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TRADING TERMINAL
User Manual – Getting Started

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1 About this document

This document is about the features and functionality of Trading Terminal through which a user can place orders and view current market statistics in real time. It intends to guide the user of the application about all views and windows available so that he/she can use it effectively. The document discusses different types of views available in the application as well as different customisation options to customize these views according to user preferences.

1.1 Document Composition

The document contains different sections that explain different menu groups of the application. Starting from File menu, it explains View, Order, Trading, Graph, Account Status, Reports and Setting menu options. Different customisation options available for views are also explained.

2 Introduction

Trading Terminal is an online trading application that offers the ability to buy and sell shares and view real time stock information. On start up, Trading Terminal gets connected with the Trading Server that is connected with the trading engine and facilitates communication between Trading Terminal and trading engine. Terminal offers a variety of different useful menu options that facilitate sale/purchase of shares and manage client information efficiently.

Trading Terminal provides following advanced features:

Current market statistics for different stocks and exchange statistics are provided through a number of views e.g. Market Watch, Waterfall Ticker, Exchange Watch and Time of Sale etc.

Outstanding Orders and Transaction List views are maintained which keep record of all pending orders and executed trades respectively. A file is also maintained keeping record of all of the current day trades.

Buy, Sell orders can be placed and users can also modify/cancel their pending orders. Client margin is checked in real time during order entry, taking into account the client's executed trades and pending orders.

Client can view his/her current clearing portfolio and different reports are also provided to show custody positions and day trades.

Advanced charting module is provided containing Stock and Index graphs.

All of the views can be customized according to user preferences and the customisations persist even after exiting from the application and are restored on start up.

3 GETTING STARTED

By default, Trading Terminal is installed in Start Menu -> Programs -> Global -> Trading Terminal folder of start menu. So Trading Terminal can be started by clicking **Start Menu -> Programs ->Global -> Trading Terminal -> Trading Terminal. Configuration** option in the same menu contains some configuration parameters that are appropriate when application is installed but can be modified later if required. Please do not modify configuration, doing so may result in disconnection of Terminal from the Main stream server.

3.1 Login

3.1.1 Login Window

Each application user is provided with a unique user name and password. Each user has a particular user type that determines the level of access the user has to the application. There are different types of users.

Client user has full access to all of the views and screens.

Subscriber user has limited access to the application. Order related views and functionality is not available for this type of user while all other market statistic views are available.

For application login,

Enter user ID in the **User Id** field.

Enter password in the **Password** field.

Press the ENTER key or click **OK** button.

Figure 1: Login Window

Clicking **Cancel** button asks to exit from the application and will exit on selecting **Yes**.

3.1.2 Server not Connected

First of all, Terminal tries to connect with the Trading Server. In case, it fails to connect with the Server, following message appears. The connection may fail due to Server shutdown or some communication link failure. On successful connection with the server, User Id and password is verified.

Figure 2: Connection Failed

3.1.3 Invalid User Id / Password

In case of invalid User Id or password, following message appears stating that either user id or password is not correct.
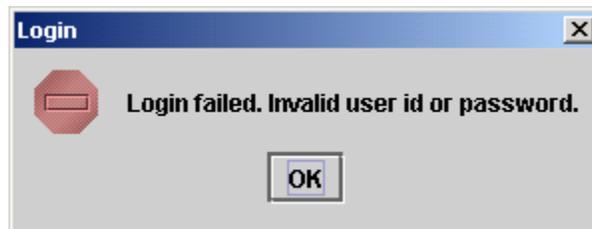

Figure 3: Login Failed

3.1.4 User Not Configured

In case when a user is not allowed to use Trading Terminal application, following message appears stating that the user has not been configured to use the application.

Figure 4: Invalid User

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3.1.5 User Not Active

Initially when user receives his/her User ID/Password, it is blocked by default. The user must call to customer services to activate User ID.

Figure 5: Inactive User

3.2 Application Startup
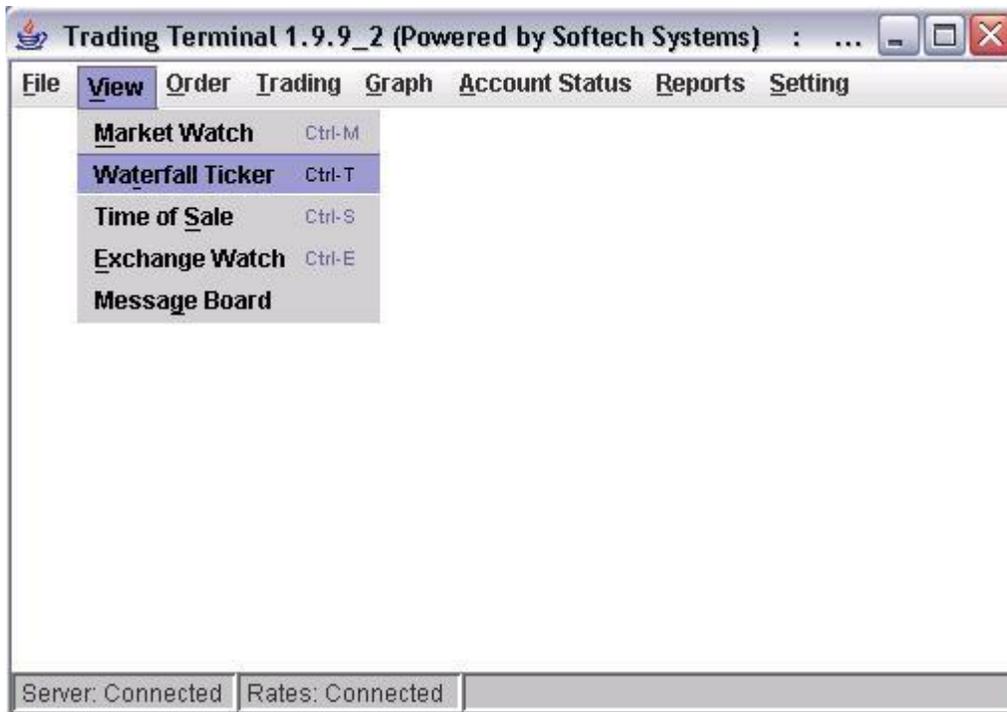
After successful login, following screen appears.

Figure 5: Main Application Window

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3.3 File Menu

3.3.1 Trade Log   (Ctrl + D)

During the market sessions, executed trades of the user are saved in a file that can be viewed by using Trade Log option. After opening the trade log file, these trades can be printed. A new file is generated daily and maintained for all of the day trades.
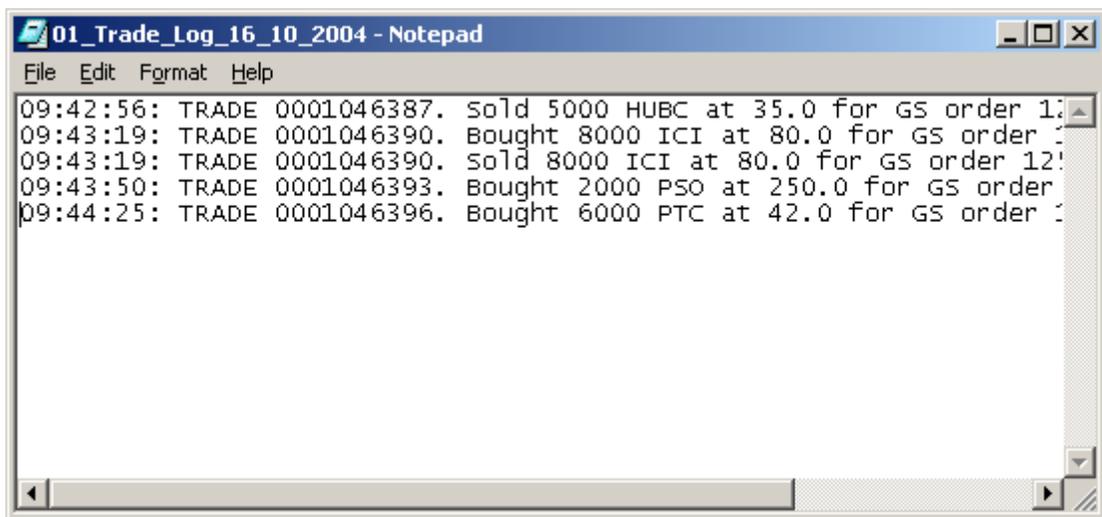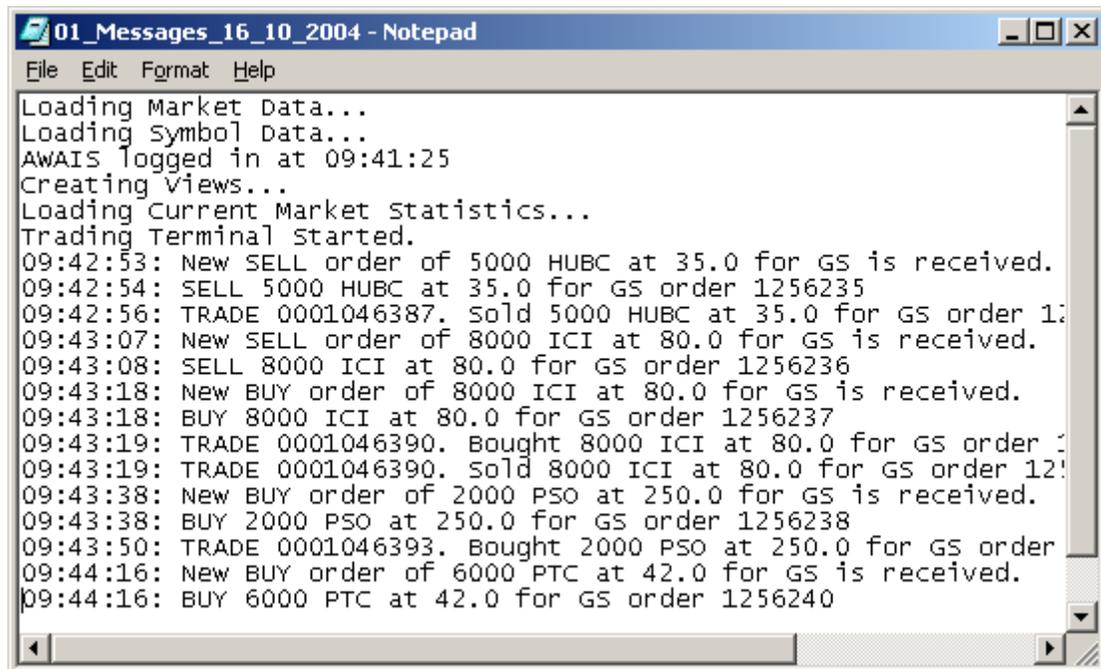

Figure 6: Trade Log File

3.3.2 Messages   (Ctrl + G)

During each application session, Message Board (see section 3.4.5) shows different types of messages intended for the user. The messages might include login confirmations, order entry confirmations, executed trade confirmations, password change confirmations etc. In addition to showing these messages on Message Board, these are also saved in a messages file. The file contains messages for current session only and can be viewed by using Messages option in the file menu. After opening the Messages file, these messages can also be printed.

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Figure 7: Messages File
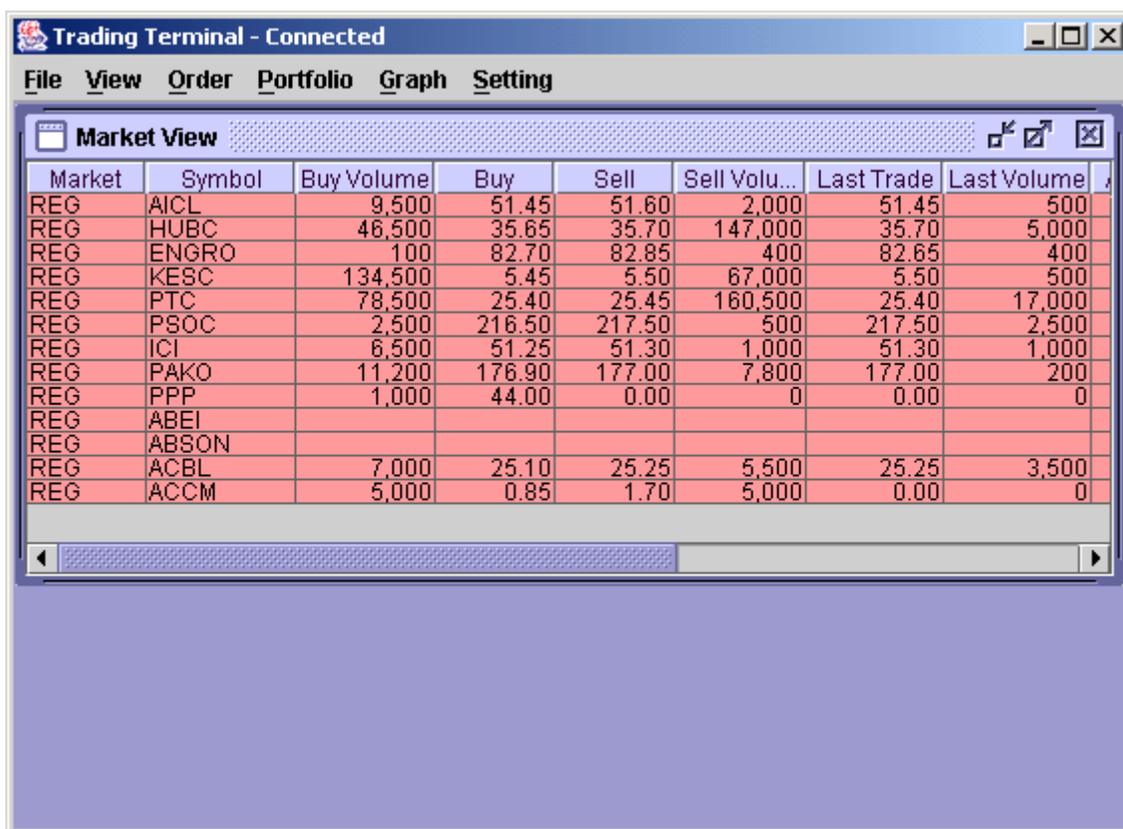
3.3.3 Exit   (Ctrl + X)

User can exit from the application by selecting exit option. Before exit, it saves current application settings for different views and these settings are restored next time the application is started.

3.4 View Menu

Most of the views are stock feed based and have similar customisation options. User can choose symbols to be shown in the view. User can select different columns to be shown on the view from a list of columns and can also arrange these columns in some desired order. Different colors for view background, foreground etc., fonts and font sizes are also customisable. User's current settings for different view attributes, layout and positioning are saved on application exit and persist even after application has been closed. These settings are restored next time application is started.

3.4.1 Market Watch   (Ctrl + M)

Market Watch shows current buy and sell market positions for each symbol. Each row shows current market statistics for a particular symbol in a particular market. Different customisation options can be selected from the popup menu that appears on right clicking the view.

Figure 8: Market Watch

3.4.2 Waterfall Ticker (Ctrl + T)

Waterfall Ticker also shows current buy/sell market positions and trades for selected symbols but it presents these positions in a different format than Market Watch. Here each new record is shown in a new row with a different color than the earlier record and overwrites the already written records. Different customisation options can be selected from the popup menu that appears on right clicking the view.

Figure 9: Waterfall Ticker

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3.4.3 Time of <u>S</u>ale   (Ctrl + S)

Time of Sale is useful to observe closely the changing market situation for a stock. It is similar to waterfall ticker in its representation. The difference is that it is displaying trades of the selected scrip along with the time stamp of the trade.

Figure 10: Time of Sale

3.4.4 Exchange Watch (Ctrl + E)

This view displays different stock exchange statistics and contains only a single row. Different columns in the row are updated with the change in corresponding column's value. Different customisation options can be selected from the popup menu that appears on right clicking the view.

Figure 11: Exchange Watch

3.4.5 Message Board

Message Board provides an interface through which user is kept aware of different events happening in the system. Whenever a user places some order or modifies/cancels an existing order, Message Board shows different messages regarding the status of these orders. Similarly when an order gets executed, a trade confirmation appears on the Message Board. Moreover different types of messages are shown in different colors so that they can be identified easily. These messages are also saved in a messages file that can be viewed by using Messages option in File menu (see section 3.3.2). Message Board is made visible automatically at the start of the application. Afterwards, if it is closed, it reopens whenever a new message arrives or can be opened from Message Board option in View menu.
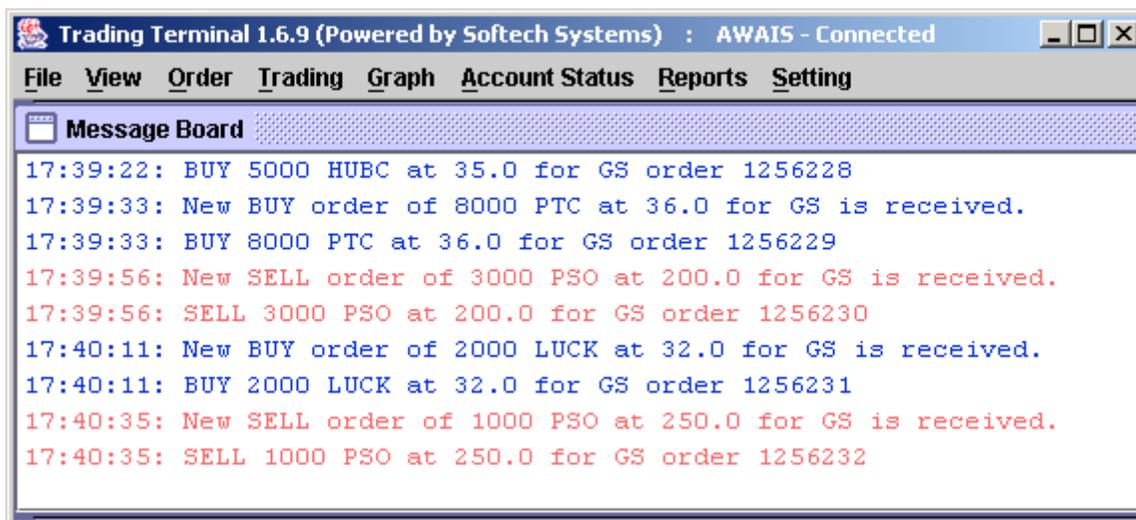
Figure 12: Message Board

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3.4.6 Price Alert

Price Alert provides alarming notifications to the user whenever the price of certain symbols crosses certain upper and lower limits. These upper and lower limit values can de defined by the user through Price Alerts setting option (see section 3.10.2). Price Alert does not appear in menu and is displayed automatically as soon as any symbol price crosses limits defined by the user and never appears if no such limits have been defined. Price Alert appears on top of all other views and in upper left corner of the application main window.
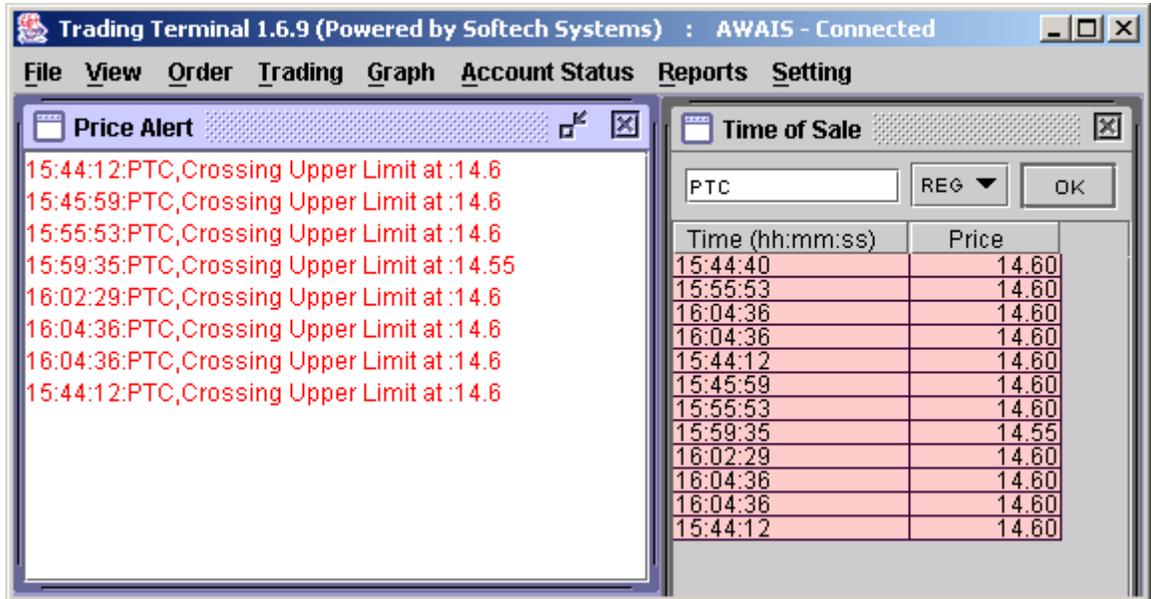
Figure 13: Price Alert

3.5   Order Menu

A user can place purchase / sale orders through order entry windows and can also modify and cancel already placed orders which have not been traded yet. Order windows also show current market position for the selected market and symbol. Order windows are like user input screens and do not have any customisation options available, although position of the order window is saved on exiting the application and restored next time.

3.5.1   Buy Order   (F4)

User can place buy orders through this window, which also shows the best market and last trade price etc. for the selected market and symbol.
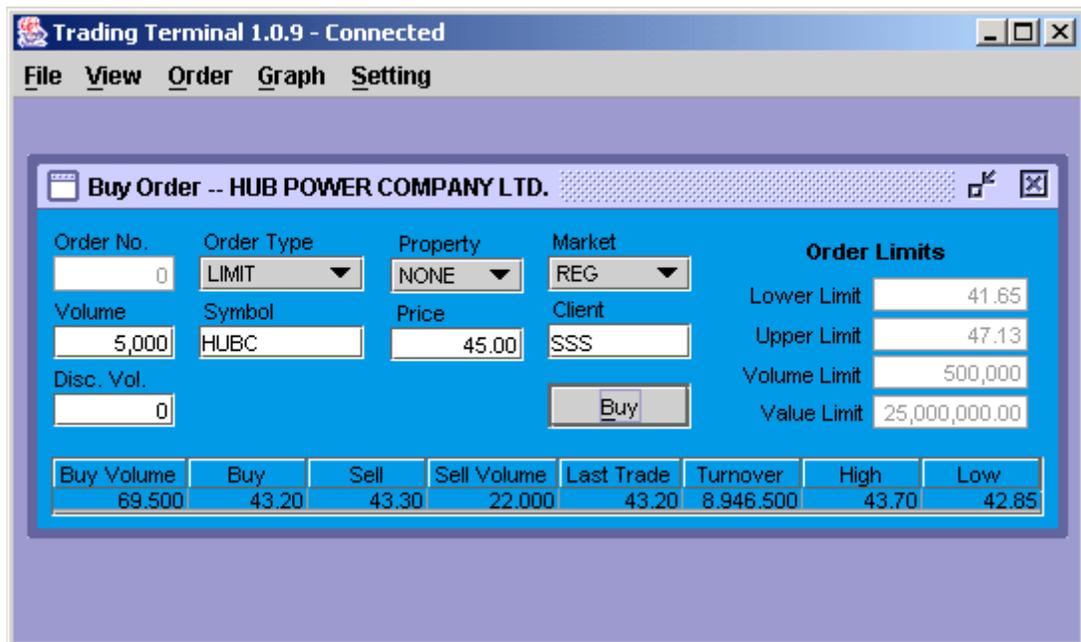
Figure 14: Buy Order

3.5.2 Sell Order   (F5)

User can place sell orders through this window, which also shows the best market and last trade price etc. for the selected market and symbol.

Figure 15: Sell Order

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3.5.3 Modify Order (F9)

Order modification can be carried out by selecting the order (to be modified) from Outstanding orders view (see section 3.5.5) by left clicking the order and then selecting the Modify Order option from the popup menu that appears on right clicking the selected order. On clicking the Modify Order option in the popup menu, selected order is opened automatically in the Modify Order window where it can be modified and sent to the Trading Server.

Alternatively, Modify Order window can be opened from the Orders menu to modify the order. Order number (for the order to be modified) is entered in the Order Number field and `enter` key is pressed. On pressing `enter`, modify order window is populated with the order that can now be modified.

Only Volume, Price and Trigger Price entries for the order can be modified and hence are editable. All other fields appear as read only in the Modify Order window. The order will be modified only if it has not been traded yet. After successful modification, order is updated in the outstanding orders view.
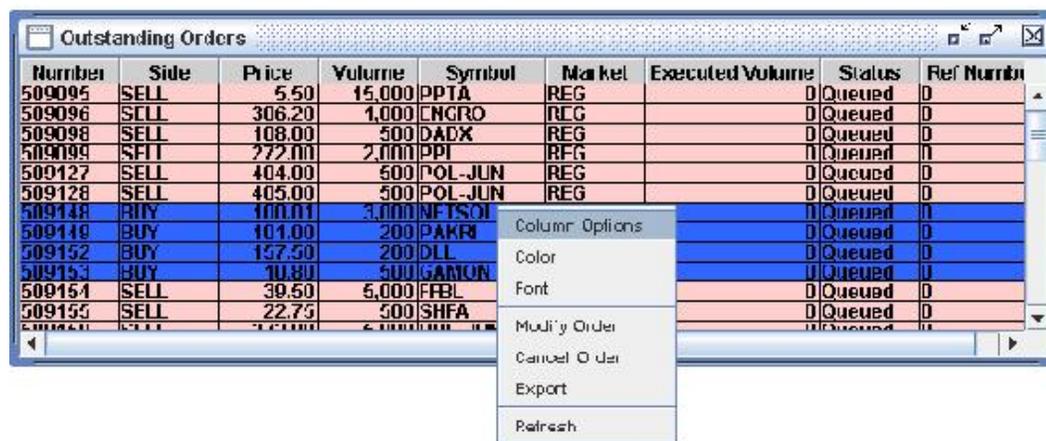

Figure 16: Order Selection for Modification

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Figure 17: Modify Order

3.5.4 Cancel Order (F11)

Order cancellation can be carried out by selecting the order (to be cancelled) from Outstanding orders view (see section 3.5.5) by left clicking the order and then selecting the Cancel Order option from the popup menu that appears on right clicking the selected order. On clicking the Cancel Order option in the popup menu, the selected order is opened automatically in the Cancel Order window where it can be cancelled.

Alternatively, Cancel Order window can be opened from the Orders menu to cancel the order. Order number (for the order to be cancelled) is entered in the Order Number field and `enter` key is pressed. On pressing `enter`, cancel order window is populated with the order that can now be cancelled.

All of the order fields appear as read only in the Cancel Order window. The order will be cancelled only if it has not been traded yet. After successful cancellation, order disappears from the outstanding orders view.
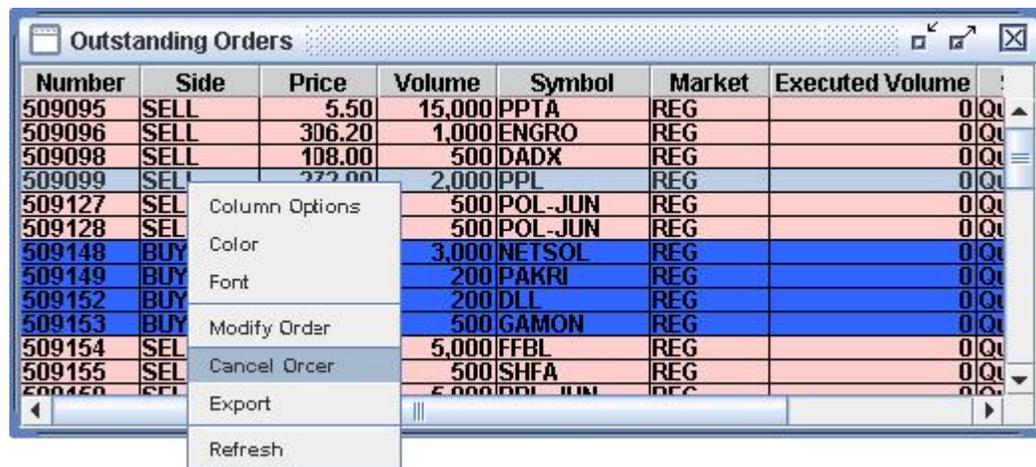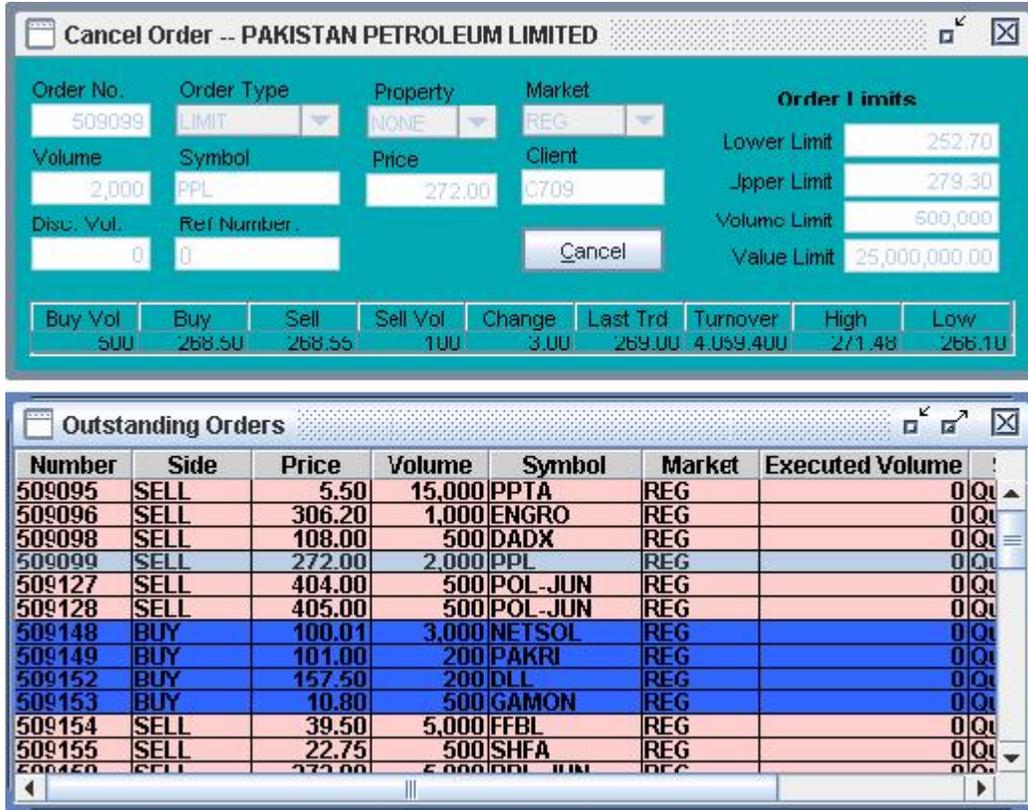

Figure 28: Order Selection for Cancellation

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Figure 39: Cancel Order

3.5.5 Outstanding Orders (Ctrl + O)

This view keeps record of all of the orders of the user that are still outstanding and have not been traded yet. Whenever a new order is placed, it appears in the outstanding orders view and remains there as long as it is not traded. Buy and Sell orders appear in different colors in the view and from here they can be selected for modification or cancellation. When an order is cancelled or it gets traded fully, it disappears from the outstanding orders view. When an order is modified or gets traded partially, it is updated in the outstanding orders view. Different customisation options can be selected from the popup menu that appears on right clicking the view.

Number	Side	Price	Volume	Symbol	Market	Executed Volume	Status
509095	SELL	5.50	15,000	PPTA	REG	0	Queued
509096	SELL	306.20	1,000	ENGRO	REG	0	Queued
509098	SELL	108.00	500	DADX	REG	0	Queued
509099	SELL	272.00	2,000	PPL	REG	0	Queued
509127	SELL	404.00	500	POL-JUN	REG	0	Queued
509128	SELL	405.00	500	POL-JUN	REG	0	Queued
509148	BUY	100.01	3,000	NETSOL	REG	0	Queued
509149	BUY	101.00	200	PAKRI	REG	0	Queued
509152	BUY	157.50	200	DLL	REG	0	Queued
509153	BUY	10.80	500	GAMON	REG	0	Queued
509154	SELL	39.50	5,000	FFBL	REG	0	Queued
509155	SELL	22.75	500	SHFA	REG	0	Queued
509150	SELL	272.00	5,000	PPL-JUN	REG	0	Queued

Figure 20: Outstanding Orders

3.5.6 Outstanding Orders Summary (Ctrl + U)

This view shows a summary of all outstanding orders of the user that have not been traded yet. All outstanding orders are shown in order of symbol and side (buy/sell) and at the end of each symbol a summary shows the total buy and sell volume and amount of outstanding orders in that particular symbol. This summary can be viewed for a particular symbol or for all symbols (if no symbol is specified). Different customisation options can be selected from the popup menu that appears on right clicking the view.


Figure 21: Outstanding Orders Summary

3.6 Trading Menu

Trading Menu contains transaction views that show the currently executed trades of the user. Details and summary of these trades are shown in separate views. Delivery request screen facilitates the client to request share delivery of his/her purchases.

3.6.1 Transaction List   (Ctrl + R)

Transaction List keeps record of all of the current day executed trades. On application start up, the view loads executed trades of the user for current day (if any). Later, whenever user's order gets traded, the view is updated to show a new entry for the trade. Buy and Sell trades appear in different color in the view and a trade log file is also generated which maintains a log of all of these trades and can be viewed from File menu (see section 3.3.1). Different customisation options can be selected from the popup menu that appears on right clicking the view.
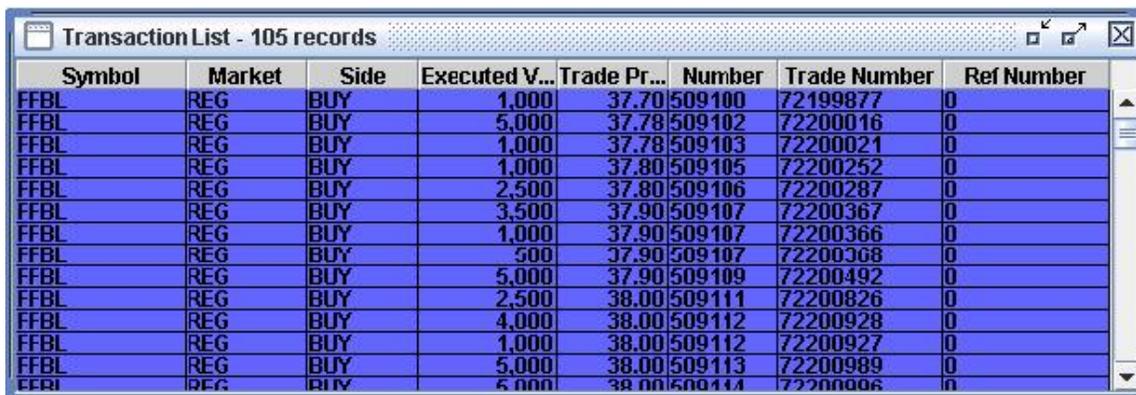
Symbol	Market	Side	Executed V...	Trade Pr...	Number	Trade Number	Ref Number
FFBL	REG	BUY	1,000	37.70	509100	72199877	0
FFBL	REG	BUY	5,000	37.78	509102	72200016	0
FFBL	REG	BUY	1,000	37.78	509103	72200021	0
FFBL	REG	BUY	1,000	37.80	509105	72200252	0
FFBL	REG	BUY	2,500	37.80	509106	72200287	0
FFBL	REG	BUY	3,500	37.90	509107	72200367	0
FFBL	REG	BUY	1,000	37.90	509107	72200366	0
FFBL	REG	BUY	500	37.90	509107	72200368	0
FFBL	REG	BUY	5,000	37.90	509109	72200492	0
FFBL	REG	BUY	2,500	38.00	509111	72200826	0
FFBL	REG	BUY	4,000	38.00	509112	72200928	0
FFBL	REG	BUY	1,000	38.00	509112	72200927	0
FFBL	REG	BUY	5,000	38.00	509113	72200989	0
FFBL	REG	BUY	5,000	38.00	509114	72200996	0

Figure 22: Transaction List

3.6.2 Transaction Summary   (Ctrl + Y)

Transaction Summary shows a summary of all of the current day executed trades. All executed trades are shown in order of symbol and side (buy/sell) and at the end of each symbol a summary shows the total buy and sell traded volume and average price of these trades in that particular symbol. This summary can be viewed for a particular symbol or for all symbols (if no symbol is specified). Different customisation options can be selected from the popup menu that appears on right clicking the view.

Figure 23: Transaction Summary

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3.6.3 Delivery Request   (Ctrl + Q)

Delivery Request screen facilitates the user to request share delivery of current day
purchases. The user will request share delivery typically after closing the regular market
and before the start of COT market although it can also be requested during the regular
market. By default the purchases are included for current day COT in the COT market
unless user makes a delivery request of shares, in that case those are not included for
COT. On opening the delivery request screen, user's current day purchases are shown
along with the volumes in each symbol and user can edit the delivery column to enter the
delivery volume. Initially delivery volume is set to zero and COT volume is set to the
total purchase volume. On editing the delivery volume, COT volume is adjusted
accordingly for that symbol. On submitting the request, delivery requests are updated.
Later on if user wants to clear all of the delivery requests he/she can use the Clear button
to clear all delivery requests. User can refresh the screen by using the Refresh option
from popup menu that appears on right clicking the screen. Different customisation
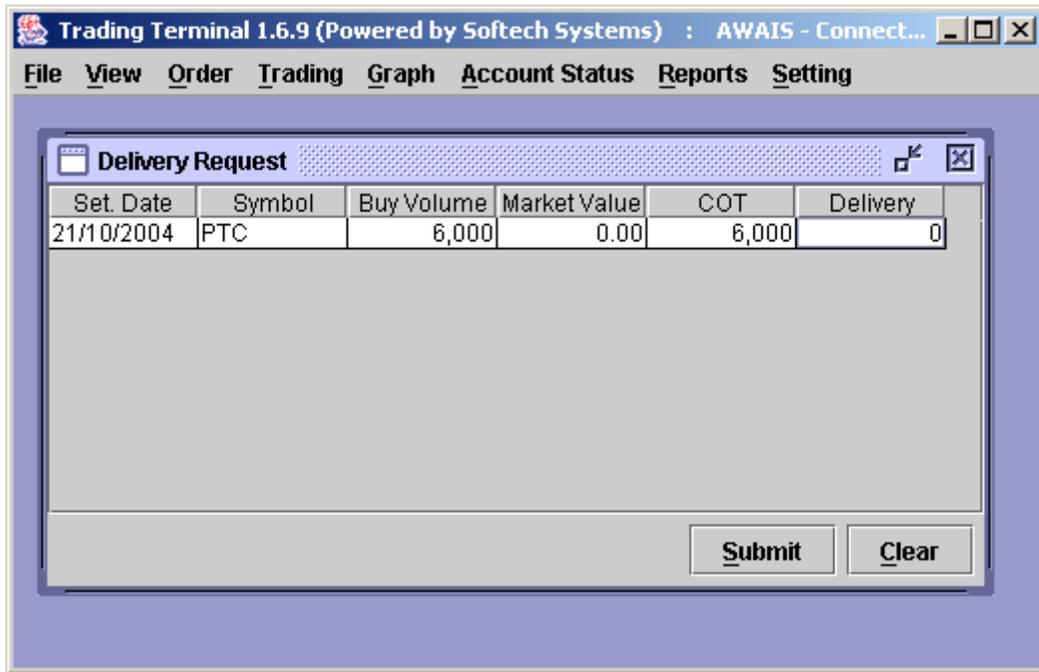options can also be selected from the popup menu.

Figure 24: Delivery Request

3.7 Graph Menu

Trading Terminal provides an advanced and highly flexible charting module. Real time charting is available for exchange statistics and trades in a symbol. The components have the flexibility to be scaled according to user's requirements.

3.7.1 Stock Graph (Ctrl + K)

Stock Graph plots trade rates of a symbol (in a particular market) against time. User can enter the symbol and can select a particular market. On pressing **ok** button, the chart gets history data for the symbol on that day, plots it and after that starts plotting trades coming in real-time. So at any time, it shows complete history of the symbol on current day. Stock Graph also provides flexible scaling options.
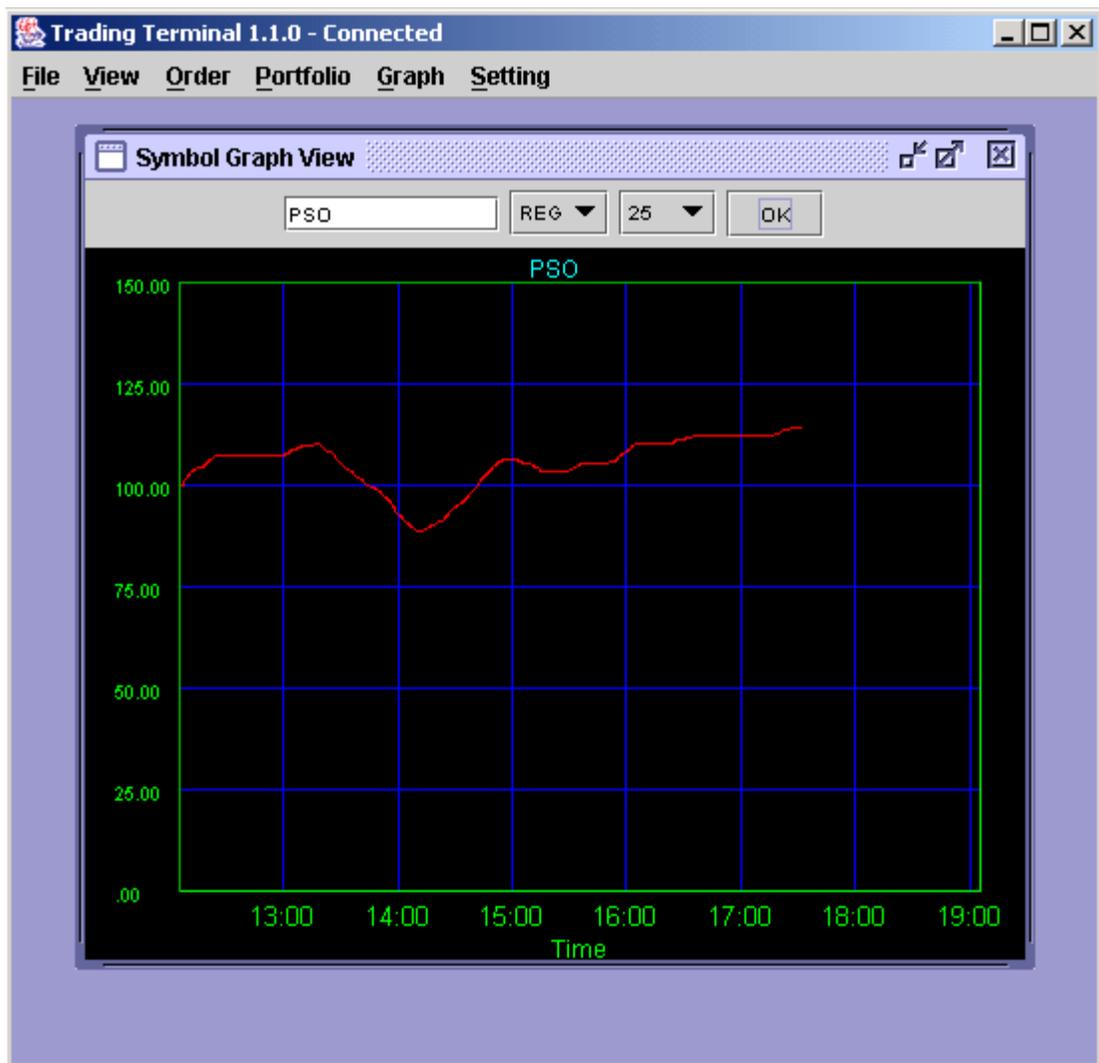

Figure 25: Stock Graph

3.7.2 Index Graph   (Ctrl + I)

Index Graph plots stock exchange index value against time. On pressing **ok** button, the chart gets history data for the day, plots it and after that starts plotting the index in real-time. So at any time, graph shows the complete history of the exchange index on current day. Index Graph also provides flexible scaling options.
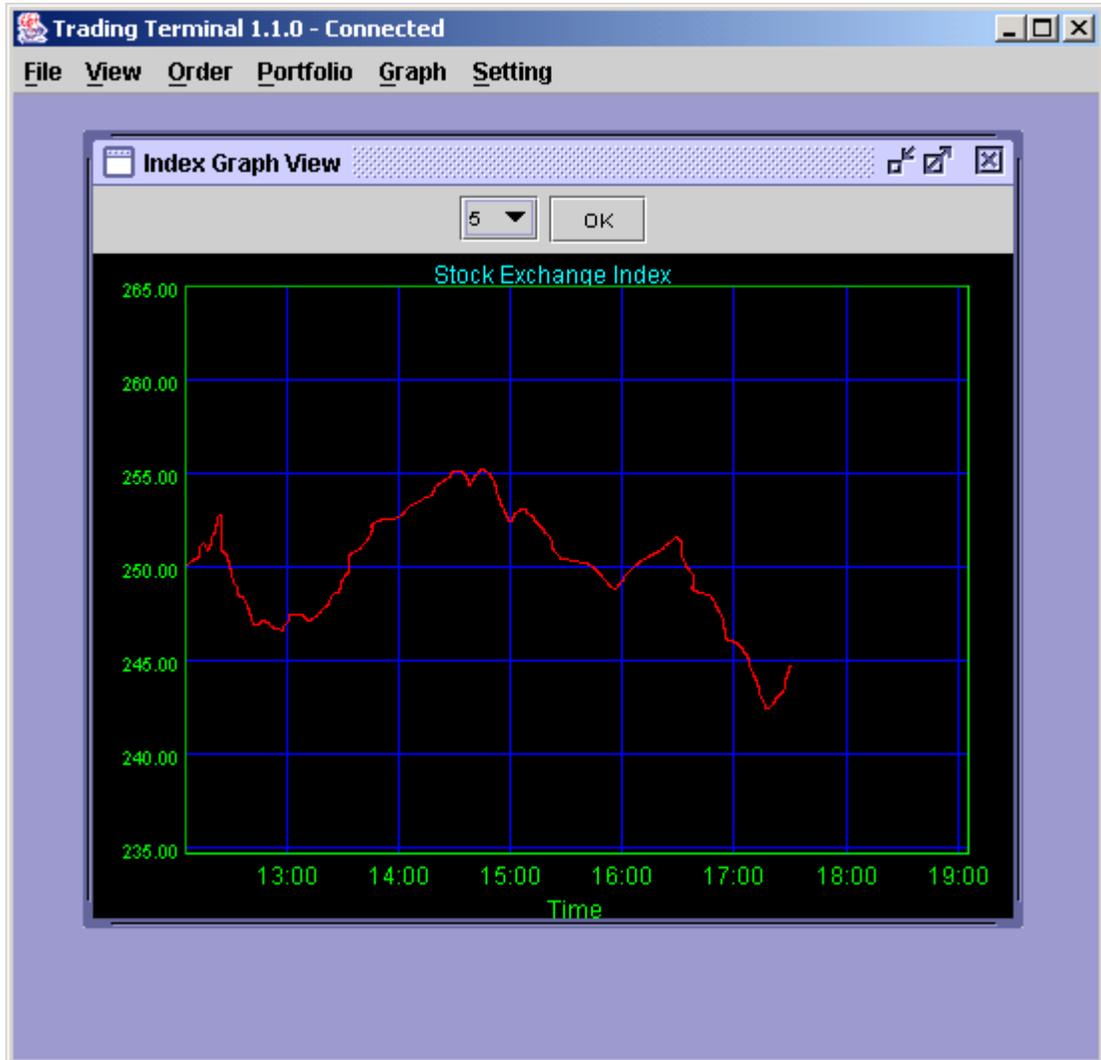

Figure 26: Index Graph

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3.8 Account Status Menu

Current Portfolio provides a comprehensive view of client's holdings in current clearings. View is also facilitated with different customisation options like all other views.

3.8.1 Current Portfolio   (Ctrl + F)

Current Portfolio contains clearing type option through which user can select required clearing type. On selecting a particular clearing type, view shows client's outstanding positions for the selected clearing type. It gives a fair evaluation of the client's holdings with respect to the current market rate. It also shows some other statistics such as average cost, market value and un-realized gain/loss etc. Different customisation options can be selected from the popup menu that appears on right clicking the view.
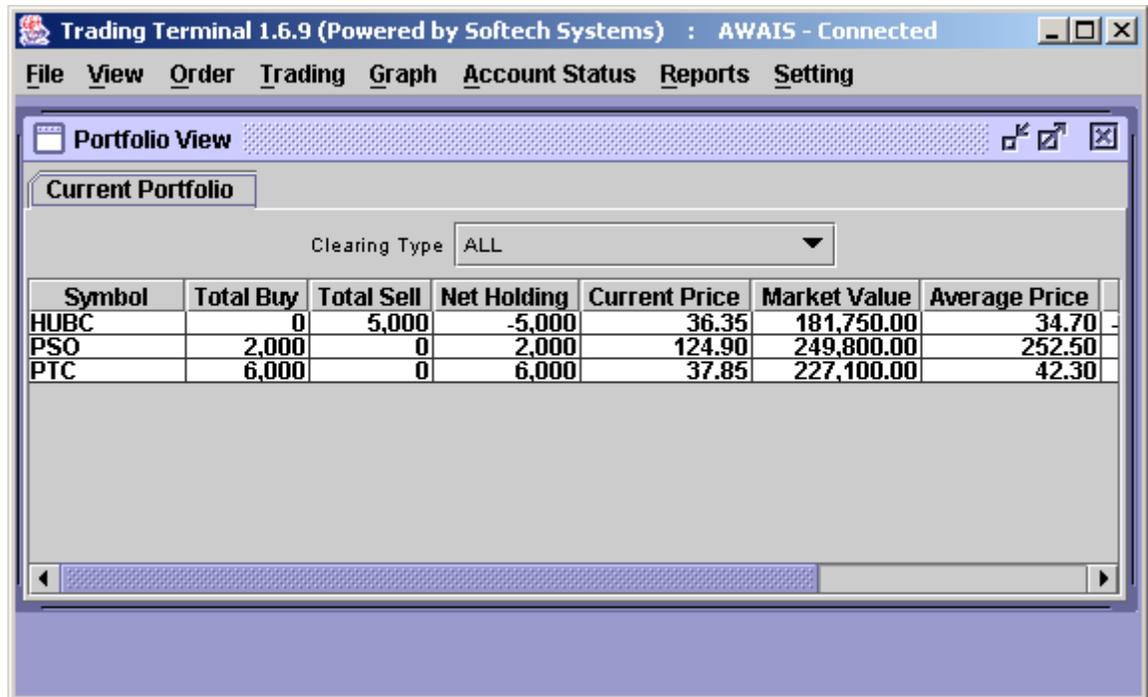
Figure 27: Current Portfolio

3.9 Reports Menu

Trading Terminal provides a number of reports related to client's account ledger, custody position and day trades. All of the reports can be viewed using Fetch button while these reports can be printed using print button provided in each report view.

3.9.1 Cash Book

Cash Book provides client's cash activity as on a particular date as the report can be requested for any trade date. Opening balance shows the client's net cash position at the start of that date and then there is detail of all cash activities on that date.

Figure 28: Cash Book

3.9.2 Net Custody Position

Net Custody Position provides a detail of client's net custody position for each symbol as on a particular date. The report can be requested for a particular date or for a particular symbol while custody position in all symbols is shown if symbol is not specified. The report shows the custody position in physical tradable and CDC tradable stocks and also shows a net custody position in each of regular, spot and forward clearing types for requested symbol(s).

Figure 29: Net Custody Position

3.9.3 Daily Trade Confirmation

Daily Trade Confirmation shows symbol wise detail of client's trades in a specific period of time. Report can be requested for a specific period of time, for a particular symbol and also for a particular clearing type.

Figure 30: Daily Trade Confirmation

3.9.4 Periodic Trade Summary

Periodic Trade Summary shows symbol wise summary of client's trades in a particular period of time. Report can be requested for a particular period of time and for a particular clearing type. It shows the summary of client's trades in all symbols.

Figure 31: Periodic Trade Summary

3.10 Setting Menu

Setting Menu provides some other useful options like change password, price alert settings and company symbols listing.

3.10.1 Change Password   (Ctrl + G)

This option is used if user wants to change his/her password. Password can be changed at any time while using the application and after successful change new password becomes effective immediately.

To change password,

Enter old password in the **Old Password** field.

Enter new password in the **New Password** field.

Retype new password in the **Confirm Password** field.

Press the ENTER key or click **OK** button.

New Password and Confirm Password fields are matched and old password is also verified. New password becomes effective immediately if password has been changed successfully otherwise appropriate error messages is returned.

Figure 32: Change Password

3.10.2 Price Alerts   (Ctrl + P)

Trading Terminal provides price alerts on prices of different symbols. Whenever the price of a certain symbol crosses the upper or lower limit, price alert (see section 3.4.6) is displayed on top of all other views showing the trade price for the symbol. Price Alerts dialog can be used to specify the upper and lower limit on prices of symbols crossing which user requires the price alert to appear. Here the user selects a particular market, enters the symbol for which he/she requires the price alert and lower and upper limits crossing which alert view should appear.
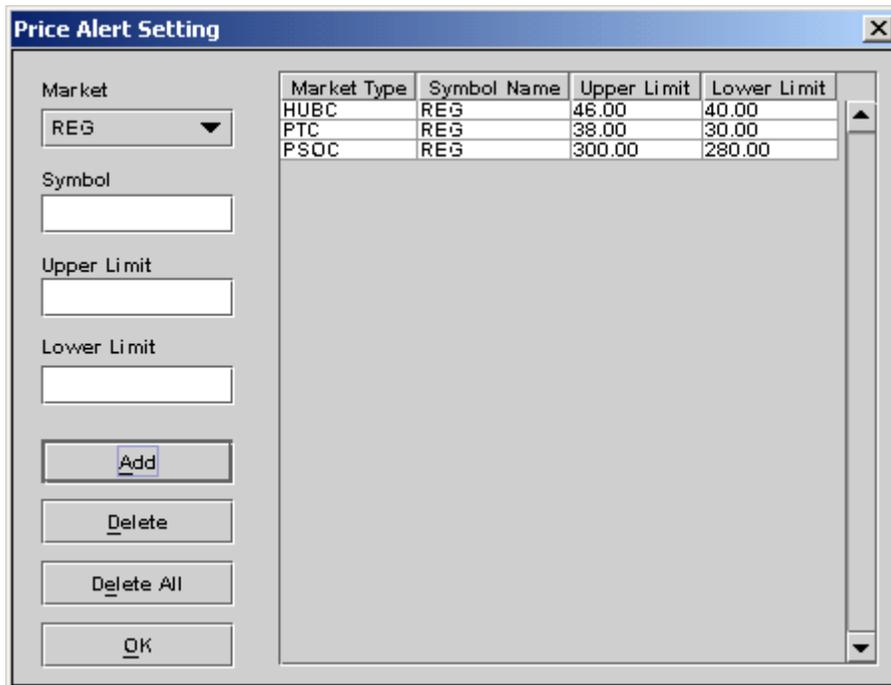

Figure 33: Price Alert Settings

3.10.3 Symbol Listing   (Ctrl + B)

Symbol Listing provides the list of all valid symbols used and recognized by the application along with full company names. This view can be used to verify and/or find out the symbol for a company name. This view can also be invoked directly from the symbol list customisation dialog (see section 3.11.1) available for different views to select symbols.

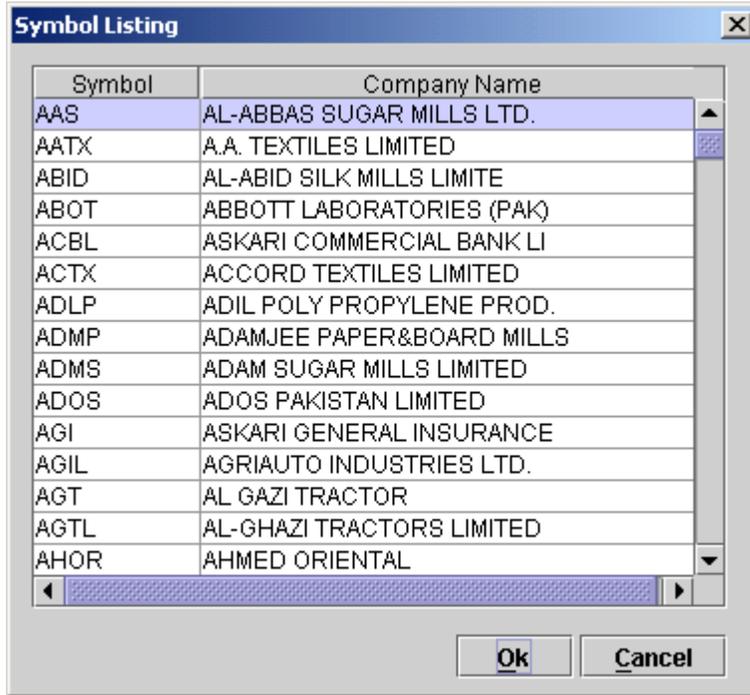| Symbol	Company Name
AAS	AL-ABBAS SUGAR MILLS LTD.
AATX	A.A. TEXTILES LIMITED
ABID	AL-ABID SILK MILLS LIMITE
ABOT	ABBOTT LABORATORIES (PAK)
ACBL	ASKARI COMMERCIAL BANK LI
ACTX	ACCORD TEXTILES LIMITED
ADLP	ADIL POLY PROPYLENE PROD.
ADMP	ADAMJEE PAPER&BOARD MILLS
ADMS	ADAM SUGAR MILLS LIMITED
ADOS	ADOS PAKISTAN LIMITED
AGI	ASKARI GENERAL INSURANCE
AGIL	AGRIAUTO INDUSTRIES LTD.
AGT	AL GAZI TRACTOR
AGTL	AL-GHAZI TRACTORS LIMITED
AHOR	AHMED ORIENTAL

Figure 34: Symbol Listing

3.11 Customizing the application

Similar types of customisation options are available for almost all of the views. These customisations are applied to the view immediately after closing the customisation dialog. Moreover the customisation settings are saved on application exit and are reloaded when application is started next time. These customisation dialogs can be made to appear by selecting corresponding option from the popup menu appearing on right clicking the view to which these settings are to be applied.

3.11.1 Symbol Selection

Symbol List provides a dialog to enter symbols for which market and trade positions are shown in Market and Ticker views. User can set his/her own list of symbols for these views by using Symbol List option. Each entry in this list consists of a market and symbol. Duplicate entries are not allowed. User can also select symbols from the Symbol Listing dialog that appears on clicking the button present on right side of the symbol field, instead of entering the symbol.
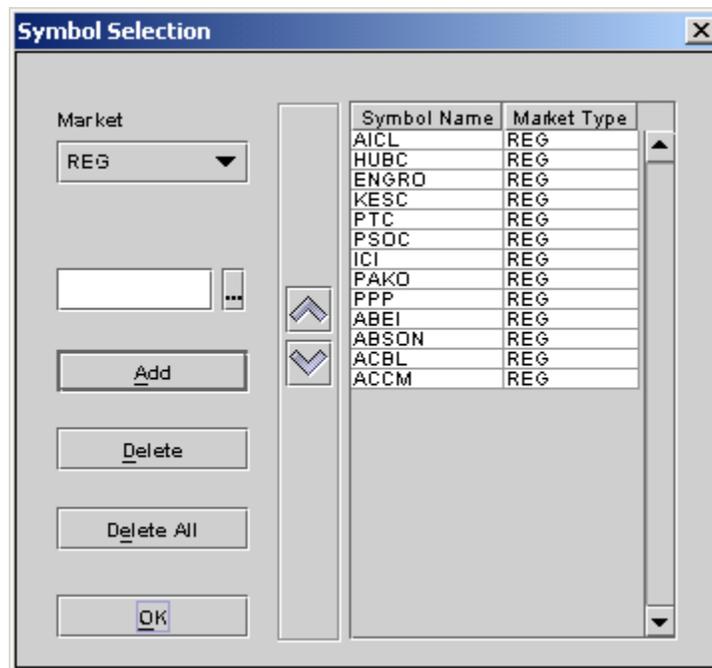

Figure 35: Symbol Selection

3.11.2 Column Selection

Column Options dialog allows users to select a list of columns that will appear on a particular view. User can also arrange these columns in a desired order and they will appear on the view in the same order as selected by the user.
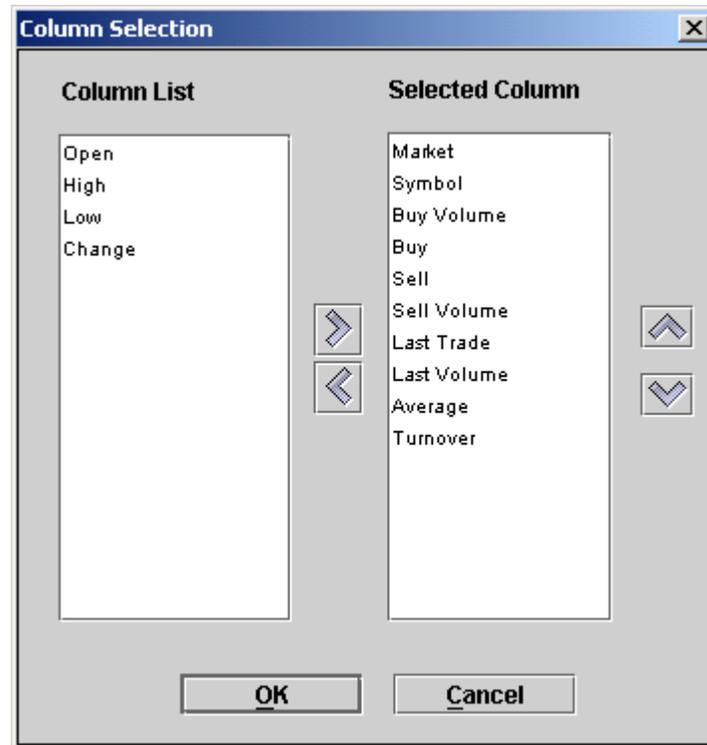

Figure 36: Column Selection

3.11.3 Color Selection

Views provide flexible color setting options. So user can select specific colors for view background, view foreground, view header background, view header foreground, view grid lines etc. and these color settings are applied to the view immediately after closing the color dialog. Default option reverts the current color settings to default settings.
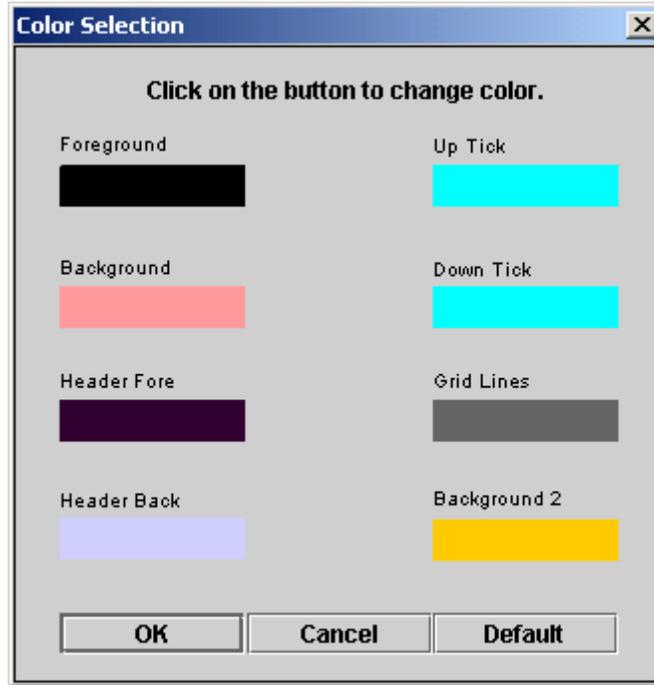

Figure 37: Color Selection

3.11.4 Font Selection

Views also provide flexible font settings that can be changed through Font dialog. Here user can select a particular font, font size and different font attributes and these settings are applied to the whole text appearing in the main window of the view.
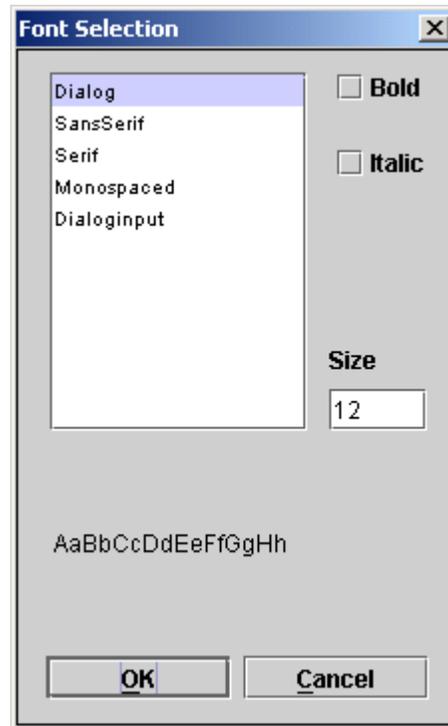

Figure 38: Font Selection