

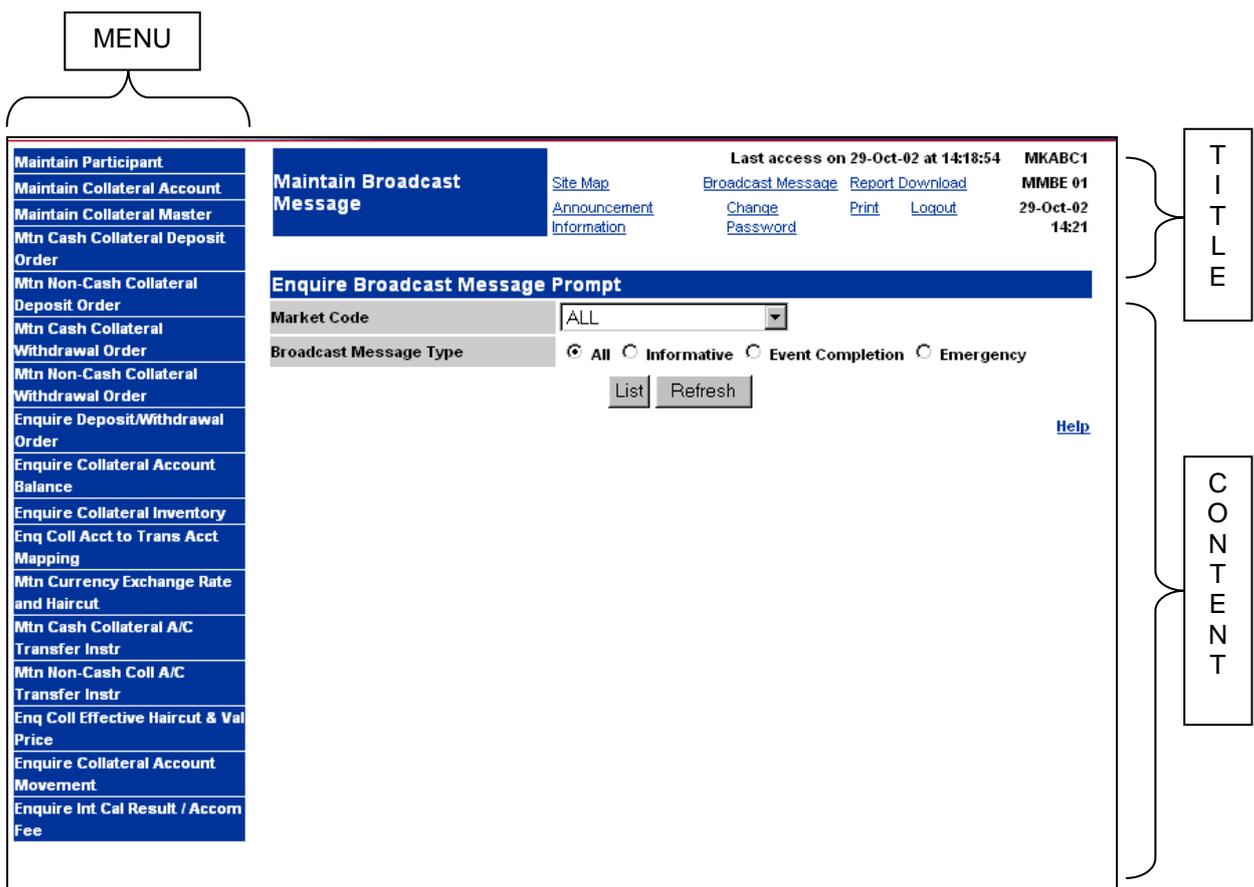
Getting Started For Terminal Operations

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.

The screenshot displays the CCMS interface. On the left is a vertical menu with various options such as 'Maintain Participant', 'Maintain Collateral Account', and 'Mtn Cash Collateral Deposit Order'. The main area on the right is titled 'Add Pending Bond Collateral Account Transfer Instruction Detail'. This area contains a form with the following fields and values:

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

At the bottom of the form, there are 'Add' and 'Refresh' buttons, and a link labeled 'Add Another Record'. In the bottom right corner of the content frame, there is a circular 'Help' hyperlink. A callout box with an arrow points to this 'Help' link, containing the text: '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

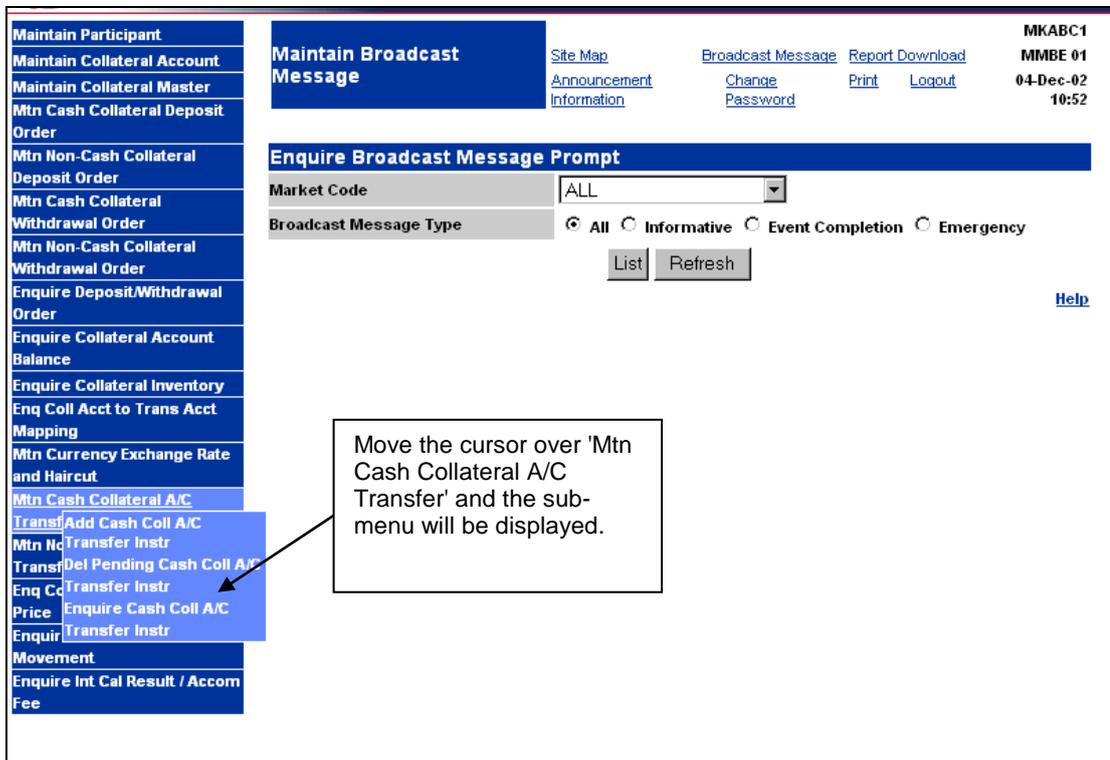
A confirmation screen displays details of a particular record to allow user to check its correctness before confirming the action. If the details of the record are correct, the user should click the 'Confirm' button to complete the transaction. If an error is found, click the 'Back' hyperlink at the 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.



- 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.

The screenshot displays a software interface with a vertical menu on the left and a main content area. The menu items include: 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, Transf Add Cash Coll A/C, Mtn No Transfer Instr, Transf Del Pending Cash, Enq C Transfer Instr, Price Enquire Cash Coll A/C, Enquir Transfer Instr, Movement, Enquire Int Cal Result / Accom, and Fee. The main area has a header 'Maintain Broadcast Message' with links for Site Map, Broadcast Message, Report Download, Announcement, Change, Print, Information, and Password. Below this is the 'Enquire Broadcast Message Prompt' section with a Market Code dropdown set to 'ALL', radio buttons for Broadcast Message Type (All, Informative, Event Completion, Emergency), and List/Refresh buttons. A callout box with an arrow points to the 'Add Cash Coll A/C Transfer Instr' option in the menu, which is highlighted in blue.

- 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 	Maintain Collateral Deposit Order	Site Map Broadcast Message Report Download Announcement Information Change Password Print Logout	MKABC1 KMCA 02 04-Dec-02 10:58
	Validation Errors Occurred		
	Error(s) 1. A0000 AMOUNT MUST BE ENTERED		
	Add Cash Collateral Deposit Order Detail		
	Order ID :	412163	
	Instrument Group :	Cash	
	Firm ID :	BF00010 ABC EXAMPLE FIRM	
	Participant ID :	HKABC1 ABC HKCC PARTICIPAIIT	
	Account Type :	HOUSE	
	Account Number :	0001	
	Account Name :		
	Account Status :	ACTIVE	
	Currency :	HOIIG KOIIG DOLLAR	
	Amount :	<input style="border: 1px solid red;" type="text"/>	
	Remark :	<input type="text" value="EXAMPLE DEPOSIT"/>	
	<input type="button" value="Add"/> <input type="button" value="Refresh"/>		Add Another Record Help

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.