

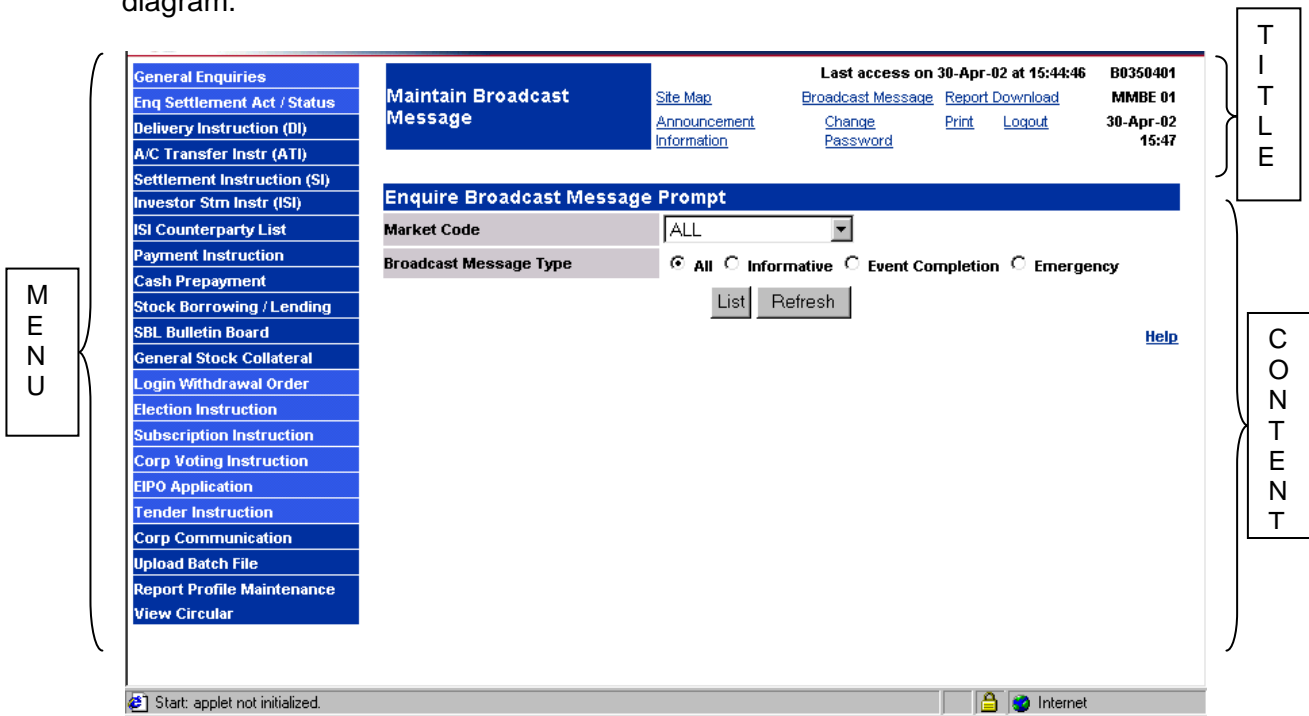
Getting Started For Terminal Operations

SCREEN STANDARDS

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

A. Screen Layout:

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



On the left, the CCASS 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 CCASS.

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 the 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.

Section 3.5 Screen Standards

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 a web application interface. On the left side, there is a vertical menu with blue buttons for various functions: General Enquiries, Enq Settlement Act / Status, Delivery Instruction (DI), A/C Transfer Instr (ATI), Settlement Instruction (SI), Investor Stm Instr (ISI), ISI Counterparty List, Payment Instruction, Cash Prepayment, Stock Borrowing / Lending, SBL Bulletin Board, General Stock Collateral, Login Withdrawal Order, Election Instruction, Subscription Instruction, Corp Voting Instruction, EIPO Application, Tender Instruction, Corp Communication, Upload Batch File, Report Profile Maintenance, and View Circular. The main content area contains a form with the following fields: ISIN or Stock Code (with an 'Enquire Stock List' link), Quantity (0), Settlement Account (01 CLEARING), Payment Instruction (radio buttons for DVP, FOP, RDP), Money Value (0.00), Client Account Number, Client Name, Purpose of SI (BLANK), DI Required (radio buttons for YES, NO), Internal Transaction Reference, SI Linkage Reference, and Remarks. At the bottom of the form are 'Submit' and 'Refresh' buttons. A 'Help' hyperlink is located at the bottom right corner of the content frame, circled in red. A callout box with an arrow points to this link, containing the text: 'The 'Help' hyperlink appears at the bottom right corner of the Content Frame.' The browser status bar at the bottom shows 'Start: applet not initialized.' and 'Internet'.

B. Screen Types and Screen Flow in CCASS:

There are five main types of screens in CCASS, each with a different purpose. A screen's type is usually indicated by its name (e.g. the INPUT SI DETAIL screen is a detail screen). Screen types available for each function might vary, depending on the features of each function. Only one browser should be opened during CCASS terminal operations. If multiple browsers are being opened at the same time, it might interfere the terminal operations and cause unexpected processing errors.

1. Prompt Screen

Most CCASS functions have a prompt screen. The prompt screen gives access to CCASS records either by a) directly accessing a specific record, or b) producing a list of records.

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 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.

Section 3.5

Screen Standards

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

- all CCASS 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.

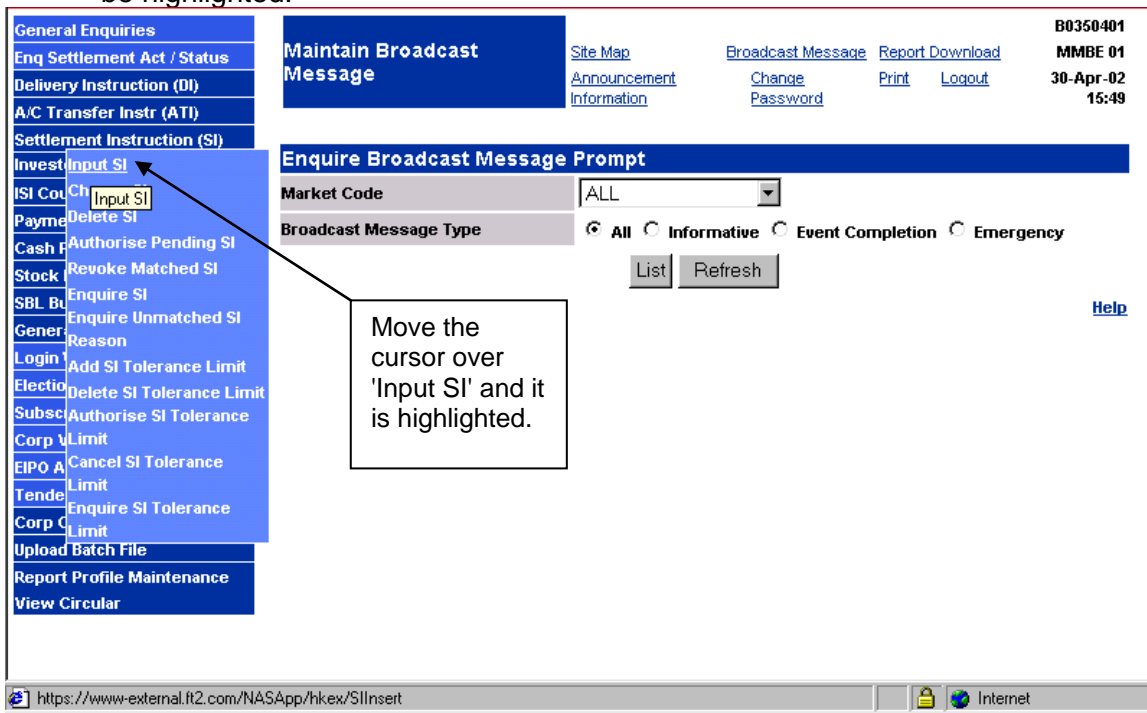
The screenshot displays the CCASS terminal interface. On the left is a vertical menu with various options. The 'Settlement Instruction (SI)' option is highlighted, and a sub-menu is displayed to its right. A callout box with an arrow points to the 'Settlement Instruction (SI)' menu item, containing the text: 'Move the cursor over 'Settlement Instruction (SI)' and the sub-menu is displayed.'

The main interface area shows the 'Maintain Broadcast Message' screen. It includes a 'Market Code' dropdown menu set to 'ALL', a 'Broadcast Message Type' section with radio buttons for 'All', 'Informative', 'Event Completion', and 'Emergency', and 'List' and 'Refresh' buttons. The top right corner displays user information: 'B0350401', 'MMBE 01', '30-Apr-02', and '15:49'. A 'Help' link is visible on the right side.

The browser address bar at the bottom shows 'https://www-external.ft2.com/NASApp/hkex/' and the Internet Explorer logo.

- 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.



- 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 CCASS:

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. If you are changing data, the data you entered automatically overtypes the original one. 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 CCASS.

Errors in entering data

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

The screenshot shows the 'Maintain Settlement Instruction' interface. At the top right, there are user details: B0350401, LSIA 01, 30-Apr-02, and 16:10. A red banner indicates 'Validation Errors Occurred'. Below this, an error message states: 'Error(s) 1. A0000 COUNTERPARTY MUST BE ENTERED'. The 'Input Settlement Instruction Detail' section contains the following fields:

- SI Input Number: I04002692
- Input Date: [Empty]
- Instruction Type: DELIVER RECEIVE
- Counterparty: [Empty] (highlighted with a red arrow) [Enquire Participant List](#)
- Settlement Date: 020702
- ISIN or Stock Code: 3501 [Enquire Stock List](#)
- Quantity: 1000
- Settlement Account: 01 CLEARING
- Payment Instruction: DVP FOP RDP
- Money Value: 0.00
- Client Account Number: MT3002
- Client Name: LAI MAN

At the bottom left, a status bar shows 'Start: applet not initialized.' and at the bottom right, there is an 'Internet' icon.

Correct all the highlighted fields and send the data to CCASS again.

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