

# Enterprise Reporting Portal (EREP) User Manual

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Global Operations Education

# Enterprise Reporting Portal (ERP)

## Introduction

Enterprise Reporting Portal (ERP) is browser-based tool that enables firm users to search, view, and print or download CME Group pre-processed reports. One handy feature of ERP is that users may save any report listed on ERP to file, zip, or PDF. This feature offers customers the flexibility to review and reconcile reports within various formats.

The screenshot displays the CME Group Enterprise Reporting Portal interface. The main window shows search filters for 'Report Date' (Between 2010-04-26 and 2011-04-27) and 'Report ID contains'. Below this is a list of 'Available Firms' and 'Selected Firms'. A 'Search Results' table lists various reports such as 'ACS CLAIMING FIRM GIVE UP ACTIVITY WORTH SUMMARY', 'CFT APIS EXECUTED AND ACCEPTANCE DETAIL REPORT', and 'CFT DAILY TRANSACTIONS SUBMISSION DETAIL'. An 'Export' dialog box is open, showing options to 'Zip', 'File', or 'PDF' the report. A secondary window displays a detailed 'DAILY TRADE AND POSITION REGISTER' report for 'ONE CLEARING - CMEX'. The report includes columns for 'Price', 'Bkz Number', 'T Acct Number', 'CTI B Firm Bkz ID', and 'A Type'. It shows trade data for various contracts, including '1,237.700000 \* Opening Position'.

## Enterprise Reporting Portal (EREP)

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## Enterprise Reporting Portal (EREP)

### How do I access EREP?

1. To access EREP, logon to CME Group Connect by entering the following in your internet browser:  
**http://connect.cme.com.**

2. Enter your **Username** and **Password**.

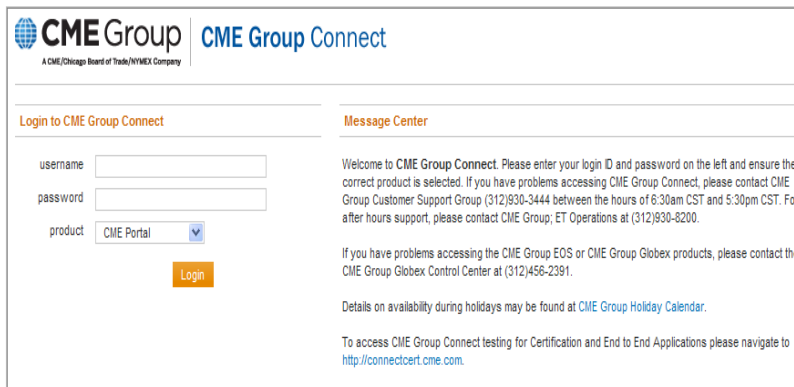
If you do not have this information, please refer to the Message Center on the CME Group Connect homepage for assistance.

3. Ensure Product is set to **CME Portal**.

4. Click **Login**.

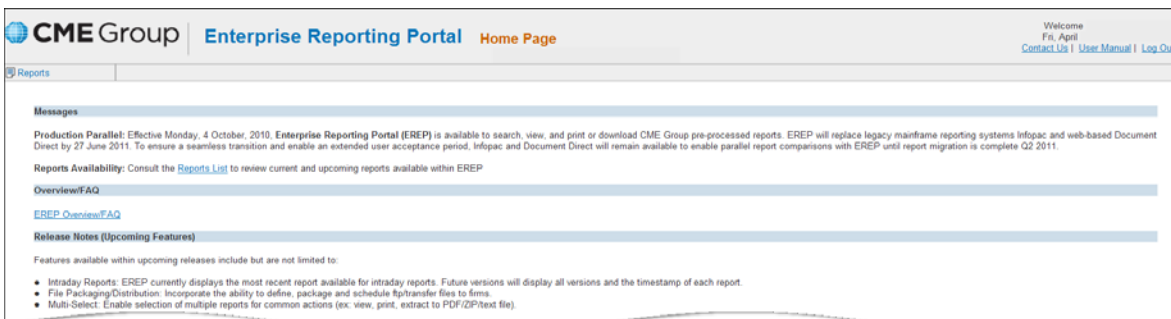
Upon successful login, you will be directed to the CME Applications menu.

5. Click **EREP**.




### EREP Home Page

The Home Page will identify any important system messages and key documentation.



**NOTE:** If you do not have access to CME Group Connect or the EREP icon, please contact CME Group's Firm Support Hotline at [firmsupport@cmegroup.com](mailto:firmsupport@cmegroup.com) or 312-930-3444 (option 2) between the hours of 6:30 am CT and 5:30 pm CT.

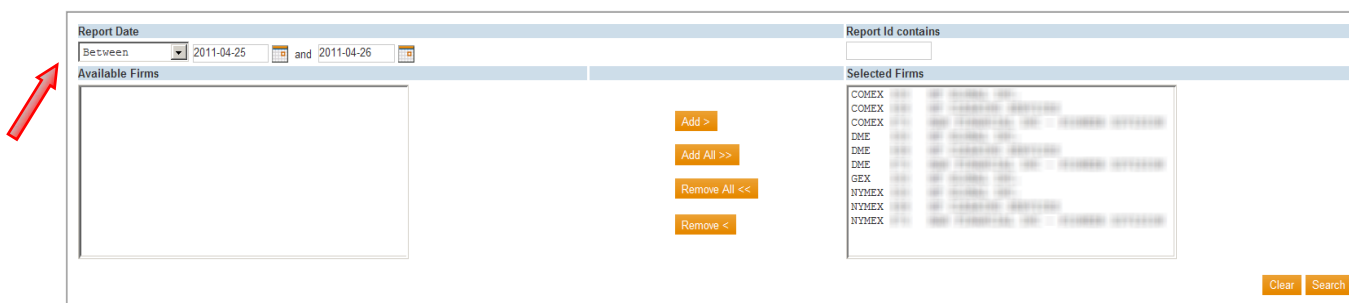
## Enterprise Reporting Portal (ERP)

### How do I search for report in ERP?

1. Click the **Reports** tab to display the search page.



2. Select a **Report Date**. You can select Equals, Month to Date, Between or Last Month.

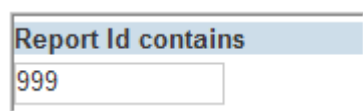


Date Selection Operands <i>(Identifies the date that the report was processed.)</i>	
<b>Equals</b>	Equals specifies one date. The system default displays the current trading day. Date format: YYYY-MM-DD
<b>Month to Date</b>	Month to Date automatically sets the beginning date to the first day of the current month and the end date to the current trading day.
<b>Between</b>	Between specifies the beginning and end dates for a date range. Between is also the default operand and is set to display from previous to current business day.  <b>Note:</b> <i>If the date range exceeds availability within ERP, no results will be returned beyond the report retention period.</i>
<b>Last Month</b>	Last Month defaults the beginning and end dates to the first and last days of the previous month.

3. **Report ID contains** (Optional). To display all reports for a firm leave blank.

The Report ID field allows the user to search for a string of numbers or letters across available report IDs. The system will search for and return any report IDs or report names that contain the string entered.

To limited the amount of reports you want to display use the Report Id field (i.e.; XTC, POS, 999).



## Enterprise Reporting Portal (EREP)

4. The **Selected Firms** section will default with a list of firms. The list of exchanges and firms are based on the users' authorization.

To remove any firm from the Selected Firms' list, click the **'Remove'** button after highlighting the firm name.

**NOTE:** To select a block of multiple firms, hold the Shift key and select the firms. To select various multiple firms, hold the Ctrl key and select the firms.

5. Click **Search**.

**NOTE:** The Clear button will clear the search screen and reset to the default values.

The search results list will display. *Reference Appendix 1 for Navigation*

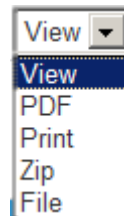
Search Results Page 15 of 52 | 155 Rows | [Show All](#) [View](#)

Go To Page:  [GO](#) Set Page Length:  [SET](#) [Prev](#) [Next](#)

Exchange	Firm	Report Id	Report Name	Date	Time
DME	999	ACS210NYM	NYMEX ACS EXECUTING AND CARRYING PERFORMANCE SUMMARY	2011-04-25	
DME	999	POS500	COMMODITY POSITION ADJUSTMENT BY FIRM	2011-04-25	
DME	999	POS520E	EOD GROSS POSITION CHANGE (PC) LISTING	2011-04-25	

The following options are available from the drop-down window:

- View
- PDF
- Print
- Zip
- File



**Note:** Reference page 9.

### Is there a way to group the report names?

To sort any of the columns per one criterion at a time, click on the arrow.

Exchange	Firm	Report Id	Report Name	Date
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## Enterprise Reporting Portal (EREP)

### How do I view reports in EREP?

- Click the **line item** of the report to view in the search results list; a pop-up window will display the selected report.

Search Results Page 15 of 52 | 155 Rows | [Show All](#) | [View](#)

[Prev](#) Go To Page:  [GO](#) Set Page Length:  [SET](#) [Next](#)

... 6 7 8 9 10 11 12 13 14 15 ...

Exchange ▲	Firm ▶	Report Id ▶	Report Name ▶	Date▶	Time ▶
DME	999	ACS210NYM	NYMEX ACS EXECUTING AND CARRYING PERFORMANCE SUMMARY	2011-04-25	
DME	999	POS500	COMMODITY POSITION ADJUSTMENT BY FIRM	2011-04-25	
DME	999	POS520E	EOD GROSS POSITION CHANGE (PC) LISTING	2011-04-25	
Exchange ▲	Firm ▶	Report Id ▶	Report Name ▶	Date▶	Time ▶

Export Print Navigation Search

[Zip](#) [File](#) [PDF](#) [Print](#) |< < Go To:  of 2 > >| <  >

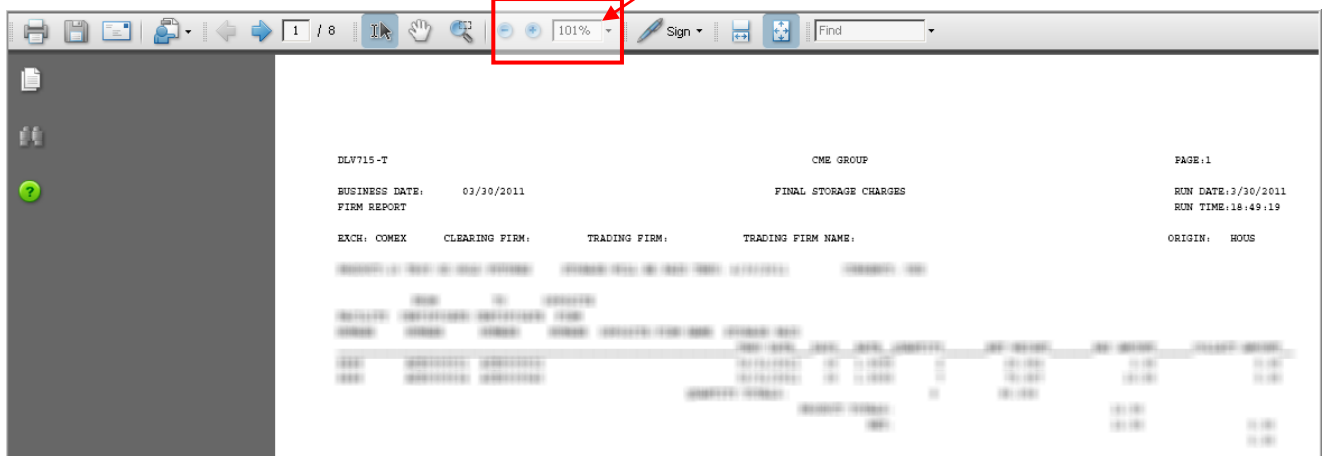
POSS20 CME CLEARING - MERCANTILE EXCHANGE PAGE:  
 BUSINESS DATE: 04/25/2011 GROSS POSITION CHANGE (PC) LISTING RUN DATE:  
 CYCLE: EOD 7 RUN TIME:

EXCH: DME FIRM: 999 ORIGIN: POSITION ACCOUNT: PROFILE:

COMMODITY CLASS: FINANCIAL DME OMAN CRUDE OIL

CONTRACT	ADJUSTED SOD	TRADES	ACS/APS	EXER/ASG	GROSS POSITIONS	FINAL POSITIONS	PC-ADJ	INTRA SPR	INTER SPR
0Q 201106	LONG: 0	0	0	0	0	0	0	0	0
	SHORT: 0	0	0	0	0	0	0	0	0
TOTALS									
DME OMAN CRUDE OIL	ADJUSTED SOD	TRADES	ACS/APS	EXER/ASG	GROSS POSITIONS	FINAL POSITIONS	PC-ADJ	INTRA SPR	INTER SPR
FUTURES LONG:	0	0	0	0	0	0		0	0
FUTURES SHORT:	0	0	0	0	0	0		0	0
COMBINED LONG:	0	0	0	0	0	0		0	0
COMBINED SHORT:	0	0	0	0	0	0		0	0

- When viewing a report in the action of **'View'** the report will display in PDF format, the font cannot be adjusted.
- When viewing a report in the action of **'Print or PDF'** the report will display in PDF format, the font cannot be adjusted, however you can use the **Zoom** function to increase readability.

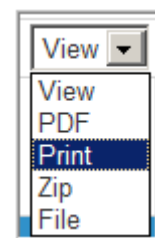


## Enterprise Reporting Portal (EREP)

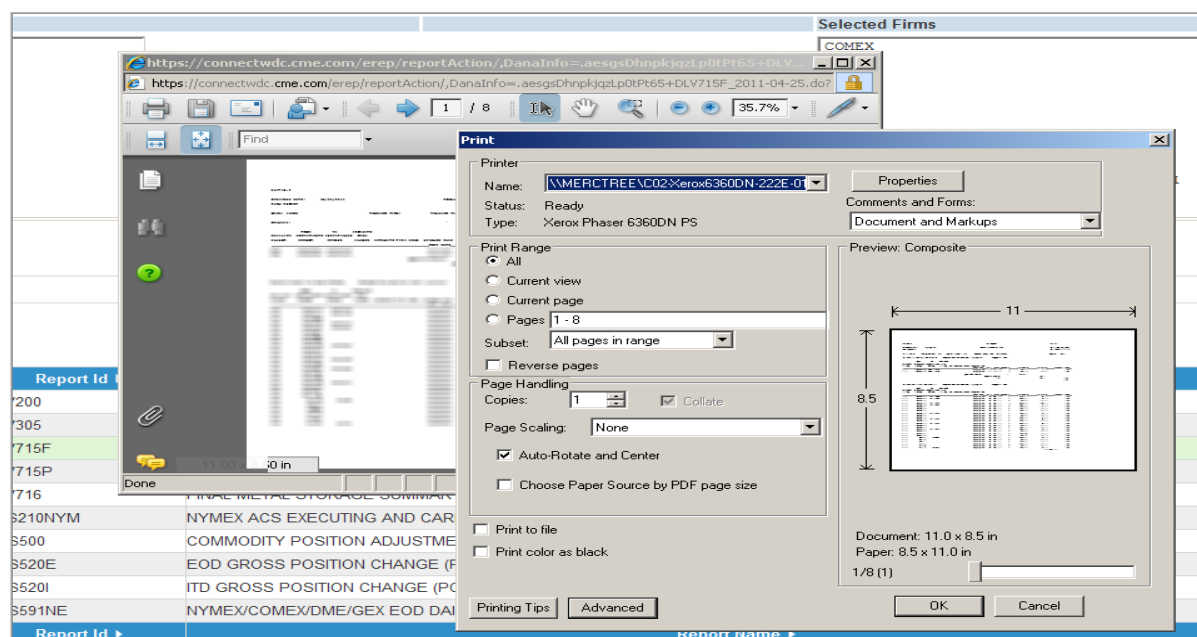
### How can I print from the Report search results list?

#### Print Function

**Note:** The Print option from the drop down list defaults to print all pages of the PDF version of the report. See Guidelines for Printing – *Reference Appendix II* for assistance on text and zip file printing.



1. Complete a report search.
2. Select **Print** from the action drop down option.
3. Click on the **line item** to print.
  - a. Pop-up window displaying the report to print will display.
  - b. The Print dialog window will display, make changes as needed and click **OK**.



**Reference:** Appendix IV – Configuring Range PDF to Print with LARGE TEXT – Fit to Page



## Enterprise Reporting Portal (ERP)

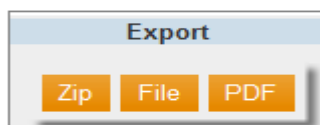
### What functions are available in ERP Report Viewer?

- Users have various export options, and can navigate or search within the report.



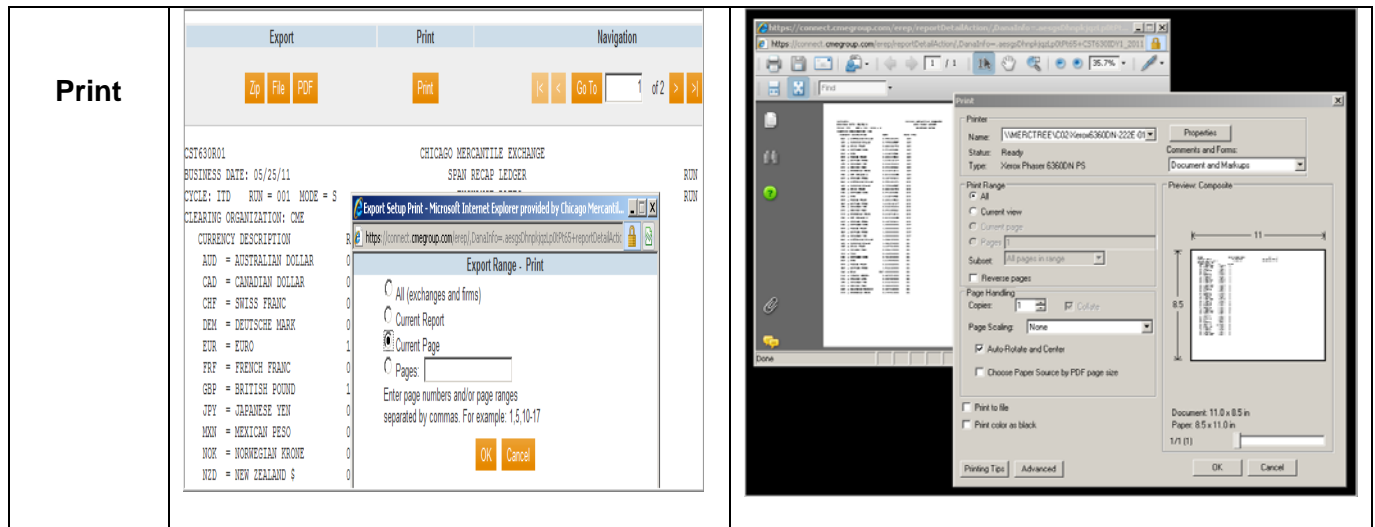
### Export Functions

You have the option to export the report to ZIP, text file, or PDF. Within each option, additional features may be available such as Open, Save, Print.



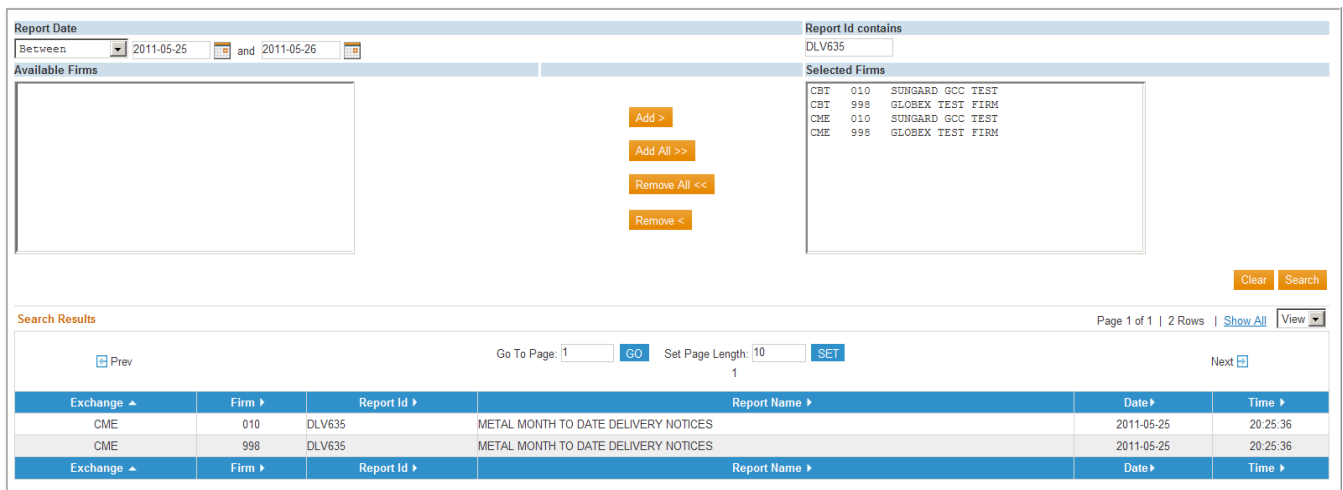
Type	Setup	File
<b>ZIP</b>		
<b>FILE</b>		
<b>PDF</b>		

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### Print All Exchanges and Firms

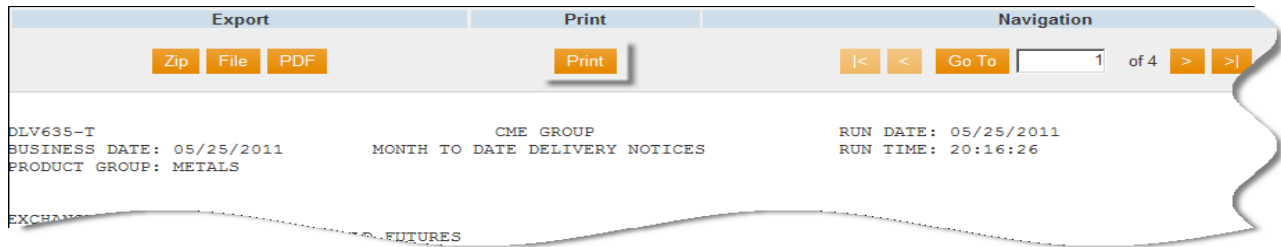
1. Complete a search for a specific **Report ID**.
2. The **Selected Firms** section should have 'all' Firms and Exchanges listed.
3. Click **Search**.



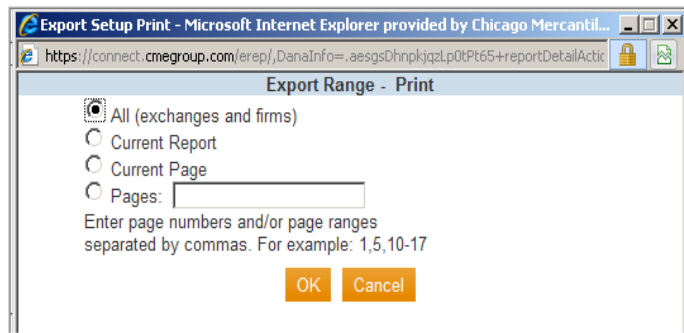
In the example above two firms are listed; to print both firms together:

4. Select action **View** from the drop down list.
5. Select the desired report. The report will display in the Report Viewer.

## Enterprise Reporting Portal (ERP)



6. Click **Print**. The Export Setup Print dialog box will display.
7. Click **All** (exchanges and firms) radio button.



8. Click **OK**.





The report will print all exchanges and firms applicable for the selected report.

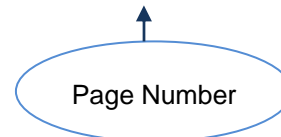
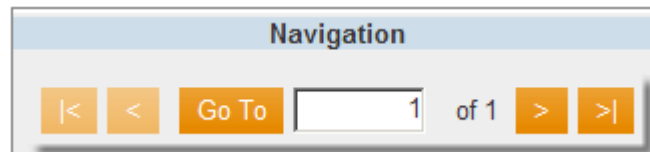
**Note:** The 'All Exchange and Firms' feature is available for all export and print options (Zip, File, PDF, and Print).

### Navigation Function

1. Enter **page number**.
2. Click the **Go To** button.

Other buttons:

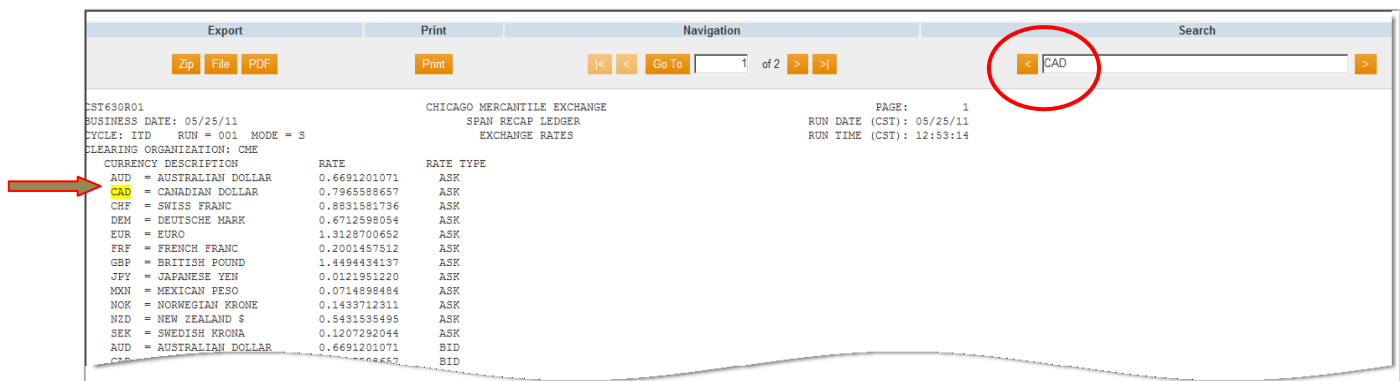
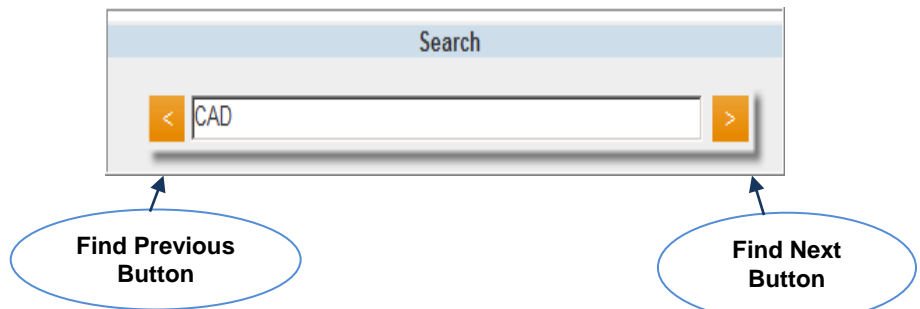
- a. First Page 
- b. Previous Page 
- c. Next Page 
- d. Last Page 



## Enterprise Reporting Portal (ERP)

### Search Function

1. Enter **text**.
2. Click the **Find Next** button.



### Contact Us

For help with Enterprise Reporting Portal contact CME Clearing Services at 312-207-2525 or email [ccs@cmegroup.com](mailto:ccs@cmegroup.com).

For user security inquiries contact Firm Support at 312-930-3444 (option 2) or email [firmsupport@cmegroup.com](mailto:firmsupport@cmegroup.com).

### Log Out

To exit the system, click the **Log Out** link.

### User On-line Manual

To display an on-line copy of the manual, click the User Manual link or go to <http://www.cmegroup.com/clearing/systems-operations/user-guides.html>.

## Enterprise Reporting Portal (ERP)

### Appendix I – Navigation

There are multiple ways to navigate through your data. If you do not have more than one page of data, some of the below options will not be available.

- 1 • **Show All** – selecting this hyperlink (located in the upper right-hand corner above the Search Results window) will change the display to show all transactions on one page. Use the scroll bar on the right of the browser window to scroll through the data.
- 2 • **Paginate** – this hyperlink will appear after the **Show All** hyperlink has been selected. Use this to change the display back to show one page of data at a time.
- 3 • **Prev and Next** – selecting the previous or next hyperlinks will bring you to the previous or next page of data.
- 4 • **Go to Page** – allows you to enter a specific page number to view. To use this feature, type in a page number and click the “Go” button.
- 5 • **Set Page Length** – allows you to select the number of rows of data you would like to see per page. To use this feature, type in a number and click the “Set” button.
- 6 • **1 2 3 4** - selecting one of these hyperlinks will bring you to that specific page.
- 7 • **Sorting Columns** – You can sort the column data in ascending or descending order. Select the arrow next to the header of the column you would like to sort. Data can only be sorted by one column at a time.

The screenshot shows the 'Search Results' interface. At the top right, there is a '1 & 2' callout pointing to the 'Show All' and 'View' buttons. Below this, a '3' callout points to the 'Prev' button. In the center, a '4' callout points to the 'Go To Page' input field (containing '15') and a '5' callout points to the 'Set Page Length' input field (containing '3'). Below these, a '6' callout points to a row of page numbers (6, 7, 8, 9, 10, 11, 12, 13, 14, 15). A '7' callout points to the 'Report Name' column header in the table below. The table has columns for Exchange, Firm, Report Id, Report Name, Date, and Time.

Exchange	Firm	Report Id	Report Name	Date	Time
DME	999	ACS210NYM	NYMEX ACS EXECUTING AND CARRYING PERFORMANCE SUMMARY	2011-04-25	
DME	999	POS500	COMMODITY POSITION ADJUSTMENT BY FIRM	2011-04-25	
DME	999	POS520E	EOD GROSS POSITION CHANGE (PC) LISTING	2011-04-25	

**Note:** Time Column – is used for Intra Day reports the Intra Day time will display.

Exchange	Firm	Report Id	Report Name	Date	Time
COMEX	999	POS520I	ITD GROSS POSITION CHANGE (PC) LISTING	2009-09-05	12:44:53

## Enterprise Reporting Portal (ERP)

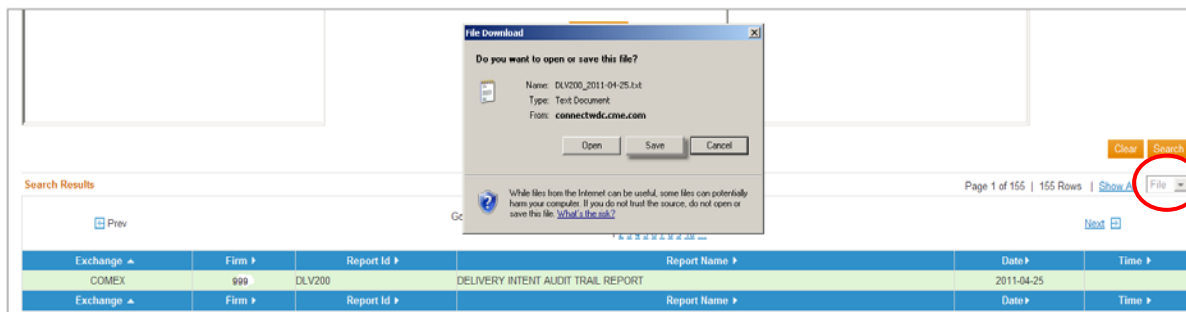
### Appendix II – Guidelines for Printing

#### Page Breaks

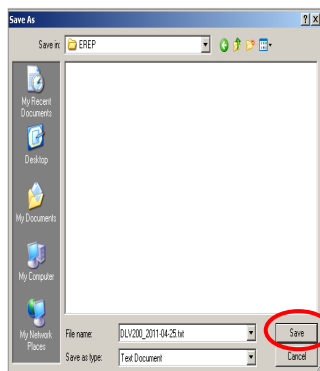
To display the page breaks, open the file within a more advance text editor such as **WordPad**. Notepad does not have the functionality to be able to recognize the form feeds.

#### WordPad

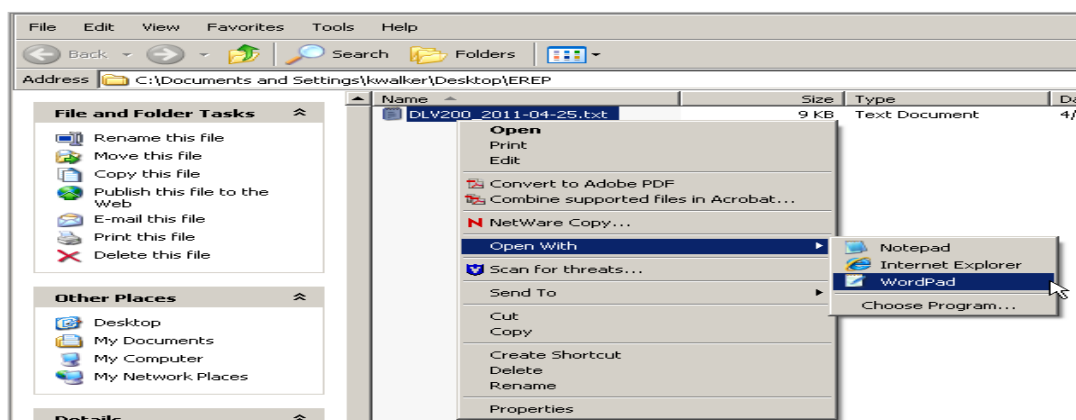
1. Download the report within **File** or **Zip** format.



2. Click **Save**.

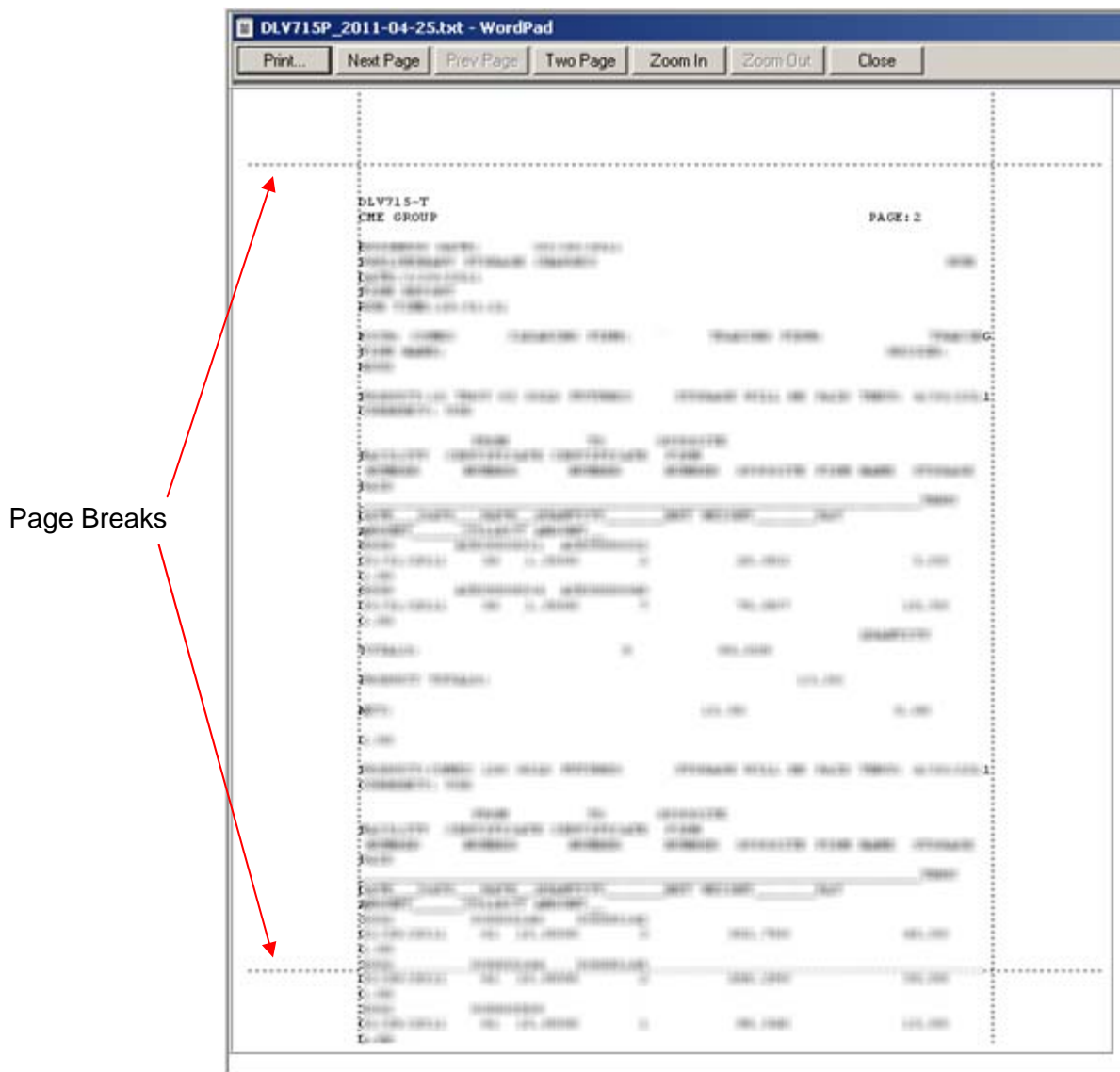


3. A Download complete dialog box will display, click **Close**.
4. To open the file, right **click** on the file name and select **Open With**.
5. Click **WordPad**.



## Enterprise Reporting Portal (ERP)

6. Click **Print Preview** to display the report and page breaks.



To fit the reports manipulate the printer and /or font settings.



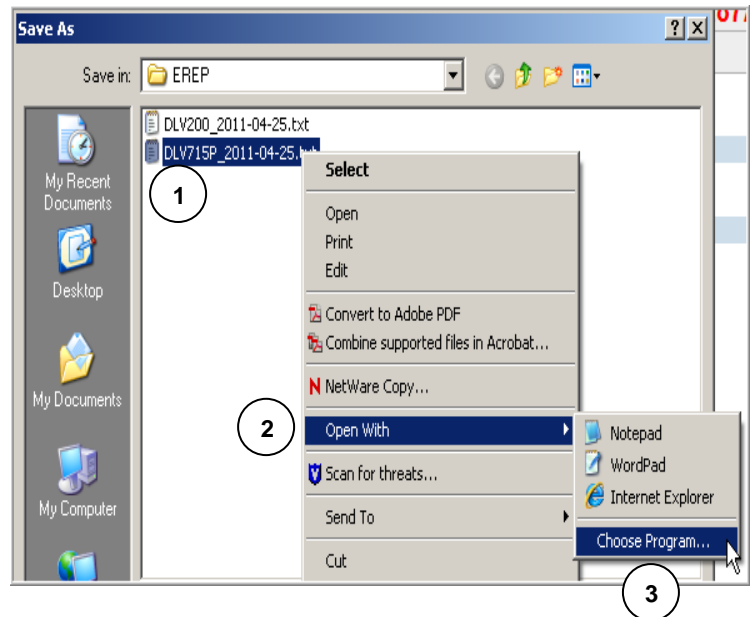
- Legal paper should often print without having to adjust additional settings. (File→ Page Setup→Paper→Size = Legal)
- To fit within 8X11, Margins or Orientation may need to be adjusted. (File→Page Setup →Margins)
- Font size may also need to be adjusted to fit the page. (File→Format →Font)
  - The setting may need to be modified to fit the characteristics of each file.
  - The 'print preview' will confirm the settings are correct before printing.

## Enterprise Reporting Portal (ERP)

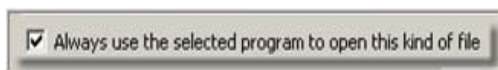
### Appendix III – Setting WordPad Preference

To avoid having to set WordPad each time you open a file change the preferences.

1. **Right Click** the file name.
2. Select **Open With**.
3. Select **Choose Program**.

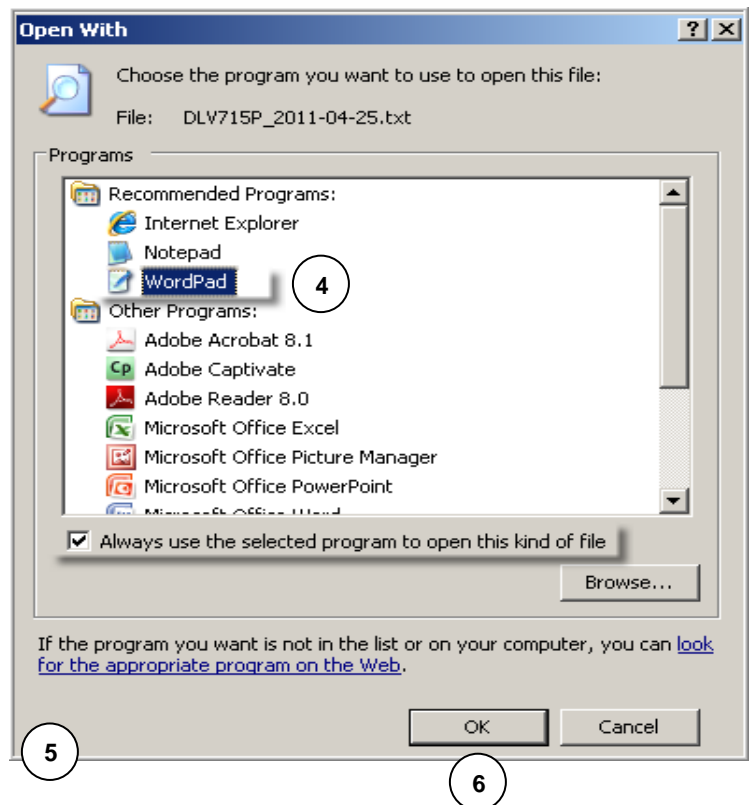


4. Click **WordPad**.
5. Click **checkbox**.



6. Click **OK**.

The next time you open a file it will automatically open in 'WordPad'.

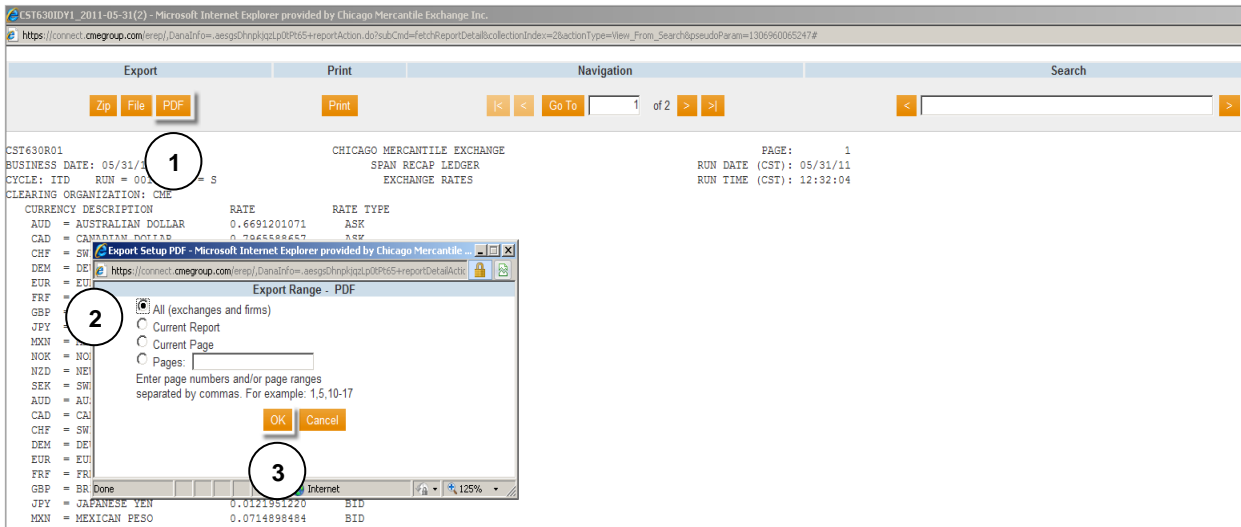




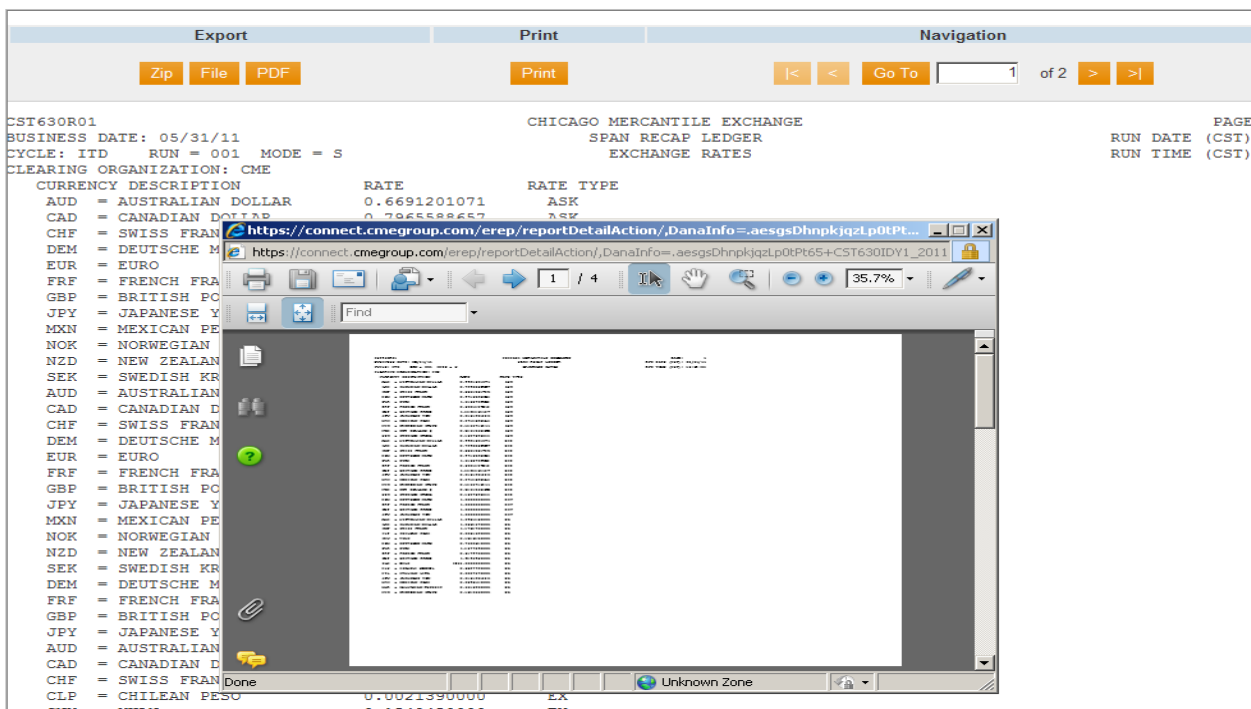
## Enterprise Reporting Portal (EREP)

### Appendix IV – Configuring PDF to Print with LARGE TEXT – Fit to Page

1. Select the 'PDF' button.
2. Select the **Export Range**.
3. Click **OK**.



The PDF file will display.



## Enterprise Reporting Portal (EREP)

4. Magnify the view to the desired size (ex: 130%).

The screenshot shows the EREP portal interface. At the top, there are tabs for 'Export' (Zip, File, PDF) and 'Print'. A 'Navigation' section includes a 'Go To' field with '1' and 'of 2' pages. The main content area displays a report titled 'CHICAGO MERCANTILE EXCHANGE SPAN RECAP LEDGER EXCHANGE RATES'. The report includes a table of exchange rates for various currencies. A browser window is overlaid on the report, showing a magnified view of the table data. A circled '4' points to the magnification level '130%' in the browser's toolbar.

CURRENCY DESCRIPTION	RATE	RATE TYPE
AUD = AUSTRALIAN DOLLAR	0.6691201071	ASK
CAD = CANADIAN DOLLAR	0.7965588657	ASK
CHF = SWISS FRANC	0.8831581736	ASK
DEM = DEUTSCHE MARK	0.6712598054	ASK
EUR = EURO	1.3128700652	ASK
FRF = FRENCH FRANC	0.2001457512	ASK
GBP = BRITISH POUND	1.4494434137	ASK
JPY = JAPANESE YEN	0.0121951220	ASK
MXN = MEXICAN PESO	0.0714898494	ASK

5. Click Print.



The screenshot shows the EREP portal with the 'Print' dialog box open. The dialog box has a 'Printer' section with the name '\\MERC TREE\X02\Xerox6360DN-222E-01'. The 'Print Range' section is set to 'All' pages. The 'Page Handling' section is set to 'Copies: 1' and 'Collate'. The 'Preview' section shows a composite preview of the report with dimensions of 11.0 x 8.5 inches. A circled '5' points to the 'Print' button in the dialog box.

## Enterprise Reporting Portal (ERP)

### 6. Adjust the settings to print per the CURRENT VIEW.

- Print Range = Current View
- Print Scaling = 'Fit to Printable Area'
- Uncheck 'Auto Rotate and Center'

The screenshot shows the ERP interface with a report for the Chicago Mercantile Exchange. The report lists various currencies and their exchange rates. A 'Print' dialog box is open, showing the following settings:

- Printer: \\MERCCTREE\C02\Xerox6360DN-222E-01
- Status: Ready
- Type: Xerox Phaser 6360DN PS
- Print Range: **Current view** (circled in red with 'A')
- Pages: 1 - 4
- Subset: All pages in range
- Page Handling: Copies: 1, Collate: checked
- Page Scaling: **Fit to Printable Area** (circled in red with 'B')
- Auto-Rotate and Center: **unchecked** (circled in red with 'C')
- Choose Paper Source by PDF page size: checked
- Print to file: unchecked
- Print color as black: unchecked

The preview window shows a composite of the report pages, with dimensions of 11 inches wide and 8.5 inches high. The zoom is set to 279%.

The file will print for the larger size and fit to page.

### Note:

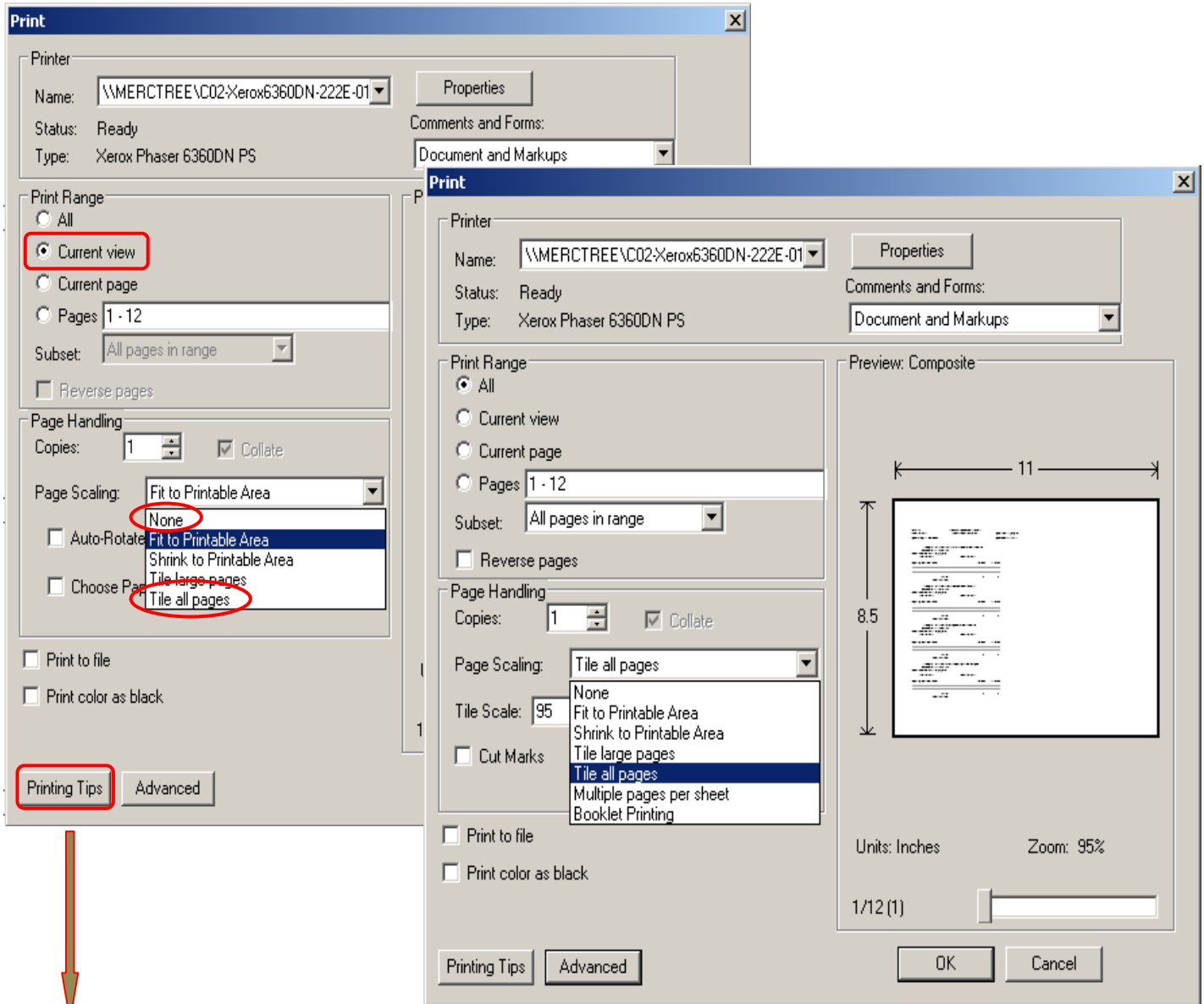
Print options can be adjusted to fit the selected report and desired print output.

- Page Range set to '**Current View**' and Page Scaling set to '**Fit to Printable Area**' prints the current page or selection (ex: per the current view/larger font).
- Page Range set to '**All**' and Page Scaling set to '**None**' prints all pages within the selected report to the largest available default size.
- Page Range set to '**All**' and/or 'Current View' and Page Scaling set to '**Tile all Pages**' allows the user to manually scale using percentages (smaller or larger).
- Adobe Acrobat users have the option to use the 'Edit Document Text' tool to manually change the font size.

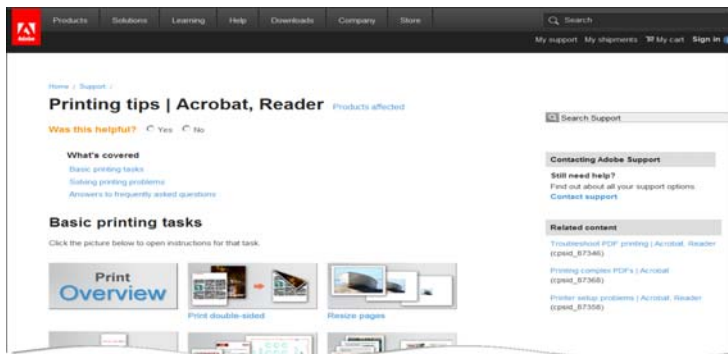
For additional assistance, please consult Adobe Acrobat Print Support:

- Acrobat Printing Tips: <http://kb2.adobe.com/cps/332/332720.html>
- Acrobat Scale or Resize Pages: [http://kb2.adobe.com/cps/896/cpsid\\_89621.html](http://kb2.adobe.com/cps/896/cpsid_89621.html)

# Enterprise Reporting Portal (ERP)



## Printing Tips | Acrobat, Reader



## Enterprise Reporting Portal (ERP)

### Appendix V – FAQ

#### Are the reports across exchanges?

Reports are per exchange unless otherwise stated.

#### Will other firms be able to view my reports on ERP?

Users can view only those reports and data specific to their security settings.

#### I selected a report and there was no information available?

ERP is designed to provide an entry for all firms for which the report is valid. In cases where there is no data available for that date and firm, a message will be returned indicating 'No Data Available'.

#### How do I remove a firm from the Selected firms' window?

- a. Highlight the firm to remove.
- b. Click Remove

To highlight multiple firms hold the **shift key**, while selecting the firms, and then click **Remove**.  
To remove all of the firms in the window, click **Remove All**.

#### When I try to download something from ERP, I get a Pop-up error. How can I set my browser to allow Pop-ups from ERP?

To allow pop-ups change your Internet browser options:

- a. Open Internet → click Tools →select Pop-up Blocker
- b. Select one of two options: Turn Off Pop-up Blocker or Pop-up Blocker Settings

#### When you print using PDF is the font normal size?

The PDF font is displayed in maximum size to fit reports on page. For viewing comfort use the Zoom function that will allow you to increase the view size.

## Enterprise Reporting Portal (ERP)

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