

## CONNEXOR Distribution

# Editor Quick Guide

SWX-IBT-MAN-20100108/E, 08.01.2010

Unrestricted

The information contained in this document is given without warranty, implies no obligation of any kind on the part of SIX Group Ltd or the companies associated with SIX Group Ltd (referred to below as SIX Group Ltd) and may be altered by SIX Group Ltd at any time without further notice. To the extent permitted by law, SIX Group Ltd accepts no liability whatsoever for any errors contained in this document. SIX Group Ltd is under no obligation whatsoever to draw attention to such errors. Technical documentation must be used only in conjunction with the correct software version and may be used and copied only in accordance with the terms of the licence. All software described in the technical documentation is supplied on the basis of a licence agreement and may be used or copied only in accordance with the terms of the said licence agreement.

© Copyright SIX Group Ltd, 11.2009. All rights reserved. All trademarks observed.

## Table of Contents

1	Purpose of the IBT Editor .....	2
2	User administration and access.....	2
	2.1 Login to the IBT Editor .....	2
	2.2 User access .....	2
	2.3 Language preference .....	3
3	Editing data sets .....	3
	3.1 Starting new data sets.....	3
	3.2 Using draft data sets .....	4
	3.3 Creating draft data sets.....	4
	3.4 Using the correct IBT Type Code.....	5
4	Data validation and submission .....	5
	4.1 Data validation .....	5
	4.2 Save as draft .....	6
	4.3 Data submission .....	6
5	Handling of new instrument types.....	7
6	Useful tips.....	7
	6.1 Using the navigation panel.....	7
	6.2 Adding underlyings.....	7
	6.3 Optimising your workspace .....	7
	6.4 Saving information .....	8
7	Special system settings .....	8
	7.1 Necessary settings for Internet Explorer 8 .....	8
	7.2 Necessary settings for Adobe Reader.....	9
8	Scheduled enhancements for the IBT Editor .....	10
9	Contact .....	10

## 1 Purpose of the IBT Editor

The CONNEXOR Distribution Editor (IBT Editor) is an online tool for editing, validating and submitting reference data of financial instruments to the IBT system. Different users in the same company can edit, process and copy data sets. Users with appropriate authorisations can send data to specific recipients such as exchanges, clearing and settlement institutions and vendors.

The IBT Editor will effectively replace the current IBL online forms for warrants and structured products for submission of requests for provisional admission to trading by the end of March 2010. It is based on the current interface specifications of CONNEXOR Distribution ([TUFS version 1.01](#)).

## 2 User administration and access

### 2.1 Login to the IBT Editor

Each time a user accesses the editor, he or she must authenticate himself/herself with a valid user name and password. Access to the IBT Editor is provided via the common login to the IBT application. The URL is as follows:

[https://www.six-swiss-exchange.com/admission/listing/ibt/login\\_en.html](https://www.six-swiss-exchange.com/admission/listing/ibt/login_en.html)

### 2.2 User access

In order to get access to the IBT Editor, your user account needs to be authorised by your group administrator for "Draft/delete IBT data sets" and/or "Submit IBT data sets".

<b>IBT Engine</b>
IBT Batch Upload
IBT Editor
Data Set Overview
TUFS Changes
<b>User Profile</b>
User Administration
Logout

<input checked="" type="checkbox"/>	Draft/delete IBT data sets
<input checked="" type="checkbox"/>	Submit IBT data sets

Every user group administrator has been endowed with "draft/delete" rights\*. Please contact one of your administrators in order to get access to the IBT Editor. Afterwards, you can authenticate yourself via your current IBL user name and password.

\* "Submit" rights are provided after signing of the respective [general terms and conditions](#).

## 2.3 Language preference

The IBT Editor is currently only available in English.

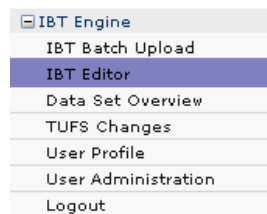
## 3 Editing data sets

There are two basic options to start editing data sets:

- a) Start a new data set from scratch ([see 3.1](#)).
- b) Work on a draft data set ([see 3.2](#)).

### 3.1 Starting new data sets

In the navigation panel on the left, click on "IBT Editor".



#### Instrument Type Overview

The instrument type overview will automatically open up in a separate window. This overview contains a list with all types of your listed instruments and will help you to find the proper instrument type to be used in the IBT Editor.

You can start a new data set from scratch by double-clicking on the appropriate instrument type. All columns can be sorted and various criteria can be applied to narrow your search (e.g. your product brand).

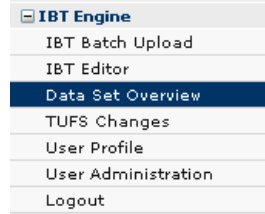
The overview will continuously be extended with your new instrument types (see "[Handling of new instrument types](#)").

The screenshot shows the CONNEXOR Instrument Type Overview interface. It includes a search bar, dropdown menus for 'SSPA Category' and 'SSPA Type', and a table of instrument types. A text box on the right explains the IBT code structure.

SSPA Code	SSPA	IBT Code	IBT Type	Issuer
3	340	100058	FixedIncome Barrier ReverseConvertible	Zuercher Kantonalbank Finance
3	340	100058	FixedIncome Barrier ReverseConvertible	Zuercher Kantonalbank Finance
1	120	100006	Long Up And Out Knock-Out PutWarrant	Zuercher Kantonalbank Finance
4	410	100086	ProtectionParticipation	Zuercher Kantonalbank Finance
4	410	100088	ProtectionParticipation WorstOfBasketParticipation	Zuercher Kantonalbank Finance
2	299	200289	FloaterIncome UnderlyingTracker SumBasket	Zuercher Kantonalbank Finance
3	399	100070	FixedIncome Barrier UpsideParticipationReverseConvertible WorstOfBasketParticipation	Zuercher Kantonalbank Finance
3	340	200231	FixedIncome Barrier Protected BearReverseConvertible	Zuercher Kantonalbank Finance
3	340	100062	FixedIncome ManyChanceBarrier ReverseConvertible WorstOfBasketParticipation	Zuercher Kantonalbank Finance
2	210	100016	UnderlyingTracker SumBasket	Zuercher Kantonalbank Finance
2	210	100129	DividendUnderlyingTracker SumBasket	Zuercher Kantonalbank Finance
1	120	200279	Digital Up And Out Warrant	Zuercher Kantonalbank Finance
2	235	100035	Bonus Outperformance UnderlyingTracker	Zuercher Kantonalbank Finance
1	110	100002	Long PutWarrant	Zuercher Kantonalbank Finance
2	220	100024	Bonus UnderlyingTracker	Zuercher Kantonalbank Finance

### 3.2 Using draft data sets

Click on “Data Set Overview” in the navigation panel.



#### Data Set Overview

In the data set overview you can search for specific instruments that you would like to use in the IBT Editor. Set the status filter to “Draft” and apply additional search criteria if needed.

The search form includes the following fields and options:







- Status filter: \*  Published  Draft (highlighted with a red box)
- Date from:  Date to:
- IBT type code:  SVSP type code:
- Instrument id:  Underlying id:
- Event type:

Party criteria section:

- Party role:
- Party name:
- Telekurs party key:

Buttons: [Clear form](#) and

You can then start working on an existing draft by clicking on the below action button.

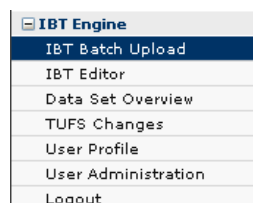
Data set id	Reference	ISIN	SVSP type	Status	User	Last update		Actions
YT9BR000N7	10536478	CH0105364787	Knock-out warrant	Draft	tony.blair@boe.uk	27.11.2009 09:59:40		 
YT9BR000Q0	0000015291	CH0106962753	Other participation product	Draft	tony.blair@boe.uk	27.11.2009 09:55:26		 

### 3.3 Creating draft data sets

There are two basic options to create new draft data sets:

#### a) Upload uncompleted data sets

You can upload locally stored drafts and complete them in the IBT Editor. To do so, click on “IBT Batch Upload” in the navigation panel.



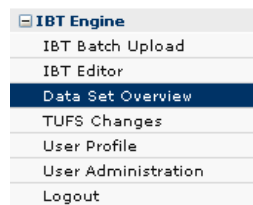
Afterwards browse for the locally stored XML file and upload it by clicking the below button.











The file(s) may contain empty XML tags but need to comply with the respective [schemas for TUF5 version 1.01](#).

### b) Clone data of (published or draft) data sets

Click on “Data Set Overview” on the navigation panel to your left.



Once you have found your instrument in the overview, you can clone it by clicking on the below action button. A new draft will automatically be created. You can then choose to open it directly in the IBT Editor or go back to the overview.

Data set id	Reference	ISIN	SVSP type	Status	User	Last update	Actions
YT9BR000N7	10596478	CH0105964787	Knock-out warrant	Draft	tony.blair@ boe.uk	27.11.2009 09:59:40	   
YT9BR000Q0	0000015291	CH0106962753	Other participation product	Draft	tony.blair@ boe.uk	27.11.2009 09:55:26	   

## 3.4 Using the correct IBT Type Code

Since many of the validations depend on the IBT Type Code of the instrument, you need to ensure that you are working with the correct code.

In order to find the proper code for your instrument, you can use the instrument type overview ([see 3.1](#)) or contact us for [assistance](#).

## 4 Data validation and submission

### 4.1 Data validation

Inserted data can be checked for errors at any time by using the validation button at the bottom left corner of the form. Currently, data validation is done in two steps. First, data is checked semantically ([Level 1 validation](#)). After that, data is checked for operational/submission errors ([Level 2 validation](#)).

All errors are assembled in the error section. You can automatically access the incorrect data field by clicking on its error message (see an example message below).

### Errors

#### Level 1 (XSLT based validation)

Attribute	Error Message
RightTypeCode	RightTypeCode must equal '1'.

All data fields containing errors are marked red on the form.

### Exercise

Right Type Code	Put	<input type="text"/>
-----------------	-----	----------------------

Once you have fixed any semantical errors of the first validation step (Level 1 validation), you will need to validate once more in order to check for remaining errors (Level 2 validation). To do this, use the validation button again.

## 4.2 Save as draft

If you want to finish your data set at a later time, you can always save it as a draft. A draft is made available again for editing via the data set overview ([see 3.2](#)).

## 4.3 Data submission

Data can only be submitted to recipients if all errors have been corrected. By clicking on the submit button, data will automatically be sent to the chosen recipients.

### SIX Exchange Regulation

You can request to send an application for [provisional admission to trading](#) to SIX Exchange Regulation by selecting the listing via the below radio button.

Listing on SWX  yes  no

The status of your application can be checked in the [IBL application](#) (CONNEXOR Listing).

### SIX SIS

In order to submit IBT data to SIX SIS for the "Valorenanmeldung" in SECOM (referred to by SIS as STIBL), you need to set the respective flag.

Send to SIS  yes  no

### Bloomberg

On request of the issuer, IBT data is automatically converted and uploaded to the FTP interface of Bloomberg. Its status can be tracked via a separate user interface that offers a wide range of functionality related to all converting services. Please [contact us](#) for further information.

Send to Bloomberg  yes  no

## 5 Handling of new instrument types

In case of first-time issuances of a new instrument type, you might not find it in your personal instrument type overview.

For assistance, please **send us your termsheet** to [ibt@six-group.com](mailto:ibt@six-group.com) (if possible at least **five days prior** to the scheduled date of data submission). Usually within 72 hours or less, we will respond and let you know about the IBT type code and [SSPA code](#) of the instrument and will add its codes and product brand to the overview. We can also provide you with a draft data set for a new instrument type, so that you can use it as draft in the IBT Editor.

As usual, the eligibility for listing of a new instrument type and its underlyings should first be checked separately with SIX Exchange Regulation.

## 6 Useful tips

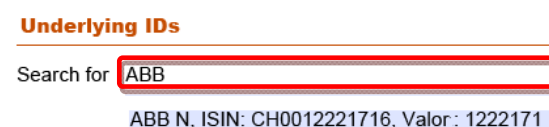
### 6.1 Using the navigation panel

In order to most efficiently edit and submit your data, we recommend that you successively edit your data by moving along the navigation panel of the IBT Editor.



### 6.2 Adding underlyings

You can easily search and add new underlyings by using the "Search for" function in the underlying section.



Please note: In order to optimise the generation of the PDF form, the selection had to be limited to the few hundred most frequently used underlyings. If you cannot find an underlying with the search function, you can also add its identifiers (e.g. ISIN) manually.

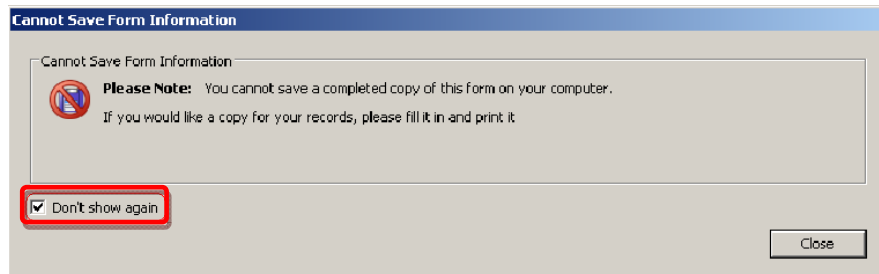
### 6.3 Optimising your workspace

We recommend that you maximise the PDF form on your computer screen and optimise the font size. In doing so, you won't need to scroll up and down on the form while editing your data.



## 6.4 Saving information

The first time you start the IBT Editor, the following Adobe standard message might appear. You can just ignore it by clicking on "Don't show again".



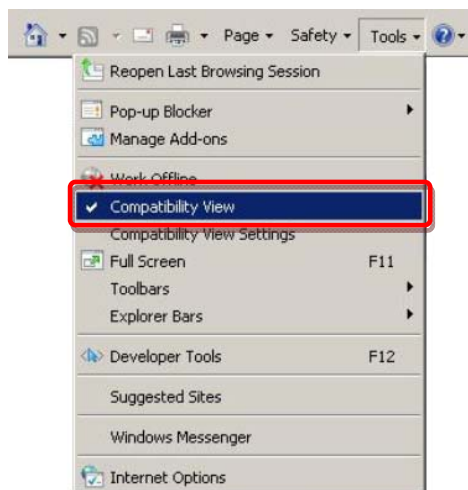
Apart from saving data as a draft ([see 4.2](#)), you can also locally save the form and its content on your computer as a PDF document.



## 7 Special system settings

### 7.1 Necessary settings for Internet Explorer 8

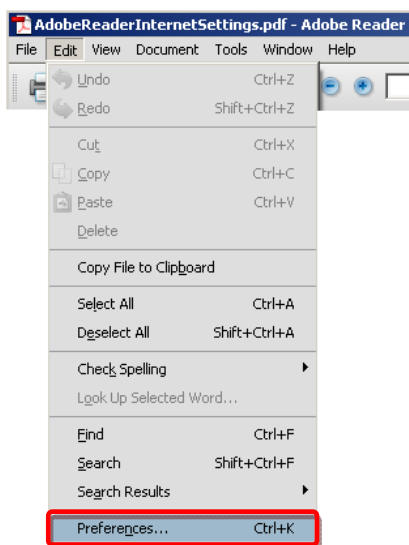
On the navigation panel of your browser, click on the "Tools" menu and verify that "Compatibility View" is enabled. If you don't see this option, you are using an older version of Internet Explorer and don't need to change any settings.



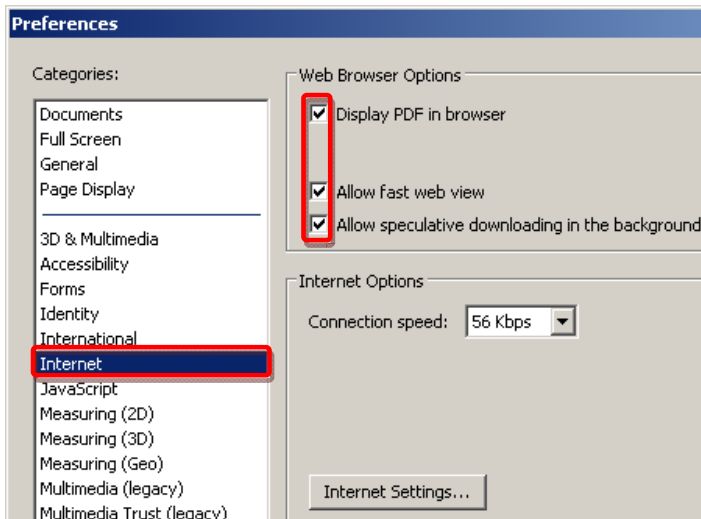
## 7.2 Necessary settings for Adobe Reader

Should you encounter problems opening a PDF form in the IBT Editor, you should check your default settings for Adobe Reader. To do so, proceed as follows:

- 1) Open up the Adobe Reader application or a PDF document.
- 2) On the "Edit" menu of Adobe Reader, select menu item "Preferences".



- 3) Make sure that all the options for "Internet" are enabled.



## 8 Scheduled enhancements for the IBT Editor

The current release of the IBT Editor is in a productive pilot phase. The following enhancements are already planned for implementation via minor releases until February 2010:

- Mark relevant information to be used by the IBL system.
- Mark all mandatory data fields.
- Enhance the navigation panel (active tab display, dim out unnecessary tabs).
- Enable "Save as template" and make such templates accessible via a special overview.
- Continuously enhance the overall system performance.

## 9 Contact

For any questions or enhancement requests you may have, please do not hesitate to call our CONNEXOR helpdesk +41 (0)58 854 3366 or send an email to [connexor@six-swiss-exchange.com](mailto:connexor@six-swiss-exchange.com).