 8 characters long.

- The password does not have all the required characters.

Make up a password that contains letters in different cases, numbers, and special characters as shown in the example [65].

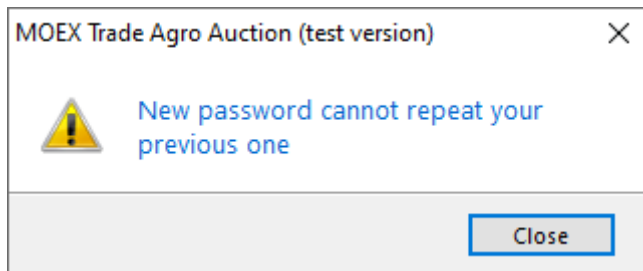- There are many repeated characters in the password.
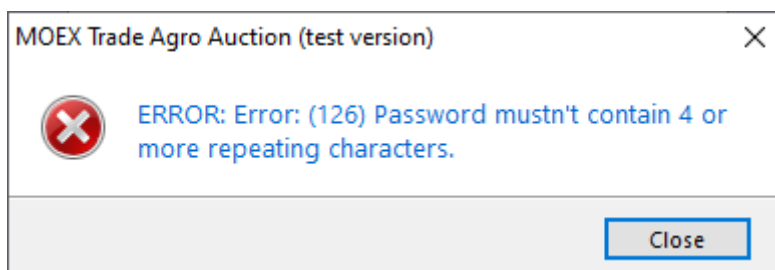
Make up a password that excludes combinations such as 2222 or AAAA.

- An error was made when entering characters in the **Current Password** field.
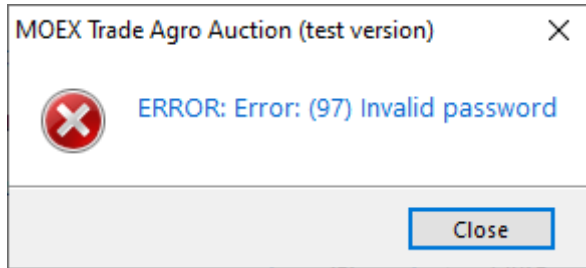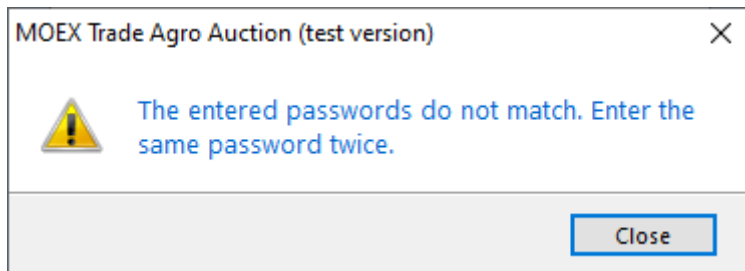
Enter the correct current password or the last of the old passwords.

- The new password matches one of the previous passwords.

Make up a password that has not been used before.

- The passwords entered in the **New Password** and **Repeat Password** fields do not match.

Fill in the bottom two fields with the same password.

Connection Information

To view details about the current connection to the Trading System select the **Connection Info** item in the **Session** menu.

The Connection Information dialog box shows the connection method (through private network or over the Internet), Gateway server name and security details. When connection uses an electronic digital signature then the **Server Certificate** button will be available to view the server and client certificates.

Press the **Show Options** button to view the server IP address, traffic details and mtesrl.dll version.

To open the folder with log files for current user press the **Show Log...**. The button is displayed in case of the **"Turn on logging"** flag was set during the connecting to the Trading System.
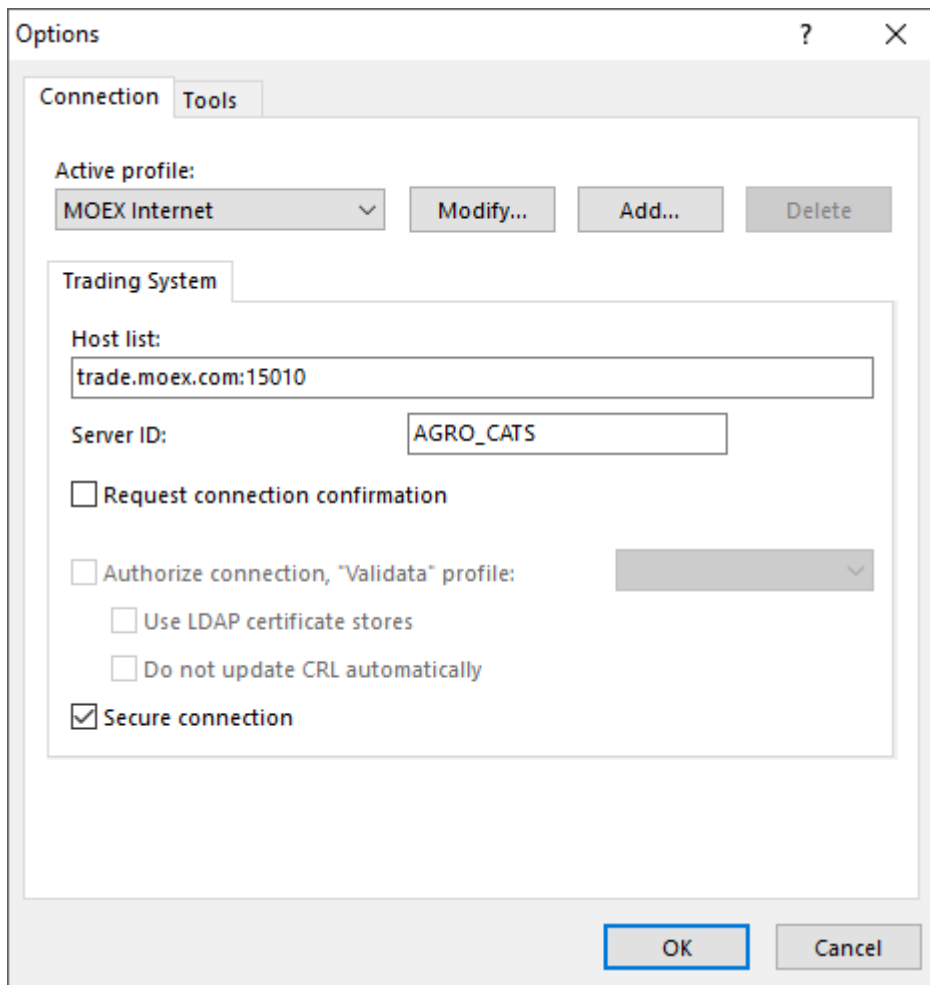
Options

To access the program options select the **Options** item in the **Tools** menu or press **Ctrl+O**.

The Options dialog window consists of several tabs.

Connection Tab

The Connection tab of the options window contains the network and connection settings.

Table 10.6. Elements of the "Connection" tab

Element	Description
Active profile	Select connection profile to view its settings below. Connection profiles allow user to store different sets of parameters and can be used, for example, to quickly switch between production and test environments.
Modify	Edit selected connection profile.
Add	Add new connection profile.
Delete	Delete selected connection profile.
Synchronize local PC time with trading system	Local PC time will be synchronized with Tradin System time at each successful connection.

Table 10.7. Elements of the "Trading System" tab

Element	Description
Direct connection via TSMR:	

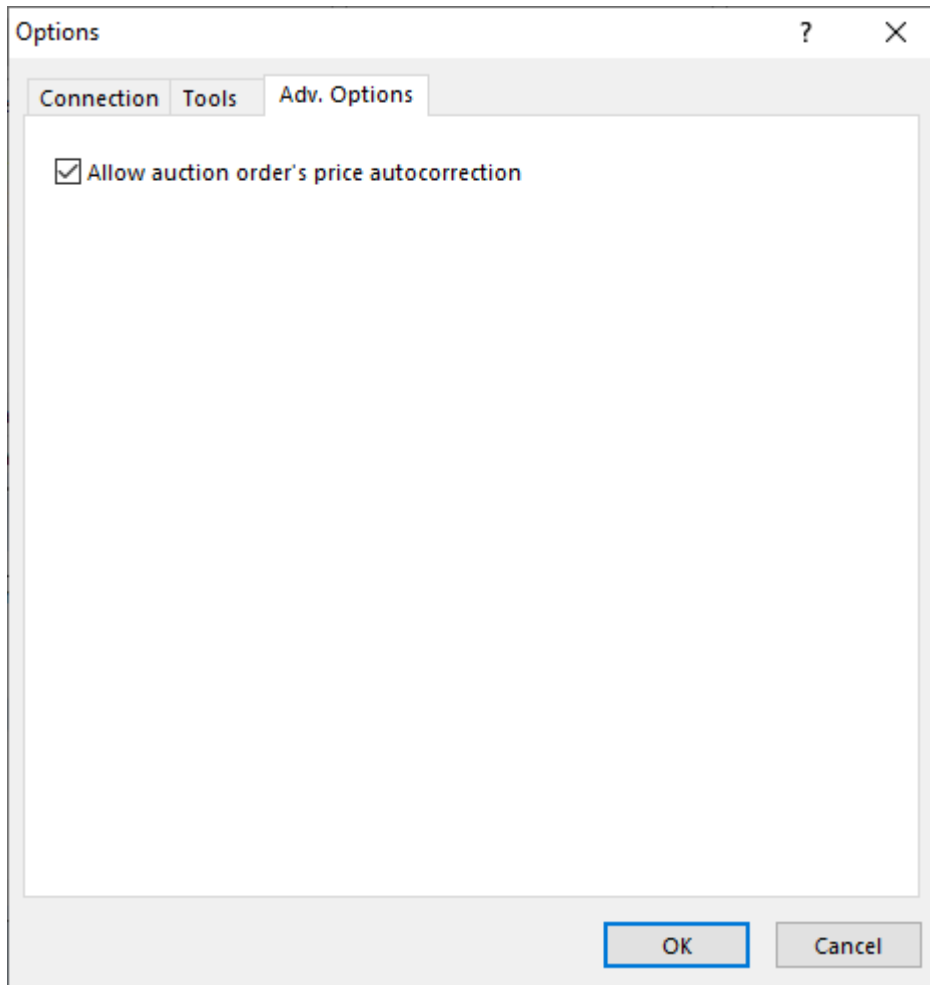| Element	Description
Broadcast	List of networks addresses (bridges) where searching for available access servers (gateways) will be performed.
Server	Trading System server identifier. **Note:** this field is case-sensitive.
Service	Trading System TCP and UDP services name.
Preferred gateway (network) address	Address of the Trading System network (bridge) where search for available access servers (gateways) will be performed first.
Internet connection:	
Host list	List of access servers (gateways) for connecting to the Trading System.
Server ID	>Trading System server identifier. **Note:** this field is case-sensitive.
Request connection confirmation	Additional confirmation required for Internet connection.

Adv.Options Tab. Price autocorrection
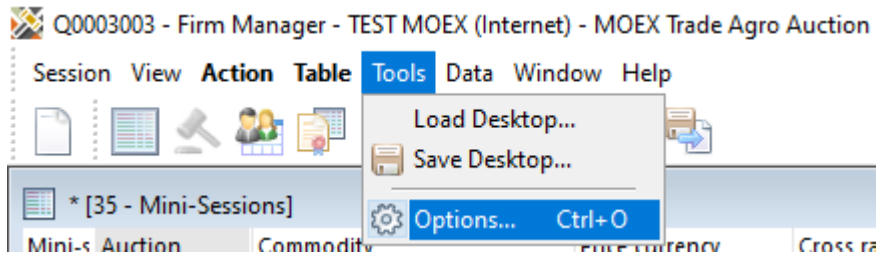
To enable price autocorrection option in Order entry dialog, select the **Options** item in the **Tools** menu or press **Ctrl+O**. Then go to the "Adv.options" tab.

Table 10.8. Elements of the "Advanced Options" tab

Field	Description
Allow auction order's price autocorrection	If this flag is checked, **autocorrection of Order Prices** and **Limit autocorrection Price** at order entry.

What is autocorrection

autocorrection is necessary to keep your order at the level of the best in the auction. If during the auction your order wins partially or does not win, its price will be automatically adjusted by a multiple of the auction price step so that it is fully winning again. The price can change until it reaches the limit price.
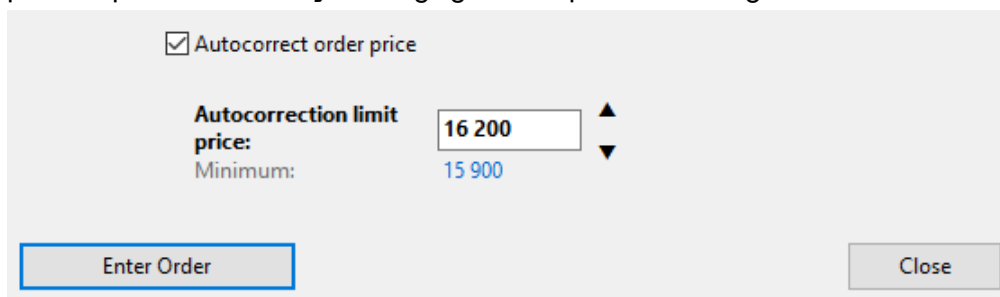
For example, you have entered an order into the auction at the starting auction price of RUB 15,800 per tonne and set the limit price at RUB 16,200 per tonne.

Once the order is placed in the queue, a continuous price level check is started:

- Is the order winning the auction totally? The price is not affected in any way.

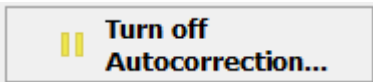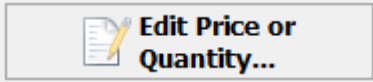| Price	Lots	Amount, units	Winning, lots	Comments	Order time	Firm
15 800	1	140	1	Order is winning		
15 800	1	140	1	Order is winning		
15 800	1	140	1	Order is winning		
15 800	**4**	**560**	**4**	**Your order is winning**	**19:16:31**	**Firm 3**

- Is the order winning partially or loses? A new price is calculated. Your order in the queue is outbid by a new order at RUB 15,850 per tonne. To totally win again, the price is adjusted to RUB 15,900 per tonne.

- Is the new price higher than the autocorrection limit price? The order moves to the calculated new price level. If the order stops winning again, the price will change further until it reaches the limit price or until the auction ends.

Price	Lots	Amount, units	Winning, lots	Comments	Order time	Firm
15 900	**4**	**560**	**4**	**Your order is winning**	**19:18:54**	**Firm 3**
15 850	30	4 200	26	Order is winning partially		
15 800	1	140	0	Order is not winning		
15 800	1	140	0	Order is not winning		
15 800	1	140	0	Order is not winning		

- Has the adjustment price limit already been reached? The order remains at the current level and does not fall below RUB 16,200 per tonne.

Thus, the autocorrection maintains your order in the auction at a level at which the order totally wins.

Table 10.9.

During the auction, the autocorrection can be disabled. Then the price will no longer change and the order will remain at the price level that was set at the time of deactivation.	‖ **Turn off Autocorrection...**
During the auction, you can change the limit price of autocorrection, as well as the main parameters of the order.	**Edit Price or Quantity...**

Tools Tab

The Tools tab of the options window contains the general program settings.

Table 10.10. Elements of the "Tools" tab

Field	Description
Application language	Language of the user interface. Changing the language requires application restart.
Show Login dialog at program startup	Show "Authentication in the Trading System" dialog at application startup.
Request quit confirmation	Show confirmation dialog a attempt to close the application.
Show in main window caption	Select parameters to be displayed in the main window caption. "Up" and "Down" buttons can be used to customize their order.