Circular No.: IGX/MO/105/2024 January 27, 2024

Go Live– New Version of Trader Workstation (TWS)

Dear Members,

In pursuance to Bye-Laws and Market Rules of the Exchange, we are pleased to inform that the Exchange will be launching a new version of Member's Trader Workstation (TWS) with additional features incorporated in the system.

Accordingly, Members are hereby notified as under –

1. In continuation to Circular no. IGX/MO/104/2024, we will be going live on Tuesday, 30th January 2024 with the new version of Member's TWS.

2. New Features in TWS – Exchange has introduced following additional features in the new version of TWS -
   a) No requirement of VPN - TWS will be a web-based portal which will be accessible directly with secured Web Application Firewall (WAF).
   b) Dynamic Market Watch: New dashboard screen where all active contracts in which bids are available will be shown to market participants.
   c) Other Features –
      - Filter contracts at multiple delivery point and multiple product level
      - Place order directly from Market depth
      - Option to create Custom Dashboard as per user preference.

3. Details of Live Environment is as under -
      - URL to Live session: https://trade.igxindia.com/
      - Login credentials will be provided through a separate e-mail communication.

4. The User Manual is attached with the Circular and is also available with TWS.

For any assistance, all members may kindly contact below –

- Trading & Surveillance | igx-surveillance@igxindia.com | 0120-4648149/150
- Contact Person- Mr. Deepak Mittal (9810376897); Mr. Vivek Bharadwaj (7339834551)

Members are requested to kindly make a note of all above changes and act accordingly.

For and on behalf of
Indian Gas Exchange Limited

(Sd/-)
Mritunjay Srivastava
Vice President
(Regulatory and Surveillance)

TRADER WORKSTATION(TWS)

USER GUIDE

The Trader Workstation (TWS) is the application through which members access the trading platform, place orders and execute trades. This guide has been prepared to assist Market Participants in using the Exchange TWS. IGX has prepared this document to provide information on how to trade in IGX Market for the natural gas, as at the date of publication. This document assumes that the audience has a basic understanding of the Exchange market design and structure.

Contents

A. LOGIN TO YOUR ACCOUNT

To login to TWS, user has to enter following credentials –

1. URL – https://trade.igxindia.com/
2. Enter your Member/User ID and Password and click on Sign in.
   User will then be redirected to the Market Space/Dashboard.

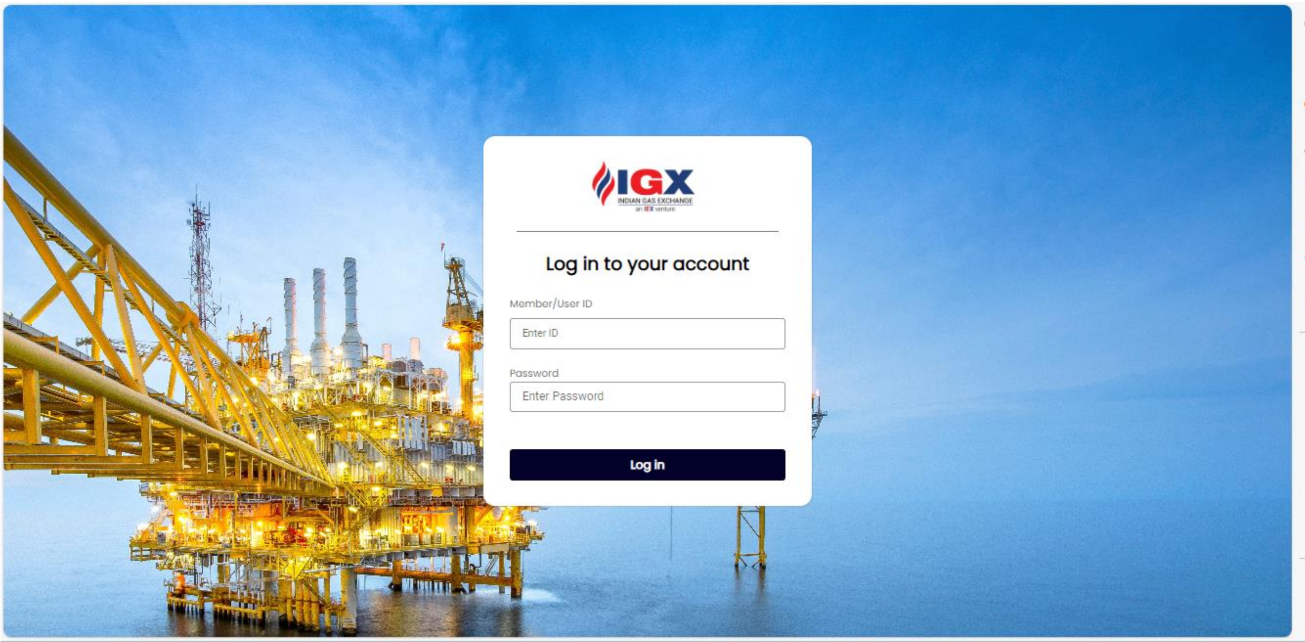


Figure 1 - Login Page

Password policy is as below -

a. Length of password of exact 8 characters.
b. The password shall be case sensitive and should contain at least one each of the following characters with no space:

   i. Uppercase: A to Z
   ii. Lowercase: a to z
   iii. Digit: 0 to 9
   iv. Non-Alphanumeric: Special characters @ # $ % & * / \

c. User shall be compulsorily required to change password after the lapse of 60 days
d. New password must be different from previous 5 passwords
e. User Id shall be locked after 3 invalid login attempts
f. User shall not be allowed to set the default password as new password.

Post login into it, the TWS will have broadly three Sections –

1. Market Space Section– The Market Space Section contains details like Market Watch, Order Book, Trade Book, Limit Dashboard, Market Update, Order Form, Order Upload, Order Depth windows and Create New Watchlist.
2. Report and Tool Section - In this part, different tools and reporting option like Historical Order Book, Historical Trade Book, Download Option, Arrange Columns etc. are available to users.
3. Settings and System Configuration – This Section covers the Order form setting, Notification setting, change password, Login History, Server timings etc.

B. STANDARD WORKSPACE (DASHBOARD)

Workspace is the core component of TWS and provide a view of the live market in selected products and contracts. It is the main way in which a user places orders and carry out trades. Each time when a user opens TWS, a default workspace termed as Standard Workspace (or Dashboard) set up by IGX is displayed. This topic summarises the key features of the Dashboard.

The image below shows an example of a Standard Workspace or Dashboard -

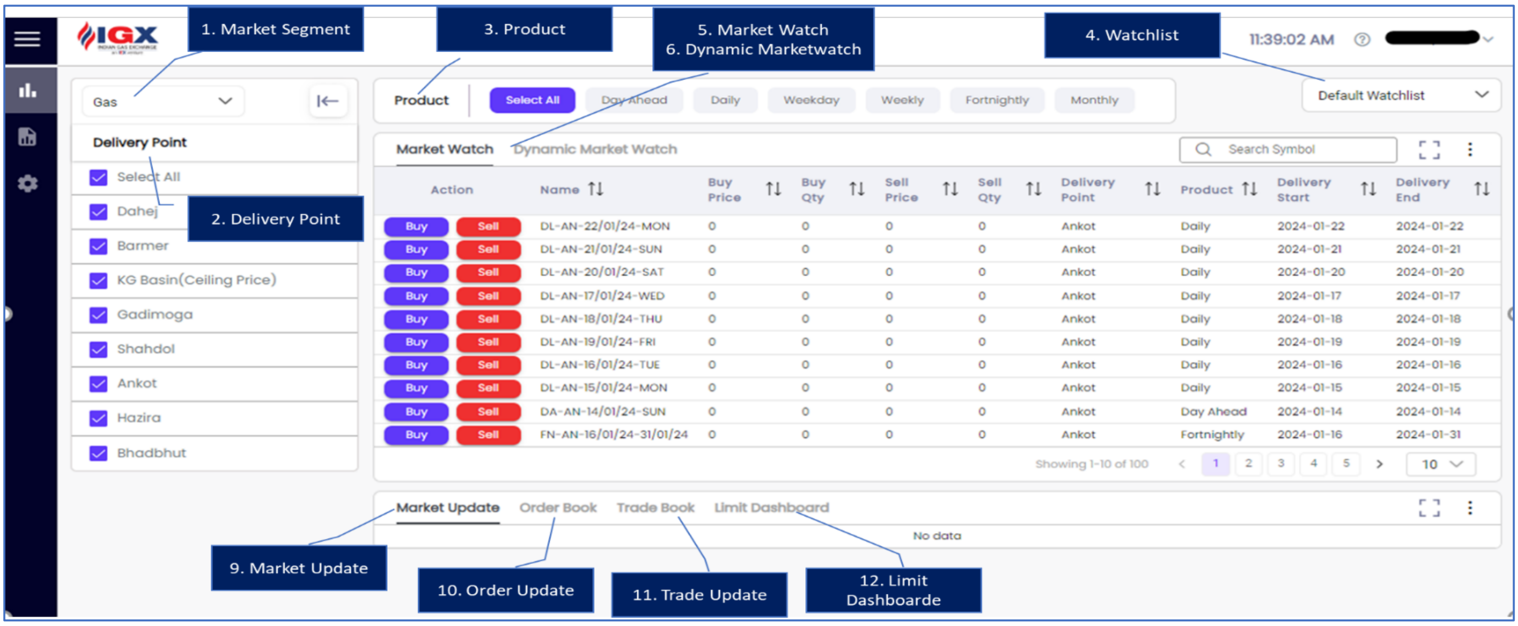


Figure 2- Dashboard

Following are the components of the Dashboard -

1. Market Segment
2. Delivery Point
3. Product
4. Watchlist
5. Market Watch
6. Dynamic Market Watch
7. Buy/Sell From
8. Market Depth
9. Market Update
10. Order book
11. Trade book
12. Limit Dashboard

All the components of Dashboard are explained below.

1. **Market Segment:**
   a. Market Segment is pinned at the top left header. Dropdown at Top left corner on dashboard provides users with the option to select the preferred market segment (GAS/ssLNG/LDC).

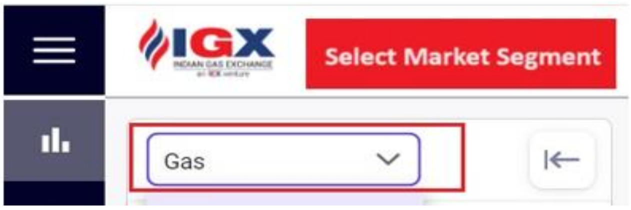


Figure 3 – Marke Segment

   b. Users have the option to select one market segment at a time and view the corresponding delivery points, products, and market watch for the selected segment.

2. **Delivery Point:**
   a. Delivery Point means the location for delivery of gas by seller to the buyer against the traded contracts. All the active delivery points under market segment are listed at the left side of the Dashboard.

   b. For a particular Market Segment, Users have the option to select one, many or all Delivery points at a time. Users can choose to select or deselect all delivery points by using the 'Select All' option.

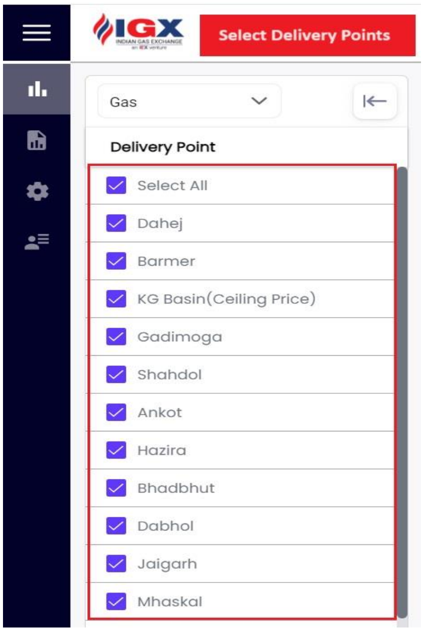


Figure 4- Delivery Point

3. Products:

a. Products are defined based on delivery tenure for a particular contract. All available products are listed at the top panel, just above the market watch.

b. Users have the option to select one, many or all products at a time. Users can choose to select or deselect all products by using the 'Select All' option.

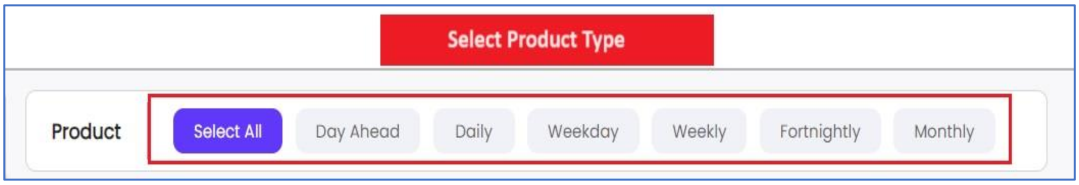


Figure 5- Product

c. At present, six products viz., Day-Ahead, Daily, Weekday, Weekly, Fortnightly and Monthly at each delivery point are available for trading. A Contract is a combination of Delivery Point and Product/Delivery Tenure. For Ex. At Dahej Delivery Point, 6 products are available, and corresponding 25 Contracts are available for trading -
   i. In Daily Product, 8 Daily Contracts (from T+2 to T+9);
   ii. In Monthly Product, 6 Monthly Contracts (from M+1 to M+6);
   iii. In Fortnightly Product, 5 next Fortnight Contracts (1st to 15th of month & 16th to EOM);
   iv. In Weekly Product, 4 Weekly Contracts for 1st to 7th, 8th to 14th, 15th to 21st and 22nd to end of the month on rolling basis; and
   v. One Contract each in Day-Ahead (T+1) and Weekday (Monday to Friday) products are available for trading.

4. Watchlist:

a. A dropdown is available at top right corner, just above the market watch to select the Watchlist. One watchlist named "Default Watchlist" created by IGX is available.

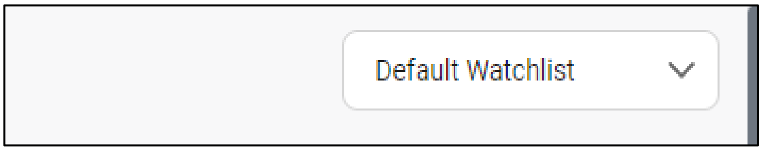


Figure 6 - Watchlist

b. Application enables users to create personalized watchlists, allowing them to use custom names for these watchlists.

c. Users have the flexibility to add multiple custom watchlists. Details mentioned under section D - Create new Workspace.

5. Market Watch:

a. Market watch displays all the filtered contracts based on selected market segment, delivery point and product type. Users can execute BUY / SELL bids[1] for the desired contract from the Market watch.

b. Also, users can view the Market depth by clicking on that respective contract name.

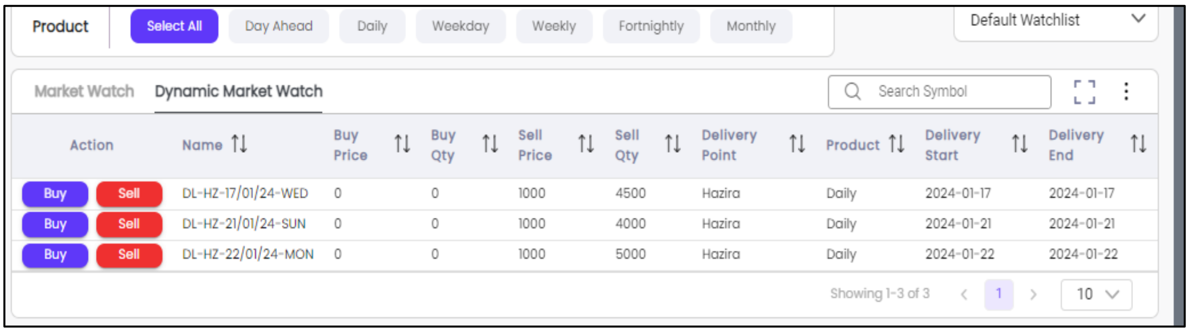
Action	Name	Symbol	Buy Price	Buy Qty	Sell Price	Sell Qty	Delivery Point	Product	LTQ	LTP	Change In Price	% change
Buy Sell	DL-AN-10/01/24-WED	DL-AN-240110	125	500	0	0	Ankot	Daily	0	0	0	0
Buy Sell	DL-AN-04/01/24-THU	DL-AN-240104	0	0	0	0	Ankot	Daily	0	0	0	0
Buy Sell	DL-AN-08/01/24-MON	DL-AN-240108	0	0	0	0	Ankot	Daily	0	0	0	0
Buy Sell	DL-AN-09/01/24-TUE	DL-AN-240109	0	0	0	0	Ankot	Daily	0	0	0	0
Buy Sell	DL-AN-07/01/24-SUN	DL-AN-240107	0	0	0	0	Ankot	Daily	0	0	0	0
Buy Sell	DL-AN-05/01/24-FRI	DL-AN-240105	0	0	0	0	Ankot	Daily	0	0	0	0
Buy Sell	DL-AN-06/01/24-SAT	DL-AN-240106	0	0	0	0	Ankot	Daily	0	0	0	0
Buy Sell	DL-AN-11/01/24-THU	DL-AN-240111	0	0	0	0	Ankot	Daily	0	0	0	0
Buy Sell	DA-AN-03/01/24-WED	DA-AN-240103	0	0	0	0	Ankot	Day Ahead	0	0	0	0
Buy Sell	FN-AN-16/01/24-31/01/24	FN-AN-240116	0	0	0	0	Ankot	Fortnightly	0	0	0	0

Figure 7 – Market watch

6. Dynamic Market Watch:

a. The dynamic Market watch displays all active contracts in which bids are available, for selected market segment, delivery point and product type.

b. Dynamic Market watch have same features as of Market watch.



Action	Name	Buy Price	Buy Qty	Sell Price	Sell Qty	Delivery Point	Product	Delivery Start	Delivery End
Buy Sell	DL-HZ-17/01/24-WED	0	0	1000	4500	Hazira	Daily	2024-01-17	2024-01-17
Buy Sell	DL-HZ-21/01/24-SUN	0	0	1000	4000	Hazira	Daily	2024-01-21	2024-01-21
Buy Sell	DL-HZ-22/01/24-MON	0	0	1000	5000	Hazira	Daily	2024-01-22	2024-01-22

Figure 8 - Dynamic Market Watch

[1] Bids and Orders have same meaning and are interchangeably used in the document.

Following additional features are available in Market watch and Dynamic Market watch -

i. SEARCH CONTRACT NAME –

- Search button is available on top ribbon of Market watch window.

- To filter any contract, user has to type any alpha numerical character of the contract. Accordingly, market watch will display only those contracts, where these character matches. Example: if user types "Mon", all contracts having Mon in name will appear.

Figure 9 – Symbol Search

ii. DOWNLOAD –

- Users can download the market watch/dynamic market watch details by selecting the download option from the menu. The downloaded file contains all the details that is being displayed in the market watch or in the dynamic market watch.

- The data will be downloaded in the .csv format and in PDF format.

Figure 10 – Download

iii. Arrange and Show/Hide Columns –

- In addition to Search and Download feature, the user can customize the market watch/dynamic market watch screens through Show/Hide and Arrange columns. By default, for a particular Contract, the Market watch window displays following columns:

Column	Description
Buy Price	Best/Highest Buy Price
Sell Price	Best/Lowest Sell Price
Buy Qty	Quantity available at Best/Highest Buy Price
Sell Qty	Quantity available at Best/Lowest Sell Price
Delivery Point	Displays the location at which seller delivers gas to buyer

Column	Description
Product	Displays the product type
Lot Size	Bid quantity in multiples of lot, ex. 1 lot=50 MMBTU/Day
LTP	Displays the last traded price for the contract
LTQ	Displays the last traded quantity for the contract
Status	Indicates the status (Active/Inactive), Active means that the Contract is open for bidding, while Inactive means the Contract is closed for bidding
Change in Price	Displays the change between the last trade price and the most recent traded price
% Change	Displays the % change between the last trade price and the most recent traded price.
Delivery Start Date	Displays the delivery start date of a Contract
Delivery End Date	Displays the delivery end date of a Contract
Expiry	Displays the last date on which the contract will be available for trading

Table 1 – Columns in Market Watch

- Following are the Screens for Arranging and Show/Hide Columns.

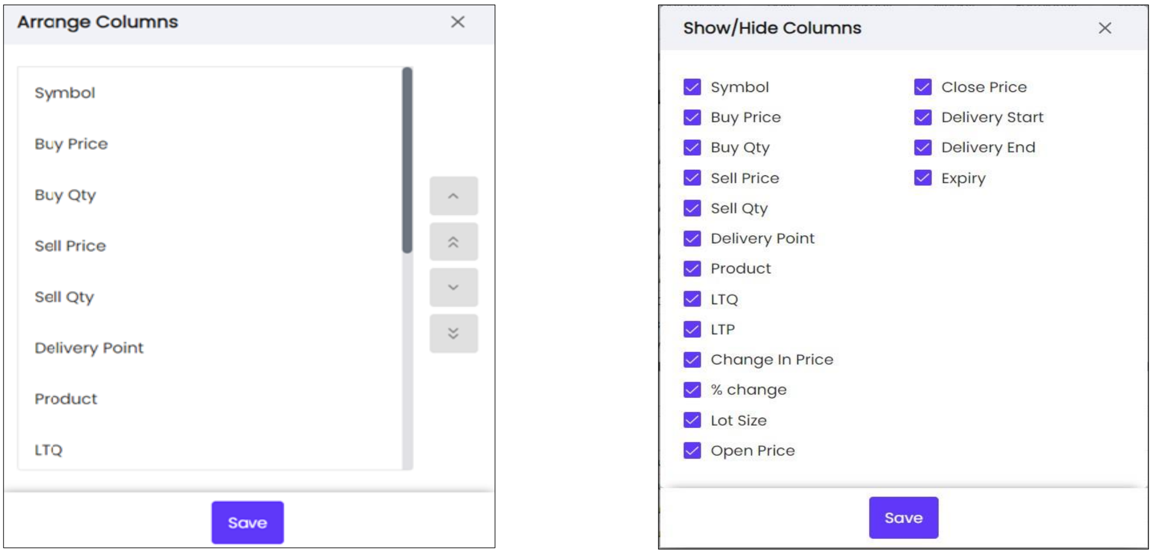


Figure 11 – Arrange and Show/Hide Columns

7. Order Entry Screen:

a. To enter a Sell or Buy Order into a particular Contract, user has to carry out following actions:

i. Click on Buy 

or Sell 

button available at left side of the Contract Name. Orders can be entered through market watch, dynamic market watch or from Market depth window.

ii. This will open the **'Buy Order form'** or **'Sell Order form'** as a separate window.

iii. The top ribbon of the Order Form will display the type of order i.e., buy or sell.

iv. The Contract name and Lot size will appear in first row.

v. Non-editable fields viz., Delivery Point, Product, Order Type and Validity are for information purpose.

vi. User has to select the client code or Client Name from the drop-down list. User can search any Client by entering any character of the Client Code and/or Client Name. Active Clients for which the user can submit the orders are displayed in black font while de-active clients are displayed in grey font.

vii. Then user need to input the Order price in INR/MMBtu, and

viii. The Order quantity in lots. For Ex. In the below Figure 12, Lot Size = 100 MMBtu/day, and user is willing to submit Buy order quantity of 1000 MMBtu/day, then in lots, the user will enter 10 lots as Order quantity.

ix. After filling these details, user has to submit Buy or Sell button to place the Order in the market.

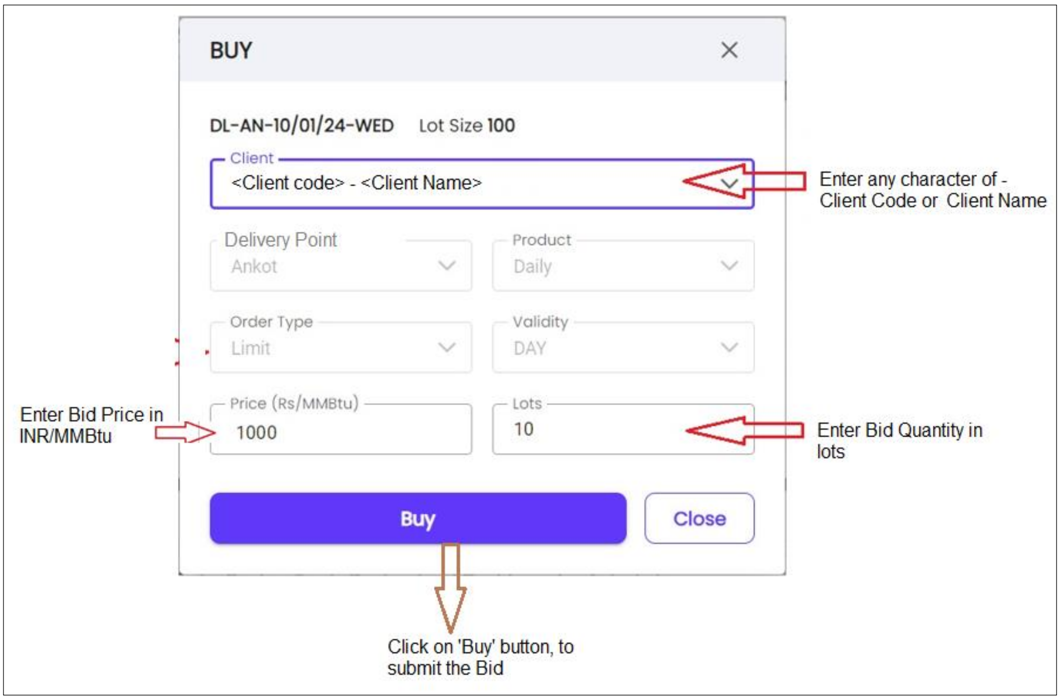


Figure 12 – Order Entry Form

b. The successful Orders will be displayed in Order Book (detailed under Point 10) as 'Confirmed' status.
c. Member(s) may place, modify or cancel their Orders multiple times, during bidding hours for their Clients. Also, Orders entered into the TWS System are subject to validation requirement of exposure margin and transmission capacity requirements.

8. Market Depth:

a. Market depth displays top 5 buy and top 5 sell Orders in terms of price quoted with the identity of bidders kept anonymous. The Market depth for a contract can be accessed while clicking any contract name listed under Market watch/Dynamic Market watch, post which the depth will be displayed as below:


DL-AN-04/01/24-THU

Qty	Buy	Sell	Qty
500	104	9	500
1100	103	10	500
1200	102	11	1500
1300	101	96	800
1400	100	97	600

Figure 13 - Market Depth

b. The top ribbon of this window displays the name of contract.

c. The header line indicates the **Qty** - Order quantity in MMBtu, **Buy** – Top 5 Buy Bid Price in INR/MMBtu in descending order, and **Sell** - Top 5 Sell Bid Price in INR/MMBtu in ascending order.

d. If the user Clicks on Buy Buy or Sell Sell button, it will directly take the user to Order Entry Form window.

e. A user can open multiple market depth windows simultaneously.

9. Market Update:

At the bottom panel, the Market updates window provides notifications of the most recent trading and related events taking place in the market. Market Update provides following information –

a) Order and Trade details – Members are able to view all the orders and trades available in the market (without revealing the identity of other members). Also user can download the Market update by clicking at right corner of the Market Update.

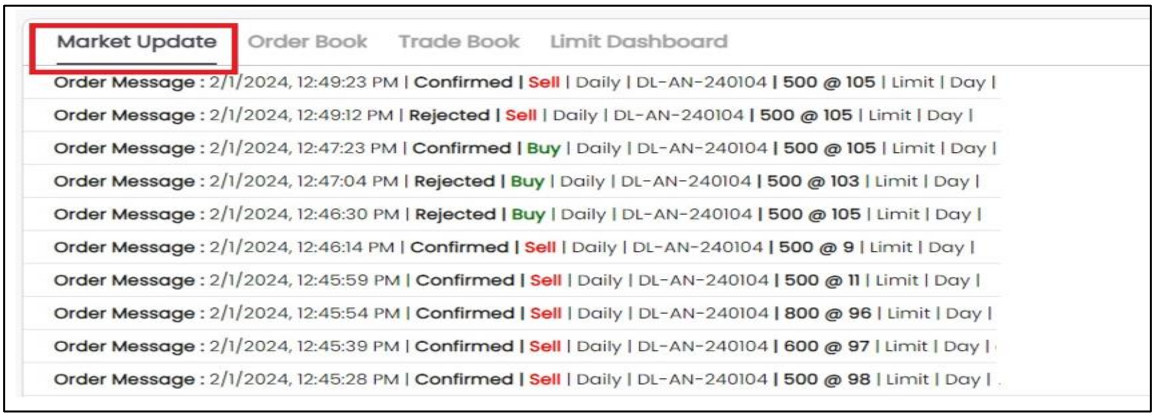


Figure 14 – Market Update

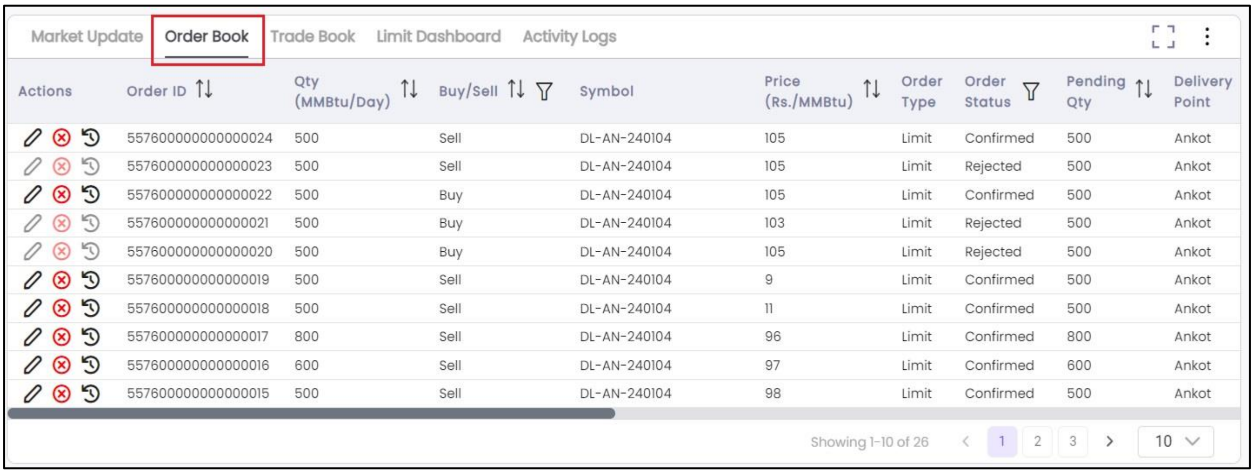
b) Market Information – Exchange news like Market Open and Close notifications, and other messages. Following are important market messages -

Market Message	Description
Market Schedule Period Change: Continuous Market is open for trading | CONT	Contracts with Continuous Matching is open for bidding for all members
Market Schedule Period Change: Continuous Market is closed for trading | CONT	Contracts with Continuous Matching is closed for bidding for all members
Market Schedule Period Change: Open Auction Market is open for trading | IGX	Contracts with Open Auction Matching is open for bidding for all members
Market Update: Open Auction Extended By 15 minutes until 02:15 PM	Contracts with Open Auction Matching is extended for bidding by 15 min for all members
Market Schedule Period Change: Open Auction Market is closed for trading | IGX	Contracts with Open Auction Matching is closed for bidding for all members
Market Schedule Period Change: Open Auction Market result published | IGX	For Contracts with Open Auction Matching, the price discovery is done, and trade results are published

Table 2 – Messages in Market Update

10. Order Book:

The Order Book window allows a user to view a list of all the bids like pending bids, rejected bids, replaced bid etc. that have been carried out by them within market hours for each contract. The Order Book window can also be used to update orders during market hours.



Actions	Order ID	Qty (MMBtu/Day)	Buy/Sell	Symbol	Price (Rs./MMBtu)	Order Type	Order Status	Pending Qty	Delivery Point
	557600000000000024	500	Sell	DL-AN-240104	105	Limit	Confirmed	500	Ankot
	557600000000000023	500	Sell	DL-AN-240104	105	Limit	Rejected	500	Ankot
	557600000000000022	500	Buy	DL-AN-240104	105	Limit	Confirmed	500	Ankot
	557600000000000021	500	Buy	DL-AN-240104	103	Limit	Rejected	500	Ankot
	557600000000000020	500	Buy	DL-AN-240104	105	Limit	Rejected	500	Ankot
	557600000000000019	500	Sell	DL-AN-240104	9	Limit	Confirmed	500	Ankot
	557600000000000018	500	Sell	DL-AN-240104	11	Limit	Confirmed	500	Ankot
	557600000000000017	800	Sell	DL-AN-240104	96	Limit	Confirmed	800	Ankot
	557600000000000016	600	Sell	DL-AN-240104	97	Limit	Confirmed	600	Ankot
	557600000000000015	500	Sell	DL-AN-240104	98	Limit	Confirmed	500	Ankot

Figure 15 – Order Book

By default, the Order Book window displays following columns:

Column	Description
Order ID	Unique ID assigned to a bid/order on your TWS system
Client Code	Client Code for which Order placed
Client Name	Client Name for which Order placed
Time	Date and time of the bid (MMDDYYYY, hh:mm:ss).
Symbol	Contract Code in which Order placed
Buy/Sell	Order Type
Qty (MMBtu/Day)	Order Quantity against a contract
Lots	No. of lots corresponding to Order Quantity 'Qty (MMBtu/Day)'
Traded Quantity	After price matching, Quantity selected in MMBtu/day. In case of Continuous market, if an Order is traded more than one time, then the Trade Quantity will be cumulative trade quantity.
Last Filled Qty	After price matching, Quantity selected in MMBtu/day. In case of Continuous market, if an Order is traded more than one time, then the latest trade quantity will be displayed as Last Filled Qty.
Pending Qty	- Before matching, Quantity and Pending Qty are same in both Auction and Continuous market - After matching, balance quantity not traded is displayed here as Pending Qty. - If no trade, Pending Qty displayed as 0.
Price (Rs./MMBtu)	Bid Price corresponding to a Bid.

Column	Description
Last Filled Price	After price matching, trade price selected in MMBtu/day. In case of Continuous market, if an Order is traded more than one time, then the Last Filled Price will be the price at which the latest trade has happened.
Order Status	Following are Order Status – i. Confirmed - New bid successfully submitted to exchange ii. Rejected - Due to insufficient quantity, insufficient margin, or other restrictions iii. Replaced - Existing bid replaced with new bid, iv. Partially Filled - In Continuous Market, after matching, balance Quantity not traded is displayed in 'Pending Qty' column with status here as 'Partially Filled' v. Cancelled – Cancelled status is displayed in following conditions – - During market hours if any bid is cancelled, or, - In Auction Market, after price matching, if the bid is not selected then the status is displayed as 'Cancelled'.
Order Type	Displayed as 'Limit'
Order Validity	Displayed as 'Day', as the Order is valid for the day
Messages	Mentioned in Table 4.
Delivery Point	Delivery location
Product	In terms of Delivery duration
Placed by	User ID from which bid is placed

Table 3 – Columns in Order Book

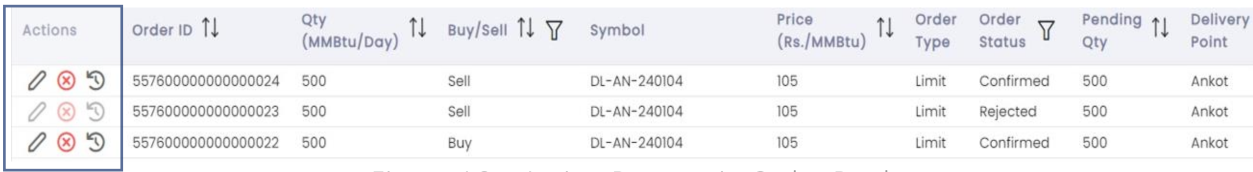
For a particular Order, under 'Message' Column, following messages are displayed –

Message	Reason for Message	Order Status
AT THE TIME OF SUBMISSION OF ORDER		
'Order submission not allowed in the current market period'	Bid placed after market closed in Continous Matching	Rejected
'Not allowed during ADMIN_ CLOSING_ AUCTION market period unless from venue'	Bid placed after market closed in Auction Matching	Rejected
'Order exceeds flow quantity limit'	Insufficient Quantity given to a Client	Rejected
'Order exceeds flow balance'	Insufficient Margin (Available Margin < Order Value)	Rejected
'Price outside permitted band'	Bid price placed above the Upper Price Cap	Rejected
'Speculation is not allowed'	Buy & Sell bid placed in same contract for a Client	Rejected
'Not allowed to submit one sided orders'	Bid placed via Omnibus account or Permission not given to submit Sell or Buy Order at Market level	Rejected

'Consideration above permitted amount'	Order value exceeds pre set limit (exceptional high price and/or Quantity)	Rejected
'Participant not authorised for this instrument'	Restriction to put orders by all Clients in a particular contract	Rejected
'Trading account not authorised for this instrument'	Restriction to put orders by a specific Client in a particular contract	Rejected
'Unknown Account'	Client suspended from bidding	Rejected
AT THE TIME OF PRICE DISCOVERY IN AUCTION MATCHING		
'No Price Discovered'	Nil Qty selected as no price discovered due to i) No counter bid available or ii) Buy bid price(s) < Sell bid price(s)	Cancelled
'Order not cleared on price basis'	Nil Qty selected as price discovered, but i) Buy Bid Price < Trade Price or ii) Sell bid price > Trade price	Cancelled
'Order not cleared on time basis'	Nil Qty selected as price discovered and Buy Bid Price = Trade Price or Sell bid price = Trade price, but 't' of bid > 't' of other bids at same price	Cancelled
'Order not cleared on quantity basis'	Nil Qty selected as price discovered and Buy Bid Price > Trade Price or Sell bid price > Trade price, but no counter bid available at trade price <Paradox rejection>	Cancelled
'Order partially cleared on quantity basis'	Partial Qty selected as price discovered, but i) Buy Bid Price = Trade Price or ii) Sell bid price = Trade price	Cancelled
'Order partially cleared on time basis'	Partial Q selected as price discovered and Buy Bid Price = Trade Price or Sell bid price = Trade price, but 't' of bid > 't' of other bids at same price	Cancelled

Table 4 – Message types in Order Book

Action Buttons - In Order Book Window, there are action buttons at the left side –



Actions	Order ID	Qty (MMBtu/Day)	Buy/Sell	Symbol	Price (Rs./MMBtu)	Order Type	Order Status	Pending Qty	Delivery Point
	557600000000000024	500	Sell	DL-AN-240104	105	Limit	Confirmed	500	Ankot
	557600000000000023	500	Sell	DL-AN-240104	105	Limit	Rejected	500	Ankot
	557600000000000022	500	Buy	DL-AN-240104	105	Limit	Confirmed	500	Ankot

Figure 16 – Action Buttons in Order Book

The first action button is to modify an Order, second action button is for deleting an Order while the third action button is to see the Order history during the day.

11. Trade Book:

The Trade Book window allows a user to view the list of all trades that have been carried out within a market for a particular contract during the day.

Figure 17 –Trade Book

By default, the Trade Book window displays following columns:

Column	Description
Order ID	Unique ID assigned to a bid/order on your TWS system
Trade ID	Trade ID assigned to a Trade of the Order placed by User
Client Code	Client Code for which Order placed
Client Name	Client Name for which Order placed
Trade Time	Date and time of the trade execution (MMDDYYYY, hh:mm:ss).
Symbol	Contract Code in which Order placed
Buy/Sell	Order Type
Filled Quantity (MMBtu/Day)	Total trade quantity that was filled against a particular Order.
Filled Lots	No. of lots corresponding to the Filled Quantity
Trade Price (Rs./MMBtu)	Trade Price of the Trade.
Trade Status	Displays the status of the Trade – i. Traded – If the order quantity is fully selected ii. Partially Filled – If the Order quantity is partially selected, then the selected qty will be displayed here.
Delivery Point	Delivery location
Product	In terms of Delivery duration
Placed by	User ID from which bid is placed

Table 5 – Columns in Trade Book

12. Limit Dashboard:

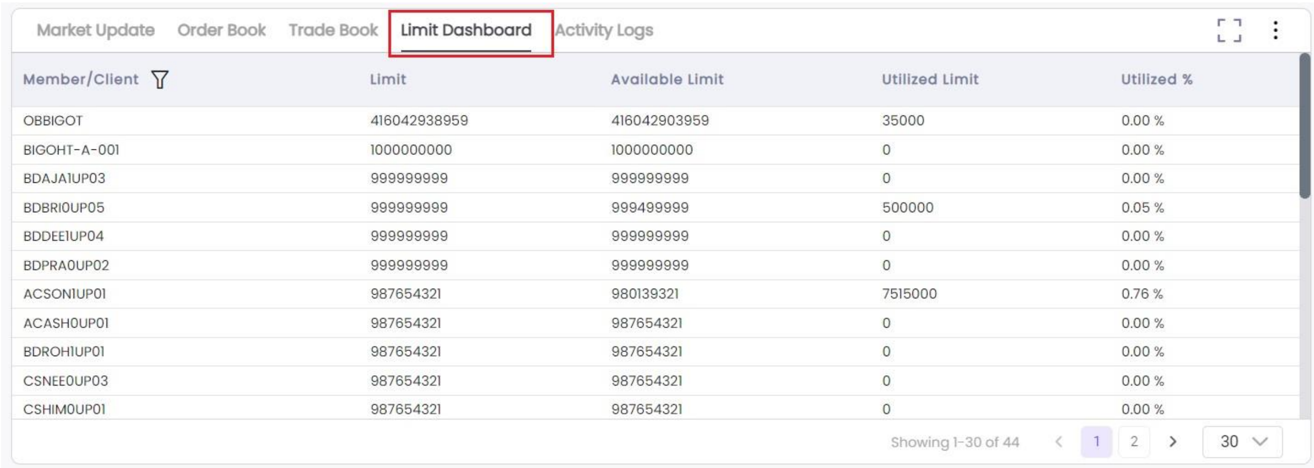
Limit Dashboard displays the financial limit (or exposure margin status) for both Members and Direct clients. Following are the columns for a particular entity -

a. Limit - Total Limit provided to the Member/Direct Client during the day based on their Cash and/or non-Cash margin availability;

b. Available Limit – Present available Limit for bidding after deducting the utilized limit post submission of bids, from the Total Limit;

c. Utilized Limit – Total utilized limit so far post submission of bids;

d. Utilized% - % Utilized out of Total Limit

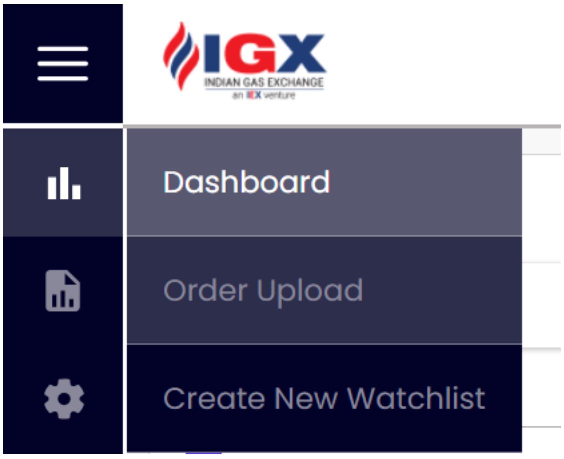


Member/Client	Limit	Available Limit	Utilized Limit	Utilized %
OBBIGOT	416042938959	416042903959	35000	0.00 %
BIGOHT-A-001	1000000000	1000000000	0	0.00 %
BDAJA1UP03	999999999	999999999	0	0.00 %
BDBRI0UP05	999999999	999499999	500000	0.05 %
BDDEE1UP04	999999999	999999999	0	0.00 %
BDPRA0UP02	999999999	999999999	0	0.00 %
ACSON1UP01	987654321	980139321	7515000	0.76 %
ACASH0UP01	987654321	987654321	0	0.00 %
BDROH1UP01	987654321	987654321	0	0.00 %
CSNEE0UP03	987654321	987654321	0	0.00 %
CSHIM0UP01	987654321	987654321	0	0.00 %

Figure 18 – Limit Dashboard

C. ORDER UPLOAD (BULK ORDER IMPORT):

To open the Order Upload, select the left Black Column > Click Market Watch > Order Upload



The Order Upload window allows a user to quickly enter multiple orders under various contracts into the market with one click.

There are two ways for Bulk Order Upload –

a. Through Batch Order Dashboard - User can manually add the orders in the Batch Order Dashboard, pushing them all at once. The Screen picture with steps is mentioned below –

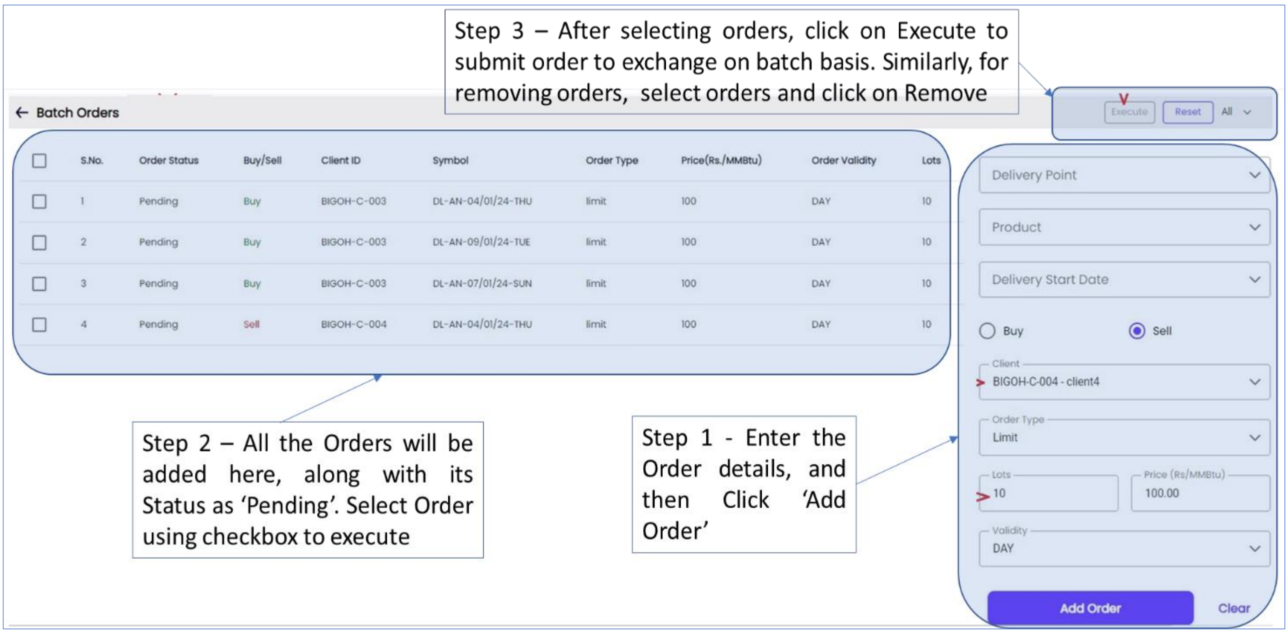


Figure 19 – Batch Order Dashboard

b. Through Excel sheet – Alternatively the user can upload the orders in .csv format.
Following are the steps –

i. Download Batch File – One time user has to download the format of the batch file in csv. The format can be downloaded from Batch Order Dashboard > All > Save Batch file

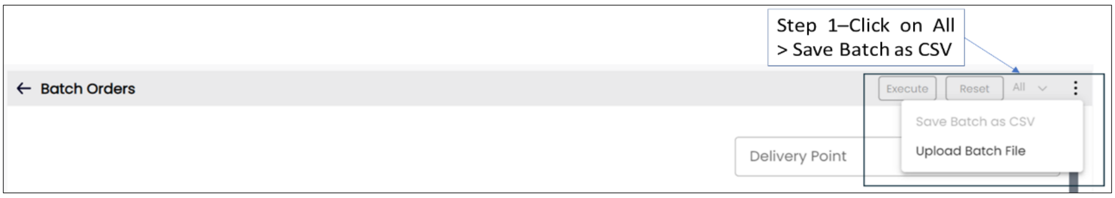


Figure 20 – Download Batch file

ii. Enter details in Batch .csv File – Fields required to entered in the Batch File are Buy/Sell, Client ID, Symbol, Order Type, Price, Order Valid and Lots. Following is the csv format -

Batch Order Upload.csv

iii. Upload Batch File – There are two ways to upload the filled Batch file.

Figure 21 – Upload Batch file

First Option is through Batch Order Dashboard > All > Upload Batch file. Second Option is by directly clicking ‘Click here to upload file’.

iv. Upon uploading the batch file, all the entries will be first validated by the system and shown in the Batch Order Dashboard. If any field is wrong, then the status will be shown as invalid upon uploading the batch file. The error will be shown in the tooltip when the user points the arrow to an incorrect value. All Pending order can be entered in Market by selecting the respective orders and clicking the Execute button.

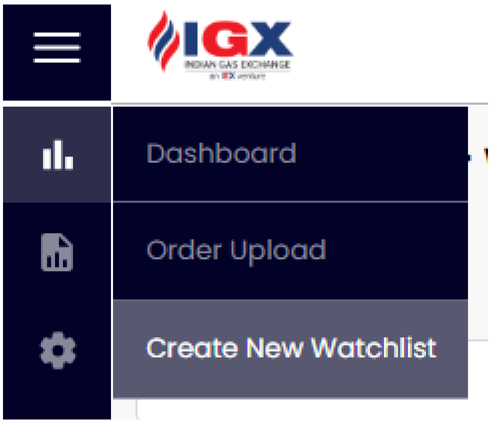
← **Batch Orders**

☑	S.No.	Order Status	Buy/Sell	Client ID	Symbol	Order Type	Price(Rs./MMBtu)
☐	1	Invalid	Buy	ME30GJ01	WD-GD-29/01/24-02/02/24	limit	155
☑	2	Pending	Sell	AGPILMH01	WD-GD-29/01/24-02/02/24	limit	125

v. Also, if the user uploads any order via batch file, then before execution, upon refreshing the web page these order entries will not be retained in the system. The user has to again upload the batch after refreshing the page.

D. CREATE NEW WORKSPACE/DASHBOARD:

User can create multiple custom Workspace/Dashboard as per their requirement. Standard Workspace or Dashboard created by Exchange cannot be modified by the user. However, the user, can create custom Workspace as per their requirement by selecting "Create New Watchlist" from the left panel –



Users can customize their workspace on the basis of Market Segment, Delivery Point and Product.

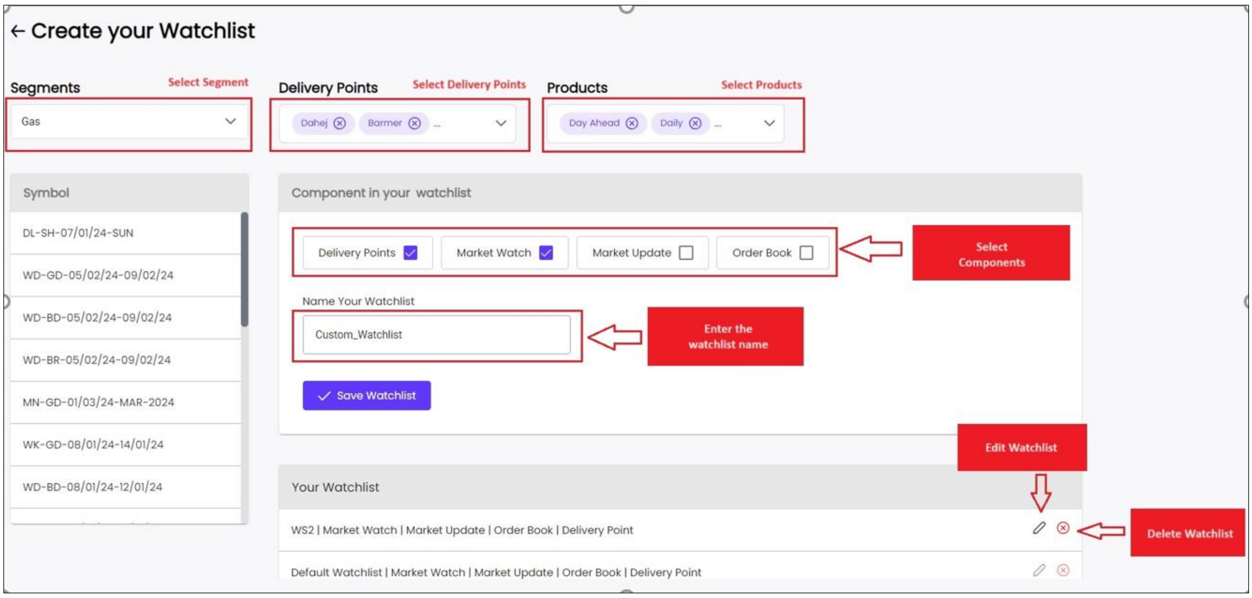
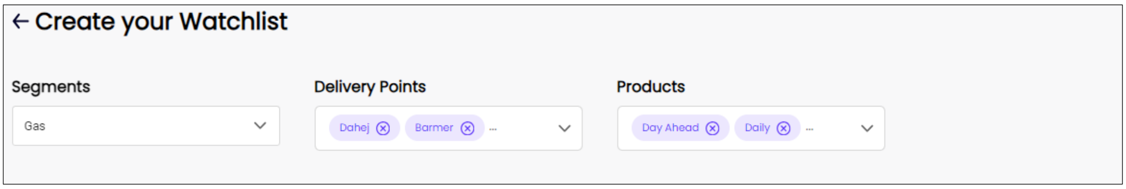


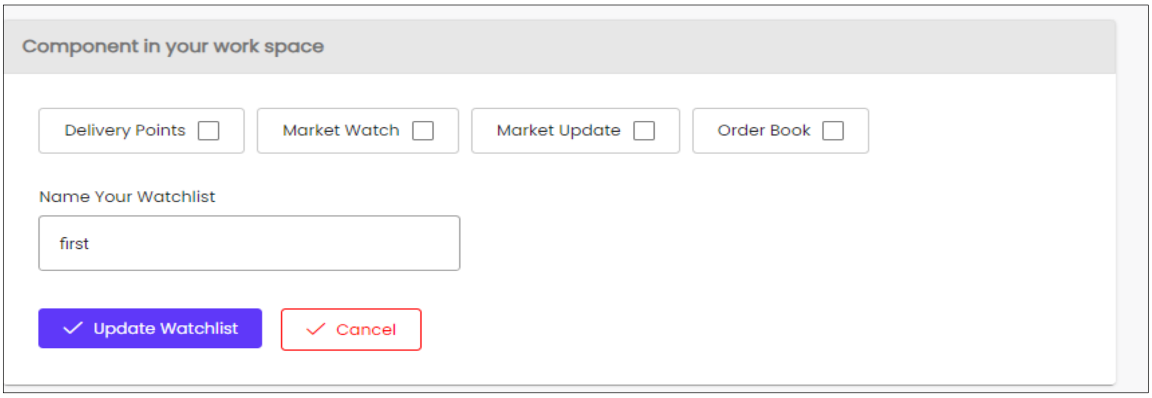
Figure 22 – Create Watchlist

Following are the steps for creating a Watchlist -

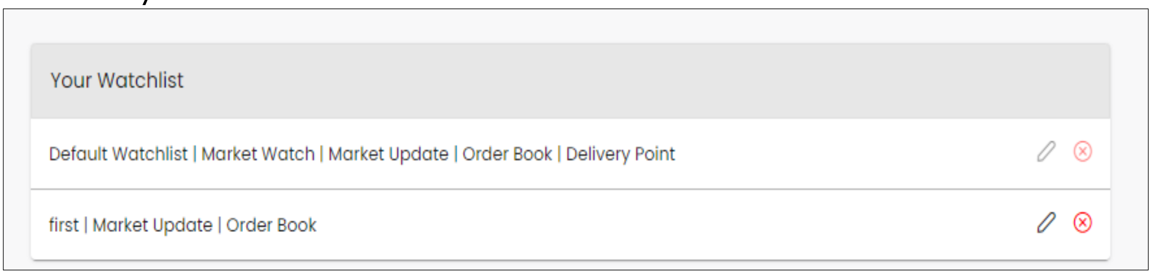
a. User needs to select at least one segment, one delivery point and one product from the available drop down to create a watchlist, which can be modified in future.



b. Users can select or deselect below four components, which user wants to display under the watchlist -
   i. Delivery Point: If Selected, Delivery point will be shown, else hidden.
   ii. Market Watch: If Selected, Market watch window will be shown else hidden, only dynamic market watch will be available to user under this watchlist.
   iii. Market updates: If Selected, Market Update window will appear, else hidden
   iv. Order Book: If Selected, Order book window will appear in watchlist.
   v. Users can give custom names to the created watchlist.



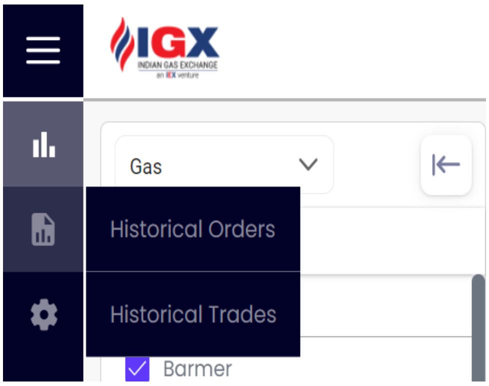
c. All watchlist will be listed under "Your watchlist" section. Users can Modify or delete any custom watchlist.



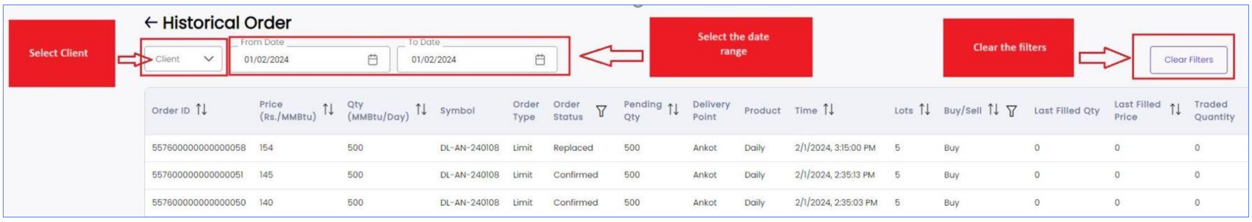
E. REPORTS AND TOOLS

1. Historical Order and Trade:

Select the left Black Column > Historical Orders/Historical Trades



User can download Historical Orders and Historical Trades. The selection criteria is at Client level and at Trade Date level. User has to select 'From' and 'To' trade date and can see the previous orders and trades. User can view details for maximum 30 days.



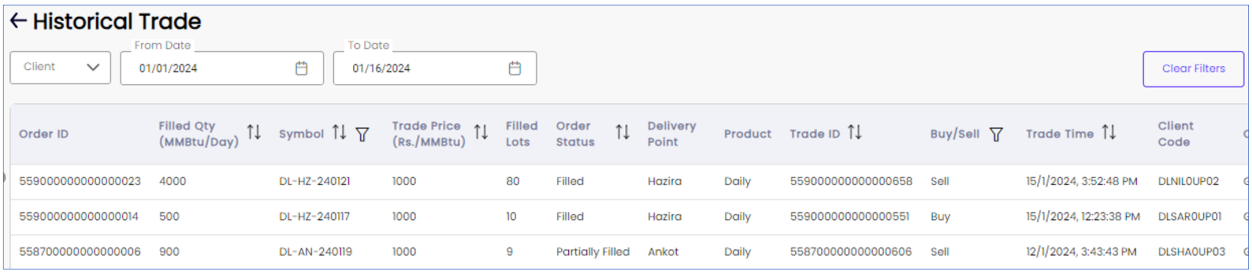
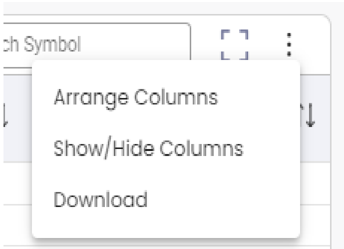


Figure 23 – Historical Order and Trade

2. Download Reports:

In Market Watch, Order Book, Trade Book, Limit Dashboard, the user can download the details in excel/csv by clicking the action button {⁝} and clicking Download button.



3. Arrange Columns:

In Market Watch, Order Book, Trade Book, Limit Dashboard, the user can arrange the columns by clicking the action button {⋮} and selecting Arrange Columns.

4. Show/Hide Columns:

In Market Watch, Order Book, Trade Book, Limit Dashboard user can show/hide any specific column(s) by clicking the action button {⋮} and selecting Show/Hide Columns.

5. Expand View:

User have the option to expand or full screen view the Market Watch, Order Book, Trade Book, and Limit Dashboard by clicking the action button -

And can restore to original view by clicking -

F. SETTINGS:

Select the left Black Column > Click Settings icon.

A user can navigate to the settings section to configure default order settings, notification preferences, change the password, or view login history. Each of these settings is explained in detail as below.

1. Default Order Settings

To make trading quicker and easier, a user can use Default Order Settings in the Order Entry Form -

a. Client- allows users to set client as their default preference.
b. Default Lots – allows a user to set a pre-defined lot that will be set as default for any new order.
c. Fat Finger Limit – allows a user to set a fat finger lot, that is the maximum lot quantity that a user can place an order. This feature is used when a user knows the maximum range of order lot size.

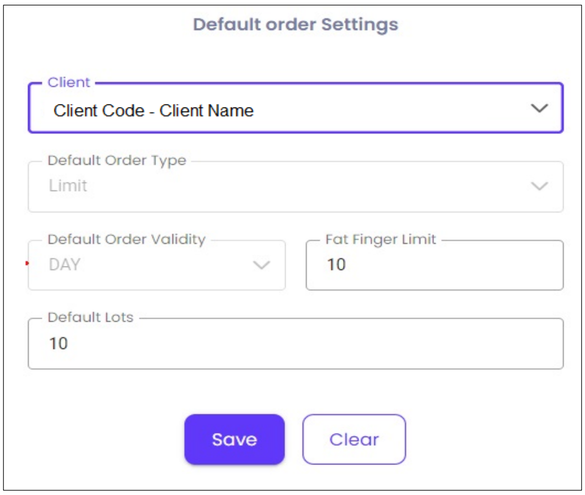


Figure 24 – Default Order Settings

2. Notification Settings

User can enable or disable the exchange notifications through this setting. In case Order Notification is enabled, once the user submits the Order, an additional confirmation window will be displayed. It is advisable to enable all the notification settings.

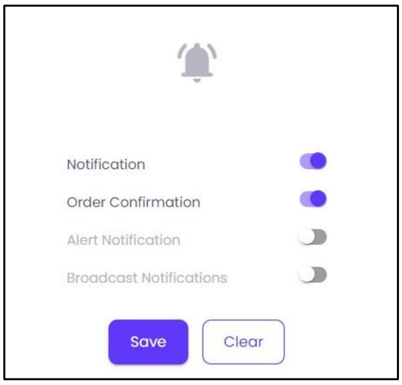


Figure 25 – Notification Settings

3. Change Password

This setting enables the user to change the password as per password policy mentioned in SectionA.

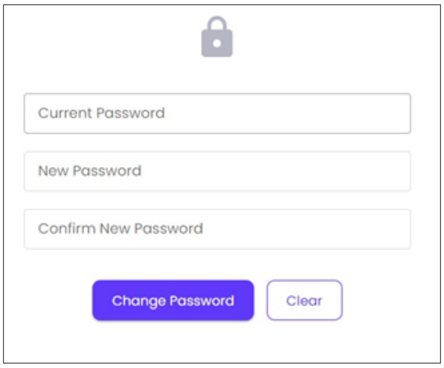


Figure 26 – Password Settings

4. Login History

The user can view the login history and can access details up to 30 days of archive data.

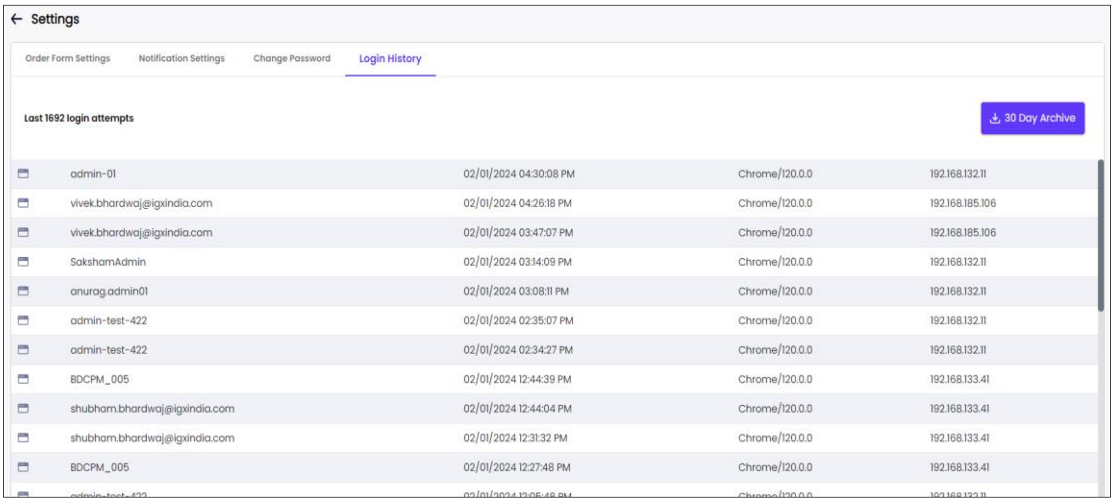


Figure 26 – Login History Settings