TABLE OF CONTENTS

LOGGING ON

Click on the start button and go to Programs. Select the program. Or, double click the program icon on your desktop. If the logon screen does not appear automatically, select "File" then "Logon" from the menu bar. In the textbox following "User ID", type in the User ID that was supplied to you by your broker. Next, type your password in the textbox following "Password". Check the checkbox before "Remember ID/PWD" and click on Login button.

Figure 1

OPENING A DESKTOP SCREEN
Upon successful installation, your software opens a default desktop screen when you log on. If you want to open a desired desktop screen after you have logged on, go to "FILE" on the menu bar, left click your mouse on "Open Desktop" from the dropdown menu, then double click on the desktop screen file you want to open it. A desktop screen file has the extension ".dsk".

SAVING A DESKTOP SCREEN
You can create your own desktop by first closing all windows and recreate one. To do so, go to "FILE" at the menu bar and select "Clear Desktop". Then begin opening the windows you need for trading. When you are satisfied with your desktop, go to "FILE" on the menu bar. Select "Save Desktop". Enter a file name and click "save". To open your screen, go to "FILE" on the menu bar. Select "Open desktop" and double click on your desktop screen file name. To have your desktop screen open automatically every time you log on, save your desktop screen with the name "default". You can save as many different screens as you like. You can personalize your own screen using any windows you choose.

SET A DEFAULT ACCOUNT

Go to "Setup" on the menu bar, select "Order Templates". Select the exchanges you trade on from the drop down menu following "Exchange." Then select your account from the drop down menu following "Account". Then you can set your default number of shares, your preferred Route, AON/ANY and Time in Force settings at the other boxes or drop down menus. Make sure you set your default for each exchange you trade on. Click OK when you are satisfied with the new changes.

SET TRADING DEFAULT

Go to "Setup" and select "Trading Settings". You can then enable various settings to make your trading experience smarter or with greater risk management. See section on Preparing to Enter An Order of this manual for more information on Trade Settings.

FOUR ESSENTIAL WINDOWS

Windows essential for trading are the Trade Montage, Accounts, Position and Orders. A description of these windows follows.

1. TRADE MONTAGE WINDOW

This is your order entry and Level II quote window. Type the stock symbol in the "Stock box" as shown on figure 2 and hit enter. The title bar of the Trade Montage window displays the stock symbol and the current inside market (the best bid and ask). Previous close (PCL), day's high-low (H/L), last trade (Last), and Volume (Vol) are displayed below the title bar. Net change compared to the previous day's close is displayed in red. A maximum of ten Trade Montage windows may be opened. See figure below:
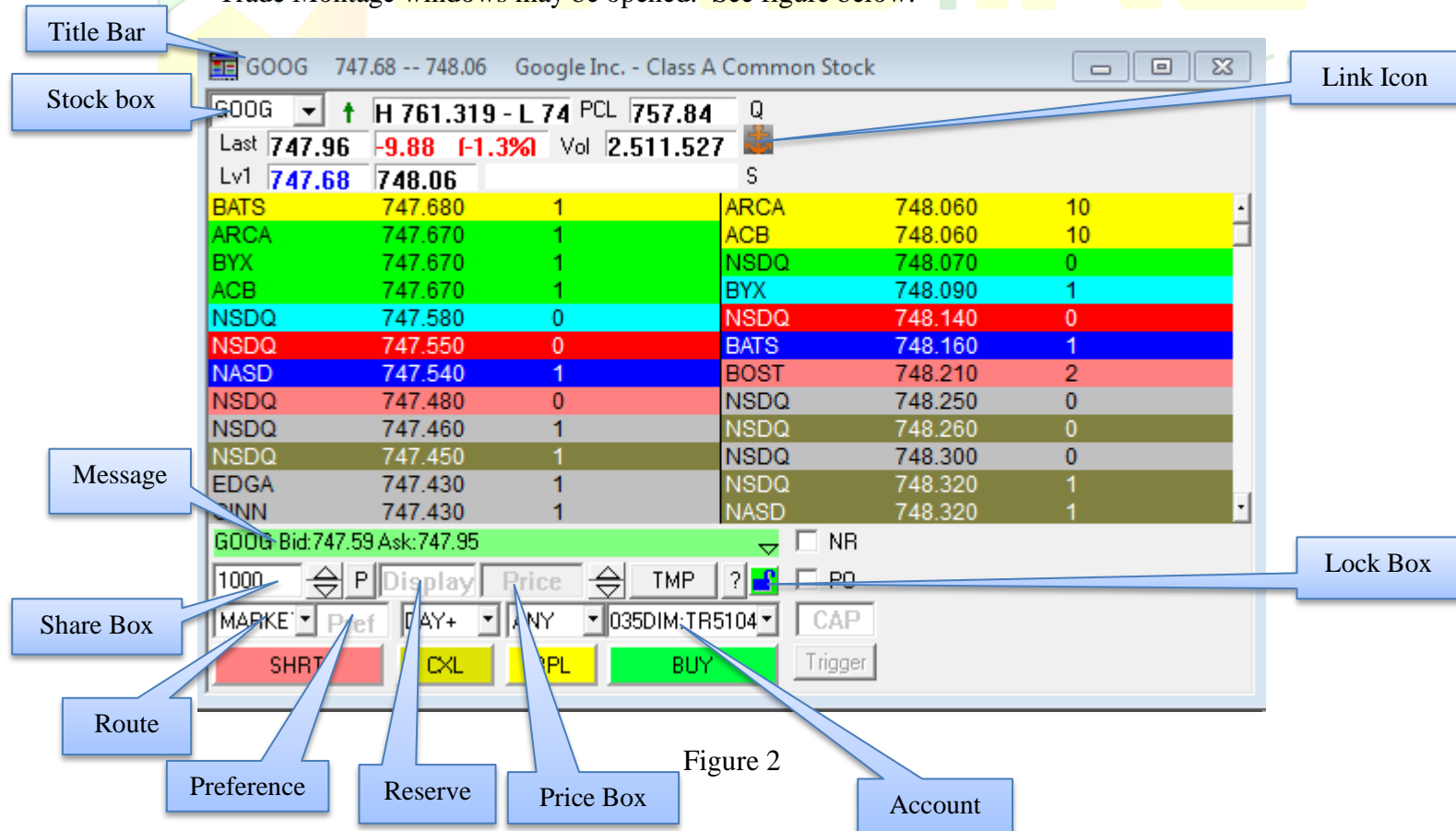

Figure 2

a) UPPER SECTION of the MONTAGE WINDOW

Following is an explanation of the functions of the boxes and buttons on the top portion of the Montage window.

Title Bar

Displays the NASDAQ Inside Market. (Level one, the inside market, and the best Bid / best Ask all mean the same thing).

Stock Box

Type a security symbol here and press Enter.

Link or blue anchor button

Linking Trade Montage windows To Time & Sale and Charts by pointing your mouse cursor on the anchor button on the Trade Montage window. Hold down the left mouse button and drag the cursor to the Time/Sale window and release the mouse button (point, click, drag and drop).

Market Designator

Located above the blue anchor or link button. Because not all NASDAQ securities are the same. Securities can be distinguished by the letter code that appears here.

·Q - NASDAQ
·QS - NASDAQ SmallCap Market
·U - Bulletin Board.
·N - NYSE. New York Stock Exchange
·A -AMEX. American Stock Exchange. Uses order template for N
·u - Pink sheets

b) MIDDLE SECTION of the MONTAGE WINDOW

This is the Level II montage. It contains Market Maker (MM) ID symbols, Electronic Communication Network (ECN) ID symbols (designated by #). To the right of each MM or ECN symbol is the Bid or Ask, and the size of the Bid or Ask. Size is abbreviated, you can multiply them by 100 to get the actual number of shares. Left mouse click on any MM ID or ECN ID to load the Trade Montage window with an order to that MM or ECN at the quoted price. The MM or ECN ID appears in the Preference Box, and the quoted price appears in the Price Box. Click on the displayed share size to load the shares box if desired. When directing an order to a MM or ECN, you must send buy orders at the MM or ECN Ask, and send sell orders at the MM or ECN Bid.

c) LOWER SECTION of the MONTAGE WINDOW
The Green Message bar

The Green Message bar displays the status of your order in real time.

NOTE: Some actions will generate multiple messages. Only the last message will remain in the green message bar. To see the rest of the messages, press and hold the left key of your mouse down on the green message bar. If you want to release the left key of your mouse while reading it, press the key down and slide your mouse cursor to the message box region and lift the left key; To close the message box, click on the green message bar). You can also review your trades by clicking on "Trade Log" under "Trade" in the menu bar.

Shares Box

The preset default is 1000. There are four ways to adjust the number of shares.

1. Use the up /down arrows to the right of the Shares Box. Left click on the appropriate arrow, hold down the left mouse button or use the mouse wheel.
2. Use the forward / back arrow keys on the keyboard. (← *this is a hotkey function*)
3. Move the mouse cursor to the Shares Box and left click to make the field "live" and type in the number of shares.
4. Left click on the quote size on the Level II montage.

To delete the Shares, you can right click on the down arrows to the right of the Shares Box

Preference Box

Located to the right of the Route drop-down box. For more information on preferring Market Makers and ECNs see section *Order Matching*. Type in the MM or ECN you prefer.

Reserve Box

Located to the right of the Position button. The feature is useful if you are sending a large amount of stock to the market but you do not want to display the amount that may result in increasing the price of the stock. You can put the amount you want to display in the reserve box and the true amount in shares box. This feature is not supported by all exchanges, MMs, and ECNs.

Price Box

Located to the right of the Reserve box. There are four ways to set a price:

1. Left click on any Bid or Ask on the Level 2 montage.
2. Use the arrows to the right of the Price Box on the Trade Montage window. The upward arrow increase the price by $.01, the right arrows decrease the price by $.01 . Left click on the appropriate arrow, hold down the left mouse button or use the mouse wheel. When the Price Box is blank, the price always starts at the ASK price.
3. Use the up / down arrow keys on the keyboard to change the price in $.001 increments. Up adds $.001 to the best Level II Bid. Down cuts $.001 from the best Level II Ask. . (← *this is a hotkey function*)
4. Type the price directly in the Price Box.

To delete a Price, you right click on the arrows to the right of the Price Box.

Route Drop-down Box

Click on the arrow to open the dropdown menu. Select the exchange, ECN, or MM you wish to send your order to. Routes ending in M are for market orders, ending in L are for limit orders, ending for S are for orders, and ending in P are for pegged orders.

Account Box

If you trade more than one account, click on the arrow to select the account to be traded. Any account that begins "TR" denotes a training account.

Always select the account after entering the security symbol.
NOTE: Every time you enter a stock on a Trade Montage window, the default order is reset.

Time In Force (TIF)

TIF box is located to the right of Preference Box. The preset default is DAY. All unexecuted Day orders on all ECN routes are cancelled at 6:30 pm ET.

AON/ANY box

AON/ANY box is located to the right of TIF box. ANY is the preset default. (AON stands for All or None). Please select ANY if you are unsure if your desired route supports AON orders.

BUY

Click here to send a buy order to go long, or to cover a short position.

SELL/ Short (shown as "SHRT")

Click here to send a sell order to cover a long position or to enter a Short Sell order. Shorting rules must be observed. The system will reject illegal Short Sell orders.

Shorting Rules:

· UPTICK - May short at the bid or higher.

· DOWNTICK - Must short at least $.01 above the bid. If the spread is .01, you may short at the ASK. You can enter a short sell on a listed security (stock symbols with three or fewer letters, example: GE, LU, QQQ, COM, etc.) on a downtick; however, the specialist on the trading floor won't actually place the order until the stock has an up tick.

· IPO - Initial Public Offerings are not shortable.

· Bulletin Board securities and Nasdaq Small Cap securities are only available by calling your broker and are often not shortable because most are non-marginable. Most marginable securities are valued above $5.

The software automatically checks availability when a Short Sale order is entered. The message "Send Rej Shrt Sec isn't shortable" will be shown if the security is not available to short. Furthermore, traders can check Short availability by entering the Symbol in the Shortlist window on the Trade application option.

CXL

Click here to cancel the last order sent from that Trade Montage window. Or, click the "X" in the X column on the Order window. If you have more than one open order, you have the option of canceling all orders, or just the order on that you click. You also have the option of canceling all open orders for the same security as the order you selected.

TMP

This button otherwise known as the order template restores your default settings to the Montage window.

P (Position) Button

Left mouse click here to automatically load the Shares Box with the number of shares you hold for the security you are trading. Use it immediately after any execution, or anytime you call up a stock in which you hold a position. It is also possible to set your default order to automatically display the number of shares you hold whenever you call up a security (go to Setup on the menu bar and select Trading Settings).

Lock Button

It's green checkmark button located to the right of the "?" button. You may lock your Trade Montage windows to prevent accidental sending of Buy or Sell orders. If you left click your mouse on this button, the button will turn red and become an "X" button, indicating a locked Trade Montage window and that orders cannot be sent.

Route Configure

This function allows you to select your most often used routes, for example ARCAL. To configure right click your mouse at the route drop down box or at anywhere between the Sell, CXL or Buy button. In the "Route Scroll down to toggles between your specified routes. Type in the new route in the order you wish them to toggle. Click Apply to save any changes. Please note you must set your route list per each exchange you trade on, see Figure 3 for exchange select in the Route Box Setting window. To see all available routes, go to Trade and select Route Status. Available routes are in blue fonts, unavailable routes are in gray fonts.
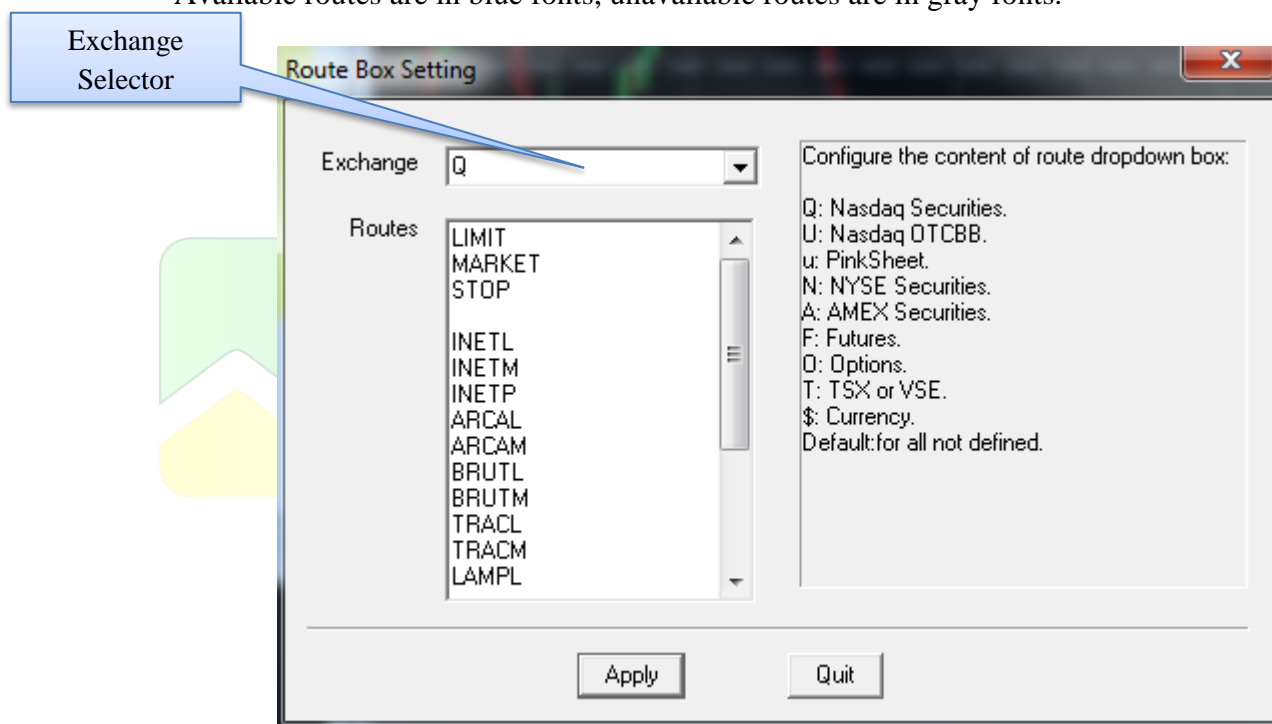

Figure 3

CONFIGURING THE LEVEL II MONTAGE

Right click over the Level II montage, and select the "Level2 Config", a "Level 2 Configure" dialog window will show up. The following parameters can be configured.

Tier Color - Each price level on the Level II montage is color-coded. These colors can be configured to your preference. Left click over a color band to configure the color.

Font - Left click on the Font field to open the "Font" window.

Tier Color Grouping - If you don't like assigning a different color to each different price level, a price range can be specified. For example, if .0625 is entered, color grouping would include all quotes within $.0625, or what was formerly a 16th.

Show Grid Left click to check the box if you want to see a grid on the montage. **Show ECN #** - Normally checked. ECNs are designated with # following the market participant ID (known as MPID). Uncheck if you do not want to see the #.

Optimized Paint (for slow computer) Check this button if you are experiencing hanging due to the data feed.

Tiers Sets the depth (or price levels) of INET, ARCA and OpenBook that are to be displayed on the montage window level 2 section.

Set As Default - You can set the current Level II configuration to be the default setting for all your Trade Montage windows.

Load Default Left click to load your default Level II montage configuration on any Trade Montage window.

Monitor Group(1 and 2) where Two Market Participant IDs may be monitored by entering the MPID in the monitor field. Select text and background colors to make them stand out by left clicking over the appropriate field.

NOTE: Be sure to save your screen to preserve your Level II settings.

2. POSITION WINDOW
Displays all open positions. Right click on a symbol to load a Trade Montage window with that security, the number of shares, and the account in which the position is held.

Symb	Account	Shares	Avgcost	Realized	Unrealized	Bid	Ask	Type	Withhold BP
F	TRJAY	2000	10.49	0.00	-760.00	10.11	10.12	Margin	0.00
GOOG	TRJAY	-100	574.24	0.00	-17051.00	744...	744.75	Short	0.00
QQQ	TRJAY	-1200	62.47	0.00	-5820.00	67.31	67.32	Short	0.00
YHOO	TRJAY	-100	14.94	0.00	-92.00	15.85	15.86	Short	0.00

Figure 4

Columns on the Position window are as follows:
· **Symb:** The security symbol. Right click on the symbol to load a Trading window with that security, the number of shares, and the account number.
· **Account:** Your account number.
· **Shares:** The number of shares.

· **Avgcost**: Average cost.
· **Realized:** If you have sold part of your position, the realized P&L on the sale is displayed here.
· **Unrealized:** Your P&L if you were to close the position at the current market price.
· **Bid** and **Ask:** The current inside market on that security.
· **Type**: Cash, Margin or Short.
· **Withhold BP**: The amount of buying power used if the position was opened on the current trade date.

You may right click in this window, select Config to add additional columns.

3. ACCOUNT WINDOW
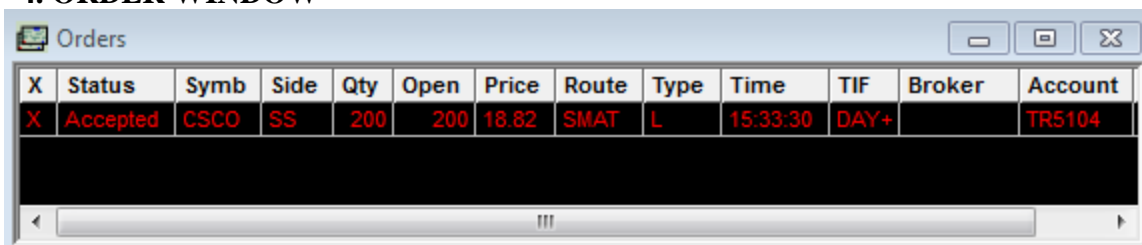Displays account information.

Figure 5

Columns on the Account window are as follows:
· **Account:** Your account number(s). Note: Any account that begins with "TR" is a training account.
· **Type:** Your account type: 1 = cash 2 = margin
· **Realized:** Your P&L for the current day.
· **Unrealized:** Your change in value of all current positions combined.
· **Init BP:** Your Daytrading buying power, loaded daily for your account(s).
· **BP:** Your current buying power. Fluctuates as you open and close positions, also as you send new orders.
· **OverNight BP**: This is your Overnight buying power. It is displayed as a guide. If any position that was opened today exceeds your Over Night buying power, this field turns red, alerting you of that fact. Exceeding OverNight BP (ONBP) will result in a margin call. *NOTE:* If your overnight buying power is less than your Daytrading buying power, the software will not prevent you from exceeding your ONBP.
· **Tickets:** The number of trades for the day.
· **Shares:** The number of shares.
· **+LiqShr:** Liquidity share.

You may right click in this window, select Config to add additional columns.

4. ORDER WINDOW

X	Status	Symb	Side	Qty	Open	Price	Route	Type	Time	TIF	Broker	Account
X	Accepted	CSCO	SS	200	200	18.82	SMAT	L	15:33:30	DAY+		TR5104

Figure 6

The columns are explained below:
Displays all open orders. Right click on the row containing the order, to open the Cancel/Config window. Columns on the Order button are as follows:
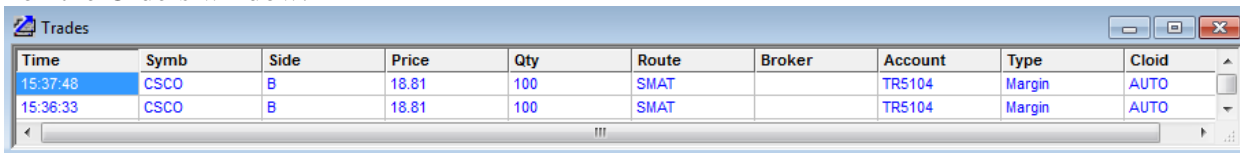· **X:** Left click to cancel an order.
· **Status**: Sending means the order has not yet reached the market; Accepted means the order has reached the market and Canceling means Order is not yet canceled.
· **Symb**: The security symbol.
· **Side:** B = Buy S = Sell
· **Qty:** The number of shares on the original order.
· **Open:** The number of shares currently open.
· **Price**: The price on your order.
· **Route:** The routing selected for your order.
· **Type**: L = Limit M = Market S = Stop.
· **Time**: The time the order was entered.
· **TIF**: The time period that the order is active (i.e. DAY, 1, 2, 3, 5 or 10 min.)
· **Broker**: Preference Broker
· **Account**: Your trader ID

OPENING OTHER WINDOWS
As previously stated, the windows essential for trading are: Trade Montage, Account, Position and Orders. Following is a description of the additional windows you may wish to employ:

Trades Window
Displays all today's trades. The columns on the Trades Window are basically the same as those on the Orders window.

Time	Symb	Side	Price	Qty	Route	Broker	Account	Type	Cloid
15:37:48	CSCO	B	18.81	100	SMAT		TR5104	Margin	AUTO
15:36:33	CSCO	B	18.81	100	SMAT		TR5104	Margin	AUTO

Figure 7

Trade Log
Displays all the messages generated in the Green message bar on the Trade Montage windows. The Log is recorded only on your computer's hard drive. This log has every action you performed on the trading platform for the day. Only the actions performed on one computer will show up on the Log, if you switch computers during the day, then you will have a separate log on the other computer.

Figure 8

Short List Window

This feature queries stocks that are shortable through your broker. Enter the stock symbol in the Symb column and hit Enter. If the stock is shortable, the number of shares available will be displayed. In some cases, additional shares as well as additional securities may be located by calling your broker. Market: Market Designator. See section on Market Designator.

HiRisk: Y = Yes N = No. Stocks designated as HiRisk have a 50% margin maintenance requirement, but always check with your broker for margin requirements.

ShortSize: The number of shares available to sell short.

Figure 9

TIME & SALE

Can be a very important trading tool. It reports trades as they occur. The first column shows the price of the trade. The second column indicates the number of shares. Multiply by 100 for the actual number of shares. The third column shows the time of the trade. The fourth column shows the exchange that shares are trading on. The fifth column is a Flag.

Figure 10

Standalone feature - The Time & Sale window can function alone. It does not need to be linked to a Trade Montage window to function, click on the title bar, type in a symbol and press enter. The full number of shares may be displayed instead of being divided by 100. To do this, right click to open the "Time and Sale Config" dialog window and uncheck "Share / 100".

Linking Time & Sale to a Trade Montage window
Put your mouse cursor on the Anchor Button on the Trade Montage window. Hold down the left mouse button. While holding down the mouse button, drag the cursor to the Time & Sale window and release the mouse button (point, click, drag and drop).

Color Code on Time & Sale
The meanings designated to different color settings are described below:
Green means a trade at the Ask price.
Red means a trade at the Bid price.
White means a trade between the Bid and Ask
Pink means a trade below the Bid
Darker Green means a trade above the Ask.

Configuring the Time & Sale Window

Right click on the Time & Sale window to open the "Time & Sale Config" window. Default colors can be customized. Vertical and/or horizontal grid lines can be added. Full number of shares can be displayed, and the font can be adjusted.

To save your Time & Sale settings as a default, click Save as Default. To load your default settings in any Time & Sale window, click Load Default.

TopList
This is a live market statistics window. It lists NASDAQ (NASD) and New York Stock/American Exchange (LIST) securities in order by most active, and percentage gainers and losers. Right click on a symbol to load a Trade Montage window.

	NASActive	NASGain	NASLost	LSTActive	LSTGain	LSTLost
1	SIRI	BSDM	GLUU	BAC	RSH	EW
2	INTC	JRCC	NFLX	SPY	ANR	VRNG
3	QQQ	GPOR	DCTH	XLF	UVXY	PVA
4	MSFT	PTEN	APKT	EEM	KWK	SVU
5	CSCO	SQQQ	STSI	IWM	NFX	OC
6	AAPL	ARNA	BIDU	S	BTU	PHK
7	FB	FSLR	MNKD	WFC	TVIX	SAND
8	DELL	QCOR	BECN	GE	GTI	NUGT
9	ORCL	OCZ	SQNM	F	UCO	SCO
10	RIMM	VVUS	HA	VRNG	FST	USG
11	GLUU	MPEL	RIMM	AA	WLT	MAS
12	MDLZ	HERO	OPTR	LLY	UPL	MWW
13	MU	CTRP	CTIC	HPQ	NBR	ZMH
14	ZNGA	SRPT	NIHD	C	CNX	TEF
15	EBAY	GMCR	CTXS	BSMX	HK	TSL
16	YHOO	SBAC	PLCM	VALE	WPX	VMW
17	NWSA	RVBD	GRPN	GEN	ACI	LNKD
18	QCOM	AGNC	NUAN	ANR	VXX	MTW
19	CMCSA	KRFT	TTWO	AIG	XCO	SAN
20	SBUX	QLIK	ISIL	EMC	X	FCH

Figure 11

MARKET VIEW
Go to "Quotes" on the menu bar, then "Market Viewer", then select "market view". This window allows you to view data on stocks you wish to track. Enter the symbol in the Symb column and hit enter or arrow up/down on the keyboard. To automatically load your Trade Montage window, right click your mouse on the security symbol.

Symbol	Tick	Change	Last	Bid	Ask	Volume	High	Low	Open	PrevClo
INDU$	↑	-110.12	13473.53	13473.53	13473.53	7,621,683	13592.33	13473.31	13582.88	13583.65
SPX$	↓	-14.4	1441.48	0	0		1455.9	1441.18	1455.9	1455.88
APL	↓	-0.02	34.73	34.44	34.99	270,787	35.09	34.72	34.74	34.75
COMPQ$	↓	-47.33	3065.02	0	0		3108.01	3062.52	3108.01	3112.35
MSFT	↓	-0.59	29.19	29.18	29.19	35,727,247	29.74	29.18	29.68	29.78
DELL	↑	-0.23	9.57	9.58	9.62	24,466,601	9.79	9.5	9.75	9.8
BP	↓	-0.26	42	42	42.12	3,789,247	42.388	41.96	42.26	42.26
FB	↑	-0.42	19.98	19.98	19.99	21,956,158	20.55	19.97	20.4	20.4

Figure 12

Four Market View windows can be opened at a time. The capacity for each window is thirty symbols.

Columns on Market View are explained below:
Symbol: Security symbol
Tick: Show whether the stock is up or down.
Change: Net dollar amount change from yesterday's 4:00PM close.
Last: Last trade
Bid/Ask: Level I
Size: Size of the Inside Bid and Ask price.
High/Low: Today's high and low
Open: Today's opening trade
PrevClose: Yesterday's 4:00PM closing price.
Volume: Today's total volume
TodayClose: Today's 4:00PM closing price
% Change: Percent change from yesterday's 4:00PM close.
Range: How much the stock moved up and down for the day

Configuring the Market View window - Right click anywhere except on a security symbol and select Config. Click on the Column heading and then click the Up/Down button to move heading. You can open up to five Market Viewers and load up to forty symbols in each viewer.

Tool Bar

Figure 13

As shown in the figure above, from the Left to the Right, the tool buttons are: Trade Montage, Account, Position, Orders Windows, Trade log, Time & Sale, Option, Market Viewer, Top

List, Level 1 Ticker, ECN book, Chart, News, Predefined order, Alert& Triggers, Internal Mail, Network Configure, Hot Key Configure, Market Clock and Direct Access Software website.

L1 Ticker

This level I ticker is for securities which symbols you enter into the window. Whenever the Level I quote changes on your selected securities, the new Level 1 quote is displayed.
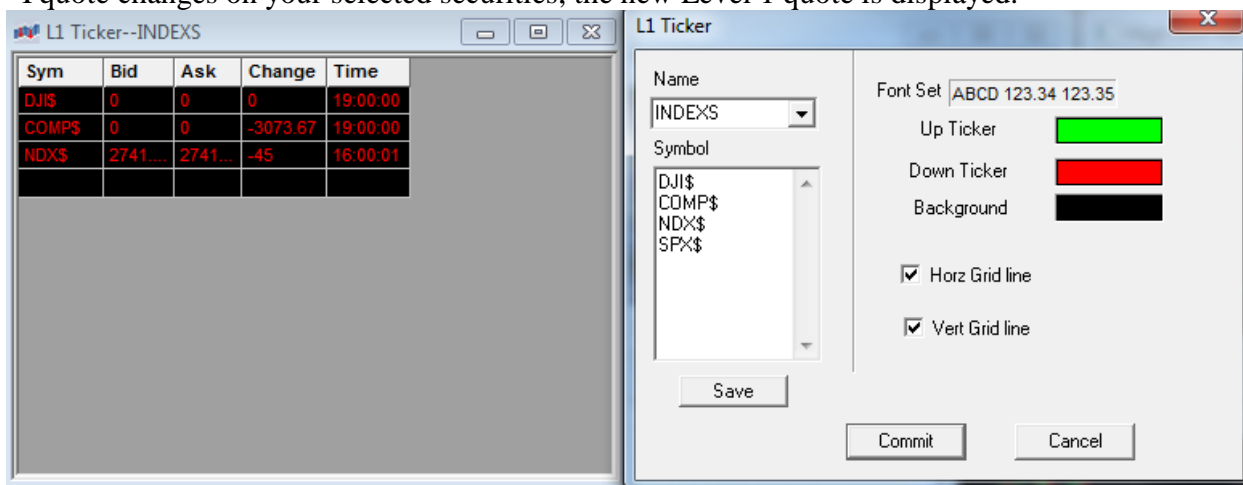

Figure 14

To load your Ticker, right mouse click on the Ticker window. In the upper field type a name for the ticker. In the field below, type the security symbols in a vertical column. Click Save and Commit. An unlimited number of tickers may be configured although only one at a time can be opened. To configure multiple tickers, delete both fields and enter a new ticker name and new symbols, click "Save" and "Commit". Additionally, colors, fonts and grid lines can be configured.

CONFIGURING WINDOWS

For all windows, a right mouse click opens a configuration option. Fonts and Colors are configurable on all windows. For the Market View window, right click anywhere except on a security symbol. For the Top List window, Right click anywhere on the numbers on the left or the column titles on top. For the Account and Position windows, right click anywhere except on a security symbol.

INTERNAL MESSAGES

Internal messaging is accessible via the "Tools" from the menu bar then "Internal Message" option. When mail has been sent to you, an alert will be displayed on the title bar of the screen. To clear the alert, click anywhere on the new message to open the Internal Message window. To reply to a message, click anywhere on the message, and then click the Reply button. Type in your reply, and click the Send key. Messages must be sent to a specific User ID. This feature is frequently used by our system administrators and your broker to send updates on route status intra-day. For specific issues on your account, please contact your broker directly using a regular e-mail system.

CHARTS

Linking Charts to a Trade Montage window

Figure 15

Put your mouse cursor on the Anchor button on the Trade Montage window, left click, hold down the left mouse button. While holding down the mouse button, drag the cursor to the Chart window and release the mouse button (drag and drop).

AREAS

The default chart window opens with two "AREAS" or rectangles. Each AREA can display up to 15 different studies. AREAS can be moved up or down, minimized, maximized and closed by right clicking on the chart window and choosing "Chart Area". The solid horizontal line between AREAS is used to change the relative size of the AREAS. Put the mouse cursor over the line. A vertical arrow appears with the message move. Press down the left key of your mouse and drag the horizontal line up and down to change the relative size of the AREAS.

HISTORICAL DATA Move the mouse cursor to the left of the Chart window until you see an arrow like ◄━. Left click to recall up to five previous days of minute chart data, or day chart data back to 1970 or whenever the symbol started trading.

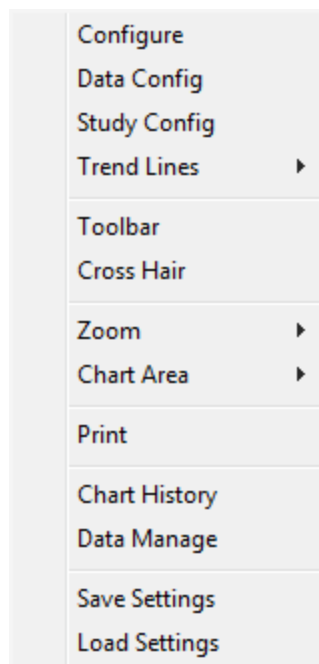RIGHT click anywhere on the chart. A dialog box opens with the following options.

Figure 16

- **Configure** is the dialog setting to add grid lines to the chart, change background and label line color. Change Line Style, Color and width. Set Screen Colors - Allows adjustment of Background, Grid, and Label colors. Load Screen Setting - Load a previously saved .cst file (See below) Save Screen Setting - Save a chart configuration as a .cst file. Clear Screen Setting - Totally clears the chart window of all data.

- **Data Config** is the Data Config Dialog that allows you to set Type - Choose Minutes or Day Chart Point. Choose the desired Minute or Day Interval from the dropdown menu, or directly type in the number of minutes or days. If you want to show Pre/Post Market, check the box. You can configure at "From" and "To" to select the specific start and end date/time of the data you wish to view. Left click at anywhere on the chart to display data for that particular point in time. You can change or assign the symbol for the Chart in this window as well.

  NOTE: The amount of data that can be retrieved with one request is limited. Overlays further limit the date or time range available with one request. However, once chart data is retrieved, it is stored in your computer's memory. Subsequent requests will allow more historical data to be retrieved. For example, two or three days of minute chart data can be retrieved with one request. Four or five days will exceed the limit for one request. Start by requesting two or three days first, then requesting four or five days of minute chart data. The same applies for day chart data.

- **Study Config** allows you to select various studies to be displayed on the chart. For Example: Price, Volume, Moving Average, , StoChastics, Momentum and to the more advanced studies. Right click on a specific AREA to open the "Study Config" diaglog window. Click on a study on the left, in the "Studies" field. Click the right arrow or double click on the study to move the study to the "Studies in chart" box on the right.. Studies UP/DOWN

determines the order of overlaid studies in the AREA. The study on the bottom of the list is drawn first. Studies higher on the list will be overlaid on studies lower on the list. The scale displayed will be that of the study on the top of the list.

- **Chart Area** allows you to add new area, overlay, remove, move or configure the chart area. Such as the following:

  Show Label - The time reading.
  Show Ruler - The horizontal scale.
  Show Last Sale Price - Displays the last trade price.
  Show Control Box - Symbols highlighted in yellow, in the upper left corner.
  Show Study Info - Displays a color coded list of the AREA's studies, in the upper left corner. (May be obstructed by the chart study).
  Show Prev Close Line

- **Tool Bar** can be removed from the chart by unchecking the Tool Bar option. All options described in this section can easily accessible from here.

- **Zoom** allows you resize the data range by selecting "In" or "Out", the Up/Down Keyboard Arrow Keys allow you to do the same thing. "Best Fit" allow you to restore a zoomed-in chart to full view.

- **Chart History** is a list of the last twenty charts displayed in a chart window, it allows you to edit the screen setting, manage data and edit Symbol history. Double click on a symbol to display that chart. Use Move Up / Move Down to change the chart order. Use insert to insert a new chart in the list, etc.

- **Data Manage** If for some reason, such as a bad connection, the chart data stored in your computer's memory is corrupt, click Remove to delete it.

- **Print:** Print out the chart.

- **Trend Line** allows you to either draw or remove Trend line on your chart. Also available are the Ray Line, Horizontal and Vertical Lines.

- **Fibonacci Lines, Project and Arch** are configurable and removable on your chart if your user is enabled for Advanced Charting.

ARROW KEYS ON THE KEYBOARD
Up/Down arrow keys allow you to zoom in and zoom out. Once in Zoom Mode, Left/Right arrow keys allow you to move horizontally along the time line.

SCROLL BAR
Once in Zoom Mode, a scroll bar appears on the bottom of the chart window. Press down the left key of your mouse on the scroll bar, a window will pop up to display the date and time, you can move the scroll bar left or right, the date and time display will change. Release the mouse button and the first bar on the chart will be the date and time from the display.

PAGE UP / PAGE DOWN
This feature scrolls through the last twenty charts that have been displayed on that Chart window.

HOT KEYS

Go to Setup and select Hot Key. Hotkey command is case sensitive. Be careful. For more information about hotkey, please read our separate document by going to "Setup" on the menu bar and then selecting "Hot Key" and clicking on the "help" button on the "Hot Key Configure" dialog window that will pop out.

ALERT AND TRIGGER

Alerts allow you to define parameters, that when met, will trigger a visual and/or audible alert. Additionally, the alert can be set to trigger a Predefined order.
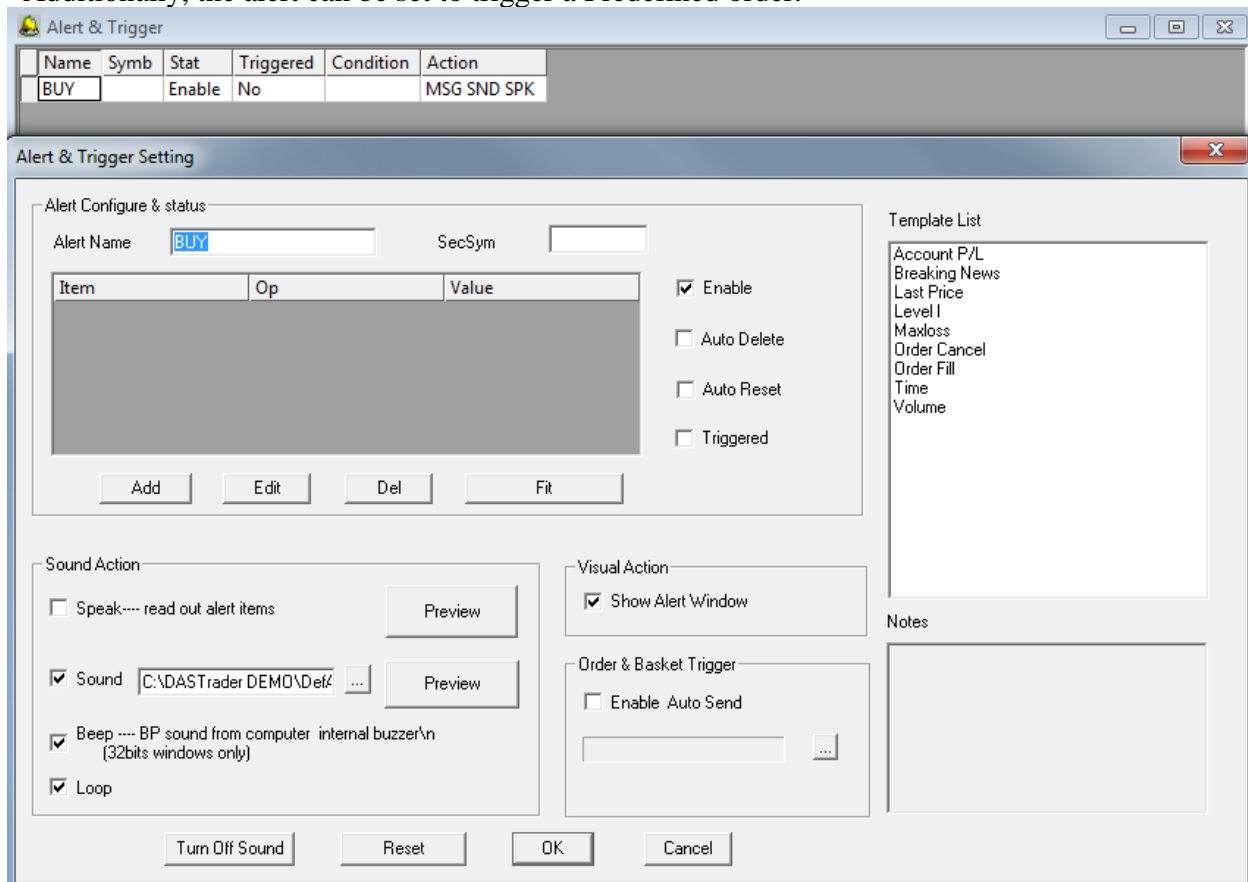

Figure 17

Select "Alert &Trigger" from "Tools" on the menu bar. The "Alert" dialog window will show up

To add a new alert and trigger, right click your mouse on this dialog window and select "Add" from the popped-out menu. Assign a name in the Alert Name field. Set the symbol in SecSym field, unless the alert is based on time of day. Then click the Add button to set the parameters. Multiple conditions can be added to the same alert. You can then enable sound as well as visual action.

For an existing alert, you can left click on it to highlight it, then right click, a pop up menu will allow you to edit or delete it, or to add another alert. Double click on the existing alert, the "Alert & Trigger Setting" dialog will pop up to allow you to edit it or add additional alert

parameters. The **Fit** button on the right allows you sizes the columns to fit the data. The "Turn Off Sound" allows you to silence a triggered audible alert.

More functions are described below:

Enable: When checked the alert is enabled.
Auto Delete: When checked the alert will automatically be deleted once it has been triggered.

Repeat: When checked the alert will be retriggerable whenever the condition is met.
Triggered: When checked, the alert is marked as having been triggered.

Show Alert Window: When checked a window will pop up upon triggering of the alert.
Sound: When checked, an audible alert will be generated from the speakers connected to the sound card of your computer upon triggering of the alert.
Beep: When checked, an audible alert will be generated from your computer's internal speaker upon triggering of the alert.
Loop: When checked, the audible alert will be continuously repeated. To silence it, uncheck the "Sound" checkbox at the left bottom corner of the alert window that will pop up, or double click on the alert item on the "Alert" window and click on the "Turn Off Sound Click" on the "Alert and Trigger Setting" dialog window that pops up.
Browse: Allows you to select a wave file of your choice to replace the default sound.
Preview: Allows you to preview the selected audible alerts.
Enable Auto Send: When checked, a specific predefined orders will be triggered.
Browse: Opens the "Select Order or Basket" window. Baskets Groups or predefined orders may be selected for triggering when Alert parameters are met.

Turn Off Sound Click to silence a currently triggered audible alert.
Reset Allows you to reset a triggered alert.(Equivalent to unchecking the "Triggered" checkbox).
OK Click to save your settings.
Cancel Click to cancel your changes.

PREDEFINED or **BASKET ORDER**
Predefined orders can be used independently or in conjunction with alerts. Go to "Tools" on the menu bar and select "Basket". Size and position the window as you like. Size and position of the window will be stored in memory. To add a "Basket" or "Predefined" order, right click and select "Add Order" from the pop up menu. (Or double left click anywhere in the window).
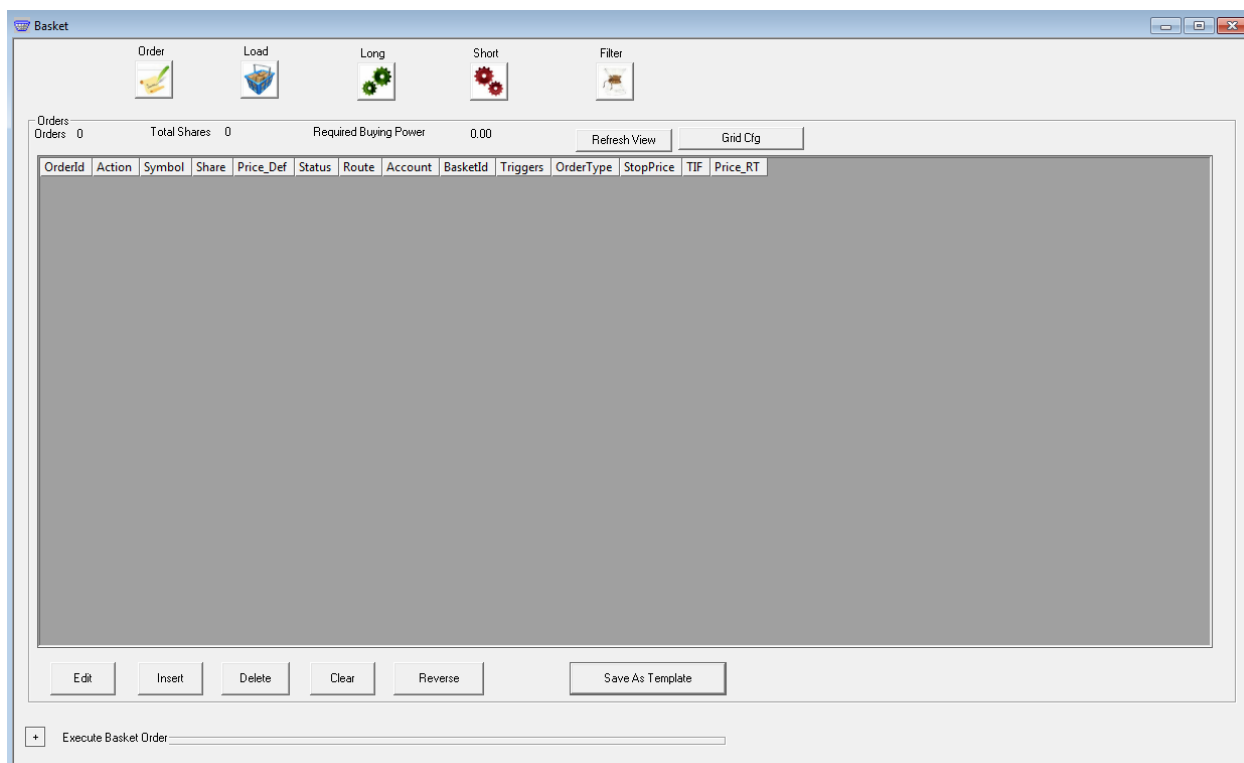
Figure 18

The "Order Prepare" dialog window opens.

Order Name: Give a name to the order if you want.

Baskets Name have been designated (See Below), orders are assigned to a Group here.

Account: Select the appropriate account from the drop down menu.

Action: Indicate whether the order is to BUY, SELL or SHORT. **Symb:**
Enter the security symbol.

Share: Enter the share size or select "Position" to sell the entire position.

Price: Enter the price directly (for instance 23.95) or select from the drop-down and define the price as a certain increment or decrement in addition to the Bid or Ask when the order is triggered.

Route: Select the appropriate route for the predefined order.

Enable: When checked the order is ready to be triggered.

Auto Delete: When checked the order will automatically be deleted after it has been triggered.

Triggered: When checked indicates the order has already been triggered.

OK: Click to save your settings.

Additional Functions

Select "Basket" from the menu bar and right click anywhere on the window. The following options are displayed.

Trigger: Right click on a specific Basket order and select "Trigger" to trigger that order.

Trigger All: Right click anywhere on the window and select "Trigger All" to trigger ALL displayed orders.

Add Order: Select Add to add a new Basket Order.

Edit Order: Right click on a Basket Order to edit that order.

Delete Order: Right click on a Basket Order to delete that order.

Filter: Right click anywhere on the window and select Filter. The "Basket Order Filter" dialog window will be opened. Enter the parameters you wish to filter by. Multiple predefined or basket order windows can be opened, with each window filtered by a different group, for example, "TECH Group" in one window; "RETAIL Group" in another.

Basket Define: Right click anywhere on the "Basket Order" window and select "Basket Define". In the "Name" field enter a name for the group you wish to add. Click "Add" to add that group to the list.

Modify Name: To change the name of a Group, right click on the Group name and then change. Click Modify Name to save the change.

Delete: To delete a group, left click on the Group name and click "Delete".

STOP ORDERS

Select the route STOP from Route drop-down menu. Bring up a security in which a position is held on a Trade Montage window. Select the appropriate route designated for stop orders. If you are "Long" for the position, click the "Sell" button. If you are "Short" for the position, click the Buy button, the "Stop Order" dialog window will show up. See below:
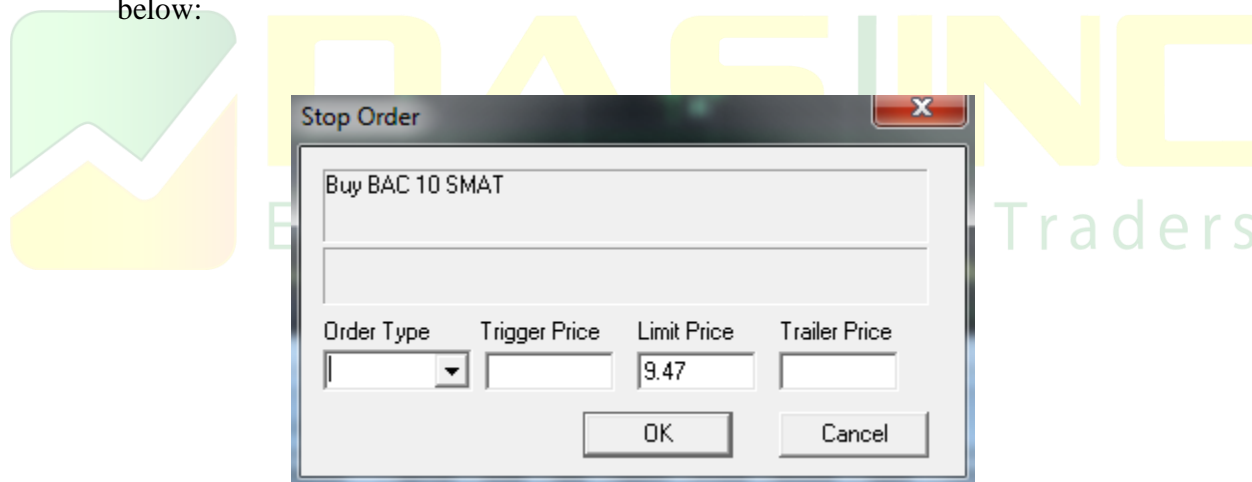

Figure 19

Order Type: Select Limit or Market or Trailing or Range stops. **Limit Price:** For a Stop Limit order two prices must be entered.

Trigger Price: This is the price that triggers the stop order.

Limit Price: This is the price beyond which your order will not be executed.

> For a Sell order, set the Limit Price below the Trigger Price.
> For a Buy order, set the Limit Price above the Trigger Price.
> Market: For a Market Stop only one price is entered.

Click OK to enter the Stop Order.

MISCELLANEOUS FEATURES
OverNight Buying Power Check
Go to Tools on the menu bar and select Overnight BP Check.
If any new position(s) you have opened during a day exceeds your ONBP, a pop up message will alert you. (There is also an alert on your Account window. The OverNight BP field turns red.)

Exporting Trades to Access database or a text file
On Trade option on the menu bar select Report to generate trades for Orders, Execution and Tickets. Select a Format. You can choose either text file that can be imported into a spreadsheet application. If you select Access database, it will export into Microsoft Access. Click Export to start the process once completed the report is opened in MS Access or CVS (text) file.

News Windows
Real time news is available in the software. Go to Tools on the menu bar and select News. Right click and select Get Next 20. This will load twenty headlines. Left clicking on the headline loads the story in the window below. Right click your mouse, from the pop up menu, you can filter the headlines by symbol or by a category. See figure below:
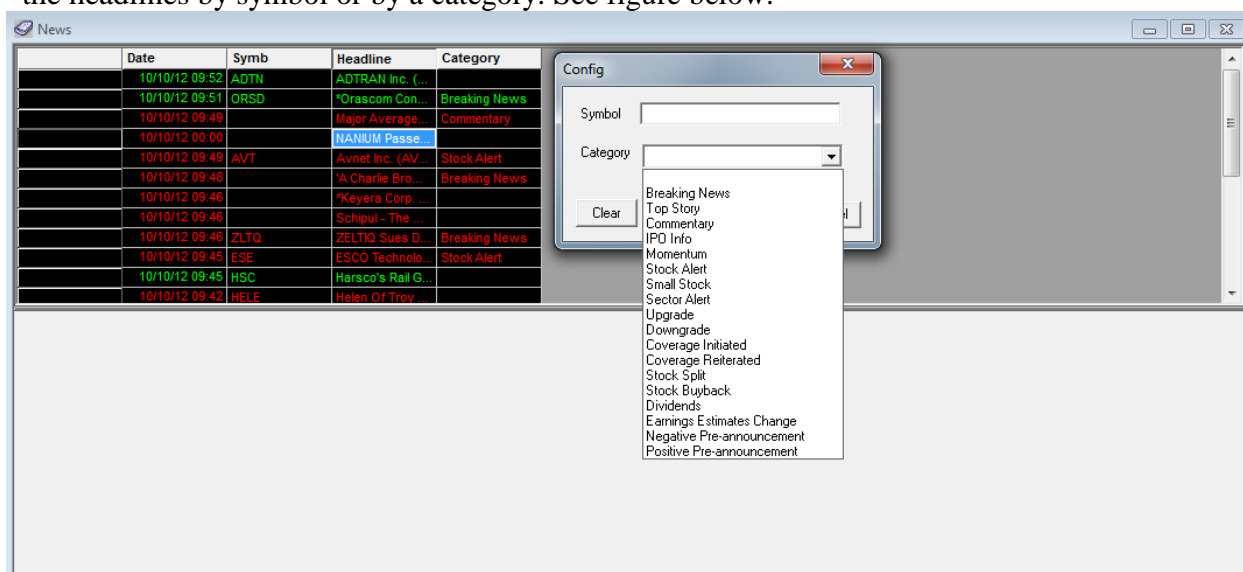

Figure 20

ECNs (Electronic Communication Networks)

> **ARCA** Archipelago ECN
> **ATTN** Attain ECN
> **BTRD** Bloomberg Trade Book ECN
> **TRAC** Track ECN
> **NTRD** Nextrade ECN

ORDER MATCHING
ECNs are designated (if configured) on the Trade Montage window with a pound sign following the symbol, for example, ARCA#. We connect with some ECNs directly. To trade with an ECN, left mouse click on the ECN symbol. An order to that ECN will be set up on the Trade Montage window. Click the BUY button to buy at the Ask. Click the SELL button to sell at the bid. If the shares are available, your order will match with an immediate execution.

Since our connection to the ECNs are Direct, if you do not get the shares for any reason, your order, or the unexecuted portion of your order, will be posted to that ECN's Book.

POSTING ORDERS ON AN ECN BOOK
While our connection to an ECN is direct, you have the option to post your order on any ECN book, in addition to matching orders that you see. Furthermore, if there is no immediate match for your market orders and marketable limit orders on the ARCA, ARCA will actively route out your orders to other ECNs and market makers. But you can choose not allow ARACA to do this by checking the "NR" checkbox at Trading Montage window.

Useful direct connection ECNs include INET and ARCA
INET:
      Any number of shares.
      8:00 AM ET to 6:30 PM ET. Limit only.
      All open INET orders are cancelled at 8 PM ET.

ARCA
      Any Number of shares.
      8:00 AM ET to 6:30 PM ET. Limit orders.
      9:30 AM ET to 4:00 PM ET Market orders.

      Limit orders entered between 8:00 a.m. and 4:01 p.m. are canceled at 4:02 p.m. ET.
      Limit Orders entered after 4:02 p.m. are canceled at 6:30 p.m. ET.
      Market Orders are canceled at 4:00 p.m. ET.

      ARCA   Book order matching and SmartBook order routing.
      ARCAL Limit order
      ARCAM Market order

ARCA matches buyers and sellers on the ARCA book. When an ARCA order is matched, it's executed instantaneously. The program utilizes a direct connection to ARCA, providing order entry and execution as fast as today's technology allows.

ARCA book is not displayed on the Level II montage. However, Nasdaq displays the best bid and the best ask from the ARCA book on the Level II montage. If your order represents the best bid or the best ask on the ARCA book, you will see it on the Level II montage.

The main advantage to using ARCA is its SmartBook order routing. ARCA utilizes a sophisticated execution algorithm to effectively route your order to the marketplace. Any marketable order that does not get matched on the ARCA book is sent into the marketplace in

search of best price execution. ARCA is often an excellent choice, especially if the trader is inexperienced with direct access order selection. Give it a try.

NASDAQ TEST SYMBOLS

NASDAQ provides a number of test symbols. You may use these symbols to practice order entry, and to test your system. These are not real securities.

All NASDAQ orders may be entered on these test symbols. Real executions are possible. However, Market Makers seldom bother to fill SelectNets on test symbols. Please use this NASDAQ service responsibly.

The following is a list of NASDAQ test symbols:

TEST TESTB TESTE TESTX ATEST

NYSE and AMEX SECURITIES

ARCA 8:00 AM ET to 6:30 PM.

NOTE: Although regional quotes are shown, all orders are sent to NYSE and AMEX. Odd lots (orders for a number of shares that is not a multiple of 100)must go as ANY (not AON).

ARCA
 Limit or Market

ARCA is one of the best ways to execute orders on Listed securities. First, the order checks the ARCA order book providing the possibility of an immediate match. If there is no immediate match, the order goes to DOT. ARCA costs less than a regular DOT order and increases your chances for an execution!

TICKET CHARGES

What is a Ticket? In most cases, a Ticket represents any and all executions that result from one order being entered. Regardless of how many partial executions result from one order being sent, only one ticket is generated.

One Ticket = one commission. If your order is partially executed, and is cancelled by you because of market conditions or any other reasons, the partial execution(s) represents one ticket and one commission. If additional orders are entered and executed in part or in whole, additional tickets and commissions will be generated.

Most ECNs charge a per share fee for routing through them. These fees are added to the commission on that ticket. Please review your broker's Fees and Commission information for exact charges per ticket or execution.

PREPARING TO ENTER AN ORDER
As previously explained, there are four essential windows you must open if you want to trade. They are the Trade Montage, Account, Positions and Orders windows.

Keep the Position and Order windows open so that you can always see your open orders and open positions. Check your open orders and open positions frequently!

Limit Order
A price limit is specified for this type of order. If your order is executed, the price will not be higher on a Buy or lower on a Sell than the limit you specified. Limit orders are the safest way to enter an order, since they "limit" the possible price of the execution.

Market Order
A market order is an order that's to be entered without a specified price. It is an order to buy or sell at the current market price whatever that may be. In a rapidly moving market, it is common to get an execution significantly higher on a buy or lower on a sell than the price at the time the order was entered.

Trailing Stop
To place a trailing stop, choose STOP and click the SELL or BUY button, a "Stop Order" dialog window will pop up. Click the down arrow button in the "Order Type" box, then click on "Trailing", then place in the "Trailing Price" box the decrement that you would like the trailing stop to be activated (e.g. enter 1 for $1 trailing stop), then click the OK button. The "Trailing Price" box can only take decimal number, such as 1.5, 0.1, 1.01 etc.
A trailing stop order will be activated once the decrement that is set below the current market price is reached. Trailing stops will move up along with the current market price. (For example. You place a $1 trailing stop when the current market price is $100, this stop would be activated if the price falls to 99. If the stock price moves up to 103, your trailing stop will move up with it and will now be activated if the price drops to 102).

Stop Range
To set a stop range, choose STOP and click the SELL or BUY button, a "Stop Order" dialog window will pop up. Click the down arrow button in the "Order Type" box, then select "Range". This will allow you to place a stop order and limit order at the same time. You would enter a price below where the stock is currently trading at in the "LowPrice" field and enter a price above the trading price in the "Hi(stop)Price" field. When it reaches one of the prices of the range, the software will send a market order.

Order Template
Your software should have been installed with a default order for your Trade Montage windows already set.

To adjust your "Global" default order, go to Setup on the menu bar. Select "Order Templates" from the dropdown menu, "Global Default Order Configure" window will be opened. You can left click your mouse on the Exchange drop-down box to select to configure F(Future), N (NYSE & AMEX), O(option) or Q(Nasdaq) order template.
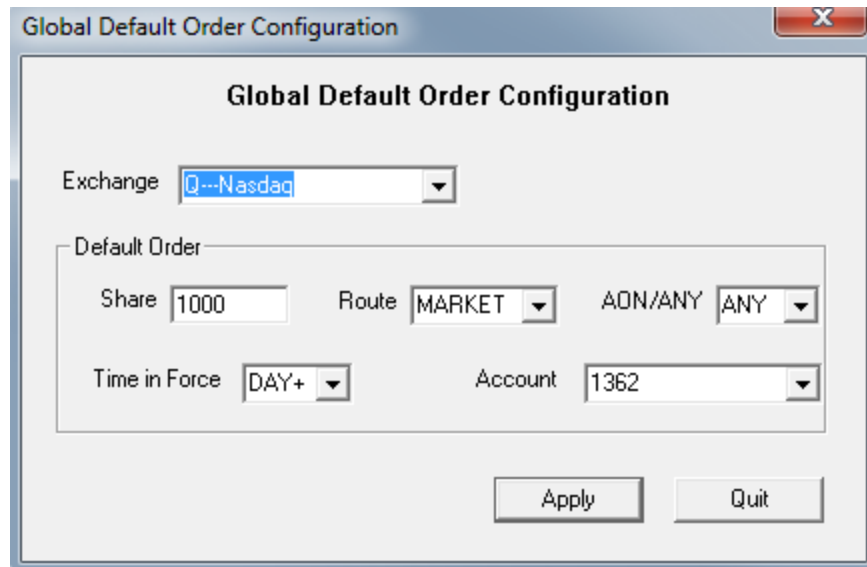
Figure 21

The following parameters can be set:

·**Share** number of shares. Select from the dropdown menu or enter a number.
·**Route** Any route can be set as the default.
·**AON/ANY** ANY is the preset default. AON (All or None) was formally used for SelectNet (SNET) only.
·**Time In Force** (**TIF**) The default is 3 minutes.
·**Account** Your account number(s) are available on the dropdown menu. Select your main account for your default order.

When done configuring your order template, click OK.

NOTE: Every time you type a symbol in the stock box on a Trade Montage window, and hit enter, you reset that window to the global default.

Local Default Order
If you use more than one Trade Montage window, it allows you to set individual defaults for each. This is useful if you regularly trade more than one account each Trade Montage window can be set to default to a different account. To configure "Local Default Order", you can right click on the "TMP" button, the "Local Default Order Configure" dialog window will show up. This window allows you to set a default order for a particular individual Trade Montage windows, set the default orders and click the "Apply" button. If you want to override the individual default with the global default, check the "Use Global Default" on the left bottom corner, otherwise, uncheck it.
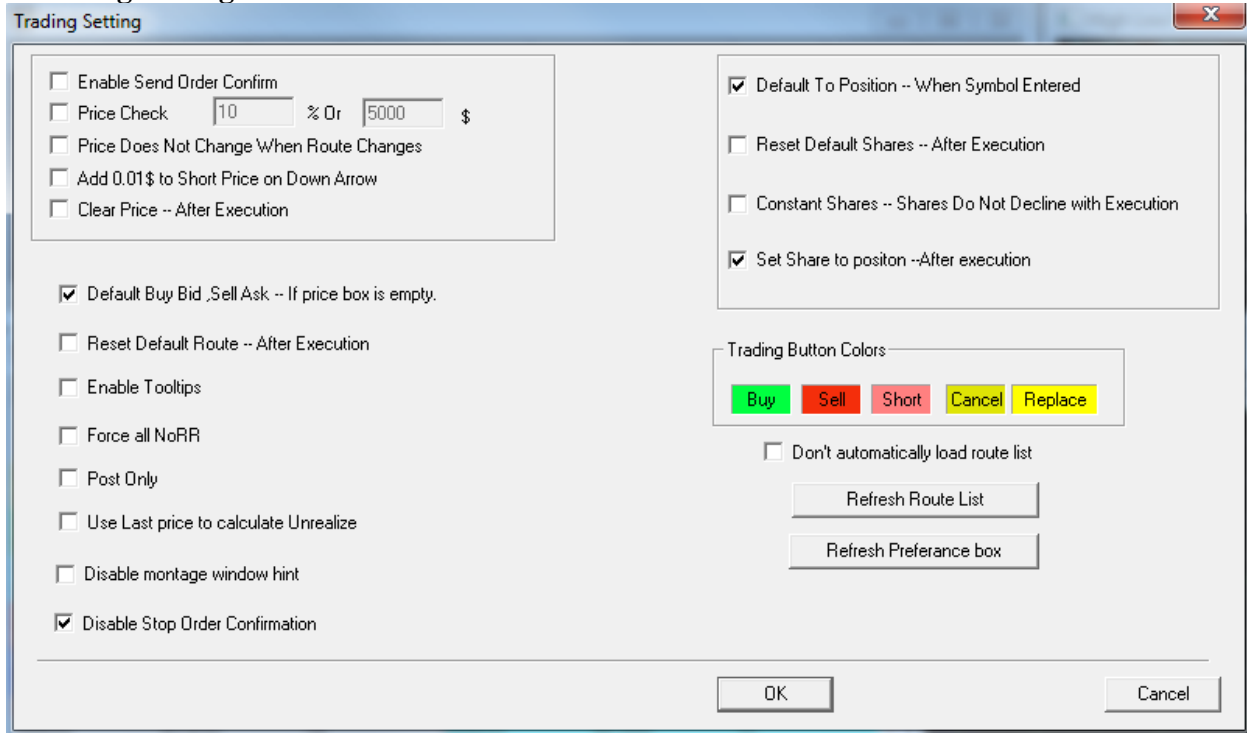
Trading Setting control

Figure 22

Go to "Setup" on the menu bar. Select Trading Setting. This window allows you to set controls and options for the Trade Montage window. Left click the checkboxes to enable/disable the corresponding functions.

Enable Send Order Confirm When you click Buy, Sell or Short, a pop up message will appear, asking you if you want to send the order.

Price Check Set a percentage and/or dollar amount. Orders priced beyond those parameters, compared to Level I (the inside market) will cause a message window to pop up, warning that the price is outside the market.

Add $.01 to Short Price on Down Arrow If an order is sent to Sell Short at the Bid, and there is a down (Red) arrow, instead of rejecting the order, one cent will be added to the price.

Clear Price--After Execution After an order is executed, the Price Box goes blank. **Default To Position --When Symbol Entered** If you hold a position in a security, every time you enter a symbol in the Trade Montage window, the number of shares you own will be automatically loaded in the Shares Box, same as clicking the "P" button.

Reset Default Shares--After Execution - The Shares Box on the Trade Montage window will automatically reset to your default number of shares whenever your order is completely filled. In other words, if, during execution of your order, the number of open shares declines to zero, the

Shares Box instantly resets.

Constant Shares--Shares Do Not Decline with Execution The number of shares in the Shares Box remains constant. It does not decline as the order is executed.

Default Buy Bid, Sell Ask—If price box is empty When you check this box the default for all Trade Montage windows is reversed.

Reset Default Route--After Execution Upon complete execution of an order, the default route is reset.

ENTERING AN ORDER

Enter the Security Symbol on the Trade Montage window, type the security symbol in the Stock Box and hit enter. On the title bar of the Trade Montage window you should see the security symbol, and the inside market. (Level one, the inside market, and the best Bid / best Ask all mean the same thing). It should look like "CSCO 20.25 20.30 ", the bid on CSCO is 20.25 and the ask is 20.30.

NOTE: Make sure the symbol you entered appears on the title bar.
NOTE: Every time you type a symbol in the stock box on a Trade Montage window and hit enter, you'll reset that window to the global default.

Set the Account Number
If you have only one account, and you have set your default order, your account number is automatically set on the Trade Montage window. If you have multiple accounts, select the desired account from the dropdown menu on the Trade Montage window. Always select the account after entering the security symbol.

NOTE: Every time you enter a stock on a Trade Montage window the default order is reset

Set the Number Of Shares
Your default order setting automatically loads the Shares Box on the Trade Montage window, but you can designate any number you choose. There are three ways to do this:
·Use the forward / back arrows to the right of the Shares Box on the Trading window.
·Use the forward / back arrow keys on the keyboard.
·Type the number directly into the Shares Box.

Set the Route
Use your default route, or select a route from the route dropdown menu.

Set the Price
With a limit type as your default route, when you call up a stock, there is no price in the "Price" Box. Clicking the BUY or SELL button sends a Limit order at the current inside market (the quote on the title bar of the Trade Montage window).

BUY sends your order to buy at the current ASK price.

SELL sends an order to sell at the current BID price.

To make sure your order is entered at the exact price you desire, you can enter your limit price in the Price Box. There are four ways to set a price.

· Left click on any Bid or Ask on the Level 2 montage.
· Use the arrows to the right of the Price Box on the Trade Montage window. The downward arrows decrease the price by $.01 each time while the upward arrow increase the price by $.01 each time. Left click on the appropriate arrow, hold down the left mouse button or use the mouse wheel. When the Price Box is blank, the price always starts at the ASK price.
· Use the up / down arrow keys on the keyboard to change the price in $.001 increments (this is a function of hot keys, hot keys must be defined and the hot key file containing this definition must be loaded before using this function. For more information, please refer our separate document on hot keys by going to "Setup" on the menu bar and selecting "hot key", then click the "help" on the window that pops up).
· Type the price directly into the Price Box.

NOTE: Every time you select a limit type order from the route dropdown menu, the default for all limit orders is set. The default for all limit orders is: no price in the price box. Clicking "Buy" button sends a buy order at the current inside ask.
Clicking "Sell" button sends a sell order at the current inside bid.
NOTE: If you have a price set in the price box, and then select a limit order from the route box, your price will be erased and replaced with the default.

You are now ready to enter an order.

Checklist prior to placing an order
You can use the following as a mini checklist prior to executing an order:
· The security symbol is displayed on the title bar of the Trade Montage window.
· The account number is set.
· The number of shares is set.
· The route is set.
· The limit price is set. (Or blank for the limit default).
· For market orders, the price box is empty.
· Your Account Manager is open and set to Position.
· Your Trade Manager is open and set to Order.

Click Buy or Sell
A message should appear on the Green message bar on the Trade Montage window. For example, "Accept Buy 100 DELL 25.25 ARCAL- 10:30:01 ".

Check the Order window and you should see your open order there unless it was immediately executed.

Check the "Position" window, if the order is executed, it'll appear on the position window.
Check the "Trades" window, if the order is executed, the executions will appear here. Check the

number in the Shares Box. If your order is being executed, the number of shares will decline to reflect any remaining open or unexecuted shares in the Share Box. If the order was not completely executed, the number of unexecuted shares will be displayed.

Check Trade Log for all the details of the order you've entered. Or, click on the Green Message bar to see the Individual Trade Montage window log.

Partial Executions
Partial executions are part of trading NASDAQ securities. It occurs with listed securities also, but is most common for NASDAQ. As your order is executed, the number of shares on the Trade Montage window Shares Box will decline to reflect outstanding open shares left on your order. Likewise, Order window will display current open shares in the open column. Messages will continue to be displayed on the Green message bar.

REMEMBER: The Green message bar displays only one message at a time.

Trade Log holds all messages and is very useful for reference. It also displays all your executions as they occur. Additionally, your executions will be reflected on the Position window. As you can see, there are many sources for confirmation of your trade executions, orders, and messages.

Canceling orders
It is possible to cancel any order that has not yet been executed. However, some orders may be executed immediately after entry. If an order is partially executed it may be possible to cancel the open remainder.

There are three ways to cancel an open order.
· Click the CXL button on the Trade Montage window on which you have sent the order, this will cancel the last order sent on that window.
· On "Orders" window, left click on the "X" in the first column.
· To cancel any or all open orders: On the "Orders" window, Right click on the row containing the open order to be cancelled. The Cancel menu window opens. The cancel options are:
   CancelOne: Click to cancel only the order you selected.
   CancelAll: Click to cancel all open orders.
   Cancel Secsym: Click to cancel all open orders for the same symbol as the order you selected.

Covering a position
Once you have entered an order and it is executed in part or in whole, the number of shares in the Shares Box on the Trade Montage window will decline to reflect any remaining open or unexecuted shares. If the order was fully executed, 0 (the number zero) will be displayed in the Shares Box. If the order was not completely executed, the number of unexecuted shares will be displayed.
At this point, the balance of the order could be still open, or could be cancelled. Check Orders window to confirm the status of the order. The Qty (Quantity) column shows the total number of shares on the order you entered. The Open column shows any shares still open. If the order is not displayed on Order window, the unexecuted portion of the order has been cancelled. (Confirm this on your Log).

In this case you would have to enter another order to attempt to complete the transaction. Simply clicking the BUY or SELL button again will send the same order you originally sent, but this time for the balance of the unexecuted shares. Make sure the order has been cancelled before you do this. Of course it may be necessary to adjust the price on the order to get an execution.

IMPORTANT: YOU CANNOT ENTER TWO ORDERS TO SELL THE SAME POSITION. If you see the message, check open orders on the green message bar when you enter an order to sell a position, you already have a sell order in the system. That order must be cancelled before another can be placed.

So now you are ready to cover your position. With the security in question called up on the Trade Montage window, click the "P" button on the Trade Montage window. (Located above the Sell button). This will load the Shares Box with the number of shares you hold (long or short) in the security displayed on that Trade Montage window. Short positions are designated with a minus sign following the number of shares.

NOTE : To cover a Short position, use the BUY button.
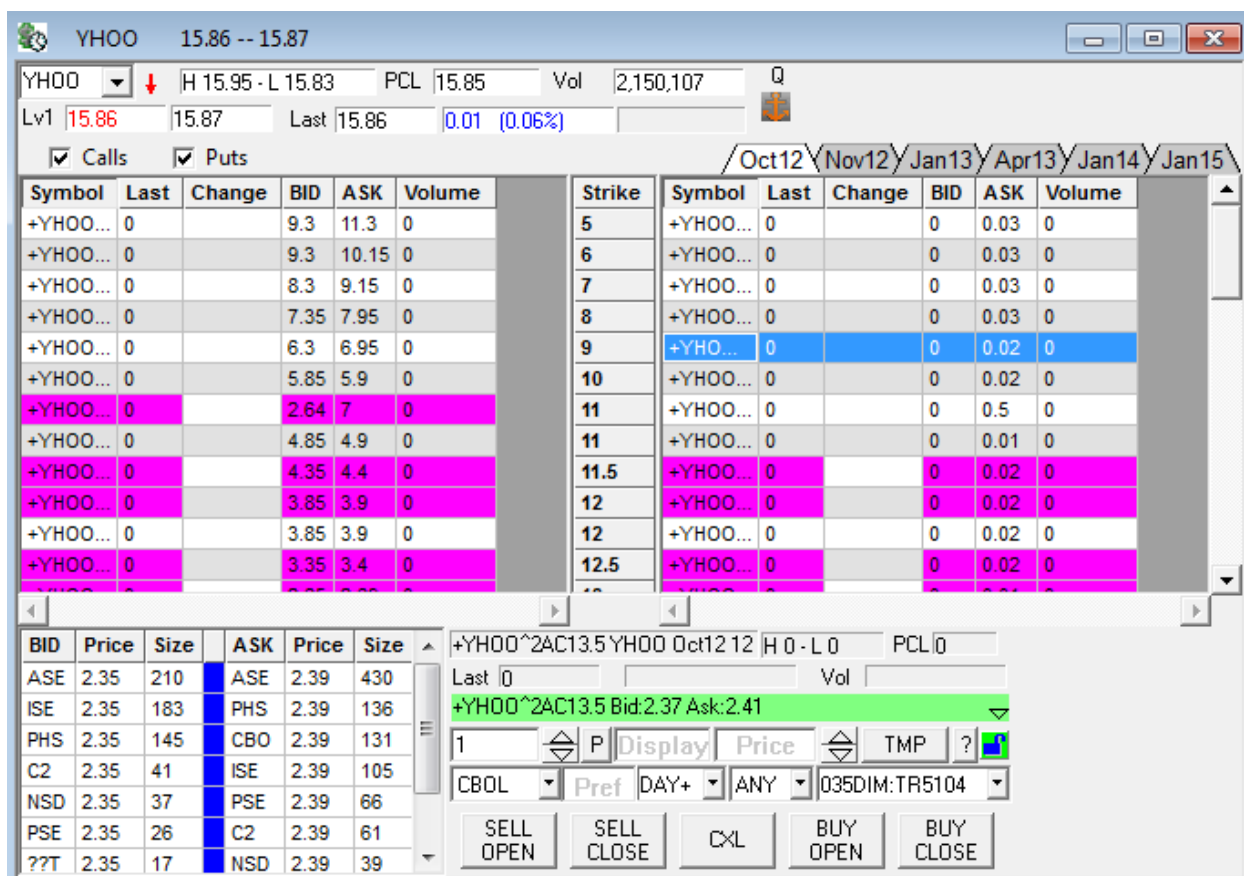
OPTION TRADING

Figure 23

Option chain is available in the software but only accounts approved by the broker is allowed to trade options. Go to "Quotes" on menu bar and select "Option Chain", "Options" window will show up, you can enter the symbol in the symbol box located in the top left corner of the window and hit enter. To trade a contract select by clicking on the contract symbol in the SYMB column. In the trading section of the window (similar to that of a Montage Trading window) enter the number of contract, the select ITSM (Market), ITSL (Limit) and ITSS (Stop) route, enter the price, select your trading account and click on the execution side button.

Configuring the Option Window

Right click anywhere on the Level 1 or 2, select Config. In the Option Configure window you are allowed to change the color of the level 1 or 2 font. You can assign a group by the Strike Price or Expire Date. You can also add more or remove Static in the level 1 or 2 view or change the order of the Static. You can filter by Volume, Price or Expire Day Filter. Show or Hide Level 2 or the Trading Window.

You can change the Style of the Option window by right clicking in the Trading or execution section of the window and select Style. The screen shown above is the Option style.
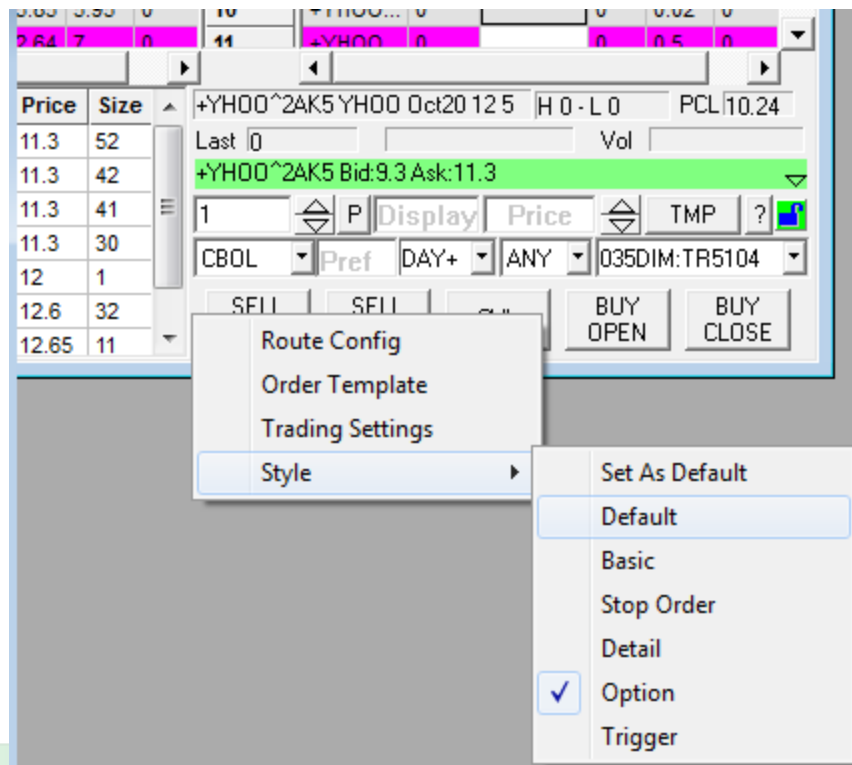
Figure 24