CME Group

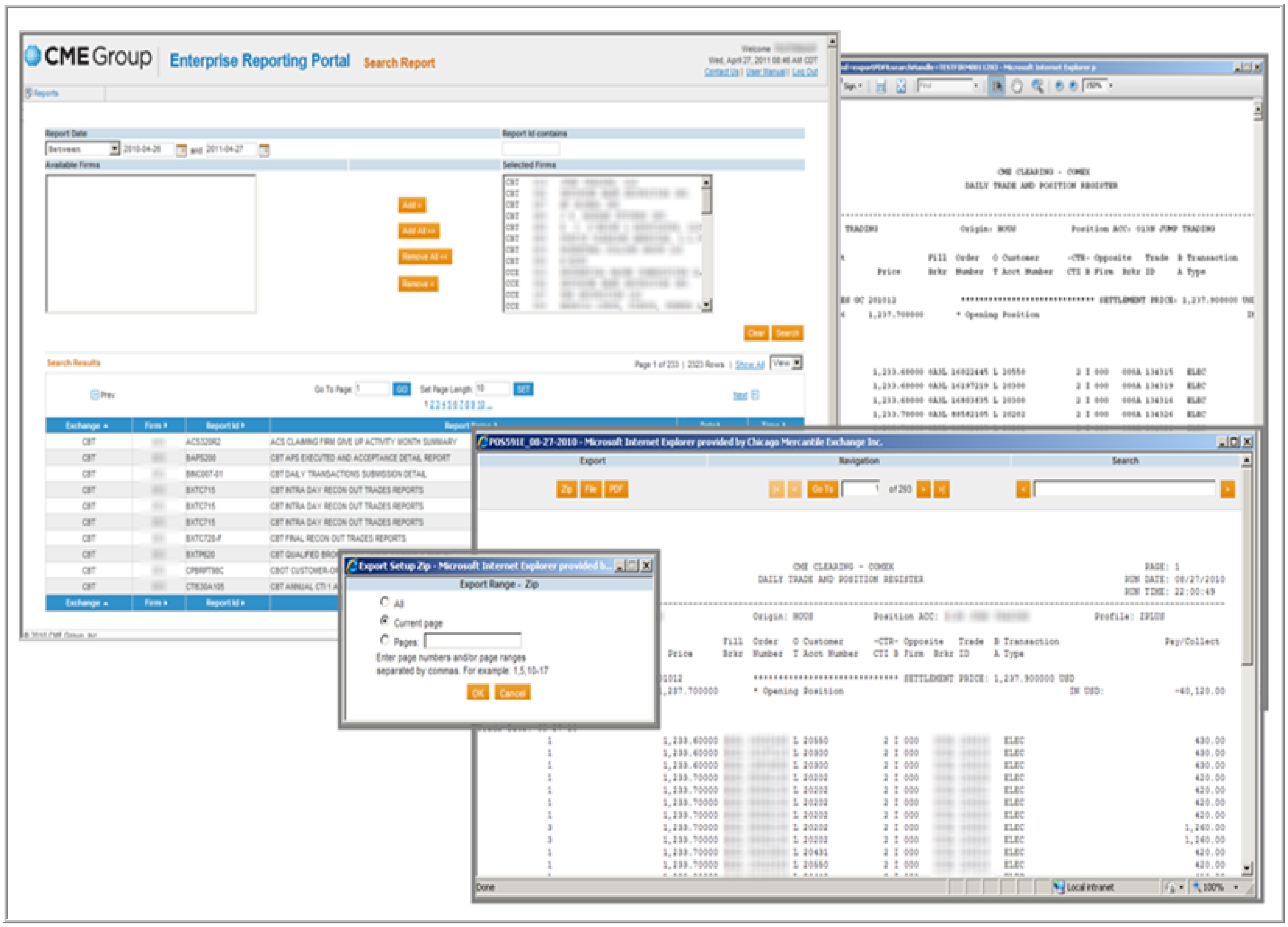
Enterprise Reporting Portal (EREP) User Manual

June 2011
Global Operations Education

Enterprise Reporting Portal (EREP)

Introduction

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



Enterprise Reporting Portal (EREP)

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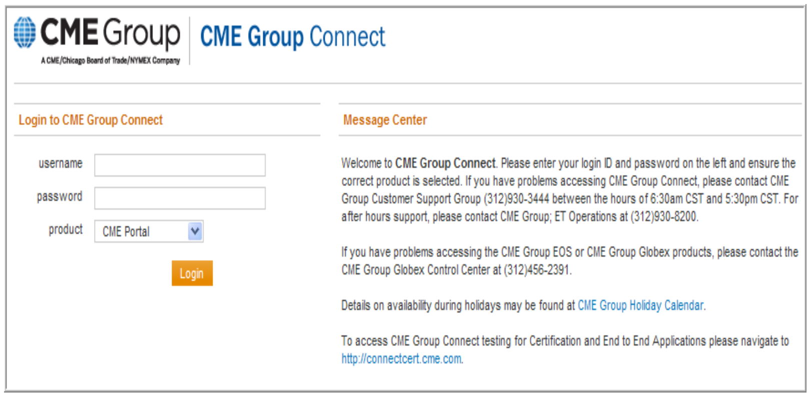
How do I access EREP?

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.

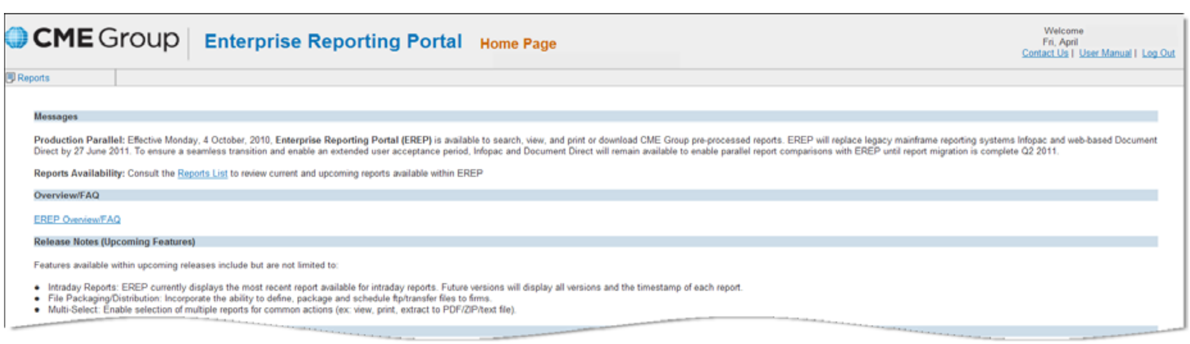
3. Ensure Product is set to **CME Portal**.
4. Click **Login**.

   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 or 312-930-3444 (option 2) between the hours of 6:30 am CT and 5:30 pm CT.

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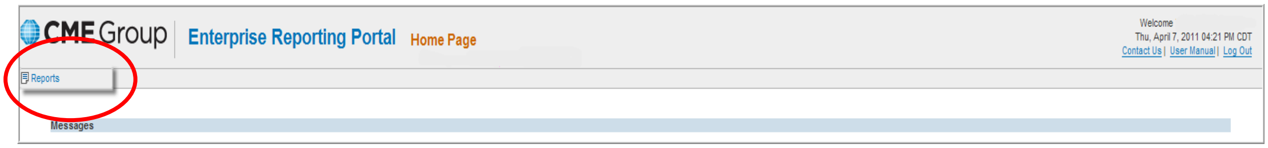
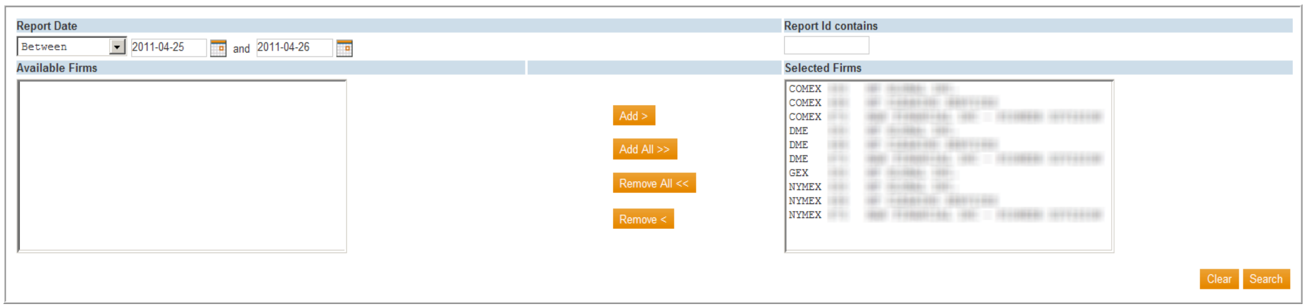
How do I search for report in EREP?

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.

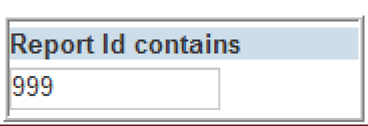


Date Selection Operands *(Identifies the date that the report was processed.)*	
Equals	Equals specifies one date. The system default displays the current trading day. Date format: YYYY-MM-DD
Month to Date	Month to Date automatically sets the beginning date to the first day of the current month and the end date to the current trading day.
Between	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. ***Note:*** *If the date range exceeds availability within EREP, no results will be returned beyond the report retention period.*
Last Month	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).



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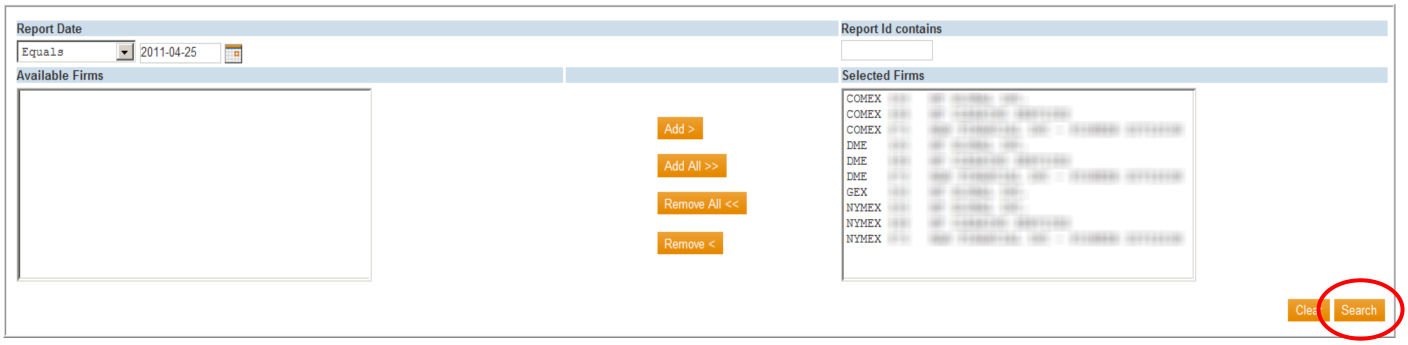
4. The **Selected Firms** section will default with a list of firms. The list of exchanges and firms are based on the users' authorization.

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

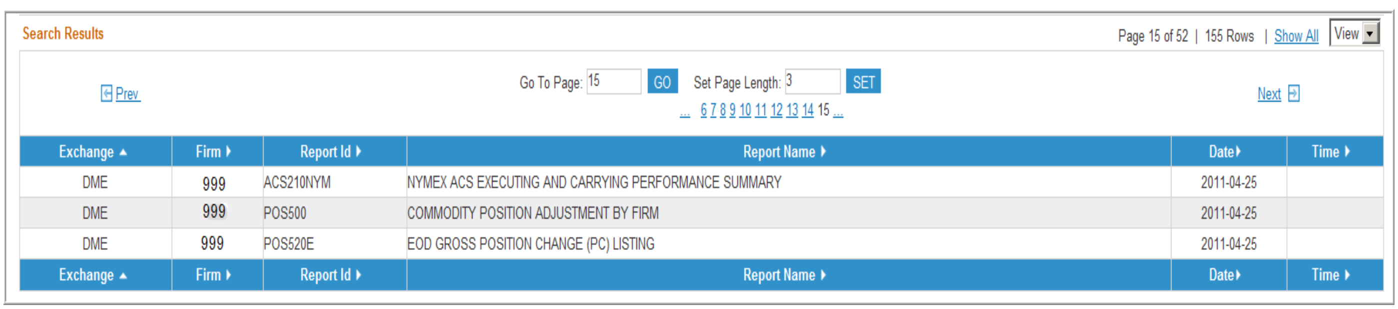
   NOTE: To select a block of multiple firms, hold the Shift key and select the firms. To select various multiple firms, hold the Ctrl key and select the firms.

5. Click **Search**.

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



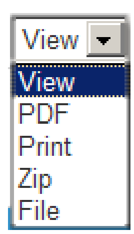
The search results list will display. *Reference Appendix 1 for Navigation*



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 ▸

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

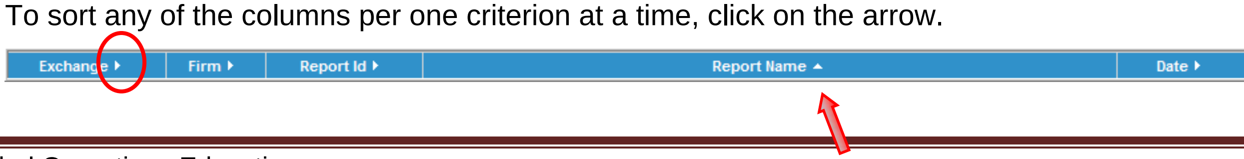
- View
- PDF
- Print
- Zip
- File



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.



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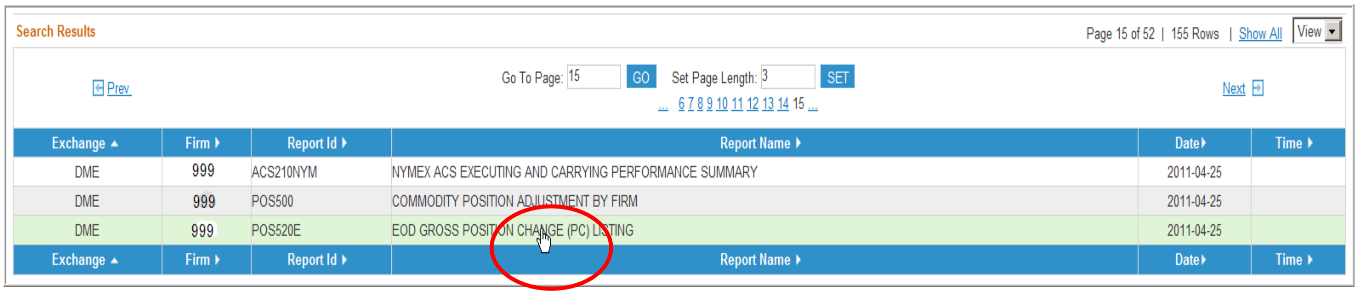
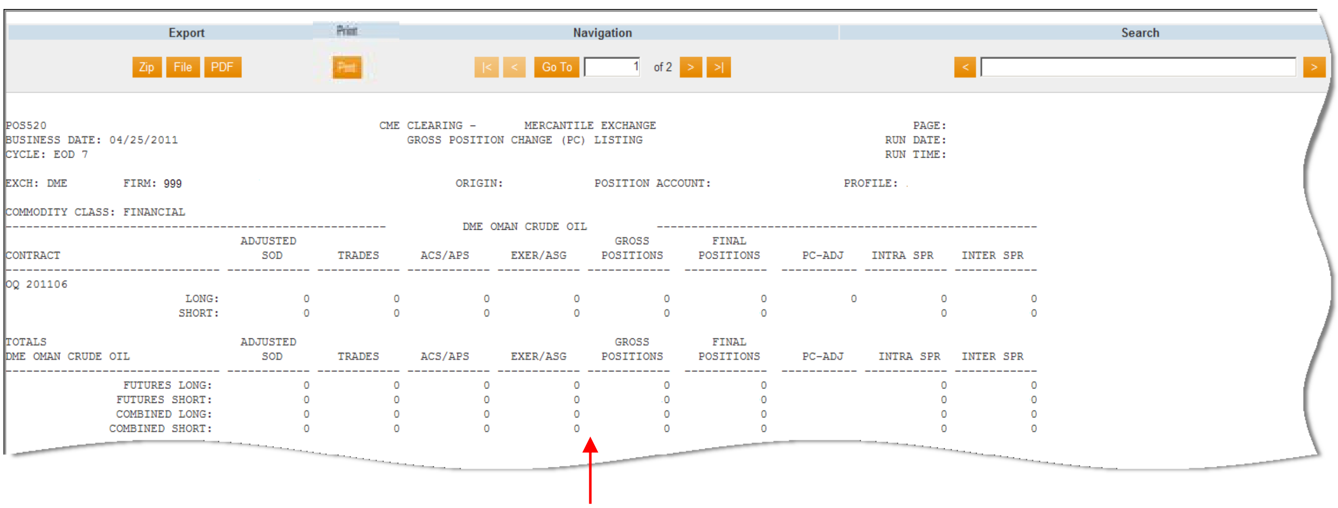
How do I view reports in EREP?

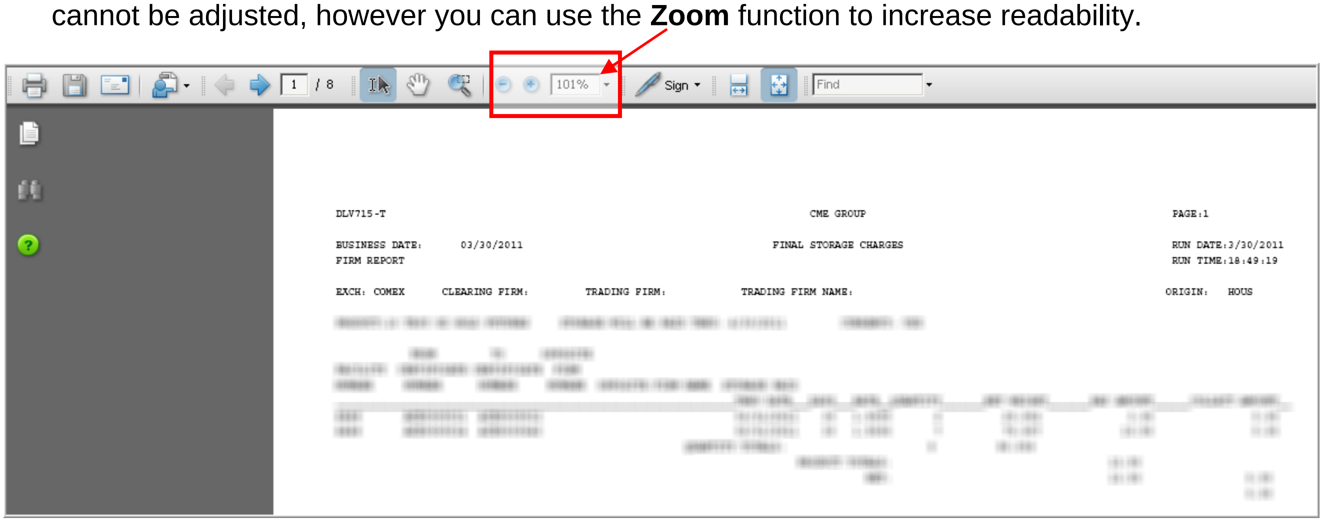
- Click the **line item** of the report to view in the search results list; a pop-up window will display the selected report.





- 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.



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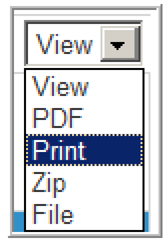
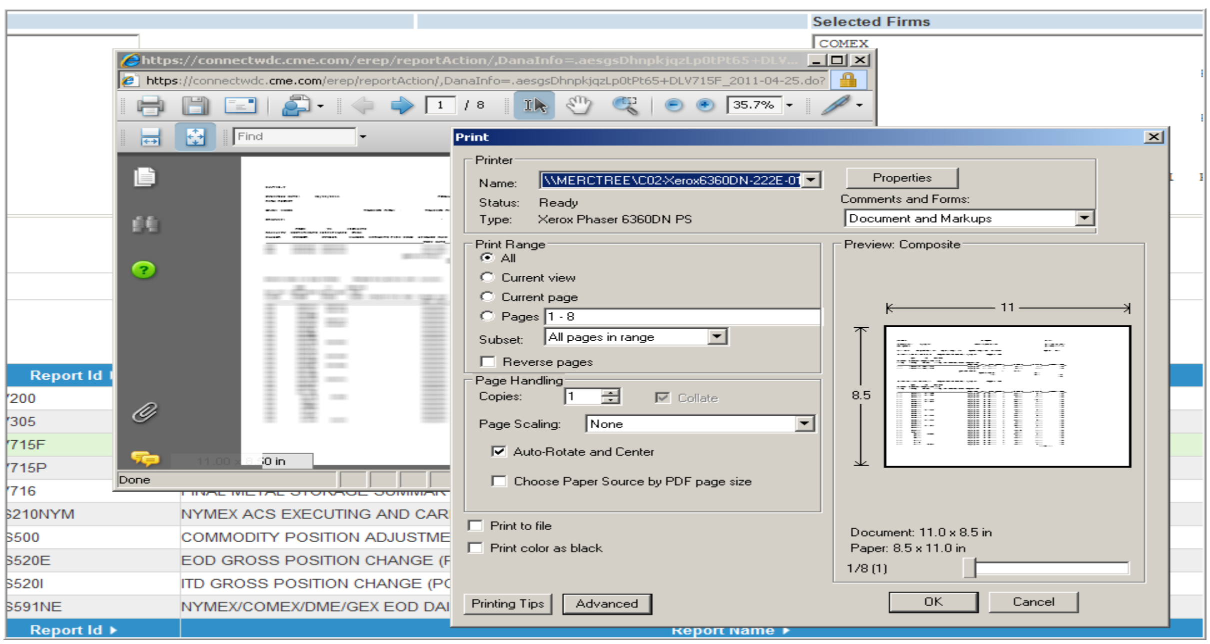
How can I print from the Report search results list?

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 PDF to Print with LARGE TEXT – Fit to Page

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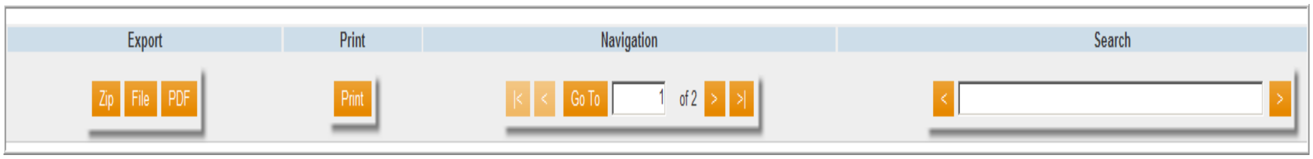
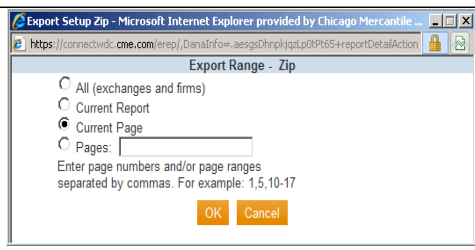
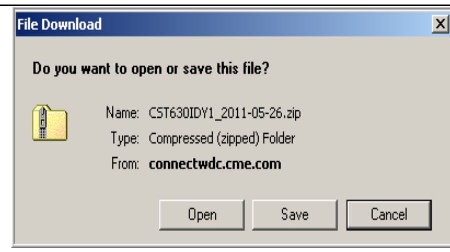
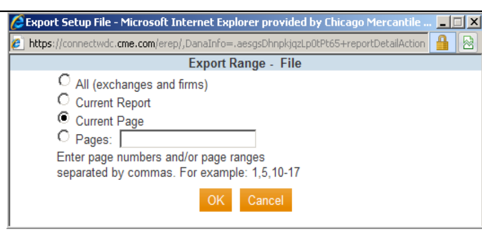
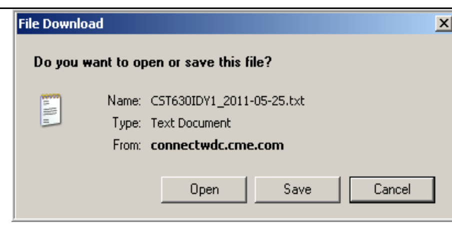
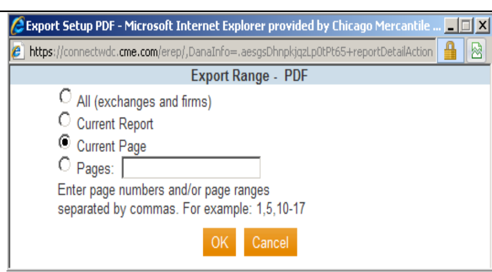
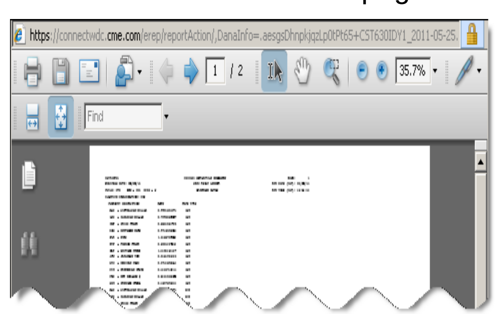
What functions are available in EREP Report Viewer?

- 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
ZIP		
FILE		
PDF		Redirected to a .PDF page. 

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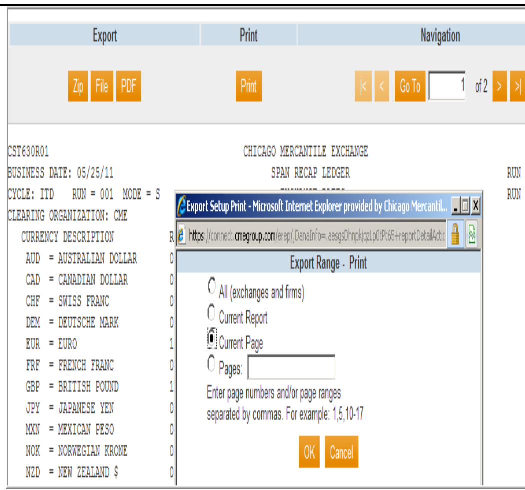
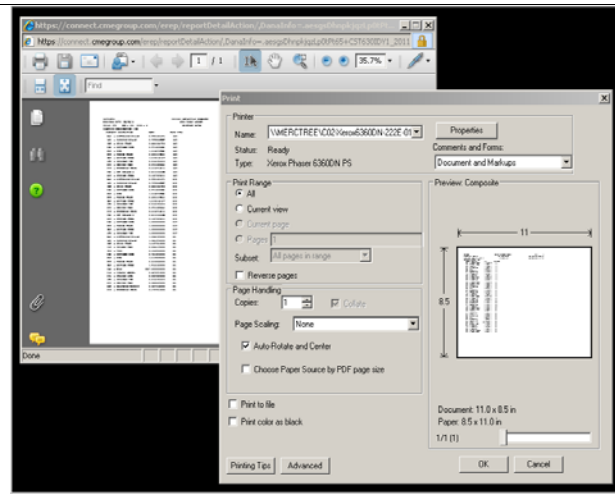
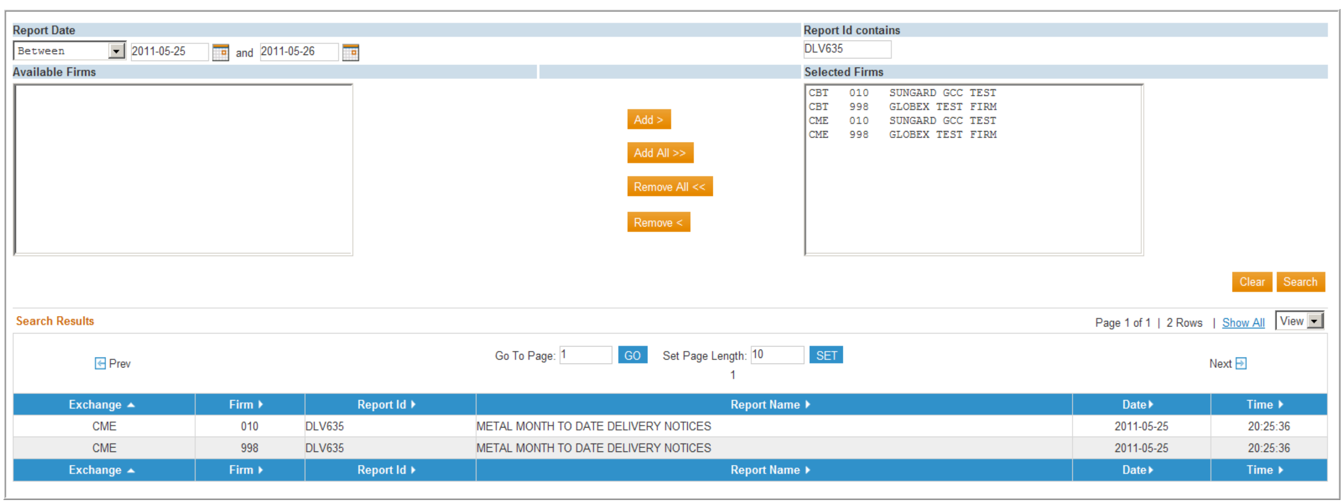
Print





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.

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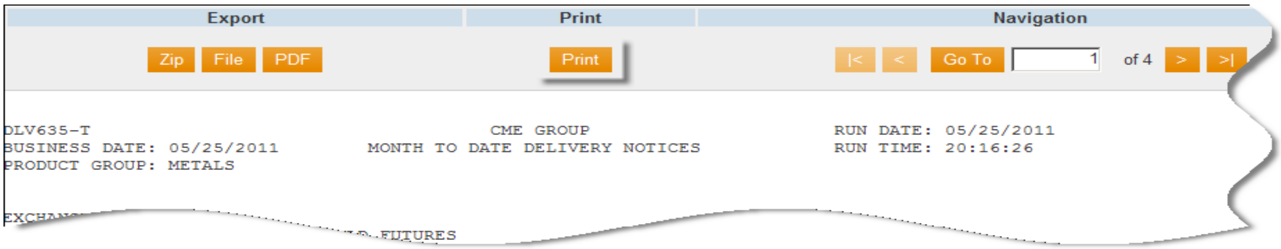
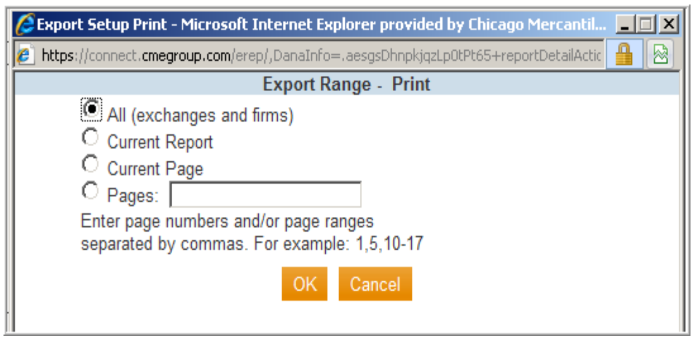


6. Click **Print**. The Export Setup Print dialog box will display.
7. Click **All** (exchanges and firms) radio button.

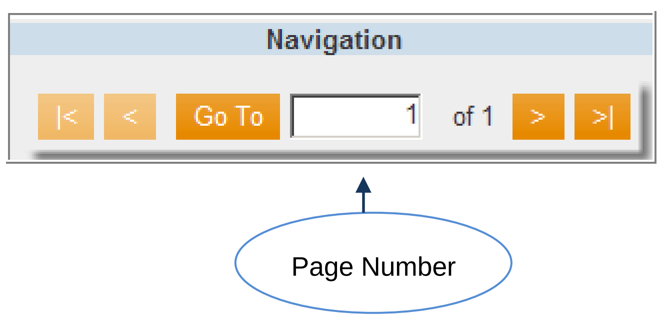


8. Click **OK**.

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 

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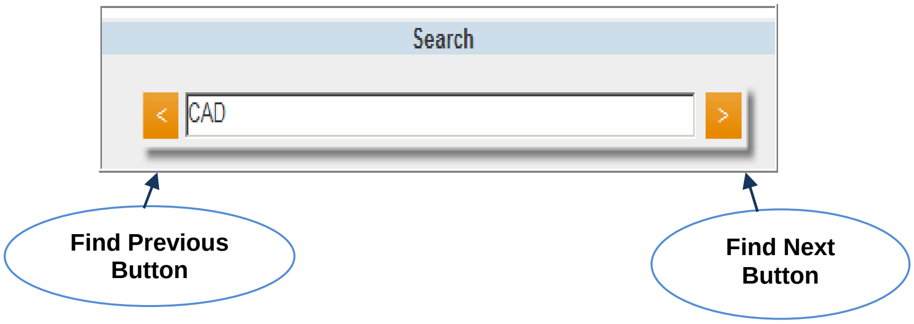
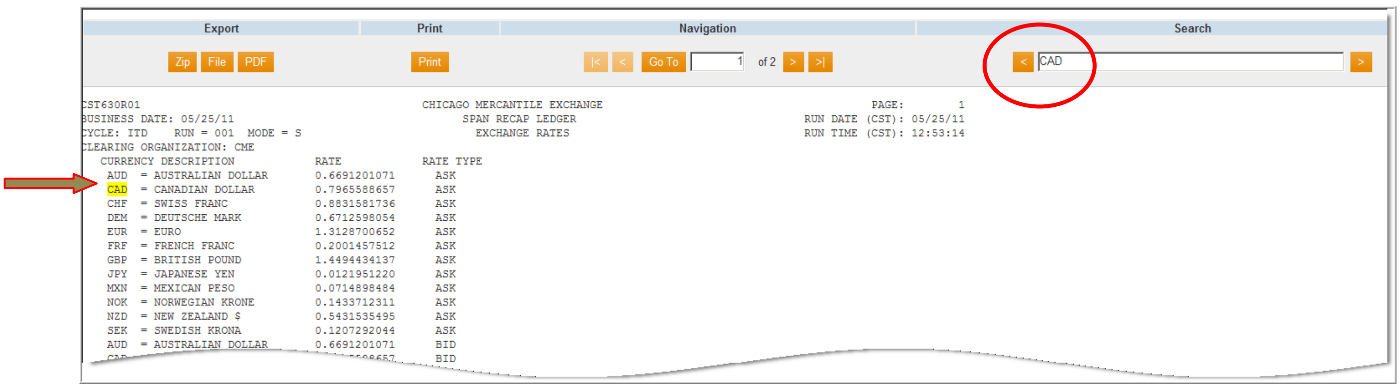
Search Function

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.

For user security inquiries contact Firm Support at 312-930-3444 (option 2) or email 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.

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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.

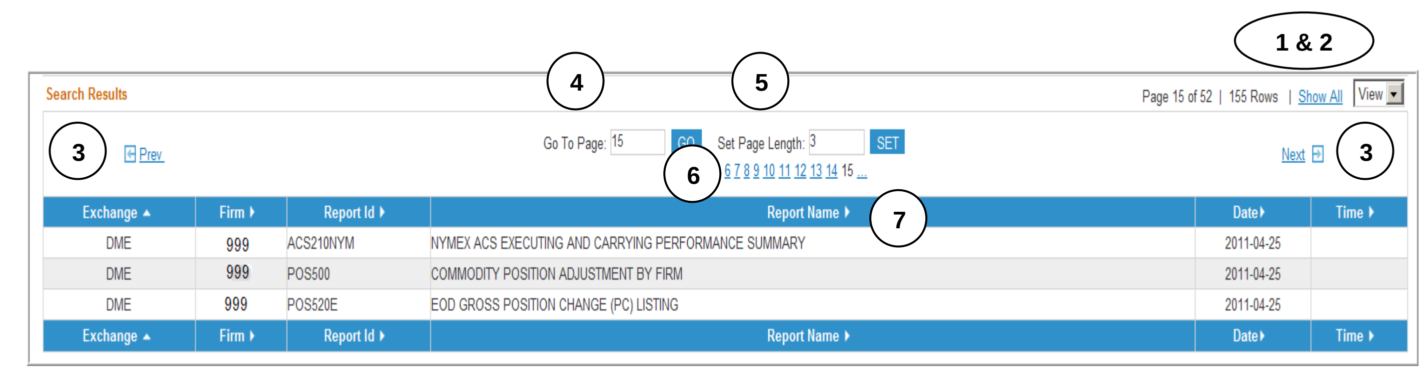
3 • **Prev and Next** – selecting the previous or next hyperlinks will bring you to the previous or next page of data.

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.

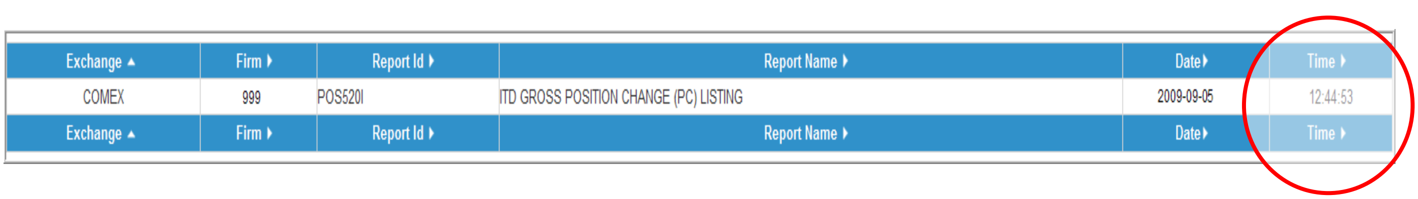
5 • **Set Page Length** – allows you to select the number of rows of data you would like to see per page. To use this feature, type in a number and click the "**Set**" button.

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.



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



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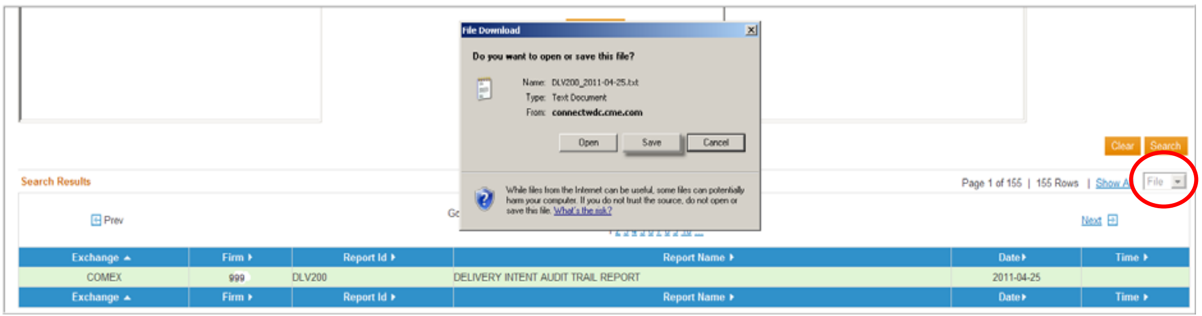
Appendix II – Guidelines for Printing

Page Breaks

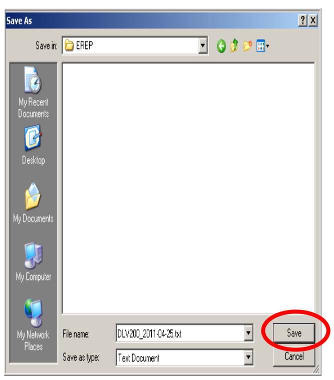
To display the page breaks, open the file within a more advance text editor such as **WordPad**. Notepad does not have the functionality to be able to recognize the form feeds.

WordPad

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



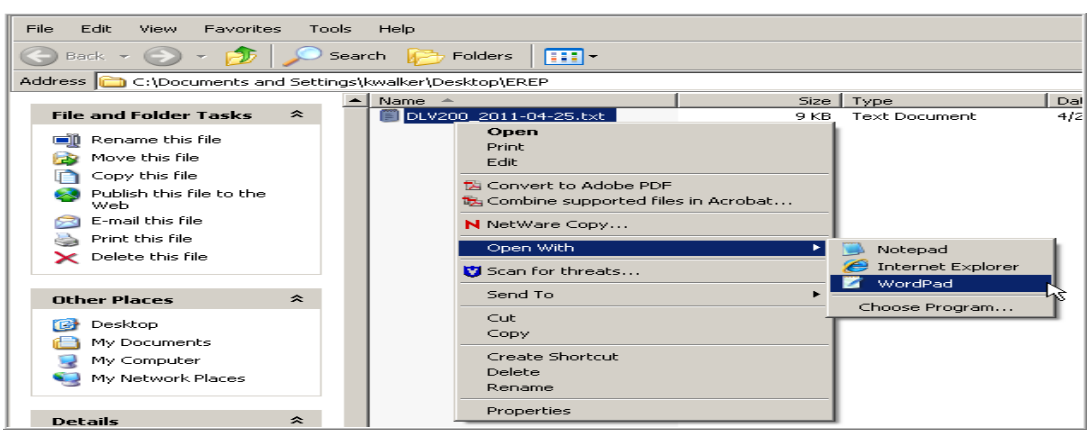
2. Click **Save**.



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**.



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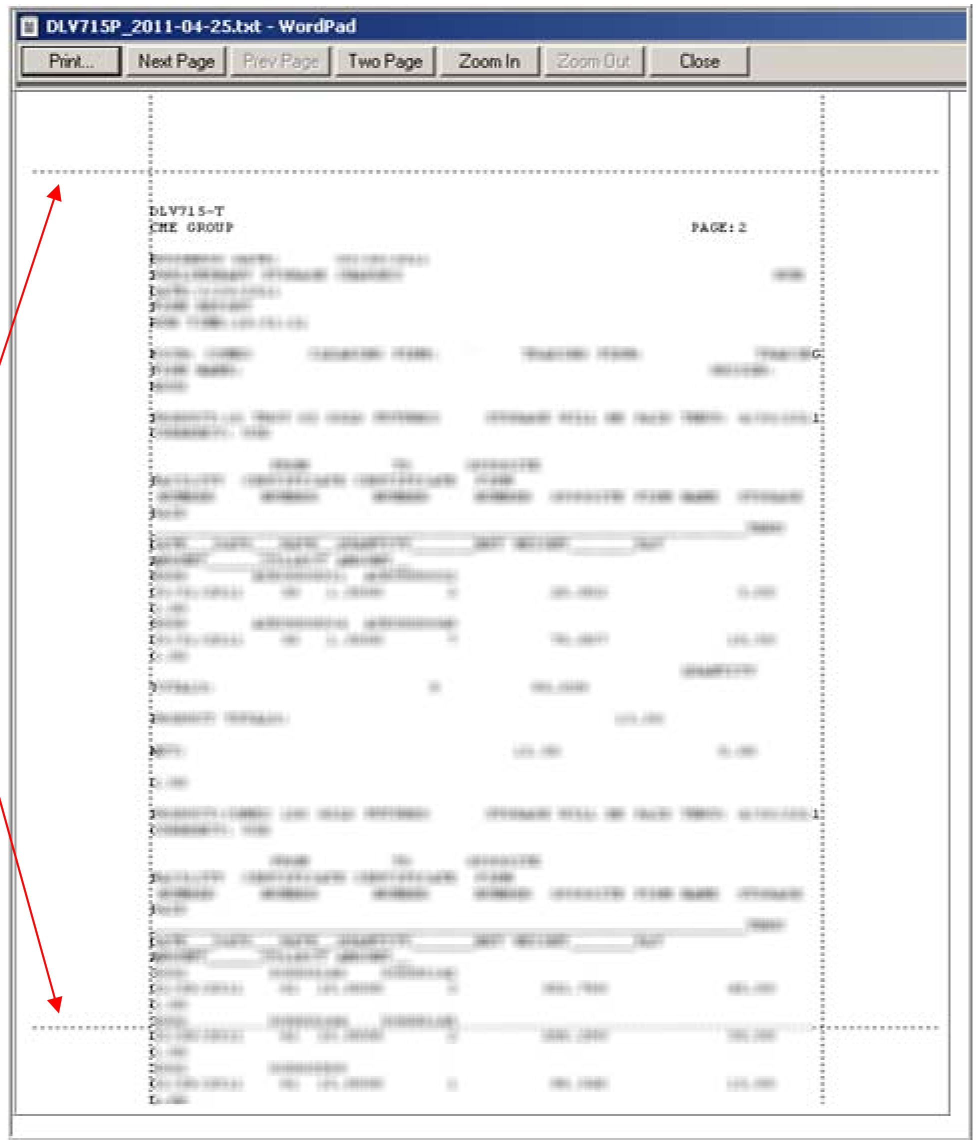
6. Click **Print Preview** to display the report and page breaks.

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)
  - o The setting may need to be modified to fit the characteristics of each file.
  - o The 'print preview' will confirm the settings are correct before printing.

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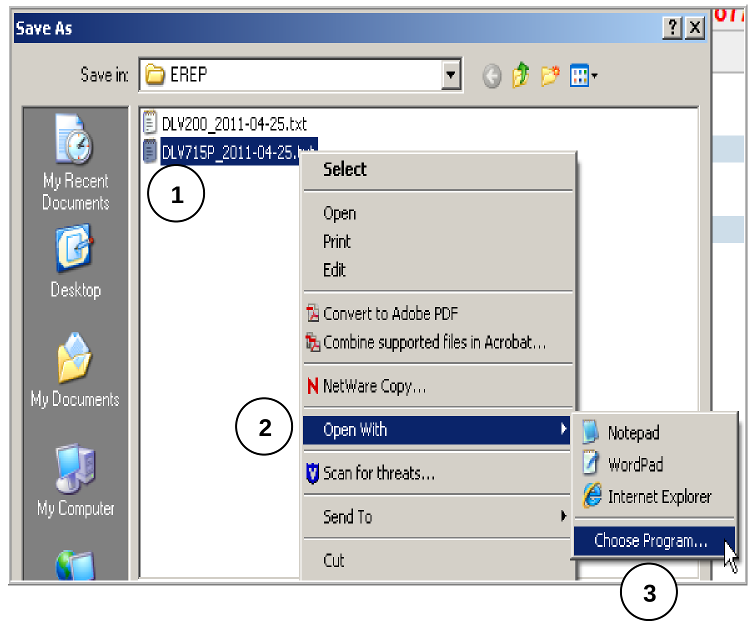
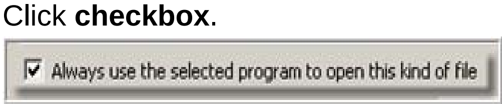
Appendix III – Setting WordPad Preference

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

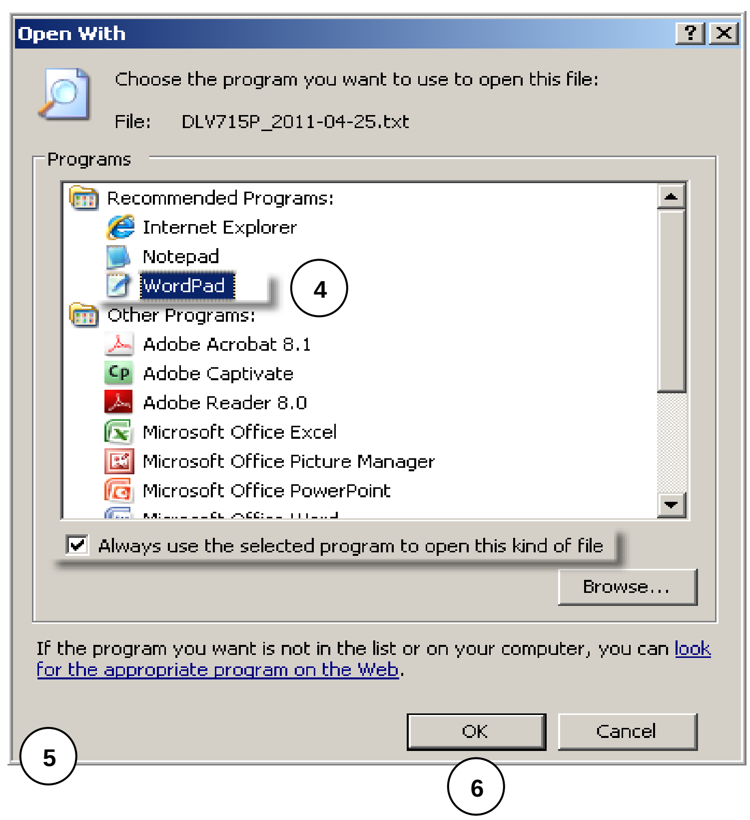
1. **Right Click** the file name.
2. Select **Open With**.
3. Select **Choose Program**.



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



6. Click **OK**.



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

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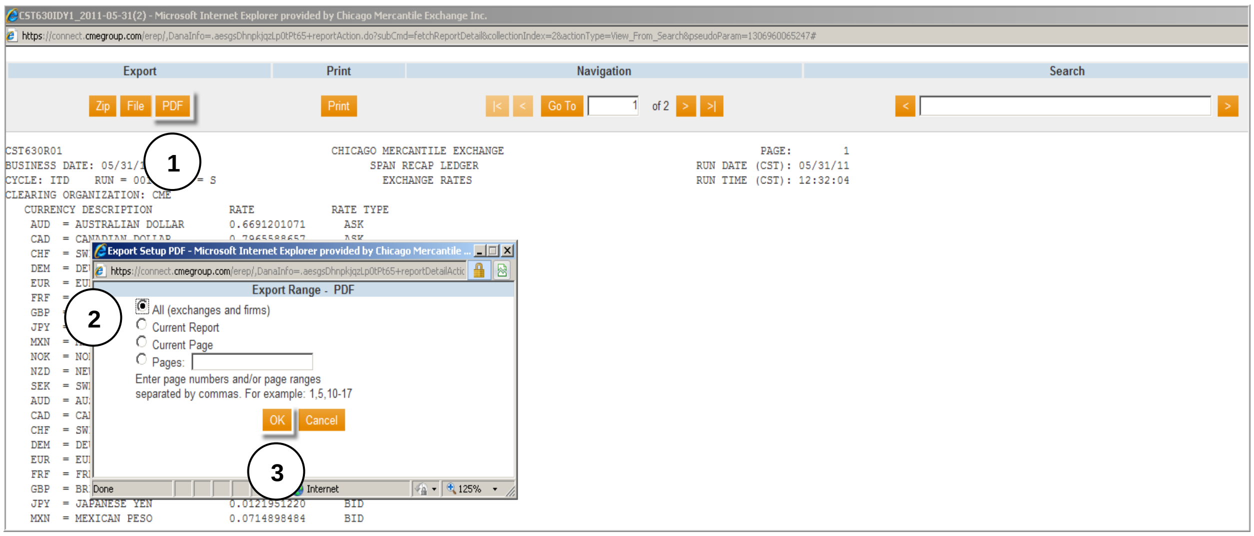
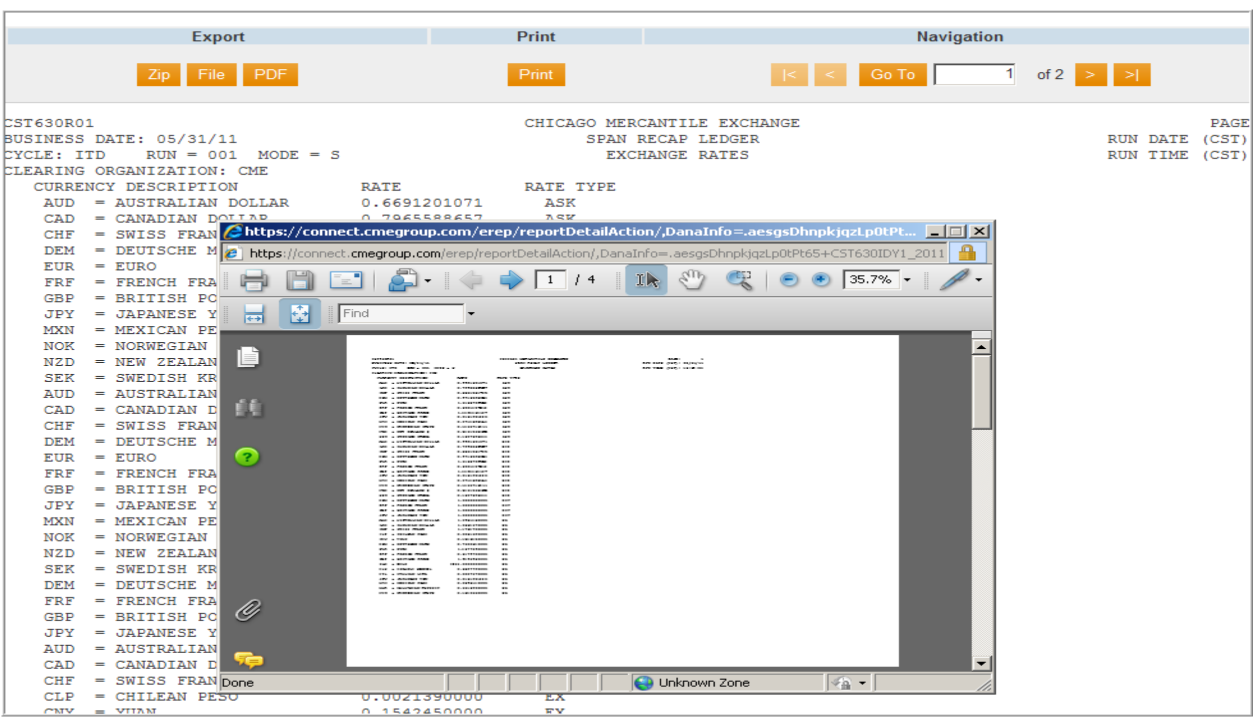
Appendix IV – Configuring PDF to Print with LARGE TEXT – Fit to Page

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



The PDF file will display.



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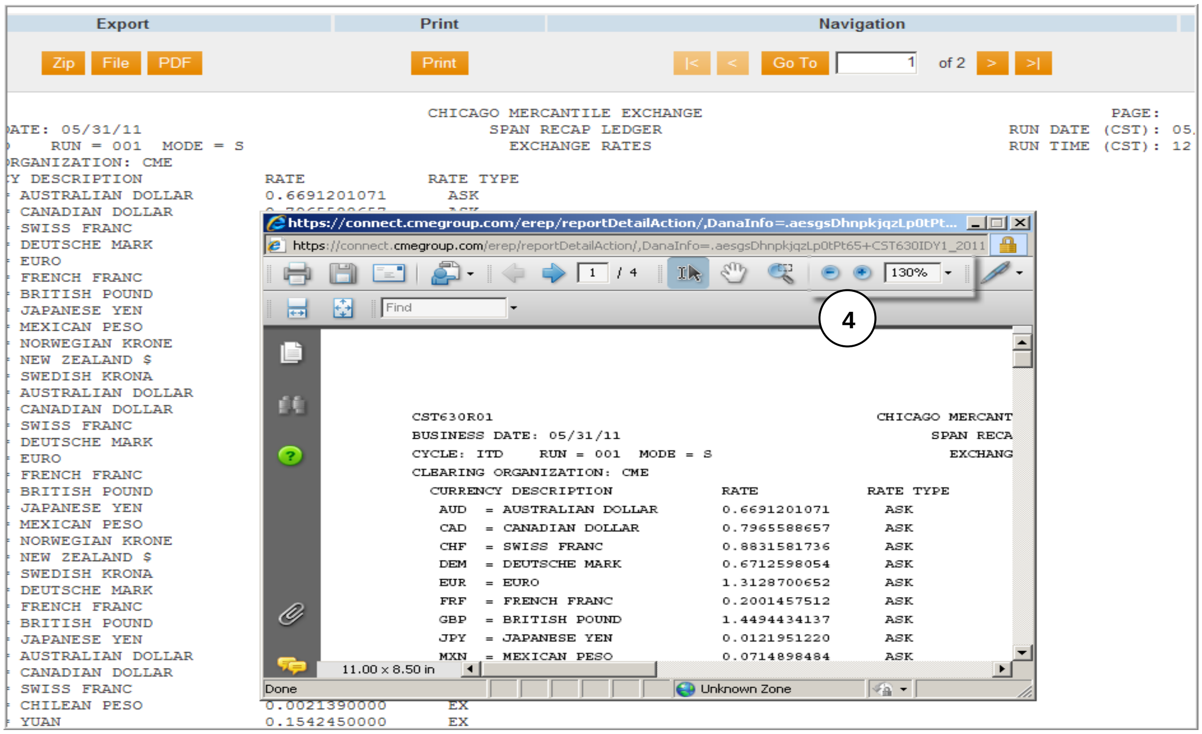
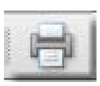
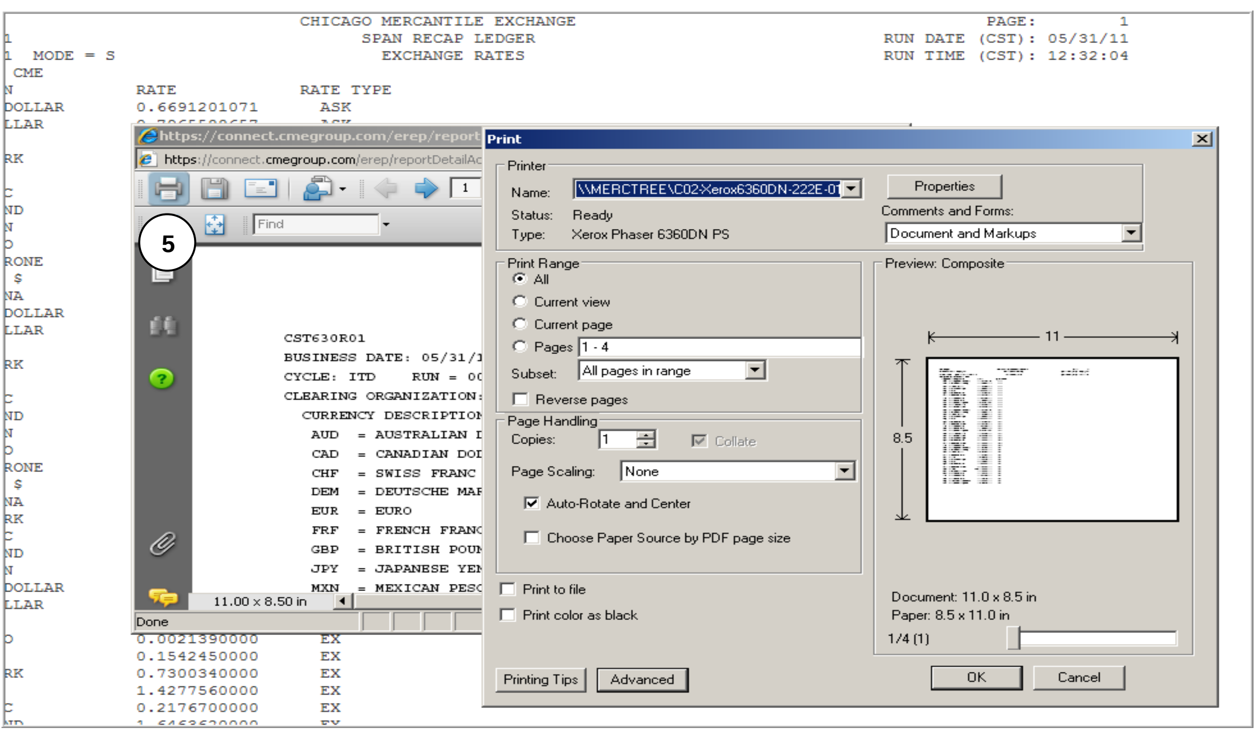
4. **Magnify the view** to the desired size (ex: 130%).



5. Click **Print**. 



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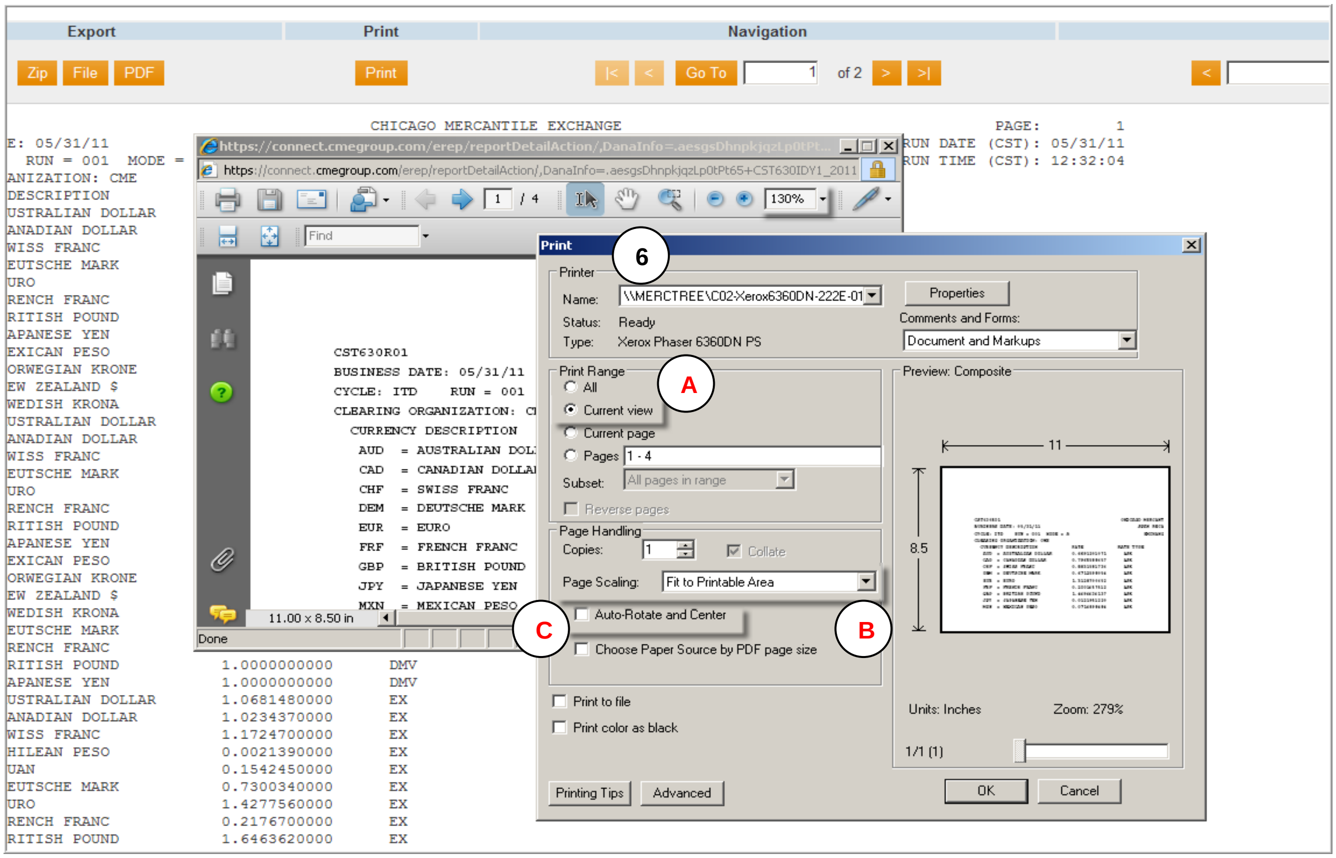
6. **Adjust the settings** to print per the CURRENT VIEW.
   a. **Print Range** = Current View
   b. **Print Scaling** = ‘Fit to Printable Area’
   c. **Uncheck** ‘Auto Rotate and Center’



The file will print per 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

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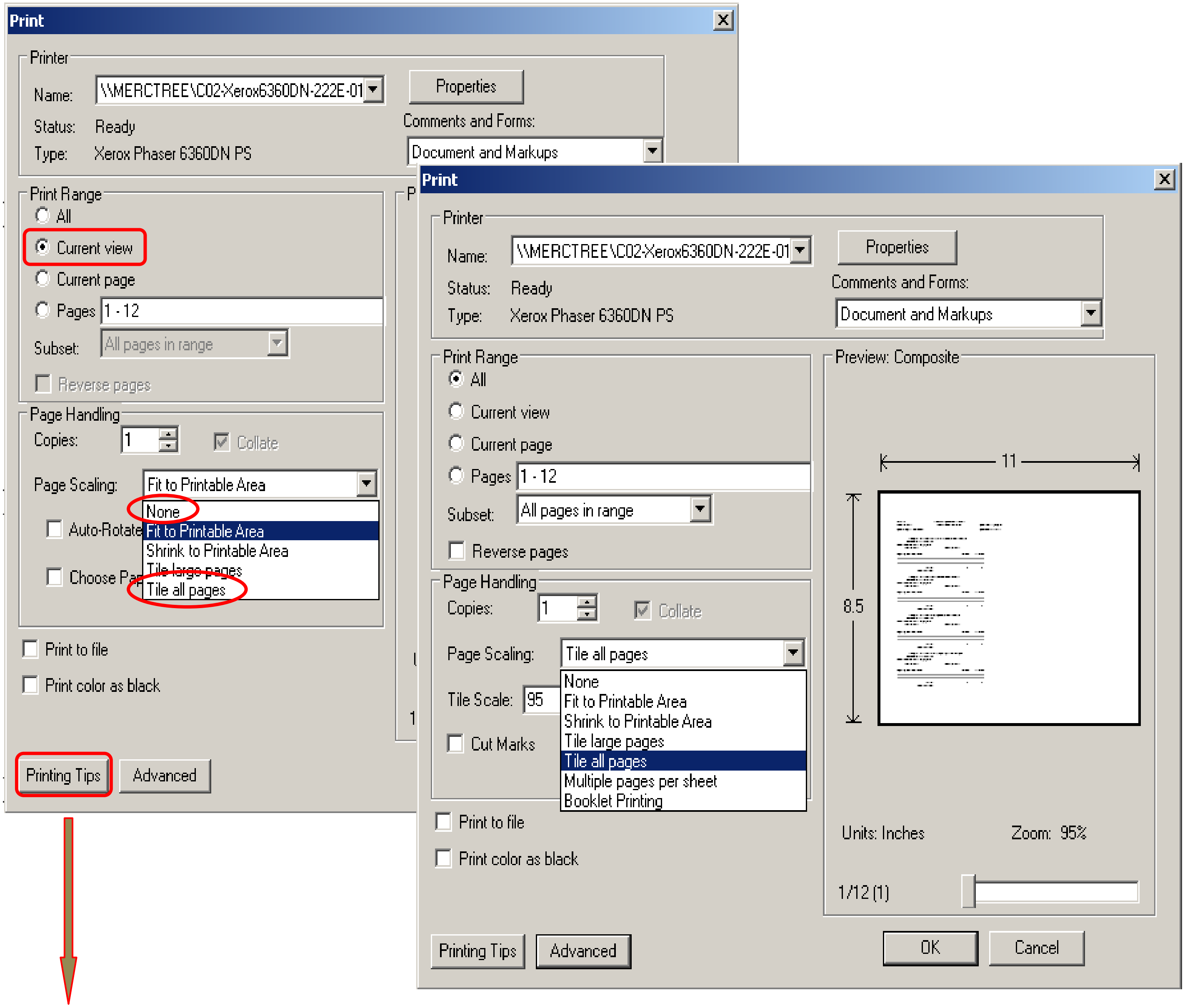
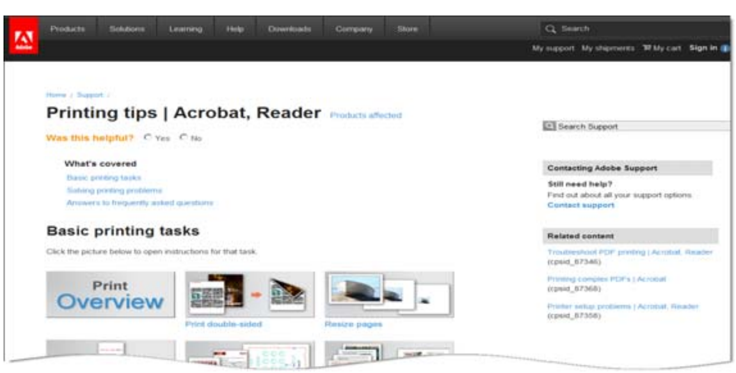


Printing Tips | Acrobat, Reader



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 EREP?

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

I selected a report and there was no information available?

EREP 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 EREP, I get a Pop-up error.
How can I set my browser to allow Pop-ups from EREP?

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.

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