# Online Trading System (Client) User Guide

## I . Login

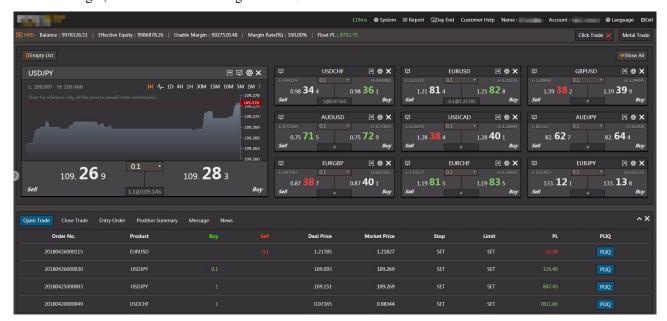
Enter our trading website.enter the account number or e-mail in the account field and a password in the password field.



Note: The password field is case-sensitive, please confirm whether to open the caps lock.

# ${\rm I\hspace{-.1em}I}$ . Home page Introduction

After login, will enter the following interface:



#### 1. Menu Bar

The left side upper corner of the page is the company logo.



The right side of the page is the function key area, there are five main function keys, the main function keys have multiple sub-function keys, the customer clicks the relevant function keys to enter its supported functions, the function keys will be described in detail in three.



## 2. Customer Capital

Below the company logo is the client's account status.



\$: The currency of the customer, for example, the currency used by the customer in the image above is HKD; Balance: The current amount of the client;

Effective Equity: The total tradable amount of the account;

Used Margin: The used margin acts as collateral, or a "good faith deposit" for the opened position;

Usable Margin: Amount of margin you have left to open new trade positions or guard against losses on open trades. The usable margin acts as collateral against losses;

Margin Rate %: The Rate between Equity and product value (Greater than 1 display 100.00%); Float P/L: Current profit or loss of the open position.

## 3. Product Tree

Customers can click here to select the desired product, the product will be displayed in the quotation window, if there is a quotation window, the product will be canceled. The product tree has a collapse button, click the "\left\" button to expand or collapse the product tree.



## 4. Product Quotation Zone

Product Quotation Area lists the various product pricing window, the customer's products will be real-time

quotes here. There are two function buttons above the quotation window. Click the " button to clear the quotation box of all the products in the quotation area. Click the " button to display the quotation box of all the product tree in the quotation area.





a.Click the "" "the price chart is displayed in the chart area (full screen); through this chart to understand the recent price movements of the product; Customers can order through the quotation window of the chart page, also can make the appropriate settings or changes through the toolbar on the side of the chart.



b.Zoom in button: Click " to expand or restore the quotation window. The quotation window after the method contains the chart (the default chart is the real-time chart) and the daily high price.





c.In order to facilitate the operation, the default trading lot number will also be displayed here according to the product, and the customer may set it according to his needs. In the upper right corner of the product, " is the amount / lot setting area (four, the details will be described in the trading operation); below the product name is the amount / lot display area; the top and bottom of the chart is the lowest price and the highest price till today, The upper right of the chart "T" yellow is represented as an instant chart, which is white to indicate the price chart. " 1. The current transaction default amount / lot number display area, may click in to edit.



- d.Click the "\sums" button to remove a product quote box from the quotation area.
- e.On the left is the lowest level and the right is the highest price so far today.
- f.The left is the current selling price of the product, the right is the current buying price of the product.
- g. The net open position of the product and the average price.

## 5. Show Order List

At the bottom of the interface are six partitions, which are "Open Trade", "Close Trade", "Pending Order Manage", "Position Summary ", "Message", "News", by clicking on its partition Open or close the top of the bar.

#### 5. 1 Open Trade

"Open Trade" box is used to show the client's open position's status. You can also click "SET" to place a stop-loss or a take-profit on the related order. Clicking on the "PLIQ" to liquidate the specific order, you can also click on the "Manage Limit Order" button to add a new limit order or delete a current limit order.



## 5. 2 Close Trade

"Close Trade" column: is used to show the customer has been liquidated.

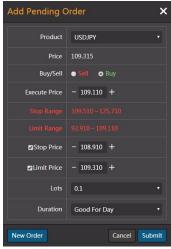


## 5.3 Pending Order Manage

"Pending Order Manage": Show the customer's current limit/Stop order, the customer can add or delete

limit/stop orders in here. Click "Add", a setting window will pop up, customers can place their target price pending orders (Requirement of how many pips away from market price will be decided by Company and inform the customer), There are three kinds of time limit for the limit order: Good for Day/Good till Friday/Good till canceled. After completion, click "Submit". Click "Delete" to delete the related limit order. Click "Direct Trade" will cancel the related limit order and place a position with current market price.





#### 5. 4 Position Summary

"position Summary" column: the number of customers based on product statistics and the average number of positions.



#### 5. 5 Message

The "Message": is used to display the messages between the company and customer, the message will be displayed above the "Messages" tap.



#### **5.6** News

The "News": by Hao news to provide the latest, fastest and most valuable global financial information to you.



## III. Optional module

## 1. Option keys instruction

## 1.1 A bit of a deal

a.When a little deal shows red "Click Trade X", the trading system is operated by the normal procedure, that is, each transaction must be confirmed by the operator to clinch a deal.

b. When a transaction shows green "Click Trade ", the trading system transactions by the fast program operation, that is, each transaction does not require the operator to confirm a direct transaction (not recommended, especially when the speed is slow).

## 1.2 Multi Platform Trade

a.Customer click" 

"to change the trading platform from Forex to Metal.

b.Customer click" 

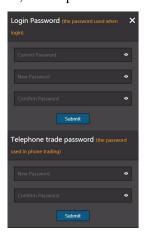
"to change the trading platform from Metal to Forex."

## 2. System

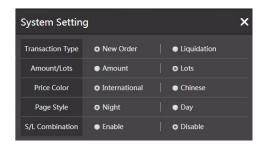


#### 2.1 Change password

After log in, the customer may change the password at any time via the "Change Password" button. The length of the password can be from 3 to 18 digits, mixed with numbers and letters. (For security, the customer should change the password immediately after logging in for the first time, and the two character combinations are more secure.) To request a transaction by phone, set the password for the phone transaction here.



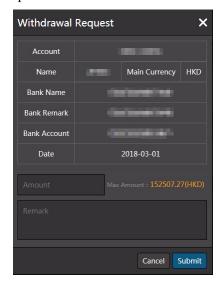
## 2.2 System Setting



- 1). Transaction Type: To select the default trade type, "New Order" or "Liquidation", then click "submit".
- 2). Amount/Lots: To select the default trade unit, "Amount" or "Lots".
- 3).Price Color:"International" style, When prices rise, the price of color is green, otherwise the color is red."Chinese" style, When prices rise, the price of color is red, otherwise the color is green.
- 4).Page Style:"Night "mode, Trading platform page with black.;"Day" mode, Trading platform page with white.
- 5).S/L Combination:To activate or close S/L Combination mode by selecting "Enable" or "Disable".( more details at the end of the article)

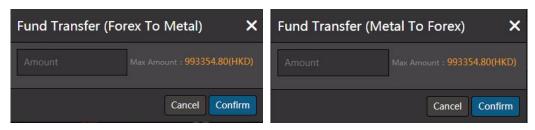
## 2.3 Withdrawal Request

Withdrawal Request: customers can submit the withdrawal application, enter the amount of withdrawals, click "Submit" to complete the withdrawal request.



## 2.4 Fund Transfer

Customers can transfer their Capital between Forex and Metal Platform.



## 2.5 Liquidate Hedging Order

To liquidate the hedge orders, choose the hedge orders in the list with the same total volume, click "submit". The liquidate function only works with one product in each time.



## 3. Report



## 3.1 Statement

Click Report/Customer Statement. Enter the date of your desired statement and choose format of your statement.



You can pick up your daily or monthly statement from here as long as it is within our retention period, then click "Search".

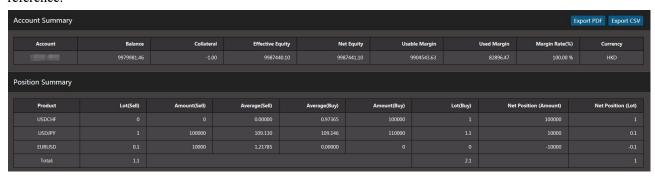




## 3.2 Account And Position Summary

Account Summary: Display customer account balances, margin usage, etc,

Positions Summary: Click on the Position Summary tab. It shows your current average buy or sell price for each net position of a single product, click "Export PDF" or "Export CSV" to generate PDF or CSV file for reference.



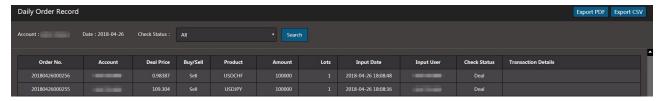
## 3.3 Day High/Low

The customer may inquire about the highest and lowest price of all products of the company before the current time of today.



## 3.4 Daily Order Record

Customers can check the date of today, all of the new single opening and inquiry information, click "Export PDF" or "Export CSV" to generate PDF or CSV file for reference.



## 3.5 Daily Deal Order

Customers can check the date of a single day or a period of time, all of the new single opening and inquiry information, click "Export PDF" or "Export CSV" to generate PDF or CSV file for reference.



## 3.6 Daily Entry Order

Customers can check the last or current month's limit order record, click "Export PDF" or "Export CSV" to generate PDF or CSV file for reference.



## 3.7 Daily Deposit

To check the today Margin In/Out detail, click "Export PDF" or "Export CSV" to generate PDF or CSV file for reference.



## 3.8 Daily Close Order

To check the today closed orders detail, click "Export PDF" or "Export CSV" to generate PDF or CSV file for reference.



## 4. Day End



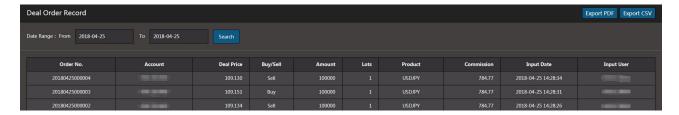
## 4.1 Day High/Low Record

Customers can check the Day High/Low of all the products one day before today.



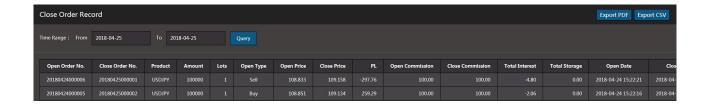
## 4.2 Deal Order Record

Display customer's previous transaction record data. According to the time query for all the transaction records before today, click "Export PDF" or "Export CSV" to generate PDF or CSV file for reference.



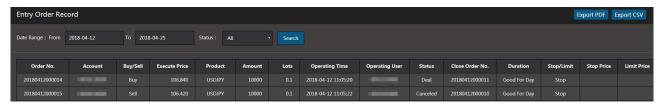
#### 4.3 Close Order Record

Display customer's previous closed position record data. You can query all closed position records prior to today according to the time, click "Export PDF" or "Export CSV" to generate PDF or CSV file for reference.



## 4.4 Entry Order Record

Display all customer Pending records. Query all pending order records up to today based on time and transaction status, click "Export PDF" or "Export CSV" to generate PDF or CSV file for reference.



## 4.5 Deposit Record

Clients can check Deposit records on a certain day or a certain period before today ,click "Export PDF" or "Export CSV" to generate PDF or CSV file for reference.



## 5. Language



Simplified Chinese:Trading platform to display simplified Chinese format, suitable for Chinese customers. Traditional Chinese:Trading platform in traditional Chinese format display, suitable for Hong Kong, Macao and Taiwan customers.

English: Trading platform in English format, suitable for non Chinese customers.

## 6. Customer Help



Customer Help: To get trade information (including online trade time, lots, margin, limit orders, interests, exchange rate etc.) about your account in our system. Customers are strongly recommended to read this Info before trading.

User guide: Introduction and using tutorial of our trading platform.

## 7. Exit

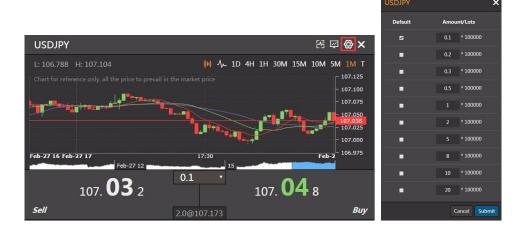
Logout: To log our our system, click logout " OExit ".

Note: For your system security protection, you are strongly recommended to properly log out the system rather than simply closing the window.

## IV. Trade Operation

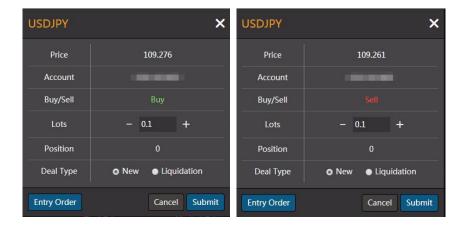
#### 1. Trade Size

To set up the trade size, click on the top right corner of quote window "", system submits 10 setting for you to preset the trading size. Default setting is the trade size for the placing orders.



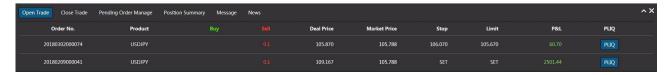
## 2. Place Market Order

To trade, click to your product and the correct buy/sell side. A pop-up window will appear with a live feed of tradable prices. These prices may differ from the prices published in the quote window, as these are the fastest feed for real trading available for a short period of time determined by us. Your default trade size willappear, Customer can also adjust the trade size according to their preset order of "-" / "+" You may choose to complete the trade instruction with trade price showing in the area. Click "Submit" to complete the transaction. If you do not want to trade at this price, you can click "Cancel" and the window will close. All instructions are valid until canceled (the transaction type can be selected by the customer).



## 3. Open Trade

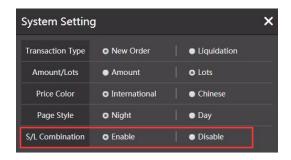
Click on the "Open Trade" Tap to open the "Open Trades" window, which displays the order number, product, buy or sell, traded price, market price, stop loss or profit price, market profit or loss. Market profit and loss will be periodically updated. Clients can close positions as they are "PLIQ" in open positions (you can close out positions once or through "-" / "+" lot marks), press "Submit" to close positions, or "SET"(If the orders have been set, then the" numbers "are displayed.) The set profit and loss prices and expiration dates, or the settings before the changes, can also be deleted.





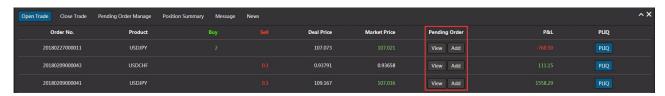
## 4. Stop/Limit Combination

Stop/Limit Combination:Innovative multi-level price preset function for Stop/Limit Order, staircase partial liquidate position price can reducing the risk more effectively, more easily control the rapidly changing investment opportunities.



## 4.1 To open Stop/Limit Combination mode

Click "Enable" and click "Submit", (after changing the Stop/Limit order mode, all the existing pending order will be automatically canceled). Client need to log in again after changing setting.



In the Open Trade box, left click "Add" and the Pending Order window will show. Client can input the wanted pending orders prices and size (price must have N pips difference from current /placing price,and trade size must less than open position's trade size). Trade type can be chosen as New or Auto(Defaulted as Auto). Stop or Limit orders can be placed partially with staircase price to liquidate,(total partial liquidate trade size cannot exceed the open position trade). Duration can be chose as Good For Day/ Good Till This week/ Good Till Canceled. Then click "Submit" to finish setting.





For the same open order, pending settings can be set repeatedly (while the total partial liquidate trade size cannot exceed the open position trade); If you want to revise the pending orders, click "Edit" on the right end, If you want to cancel the pending orders, click "Delete" on the right end.

Attention: If open position order partial or whole liquidate, Stop or Limit order on this open position will be automatically canceled.

## 4.2 Close Stop/Limit Combination

Click "Disable" and "Submit", S/L Combination will change back to normal mode. (Once the Stop/Limit order mode is changed, all the pending orders will be canceled), client need to login system again after changing submitted.