

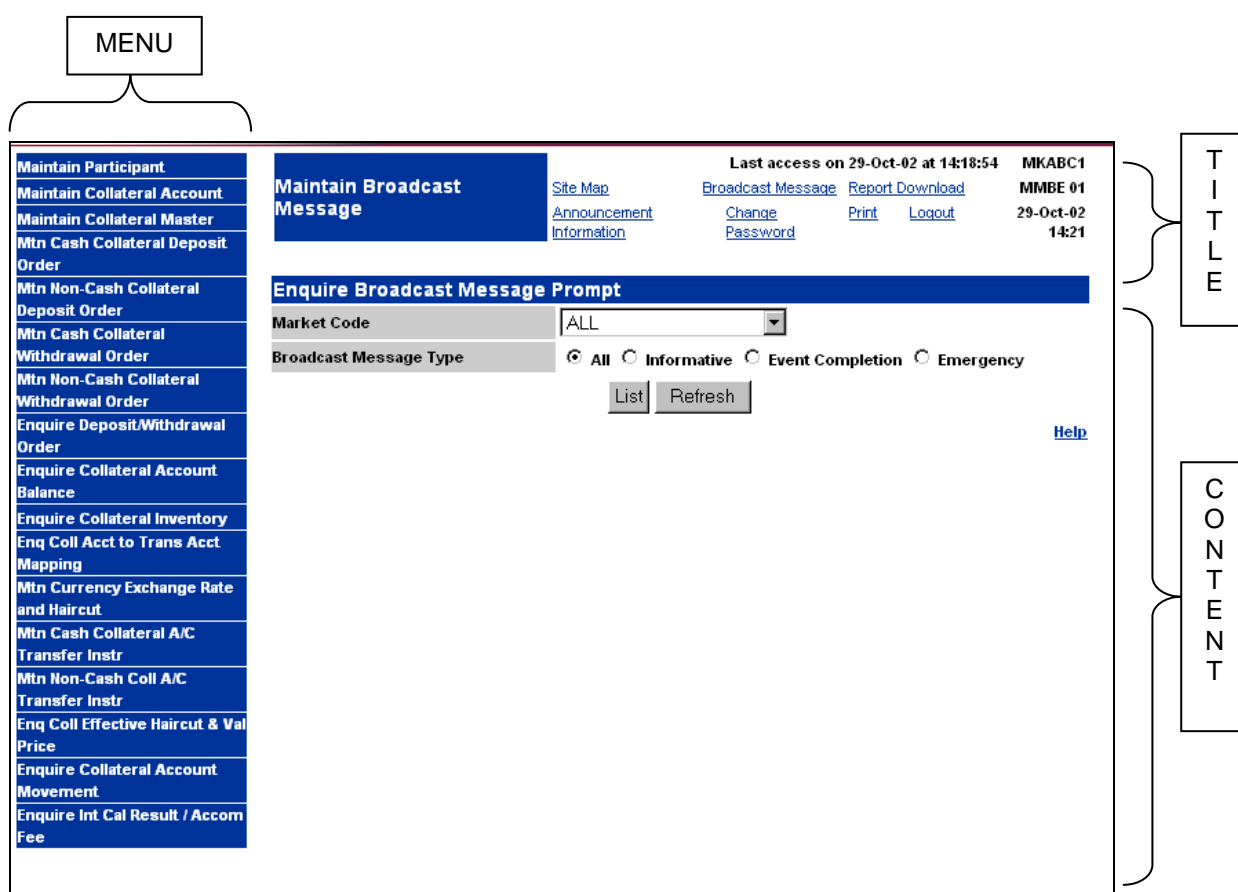
Getting Started For Terminal Operations

SCREEN STANDARDS

This section explains - A. Screen layout
- B. Screen types and screen flows in CCMS
- C. Entering data into CCMS

A. Screen Layout:

Each CCMS function screen is divided into three frames as shown in the following diagram.



On the left, the CCMS menu is displayed in the **Menu Frame**. Scroll bars may appear if the full menu cannot be displayed within the frame. Move the scroll bars to display items not shown in the frame.

On the top, the title of the selected menu, hyperlinks to frequently used functions, User ID, screen ID and the current day and time are displayed in the **Title Frame**.

The last logon information is also displayed each time when a user logs on to CCMS.

Below the Title Frame, the title and contents of the selected function are displayed in the **Content Frame**. Users will perform most of the terminal operations in this frame. Scroll bars may appear if the full screen cannot be displayed within the frame. Move the scroll bars to display contents not shown in the frame.

A 'Help' hyperlink will appear at the bottom right corner of the Content Frame. Click the hyperlink to display the relevant section of the Guide.

<table border="1"> <tr><td>Maintain Participant</td></tr> <tr><td>Maintain Collateral Account</td></tr> <tr><td>Maintain Collateral Master</td></tr> <tr><td>Mtn Cash Collateral Deposit Order</td></tr> <tr><td>Mtn Non-Cash Collateral Deposit Order</td></tr> <tr><td>Mtn Cash Collateral Withdrawal Order</td></tr> <tr><td>Mtn Non-Cash Collateral Withdrawal Order</td></tr> <tr><td>Enquire Deposit/Withdrawal Order</td></tr> <tr><td>Enquire Collateral Account Balance</td></tr> <tr><td>Enquire Collateral Inventory</td></tr> <tr><td>Enq Coll Acct to Trans Acct Mapping</td></tr> <tr><td>Mtn Currency Exchange Rate and Haircut</td></tr> <tr><td>Mtn Cash Collateral A/C Transfer Instr</td></tr> <tr><td>Mtn Non-Cash Coll A/C Transfer Instr</td></tr> <tr><td>Enq Coll Effective Haircut & Val Price</td></tr> <tr><td>Enquire Collateral Account Movement</td></tr> <tr><td>Enquire Int Cal Result / Accom Fee</td></tr> </table>	Maintain Participant	Maintain Collateral Account	Maintain Collateral Master	Mtn Cash Collateral Deposit Order	Mtn Non-Cash Collateral Deposit Order	Mtn Cash Collateral Withdrawal Order	Mtn Non-Cash Collateral Withdrawal Order	Enquire Deposit/Withdrawal Order	Enquire Collateral Account Balance	Enquire Collateral Inventory	Enq Coll Acct to Trans Acct Mapping	Mtn Currency Exchange Rate and Haircut	Mtn Cash Collateral A/C Transfer Instr	Mtn Non-Cash Coll A/C Transfer Instr	Enq Coll Effective Haircut & Val Price	Enquire Collateral Account Movement	Enquire Int Cal Result / Accom Fee	<table border="1"> <tr><td colspan="2">Add Pending Bond Collateral Account Transfer Instruction Detail</td></tr> <tr><td>Transfer ID :</td><td>412102</td></tr> <tr><td>Instrument Group :</td><td>Bond</td></tr> <tr><td>Source Collateral Account -</td><td></td></tr> <tr><td>Firm ID :</td><td>BF00010 ABC EXAMPLE FIRM</td></tr> <tr><td>Participant ID :</td><td>HKABC1 ABC HKCC PARTICIPANT</td></tr> <tr><td>Account Type :</td><td>HOUSE</td></tr> <tr><td>Account Number :</td><td>0001</td></tr> <tr><td>Account Name :</td><td></td></tr> <tr><td>Account Status :</td><td>ACTIVE</td></tr> <tr><td>ISIN :</td><td>US912795KY60</td></tr> <tr><td>Depository :</td><td>CLEARSTREAM</td></tr> <tr><td>Collateral Available Quantity :</td><td>10</td></tr> <tr><td>Designated Collateral Account -</td><td></td></tr> <tr><td>Firm ID:</td><td>BF00010 ABC EXAMPLE FIRM</td></tr> <tr><td>Participant ID:</td><td>HKABC1</td></tr> <tr><td>Account Type:</td><td>CLIENT</td></tr> <tr><td>Designated Account Number :</td><td>0001</td></tr> <tr><td>Quantity :</td><td>5</td></tr> <tr><td>Remark :</td><td>non cash collateral transfer example</td></tr> <tr><td colspan="2"> <div> <input type="button" value="Add"/> <input type="button" value="Refresh"/> </div> </td></tr> <tr><td colspan="2"> <div> Add Another Record </div> </td></tr> <tr><td colspan="2"> <div> Help </div> </td></tr> </table>	Add Pending Bond Collateral Account Transfer Instruction Detail		Transfer ID :	412102	Instrument Group :	Bond	Source Collateral Account -		Firm ID :	BF00010 ABC EXAMPLE FIRM	Participant ID :	HKABC1 ABC HKCC PARTICIPANT	Account Type :	HOUSE	Account Number :	0001	Account Name :		Account Status :	ACTIVE	ISIN :	US912795KY60	Depository :	CLEARSTREAM	Collateral Available Quantity :	10	Designated Collateral Account -		Firm ID:	BF00010 ABC EXAMPLE FIRM	Participant ID:	HKABC1	Account Type:	CLIENT	Designated Account Number :	0001	Quantity :	5	Remark :	non cash collateral transfer example	<div> <input type="button" value="Add"/> <input type="button" value="Refresh"/> </div>		<div> Add Another Record </div>		<div> Help </div>	
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The 'Help' hyperlink appears at the bottom right corner of the Content Frame.

B. Screen Types and Screen Flow in CCMS:

There are five main types of screens in CCMS, each with a different purpose. A screen's type is usually indicated by its name (e.g. the ADD CASH COLLATERAL DEPOSIT ORDER DETAIL screen is a detail screen). Some functions do not carry all screen types.

1. Prompt Screen

Most CCMS functions have a prompt screen. The prompt screen gives access to CCMS records either by (a) directly accessing a specific record by specifying its key, or (b) producing a list of records by specifying selection criteria.

2. List Screen

A list screen displays a list of records and (a) allows access to a particular record from the list, or (b) allows access to another list screen.

3. Detail Screen

A detail screen either displays details of a particular record for enquiry, authorisation or deletion or allows details to be input or changed.

4. Confirmation Screen

A confirmation screen displays details of a particular record to allow user to check its correctness before confirming the action. If the details of the record are correct, the user should click the 'Confirm' button to complete the transaction. If an error is found, click the 'Back' hyperlink at the bottom of the Content Frame to go back to the detail screen for further update or to select another record.

5. Execution Screen

An execution screen displays the details of a particular record after execution to inform the user that the action has completed successfully.

In general, screen flows in CCMS functions work as follows.

- all CCMS functions can be accessed from the menu on the Menu Frame.
- move the cursor over a menu item and the sub-menu will be displayed.

The screenshot displays the 'Maintain Broadcast Message' screen. On the left is a vertical menu with various functions. The 'Mtn Cash Collateral A/C Transfer' item is highlighted in blue. A callout box with an arrow points to this item, containing the text: 'Move the cursor over 'Mtn Cash Collateral A/C Transfer' and the sub-menu will be displayed.'

The main content area is titled 'Maintain Broadcast Message' and includes a sub-header 'Enquire Broadcast Message Prompt'. It features a 'Market Code' dropdown menu set to 'ALL' and a 'Broadcast Message Type' section with radio buttons for 'All' (selected), 'Informative', 'Event Completion', and 'Emergency'. There are 'List' and 'Refresh' buttons below these options. In the top right corner, user information is displayed: 'MKABC1', 'MMBE 01', '04-Dec-02', and '10:52'. A 'Help' link is located in the bottom right corner.

- only functions that the user is authorised to access will be shown.

- move the cursor over the function name in the sub-menu. The selected function will be highlighted.

Maintain Broadcast Message

Site Map Broadcast Message Report Download
Announcement Change Print Logout
Information Password

MKABC1
MMBE 01
04-Dec-02
10:52

Enquire Broadcast Message Prompt

Market Code: ALL

Broadcast Message Type: ☒ All ☐ Informative ☐ Event Completion ☐ Emergency

List Refresh

Help

Move the cursor over 'Add Cash Coll A/C Transfer Instr' and it will be highlighted.

Add Cash Coll A/C Transfer Instr

- single click to access the function.
- if the function has a prompt screen, it appears before the list and/or the detail screen.
- if the function has a list screen, it appears before the detail screen.
- if the function does not have prompt or list screen, the detail screen will appear.

C. Entering Data into CCMS:

A user can only enter or change data in fields that accept input of data. All other fields are protected to display information only. Usually the flashing cursor appears in the field where you want to enter or change data. If it does not, move the cursor to the field then type in the data. When entering numeric data, input of thousand separator (",") will also be accepted. CCASS will rearrange position of the separator in case if it is not 3 digits apart.

After entering data, click the necessary button at the bottom of the Content Frame to send the information to CCMS.

Errors in entering data

If a user enters incorrect data and sends them to CCMS, error messages will be displayed on the top of the Content Frame and all incorrect data fields are highlighted with red arrows.

<ul style="list-style-type: none"> Maintain Participant Maintain Collateral Account Maintain Collateral Master Mtn Cash Collateral Deposit Order Mtn Non-Cash Collateral Deposit Order Mtn Cash Collateral Withdrawal Order Mtn Non-Cash Collateral Withdrawal Order Enquire Deposit/Withdrawal Order Enquire Collateral Account Balance Enquire Collateral Inventory Enq Coll Acct to Trans Acct Mapping Mtn Currency Exchange Rate and Haircut Mtn Cash Collateral A/C Transfer Instr Mtn Non-Cash Coll A/C Transfer Instr Enq Coll Effective Haircut & Val Price Enquire Collateral Account Movement Enquire Int Cal Result / Accom Fee 	<div style="text-align: right;">MKABC1 KMCA 02 04-Dec-02 10:58</div> <div style="text-align: center;"> Site Map Broadcast Message Report Download Announcement Information Change Password </div> <div style="background-color: red; color: white; text-align: center; padding: 5px;"> Validation Errors Occurred </div> <div style="background-color: #f0f0f0; padding: 5px;"> Error(s) 1. A0000 AMOUNT MUST BE ENTERED </div> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> Add Cash Collateral Deposit Order Detail </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Order ID :</td><td>412163</td></tr> <tr><td>Instrument Group :</td><td>Cash</td></tr> <tr><td>Firm ID :</td><td>BF00010 ABC EXAMPLE FIRM</td></tr> <tr><td>Participant ID :</td><td>HKABC1 ABC HKCC PARTICIPANT</td></tr> <tr><td>Account Type :</td><td>HOUSE</td></tr> <tr><td>Account Number :</td><td>0001</td></tr> <tr><td>Account Name :</td><td></td></tr> <tr><td>Account Status :</td><td>ACTIVE</td></tr> <tr><td>Currency :</td><td>HONG KONG DOLLAR</td></tr> <tr><td>Amount :</td><td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td></tr> <tr><td>Remark :</td><td>EXAMPLE DEPOSIT</td></tr> </table> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Add"/> <input type="button" value="Refresh"/> </div> <div style="text-align: right; margin-top: 10px;"> Add Another Record Help </div>	Order ID :	412163	Instrument Group :	Cash	Firm ID :	BF00010 ABC EXAMPLE FIRM	Participant ID :	HKABC1 ABC HKCC PARTICIPANT	Account Type :	HOUSE	Account Number :	0001	Account Name :		Account Status :	ACTIVE	Currency :	HONG KONG DOLLAR	Amount :	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Remark :	EXAMPLE DEPOSIT
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Correct all the highlighted fields and send the data to CCMS again.

Note that CCMS cannot recognise mistakes that are merely typing errors. Make sure the data are typed correctly.