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# 1. GENERAL INFORMATION

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## 1.1 SYSTEM OVERVIEW

**Vtrade** is a flexible, scalable and extremely efficient web enabled Order Management System, using client-server architecture, which allows a secure and efficient way of orders placement through the WAN (Internet) and LAN.

It enables Customers to place orders electronically via the Internet. Once the order is placed customer can view order status (i.e. executed, pending or rejected). All the portfolio of client is being managed at broker's Backoffice System.

## 1.2 AUTHORIZED USE PERMISSION

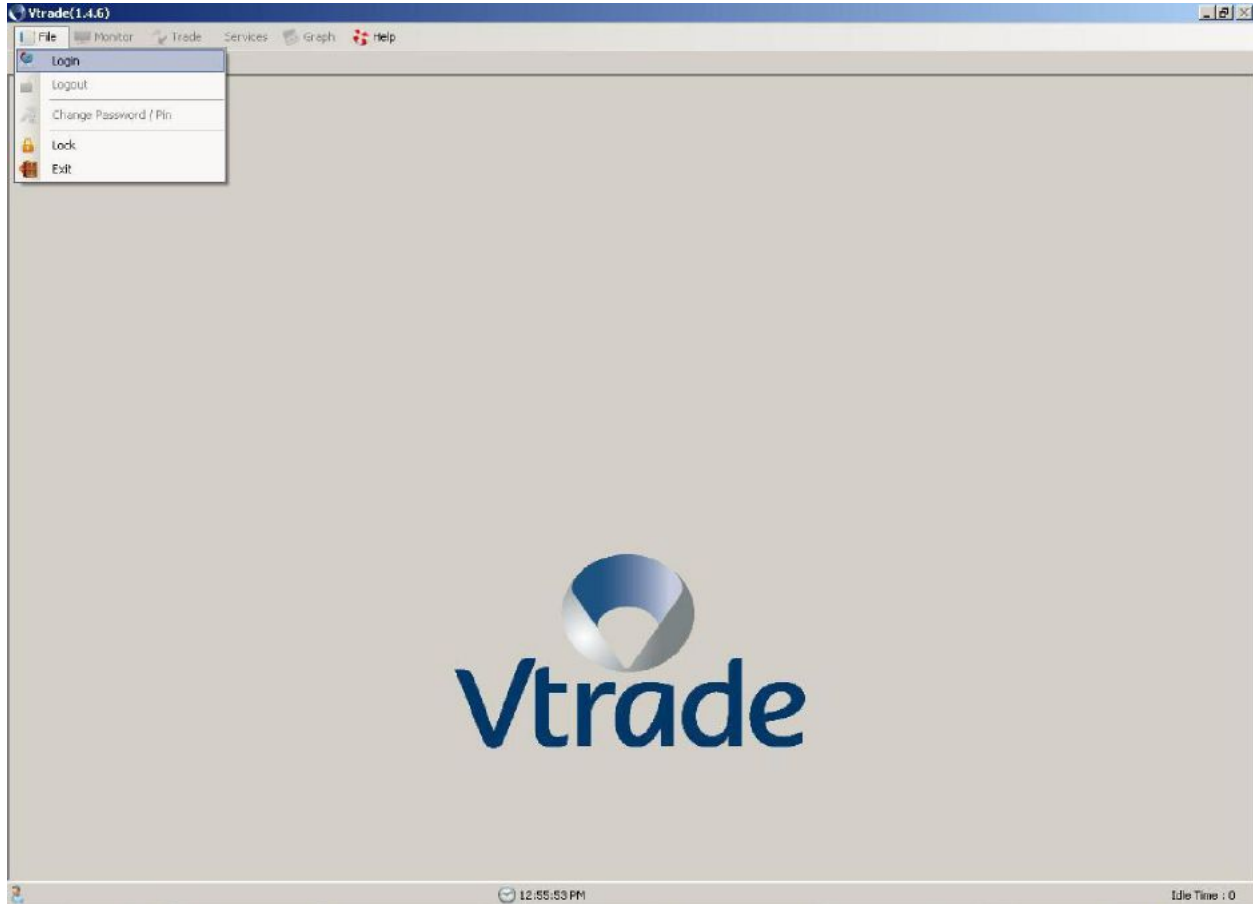
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## 2. GETTING STARTED

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### 2.1 SIGNING IN

Sign-in window is by default opened when application starts, it can also open from File Menu as shown in Fig 1.



**Sign In Page**



**Sign In Window**

❖ **User ID And Password**

Every client must have its own unique User ID and Password.

❖ **Server**

Every Broker has its own server short name which will be given by the broker. (It can be editable by clicking the checkbox just beside the lock icon).

❖ **Sign In**

After entering User ID, Password and Server short name, press "Login" Button.

## 2.2 MAIN WINDOW

After Sign In, the Main Window appears as Shown below. On this page the user finds the following information.

The screenshot displays the Vtrade software interface. At the top, the title bar reads "Vtrade Rel. 1.4.6 :: SECURITIES (PVT) LIMITED ::". Below the title bar is a menu bar with options: File, Monitor, Trade, Services, Graph, Help. A toolbar contains icons for various functions. The main window is divided into several sections:

- Market Watch:** A table showing market data for various securities. The columns include Mkt, Symbol, Chg, Flag, Buy Vol, Buy, Sell, Sell Vol, Total Vol, Dir, P. Close, Avg, High, Low, Trades, and Last Price. The table lists securities such as HUBC, MCB, ABL, EFOODS, ATRL, POWER, EFOODS, FCCL, FCCL-NOV, and CPL.
- Market By Order (HUB POWER COMPANY LTD):** A table showing order data for HUBC. The columns include Flag, Volume, Price, and Price. The table lists orders with volumes ranging from 1 to 48,000 and prices ranging from 61.50 to 61.66.
- Market By Price (HUB POWER COMPANY LTD):** A table showing price data for HUBC. The columns include Order, Volume, Price, and Price. The table lists orders with volumes ranging from 1 to 13 and prices ranging from 61.55 to 61.66.
- Messages:** A section displaying announcements. The current message is "THE MARKET IS OPENED".
- Status Bar:** Located at the bottom, it shows the user's name "HAMMAD QURESHI (MHQ)" and the time "01:26:23 PM".

Main Window

## ❖ **Menu Bar**

Menu Bar is on top left side of the window. It contains following options:

- File
- Monitor
- Trade
- Services
- Services
- Graph
- Help

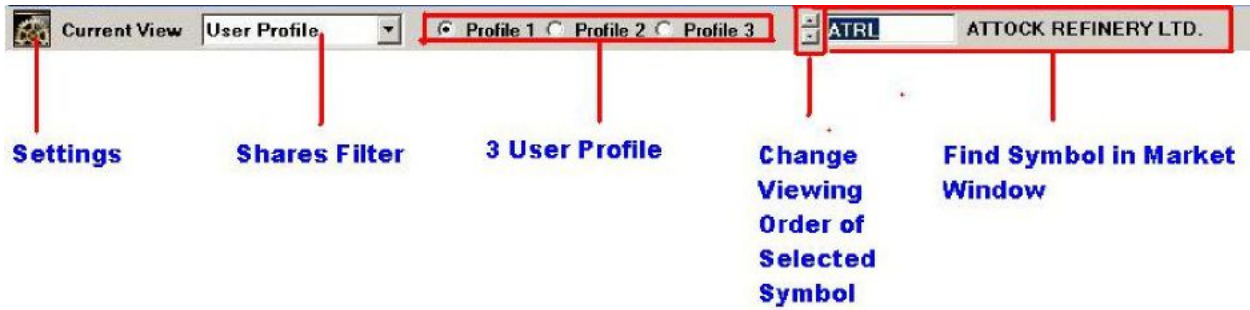
## ❖ **Shortcuts Bar**

Shortcuts Bar lies besides the Menu Bar on the top of the window. It contains following options:

- Market Watch
- Buy order
- Sell order
- Cancel Orders
- Executed Trades
- Outstanding orders
- Portfolio
- Net Equity
- Order History
- Graph Intraday
- Graph History
- Graph Advance

## ❖ Market Watch

### ○ Menu Bar



- **Settings** : Change font Style / Color / Size and Multiple styling of market window
- **Shares Filter**: Fill market window with shares as described by the Filter



- **User Profile**: these are basically multiple pages of market

○ **Market Watch**

Mkt	Symbol	Chg.	Flag	Buy Vol.	Buy	Sell	Sell Vol.	Total Vol.	Dir.	P. Close	Avg.	High	Low	Trades	Last Price	Last Vol.	L Trd Time
REG	ATRL	-3.13		800	204.70	205.00	2,600	674,700	-	208.12	205.30	208.99	203.50	914	204.99	100	14:45:07
REG	HUBC	0.05		89,500	61.40	61.45	5,000	173,500	-	61.35	61.50	61.60	61.20	95	61.40	2,500	14:39:30
ODL	HUBC	0.50		39	61.65	61.00	110	10	+	61.35	61.05	61.05	61.05	1	61.05	10	11:21:40
FUT	HUBC-NOV																
REG	MCE	-4.99		400	280.10	280.50	400	903,800	+	285.49	281.04	285.90	276.15	1,471	280.50	100	14:44:17
REG	ABL	0.23		1,500	89.10	90.00	1,500	6,500	-	88.87	89.51	90.00	89.10	8	89.10	1,000	12:51:38
FUT	EFOODS-NOV																
FUT	ATRL-NOV																
REG	POWER	-0.02		9,500	6.80	6.82	90,500	541,000	+	6.82	6.80	6.90	6.75	22	6.80	3,500	14:39:37
REG	EFOODS	3.91		2,000	105.80	105.90	6,000	1,722,400	+	102.09	103.90	106.15	101.25	2,120	105.00	8,700	14:45:10
REG	FCCL	0.47		8,500	15.15	15.17	7,500	26,146,000	+	14.7	15.07	15.28	14.76	2,837	15.17	2,500	14:45:11
FUT	FCCL-NOV																
REG	DPL																
REG	PSO	-0.68		500	332.30	332.50	1,000	932,400	-	333.16	332.39	335.00	330.02	2,407	332.30	500	14:40:25
REG	NMFL	1.00		70,000	16.96			105,500	+	15.96	16.62	16.96	15.98	80	16.96	5,000	14:06:11
REG	NBP	0.03		5,000	58.41	58.50	2,000	629,000	+	58.47	58.39	58.72	58.05	344	58.50	500	14:44:55
REG	PDL	-0.64		500	502.01	504.90	100	25,250	+	504.34	503.14	505.10	502.00	45	503.50	200	14:44:51
REG	FFBL	-0.21		5,000	45.15	45.19	1,500	378,500	+	45.39	45.11	45.60	44.80	144	45.18	500	14:44:46
REG	BAFL	-0.40		5,500	27.34	27.39	2,000	3,250,000	-	27.74	27.28	27.90	27.00	437	27.34	1,000	14:44:04
REG	FFBL	-0.21		5,000	45.15	45.19	1,500	378,500	+	45.39	45.11	45.60	44.80	144	45.18	500	14:44:46
ODL	FFC	-1.30		9	115.04	115.50	15	1,118	+	116.8	116.12	117.20	114.79	77	115.50	5	14:09:10
REG	APL	-1.00		100	507.11	509.00	200	17,250	-	509	508.77	510.00	506.00	52	509.00	100	14:41:05
REG	DPL																
REG	MCE	-4.99		400	280.10	280.50	400	903,800	+	285.49	281.04	285.90	276.15	1,471	280.50	100	14:44:17

Under market all the information regarding shares and securities (with respect to current market) are displayed. Highlighted tuple shows that the change is taking place only in highlighted column. In main window, each row represents the information about the particular security.

- **Market:** REG / FUT /SIF etc.
- **Symbol:** Company symbol appears here.
- **P. Close:** Last day's rate.
- **Last Rate:** Rate per share in the market.
- **Last Vol:** Last Traded volume.
- **Buy Vol:** Number of shares Client Interested in buying.
- **Buy:** Buying Rate per share.
- **Sell:** Sell Rate per share.
- **Sell Vol:** Number of shares client wants to sell of a particular company.
- **Total Vol:** Total number of shares (BVol + SVol).
- **Dir:** Compare current rate with the Close rate and then determines '+' for up or profit and '-' for down or loss.
- **L Trd Time:** Last trade time.
- **Avg:** Average rate between the Current and Close rate.
- **High:** Highest rate of the day for a particular share.



- **Low:** Lowest rate of the day for the particular company.
- **Flag:** whether symbol is on Spot or Not.
- **Chg:** Change in rate (closed – current). Figure written with blue means *no change in rate*. In green means *current rate is higher than the closed rate*. In red *current rate is lower than the closed rate*.

## ❖ Market Statistics

KSE100 - CURT : 25,271.21 Chg : -146.42 High : 25,469.78 Low : 25,182.92 Vol : 98,057,850 Val : 3,483,866,485.50 Avg : 35.53 ↑ 127 ↓ 151 □ 20

Market statistics provide you a brief description about the market. It includes:

- **Index:** Selection of Index.



CURT : 25,272.30 Chg : -145.33 High : 25,469.78 Low : 25,182.92

- **Current:** Selected index current value.
- **Change:** Change from previous day of selected index.
- **High:** Maximum value touched of selected index.
- **Low:** Minimum value touched of selected index.
- **Volume position:** Volume, Value and Avg (Average Traded Price of Per Share) of All Share Index.

Vol : 101,281,710 Val : 3,612,427,461.70 Avg : 35.67

- **Share position:** current position of shares according to index. How many share values are increased (green) or decreased (red) or unchanged (blue)?

↑ 133 ↓ 153 □ 17

## 2.3 FILE MENU

File Menu provides functions and also depicted in figure below

- Login
- Logout
- Change Password / Pin
- Lock
- Exit



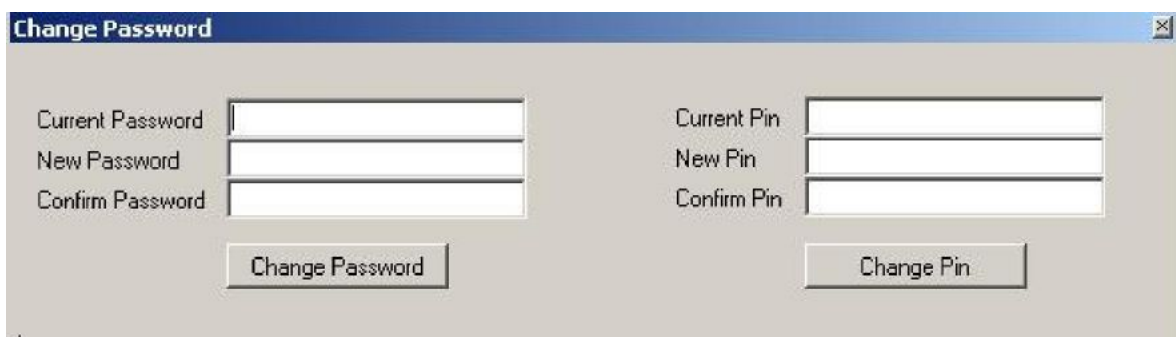
### 2.3.1 LOGIN

Client can open a “Sing-in” window from the login option as show in Main Window – File Menu. In current window, Log In link is disabled, as client is already logged in.

### 2.3.2 LOGOUT

Client can log out form the logout option given under File Menu.

### 2.3.3 CHANGE PASSWORD / PIN

A screenshot of a 'Change Password' dialog box. The dialog has a blue title bar with the text 'Change Password' and a close button. The main area is light gray and contains two columns of input fields. The left column has three fields labeled 'Current Password', 'New Password', and 'Confirm Password'. The right column has three fields labeled 'Current Pin', 'New Pin', and 'Confirm Pin'. Below each column is a button: 'Change Password' on the left and 'Change Pin' on the right.

To change Password / Pin, Client has to insert his/her old, new, confirm Password / Pin and then press Change Password or Change Pin button.

### 2.3.4 LOCK SCREEN



Client can lock his screen and will be unlocked after inserting his password and then pressing unlock button.

### 2.3.5 EXIT

Your screen will be closed.

## 2.4 MONITOR MENU

Monitor menu has following options as shown in following figure



### 2.4.1 MARKET WATCH (SHORTCUT KEY F2) – SEE ABOVE

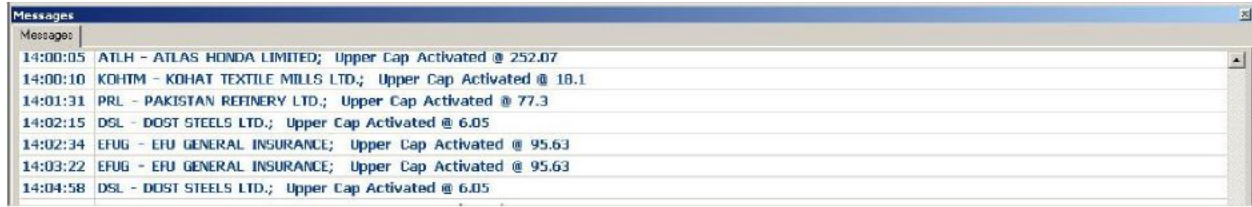
### 2.4.2 INDEX WINDOW (SHORTCUT KEY CTRL+S)

Index	Volume	Value	Previous	Current	High	Low	Change
KSE100	75,530,370	588,598,685.50	25366.69	25,407.10	25,497.80	25,366.69	40.41
ALLSHR	137,991,840	368,725,953.50	18720.72	18,759.01	18,813.44	18,720.72	38.29
KSE30	49,925,550	845,683,972.50	18950.18	18,953.57	19,071.90	18,928.78	3.39
KMI30	52,444,700	833,392,402.50	42808.80	42,845.94	43,072.77	42,781.64	37.14
BKTI	3,214,100	222,700,541.00	14763.41	14,768.46	14,863.03	14,751.80	5.05
DGTI	798,400	234,260,302.00	22025.72	21,984.43	22,186.11	21,953.86	-41.29

Exchange statistics provide you a brief description about the market. It includes:

- **Index:** Types of different indexes in Stock Market.
- **Volume:** total number of shares traded.
- **Value:** total amount of shares traded.
- **Previous:** last day index value / rate at which market closed.
- **Current:** Current index value.
- **High:** How much scrip value is increased from the last day.
- **Low:** how much scrip's value is decreased from the last day.
- **Change:** Current – Previous.

### 2.4.3 MESSAGE WINDOW



It displays the messages. Messages can be of Trade related confirmation and/or market status related messages

### 2.4.4 MARKET BY ORDER (SHORTCUT KEY CTRL+F1)

Market By Order (HUB POWER COMPANY LIMITED)					
REG	HUBC	▲ Cap	64.93	LTP	61.70
		▼ Cap	58.75		
Flag	Volume	Price	Price	Volume	Flag
dc	3,000	61.70	61.75	17,500	dc
dc	4,000	61.70	61.75	4,000	dc
dc	4,000	61.60	61.80	2,000	dc
dc	10,000	61.60	61.85	2,000	dc
dc	10,000	61.50	61.87	500	dc
dc	11,000	61.50	61.88	500	dc
dc	18,500	61.50	61.89	4,000	dc
dc	500	61.50	61.90	500	dc
dc	500	61.50	61.90	2,000	dc
dc	500	61.50	61.90	10,000	dc
	62,000	61.55	61.82	43,000	

Market by Order is list of orders (of specific symbol) queued in the market. Buy Side is sorted descending, which shows buyer with the highest price is at the top. Sell side is sorted ascending, which shows seller with the lowest price is at the top.



## 2.4.5 MARKET BY PRICE (SHORTCUT KEY CTRL+F2)

Market By Price (HUB POWER COMPANY LIMITED)					
REG	HUBC	▲ Cap 64.93	▼ Cap 58.75	LTP 61.70	
Order	Volume	Price	Price	Volume	Order
2	7,000	61.70	61.75	21,500	2
2	14,000	61.60	61.80	2,000	1
8	48,000	61.50	61.85	2,000	1
1	20,000	61.49	61.87	500	1
1	500	61.45	61.88	500	1
2	1,000	61.41	61.89	4,000	1
4	29,000	61.40	61.90	52,500	4
2	1,500	61.36	61.92	2,000	1
1	500	61.35	61.94	500	1
1	500	61.26	61.95	36,500	4
24	122,000	61.49	61.89	122,000	17

Market by Price is list of orders (of specific symbol **grouped by price**) queued in the market. Buy Side is sorted descending, which shows buyer with the highest price is at the top. Sell side is sorted ascending, which shows seller with the lowest price is at the top.

## 2.4.6 EXECUTED ORDERS (SHORTCUT KEY CTRL+F6)

Executed Trades (TradeLog)														
Market	Account	Symbol	Dealer	Placer	Remark	<input checked="" type="checkbox"/> Buy	<input checked="" type="checkbox"/> Sell			Refresh	Save (KSE)	Save (LSE)	Print	2109
ALL						<input checked="" type="checkbox"/> LBuy	<input checked="" type="checkbox"/> Short							
Symbol	Mkt	Buy Vol	Buy Rate	Sell Vol	Sell Rate	Order#	Side	A/c no.	Ticket	Placer	Remark	Dealer	Time	
HIRAT	REG	0	0	1000	13.5	156663	SELL	025291	58971711	025		025	01:19:10	
Symbol Tota	0	0	0	1000	13.5	13500		025291						
PKGP	REG	0	0	500	21.3	156440	SELL	025291	58968694	025		025	12:55:03	
Symbol Tota	0	0	0	500	21.3	10650		025291						
Client Tota	50030	7000	7.15	3500	11.62	40680		025291						
BOP	REG	1000	11.0	0	0	155505	BUY	025292	58953358	025		025	11:12:20	
Symbol Tota	11000	1000	11	0	0	0		025292						
EFOODS	REG	0	0	100	106.4	155242	SELL	025292	58952419	025		025	11:06:29	
Symbol Tota	0	0	0	100	106.4	10640		025292						
PACE	REG	1000	4.2	0	0	155606	BUY	025292	58954700	025		025	11:20:46	
Symbol Tota	4200	1000	4.2	0	0	0		025292						
PKGP	REG	0	0	500	21.6	155327	SELL	025292	58969550	025		025	01:00:41	
Symbol Tota	0	0	0	500	21.6	10800		025292						
PTC	REG	1000	31.1	0	0	155344	BUY	025292	58975771	025		025	01:52:55	
Symbol Tota	31100	1000	31.1	0	0	0		025292						
Client Tota	46300	3000	15.43	600	35.73	21440		025292						

Executed orders window contain following columns

❖ **OrderNo**

Exchange' specified order number displayed here.

❖ **Type**

Either buy or sell.

❖ **Symbol**

Company symbol appears here.

❖ **Quantity**

Total number of shares.

❖ **Rates**

Rate per share.

❖ **Status**

As all the executed orders are placed here so, all the orders status are E or executed.

Executed orders window contain following buttons

❖ **Sort by Symbols**

By pressing this button the orders are shown in ascending or descending alphabetical order by Symbols.

❖ **Sort by Orders**

BY pressing this button the orders are sort by order number issued by IBTS.

❖ **Print**

Print the outstanding order form.

## 2.4.7 OUTSTANDING ORDERS (SHORTCUT KEY F6)

The orders that are not complete yet or are in pending showed under Outstanding Order(s). This option can be selected through trading menu or by hitting F6 key. And also be access by shortcut bar menu.



On selecting Outstanding Orders the following window appears.

Outstanding Orders															
Market	Account	Symbol	Dealer	Placer	Remark	<input checked="" type="checkbox"/> Buy	<input checked="" type="checkbox"/> Sell	931	Refresh	Cancel Selected	Save	Print			
ALL						<input checked="" type="checkbox"/> LBuy	<input checked="" type="checkbox"/> Short								
<input type="checkbox"/>	Symbol	Mkt	Buy Vol	Buy Rate	Sell Vol	Sell Rate	Order#	A/c No.	Side	Type	Placer	Remark	Dealer	Time	KseOrder
<input type="checkbox"/>	GGL	REG	0	0.00	500	28.75	154365	057105	SELL	LIMIT	057		175	09:50:15	82698929
<input type="checkbox"/>	NCL	REG	0	0.00	500	57.98	156201	057105	SELL	LIMIT	057		175	12:22:45	82761083
<input type="checkbox"/>	EPCL	REG	0	0.00	500	13.80	155635	057096	SELL	LIMIT	057		175	11:24:00	82742274
<input type="checkbox"/>	FCCL	REG	0	0.00	500	15.60	155605	057095	SELL	LIMIT	057		175	11:20:55	82741129
<input type="checkbox"/>	EPCL	REG	0	0.00	500	13.80	155636	057095	SELL	LIMIT	057		175	11:24:10	82742291
<input type="checkbox"/>	PAKRI	REG	0	0.00	1000	29.40	155720	057095	SELL	LIMIT	057		175	11:36:10	82745972
<input type="checkbox"/>	EPCL	REG	0	0.00	500	13.80	155637	057085	SELL	LIMIT	057		175	11:24:10	82742339
<input type="checkbox"/>	PAKRI	REG	0	0.00	500	29.40	155719	057085	SELL	LIMIT	057		175	11:36:10	82745943
<input type="checkbox"/>	MCB	REG	0	0.00	100	289.00	154642	057080	SELL	LIMIT	057		175	10:07:00	82710316
<input type="checkbox"/>	PKGP	REG	500	21.05	0	0.00	154955	057080	BUY	LIMIT	057		175	10:23:40	82718313
<input type="checkbox"/>	PIOC	REG	0	0.00	500	40.44	154551	057079	SELL	LIMIT	057		175	10:01:40	82707122
<input type="checkbox"/>	DCL	REG	0	0.00	2000	7.50	154557	057079	SELL	LIMIT	057		175	10:02:00	82707327
<input type="checkbox"/>	NBP	REG	500	58.25	0	0.00	156948	057079	BUY	LIMIT	057		175	13:59:55	82785028
<input type="checkbox"/>	NBP	REG	500	57.75	0	0.00	156952	057079	BUY	LIMIT	057		175	14:00:00	82785068
<input type="checkbox"/>	DWSM	REG	5000	3.50	0	0.00	157475	057079	BUY	LIMIT	057		175	14:42:20	82795019
<input type="checkbox"/>	DWSM	REG	0	0.00	5000	4.00	157476	057079	SELL	LIMIT	057		175	14:42:30	82795061

Outstanding Orders window contain following fields

- ❖ **Symbol**  
Particular Company symbol appears here on which shares the trading is performed.
- ❖ **Mkt**  
REG/FUT etc.
- ❖ **Buy Vol**  
Number of shares bought.
- ❖ **Buy Rate**  
Price of shares bought.



- ❖ **Sell Vol**  
Number of shares sold.
- ❖ **Sell Rate**  
Price of shares sold.
- ❖ **OrderNo**  
Each order has given a unique order number assigned by IBTS which displayed here.
- ❖ **Account**  
Account number in which activity is performed.
- ❖ **Side**  
Type specified here that either the buying or selling is going on.
- ❖ **Type**  
Whether order was LIMIT / Market/ Stop Loss or MIT?
- ❖ **Placer**  
Order placer code.
- ❖ **Remark**  
If, any remark was placed during order sending, than it will be displayed here.
- ❖ **Dealer**  
Dealer code
- ❖ **Time**  
Order placement time
- ❖ **Kse Order**  
Order no. as assigned by the exchange.

You can cancel Single or All outstanding orders by selecting each or all checkboxes from first column and then press "Cancel Selected".

## 2.4.8 PORTFOLIO (SHORTCUT KEY F3)

Portfolio																
Client		Executed			Profit and Loss					Pending						
002355		Buy			Sell		Net		Settled			Buy		Sell		
Symbol	Qty	Rate	Qty	Rate	Qty	Rate	Settled	Unsettled	Total	Qty	Rate	Qty	Rate			
PPL-JAN	500	18.61	1000	18.68	-500	18.68	35	430	465.00	0	0.00	0	0.00			
Holding			Sell			Profit &		Value								
Symbol	Holding	Average	Sold	S.Rate	Pending	UnRealize	Mkt. Value	Margin Value								
NML	1500	126.25	1500	128.62	0	0.00	0	0.00								
PPL	500	216.04	0	0.00	0	-300.00	107720	107720.00								

## 2.4.9 NET EQUITY (SHORTCUT KEY F9)

Net Equity / Exposure Equation			
Client		Refresh	
111111			
<b>Account Balance (A)</b>		1,283,113.22	
<b>Credit Limit (C)</b>		00.00	
<b>Drawal Req. (B)</b>		(00.00)	
<b>Security at Market Value</b>		2,786,983.09	
		<b>Ready</b>	<b>Future</b>
<b>Security at Margin Value (D)</b>	1,870,613.63	1,870,613.63	
<b>Profit / Loss (E)</b>	00.00	00.00	
<b>Net Equity (A+B+C+D+E)</b>	4,153,726.85	4,153,726.85	
<b>Margin Policy</b>		<b>Cash or Sec.</b>	<b>Cash or Sec.</b>
		<b>Cash @ 100%</b>	<b>Rdy @ 30%</b>
<b>Exposure</b>	00.00	00.00	00.00
<b>Trading Limit</b>	1,283,113.22	16,179,089.50	11,884,317.12

## 2.4.10 TRADE & MARGIN EQUATION

Trade/Margin Equation											
Client				Ready		Future		Ready		Future	
Dealer	Client	Balance	Security	TradingLimit	Exposure	TradingLimit	Exposure	IM	CM	IM	CM
001123	001123	2,283,113.22	2,870,569.83	17,178,943.50	0.00	12,884,207.63	0.00	30	0	40	

## 2.4.11 SYMBOL SEARCH

Symbol	Title	Margin	Sector
MCB-CJULW3	MCB BANK LIMITE	N	CASH SETTLED FUTURE CONTRACTS (CSF)
NOPKNV	NOON PAK NON-A	N	FOOD PRODUCERS
ENGRO-DEC	ENGRO CHEMICA	N	DELIVERABLE FUTURE CONTRACTS (DFC)
PPL-FEB	PAKISTAN PETRO	N	DELIVERABLE FUTURE CONTRACTS (DFC)
BOKR	BOK_LOR(LAST T	N	COMMERCIAL BANKS
WTL-CAUG	WORLDCALL TEL	N	CASH SETTLED FUTURE CONTRACTS (CSF)
ETNL-PRO	ETNL-PRO	N	INITIAL PUBLIC OFFERING (IPO)
HUBC-MAY	HUB POWER CO.	N	DELIVERABLE FUTURE CONTRACTS (DFC)
AHBL	ARIF HABIB BANK	N	COMMERCIAL BANKS
CHBL	CHENAB LIMITED	N	PERSONAL GOODS (TEXTILE)
PPL-AUG	PPL-AUG	N	DELIVERABLE FUTURE CONTRACTS (DFC)
ENGRO-CJULW4	ENGRO CHEMICA	N	CASH SETTLED FUTURE CONTRACTS (CSF)

Search by  Symbol  Title

## 2.4.12 CLIENT STATEMENTS

Statement							
Client		Refresh		Save		Print	
Date	PART	DEBIT	CREDIT	BALANCE			
	OPENING BALANCE			1,578,113.22	CR		
23-DEC-2013	RVCD CHQ NO. 1604226 SLIP # 9837353		705000.00	2,283,113.22	CR		

## 2.4.13 CLIENT INFORMATION (SHORTCUT KEY CTRL+I)

Client Information					
Client Code	111111	Kats Code	111111	CDC Acount	111111
Name	AAAAA HHHHHH				
Email	qqqqqqqqqq@yahoo.com				
Address	R-111 BLOCK 11. KARACHI.				
Contact	A111111111	Mobile	0333 3336333		

## 2.4.14 CASH WITHDRAWAL

Withdrawal Request		
Client	<input type="text"/>	Refresh
Available Balance	<input type="text"/>	
With Drawal Amount	<input type="text"/>	Submit
Cancel Request		

## 2.5 TRADE MENU

Before going forward there certain things which have to be comprehended, those are (but not limited to)

- **TICK SIZE:**  
The Tick Size will be 1 (one) paisa for all orders placed on IBTS, unless otherwise specified in the relevant Regulations governing a specific market.
- **QUEUE PRIORITY:**
  - 1) Orders that cannot be immediately executed shall be queued for future execution in a specific order of priority mainly based in the following order:-
    - a) Price
    - b) Time of entry
  - 2) In case an order is executed partly, the remaining part of such Order shall not lose its priority.
- **CANCEL ORDER:**  
A Cancel Order can only cancel an outstanding order.
- **CHANGE ORDER:**  
Change Order can only modify the price of an outstanding order. The change order option availability depends on the policy of the Brokerage House / TREC Holder.



### 2.5.1 BUY ORDER

Client can buy shares/certificate by either selecting the Buy Order from “Trade” menu or simply hit the F4 key. It can also be accessed from the shortcut bar menu as shown in figure below.



After selecting the Buy Order Option, following Window appears.



Buy order contains the following fields and all are considered necessary to fill (except marked as

\*

#### ❖ Order Type

A drop down bar is given from which client can select desired order type.

Order type includes:

- **LIMIT:** A particular rate is defined in this section if the market cross the rate, shares either buys automatically.
- **MARKET:** The client does not have to specify rate under this option. It buys shares on the market rate.
- **STOPLOSS:** Stop Loss buy order is activated when the price of the share drops to or below the trigger price.

Stop loss buy order is only accepted if the trigger price is greater than the last trade price. Among the two price levels i.e. trigger price and limit price the trigger price should be less than or equal to the limit price.

- **MIT (Market If Touched):** MIT buy order is activated when the price of the share reaches a specific price.

MIT Buy order would only be accepted if the trigger price is less than the last trade price.

Among the two price levels i.e. trigger price and limit price the trigger price should be greater than or equal to the limit price.

❖ **Volume**

Number of shares client wants to buy.

❖ **Symbol**

Symbol of the particular company.

❖ **Price**

It is defined as rate per share. Rate is defined on the basis of order type.

- If client selects **Limit** in order type field, he/she sees that market is going downward then places an order of limit (with an lower value of the scrip than that at which it was traded last time ) if the market reaches this rate or better his/her order will be executed..
- In **Market** option the client does not specify any rate it automatically detects the current rate.
- If **Stop loss** is selected, to protect profit and stop loss. Either if market is going high user can place Stop loss order of buy at higher price to protect his profit from risk of market's downfall.
- In **MIT** option, a order that becomes a market order when a security reaches a specified price. When using a buy market-if-touched order, a trading engine will wait until the security falls to a certain level before purchasing the symbol.

❖ **Account**

You have to mention your account name here. (By default your account will be filled)

❖ **PIN Code**

Every client has given a unique PIN Code which he/she has to enter to perform the action.

❖ **DiscVol \***

DiscVol (disclosed volume) is to hide the order volume in the market, only the total Order Volume – disclosed volume will be visible in the market.



- ❖ **Submit**

After filling the form press submit button and your order is included in outstanding order list.

- ❖ **Exit**

Exit button is used to exit from the window.

## 2.5.2 SELL ORDER

Client can sell shares/certificate by either selecting the Sell Order from “Trade” menu or simply hit the F5 key. It can also be accessed from the shortcut bar menu as shown in figure below.



After selecting the Buy Order Option, following Window appears.

Type	Market	OrderType	Volume	Symbol	Price	Account	Remark
SELL	REG	LIMIT		HUBC		001123	

Volume	Buy	Sell	Volume	Dir	LastTrade	Change	▼ Cap	▲ Cap
00	0.0	0.0		-	61.20	-0.32	58.45	64.59

Sell order contains the following fields and all are considered necessary to fill (except marked as

\*).

- ❖ **Order Type**

A drop down bar is given from which client can select desired order type.



Order type includes:

- **LIMIT:** A particular rate is defined in this section if the market cross the rate, shares either buys automatically.
- **MARKET:** The client does not have to specify rate under this option. It buys shares on the market rate.
- **STOPLOSS:** Stop Loss sell order is activated when the price of the share drops to or below the trigger price.

Stop loss sell order is only accepted if the trigger price is less than the last trade price. Among the two price levels i.e. trigger price and limit price the trigger price should be greater than or equal to the limit price.

- **MIT (Market If Touched):** MIT sell order is activated when the price of the share reaches a specific price.

MIT Sell order would only be accepted if the Trigger price is greater than the last trade price. Among the two price levels i.e. trigger price and limit price the trigger price should be less than or equal to the limit price.

#### ❖ **Volume**

Number of shares client wants to buy.

#### ❖ **Symbol**

Symbol of the particular company.

#### ❖ **Price**

It is defined as rate per share. Rate is defined on the basis of order type.

- If client selects **Limit** in order type field, he/she sees that market is going downward then places an order of limit (with an lower value of the scrip than that at which it was traded last time ) if the market reaches this rate or better his/her order will be executed..
- In **Market** option the client does not specify any rate it automatically detects the current rate.
- If **Stop loss** is selected, to protect profit and stop loss. Either if market is going high user can place Stop loss order of buy at higher price to protect his profit from risk of market's downfall.
- In **MIT** option, a order that becomes a market order when a security reaches a specified price. A sell market-if-touched order will activate when the price of a security rises to the specified level..

❖ **Account**

You have to mention your account name here. (By default your account will be filled)

❖ **PIN Code**

Every client has given a unique PIN Code which he/she has to enter to perform the action.

❖ **DiscVol \* (Undisclosed Order)**

DiscVol (Disclosed volume) is to hide the total order volume in the market, only the Disclosed volume will be visible in the market. This option requires min. volume of 100,000 shares and not less than 10% of total volume can be disclosed.

❖ **Submit**

After filling the form press submit button and your order is included in outstanding order list.

❖ **Exit**

Exit button is used to exit from the window.

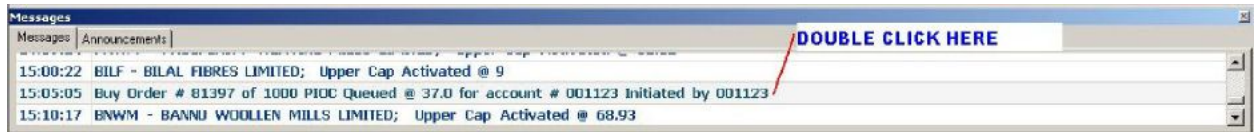
### 2.5.3 CHANGE ORDER

There are multiple options to change an outstanding order

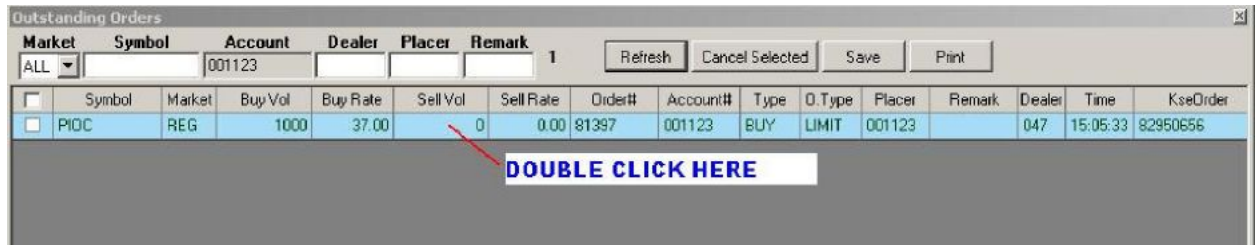
1. **OPTION 1 (APPLICABLE TO LAST QUEUED ORDER):** Client can change last queued order by either selecting the Change Order from "Trade" menu or simply hit the F10 key. It can also be accessed from the shortcut bar menu as shown in figure below.



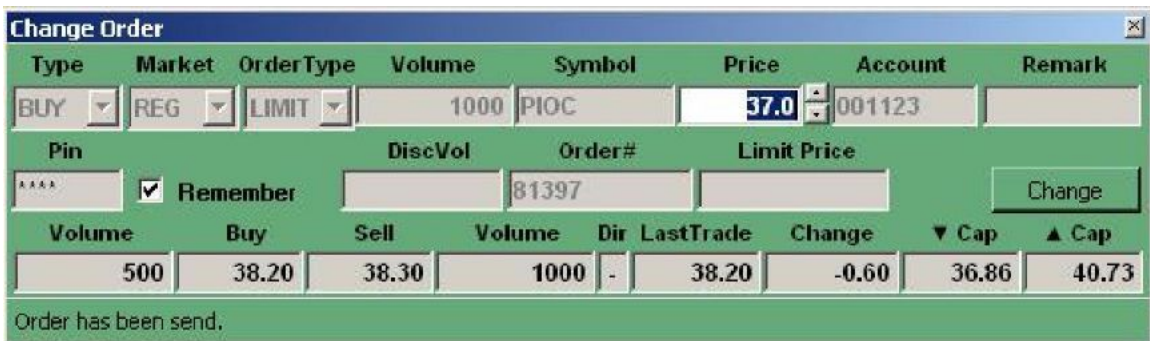
2. **OPTION 2:** Client can change any outstanding order by double left clicking any queued order message from message board as shown in figure below.



- OPTION 3:** Client can also change any outstanding order by double left clicking any row in Outstanding window as shown in figure below.



After selecting any of the above Option, following Window appears.



After changing price press “Change” and that order will be changed.

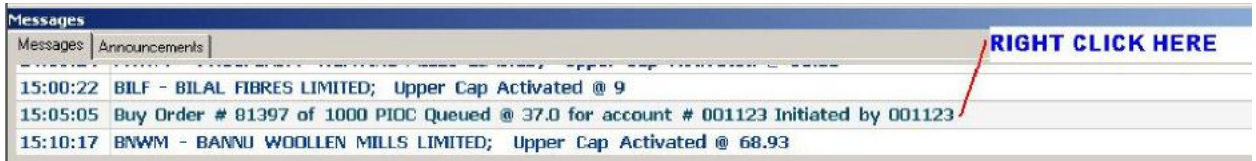
## 2.5.4 CANCEL ORDER

There are multiple options to cancel an outstanding order

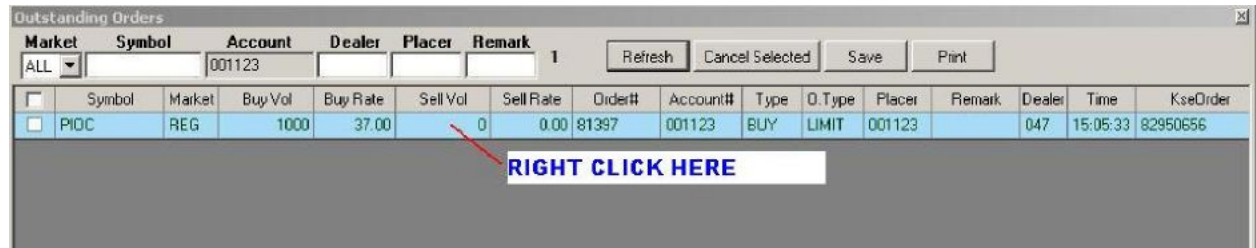
- OPTION 1 (APPLICABLE TO LAST QUEUED ORDER):** Client can cancel last queued order by either selecting the Cancel Order from “Trade” menu or simply hit the F10 key. It can also be accessed from the shortcut bar menu as shown in figure below.



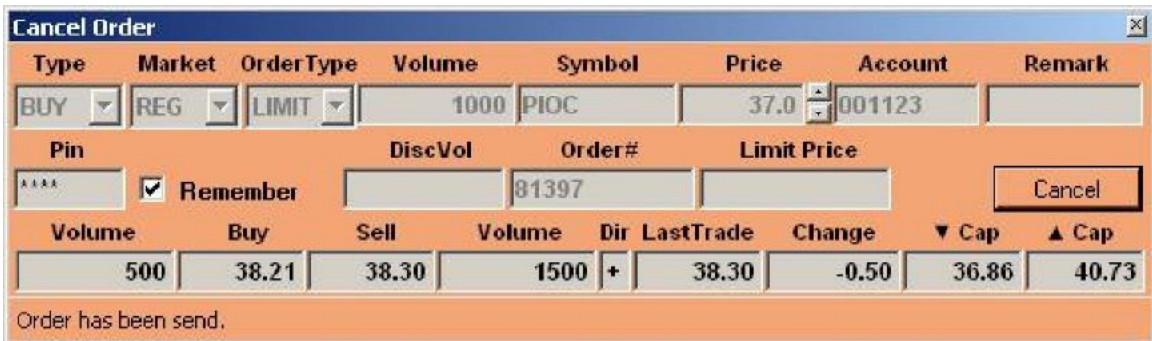
- OPTION 2:** Client can cancel any outstanding order by right clicking any queued order message from message board as shown in figure below.



- OPTION 3:** Client can also cancel any outstanding order by right clicking any row in Outstanding window as shown in figure below.



After selecting any of the above Option, following Window appears.



Now just press "Cancel" and your outstanding option will be cancelled.

### 3. ACRONYMS AND ABBREVIATIONS

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Provide a list of the acronyms and abbreviations used in this document and the meaning of each.

<b>Term</b>	<b>Definition</b>
<b>IBTS</b>	Internet Based Trading System
<b>Upper Lock</b>	Last day close rate of market + 5% increment
<b>Lower Lock</b>	Last day closed rate of the market - 5% decrement
<b>PIN</b>	Personal Identification Number
<b>Exchange</b>	Karachi Stock Exchange