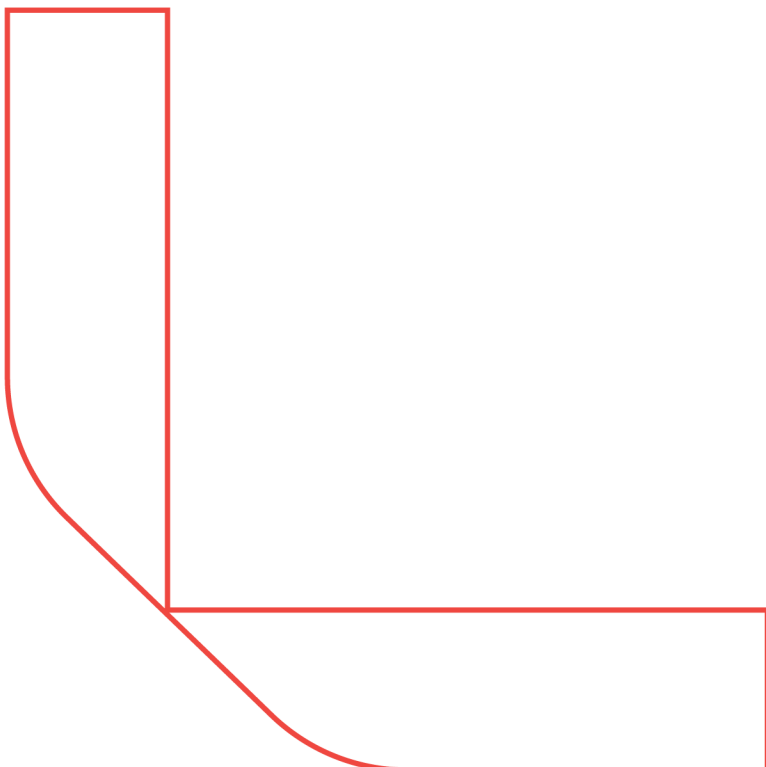


# Integral OMS User Guide



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Friday, April 21, 2023 (10v2)

## Integral

<https://integral.com>

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## CHAPTER 1

# Integral OMS Screen









Integral OMS brings OMS for Banks and Brokers into the 21st century. Many banks and brokers are still running old OMSs based on spreadsheets or other legacy systems to capture their customers' orders for watching and execution. Integral OMS is Web-based for easy access, with the ability to quickly switch between manual and automatic monitoring and to pass orders to other institutions for overnight monitoring. Integral OMS is fully-integrated with Integral's BankFX and BrokerFX platforms, with all customer data and STP seamlessly available, so avoiding time-consuming re-keying of data. Banks and brokers are enjoying increased operational efficiency and lower costs through adopting Integral OMS, available for a low monthly subscription.

The screenshot shows the FXCloud OMS interface. At the top, there's a header bar with the logo and a title bar indicating the current order: 'FXICust's LIMIT Order (756689142) to Buy 10000.0 GBP vs USD Created'. Below this is a navigation bar with tabs for Monitor, New, Filled, Auto, Notified, All, Received, Sent, and Cancelled. The main area is a table of orders. The table has columns for Monitor, New, Filled, Auto, Notified, All, Received, Sent, Cancelled, Filter, Order ID, Trigger Time, and Linked Order. The table contains several rows of order data, including currency pairs like AUD/NZD, EUR/USD, and NZD/USD, with columns for Base Amt, USD Amt, Type, Market, Order, Fill, Action, Status, Customer, and Notes. Red callouts are placed over the interface: 1 points to the Monitor tab, 2 to the currency pair dropdown, 3 to the order type dropdown, 4 to the 'New' tab, 5 to the 'Status' column, 6 to the 'Customer' column, 7 to the 'Filter' button, 8 to the 'Linked Order' column, 9 to the 'Action' column, and 10 to the 'Status' column.

Monitor	New	Filled	Auto	Notified	All	Received	Sent	Cancelled	Filter	Order ID	Trigger Time	Linked Order
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	721727063		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	756689124		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	756689121		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	751642725	2016/09/22 11:47:55	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	728819849		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	728819846		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	755380745	2016/09/29 03:49:52	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	745608540	2016/09/20 00:16:26	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	745608537	2016/09/14 06:37:47	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	755380755	2016/09/27 19:29:33	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	720494841	2016/08/02 14:06:16	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	755380738	2016/09/27 11:54:42	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	720494803	2016/07/28 05:15:23	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	720494838		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	720494835		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	721727074		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	721727071		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	720494820		720494821

### 1. Blotters:

- Monitor** on page 17: Your main dashboard for monitoring and managing orders. Orders are arranged by price above and below the market price line. Orders within 0.25% of the market price are yellow. TRIGGERED status orders are red.
- New** on page 18: Your suspended, manual, and imported orders plus incoming customer orders.
- Filled** on page 18: Orders that you have manually filled.

- 1d. [Auto](#) on page 18: Orders that you have sent to Integral for execution.
- 1e. [Notified](#) on page 18: Orders that have been filled either manually or by auto-execution, have had the customer notified, and are ready to archive.
- 1f. [All](#) on page 19: All orders of every status.
- 1g. [Received](#) on page 20: Orders passed to you by other users and order cancel requests from customers.
- 1h. [Sent](#) on page 20: Your orders passed to other users.
- 1i. [Cancelled](#) on page 21: Orders cancelled by you or by any other applicable user or workflow.
- 2. [Enter Manual Orders](#) on page 9
- 3. Alerts: Confirms new orders, alerts you of errors and order status changes. For certain status changes Integral OMS gives a sound alert. For new orders added by other users, Integral OMS shows the number of new orders in the New monitor tab. Green alerts are momentary and close by themselves. You must click a red alert to dismiss it. Click the  Reset/Clear Notifications button to dismiss all alerts.
- 4. Market price line: Orders within 0.25% of the market price are shown in yellow text.
- 5. Monitor controls:
  - 5a.  / : Toggle between showing only manual orders and showing both manual and auto orders.
  - 5b.  / : Lock the Monitor blotter to stop updates and focus on an order ([Stop/Start Rates in the Monitor Blotter](#) on page 8)
- 6. [Filter Blotters](#) on page 8
- 7.  /  Show/Hide Order Entry
- 8.  [Choose Blotter Columns](#) on page 8
- 9. [Order Actions](#) on page 22
- 10. [Order Status](#) on page 23

## CHAPTER 2

# Typical Workflow

- Orders enter Integral OMS in one of the following ways:
  - From OCX Trader either routed automatically to Integral OMS or submitted as a manual order from the Orders panel. OCX Trader orders are added to the Received blotter ([Received](#) on page 20).
  - The Integral OMS user enters the customer order manually ([Enter Manual Orders](#) on page 9). Manual DRAFT orders are added to the **New** blotter ([New](#) on page 18). Manual ACTIVE orders are added to the **Monitor** blotter ([Monitor](#) on page 17).
  - The Integral OMS user imports orders in a file ([Import Orders](#) on page 10). Imported orders are added to the **New** blotter ([New](#) on page 18).
- The user monitors the order.
- Integral OMS sorts the **Monitor** blotter by proximity to the market:
  - When the order comes to within 0.25% of the market, it shows in yellow text.
  - When the order crosses the market rate, Integral triggers the order ([Triggered Orders](#) on page 25). The order text changes to red. An audible alert is generated. The fill rate is set as the order rate.
- If the user decides the rate was not sustained or was off-market, they can override the TRIGGERED state and return the order to ACTIVE ([Activate an Order](#) on page 11).
- Otherwise, the user adjusts the fill rate as needed and marks the order as FILLED ([Manually Fill an Order](#) on page 12).
- After the fill rate is finalized, the OMS trader notifies the customer of the filled order ([Notify the Customer of a Manually Filled Order](#) on page 13). This is when the trade is sent via STP if enabled and visible in the user's trading application.
- As needed, the user can send orders to Integral for auto execution ([Auto-execute an Order](#) on page 11). The order is automatically monitored and matched with prices. The customer is notified automatically of filled orders. Until the order is filled, the OMS user can recall the order for manual monitoring.
- After customer notification, orders can be archived for reporting ([Archive an Order](#) on page 13).
- At any time before notifying the customer, the order can be cancelled ([Cancel an Order](#) on page 13).

# CHAPTER 3

## Using


### 3.1 Working with Blotters

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#### 3.1.1 Filter Blotters


Enter text in the **Filter** field at the top right of the blotter.

Only the orders that contain the filter text in any field are shown in the blotter.

Delete the text or click the  Clear button to restore all orders in the blotter.



#### 3.1.2 Choose Blotter Columns

You can choose the columns to customize your view of every blotter. Integral OMS saves your column configurations for the next time log in.

1. Click the  Choose Blotter Columns button.
2. Choose the columns you want to show from the drop-down list.
3. When you are done, click outside the list.

#### 3.1.3 Stop/Start Rates in the Monitor Blotter

You can stop rate updates in the **Monitor** blotter so that the blotter doesn't re-sort as you focus on an order or a collection of orders.

Toggle Button	Action	Blotter State	Rates
 Stop Updates	Click to stop rates and lock order position in the browser.	Unlocked: Integral OMS is sorting orders according to incoming rates.	Incoming
 Resume Updates	Click to resume rate updates and order sorting.	Locked: Orders are static, locked in place in the blotter.	Stopped

### 3.2 Order Actions

The following actions move your managed orders through their workflow.







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## 3.2.1 Create Orders

### Enter Manual Orders

You add manual orders with the order entry tools at the top of the screen.


The  Reset/Clear Notifications button sets all values to defaults or empty. It also enters the current market bid or offer rate in the **Rate** field.

1. Choose the currency pair.
2. Choose the dealt currency.
3. Choose whether to buy or sell the dealt currency.
4. Enter the order amount (see [Enter Amounts](#) on page 16).
5. Choose the order type:
  - Limit
  - Stop
  - TP/SL (Take Profit/Stop Loss)
6. *(Optional)* For limit and stop orders, click the  If Done toggle button to link a take profit order or a stop loss order to the parent order ([If Done Orders](#) on page 26).
  - 6a. Select the checkboxes of the closing orders that you want to link.
  - 6b. Edit the order rates.
7. Enter an order price.
8. Choose the expiry time of the order:
  - GTC (default): Good Til Cancelled
  - Click the  Calendar button to choose an expiry date/time.
9. Choose a customer or leave the customer blank.
10. *(Optional)* Enter notes on the order.
11. Click an action button to add your manual order with the corresponding status:
  -  Activate: The ACTIVE order is added to your **Monitor** blotter.

-  **Auto:** The AUTO order is sent to Integral for auto-execution and is added to your **Auto** blotter. Requires that you choose a customer. If you want AUTO orders to show in your **Monitor** blotter, contact your Integral Technical Account Manager
-  **Suspend:** The DRAFT order is added to your **New** blotter.

## Import Orders

You can import orders from a file into the **New** blotter.

1. Click the  Import CSV/Text button in the top right of the **New** blotter.
2. Open the import file that contains the orders you want to import.  
Integral OMS imports the DRAFT orders into the **New** blotter.

You can now:

 [Activate an Order](#) on page 11

 [Cancel an Order](#) on page 13

## Order Import File Format

The first line of the import file must be a header exactly as shown in the example.

### **Example 3-1** Example Import File

```
Trade Seq No.,Account,Customer,CCY Pair,Dealt Currency,Dealt Buy/Sell,Dealt
Amount,Order Type,Order Price,TIF,Notes
61,BRKJCust1,BRKJCust1,EUR/USD,EUR,BUY,60000,LIMIT,1.10063,GTC,Imported by Jo
62,BRKJCust1,BRKJCust1,EUR/USD,EUR,SELL,100000,LIMIT,1.10064,GTC,Imported by Jo
63,BRKJCust1,BRKJCust1,EUR/USD,EUR,BUY,300000,LIMIT,1.10065,GTC,Imported by Jo
64,BRKJCust2,BRKJCust2,EUR/USD,EUR,SELL,400000,LIMIT,1.10066,GTC,Imported by Jo
Null,BRKJCust2,BRKJCust2,EUR/USD,EUR,SELL,4444,STOP,1.1006666,GTC,Imported by Jo
```

**Table 3-1** Import File Format

Field Name	Description	Value	Required?
Trade Seq No.	Not used	—	Yes (not used but cannot be left empty)
Account	The customer's account ID	—	Yes
Customer	The customer's organization ID	—	Yes
CCY Pair	The traded currency pair	—	Yes
Dealt Currency	The dealt currency	—	Yes
Dealt Buy/Sell	Whether the order is buying or selling the dealt currency	<ul style="list-style-type: none"> <li>• BUY</li> <li>• SELL</li> </ul>	Yes

**Table 3-1** Import File Format (continued)

Field Name	Description	Value	Required?
Dealt Amount	The order's dealt amount	No thousands separators	Yes
Order Type	The order type ( <a href="#">Order Types</a> on page 25)	<ul style="list-style-type: none"> <li>• LIMIT</li> <li>• STOP</li> </ul>	Yes
Order Price	The order price. The price is rounded to the precision of the currency pair's market convention.	—	Yes
TIF	The expiry time of the order	<ul style="list-style-type: none"> <li>• GTC</li> <li>• Date/time</li> </ul>	Yes
Notes	Notes on the order	—	No

## 3.2.2 Action on Multiple Orders

You can apply actions to multiple orders at once.

1. Click the checkmark in the leftmost column to select orders.  
Hold the Shift key or Ctrl key down to select multiple orders. Click the checkmark in the table header to select all orders.
2. Action buttons and tools appear next to the **Filter** field in the top right of the blotter.  
The available actions and tools depend on the status of the selected orders.
3. Click the action button.

## 3.2.3 Activate an Order

Click the  Activate button.

When you activate an order, you change its status to ACTIVE and Integral OMS adds it to your **Monitor** blotter.


You can activate orders in the **Monitor**, **New**, **Sent**, and **All** blotters with the following status:

- **TRIGGERED**: If the order can still be triggered by the market price, the order's status will return immediately to TRIGGERED making it appear as if nothing has happened when you activate it.
- **TAKEN\_BACK**
- **REJECTED**
- **DRAFT**


You can apply this action to multiple orders in a blotter. See [Action on Multiple Orders](#) on page 11.

## 3.2.4 Auto-execute an Order

You can send an ACTIVE order to Integral for automatic execution from the **Monitor**, **All**, and **Received** blotters.

1. Double-click the fill rate in the Fill column if you need to edit it.
  - For TRIGGERED orders OMS enters the market rate when the order was triggered.
  - If you leave the fill rate empty, Integral OMS automatically enters the order rate when you fill the order.
2. Click the  Auto button.

Integral OMS moves the order to your **Auto** blotter.

Until the order is filled, you can recall the order for manual monitoring with the  Manual button in the **Auto** blotter.

Integral matches the order with market prices until the order rate is met.


When the order is filled, Integral OMS then notifies the customer automatically and moves the order to your **Notified** blotter. The trade is sent out via STP if enabled. The done trade is visible in the customer's trading application.

You can apply this action to multiple orders in a blotter. See [Action on Multiple Orders](#) on page 11.

The next step is to archive the NOTIFIED order ([Archive an Order](#) on page 13).

### 3.2.5 Manually Fill an Order

You can manually fill ACTIVE and TRIGGERED orders in the **Monitor**, **All**, and **Received** blotters.

1. Double-click the fill rate in the Fill column if you need to edit it.
  - For TRIGGERED orders OMS enters the market rate when the order was triggered.
  - If you leave the fill rate empty, Integral OMS automatically enters the order rate when you fill the order.
2. Click the  Fill button.

Integral OMS adds the order to your **Filled** blotter.

You have committed to do a trade. The customer has not yet been notified. You can still change the fill rate.

You can apply this action to multiple orders in a blotter. See [Action on Multiple Orders](#) on page 11.

The next step is to notify the customer of the fill ([Notify the Customer of a Manually Filled Order](#) on page 13).

### 3.2.6 Suspend an Order

When you suspend an active order, you set its status to DRAFT and remove it from monitoring and triggering. You can suspend orders in the **Monitor**, **All**, and **Received** blotters.

Click an order's  Suspend button.

Integral OMS moves the order to your **New** blotter.

You can then later choose to  Activate or  Cancel the order.

You can apply this action to multiple orders in a blotter. See [Action on Multiple Orders](#) on page 11.

### 3.2.7 Cancel an Order

Click the  Cancel button.

When you cancel an order, you set its status to CANCELLED and Integral OMS moves it to your **Cancelled** blotter.

You can cancel orders in all blotters except **Auto** and **Notified** with the following status:

- ACTIVE
- DRAFT
- FILLED
- TRIGGERED

The next step is to archive the CANCELLED order ([Archive an Order](#) on page 13).

You can apply this action to multiple orders in a blotter. See [Action on Multiple Orders](#) on page 11.

### 3.2.8 Notify the Customer of a Manually Filled Order

Click the  Notify button.

This is the stage when the trade ticket is created and notification is sent to the customer. The trade is sent out via STP if enabled. The trade is also shown in the customer's trading application.

For manually filled orders, you have the option of notifying the customer of the fill or cancelling the order.

You can notify customers from the **Monitor**, **All**, and **Filled** blotters.

Integral OMS moves the order from your Monitor blotter and to your **Notified** blotter.

You can apply this action to multiple orders in a blotter. See [Action on Multiple Orders](#) on page 11.

The next step is to archive the filled order ([Archive an Order](#) on page 13).

### 3.2.9 Archive an Order

Click the  Archive button.

You can archive NOTIFIED and CANCELLED orders in the **Notified**, **Cancelled**, and **All** blotters.


When you archive an order, you set its status to ARCHIVED and Integral OMS moves it to your **All** blotter.

The ARCHIVED status is an end state. No further actions are available on the order.

You can apply an action to multiple orders in a blotter. See [Action on Multiple Orders](#) on page 11.

### 3.2.10 Export Orders

You can export order data to a CSV file from the **All** blotter.

Click the  Export Data button in the top right of the **New** blotter.

Integral OMS saves the order data to a CSV file in your browser's download directory.


### 3.2.11 Pass Orders

#### Pass an Order

You can pass active orders to another organization to manage. Passing an order ensures that the order is monitored after your end of day and during weekends and holidays.



1. Click the check in the leftmost column to select one or more **ACTIVE** order. You can only pass **ACTIVE** orders.

Action buttons and a drop-down list appear next to the **Filter** field in the top right of the blotter.

2. Choose the organization to pass the order to from the drop-down list.
3. Click the  Pass button.

Integral OMS moves the order to your **Sent** blotter.

The other organization has the option to accept or reject your passed orders.

- **Accepts:** Order status changes to **ACCEPTED**. If the order is not expired, cancelled, or filled, you can  Take Back the passed order from the other organization.
- **Rejects:** Order status changes to **REJECTED**. You can  Activate the rejected order to begin monitoring again or to pass to another organization.

#### Take Back Passed Orders

If a passed order is not expired, cancelled, or filled, you can take back the order you passed to another organization.

You take back an order to resume monitoring it.

You can apply this action to multiple orders in a blotter. See [Action on Multiple Orders](#) on page 11.



#### Manage Received Orders

When you are an Integral OMS network participant, other organizations can pass orders to you for monitoring at the end of their day. You also receive customer requests to cancel orders.

When you receive an order or order cancellation from another user, Integral OMS gives you a sound alert and adds the order to the **Received** blotter.



#### Passed Orders

You have the option to accept or reject passed orders with status RECEIVED:

-  **Accept:** Order status changes to ACTIVE. The order also now shows in your **Monitor** blotter and you manage it as you would any active order. The other user sees the order as ACCEPTED in their **Sent** blotter. If the order is not expired, cancelled, or filled, the other user can take back the passed order.
-  **Reject:** The order is removed from your Integral OMS blotters. The other user sees the order as REJECTED in their **Sent** blotter.

#### Order Cancel Requests

You have the option to accept or reject customer requests for cancellation with status CANCEL REQUESTED:

-  **CancelAccept:** Order status changes to CANCELLED and is shown as cancelled in the customer's trading app. The order also now shows in your **Cancelled** blotter. You can archive the cancelled order.
-  **CancelReject:** Order status changes to ACTIVE and is shown as active in the customer's trading app.

### 3.2.12 View Audit Events

Every order has a log of audit events that record changes in status and the user who initiated the change when applicable.

Click the ID number in the **Order ID** column to open the Order Audit Events window.

You can view audit events from every blotter.

### 3.2.13 Edit Orders

You can edit the fill rate in the **Monitor**, **New**, and **Filled** blotters with the following status:

- DRAFT
- FILLED
- TRIGGERED
- ACTIVE

#### Edit Fill Rate

Double-click the fill rate on an order to edit the value. The fill rate may be blank.

#### Edit Base Amount

Double-click the base amount of an order to edit the value.

#### Change Customer

Double-click the customer on an order to choose a different customer. The customer may be blank until you auto-execute the order to notify the customer of a filled order.

#### Edit Notes

Double-click the notes on an order to edit the value.

## 3.3 Enter Amounts

Use the following unit shortcuts when you enter sizes in Integral OMS:

















- "K" or "k" for thousands ("34.5K")
- "M" or "m" for millions ("10M")
- "B" or "b" for billions ("2b")





## CHAPTER 4

# Interface



### 4.1 Monitor

Description:	Your main dashboard for monitoring and managing orders. Orders are arranged by price above and below the market price line. Orders within 0.25% of the market price are yellow. TRIGGERED status orders are red.	
Order status:	All orders that require monitoring with respect to the market: <ul style="list-style-type: none"><li>• ACTIVE</li><li>• TRIGGERED</li><li>• FILLED</li><li>• PASSED</li><li>• TAKEN_BACK</li></ul>	Not shown: <ul style="list-style-type: none"><li>• ACCEPTED</li><li>• AUTO</li><li>• CANCELLED</li><li>• CANCEL_REQUESTED</li><li>• EXPIRED</li><li>• NOTIFIED</li><li>• RECEIVED</li><li>• REJECTED</li><li>• SUSPENDED</li></ul>
Things you can do:	<ul style="list-style-type: none"><li>• Change order status with an action.</li><li>•  / : Toggle between showing only manual orders and showing both manual and auto orders.</li><li>•  / : Lock the Monitor blotter to stop updates and focus on an order (<a href="#">Stop/Start Rates in the Monitor Blotter</a> on page 8)</li><li>•  Change blotter columns.</li></ul>	
Order actions:	<p>ACTIVE status orders:</p> <ul style="list-style-type: none"><li> Auto</li><li> Suspend</li><li> Fill</li><li> Cancel</li></ul> <p>FILLED status orders:</p> <ul style="list-style-type: none"><li> Notify</li><li> Cancel</li></ul> <p>TAKEN_BACK status orders:</p> <ul style="list-style-type: none"><li> Activate</li></ul>	<p>TRIGGERED status orders:</p> <ul style="list-style-type: none"><li> Activate</li><li> Fill</li><li> Cancel</li></ul> <p>PASSED status orders:</p> <ul style="list-style-type: none"><li> Take Back</li></ul>


## 4.2 New

Description:	Your suspended, manual, and imported orders plus incoming customer orders.
Order status:	DRAFT
Things you can do:	<ul style="list-style-type: none"> <li>• Change order status with an action.</li> <li>• Change blotter columns.</li> </ul>
Order actions:	DRAFT status orders: <div>  Activate            Cancel         </div>

## 4.3 Filled

Description:	Orders that you have manually filled.
Order status:	FILLED
Things you can do:	<ul style="list-style-type: none"> <li>• Notify customers of fills or cancel orders.</li> <li>• Change blotter columns.</li> </ul>
Order actions:	FILLED status orders: <div>  Notify            Cancel         </div>

## 4.4 Auto



















Description:	Orders that you have sent to Integral for execution.
Order status:	AUTO
Things you can do:	<ul style="list-style-type: none"> <li>• Cancel auto-execution for an order.</li> <li>• Change blotter columns.</li> </ul>
Order actions:	AUTO status orders: <div>  Manual         </div>






## 4.5 Notified

Description:	Orders that have been filled either manually or by auto-execution, have had the customer notified, and are ready to archive.
Order status:	NOTIFIED
Things you can do:	<ul style="list-style-type: none"> <li>• Archive orders.</li> <li>• Change blotter columns.</li> </ul>









Order actions:	NOTIFIED status orders:
	 Auto

## 4.6 All

Description:	All orders of every status.	
Order status:	Orders with every status	
Things you can do:	<ul style="list-style-type: none"> <li>Change order status with an action.</li> <li>Change blotter columns.</li> <li>Export order data </li> </ul>	
Order actions:	<div> <div>ACCEPTED status orders:</div> <div>  Take Back         </div> </div> <div> <div>ARCHIVED status orders: End-state status. No actions available.</div> <div> <div>CANCELLED status orders:</div> <div>  Archive         </div> </div> <div> <div>DRAFT status orders:</div> <div>  Activate   Cancel         </div> </div> <div> <div>FILLED status orders:</div> <div>  Notify   Cancel         </div> </div> <div> <div>PASSED status orders:</div> <div>  Take Back         </div> </div> </div> <div> <div>ACTIVE status orders:</div> <div>  Auto   Suspend   Fill   Cancel         </div> <div> <div>AUTO status orders:</div> <div>  Manual         </div> <div> <div>CANCEL_REQUESTED status orders:</div> <div>  CancelAccept   CancelReject         </div> </div> <div> <div>EXPIRED status orders: End-state status. No actions available.</div> </div> <div> <div>NOTIFIED status orders:</div> <div>  Auto         </div> <div> <div>RECEIVED status orders:</div> <div>  Accept   Reject         </div> </div> </div> </div></div>	






Order actions: (continued)	REJECTED status orders:	TAKEN_BACK status orders:
	 Activate	 Activate
	TRIGGERED status orders:	
	 Activate  Fill  Cancel	

## 4.7 Received


Description:	Orders passed to you by other users and order cancel requests from customers.
Order status:	Newly passed orders: RECEIVED Accepted orders: ACTIVE Customer cancelled orders: CANCEL_REQUESTED
Things you can do:	<ul style="list-style-type: none"> <li>• Accept/reject passed orders.</li> <li>• Manage accepted orders.</li> <li>• Change blotter columns.</li> </ul>
Order actions:	RECEIVED status orders:  Accept  Reject ACTIVE status orders:  Auto  Suspend  Fill  Cancel CANCEL_REQUESTED status orders:  CancelAccept  CancelReject

## 4.8 Sent

Description:	Your orders passed to other users.
Order status:	Newly passed orders: PASSED Orders accepted by other user: ACCEPTED Orders rejected by other user: REJECTED Passed orders taken back by you: TAKEN_BACK

Things you can do:	<ul style="list-style-type: none"><li>• Take back passed orders</li><li>• Activate rejected or taken-back orders</li><li>• Notify or cancel orders filled by the other user.</li><li>• Change blotter columns.</li></ul>	
Order actions:	ACCEPTED status orders:	REJECTED status orders:
	 Take Back	 Activate
	TAKEN_BACK status orders:	FILLED status orders:
	 Activate	 Notify  Cancel

### 4.9 Cancelled

Description:	Orders cancelled by you or by any other applicable user or workflow.
Order status:	Cancelled orders: CANCELLED
Things you can do:	Archive cancelled orders
Order actions:	CANCELLED status orders:  Archive

## CHAPTER 5










# Concepts








### 5.1 Order Concepts

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#### 5.1.1 Order Actions







You can apply an action to multiple orders in a blotter. See [Action on Multiple Orders](#) on page 11.

Blotter action buttons	Description	More info
 Auto	Submit the order to Integral to be matched with prices.	<a href="#">Auto-execute an Order</a> on page 11
 Manual	Only from the <b>Auto</b> or <b>All</b> blotters. Recall the order from auto execution in Integral to manage manually.	<a href="#">Auto-execute an Order</a> on page 11
 Activate	Actively monitor an order and make it eligible to be triggered by the market price.	<a href="#">Activate an Order</a> on page 11
 Suspend	Suspend monitoring on an order and return the order to DRAFT status.	<a href="#">Suspend an Order</a> on page 12
 Fill	Manually fill an order. If no fill rate is included on the order, the order is filled at the market rate.	<a href="#">Manually Fill an Order</a> on page 12
 Notify	Notify customers of manually filled orders. Orders that are filled with auto-execution are notified automatically.	<a href="#">Notify the Customer of a Manually Filled Order</a> on page 13
 Cancel	Cancel the order (status can be any status but notified).	<a href="#">Cancel an Order</a> on page 13
 Archive	Only from the <b>Notified</b> or <b>All</b> blotters. Archive a filled order after customer notification.	<a href="#">Archive an Order</a> on page 13
 Pass	Pass the order to another organization for monitoring.	<a href="#">Pass an Order</a> on page 14



Blotter action buttons	Description	More info
 Take Back	Take back a previously passed order.	<a href="#">Take Back Passed Orders</a> on page 14
 Import	Only from the <b>New</b> blotter. Import new orders from a file.	<a href="#">Import Orders</a> on page 10
 Export	Only from the <b>All</b> blotter. Export order data as a CSV file.	<a href="#">Export Orders</a> on page 14
Manual order entry actions		
 Activate	Submit a new ACTIVE order.	<a href="#">Enter Manual Orders</a> on page 9
 Auto	Submit a new AUTO order for auto execution in Integral.	<ul style="list-style-type: none"> <li>• <a href="#">Auto Execution</a> on page 24</li> <li>• <a href="#">Enter Manual Orders</a> on page 9</li> </ul>
 Suspend	Submit a new DRAFT order.	<a href="#">Enter Manual Orders</a> on page 9
 Reset/Clear Notifications	Reset all order entry tools to defaults or empty, enter the current market rate in the rate field, and clear all alerts and notifications.	<a href="#">Enter Manual Orders</a> on page 9

## 5.1.2 Order Status

Status	Description	Blotter action button	More info
ACCEPTED	The order you passed to another user has been accepted by the user.	 Accept	<a href="#">Pass an Order</a> on page 14
ACTIVE	The order is being monitored by you.	 Activate	<a href="#">Activate an Order</a> on page 11
ARCHIVED	Only in the <b>Notified</b> or <b>All</b> blotters. The notified order has been archived by you. End-state status. No further actions available.	 Archive	<a href="#">Archive an Order</a> on page 13
AUTO	You sent the order to Integral for execution.	 Auto	<a href="#">Auto-execute an Order</a> on page 11
CANCELLED	The order was cancelled by you or by the user you passed the order to. You can only archive the order.	 Cancel	<a href="#">Cancel an Order</a> on page 13

Status	Description	Blotter action button	More info
CANCEL REQUESTED	The customer has requested to cancel the order. You can either choose to accept the request and the order is CANCELLED or reject the request and the order is ACTIVE.	N/A	<a href="#">Manage Received Orders</a> on page 14
DRAFT	New orders (manual or imported) and suspended orders	 Suspend	<a href="#">Suspend an Order</a> on page 12
EXPIRED	The order expired without being cancelled or filled. End-state status. No further actions available.	N/A	<a href="#">Order Expiry</a> on page 25
FILLED	You or the user you passed the order to manually filled an order.	 Fill	<a href="#">Manually Fill an Order</a> on page 12
NOTIFIED	<ul style="list-style-type: none"> <li>You manually notified the customer of a manually filled order.</li> <li>Orders that are filled with auto-execution are notified automatically.</li> </ul>	 Notify	<a href="#">Notify the Customer of a Manually Filled Order</a> on page 13
PASSED	You have passed the order to another user for monitoring.	 Pass	<a href="#">Pass an Order</a> on page 14
RECEIVED	The order has been passed to you by another user.	N/A	<a href="#">Manage Received Orders</a> on page 14
REJECTED	The order you passed to another user has been rejected by the user.	 Reject	<a href="#">Pass an Order</a> on page 14
TAKEN BACK	You have taken back an order that you previously passed to another user.	 Take Back	<a href="#">Take Back Passed Orders</a> on page 14
TRIGGERED	The market hit the ACTIVE order's price.	N/A	<a href="#">Triggered Orders</a> on page 25

### 5.1.3 Auto Execution

When you submit a new order or send an existing order for auto-execution with the  Auto button, the order is sent to Integral for execution. The order resides in the **Auto** blotter until filled or you cancel auto-execution with the  Manual button. If the order is filled, the customer is notified automatically and Integral OMS moves the order to the **Notified** blotter.

You can apply an action to multiple orders in a blotter. See [Action on Multiple Orders](#) on page 11.

### 5.1.4 Passing Orders

You can pass active orders to another organization to manage. Passing an order ensures that the order is monitored after your end of day and during weekends and holidays.

- [Pass an Order](#) on page 14
- [Take Back Passed Orders](#) on page 14



- [Manage Received Orders](#) on page 14




### 5.1.5 Triggered Orders

Integral OMS changes an order's status to TRIGGERED to indicate that the market price hit the order's price. Integral OMS gives you a sound alert when an order is triggered. No further action is taken.

Only ACTIVE orders can be triggered.

TRIGGERED orders are shown in red in the **Monitor** blotter.

You can activate, fill, or cancel TRIGGERED orders:

-  **Activate:** Returns the order to ACTIVE status. If the market price is still at a level to trigger the order, OMS triggers the order immediately after you activate it, making it appear as if nothing has changed.
-  **Fill:** See [Manually Fill an Order](#) on page 12.
-  **Cancel:** See [Cancel an Order](#) on page 13.

### 5.1.6 Order Expiry

An order's time in force determines when an order is matched with prices:

- **GTT:** (Good till Time) Orders are matched with prices until they expire, are canceled by you, or are filled.
- **GTC:** (Good till canceled) Orders are matched with prices until canceled by you or filled.

### 5.1.7 Order Price Matching

The order's type and execution determines how it is matched with market prices during auto execution ([Auto Execution](#) on page 24).

**Table 5-1** Matched Prices by Order Type

Order type	What prices are matched?
Limit	Prices that equal or better the order's limit rate
Stop	Begins matching with prices when the market rate crosses the threshold set by the order's trigger rate
TP/SL	Limit component: Matched as a limit order (prices that equal or better the order's limit rate). Stop component: Matched as a stop order (begins matching with prices when the market rate crosses the threshold set by the order's trigger rate, either the bid or the offer rate).

## 5.2 Order Types

- [Limit Orders](#) on page 26
- [Stop Orders](#) on page 26
- [TP/SL Orders](#) on page 26

## 5.2.1 Limit Orders

Purpose:	Limit price or better, time of execution less important
Price matching:	Eligible for matching immediately ( <a href="#">Order Price Matching</a> on page 25)
Expires:	According to time in force ( <a href="#">Order Expiry</a> on page 25)

## 5.2.2 Stop Orders

Purpose:	Go long (bid stop) or short (offer stop) relative to the current market price
Price matching:	Only matched with prices when the best market rate, either the bid or offer, crosses the threshold of your order's trigger rate, either the bid rate or the offer rate ( <a href="#">Order Price Matching</a> on page 25)  You can configure Integral OMS to automatically route all stop orders from a customer to Manual. To allow time for users to handle the manual order flow, you can also define an expiry time for automatically routed orders. Contact your Technical Account Manager for details.
Expires:	According to time in force GTT or DAY only ( <a href="#">Order Expiry</a> on page 25)

## 5.2.3 TP/SL Orders

A TP/SL order is a linked order that consists of two component orders:

- A limit order that allows you to take profit if the market moves in your favor on a position ([Limit Orders](#) on page 26)
- A stop order that protects you if the market moves against your position ([Stop Orders](#) on page 26)

As one order is filled, the size of the other order is reduced by the same amount. When one order is completely filled, the other order is canceled.

Purpose:	Submit two linked orders: A limit order to take profit if the market moves in your favor and a stop order that protects you if the market moves against you.
Price matching:	Limit component: Matched with prices immediately. Stop component: Only matched with prices when the best market rate, either the bid or offer, crosses the threshold of your order's trigger rate, either the bid rate or the offer rate. If one component order is matched, the other order is canceled.
Expires:	According to time in force ( <a href="#">Order Expiry</a> on page 25)

## 5.2.4 If Done Orders

An If Done order is a linked order that consists of a parent order and one or two closing orders:

- A limit order that allows you to take profit if the market moves in your favor on a position
- A stop order that protects you if the market moves against your position

The parent order can be a limit or stop order. If the parent order is filled, then the closing orders are activated. If one closing order is filled, then the other order is cancelled.

You submit If Done orders from the Manual Orders panel ([Enter Manual Orders](#) on page 9).

Purpose:	Take profit or stop loss if the parent order is filled.
Price matching:	Only after the parent order is completely filled.
Expires:	According to time in force of the parent order ( <a href="#">Order Expiry</a> on page 25)
Linkable:	Not applicable

## CHAPTER 6

# What's New

- First edition.