WebTrade - Professional Version User Manual

Version 2.9
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Contents

1. Introduction

We hope you enjoy the experience of trading with our system and that it becomes an important part of your online stock trading strategy. Our system has grown by following needs of our clients. And now, the new generation of WebTrade - Professional Version is ready for you.

This User's Manual describes key components of WebTrade - Professional Version and how they can be used for your stock trading. It includes highlights of functions and step-by-step instructions to show you how to trade with WebTrade - Professional Version.

1.1 Core Functions

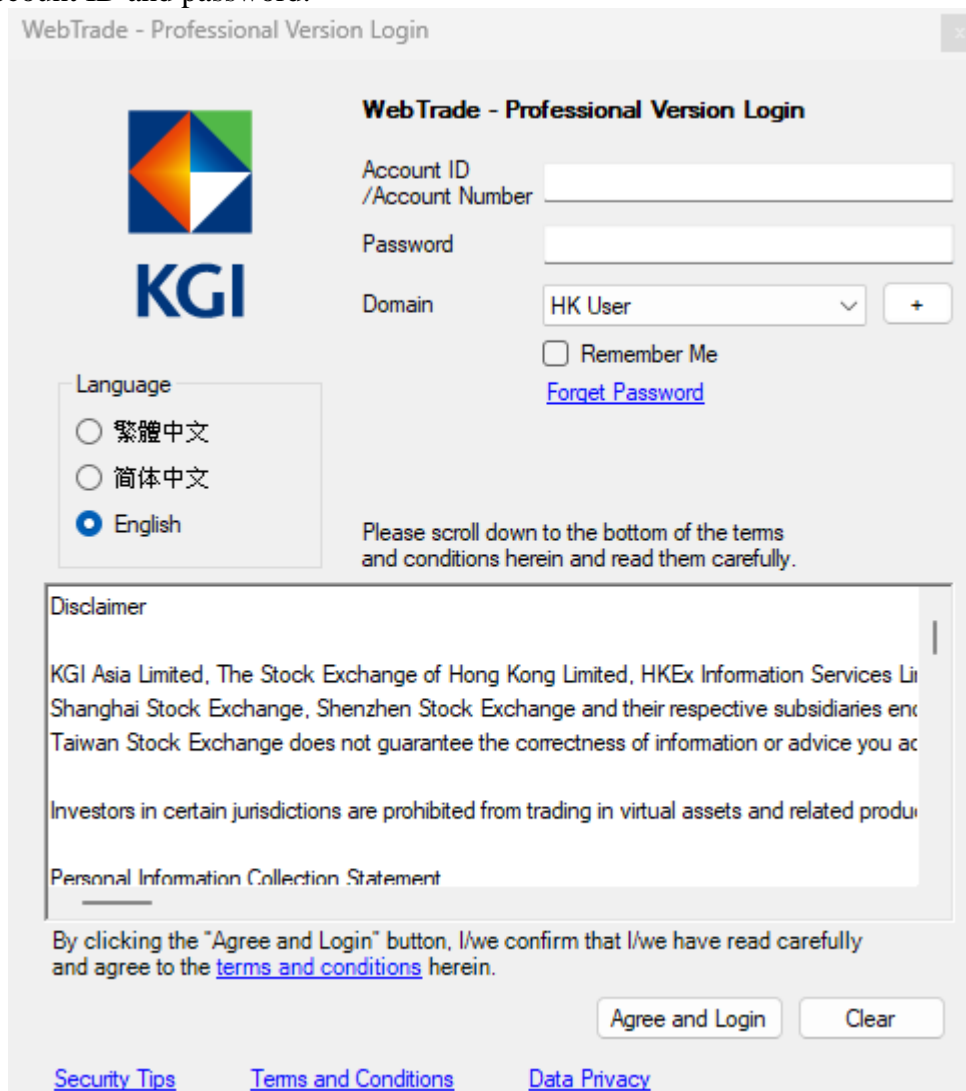Major functions of WebTrade - Professional Version include:

- o Equity trading
- o Real-time order status monitoring
- o Account balance and current position monitoring
- o Simple and user friendly interface
- o Real-time market quote

1.2 Features

- o Order Input Shortcut Keys Supports
- o Real-time order status update
- o Detailed Order Execution Summary
- o Order Book Filtering
- o Order Book Sorting/Grouping
- o Customizable Order Book
- o Today Trade Summary
- o Export Trade summary to Excel
- o Position View
- o Default Order Entry
- o Real time Market Quote
- o Network Clock
- o Multiple Language Support
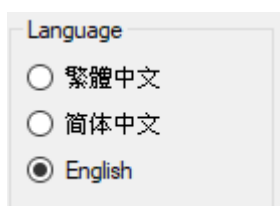- o Auto Program Update

2. Login

The login window will pop up when you click the WebTrade - Professional Version icon for your Account ID and password:

Figure 1 WebTrade - Professional Login interface

1. **WebTrade - Professional Version** is a single client system; Account ID means your 11-digit account number.
2. "**Remember Me**" can store the current Account ID at local computer; make it convenient for your future login.
3. You can choose your preferred language in the login window. WebTrade - Professional Version supports 3 languages: English, Traditional Chinese and Simplified Chinese.

Figure 2 Language Options

Useful Tips: User should choose their preferred language before login

Note:

1. **Duplicate login**

    WebTrade - Professional Version does not allow second user login concurrently. Second login to the system would force the first login to logoff and the user will be notified by the following message.

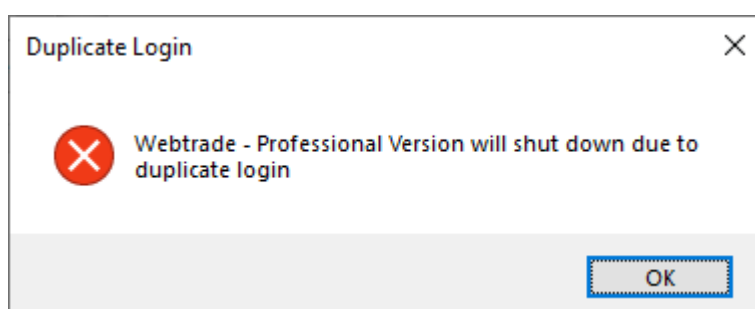   **Figure 3** WebTrade - Professional Version duplicate login message

    WebTrade - Professional Version and WebTrade are not allowed to login simultaneously. The System will consider it as duplicate login if this happens.

2. **Security Tips**

    If users would like to know more about how to use the online trading safely, they can click the Security Tips in Login page to view the different tips in our official webpage.

Cybersecurity Guidelines

To ensure the security of your electronic trading and personal information, please read in detail and follow the cybersecurity guidelines below:

A. Account Password

1. When using electronic trading for the first time, change your password immediately. Destroy any electronic messages or letters containing your Account ID, Account Number, and password.
2. Avoid using easily accessible personal information (such as your name, date of birth, telephone number, ID card number, or passport number) as a password. Do not use sequential or repetitive numbers, or any words in a dictionary or obvious ones, such as your pet¡¦s name.
3. Do not use your trading account password on any other websites.
4. Memorize your password, and do not write it down on paper or record it in places easily accessible to others. Ideally, your password should be easy for you to remember but difficult for others to guess.
5. Change your password regularly, preferably change it every three months.
6. Change your password immediately if you suspect someone may know your password.
7. Do not disclose your password to anyone or allow anyone, including KGI¡¦s staff, to use it. KGI will never ask for your password via email, phone, instant messaging apps, or any other channels.
8. If you want to change your password, log in and follow the "CHANGE PASSWORD" instructions.
9. If you input an incorrect password three consecutive times, your account & password will be suspended, and you will not be able to log in to the WebTrade Service. To release the suspended account & password, please call our 24-hour InvestLine at (852) 2878-5555 or contact your KGI Investment Representative.

B. Electronic Devices and Software

1. Install the latest PC protection software, such as anti-virus, anti-spyware, and personal firewall, and enable automatic updates for virus and spyware definitions to keep your device secure.
2. To protect your computer from viruses effectively, detect the latest viruses, spyware, and any unauthorized intrusions in real-time.
3. Download software from KGI¡¦s official website. When searching for applications, ensure you use the correct app name to avoid counterfeit apps.
4. Avoid using jailbroken or rooted mobile phone or electronic devices for electronic trading to prevent malicious software attacks.
5. Use the latest versions of browsers and applications that support secure encryption standards.
6. Safeguard devices used to access KGI¡¦s electronic trading platform by enabling appropriate security measures such as auto-lock and password protection
7. If your device is lost, reset your password immediately and review your account transaction records for avoiding any unauthorized activity.
8. Avoid sharing your device with others or use someone else¡¦s device to access the electronic trading platform.
9. Before donating, selling, or recycling old devices, ensure all data is erased.

Figure 4 Security Tips Page

3. Main Menu

Once successfully login, a WebTrade - Professional Version menu bar will be placed at the top of the screen:
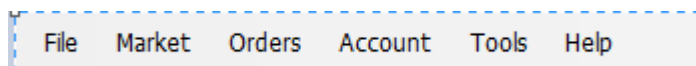

Figure 5 WebTrade - Professional Version menu bar

Under normal circumstances, main menu will be hidden. If you want it to be on-the-screen again, click the button on the far right side of the main menu (circled in red in Figure 6)
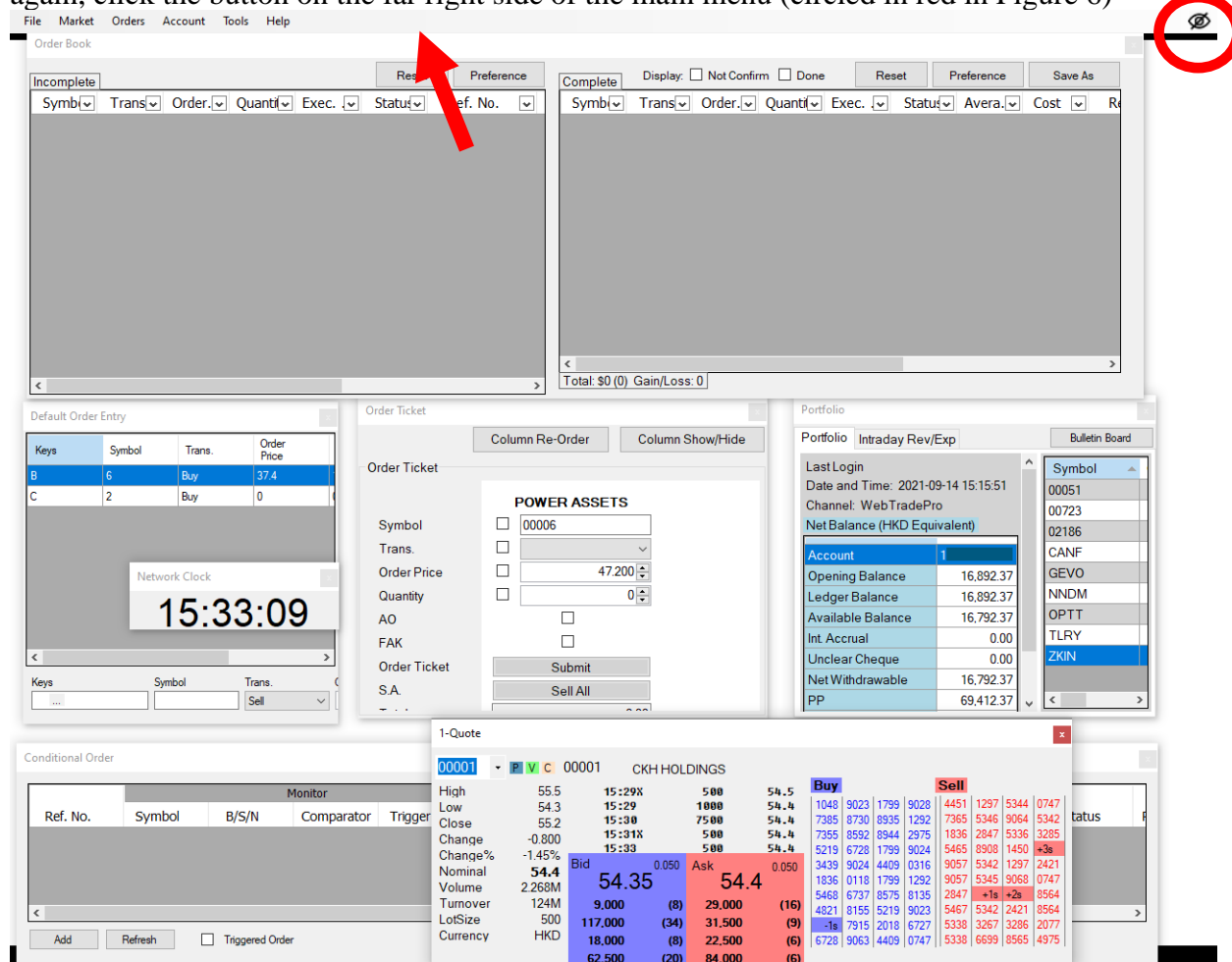

Figure 6 WebTrade - Professional Version menu bar at the top of the screen

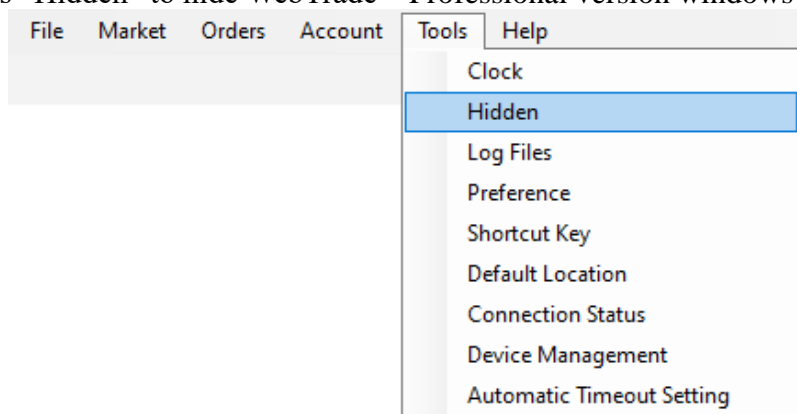Press "Hidden" to hide WebTrade – Professional version windows

Figure 7 Click to hide windows

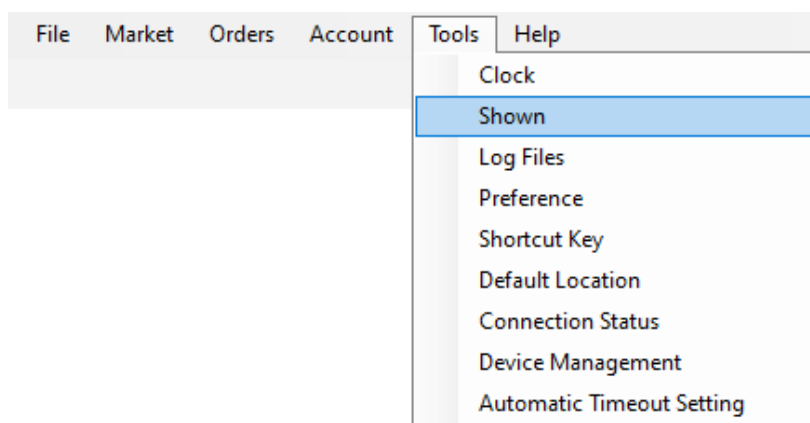Press "Shown" to show WebTrade – Professional version windows

Figure 8 Click to show windows

4. Order Ticket

Order Ticket is a new user interface containing a number of user-friendly features. It provides a number of shortcuts which can minimize number of keystrokes during an order entry. With this order ticket feature, users can enter their orders faster and to seize the rapidly changing market's moment easily.

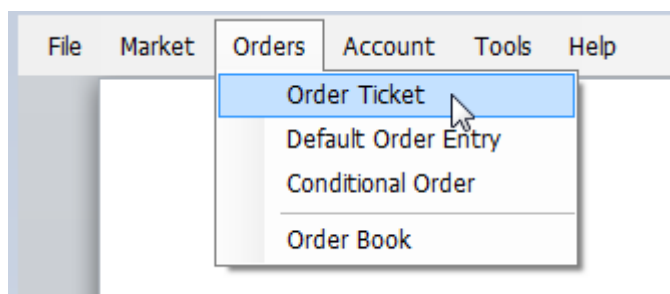To open order ticket, click **"Orders"** in the menu bar and choose "**Order Ticket**"
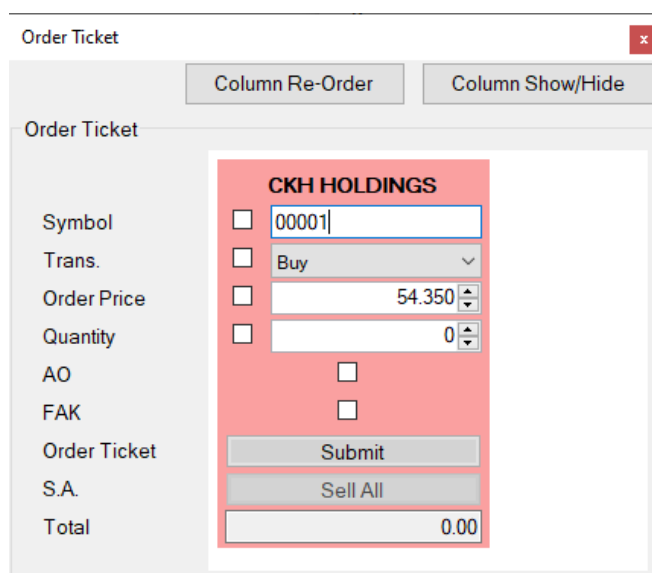

Figure 9 Order Ticket in the menu bar

Figure 10 Order Ticket window

Tips:
1. The last stock code will be stored in the system and restored in the Order Ticket during next login.
2. Check the box can lock the content of the field.
3. Users can adjust the position of all fields.

4.1 Enter a new Order

The following are steps for inputting a new order using shortcut keys.
1. Click "**Orders**" in the main menu and choose "**Order Ticket**" to show the Order

Ticket.

2. Enter the Stock code and press Enter↵.

3. Select Buy/ Sell in the "Trans." box. Press "Enter↵" to the next field.
   Useful Tips:
   - *User can use shortcut keys to speed up the selection. i.e. pressing "1" or "+" button in the numpad for Buy side while pressing "3" or "−" in the numpad for Sell side.*
   - *Dependingon the order side selected (either Buy side or Sell side), order ticket will change its color to present the order side accordingly. (The default color for Buy is pink and Sell is yellow. User may change the color via preference form described in the last session.)*

4. Enter or adjust price in the price field. Press "Enter↵" to the next field.
   Useful Tips:
   - *User can use shortcut keys to adjust the price by spread. i.e. press " ↑ " to increase the price by one spread, or press " ↓ " to decrease the price by one spread.*

5. Enter or adjust Lot Size in the Quantity field. Press "Enter↵" to next field.
   Useful Tips:
   - *User can use shortcut keys to adjust the quantity by lot. i.e. press " ↑ " to increase the quantity by one lot, or press " ↓ " to decrease the quantity by one lot*

6. Press "." button in the numpad to append 3 zeros ("000")

7. If it is an AO order, check the AO box. Press "Enter↵" to continue
   Useful Tips:
   - *User can press "Spacebar" to check or uncheck the option*

8. If it is a FAK order type, check the FAK box. Press "Enter↵" to continue
   Useful Tips:
   - *User can press "Spacebar" to check or uncheck the option box*

9. If it is a Sell All order, check the **"Sell All"** button to continue
   Useful Tips:
   - *User can check the ＂Custom Price for Sell All" in Preference. When user does not check the "Auto Fill Price", press the "Sell All" button would take the price from user. Moreover, when user checked the "Auto Fill Price", press the "Sell All" button would copy the Nominal Price or Bid Price at that moment.*

10. In the submit field, press "Enter↵" or click "Submit" button to send order.

As shown above, order entry could be easier and faster by using shortcut keys effectively. For summary on shortcut keys, please refer to "Shortcut Keys" session below.

NOTE: If users input incorrect lot size in Quantity, they can simply click "↑" or "↓" to adjust into the correct size.

Original	Round Up (↑)	Round Down (↓)

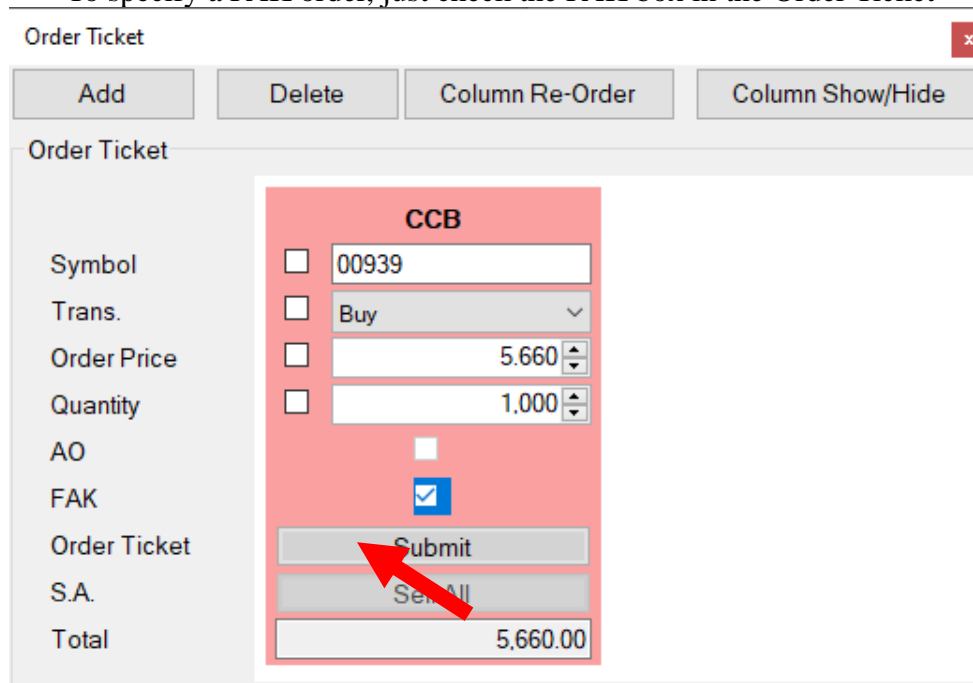**Figure 11** Order Ticket – Auto-correct lot size

4.2 Shortcut Keys

WebTrade - Professional Version provides a number of considerable keyboard keys, makes it more efficient than using a mouse. The following are some commonly use keys:

- o **'*' (asterisk)** - Moves the cursor focus to previous field

- o **'+' , '-'** - Select the order as Buy (+) or Sell (-)
- o **'1' , '3'** - Select the order as Buy (1) or Sell (3) in the Buy/Sell field.
- o **'↑'** - Increase the spread price or lot size
- o **'↓'** - Decrease the spread price or lot size

- o **'.' (full stop)** - Automatically append three 'zero' digit ("1." become 1,000, "5." become 5,000 and "10." become 10,000 etc) in the Quantity field
- o **'Esc'** - Clear all inputs in the form and moves the cursor back to the original location.
- o **'Enter↵'** - Move the cursor to next field or submit the request

Besides these useful shortcut keys, Order ticket provides many advanced features to enter order in a more convenient and quicker way. The following are some highlights.

- Support Fill-And-Kill Order (FAK)
    - ◆ User can specify an order as a "Fill-And-Kill" type
        - ◦ To specify a FAK order, just check the FAK box in the Order Ticket

Figure 12 FAK Order

4.3 Over Price/Amount Warning

If the order price or transaction amount exceeds the limit set in Preference (which can be changed at anytime), the following warning windows will be shown.

In the warning window, users can:
o change the Price and/or Quantity
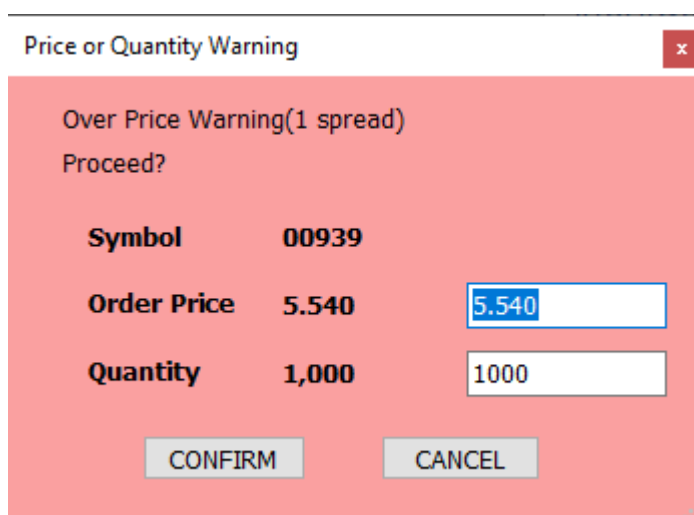o review and confirm order information.
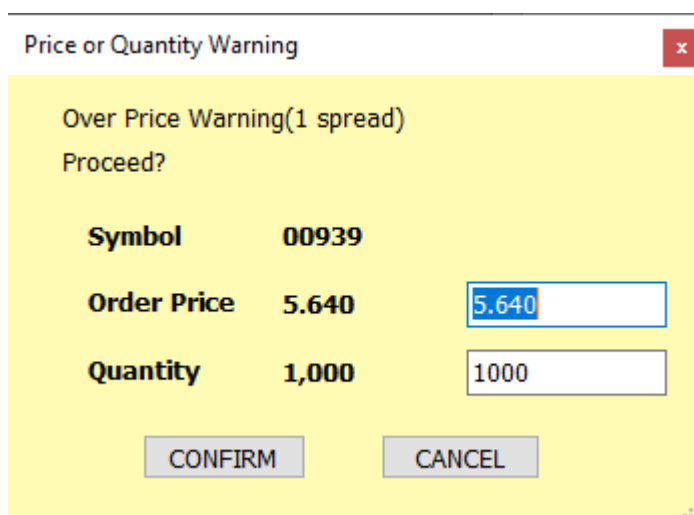

Figure 13 Buy Order's Warning Window

Figure 14 Sell Order's Warning Window
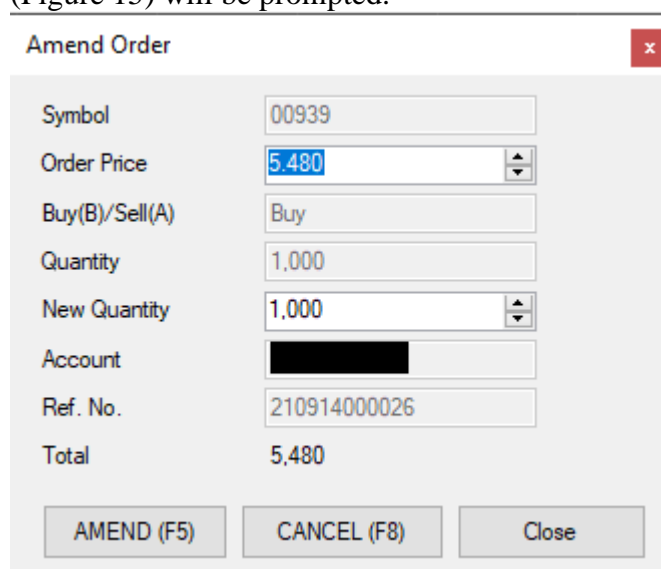
4.4 Amend or Cancel Orders

Users can amend or cancel order through the **Order Book Incomplete** window**.**

Amend Order
- o Order can be amended if it is in one of the following status
    - ▪ Pending
    - ▪ Queue
    - ▪ Partially Executed
    - ▪ Waiting for approval
    (All fully executed orders, rejected orders, or cancelled orders are not allowed to be amended.)
- o Both price and quantity can be amended.

To amend an order,
- Click the order in the **Incomplete window** of the **Order Book**, **Amend Form** (Figure 15) will be prompted.

Figure 15 Amendment Form

- Amend Price or Quantity accordingly in the **Amend Form.**
- If there is nothing to change, press "**Close**" in the form or press "Esc" on your keyboard to close the form
- After the amendment, press "**Amend**" button to finish.
- If you have enabled order amendment confirmation alert in "Preference", an **Amendment confirmation box** (as shown Figure16) will be prompted. Press "**OK**" to confirm or press "**Cancel**" to cancel the amendment.

Figure 16 Amendment confirmation box

Cancel Order
- o Order can be cancelled if it is in one of the following status
    - Pending
    - Queue
    - Partially Executed
    - Waiting for approval

    (All fully executed orders, rejected orders, or cancelled orders cannot be cancelled.)
- o User can:
    - Cancel the order individually
    - Cancel orders in bulk by stock code
    - Selectively cancel multiple orders

To cancel a single order,
- Click the order in the **Incomplete window** of the **Order Book** to bring up the "**Order Amendment Form**" (Figure 15) and press "**Cancel**"

- Right click the order in the Order Book and select **CANCEL—XXX** (where XXX is the stock code, order side, price and ref. number) in the submenu as shown in Figure17.
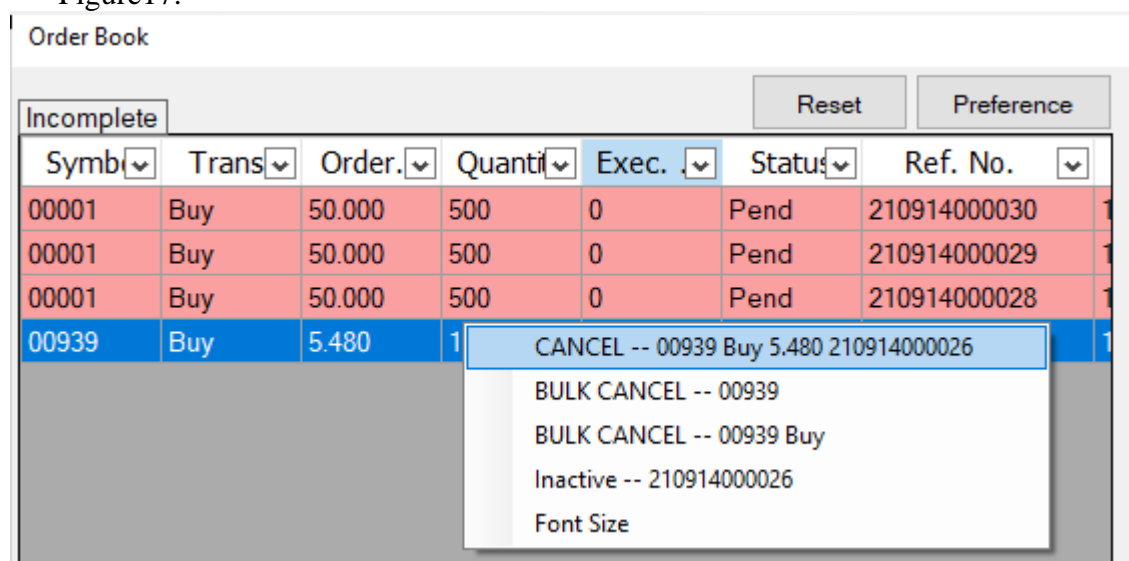

Figure 17 Right Click the order at the Order Book

- If you have enabled the order cancellation confirmation alert in the Preference, a **Cancel Confirmation message box** (as shown Figure 18) will be prompted. Press **"OK"** to confirm or press **"Cancel"** to reject the order cancellation.
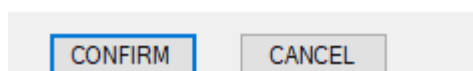

Figure 18 Order cancellation confirmation

To bulk cancel orders by stock code,
- Right click at order and select **BULK CANCEL—XXX** (where XXX is the stock code) option in the submenu to cancel.
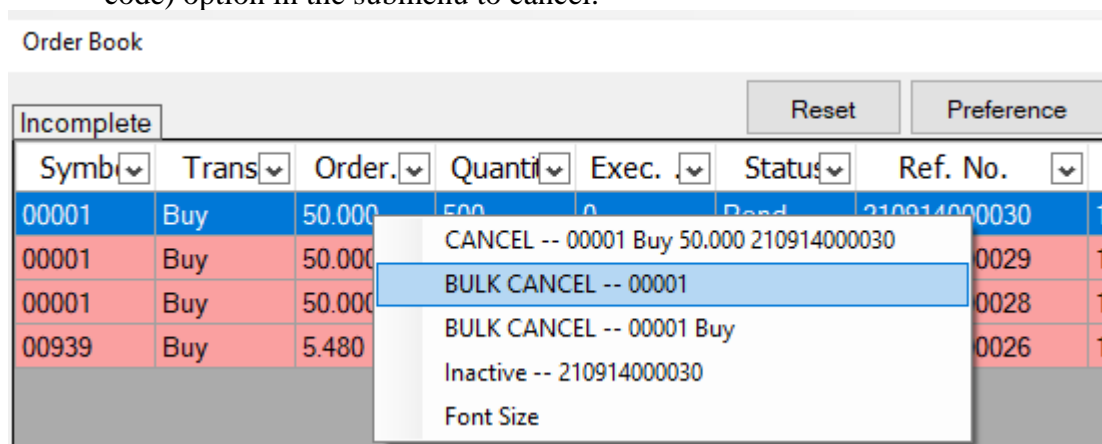

Figure 19 Bulk cancel by stock code

- If you have enabled the order cancellation confirmation alert in the Preference, a **Cancel Confirmation message box** (as shown Figure 20) will be prompted. Press **"OK"** to confirm or press **"Cancel"** to reject the order cancellation.

Figure 20 Bulk stock cancellation confirmation

To bulk cancel orders by stock code and order side,
- Right click at order and select **BULK CANCEL—XXX Side** (where XXX is the stock code and Side is Buy/Sell) option in the submenu to cancel.

Figure 21 Bulk cancel by stock code and order side

- If you have enabled the order cancellation confirmation alert in the Preference, a **Cancel Confirmation message box** (as shown Figure 22) will be prompted. Press **"OK"** to confirm or press **"Cancel"** to reject the order cancellation.

Figure 22 Bulk stock cancellation confirmation

4.5 Inactive and Reactivate Order

Right click on the queue order and select "**Inactive – XXX**" option (where XXX is the reference number) to inactive the order.
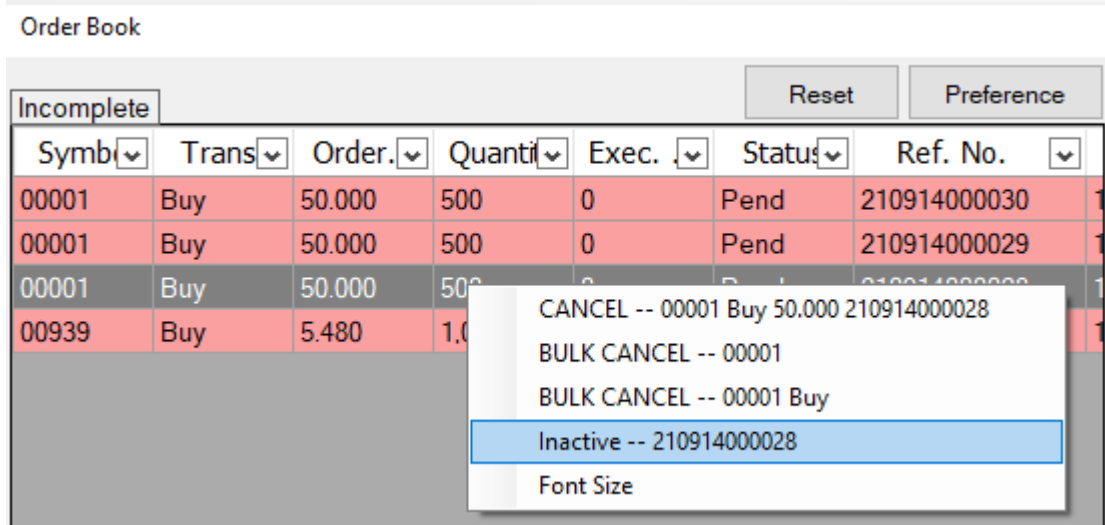

Figure 23 Inactive an order

Right click on the inactivate order and select "**REACTIVE – XXX**" option (where XXX is the reference number) to activate the order.
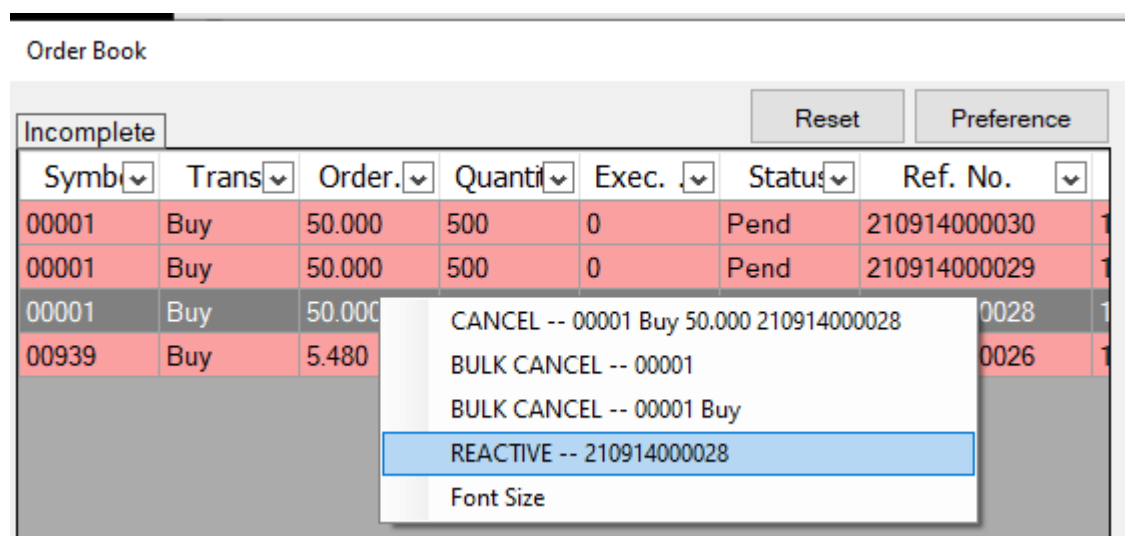

Figure 24 Reactivate an inactive order

5. Order Book

Order Book is a single window that centralized all orders information. In this window, user can monitor all orders and make amendment if needed.

To open the order book, click "**Orders**" in the menu bar and choose **"Order Book"**
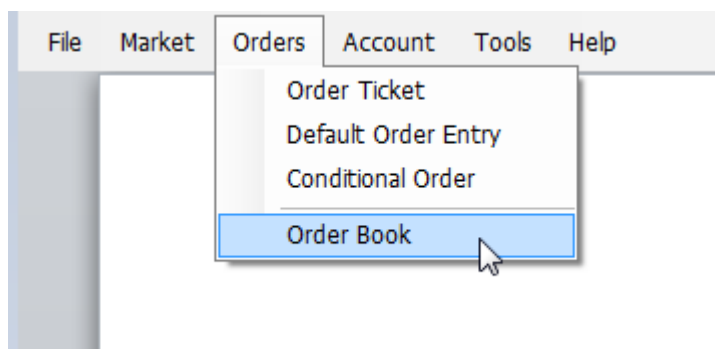

Figure 25 Find Order Book from the menu bar

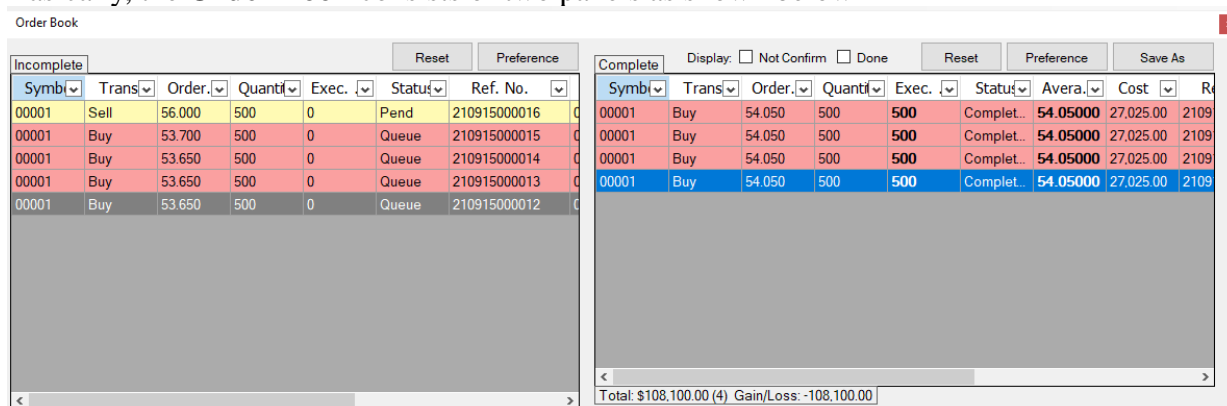Basically, the **Order Book** consists of two panels as shown below

Figure 26 Order Book window

In the **left** panel, it is an "**Incomplete**" tab which primarily focus on working order(s), such as
- o Queue Orders,
- o Inactive Orders,
- o Pending Orders and
- o Partially Executed Orders.

Users can amend or cancel orders in this panel. They may refer to part 4.4 for more details.

In the **right** panel, it is a "**Complete**" tab which primarily focus on completed order(s), such as
- o Completed Orders,
- o Confirmed Orders,
- o Rejected Orders, and
- o Cancelled Orders.

Figure 27 Order Book window - Complete tab at the right panel

User can check order details by double click the selected order.

Figure 28 Order Details

User can also filter records simply by clicking "Display" option at the top of table. (It can be filtered by: **"Not Confirmed"** orders and/or **"Done"** orders)

User can also check Total and today Gain/Loss at the bottom of the right panel.

Other functions
- o Column Preference
  - o Users can use "Preference" in the "Order Book" window to choose their favorite columns, such as "Account", "Cost" and "Time"

- o Column Sorting
  - o Users can sort out specific column by clicking at the column header
  - o To change sorting order, just click at the same column header again

- o Support multiple sorting
  - o To make a multiple sorting, sort out one column first
  - o Simply hold on "shift" button and click on another column header to make multiple sorting

- o Customizable column display sequences
  - o User can change the column display sequences in its own preference
  - o To change display sequences, use your mouse to drag the selected column header, move left or right to change the sequences and drop it on any location in the header row.

- o Export to Excel
  - o User can save the record in excel format. To save the record, just click "**Save As**" button

o Browse to your download location and press **Save** button to confirm
(Please note that the color preference on order would be included in the saved file)

6. Portfolio

Portfolio contains client's holdings, cash related information and Intraday Rev/Exp which are real time to reflect the latest information.

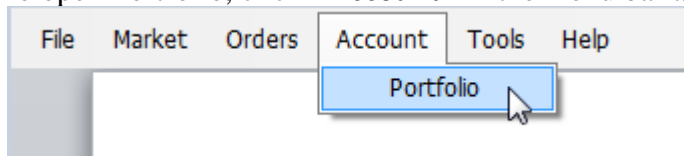To open Portfolio, click **"Account"** in the menu bar and choose **"Portfolio"**

Figure 29 Portfolio in the menu bar

The **Portfolio** tab contains client's stock holdings and cash related information such as Stock Balance (Right side), Opening Balance, Ledger Balance, Available Balance, Interest Accrual, Unclear Cheque, Net Withdrawable and Purchasing Power (PP), etc. All of the above balances which is real-time to reflect the latest information. At the same time, the last login information (left corner) and the Bulletin Board (right corner) will be shown.

Figure 30 Portfolio window

The **Intraday Rev/Exp** tab groups all intraday executed orders by stock code and Buy/Sell side and shows the Average Executed Price, Executed Quantity, Nominal Price, Total, Intraday Rev/Exp by stock and Total Intraday Rev/Exp.

Figure 31 Intraday Rev/Exp tab

Useful Tips
- Click Stock record in Portfolio, a "**Sell All**" order will be created and transposed to **Order Ticket** directly.

7. Default Order Entry

This allows users to save different default order entries at specific Stock, Price and Quantity for future order placing. Once users single click the order entry in the Default Order Entry window or press shortcut key in the Order Ticket window, the entry can be copied into the **Order Ticket**.

If the order entry price is **zero or blank**, the **Bid/Ask Price** or **Nominal Price** will be automatically filled in the Order Ticket (with enabling of **Auto Fill Price** in **Preference**).

To open Default Order Entry window, click "**Orders**" in the menu and choose "**Default Order Entry**".
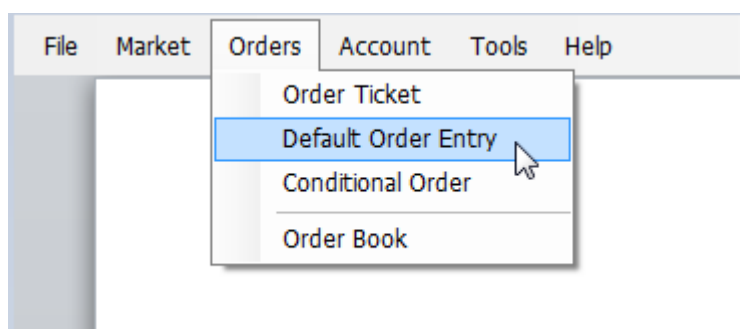

Figure 32 Open Default Order Entry from the menu bar

7.1 Create a default order entry

- o Enter **Keys** (Optional #)
- o Enter **Symbol** (1 – 5 digits) (Optional)
- o Choose **Buy** or **Sell** in **Trans.**
- o Enter **Order Price** (Optional)
- o Enter **Quantity** (Optional)
  (If the quantity is zero, the field Quantity will not be filled in the Order Ticket)
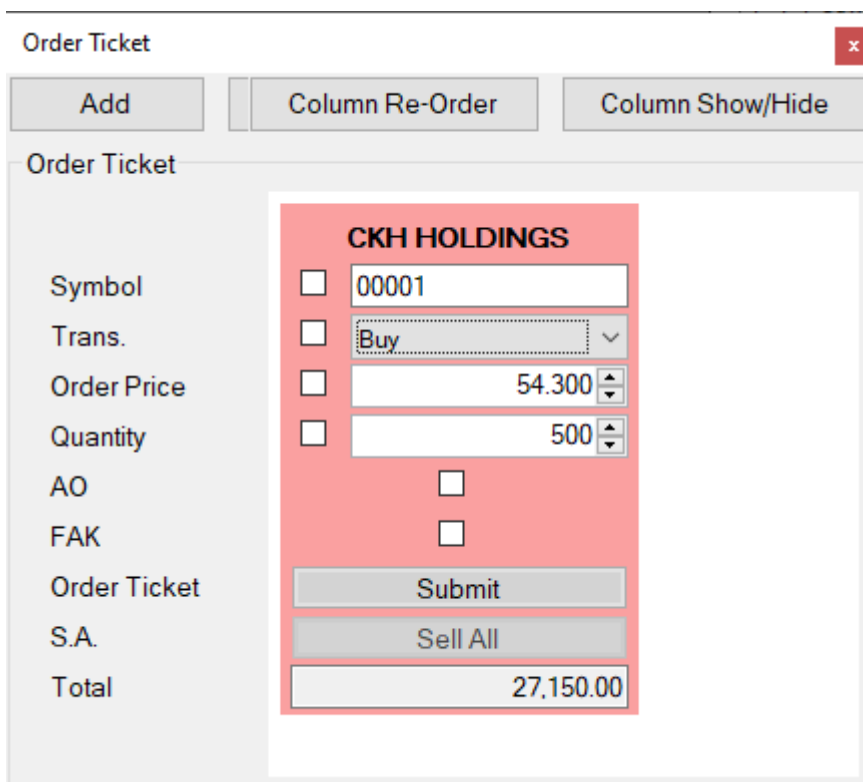- o Enter **Remarks** for such record (Optional)
- o

Figure 33 Default Order Entry – Create Saved Order

#: Press shortcut key in Order Ticket can copy the order entry. No shortcut key can be duplicated and it will cover the default shortcut key.

Example: If users click the order entry in Default Order Entry window or use Keys in the

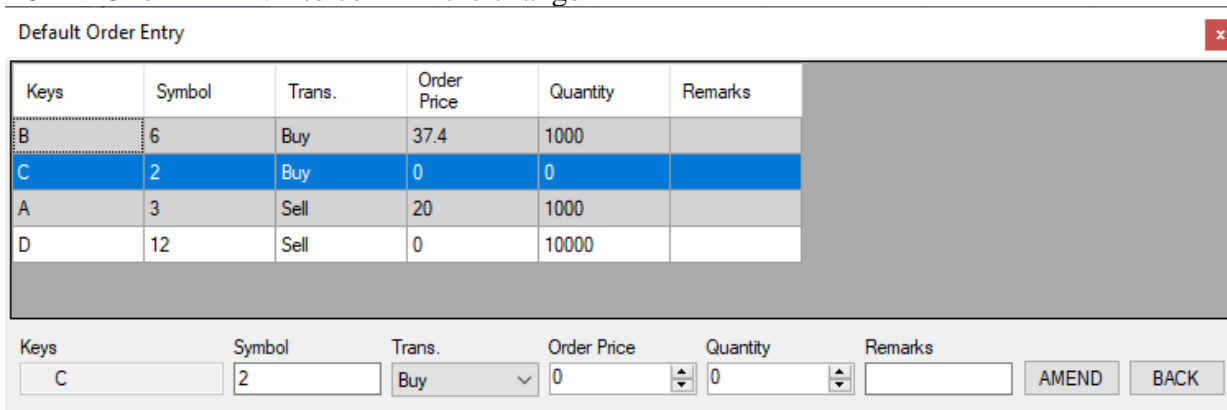Order Ticket, order details can be transferred to the ticket.

Figure 34 Order Ticket – Default Order

7.2 Amend a default order

o   Right click on the default order and choose "**AMEND**"
o   Change Value in target field below
o   Click AMEND to confirm the change

Figure 35 Default Order Entry – amend order

7.3 Delete a default order

o   Right click on the saved order
o   Choose "**CANCEL**" in the submenu to cancel.

Figure 36 Default Order Entry – Delete a saved order

8. Conditional Order

Conditional Order allows users to create an order for Hong Kong equities, warrants, Exchange Traded Fund (ETF) and Callable Bull/Bear Contract (CBBC) in advance with pre-specified 'trigger conditions'. Once those conditions are triggered, the order will be automatically entered into the user's trading account.

This provides users greater efficiency and automation in monitoring numerous stocks in the market.

8.1 Types of Conditional Orders

WebTrade - Professional Version allows users to place the same stock Conditional Order and cross stock Conditional Order.

Same stock Conditional Order enables users to monitor a stock for a set of predefined trigger conditions, while **cross stock Conditional Order** enables users to set trigger conditions based on a different stock than the one users wish to buy or sell, which is a useful trading tool when the users believe movement in one stock is closely related to or will lead to the movement in another stock.

For trigger conditions, users are able to select a **lower** or **upper trigger** (details please refer to 8.3). This Trigger alerts us when conditional order should be placed to the user's trading account. Once the conditional order is triggered, it will be entered into the user's trading account as a **normal limit order** in terms of the upper or lower limit which set by the users.

8.2 Features

To give users greater flexibility to plan future orders and manage existing positions, Conditional Order has following features:

1 Users can specify a trigger expiry date of up to 7 calendar days (T+7 calendar days).
2 Expired non-triggered Conditional Orders will not be entered into user's trading account.
3 Stocks and funds will not be locked after the Conditional Order is created. (However, users are responsible for keeping sufficient funds and stocks in the accounts to support the Conditional Orders when triggered).
4 Users can place unlimited Conditional Orders.
5 Confirmed waiting for trigger Conditional Orders will still work even users have not login to the system during trading hours.
6 Users can view the Conditional Orders and intra-day triggered Conditional Orders by just one click (Details please refer to 8.7).
7 Apply 15 % auto price checking on the Trigger and Order Price for the same stock conditional order.

8.3 Open Conditional Order window

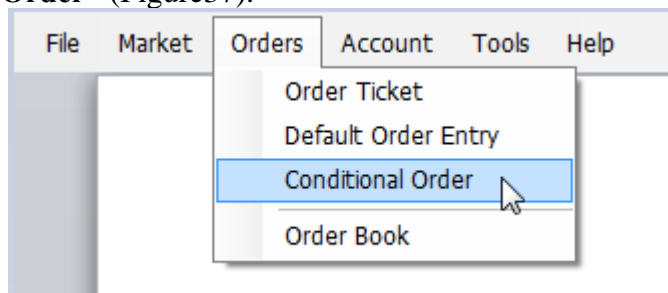To open Conditional Order window, click "**Orders**" in the menu and choose "**Conditional Order**" (Figure37).

Figure 37 Open Conditional Order window from the menu bar
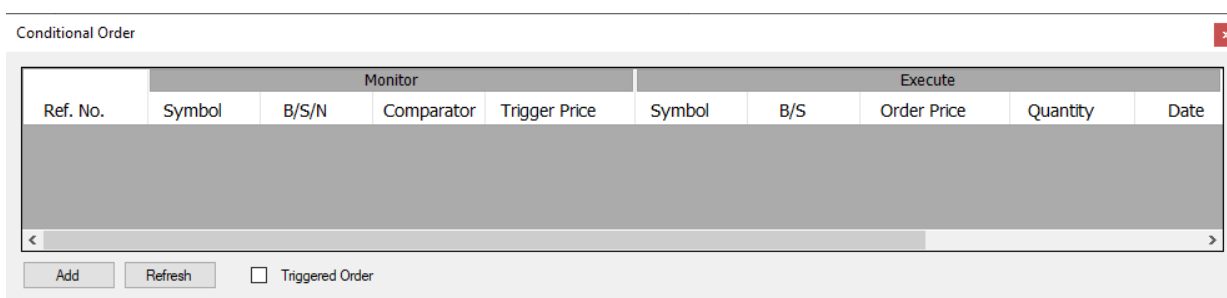

Figure 38 Conditional Order window

8.4 To add a new Conditional Order

For instance, a user would like to buy 400 shares of #00005.HK at $40.700 if the nominal price of #00005.HK >= 43.000

First, click "**Add**" on the "**Conditional Order**" window (Figure 39) to open a "**Conditional Order Setup**" window (Figure 40)
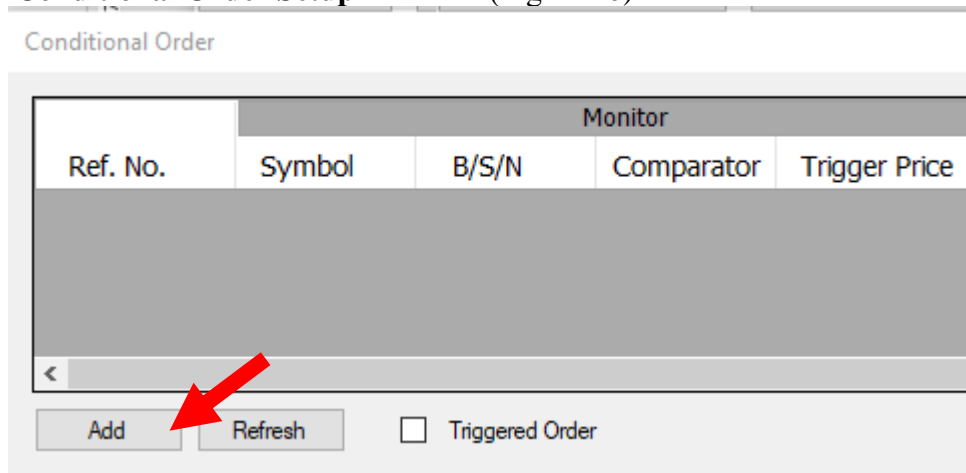
Figure 39 Click add on the Conditional Order window

"**Conditional Order Setup**" window (Figure 40) is divided into 2 parts: "Monitor" in the upper part and "Execute" in the lower part. User can set the trigger conditions under "Monitor" and set the limit order, which will be placed to the user's trading account after the trigger conditions have been hit, under "Execute".
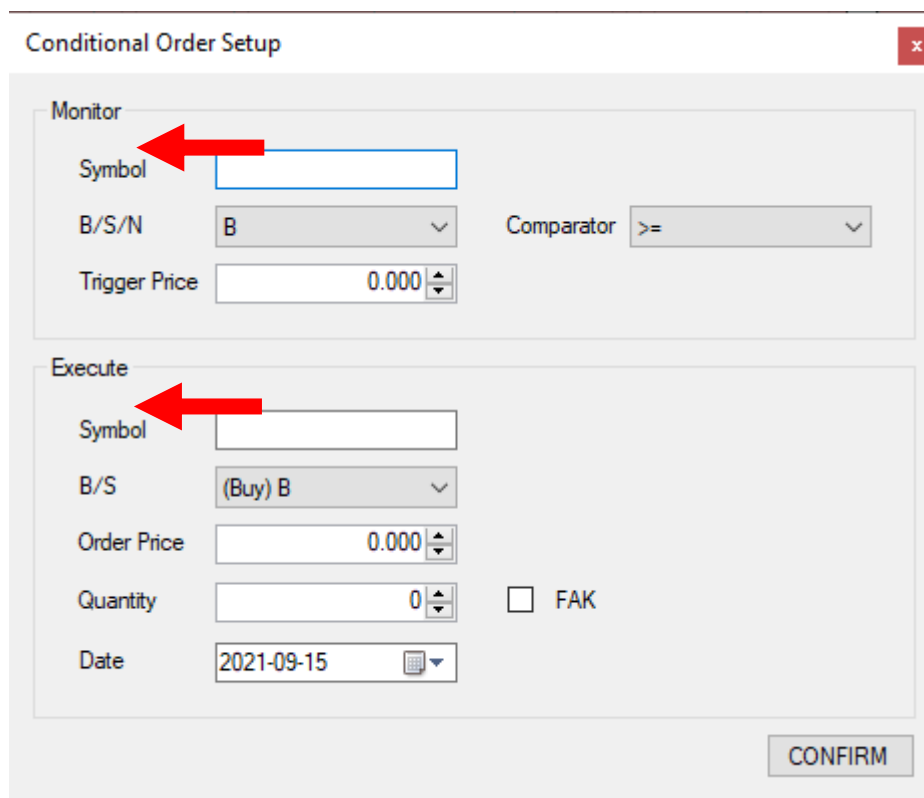

Figure 40 Conditional Order Setup window

1   Enter trigger conditions:

    1.1 Enter the **stock code** which you would like to monitor at "Symbol" under "Monitor", therefore, enter 5:
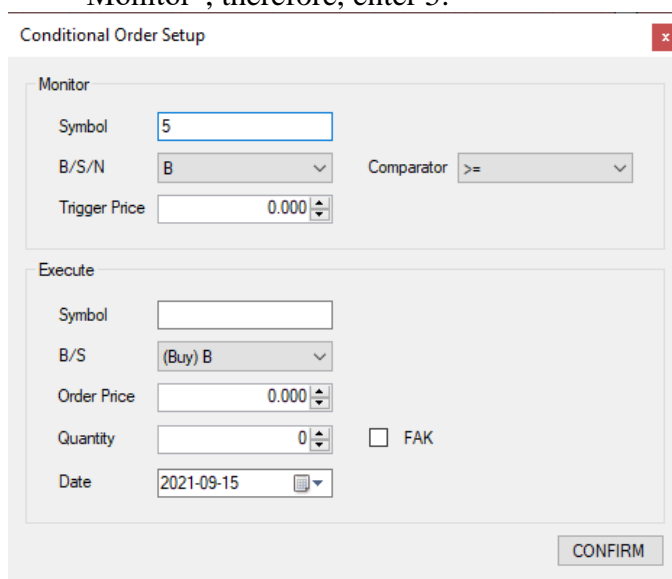
Figure 41 Input stock code at "Symbol" under "Monitor"

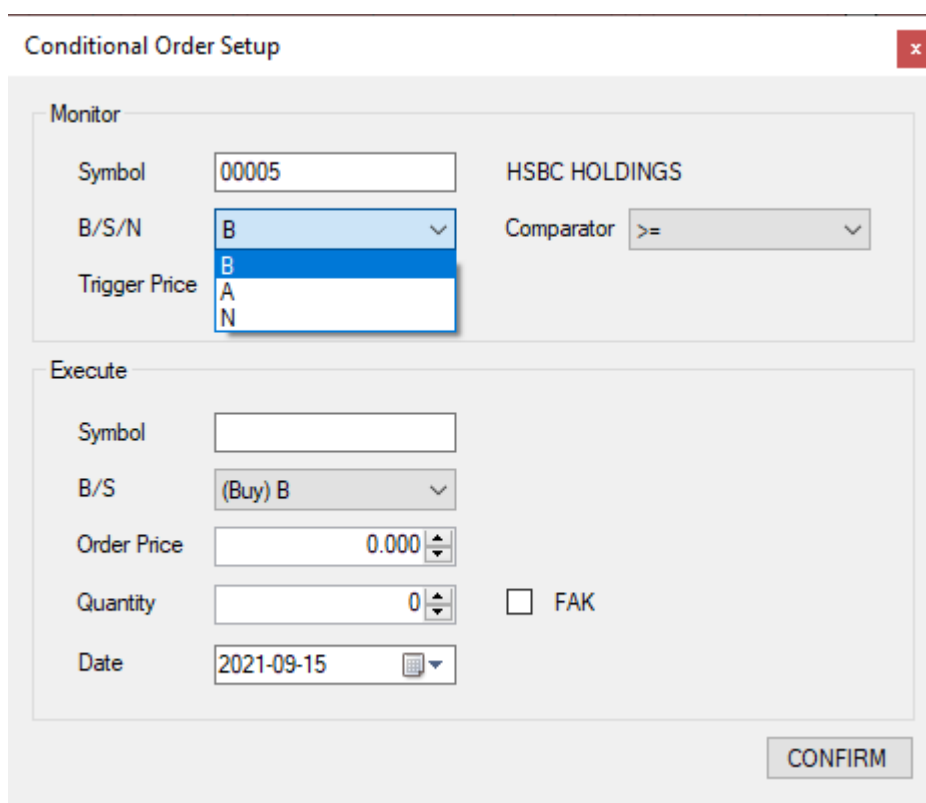   1.2 Press "Enter ↵" for completed stock code, stock name and market price checking

Figure 42 Completed stock code, stock name and market price will be shown after pressing "Enter↵"

1.3 Press the down arrow [▾] at B/S/N to open the pull down menu. User can choose to monitor 1) Bid price (B), 2) Ask price (A) or 3) Nominal price (N) of selected stock (Figure 43). Therefore, choose "N" to monitor nominal price of #00005.HK (Figure 44) in this example.
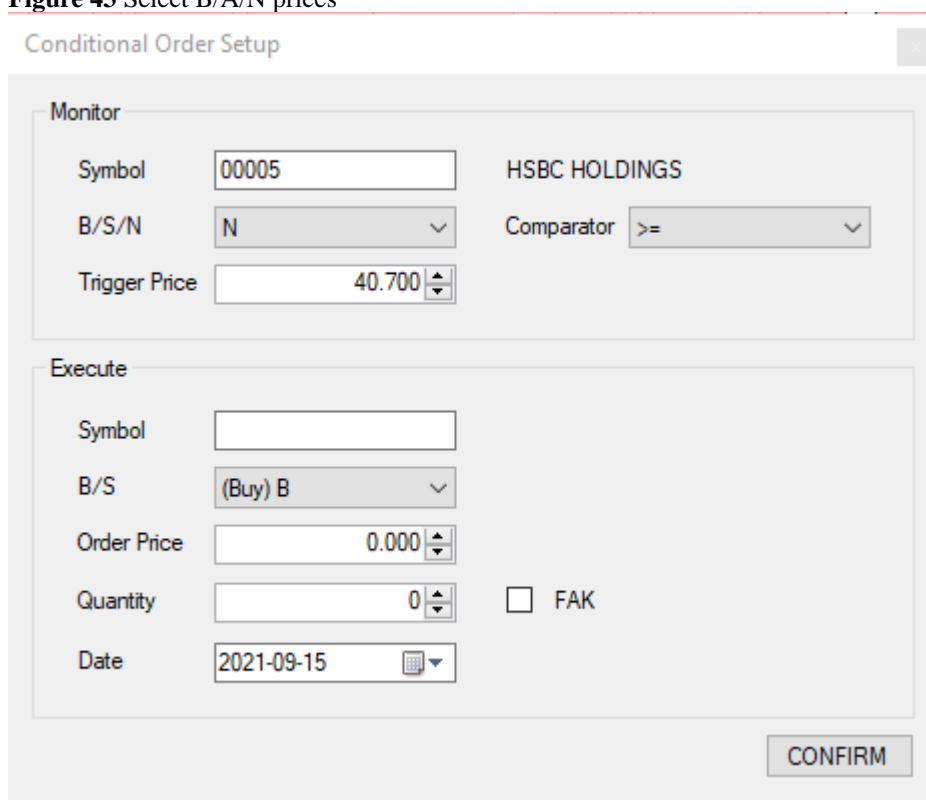
Figure 43 Select B/A/N prices

Figure 44 Select N price to monitor

1.4 Press the down arrow ⌄ at "Comparator" to open the pull down menu. User can select a **lower** or **upper trigger** ^ by choosing "< =" or ">=" (Figure 45), therefore, choose ">=" (Figure 46):
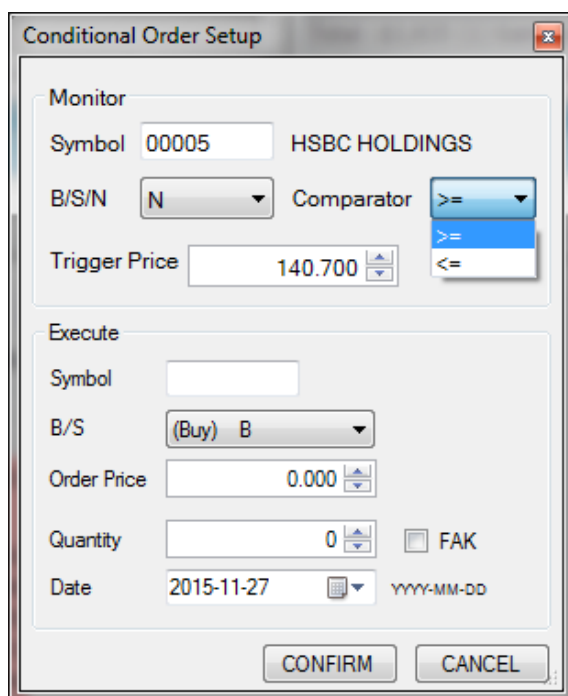
Figure 45 Select "> =" or "< ="
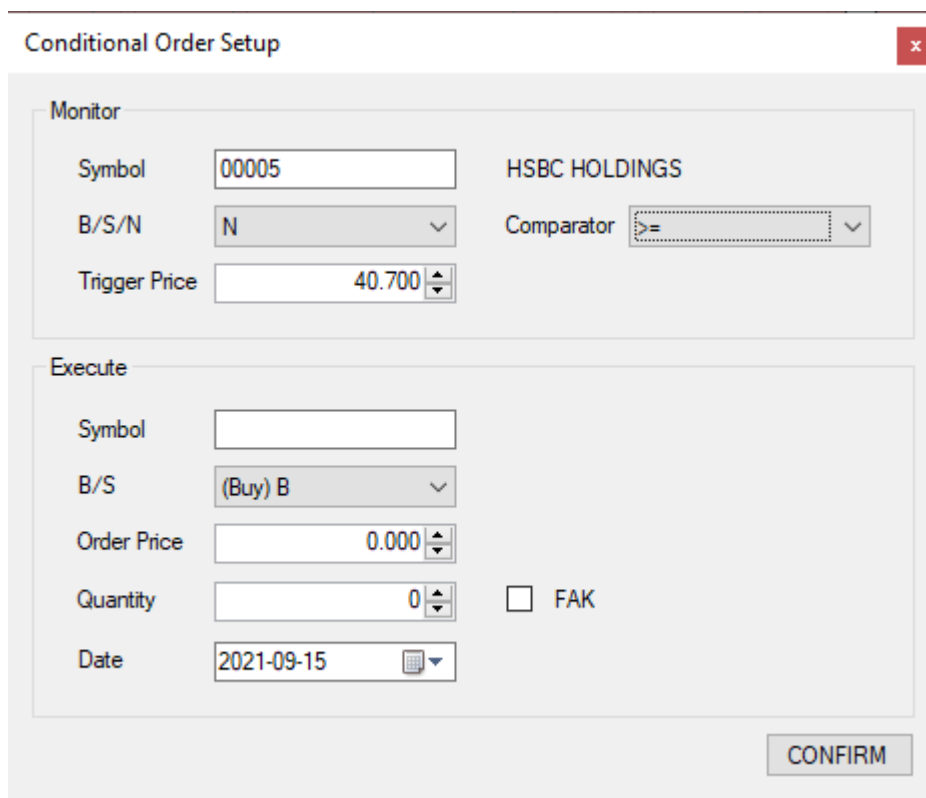

Figure 46 Select "> ="

^ **Lower Trigger** means if market price is less than or equal to trigger price, the order will be placed to the market, for example, set the trigger price of the above conditional order as $43, when the market price of #00005.HK becomes less than or equal to ("< =") $43, the conditional order will be triggered; while **Upper Trigger** means if market price is larger than or equal to trigger price, then the order will be placed in the market, for example, set the trigger price of the above conditional order as $43, when the market price of #00005.HK becomes higher than or equal to ("">=") $43, the conditional order will be triggered.

1.5 Input trigger price or use ⬍ or arrow keys "↓" or "↑" to adjust the generated price at "Trigger Price", therefore, input 43.000 (Figure 47)

Figure 47 Input 43.000

2   Enter limit order under "Execute"

2.1 Enter Stock code under "Execute" and press "Enter↵" for stock code, stock name and market price checking**,** for example in this case, enter 5 (Same Stock Conditional Order); OR if you believe the move of #00005.HK will lead to the movement of # 24147.HK, enter 24147 (Cross Stock Conditional Order)
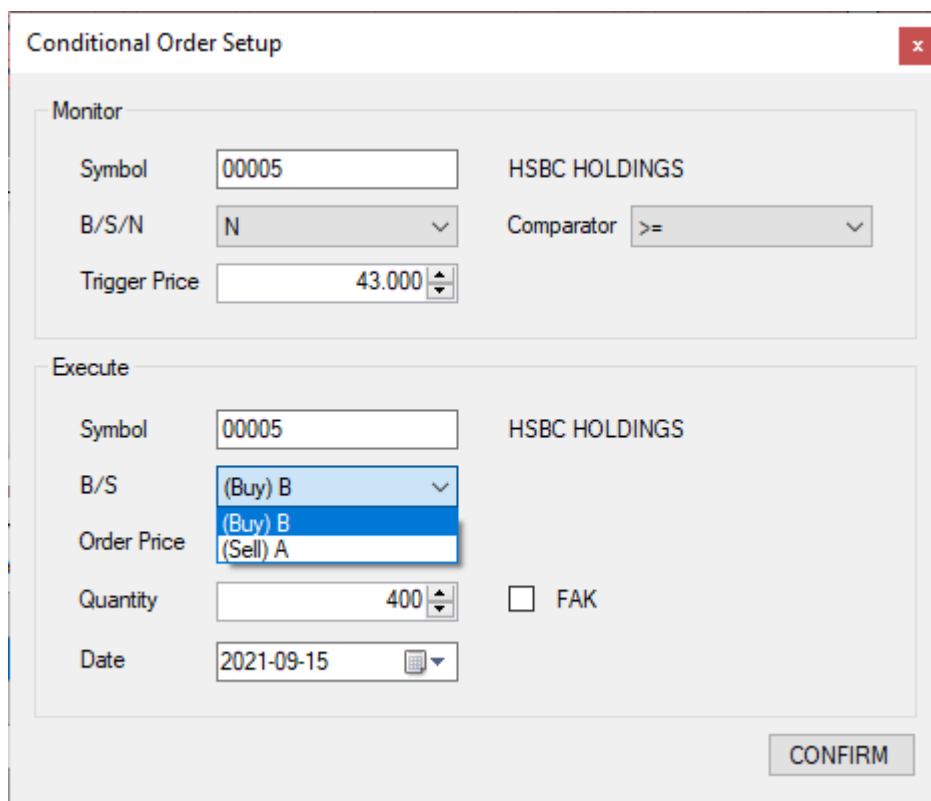
Figure 48 Input 5 and press "Enter↵"

2.2 Press "Enter↵"after checking the stock name and price (Figure 48)

2.3 Choose Buy (B) or Sell (A) at "B/S", therefore, choose Buy (B) (Figure 49)

Figure 49 Choose Buy (B)

2.4 Input Order Price and Quantity, therefore, $40.700 & 400 shares (Figure 50)

Figure 50 Input 40.700 at "Order Price" and 400 at "Quantity".

2.5 You can place this order as FAK order by ticking the "FAK" box (Figure 51):

Figure 51 Tick the box "FAK"

2.6 Input Valid Date or Click to choose the valid date from calendar for this Conditional Order#, for example "2021-09-15"(Figure 52) #:

Figure 52 Select the valid date in the calendar

Users can specify a trigger expiry date of up to 7 calendar days (T+7 calendar days)

2.7   Click "Confirm" to place the Conditional Order.

2.7.1 If the trigger conditions haven't been met, the conditional order will be "pending" in the Conditional Order window (Figure 53)

Ref. No.	Symbol	B/S/N	Comparator	Trigger Price	Symbol	B/S	Order Price	Quantity	Date	FAK	Status	Remarks
021091500001	00005	N	>=	43.0000	00005	Buy	40.7000	400	9/15/2021	Yes	Pending	

Add   *Refresh*   ☐ Triggered Order

Figure 53 View the pending Conditional Order in Conditional Order window

2.7.2 If the trigger conditions were met, the pre-set limit order would be entered into the user's trading account and you can view the order at Order Book as usual (Figure 54).

Symb	Trans	Order.	Quanti	Exec.	Status	Ref. No.	Time
00005	Buy	40.350	400	0	Queue	210915000025	10:49:50
00001	Sell	56.000	500	0	Pend	210915000016	09:35:35
00001	Buy	53.700	500	0	Queue	210915000015	09:35:23
00001	Buy	53.650	500	0	Queue	210915000014	09:35:09
00001	Buy	53.650	500	0	Queue	210915000013	09:35:08
00001	Buy	53.650	500	0	Queue	210915000012	09:35:07

Figure 54 Triggered Conditional Order

Useful tips:
1. Conditional Order will be rejected if there is insufficient fund and stock in the account to support the Conditional Order when triggered (Regarding reason can be found at the "Status" column in "Triggered Order" window (For details please refer to Section 8.7)).
2. Conditional Order triggers during 09:30-12:00 & 13:00-16:00. (Note: It will not be executed even if the trigger price is met at Auction section)
3. Conditional Order will trigger only once.
4. For the **Same Stock Conditional Order**, Order Price and Trigger Price cannot be the same.
5. For the **Same Stock Conditional Order**, the difference between the Order Price and the Trigger Price cannot be over 15 %
6. Users cannot use other function if Conditional Order Setup window is opened.

8.5 Amend your pending Conditional Order
1   Right click Conditional Order in the "Conditional Order" window

2   Choose "Edit" (Figure 55) OR simply double click the Conditional Order.
3   "Conditional Order Setup" window opened
4   Amend the Conditional Order as you need (Figure 56) #
5   Click "Confirm".

Figure 55 Right click the Conditional Order shown at "Conditional Order" window and choose "Edit".

Figure 56 Amend the Conditional Order at the Conditional Order Setup window

#Users cannot change the Symbol (Stock Code) and Comparator in "Monitor".

8.6 Cancel your pending Conditional Order

1   Right click a conditional order in the "Conditional Order" window
2   Choose "Cancel" (Figure 55)
3   The order will be cancelled

8.7 View your intra-day historical Conditional Orders

1 Go to "Conditional Order" window.
2 Tick the box beside "Triggered Order" (Figure 57).

Figure 57 Tick the box of "Triggered Order"

8.8 Conditional Order Status

There are 4 major types of Conditional order status:

#	Status		Details
	English	中文	
1.	Triggered	已觸發	Triggered Order
2.	Pending	等待中	Waiting for trigger
3.	Cancelled	取消	Order cancelled by the user
4.	Rejected	被拒絕	Order rejected after triggered

8.9 Get updated status of your Conditional Order

1 Go to Conditional Order window
2 Click "Refresh" (Figure 58)

Figure 58 Click "Refresh"

8.10 Possible Risks of using Conditional Order

1 WebTrade Professional Version does not guarantee Conditional Order will be executed.
2 Conditional Order may be delayed in fluctuate market.

9. Customize your settings

WebTrade - Professional Version allows users to customize user interface and enable some system functions to best the actual user's needs. Users can change settings in the Preference form. (Figure 59)

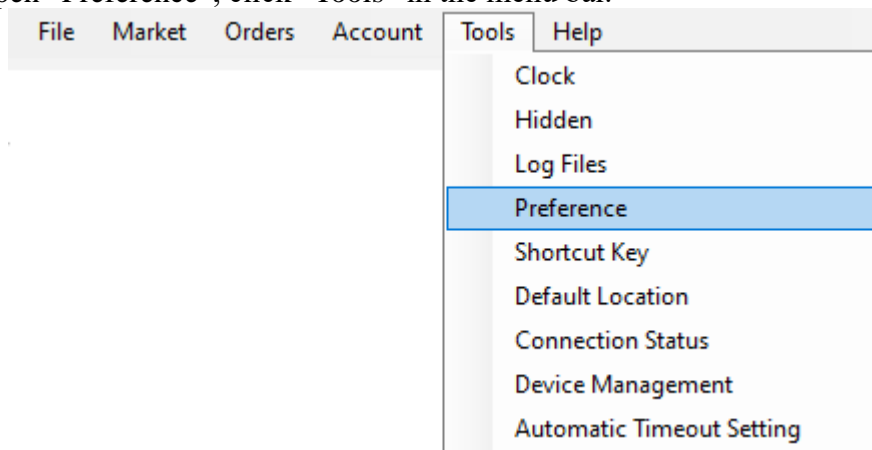To open "Preference", click "Tools" in the menu bar.

Figure 59 Open "Preference" window from the menu bar

Figure 60 WebTrade - Professional Version Preference Window

Setting options

9.1 Order Request Warning

- Enable an entry checking on price entered and overall order amount
- A warning window will pop up if price or order amount entered in the Order Ticket exceed the pre-defined amount in this option
- Price and/or order amount can be set individually, and calculate the maximum quantity by definitive PP

Option	Effects
Over Price Warning	Display a warning if price entered in order ticket exceed the number of spreads specified
Over Amount Warning	Display a warning if the transaction amount exceed the amount specified
Max. Quantity (Cal by PP)	Calculate the maximum quantity by definitive PP when users press "Max" in Order Ticket.

- To set "Submit" behavior under the Order Ticket

Option	Effects
ClickToSubmit	Submit order by slightly clicking the mouse

- To set "Buy Sell" button under the Order Ticket

Option	Effects
Buy Sell Button	Change Buy/ Sell in the "Trans." Box in term of "Buy" and "Sell" Button

- To display the alert window when doing cross trade orders

Option	Effects
Cross Trade Alert	If the price of a sell order (buy order) is lower (higher) than the price of a buy order (sell order) of the same stock, the cross trade alert window will be prompted. It is also applicable for order amendment.

- To customize Sell All Price

Option	Effects
Custom Price for Sell/All	Customize the sell all price

- To customize the focus after submit an order

Option	Effects
Field Focus after submit #	To put the focus on the desired field after submitting an order

include: Default, Symbol, Order Price and Quantity

9.2 Mouse Click

- To set mouse click behavior under the incomplete tab of order book window

Option	Effects
Single Click #	Open amendment window by a single click
Double Click #	Open amendment window by double click

only applicable for "Incomplete" Order

9.3 Confirm

- Display a confirmation window each time when order request is made
- It can be set individually for different order request

Option	Effect
New Order Alert	Display a Confirmation window when a new order request is made.
Amend Alert	Display a Confirmation window when an order amendment request is made.
Cancel Alert	Display a Confirmation window when an order cancellation request is made.
Execution Alert #	Display a complete window when an order is executed.

The Execution Alert will not block the normal operation.

9.4 Color

- Control color presentation in the order ticket and order status window to differentiate order side
- Users can set their own color preference to distinguish order side. i.e. one color for SELL order while another color for BUY order
- Our system set the following color as default

Order Side	Color
Buy	Pink
Sell	Yellow

- Users can set their own color preference to distinguish order status
- Status: Partial, Complete, Cancelled, Inactive and Rejected

9.5 Sound Setting

- User can record different wave files as an alert to cancel, partial done and complete order
- User click "Browse" button to choose the suitable wave file

9.6 Others

- This serves personal setting for individual user

▪ Auto Fill Price	- Auto filled Price field in Order Ticket with Nominal market price or Bid/Ask Price.
▪ Auto Cal. Quantity (HKD)	- Auto filled Quantity field with maximum available number of shares within the dollar value specified in the text field. (This is available for Buy order only.)
▪ Ticket Reset	- If enabled, it will automatically clean up order details from order ticket after it is submitted. Users can customize the reset field.
▪ Bulletin Board – Auto pop-up window	- If enabled, it will automatically pop up when user login every time. It will display different important notices about securities.
▪ Click Position to Ticket / Quote	- Click the stock code in Portfolio can be copied the details in Ticket or Quote

9.7 Useful Tips

If you want to restore windows to default location, press "Default Location" (Figure 61)
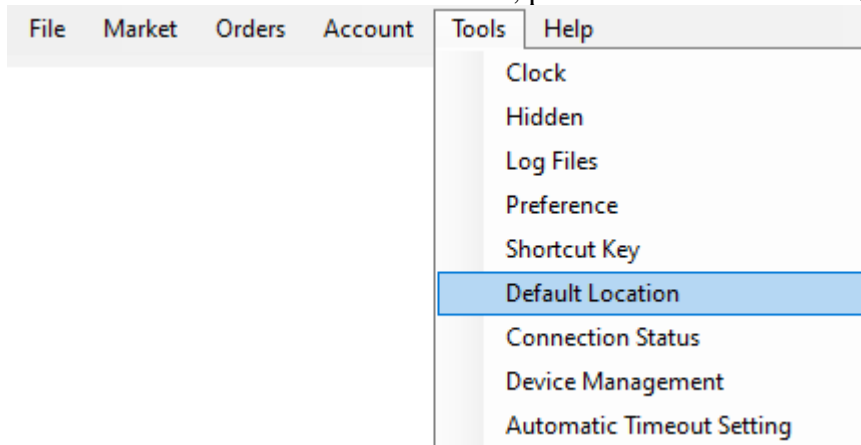
Figure 61 Open Default Location from the menu bar

9.8 Automatic Timeout Setting

Go to **Tools > Automatic Timeout Setting** to select an automatic timeout of either 30mins or 90mins.
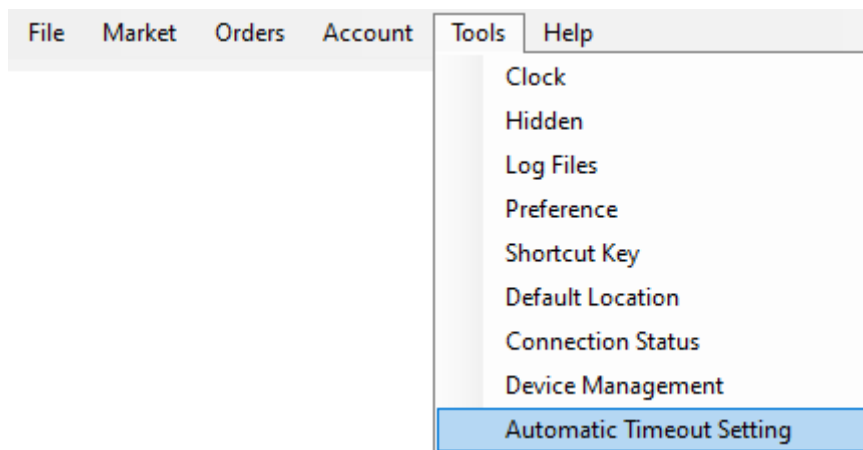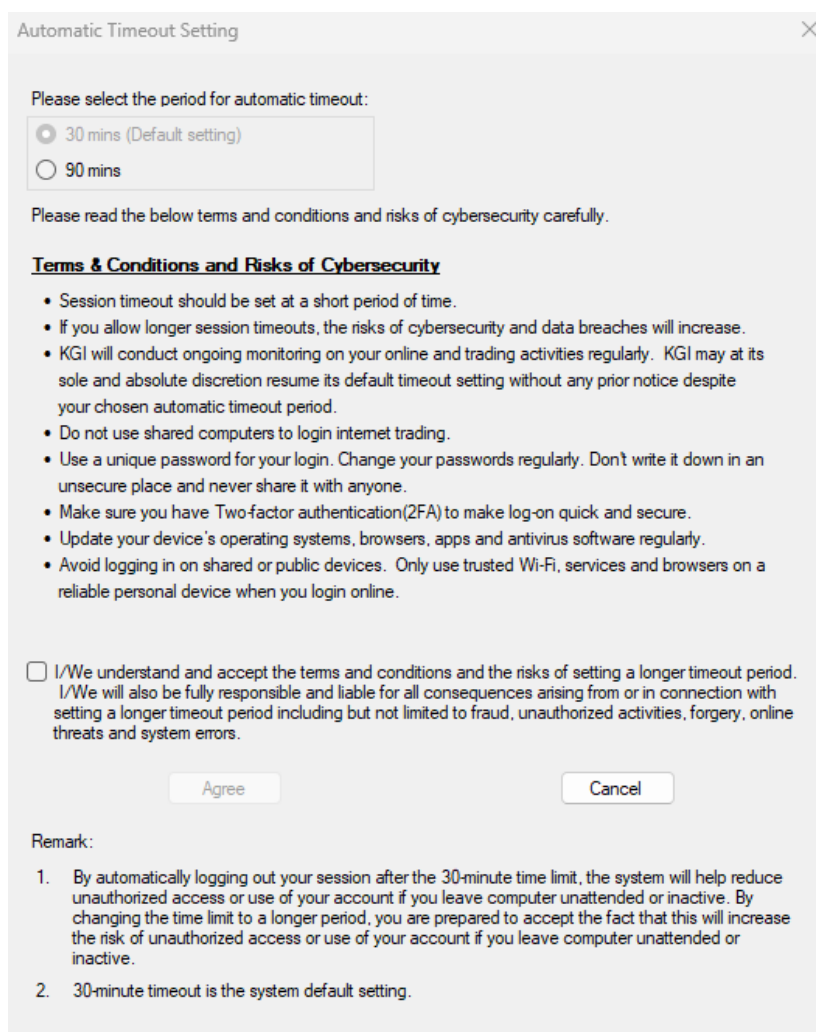
Figure 62 Open automatic timeout setting from the menu bar

Figure 63 Select either 30mins or 90mins from the automatic timeout setting

10. Change Password

You are advised to change your password regularly to enhance your protection on privacy and system security.
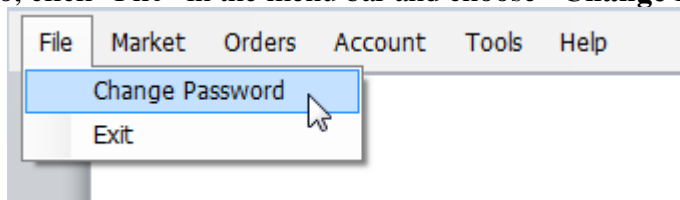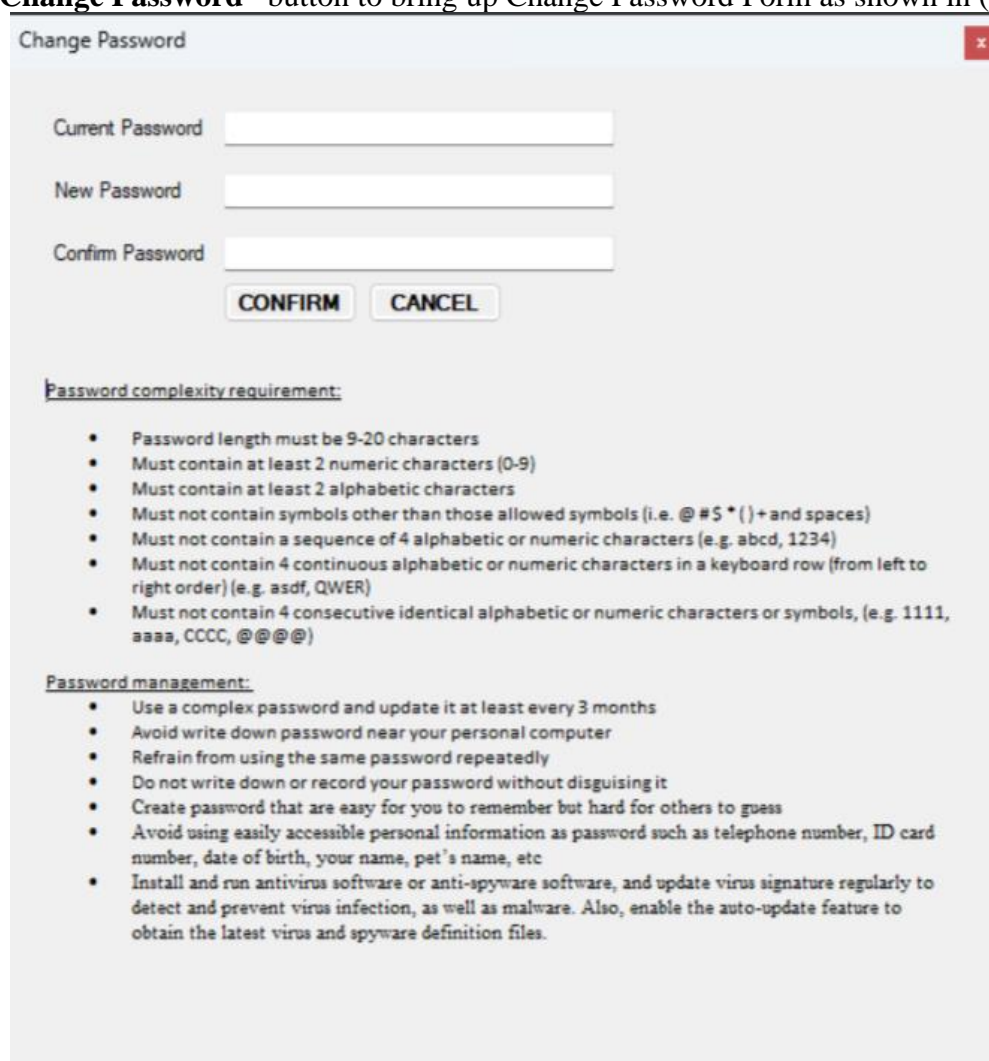
To do so, click "File" in the menu bar and choose **"Change Password"**

Figure 64 Open Change Password from the menu bar

Click "**Change Password**" button to bring up Change Password Form as shown in (Figure 65).

Figure 65 Change Password form

Enter old password and new password twice in the above form. Press **"Confirm"** button to confirm.

NOTE 1: WebTrade - Professional Version has the following password requirements. All users should follow these requirements when changing password.

    o   Length of the password should be 9- 20 alphanumeric characters.

    o   Combination must contain at least 2 numeric characters (0-9) and 2 alpha characters

If all inputs are correct, the following confirmation message will be shown.

Figure 66 Confirmation message

    o   New password will become effective at your next Login

    o   User account will be automatically locked by the System after any THREE unsuccessful login attempts or unsuccessful password change attempts. Please call our 24-hour InvestLine at (852) 2878-5555 or contact your Relationship Manager if your account is locked.

NOTE 2: Change password reminder will be shown when user login WebTrade – Professional version with their expired password (each password will be valid for 90 calendar days). User can choose "Remind me later" to keep their current password, the change password reminder will be shown again after 90 calendar days; or "Change password now" to set a new password.
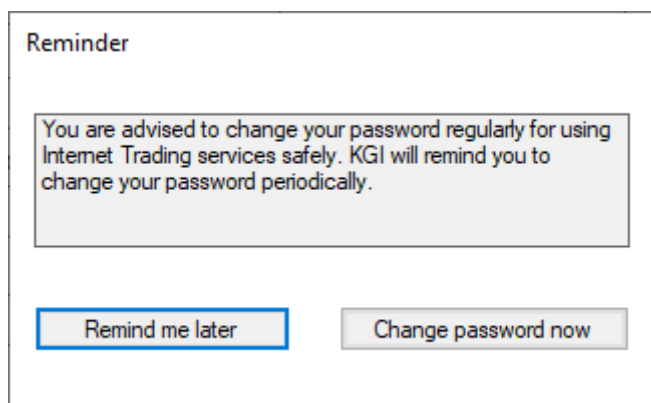

Figure 67 Change Password Reminders

11. Market Quote

WebTrade - Professional Version provides real-time stock quote service to users.

User can access market quotation windows. To do it, click **"Market"** in the menu bar and choose **"Quote"** and "Interface 1" (Figure 70) or "Interface 2"(Figure 71). User can choose 5 or 10 Market quotes to display in the Market Quote window. At the same time, the Market Quote can store at most 10 stock records.

The last stock code will be stored in the Quote window and it will be restored to display during next login. (Note: all stock histories will be cleared when user close the Quote window.)
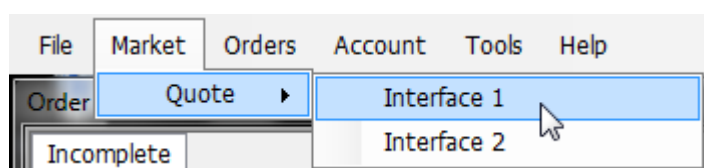

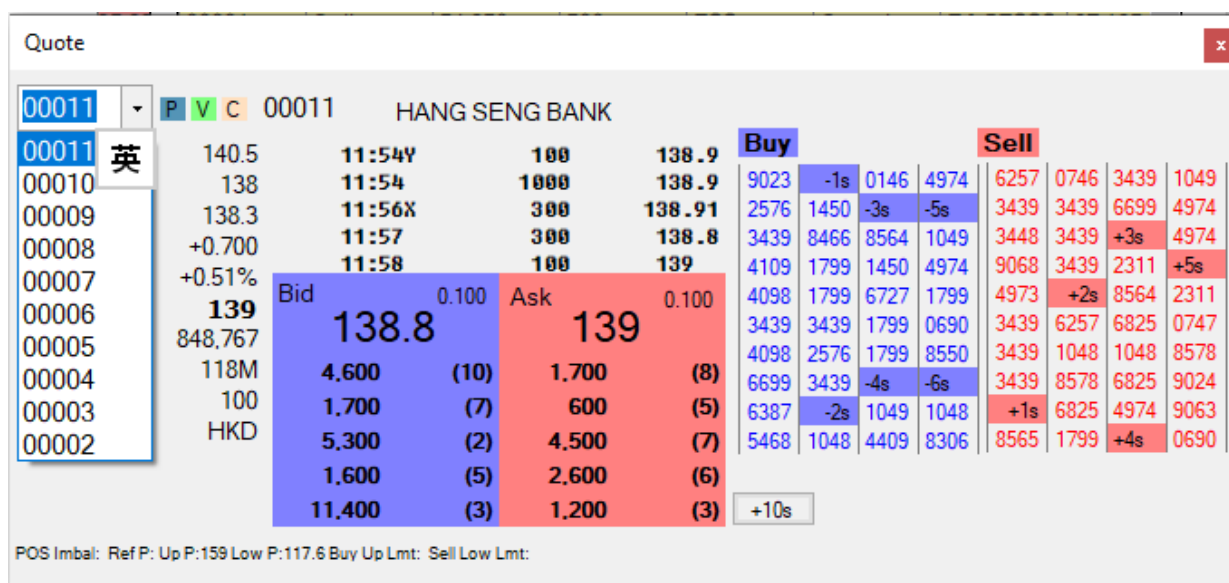**Figure 68** Open Market Quote from the menu bar

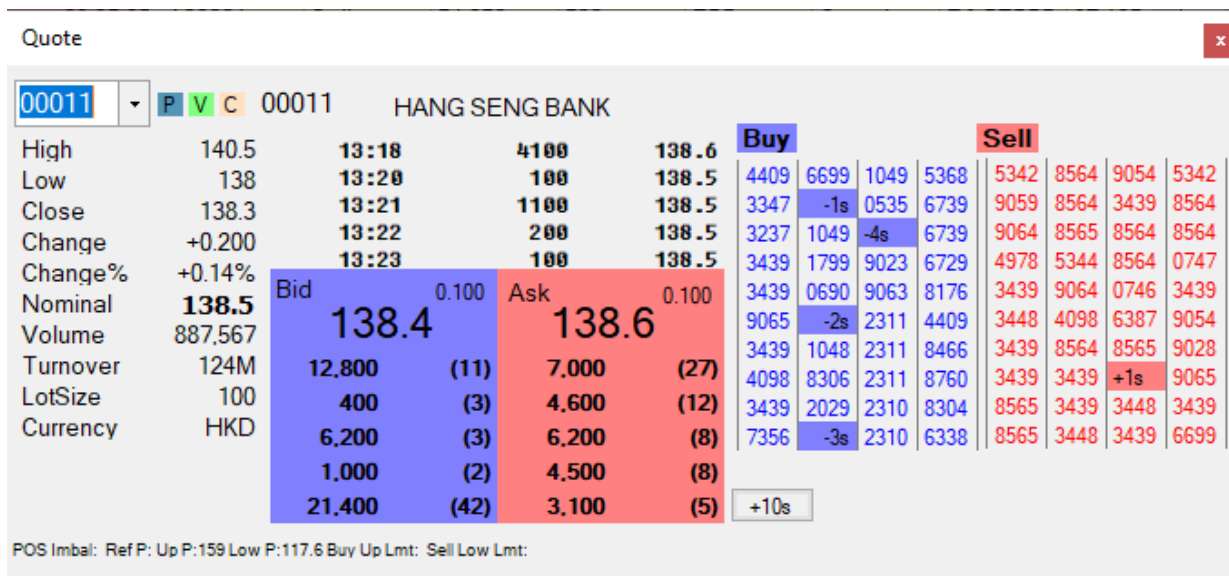**Figure 69** Market Quotation (with at most 10 stock records)

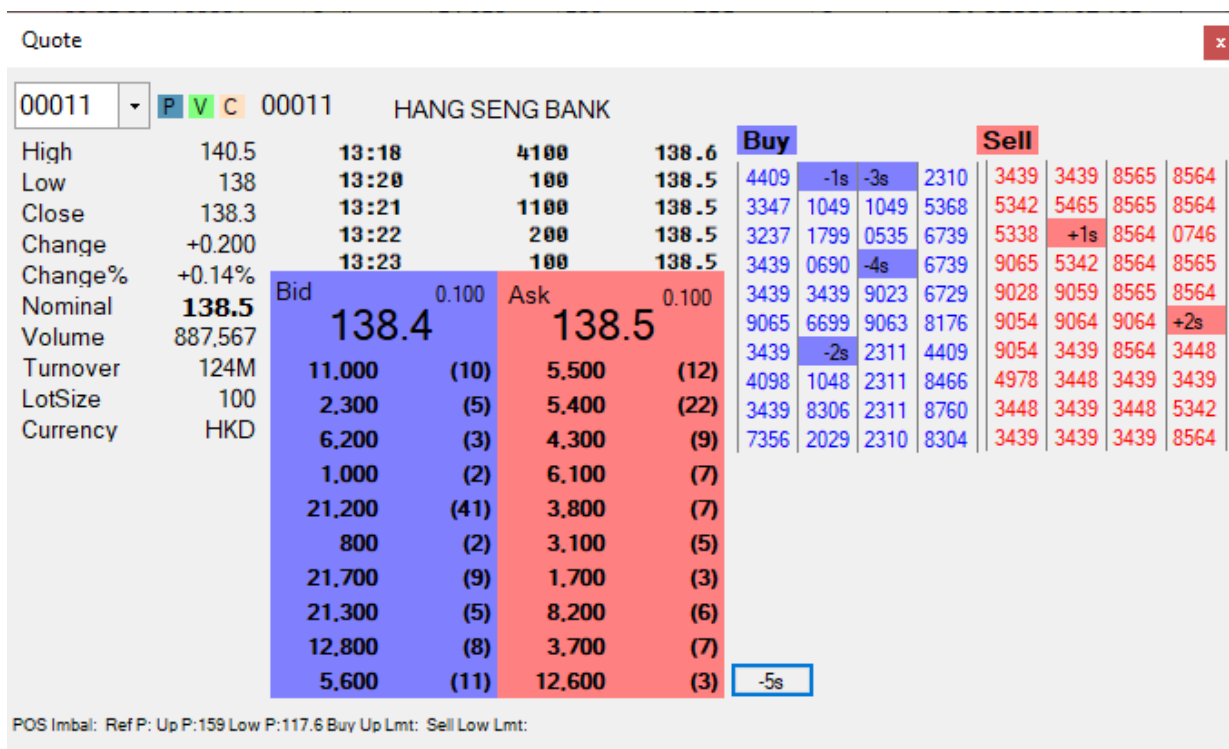**Figure 70** Market Quotation (with 5 quotes)

Figure 71 Market Quotation (with 10 quotes)

The difference between "Interface 1" and "Interface 2" is the Broker Information.
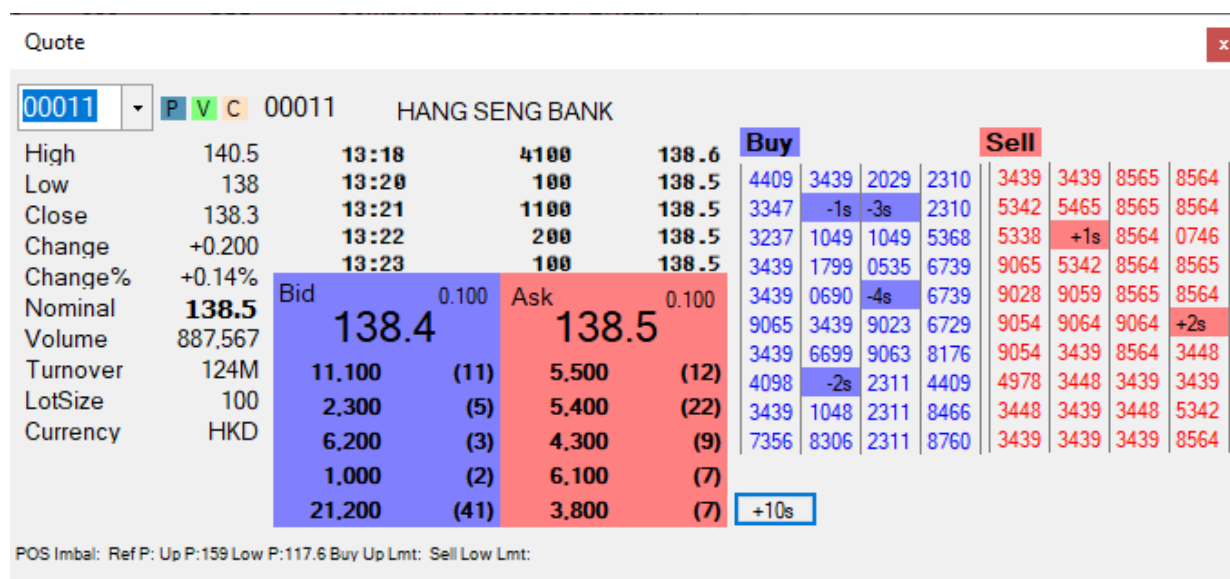

Figure 72 Interface 1 with Broker Information
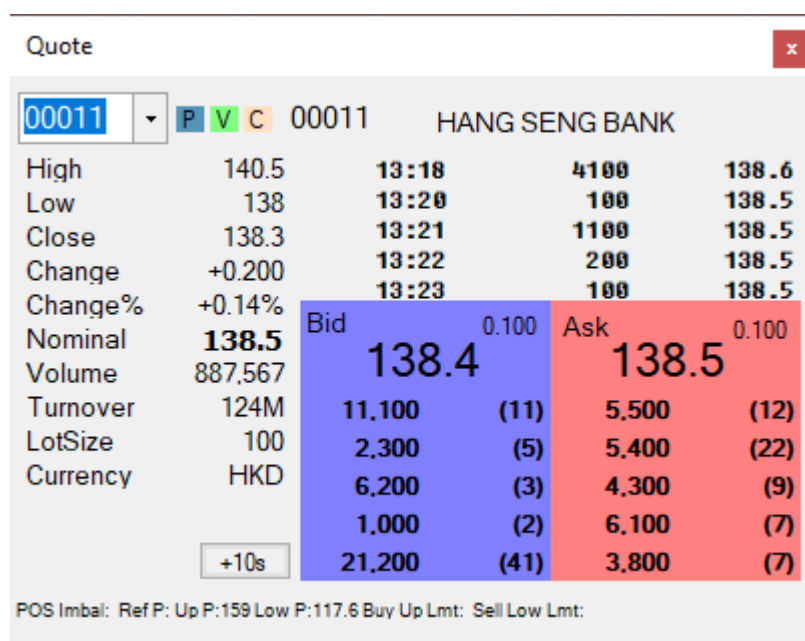

Figure 73 Interface 2 without Broker Information

12. Exit

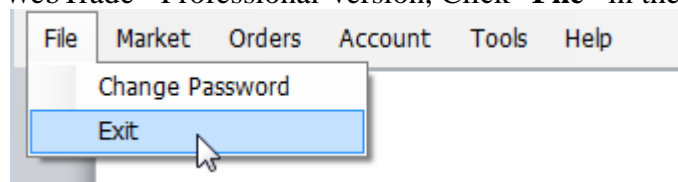To exit WebTrade - Professional Version, Click "**File**" in the menu bar and choose "**Exit**"

Figure 74 Exit WebTrade - Professional Version