

ADVANCED QUERY FUNCTION

The Advanced Query function is used to save and access frequently used Queries and / or Column Sets.

See Section	For "How to" Instructions on:
I	Saving Queries (used to define frequently used search parameters and how the search results are displayed on screen)
II	Saving Column Sets (used to define which columns are displayed and the order in which they appear in the Query Results screen)
III	Accessing Saved Queries and / or Saved Column Sets

Most of the Advanced Query features can be accessed via the Trade Search Engine screen (Figure 1). The following list briefly describes the screen components and how they function:

- Query Manager Icon – Click on this icon to open the Query Manager screen.
- Saved Queries Selection Box – Click on the drop-down arrow to display a list of Saved Queries.
- Column Manager Icon – Click on this icon to open the Column Manager screen.
- Saved Column Sets Selection Box – Click on the drop-down arrow to display a list of Saved Column Sets.
- Save Icon – Click on this icon after you have finished selecting the search parameters for a new query.
- Column Selector Icon – Click on this icon to open the Column Selector screen, which is used to create a new Column Set.
- Search Criteria – Enter the desired search parameters into the appropriate fields.

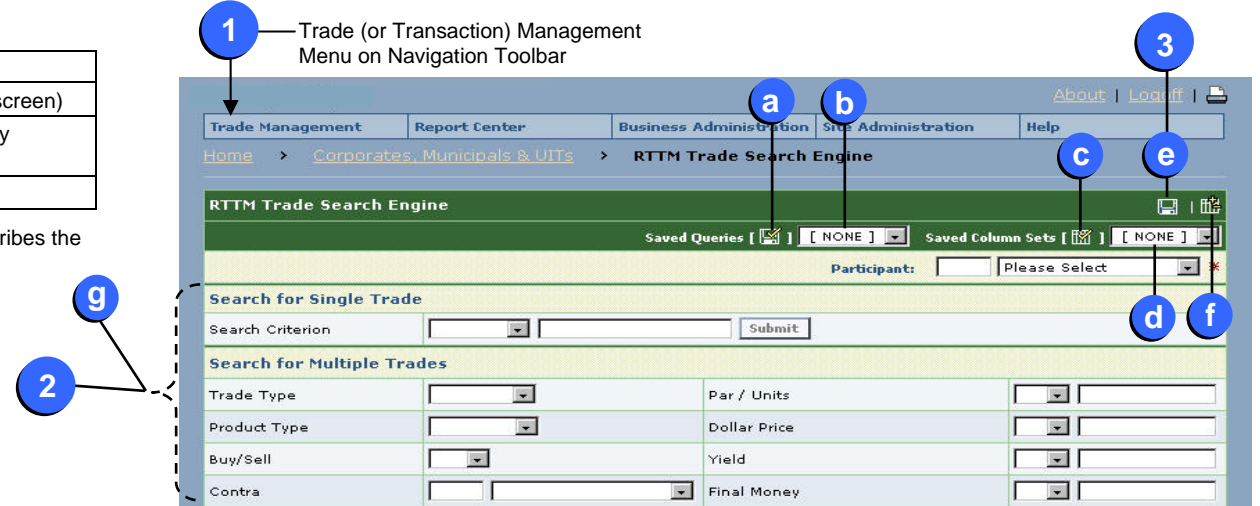


Figure 1: Trade Search Engine Screen (partial view)

I. HOW TO SAVE QUERIES

- To access the Trade Search Engine screen (Figure 1), follow the instructions outlined in the table below.

If you are using:	Select the following options from the Navigation Toolbar (labeled '1' in Figure 1)
CMU RTTM Web	Click on the <i>Trade Management</i> menu. Then from the drop-down list, select <i>Trade Search Engine</i> .
GSD RTTM Web	Click on the <i>Trade Mgmt.</i> menu. From the drop-down lists, select either <i>DVP</i> or <i>GCF Trade Search</i> , then <i>Trade</i> .
MBS RTTM Web	Click on the <i>Transaction Mgmt.</i> menu. Then from the drop-down lists, select either <i>Dealer</i> or <i>Broker Trade Search Engine</i> .

- In the lower portion of the Trade Search Engine screen (labeled '2' in Figure 1), enter / select the search parameters for the frequently used query. You must complete the required fields as indicated by the asterisk symbol ("*").
- Select the Save icon (labeled '3' in Figure 1) to save the selected parameters.



Figure 2: Save Current Query Screen

- The Save Current Query screen opens (Figure 2).
 - Enter a name for the Query that you just created. **Note:** The query name should not contain any spaces (e.g. use Query_1).
 - Note that the Parameters field is automatically populated with the search criteria that you selected in Step 2.
 - Select the Save button to save the Query name and the parameters.¹
- In the next screen, both the Success message and the Query Manager screen appear (Figure 3).

Note: When you save a Query, the system automatically applies the default set of columns (Column Set) to the Query Results. You can also define additional Column Sets, which can be applied to any Saved Query (see Section II on page 2).

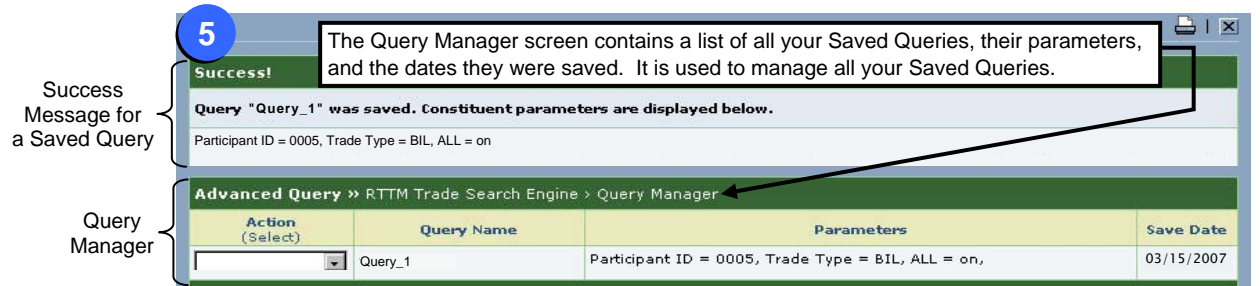


Figure 3: Success Message for Saved Queries and Query Manager Screen

¹ **Note:** [1] If a new query is given the same name as an existing query, the older query is overwritten with the new parameters.

[2] RTTM allows you to save a **maximum of five (5) Saved Queries**. Therefore, if you were to save a sixth query, the system would delete the earliest Saved Query.

II. HOW TO SAVE COLUMN SETS THAT CAN BE APPLIED TO ANY QUERY

- In the Trade Search Engine screen, select the Column Selector icon (labeled 'a' in Figure 4).
- The Select Columns screen appears (Figure 5). This screen is used to select the columns and the order in which they should appear in the Query Results screen.
 - Select the columns from either the Available or Selected Columns list. Then, use the Add / Remove buttons to move the column to / from the Selected Columns list.
Note: The column that was last selected is automatically moved to the end of the Available or Selected Columns list.
 - Use the Up / Down button to change the order that the Selected Columns appear on the Query Results screen.
Note: The column listed at the top of the Selected Columns list appears as the 1st column in the Query Results screen.
- To save these changes, enter a name for the Column Set that you just created and select the Save button.²
Note: The column set name should not contain any spaces (e.g. use Column_Set_1).
- In the next screen, both the Success message and the Column Manager screen appear (Figure 6).

III. HOW TO APPLY SAVED QUERIES AND / OR SAVED COLUMN SETS

- To access your list of Saved Queries and / or Column Sets, go to the Trade Search Engine screen (Figure 1 on page 1).
- For Saved Queries (Figure 1):
 - Click on the drop-down arrow in the Saved Queries Selection Box (labeled 'b') and select the desired Query.
 - In the search parameter portion of the screen (labeled 'g'), you must complete the required fields as indicated by the asterisk symbol (" * ").
- Optional Step:** If you wish to use one of the Saved Column Sets (instead of the default), click on the drop-down arrow in the Saved Column Sets Selection Box (labeled 'd') and select the desired Column Set.
- Then, click on the Submit button (in the lower right corner of the screen) to generate Query Results.

For Additional Help

A detailed section on the Advanced Query Function will be included, and may be accessed via the following links:

- For CMU – <http://www.ficc.com/cmudocs/cmudocs.rttm.web.userguide.pdf>
- For GOV – <http://www.ficc.com/govdocs/partdocs/gsd.rttm.wfe.query.userguide1.pdf>
- For MBS – <http://www.ficc.com/mbsdocs/partdocs/mbs.rttm.wfe.userguide.pdf>

The section on the Advanced Query Function will go into greater detail regarding the items discussed in this document, and will also cover the following topics:

- How to customize the Column Set for a Saved Query.
- How to save your Column Sets temporarily.
- How to select and manage Saved Queries and Column Sets.
- How to modify or delete Saved Queries and Column Sets.

² **Note:** [1] If a new column set is given the same name as an existing column set, the older set is overwritten with the new parameters.

[2] RTTM allows you to save a **maximum of five (5) Saved Column Sets**. Therefore, if you were to save a sixth column set, the system would delete the earliest Saved Column Set.

If you do not see any of the Column Set features (items 'a', 'b', or 'c'), change the menu selection in the drop-down box for Saved Queries (item 'd') to the option [NONE].



Figure 4: Column Set Features in the RTTM Trade Search Engine Screen (partial view)

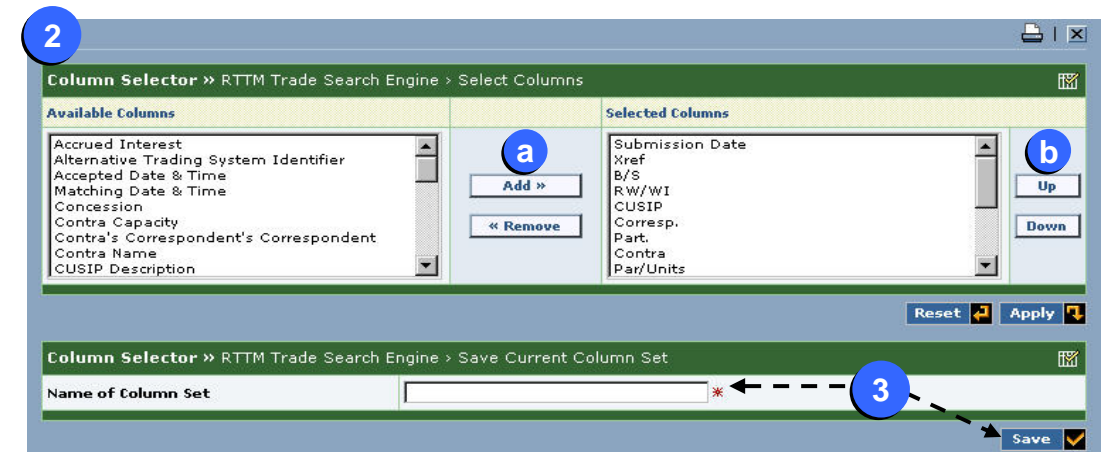


Figure 5: Select Columns Screen

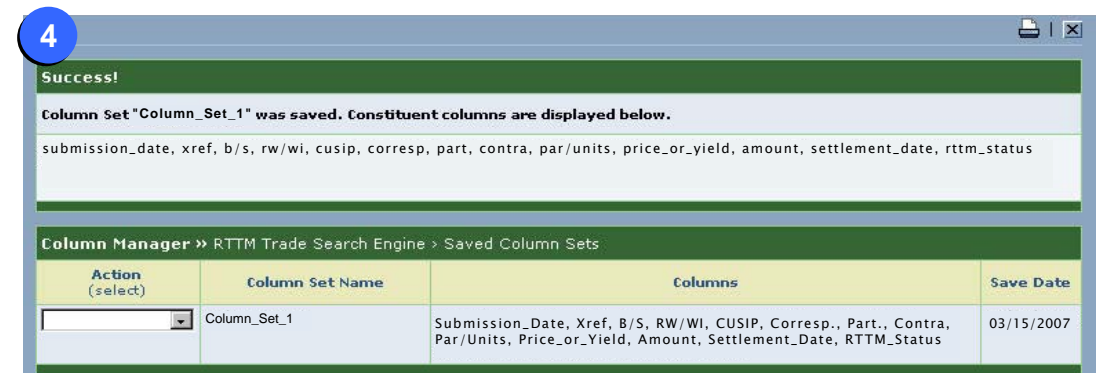


Figure 6: Success Message for Saved Column Set and Column Manager Screen