

Mydesk User Guide

Welcome to Fastmarkets Mydesk

Fastmarkets

Fully configurable and customisable.



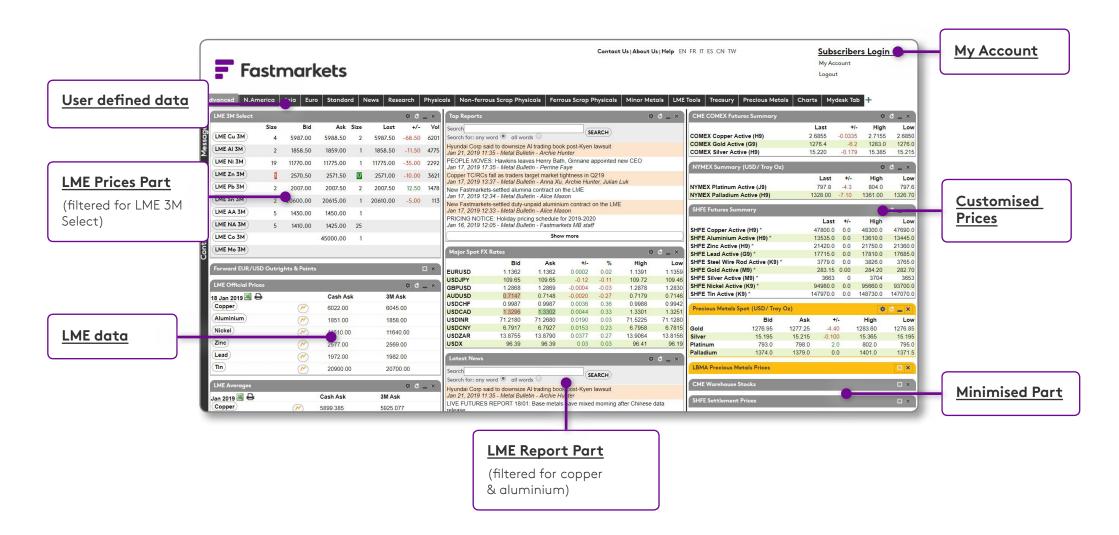
You control what you want to see, where you want to see it, and how you want to see it.

Fastmarkets Mydesk puts you in charge of your desktop.

- Fully configurable You choose what to display on the desktop and where to display it.
- Fully customisable You choose the colours and font sizes.
- Move parts around the screen Our new "Free Format" tab enables you to size and position your data with unmatched flexibility.
- Minimize parts Hide data not frequently used.
- Control the news You decide what the news should show, for example Copper news, Gold news, Nickel and Zinc News etc.
- User Defined Tabs Create your own additional tabs to show any data you like.
- Content Finder Access content based on type e.g. Prices, (LME, COMEX, SHFE, MCX), News, LME Reports, Videos.
- Messages Messages will be displayed automatically to alert you of any issues, for example if connectivity to any of the exchanges is lost.
- My Prices Create your own price parts, where you can group prices together that you are interested in.
- My Alerts Setup alerts (SMS, Email, Desktop) to alerts you when prices trigger a certain level, or news for certain keywords hits our newswires.
- My Account View details of your account, features you have access to, your account manager, your account expiry etc.

Fastmarkets Mydesk





Tabs

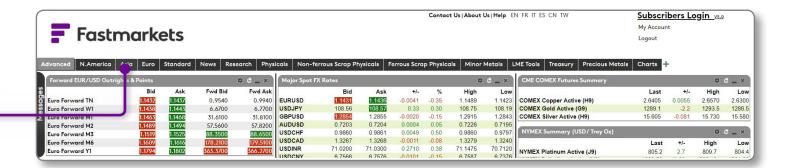


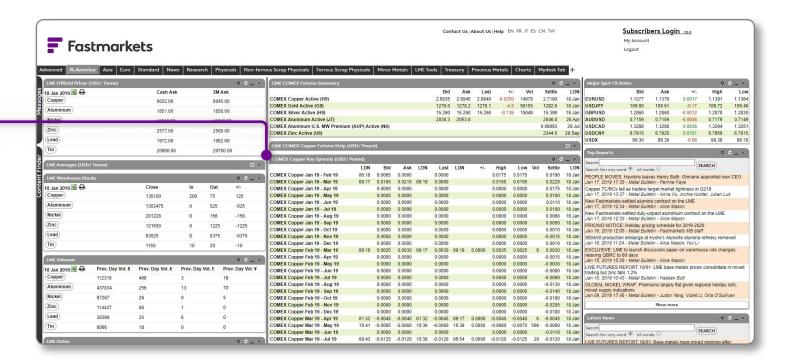
Fastmarkets Mydesk is based around a series of tabs, which you are allowed to configure and customize yourself. You can also create completely new tabs to your own specifications.

To select a tab simply click on it. The content you have selected to display on that tab will be displayed.

The column widths can be resized by clicking on, and dragging left or right, the vertical bar that separates each tab.

When the column is at the required width let go of the mouse button, the columns will resize and the settings be saved for your next visit.



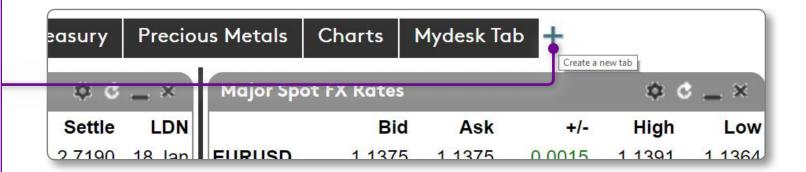


Adding a new tab



From any existing tab on your account, click on the black + icon at the far right end of the tab listing. You will also see the hoverover text "Create a new tab".

When you click on the **black + icon** you are offered options to set up your new tab including naming the new tab and setting the data layout format.



You have the choice of a single column or multiple columns (2, 3 or 4). Whilst you can vary the relative width of these columns they are fixed in width down the whole length of the tab. We have also now added a Free Format option.

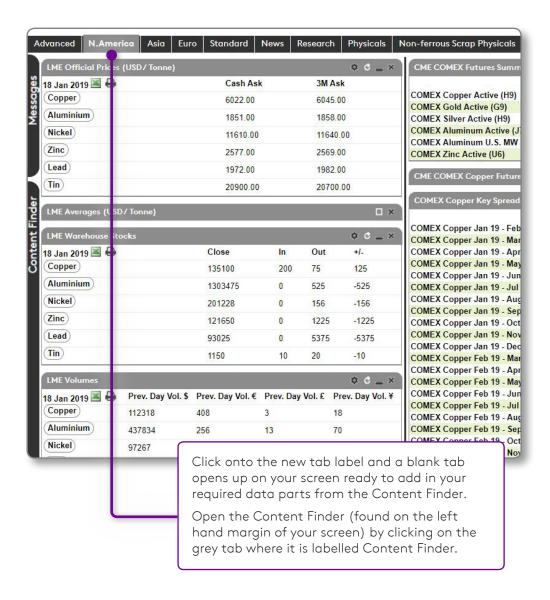


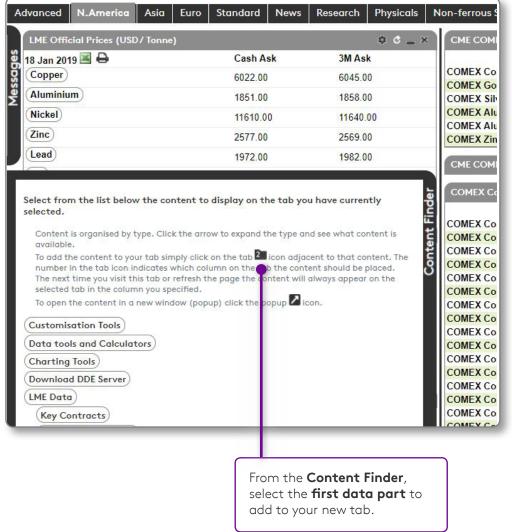
Give the new tab a relevant name, select your format preference and click on the **green tick icon** to save the new tab.



Adding content to a new free format tab







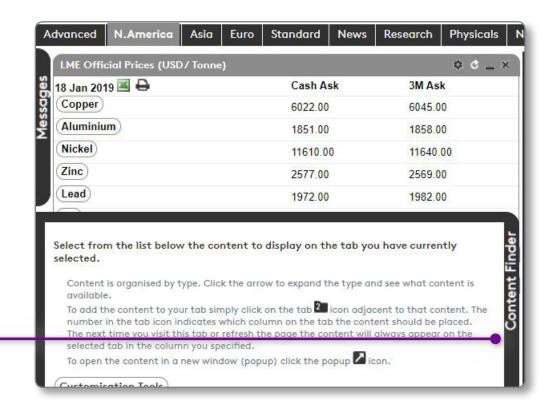
Adding content to a new free format tab

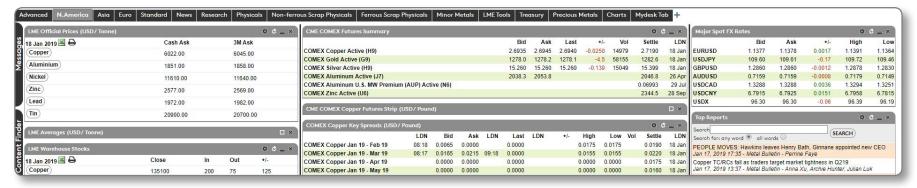




Click on the grey icon with the number 1 to add that part into your new tab.

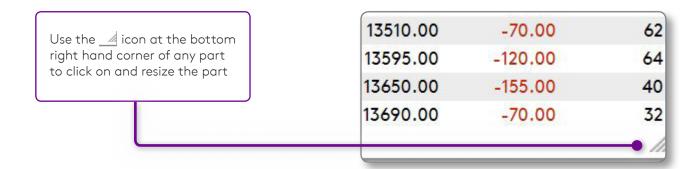
Close the Content Finder by clicking on the right hand grey border, then click and drag and resize the data part to where you want to position it on the tab.



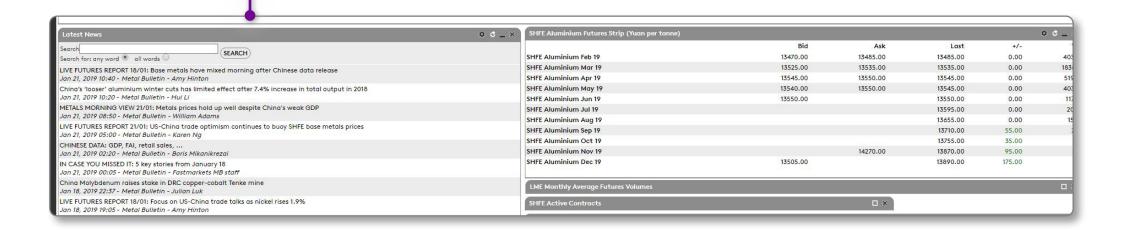


Adding content to a new free format tab





Repeat the process to add additional parts with different sizes and widths to create a flexible free format tab like the one below:



Adding content to a new fixed column tab



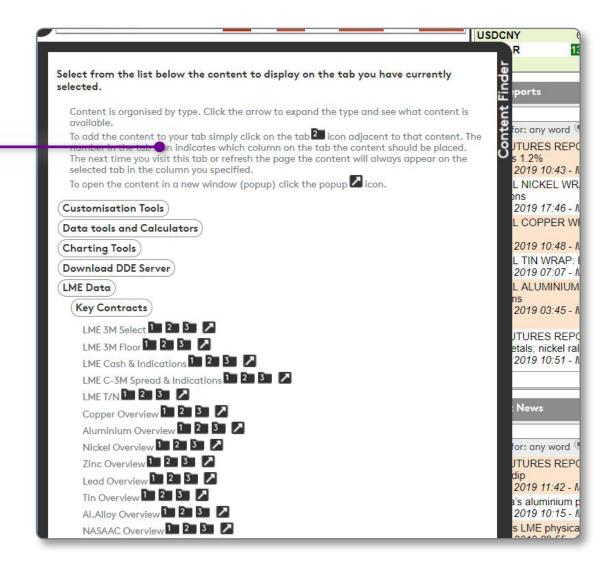
Follow the same process to set up a new 3 column tab for example and open the content finder from the left hand margin of your screen

Here we have expanded the LME Reports content. Each item has a series of icons depending on how you want to open the content. If you see a padlock, it simply means your subscription level does not give you access to this content; contact your account manager to arrange access.

To open content in a popup click the licon, the content will launch in a popup window.

To add content to a column on the currently selected tab click one of the tab icons 1 2 3 2 3 2 . Each icon has a number on it indicating which column the content will be added to. So clicking the 2 icon will add the content to the second column of the currently selected tab.

You may need to close the content finder to be able to see the content you have added. When you have finished, close the content finder by clicking on the "Content Finder" in the top right of the Content Finder. The content finder will slide back over to the left hand side of the screen.



Content Parts



Each column on a tab contains many parts. In fact it can contain as many parts as you want. Each part holds a specific piece of content.

The colour of the border of the part indicates the type of content:

- Ferrous and non-ferrous content grey
- Precious metals content orange

Some parts (News & Prices, LME Warehouse Stocks, LME Official Prices) will refresh their data automatically.

Customizing content parts

Any data part that you add into your FM Professional tabs can be customised to your exact requirements. To help guide users through this process we have introduced a range of new icons that sit at the top right hand corner of any data part.

SHFE Aluminium Futures Strip (Yuan per tonne)					\$ 6 _ ×	
	Bid	Ask	Last	+/-	•Vo	
SHFE Aluminium Feb 19	13270.00		13275.00	5.00	64126	
SHFE Aluminium Mar 19	13315.00	13320.00	13315.00	30.00	177 696	
SHFE Aluminium Apr 19			13335.00	5.00	55510	
SHFE Aluminium May 19			13340.00	-30.00	32888	
SHFE Aluminium Jun 19		13365.00	13355.00	-55.00	18900	
SHFE Aluminium Jul 19			13405.00	-60.00	3462	
SHFE Aluminium Aug 19			13460.00	-60.00	1534	
SHFE Aluminium Sep 19			13510.00	-70.00	62	
SHFE Aluminium Oct 19			13595.00	-120.00	64	
SHFE Aluminium Nov 19	13455.00		13650.00	-155.00	40	
SHFE Aluminium Dec 19	13330.00	13990.00	13690.00	-70.00	32	

Customizing content parts



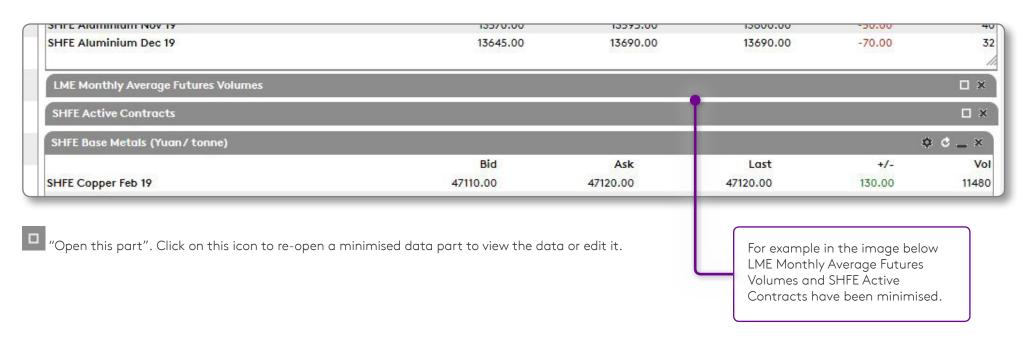
These icons are:

"Customise this part". Which takes you to the exsiting menu options for customising a data part including adding or removing fields from the part, adding or removing instruments from the instrument catalogue and options for changing the style of the part (fonts, font sizes and clours etc).

"Refresh this part". To refresh the data in a part where the feed is not live.

"Minimise this part" This leaves the data part Header line and title but hides the data on your screen.

Open this as a popup		\$ 6 _ X
Customize Fields	Vol	
Change data refresh speed Instrument Catalogue	64126	
Styles	40828	
Change Title Change Border Colour	22120	
13335.00	-5.00	32888
13335.00	-20.00	18900



Customizing content parts



When you open a minimised part in a Free Format tab the data from that part will appear over other data parts on the tab below it. This is different from the behaviour on fixed width column tabs where opening a part moves all information on the tab below it down to leave it in view if you scroll further down the screen.

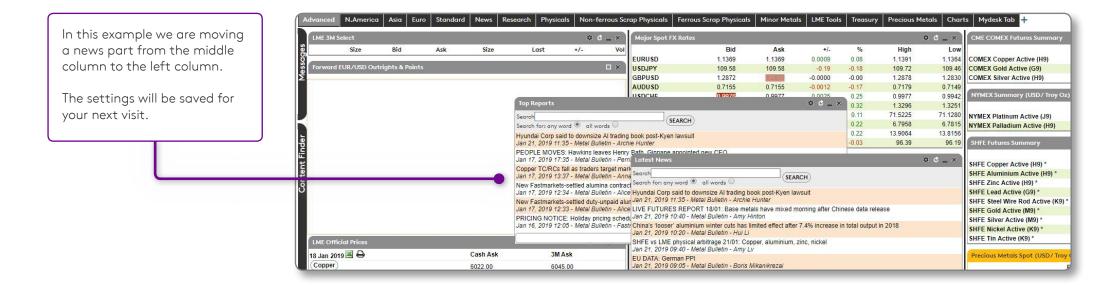


"Remove this part". Removes a part from the tab completely.

Moving content parts

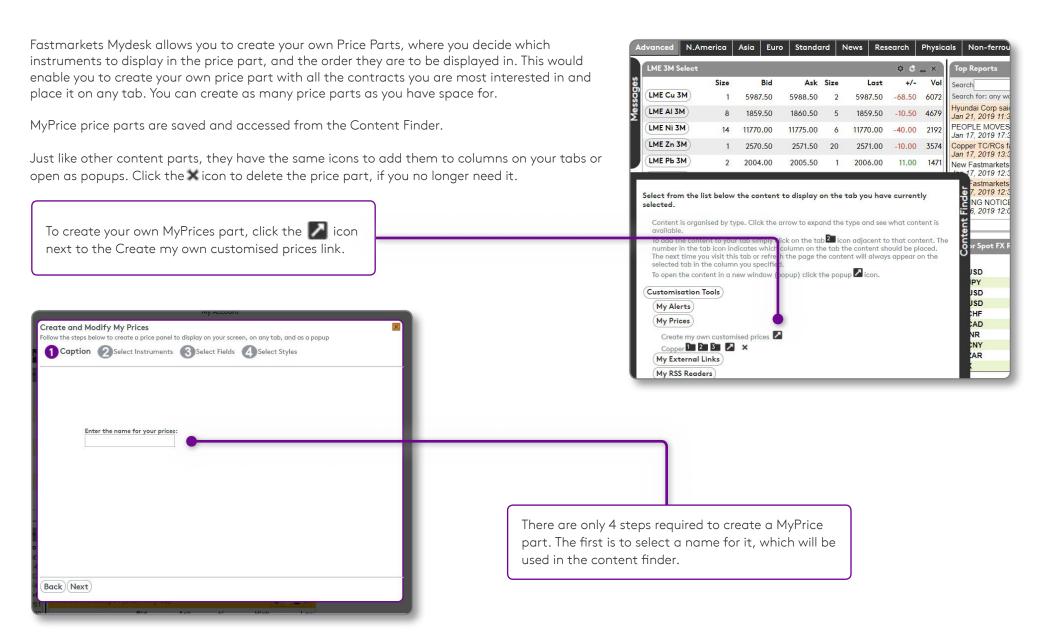
Parts can be easily moved to other columns on the screen. They can be inserted in between other parts, at the top or bottom of any column. To do this simply click on the header of the part and keep your mouse button pressed. The cursor will change to a move \clubsuit cursor.

Now move your mouse over the column you want to move the part to. As you move over parts in that column a space will appear as a dashed box for you to drop the moving part into. Release the mouse button to drop the part into the space provided.



My prices





My prices



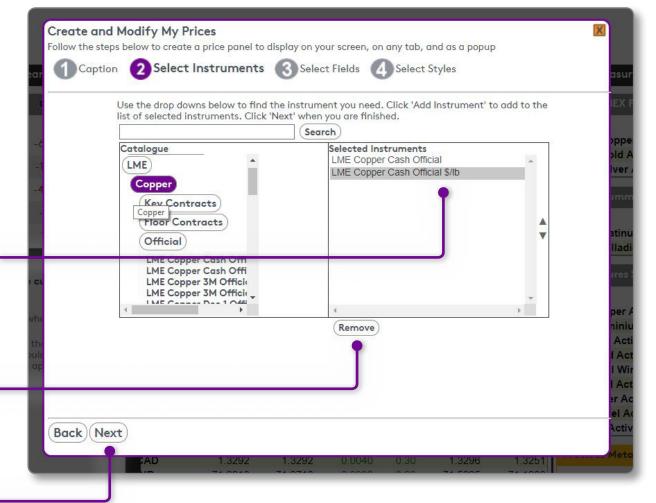
The next step is to select and add the instruments to your MyPrices part.

Instruments are grouped according to type, which can be selected from the Instrument Type drop down list.

Some instrument types have a lot of instruments, so these are sub divided further by commodity, which can be selected from the Commodity drop down list Finally select the instrument in the Instrument drop down list.

Use the "Add Instrument" link to add the instrument to the list on the right hand side. In this example we have selected two instruments.

To remove a selected instrument from the list, click on it, then click the "Remove Instrument" link



Click "Next" to go to the next step

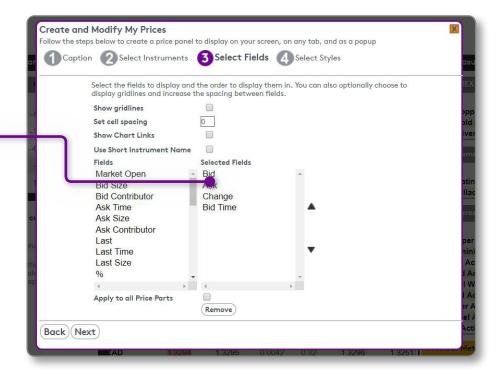
My prices



This step allows you to decide which fields to display data for, and the order these fields are to appear.

Click a field to select it, then enter a number to indicate the order that field should appear. In this example we have selected three fields to appear in the order Bid, Ask, and Bid Size. To de-select a field simply click it again





The final step is an optional step and can be skipped. It allows you to adjust the colours and fonts that should be used on this MyPrices part. Colours and fonts can be set differently for the field headings, the instrument names and the actual data.

Click the "Save My Prices" link to save your new MyPrices part. You will get a popup message when it has been created. The content finder will automatically close and refresh, then you can find your new MyPrices part under MyPrices heading in the Content Finder.

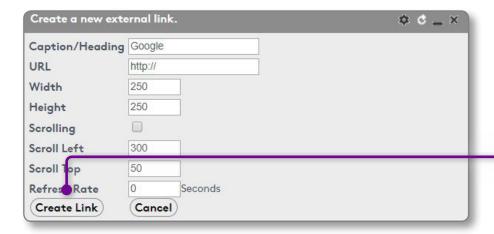
My links

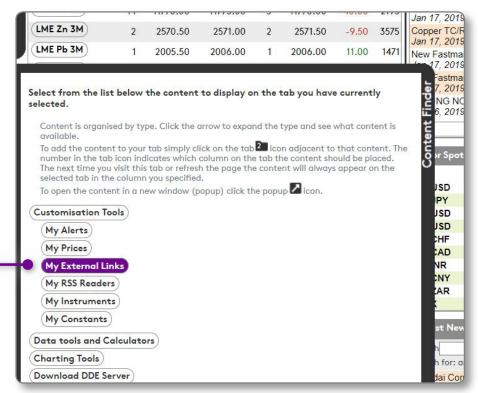


Fastmarkets Mydesk allows you embed third party websites as External Link Parts. These might be websites that show specific data that FM Pro may not normally carry, but you still want to be able to see that data along with the rest of your data.

This can easily be achieved by creating an external link part, from the Content Finder.

Each part can have a specific height and width, can have the scroll bars switched off, and can be set to automatically refresh its content. In addition, if the data you want to display only forms a small portion of the website, you can set the Scroll Left and Top values so only that portion of the page you are interested in is displayed.





Once the link part is created you can edit the settings by choosing "Edit External Link" from the Link Part menu.

My messages



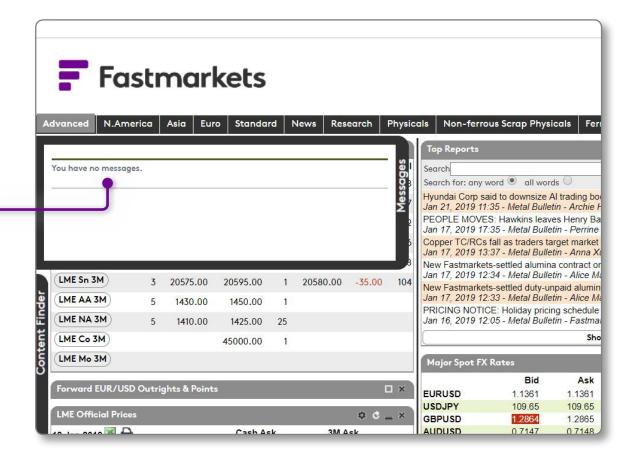
From time to time we will send you messages that will automatically appear on your desktop in the Messages tab, on the left hand side of the screen.

The messages will slide out from the left hand side. To access your messages at any time, simply click on the Messages tab to slide it out.

Messages you may receive could be about new features on our services, exchange information, or notifications of any issues we may be experiencing.

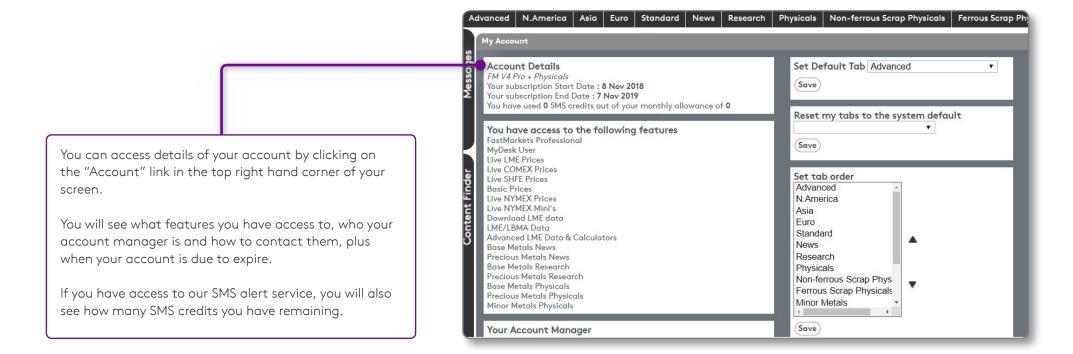
We use it as an important mechanism to keep in touch with our customers.

Click the right hand edge of the messages tab to slide it across to the left and hide it.



My account





Fastmarkets Mydesk



If you have a question about your existing service, please contact our customer success team at **customersuccess@fastmarkets.com**

EMEA: +44 (0)20 7779 8787

Asia: +65 64 221 478

Americas: **+1 312 366 2542**