# Gov:marker

## Quick Reference Sheet

### Viewing the Market

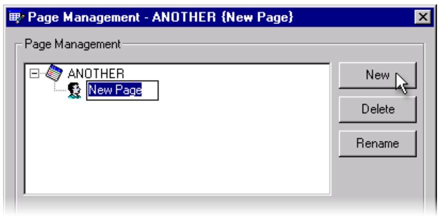
## Getting Started

1. To start the application:
   - Double click on the **Gov:marker** icon on your desktop.
   - Or select **Gov:marker** from the **Tullett Prebon** program group in the Start Menu.


2. You will be presented with a **Log On** screen. Type in your User Name within the **User Name** field, and the password within the **Password** field.
3. Now click on the **Log On** button to continue.

## Setting up a new Cash / Basis Page

1. Click on the **Page Management** icon, the Page Management screen appears.




2. Click on the **New** button, this will place a new highlighted entry within the list called **New Page**.
3. Change the name of the new page by typing over the highlighted words.

There is only one Spread page, see **Displaying Pages** section for details on how to view the Spread page.

## Presentation

Within the Page management screen is the **Presentation** tab, change the layout of a chosen page using the options on this tab.

**You have the choice of changing:**

- The number of rows on display.
- Whether to display all orders or only active orders.
- Whether you want to share your page.

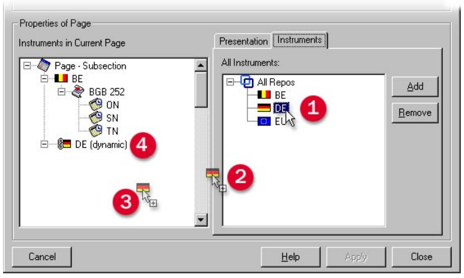
### Sharing Levels

There are three levels of sharing that you can set up for your current page. The current level will be highlighted in the sharing window, click on another sharing category to change. See **Sharing Levels Reference** section for details.

## Selecting Instruments

1. In the **Page Management** window click on the **Instruments** tab within the Properties of Page group. The instruments are displayed under their country group and flag.
2. Highlight the instrument you want and then click on the **Add** button; this will add your selected instrument.
3. Alternatively, select your instrument then hold down the left mouse button and drag the instrument from the list and release the mouse button when your mouse is over the **Instruments in Current Page** List.

   This method is called drag and drop.




### Dynamic & Static Instruments

**Dynamic Country Group** - Select a country and all its underlying instruments. This creates a dynamic group where the instruments contained automatically update.

**Static Instrument** - Double click on a country group. This will expand to show the individual instruments.

## Displaying Pages

**Gov:marker** displays two page display types, **Cash & Basis** and **Spreads**. The Spreads page displays all spread orders.

To display a **Cash & Basis** page, select **Cash & Basis** from the **Type** menu and then click on the Pages drop down menu and select a page from the **Personal**, **Desk**, **Firm** or **World** levels.


All pages are displayed in a tree structure under their sharing level name. To select a page from a sharing level double click on the sharing level or name, this will expand the list of pages beneath it. Select a page from the list.



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## Toolbar Icon Reference

**New Orders window** - To display a new orders window.

**New Report** - New report allows you to query instruments and their orders. It also allows you to send the report to print.

**Show Order Form** - To display a new order form.

**Page Management** - To build and configure your Gov:marker pages.

**Edit Preferences** - To change the start up screen, font size, select display columns, set up your default settings and Quick lists.

**Depth of Market** - To display all orders from the order stack.

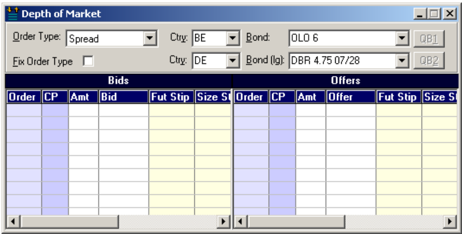
**Shutdown** - To shutdown the Market:marker infrastructure and quit the program.

**Tullett Security** - To re-open the **Log On** screen for additional options.

**Active Orders only** - To display only instruments that have an active order in the market.

## Displaying Depth of Market

The Depth of Market screen allows you to view all orders in the order stacks.




**To view the order stack:**

- Use your right mouse button to select an order in the page display; the context menu appears, select **Stacked Orders...**
- Or click on an order, then select the **Depth of Market** icon from the toolbar.

The Order Type and Bond description are shown on the top row allowing you to change the bond that is displayed.

### Stacking Rules

- The stack is ordered by price then time.
- Decreasing the size of an Order does not affect its position within the stack.
- Increasing the size of an Order is equivalent to canceling an Order and entering a new Order.
- It is possible for a User to enter more that one Order into a stack.

## Sharing Levels Reference

**Personal** - This is a default value for all pages when they are first created. It allows only the owner of the page to view the page.

**Desk** - Set this level in the **Page Management** window to allow all users on the same desk to view the page.

**Company** - This level allows all users in a company to view the page.

## Page Styles

### New Order Highlighting

A **New Order** is displayed with a yellow background for a number of seconds then the background reverts to white.

| Bid Amt | Bid | Offer | Offer Amt |
|---|---|---|---|
| 100000 | 5.25 | 5.5 | 25000 |
| 25000 | 4.8 | | |

### Order Volume Highlighting

The volume of any order will only appear highlighted when the whole volume relates to the top order. If the volume displayed is a culmination of all best price orders it will not be highlighted.

| Bid Amt | Bid | Offer | Offer Amt |
|---|---|---|---|
| 100000 | 5.5 | 5.9 | 60000 |
| 100000 | 5.1 | | |

### Own Order Highlighting

Orders that have been placed by yourself or another member of your company are highlighted as Own Orders. The page displays these orders with a light cyan background, which is visible until the order is traded or pulled.

| Bid Amt | Bid | Offer | Offer Amt |
|---|---|---|---|
| | | 5.15 | 100000 |
| 100000 | 4.8 | 4.9 | 100000 |

### Trade flashing

When an order is traded it flashes in the page display until the trade is completed. When a bid order is hit it will flash with a red background, and when an offer is taken the background will flash with a blue background.

| Bid Amt | Bid | Offer | Offer Amt |
|---|---|---|---|
| 100000 | 4.25 | 4.75 | 100000 |
| 25500 | 5.35 | 5.62 | 41000 |

### Last Order

The last column is the price of the last order traded. If last is red then the last trade was a hit bid. If last is blue then it was a taken offer.

| Bid Amt | Bid | Offer | Offer Amt | Last |
|---|---|---|---|---|
| 100000 | 4.25 | 5.0 | 100000 | 4.65 |
| 100000 | 5.5 | 6.2 | 100000 | |
| 50000 | 5.4 | 5.75 | 100000 | 5.5 |

### Stale Data indication

When the network connection to Tullett's is interrupted the market view will change to a dark grey background with lighter grey text. The market view will stay grey until the connection is re-established.

| Bid Amt | Bid | Offer | Offer Amt |
|---|---|---|---|
| 100000 | 5.55 | | |
| 100000 | 5.25 | 5.75 | 80000 |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## Quick Reference Sheet

**Trading within the Market**

## Preferences

Setting up the values that you use most day to day can save you time in your working day. The **Edit Preferences** window allows you to save default settings and the appearance of the data from one place.

**To open the Edit Preferences window:**

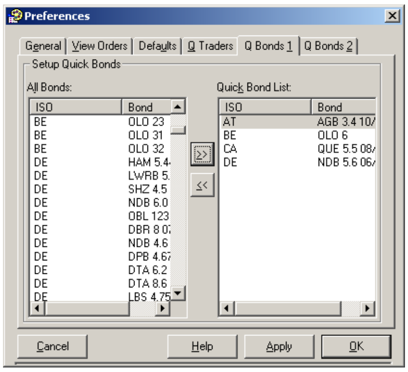
- Choose **Preferences...** from the menu bar under **Actions**.
- Or click on the **Edit Preferences** icon from the toolbar.

The **General** and **View Orders** tabs allow you to set up how you view your instruments in the page displays.

The **Default** tab of the **Edit Preferences** window allows you to set up the values that will automatically populate the text fields that you use in the **Order Form** such as Order size.

### Quick Lists

Quick Lists allow you to save a personalised set of Traders and Clients that you deal with most, (maximum of 50 Bonds and 20 Traders). These lists are available from the **Order Form**, **Spread Display Management** and the **Depth of Market** window so that you can select the names quickly.




**To add a Trader/ Bond to a Quick List:**

1. Click on the quick list tab that you want, either **Q Traders**, **Q Bonds 1** (for **Cash & Basis** bonds, and the first bond in a **Spread**) or **Q Bonds 2** (for the second bond in a **Spread**).
2. Click inside the **All Traders** or **All Bonds** list then:
   - Either scroll down the list to find your choice.
   - Or type in the first letter of Trader name or Bond Country. The list jumps straight to the first entry of that letter, then select the name that you require.
3. Click on the **>>** button to transfer the entry to the Quick List on the right of the window.

To remove a name from the list, select a name from the right Quick list , click on the **<<** button, the entry is deleted.

## Order Management

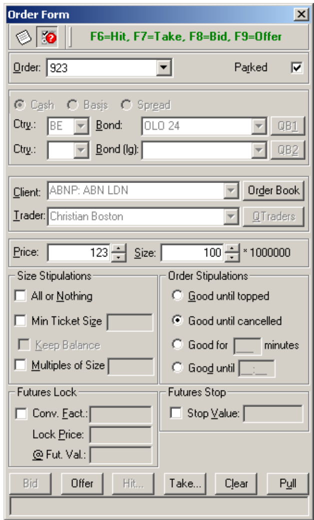
The **Order Form** allows you to enter, edit and manage orders in the market.

**To view the Order Form:**

- Select **Show Order Form** option from the **Actions** menu.
- Select **F4** on your keyboard.
- Or select any of the bonds in the page display by clicking on the bond with your mouse.

## Order Management - Placing a New Order

1. On the new Order form, choose one of the radio buttons at the top of the form to select Cash, Basis, or a Spread order. Then use the drop down menus to select the country, and bond.




2. Enter the **Client** and **Trader** using the drop down menus or the **Q Traders** button.
3. Enter the **Price** and **Size** into the appropriate fields.
4. Select the **Stipulations** icon to display the stipulations fields, and select the **Notes** icon for the notes field.

   Enter your stipulations parameters into the appropriate fields; the notes icon is checked if a note is attached to the order.
5. Click on the **Bid** or **Offer** button to enter the order into the market.

**Broker Version**

July 2005 Edition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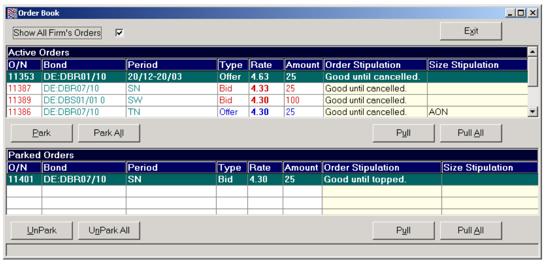
## Viewing your Orders

The **Order Book** displays all orders you have entered into the system. It is divided into two windows, active orders and parked orders.




**To view the Order Book:**

- Select **Show Order Book** option from the **Actions** menu.
- Or use your right mouse button to select an order; the context menu appears, select **Show Order Book**.

You can use the order book to manage all the orders that you have in the system.

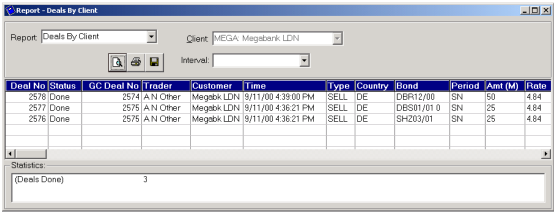
Use the **Order Book** buttons allow you to park, unpark or pull orders completely.

## Creating a New Report

The **Report** window allows you to gather information about deals and orders, it will create a report of all the deals done for a particular trader for example.

**To create a report:**

- Select the **File** menu, then select the **New** submenu and then **Report**.
- Or select the **New Report** icon from the toolbar.

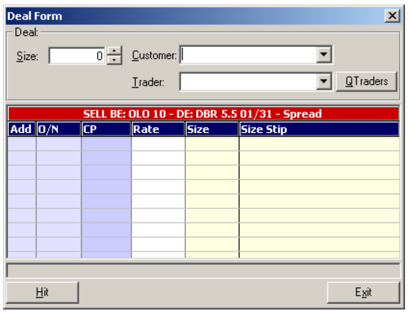



From the **Report** window you can select which information you would like to gather a report on, either deals or orders, and the time interval you would like.

Select the **Create Report** icon to populate the report, then you can either send the report to print or export it to a Comma delimited (.csv) file.

## Aggressing an Order

1. Select the price in the page display using your right mouse button
2. Select the **Hit...** or **Take...** option from the context menu.
3. The **Deal Form** appears with all bonds at the best price listed in the deal form.
4. Select the **Customer** and **Trader** from the drop down menus or using the **Q Traders** button.
5. Select the size you require by filling in the size field or selecting from the stack. Size stipulations for all the orders are displayed in the last column of the deal form.



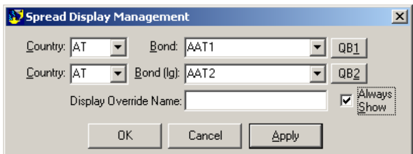

6. Select the **Hit** or **Take** button from the bottom of the deal form.

## Spread Display Management

The **Spread Display Management** window allows Brokers to manage the bonds which are displayed on the **Spread Screens**. For example, when advertising spreads to customers via TBS or REUTERS pages.

**To set a Spread to always display on spread screens:**

1. Select a spread by:
   - Clicking on a spread in the page display using your right mouse button then selecting **Manage Spread Display** from the context menu.
   - Or from the **Actions** menu, choose **Manage Spread Display**, select the two spread bonds by using the Country and the Bond drop down menus in the window.
2. Select the **Always Show** check box which will display the bond on the **Spread screens** even when there isn't an order against it.




### The Display Override Name field

When the spread name is too long to display on the TBS / REUTERS displays you can override the name of the spread by typing a new name in the Display Override Name field.

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