*Information-trading system QUIK Workstation*

# How to use QUIK

*Release 5.1x*

## Brief user's Manual

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## Contents

This instruction helps you to become a skilled user of the QUIK Workstation quickly.

## 1.    How to install the program

1. Get the QUIK installation kit. Installation kit can be downloaded from the GPB FS's web-site http://www.gpbfs.com.cy/services/dma/

2. Run the installation executable file and follow the instructions. After the installation process is over, the QUIK folder is created in the **Start/Programs Windows** menu.

3. The program is installed. For convenient use of the QUIK Workstation, it is recommended to put the QUIK shortcut on the Windows desktop.

***Frequently asked questions:***

● How to upgrade the program?

To upgrade the program you don't need to remove the old version and install the renewed one from the installation kit. QUIK has an automated upgrading procedure that starts itself. For more details, please refer to the section 18. How to upgrade the program.

## 2.    How to create and register an access key

1. After the program is installed, you need to create your personal access keys for authorization at the QUIK server. In the Windows menu, select **Start/Programs/QUIK** and run the Key generation (the KEYGENENG.EXE file).

2. Insert an empty floppy into a disk drive. You can use another removable data medium, for example, a flash memory card. For correct key creation follow the program's instructions.

3. **Step 1:** The "Fill in the name for the secret key" textbox contains a path and a name for the file with the key being created. As a rule, the path doesn't need any changes. Still, if the keys are created not on the floppy in the A: disk drive, type or select the new path. The "Fill in the name for the public key" textbox must be filled in the same way.

4. Type your name in the "Key owner's name" textbox. The following specification format is recommended:

> First name, Last name, Company or town, (login)

5. Type your password in the "Password for protection the key" textbox. It is recommended to use the password with no less than five characters. While typing, take into consideration the language and the capitalization mode that are used in the password. It is not recommended to use special symbols, since they can be placed differently on different keyboards.

6. Click **Next>>** to shift to **Step 2**. Repeat your password in the "Password for protection the key" textbox. Click **Next>>** again to shift to the next Step of the key generation. If the password is repeated erroneously, the program alerts you.

7. **Step 3** shows parameters of the key being created. Click **Finish** to start the key generation. The "Random Bits Input" window will appear. To generate the key, press arbitrary keys on the keyboard. The remaining number of keystrokes is indicated in the window. After typing is over and the window is closed, click **Finish** to quit the program.

8. If the keys are created successfully, two files are saved to the floppy: SECRING.TXK with the private key and PUBRING.TXK with the public key.

9. Send the PUBRING.TXK file to KeyRegistration@gazprombank.ru for the access authorization.

> ✳ *Remember and follow the Security Rules:*
>
> *1.* Keep the floppy disk with the keys in an inaccessible to unauthorized persons place. Don't pass the floppy to other people, and don't tell anyone the access password.
>
> *2.* Let NOBODY access the private file SECRING.TXK on the floppy. It is recommended that the public file PUBRING.TXK be handed to GPB FS's terminal only.
>
> *3.* If you suspect that the private access key has been divulged, please proceed according to point 6.3 of brokerage agreement – i.e. immediately inform GPB FS by any available communication and stop working with trading system.

### Frequently asked questions:

● How can I run two QUIK Workstations on the one computer?

Install two distribution kits in different folders. For the convenient use, create two desktop icons for starting the INFO.EXE file from two different folders.

Don't start the same info.exe file twice, because information processing will be corrupted.

● How can I move the keys from the floppy to a hard disk (for example, for working on a laptop without a floppy disk drive)?

Copy the PUBRING.TXK and SECRING.TXK files from the floppy to a folder on a hard disk, for example C:\KEYS. Run QUIK Workstation, but don't enter login and password and close the window. In the toolbar of the QUIK Workstation select ***Settings/Encoding*** menu item. Press on the icon at the end of the "Default settings" line. In the opened window edit paths of two key files: pubring.txk and secring.txk. Save the settings. Check the setting by trying to set up connection to the server.

We strongly recommend to use only English letters without blanks in the directory names.

> ✳ *Note: Keys relocation from the floppy disk to a hard disk is not recommended because it is enlarges risk of unauthorized access to the QUIK program therefore to the confidential information and funds' management. Use this opportunity only if there is no technical ability to save keys in a removable medium (for example, notebook, which doesn't have a floppy disk drive).*

## 3.   How to set up a connection to the server

1. To connect to the QUIK server click 🔑 on the Toolbar. In the window that has appeared:

   ● Select a connection (by default, recently used is shown).

   ● In the User Name field type your name, which can be a substring of the "Key owner's name" typed during the key generation. For example, if "Key owner's name" is "John Smith NY", then "Smith" will do for establishing a connection.

   ● In the User Password field, type your password, which is the one typed during the key generation.

   Click Enter to establish the connection to the server.

2. If an attempt to establish a connection fails, then it is possible that Internet access is provided through a firewall. To set up connections via the firewall select *Settings/Internet-connection* menu items. It is recommended to adjust these settings with the help of a network administrator.

3. If there is no a suitable connection in the list, then you can create it in the next way:

   - On the toolbox select the *Connection/Available connections* menu items;
   - In the window that appeared, click Add;
   - In the new window, type the new connection's parameters and click Ok. The new connection will be added to the list. To close the window, click Save.

*Frequently asked questions:*

- How can I set up a connection to a new port?

   On the toolbar select *Connection/Available connections* menu items, choose a connection and click Change. Type a new port number and click Ok. The connection's settings in the list will be changed. Click Save to close the window.

   You can also create a new connection with a different port number. Select a connection from the list and click Create. In the window that appears, change the connection's name (to distinguish it from the previous one) and the port number, and click Ok. The new connection will be in the list. To close the window, click Save.

- How can I set up an automatic connection to the server?

   Select *Settings/Internet-connection* menu items. Select the "Restore connection automatically in .. seconds" check box and set up the wait-timeout in seconds. The "from…" and "to…" spin boxes must contain the trading session's opening time and closing time; the "With last connection parameters only" check box must be selected.

- How can I check whether there is a firewall in the network?

   On the Start Windows menu, click Run; in the Open text box, type

   ```
   command
   ```

   Click Ok. In the window with the DOS command line, type ping [server ip-address]. For example,

   ```
   ping 91.209.122.198
   ```

   If this command returns an error (for example, "Wrong IP-address" or "Server is unavailable") then it is most likely that the Internet access is provided through a firewall.

## 4.   How to customize the working area

The QUIK installation kit contains the default area settings that include the most frequently used tables and tabs that switch the area's default tabbed pages. You can customize the tables layout. On quitting the program, the windows layouts are saved automatically.

Actions available with a table are shown on the *Tables* menu and on a shortcut menu; the latter appears after a click with the right mouse button in the table.

To customize a table of any type, click ⬚ on the Toolbar or click ⬚ *Edit table* on a shortcut menu or press CTRL+E.

The main tables are:

| Table | Contents | Command |
|---|---|---|
| Quotes table | The last values of the current trading session's parameters | Tables/Quotes |
| All Trades table | Trades on all instruments by all traders | Tables/All trades |
| Level II Quotes table | Queue of buy- and sell-orders on the selected instrument | Mouse left button double-click on the Quotes table |
| Equity Limits table | Equity available for operations at the stock market | Limits/Cash |
| Security Limits table | The number of securities available for operations at the stock market | Limits/Positions |
| Table of Orders | The list of the user's orders | Trade operations/Own orders |
| Trades table | The list of the user's trades | Trade operations /Own trades |
| Table of Stop-Loss Orders | Execution state of the user's stop-orders | Trade operations/Stop-orders |
| Client Portfolio | The assets and margin level estimations | Limits/Client portfolio |
| News | Information agencies news | News/View |
| Alerts window | Notifications about control events | Messages/Local alerts/Create alerts window |
| Trader Messages window | Messages exchange with the broker | Messages/Trader messages/Trader's message window |
| Charts | Trade sessions charts | Data export/Charts/New chart |

### *Recommended guideline on customizing the working area:*

1. It is recommended that opened windows do not overlap. If the area space is lacking, you can create new tabbed pages and move windows there. Most often used windows can be shown on all tabbed pages. To set up this mode select *Move to bookmark/Show for all bookmarks* on the shortcut menu.

2. For some basic tables you can create several copies of one table. At that, the data traffic from the server does not increase. To create a copy of a table press CTRL+N.

3. The working area configuration data, which include the information about all opened windows, their settings and layout, is stored in a file with the .WND extension. On default it is the INFO.WND file. If you wish to save your own area configuration into a file for some reason, for example, to copy it to another QUIK Workstation terminal, select *Settings/Save configuration to file* menu items and type the filename. To load a configuration file, select *Settings/Restore configuration from file* in the menu.

4. You can use a saved configuration together with the current one. In this case, tables and tabbed pages from the loaded configuration file will be added to those already existing. So you can combine windows from different configuration or transfer tables and charts from one configuration to another. To enable this mode, select *Settings/General/ Configuration files*, menu items and deselect the "Close all windows before loading configuration file" check box.

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5. If it is necessary to filter datum of several tables by the same parameter, for example, by client codes, open the "Common filters set up" window by pressing CTRL+G.

## 5.    How to create a new table

The common rules on customizing windows are:

1. To create a new window, select the corresponding menu item. For example, to create the "Quotes table", select **Tables/Quotes** menu items.

   In the window that appears, create the list of columns (and, in some tables, the list of rows) to be shown in the table. To add a column or a row to the table, select an item from the list of available entries and click Add or double-click the item from the list. If some parameters are combined into classes, which are marked by a yellow PLUS sign ("+")), you can open the list of these parameters by clicking the PLUS sign.

   ✳  *NOTES:*

   *1.* New copies of tables on default consist of the most frequently used parameters.

   *2.* Almost for all QUIK tables, it is possible to combine datum of several classes (types of trading sessions, exchanges, etc.) into one table.

2. For some types of tables, it is possible to reduce the number of rows using filters based on the most frequently used parameters. To set up a filter, click  …  button. In the window that appears, create the list of the parameters.

   ✳  *NOTE: If the "Exclude selected from filter" check box in a Filter Configuration window is checked, the table will consist of the rows that don't contain the selected parameters.*

**Hint:**

- To create a new table with the same settings as those of some existing table, for example, to move the table to another tabbed page or set up a filter, make the table active and press CTRL+N to create its copy.

## 6.    How to customize tabbed pages

To open the tab-customizing dialog, press CTRL+B or select **Windows/Setup bookmarks** menu items. In the "Available bookmarks" area, all existing tabbed pages are shown. Each of them contains the list of windows pinned to this tab. In the "Available windows" area, there is the list of windows that are not pinned to tabs and are shown in any tab. Options in the "Bookmarks placement" area specify position of the tab-panel (to the top or to the bottom, to the left or to the right from windows) and colour marking of the active tabbed page.

1. To create a new tabbed page, click Add and type the new page's name.

2. To change the tabs order, select one of them and shift it through the list by clicking <– or –> buttons.

3. To remove the selected tabbed page, click Remove. All windows pinned to this tab will be shown in all tabbed pages.

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- How to move a window to another tabbed page?

  On the shortcut menu of the current table, select Move to bookmark and choose the tabbed page where the window to be moved.

- How can I find a window if I have forgotten which tabbed page it is pinned to?

  You can look through the list of all opened windows selecting ***Windows/More windows…*** menu items.

- How can I disable the tab mode?

  To disable the tab mode select ***Windows/Hide bookmarks*** menu items. After it all windows will be arranged upon one area, overlapping.

- Is it possible to switch tabbed pages using the keyboard?

  Yes, it is. Press ALT+1 buttons to show the first tab, ALT+2 to show the second tab, and so on.

## 7.     How to reduce Internet traffic

The amount of information being received from the server depends on tables in use and their settings. The "Quotes table" and the "Level II Quotes table" (queue of orders) receive the largest amount of information.

*Recommended guideline on traffic saving:*

1. If the "Quotes table" datum is not used for exporting or building charts, switch off the "Receiving the skipped data" (select the ***Settings/General*** menu item, Data receiving tab, and deselect the "Get skipped data" check box).

2. To set up a filter of data for the "Quotes table" receiving from the server select the ***Connection/Available securities*** menu items. In the "Class of securities" list, select the classes in use only. In addition, you can shorten the lists of instruments and parameters for all classes, by clicking  …  button at Securities filter or Parameters filter.

3. If the "Level II Quotes table" (queue of orders) for any instrument is not in use permanently, it is recommended to close it. It can be easily reopened by left mouse button double-clicking on the instrument's row in the "Quotes table".

## 8.     The data reception configuration

At the first program start up the "Receiving data parameters" window appears. Settings that you make in this window can reduce traffic while getting data from the server. The pre-selected settings agree with the default ones. To adjust settings manually select the ***Settings/General*** menu items Data receiving tab.

To enable new settings, click Ok. To close the window without saving changes, click Cancel. To skip this window at starting the program, select the "Don't show this dialog again" check box.

## 9.     How to make a transaction

In general, a GPB FS's client can perform transactions as follows:

1. The broker sets an amount of assets (position) available to the client at the exchange. The client can perform transactions within this position. The position shows either in money or in securities and corresponds to the total amount of assets deposited by the client to the broker for trading (the "Incoming limit" parameter in the "Cash table").

2. If the broker offers margin loans (crediting from the broker's assets in money or securities for a pledge of the client's assets), he sets a limit on the amount of assets lent to the client (the "Incoming limit" parameter in the "Cash table"). Limits are set for the financial instruments for which lending is possible. If your credit scheme is the one with the absolute values of the limits control, refer to the "Cash table" and the "Position table" to review positions and limits. If your credit scheme is based on the current value of assets control, refer to the "Client Portfolio" and "Buy/Sell tables".

   To find out which credit scheme you are using, open the "Client Portfolio" table and look through the values of the "Client type" parameter. If it is "Marg." you are using the credit scheme with the current value of assets control. If the "Client type" parameter doesn't have values then you are using the credit scheme with the absolute values of limits control.

3. All decisions about transactions shall be made solely at the client own discretion. Such decisions are carried out through orders to broker via the QUIK system, expressing the client`s consent to buy/sell the securities under the conditions specified in the order. Once order accepted by QUIK server, it goes through verification procedure (automatic or manual). Upon successful completion of verification, server passes client`s order to the trading system of the exchange. The list of the registered orders is shown in the "Table of Orders".

4. Orders can be in the following states:

   ● "Active": the order is registered at the exchange and is put in the order queue, but is not executed or is partially executed. Such an order can be cancelled or modified. If an order is partially executed, you can cancel only the unexecuted remainder of it.

   ● "Filled": the order conditions have been completely matched. That is a transaction (or several transactions) has been executed under the conditions indicated in the order. An executed order cannot be cancelled.

   ● "Killed": the user has decided to cancel the order or to modify its conditions. While the order is edited, it is withdrawn from the exchange (is removed from the order queue so that it cannot be executed before editing is finished). After that you can make a new order with the same conditions that can be edited.

5. GPB FS also accepts an order from the client, called a stop-order, execution of which depends on the market price of an instrument. It is executed only when the price for an instrument reaches for some level. Such an order contains two prices:

   ● **Stop-price** is a condition of the "price of the last transaction is not greater (not less) than the specified value" form. When the condition is matched, the order is sent to the exchange as a standard limit-order.

   ● **Price**, that is specified in the order sent to the exchange.

   Before the specified conditions are matched, stop-orders are stored on the GPB FS's server and the client can view them in the "Table of Stop-Loss Orders", edit and cancel them.

6. When putting an order, the assets necessary for its execution are blocked on the client's account. As a rule, **a transaction** is executed when there are opposite orders (to buy and to sell) in the Trading system, and their conditions match mutually. The transactions which are executed according to the client's orders appear in the "Table of Orders".

7. The complete information on the amount of the client's assets, the market price of his/her securities and the amount of debt to GPB FS is shown in the "Client Portfolio" window. Double click on a row of the table opens the "Buy/Sell" window. It contains the list of securities from the client's portfolio, estimations of their cost, and the number of lots available for opening a long or a short position.

8. A QUIK user can also **delay orders** with the help of the "Transaction Pocket" window. In this window, you can enter an order with the desirable conditions without sending it to the exchange. Afterwards, at an appropriate moment, one or several orders from the "Pocket" can be sent to the exchange.

The stock-market operations imply executing transactions with stocks and bonds traded on the existing exchange markets.

## 10. How to put an order

To open the "New Order" window, click 👆 on the Toolbar, or press F2. You can open the window from most tables by click **New order** on the shortcut menu (in), or double-click a row in a table with the left mouse button.

The boxes to be filled are enlisted in the table below.

| Boxes to be filled | Default values | Hot keys |
|---|---|---|
| Instrument | The value from the selected row of the table | Substitution of values from the list, according to the already-typed characters |
| Trade account | The uppermost account from the list | Substitution of values from the list, according to the already-typed characters |
| Transaction's direction (Buy / Sell) | For the Level II Quotes table, the default direction can be set up: the same as for the selected quote or the opposite one | Pressing the SPACE key reverts the direction |
| Price | The value from the selected row of the table | Pressing the GRAY PLUS and the CTRL+GRAY PLUS keys increases the price by one point or by ten points; pressing the GRAY MINUS and the CTRL+GRAY MINUS keys decreases the price in the same way |
| Market | Selecting type of order to "Market". By default, type of order is "Limit" | None |
| Quantity (lot=…) | The default value specified in the Default settings. For the Level II Quotes table, the default action can be set up: to take the quantity at the specified price or the sum of the best quotes | Pressing the PAGE UP and CTRL+PAGE UP keys increases the quantity by one lot or by ten lots; pressing the PAGE DOWN and CTRL+PAGE DOWN keys decreases the quantity in the same way |
| Client code | The default value specified in the Default settings | Substitution of values from the list, according to already-typed characters |
| Comment | Text comment to an order is added manually at will | None |
| In field "Price" ("Price", "Yield", "Avg. price") | The default value is "Price" | None |
| Value | Enter some amount of cash in the "Value" box and | None |

| Boxes to be filled | Default values | Hot keys |
|---|---|---|
| | click "Set quantity". After that, the "Quantity" box will contain the result value (rounded down) of lots, and the "Value" box will contain the order volume for the renewed order size. | |
| Commission | Amount of commission calculated automatically in conformity with the determined algorithm | None |
| Execution type ("Insert in queue", "Fill or kill", "Kill remain") | On default an order has a condition "Insert in queue" | None |

### Explanations to the table:

The "Default values" column describes the default rules for filling the blanks when putting a new order from a table (for example, from the "Level II Quotes' table" or from the "Table of Orders"). On changing an order, or on opening the window from the "Tables of Orders" or from the "Trades table", the values are set equal to those in the selected row of the table.

The "Hot keys" column describes how to modify values without a mouse.

### Recommended guideline on customizing parameters for putting orders:

1. To customize the "New Order" window, select **Settings/General/Transactions** menu items.

2. In the "Setting of transaction operation" area, select "Set opposite to quotation operation". In this case, if entering an order from the "Level II Quotes table", the Buy/Sell attribute will be opposite to that of the selected quote, by default. For example, if the "Buy" quote is selected, then the new "Sell" order will be created. Thus, you can expedite the order-putting process.

3. If several orders have some standard conditions (for example, they differ only in price and quantity of securities), use the simplified form of putting an order. This form occupies less of the screen. It is especially useful if the screen resolution is low and if the form remains open for a long time and hides the "Quote tables".

4. Putting a market buy-order. GPB FS prohibits submission of the market buy-orders, please use a limit buy-order with a price slightly better than the price of the opposite one. In the trading system, the order-execution rules guarantee that the order will be executed at prices of the opposite quotations starting from the best one. In this case the behavior of the trading system is similar to the execution of a market order.

5. If the "Use context search in form fields" check box is selected then typing the first few characters will select the proper item from a list.

6. In the "New Order" window, the "Trade Account" box shows the first account from the list. If you have several accounts at your disposal then it is reasonable to specify their priorities (the **Trade operations/Accounts settings** menu items).

7. If you prefer some standard size of orders then it can be specified by the settings (the "Use standard transaction form" check box on the **Settings/General/Transactions** tabbed page).

8. If you operate under a unique client code, you may leave the "Client Code" box blank. If several client codes are available for you, then the default client code can be specified (the "Default client code" check box on the **Settings/General/Transactions** tabbed page).

- Why cannot I put an order?

  If the ✋ Toolbar button is unavailable (appears dimmed), then putting orders for the selected financial instrument is impossible. For more information, please refer to the section 20. Error messages.

## 11. How to cancel an active order

Orders are managed via the "Table of Orders". The Status column shows states of orders: "Active", "Filled" or "Killed". Additionally, orders are highlighted by colors:

- The "Active" ones appear in red;
- The "Filled" ones appear in blue;
- The "Killed" ones appear in black.

To cancel an active order, double-click the corresponding row of the table with the right mouse button, or press CTRL+D, or click ✖ on the Toolbar.

To cancel several orders with the same conditions, e.g. all buy-orders for "Rosneft", select the **Trade operations/Withdraw orders by condition** menu items or press SHIFT+ALT+D. In the window that appears, set up conditions on the orders to be cancelled and click Cancel orders.

For example, to cancel all active buy-orders for "Rosneft",

- In the Withdraw area, select the "Orders" check box.
- In the Operation area, select "Buy".
- In the Instruments area, select "Rosneft" from the "B-Shares" class.

*Frequently asked questions:*

- Why does not double-clicking with the right mouse button cancel an active order?

  Select the **Settings/General/Common** menu items. In the "Right mouse button" area "Kill order" or "Kill order and context menu" check box must be selected.

- How can I toggle off confirmations for canceling orders?

  Select the **Settings/General/Transactions** menu items and deselect the "Ask for confirmation" check box. Be attentive while using this mode, since it affects the order-putting process as well.

## 12. How to use stop-orders

✳ *A stop-order is a pre-prepared limit-order that is sent to the trading system of the exchange when its condition (the stop-price) is matched. Stop-orders are used to limit losses if prices move in the opposite to the expected direction.*

✳ *The stop-price is a condition on order execution in the form of the threshold value for the price of the last transaction on an instrument. Until the condition (the stop-price) is matched, such an order is stored at the QUIK server.*

Stop-orders are managed through the "Table of Stop-Loss Orders". This table shows execution states of the contingent orders. After the stop-price condition is matched, the stop-order is deemed executed (its state in the "Status column" changes) and the corresponding limit-order is sent to the trading system of the exchange. The number of this limit-order appears in the Number column. Additionally, the "Table of Stop-Loss Orders" shows the result of processing the generated limit-order by the QUIK server and by the trading system (the "Result column"), and the exchange-registration number of the transaction from the "All Trades table". The price from this table triggers the stop-order execution (the "Condition trade" column).

### Types of contingent orders

QUIK supports the following types of contingent orders:

1. *A stop-limit order* is a stop-order, which generates a limit-order after the execution. It is used to limit the loss when transaction prices move in the opposite direction to the expected.

2. *A stop-price for other instrument* is a stop-limit order. For this order stop-price condition is checked for one instrument, but the limit-order which is actually executed contains another instrument. It is used in specific trading strategies, for example, when the condition of a stop-order for a futures contract depends on the price of the underlying security.

3. *A stop-order with a linked order* consists of two orders for the same instrument, of the same direction, and of the same volume. The first order is a stop-limit order; the second one is a limit-order. This type of orders is meant for closing positions. The stop-order is used to limit the loss, and the limit-order is used to close positions as it was planned. The advantage of linked orders is that limits are blocked once: for execution of the limit order and of the stop-order. If the position is closed in any direction, the order of the opposite direction is automatically cancelled. If one of the orders is partially executed, the other one is cancelled completely.

4. *A take-profit order* is an order with the next condition: "to execute if the price grows worse than the price maximum (for sell) or minimum (for buy) by the specified amount of points". This type of orders is meant for closing open positions with the highest profit. The order acts as follows: after the last transaction's price reaches the stop-price value, it is compared with the maximum (minimum) of the last price. If the difference to worst exceeds the specified value, then a limit-order, whose price is less (for sell) or greater (for buy) than the last transaction's price by a specified spread, is put. Values of the difference and the spread can be specified in points or in percents.

5. An "if done" stop-order is a contingent order, which is activated (the QUIK server starts to check its stop-price) only if a specified active order (if-order) is executed first. Such an order may be used for closing a position opened by an if-order.

    The QUIK system admits two types of on-execution orders: stop-limit on-execution orders and take-profit on-execution orders. After an if-order is executed, it respectively generates a stop-order or a take-profit order, with standard parameters.

### Period of a stop-order's validity

Stop-orders have the additional parameter (the Expiry column). It can take one of the following values:

- "today"

    If an order is not executed during the current trading session, it is cancelled. This value of validity is set by default. The "Expiry" check box in the "New Stop Order" window is deselected.

- 'to" (until a specified date)

  A stop-order is valid until the specified date. The "Expiry" check box is selected, and the expiration date is specified in the "to…" combo box.

- "GTC" (until cancelled)

  Validity of a stop-order is not limited. The order is valid until it is cancelled by the user or its execution conditions are matched so we recommend to use this option with extra care. Both the "Expiry" check box and the "GTC" option are selected.

### *Actions with stop-orders available from the "Stop-orders table"*

These actions with stop-orders are available from the "Table of Stop-Loss Orders":

- To put a new stop-order with the same conditions as in the selected order double-click the latter with the left mouse button.
- To cancel an active stop-order double-click it with the right mouse button.
- To put a new stop-order press F6.
- To activate a stop-order (to execute it forcedly) press ALT+F6.
- To replace (to edit) a stop-order press CTRL+A.
- To cancel a stop-order press CTRL+D.

### *Recommended guideline:*

1. For a "Buy" stop-order it is recommended to set the order-price few points higher than the stop-price, so that the order can be executed if the transaction price rises.
2. For a "Sell" stop-order it is recommended to set the order-price few points lower than the stop-price.
3. While specifying orders and stop-prices, be attentive and avoid putting a stop-order with the already matched conditions.

## 13.   How to use local alerts

✳ *Alerts are meant to inform you that the trading parameters have reached specified values or that some orders and stop-orders have been executed.*

To create an alert on a market parameter value, point to the parameter in the "Quotes table" and on the shortcut menu, select **Create alert on [parameter]**. In the "Alert condition" box of the window that appears, specify the direction in which the parameter should move ("<=" or ">=") and type in the threshold value of the parameter.

To create an alert on order execution, open the "Table of Orders", point to the order and on the shortcut menu select **Create alert on order**. The alerts on stop-orders from the "Table of Stop-Loss Orders" are created in the same way.

The created alerts appear in the "Alerts window", which is opened automatically when you create the first alert or can be invoked with the set of commands: **Messages/Local alerts/Create alerts window**.

The program warns about an event for which an alert has been created, in one of the following ways: either plays a sound, or adds a blinking icon to the status bar (makes the application icon in the task

bar to blink), or opens the window with the list of alerts. To set up the action, select **Settings/General/ Messages** and choose one of the "Upon executing local alert" options.

## 14. How to use the Transactions Pocket

✳ *The **Transactions Pocket** is a special table for entering delayed orders (the orders that are not immediately sent to the trading system).*

To create this table, select the **Trade operations/Transactions pocket/Create pocket** menu items. Then choose a security class and the type of the transaction stored in the Pocket. These settings determine the set of order parameters and the set of columns that appear in the table. The "Pocket" stores all values of the order parameters; nonetheless, you can specify the most important parameters to be shown only in the table.

To put a new order, double-click with the left mouse button. To cancel an order, double-click with the right mouse button.

*Commands available on the shortcut menu are:*

- Click "Insert into the pocket" to add a new order to the table.
- Click "Change in the pocket" to modify an order.
- Click "Load orders from file" to add orders from a text file to the table. The imported file format must correspond with that of the Table of Orders file.
- Click "Load stop-orders from file" to add stop-orders from a text file to the table. The imported file format must correspond with that of the Table of Stop-Loss Orders file.
- Click "Remove from pocket" to delete the selected order from the table.
- Click "Clear pocket" to delete all orders from the table.
- Click "Get from the pocket" to send the selected order to the trading system.
- Click "Get all from the pocket" to send all orders from the table to the trading system.

✳ *NOTE: An order sent to the trading system cannot be automatically deleted from the table.*

*Advice:*

1. The "Transactions Pocket" is helpful in the following situations:
   - A large number of orders are entered simultaneously at the beginning of a trading session. For example, orders from clients can be received in the vocal form and stored in the "Transaction Pocket" before the session beginning, and after that simultaneously sent to the trading system with the help of the Get all from the pocket command.
   - Unexecuted orders are transferred to the next day. Before the trading session is closed, configure the Table of Orders to show active orders only and save its contents into a file.
2. The required confirmation for each order conditions will make the simultaneous submission of a large number of orders laborious. To avoid this, select the **Settings / General/Transactions** menu items and deselect the "Ask for confirmation" check box.

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3.  If it is necessary to create different packages of orders to be sent to the exchange simultaneously, create several tables "Transaction Pocket" (for example, separate tables for different types of trading sessions). To simplify managing several similar tables, you can name them at your discretion (modify the "Table Name" text box in the "Edit Transactions Pocket" window).

4.  You can move orders of all types ("Active", "Filled", or "Killed") from the "Table of Orders" and from the "Table of Stop-Loss Orders" to the "Transaction Pocket", using a drag-and-drop operation. To move an order to the "Pocket"

    ● Point to the order in the "Table of Orders" (or in the "Table of Stop-Loss Orders") and press the left mouse button.

    ● Keep the left mouse button pressed and move the pointer to the "Transaction Pocket".

    ● Release the left mouse button. The order will appear in the table.

## 15.  How to plot charts

QUIK allows you to plot charts of the following basic types:

1.  The chart of price and volume changes in the last transaction (basing on the "All Trades table")

    To plot this chart, point to the row in the "Quotes table" and click **Price and volume chart** on the shortcut menu.

2.  The chart of changes in any numeric parameter from the "Quotes History window"

    To plot this chart, point to the parameter's value in the "Quotes table" and click **Chart [parameter]** on the shortcut menu.

There are two types of charts: *interval* charts (each chart segment represents the change in the parameter during some standard time interval) and *tick* charts (each parameter movement is represented by a new chart segment).

The horizontal scale of a chart is determined by the value selected under the **Scaling** command (on the shortcut menu) or is calculated automatically if the **Zoom reset** check command is selected.

The vertical scale of a chart is calculated automatically so that the chart would occupy all the plotting area. You can adjust the relative sizes of multiple plotting areas on the same chart (for example, for the price chart and for the volume chart) by dragging the area separator. You can drag the vertical axes of charts also.

### Trends and indicators of technical analysis

Special Toolbar manages trends and indicators, and controls chart scale. To make it visible, select **Graph** on the Toolbar's shortcut menu.

To superpose trends or Fibonacci lines onto a chart, click the corresponding button on the Toolbar and, holding the left mouse button pressed, draw the line on the chart.

To superpose indicators of technical analysis, click  on the Toolbar or **Add graph (indicator)** on the shortcut menu; select Graph's type; select area (a new or existing window); and click **OK**. On the Common tab of the [Instrument] [Type] Properties window, set up the indicator's appearance; on the optional Properties tab, you can set up calculation parameters.

### Actions available with charts are:

- To edit a chart, double-click it.

- To view the "Help window", which contains values of the numeric parameters for the pointed segment of the chart, point to the chart.

- To adjust the scale width, drag the vertical scale leftward or rightward.

- To adjust the scale length, drag the horizontal scale leftward or rightward.

- To adjust the scale of height, drag the vertical scale up or down.

- To start plotting a trend line, hold down SHIFT and click the chart.

- To move the chart line within the window or to change its length and slope angle, drag the trend line or, respectively, its end-point.

- To copy a trend line, translating it parallel or changing its slope and length, hold down CTRL and drag the trend line or, respectively, its end-point.

### Frequently asked questions:

- Which of the two possible tables ought to be the data source for a chart?

  For charts of the transaction price and volume, it is recommended to use the "Trades table" since it contains the complete information on the executed transactions. For other parameters, the "Quotes History table" will do.

- How can I rename parameters in a chart's legend?

  On the shortcut menu click **Graph settings/[Chart title]**, and change the text in the "Legend" box.

- How can I change the line's color or style on the plotted chart?

  On the shortcut menu click **Graph settings/[Chart title]**, and select the desired values for the "Graph type" and "Line color" parameters.

- How can I customize the background, fonts and colors for the plotted chart?

  On the shortcut menu, click **Chart settings**. In the window that appears, click the **Painting settings** tab and customize the font size and colors for the chart components.

- How can I save a chart into a graphics file?

  On the shortcut menu click **Save to File**.

- How can I place two charts in the same plotting area?

  - Plot the first chart as usual.

  - On the shortcut menu select **Add Graph (indicator)**.

  - In the "Add Graph window" click New Data Source button, then select the instrument.

  - In the Window list select "Inner Window 1" and click OK.

- How can I place the price and volume charts in the same plotting area?

  - Plot the first chart as usual.

  - On the shortcut menu select **Add Graph (indicator)**.

  - In the "Graph's type" list select Volume from the list of available parameters.

  - In the Window list select "Inner Window 1" and click OK.

- In the "Relation to axis" area of the [Instrument] [Type] Properties window select "To left axis".

- Click Save. The volume chart will be added to the price chart.

- ✳ *NOTE: If it is necessary to reduce the vertical scale of a chart **n** times, select **Current pane settings** on the shortcut menu; on the "Current pane" tabbed page in the "Left axis settings" area deselect the "Autoscaling mode" check box. Increase the value of the upper bound of the scale **n** times approximately. Set the value of the lower bound to 0 (zero). To apply the changes click **Save**.*

- Which is the best way to place many charts on the working area?

  If you have several charts and they do not fit into the working area, pin them to separate tabs. QUIK limits the number neither of charts, nor of tabs. For the screen resolution of 1024x768, it is recommended to pin 2, 3, or 4 charts to the same tab.

- How can I view the entire chart without scrolling?

  On the chart's shortcut menu select **Scaling/Zoom Reset**.

  In this case, the horizontal scale does not change if the chart fits into the plotting area. If the chart doesn't fit into the plotting area, the horizontal scale is automatically adjusted so that the entire chart would be visible again.

## 16.    How to load a program written with the QPILE language

QUIK supports a special type of tables the structure of which is described in the built-in language QPILE. These tables may contain parameters calculated with the help of mathematical formulas and the data from the standard QUIK tables.

The structure of the programmed tables (the set of available columns and rows) is described by a program stored in a text file. Such description can be loaded from a hard disk or a floppy, or directly from the QUIK server. To use description patterns from GPB FS server:

1. Select the **Tables/Portfolios/Available Portfolios** menu items or press CTRL+F11.

2. In the window that appears select the suitable table description; in the "Calc. timeout [sec.]" box specify the time interval (in seconds) of recalculating the table entries.

3. Click **Ok** to close the window.

4. Select the **Tables/Portfolios/View Portfolio** menu items or press CTRL+F12.

5. Select the table type from the "Available Portfolios" list and select columns from the list of available columns as if you were setting up an ordinary table.

6. Click **Yes**. The created table will appear on the working area. This table has the same controls as the other QUIK tables. For example, to edit the table click 🖃 on the Toolbar or press CTRL+E.

### *Frequently asked questions:*

- How can I disable data recalculations in a table?

  On the shortcut menu, select **Stop calculations** or press CTRL+F11. Deselect the check box of the corresponding type of tables. After this, the table will contain the last calculated values.

If the same program has created several tables then recalculations will stop in all these tables.

To disable recalculations in all tables, press CTRL+F11 and clear all checkboxes.

● How can I change the interval of recalculations in a table?

On the shortcut menu select *View portfolio settings* or press CTRL+F11. Then change the "Calc. timeout [sec.]" value and click Apply.

● Why a table can be empty or contain zeros only?

Calculations of the table parameters use the "Quotes table" datum. Make sure that the data necessary for the calculations are received from the server (are not discarded by a filter on the list of parameters and securities being received).

Another possible reason for the table to be empty is that the program written in the QPILE language is incorrect.

## 17. How to set up data export to Excel

The QUIK workstation enables real-time date export from a group of set-up tables of received data into external programs, for example MS Excel. Exporting data is exercised via the DDE communication technology.

1. Before configuring the data export, start the MS Excel and load the file where data is needed to be exported.

2. To activate the data export from an active QUIK table,

   ● Click ![icon] on the Toolbar or

   ● Choose Export data to Excel on the Data export menu or

   ● Click Export data to EXCEL on the shortcut menu or

3. The first field of the "Export to DDE-server" dialog box shows the name of the QUIK data source table.

4. "DDE-server box" contains the name of DDE server. Value "excel" is returned by pressing the "Default" Button.

5. In the "WorkBook" box specify the name (with the extension) of the MS Excel file for exporting information, for example, Book1.xls.

6. In the "List" box specify the sheet name from the workbook, for example, Sheet1.

7. In the "Top left:" boxes specify coordinates of the MS Excel table's starting cell for starting the data transfer: Row is for the row number counting from top, Column is for the column number counting from left. Other parameters are optional.

8. Click "Start export" to start continuous data transfer from the specified table to MS Excel.

9. Click "Stop export" to stop transferring data from the table.

10. Click "Export now" to transfer data once.

11. Click "Close" to close the window. If transferring has been started, it will continue automatically in the background.

12. Click "Cancel" to close the window without saving changes to the configuration.

- If any setup dialog is open in MS Excel, the exported data are stored into the DDE buffer instead of MS Excel tables. If MS Excel is busy for a long time, the data transfer can be interrupted. The delay before breaking the DDE-connection (i.e. while MS Excel is busy) is adjusted by the export properties (the ***Settings/Export to DDE-server*** command).

- Since each table has individual data transfer properties, different tables can export data to different MS DDE-servers, files, sheets and cells.

- If the format of a table is modified, data export is automatically stopped, and to set up new parameters for data transfer, the export setup dialog is open.

*Advice:*

- To transfer data to MS Excel once, you can use the copy operation (the shortcut menu command ***Copy Table*** or CTRL+C). After that, switch to MS Excel and paste the data (the ***Edit/Paste*** command or CTRL+V).

- If it is necessary to adjust some MS Excel settings for processing the exported data, use the ***Export now*** button first. The data will be transferred once and will be available for setting up without an overflow of the DDE buffer and transfer interruption. After setting up is over, you can start the continuous data transfer by clicking Start Export.

- If you export data from several tables, it is recommended to select the ***Export on CTRL+SHIFT+L*** check box (in the Export Table to Excel window). In this case, you can start or resume data transfers from a group of tables merely by pressing this key combination.

## 18.    *How to upgrade the program*

QUIK has a built-in procedure for its automatic upgrading. To enable this feature, select the ***Update program version*** check box on the ***Settings/General/Common*** menu. After the connection to the server is established, the program checks for new versions of the modules in use and, if any are available, suggests downloading and installing them. That is, to upgrade the Workstation, there is no need to reinstall it. To download the updated modules and let QUIK install them, click ***Receive files***.

After files are downloaded to your computer, a prompt dialog will appear suggesting to restart the QUIK Workstation so that the new files would replace the outdated ones. Click ***Yes***. When upgrading is completed, QUIK will suggest restoring a connection to the server and will be ready to operate.

*Frequently asked questions:*

1. Is it necessary to restart the computer to complete upgrading?

   To upgrade the QUIK Workstation, you need not restart your computer. QUIK will continue operating immediately after the outdated files are replaced with the new ones.

2. How can I check manually whether there is a new version on the server?

   Establish a connection to the server and select the ***Connection/Software version Update*** menu items. If a new version has been released, the Receiving Files window will appear.

3. How can I upgrade the QUIK version manually?

   Establish a connection to the server and select the ***Connection/Receiving Files*** menu items. In the window that appears select Program under the File area. If there is a new version of the

program, the lines corresponding to the updated modules will be highlighted with red. To start the process of downloading these files, press **Receive Files**.

## 19.    *Where to send questions and suggestions on using QUIK*

Send your comments and suggestions to the address itsupport@gazprombank.ru from your mailbox.

## 20.    *Error messages*

### *Name and password errors*

1. "Key base not found"

   - The program is unable to locate the file containing the keys. If the keys are stored on a floppy, check whether it is inserted into the floppy drive.

   - If the keys are not stored on a floppy, make sure that they are available at the location specified on the menu item: **Setting/Encoding**. In the open window press on the icon at the end of the "Default settings" line. In the opened window edit paths with two key files: pubring.txk and secring.txk. Save the settings. Check the setting by trying to set up connection to the server. It is not recommended to use blanks and we recommend to use only English letters in the directory names. Install or change settings only when the connection is dropped.

   - The floppy or the file containing the keys is damaged. It is impossible to use this key any more. You need to create a new access key and register it on the server.

2. "User or server key not found"

   - The public key file PUBRING.TXK does not contain the public key of the server, the identifier of which is specified in the settings of the selected connection.

   - The secret key file SECRING.TXK does not contain the secret key of the user whose name is entered.

3. "IO error when try to access key base file"

   - Maybe, there is no access to a key-containing file.

4. "Invalid key base name was set"

   - A wrong filename is specified in the QRYPTO.CFG file.

5. "Invalid key in key base"

   - One of the keys specified in the QRYPTO.CFG file has wrong format or is damaged. You need to create a new access key and register it on the server.

6. "Wrong name or password"

   - A wrong user name was entered. The user name must correspond to one of the words specified in square brackets in the SECRING.TXK file.

   - A wrong password was entered. Check the case and the language settings and try again.

7. "Protection violation N …"

   - A protection violation occurred. If this message appears, please send the screenshot to the E-mail: itsupport@gazprombank.ru.

### *Connection to the server*

1. "Connection established"

    • The user's key is not registered at this server. Contact the QUIK administrator (E-mail: itsupport@gazprombank.ru) to registry the key.

2. "Connection refused"

    • No connection to internet.

    • The server is not available because the trading session is closed.

    • It is a server error. Contact the QUIK administrator administrator (E-mail: itsupport@gazprombank.ru).

3. "No Route to Host"

    • The IP-address or the port number of the server is incorrect. Make sure that the connection properties are specified correctly.

    • It is impossible to establish a connection to the server. Either Internet connection is down or it is necessary to configure your proxy server. To configure a connection to the QUIK server, contact your network administrator.

4. "You already work in system"

    • The server does not allow two users having the same access key to work simultaneously. If you receive this message while reconnecting after the connection (most probably, a modem connection) has been broken, merely try again in few seconds to let the server stop processing your previous connection.

    • If you receive this message while connecting to the server for the first time, contact the QUIK administrator (E-mail: itsupport@gazprombank.ru).

5. "License expired"

    • Your license to use the QUIK Workstation has expired. To renew your license, contact the QUIK administrator (E-mail: itsupport@gazprombank.ru).

6. "Access locked by administrator"

    • User's account or IP-address is locked. Contact the QUIK administrator (E-mail: itsupport@gazprombank.ru).

7. "Protocol error or Outdated protocol version or Incorrect protocol version or Unsupported protocol"

    • The server does not support this version of the workbench. The out-of-date terminal versions and new server ones are compatible; however, new terminal versions may be not compatible with the out-of-date server ones.

    ✳ *Advice: To ensure the version compatibility, use the automatic upgrading of the program (the Software version update item of the Connection menu).*

8. "Unknown provider"

    • Settings of the client program's cryptography system do not fit those on the QUIK server. Adjust settings according to the QUIK administrator's recommendations.

9. "Certificate parts corrupted"

- This certificate of the information-protecting cryptosystem is invalid. Contact the QUIK administrator.

10. "User not found"

   - The SSL-authorization cannot find the user. Contact the QUIK administrator (E-mail: itsupport@gazprombank.ru).

11. "Error while context creation"

   - An authorization error has occurred. Let the QUIK administrator know about this error and the information-protecting cryptosystem in use.

### *Runtime errors*

1. "Connection timed out"

   - The connection is broken because of degradation of telecommunication. Re-establish the connection. If the connection breaks frequently, consult with the QUIK administrator (E-mail: itsupport@gazprombank.ru) on the correctness of your operating system settings and the choice of provider.

2. "Connection reset by peer"

   - The connection to the server has been lost. Try to re-establish the connection.

   - The automatic disconnection of all users at the end of a trading session has occurred.

3. "Unable to write the connection properties to the configuration file <the_path_to_the_file> info.ini"

   - The "Read Only" attribute is set for the file. Remove this attribute.

   - You have no permission to write to the QUIK's working folder. Ask the administrator of your operating system to change permissions so that you would have the write permission for this folder.

   - The file is locked by another program. Make sure that the info.ini file is not open by another application, e.g. some text editor.

4. The program starts but then reports an error and terminates

   - The integrity of the received data is broken. Delete the INFO.LOG file from the QUIK's folder and restart the application.

   - The Workstation version has been upgraded incorrectly. Restore the previous version of the program. In the QUIK's working folder, find the BACKUP folder. It contains subdirectories, the names of which are of the DDMMYYYY form where DD, MM, and YYYY are the day, the month, and the year of the update. Open the folder of the last upgrade and copy all the files from there into the QUIK's working folder. After that, restart the application.

   - A system error has occurred. Contact the QUIK administrator (E-mail: itsupport@gazprombank.ru).

### *The "T" button is unavailable (appears in gray)*

1. The user is not authorized to trade.

   The QUIK administrator has not authorized you to perform active operations. Contact the QUIK administrator (E-mail: itsupport@gazprombank.ru).

2. The trading session is closed.

   At the time of this connection to the server, all trading sessions are closed and all trading operations are impossible.

3. The QUIK Workstation is not connected to the server.

   Active operations are possible only if there is a connection between the user's PC, the QUIK server, and the trading system of the exchange. Make sure that the connection to the server is established. The icon in the lower-right corner of the QUIK window must appear in green.

4. The QUIK server is not connected to the trading system.

   Probably, the gateway between the trading system and the QUIK server is down. If there are no notifications about problems, contact the QUIK administrator (E-mail: itsupport@gazprombank.ru).

### *System messages on entering orders*

| *Message* | *Meaning* |
|---|---|
| No limit is set for the instrument | The QUIK administrator has not specified the client's limit for the instrument. Contact the QUIK administrator |
| No money limit is set | The QUIK administrator has not specified the client's money limit. Contact the QUIK administrator |
| The limit for an instrument is exceeded | The amount of securities assets necessary to execute the order exceeds the client's security limit |
| The money limit is exceeded | The amount of money assets necessary to execute the order exceeds the client's money limit |
| You have no permission to work with this trading account | The client has no deposit account. Most likely, the limit on securities is not set. Contact the QUIK administrator |
| You are not allowed to work with this trading account | The account specified in the order differs from the client's trading account |
| You are not allowed to work with this instrument | The QUIK administrator has prohibited transactions with this instrument |
| Wrong financial instrument | The order contains a wrong security identifier |
| Transactions in the [class name] class are impossible. The gateway to the trading system is down | Sending orders in this instrument class is impossible since the connection between the QUIK server and the trading system of the exchange is down. Wait until the connection is restored (the "T" button in the Toolbar must be available) |
| Order submission is not allowed at the moment | Trading on the instrument is suspended. Keep tracking messages from the QUIK administrator on trading resumption |
| Market buy-orders are not allowed for the client's account | The QUIK administrator prohibited market buy-orders |
| You cannot submit short sell-orders | Short sell-orders are not allowed by the QUIK administrator |
| The price specified in the order is higher than the maximal feasible price for this security | The price in the order does not fit the specified interval of prices |
| The price specified in the order is lower than the minimal feasible price for this security | |

| Message | Meaning |
|---|---|
| The order price out of range | The order price does not fit the range of feasible prices set on the server |
| The order price is negative | The order price must be positive |
| The price of a short sell-order is out of range | The price limit for short sell-orders is exceeded |
| The money limit is exceeded. The security is not on the margin list | The QUIK administrator has prohibited using borrowed assets to buy securities that are not on the list of instruments for margin operations. These securities can be only bought for the client's own assets (the current money balance) |
| You have a short position. The security is not on the margin list | It is prohibited to use assets obtained from short sales for buying securities that are not on the list of instruments for margin operations. Buying such securities is impossible if the client uses security assets borrowed from the broker |
| Error occur while signing the transaction | The Digital Signature software has failed |
| The maximal amount of securities is exceeded | The order specifies an amount of securities that exceeds the client's limit of assets |

### System messages on replacing orders

| Message | Meaning |
|---|---|
| Order number [ ] cannot be edited because the instrument [ ] does not support editing | Either the trading system or the type of trading session does not provide the possibility of replacing orders. Cancel the order and submit a new one |
| Order number [ ] cannot be edited because it cannot be cancelled | There is no active order under this number in the trading system. Either the order number is wrong or this order is already cancelled |
| Order number [ ] cannot be edited because it is completely executed | In the trading system, the order under this number has the "Filled" state |

### Data Export to Excel

1. "Cannot establish the DDE-connection. Either MS Excel is not started or the [Book].[Sheet] sheet is not opened".

   - The MS Excel application is not started. Start this application and open the required file.

   - The name of the MS Excel workbook (file) or its sheet is incorrect. The name of the workbook in the "Workbook" box must be the same as it appears in MS Excel. If the workbook has been saved previously then its name contains the extension that should not be omitted, e.g. QUIKEXP.XLS. If the MS Excel workbook is not saved in a file yet then its name does not contain any extension (for example, "Book1") and no extension should appear in the Workbook box.

2. Data export has timed out: server is busy.

   - The DDE-connection is broken because MS Excel is busy. If it is busy due to some setup dialogs, close these dialogs and restart the continuous data transfer from the Export to Excel window. If the connection breaks frequently, increase the delay for transferring a new row, for example, to 30 – 40 second (the **Settings/Export to DDE-server** menu items).

## 21.    Hot keys

| Group | Key | Action |
| --- | --- | --- |
| **Common** | F1 | Show the program Help window |
| | F3 | Continue searching |
| | F4 | Create a Level II Quotes table (queue of orders) |
| | ALT+1 .. ALT+9 | Shift to tabbed page 1 .. 9 |
| | ALT+Q | Break connection to the server |
| | CTRL+B | Set up tabbed pages |
| | CTRL+C | Copy a table into the Clipboard |
| | CTRL+E | Edit a table or a chart |
| | CTRL+F | Start a search |
| | CTRL+G | Set up Common Filters |
| | CTRL+L | Customize data export via DDE-server |
| | CTRL+N | Duplicate a table |
| | CTRL+O | Setup exporting a table to ODBC |
| | CTRL+P | Print a table |
| | CTRL+Q | Establish connection to the server |
| | CTRL+T | Perform a transaction |
| | CTRL+W | Adjust column width in a table |
| | CTRL+F4 | Close the current window |
| | CTRL+F6<br>CTRL+TAB | Shift to the next window |
| | CTRL+F10 | Define a Portfolio (local loading) |
| | CTRL+F11 | Select available Portfolios |
| | CTRL+F12 | Create a table for Portfolio settings |
| | SHIFT+CTRL+F6<br>SHIFT+CTRL+TAB | Shift to the previous window |
| | SHIFT+CTRL+L | Start data transfer to MS Excel from all tables having export settings |
| | SHIFT+CTRL+O | Start data transfer to ODBC from all tables having export settings |
| **Orders management** | F2 | Create a new order |
| | F6 | Create a new stop-order |
| | ALT+F6 | Activate a stop-order |
| | CTRL+A | Replace an order |
| | CTRL+D | Cancel an order |
| | SHIFT+ALT+D | Cancel several orders by condition |

| Group | Key | Action |
|---|---|---|
| *New Order window* | GRAY PLUS | Increase the price by one point |
| | GRAY MINUS | Decrease the price by one point |
| | CTRL+ GRAY PLUS | Increase the price by 10 points |
| | CTRL+ GRAY MINUS | Decrease the price by 10 points |
| | PAGE UP | Increase the quantity by one lot |
| | PAGE DOWN | Decrease the quantity by one lot |
| | CTRL+ PAGE UP | Increase the quantity by 10 lots |
| | CTRL+ PAGE DOWN | Decrease the quantity by 10 lots |
| | SPACEBAR | Revert the order's direction (setting up is necessary) |
| | TAB | Shift to the next box of the order form |
| | SHIFT+TAB | Shift to the previous box of the order form |
| | ENTER | Send the order |
| | ESC | Close the window without sending the order |