



# FIGARO ORDERS

## For Fund Managers/PRCs/Business Getters

### About the course

The purpose of this course is to provide front office personnel with an in-depth knowledge of keying orders and managing those orders through their lifecycle. The course is based on everyday scenarios and includes a hands-on element using a generic FIGARO system. A quick quiz will conclude the course.

### Course Objectives

On completing the course, the successful delegate, where relevant will be able to:

- Differentiate between an order and a contract
- View order lists in different modes and by various criteria
- Enter simple, bulk and batch orders
- Create orders from the Valuations and Reverse Portfolio Enquiry screens
- Create orders utilising the calculator function
- Create/modify orders with currencies, limits, non-standard charges and for certificated trades
- Manage part-filled orders
- Amend, freeze and cancel orders
- Incept execution only orders

### Who should attend the course?

- This course is designed for front office personnel who are required to key orders
- It is suitable for both new users and those experienced users who have learnt on the job and want to fill gaps in their knowledge

### Course Prerequisites

- It would be an advantage if delegates have attended FIGARO Front Office Enquiries 1 but not essential

### Course Content

Part 1: Introduction to Orders

- Explanation of Terminology
- Order Lifecycle
- User Modes
- Simple Orders

Part 2: Complex Order Entry

- Orders in Valuation & Reverse Portfolio Enquiry screens
- Bulk & Batch Orders
- Raise/Invest Orders
- Part Fills
- Freezing & Cancelling Orders
- Execution Only
- Quiz

### Course Details

- Duration: 2 hours
- Course booking reference: **ORDERSic8n**

### Course Venues

Courses can be held at our fully equipped training facilities in London (details below) or delivered on your premises

- JHC Plc, Ground Floor West, Cottons Centre, Cottons Lane, London SE1 2QG

### Contacting JHC Plc

For information on booking this course please contact our training department:

- Ph. 0207 367 6534
- Email: [training@jhc.co.uk](mailto:training@jhc.co.uk)

