

Updating your Orgmaster

7-8-2009

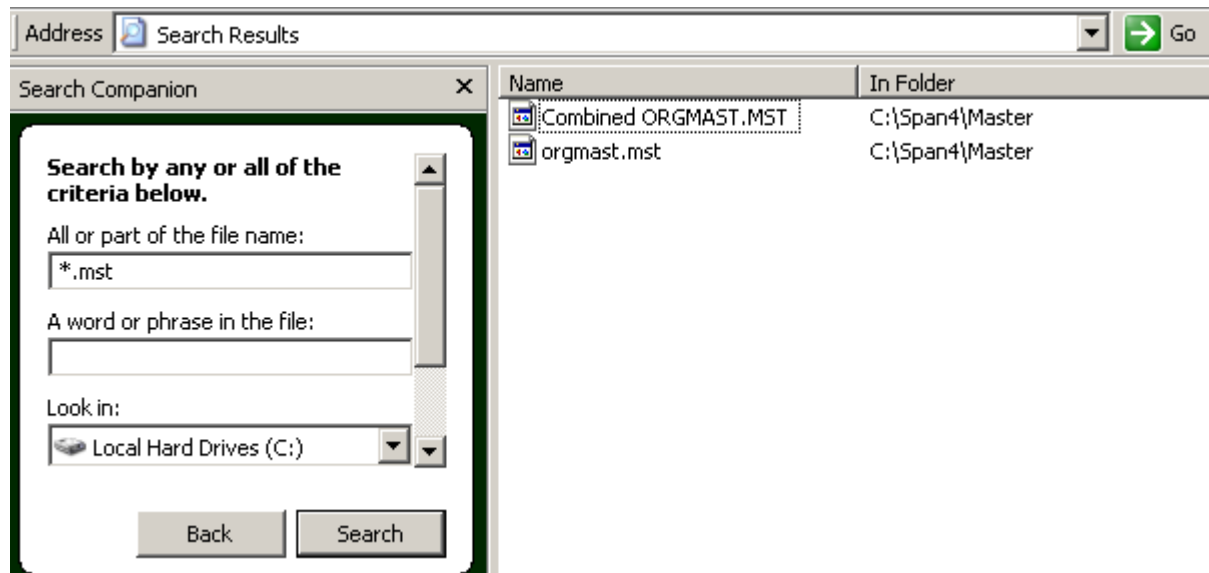
Introduction

- This is a simple guide to updating your PC-Span or Span Risk Manager's Orgmaster File
- Before you start make sure that you have closed any open Span applications that you may have

Locate your Orgmaster

- Depending on how Span was installed on your computer your Orgmaster may be located anywhere on your hard drive.
- The first place to look for your Orgmaster would be in the folder: C:\Span4\Master as this is the generic location for it
- If you cannot find it here then do a search of your C: drive for *.mst and this will locate where it is at
- Write down the folder where it is located as you will replace the old file with the new one you are about to download

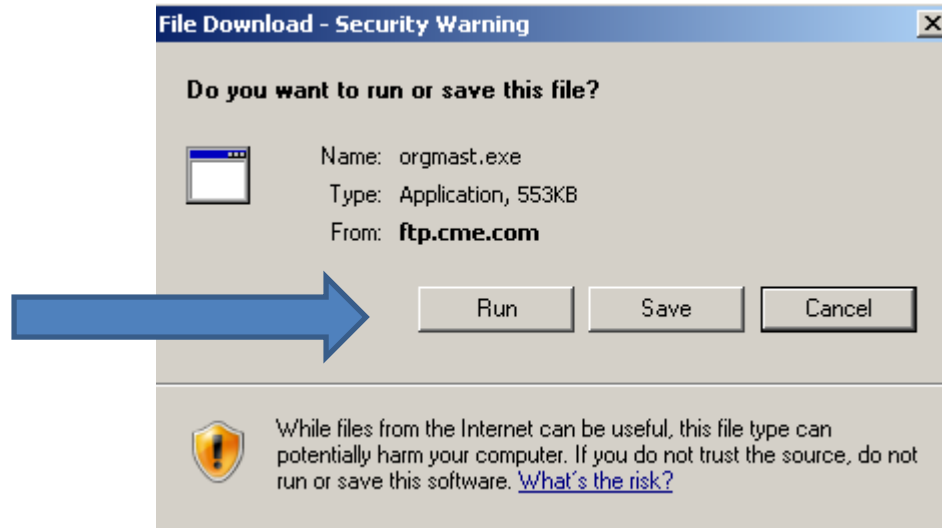
Locate your Orgmaster



Download the New Orgmaster

- Go to the website:
<ftp://ftp.cme.com/pub/span/util/>
- Click on the Orgmast.exe file to download the newest version that is published
 - This will run a script that pulls the Orgmaster from the FTP site and places it on your computer's desktop
 - Tell the file to Run not Save
 - Saving will just save the script and not the actual Orgmaster

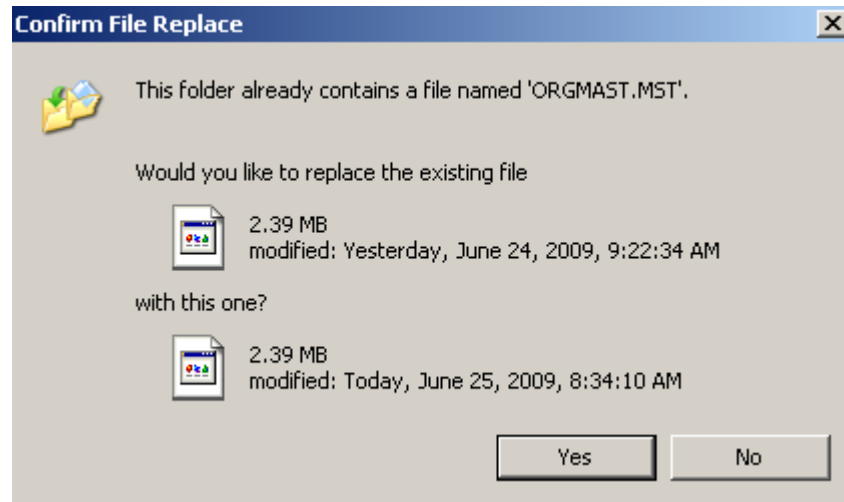
Download the Orgmaster



Copy the Orgmaster

- Cut or Copy the Orgmaster that was placed on your desktop and Paste it into the file where your current Orgmaster is located.
- When asked if you want to Confirm file replace on your existing file reply **Yes**.

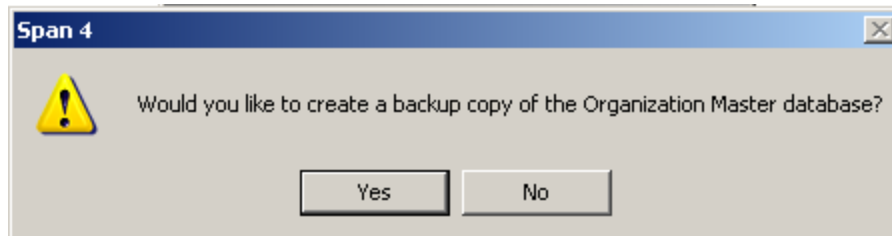
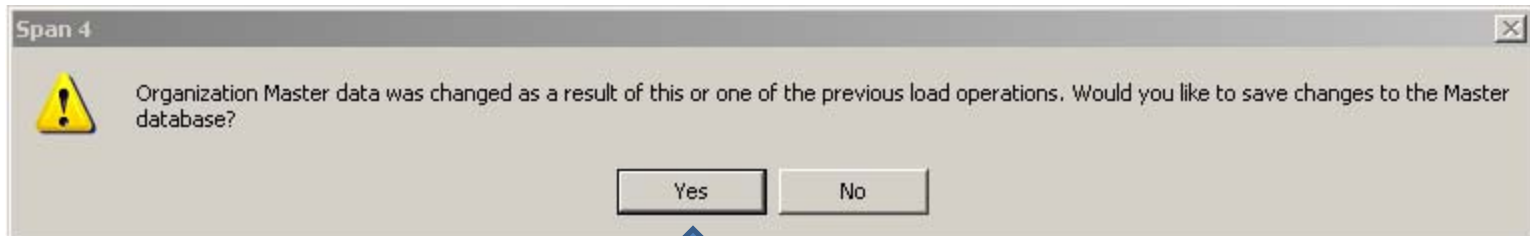
Copy the Orgmaster



Reopen Span

- Lastly reopen your Span program and load in a recent risk array.
- Risk arrays are located at:
<ftp://ftp.cme.com/pub/span/data/>
- When prompted that the Orgmaster data has been changed recently and would you like to save the changes - Click **Yes**
 - This will make sure that all relevant data has been updated including currency rates in the Orgmaster
- When prompted if you would if you would like to make a backup copy - Click **No**
 - You will not need a backup since if you develop a problem in the future with your Orgmaster you can follow these simple steps again and refresh your Orgmaster quickly.

Load in a Risk Array File



Questions?

- Hopefully this has been helpful to you.
- If you have any questions on this process or other things concerning Span feel free to contact us at 312-648-3888