

CTS T4 Administrators Guide

I. Introduction

This document is for administrators and outlines how to setup users and accounts. It also covers how to enable risk management and configure risk parameters. All the user and account administration is done via the website. CTS will provide the firm an administrator login which can be used for all setup and risk updates. Once the administrator logs in, he will see the following menu:

Home	View announcements/statements (optional)
Accounts	Create and edit accounts
Users	Create and edit users
Firms	Create and edit Child Firms
Contracts	Enable/Disable contacts and set margin values
Data Files	View data files from previous days
Downloads	Download T4 applications, user guides, etc
Change Password	Change current password
Logoff	Log off the website

II. Home

The Home page of the T4 website displays any announcements that the administrator wishes to send to any sub-firm. To send a message, go to the SendMessage section under Accounts. The Home page has a link that allows the administrator to download the T4 application.

III. Accounts

The accounts screen allows the administrator to setup and edit accounts as well as send messages to any account. Account statements, orderbook data, various report and charts can all be viewed from this section.

a. Statements

Administrators can view the statements of anyone they have access to. For example, a parent firm administrator can view everyone's accounts, while a child firm administrator can only see the customers in that child firm.

b. Orderbook Data

Administrators can view all orders, fills, leg fills and positions for any particular day, by account. The date, account and exchange can be selected to narrow the search. If a day session has ended and T4 has removed any customer's trade records from the front end, this is where the data can be viewed. CTS stores the data for 7 years.

c. Reports

This section displays various order activity reports, exchange instructions and account risk details. Administrators can view reports including order activity by day and month, and order activity by day and month by market. The exchange instructions and risk details reports create a text file providing information for some or every account. Exchange instructions include executing group, CTI/origin and other account related information. Risk details include max clip/position, money loss, margin %, etc. Both these reports are useful tools to give an administrator a snap shot of the setups for all or some accounts

d. Setup

The Setup area is where administrators can setup and edit risk and account information.

A list of all current accounts is displayed. To create a new account, click the link at the top of the screen. You can also click to view a list of deleted accounts.

Enter the information for the new account:

Account	The account number that gets sent to the exchange. This must be unique. T4 has an account override feature which allows you to enter an alias account here and the real account later
Firm	The firm that the account belongs to. This must be the same firm as the user that this account will be assigned to
Name	The name of the account. This will appear in the account list. If an account needs to be edited, it will be edited using this name. If a back office import is done for the firm then this field will be updated automatically.
Display Name	Name that gets prefixed to the account name displayed in the frontend. Can also be used for a trader who wants to sort multiple accounts in the frontend if executing give-up trades
Enabled	Whether the account is enabled or not. If it is not enabled, the account cannot have orders placed for it unless the user has Risk Manager permissions . Existing orders can still be pulled if the account is disabled.
Allow Order Routing	Allows API applications to specify different exchange rules
Max Clip Size	The maximum size order that can be placed for the account. For example, 100 means 100 lots are accepted, but 101 lots are rejected.

Max Position	<p>The maximum position allowed in any market for the account. For example, 20 means 20 lots are allowed in each market (in multiple markets at the same time), but 21 are rejected.</p> <p>Blank = no restrictions 0 = no position is allowed, and all orders will get rejected</p>
Max Pit Trades	<p>The total volume (buys + sells) of pit trades allowed in any individual market per trading day.</p> <p>Blank = no restrictions 0 = prevents any pit trades being entered</p> <p>Note: This does NOT apply to users with the RiskManager role set</p>
Daily Start Trading Time	<p>The time of day after which the account may start opening positions. Must be entered as Central Time regardless of your time zone or the time zone of the user</p> <p>Blank = no restriction.</p>
Daily Stop Trading Time	<p>The time of day after which this account cannot open positions. Must be entered as Central Time regardless of your time zone or the time zone of the user</p> <p>Blank = no restriction</p>
Net Liquidating Balance	<p>This can be populated by a backoffice download or manually by an administrator</p>
P&L Warning (%)	<p>The % of the balance used by P&L that triggers warnings on the front end.</p> <p>100 = 100% of the balance has been used 0 = means none of the balance has been used Blank = P&L Warning not setup</p>
Allow Back Office Balance Updates	<p>Select this if the account's balances can be updated from a back office data feed (if available)</p>
Allow Back Office Position Imports	<p>Select this if the account's overnight positions can be updated from a back office data feed (if available)</p>
Back Office System Firm Code	<p>Firm codes can be entered here for report purposes</p>
Back Office System Office Code	<p>Firm office codes can be entered here for report purposes</p>
Back office System Sales Code	<p>Firm sales codes can be entered here for report purposes</p>
Daily Position Rollover	<p>Select if any end of day positions should be rolled over to the next trading day. When the orders are cleared out at the end of the day in each market, if the account has a position, then a new order will be created in the next trading day containing the fill details of that position. This is useful for accounts that only trade on T4. If the account is also traded on another system (e.g. in the pits) then this</p>

	position is likely to be inaccurate and hence should not be rolled over.
Daily P&L Rollover	Whether the P&L for the day should be added to the account balance for the next day. If enabled then at the end of day in each market when the orders are cleared out the P&L for the day is added to the account balance. This is useful if there is no daily balance import from a back office system and you have Risk Management Enabled and want to ensure that daily losses reduce the accounts ability to trade the next day.
Risk Management Enabled	Select if cash based pre-trade risk management is enabled for this account. Orders for the account will be rejected if the account has insufficient funds (Balance + P&L – existing margin requirement) to cover the additional margin requirement of the order. If not selected, then margin requirements and balances are ignored. Clip sizes and position limits are checked regardless of this setting.
Minimum Balance	The minimum allowed balance for the account. If this value is negative then the account has this amount of cash extra available for margins and losses. If it is positive then there is less cash available. For example, if the balance is 10,000 and the minimum balance is -2,000 then the account can margin or lose up to 12,000, but if the minimum balance is +2,000 then the account can margin or lose up to 8,000.
Day Trading Margin %	Percentage of margin that should be applied to day trading positions
Overnight Margin %	Percentage of margin that should be applied to overnight positions. Overnight positions are not trades executed during a night session but rather open positions carried over from the day session
Margin Warning (%)	The % of the balance used by margin that triggers warnings in the front end. 100 = 100% of the balance has been used 0 = means none of the balance has been used Blank = warning not setup
Loss Limit (cash)	The maximum amount that can be lost before preventing opening of new positions or increasing of existing positions. 1,000 = when the account is losing more that 1,000 then new positions are not allowed to be opened. NOTE: This does not close out existing positions.
Loss Limit (%)	The maximum percentage of the balance that can be lost. Same as Loss Limit (cash), except uses a percentage of the

	<p>balance.</p> <p>25 = 25% of the balance can be lost 75 = 75% of the balance can be lost</p> <p>For example, if the balance is 10,000 then 7,500 can be lost and cash would be down to 2,500.</p>
Loss Limit Warning (%)	<p>The % of the loss limit values that triggers warnings in the front end.</p> <p>100 = 100% of the loss limit has been used 0 = none of the loss limit has been used Blank = Loss Limit Warning not setup</p>

Save the details, the changes take immediate effect without any need to restart or logoff. Now continue setting up the following information for that account.

Select the contract details for the account

Click on the link to add/edit account contract details.

The following contract values will override the overall maximum clip size and position settings that were setup at the account level regardless of whether they are more or less restrictive. They apply to each market (outright or strategy) for the contract and not to the contract as a whole, e.g. a max position of 10 means that the account may have a 10 lot position in each month of the contract at the same time.

Contract	The name of the individual product
Max Clip Size	The maximum size of an individual order that can be submitted. Enter 0 to prevent trading
Max Position	<p>The maximum position allowed in an individual market.</p> <p>Blank = no restrictions 0 = prevent trading</p>
Total Pit Trades	<p>The total volume (buys + sells) of pit trades allowed in any individual market per trading day.</p> <p>Blank = no restrictions 0 = prevents any pit trades being entered</p> <p>Note: This does NOT apply to users with the RiskManager role set</p>
Margin	The cash margin amount to use for this contract. All accounts uses the margin table provided by the firm but this area allows the administrator to change a margin value for an individually account. Account margin

	percentages are still applied to this amount. A value of 0 will cause the firm default margin value to be used instead.
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Click the Save button to save the contract details. Click the link to return to the account details page.

Select the exchange details for the account

Now click the link to set the exchange details for the account. A list of all the exchanges that the firm can see is displayed along with the instruction rules for the account. Click the exchange that you want to set instruction rules for. You will then be prompted to enter the instruction rule details:

Exchange	The exchange that the rule is for
Executing Group	The group of exchange logins to use for this account. This controls the back office firm that the trades will be submitted as. Different clearing firms may be used for each exchange if necessary. Executing Groups are setup by CTS system administrators.
Primary Users for this account	T4 Username that is the primary user for this account. Enter multiple usernames by separating them with comma's. If a user who is NOT listed as a primary user enters an order for this account, then the secondary CTI / Origin / AccountCode / BillingFee values will be used instead of the primary ones. If no primary user is specified or if no secondary values are specified then the primary values are used.
CTI	The CTI code
Origin	The Origin
Account Code	Whether it is a give up account or not
Billing Fee	CME only – The Billing fee
Open/Close	The order has the option of being entered as a Open or Close order
Member Allocation	Giveup firm or ICE/NYBOT Clearing Firm
Customer Reference	Free text field passed by exchange to clearing
Omnibus Account	CME only – omnibus account number.
Account Override	Any value entered here will be sent to the exchange in place of the account number. This allows multiple frontend accounts to submit to the same back office account.

Save the instruction rules. The changes take immediate effect without any need to restart anything or logoff.

Note: Accounts can only submit orders in exchanges that they have instruction rules for. An instruction rule must include the Executing Group, CTI code, Origin and Account Code. Other fields are dependent on the exchange and the instruction rule itself (e.g. give ups etc)

Click the link to return to the account details page.

Select the users that can see this account:

Here you can add the users you want to enable to trade on the account you created. To create new users, see the [user setup](#) section.

Select the users you want to add, and click the add button. You can add as many users to an account as you want. Click the Save button to save your settings.

NOTE: To stop a rogue trader the best method is to Disable the account and click save. This instantly prevents orders from being submitted into that account by normal users, but still allows a user with Risk Manager permission to submit orders into the account in order to close out any positions. The account can also be blocked by setting the clip size to zero, however, Risk Managers cannot bypass clip size so doing this would also prevent a Risk Manager from submitting orders for the account.

e. SendMessage

To send a message, select an account from the drop down list, type in your message and hit Send. This message will appear on the top portion of the trading screen if the user is logged on at that time.

IV. Users

The 'Users' screen allows access to the orderbook data, activity reports, audit trails and session data for an administrator. An administrator can see this information for all users in the firm. Additionally they can setup users using the 'Setup' page.

a. Orderbook

This area allows administrators to view all orders, fills and leg fills for a particular day by user. The date, username and exchange can be selected to narrow the search. If a day session has ended and T4 has erased your trade records, the data is stored here. CTS store this data for 7 years.

b. Sessions

An administrator can view what time any user logged in and out of T4 by day or month. The administrator can also view what application the user was connecting with as well as the IP address, server, version number and some messaging information. This can be a useful tool if any users are having latency or connection issues.

c. Reports

This area displays various activity reports that an administrator can view. The administrator can also view exchange logins. Exchange logins can be filtered by user and exchange. For example, the exchange login for the CME is called tag 50.

d. Performance

This section displays either submission, pull or revision roundtrip times for each user's orders.

e. Audit Trails

For exchange audit purposes, CTS saves all audit trails for 7 years. An administrator must select a date, user, and exchange to pull audit trail information.

f. Setup

The Setup area is where administrators can setup a new user or edit an existing user. A list of all the users in the firm is displayed. To create a new user, click the link at the top of the screen. You will then be prompted to enter the user details:

Username	Login name for the user.
Firm	The firm that the user belongs to. This must be the same firm as the accounts that this user will be assigned.
Enabled	Whether the user is enabled or not. If not then user cannot login.
Password	The password for the login.
Retype Password	For security retype password
Change Password Required	Requires the user to change their password the next time they login
Firstname	The users first name
Lastname	The users last name
Billing Reference	Optional. Data entered here will appear on the invoice along with the username.)
Company	Optional for firms
Phone	Optional for recording user information
Email	Optional for recording user information
Home page message	A message to display to the user when they log into the website.

Select the roles that the user has access to:

Administrator	Select this if the user should see and administer all users and accounts within the firm.
Risk Manager	Select this if the user should see all users and accounts within the firm. NOTE: Risk Manager access should be given with

	caution as Risk Managers have the ability to submit orders into disabled accounts.
Trading	Select this if the user should be allowed to submit orders.
Pit Trades	Select this if the user is allowed to enter pit trades. NOTE: The ability to enter pit trades (or manual fills) allows the user to render pre-trade risk management useless for their accounts, so should be given with care.
Queue Orders	Select this if the user should be granted access to allow set up for potential orders held on T4 servers to be activated at a later time by an Admin.
Modify Orders	Select this to allow users to modify a queued order that was activated by an Admin
Data Fills	Select this to allow a user to have access to a variety of reports that might be available from the firm.
Allow Time Entry screen	Select this to allow access to Pete Steidlmayer's Time Entry screen. Note: Additional fees may apply to this user.
Allow Strategy screen	Select this to allow access to the Strategy screen
Allow Chart data	Select this to allow access to historical chart data Note: Additional fees may apply to this user.

Some roles may not be displayed if the firm itself has not been granted access to those roles.

Save the user then the remaining areas will be populated to finish the setup. For the changes to take effect the user must logoff and logon again.

Select the applications this user can see:

Now click the link to edit the applications that the user can access. A list of all the applications that the firm has permission for is displayed. Select any that a user needs. To access the website, a user will need T4Website, to access the trading frontend, T4Screen, and T4WebTrader to access T4 WebTrader or T4 Mobile. Save the changes and click the link to return to the user details.

Select the data files this user can see:

If the user needs access to any data files, select them here. Save the changes and click the link to return to the user details.

Select the accounts this user can see:

Click the link to select the accounts that the user can access. If the user is an Administrator or Risk Manager then there is no need to do this, but for all other users

select the accounts that the user should have access to. Save the changes and click the link to return to the user details.

If you want the user to be able to see all accounts in their firm, select the all accounts checkbox.

Select the exchange logins for the user:

Click the link to set the exchange logins for the user. A list of all the exchanges is displayed. Click the exchange that you want to set an exchange user id for. A screen is displayed prompting for the details of the login:

Exchange	The exchange that the login is for
Apply to all	Select this to apply the login to all exchanges at this host
Primary Login	User can have an exchange ID for one particular user
Secondary Login	User can have another exchange login if necessary
Location	A requirement from ICE

Click to save the login. For the changes to take effect, the user must logoff and logon again.

NOTE: These logins are NOT exchange executing logins, such as I-Links's (which are controlled by the Executing Group in the Account instruction rules). These logins are for exchange specific user identification, such as CME's tag 50.

Select the child users for this user:

CTS allow a maximum of two child users to be attached to the main or parent user. The child can only see accounts that the parent can see and all volume executed by the child is credited toward the parent. The idea behind the child is for a clerk or secondary trader to follow the parent without getting charged the full maximum each month. There is a flat \$100 per month charge for each child.

V. Firms

The firm section allows the parent firm to set up and edit child firms. Child firms can be given certain roles, applications and exchanges. A user who is a member of a child firm can only see and use what the child firm has permission for. This allows the parent firm to set up an administrator for a child firm, knowing that the user can access the only child firms accounts and users. This also allows a risk manager viewing the trading front end to filter to a particular firm without viewing the entire firm's activity.

Click the link to setup a new firm or to edit a firm, click on an existing firm.

Firm Details:

Firm	Name of the firm
Description	Enter a description of the firm
Enabled	Must be enabled to trade
Brand Name	For White labeling
Alias	Used with custom domain names.
Statements	Optional
Salesman	Salesperson for use on simulator system for self-registration.
Home page message	Any message you want the firm to read on the home page

Firm Roles:

Trading	Select this to allow the firm to make trades
Pit Trades	Select this to allow the firm to enter pit trades
Queue Orders	Select this to allow the firm to queue orders for later execution
Modify Orders	Select to allow modifying of queued orders
Self Registration Data	Select this to allow access to all self registration data. This is information collected when a user signs up for the simulator
Refer Self Registration Data	Select this to allow access to referred self registration data. CTS can send data to individual sales people
Allow Time Entry screen	Select this to allow access to Pete Steidlmayer's Time Entry screen Note: Additional fees may apply to this user.
Allow Strategy screen	Allow users access to the Strategy screen
Allow Chart Data	Allow users access to historical chart data Note: Additional fees may apply to this user.

Select the applications this firm can see:

The parent administrator can determine which trading applications the child firms have access to.

Select the exchanges this firm can see:

The parent administrator can choose which exchanges the child firm needs access to trade. This is another layer of risk management that allows the parent to restrict access to the exchanges or product sections of an exchange.

VI. Contracts

The 'Contracts' screen allows access to edit contract data. An administrator can disable individual contracts to prevent them from being traded and can specify the margins for each contract. Select the exchange you want from the drop down list, click the link, and a list of contracts are displayed for that exchange. Click on a contract to edit it, and enter the contract details:

Name	The name of the contract. This cannot be edited.
Enabled	Select this to enable the contract. Disabled contracts are still visible, but orders cannot be submitted into them.
Currency	Currency that the margin is using
Margin	The margin for this contract. If no margin is specified, the system default margin for the contract will be used.
Spread Margin	The margin for any spread or strategy for this contract
Back Office Code - GMI	The code used by GMI to identify the contract
Back Office Code -R&N	The code used by R&N to identify the contract
Back Office Code - Ubitrade	The code used by UBI to identify the contract

Click to save the contract details. The changes take effect immediately without having to log off and on.

VII. Data Files

Select the date you wish to view data files for. Click the link to display all the data files.

VIII. Downloads

View all available downloads here. These include such items as the T4 frontend, T4 user Guide and user agreements.

IX. Change Password

Change your T4 Password here. Enter the Old Password, Type in a new one, re-type it, and then press the change button.

X. Logoff

Logoff the website