

# Batch Order Entry

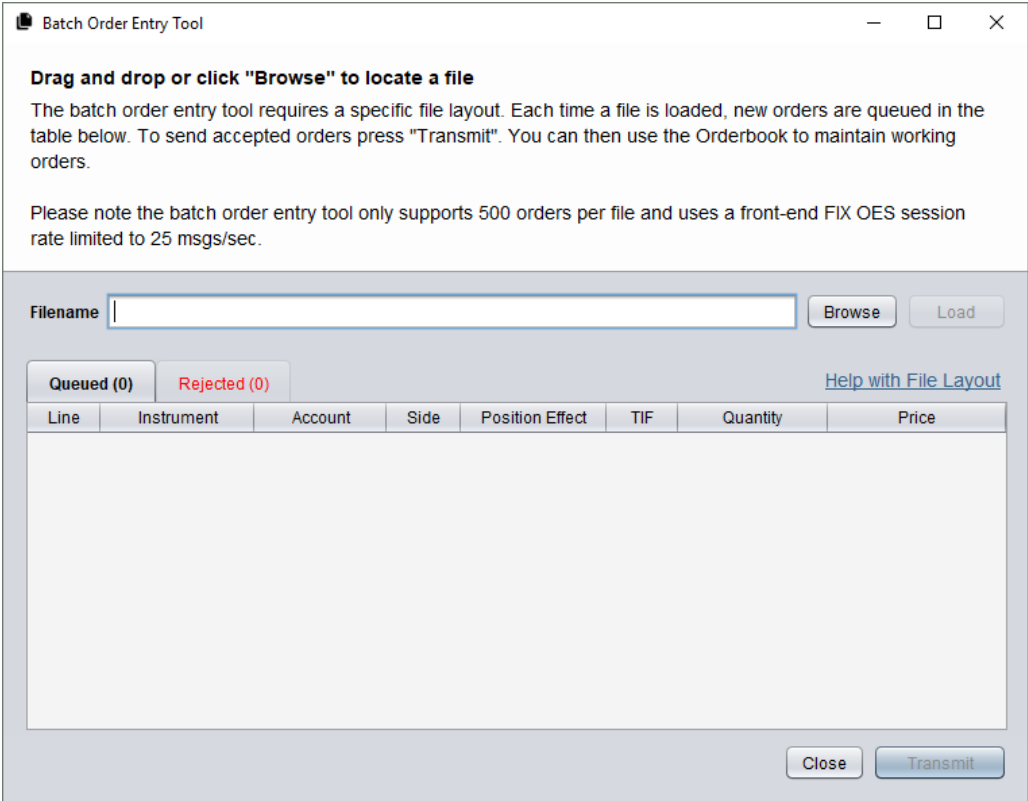
The batch Order Entry Tool provides for a user to enter multiple orders simultaneously from a comma separated values (CSV) formatted file. Users should construct a file containing specific fields and values.

**Overview:**

- [Visibility](#)

**Resources:**

- [File Layout](#)
- [Uploading a Batch Order Instruction](#)
- [Handling Submission Errors](#)



## Visibility

Users can access Batch Order Entry tool from the Window > Batch Order Entry menu, by dragging a file or text over the "Working Orders" section of the Order Book screen, or by pressing *Ctrl + Shift + B*.

Term	Account Management	Alerts	z	BPx	APx	ASz	Last	BRate	ARate
0				--	--	--	1 x 0.1234	--	--
3				--	--	--	--	--	--
4				--	--	--	--	--	--
5				--	--	--	--	--	--
6	IGZ3F/IGZ4H Aug16'19/Aug22'19	--	--	--	--	--	--	--	--
7	IGZ3F/IGZ4F Aug16'19/Aug23'19	--	--	--	--	--	--	--	--
35	IGZ3F/IGZ1D Aug16'19/Sep20'19	--	--	--	--	--	--	--	--
126	IGZ3F/IGZ1D Aug16'19/Dec20'19	--	--	--	--	--	--	--	--
217	IGZ3F/IGZ1D Aug16'19/Mar20'20	--	--	--	--	--	--	--	--

**Order Book** B=0 S=0    0 (\$0.00)    0 (\$0.00)    **CANCEL ALL**    All Session Activity

Session	Status	Instrument	Account	B/S	Working Qty	Price	Event Time
TEC1T_02	NR!	IGZ3F/IGZ1D Aug16'19/Aug16'19	M - TEST1	BUY	0	10000.0000	15:34:42
TEC1T_02	CXLD	IGZ3F/IGZ1D Aug16'19/Aug16'19	M - TEST	SELL	0	0.1234	15:54:42
TEC1T_02	CXLD	IGZ3F/IGZ1D Aug16'19/Aug16'19	M - TEST	SELL	0	0.1234	15:54:42

**Transactions** B=1 S=1    2 (\$4,762.00)    2 (\$4,762.00)    All Transaction Events

Session	Status	Instrument	Account	B/S	Trade Qty	Trade Price	Trade Time
TEC1T_02	FILL	IGZ3F/IGZ1D Aug16'19/Aug16'19	M - TEST	BUY	1	0.1234	14:24:51
TEC1T_02	PART	IGZ3F/IGZ1D Aug16'19/Aug16'19	M - TEST	SELL	1	0.1234	14:24:51