



## TRADING WORK STATION (TWS)

USER/OPERATIONAL MANUAL

END USER DOCUMENTATION

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**ISLAMABAD STOCK EXCHANGE (G) LIMITED**

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## 1. Trading Work Station (TWS)

### 1.1 User/ Operational Manual

#### 1.1.1 General Information

##### 1.1.1.1 System Overview

Ultra Trade System consists of many different components which together provide a complete trading solution. One of the key elements is the Trading Work Station (TWS). TWS is a full-featured PC desktop online trading application that offers you the ability to buy and sell shares and view real time stock information over the LAN of the stock exchange. It also offers a variety of other useful menus to manage stock sale/purchase and client information e.g. Trade Log's and Net positions etc.

##### 1.1.1.2 Major Functions Performed By the System

- **Processing orders** (enter, cancel, match, cross, change buy and sell)
- **Managing trades** (view trade inquiries for a broker, symbol, or market)
- **Monitoring activity** (monitoring queued orders of symbols in Market Watch, viewing orders and markets with Waterfall and Tape Tickers, monitoring profit and loss and viewing open and suspended orders currently at the market)
- **Inquiring activities** (Inquiring summaries (orders, price, symbols, gainers/losers), log information (trades, activities)
- **Download information** (use spreadsheets, databases and back office administration);

##### 1.1.1.3 Authorized Use Permissions

The TWS is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.

##### 1.1.1.4 Contingencies and Alternate Modes of Operation<sup>1</sup>

## Using the System

### 1.1.1.5 Login



Figure 1: Login Screen

The Login Screen at TWS allows the user to logon to the system. User is authenticated against the data stored in the database and once the authentication is successful user is allowed to log on to the system.

To login into the system the user interacts with the following fields:

**1. The user selects User Name Field**

To enter the user name, the user selects user name field to enter the user name

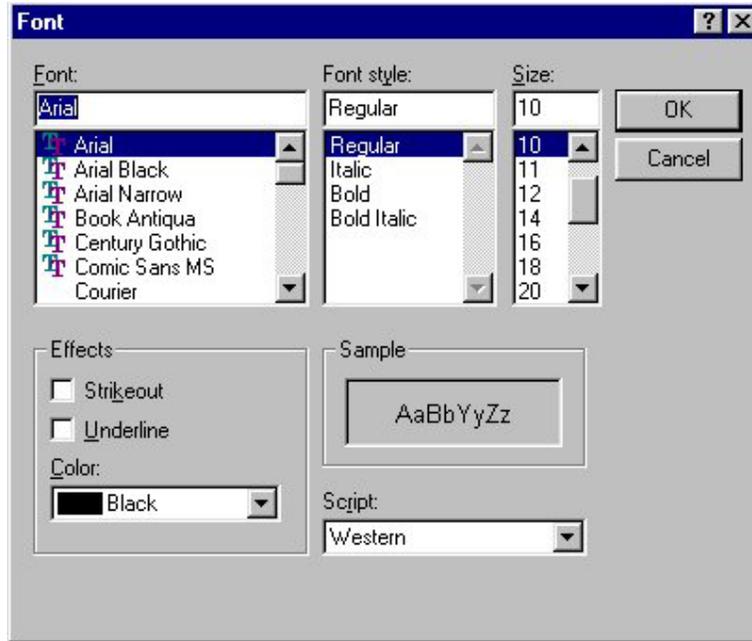
**2. The user selects Password Field**

To enter the **password, the user** selects password field to enter the password

**3. The user selects Pass Code Field**

To enter the Pass code, the user selects Pass Code field to enter the pass code shown in RSA token. This option is enabled only for remote users.

### 1.1.1.6 Fonts



**Figure 2: Fonts Screen**

The Fonts Screen at TWS allows the user to change the font type, size, style or color. The font change would be applied to the, Market Watch, Best Orders, Best Price, Water Fall Ticker and Order Book Screens.

1. The user clicks on File Menu.
2. The user selects Fonts from the drop down menu

To change a font type, size, style and color user interacts with the following fields:

**1. The user selects Font option**

To change the type of font, user can also preview the changes in sample box

**2. The user selects Font Style option**

To change the style of font from the following options:

- Regular
- Italic
- Bold
- Bold Italic

User can also preview the changes in sample box.

**3. The user selects size option**

To change the size of font, user can also preview the changes in sample box

**4. The user selects effects option**

To change the effects on font from the following options:

- Strikeout
- Underline

User can also preview the changes in sample box

**5. The user selects Color option**

To change the color of font, user can also preview the changes in sample box

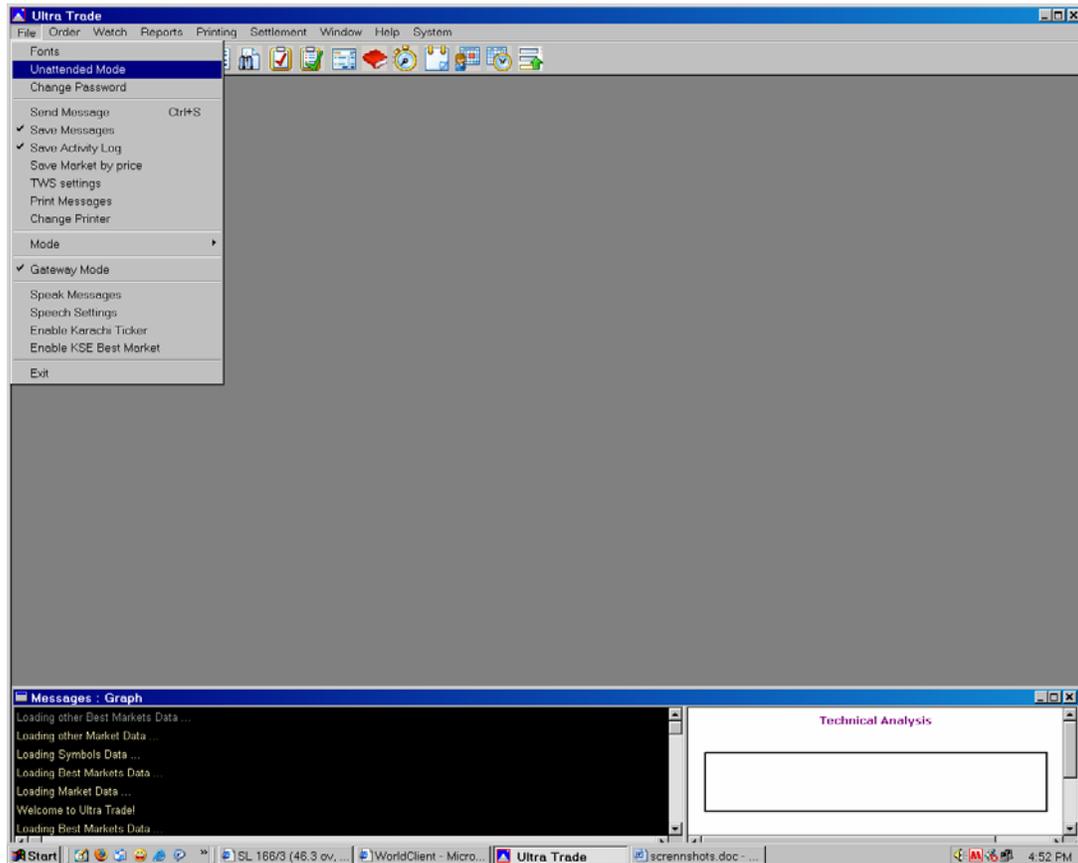
**6. The user selects Script**

To apply the script on of font, user can also preview the changes in sample box

**7. The user clicks on OK button**

To apply changes and closes the window.

### 1.1.1.7 Unattended Mode



**Figure 3: Unattended Mode**

The Unattended Mode is used for locking most instructions of the TWS. It is usually needed when users are leaving the application to prevent unauthorized access to the system.

1. The user clicks on File Menu.
2. The user selects Unattended Mode from the drop down menu

Activating this option freezes order entry, order management, and profile management. The trading Engine continues to update Inquiries, Tickers, Messages and the Market Watch, while the application is locked.

### 1.1.1.8 Change Password

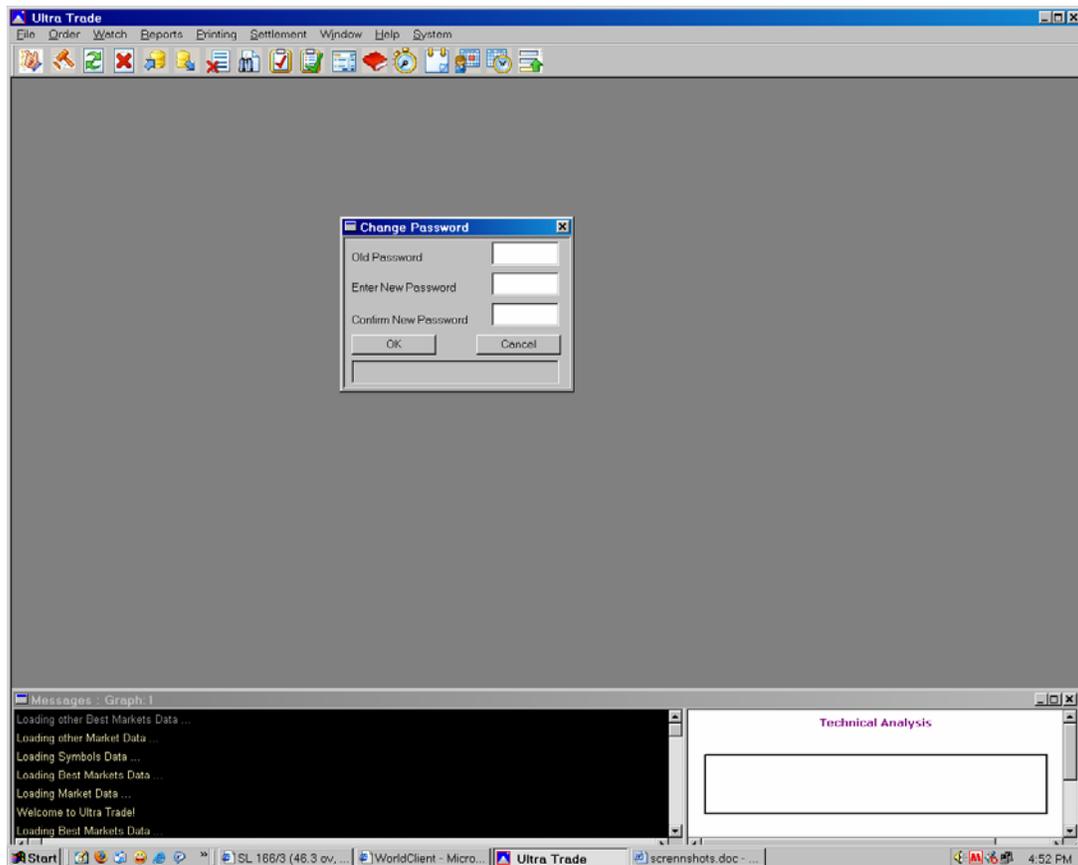


Figure 4: Change Password

The Change Password screen at TWS allows the user to change his/her password in the system. Once logged into the application the user can now change his/her password.

1. The user clicks on File
2. The user selects Change Password

To Change a Password the user interacts with the following fields:

1. **The user selects the Old Password field**  
To enter the user's current password in old password field
2. **The user selects the Enter New Password field**  
To enter the new desired password of user in place of old password.
3. **The user selects the Confirm New Password field**  
To enter the new desired password for new password confirmation.
4. **The user clicks on the Ok button**  
To execute the change password instruction

### 1.1.1.9 Send Message

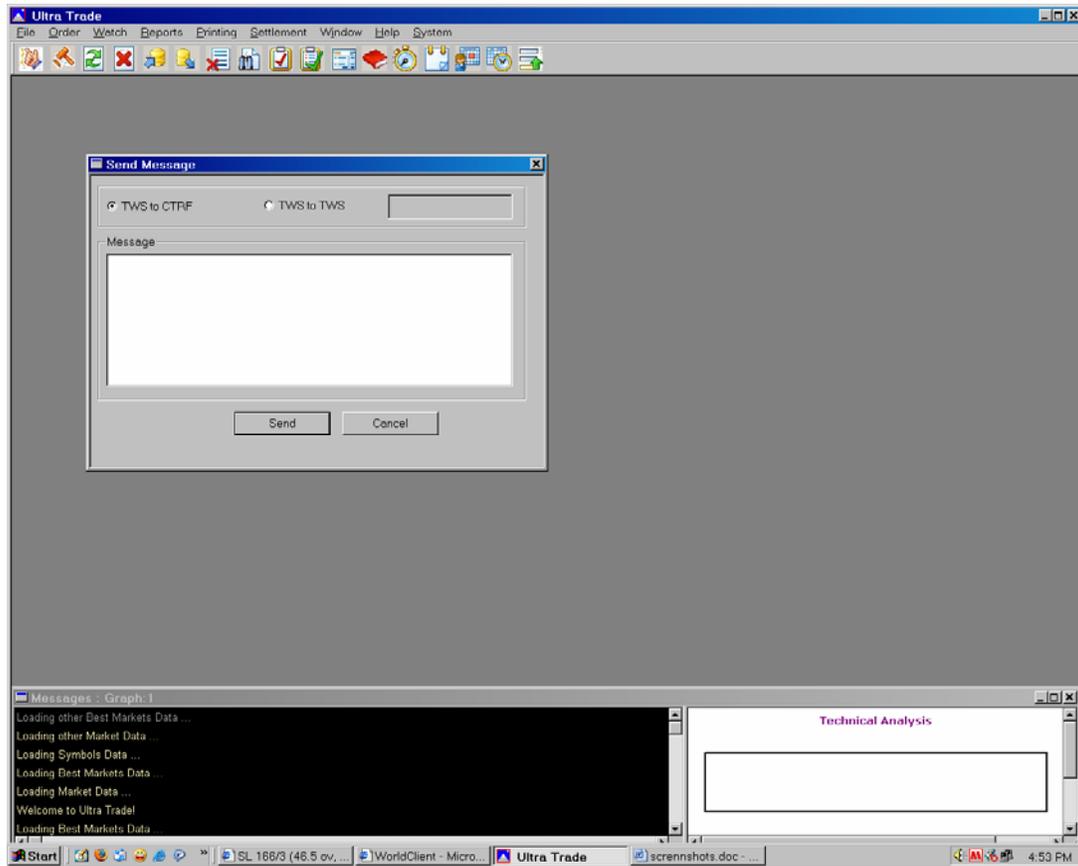


Figure 5: Send Message

The Send Message screen at TWS allows the user to send the messages to other members over the network.

1. The user clicks on File
2. The user selects Send Message

To send a message the user interacts with the following fields:

1. **The user selects TWS to CTRF Radio Button**  
To send message to other terminals within same house
2. **The user selects TWS to TWS Radio Button**  
To send message to other TWS in exchange
3. **The user selects TWS to TWS Radio Button**  
To enter message that he/she wants to send to other member.
4. **The user presses the Send button**  
To instantly send the message to the selected member.

### 1.1.1.10 Save Message

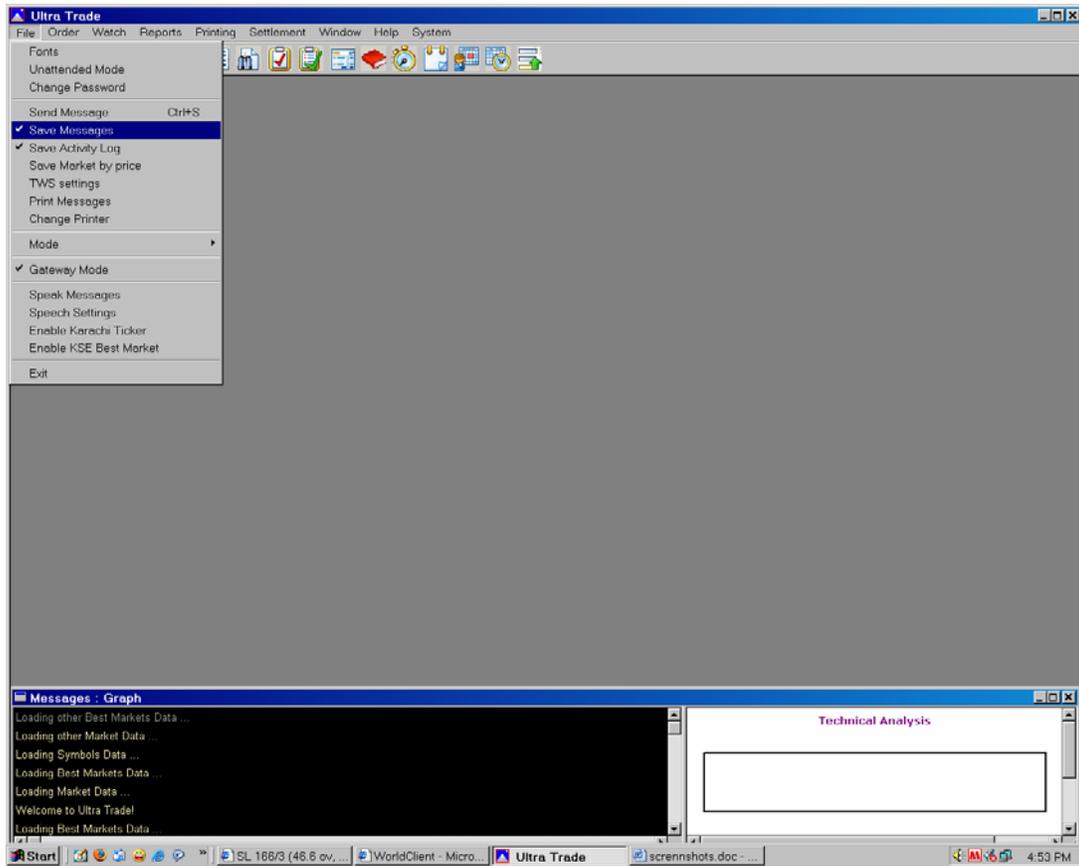


Figure 6: Save Message

The Save Messages option at TWS allows the user to save the messages that appear in the message window for future retrieval. These messages can be sent by trader and admin over the network.

1. The user clicks on File
2. The user selects Save Messages

### 1.1.1.11 Save Activity Log

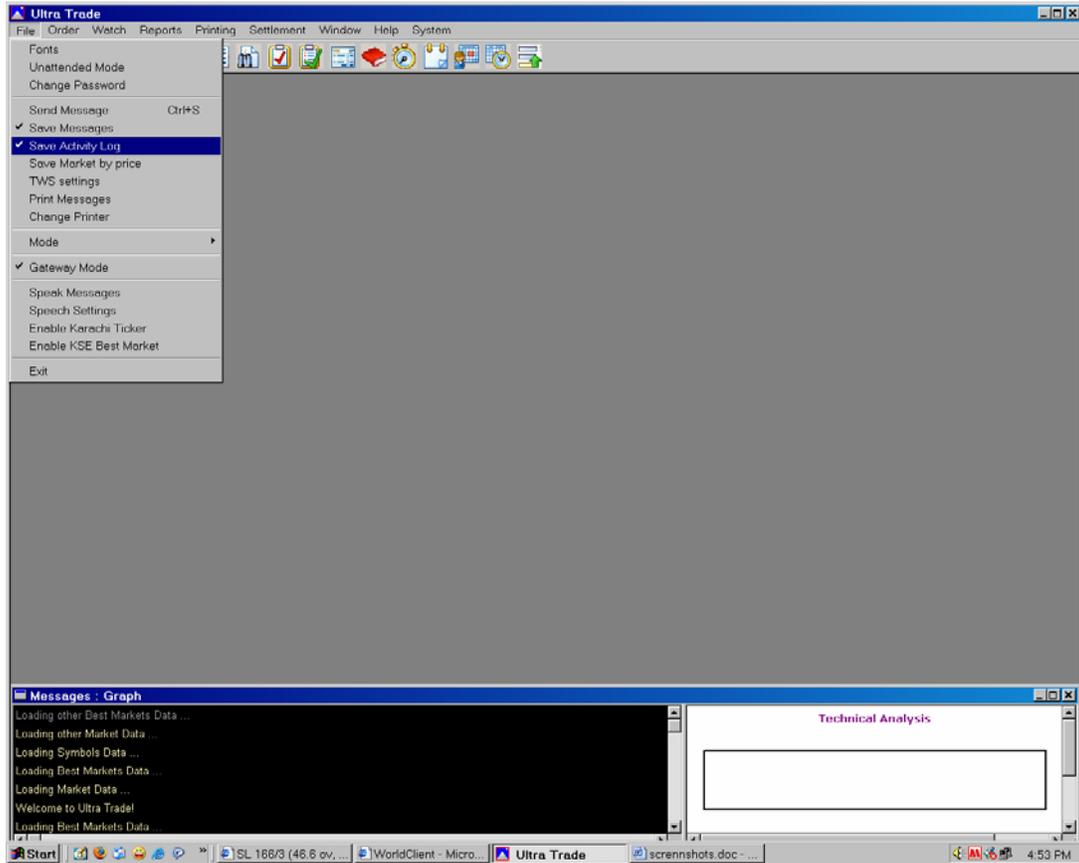


Figure 7: Save Activity Log

The Save Activity Log option at TWS allows the user to save the messages that appear in the message window for future retrieval. These messages can be buy/sell trade messages.

1. The user clicks on File
2. The user selects Save Activity Log

### 1.1.1.12 Save Market by Price

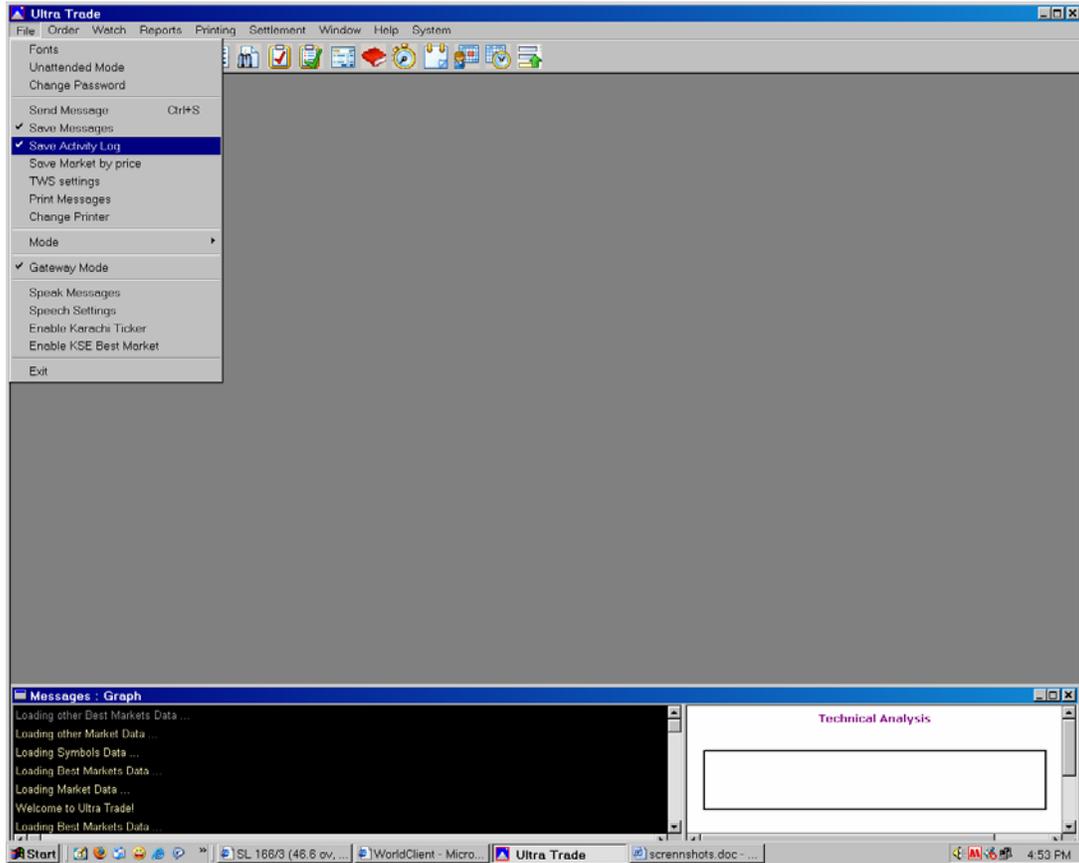


Figure 8: Save Market by Price

The Save Market by Price option at TWS allows the user to save the best order of a traded symbol in a text file for future retrieval.

1. The user clicks on File
2. The user selects Save Market by Price

### 1.1.1.13 TWS Settings

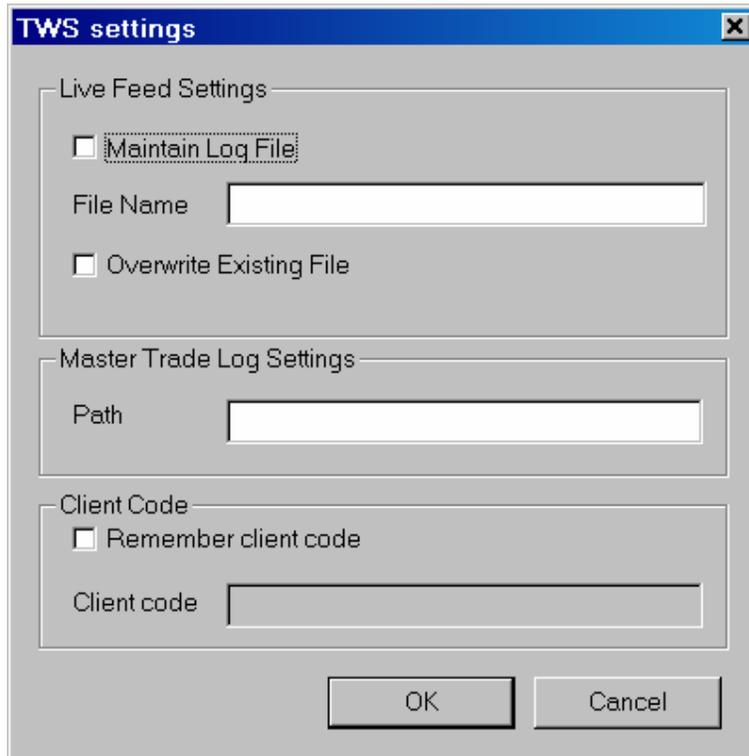


Figure 9: TWS Settings Screen

The TWS settings at TWS allow the user to customize the settings of TWS.

1. The user clicks on File
2. The user selects TWS Settings

To change the settings of TWS, user interacts with the following fields:

1. **The user selects Maintain Log File field**  
To select or deselect check box to chose whether to maintain a log file for all activities or not
2. **The user selects File Name field**  
To enter the file name of log file
3. **The user selects Overwrite Existing File field**  
To select or deselect check box to overwrite the file existing file or not
4. **The user selects Path field**  
To enter the path to specify the location for trade log file
5. **The user selects Remember Client Code field**  
To select or deselect check box to show the default client code in several screens (e.g. Buy, Sell etc.). It also uses to enable and disable the client code field.
6. **The user selects Client Code field**  
To enter the default client code value.

- 7. The user presses the OK button**  
To save the changes and closes the screen

### 1.1.1.14 Print Message

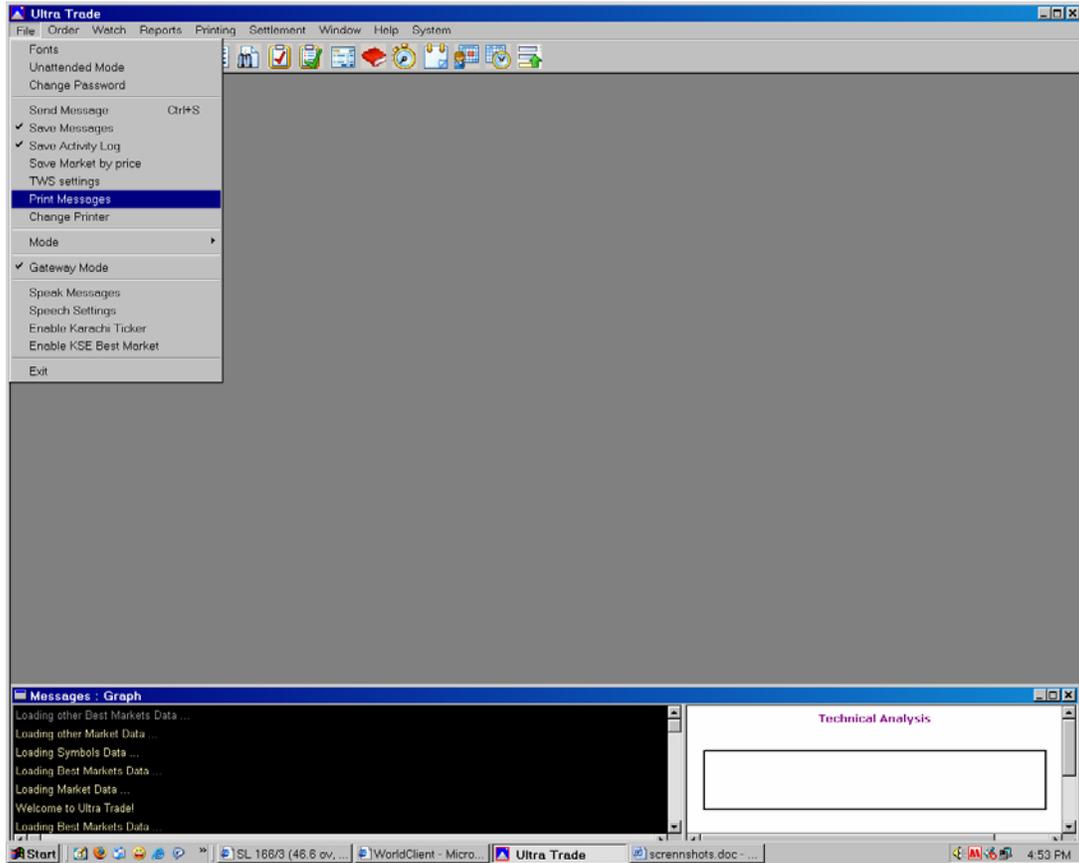


Figure 10: Print Message

The Print Messages option at TWS allows the user to send all the messages that are displayed on TWS message window to printer for record keeping purpose.

1. The user clicks on file.
2. The user selects Printing Messages.

### 1.1.1.15 Change Printer

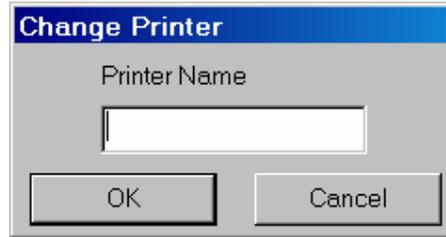


Figure 11: Change Printer Screen

The change Printer screen at TWS allows the user to change his/her default printer, for printing messages.

1. The user clicks on File
2. The user selects Change Printer

To change the printer for TWS, user interacts with the following fields:

- 1. The user selects Printer Name field**  
To enter the printer name to set the entered printer as default for printing messages
- 2. The user presses the OK button**  
To initiate the request to make the selected printer as default and closes down the screen

### 1.1.1.16 Gateway Mode

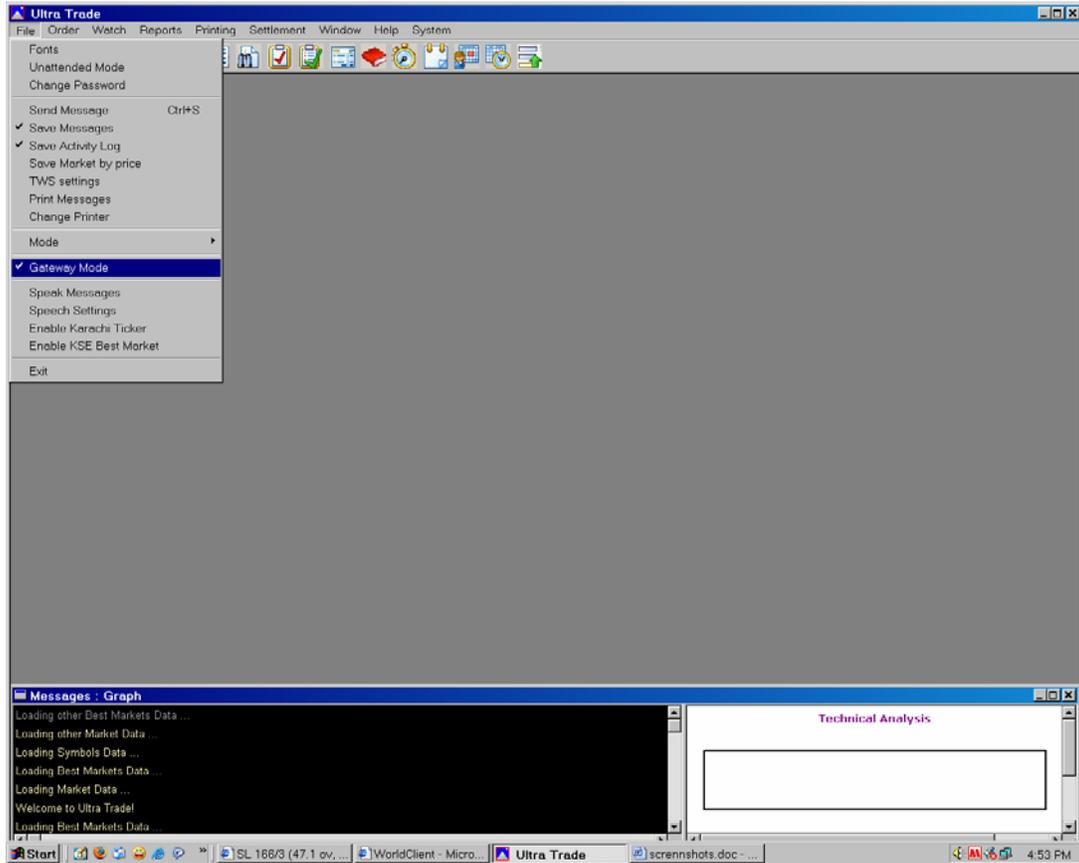


Figure 12: Gateway Mode

The Gateway Mode option at TWS allows the user for setting the terminal to behave like a gateway which receives a request from third party software in a prescribed format and send it to TWS for further processing.

1. The user clicks on file.
2. The user selects Gateway Mode.

### 1.1.1.17 Speak Messages

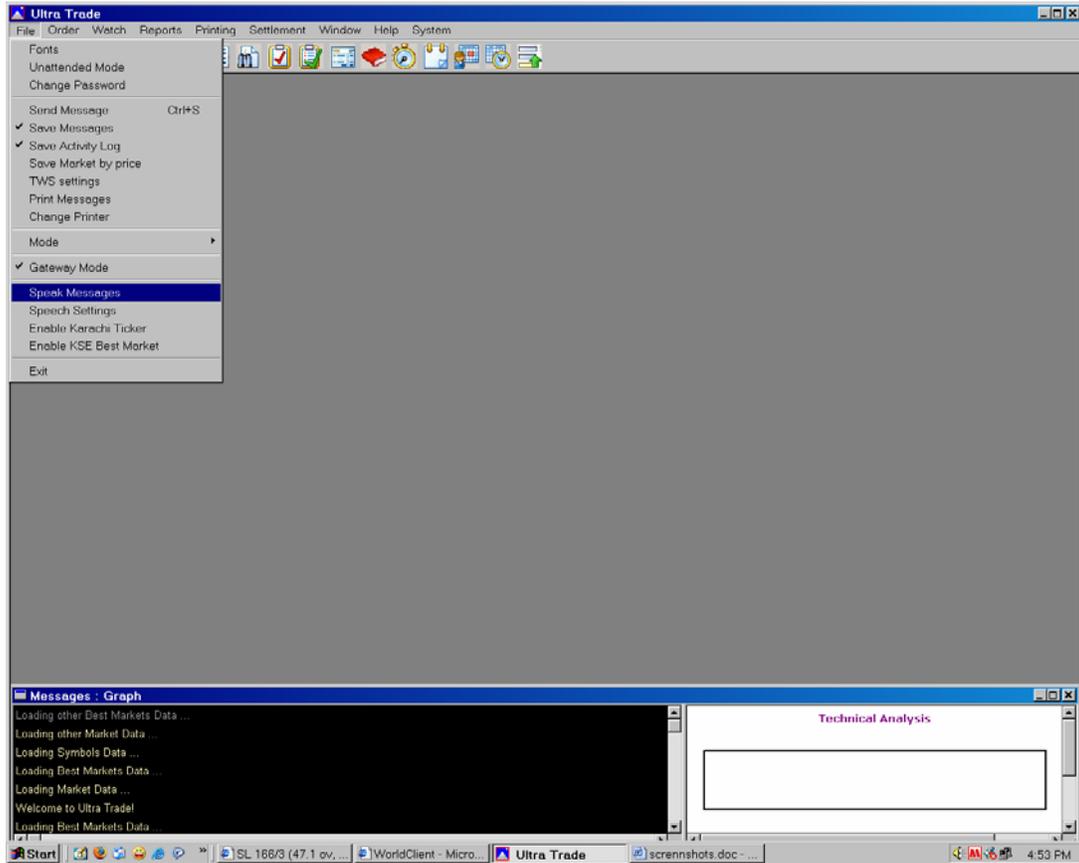


Figure 13: Speak Messages

The Gateway Mode option at TWS allows the user for setting the terminal to behave like a gateway which receives a request from third party software in a prescribed format and send it to TWS for further processing.

1. The user clicks on file.
2. The user selects Speak Messages.

### 1.1.1.18 Speech Settings

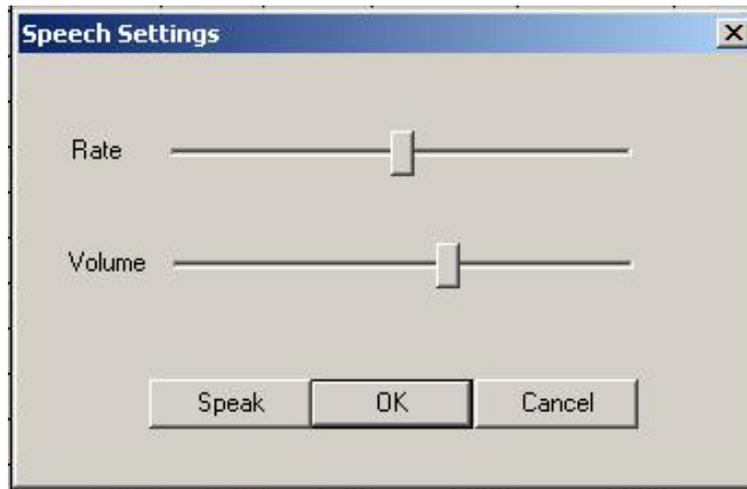


Figure 14: Speech Settings Screen

The speech settings screen at TWS allows the user to set volume of and rate of speech. It can also play a sound to test the current settings.

1. The user clicks on File
2. The user selects Speech Settings

To change the speech settings of TWS, user interacts with the following fields:

1. **The user selects Rate field**  
To adjust the desired speech rate
2. **The user selects Volume field**  
To adjust the desired volume
3. **The user click on speech button**  
To play adjusted sound for user convenience.
4. **The user presses the OK button**  
To save the settings and closes the screen.

### 1.1.1.19 Enable Karachi Ticker

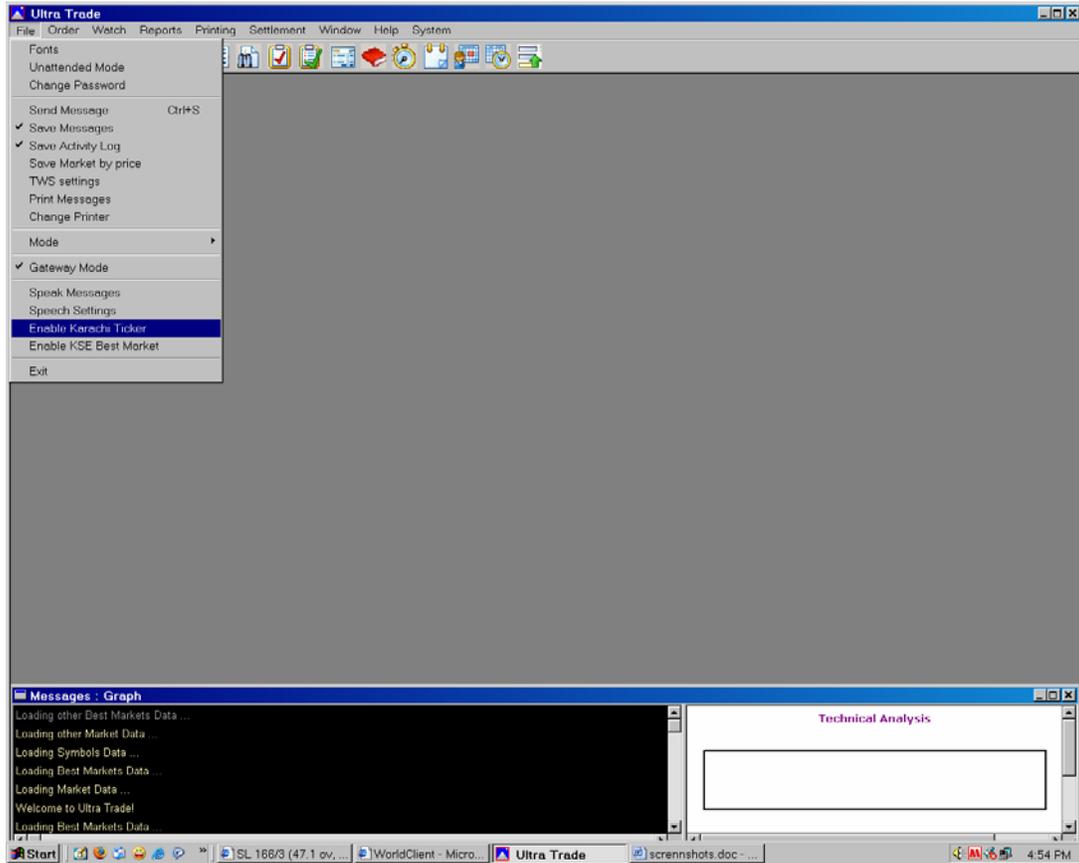


Figure 15: Enable Karachi Ticker

The Enable Karachi Ticker option at TWS allows the user to view the KSE trades in a Water Fall Ticker screen.

1. The user clicks on file.
2. The user selects Enable Karachi Ticker.

### 1.1.1.20 Enable KSE Best Market

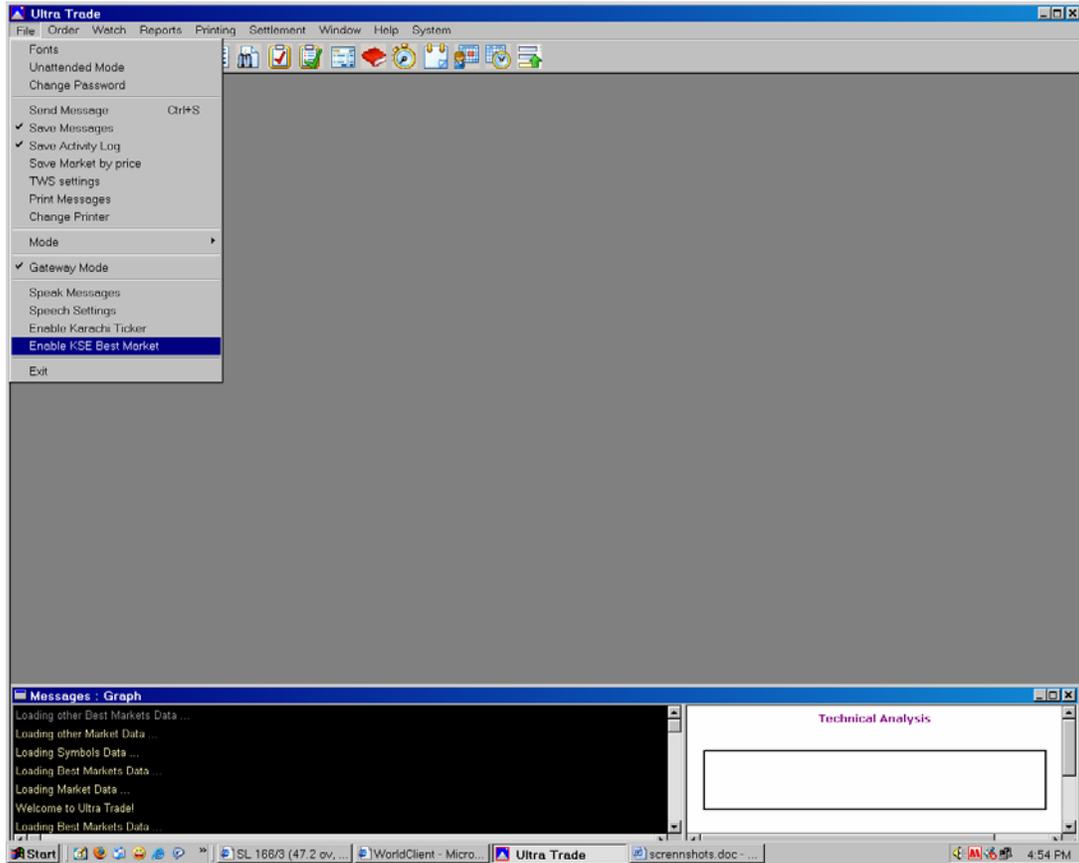


Figure 16: Enable KSE Best Market

The Enable KSE Best Market at TWS allows the user to view the KSE orders in a market watch screen.

1. The user clicks on file.
2. The user selects Enable KSE Best Market.

### 1.1.1.21 Exit

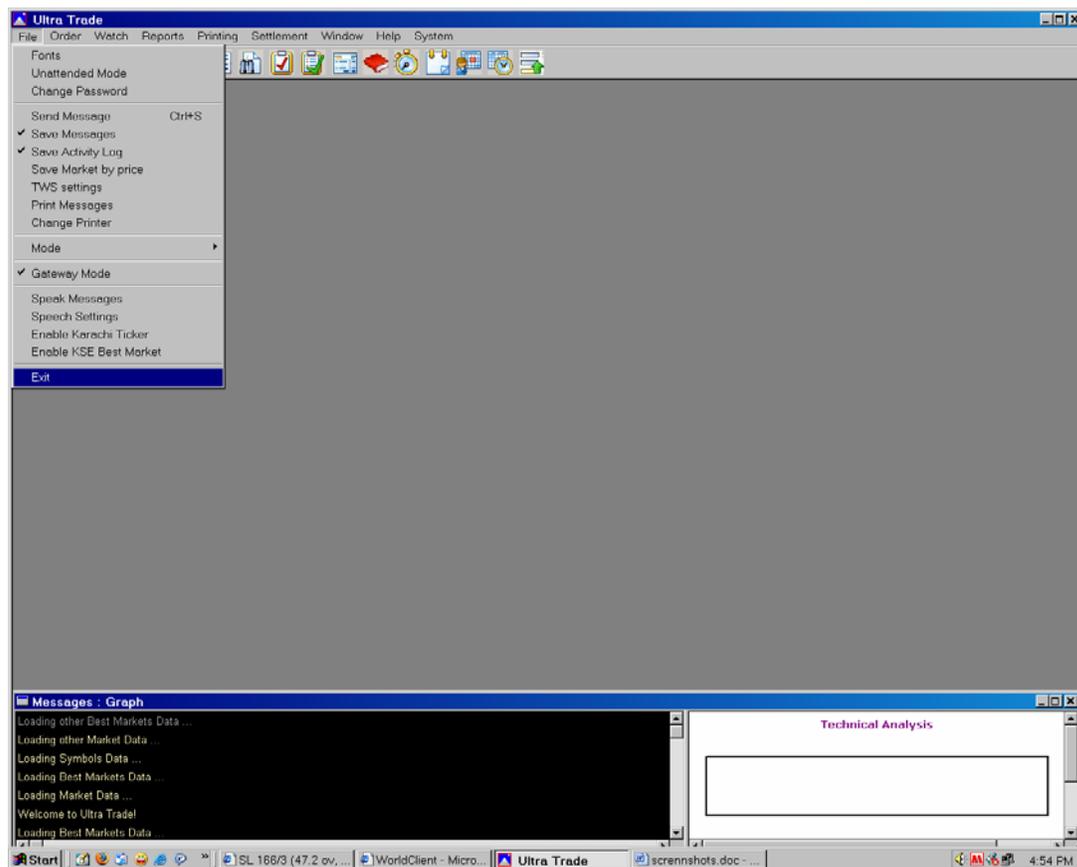


Figure 17: Exit

The Exit instruction is used to close the application and redirect user to desktop. The System will prompt the user to save current profile before exiting.

1. The user clicks on File
2. The user Selects Exit

### 1.1.1.22 Buy Order

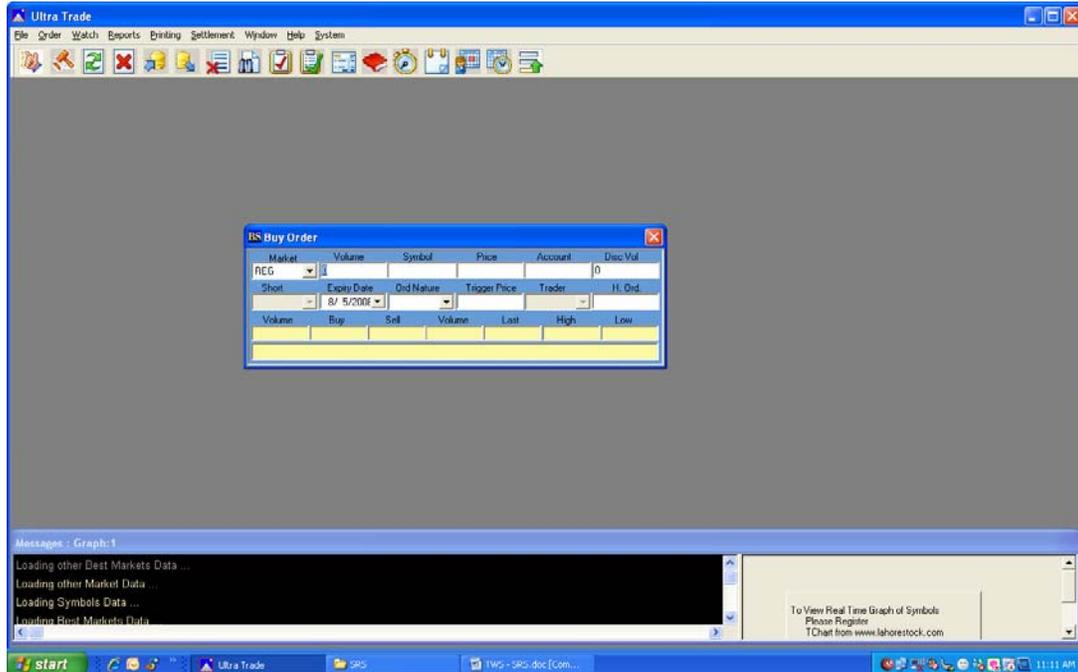


Figure 18: Buy Order

The Buy order screen at TWS is used to place a buy order.

1. The user clicks on Order Menu.
2. The user selects Buy Order from the drop down menu.

The Buy Order window consists of several fields. Certain fields require information for the Order. To navigate between the fields the user can use the mouse, the arrow keys or the TAB key. To place a normal buy order the user interacts with the following fields:

1. **The user selects Market field**  
To select the market value, the user clicks the down arrow on the right side of the market field and select from the available market values.
2. **The user selects Volume field**  
To enter the volume for a trade, the user selects Volume field and enters the volume he/she wishes to trade with.
3. **The user selects Symbol field**  
To enter a symbol, the user selects Symbol field and enters the symbol he/she wishes to buy.
4. **The user selects Price field**  
To enter the price of symbol, the user selects the Price field and enters the amount of price he/she wishes to trade with.
5. **The user selects Account field**  
To enter the Account number, the user selects the Account field and enters his/her desired account number.

**6. The user selects Dis. Volume field**

To enter the Disclosed Volume amount, the user selects the Dis. Volume field and enters his/her desired Dis. Volume amount.

**7. The user selects Order Nature field**

To select the type of the order being entered, the user clicks the down arrow on the right side of Order Nature field and selects order nature.

**8. The user selects Trigger Price field**

To enter trigger Price, the user selects the Trigger Price field and enters a trigger price he/she wishes to enter.

**9. The user selects H.Ord field**

To enter Order number, the user has following choices:

- To enter desired Order number in the H.Ord field for his/her reference.
- Do not to enter an Order number, let the TWS auto generate order number.

**10. The user presses Enter twice**

The user presses enter twice to submit the order into the market

### 1.1.1.23 Sell Order

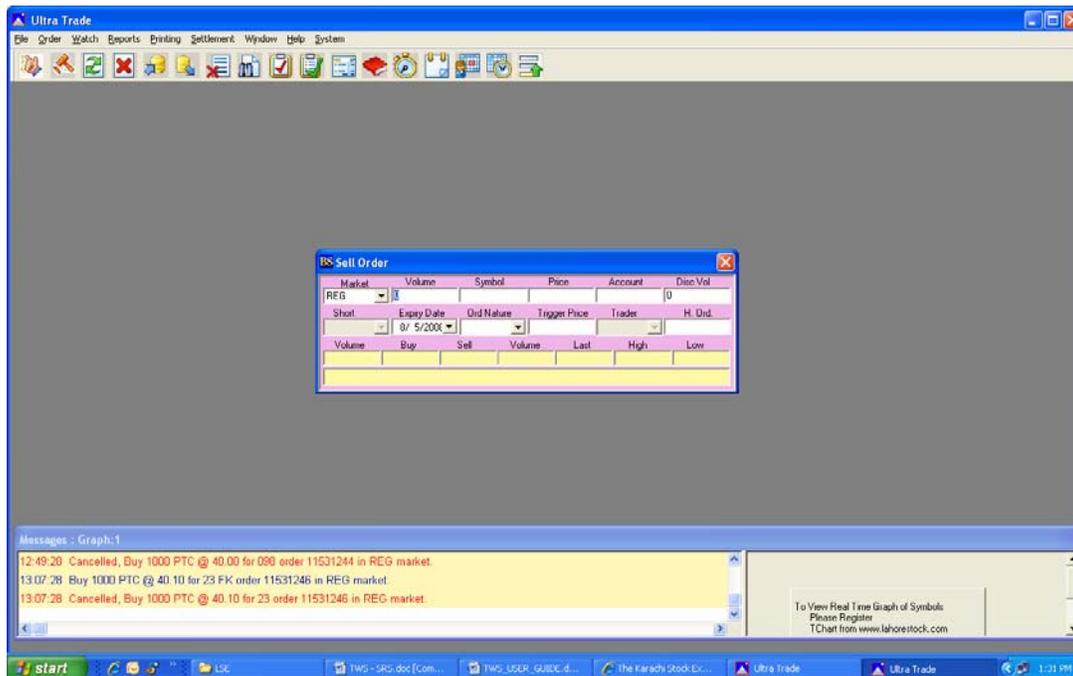


Figure 19: Sell Order

The Sell Order screen at TWS is used to place a Sell Order.

1. The user clicks on Order Menu.
2. The user selects Buy Order from the drop down menu.

The Sell Order window consists of several fields. Certain fields require information for the order. To navigate between the fields, the user can use the mouse, the arrow keys or the TAB key. To place a normal Sell Order, the user interacts with the following fields:

1. **The user selects Market field**  
To select the market value, the user clicks the down arrow on the right side of the market field and select from the available market values.
2. **The user selects Volume field**  
To enter the volume for a trade, the user selects Volume field and enters the volume he/she wishes to trade with.
3. **The user selects Symbol field**  
To enter a symbol, the user selects Symbol field and enters the symbol he/she wishes to sale.
4. **The user selects Price field**  
To enter the price of symbol, the user selects the Price field and enters the amount of price he/she wishes to trade with.
5. **The user selects Account field**

To enter the Account number, the user selects the Account field and enters his/her desired account number.

**6. The user selects Dis. Volume field**

To enter the Disclosed Volume amount, the user selects the Dis. Volume field and enters his/her desired Dis. Volume amount.

**7. The user selects Order Nature field**

To select the type of the order being entered, the user clicks the down arrow on the right side of Order Nature field and selects order nature.

**8. The user selects Trigger Price field**

To enter trigger Price, the user selects the Trigger Price field and enters a trigger price he/she wishes to enter.

**9. The user selects H.Ord field**

To enter Order number, the user has following choices:

- To enter desired Order number in the H.Ord field for his/her reference.
- Do not to enter an Order number, let the TWS auto generate order number.

**10. The user presses Enter twice**

The user presses enter twice to submit the order into the market

### 1.1.1.24 Change Order

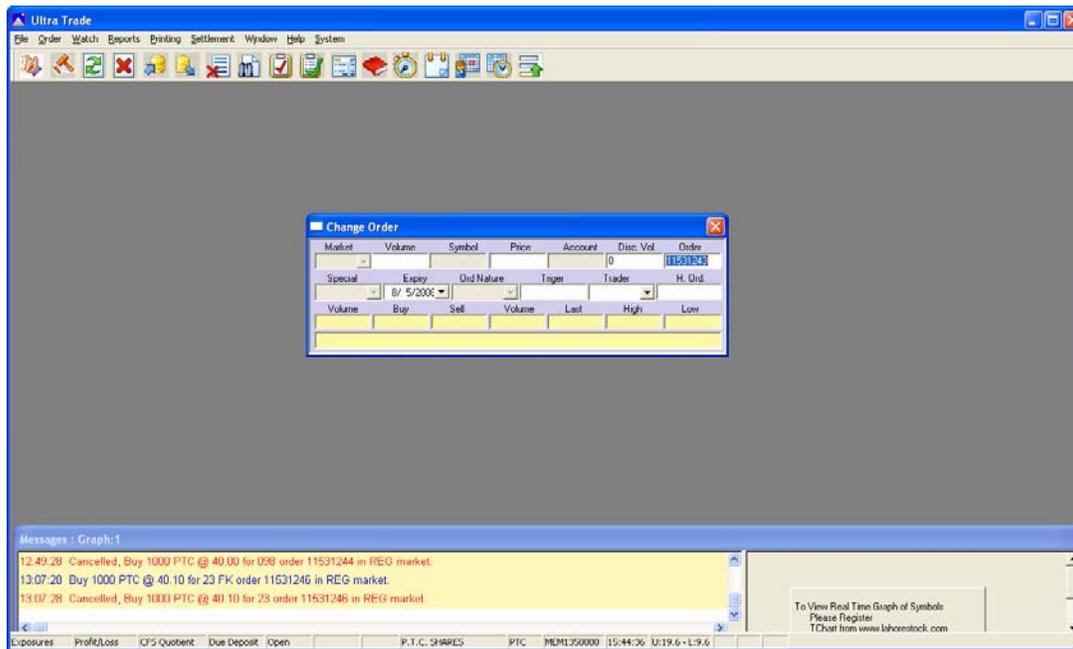


Figure 20: Change Order

The Change Former Order screen at TWS is used to change details of an order.

1. The user clicks on Order Menu.
2. The user selects Change Former Order from the drop down menu.

The user can change the details of any queued buy or sell orders with the Change Former Orders option. To change an Order the user interacts with the following fields:

1. **The user selects Order # field**  
To enter the order number, by default the last order placed in the system will be shown.
2. **The user presses Enter**  
On enter a new screen is displayed with fields populated with respect to the Order number entered as shown in **figure 21**. Change the order according to requirements and presses enter again and Change Former Order instruction will take place.

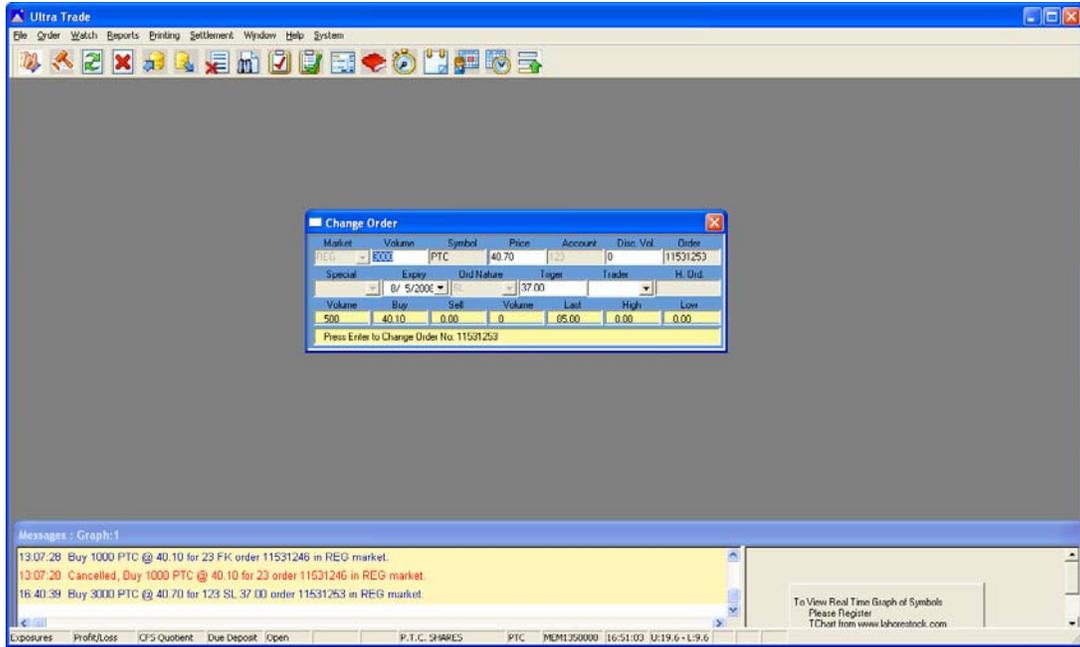


Figure 21: Change Former Order (Fields populated)

### 1.1.1.25 Cancel Order

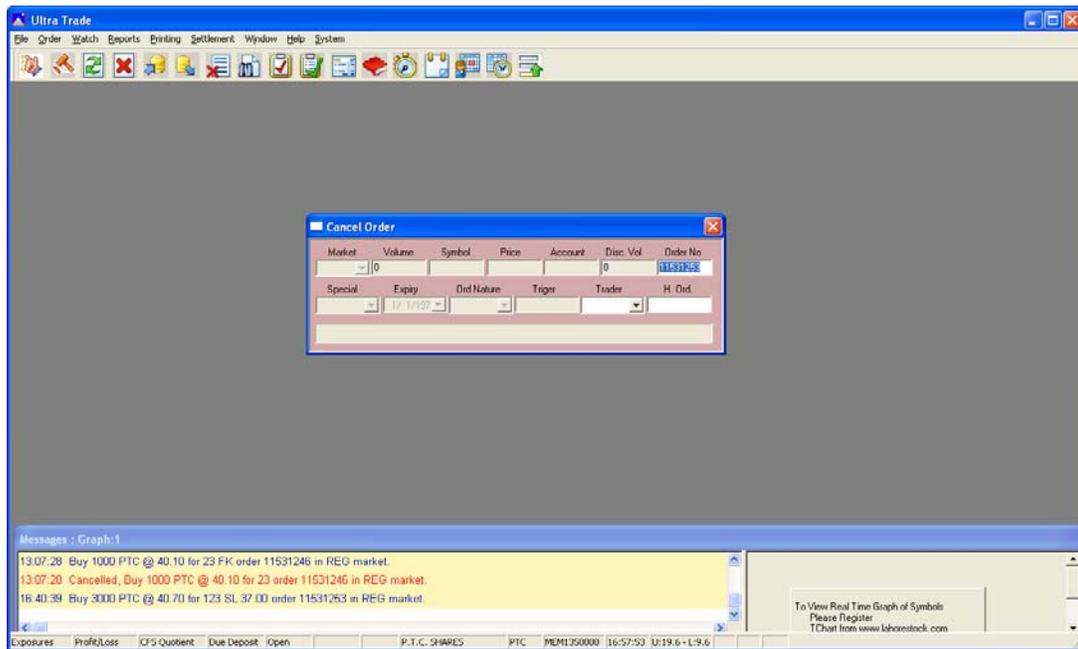


Figure 2: Cancel Order

The Cancel Order screen at TWS is used to cancel an order placed.

1. The user clicks on Order Menu.
2. The user selects Cancel Order from the drop down menu.

The user can cancel an order with the Cancel Order option. The user enters the Order number and presses enter. To cancel an order the user interacts with the following fields:

1. **The user selects Order # field**  
To enter Order number, by default the last order placed in the system will be shown.
2. **The user presses Enter**  
On enter a new screen is displayed with fields populated with respect to the Order number entered as shown in **figure 23**. Press enter again and Cancel Order instruction will take place.

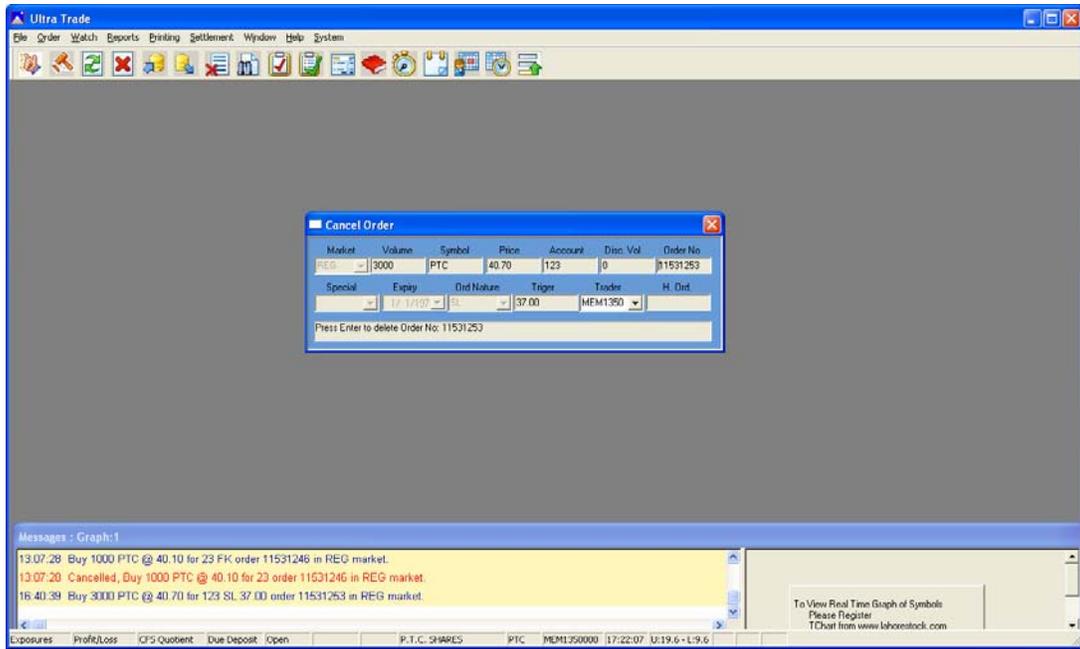


Figure 23: Cancel Order (Fields Populated)

### 1.1.1.26 Take Order

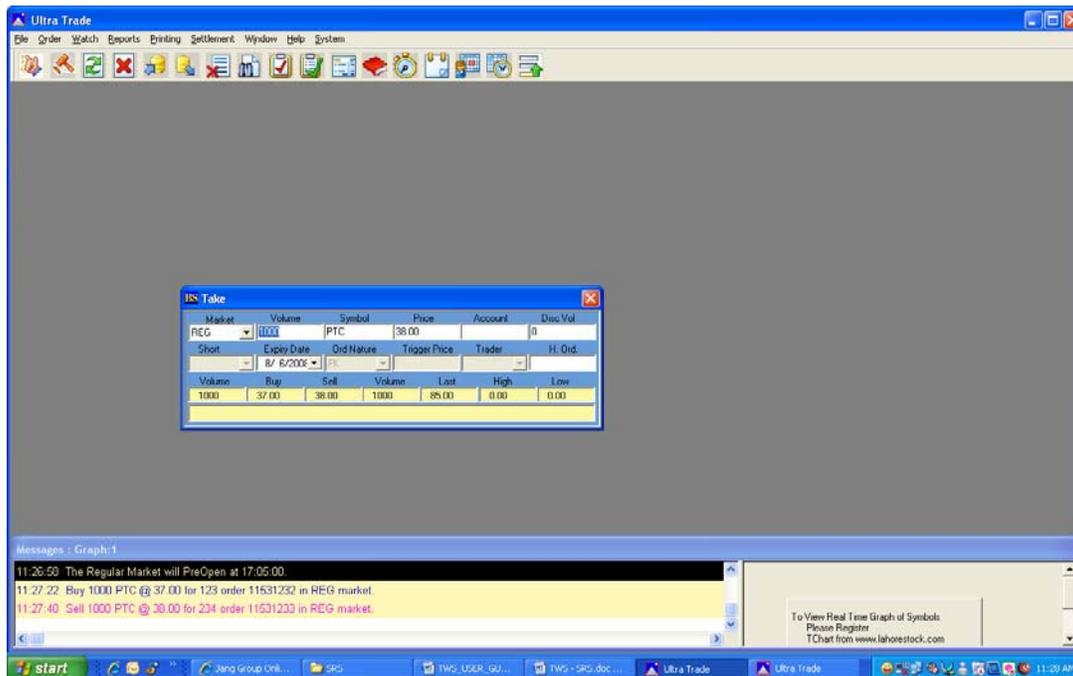


Figure 24: Take Order

The Take Order screen at TWS is used to place Take Orders

2. The user clicks on Order Menu.
3. The user selects Take Order from the drop down menu.

Take order buys all available volume at the best market price, up to the volume entered in the order window. Any unfilled volume is then cancelled. Note the FOK (Fill or Kill) restriction automatically placed on the order when the Take Order window is opened. To place a normal take order the user interacts with the following fields:

1. **The user selects Market field**  
Click the down arrow on the right side of the Market field and select from the markets available.
2. **The user selects Volume field**  
To enter volume, select Volume field and enters the volume wishes to trade with.
3. **The user selects Symbol field**  
To enter symbol, select symbol field and enters the desired symbol.
4. **The user selects Price field**  
To enter price, select the Price field and enters the amount of price wishes to trade with.
5. **The user selects Account field**  
To enter the Account number, select the Account field and enters desired account number.
6. **The user selects Dis. Volume field**

To enter the disclosed volume, select the Dis. Volume and enters desired disclosed volume.

**7. The user selects H.Ord field**

To enter the order number, the user can do the following tasks:

- The user can enter a desired Order number in the Order # field for his reference.
- The user doesn't want to enter Order number for his reference.

**8. The user presses Enter**

The user presses enter and take order instruction will take place.

### 1.1.1.27 Hit Order

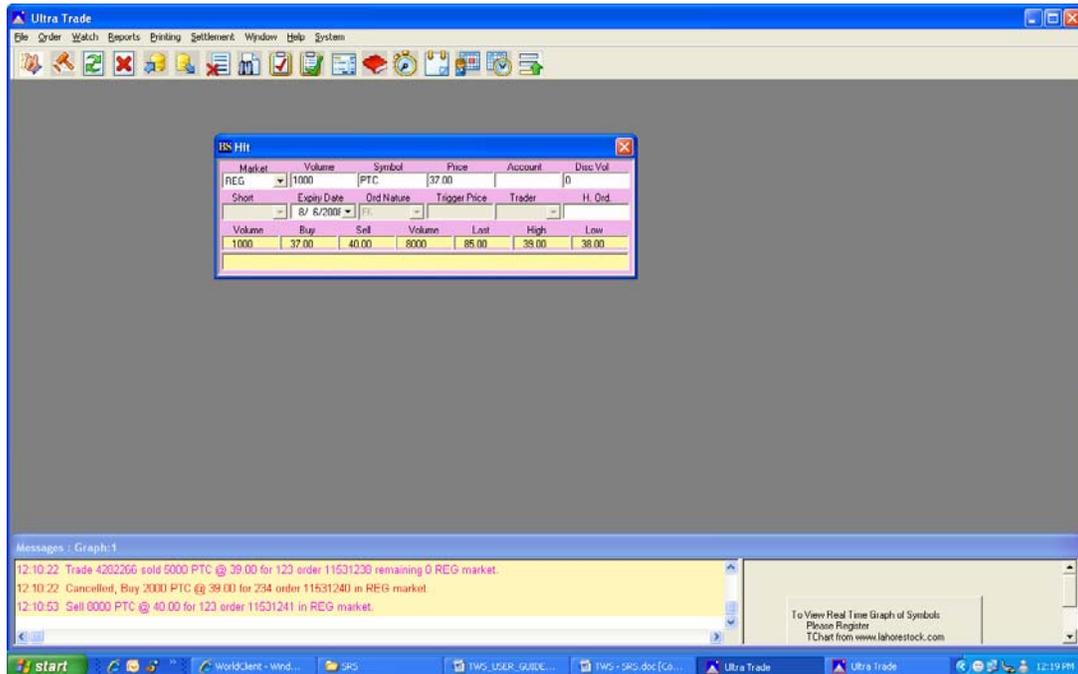


Figure 25: Hit Order

The Hit Order screen at TWS is used to place Hit Orders

1. The user clicks on Order Menu.
2. The user selects Hit Order from the drop down menu.

Hit order is similar to a Take order, but it sells all available volume at the best market price. Unfilled volume is killed. To place a normal hit order, the user interacts with the following fields:

1. **The user selects Market field**  
To select the market value, the user clicks the down arrow on the right side of the market field and select from the available market values.
2. **The user selects Volume field**  
To enter the volume for a trade, the user selects Volume field and enters the volume he/she wishes to trade with.
3. **The user selects Symbol field**  
To enter a symbol, the user selects Symbol field and enters the symbol he/she wishes to sale.
4. **The user selects Price field**  
To enter the price of symbol, the user selects the Price field and enters the amount of price he/she wishes to trade with.
5. **The user selects Account field**  
To enter the Account number, the user selects the Account field and enters his/her desired account number.

**6. The user selects Dis. Volume field**

To enter the Disclosed Volume amount, the user selects the Dis. Volume field and enters his/her desired Dis. Volume amount.

**7. The user selects Order Nature field**

To select the type of the order being entered, the user clicks the down arrow on the right side of Order Nature field and selects order nature.

**8. The user selects Trigger Price field**

To enter trigger Price, the user selects the Trigger Price field and enters a trigger price he/she wishes to enter.

**9. The user selects H.Ord field**

To enter Order number, the user has following choices:

- To enter desired Order number in the H.Ord field for his/her reference.
- Do not to enter an Order number, let the TWS auto generate order number.

**10. The user presses Enter twice**

The user presses enter twice to submit the order into the market

### 1.1.1.28 Short Sell Order

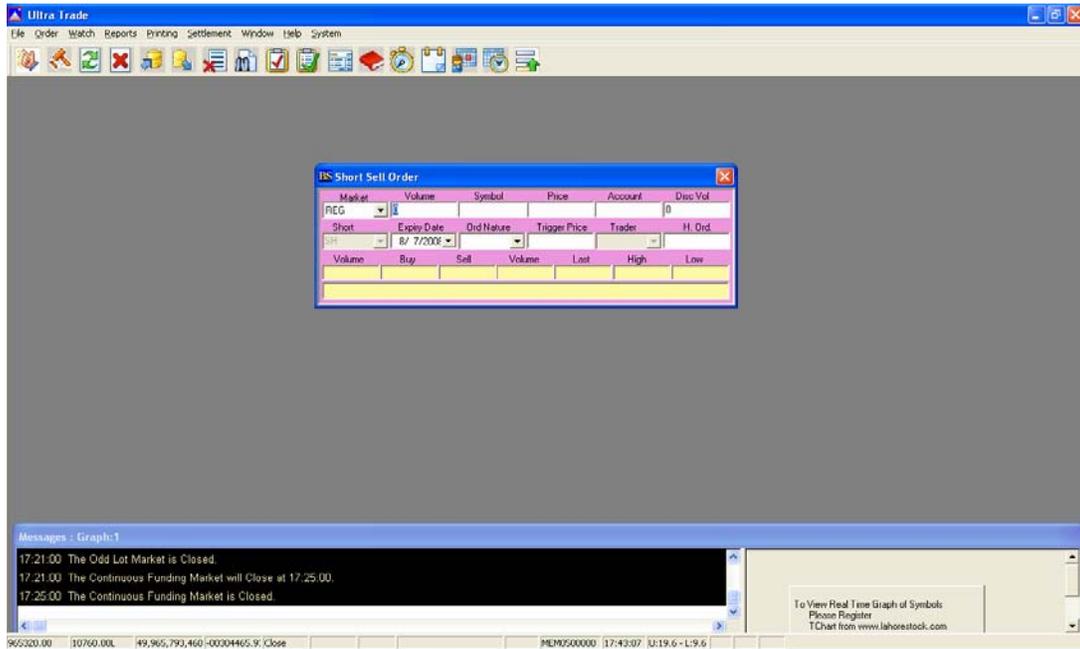


Figure 26: Short Sell Order

The Short Sell Order screen at TWS is used to place Short Sell Orders.

1. The user clicks on Order Menu.
2. The user selects Short Sell Order from the drop down menu.

The Short Sell order window is similar to the Sell order window, except the order is flagged, as a short sell in your inquiries and the window is pink in color. To place a short sell order the user interacts with the following fields:

1. **The user selects Market field**  
To select the market value, the user clicks the down arrow on the right side of the market field and select from the available market values.
2. **The user selects Volume field**  
To enter the volume for a trade, the user selects Volume field and enters the volume he/she wishes to trade with.
3. **The user selects Symbol field**  
To enter a symbol, the user selects Symbol field and enters the symbol he/she wishes to sale.
4. **The user selects Price field**  
To enter the price of symbol, the user selects the Price field and enters the amount of price he/she wishes to trade with.
5. **The user selects Account field**  
To enter the Account number, the user selects the Account field and enters his/her desired account number.

**6. The user selects Dis. Volume field**

To enter the Disclosed Volume amount, the user selects the Dis. Volume field and enters his/her desired Dis. Volume amount.

**7. The user selects Order Nature field**

To select the type of the order being entered, the user clicks the down arrow on the right side of Order Nature field and selects order nature.

**8. The user selects Trigger Price field**

To enter trigger Price, the user selects the Trigger Price field and enters a trigger price he/she wishes to enter.

**9. The user selects H.Ord field**

To enter Order number, the user has following choices:

- To enter desired Order number in the H.Ord field for his/her reference.
- Do not to enter an Order number, let the TWS auto generate order number.

**10. The user presses Enter twice**

The user presses enter twice to submit the order into the market

### 1.1.1.29 Cancel Order Globally

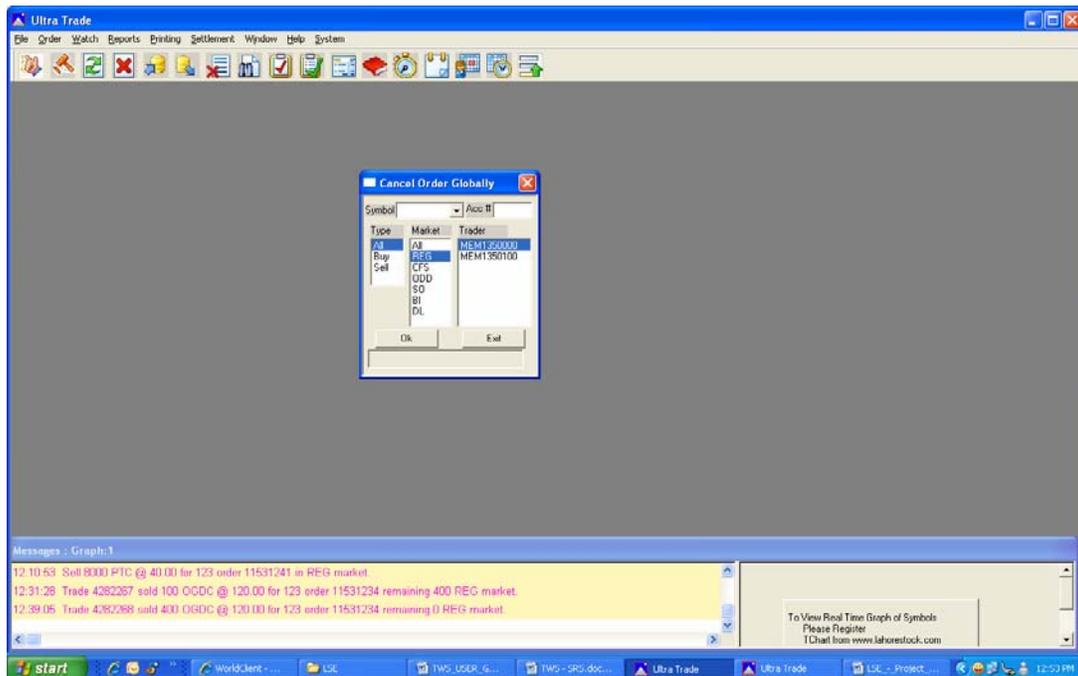


Figure 27: Cancel Global Order

The Cancel Order Global screen at TWS is used to cancel all orders globally at any market.

1. The user clicks on Order Menu.
2. The user selects Cancel Order Globally from the drop down menu.

The user can globally cancel an order with the Cancel Global Order. The user enters the Order number and selects or unselects the check boxes according to his decision and presses enter. To cancel a global order the user interacts with the following fields:

1. **The user selects Symbol field**  
To enter the symbol, the user selects Symbol field and enters the desired symbol.
2. **The user selects Account field**  
To enter the Account number, the user selects the Account field and enters his/her account number.
3. **The user selects Type List Box**  
To select the type of orders, the user selects the desired orders type from the available list.
4. **The user Market List Box**  
To select the market of orders, the user selects the desired market from the available list.
5. **The user selects Trader**  
To select the trader, the user selects the desired trader ID from the available list.
  - If the user is a master in the Trader field, list of traders ID belonging to the same member house will be displayed to the user.
  - If the user is a child, he/she will be restricted to only see his own trader ID.

**6. The user presses Enter or clicks on Ok button**

On enter the Global Order Cancel instruction is executed and the order is cancelled globally.

### 1.1.1.30 Market Watch

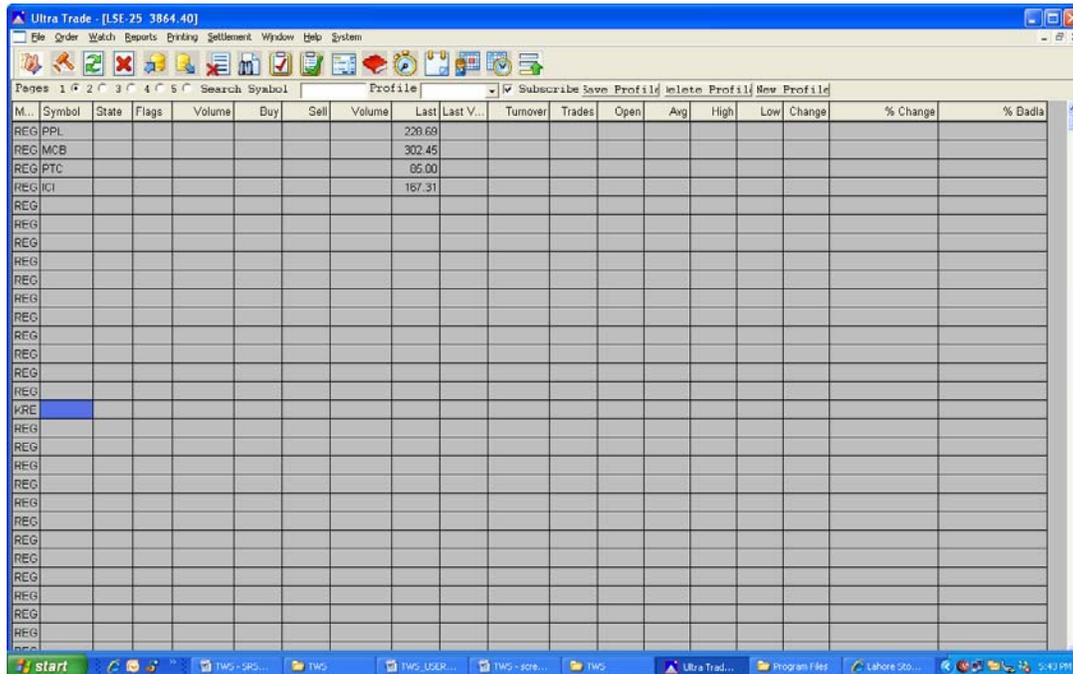


Figure 3: Market Watch

The Market watch screen at TWS is a customized inquiry that displays current market information on the symbols you have elected to watch.

1. The user clicks on Watch Menu.
2. The user selects Market Watch from the drop down menu.

Market Watch monitors many different symbols in different markets. It displays the current best market, last trade price, turnover, total volume, average, high, low and net change. To view the Market Watch the user interacts with the following fields:

1. **The user selects Symbol field**  
To enter the symbol, the user selects Symbol field and enters the desired symbol.
2. **The user selects Profile field**  
To select profile name, click on down arrow to select the desired profile.
3. **The user selects Search symbol field**  
To enter the desired symbol to search it
4. **The user selects subscribe field**  
To select or deselect the check box to show only market watch symbols in a ticker
5. **The user presses enter on a symbol field**  
To show the best available market of the desired symbol
6. **The user chooses the page no.**  
To display the chosen Page No. Of the selected profile

- 7. The user presses the Save Profile button**  
To save the changes made on a selected profile
  
- 8. The user presses the Delete Profile button**  
To delete the selected profile
  
- 9. The user presses the New Profile button**  
To create the new profile with blank market watch screen.
  
- 10. The user double clicks on any column**  
To display the Best Orders screen of selected symbol.
  
- 11. The user clicks on Mkt column**  
To select the market from the following given values.
  - CSF
  - Reg
  - ODD
  - BI
  - SP
  - DL
  - KRE
  - KCO

### 1.1.1.31 Best Orders

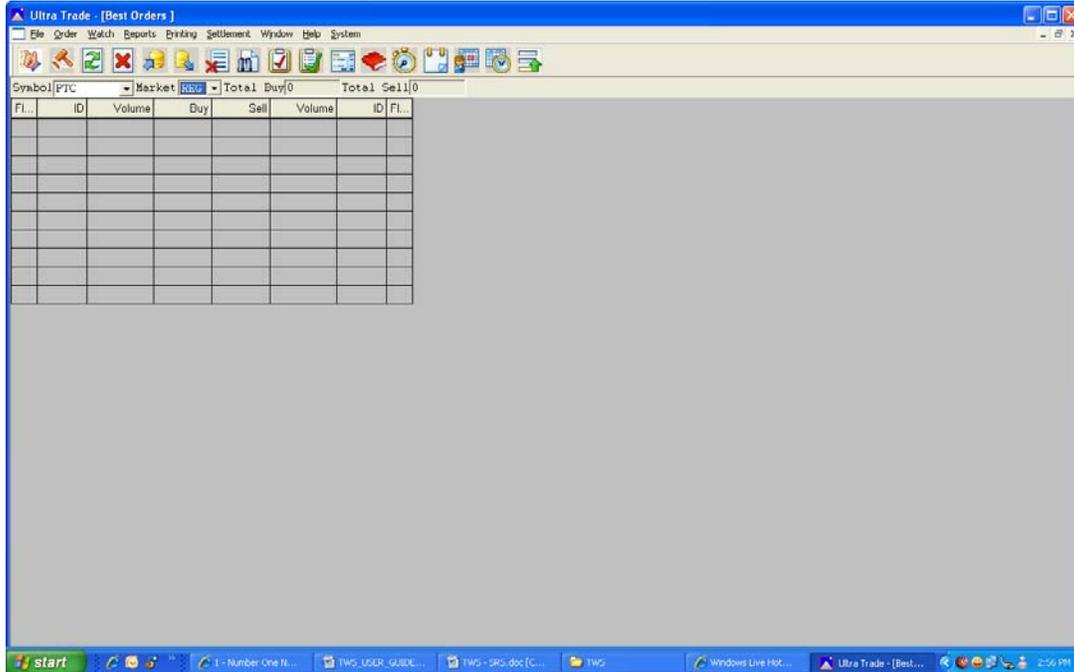


Figure 4: Best Orders

The Best order screen at TWS is used to view all the buyers and sellers orders of a symbol in a particular market. The orders are arranged according to their trade priority in the trade queue.

1. The user clicks on Watch Menu.
2. The user selects Best Orders from the drop down menu.

To view the Best Orders the user interacts with the following fields:

**1. The user selects Market field**

To select market value from the following options

- Reg
- ODD
- CFS
- BI
- SO
- DL

**2. The user selects Symbol Field**

To select the desired symbol in the 'Symbol' field

**3. The user presses enter on a symbol field**

To show all queued buy and sell orders and all the fields are filled except the ID column.

### 1.1.1.32 Water Fall Ticker

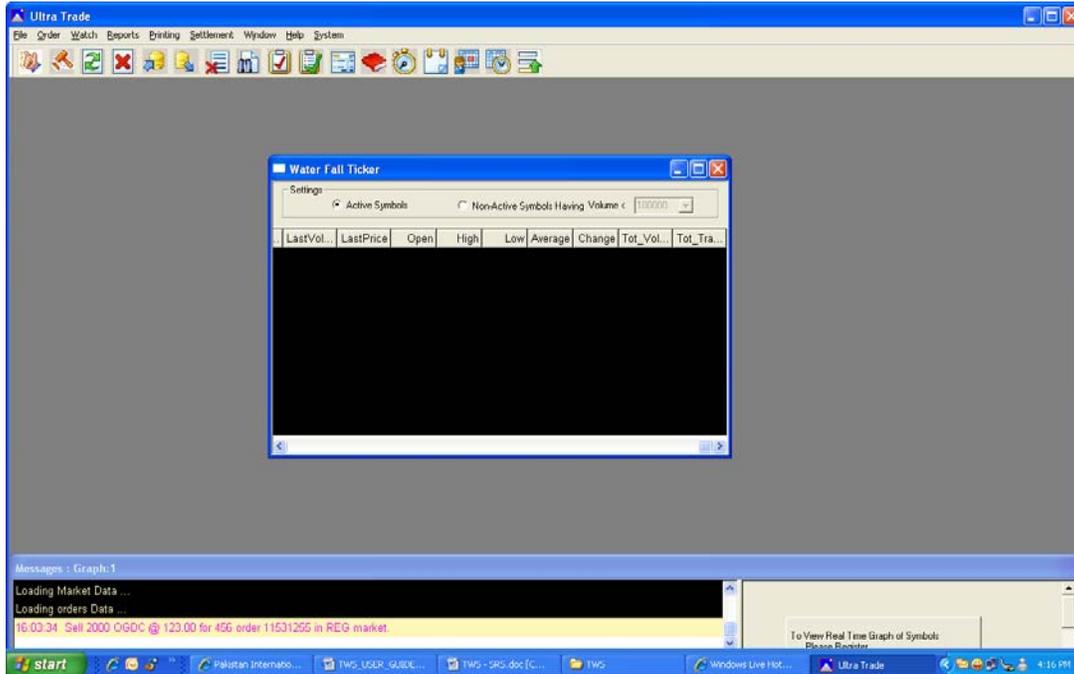


Figure 30: Water Fall Ticker

The Water fall ticker screen is needed to view all current activities performed by the traders. Whenever a new order is placed (either Buy or Sell) or a previous order is changed, a colored waterfall effect falls down the window and updates symbols and their corresponding data, on this screen.

1. The user clicks on Watch Menu.
2. The user selects Water Fall Ticker from the drop down menu.

To view the Water Fall Ticker the user interacts with the following fields:

1. **The user selects Non Active Symbol Having Volume <**  
To perform following actions:
  - Enables the volume field to enter the volume
  - To show All Non-Active symbols having volume less than the given volume
2. **The user right clicks on a Water Fall Ticker Screen**  
To display Ticker settings window; it shows a list of market on left hand side and color1, color2, ok and cancel buttons on right hand side to apply different colors on market as shown in **figure 31**.

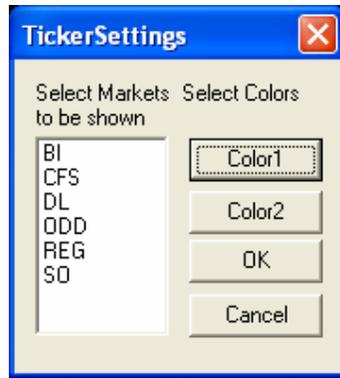


Figure 31: Ticker Settings

### 1.1.1.33 Best Price Levels

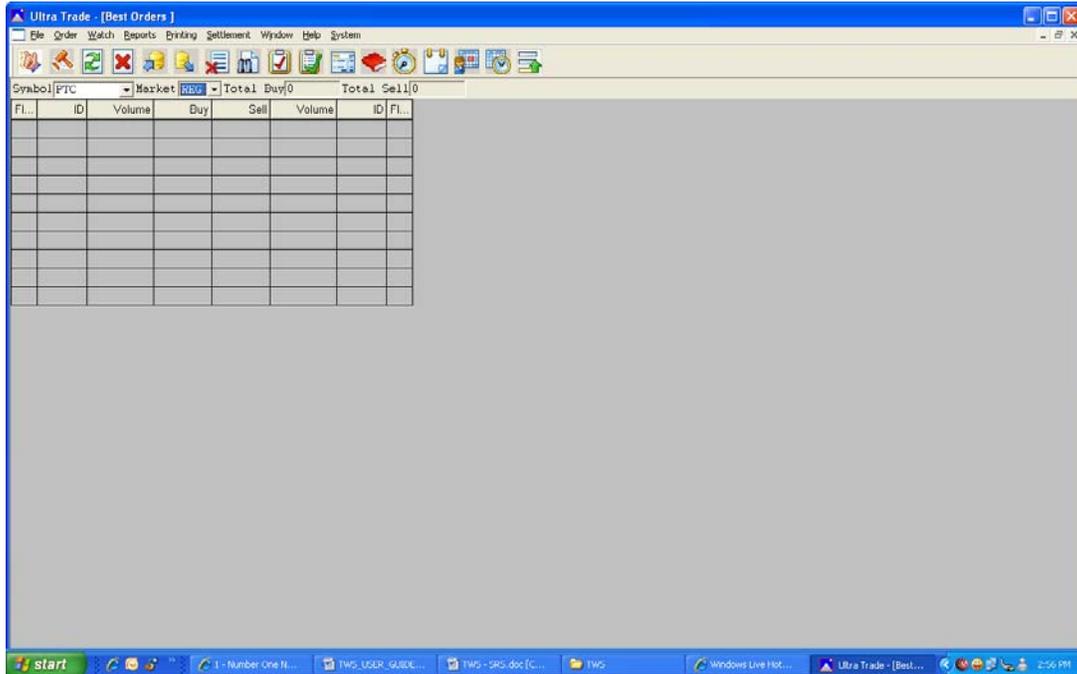


Figure 32: Best Price Levels

The Best Price Level Screen at TWS is used to display all buyer and seller orders with respect to their prices, and also gives information about total buy volume and total sell volume. This screen is very useful to view the market strength at various price levels.

1. The user clicks on Watch Menu.
2. The user selects Best Price Levels from the drop down menu.

To view the Best Price Levels the user interacts with the following fields:

#### 1. The user selects Market field

To select market value from the following available options

- BI
- CFS
- DL
- ODD
- REG
- SO

#### 2. The user selects the Symbol field

To select the desired symbol in the 'Symbol' field

#### 3. The user presses enter on symbol field

To display all queued buy and sell orders with respect to their prices, available buy volumes and available sell volumes of the desired symbol.

### 1.1.1.34 Order Book

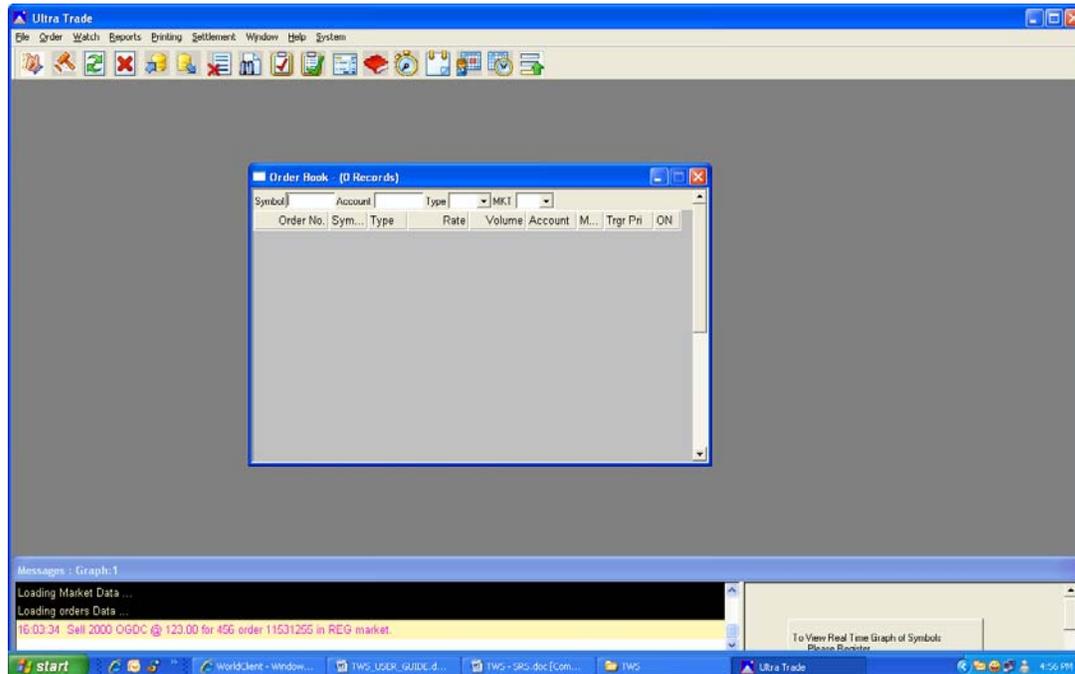


Figure 33: Order Book

The Order Book screen at TWS is used to display all the orders placed by a member, regardless of the symbol and the type of market where the order is placed.

1. The user clicks on Watch Menu.
2. The user selects Order Book from the drop down menu.

To view the Order Book the user interacts with the following fields:

1. **The user selects Symbol field**  
To enter the desired symbol
2. **The user selects the Account field**  
To enter his/her desired client account number at this field.
3. **The user selects Type field**  
To The user can now select order type from the following options.
  - Buy
  - Sell
4. **The user selects Mkt field**  
To select the Market type from the following options:
  - <empty>
  - REG
  - CFS

- ODD
- SO
- BI
- DL

**5. The user presses enter**

To show the orders matching above criteria

### 1.1.1.35 Exchange Statistics

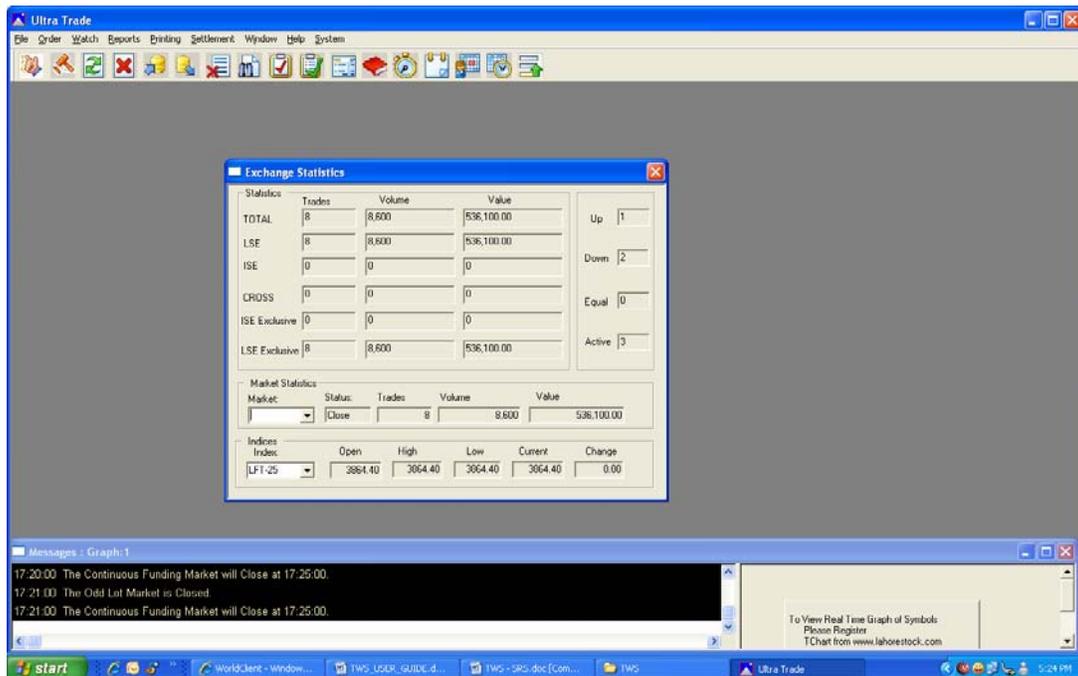


Figure 34: Exchange Statistics

The Exchange statistics screen is needed to view information about current market status to get an idea of the total trading that has been taken place in the exchange.

1. The user clicks on Watch Menu.
2. The user selects Exchange Statistics from the drop down menu.

To view the Exchange Statistics the user interacts with the following fields:

#### 1. The user selects Market field

To select market value from following options

- REG
- CFS
- ODD
- SO
- BI
- DL

The status, trades, volume and value fields are filled with respect to the selected market.

#### 2. The user selects Index field

To select index value from following options

- LFT-25
- LSE-15
- LSE-25

- LSE-TRI

The open, high, low, current and change fields are filled with respect to the selected index.

### 1.1.1.36 Market States

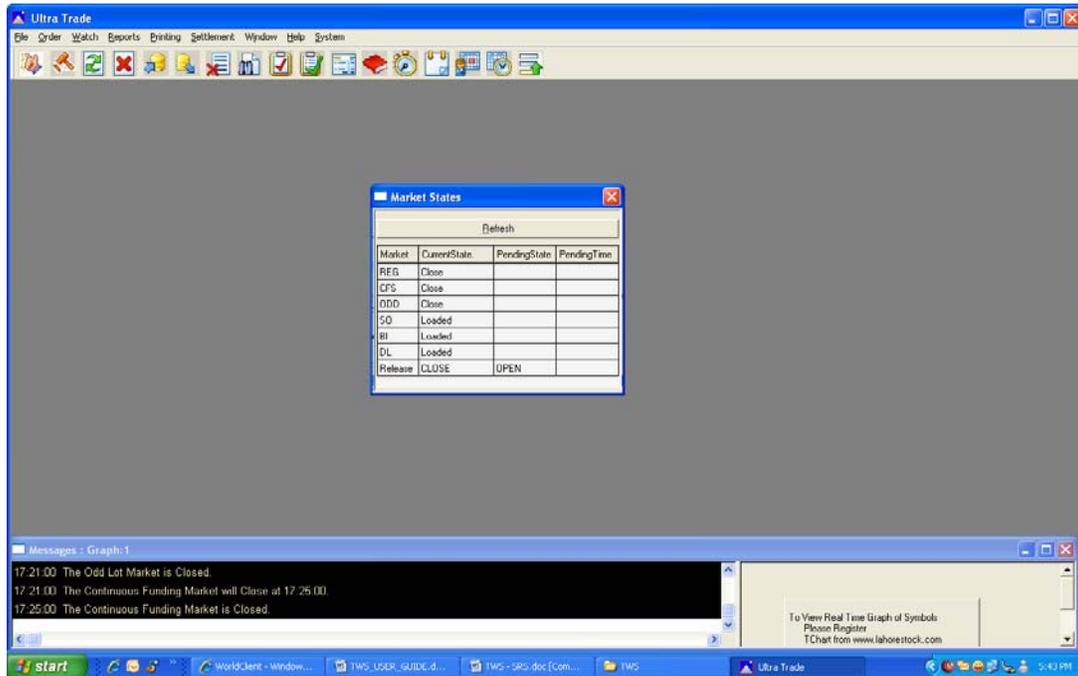


Figure 35: Market States

The Market States screen is needed to view detailed schedules and states of all the markets.

1. The user clicks on Watch Menu.
2. The user selects Market States from the drop down menu.

### 1.1.1.37 Toolbar

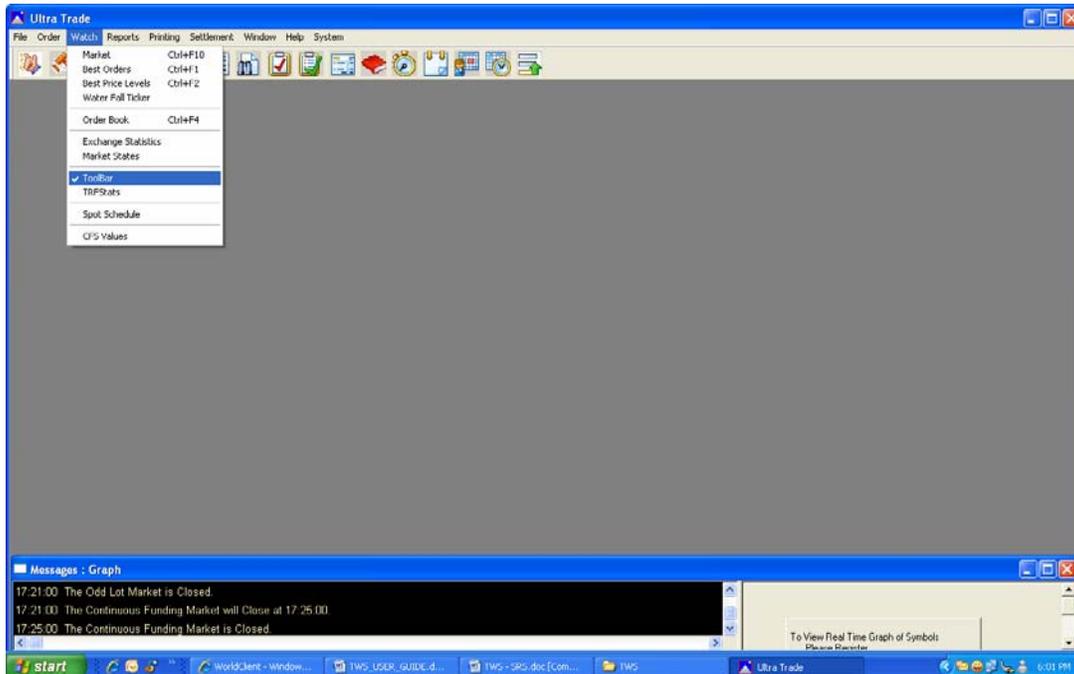


Figure 36: Toolbar

The Toolbar option at TWS allows the user to choose between displaying a toolbar at TWS or not. A Toolbar at TWS helps by making some common menu options (Buy, Sell, Change Order, Cancel Order, Hit, Take, Cancel Orders Globally, Market Watch, Best Order, Best Price Level, Exchange Statistics, Order Book, Market States, Remaining Orders, Trade History by user, Trade History by Exchange and Event Log) available on button clicks.

1. The user clicks on Watch Menu.
2. The user selects Toolbar from the drop down menu.



The Remaining order screen is needed to view all the orders that are open for trade in the system. The screen is useful to view the orders in queue and hasn't found a matching seller or buyer yet. User can note down the order number and then later use to cancel or change order.

1. The user clicks on Watch Menu.
2. The user selects Remaining Orders from the drop down menu.

To view the Remaining Orders the user interacts with the following fields:

**1. The user selects Market field**

To select desired market from the following options

- <empty>
- REG
- CFS
- OFF
- BI
- SO
- DL

**2. The user selects Symbol field**

To select desired symbol from symbol drop down list.

**3. The user selects Type field**

To select the desired order type from the following options

- <empty>
- BUY
- SELL

**4. The user selects Account field**

To enter the desired account number

**5. The user selects Users field**

To select the trader ID belonging to the same member house. If the user is child he/she restricted with his/her own ID.

**6. The user presses enter**

To show all the remaining orders matching the given criteria.

**7. The user right clicks on any column**

To display the cancel order screen for the selected order

**8. The user double clicks on any column**

To display the change order screen for the selected order

**9. The user clicks on Refresh Button**

To refresh the data shown in table

**10. The user clicks on Save Button**

To save the table data in a file

**11. The user clicks on print button**

To take a print out of the data shown in table

### 1.1.1.40 Trade History by User

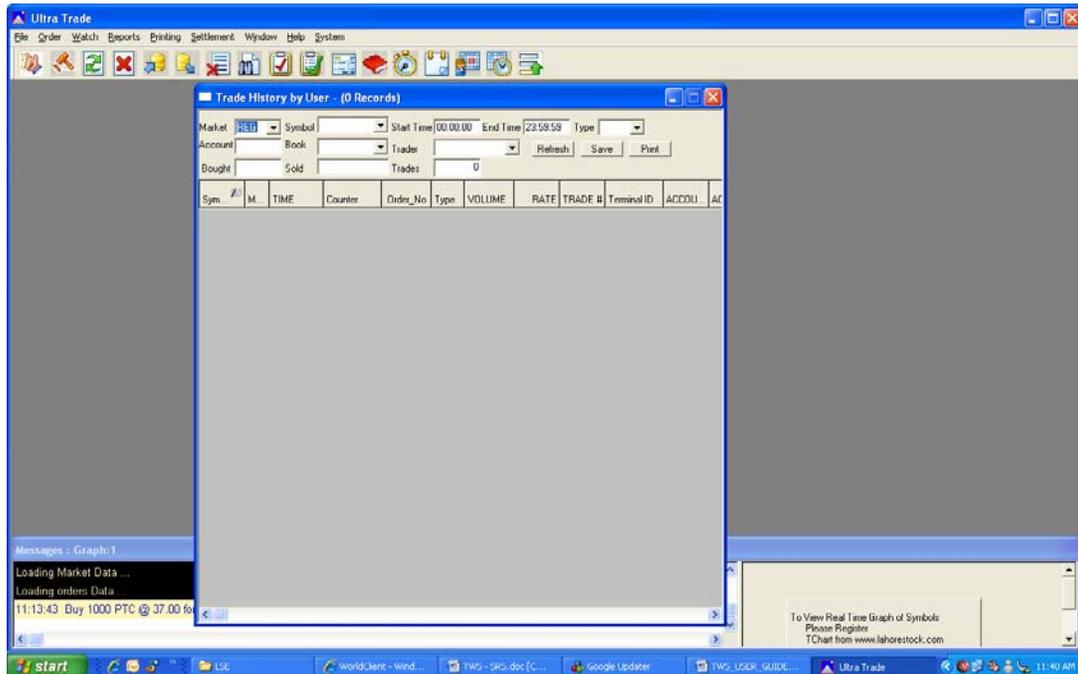


Figure 39: Trade History by User

The Trade History by User Screen is needed to view all the trades that have been taken place on a terminal. Several options on the screen are available to restrict the amount of data displayed and to display only personalized information.

1. The user clicks on Reports Menu.
2. The user clicks Trade History sub-menu
3. The user chooses User from the drop down menu.

To view the Trade History by User the user interacts with the following fields:

**1. The user selects Market field**

To select desired market from the following options

- REG
- CFS
- OFF
- BI
- SO
- DL

**2. The user selects Symbol field**

To select desired symbol from symbol drop down list.

**3. The user selects Account field**

To enter the desired account number.

**4. The user selects Start time**

To enter the start time for displaying trades occurred during Start Time and End Time.

**5. The user selects End Time**

To enter the end time for displaying trades occurred during Start Time and End Time.

**6. The user selects Trader field**

To select the trader ID belonging to the same member house. If the user is child he/she restricted with his/her own ID.

**7. The user selects Type field**

To select the desired order type from the following options

- <empty>
- BUY
- SELL

**8. The user presses enter**

To show all the trades matching the given criteria in a table

**9. The user clicks on Refresh Button**

To refresh the data shown in table

**10. The user clicks on Save Button**

To save the table data in a file

**11. The user clicks on print button**

To take a print out of the data shown in table

### 1.1.1.41 Trade History by Exchange

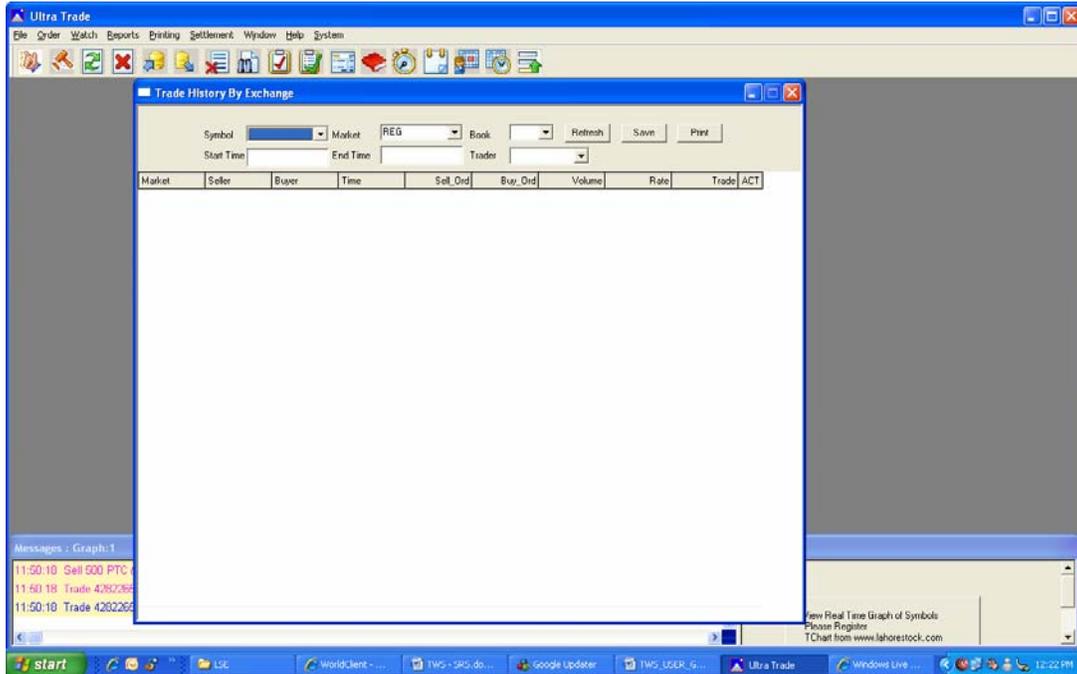


Figure 40: Trade History by Exchange

The Trade History by Exchange Screen is needed to view all the trades that have been taken place in exchange. Several options on the screen are available to restrict the amount of data displayed and to display only personalized information.

1. The user clicks on Reports Menu.
2. The user clicks Trade History sub-menu
3. The user chooses Exchange from the drop down menu.

To view the Trade History by Exchange the user interacts with the following fields:

**1. The user selects Market field**

To select desired market from the following options

- REG
- CFS
- OFF
- BI
- SO
- DL

**2. The user selects Symbol field**

To select desired symbol from symbol drop down list.

**3. The user selects Start time**

To enter the start time for displaying trades occurred during Start Time and End Time.

**4. The user selects End Time**

To enter the end time for displaying trades occurred during Start Time and End Time.

**5. The user selects Trader field**

To select the trader ID belonging to the same member house. If the user is child he/she restricted with his/her own ID.

**6. The user presses enter**

To show all the trades matching the given criteria in a table

**7. The user clicks on Refresh Button**

To refresh the data shown in table

**8. The user clicks on Save Button**

To save the table data in a file

**9. The user clicks on print button**

To take a print out of the data shown in table

### 1.1.1.42 Event Log

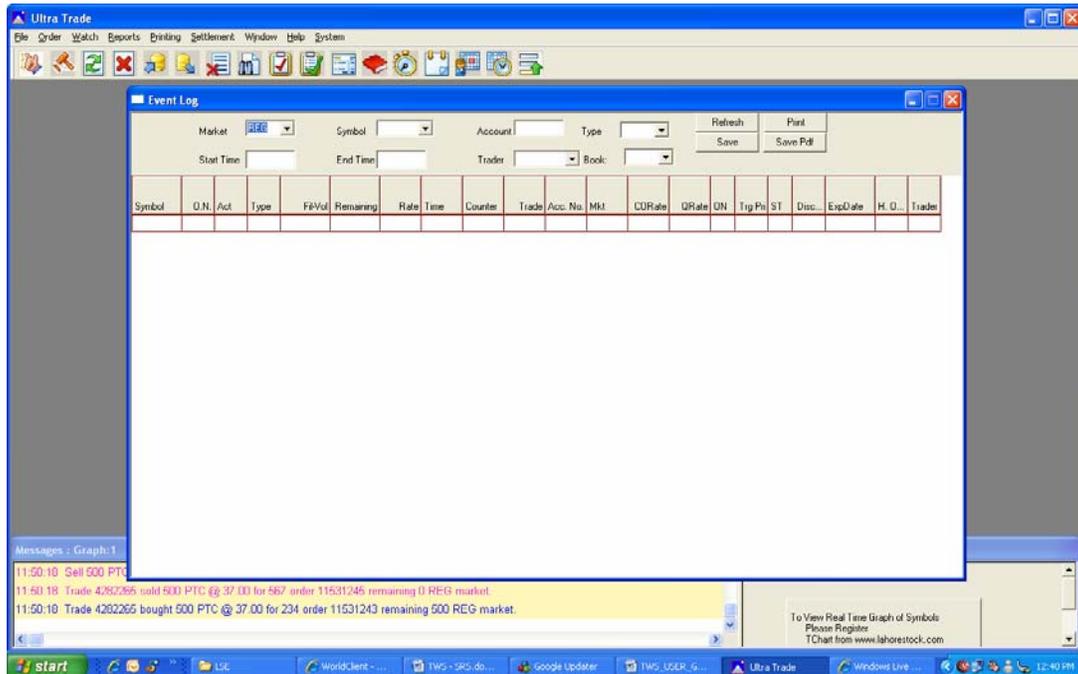


Figure 41: Event Log

The Event log screen at TWS is used to view the detailed history of all the updates, cancellation and trades of all orders that have taken place from the terminal.

1. The user clicks on Reports Menu.
2. The user chooses Event Log from the drop down menu.

To view the event log the user interacts with the following fields:

**1. The user selects Market field**

To select desired market from the following options

- REG
- CFS
- OFF
- BI
- SO
- DL

**2. The user selects Symbol field**

To select desired symbol from symbol drop down list.

**3. The user selects Account field**

To enter the desired account number.

**4. The user selects Type field**

To select the desired order type from the following options

- <empty>
- BUY
- SELL

**5. The user selects Start time**

To enter the start time for displaying events occurred during Start Time and End Time.

**6. The user selects End Time**

To enter the end time for displaying events occurred during Start Time and End Time.

**7. The user selects Trader field**

To select the trader ID belonging to the same member house. If the user is child he/she restricted with his/her own ID.

**8. The user presses enter**

To show all the events matching the given criteria in a table

**9. The user clicks on Refresh Button**

To refresh the data shown in table

**10. The user clicks on Save Button**

To save the table data in a file

**11. The user clicks on print button**

To take a print out of the data shown in table

### 1.1.1.43 Symbol Browser

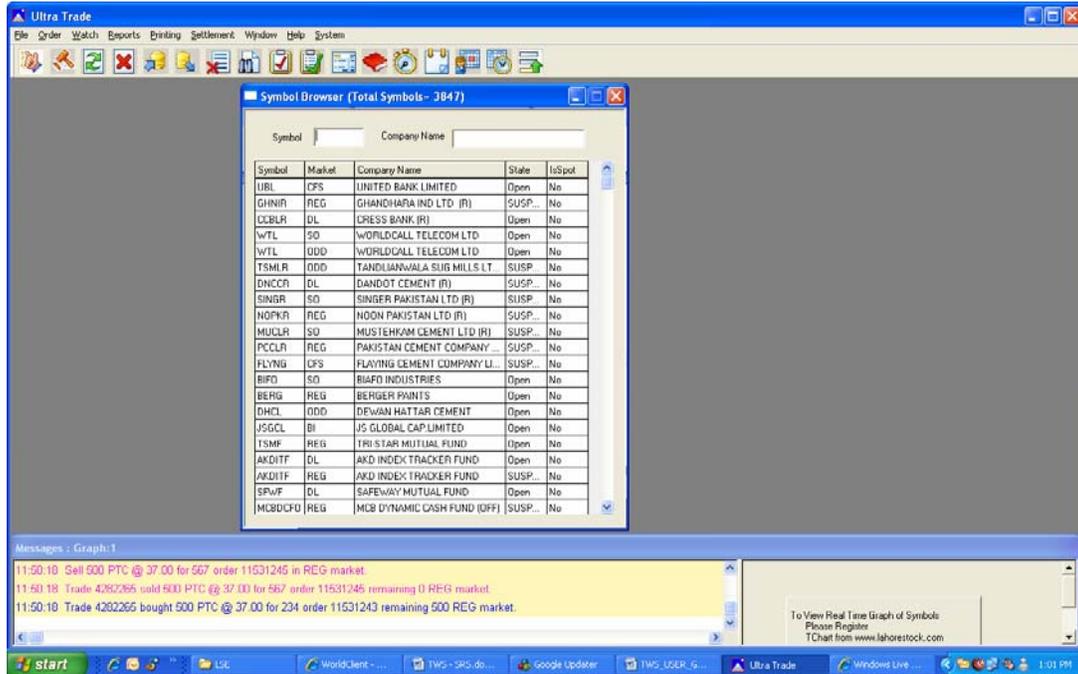


Figure 42: Symbol Browser

The Symbol Browser screen displays all the listed symbols in the exchange, each with its official name, Market Name, spot status and current status.

1. The user clicks on Reports Menu.
2. The user chooses Symbol Browser from the drop down menu.

To view the event log the user interacts with the following fields:

1. **The user selects symbol field**  
To enter the desired symbol
2. **The user selects company name field**  
To enter the official name of company
3. **The user presses enter**  
To shows all the corresponding data in a table.

### 1.1.1.44 Symbol Summary

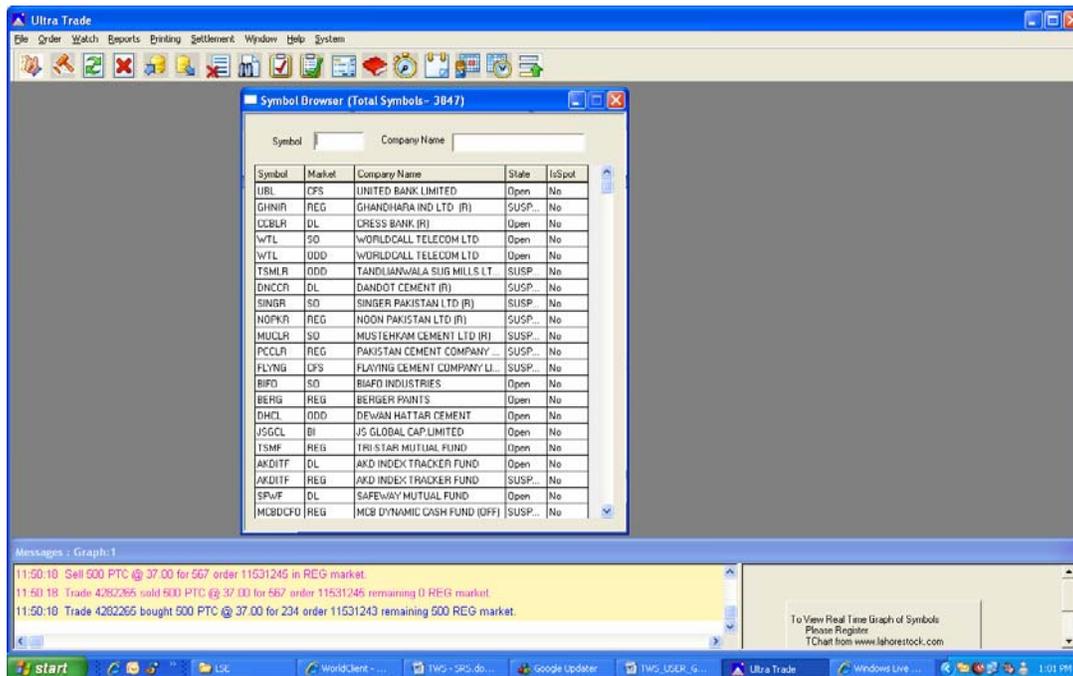


Figure 43: Symbol Browser

The Symbol summary screen is needed to view detailed information of selected symbol on a particular market.

1. The user clicks on Reports Menu.
2. The user chooses Symbol Summary from the drop down menu.

To view the event log the user interacts with the following fields:

1. **The user selects symbol field**  
To enter the desired symbol in the 'Symbol' field
2. **The user selects Market field**  
To select the desired market from the following options
  - REG
  - CFS
  - ODD
  - BI
  - SO
  - DL
3. **The user presses enter**  
To execute the Symbol Summary instruction and to display the symbol summary

### 1.1.1.45 Market Summary

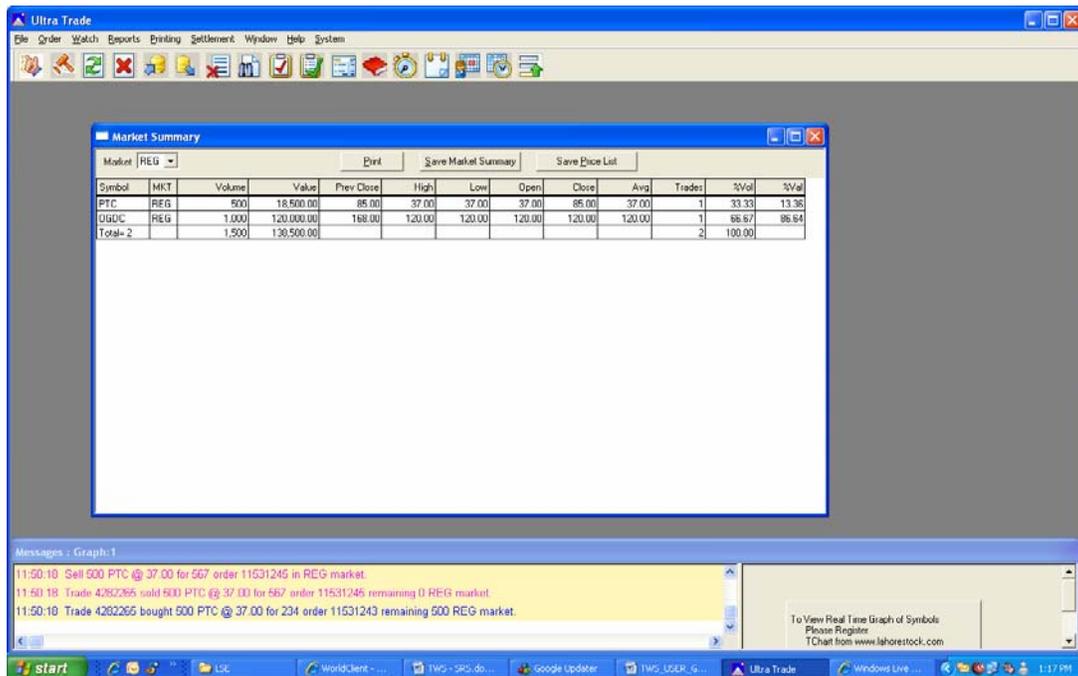


Figure 44: Market Browser

The Market summary screen is used to display all trades of a particular market for the current day to show the overall market characteristics.

1. The user clicks on Reports Menu.
2. The user chooses Market Summary from the drop down menu.

To view the market summary the user interacts with the following fields:

**1. The user selects Market field**

To select the desired market from the following options

- REG
- CFS
- ODD
- BI
- SO
- DL

**2. The user clicks on the Print button**

To execute the print instructions

**3. The user clicks on the Save Market Summary Button**

To save market summary data in a file

**4. The user clicks on the Save Price List Button**

---

To save price list data in a file

### 1.1.1.46 Net Position

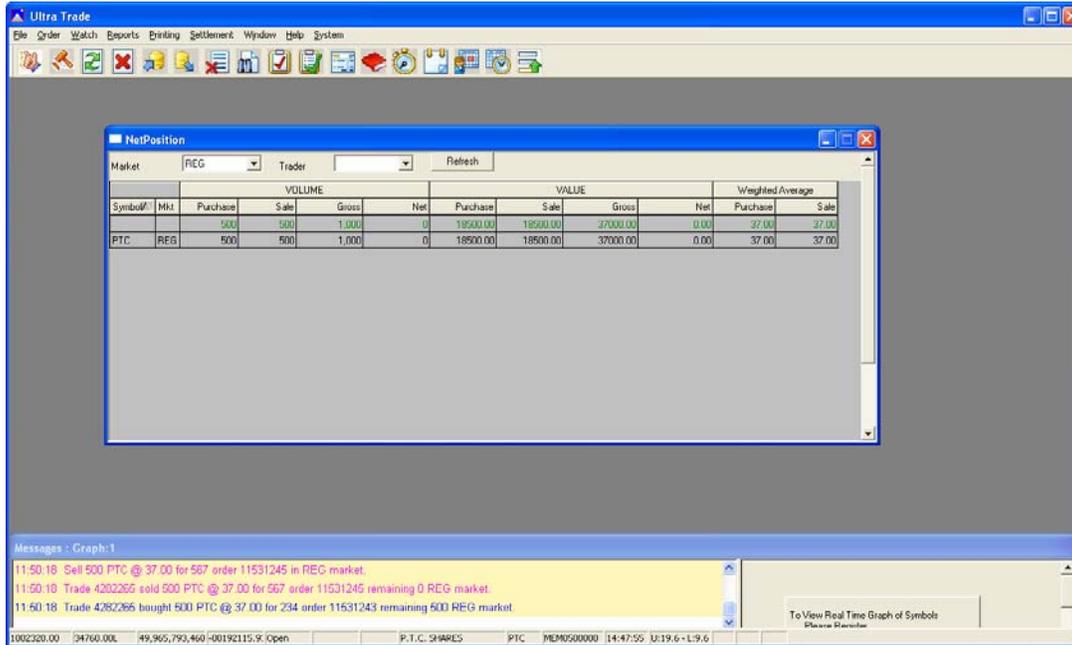


Figure 45: Net Position

The Net position screen is needed to view average purchase and average sales of any member at a particular market with respect to volume and value. It is also very useful to get a clear picture of the NET profit or loss that you have incurred on trades, sorted by the symbol name.

1. The user clicks on Reports Menu.
2. The user chooses Net Position from the drop down menu.

To view the net position the user interacts with the following fields:

1. **The user selects Trader field**  
 To select the trader ID belonging to the same member house to view its net position. If the user is child he/she restricted with his/her own ID.
2. **The user selects market field**  
 To select the desired market from the following options
  - REG
  - CFS
3. **The user clicks on refresh button**  
 To refresh the data shown in a table

### 1.1.1.47 Consolidated Daily Trade log

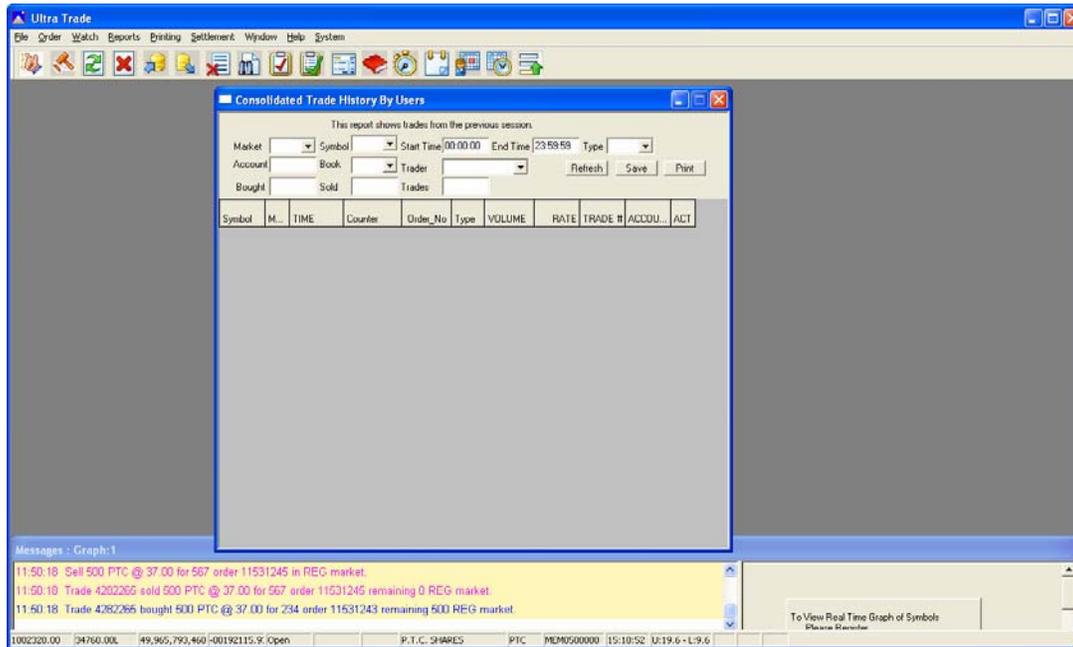


Figure 46: Consolidated Daily Trade Log

The Consolidated Daily Trade Log Screen is needed to view the member’s trade history for trades don’t using Ultra Trade as well as the trades done outside the Ultra Trade.

1. The user clicks on Reports Menu.
2. The user chooses Consolidated Daily Trade Log from the drop down menu.

To view the Consolidated Daily Trade Log the user interacts with the following fields:

**1. The user selects Market field**

To select desired market from the following options

- REG
- CFS
- OFF
- BI
- SO
- DL

**2. The user selects Symbol field**

To select desired symbol from symbol drop down list.

**3. The user selects Account field**

To enter the desired account number.

**4. The user selects Start time**

To enter the start time for displaying trades occurred during Start Time and End Time.

**5. The user selects End Time**

To enter the end time for displaying trades occurred during Start Time and End Time.

**6. The user selects Trader field**

To select the trader ID belonging to the same member house. If the user is child he/she restricted with his/her own ID.

**7. The user selects Type field**

To select the desired order type from the following options

- BUY
- SELL

**8. The user presses enter**

To show all the trades matching the given criteria

**9. The user clicks on Refresh Button**

To refresh the data shown in a table

**10. The user clicks on Save Button**

To save the table data in a file

**11. The user clicks on print button**

To take a print out of the data shown in table

### 1.1.1.48 Print Messages

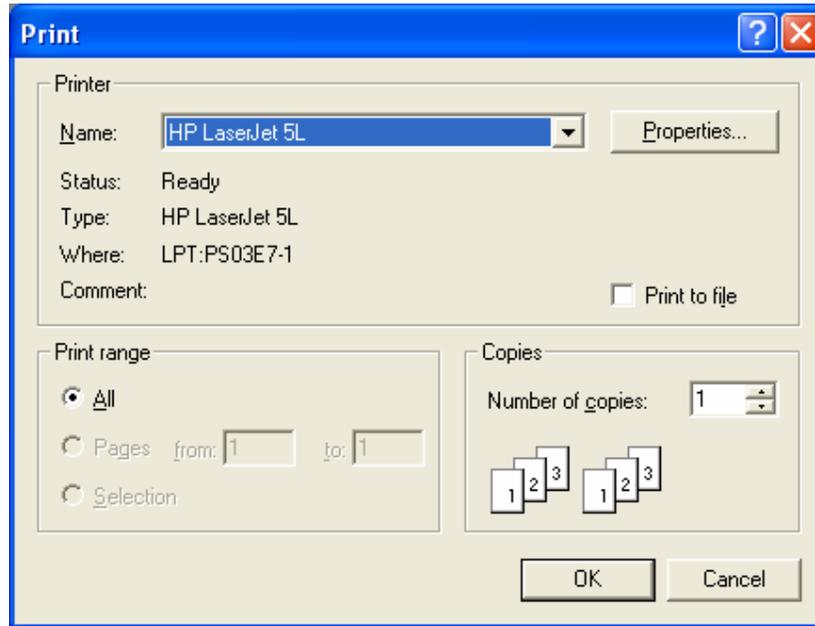


Figure 47: Print Messages

The print messages screen at TWS allows the user to print all the messages since the start of the system. It is needed and used for record keeping.

1. The user clicks on Printing Menu.
2. The user chooses Print Messages from the drop down menu.

### 1.1.1.49 Print History Messages

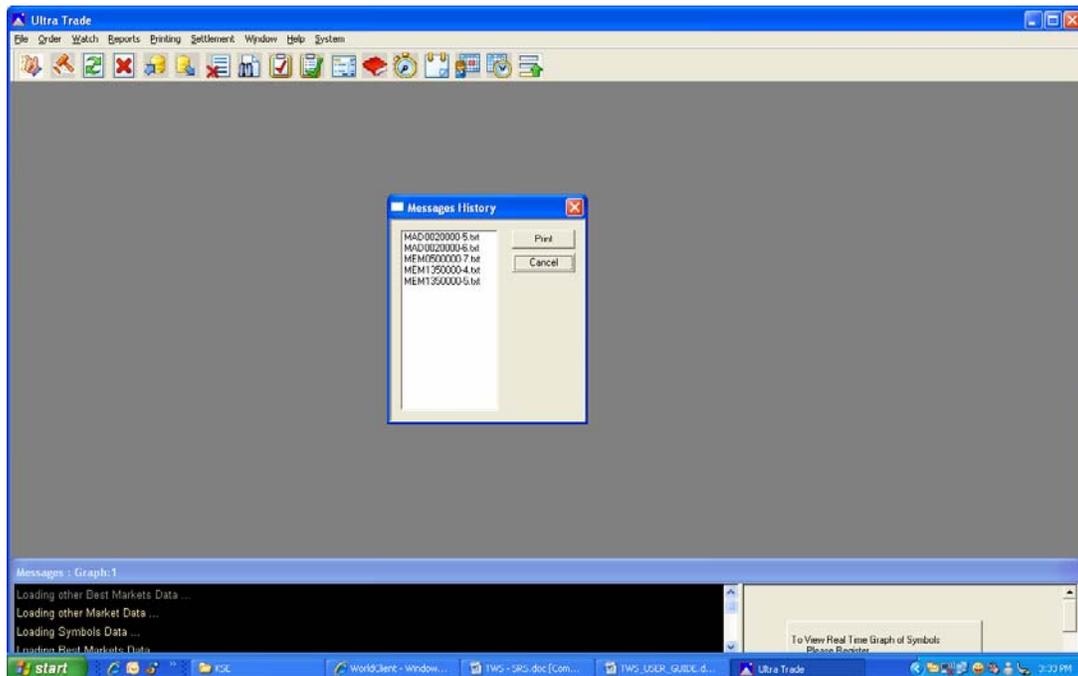


Figure 48: Print History Messages

The Print History Messages Screen is needed to print already saved messages.

1. The user clicks on Printing Menu.
2. The user chooses Print History Messages from the drop down menu.

To view the Print History Messages the user interacts with the following fields:

1. **The user selects saved messages**  
To select any message from the list of all saved messages.
2. **The user clicks on print button**  
To execute the print instructions and the default print dialog box is displayed.

### 1.1.1.50 Purchase Release

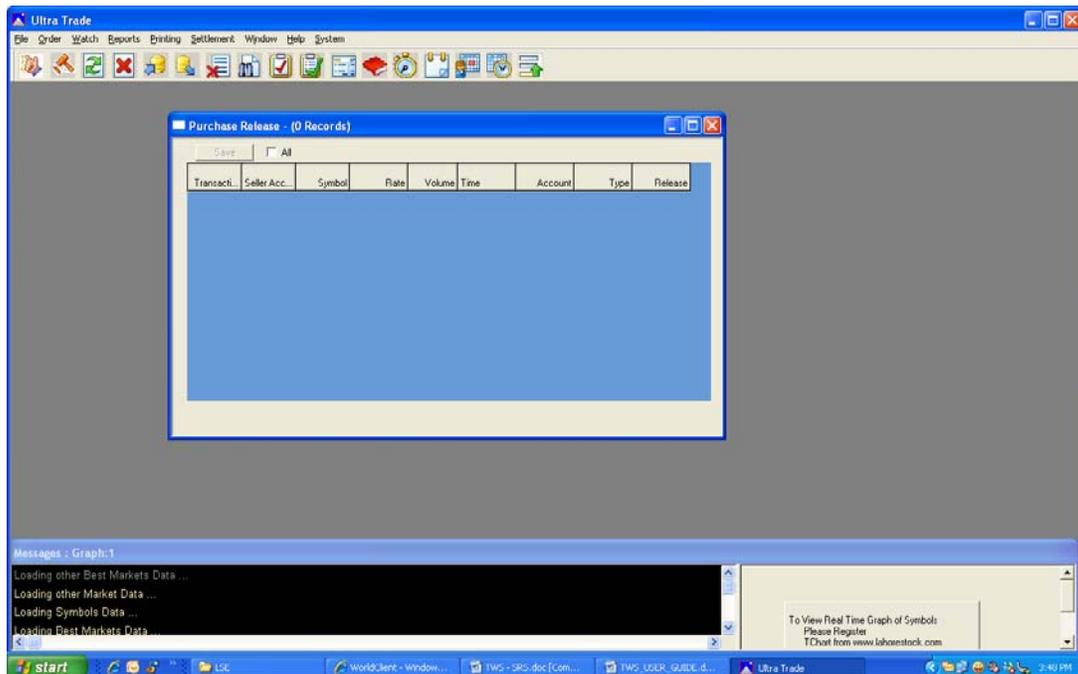


Figure 49: Print History Messages

The Purchase Release Screen is needed to choose to release any buy trade, once the release session is opened.

1. The user clicks on Settlement Menu.
2. The user chooses Purchase Release from the drop down menu.

To view the Purchase Release the user interacts with the following fields:

1. **The user selects All check box**  
To select all the buy orders shown in a below table
2. **The user clicks on Release**  
To release/Unrelease the selected buy order
3. **The user clicks on Save button**  
To executes the release instructions for all chosen orders.

### 1.1.1.51 Sale Release

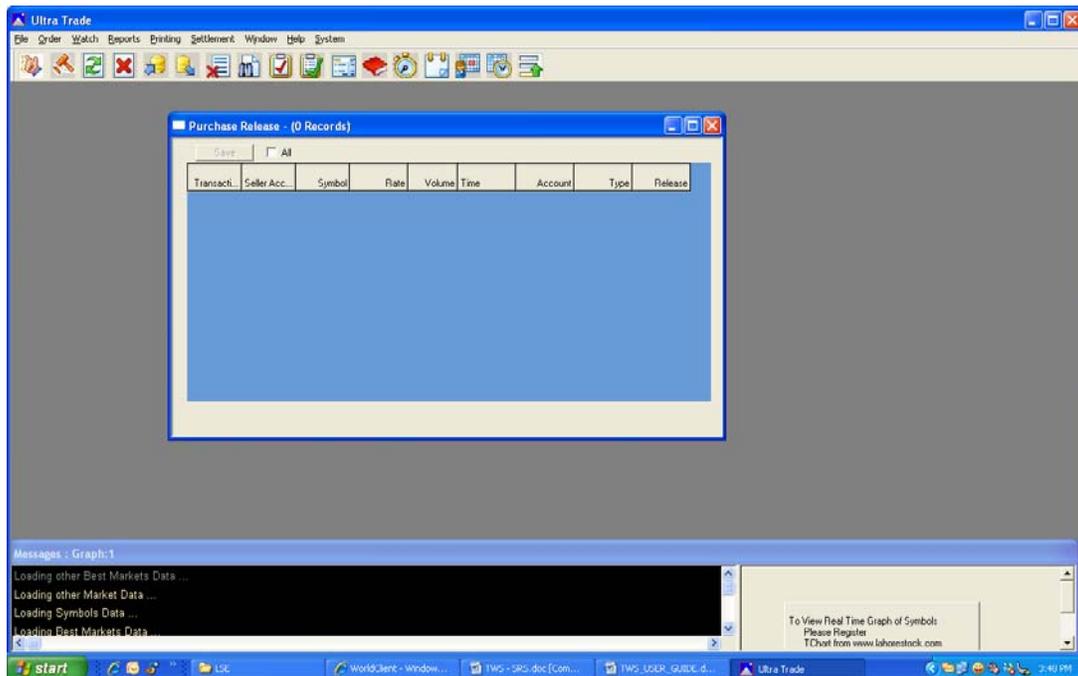


Figure 50: Sale Release

The Sale Release Screen is needed to choose to release any buy trade, once the release session is opened.

1. The user clicks on Settlement Menu.
2. The user chooses Sale Release from the drop down menu.

To view the Sale Release the user interacts with the following fields:

1. **The user selects All check box**  
To select all the sell orders shown in a below table
2. **The user clicks on Release**  
To release/Unrelease the selected sell order
3. **The user clicks on Save button**  
To executes the release instructions for all chosen orders.

### 1.1.1.52 Window Menu

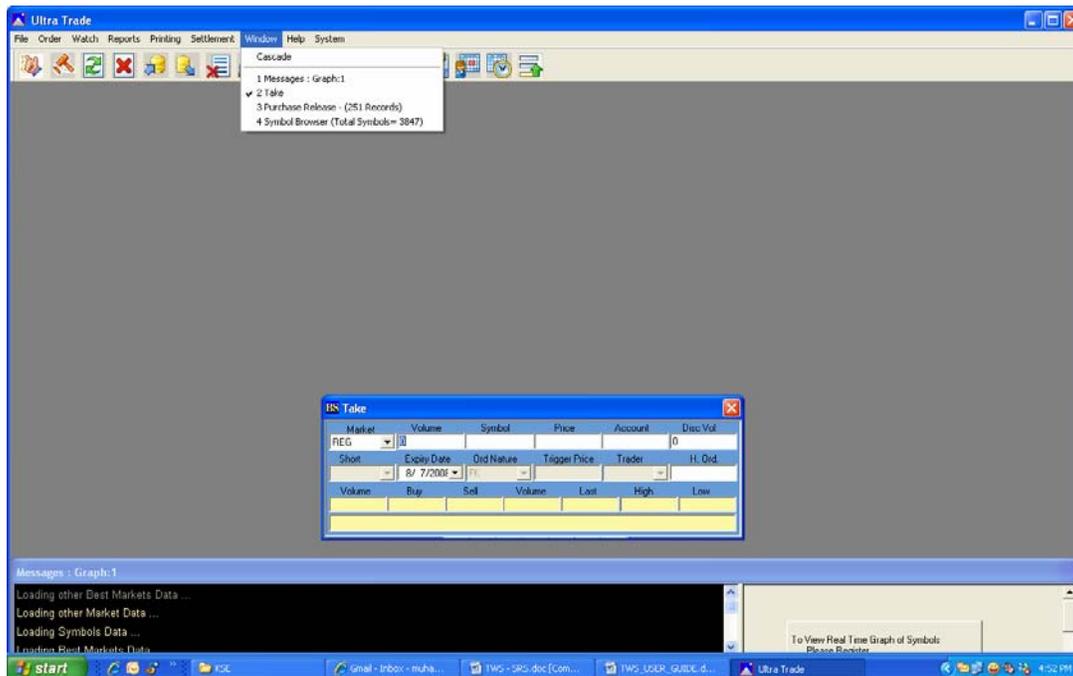


Figure 51: Window Menu

The window menu at TWS is used to list all sub-windows that have currently opened on the TWS. User can click on any window from the list to bring it in front. Cascade option is used to arrange all open windows on TWS so that they overlap each other, with the title bar visible.

1. The user clicks on Window Menu.

### 1.1.1.53 About TWS

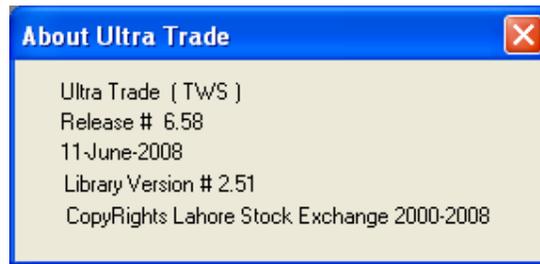


Figure 52: About TWS

The About TWS option is used to shows current version, TWS Release Date, TWS Release Time and other related information.

1. The user clicks on Help Menu.
2. The user chooses About TWS from the drop down menu.