



member FINRA, SIPC

TO: LIGHTSPEED TRADING PLATFORM USERS
FROM: OPERATIONS GROUP
SUBJECT: LIST ORDER ENTRY
DATE: 6/24/2010

Use Lightspeed's List Order Entry [LOE] Window to send multiple orders at once.

I. To populate stocks into the LOE with symbols:

- 1) Multi-select stocks from a watchlist, positions window, or imbalance window and select Open LOE Window to start a new LOE window with your selected symbols in it:

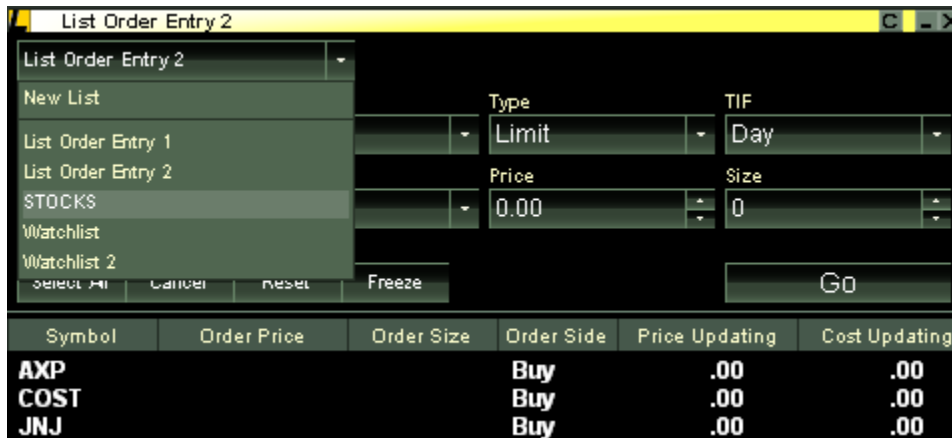
QQQQ	48.8401	+0.1001	+0.21%
PRM	24.2468	+0.0888	+0.37%
XLI	31.66	+0.0575	+0.18%
XLU	30.05	+0.03	+0.10%
INJ	64.955	+0.025	+0.04%
		+0.02	+0.36%
	0.00	+0.00%	
	0.00	+0.00%	
	0.00	+0.00%	
BUYAsk+.03			
	-0.0099	-0.02%	
Open LOE Window			
	-0.01	-0.02%	
	-0.02	-0.03%	
	-0.05	-3.36%	
Copy			
Paste	-0.0804	-0.49%	
Select All	-0.23	-0.31%	
Copy Configuration	-0.27	-0.65%	
	-0.475	-2.00%	

Symbol	Order Price	Order Size	Order Side	Price Updating	Cost Updating
AXP			Buy	.00	.00
COST			Buy	.00	.00
JNJ			Buy	.00	.00
PFF			Buy	.00	.00
SKF			Buy	.00	.00
TXC			Buy	.00	.00
UTX			Buy	.00	.00
WMR			Buy	.00	.00
XGC			Buy	.00	.00
XLU			Buy	.00	.00
Sum		0			.00

- 2) Multi-select and copy symbols from anywhere in LS and paste into the LOE window
- 3) Copy symbols and order properties from a spreadsheet or list outside of Lightspeed. Below is a sample spreadsheet in the appropriate form for the LOE Window:

Symbol	Order Price	Order Size	Order Side
AUY	bid +0.05	500	Buy
GCS	bid +0.03	500	Buy
IMAX	bid +0.03	500	Buy
INTC	bid +0.08	500	Buy
IWM	bid +0.03	500	Buy
VVO	bid +0.03	500	Buy

- 4) Select from a predefined list of symbols by using the dropdown at the top of the LOE:



- 5) Right click and select "Add from Quote Window" to add the stock in your focused Level 2 to the LOE Window.
- 6) Right Click and Select "Show Input" to input stocks manually as you do with a Watchlist.

II. To manipulate the price and quantity of each row in the LOE Window:

- 1) Multi-select within the LOE Window, or click the Select All button, and use the fields in the second row of the LOE to manipulate the selected rows, including Side (buy or sell) Target (bid, ask, prev close, etc.), Price (an offset of your target such as Bid + .03, or Close - .15), and Size (# of Shares).
- 2) Select the row(s) and manipulate the price and quantity with the keyboard. The offset and shares increments will be the same as those set on the Increments Tab.
- 3) Change the price and quantity in a spreadsheet and then copy and paste it into your LOE window. Any changes will propagate in the LOE Window.

III. Create default properties for your LOE Window to speed up the order creation process.

- 1) Right click and select settings or left click the "C" in the top right corner of the window for the following tab:

The screenshot shows the 'List Order Entry 2' window with the 'Commands' tab selected. The 'Listed Market' is set to NSDQ, 'OTC Market' is NSDQ, and 'Type' is Limit. The 'Size' is set to 100. The 'Side' is set to Buy. The 'Target +/- Price' is set to bid and -0.01. The 'Time In Force' is set to Day. The 'Set As Default' button is highlighted with a red box.

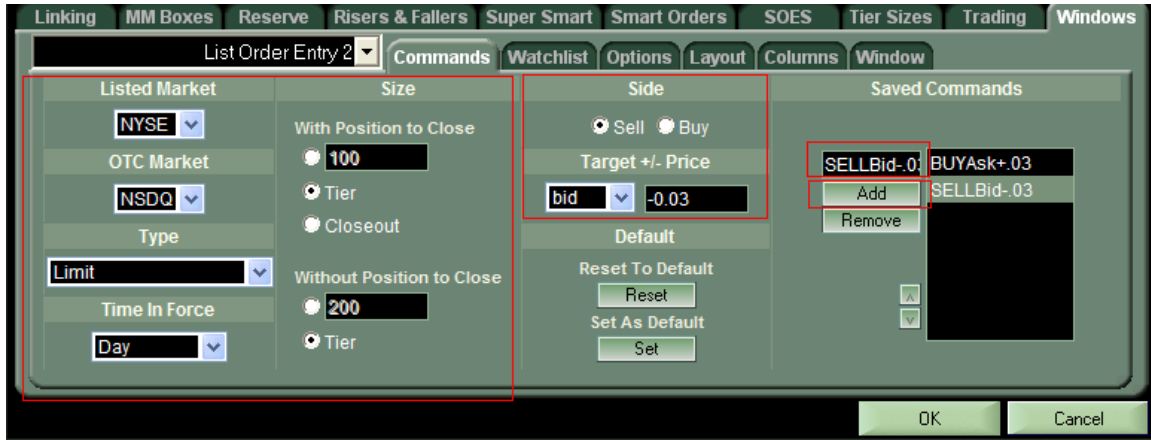
- 2) Select the properties for your default settings. Once you have completed the form, click Set, highlighted in red above.
- 3) Once you have set up a default, select the rows in your LOE Window you would like to set to the default properties and click the "Reset" button, seen below. If you would like the entire window to use the default setting, click Select All, then click "Reset."

The screenshot shows the 'List Order Entry 2' window with the 'Listed Market' set to NSDQ, 'OTC Market' set to NSDQ, 'Type' set to Limit, and 'TIF' set to Day. The 'Side' is set to Buy, 'Target' is bid, 'Price' is -0.01, and 'Size' is 100. The 'Reset' button is highlighted. Below the form is a table of order entries.

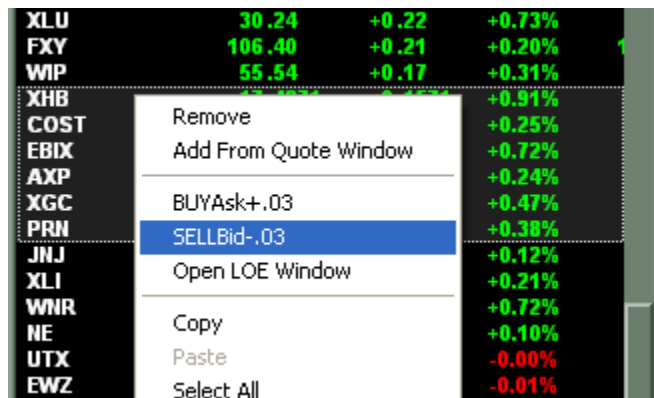
Symbol	Order Price	Order Size	Order Side	Price Updating	Cost Updating
AXP	bid -0.01	100	Buy	43.87	4,387.00
COST	bid -0.03	200	Buy	60.97	12,194.00
JNJ	bid -0.01	100	Buy	65.12	6,512.00
PEP	bid -0.04	100	Buy	28.52	2,852.00

IV. Create your own Right Click Commands to use anywhere in Lightspeed.

- 1) Right click in the LOE Window and select settings or left click the C in the top right corner of the window to bring up the form for creating Right Click Commands, seen here:



- 2) Select the properties of your Rt Click Command. Once it is complete, name it and Select Add. It will now appear in your Rt Click Menu in the Watchlist, Positions Page, Imbalance Window, and List Order Entry Window
- 3) Select one, Select All or Multiselect a subset of stocks in the Watchlist, Positions Page, Imbalance Window or List Order Entry Window and simply right click and select your command to **Immediately Launch an Order**, seen here:



Helpful Tips

- By default, the List Order Entry execution has a maximum of 25 orders sent. If you would like to raise this number you must contact your relationship manager.
- $R(\text{bid, ask, mid, close, open, last})$ is a %. ($R\text{bid} \cdot .01 = \text{bid} \cdot .01\%$)
- All of the dropdowns in the LOE can be manipulated with the mousewheel as well as the keyboard.
- When choosing a target and a price offset, the LOE is constantly updating your potential order dynamically, as indicated in the "Price Updating" field. If you would like to stop the LOE from updating and enter in absolute limit prices, select the rows and click Freeze.
- Once you have created a list of symbols that you may use again, you can name it for future use. Order Size, Price Target and offset will also save when you name your List.
- Use the "Copy Configuration" option from the right click menu to set up what columns you would like copied to an external spreadsheet. You can also select "Copy Column Headers" here. This will help you create your spreadsheet for future copying/list order creation.
- By default, List Order Entry requires a confirmation. You may turn these off in the Trading Tab, Confirms subtab.

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