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1.LOGGING INTO OAK LEVEL I

- The Oak I login can be found on the **OAK Trading Systems** website, www.oaktrading.com.
- Click on the link entitled **enter live trading**, which can be found on the left side of the webpage.
- A box will appear with spaces to enter your username and password. Upon filling in the fields, click on the **enter** button to login to **OAK LEVEL I** (See Figure 1).

OAK Trading Systems LLC

Please enter login information

User Name:	<input type="text"/>	
Password:	<input type="password"/>	

Figure 1 - Login Screen

- Once logged in, the user will be directed to the **Message Screen** (The message screen will be discussed in more detail in Section 2).
- The **Navigation Menu Bar** can be found on the top of every screen and allows you to access every facet of **OAK I** (The **Navigation Menu Bar** will be discussed in more detail in section 3).

2. MESSAGE SCREEN

The first screen that populates the browser is the **Message Screen**. This screen will alert you to any **OAK I** updates and changes, as well as helpful information regarding support and general use of the **OAK Trading System**.

The **Message Screen** can be accessed at any time by clicking on the **messages** button from the **Navigation Menu Bar**.

The screenshot shows the 'Iowa Grain Company' website interface. At the top is a navigation menu with links: Oak Home, Order, Working, **Fills** (highlighted in green), History, Parked, Detail, Risk, Account, Messages, Logout, and Admin. Below the menu is a section titled 'Message Board for MAS'. It contains three messages, each with a header row and a body text area.

To: All	Subject	Sender
	03-31-04 Reminder Open Orders	Support - 3/31/2004 9:14:28 AM
	Reminder: Given the potential market impact following the release of today's report, please remember to review or confirm any open orders.	
	Dollar Index	Support - 1/5/2004 2:34:38 PM
	Any GTC orders for the dollar index must be placed, modified, or cancelled during the NY day session (7:00 am to 2:00 pm) These orders work around the clock but cannot be cancelled nor modified during the off hours (NY nights and Dublin). Should you have any questions please call the edesk.	
	Market orders on ECBOT	Support - 12/23/2003 3:38:47 PM
	Market orders on any ecbot products (i.e. YM, ZC) will not be accepted until the market is actually opened. You must use MOO (market on opening) if you want to place it early. Please have your broker contact the edesk should you have any questions.	

Figure 2 - Message Screen

3. NAVIGATION MENU BAR

The **Navigation Menu Bar** can be found at the top of each screen and allows the user to access each part of **OAK I**.

- Clicking on any of the underlined choices from the **Navigation Menu Bar** will open the desired section (See Figure 3).

Clicking on the underlined options allows you to move from section to section within **OAK LEVEL I**.



Figure 3 - Navigation Menu Bar

4. ORDER ENTRY SCREEN

To access the order entry screen, click on **Order** from the **Navigation Menu Bar**.

- The **Order Entry Screen** allows you to enter in Futures, Options, or Spread orders. The screen always defaults to a Futures order.
- At any point you can click on the **Option** button to switch to an Options ticket (See Figure 4 and Figure 5). The **Option** button can be clicked after selecting “buy” or “sell” to immediately transfer the order to an Option order.
- The **Spread** button allows you to switch to a spread order. The **Spread** button can be clicked at any time, including after the **buy** or **sell** button is clicked (See Figure 4 and Figure 5).
- The office number defaults to the assigned IB number. **OAK I** can be configured in the “admin – user setup – screen” to have a default office or account number. It can also be set to remember the last office number used.
- Select how long you would like the order to work from the drop down menu: **Day** or **GTC** (See Figure 4). The default is **Day**.
- Clicking on **buy** or **sell** will begin your order. This will bring up an order ticket in a new screen to enter all of the order information including; quantity, contract type, month/year, price, and order type (See Figure 4 and Figure 5).

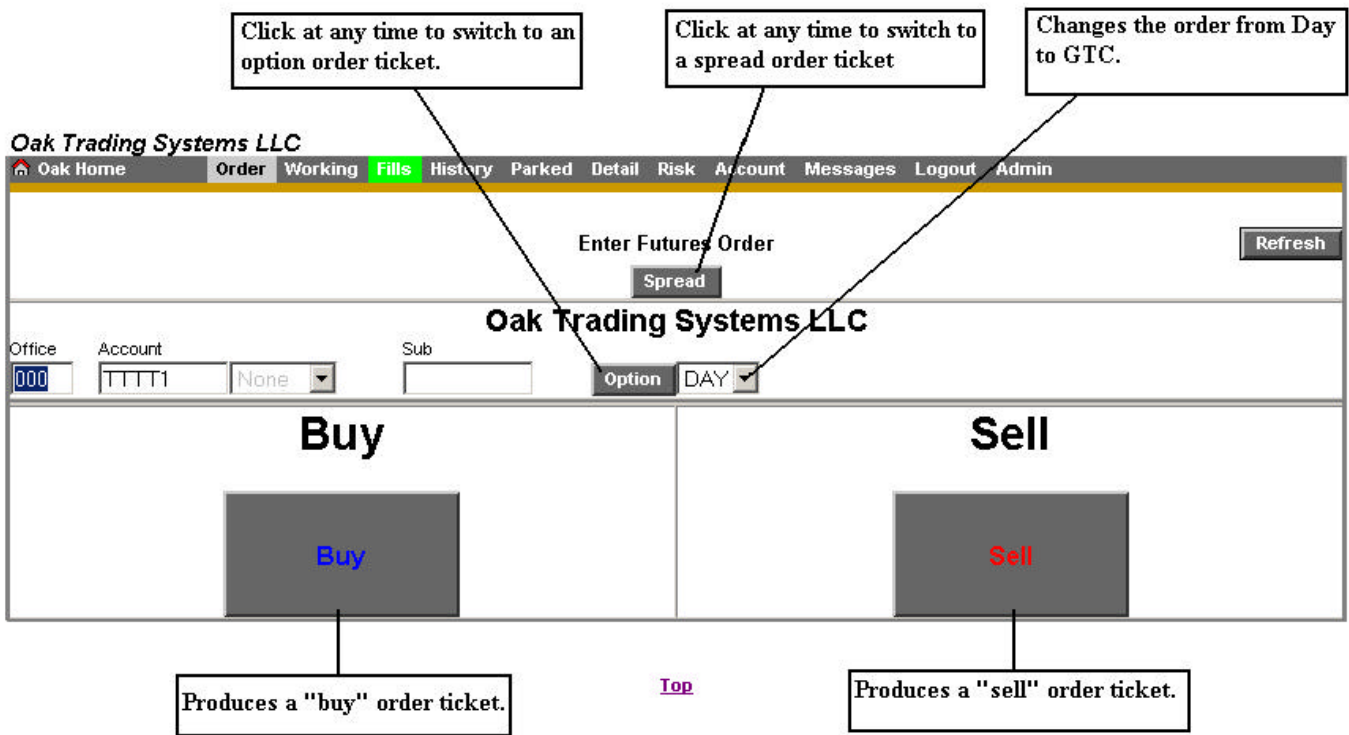


Figure 4 - Order Entry Screen

5. ORDER TICKET SCREEN

- To produce an order ticket, click on the **buy** or **sell** button from the **Order Entry** screen.
- The order ticket is blank with spaces to input all order information including; quantity, contract type, month/year, price, and order type (See Figure 5). Simply **left click** once on an open box and type in the information.
- If any of the codes are unknown, **OAK I** will assist you in finding the proper code. Click on the **search** button to look up codes for different commodities as well as month and year codes (See Figure 5).
 - If an improper code is entered, this feature is automatically employed and will bring up a list of possible codes for you to use (See Figure 6).
 - Simply **left click** on a symbol from the list and it will automatically place it on your order ticket (See section 6 and Figure 6).
- The **buy/sell** button can be clicked at any point to immediately switch the order from a buy order to a sell order (See Figure 5).
- The **clear order** button can be clicked at any time to clear all details of the order. This will bring you back to the order entry screen (See Figure 5).
- Click on the **verify buy** button to submit the order (See Figure 5).
- Once the **verify buy** button is clicked, you will be directed to the **Confirm for Entry Screen** which allows you to ensure that your order is correct before sending it to the trading floor (This screen will be discussed in more detail in section 7).

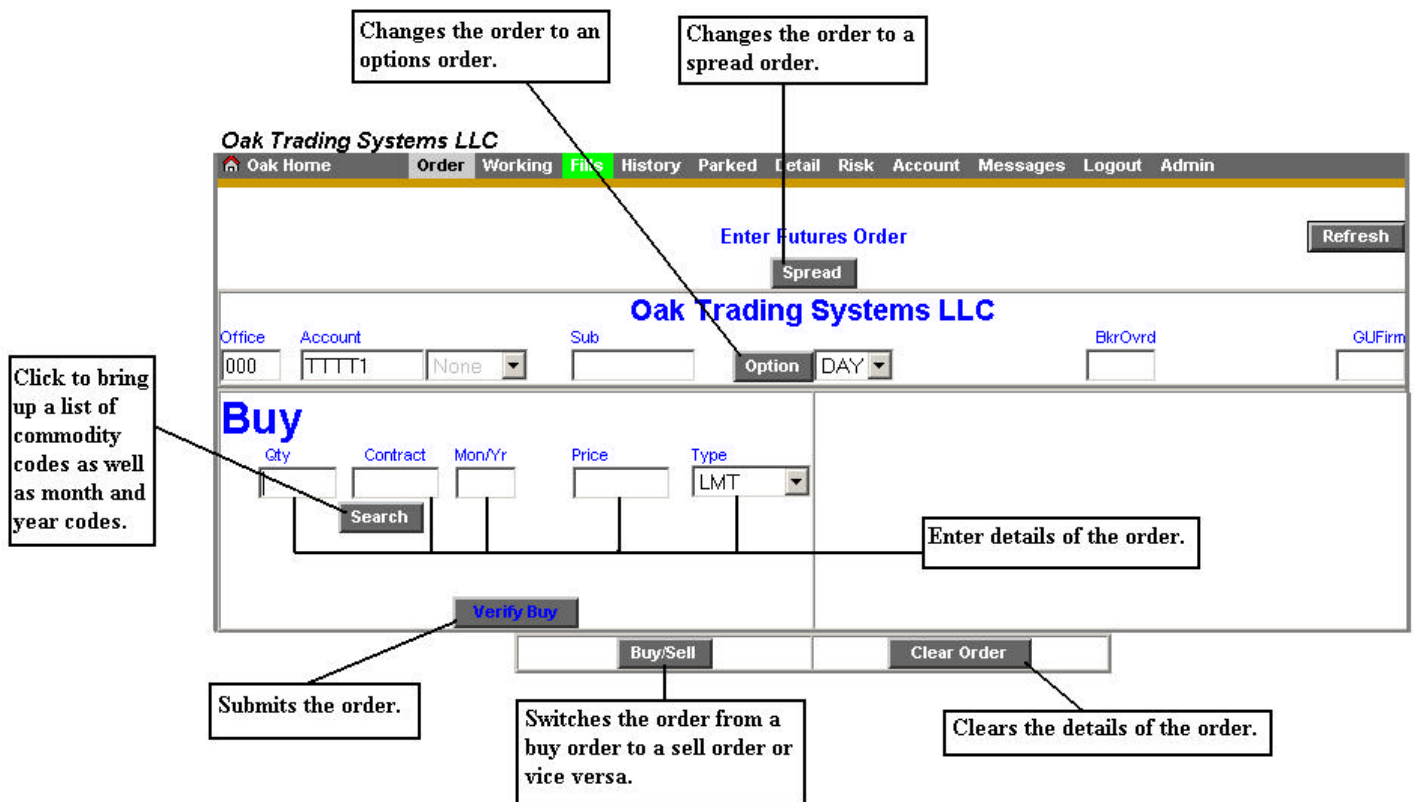


Figure 5 - Order Ticket Screen

6. SEARCH FOR CONTRACT/MONTH/STRIKE

- The search function will assist **OAK I** users with finding the correct contract symbol, month and year, and/or strike price.
- When entering a buy or sell order, select the **search** button and the contract months as well as option information will appear. After selecting the correct month and year and/or option strike price, the information will populate in the buy or sell ticket (See Figure 6).
- If familiar with the contract symbol, type it in and select the **search** button. The specified contract's month/year and option strike price information will appear.
- If an order code is improperly typed, this function will be employed automatically, bringing up a list of valid codes. Simply click on the desired code from this list and it will be placed on your order ticket.

Valid Months for S

SOYBEANS

MonthYear	Detail
N4	N4 options
Q4	Q4 options
U4	U4 options
X4	X4 options
F5	F5 options
H5	H5 options
K5	K5 options
N5	N5 options
Q5	Q5 options
U5	U5 options
X5	X5 options
N6	N6 options
X6	X6 options

Cancel

This menu contains the valid months for trading soybeans. The menu can be brought up by clicking on the search button or will come up automatically if an invalid entry is entered. Simply click on one of the buttons to put it on your order ticket.

Figure 6 - Search For Contract

7. CONFIRM FOR ENTRY SCREEN

The **Confirm for Entry Screen** is brought up when the user clicks on the **verify buy** button from the **Order Ticket Screen**. The **Confirm for Entry Screen** allows the user to review their order before it is transmitted for execution.

- The **Confirm for Entry Screen** will give different background colors for different lot-size orders:
 - Gray 1-5 Lot
 - Aqua 6-25 Lot
 - Yellow 26-100 Lot
 - Red 100-500 Lot
 - Maroon 501 Lot or greater
- All orders are checked for real-time buying power *before* they are executed. Required margins for each account are fully calculated every 10 minutes, and partially calculated with each fill. The margining information for the account appears at the bottom of the screen (See Figure 7).
- **Liq Value** represents the liquidating value for the selected account. This information includes Open Traded Equity (OTE) based on the most recent quote (See Figure 7).
- **Margin Excess/This Acct Order** represents the margin excess for this specific account.
- **Margin Excess/All Orders** represents the margin excess for all accounts related to the specified account.
- **Margin Results/This Order** represents the margin required for this order.
- **Margin Result/All Accts Orders** represents the margin required for all accounts and orders related to this specific account.
- Clicking on the flashing **Send** button will complete the order.

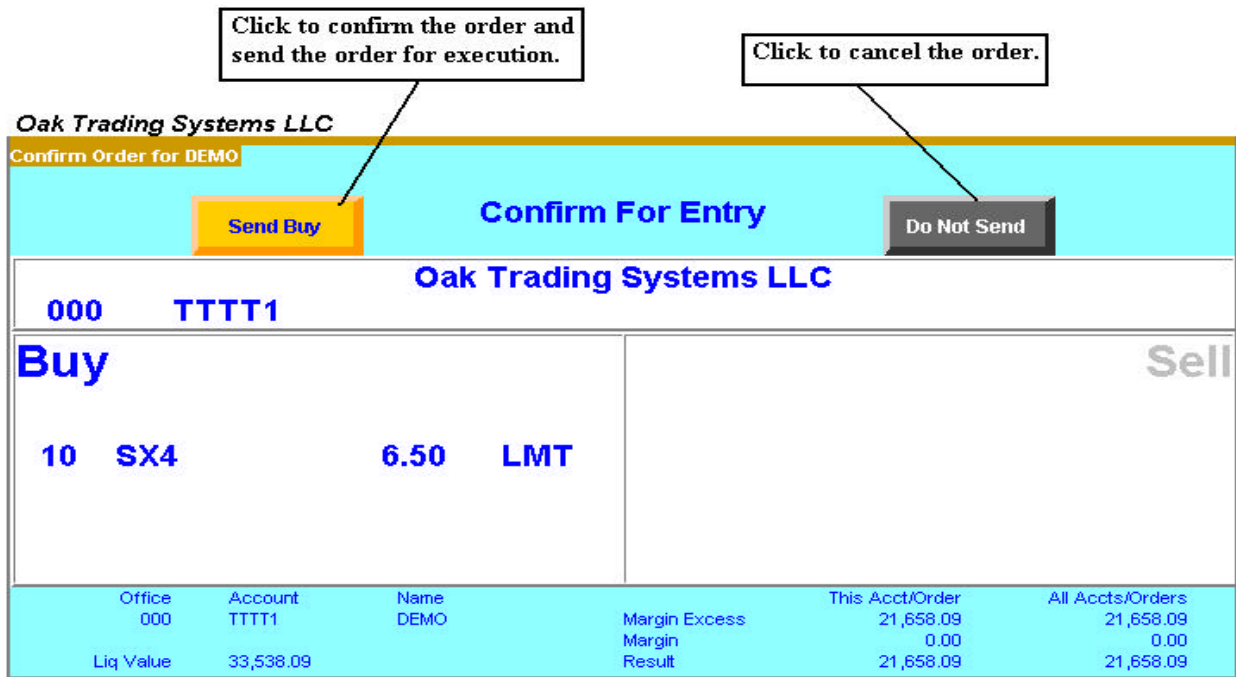


Figure 7 - Confirm For Entry Screen

8. ORDER NUMBER SCREEN

The **Order Number Screen** is displayed upon confirming your order.

- This screen displays your **OAK** order number (See Figure 8).
- This number is used for future reference in the working and fills screens, as well as to report any problems to your **OAK** support desk.
- Clicking on the **Order** button on the bottom left of the **Order Number Screen** will take you to the **Order Entry Screen** in order to begin a new order.
- Clicking on the **Working** button will take you to the **Working Orders Screen** (The **Working Orders** screen will be discussed in Section 10).

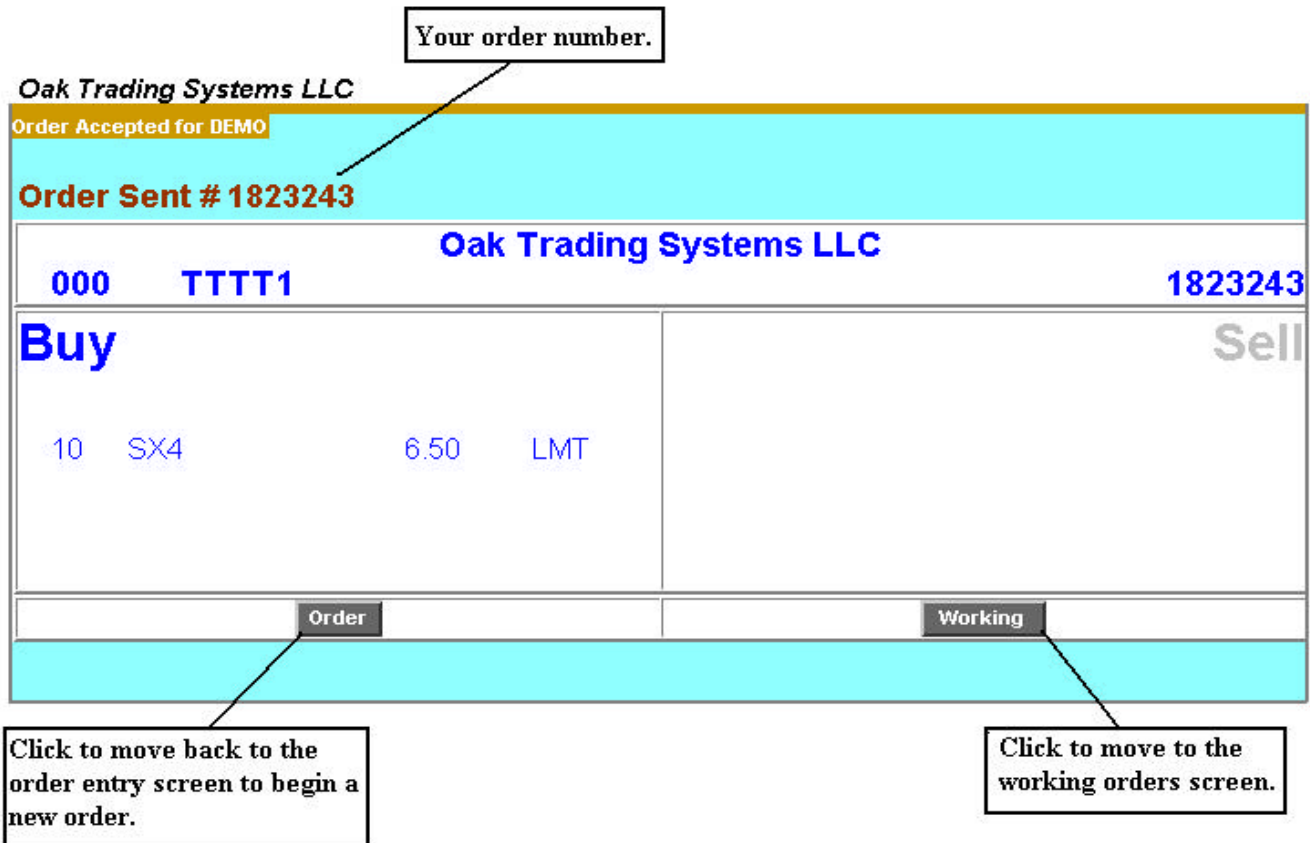


Figure 8 - Order Number Screen

9. PARKED ORDER SCREEN / RAPID ORDER ENTRY

The **Parked Order Screen** can be used for rapid order entry, saving, and re-entering frequently traded contracts.

- The top portion of the screen is used for entering your particular order information. It can either be "Sent" to the pit or "Parked" on the lower half of the screen for later use.
- The bottom portion lists all the information that's been entered above as a **parked** order.
- Parking orders allows you to repeatedly send the **parked** orders to be executed.

Creating a Parked Order:

There are two ways to create a **parked** order; 1.)Manually inputting the information into the **Rapid Order Entry** section

2.)Using a previously existing **parked** order and making the necessary changes to it.

- 1.) To create a new **parked** order manually, simply fill in the fields of the **Rapid Order Entry** section which can be found at the top of the **Parked Order Screen** (See Figure 9.1).
- After filling in the **Rapid Order Entry** section, click on the **park** button which can be found at the top right corner. This will create a new order template in the **Parked Order Screen** (See Figure 9.1).
- 2.) To create a new **parked** order by using a previously existing **parked** order, Click on a gray order number button from the **Parked Order Screen** (See Figure 9.1).
- This populates the information of that order into the **Rapid Order Entry** section above. This allows you to make changes to that **parked** order without having to create an entirely new order.
- At this point you can either click on the **park** button to add the new order to the **parked orders** section or click on the **send buy** or **send sell** button to send the order for execution (See Figure 9.1).
- Once an order is sent for execution, an **order number screen** will be displayed. From this screen, click on the **continue** button to go back to the **Parked Order Screen** (See Figure 9.2).
- To clear the **Rapid Order Entry** section click on the **reset** button at the top right corner.

The screenshot shows the 'Parked Orders' screen in the Oak Trading Systems LLC interface. At the top, there is a navigation bar with tabs: Oak Home, Order, Working, **Fills**, History, Parked, Detail, Risk, Account, Messages, Logout, and Admin. Below this, the page title is 'Parked Orders for DEMO'. The main section is titled 'Rapid Order Entry' and contains several input fields: 'BkrOvrd:', 'DAY' dropdown, 'One Field Entry:', 'GUFirm:', 'Spread Format', 'Reset', and 'Park'. Below these are fields for 'Order', 'Office Account', 'Sub', 'BuySell', 'Qty', 'Cntr M/Y', 'Strike', 'P/C', 'Price', 'Type', and 'Send' (with 'Buy' and 'Sell' sub-buttons). A 'Send' button is also located on the left side of the 'Parked Orders' table. The 'Parked Orders' table has a 'Show 10 rows' dropdown and a 'Refresh' button. The table columns are: Order, Status, Ofc/Acct, BuySell, Qty, Contract, Price, Type, TIF, Orderdate, User, and GUFirm. The table contains four rows of data, with the first row highlighted in yellow. To the right of the table is a 'Delete' button. Callout boxes provide instructions: 'Rapid Order Entry Section' points to the top form; 'Fill in the fields of the Rapid Order Entry section to create a new parked order or to buy or send an order.' points to the input fields; 'Click to send a parked order.' points to the 'Send' button; 'Click check boxes to send or delete multiple orders at a time.' points to the checkboxes in the table; 'Click gray order number to populate the information from the order into the Rapid Order Entry section.' points to the 'Order' column; 'Click to reset the fields of the Rapid Order Entry section.' points to the 'Reset' button; 'Click to park an order from the Rapid Order Entry section.' points to the 'Park' button; 'Click to send a buy or sell order from the Rapid Order Entry section.' points to the 'Buy' and 'Sell' buttons; 'Click to delete checked parked orders' points to the 'Delete' button; and 'Fill in all fields to quickly find specific parked orders or fill in certain fields to sort parked orders.' points to the table headers.

Figure 9.1 - Parked Order Screen

Sending a **Parked** Order:

- To send any order(s) that are **parked**, simply check the white box(es) next to the gray order number(s) and click on the **send** button (See Figure 9.1).
- Once the order is sent for execution, the **order number screen** will be brought up. From this screen, click on the **continue** button to go back to the **Parked Order Screen** (See Figure 9.2).
- The order(s) will highlight in yellow after they have been sent for execution. (ANY ORDER THAT HAS A CHECK NEXT TO IT WILL BE ROUTED) (See Figure 9.1).
- The orders will remain in the **parked** orders section even after they are selected and sent to allow you to rapidly send frequently needed orders.
- Clicking on the **refresh** button will refresh the **parked** orders section and remove the yellow highlighting from the orders (See Figure 9.1).
- To delete an order from the **parked** orders section simply check the white box next to the gray order number and click on the **delete** button (See Figure 9.1).

Oak Trading Systems LLC

Parked Sent for DEMO

Results of Parked Order Release

Parked Ord	Status	Working Ord	Account	B/S	Quant	Contract	Price	Type	Duration	GUFirm
12345	Sent	1823244	TEST1	Buy	3	USZ3		MKT	DAY	
12346	Sent	1823245	TEST1	Sell	3	USZ3		MKT	DAY	

Continue

Account Info for Order #1823245

Office	Account	Name	This Acct/Order	All Accts/Orders
000	TTTT1	DEMO	Margin Excess	21,658.09
			Margin	0.00
			Result	21,658.09
			Liq Value	33,538.09

Order Confirmation Information

Click on continue to return to the Parked Order Screen

Figure 9.2 - Parked Order Confirmation Screen

10. WORKING ORDERS SCREEN

The **Working Orders Screen** shows you the status of your orders and allows you to go in and **cancel** or **cancel/replace** an order.

- The **status** of each order can be found in the first column to the right of the order number column (See Figure 10.1).
 - **In Transit/Pending:** The order has been sent but not yet accepted as working.
 - **Received:** The order has been received at the electronic device and is waiting to be accepted.
 - **Accepted:** The order has been accepted for execution by an electronic broker device or other electronic system.
 - **Working:** The order has been sent to the exchange via electronic or printer. Order is working in the market.
 - **Rejected/Edit:** The order will be highlighted in **RED**. The rejected order IS NOT WORKING and therefore will not be filled. The rejection of this order must be acknowledged by clicking on the gray order number to the left.

Oak Trading Systems LLC

Oak Home Order **Working** Fills History Parked Detail Risk Account Messages Logout Admin

Working Orders for DEMO

Show 10 rows Auto Refresh

Order Floor ID Office Account BuySell Contract Price Order Date User Sort

Order	Status	Floor ID	Ofc/Acct	BuySell	Qty(done)	Contract	Price	Type	TIF	Orderdate	User	Firm	GU Firm
1823045	Accept	O000763717	000 TTTT1	Buy	10(0)	DJZ4	7579	LMT	DAY	20030304	DEMO	500	
1823016	Accept	O000762849	000 TTTT1	Sell	2(0)	SK4640C	120	LMT	DAY	20030304	DEMO	500	
1822501	Accept	G2 A1822501	000 TTTT1	Buy	1(0)	ESU3	82125	LMT	DAY	20030304	DEMO	500	
1822496	Working	140289860	000 TTTT1	Buy	3(0)	YMU3	7650	STP	GTC	20030304	DEMO	500	

Order Status Column

Figure 10.1 - Working Orders Screen

To Cancel an order:

- Click on the gray **order number** button on the left side of the page. This will bring up a copy of the order (See Figure 10.1 and Figure 10.2).
- Click on the **cancel order** button on the bottom of the order page. This will bring up a **confirmation** page to cancel the order (See Figure 10.2).
- If you want to cancel the order click on the **yellow cancel** button on the top left of the page. Upon canceling the order you will be brought back to the **working order screen**. The status of the order will switch to being canceled (See Figure 10.3).
- If you chose not to cancel the order, click on the **gray do not cancel** button on the top right of the confirmation screen (See Figure 10.3).

To Cancel/Replace an order:

- Click on the gray **order number** button on the left side of the **Working Order** page. This will bring up a copy of the order (See Figure 10.1 and Figure 10.2).
- From this page, you can modified, QTY, Price, and Type.
- After modifying your order, click on the gray **change order** button on the bottom of the page (See Figure 10.2).
- After you click on the gray **change order** button, you will be directed to a **confirmation** page. To send the order for execution, click on the yellow **send** button on the top of the page (See Figure 10.3). At this point you will be directed back to the **Working Order Screen**.

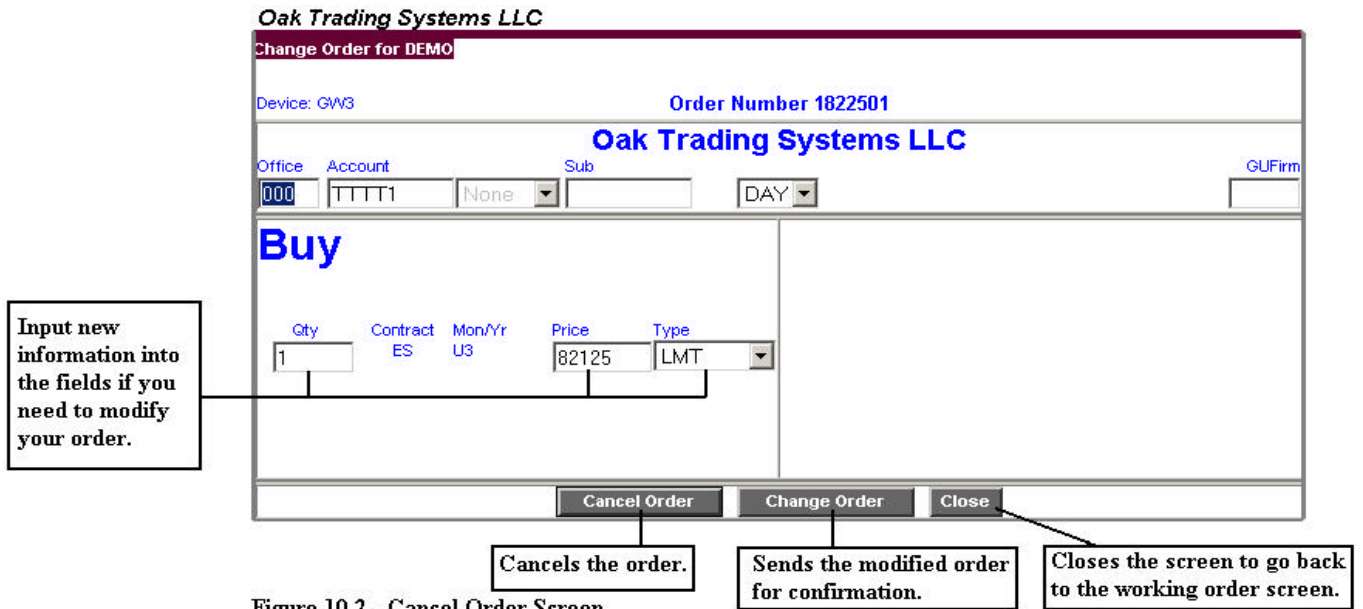


Figure 10.2 - Cancel Order Screen



Figure 10.3 - Confirm Cancel Order Screen

11. FILLED ORDER SCREEN

The **Filled Order Screen** displays all orders that have been filled, including the details of the order.

- New **fills** are displayed with a **green background** and located at the top of the **fills** list until they are acknowledged (See Figure 11).
- All **fills** are displayed with a **white background** whether they are acknowledged or not. They are located under the **dark green** order bar, beneath the new **fills** (See Figure 11).

- **Fills** that have been undone by the broker are displayed with a **red background**.

To Acknowledge **Fills** or **Undo's**:

- Click on the small box to the left of the order.
- Click on the **refresh** button, which can be found at the top right of the screen (See Figure 11).

To Acknowledge all **Fills**:

- Place a check in the **AcknAll** square located at the top left of the screen (See Figure 11).
- Click on the **refresh** button.

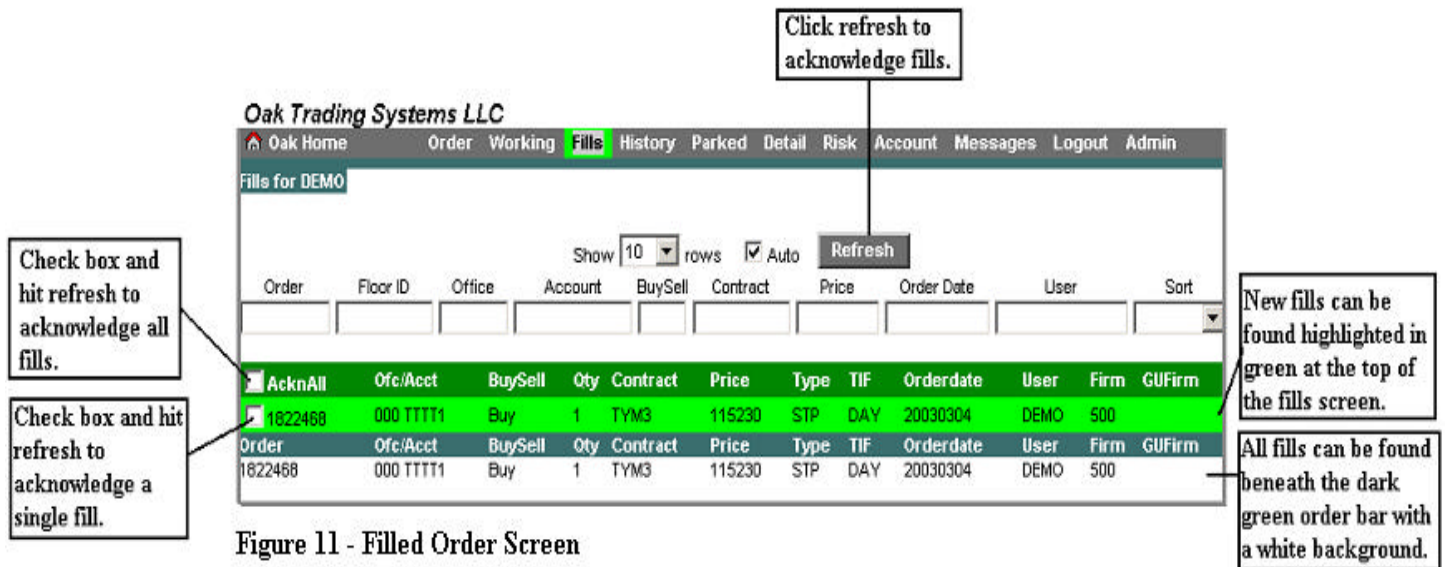


Figure 11 - Filled Order Screen

Note: Once a New Fill is acknowledged, the green highlight will disappear. The fill can then be located beneath the dark green order box with a white background.

Note: When the Fills button on the Navigation Menu Bar is highlighted in Red, a fill was undone by a clerk on an Electronic Clerk device. When this happens, the order is immediately moved back to the Working Screen and the fills screen displays the undone order.

The **Detail Screen** shows the entire history of any order placed through **OAK**, and allows you to search for specific trades to view details.

- Checking the **history** box and then clicking the **refresh** button will display orders that have been filled or canceled prior to the present trading day (See Figure 12).

- Checking the **working** box and then clicking the **refresh** button will display orders that are currently working or orders that were put into **OAK** the same day (See Figure 12).
- The orders in the **Detail Screen** are categorized into eight different statuses:
 - **Order** – the order has been received by the order routing server.
 - **Receive** – the order has been received into the incoming deck of an Electronic Clerk.
 - **Accept** – the order has been accepted by the broker into the working deck.
 - **Fill** – the order has been quick filled or endorsed.
 - **Cxl_Rep** – the **cxl_replace** has been received by the order routing server.
 - **Cxl** – the **cxl** has been received by the order routing server.
 - **Reject** – the order has been rejected by the broker.
 - **Fill Delete** – indicates a quick fill has been endorsed or a fill has become undone.

When the fills button is highlighted in red, a fill was undone by a clerk on an Electronic Clerk device. The order will be immediately moved back to the working screen. The fills screen will identify the order as undone.

Check box and click the refresh button to bring up 60 day history and or working orders.

Input order details to locate a specific order.

Order status column.

Trans Type	TimeStamp	Ofc/Acct	Bkt	OAK ID	EXCH ID	B S	Qty	Type	TIF	Month	Contract	P C	Strike	Price	Exe Brkr	Opposite Brkr	House
Original OAKID: 1819570 FCM No: 500																	
Order	02/28/03 12:27:34	000TTTT1		1829570	0000652749	B	2	MKT	DAY	N3		C					
Receive	02/28/03 12:27:34			1829570													
Accept	02/28/03 12:27:46			1829570													
Fill	02/28/03 12:27:59	000TTTT1	V	1829570		B	2			N3		C	2380	MPC	JDH	275	
Original OAKID: 1819127 FCM No: 500																	
Order	02/28/03 10:26:32	000TTTT1		1819127	0001563104	B	4	LMT	DAY	Z3		W	3220				
Receive	02/28/03 10:26:32			1819127													
Accept	02/28/03 10:27:07			1819127													
Cxl	02/28/03 11:19:29			1829248	C000078203												

Figure 12 - Detail Screen

12. ACCOUNT VIEW SCREEN

The **Account View Screen** allows you to look at your account marked to market. **OAK** is integrated with the firm’s accounting system. Therefore, the activity in your account, **OAK** or otherwise, is reflected on this page.

- To access the **Account View Screen**, simply click on the **Account** button on the **Navigation Menu Bar**.
- There are several abbreviations on the **Account View Screen**:
 - **OTE** – Open Trade Equity

- **LOV** – Long Option Value
 - **SOV** – Short Option Value
 - **Balance** – The Total Cash Balance of the account
 - **Liq Value** – The Liquidating Value of the account
 - **MME** – The Margin Excess Value, mark to market
- Values are displayed At Settlement (from the previous day) and Current.
 - The Current Values are updated every 10 minutes via **OAK**'s span margining system.
 - The entire position is marked to market real-time, which is reflected in the current MME Value.

Office: 000, Account: TTTT1, None

Summary Refresh

	At Settle	Current		At Settle	Current
OTE	970.00	1,920.00	Balance	31,618.09	31,618.09
LOV	0.00	0.00	Liq Value	32,588.09	33,538.09
SOV	0.00	0.00	MME	23,408.09	21,658.09

Buys	Sells	Net	Commodity	Prev Value	Current Value
2	0	2	JUL 03 CORN	-125.00	-325.00
1	0	1	JUN 03 10 YR T. NOTES	0.00	-125.00
0	3	-3	MAR 03 MINI DOW \$5	1,095.00	2,370.00

Figure 13 - Account View Screen

13. BROKER OVERRIDE FUNCTION

The **Broker Override** function allows individuals with permission to override the routing setup by the firm and route an order to a different broker.

Using the **Broker Override** Function:

- Open the **Order Ticket Screen** from the **Navigation Menu Bar**.
- Enter the preferred broker's device name in the **BkrOvrD** box located on the right side of the **Order Ticket Screen** (See Figure 14).
- This can be used via a regular order or a **rapid entry** order.
- The information will override any other routing information setup for the firm.



Figure 14 - Broker Override Function

Enter the broker's device name in the box. This information will override any other routing information setup for the firm.

Three things to be aware of:

- The user must be setup as a Level 4 or above for this functionality.
- Any cancel/replace will follow the original order's path. In other words, the **Broker Override** function will not work for an order that is cancelled and replaced.
- The **Broker Override** function will not allow you to enter a value when creating a **Parked Order**.

14. RISK SCREEN

To open the **Risk Screen**, click on the **risk** button from the **Navigation Menu Bar**.

The **Risk Screen** gives a risk manager the ability to supervise profit/loss and margin changes on their particular accounts intra-day.

- Choosing either negative/positive and less than/greater than values in the boxes listed will bring up any account(s) falling within the perimeter set (See Figure 15).
- The **Risk Screen** will display (along with the time that the account was last margined):
 - Current and Beginning of Day
 - Liquidating Value

- Margin Excess
- Securities on Deposit

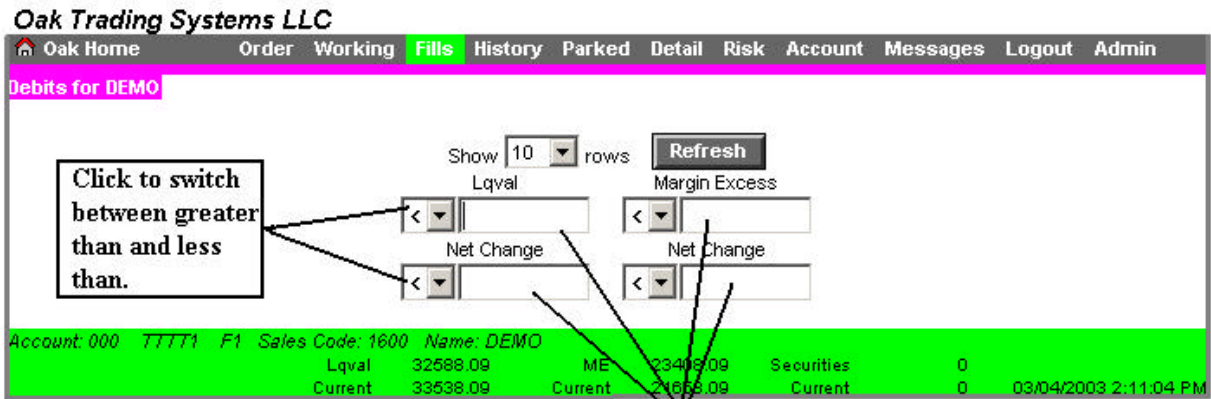


Figure 15 - Risk Screen

Input values and click the refresh button. Any account(s) falling within the perimeter set will be listed.