ASX Austraclear System

Module – System Access

This course is designed to provide you with the essential skills you will need to effectively use the SFE Austraclear system.

Once you have reviewed this material you can then take the examination which is comprised of a number of multiple choice questions

Generic functions for using the ASX Austraclear System include:

- Logging On/Off
- Common Application Features
- Generic Toolbar Functionality.

Logging On/Off

The ASX Austraclear System is a web based application. An internet browser is required to access the application. However, based on the type of user, the process for application login is different.

The following applies when logging on to the system:

- Windows 7and 8 is supported with Internet Explorer versions 8, 9, 10 and 11
- A user's account is locked after three failed logon attempts
- Timeouts occur after 30 minutes of inactivity.

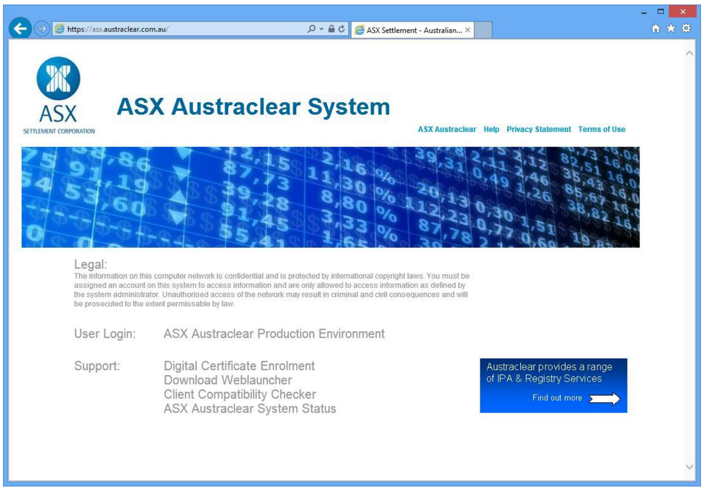
When logging on for the first time, a temporary password is used that has been provided by the System Administrator. A new password needs to be created and used for subsequent logons.

ASXNet Users Login

Initial Login

To login for the first time:

Enter https://asx.austraclear.com.au into a new browser window. This opens the ASX Austraclear System home page.



1. Click **Production Environment**.

   Clicking **Production Environment** launches the main page of the application.

2. Enter the username, temporary password and certificate details in the corresponding fields, and click **Log on**.

   Clicking **Log on** opens the *Change Password* window.

3. Enter the temporary password, the new password, and confirm the new password in the required fields.

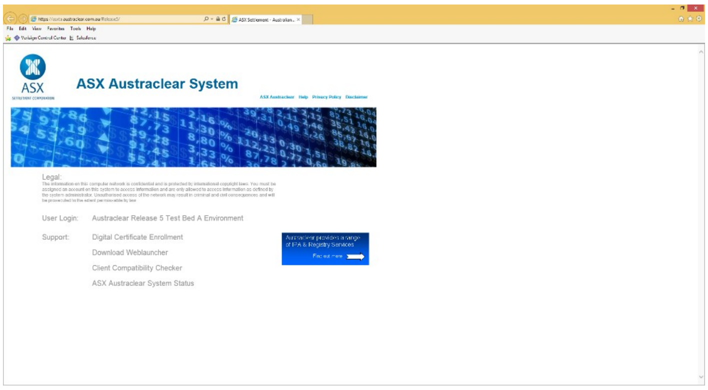
   Click **Start** and then **Log on**.

The system validates the login and digital certificate, and if successful, the main menu is displayed. Selecting **Cancel** removes the user from this procedure with no changes saved.

Application Login

To login to the application:

Enter https://asx.austraclear.com.au into a new browser window. This opens the ASX Austraclear System home page.



1. Click **Production Environment**.

   Clicking **Production Environment** launches the main page of the application.

2. Enter the username, password and certificate details in the corresponding fields.

3. Click **Log on**.
The system validates the login and digital certificate, and if successful, the main menu is displayed.
Selecting **Cancel** removes the user from this procedure with no changes saved.

Internet Users Login

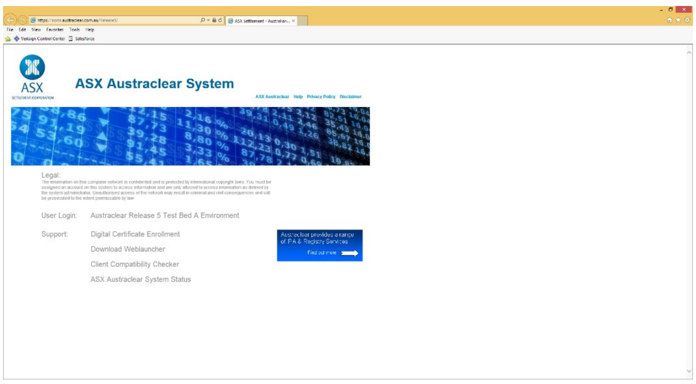
Initial Login

To logon to the application:

Enter https://asx.austraclear.com.au into a new browser window.

This opens the *Client Authentication* screen. Ensure that the correct certificate is selected and that it **matches** the User ID.

1. Select the required digital certificate from the certificate list, and click **OK**. This opens the ASX Austraclear System home page.

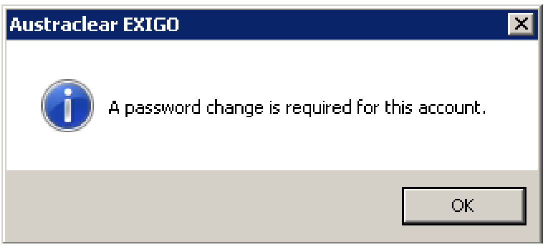


2. Click **ASX Austraclear Production Environment**. This opens the main sign-in page.

3. Enter the username, password and digital certificate in the corresponding fields.

   For **first time users** the system Administrator provides a **temporary** password. Enter this password in the *Password* field.

   This opens the *Change Password* screen.



4. Enter the temporary password, new password and confirm the new password in the corresponding fields.

5. Click **OK**.

   This opens a Login dialogue box.

6. Click the double down arrow to display the authentication field.

7. Enter the four digit PIN and the six digit code from the RSA SecurID token in the *Passcode* field.

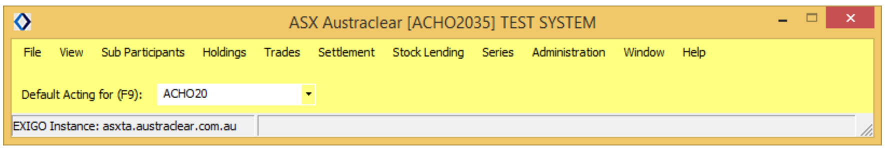
   Once a token has been received, the four digit PIN is emailed to users.

   The six digit code appears on the display panel of the RSA SecurID token. This code is constantly changing.

   Example: If the PIN provided is 2453, and the RSA SecurID token code is 396731, then the *Passcode* would be 2453396731.

8. Click **Log on**.

   Once **Log on** has been clicked, the system validates the login details and digital certificate. If the login is successful, the main menu appears.



If the logon is not successful, refer to the Frequently Asked Questions. If the issue is not resolved, contact ASX Austraclear on austraclear@asx.com.au, 1300 362 257 (within Australia) or +61 2 8298 8474 (outside Australia).

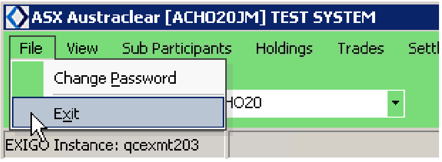
Click **Cancel** to remove the user and no changes are saved.

Application Logout

Logging out of the application closes the application and ensures that other users cannot use the login details.

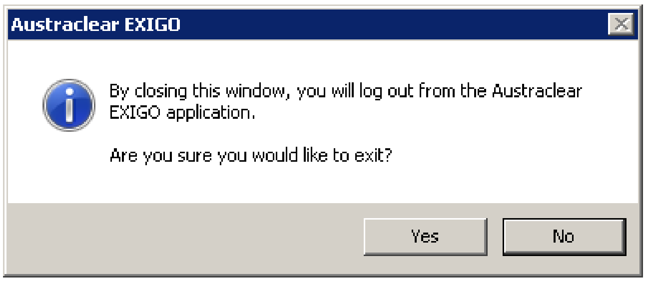
To log out of the system:

1. Select **File>Exit** from the main menu. This opens the system logout window.



2. Click **Yes**.

   Clicking **Yes** closes the application and logs the user out.



Changing User Passwords

The following conditions apply for all user passwords:

- Users are prompted to change their passwords every 90 days
- Ad-hoc changes of passwords can be performed by users
- Passwords must contain a combination of alpha and numeric characters as well as lower and uppercase letters
- The system remembers the previous 24 passwords used
- Passwords must be a minimum of eight characters and a maximum of 14 characters. To change a user password:

1. Select **File>Change Password**.

   This opens the *Change Password* dialogue box.

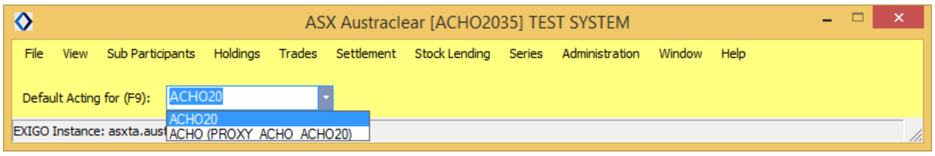
2. Enter the old password, new password and confirm the new password in the corresponding fields.

3. Click **OK**.

Once **OK** has been clicked, the system validates the changes. If there are any errors, the system will not allow the password to be changed.

Viewing and Selecting the Required Proxy

Once a user is logged on to the ASX Austraclear System the required proxy can be selected. Select the required proxy from the *Default Acting for (F9)* pull-down menu. For more information on allocating proxies, see *Viewing Available Roles for a Proxy.*



Common Application Features

Toolbar

All menus for the ASX Austraclear System are located on the toolbar. These menus are used to access functionality for the system. This includes:

- **File** – This menu enables changing of passwords and exiting from the system.
- **View** – This menu enable generic application functions. For more information see *View Menu*.
- **Sub Participants** – This menu contains functionality for managing sub participants details including creating users and sub accounts. This menu is mainly used by System Administrators. For more information on the role of Administrators, see *Administration*.
- **Holdings** – This menu provides functionality for viewing real-time holdings.
- **Trades** – This provides the ability to view and create trades.
- **Settlement** – This enables the viewing of settlements, managing queue priority, and viewing fee tickets.
- **Series** – This menu enables series to be viewed.
- **Administration** – This menu is solely used for password administrators to authorise user actions and sub account creations.
- **Window** – This menu provides the ability to close, minimise or restore system windows. For more information on the Window menu, see *Window Menu.*
- **Help** – The Help menu provides a detailed description of the functionality within the system. The Help menu can be accessed via two methods. This includes:
- Selecting **Help>Help Index** – This opens the main Help menu. From this screen users can select the required topic.
- Selecting F1 from a specific screen – This provides a Help menu screen related specifically to the current screen. For example, for information on how to enter a cash trade users can select F1 in the Trades screen. The Help displays all relevant information for entering a trade.

Note:

The items that are displayed in the pull-down menus on the toolbar are dependent on the privileges set up by the **user's role** as specified in the ASX Austraclear System.

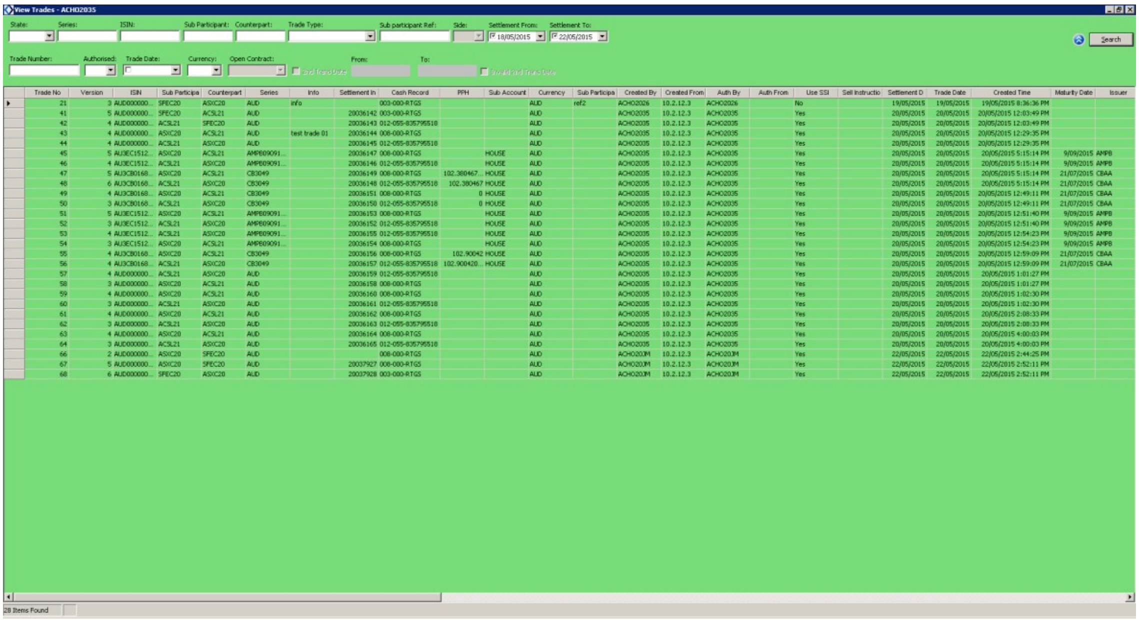
This guide shows all of the **possible** menu items. Administrators are able to view all of the menu items.

Displaying/Hiding Additional Information in Tables

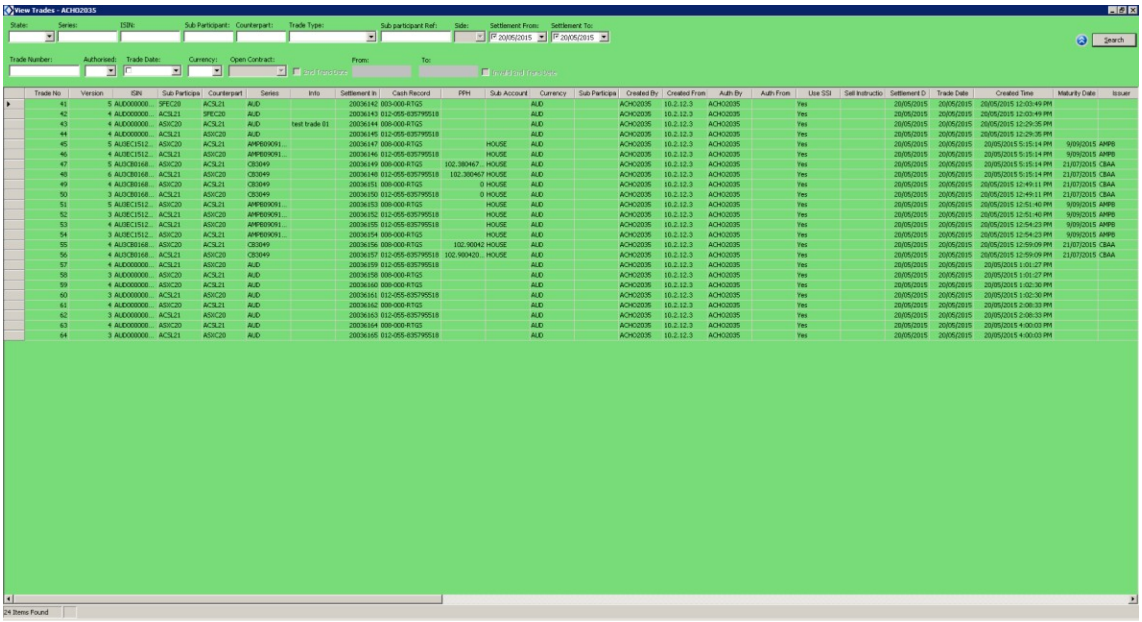
When viewing screens with tables, additional information can often be viewed at the top of the screen by clicking the down/up arrow to the left of *Search*. The screen always opens with the additional information hidden. The additional information displayed depends on what screen is currently open.

To display additional information, click the down arrow to expand, and the up arrow to contract.

Hidden Information



Displayed Information



Columns and Rows

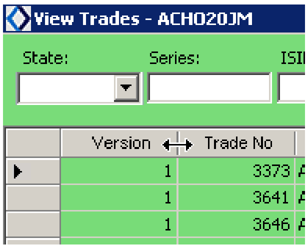
Columns and rows within tables can be reorganised to suit personal preferences.

Columns

Columns can be adjusted, added, removed or reorganised in a table.

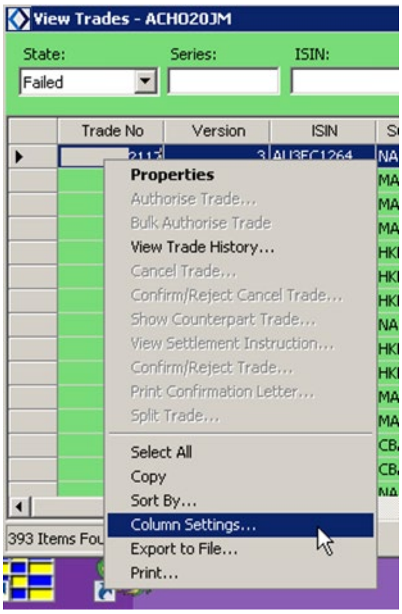
Adjusting Column Width

To adjust the size of a column, hover the mouse pointer over the required heading column cell border to display the double arrow and move the border to the required location.



Selecting Columns to be displayed in the Table

Columns to be displayed in the table can be added or removed in the *Columns Settings* dialogue box. To open the *Column Settings* dialogue box, right-click anywhere in the table, and select *Column Settings.*

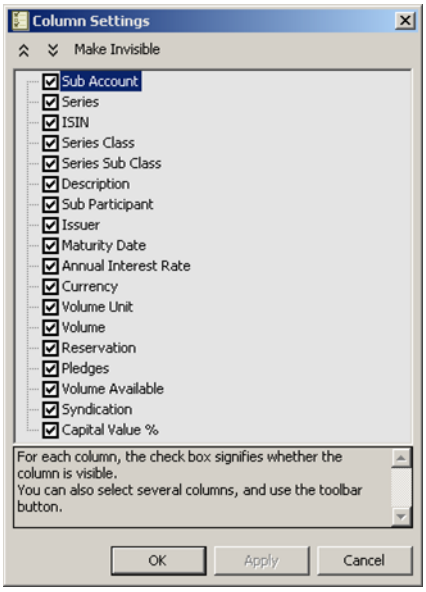


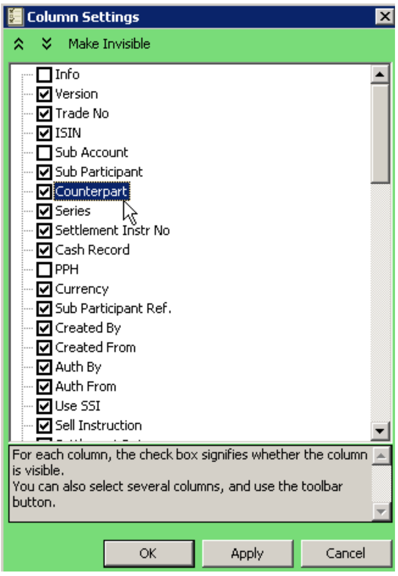
To select or deselect columns, click on the required check box and click **OK**. All columns that have been selected appear as columns in the table in the listed order.

Reorganising the Order of the Columns

The method for reorganising columns is dependent on the current screen. To reorganise the columns into the required order:

1. Right-click in the table and select **Column Settings**. This opens the *Column Settings* dialogue box.



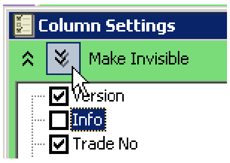


2. Select the column to be moved. The column name is highlighted.

   Note that the column to be moved must have the check box selected in the list.

3. Use the double up/down arrows at the top left of the screen to move the column up or down.

The order for the columns in the list will be the order in which columns are displayed in the screen tables.



4. Click **Apply**.

   Once all of the required columns have been moved, click **Apply**. This orders the columns in the table in the order that they appear in the Column Settings screen. If this is not the required order, move the columns to the required location.

5. Click **OK**.

   Information within a column in the table can also be sorted in ascending and descending order by clicking on the column heading.

Rows

Each row in a table represents a transaction. The order of the columns in the row is based on the column settings as specified in the *Column Settings* dialogue box.

Selecting a Row

To select a row, click the cell to the left of the required transaction. This selects the entire row and it is highlighted in dark blue.

Selecting a Cell

To select a cell, click in the cell. The cell will be highlighted in dark blue. Information from this cell can be copied and then pasted into another application such as Microsoft Word.

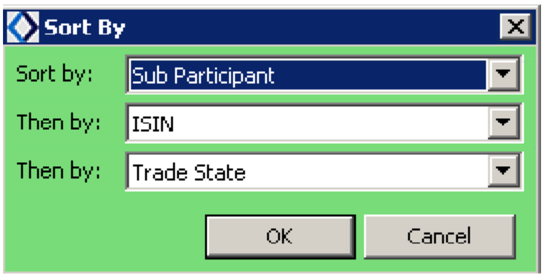
Selecting Multiple Rows

To select multiple rows:

Function	Method
Select two or more rows	Hold the left mouse button and drag the mouse down the rows. Hold down the **Ctrl** key and click to select the required rows.
Select all rows	Right-click anywhere in the table and select **Select All**.

Sorting a Row

The order of rows in a table can be sorted by its properties by right-clicking in the table and selecting **Sort By**. The *Sort By* dialogue box opens providing three options for ordering the rows. Select the required options from the pull-down menus and click **OK**. The rows are reorganised according to the selections made.



For example, if the rows are sorted by Sub Participant, ISIN and then Trade State, the rows are ordered alphabetically first for the sub participant. If there are sub participants that all have the same sub participant code, for example ANZB30, then it would be ordered based on the ISIN in alphabetical/numerical order as seen in the screen below. For example, AU3B02022**16**, AU3B0202216, AU3B0202216, AU3B02022**24**, AU3B0202224, AU3B0202224.

Entering Data

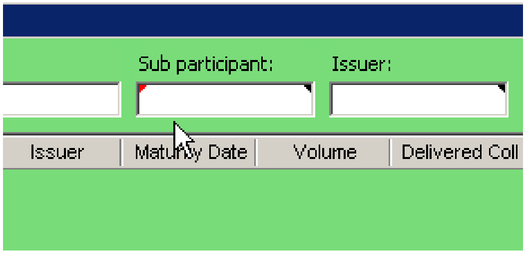
Data is entered throughout the system in fields. For detailed information on the fields for a particular screen, see the appendices at the end of the document. The appendices are located from *Appendix 1 – Create User Field Descriptions* onwards.

Types of Fields

There are two main types of fields used. This includes:

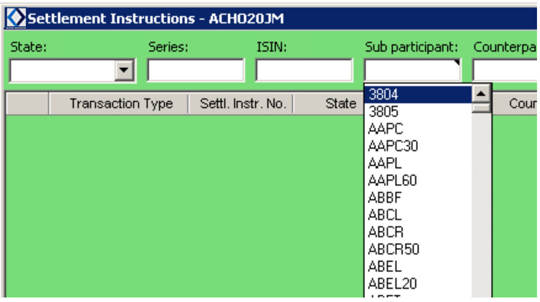
- **Mandatory Input Fields**

Mandatory input fields are marked with a **red** triangle in the upper **left** corner of the field. These fields must always be completed before committing an action or instigating a search.



- **Autocomplete Fields**

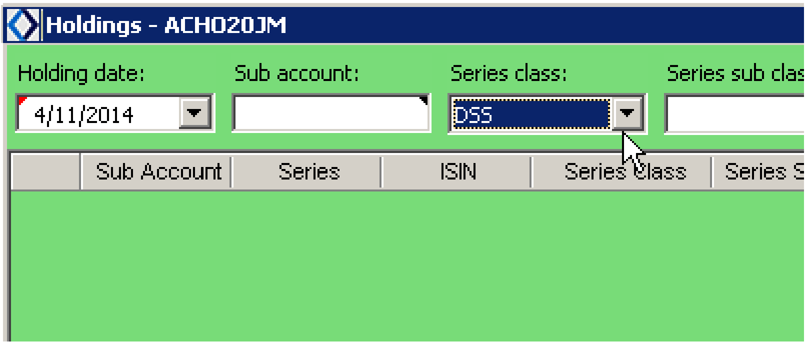
Autocomplete fields are marked with a **black** triangle in the upper **right** corner of the field. If this field contains a default * and it is removed by the user, then a pull-down menu is displayed upon double-clicking in the field showing available choices. Typing in this field narrows the choices.



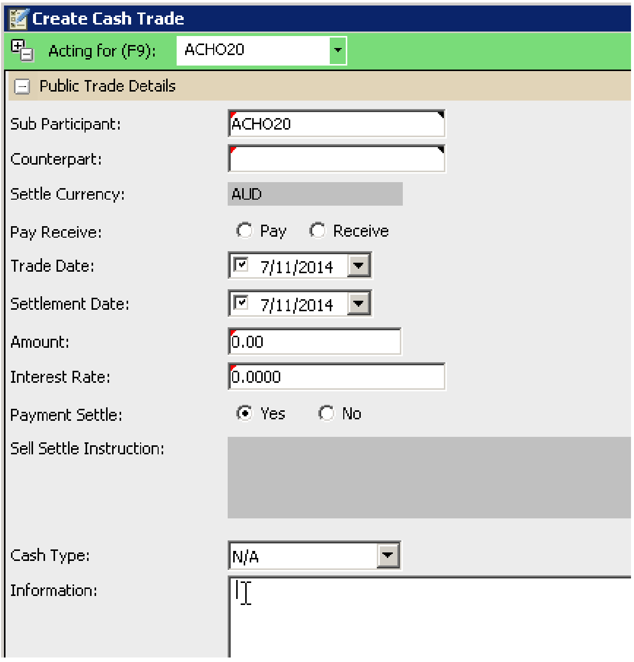
For information on how to search for data, see *Searching for Data.*

Entering Text

To enter information in a field, either click in an input field, or use the Tab key to move between fields. The active field is automatically highlighted and information can be entered directly into the field, or selected from pull-down menus.



When entering information in a large edit field (for example in the *Information* field in a trading screen) the left and right arrow keys and the Home and End keys can be used to move within the text. These can also be used for check boxes.



Note:

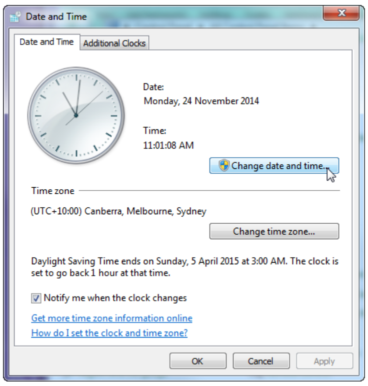
A backspace is not required to delete existing information in a highlighted field. Entering new information replaces the existing information.

Sub Participant Codes

When entering a sub participant's code in a field it must be six characters in length. For example, ACH020.

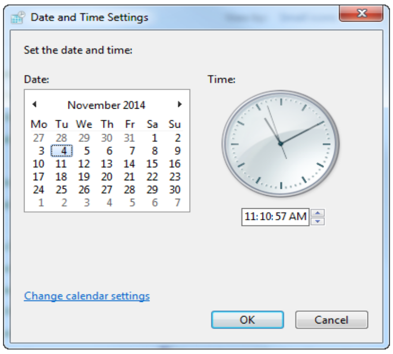
Setting Date and Time

The format of all time and date fields in the system adapt to the regional settings set in the Control Panel of a user's PC. To set the regional settings, open the Control Panel and select **Date and Time**. This displays the *Date and Time* screen.



To change the date and time, select **Change date and time**. This displays the Date and Time settings screen.

The arrows at the top of the calendar can be used to move between months and years. To move within the calendar, use the up, down, left and right arrows on the keyboard.



Searching for Data

Search Criteria

When entering search criteria:

- Some fields are mandatory and must be given complete values, either by choosing from a list or by typing.
- Some fields allow wildcards to be used. For more information on wildcards see *Wildcards* below.
- Some fields can be left empty which is the same as supplying one or more * wildcards.

Many screens have check boxes for certain search criteria. To leave all check boxes related to the same property unchecked gives the same result as checking them all, that is, all items will be listed.

Note:
If a search returns too many items, an error message is generated stating the list has been truncated. The user must narrow the search criteria to reduce the number of items displayed.

Using Wildcards

When searching for items, the following wildcards can be used.

Wildcard	Search Function
*	Matches an empty field, or a set of characters
* *	Matches an empty field or two sets of characters separated by space
?	Matches one character

For example, if the following items exist ASA22, ASB22, ASC22, ASD22, ASA33, ASA44, searching for:

- ASA* gives the result ASA22, ASA33 and ASA44;
- AS?22 gives the result ASA22, ASB22, ASC22 and ASD22; or
- using only * wildcards or leaving the field empty results in all items.

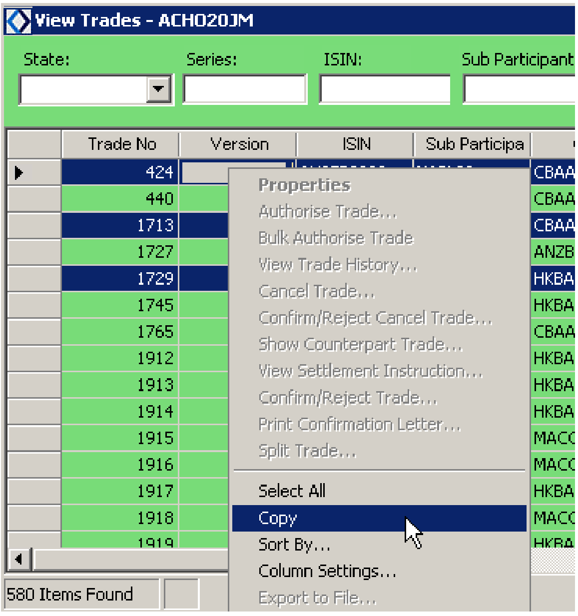
Viewing Data

Copying Data to the Clipboard

Data in cells and rows can be copied to the system clipboard and then pasted into other applications such as Microsoft Word.

The following methods can be used to copy data to the clipboard:

- Copying a **single cell** - To copy information in a single cell, select the cell, right-click and select **Copy**. Alternatively, **Ctrl C** can be selected to copy the cell.
- Copying a **row** - To copy a row, select the row, right-click and select **Copy**. Alternatively, **Ctrl C** can be selected to copy the row.
- Copying **multiple rows** – To copy multiple rows in order, select a row, hold down the left mouse button and drag down to highlight the required rows. Rows not in order can also be selected by selecting a row, holding down **Ctrl** and selecting the required rows. Once the rows have been selected, right-click and select **Copy**. Alternatively, **Ctrl C** can be selected to copy multiple rows.
- Copying **all rows** - To copy all rows in a list, right-click in the table and select **Select All.** Then right-click and select **Copy**, or alternatively **Ctrl C** can be selected to copy the cell.



Note:
Copying information in a single cell or field can be used to transfer data in fields/cells from one screen to another.

Displaying Hidden Properties

When there are many items on a screen there is often insufficient space to display all available data. To display additional properties for an item, double-click the cell to the left of the selected row. This displays a screen containing all of the individual properties for the selected item, including both displayed and hidden columns.

To display items that are not in the table, select the required check box in the *Column Settings* screen. See *Columns and Rows* for more information.

Using the Right-Click Menu

Right-clicking a selected row in a screen displays some options that are general for most screens. This includes items such as Copy, Select All, Properties, Column Settings, Print, etc.

The right-click menu also contains context specific options related to the screen that is currently open and the user's level of permission. For example, in the *View Trades* screen, *View Trade History* is displayed in the right-click menu, but this wouldn't be displayed in the Sub participants menu.

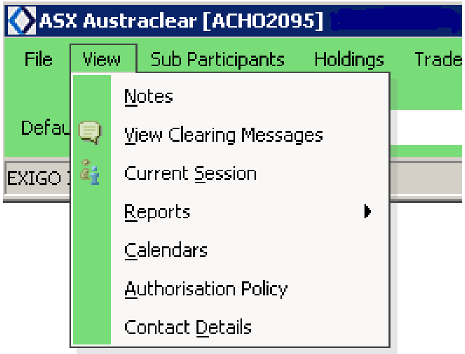
The following table displays general options available for most screens from the right-click menu.

Menu Item	Function
Properties	This provides a more detailed view of the transaction or record in a new screen. This function is permission based and available in most screens.
Create	Allows the user to create a new transaction or record. This function is permission based.
Authorise	Allows the user to authorise a task or transaction that has been created by another user. This function is permission based.
Delete	Allows the user to delete a task or transaction that has been either created by them or another user. This function is permission based.
Select All	Selects all records, transactions or data within a table based on the user's search criteria.
Copy	Allows the user to copy a specific record/transaction, or all records/transactions from their selected table. This information can then be pasted into other applications such as MS Excel or Word.
Sort By	Allows the user to sort table records by specific fields.
Column Settings	Provides the opportunity for the user to display or hide certain columns within each table display.
Export to File	Allows the user to export data into an external application such as MS Excel. This is via CSV or PDF format files.
Print	Provides the user with a Print Preview of the data in another window that is formatted for printing.

Generic Toolbar Functionality

View Menu

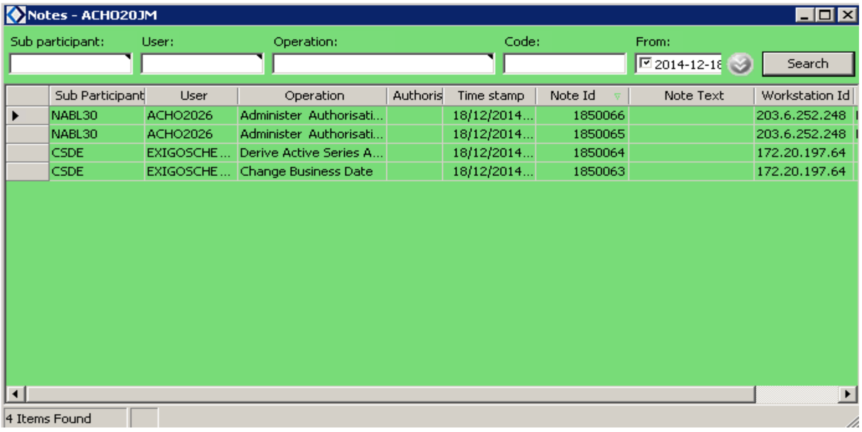
The *View* pull-down menu can be accessed from the toolbar and enables users to perform a number of generic functions.



This includes:

- **Notes**

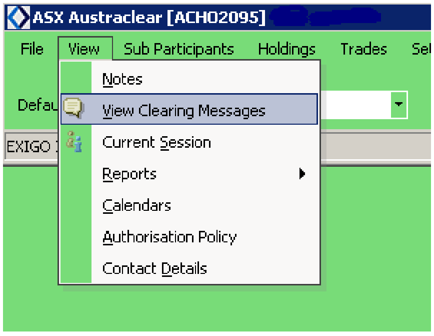
The system creates notes for most activities performed within the application throughout the day. Notes display the transactions before and after changes. The system only keeps 90 days of data. If this



information is required to be archived, contact ASX Austraclear to request archiving.

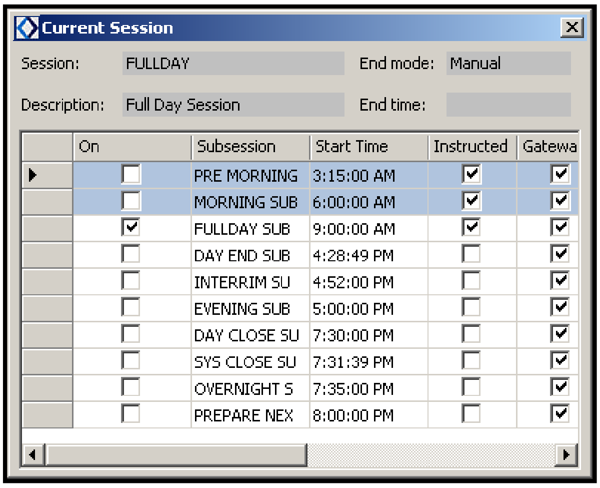
- **View Clearing Messages**

The system allows for members to be able to view clearing messages sent by the Austraclear Operations Team in relation to system extensions and corporate action notifications.



- **Current Session**

This option displays the Current Session to the user including the start time and status of each Sub Session within the system.

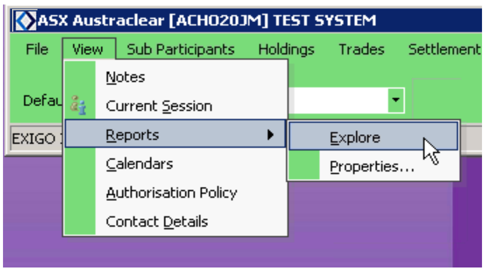


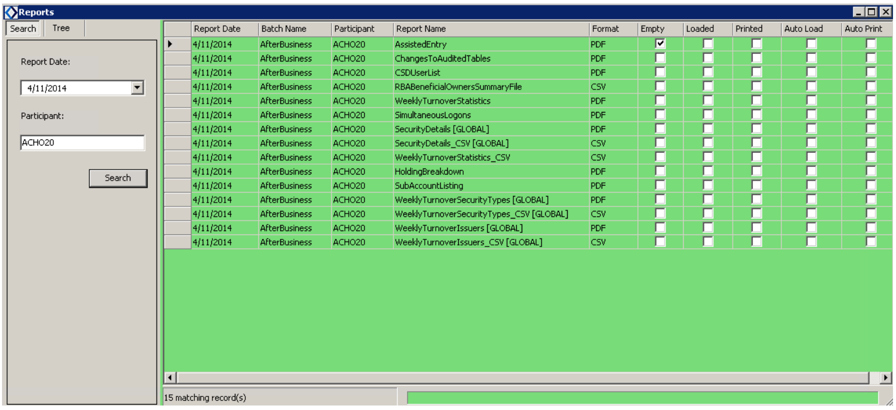
- **Reports**

The reports menu contains two sub menus – *Explore* and *Properties*.

Explore

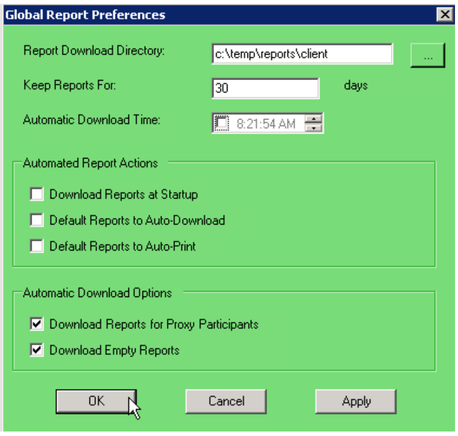
Selecting *Explore* displays the *Reports* screen where reports can be displayed by specifying search criteria.





Properties

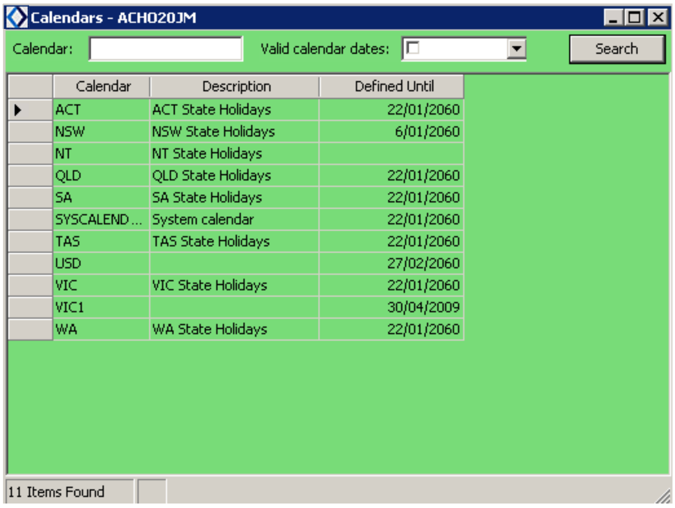
Selecting *Properties* displays the *Global Report Preferences* screen where report details can be specified to apply to **all** reports.



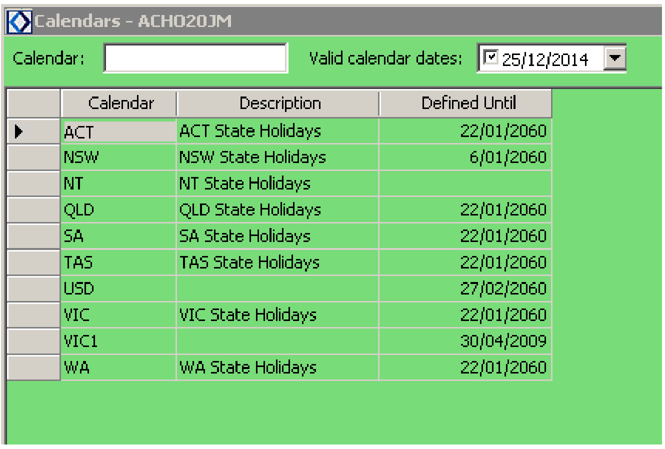
As a result, these settings cannot be changed for individual reports once these have been set globally. If particular actions are not selected in this screen, they can be modified by selecting the required report from the *Reports* screen and selecting **Properties** from the right-click menu.

- **Calendars**

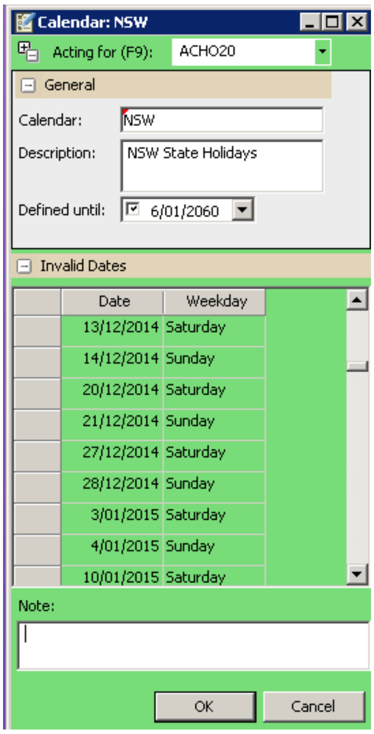
Selecting *Calendars* enables users to see all valid and invalid Settlement dates in the system. If no valid calendar date is specified in the *Valid Calendar Dates* field, the search displays **all** calendars in the system.



Selecting a **date** in the *Valid Calendar Dates* field and clicking **Search** displays all of the calendars that contain the selected date as a **valid** system date. If a calendar contains the specified date as a non-valid date, then it will not appear in the calendar list.



To see all invalid dates for a specific calendar, select the required calendar and double-click in the cell to the left of the row. Alternatively select the required calendar, right- click and select **Properties**. This displays the specified calendar screen where all invalid dates are listed.

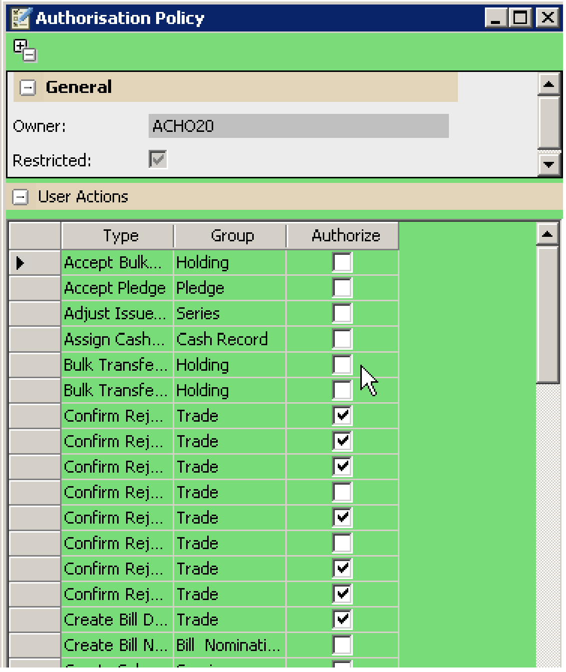


Note:

The **state/territory calendar** that is selected **doesn't** display **national** invalid dates that apply to all of Australia. To see the national invalid dates that apply to a particular state/territory, see the **SYSCalendar** (system calendar) to ensure all invalid dates have been identified.

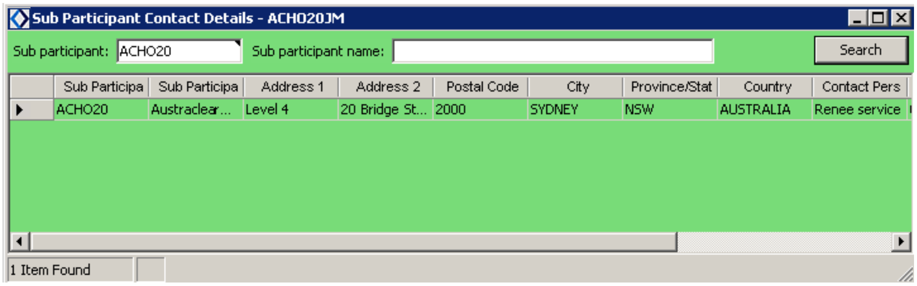
- **Authorisation Policy**

Selecting **Authorisation Policy** enables users to view functionality to determine whether the authorisation state is set to Yes or No. If it is ticked, authorisation is required. If it is not ticked, no authorisation is required.



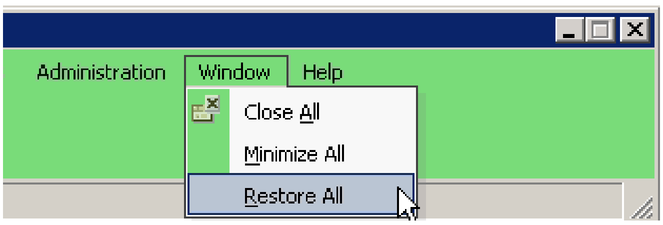
- **Contact Details**

The *Sub Participant Contact Details* screen displays sub participant's contact details. This includes name, address, phone number, email etc.



Window Menu

The *Window* pull-down menu can be accessed from the toolbar and enables users to perform a number of generic functions.



This includes:

- **Close All**

This closes multiple system screens that are open within the application.

- **Minimise All**

This minimises multiple screens that are open within the system application.

- **Restore All**

This restores all screens in the application.

- **About**

This menu provides information about the ASX Austraclear System including the installed system components, base location and system information. Users can also access the ASX website from this screen.