

TRADEcho Web Portal User Guide for Clients

1.1.16.0



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1 Introduction

1.1 About this document

This document provides an overview of TRADEcho's web portal features and functions available to clients. This document should be read in conjunction with the following documents for detailed information on EOD Reports, Connectivity and SRR Rules:

- TRADEcho EOD Reports User Guide
- TRADEcho Connectivity Guide
- SRR Rules Guide

This User Guide contains multiple screenshots and different colored fonts for ease of understanding. The name of screens and controls (like buttons etc.) are written in **turquoise bold font** and fields, their values and validations are in **brown font**.

1.2 Revision History

This document has been revised according to the following table:

Revision State	Comment
1.1.13.0	Document created
1.1.14.0	Introduced 'Held' Trades Functionality Update on capacity on a single CSV trade file upload Update regarding the history of trades maintained in the GUI Updated details in Trade Report Fields settings table Update regarding truncated values during submission via CSV Added Trading Date, Time and Settlement fields in the Trade Report Fields settings table Added a note about intraday deletion for Designated Firms Added two new fields to New, Edit submission forms and in the grid in the DR window
1.1.15.0	Changes from ESMA introduced to the Designated Firm Entity in section 7.9
1.1.16.0	Introduce LEI Reference Data Window to Web Portal in section 7.10

1.3 Terms and acronyms

Term/Acronym	Description
ADT	Average Daily Turnover
APA	Approved Publication Arrangement
Client	Investment firms subscribing to the APA/ SRR service
DR	Designated Reporter
DPE	Designated Publishing Entity
ESMA	European Securities and Market Authority
EU	European Union

ISIN	International Securities Identification Number
LIS	Large-in-Scale
LSE	London Stock Exchange
MiFID	Markets in Financial Instruments Directive
MIFIR	Markets in Financial Instruments Regulation
MTF	Multilateral Trading Facility
MMT	Market Model Typology
NCA	National Competent Authorities
OTC	Over-the-Counter
SI	Systematic Internaliser
SRR	Smart Report Router

2 Login to TRADEcho

2.1 Activating your LSEG Identity account

TRADEcho utilizes LSEG's **LSEG Identity** services for user authentication. LSEG Identity is a centrally managed authentication mechanism facilitated by Okta. LSEG Identity uses your email address as a unique User ID which allows us to enroll users for multi-factor authentication, while providing usability features such as single sign-on.

The LSEG Identity account gets activated when the client logs in for the first time.

CDS web portal can be accessed here - <https://tradechocds.lseg.com/login>

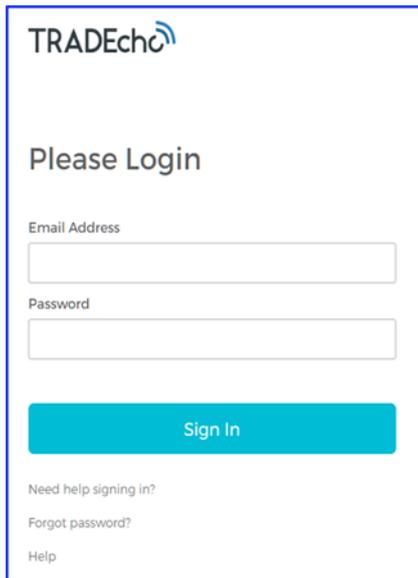
Production web portal can be accessed here - tradechoprod.lseg.com

2.2 First Time Login

At a first-time login into the TRADEcho web portal, the user needs to perform a Reset Password action and a Two Factor Authentication Set-Up. In order to do this, the user can click the **need help signing in?** option to reset the password and refer to section 8.3 for Reset Password instructions, including Okta instructions.

After following the steps in section 8.3, the user must follow the steps below for the First Time Login Two Factor access.

Log into the web portal.



TRADEcho

Please Login

Email Address

Password

Sign In

Need help signing in?

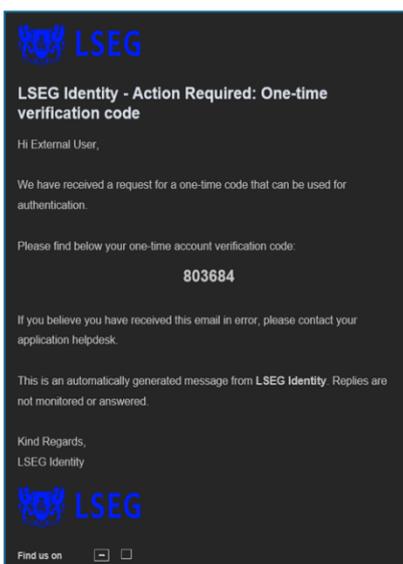
Forgot password?

Help

Restricted external

A new window opens requesting for authentication as displayed below. Click **Send me the code**.

An email with the OTP (6-digit one-time verification code) will be sent to the registered address from noreply@identity.lseg.com.



Enter the onetime verification code as mentioned and click **Verify**.

Note: A single email address can be associated with multiple User IDs across member firms in TRADEcho.

The user will be directed to the below window. Click on the desired **User ID** to login to the TRADEcho web portal.

Select Desired User ID	
 TradeUser1	(Member01)
 TradeUser2	(Member01)
 TradeUser3	(Member02)

[← Back To Login](#)

2.3 Subsequent Logins

On the web browser enter the link to the TRADEcho web portal. The **Login** page opens. Enter the email address registered with TRADEcho along with the password and click **Sign In**.



2.4 Change Password

Changing passwords is a mandatory step for new users.

Once the user has successfully logged into the TRADEcho web portal, it can change the password.

Passwords can be changed through one of the following:

1. Click **your username** on the top right of the window and click **Change Password**, or;
2. Click **▼** on the top right of the window and click **Change Password**.
3. **Change Password** window will open.
4. Enter information in mandatory fields and click **Submit** to reset password.

Change Password

Note - change of password here will change the password for every other user using the same Email ID

Current Password*

New Password*

Confirm New Password*

3 APA Trade reporting

Trade reporting is handled from the pages under **APA Trade Reports** on the side menu. Users can enter, amend, and cancel trade reports from the web portal and view your recent, deferred, and rejected trade reports. Users can also search for trade reports reported by your own member or reported on behalf of you by another client if your member supports assisted reporting.

3.1

Overview

The **APA Trade Reports / Overview** screen provides the summary of trade reporting activity of the user. It shows:

- Total Number of Trade Reports for the day
- Total Number of Trade Reports for yesterday
- 5 most recently rejected, deferred, assisted, held and successfully submitted trade reports reported from the GUI and from FIX, for your access group.

The details for any of the individual trades can be found by clicking on menu button (☰) at the end as displayed in below screen shot:

Rejected Trade Reports		Showing the 5 most recent rejections			
Instrument	Received	Reject Reason	Price	Quantity	Assisted Report
⊙ Ishares Msci Israel ETF 12686797	21:15:00.060 28/12/2023	Trade rejected due to price limit breach 10410	2 USD	1	N
⊙ Ishares Msci Israel ETF 12686797	11:22:13.904 28/12/2023	Invalid price/ original price value out of range 10522	2 USD	1	N
⊙ Ishares Msci Israel ETF 12686797	11:16:21.517 28/12/2023	Operation is not allowed in the current system state 15012	2 USD	1	N
⊙ \$0.25 4218	16:23:14.315 15/12/2023	Flag 'ExchangeForPhysical' is not allowed when exec... 13009	2 EUR	100	N
⊙ Sharehold Value Beteiligungen Ord Shs 12676892	13:47:02.599 15/12/2023	Invalid price/ original price value out of range 10522	12 EUR	100	N

Deferred Trade Reports								Showing the top 5 in queue for publication	
Instrument	Trade ID	Price	Quantity	Trading Date	Deferral	Intended Publication	Assisted Report		

The screenshot displays the 'APA Trade Reports / Overview' page. At the top, a blue banner indicates 'You are in Act on Behalf mode. All actions taken will be logged and visible to Test SRR User 1. Go to menu or click [here](#) to exit.' Below this, the page title is 'APA Trade Reports / Overview' with a summary: 'Number of Trade Reports Today: 0 Yesterday: 0'. The main section is 'Rejected Trade Reports', showing the 5 most recent rejections. The table below contains the following data:

Instrument	Received	Reject Reason	Price	Quantity	Assisted Report
(AZN LKD) 6.00% NTS 15/04/24 159862	17:40:01.459 03/06/2024	No FX-rate was found for the curre... 10014	USD	1	N
Ishares Msci Israel ETF 12686797	02:45:00.060 27/12/2023	Trade rejected due to price limit br... 10410	USD	2	1 N
Ishares Msci Israel ETF 12686797	16:52:13.904 26/12/2023	Invalid price/ original price value o... 10522	USD	2	1 N
Ishares Msci Israel ETF 12686797	16:46:21.517 26/12/2023	Operation is not allowed in the curr... 15012	USD	2	1 N
\$0.25 4218	21:53:14.315 15/12/2023	Flag 'ExchangeForPhysical' is not a... 13009	EUR	2	100 N

Below the rejected reports is a section for 'Deferred Trade Reports', showing the top 5 in the queue for publication.

3.1.1 Held Trades

TRADEcho has introduced a new functionality to manage trades with abnormal prices that bypass the price and quantity validations. (For further information on HELD trades please refer TRADEcho APA User Guide)

These trades can be viewed in the 'Held Trade Reports' widget in the **APA Trade Reports / Overview** screen.

The screenshot displays the 'APA Trade Reports / Overview' page. At the top, a blue banner indicates 'You are in Act on Behalf mode. All actions taken will be logged and visible to Test SRR User 1. Go to menu or click [here](#) to exit.' Below this, the page title is 'APA Trade Reports / Overview' with a summary: 'Number of Trade Reports Today: 1 Yesterday: 0'. The main section is 'Held Trade Reports', showing the 5 most recent held trades within the past week. The table below contains the following data:

Instrument	Trade ID	Received	Price	Reference Price	Quantity
No Matches Found					

Below the held reports is a section for 'My Recent Trade Reports', showing the 5 most recent trades within the past week.

3.2 Enter APA trade reports

The TRADEcho Web Portal allows the user to enter, amend, cancel, and submit trades via 2 routes:

- GUI Route: Through the **Enter APA Trade Report** screen.
- CSV Route: Through the **Upload APA Trade Report** screen

Both single-sided and double-sided APA trade reports can be entered from the TRADEcho web portal. Deferred trade reports can also be released.

3.2.1 Enter APA Trade Report (GUI Option)

When the user clicks **Enter APA Trade Report** on the left-hand menu, the following screen appears:

To enter a trade report, the user needs to enter details as per the Trade Report Fields/ Setting described below and click **Send**.

3.2.2 Trade Report Fields/ Setting

Field	Description
Instrument	Enter and select ISIN.
Reporting Flow	The reporting flow. Valid values: <ul style="list-style-type: none"> • APA—OTC—Default • APA—SI • Off-Book On-Exchange • Venue—MTF • Venue—OTF
Target APA	Select publication venue by setting Target APA to ECHO for the UK APA, or to ECEU for the EU APA. Default values – ECHO
Firm Trade ID	The ID assigned to a trade by the Firm to track a trade within the Firm system. This ID can be assigned either before or after submission to the exchange or central counterparty.

Secondary Firm Trade ID

Pending Price/Not Applicable Price	Select to indicate that the price is pending or not applicable. If selected, Publication Action Manual Deferral is not allowed.
Trading Date	Date when the trade was executed.
Time	Timestamp on the trade.
Settlement Date	The date the trade will be settled. This date cannot be earlier than the Trading Date .
Quantity	Quantity of the trade
Price	Price of the trade
Currency	Currency for the trade. Populated when Instrument is entered
Notional Currency	Available if the instrument selected in non-equity
Notional Amount	Available if the instrument selected in non-equity. If the Notional Amount =< 0, trade will be rejected.
Price Notation	Valid values: <ul style="list-style-type: none"> • Monetary (Per Unit)—Default* • Percentage • Basis Points • Yield <p>* if not specified, this field will remain blank in case of trade entry with PNDG/NOAP flag.</p>
Reporting Capacity	The capacity in which the transaction was executed. Valid values: <ul style="list-style-type: none"> • Deal (Principal) • Deal (Riskless Principal) • MTCH (Cross as Principal) • AOTC (Agent) • AOTC (Cross as Agent)
Counterparty LEI	The counterparty's Legal Entity Identifier. Available under additional party attributes for APA—OTC and APA—SI reporting flow.
Executing Side	Buy/Sell side for the Executing Firm. This is a mandatory field.
Counterparty Side	Buy/Sell side for the Counterparty
Counterparty Firm	Reference for the Counterparty. Mandatory if Counterparty Firm Side value selected, and counterparty LEI not entered.
Counterparty Branch Location	Location of the Counterparty.
Counterparty Trader ID	TraderID for Counterparty.
Venue Of Execution	Available if Reporting Flow is Venue—MTF or Venue—OTF . Four-character MIC code for the venue of execution.

Market Mechanism	<p>Available if Reporting Flow is Venue—MTF or Venue—OTF.</p> <p>The market mechanism that has facilitated the trade (MMT Level 1). Valid values:</p> <ul style="list-style-type: none"> • Central Limit Order Book • Quote driven market • Dark order book • Off Book • Periodic Auction • Request for Quotes • Hybrid Market
On Book Trading Mode	<p>Available if Reporting Flow is Venue—MTF or Venue—OTF.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • Undefined Auction • Scheduled Opening Auction • Scheduled Closing Auction • Scheduled Intraday Auction • Unscheduled Auction • Continuous Trading • At Market Close Trading • Out of Main Session Trading
Negotiated Trade	Select if the trade is negotiated.
Package Trade	Package ID , Trade Number and Total Number of Trades required for package trades.
Intend To Clear	Available if selected instrument is non-equity. Select if intend to clear.
Dark Trade	Available if Reporting Flow is Venue—MTF or Venue—OTF . Select if the trade is a dark trade.
Publication Action	<p>Publication options:</p> <ul style="list-style-type: none"> • System Deferral—Select this option to let the system logic decide which deferral rule applies. • Manual Deferral—Select this option to manually defer the trade report to a selected deferral date and deferral time. If the system is closed at the entered deferral date, the trade report will be published the next opening day. • Publish Immediately—Select this option to publish the trade report immediately. • Do not publish—Select this option if you do not want the trade report to be published.

MMT Flags

Market Model Typology (MMT) flags. Users can select more than one. Valid values:

- **ACTX**—Agency Cross Trade
- **BENC**—Benchmark Trade
- **DUPL**—Duplicative Trade Report
- **NLIQ**—Negotiated Trade in Liquid Financial Instruments
- **NPFT**—Non-Price Forming Trade
- **OILQ**—Negotiated Trade in Illiquid Financial Instruments
- **PRIC**—Negotiated Trade Subject to Conditions Other Than the Current Market Price
- **RFPT**—Reference Price Trade
- **RPRI**—Price Improvement
- **SDIV**—Special Dividend Trade
- **TNCP**—Trade not Contributing to the Price Discovery Process
- **ALGO**—Algorithmic Trade
- **PORT**-Portfolio Trade
- **CONT**-Contingent Trade
- **Pre-trade ILQD**—Pre-trade Transparency Waiver for Illiquid Instrument on an SI (Equities and Equity likes only)
- **Pre-trade SIZE**—Pre-trade Transparency Waiver for Above Standard Market Size on an SI (Equities and Equity likes only)
- **Deferral Reason ILQD**—Publication Deferral for Illiquid Instrument
- **Deferral Reason LRGS**—Publication Deferral for Large In Scale
- **Deferral Reason SIZE**—Publication Deferral for Size Specific
- **CLSE** - Market closing price
- **NETW** - Negotiated transaction
- **NTLS** - Pre-trade large in scale trade
- **GIVE** - Give up trade
- **XBDT** - Cross-Border Duplicative Trade
- **IGRP** - Intra Group Trade Indicator

Supplementary Deferral Regime

The supplementary deferral regime. Valid values:

- **None—Default**
- **DATF/FULA**
- **FWAF/FULJ**
- **IDAF**
- **LMTF/FULF**
- **VOLO/FULV**
- **VOLW/COAF**
- **Extended DATF**

Flags

Users can flag the trade report to let the system know that certain rules should apply. The following flags can be selected:

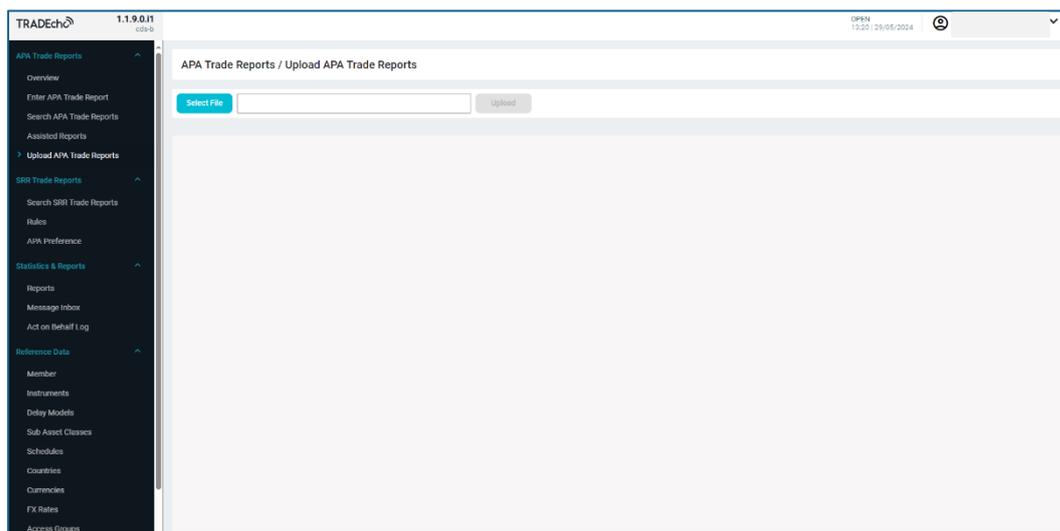
- **Price And Quantity Reviewed**—Select this option to override the price and quantity validations.
- **Publish as Assisted Report**—Available when **Reporting Flow** is **APA—OTC** or **APA—SI**. Select this option if the reported trade is an assisted report.
- **Apply Supplementary Deferral**—Specifies if supplementary deferral should be applied to the trade report. Default is yes.

Last Market

Third Country Trading Venue MIC can be supplied for EU APA

3.2.3 Upload APA Trade Reports (CSV Option)

The Portal allows the user to input multiple trades at once through the CSV upload option. When the user clicks **Upload APA Trade Report** on the left-hand menu, the following screen appears:



To upload a trade report, the user needs to click **Select file**, browse and pull the CSV file containing the trade reports and click **Upload**.

APA trade reports can be bulk uploaded from the TRADEcho web portal through a .csv file. The file may not have more than 1000 rows.

Please note: When uploading trade reports via CSV, the system will truncate value submitted for Executing Trader, Executing Salesperson and Counterparty Trader if maximum allowed length is exceeded.

3.3

This change has been implemented to avoid unnecessary rejects. Amend APA trade reports

If any of the attributes of an entered trade report was reported incorrectly, an amendment of the trade report can be made. If the amendment is made one business day or more after the original trade report is submitted, it is regarded as a late amendment.

Note: Users will have an option to amend only published, deferred and held trades.

To amend a trade report:

1. On the **Overview** page for trade reports, on any table with trade reports, click the menu button (☰) of the trade report you want to amend.
2. Click **Amend Report**. The **APA Trade Reports / Amend APA Trade Report** screen opens.
3. Make the corrections to the trade report.
4. Click **Send**.

If the amendment is in sync with the system rules, the trade report is amended.

Alternatively:

On the **APA Trade Reports / Search** page for trade reports on table with trade reports, select the check box to the left of a row and click **Amend**.

Status	Instrument Name	Instrument ID	ISIN	Instrument Country	Trading Currency	Price	Price Notation	Pending Price	NOAP	Reference Price	Reference ADT	Reference Notional Threshold	Quantity	Turnover	Firm Trade
<input type="checkbox"/>	Ishares Msci Isr...	12686797	US4...	US	USD	2	Monetary	No	No				1	2	test2
<input checked="" type="checkbox"/>	Ishares Msci Isr...	12686797	US4...	US	USD	2	Monetary	No	No				1	2	test2

3.4 Cancel APA trade reports

To cancel a trade report:

1. On the **Overview** page for trade reports, or any table with trade reports, click the menu button (☰) of the trade report you want to cancel.
2. Click **Cancel report**. A confirmation window appears.
3. Type a comment (optional).
4. Click **Yes**.

If the cancellation is in sync with the system rules, the trade report is canceled, and the **Cancel Trade Report** is published if required.

Alternatively:

On the **APA Trade Reports/Search** page, select the trades that need to be cancelled and click **Cancel**.

If the cancellation is in sync with the system rules, the trade report is canceled, and the **Cancel Trade Report** is published if required.

3.5 Release Deferred APA trade reports

The users can choose to override the deferral time to immediately publish a deferred trade report.

To release a deferred trade report:

1. On the **Overview** page for trade reports, on the **Deferred Trade Reports** table, click the menu button () of the deferred trade report you want to release.
2. Click **Release report**. A confirmation window appears.
3. Type a comment (optional).
4. Click **Yes**.

The trade report is immediately published by the system. Please refer screenshots below

Deferred Trade Reports								Showing the top 5 in queue for publication
Instrument	Trade ID	Price	Quantity	Trading Date	Deferral	Intended Publication	Assisted Report	
 Ishares Msci Israel ETF 12686797	EbSs9wAAACc3	2 USD	1	11:22:13.563 26/12/2023	19:15:19.700 30/05/2024	19:15:19.700 30/05/2024	N	

- Amend Report
- Cancel Report
- Copy Report
- Release Report
- View Details

Alternatively:

1. On the **Search** page for trade reports, on the table with trade reports, select the check box to the left of a row.
 1. Click **Release deferral**.
 2. On the confirmation window that appears, click **Yes**.

Confirmation Required

You are about to pre-release a trade report. Trade report details:

Firm Trade ID : test2
Instrument : 12686797
Transaction ID : EbSs9wAAACc3

Please confirm this action.

Comment (optional)

Status	Instrument Name	Instrument ID	ISIN	Instrument Country	Trading Currency	Price	Price Notation	Pending Price	NOAP	Reference Price	Reference ADT	Reference Notional Threshold	Quantity	Turnover	Firm Trade
<input checked="" type="checkbox"/>	Ishares Msci Isr...	12686797	US4...	US	USD	2	Monetary	No	No				1	2	test2
<input type="checkbox"/>	Ishares Msci Isr...	12686797	US4...	US	USD	2	Monetary	No	No				1	2	test2

3.6 View trade reports

From the **Search** page for trade reports, users can search for and perform actions on trade reports. Users of members who allow assisted trade reporting can search and view trade reports published on their behalf on the **Assisted Reports** page.

3.6.1 Searching for trade reports

The users can search for specific trade reports up to 365 days of history from the current date, from the **Search** page for trade reports. They can also perform actions on the trade reports from this page. For details on what can be performed, see If their member allows for assisted reporting, they can search for trade reports published on their behalf on the **Assisted Reports** page.

To search for a trade report:

1. On the **Search** page for trade reports, select attributes to search for.
2. Click **Search**.

If the search attributes match any trade reports, they are shown in a table. Select the check box to the left of a row to perform actions on the trade report.

To search for an Assisted Trade Report:

1. On the **Assisted Reports** page for trade reports, select attributes to search for.
2. Click **Search**.

If the search attributes match any trade reports published on your behalf, they are shown in a table. Only the reporting client is allowed to perform actions such as cancels and amendments of the trade report.

3.6.2 Viewing trade report details

The user can view details of a trade report from the **Overview** page for trade reports.

1. On the **Overview** page for trade reports, click the menu button (☰) of the trade report that needs to be viewed. **It expands into a pop up that shows the actions that can be performed on the trade report.**
2. Click **View Details**. A scroll dialog box appears which displays the details of the trade chosen.

My Recent Trade Reports					Showing the 5 most recent trade reports	
Instrument	Price	Reference Price	Quantity	Trading Date and Time		
 Ishares Msci Israel ETF 12686797	2 USD		1	11:22:13.563 26/12/2023		
 Ishares Msci Israel ETF 12686797	2 USD		1	11:22:13.563 26/12/2023		
 Ishares Msci Israel ETF 12686797	2 USD		1	11:22:13.563 26/12/2023		
 Ishares Msci Israel ETF 12686797	2 USD		1	11:22:13.563 26/12/2023		
 Ishares Msci Israel ETF 12686797	3 USD		1	11:21:22.609 26/12/2023		

IMPORTANT: A **HELD** Trade can **only** be cancelled by the user. HELD Trades cannot be amended. The menu button (⋮) of the held trade report will only have 'Cancel Report' option. If 'Cancel Report' is actioned, the same trade will be marked as '**HELD CANCELLED**' and no further action can be performed on it.

When a trade is **HELD**, clients are expected to contact LSEG Market Supervision via mktsrvsmarketmonitoring@lseg.com. Following client discussion, the trade will be either accepted or rejected by LSEG Market Supervision. Any trade that remains in the HELD state by the end of the day (pre-close) without being actioned upon will be rejected by the system.

Note: For further information on HELD trades please refer TRADEcho APA User Guide

3.6.3 Viewing trade report states

On the **Overview** page for trade reports the users can view the status of trade reports by looking at the symbol to the left of a trade report entry in a table.

The following states are available:

Symbol	State
	Accepted. Has been published.
	Deferred. Has not been published.
	Deferred. Has been published with limited information.
	Canceled. Has not been published.
	Canceled. Has been published.
	Rejected. Has not been published.
	Accepted Has not been published.
	Closed A rejected Trade Report has been amended/fixed
	Held
	Held Cancelled

4 Smart Report Router (SRR)

Note: SRR functionality is only applicable for SRR eligible members of TRADEcho. **SRR users can also use the APA Reporting functionality in the GUI successfully.**

The SRR is a service where firms can drop-copy their trades to a repository, where configurable rules determine if the trade needs to be reported by the firm, in which case the trade gets reported to an APA.

Subscribers of the SRR service can upload the SRR trades via CSV file and view the uploaded trades on the TRADEcho web portal.

The **SRR Rules Administrator**, can view, accept and amend the rules set. The SRR functionality is located from the pages under **SRR Trade Report** on the side menu of the TRADEcho web portal.

4.1 SRR rules

SRR rules are viewed and managed on the **SRR Rules** page, located under **SRR Trade Reports** on the side menu.

SRR users of TRADEcho can view the active SRR rules set for UK and EU. A user with the **SRR Rules Administrator** user role can amend reporting obligation rules, add assisted reporting rules, and save the amendments of the entire rules set.

The screenshot displays the 'SRR Trade Reports / Rules' page in the TRADEcho web portal. The interface includes a sidebar with navigation options like 'Overview', 'Enter APA Trade Report', and 'SRR Rules'. The main content area is titled 'SRR Trade Reports / Rules' and contains a 'Rules Set Administration' section. A message states: 'These are the default set of rules a member needs to accept to be able to use the SRR. Click **Accept Default Rules Set** below to start.' Below this, the status is 'Pending' and the creation date is '30/05/2024 18:34:27.802'. The 'Reporting Obligation - Entering Firm Obligation' section features a table with the following data:

Entering Firm Status	Your Side	Counterparty Status	Report for Trading Capacity
UK Investment Firm	Sell	UK Investment Firm	DEAL_P, DEAL_RP, AOTC_CA, MITCH, AOTC_A
UK Investment Firm	Sell	EU Investment Firm	DEAL_P, DEAL_RP, AOTC_CA, MITCH, AOTC_A
UK Investment Firm	Buy	EU Investment Firm	DEAL_P, DEAL_RP, AOTC_CA, MITCH, AOTC_A
UK Investment Firm	Sell	UK SI	DEAL_P, DEAL_RP, AOTC_CA, MITCH, AOTC_A
UK Investment Firm	Buy	UK SI	DEAL_P, DEAL_RP, AOTC_CA, MITCH, AOTC_A
UK Investment Firm	Buy	Non-Investment Firm	DEAL_P, DEAL_RP, AOTC_CA, MITCH, AOTC_A
UK Investment Firm	Sell	Non-Investment Firm	DEAL_P, DEAL_RP, AOTC_CA, MITCH, AOTC_A
UK SI	Buy	UK Investment Firm	DEAL_P, DEAL_RP, AOTC_CA, MITCH, AOTC_A
UK SI	Sell	UK Investment Firm	DEAL_P, DEAL_RP, AOTC_CA, MITCH, AOTC_A
UK SI	Sell	UK SI	DEAL_P, DEAL_RP, AOTC_CA, MITCH, AOTC_A
UK SI	Buy	EU Investment Firm	DEAL_P, DEAL_RP, AOTC_CA, MITCH, AOTC_A

Below the table, a note states: 'Rules active where the entering firm has the reporting obligation. Rules not selected when amending deem the counterparty has the reporting obligation.' The 'Assisted Reporting' section shows 'No Assisted Reporting rule has been added yet.' At the bottom, there are buttons for 'Reject Rules Set' and 'Accept Default Rules Set'. The 'Rules Sets' panel on the right shows one rule set with ID 1, dated 30/05/2024 18:34:27.802, in a 'Pending' state.

4.1.1 Accepting the default rules set

SRR rules must initially be accepted by an **SRR Rules Administrator** before the SRR service can be used to report trades. The rules can later be amended. The rules

will have a status of 'Pending' against them before approval. To accept the default rules set:

3. On the **SRR Trade Reports /Rules** page, click **Accept Default Rules Set** A confirmation window appears.
4. Click **Accept**.

The screenshot shows the TRADEcho SRR Trade Reports / Rules page. The status is 'Pending'. A confirmation dialog box is displayed in the center, asking for confirmation to accept the SRR Rules Set for member TERP Test Member 1. The dialog box has 'Cancel' and 'Accept' buttons. The background is dimmed.

Rules Sets

Rule Set ID	Date	Status
1	30/05/2024 18:34:27.802	Pending

Showing 1 rules set

Reporting Obligation - Entering Firm Obligation

UK SI	Buy	EU Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
UK SI	Sell	EU Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
UK SI	Sell						
UK SI	Buy						
UK SI	Sell						
UK SI	Buy						
EU Investment Firm	Sell	UK Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Buy	UK Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Sell	UK SI	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Buy	UK SI	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Buy	Non-Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Sell	UK Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Buy	UK Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Sell	UK SI	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Buy	UK SI	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Buy	Non-Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A

Rules active where the entering firm has the reporting obligation. Rules not selected when amending deem the counterparty has the reporting obligation.

Assisted Reporting

No Assisted Reporting rule has been added yet.

Buttons: **Reject Rules Set**, **Accept Default Rules Set**

The screenshot shows the TRADEcho SRR Trade Reports / Rules page. The status is 'Active'. The 'Accept Default Rules Set' button is no longer visible, and an 'Amend Rules Set' button is present at the bottom right.

Rules Sets

Rule Set ID	Date	Status
1	10/06/2024 15:25:06.935	Active

Showing 1 rules set

Reporting Obligation - Entering Firm Obligation

UK SI	Buy	EU Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
UK SI	Sell	EU Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
UK SI	Sell	EU SI	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
UK SI	Buy	EU SI	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
UK SI	Sell	Non-Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
UK SI	Buy	Non-Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Sell	EU Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Sell	UK Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Buy	UK Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Sell	UK SI	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Buy	UK SI	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A
EU Investment Firm	Buy	Non-Investment Firm	DEAL_P	DEAL_SP	AOTC_CA	MITCH	AOTC_A

Rules active where the entering firm has the reporting obligation. Rules not selected when amending deem the counterparty has the reporting obligation.

Assisted Reporting

No Assisted Reporting rule has been added yet.

Button: **Amend Rules Set**

Once the rules are accepted, the user would see all the accepted rules in 'a single page and the status will change to 'Active'.

Note: Though the ESMA DPE Regime and the reporting obligation change will be available from the announced DPE GoLive date, the SRR Rule will display EU SI as EU Designated Firm and EU Investment Firm as EU Non-Designated Firm. The logic for reporting obligation determination however will still work as EU SI or EU Investment Firm.

4.1.2 Amending the SRR rules set

SRR Rules Administrator can amend reporting obligation rules and assisted reporting rules for your member. The amended rules must be accepted by a second **SRR Rules Administrator** user.

To amend Reporting Obligations:

1. On the **SRR Rules** page, click **Amend Rules Set**. The form becomes editable.
2. Enter appropriate values.
3. (Optional) Add assisted reporting rules, see *To add an assisted reporting rule* below.
4. Click **Save amended Rules Set**. A confirmation window appears.
5. Click **Amend**.

The amended rule will be added with **Pending** state. It must be accepted by another **SRR rules administrator** before it will become the active SRR rules set.

To add an assisted reporting rule:

1. On the **SRR Trade Reports/ Rules** page, click **Amend Rules Set**.
2. Click **Add Assisted Reporting Rule**. A form appears:

The screenshot displays the 'SRR Trade Reports / Rules' interface. The main table lists reporting obligations with columns for 'Buy/Sell', 'Firm', and 'Status'. A modal form is open for adding an assisted reporting rule, with fields for 'Reporter is*', 'Target APA if TOTV EU*', 'Target APA if TOTV UK*', and 'Year APA if TOTV SCIM'. The form also includes checkboxes for 'Valid From*' and 'Valid To*', and buttons for 'Cancel' and 'Save'.

3. Enter appropriate values:
 - For Counterparty: LEI of Counterparty
 - Reporter is (Me/Ctpy): The Firm that is deemed to send the SRR Trade Report as an Assisted Report

- Target APA if TOTV EU: APA to receive the trade report if the Instrument is EEA TOTV (default to ECEU)
 - Target APA if TOTVUK: APA to receive the trade report if the Instrument is UK TOTV.
 - Target APA if TOTV BOTH: APA to receive the trade report if the Instrument is UK and EEA TOTV.
 - Asset Class(es) and Sub asset class(es): list of all valid Asset and Sub-asset classes that the rule should apply to
 - Valid From and Valid To: to specify a valid timeframe for the rule.
4. Click **Amend**.
 5. Click **Save Amended Rules Set**. A confirmation window appears.
 6. Click **Amend**.

The amended rule will be added with **Pending** state. It must be accepted by another **SRR rules administrator** before it will become the active SRR rules set.

To accept the amended rules:

Note: Users cannot accept changes they made for themselves. A second **SRR Rules administrator** needs to accept amended rules.

1. On the **SRR Rules** page, under **Rules Sets**, click on the rules set with state **Pending**.
2. Click **Accept Rules Set**. A confirmation window appears.
3. Click **Accept**.

The amended rules become **Active**.

To reject the amended rules:

1. On the **SRR Rules** page, under **Rules Sets**, click on the rules set with state **Pending**.
2. Click **Reject Rules Set**. A confirmation window appears.
3. Click **Reject**.

SRR Trade Reports / Rules

Rules Set Administration

These set of rules are in Pending state awaiting acceptance before taking effect. **NOTE:** The 4-eyes principle prohibits you to accept these set of rules yourself.

Status: **Pending**
Creation Date Time: 10/06/2024 16:33:38.036

Reporting Obligation - Entering Firm Obligation

UK Investment Firm	Buy	UK SI	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A
UK Investment Firm	Buy	Non Investment Firm	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A
UK Investment Firm	Sell	Non Investment Firm	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A
UK SI	Buy	UK Investment Firm	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A
UK SI	Sell	UK Investment Firm	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A
UK SI	Sell	UK SI	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A
UK SI	Buy	EU Investment Firm	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A
UK SI	Sell	EU Investment Firm	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A
UK SI	Sell	EU SI	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A
UK SI	Buy	EU SI	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A
UK SI	Sell	Non Investment Firm	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A
UK SI	Buy	Non Investment Firm	DEAL_P	DEAL_RP	AOTC_CA	MITCH	AOTC_A

Rules active where the entering firm has the reporting obligation. Rules not selected when amending deem the counterparty has the reporting obligation.

Assisted Reporting

No Assisted Reporting rule has been added yet.

Buttons: **Reject Rules Set** | **Accept Rules Set**

Rules Sets

Rule Set ID	Date	Status
2	10/06/2024 16:33:38.036	Pending
1	10/06/2024 15:25:06.935	Active

Showing 2 rules sets

The amended rules are rejected.

4.2 Upload SRR trade reports

SRR trade reports can be uploaded, amended, or canceled from the TRADEcho web portal.

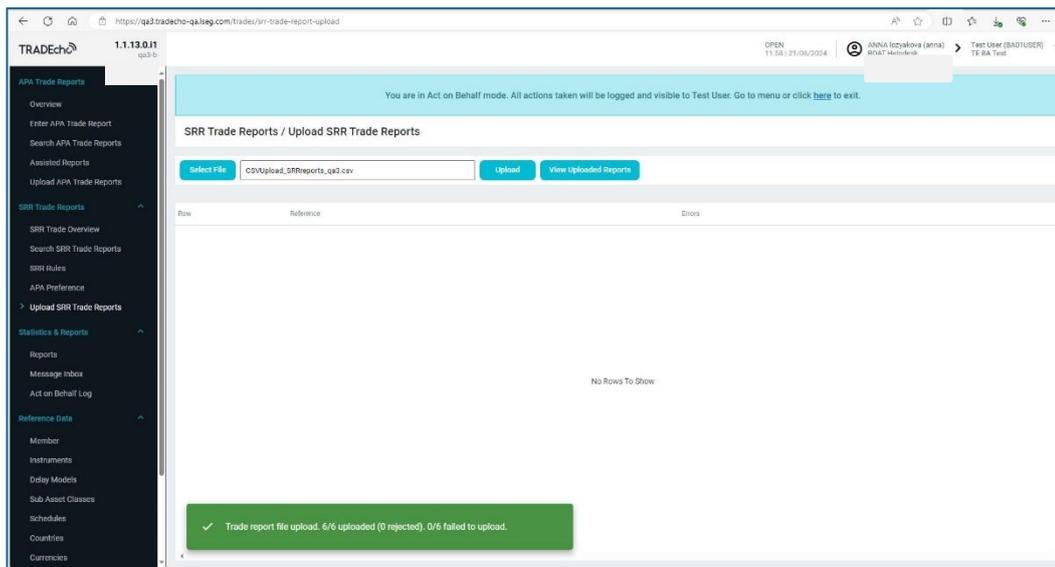
SRR trade reports can be bulk uploaded from the TRADEcho web portal through a .csv file. The file may not have more than 1000 rows.

Please note: When uploading trade reports via CSV, the system will truncate value submitted for Executing Trader, Executing Salesperson and Counterparty Trader if maximum allowed length is exceeded.

This change has been implemented to avoid unnecessary rejections.

To upload an SRR Trade report:

1. On the side menu, under **SRR Trade Reports**, click **Upload SRR Trade Reports**.
2. Click **Select file** and browse to a .csv file containing SRR trade reports to be uploaded.
3. Click **Upload**.

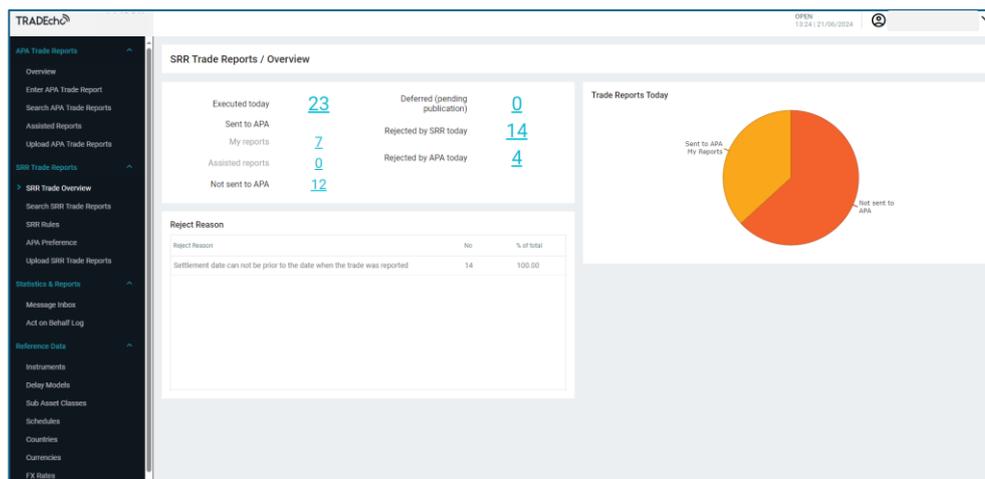


A click on the View Uploaded Reports will show the trades uploaded:

SRR Status	SRR Trade ID	Firm Trade ID	Secondary Firm Trade ID	Instrument Name	Instrument ID	ISIN	Instrument Country	Original SRR Trade ID	APA Trade ID	APA Reject Code	APA Reject Text	SRR Reject Code	SRR Reject Text
<input type="checkbox"/>	IBUJQAAA...	May-24-CSV...			3008	GB0...	GB						
<input type="checkbox"/>	IBUJQAAA...	May-24-CSV...			3008	GB0...	GB	ENUJQAAA...	99		Executing side...		
<input type="checkbox"/>	IBUJQAAA...	May-08-CSV...			3008	GB0...	GB						
<input type="checkbox"/>	IBUJQAAA...	May-08-CSV...			3008	GB0...	GB						
<input type="checkbox"/>	IBUJQAAA...	May-05-CSV...			3008	GB0...	GB						
<input type="checkbox"/>	IBUJQAAA...	May-05-CSV...			3008	GB0...	GB	ENUJQAAA...					
<input type="checkbox"/>	IBUJQAAA...	May-05-CSV...			3008	GB0...	GB						
<input type="checkbox"/>	IBUJQAAA...	May-27-SRR...			3008	GB0...	GB	ENUJQAAA...					
<input type="checkbox"/>	IBUJQAAA...	May-27-SRR...			3008	GB0...	GB						

4.3 View SRR trade reports

The user can view information on SRR trade reports through the **SRR Trade Overview** page. The page shows the bifurcation of the number of SRR trades reported into published, deferred, rejected along with reasons for rejected trades.



To search for SRR Trade Report:

1. On the **SRR Trade Overview** page, click on the statistic/ number displayed.
2. Search **SRR Trade Reports** page will be displayed with trades shown in a tabular format:

SRR Trade Reports / Search 34 RECORDS

Instrument = Enter Value | SRR Status = Complete, Open | APA Status = Enter Value | Received Date and Time From = 21/04/2024 00:00:00.000

Received Date and Time To = 21/06/2024 23:59:59.999 | ADD FILTER

SRR Status	SRR Trade ID	Firm Trade ID	Secondary Firm Trade ID	Instrument Name	Instrument ID	ISIN	Instrument Country	Original SRR Trade ID	APA Trade ID	APA Reject Code	APA Reject Text	SRR Reject Code	SRR Reject Text
<input type="checkbox"/>	IBUJQAAA..	May 24 CSV..			3008	GBL.. GB							
<input type="checkbox"/>	IBUJQAAA..	May 24 CSV..			3008	GBL.. GB		EBUJQAAA..	99		Executing side..		
<input type="checkbox"/>	IBUJQAAA..	May 24 CSV..			3008	GBL.. GB							
<input type="checkbox"/>	IBUJQAAA..	May 08 CSV..			3008	GBL.. GB							
<input type="checkbox"/>	IBUJQAAA..	May 06 CSV..			3008	GBL.. GB							
<input type="checkbox"/>	IBUJQAAA..	May 06 CSV..			3008	GBL.. GB		EBUJQAAA..					
<input type="checkbox"/>	IBUJQAAA..	May 06 CSV..			3008	GBL.. GB							
<input type="checkbox"/>	IBUJQAAA..	May 27 SRR..			3008	GBL.. GB		EBUJQAAA..					
<input type="checkbox"/>	IBUJQAAA..	May 27 SRR..			3008	GBL.. GB							
<input type="checkbox"/>	IBUJQAAA..	May 24 CSV..			3008	GBL.. GB							
<input type="checkbox"/>	IBUJQAAA..	May 24 CSV..			3008	GBL.. GB		EBUJQAAA..	99		Executing side..		
<input type="checkbox"/>	IBUJQAAA..	May 24 CSV..			3008	GBL.. GB							
<input type="checkbox"/>	IBUJQAAA..	May 08 CSV..			3008	GBL.. GB							
<input type="checkbox"/>	IBUJQAAA..	May 06 CSV..			3008	GBL.. GB							
<input type="checkbox"/>	IBUJQAAA..	May 06 CSV..			3008	GBL.. GB		EBUJQAAA..					
<input type="checkbox"/>	IBUJQAAA..	May 06 CSV..			3008	GBL.. GB							
<input type="checkbox"/>	IBUJQAAA..	May 27 SRR..			3008	GBL.. GB		EBUJQAAA..					
<input type="checkbox"/>	IBUJQAAA..	May 27 SRR..			3008	GBL.. GB							

Alternatively,

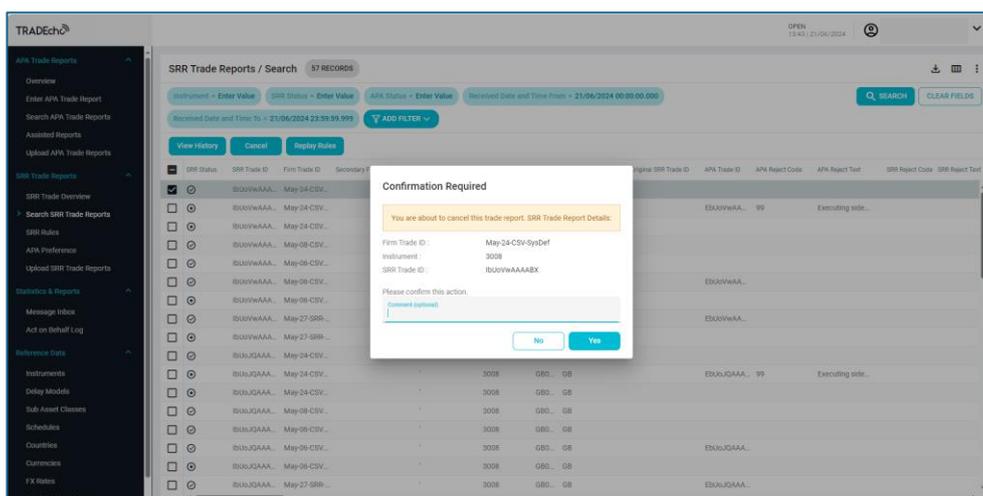
1. On the **Search SRR Trade Reports** page, enter search parameters for the SRR trades.
2. Click **Search**.

If the search attributes match any trade reports, they are shown in a table.

4.4 Cancel SRR trade reports

A trade report can be canceled from the TRADEcho web portal. The cancellation will be flagged as late if the trade report already has been published prior to the current trading day. To cancel an SRR Trade Report:

1. On the side menu, under SRR, click **Search SRR Trade Reports**.
2. Define any search criteria and click the **Search** button. The search results are displayed.
3. Select the trade report that needs cancelling. If the trade is allowed to be cancelled, the Cancel button gets activated.
4. Click **Cancel**. A confirmation window appears.
5. Type a comment (optional) and click **Yes**.

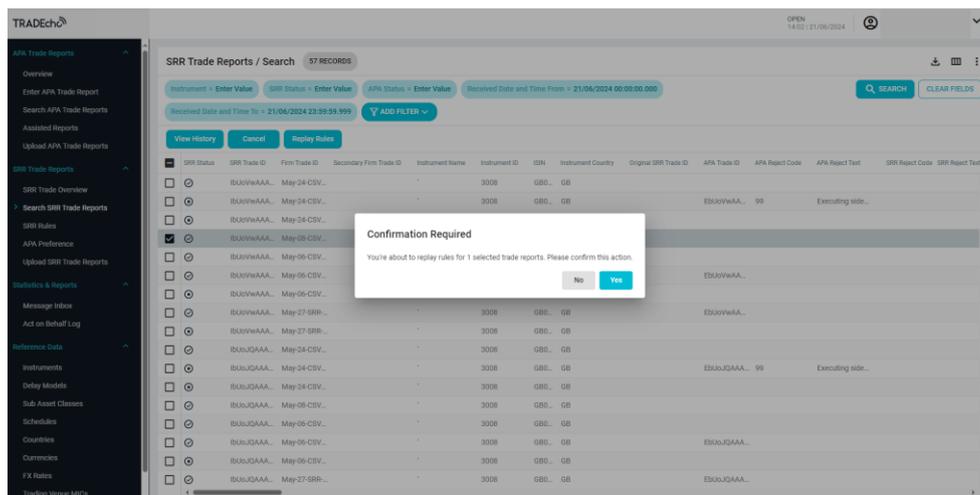


The SRR trade report is canceled.

4.5 SRR replay

Users can apply the active set of SRR rules on historical SRR trade reports by performing an SRR replay. This leads to the trade reports being assessed anew, which may result in trade reports being sent through to the APA for publication or cancellation. If the replay is performed on a trade report from today, it will be treated as an amendment. If the trade report is from yesterday or older, it will be treated as a late amendment. To replay SRR rules on a trade report:

1. Search a trade through the **Search SRR Trade Reports** page.
2. Select the trades that need to go through new/updated SRR rules.
3. Click **Replay Rules**. A confirmation window appears.
4. Click **Yes**.



A result page is shown with information about the actions taken on the report(s):

SRR Trade Reports / Replay Result			1 RECORD
<input type="checkbox"/>	Trade ID	Replay Result	Reject Reason
<input type="checkbox"/>	IbUoVwAAAABT	Updated in SRR. Amended as an effect of Rules Replay	

4.6 SRR APA preference

To be able to send messages through the CBOE Europe APA or Tradeweb gateway, APA preferences and login settings need to be configured. The preferred APA settings per sub asset class and APA login settings for CBOE Europe APA and Tradeweb can be viewed and managed on the [APA Preference](#) page, located under [SRR Trade Reports](#) on the side menu.

MICs for configuration:

- ECHO – TRADEcho UK APA
- ECEU – TRADEcho EU APA
- BOTC – CBOE Europe APA (valid for both UK and EU)
- TREA – Tradeweb UK APA
- TWEA – Tradeweb EU APA

SRR users can view the preferred APA settings per sub asset class for their member and the login settings for CBOE Europe APA and Tradeweb. If a user has [SRR Rules Administrator](#) privileges, they can edit the preferred APA per sub asset class plus TOTV and enter APA login information.

ToTV UK	ToTV ESA	ToTV Both	ToTV Neither	Asset Class	Sub Asset Class
ECHO	ECEU	ECHO	NONE	BOND - Bonds	Convertible Bonds
ECHO	ECEU	ECHO	NONE	BOND - Bonds	Corporate Bonds
ECHO	ECEU	ECHO	NONE	BOND - Bonds	Covered Bonds
ECHO	ECEU	ECHO	NONE	BOND - Bonds	Exchange Traded Commodities
ECHO	ECEU	ECHO	NONE	BOND - Bonds	Exchange Traded Notes
ECHO	ECEU	ECHO	NONE	BOND - Bonds	Other Bonds
ECHO	ECEU	ECHO	NONE	BOND - Bonds	Other Public Bonds
ECHO	ECEU	ECHO	NONE	BOND - Bonds	Sovereign Bonds
ECHO	ECEU	ECHO	NONE	C10 derivatives	Freight derivatives
ECHO	ECEU	ECHO	NONE	C10 derivatives	Other C10 derivatives
ECHO	ECEU	ECHO	NONE	Commodity Derivatives	Agricultural commodity futures/forwards
ECHO	ECEU	ECHO	NONE	Commodity Derivatives	Agricultural commodity options
ECHO	ECEU	ECHO	NONE	Commodity Derivatives	Agricultural commodity swaps
ECHO	ECEU	ECHO	NONE	Commodity Derivatives	Energy commodity futures/forwards
ECHO	ECEU	ECHO	NONE	Commodity Derivatives	Energy commodity option
ECHO	ECEU	ECHO	NONE	Commodity Derivatives	Energy commodity swaps
ECHO	ECEU	ECHO	NONE	Commodity Derivatives	Metal commodity futures/forwards
ECHO	ECEU	ECHO	NONE	Commodity Derivatives	Metal commodity options
ECHO	ECEU	ECHO	NONE	Commodity Derivatives	Metal commodity swaps
ECHO	ECEU	ECHO	NONE	Commodity Derivatives	Other commodity derivatives
ECHO	ECEU	ECHO	NONE	CRDT - Credit Derivatives	Bespoke Basket Credit Default Swaps (CDS)
ECHO	ECEU	ECHO	NONE	CRDT - Credit Derivatives	CDS index options
ECHO	ECEU	ECHO	NONE	CRDT - Credit Derivatives	Index credit default swap (CDS)

4.6.1 Viewing SRR APA preference

Users can view the preferred APA per sub asset class for the SRR service for your member. To view APA preference:

1. Under **SRR Trade Reports** in the side menu, click **APA Preference**.

The preferred APA preference per sub asset class and ToTV is displayed.

4.6.2 Editing APA preference

The APA preference is configured on a sub-asset class level and is used as a default setting for routing trade reports to an APA.

An **SRR Rules Administrator** can change the preferred APA per sub asset class. For example, if all trade reports for Sovereign Bonds should be sent to Tradeweb, you select **TREA** or **TWEA** for the sub-asset class Sovereign Bond in the APA Preference table. This preferred APA will be used if no preferred APA is set (using Target APA) on the trade report. If no preferred APA is set on the trade report or on the sub asset class/TOTV, the preferred APA will be:

INSTRUMENT ToTV	DEFAULT APA
UK ToTV only	ECHO
EU ToTV only	ECEU
Both UK/EU ToTV	ECHO
Neither	NONE

To edit an APA preference

1. On the **APA Preference** page, click **Edit APA Preference**. The form becomes editable.

Restricted external

2. Double click on a row to edit.
3. Click **Save APA Preference**. A confirmation window appears.
4. Click **Confirm**.

TRADEcho

OPEN 16:41 | 10/06/2024

SRR Trade Reports / APA Preference

Double click on Target APA to edit

TOTV UK	TOTV EEA	TOTV Both	TOTV Neither	Asset Class	Sub Asset Class
ECHO (Default)	ECEU	ECHO	NONE	BOND - Bonds	Convertible Bonds
ECEU	ECEU	ECHO	NONE	BOND - Bonds	Corporate Bonds
BOTC	ECEU	ECHO	NONE	BOND - Bonds	Covered Bonds
TREA	ECEU	ECHO	NONE	BOND - Bonds	Exchange Traded Commodities
TWEA	ECEU	ECHO	NONE	BOND - Bonds	Exchange Traded Notes
NONE	ECEU	ECHO	NONE	BOND - Bonds	Other Bonds
	ECEU	ECHO	NONE	BOND - Bonds	Other Public Bonds
	ECEU	ECHO	NONE	BOND - Bonds	Sovereign Bonds
	ECEU	ECHO	NONE	C10 derivatives	Freight derivatives
	ECEU	ECHO	NONE	C10 derivatives	Other C10 derivatives
	ECEU	ECHO	NONE	Commodity Derivatives	Agricultural commodity futures/forw
	ECEU	ECHO	NONE	Commodity Derivatives	Agricultural commodity options
	ECEU	ECHO	NONE	Commodity Derivatives	Agricultural commodity swaps
	ECEU	ECHO	NONE	Commodity Derivatives	Energy commodity futures/forwards
	ECEU	ECHO	NONE	Commodity Derivatives	Energy commodity option

Cancel Save APA Preference

SRR Trade Reports / APA Preference

Double click on Target APA to edit

Confirmation required

You are about to change APA Preference for Member TERP Test Member 1. You must have a legal agreement in place with the selected APA. Failure to complete this will lead to trades being rejected by the APA selected. You will also need to fill in the target APA login details before these changes take effect. Please confirm.

Close Confirm

Close and **Cancel** to reject changes.

5 Statistics and Reports

The Statistics and Reports functionality helps the users to extract usage (trade reporting activity) related stats from the TRADEcho portal. The functionality requires the users to first subscribe to the reports.

To subscribe for reports on behalf of clients and SFTP setups, please contact the Technical Account Management Team on londontam@lseg.com. Also, please refer the *TRADEcho EOD Reports User Guide* on [Technical library Equities trading resources | London Stock Exchange](#).

5.1 Available Report Types

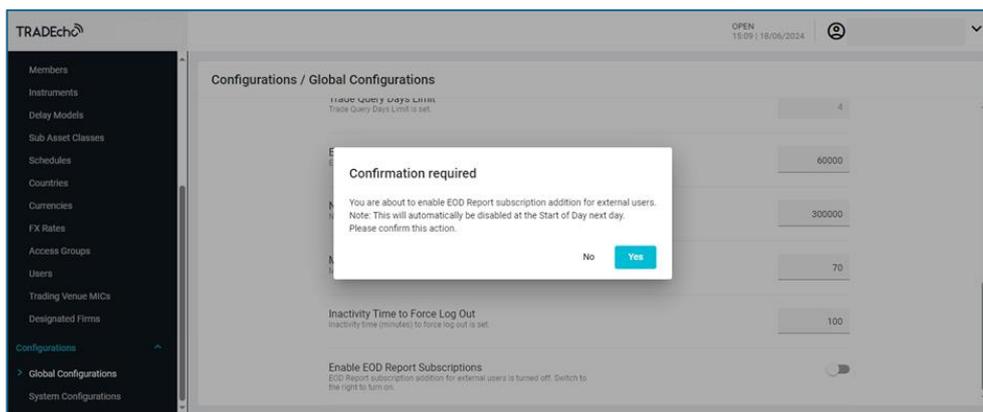
These are the available report types:

Name	Frequency	Description
Data Quality Report	End of Business Week	APA data quality summary report.
EOD Full report SRR	End of Day	Client report showing full trade report details for APA
EOD Full Report APA	End of Day	Client report showing full trade report details for APA.
EOD Summary Report SRR	End of Day	Client report showing trade report details for SRR.
EOD Summary Report APA	End of Day	Client report showing trade report details for APA.
EOD Full Report Counterparty SRR	End of Day	Client report showing counterparty trade report details for SRR
EOD Full Report Counterparty APA	End of Day	Client report showing counterparty trade report details for APA
EOD Summary Report Counterparty SRR	End of Day	Client report showing summary of counterparty trade report details for SRR
EOD Summary Report Counterparty APA	End of Day	Client report showing summary of counterparty trade report details for APA

Only **internal** users will be able to fully manage EOD Report subscription for all members via Global Configuration form Web portal as displayed below (Enable/ disable EOD Report subscription addition privilege to external users via a global config)

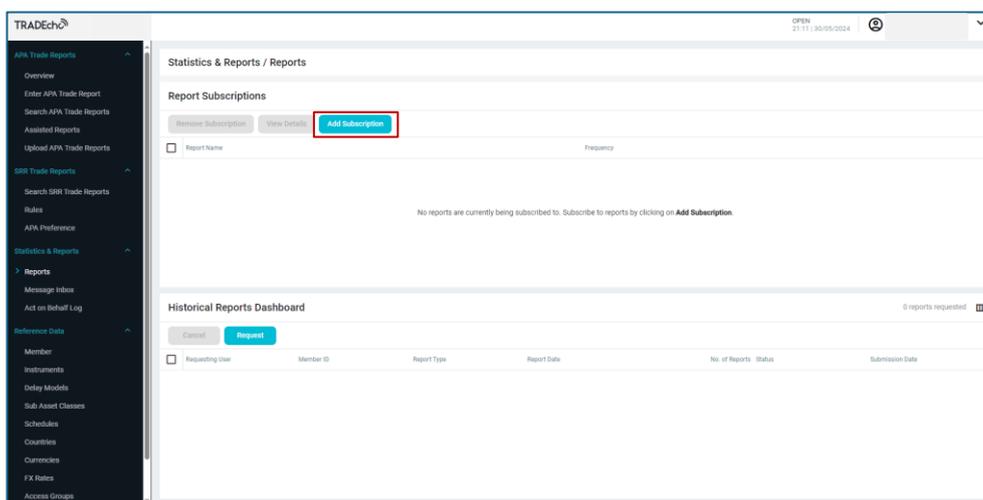
Configuration Name; Enable EOD Report Subscription

This configuration determines if external users can add EOD Report subscriptions.



5.2 Add Report Subscription

When the user clicks on **Reports** on the left-hand menu, The **Statistics and Reports / Reports** page opens.



1. On the **Statistics and Reports / Reports** page, click **Add Subscription**. A dialog box appears.
2. Select the check box next to the report(s) you want to subscribe to.
3. Click **Add Subscription**.

Please refer the screenshot below:

Restricted external

Add Report Subscription

Report Name	Frequency	
Data Quality Report	End of Business Week	<input type="checkbox"/>
EOD Full Report APA	End of Day	<input checked="" type="checkbox"/>
EOD Summary Report APA	End of Day	<input checked="" type="checkbox"/>
EOD Full Report Counterparty APA	End of Day	<input type="checkbox"/>
EOD Summary Report Counterparty APA	End of Day	<input type="checkbox"/>

5.3 Remove Report Subscriptions

To cancel a report subscription:

1. On the **Statistics and Reports / Reports** page, select the check box next to the report(s) for which you want to remove a subscription.
2. Click **Remove Subscription**. A confirmation window appears.
3. Click **Yes**.

Statistics & Reports / Reports

Report Subscriptions 5 RECORDS

	Report Name	Frequency
<input type="checkbox"/>	EOD Full Report Counterparty APA	End of Day
<input type="checkbox"/>	EOD Full Report APA	End of Day
<input type="checkbox"/>	EOD Summary Report Counterparty APA	Day
<input checked="" type="checkbox"/>	Data Quality Report	Business Week
<input type="checkbox"/>	EOD Summary Report APA	Day

Remove Subscription

Remove subscription for:

- Data Quality Report

Note: This change will be applied across **your entire firm**.

Historical Reports Dashboard

	Requesting User	Member ID	Report Type	Report Date
<input type="checkbox"/>				

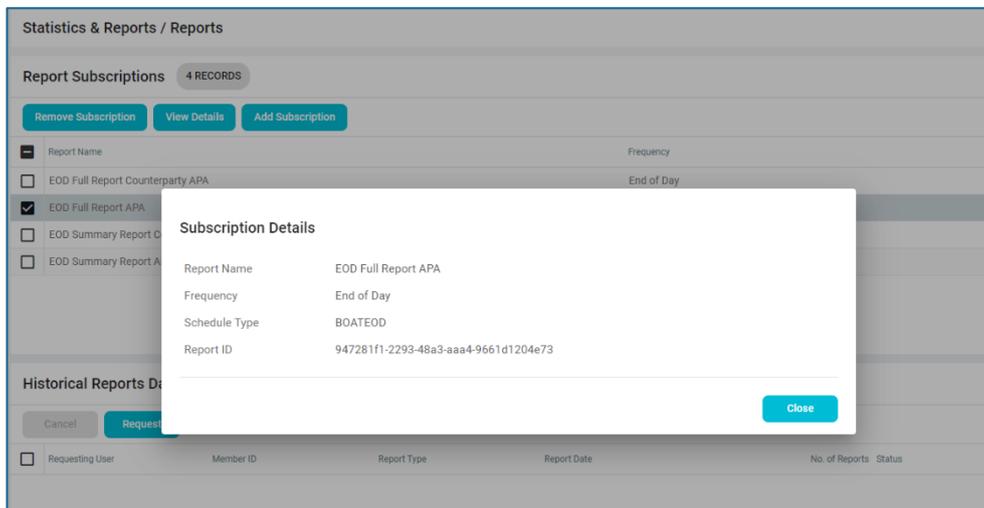
5.4 View Report Subscription details

To view the details of your report subscription:

Restricted external

1. On the **Statistics and Reports / Reports** page, select the report that needs to be viewed.
2. Click **View Details**. A dialog box showing the details appears. Please refer screenshot below:

remove



5.4.1 Requesting past date reports

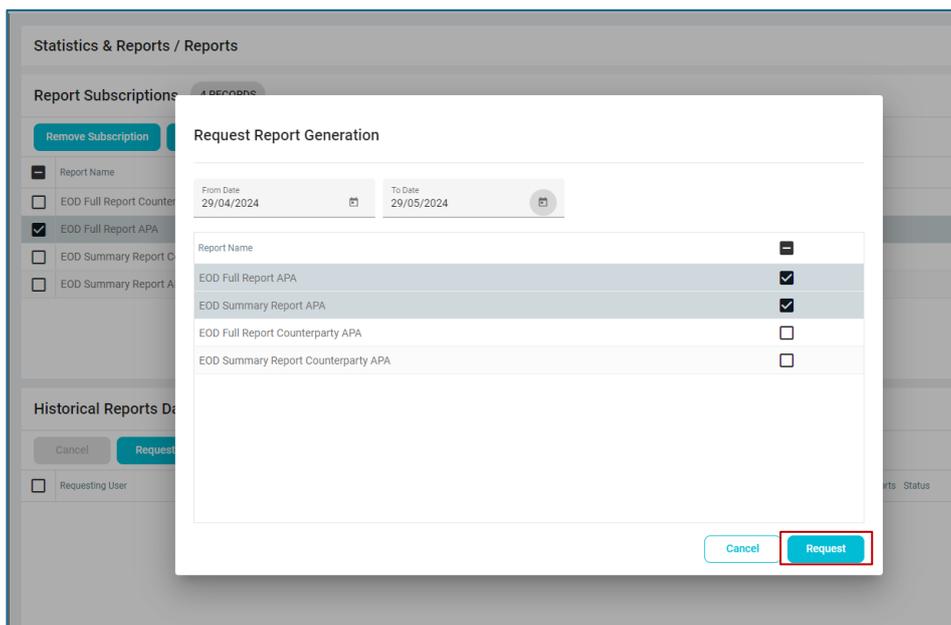
Users can request the generation of any of the reports for the past month, subject to having a valid subscription in place for the selected period.

For older reports or in absence of a valid subscription for the selected period, users can contact your technical account manager or LondonTAM@lse.com.

Reports will be available on the following business day at the same time and location as the daily EOD (or weekly) reports.

To request past reports:

1. On the **Statistics and Reports / Reports** page, under the Historical Reports Dashboard section, click **Request**. A dialog box appears.
2. Select the check box next to the report(s) you want to request for.
3. Select the Date Range.
4. Click **Request**.



To view the pending requests:

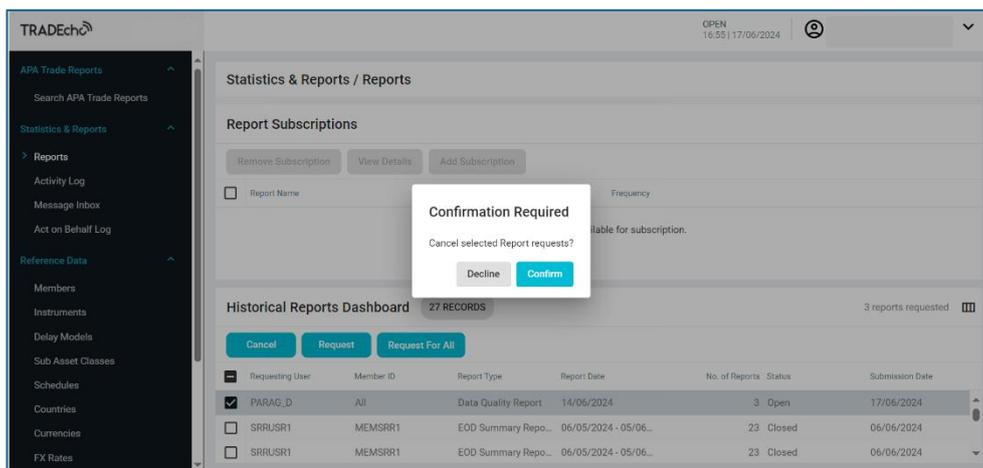
From the **Reports** page, the user can see the list of reports requested and not yet generated in the Historical Reports Dashboard. Requests of reports already executed are not visible in this dashboard:

Historical Reports Dashboard (7 RECORDS)							
	Requesting User	Member ID	Report Type	Report Date	No. of Reports	Status	Submission Date
<input type="checkbox"/>	EXT_18E8P11	18P18031	EOD Full Report Counterparty SBR	22/05/2024 - 21/06/2024	23	Open	24/06/2024
<input type="checkbox"/>	EXT_18E8P11	18P18031	EOD Summary Report Counterparty SBR	22/05/2024 - 21/06/2024	23	Open	24/06/2024
<input type="checkbox"/>	EXT_18E8P11	18P18031	Data Quality Report	22/05/2024 - 21/06/2024	5	Open	24/06/2024
<input type="checkbox"/>	EXT_18E8P11	18P18031	EOD Summary Report Counterparty APA	22/05/2024 - 21/06/2024	23	Open	24/06/2024
<input type="checkbox"/>	EXT_18E8P11	18P18031	EOD Full Report APA	22/05/2024 - 21/06/2024	23	Open	24/06/2024
<input type="checkbox"/>	EXT_18E8P11	18P18031	EOD Summary Report APA	22/05/2024 - 21/06/2024	23	Open	24/06/2024
<input type="checkbox"/>	EXT_18E8P11	18P18031	EOD Summary Report SBR	22/05/2024 - 21/06/2024	23	Open	24/06/2024
<input type="checkbox"/>	EXT_18E8P11	18P18031	EOD Full Report SBR	22/05/2024 - 21/06/2024	23	Open	24/06/2024
<input type="checkbox"/>	EXT_18E8P11	18P18031	EOD Full Report Counterparty APA	22/05/2024 - 21/06/2024	23	Open	24/06/2024
<input type="checkbox"/>	EXT_18E8P11	18P18031	EOD Summary Report Counterparty APA	21/05/2024 - 22/05/2024	1	Closed	21/05/2024

To cancel pending requests:

1. In the Historical Reports Dashboard select the check box next to the report request(s) you want to cancel
2. Click **Cancel**.

Requests already cancelled cannot be resumed. A new request with same details must be submitted instead.



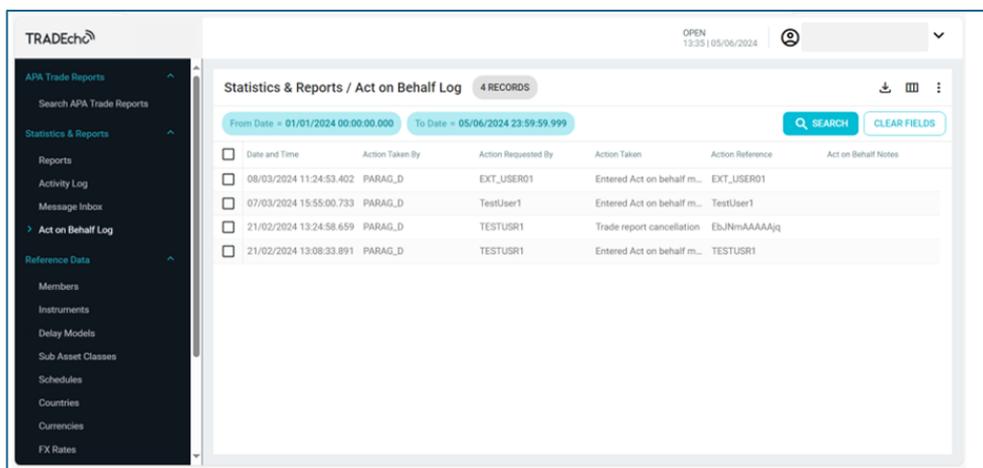
5.5 Act on Behalf Log

All actions taken when an administrator is acting on behalf of another user is logged and saved in TRADEcho. Both the administrator and the user that the administrator is acting on behalf of can see the actions that have been taken in act on behalf mode.

To view the act on behalf of log:

1. On the **Act on Behalf Log** page, select the date of the log you want to view.
2. Click **Search**.

The log is displayed in a table, showing the actions made in act on behalf mode.



5.6 Message Inbox

On the Statistics and Reports / Message Inbox screen, the users can view alerts from the current business day regarding business or system events. The message type can be **Info**, **Error**, or **Warning**. The messages are generated from events in the system and you see those relevant for the access group you belong to.

TRADEcho PRE CLOSE 21:42 | 30/05/2024

Statistics & Reports / Message Inbox 11 RECORDS Refresh

Alert Type	Origin	Subject	Message	Date and Time
<input type="checkbox"/> Info	Reporting	Report Scheduled	Data Quality Report subscription added by EX...	30/05/2024 21:29:24.393
<input type="checkbox"/> Info	Reporting	Report Unscheduled	Data Quality Report subscription removed by ...	30/05/2024 21:18:51.056
<input type="checkbox"/> Info	Reporting	Report Scheduled	EDD Summary Report Counterparty APA subs...	30/05/2024 21:16:51.863
<input type="checkbox"/> Info	Reporting	Report Scheduled	EDD Full Report Counterparty APA subscriptio...	30/05/2024 21:16:51.856
<input type="checkbox"/> Info	Reporting	Report Scheduled	EDD Summary Report APA subscription adde...	30/05/2024 21:16:51.850
<input type="checkbox"/> Info	Reporting	Report Scheduled	EDD Full Report APA subscription added by E...	30/05/2024 21:16:51.843
<input type="checkbox"/> Info	Reporting	Report Scheduled	Data Quality Report subscription added by EX...	30/05/2024 21:16:51.818
<input type="checkbox"/> Info	System Information	System State Change	System is now in PRE CLOSE	30/05/2024 21:15:00.086
<input type="checkbox"/> Info	System Information	System State Change	System is now in OPEN	30/05/2024 06:10:02.958
<input type="checkbox"/> Info	System Information	System State Change	System is now in PRE OPEN	30/05/2024 06:10:02.857
<input type="checkbox"/> Info	System Information	System State Change	System is now in START OF DAY	30/05/2024 06:09:58.170

1. To refresh the screen, click **Refresh**. The inbox is updated.
2. To view the details of a message, double click the message. A dialog box with the details appears.

Statistics & Reports / Message Inbox 11 RECORDS Refresh

Alert Type	Origin	Subject	Message	Date and Time
<input type="checkbox"/> Info	Reporting	Report Scheduled	Data Quality Report subscription added by EX...	30/05/2024 21:29:24.393
<input checked="" type="checkbox"/> Info	Reporting	Report Unscheduled	Data Quality Report subscription removed by ...	30/05/2024 21:18:51.056
<input type="checkbox"/> Info	Reporting	Report Scheduled	EDD Summary Report Counterparty APA subs...	30/05/2024 21:16:51.863
<input type="checkbox"/> Info	Reporting	Report Scheduled	EDD Full Report Counterparty APA subscriptio...	30/05/2024 21:16:51.856
<input type="checkbox"/> Info	Reporting	Report Scheduled	EDD Summary Report APA subscription adde...	30/05/2024 21:16:51.850
<input type="checkbox"/> Info	Reporting	Report Scheduled	EDD Full Report APA subscription added by E...	30/05/2024 21:16:51.843
<input type="checkbox"/> Info	Reporting	Report Scheduled	Data Quality Report subscription added by EX...	30/05/2024 21:16:51.818
<input type="checkbox"/> Info	System Information	System State Change	System is now in PRE CLOSE	30/05/2024 21:15:00.086
<input type="checkbox"/> Info	System Information	System State Change	System is now in OPEN	30/05/2024 06:10:02.958
<input type="checkbox"/> Info	System Information	System State Change	System is now in PRE OPEN	30/05/2024 06:10:02.857
<input type="checkbox"/> Info	System Information	System State Change	System is now in START OF DAY	30/05/2024 06:09:58.170

Alert: Report Unscheduled

Alert Type	Info
Origin	Reporting
Subject	Report Unscheduled
Message	Data Quality Report subscription removed by EXT_DEEPTI
Date and Time	30/05/2024 21:18:51.056

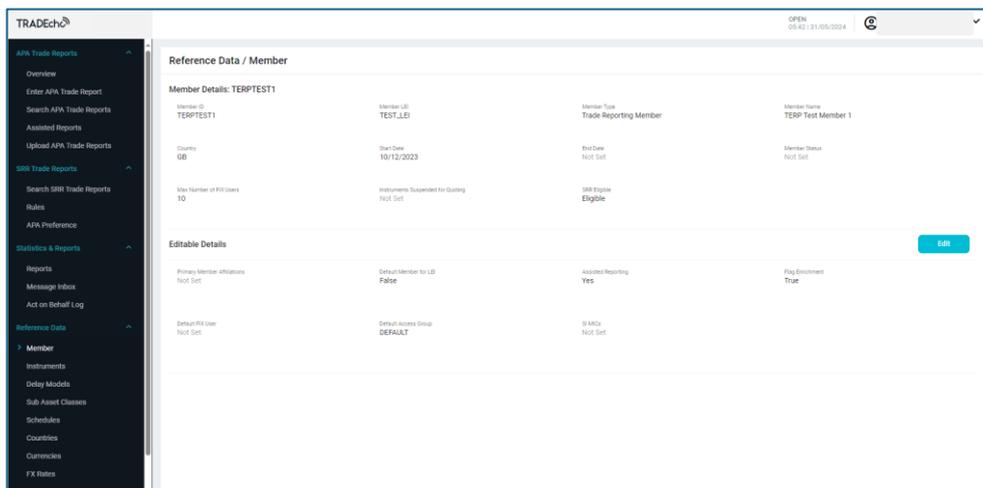
Close

6 Administration

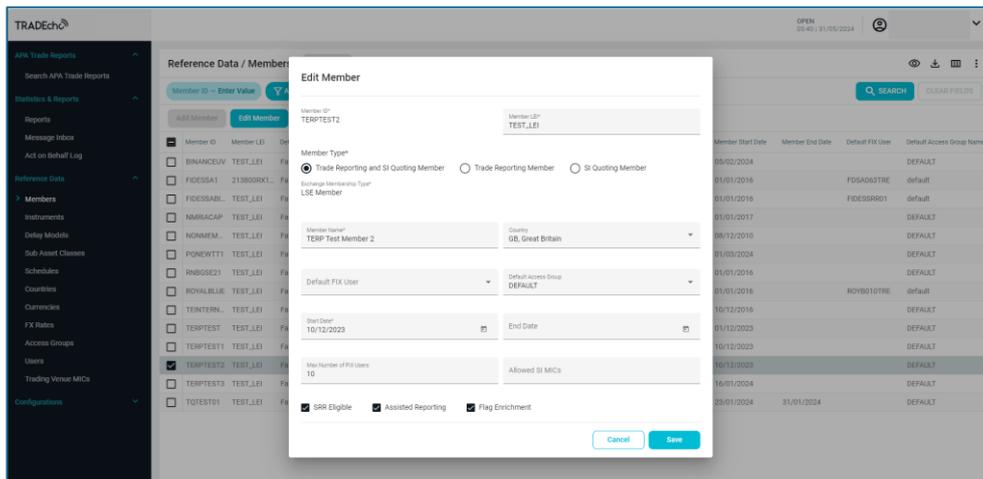
Some features in TRADEcho Trade Reporting System are accessible for administrative user role only. Depending on your administrative role some of these features might be restricted.

On the **Member** page, the user can see your member details and edit settings.

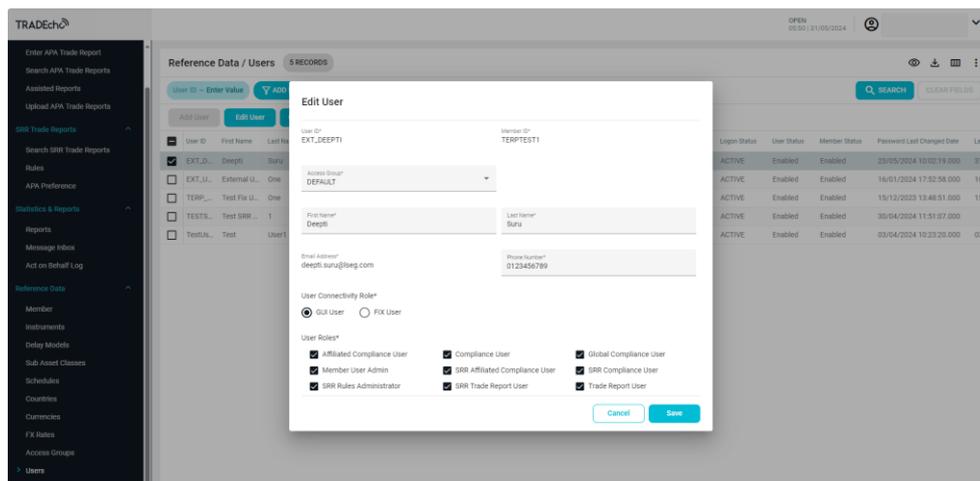
For Admin Users – Members View



For Internal Admin Users – Members View



For Internal Admin Users – Users View



6.1 Edit Member

A member admin can edit primary member ID for affiliations, set default member for LEI, allow assisted reporting for its member, enable flag enrichment and update LSE Non-Member value to Yes/No.

To edit member details:

1. On the **Members** page, under **Editable details**, click **Edit**.
2. Enter appropriate values. For details, see Member detail fields / settings on page 42
3. Click **Save**.

6.1.1 Member detail fields / settings

Field	Description
Member ID	The name of the member.
Legal Entity Identifier	The member LEI. Not unique.
Member Type	Used to determine which parts of the system the member should be able to access. Valid values: <ul style="list-style-type: none"> • Trade and SI Quoting Member—used for members signed up to both trade and quote reporting service. • Trade Reporting Member—used for members signed up for trade reporting service. • SI Quoting Member—used for members signed up for quote reporting service.
Number of allowed FIX users	The maximum number of FIX users that can be created on a member. Disabled users are included in the number. If it is not set, a default value will be applied.
SRR Eligible	Select the check box for members that should have access to the SRR service.
Allow Reporting	Assisted Select this option for members that allow assisted reporting.

Default For LEI	Select this option if the member should be the default member for its LEI. This member will be used if a trade report is entered through FIX with the corresponding LEI set as counterparty.
Flag Enrichment	Select this option in order for the member to get enriched deferral flags on trades which are eligible for reporting, either by the counterparty of the submitting firm, or by neither firm. This ensures the submitting firm will be in possession of the details to perform accurate transaction reporting.
Primary Member ID for Affiliations	Enter the name of the primary member to use for affiliation. Users can use a FIX account for this member to enter trade reports for your member.
SI MICs	Enter the Systematic Internaliser MICs associated with the Member ID. The MICs are validated for SI Trade submission.
LSE Non-Member	Select this option in order to change the current setup of LSE Non Member if the member is supposed to be modified as LSE Non Member Y/N from N/Y.

6.2 Add User

The Admin user can add, edit, enable and disable users through the **Users** page. The clients can also change the password for their users through this page.

To add a user for a member:

1. On the **Users** page, click **Add user**. A dialog box appears.
2. Enter appropriate values. For details, see On exchange holidays and on exchange half days

To the right on the **Schedules** page is a list of on exchange holiday and on exchange half day dates.

The functionality allows the user to view holidays within the selected date range. The default date range is 1/1 – 31/12. The on-exchange holiday dates are displayed as 'CLOSED' and the on exchange half day dates are displayed as a 'HALF_DAY'

On these dates (afternoons for on exchange half days), actions on on-exchange trade reports (submit, amend, cancel, or release) are forbidden and no on-exchange trade reports will be scheduled for publication.

Holidays		
Enter a date range 01/01/2024 – 31/12/2024		
Date	TRADEcho	On Exchan...
01/01/2024	CLOSED	CLOSED
29/03/2024	CLOSED	CLOSED
01/04/2024	CLOSED	CLOSED
06/05/2024	DEFAULT	CLOSED
27/05/2024	DEFAULT	CLOSED
26/08/2024	DEFAULT	CLOSED
24/12/2024	DEFAULT	HALF_D...
25/12/2024	CLOSED	CLOSED
26/12/2024	DEFAULT	CLOSED
31/12/2024	DEFAULT	HALF_D...

3. User settings on page 44
4. Click **Add User**.

6.3 Edit User

You can change user information for a user, such as name, phone number, connectivity role, and user role.

To edit User information:

1. On the **Users** page, select the check box next to the user you want to edit.

Reference Data / Users 5 RECORDS										
User ID ~ Enter Value ADD FILTER										
Add User Edit User Change Password Disable User Enable User Remove User										
<input type="checkbox"/>	User ID	First Name	Last Name	Member ID	Access Group Name	Email	Phone Number	User Role	User Connectivity Role	Password Never Expires
<input checked="" type="checkbox"/>	EXT_D...	Deepti	Suru	TERPTEST1	DEFAULT	deepti...	0123456789	Affiliated ...	GUI	Expires

- Click **Edit User**. A dialog box appears.

Edit User

User ID* EXT_DEEPTI Member ID* TERPTEST1

Access Group*
DEFAULT

First Name* Deepti Last Name* Suru

Email Address* deepti.suru@lseg.com Phone Number* 0123456789

User Connectivity Role*

GUI User FIX User

User Roles*

<input checked="" type="checkbox"/> Affiliated Compliance User	<input checked="" type="checkbox"/> Compliance User	<input checked="" type="checkbox"/> Global Compliance User
<input checked="" type="checkbox"/> Member User Admin	<input checked="" type="checkbox"/> SRR Affiliated Compliance User	<input checked="" type="checkbox"/> SRR Compliance User
<input checked="" type="checkbox"/> SRR Rules Administrator	<input checked="" type="checkbox"/> SRR Trade Report User	<input checked="" type="checkbox"/> Trade Report User

- Edit the information and click **Save**.

6.3.1 On exchange holidays and on exchange half days

To the right on the **Schedules** page is a list of on exchange holiday and on exchange half day dates.

The functionality allows the user to view holidays within the selected date range. The default date range is 1/1 – 31/12. The on-exchange holiday dates are displayed as 'CLOSED' and the on exchange half day dates are displayed as a 'HALF_DAY'

On these dates (afternoons for on exchange half days), actions on on-exchange trade reports (submit, amend, cancel, or release) are forbidden and no on-exchange trade reports will be scheduled for publication.

Holidays		
Enter a date range		
01/01/2024 – 31/12/2024 		
Date	TRADEcho	On Exchan...
01/01/2024	CLOSED	CLOSED
29/03/2024	CLOSED	CLOSED
01/04/2024	CLOSED	CLOSED
06/05/2024	DEFAULT	CLOSED
27/05/2024	DEFAULT	CLOSED
26/08/2024	DEFAULT	CLOSED
24/12/2024	DEFAULT	HALF_D...
25/12/2024	CLOSED	CLOSED
26/12/2024	DEFAULT	CLOSED
31/12/2024	DEFAULT	HALF_D...

6.3.2 User settings

The following fields can be viewed and edited for a user:

Field	Description
User ID	The name of the user.
Member ID	The name of the member. Must match a member connected to TRADEcho.
Access Group	Access groups are used to limit access to trade reports and quotes to a subset of users within a member. A user can only belong to one access group.
Connectivity Role	<p>The following connectivity roles are available:</p> <ul style="list-style-type: none"> GUI User—a user connecting through the TRADEcho web portal. FIX User—a user connecting through FIX. <ul style="list-style-type: none"> Default FIX User for Member—Visible if FIX User is selected. Setting this will override previous default user. TCR-S confirmations will be sent to the default FIX user when no user is specified as counterparty.

User Roles

User roles for member users. There are different roles a user can have. These roles decide what part of the system, and which features a user has access to. A user can have more than one role.

The following roles are available:

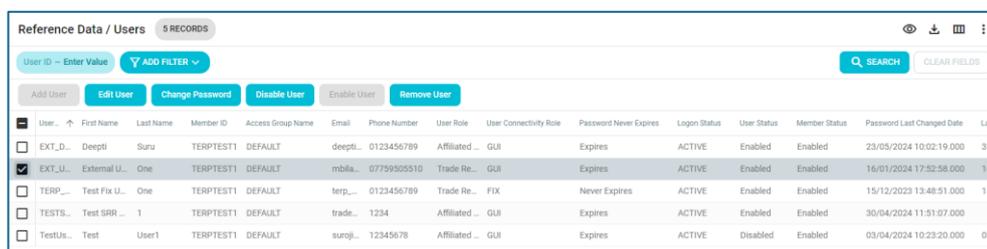
- **Member User Admin**—a user administrator for a member. Can manage its member's users.
- **Access Group Password Admin**—can change passwords for users within the own access group.
- **Trade Report User**—can enter, view, review, cancel, amend, and search trade reports within the own member and access group.
- **Quote User**—can enter, view, cancel, suspend and release quoting on an instrument for the own member, and search quotes within the own member and access group.
- **Compliance User**—can view and search trade reports and quotes that are alerted within the own member and access group. Can also run and view reports within the own member and access group.
- **Global Compliance User**—can view and search trade reports and quotes across access groups within the own member. Can also run and view reports within the own member across access groups within the own member.
- **Affiliated Compliance User**—can view and search trade reports across access groups within the own member and affiliate members.

6.4 Disable User

The Admin can disable specific users of a member. Disabled users do not have access to TRADEcho.

To disable a user:

1. On the **Users** page, select the check box next to the user(s) you want to disable.



The screenshot shows a table titled 'Reference Data / Users' with 5 records. The table has columns for User ID, First Name, Last Name, Member ID, Access Group Name, Email, Phone Number, User Role, User Connectivity Role, Password Never Expires, Logon Status, User Status, Member Status, Password Last Changed Date, and Last. The 'Disable User' button is highlighted in blue.

User ID	First Name	Last Name	Member ID	Access Group Name	Email	Phone Number	User Role	User Connectivity Role	Password Never Expires	Logon Status	User Status	Member Status	Password Last Changed Date	Last	
<input type="checkbox"/>	EXT_D...	Deepthi	Suru	TERPTEST1	DEFAULT	deepthi...	0123456789	Affiliated ...	GUI	Expires	ACTIVE	Enabled	Enabled	23/05/2024 10:02:19.000	31/
<input checked="" type="checkbox"/>	EXT_U...	External U...	One	TERPTEST1	DEFAULT	mbila...	07759505510	Trade Re...	GUI	Expires	ACTIVE	Enabled	Enabled	16/01/2024 17:32:58.000	16/
<input type="checkbox"/>	TERP...	Test Fix U...	One	TERPTEST1	DEFAULT	terp...	0123456789	Trade Re...	FIX	Never Expires	ACTIVE	Enabled	Enabled	15/12/2023 13:48:51.000	15/
<input type="checkbox"/>	TESTS...	Test SRR	1	TERPTEST1	DEFAULT	trade...	1234	Affiliated ...	GUI	Expires	ACTIVE	Enabled	Enabled	30/04/2024 11:51:07.000	
<input type="checkbox"/>	TestUs...	Test	User1	TERPTEST1	DEFAULT	suraji...	12345678	Affiliated ...	GUI	Expires	ACTIVE	Disabled	Enabled	03/04/2024 10:23:20.000	03/

2. Click **Disable User(s)**. A confirmation window appears.
3. Click **Disable**.

6.5 Enable User

You can enable disabled users. Once enabled a user can access TRADEcho immediately. The following steps to be followed:

1. On the **Users** page, select the check box next to the user(s) you want to enable.

User ID	First Name	Last Name	Member ID	Access Group Name	Email	Phone Number	User Role	User Connectivity Role	Password Never Expires	Logon Status	User Status	Member Status	Password Last Changed Date	
<input type="checkbox"/>	EXT_D...	Deepthi	Suru	TERPTEST1	DEFAULT	deepthi...	0123456789	Affiliated ...	GUI	Expires	ACTIVE	Enabled	Enabled	23/05/2024 10:02:19.000
<input type="checkbox"/>	EXT_U...	External U...	One	TERPTEST1	DEFAULT	mbilla...	07759505510	Trade Re...	GUI	Expires	ACTIVE	Enabled	Enabled	16/01/2024 17:52:58.000
<input type="checkbox"/>	TERP_...	Test Fix U...	One	TERPTEST1	DEFAULT	terp...	0123456789	Trade Re...	FIX	Never Expires	ACTIVE	Enabled	Enabled	15/12/2023 13:48:51.000
<input type="checkbox"/>	TESTS...	Test SRR	1	TERPTEST1	DEFAULT	trade...	1234	Affiliated ...	GUI	Expires	ACTIVE	Enabled	Enabled	30/04/2024 11:51:07.000
<input checked="" type="checkbox"/>	Testf.Ls...	Test	User1	TERPTEST1	DEFAULT	suraj...	12345678	Affiliated ...	GUI	Expires	ACTIVE	Disabled	Enabled	03/04/2024 10:23:20.000

2. Click **Enable User(s)**. A confirmation window appears.
3. Click **Enable**.

6.6 Change Password for User

1. On the **Users** page, select the check box next to the user you want to change the password for.
2. Click **Change Password**. A dialog box appears.

Change Password

Set a new password for user EXT_USER01

Note - change of password here will change the password for every other user using the same Email ID

New Password*

This field is required

Confirm Password*

3. Enter the new password.
4. Click **Submit**.

6.7 Remove User

You can remove a user. Removed users are immediately disabled from using the system. If the user is logged on when removed, the system logs off the user.

To remove a user:

1. On the **Users** page, select the check box next to the user you want to remove.

User ID	First Name	Last Name	Member ID	Access Group Name	Email	Phone Number	User Role	User Connectivity Role	Password Never Expires	Logon Status	User Status	Member Status	Password Last Changed Date	Last
<input type="checkbox"/> EXT_D...	Deepthi	Suru	TERPTEST1	DEFAULT	deepti...@lseg.com	0123456789	Affiliated ...	GUI	Expires	ACTIVE	Enabled	Enabled	23/05/2024 10:02:19.000	31/...
<input checked="" type="checkbox"/> EXT_U...	External U...	One	TERPTEST1	DEFAULT	mbila...	07759505510	Trade Re...	GUI	Expires	ACTIVE	Enabled	Enabled	16/01/2024 17:52:58.000	16/...
<input type="checkbox"/> TERP...	Test Fix U...	One	TERPTEST1	DEFAULT	terp...	0123456789	Trade Re...	FIX	Never Expires	ACTIVE	Enabled	Enabled	15/12/2023 13:48:51.000	15/...
<input type="checkbox"/> TESTS...	Test SRR ...	1	TERPTEST1	DEFAULT	trade...	1234	Affiliated ...	GUI	Expires	ACTIVE	Enabled	Enabled	30/04/2024 11:51:07.000	
<input type="checkbox"/> TestUs...	Test	User1	TERPTEST1	DEFAULT	suraji...	12345678	Affiliated ...	GUI	Expires	ACTIVE	Disabled	Enabled	03/04/2024 10:28:20.000	03/...

- Click **Remove User**. A confirmation window appears.
- Click **Remove**.

6.7.1 View User details

To view details of a user

- On the **Users** page, select the check box next to the user you want to view details of.
- Click . A dialog box appears.

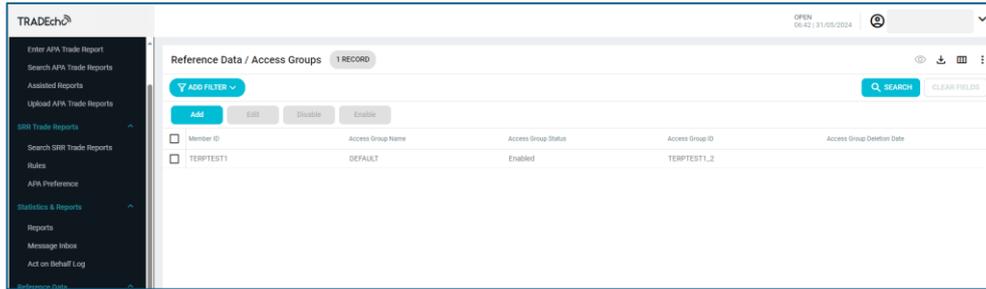
User : EXT_DEEPTI

User ID	EXT_DEEPTI
First Name	Deepthi
Last Name	Suru
Member ID	TERPTEST1
Access Group Name	DEFAULT
Email	deepti.suru@lseg.com
Phone Number	0123456789
User Role	Affiliated Compliance User, Compliance User, Global Compliance User, Me...
User Connectivity Role	GUI
Password Never Expires	Expires
Logon Status	ACTIVE
User Status	Enabled
Member Status	Enabled
Password Last Changed Date	23/05/2024 10:02:19.000

Close

6.8 Access Groups

Access groups are used to limit access to trade reports and quotes to a subset of users within a member. From the TRADEcho web portal users can add new access groups to members, set which access group should be the default for the member, enable and disable access groups, and view details of access groups.



The Add, Edit, Enable and Disable controls for the Access Group work the same as controls for Users.

To view details of an Access Group:

1. On the **Access Groups** page, select the check box next to the row of the access group you want to view details of.
2. Click **View Details**. A dialog box appears.

Add Access Group

Add a new access group to member

Name*

This field is required.

Member ID*

TERP Test Member 1 (TERPTEST1) ▼

Cancel
Add Access Group

To add an Access Group:

1. On the **Access Groups** page, click **Add**. A dialog box appears.

Add Access Group

Add a new access group to member

Name*

This field is required.

Member ID*

TERP Test Member 1 (TERPTEST1) ▼

Cancel
Add Access Group

2. Enter appropriate values.
3. Click **Add Access Group**.

To edit an Access Group:

1. On the **Access Groups** page, select the check box next to the row of the access group you want to edit.
2. Click **Edit**. A dialog box appears.

Edit Access Group

Name*
 DEFAULT

Cancel
Edit Access Group

3. Enter appropriate values.
4. Click **Save**.

To enable an Access Group:

1. On the **Access Groups** page, select one or more access groups (with Status Disabled) by selecting the check box next to their row.
2. Click **Enable**. A confirmation window appears.
3. Click **Yes**.

Reference Data / Access Groups 1 RECORD					
ADD FILTER					
SEARCH CLEAR FIELDS					
Add Edit Disable Enable					
<input checked="" type="checkbox"/>	Member ID	Access Group Name	Access Group Status	Access Group ID	Access Group Deletion Date
<input checked="" type="checkbox"/>	TERPTEST1	DEFAULT	Enabled	TERPTEST1_2	

To disable an Access Group:

1. On the **Access Groups** page, select one or more access groups (with Status Enabled) by selecting the check box next to their row.
2. Click **Disable**. A confirmation window appears.
3. Click **Yes**.

Reference Data / Access Groups 1 RECORD					
ADD FILTER					
SEARCH CLEAR FIELDS					
Add Edit Disable Enable					
<input checked="" type="checkbox"/>	Member ID	Access Group Name	Access Group Status	Access Group ID	Access Group Deletion Date
<input checked="" type="checkbox"/>	TERPTEST1	DEFAULT	Enabled	TERPTEST1_2	

To set an Access Group as Member Default:

Users can set a default access group for a member via the Member details page. To set a default access group:

1. Navigate to **Member** page to view member details.
2. Click **Edit**.
3. Select the intended **Default Access Group**.
4. Click **Save**.

You are in Act on Behalf mode. All actions taken will be logged and visible to Test SRR User 1. Go to menu or click [here](#) to exit.

Reference Data / Member

Not Set	Eligible
---------	----------

Editable Details

[Edit](#)

Primary Member Affiliations Not Set	Default Member for LEI False	Assisted Reporting Yes
Flag Enrichment True	Default FIX User Not Set	Default Access Group DEFAULT
SI MICs Not Set		

You are in Act on Behalf mode. All actions taken will be logged and visible to Test SRR User 1. Go to menu or click [here](#) to exit.

Reference Data / Member

[Editing...](#)

Editable Details

Primary Member Affiliations Add a Primary Member for Affiliations	Default Member for LEI False	Assisted Reporting Yes
Flag Enrichment True	Default FIX User	Default Access Group DEFAULT
SI MICs Add a MIC...		

[Cancel](#) [Save](#)

7 Reference Data

Reference data is managed from the pages under **Reference Data** on the side menu.

The screenshot shows the 'Reference Data / Instruments' page with 200 records. The table includes columns for Status, MDMS, Status Unavailable, Quoting Status, MDMS Instrument ID, UV Instrument ID, ISIN, Short Name, Long Name, FDN, Issuer Name, Issuer LEI, Underlying ISIN, SEDOL, CFI Code, Sub Asset Class Name, and MIFR Identifier. The first few rows show active instruments like 'RES.MORT.7' and 'PERM CLUST'.

7.1 Instruments

The user can view instruments from the **Instruments** page. To view the details of the instruments:

1. On the **Instruments** page, search for instruments
2. In the table showing instruments, select a check box to the left of a row.
3. Click **View Details**. A dialog box appears.

The screenshot shows the 'Reference Data / Instruments' page with a dialog box titled 'Instrument : ' open. The dialog box displays the following details for the selected instrument:

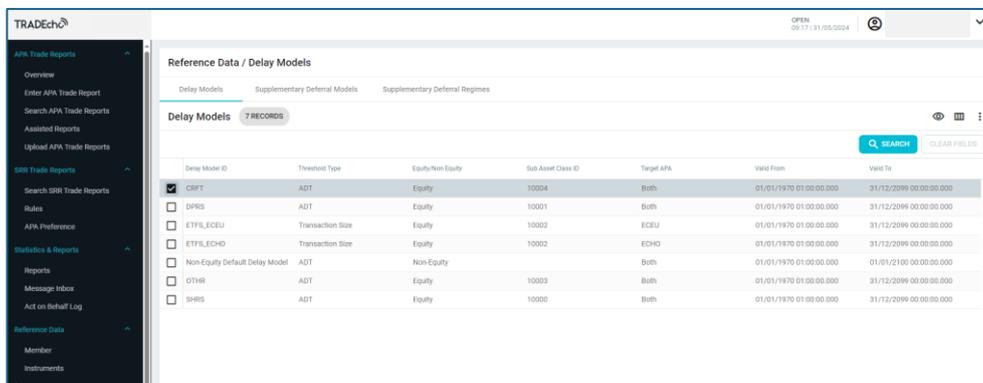
- Status MDMS: Active
- Status Unavailable: Active
- Quoting Status: Active
- MDMS Instrument ID: 10256
- UV Instrument ID: 44441513
- ISIN: XS0102812020
- Short Name: RES.MORT.7
- Long Name:
- FDN:
- Issuer Name: RESIDENTIAL MORTGAGE SECS NO.7 PLC
- Issuer LEI:
- Underlying ISIN:
- SEDOL: 0877088

7.2 Delay Models

7.2.1 Delay models

On the **Delay Models** page, users can find information about the delay models that decide the deferral rules. To view Delay models details:

1. On the **Reference Data / Delay Models** page, in **Delay Models** tab, the table showing delay models, select the check box for the model.
2. Click . A dialog box with details appears.

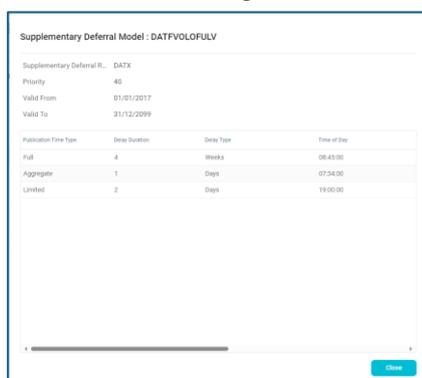


Delay Model ID	Threshold Type	Equity/Non-Equity	Sub Asset Class ID	Target APAs	Valid From	Valid To
<input checked="" type="checkbox"/> CRFT	ADT	Equity	10004	Both	01/01/1970 01:00:00.000	31/12/2099 00:00:00.000
<input type="checkbox"/> DPRS	ADT	Equity	10001	Both	01/01/1970 01:00:00.000	31/12/2099 00:00:00.000
<input type="checkbox"/> ETFLECEU	Transaction Size	Equity	10002	ECEU	01/01/1970 01:00:00.000	31/12/2099 00:00:00.000
<input type="checkbox"/> ETFLECHO	Transaction Size	Equity	10002	ECHO	01/01/1970 01:00:00.000	31/12/2099 00:00:00.000
<input type="checkbox"/> Non-Equity Default Delay Model	ADT	Non-Equity		Both	01/01/1970 01:00:00.000	01/01/2100 00:00:00.000
<input type="checkbox"/> OTHR	ADT	Equity	10003	Both	01/01/1970 01:00:00.000	31/12/2099 00:00:00.000
<input type="checkbox"/> SHRS	ADT	Equity	10000	Both	01/01/1970 01:00:00.000	31/12/2099 00:00:00.000

7.2.2 Supplementary deferral models

The supplementary deferral models can be viewed from the **Delay Models** page, on the **Supplementary Deferral Models** tab. To view the supplementary deferral model details:

1. On the **Delay Models** page, on the **Supplementary Deferral Models** tab, in the table showing supplementary deferral models, select a check box for the model.
2. Click . A dialog box with the details appears.



Publication Time Type	Delay Duration	Delay Type	Time of Day
Full	4	Weeks	08:45:00
Aggregate	1	Days	07:34:00
Limited	2	Days	19:00:00

7.2.3 Supplementary deferral regimes

The supplementary deferral regimes can be viewed from the **Delay Models** page, on the **Supplementary Deferral Regimes** tab. To view the Supplementary Deferral Regimes details:

1. On the **Delay Models** page, on the **Supplementary Deferral Regimes** tab, in the table showing supplementary deferral regimes, select a check box to the left side of a row.
2. Click . A dialog box appears.

Legal Jurisdiction	Sub Asset Class Name	Supplementary Deferral Regime ID	Allowed Supplementary Deferral Models
<input checked="" type="checkbox"/> BE	BOND - Bonds	BE00001	VDLQFWAFJDAFVOLDW
<input type="checkbox"/> BE	BOND - Bonds	BE00002	VDLQFWAFVOLDW
<input type="checkbox"/> BE	BOND - Bonds	BE00003	VDLQFWAFVOLDW
<input type="checkbox"/> BE	BOND - Bonds	BE00004	VDLQFWAFVOLDW
<input type="checkbox"/> BE	BOND - Bonds	BE00005	VDLQFWAFVOLDW
<input type="checkbox"/> BE	BOND - Bonds	BE00006	VDLQFWAFVOLDW
<input type="checkbox"/> BE	BOND - Bonds	BE00007	VDLQFWAFVOLDW

Note: Users can group the regimes by different attributes. By default, they are grouped by country. Click **Grouping by Country** and select another attribute to change the grouping in the table.

7.3 Sub Asset Classes

Users can view details on sub asset classes from the TRADEcho web portal. Sub Asset Class entity is associated with the instruments, and it provides further information about the asset class of the instrument. To view sub asset classes:

1. On the **Sub Asset Class** page, perform a search for Sub Asset classes.

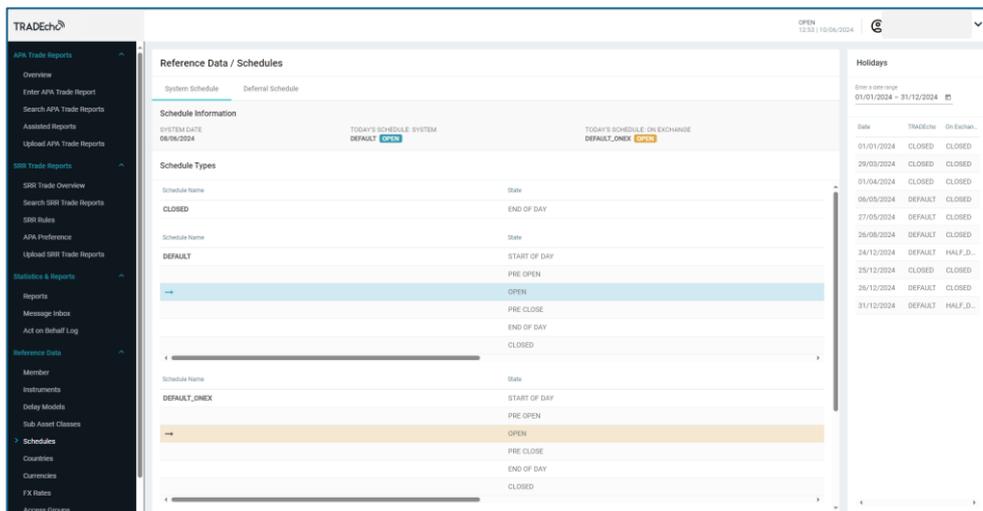
Sub Asset Class Id	Reuters Sub Asset Class Code	MIFID Sub Asset Class Code	Sub Asset Class Name	Sub Asset Class FIX Code	Equity/Non Equity	Asset Class FIX Code
<input type="checkbox"/> 10000	SHRS	SHAR	Shares	0	Equity	1
<input type="checkbox"/> 10001	DPRS	DEPR	Depository Receipts	0	Equity	1
<input type="checkbox"/> 10002	ETFS	ETFS	ETFs	0	Equity	1
<input type="checkbox"/> 10003	OTHE	OTEL	Other equity-like fina...	0	Equity	1
<input type="checkbox"/> 10004	CRFT	CERT	Certificates	0	Equity	1
<input type="checkbox"/> 10005	ELSB	SVRB	Sovereign Bonds	201	Non-Equity	2
<input type="checkbox"/> 10006	OEPB	OTPB	Other Public Bonds	202	Non-Equity	2
<input type="checkbox"/> 10007	CVTB	CNVB	Convertible Bonds	203	Non-Equity	2
<input type="checkbox"/> 10008	CVDB	CVRB	Covered Bonds	204	Non-Equity	2
<input type="checkbox"/> 10009	CRPB	CRPB	Corporate Bonds	205	Non-Equity	2
<input type="checkbox"/> 10010	OTHR	OTRB	Other Bonds	206	Non-Equity	2

7.4 Schedules

Information on schedules of system and On Exchange, TRADEcho holidays and system states can be viewed on the **Reference Data / Schedules** page.

7.4.1 System Schedule

The client can see today's schedule for the OTC/SI and On Exchange venue in a quick-look table. It also shows all other schedules that exist in the system and their states presented in a table and highlighted with two color-coded arrows. The state transition is auto refreshed on the page to align with current time.



The following schedules/ states exist:

State	Description
START OF DAY	No users can access the system. No quotes or trade reports are accepted.
PRE OPEN	System admins can enter the system.
OPEN	All users can access the system.
PRE CLOSE	System is available for quoting. System is not available for trade reporting. All users can access the system.
END OF DAY	No users can access the system.
CLOSED	No users can access the system. No quotes or trade reports are accepted.

7.4.2 Deferral schedules

Deferral information for specific countries or markets can be viewed from the **Deferral Schedule** tab. To view deferral schedules:

1. On the **Schedules** page, on the **Deferral Schedule** tab, type a country or a market to search for.
2. Click on the name of the country or market, or press **Enter**.

Reference Data / Schedules	
System Schedule	Deferral Schedule
Deferral Information	
Country GB, Great Britain	Market
Country: GB	Most Relevant Market: XLON
Morning	09:00:00
Noon	12:00:00
EOD	17:00:00
Half day EOD	13:00:00
Time Zone	Europe/London

The schedule times for the selected country and market are shown.

7.5 Countries

The countries available in TRADEcho can be viewed from the **Countries** page. To view countries:

1. In the **Countries** page, perform a search for countries. The countries are displayed in a table with IDs and names of the country.

Country ID	Country Name
<input type="checkbox"/>	AD
<input type="checkbox"/>	AE
<input type="checkbox"/>	AF
<input type="checkbox"/>	AG
<input type="checkbox"/>	AI
<input type="checkbox"/>	AL
<input type="checkbox"/>	AM
<input type="checkbox"/>	AN
<input type="checkbox"/>	AO
<input type="checkbox"/>	AR
<input type="checkbox"/>	AS
<input type="checkbox"/>	AT
<input type="checkbox"/>	AU
<input type="checkbox"/>	AW
<input type="checkbox"/>	AZ
<input type="checkbox"/>	BA
<input type="checkbox"/>	BB
<input type="checkbox"/>	Country Name
<input type="checkbox"/>	Andorra
<input type="checkbox"/>	United Arab Emirates
<input type="checkbox"/>	Afghanistan
<input type="checkbox"/>	Antigua and Barbuda
<input type="checkbox"/>	Anguilla
<input type="checkbox"/>	Albania
<input type="checkbox"/>	Armenia
<input type="checkbox"/>	Netherlands Antilles
<input type="checkbox"/>	Angola
<input type="checkbox"/>	Argentina
<input type="checkbox"/>	American Samoa
<input type="checkbox"/>	Australia
<input type="checkbox"/>	Austria
<input type="checkbox"/>	Australia
<input type="checkbox"/>	Aruba
<input type="checkbox"/>	Azerbaijan
<input type="checkbox"/>	Bosnia and Herzegovina
<input type="checkbox"/>	Barbados

7.6 Currencies

The currencies used in TRADEcho can be viewed from the **Currencies** page. To view currencies:

1. On the **Currencies** page, perform a search for currencies. The currencies are displayed in a table with IDs and names of the currency with Minimum ADT Threshold and Acceptable Price Deviation.

Currency Code	Country Code	Jurisdiction Equivalence	UK MIFIR Identifier	EEA MIFIR Identifier	Exemptions Assessment UK	Exemptions
AUD	AU	BOTH	SHRS	SHRS		
BRL	BR	BOTH	SHRS	SHRS		
CAD	CA	BOTH	SHRS	SHRS		
CHF	CH	BOTH	SHRS	SHRS		
CNY	CN	BOTH	SHRS	SHRS		
DKK	DK	BOTH	SHRS	SHRS		
EUR	EU	BOTH	SHRS	SHRS		
GBP	GB	BOTH	SHRS	SHRS		
HKD	HK	BOTH	SHRS	SHRS		
HUF	HU	BOTH	SHRS	SHRS		
JPY	JP	BOTH	SHRS	SHRS		
KRW	KR	BOTH	SHRS	SHRS		
MXN	MX	BOTH	SHRS	SHRS		
NZD	NZ	BOTH	SHRS	SHRS		
SEK	SE	BOTH	SHRS	SHRS		
SGD	SG	BOTH	SHRS	SHRS		
THB	TH	BOTH	SHRS	SHRS		
USD	US	BOTH	SHRS	SHRS		
ZAR	ZA	BOTH	SHRS	SHRS		

7.7 FX rates

Users can view FX rates (used for price validation) and ESMA FX rates (used for deferral validation) from the TRADEcho web portal.

To view FX rates:

1. On the **FX Rates** page, perform FX search. The FX rates will get displayed in a table.

Currency Code	Country Code	Jurisdiction Equivalence	UK MIFIR Identifier	EEA MIFIR Identifier	Exemptions Assessment UK	Exemptions
AUD	AU	BOTH	SHRS	SHRS		
BRL	BR	BOTH	SHRS	SHRS		
CAD	CA	BOTH	SHRS	SHRS		
CHF	CH	BOTH	SHRS	SHRS		
CNY	CN	BOTH	SHRS	SHRS		
DKK	DK	BOTH	SHRS	SHRS		
EUR	EU	BOTH	SHRS	SHRS		
GBP	GB	BOTH	SHRS	SHRS		
HKD	HK	BOTH	SHRS	SHRS		
HUF	HU	BOTH	SHRS	SHRS		
JPY	JP	BOTH	SHRS	SHRS		
KRW	KR	BOTH	SHRS	SHRS		
MXN	MX	BOTH	SHRS	SHRS		
NZD	NZ	BOTH	SHRS	SHRS		
SEK	SE	BOTH	SHRS	SHRS		
SGD	SG	BOTH	SHRS	SHRS		
THB	TH	BOTH	SHRS	SHRS		
USD	US	BOTH	SHRS	SHRS		
ZAR	ZA	BOTH	SHRS	SHRS		

7.8 Trading Venues MICs

The user can view Trading Venues MICs from the TRADEcho web portal:

1. On the **Trading Venues MICs** page, perform a search

Trading Venue MIC	Trading Venue Type	Country Code	Jurisdiction Equivalence	UK MIFIR Identifier	EEA MIFIR Identifier	Exemptions Assessment UK	Exemptions
AA01	MTF	GB	BOTH	SHRS	SHRS		
AA02	RM	GB	UK	ETFS CRFT	ETFS CRFT		
AA03	SI	SE	EEA	SHRS ETFS	SHRS ETFS		
AB01	RM	GB	UK	SHRS	SHRS		
AB02	RM	GB	BOTH	SHRS	SHRS	cfCode=C51001.*% issue...	
AB03	OTF	GB	UK	SHRS	SHRS	cfCode=C51002.*% issue...	
AB04	SI	GB	BOTH	SHRS	SHRS	cfCode=C51002.*% issue...	
AB05	UNKNOWN	GB	UK	SHRS	SHRS	cfCode=C51002.*% issue...	
AB06	MTF	GB	BOTH	SHRS	SHRS	cfCode=C51002.*% issue...	
AB07	RM	GB	UK	SHRS	SHRS	cfCode=C51001.*% issue...	
AB08	MTF	GB	BOTH	SHRS	SHRS	cfCode=C51001.*% issue...	

7.9 Designated Firms

This functionality will allow users to view and manage (add, edit and delete) the designated reporters available in the system.

7.9.1 View Designated Firms

Users can search and view the Designated Firms using the **Reference Data / Designated Firms**.

1. Enter search criteria.
2. Click **Search**.

Only the fields marked as "Y" in the 'Available by Default' column will be available to filter by default. Other fields can be added using the 'Add Filter' feature:

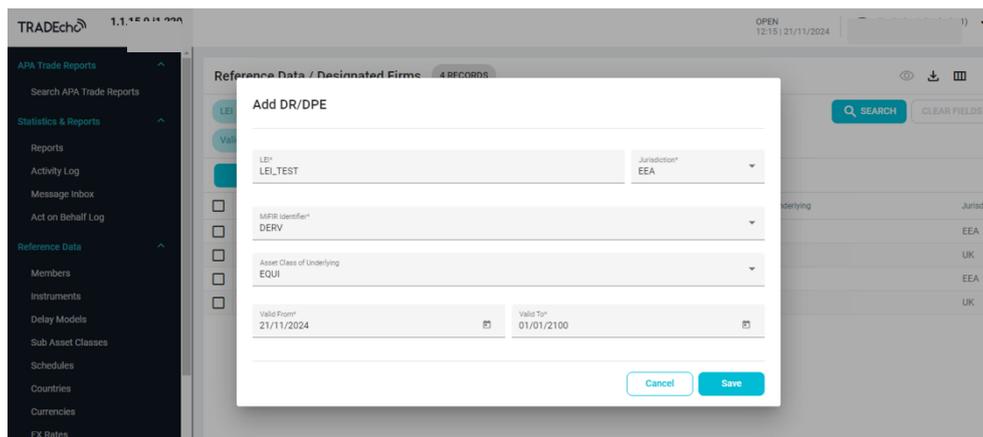
LEI	MFR Identifier	Asset Class of Underlying	Jurisdiction	Valid From	Valid To
<input type="checkbox"/>	2138002Y5U98W5M5V709	SHRS	EEA	11/10/2023	01/01/2100
<input type="checkbox"/>	2138002Y5U98W5M5V709	ALL	UK	11/10/2023	01/01/2100
<input type="checkbox"/>	2138007G8WA118NH-WR85	SHRS	EEA	11/10/2023	01/01/2100
<input type="checkbox"/>	2138007G8WA118NH-WR85	ALL	UK	11/10/2023	01/01/2100
<input type="checkbox"/>	Firm125LEI	DERV	EEA	11/08/2023	01/01/2100
<input type="checkbox"/>	Firm126LEI	ALL	UK	11/08/2023	01/01/2100
<input type="checkbox"/>	Firm127LEI	DERV	EEA	11/08/2023	01/01/2100
<input type="checkbox"/>	Firm47LEI	ALL	UK	11/08/2023	01/01/2100
<input type="checkbox"/>	Firm48LEI	ALL	UK	11/08/2030	01/01/2100
<input type="checkbox"/>	Firm49LEI	BOND	EEA	11/08/2023	01/09/2023
<input type="checkbox"/>	Firm49LEI	SHRS	EEA	11/08/2023	01/01/2100

Access privilege to perform **Add**, **Edit** and **Remove** Designated Firms will be given to the following user roles (Add, Edit and Remove button will only be visible to users in these user roles)

- System Admin
- Equity Ops

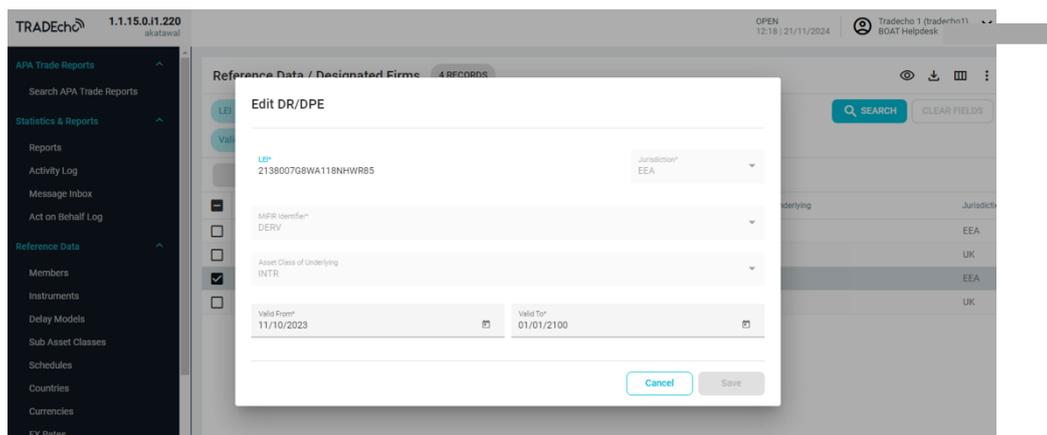
7.9.2 Add Designated Firms

1. On the **Reference Data / Designated Firms** page, click **Add**. A pop-up window opens.
2. Enter correct information in all mandatory fields (*) and click **Save**.



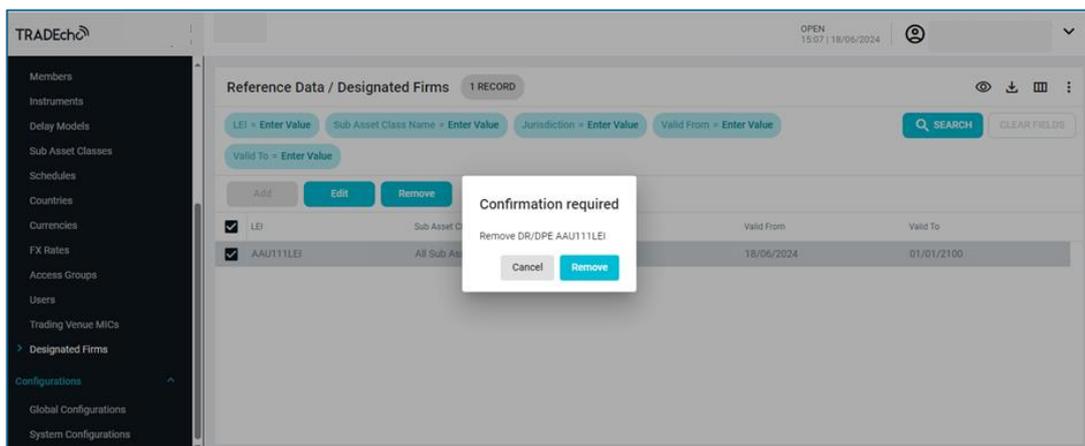
7.9.3 Edit Designated Firms

1. On the **Reference Data / Designated Firms** page, select a DR/DPE and click **Edit**. A pop-up window opens.
2. Edit correct information in all mandatory fields (*) and click **Save**.



7.9.4 Remove Designated Firms

1. On the **Reference Data / Designated Firms** page, select a DR/DPE and click **Remove**. A confirmation window opens.
2. Click **Save**. To discard changes, **click Cancel**.



It is not possible to remove Designated Firms from the reference data intraday. When the user clicks on the 'Remove' button in the confirmation window, there will be a pop-up window with the following message: **Failed to remove DR/DPE.**

7.10 Legal Entity Identifier

This functionality will allow users to view Legal Entity Identifies (LEIs) available in the system.

When navigating to new Legal Entity Identifier, upon pressing the Search button, system will query for all LEIs :

The screenshot displays the TRADEcho web portal interface. The top left shows the version '1.1.16.0.1.1525' and the user 'miyurud'. The top right shows the user 'Tradecho 1 (tradecho1)' and 'BOAT Helpdesk'. The sidebar menu on the left includes options like Reports, Activity Log, Message Inbox, Act on Behalf Log, Reference Data (selected), Members, Instruments, Delay Models, Sub Asset Classes, Schedules, Countries, Currencies, FX Rates, Access Groups, Users, Trading Venue MICs, Designated Firms, and Legal Entity Identifier. The main content area is titled 'Reference Data / Legal Entity Identifier' and shows '39 RECORDS'. A search bar contains 'LEI = Enter Value' and a 'SEARCH' button. Below the search bar is a table with columns 'LEI' and 'Legal Jurisdiction'. The table lists 14 records, each with a checkbox in the 'LEI' column.

LEI	Legal Jurisdiction
<input type="checkbox"/> 2138002Y5U98WSM5V709	AU
<input type="checkbox"/> 2138007G6WA118NHWR85	NO
<input type="checkbox"/> 4469000001AV026P9X86	UK
<input type="checkbox"/> AAA_FUNCTEST_LEI	UK
<input type="checkbox"/> AAA_LEI	UK
<input type="checkbox"/> BOAT_LEI	UK
<input type="checkbox"/> ES70DZWZ7FF32TWEFA76	UK
<input type="checkbox"/> LEI_TEST	UK
<input type="checkbox"/> M1ST15ALEI1	GB
<input type="checkbox"/> M2ST15ALEI1	GB
<input type="checkbox"/> M3ST15ALEI1	GB
<input type="checkbox"/> QM1ST15ALEI1	GB
<input type="checkbox"/> SL_MIC_COUNTERPARTY	UK

8 General features

Some features of TRADEcho Trade Reporting System can be performed from most pages. These features include managing user preferences, changing passwords, searching, and exporting data.

8.1 User preferences

The user can manage their own preferences, such as changing name, phone number and password through the **User Details** screen.

To change user preferences:

1. On the top menu, do one of the following:
 - Hover on your username.
 - Next to username, click the menu button () and click **Preferences**. The **User Details** page appears.
2. Click **Edit** and make your changes.
3. Click **Save**.

8.2 Data Search

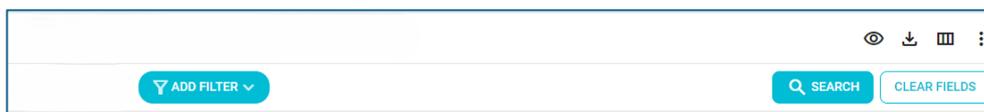
8.2.1 Search Screens

TRADEcho allows users to search for data on the following screens:

1. APA Trade Reports: **Search APA Trade Reports, Assisted Reports**
2. SRR Trade Reports: **Search SRR Trade Reports** (for SRR Users only), **Rules** (for SRR Users only)
3. Act on Behalf Log
4. Reference Data – **Instruments, Sub Asset Classes, Countries, Currencies, FX Rates, Access Groups, Users, Trading Venue MICs.**

8.2.2 Search Controls

Every Search Screen has the following layout:



1. Attributes:
The screens allow users to enter attributes for their data search. The search parameters available to select varies on every screen. The user will be able to select the search parameters via 

2. Controls:

Symbol/Button	Label	Description/ Function
---------------	-------	-----------------------

	View Details	Clicking on this control would open a window displaying details of the row chosen.
	Export	Clicking on this control would export details of the selected rows in the csv format.
	Columns Visibility	Clicking on this control allows the user to select the columns to be displayed on the main display.
	User Preferences	Clicking on this control allows the user to save/clear the display preferences for the search function.
	Search	Clicking on this control would display search results as per the parameters chosen.
	Clear Fields	Clicking on this control would clear the search parameters chosen.

8.3 Reset Password

If you have forgotten your password, have been locked out of the TRADEcho web portal or are a first-time login user, click **Need help signing in?** on the **Login Page**.

The page will give you additional options. Click **Forgot Password?** and the Reset Password window will be opened. Enter your registered email address and click **Reset via Email**. You will receive an email from *noreply@identity.lseg.com* to your registered email address.

<p style="text-align: center;">Sign In</p> <p>Need help signing in?</p>	<p style="text-align: center;">Sign In</p> <p>Need help signing in? Forgot password? Help</p>	<p style="text-align: center;">Reset Password</p> <p>Email Address <input type="text"/></p> <p style="text-align: center;">Reset via Email</p> <p>Back to sign in</p>
--	--	---

Click the **RESET PASSWORD >>** button on the email to be directed to the Okta LSEG Identity page where users can enter a new password to reset your LSEG Identity password. An email will be sent to you by noreply@identity.lseg.com confirm that your password has been changed.

The left screenshot is an email notification from LSEG Identity. It contains the following text: "LSEG Identity - Password reset requested", "Hi [redacted]", "We have received a request to reset your LSEG Identity password.", "If you did not make this request, please contact your application helpdesk immediately.", "RESET PASSWORD >> button", "Please note: This link expires in 1 day.", "If you experience difficulties accessing your account, please contact your application helpdesk.", "This is an automatically generated message from LSEG Identity. Replies are not monitored or answered.", "Kind Regards, LSEG Identity", and the LSEG logo. At the bottom, it says "Find us on" with social media icons.

The right screenshot is the "Reset your Okta password" web form. It includes the LSEG logo at the top, the title "Reset your Okta password", and "Password requirements:" with a list:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 12 passwords

Below the requirements are input fields for "New password" and "Repeat password", a checkbox for "Sign me out of all other devices.", and a blue "Reset Password" button. At the bottom right, there is a link "Back to sign in".

Alternatively, to resetting your password by your own, you could request your member administrator user to do it for you. See Reset Password by Member Administrator for how a member admin can do this.

8.4 Reset Password by Member Administrator

To reset the password of a user in your firm, navigate to the Users window.

Note: Any password resets done on TRADEcho will change your LSEG Identity password which means that your new password will apply to all LSEG applications that utilize LSEG Identity. This is the concept of single sign on that allows you to use a single email address and password to login to multiple LSEG applications.

Password settings

Description	Value
Minimum password length	8
Maximum password length	14
Minimum number of numeric characters	1
Minimum number of letters (A-Z or a-z)	1
Minimum number of special characters	1
Allowed special characters	!"#\$%&'()*+,-./:;<=>?@[\\]^_`{ }~
Number of calendar days that a password is valid	60
Number of days before a password is set to expired that the system notifies the user	5

Restricted external

Number of password changes before the same password can be reused **5**

Number of failed logon attempts before a user is locked **5**