



ZIA CORPORATION

Serving the fixed-income securities dealer

Zia Trading ~ User setup Guide

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Introduction

This Installation Guide provides the information necessary to install and configure the Zia Trading system and prepare you to create or import the data necessary to get started.

This document covers three separate Zia applications. Your installation may not require all applications and you should consult with Zia before beginning this process. The checklist below outlines the steps that you will take to begin using the Zia applications.

Related documents, the Zia Trading User Guides, explain in detail the system functions. They should be reviewed along with this document in order to give the reader a clear understanding of the system and how it can be configured for your operation.

Configuration of your server and installation of the software will either be completed by Zia or your IT staff. After completion of those processes, you will be ready to continue with the process outlined in the checklist.

Any questions or comments regarding this document should be directed to alison@zia.com

Check List

The following check list is provided to assist you in organizing the configuration process and to ensure that no components are skipped.

<i>Done</i>	<i>Action</i>	<i>Notes</i>
<i>Pre-Installation Information</i>		
	Advise	Schedule Software Installation with Zia.
	Complete	Application Workstation requirements – see IT Installation Guide
	Complete	Zia requirements – see IT Installation Guide
	Review	File setups with Zia (Only applies for imports of data from your systems.)
	Define	Trading Accounts
	Define	Offices, including region and district organization.
	Define	How your Access Levels will be assigned and used
	Define	System Configuration & Filters – see Filters on page 5
	Define	Application Settings
	Define	Web Settings – see Web Page Filters on page 5
	Define	Offering Groups

	Define	Nav bar entries to direct F/A to the offerings pages and the welcome/home page. Provide info to Zia to setup filters for your installation.
	Determine	Customer File – Entry or Import
	Determine	Users – Entry or Import. Will need Branch, Region and District information.
	Advise	If using Kenny Information Systems (KIS) provide account information to Zia. – See KIS on page 5
	Advise	If using Bloomberg, verify that the API is installed on your Bloomberg ‘termina’. See Bloomberg on page 5
	Confirm	That your requested filters and web links (if applicable) have been created by Zia.
	Review & Advise	Web order approval rules – see Web order approval Rules on page 5
Stop ! At this point, your installation by Zia or IT. You will be advised when your are able to continue this process.		
<i>Post Installation Setup & Configuration</i>		
	Setup	System Configuration
	Confirm	Be sure your View Settings & System Configuration are correct. See page 8.
	Setup	If you wish to have a copy printed of each trade, be sure that Auto Print is setup. See page 8
	Setup	If using the UIT system, your sponsor imports need to be setup. See page 8
	Complete	Enter/Create Company Data – see Enter / Create Company Data beginning on page Error! Bookmark not defined.
	Complete	Create positions and offerings – see Section 3 beginning on page 8

Common Elements

Filters & Views

To control the information displayed to a user, Zia Trading employs a concept referred to as ‘filters’ that create a specific ‘view’ of the data. A filter can be defined for each desk user and implemented by Zia.

A user has one filter that is set at login. And user can have multiple filters if required. The filters might be used to allow a trader to either control several positions or cover a position for another trader. The filter in effect when the application is ended will be used the next time the user logs into the application.

For more information on filters & views, refer to the Zia Trading User Guide in the section Tools > Configure System.

Unless otherwise arranged, on delivery Zia Trading will have one filter ‘All Trading’. Filters and Views for ZT – UIT and Primary function in a different manner. Consult with Zia for details on setting these filters.

KIS

If you plan to use Kenny Information Systems (KIS) for retrieving bond descriptions, and are already a KIS subscriber, you need to provide Zia with your current account number. Also, you need to indicate the number of users who will have access to KIS through the Zia application. A public Internet connection is required for all users who require this feature. This function is not accessible via the web interface which is used by your sales reps.

Bloomberg

If you plan to use Bloomberg for retrieving bond descriptions, the application must be installed on the same computer as the one being used as your Bloomberg Terminal. Users of the data must be Bloomberg users and indicated as such in the Zia User File.

Web Page Filters (Navigation Links)

The web pages which are utilized by the reps to view offerings and submit orders may be customized for your operation. In addition to the navigation links, there are ‘selection’ options to control what is displayed in an offering list. Consult the Zia Trading User guide – web sections for examples of these options. Consult with Zia to configure the system to meet your requirements.

Unless otherwise arranged, on delivery your system will have one web page filter ‘All Trading’.

Web Order Approval Rules

Web orders may be configured to cause an order to be brought to the attention of the desk based on ‘approval rules’. While these rules are customized, some of the rules that have been applied in other installations and might be considered are:

Require approval if...

- A value entered in the Office Approval field, allows other order rules to be overridden such as minimum order size.
- The customer is not on file, but the rep has indicated that this is a new customer and is allowed to proceed.
- A CUSIP is ‘incomplete’ which will require the desk to complete the security description.
- An extended settlement date was entered (where allowed).
- If an ‘order’, ‘sell ticket’ or ‘free form ticket’ was entered (This permits the rep to enter an order for an item not being offered).

If you have rules that you would like to have implemented, contact Zia for a time and cost estimate.

1 • Pre-installation Information

Prior to installation, you will need to advise Zia if you wish to change any of the standard settings. If you wish to accept the standard settings, place a check mark in the 'Set' column. If you prefer another choice from those available, then enter that value in the 'Set' column. Please review these settings and provide your responses to Zia.

Desk Application Settings

<i>Name</i>	<i>Value</i>	<i>Set</i>
Common		
Windows Login	Should the system accept the users windows login? Y or N	N
File Maintenance Access Levels	Specify the lowest level user that is permitted access to the File Maintenance function which is discussed in the Zia Trading User Guide in the File Maintenance > Users > <i>Access Levels</i> section.	65
Zia Trading		
Verification for the Sales Rep on file	0 = Don't check if Rep # entry is on file. 1 = Check if on file. If not found display a warning message. 2 = Rep # entry must be on file for the order to proceed.	2
Verification for the Customer on file	0 = Don't check if Customer # entry is on file. 1 = Check if on file. If not found display a warning message. 2 = Customer # entry must be on file for the order to proceed.	2
Check par amount vs. minimum in offering.	0 = Do not check ticket quantities against the offer minimum. 1 = Give warning if ticket quantity is below the offer minimum. 2 = Entry of ticket quantity below the offer minimum is not allowed.	1
Check multiple of bonds vs. indication in offering.	0 = Do not check ticket quantity against security multiple value. 1 = Give warning if ticket quantity is not a multiple of security multiple value. 2 = Do not allow ticket quantity that is not a multiple of security multiple value.	1
Valid Account Types allowed	A group of allowable customer account types. For example, codes of 1 (cash); 2 (margin); 3 (DVP) values would be <u>123</u>	123
Solicited or Unsolicited.	This is the default solicited value for a new ticket. S = Solicited. or U = Unsolicited.	U
Display warning if trades will short the position	N = Don't show warning Y = Show warning. The message will indicate that the trade in process will short the position for the security specified in the trade.	N
Sales Credit Entered on sell tickets	Should the sales credit be automatically entered from the offering into a desk trade? N = Don't enter the sales credit automatically from the offering. C = Yes, enter the customer offering or S = Yes, enter the street offering.	N
Show P&L on printed ticket	Y = Show the P&L N = Don't show.	N
Allow Entry of Commission	Allows entry of commission on a ticket even if the trade is not set for manual calc. N = Do not allow entry of commission unless trade is manual calc. Y = Allow entry of commission.	N
Allow change of trailer & comments	Determines if the trailer codes and comments on a ticket can be changed without doing a cancel/correct. Y = allow change to trailer codes and comments. N = do not allow change – force use of cancel/correct to change.	Y
Main screen refresh	How often should we refresh the main screen? This is the same as clicking on the Refresh button, but occurs automatically. Enter number of seconds.	60

Colors and range of Age indicators	Zia can configure the colors and number of days for the Age column on the main screen. The values are: <ul style="list-style-type: none"> • Color for days below mid [below 20 - green] • Number for days in mid and color [20 – 39 bright yellow] • Number for days at high and color [40 or more– red] See the main screen in the Zia Trading User Guide for an example.	
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Web Settings

<i>Name</i>	<i>Value</i>	<i>Set</i>
Common		
Verification for the Sales Rep being in the master file	0 = Don't check if Rep # entry is on file. 1 = Rep # entry must be on file for the order to proceed.	1
Verification for the Customer being in the master file	0 = Don't check if Customer # entry is on file. 1 = Check if on file. If not found display a warning message. 2 = Customer # entry must be on file for the order to proceed.	1
CustIDFormat	Use 'C' and place dash as needed. Example: CCC-CCCC	
Items per page	Number of 'offering' lines to appear on a web page	12
LoginDays	Number of days a user can access without logging in.	30
PasswordDays	Number of days until we ask user to change password.	90
Zia Trading		
Check par amount vs. minimum in offering.	0 = Do not check ticket quantities against the offer minimum. 1 = Give warning if ticket quantity is below the offer minimum. 2 = Entry of ticket quantity below the offer minimum is not allowed.	1
Check multiple of bonds vs. indication in offering.	0 = Do not check ticket quantity against security multiple value. 1 = Give warning if ticket quantity is not an allowed multiple. 2 = Do not allow ticket quantity that is not a multiple of security multiple value.	1
Sales Credit on Offer list	0 = Don't show the sales credit on the offering screen 1 = Show the sales credit	1
Start	Time to start accepting orders.	08:00a
Stop	Time to stop accepting orders.	11:59p

Before Continuing...

Zia will work with your IT staff to complete the installation and configuration of the Zia products and verify that they are functioning as required. When advised by Zia, you should continue to the next section of this document.

2 • Post Installation Setup & Configuration

View Settings & System Configuration

Before you begin entering trades to create your inventory, you will need to configure the system for your desk. If Zia has set up filters as described on page 5, then you may have a view for your positions which should be used during the trade creation below. For example, if you have an account for Municipal Bonds and another for UITs, you will want to view each independently to facilitate the creation of your inventory for these products.

The System Configuration allows you to specify, for each 'View' the defaults to use for trader, trading account, product type and offering group. While these can be changed on an individual trade, this ability will reduce the time necessary to complete a transaction. Refer to the Zia Trading User Guide, Tools > Configure List and Tools > Configure System for information on how to create your settings.

Auto Print

The Autoprint function allows the automatic printing of a trade ticket when a trade is saved. The location of the printer may be specified by the user but must be executed on a computer that has access to that printer. There is only one ticket printer allowed and it must be accessible from the computer which is running the Autoprint program. This may be the server or a client computer and should be added to the Windows Scheduler so that it is always available. Zia will configure this option given your preferences.

3 • Enter / Create Company Data

Prior to beginning operation of the Zia Trading applications, certain firm-specific information must be defined. This includes the following files which normally would be created in the order indicated.

<i>First</i>	<i>Second</i>	<i>Third</i>
Offices	Offering Groups	Holidays
Users	Trading Accounts	UIT Firms (if applicable)
Customers & Dealers		UIT Sectors (if applicable)

Only after this process is completed can production begin. However, this process could have been completed as a result of a file import arranged with Zia. Also, Zia can provide a list of broker/dealers in a file that can be uploaded into your customer file. If you're interested in using this import, contact Zia for details.

Manual creation of your data is done by use of Zia File Maintenance which is covered in the Zia Trading Users Document.

4 • Create Positions & Offerings

This section outlines the steps necessary and the information needed to begin using the Zia Trading System. Review of the 'Quick Tour' in the Zia Trading User Guide is required prior to commencement.

Before beginning this process, you should have a copy of your current positions from the source being used currently. You will need the positions, CUSIP numbers and average cost of each position. You will use this same source at the end of this process to compare against the results shown in the Zia Inventory Report.

Security Descriptions

For each position in your beginning inventory you will need to create security descriptions. Descriptions may be entered either by selecting Edit > Security Description or clicking the *New Security* button on the main screen or while doing a trade to create your inventory.

On entry of a CUSIP, the description may be typed in or it may be downloaded from Kenny Information Systems [or Bloomberg] by pressing the 'KIS Desc' [BB Desc] button. For the KIS Desc button to function, you must have a user account from KIS. Zia will assist you in obtaining this account which is issued directly from KIS to you, their customer. For Bloomberg, the application must be running on a Bloomberg 'terminal'.

If the description is downloaded changes can be made as needed. The original downloaded description is stored and may be recalled as needed. When entry of the security description for an item is complete, press *Save and Add* to continue to the next security. You may also enter descriptions as you enter your trades.

Create Trades For Each Position

In order to get the average cost/price calculated correctly you will need to enter all the buys and sells that make up your current positions. Or, if preferred, you could enter one buy for the current quantity held in position at the current average cost. This would save you some time, but the transactions would not reflect what had actually happened. For example, if you bought 10 bonds @ \$100 and 5 @ \$101, you would own 15 @ \$100.333; to save time you could buy 15 @ 100.333.

To enter your trades, select Edit > New Trade, or click the *New Trade* button on the main screen. After all applicable information has been entered for the trade, click *Save & Add* to add another trade or press *Save & Offer* to update the offerings for this security. See Trade – New & Selected in the Zia Trading User Guide.

Update Offerings

If you did not enter the offerings when you were doing the trades, they can be entered by double-clicking the Ofr column for an item or by selecting Edit > Offering – Selected from the menu bar. See Offering – New & Selected in the Zia Trading User Guide.

Verify

Once all inventory items and offerings have been entered, you should print the inventory report showing positions and both customer and street offerings. Inventory reports are discussed in the Zia Trading User Guide > Reports > *Inventory*. When you have verified that all entries match your source document, you are ready to put the Zia Trading system into production.

Zia Support Policy

Response Time:	There will be a maximum of four hours response time. This means that a customer support person will discuss your problem with you within four hours. This does not mean that your problem will necessarily be solved within four hours. If program changes are required to solve your problem, we will notify you of when we expect the necessary changes to be completed.
Support Hours:	<p>Customer support hours are from 9:00 a.m. through 5:00 p.m. eastern time. Anyone requiring assistance after 5:00 or on weekends and holidays must make prior arrangements with Zia. Support during other than normal hours are subject to an additional charge.</p> <p>Operators should have made every attempt to consult the Zia Trading User Guide before calling Zia. If excessive calls are received which indicate that the manuals are not being consulted, we will notify the 'contact person' as designated in the Support and License Agreement. Continual calls of this type may result in additional charges for support.</p>
Emergency Cases	In cases of extreme emergency (an extreme emergency is considered to be when NO work can be processed on the computer until the problem is resolved), the user may declare an emergency. In these cases, the user will be placed at the top of the priority list, and assistance will be provided as soon as possible.
Procedure	<p>If there is an error message or an unexpected result on the screen, forward a 'screen shot' to the below listed email addresses. To email a screen shot, press the Print Screen button on your keyboard. This will put a copy of the screen into the 'clip board'. Open a text editing program such as Microsoft Word, and do an Edit > Paste. A picture of the screen is displayed. Save this document and email as an attachment along with an explanation of the issue, what function you were performing, and last keystroke you used. Also, include your contact information. Then, a support person will contact you after having reviewed the information.</p> <p>When calling, Licensee must supply complete information about the problem (where was it in the program when the error came up, what exactly was the message, what was the error number, what are the symptoms and so on) to the person taking the message at Zia. This person will then pass all information on to the customer support contact, who will call back within the maximum response time.</p>
What's Not Supported	This agreement does not include .INI or SQL changes, customized software (including clearing bank and/or regulatory agency interfaces), special reports or command files, hardware failure, network problems, disk copying or any other user-specific operations.
Contact Us	email to: Alison@zia.com copy to Glenn@zia.com Telephone: 973-539-4267