

2GoTrade Limited

New Web Trading Platform

# User Manual

version: 1.57

Last Update: Feb-2015

繁|简|EN

### 1 General

Go.Portal can be operated smoothly in different web browsers, including Internet Explorer (Version Google Chrome, Safari, Firefox. User thus can use it at tablets.

Please start from the login page below:





Trading Hotline:(852)2232 0316 | CS Hotline:(852) 2232 0202 | Email: enquiry@2GoTrade.com Technical Support:(852)2232 0333 | support@2GoTrade.com

ID:T4.152-X5.3-59992-R4.14-44573-D4.15-44573-MR-1.37 © 2014 DEMO Securities Limited <u>Disclaimer</u> | <u>Privacy</u>

# 1.1 Select Language

You can select English, Traditional and Simplified Chinese anytime.

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### 1.2 <u>Customer Service</u>

Trading & technical support contacts are shown in lower left corner.

### 1.3 Logout

Click Logout button to logout at any pages;

# 2 Login

Enter user ID & PIN in login page. Click **Login** to proceed;

 User ID will be locked after multiple unsuccessful login. Please contact Topper Dragon to follow-up;



CE:AGK283

<u></u> 110110	
<b>3</b>	
Disable Streaming	

Forgot Password?

### 2.1 <u>First-time Login</u>

### Set up New Password

Upon first-time login, users are required to define their new password (minimum 8 characters, alphanumeric);

Enter new password and click "Submit".



### Service Agreement

Please read through the terms in service agreement. If you accept them, please tick the first option (see red box below). Click "Agree" button.

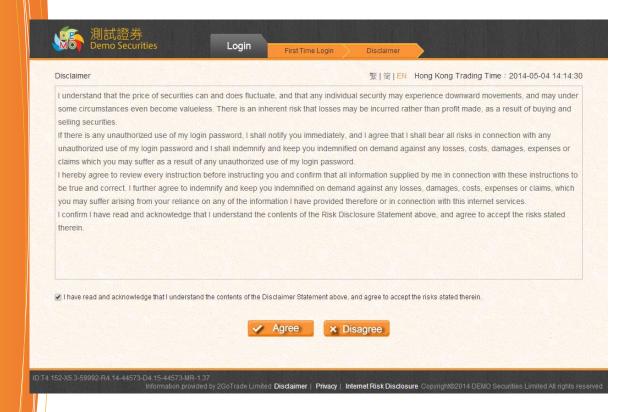
3o.Tools S	ervice Agreement (Individual Subscriber)	Hong Kong Trading Time: 2014-05-04 14:24:1				
This Agr	eement involves the following parties:					
(a) 2Go	(a) 2GoTrade Limited ("2GoTrade"), a company incorporated in Hong Kong with a registered office at Unit 313-315, 8 Science Park West					
Aven	nue, Shatin, Hong Kong, who will be responsible for providing financial information unde	r this Agreement				
(b) Subs	scriber, the person who uses and/or accesses to the Services and/or the Content provide	ded by 2GoTrade ("Subscriber").				
1 Defi	nitions					
1.1 In	these terms and conditions, the following terms shall have the following meanings:					
(i)	"Content" includes without limitation any content, software, data, information, message	es and all textual, audio, video, still image,				
	graphical and other content or material that can be accessed by or through the Service	ces;				
(ii)	"Content Provider" means any third party, which provides the Content and/or operate:	s the Services;				
(iii)	"HKEx" means The Stock Exchange of Hong Kong Ltd;					
(iv)	"SEIS" means HKEx Information Services Limited, the subsidiary of HKEx;					
(V)	"Services" means the delivery of the Content via the applications supported by 2GoTr	rade;				
(vi)	"Login ID and Password" means a unique personal identifiers and its corresponding p	assword issued by 2GoTrade to the Subscriber for				
	gaining access to the Services;	,				

Please suspend my requirements. I understand that is logged into the system, will not Go. Tools financial consulting services.



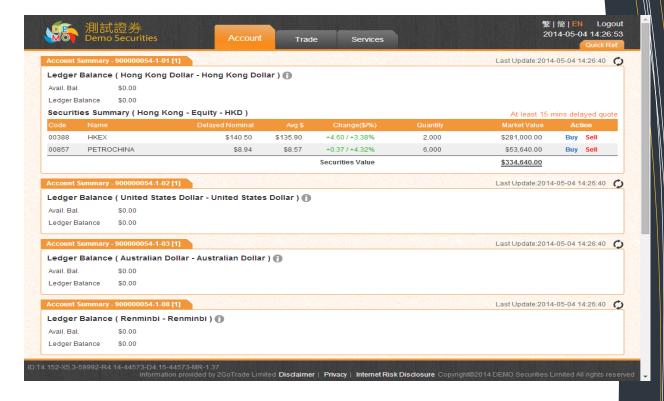
### 2.2 <u>Disclaimer</u>

Disclaimer will load in every login. Please tick "I have read and acknowledge that..." Click "Agree" to proceed.



### 3 Account

### 3.1 <u>Account Summary</u>



Function : Show balance of each currency account

Operation:

### 1. Ledger Balance

Display available balance & ledger balance (Available balance – unsettled stock value)

Click key to view details for each currency account, including:

Securities value, lockup cash, trading limit, buying power, etc.



#### 2 Securities Summary

- Display stock balance & market value, average price & Change % (Reference profit & loss);
- "Buy / Sell" shortcut for each stock holding, click to buy/sell (see #4.1)

Securities Summary ( Hong Kong - Equity - HKD )  At least 15 mins delayed quote						uote		
Code		Delayed Nominal	Avg \$	Change(\$/%)	Quantity	Market Value	Action	
00388	HKEX	\$140.50	\$135.90	+4.60 / +3.38%	2,000	\$281,000.00	Buy Sell	
00857	PETROCHINA	\$8.94	\$8.57	+0.37 / +4.32%	6,000	\$53,640.00	Buy Sell	
				Securities Value		\$334,640.00		

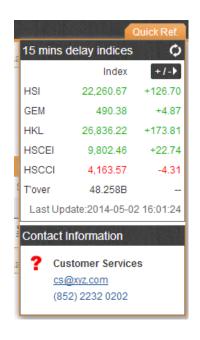
3. Mouse over Quick Ref. at right top corner to pull down Mini

### indices window displaying details:

- 1. Market info like 15-min delayed indices
- Click to refresh;

— Click +1-% to switch to change % or points;

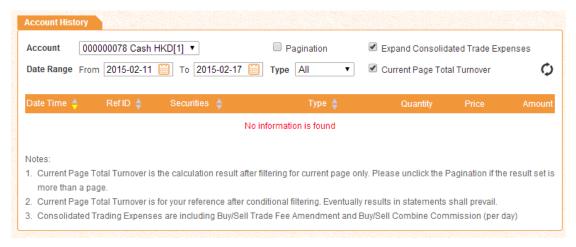




2. Customer service email



### 3.2 Account History

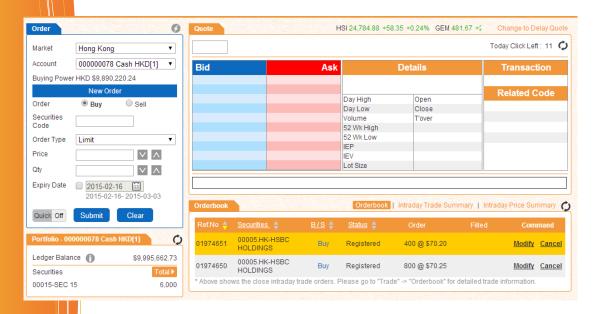


Function : Check transaction records within a specified period Operation :

- ➤ Account & Type: Click to filter out account records;
- Date range: Click to select date;
- > Search result will auto load, including stock transaction, corporate action, cash in/out records, etc.
- Sort the results by clicking in each column (ascending/descending orders);
- Switch to other result pages;

Remarks: Only up to three months of history can be displayed

### 4 Trade



Above trading page is divided into the following main areas:

### 4.1 Stock Trading

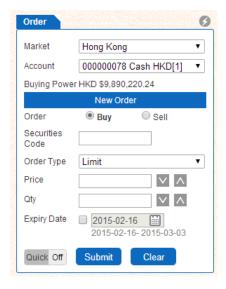
4.1.1 <u>Dealing ticket</u>

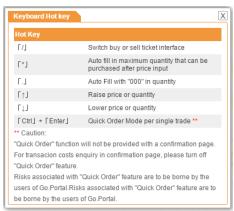
Function : Create / modify / cancel orders

Operation :

#### **Placing Order**

- 1. Choose Buy or Sell button
- 2. Enter order details, including stock code, order type (available order type is different for different brokers), price (click ☑ to next/previous price spread), quantity (click ☑ to change lot size or ☑ to choose maximum buy [bound by buying power] / sell [bound by stock position]quantity]), expiry date (not available for all brokers, system saves the outstanding orders and send to market the next trading day, until it expires or fully executed)
- 4. Click to view hot keys.

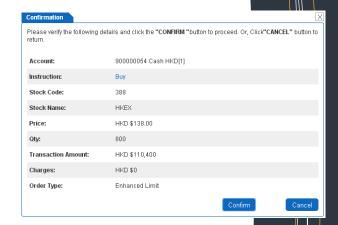




5. Choose On Quick and Quick Off or hot key "Ctrl" + "Enter", there will Tips prompt out for enabling Quick Order function.

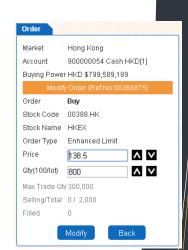


- 6. Click "submit" to send order, or clear to reset the ticket.
- 7. Confirmation box pop-up. Click Confirm to proceed.



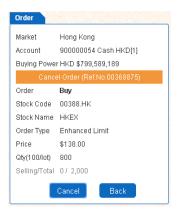
### **Modify order**

- In order book (simple mode: refer to #4.1.4, detailed mode: refer to #4.2), click Modify;
- 2. Ticket will show **modify** status, enter price & quantity;
- 3. Click **Submit** to submit, or **Back** to abort modify;



#### **Cancel order**

- 1. In order book (simple mode: refer to #4.1.4, detailed mode: refer to #4.2), click Cancel;
- 2. Ticket will show cancel status;
- 3. Click Cancel to submit, or Back to abort cancel.



### 4.1.2 <u>Teletext</u>

Function : Show delayed snap-shot market data :

Operation

Brief mode



Check Connected indicator to confirm

normal connection;

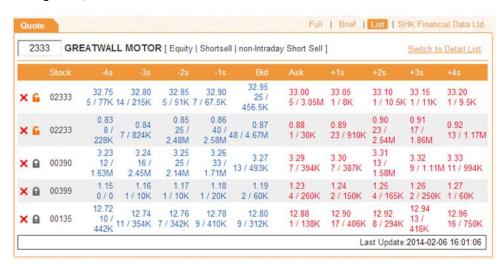
Click Full | Brief | List | SHK Financial Data Ltd. to switch to full/ brief/ list mod, or viewing stock archive data provided by SHK Financial Data Ltd.

#### List view

- A list of stocks selected for viewing market data;
- In two modes: detail list & bid/ask list
  - 1. Detail list (with +/-%, bid/ask price, day hi/lo/open/close, vol & turnover):



2. Bid/Ask list (with details of 5 spreads in bid/ask queue, click the stock price to bring it to dealing ticket;



- Click 
   Click 
   to remove & lock that stock respectively;
- Saving the collection of stocks in this list view for next login is NOT available;
- 2. Snap-shot (delay)
- Market quote will not auto update, user need to type-in stock code each time;
- Most functions in streaming quote is inapplicable, except clicking price in bid/ask queue to bring the price to ticket



### 4.1.3 <u>Portfolio</u>

Function

- Update of ledger balance, max trading limit & stock position
- Always shown below dealing ticket



Outstanding

Close

Partially / Fully Filled

#### Operation :

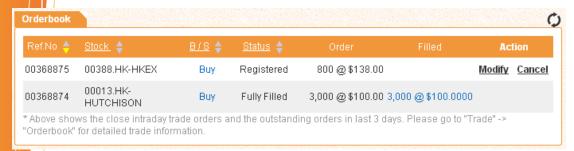
- : show other details (refer to #3.1)
- : manual refresh
- Total> Buying> Selling>: switching display among holding, registered buy quantity & registered sell quantity
- Click the stock can bring the stock code & quantity to dealing ticket (refer to #4.1.1);

### 4.1.4 Order details

Three modes: Order details, intra-day trade summary, intra-day price summary, switch by clicking

Orderbook | Intraday Trade Summary | Intraday Price Summary under teletext;

#### 4.1.4.1 Order book (brief mode)



Function : View order details in brief mode

Operation :

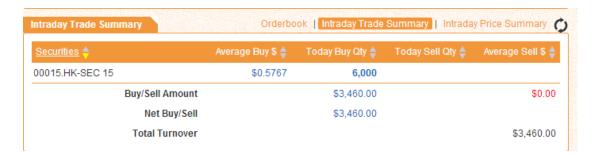
- 1. Click can sort records in ascending/descending orders
- 2. Filter unnecessary records by clicking 📘 for pull-down menu
- 3. Click Stock to enter stock code for filtering 939 重抜





# 4.1.4.2 Intra-day Trade Summary

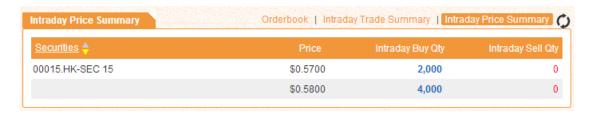
Function : For each stock, display buy & sell average price (to 4 decimal places) & executed quantity



### Operation

1. Click to sort details in ascending/ descending order;

### 4.1.4.3 Intra-day Price Summary



Function: For each stock, displaying buy/sell quantity for each price spread

#### Operation

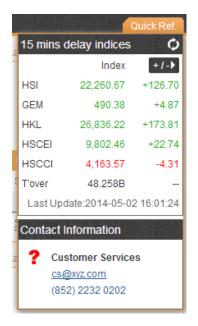
- > Click to sort details in ascending/ descending order;
- Click Stock to enter stock code in pop-up box to see details of that stock only



### 4.1.5 Quick Reference

Function: Refer to page 5

Operation: Refer to page 5



# 5 Order History (Detailed Mode)



Function : Show transaction records in detail

### Operation

- Same as #4.1.4, while more filters are available;
- $\succ$  Filter unnecessary records with oxrightarrow and select applicable items;



### 7 **FAQ**

1) What are the definitions of different order types in dealing ticket?

Order	Туре	Description
Limit (	Order	A limit order will allow matching only at the specified price.
Enhance	d Limit	An enhanced limit order will allow matching of up to 10 price queues
		(i.e. the best price queue and up to the 19 <sup>th</sup> queue at 9 spreads away)
		at a time provided that the traded price is not worse than the input
		price.
Special Lin	nit Order	A special limit order will allow matching of up to 10 price queues (i.e.
		the best price queue and up to the 10 <sup>th</sup> queue at 9 spreads away) at a
		time provided that the traded price is not worse than the input price.
At-auctio	n Order	An at-auction order is an order with no specified price and is entered
		at the final Indicative Equilibrium Price (IEP).
At-actio	n Limit	An at-auction limit order is an order with a specified price. An at-
Ord	ler	auction limit order with a specified price at or more competitive than
		the final IEP may be matched at the final IEP subject to availability of
		eligible matching order on the opposite side.

2) When using Internet Explorer 8 or latest version of browser, incompatible problems arise during login. How to solve this problem?

Open Internet Explorer 8 browser

Click F12 (Developer tools)

Choose Internet Explorer 8 (Browser model)

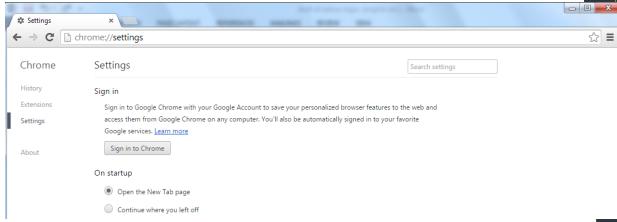
Close F12 (Developer tools)

Close Internet Explorer 8 browser

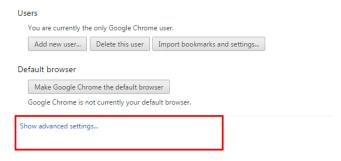


3) When using Google Chrome and it is too slow, how to solve the problem? Suggestion:

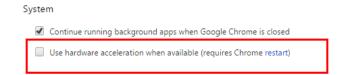
Enter **chrome://settings/** in the address input bar of Google Chrome, or click on right hand side.



Click Show advanced settings at the bottom of setting page.



Enter System, leave the box besides 'Use hardware acceleration when available' blank, restart Google Chrome to activate the function.



4) What can I do if I've forgotten my login name and / or password?

#### **Forget password ONLY**

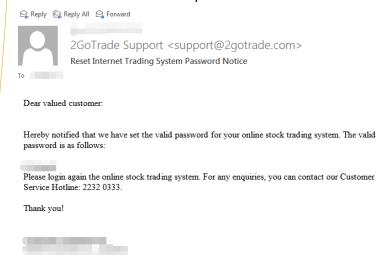
Click the link into Forgot password at login page.



Type in Login ID; ID Number and registered EmailClick Submit



III. Receive an email with reset password notice.



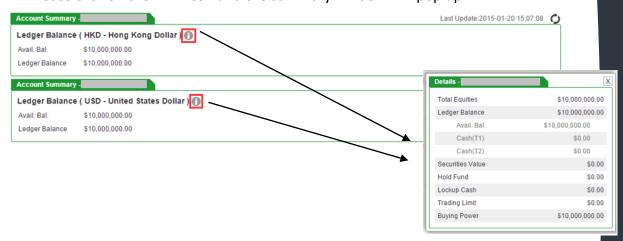
- IV. Login with new password.
- V. Change password after login.

#### **Forgot Login name ONLY**

I. Please contact with Topper Dragon for login name.

#### Forgot BOTH login name and password

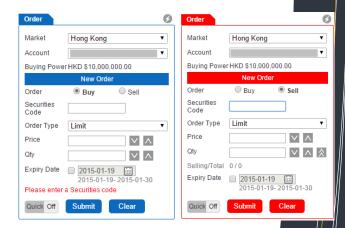
- I. Please contact with Topper Dragon for login name.
- II. Next follows apply for "forgot password" procedure.
- 5) How to check my account summary?Please click on the icon and the summary window will pop up.



6. How to process "Buy" / "Sell" function?



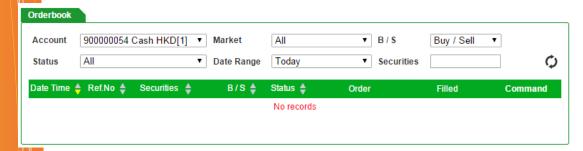
- A. Choose market
- B. Enter securities code
- C. Choose order type
- D. Enter price and quantity
- E. Click "Submit"



7. How to check my orderbook?

Choose account / market / status / date range or securities





#### 8. Java issue

If you face issues with Java, please update your java to latest version at <a href="http://www.java.com">http://www.java.com</a>.

# 8 Contact Us

Feel free to contact GoTrade for technical support!

Tel : (852) 2232 0300

Email : <a href="mailto:support@2gotrade.com">support@2gotrade.com</a>

- THE END -