How to Update Organization Master File

Revised: December 2, 2014

Introduction

- This is a simple guide to **updating your SPAN's Orgmaster(Organization Master) File** to make sure you have the latest upgrades

- Before you start, make sure that you have closed any open SPAN applications and windows

- This guide applies to both the orgmast.xml and orgmast.mst file.
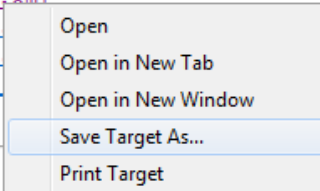
Locate your Orgmaster

- Depending on how SPAN was installed on your computer, your Orgmaster may be in **a different location**

- The first place to look for your Orgmaster would be its default folder: **C:\Span4\Master**

- If you cannot find it here, do a search of your C: drive for **orgmast.xml** and this will locate it

- **Note the location** as you will replace the old file with new file found on our servers
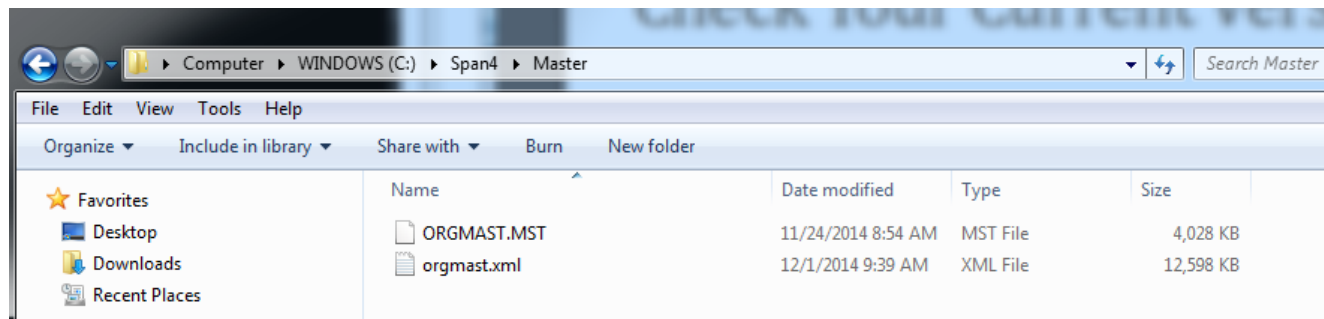
Download the New Orgmaster

- Go to the website: ftp://ftp.cmegroup.com/pub/span/util/

- Right-click on the orgmast.xml file and select Save target as… (Save as in Chrome) to download the newest version that is published
  - Clicking the file will only open it in the browser
  - This will save the file to your download directory

- Users who need the orgmast.mst file can find it in the same location listed above.
  - Update procedures are the same as updating with the XML file.

```
09/24/2014 04:49PM        936,122  CMEcntrSpecs.xml
11/28/2014 11:18PM     45,755,396  MarginRates.xml
11/19/2014 10:25AM      4,124,672  ORGMAST.MST
11/19/2014 12:41PM     12,977,867  OrgMast.xml
11/19/2014 12:38PM        346,721  OrgMast
11/19/2014 12:39PM        869,706  orgmast
11/28/2014 08:04PM     31,438,724  product
```

| Open |
| Open in New Tab |
| Open in New Window |
| Save Target As... |
| Print Target |

Download the New Orgmaster (Cont.)

- Please note, the **orgmast.xml.zip** and **orgmast.zip** contain the **same** files as **orgmast.xml** and **orgmast.mst** respectively

- If you have problems with saving the orgmast.xml or orgmast.mst file, these zip files are an alternative method to obtain them

- To uncompress the zip files, use Windows 7's file explorer or any freely available utility like 7-Zip.
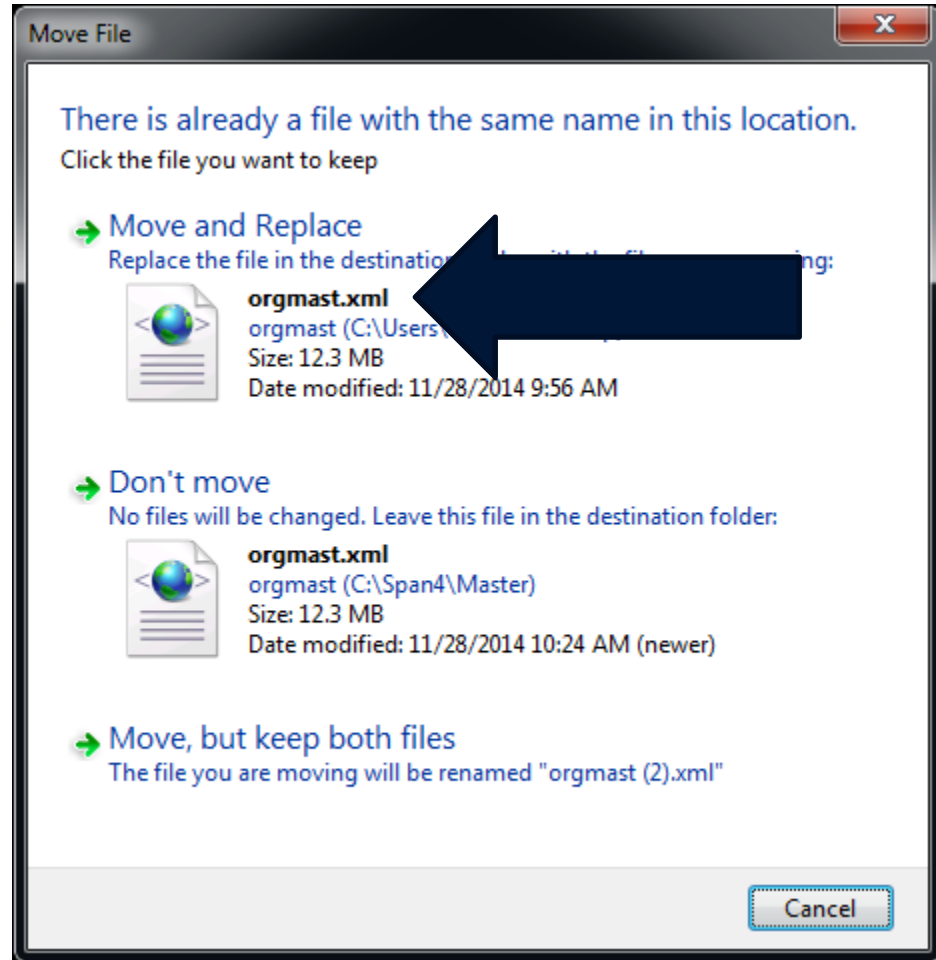
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Replace the Orgmaster

- **Cut** or **Copy** the **orgmast.xml** that was placed in your download directory and **Paste** it into the folder where your current orgmast.xml is located
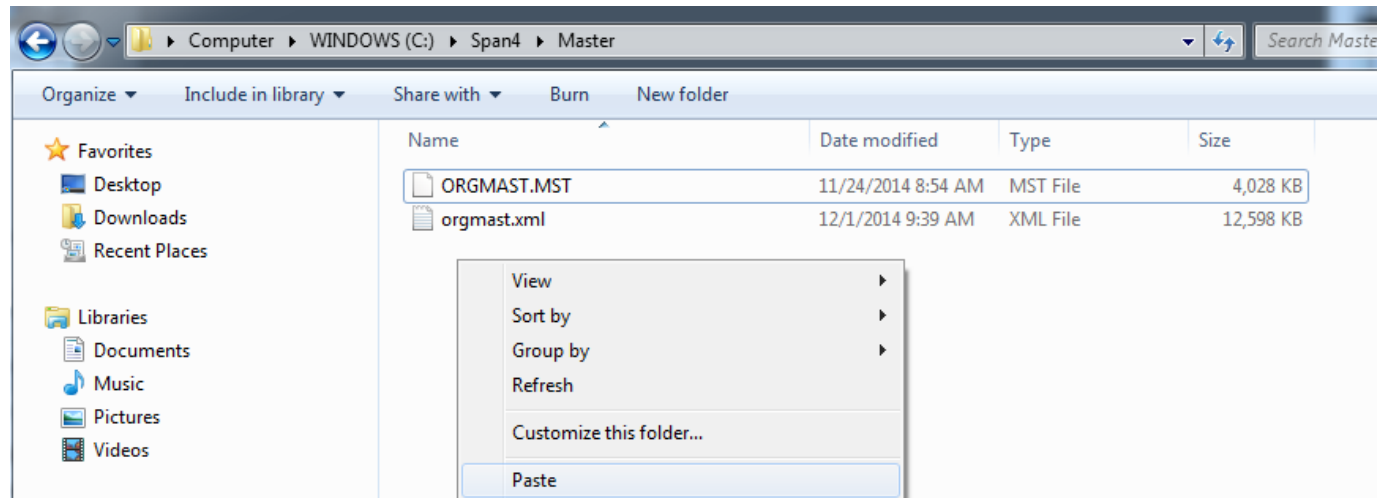
Replace the Orgmaster

When asked to choose the file you want to keep, select **Move and Replace**
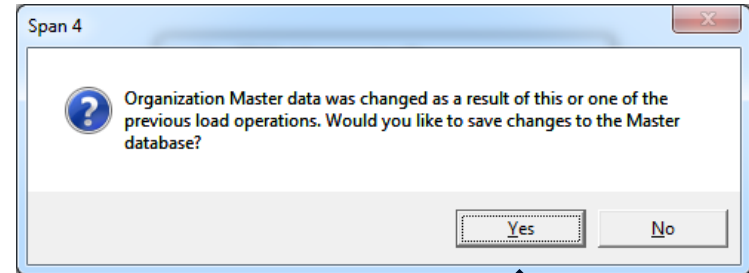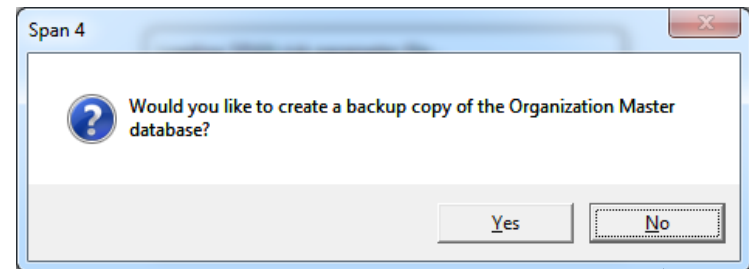
Reopen SPAN

- Lastly, **reopen your SPAN program** and load in a recent risk array

- Risk arrays are located at: ftp://ftp.cmegroup.com/pub/span/data/

Load in a Risk Array File

- When prompted that the Orgmaster data has been changed recently and would you like to **save the changes**
  - Click **Yes**

- When prompted if you would if you would like to make a **backup copy**
  - Click **No**

Additional Information

- PC-SPAN Tutorial:
  http://progressive.powerstream.net/008/00102/edu/interactive/pc-span/start.html

- SPAN Methodology:

  http://www.cmegroup.com/clearing/files/span-methodology.pdf

- FTP Directory:

  ftp://ftp.cmegroup.com/pub/span/data/

- For further assistance, please contact Risk Management Department at:
  clearing.riskmanagement@cmegroup.com or +1 312 648 3888.

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