



INSIGHT SECURITIES (PRIVATE) LIMITED

USER MANUAL – INSIGHT TRADE

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1. GENERAL INFORMATION

1.1 SYSTEM OVERVIEW

Insight Trade 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

This document shall not be duplicated or distributed, and the information contained herein shall not be disclosed in whole or in part, for any purpose other than to evaluate this document within the organization for this project only.

2. GETTING STARTED

2.1 SIGNING IN

Sign-in window is by default opened on front if not, then Client can open a Sing-in window from the Login option from File menu given on the top of the screen.

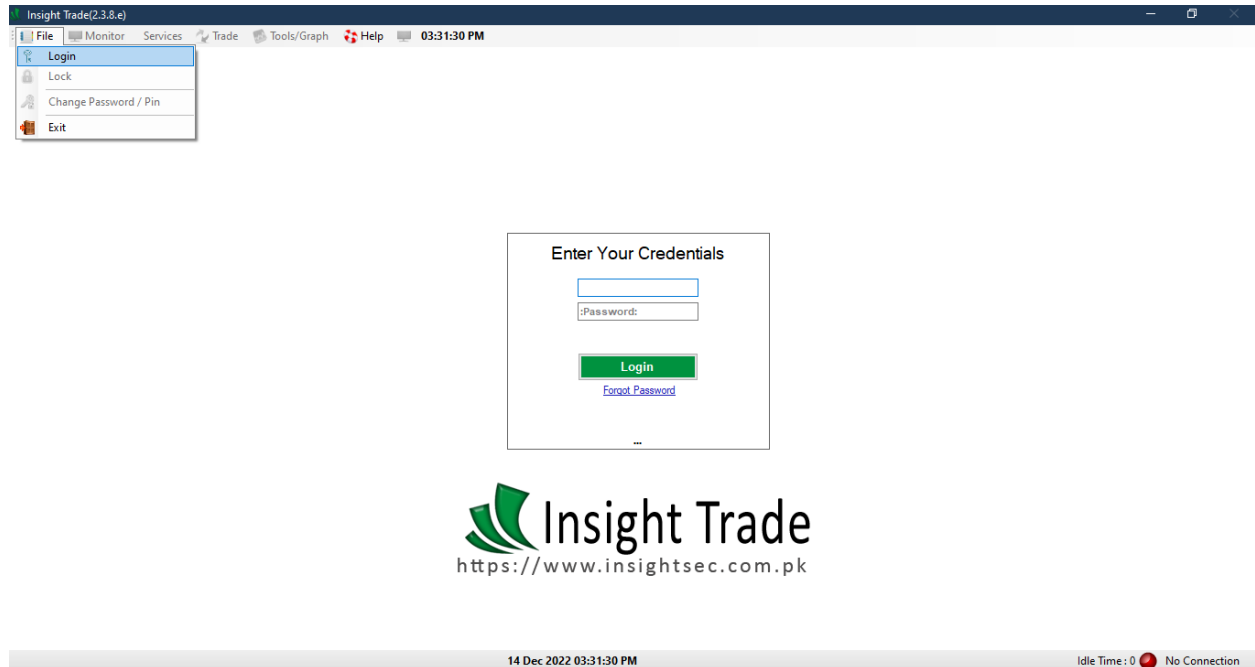
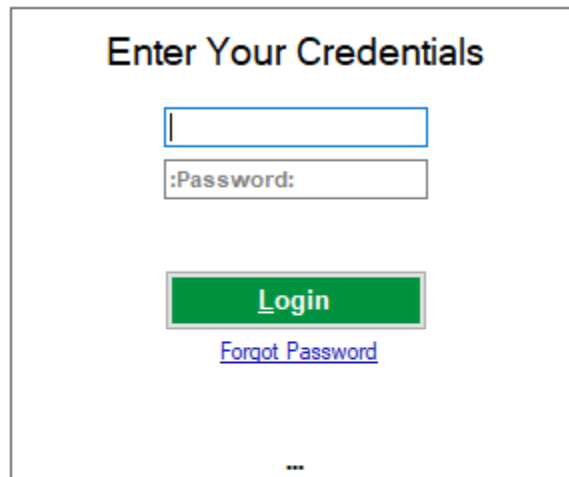


Fig 1 - Sign In Page

A screenshot of a web form titled "Enter Your Credentials". It contains two input fields: the first is empty, and the second is labeled ":Password:". Below these fields is a green button with the text "Login". Underneath the button is a blue hyperlink that says "Forgot Password". At the very bottom of the form, there are three small black dots "...".

Enter Your Credentials

[Forgot Password](#)
...

Fig 2 - Sign In Window

❖ **User ID & Password**

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

❖ **Sign In**

After entering User ID and Password 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.

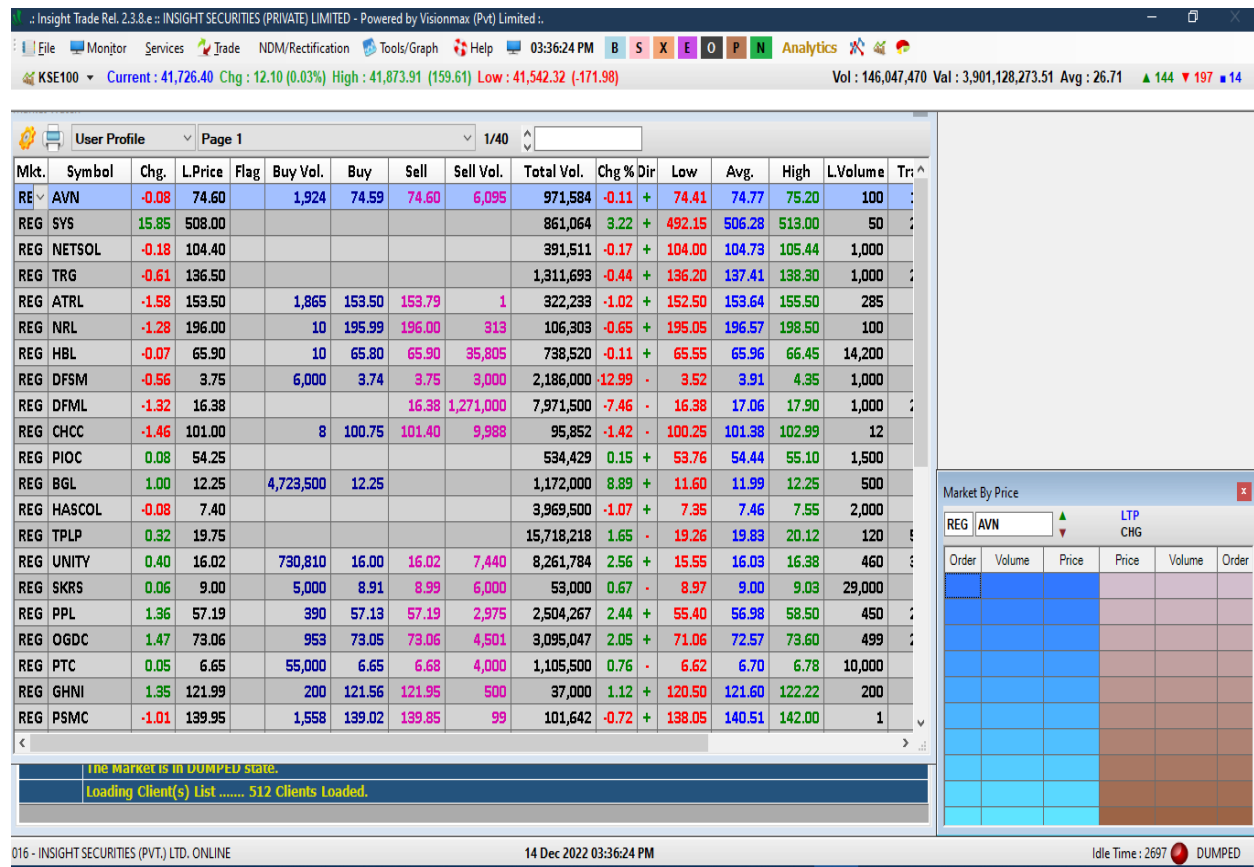


Fig 3 - Main Window

❖ **Menu Bar**

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

- File
- Monitor
- Services
- Trade
- Tools/Graph
- Help

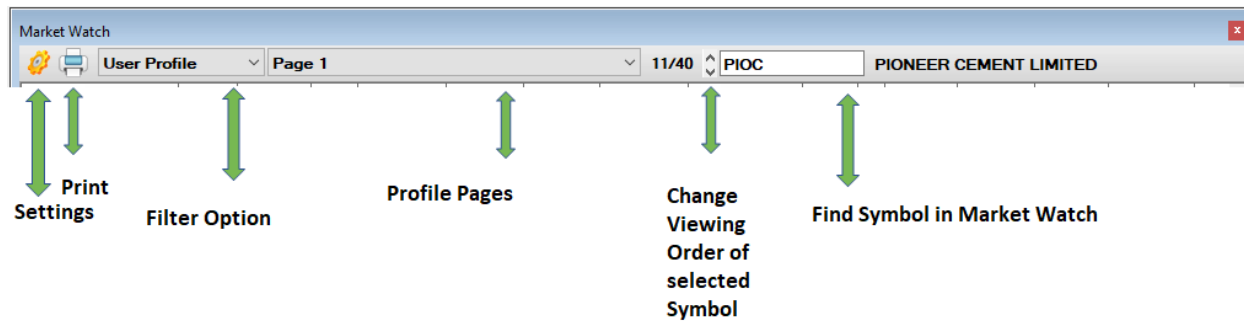
❖ **Shortcuts Bar**

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

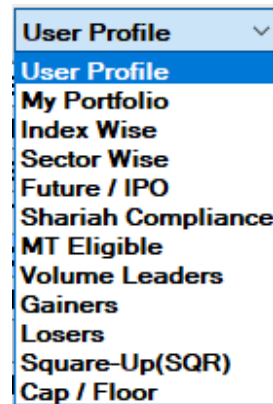
- Market Watch
- Buy order
- Sell order
- Cancel Orders
- Executed Trades
- Outstanding orders
- Portfolio
- Net Equity
- Web Client Portal (link)
- Analytics Portal (Link)
- Graph Intraday
- Graph History
- Graph Advance

❖ 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

Market Watch																		
		 User Profile		Page 1		4/40												
Mkt.	Symbol	Chg.	L.Price	Flag	Buy Vol.	Buy	Sell	Sell Vol.	Total Vol.	Chg % Dir	Low	Avg.	High	L.Volume	Trades	P. Close	LT.Time	Open
REG	AVN	-0.02	74.66				74.66	3,005	974,674	-0.03 +	74.41	74.77	75.20	3,090	1,226	74.68	16:00:12	74.68
REG	SYS	15.85	509.25				509.25	5,500	861,064	3.22 +	492.15	506.28	513.00	50	2,753	492.15	15:29:58	492.20
REG	NETSOL	-0.38	104.20		1,108	104.20			392,025	-0.36 -	104.00	104.73	105.44	5	675	104.58	16:09:41	104.02
REG	TRG	-0.44	136.67				136.67	7,184	1,311,897	-0.32 +	136.20	137.41	138.30	2	2,596	137.11	16:09:04	137.50
REG	ATRL	-1.74	153.34				153.34	24,250	322,983	-1.12 -	152.50	153.64	155.50	750	834	155.08	16:00:13	154.01
REG	NRL	-1.28	195.98						106,303	-0.65 +	195.05	196.57	198.50	100	531	197.28	15:29:59	196.28
REG	HBL	-0.07	65.85						738,520	-0.11 +	65.55	65.96	66.45	14,200	362	65.97	15:29:45	65.55
REG	DFSM	-0.60	3.71						2,227,500	-13.92 -	3.52	3.91	4.35	1,500	703	4.31	16:03:32	4.35
REG	DFML	-1.24	16.46				16.46	591,500	7,975,500	-7.01 +	16.38	17.06	17.90	4,000	2,410	17.70	16:00:25	17.90
REG	CHCC	-1.63	100.83		713	100.83			111,139	-1.59 -	100.25	101.31	102.99	287	283	102.46	16:07:29	101.70
REG	PIOC	0.12	54.34		995	54.34			534,434	0.22 +	53.76	54.44	55.10	5	633	54.22	16:07:16	54.80
REG	BGL	1.00	12.25		1,008,000	12.25			1,174,500	8.89 +	11.60	11.99	12.25	2,000	356	11.25	16:01:04	11.65
REG	HASCOL	-0.05	7.43				7.43	311,500	3,970,500	-0.67 +	7.35	7.46	7.55	1,000	831	7.48	16:04:27	7.45
REG	TPLP	0.27	19.70		12,224	19.70			15,733,218	1.39 -	19.26	19.83	20.12	15,000	5,608	19.43	16:00:27	19.49
REG	UNITY	0.40	16.02				16.02	9,412	8,262,372	2.56 +	15.55	16.03	16.38	500	3,523	15.62	16:04:40	15.60
REG	SKRS	0.06	9.00				9.00	19,500	53,000	0.67 -	8.97	9.00	9.03	29,000	12	8.94	10:38:36	9.00
REG	PPL	1.36	57.19				57.19	13,095	2,504,267	2.44 +	55.40	56.98	58.50	450	2,807	55.83	15:29:59	55.90
REG	OGDC	1.47	73.06				73.06	10,001	3,095,047	2.05 +	71.06	72.57	73.60	499	2,806	71.59	15:29:49	71.31
REG	PTC	0.05	6.66						1,105,500	0.76 -	6.62	6.70	6.78	10,000	350	6.60	15:29:44	6.70
REG	GHNI	1.35	121.87						37,000	1.12 +	120.50	121.60	122.22	200	81	120.64	15:28:45	120.60
REG	PSMC	-1.01	139.03						101,642	-0.72 +	138.05	140.51	142.00	1	303	140.96	15:29:58	141.00
REG	FFL	0.02	5.40						970,073	0.37 +	5.39	5.46	5.51	5,000	424	5.41	15:29:35	5.42

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.

- **Mkt.:** REG / FUT /SIF etc.
- **Symbol:** Company symbol appears here.
- **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*.
- **L. Price:** Rate per share in the market.
- **Flag:** whether symbol is on Spot or Not.
- **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).

- **Change %:** Change in percentage term (closed – current). Figure written with blue means *no change in percentage*. In green means *percentage is positive from last close*. In red *percentage is negative from last close*.
- **Dir:** Compare current rate with the Close rate and then determines '+' for up or profit and '-' for down or loss.
- **Low:** Lowest rate of the day for the particular company.
- **Avg:** Average rate between the Current and Close rate.
- **High:** Highest rate of the day for a particular share.
- **L Volume:** Last Traded volume.
- **Trades:** Total number of trades executed.
- **P. Close:** Last day's rate.
- **LT. Time:** Last trade time.
- **Open:** Open price of respective trading session.

❖ Market Statistics

KSE100 ▾	Curr : 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
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Market statistics provide you a brief description about the market. It includes:

- **Index:** Selection of Index.



Curr : 25,272.30	Chg : -145.33	High : 25,469.78	Low : 25,182.92
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- **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
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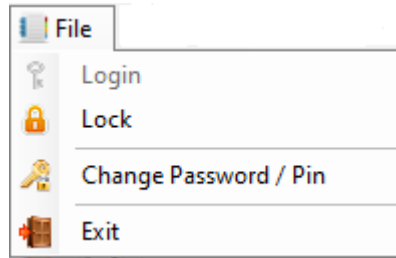
- **Share position:** Current position of shares according to index. Number of shares value increased (green) or decreased (red) or unchanged (blue)

 133
  153
  17

2.3 FILE MENU

File Menu provides functions and also depicted in figure below

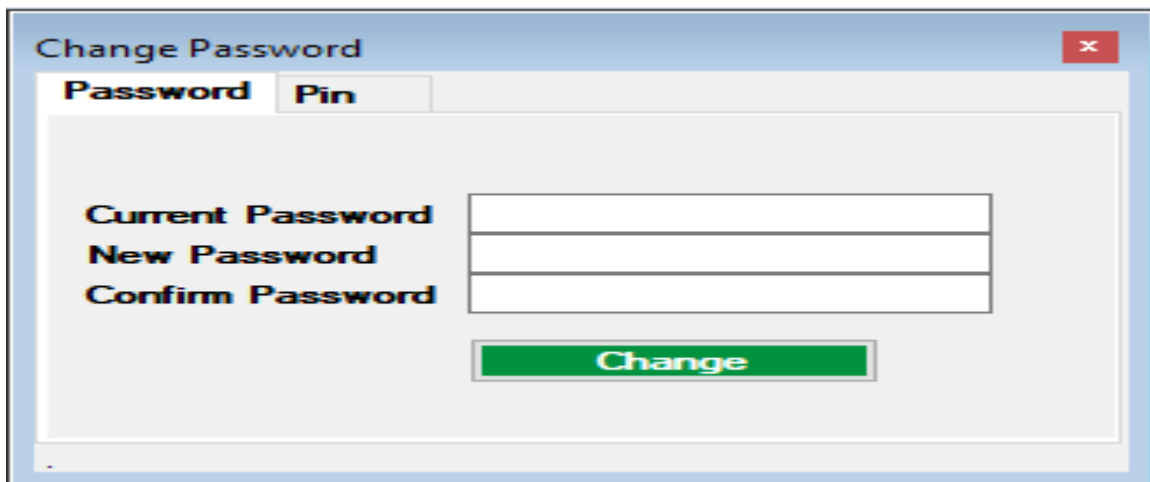
- Login
- Lock
- Change Password / Pin
- Exit



2.3.1 LOGIN

Client can open a “Login 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 CHANGE PASSWORD / PIN

A screenshot of a 'Change Password' dialog box. The dialog has a title bar with 'Change Password' and a close button. Inside, there are two tabs: 'Password' and 'Pin'. The 'Password' tab is selected. Below the tabs, there are three input fields labeled 'Current Password', 'New Password', and 'Confirm Password'. A green 'Change' button is at the bottom right.

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

2.3.3 LOCK SCREEN



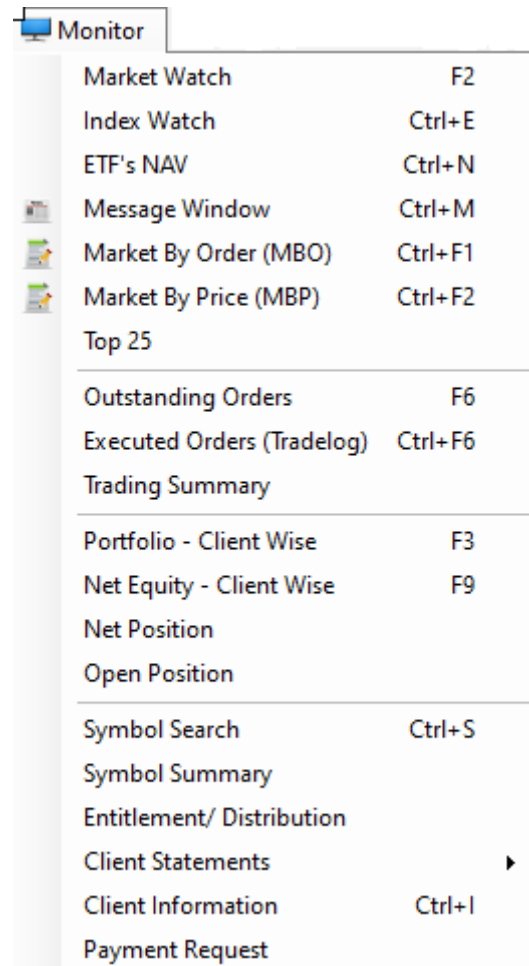
Client can lock his screen and will be unlocked after inserting his password and then pressing unlock button.

2.3.4 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 WATCH (SHORTCUT KEY CTRL+E)

Index	Volume	Value	Previous	Current	High	Low	Change
ALLSHR	150,003,037	4,992,787,476.54	28,072.99	27,827.82	28,166.19	27,717.33	-245.17
BKTI	30,982,425	1,075,104,568.27	9,754.03	9,617.26	9,773.79	9,510.82	-136.77
KMI30	32,806,777	2,697,669,369.40	70,292.22	69,768.28	71,114.09	69,372.96	-523.94
KMIALL	76,468,933	3,172,452,130.76	20,245.36	20,069.80	20,340.70	19,978.80	-175.56
KSE100	86,976,810	4,313,763,440.05	41,737.62	41,331.24	41,996.82	41,109.95	-406.38
KSE30	33,923,338	2,968,849,903.31	15,463.42	15,315.91	15,572.18	15,202.74	-147.51
MZNPI	17,589,955	1,992,622,254.13	9,158.90	9,097.13	9,282.91	9,041.68	-61.77
NBPPGI	42,106,734	2,971,786,909.00	10,785.97	10,681.34	10,864.24	10,588.77	-104.63
NITPGI	16,679,807	2,315,097,139.93	9,258.80	9,180.29	9,337.27	9,105.82	-78.51
OGTI	2,531,652	264,170,346.37	10,487.73	10,368.41	10,487.73	10,279.01	-119.32
PSXDIV20	39,249,885	2,398,656,263.29	14,047.22	13,946.70	14,097.23	13,850.62	-100.52
UPP9	11,239,917	1,807,017,575.06	11,338.98	11,291.53	11,487.38	11,202.85	-47.45

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 at which market closed.
- **Current:** Current index value.
- **High:** Current day high of Index.
- **Low:** Current day low of Index.
- **Change:** Current – Previous. Change from last closing

2.4.3 ETF NAV (SHORTCUT KEY CTRL+N)

Symbol	Volume	Rate	NAV	NAV Time
NBPGETF	0	0.00	9.73	13:15:52
MZNPETF	8000	8.27	8.21	13:15:54
ACIETF	0	0.00	6.67	13:15:53
JSMFETF	0	0.00	8.12	13:15:38
UBLPETF	0	0.00	10.67	13:15:52
NITGETF	0	0.00	10.56	13:15:52

NAV Price of Exchange Traded Funds (ETF):

- **Symbol:** EFT traded symbol.
- **Volume:** total number of shares traded.

- **Rate:** last traded rate.
- **Value:** total amount of ETF traded.
- **NAV:** Net Asset Value reported by AMC
- **NAV Time:** Time of NAV provided by AMC

2.4.4 MESSAGE WINDOW (SHORTCUT KEY CTRL+M)



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

2.4.5 MARKET BY ORDER (SHORTCUT KEY CTRL+F1)

Market By Order (NATIONAL REFINERY LIMITED)					
REG	NRL	▲ 210.67	LTP 193.49		
		▼ 181.29	CHG -2.49		
Flag	Volume	Price	Price	Volume	Flag
dc	50	192.10	193.49	198	dc
dc	733	192.05	193.50	98	dc
dc	1	192.05	193.50	200	dc
dc	200	192.02	193.89	60	dc
dc	100	192.00	193.95	500	dc
dc	200	192.00	193.97	100	dc
dc	50	192.00	193.98	2000	dc
dc	50	192.00	194.00	100	dc
dc	1	192.00	194.00	500	dc
dc	1	192.00	194.00	100	dc
	1386	192.03	193.92	3856	

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.

2.4.6 MARKET BY PRICE (SHORTCUT KEY CTRL+F2)

Market By Price (NATIONAL REFINERY LIMITED)					
REG	NRL	▲ 210.67	LTP 193.49		
		▼ 181.29	CHG -2.49		
Order	Volume	Price	Price	Volume	Order
1	50	192.10	193.49	198	1
2	734	192.05	193.50	298	2
1	200	192.02	193.89	60	1
6	402	192.00	193.95	500	1
1	24	191.61	193.97	100	1
1	100	191.56	193.98	2000	1
1	100	191.52	194.00	1090	10
1	200	191.40	194.36	500	1
1	100	191.17	194.48	1	1
1	1000	191.16	194.49	2500	1
16	2910	191.62	194.15	7247	20

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.

2.4.7 TOP 25

Top 25

Volume

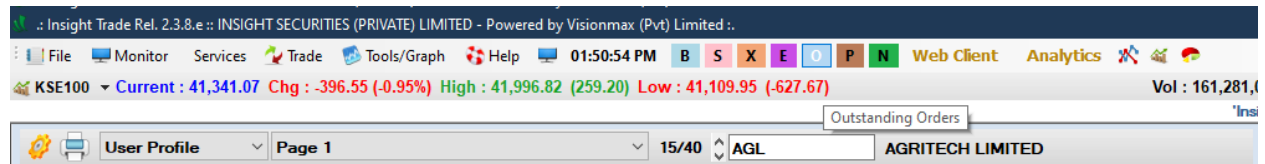
		P. Close	Last Price	Volume	Trades
E	Gainers	31.16	30.78	25,244,999	747
L	Losers	1.35	1.30	10,417,484	937
U	Upper				
L	Lower				
KEL	-0.05	2.52	2.47	9,681,500	414
DFML	-1.23	16.46	15.23	8,145,500	2,447
FCCL	-0.07	11.99	11.92	5,299,500	435
BGL	-0.60	12.25	11.65	4,880,000	1,612
CENERGY	-0.13	4.37	4.24	4,710,654	1,119
TPLP	-0.15	19.70	19.55	4,342,651	3,375
HASCOL	-0.28	7.43	7.15	4,202,500	1,022
HUMNL	-0.13	6.02	5.89	3,717,000	527
MLCF	-0.27	23.37	23.10	3,691,936	1,247
BOP	-0.15	5.09	4.94	3,632,000	541
ENGRO	8.46	269.02	277.48	3,135,934	3,641
DFSM	0.09	3.71	3.80	2,948,000	626
KOSM	-0.13	2.80	2.67	2,778,000	637
HUBC	-1.50	64.90	63.40	2,475,273	2,420
UNITY	-0.22	16.02	15.80	2,271,569	1,369
EPCL	-0.12	46.22	46.10	2,238,567	2,032
EFERT	-1.57	81.82	80.25	1,967,262	1,610
GCIL	-0.56	15.86	15.30	1,932,000	593
TELE	-0.31	8.39	8.08	1,806,500	734
PTC	0.03	6.66	6.69	1,791,000	379
PAEL	-0.45	15.01	14.56	1,758,500	610

Showing Top Symbols of Market by Volume, Gainers, Losers, Upper and Lower circuit.

- **Volume:** Shows Top 25 traded Symbol of current session
- **Gainers:** Shows Top 25 gainer of current session
- **Losers:** Shows Top 25 losers of current session
- **Upper:** Shows symbol are on upper circuit
- **Lower:** Shows symbol are on lower circuit

2.4.8 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	☒ Buy	☒ Sell									
ALL	0079					☒ LBuy	☒ MSF	☒ Short	Refresh		Cancel	Save	Print			
☐	Symbol	Mkt.	Buy Vol	Buy Rate	Sell Vol	Sell Rate	Order#	Client	Side	Type	Placer	Remark	Dealer	Time	TE Order #	Status
☐	EFERT	REG	500	79.50	0	0.00	ASLF000111	0079	BUY	LIMIT	0079		001	13:53:00	58609476	I
☐	ENGRO	REG	100	276.15	0	0.00	ASLF000110	0079	BUY	LIMIT	0079		001	13:52:53	58609440	I
☐	PSMC	REG	100	128.61	0	0.00	ASLF000109	0079	BUY	LIMIT	0079		001	13:52:46	58609407	I
☐	AGL	REG	500	4.15	0	0.00	ASLF000108	0079	BUY	LIMIT	0079		001	13:52:38	58609377	I
☐	AGL	REG	500	4.15	0	0.00	ASLF000107	0079	BUY	LIMIT	0079		001	13:52:36	58609367	I
☐	AGL	REG	500	4.15	0	0.00	ASLF000105	0079	BUY	LIMIT	0079		001	13:52:29	58609344	I

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

❖ **TE 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".

2.4.9 EXECUTED ORDERS (SHORTCUT KEY CTRL+F6)

Executed Trades (Tradelog)													
Market	Account	Symbol	=	Dealer	Placer	Remark	☒ Buy	☒ Sell	Count 2				
ALL	0079						☒ LBuy	☒ Short	Refresh Save				
Symbol	Mkt	Buy Vol	Buy Rate	Sell Vol	Sell Rate	Order No.	Side	Client	Ticket	Placer	Remark	Dealer	Time
AGL	REG	500	5.04	0	0	ASLF000128	BUY	0079	75150184	0079		001	14:07:22
Symbol Total (AGL)		500(1)	5.04	0(0)	0.00	Buy Amount: 2520.00		Sell Amount: 0.00		Net Amount: -2520.00		Net Qty: 500(1)	
BGL	REG	0	0	500	12.60	A016000005	SELL	0079	75077720	016		001	09:32:58
Symbol Total (BGL)		0(0)	0.00	500(1)	12.60	Buy Amount: 0.00		Sell Amount: 6300.00		Net Amount: 6300.00		Net Qty: -500(1)	
Grand Total		500	5.04	500	12.60	Buy Amount: 2520.00		Sell Amount: 6300.00		Net Amount: 3780.00		Net Qty: 0	

Executed orders window contain following columns

❖ **Symbol**

Company symbol appears here.

❖ **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**

OMS specified order number displayed here.

❖ **Side**

Either buy or sell.

❖ **Client**

Shows Client trading Account Code.

❖ **Ticket**

PSX specified order number displayed here.

❖ **Placer**

System ID of order placer.

❖ **Remarks**

Remarks mention with order.

❖ **Dealer**

Dealer Code.

❖ **Time**

Order Executed time.

❖ **Sort by Symbols**

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

❖ **Sort Orders**

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

❖ **Print**

Print the executed order form.

2.4.10 TRADING SUMMARY

Trading Summary

Market

Account

Symbol

=

ALL

0079

☐ Volume ☒ Value

Refresh

Client	Symbol	Buy Amount	Sell Amount	Gross Amt.	Net Amount	Buy Avg	Sell Avg	Profit/Loss
0079	AGL	2520.00	0.00	2520.00	2520.00	5.0400	0.0000	0.00
0079	BGL	0.00	6300.00	6300.00	-6300.00	0.0000	12.6000	0.00
Total	=====	2520.00	6300.00	8820.00	3780.00			0.00

Shows Trading Summary by Value & Volume of Current day / Session

2.4.11 PORTFOLIO (SHORTCUT KEY F3)

Portfolio

Client0770RefreshPrintTAHA KAMRAN

Session	Executed						Market Price	Profit and Loss			Pending			
	Buy		Sell		Net			Settle	Unsettle	Total	Buy		Sell	
	Qty	Rate	Qty	Rate	Qty	Rate					Qty	Rate	Qty	Rate
AVN	100	73.20	0	0.00	100	73.20	72.65	0.00	(55.00)	(55.00)	0	0.00	0	0.00

Holding			Market Price	Holding Sold		Pending Sell		Profit & Loss		Value	
Symbol	Qty	Average		Qty	Rate	Pending	Rate	Realize	Unrealize	Market	Margin
AVN	5800	76.57	72.65	0	0	0	0	0.00	(22,736.00)	421,370.00	347,630.25
TELE	450	0.00	8.02	450	8.01	0	0	3,604.50	0.00	0.00	0.00

- **Session (Upper part):** Shows Session related detail of portfolio of executed and unexecuted trades, Market price, realize and unrealized profit / (loss).
- **Session (Lower part):** Shows Holding (Executed till last trading session) related detail of portfolio of holding, holding sold and pending, Market price, realize and unrealized profit / (loss).

2.4.12 NET EQUITY (SHORTCUT KEY F9)

Net Equity / Exposure Equation

Client TAHA KAMRAN

View 1 View 2

(A) Account Balance			58,661.70
Fut. Profit Withheld/Exposure			0.00
(B) Holding Sold			3,604.50
(AB) Available Balance (A+B)			62,266.20
(C) Credit Limit			0.00
(D) Withdrawal Request			0.00
(U) Utilized Cash in FPR			(0.00)
Security Market Value			421,660.00
	Regular	Future	
(E) Security Margin Value	0.00	0.00	
(F) Profit / Loss	(50.00)	(50.00)	
Net Equity (AB+C+D+E+F+U)	62,216.20	62,216.20	
Margin Policy	Cash Only	Cash Only	
Current 100%	Cash @ 100%	Reg @ 100%	Fut @ 100%
Exposure	0.00	7,320.00	0.00
Trading Limit	54,946.20	54,896.20	54,896.20

Net Worth : 483,876.20

Net Equity shows account balance, Security Sold in session, pending withdrawal request, Security market value of holding and at bottom Net worth of Customer.

2.4.13 NET POSITION

Net Position						
Client		0079				
		Refresh				
Symbol	Client	Holding	H.Sold	S.Buy	S.Sell	Net
AGL	0079	0	0	500	0	500
BGL	0079	500	500	0	0	0
IBLHL	0079	650	0	0	0	650
IDYM	0079	200	0	0	0	200
NETSOL	0079	500	0	0	0	500
Total						1850

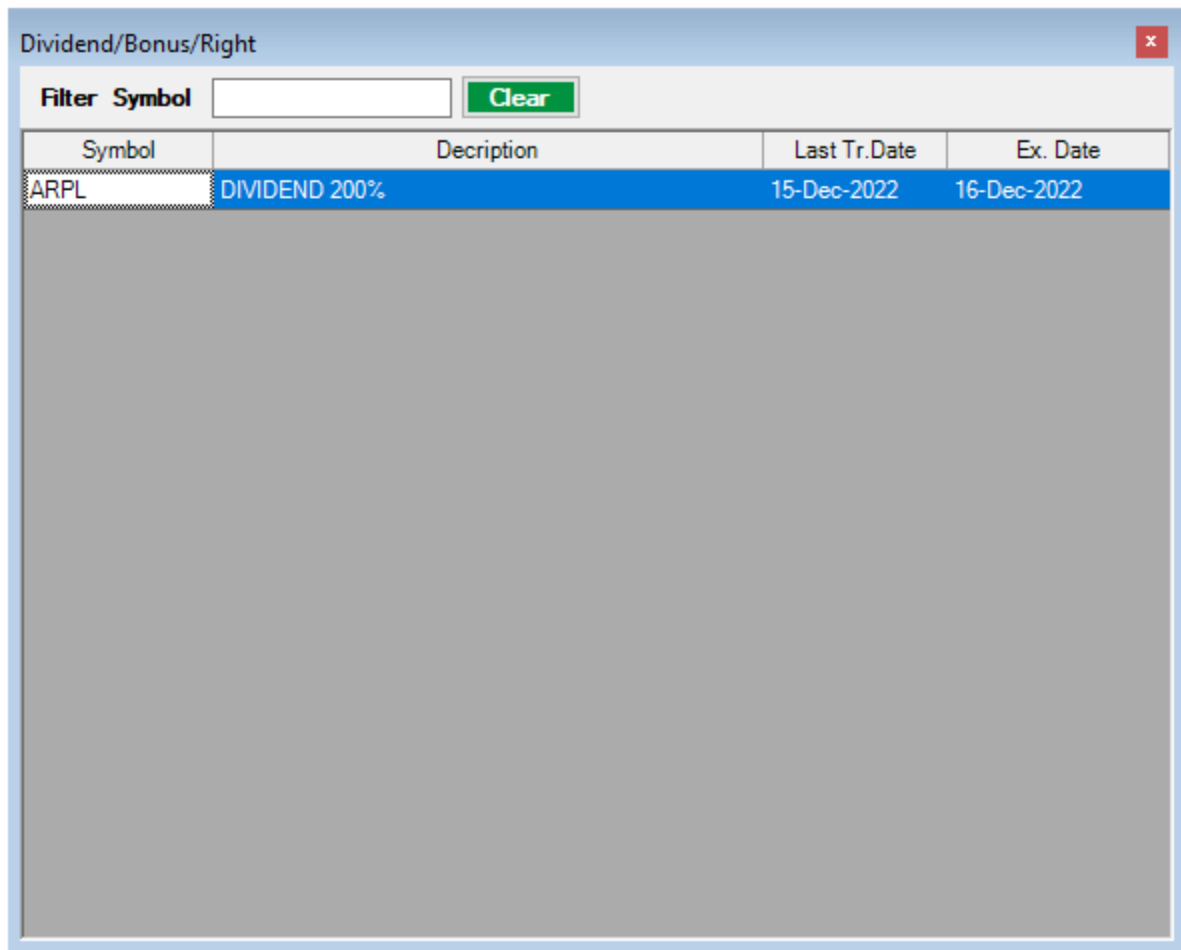
Shows Symbol wise Net position of client.

2.4.14 SYMBOL SEARCH

Symbol Search			
Search by		☒ Symbol ☐ Title	
		Search	
Symbol	Title	Margin	Sector
786	786 INVESTMENTS LIMITED	N	813 - INV. BANKS / INV. COS. / SECURITIES COS.
AABS	AL-ABBAS SUGAR MILLS LIMITED	N	826 - SUGAR & ALLIED INDUSTRIES
AACILR	AACIL - LOR(LAST TRADING DATE 03-06-11.)	N	2350 - CONSTRUCTION AND MATERIALS (CEMENT)
AAL	AGRO ALLIANZ LIMITED	N	830 - TEXTILE SPINNING
AASM	AL-ABID SILK MILLS LIMITED	N	827 - SYNTHETIC & RAYON
AATM	ALI ASGHAR TEXTILE MILLS LIMITED	N	830 - TEXTILE SPINNING
ABL	ALLIED BANK LIMITED	N	807 - COMMERCIAL BANKS
ABOT	ABBOTT LABORATORIES (PAKISTAN) LIMITED	N	823 - PHARMACEUTICALS
ABSON	ABSON INDUSTRIES LIMITED	N	822 - PAPER & BOARD
ACBL-DEC	ASKARI COM. BANK LTD. (DEC)	N	10002 - DELIVERABLE FUTURE CONTRACTS (DFC)
ACBL-FEB	ACBL - (FEB)	N	10002 - DELIVERABLE FUTURE CONTRACTS (DFC)
ACBL-JAN	ASKARI COM. BANK LTD. (JAN)	N	10002 - DELIVERABLE FUTURE CONTRACTS (DFC)
ACCM	ACCORD TEXTILE LIMITED	N	3760 - PERSONAL GOODS (TEXTILE)
ACIETF	ALFALAH CONSUMER INDEX (ETF)	N	837 - EXCHANGE TRADED FUNDS
ACPL	ATTOCK CEMENT PAKISTAN LIMITED	N	804 - CEMENT
ADAMS	ADAM SUGAR MILLS LIMITED	N	826 - SUGAR & ALLIED INDUSTRIES

Shows Symbol, Company Name, Margin Eligibility and Sector of Company. Client can search any symbol or company from search box option.

2.4.15 ENTITLEMENT & DISTRIBUTION



The screenshot shows a window titled "Dividend/Bonus/Right" with a search bar and a "Clear" button. Below is a table with columns: Symbol, Description, Last Tr.Date, and Ex. Date. The first row shows "ARPL" with a "DIVIDEND 200%" description, a last trade date of "15-Dec-2022", and an ex-date of "16-Dec-2022".

Symbol	Description	Last Tr.Date	Ex. Date
ARPL	DIVIDEND 200%	15-Dec-2022	16-Dec-2022

Shows upcoming entitlement announced by companies with their last trade date before ex-price.

2.4.16 CLIENT STATEMENT

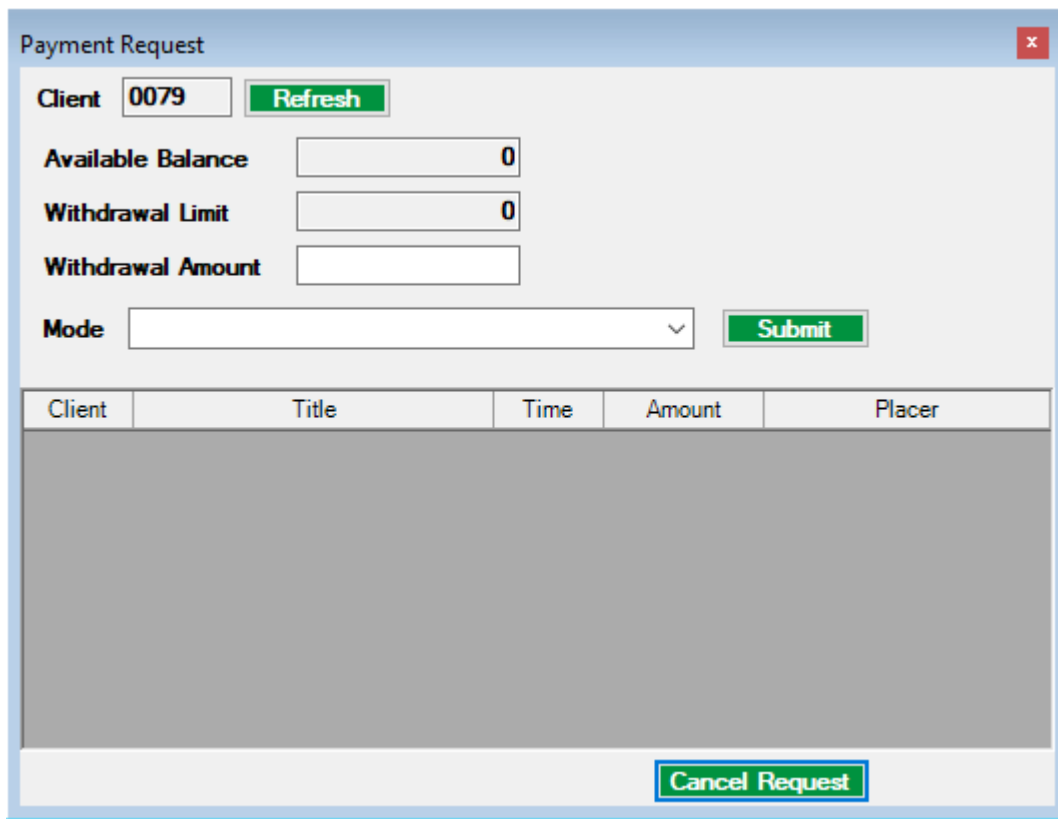
Statement					
Client 0079 Refresh Save Print					
Date	Description	Debit	Credit	Balance	
	OPENING BALANCE			-16,545.25	DR
09-DEC-2022	DFSM 20000 @ 3.2024	64,048.00		-80,593.25	DR
09-DEC-2022	NETSOL 1000 @ 108.3834	108,383.40		-188,976.65	DR
09-DEC-2022	NETSOL 1000 @ 1.2840	1,284.02		-190,260.67	DR
12-DEC-2022	DFSM 5000 @ 3.8161		19,080.50	-171,180.17	DR
12-DEC-2022	NETSOL 500 @ 105.8103		52,905.17	-118,275.00	DR
13-DEC-2022	DFSM 15000 @ 4.7194		70,791.50	-47,483.50	DR
15-DEC-2022	BGL 1000 @ 11.2161		11,216.10	-36,267.40	DR
16-DEC-2022	BGL 500 @ 12.2161		6,108.05	-30,159.35	DR

Shows last 15 days account activity.

2.4.17 CLIENT INFORMATION (SHORTCUT KEY CTRL+I)

Client Information							
TREC Holder Number	XXX	Participant ID	11111	CDC Account	0000		
Client Code	012	Kats Code	A12	---			
Name	AAAAAAAAAAAAAA						
Email	abc@gmail.com						
Address	Flat # A, ABC Street, XYZ Area, Karachi						
Contact	32400000		Mobile 0321-1111111				
Dealer Code			Dealer Name				

2.4.18 PAYMENT REQUEST



The screenshot shows a 'Payment Request' window with a light blue title bar and a red close button. The window contains the following elements:

- Client:** A text box with '0079' and a green 'Refresh' button.
- Available Balance:** A text box with '0'.
- Withdrawal Limit:** A text box with '0'.
- Withdrawal Amount:** An empty text box.
- Mode:** A dropdown menu with a downward arrow.
- Submit:** A green button.
- Table:** A table with 5 columns: Client, Title, Time, Amount, and Placer. The table body is currently empty.
- Cancel Request:** A green button at the bottom right.

Customer can process withdrawal by providing withdrawal amount mode and submit the request. Submitted request can be cancelled in case client does not proceed the withdrawal.

2.5 TRADE MENU

Before going forward there are 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.

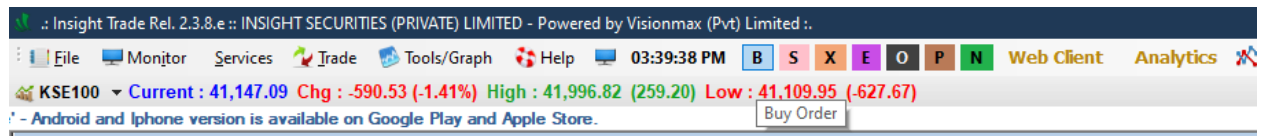
- **CHANGE ORDER:**

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.

Trade	
Buy	F4
Sell	F5
Leverage Buy MTS	F7
Leverage Buy MF	Ctrl+F7
Short Sell	F8
Change	F10
Cancel	F11
Bunch Buy	Shift+F4
Bunch Sell	Shift+F5
Bunch Leverage Buy	Shift+F7
Bunch Short Sell	Shift+F8

2.5.1 BUY ORDER

Client can buy shares 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 - NATIONAL REFINERY LIMITED										
Type	Market	Option	Volume	Symbol	Price	Account	Remark			
BUY	REG	LIMIT		NRL		0079				
			DiscVolume	Order#	Limit Price	MUHAMMAD IRFAN				
						Pin	☐	Submit		
Volume	Buy	Sell	Volume	Dir	LPrice	Change	Floor	Cap	Low	High
17298	193.00	193.48	4	-	193.00	-2.98	181.29	210.67	190.02	196.00
Vol : 500362										

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

*

❖ Market

A drop-down bar is given from which client can select desired market.

Market includes:

- **REG:** Ready Market in which shares traded in marketable lot and settled on T+2 basis.
- **ODL:** Odd Lot Market in which shares traded odd lots and settled on T+2 basis.
- **FUT:** Future Market in which shares traded in marketable lot and settled on completion of contract period.

❖ **Order Option**

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 crosses 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, then client has to insert rate of own choice in the range between of Lower circuit and upper circuit.

- 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**

By default, your trading account code is reflected here

❖ **PIN Code**

Every client has provided with a unique PIN Code which client has to enter to perform the trades.

❖ **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**

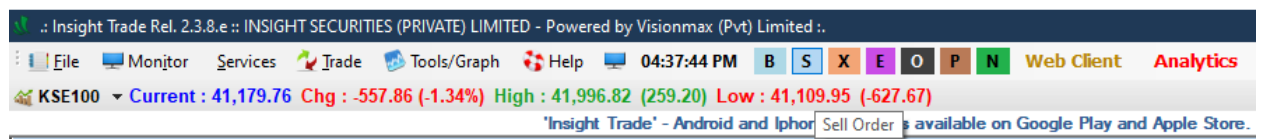
After filling the form press submit button and your order is included in outstanding order list or execute if matched.

❖ **Esc**

Esc button is used to exit from the order form 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.

Sell Order - NATIONAL REFINERY LIMITED											
Type	Market	Option	Volume	Symbol	Price	Account	Remark				
SELL	REG	LIMIT		NRL		0079					
			DiscVolume	Order#	Limit Price	MUHAMMAD IRFAN					
						Pin	☐	Submit			
Volume	Buy	Sell	Volume	Dir	LPrice	Change	▼ Floor	▲ Cap	Low	High	
17298	193.00	193.48	4	-	193.00	-2.98	181.29	210.67	190.02	196.00	
Vol : 500362											

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

*

❖ Market

A drop-down bar is given from which client can select desired market.

Market includes:

- **REG:** Ready Market in which shares traded in marketable lot and settled on T+2 basis.
- **ODL:** Odd Lot Market in which shares traded odd lots and settled on T+2 basis.
- **FUT:** Future Market in which shares traded in marketable lot and settled on completion of contract period.

❖ Order option

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 sell.

❖ **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, then client has to insert rate of own choice in the range between of Lower circuit and upper circuit.
- 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**

By default, your trading account code is reflected here

❖ **PIN Code**

Every client has provided with a unique PIN Code which client has to enter to perform the trades.

❖ **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 or execute if matched.

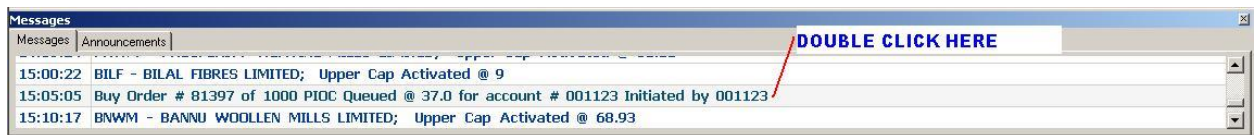
❖ Esc

Esc button is used to exit from the order form window.

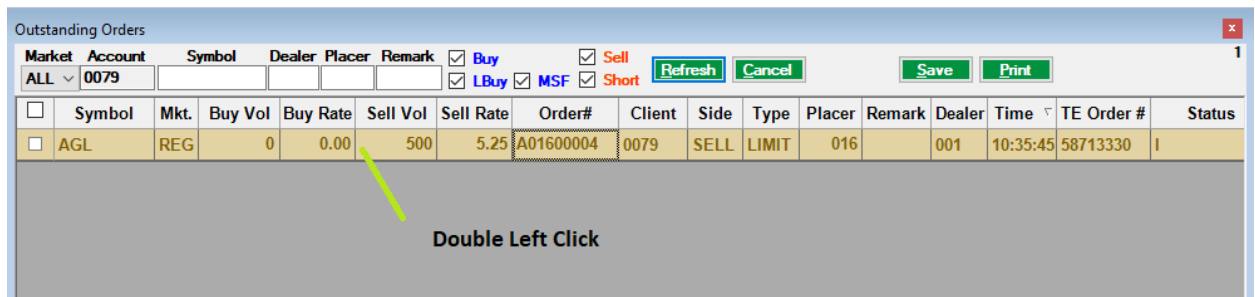
2.5.3 CHANGE ORDER

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.
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.



3. **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.

Buy Order - AGRITECH LIMITED

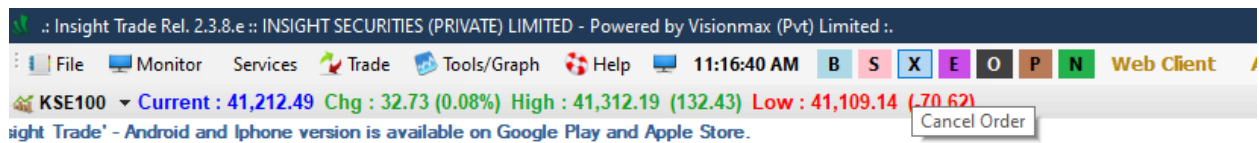
Type	Market	Option	Volume	Symbol	Price	Account	Remark			
BUY	REG	LIMIT	500	AGL	4.01	0079				
			DiscVolume	Order#	Limit Price	MUHAMMAD IRFAN				
				ASLF000049		Pin *** ☒	Change			
Volume	Buy	Sell	Volume	Dir	LPrice	Change	Floor	Cap	Low	High
1000	4.95	5.06	3000	-	4.95	-0.06	4.01	6.01	4.92	5.10
Vol : 24000										

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

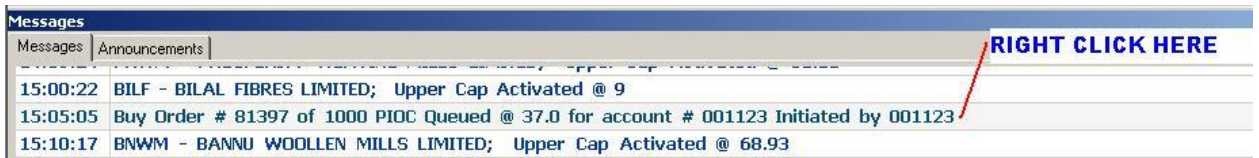
2.5.4 CANCEL ORDER

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 F11 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.

Outstanding Orders

Market Account Symbol Dealer Placer Remark ☒ Buy ☒ Sell
☒ LBuy ☒ MSF ☒ Short Refresh Cancel Save Print

☐	Symbol	Mkt.	Buy Vol	Buy Rate	Sell Vol	Sell Rate	Order#	Client	Side	Type	Placer	Remark	Dealer	Time	TE Order #	Status
☐	AGL	REG	500	4.01	0	0.00	ASLF000049	0079	BUY	LIMIT	0079		001	11:15:33	58726000	I
☐	AGL	REG	0	0.00	500	5.25	A016000044	0079	SELL	LIMIT	016		001	10:35:45	58713330	I

Right click here

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

Buy Order - AGRITECH LIMITED

Type	Market	Option	Volume	Symbol	Price	Account	Remark
BUY	REG	LIMIT	500	AGL	4.01	0079	
			DiscVolume	Order#	Limit Price	MUHAMMAD IRFAN	
				ASLF000049		Pin *** ☒	Cancel
Volume	Buy	Sell	Volume	Dir	LPrice	Change	▼ Floor ▲ Cap Low High
1000	4.95	5.06	3000	-	4.95	-0.06	4.01 6.01 4.92 5.10
Vol : 24000							

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

3. ACRONYMS AND ABBREVIATIONS

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

Term	Definition
OMS	Order Management System.
Upper Circuit	Last day close rate of market + 7.5% increment
Lower Circuit	Last day closed rate of the market – 7.5% decrement
PIN	Personal Identification Number