



Industry Product Database User's Guide

Version 1.0

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Change Notices

The following change notices are provided to assist users of the Industry Product Database in determining the impact of changes to their processing.

If you have any questions or review comments about this document, please contact Odalys Castro at (312) 786-8817.

Date	Version	Description of Change
10/14/05	1.0-second draft	Updated Price Adjustment interfaces
		Updated Transmit Status interfaces to include the Price Adjustment tab
		Maintenance menu – changed Product selection to Series-Product
		Added new interfaces for the Expiration menu
09/20/05	1.0-draft	First draft of Version 1.0.

Table of Contents

Table of Contents	iii
Introduction	v
Purpose.....	v
Intended Audience	v
Support and Questions	v
Conventions Used in this Guide.....	vi
Section 1: Industry Product Database.....	7
Getting Started	8
Login	8
About IPD.....	9
Excel Series Maintenance	10
Product Data Retrieval	10
Edit Column Preferences	13
Edit Product Information.....	14
Approve a Processed Product for Migration.....	15
Approve All Processed Products for Migration.....	15
Product Data Validation	15
Filtering Data.....	16
Delete Product Information	18
Product Maintenance	21
Product Description.....	21
Edit Product Descriptions	22
Create New Product Description	22
Edit Column Preferences	23
Define a Product	23
Create a New Future Product Class.....	23
Create a New Option Product Class	28
Create a New Equity Product Class	33
Create a New Index Product Class	37
Edit Column Preferences	41
Edit Existing Product Data	42
Edit Product Information.....	42
Product Class.....	42
Reporting Class.....	44
Product/Series.....	45
Edit Column Preferences	48
Price Adjustments.....	49
Create New Price Adjustment	49
Edit Price Adjustments	50
Delete.....	56
Edit Column Preferences	56
End of Day Transfer	57
SBT End of Day	57

TPF End of Day.....	60
Transmit Status	63
SBT Transmit Status	63
TPF Transmit Status	67
Expiration.....	72
Options Expiration.....	72
Super Purge (SPRG)	73
Class Purge – Not currently implemented	73
Category Purge – Not currently implemented	73
Futures Expiration.....	74
Admin Maintenance	75
Query Reports	76
Exit the System	77
Exit the System	77
Section 2: Reference Guide.....	78
Customizing IPD Windows	79
Edit Column Preferences	79
Display	81
Sizing IPD Windows	81
Console Window	82
Open Console Window	82

Introduction

Purpose This user guide was written to assist the System Administrator in utilizing the Industry Product Database features.

Intended Audience This user guide is intended for System Administrators or any person interested in the Industry Product Database administrator functions.

Support and Questions Questions regarding this document can be directed to The Chicago Board Options Exchange at (312) 786 7831


**Conventions
Used in
this Guide**

The Industry Product Database was designed so that you can perform all of your product maintenance from several display windows. Some fields are sensitive to both right and left mouse clicks. Window control functions can also be activated by using keyboard commands.

Section 1 of the document illustrates how to perform the necessary functions of the System Administrator. Additional information about window configuration and sizing can be found in Section 2: Reference Guide.

There are several conventions used throughout this guide to help trigger important information:

Bolding Used to highlight menu selections (e.g., **Login**) and button names (e.g., **Update**)

 **Note:** This notation is used to indicate important information you should note when performing the associated function.

Brackets [] Used to highlight keyboard commands (e.g., [Alt]-[O]). Note that when [Alt] or [Ctrl] are used in conjunction with another key, hold down the first key while pressing the second.

Some button functions can be executed through keyboard commands. Hold down the [Alt] key and press the keyboard character of the underlined letter in the command. For example:

[Alt]-[R] Restores an active window



This mouse graphic with the right mouse button highlighted will appear in the margin when accompanying instructions relate to functions activated by clicking the **right** mouse button.

All other mouse commands (such as double clicking to display a window) refer to a normal left mouse click.



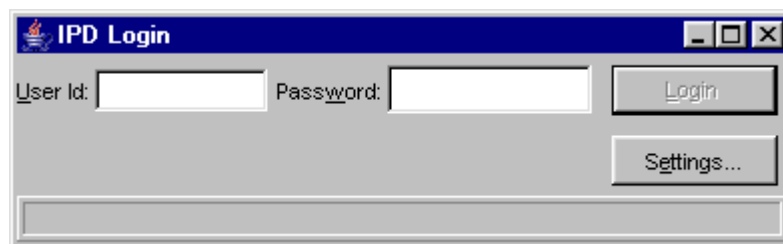
Section 1:

Industry Product Database

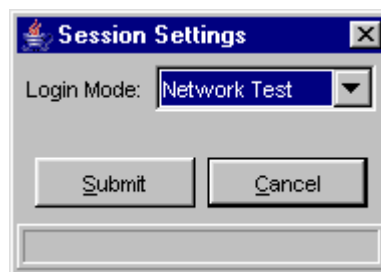
This section of the user guide will direct you through all functions for the Industry Product Database.

Getting Started

When you launch the Industry Product Database application, the following login window will display.

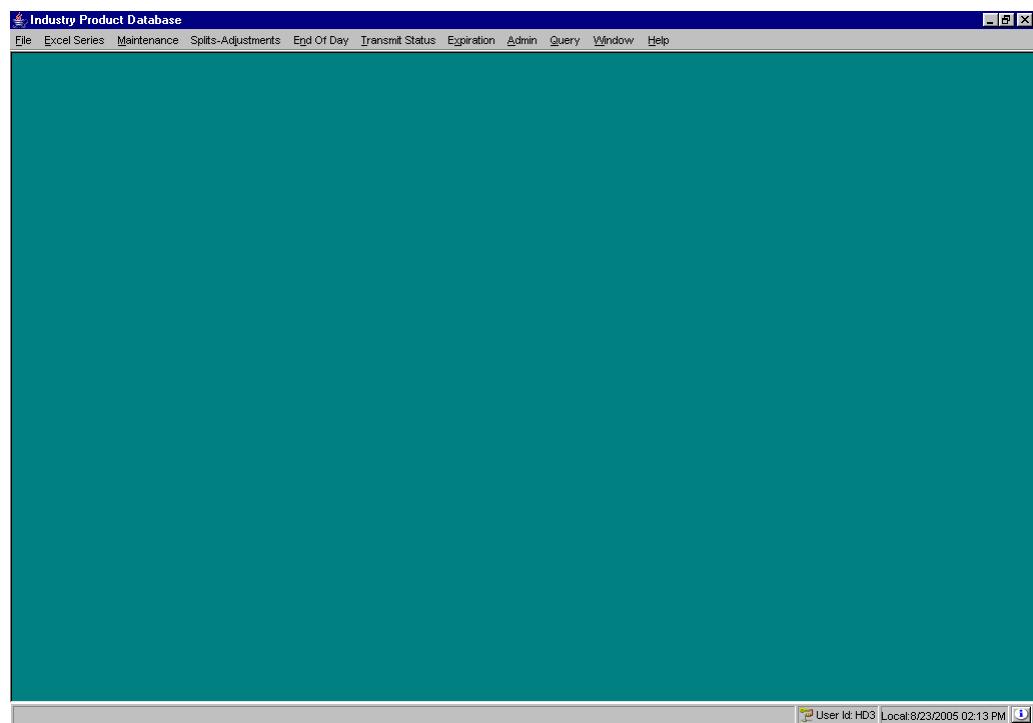


Login Enter your User ID and Password. Both User ID and Password are case sensitive. Click **Settings**, to change your login mode. The Session Settings window will display.



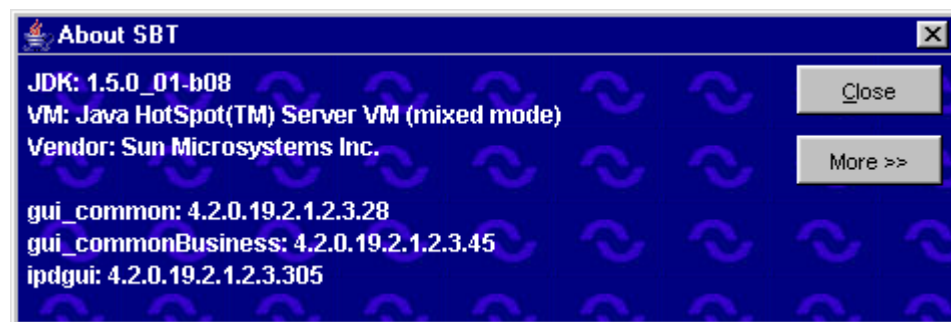
Select your login setting from the drop down list, click **Submit**. If you decide you do not wish to change your login mode, click **Cancel**. The system will return to the login window. Click **Login**.

Once you are logged into the system, the Industry Product Database window will appear.



About IPD

To display IPD system information, click . The About window will display.



To view specific configuration information, click **More**. Detailed system information will display.

To exit the window, click **Close**.

You are now ready to perform product maintenance functions.

Excel Series Maintenance

Currently, CBOE manually enters new intra-day series adds and end-of-day series adds in an Excel program that is shared by all the options exchanges. The Industry Product Database application provides a single point of entry for both intra-day and end-of-day series and class additions.

The Excel Series window allows you to load product data from the Excel program. It allows you to correct errors, delete series and approve series for migration to the Industry Product Database product table.

To open the Excel Series window, click the **Excel Series** menu option and then click, **Excel Maintenance** or press **[Alt]-[E]** on your keyboard. The Excel Series window will display.

Click **Exit** at anytime to close the window.

Product Data Retrieval

When you initially open the Excel Series window, it will be blank. Click **Refresh** to retrieve the product data from the Excel program.

Excel Series Maintenance

Error(E)/Processed(P): Reporting Symbol: Expiration Month: Expiration Year: Search Refresh

Exp Cycle	Processing Indicator	Exch Acr	Rpt Sym	Exer Price	Opra Month Code	Opra Price Code	Under Opt Sym	Under Stk Sym	Processing Date	Eff Date	Exp Date	Process Err Desc	Source File Name	Stock Price
1	E	E	GT	22.50	A	X	GT	GT	08/29/2005 11:53:00.0	08/08/2005	01/21/2006	Duplicate series	Backup of Daily08...	
1	E	E	YYG	75.00	A	O	ITT	ITT	08/29/2005 10:19:00.0	08/08/2005	01/19/2008	Duplicate series	Daily08052005.csv	
1	E	E	YYG	85.00	A	Q	ITT	ITT	08/29/2005 10:19:00.0	08/08/2005	01/19/2008	Duplicate series	Daily08052005.csv	
1	E	E	YYG	95.00	A	S	ITT	ITT	08/29/2005 10:19:00.0	08/08/2005	01/19/2008	Duplicate series	Daily08052005.csv	
1	E	E	YYG	105.00	A	A	ITT	ITT	08/29/2005 10:19:00.0	08/08/2005	01/19/2008	Duplicate series	Daily08052005.csv	
1	E	E	YYG	115.00	A	C	ITT	ITT	08/29/2005 10:19:00.0	08/08/2005	01/19/2008	Duplicate series	Daily08052005.csv	
1	E	E	OPJ	22.50	A	X	GG	GG	08/29/2005 10:20:00.0	08/08/2005	01/20/2007	Duplicate series	Daily08052005.csv	
1	E	E	OPJ	25.00	A	E	GG	GG	08/29/2005 10:20:00.0	08/08/2005	01/20/2007	Duplicate series	Daily08052005.csv	
1	E	E	GT	22.50	A	X	GT	GT	08/29/2005 11:53:00.0	08/08/2005	01/21/2006	Duplicate series	Daily08052005.csv	
1	E	E	FDO	20.00	A	D	FDO	FDO	08/29/2005 12:41:00.0	08/08/2005	01/21/2006	Duplicate series	Daily08052005.csv	
1	E	E	FDO	20.00	H	D	FDO	FDO	08/29/2005 12:41:00.0	08/08/2005	08/20/2005	Duplicate series (2 errors)	Daily08052005.csv	
1	E	E	FDO	20.00	J	D	FDO	FDO	08/29/2005 12:41:00.0	08/08/2005	09/17/2005	Duplicate series	Daily08052005.csv	
1	E	E	FDO	20.00	J	D	FDO	FDO	08/29/2005 12:41:00.0	08/08/2005	10/22/2005	Duplicate series	Daily08052005.csv	
1	E	E	YYG	75.00	A	O	ITT	ITT	08/29/2005 10:19:00.0	08/08/2005	01/19/2008	Duplicate series	Backup of Daily08...	
1	E	E	YYG	85.00	A	Q	ITT	ITT	08/29/2005 10:19:00.0	08/08/2005	01/19/2008	Duplicate series	Backup of Daily08...	
1	F	F	YYG	85.00	A	S	ITT	ITT	08/29/2005 10:19:00.0	08/08/2005	01/19/2008	Duplicate series	Backup of Daily08...	

Total Count: 201 Processed Count: 81 Error Count: 120

Exp Cycle: Rpt Sym: Eff Date: Source File Name:

Exch Acr: Exer Price: Exp Date: Stock Price Info:

Opra Month Code: Under Opt Sym: Processing Date: Series Chg Desc:

Opra Price Code: Under Stk Sym: Proc Ind: Process Err Desc:

Processing Comment:

Create Datetime: Create User: Last Update Datetime: Last Update User:

Delete Save Cancel Print Load Validate Exit

User Id: ODAL Local: 8/29/2005 02:01 PM

Scroll to the right to view additional data fields.

Industry Product Database							
File Excel Series Maintenance Spills-Adjustments Exp Of Day Transmit Status Expiration Admin Query Window Help							
Excel Series							
Error(E)/Processed(P):		E	Reporting Symbol:			Expiration Month: Expiration Year: Search Refresh	
Source File Name	Stock Price Info	Change Desc	Process Comment	Create Datetime	Create User	Last Update Datetime	Last Update User
ktup of Daily08...		Manual Add		08/29/2005 12:08:06.380	TERR	08/29/2005 12:08:06.380	TERR
y08052005.csv		Manual Add		08/29/2005 12:08:11.50	TERR	08/29/2005 12:08:11.50	TERR
y08052005.csv		Manual Add		08/29/2005 12:08:11.30	TERR	08/29/2005 12:08:11.30	TERR
y08052005.csv		Manual Add		08/29/2005 12:08:11.30	TERR	08/29/2005 12:08:11.30	TERR
y08052005.csv		Manual Add		08/29/2005 12:08:11.30	TERR	08/29/2005 12:08:11.30	TERR
y08052005.csv		Manual Add		08/29/2005 12:08:11.30	TERR	08/29/2005 12:08:11.30	TERR
y08052005.csv		Manual Add		08/29/2005 12:08:11.30	TERR	08/29/2005 12:08:11.30	TERR
y08052005.csv		Manual Add		08/29/2005 12:08:11.30	TERR	08/29/2005 12:08:11.30	TERR
y08052005.csv		Manual Add		08/29/2005 12:08:11.50	TERR	08/29/2005 12:08:11.50	TERR
y08052005.csv		Manual Add		08/29/2005 12:08:11.50	TERR	08/29/2005 12:08:11.50	TERR
y08052005.csv		Manual Add		08/29/2005 12:08:11.50	TERR	08/29/2005 12:08:11.50	TERR
y08052005.csv		Manual Add		08/29/2005 12:08:11.50	TERR	08/29/2005 12:08:11.50	TERR
ktup of Daily08...		Manual Add		08/29/2005 12:09:06.370	TERR	08/29/2005 12:09:06.370	TERR
ktup of Daily08...		Manual Add		08/29/2005 12:09:06.370	TERR	08/29/2005 12:09:06.370	TERR
ktup of Daily08...		Manual Add		08/29/2005 12:09:06.370	TERR	08/29/2005 12:09:06.370	TERR
Total Count: 201				Processed Count: 81		Error Count: 120	
Exp Cycle:	1	Rpt Sym:	YYG	Exp Date:	08/08/2005	Source File Name:	Daily08052005.csv
Exch Acr:	E	Exer Price:	75.00	Exp Date:	01/19/2008	Stock Price Info	
Opra Month Code:	A	Under Opt Sym:	TT	Processing Date:	08/29/2005 10:19:00.0	Series Chg Desc:	Manual Add
Opra Price Code:	O	Under Stk Sym:	TT	Prc Ind:	E	Process Err Desc:	Duplicate series
Processing Comment:							
Create Datetime:	8/29/2005 12:08:11.30	Create User:	TERR	Last Update Datetime:	8/29/2005 12:08:11.30	Last Update User:	TERR
<input type="button" value="Delete"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/> <input type="button" value="Load"/> <input type="button" value="Validate"/> <input type="button" value="Exit"/>							

The Excel program data appears with product data that has errors and product data that has been processed. The default display is the product data with errors. Refer to the **Process Err Desc** column for a description of the error.

The total data count, processed data count and error data count display below the product data rows.

Total Count	200	Processed Count	61	Error Count	139
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To retrieve the processed product data, select **P** from the **Error(E)/Processed(P)** drop down list and click **Search**.

Error(E)/Processed(P):

The processed data will display.

Industry Product Database

File Excel Series Maintenance Splits-Adjustments Exp Of Day Transmit Status Expiration Admin Query Window Help

Excel Series

Error(E)/Processed(P): Reporting Symbol: Expiration Month: Expiration Year: Search

Exp Cycle	Processing Indicator	Exch Acr	Rpt Sym	Exer Price	Opra Month Code	Opra Price Code	Under Opt Sym	Under Stk Sym	Processing Date	Eff Date	Exp Date	Process Err Desc	Source File Name	Stock Pric
1	P	E	NYT	40.00	D	H		NYT	09/12/2005 12:02:00.0	09/13/2005	04/22/2006		Daily09122005.csv	
2	P	E	VDQ	17.50	A	W	MUL	MOBE	09/12/2005 09:48:00.0	09/13/2005	01/20/2007		Daily09122005.csv	PC=11.87, L=
2	P	E	VDQ	20.00	A	D	MUL	MOBE	09/12/2005 09:48:00.0	09/13/2005	01/20/2007		Daily09122005.csv	PC=11.87, L=
2	P	E	YVKA	17.50	A	W	MUL	MOBE	09/12/2005 09:48:00.0	09/13/2005	01/19/2008		Daily09122005.csv	PC=11.87, L=
2	P	E	YVKA	20.00	A	D	MUL	MOBE	09/12/2005 09:48:00.0	09/13/2005	01/19/2008		Daily09122005.csv	PC=11.87, L=
2	P	E	VTW	60.00	A	L	XTQ	ESRX	09/12/2005 11:30:00.0	09/13/2005	01/20/2007		Daily09122005.csv	
2	P	E	FST	55.00	B	K		FST	09/12/2005 12:02:00.0	09/13/2005	02/18/2006		Daily09122005.csv	
2	P	E	FST	55.00	J	K		FST	09/12/2005 12:02:00.0	09/13/2005	10/22/2005		Daily09122005.csv	
2	P	E	GPN	75.00	J	O		GPN	09/12/2005 12:02:00.0	09/13/2005	10/22/2005		Daily09122005.csv	
2	P	E	PUE	25.00	J	E		KEYW	09/12/2005 12:02:00.0	09/13/2005	10/22/2005		Daily09122005.csv	
3	P	E	GTK	35.00	C	G		GTK	09/12/2005 09:45:00.0	09/12/2005	03/18/2006		Daily09122005.csv	PC=30.43, L=
3	P	E	GTK	37.50	C	U		GTK	09/12/2005 09:45:00.0	09/12/2005	03/18/2006		Daily09122005.csv	PC=30.43, L=
3	P	E	GTK	40.00	C	H		GTK	09/12/2005 09:45:00.0	09/12/2005	03/18/2006		Daily09122005.csv	PC=30.43, L=
3	P	E	GTK	35.00	J	G		GTK	09/12/2005 09:45:00.0	09/12/2005	10/22/2005		Daily09122005.csv	PC=30.43, L=
3	P	E	GTK	37.50	J	U		GTK	09/12/2005 09:45:00.0	09/12/2005	10/22/2005		Daily09122005.csv	PC=30.43, L=
3	P	F	GTK	40.00	L	H		GTK	09/12/2005 09:45:00.0	09/12/2005	10/22/2005		Daily09122005.csv	PC=30.43, L=

Total Count: 200 Processed Count: 61 Error Count: 139

Exp Cycle: Rpt Sym: Eff Date: Source File Name:

Exch Acr: Exer Price: Exp Date: Stock Price Info:

Opra Month Code: Under Opt Sym: Processing Date: Series Chg Desc:

Opra Price Code: Under Stk Sym: Prc Ind: Process Err Desc:

Processing Comment:

Create Datetime: Create User: Last Update Datetime: Last Update User:

User Id: CDAL Local 9/12/2005 04:20 PM

To retrieve a specific data file in the IPD staging directory, click **Load**. The system will open the file directory window.

Open

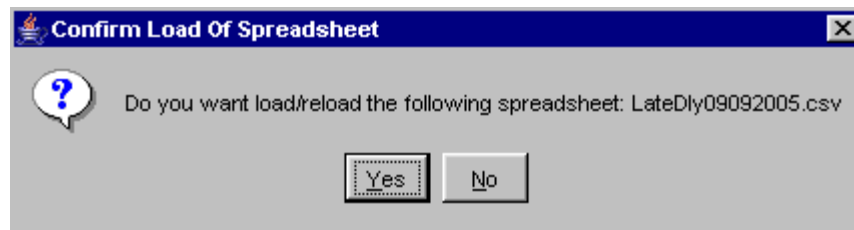
Look in: prod

LateDly08222005.csv	LateDly08302005.csv	LateDly09082005.csv
LateDly08232005.csv	LateDly08312005.csv	LateDly09092005.csv
LateDly08242005.csv	LateDly09012005.csv	LateDly09122005.csv
LateDly08252005.csv	LateDly09022005.csv	
LateDly08262005.csv	LateDly09062005.csv	
LateDly08292005.csv	LateDly09072005.csv	

File name: LateDly09122005.csv

Files of type: All Files

Click on the file you wish to retrieve and select **Open**. The system will prompt you to confirm the loading of the file.



Click **No** to return to the Excel Series window.

Click **Yes** to load the file. The data will appear in the data row panel of the Excel Series window.

Once the product data is retrieved, you can edit or delete the product information before submitting it to the IPD product table.



Edit Column Preferences

You can customize your Excel Series windows by selecting or deselecting specific columns to display. To filter columns, right mouse click on a data row. Select **Edit Preferences**. The Edit Column Preferences window will display.


- Select or deselect columns for viewing and modify column arrangement as desired.
- To save your changes, click **Ok**.
- If you wish to retain the default settings, click **Cancel**.

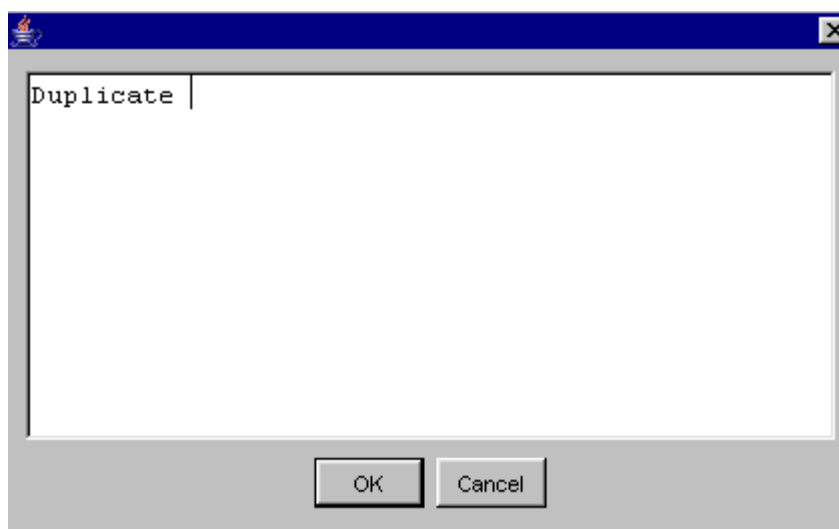
For detailed information, refer to the Edit Column Preferences section, page 79.

**Edit
Product
Information**

The Excel Series window allows you to edit product information. Click on any product data row to display the details in editable format. Fields that cannot be edited are grayed out.

Editable fields include: Expiration Cycle (Exp Cycle:), Exchange Acronym (Exch Acr:), Opra Month Code:, Opra Price Code:, Reporting Symbol (Rpt Sym:), Exercise Price (Exer Price:), Underlying Option Symbol (Under Opt Sym:), Underlying Stock Symbol (Under Stk Sym:), Effective Date (Eff Date:), Expiration Date (Exp Date:) and Processing Comment.

- Edit the fields as required.
- To enter a Processing Comment, click  to display the Processing Comment text box or place your cursor directly in the text box and type the information.



- Type in your text and click **OK**. Your comment displays in the **Processing Comment** text box.
- To close the text box without adding any comments, click **Cancel**.
- To save your changes, click **Save**. The changes will display in the product data row.
- If your changes do not pass validation, a **Data Validation Error** message will display describing your error. Click **OK** to return to the Excel Series window to update your changes.

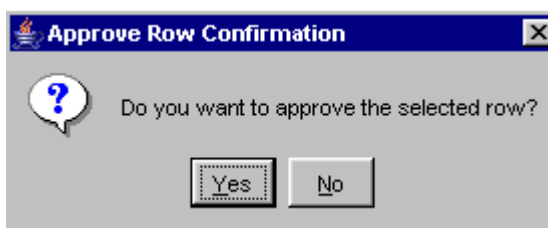


- To retain the existing data and remove your changes, click **Cancel**.

➤ **Approve a Processed Product for Migration**

Products that have been processed can be approved for migration into the IPD product table.

To approve a product that has been processed, highlight the product data row and click **Approve**. The system will prompt you to confirm that you wish to approve the selected data row for migration into the IPD product table.



Click **Yes** to proceed with the approval.

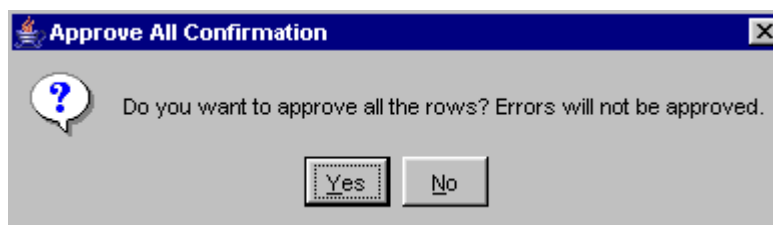
Click **No** to remove the approval request.

➤ **Approve All Processed Products for Migration**

To approve all the processed products for migration into the IPD product table, click **Approve**.

↳ **Note:** To approve all the products, no single data row should be highlighted.

The system will prompt you to confirm that you wish to approve all the processed data rows, except the ones with error, for migration into the IPD product table.

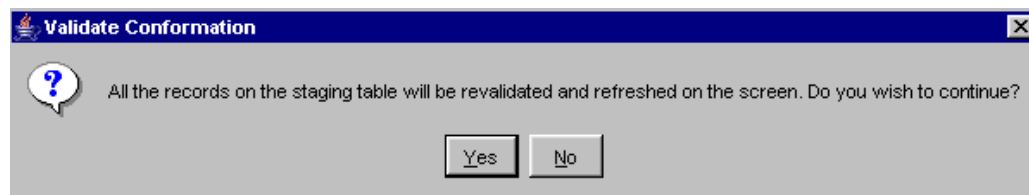


Click **Yes** to proceed with the approval.

Click **No** to remove the approval request.

Product Data Validation

You can revalidate all the product data at anytime by clicking **Validate**. The system will prompt you to confirm validation.



Click **Yes** to proceed with revalidating the data.

Click **No** to remove the validation request.

Filtering Data

Product data can be filtered by reporting symbol, expiration month or expiration year.

- To filter the Excel program data by reporting symbol, enter the symbol in the **Reporting Symbol** text box and click **Search**.

Reporting Symbol:

- In this example, all the products for reporting symbol LXM will display on the Excel Series window.

Industry Product Database

File Excel Series Maintenance Splits-Adjustments Egd Of Day Transmit Status Expiration Admin Query Window Help

Excel Series

Error(E)/Processed(P): Reporting Symbol: Expiration Month: Expiration Year: Search Refresh

Exp Cycle	Processing Indicator	Exch Acr	Rpt Sym	Exer Price	Opra Month Code	Opra Price Code	Under Opt Sym	Under Stk Sym	Processing Date	Eff Date	Exp Date	Process Err Desc	Source File Name	Stock Price
1	E	E	LXM	7.50	A	U	JJQ	SSCC	09/07/2005 16:03:00.0	09/08/2005	01/19/2008	Invalid reporting class: LXM	LateDly09072005...	

Total Count: 295 Processed Count: 0 Error Count: 295

Exp Cycle: Rpt Sym: Eff Date: Source File Name:

Exch Acr: Exer Price: Exp Date: Stock Price Info:

Opra Month Code: Under Opt Sym: Processing Date: Series Chg Desc:

Opra Price Code: Under Stk Sym: Prc Ind: Process Err Desc:

Processing Comment:

Create Datetime: Create User: Last Update Datetime: Last Update User:

Delete Save Cancel Print Load Validate Exit

User Id: ODAL Local: 9/14/2005 02:21 PM

- To filter the Excel program data by expiration month, select the **Expiration Month** from the drop down list and click **Search**.

Expiration Month:

In this example, only the Excel program products expiring in September appear in the Excel Series window.

Industry Product Database

File Excel Series Maintenance Splits-Adjustments Exp Of Day Transmit Status Expiration Admin Query Window Help

Excel Series

Error(E)/Processed(P): Reporting Symbol: Expiration Month: Expiration Year: Search Refresh

Exp Cycle	Processing Indicator	Exch Acr	Rpt Sym	Exer Price	Opra Month Code	Opra Price Code	Under Opt Sym	Under Stk Sym	Processing Date	Eff Date	Exp Date	Process Err Desc	Source File Name	Stock Price
1	E	E	PBR	70.00	I	N		PBR	09/14/2005 14:00:00.0	09/15/2005	09/17/2005	Duplicate series	LateDly09092005...	PC=63.84; L...
1	E	E	KBU	70.00	I	N		ASEI	09/07/2005 09:11:00.0	09/07/2005	09/17/2005	Effective date is prior to a...	Daily09072005.csv	PC=63.73; L...
1	E	E	FDO	20.00	I	D		FDO	09/12/2005 12:41:00.0	08/08/2005	09/17/2005	Duplicate series	Daily08052005.csv	
2	E	E	KUF	25.00	I	E		EAGL	09/12/2005 10:20:00.0	08/08/2005	09/17/2005	Duplicate series	Daily08052005.csv	
2	E	E	MDR	30.00	I	F		MDR	09/12/2005 12:02:00.0	09/13/2005	09/17/2005	Duplicate series	Daily08052005.csv	
2	E	E	NEW	40.00	I	H		NEW	09/12/2005 12:02:00.0	09/13/2005	09/17/2005	Duplicate series	Daily08052005.csv	
2	E	E	PGI	7.50	I	U		PGI	09/12/2005 12:02:00.0	09/13/2005	09/17/2005	Duplicate series	Daily08052005.csv	
2	E	E	SFG	22.50	I	X		SHFL	09/12/2005 12:02:00.0	09/13/2005	09/17/2005	Duplicate series	Daily08052005.csv	
2	E	E	SGS	35.00	I	G		SAFM	09/12/2005 12:02:00.0	09/13/2005	09/17/2005	Duplicate series	Daily08052005.csv	
2	E	E	ABK	60.00	I	L		ABK	09/08/2005 10:13:00.0	09/09/2005	09/17/2005	Duplicate series	Daily09062005.csv	
2	E	E	BRL	60.00	I	L		BRL	09/08/2005 10:52:00.0	09/09/2005	09/17/2005	Duplicate series	Daily09062005.csv	
2	E	E	YUX	35.00	I	G		YELL	09/14/2005 13:46:00.0	09/15/2005	09/17/2005	Duplicate series	LateDly09092005...	
2	E	E	TSO	80.00	I	P		TSO	09/14/2005 14:19:00.0	09/15/2005	09/17/2005	Duplicate series	LateDly09092005...	PC=63.59; L...
3	E	E	EVN	30.00	I	F		EVN	09/12/2005 12:02:00.0	09/13/2005	09/17/2005	Duplicate series	Daily08052005.csv	
3	E	E	UNA	35.00	I	G		UNA	09/12/2005 12:02:00.0	09/13/2005	09/17/2005	Duplicate series	Daily08052005.csv	
3	E	E	SU	65.00	I	M		SU	09/12/2005 08:46:00.0	08/05/2005	09/17/2005	Duplicate series	Daily08052005.csv	PC=54.74; L...

Total Count: 295 Processed Count: 0 Error Count: 295

Exp Cycle: Rpt Sym: Eff Date: Source File Name:

Exch Acr: Exer Price: Exp Date: Stock Price Info:

Opra Month Code: Under Opt Sym: Processing Date: Series Chg Desc:

Opra Price Code: Under Stk Sym: Prc Ind: Process Err Desc:

Processing Comment:

Create Datetime: Create User: Last Update Datetime: Last Update User:

Delete Save Cancel Print Load Validate Exit

User Id: CDAL Local 9/14/2005 02:22 PM

- To filter the Excel program data by expiration year, select the **Expiration Year** from the drop down list and click **Search**.

Expiration Year: 2006

In this example, only the Excel program products expiring in 2006 appear in the Excel Series window.

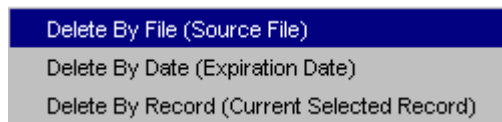
Delete Product Information

There are three ways you can delete a product from the Excel Series window: (1) by selected record, (2) by source file name or (3) by expiration date.

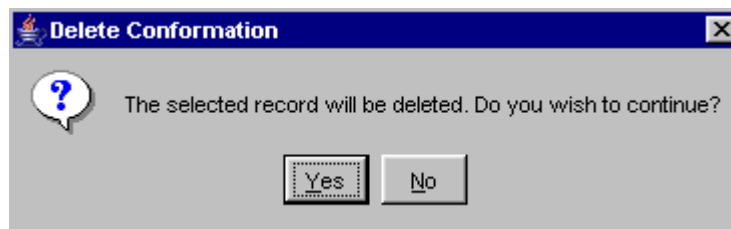
➤ Delete a Specific Product Record:

To delete a specific product:

- Highlight the product data row from the Excel Series window. The details will populate in bottom panel of the window.
- Click **Delete**. The following menu will display.



- Select **Delete By Record**. The system will prompt you to confirm the deletion.



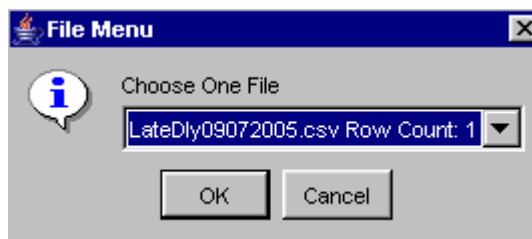
- Click **No** to exit the confirmation window without deleting the record.

- Click **Yes** to proceed with deleting the product. The product will be removed from the Excel Series window, thus removing it from the Excel program staging database.

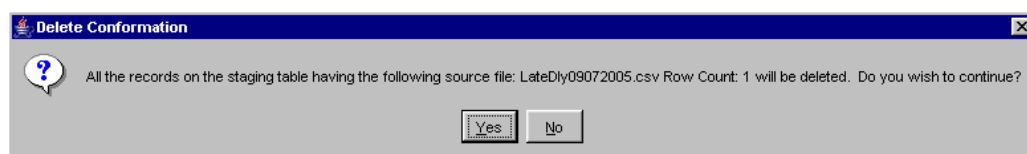
➤ **Delete by Source File Name:**

To delete by source file name:

- Click **Delete** and select **Delete By File**. The **File Menu** window will display.



- Choose the file you wish to delete from the drop down list. The file name as well as the record count appear for selection.
- Click **Cancel** to exit the File Menu window and return to the Excel Series window.
- Click **OK** to proceed with deleting the source file. The system will prompt you to confirm the deletion.

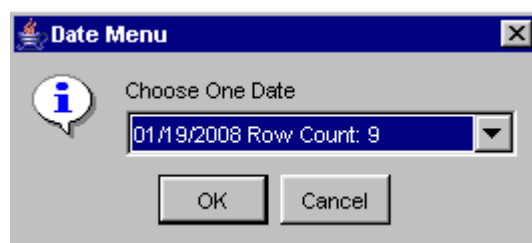


- Click **No** to exit the confirmation window without deleting the source file.
- Click **Yes** to proceed with deleting the source file. All the records on the Excel program having the selected source file will be removed from the Excel Series and the Excel program staging database.

➤ **Delete by Expiration Date:**

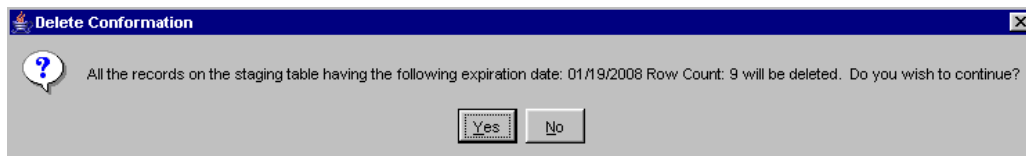
To delete by expiration date:

- Click **Delete** and select **Delete By Date**. The **Date Menu** window will display.



- Choose the file you wish to delete from the drop down list. The expiration dates present on the Excel Series window as well as the record count appear for selection.

- Click **Cancel** to exit the File Menu window and return to the Excel Series window.
- Click **OK** to proceed with deleting the source file. The system will prompt you to confirm the deletion.



- Click **No** to exit the confirmation window without deleting the expiration date.
- Click **Yes** to proceed with deleting the expiration date. All the records on the Excel program having the selected expiration date will be removed from the Excel Series and the Excel program staging database.

Product Maintenance

Maintenance

Product Descriptions
Product Class
Reporting Class
Series-Product
Reload From Server ▶

The Industry Product Database (IPD) application allows you to perform various tasks for the maintenance of products. The features described in this section include: product description and product definition and editing.

Product Description

Product descriptions are unique by 'Description Name'. Every product that uses this name is sharing the product description. If a change is made to a product description, it affects all products using that name. Make sure that different product types have their own product descriptions.

To edit product descriptions, click **Maintenance** or press **[Alt]-[M]** on your keyboard and then select, **Product Descriptions**. The Product Descriptions window will display.

Industry Product Database

File Excel Series Maintenance Splits-Adjustments End Of Day Transmit Status Expiration Admin Query Window Help

Product Descriptions

Refresh

Product Description	Base Description Name	Base Description	Min. Strike Price Fraction	Max. Strike Price	Premium Break Point	Min. Above Premium Fraction	Min. Below Premium Fraction	Price Display Type	Premium Price Format	Strike Price Format	Underlying Price Format
EQUITY Future D	EQUITY	false	0.125	1023.80	3.00	0.01	0.01	Fraction	Fraction	Fraction	Fraction
INDEX	INDEX	true	0.125	9999.90	3.00	0.10	0.050	Decimal	Decimal	Decimal	Decimal
INDEX D	INDEX	false	0.125	9999.90	3.00	0.10	0.050	Decimal	Fraction	Decimal	Decimal
INDEX D Future	INDEX	false	0.125	9999.90	3.00	0.01	0.01	Fraction	Fraction	Fraction	Fraction
INDEX D Spread	INDEX	false	0.125	9999.90	3.00	0.05	0.050	Decimal	Fraction	Decimal	Decimal
INDEX Spread	INDEX Spread	true	0.125	9999.90	3.00	0.05	0.050	Decimal	Fraction	Decimal	Decimal
MINI-RUSSELL 1000 INDX FUT	INDEX	false	0.125	9999.90	3.00	0.05	0.05	Decimal	Decimal	Decimal	Decimal
MINI-RUSSELL 2000 FUTURES	INDEX	false	0.125	9999.90	3.00	0.10	0.10	Decimal	Decimal	Decimal	Decimal
MINI-RUSSELL 2000 INDEX	INDEX	false	0.125	9999.90	3.00	0.05	0.05	Decimal	Decimal	Decimal	Decimal
MINI-RUSSELL 2000 INDX FUT	INDEX	false	0.125	9999.90	3.00	0.05	0.05	Decimal	Decimal	Decimal	Decimal
OLD BANK INDEX	INDEX	false	0.01	0.01	0.01	0.01	0.01	Decimal	Decimal	Decimal	Decimal
RUSSELL 1000 INDEX	INDEX	false	0.125	9999.89	3.00	0.05	0.05	Decimal	Decimal	Decimal	Decimal
RUSSELL 1000 INDEX FUTURES	INDEX	false	0.125	9999.90	3.00	0.05	0.05	Decimal	Decimal	Decimal	Decimal
VARIANCE INDEX	INDEX	false	0.125	9999.90	3.00	0.50	0.50	Decimal	Decimal	Decimal	Decimal
VARIANCE INDEX FUTURES	INDEX	false	0.125	9999.90	3.00	0.50	0.50	Decimal	Decimal	Decimal	Decimal

Num Records: 46

Description Name: INDEX Spread ☒ Base Description

Base Description Name: INDEX Spread

Maximum Strike Price: 9999.90

Minimum Above Premium Fraction: 0.05 Minimum Below Premium Fraction: 0.05

Minimum Strike Price Fraction: 0.125 Premium Break Point: 3.00

Premium Price Format: Decimal Price Display Type: Decimal

Strike Price Format: Fraction Underlying Price Format: Decimal

New Save Cancel Exit

User Id: ODAL Local 9/13/2005 12:58 PM

From this window, you can modify product descriptions and/or create new descriptions.

Click **Refresh** at anytime to update the display.

Click **Exit** at anytime to close the window and return to IPD's main window.

Edit Product Descriptions

- To modify the description of a product, select the product description data row from the product description panel on the window. Description details display in editable format.
 - Modify the Description Name by placing the cursor in the text box and typing in the new information.
- 👉 **Note:** Any changes to a Product Description will change the description for all products that share the description.

- To update the Base Description Name, click on the drop down list and make your selection. If this is the base description for the trading product, select the **Base Description** checkbox.

In the example above, the trading product **INDEX Spread** is described as having a maximum strike price of 9999.90 and a minimum strike price fraction of 0.125, etc.

- Select the Maximum Strike Price, Minimum Strike Price, Minimum Below Premium Fraction and the Premium Break Point by clicking the up/down arrows until the desired value is reached.
- From the drop down lists, select the Premium Price Format, Price Display Type, Strike Price Format and the Underlying Price Format.
- To save the updates, click **Save**. The product displays in the product data row panel with updated information.
- If you decide not to modify the existing product, click **Cancel**.

Create New Product Description

- To add a new product description, click **New**.
 - Enter the Description Name by placing the cursor in the text box and typing in the new information.
- 👉 **Note:** The Product Description you enter will apply to all products that share the description.
- To enter the Base Description Name, click on the drop down list and make your selection. If this is the base description for the trading product, select the **Base Description** checkbox
 - Select the Maximum Strike Price, Minimum Strike Price, Minimum Below Premium Fraction and the Premium Break Point by clicking the up/down arrows until the desired value is reached.
 - The price formats default to decimal for Premium Price, Price Display Type, Strike Price and the Underlying Price. To change the price format to a fraction, select the fraction option from the corresponding drop down list for each price type.
 - To save the description, click **Save**. The product displays in the product data row.
 - If you decide not to enter the new product description, click **Cancel**.



Edit Column Preferences

You can customize your Product Description window by selecting or deselecting specific columns to display. To filter columns, right mouse click on a data row. Select **Edit Preferences**. The Edit Column Preferences window will display.


- Select or deselect columns for viewing and modify column arrangement as desired.
- To save your changes, click **Ok**.
- If you wish to retain the default settings, click **Cancel**.

For detailed information, refer to the *Edit Column Preferences* section, page 79.

Define a Product

The section of the user guide will walk you through the steps for creating a product class, reporting class and product/series using the Industry Product Database system.

From the **Maintenance** menu, select **Product Class**. The Product Class window will display.

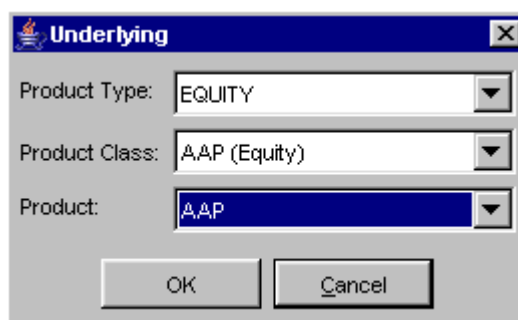
 **Note:** New product classes cannot be created intraday. Reporting classes can be entered intraday.

Create a New Future Product Class

When you initially open the Product Class window, it will be blank. To begin creating a new Future product class, select Future from the **Product Type** drop down list. Click **New**.

- Enter the class symbol for the new product class in the Product text box. The class symbol must be entered in capital letters.

- The **Effective Date** defaults to the current date. To change the default, click the up/down arrows until the desired date is reached.
- The Listing State defaults to Active. To make the class Inactive, Obsolete or Unlisted, make your choice from the **Listing State** drop down list.
- Select the session where the product class will trade by selecting the session code from the **Session Code** drop down list.
- If the new product class will be used for training, click the **Training** checkbox.
- From the Underlying section, choose the product type and symbol to be used as the underlying security. You can select the symbol by clicking **Find**. The underlying selector window will display.




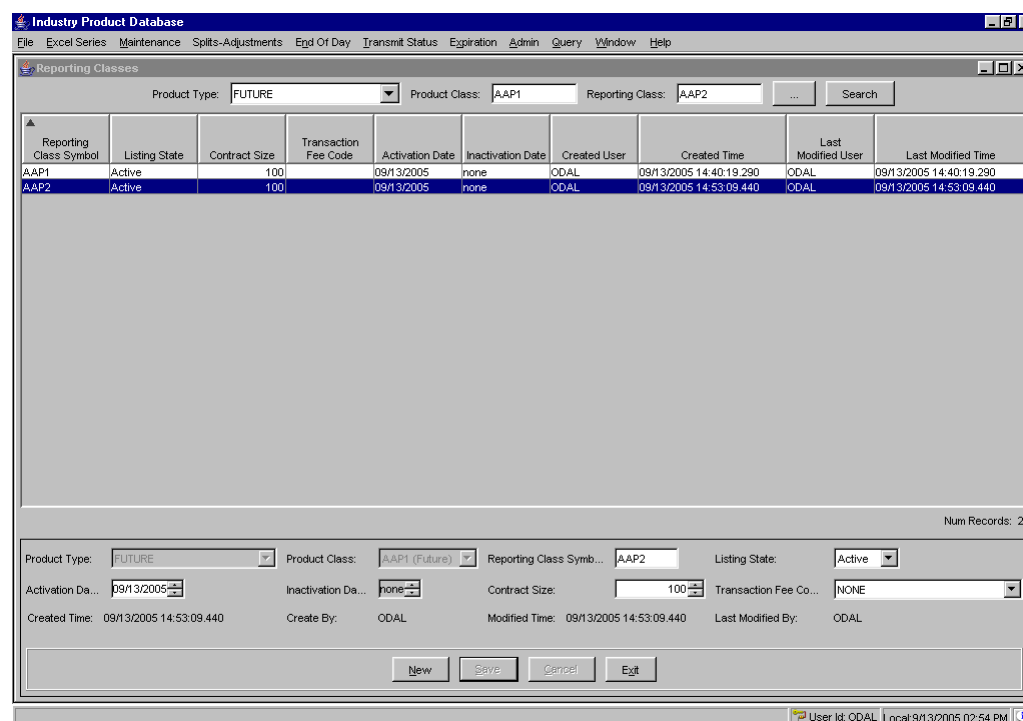
↳ **Note:** The IPD system will automatically create the underlying product if it does not exist.

- Select the product class's primary exchange from the Primary Exchange and drop down list.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the product description from the Product Description drop down list box.
↳ **Note:** For product description features and limitations, *refer to Product Description section, page 21.*
- Enter the Company Name and Cusip number.
- Select the fee code from the Fee Code drop down list box.
- Enter the **Reporting Class** symbol in the Reporting Class section of the window.
- If you decide you do not wish to create a new product class, click **Cancel**.
- To return to IPD's main window, click **Exit**.
- To enter the new product class into the system, click **Save**. The new product will display in the data row section of the window.

Create a Future Reporting Class

To create a new reporting class for an existing product class, select **Reporting Class** from the **Maintenance** menu.

 **Note:** Future classes can have only four reporting classes.



Reporting Class Symbol	Listing State	Contract Size	Transaction Fee Code	Activation Date	Inactivation Date	Created User	Created Time	Last Modified User	Last Modified Time
AAP1	Active	100		09/13/2005	none	ODAL	09/13/2005 14:40:19.290	ODAL	09/13/2005 14:40:19.290
AAP2	Active	100		09/13/2005	none	ODAL	09/13/2005 14:53:09.440	ODAL	09/13/2005 14:53:09.440

Num Records: 2

Product Type: FUTURE Product Class: AAP1 (Future) Reporting Class Symbol: AAP2 Listing State: Active


Activation Date: 09/13/2005 Inactivation Date: none Contract Size: 100 Transaction Fee Code: NONE

Created Time: 09/13/2005 14:53:09.440 Create By: ODAL Modified Time: 09/13/2005 14:53:09.440 Last Modified By: ODAL

New Save Cancel Exit

User Id: ODAL Local: 9/13/2005 02:54 PM

- Select the **Product Type** FUTURE from the drop down list.
- If you know the product class, enter it in the Product Class text box and click **Search**. The product class information will display.


Or, click on the selector button  to select the Product Type, Product Class and existing Reporting Class. The product class and existing reporting class information will display.

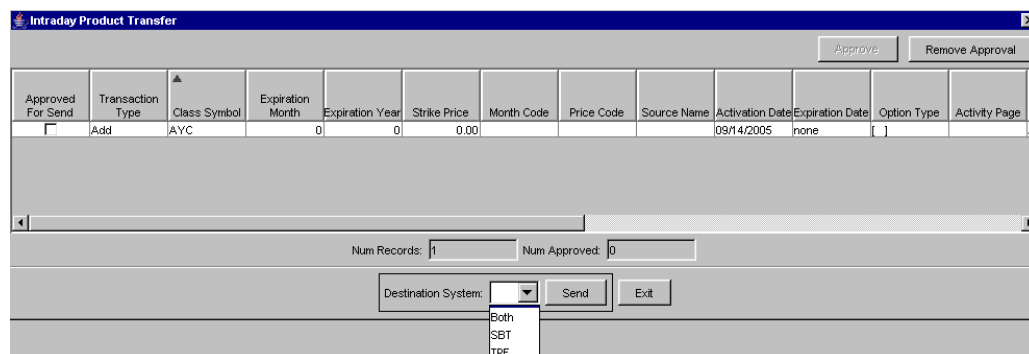
- Click **New**. Enter the new Reporting Class Symbol. The class symbol must be entered in capital letters.
- Select the listing state from the **Listing State** drop down list.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the contract size.
- Select the fee code from the **Transaction Fee Code** drop down list box.
- If you decide not to create a new reporting class, click **Cancel**.
- To return to IPD's main window, click **Exit**.
- To save the new reporting class, click **Save**. The Intraday Reporting Class Transfer window displays.

- Click **Approve** to confirm adding the intra-day reporting class to SBT, TPF or Both. A checkmark will appear in the **Approved for Send** column. To remove the approved request, click **Remove Approval**. The Approved for Send checkbox will appear deselected.
- From the **Destination Systems** drop down list, select whether to transfer the intra-day reporting class to SBT, TPF or Both.
- Click **Exit** to close the window without adding the intra-day reporting class.
- Click **Send**. The intra-day reporting class will be added to SBT, TPF or Both.

Create a New Future Product/Series

From the **Maintenance** menu, select **Series-Product**. The Series/Products window will display.

- Select the **Product Type** FUTURE from the drop down list.
- If you know the product class, enter it in the Product Class text box and click **Search**. The product class information will display.
- Or, click on the selector button  to select the Product Type, Product Class and existing Reporting Class. The product class and existing reporting class information will display.
- Click **New**.
- From the drop down list boxes, select the **Expiration** month, year and date.
- Select the **Effective Date** and **Inactivation Date** from the up/down arrows.
- Elect if the product/series is Restricted by clicking on the **Restricted** checkbox and entering the **Restricted Date**.
- To return to IPD's main window, click **Exit**.
- If you decide not to create a new product/series, click **Cancel**.
- To save the new product/series and transfer them to another system, click **Save**. The Intraday Product Transfer window displays.



Approved For Send	Transaction Type	Class Symbol	Expiration Month	Expiration Year	Strike Price	Month Code	Price Code	Source Name	Activation Date	Expiration Date	Option Type	Activity Page
<input type="checkbox"/>	Add	AYC	0	0	0.00				09/14/2005	none	[]	As

Num Records: 1 Num Approved: 0

Destination System: Both SBT TPF Send Exit

Approve Remove Approval

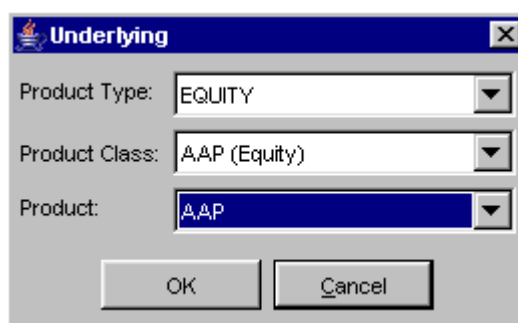
- Click **Approve** to confirm adding the intra-day reporting class to SBT, TPF or Both. A checkmark will appear in the **Approved for Send** column. To remove the approved request, click **Remove Approval**. The Approved for Send checkbox will appear deselected.
- From the **Destination Systems** drop down list, select whether to transfer the intra-day reporting class to SBT, TPF or Both.
- Click **Exit** to close the window without adding the intra-day reporting class.
- Click **Send**. The intra-day reporting class will be added to SBT, TPF or Both.

➤ **Create a New Option Product Class**

- From the **Maintenance** menu, select **Product Class**. The Product Class window will display. To begin creating a new Option product class, select Option from the **Product Type** drop down list. Click **New**.

The screenshot displays the 'Product Class' window in the 'Industry Product Database' application. The window has a menu bar (File, Excel Series, Maintenance, Splits-Adjustments, Egd Of Day, Transmit Status, Expiration, Admin, Query, Window, Help) and a toolbar. The main area contains a form for creating a new product class. At the top, there are dropdowns for 'Product Type' (set to 'OPTION') and 'Product Class' (set to 'AAP3'), along with a 'Search' button and a 'Show All' checkbox. Below this is a table with columns for Product Class, Product Description, Name, Underlying Instrument, Effective Date, Inactivation Date, Expiration Cycle, Post, Station, Billing Fee Code, Restricted Ind, Restricted Date, Restricted Comments, Session Code, Create Date, Create User, Update Date, and Update User. The table is currently empty. Below the table, there are several sections for data entry: 'Product Class' (Product Cla...: AAP3, Effective Date: 09/13/2005, Inactivation Date: none, Listing State: Active), 'Underlying' (Type: EQUITY, Symbol: AAP, Find button, Company: , Cusip: , Session Co...: Session code H (H), Settlement: AM), 'Product De...' (Product De...: COMPOS D, Fee Code: NONE, Primary Exchange: No Exchange Select..., Post: 4, Station: 6, Exp Cycle: Febru..., Training/Test: checked), 'Restricted' (Restricted: unchecked, Restricted D...: none, Restricted Comme...:), and 'Reporting Class' (Class: AAP3, TPF Security Id: , Expiration Class: , Dual List: unchecked, Training: checked, Units/Contract: 100, Premium Multiplier: 100, Special Strike: , CTM Strike Format: unchecked). At the bottom of the form are buttons for 'New', 'Save', 'Cancel', and 'Exit'. The status bar at the bottom right shows 'User Id: ODAL Local: 9/13/2005 03:55 PM'.

- Enter the class symbol for the new product class in the Product text box. The class symbol must be entered in capital letters.
- The **Effective Date** defaults to the current date. To change the default, click the up/down arrows until the desired date is reached.
- The Listing State defaults to Active. To make the class Inactive, Obsolete or Unlisted, make your choice from the **Listing State** drop down list.
- Select the session where the product class will trade by selecting the session code from the **Session Code** drop down list.
- If the new product class will be used for training, click the **Training/Test** checkbox.
- From the Underlying section, choose the product type and symbol to be used as the underlying security. You can select the symbol by clicking **Find**. The underlying selector window will display.




↳ **Note:** The IPD system will automatically create the underlying product if it does not exist.

- Enter the Company Name and Cusip number.
- Select the product class's primary exchange from the Primary Exchange and drop down list.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the product description from the **Product Description** drop down list box.
↳ **Note:** For product description features and limitations, *refer to Product Description section, page 21.*
- Select the fee code from the **Fee Code** drop down list box.
- Enter the **Reporting Class** symbol in the Reporting Class section of the window.
- To return to IPD's main window, click **Exit**.
- If you decide not to create a new product class, click **Cancel**.
- To enter the new product class into the system, click **Save**. The new product class will display in the data row section of the window.

Create an Option Reporting Class

To create a new reporting class for an existing product class, select **Reporting Class** from the **Maintenance** menu.

- Select the **Product Type** Option from the drop down list.
- If you know the product class, enter it in the Product Class text box and click **Search**. The product class information will display.

Or, click on the selector button  to select the Product Type, Product Class and existing Reporting Class. The product class and existing reporting class information will display.


- Click **New**. Enter the new Reporting Class Symbol. The class symbol must be entered in capital letters.
- Select the listing state from the **Listing State** drop down list.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the contract size.
- Select the fee code from the **Transaction Fee Code** drop down list box.
- If you decide not to create a new reporting class, click **Cancel**.
- To return to IPD's main window, click **Exit**.
- To save the new reporting class, click **Save**. The Intraday Reporting Class Transfer window displays.

- Click **Approve** to confirm adding the intra-day reporting class to SBT, TPF or Both. A checkmark will appear in the **Approved for Send** column. To remove the approved request, click **Remove Approval**. The Approved for Send checkbox will appear deselected.
- From the **Destination Systems** drop down list, select whether to transfer the intra-day reporting class to SBT, TPF or Both.
- Click **Exit** to close the window without adding the intra-day reporting class.
- Click **Send**. The intra-day reporting class will be added to SBT, TPF or Both.

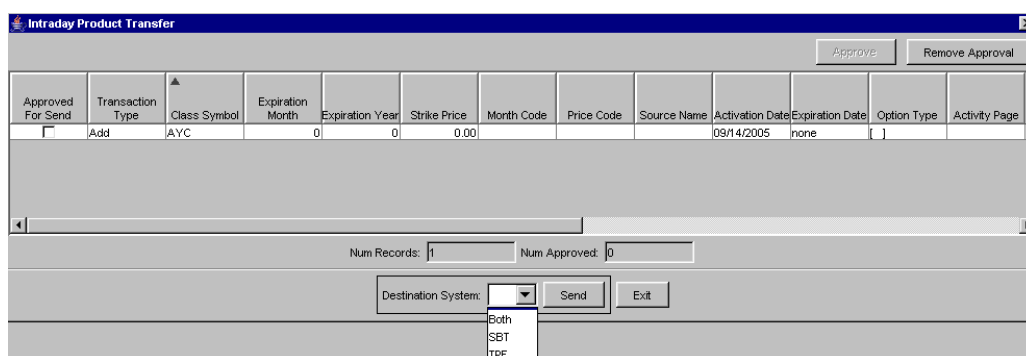
Create a New Option Product/Series

From the **Maintenance** menu, select **Series-Product**. The Series/Products window will display.

- Select the **Product Type** Option from the drop down list.
- If you know the product class, enter it in the Product Class text box and click **Search**. The product class information will display.

Or, click on the selector button  to select the Product Type, Product Class and existing Reporting Class. The product class and existing reporting class information will display.

- Click **New**.
- From the drop down list boxes, select the **Expiration** month, year and date.
- Select the **Effective Date** and **Inactivation Date** from the up/down arrows.
- Elect if the product/series is Restricted by clicking on the **Restricted** checkbox and entering the **Restricted Date**.
- If you decide not to create a new product/series, click **Cancel**.
- To return to IPD's main window, click **Exit**.
- To save the new product/series and transfer them to another system, click **Save**. The Intraday Product Transfer window displays.



- Click **Approve** to confirm adding the intra-day reporting class to SBT, TPF or Both. A checkmark will appear in the **Approved for Send** column. To remove the approved request, click **Remove Approval**. The Approved for Send checkbox will appear deselected.
- From the **Destination Systems** drop down list, select whether to transfer the intra-day reporting class to SBT, TPF or Both.
- Click **Exit** to close the window without adding the intra-day reporting class.
- Click **Send**. The intra-day reporting class will be added to SBT, TPF or Both.

➤ **Create a New Equity Product Class**

From the **Maintenance** menu, select **Product Class**. The Product Class window will display. To begin creating a new Equity product class, select Equity from the **Product Type** drop down list. Click **New**.

- Enter the class symbol for the new product class in the Product Class text box. The class symbol must be entered in capital letters.
- The **Effective Date** defaults to the current date. To change the default, click the up/down arrows until the desired date is reached.
- The Listing State defaults to Active. To make the class Inactive, Obsolete or Unlisted, make your choice from the **Listing State** drop down list.
- Select the session where the product class will trade by selecting the session code from the **Session Code** drop down list.
- Select the product class's primary exchange from the Primary Exchange and drop down list.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Enter the **Reporting Class** symbol in the Reporting Class section of the window.
- Enter the product symbol in the **Symbol** text box and enter the Company Name and Cusip number.
- If you decide you do not wish to create a new product class, click **Cancel**.
- To return to IPD's main window, click **Exit**.


- To enter the new product class into the system, click **Save**. The new product will display in the data row section of the window.

Create a New Equity Reporting Class

To create a new reporting class for an existing product class, select **Reporting Class** from the **Maintenance** menu.

The screenshot shows the 'Reporting Classes' window in the Industry Product Database. At the top, there are dropdowns for 'Product Type' (set to EQUITY), 'Product Class' (set to AAPN), and 'Reporting Class' (set to AAP7). Below this is a table with columns: Reporting Class Symbol, Trade Instrument, Listing State, Contract Size, Transaction Fee Code, Activation Date, Inactivation Date, TPF Security ID, Premium Multiplier, Expiration Class Code, Leap Indicator, Dual List Indicator, Training Indicator, and Strike. Two rows are visible: AAP6 and AAP7. Below the table is a detailed form for the selected reporting class (AAP7). The form includes fields for Product Type, Product Class, Reporting Class Sym..., Listing State, Activation Date, Inactivation Date, Contract Size, Transaction Fee C..., Premium Multiplier, Expiration Class C..., CTM Strike Format, Special Strike Code, Dual Listed, TPF Security ID, Training Indicator, Leap Indicator, Restricted State, Restricted Time, Restricted Comment, Created Time, Create By, Modified Time, and Last Modified By. At the bottom of the form are buttons for New, Save, Cancel, and Exit. The status bar at the bottom right shows 'User Id: ODAL Local: 9/14/2005 03:22 PM'.

- Select the **Product Type** Equity from the drop down list.
- If you know the product class, enter it in the Product Class text box and click **Search**. The product class information will display.

Or, click on the selector button  to select the Product Type, Product Class and existing Reporting Class. The product class and existing reporting class information will display.

- Click **New**. Enter the new Reporting Class Symbol. The class symbol must be entered in capital letters.
- Select the listing state from the **Listing State** drop down list.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the contract size.
- Select the fee code from the **Transaction Fee Code** drop down list box.
- If you decide not to create a new reporting class, click **Cancel**.
- To return to IPD's main window, click **Exit**.

- To save the new reporting class, click **Save**. The Intraday Reporting Class Transfer window displays.

Approved For Send	Transaction Type	Reporting Class Symbol	Trade Instrument	Listing State	Contract Size	Transaction Fee Code	Activation Date	Inactivation Date	TPF Security ID	Premium Multiplier	Expiration Class Code	Leap Indicator
<input type="checkbox"/>	Add	AAP8	AAP6	Active	100		09/14/2005	none		0		

Num Records: 1 Num Approved: 0

Destination System: Both SBT TPF Send Exit

Approve Remove Approval


- Click **Approve** to confirm adding the intra-day reporting class to SBT, TPF or Both. A checkmark will appear in the **Approved for Send** column. To remove the approved request, click **Remove Approval**. The Approved for Send checkbox will appear deselected.
- From the **Destination Systems** drop down list, select whether to transfer the intra-day reporting class to SBT, TPF or Both.
- Click **Exit** to close the window without adding the intra-day reporting class.
- Click **Send**. The intra-day reporting class will be added to SBT, TPF or Both.

Create a New Equity Product/Series

From the **Maintenance** menu, select **Series-Product**. The Series/Products window will display.

The screenshot displays the 'Series/Products' window in the 'Industry Product Database' application. The window has a menu bar (File, Excel Series, Maintenance, Splits-Adjustments, Exp'd Of Day, Transmit Status, Expiration, Admin, Query, Window, Help) and a toolbar. The main area contains a table with columns: Class Symbol, Effective Date, Listing State, Restrict Ind, Restrict Date, Restrict Comments, Created Time, Created User, Last Modified Time, and Last Modified User. A single record is shown for Class Symbol 'AAP', Effective Date 'none', Listing State 'Active', Restrict Ind 'none', Restrict Date 'none', Restrict Comments, Created Time '08/22/2002 17:02...', Created User, Last Modified Time '01/02/2004 20:28...', and Last Modified User. Below the table, there are input fields for Class (AAP), Symbol (AAPX), Company Name, Listing State (Active), Effective Date (09/14/2005), Inactivation Date (none), Cusp, Put, Restricted (unchecked), Restricted Date (none), Restricted Comments, Create Date (09/14/2005 15:28:18.600), Create User, Modified Date (09/14/2005 15:28:18.600), and Modified User. At the bottom are buttons for New, Save, Cancel, and Exit. The status bar at the bottom right shows 'User Id: ODAL' and 'Local: 9/14/2005 03:29 PM'.

- Select the **Product Type** Equity from the drop down list.
- If you know the product class, enter it in the Product Class text box and click **Search**. The product class information will display.

Or, click on the selector button  to select the Product Type, Product Class and existing Reporting Class. The product class and existing reporting class information will display.

- Click **New**.
- From the drop down list boxes, select the **Expiration** month, year and date.
- Select the **Effective Date** and **Inactivation Date** from the up/down arrows.
- Elect if the product/series is Restricted by clicking on the **Restricted** checkbox and entering the **Restricted Date**.
- If you decide not to create a new product/series, click **Cancel**.
- To return to IPD's main window, click **Exit**.
- To save the new product/series and transfer them to another system, click **Save**. The Intraday Product Transfer window displays.

- Click **Approve** to confirm adding the intra-day reporting class to SBT, TPF or Both. A checkmark will appear in the **Approved for Send** column. To remove the approved request, click **Remove Approval**. The Approved for Send checkbox will appear deselected.
- From the **Destination Systems** drop down list, select whether to transfer the intra-day reporting class to SBT, TPF or Both.
- Click **Exit** to close the window without adding the intra-day reporting class.
- Click **Send**. The intra-day reporting class will be added to SBT, TPF or Both.

➤ **Create a New Index Product Class**

From the **Maintenance** menu, select **Product Class**. The Product Class window will display.

To begin creating a new Equity product class, select Equity from the **Product Type** drop down list. Click **New**.

- Enter the class symbol for the new product class in the Product Class text box. The class symbol must be entered in capital letters.
- The **Effective Date** defaults to the current date. To change the default, click the up/down arrows until the desired date is reached.
- The Listing State defaults to Active. To make the class Inactive, Obsolete or Unlisted, make your choice from the **Listing State** drop down list.
- Select the session where the product class will trade by selecting the session code from the **Session Code** drop down list.
- Select the product class's primary exchange from the Primary Exchange and drop down list.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Enter the **Reporting Class** symbol in the Reporting Class section of the window.
- Enter the product symbol in the **Symbol** text box and enter the Company Name and Cusip number.
- If you decide you do not wish to create a new product class, click **Cancel**.
- To return to IPD's main window, click **Exit**.
- To enter the new product class into the system, click **Save**. The new product will display in the data row section of the window.

Create a New Index Reporting Class

To create a new reporting class for an existing product class, select **Reporting Class** from the **Maintenance** menu.

Reporting Classes

Product Type: INDEX Product Class: AYC Reporting Class: AYCC Search

Reporting Class Symbol	Trade Instrument	Listing State	Contract Size	Transaction Fee Code	Activation Date	Inactivation Date	TPF Security ID	Premium Multiplier	Expiration Class Code	Leap Indicator	Dual List Indicator	Training Indicator	Strike
AYCC	AYCC	Active	100		09/14/2005	none		0					

Num Records: 1

Product Type: INDEX Product Class: AYC (Index) Reporting Class Sym... AYCC Listing State: Active

Activation Date: 09/14/2005 Inactivation Date: none Contract Size: 100 Transaction Fee Co... NONE

Premium Multipl... 0 Expiration Class Co... none CTM Strike Format: Special Strike Code: none

Dual Listed: TPF Security ID: Training Indicator: checked Leap Indicator: none


Restricted State: Restricted Time: none Restricted Comment: none

Created Time: 09/14/2005 16:08:28.820 Create By: ODAL Modified Time: 09/14/2005 16:08:28.820 Last Modified By: ODAL

New Save Cancel Exit

User Id: ODAL Local 9/14/2005 04:09 PM

- Select the **Product Type** Index from the drop down list.
- If you know the product class, enter it in the Product Class text box and click **Search**. The product class information will display.

Or, click on the selector button  to select the Product Type, Product Class and existing Reporting Class. The product class and existing reporting class information will display.


- Click **New**. Enter the new Reporting Class Symbol. The class symbol must be entered in capital letters.
- Select the listing state from the **Listing State** drop down list.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the contract size.
- Select the fee code from the **Transaction Fee Code** drop down list box.
- If you decide not to create a new reporting class, click **Cancel**.
- To return to IPD's main window, click **Exit**.
- To save the new reporting class, click **Save**. The Intraday Reporting Class Transfer window displays.

- Click **Approve** to confirm adding the intra-day reporting class to SBT, TPF or Both. A checkmark will appear in the **Approved for Send** column. To remove the approved request, click **Remove Approval**. The Approved for Send checkbox will appear deselected.
- From the **Destination Systems** drop down list, select whether to transfer the intra-day reporting class to SBT, TPF or Both.
- Click **Exit** to close the window without adding the intra-day reporting class.
- Click **Send**. The intra-day reporting class will be added to SBT, TPF or Both.

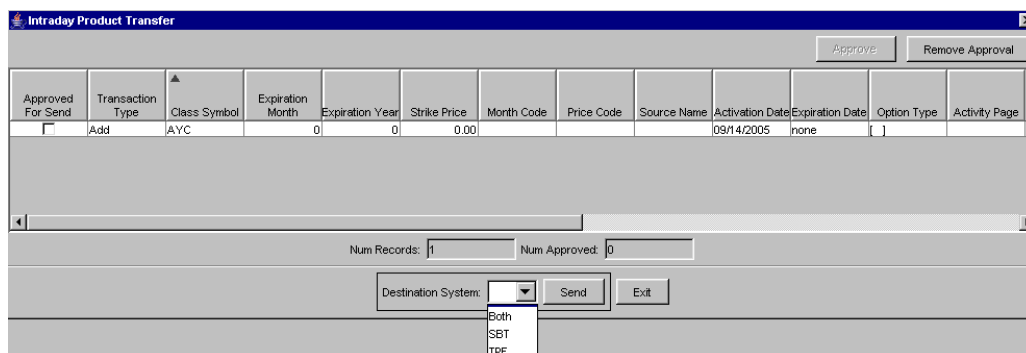
Create a New Index Product/Series

From the **Maintenance** menu, select **Series-Product**. The Series/Products window will display.

- Select the **Product Type** Index from the drop down list.
- If you know the product class, enter it in the Product Class text box and click **Search**. The product class information will display.

Or, click on the selector button  to select the Product Type, Product Class and existing Reporting Class. The product class and existing reporting class information will display.

- Click **New**.
- From the drop down list boxes, select the **Expiration** month, year and date.
- Select the **Effective Date** and **Inactivation Date** from the up/down arrows.
- Elect if the product/series is Restricted by clicking on the **Restricted** checkbox and entering the **Restricted Date**.
- If you decide not to create a new product/series, click **Cancel**.
- To return to IPD's main window, click **Exit**.
- To save the new product/series and transfer them to another system, click **Save**. The Intraday Product Transfer window displays.



- Click **Approve** to confirm adding the intra-day reporting class to SBT, TPF or Both. A checkmark will appear in the **Approved for Send** column. To remove the approved request, click **Remove Approval**. The Approved for Send checkbox will appear deselected.
- From the **Destination Systems** drop down list, select whether to transfer the intra-day reporting class to SBT, TPF or Both.
- Click **Exit** to close the window without adding the intra-day reporting class.
- Click **Send**. The intra-day reporting class will be added to SBT, TPF or Both.



Edit Column Preferences

You can customize your Product Definition windows by selecting or deselecting specific columns to display. To filter columns, right mouse click on a data row. Select **Edit Preferences**. The Edit Column Preferences window will display.

- Select or deselect columns for viewing and modify column arrangement as desired.
- To save your changes, click **Ok**.
- If you wish to retain the default settings, click **Cancel**.

For detailed information, refer to the Edit Column Preferences section, page 79.

Edit Existing Product Data

Edit Product Information


The IPD system allows you to search for, filter and edit existing product class, reporting class and product/series information.

Product Class

To search for and edit existing product classes, select the **Product Class** option from the **Maintenance** menu. The **Product Class** window will display.

The screenshot shows the 'Product Class' window in the Industry Product Database. The window has a menu bar (File, Excel Series, Maintenance, Splits-Adjustments, Exp'd Of Day, Transmit Status, Expiration, Admin, Query, Window, Help) and a toolbar. Below the toolbar is a search area with 'Product Type' set to 'FUTURE' and 'Product Class' set to 'AAPL'. A 'Search' button and a 'Show All' checkbox are also present. The main area is a table with columns: Product Class, Product Description, Name, Underlying Instrument, Effective Date, Inactivation Date, Billing Fee Code, Restricted Ind, Restricted Date, Restricted Comments, Session Code, Create Date, Create User, Update Date, and Update User. The table lists several product classes, including AA, AAPL, AAPP, AAPQ, ABS, ABT, ACS, AEP, AIG, and AIK. Below the table is a 'Product Class' form with fields for Product (AAPL), Effective Date (12/09/2004), Inactivation Date (12/09/2004), Listing St. (Active), Underlying Type (EQUITY), Symbol (AAPL), Company, Session (One Chicago Equity Futures (ONE_MAIN...)), Settlement (AM), Product (EQUITY Future D), Fee Code (Equity), Primary Exchan. (ONE), Exp Cycle, Training, Restricted, and Restricted Com. The form also shows Create Date, Create User, Modified Date, and Modified User. At the bottom are buttons for New, Save, Cancel, and Exit. The status bar at the bottom right shows 'User id: ODAL Local 9/15/2005 10:32 AM'.

- Select the **Product Type** from the drop down list.
- Enter the product class you are searching for in the **Product Class** text box and click **Search**. This field is required.

Or, click on the selector button  to select the Product Type and Product Class.

The screenshot shows a small dialog box with two dropdown menus. The first dropdown is labeled 'Product Type:' and is set to 'FUTURE'. The second dropdown is labeled 'Product Class:' and is set to 'AAPL (Future)'. There are 'OK' and 'Cancel' buttons at the bottom.

Click **Cancel** to exit the window without making a selection.

Click **OK** to enter the selection. Click **Search** on the **Product Class** window. The product class information will display.

- To search for all the product classes in the selected product type, select the **Show All** checkbox. Click **Search**. In the example above, all the Futures product classes display in data row format.

To filter product class information for a specific class:

- Enter the product class in the Product Class text box or select it from the selector button.
- Deselect the **Show All** checkbox.
- Click **Search**.

Industry Product Database

File Excel Series Maintenance Splits-Adjustments Egd Of Day Transmit Status Expiration Admin Query Window Help

Product Class

Product Type: FUTURE Product Class: AA Search Show All: ☐

Product Class	Product Description	Name	Underlying Instrument	Effective Date	Inactivation Date	Billing Fee Code	Restricted Ind	Restricted Date	Restricted Comments	Session Code	Create Date	Create User	Update Date	Update User
AA	EQUITY Fut...	AA		12/06/2002	01/02/2008	00		01/02/2008	ONE_MAIN		12/02/2002		11/03/2003	

Num Records: 1

Product Class

Product ... AA Effective ... 12/06/2002 Inactivation Date: 01/02/2008 Listing St... Active

Underlying

Type: EQUITY Symbol: AA Find

Company: Cusip:

Session ... One Chicago Equity Futures (ONE_MAIN...)

Settlement: AM

Product ... EQUITY Future D Fee Code: Equity Primary Exchan... ONE

Exp Cycle: Training/...

Restricted: Restricted ... none Restricted Com...

Create Date: 12/02/2002 08:33:09.640 Create User: Modified Date: 11/03/2003 15:25:48.280 Modified User:

New Save Cancel Exit

User Id: ODAL Local 9/15/2005 10:49 AM

In the example above, product class AA has been filtered from the rest of the Future product classes. Editable fields display in the Product Class section of the window.


- Make any required changes.
- Click **Cancel** to remove the requested changes.
- Click **Save** to update the product class.

Reporting Class

To search for and edit an existing reporting class, select the **Reporting Class** option from the **Maintenance** menu. The **Reporting Classes** window will display.

The screenshot shows the 'Reporting Classes' window. At the top, there are filters for Product Type (OPTION), Product Class (AAI), and Reporting Class (AAI). Below this is a table with columns: Reporting Class Symbol, Trade Instrument, Listing State, Contract Size, Transaction Fee Code, Activation Date, Inactivation Date, TPF Security ID, Premium Multiplier, Expiration Class Code, Leap Indicator, Dual List Indicator, Training Indicator, and Strike. The table contains three rows: AAI, ODJ, and YGI. Below the table is a detailed form for the selected class (AAI). The form includes fields for Product Type, Product Class, Reporting Class Sym..., Listing State, Activation Date, Inactivation Date, Contract Size, Transaction Fee C..., Premium Multip..., Expiration Class C..., CTM Strike Format, Special Strike Code, Dual Listed, TPF Security ID, Training Indicator, Leap Indicator, Restricted Sta..., Restricted Time, and Restricted Comment. At the bottom of the form are buttons for New, Save, Cancel, and Exit. The status bar at the bottom right shows 'User Id: ODAL Local: 9/15/2005 11:52 AM'.

- Select the **Product Type** from the drop down list.
- Enter the product class and reporting class you are searching for in the **Product Class** and Reporting Class text box and click **Search**. These fields are required.

Or, click on the selector button  to select the Product Type, Product Class and Reporting Class.

The screenshot shows a 'Product Selection' dialog box. It has three dropdown menus: Product Type (set to OPTION), Product Class (set to AAI (Option)), and Reporting Class (set to AAI). At the bottom are OK and Cancel buttons.

Click **Cancel** to exit the window without making a selection.

Click **OK** to enter the selection. The reporting classes information will display. Editable fields display in the Product Class section of the window.

- Make any required changes.

- Click **Cancel** to remove the requested changes.
- Click **Save** to update the product class.

Product/Series

To search for and edit an existing reporting class, select the **Series-Product** option from the **Maintenance** menu. The **Product** window will display.

Industry Product Database

File Excel Series Maintenance Splits-Adjustments Exp Of Day Transmit Status Expiration Admin Query Window Help

Series/Products

Product Type: OPTION Reporting Class: AA Search Exp. Month: Exp. Year: Active: Filter

Class Symbol	Expiration Month	Expiration Year	Expiration Date	Strike Price	Price Code	Source Name	Option Type	Put Activity Page	Call Activity Page	Effective Date	Listing State	Restrict Ind	Restrict Date	Restrict Comments	Created Time	Created User	Last Modified Time	Last Modified User
AA	1	2006	01/21/2...	42.50	V		B			05/16/2...	Active		none		04/05/2...		08/23/2...	DC
AA	1	2006	01/21/2...	37.50	U		B			05/16/2...	Active		none		04/05/2...		08/23/2...	DC
AA	1	2006	01/21/2...	32.50	Z		B			05/16/2...	Active		none		04/05/2...		08/23/2...	DC
AA	1	2006	01/21/2...	27.50	Y		B			05/16/2...	Active		none		04/05/2...		08/23/2...	DC
AA	1	2006	01/21/2...	22.50	X		B			05/16/2...	Active		none		06/26/2...		08/23/2...	DC
AA	1	2006	01/21/2...	17.50	T		B			05/16/2...	Active		none		08/27/2...		08/23/2...	DC
AA	1	2006	01/21/2...	60.00	L		B			05/16/2...	Active		none		01/06/2...		08/23/2...	DC
AA	1	2006	01/21/2...	55.00	K		B			05/16/2...	Active		none		01/06/2...		08/23/2...	DC
AA	1	2006	01/21/2...	50.00	J		B			05/16/2...	Active		none		01/06/2...		08/23/2...	DC
AA	1	2006	01/21/2...	45.00	I		B			05/16/2...	Active		none		01/06/2...		08/23/2...	DC
AA	1	2006	01/21/2...	40.00	H		B			05/16/2...	Active		none		08/26/2...		08/23/2...	DC
AA	1	2006	01/21/2...	35.00	G		B			05/16/2...	Active		none		08/26/2...		08/23/2...	DC
AA	1	2006	01/21/2...	30.00	F		B			05/16/2...	Active		none		05/24/2...		08/23/2...	DC
AA	1	2006	01/21/2...	25.00	E		B			05/16/2...	Active		none		05/24/2...		08/23/2...	DC
AA	1	2006	01/21/2...	20.00	D		B			05/16/2...	Active		none		05/24/2...		08/23/2...	DC
AA	1	2006	01/21/2...	15.00	C		B			05/16/2...	Active		none		05/24/2...		08/23/2...	DC
AA	1	2006	01/21/2...	10.00	B		B			05/16/2...	Active		none		05/24/2...		08/23/2...	DC
AA	10	2005	10/22/2...	42.50	V		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC

Num Records: 54

Class: AA Exp. Month: 01 Exp. Year: 2006 Exp. Date: 01/21/2006 Listing State: Active

Effective Date: 05/16/2005 Inactivation Date: 01/21/2006 Exercise Price: 37.50 OPRA Price: U

Call: ☒ Call Activity Page: Put: ☒ Put Activity Page:


Restricted: ☐ Restricted Date: none Restricted Comments:

Create Date: 04/05/2004 09:37:01.10 Create User: Modified Date: 08/23/2005 11:03:03.0 Modified User:

New Save Cancel Exit

User Id: ODAL Local 9/15/2005 12:05 PM

- Select the **Product Type** from the drop down list.
- Enter the reporting class in the **Reporting Class** text box and click **Search**. This field is required.

Or, click on the selector button  to select the Product Type and Reporting Class.

Product Type: OPTION

Reporting Class: AA

OK Cancel

Click **Cancel** to exit the window without making a selection.

Click **OK** to enter the selection. The product information will display. Editable fields display in the lower panel of the window

Products/series can be filtered by expiration month, expiration year or by active state.

To filter a product/series by expiration month:

- Enter the expiration month in the **Exp. Month** text box. Click **Filter**. In the example below, only the products/series expiring in September are shown.

The screenshot shows the 'Series/Products' window in the Industry Product Database. The 'Exp. Month' is set to '09' and 'Exp. Year' is '2005'. The 'Filter' button is clicked. The table below shows the results of the filter.

Class Symbol	Expiration Month	Expiration Year	Expiration Date	Strike Price	Price Code	Source Name	Option Type	Put Activity Page	Call Activity Page	Effective Date	Listing State	Restrict Ind	Restrict Date	Restrict Comments	Created Time	Created User	Last Modified Time	Last Modified User
AA	9	2005	09/17/2...	15.00	C		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	20.00	D		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	25.00	E		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	30.00	F		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	35.00	G		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	40.00	H		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	17.50	T		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	22.50	X		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	27.50	Y		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	32.50	Z		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	37.50	U		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC

Num Records: 11

Class: Exp. Month: Exp. Year: Exp. Date: Listing State:

Effective Date: Inactivation Date: Exercise Price: OPRA Price:

Call: ☒ Call Activity Page: Put: ☒ Put Activity Page:

Restricted: ☐ Restricted Date: Restricted Comments:

Create Date: 04/05/2004 09:37:01.10 Create User: Modified Date: 08/23/2005 11:03:03.0 Modified User:

User Id: ODAL Local: 9/15/2005 03:08 PM

To filter a product/series by expiration year:

- Enter the expiration year in the **Exp. Year** text box. Click **Filter**. In the example below, only the products/series expiring in 2005 are shown.

Industry Product Database

File Excel Series Maintenance Splits-Adjustments Exp'd Of Day Transmit Status Expiration Admin Query Window Help

Series/Products

Product Type: Reporting Class: Search Exp. Month: Exp. Year: Active: ☐ Filter

Class Symbol	Expiration Month	Expiration Year	Expiration Date	Strike Price	Price Code	Source Name	Option Type	Put Activity Page	Call Activity Page	Effective Date	Listing State	Restrict Ind	Restrict Date	Restrict Comments	Created Time	Created User	Last Modified Time	Last Modified User
AA	10	2005	10/22/2...	20.00	D		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC
AA	10	2005	10/22/2...	25.00	E		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC
AA	10	2005	10/22/2...	30.00	F		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC
AA	10	2005	10/22/2...	35.00	G		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC
AA	10	2005	10/22/2...	40.00	H		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC
AA	10	2005	10/22/2...	17.50	T		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC
AA	10	2005	10/22/2...	22.50	X		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC
AA	10	2005	10/22/2...	27.50	Y		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC
AA	10	2005	10/22/2...	32.50	Z		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC
AA	10	2005	10/22/2...	37.50	U		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC
AA	10	2005	10/22/2...	42.50	V		B			02/22/2...	Active		none		02/20/2...		08/23/2...	DC
AA	9	2005	09/17/2...	15.00	C		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	20.00	D		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	25.00	E		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	30.00	F		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	35.00	G		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	40.00	H		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AA	9	2005	09/17/2...	17.50	T		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC

Num Records: 37

Class: Exp. Month: Exp. Year: Exp. Date: Listing State:

Effective Date: Inactivation Date: Exercise Price: OPRA Price:

Call: ☒ Call Activity Page: Put: ☒ Put Activity Page:

Restricted: ☐ Restricted Date: Restricted Comments:

Create Date: 04/05/2004 09:37:01.10 Create User: Modified Date: 08/23/2005 11:03:03.0 Modified User:

User Id: ODAL Local 9/15/2005 03:12 PM

To display only active product/series:

- Select the Active checkbox. Click **Filter**. In the example below, only the Active products/series are shown.

Industry Product Database

File Excel Series Maintenance Splits-Adjustments Exp'd Of Day Transmit Status Expiration Admin Query Window Help

Series/Products

Product Type: Reporting Class: Search Exp. Month: Exp. Year: Active: ☒ Filter

Class Symbol	Expiration Month	Expiration Year	Expiration Date	Strike Price	Price Code	Source Name	Option Type	Put Activity Page	Call Activity Page	Effective Date	Listing State	Restrict Ind	Restrict Date	Restrict Comments	Created Time	Created User	Last Modified Time	Last Modified User
AAF	1	2006	01/21/2...	85.00	Q		B			05/18/2...	Active		none		02/20/2...		08/23/2...	DC
AAF	1	2006	01/21/2...	90.00	R		B			05/18/2...	Active		none		03/09/2...		08/23/2...	DC
AAF	1	2006	01/21/2...	95.00	S		B			05/18/2...	Active		none		03/09/2...		08/23/2...	DC
AAF	1	2006	01/21/2...	100.00	T		B			05/18/2...	Active		none		03/09/2...		08/23/2...	DC
AAF	1	2006	01/21/2...	87.50	Y		B			05/18/2...	Active		none		03/11/2...		08/23/2...	DC
AAF	1	2006	01/21/2...	92.50	Z		B			05/18/2...	Active		none		03/11/2...		08/23/2...	DC
AAF	1	2006	01/21/2...	97.50	U		B			05/18/2...	Active		none		03/11/2...		08/23/2...	DC
AAF	10	2005	10/22/2...	85.00	Q		B			03/14/2...	Active		none		03/09/2...		08/23/2...	DC
AAF	10	2005	10/22/2...	90.00	R		B			06/15/2...	Active		none		06/15/2...		08/23/2...	DC
AAF	9	2005	09/17/2...	85.00	Q		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AAF	9	2005	09/17/2...	90.00	R		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AAF	9	2005	09/17/2...	95.00	S		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AAF	9	2005	09/17/2...	100.00	T		B			07/18/2...	Active		none		07/18/2...		08/23/2...	DC
AAF	8	2005	08/20/2...	85.00	Q		B			06/20/2...	Active		none		06/19/2...		08/23/2...	DC
AAF	8	2005	08/20/2...	90.00	R		B			06/20/2...	Active		none		06/19/2...		08/23/2...	DC
AAF	8	2005	08/20/2...	95.00	S		B			06/20/2...	Active		none		06/19/2...		08/23/2...	DC
AAF	8	2005	08/20/2...	100.00	T		B			06/20/2...	Active		none		06/19/2...		08/23/2...	DC
AAF	8	2005	08/20/2...	105.00	A		B			06/20/2...	Active		none		06/19/2...		08/23/2...	DC

Num Records: 18

Class: Exp. Month: Exp. Year: Exp. Date: Listing State:

Effective Date: Inactivation Date: Exercise Price: OPRA Price:

Call: ☒ Call Activity Page: Put: ☒ Put Activity Page:

Restricted: ☐ Restricted Date: Restricted Comments:

Create Date: 04/05/2004 09:37:01.10 Create User: Modified Date: 08/23/2005 11:03:03.0 Modified User:

User Id: ODAL Local 9/15/2005 03:13 PM

**Edit Column Preferences**

You can customize your Product Definition windows by selecting or deselecting specific columns to display. To filter columns, right mouse click on a data row. Select **Edit Preferences**. The Edit Column Preferences window will display.

- Select or deselect columns for viewing and modify column arrangement as desired.
- To save your changes, click **Ok**.
- If you wish to retain the default settings, click **Cancel**.

For detailed information, refer to the Edit Column Preferences section, page 79.

Price Adjustments

Price adjustments on orders are caused by changes in the underlying security, such as stock splits, stock dividends, symbol changes, etc.

From the **Splits-Adjustment** menu, select **Adjustments** or press **[Alt]-[J]** on your keyboard. The **Adjustments** window will display.

Click **Exit** at anytime to close the window.

Click **Refresh** to retrieve updated adjustment data.

The screenshot shows the 'Industry Product Database' window with the 'Splits-Adjustments' menu selected. The main table displays adjustment data:

Status	Adjusted Product	New Symbol	Adjustment Type	Split New Ratio	Split Old Ratio	Dividend	Dividend Type	Effective Date	Run Date	Created Time
Processed	AA	AA	Split	2	1			10/04/2005	10/03/2005	10/03/2005 14:34:54.700
Inone	ARLP	ARLP	Split	2	1			09/16/2005	09/15/2005	09/12/2005 13:10:18.80
Approved	ATVI	ATVI	Split	4	3			10/07/2005	10/06/2005	10/06/2005 14:55:31.450

Below the table is the 'Price Adjustment Control' section with the following fields:

- Adjusted Product: AA
- Product Type: EQUITY
- Product Class: AA (Equity)
- Product: AA
- Effective Date: 10/04/2005
- Run Date: 10/03/2005
- Adjustment Type: Split
- Order Action: Normal Adjustment
- Split New Ratio: 2 for Split Old Ratio: 1

The 'Affected Reporting Classes' section shows:

- AA (Option)
- OKH (Option) -> 'OKH'
- YJA (Option)

At the bottom, there are buttons for 'New', 'Save', 'Delete', 'Cancel', 'New Adj. Class', 'Save Adj. Class', 'Cancel', 'Edit Adj. Series...', 'Generate Adj. Series', 'Undo Adj.', 'Approve Selected Adjustment', 'Transmit Selected Adjustment', 'Apply All Transmitted Adjustments', and 'Exit'.

From this window, you can create, edit and delete product pricing information.

Create New Price Adjustment

To create a new price adjustment for a product:

- Click **New**.
- Select the product type, product class and product from the drop down lists.
- Select the effective date of the price adjustment by clicking the up/down arrows until the desired date is reached.
- Select the run date by clicking on the up/down until the desired date is reached.
- From the Adjusted Product section of the window, select the adjustment type from the drop down list.
 - For a stock split adjustment, enter the stock split information below the adjustment type box.

- For a symbol change adjustment type, enter the new symbol in the New Symbol text box. Click **Save**. The new symbol will be applied to the reporting classes listed in the **Affected Reporting Classes** text box.
- For a dividend percent adjustment, enter the percent in the box below the adjustment type list box.
- For a dividend cash adjustment, enter the cash amount.
- For a dividend stock adjustment, enter the number of shares.
- For a merger adjustment, enter the new symbol in the box below the adjustment type list box.
- Select the type of **Order Adjustment** from the drop down list.
- You can clear your price adjustment entries at anytime by clicking **Cancel**.
- Verify that the information is correct. Click **Save**. The new price adjustment will display in the data row panel at the top of the window.
- To close the window and return to the IPD main window, click **Exit**.

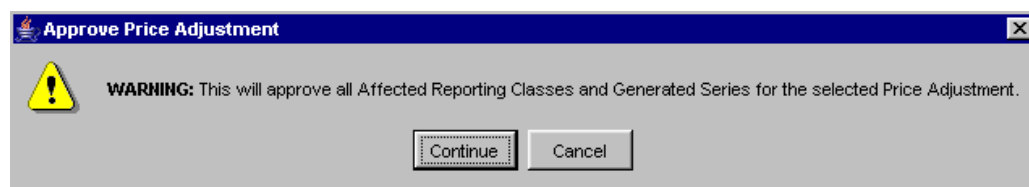
Edit Price Adjustments

To edit price adjustment information for a product:

- Highlight the existing product from the data row panel at the top of the window. The price adjustment information displays.
- If required, change the effective date and run date by clicking on the up/down arrows until the desired date is reached.
- To remove your updates, click **Cancel**.
- Click **Save** to enter your changes into the system.

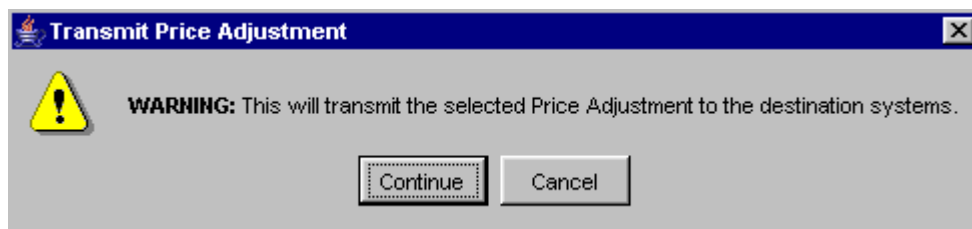
To approve all affected reporting classes for a price adjustment:

- Highlight the existing product from the data row panel at the top of the window. The price adjustment information displays.
- Click Approve Selected Adjustment. The system will generate a warning.

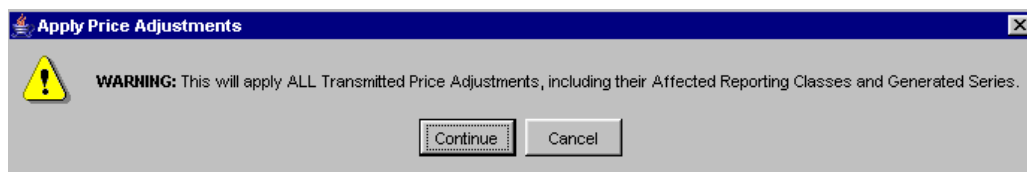


- Click **Cancel** to close the window without approving the price adjustment.
- Click **Continue** to approve all affected reporting classes for the price adjustment. The Status column will display Approved for the price adjustment.
- Once a price adjustment has been approved, you can transmit it to the TPF and SBT systems.
 - Highlight the approved price adjustment from the data row panel at the top of the window.

- Click **Transmit Price Adjustment**. The system will generate a warning message.



- Click **Cancel** to exit the window without performing the transmission.
- Click **Continue** to forward the information to the TPF and SBT systems.
- To transmit all approved price adjustment to the TPF and SBT systems, click **Apply All Transmitted Adjustments**. The system will generate a warning message.



- Click **Cancel** to exit the window without performing the transmission.
 - Click **Continue** to forward the information to the TPF and SBT systems.
- To edit reporting class adjustments:
- Highlight the reporting class from the **Affected Reporting Classes** panel.
 - If required, enter the New Symbol, New Contract Size, Call Activity Page and Put Activity Page in the corresponding text fields.

The screenshot shows the 'Industry Product Database' application window. At the top is a menu bar with options: File, Excel Series, Maintenance, Splits-Adjustments, End Of Day, Transmit Status, Expiration, Admin, Query, Window, Help. Below the menu is a 'Refresh' button. A table displays a list of price adjustments with columns: Status, Adjusted Product, New Symbol, Adjustment Type, Split New Ratio, Split Old Ratio, Dividend, Dividend Type, Effective Date, Run Date, and Created Time. The table contains three rows of data. Below the table is a 'Price Adjustment Control' section with various input fields and buttons. To the right of this section is an 'Affected Reporting Classes' list. At the bottom of the window are buttons for 'Approve Selected Adjustment', 'Transmit Selected Adjustment', 'Apply All Transmitted Adjustments', and 'Exit'. The status bar at the very bottom shows 'User Id: ODAL Local:10/13/2005 11:16 AM'.

Status	Adjusted Product	New Symbol	Adjustment Type	Split New Ratio	Split Old Ratio	Dividend	Dividend Type	Effective Date	Run Date	Created Time	
none	MBT	MBT	Split	4	1			09/26/2005	09/23/2005	09/23/2005 15:36:19.400	UE
Processed	MCIP	MCIP	Common Distribution	0	0			10/05/2005	10/04/2005	10/04/2005 17:01:09.690	DE
none	NBL	NBL	Split	2	1			09/13/2005	09/12/2005	09/09/2005 15:44:37.80	UE

Price Adjustment Control

Adjusted Product:
 Product Type: EQUITY
 Product Class: MCIP (Equity)
 Product: MCIP
 Effective Date: 10/05/2005
 Run Date: 10/04/2005
 Adjustment:
 Adjustment Type: Common Distribution
 Order Action: Normal Adjustment

Affected Reporting Classes

MCIP1C (Future) -> 'MCIP1C'
 MGI (Option) -> 'MJR'
 OMQ (Option) -> 'ZBU'
 YXW (Option) -> 'LML'

Current Symbol: MCIP1C New Symbol: MCIP1C
 Current Contract Size: 100 New Contract Size:
 Alternate Class Name:

Buttons: New, Save, Delete, Cancel, New Adj. Class, Save Adj. Class, Cancel, Edit Adj. Series..., Generate Adj. Series, Undo Adj.

Buttons: Approve Selected Adjustment, Transmit Selected Adjustment, Apply All Transmitted Adjustments, Exit

User Id: ODAL Local:10/13/2005 11:16 AM

↳ **Note:** Restrictions apply based on the price adjustment type.

- If the price adjustment is a Split, the **New Symbol** field is not editable when the split denominator is 1 (i.e. 2 for 1 stock split).
- **Call Activity** and **Put Activity** fields are only editable when an option reporting class is selected.
- The **Alternate Class Name** field is not editable if the price adjustment is a Leap Rollover.
- **New Contract Size** is not editable when an options reporting class is selected.

The screenshot shows the 'Industry Product Database' application window. At the top is a menu bar with options: File, Excel Series, Maintenance, Splits-Adjustments, End Of Day, Transmit Status, Expiration, Admin, Query, Window, Help. Below the menu is a 'Refresh' button and a table of adjustments.

Status	Adjusted Product	New Symbol	Adjustment Type	Split New Ratio	Split Old Ratio	Dividend	Dividend Type	Effective Date	Run Date	Created Time	C
none	RCI	RCI	Split	5	2			09/26/2005	09/23/2005	09/23/2005 19:44:47.820	UE
Approved	SXB	SXB	Leap Rollover	0	0			10/03/2005	10/03/2005	10/03/2005 14:46:51.480	UE
Processed	SPX	SPX	Leap Rollover	0	0			10/03/2005	10/03/2005	10/03/2005 14:53:26.200	UE

Below the table is a 'Price Adjustment Control' panel with the following fields:

- Adjusted Product:
 - Product Type: INDEX
 - Product Class: SPX (Index)
 - Product: SPX
- Effective Date: 10/03/2005
- Run Date: 10/03/2005
- Adjustment:
 - Adjustment Type: Leap Rollover
 - Order Action: Normal Adjustment

Buttons at the bottom of the control panel: New, Save, Delete, Cancel.

To the right is the 'Affected Reporting Classes' panel, which lists various option reporting classes (SPB, SPL, SPQ, SPT, SPX, SPZ, SXB, SXG, SXM, SKY, SKZ, SVF). Below this list are fields for 'Current Symbol' (SPB), 'New Symbol', 'Call Activity Page', 'Put Activity Page', 'Range From', and 'To'. Buttons at the bottom of this panel include: New Adj. Class, Save Adj. Class, Cancel, Edit Adj. Series, Generate Adj. Series, and Undo Adj.

At the very bottom of the window are buttons: Approve Selected Adjustment, Transmit Selected Adjustment, Apply All Transmitted Adjustments, and Exit. The status bar at the bottom right shows 'User Id: ODAL Local:10/13/2005 11:16 AM'.

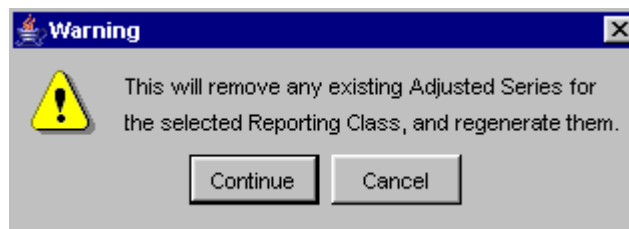
- You can only select a price range from the **Range From** and **Range To** fields if an option reporting class is selected, and if the price adjustment is either a Symbol Change or Leap Rollover.
- Click **Cancel** to remove you changes.
- Click **Save Adj. Class** to enter your changes into the system.

➤ Add a new adjusted class

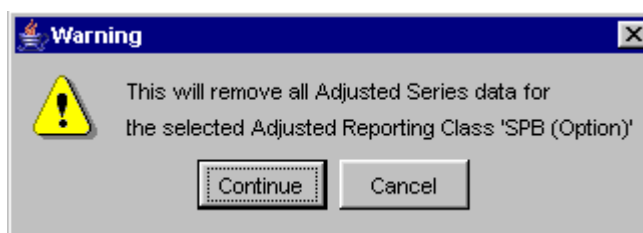
Certain conditions may require you to adjust the price range of an existing reporting class series.

👉 **Note:** You can only add a new reporting class adjustment if an options reporting class is selected, and if the price adjustment is either a Symbol Change or Leap Rollover.

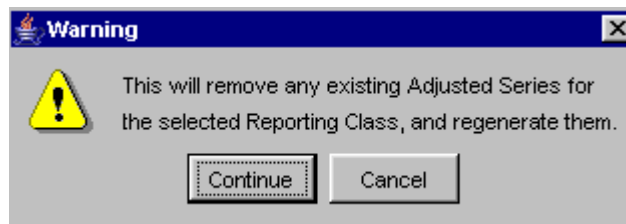
- Highlight the option reporting class from the **Affected Reporting Classes** panel.
- Enter the **New Symbol** in the corresponding text field.
- Click **New Adj. Class**. The system will prompt you generate a warning message.



- Click **Cancel** to exit the window without regenerating the adjusted series.
- Click **Continue** to proceed with regenerating the adjusted series data.
 - Select the new adjusted reporting class.
 - Enter the new price range in the **Range From** and **To** text fields.
 - Click **Cancel** to remove your changes.
 - Click **Save Adj. Class** to save your changes.
- If you wish reset the adjusted reporting class to its original values, click **Undo Adj. Class**. The system will display a warning message.



- Click **Cancel** to close the window without removing the adjusted series data.
 - If you click **Continue**, any adjusted series that have been generated for the selected reporting class is removed from the system.
- To generate all the adjusted series for a selected reporting class:
- Highlight the reporting class from the **Affected Reporting Classes** panel.
 - Click **Generate Adj. Series**. The system will generate a warning message.



- Click **Cancel** without regenerating all the adjusted series.
 - Click **Continue** to regenerate the adjusted series. If the adjusted series had already been generated, they will be removed and regenerated. This will remove any edits that had been made to the adjusted series by the users.
- To edit adjusted product/series:
- Highlight the reporting class from the **Affected Reporting Classes** panel. The Current Symbol and Current Contract Size for the reporting class display.
 - Click **Edit Adj. Series**. The **Adjustment Items** window will display.

Adjusted Call Series	Adjusted Put Series	Current Reporting Class	New Reporting Class	Current Exercise Price	New Exercise Price	Current Expiration Date	New Expiration Date	Current Call Optra Month	New Call Optra Month	Current Call Optra Price	New Call Optra Price
AFV Sep05 65.00 CALL	AFV Sep05 65.00 PUT	AFV	AFV	65.00	32.50	09/17/2005	09/17/2005	I	I	M	Z
AFV Sep05 70.00 CALL	AFV Sep05 70.00 PUT	AFV	AFV	70.00	35.00	09/17/2005	09/17/2005	I	I	N	G
AFV Sep05 75.00 CALL	AFV Sep05 75.00 PUT	AFV	AFV	75.00	37.50	09/17/2005	09/17/2005	I	I	O	U
AFV Sep05 80.00 CALL	AFV Sep05 80.00 PUT	AFV	AFV	80.00	40.00	09/17/2005	09/17/2005	I	I	P	H
AFV Sep05 85.00 CALL	AFV Sep05 85.00 PUT	AFV	AFV	85.00	42.50	09/17/2005	09/17/2005	I	I	Q	V
AFV Sep05 90.00 CALL	AFV Sep05 90.00 PUT	AFV	AFV	90.00	45.00	09/17/2005	09/17/2005	I	I	L	F
AFV Sep05 55.00 CALL	AFV Sep05 55.00 PUT	AFV	AFV	55.00	27.50	09/17/2005	09/17/2005	I	I	K	Y
AFV Dec05 60.00 CALL	AFV Dec05 60.00 PUT	AFV	AFV	60.00	30.00	12/17/2005	12/17/2005	L	L	L	F
AFV Dec05 65.00 CALL	AFV Dec05 65.00 PUT	AFV	AFV	65.00	32.50	12/17/2005	12/17/2005	L	L	M	Z
AFV Sep05 45.00 CALL	AFV Sep05 45.00 PUT	AFV	AFV	45.00	22.50	09/17/2005	09/17/2005	J	J	I	X
AFV Sep05 50.00 CALL	AFV Sep05 50.00 PUT	AFV	AFV	50.00	25.00	09/17/2005	09/17/2005	J	J	J	E
AFV Dec05 45.00 CALL	AFV Dec05 45.00 PUT	AFV	AFV	45.00	22.50	12/17/2005	12/17/2005	L	L	J	X
AFV Dec05 50.00 CALL	AFV Dec05 50.00 PUT	AFV	AFV	50.00	25.00	12/17/2005	12/17/2005	L	L	J	E
AFV Dec05 70.00 CALL	AFV Dec05 70.00 PUT	AFV	AFV	70.00	35.00	12/17/2005	12/17/2005	L	L	N	G
AFV Dec05 75.00 CALL	AFV Dec05 75.00 PUT	AFV	AFV	75.00	37.50	12/17/2005	12/17/2005	L	L	O	U
AFV Aug05 70.00 CALL	AFV Aug05 70.00 PUT	AFV	AFV	70.00	35.00	08/20/2005	08/20/2005	H	H	N	G
AFV Aug05 75.00 CALL	AFV Aug05 75.00 PUT	AFV	AFV	75.00	37.50	08/20/2005	08/20/2005	H	H	O	U
AFV Aug05 80.00 CALL	AFV Aug05 80.00 PUT	AFV	AFV	80.00	40.00	08/20/2005	08/20/2005	H	H	P	H
AFV Dec05 80.00 CALL	AFV Dec05 80.00 PUT	AFV	AFV	80.00	40.00	12/17/2005	12/17/2005	L	L	P	H
AFV Mar06 70.00 CALL	AFV Mar06 70.00 PUT	AFV	AFV	70.00	35.00	03/18/2006	03/18/2006	C	C	N	G
AFV Mar06 75.00 CALL	AFV Mar06 75.00 PUT	AFV	AFV	75.00	37.50	03/18/2006	03/18/2006	C	C	O	U
AFV Mar06 80.00 CALL	AFV Mar06 80.00 PUT	AFV	AFV	80.00	40.00	03/18/2006	03/18/2006	C	C	P	H
AFV Aug05 85.00 CALL	AFV Aug05 85.00 PUT	AFV	AFV	85.00	42.50	08/20/2005	08/20/2005	H	H	Q	V
AFV Dec05 85.00 CALL	AFV Dec05 85.00 PUT	AFV	AFV	85.00	42.50	12/17/2005	12/17/2005	L	L	Q	V
AFV Mar06 85.00 CALL	AFV Mar06 85.00 PUT	AFV	AFV	85.00	42.50	03/18/2006	03/18/2006	C	C	Q	V
AFV Sep05 90.00 CALL	AFV Sep05 90.00 PUT	AFV	AFV	90.00	45.00	09/17/2005	09/17/2005	I	I	R	I

Num Records: 37

Product Type: Orig Class: Orig Series: New Call Activity Page:

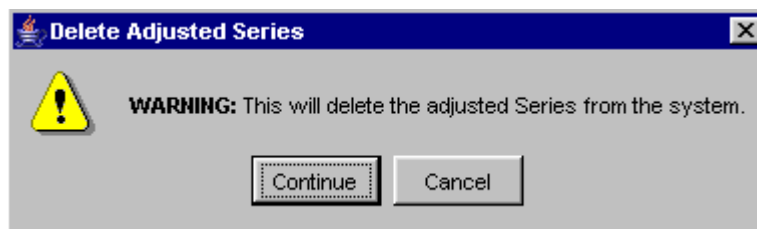
New Class: New Series: New Put Activity Page:

Orig Call Optra Month: New Call Optra Month: Orig Put Optra Month: New Put Optra Month:

Orig Call Optra Price: New Call Optra Price: Orig Put Optra Price: New Put Optra Price:

Created Time: 09/12/2005 13:10:34.540 Created By: DENN Last Modified Time: 09/12/2005 13:10:34.540 Last Modified By: DENN

- Click on the product/series data row you wish to update. The editable fields for the product/series display in the bottom portion of the panel. Fields that are not editable display grayed out. Click **Exit** at any time to close the window and return to the Adjustments window.
- Make your desired changes.
- Click **Cancel** to remove your recent changes.
- Click **Save Series** to enter your changes into the system.
- If you wish to remove a product/series, highlight the data row and click **Delete Series**. The system will prompt you to confirm your request to delete the product/series.

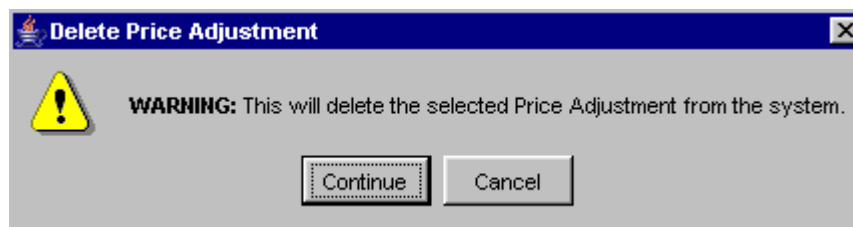


- Click **Cancel** to remove your delete request. The adjusted series will be deleted from the system.
- Click **Continue** to submit your delete request.

Delete

To delete price adjustment information:

- Highlight the adjusted product from the price adjustment data row panel at the top of the window. Click **Delete**. The system will prompt you to confirm the removal of the price adjustment from the system.



- To complete the delete request, click **Continue**.
- If you decide not to delete the price adjustment, click **Cancel**.

**Edit Column Preferences**

You can customize your Price Adjustment window by selecting or deselecting specific columns to display. To filter columns, right mouse click on a data row. Select **Edit Preferences**. The Edit Column Preferences window will display.

- Select or deselect columns for viewing and modify column arrangement as desired.
- To save your changes, click **Ok**.
- If you wish to retain the default settings, click **Cancel**.

For detailed information, refer to the Edit Column Preferences section, page 79.

End of Day Transfer

IPD allows you perform end of day (EOD) transfers to both SBT and TPF.

SBT End of Day

SBT end of day transfers can be performed for one class or for a number of classes at the same time.

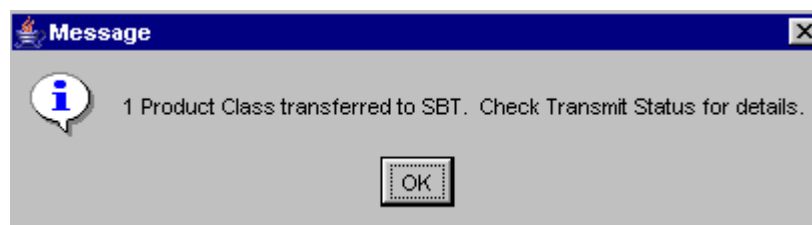
To perform SBT EOD transfers, select **End of Day** from the Industry Product Database menu or press **[Alt]-[N]** on your keyboard. Click **SBT Transfer**. The End of Day SBT window will display with three tabs: Trading Instrument, Class and Series.

The screenshot shows the 'End of Day SBT' window. At the top, there are dropdowns for 'Product Type' (set to EQUITY) and 'Business Date' (set to 09/14/2005), followed by a 'Select' button. Below this is a tabbed interface with 'Trading Instrument' selected. The table below has columns: Approved For Send, Transaction Type, Trading Instrument, Security Type, Name, Underlying Instrument, Activation Date, Inactivation Date, Expiration Cycle, Post, Station, Billing Fee Code, and Restricted Ind. The first row is highlighted, and the 'Approved For Send' checkbox is checked. The 'Num Records' is 3 and 'Num Approved' is 1. At the bottom, there are 'Send' and 'Exit' buttons. The status bar at the bottom right shows 'User Id: ODAL Local 9/16/2005 03:32 PM'.

Approved For Send	Transaction Type	Trading Instrument	Security Type	Name	Underlying Instrument	Activation Date	Inactivation Date	Expiration Cycle	Post	Station	Billing Fee Code	Restricted Ind
<input checked="" type="checkbox"/>	Update	AAPN	Equity			09/14/2005	none	0	0	0		
<input type="checkbox"/>	Update	F73	Equity			09/15/2005	none	0	0	0		
<input type="checkbox"/>	Update	F74	Equity			09/16/2005	none	0	0	0		

- Select the **Product Type** from the drop down list.
- Enter the desired **Business Date** by pressing the up/down arrows until the date is reached.
- Click **Select**. The updated trading instrument (product class), reporting class and product series display in tab format.
- To approve one product class for transfer, highlight the data row and click the **Approved For Send** checkbox or highlight the data row and click **Approve**.
 - To approve all the product classes for transfer, click **Approve All**. The **Approved for Send** checkbox will be selected on all the data rows.
 - To remove the approval of a product class, highlight the data row and deselect the **Approved for Send** checkbox
 - To remove the approval of all product classes, click **Remove Approval**. The **Approved For Send** checkboxes appear deselected.

- Click **Exit** to close the window without transferring end of day data to SBT.
- Once you have confirmed your approval selection, click **Send**. The system will display confirmation of the transfer.



Click on the **Class** tab to display reporting class data ready for transfer.

Approved For Send	Transaction Type	Reporting Class Symbol	Trade Instrument	Listing State	Contract Size	Transaction Fee Code	Activation Date	Inactivation Date	TPF Security ID	Premium Multiplier	Expiration Class Code	Leap Indicator
<input type="checkbox"/>	Update	AAP6	AAP6	Active	100		09/14/2005	none		100		
<input type="checkbox"/>	Update	AAP7	AAP6	Active	100		09/14/2005	none		0M		
<input type="checkbox"/>	Update	AAP8	AAP6	Active	100		09/14/2005	none		0		
<input type="checkbox"/>	Update	F73	F73	Inactive	100		09/15/2005	none		100		
<input type="checkbox"/>	Update	F74	F74	Inactive	100		09/16/2005	none		100		

Num Records: 5 Num Approved: 0

- To approve one reporting class for transfer, highlight the data row and click the **Approved For Send** checkbox or highlight the data row and click **Approve**.
 - To approve all the reporting classes for transfer, click **Approve All**. The **Approved for Send** checkbox will be selected on all the data rows.
 - To remove the approval of a reporting class, highlight the data row and deselect the **Approved for Send** checkbox
 - To remove the approval of all reporting classes, click **Remove Approval**. The **Approved For Send** checkboxes appear deselected.
- Click **Exit** to close the window without transferring end of day data to SBT.
- Once you have confirmed your approval selection, click **Send**. The system will display confirmation of the transfer.

Click on the **Series** tab to display product series information ready for transfer.

The screenshot shows the 'End of Day SBT' window in the 'Industry Product Database' application. The 'Series' tab is selected. The table displays two series, F73 and F74, both with 'Update' transaction types. The 'Approved For Send' checkboxes are unchecked. The status bar at the bottom indicates 'Num Records: 2' and 'Num Approved: 0'.

Approved For Send	Transaction Type	Class Symbol	Expiration Month	Expiration Year	Strike Price	Month Code	Price Code	Source Name	Activation Date	Expiration Date	Option Type	Activity Page
<input type="checkbox"/>	Update	F73	0	0	0.00				09/15/2005	none	[]	ir
<input type="checkbox"/>	Update	F74	0	0	0.00				09/16/2005	none	[]	ir

Num Records: 2 Num Approved: 0

- To approve one series for transfer, highlight the data row and click the **Approved For Send** checkbox or highlight the data row and click **Approve**.
 - To approve all the series for transfer, click **Approve All**. The **Approved for Send** checkbox will be selected on all the data rows.
 - To remove the approval of a series, highlight the data row and deselect the **Approved for Send** checkbox
 - To remove the approval of all series, click **Remove Approval**. The **Approved For Send** checkboxes appear deselected.
- Click **Exit** to close the window without transferring end of day data to SBT.
- Once you have confirmed your approval selection, click **Send**. The system will display confirmation of the transfer.

TPF End of Day To perform TPF EOD transfers, select **End of Day** from the Industry Product Database menu or press [Alt]-[n] on your keyboard. Click **TPF Transfer**. The End of Day TPF window will display.

Industry Product Database

File Excel Series Maintenance Splits-Adjustments Eod Of Day Transmit Status Expiration Admin Query Window Help

End Of Day TPF

Product Type: EQUITY Business Date: 09/14/2005 Select

Trading Instrument Class Series

Approve Approve All Remove Approval

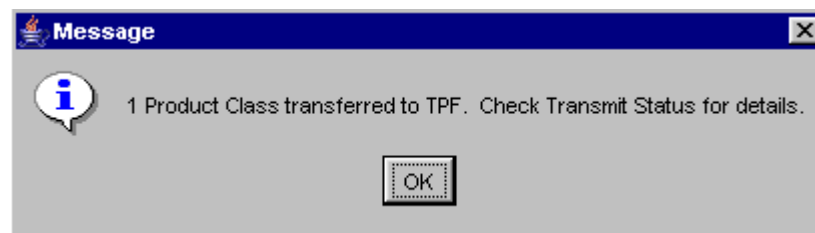
Approved For Send	Transaction Type	Trading Instrument	Security Type	Name	Underlying Instrument	Activation Date	Inactivation Date	Expiration Cycle	Post	Station	Billing Fee Code	Restricted Ind
<input checked="" type="checkbox"/>	Update	AAPN	Equity			09/14/2005	None	0	0	0		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Update	F73	Equity			09/15/2005	None	0	0	0		<input type="checkbox"/>
<input type="checkbox"/>	Update	F74	Equity			09/16/2005	None	0	0	0		<input type="checkbox"/>

Num Records: 3 Num Approved: 1

Send Exit

User Id: ODAL Local: 9/16/2005 03:53 PM

- Select the **Product Type** from the drop down list.
- Enter the desired **Business Date** by pressing the up/down arrows until the date is reached.
- Click **Select**. The updated trading instrument (product class), reporting class and product series display in tab format.
- To approve one product class for transfer, highlight the data row and click the **Approved For Send** checkbox or highlight the data row and click **Approve**.
 - To approve all the product classes for transfer, click **Approve All**. The **Approved for Send** checkbox will be selected on all the data rows.
 - To remove the approval of a product class, highlight the data row and deselect the **Approved for Send** checkbox
 - To remove the approval of all product classes click **Remove Approval**. The **Approved For Send** checkboxes appear deselected.
- Click **Exit** to close the window without transferring end of day data to TPF.
- Once you have confirmed your approval selection, click **Send**. The system will display confirmation of the transfer.



Click on the **Class** tab to display reporting class data ready for transfer.

Approved For Send	Transaction Type	Reporting Class Symbol	Trade Instrument	Listing State	Contract Size	Transaction Fee Code	Activation Date	Inactivation Date	TPF Security ID	Premium Multiplier	Expiration Class Code	Leap Indicator
<input checked="" type="checkbox"/>	Update	AAP6	AAP6	Active	100		09/14/2005	none		100		
<input type="checkbox"/>	Update	AAP7	AAP6	Active	100		09/14/2005	none		0M		
<input type="checkbox"/>	Update	AAP8	AAP6	Active	100		09/14/2005	none		0		
<input type="checkbox"/>	Update	F73	F73	Inactive	100		09/15/2005	none		100		
<input type="checkbox"/>	Update	F74	F74	Inactive	100		09/16/2005	none		100		

Num Records: 5 Num Approved: 1

Send Exit

User Id: ODAL Local: 9/16/2005 03:53 PM

- To approve one reporting class for transfer, highlight the data row and click the **Approved For Send** checkbox or highlight the data row and click **Approve**.
 - To approve all the reporting classes for transfer, click **Approve All**. The **Approved for Send** checkbox will be selected on all the data rows.
 - To remove the approval of a reporting class, highlight the data row and deselect the **Approved for Send** checkbox
 - To remove the approval of all reporting classes, click **Remove Approval**. The **Approved For Send** checkboxes appear deselected.
- Click **Exit** to close the window without transferring end of day data to TPF.
- Once you have confirmed your approval selection, click **Send**. The system will display confirmation of the transfer.

Click on the **Series** tab to display product series information ready for transfer.

Product Type: EQUITY Business Date: 9/14/2005 Select

Trading Instrument Class Series

Approve Approve All Remove Approval

Approved For Send	Transaction Type	Class Symbol	Expiration Month	Expiration Year	Strike Price	Month Code	Price Code	Source Name	Activation Date	Expiration Date	Option Type	Activity Page
<input checked="" type="checkbox"/>	Update	F73	0	0	0.00				09/15/2005	none		
<input type="checkbox"/>	Update	F74	0	0	0.00				09/16/2005	none		

Num Records: 2 Num Approved: 1

Send Exit

User Id: ODAL Local: 9/16/2005 03:53 PM

- To approve one series for transfer, highlight the data row and click the **Approved For Send** checkbox or highlight the data row and click **Approve**.
 - To approve all the series for transfer, click **Approve All**. The **Approved for Send** checkbox will be selected on all the data rows.
 - To remove the approval of a series, highlight the data row and deselect the **Approved for Send** checkbox
 - To remove the approval of all series, click **Remove Approval**. The **Approved For Send** checkboxes appear deselected.
- Click **Exit** to close the window without transferring end of day data to TPF.
- Once you have confirmed your approval selection, click **Send**. The system will display confirmation of the transfer.

Transmit Status

SBT Transmit Status

Product data that is transferred to either SBT or TPF can be verified in the Transmit Status window.

To open the Transmit Status window, click **Transmit Status** or press **[Alt]-[T]** on your keyboard and select **SBT Transmit Status**.

The screenshot displays the 'SBT Transmit Status' window. At the top, there are tabs for 'Trading Instrument', 'Class', 'Series', and 'Price Adjustments'. Below these are filters for 'Product Type' (set to EQUITY), 'Log Status' (set to All), and 'Action Date' (set to 09/16/2005). There are buttons for 'Select', 'Approve Re-Send', and 'Remove Approval'. The main area is a table with the following data:

Approved For Resend	Action Time	Error Code	Error Message	Destination System	Transaction Type	Transmit User	Trading Instrument	Security Type	Name	Underlying Instrument	Activation Date	Initial Status
<input checked="" type="checkbox"/>	09/16/2005 16:00:52.220	Send Initiated	Sending...	SBT	Add	ODAL	AAPN	Equity			09/14/2005	inor
<input type="checkbox"/>	09/16/2005 16:00:52.820	Completed	Success	SBT	Add	ODAL	AAPN	Equity			09/14/2005	inor

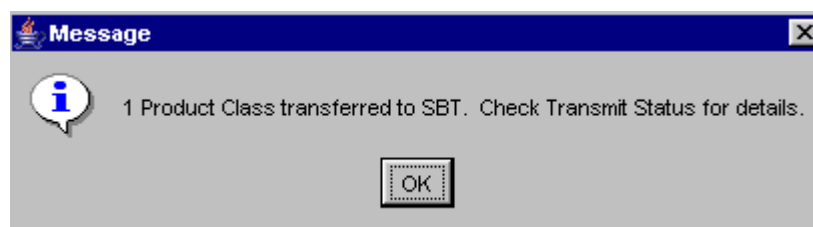
At the bottom, it shows 'Num Records: 2' and 'Num Approved: 1'. There are 'Re-Send' and 'Exit' buttons at the very bottom.

Product data displays in tab format by Trading Instrument (product class), Class and Series. The Trading Instrument tab is the default.

- To display the transmit status of a product class:
 - Select the **Product Type** from the drop down list.
 - Choose the **Log Status** from the drop down list. You have the option to verify **All** transmitted data, **Completed** data, **Error** data, data **Not Sent** or **Send Initiated** data.
 - Select the date the transmission was requested from the **Action Date** date box.
 - Click **Select**. In the example above, all the Equity product classes display for the transmission date of 9/16/05. The Error Code column displays the log status. The Error Message column shows the status of the transmitted data.

Any product data that was not successfully transmitted can be resubmitted through this window.

- Highlight the data row you wish to approve for a resend.
- Select the **Approved for Resend** checkbox or click **Approve Re-send**.
- To remove the resend request, highlight the data row and deselect the **Approved for Resend** checkbox or click **Remove Approval**.
- Click **Re-Send**. The system will display the transmit message. Click **OK** to close the Message window.



- Select the **Class** tab to verify transmission of reporting classes.

Approved For Resend	Action Time	Error Code	Error Message	Destination System	Transaction Type	Transmit User	Reporting Class Symbol	Trade Instrument	Listing State	Contract Size	Transaction Fee Code	Acti
<input type="checkbox"/>	09/19/2005 13:48:17.310	Send Initiated	Sending...	SBT	Add	ODAL	AAP4	AAP4	Active	100		09/1
<input checked="" type="checkbox"/>	09/19/2005 13:48:17.330	Not Sent	Not sent bec...	SBT	0	ODAL	AAP4	AAP4	Active	100		09/1
<input type="checkbox"/>	09/19/2005 13:48:30.630	Send Initiated	Sending...	SBT	Add	ODAL	AAP4	AAP4	Active	100		09/1
<input type="checkbox"/>	09/19/2005 13:48:30.650	Not Sent	Not sent bec...	SBT	0	ODAL	AAP4	AAP4	Active	100		09/1

To display the transmit status of a reporting class:

- Select the **Product Type** from the drop down list.
- Choose the **Log Status** from the drop down list. You have the option to verify **All** transmitted data, **Completed** data, **Error** data, data **Not Sent** or **Send Initiated** data.

- Select the date the transmission was requested from the **Action Date** date box.
- Click **Select**. In the example above, all the Futures reporting classes display for the transmission date of 9/19/05. The Error Code column displays the log status. The Error Message column shows the status of the transmitted data.

Any reporting class that was not successfully transmitted can be resubmitted through this window.

- Highlight the data row you wish to approve for a resend.
- Select the **Approved for Resend** checkbox or click **Approve Re-send**.
- To remove the resend request, highlight the data row and deselect the **Approved for Resend** checkbox or click **Remove Approval**.
- Click **Re-Send**. The system will display the transmit message. Click **OK** to close the Message window.

- Select the **Series** tab to verify transmission of product series.

The screenshot shows the 'SBT Transmit Status' window. At the top, there are tabs for 'Trading Instrument', 'Class', 'Series', and 'Price Adjustments'. Below these are filters for 'Product Type' (set to 'EQUITY'), 'Log Status' (set to 'All'), and 'Action Date' (set to '09/19/2005'). There are buttons for 'Select', 'Approve Re-Send', and 'Remove Approval'. The main table has the following columns: 'Approved For Resend', 'Action Time', 'Error Code', 'Error Message', 'Destination System', 'Transaction Type', 'Transmit User', 'Class Symbol', 'Expiration Month', and 'Expiration Year'. A single row is visible with the following data: [checked], '09/19/2005 13:55:58.410', 'Not Sent', 'Product cannot be sent until reporting class is sent', 'SBT', '0', 'OOAL', 'F73', '0', '0'. At the bottom of the table area, it says 'Num Records: 1' and 'Num Approved: 1'. There are 'Re-Send' and 'Exit' buttons at the bottom right. The status bar at the very bottom shows 'User: OAL Local 9/19/2005 02:53 PM'.

To display the transmit status of a product series:

- Select the **Product Type** from the drop down list. If you choose the Options product type, you can select the expiration date for the series as part of your filter.
- Choose the **Log Status** from the drop down list. You have the option to verify **All** transmitted data, **Completed** data, **Error** data, data **Not Sent** or **Send Initiated** data.
- Select the date the transmission was requested from the **Action Date** date box.
- Click **Select**. In the example above, all the Equity series display for the

transmission date of 9/19/05. The Error Code column displays the log status. The Error Message column shows the status of the transmitted data.

Any series that was not successfully transmitted can be resubmitted through this window.

- Highlight the data row you wish to approve for a resend.
- Select the **Approved for Resend** checkbox or click **Approve Re-send**.
- To remove the resend request, highlight the data row and deselect the **Approved for Resend** checkbox or click **Remove Approval**.
- Click **Re-Send**. The system will display the transmit message. Click **OK** to close the Message window.

- Select the **Price Adjustments** tab to verify transmission of products with price adjustments.

The screenshot shows the 'SBT Transmit Status' window. At the top, there are tabs for 'Trading Instrument', 'Class', 'Series', and 'Price Adjustments'. Below the tabs, there are filters for 'Log Status' (set to 'All') and 'Action Date' (set to '10/14/2005'). A 'Select' button is next to the date. On the right, there are buttons for 'Approve Re-Send' and 'Remove Approval'. The main area is a table with the following data:

Approved For Resend	Action Time	Error Code	Error Message	Destination System	Transaction Type	Transmit User	Status	Adjusted Product	New Symbol	Adjustment Type
<input type="checkbox"/>	10/14/2005 17:55:59.990	Send Initiated	Sending...	SBT	Add	ODAL	Approved	SXB	SXB	Leap Rollover
<input type="checkbox"/>	10/14/2005 17:56:00.270	1090	Message fro...	SBT	Add	ODAL	Approved	SXB	SXB	Leap Rollover

At the bottom of the window, it shows 'Num Records: 2' and 'Num Approved: 0'. There are 'Re-Send' and 'Exit' buttons at the bottom right. The status bar at the very bottom shows 'User Id: ODAL Local: 10/14/2005 06:04 PM'.

To display the transmit status of a price adjustment:

- Choose the **Log Status** from the drop down list. You have the option to verify **All** transmitted data, **Completed** data, **Error** data, data **Not Sent** or **Send Initiated** data.
- Select the date the transmission was requested from the **Action Date** date box.
- Click **Select**. In the example above, all the price adjustments display for the transmission date of 10/14/05. The Error Code column displays the log status. The Error Message column shows the status of the transmitted data.

Any price adjustment that was not successfully transmitted can be resubmitted through this window.

this window.

- Highlight the data row you wish to approve for a resend.
- Select the **Approved for Resend** checkbox or click **Approve Re-send**.
- To remove the resend request, highlight the data row and deselect the **Approved for Resend** checkbox or click **Remove Approval**.
- Click **Re-Send**. The system will display the transmit message. Click **OK** to close the Message window.

TPF Transmit Status

To view the status of the product data transmitted to the TPF system, click **Transmit Status** or press **[Alt]-[T]** on your keyboard and select **TPF Transmit Status**. The TPF Transmit Status window will display.

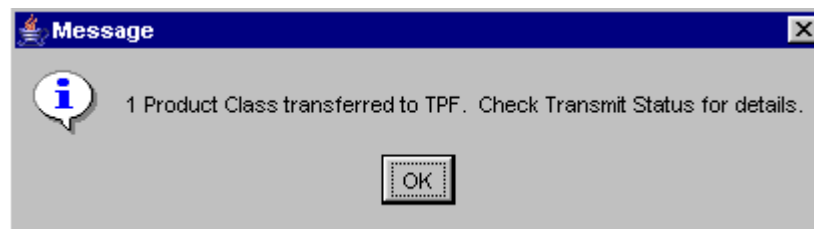
Approved For Resend	Action Time	Error Code	Error Message	Destination System	Transaction Type	Transmit User	Trading Instrument	Security Type	Name	Underlying Instrument	Activation Date	Int
<input type="checkbox"/>	09/16/2005 15:54:03.920	0	Sending...	TPF	Add	ODAL	AAPN	Equity			09/14/2005	none
<input type="checkbox"/>	09/16/2005 15:54:04.110	0	Unable to se...	TPF	Add	ODAL	AAPN	Equity			09/14/2005	none
<input type="checkbox"/>	09/16/2005 15:55:45.980	0	Sending...	TPF	Add	ODAL	F74	Equity			09/16/2005	none
<input type="checkbox"/>	09/16/2005 15:55:46.20	0	Sending...	TPF	Add	ODAL	F73	Equity			09/15/2005	none
<input type="checkbox"/>	09/16/2005 15:55:46.50	0	Sending...	TPF	Add	ODAL	AAPN	Equity			09/14/2005	none
<input type="checkbox"/>	09/16/2005 15:55:46.110	0	Unable to se...	TPF	Add	ODAL	F74	Equity			09/16/2005	none
<input type="checkbox"/>	09/16/2005 15:55:46.130	0	Unable to se...	TPF	Add	ODAL	F73	Equity			09/15/2005	none
<input type="checkbox"/>	09/16/2005 15:55:46.150	0	Unable to se...	TPF	Add	ODAL	AAPN	Equity			09/14/2005	none

Product data displays in tab format by Trading Instrument (product class), Class and Series. The Trading Instrument tab is the default.

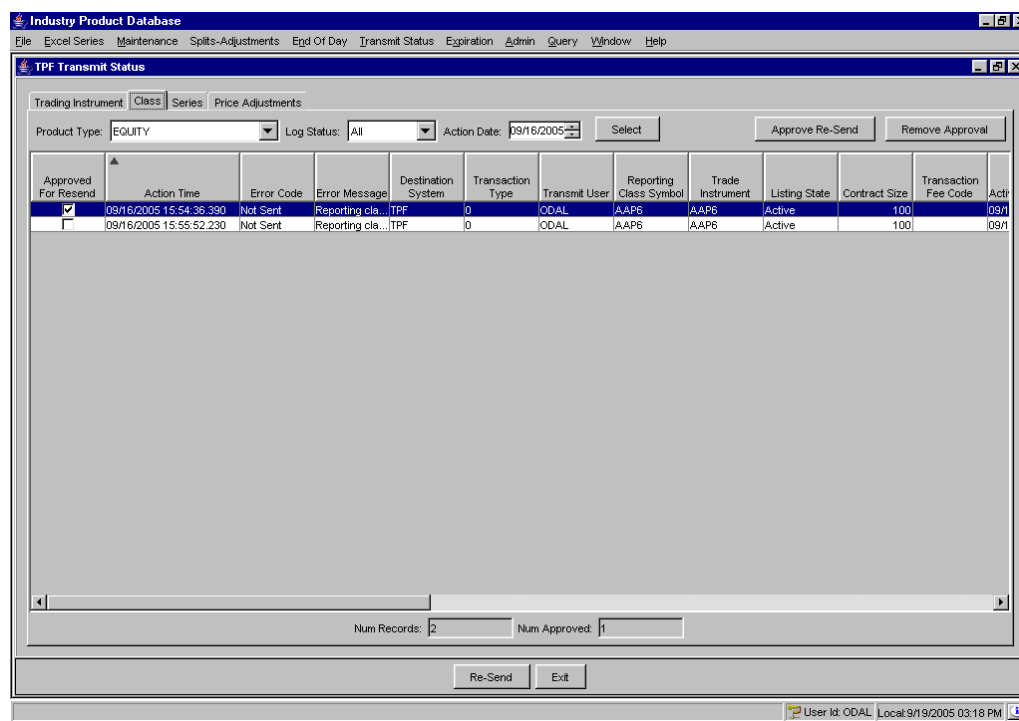
- To display the transmit status of a product class:
 - Select the **Product Type** from the drop down list.
 - Choose the **Log Status** from the drop down list. You have the option to verify **All** transmitted data, **Completed** data, **Error** data, data **Not Sent** or **Send Initiated** data.
 - Select the date the transmission was requested from the **Action Date** date box.
 - Click **Select**. In the example above, all the Equity product classes display for the transmission date of 9/16/05. The Error Code column displays the log status. The Error Message column shows the status of the transmitted data.

Product data that was not successfully transmitted can be resubmitted through this window.

- Highlight the data row you wish to approve for a resend.
- Select the **Approved for Resend** checkbox or click **Approve Re-send**.
- To remove the resend request, highlight the data row and deselect the **Approved for Resend** checkbox or click **Remove Approval**.
- Click **Re-Send**. The system will display the transmit message. Click **OK** to close the Message window.



- Select the Class tab to verify transmission of reporting classes.



To display the transmit status of a reporting class:

- Select the **Product Type** from the drop down list.
- Choose the **Log Status** from the drop down list. You have the option to verify **All** transmitted data, **Completed** data, **Error** data, data **Not Sent** or **Send Initiated** data.
- Select the date the transmission was requested from the **Action Date** date box.

- Click **Select**. In the example above, all the Equity reporting classes display for the transmission date of 9/16/05. The Error Code column displays the log status. The Error Message column shows the status of the transmitted data.

Any reporting class that was not successfully transmitted can be resubmitted through this window.

- Highlight the data row you wish to approve for a resend.
- Select the **Approved for Resend** checkbox or click **Approve Re-send**.
- To remove the resend request, highlight the data row and deselect the **Approved for Resend** checkbox or click **Remove Approval**.
- Click **Re-Send**. The system will display the transmit message. Click **OK** to close the Message window.

- Select the Series tab to verify transmission of product series.

The screenshot shows the 'TPF Transmit Status' window. At the top, there are tabs for 'Trading Instrument', 'Class', 'Series', and 'Price Adjustments'. Below these are filters for 'Product Type' (set to 'EQUITY'), 'Log Status' (set to 'All'), and 'Action Date' (set to '09/16/2005'). There are buttons for 'Select', 'Approve Re-Send', and 'Remove Approval'. The main table has the following data:

Approved For Resend	Action Time	Error Code	Error Message	Destination System	Transaction Type	Transmit User	Class Symbol	Expiration Month	Expiration Year	Strike Price	Month Code	Pr
<input checked="" type="checkbox"/>	09/16/2005 15:54:40.510	Not Sent	Product can...	TPF	0	ODAL	F73	0	0	0.00		
<input type="checkbox"/>	09/16/2005 15:55:55.290	Not Sent	Product can...	TPF	0	ODAL	F73	0	0	0.00		

At the bottom of the window, there are buttons for 'Re-Send' and 'Exit'. The status bar at the very bottom shows 'User Id: ODAL Local 9/19/2005 03:19 PM'.

To display the transmit status of a product series:

- Select the **Product Type** from the drop down list. If you choose the Options product type, you can select the expiration date for the series as part of your filter.
- Choose the **Log Status** from the drop down list. You have the option to verify **All** transmitted data, **Completed** data, **Error** data, data **Not Sent** or **Send Initiated** data.
- Select the date the transmission was requested from the **Action Date** date box.
- Click **Select**. In the example above, all the Equity series display for the transmission date of 9/16/05. The Error Code column displays the log status. The Error Message column shows the status of the transmitted data.

Any series that was not successfully transmitted can be resubmitted through this window.

- Highlight the data row you wish to approve for a resend.
- Select the **Approved for Resend** checkbox or click **Approve Re-send**.
- To remove the resend request, highlight the data row and deselect the **Approved for Resend** checkbox or click **Remove Approval**.
- Click **Re-Send**. The system will display the transmit message. Click **OK** to close the Message window.

- Select the **Price Adjustments** tab to verify transmission of products with price adjustments.

The screenshot displays the 'TPF Transmit Status' window within the 'Industry Product Database'. The window has a menu bar (File, Excel Series, Maintenance, Splits-Adjustments, End Of Day, Transmit Status, Expiration, Admin, Query, Window, Help) and a toolbar with buttons for 'Approve Re-Send' and 'Remove Approval'. Below the toolbar is a table with the following columns: Log Status, Action Time, Error Code, Error Message, Destination System, Transaction Type, Transmit User, Status, Adjusted Product, New Symbol, and Adjustment Type. The first row of data shows: Log Status: [checkbox], Action Time: 10/14/2005 17:56:00.290, Error Code: Send Initiated, Error Message: Sending..., Destination System: TPF, Transaction Type: Add, Transmit User: ODAL, Status: Approved, Adjusted Product: SXB, New Symbol: SXB, and Adjustment Type: Leap Rollover. At the bottom of the window, there are fields for 'Num Records: 1' and 'Num Approved: 0', and buttons for 'Re-Send' and 'Exit'. The status bar at the bottom right shows 'User Id: ODAL Local: 10/14/2005 06:04 PM'.

To display the transmit status of a price adjustment:

- Choose the **Log Status** from the drop down list. You have the option to verify **All** transmitted data, **Completed** data, **Error** data, data **Not Sent** or **Send Initiated** data.
- Select the date the transmission was requested from the **Action Date** date box.
- Click **Select**. In the example above, all the price adjustments display for the transmission date of 10/14/05. The Error Code column displays the log status. The Error Message column shows the status of the transmitted data.

Any price adjustment that was not successfully transmitted can be resubmitted through this window.

- Highlight the data row you wish to approve for a resend.

- Select the **Approved for Resend** checkbox or click **Approve Re-send**.
- To remove the resend request, highlight the data row and deselect the **Approved for Resend** checkbox or click **Remove Approval**.
- Click **Re-Send**. The system will display the transmit message. Click **OK** to close the Message window.

**Edit Column Preferences**

You can customize your transmit window by selecting or deselecting specific columns to display. To filter columns, right mouse click on a data row. Select **Edit Preferences**. The Edit Column Preferences window will display.

- Select or deselect columns for viewing and modify column arrangement as desired.
- To save your changes, click **Ok**.
- If you wish to retain the default settings, click **Cancel**.

For detailed information, refer to the Edit Column Preferences section, page 79.

Expiration

The IPD application allows you to send expired product data to TPF and SBT for purging.

Options Expiration

Expired Options data is sent to TPF to be purged. To open the TPF Expiration Purge window, select **Expiration** and then **Options**.

Industry Product Database

File Excel Series Maintenance Splits-Adjustments Exp Of Day Transmit Status Expiration Admin Query Window Help

TPF Expiration Purge

Refresh

Purge Type	Expiration Month	Expiration Year	Class Symbol	Product Type	Created Time	Created User	Last Modified Time	Last Modified User
Super Purge	10	2005			Oct 3, 2005 10:48:2...	RON	Oct 3, 2005 10:48:2...	RON
Super Purge	10	2005			Oct 3, 2005 10:49:1...	RON	Oct 3, 2005 10:49:1...	RON
Super Purge	10	2005			Oct 3, 2005 11:22:5...	MD	Oct 3, 2005 11:22:5...	MD
Super Purge	12	2005			Oct 14, 2005 6:17:5...	ODAL	Oct 14, 2005 6:17:5...	ODAL
Super Purge	11	2005			Oct 3, 2005 5:36:23 ...	MANI	Oct 3, 2005 5:36:23 ...	MANI

Num Records: 5

Super Purge (SPRG) | Class Purge (PURG) | Category Purge (CRPG) | Purge Control

Exp. Month: 12 Exp. Year: 2005 Exp. Date:

Create Date: 10/14/2005 18:17:54.200 Create User: ODAL Modified Date: 10/14/2005 18:17:54.200 Modified User: ODAL

New Save Cancel Exit

User Id: ODAL Local: 10/14/2005 06:17 PM

The window displays a data row panel with the types of purge the system will perform. The tabs at the bottom of the window: **Super Purge (SPRG)**, **Class Purge (PURG)**, **Category Purge (CRPG)**, allow you to set data to be purged by expiration month and year, by class or by category.

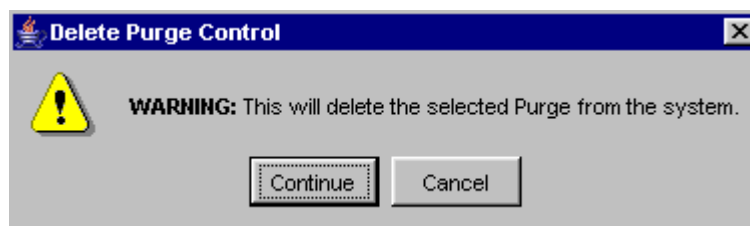
Click **Refresh** to update existing data.

Click **Exit** at anytime to close the window.

Super Purge (SPRG)

To set the data to be purged by expiration month and year, select the Super Purge (SPRG) tab.

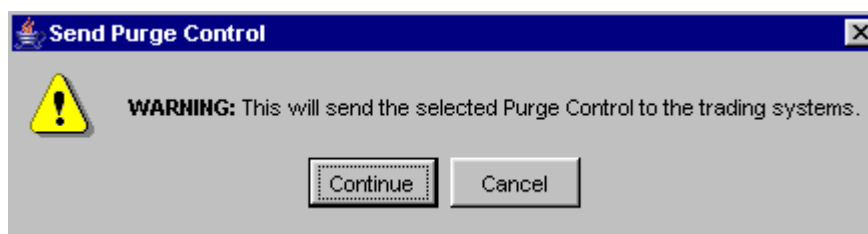
- Click **New**.
- Choose the expiration month and year from the **Exp. Month** and **Exp. Year** drop down lists.
- Click **Cancel** to clear the expiration date for the purge request.
- To continue with the purge request, click **Save**. The request will appear in the data row panel of the window.
- To remove a purge request from the system, highlight the row from the data panel.
 - Click on the Purge Control tab and click **Delete**. The system will generate a warning message.



- To remove your delete request, click **Cancel**.
- To submit your delete request, click **Continue**. The purge request will be deleted

To send the purge request to TPF, highlight the row from the data panel and click on the Purge Control tab.

- Click **Send**. The system will generate a warning message.



- To send the purge request to the TPF system, click **Continue**.
- If you wish to remove the send request, click **Cancel**.

Class Purge – Not currently implemented

Category Purge – Not currently implemented

Futures Expiration

Not currently implemented.

Expiration

Options

Futures

Industry Product Database

File Excel Series Maintenance Splits-Adjustments Egg Of Day Transmit Status Expiration Admin Query Window Help

Expiration Futures

Future Session: CBOE Equity Futures (CFE_MAIN.all)

Exp. Month: 01 Exp. Year: 2005 Exp. Date:

Activation Date: 10/14/2005

New Products: Existing Products:

Created Products: Failed Products:

New Month Cancel

User Id: ODAL Local:10/14/2005 06:16 PM

	<h2>Admin Maintenance</h2>
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Not currently implemented.

	<h2>Query Reports</h2>
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Not currently implemented.

Exit the System

You can log out and exit the system at any time during the day.

Exit the System

To exit the IPD system, select **Exit** from File Menu. You will be prompted to verify that you wish to close all windows and logout. Click **Yes**. The application will be closed and you will be returned to your system desktop.



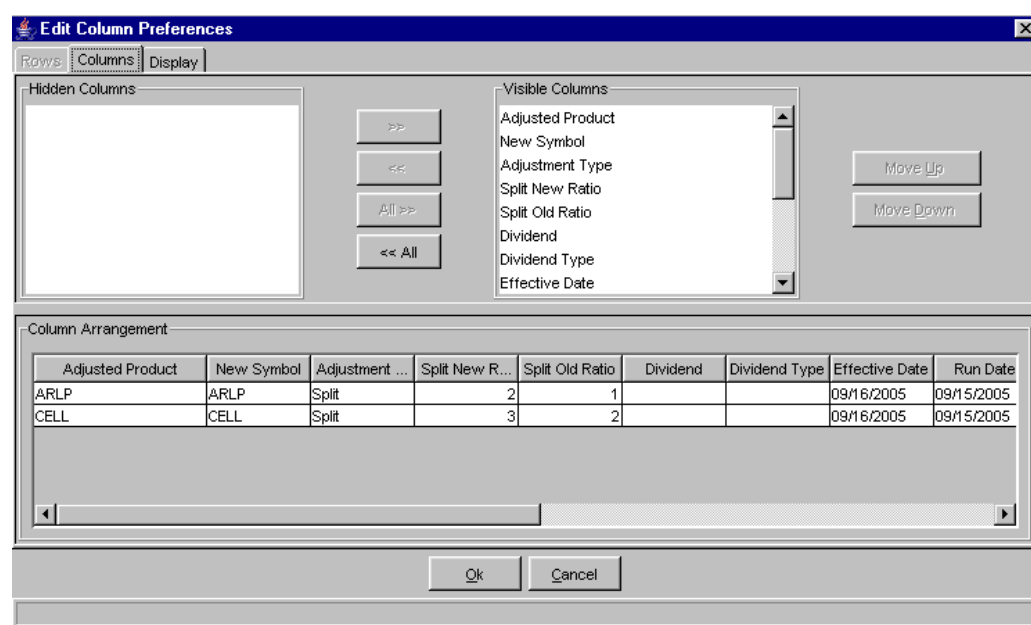
Section 2: Reference Guide

Customizing IPD Windows

Edit Column Preferences

Several IPD windows that exhibit data in column format can be customized to display specific information. For example, to modify your Price Adjustment window, right mouse click on any data row. Select **Edit Preferences**. The Edit Column Preferences window will display.

From this window, you can rearrange column positions and select or deselect columns for viewing.



If there is a data column you do not wish to view:

- Select the column name in the Visible Columns list box. To select a continuous range of columns, hold down the shift key and highlight the column names. Hold down the ctrl key to select individual, non-continuous, column names.
- Click << to move the column name to the Hidden Columns list box.
- Click **Ok** to update the column arrangement.
- If you decide to retain the default layout, click **Cancel**.

To hide all columns:

- Click <<**All** to move all the column names in the Visible Columns to the Hidden Columns list box.
- Click **Ok** to update the column arrangement.
- If you decide to retain the default layout, click **Cancel** instead of Ok.

🔗 **Note:** If you hide all columns, you will subsequently have to make some columns visible before the update will take effect.

To display a hidden column:

- Select the column name(s) from the Hidden Columns list box.
- Click **>>** to move the selected column name(s) to the Visible Columns list box.
- Click **Ok** to update the column arrangement.
- If you decide to retain the default layout, click **Cancel** instead of Ok.

To display all hidden columns:

- Click **All>>** to move the column names to the Visible Columns list box.
- Click **Ok** to update the column arrangement.
- If you decide to retain the default layout, click **Cancel** instead of Ok.

You may prefer to view data columns in a different order than the default display.

To move a column:

- Highlight the column name from the Visible Columns list box.
- Click **Move Up** or **Move Down** until you reach the new column location.
- Click **Ok** to update the column arrangement.
- If you decide to retain the default layout, click **Cancel**.

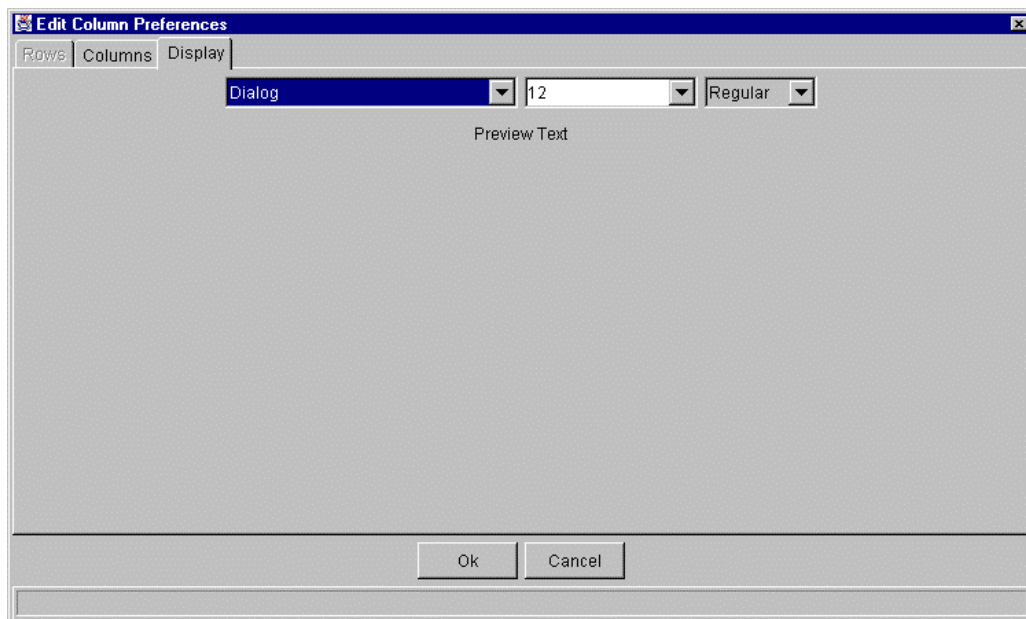
From the Column Arrangement section of the window, the columns can be resized to make viewing information easier for you.

To resize a column:

- Place the mouse on the right edge of the column header (where the column titles are displayed) until it becomes a two-sided arrow.
- Hold the left mouse button down and move it to the desired size.
- Click **Ok** to save the new column size.
- If you decide to retain the default column size, click **Cancel** instead of Ok.

➤ **Display**

In addition to customizing column settings, IPD allows you to adjust the text on your windows. From the Edit Column Preferences window, select the **Display** tab.

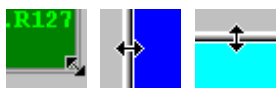


Select the font type, font size and font style from the drop down lists. Your selection will display in the **Preview Text** section of the window.

- Click **Ok** to set the new text style.
- If you wish to retain the default text settings, click **Cancel**.

Sizing IPD Windows

The IPD system windows are sizable. That is, they can be resized on the screen to make viewing information easier for you.





Place the mouse on any edge of the window until it becomes a two-sided arrow. Hold the left mouse button down and move it to the desired size.

Resizing a window on the corner will expand or contract it in both directions (i.e. up and down and side-to-side). Resizing it on the side or top/bottom will expand or contract the window only in that one direction.

Windows can also be resized using the center glyph in the upper right corner of the window.



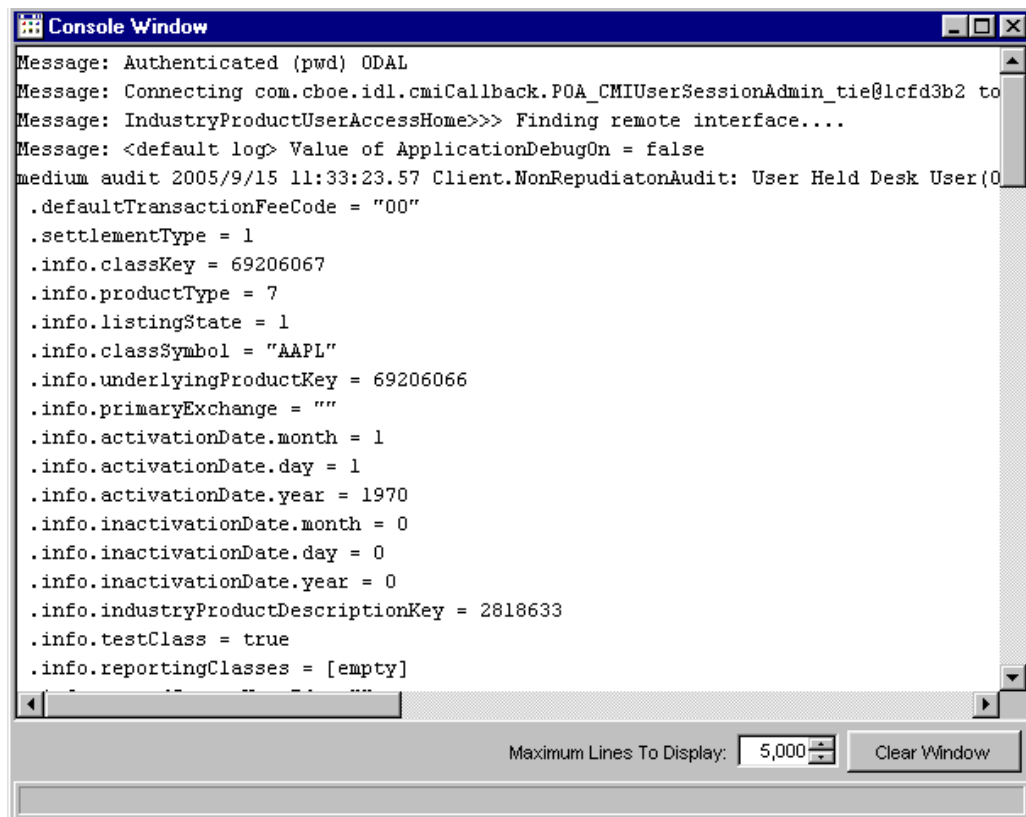
Click the left button (_) to minimize the window. Click the right button (X) to close the window. The center button is used for sizing.

If  is displayed, clicking it will increase the window size to a full-screen display. If  is displayed, clicking it will return the window to its default size.

Console Window

Open Console Window

IPD allows you to view system messages that are generated by the functions you perform. To view these messages, select **Open Console Window** from the File Menu or press **[Alt]- [F3]** on your keyboard from anywhere on your screen. The Console Window will display.



The information in this window can be copied to any text editor on your PC. To copy text from this window,

- Place your cursor on the line you want to copy and using your mouse highlight the text.
- Press **Ctrl C** on your keyboard to copy the text.
- Open your text editor (Word, Notepad, etc.) and place your cursor in the text entry area.
- Press **Ctrl V** on your keyboard. The text is copied to your editor.

The window defaults to display 5,000 lines. You can change the maximum amount of lines to display by entering a new quantity in place of the default value, or you can select a higher/lower quantity by clicking the up/down arrows until the desired quantity is reached.

If you wish to clear the window of all its contents, click the **Clear Window** button.

