AyersGTS User Manual
AyersGTS 用戶使用手冊

Contents 內容

1. Introduction 序 6

2. About AyersGTS 關於AyersGTS 6

3. Getting Started 開始使用

Login登入 7
Change User Password 更改密碼 8
Logout 登出 8

4. User Interface 使用介面

Main Menu 主視窗 9
Common Icons 常用圖示 10
Clock 時鐘 10
Lock Screen 螢幕鎖 11
Load Desktop Settings 載入桌面設定 11
Save Desktop Settings 儲存桌面設定 12
Clear Desktop Settings 清除桌面設定 12
Send Today News (Internet Clients) 傳送今日消息(網上客戶) 13
Send Today News 傳送今日消息 15
Show Today News 顯示今日消息 15
Force Logout User 強迫使用者登出 16
Client Account Shortcut Key Setup 客戶快捷鍵設定 16
Locking Windows' Position / Size 鎖定視窗位置及大小 17
Assign Window Group Number 視窗群組 18
Zoom In/Out Windows 放大/ 縮小視窗 18
User/ AE/ Client Search Mode 用戶/客戶主任/客戶戶口快速搜尋模式 19
Choose Foreground Color 選擇字體顏色 20
Change the Background Color 選擇背景顏色 20

5. Setup 系統設定

System Settings 設定系統參數 21
- Setting 1 21
- Setting 2 設定 2 22
- Setting 3 設定 3 25
- Setting 4 設定 4 27
- Setting 5 設定 5 28
- Setting 6 設定 6 29

Password Policy 密碼規格 30
Currency 設定貨幣 32
Bank 銀行 33
Credit Limit Policy 交易限額政策 33
Approval Level 批核級別 35
User Group 用戶群組 37
User 用戶 39
- Introduction 簡介 39
- Belong To User Group用戶群組 41
- User Access Right 用戶權限 42
- Remark備註 43
- Managed Client Account 可管理客戶戶口 44

Setting 設定 46
Shortcut Key 快捷鍵.......... 47
Exchange 交易所 50
Resetting User Password 重設用戶密碼.......... 51
User (GTS LITE client) 用戶(LITE 網上用戶).......... 52

AE 客戶主任.......... 53

Client Account Types 客戶戶口類別 54

Assigning Credit Limits for Client Account Types
給客戶類別設置交易限額及信貸比率 54
Client Group 客戶群組 55
Client Order Group 客戶下單群組 56
Add a client order group 建立客戶下單群組 57
Assign clients to specific order group 客戶下單群組快捷鍵設定.......... 58
Client order group shortcut key setup 客戶下單群組快捷鍵設定 59
Client Account 客戶戶口.......... 59
Order Notification and Price Alert Email 客戶通知訊息.......... 59
Open a Web Trading Account 開設網上交易戶口.......... 61
Real Time Quote Service for Internet Client 網上客戶使用即時報價服務.......... 62
IVRS Trading Service for Internet Client 使用音頻電話交易服務.......... 63
To assign a client’s credit limit and credit ratio
設置客戶交易限額及信貸比率 65
To assign client-specific commission rate 設置客戶佣金率.......... 66
Restrict clients to buy and/or sell specified products
拒絕客戶買入 / 沽出指定產品 67
Follow-up 待跟進記錄 68
Generate Client a/c Password 產生客戶密碼 70
Setup Exchange 交易所.......... 71
Enable/disable Order Type 啟用/停用訂單類型 73
Setup Product Parameters 產品資料 74
Margin Class 按揭級別.......... 75
Linked Product 關連產品.......... 76
IPO Stock 認購新股(IPO).......... 78
Information資料 78
Quantity/ Amount Table 數量 / 金額表 79
Email IPO Result to Client 電郵傳送認購結果 81
Batch Interface File Import/Export 多檔案匯入 / 匯出 82
Batch Interface File Import/Export - Import 多檔案匯入 / 匯出- 匯入.......... 82
Batch Interface File Import/Export – Export 多檔案匯入 / 匯出- 匯出.......... 84
Batch Interface File Import/Export Scheduler 多檔案匯入 / 匯出自動執行.......... 86
Batch Interface File Import/Export – Import Scheduler
多檔案匯入 / 匯出自動執行- 匯入.......... 86
Batch Interface File – Export Scheduler
多檔案匯入 / 匯出自動執行- 匯出.......... 87

6. Order Processing 訂單處理
Order Journal 訂單資料夾.......... 88
Introduction 簡介.......... 88
Configure Order Journal 設定訂單資料夾 89
Filter in Order Journal 篩選訂單資料夾訂單.......... 91
Order Enquiry 查詢訂單資料.......... 92
Update Orders 更改訂單.......... 93
Cancel Orders 取消訂單.......... 95
Update/Cancel Multiple Orders 更改 / 取消多筆訂單 95

Add/ Remove Columns 新增 / 移除欄位 98
Trade Journal 交易成交資料夾.. 104
Margin Call Journal 追收保證金客戶資料夾.. 106
Journal Setting 設定資料夾.. 107
Input Order 輸入訂單 108
Order Input Quantity Selector 買賣數量選擇器 130

Order Shortcut key 使用訂單快捷鍵 131

Input executed orders 輸入已成交訂單 132

Input IPO Subscription 輸入新股認購 133
Input IPO Subscription (Layout 1) 輸入新股認購(版面一)... 134
Cancel subscribed IPO 如何取消已申請的新股認購.. 135
Client Account Portfolio 客戶戶口資料... 136
Portfolio 產品結存... 136
O/S Order 待成交訂單... 138
Today's Order 今日訂單... 138
Today's Trades 今日成交.. 138
Info 資料.. 139
Trade Allocation 交易分配 140
Follow-Up 待跟進記錄... 140
IPO 新股認購 142
Client Product Position Enquiry 使用客戶產品持貨查詢 142
Product Position Summary 產品持貨總覽 143

7. Credit Officer 批核人員

Order Approval Journal 訂單批核資料夾.. 144
Client Cash Deposit/Withdrawal 客戶現金存款或提款 145
Approve Client Cash Deposit/Withdrawal 批核客戶現金存款或提款 146
Reject Approved Cash Deposit/Withdrawal 拒絕已批核客戶現金存 / 提款.................. 146
Client FX Transfer 客戶外幣轉換... 146
Client Product Deposit/Withdrawal 客戶現貨存入或提走.. 147
Approve Client Product Deposit/Withdrawal 批核客戶現貨存入或提走........................ 148
Client Asset Internal Transfer 客戶資產內部轉移 148
Client Account Trade Allocation 客戶成交分配 149
Allocate executed trades into other client A/C (Same Average Price)
客戶成交分配 (相同平均價) 150
Client Account Order Trades Allocation 客戶訂單成交分配 151
Client Group Turnover Monitor 客戶群成交額監測 152

8. Market Data 市場資訊

Real Time Price Quote (AAStock, HK) 即時報價 (AAStock, 香港) 153
Real Time Price Quote Summary (All Markets) 即時報價總覽 (所有市場) 154
Add Columns 新增欄位 155
Hide Product Input 隱藏產品輸入.. 156
"Show Price Depth" 顯示市場深度... 157
Show Intra-Day Chart 顯示市場成交記錄 158
Real Time Price Quote (HK Market Layout 4) 即時報價（香港股票，版面四） 160

9. Dealer 交易員

Dealer Order Journal 交易員訂單資料夾.. 161
Start OG (BSS System) 開啟OG (BSS 系統) 162
Manual Trade (BSS System) 人手交易 (BSS 系統)... 163
Odd/Special Lot Order Input (BSS System) 碎股盤/ 特別盤訂單輸入(BSS 系統) 165
Odd/Special Lot Trade Match and Enquiry (BSS System)
碎股盤/特別盤交易對單及查詢(BSS功能)... 166

10. Report 報表 167
Generate report 產生報表.......... 169
Print report 列印報表.......... 170
Copy text 文字複製.......... 171
Search report 報表搜尋.......... 171
Single / Multiple Page View 單一/ 多重頁面檢視.......... 172
Zoom in/Zoom out 放大 / 縮小.......... 174
Adding Remarks in Reports 增加備註 174
Export report 輸出報表.......... 175
Report Job Item 報表工作項目.......... 176
Report Job 報表工作.......... 177
Run Batch Report Jobs 執行報表自動產生工作.......... 178
Open an existing report 開啟現存的報表 178

11. System Setting 系統設定
Product (For SYS use only) 產品(SYS 專用) 180
Exchange Holiday (For SYS Use Only) 交易所假期(SYS 專用) 180

12. Recommended Daily Operation Flow
建議每日運作流程.......... 182

Appendix A: Credit Limit Policy
附錄 A: 交易限額運算程式.......... 183

1. Introduction 序

This User Guide provides a step-by-step instruction on how to use the Ayers Global Trading System ("AyersGTS"). The objective of designing AyersGTS is to assist users to run their trading businesses in a more effective and efficient way with the following user-friendly Graphics User Interface (GUI) functional modules
本使用手冊提供如何使用 Ayers Global Trading System (AyersGTS) 的詳細步驟。 AyersGTS 包含以下簡單易用的模組，讓使用者靈活及更有效率地處理交易業務。

- Setup 設置
- Order Input/Enq. 下單委託/查詢
- Credit Officer 批核人員
- Market Data 市場資訊
- Dealer 交易員
- Report 報表
- Settings 設定
- System 系統設定
- Exit 離開

2. About AyersGTS 關於 AyersGTS

AyersGTS is a securities trading system with comprehensive front-office functionality which can facilitate efficient and effective workflow in the entire trading logistic by being ready to interface with any back-office settlement system, such as various of in-house trading systems and even banking systems.
AyersGTS 是一套功能全面的證券交易系統。AyersGTS 嶄新的前台功能，可接合任何後台結算系統，為用 戶提供高效率而完善的證券交易平台。

Designed with the most advanced technology, AyersGTS is scalable to suit from small to large range of brokerage houses as well as international firms. Moreover, it can be securely deployed as an Intranet application internally and/or as an Internet application externally.
AyersGTS 嶄新的運作模式絕對適合不同大小的本地或國際金融機構。 AyersGTS 可於內聯網或互聯網上運作。

3.Getting Started 開始使用

Login 登入

Switch on the computer
開啟電腦

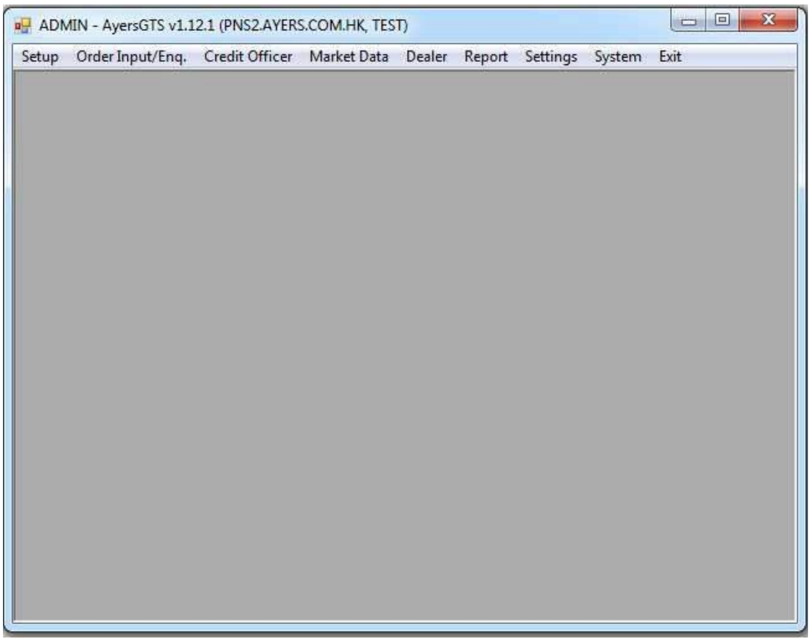
Double click the “AyersGTS” icon, AyersGTS login screen will be shown (as below): -
連續點擊“AyersGTS”圖示，AyersGTS 的起始畫面便會出現 (如下圖)：

Enter User Code and User Password, then click “Login“; or click “Exit” to leave the system.
輸入“用戶代碼”及“用戶密碼”，選用所需語言，然後按“登入”；或按“離開”以離開系統。

If it is your first time logging in to the system, you may be requested to change your password (as below): -
假如你是第一次登入系統，你會被要求更改密碼 (如下圖)：

Input a new password, retype to confirm, then click “OK”.
輸入“舊密碼”，“新密碼”及“重新輸入密碼”，然後按“確定”。

The system will change your password with immediate effect. After Login, the main window will appear.
你的密碼馬上被更改並即時生效。 成功登入後，系統主視窗即時出現。



Change User Password 更改密碼

To change password, click “Setting → Change User Password”.
於主功能表上點選“設定”→“更改用戶密碼”。

Input the old password and new password respectively. Retype your new password, then click “OK” to confirm the change.
輸入“舊密碼”，”新密碼”及“重新輸入密碼”，然後按“確定”。你的密碼馬上被更改並即時生效。

Logout 登出

To log out from AyersGTS, click the “Exit” button on the Main Window menu
於主功能表上點選“離開”以登出 AyersGTS。

Note: If you have any difficulties logging on AyersGTS, please contact us.
注意: 假如你對登入 AyersGTS 系統有任何問題，請聯絡我们。

4. User Interface 使用介面

Main Menu 主視窗

The AyersGTS Main Menu consists of a set of global functions which are available to the entire AyersGTS workspace. The Main Menu has the following items:
AyersGTS 的主視窗包含了一組可應用於所有工作環境的共用功能，包括：

Menu 項目	Description 功能
Setup **設置**	To configure/setup AyersGTS 包括所有設置 AyersGTS 的功能
Order Input/Enquiries **下單委託/查詢**	All order input and enquiry functions 包括所有下單委託/查詢所需的功能
Credit Officer **批核人員**	Credit Officer's functions 包括所有批核人員所需的功能
Market Data **市場資訊**	Various real time price quote and Market News 包括報價查詢和即時市場資訊
Dealer **交易員**	Dealer’s functions 包括所有交易員所需的功能
Report **報表**	To generate various kinds of reports 包括所有報表
Settings **設定**	To configure common desktop settings 包括所有介面編排之設定
System **系統設定**	To configure product and exchange holiday settings (For SYS Use Only) 包括產品和交易所假期之設定（SYS 專用）
Exit **離開**	Exit the system 離開系統

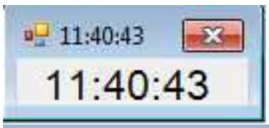
Common Icons 常用圖示

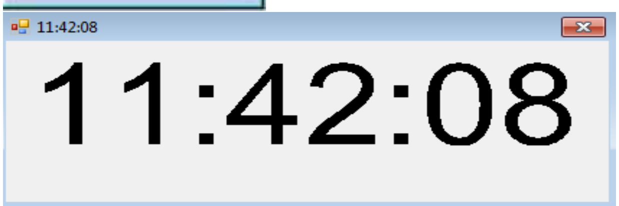
AyersGTS uses same set of function icons consistently throughout the entire system. The graphic representation and the respective meaning for each of them are listed below:
AyersGTS 於整個系統中沿用相同的圖示。下表列出這些圖示及其功能闡釋：

Icon 圖示	Description 功能闡釋
	Exit current window 離開目前視窗
	Clear current fields / add new record 清除目前紀錄及新增紀錄
	Open an existing record to edit 開啟現存紀錄以作修改
	Save current record 儲存目前紀錄
	Delete current record 刪除目前紀錄
	Upload files 上傳檔案
	Enquiry 查詢
	Edit 編輯
	Create / Edit order input shortcut keys 列印
	Cancel 取消

Clock 時鐘

On the “Settings” menu, click “Clock” to display the time at exchange. To resize the system clock, simply click and drag the mouse button.
於主功能表上點選“設定”內的“時鐘”查看香港交易所之正確時間。時鐘的大小及顯示可以調整，如圖下:





Lock Screen 螢幕鎖

Click menu "Setting → Lock Screen" to hide AyersGTS windows, enter password to restore AyersGTS windows.
於主功能表上點選"設定"中的"螢幕鎖"以隱藏系統中的所有視窗，輸入用戶密碼以回復所有視窗。

Load Desktop Settings 載入桌面設定

Upon logging in, AyersGTS will automatically load the default desktop layout. If you want to restore any other saved desktops, simply click the menu item "Settings → Load Desktop Settings". The saved desktop setting will be loaded.
當使用者登入AyersGTS 時，系統將會自動恢復使用者於上一次儲存之(預設)桌面設定。
使用者亦可於主功能表上點選"設定"→"載入桌面設定"。然後於"載入桌面設定"時選"桌面配置代碼"，輸入已儲存之代碼即可。

Save Desktop Settings 儲存桌面設定

All window sizes and positions can be easily adjusted. Users can also customize desktop settings to cater individual needs (details as below):
所有視窗的大小及位置均可任意更改。使用者可同時開啟多個視窗，同時執行不同的工作。

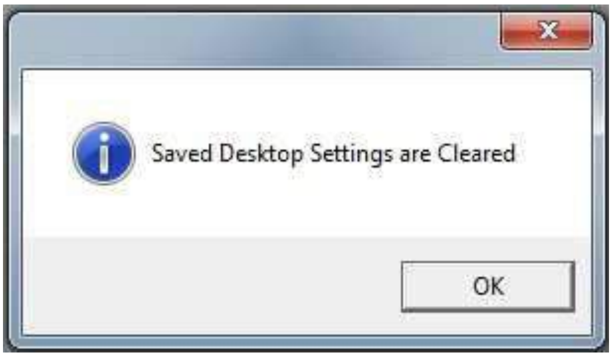
Save the current desktop layout by clicking the menu item “Settings → Save Desktop Settings”. You may choose to save the settings as default (auto load while logging in), or create a profile code for it.
使用者可以儲存桌面的編排，只需於主功能表上點選“設定”→“儲存桌面設定”。然後於“儲存桌面設定”選 “(預設)” ，或”桌面配置代碼” ，輸入已預設之代碼即可。“(預設)”是代表開啟系統時, 會自動載入預設的版面。“桌面配置代碼”可儲存多個桌面設定。客戶只需選擇“桌面配置代碼”，在其旁的空白地方輸入桌面配置名稱便可儲存多個桌面設定。

The “Saved Successfully” message will be shown.
系統會顯示“成功儲存”。

Clear Desktop Settings 清除桌面設定

You may clear saved desktop layouts by clicking the menu item “Settings → Clear Desktop Settings”. Choose “Default” or “Desktop Profile Code” and enter the saved Desktop Profile Code to delete the saved setting.
如要清除已儲存之桌面設定，只需於主功能表上點選“設定”→“清除桌面設定”，然後於“清除桌面設定”時選 “(預設)” ，或”桌面配置代碼” ，輸入已儲存之代碼即可。

A “Saved Desktop Settings are Cleared” message will be shown.
系統會顯示“桌面設定已清除”。



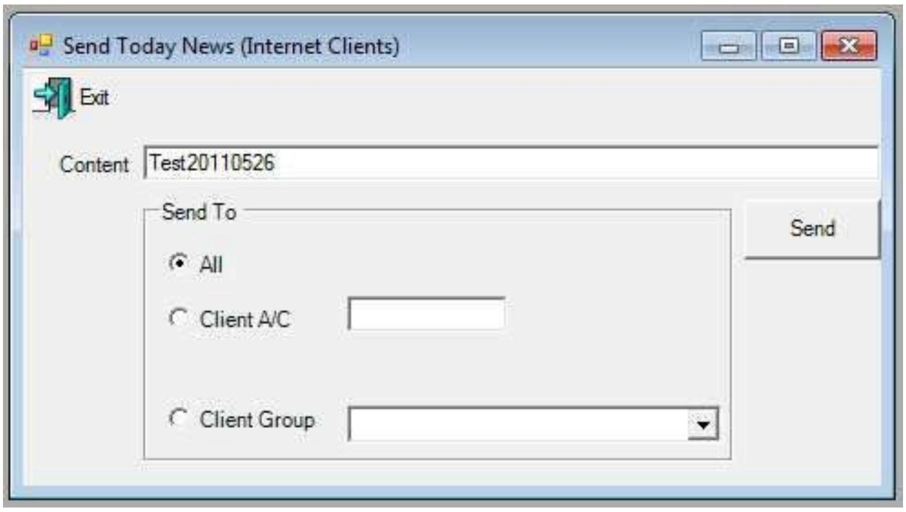
Send Today News (Internet Clients) 傳送今日消息(網上客戶)

Click menu “Settings → Send Today News (Internet Clients)”. Input the content and press send. User may send to all clients, or to specific client groups / individual client accounts.
如要傳送訊息給網上客戶，只需於主功能表上點選“設定”→“傳送今日消息(網上客戶)”，輸入內容，然後再按傳送。客戶可選擇傳送訊息給”全部”，”客戶戶口” ，或”客戶群組” 。

“All” – Send to all clients
“全部” – 全部客戶戶口

“Client A/C” – Send to one client
“客戶戶口” – 一個客戶戶口

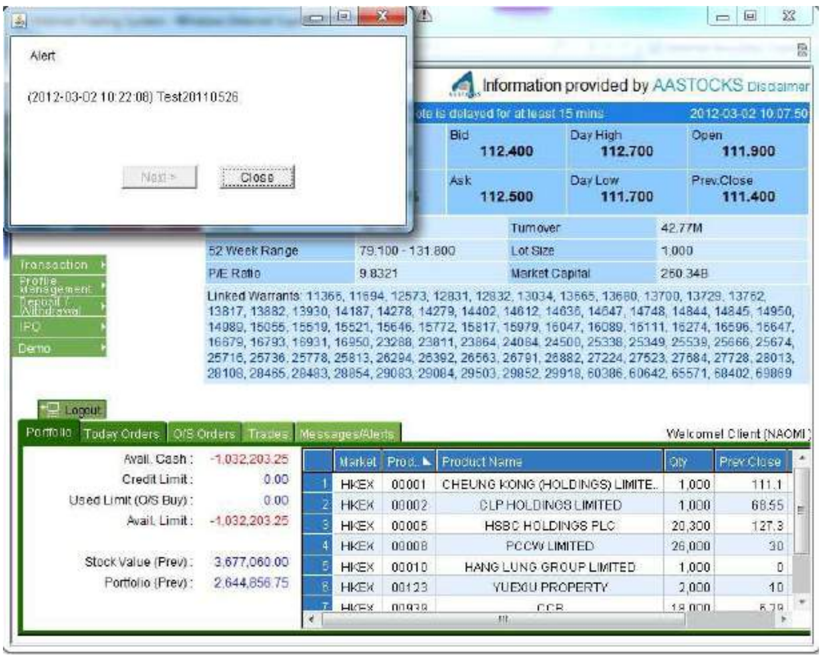
“Client Group” – Send to one client group
“客戶群組” – 一個客戶群組



The system will prompt “Are you sure to send?” and choose “Yes”.
系統會顯示“你是否確定傳送”選” Yes”即可。

The system will prompt “Send Completed” message.
系統會顯示“傳送完成”。

After inputting the content, the message can be sent to the Web Trading Clients.
輸入內容後，可傳送此消息給網上客戶。

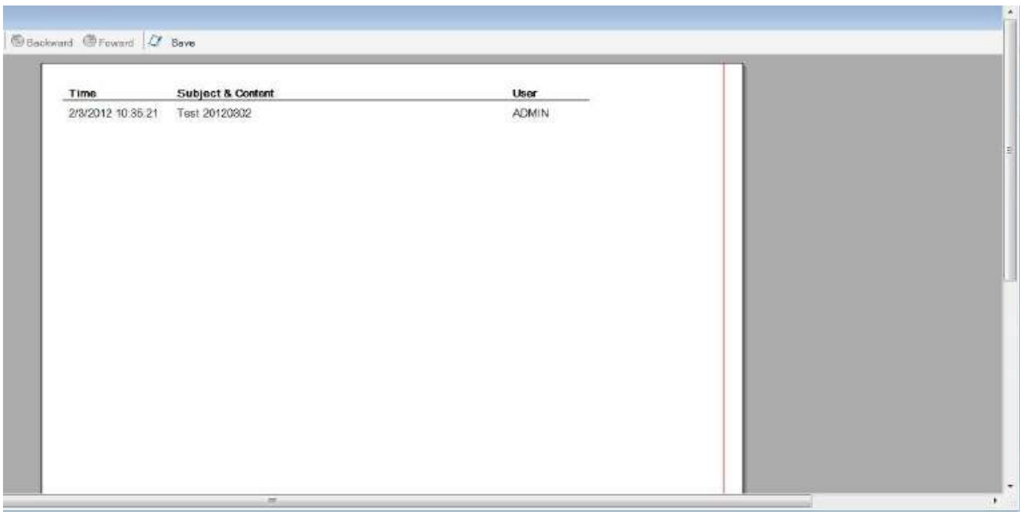


Send Today News 傳送今日消息

To send today's news to AyersGTS users, click menu "Setting → Send Today News". Input the subject and content. If the message is only intended for a particular User/User Group, click the tab "Send to", choose User/User Group to add in. When finished click the "Save" icon to save. To delete the message, click the tab "Delete Today News", refresh, then check the box of the message, and "Delete".
如要傳送訊息到AyersGTS 用戶，只需於主功能表上點選"設定"→"傳送今日消息"，輸入主題和內容，如只需傳送到部分用戶 / 用戶群組，先點選"傳送到"，然後選擇相關用戶 / 用戶群組，點選"儲存"圖示以儲存。如 "刪除今日消息"，先點選 "刪除今日消息"，然後在方格剔上需要刪除的消息，再按刪除。

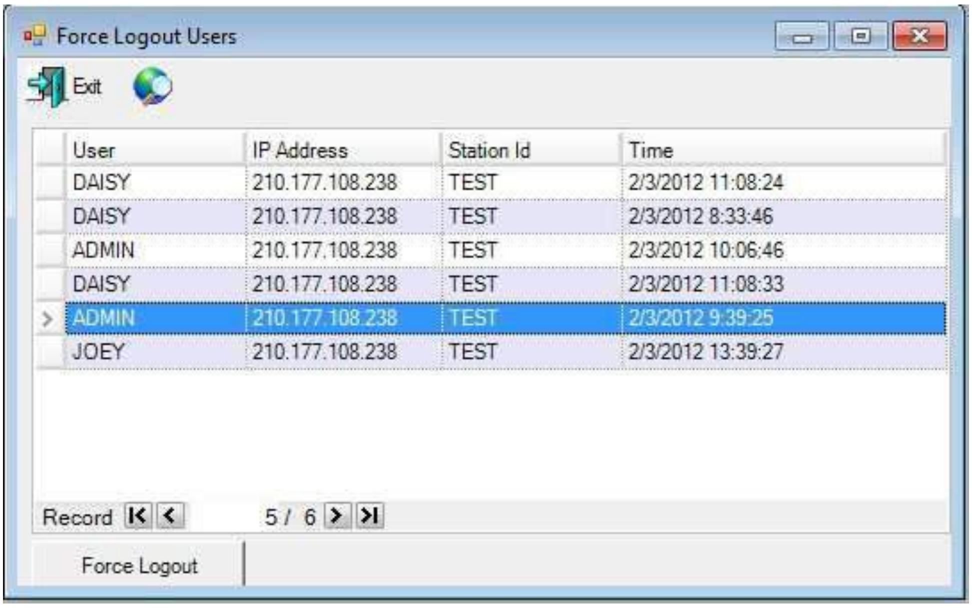
Show Today News 顯示今日消息

Simply click menu "Setting → Show Today News".
只需於主功能表上點選"設定"→"顯示今日消息"便可。



Force Logout User 強迫使用者登出

To force a user to logout the system, click “Settings → Force Logout Users”
於主功能表上點選“設定”→“強迫登出使用者”。



Select the user you want to force logout, then click the “Force Logout” button.
選取需要強迫登出之使用者，點選“強迫登出”即可。

Client Account Shortcut Key Setup 客戶快捷鍵設定

Click “Setting” →”Client Account Shortcut Key Setup”.
於主功能表上點選“設定”→“客戶快捷鍵設定”。

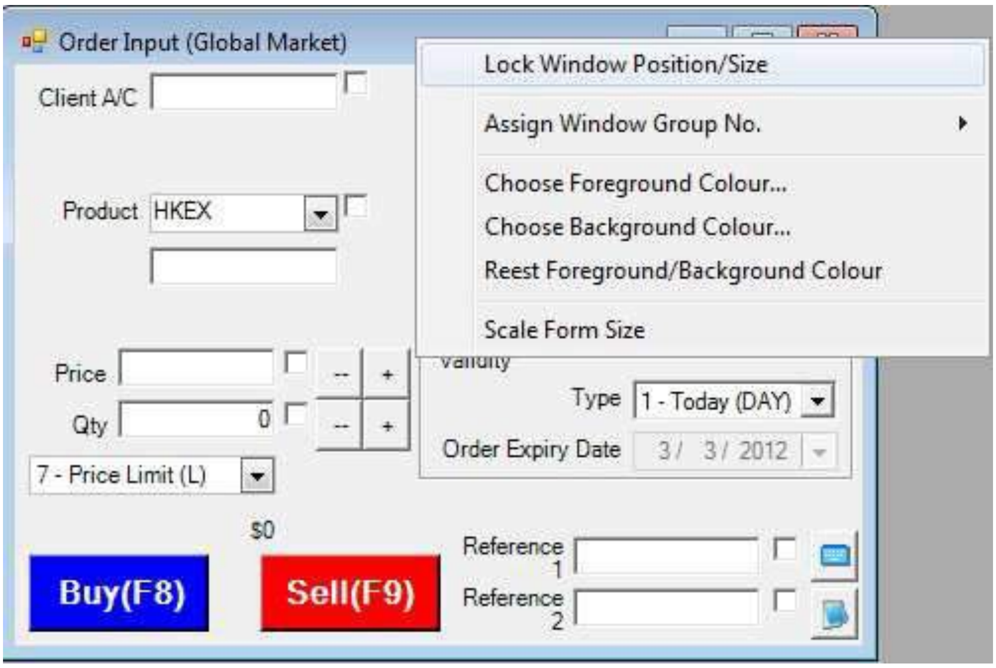
This function can setup some shortcut keys to represent some client code. Input any key as a shortcut for the client account, press “F1” key to search for the client account and click “Add” button. If user wants to delete a shortcut key, highlight the shortcut key item and click the “Delete” button.
此功能可設定一些快捷鍵以代替一些客戶戶口號碼，以方便輸入客戶戶口。輸入任何數字或字母來作為該客戶戶口的快捷鍵，按“F1”選取該客戶戶口，然後按“增加”。如需刪除快捷鍵，選取該快捷鍵並按鍵盤上之“Del” 鍵。

When placing an order in the order input layout, input the shortcut key and press the “+” button.
使用快捷鍵只需於任何“客戶戶口”欄位中輸入快捷鍵及“+” 鍵。

E.g. If you have set “d” button as the shortcut key for “DAISY”, when you input “d+”, the client account column will be filled by “DAISY”.
例）假設你已設定“d”為“DAISY”之快捷鍵，當輸入“d+”，“客戶戶口”欄位上即被填上“DAISY”。

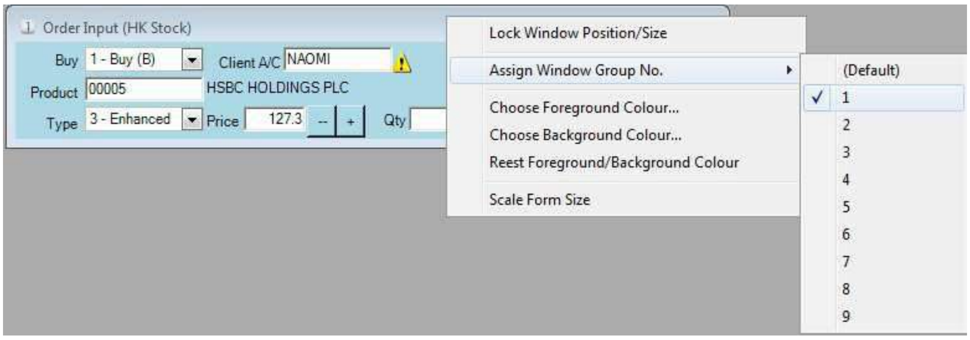
Locking Windows’ Position / Size 鎖定視窗位置及大小

Open the function window, right-click and choose “Lock Window Position / Size”; once selected, the window will be locked.
於各類視窗中， 在空白地方右擊滑鼠，選擇鎖定視窗位置及大小，該視窗就不能改變視窗其位置和大小。



Assign Window Group Number 視窗群組

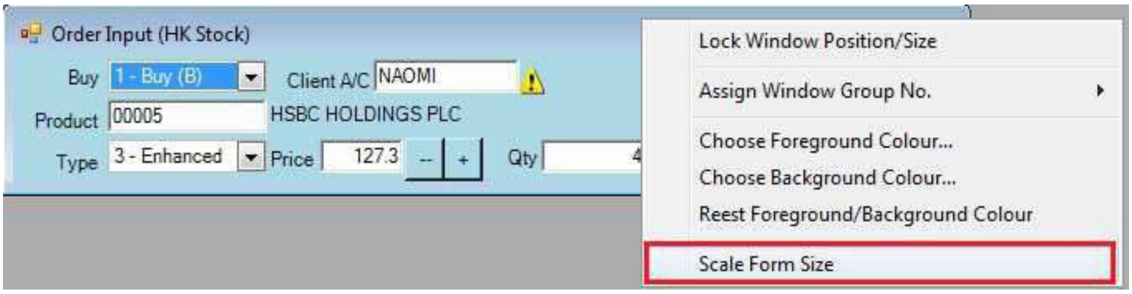
Open any function window, right-click and choose “Assign Window Group No.”; choose the Window Group No.
於各類視窗中，在空白地方右擊滑鼠，選擇設定視窗群組號碼。



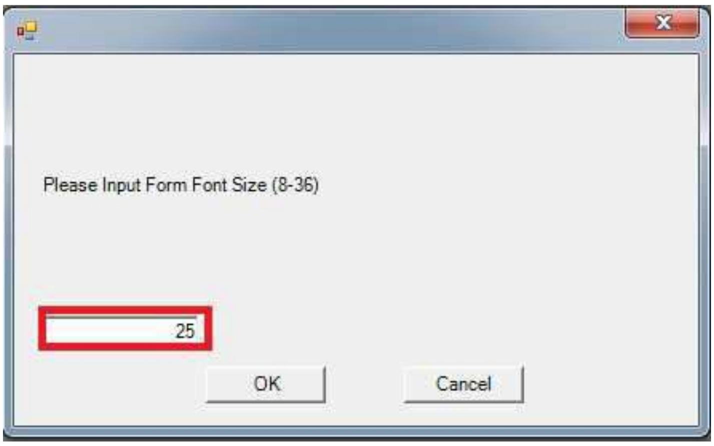
This function can be used together with the “Go To Next Window” and “Go To Next Window Group” shortcut key functions.
設定群組可配合快捷鍵”到下一視窗” 和 “到下一視窗群組”等功能使用。

Zoom In/Out Windows放大/縮小視窗

Open any function window, right-click and choose “Scale Form Size”.
於各視窗中, 在空白地方右擊滑鼠, 選擇放大/縮小視窗。



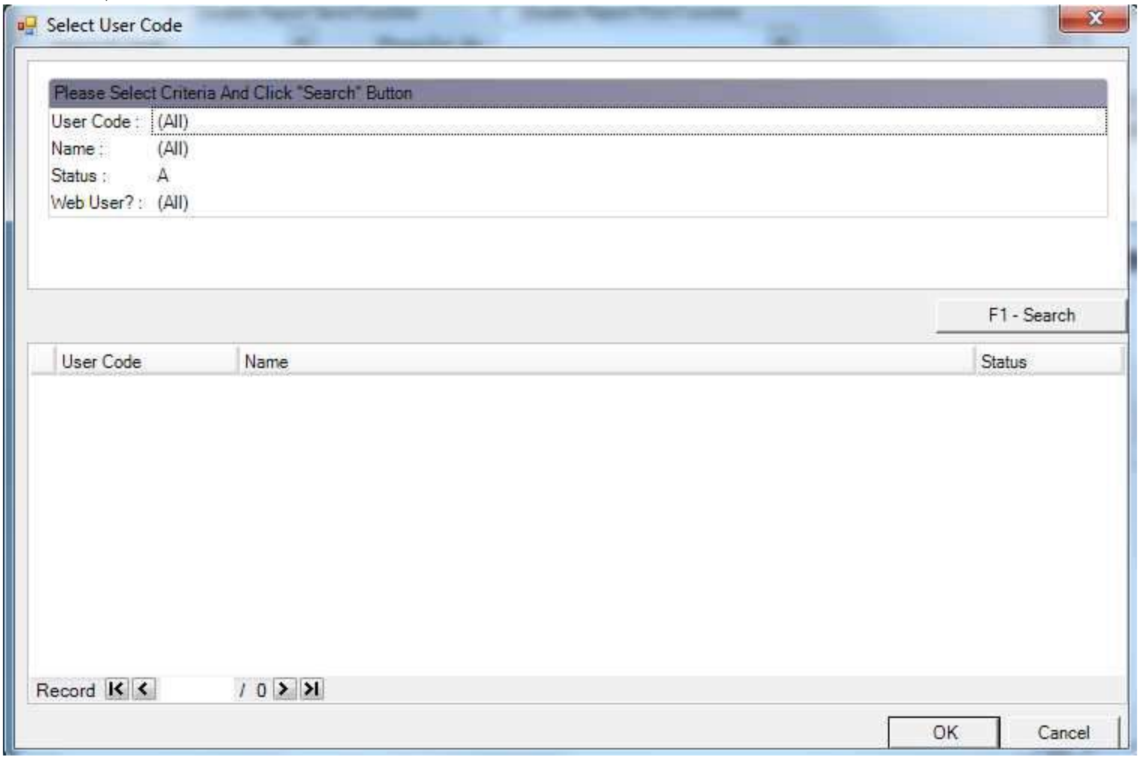
Input a Font Size and press OK.
輸入視窗字體大小後按確定。



The Font Size will be scaled bigger or smaller
該視窗會被放大或縮小。

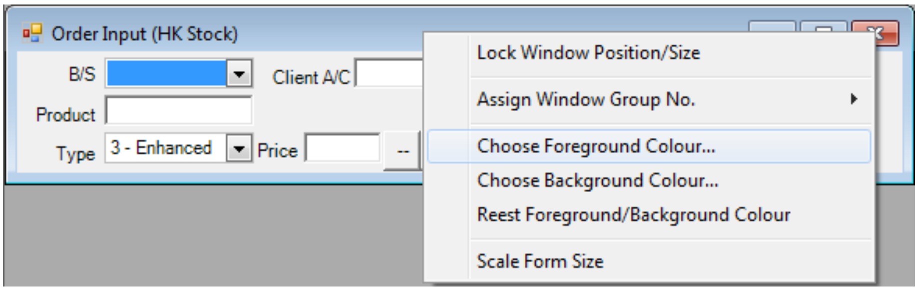
User/ AE/ Client Search Mode 用戶/客戶主任/客戶戶口快速搜尋模式

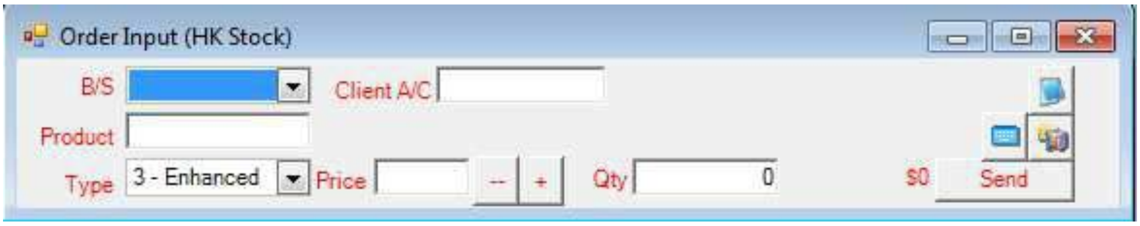
Open User/AE/Client Account window and press F1 Search. Input the searching criteria and a list of User/AE/Client Account will be shown
於用戶 / 客戶主任 / 客戶戶口的游標內輸入搜尋條件及按“F1-搜尋”，便可找出該用戶 / 客戶主任 / 客戶戶口代碼，名稱和狀態以作查詢。



Choose Foreground Color 選擇字體顏色

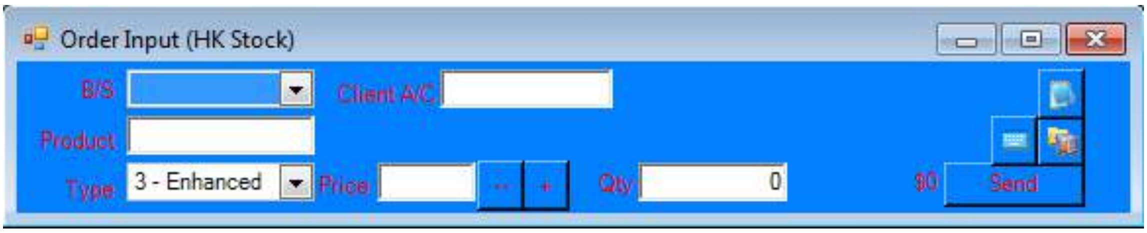
User can right-click any GTS windows and click the “Choose Foreground Font” function to change the font color.
用戶可以右擊按“選擇字體顏色”，更改字體的顏色



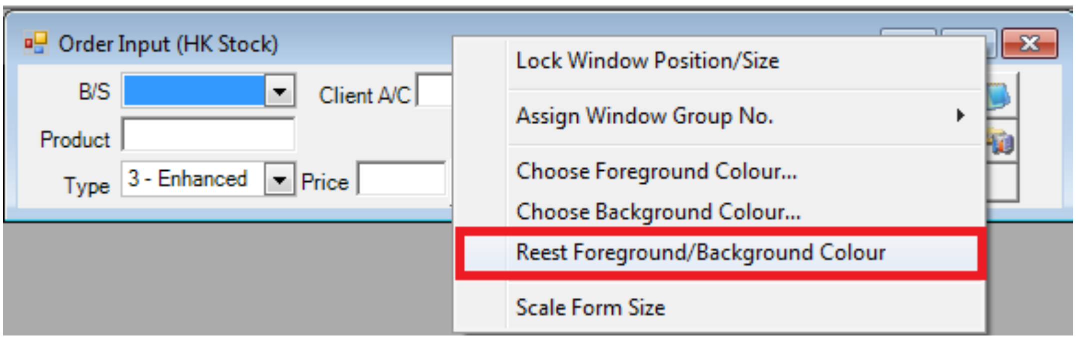


Change the Background Color 選擇背景顏色

User can right-click any GTS windows and click the “Choose Background Color…” function to change the font color.
用戶可以右擊按“選擇背景顏色”更改視窗顏色



User may reset the Font and Background color by clicking the “Choose Background Color” function
用戶可以按“重設字體/背景顏色，重新更改字體和背景顏色。

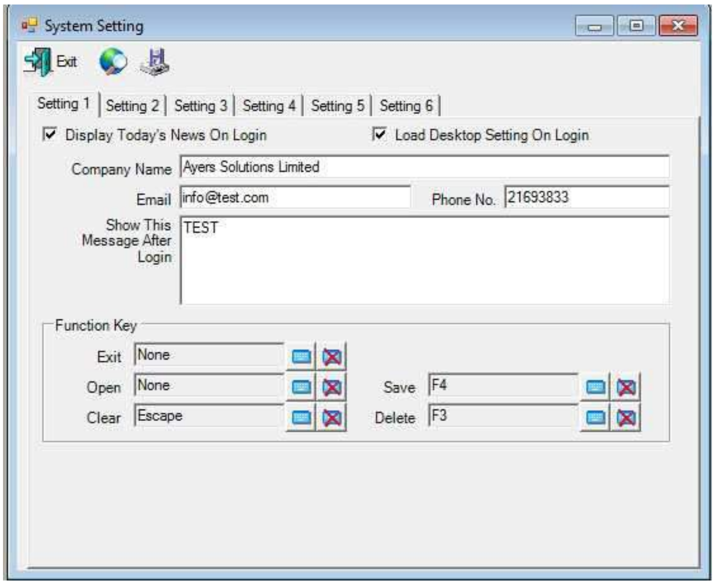


5. Setup 系統設定

System Settings 設定系統參數

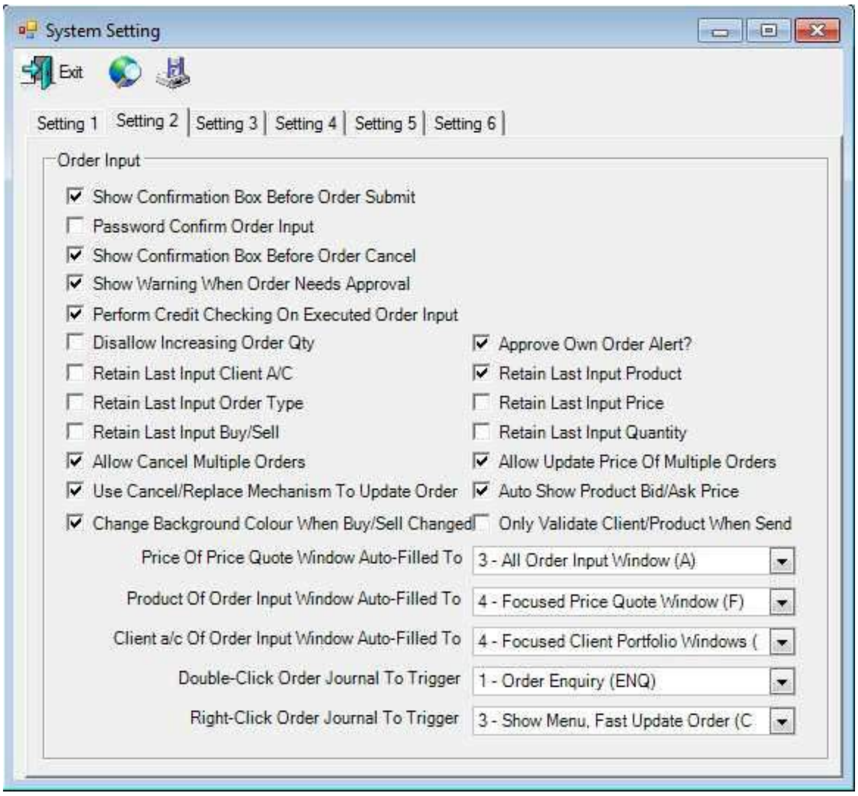
Click “Setup → System Setting” menu item
於主功能表上點選“設置”→“系統設定”。

Setting 1設定 1



Setting 設定	Description 內容
Display Today's News on Login **登入後顯示今日消息**	Check this box if you want to show "Today's News" window every time after user login. 如需顯示今日消息，點選這項
Load Desktop Setting On Login **登入時載入桌面設定**	Check this box if you want to restore the saved desktop layout every time after user login. 如需登入時自動載入桌面設定，點選這項
Company Name **公司名稱**	The company title will be shown in every report. 於報表中出現的公司名稱
Email **電郵**	For any email sends from AyersGTS will use this email address as sender address AyersGTS 會以此電郵地址作為發送者之電郵地址
Phone No. **電話號碼**	Phone no. of the company. 公司電話號碼
Show This Message After Login **登入後顯示此訊息**	Message type in here will be shown after login. 如需登入後自動顯示該訊息，請在此輸入
Function Key **功能鍵**	Set shortcut keys for common function icons. 設定快捷鍵

Setting 2 設定 2



Setting 設定	Description 內容
Show Confirmation Box Before Order Submit **傳送訂單前顯示確認視窗**	Check this box if you want to show confirmation box every time user inputs an order. 如需於傳送訂單前顯示確認視窗，點選這項
Password Confirm Order **密碼確認訂單輸入**	Check this box if you want to key in password to confirm order inputs before sending to market. Please note that you must also enable the “Show Confirmation Box Before Order Submit” function to facilitate “Password Confirm Order Input”. 如用戶傳送訂單時需要使用密碼確認訂單，則必須同時開啟“傳送訂單前顯示確認視窗”，並在該確認視窗中輸入密碼釋出訂單

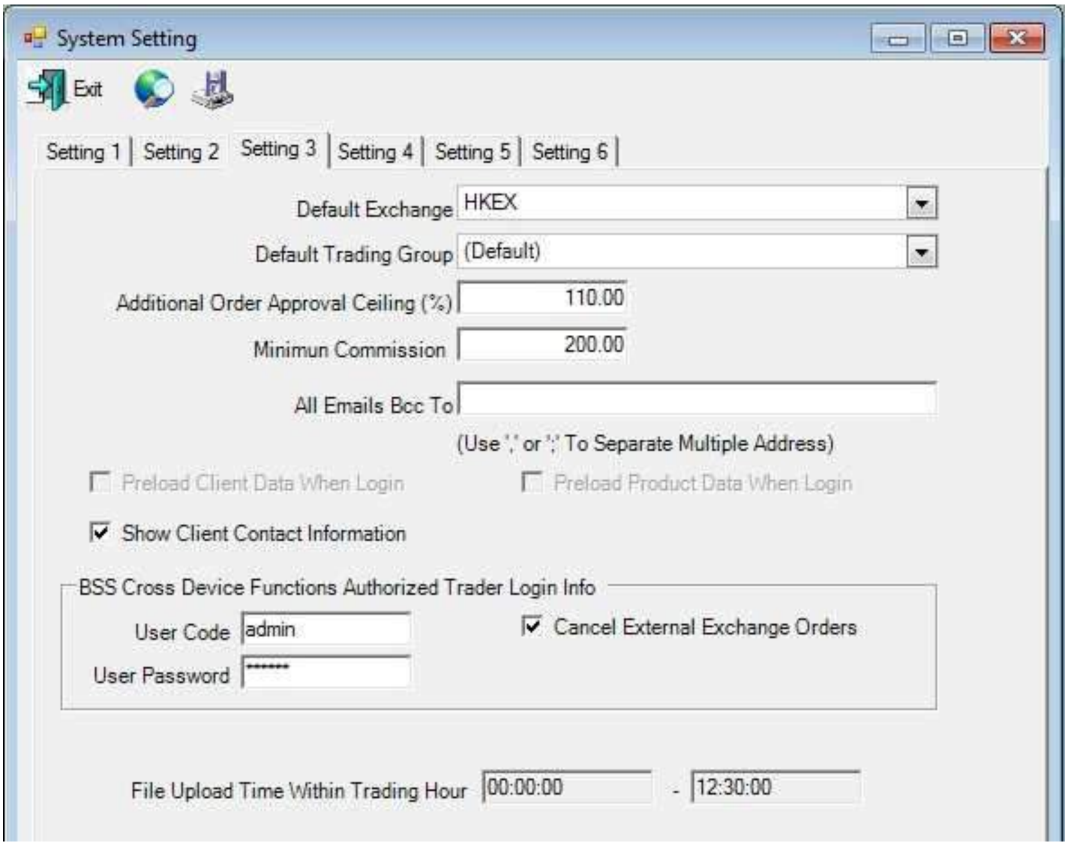
Show Confirmation Box Before Order Cancel **取消訂單前顯示確認提示視窗**	Check this box if you want to show confirmation box every time user cancels an order. 如需於取消訂單前顯示確認視窗，點選這項
Show Warning When Order Needs Approval **如訂單需要批核，顯示提示視窗**	Check this box if you want to show warning for any orders require approval. 如需於訂單需要批核時顯示提示視窗，點選這項
Perform Credit Checking On Executed Order Input **輸入已成交訂單時檢查交易限額**	Check this box if you want to perform order credit checking when inputting "Executed Order". 如需於輸入已成交訂單時檢查交易限額，點選這項
Disallow Increasing Order Quantity **不可增加訂單數量**	Check this box if you want to prohibit user to increase quantity of orders. 如不允許使用者增加訂單數量，點選這項
Retain Last Input Client A/C **保留上次輸入客戶**	Check this box if you want to let the last input client a/c remains in the Order Input Screen. 如需保留上次輸入之客戶戶口於輸入訂單畫面，點選這項
Retain Last Input Order Type **保留上次輸入訂單類別**	Check this box if you want the last order type remains in the Order Type box. 如需保留上次輸入之訂單類別於輸入訂單畫面，點選這項
Retain Last Buy/Sell Order **保留上次輸入買入 / 沽出指示**	Check this box if you want the last Buy/Sell order to remain in the B/S box. 如需保留上次輸入之買入 / 沽出指示於輸入訂單畫面，點選這項
Retain Last Input Product **保留上次輸入產品**	Check this box if you want the last input product to remain in the Product field. 如需保留上次輸入之產品代號於輸入訂單畫面，點選這項
Retain Last Input Price **保留上次輸入價格**	Check this box if you want the last input price to remain in the Price field. 如需保留上次輸入之價格於輸入訂單畫面，點選這項
Retain Last Input Quantity **保留上次輸入數量**	Check this box if you want the last input quantity to remain in the Quantity field. 如需保留上次輸入之數量於輸入訂單畫面，點選這項
Allow Cancellation of Multiple Orders **容許快速取消多筆訂單**	Checking this box will allow you to cancel multiple orders. 如容許使用者於訂單資料夾取消多筆訂單，點選這項

Allow Update Price of Multiple Orders **容許快速更改多筆訂單之價錢**	Checking this will allow you to update price for multiple orders (of same client, product and Buy/Sell type). 如容許使用者於訂單資料夾更改多筆訂單之價錢，點選這項
Auto Show Product Bid/Ask Price **自動顯示產品買入/沽出現價**	Check this box if you want the stock nominal price to be shown when inputting the stock code. 如容許於“輸入訂單”視窗輸入產品代號時，自動顯示該產品現價，點選這項
Change Background Color when Buy/Sell Changes **當買賣改變時底色亦改變**	Change background color when Buy/Sell is selected. 如點選這項底色會隨著買賣改變而改變
Only Validate Client/Product When Send **只於傳送時才檢查客戶/產品是否有效**	Check client/product validity only when sending out orders only. 如需在傳送訂單時才檢查客戶/產品是否有效, 點選這項
Auto-Fill of Price Quote Window **即時報價視窗資料自動傳送至**	When double click on any price position for the Buy/Sell, information will auto-feed into Order Input windows. 連續點擊即時報價視窗“買”或“沽”的任何一個價位時，系統會自動彈出或傳送資料到選定的“輸入訂單”選項
Auto-Fill of Order Input Window **輸入訂單視窗之價格自動傳送至**	Product code from the order input window auto-feeds into the real time quote window. “輸入訂單”視窗之產品代號會自動傳送到選定的報價視窗
Auto-Fill of Client Account in Order Input Window **輸入訂單視窗之客戶代碼自動傳送至**	Client code from the Client portfolio auto-feeds into the Order input window. “輸入訂單”視窗之客戶代碼自動傳送至選定的“客戶戶口”資料視窗
Double-Click Order Journal To Trigger **雙點擊滑鼠鍵開啟功能**	Double-clicking a trade order will trigger the function menu (functions include - "Cancel", "Update", "Enquire" and "Acknowledge" Order. 在“訂單資料夾”中連續點擊選定的訂單時，可運用的選定功能，包括“取消”“更改”“查詢”及“確認”訂單。
Right-Click Order Journal To Trigger **右點擊滑鼠鍵開啟功能**	Right-clicking on an order will “Show Functions Menu”, “Show Menu, Update Order” or “Show Menu, Fast Update Order”. 在“訂單資料夾”中右擊選定的訂單時，可運用的選定功能，包括“取消”、“更改”、“查詢”及“確認”訂單。

Disable "Cancel All Button" **不允許"全部自動平倉"**	Checking this box will disable the "Cancel All" function in the order input window (for "Global Market, Layout 2" only) (Please see Pic. 1) 如點選這項則在輸入訂單(環球市場，版面二)無法使用 " 全部自動平倉 " 功能
Disable "Close All Button" **不允許"取消全部訂單"**	Checking this box will disable the "Close All Positions" function in the order input window (for "Global Market, Layout 2" only) (Please see Pic. 1) 如點選這項則在輸入訂單(環球市場，版面二)無法使用 " 取消全部訂單 " 功能

Click the "Save" icon to save changes.
更改完畢後，點選"儲存"圖示以儲存變更。

Setting 3 設定 3

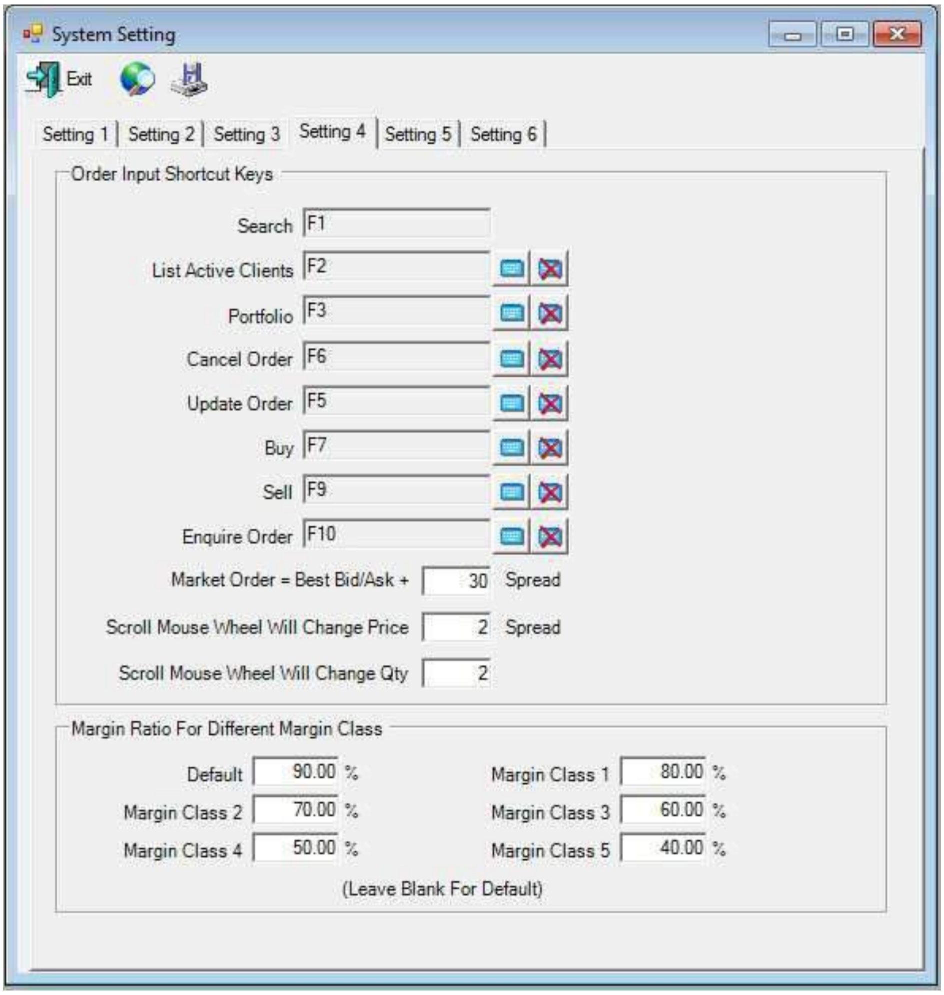


Setting 設定	Description 內容
Default Exchange **預設交易所**	Select default trading exchange when placing order 選取產品買賣之預設交易所

Additional Order Approval Ceiling (%) **額外訂單批核上限 (%)**	The additional order approval ceiling percentage 額外訂單批核之上限百分比
Minimum Commission **最低佣金**	Set the minimum commission of the company 設置全公司客戶的最低佣金
All emails Bcc to **發出之所有電郵密寄到**	All the emails sent from the system will bcc to this email address. 由系統發出之所有電郵均會密寄到此電郵地址
Preload Client Data When Login **登入時預先讀取客戶資料**	Check this box if you want to save data retrieval time. Note: If this box is checked, the system will not update product's data instantly if changes have been made 點選以節省讀取客戶資料的時間。註: 若勾選此選項時，當客戶資料有所變動，系統不會即時更新。
Preload Product Data When Login **登入時預先讀取產品資料**	Check this box if you want to save data retrieval time. Note: If this box is checked, the system will not update product's data instantly if changes have been made 點選以節省讀取產品資料的時間。註: 若勾選此選項時，當產品資料有所變動，系統不會即時更新。
Show Client Contact Information **顯示客戶聯絡資料**	Show Client's Contact Information in Client Portfolio. 在客戶戶口資料裡，可顯示客戶的聯絡資料
BSS Cross-Device 功能核准交易員登入資料	This function is for BSS clients which have more than one OG. If one OG fails, input User Code & User Password of the other OG to allow the trades from the failed OG to send to market. 此功能只屬擁有兩台 OG 的 BSS 客戶，若其中一台 OG 發生故障，用戶在此輸入 Trader ID 及密碼後，系統會把故障的 OG 內的訂單，經另一台 OG 把資料傳送到交易所。

Click the “Save” icon to save changes.
更改完畢後，點選“儲存”圖示以儲存變更。

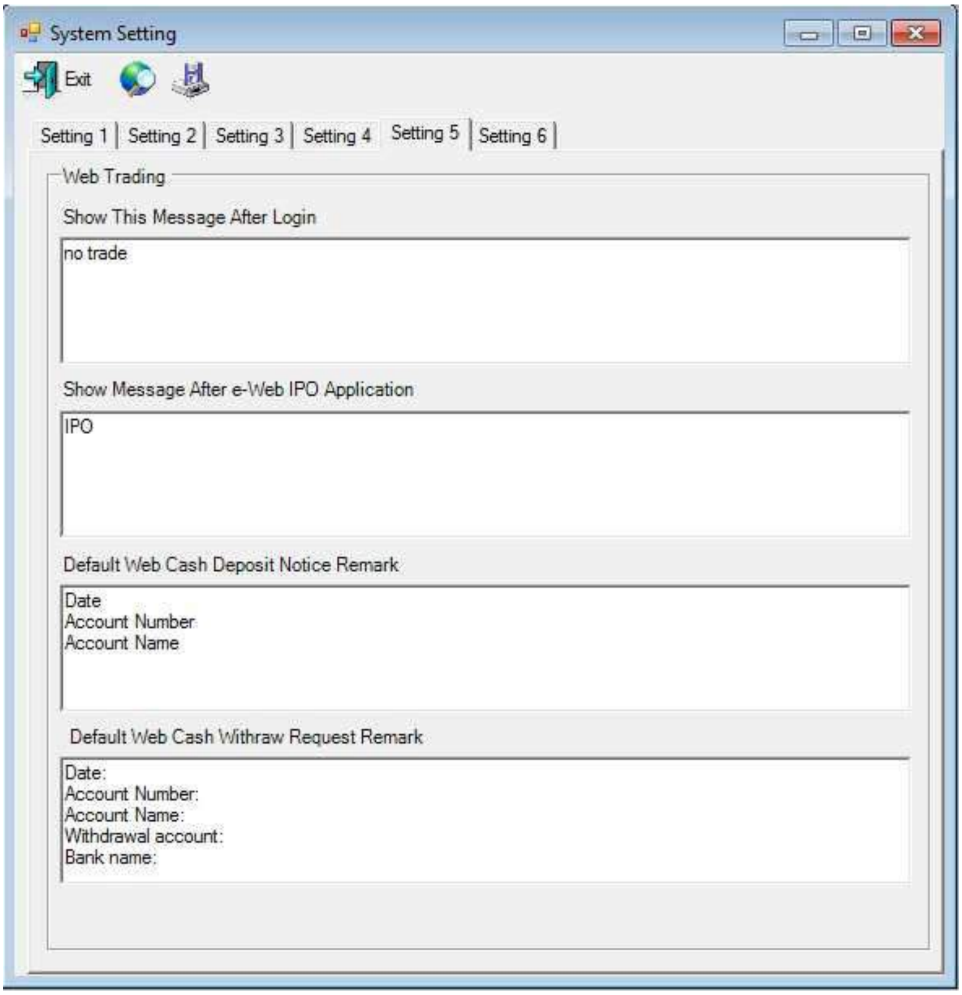
Setting 4 設定 4



This function can set the default short-cut keys for "Order Input" (Layout 2-5). Clicking on a window will prompt to input a key as a short-cut for the corresponding function. Note that F1 key is defaulted by the system as search button and cannot be used as a short-cut key.
可設定"下單委託/查詢"內"輸入訂單版面二、三、四和五"的預設快捷鍵。點擊會彈出視窗，按下任何一鍵來作為該項功能的快捷鍵。F1 為系統專用快捷鍵，不能設定作其他功能鍵。

The "Cancel Order", "Update Order" and "Enquire Order" functions are only available in "Order Input Layout 2" In the margin ratio class session, users can define the margin ratios for different margin classes.
"取消訂單"，"更改訂單"和"查詢訂單"功能只限用於輸入訂單版面二。
在 "按揭級別之按揭%" 可設定不同的按揭級別。

Setting 5 設定 5



Setting 設定	Description 內容
Show this message after login **登入後顯示此訊息**	Show message every time when client login to Web Trading. 網上客戶每次登入時所顯示的訊息
Show message after e-Web IPO application **網上新股認購完成訊息**	Show message after e-Web IPO application. 客戶於完成網上新股認購時所顯示的訊息
Default web cash deposit notice remark **網上存款通知預設備註**	Show Notice Remark when cash deposited. 處理網上存款時備註欄的預設訊息
Default web cash withdrawal request remark **網上提款指示預設備註**	Show Remark when requested cash withdrawal. 處理網上提款時備註欄的預設訊息

Click the "Save" icon to save the setting.
更改完畢後，點選"儲存"圖示以儲存變更。

Setting 6 設定 6

System will load the web page entered here by clicking "Market Data → Company Announcement.
在公司告示版URL 內設定的網址，會在 " 市場資訊 " > “公司告示版”內展示。(如下圖)

Click the “Save” icon to save changes.
更改完成後，點選“儲存”圖示以儲存變更。

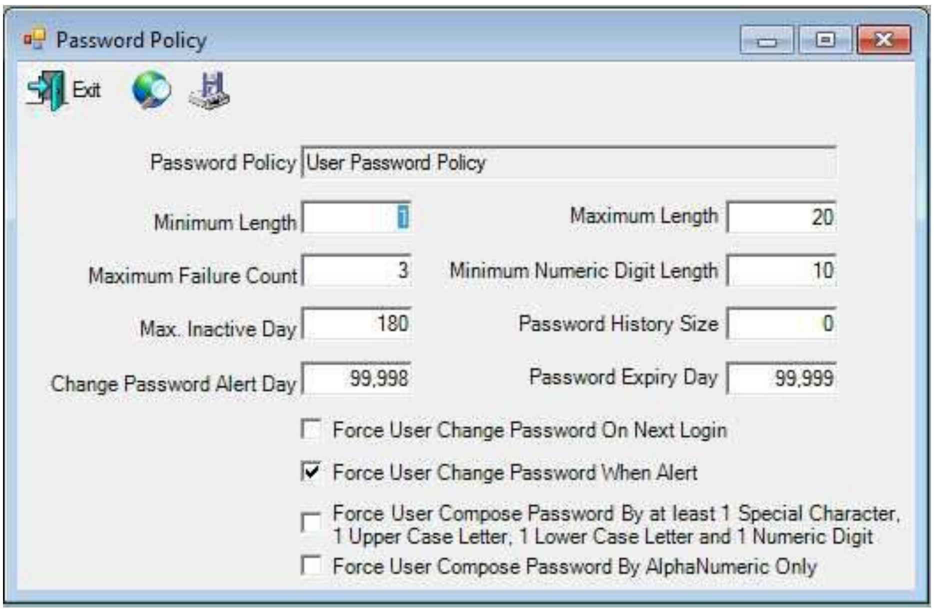
Password Policy 密碼規格

Click "Setup → Password Policy" menu item.
於主功能表上點選“設置”→“密碼規格”。

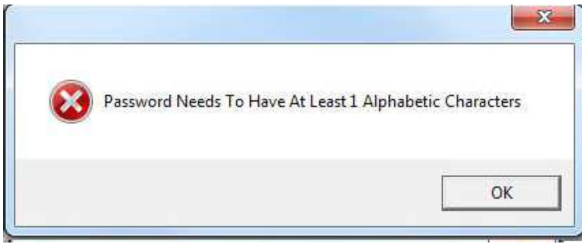
AyersGTS has 3 password policies:
AyersGTS 設有三種密碼規格：

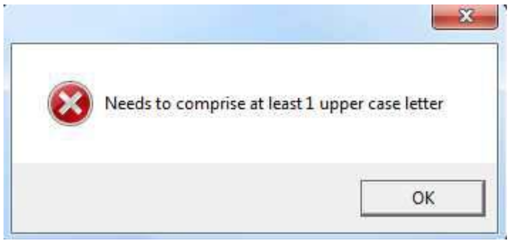
1.DEFAULT - Password Policy for Trading Terminal Users
預設 – AyersGTS 交易工作站的密碼規格
2.INTERNET - Password Policy for Internet Users (AyersGTS Web/ GTS Lite)
互聯網 – 互聯網用戶的密碼規格
3.IVRS - Password Policy for IVRS Users (AyersGTS IVRS)
音頻電話 – 音頻電話用戶的密碼規格

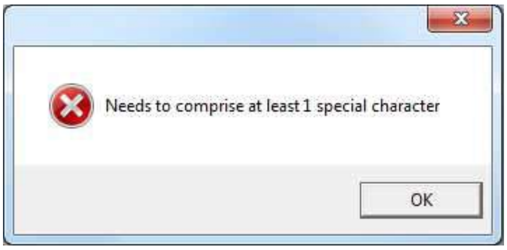
Select the desired policy and click “OK”.
選擇需要更改的項目，然後按“確定”。

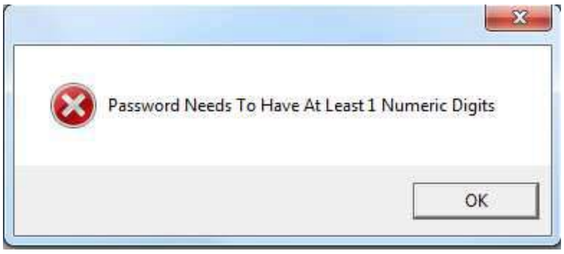


Setting 設定	Description 內容
Minimum Length **最小長度**	Minimum password length 設定密碼最少長度
Maximum Length **最大長度**	Maximum password length 設定密碼最大長度
Maximum Failure Count **最大失敗次數**	Maximum times allowed for entering wrong passwords 設定密碼最多可失敗之次數
Minimum Numeric Digit Length **最小數字字元長度**	Minimum numeric digit within the password 設定密碼最少要包含多少數目字
Maximum Inactive Day **最長不登入日數**	Maximum inactive days allowed 設定用戶最長不登入日數
Password History Size **與舊密碼不同之最小次數**	Maximum times allowed to use the old password when entering/changing new password 設定新密碼時與舊密碼可相同之次數
Change Password Alert Day **更改密碼提示日數**	Alert user to change password after this day count 設定更改密碼提示日數
Password Expiry Day **密碼失效日數**	Password will expire after this day count 設定密碼失效日數
Force User Change Password On Next Login **下次登入時使用者必須更改密碼**	Check this box to force user to change password on next login 點選此項時，使用者於下次登入前必須更改密碼
Force User Change Password When Alert **到提示日使用者必須更改密碼**	Check this box to force user to change password when alert 點選此項時，使用者於提示日後登入前必須更改密碼
Force User Compose Password By at least 1 Special Character, 1 Upper Case Letter, 1 Lower Case Letter and 1 Numeric Digit **輸入包含最少 1 個特殊字元，1 個大寫，1 個小寫英文字母及 1 個數字的密碼**	User must save a password with 1 Special Character, 1 Upper Case Letter, 1 Lower Case Letter and 1 Numeric Digit 點選此項時，設定密碼最少要包含 1 個特殊字元，1 個大寫，1 個小寫英文字母及 1 個數字
Force User Compose Password By AlphaNumeric Only **輸入只包含字母數字的密碼**	User could only save a password with AlphaNumeric Only 點選後不能在密碼內輸入標點符號







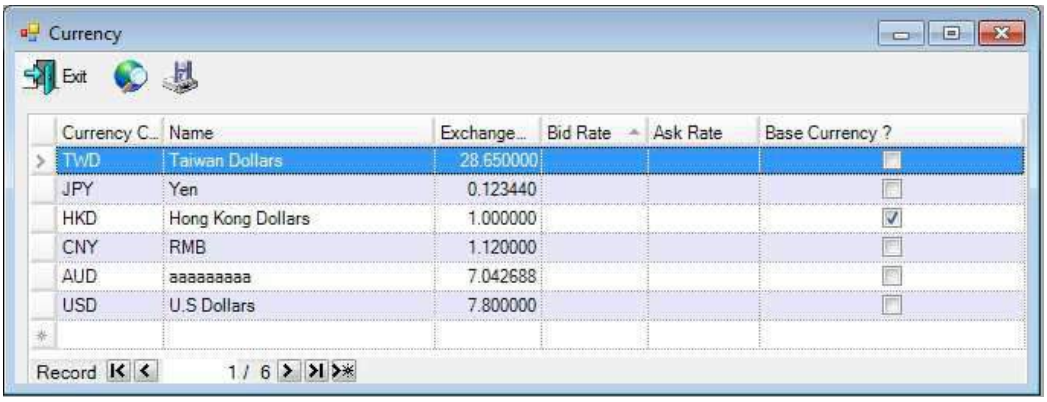


Click the “Save” icon to save the modified setting.
更改完成後，點選“儲存”圖示以儲存變更。

If using the “Force User Compose Password By at least 1 Special Character, 1 Upper Case Letter, 1 Lower Case Letter and 1 Numeric Digit” function, the system will prompt an error message if inputting a password that does not include 1 Special Character, 1 Upper Case Letter, 1 Lower Case Letter and 1 Numeric Digit in the Setup>User function.
如使用 “輸入包含最少1 個特殊字元，1 個大寫，1 個小寫英文字母及1 個數字的密碼”，在設置>用戶中的用戶密碼，若輸入不符合包含最少1 個特殊字元，1 個大寫，1 個小寫英文字母及1 個數字的密碼要求，會順序顯示出錯誤信息。

Currency 設定貨幣

Click “Setup → Currency” menu item.
於主功能表上點選“設置”→“貨幣”。

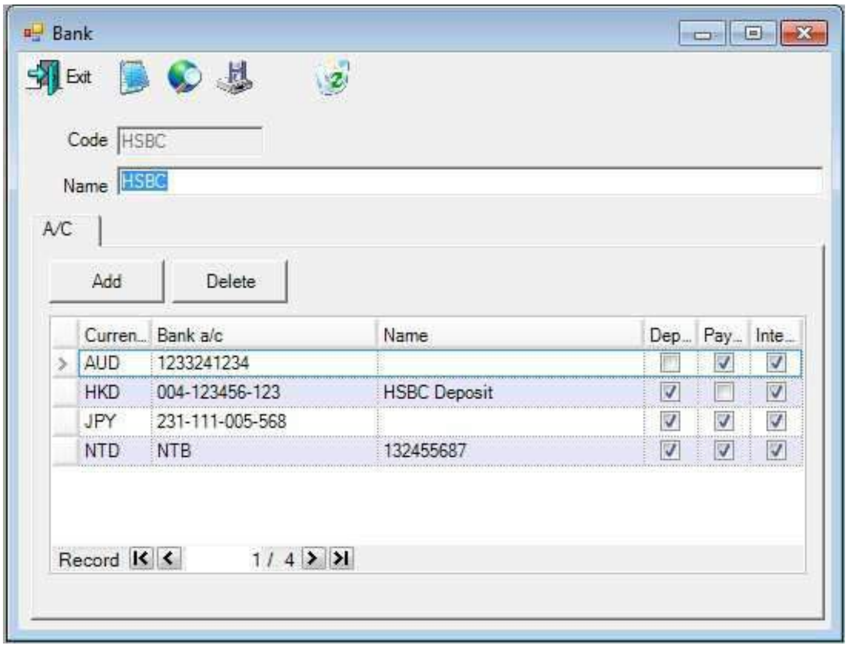


Move the cursor to a blank field, key in the currency code, name, exchange rate etc.; then click “Save” button. To delete a currency, simply highlight the item, then hit the “delete” key on the keyboard.
更改完畢後，點選“儲存”圖示以儲存變更。如要刪除”貨幣”，點選需要刪除的”貨幣”，並在鍵盤按”Delete”鍵便可。

Bank 銀行

Click “Setup → Bank” menu item
於主功能表上點選“設置”→“銀行”。

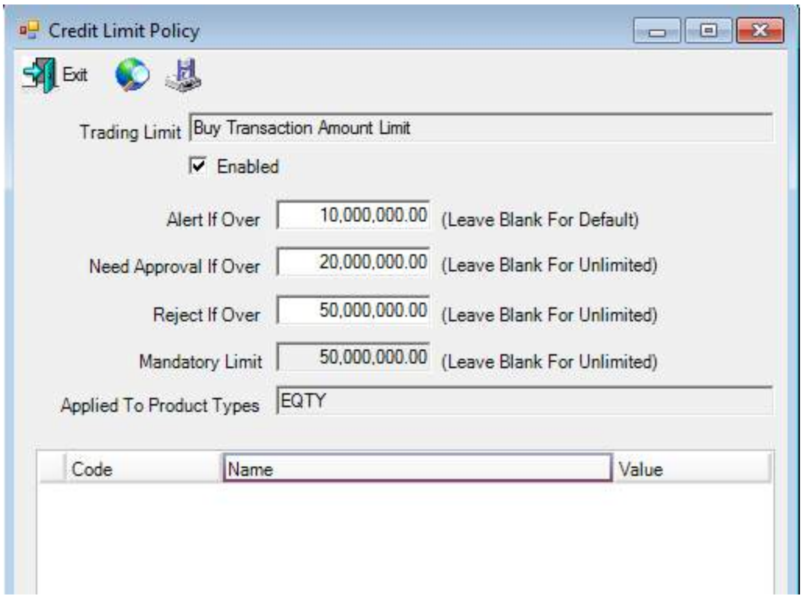
Input the bank’s code and name, then click “Add”, choose a currency, input a bank a/c and name; users can decide the use of the account by checking the boxes for “Deposit”, “Payment” and “Internet?” accordingly.
輸入公司銀行戶口號碼，便可供網上用戶作存款或提款通知用途。



Click the “Save” icon to save the modified setting.
輸入完畢後，點選“儲存”圖示以儲存變更。

Credit Limit Policy 交易限額政策

In menu “Setup → Credit Limit Policy”, click the “Open” icon and select the desired credit limit policy. Check / Uncheck the “Enabled” box to enable / disable the credit limit checking.
於主功能表上點選“設置”→“交易限額政策”。點選“開啟”圖示，選擇所需的交易限額政策。點選 / 不點選“啟動”即可啟動 / 不啟動交易限額政策。



Setting 設定	Description 內容
Alert If Over **提示如風險高於**	System will alert if trade amount higher than the setup amount. 輸入金額後，如風險高於輸入的金額系統會作出提示
Need Approval If Over **需批核如風險大於**	System will need approval if the trade amount higher than the setup amount. 輸入金額後，如風險高於輸入的金額系統會要求批核人員批核
Reject If Over **拒絕訂單如風險大於**	System will reject if the trade amount higher than the setup amount. 輸入金額後，如風險高於輸入的金額系統會直接拒絕該訂單
Mandatory Limit (If Any) **強制限額**	System will refer to the exchange mandatory limit 系統根據交易所要求所強制的限額
Applied to Product Types **只應用之產品類別**	This column indicates this policy applied to which products. “EQTY” indicates Equity product; while “FUT” indicates Futures product and “OPT” indicates Options product 在此欄位列出“EQTY”代表該交易限額政策只適用於證券市場；“FUT”及

Click the “Save” icon to save the modified setting.
更改完畢後，點選“儲存”圖示以儲存變更。

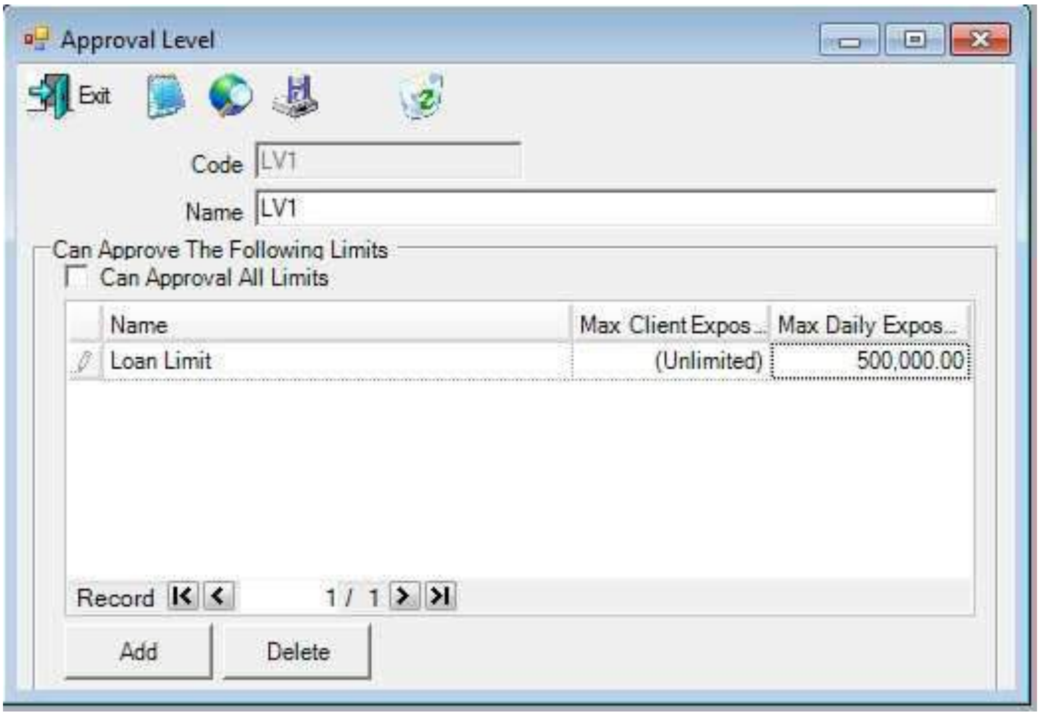
There are 3 levels of policies, which are for all clients (“global”), for various client account types, and for individual clients.
交易限額政策分3 層，分別是公司層，客戶戶口類別層，個別客戶戶口層。交易限額在公司層啟動後，便可在下面2 層增加該交易限額及設定不同的數值限額。在客戶戶口層增加的交易限額政策是不會受客戶戶口類 別層及公司層影響。

The client policies take utmost precedence, followed by the client account type policies, then the global one. System will first inspect the policies set for individual clients, if no policy is set, it will go to next level which is the policy for client account type; and if no policy is set in client account type, it will follow the global policy.
系統會優先檢查客戶戶口的交易限額政策，如客戶戶口沒有設定交易限額政策便會跟隨客戶戶口類別的交易限額政策，假如客戶戶口類別也沒有作設定的話便會跟隨公司層的交易限額政策。

Approval Level 批核級別

User can assign particular “Approval Level” to every user account. “Approval Level” controls what credit limits that the user can approve.
每一用戶均可被指定為一特定之“批核級別”。“批核級別”限制用戶對客戶的信貸限額。

To create “Approval Level”, simply click “Setup → Approval Level” menu item.
如需設定用戶之批核級別，於主功能表上點選“設置”→“批核級別”。

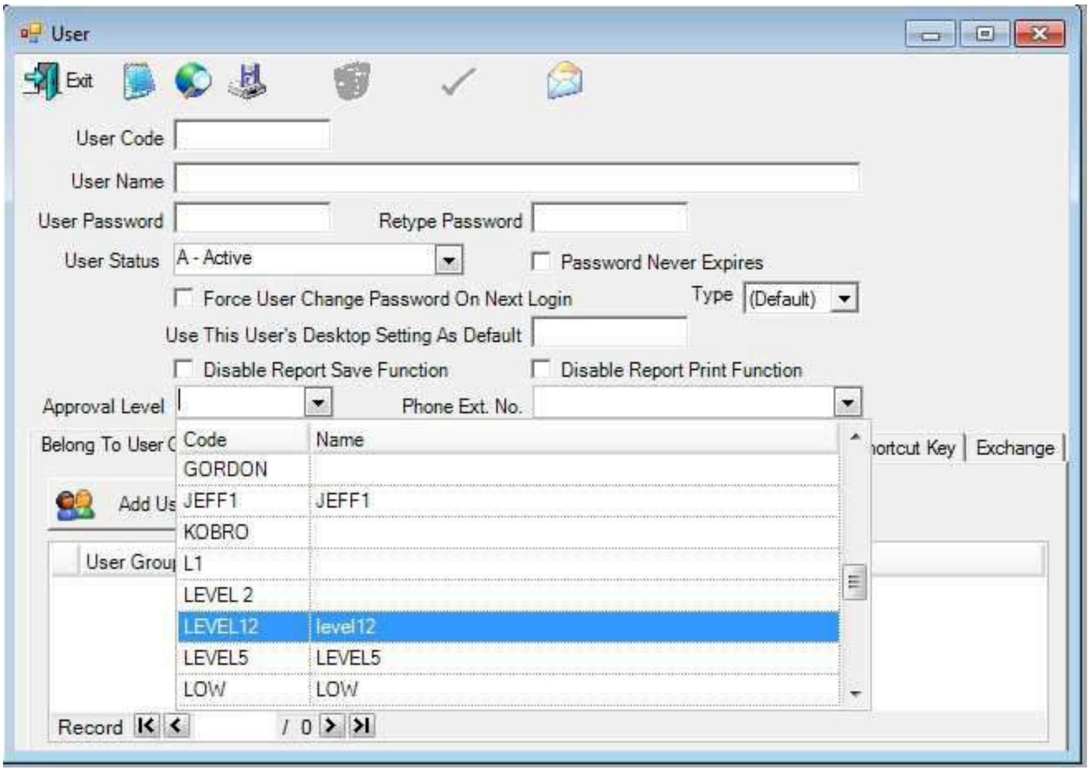


Setting 設定	Description 內容
Max Client Exposure **最大客戶風險設定**	Setting the limit that a user can approve 用戶可批核客戶風險的最大限額
Max Daily Exposure **每日累計最大風險**	Setting the accumulative daily limit that a user can approve 設定用戶每日可批核的最大限額

Click “Add” to choose which trading limit to apply.
點選“增加”以選取該級別能批核的交易限額。

Click the “Save” icon to save the modified setting.
更改完畢後，點選“儲存”圖示以儲存變更。

After creating the approval level, select the user from menu “Setup → User”, to assign corresponding approval level.
新增“批核級別”完成後，開啟用戶，指定用戶之“批核級別”。



Click the “Save” icon to save the modified setting.
更改完畢後，點選“儲存”圖示以儲存變更。

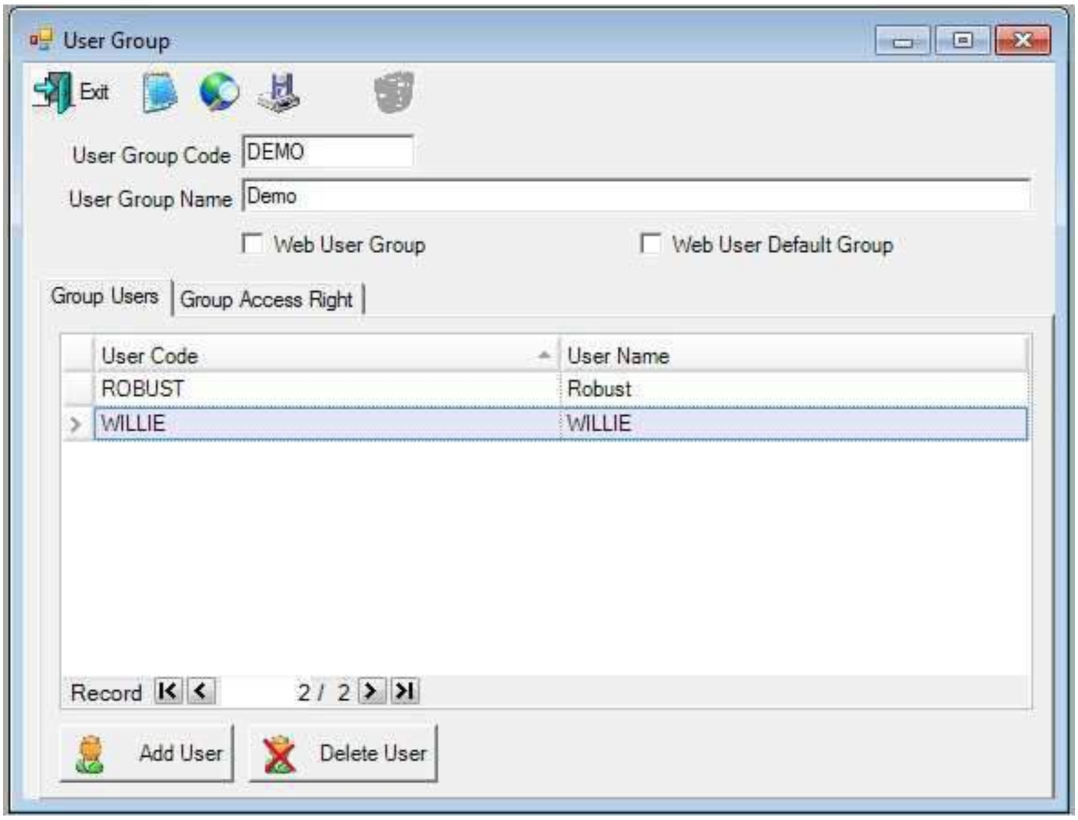
User Group 用戶群組

Every user can be assigned to one (or more) user groups. Each user group may have different functions' access rights.
每一用戶均可指派於一個或多個用戶群組。每一個用戶群組包括獨有的功能權限

E.g. User Group U1 can access functions F1 and F2, while User Group U2 can access functions F2, F3, F4.
例：假設有兩個用戶群組0001 及0002。0001 可以行使功能F1 及F2；0002 可以行使功能F2、F3 及F4。

Any user assigned to User Group U1 will have access for functions F1 and F2. For users assigned to both User Groups U1 and U2, they will have access for functions F1, F2, F3 and F4.
一個隸屬於用戶群組0001 的用戶只可以行使功能F1 及F2。而一個同時隸屬於用戶群組0001 及0002 的用戶可以行使功能 F1、F2、F3 及F4。

To create a new user group, click "Setup → User Group" menu item
如需新增用戶群組，於主功能表上點選"設置"→"用戶群組"。



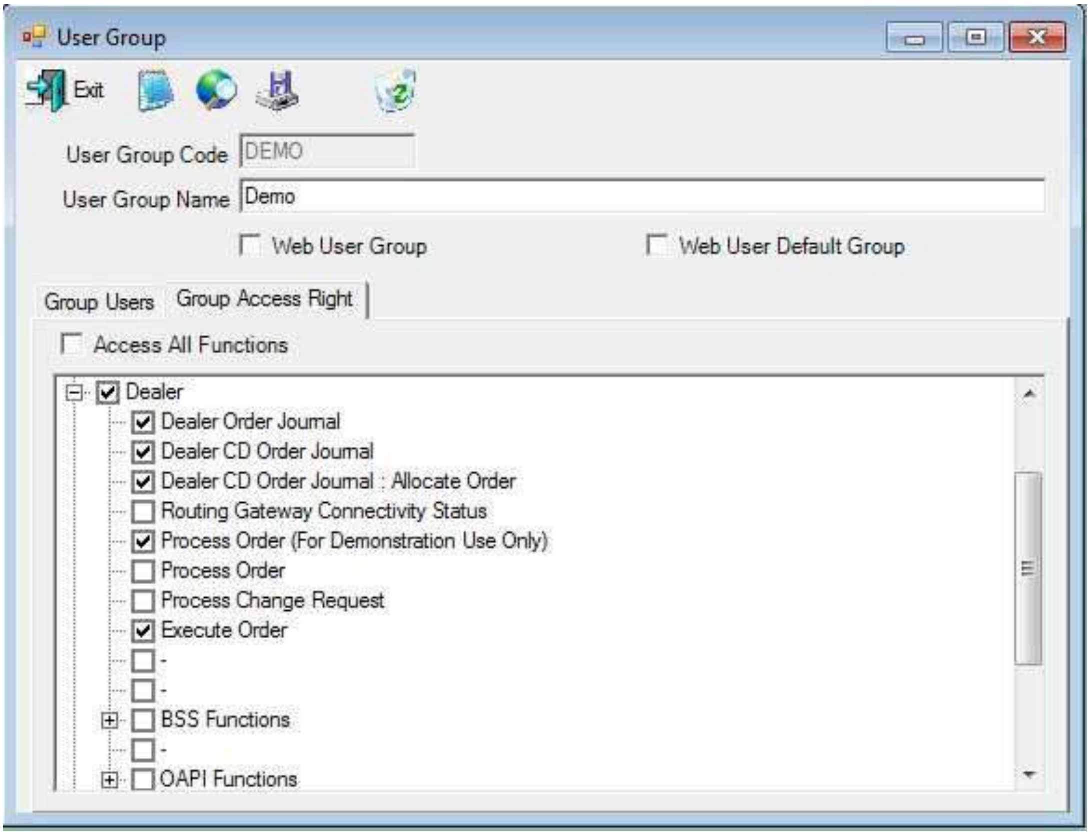
Click "Add User" to add desired user into the user group or "Delete User" to delete the selected users in the grid.
於"群組使用者"標籤中點選"增加用戶"以增加用戶於群組中；點選"刪除用戶"以刪除群組中的用戶。

If this is a user group for GTS Lite, please check the “Web User Group” box.
如這是網上用戶群組，可於 “網上用戶可用”前的方格打鈎。

If the “Web User Default Group” box is checked, this Web User Group will be defaulted in the “Setup“→”User (GTS Lite)”
於 “網上用戶預設群組”前的方格打鈎，網上用戶群組將預設在“設置”→“用戶(網上客戶)”內。

Click the “Save” icon to save the modified setting.
輸入完畢後，點選“儲存”圖示以儲存變更。

To specify the user access right for a user group, switch to the “Group Access Right” tab page.
如要指定用戶群組之功能權限，選取“群組使用權限”標籤。

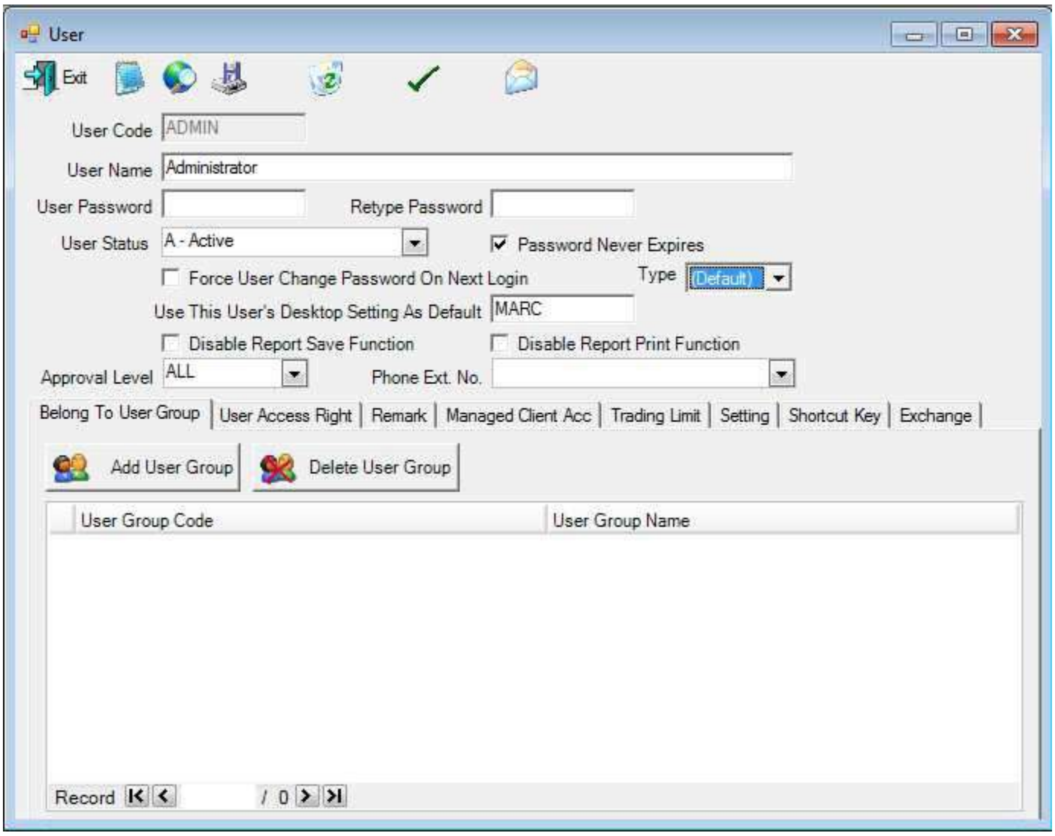


To let a user group access all functions, check the “Access All Functions” box. If user wants to define the access scope, check the individual function’s access right boxes.
點選“使用全部功能”可讓該群組擁有全部功能權限。如要特定該群組之功能權限，只需選取合適功能。

Click the “Save” icon to save the modified setting.
更改完畢後，點選“儲存”圖示以儲存變更。

User 用戶
Introduction 簡介

To create/modify settings for users, click “Setup → User” menu item.
於主功能表上點選“設置”→“用戶”。可進行新增用戶或修改用戶設定。



To create a new user, simply click “Setup → User” menu item, input the user information, then press the “Save” icon. If the user account is locked by entering incorrect passwords too many times, user can click the icon to reset the password. In case an AyersGTS Lite user account is locked, click the icon to send the user the code and password
如需要新增用戶，可於主功能表上開啟“用戶”。如查詢用戶後，增加新用戶，可按。如該用戶因輸入過多錯誤密碼而導致該密碼失效，可點擊來恢復該用戶的舊密碼。如該用戶是使用 AyersGTS Lite，可點擊發送用戶登入代碼和登入密碼。

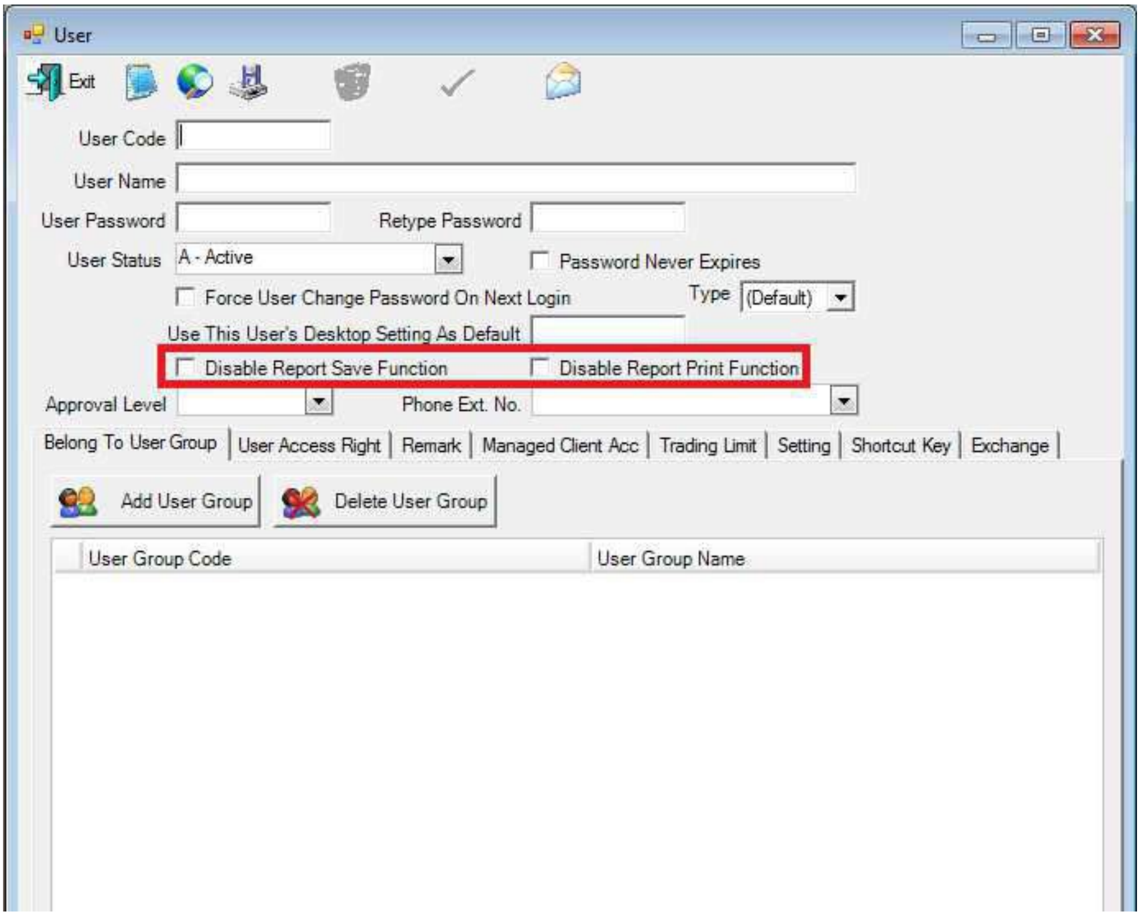
Note: When setting up a GTS Lite User account, need to select “WEB” as client type.
注意：AyersGTS Lite 用戶設定時，請於類型揀選WEB。

After inputting User Code and Password, user can choose “Password Never Expires” function.
輸入用戶代碼和密碼後，可選擇密碼是否永久有效，如不選擇，用戶密碼規格則跟隨“預設密碼規格”的設定。

If user does not check this box, the user account will follow the Password Policy setting. “Force User Change Password On Next Login” – to force user to change password on next login.
“下次登入時使用者必須更改密碼”，如果選擇此項，用戶在第一次登入AyersGTS 時必須被強制更改密碼。

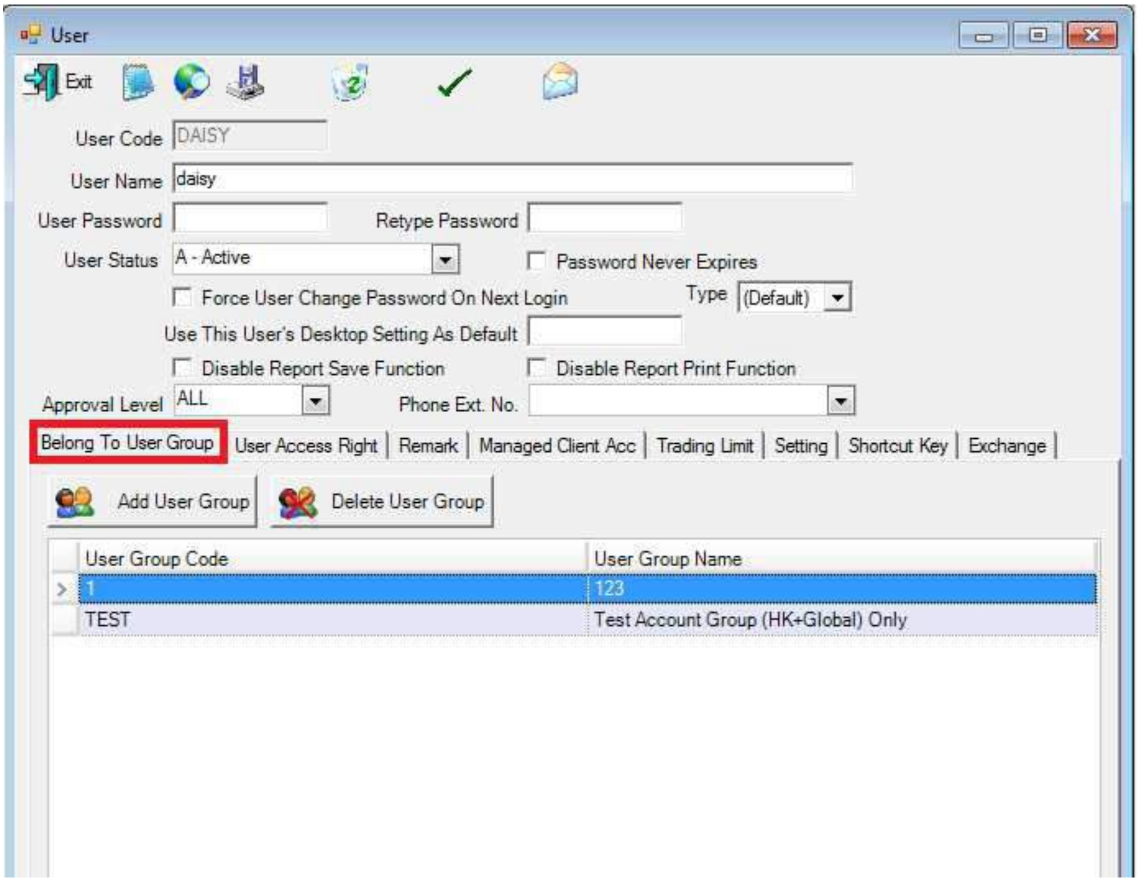
"Use This User's Desktop Setting As Default" – you may use any user's desktop as your default desktop.
"採用此用戶之桌面設定作為預設桌面"，可以輸入任意一個用戶代碼，作為被設定用戶之預設桌面。

"Disable Report Save Function" and "Disable Report Print Function" – user could only read the reports, but could not print or save reports. This could protect the privacy of the clients.
"禁止報表儲存功能"和"禁止報表列印功能"選取這兩個方格後，用戶只能在使用GTS 系統時閱讀客戶的報表，無法列印和儲存客戶的報表，可保障客戶的資料不外泄。



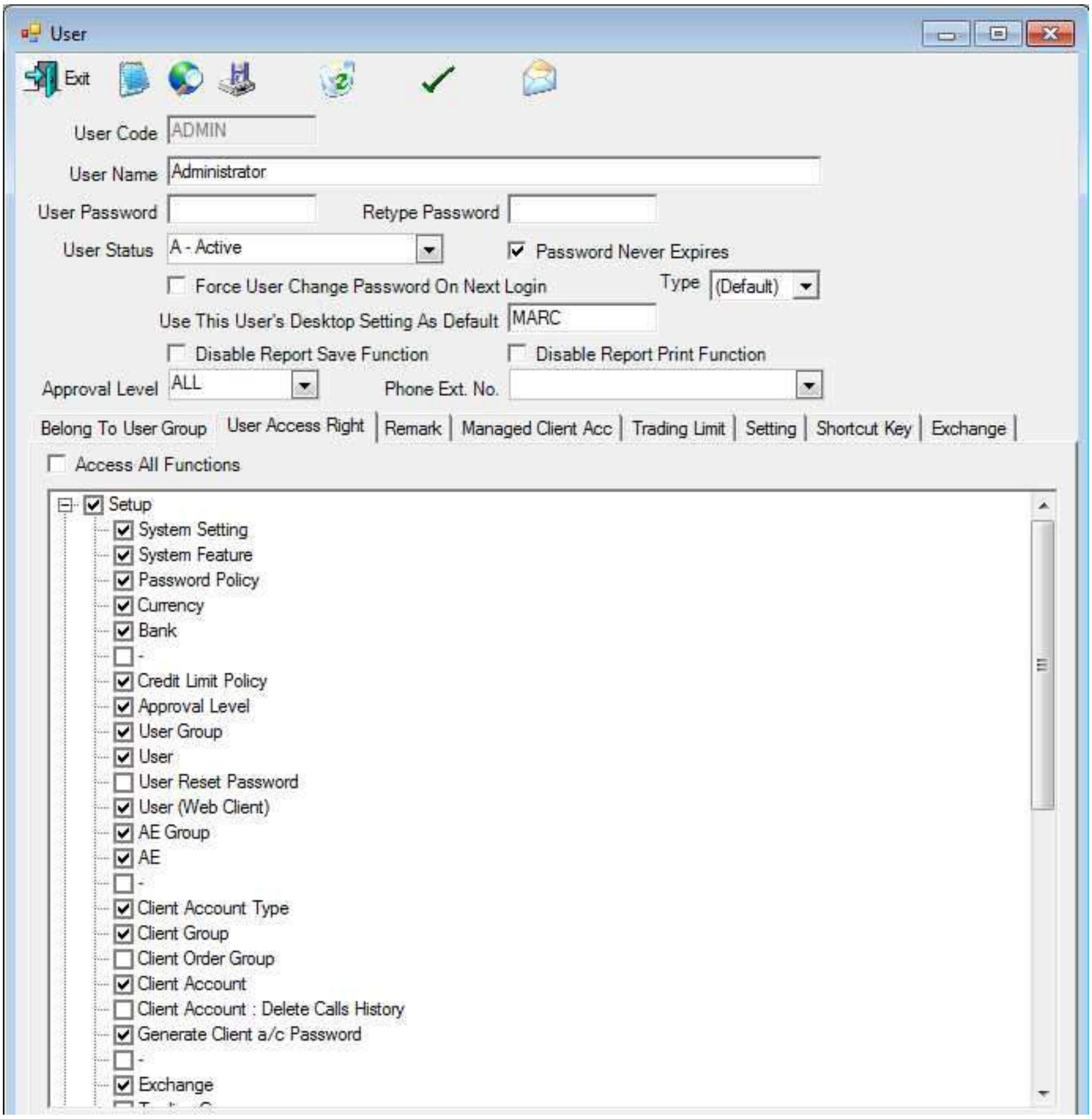
Belong To User Group 用戶群組

On the "Belong To User Group" page, click "Add User Group" to assign user group for the user; or "Delete User Group" to remove the user for any assigned user group. In case you need to add/remove the user's access right, switch to the "User Access Right" page.
於"屬於用戶群組"標籤中選取"增加用戶群組"以指派該用戶所屬之用戶群組。
選取"刪除用戶群組"以移除該用戶所屬之用戶群組。



User Access Right 用戶權限

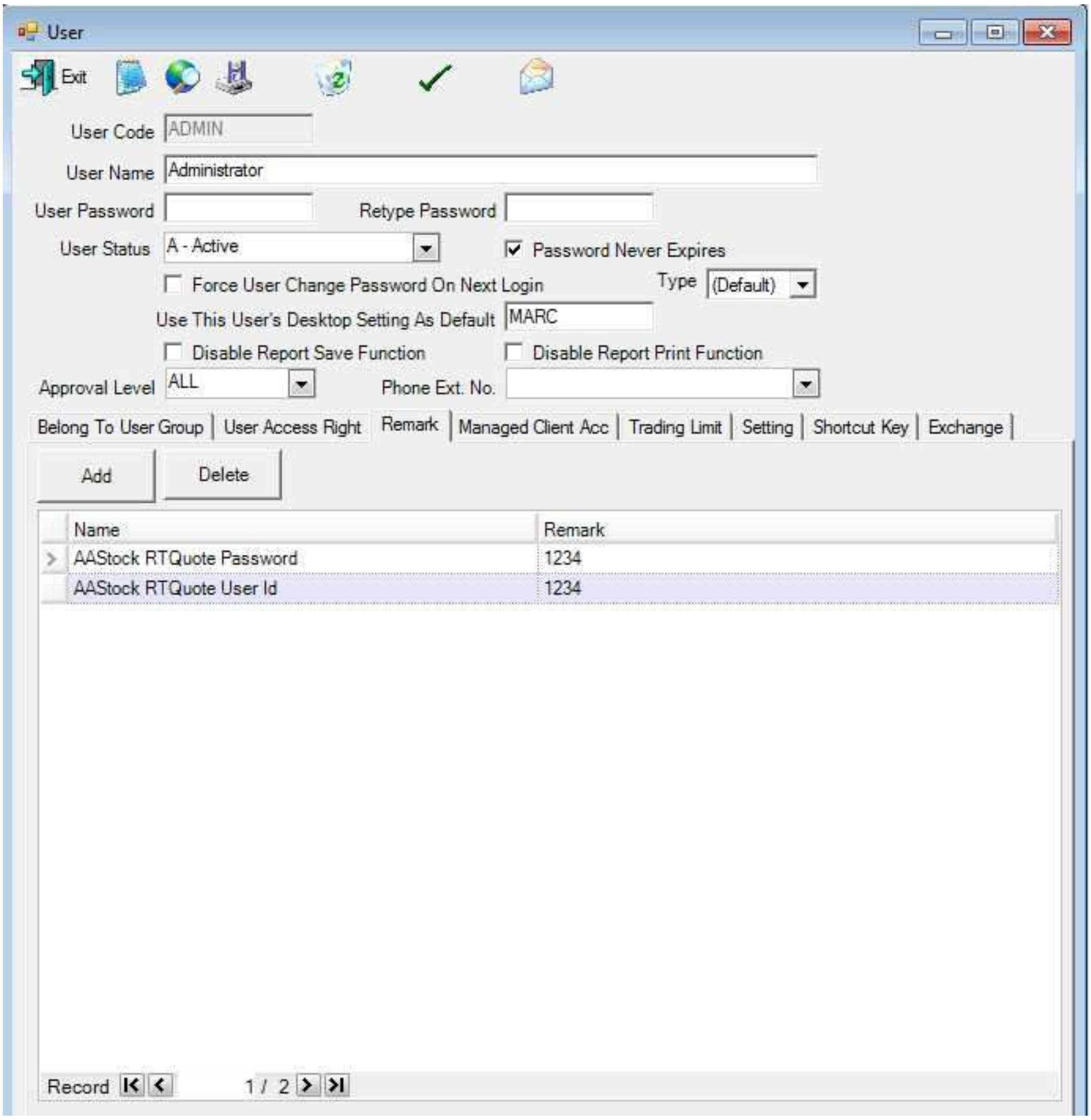
If user wants to Add or Delete the access rights for certain user account, choose the “User Access Right” Tab.
如需增加 / 刪除用戶之功能權限，選取“用戶權限”標籤。



Click the “Save” icon to save the modified setting.
更改完畢後，點選“儲存”圖示以儲存變更。

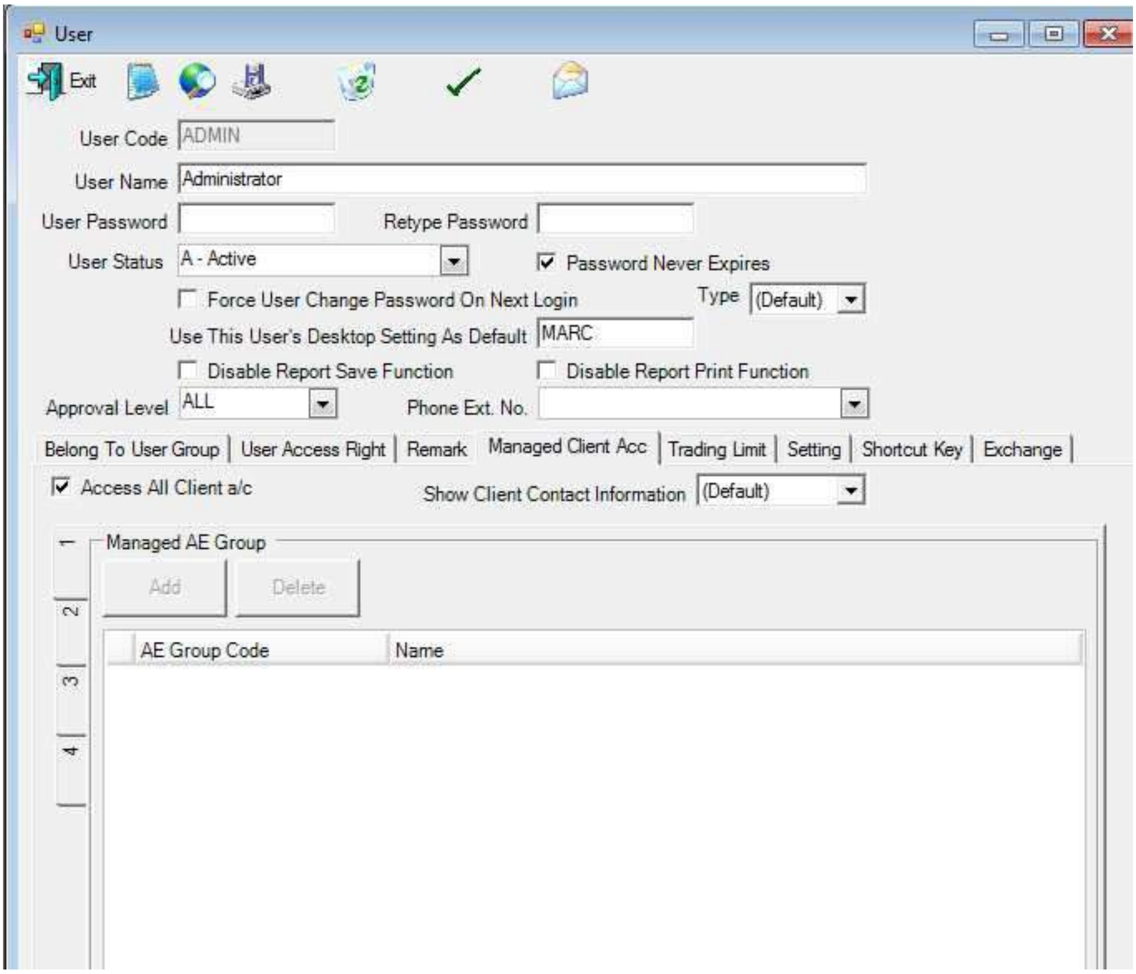
Remark 備註

On the "Remark" tab page, user may setup the Price Quote account settings. After inputting the User Id and Password into the "Remark" to allows user to login automatically to their Price Quote Windows
於"備註"標籤中，可設置即時報價版面自動登入功能。設置後，使用者在每次開啟"市場資訊"中即時報價版面都不需要重複輸入該即時報價版面使用者名稱和使用者密碼。



Managed Client Account 可管理客戶戶口

Every user can access particular clients or client group's data. To setup the user's client access right, click on the "Managed Client Acc" tab page.
每一用戶均可指定可管理之客戶戶口，如需更改，選取"可管理客戶戶口"標籤。
點選"可管理所有客戶"可讓用戶管理所有客戶。



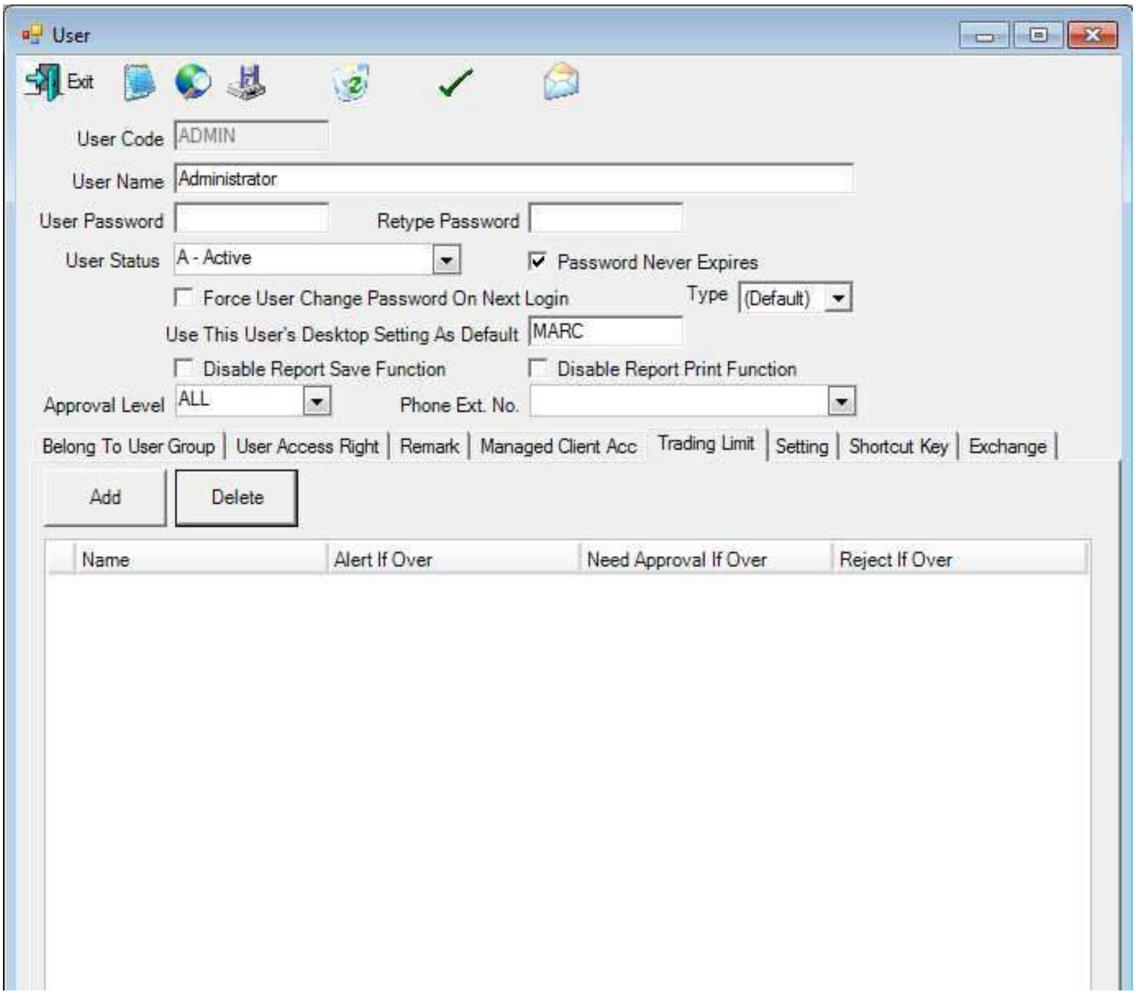
To allow a user to access all clients' data, check the "Access All Client a/c" box; or you can define the access scopes by:
如要特定該使用者可管理之客戶，可用下列3 種方法：

1. Managed AE group – user can access all clients of those AE(s) that are in that AE group.
如用戶已被指派為管理某一客戶主任群組，用戶可以管理該客戶主任群組下之所有客戶主任的客戶戶口。

2. Managed AE – user can access all clients of that AE.
如用戶已被指派為管理某一客戶主任，用戶可以管理該客戶主任的所有客戶戶口。

3. Managed Client – user can access specific client's data.
如用戶已被指派為管理某一客戶，用戶可以管理該客戶戶口。

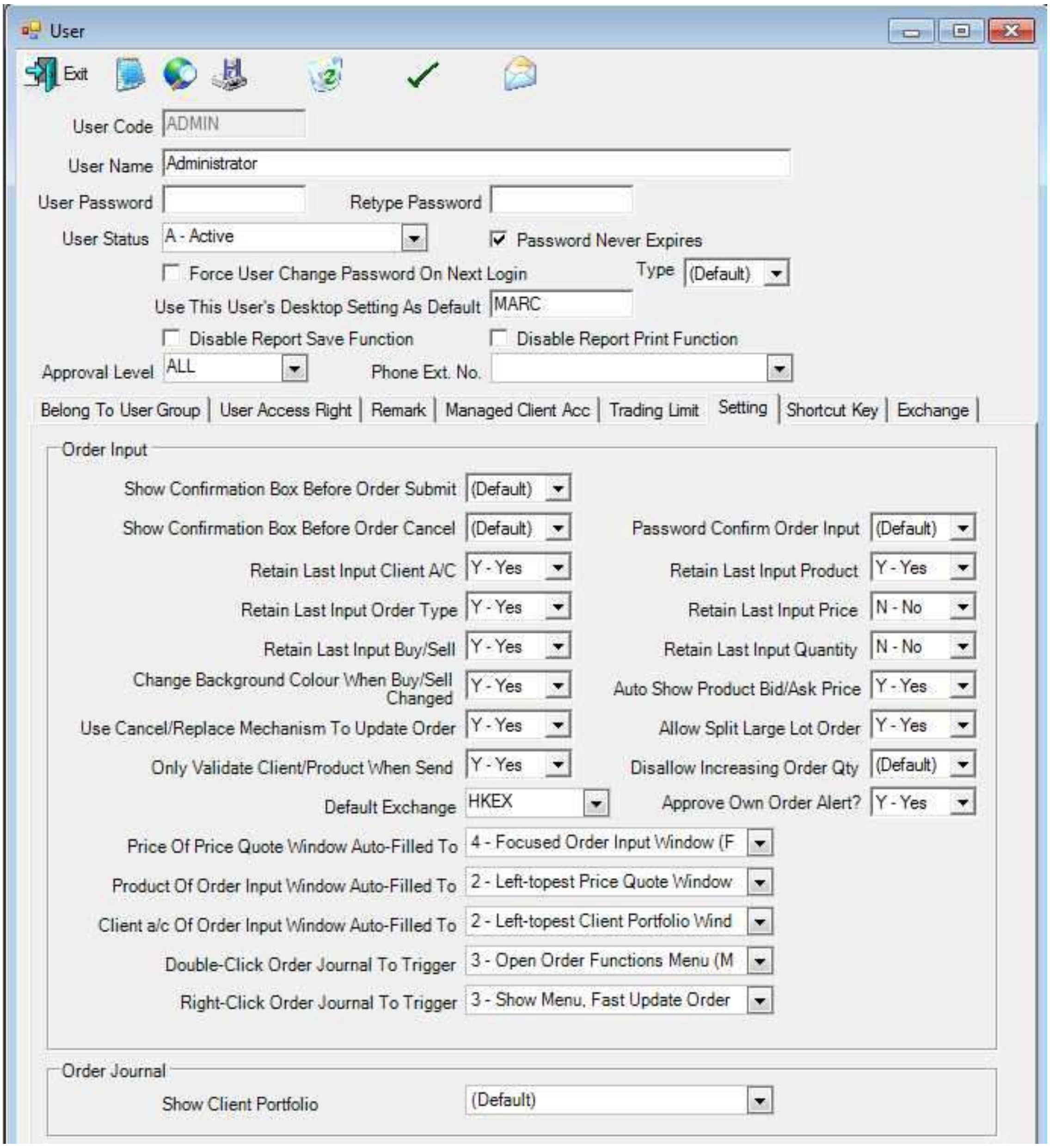
4. Managed Client Order Group – user can access all clients of those clients' that are in that Client Order Group
如用戶已被指派為管理某一客戶下單群組，用戶可以管理該客戶下單群組。



Click the "Save" icon to save the modified setting.
更改完畢後，點選"儲存"圖示以儲存變更。

Setting 設定

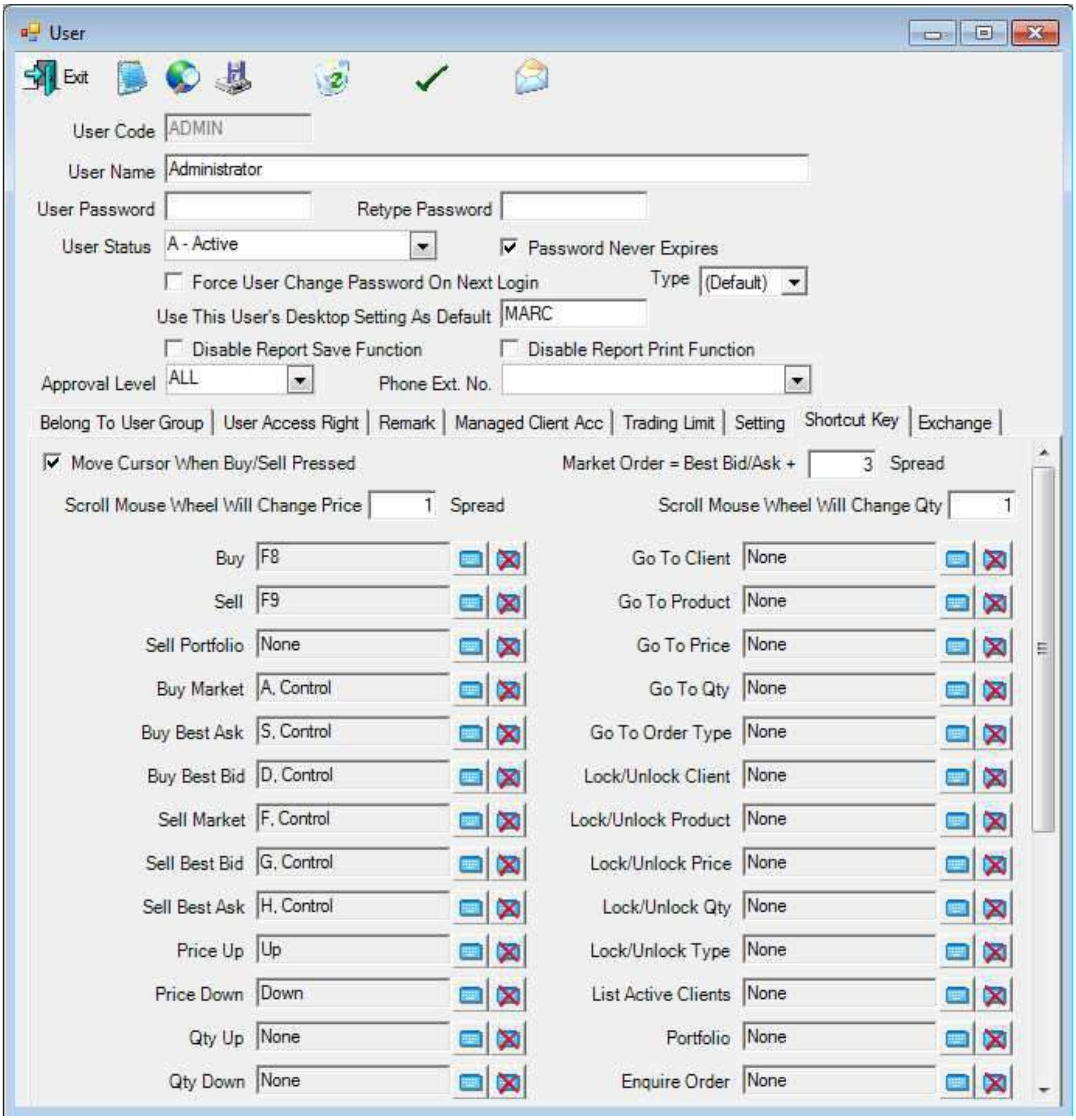
On the “Setting” tab page, you can customize settings for individual users. You may also change the settings by selecting “Settings → Change User Setting” menu item.
於”設定”標籤中，可以為用戶設立個別的戶口設定。設定後，用戶也可以在“設定”中“更改用戶設定”進行設定或修改。



Click the “Save” icon to save the modified setting.
更改完畢後，點選“儲存”圖示以儲存變更。

Shortcut Key 快捷鍵

On the “Shortcut Key” tab page, you can customize various shortcut keys for individual users. You may also modify the settings by selecting “Settings → Change User Setting” menu item.
於“快捷鍵”標籤中，可以為用戶增加個別快捷鍵的設定，設定後，用戶也可以在“設定”中“更改用戶設定”進行設定或修改。



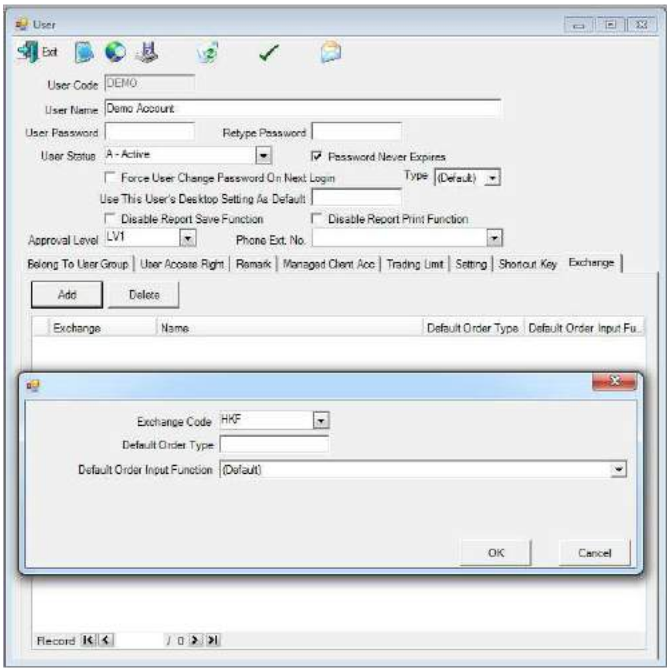
Menu 項目	Description 功能
Move Cursor When Buy/Sell is Pressed **按下買入/沽出鍵時自動移動游標**	This function is only applicable for Order Input (HK Stock, Layout 4). Once selected, when you press the "Buy" or "Sell" button, the cursor will automatically move to the Price field. 此功能只適用輸入訂單(香港交易所-股票,版面四)選擇後，按下"買入"或"沽出"鍵，游標自動移動至價格欄位。
Market Order = **Best Bid/Ask+___ Spread** **市價盤=最佳買入/沽出價+_價位**	Once configured, the Buy/Sell price will be set as the best bid/ask price -/+ the desired number of spreads. 當設定了市價盤買賣快捷鍵時，買入/沽出價格等於最佳買入/沽出價加所設定的一個價位。
Scroll Mouse Wheel Will Change Price ___ Spread **滾動滑鼠滾輪會更改價格_價位**	The number of price spreads change when scrolling the mouse wheel 滾動滑鼠滾輪會更改價格單位。
Scroll Mouse Wheel Will Change Quantity ___ **滾動滑鼠滾輪會更改數量單位**	The number of quantity change when scrolling the mouse wheel. 滾動滑鼠滾輪會更改數量單位。
Buy **買入**	Press the shortcut key to buy. 按下快捷鍵，選擇買入
Sell **沽出**	Press the shortcut key to sell. 按下快捷鍵，選擇沽出
Sell Portfolio **沽出持貨**	Press the shortcut key to sell all of the specific product. 按下快捷鍵，沽出該產品的所有持貨。
Buy Market **市場價買入**	Press the shortcut key to buy at market price. 按下快捷鍵，以市場價買入。
Buy Best Ask **最佳沽出價買入**	Press the shortcut key to buy at the best ask price. 按下快捷鍵，以最佳沽出價買入。
Buy Best Bid **最佳買入價買入**	Press the shortcut key to buy at the best bid price. 按下快捷鍵，以最佳買入價買入。
Sell Market **市場價沽出**	Press the shortcut key to sell at market price. 按下快捷鍵，以市場價沽出。
Sell Best Bid **最佳買入價沽出**	Press the shortcut key to sell at the best bid price. 按下快捷鍵，以最佳買入價沽出。
Sell Best Ask **最佳沽出價沽出**	Press the shortcut key to sell at the best ask price. 按下快捷鍵，以最佳沽出價沽出。
Price Up **增加價錢**	Press the shortcut key to increase the price. 按下快捷鍵，按價位增加價錢。
Price Down **減少價錢**	Press the shortcut key to decrease the price. 按下快捷鍵，按價位減少價錢。
Qty Up **增加數量**	Press the shortcut key to increase the quantity. 按下快捷鍵，按手數增加數量。
Qty Down **減少數量**	Press the shortcut key to decrease the quantity. 按下快捷鍵，按手數減少數量。
Hold Last Own Order **保留我最後輸入的訂單**	Press the shortcut key to hold last input order. 按下快捷鍵，保留我最後輸入的訂單。

Hold All Own Order **保留我全部輸入的訂單**	Press the shortcut key to hold all input orders. 按下快捷鍵，保留我全部輸入的訂單。
Release Last Own Order **釋放我最後輸入的訂單**	Press the shortcut key to release last input order. 按下快捷鍵，釋放我最後輸入的訂單。
Release All Own Orders **釋放我全部輸入的訂單**	Press the shortcut key to release all input orders. 按下快捷鍵，釋放我全部輸入的訂單。
Cancel Last Own Order **取消我最後輸入的訂單**	Press the shortcut key to cancel last input order. 按下快捷鍵，取消我最後輸入的訂單。
Update Last Own Order Qty **更改我最後輸入的訂單數量**	Press the shortcut key to update last input order. 按下快捷鍵，更改我最後輸入的訂單數量。
Cancel All Own Orders **取消所有我的訂單**	Press the shortcut key to cancel all input orders. 按下快捷鍵，取消所有我的訂單。
Go To Next Window Group **到下一視窗群組**	Press the shortcut key to go to the next window group. 按下快捷鍵，到下一個視窗群組。
000000	Press the shortcut key to input 000000 to the Order Input Layout. 按下快捷鍵，輸入 000000。
Cancel All Own Buy Orders **取消所有我的買入訂單**	Press the shortcut key to cancel all own buy orders. 按下快捷鍵，取消所有我的買入訂單。
Go To Client **到客戶欄**	Press the shortcut key to move cursor to the client field. 按下快捷鍵，將游標移動至客戶欄位值。
Go To Product **到產品欄**	Press the shortcut key to move cursor to the product field. 按下快捷鍵，將游標移動至產品欄位值。
Go To Price **到價錢欄**	Press the shortcut key to move cursor to the price field. 按下快捷鍵，將游標移動至價錢欄位值。
Go To Qty **到數量欄**	Press the shortcut key to move cursor to the quantity field. 按下快捷鍵，將游標移動至數量欄位值。
Go To Order Type **到訂單類別欄**	Press the shortcut key to move cursor to the order type field. 按下快捷鍵，將游標移動至訂單類別欄位值。
Lock / Unlock Client **鎖上/解鎖客戶欄**	Press the shortcut key to lock/unlock the client field. 按下快捷鍵，鎖上/解鎖客戶欄。
Lock / Unlock Product **鎖上/解鎖產品欄**	Press the shortcut key to lock/unlock the product field. 按下快捷鍵，鎖上/解鎖產品欄。
Lock / Unlock Price **鎖上/解鎖價錢欄**	Press the shortcut key to lock/unlock the price field. 按下快捷鍵，鎖上/解鎖價錢欄。
Lock / Unlock Qty **鎖上/解鎖數量欄**	Press the shortcut key to lock/unlock the quantity field. 按下快捷鍵，鎖上/解鎖數量欄。
Lock / Unlock Type **鎖上/解鎖訂單類別欄**	Press the shortcut key to lock/unlock the order type field. 按下快捷鍵，鎖上/解鎖訂單類別欄。
List Active Clients **顯示活躍客戶**	Press the shortcut key to display active clients. 按下快捷鍵，顯示活躍客戶。
Portfolio **產品結存**	Press the shortcut key to display client account portfolio. 按下快捷鍵，查看產品結存。
Enquire Order **查詢訂單**	Press the shortcut key to enquire an order. 按下快捷鍵，查詢訂單。

Enquire Transaction **查詢成交**	Press the shortcut key to enquire a transaction. 按下快捷鍵，查詢成交。
Send **傳送**	Press the shortcut key to send an order. 按下快捷鍵，傳送訂單。
Clear Current Field Value **清除現在欄位值**	Press the shortcut key to clear the current field. 按下快捷鍵，清除當前游標所在的欄位
Clear **清除**	Press the shortcut key to clear all fields. 按下快捷鍵，清除所有欄位值。
Update Last Own Order Price **更改我最後輸入的訂單價錢**	Press the shortcut key to update last input order's price. 按下快捷鍵，更改用戶最後輸入的訂單價錢。
Settle Last Own Trade **最後成交交易平倉**	Press the shortcut key to settle last trade. 按下快捷鍵，將最後成交的交易進行平倉。
Go To Next Window **到下一視窗**	Press the shortcut key to go to next window. 按下快捷鍵，到下一個視窗。
000	Press the shortcut key to input 000 to the Order Input Layout. 按下快捷鍵，輸入 000。
000000000	Press the shortcut key to input 000000000 to the Order Input Layout. 按下快捷鍵，輸入 00000000。
Cancel All Own Sell Orders **取消所有我的沽出訂單**	Press the shortcut key to cancel all own sell orders. 按下快捷鍵，取消所有我的沽出訂單。

Exchange 交易所

On the "Exchange" tab page, you can preset the default exchange, order type and order input function for users. You may also modify the settings by selecting "Settings → Change User Setting" menu item.
於"交易所"標籤中，可以為用戶增加預設交易所的設定，設定後，用戶也可以在"設定"中"更改用戶設定"進行設定或修改。



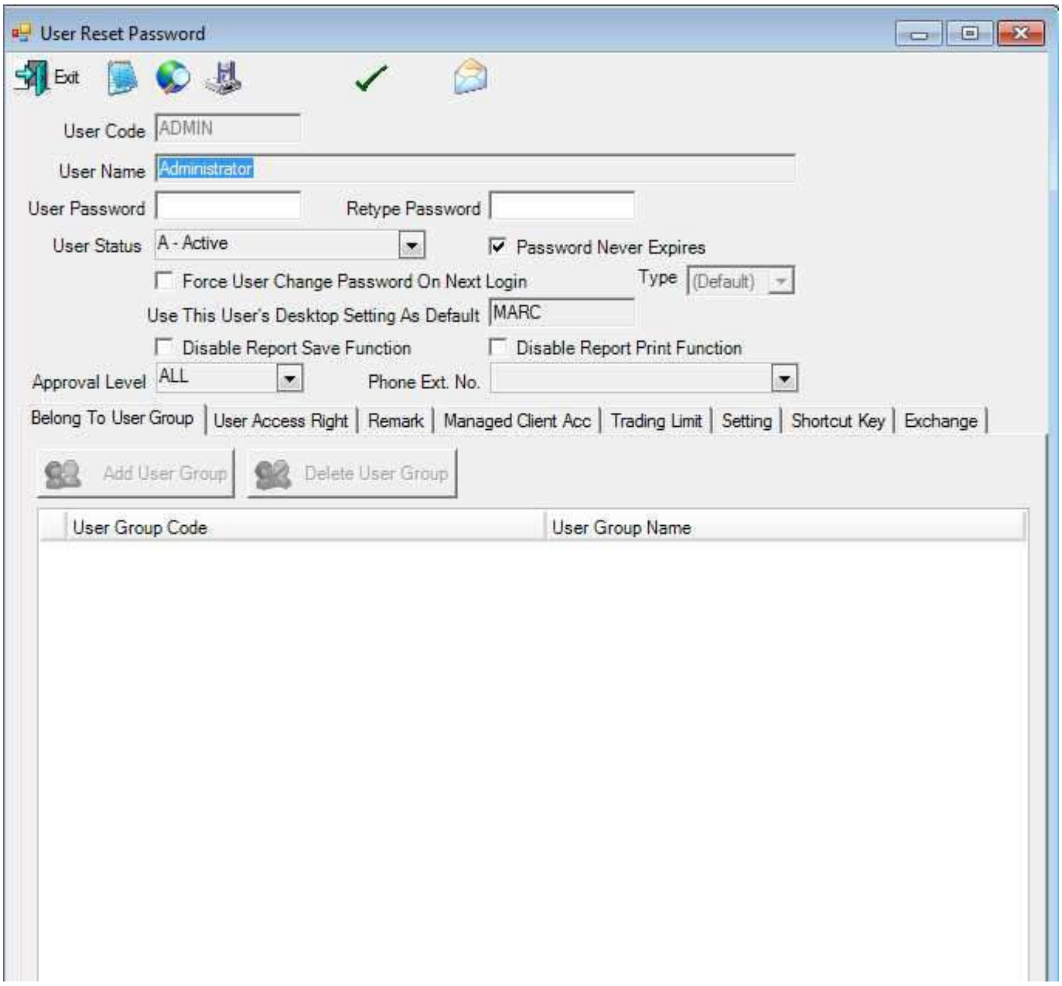
Resetting User Password 重設用戶密碼

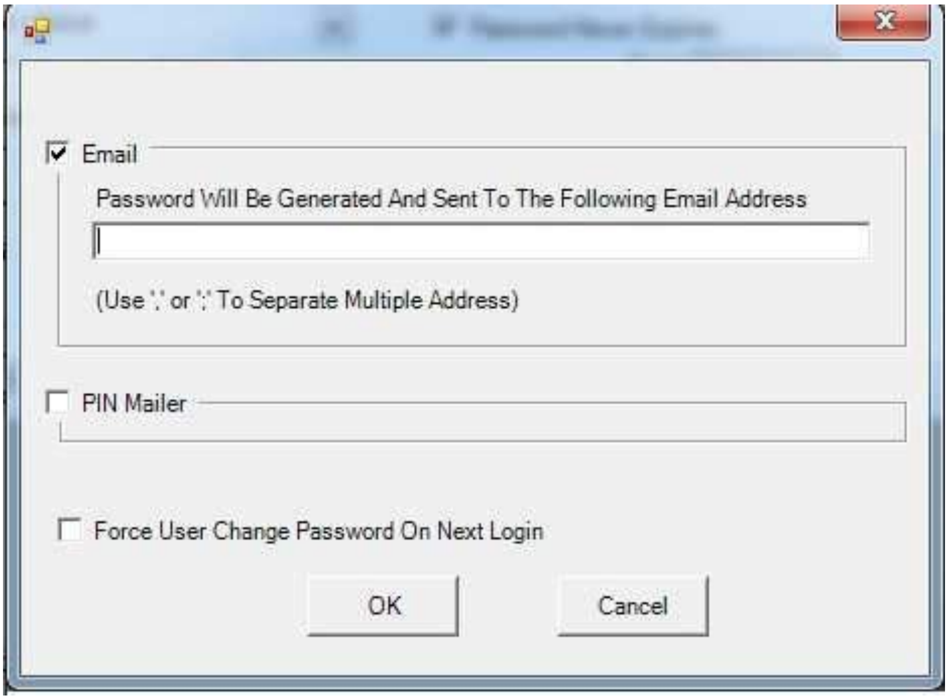
To reset a user's password, select "Setup → User Reset Password" menu item
於主功能表上點選"設置"→"重設用戶密碼"。

Input the user code that needed password reset.
輸入所需重設密碼之用戶代碼。

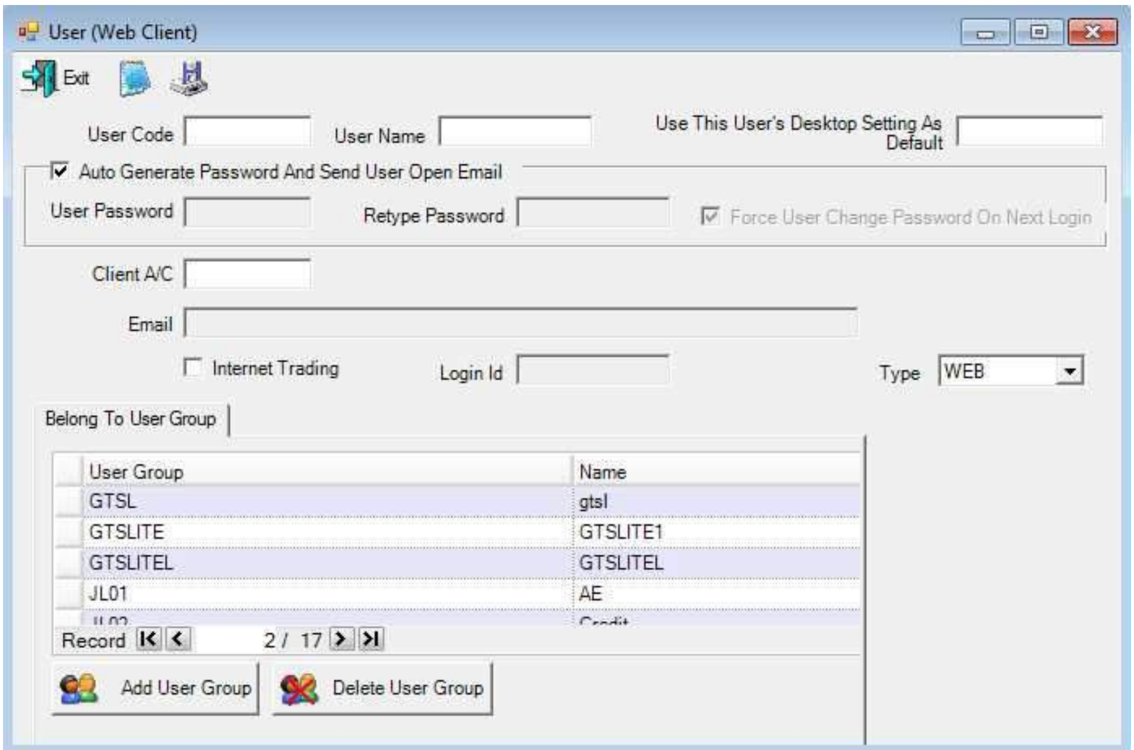
In case if the user account get locked for entering incorrect passwords too many times, click the icon to reset password, then user may then use the old password to login.
如該用戶因輸入過多錯誤密碼而導致該密碼失效，可點擊來恢復該用戶的舊密碼。

In case an AyersGTS Lite user account is locked, click the icon to send the user code and the new auto-generated password.
如該用戶是使用 AyersGTS Lite，可點擊發送用戶登入代碼和登入密碼。





User (GTS LITE client) 用戶(LITE網上用戶)
To create / setup a user, click "Setup → User (web client)" menu item
於主功能表上點選"設置"→"用戶(網上用戶)"。



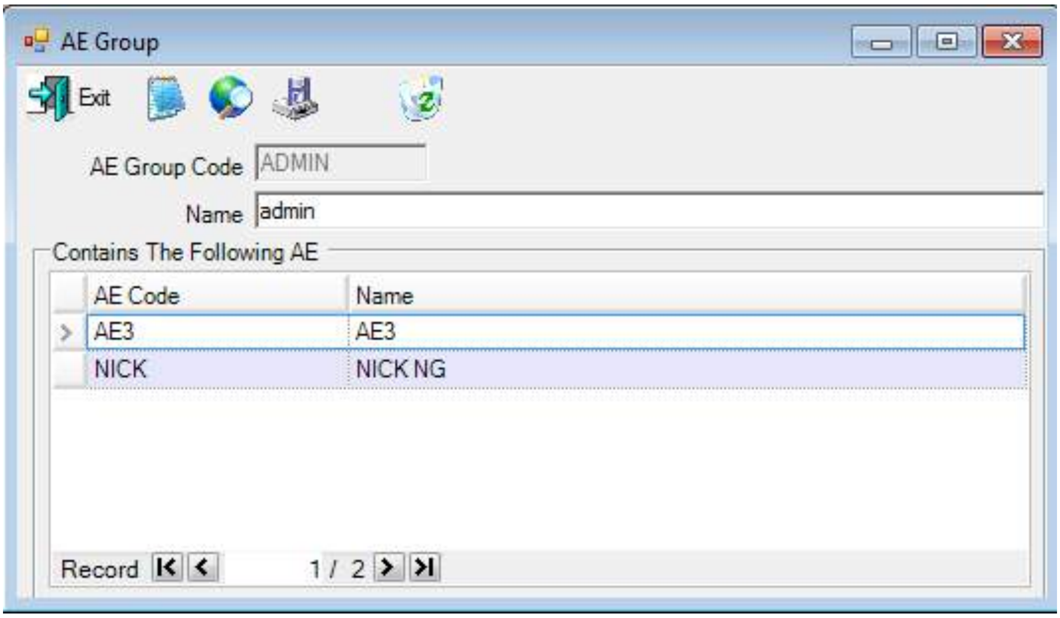
For users logging in via Internet (using AyersGTS Lite), select type as "WEB" (i.e. this account is for GTS Lite users only). Input the "User Code", "User Password", "Client account", then select "Belong To User Group, and click the "Save" icon to save the modified setting.
經由互聯網登入的用戶 (使用GTS Lite 登入) 則可以選擇"WEB"類型，代表此戶口將會只是提供給"GTS Lite" 的使用者使用。輸入"用戶代碼"，"用戶密碼"， "客戶戶口"，輸入後按"儲存"圖示便可。

User needs to input the user code and the managed client account code. If the box “Auto Generate password And Send User Open Email” is checked, our system will send the welcome email which contains the password to the client’s email address. If user wants to create a password manually, uncheck that box and input the password into the password columns.
用戶只需要輸入用戶代碼及可管理之網上客戶戶口，並鈎上“自動產生密碼及發出開戶電郵”，再按儲存，便可以發送密碼及開戶電郵到網上客戶之電郵地址。如需要手動更改密碼，不鈎取“自動產生密碼及發出開戶電郵”，然後輸入密碼便可。

AE Group 客戶主任群組

An AE must be a member of an AE group. To create an AE group, click “Setup → AE group” menu item.
所有客戶主任必須隸屬於某一個客戶主任群組。

Enter “AE Group Code and Name”. Click “Save” to save changes.
如需新增客戶主任群組，於主功能表上點選“設置”→“客戶主任群組”。



Click the “Save” icon to save the modified setting.
點選“儲存”圖示以儲存變更。

AE 客戶主任
Click “Setup → AE” menu item
於主功能表上點選“設置”→“客戶主任”。

Input “AE Code”, “Name”, “Status” and “AE Group Code”, Click the “Save” icon to save the modified setting.
輸入“客戶主任代碼”，“名稱”，選擇“狀態”和所屬的“客戶主任群組代碼”，輸入後按“儲存”圖示便可。

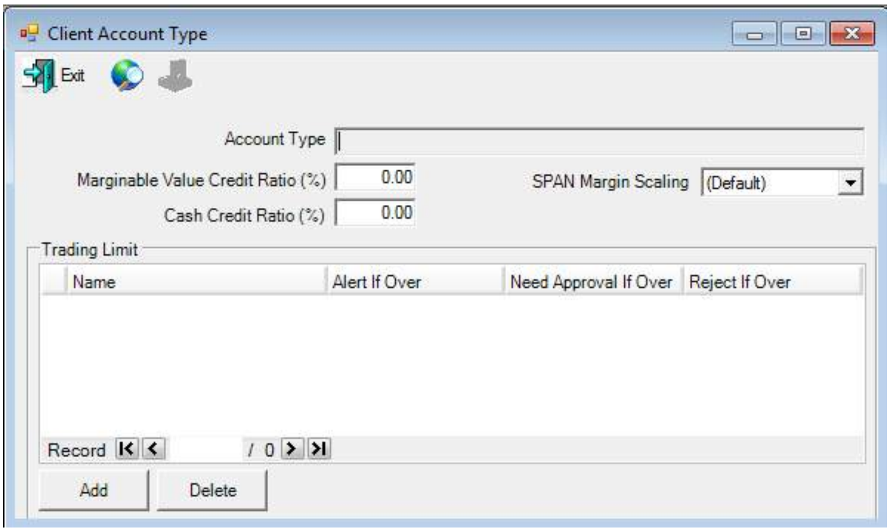
Note: The AE Codes in front office and back office must always align, otherwise there will be an error message when uploading files from AyersBOS to AyersGTS.
註：在前台和後台的AE 紀錄必須一致，否則在前台上傳檔案時會出現錯誤信息。

Client Account Types 客戶戶口類別

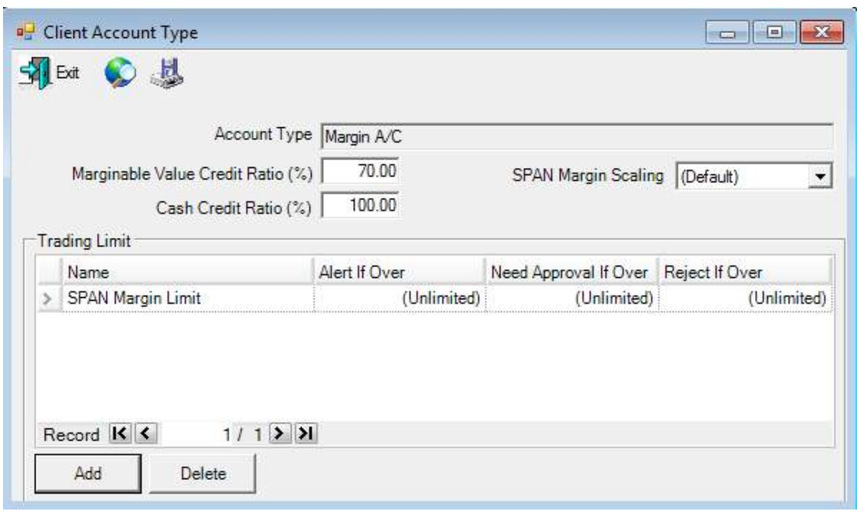
Assigning Credit Limits for Client Account Types 給客戶類別設置交易限額及信貸比率

User can set credit limits for different client account types (e.g. cash, margin, house and staff accounts).
每一個客戶均可設定為不同類別之戶口 (如現金、保證金、公司內部及僱員戶口)。

To setup credit limit, simply click menu “Setup → Client Account Type”.
如需為客戶類別設置交易限額，於主功能表上點選“設置”→“客戶戶口類別”。



Click “Open”, choose “Margin account” and click “OK”.
點選“開啟”，選擇“保證金戶口”，按“確定”。



Click “Add” or “Delete” button to add/ delete specific credit limit for the account type.
Press the “Save” icon to save the setting. Repeat this procedure to setup the Credit Limit Policy for other Client Account Types.
選取“增加”或“刪除”以增加/ 刪除該戶口類別之交易限額。更改完畢後，點選“儲存”圖示以儲存變更。重複以上步驟，設置其他戶口類別之交易限額。

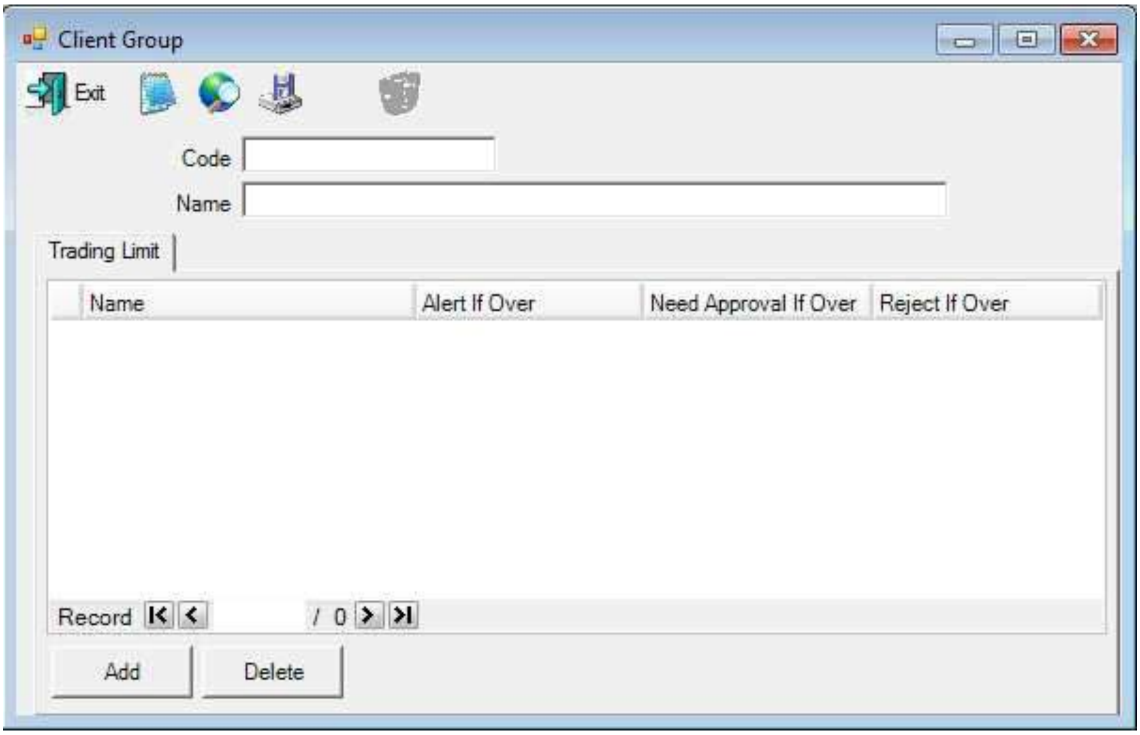
Note: Each client may setup different credit limit settings which will override the settings in here.
注意：每一個個別客戶均可另外設定一個交易限額，而這交易限額是會推翻其所屬戶口類別之交易限額。下一節介紹怎樣為個別客戶另外設定交易限額。

User can also setup an appropriate “Marginable Value Credit Ratio (%)” function for the Margin type clients.
用戶亦可以為保證金戶口客戶預設合適的“可按揭貨值信貸比率” 。

Marginable Value Credit Ratio (%) **可按揭信貸比率(%)**	**Basing on the client’s available purchase, the percentage of total margin that the selected client account type needs to pay.** **期貨/期權市場 - 額外給客戶增加或減少所需保證金的百分比證券市場 - 是指單一產品和客戶持倉的按揭比率**
Cash Credit Ratio (%) **現金信貸比率(%)**	The percentage of net cash of the selected client account type for buying power. 是以客戶的現金信貸比率來調整他的可用購買力。

Client Group 客戶群組

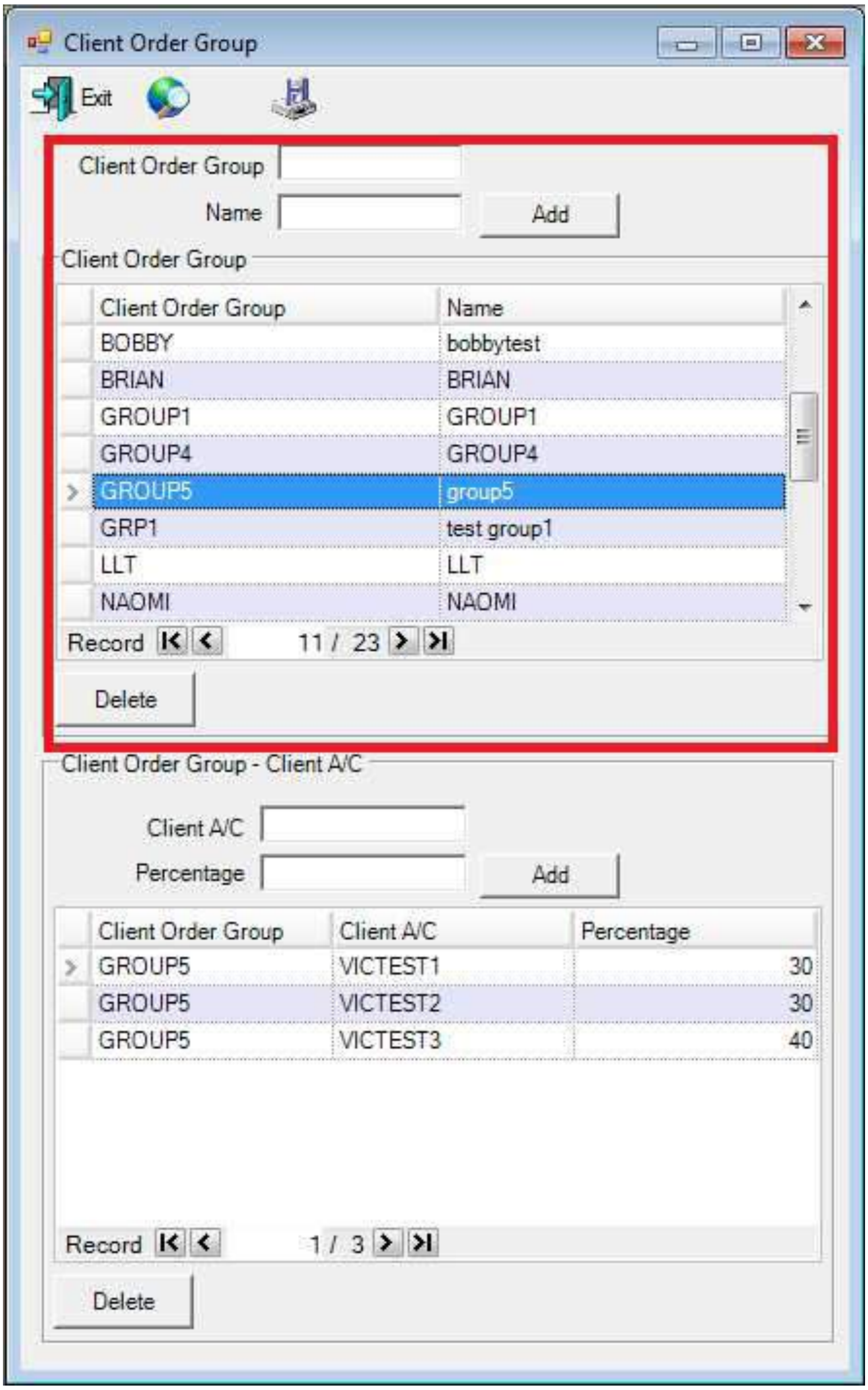
Click “Setup → Client Group” menu item.
於主功能表上點選“設置”→“客戶群組”



Input the “Client Group Code” and “Client Group Name”, and then assign appropriate trading limits. Click the “Save” icon to save the modified setting.
輸入“客戶群組代碼”，“客戶群組名稱”，輸入後按“儲存”圖示便可。

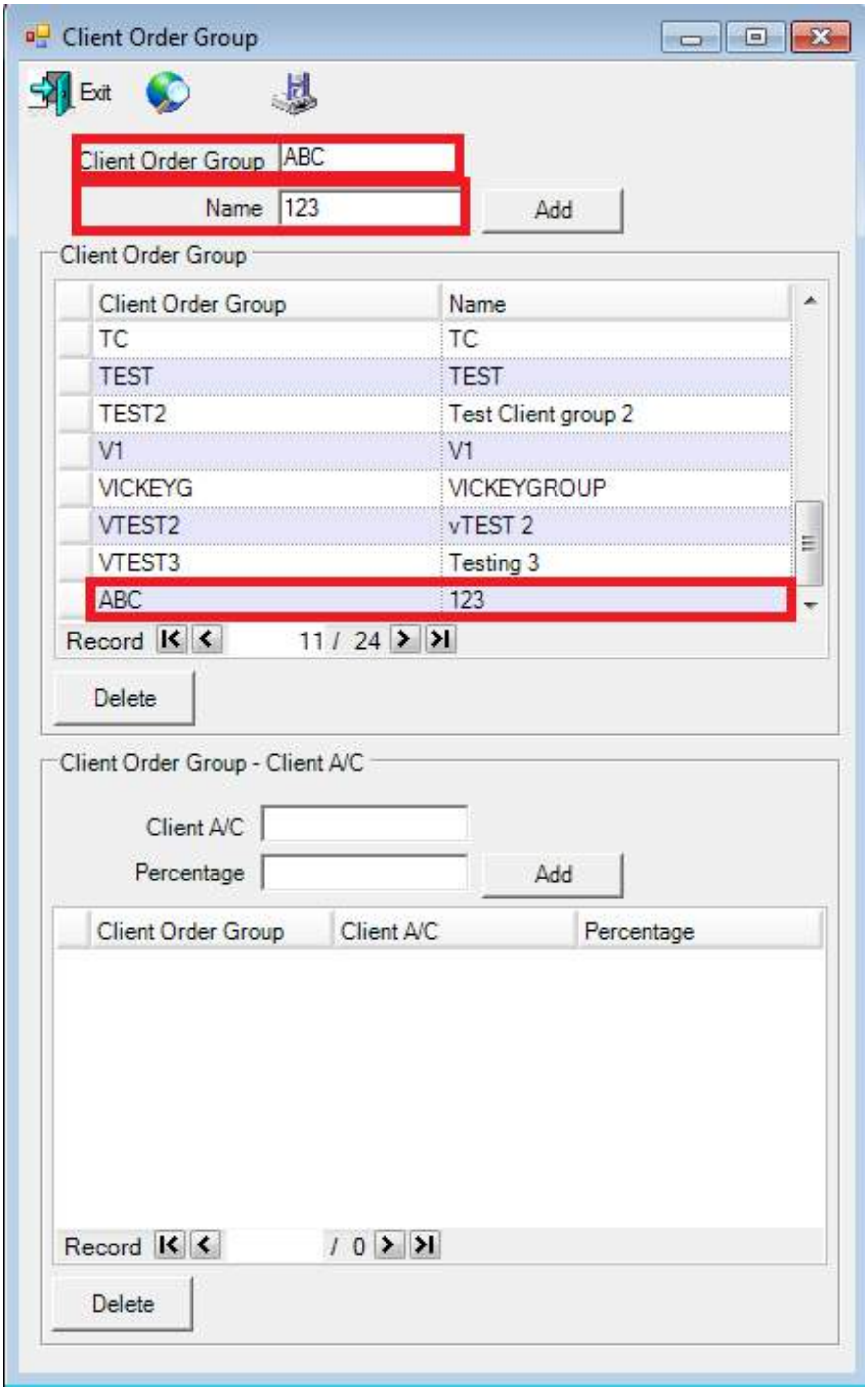
Client Order Group 客戶下單群組

Click “Setup → Client Order Group” menu item. (Remark: This function is only be available upon request.)
於主功能表上點選“設置”→“客戶下單群組”。(註：此功能需要向Ayers 申請)



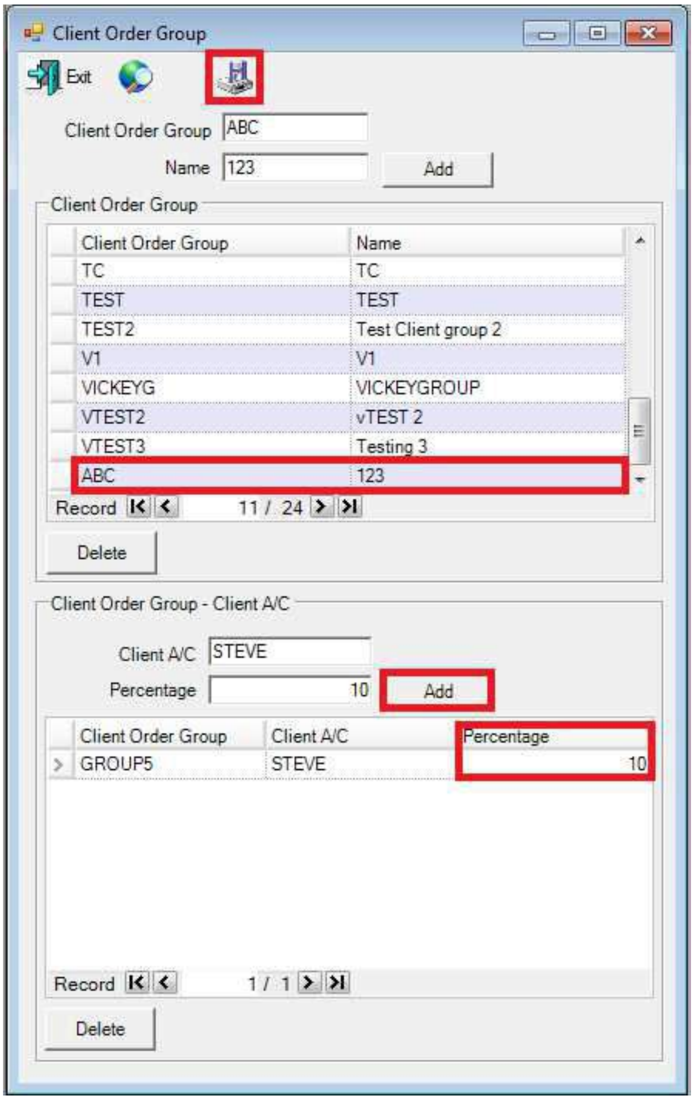
Add a client order group 建立客戶下單群組

To add an order group, fill in the “Group Code” and “Name”.
輸入客戶下單群組及名稱,按增加新增新客戶下單群組。



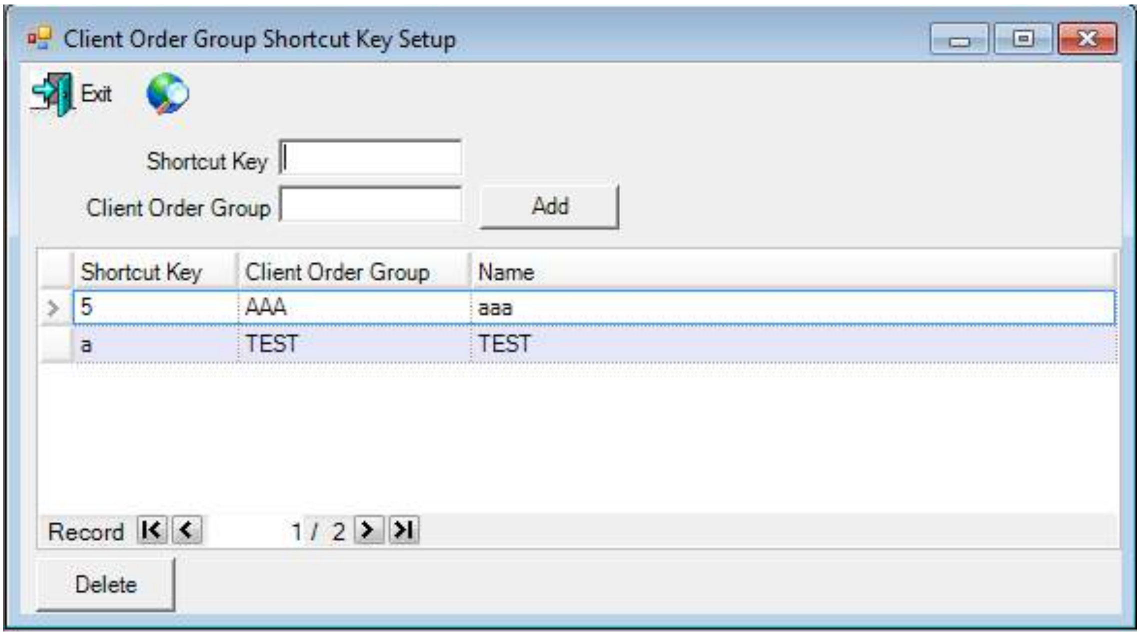
Assign clients to specific order group 分配客戶到特定下單群組

1. Highlight the client group
選擇想要管理的群組。
2. Input client code or browse by ‘F1’ function
輸入客戶戶口或按F1 搜索指定客戶。
3. Input the percentage for trade allocation
輸入百分比。
4. Click the “Add” button
按下 “增加”鍵。
5. Repeat steps 1-4, make sure the total percentage adds up to 100
重複步驟1-4 直至總百分比總值等於100。
6. Click ‘Save’ to save the new client order group
按下儲存鍵圖示儲存新客戶下單群組。



Client order group shortcut key setup 客戶下單群組快捷鍵設定

Click “Setting” → “Client order group shortcut key setup” to add a shortcut key for clients..
於設定>客戶下單群組快捷鍵設定可新增快捷鍵。



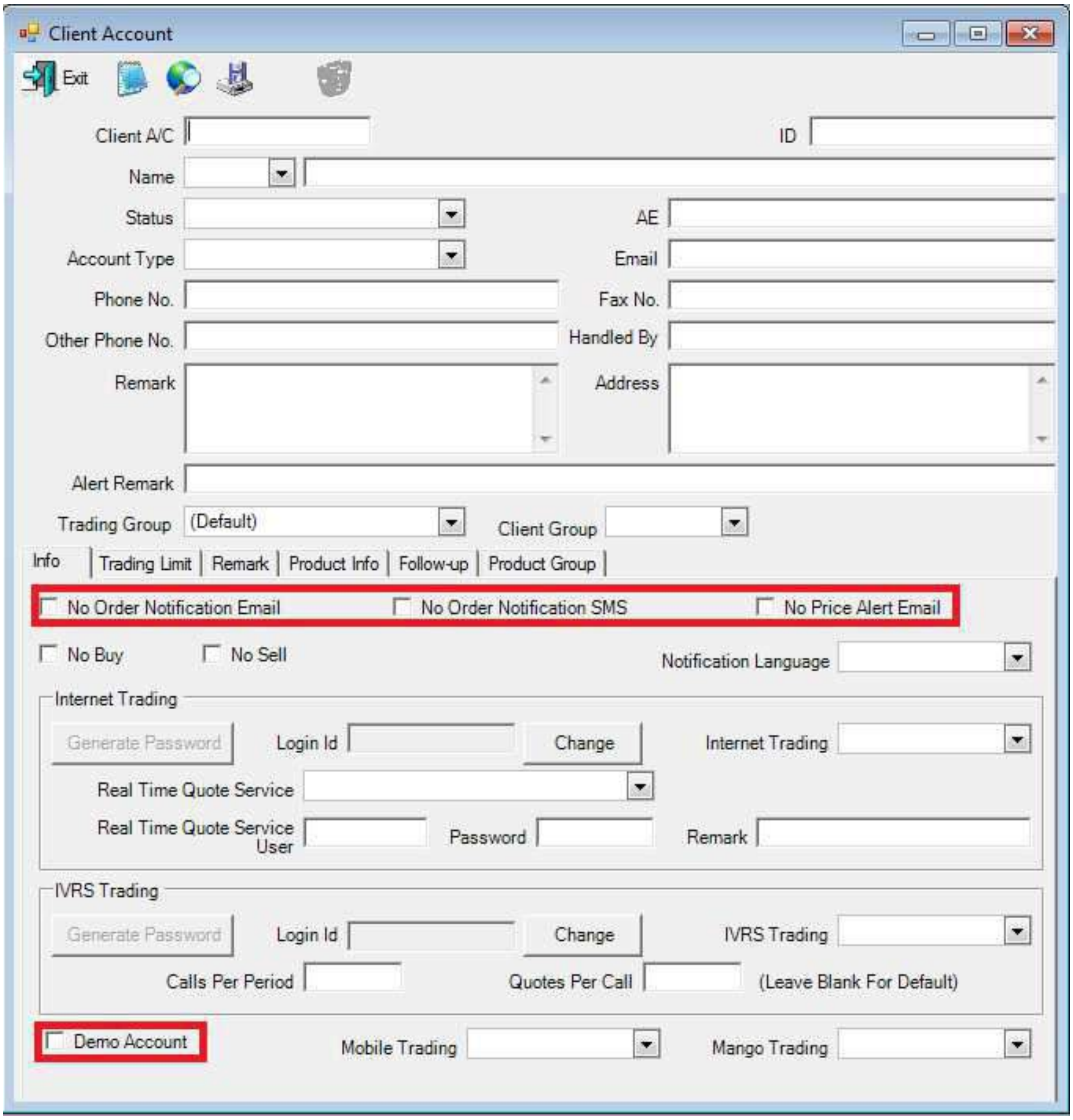
Client Account 客戶戶口

Click “Setup → Client Account” menu item.
於主功能表上點選“設置”→“客戶戶口”。
Click the “Open” button, choose the desired “Client Account”, then press “OK”.
點選“開啟”圖示，然後選取所需“客戶戶口”，按“確定”。

Order Notification and Price Alert Email 客戶通知訊息

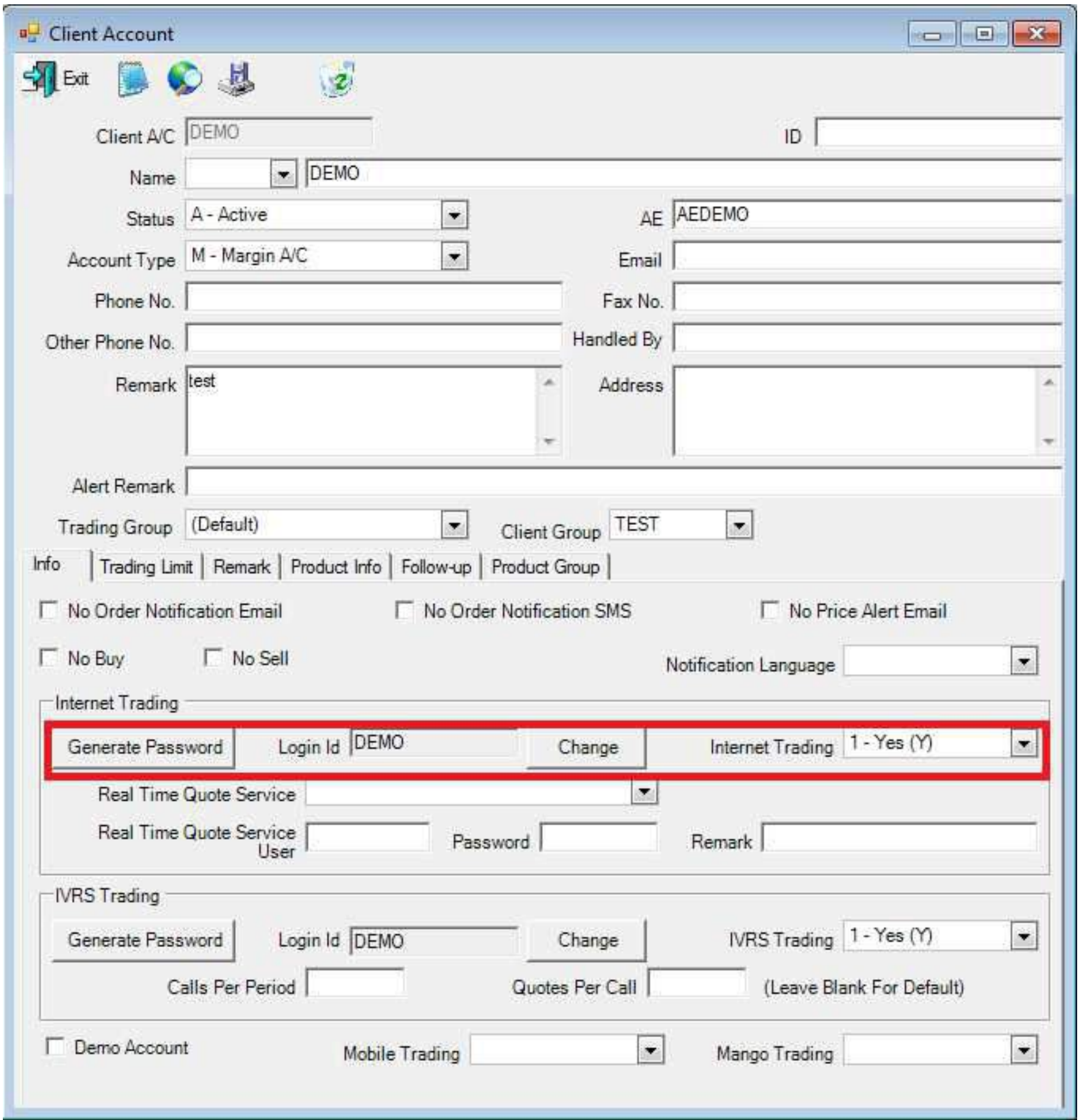
If the client does not want to receive order notification email, order notification SMS or price alert email, the user can apply the below function and press “Save”
如客戶不希望收取電郵或SMS 訂單通知訊息，可點選相關選項。完成後按“儲存”圖示便可。

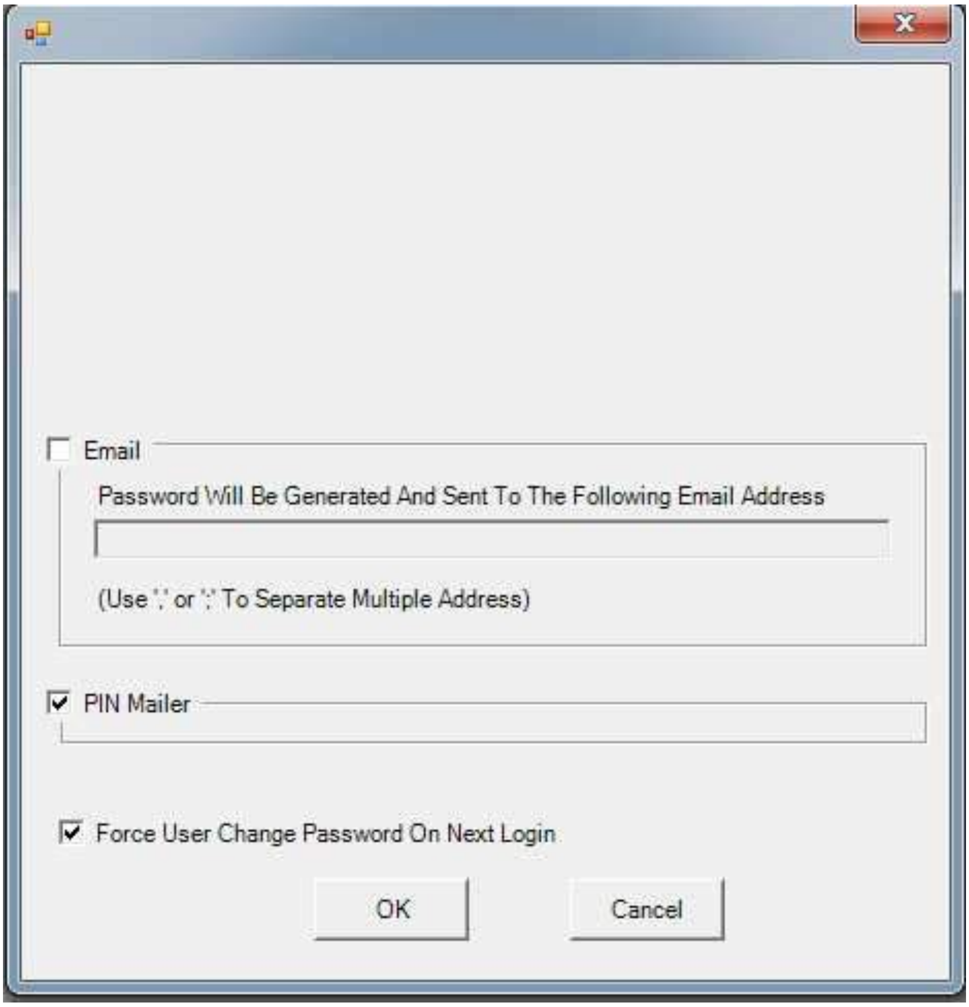
If checked the “Demo Account” box, this client account would only reserve for testing purposes.
All the orders placed by the Demo Account can be identified by the “-D” sign, and all these orders will not be sent to the Exchange.
如將這客戶戶口用作示範用途可於 “此戶口只作示範用途前”的方格剔上。所有用示範戶口輸入的訂單，在訂單號碼都有 “-D” 用作分別，而所有示範訂單都不會傳送到交易所。


Client Account
Exit
Client A/C
ID
Name
Status
AE
Account Type
Email
Phone No.
Fax No.
Other Phone No.
Handled By
Remark
Address
Alert Remark
Trading Group
(Default)
Client Group
Info
Trading Limit
Remark
Product Info
Follow-up
Product Group
No Order Notification Email
No Order Notification SMS
No Price Alert Email
No Buy
No Sell
Notification Language
Internet Trading
Generate Password
Login Id
Change
Internet Trading
Real Time Quote Service
Real Time Quote Service User
Password
Remark
IVRS Trading
Generate Password
Login Id
Change
IVRS Trading
Calls Per Period
Quotes Per Call
(Leave Blank For Default)
Demo Account
Mobile Trading
Mango Trading

Open a Web Trading Account 開設網上交易戶口

If the user want to open a Web Trading Account for the client, choose “Yes” from the Internet Trading Box and press “Save”. If the user want to generate a password for the client, click “Generate Password” and input the client’s email address, and the password would be sent to the client’s email account.
如客戶想申請網上交易戶口，在網上交易一欄選擇”是(Y)”，然後按”儲存”。如客戶想產生網上交易戶口密碼，按產生密碼鍵，再輸入客戶的電郵地址，系統便會把密碼發送到該電郵地址。

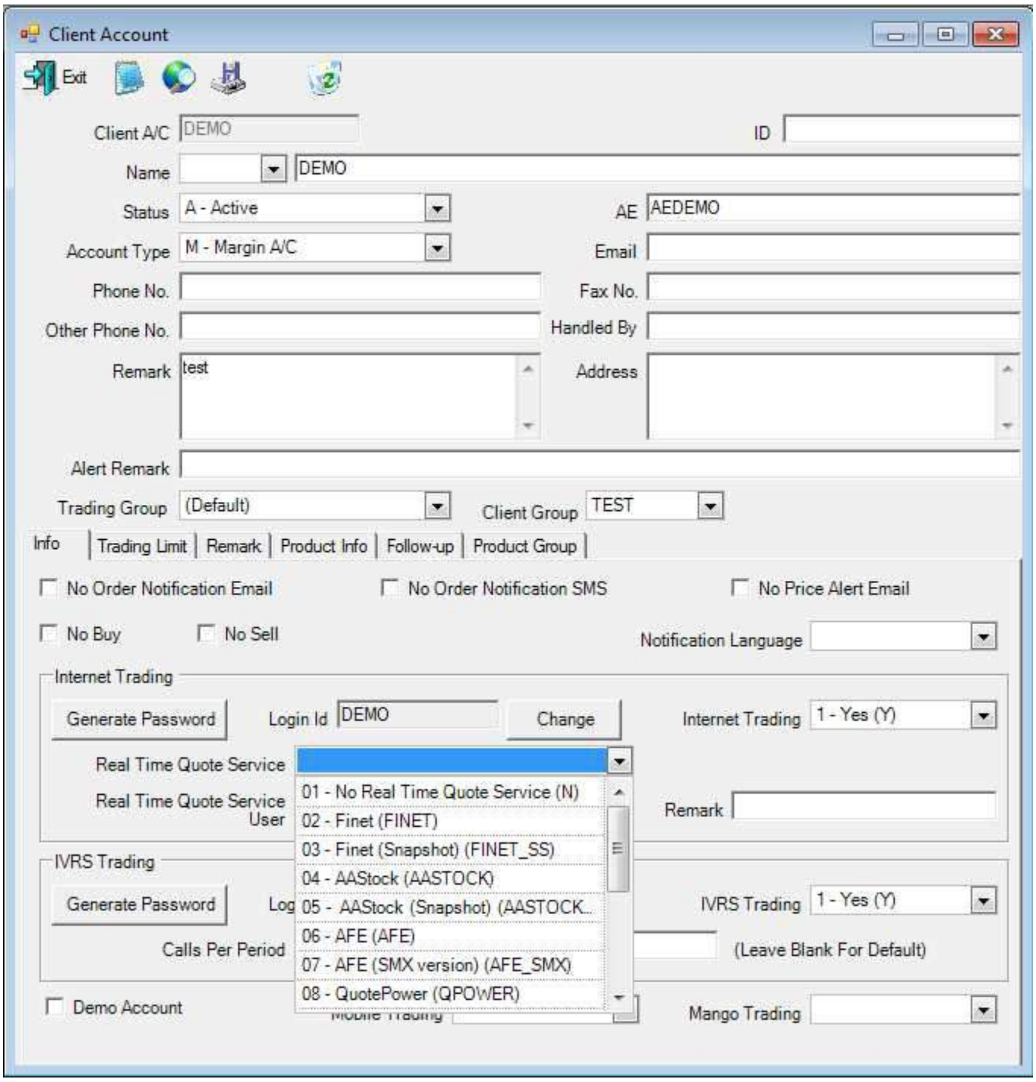




If the user had set the minimum length of the “Internet User Password Policy” as “8”, while the maximum length as “15”, the system will set the medium of the minimum and maximum value as the default length of the password. If the Internet clients want to change the password, the length of the password must be minimum “8” and maximum “15”.
如用戶在“Internet User Password Policy”中的“最小長度”設置為“8”，而“最大長度”為“15”，系統則會採用此範圍的中位數作為網上客戶初次登入密碼的預設格數。網上客戶如要修改密碼，密碼的格數範圍亦會變成最少“8”個位，最大 “15”個位。

Real Time Quote Service for Internet Client 網上客戶使用即時報價服務

Click the Real-Time Quote Service and choose “Y” for them. Input the Real Time Quote Service User and Password.
讓客戶使用即時報價服務，選擇對應之“即時報價服務”供應商及輸入其“即時報價服務使用者名稱”及“即時報價服務使用者密碼”。

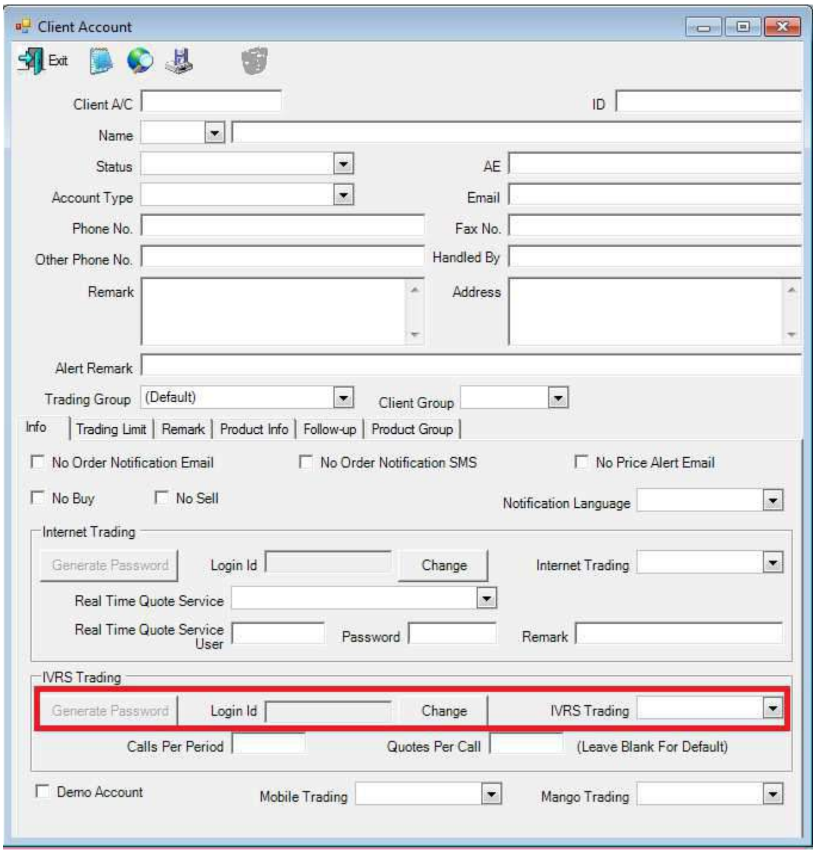


Press the “Save” button and “Generate Password”.
完成後，點選“儲存”圖示以儲存變更。

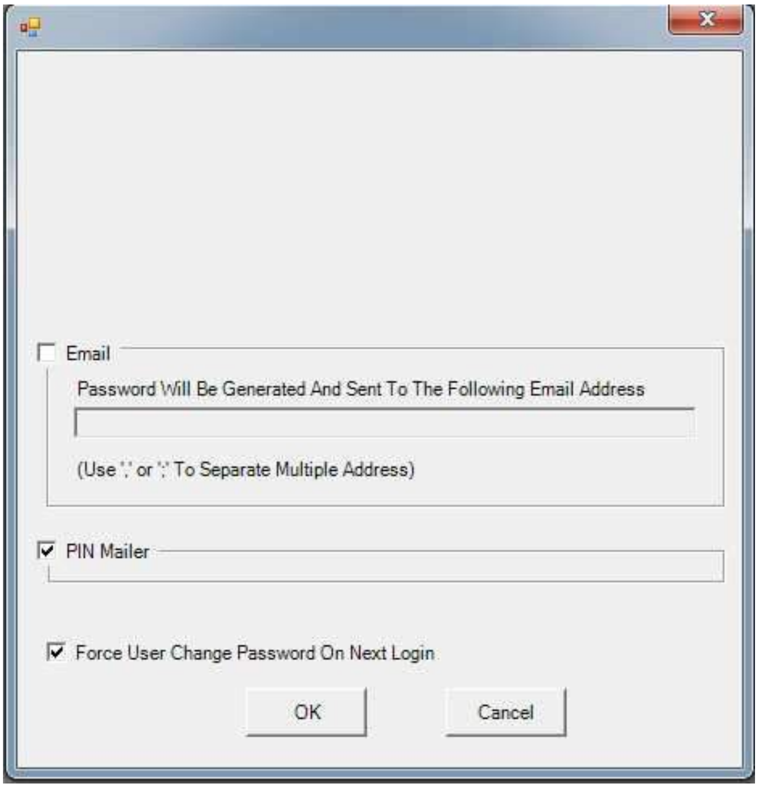
IVRS Trading Service for Internet Client 使用音頻電話交易服務

If the client want to use the IVRS Trading Service, click the IVRS Trading Service and choose “Y” for them and press “Save”.
讓客戶使用音頻電話交易服務，點選“允許音頻電話交易”及點選“儲存”圖示以儲存變更。

After saving, press the “Generate Password” button.
儲存完成後，點選“產生密碼”。



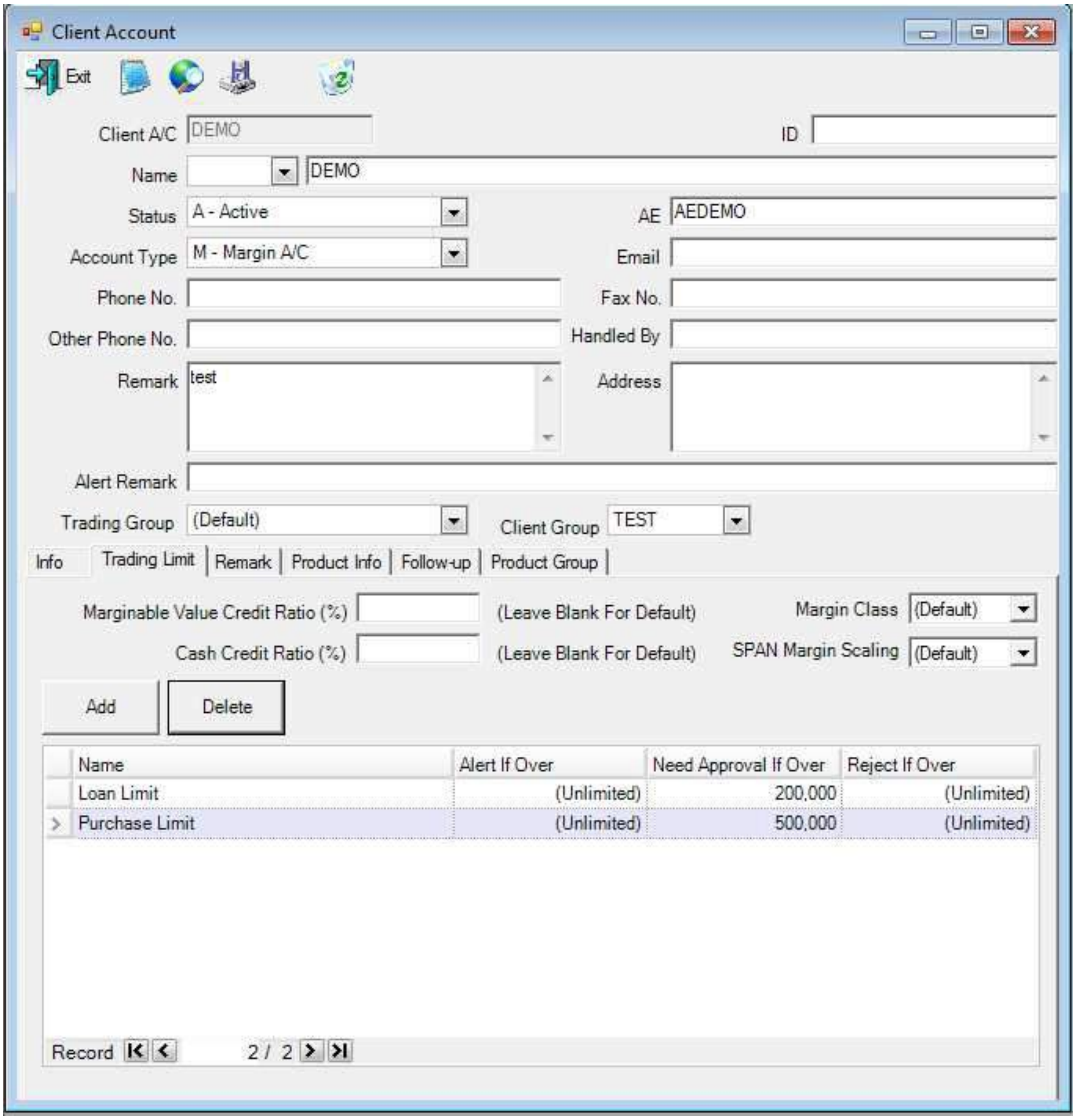
Input the client's email address and click "OK". The system will send the password to the inputted email address.
輸入客戶的電郵地址，再按確定。系統會送出密碼往該電郵地址。



To assign a client's credit limit and credit ratio 設置客戶交易限額及信貸比率

On the "Trading Limit" tab page, click "Add" or "Delete" to add/ delete credit limits for the client. Press the "Save" icon to save the setting.
選取"交易限額"標籤及按"增加"或"刪除"以增加/ 刪除該客戶之交易限額。

Press the "Save" icon to save the setting.
更改完畢後，點選"儲存"圖示以儲存變更。

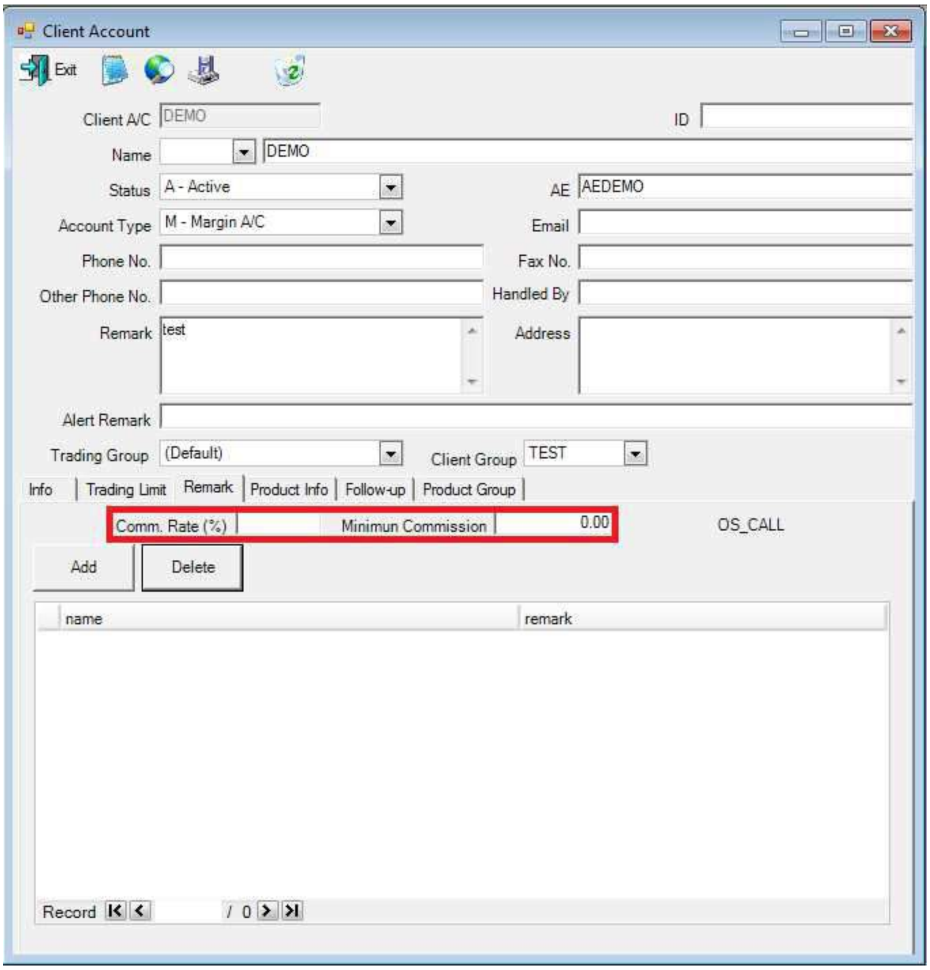


Marginable Value Credit Ratio (%) **可按揭信貸比率(%)**	**Basing on the client's available purchase, the percentage of total margin that the selected client account type needs to pay.** **期貨/期權市場 - 額外給客戶增加或減少所需保證金的百分比** **證券市場 - 是指單一產品和客戶持倉的按揭比率**
Cash Credit Ratio (%) **現金信貸比率(%)**	The percentage of net cash of the selected client account type for buying power. 是以客戶的現金信貸比率來調整他的可用購買力。

Note: Credit Ratio for a particular client will take priority over the in Account Type.
注意：於此設定的信貸比率會覆蓋於客戶戶口類別所設定的信貸比率。

To assign client-specific commission rate 設置客戶佣金率

On the "Remark" tab page, input the commission rate or the minimum commission for this client. Click the "Save" icon to save the modified setting.
選取"備註" 標籤，便可輸入客戶之佣金率或最低佣金。輸入後按"儲存"圖示便可。

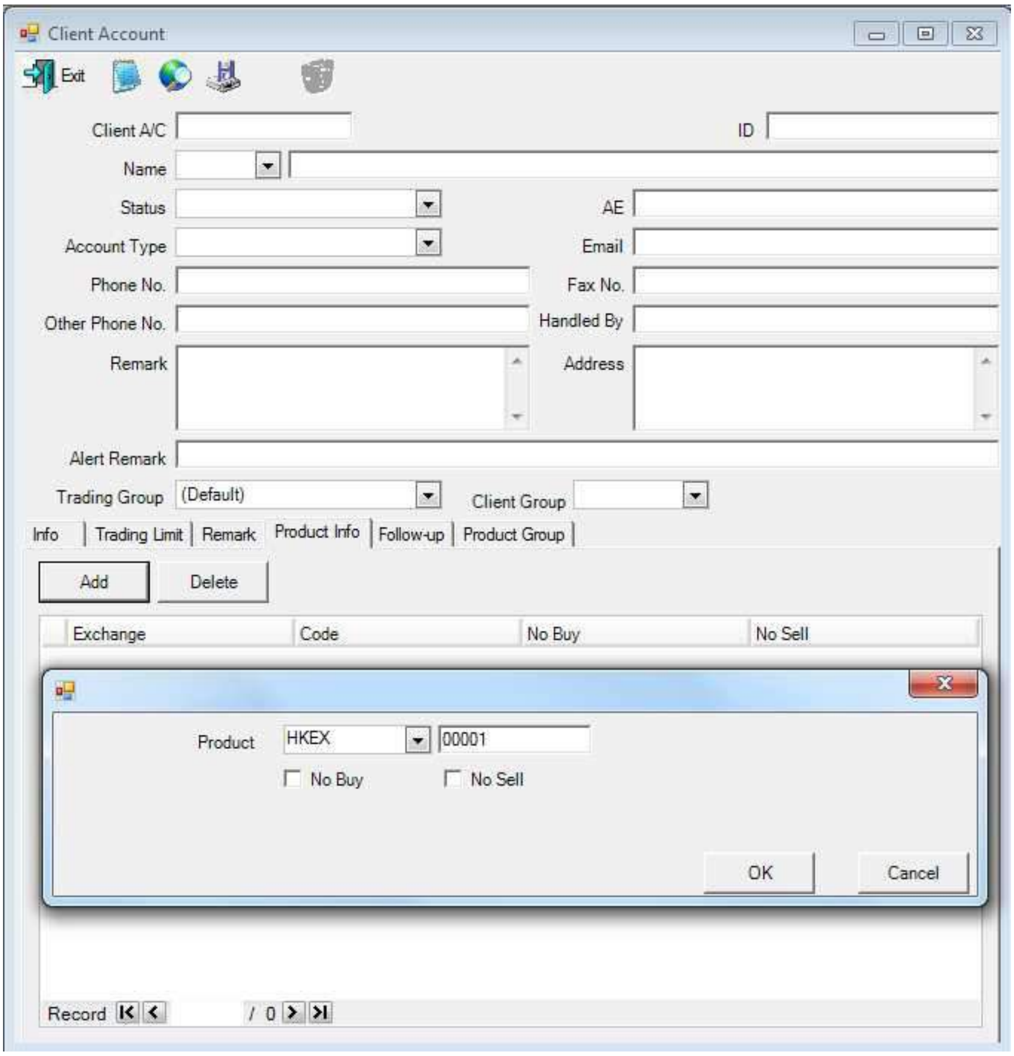


If the “Comm. Rate (%)” and “Minimum Commission” were set at different values, the system will use the highest value for commission charge.
如用戶在“佣金率%”及“最低佣金”分別設置不同的數值，系統便會將此兩欄計算出來的結果作比較，並以較高的收費作為需要收取客戶的佣金。

The figure input here is to avoid the client to spend all the net cash balance to buy stock and the net cash balance is not enough to pay for the Commission during settlement. The formulated commission will *not* be exported to back office system.
此欄位只會暫時扣起用戶的佣金金額，以防止用戶把所有的戶口金額用盡去買股票，而沒有剩餘金額以繳付佣金之用。此一項徵費並不會滙出到後台結算。

Restrict clients to buy and/or sell specified products 拒絕客戶買入 / 沽出指定產品

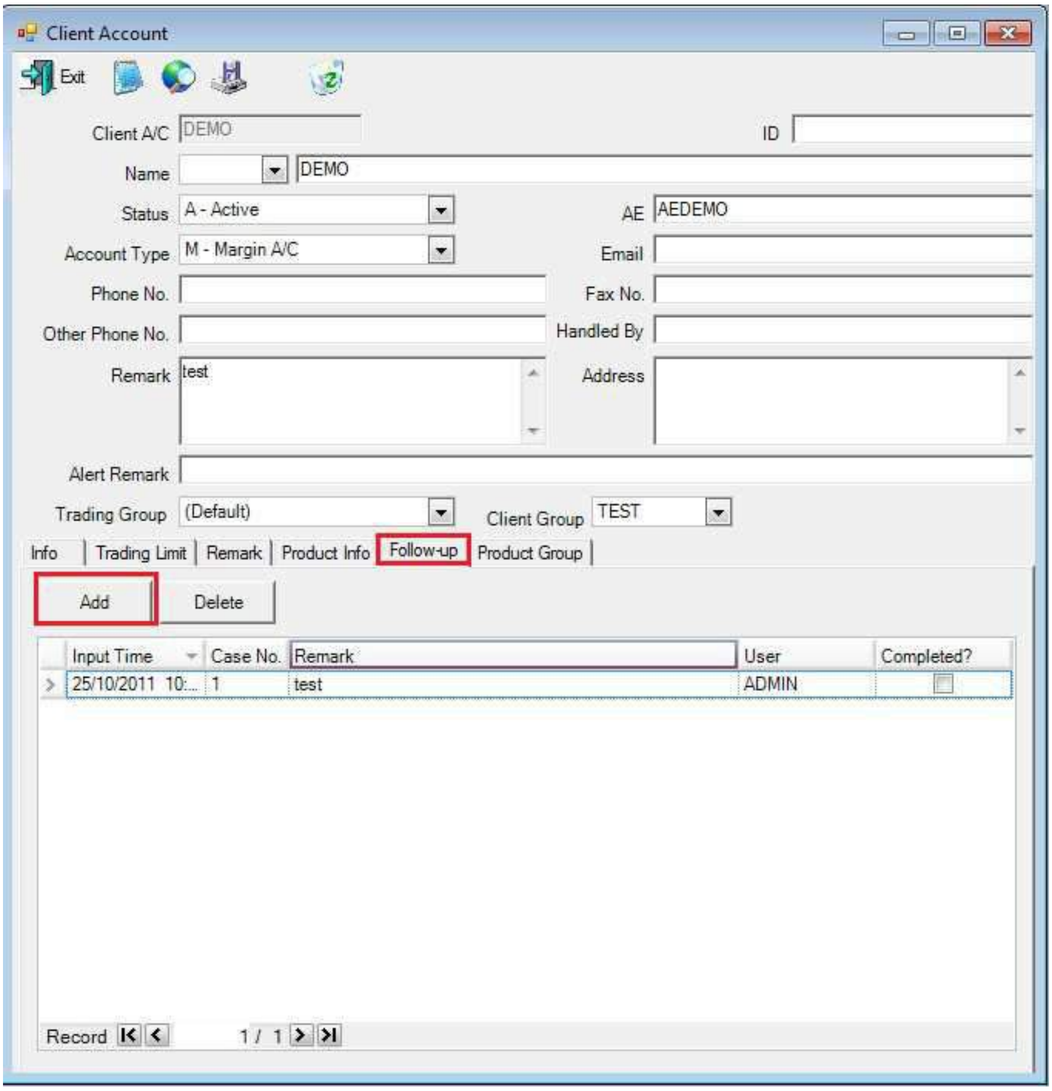
On the “Product Info” tab page, click “Add”; then input corresponding product codes, check the “No Buy” and/or “No Sell” boxes accordingly. Press the “Save” icon to save the setting
選取“產品資料”標籤，點選“增加”，然後輸入相關產品編號。如需刪除指示，可點選“刪除”。
輸入後按“儲存”圖示便可。



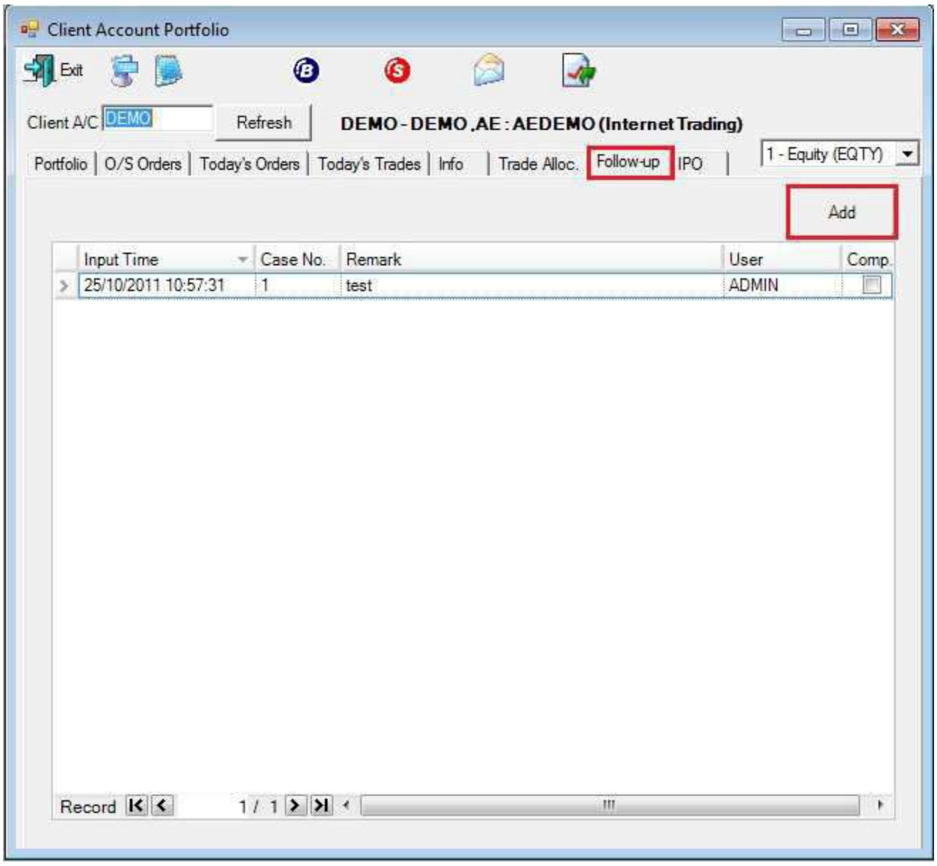
Follow-up 待跟進記錄

In case a user need to record information for future follow-up, go to the "Setup → Client Account" menu item, select the "Follow-up" tab page: click "Add" to input the contents, then press "Save".
用戶可以把跟客戶溝通時重要的事項記錄在系統，以作備註或提示。如需用此功能，可於主功能表上點選"設置"→"客戶戶口" →"待跟進記錄"

To delete an item, simply highlight it and press the "Delete" button. Click "OK" to finish.
於"待跟進記錄"標籤中按"增加"以輸入需要提示的內容，輸入後按"儲存"圖示便可。



You may also view the follow-up items from "Order Input/Enq. → Client Account Portfolio" menu item.
用戶也可於主功能表上點選"下單委託 / 查詢"→"客戶戶口資料"



On the "Follow-up" tab page, you can enquire the follow-up tasks of a client; click "Add" in case you need to input new item for the client.
於"待跟進記錄"標籤中可查閱相關客戶需留意之事項，在此也可按"增加"以輸入更多需要提示的內容。

To delete an item, go to the "Setup → Client Account" menu item, simply highlight the item and press the "Delete" button. Click "Ok" to finish.
如用戶需要刪除某些內容，請於"設置"→"客戶戶口"" 待跟進記錄"標籤中點選相關內容後按"刪除"鍵，再按"儲存"圖示便可。

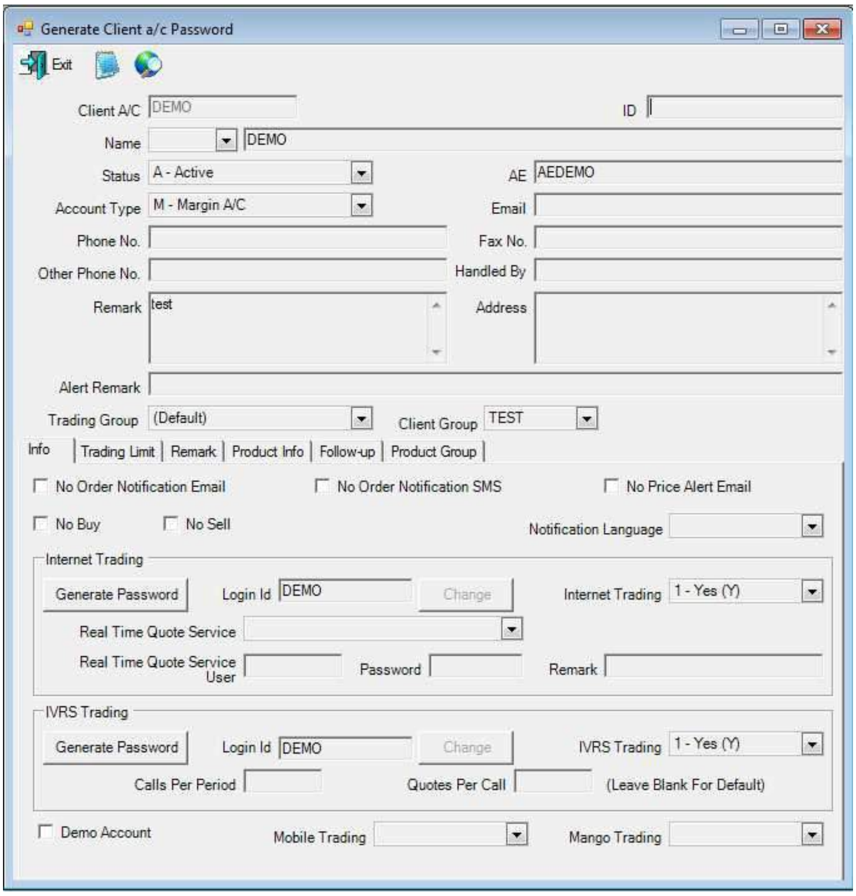
If you need to print the follow-up items, click "Report → Client A/C Report → Client Follow-up Items Listing" menu item; input the criteria accordingly and run the report.
在此輸入的內容可於"報表"→"客戶報表"→"客戶待跟進事宜列表"作列印或存檔用途。

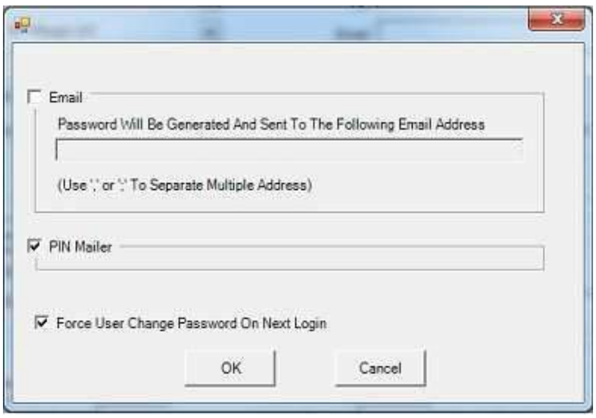
New function: Case No. – User can use the case no. to search the Follow-up cases in the report
新增:事件編號 – 可透過客戶待跟進事宜列表中的事件編號號碼快速搜索記錄。

Generate Client a/c Password 產生客戶密碼

Select the “Setup → Generate Client a/c Password” menu item.
於主功能表上點選“設置”→產生客戶密碼。

This function is for generating Client a/c password only but not for changing client information. Press the “Generate Password” button and input the email for the client and press the “OK” button, system will generate and send the password to client by email.
此功能只供客戶產生密碼而不能更改任何客戶資料。點選“產生密碼”及輸入該客户之電郵地址，系統會自動將密碼傳送至客戶。





Setup Exchange 交易所

Click "Setup → Exchange"
於主功能表上點選"設置"→"交易所"。

Input the Exchange Code and the Name of the exchange.
點選"開啟"圖示，然後選取 "HKEX – Hong Kong Exchange"，按"確定"。

In the "Default Order Input Function" could set the default Order Input Layout for placing orders, and the "Type" could select the types of product traded such as Equity and Futures, etc. There are different input channels, such as: "Default", "TS", "I", "IVRS","Mobile"
在 "輸入訂單預計版面" 可輸入預設的輸入訂單版面。可於"類型" 選擇預設類型如股票、期貨等。
在 "輸入渠道" 有六個不同的輸入渠道，分別是 "預設"， "交易工作站"，"互聯網"，"音頻電話交易系統"，"Mango (MANGO)"， "流動電話"。

"Default" – The Default system input channel (TS)
"預設" (DEFAULT)– 是系統預設的輸入渠道(交易工作站)

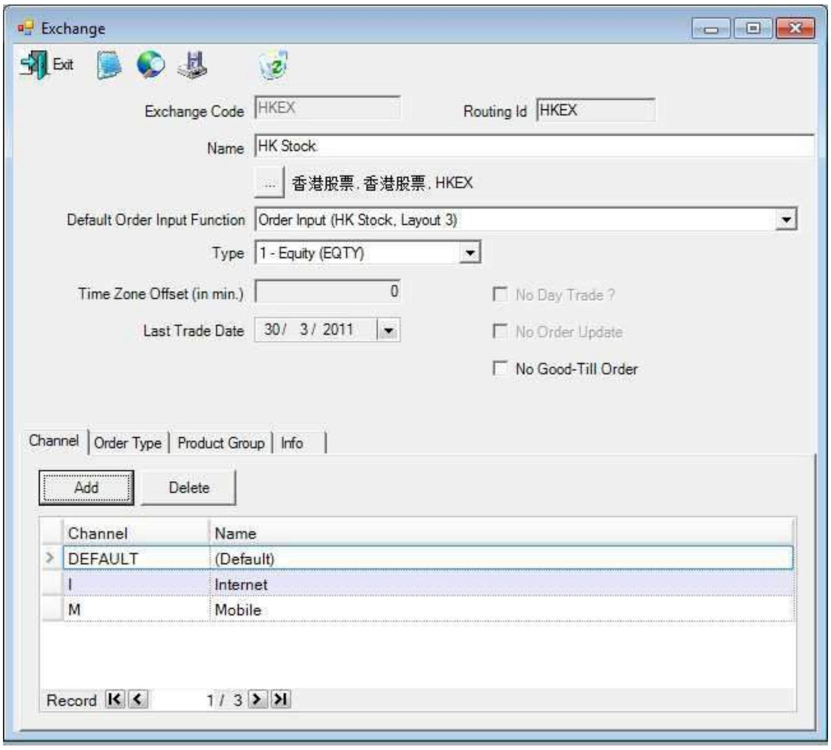
"TS" – The trade transacted by the GTS
"交易工作站"(TS) – 是GTS 系統內的交易渠道。

"Internet" – The trade transacted by the Web Trading System or the GTS LITE
"互聯網"(I) – 是網上客戶(Web Trading)和(GTS LITE)的交易渠道。

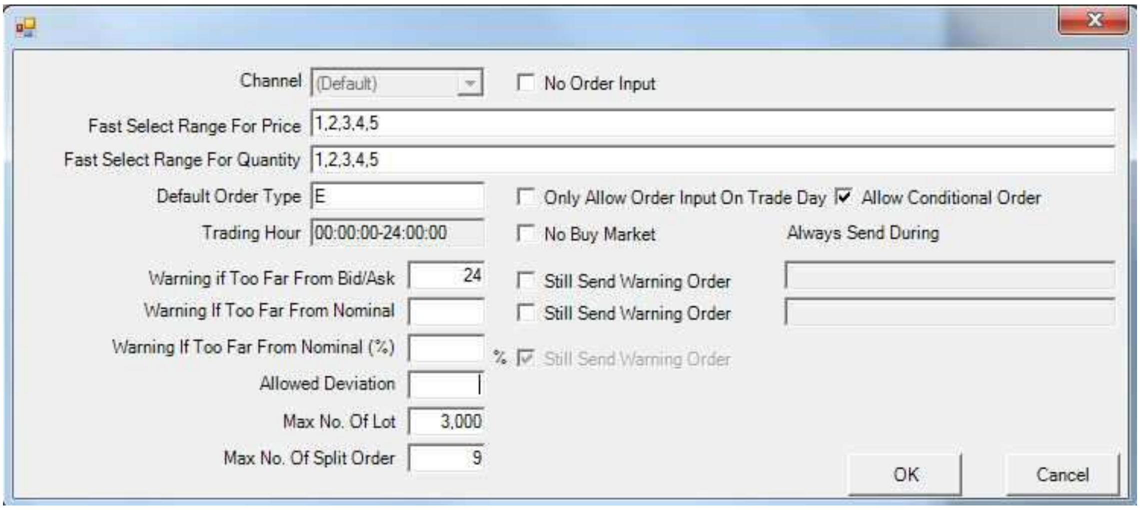
"IVRS" – The trade transacted by the IVRS
"音頻電話交易系統"(IVRS) – 是客戶利用音頻電話進行交易的渠道

"MANGO" – The trade transacted by the MANGO
"Mango" (MANGO) – 是客戶利用Mango 股票機進行買賣的渠道

"Mobile" – The trade transacted by the Mobile
"流動電話"(M) – 是客戶利用手提電話進行股票買賣的渠道。



On the Channel” tab, click “Add” to add channel. Double Click “Default”, “TS”, “I”, “IVRS”, “MANGO” or “M” will show the channel setting.
在輸入渠道一欄，點擊”新增”增加輸入渠道。雙點擊 “DEFAULT”, “TS”, “I”, “IVRS”, “MANGO”, “M”, 會彈出設定畫面。



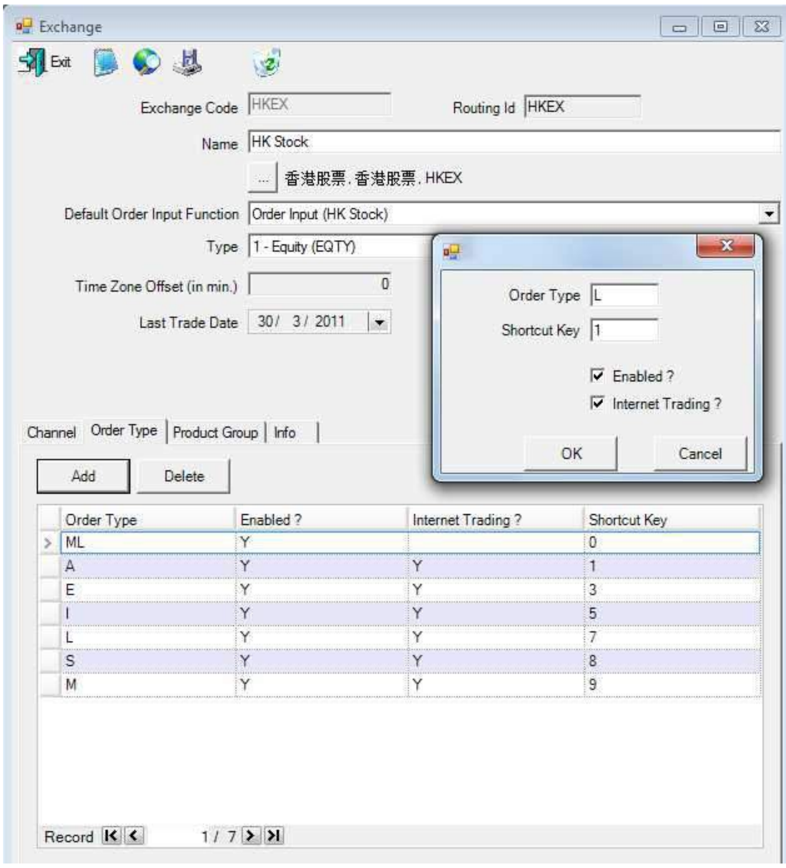
User can also setup different settings for different exchanges and channels.

Menu 項目	Description 功能
No Order Input **不允許輸入訂單**	No order input is allowed if this box is checked. 點選即代表系統不允許輸入訂單。
Fast Select Range For Price **快速選擇價錢範圍**	With reference to the picture above, when updating the order price, it will show the upper5/ lower5 range from the previously input price. 更改訂單時可快速選擇多個價錢範圍。
Fast Select Range For Quantity **快速選擇數量範圍**	With reference to the picture above, when updating the order quantity, it will show the upper5/ lower5 range from the previously input quantity. 更改訂單時可快速選擇香港證券市場的多個數量範圍。
Default Order Type **預設訂單類型**	Set default order type for order input (for HK Stocks). (L, E, S, I, A) 選擇預設訂單類型 - L, E, S, I, A 。(香港證券市場)
Trading Hour **交易時段**	Set default trading hour. 系統交易時段。
Only Allow Order Input On Trade Day **只允許交易日內輸入訂單**	No order input is allowed other than trade days if this box is checked. 點選即代表只允許交易日內輸入訂單。
No Buy Market **不允許以市價盤買入**	No buying market orders allowed. 點選即代表不允許以市價盤買入訂單。
Warning If Too Far From Bid/Ask **發出警告如下單價離買賣價太遠**	System will popup alert if the input price is too far from the Bid/Ask price. 如輸入價位離買賣價太遠，系統會發出警告。

Warning If Too Far From Nominal **發出警告如下單價離現價太遠**	System will popup alert if the input price is too far from the Nominal price. 如輸入價位離現價太遠，系統會發出警告。
Warning If too Far From Nominal (%) **發出警告如下單價離現價太遠(%)**	System will popup alert if the input price is too far from the Nominal price (in percentage). 如輸入價位離現價太遠，系統會發出警告 (以百分率)。
Still Send Warning Order **仍傳送已警告訂單**	If checked this box, system will popup alert, but will still send orders to exchange. 點選即代表系統仍會傳送已警告的訂單出市場。
Allowed Deviation **可接受離價範圍**	The nominal range that the system allow. 系統可接受之現價離價範圍。
Max No. Of Lot **最大手數目**	Maximum number of lot for each order 每張訂單最多可容納之數量。
Max No. Of Split Order **最多分割訂單數目**	Maximum number of split order. (Maximum no. = 9). 系統最多可分割之訂單數目，最多至 9 條訂單。

Enable/disable Order Type 啟用/停用訂單類型

On the “Order Type” tab, click “Add” to add order type.
於“訂單類型”標籤，按“增加”來新增訂單類型



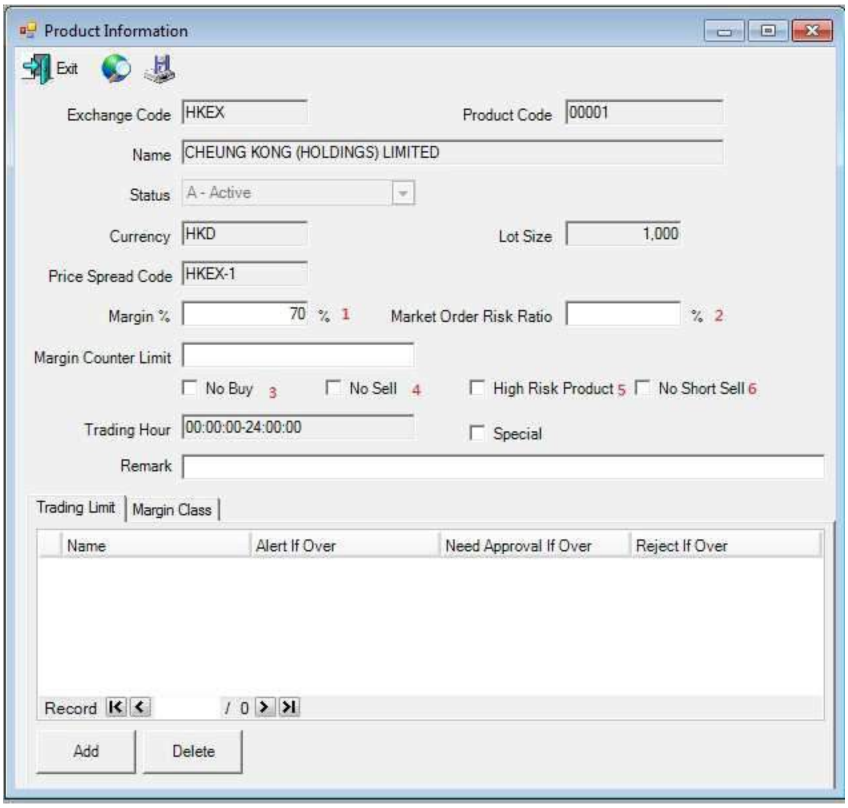
Settings 設定	Description 描述
Order Type **訂單類型**	Name of the order type. 於此輸入訂單類型
Shortcut Key **快捷鍵**	Order type shortcut key. 可設定訂單類型的快捷鍵
Enabled? **啟動？**	Enable this order type if this box is checked. 勾選此項以啟動此訂單類型
Internet Trading? **網上交易？**	Enable this order type for internet trading if this box is checked. 勾選此項以啟動此訂單類型於網上交易平台使用

Click the "Save" icon to save changes.
輸入所需資料後，點選"儲存"圖示以儲存變更。

Setup Product Parameters 產品資料

Click "Setup → Product Information". Click the "Open" icon, to search for the product.
於主功能表上點選"設置"→"產品資料"。

The fields are explained below
點選"開啟"圖示，然後選取所需"產品代碼"，按"確定"。

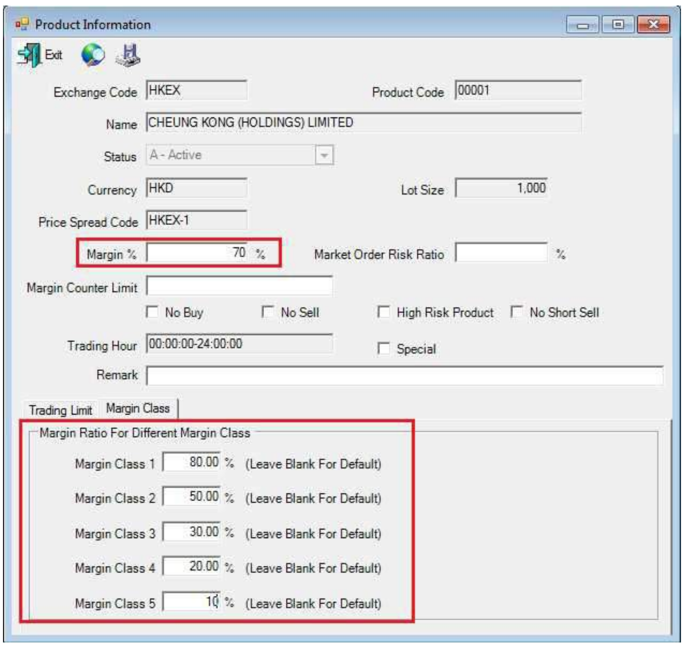


Menu 項目	Description 功能
Margin (%) **可按揭比率(%)**	Set up the Margin % of that product 設定該產品可按揭的比率
Market Order Risk Ratio (%) **市價盤風險率(%)**	When buying AO orders, the Market Order Risk Ratio will times the Nominal to calculate if the client have enough cash balance to buy the AO order. 使用競價盤時，需付以設定的比率乘以該產品的現價，若沒有現價，就乘以該產品的前收市價來計算是否有足夠的金額買入該產品
No Buy **不准買入**	Cannot buy this product 不准買入該產品
No Sell **不准沽出**	Cannot sell this product 不准沽出該產品
High Risk Product **高風險產品**	This function should be applied with the High Risk Product Credit Limit Policy to control loan and short sell trades. 需配合已啟動了的高風險產品之限額政策，來限制高風險產品的貸款和沽空限額
No Short Sell **不准沽空**	Cannot short sell this product 不准沽空該產品

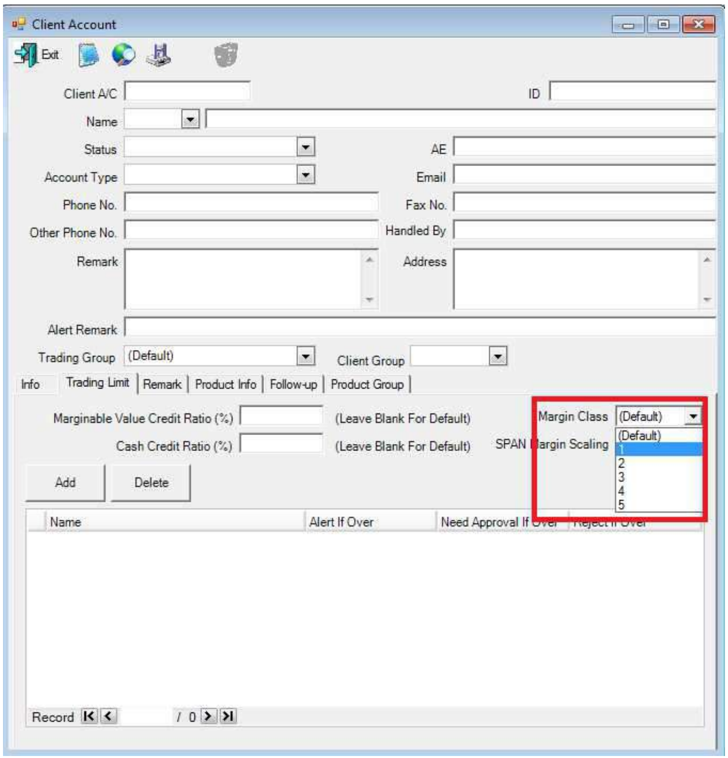
Click the “Save” icon to save changes.
輸入所需資料後，點選“儲存”圖示以儲存變更。

Margin Class 按揭級別

Margin classes with different margin ratios can take effect when a particular client belongs to a specific margin class. Click “Save” after making changes.
在按揭級別可輸入產品的按揭級別%，此功能可為單一產品設置不同之按揭級別，再按儲存便可。



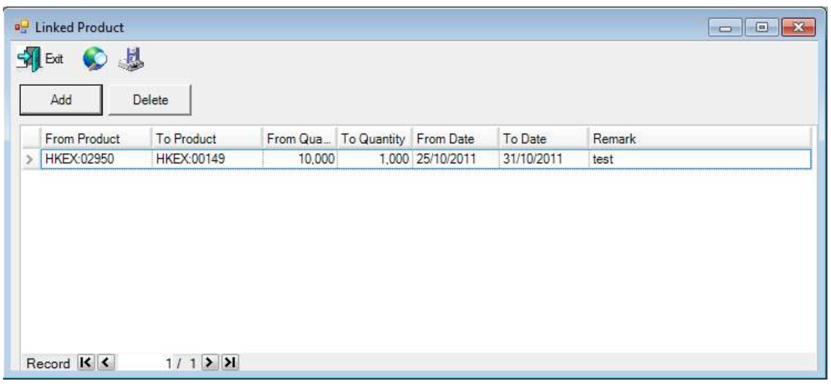
Click “Setup → Client Account”, select the “Trading Limit” page.
在設置>客戶戶口，可選取按揭級別1 至5，以及(預設)來設置客戶的按揭級別%，按儲存便可。



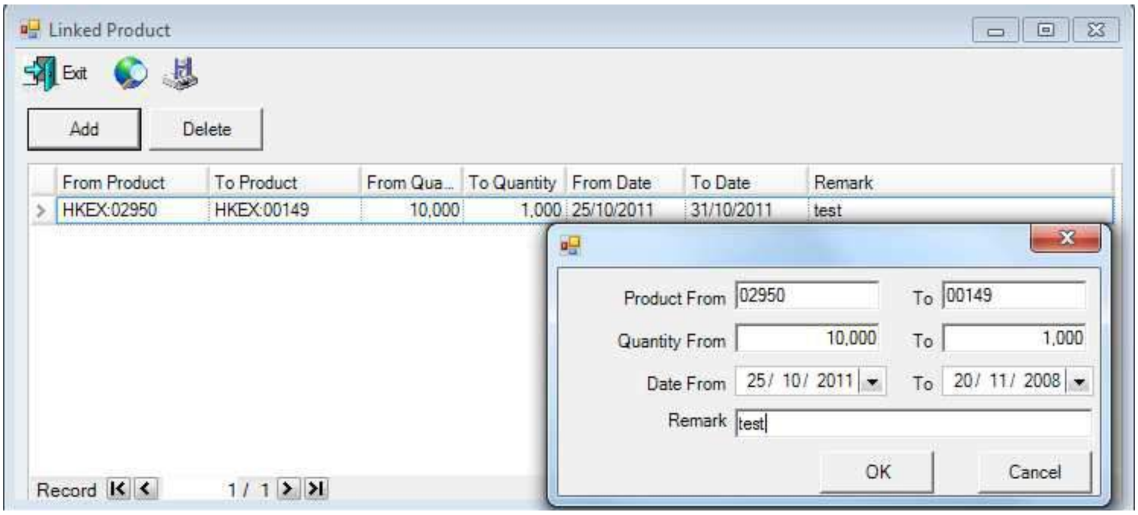
If the “Margin Class” in the “Client Account” was set “(Default)”, the system will follow the “Margin (%)” in the “Product Information” window.
若果在設置>客戶戶口中選取”(預設)”按揭級別，系統會自動以”產品資料”中的”可按揭比率(%)”代替。

Linked Product 關連產品

This function can link up the old stock code to a new stock code. When a stock code is changed to a new one, the system will link up the old stock code to the new stock code. Click “Setup → Linked Products” in the menu item.
此功能可將舊的股票代碼對應在新的股票代碼。當股票在市場的代碼更改了，系統不能識辨舊的股票代碼，所以此功能可以設定新的股票和舊的股票是有關連的，系統便能識辨舊的產品代碼等於新的產品代碼。於主功能表上點選“設置”→“關連產品”。

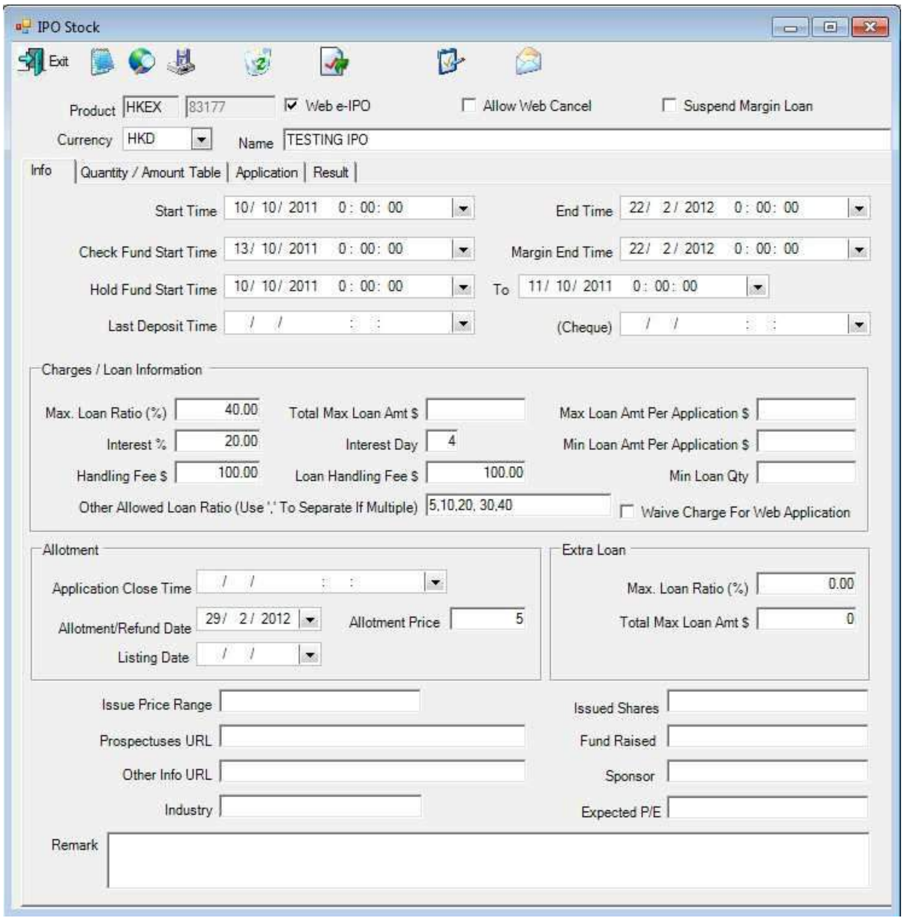


If user want to add a “Linked Product”. Click “Add”, input the “Stock Code”, “Quantity”, “From-To-Date” and press” OK”.
如要增加 “關連產品”，點選 “增加”，然後輸入 “產品代碼”， “數量”， “日期”，按 “確定”便可。



IPO Stock 認購新股 (IPO)
Information 資料

Click “Setup → IPO Stock” in the menu item.
於主功能表上點選“設置”→“認購新股(IPO)”。



Menu 項目	Description 功能
Web e-IPO 可供網上新股認購	Checking this box will allow client to subscribes IPO though the internet trading system 點選後可供網上客戶於網上認購
Allow Web Cancel 容許經互聯網上取消申請	Checking this box will allow client to cancel IPO through the internet trading system 點選後可供網上客戶自行取消申請
Suspend Margin Loan 暫停接受借貸認購	Checking this box will suspend the margin loan for clients 不允許客戶以貸款形式認購新股
Start Time 開始時間	The Starting time of application for the IPO 系統開始接受申請新股時間
End Time 結束時間	End Time The Ending time of application for the IPO 系統結束接受申請新股時間
Check Fund Start Time 檢查客戶資金之開始時間	Start time of the check fund process for newly subscribed IPO 輸入時間後，系統會於客戶申請新股時檢查客戶是否有足夠資金，若不足時會發出提示訊息。
Margin End Time 借貸結束時間	End time of the check fund process for newly subscribed IPO 系統容許借貸結束日期及時間
Hold Fund Start Time 保留認購按金之開始時間/至	Start time of holding client's fund for IPO subscription 輸入時間後，系統會於客戶申請新股時將客戶之現金保留起
Last Deposit Time 客戶最遲存款時間	Last Deposit Time (For Reference only) 客戶最遲存款時間(只供參考)
(Cheque) (支票)	Last Deposit Time for Cheque (For Reference only) 客戶最遲用支票存款時間(只供參考)
Max. Loan Ratio (%) 最高貸款比率	Maximum Loan in percentage per IPO subscription 設定最高貸款比率
Total Max Loan Amt 總最高貸款金額	Total Maximum Loan Amount for Margin 設定總貸款金額
Max Loan Amt Per Application 最高申請貸款金額	Maximum Loan Amount for each application 申請新股貸款要求的不能高於此金額
Interest % 借貸息率	Interest Rate (in percentage) for Margin 設定借貸息率。此數乘以借貸日數，再除以 365 天，以計算出借貸所需利息
Interest Day 借貸日數	Interest Day for Margin 設定借貸日數。此數乘以借貸息率，再除以 365 天，以計算借出貸所需利息
Min Loan Amt Per Application 最低申請貸款金額	Minimum Loan Amount for each application 申請新股貸款要求的最低金額
Handling Fee 手續費	Handling Fee for IPO 設定申請新股手續費
Loan Handling Fee 借貸額外手續費	Handling Fee applied for margin only 設定借貸額外手續費，若不借貸便不收取

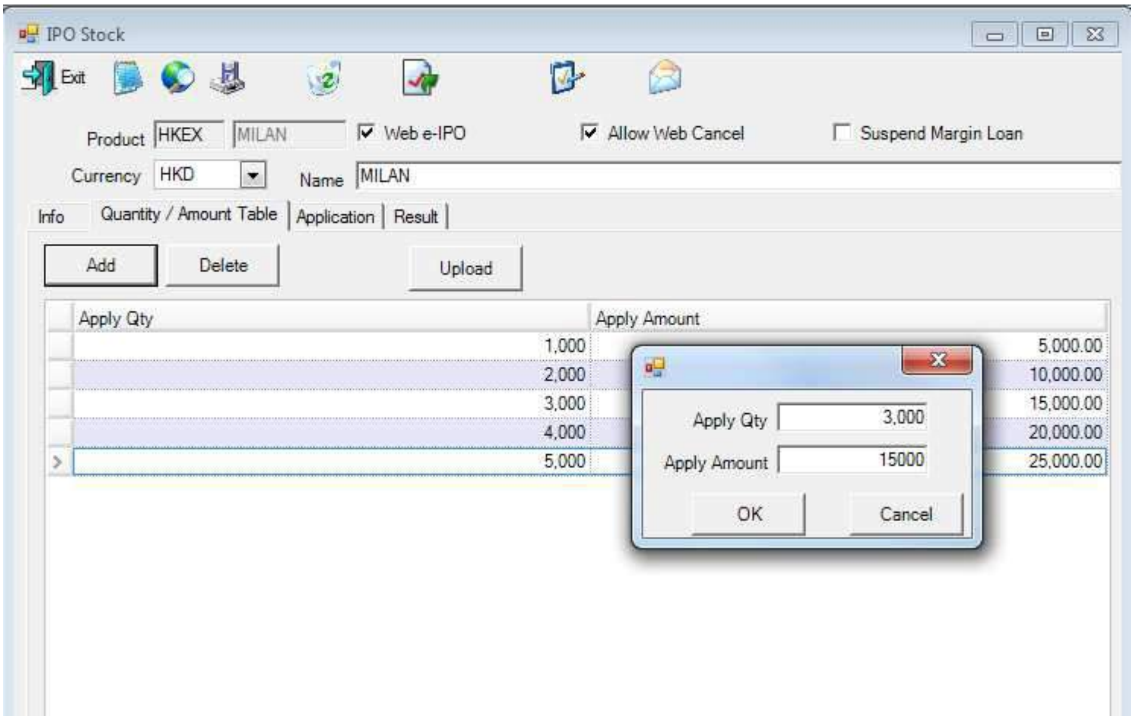
Min Loan Qty **最低申請貸款數量**	The Minimum Loan Quantity for the IPO application request 申請新股貸款要求的最低認購數量
Other Allowed Loan Ratio **其他可選借貸率**	Beside the Maximum Loan Ratio, other loan ratio that would be able to be selected 除了最高貸款比率以外，可以輸入其他借貸率
Waive Charge for Web Application **豁免網上申請手續費**	Checking this box would waive charge only for Web Application 設定網上申請可豁免手續費
Application Close Time **截止申請時間**	The Close Time for Application (For Reference Only) 截止申請該新股的時間(只供參考)
Allotment/Refund Date **分配日/退款日**	Estimated Allotment and Refund Date (For Reference Only) 新股分配日 / 退款日(只供參考)
Allotment Price **認購/配售價**	Allotment Price for this IPO (For Reference Only) 輸入認購 / 配售價(只供參考)
Listing Day **上市日**	IPO Stock Listing Date (For Reference Only) 股票上市日(只供參考)
Issue Price Range **招股價範圍**	Issue Price Range for this IPO (For Reference Only) 該新股的招股價範圍(只供參考)
Issue Shares **公開發售數量**	No. of issued shared for this IPO (For Reference Only) 該新股的公開發售數量(只供參考)
Prospectuses URL **招股書內容超連結**	Type in the IPO Prospectuses web link for Web Trading 在此輸入新股網址，可供網上客戶於網上瀏覽該新股內容
Fund Raised **集資金額**	Fund Raised for this IPO (For Reference Only) 該新股的集資金額(只供參考)
Other Info URL **其他資訊超連結**	Another additional IPO Prospectuses web link for Web Trading 除了招股書內容超連結，提供另外的超連結瀏覽該新股內容
Sponsor **保薦人**	Sponsor for this IPO (For Reference Only) 該新股的保薦人(只供參考)
Industry **行業**	Industry for this IPO (For Reference Only) 該新股的行業(只供參考)
Expected P/E **預測市盈率**	Expected P/E for this IPO (For Reference Only) 該新股的預測市盈率(只供參考)
Remark **備註**	Type in any remark for Internet trading system uses 在此輸入內容，可供網上客戶於網上申請時瀏覽

Quantity/ Amount Table 數量 / 金額表

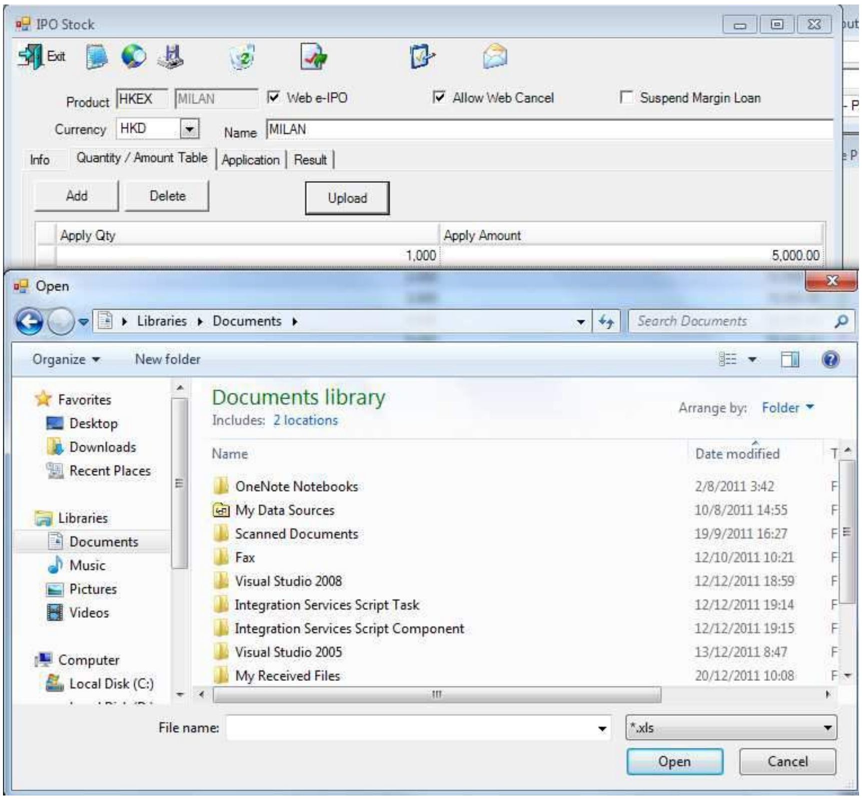
User can input the quantity and amount that is available for application of IPO.
在數量/金額表中可以輸入可申請數量及相應金額，準備滙出至CCASS 作出申請。

Click “Add” button, input the “Apply Qty” and “Apply Amount”, and press “OK”.
點選“增加”，輸入申請數量及申請金額，再按確定。

Click “Save” buton and save the changed settings.
點選“儲存”圖示以儲存變更。



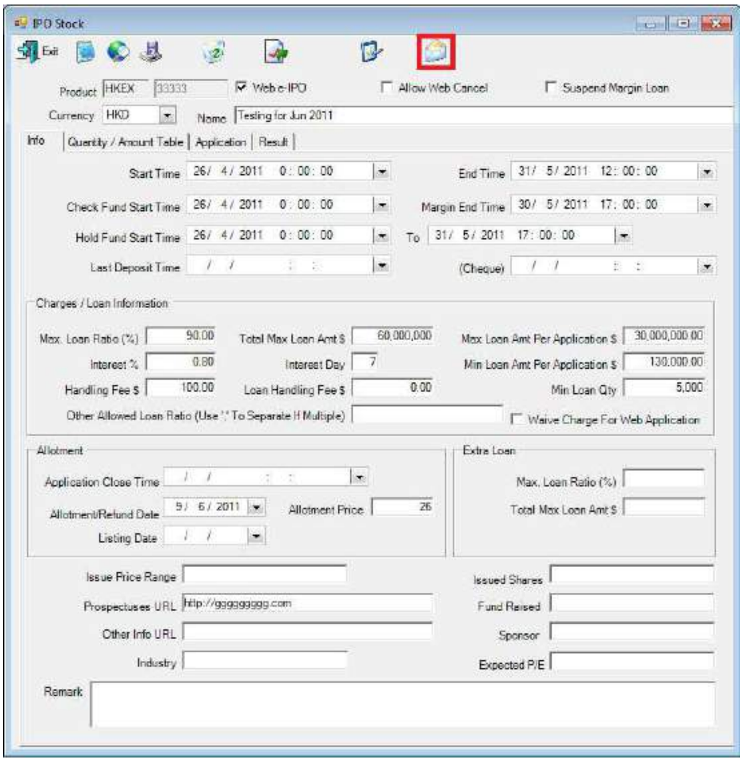
Other than manual input the Quantity/Amount table, user can upload the table by Excel file. The required format is Excel 95.
除了手動輸入外，也可以利用Excel 工作表作一次性上傳。Excel 檔需為95 格式。



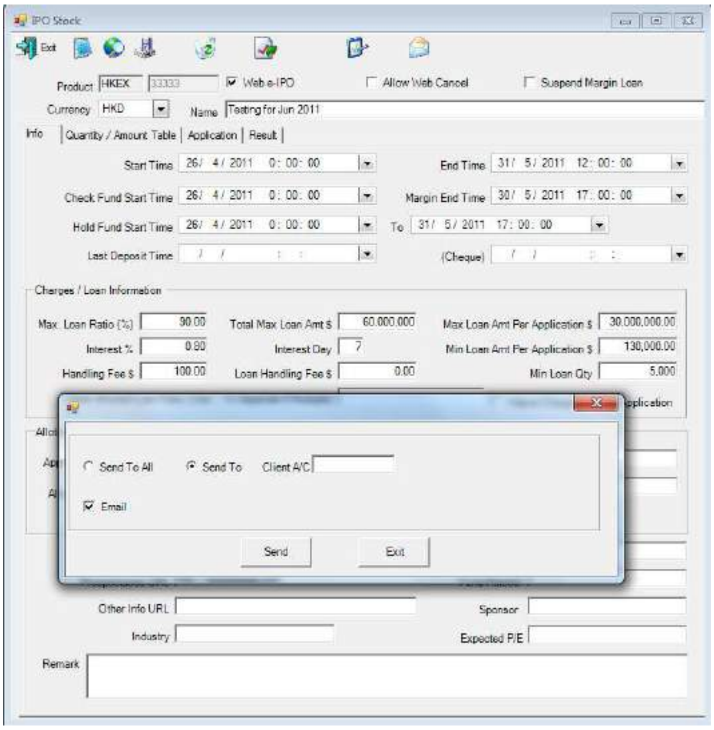
Click “Upload” to upload the excel files to the AyersGTS.
點選“上傳”圖示以上傳檔案。

Email IPO Result to Client 電郵傳送認購結果

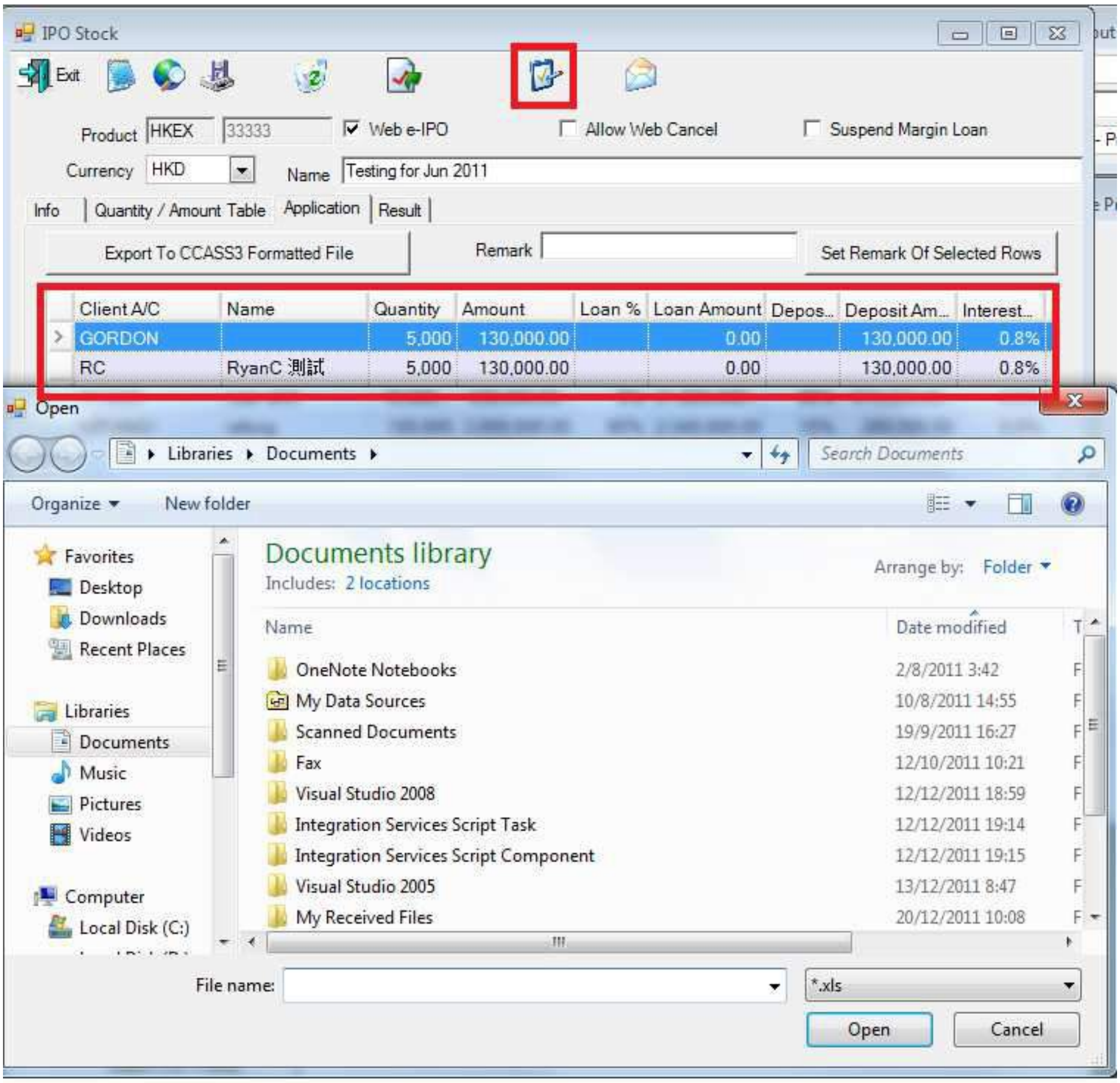
Choose the “Email IPO Result to Client” in the red box. (This function is only available upon request)
點選紅色方格內的“電郵認購結果給客戶”。(此功能需要申請才有)



User can also choose to send email to all clients or specific client.
用戶亦可以選擇傳送認購結果至全部客戶或只傳送到指定客戶，如下圖。



Users can import the IPO Results from the AyersBOS System. (This function is available upon request)
此外，客戶可上傳認購結果到前台(用戶必須申請要求開放此功能)

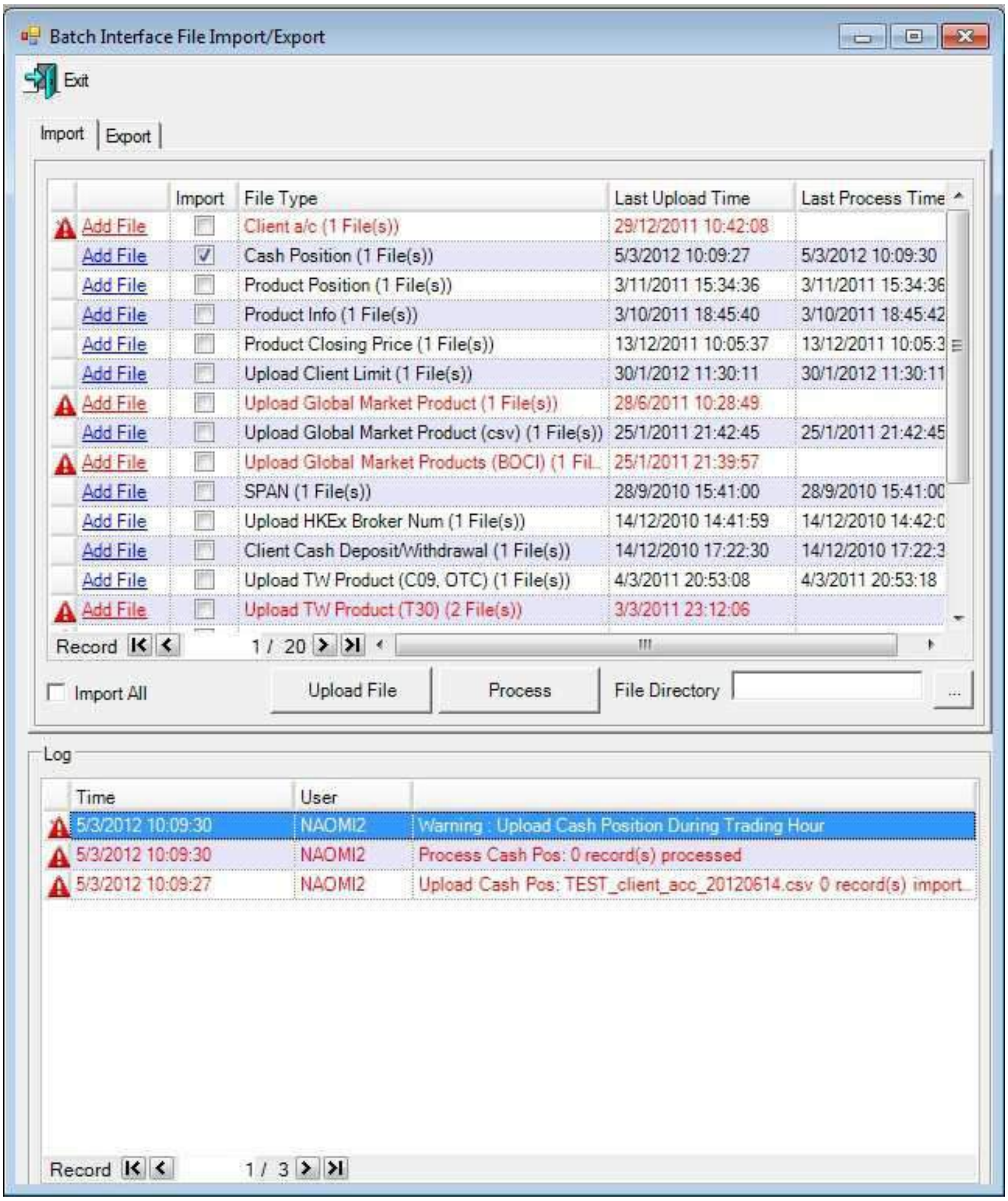


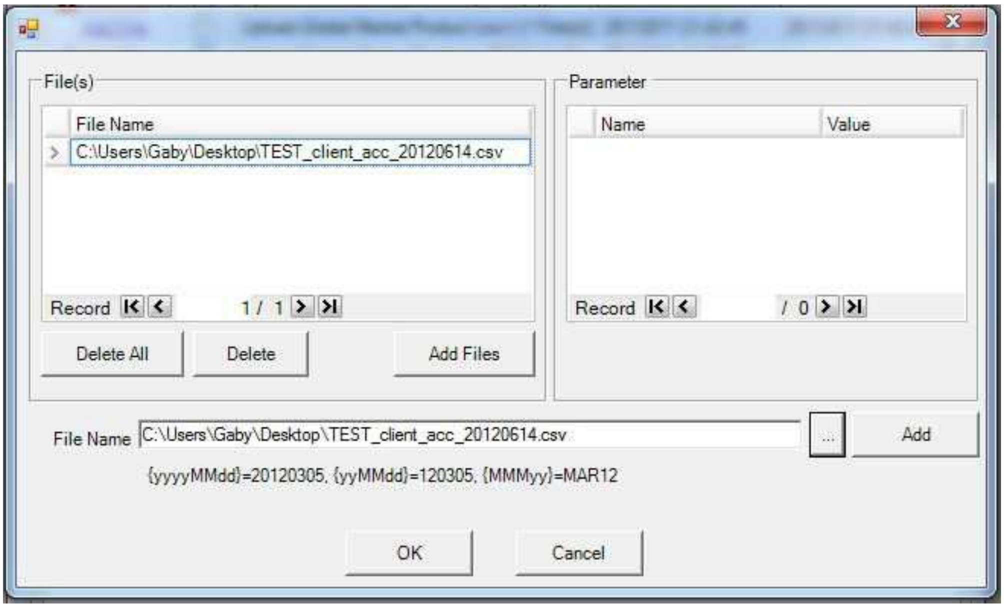
Batch Interface File Import/Export 多檔案匯入 / 匯出

Batch Interface File Import/Export – Import 多檔案匯入 / 匯出- 匯入

Click “Setup → Batch Interface File Import/Export”.
選擇“匯入”的分頁。

Select the “Import” tab.
於主功能表上點選“設置”→“多檔案匯入 / 匯出”。


Batch Interface File Import/Export
Exit
Import
Export
Import
File Type
Last Upload Time
Last Process Time
Add File
Client a/c (1 File(s))
29/12/2011 10:42:08
Cash Position (1 File(s))
5/3/2012 10:09:27
5/3/2012 10:09:30
Product Position (1 File(s))
3/11/2011 15:34:36
Product Info (1 File(s))
3/10/2011 18:45:40
3/10/2011 18:45:42
Product Closing Price (1 File(s))
13/12/2011 10:05:37
Upload Client Limit (1 File(s))
30/1/2012 11:30:11
Upload Global Market Product (1 File(s))
28/6/2011 10:28:49
Upload Global Market Product (csv) (1 File(s))
25/1/2011 21:42:45
Upload Global Market Products (BOCI) (1 Fil...
25/1/2011 21:39:57
SPAN (1 File(s))
28/9/2010 15:41:00
Upload HKEx Broker Num (1 File(s))
14/12/2010 14:41:59
Client Cash Deposit/Withdrawal (1 File(s))
14/12/2010 17:22:30
Upload TW Product (C09, OTC) (1 File(s))
4/3/2011 20:53:08
4/3/2011 20:53:18
Upload TW Product (T30) (2 File(s))
3/3/2011 23:12:06
Record 1 / 20
Import All
Upload File
Process
File Directory
Log
Time
User
5/3/2012 10:09:30
NAOMI2
Warning : Upload Cash Position During Trading Hour
Process Cash Pos: 0 record(s) processed
5/3/2012 10:09:27
Upload Cash Pos: TEST_client_acc_20120614.csv 0 record(s) import...
Record 1 / 3

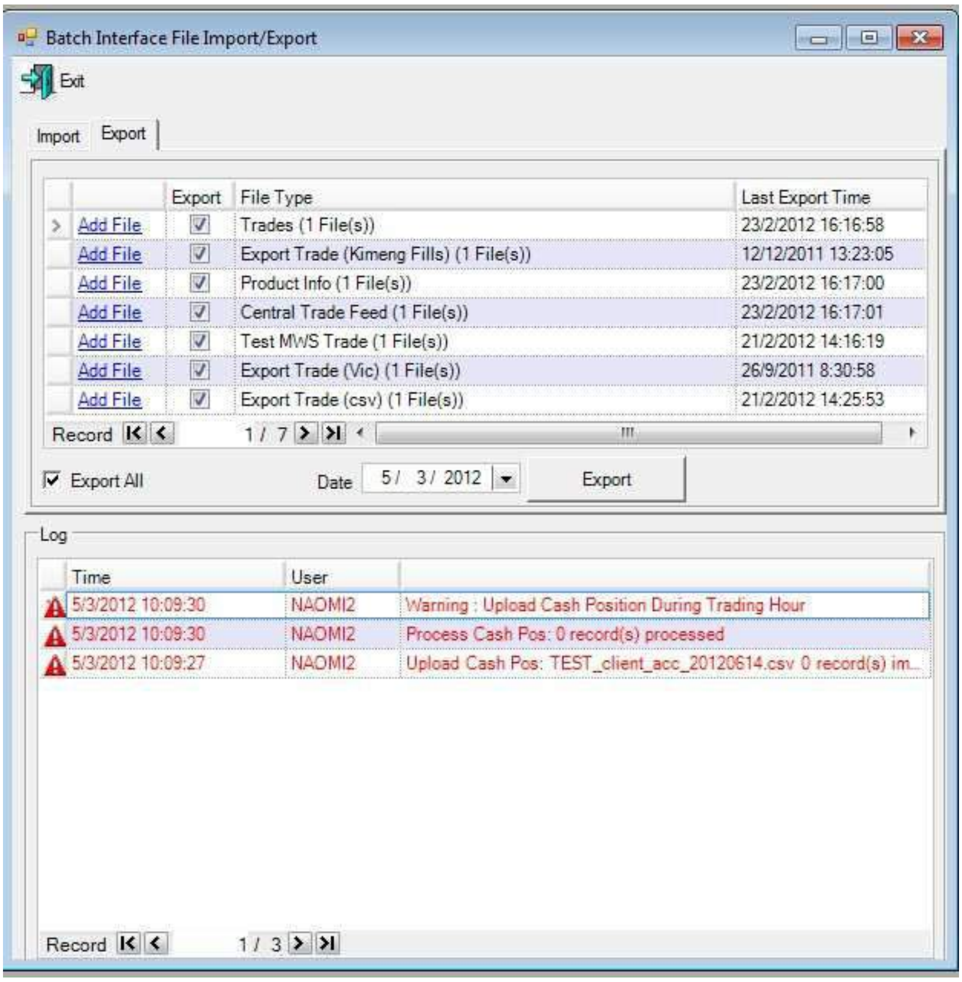


Press the "…" button to locate the exported file from BOS. Press "Open", and then "ADD", repeat step for all files. Tick the box next to the "File Type", press the "Upload File" and "Process" buttons accordingly.
按下匯入內的"增加檔案"，按下"增加"旁邊的"…"，尋找後台已做好的檔案，按"開啟舊檔"再按"增加"和"確定"。揀選所需匯入的檔案類型旁的空格，再順序按"上傳"和"處理" 便可。

If the upload failed, system will pop up an error message, please refer to the error message to rectify, and press "Upload" and "Process" the file again.
若上傳失敗，系統會出現錯誤信息，根據錯誤信息修正，重新上傳檔案。
若處理失敗，系統會出現錯誤信息，根據錯誤信息修正，重新處理檔案。

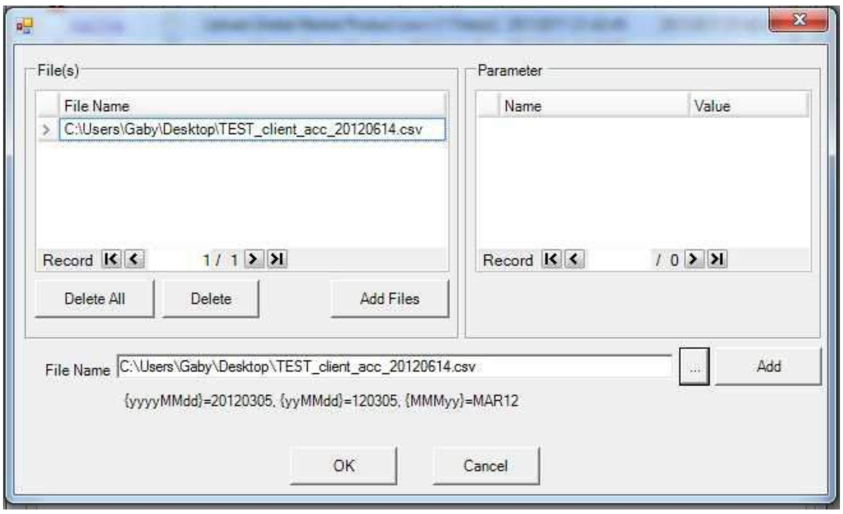
Batch Interface File Import/Export – Export 多檔案匯入 / 匯出 - 匯出

Click the "Setup → Batch Interface File Import/ Export" menu item; choose the "Export" tab.
於主功能表上點選"設置"→"多檔案匯入 / 匯出"，選擇"匯出"的分頁。



Choose the date and click on the "Add File" hyperlink. Press the "…" button, enter file names and file types, choose a location to save the file. Press "Add" button, then "OK" to exit. Repeat the above for each file type. Finally, click "Export" to export files.

選擇日期後按匯出內的"增加檔案"，按下"增加"旁邊的"…"，選擇存檔位置再輸入檔案名稱和存檔類型後按"存檔"再按"增加"，點選匯出全部後按"匯出"便可。

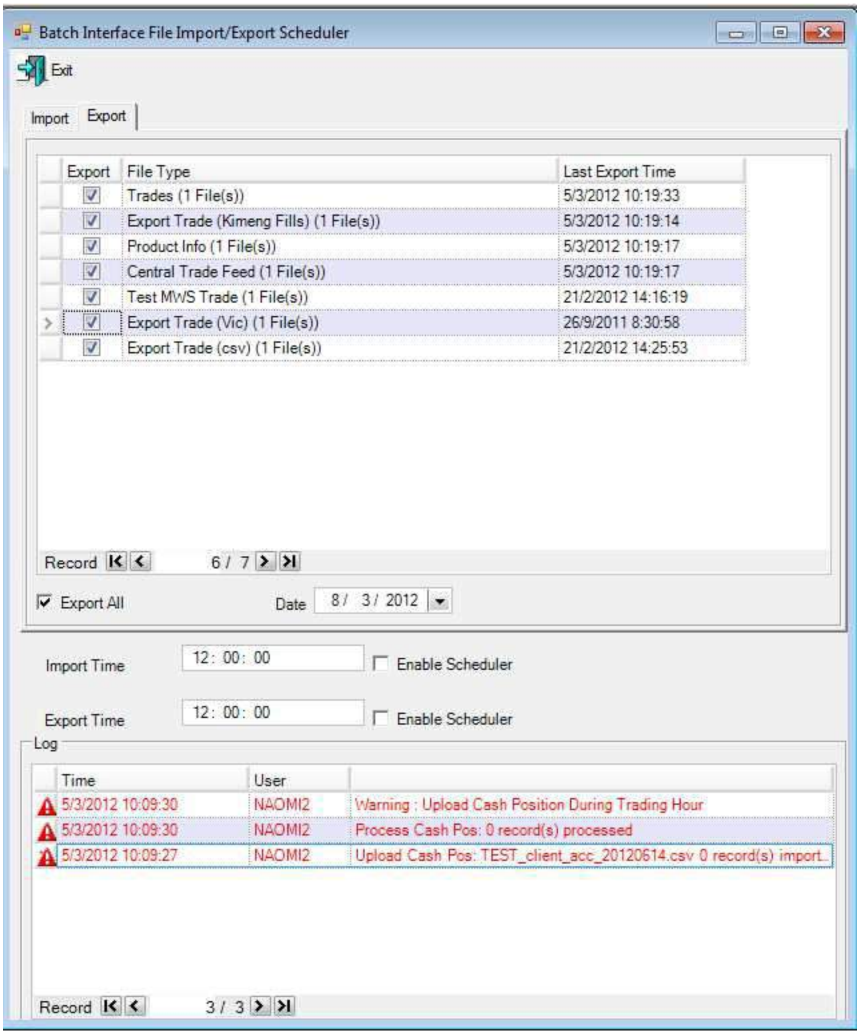


Batch Interface File Import/Export Scheduler 多檔案匯入 / 匯出自動執行

Batch Interface File Import/Export – Import Scheduler 多檔案匯入 / 匯出自動執行-匯入

Click “Setup → Batch Interface File Import/Export” menu item.
於主功能表上點選“設置”→“多檔案匯入 / 匯出自動執行”。

Select the “Import” tab.
選擇“匯入”的分頁。



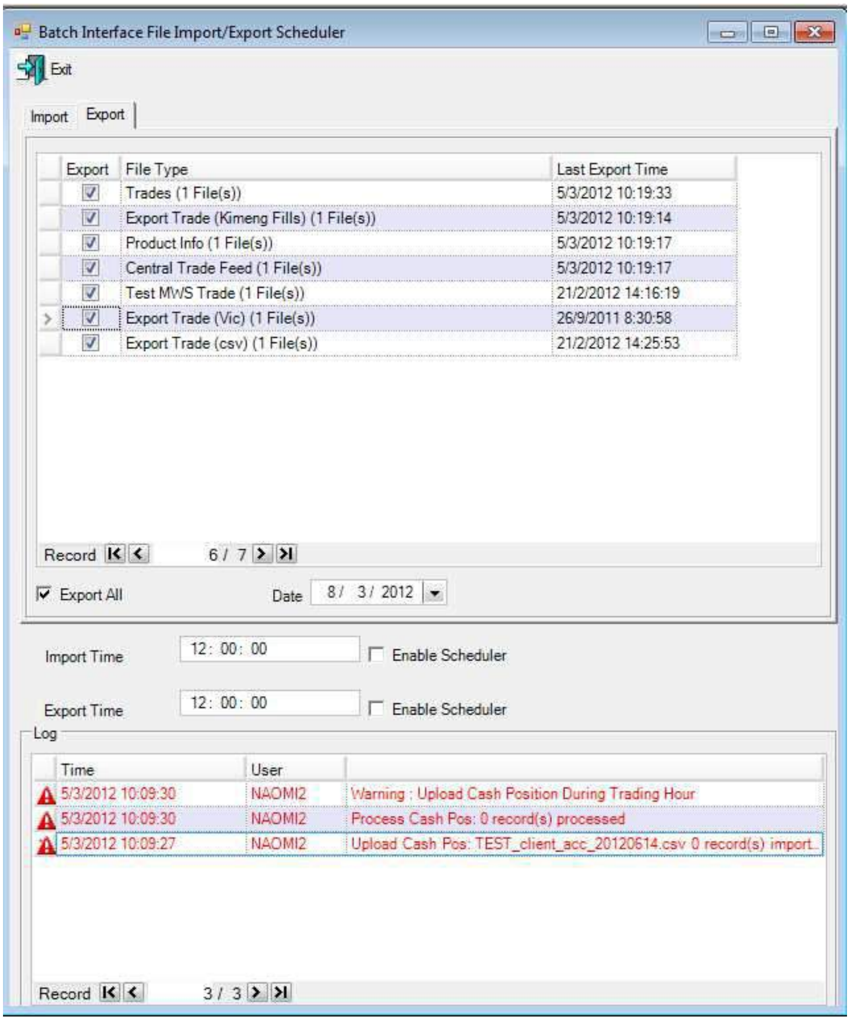
Check the box next to the target file types, input the “Import time” and check the “Enable Scheduler” box to enable scheduler. Save the setting into the “Save Desktop Setting” function so that the AyersGTS will load the Scheduler every time when user login.
點選所需檔案類型旁的空格，輸入”匯入時間”，然後點選”啟用自動執行”空格。將這個設定儲存在”儲存桌面設定”功能中，下次登入AyersGTS 時這個功能便會自動執行。

Note: This function only works when the “Batch Interface File Import/Export Scheduler Window” is activated.
註：此功能使系統於指定時間匯入檔案，但視窗不能關閉。

Batch Interface File – Export Scheduler 多檔案匯入 / 匯出自動執行- 匯出

Click “Setup → Batch Interface File Import/Export”. Select the “Export” tab.

於主功能表上點選“設置”→“多檔案匯入 / 匯出”，選擇“匯出”的分頁。



Check the box next to the target file types, input the “Export time” and check the “EnableScheduler” box to enable scheduler.
點選所需檔案類型旁的空格，輸入”匯出時間”，然後點選”啟用自動執行”空格。

Save the setting into the “Save Desktop Setting” function so that the AyersGTS will load the Scheduler every time when user login.
將這個設定儲存在”儲存桌面設定”功能中，下次登入AyersGTS 時這個功能便會自動執行。

Note: This function only works when the “Batch Interface File Import/Export Scheduler Window” is activated.
註：此功能使系統於指定時間匯入檔案，但視窗不能關閉。

6. Order Processing 訂單處理

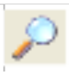
Order Journal 訂單資料夾

Introduction 簡介
The order journal is a real time monitor screen of order status along with the order information. Any update on the order will be broadcasted to the order journal. Multiple windows of order journal can be launched to monitor orders of different purpose.
訂單資料夾即時顯示訂單的狀態。當訂單狀態有任何更改，系統便會即時把資料傳送到訂單資料夾。訂單資料夾可同時顯示不同訂單的不同狀態。

Status	Update/Can...	Order...	Client A/C	B/S	Product	Or...	Price	Curr...	Quantity	Executed...	O/S Qty	Rejected...	Input User	Input Time
NEW		148091	TONY	Buy	0001	PL	11.5	MYR	2,000	0	2,000	0	TONY	11:45:42 22-Dec-2011
Q		148246	C123	Buy	00005	E	65.8	HKD	400	0	400	0	JOEY	11:56:16 04-Jan-2012
PEX		148323	TSCITEST2	Buy	00007	E	0.34	HKD	2,000	1,000	1,000	0	FSFAPI	15:36:55 06-Jan-2012
Q		148329	TSCITEST2	Buy	00007	E	0.87	HKD	1,000	0	1,000	0	JEFFREY	15:56:50 06-Jan-2012
Q		148334	TSCITEST2	Buy	00007	E	0.385	HKD	1,000	0	1,000	0	FSFAPI	16:37:09 06-Jan-2012
NEW		148346	FSH3	Buy	BAC	PL	16	USD	1	0	1	0	INTERN...	10:54:21 09-Jan-2012
NEW		148347	FSH3	Buy	PUDA	PL	1.12	USD	1	0	1	0	INTERN...	10:55:04 09-Jan-2012

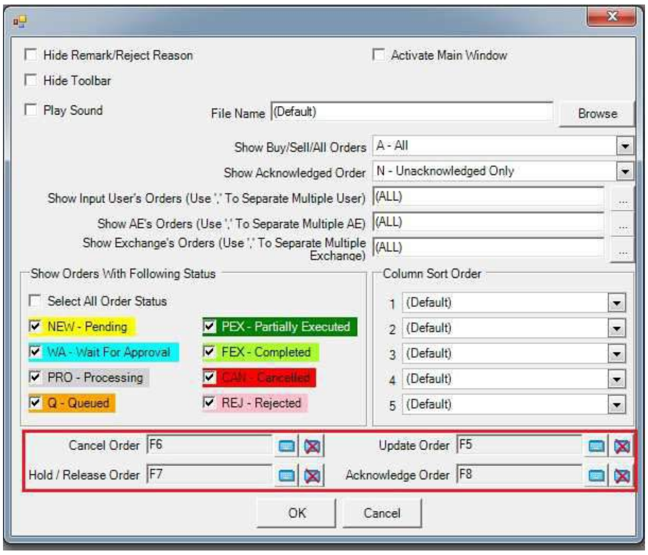
To launch Order Journal, click “Order Input/Enq”→ Order Journal” from the menu bar.
如需啟動訂單資料夾，於主功能表上點選“下單委託/查詢”→“訂單資料夾”。

Icon 圖示	Menu 項目	Description 功能
	Exit 離開	Close the current order journal 關閉訂單資料夾
	Refresh 重新整理	Request to refresh the order status in the order journal. 重新整理訂單資料夾
	Setting 設定資料夾	Configure this order journal. 設定訂單資料夾
	Enquire Order 查詢訂單	Enquire the detail information of currently selected order 查詢目前選取之訂單狀態
	Update Order 更改訂單	Update the currently selected order 更改目前選取之訂單
	Cancel Order 取消訂單	Cancel the currently selected order 取消目前選取之訂單
	Acknowledge 確認訂單	Acknowledge the currently selected order is completed (i.e. Fully Filled, Cancelled or Rejected) and hide this order in the order journal. 確認目前選取之訂單(如已成交，已取消或被拒絕) 已確認之訂單可隱藏起來，並可於“設定”後再次顯示
	Release 釋放已保留訂單	Release the currently selected held order, so that the order will immediately be sent to the exchange for matching. 釋放之前保留之訂單，訂單即可傳送至交易所

	Client Portfolio 顯示客戶戶口資料	Show the client portfolio of the currently selected order. 查詢目前選取之訂單之客戶戶口資料
	Filter 篩選訂單	To filter which field you want to concentrate to look at, multiple filter can be apply at the same time 按此可篩選訂單資料夾中的訂單
	Copy 輸入相同訂單	To copy any trade in the Order Journal, no restrictions apply. 點選要複製的訂單後按此圖示便可複製該訂單
	Always Show Top Record 永遠顯示最上方記錄	Fix the Order Journal to see the top records 按下會跳至訂單資料夾的最頂部
	Always Show Bottom Record 永遠顯示最下方記錄	Fix the Order Journal to see the bottom records 按下會跳至訂單資料夾的最底部

Configure Order Journal 設定訂單資料夾

Click the “Setting” icon in the order journal in order to configure the order journal.
於訂單資料夾上點選“設定資料夾”。



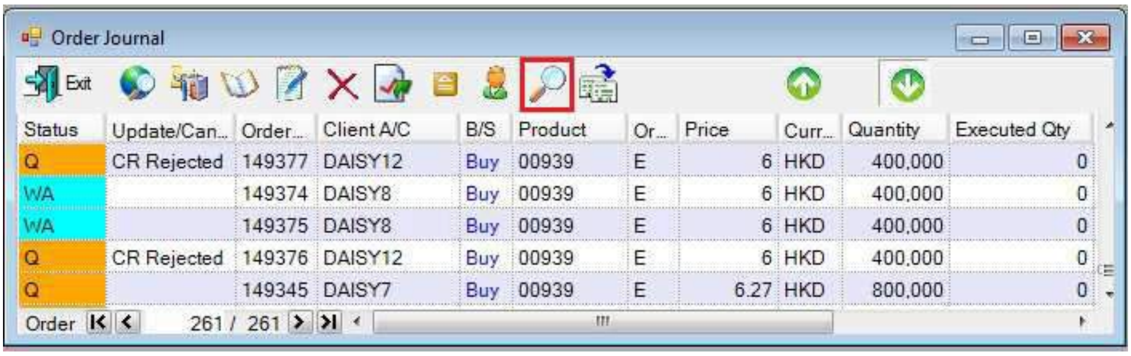
Menu 項目	Description 功能
Hide Remark/Reject Reason **不顯示備註及拒絕原因**	Will not show reject reason/remark 不顯示訂單被拒絕的原因及備註
Activate Main Window **啟動主視窗**	Minimized Order Journal window will be restored when new order is placed or order status has changed 當訂單資料夾視窗處於最小化，而訂單狀態有任何更改，訂單資料夾會被彈出

Hide Toolbar **隱藏工作列**	Hide the Toolbar on the top of the Order Journal 點選後可隱藏訂單資料夾上的圖示
Play Sound **播放聲響**	The system would play sound to alert when order is updated. Only support WAV sound format 每當訂單狀態有更改，系統會播放聲響。你可選擇任何 wav 格式的音效檔
Show Buy/Sell/All Orders **顯示買入 / 沽出 / 全部訂單**	A – all orders A - 全部 = 顯示全部訂單 B – buy order B - 只顯示買入訂單 only S – sell order only S - 只顯示沽出訂單
Show Acknowledged Order **顯示確認的訂單**	N = show all unacknowledged orders (i.e. hide all acknowledged orders) N - 未確認 = 只顯示未被確認之訂單 Y = only show acknowledged orders Y - 已確認 = 只顯示已被確認之訂單 A = show all orders A - 全部 = 顯示全部訂單
Show Input Users' Order (Not for GTS Lite user) **顯示輸入用戶的訂單**	Only show orders of a specified User. 只顯示某一用戶的訂單 Leave blank if wants to show all User's orders 空白此欄將顯示所有用戶的訂單
Show AE's Orders (Not for GTS Lite user) **顯示輸入客戶主任的訂單**	Only show orders of a specified AE. 只顯示某一客戶主任的訂單 Leave blank if wants to show all AE's orders 空白此欄將顯示所有客戶主任的訂單
Show Exchange's Orders **顯示市場的訂單**	Only show orders of a specified Exchange. 只顯示某一交易所的訂單 Leave blank if wants to show all Exchange's orders 空白此欄將顯示所有交易所的訂單
Show Orders With Following Status **顯示下列狀態的訂單**	Check the order status box to select which order status to be shown 選取所需顯示之訂單狀態的訂單
Column Sort Order **欄位排列順序**	Set order sort sequence in order journal 選取欄位排列之順序，1 最優先，如此類推
Set shortcut keys (In red rectangle area) **快捷鍵設定 (紅色方框)**	Set shortcut keys for different functions of order journal 可設定訂單資料夾不同功能的快捷鍵

Filter in Order Journal 篩選訂單資料夾訂單

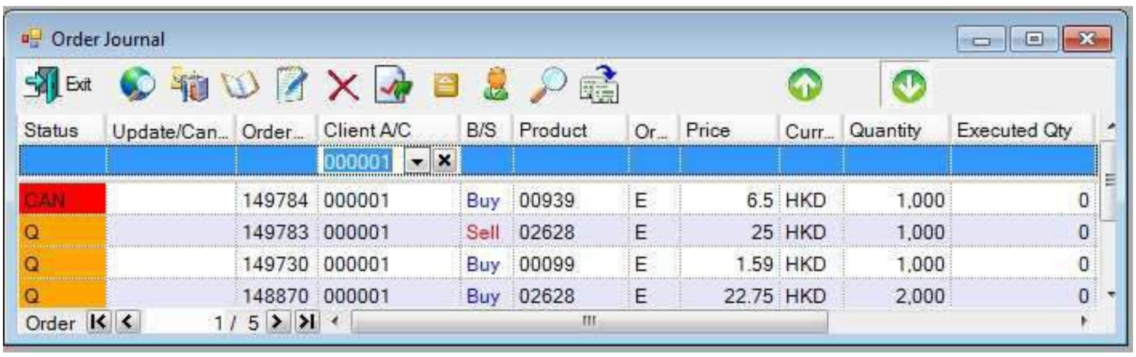
Orders can be filtered in the order journal.
訂單資料夾中的訂單顯示是可以篩選的。

Click the “Filter Orders…” button.
點選“篩選訂單…”。



The filter row will be appeared as the first row of the order journal. Select the desired criteria and input the criteria to filter the orders in the order journal. E.g. Client A/C:
篩選列會顯示於訂單資料夾的第一行。選取所需篩選的欄位，輸入篩選條件。例，客戶戶口：

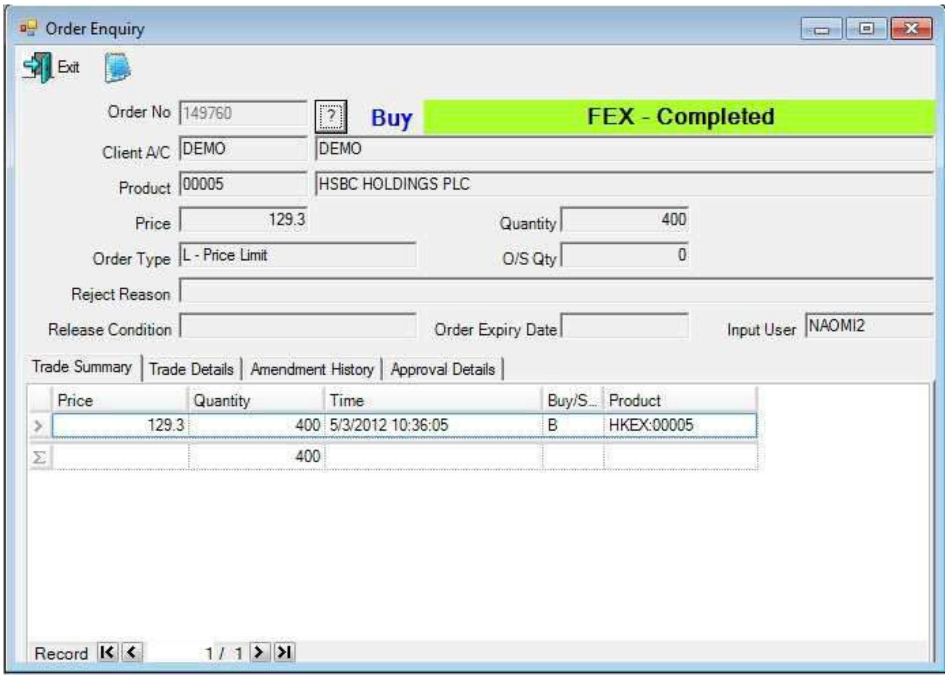
The order journal will show the filtered orders only.
訂單資料夾將會只顯示篩選後的訂單。



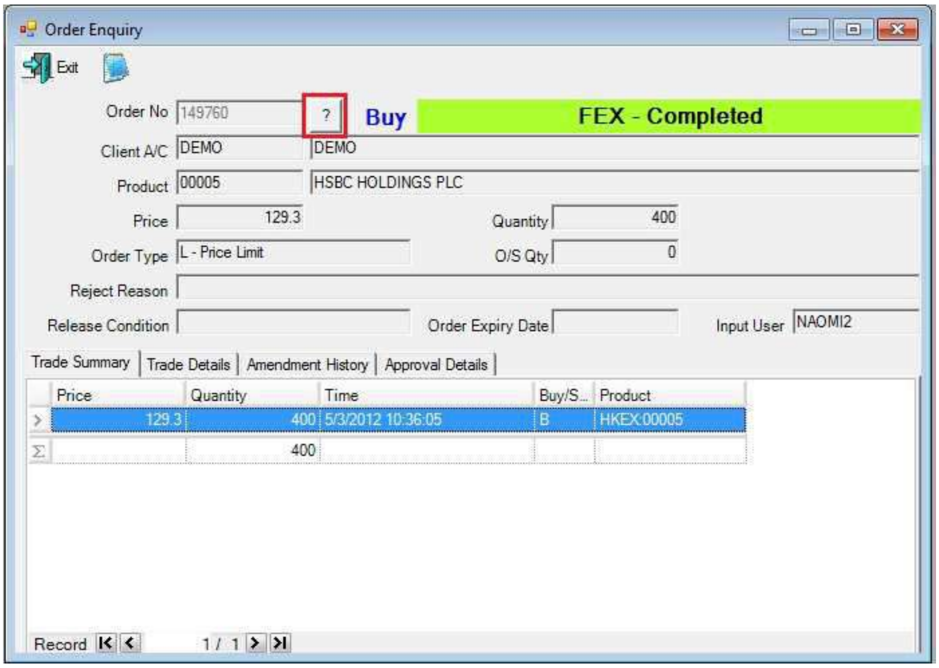
Order Enquiry 查詢訂單資料

Choose the “Order Input/Enquiry” →”Order Enquiry Function”
於主功能表上點選“下單委託 / 查詢”→“查詢訂單”。

Input “Order Number”, and press enter. The details of the order will be shown.
輸入“訂單號碼”，然後按輸入鍵。訂單資料便會顯示出來。



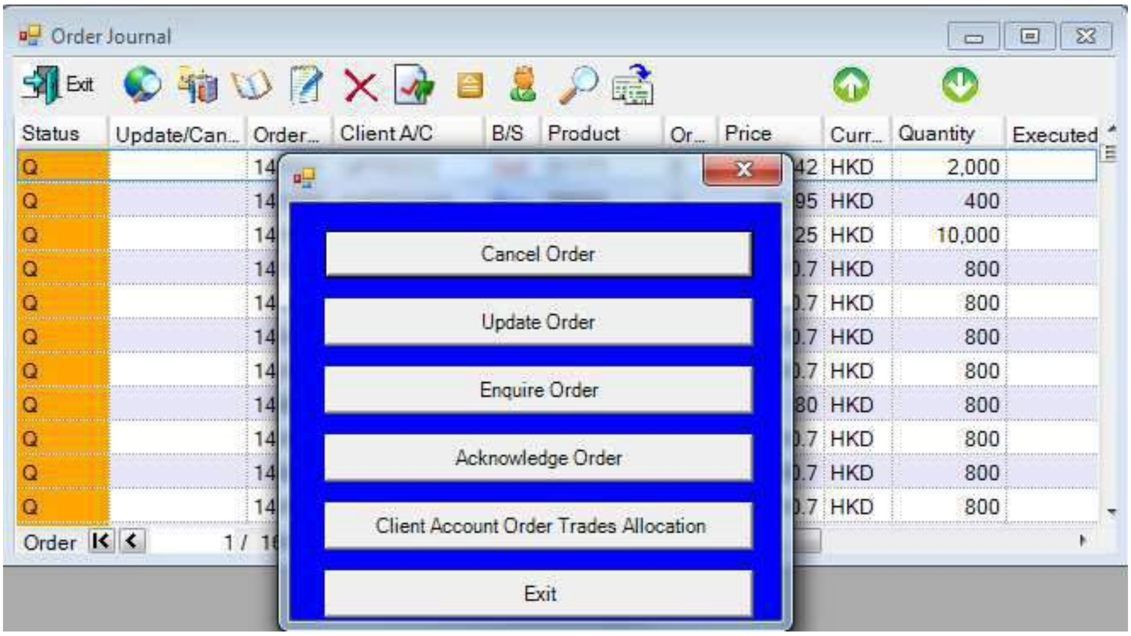
If you want to search other orders, press the “?” button.
如想以其他條件搜索訂單，點選“?”按鈕。



Input the search criteria, and then press “F1 – Search”, the orders that related to the search criteria will be shown. Choose the related orders, press “OK” to show the order details.
輸入搜索條件，然後點選“搜尋”，所有符合搜索條件的訂單都會顯示出來。選取所需訂單，然後按“確定”以顯示訂單資料。

Use the Order Function Menu 使用訂單功能表

If you have chosen “Open Order Functions Menu (MENU)” in the “Setup>System Setting>Setting 2>Double-Click Order Journal To Trigger” function, you can double-click an order to use the Order Function Menu. Choose the related functions.
如在“設置”→“系統設定”→“設定2”裡的“雙點擊滑鼠開啟功能”選擇了“開啟訂單功能表”便可於“下單委託 / 查詢”內的“訂單資料夾”，用滑鼠雙點擊任何訂單位置來開啟功能表。點選所需功能便可。

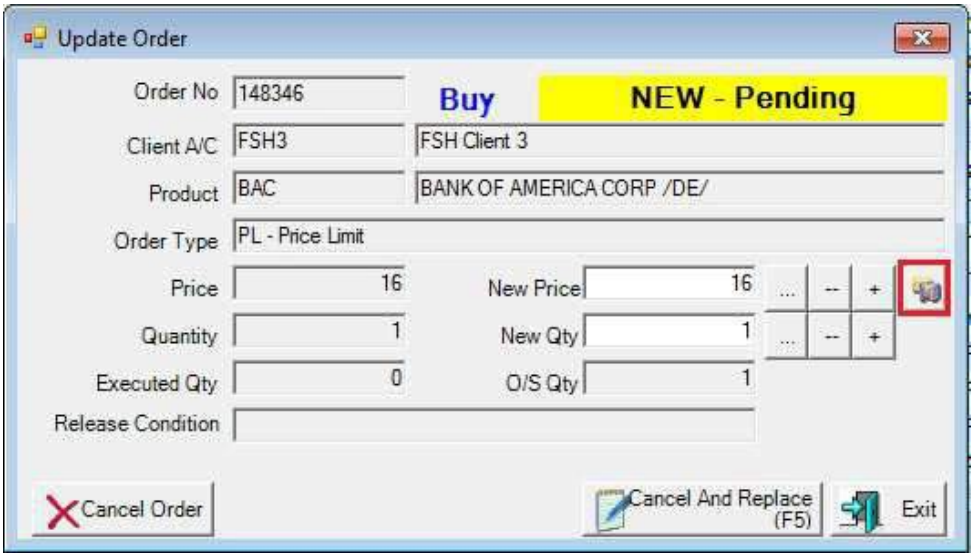


Update Orders 更改訂單

Choose the “Order Input/Enquiry” →”Update Order Function”. There are 4 ways toupdate the order as shown in the following:

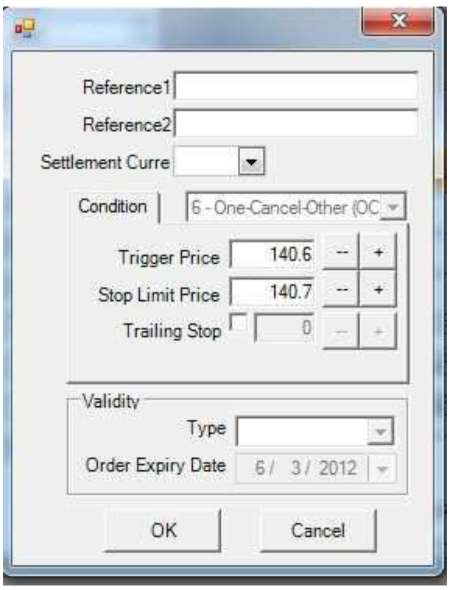
於“下單委託 / 查詢”裡的“訂單資料夾”，有 4 種更改訂單的方法，點選所需訂單後:

1. Press the “Update Order” Icon;
   按“更改訂單”圖示；
2. Press the “Update Order” Shortcut Key F5;
   按更改訂單快捷鍵“F5”；
1. Right-click the mouse and choose “Update Order”;
   點擊滑鼠右鍵，然後選取“更改訂單”
2. Double-click anywhere to open the Open Function Menu. Choose “Update Order”.
   雙點擊訂單任何位置來開啟功能表。點選“更改訂單”便可。(請參考第 86 頁)



After inputting the new price and quantity, Press “Update Order” to send out the update order.
輸入新價格或新數量後，點選“更改訂單”以確定更改訂單。

Click on the “Adv. Setting to input References or perform Program Trade.
用戶也可點選在方格內的“進階設定”，輸入備註或修改觸發價。



Cancel Orders 取消訂單

Choose the “Order Input/Enquiry” →”Cancel Order Function”. There are 4 ways to update the order as shown in the following:
於“下單委託 / 查詢”裡的“訂單資料夾”，有4 種取消訂單的方法，點選所需訂單後:

1. Press the “Cancel Order” Icon;
按“取消訂單”圖示；
2. Press the “Cancel Order” Shortcut Key F4;
按取消訂單快捷鍵“F4”；
3. Right-click the mouse and choose “Cancel Order”;
點擊滑鼠右鍵，然後選取“取消訂單”；
4. Double-click anywhere to open the Open Function Menu. Choose “Cancel Order”.
雙點擊訂單任何位置來開啟功能表。點選“取消訂單”便可。(請參考第86 頁)

Click “Cancel Order” to cancel the order.
點選“取消訂單”以確定取消訂單。

Update/Cancel Multiple Orders 更改 / 取消多筆訂單

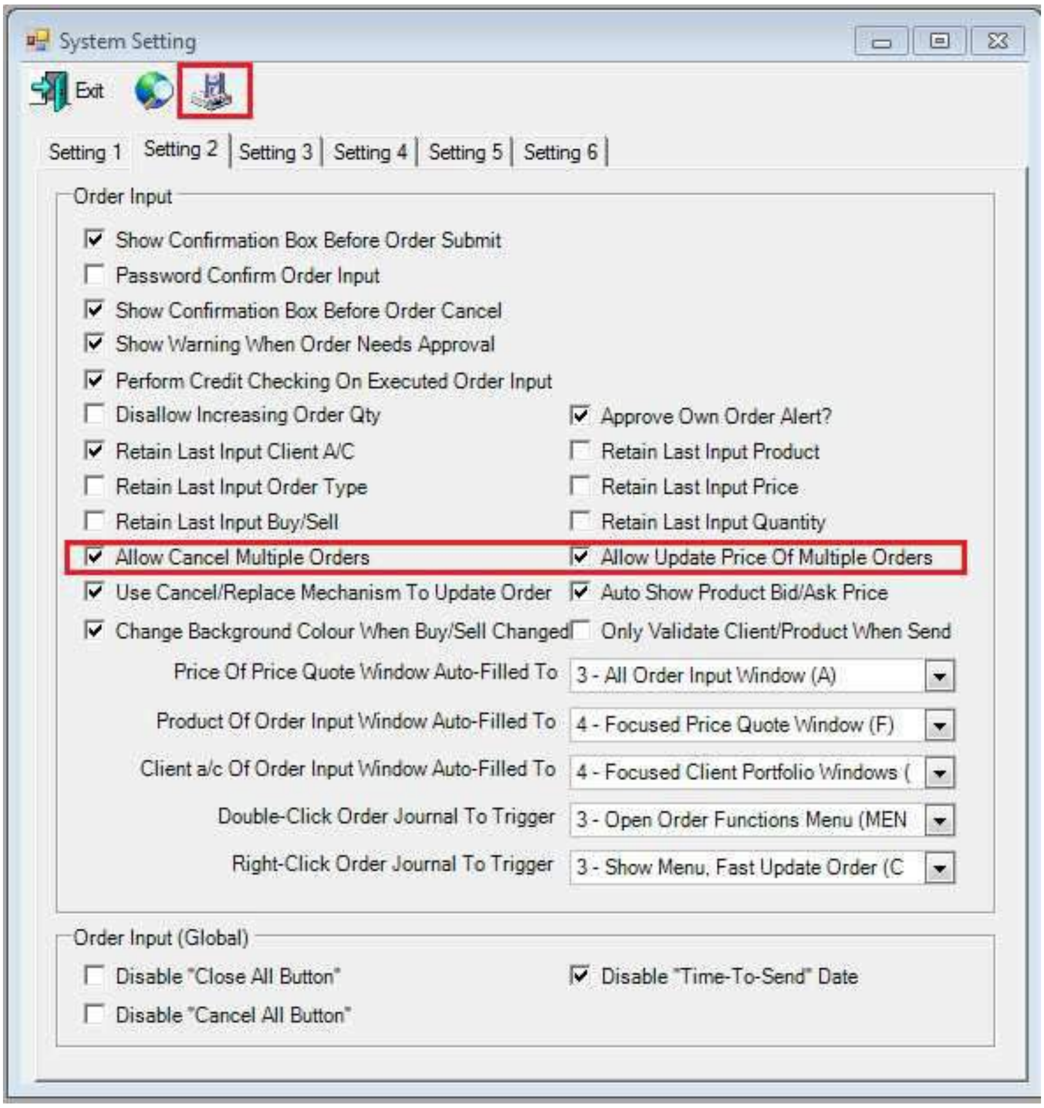
Multiple Orders could be updated together, but all the orders should have the following same details:
多項訂單可同時作出更改，但多項訂單必須為同一：

1. Client Account
客戶戶口；
2. Product
產品；
3. B/S Flag
買賣指示

If you want to allow update/cancel multiple orders, you have to change the system setting, and the setting will be applied to all user clients.
如要允許多項訂單更改/取消，必須於系統作出設定。系統設定將套用於所有用戶戶口。

Choose “Setup” → System Setting” → “Setting 2”
於主功能表上點選“設置”→“系統設定”選取“設定2”。

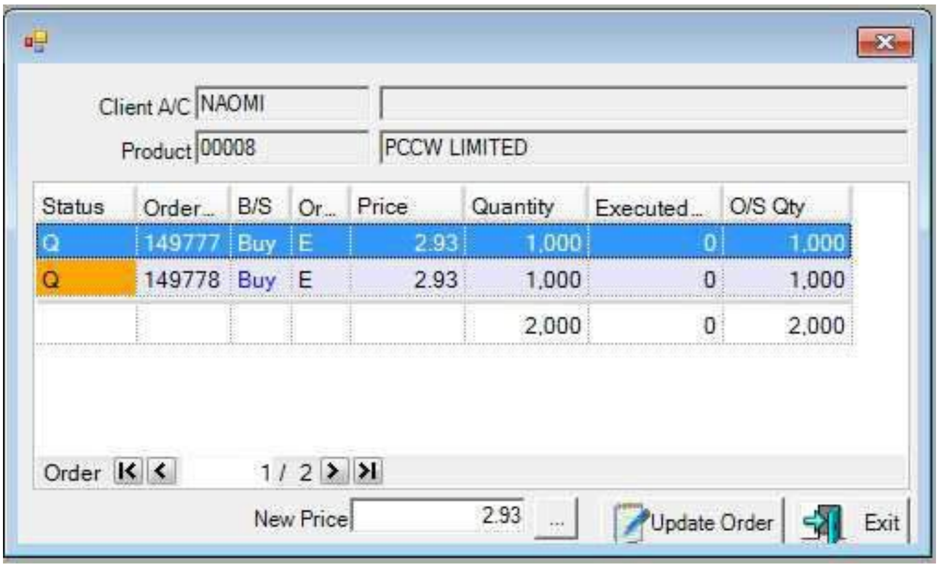
Check the boxes “Allow Update/Cancel Multiple orders”.
點選“容許快速更改多筆訂單之價錢”及“容許快速取消多筆訂單”。



Press “Save” Icon to save the setting.
點選“儲存”圖示以作儲存。

Choose the multiple placed orders by “Ctrl” Key.
選取所需更改 / 取消之訂單(按住“Ctrl”鍵以選取多項訂單)。

Amend the order prices, and press “Update” Icon or F5. Input the new order price.
如要更改多筆訂單之價錢，點選“更改”圖示(或按“F5”)。輸入新的價錢。



Press the “Update Order” button and multiple selected orders will be updated. If you want to cancel multiple orders, click “Cancel” Icon. (Or press F4)
點選“更改訂單” 鍵。多筆訂單將被更改。如要取消多筆訂單，點選“取消”圖示(或按“F4”)。

Press “Yes” to cancel multiple orders.
點選“是”以確定取消訂單。多筆訂單將被取消。

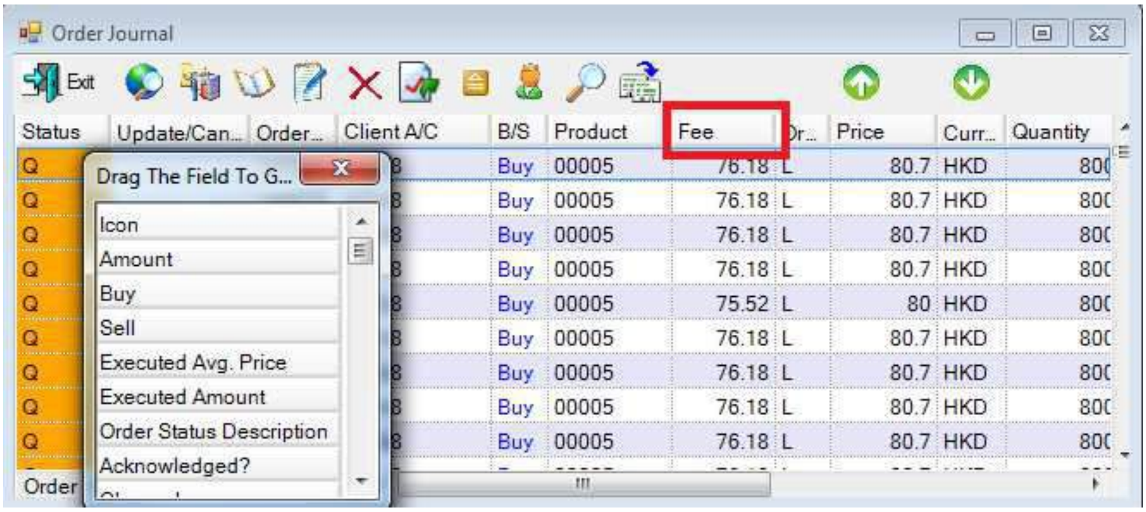
Add/ Remove Columns 新增 / 移除欄位

All the columns width and position can be adjusted by simply using drag-and-drop.
訂單資料夾中的所有欄位的寬度及位置均可以“拖放”的方式更改。

Moreover, columns can be added/ removed by right-clicking the mouse button and select “Add/Remove columns” item of the popup menu. After that, all available columns will be shown in a window.
另外亦可以使用滑鼠右鍵新增或移除所有欄位。

To add column, drag one field in the above window into the order journal.
如需新增欄位，只需從小視窗 (如上圖) 拖出並放於訂單資料夾適當的位置上。

To remove column, drag one column from the order journal into the above window.
如需移除欄位，只需從訂單資料夾拖出並放於小視窗 (如上圖)。



Display Column 欄位	Description 內容	Values 位值
Status 狀態	The status code of the order 訂單狀態	**NEW – Pending** 訂單在系統中，還未送至交易所 (開市前或收市後所下的訂單) **NEW(H) - Pending (Order held in system)** 訂單保留在系統中，還未送出交易所 (已設定程式買賣的訂單) **PRO - Processing** 執行中 **WA - Waiting for approval** 等待批核 **Q(MWS) - Queued at MWS exchange** 已於 MWS 排隊 (此狀態只適用於香港證券市場的 PNS 交易系統) **Q - Queued at exchange** 已於交易所排隊 **REJ - Rejected** 被拒絕 **PEX - Partially filled** 部份成交 **FEX - Fully executed** 全部成交 **CAN - Cancelled** 取消

Update/Cancel **更新 / 取消**	Show whether the order is being updated/cancelled 顯示訂單是否在更改或取消中	Update = Order is being updated 更改 = 訂單正在更改中 Update(WA) = Order update is waiting for approval 更改 (WA) = 更改訂單正在等待批核 Cancel = Order is being cancelled 取消 =訂單正在取消中
Order No **訂單號碼**	The unique number for each order 該訂單在系統的編號	
Client A/C **客戶戶口**	Client account code 客戶戶口號碼	
B/S **買入 / 沽出**	B = Buy, S = Sell 買入 或 沽出	
Product Stock code of the order **產品**	Order Type 訂單之產品編號	
Price **價格**	Order Price 訂單價格	
Currency **貨幣**	Currency of the orders 訂單之貨幣	
Quantity **數量**	Order quantity 訂單數量	
Executed Quantity **已成交數量**	The executed quantity of an order 已成交之數量	
O/S Qty **待成交數量**	The outstanding quantity of an order 尚未成交之數量	
Rejected Qty **已拒絕數量**	The rejected quantity of an order 已拒絕之數量	
Input User **輸入用戶**	The user who input the order 輸入訂單之用戶	
Input Time **輸入時間**	The order input time 訂單之輸入時間	
Icon **圖示**	One-click access to various system functions 以圖示顯示訂單狀態	
Amount **金額**	The order amount 訂單之金額	
Buy **買入**	Buy quantity 訂單買入之數量	
Sell **沽出**	Sell quantity 訂單沽出之數量	
Executed Avg. Price **平均成交價**	The average price of the executed quantity 訂單之平均成交價	

Executed Amount **成交金額**	The amount of the executed quantity 成交訂單之金額	
Order status in detail **訂單狀態說明**	Description 訂單狀態之詳細說明	
Acknowledge? **確認?**	Show whether the order has been acknowledged 顯示訂單是否已被確認	
Channel **輸入渠道**	Show which channel the order is input from 顯示輸入訂單之渠道	TS = Trading Terminal, 交易工作站 I = Internet 互聯網 IVRS = IVRS trading system 音頻電話交易系統 MANGO = Mango M = Mobile Phone 流動電話
Dealer **交易員**	Show which dealer has taken the order 顯示處理訂單之交易員	HKEX-BSS
Approve User **批核者**	The user who approved the order 批核訂單之用戶	
Last CR User **最後更新/取消用戶**	The last user that has made a change request to the order 最後更改或取消訂單之用戶	
Last Update User **最後更新使用者**	The user who last updated the order 最後更新訂單之使用者	
Last Update Time **最後更新時間**	The last updated time of order 訂單之最後更新時間	
Acknowledge Time **確認時間**	Time when the order was acknowledged 確認訂單取消，拒絕，成交之時間	
Validity **有效期**	The Validity type of this order 訂單之有效期	
Order Expiry Date **訂單到期日**	The Expiry Date of an "GTD" Order 如使用訂單到期日功能買賣，會顯示訂單到期日	
AE **客戶主任**	Account executive of the order 訂單所屬之客戶主任	
Client A/C Name **客戶戶口名稱**	Client name 客戶戶口名稱	

Product Name **產品名稱**	Stock name of the order 訂單之產品名稱	
Exchange **交易所**	Exchange Code of the order 訂單進行交易之交易所	
Routing ID **路由 Id**	Code of routing ID 訂單路由 Id(HKEx/Broker)	
Broker Code **經紀行代碼**	Code of the broker 經紀行之代碼	
Exchange Order No. **交易所訂單編號**	Ref. No. from exchange 交易所發出之訂單編號	
Exchange Order Time **交易所訂單時間**	The time of the exchange order 交易所發出之訂單時間	
Exchange Device **交易所裝置**	The OG connecting to exchange (OAPI for futures products) 交易所裝置(OG/OAPI)	
Exchange Order Info **交易所訂單備註**	Last Message No. from Exchange of this order 交易所訂單備註	
Update/Cancel Price **更新 / 取消 價格**	Show updated/cancelled price 顯示訂單更改 / 取消之價格	
Update/Cancel QTY **更新 / 取消 數量**	Show updated/cancelled QTY 顯示訂單更改 / 取消之數量	
Release Condition **釋放條件**	Condition for releasing the orders on hold (only applicable to orders with status "Hold') (只適用於保留訂單)保留訂單之釋放條件	
OCO Trigger Price **OCO 觸發價**	Trigger price of the OCO orders 雙向限價盤之觸發價	
Reference 1 **備註 1**	Orders' reference 1 訂單備註 1	
Reference 2 **備註 2**	Orders' reference 2 訂單備註 2	
Approve Reason **要求批核原因**	Reason why orders need approval 要求批核的原因	
No. **編號**	Sorting no. in order journal 以輸入時間順序編排	

Auto-Notify Channels **自動回覆渠道**	Channel for auto-notifications 自動覆盤之渠道	
Order Internal Id **訂單內部編號**	The Internal Id of an order 訂單內部編號	
CD Order No **CD 訂單號碼**	The Order No. of a CD Order CD 訂單號碼	This function is available upon request 此功能需要申請才可以使用
Settle **平倉**	To settle the future contract (as illustrated in the picture below) 可以在資料夾內的訂單中按"平倉",便可把客戶該已成交之訂單平倉。	
Condition **條件**	Order type and release condition 訂單之觸發條件及類型	
Trigger Price **觸發價**	Trigger price of the program trade orders 訂單之觸發價	
Target Price **目標價**	Stop limit price of the program trade orders 訂單之目標價	
Stop Price **止損/賺價**	Stop limit price of the program trade orders 訂單之止損/賺價	
Trailing Stop Price **追蹤止損/賺價**	The trailing stop price of the program trade orders 訂單之追蹤止損/賺價	
Next Trailing Stop **追蹤止損/賺觸發價**	The Trailing Stop value of a conditional order 訂單之追蹤止損/賺觸發價	
Fee **徵費**	The charges deducted temporary from an order 訂單之徵費	
Product Group **產品種類**	Product group of the order's product 不同的期貨產品	
Contract Month/Date **合約月份/日期**	Month/Date of the futures 合約之月份(期貨專用)	
Settlement Currency **結算貨幣**	The Settlement Currency of this order 結算之貨幣值	
Hidden **隱藏**	Show if there is any hidden function in the GTS 有沒有已隱藏的功能	This function is available upon request 此功能需要申請才可以使用
PATS Stop Price **PATS 止損/賺價**	Show the Stop conditional order price for PATS PATS 止蝕盤之止損/賺價	This function is available upon request 此功能需要申請才可以使用

Executed Time 成交時間	The executed time of an order 訂單成交之時間	
Allocated Status 已分配狀態	The Allocated Status of an order 訂單進行成交交配後的狀態	

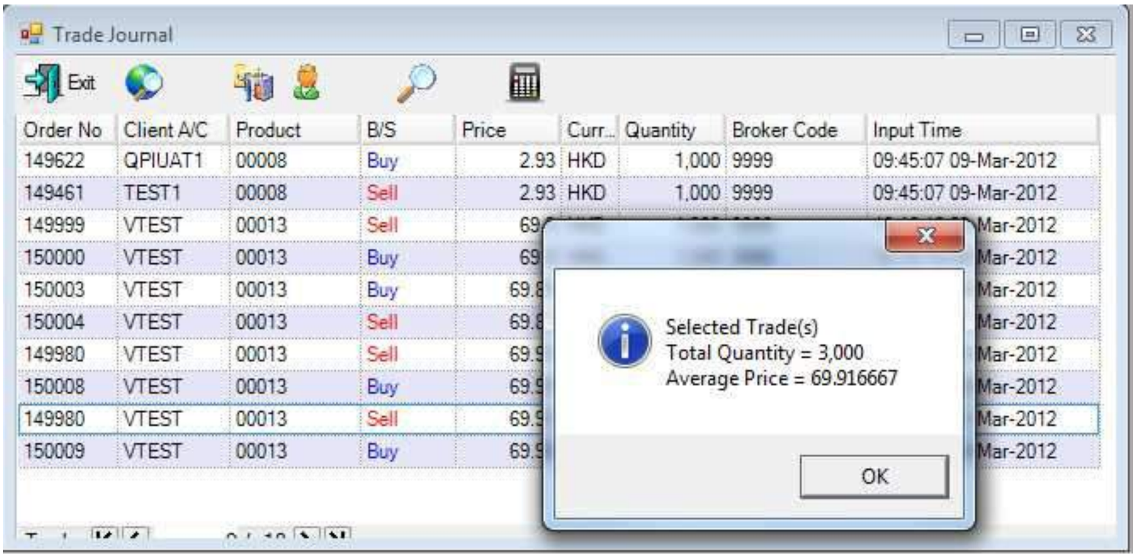
Trade Journal 交易成交資料夾

Click “Order Input/Enq. → Trade Journal”:
於主功能表上點選“下單委託 / 查詢”→“交易成交資料夾”。

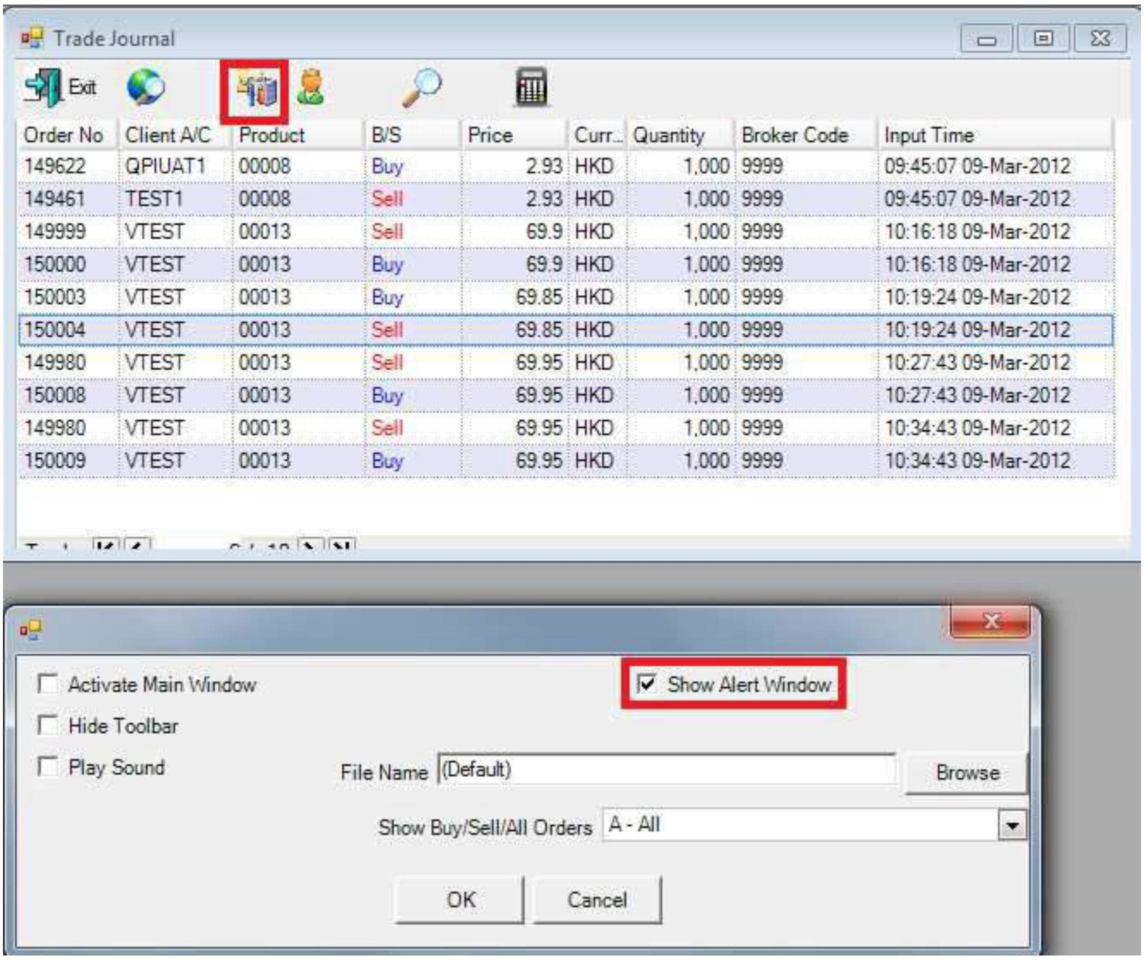
Icon 圖示	Function 功能	Description 闡釋
	Refresh 重新整理	To refresh status of the items in the trade journal 重新整理訂單資料夾。
	Journal Setting 設定資料夾	To configure various settings in the trade journal 設定訂單資料夾。
	Show Portfolio 顯示客戶戶口資料	To show the portfolio details of the current client 查詢目前選取之訂單之客戶戶口資料。
	Filter Records 篩選訂單	To filter orders to be displayed in the trade journal 按此可篩選訂單資料夾中的訂單。
	Calculate Average Price 計算交易平均價	To calculate the average price of the trades (of same client, same product and buy/sell order type). 可計算相同客戶、相同買賣和相同產品之訂單交易平均價。(如下圖)

Select multiple orders with same client, B/S Flag and Product.
選擇多條相同客戶、相同買賣和相同產品之訂單。

Press the “Calculate Average Price” button and calculate the average price of the transactions.
然後按“計算交易平均價鍵”，可計算交易平均價。

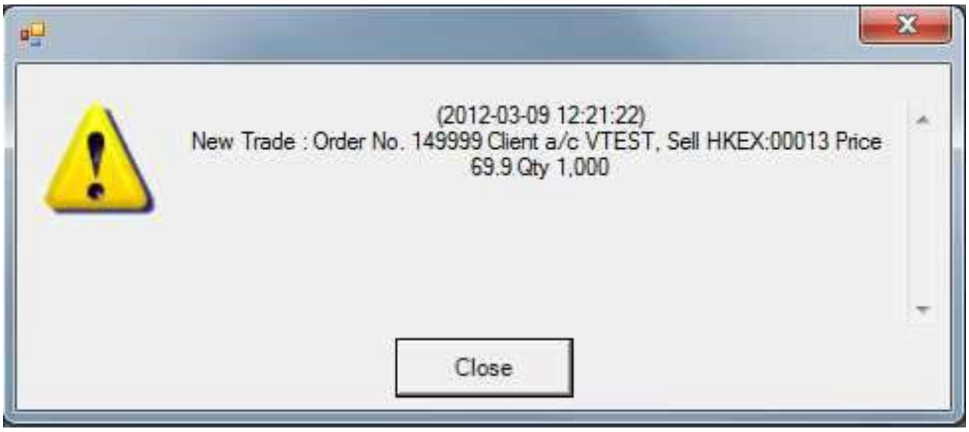


In the Trade Journal Function, press “Journal Setting…” button and check the Show Alert Window box. When any clients place, update or execute an order, there will be alert message to notice client.
在交易成交資料夾，按“設定資料夾”選擇“顯示提醒視窗。當客戶有交易成交或輸入已成交訂單時，會有信息顯示提醒客人。


Trade Journal
Exit

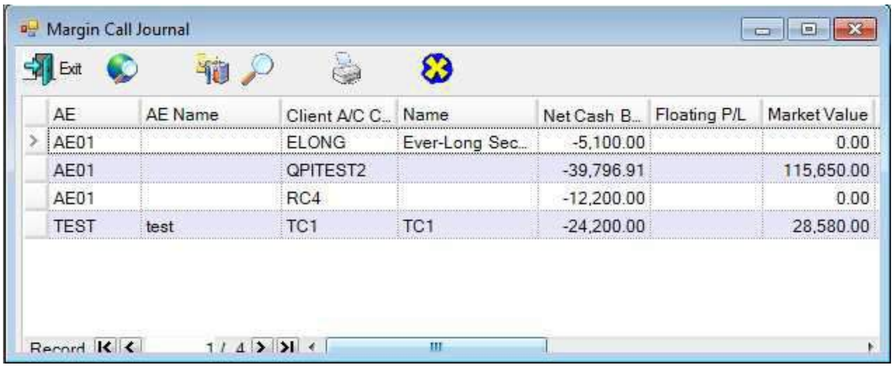
Order No	Client A/C	Product	B/S	Price	Curr...	Quantity	Broker Code	Input Time
149622	QPIUAT1	00008	Buy	2.93	HKD	1,000	9999	09:45:07 09-Mar-2012
149461	TEST1	00008	Sell	2.93	HKD	1,000	9999	09:45:07 09-Mar-2012
149999	VTEST	00013	Sell	69.9	HKD	1,000	9999	10:16:18 09-Mar-2012
150000	VTEST	00013	Buy	69.9	HKD	1,000	9999	10:16:18 09-Mar-2012
150003	VTEST	00013	Buy	69.85	HKD	1,000	9999	10:19:24 09-Mar-2012
150004	VTEST	00013	Sell	69.85	HKD	1,000	9999	10:19:24 09-Mar-2012
149980	VTEST	00013	Sell	69.95	HKD	1,000	9999	10:27:43 09-Mar-2012
150008	VTEST	00013	Buy	69.95	HKD	1,000	9999	10:27:43 09-Mar-2012
149980	VTEST	00013	Sell	69.95	HKD	1,000	9999	10:34:43 09-Mar-2012
150009	VTEST	00013	Buy	69.95	HKD	1,000	9999	10:34:43 09-Mar-2012

Activate Main Window
Show Alert Window
Hide Toolbar
Play Sound
File Name
(Default)
Browse
Show Buy/Sell/All Orders
A - All
OK
Cancel


(2012-03-09 12:21:22)
New Trade : Order No. 149999 Client a/c VTEST, Sell HKEX:00013 Price 69.9 Qty 1,000
Close

Margin Call Journal 追收保證金客戶資料夾

Click “Order Input/Enq. → Margin Call Journal”: 於主功能表上點選“下單委託 / 查詢”→“追收保證金客戶資料夾”。

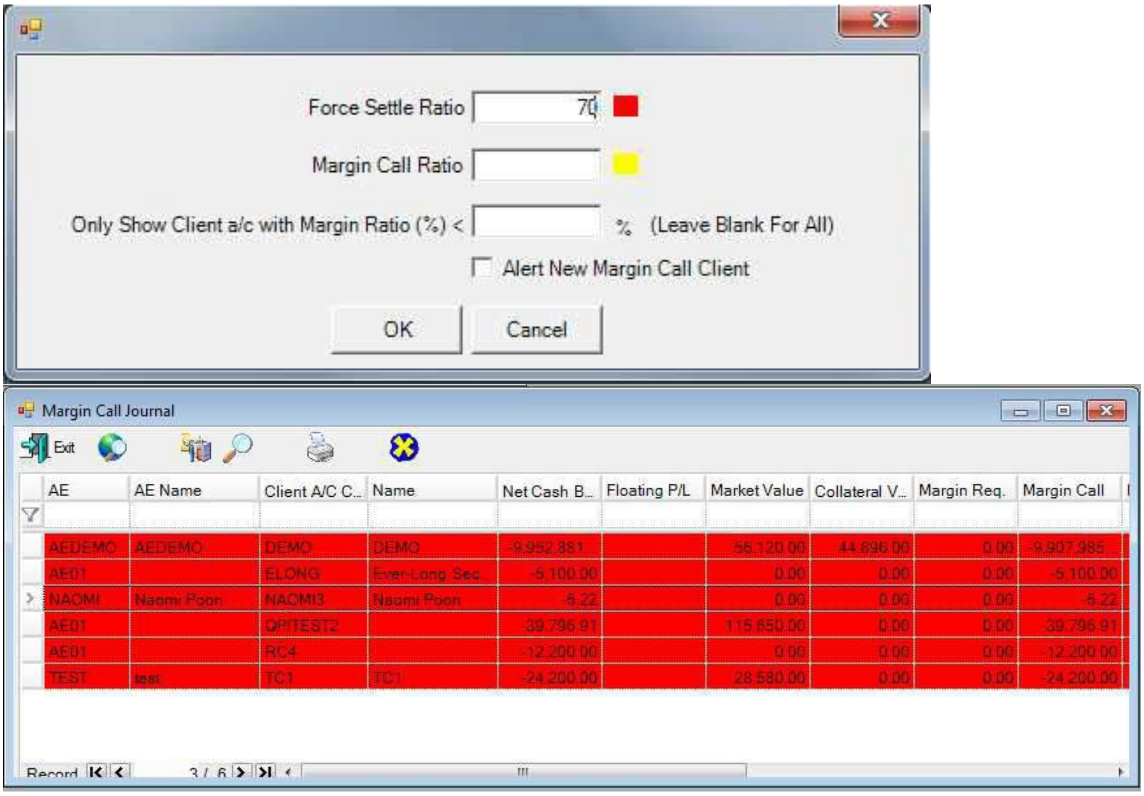


The main functions of the margin call journal:
追收保證金客戶資料夾中的主要功能：

Icon 圖示	Function 功能	Description 闡釋
	Refresh 重新整理	To refresh status of the items in the margin call journal 重新整理訂單資料夾。
	Journal Setting 設定資料夾	To configure various settings in the margin call journal 設定訂單資料夾。
	Filter Records 篩選訂單	To filter orders to be displayed in the margin call journal 可篩選訂單資料夾中的訂單。
	Print 列印	To print the margin call journal 可列印追收保證金客戶資料。
	Force Settle 斬倉	For the Margin Call clients, user can force settle the products that they own. 可為追收保證金客戶進行斬倉。

Journal Setting 設定資料夾：

User can set different filtering ratios for the margin call journal. If the client’s Margin % is falling below of the Force Settle Ratio will be highlighted in red colour, while falling below the Margin Call Ratio will be highlighted in yellow colour. The client’s Margin % falling over the “Only Show Client a/c with Margin Ratio (%)” will be filtered out of this Journal. If the user ticked the “Alert New Margin Call Client”, the system will prompt an alert message when a new client is included by the journal.
設定不同比率進行篩選。如設定斬倉%，則顯示紅色，如設定追收保證金%，則顯示黃色；設定客戶保證金如低於某個比率值，則可對顯示的客戶進行篩選。如勾選如有新客戶需追收保證金，請提醒鍵，則在客戶被紀錄進此資料夾時，會出現提示視窗。



Input Order 輸入訂單

There are several layouts to input orders into AyersGTS
用戶可透過下列途徑輸入訂單至AyersGTS。

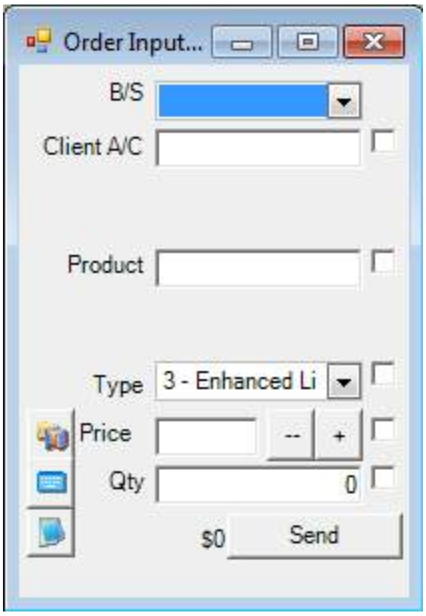
Using Order Input Screen (Equity)
使用輸入訂單畫面 (證券市場)

Order Input (HK Stock)
輸入訂單(香港交易所-股票)

Click “Order Input/Enq.” → “Order Input (HK Stock)”
於主功能表上點選“下單委託 / 查詢”→“輸入訂單 (香港交易所-股票)”。

HK Stock, Layout 1 版面一

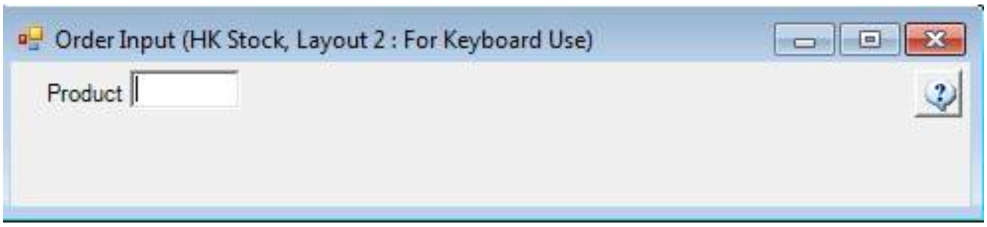
Click “Order Input/Enq.” → “Order Input (HK Stock, Layout 1)”
於主功能表上點選“下單委託 / 查詢”→“輸入訂單 (香港交易所-股票，版面一)”。



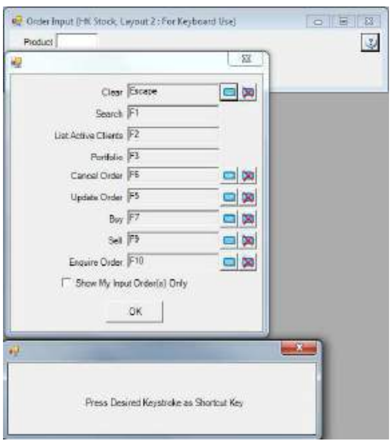
The check box allows you to lock the inputted field. Inputted field will retain on the next order if checked.
勾選資料旁的正方格可以把該項資料“鎖定”。按傳送後該項資料仍會保留在訂單輸入版面。

HK Stock, Layout 2: For Keyboard Use 版面二: 鍵盤專用

Click “Order Input/Enq.” → “Order Input (HK Stock, Layout 2: For Keyboard Use.)”
於主功能表上點選“下單委託 / 查詢”→“輸入訂單 (香港交易所-股票，版面二: 鍵盤專用)”。

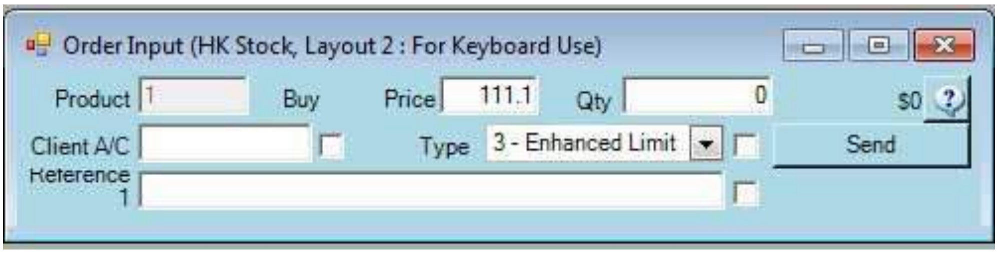


On the “product” field, input product code, then press “?”, a window will be shown –see next page.
在“產品”欄中輸入產品編號再按“?”，便會出現下圖。

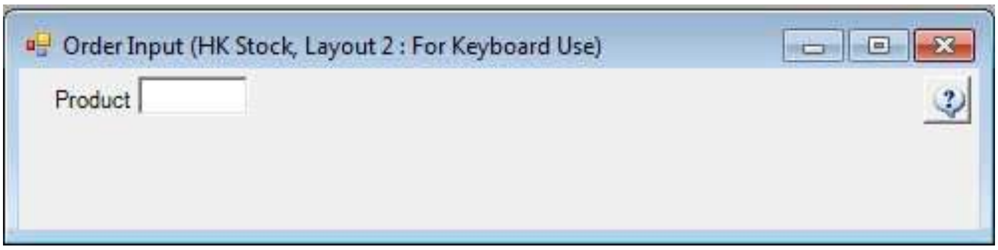


To change Shortcut key, click and press a desire key as a Shortcut Key.
上圖乃快速鍵之清單，只要按鍵一下，輸入快速鍵，便可使用這快速鍵。

E.g. Input product code and then press the shortcut key (F7 for Buy, F9 for Sell), the next screen will appear as follow:
例：輸入股票代號後按快捷鍵(F7 為買入，F9 為沽出)，便會出現下圖。

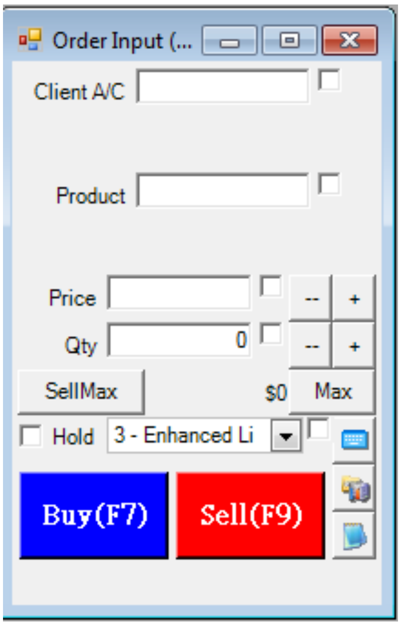


If you want to change order, you can press “Esc” and return to the initial window.
如想更改輸入指令，可按Esc 回到最初版面。



HK Stock, Layout 3 版面三

Click “Order Input/Enq.” → “Order Input (HK Stock, Layout 3)”
主功能表上點選“下單委託 / 查詢”→“輸入訂單 (香港交易所-股票，版面三)”。



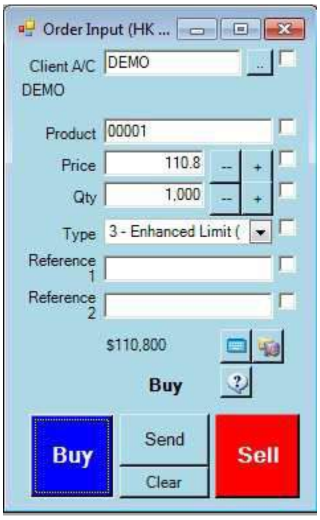
User can press “Max” to calculate the maximum quantity of one particular product that the chosen client can buy.
用戶可以按下 “最大” 計算出指定客戶的最大可買入該產品的數量。

User can press “Sell Max” to calculate the maximum quantity of one particular product that the chosen client can sell.
用戶可以按下“沽出最大”計算出客戶戶口最多可以沽出該產品的數量。

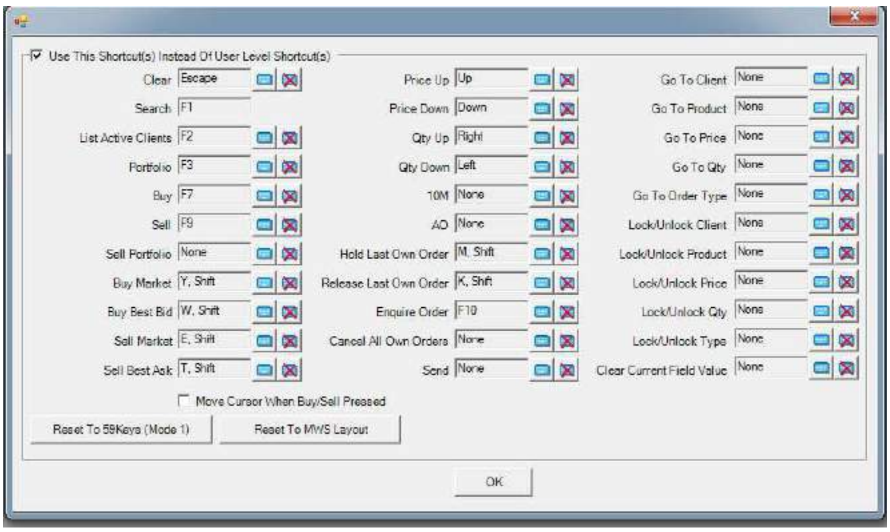
User can check the “Hold” box to keep the order in the Server.
用戶在 “保留”前的方格剔上，可保留訂單。

HK Stock, Layout 4 版面四

Click “Order Input/Enq.” → “Order Input (HK Stock, Layout 4)”
於主功能表上點選“下單委託 / 查詢”→“輸入訂單 (香港交易所-股票，版面四)”。

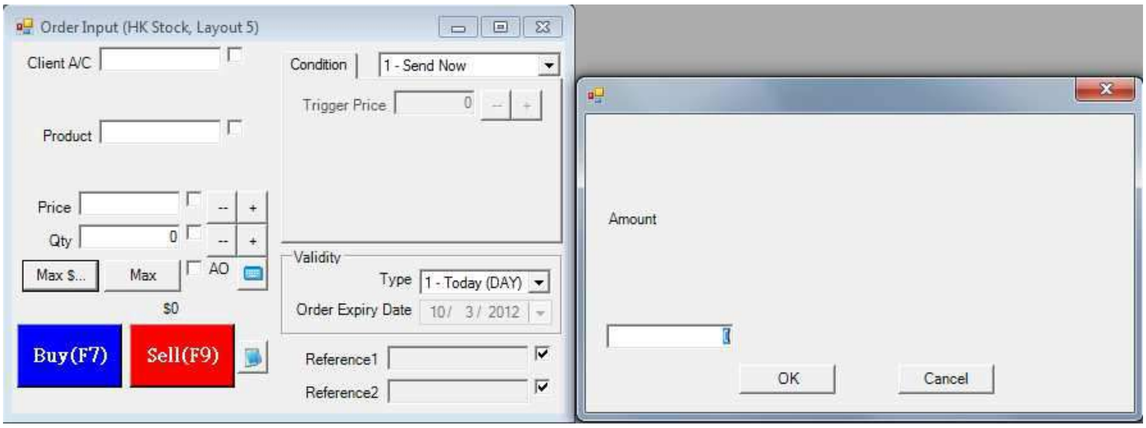


Press the icon to setup shortcut keys. The shortcut key setup page can set for a 59-keys keyboard and MWS keyboard.
按下可設定供59 鍵鍵盤使用或MWS Keyboard。



HK Stock, Layout 5 版面五

Click “Order Input/Enq.” → “Order Input (HK Stock, Layout 5)”
於主功能表上點選“下單委託 / 查詢”→“輸入訂單 (香港交易所-股票，版面五)”。



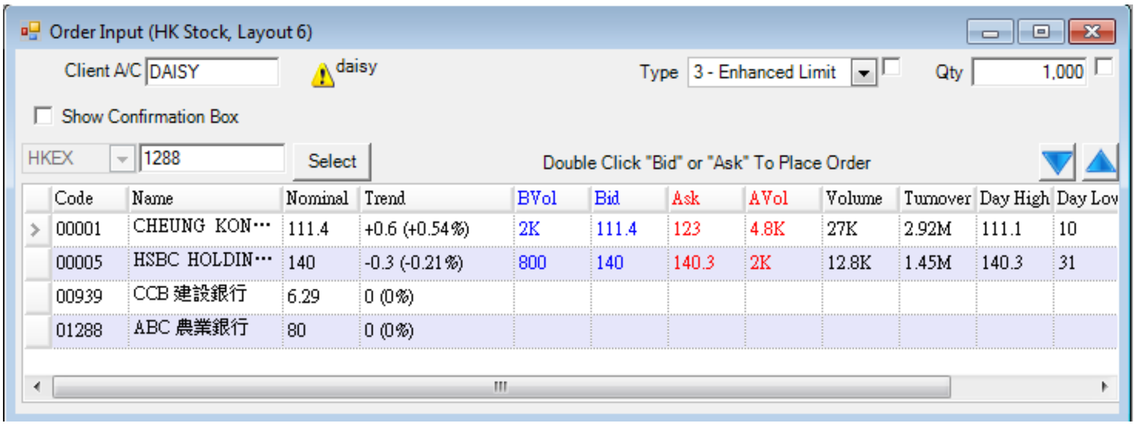
After the user inputted the product and price, pressing the “Max$” button would allow the user to buy the product by the specified budget in maximum quantity.
用戶在輸入產品和價格後，若按下“最大$”鍵，在“金額”欄位輸入最大可使用金額，系統便會自動計算該“金額”可讓客戶最多買入該產品的數量。

If “AO” is checked, the order type will then change to “At Auction Market” Order. If unchecked, the order type will load the order type setting from “Default Order Type” in “Setup → Exchange”.
用戶在勾選“AO”後， 訂單類型便會改為競價盤，如不勾選“AO”，該訂單類型便會按照“設置” - “交易所”所預設的訂單類型。

HK Stock, Layout 6 版面六

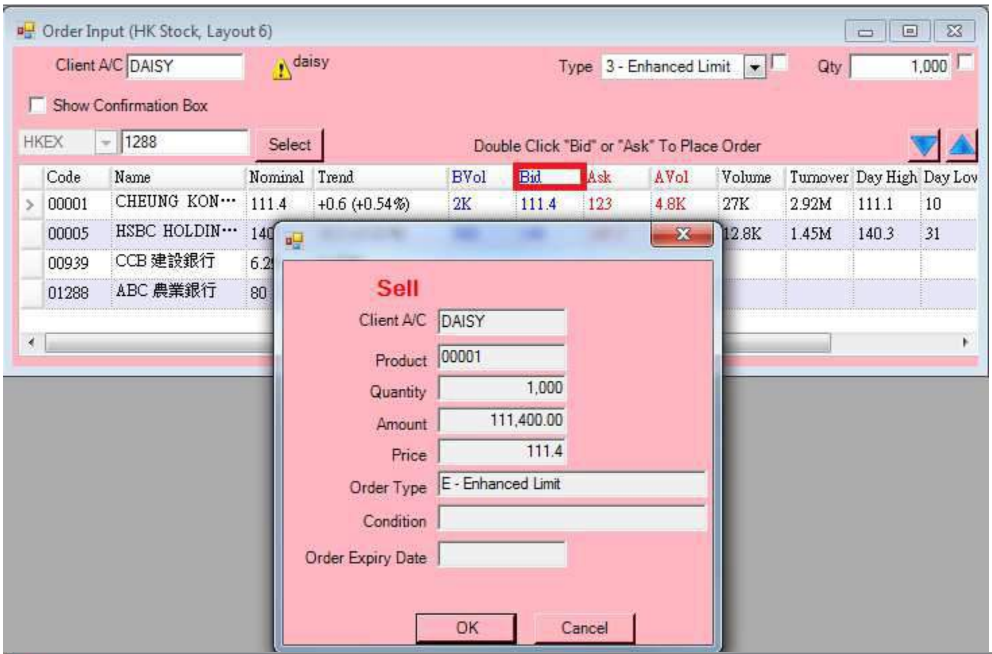
Click “Order Input/Enq.” → “Order Input (HK Stock, Layout 6)”
於主功能表上點選“下單委託 / 查詢”→“輸入訂單 (香港交易所-股票，版面六)”。

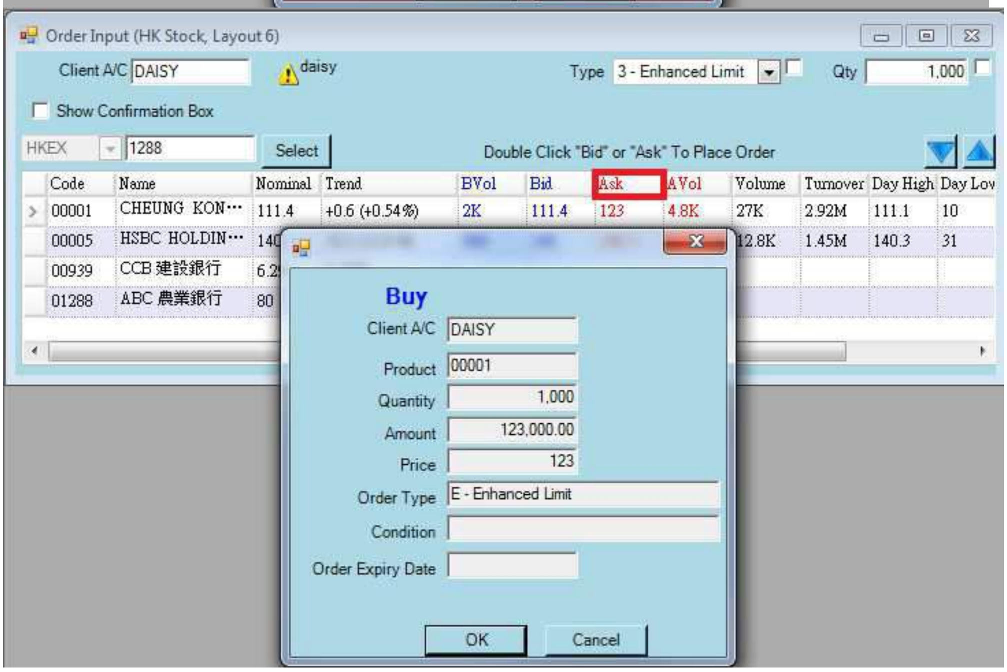
User can enquire different stocks’ bid/ask price, volume and transaction amount, etc.
用戶可以同時看到不同股票的買入價，沽出價，成交量，成交金額等資料。



When the user clicked the Bid price, the system will prompt a sell order input window; when the user clicked the Ask price, the system will prompt a buy order input window. So the user can place the order immediately. (As below figures)

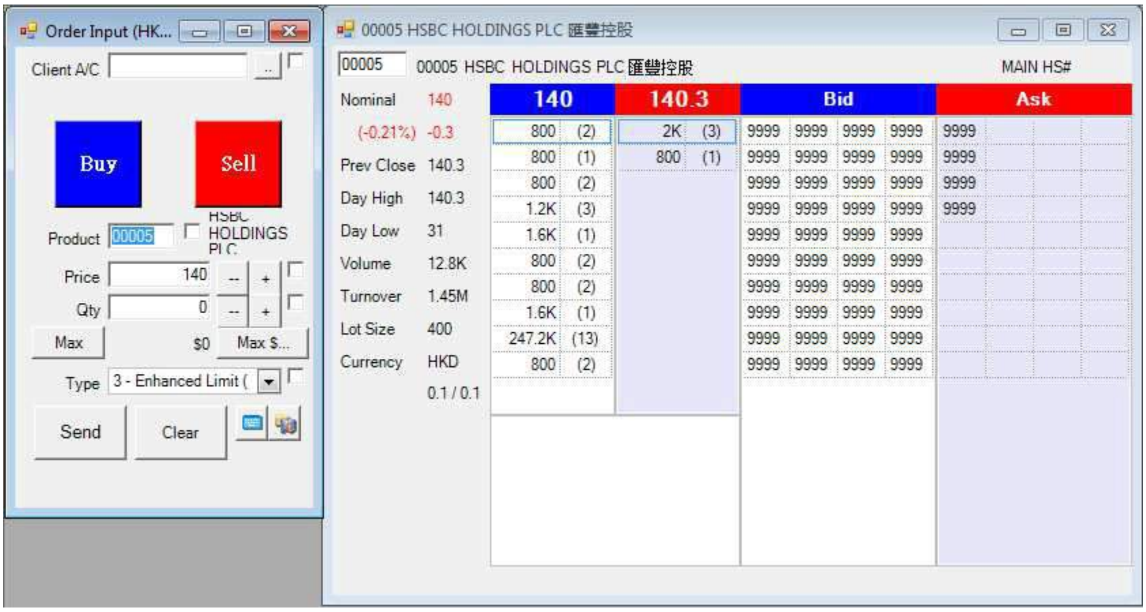
使用者按下買入價時，系統會彈出沽出視窗；使用者按下沽出價時，系統會彈出買入視窗，方便用戶快速下單。（如下圖）





HK Stock, Layout 7 版面七

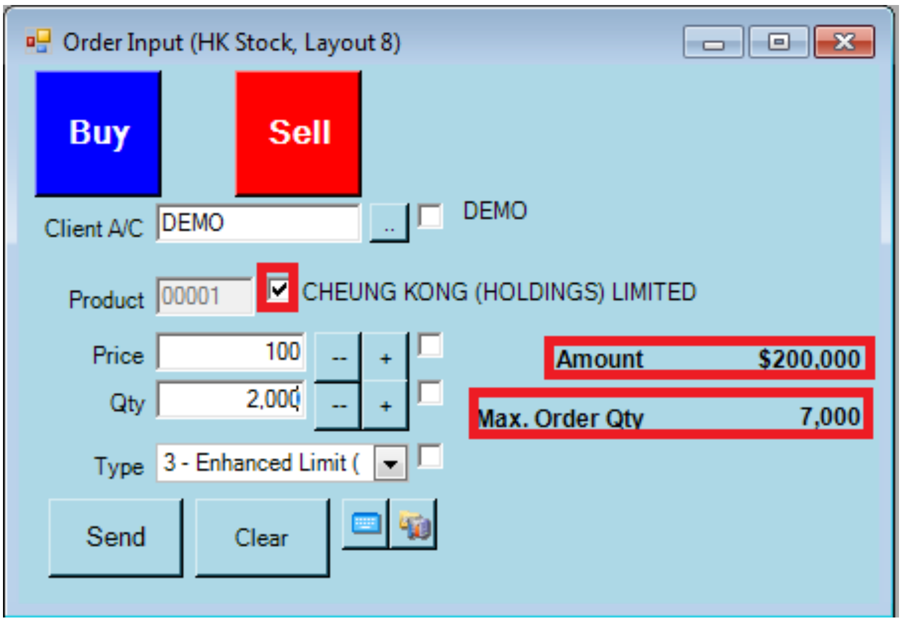
Click “Order Input/Enq.” → “Order Input (HK Stock, Layout 7)”
於主功能表上點選“下單委託 / 查詢”→“輸入訂單 (香港交易所-股票，版面七)”。



Unless you press ‘TAB’, cursor in this layout stays in the field ‘Product’ with market price auto-filled after pressing ‘ENTER’. This makes price-checking more convenient.
用戶輸入產品後， 按 ENTER 後游標不會移到下一個欄位，有別於其他版面，這能配合報價。

HK Stock, Layout 8 版面八

Click “Order Input/Enq.” → “Order Input (HK Stock, Layout 8)”
於主功能表上點選“下單委託 / 查詢”→“輸入訂單 (香港交易所-股票，版面八)”。

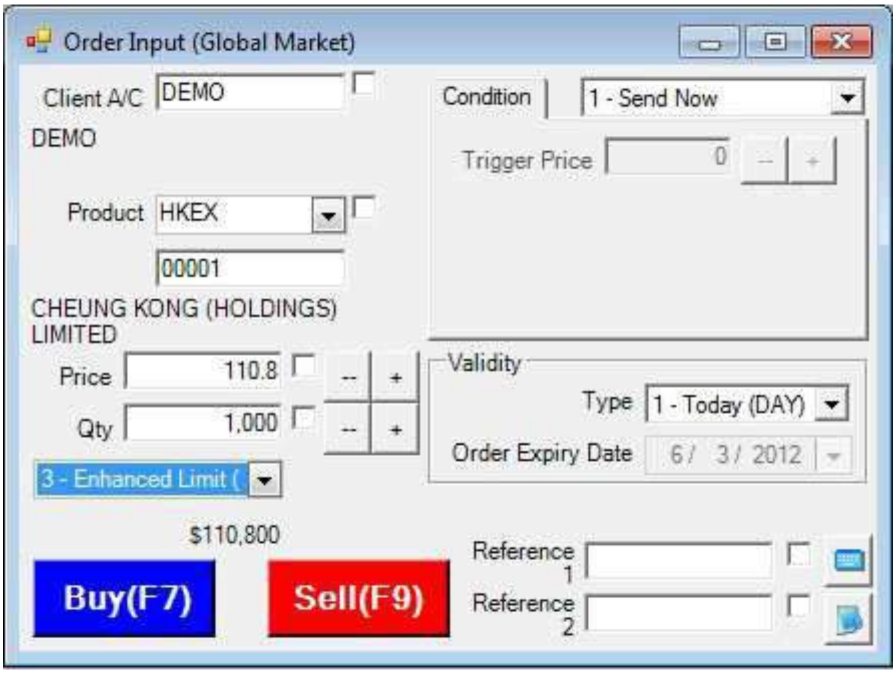


After inputting the Buy/Sell flag, client and product code, the required cash amount and the maximum order quantity will be automatically calculated.
用戶輸入所有資料，並且勾選“產品”後，會出現最大訂單數及金額。

Order Input (Global Market) 使用輸入訂單畫面 (環球市場)

Order Input (Global Market) 輸入訂單(環球市場)

Click “Order Input/Enq. → Order Input (Global Market)” menu item.
於主功能表上點選“下單委託 / 查詢”→“輸入訂單 (環球市場)”。



All the Global Market Order Input Layout can choose the Market of the Product.
所有環球市場版面都可以選擇產品市場。

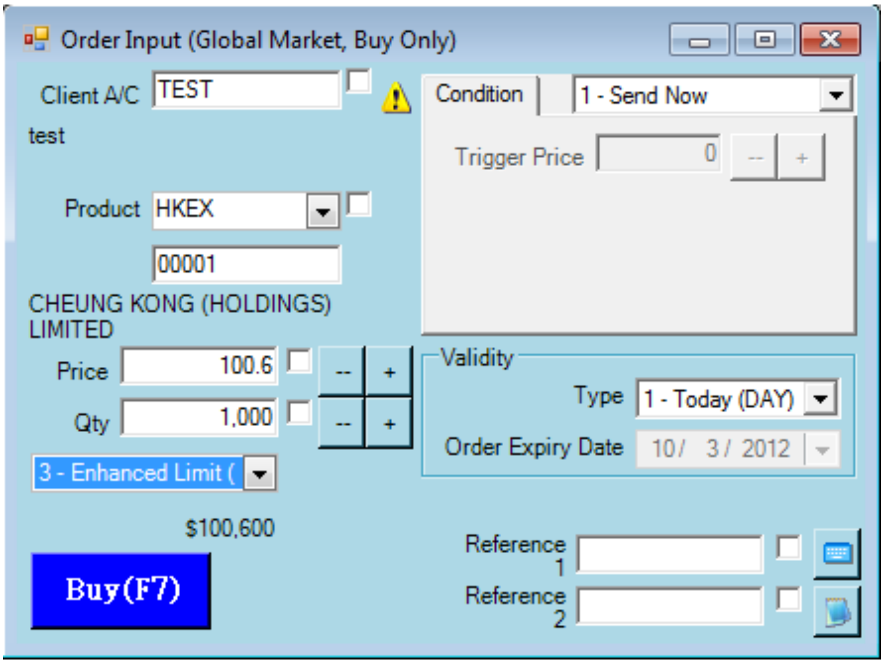
Fill in the order information. Click Buy/ Sell button or press “F7/ F9” key to send order. To clear all input information press “Esc” key.
輸入所有資料後按買入(F7)或沽出(F9) 可以傳送訂單，如需清除已輸入的資料可按Esc。

The check box allows locking of the information field. The information will retain after the order is sent.
勾選資料旁的正方格可以把該項資料“鎖定”。按傳送後該項資料仍會保留在訂單輸入版面。

Global Market, Buy Only環球市場, 只限買入

Click “Order Input/Enq.” → “Order Input (Global Market, Buy Only)”
於主功能表上點選“下單委託 / 查詢”→“輸入訂單 (環球市場, 只限買入)”。

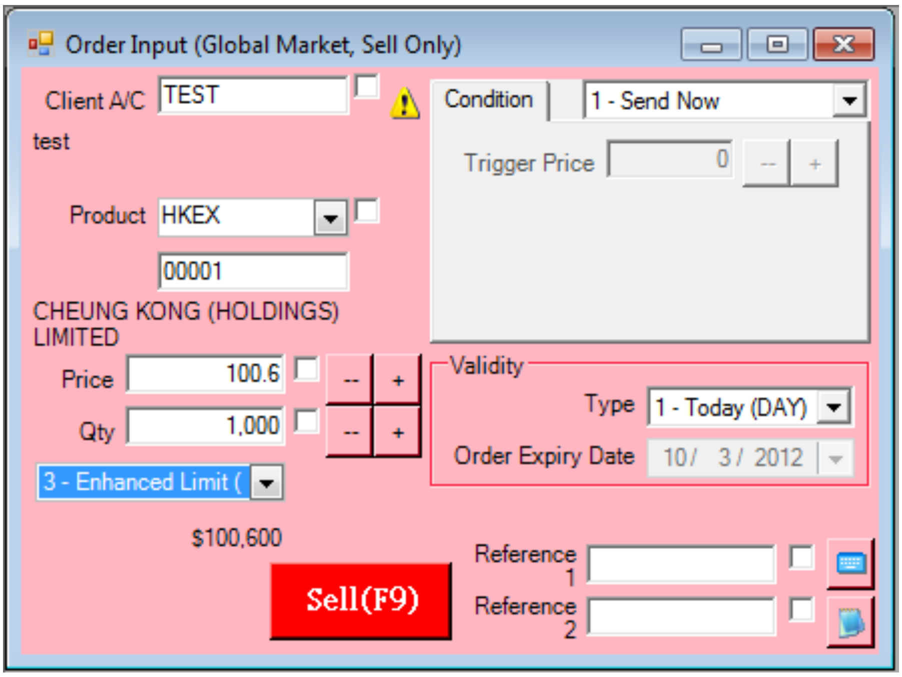
This layout is for Buy Only.
用戶在這輸入訂單視窗只可以輸入“買入”的訂單。



Global Market, Sell Only 環球市場, 只限沽出

Click “Order Input/Enq.” → “Order Input (Global Market, Sell Only)”
於主功能表上點選“下單委託 / 查詢”→“輸入訂單 (環球市場, 只限沽出)”。

This layout is for Sell Only.
用戶在這輸入訂單視窗只可以輸入“沽出”的訂單。

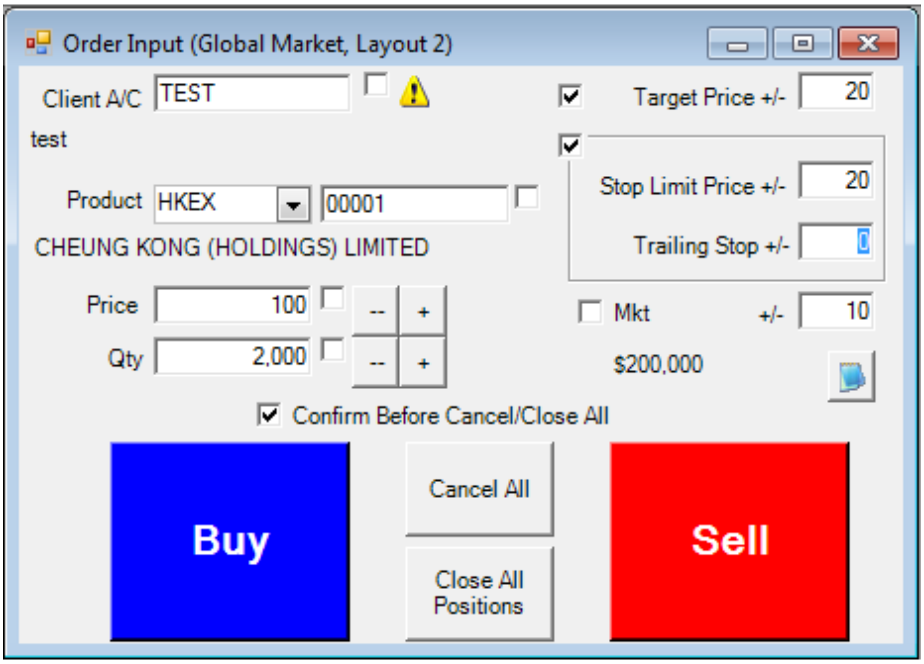


Global Market, Layout 1 環球市場, 版面一

Click "Order Input/Enq." → "Order Input (Global Market, Layout 1)"
於主功能表上點選"下單委託 / 查詢"→"輸入訂單 (環球市場, 版面一)"。

Global Market, Layout 2 環球市場, 版面二

Click "Order Input/Enq." → "Order Input (Global Market, Layout 2)"
於主功能表上點選"下單委託 / 查詢"→"輸入訂單 (環球市場, 版面二)"。

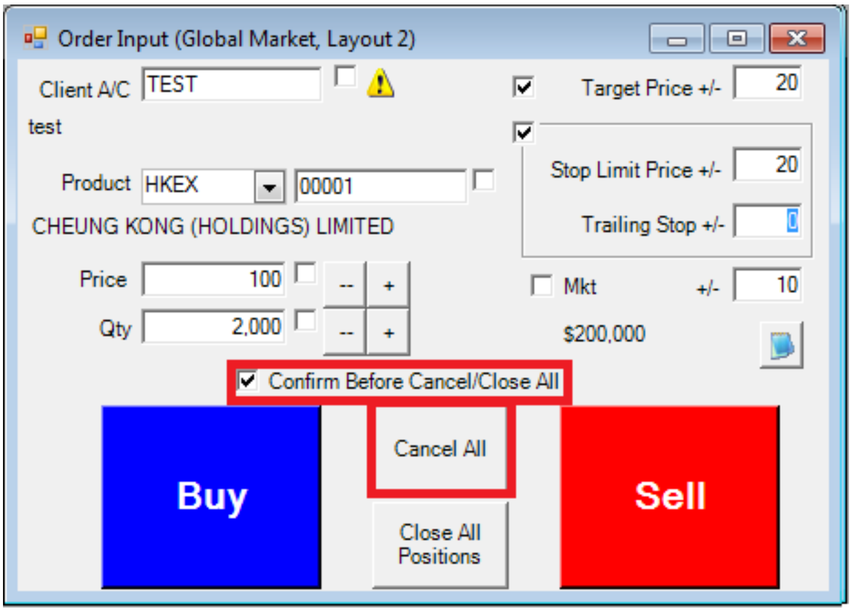


The (Global Market, Layout 2) have added the "Target Price", "Trigger Price" and the "Trailing Stop" columns for the TCLS orders. This layout has only included this conditional order option.
在"輸入訂單(環球市場,版面二)"右上角的 "目標價" "止損/賺價"及追蹤止損/賺" 其實是把"自動雙向限價平倉"的送出條件放在這個版面內。這版面只有這一個送出條件。

E.g. Bid price is "132.2", Target price is "20", Trigger price is "20", Trailing stop is "0"
例: 買入價錢為"132.2"、目標價 "20"、止損/賺價 "20"、追蹤止損/賺 "0"

If you want to buy an order with order price “132.2”, when this order is executed, the system will send out a stop profit order. If the target price is set “20”, the system will send out an order with “20” spread higher than the order price to stop profit; if the nominal of the stock has fallen “20” spread lower than the bid price, the system will cancel the target price order and send out an order with “20” spread lower than the original order price.
首先要傳送一張買入“132.2”的訂單，當這張訂單成交後，便會送出一張止賺訂單。如目標價設定為“20”格，系統會傳送一張比買入價高“20”格的訂單作止賺;但當該股票的現價跌至比買入價低“20”格，系統便會傳送一張比買入價底低“20”格的訂單作止蝕，並自動取消先前已下的止賺訂單。

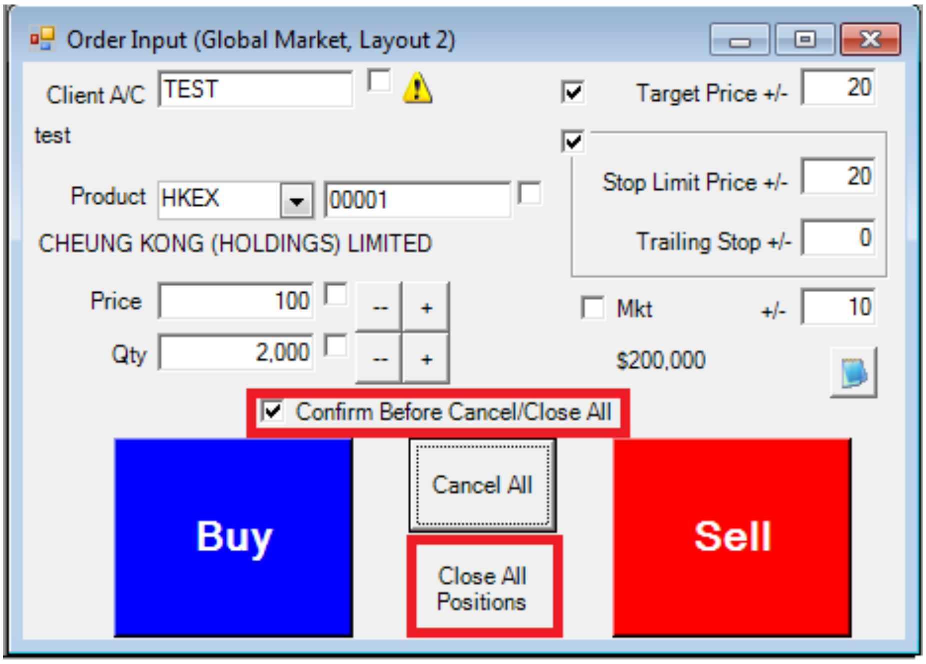
If checked the “Mkt” box, a market price order will be sent. User can input the order price equal to the number of price spread away from the bid/ask price.
把右方 “Mkt”前的方格打鈎便會是市價盤，在空格內可輸入市價盤的格數。若果是買盤的話，系統會送出一條比最佳買入價高多少格的訂單出市場。若果是沽盤的話，系統會送出一條比最佳沽出價低多少格的訂單出市場。



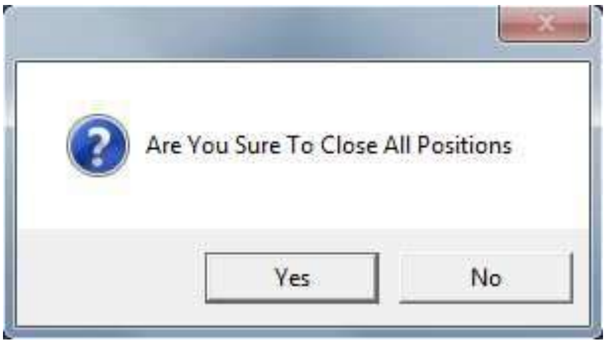
“Cancel all” function: After the user inputted the “client code” and “product”, press the “Cancel all” button will cancel all the orders inputted by this client and the product code. If the user has ticked the Confirm Before Cancel/Close All” box, the system would prompt a confirmation box before cancelling:
“取消全部訂單”: 當用戶輸入 “客戶戶口”及 “產品”後，按下 “取消全部訂單” 該客戶所有此產品的訂單都會全數取消。如點選了 “取消全部訂單/全部自動平倉前需確認”，按 “取消全部訂單”時便有一個確認視窗，如圖下:

Click “Yes” if user confirms to cancel all orders from this client and product.
點擊”Yes”鍵以確定取消全部訂單。

“Close All Position” function: After inputting the client account and product, press the “Close All Position” function, the system will settle all the orders of the specified product of that client account.
全部持貨自動平倉: 輸入客戶戶口、產品，按下方的 “全部持貨自動平倉”，便會把該客戶的該產品全部數量進行平倉。

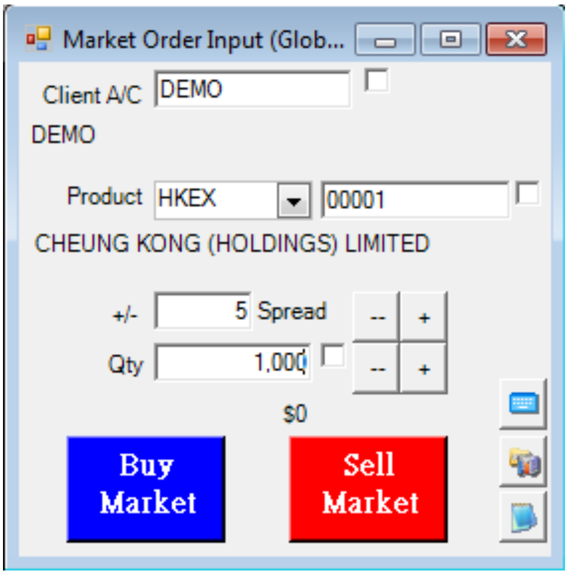


If the admin user does not want to enable these functions for other users, please check the “Disable Cancel all”, “Disable Close All Position” and “Disable Time-To-Send Date” boxes.
如用戶不顯示 “取消全部訂單”，“全部持貨自動平倉”， “預定時間發出”日期輸入，請在設置>系統設定>設定2，剔上(不允許 “全部自動平倉” 、不允許 “預定時間發出”日期輸入、不允許 “取消全部訂單”。)



Market Order Input (Global Market) 輸入市價訂單 (環球市場)

Click “Order Input/Enq.” → “Market Order Input (Global Market)”
於主功能表上點選“下單委託 / 查詢”→“輸入市價訂單 (環球市場)”。



This layout can set the Bid/Ask spread of a market order, and the number of spread has no limitation.
用戶在這輸入訂單視窗可以使用“市價盤”買入或沽出訂單，系統會模擬市價盤把訂單送出市場，價位並沒有限制。

E.g. 1) If the market order spread is set to “+/-5” to buy, then the system will buy the product within the upper 5 price spreads from the best ask price.
例 1：如在價位輸入“+5”再按“市價買入”，系統會送出一條比現價高5 個價位的訂單出市場。

E.g. 2) If the market order spread is set to “+/-5” to sell, then the system will sell the product within the lower 5 price spreads from the best bid price.
例 2：如在價位輸入“+5”再按“市價沽出”，系統會送出一條比現價低5 個價位的訂單出市場。

If the order cannot fully executed within the price spread range, the system will then change to use Price Limit Order type to queue at market using the best price for the outstanding QTY.
如果送出訂單不能完全成交，系統會送出一條限價盤的訂單，然後以最佳買入/沽出價在市場排隊。

“Order Input” fields are explained below:
所有“輸入訂單”版面的欄位闡釋如下：

Field 欄位	Description 闡釋
Buy/Sell **買入 / 沽出**	“1”=Buy or “3”=Sell “1” = 買入，“3” = 沽出
Client A/C **客戶戶口**	Input Client a/c, or you can use shortcut key to input, see Section “Create shortcut key input for client account” below, or you can press “F1” to search 可按 F1 作搜尋使用者可用快捷鍵輸入，詳情請參閱“設置快捷鍵”
Product **產品**	Input Market and Stock Code, or you can press “F1” to search 選擇交易所及輸入產品代碼，可按 F1 作搜尋
Price **價格**	“+” = add one spread, “-“ = subtract one spread “+” = 加一價位；“-” = 減一價位

Quantity **數量**	Quantity of an order 訂單數量

After filled all the information, click “Place Order” button to send the order. Order credit checking will be performed before submitting to Exchange and the order will be routed to corresponding entities according to the result.
點選“傳送”以送出訂單。在送至交易所前，系統會自行檢查交易限額，並將訂單送至相關交易所。

Program Trade (HK Stock) 程式買賣 (香港交易所-股票)

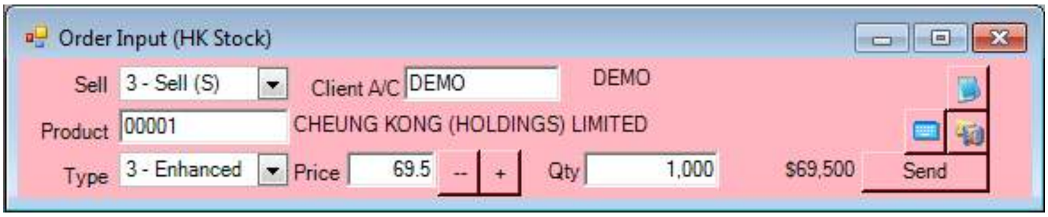
AyersGTS supports program trade. A “hold” order is an order which will be pending in AyersGTS trading server and will only be released to send to exchange under fulfilling specific condition.
AyersGTS 支援程式買賣。若訂單設定為程式買賣，該訂單便會保留於AyersGTS 的交易伺服器上，直至符合相關的釋放條件後，AyersGTS 便會馬上把訂單送出至交易所。

Click on the Adv. Setting button for order release condition:
用戶可於輸入訂單內的“條件”選擇釋放條件：

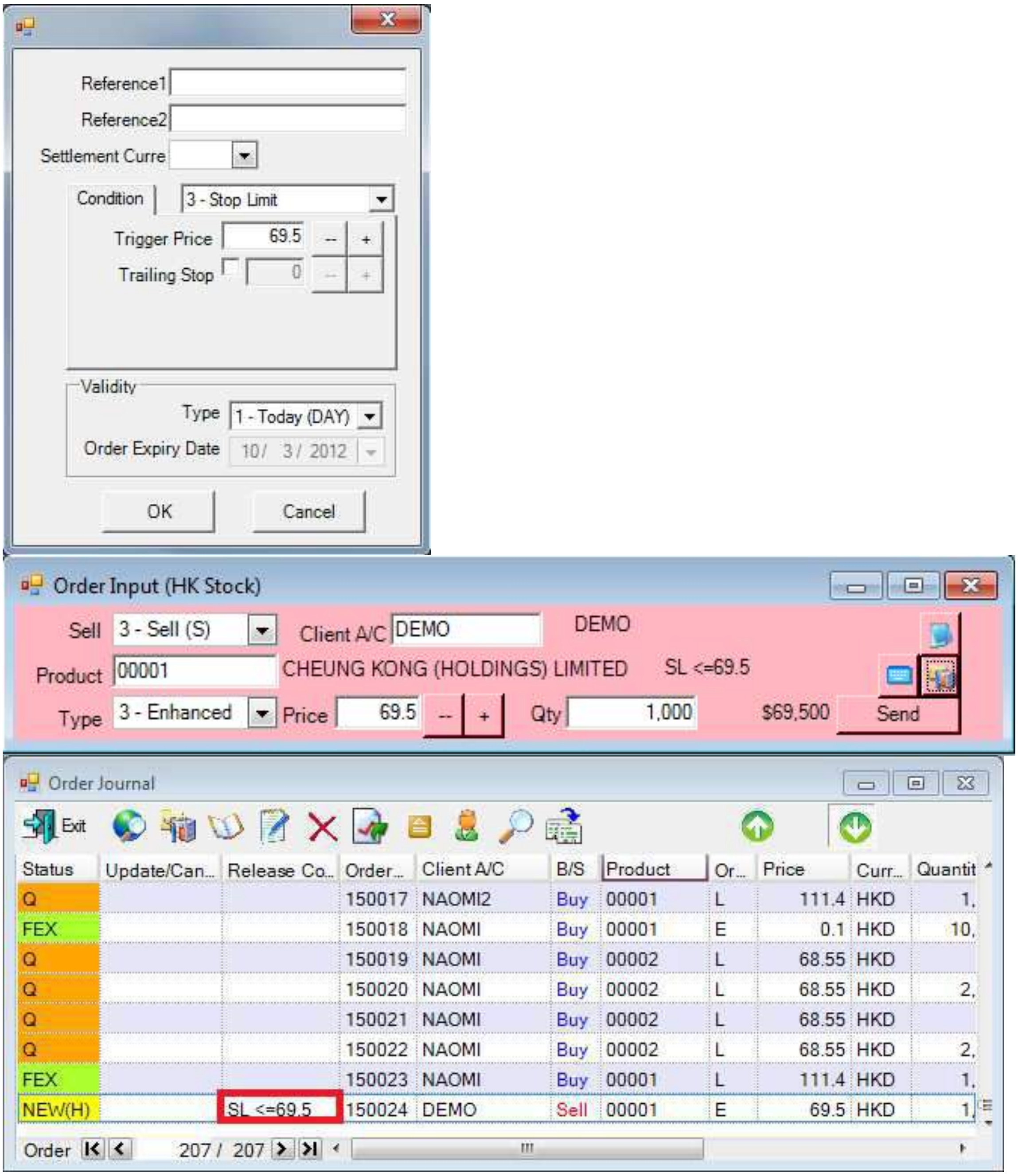
1. Send Now立即送出
If selected “Send Now”, the order will be send to market now.
如用戶選擇“立即送出”，系統會立即把該訂單送出市場。

2. Hold 保留
If selected “Hold”, then the order will be kept in the system. You can release the hold order anytime by choosing the “Hold/Release” button.
如用戶選擇“保留”，系統會把該訂單保留在系統伺服器上，當客戶通知釋放時，在“訂單資料夾”點選要釋放的訂單並按“釋放已保留訂單”便可。

3. “Stop Limit” “止損 / 觸發”
E.g. If the nominal price is at $70, and we want to place a “Stop Limit” enhanced limit sell order of QTY 1,000 of product: 1, at price $69.5, and a trigger Price at $69.5.
例）如要訂下一止蝕盤：假設現價是 $70，當現價下跌至預先設定的觸發價 $69.5 時，系統便會使用增強限價盤於 $69.5 賣出1,000 股00001 產品。



Click on “Advanced Setting” button. Choose “Stop Limit” and input $69.5 in trigger price. Press OK to continue.
選取“止損 / 觸發”，在觸發價輸入“69.5”後按“確定”。



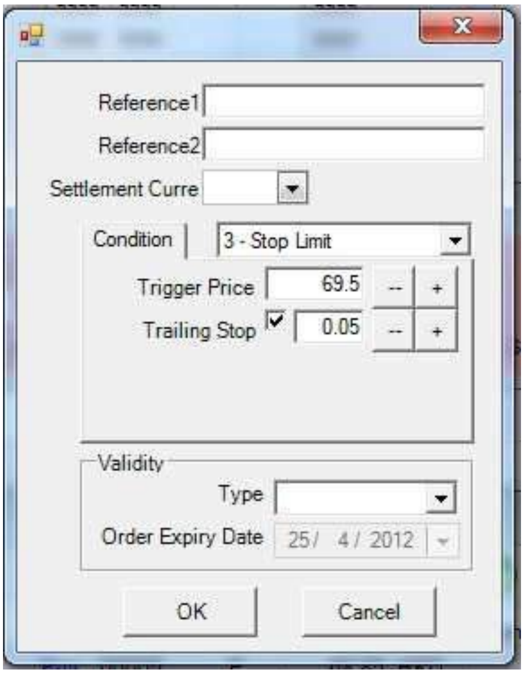
The order will be shown in Order Journal as above.
傳送後如上圖。

If Nominal reaches the Trigger price, the order will be released to the market.
當現價 = 觸發價時，系統便會釋放訂單到市場。

"Trailing Stop" "追蹤止損/賺功能"

If user wants to use the Trailing Stop function, user should tick the "Trailing Stop" box and enter the price spread unit for this function.
如想使用追蹤止損/賺功能，只需在增加觸發價的同時，在"追蹤止損/賺"欄位上加上追蹤單位。

E.g. If user input "0.05" in the "Trailing Stop" column, this means that if the nominal price increases every 0.05, the Trigger Price and the Order Price will increase 0.05 as well. This function would only proceed if the nominal price increases only.
例）在"追蹤止損/賺"欄位上加上"0.05"，則代表如現價每升0.05，觸發價及下單價便會跟隨現價改變提升0.05，觸發價及下單價只會對現價上升時才有改變，下跌時則不會有所改變。

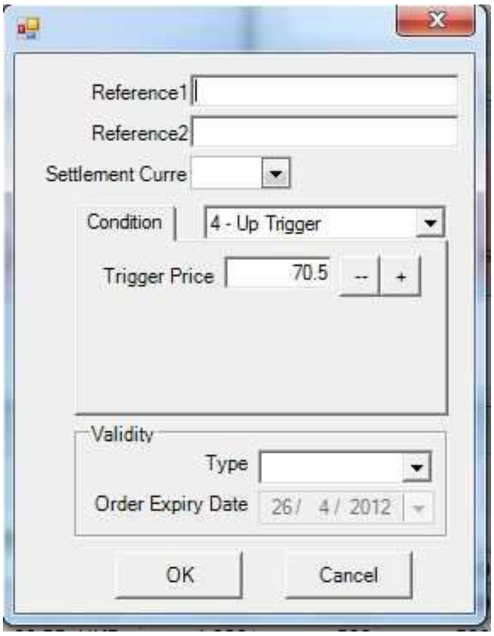


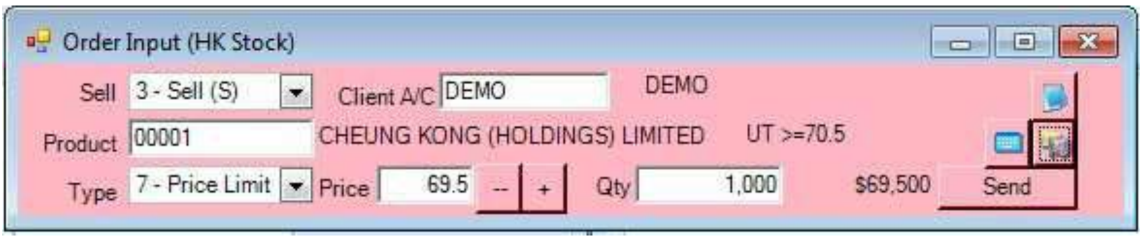
When the Trigger price is equal to the Nominal price, the system will release the order to the market.
當現價 = 觸發價時，系統便會釋放訂單到市場。

“Up Trigger” “升市觸發”

When nominal drops and reach the down trigger price, the order will release to the market.
如現價上升至觸發價時便釋放訂單到市場：

E.g. If nominal is at $70, when nominal reach the up trigger price $70.5. The order will then release to the market.
例）假設現價是 $70，當現價上升至預先設定的觸發價 $70.5 時，系統便會使用增強限價盤於 $70.5 賣出1,000 股00001 產品。

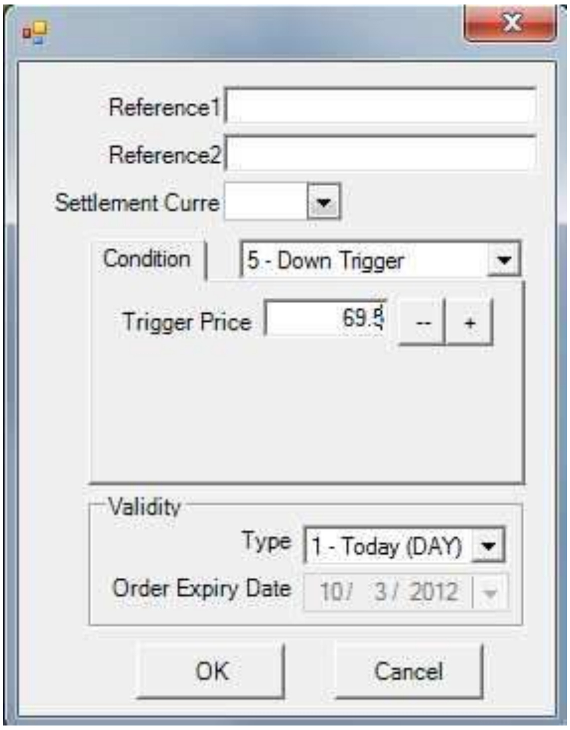


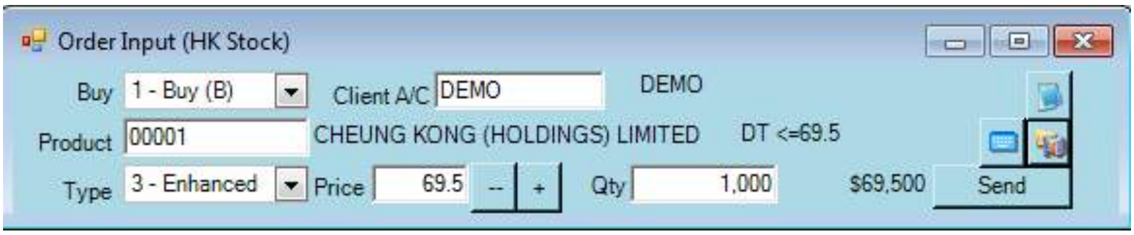


“Down Trigger” “跌市觸發”

When nominal drops and reach the down trigger price, the order will release to the market.
如現價下跌至觸發價時便釋放訂單到市場：

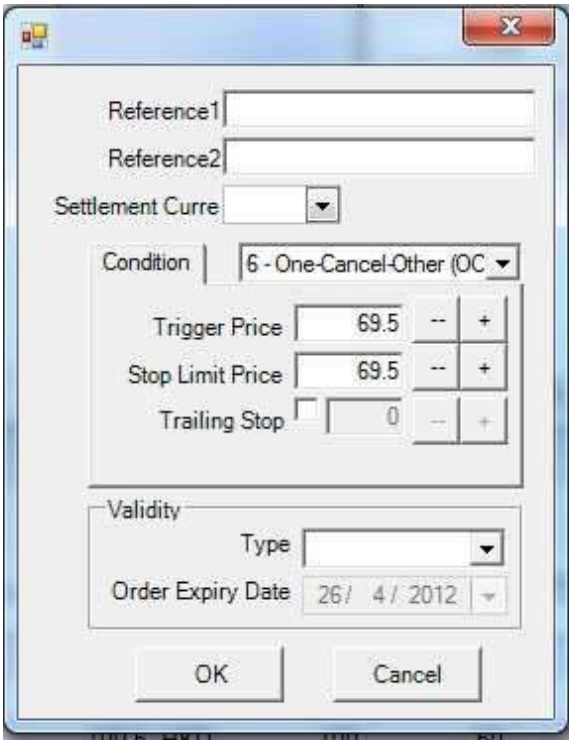
E.g. If nominal is at $70, when nominal reach the down trigger price $69.5. The order at $69.5 will then release to the market.
例）假設現價是 $70，當現價下跌至預先設定的觸發價 $69.5 時，系統便會使用增強限價盤於 $69.5 買入1,000 股00001 產品。

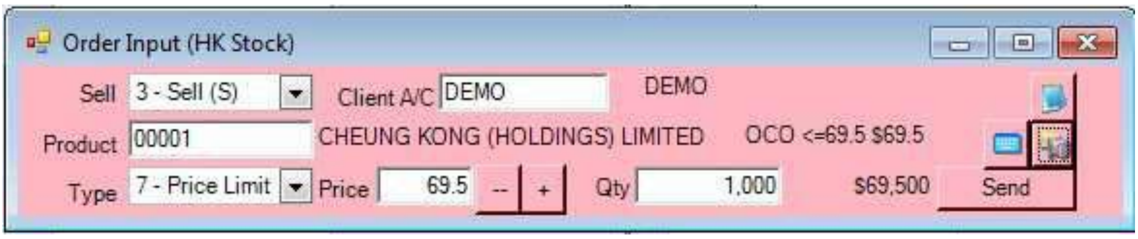




“One-Cancel-Other” (OCO) “雙向限價盤”(OCO)

E.g. If the nominal is $70, place an “OCO” order of selling QTY 1,000 of product: 1 at price $70.5. If the nominal has fallen to the trigger Price $69.5, the system will sell the product at $69.5. The image below shows how it is configured:
例) 假設現價是 $70，下一雙向限價盤：以$70.5 賣出1,000 股00001 產品。如現價下跌至預先設定的觸發價 $69.5 時，便會以$69.5 止損/ 賺價賣出。訂單設定如下:

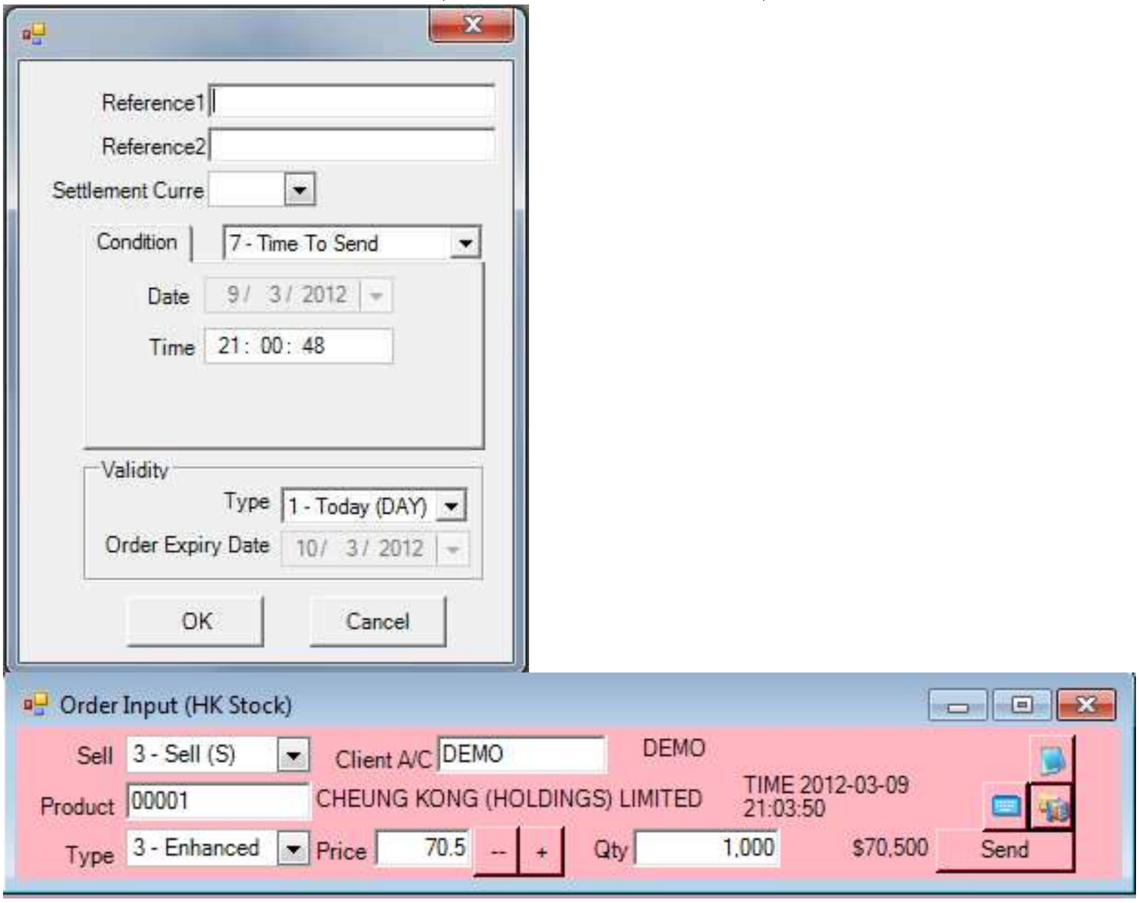




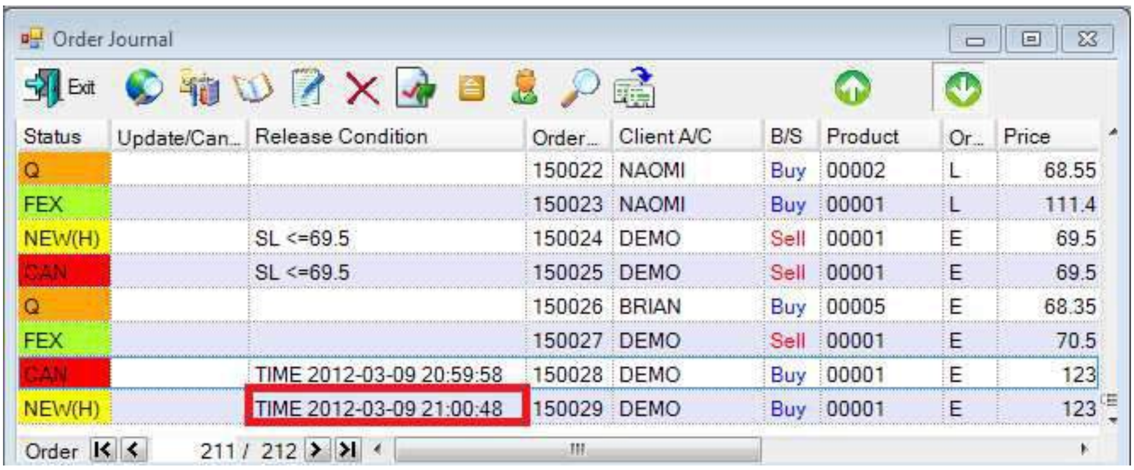
If nominal has reached $69.5, then the initial sell order of $70.5 will be automatically cancelled by system and place a new order with a selling price $69.5.
倘若訂單不能以$70.5 賣出而現價跌至設定的觸發價$69.5 時，系統便會自動取消該 $70.5 沽出的訂單，並會送出一條新的訂單以$69.5 送出市場。

Time to Send" 預定時間發出"

To set the date/time to send the order to market, follow the below steps:
用戶可使用"預定時間發出"的送出條件，為訂單設置送出訂單時間，如下圖。

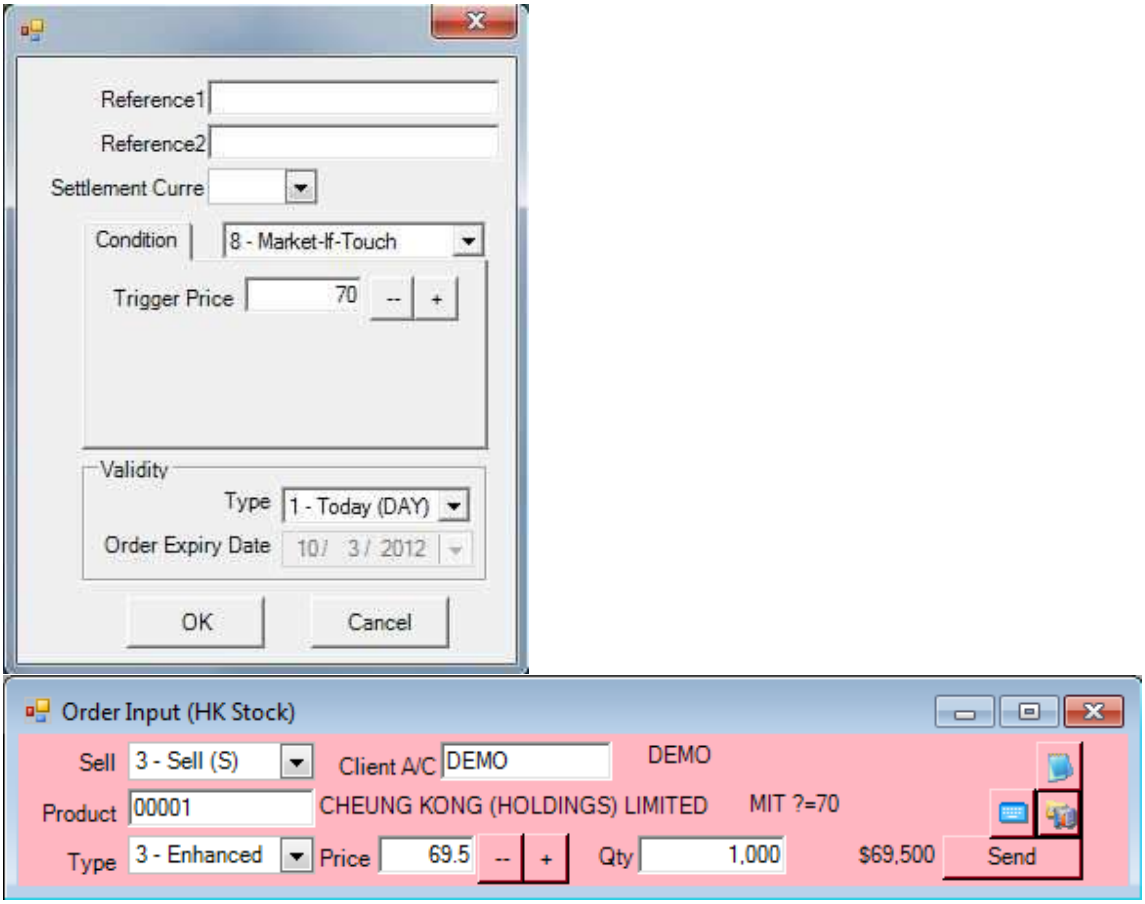


Input the date and time to send, the order will then be kept in the system until the input date/time.
選擇送出訂單的日期、時間，再按下"確定"。當系統時間到達用戶所設定的送出時間，系統便會傳送訂單到市場。

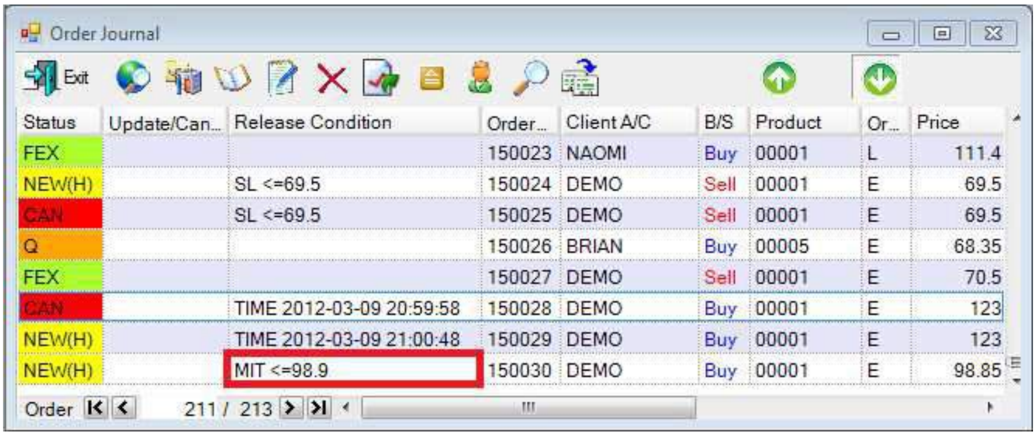


"Market If Touch" "觸發 (MIT)"

"MIT" does not consider whether the nominal rises or falls, once the nominal reaches the trigger price, the order will be released to market.
如用戶欲使用目標價下單而又不受市場價升跌的限制，可使用"觸發 (MIT)"，如下圖。

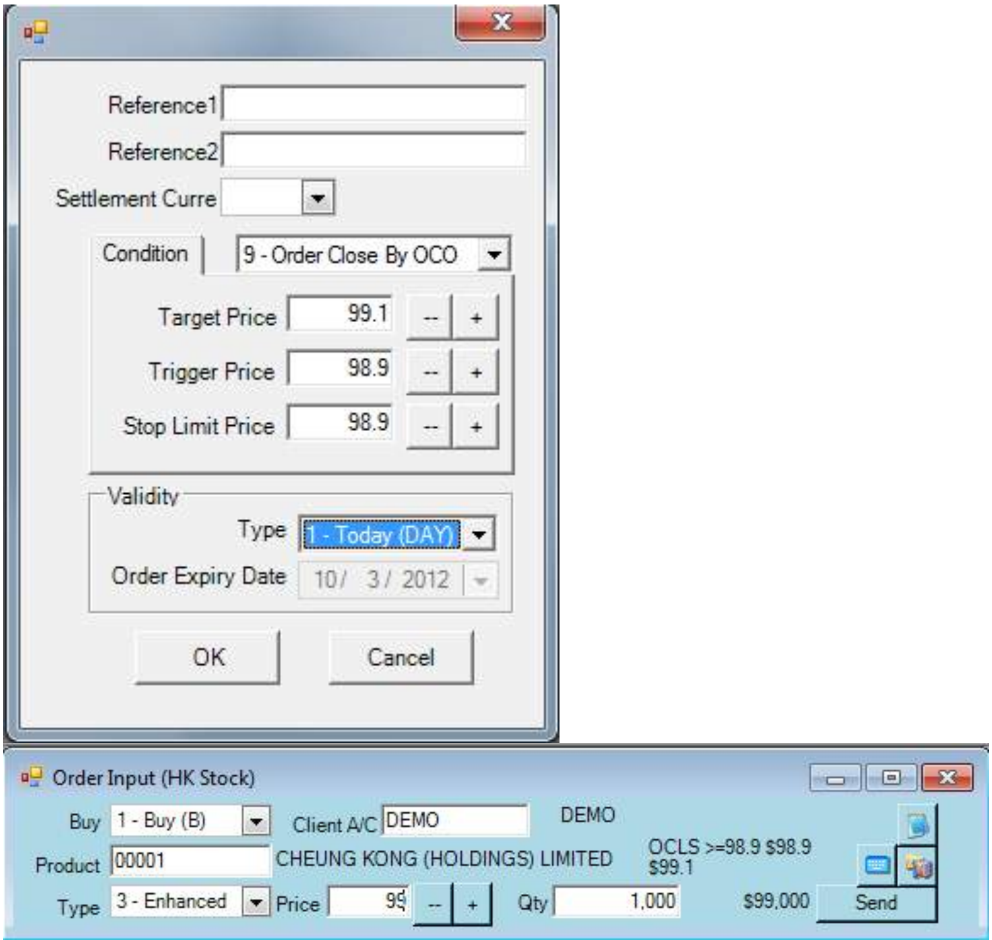


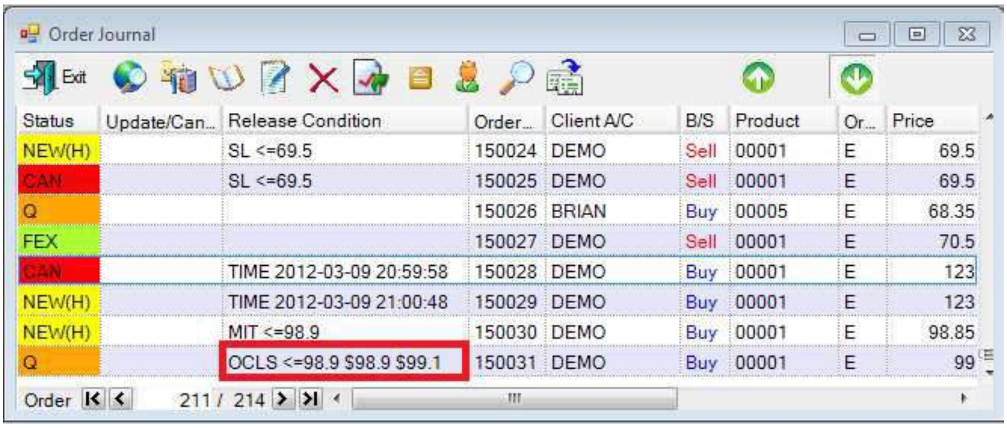
Input the client code, product, price and quantity. Click the "Buy" or "Sell" button, the system will keep the order in the server. If the nominal reaches the Trigger Price, the system will release the order to the Market.
輸入客戶戶口、產品、價格、數量和觸發價。按下"買入"或"沽出" ，系統便會將該訂單保留在系統的伺服器中。當現價上升或下跌至觸發價時，系統便會自動釋放訂單到市場。



"Order Closed by OCO" "自動雙向限價平倉"

E.g.) first, the system will send an order by order price at "99". When the buy order is fully executed, the system will generate a stop profit order at "99.1". If the nominal meets the trigger price at "98.9", the system will cancel the stop profit order $99.1 and generate a sell stop loss order at "98.9".
例:首先會買入一張 "99"的訂單，如目標價設定為 "99.1"，當現價到達 "99.1"系統會沽一張 "99.1"的訂單。如現價未能到達目標價而是跌價到 "98.9"，接觸 "觸發價"時，系統會沽出一張 "止損/賺價" "98.9"的訂單。

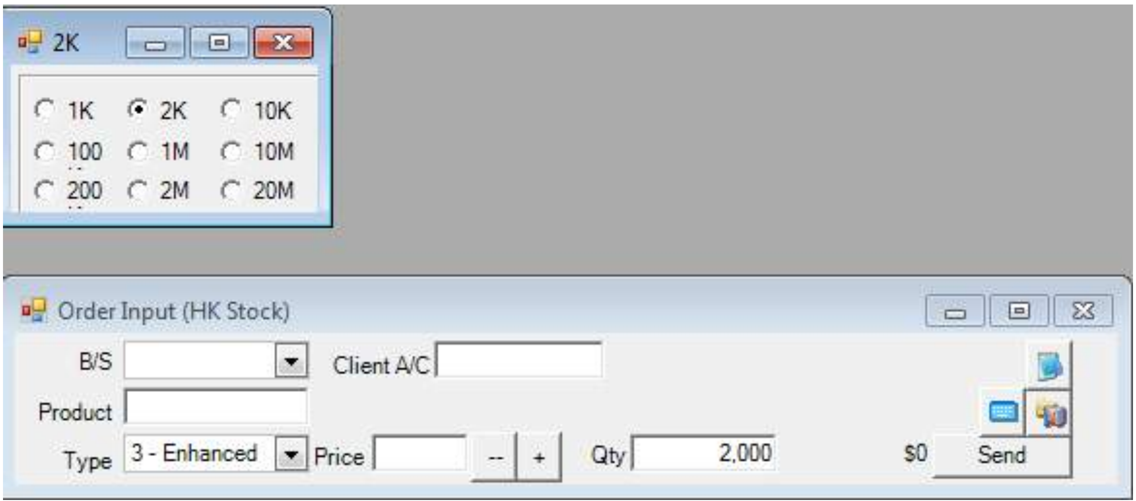




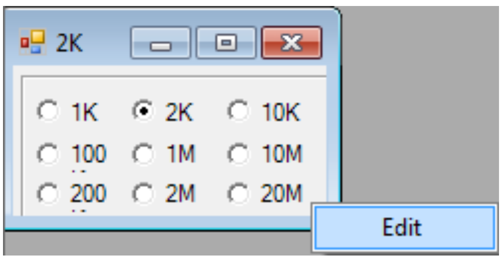
Status	Update/Can...	Release Condition	Order...	Client A/C	B/S	Product	Or...	Price
NEW(H)		SL <=69.5	150024	DEMO	Sell	00001	E	69.5
CAN		SL <=69.5	150025	DEMO	Sell	00001	E	69.5
Q			150026	BRIAN	Buy	00005	E	68.35
FEX			150027	DEMO	Sell	00001	E	70.5
CAN		TIME 2012-03-09 20:59:58	150028	DEMO	Buy	00001	E	123
NEW(H)		TIME 2012-03-09 21:00:48	150029	DEMO	Buy	00001	E	123
NEW(H)		MIT <=98.9	150030	DEMO	Buy	00001	E	98.85
Q		OCLS <=98.9 $98.9 $99.1	150031	DEMO	Buy	00001	E	99

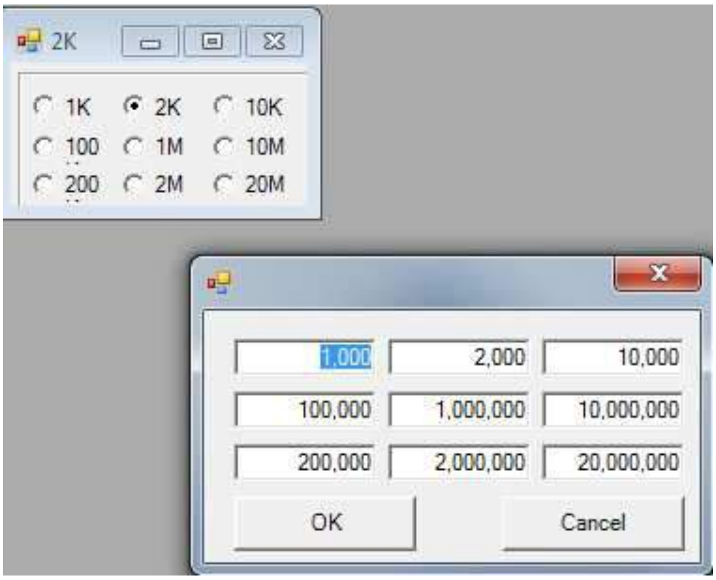
Order Input Quantity Selector 買賣數量選擇器

User can open the “Order Input Quantity Selector” and the “Order Input” windows. When clicking the “2K” button in the “Order Input Quantity Selector” window, the Order Input window will show 2000 as quantity.
用戶可以同時開啟“ 買賣數量選擇器”和“輸入訂單”視窗。當“買賣數量選擇器”點擊2K 時，一開啟輸入訂單視窗，數量會自動顯示為2000.



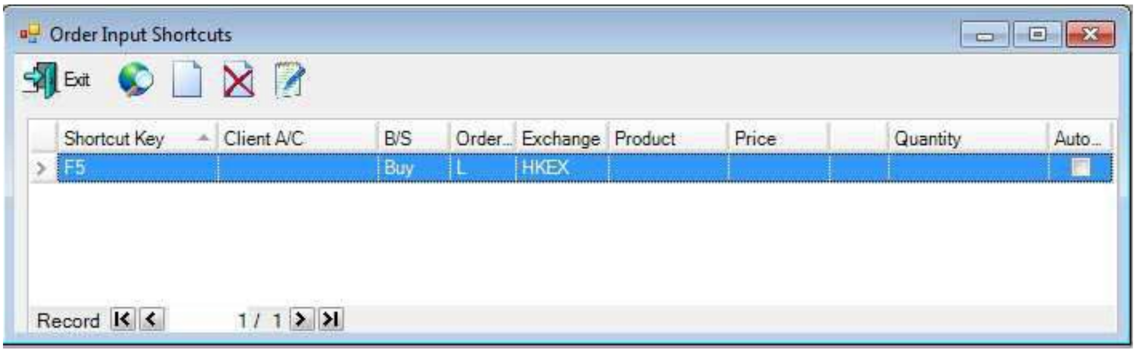
User can right-click the “Order Input Quantity Selector” and select “Edit” button to change the default setting of the quantity.
用戶可以右擊選擇“編輯”更改“買賣數量選擇器”的預設數量。





Order Shortcut key 使用訂單快捷鍵

You can define shortcut keys by clicking in Order Input.
“輸入訂單”畫面容許使用者自行設定快捷鍵以方便快速下單。如需設定快捷鍵，點選圖示。



To create new shortcut key, click icon. To edit existing shortcut, double-click on theshortcut key record or click. . Click icon to delete shortcut key.
如需新增快捷鍵，點選圖示。如需更改快捷鍵，連續點擊快捷鍵紀錄或按圖示。如需刪除快捷鍵，按圖示。

Input the information you want the shortcut key represents. If there is some unknown information about the order, leave the column blank until the time when placing orders.
輸入所需資料。如有一些浮動的資料不確定，可以把該空白格留空，待真正下單前才補充該資料。

E.g. To set shortcut key “F5” represents “Buy 00005 using limit order type”, (as above screen). Click “OK” to save the shortcut key.
例) 設定快捷鍵“F5”作為“使用限價盤於買入00002”(如上圖)點選“確定”以儲存變更。

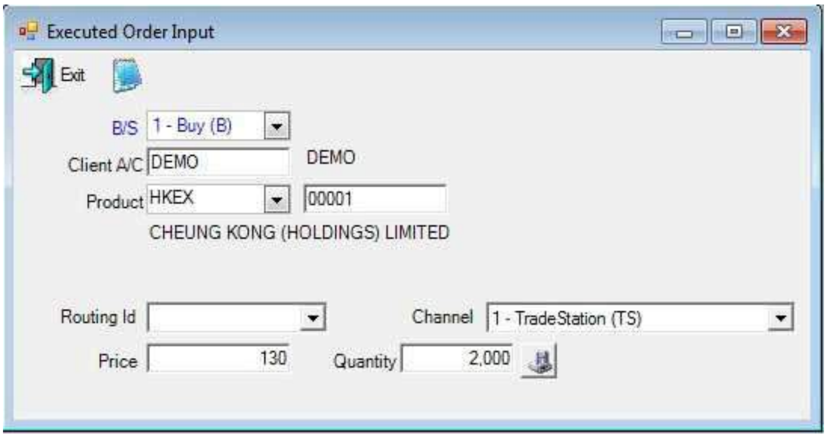
E.g. to buy 00005 using limit order type, Press shortcut key “F5”, the “Order Input Screen” will be shown and all the predefined information will be auto-filled.
例)“使用特別限價盤買入00002”：按快捷鍵“F5”，“訂單輸入”會自動填上預設之資料 (如上圖)。

Input the “Price” and “Quantity”, then click “Send” to place the order.
輸入“價格”及“數量”，點選“傳送”以送出訂單。

Input executed orders 輸入已成交訂單

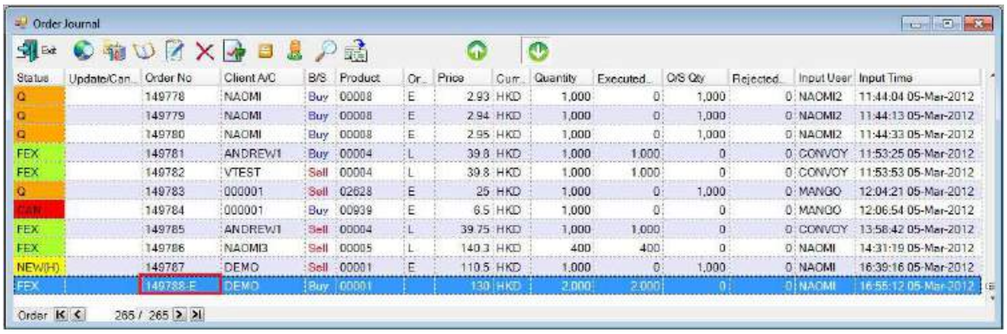
If there are some orders which are executed externally, through the Manual trade or Odd lot trade, user can input a executed order to update the transaction record of AyersGTS and match the transaction record from CCASS.
如用戶非使用GTS 系統成交訂單，或用戶使用手動盤或碎股盤對盤，用戶需要輸入一條已成交訂單以更新AyersGTS 最新的交易紀錄，以便與CCASS 的交易紀錄對數。

To input executed orders, click “Order Input/Enq. → Executed Order Input” menu item.
可使用“下單委託 / 查詢”中的“輸入已成交訂單”來更新客戶的戶口資料。



Input the required information and click the “save” icon to save the order.
輸入資料後按“儲存”圖示，訂單便會傳送到“訂單資料夾”。

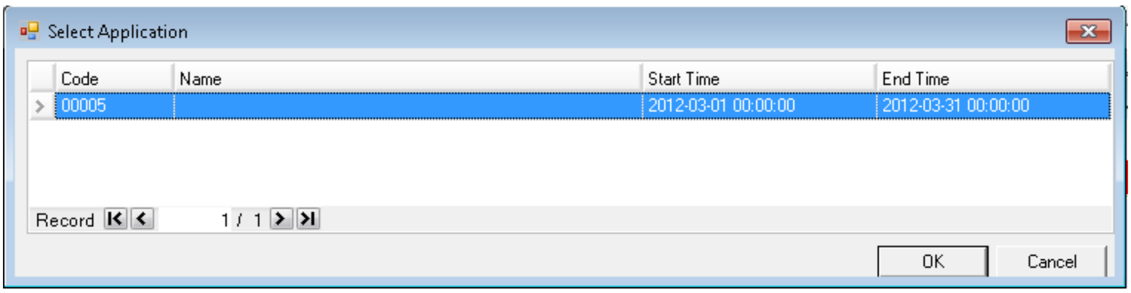
Note that order no. of executed order will have “-E” suffix to differentiate from normal orders.
訂單編號會顯示“XXX-E”。



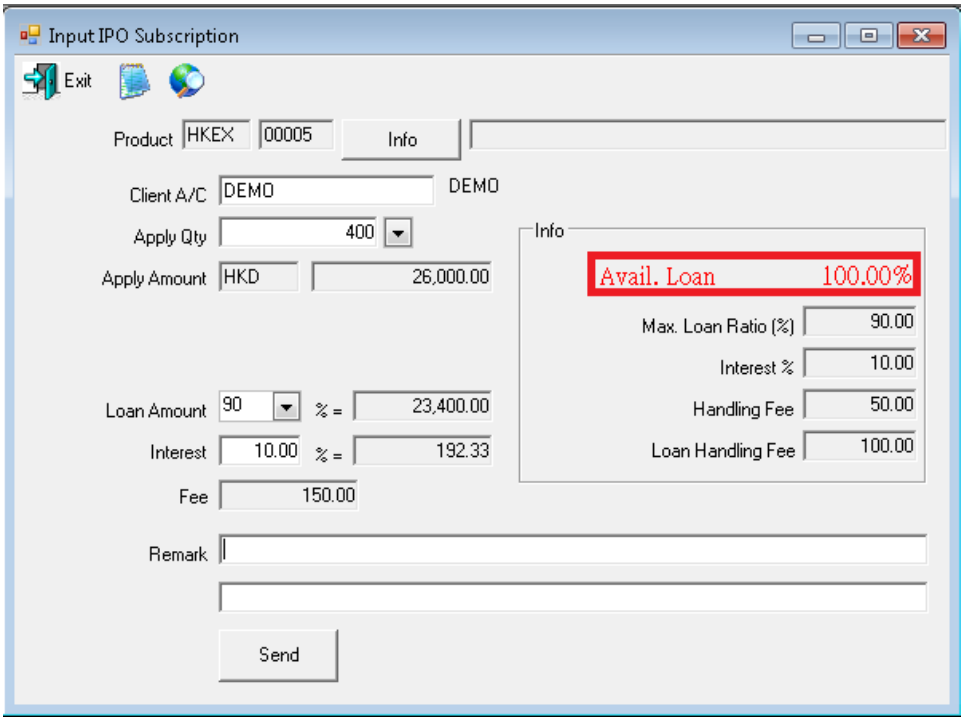
Input IPO Subscription 輸入新股認購

Users can Apply IPO by “Order Input/Enq” → “Input IPO Subscription”.
用戶可在“下單委託/查詢”的“輸入新股認購”內選擇要申請的新股。

Choose the desired Stock in the Select Application page and press “OK”
在下單委託/查詢選擇輸入新股認購，進入選擇申請版面後，點選需要申請的新股，按確定。



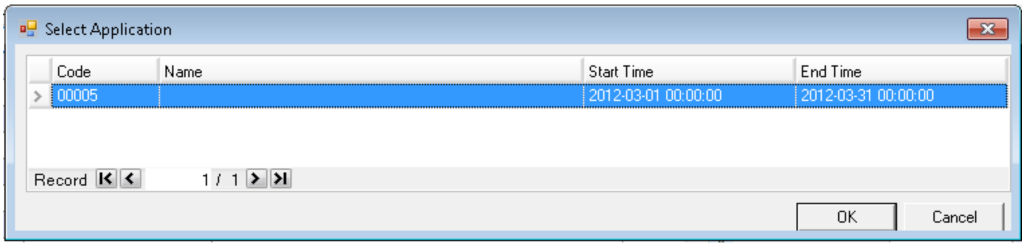
Input the Client Account Code, Apply Qty, Loan Amount %, Interest % and Remark. And then press “Send”. The IPO is successfully subscripted.
在“輸入新股認購”版面，用戶只要輸入客戶戶口代碼，選擇正確的申請數量，貸款金額%及輸入利息%，按傳送，傳送完成訊息出現後，便成功申請。



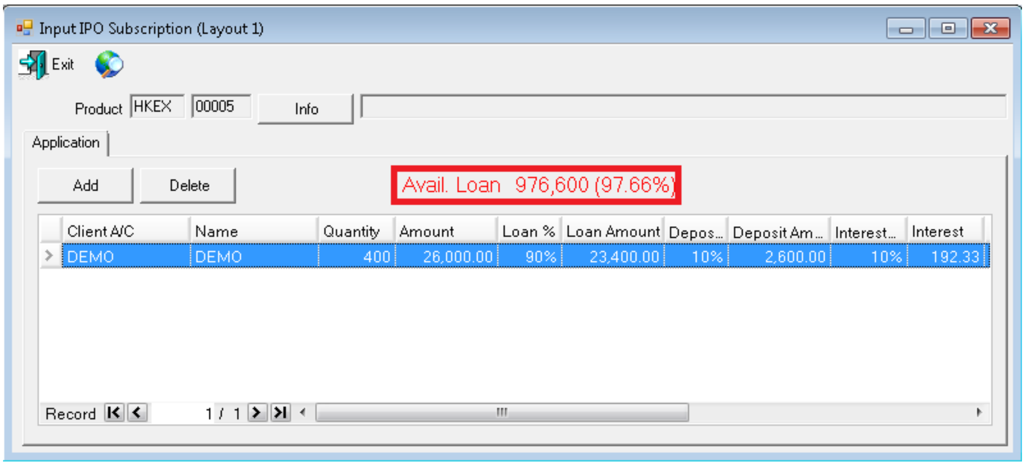
You may check the Available Loan Amount every time before subscription. Every time the client apply loan, the Available Loan Balance will reduce.
在方格內會顯示新股累計的可用貸款，客戶每次借取貸款去認購新股，方格內的可用貸款便會減少。

Input IPO Subscription (Layout 1) 輸入新股認購(版面一)

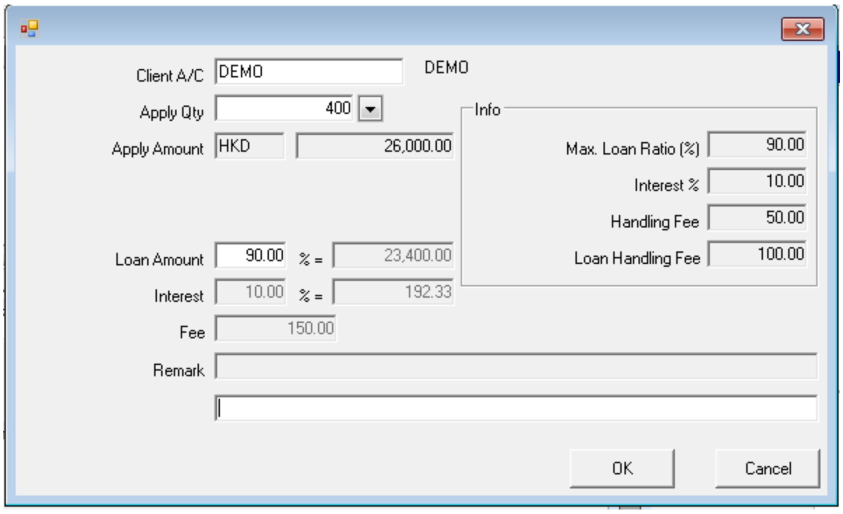
Users can Apply IPO under “Order Input/Enq. → Input IPO Subscription (Layout 1)”.
Choose the desire Stock and press “OK”.
在下單委託/查詢選擇輸入新股認購(版面一)，進入選擇申請版面後，點選需要申請的新股，按確定。



You may check the Available Loan Amount every time before subscription. Every time the client apply loan, the Available Loan Balance will reduce.
在“輸入新股認購(版面一)可以查詢其他客戶新股認購詳情。在此按“增加”。在方格內會顯示新股累計的可用貸款，客戶每次借取貸款去認購新股，方格內的可用貸款便會減少。



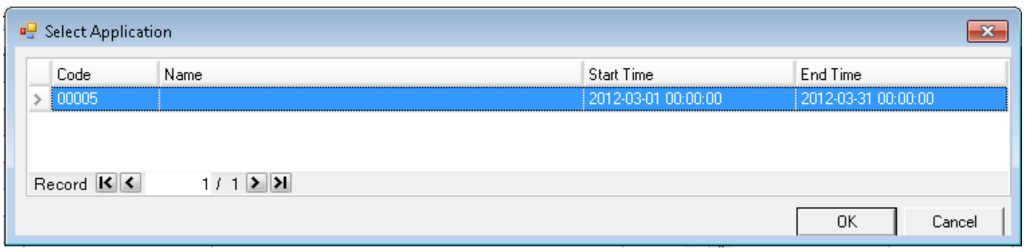
Input the Client Account Code, Apply Qty, Loan Amount % and Remark. Press "OK". The IPO is successfully subscripted.
輸入所需資料後按傳送，傳送完成訊息出現後，便成功申請。



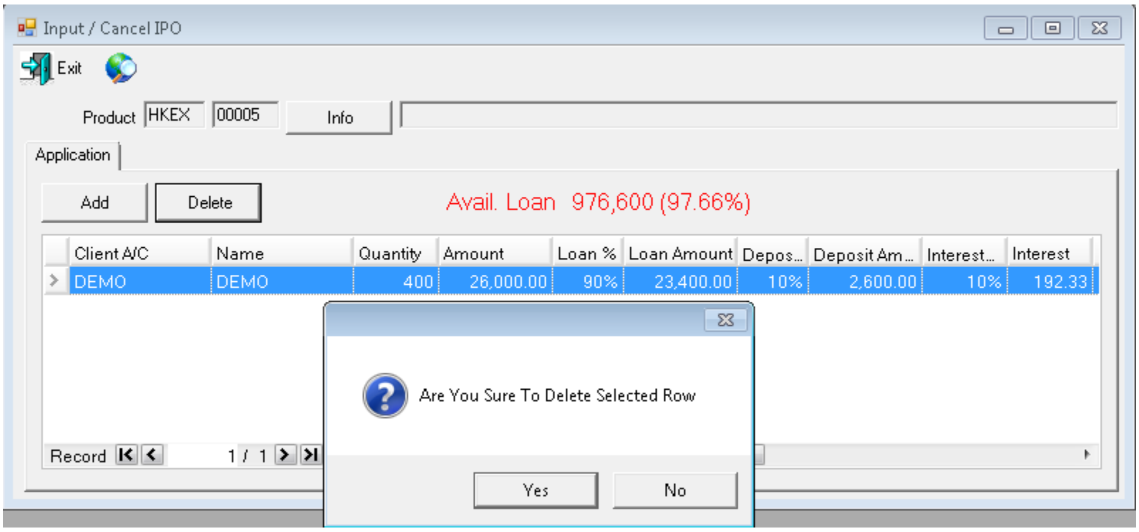
Cancel subscribed IPO 如何取消已申請的新股認購

Users can cancel the Subscripted IPO under "Credit Officer" → "Input/Cancel IPO"
用戶可在"批核人員"中的"輸入 / 取消新股認購"中取消要申請的新股。

Click "Order Input/Enq" → "Input/Cancel IPO". Choose the desire Stock and press "OK".
在"批核人員"選擇"輸入 / 取消新股認購"，進入選擇申請版面後，點選需要申請的新股，按確定。



Choose the desired Client AC and click "Delete", then Click "OK" to confirm.
點選要刪除的申請，並按"刪除"。再按"Yes"便可。



Client Account Portfolio 客戶戶口資料

Portfolio 產品結存.

Click “Order Input/Enq → Client Account Portfolio” menu item.
於主功能表上點選“下單委託/查詢”→“客戶戶口資料”。

User can enquire a client’s information including cash balance, product balance, purchase limit and loan limit, etc.
在此可以檢視該客戶的現金、持貨、購買力和貸款等資料。

1. Net Cash Bal. – The Cash Balance of the client account (in HKD)
淨現金結餘 – 是客戶戶口所持的現金結餘(HK$)
2. Purchase Limit – The Purchase limit which would restrict the buying power of the client (Including the Marginable Value).
購買力限額 – 是用戶所設置的購買力限額，限制用戶的購買力。

3. Loan Limit – The Loan Limit which would restrict the buying power of the client (Excluding the Marginable Value).
貸款限額 – 是用戶所設置的貸款限額，限制用戶的貸款能力。

4. Portfolio Value – Net Cash Balance + Market Value of the Client
投資組合總值 = 淨現金結餘 + 所持有之產品市值

5. Used Purchase – Value of the Outstanding Order X Marginable Ratio%
已用購買力= 是客戶已排隊的買入訂單 x 該產品的可按揭比率%

6. Avail. Purchase – Purchase Limit + Net Cash Balance + Marginable Value – Used Purchase
可用購買力 = 購買力限額 + 淨現金結餘 + 可按揭總值 - 已用購買力

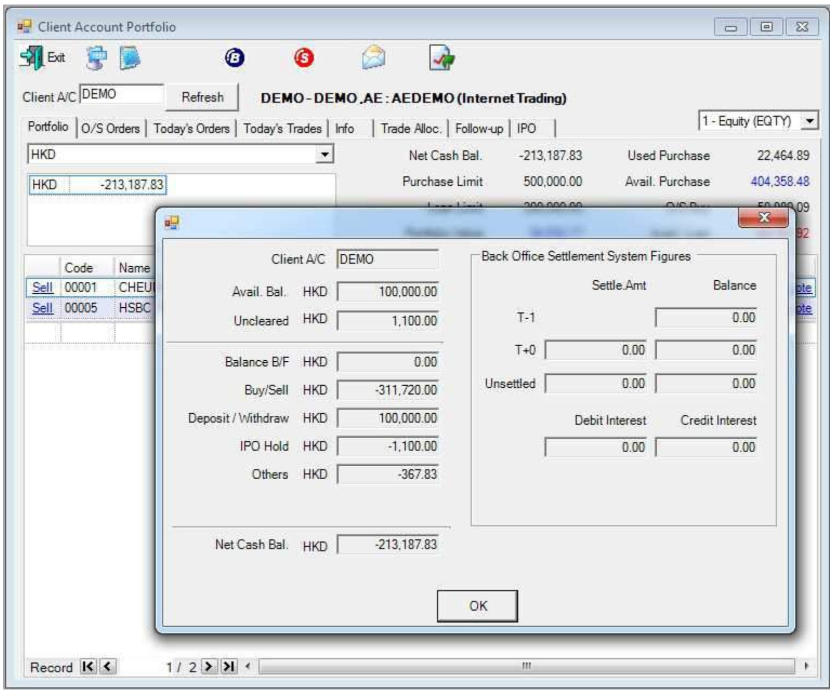
7. O/S Buy – Value of the Outstanding Order
待買入 -是客戶已排隊的買入訂單總值

8. Avail. Loan – Loan Limit + Net Cash Balance – O/S Buy
可用貸款 =貸款限額 +淨現金結餘 – 待買入

User can click the “Sell” link of the product to sell all the quantity of the product.
按“沽出”便可以沽出相關產品。

User can also click (buy) or (sell) icon to place order. User can also use the short-cut key to place order. To configure the Short-cut key, click icon.
你也可按或圖示來直接進行買賣。“客戶戶口資料”畫面容許使用者自行設定快捷鍵以方便快速下單。如需設定快捷鍵，點選圖示。

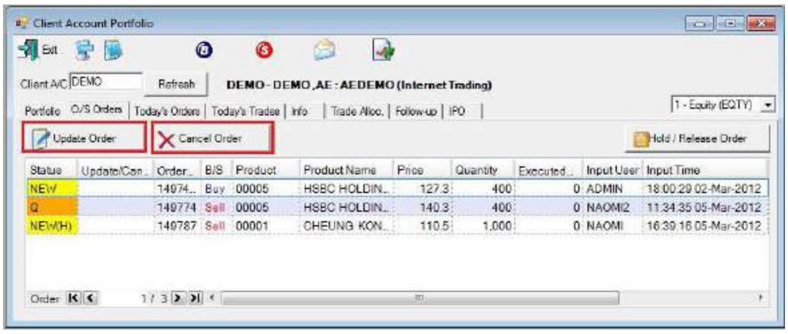
Double-click on currency to show client’s cash balance and other information in client account portfolio (If BackOffice System provides that information to AyersGTS).
雙擊貨幣可顯示客戶之可用結餘及戶口資料 (如後台結算系統有上傳相關資料到AyersGTS)。



In Client Account Portfolio, you can inspect the Portfolio, O/S Orders, Today's Order, Today's Trade and Info, Trade Allocation, Follow-up and IPO.
"客戶戶口資料"還可檢視客戶的產品結存、待成交訂單、今日訂單、今日成交、資料和通話聯絡記錄。

O/S Order 待成交訂單

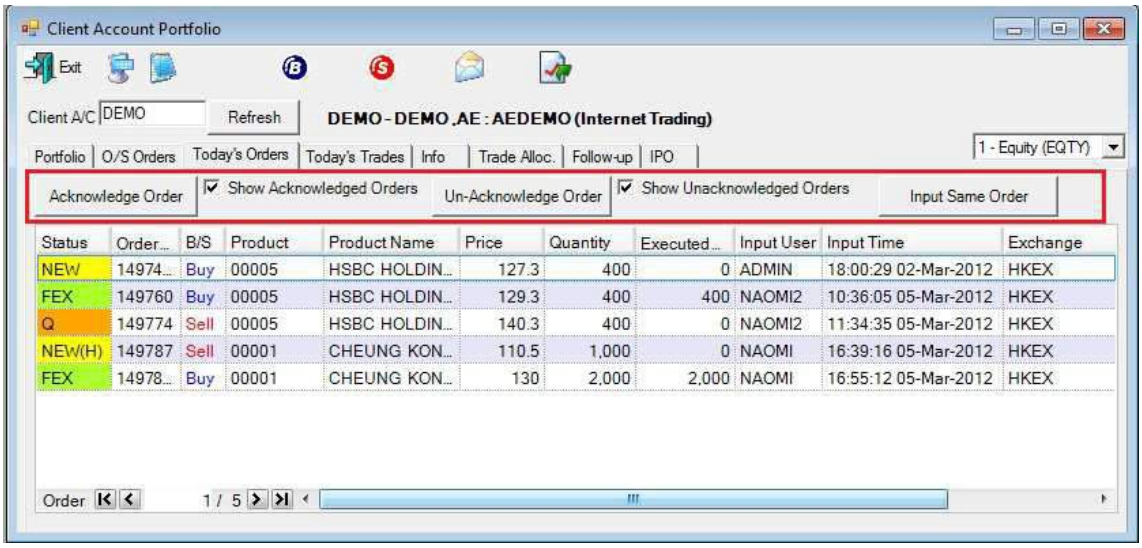
"Update Order" and "Cancel Order" can also be done here on "O/S" tab in "Client Portfolio.
"待成交訂單"標籤會列出該客戶所有待成交的訂單，用戶可以替客戶更改或取消訂單。



Today's Order 今日訂單

On "Today's Order" tab, you can inspect all the orders for today.
"今日訂單"標籤可以檢視該客戶當天的所有訂單。

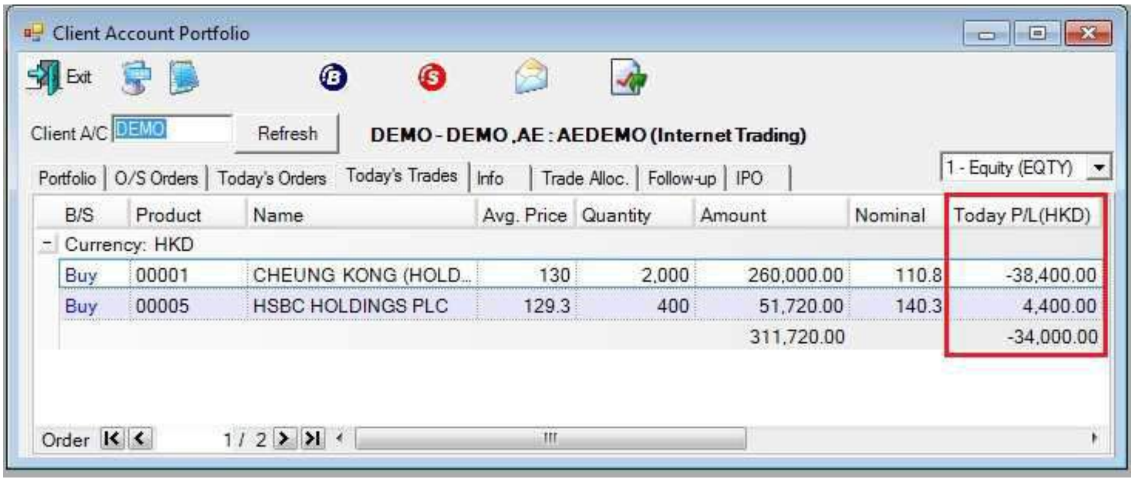
Acknowledged orders can be sorted by "Show Acknowledge Order" and "Show Un-Acknowledge Order" buttons.
選取相關訂單可以作出"確定訂單"或"確定訂單還原"選項。



Today's Trades 今日成交

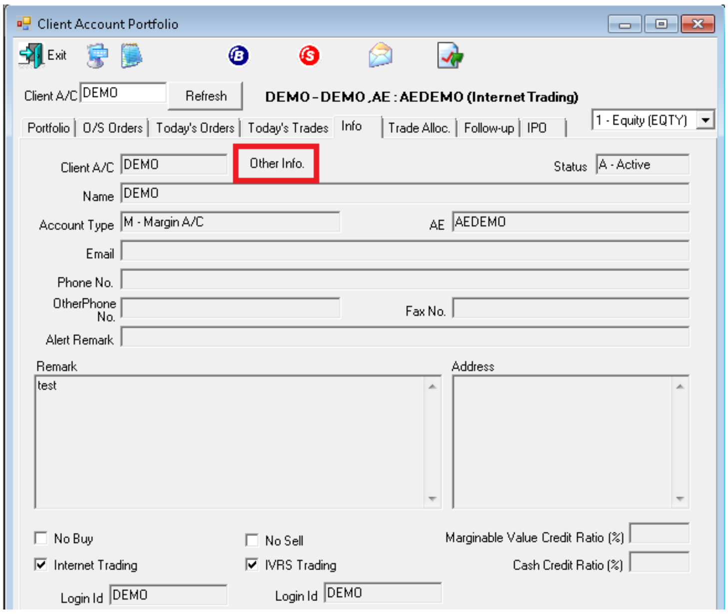
On "Today's Trades" tab, you can inspect the Profit/Loss for all of the executed trades for today.
"今日成交"標籤可以檢視該客戶當日所有已成交的訂單和盈虧。

Today P/L = Nominal Price X Quantity – Average Price X Quantity.
今日盈虧 = 現價 X 數量- 平均價 X 數量。

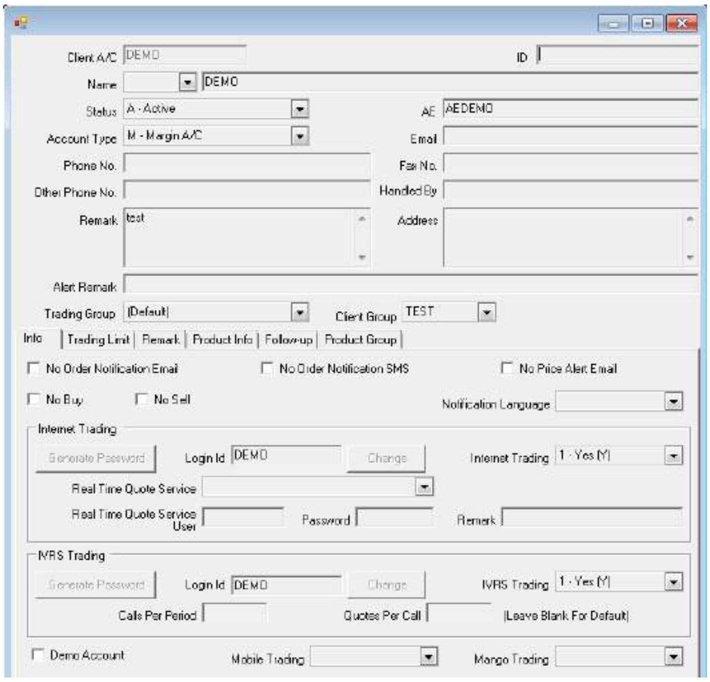


Info 資料

On “Info” tab, you can inspect the client’s general information.
“資料”標籤可以檢視該客戶的基本資料。



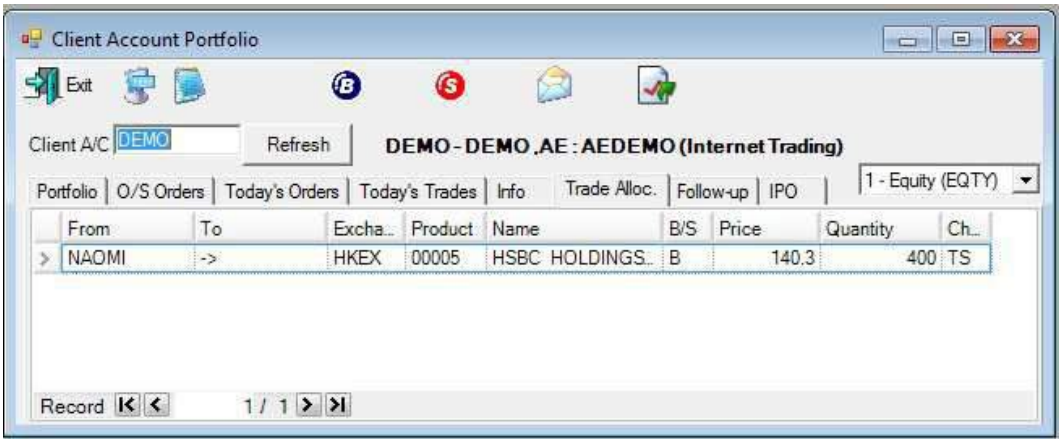
User can also click the “Other Info.” button to enquire other information.
用戶亦可以在此畫面中按下“其他資料”，查詢更多的詳細資料，如下圖。



User can only read but cannot edit the information in the Info. Tab.
此查詢客戶詳細資料畫面只供用戶參考，不能在視窗中更改客戶資料。

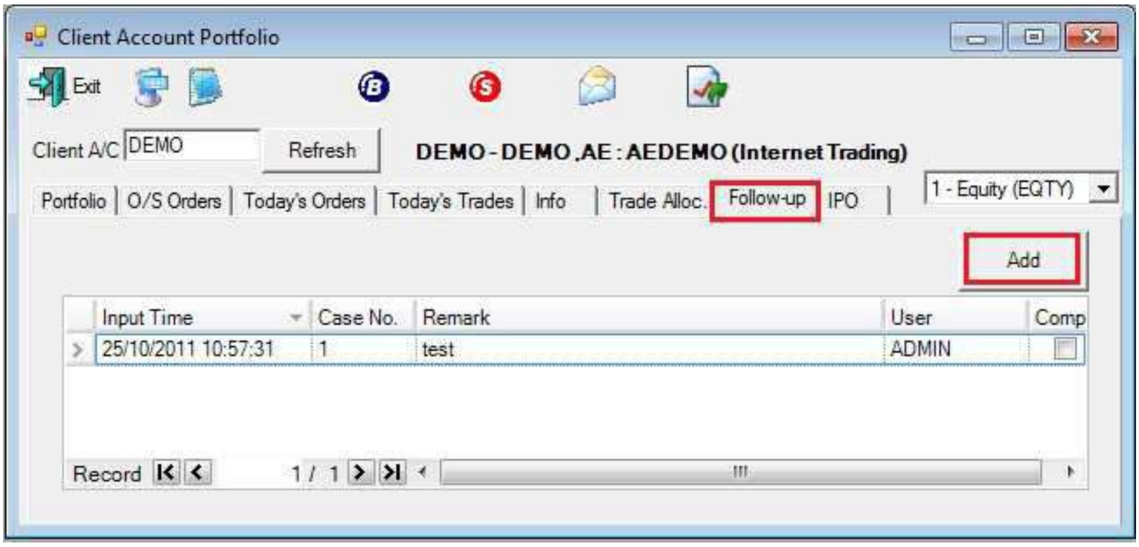
Trade Allocation 交易分配

On the “Trade Alloc.” tab, all trades which had been allocated will be listed here.
“交易分配”標籤可以瀏覽已成交的訂單分配到另一個客戶或被分配到這個客戶。

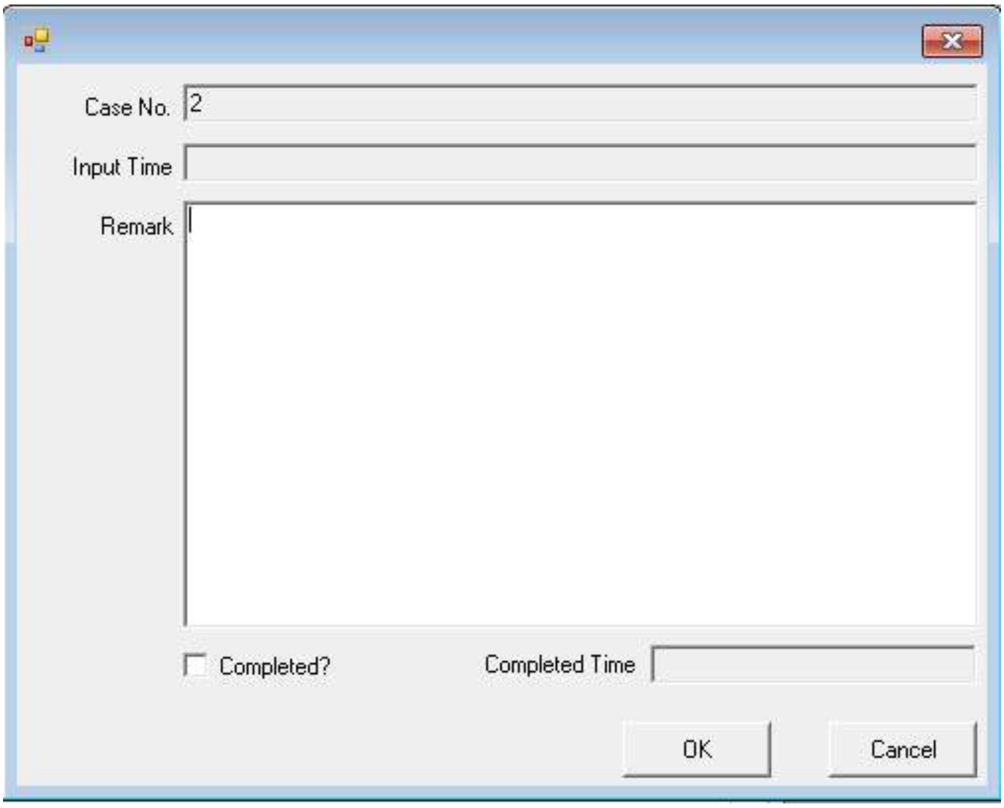


Follow-Up 待跟進記錄

On the “Follow-up” tab, user can enquire those information that need to alert.
“待跟進記錄” 標籤可讓用戶輸入有關客戶的記錄。

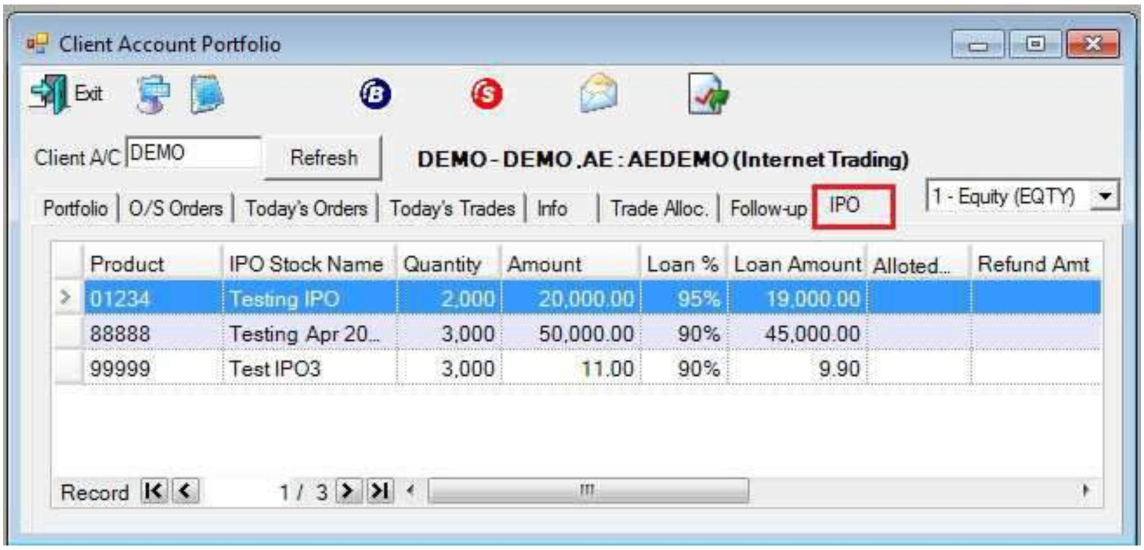


User can add more information by click on “Add” button.
按 “增加” 輸入資料後按確定。



IPO 新股認購

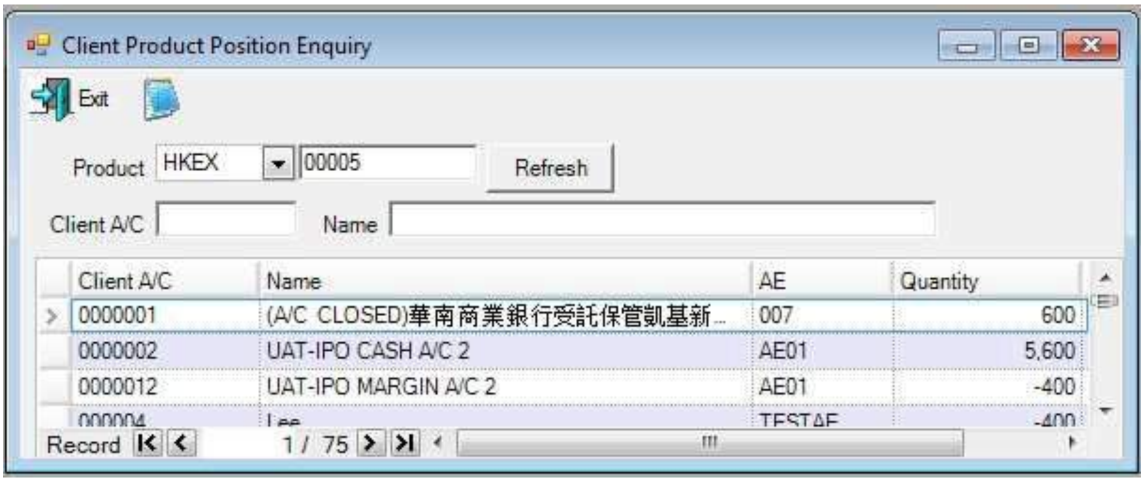
On the “IPO” tab, user can enquire the IPO information
“新股認購”卷標可以看到客戶認購新股的資料



Client Product Position Enquiry 使用客戶產品持貨查詢

Click “Order Input/Enq → Client Product Position Enquiry”.
於主功能表上點選“下單委託 / 查詢”→“客戶產品持貨查詢”。

Input the Product and Client A/C. Click “Refresh” will show all the clients who own the product and the quantity of the product
輸入產品及客戶戶口資料，點選“重新整理”，便會顯示所有持有該產品的客戶及持有數量。

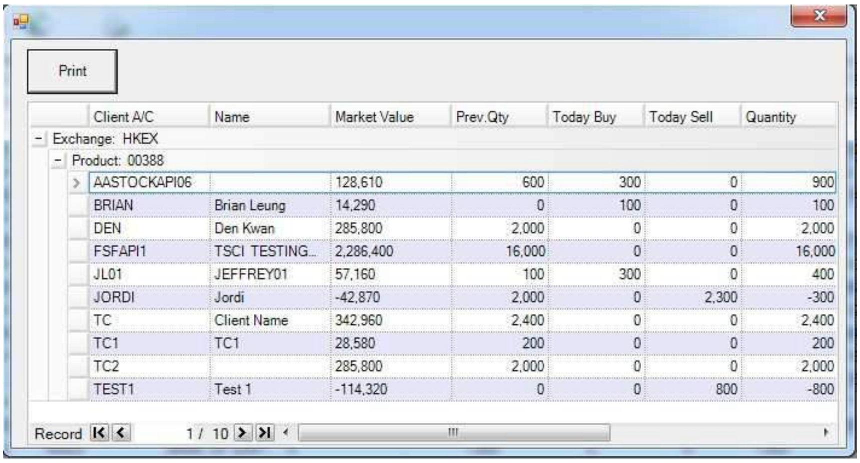


Product Position Summary 產品持貨總覽

Click “Order Input/Enq → Product Position Summary”.
於主功能表上點選“下單委託 / 查詢”→ 產品持貨總覽。

User can enquire the product’s turnover. If user double-click the selected row, user can see the client that holding the product and other transaction information.
用戶可以查詢所有產品的成交量，揀選產品項目然後雙擊，可以看到該產品的擁有者及交易資料。

Exchange	Product	Name	Market Value	Prev.Qty	Today Buy	Today Sell	Quantity	Prev. Avg...
HKEX	02888	STANCHART	0	50	0	0	50	178.1
HKEX	00700	TENCENT HOL...	370,000	2,000	0	0	2,000	138.5
HOSE	1	1	10,000	100	0	0	100	100
HKEX	00388	HONG KONG E...	3,272,410	25,300	700	3,100	22,900	92.398024
HKEX	00945	MANULIFE	0	200	0	0	200	83.15

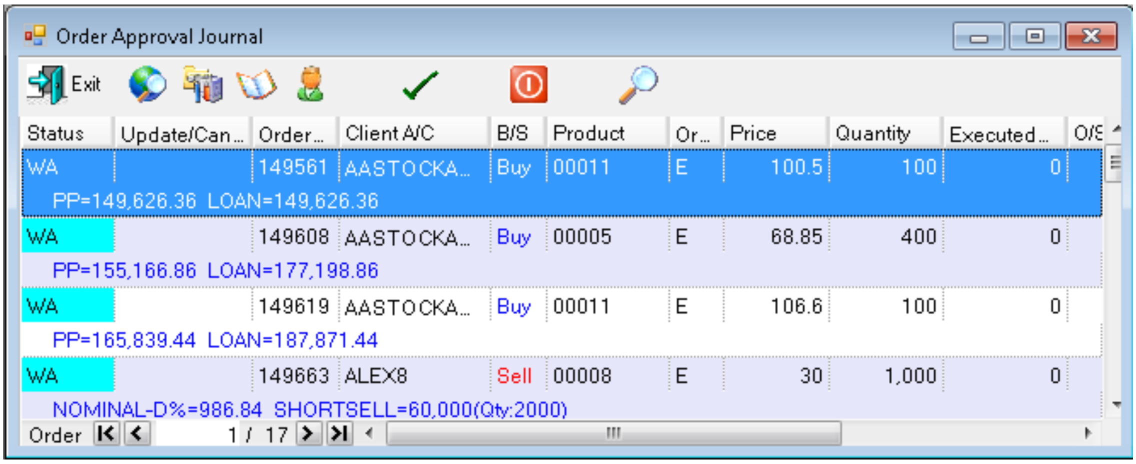


Client A/C	Name	Market Value	Prev.Qty	Today Buy	Today Sell	Quantity
AASTOCKAPI06		128,610	600	300	0	900
BRIAN	Brian Leung	14,290	0	100	0	100
DEN	Den Kwan	285,800	2,000	0	0	2,000
FSFAPI1	TSCI TESTING...	2,286,400	16,000	0	0	16,000
JL01	JEFFREY01	57,160	100	300	0	400
JORDI	Jordi	-42,870	2,000	0	2,300	-300
TC	Client Name	342,960	2,400	0	0	2,400
TC1	TC1	28,580	200	0	0	200
TC2		285,800	2,000	0	0	2,000
TEST1	Test 1	-114,320	0	0	800	-800

7. Credit Officer批核人員

Order Approval Journal 訂單批核資料夾

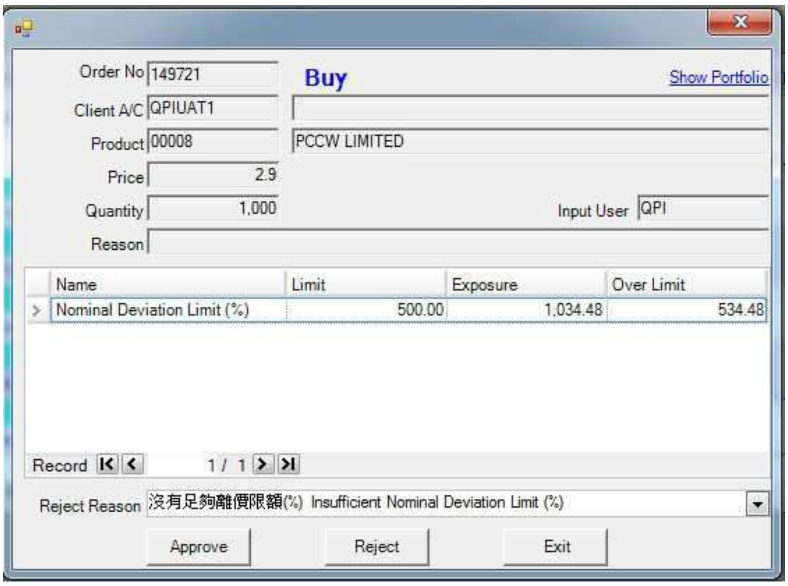
Click “Credit Officer → Order Approval Journal” menu item.
於主功能表上點選“批核人員”→“訂單批核資料夾”。

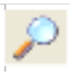


Click or to Approve or Reject order.
用戶可以按下或，快速批核或拒絕訂單。

By Double-Clicking on the Order, user can check the reject reason if the above order is over exposure, over limit and by how much.
雙擊該訂單便會顯示該訂單超過的風險，超出限額和拒絕理由。

Also credit officer could approve or reject the order here.
批核人員也可在此批核或拒絕訂單。

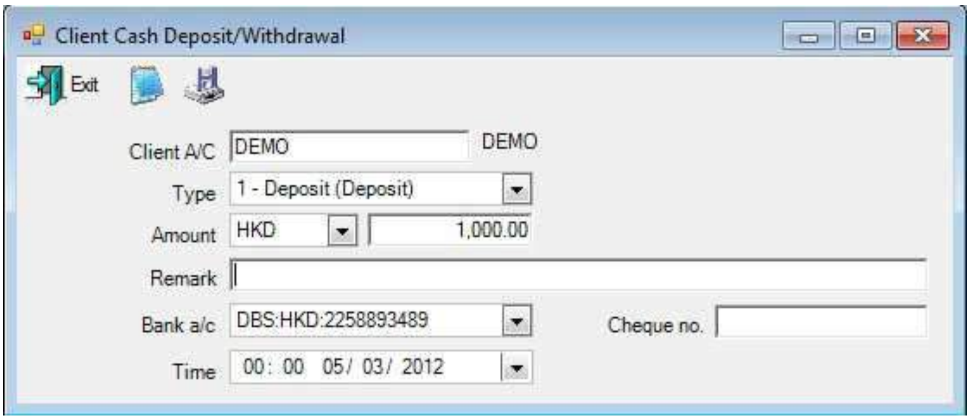


Icon 圖示	Function 功能
	Close the order approval journal 關閉訂單批核視窗
	Request to refresh the journal 重新整理訂單批核視窗
	Setting for the Approval 設定訂單批核視窗
	Enquire which credit limit the order has been violated 查詢訂單所違反之交易政策
	Show the client portfolio 顯示客戶戶口資料
	Approve the selected order 批核已選之訂單
	Reject the selected order 拒絕已選之訂單
	Filter the order with the inputted criteria 篩選訂單

Client Cash Deposit/Withdrawal 客戶現金存款或提款

Click “Credit Officer → Client Cash Deposit/Withdrawal” menu item.
於主功能表上點選“批核人員”→“客戶現金存款或提款”。

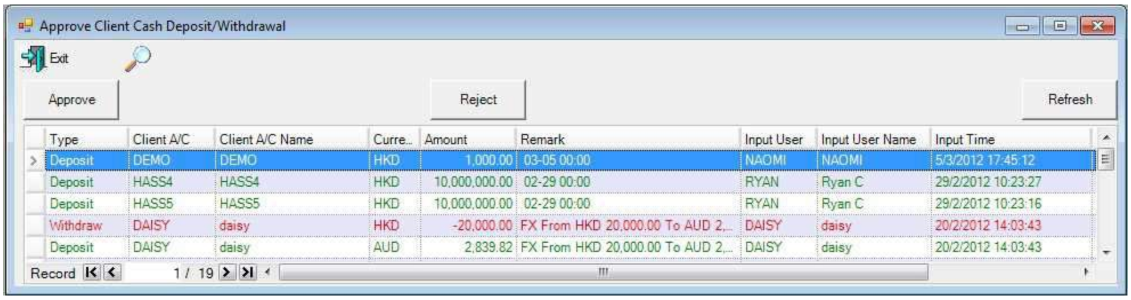
Input “Client A/C”, “Type”, “Amount”, ”Bank a/c” and then click the “save” icon.
輸入“客戶戶口”、 “類型”、“金額”、“銀行戶口”、輸入存款或提款的時間，完成後按儲存。



After finishing this step, user needs to approve the transfer in the “Approve Client Cash Deposit/Withdrawal function” to confirm the transaction.
完成此步驟後，需要往”批核客戶現金存款或提款”進行批核才能確認。

Approve Client Cash Deposit/Withdrawal 批核客戶現金存款或提款

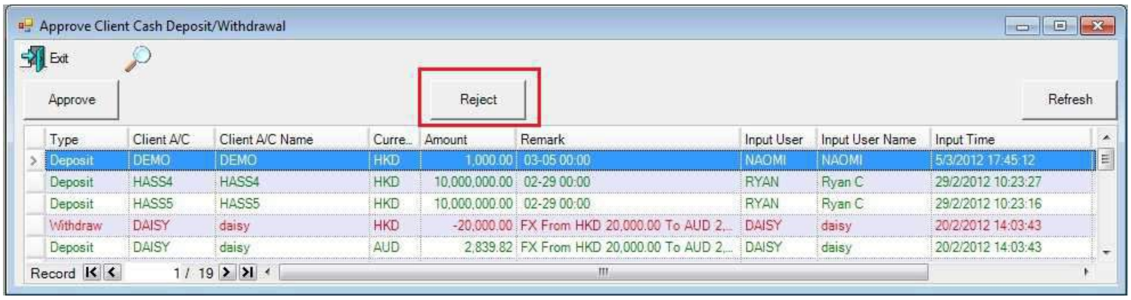
Click “Credit Officer → Approve Client Cash Deposit/Withdrawal” menu item.
於主功能表上點選“批核人員”→ “批核客戶現金存款或提款”。



Select the deposit/withdrawal item, then click the “Approve” and the selected order will be approved. Otherwise, click the “Reject” and the selected deposit/withdrawal item will be cancelled.
首先揀選存款或提款的項目，然後按 “批核” 便可。如按 “拒絕” ，該揀選的存款或提款項目便會取消。

Reject Approved Cash Deposit/Withdrawal 拒絕已批核客戶現金存 / 提款

Click “Credit Officer → Reject Approved Cash Deposit/Withdrawal” menu item.
於主功能表上點選“批核人員”→ “拒絕已批核客戶現金存 / 提款”。



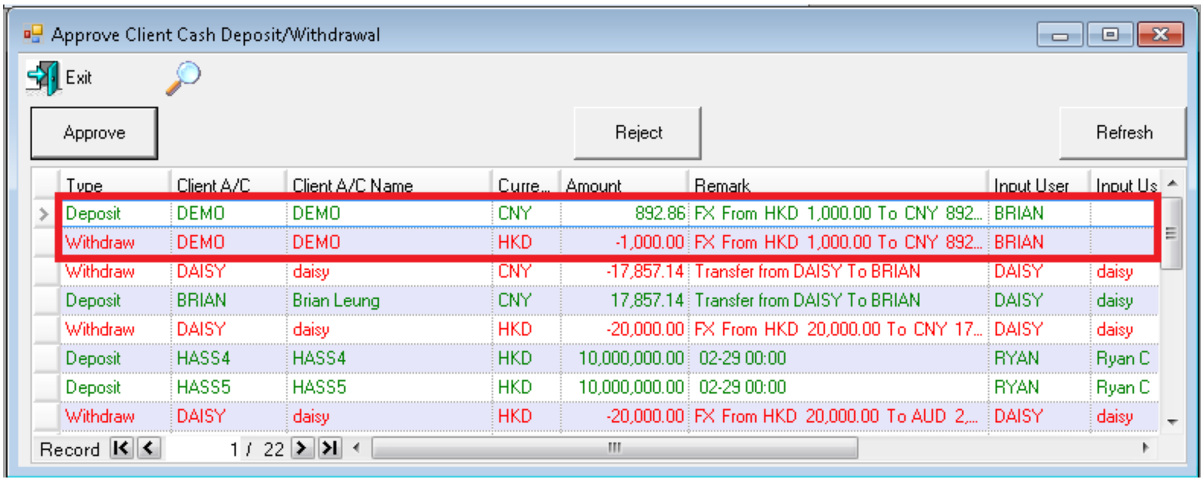
This function is similar to the “Approved Client Cash Deposit/Withdrawal”, but this function can only cancelled the approved deposit or withdrawal order
這功能與”批核客戶現金存款或提款”相似，但只有拒絕功能，能把已批核的現金存/提款取消。

Client FX Transfer 客戶外幣轉換

Click “Credit Officer →Client FX Transfer” menu item.
於主功能表上點選“批核人員”→“客戶外幣轉換”。

Input the client code, FX transfer currency, amount and the exchange rate details, press the “Transfer” button. (If there is no such currency, user can add a new currency in Setup>Currency)
輸入需要進行外幣轉換功能的客戶代碼、做轉換的貨幣及金額、以及該貨幣與貨幣之間的兌換率，然後按轉移鍵。(若沒有該貨幣可供選擇，可以往設置>貨幣中增加)

User can see a deposit of A currency and a withdrawal of B currency records. Select those records, and press “Approve” button.
在批核人員>批核客戶現金存款或提款中可以看到一宗A 貨幣的存款和一宗B 貨幣的提款記錄。點選該項目，然後按批核鍵。

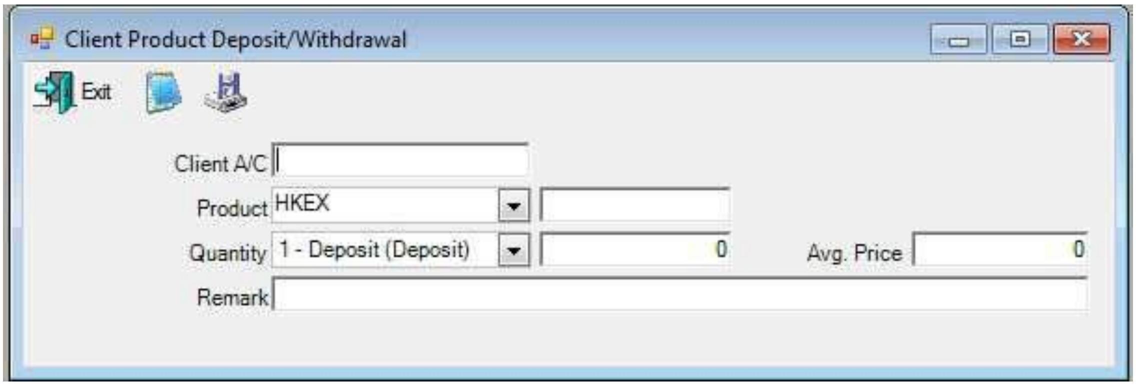


User can check the Order Input/Enq>Client Account Portfolio to see the currency record is updated.
在下單委託/查詢>客戶戶口資料中可以查看到該戶口的貨幣記錄已經更新。

Client Product Deposit/Withdrawal 客戶現貨存入或提走

Click “Credit Officer → Client Product Deposit/Withdrawal” menu item.
於主功能表上點選“批核人員”→“客戶現貨存入或提走”。

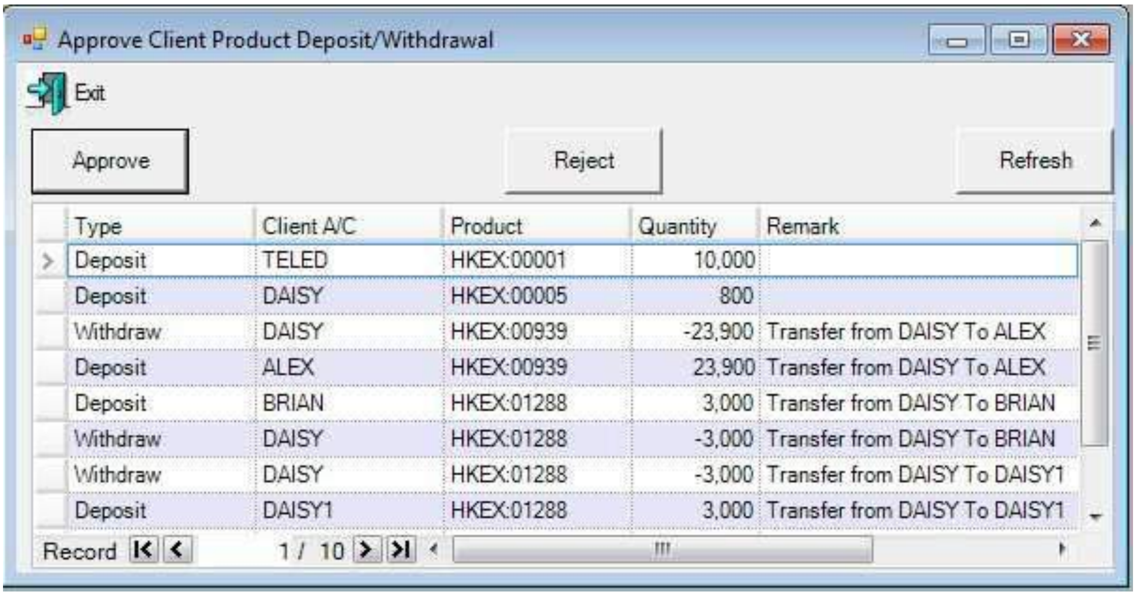
Input “Client A/C”, “Product”, “Quantity” and then click the “save” icon.
輸入“客戶戶口”、“市場”、“產品”、“數量”、 “平均價”、”備註”等，完成後按儲存。



After finishing this step, user needs to approve the transfer in the “Approve Client Product Deposit/Withdrawal function” to confirm the transaction.
完成此步驟後，需要往”批核客戶現貨存入或提走”進行批核才能確認。

Approve Client Product Deposit/Withdrawal 批核客戶現貨存入或提走

Click “Credit Officer → Approve Client Product Deposit/Withdrawal” menu item.
於主功能表上點選“批核人員”→ “批核客戶現貨存入或提走”



Select the deposit/withdrawal item, then click the “Approve” and the product approved. If not, click the “Reject” and the selected product deposit/withdrawal item will be cancelled.
首先揀選存入或提取的項目，然後按 “批核”便可。如按 “拒絕” ，該揀選的存入或提取項目便會取消。

Client Asset Internal Transfer 客戶資產內部轉移

Click “Credit Officer → Client Asset Internal Transfer” menu item
於主功能表上點選“批核人員”→“客戶資產內部轉移。

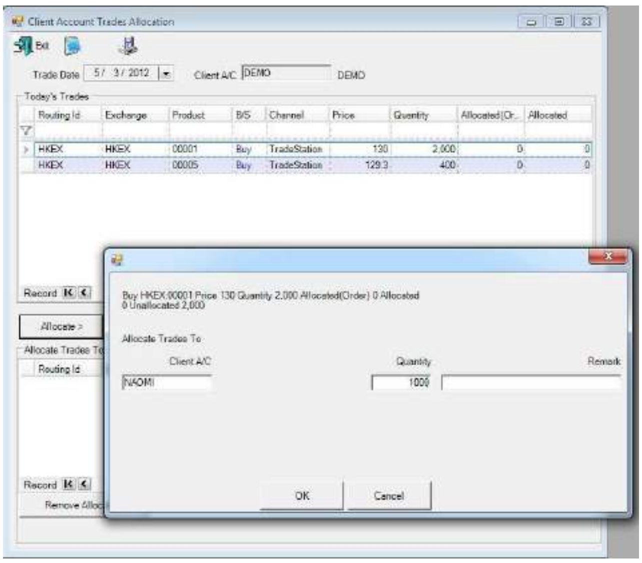
Input the two client accounts that needed to undergo asset internal transfer. When user inputted the "From Client A/C" column, user can see the cash and product positions of that client. If user checked the box next to the cash or product position, the selected item will be transferred to the "To Client A/C".
輸入兩個需要進行資產內部的客戶戶口，當輸入"由客戶戶口"後，將會在下方看見該戶口的現金及持貨，在轉移的現金及持貨旁的空格剔上，再按 "轉移"，" 由客戶戶口"的資產便會轉移至"到客戶戶口"。

Click "Order Input/Enq. → Client Account Portfolio" menu item can do the enquiry for this transaction.
如轉移後想作出檢查，可在 "下單委託/查詢"，點選客戶戶口資料，輸入 "3"客戶戶口，然後按重新整理，就能看到轉移的現金及持貨。

Client Account Trade Allocation 客戶成交分配

Click "Credit Officer → Client Account Trades Allocation" menu item
於主功能表上點選"批核人員"→"客戶成交分配"。

If the user have placed an order for a wrong client account, the user can user the "Credit Officer → Client Account Trades Allocation" function to allocate the order back to the right client.
如用戶成交訂單後發現輸入的客戶戶口錯誤，可使用"批核人員"中的"客戶成交分配"來把錯誤的訂單分配給正確的客戶。



Input the client A/C needed to be allocated, and user can see all the orders transacted of the client today. Select the order needed to be allocated and press the “Allocate” button.
輸入需要進行客戶成交分配的客戶戶口，用戶可以看見該客戶今天的成交記錄。

Input the Allocated To account and quantity, and press the “OK” button.
點選需要成交分配的訂單並按“分配”，再輸入成交分配至的客戶戶口和數量。再按”確定”。

User could also allocate all the trades from one client to another. Click the “Allocate All” and input the client A/C, and press the “OK” button.
用戶亦可把同一客戶的所有訂單分配給另一位客戶。按“分配所有”，再輸入客戶戶口。再按”確定”。

Click the “Save” icon to save the changes
按”儲存”圖示以儲存變更。

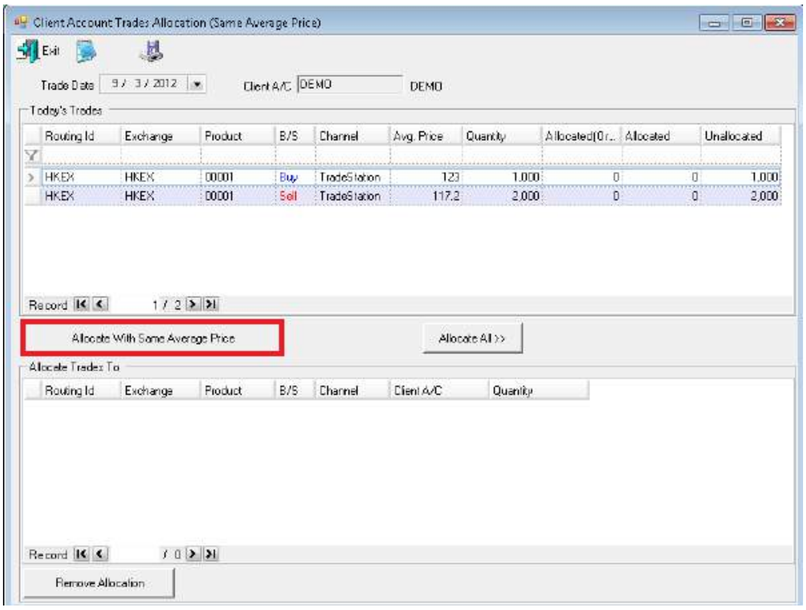
Allocate executed trades into other client A/C (Same Average Price) **客戶成交分配 (相同平均價)**

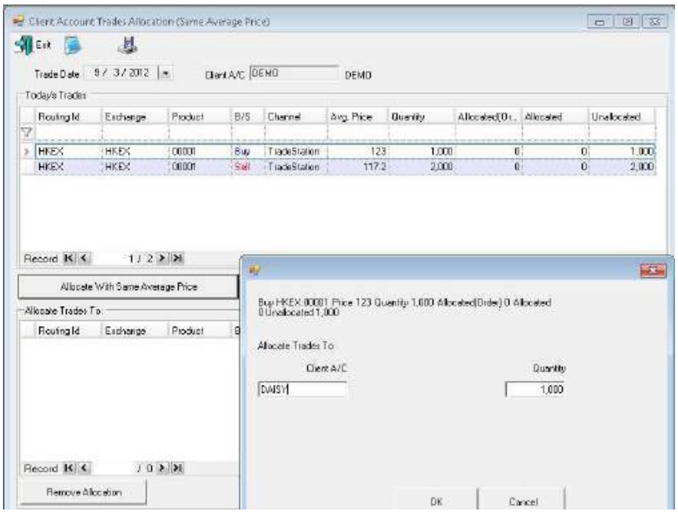
Click “Credit Officer → Client Account Trades Allocation” (Same Average Price) menu Item.
於主功能表上點選“批核人員”→“客戶成交分配(相同平均價)”。

This function can allocate orders with different executed prices by the same average price.
此功能可以為不同成交價成交的訂單，以相同的平均價來分配給各客戶。

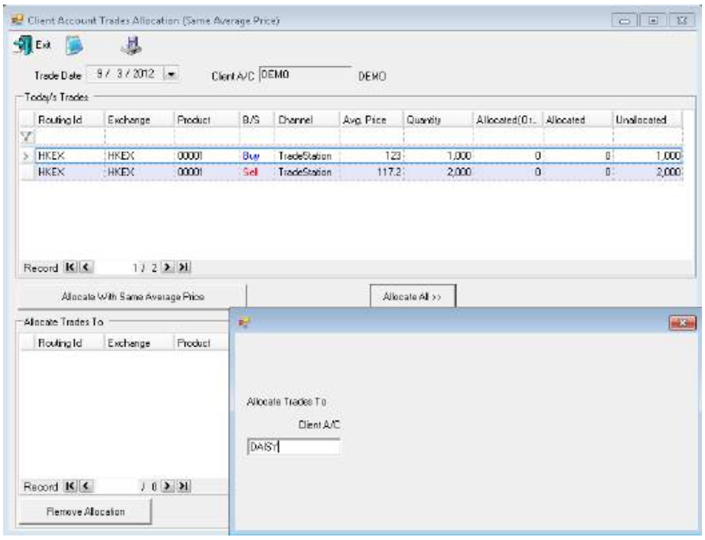
Click the “Allocate With Same Average Price” button, input the “Client Account” and the “Quantity”, and press “OK”.
按 “以相同平均價分配” 會以平均價分配，輸入 “客戶戶口”及 “數量”，按”確定”鍵。

If user wants to cancel the allocation, select the order and press “Remove Allocation”. 如要取消分配，揀選分配項目，按下方的 “取消分配”便可。





Click “Allocate All” will allocate all orders from one client to another client by average price.
按“分配所有” 可把同一客戶的所有訂單以平均價分配給另一位客戶。

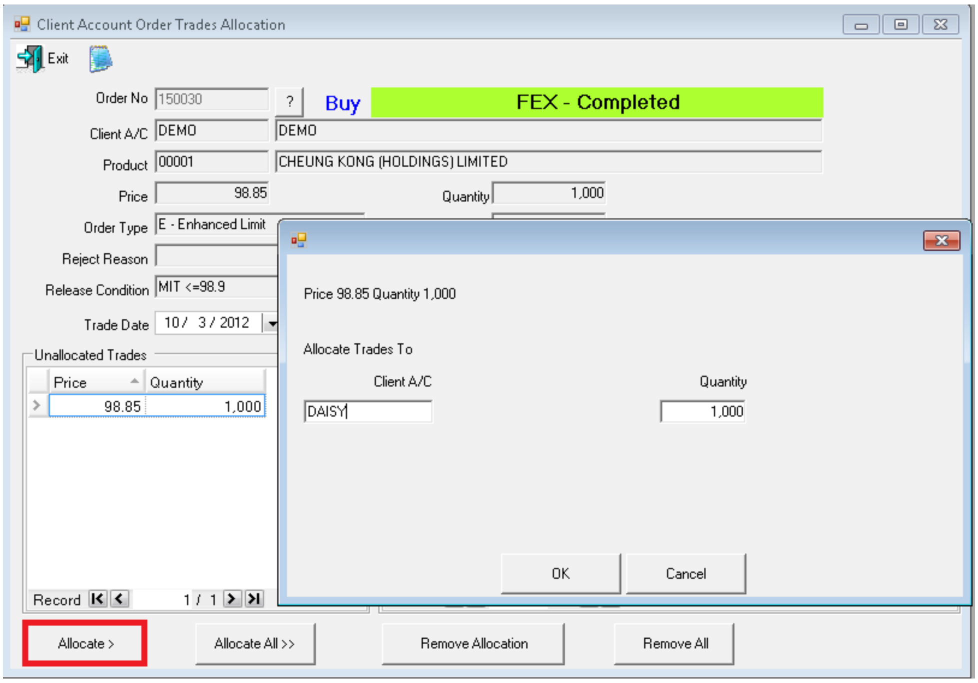


Click the “Save” icon to save the changes
按”儲存”圖示以儲存變更。

Client Account Order Trades Allocation 客戶訂單成交分配

Click “Credit Officer → Client Account Order Trades Allocation” menu item.
於主功能表上點選“批核人員”→“客戶訂單成交分配”。

This function can allocate orders by inputting the order number.
此功能可以輸入訂單號碼來分配給客戶。



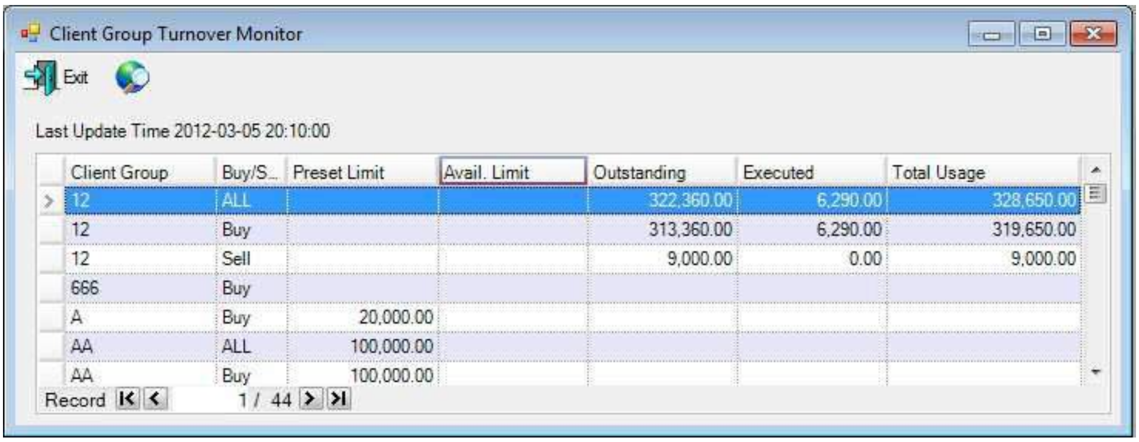
Input the order no. and the client a/c, click the “Allocate” button, and all the executed quantity will be allocated to the target client. If the allocation needs to be cancelled, press the “Remove Allocation” button.
輸入訂單號碼，然後輸入分配到客戶的代碼，按”分配”鍵後，訂單已成交的全部數量都會全數分配給正確客戶。

Open “Order Input/Enq.” → “Client Account Portfolio” → “Trade Alloc.” tab can enquire the allocated orders of the client.
在 “下單委託/查詢”中點選 “客戶戶口資料”的 “交易分配”中可查詢客戶成交分配的資料。

Client Group Turnover Monitor 客戶群成交額監測

Click “Credit Officer → Client Group Turnover Monitor” menu item.
於主功能表上點選“批核人員”→“客戶群成交額監測”。

This function shows the company’s B/S order turnover.
此功能可監測全公司買入、沽出的資料。

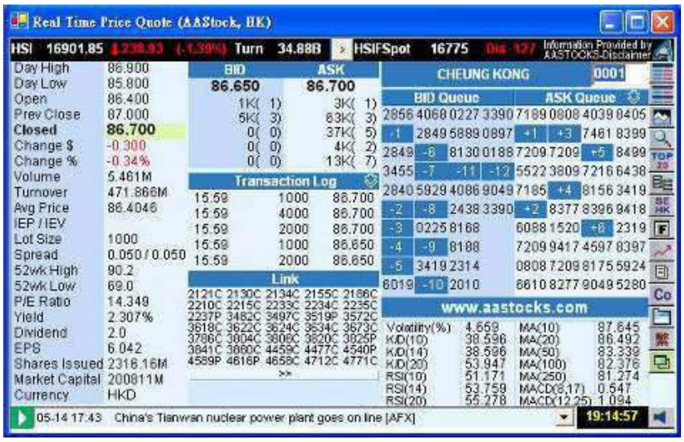


8. Market Data市場資訊

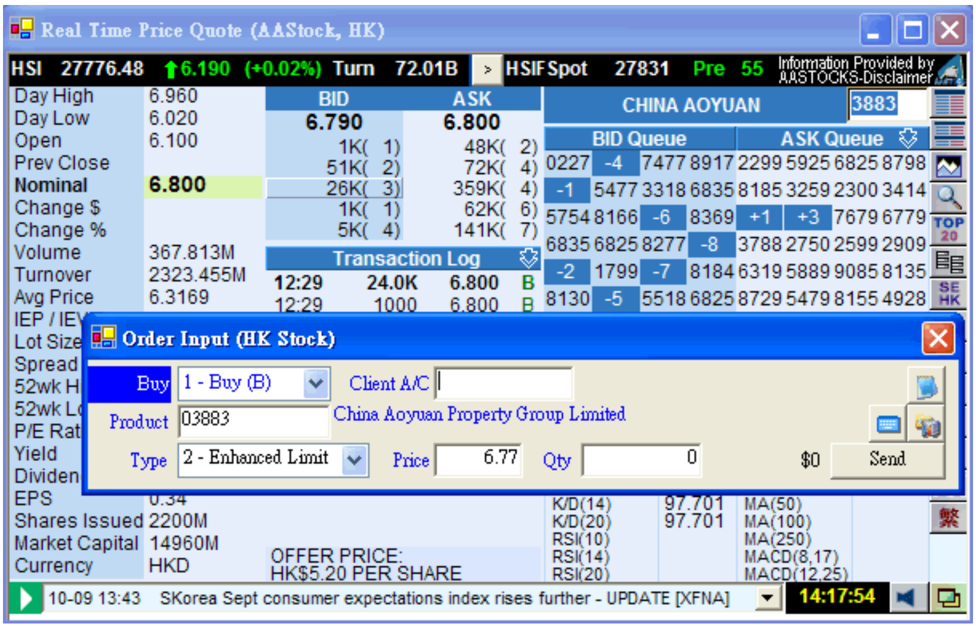
Real Time Price Quote (AAStock, HK) 即時報價 (AAStock, 香港)

Click “Market Data → Real Time Price Quote (AAStock, HK)” menu item.
於主功能表上點選“市場資訊”→“即時報價 (AAStock, 香港)”。

User can launch the “Real Time Price Quote” to do trading.
用戶可透過“即時報價畫面”進行買賣。



Double-Click the broker queue summary will launch the “Order Input Screen” with “Stock Code” and “Price” being auto-filled.
連續點擊“買入沽出排位”即可啟動“輸入訂單”畫面，而系統會自動填上產品編號及價格。



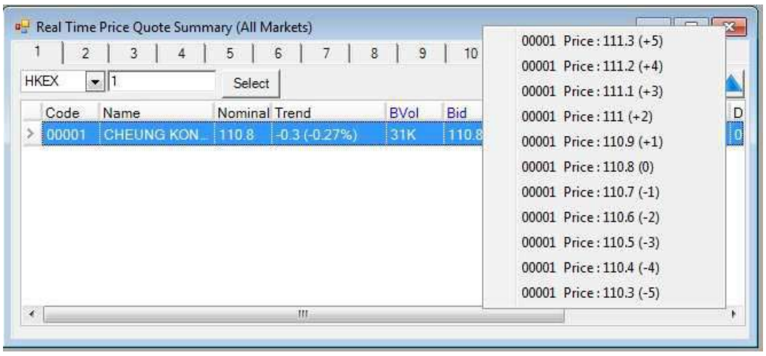
Input the “Client Code” and click “Send” to submit the order.
輸入“客戶戶口”點選“傳送”以送出訂單。

Real Time Price Quote Summary (All Markets) 即時報價總覽 (所有市場)

Other than HK Market, user can use the “Market Data” → “Real Time Price Quote Summary (All Markets)” to enquire the Global Stock Price to do trading.
除了香港證券市場外，使用者亦可使用“即時報價總覽 (所有市場)”查詢全球證券價格及透過“即時報價畫面”進行買賣。

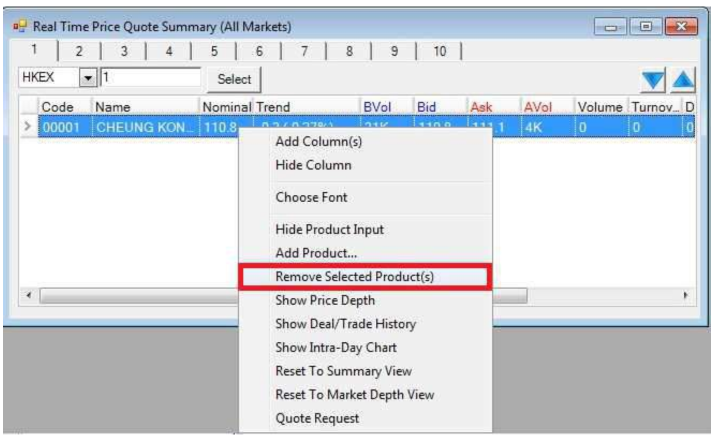
Click “Market Data → Real Time Price Quote Summary (All Markets)” menu item.
於主功能表上點選“市場資訊”→“即時報價總覽 (所有市場)”。

Right-click on the “BVol”, “Bid”, “Ask”, “AVol” will open the price spreads selection. Click on the price will launch an Order Input window with product code and price auto-filled in. Double-click on the Nominal price column will also launch an Order Input window.
在該份合約上的“買入量”、“買入價”、“沽出量”或“沽出價”按下滑鼠左鍵，開啟選擇價格畫面 (如下圖)。點選價格，即可啟動“輸入訂單”畫面，而系統會自動填上產品編號及價格。在現價欄位雙重點擊滑鼠左鍵亦可以開啟“輸入訂單”畫面。



Click Up/ Down arrow to move product Up or Down.
上箭嘴及下箭嘴可移動所選產品的位置。

To remove product from price quote window, right click on the selected row and choose “Remove Selected Product(s).
如要刪除產品，右按該產品並點擊“刪除所選產品”。

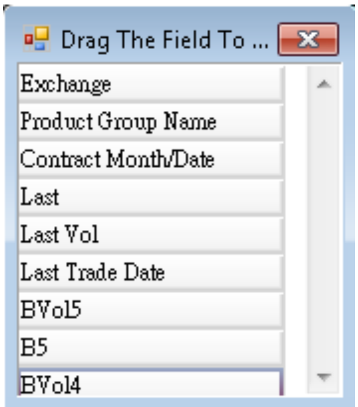


User can open up to 3 “Real Time Price Quote Summary (All Markets)” Windows at the same time.
此報價視窗的最大開啟數目是 3 個，用戶亦可以於不同的分頁選擇不同的所需報價。

Add Columns 新增欄位

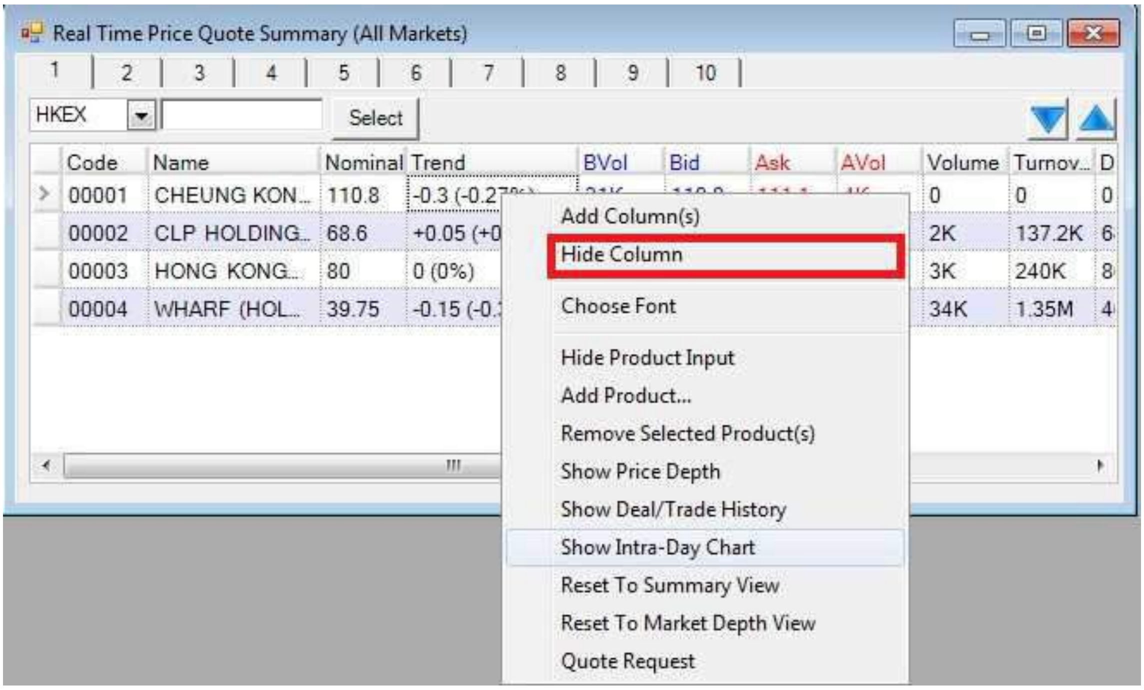
Right-click the product of the “Real Time Price Quote Summary (All Markets)”, and choose “Add Column”.
”即時報價總覽 (所有市場)”版面右按，選擇“新增欄位。

All the columns width and position can be adjusted by using drag-and-drop. Moreover, columns can be added or removed by right-clicking the mouse button and select the “Add columns” item from the popup menu.
“即時報價總覽 (所有市場)”中的所有欄位的寬度及位置均可以“拖放”的方式更改。另外亦可以使用滑鼠右鍵新增或移除所有欄位。



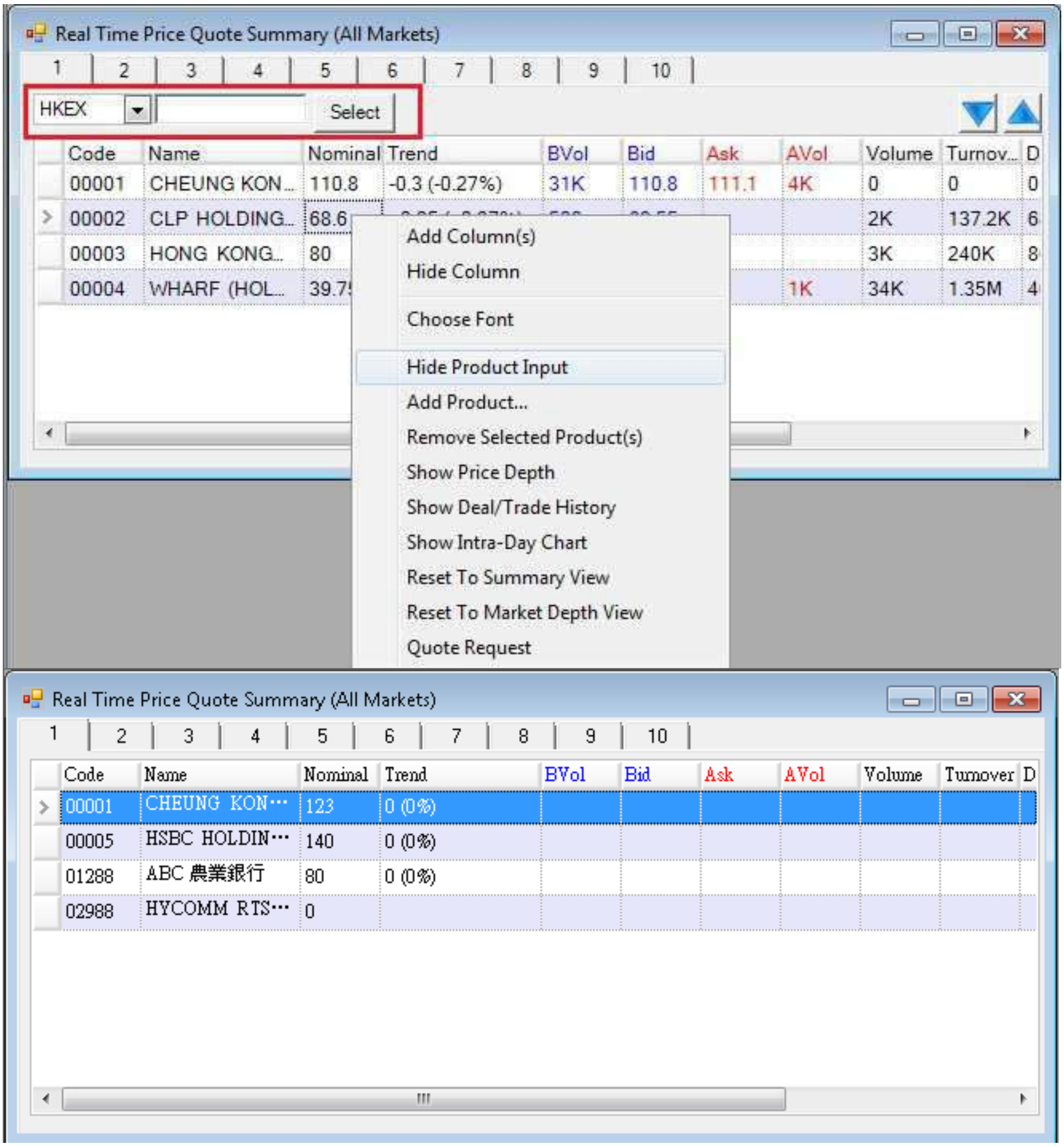
To add new columns, drag the fields in the above window into the price quote window.
如需新增欄位，只需從小視窗 (如上圖) 拖出並放於訂單資料夾適當的位置上。

To remove columns, right-click in Order Journal, then choose “Hide Column”.
如需移除欄位，只需按右鍵隱藏欄位便可。



Hide Product Input 隱藏產品輸入

To Hide Product Input, right click on the price quote window and choose “Hide Product Input” to hide product input.
於“即時報價總覽 (所有市場)”版面右按，選擇“隱藏產品輸入”（如下圖）。



To show the product input box again, right click on the price quote window and disable “Hide Product Input”.
按下滑鼠右鍵再選擇“隱藏產品輸入”可以重新開啟產品輸入欄位。

User can also press the “Quote Request” button, to enquire the price from the “broker”.
用戶亦可以按下“報價要求”，向“莊家”查詢價格。

“Show Price Depth” 顯示市場深度

Right click on the selected row from the price quote window and choose “Show Price Depth”.
按下 “顯示市場深度”，開啟該產品的“市場深度”畫面。

Double-click on the “BVol”, “Bid”, “Ask”, “AVol” will launched an Order Input window with product code and price auto-filled in.
於“買入量”、“買入價”、“沽出價”和“沽出量”雙點擊滑鼠左鍵，即可啟動“輸入訂單”畫面，而系統會自動填上產品編號及價格。

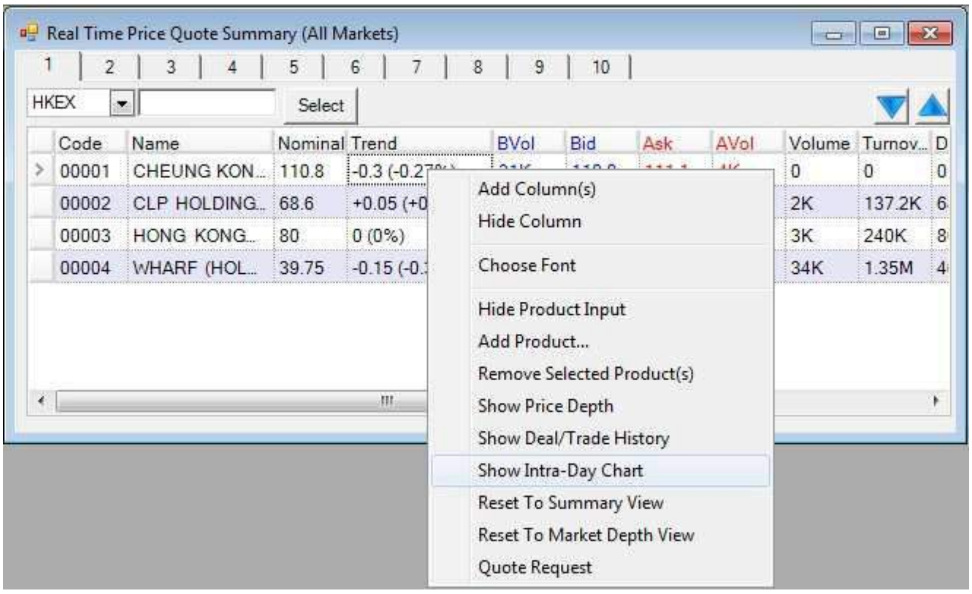
Click on the “Reset to Market Depth View” button will show the market depth for all the products as the below screen.
按下“重設為市場深度顯示”則可以將報價畫面上的所有產品，以市場深度形式顯示，如下圖。

Click on the Bid/Ask price spread will launch an Order Input window with product code and price auto-filled in.
於該產品市場深度上的“買入” 或“沽出”價格欄位連續點擊滑鼠左鍵，亦即時可以啟動“輸入訂單”畫面，而系統會自動填上產品編號及價格。

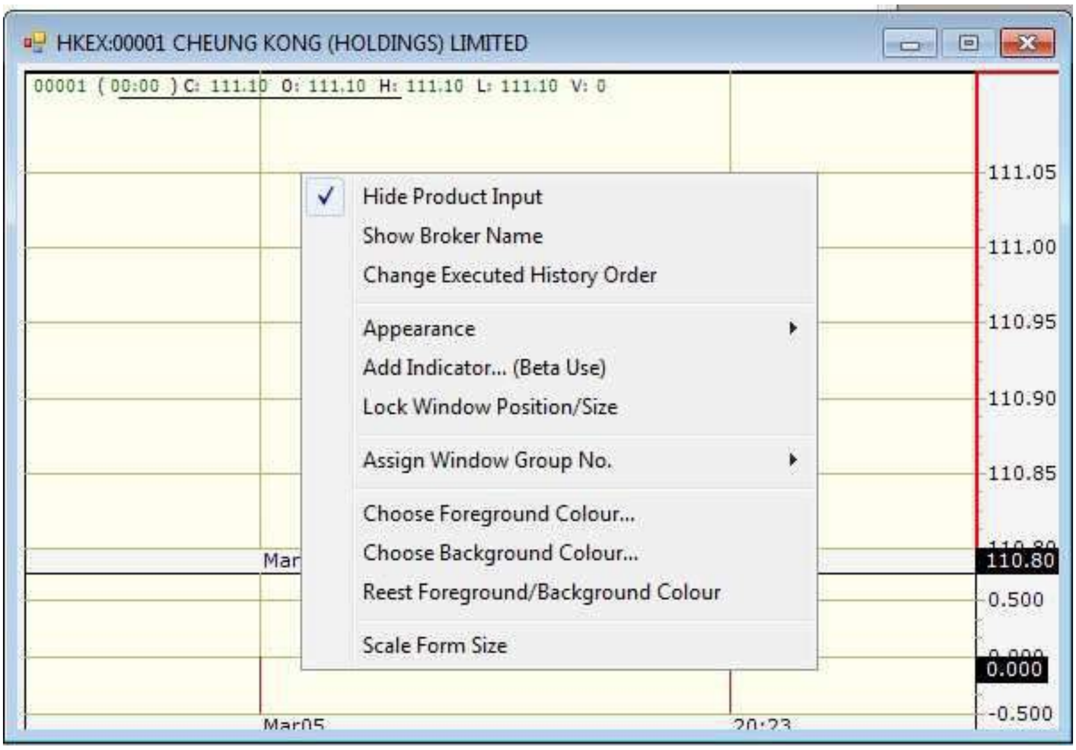
If user wants to change back to the Summary View, click the “Reset to Summary View” button.
切換介面返回至一般報價畫面，可以按下“重設為一般報價顯示”。

Show Intra-Day Chart 顯示市場成交記錄

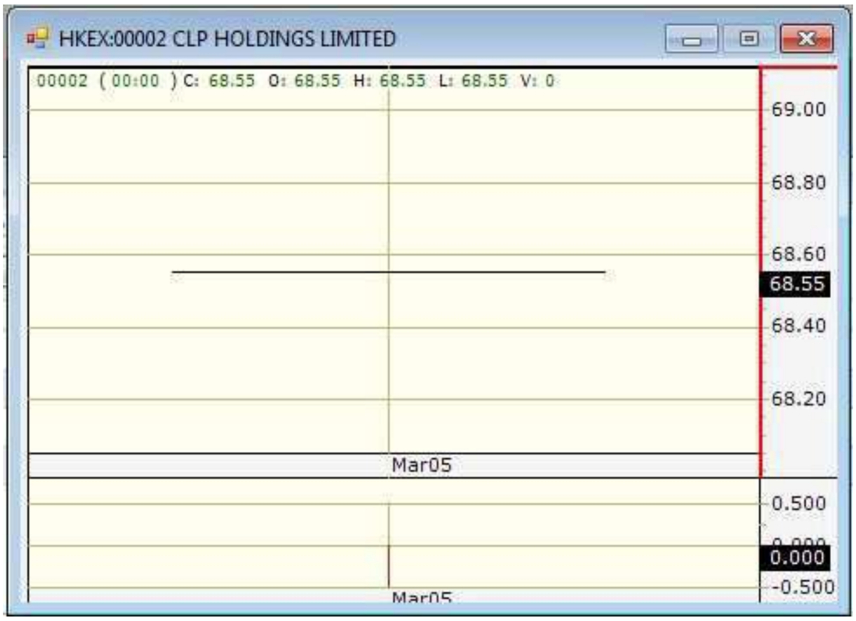
Right-click on the product, then select “Show Intra-Day Chart”.
“即時報價總覽" (所有市場)”版面右按，選擇“顯示即市圖表



The intra-day chart shows the product price trend and turnover. Right-click within the window can change its appearance, foreground / background colors, and font types / sizes from the pop up menu.
此功能可看到該產品的走勢圖及成交量。在圖中按右鍵可改變圖的顏色、大小、背景、字體等等。

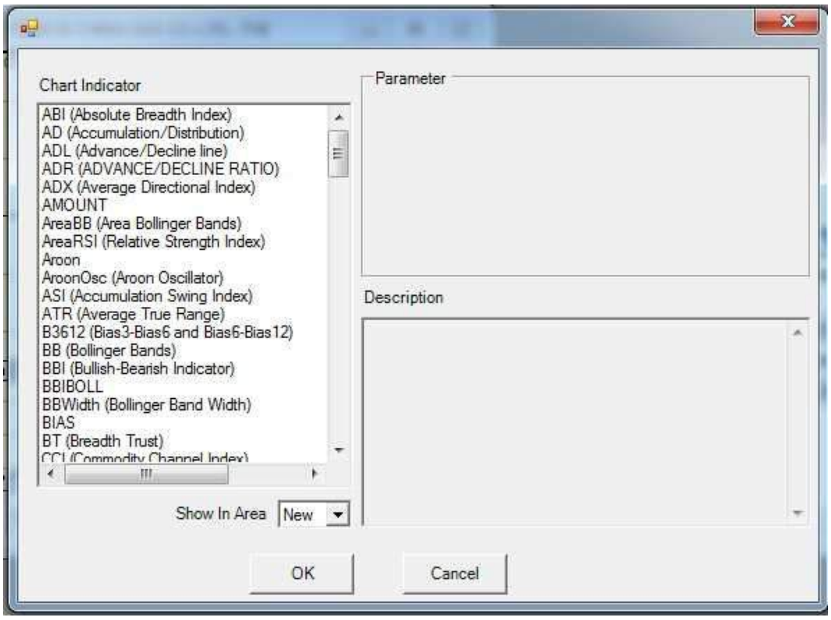


Press the “+” button will zoom in from this graph as below screen:
如在鍵盤上按 “+”可把此圖放大。如圖下：



Press the “-” button will zoom out from this graph as below screen:
如在鍵盤上按 “-”可縮小。如圖下：

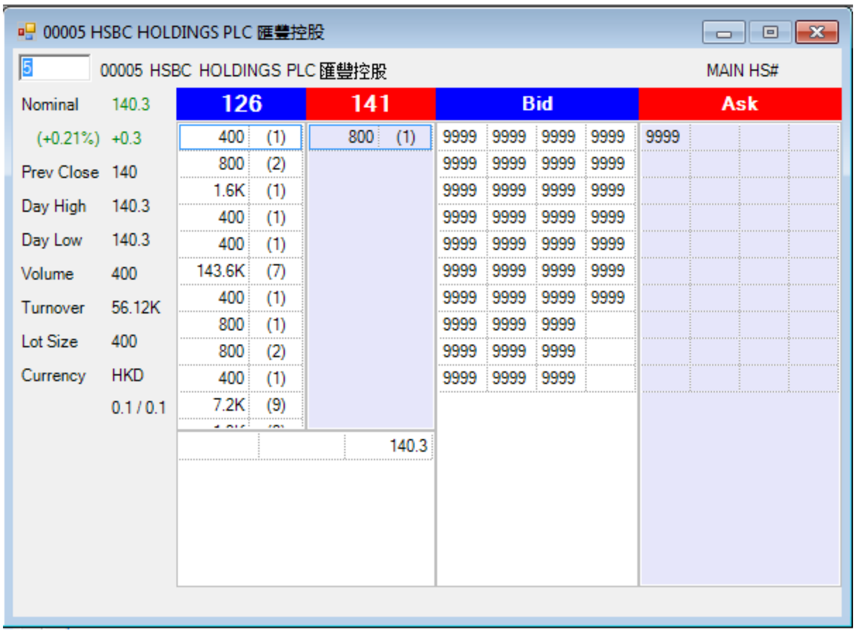
Select “Add Indicator… (Beta Use)” to add different indicators to the graph.
按 “Add Indicator…(Beta Use)”，可揀選其他圖表技術指數。



Real Time Price Quote (HK Market Layout 4) 即時報價（香港股票，版面四）

Click "Market Data → Real Time Price Quote (HK Market Layout 4)" menu item.
於主功能表上點選"市場資訊"→"即時報價(香港股票，版面四)"。

AyersGTS system can support AMS/3.8 system, and the "Real Time Price Quote, (HK Market, Layout 4)" Window can enquire 10 price spread away from the best Bid/Ask Price.
Ayers GTS 系統可以支援AMS/3.8, 在即時報價（香港股票，版面四）這個視窗可以看到 10 個市場價格的排隊情況。



User can open up to 6 "Real Time Price Quote, HK Market Layout 4" Windows at the same time.
此報價視窗的最大開啟數目是6 個。

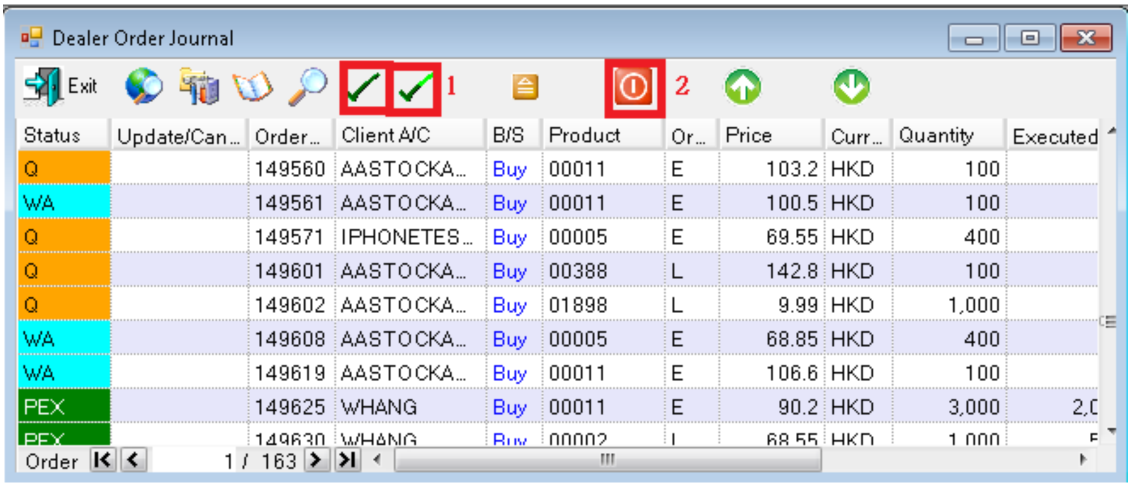
9. Dealer 交易員

Dealer Order Journal 交易員訂單資料夾
Click “Dealer → Dealer Order Journal” menu item.
於主功能表上點選“交易員”→“交易員訂單資料夾”。

When there is a disconnection for the system, some orders will lose connection with the exchange, and these orders could not be cancelled in the Order Journal.
當系統發生斷線時，有一些訂單在傳送途中或已經傳送出市場時突然與交易所失去聯絡，該訂單在訂單資料夾是不能被取消的。

This time user should contact the exchange to enquire if the order is executed or not.
這時証券行應該立刻致電交易所或代理證券商，查詢該訂單是否已成交。

1) If the order has been executed already, user should select the order and click “Fully Execution” or “Partial Execution” button.
若果該訂單已經成交，應該在交易員訂單資料夾點選該訂單，按完全成交訂單(或部份成交訂單)鍵
2) If the order has be cancelled already, user should select the order and click “Reject” button to release the hold fund from the outstanding orders.
若果該訂單已經被取消，應該在交易員訂單資料夾點選該訂單，然後按拒絕鍵，把扣起來買股票的金錢釋放給客戶。



There are other functions in the Dealer Order Journal:
訂單資料夾中的其他功能：

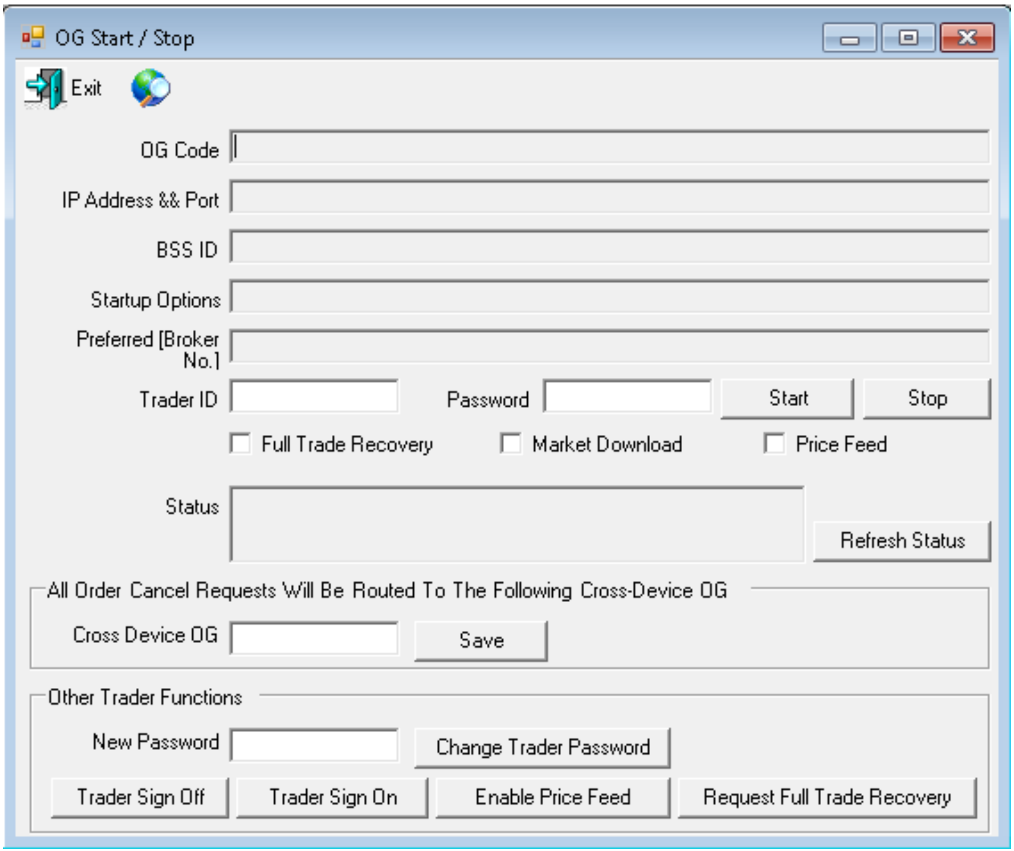
Icon 圖示	Function 功能	Description 內容
	Exit 離開	Close the current dealer order journal 關閉交易員訂單資料夾
	Refresh 重新整理	Request to refresh the order status in the dealer order journal. 重新整理訂單資料夾

	Setting 設定資料夾	Configure this dealer order journal. 設定訂單資料夾
	Enquire Order 查詢訂單	Enquire the detail information of currently selected order 查詢目前選取之訂單狀態
	Filter 釋放已保留訂單	To filter which field you want to concentrate to look at, multiple filter can be apply at the same time 釋放之前保留之訂單，訂單即可傳送至交易所
	Release 篩選訂單	Release the currently selected held order, so that the order will immediately be sent to the exchange for matching. 按此可篩選訂單資料夾中的訂單
	Always Show Top Record 永遠顯示最上方記錄	Fix the Order Journal to see the top records 按下會跳至訂單資料夾的最頂部
	Always Show Bottom Record 永遠顯示最下方記錄	Fix the Order Journal to see the bottom records 按下會跳至訂單資料夾的最底部

Start OG (BSS System) 開啟OG (BSS系統)

Click “Dealer → BSS Functions → OGSTART/STOP” menu item. Select “OG” and click “OK”
於主功能表上點選“交易員”→“ BSS 功能” ”→“ OG 開始/停止”。點選OG 後按“確定”。

Enter “Trader ID” and “Password” and click “Start” button.
輸入“交易員識別代碼”和 “密碼”，勾選下載市場資訊和報價資料，然後按“開始”。



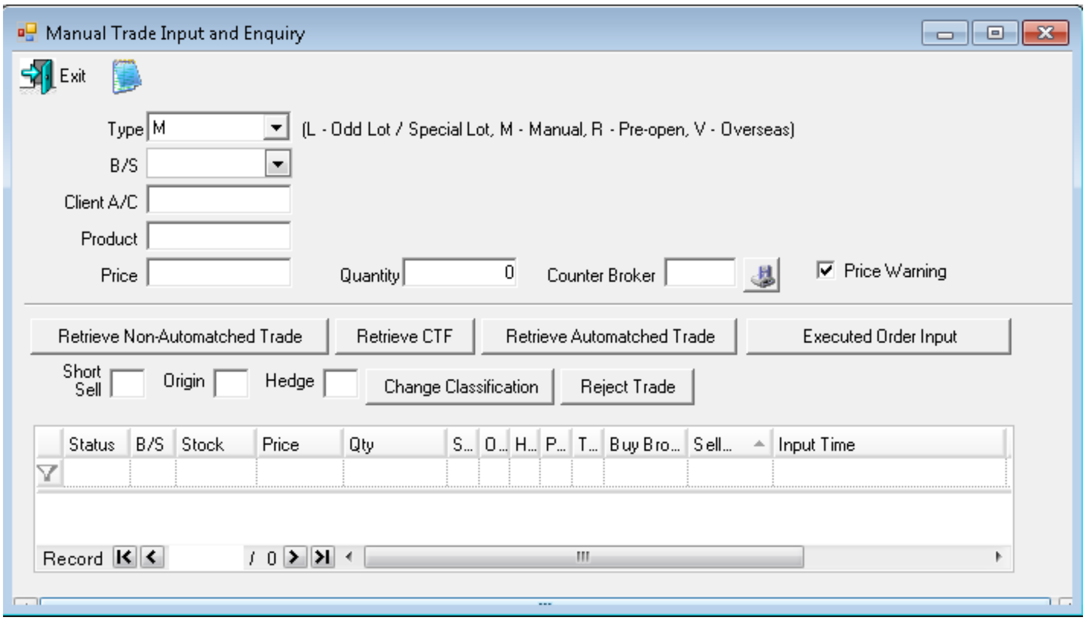
Click “Refresh Status” to enquire connection status. “OK” indicates the connection is established. “Disconnect” indicates the connection is disconnected. One of the users should connect the OG every trade day before trading hour, and the OG will be disconnected automatically after market close.
成功開啟OG 後，用戶可按下“重新整理狀態”，查詢OG 連線狀態。“OK”代表已連線;“Disconnect”代表未能連線。每天只需要其中一位用戶開啟OG 一次，而且亦不需要按下“Stop”中斷連線，交易所會於當天收市後自動與OG 中斷連線。

If the OG is disconnected because of default, user should tick the “Full Trade Recovery” box before starting the OG in order to retrieve the trade data before the disconnection.
如果OG 因故障而突然斷線，必須先勾選”全部交易復原”，然後再按”開始”把斷線前的資料恢復。

Manual Trade (BSS System) 人手交易 (BSS系統)

Click “Dealer → BSS Function → Manual Trade Input and Enquiry” menu item.
於主功能表上點選”交易員” →” BSS 功能” → ”手動盤輸入及查詢”。

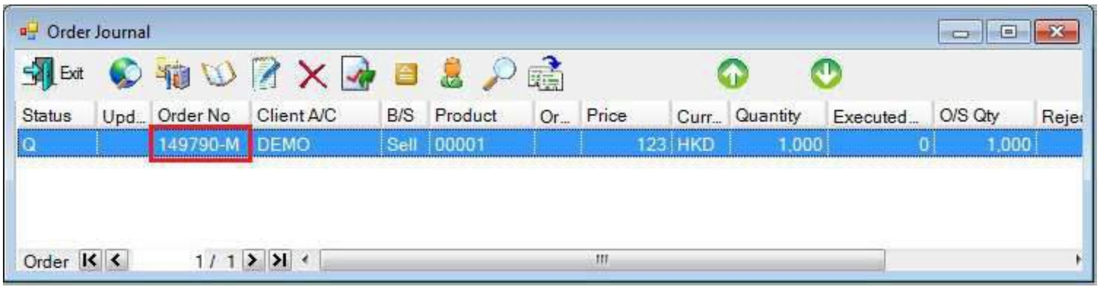
A manual trade is a trade concluded by Exchange Participant(s) not through the AMS. The selling party is responsible to report the trade details to the Exchange through the AMS.
人手交易是指交易所參與者並非經由自動對盤系統所達成的交易。賣方需負責經由自動對盤系統輸入申報有關的交易細節。



From the input screen, choose "M" in the "type" column for Manual Trade. You could also choose "L" - for Odd/Special Lot, "R" – for Pre-opening session and "V" – for overseas market.
從輸入屏幕，「類型」選擇「M」人手交易。(人手交易只可以下沽盤) 您亦可選擇「L」-為碎股，「R」- 為開市前交易時段和「V」-海外市場。

If you are doing manual trade with other broker, choose "Sell" for the "B/S type". After inputting the Client A/C, Product, Price and Qty, then input the Counter Broker number and click the "Save" button. If you are going to do a Cross Trade, please leave the Counter Broker field blank.
如果您要與其他證券商做"人手交易"，從買/沽類型請選擇「沽出」，然后輸入產品，價格和數量，再輸入對方證券商代碼並且點擊"儲存"按鈕。如果您要與自己公司內部的客戶做人手交易，請在對手證券商代碼留 空。

The order with order number follow by –M will be shown in the order Journal.
訂單資料夾裡面訂單號碼旁邊將顯示-M代表人手交易訂單，如以下圖示。



When other broker wants to send a manual trade to you (The order will be defaulted as executed trade, unless the manual trade order is rejected by the user), please input the manual trade into

executed trade using the executed order input function in order to notify the AyersGTS that the order was executed in the Exchange.
當自己公司所送出的人手交易成交後，或者接受了其他證券商送出人手交易訂單到您方時(除非用戶選擇拒絕該訂單，否則所有人手交易都會假設是已成交)，請在“輸入已成交訂單”輸入人手交易訂單以通知 AyersGTS 系統該人手交易訂單已經在交易所成交。

Odd/Special Lot Order Input (BSS System) 碎股盤/特別盤訂單輸入(BSS系統)

Click “Dealer → BSS Function → Odd/Special Lot Order Input” menu item.
於主功能表上點選”交易員” →” BSS 功能” → ”碎股盤/特別盤訂單輸入”。

An odd lot trade is a trade with the quantity of shares less than one board lot.
碎股交易是指證券數量少於一手的交易。

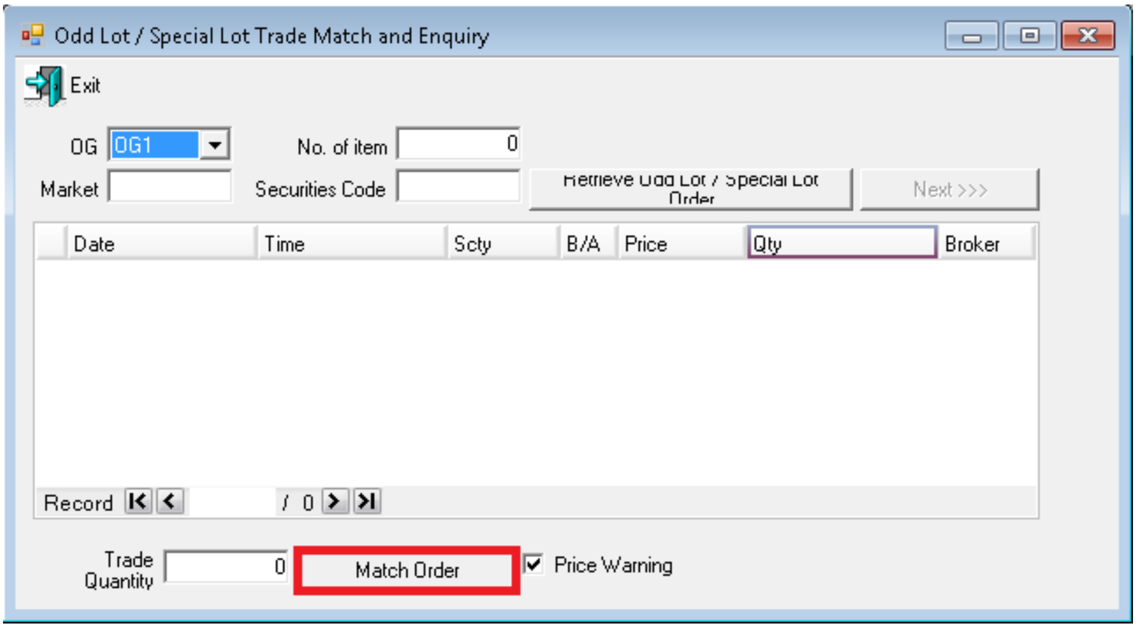
For buying or selling odd lots, input Client A/C, product code, price, quantity and click on save button.
輸入碎股買入或沽出訂單，從買/沽類型請選擇「買入」或「沽出」，然后輸入產品，價格和數量，並且點擊保存按鈕。

The odd lot orders with order numbers follow by –S will be shown in the order journal.
訂單資料夾裡面訂單號碼旁邊將顯示-S 代表碎股交易訂單如以下圖示。

Other than placing an order to the market, user can match the queued order in the market.
除了可以自己輸入一條碎股訂單外，也可對在市場中等候的訂單。於主功能表上點選交易員 -> BSS 功能 ->碎股盤/特別盤交易對單及查詢。

Odd/Special Lot Trade Match and Enquiry (BSS System) 碎股盤/特別盤交易對單及查詢(BSS功能)

Click “Dealer → BSS Function → Odd/Special Lot Trade Match and Enquiry” menu item.
於主功能表上點選”交易員” →” BSS 功能” → ”碎股盤/特別盤交易對單及查詢”。



For enquiring other broker’s odd lots, user should input the market type (e.g. MAIN or GEM) and product code and click on the “Retrieve Odd/Special Lot Order” button.
如需要查詢現在於市場的訂單資料，請於(市場)輸入 MAIN(主版)或GEM(創業版)、股票代碼、每版顯示多少市場上碎股，然後點擊「檢索碎股盤/特別盤訂單」按鈕。

In order to accept the queued orders from the market, highlight the desired order, input the exact number of the Qty that matches with the selected trade and click on the “Match Order” button.
揀選需要的碎股訂單，然後在「交易數量」，輸入已點選的碎股訂單的確切數量，點擊「對訂單」按鈕便可。

User need to input an Executed Order in the “Executed Order Input” function to add an odd lot transaction record to the AyersGTS system.
完成對盤後，請於”輸入已成交訂單”功能內輸入一條已成交訂單，以通 AyersGTS 系統剛於港交所成交的碎股訂單。

10. Report 報表

Our System already implemented the following reports for reference or export as a file.
系統現已提供以下報表供用戶列印或存檔。

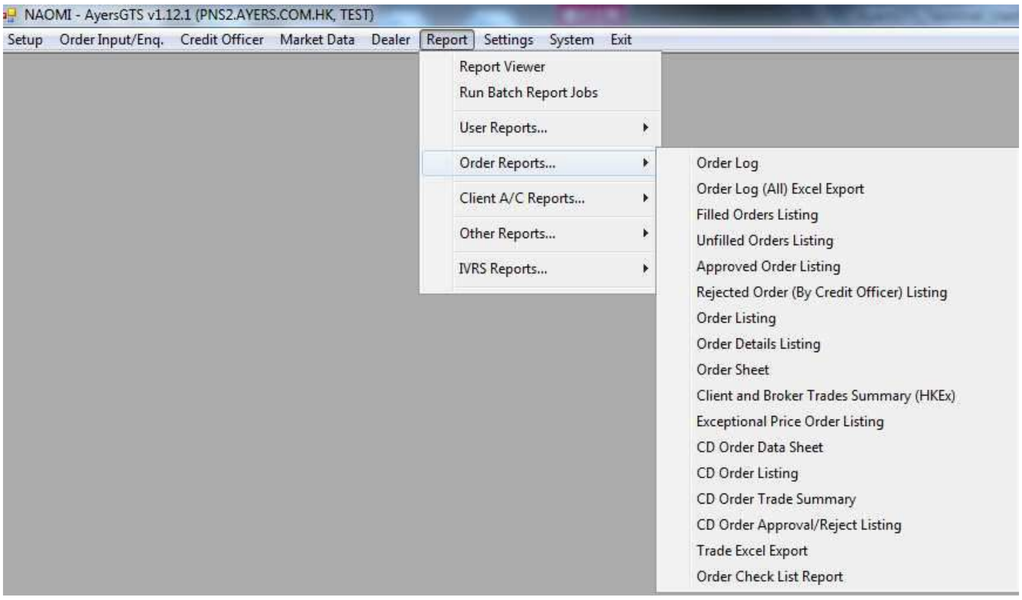
Section 章節	Description 內容
User Reports 用戶報表	User Listing 用戶清單 User Group Listing 用戶群組清單 User Login/Logout History 用戶登入/登出記錄 Login User Listing 已登入用戶報表 User Daily Approval Report 用戶每日批核報表 User Daily Turnover Report 用戶每日成交報表 User Trading Limits Listing 用戶交易限額清單 User access Rights Listing 用戶功能列表 User Group Access Rights Listing 用戶群組功能列表
Order Reports 訂單報表	Order Log 訂單日誌 Order Log (All) Excel Export 全部訂單日誌匯出 excel Filled Orders Listing 已成交訂單列表 Unfilled Orders Listing 未成交訂單列表 Approved Orders Listing 已批核訂單清單 Rejected Order (By Credit Officer) 批核人員拒絕之訂單清單 Listing 訂單清單 Order Listing 訂單明細 Order Details Listing 訂單列表 Order sheet Client and Broker Trade Summary (HKEx) 客戶及公司交易通知總覽 (HKEx) Exceptional Price Order Listing 不尋常價格訂單列表 Trade Excel Export Order Check List Report 即日交易紀錄

Client A/C Reports **即日交易紀錄**	Client Account Listing 客戶戶口清單 Client Account Excel Export 客戶戶口記錄 Excel 匯出 Internet Client Account Listing 網上客戶戶口清單 Client Account Trading Limits Listing 客戶戶口交易限額清單 Client Account Cash Position Listing 客戶戶口現金清單 Client Account Product Position Listing 客戶戶口產品現貨清單 Client Trade Summary 客戶成交摘要 Client Account Cash 客戶戶口現金提存清單 Deposit/Withdrawal Listing 客戶戶口現金結餘變動列表 Client Account Cash Ledger Listing 客戶戶口產品現貨提存清單 Margin Loan Report 保證金貸款報表 Margin Call Report (For Stock) 追收保證金列表(股票) Margin Call Report (For Stock, Including Client a/c Cash/Margin Ratio) 追收保證金列表(股票,使用客戶現金及按貨比率計算) Margin call Report By AE Group (For Stock) 追收保證金列表(以客戶主任群組分類)(股票) Margin Call Report (For Futures/Options)追收保證金列表(期貨/期權) Client Account Trade Allocation Listing 客戶成交分配列表 Client Trade Statistics 客戶成交統計 Daily Client Trade Statics 每日客戶成交統計 Top 30 Client Analysis Report 最大客戶分析報表 Client Follow-up Items Listing 客戶待跟進事宜列表 Day Trade Client Listing 客戶每天炒賣股票列表
Other Reports **其他報表**	Audit Trail Listing 資料改動列表 AE Listing 客戶主任清單 Approval Level Listing 批刻級別列表 Sent Email/SMS Listing 已傳送電郵/短訊/信件列表 IPO Subscription Listing 新股認購列表 Suspended Product Listing 已停牌產品列表 Product Information Listing 產品資料列表 Product Trade Statistics 產品成交統計 Product Group Listing 產品種類列表 Product Group Trade Statistics (For Ayers Use) 產品種類成交統計(Ayers 專用) Client Group Daily Turnover Report 客戶群組每日成交報表 Branch/AE Group Turnover Report 分行/客戶主任群組成交報表 Trading Group Report 交易產品群組報表
IVRS Reports **音頻電話報表**	音頻電話系統通話報告 (以用戶分類) IVRS Reports IVRS Calls Report (By User) 音頻電話系統通話報告 (以時間分類) IVRS Calls Report (By Time Slot)

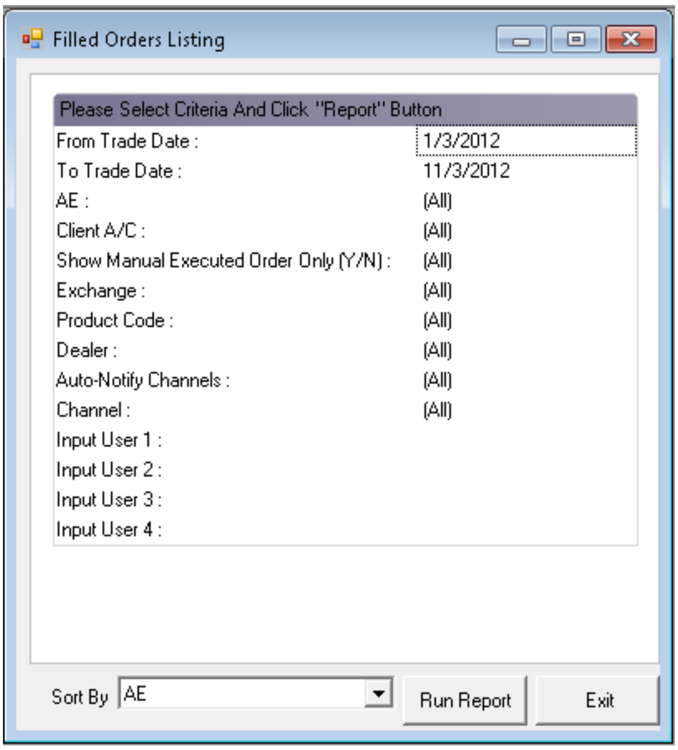
Generate report 產生報表

Click "Report" on the main menu.
於主功能表上點選"報表"。

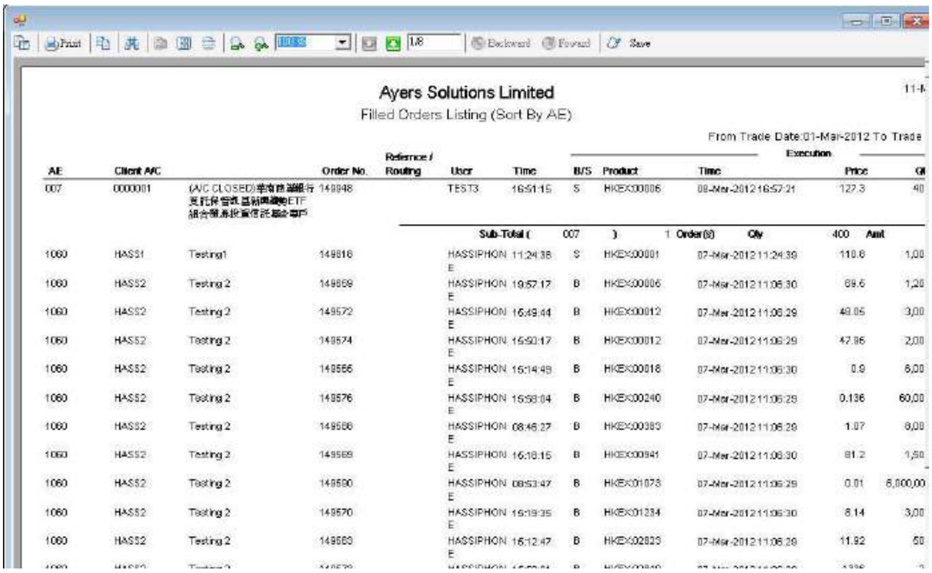
Choose a desired report.
點選所需之報表。



Input the criteria for generating the report
輸入參數然後點擊"產生報表"鍵。

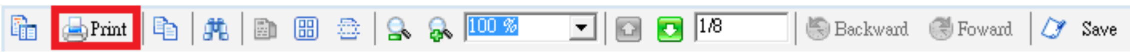


The desired report will be generated.
所需之報表便會產生。

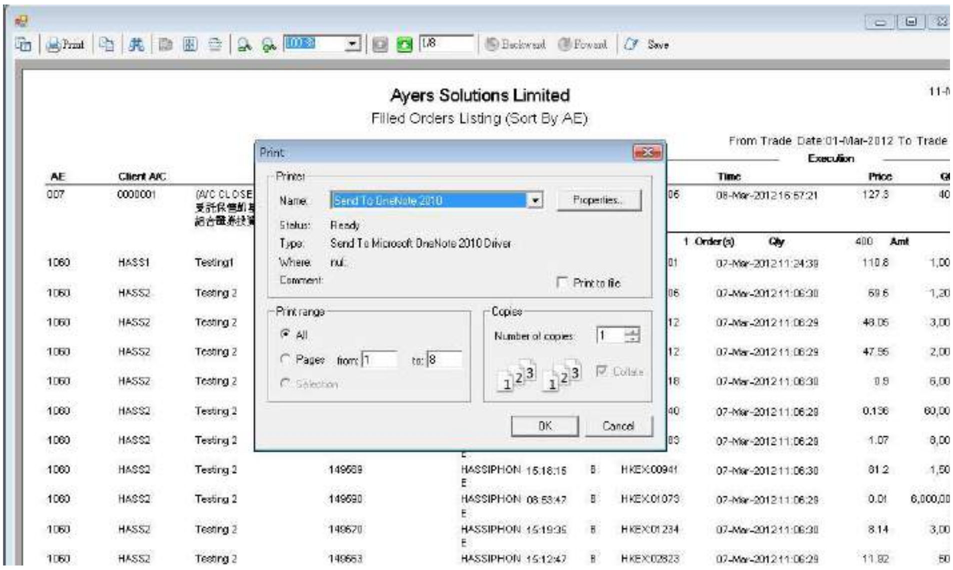


Print report列印報表

Click the “Print” button on the report menu.
點擊報表功能表上的“列印” 鍵。



Select the printer and print the report.
選擇印表機列印報表。

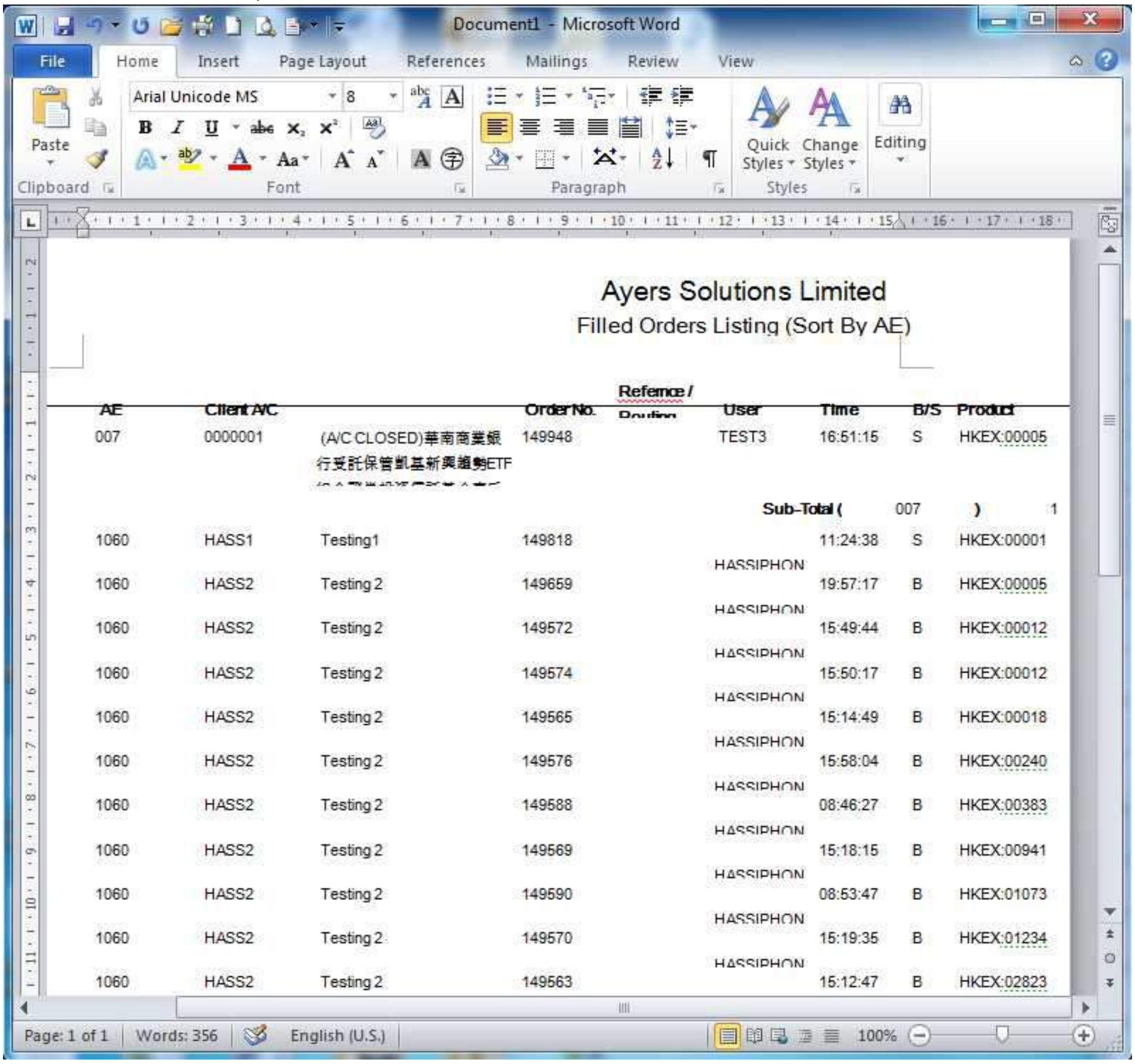


Copy text 文字複製

You can copy the text of a report and paste on other application. For example, you can copy the text of a report and paste on Microsoft® Word.
你可複製報表上的文字並貼在其他程式上。

Click the “Copy” button on the report menu.
例：把報表上的文字複製至Microsoft® Word。點擊報表功能表上的“複製”鍵。

Go to Microsoft® Word; click “Edit → Paste” on the main menu to paste the text on the word document.
開啟 Microsoft® Word；於主功能表上點選“編輯→ 貼上”便可。

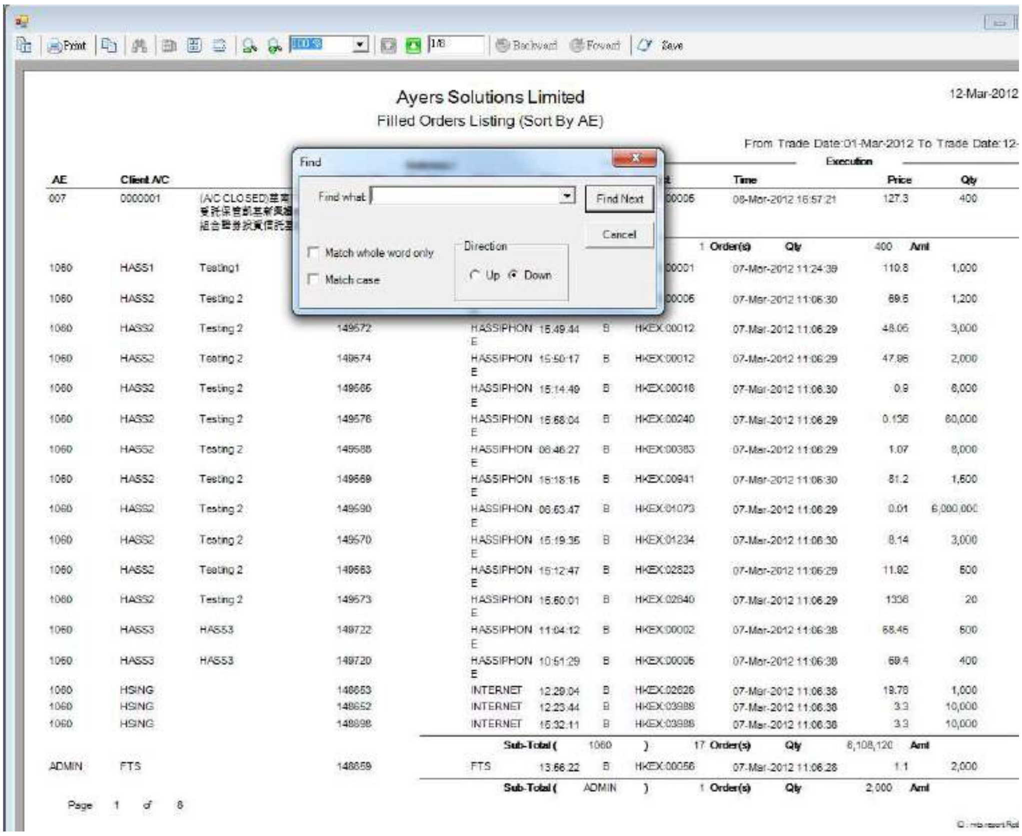


Search report 報表搜尋

You can search a word or phrase in a report.
你可於報表內搜尋所需字句。

Click the “Search” button on the report menu.
點擊報表功能表上的“尋找”鍵。

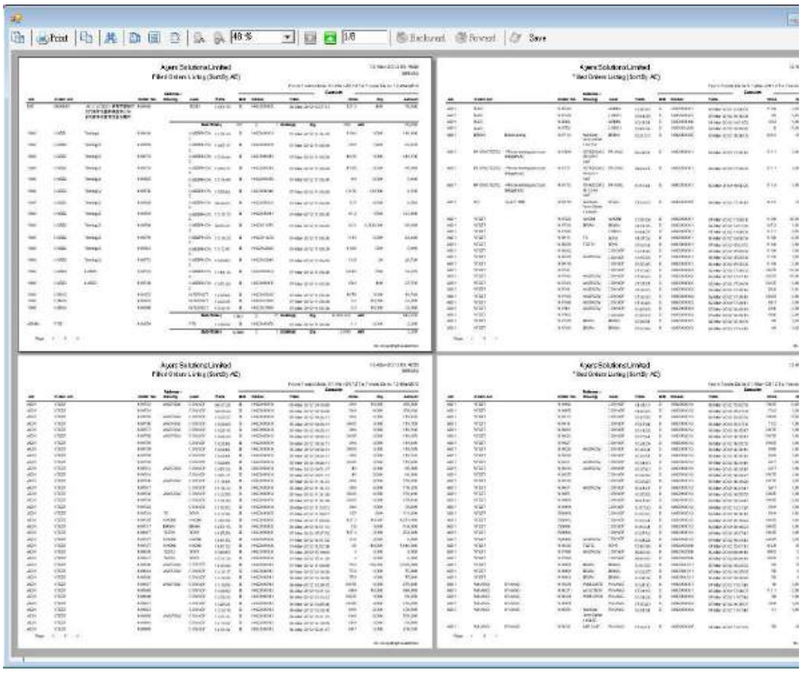
A “Find” window will be shown. Input the word or phrase to be searched in the report.
Click the “Find Next” button. The searched word or phase will be highlighted in the report.
輸入所需搜尋的字句。所需搜尋的字句便會以不同顏色顯示於報表內。



Single / Multiple Page View 單一/多重頁面檢視

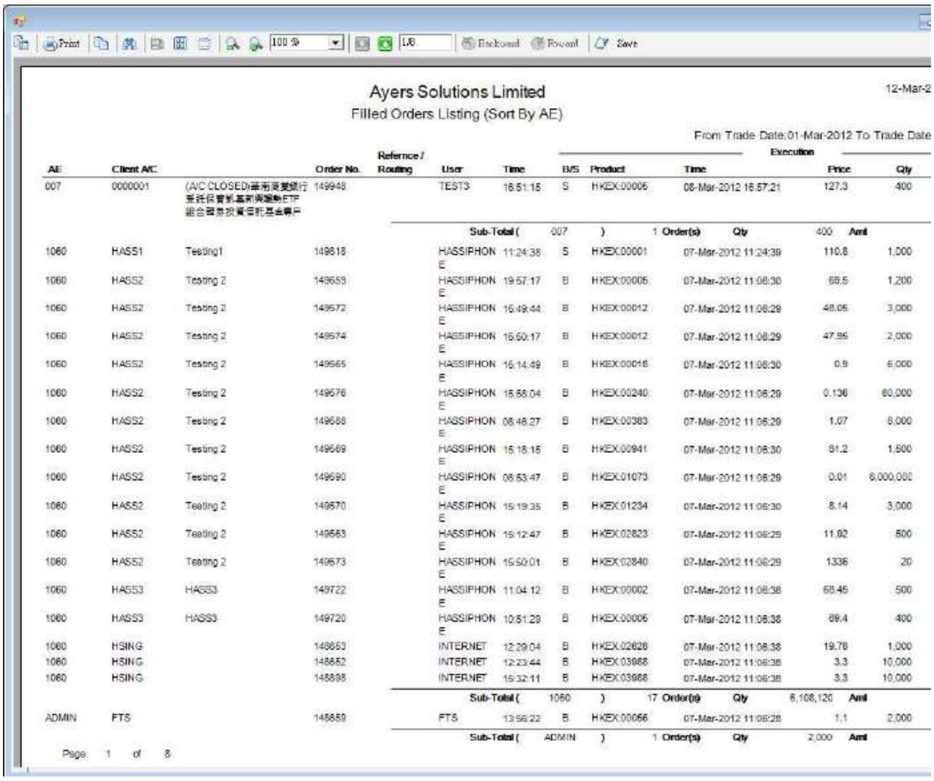
Click the “Multiple Page View” button on the report menu.
點擊報表功能表上的“多重頁面檢視”開啟報表。

The report will be displayed as below:
開啟報表後報表如圖顯示：



Click on the “Single Page View” button on the report.
點擊報表功能表上的“單一頁面檢視”開啟報表。

The report will be shown as below:
開啟報表後報表如圖顯示：



Ayers Solutions Limited
Filled Orders Listing (Sort By AE)

12-Mar-2

From Trade Date:01-Mar-2012 To Trade Date

AE	Client A/C		Order No.	Refernce / Routing	User	Time	B/S	Product	Execution Time	Price	Qty
007	0000001	(A/C CLOSED)華南商業銀行 [illegible]	149948		TEST3	16:51:15	S	HKEX:00005	08-Mar-2012 16:57:21	127.3	400
					Sub-Total (	007	)	1 Order(s)	Qty	400	Amt
1060	HASS1	Testing1	149818		HASSIPHONE	11:24:38	S	HKEX:00001	07-Mar-2012 11:24:39	110.8	1,000
1060	HASS2	Testing 2	149659		HASSIPHONE	19:57:17	B	HKEX:00005	07-Mar-2012 11:06:30	69.5	1,200
1060	HASS2	Testing 2	149572		HASSIPHONE	16:49:44	B	HKEX:00012	07-Mar-2012 11:06:29	48.05	3,000
1060	HASS2	Testing 2	149574		HASSIPHONE	16:50:17	B	HKEX:00012	07-Mar-2012 11:06:29	47.95	2,000
1060	HASS2	Testing 2	149565		HASSIPHONE	16:14:49	B	HKEX:00018	07-Mar-2012 11:06:30	0.9	6,000
1060	HASS2	Testing 2	149576		HASSIPHONE	16:58:04	B	HKEX:00240	07-Mar-2012 11:06:29	0.136	60,000
1060	HASS2	Testing 2	149688		HASSIPHONE	08:46:27	B	HKEX:00383	07-Mar-2012 11:06:29	1.07	8,000
1060	HASS2	Testing 2	149689		HASSIPHONE	15:18:15	B	HKEX:00941	07-Mar-2012 11:06:30	81.2	1,500
1060	HASS2	Testing 2	149690		HASSIPHONE	08:53:47	B	HKEX:01073	07-Mar-2012 11:06:29	0.01	6,000,000
1060	HASS2	Testing 2	149570		HASSIPHONE	15:19:35	B	HKEX:01234	07-Mar-2012 11:06:30	8.14	3,000
1060	HASS2	Testing 2	149563		HASSIPHONE	15:12:47	B	HKEX:02823	07-Mar-2012 11:06:29	11.92	500
1060	HASS2	Testing 2	149673		HASSIPHONE	15:50:01	B	HKEX:02840	07-Mar-2012 11:06:29	1336	20
1060	HASS3	HASS3	149722		HASSIPHONE	11:04:12	B	HKEX:00002	07-Mar-2012 11:06:38	68.45	500
1060	HASS3	HASS3	149720		HASSIPHONE	10:51:29	B	HKEX:00005	07-Mar-2012 11:06:38	69.4	400
1060	HSING		148653		INTERNET	12:29:04	B	HKEX:02628	07-Mar-2012 11:06:38	19.78	1,000
1060	HSING		148652		INTERNET	12:23:44	B	HKEX:03988	07-Mar-2012 11:06:38	3.3	10,000
1060	HSING		148898		INTERNET	15:32:11	B	HKEX:03988	07-Mar-2012 11:06:38	3.3	10,000
					Sub-Total (	1060	)	17 Order(s)	Qty	6,108,120	Amt
ADMIN	FTS		148659		FTS	13:56:22	B	HKEX:00066	07-Mar-2012 11:06:28	1.1	2,000
					Sub-Total (	ADMIN	)	1 Order(s)	Qty	2,000	Amt

Page 1 of 8

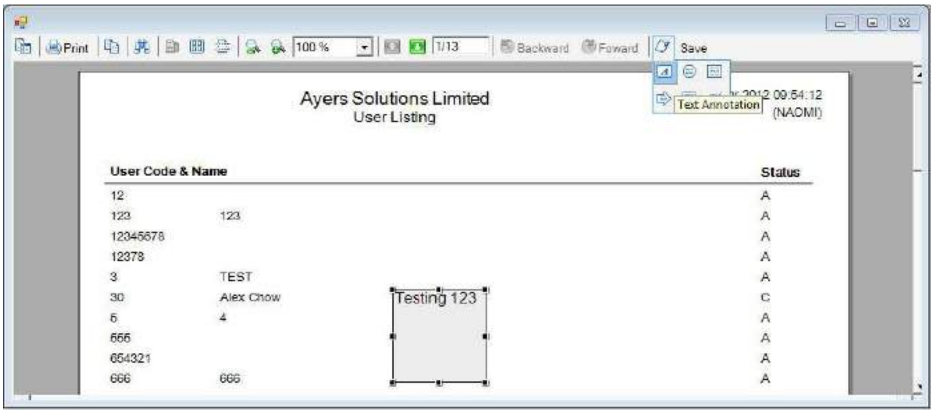
Zoom in/Zoom out 放大 / 縮小

Click the “Zoom” button or select the desired percentage on the report menu to zoom in or zoom out a report.
點擊報表功能表上的“放大”“縮小”鍵或輸入所需之百分比以放大 / 縮小報表。

Adding Remarks in Reports 增加備註

Click the “Annotations” button on the report menu to add remarks in a report.
點擊報表功能表上的“Annotation”鍵，選擇備註圖框進行編輯。

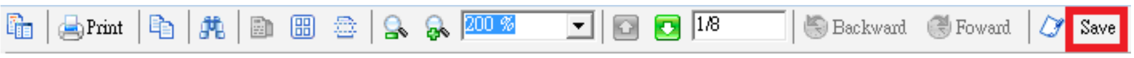
The report will be displayed as below:
開啟報表後報表如圖顯示：



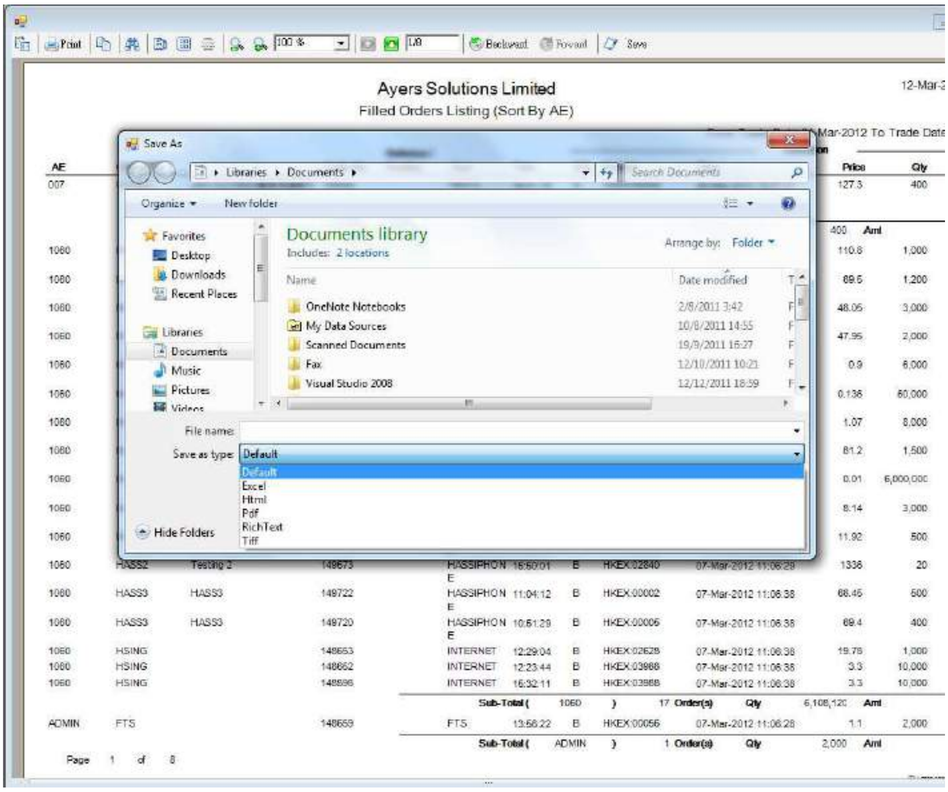
Export report 輸出報表

Report can be exported into the following formats:
報表可以輸出下列格式：
- rpt (Default)
- Microsoft® Excel
- Html
- PDF
- Rich Text
- Tiff

Click the “Save” button on the report menu.
點擊報表功能表上的“儲存”鍵。



Input the file name. Select the location of the file to be exported and select the desired format. Then click the “Save” button.
輸入檔案名稱，選取所需之格式，選擇存放之位置，然後點擊“儲存”鍵便可。

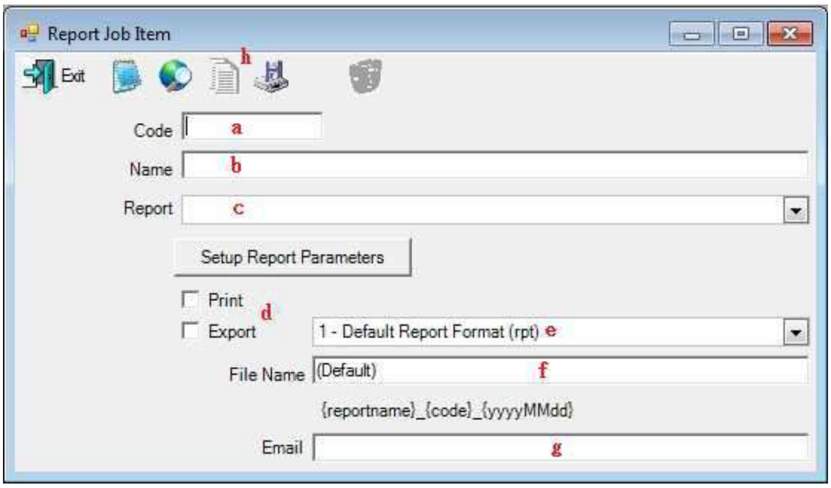


Report Job Item 報表工作項目

Click “Setup → Report Job Item” on the main menu.
於主功能表上點選“設置”→“報表工作項目”。

Setup the reports need to be run by batch:
設定需要進行“報表工作項目”的報表，例如要將“已成交訂單列表”設為“報表自動產生工作”的其中一項工作：

a. Fill in the “Code”;
輸入報表工作的代碼。
b. Fill in the “Name”;
輸入報表的名稱。
c. Select the report;
選取所需設定的報表 - 如“已成交訂單列表”。
d. Select the actions;
選擇需要進行的動作。
e. Select the format to be exported;
選擇匯出的格式。
f. Fill in the name of the exporting report, or leave it as default;
輸入匯出的檔案名稱，如不輸入系統會匯出預設的檔案名稱。
g. Fill in the email addresses to be emailed to.
可以輸入電郵地址，再儲存便可，讓客戶從電郵顯示所有匯出的報表。
h. Can copy the existing report job items and save as a new item.
可以讓客戶將舊有的報表工作項目複製，再作更改成新的報表工作項目。

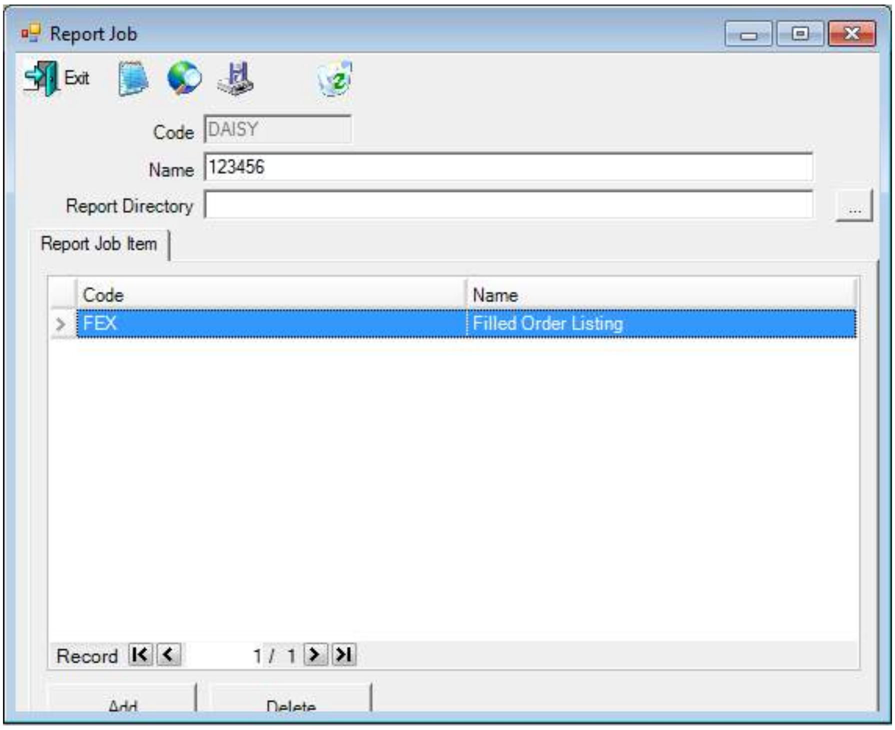


Repeat the settings for all report job items.
把所需進行“報表工作項目”的報表都依上述方法設定一次。

Noted that this function should be applied together with “Setup → Report Job” and “Report → Run Batch Report Jobs” functions.
註：此功能須配合”設置” →”報表工作”及”報表” → ”執行報表自動產生工作”功能一起使用。

Report Job 報表工作

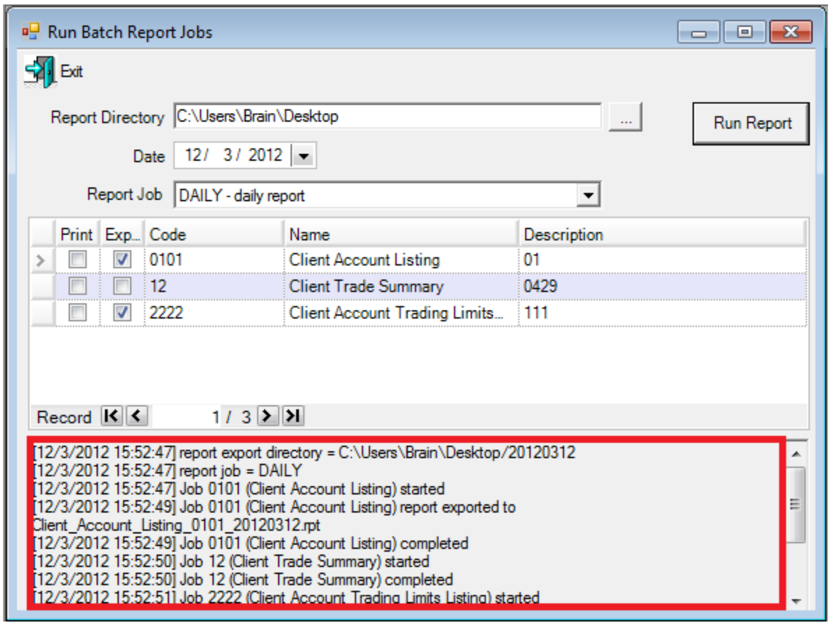
Input the “Code” and “Name”, and add the saved Report Job Item into the Report Job folder, and press the “save” button. Then user can save different report job items combinations into different report jobs, and different departments and staffs can print different report jobs combinations without repeating input the same information every time.
輸入 “代碼”及 “名稱”，把已設定入報表工作項目的報表增加在報表工作裡，然後按 “儲存”圖示。這樣便可以把多個報表工作項目存入不同的報表工作裏，以方便不同部門或同事可以即時列印或滙出不同的報表組合，毋須每次重複輸入相同的列印報表工作。



Run Batch Report Jobs 執行報表自動產生工作

Click “Report → Run Batch Report Jobs” on the main menu.
於主功能表上點選“報表”→“執行報表自動產生工作”

a. Select the path of the report to be saved;
設定報表存取的路徑。
b. Input the date of the report folder generated.
選擇日期(此日期為列印資料夾上的假期)
c. Select the actions, (Do not need to set again if the actions was set before);
選擇需要進行的動作(如在設置報表工作已設定好進行的動作，則不需再選擇一次)。
d. Click ”Run Report” to run the batch jobs.
設定好所有資料後按下“產生報表”，系統便會依照你所選擇的動作和報表自動匯出或列印報表。



After generated the reports, please check the messages to confirm all the reports are generated successfully.
產生報表後，請在“記錄”標籤內確認報表是否成功匯出或列印。

Open an existing report 開啟現存的報表

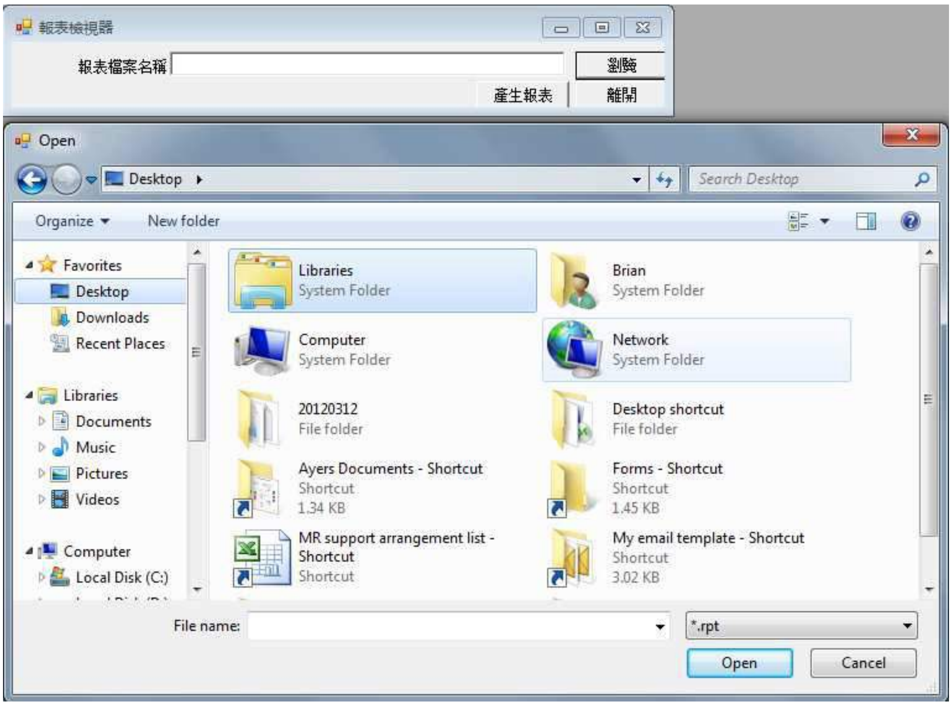
Report Viewer can only browse reports with “rpt” format.
報表檢視器只可開啟“rpt”格式之報表。

Click “Report → Report Viewer” on the main menu.
於主功能表上點選“報表→ 報表檢視器”。

The report Viewer window will be shown.
“報表檢視器”便會顯示出來。

Use the “Browse” button to locate the existing report.
點擊“瀏覽”鍵以開啟所需之報表。

Click “Open” and then “Run Report” to open the report.
搜尋該報表的位置後點擊“開啟舊檔”鍵再按“產生報表”來開啟。



11. System Setting 系統設定

Product (For SYS use only) 產品（SYS專用）

User can enquire or amend the product details, status or expiry date. (Used when there are mistakes in downloaded market data)
用戶可以在這裡查詢或人手改動產品資料、狀態或到期日。(通常是下載市場資訊出錯時才使用)

E.g. Sub Type: EQTY means that the product is an equity
例如，Sub Type :EQTY 表示該產品是股票

WRNT means that the product is a warrant
WRNT 表示該產品是窩輪

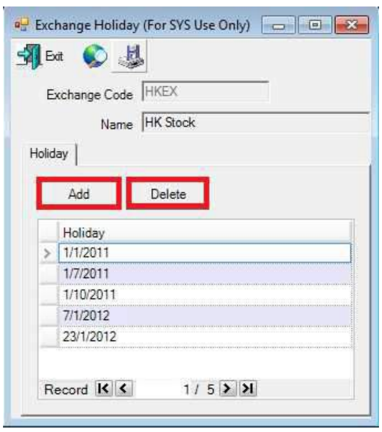
TRST means that the product is a trust
TRST 表示該產品是信托產品

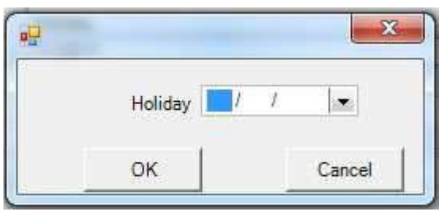
Exchange Holiday (For SYS Use Only*)* 交易所假期(SYS專用)

Click "System → Exchange Holiday (For SYS Use Only)" on the main menu.
於主功能表上選"系統設定"→"交易所假期(SYS 專用)"

You can set holidays for different exchanges (as below):
可設定不同交易所的假期。選擇輸入假期的交易所。

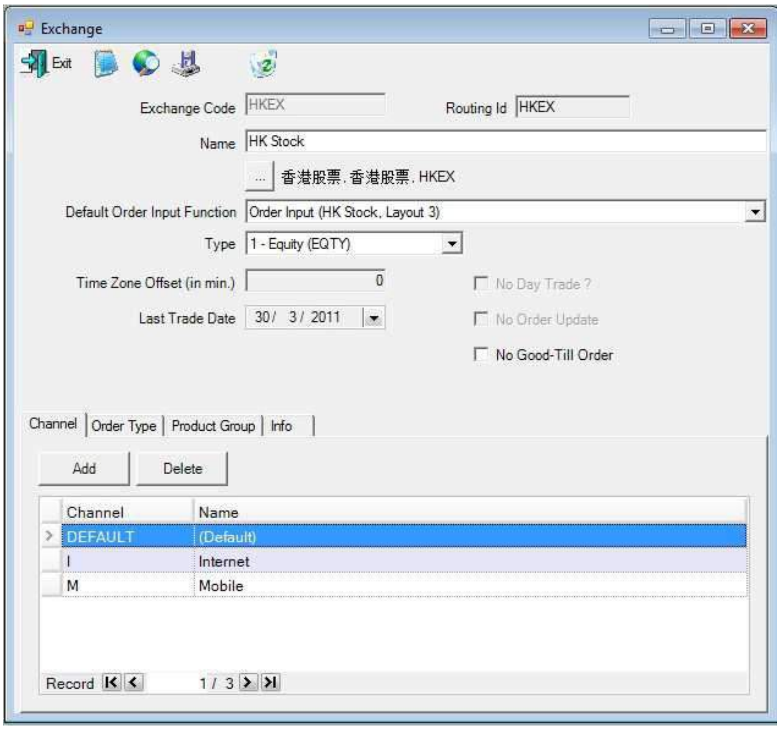
Select an exchange, then click "Add" to input holidays for the exchange.
選擇後會出現 "交易所假期"的視窗，在視窗內按 "增加"，輸入假期日子便可。



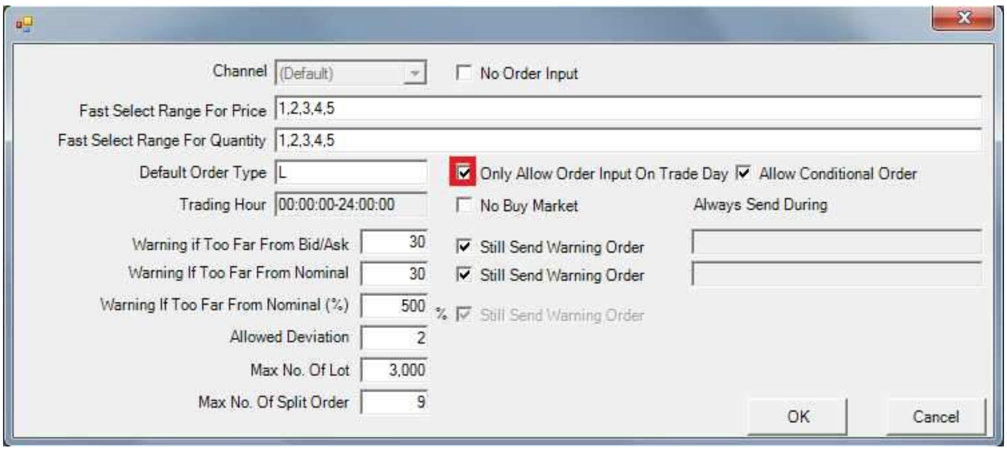


If user wants to cancel a holiday, select a holiday and press “Delete”.
如想取消假期，選取取消之假期，按“取消”便可。

After setting up the exchange holidays, click “Setup → Exchange” on the main menu; then double-click on “DEFAULT” on the “Channel” tab page.
設定交易所假期後，需於主功能表上選“設定”→“交易所”，選取交易所後按“DEFAULT”



If user ticked the box “Only Allow Order Input on Trade Day”, this function will utilize the exchange holiday information to reject orders placed on these set days.
然後在 “只允許交易日內輸入訂單”前的方格打鈎，便可配合預先設定的交易所假期一同使用，如用戶在交易所假期內下單，系統便會拒絕。



12. Recommended Daily Operation Flow 建議每日運作流程

The recommended daily operation flow is shown as follows (For HK Market only):
建議每日運作流程如下(香港證券市場)：

Time 時間	Task 工作	Responsible Party 負責人
Before trading hour **開市前**	Start OG (BSS Client Only) Make sure MWS/ OG is ready 啟動 OG (BSS 客戶)；確定 MWS/ OG 正常運作。	Broker 證券行
Trading hour (HKT9:00 – 12:00); (HKT13:00 – 16:00) **交易時段** **(HKT09:00 – HKT12:00) (HKT13:00–HKT16:00)**	Input, update, enquire, cancel orders. AyersGTS sends orders to Exchange. 輸入，查詢，更改，取消訂單。AyersGTS 發送訂單至交易所。	Broker 證券行
After trading hour **收市後**	Normal trading hour ends. Print Reports 正常交易時段結束；列印報表。	Broker 證券行
HKT16:30	所 All outstanding orders (except Good-till-cancel orders) will be cancelled. Order inputted after 16:30 will be carried forward to next trading day. 有 HKT16:30 前之訂單將被自動取消；HKT16:30 後之訂單將被帶至下一交易日處理。	Ayers
After trading hour **收市後**	Export “Trade Records” and upload the “Trade Records” to Back office for settlement. 匯出“交易記錄”，然後把“交易記錄”上傳至後台結算；	Broker 證券行
	Import the files from Back office after settlement. 把後台結算後的檔案匯入到 AyersGTS；	
	Select active clients to check records with back office. 選取一些交易較活躍的客戶跟後台來核對現金及持貨是否正確。	
HKT 02:00	AyersGTS system backup. AyersGTS 系統備份。	Ayers

Appendix A: Credit Limit Policy 附錄 A: 交易限額運算程式

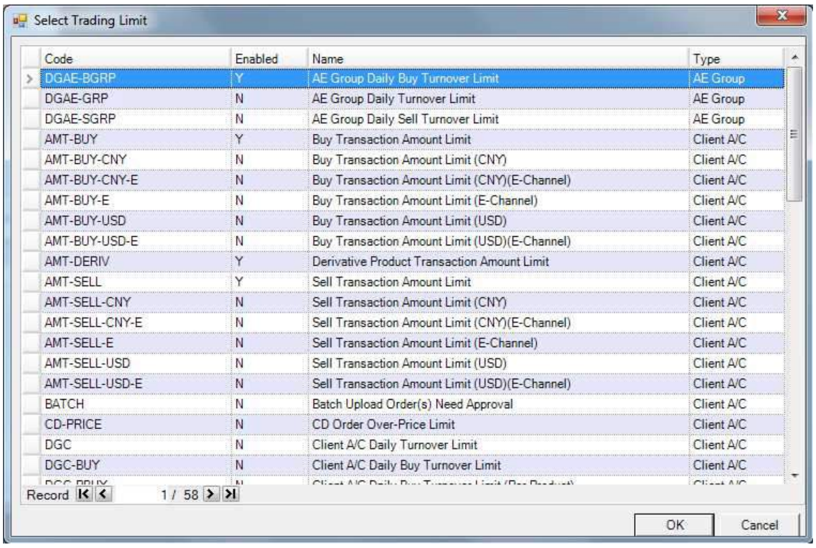
There are 3 predefined Credit Limit Policy in AyersGTS terminal.
AyersGTS 預設 3 項交易限額政策：

1. Buy Transaction Amount Limit – Each buy order cannot exceed 50 million HKD.
交易金額買入限額–(交易所) 限制每一買入訂單不可高於HK$9,000 萬元。

2. Sell Transaction Amount Limit – Each sell order cannot exceed 50 million HKD.
交易金額沽出限額–(交易所) 限制每一沽出訂單不可高於HK$9,000 萬元。

3. Nominal Deviation Limit (%) – The price of order cannot deviate from nominal more than 500%.
離價限額 (%)–(香港交易所) 限制下訂單的價格不可離現價9 倍。用戶可針對其他的交易所或產品，設置至適合用戶的離價限額 (%)

Click "Setup → Credit Limit Policy" on the main menu;
於主功能表上點選"設置"→"交易限額政策"
Click "Open" icon.
點選"開啟"圖示。



Code	Enabled	Name	Type
DGAE-BGRP	Y	AE Group Daily Buy Turnover Limit	AE Group
DGAE-GRP	N	AE Group Daily Turnover Limit	AE Group
DGAE-SGRP	N	AE Group Daily Sell Turnover Limit	AE Group
AMT-BUY	Y	Buy Transaction Amount Limit	Client A/C
AMT-BUY-CNY	N	Buy Transaction Amount Limit (CNY)	Client A/C
AMT-BUY-CNY-E	N	Buy Transaction Amount Limit (CNY)(E-Channel)	Client A/C
AMT-BUY-E	N	Buy Transaction Amount Limit (E-Channel)	Client A/C
AMT-BUY-USD	N	Buy Transaction Amount Limit (USD)	Client A/C
AMT-BUY-USD-E	N	Buy Transaction Amount Limit (USD)(E-Channel)	Client A/C
AMT-DERIV	Y	Derivative Product Transaction Amount Limit	Client A/C
AMT-SELL	Y	Sell Transaction Amount Limit	Client A/C
AMT-SELL-CNY	N	Sell Transaction Amount Limit (CNY)	Client A/C
AMT-SELL-CNY-E	N	Sell Transaction Amount Limit (CNY)(E-Channel)	Client A/C
AMT-SELL-E	N	Sell Transaction Amount Limit (E-Channel)	Client A/C
AMT-SELL-USD	N	Sell Transaction Amount Limit (USD)	Client A/C
AMT-SELL-USD-E	N	Sell Transaction Amount Limit (USD)(E-Channel)	Client A/C
BATCH	N	Batch Upload Order(s) Need Approval	Client A/C
CD-PRICE	N	CD Order Over-Price Limit	Client A/C
DGC	N	Client A/C Daily Turnover Limit	Client A/C
DGC-BUY	N	Client A/C Daily Buy Turnover Limit	Client A/C

Select desire policy and click "OK". Tick the "Enable" box and enter require limits in each field.
選取所需的交易限額政策，然後按確定。勾選"啟動"，輸入限額後按儲存。

Settings 設定	Description 說明
Alert If Over **提示如風險高於**	System will alert if trade amount higher than the setup amount. 當下單價風險高於提示風險所設定的金額，系統便會作出提示。
Need Approval If Over **需批核如風險大於**	System will alert if the trade amount higher than the setup amount. 當下單價風險高於需批核風險所設定的金額，系統便會提示是否批核該訂單。

Reject If Over **拒絕訂單如風險大於**	System will reject if the trade amount higher than the setup amount. 當下單價風險大於拒絕訂單風險所設定的金額，系統便會直接拒絕該訂單，而不會作出任何通知。
Mandatory Limit **強制限額**	System will refer to HKEx required limit. 系統跟據香港交易所限額所設的強制限額。

Policies with "(E-Channel)" are to restrict clients that use web trading. If it is not enabled, then the same credit limit rules (without E-Channel) will be applied.
交易政策名稱旁的(電子訂單)是用於限制網上交易的客戶。如沒啟動"交易政策(電子訂單)"，網上交易的客戶便會跟隨 AyersGTS 工作站裡同一"交易政策名稱"的限額設定。

Below is the Introduction of the Credit Limit Policies:
以下是所有交易限額政策的功能剖析：

(Including all the Credit Limit Policies that is available in all the Exchanges)
(包含適用於所有交易所的股票的交易限額政策)

Buy Transaction Amount Limit 交易金額買入限額
Condition: Check for all Buy Orders
決定條件：檢查所有"買入"訂單

Calculation Formula:
運算程式：

Exposure = Amount of the buy order
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 訂單買入金額
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Buy Transaction Amount Limit (E-Channel) 交易金額買入限額 (電子訂單)
Condition: Check for all Buy Orders
決定條件：檢查所有電子渠道 (即互聯網、音頻電話) 之"買入"訂單

Calculation Formula:
運算程式：

Exposure = Amount of the buy order
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 訂單買入金額
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Sell Transaction Amount Limit 交易金額沽出限額

Condition: Check for all Sell Orders
決定條件：檢查所有"沽出"訂單

Calculation Formula:
運算程式：

Exposure = Amount of the sell order
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 訂單沽出金額
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Sell Transaction Amount Limit(E-Channel) 交易金額沽出限額 (電子訂單)

Condition: Check for all Sell Orders
決定條件：檢查所有電子渠道 (即互聯網、音頻電話) 之"沽出"訂單

Calculation Formula:
運算程式：

Exposure = Amount of the sell order
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 訂單沽出金額
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Client A/C Daily Turnover Limit 客戶每日交易金額限額

Condition: Check for all Orders
決定條件: 檢查所有訂單

Calculation Formula:
運算程式：

Exposure = Amount of the sell order
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 每日訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Client A/C Daily Buy Turnover Limit 客戶每日買入交易金額限額
Condition: Check for all Buy Orders
決定條件：檢查所有買入訂單

Calculation Formula:
運算程式：

Exposure = Amount of the Buy orders
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 每日買入訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Client A/C Daily Buy Turnover Limit (Per Product) 客戶每日買入交易金額限額 **(單一產品)**
Condition: Check for all Buy Orders
決定條件：檢查客戶所有買入同一產品訂單

Calculation Formula:
運算程式：

Exposure = Amount of the Buy orders
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit
風險 = 每日客戶買入同一產品訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

High Risk Product Buy Limit高風險產品買入限額
Condition: Check for all Buy Orders
決定條件：檢查所設定高風險產品之"買入"訂單

Calculation Formula:
運算程式：

Exposure = Buy Amount of the High Risk Product
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所設定高風險產品之"買入"訂單金額
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Loan Limit 貸款限額

Condition: Check for all Buy Orders
決定條件：檢查所有"買入"訂單

Calculation Formula:
運算程式：
Exposure = (Total Outstanding Amount of all buy orders - Available Cash Balance of the client)
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所有"買入"訂單之未結算金額
- 客戶現金結存
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批

Loan Limit (E-Channel) 貸款限額(電子訂單)

Condition: Check for all Buy Orders from Electronic Channel (i.e. Web, IVRS).
決定條件：檢查所有電子渠道 (即互聯網、音頻電話) 之"買入"訂單

Calculation Formula:
運算程式：

Exposure = (Total Outstanding Amount of all buy orders
- Available Cash Balance of the client)
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所有"買入"訂單之未結算金額
- 客戶現金結存
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

High Risk Product Loan Limit 高風險產品貸款限額

Condition: Check for all High Risk Product Buy Orders
決定條件：檢查所有高風險產品之"買入"訂單

Calculation Formula:
運算程式：

Exposure = (Total Outstanding Amount of all high risk product buy orders
- Available Cash Balance of the client)
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所有高風險產品之"買入"訂單之未結算金額
- 客戶現金結存
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Loan-To-Portfolio Limit (%) 貸款/投資總值限額(%)

Condition: Check for all Buy Orders
決定條件：檢查所設定客戶戶口之貸款/投資總值

Calculation Formula:
運算程式:

Exposure = (% of the client position value)
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit
風險 = 所設定客戶戶口貸款/客戶戶口投資總值之百分比
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Nominal Deviation Limit (%, E-Channel) 離價限額 (%，電子訂單)

Condition: Check all Orders via E-Channels (Web, GTS Lite)
決定條件：檢查所有電子渠道 (即互聯網、音頻電話) 之訂單

Calculation Formula:
運算程式:

Exposure = % deviated from market nominal price
The order will be rejected if Exposure > Reject Limit
The order will need approval if Exposure > Approval Limit

Nominal Deviation Limit (E-Channel) 離價限額 (電子訂單)
Condition: Check all Orders via E-Channels (Web, GTS Lite)
決定條件：檢查所有電子渠道 (即互聯網、音頻電話) 之訂單

Calculation Formula:
運算程式:

Exposure = No. of price spreads deviated from market nominal price
The order will be rejected if Exposure > Reject Limit
The order will need approval if Exposure > Approval Limit

風險 = 訂單輸入價格距離市場現價之價位百分比
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Nominal Deviation Limit 離價限額

Condition: Check all Orders
決定條件：檢查所有訂單

Calculation Formula:
運算程式:

Exposure = No. of price spreads deviated from market nominal price in percentage
The order will be rejected if Exposure > Reject Limit
The order will need approval if Exposure > Approval Limit

風險 = 訂單輸入價格距離市場現價之價位數目
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Nominal Deviation Limit (%) 離價限額 (%)

Condition: Check all Orders
決定條件：檢查所有訂單

Calculation Formula:
運算程式:

Exposure = % deviated from market nominal price in percentage
The order will be rejected if Exposure > Reject Limit
The order will need approval if Exposure > Approval Limit

風險 = 訂單輸入價格距離市場現價之價位百分比
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Purchase Limit 購買力限額

Condition: Check for all Buy Orders
決定條件：檢查所有"買入"訂單

Calculation Formula:
運算程式：

Exposure = Total Outstanding Margin Amount of all buy orders
- Available Cash Balance of the client
- Client Margin Ratio * Sum Of (market price * quantity * margin ratio of all stock holdings)
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所有"買入"訂單之所需保證金額
- 客戶現金結存
- 客戶按揭比率 * 總和 (市價*數量 *產品按揭比率)
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Purchase Limit (E-Channel) 購買力限額 (電子訂單)

Condition: Check for all Buy Orders from Electronic Channel (i.e. Web, IVRS)
決定條件：檢查所有電子渠道 (即互聯網、音頻電話) 之"買入"訂單

Calculation Formula:
運算程式：

Exposure = Total Outstanding Margin Amount of all buy orders
- Available Cash Balance of the client
- Client Margin Ratio * Sum Of (market price * quantity * margin ratio of all stock holdings)
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所有"買入"訂單之所需保證金額
- 客戶現金結存
- 客戶按揭比率 * 總和 (市價*數量 *產品按揭比率)
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Product Transaction Quantity Limit 產品交易數量限額

Condition: Check for all Orders
決定條件：檢查所設定產品的交易數量

Calculation Formula:
運算程式：

Exposure = Quantity product of the order/lot size
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所設定產品的交易數量
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Transaction Quantity Limit 交易數量限額

Condition: Check for all Orders
決定條件：檢查所有訂單

Calculation Formula:
運算程式：

Exposure = Quantity of the order/lot size
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit
風險 = 訂單數量
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Cannot Have O/S Buy/Sell Order With Same Product And Price
不允許同時擁有相同產品及價錢之買入/沽出訂單

Calculation Formula:
運算程式：

Exposure = Total daily client buy/sell amount
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 每日客戶所有買入/沽出金額訂單
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Short Sell Limit 沽空限額

Condition: Check for all Sell Orders
決定條件：檢查所有"沽出"訂單

Calculation Formula:
運算程式:

Exposure = Price of Input Order (or market price if it is At-Auction Market order)
* (Total Outstanding Qty of all sell orders of that stock – current stock holdings of that stock)
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 訂單輸入價格 (競價盤改用市價) *
(所有"沽出"該產品訂單之未結算數量 - 該產品庫存所持數量)
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Short Sell Limit (E-Channel) 沽空限額 (電子訂單)

Condition: Check for all Sell Orders (Internet and IVRS)
決定條件：檢查所有電子渠道 (即互聯網、音頻電話) 之"沽出"訂單

Calculation Formula:
運算程式:

Exposure = Price of Input Order (or market price if it is At-Auction Market order)
* (Total Outstanding Qty of all sell orders of that stock – current stock holdings of that stock)
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 訂單輸入價格 (競價盤改用市價) *
(所有"沽出"該產品訂單之未結算數量 - 該產品庫存所持數量)
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

High Risk Product Short Sell Limit 高風險產品沽空限額

Condition: Check for all Sell Orders
決定條件：檢查所有高風險產品之“沽出” 訂單

Calculation Formula:
運算程式:

Exposure = Price of Input Order (or market price if it is At-Auction Market order)
* (Total Outstanding Qty of all sell orders of high risk product – current stock holdings of high risk product)
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 訂單輸入價格 (競價盤改用市價) *
(所有“沽出”該產品訂單之未結算數量 - 該產品庫存所持數量)
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Buy Low Price Warrant (E-Channel) 買入低價之認股證(電子訂單)

Condition: Check for all Warrant products
決定條件：檢查所有電子渠道 (即互聯網、音頻電話) 之訂單

Calculation Formula: set the minimum price for buying warrant product
運算程式:

Exposure = No. of price spreads deviated from market nominal price in percentage
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所設定低價的認股證之“買入”金額
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Client Group Daily Buy Turnover Limit 客戶群組每日買入交易金額限額
Condition: Check all Daily Buy Orders Turnover for client group
決定條件：檢查所設定客戶群組之買入訂單

Calculation Formula:
運算程式：

Exposure = Amount of the buy turnover of the client group
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所設定客戶群組之每日買入訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Client Group Daily Turnover Limit 客戶群組每日交易金額限額

Condition: Check all Daily Turnover Limit for client group
決定條件：檢查所設定客戶群組之所有訂單

Calculation Formula:
運算程式：

Exposure = Amount of all the orders turnover of the client group
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所設定客戶群組之每日訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Client Group Daily Sell Turnover Limit 客戶群組每日沽出交易金額限額

Condition: Check all Daily Sell Orders Turnover for client group
決定條件：檢查所設定客戶群組之沽出訂單

Calculation Formula:
運算程式：

Exposure = Amount of all the Sell orders turnover of the client group
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所設定客戶群組之每日沽出訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Company Daily Turnover Limit 公司每日交易金額限額
Condition: Check Company Daily Orders
決定條件：檢查所設定公司之所有訂單
Calculation Formula:
運算程式：

Exposure = Total amount of today's Company Daily orders
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所設定公司之每日訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Company Daily Buy Turnover Limit 公司每日買入交易金額限額

Condition: Check Company Daily Buy Orders
決定條件：檢查所設定公司之買入訂單

Calculation Formula:
運算程式：

Exposure = Total amount of today's Company Daily Buy orders
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所設定公司之每日買入訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Company Daily Sell Turnover Limit 公司每日沽出交易金額限額

Condition: Check Company Daily Sell Orders
運算程式：

Calculation Formula:
Exposure = Total amount of today's Company Daily Sell orders
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所設定公司之每日沽出訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Product Daily Buy Turnover Limit產品每日買入交易金額限額
Condition: Check Product Daily Buy Orders
決定條件：檢查所設定產品之買入訂單

Calculation Formula:
運算程式：

Exposure = Total amount of today's Product Daily buy orders
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 所設定產品之每日訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Product Daily Buy Turnover Limit (E-Channel) 產品每日買入交易金額限額 (電子訂單)

Condition: Check Product Daily Buy Orders (Internet,IVRS)
決定條件：檢查所有電子渠道 (即互聯網、音頻電話) 之訂單

Calculation Formula:
運算程式：

Exposure = Total amount of today's Product Daily buy orders
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 每日所有所設定產品買入金額訂單總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Product Daily Buy Turnover Limit (Per Client a/c) (E-Channel)
產品每日買入交易金額限額 (單一客戶) (電子訂單)

Condition: Check Product Daily Buy Orders per client account (Internet,IVRS)
決定條件：檢查所有電子渠道 (即互聯網、音頻電話) 之訂單

Calculation Formula:
運算程式：

Exposure = Total amount of today's Product Daily Buy orders
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 每日單一客戶及所設定產品買入金額訂單總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

User Daily Buy Turnover Limit 用戶每日買入交易金額限額
Condition: Check user's buy Orders daily turnover
決定條件：檢查用戶所有買入訂單

Calculation Formula:
運算程式：

Exposure = Total amount of today's User Daily Buy orders
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 每日用戶買入訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

User Daily Buy Turnover Limit 用戶每日沽出交易金額限額

Condition: Check user's buy Orders daily turnover
決定條件：檢查用戶所有沽出訂單

Calculation Formula:
運算程式：

Exposure = Total amount of today's User Daily Buy orders
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 每日用戶沽出訂單金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核

Derivative Product Transaction 衍生產品交易金額限額
Condition: Check all Derivative Product Order
決定條件：檢查衍生產品訂單

Calculation Formula:
運算程式：

Exposure = Total amount of Derivative Product
The order will be rejected if Exposure > Reject Limit
The order will be waiting for approval if Exposure > Approval Limit

風險 = 每日衍生產品金額總和
如 風險 > 拒絕限額，訂單將被拒絕
如 風險 > 批核限額，訂單將等待批核