

# QT PLUS Quick Reference Guide

## GETTING STARTED WITH TECHNOVA QT PLUS

Here are six quick steps to get access to your market information immediately

1. To get started, double click the QT Plus icon on your desktop.
2. When the start-up dialog box appears, click "Login".
3. You will then see all of your page tabs (Fixed Quotes, Quotes, Options, News, and Weather, etc) at the bottom of the screen.
4. To change pages, simply click on the tab you would like to view.
5. You will notice that Fixed Quotes and Quotes have sub tabs that you can activate with a single click for different commodity groups.
6. For more information on specific **QUOTE**, **CHART**, and **NEWS** information refer to the back of this **TECHNOVA QT Quick Reference Guide**. **See contact information below if you need help!**

### QT HELP LINES

1-913-338-2121

1-913-548-4834 (Fax)

help@technova.com

**Grain Symbology:** Enter symbol followed by the month and year code. (eg Dec. 15 Corn = CZ15)

Months		PIT	ECBOT
F	Jan		
G	Feb	Corn	ZC
H	Mar	Wheat	ZW
J	Apr	KC Wheat	KE
K	May	Minn Wheat	MWE
M	Jun	Soybeans	ZS
N	Jul	Soyoil	ZL
Q	Aug	Soymeal	ZM
U	Sep	Ethanol	ZE
V	Oct		
X	Nov		
Z	Dec		

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#### WEATHER

Displaying maps:

1. Click on the section you would like displayed
2. Single click the map you would like to display to make it larger.

**Important:** To return to the menu **DO NOT** close your map. Instead, click the **home** or **back** button at the top.

Closing the displayed map by clicking the x will close your weather page. If you do close your weather, you can click on Frame (top menu), and choose Weather. You can then click the bright green **Auto Arrange** button at the top to resize, or maximize the window.

Emailing Charts and News:

1. To email a chart, make sure the chart is selected and then click on **Send Email**. To copy a chart into another program, click on **Copy to Clipboard** and then paste it into your desired application.
2. To email a news story, click the **Send Email** button with the story displayed. Click the **Copy to Clipboard** button to copy the story to another program.

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#### WORKSPACES

Adding Workspaces (pages):

1. Right click a current workspace **tab** and click **NEW Workspace**
2. Then choose **Apply Blank** and build your page using the shortcut bar (click the arrow in the upper left of screen), choose an existing layout or create your own.
3. From the shortcut bar or Frame menu, you can add many types a windows, including charts, options, Time & Sales, etc.

Chart Link Workspaces:

1. For **Chart Link** workspaces, after choosing new workspace, choose chart-link and then click Apply.
2. You can then add symbols that will automatically link to your default chart.
3. If you need to arrange the new windows that you have created, click the green **Auto Arrange** button at the top.

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**OVERVIEW:** The default layout of QT has pre-made pages (workspaces) that can be modified, added to or deleted. These pages can be created to display any mix of quotes, options, charts, news and weather.

### QUOTES

#### Fixed Quotes Page:

This is a convenient page that automatically updates. The symbols on the **Fixed Quote Page** **cannot** be modified, however, the font and colors can be changed by clicking on the Properties button at the top right of the screen (or by clicking Quote Pages and then Properties on the menu) The **Fixed Quotes Page** page has sub-tabs for **Grains, Livestock, Softs, etc.** Double click a quote to trigger a chart, or right click for option strikes and other charting options.

#### Quotes:

These are your custom quote displays that were created for you when you were initially installed. Often these include sub tabs for which the symbols can be changed in addition to the fonts and colors. These custom displays will trigger a chart with a double click on the symbol, or right click for charting / options. The properties can be accessed in the same way by clicking on the Properties icon or by clicking on **Quote Monitor** and then **Properties**. To add a quote tab for your own page, right click an existing tab.

#### Request Quote Symbols:

##### Ways to request quote symbols:

1. Type the symbol in the Contract field (Ex: ZCZ15) *will not roll at expiration*
2. Auto update quotes, use the following (Ex. ZC1-) *will roll at expiration*
3. For a calendar strip (futures chain), type the symbol and **double** click Calendar Strip.
4. For functions (spreads or basis), type the formula (Ex: ZCZ15-ZWZ15, CZ15 \* 35)
5. For traded spreads, use the following method (ZCZ15:H15) *symbols separated with a colon*
6. Options can be entered into a quote monitor or you can use a preset option **monitor** page

#### Symbol Guide:

1. When viewing a Quote Monitor, click the **Contract** Lookup Icon at the top of the screen
2. To have a symbol guide emailed or faxed, email [help@technova.com](mailto:help@technova.com)
3. To use symbol search, make sure the left shortcut bar is displayed, click the tools icon and then click symbol search

#### Options:

In the top left corner of the preset Options page, type the **futures** symbol and press **enter**. Change the columns and colors by clicking the Option Properties icon or by clicking Options from the menu For advanced "what if" scenarios, click the yellow options calculator icon at the top of the screen.

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### CHARTS

#### Ways to request a chart:

1. Right click a symbol from a **fixed** quote **or** quote monitor, **and** make your selection.
2. To change a **Chart**, click on the chart you would like to change, enter the symbol (*dialog box will appear*)
3. From the charts menu at the top, choose **New Chart**.
4. From the hidden shortcut bar (*click the arrow in the upper left corner of screen*) click the **Charts** icon

(Tip: You can set your page to trigger a chart faster by adjusting the Quote Monitor Properties)

#### Creating a continuous chart:

1. On an existing chart, right click and choose weekly or monthly or right click a symbol from a quote page and choose the interval you want.

#### Displaying an expired contract:

Using one of the methods above, type in the symbol + year (Ex: WZ70 - will display Dec Wheat 1970)

<**NOTE:** you **must uncheck** the **Limit To** box, or the system will not display all of the requested data >

#### Tabular Data:

From any chart, click the **Tabular Data** icon at the top or in the Charts menu.

#### Chart Properties:

1. To change the style of a chart, right click to change to a line or candlestick
2. To change the weight or colors, click on the chart preferences icon (also available via right click on a chart)
3. To change the indicators, click the indicators icon at the top to add or delete studies.
  - (to make all future charts display the same indicators, choose **Default** while in the Indicators dialog box)
4. To expand or contract a chart or to use chart tools, use the toolbar above the chart.

#### Copy / paste or email Charts:

1. To copy a chart, click the **Copy to Clipboard** button and then paste it into your desired program.
2. To email a chart, make sure the chart is selected and then click **Send Email**..

### NEWS

#### Displaying a news Story:

1. Double click a news story to display its content.
2. To view the news tabs, click the **Reset Layout** button at the top of the screen.
3. A single click will display a news story in the preview pane. <to hide the preview pain, right click and choose hide>

#### News Searching:

1. Click the green binoculars and enter the keyword(s) you would like to display.
2. Make sure to click ANY instead of ALL, for broad searches.

#### Copy / paste or email News Story:

1. To copy a news story, click the **Copy to Clipboard** button with the story displayed.
2. To email the story, click the **Send Email** button.