INVESTNET

USER MANUAL

CONTENTS

1 SYSTEM OVERVIEW

The Investnet - Web is a web based trading platform used to trade on National Stock Exchange (NSE), Bombay Stock Exchange (BSE), NMCE, NCDEX, MCX and Derivatives Exchange for the equities, derivatives, commodities segment. This facility is only available for retail investors.

1.1 GENERAL LAYOUT

An overview of the major elements on the Investnet - Web window such as the title bar, menu bar, toolbar, index bar, status bar and the market watch bar are introduced to the user in this section. With the help of these elements, you can choose the various aspects for effective trading.

MENU BAR

Below the title bar is the menu bar with various menu items. Selecting a command from one of these menus either performs an action or displays a sub-menu. These command items are put together in a menu based on their functionality. This is the main menu of the application.

Figure 1: Menu Bar

TOOL BAR

You can use the toolbar for quick access to the most commonly used menu commands. These menu commands are represented by an icon on the toolbar which when clicked executes the respective command. The same includes options to invoke Order Status, Trade Summary, Portfolio window, Fund Transfer, Customercare/Back office, News & Announcement , Buy, Sell Change Password, Proffessional workspace, Classic workspace and Logout option respectively as shown below.

Figure 2: Tool Bar

INDEX BAR

The stock exchange index is a relative measure of the performance of all or a number of stocks that are traded on a stock exchange. The online NSE Index of securities can be identified by the up and down arrows. The index value is shown by the change in Font color. When the index value increases the Font color of the index changes to BLUE and when the index value decreases, changes to RED. This is displayed right corner of the menu bar.

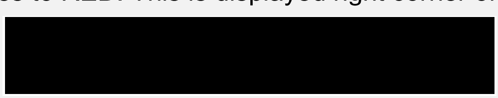

Figure 3: Index Bar

MARKET WATCH BAR

You can use this toolbar for quick access to the most commonly used menu commands to be executed in a Market watch. These menu commands are represented by an icon on the toolbar which when clicked executes the respective command. The same includes options to Save all the changes, New Watch, Configure Watch, Add Symbol, Advance Search and Resize watch option respectively as shown below.

Figure 4: Market watch Bar

STATUS BAR

Status Bar displays the current market status of the exchanges, Last login time and the Password expiry details. It's been displayed at the bottom of the window. It also includes options to minimize or tile all the open windows inside the terminal.

Figure 5: Status Bar

2 FILE MENU

File menu is comprised of options like Change Password, Login history and Logout.

Figure 6: File Menu

2.1 CHANGE PASSWORD

User could change and reset the password by enabling the option "Change Password" in file menu.

1. Go to File Menu and select the option Change Password
2. Enter data in the fields "Old Password", "New Password" and "Confirm Password"
3. Enter "Apply" button to save the new password and "Cancel" button for not saving the change

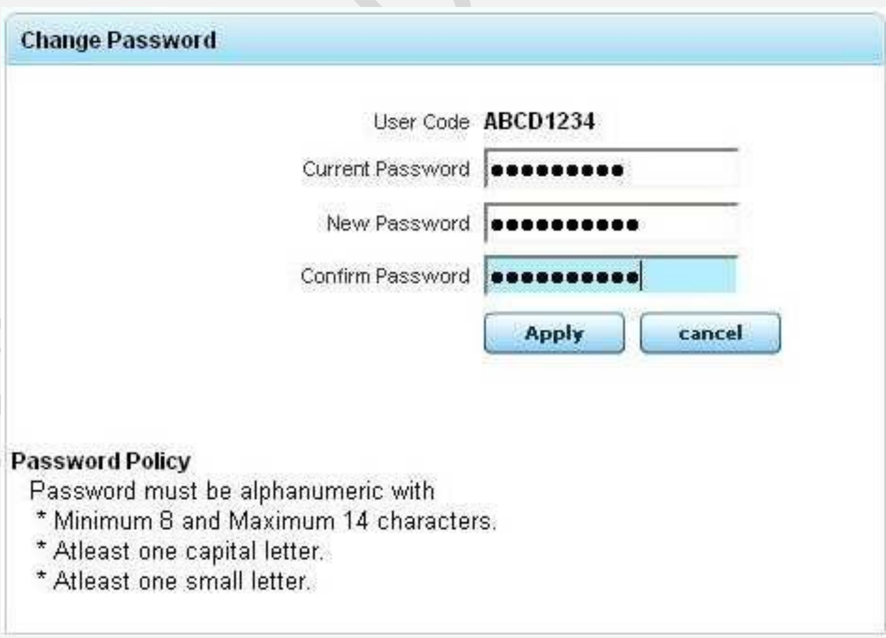

Figure 7: Change Password

2.2 LOGIN HISTORY

This option is used to view the past login history of the same client which also includes the IP address of the system using which the past logins took place.

Login History

UserCode	Action	Remarks	Time	IP	Channel
ABCD1234	Login	Success	14/06/2011 17:56:49	(local)	FLIP_WEB
ABCD1234	Login	Success	14/06/2011 17:46:04	(local)	FLIP_WEB
ABCD1234	Change Pas	Success	14/06/2011 17:45:50		
ABCD1234	Login	Success	14/06/2011 17:45:20	(local)	FLIP_WEB
ABCD1234	Login	ERROR:Exceeded m	14/06/2011 17:44:53	(local)	FLIP_WEB
ABCD1234	Login	ERROR:Invalid Pass	14/06/2011 17:44:47	(local)	FLIP_WEB

Figure 8: Login History

2.3 LOGOUT

By enabling the Logout option in file menu, User will be logged out from the terminal.

1. Go to File Menu and then select the option Logout or click the icon available in the Market watch bar. Click "Yes" button in the confirmation screen to get logged out.

Figure 9: Logout

3 REPORT MENU

As the name implies Report menu is comprised of various options like Order Status, Offline Order Status, OMS Rejected Order Report, Trade Summary, Portfolio, User Profile, Security Information, Fund Transfer report and Back office as shown below.

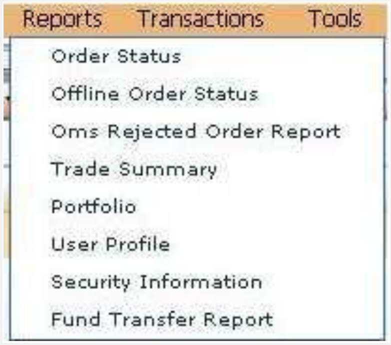

Figure 10: Reports Menu

3.1 ORDER STATUS

User can identify the current status of the order been placed in the market by enabling Order Status menu. User can enable the order status menu by following the below given steps.

1. Select the required Scrip from the market watch window.
2. Select Reports >> Order Status or click the icon available in the toolbar. An Order status window will get displayed in which the particular scrips order status details will be listed.
3. Select the appropriate Exchange, Product Type and Status , then click on the refresh button to get the list populated

   It also includes option to export the order logs to an Excel Sheet using the icon.

Figure 11: Order Status

By enabling the order status menu Order status window displaying the details like Client Code, Exchange, Buy/Sell, Status, Segment, Symbol, Series, Instrument Type, Expiry Date, Strike Price, Price Condition, Strike Price, Price Condition, Price, Order Quantity, Executed Quantity, Trigger Price, Disclosed Quantity, Executed Average Rate, Pending Quantity, Product, Call Put, Style, Order ID, Order Reply Time, Ordering User ID, Leg No:, Channel, Currency and Transaction number will get displayed. In which Expiry Date, Strike Price, Call Put and Style are applicable for NSEFO. It also have the option to confgure columns in Order status window using the icon available in order status window.

The Total Buy Order Quantity and Total Sell Order quantity also will get displayed on the Bottom right corner of Order status window.

At a time twenty order details alone will get displayed. In case of more number of details, it will get displayed in the next page. In such case an arrow key will get displayed on the bottom right corner of the window and the user can navigate to the next page by clicking the arrow.

While double clicking a particular order the order log of that corresponding order will get displayed. Which include the log details of the particular order.

The various order status are:

- EXE: Executed i.e., the trade has got executed.
- PEND: Pending i.e., the order request has been sent from the OMS but feedback has not been obtained.
- CAN: Canceled i.e., the order has got canceled by the client.
- CONF: Confirmed i.e., the order request has got confirmed.

- REJ: Rejected i.e., the order has got rejected, which may be due to some parameter fault.
- PEXE: Partially Executed i.e., the trade has got executed partially.
- PEXECAN: Partially executed and canceled
- SE: Send To Exchange i.e., the order request has been sent to the exchange.
- SOTR: Send To One Touch Receiver
- CLBV: Canceled By Venue i.e., the order has got canceled by the exchange.
- PECLBV: Partially Executed and Canceled By Venue i.e., the trade has got executed partially and has got canceled by the exchange.

3.2 OFFLINE ORDER STATUS

User can identify the current status of the offline order been placed in the market by enabling Offline Order Status menu. User can enable the offline order status menu by following the below given steps.

1.Select Reports >> Offline Order Status. An Offline Order status window will get displayed in which the particular scrips order status details will be listed as shown below.

Figure 12: Offline Order Status

3.3 OMS REJECTED ORDER REPORT

User can identify the reason for rejection by the OMS of the orders been placed in the market by enabling OMS Rejected order report menu. User can enable the OMS Rejected order report menu by following the below given steps

1.Select Reports >> OMS Rejected order report. An OMS Rejected order report window will get displayed in which the particular scrips order rejection details will be listed after selecting the appropriate exchange as shown below.

Figure 13: OMS Rejected order report

In case of User with no buying power, placing an order, the order will get rejected and a message box as follows will get displayed on the screen. Here the reason for order rejection also will get displayed. In case of order getting rejected due to "not enough buying power" the buying power required also will be displayed in the message box.

3.4 TRADE SUMMARY

User can enable the trade summary window select Reports >> Trade summary or click the icon available in the toolbar. A Trade Summary window will get displayed in which the particular scrips trade details will be listed.

By enabling the trade summary menu trade summary window displaying the details like Client Code, Exchange, Buy/Sell, Status, Segment, Symbol, Series, Instrument Type, Expiry Date, Strike Price, Price Condition, Strike Price, Price Condition, Price, Order Quantity, Executed Quantity, Trigger Price, Disclosed Quantity, Executed Average Rate, Pending Quantity, Product, Call Put, Style, Order ID, Order Reply Time, Ordering User ID, Leg No:, Channel, Currency and Transaction number will get displayed. In which Expiry Date, Strike Price, Call Put and Style are applicable for NSEFO.

The details such as Total Buy Value, Total Sell Value, Net Value, Total Trade Value, Total Trade Quantity and Average Rate will get displayed on the Bottom right corner of Order status window.

At a time twenty Executed order details alone will get displayed. In case of more number of details, it will get displayed in the next page. In such case an arrow key will get displayed on the bottom right corner of the window and the user can navigate to the next page by clicking the arrow.

While double clicking a particular order the order list details of that corresponding order will get displayed

Figure 14: Trade Summary

It also includes option to export the order logs to an Excel Sheet using the icon. It also have the option to confgure columns in Trade Summary window using the icon available in Trade Summary window.

3.5 PORTFOLIO

User can view the portfolio details by enabling Portfolio menu. User can enable the Portfolio menu by following the below given steps.

1. Select Reports menu >> Portfolio or by clicking the icon in the toolbar
2. A Portfolio window will get displayed in which the particular clients Portfolio details will be listed.

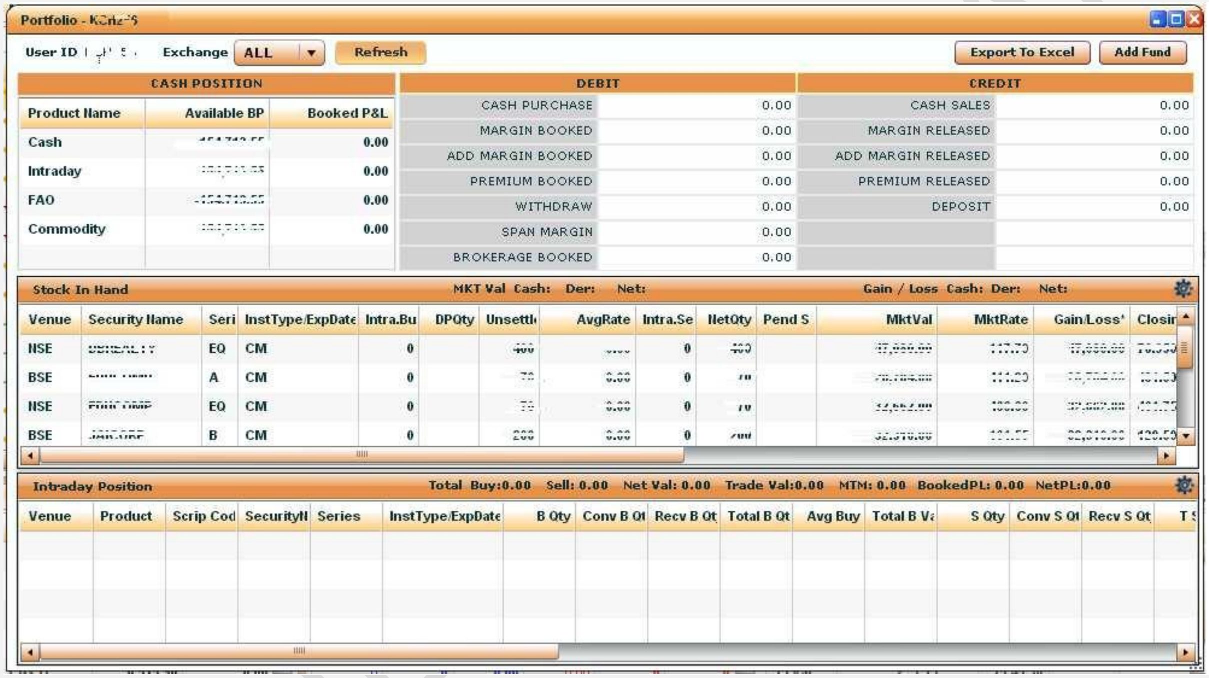

Figure 15: Portfolio Window

By enabling the Portfolio menu Portfolio window displaying the "Cash Position", "Stock In Hand" and "Intraday Position" details will be shown. "Cash Position" Includes details like Cash debit, Cash Credit, Margin Debit and Margin Credit.

Stock In Hand include details like ISIN, Venue, Security Name, Series, Instrument Type/Expiry Date/Strike Price/Option, DP Quantity, Unsettled, Intraday Buy, Intraday Sell Quantity, Pending Sold Quantity, Net Quantity, Avg Rate, Market Value, Market Rate and Gain/Loss. The same can be configured using the icon available in Stock In Hand option.

Intraday Position include details like ISIN, Venue, Scrip Code, Security Name, Series, Instrument Type, Expiry Date, Strike Price, Price Condition, Strike Price, Option Type, Buy Quantity, Average Buy, Sell Quantity, Average Sell, Average Rate, Booked P&L, Net Position, Market Value, Market Rate, Market to Market, Pending Sold Quantity, Open Average, Buy Value and Sell Value will get displayed. The same can be configured using the icon available in Intraday Position option.

The details shown in a Portfolio window can be exported to an excel file using the icon available.

3.6 USER PROFILE

User profile enables the user to view details about the user. By selecting "User Profile" from the view menu, it will get enabled.

1.Select the option User profile from the view menu.
2.User Profile window will get displayed in the screen.

Figure 16: User Profile

3.7 SECURITY INFORMATION

The security related information published from the exchange will be displayed in this option.

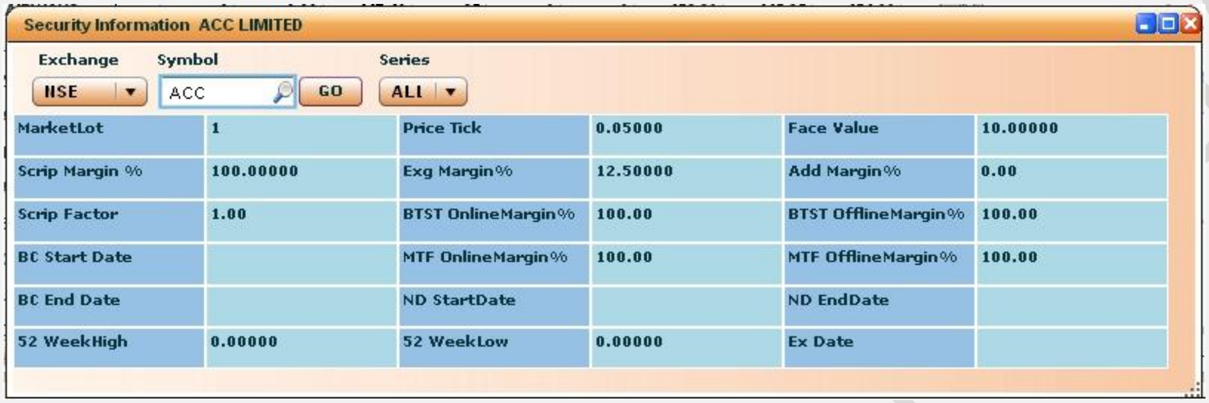

Figure 17: Security Information

4 TRANSACTIONS MENU

As the name implies Transactions menu is comprised of transactions related options like Buy, Sell and Fund Transfer as shown below.

Figure 18: Transactions Menu

4.1 BUY

The Buy Order menu enables the client to place Buy orders in the market.

Figure 19: Buy Order Window

User should possess enough balance in his/her account for placing buy order.

1. Select the required scrip from the market watch window.
2. Select Transactions menu from the menu bar.
3. Select the option buy order. (Shortcut key is "F1")

4. By enabling the cash buy order from menu the selected scrip (From Market Watch) details will be entered in to the cash buy order window by default. The cash buy order window include fields like Product, Code, Symbol, Series, Price Condition, Quantity, Price, Trigger Price, Disclosed Quantity, Time Condition, Book Type and Margin percentage
5. User has to enter data in to the fields like Quantity, Price,Trigger Price etc
6. Click "Submit" button after entering the details correctly. For clearing the fields click on "Clear" button and for closing the window click on "Close" button.

4.2 SELL

The Sell Order menu enables the client to place Sell orders in the market.

Figure 20: Sell Order Window

User should possess enough holdings in his/her account for placing sell order.

1. Select the required scrip from the market watch window.
2. Select order menu from the menu bar.
3. Select the option Cash from the sell order. (Shortcut key is "F2")

By enabling the sell order from menu the selected scrip (From Market Watch) details will be entered in to the sell order window by default. The cash sell order window include fields like Product, Code, Symbol, Series, Price Condition, Quantity, Price, Client Code, Trigger Price, Disclosed Quantity, Time Condition.

4. User has to enter data in to the fields like Quantity, Trigger Price, Remarks.
5. Click "Submit" button after entering the details correctly. For clearing the fields click on "Clear" button and for closing the window click on "Close" button.

5 TOOLS MENU

Tools menu is comprised of Message Settings and Options Calculator as shoen below.

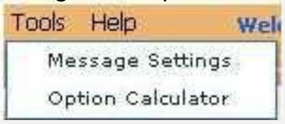

Figure 21: Tools Menu

5.1 MESSAGE SETTINGS

This option is used to Enable / Disable the message popups as shown below, the user can check the options to enable that particular type of message and then click on the Save button so that the settings can be saved properly.

Figure 22: Message Settings

5.2 OPTIONS CALCULATOR

This option is used to calculate Price Call, Put and other Indicators such as Delta, Gamma, Theta, Vega, Rho values of options contract after entering values like Instrument type, Symbol, Strike price, Volatality, Spot price etc as shown below.

Figure 23: Options Calculator

6 HELP MENU

Help Menu includes options such as About Investnet, Shortkeys and New features as shown below.

Figure 24. Help Menu

6.1 ABOUT INVESTNET

This menu will display the Versions of different module integrated to Investnet web such as Investnet Client Module, Order Module , Watch Module, Report Module as shown below.

Figure 25. About Investnet

6.2 NEW FEATURES

This option will display the new features incorporated in the latest updated version of Investnet web version. The newly included functionalities are displayed as a comment over here. Thus user can easily get to know the recent updates in INVESTNET.

7 GENERAL INSTRUCTIONS

7.1 HOW TO CREATE A NEW WORKSPACE

User can avail the Market Information for the securities from the work spaces. Market Information for the equity market and derivatives market can be viewed from workspace. User can follow the below mentioned steps to create a new Work space.

1. Click on the " New " Tab or click on the icon available in MarketWatch Bar.
2. Select the preference type, for normal Cash Market the user should select CM, for derivative markets the user should select FAO, for MF online the user should select MF, for getting the details about Top Gainers/Losers , most active scrips the user should select TopRanking.
3. The user should then enter a WatchName and then click the Create button.

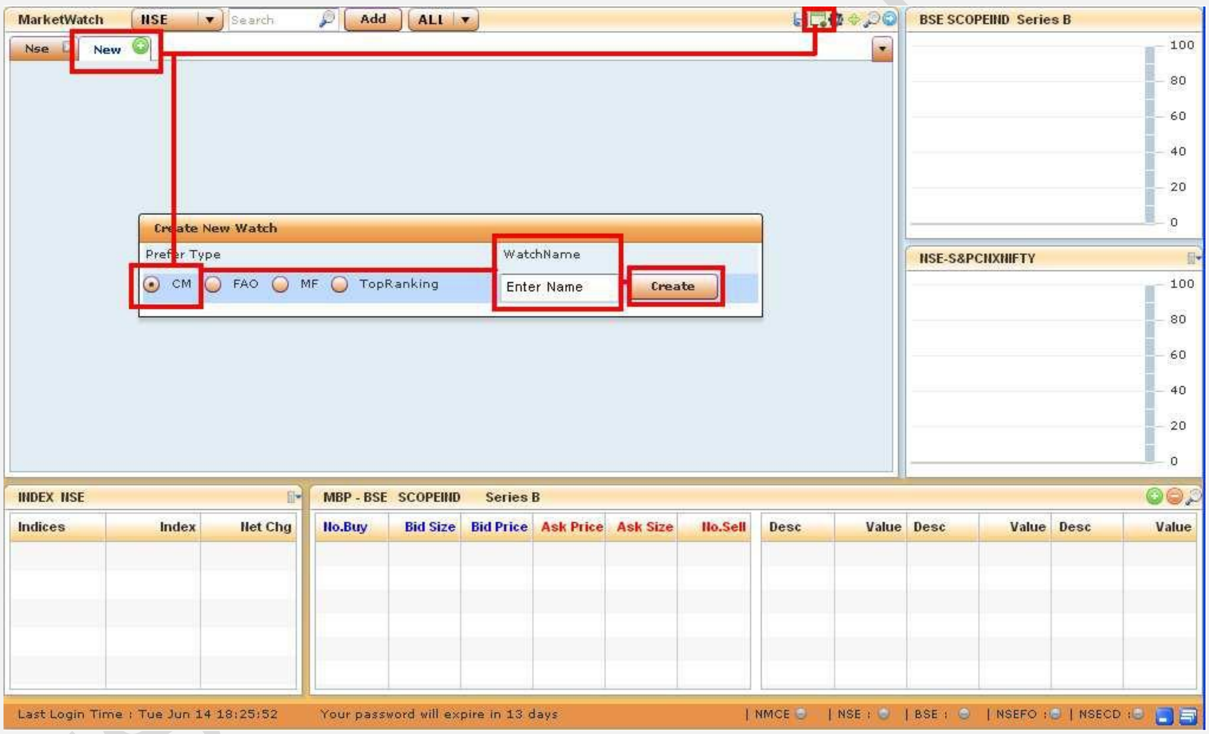

Figure 27. New Watch

7.2 ADDING SCRIPS

Security selection could be in two ways

- Single Scrip Addition
- Multiple Scrip Addition

Single Scrip Addition

For adding a single scrip details in a single entry

1. Click on top right corner [redacted] icon or right click in Market watch and the Select " Add Symbol " [redacted] option.
2. A new Add Instruments toolbar will be shown in Market Watch bar.
3. User should select the appropriate exchange.
4. Enter the first few charecters of the scrip Click on the [redacted] icon available there.
5. Select the required scrip from the dropdown list.
6. Then click on the Add button.
7. After making the relevant changes in the Market watch the user should click on the [redacted] save icon available in the marketwatch so that the changes can be saved for future logins.

Figure 28. Add Scrip

Multiple Scrip Addition

For adding multiple scrips details at a single entry

1. Click on top right corner [redacted] "Advance Search" icon to enable multiple scrip addition.
2. A " Search and Add Symbol " window will get open.
3. Select the exchange, enter the scrip name and press the [redacted] icon.
4. Select the scrips you want to add by dragging the mouse or using the up/down arrow key.
5. Click on Save button in the down grid and added scrips get displayed in workspace.

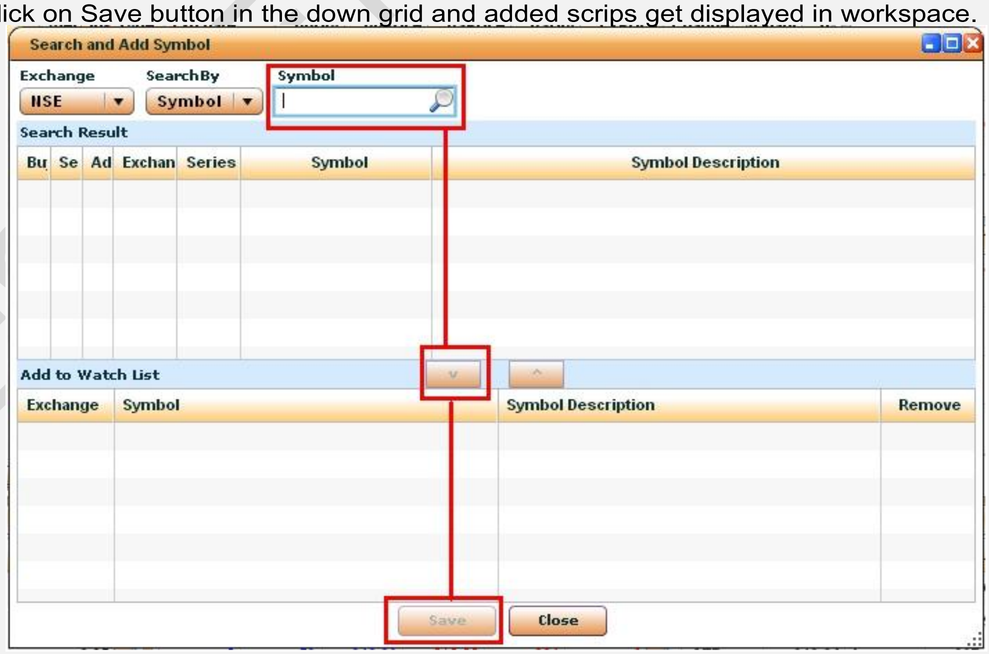

Figure 29. Search and Add Symbol

7.3 DELETE SYMBOL

The option enables the user to delete a particular symbol name from the workspace. User have to select the required symbol name from the workspace and click on right mouse button.

Select the option [redacted] from the workspace. A message box will appear with a message "Do you want to delete the Scrip?". Click on Yes button and the symbol name will get deleted.

7.4 DELETE WATCH

This option enables the user to delete the entire Market watch. User have to select the 'x' button near to the Market watch name [redacted]. A message box will appear with a message " Do you want to delete this watch? " as shown below, click OK if you want to delete the watch otherwise click cancel.

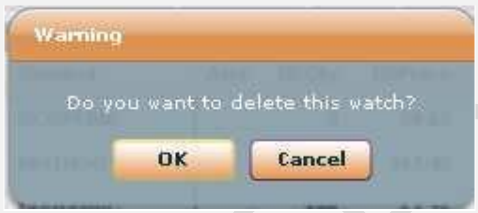

Figure 30. Warning

7.5 HOW TO CONFIGURE MARKET WATCH

There exist option to configure the market watch columns, the user can set the columns which he/she wants and can also remove the columns which is not required. For that user have to select the [redacted] "Config Watch" icon available in the Market watch bar. A configure watch window will get open the user can here tick the required columns and can uncheck to remove the columns from the market watch.

Figure 31. Configure Watch

8 GLOSSARY

The following are the abbreviations used in the Investnet application:

Abbreviations	Expansions
Exg	Exchange
Inst.Type	Instrument Type
Exp. Date	Expiry Date
Opt. Type	Option Type
Corp	Corporate Action
BBQty	Best Buy Quantity
BB Price	Best Buy Price
BSQty	Best Sell Quantity
BS Price	Best Sell Price
Lt Price	Last Traded Price
TTQty	Total Traded Quantity
Lt Time	Last Traded Time
Avg. Price	Average Price
TBQty	Total Buy Qty
TSQty	Total Sell Qty
FII	Foreign Institutional Investor
52WH	52 Week High
52WL	52 Week Low
DFI	Direct Foreign Investment
D High	Day High
D Low	Day Low
DPR Ceil	Daily Price Range Ceiling Price
DPR Floor	Daily Price Range Floor Price
Close Price	Today's closing price
Prv C	Previous day's closing price
TT Val	Total Traded Value
Open Price	Market opening price
BC Start Date	Book Closure Start Date
ND Start Date	Non Disclosure Start Date
Rec Date	Recorded Date
Disc Quantity	Disclosed Quantity
Call / Put	Option Types
Exec Avg Rate	Executed Average Rate
MKT Val	Market Value
MKT Rate	Market Rate
MTM	Market to Market
Pend B Qty	Pending Buy Quantity
Pend S Qty	Pending Sell Quantity
DP Qty	Depository Quantity
MBP	Market By Price
Desc	Description
% Change	percentage of change in market price