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1. Introduction

To logon to the ASX Administration and Risk Terminal (ART) use the logon details supplied by Customer Technical Support (CTS).

When ART is first opened the Member Admin perspective is displayed.

To open the Pre Trade Risk Management (PTRM) perspective:

1. Click the Open Perspective icon.

   This opens the Open Perspective screen.

2. Select PTRM and click OK.
This opens the PTRM frame with the Exposure and Account Administration view.
2. Account Maintenance

2.1. Creating an Account

To create an account via the PTRM perspective:

1. Click **Add** in the *Account Administration* frame.
   
   This opens the *Add Account* dialogue box.

2. Add the name of the account in the *Name of the new account* field and click **OK**.
   
   The new account is now listed in the Accounts column. It is displayed in grey until it has been enabled.
3 Right-click the created account and select **Enable/Disable**.

Once the account has been enabled it changes from grey to black.

4 Click **Save**.

The account is now active.

### 2.2 Adding a Member Unit to an Account

To add a member unit to an account:

1 Select the required new account.
2 Select the required member unit in the Member Units column.

3 Click Save.

2.3. Disabling or Enabling an Account

To disable/enable an account:

1 Select the required account in the Accounts column.

2 Right-click and select Enable/Disable.

If an account is disabled, the account changes from black to grey.
If an account is **enabled**, the account changes from grey to black.

3 Click **Save**.

2.4. Deleting an Account

To delete an account:

1 Select the required account to be deleted.

2 Right-click and select **Delete**.

To undo a deletion, click **Revert** before saving.

3 Click **Save**.

Once **Save** is selected, the account is **permanently** deleted.
2.5. Cloning an Account

To clone an account:

1. Right-click the required account and select **Clone**.
   
   This opens the *Add Account* dialogue box.

2. Enter the name of the new account in the *Name of the new account* field, and click **OK**.
   
   The new account is added to the *Accounts* column.

3. Click **Save**.
   
   This saves the clone and all associated limits of the cloned account.

Note that a cloned account is automatically active (not greyed out) and does not need to be enabled.
3. Account Limit Maintenance

3.1. Applying Limits to an Account

To apply a limit to an account:

1. Select the required account.

2. Double-click the required product from the product column.

3. Enter the required values in the Long net limit, Short net limit and Max order volume fields.

4. Enter the required values in the Delta and Multiplier fields and click Close.

The Delta option is a factor that can be applied to reduce the position weighting of option positions and open option orders. Acceptable values are between 0 and 1 with a default of 1.
The multiplier is a factor that can be applied to open orders in 1:1 intra-commodity spreads. This factor can be used to increase the permitted long and short open order quantity in calendar spread strategies. Acceptable values are between 0 and 1 with a default value of 1.

Once Close has been clicked, values are added to the selected account and appear in the Products table.

To add more limits to an account, double-click the account again and add values as required.

5 Click Save.

3.2. Modifying Limits on an Account

To modify the limits on an account:

1 Select the required account.
2 Double-click the required product from the Products table.
3 Modify the values as required, and click Close.
4 Click Save.

Once the modification has been saved, the product details are not displayed in the Products table. To see the updated product, reselect the account. The values now appear in the Products table.

3.3. Deleting Limits on Accounts

To delete limits on accounts:

1 Select the required account.

2 Right-click on the required product and select Delete.

3 Click Save.
4 Click the updated account.

Once the updated account has been selected again, the product limit values are removed. The product is now displayed as grey text.

3.4. Viewing the Audit Log

To view the audit log for a specific user:

1 Select Reference Data Audit from the tool bar

2 Update User details to choose specific user

3 Select Data type

4 Select Add, Update and/or Remove. Add includes any added account by a user, Update includes any accounts updated by a user and Remove includes any delete action by a user.
5 Select date range then Send
4. Shared Order Group Maintenance

4.1. Creating a Shared Order Group

A shared order group can be created in the Member Admin perspective.

To create a shared order group:

1. Open the Member Admin perspective.

2. Select Members> [Firm] to expand the tree structure in the Trading Participants frame.

   In the example below, the firm would be ABC.

3. Right-click Shared Ordergroups>New>Shared Ordergroup.

   The New Shared Ordergroup window is displayed.
4 Enter the name for the new shared order group in the **Name** field.

5 Enter the owner’s user ID in the **Owner** field.

   The owner’s user ID needs to be an existing ID within the firm. Once the first character of the ID has been entered in the field, all existing IDs beginning with that character are displayed in the drop-down list. Double-click the required ID, or press **Enter** to select.

6 Enter the user ID in the **Users** field.
Double-click the required ID, or press Enter to select. Additional users can be added as many times as required.

7 Add the required values in the filter fields in the Filter frame.

Instruments can be added at one of the following levels:

- **Instrument** – All contract types for an individual instrument. For example, AP.
- **Segment** – Selected contract types for an individual instrument. For example, AP Futures/Options/Spreads.
- **Tradeable instrument** – Individual contract expiries or strikes of an instrument. For example, APH6/APH6000C.
8 Click Finish.

The new shared order group appears in the Shared Ordergroups directory structure in a disabled state indicated by a red circle. To enable the new group, see Enabling or Disabling a Shared Order Group below.
4.2. Enabling or Disabling a Shared Order Group

To enable a shared order group, right-click the required shared order group and select **Enable**.

To disable a shared order group, right-click the required group and select **Disable**.

4.3. Modifying a Shared Order Group

To modify a shared order group:

1. Select the required shared order group from the Shared Ordergroup directory.
   
   The details of the selected shared order group appear on the right of the screen.

2. Modify the shared user group as required.
   
   To add a user to a shared order group, click in the **Add User** field in the **Users** frame and select the required user from the drop-down list.
To remove a user from a shared order group, select the required user and click **Remove**.

**Note:**
Once **Remove** has been selected the user is permanently removed from the shared order group.

3 Click **Save**.
4.4. Deleting a Shared Order Group

To delete a shared order group it needs to be in a disabled state.

To delete a shared order group:

1. Right-click the required shared order group and select Delete.

2. Click OK.

To confirm the deletion of the shared order group, click OK.
5. **Open Order and Position Summary Queries**

To query one or more accounts:

1. Open the *PTRM* perspective in the *Exposure view*.
2. Click the required search criteria option.

   Select **Exposure for Member** and click **Send**. This displays the overall product positions for all accounts and the member’s position limits.

   **Note:**
   This does not continuously update. To update, click **Send**.

   Select **Exposure for Account** to view individual account orders and positions. Enter the account in the *Enter filter* text field and click **Send**. The results are displayed at the product level showing account limits and account positions.
6. Trading Protection Limits

Trading Protection Limits (TPLs) can be applied to products in the Member Admin perspective.

6.1. Creating a Settings Group

To create a setting group:

1. Select Trading Protection Limits.

2. Expand the Members directory tree structure to display the firm’s pneumonic.
3 Right-click the firm mnemonic and select Add Settings Group.

4 Enter the name of the Limit Settings Group in the corresponding field, and click OK. 
   The new Settings Group appears in the Settings Groups column.

5 Select the required segment or tradeable instrument from the Segments and Tradeable Instrument frame.

   **Note:**
   Limits can be only applied either at the segment level or the tradeable instrument level, not both. 
   
   For example, AP_Futures is a segment and APH6 is a tradeable instrument.
6 Enter a value for the maximum deviation in the Max Deviation field, and click **Save**.

**Note:**
The Max Deviation value is points based, and there can only be one value per group. However, there can be multiple segments and/or tradeable instruments.
6.2. Modifying Setting Groups

To modify an existing Settings group:

1. Select the required Setting Group.
2. Modify the required segments, tradeable instruments and max deviation, and click Save.

Note:
Changing the Max Deviation value changes the value for all segments and tradeable instruments for the selected Setting Group.
6.3. Removing Setting Groups

To remove a setting group:

1. Right-click the required *Settings Group* and select **Remove**.

2. Click **Save**.

6.4. Filtering Setting Groups

To filter setting groups:

1. Select the required group from the *Settings Groups* column.

2. Select the required filter option.

   - Select **Hide None Selected** to view only markets that have TPLs applied.

   - Select **Hide Empty Segments** to view only segments that have TPLs applied.
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