



# LGP

## Linn Group Platform Quick Reference Guide



### QUOTES

#### Displaying a Quote

Select 'quotes monitor' from side toolbar menu.

#### Ways to request quote symbols

1. Type the symbol into the contract field – will not roll at expiration (Ex: CH8)
2. Type the symbol root followed by the contract order, 1- for the current contract, 2- for the next contract, 3- for the next, etc. (Ex: C1- or SM2-) Contracts will roll upon expiration.
3. For a futures chain, type the symbol root, and the available contract months will display in window. Select 'calendar strip' at the bottom of the menu. Contracts will roll upon expiration.
4. For weighted spreads, use mathematical formulas in the contract area. (Ex: CH8-CZ8, or 7\*RSX7)
5. Symbol Search, right click on the quote monitor frame and select 'contract lookup' from menu.  
*To rename, delete, or add another quote monitor tab, right click on the current tab and make appropriate selection.*

#### Other Quote Displays available from Side Toolbar Menu

- Quote Board
- Fixed Quote Pages
- Snapshot Quotes
- Time and Sales
- Scrolling Ticker

#### Setting Alerts

- Select 'alarms' from the quotes monitor toolbar, or right click and select from menu
- Select 'add alarm' and define new criteria.
- Repeat to add additional alerts.

#### Properties

- Access properties from the main quotes toolbar, or right click and select from menu.
- Access properties to change: colors, fonts, highlights, blinking, columns, email, etc.

#### Options

- Select 'advanced options' or 'options chain' from side toolbar menu, or from right click menu off of quote.
- Type the underlying futures contract into the white contract window.
- Right click on option strike to access properties, values, charts, etc.
- Access properties to change: columns, colors, fonts, model, etc.

#### Spreads

- Type a spread directly into a quotes monitor. (Ex: CH8-CZ8)
- Select 'spread charts' from side toolbar for spread specific charts. (EX: 2\*SX7-CU7)

#### Linked Windows

- Right click on main tabs down on the bottom of screen and select 'new workspace', 'window-link', then choose your template (Ex: QM-Charts for quote monitor with linked chart or QM-Spreads for spread quote monitor with linked spread chart)

#### Order Entry

- Bring up order entry screen directly from quote monitor by double clicking directly on last price. Enable and disable this feature in the order entry properties.
- Adjust actions and options in order entry properties.

### CHARTS

#### Creating a Basic Chart

Select 'charts' from the side toolbar menu.

#### Ways to request a chart

1. Type the symbol for the instrument to be graphed. Contracts will not roll at expiration. (Ex: CZ8)
2. For a rolling contract, type the symbol root followed by 1- for the front month, or 2- for second month, etc. (Ex: C1- or SM2-)
3. For a historical contract (expired), type the symbol root followed by the month code and the last two digits of the year. (Ex: SX76 or LHV02)
4. Symbol search, right click and select 'change contract'.

#### Properties

- Access properties from main chart toolbar

#### Creating a Continuous Chart

- Right click on daily or intraday chart, and change interval to weekly or monthly.
- Type ',w' or ',m' and hit 'enter' on your daily or intraday chart.

#### Other Chart Styles available

- Right click on any chart to change to bar, line, candles, area.
- Select 'P&F Charts' from side toolbar for Point and Figure.

#### Changing the Chart Symbol

- Click anywhere on the chart window.
- Start typing the new symbol and press 'enter'.

#### Adding a Chart Study

- Select the 'choose indicators' button from the chart toolbar, or right click on the chart and choose 'charts' then 'indicators'.
- Select the preferred study from the list on the left.
- Move the study to your chart with the '>>' button.
- To change the study parameters, double click on the study.
- When finished, click 'apply'.

#### Removing Chart Study

- Select the 'choose indicators' button from the chart toolbar, or right click on the chart and choose 'charts' then 'indicators'.
- Select the study to be removed from the list on the right.
- Select '<<' to remove the study.

#### Adding Chart Tools

- Select any of the chart tools from the chart toolbar.
- Right click and select 'chart tools' and any of the tools.
- To remove tools, click on tool and hit 'delete'.

#### Overlay Chart

- Right click on chart and select 'new overlay chart' under 'charts' submenu.
- Check box to enable overlay, enter contract symbol, and select 'ok'.

#### Import Chart Data

- Right click on chart and select 'new imported data chart' under 'charts' submenu.
- Follow 'chart import wizard' to import outside data into chart.

#### Order Entry

- Enable order entry directly from chart from chart properties.
- Bring up order entry screen with either right (buy) or left (sell) click directly to the right of X axis.

## **ORDER ENTRY AND ACCOUNT INFORMATION**

### **Paper Trading vs. Live Trading**

- Default trading status is paper trading mode.
- Click 'toggle' button on order entry toolbar to go to live trading.
- Select 'paper trading editor' from order entry toolbar to reset paper trading account.

### **Depth of Market**

Select 'depth of market' from side toolbar.

### **Price Ladder**

Select 'price ladder' from side toolbar.

### **Batch Order Entry**

Select 'account groups' on order entry toolbar to group specific accounts together for batch order entry.

### **Account Information**

Select 'account information' from either the order entry toolbar or side toolbar menu.

### **Orders and Positions**

Select 'orders and positions' from side toolbar menu. Other templates available are 'working order monitor' and 'position monitor'.

## **NEWS AND WEATHER**

### **Displaying a News Window**

Select 'news' from side toolbar menu.

### **Displaying a News Story**

- Single click a headline to display story inside of news window.
- Double click a headline to display story in its own window.

### **Keyword Searching**

- Select the 'search news' button from the main news toolbar, also can be found by right clicking on news window.
- Type in keyword(s) and search parameters, and select 'search' to create new custom tab at top of news window.

### **Displaying a Weather Window**

Select 'weather' from side toolbar menu.

## **RESEARCH**

### **Linn Group Research**

Select 'research' from side toolbar menu.

### **Trade Reports**

Select 'trade reports' from side toolbar menu.

### **Linn Group Customer Center**

Select 'Linn Group customer center' from side toolbar menu.

## **FUTURESLINE AUDIO**

### **Accessing Futuresline**

- Select 'system audio' from side toolbar menu.
- Select 'Futuresline Live' for live, streaming audio.
- Select any of the archived menu selections for a list of archived broadcasts.
- 'Audio archives' can also be located in side toolbar menu.

## **EMAIL AND INSTANT MESSAGE**

### **Email Chart**

- Select 'save chart image' from chart toolbar.
- Save image as either .PNG or .JPG to attach to an email.

### **Email Quotes**

- In quote properties, select the 'advanced' tab.
- Check the 'send email in time interval' box.
- Adjust your time and interval parameters, select 'apply'.
- Verify your email address under 'my subscriptions', and 'personal information'.
- Entire quote monitor will be emailed.
- PC must be turned on and logged into the platform for this feature to work.

### **Instant Message**

Receive instant message updates at the bottom of your workspace for important news releases and government reports.

## **DDE LINK**

### **Dynamically Linking Quotes to Excel**

Right click on quote monitor or use toolbar button to select 'live link to Excel'.

## **WINDOW FUNCTIONALITY**

### **Rearranging Open Windows**

Select green 'auto arrange' button on main toolbar.

### **Printing**

- Click on any window to activate it for printing.
- Select 'print' from the main toolbar or through right click menu.

### **Rename or Delete Tab**

Rename or delete any tab with a right click directly on the tab and select option from menu.

## **HOT KEYS**

In the help menu, select 'help' and 'hot keys' for a complete list of short cuts using keystrokes. (Ex: F2 = save settings)

## **SYMBOL LOOKUP**

Right click on quote and select 'contract lookup' or use button on main quote toolbar. Right click and select 'change contract' on a chart.

## **MY SUBSCRIPTIONS**

Select 'my subscriptions' from the main menu bar and 'my subscriptions' from the menu.

### **Manage Linn Group Platform Subscription**

- Select your trading package.
- Subscribe to real time exchange data.
- Subscribe to supplemental news packages.

## **MINIMUM COMPUTER REQUIREMENTS**

- Windows 2000
- Internet Explorer 6
- 40 kbps bandwidth
- Processor type x86
- 256 MB of RAM

## **TIME ZONES**

Time zone differences will vary during the year, as different countries observe daylight savings during different periods.

### **City vs. Chicago (CST)**

Sydney	+15 hours
Tokyo	+14 hours
Beijing	+13 hours
Cairo	+8 hours
London	+6 hour
Sao Paulo	+2 hours
New York	+1 hour
Los Angeles	-2 hours

## **FUTURESLINE MONTH CODES**

<b><u>Month</u></b>	<b><u>Code</u></b>
January	F
February	G
March	H
April	J
May	K
June	M
July	N
August	Q
September	U
October	V
November	X
December	Z

## **SUPPORT**

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