Order Entry field

This field allows you to enter orders from your keyboard, including comments.

To enable keyboard order entry, click the **Setup** button, and then click **Trading Preferences**. The **Trading Preferences** window opens. In the **Function** buttons area, click the **Keyboard order entry** checkbox.

Size buttons (Order Ticket)

The size buttons allow you to change the quantity that is used when you place orders.

The entry box (the box on the left) displays the default order quantity. You can type a number to override the default.

If you are placing an iceberg order, the entry box contains both the total size and the visible size.

You set the button values in Risk preferences. The default visible size value is set in Smart Orders preferences.

Price field (Order Ticket)

Enter a price in the field or use the buttons to increase and decrease the price.
This field is optional.

Options Model button (Order Ticket)

This button is shown for options.

Click it change the options model you wish to use.

Options Greek value (Order Ticket)

This menu is displayed for options.

Use this drop down to change the **Greek** value that is displayed in the **Greek** column on the Order Ticket.

Order duration menu (Order Ticket)

DAY, **GTC** (good-till-cancelled), **GTD** (good-till-date), **FAK** (fill and kill), **FOK** (fill or kill), **OO** (on open), **OC** (on close), **GTT** (good-till-time), and **ICBG** (Iceberg) are the order duration options on the Order Ticket.
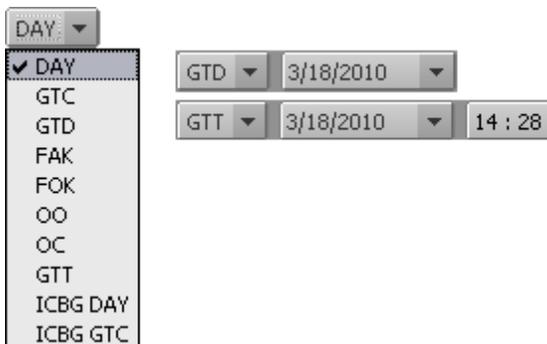
☐ **DAY** is the default. If a DAY order is unfilled at the close of the trading session, it is automatically canceled.

• **GTC** orders are left open until canceled by the trader.

• **GTD** orders are left open until the date specified by you.

• **FAK** orders require that the remaining quantity of an order is cancelled after a partial fill.

• **FOK** orders require that the entire quantity be executed immediately or the order is cancelled.

• **OO** orders are placed at the market open price. If the order cannot be filled at the open, then it is cancelled. For a limit-on-open order, the market open price must meet the limit condition.

• **OC** orders are filled near the market close. If the order cannot be filled at the close, then it is cancelled. For a limit-on-close order, the order is executed only if the price is better than the limit price.

• **GTT** orders are left open until the date and time specified by you.

• **ICBG** orders are limit DAY or GTC orders that have both a total quantity and a display quantity that is shown publicly on the order book. These orders must be enabled by CQG and by you in Trading Preferences.
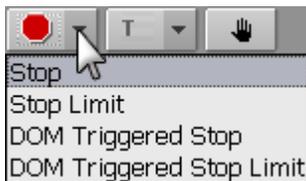
Parked check box

This check box is used to hold orders on the Gateway.

The orders are not sent until the **Activate** button is clicked (on the Parked window in the Orders and Positions area).

Stop management (Order Ticket)

Stop, **Stop Limit**, **DOM Triggered Stop**, and **DOM Triggered Stop Limit** are the stop management options.

☐ **Stop** is the default. A stop order becomes a market order when the stop price is hit and a stop-limit order becomes a limit order when the stop price is hit.

• **Stop Limit** orders allow the trader to set a difference between the stop price and the limit price.

• **DOM Triggered Stop** orders behave like stop orders, but are not triggered until the bid/ask quantity falls below the order's trigger quantity (DOM threshold). These orders must be enabled by CQG and by you in Smart Orders Trading Preferences.
You can change the default in Limit & Stop Orders Preferences.

Trailing Order management (Order Ticket)

Trade trailing limits or stops using this menu.

A trailing limit order tracks the market automatically adjusting its price level position in the exchange's order book. For a buy order, as the best bid/offer/trade (depending on your settings) moves up, your order moves up with it based on the trailing offset. When the best bid/trade/offer trade moves down, your order holds. When the best bid/offer/trade matches your order price, the order executes.

Trailing Stop orders adjust their trigger price in concert to the direction of the market on a tick-by-tick basis, initially trailing the market with the same distance to the market price when the order is first placed. The trigger price of a trailing sell stop order automatically steps higher with the market for each up tick, but does not step lower.
These orders must be enabled by CQG and by you in Smart Orders Trading Preferences.

Manual Fills button (Order Ticket)

You have the ability to enter fills manually for those trades that did not occur through CQG to be reconciled against the statement. All electronic and pit contracts can be entered. Once the statement for the day is received, the manual fills are reconciled against the statement and then permanently removed.

Click this button to indicate the next order you place is a manual fill.

Special Orders button (Order Ticket)
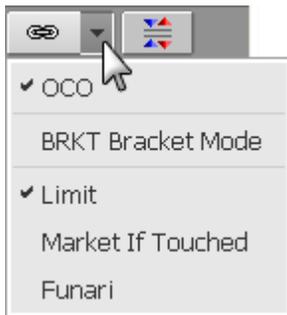
The Special Orders menu offers order-cancels-order, bracket, limit, market-if-touched, and Funari order types.

OCO: A multi-part order. If one part of the order is executed, then all other parts are cancelled.

Bracket: A type of order-places-order (OPO) where filling, for example, a buy order triggers a sell OCO - a profit target order and a stop loss order. If one of those orders is filled, then the other order is cancelled.

These orders must be enabled by CQG and by you in Smart Orders Trading Preferences.
LMT: An order that is triggered when the your specified limit price is hit.

Market-If-Touched: An order that becomes a market order when a specified price is reached. The order is executed at the first available price at the time the specified price is reached.

Funari: For this order type, any unfilled order quantity is executed as a market order at either the morning close or afternoon close.

Orders and Positions area (Order Ticket)

The **Orders and Positions area** provides order detail information in six tabs: Working, Filled, Cancelled, Exceptions, Parked, and All. It is a version of our Orders and Positions window.

Cancel buttons (Order Ticket)

These buttons at the bottom of the Order Ticket are used to cancel groups of orders. The number of orders that will be cancelled is displayed on the button in parentheses.

X Buys = cancels all buy orders for that symbol and contract month

X All = cancels all orders for that symbol regardless of contract month

X All/Liq All = cancels all orders for all symbols on the current account and liquidates all positions for the current account

X Sells = cancels all sell orders for that symbol and contract month
If orders of the given type have not been placed, the button is not be available and appears dimmed.

To display cancel buttons, go to the **Display** tab in Trading Preferences and select the **Cancel/Activate All** buttons check box and the check boxes for each button you want displayed.