MAYBANK TRADE
USER GUIDE

WHAT WILL BE COVERED

YOUR WORKSPACE. ALL IN ONE.

Predefined Workspace

① **Workspace**
Customize your desired interface where you can create up to 10 different workspaces.

② **Worksheets**
Add up to 10 worksheets within a single workspace.

③ **Widgets**
Add up to 10 widgets on each worksheet.

ACCESSIBILITY.

① Top Bar Menu

|	
Market	Watchlist
Portfolio	Account Management
Stock Alerts	News
Market Insight	Research
e-Services	

② Quick Access Panel

Q Quick Search

SGX Add up to 5 favorites exchanges

🔖 Watchlist

👤 Profile

☰ List of Widgets

🗐 News

🛍 Order Book

🎁 Rewards

ℹ Links

⚙ Settings

③ Quick Menu

Access various options such as counter information, Buy / Sell orders, adding counter to specific watchlist and alert set up based on selected counters.

Adding your favourite exchanges
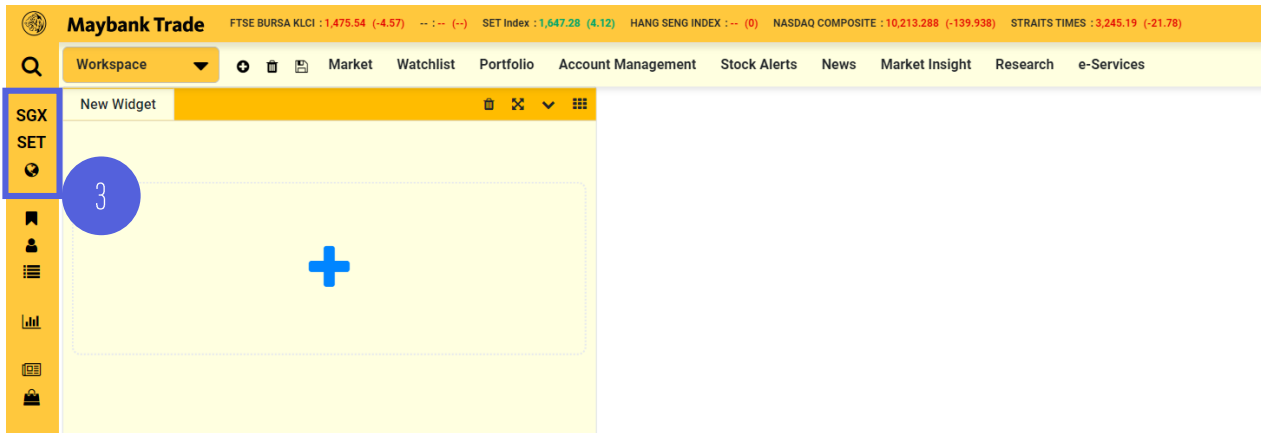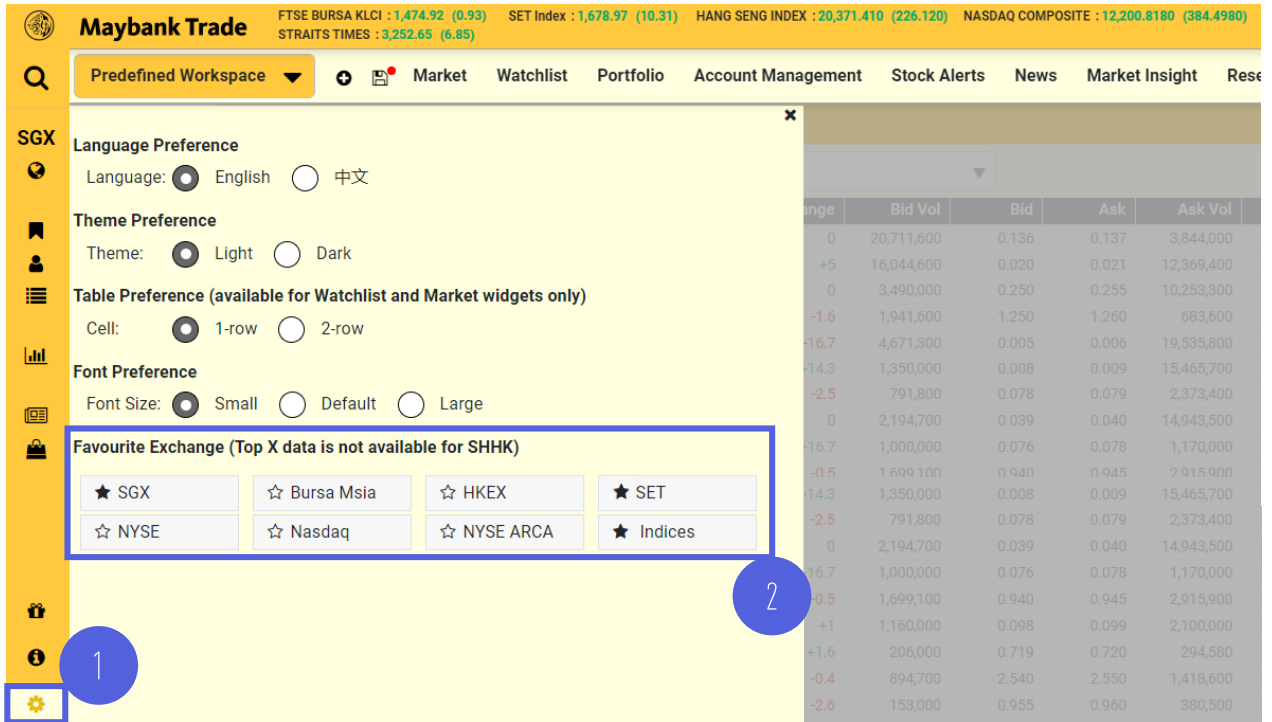
① Click on the 'Settings' icon on the 'Quick Access Panel'.

② Star up to 5 'Favourite Exchange'.

③ Your favourite exchanges will be displayed on the 'Quick Access Panel'.

Adding your favourite widgets
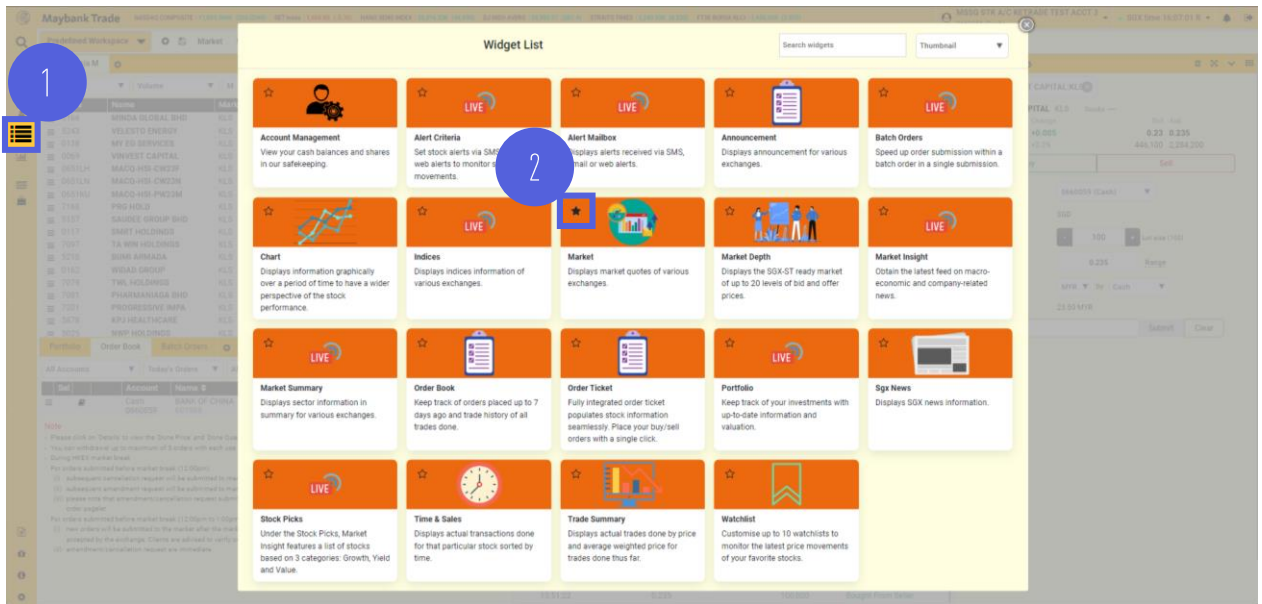
1. Click on the 'List of Widgets' icon on the 'Quick Access Panel'.

2. Star your favourite widgets to be displayed on the 'Quick Access Panel'.

Search Function
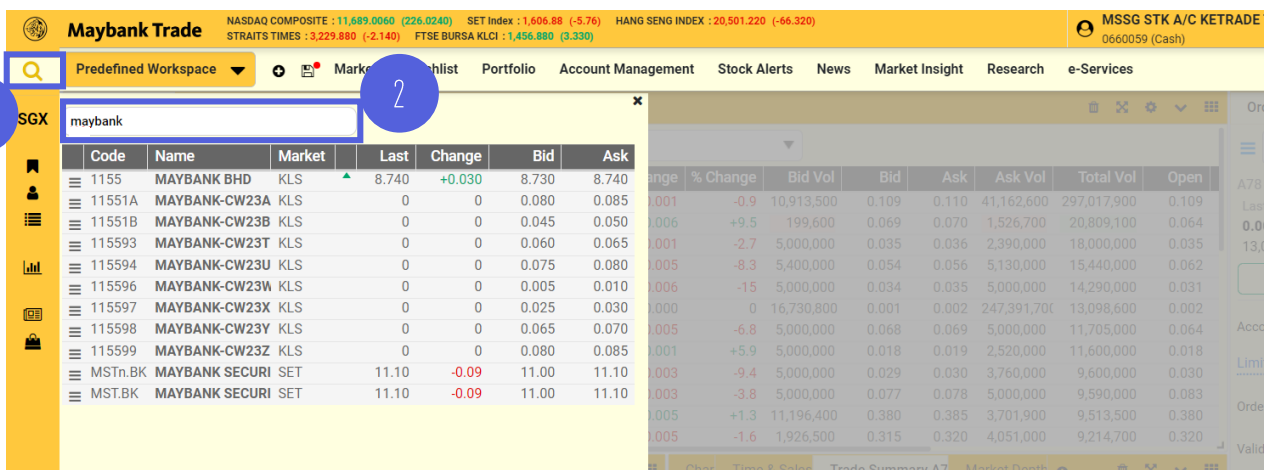
1. Click on the 'Quick Search' icon on the 'Quick Access Panel'.

2. Enter the name/ code of the counter you wish to search for.

Market Data Access

There are <u>2 ways</u> to access market data:

① From your watchlist, the 'R/D' column reflects 'Real' or 'Delayed' market data access.

② When selecting your preferred exchange, the data permission will also be displayed, together with the exchange trading hours.

Top Volume/ Gainers & Losers
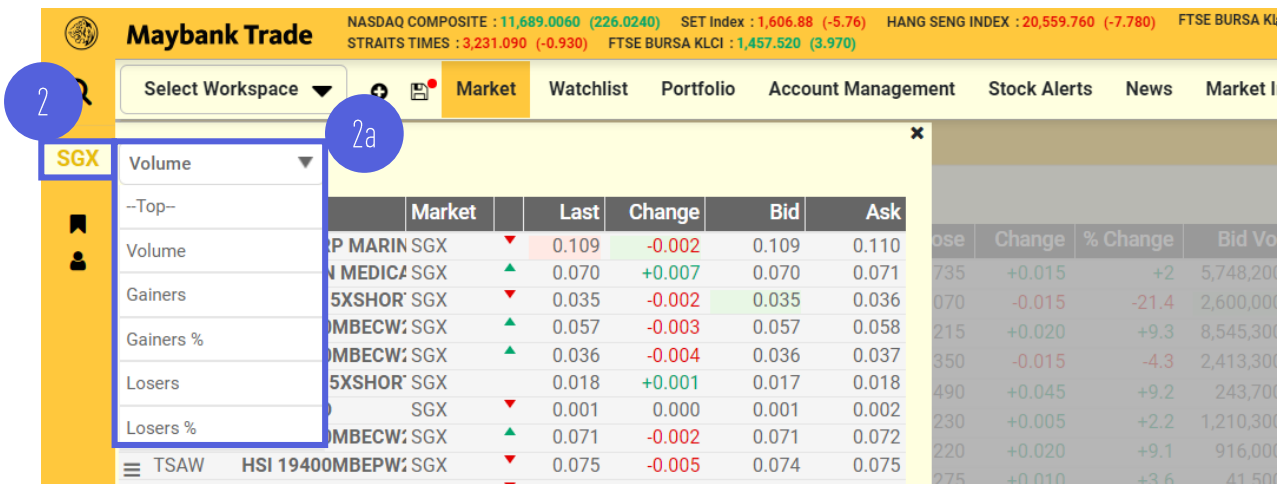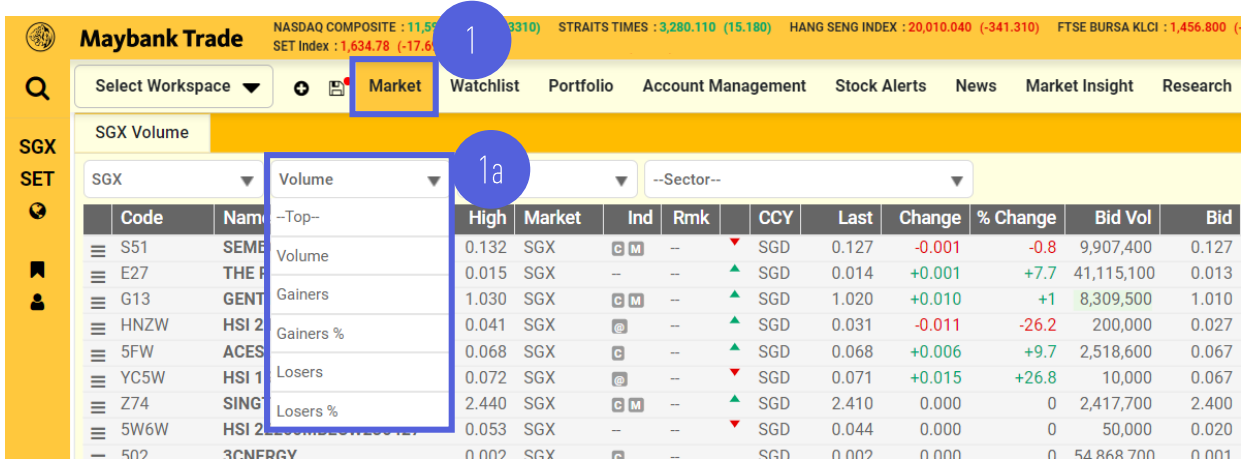
There are 2 ways to view the **Top Volume/ Gainers & Losers**:

① From 'Market' widget that can be found on the 'Top Bar Menu' or through adding 'Market' widget into your workspace.

② Click on the selected exchange on your 'Quick Access Panel'.

②a Select your preference from the drop down icon.

①a Select your preference from the drop down icon.

Setting Up Alerts

1. Click on the 'Profile' icon.

2. Select 'Configure Alert'.

3. Enter your mobile no. or email address in the respective fields and 'Save'.

4. Click on the 'Alarm' icon to view the alerts you have configured. From here, you have the option to remove too.

Creating a new workspace
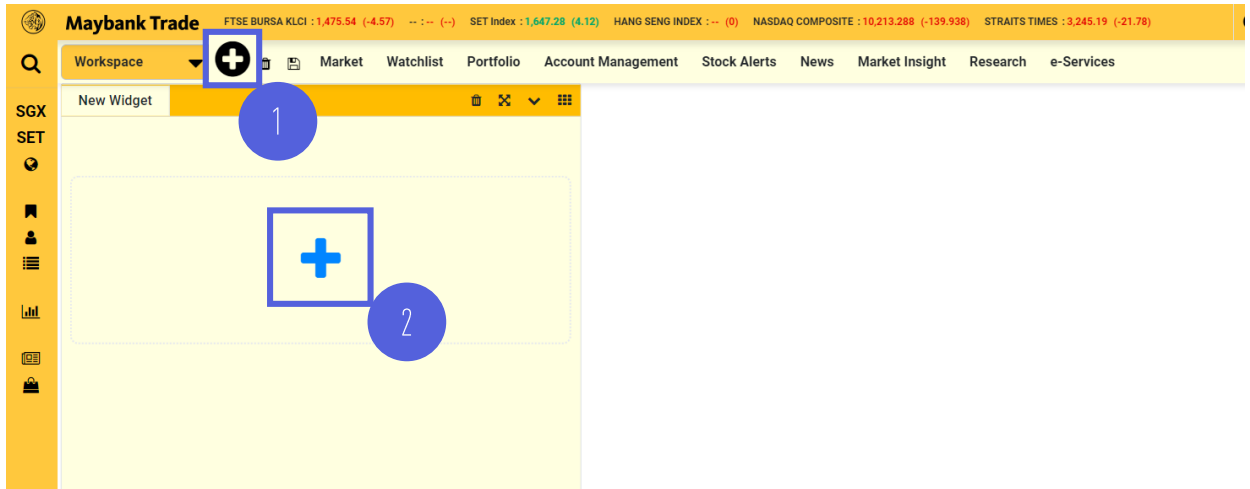
① Click on the ⊕ icon and a Worksheet will be added.

② To add your preferred Widget, click on the ✚ icon in 'New Widget'.

③ A 'Widget List' window will pop up for you to select your widget.

WIDGETS

To customize the information you view on the columns based on your preference:

(1) Click on the 'Settings' icon of the Widget
   (Only available for selected widgets such as Indices, Market, Order Book, Stock Picks & Watchlist.)

## Renaming your Widget (Only applicable to Watchlist)

(1) Click on the 'Watchlist' widget.

(2) Click on the name of the watchlist to rename your selected watchlist.

Widgets Linkage
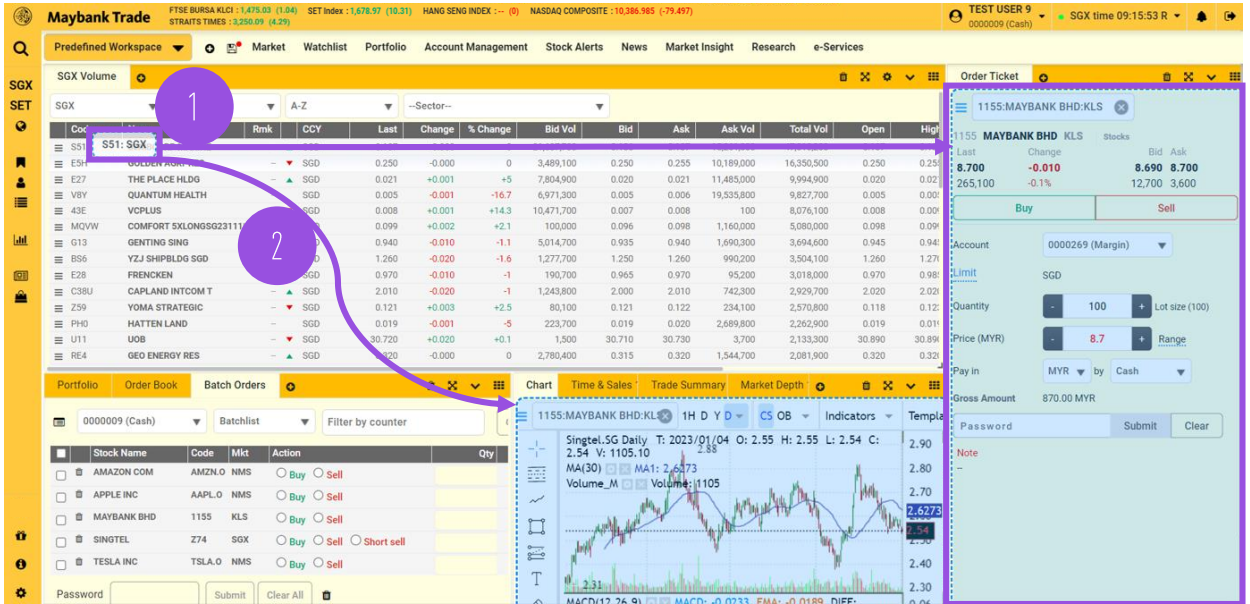
On your predefined workspace, your widgets are linked by default.

① Click on the counter name to auto populate stock information onto the linked widgets.

② If the widget is not linked, drag and drop your selected counter 'Code' to the respective widget to populate the counter information.
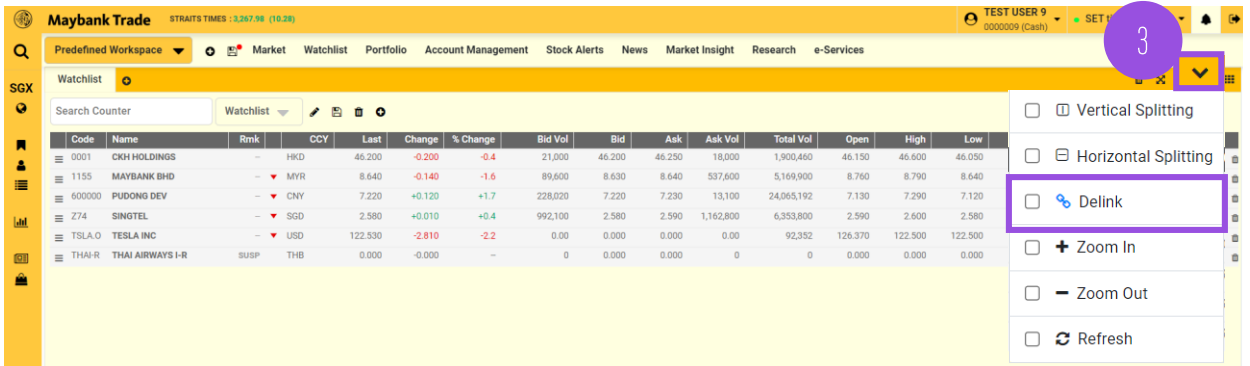
③ To delink the widget, click on the drop down icon of the widget and click 'Delink'.

Moving your Widgets
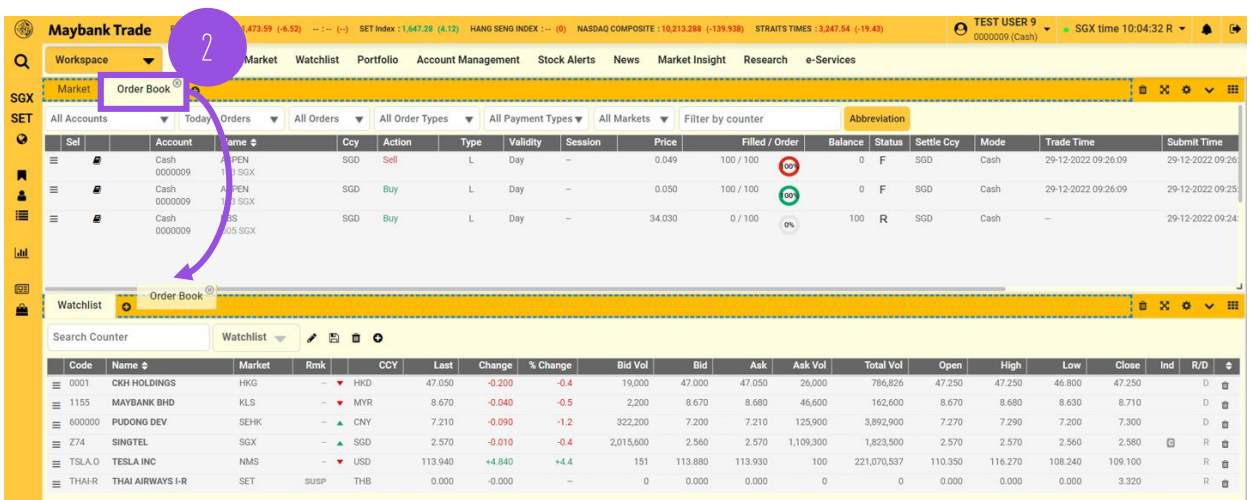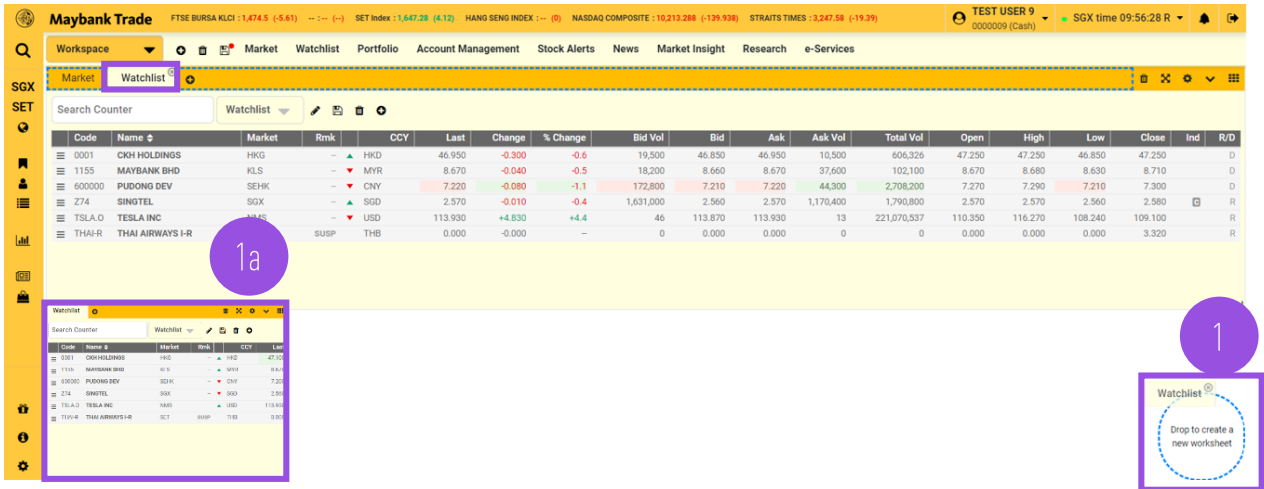
There are 2 ways to move a widget into a new worksheet:

(1) Click and drag the selected widget to the blue dotted circle at the bottom right of workspace.

(2) Drag and drop the selected widget into another worksheet.

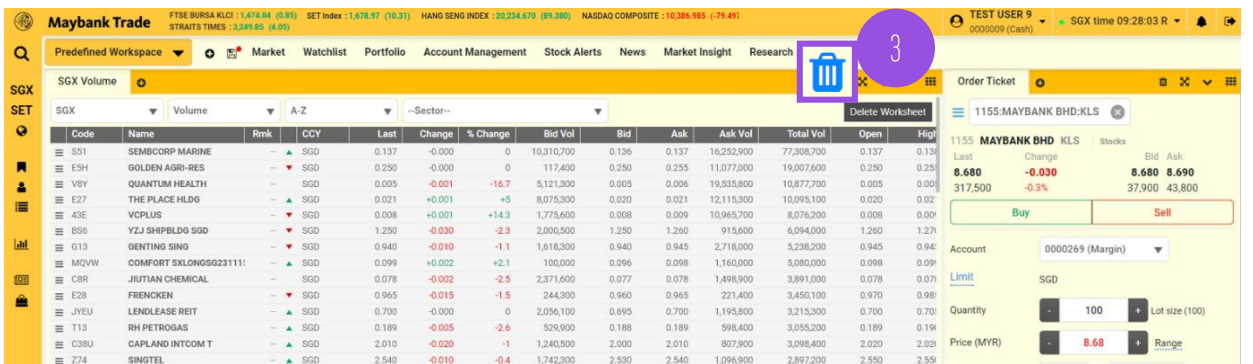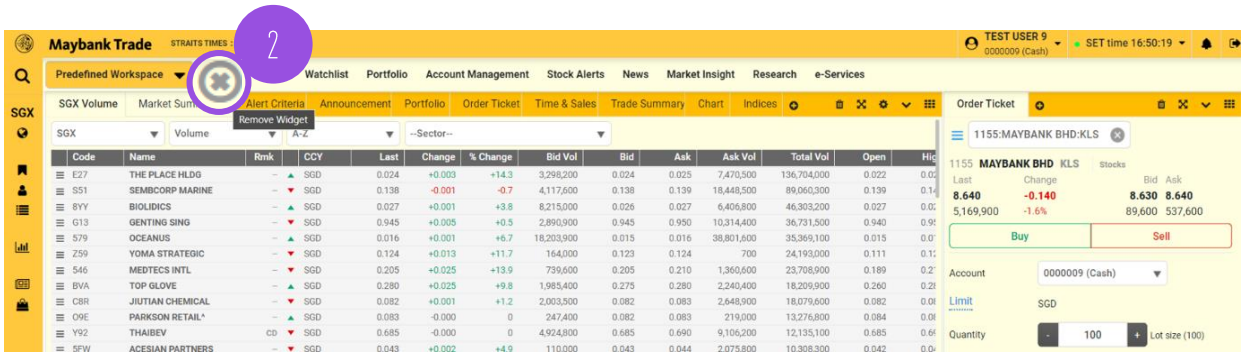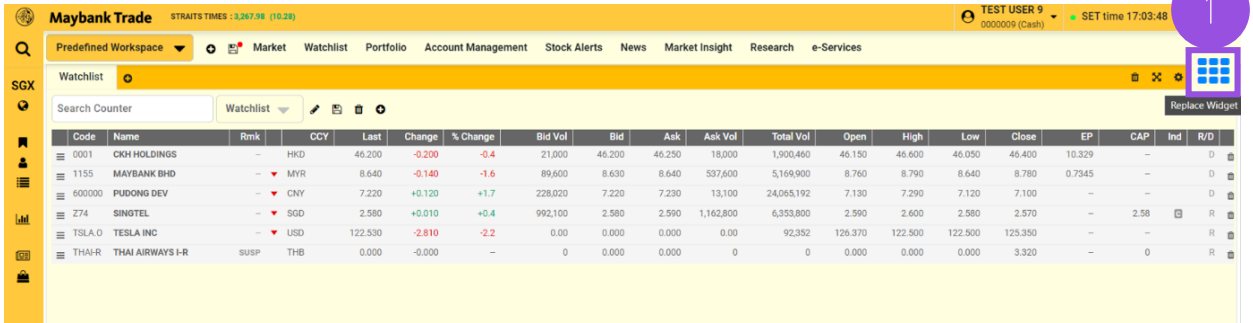(1a) The widget will be displayed on a new worksheet.

Resizing your Widgets
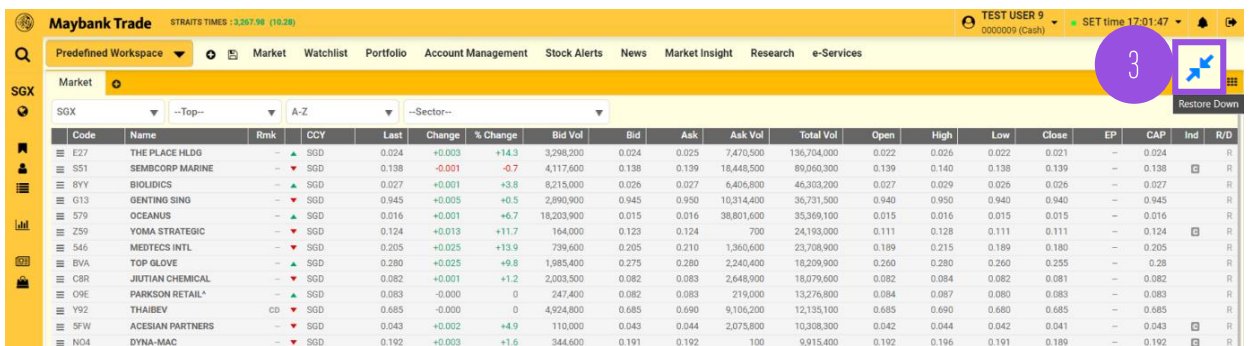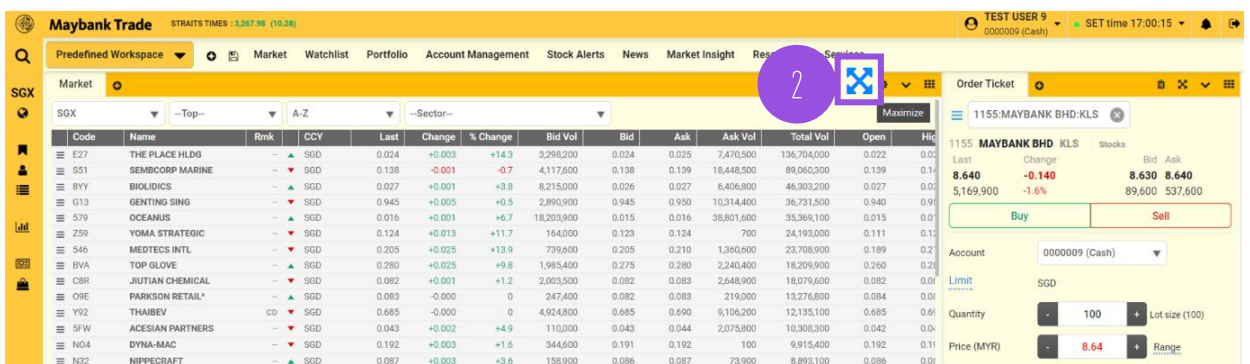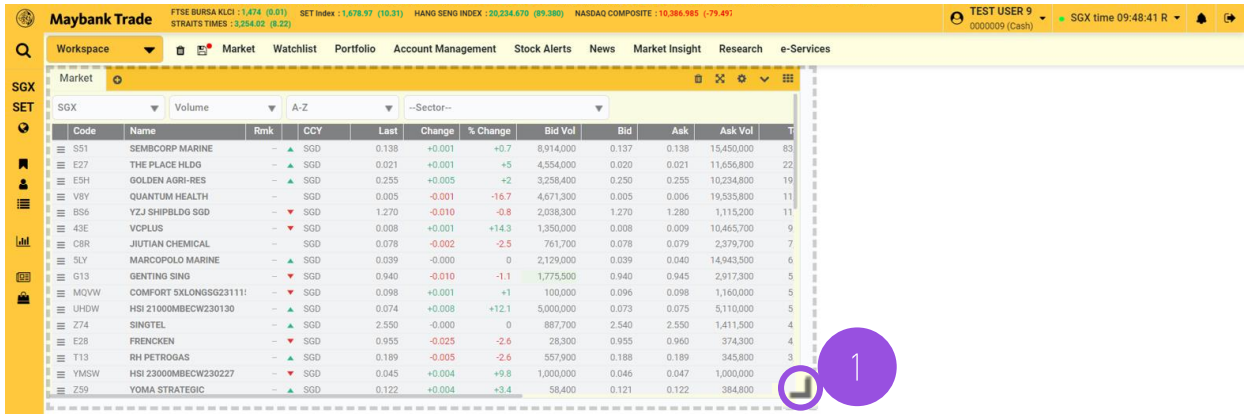
(1) To **resize the widget**, click on the icon at the right bottom corner of the widget.

(2) For a **full view of the widget** on workspace, click on the 'Maximize' button.

(3) To **restore back to the original view** after maximizing, click on 'Restore Down' button.

Removing your Widgets

1. To **replace current widget** with another widget on the worksheet, click on the 'Replace Widget' icon.

2. To **remove the widget** from the respective worksheet, hover and click on 'x'.

3. To **delete a worksheet** from the workspace, click on 'Delete Worksheet' icon.

Configuring the outlook of your Widgets
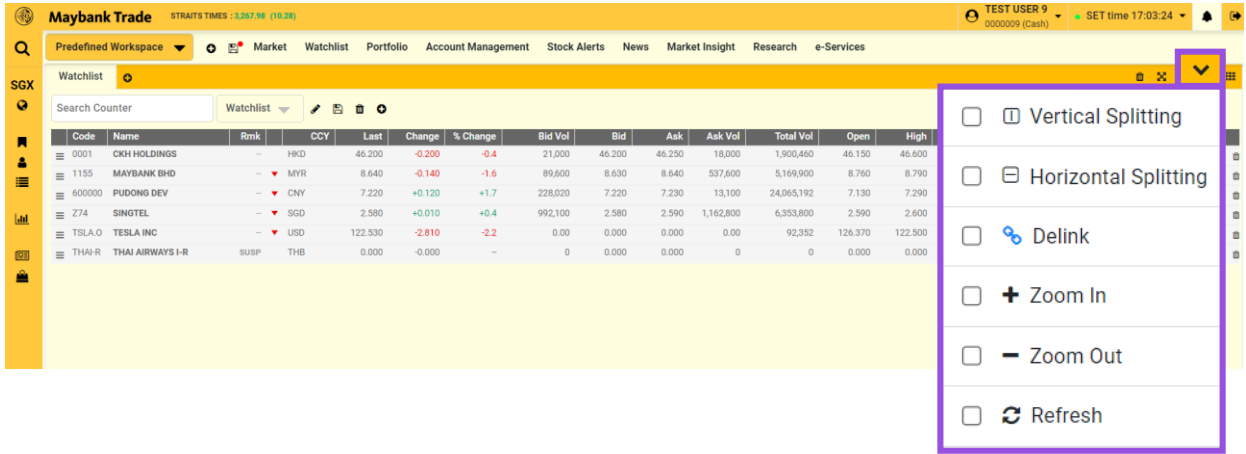
Vertical Splitting
Split worksheets vertically to view additional widget within the worksheet.

Horizontal Splitting
Split worksheet horizontally to view additional widget within the worksheet.

Zoom In
To enlarge font size.

Zoom Out
To reduce font size.

Refresh
To refresh the data within the widget.

ORDER PLACEMENT.

There are 3 ways to place an order.

<u>Method 1:</u>

① Click on 'Buy' or 'Sell' from the 'Quick Menu'.

1a An 'Order Ticket' window will pop up for order submission.

ORDER PLACEMENT.

Method 2:

② Click on the selected 'Code' or 'Name'.

②ₐ The 'Order Ticket' widget will populate the order submission for the selected counter.

Method 3:

(3) Click on the 'Bid' or 'Ask' or 'Bid Vol' or 'Ask Vol' of your selected counter.

(3a) A 'Quick Order Ticket' for the selected counter will appear for you to place a quick order submission.

(3b) To view the detailed 'Order Ticket', click on 'Full View'.

ORDER STATUS.

① Add/ Open the 'Order Book' widget.

② You can now view your order status from up to 7 days ago, and executed orders from up to 100 days ago.
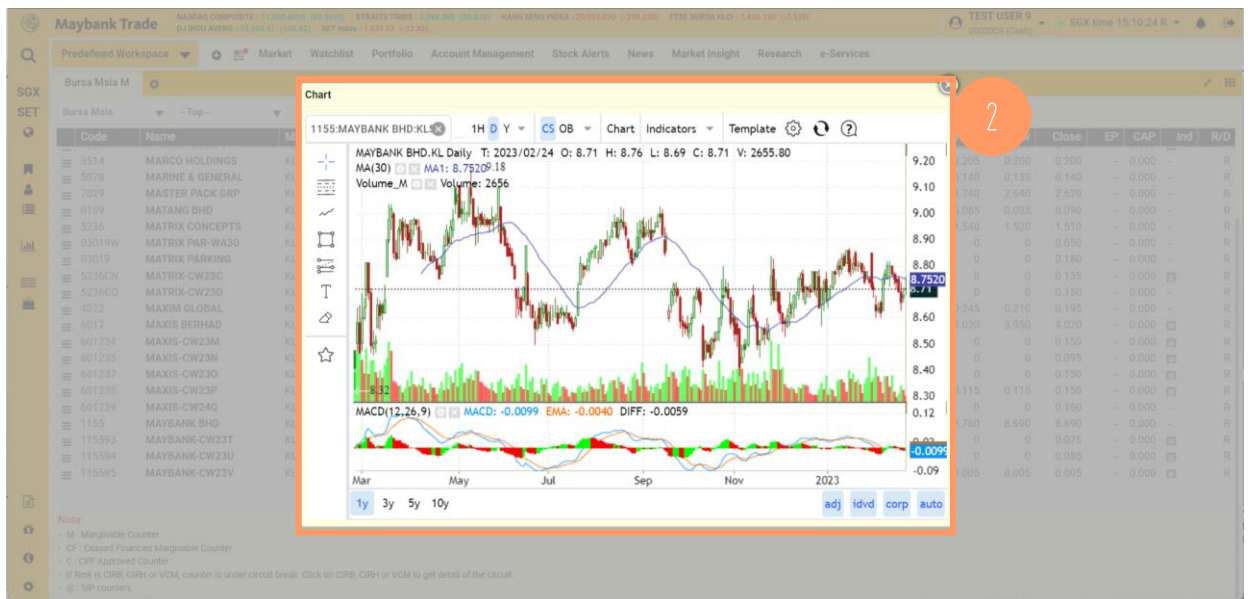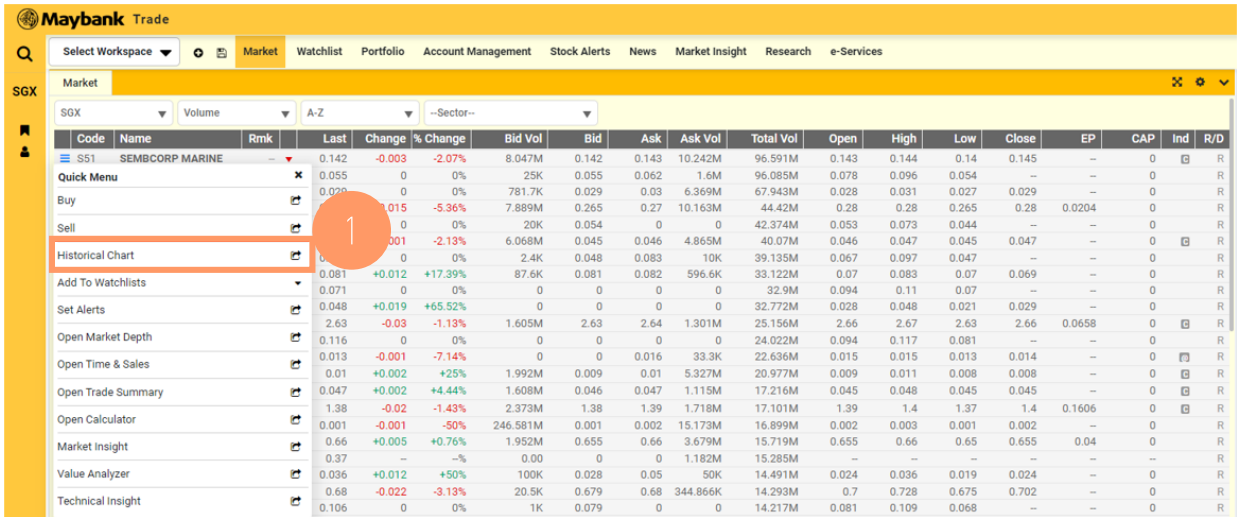
Trading Limits
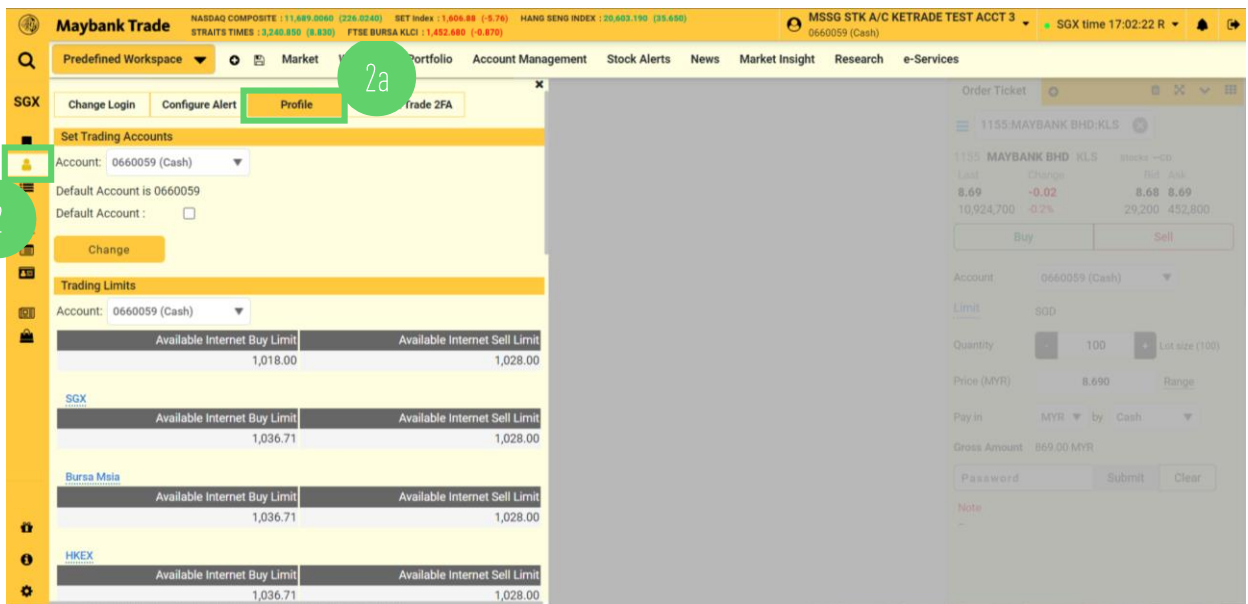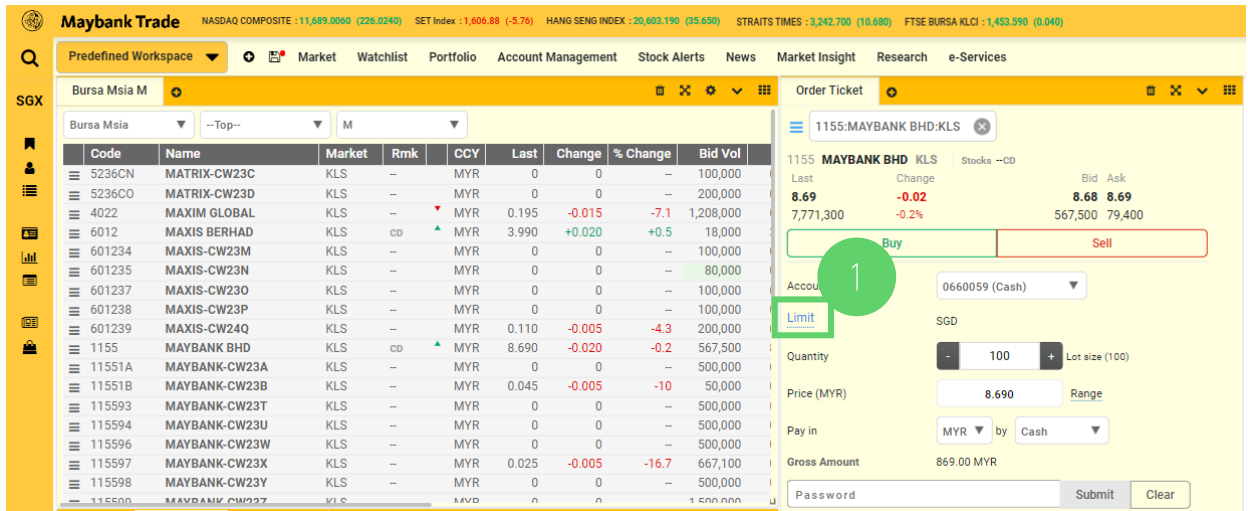
There are 2 ways to view your trading limit:

① On your 'Order Ticket', click on 'Limit' for a more detailed information on your trading limit. A 'Trading Limit' page will pop up.

② Click on 'Profile' icon on 'Quick Access Panel'.

②a Click on 'Profile' to view your trading limits.

CHARTING.

There are 2 ways to view the chart of your selected counter.

Method 1:

① Click on 'Historical Chart' from Quick Menu
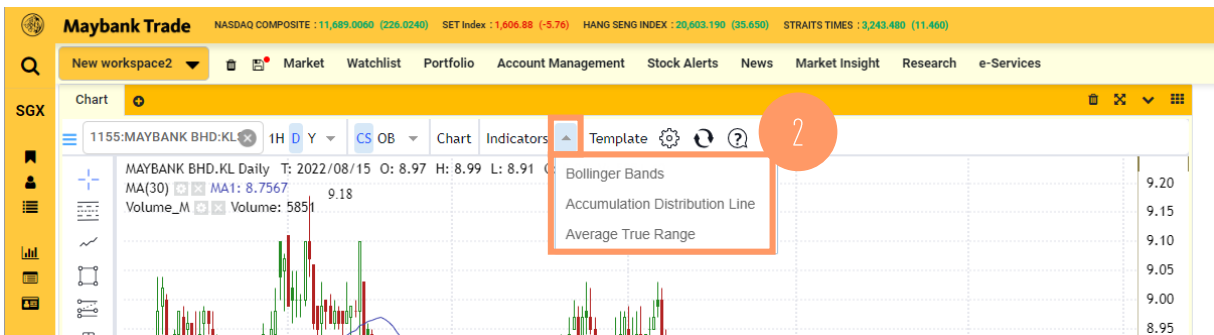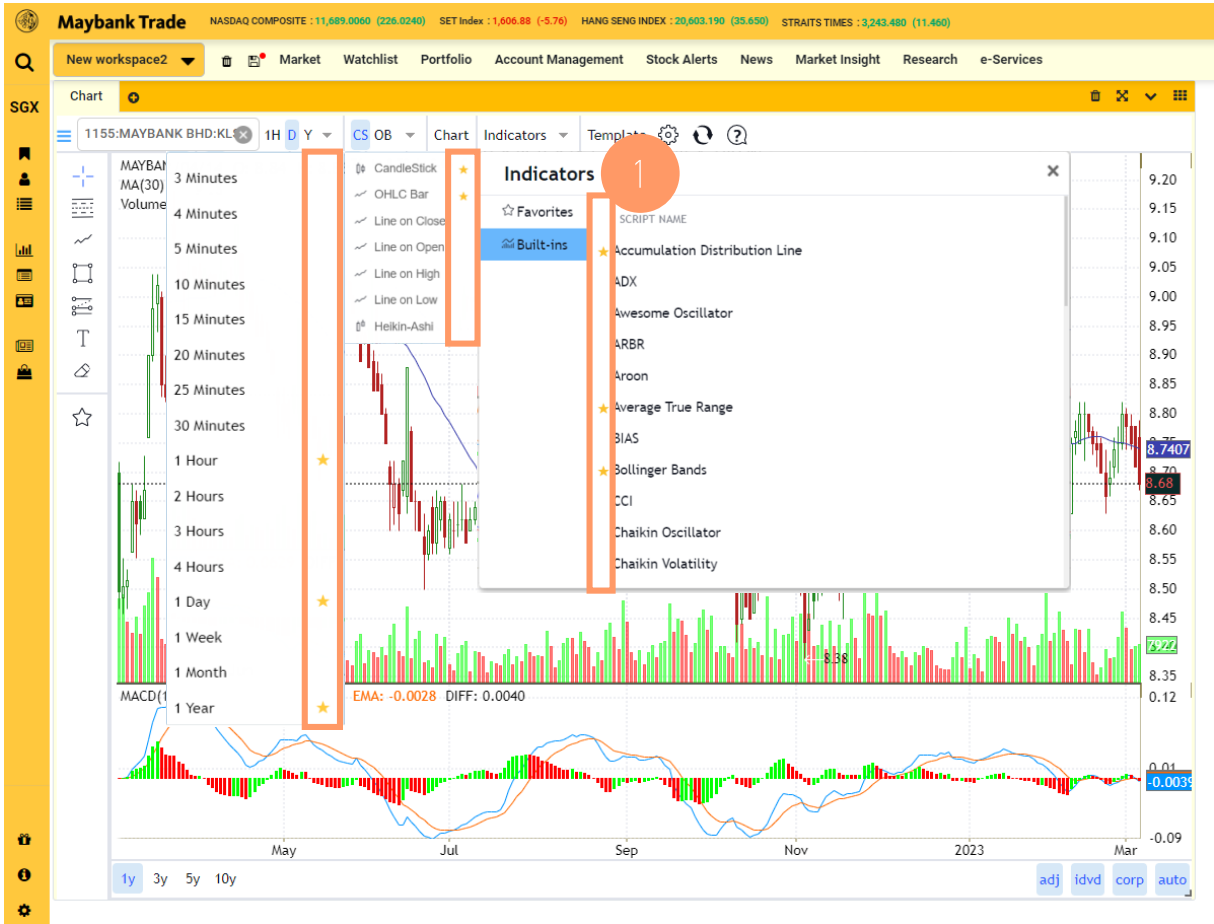
② The 'Chart' will pop up as a new window.

CHARTING.

Method 2:

① Add the Widget into your desired workspace/ worksheet.

Configuring your Chart

① Click on the star(s) to favourite your chart features – Duration, OB and Indicators, for quicker access.

② Your favourite indicator(s) will be displayed under the drop down menu for quick access.
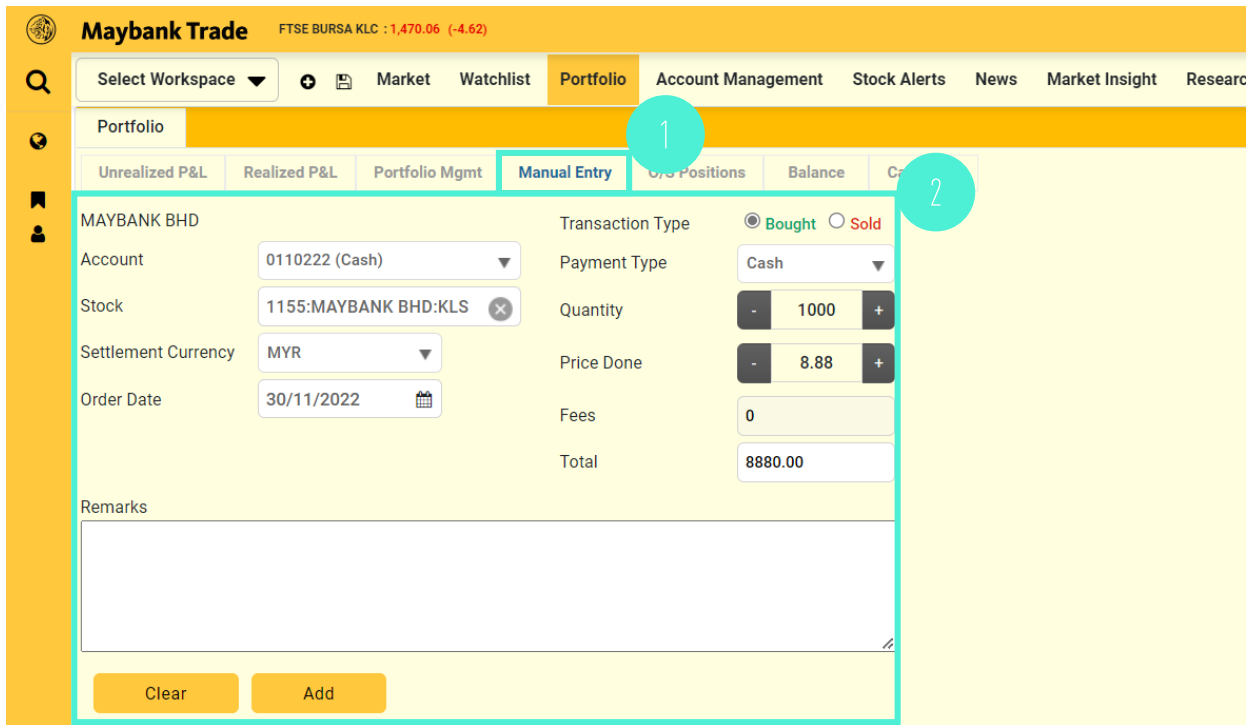
PORTFOLIO.

On the '**Portfolio**' widget, you can view:

① '**Unrealized P&L**' or '**Realized P&L**'.

    <u>Note</u>: Real-time portfolio will be available.

② '**O/S Positions**' which will display your outstanding contracts and contra positions.

PORTFOLIO.
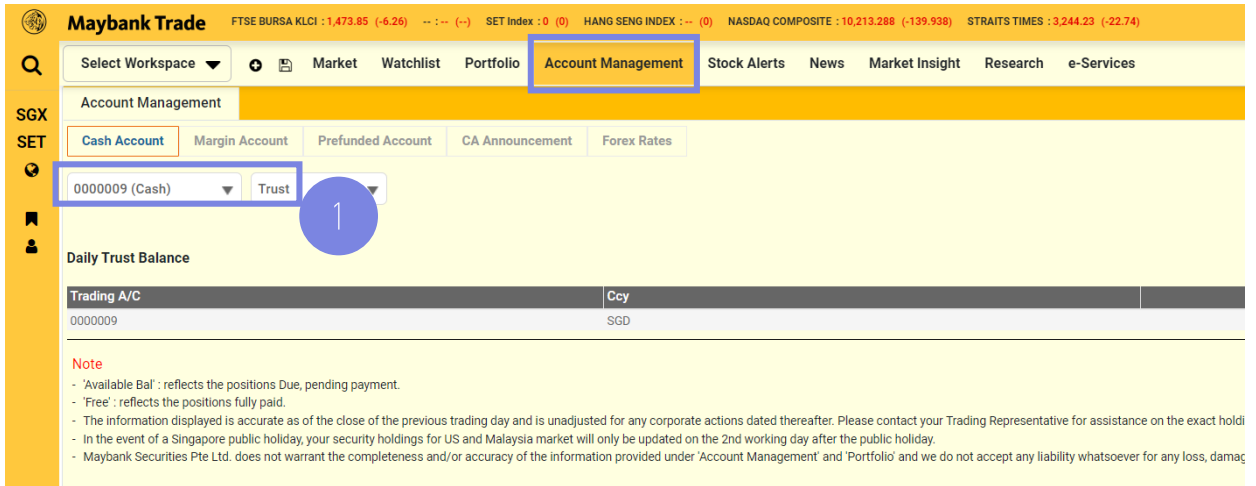

To create your own portfolio entry on the 'Portfolio' widget:

① Click on 'Manual Entry'.
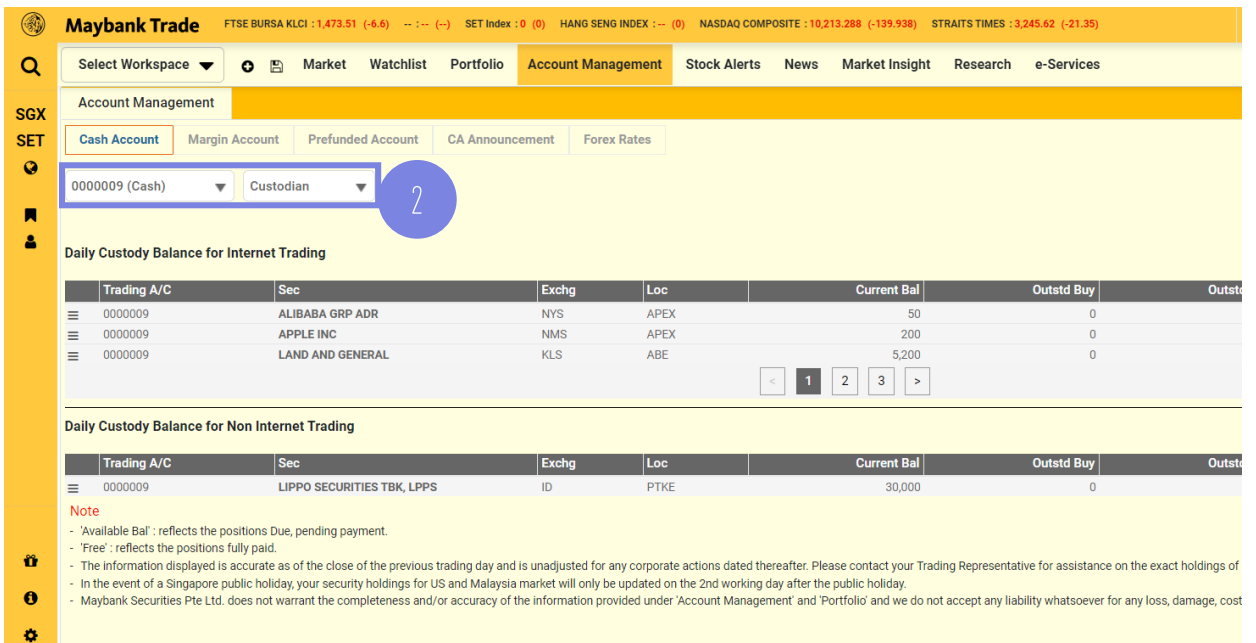
② Enter the details and 'Add'.

   (Only available for Cash & Margin accounts)

ACCOUNT MANAGEMENT.

On the **'Account Management'** widget, you can view:

① Your **Trust Balance** by selecting 'Trust' in the drop down icon and the account you wish to view.

② Your **Custody Holdings** by selecting 'Custodian' in the drop down icon and the account you wish to view.