E-Trade User Manual

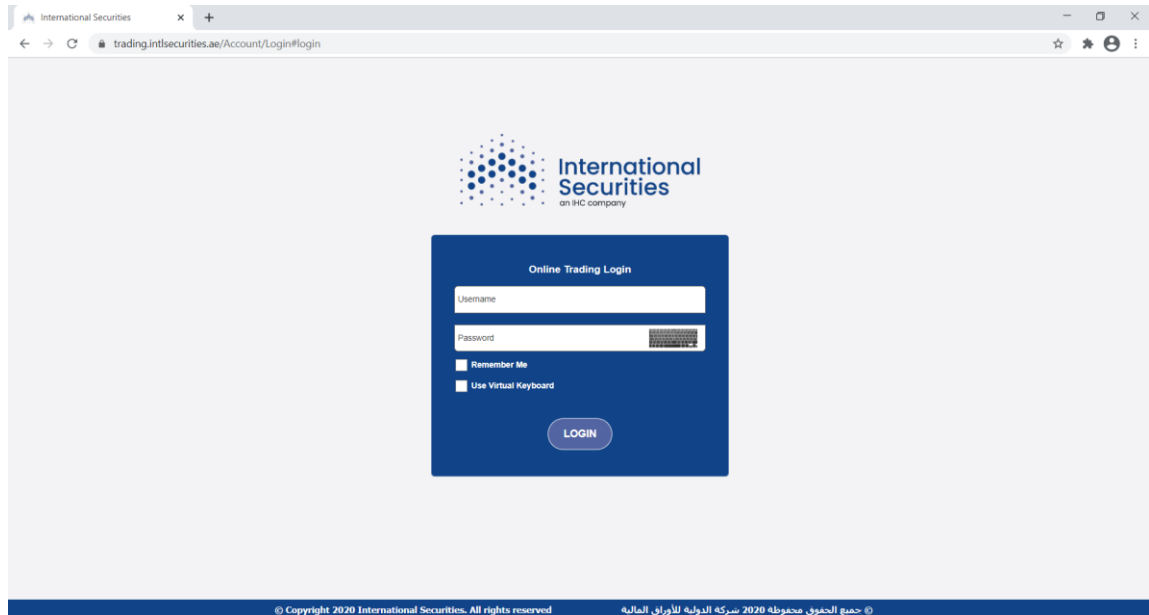# Contents

Please use the following steps to login and start using International Securities E-Trade:
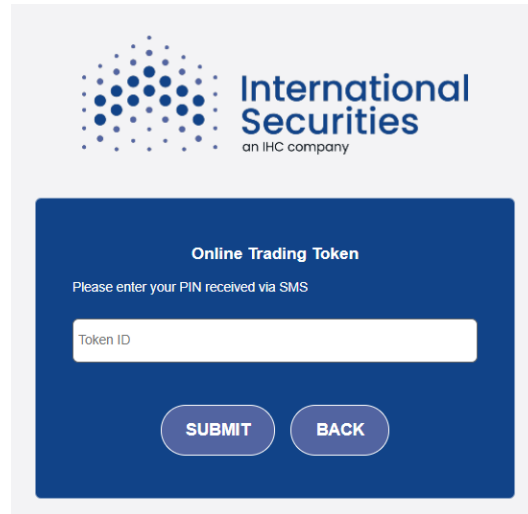
1. Visit the following address on your browser: https://trading.intlsecurities.ae

2. Once the login form will show, fill your username and password using your keyboard and click Login button.

The E-Trade support virtual keyboard in which you can use to enter the password using the mouse rather than using the keyboard (virtual keyboards are used for better security as hackers can steal the keyboard typing), to open the virtual keyboard, click on the keyboard icon that is placed on the right of the password field and start clicking on the characters that represent the password.
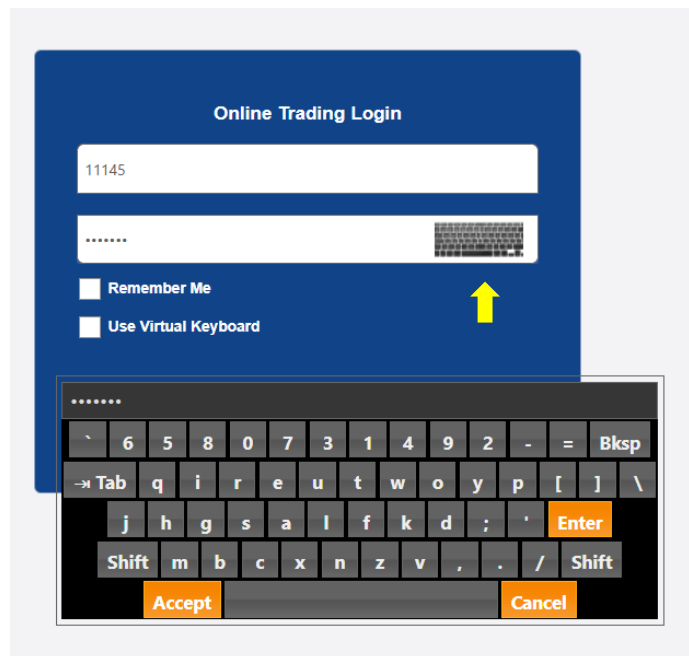
3. After clicking Login button, you will be directed to another page to enter a token that represent an extra authentication for more improved security, you will receive the token as SMS on your registered mobile number, enter the received SMS code in the Token ID field and click submit.

4. You will be now logged in successfully and the default workspace will be used.
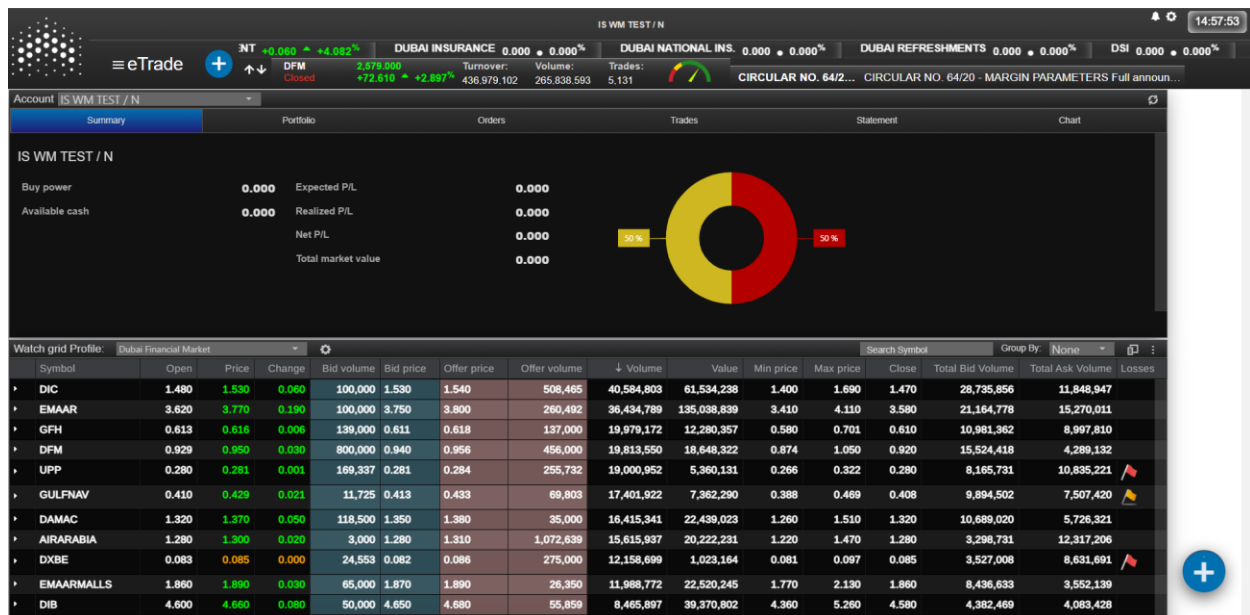
WORKSPACES

The E-Trade based on workspace environment, where you can create multiple workspaces and customize each the way that suit your trading preference, where we have built one default workspace called "eTrade" which give the best user experience and demonstrate the maximum market and trading information in one screen.

The workspace is actually a separate screen that can organize a set of either market or trading components, our E-Trade has a varied list of components which you can add to your workspace, including but not limited to orders/trades book, statement of account, portfolio report, advanced market watch, market depth and rich multimarket data feeds components.

All workspaces share the upper part of the screen which contain the main menu and the markets overview, the main menu include managing the workspaces and some general settings for the E-Trade itself, while the markets overview will show market status/summary, tape ticker and market news. You can click the double arrow button to switch to another market

In the following sections, we will explain the default workspace and present each component, then we will guide you how to create a custom workspace.

DEFAULT WORKSPACE (eTrade)

The eTrade workspace is divided into three main sections:

1. **Client Account Details**

   This section provides you with full information about your account including your cash balances, orders, portfolio and statement of account.

   There will be a small menu buttons at the top right of each window tab in which you can use to export the resulted data as a file by clicking on "Export" button or email the data to your registered email by clicking on the email icon.

The following are the information related to your account within this section:

a. Account Summary: The account position including the cash balances and the profit/loss, different sub account can be selected from the account menu.

b. Portfolio: This is your account holdings with some important indicators like market value, cost, breakeven price and the profit/loss; you can right click any of your shares and select a buy or sell where this will open a new order ticket filled directly with the selected share.

c. Orders: The outstanding orders book in which you can monitor and control your orders; You can click on the small arrow on the left of the order ID to view more details, also you can right click the order then select modify or cancel order from the pop up menu.

d. Trades: In this book, you can check a report of your executed orders; you can click on the arrow at the most right of the executed order record to view further trade details.

e. Statement of account: Here is your account statement which will reflect your buy and sell trades and their respective credit and debit transaction, it will also list any deposit and withdrawal transaction in addition of any other accounting entries.

f. Chart: A pie chart which will show the distribution of your shares quantity in your portfolio.
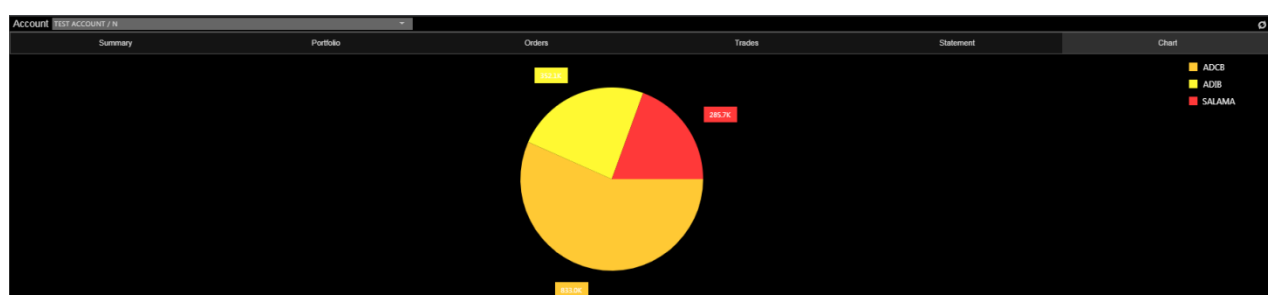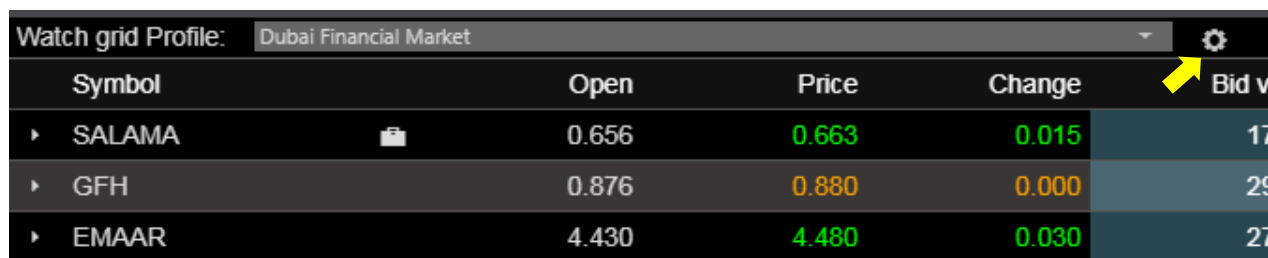
2. **Market Watch**

The E-Trade is powered by a full-fledged market watch with real-time market data updates, it can high light price changes instantly and has a rich market depth data, it also support custom profiles which allow you to build a custom set of shares to give you more focus on your tradable shares; there are extra features like sorting, custom fields selector, symbol search and export to file.

We will come in more details for each feature supported by the market watch in the following:

    a.   Profiles: A profile is your custom list of shares which you would like to see in the market watch, where you can create as many profiles as you wish, and you can combine shares from different markets; to create a profile, please proceed with the following steps:

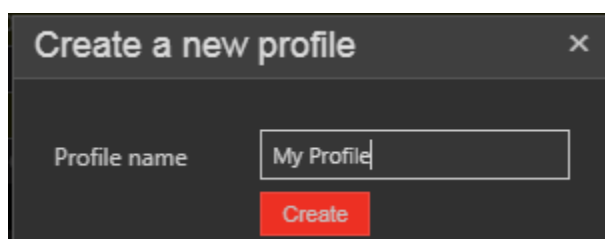   i.   Click on the profiles settings icon at the top of the market watch.

          ii.   From the "Manage Profile" pop up window, click on "Add Profile" button.

          iii.   A new window will appear, enter the desired profile name and click create.

iv. Select the profile from the profiles menu and tick the checkbox at the left of the shares you would like to add to the profile then click save; you can search for specific share by its symbol, company name or by market name, to do so, start typing underneath the columns title and the shares will get filtered as you type.
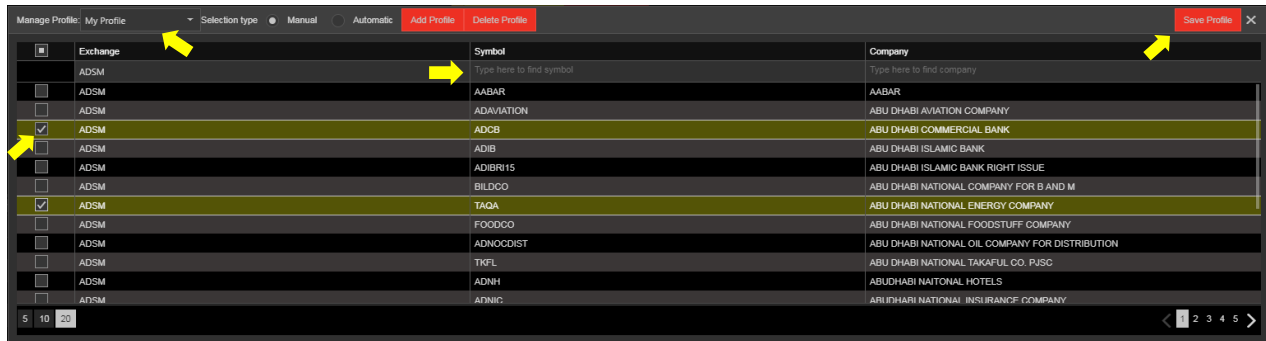
v. Finally, select your created profile from the "Watch Grid Profile" menu at the top of the market watch then your custom list of shares will be displayed.

b. Market Depth: By clicking on the small arrow at the left of the share symbol, this will open the market depth where you will get extra trading information about the intended share; you can also click on Buy/Sell button to open the order ticket filled directly with that share.
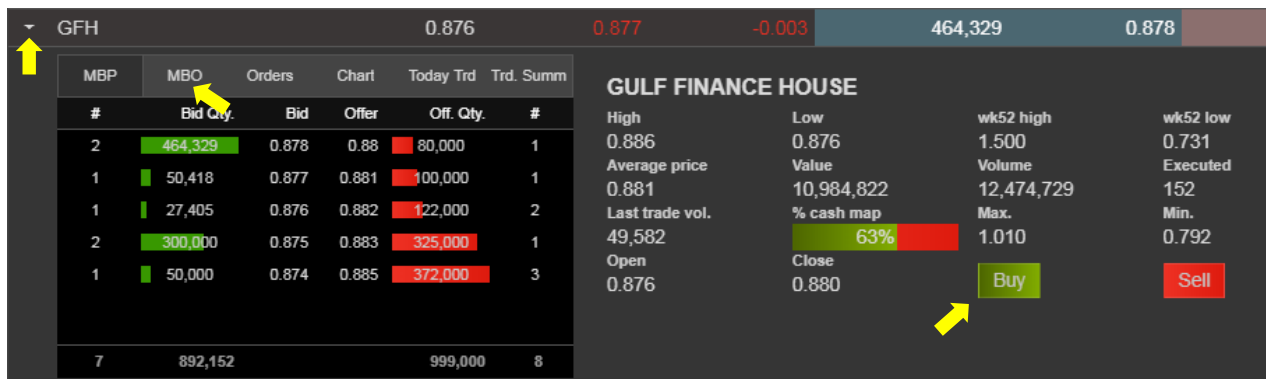
c. Instant Order: You can place an order directly from the market watch, just right click the share you would like to place an order for and click buy or sell, then the order ticket will be opened and filled automatically with the share; when you have a specific share in your portfolio, the market watch will show a briefcase near the share to indicate that it's available in your portfolio.

d. Sorting and Ordering: Sorting a field in market watch is easy, just click the column title and it will be sorted, click again to reverse the sort, you can also click and hold the column title and drag it between other columns to reorder the market watch fields as desired.

e. Extra Features: from the market watch top right menu, you have a variety of more features, including "Column Chooser" which let you select different fields to be displayed, "Group By" which can group the shares by market or industry, "Search Symbol" which can help to locate a specific share in the market watch, and the "Export" which allow you to export the current shares and data to a file.

3. Market Summary

E-Trade support multimarket and is able to display their summary data in real-time mode all in one screen, this include but not limited to market status, indices, gainers, losers and news.

CUSTOM WORKSPACE

The custom workspace is for advanced users that let you build your own screen in a way that fulfill your trading needs, where you have a varied list of trading windows which you can add to your workspace and then rearrange them to best scene you wish.

The following picture is a sample of a custom workspace which provides an option to track multiple shares market-depth data at a time, including a market watch, an order book in addition to a tape ticker.

To create your own custom workspace, please proceed with the following:

1. Click on default "eTrade" workspace button at the top (near the company logo), then click add from the pop up menu.

2. "Add new workspace" window will appear, enter the desired workspace name and click save.

3. Once created, an empty screen will be shown, click on the blue plus sign near the workspace title, this will open the available trading windows menu items which you can add, click on the desired item then it will be added automatically to your workspace, after that you can move, rearrange and resize the windows in convenient way to your need.
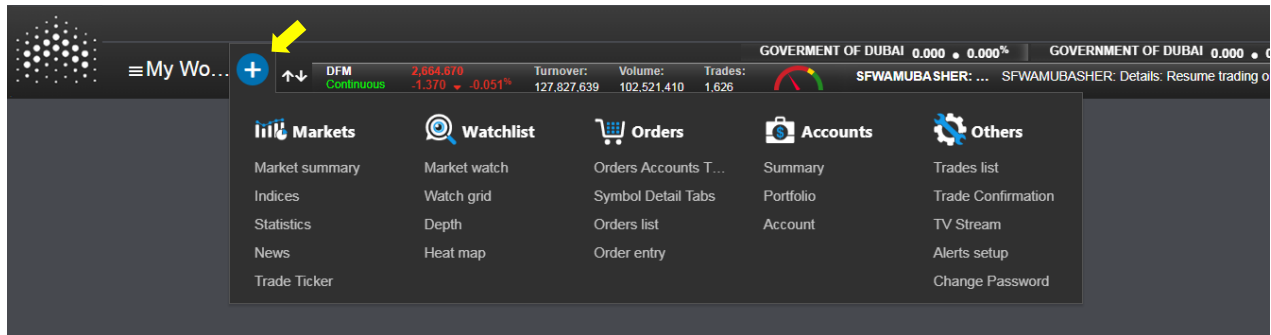
ORDER TICKET

The order ticket is located conveniently in the screen to be handy and available all the time for faster order placement, the blue plus button at the bottom right of the screen will remain at its place and above any other window for easier access, clicking on it will open the order ticket right away.
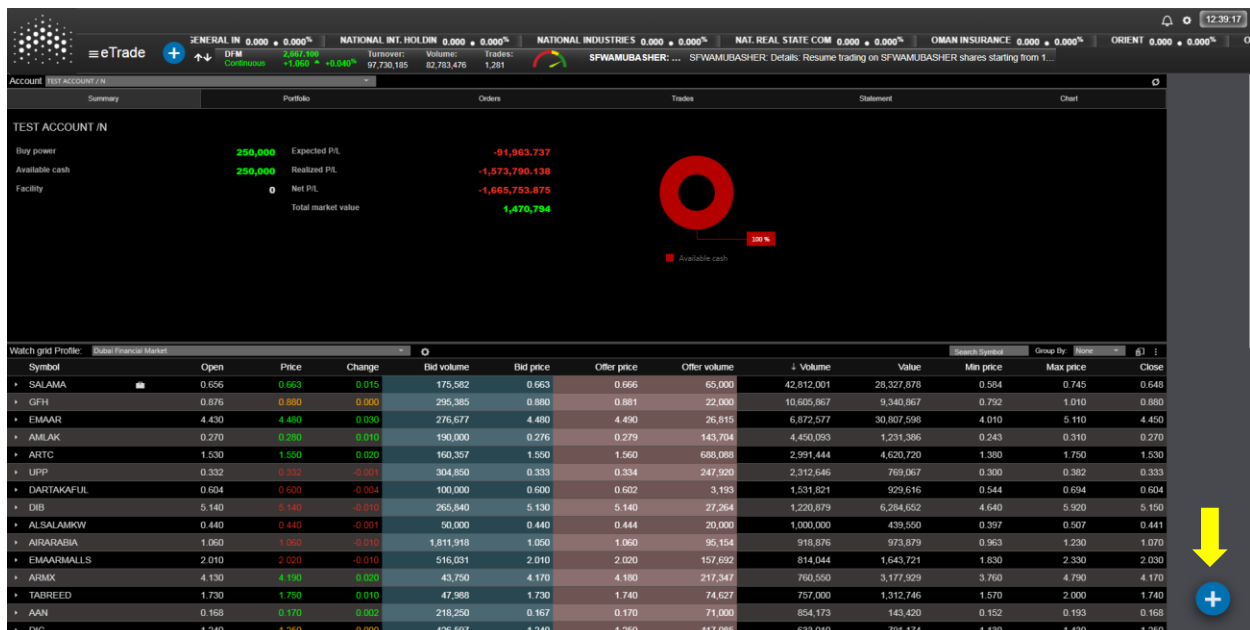
Once the ticket appear, just select the desired sub account, search for the share you want to order by typing few characters, enter the quantity and your price, then fill the order options you want, finally click "Place into market" and your order will be dispatched to the market; if you want to place an order that uses the current market price, then just leave the price field empty.

The settings menu is located at the top right of the screen, it can help you configure your E-Trade preferences, where you can delete the current workspace, duplicate it, change the language, change the theme and set the default profile which will be automatically selected in the market watch.
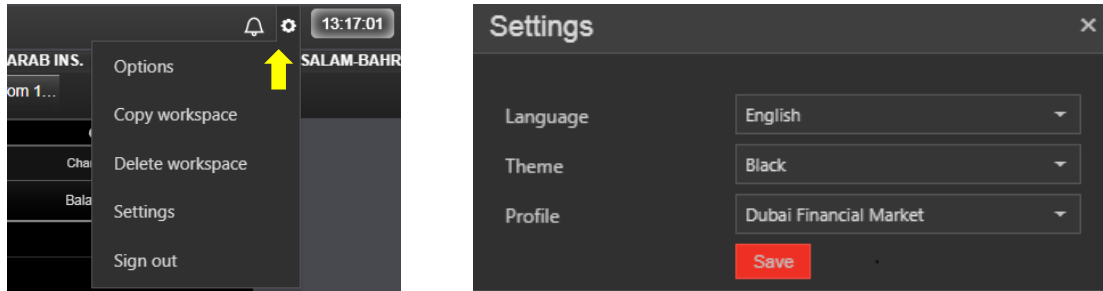
E-Trade has a default black theme, while it offers another couple of themes, White and blue, the following picture is a sample for the White theme.