POEMS Global My
Designed by Traders, for Traders

CONTENTS

Main Navigation Toolbar

Access all POEMS Global MY 2 features and tools, edit workspaces and set preferences
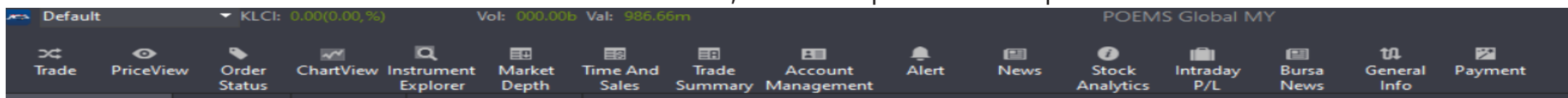
a. Open the trade ticket to place buy/sell orders

b. View price data for all counters on Top 30 lists or Watchlists

c. View the real time status of all types of orders carried out on the same trading day or past orders

d. Open single or multiple charts in a single window

e. Search for any counter from all available markets and add to a watchlist, place a trade, etc.

f. View volume of trades at available buy/sell prices in the market

g. View time and sales data of specific counters

h. View stock movement in terms of volume traded at various price levels

i. Review your account and other related information

j. Set Price Alerts according to your defined criteria

k. Get real-time market news or search for counter-specific news updates

l. Get insights to listed companies' fundamental, valuations and operating performance

m. View your realized/unrealized trades for the current trading day

n. Get real-time market news from Bursa

o. General Info for the stock

p. Make Payment via FPX

Trade Ticket

After clicking submit, a trade confirmation screen will appear

a) Search for any counter by name or code
b) Counter details
c) Order Direction; Buy, Sell

d) Order Type; Limit, Market, Stop Limit

e) Settlement Currency of current order

f) Order Duration (GTD up to 30 days)

g) Quantity of share

h) Set price

i) Gross value based on price and quantity

j) Order details

k) Enter password to confirm (You can disable this in settings)

l) Option to not showing the confirmation screen again

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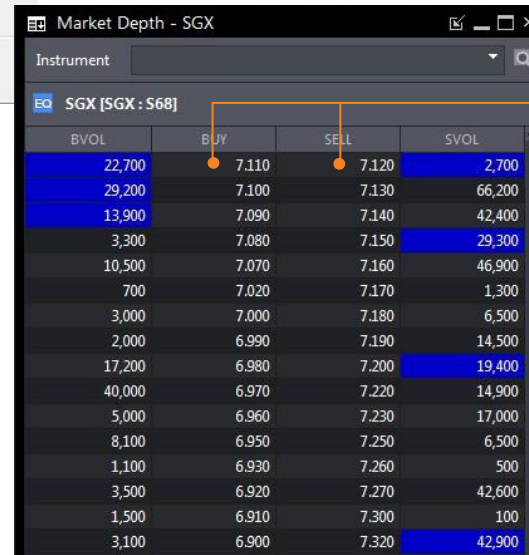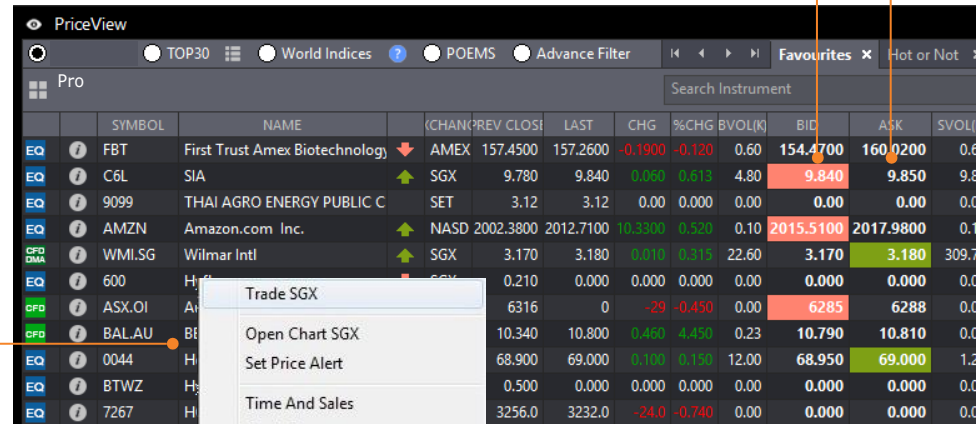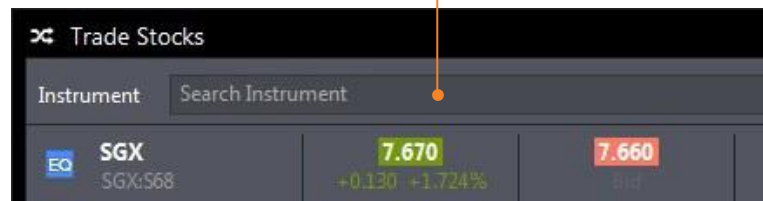
3

Submitting a Trade

10 Ways to Submit a Trade

1. Double-click on a counter to open a new Trade Ticket or click once if Trade Ticket is opened and linked

2. Right-Click on counter and click Trade

3. Drag any counter from Price View/Instrument Explorer into an open Trade Ticket.

4. Search for any counter with the search bar on the Trade Ticket to bring up the counter details

5. Double-click on the **BVOL, BID,ASK** or **SVOL** price of the counter to open a new Trade Ticket with the selected price/quantity or click once if a Trade Ticket is already opened

6. **Trade from Order Status** Right-click on counter in Order Status and click Trade to open new Trade Ticket

7. **Trade from Time and Sales** Double-click the price in the prices column of the counter to open a new Trade Ticket with the selected price

8. **Trade from Market Depth** Double-click on the **BUY** or **SELL** price of the counter to open a new Trade Ticket with the selected price

9. **Trade from Trade Summary** Double-click on the price in the prices column of the counter to open a new Trade Ticket with the selected price

10. **Trade through OB Trader** See next page.

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HOW TO TRADE

| ORDER TYPE	DEFINITION	EXCHANGES
Limit	A Limit Order is an order to buy or sell a stock at a specific price or lower / higher. A Buy Limit Order can only be executed at the limit price or lower, and a Sell Limit Order can only be executed at the limit price or higher. A Limit Order can only be filled if the stock's market price reaches the limit price. While limit orders do not guarantee execution, they help ensure that an investor does not pay more than a pre-determined price for a stock.	ALL Exchanges
Stop Limit	A Stop Limit order is an order to buy or sell a stock once the price of the stock reaches a specified price, known as the Trigger Price. Once the trigger price is reached, a Stop Limit order becomes a limit order that will be executed at a specified price (or better). For Stop Limit GTD orders, the stop leg is GTD order while the triggered limit order is DAY order. Once an order is triggered, it will be expired by end of day if it is not fully done.	KLSE
Market	A Market Order is an order placement with a defined quantity but without a price. It will be traded at the best price currently available in the market.	KLSE

Order Status

a. Amend orders

b. Withdraw selected orders

c. View order history of up to 7 days

d. Filter orders by Exchange, Product Type, Order Type or Symbol

e. Choose to display all orders or by order status

f. Search Orders by counter name or symbol

g. Click to show/hide different filter groups

h. Click and hold to rearrange columns
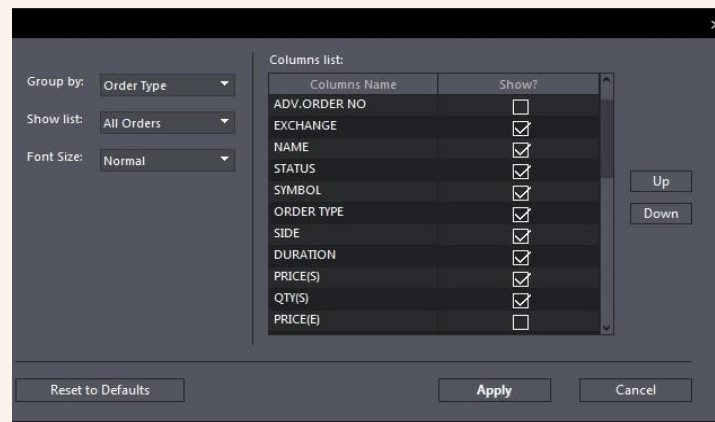
Order Status Settings in Settings Menu

Order Status General Settings

Group by - Set default grouping by: Exchange, Product Type, Order Type or Symbol

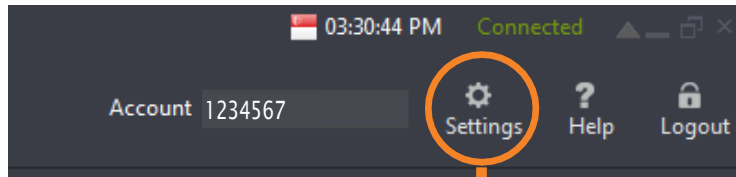**Show list -** Set default order types by different order status

Font size - Set default font size: Normal, Medium or Large

Columns list - Set default column arrangement and attributes

Trade Settings

Trade Settings can be found under Settings at the top-right corner of the application

Trading Limit Settings

Settings	Default	Meaning
Enable Trading	**Yes**	If Changed to "no", a popup window will pop when user click submit in the trade ticket. The message will say "Trading is disabled, please enable it in setting."
Trade Ticket Price Input display	**Yes**	If Changed to "no", the shares and Limit price on the trade ticket will not display. User can choose to key in the price.
Max Buy Qty	**1,000,000**	Maximum of shares allowed on the Buy trade ticket.
Max Sell Qty	**1,000,000**	Maximum of shares allowed on the Sell trade ticket.
Default Settlement Currency	**SGD**	The chosen settlement currency in the trade ticket will be populated in the trade ticket.
Default Days for GTD	**5**	The number of days for GTD.
Default Qty for SGX, KLSE, NASD, NYSE, AMEX, SEHK, SSE, SET	**1**	This is the default display quantity for the exchange. Please choose exchange from dropdown. If quantity is less than minimum lot size of the counter, the minimum lot size will show.

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Trade Settings (Confirmation)
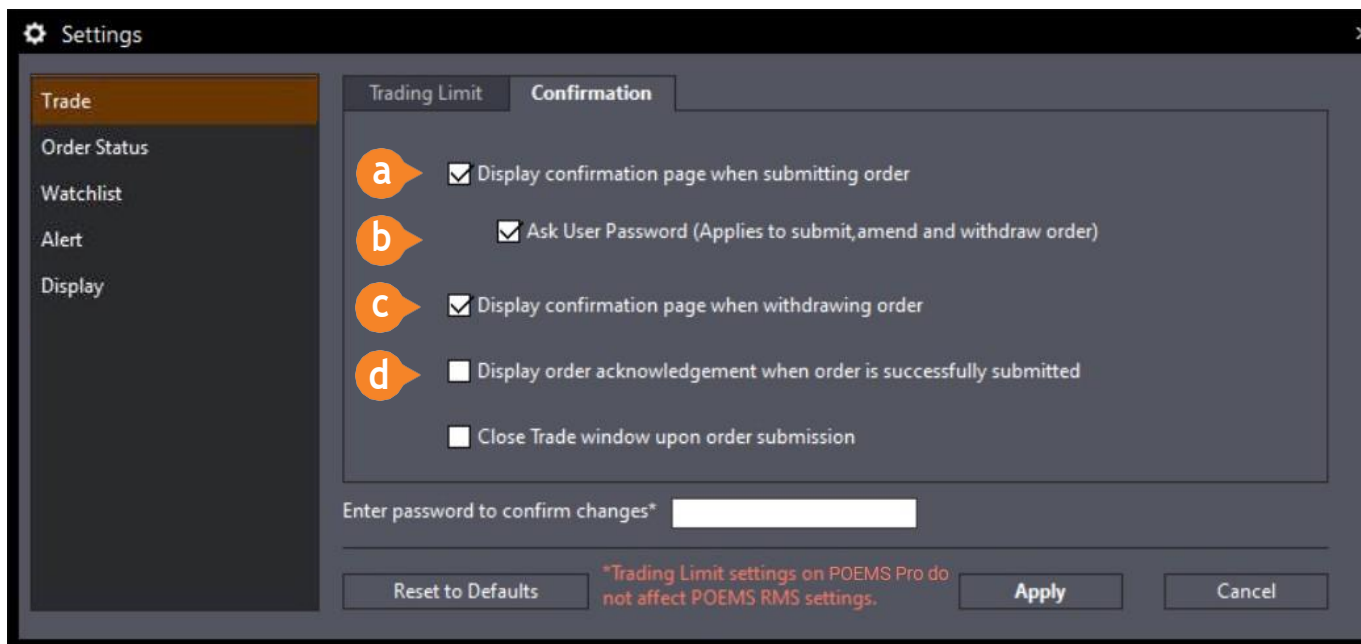
Confirmation Settings
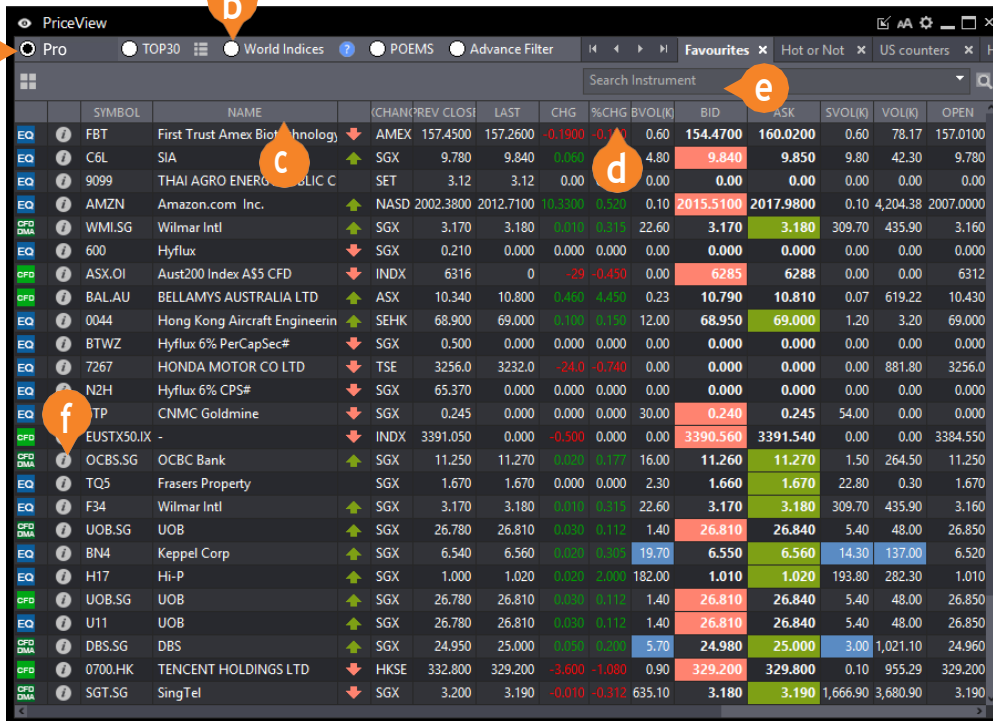
a. When **unchecked**, confirmation page will not be displayed during order submission

b. When **unchecked**, no password input order confirmation would be required

c. When **unchecked**, no confirmation page will be displayed when withdrawing order

d. When **unchecked**, no order acknowledgement will be displayed when order is submitted successfully

e. When **unchecked**, Trade Ticket window will remain open after order submission

HOW TO MONITOR THE MARKET

Price View and Watchlists | Chart View | Market Depth | Time and Sales | Trade Summary | News and Stock Analytics | Alerts | Market Streamer | Insights

Price View and Watchlists

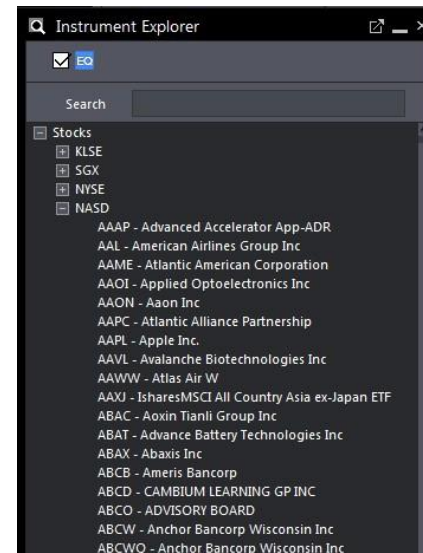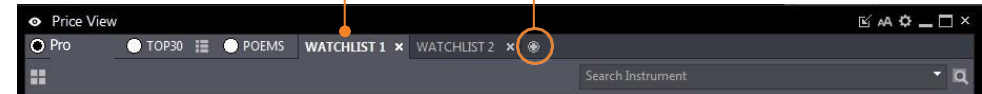View real-time price data for all counters on Top 30 lists or Watchlists

Double/right-click to rename, right-click to delete watchlist or click on **X**

Add New Watchlist

To add a new watchlist, click here

3 Ways to Add Counters to your Watchlists

1. Right-click on counter in Price View and 'Add To Watchlist'. You can also hold shift to select multiple counters and add to watchlist at once

2. Drag any counter from Instrument Explorer into an open Watchlist. Once again, hold shift to select and drag multiple counters at once.

3. Search for any counter in the 'Search Instrument' bar and click to add to exisiting watchlist.

Instrument Explorer

a. Select Watchlist group (Pro, **Top 30, World Indices, POEMS MY 2.0** imported Watchlists, Advance Filter)

b. Dropdown menu to select Top 30 list by criteria

c. Right-click to add/remove column fields

d. Click and hold to rearrange columns

e. Search for any counter and click to add to existing watchlist

f. Stock Analytics for respective counter

Watchlist General Settings

Font size - Set default font size: Normal, Medium or Large

Columns list - Set default column arrangement and attributes
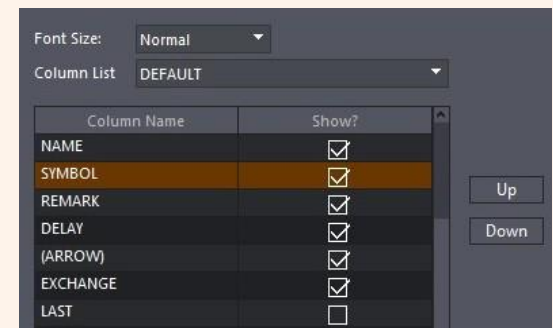
Watchlist Settings in Settings Menu

HOW TO MONITOR THE MARKET

Price View and Watchlists | **Chart View** | Market Depth | Time and Sales | Trade Summary | News and Stock Analytics | Alerts | Market Streamer | Insights

Chart View

Open single or multiple charts in a single window

a. Search for any instrument and select to show chart
b. Change cycle
c. Change time period
d. Change chart type
e. Add indicators
f. Show/hide drawbar tools
g. Counter name and indicator details
h. Legend and stock details
i. Additional indicators

Drawing Tools

HOW TO MONITOR THE MARKET

Price View and Watchlists | **Chart View** | Market Depth | Time and Sales | Trade Summary | News and Stock Analytics | Alerts | Market Streamer | Insights

Chart View

Open single or multiple charts in a single window

Search to add/compare different charts

Type in to search for any counter and drop-down menu will appear for search results
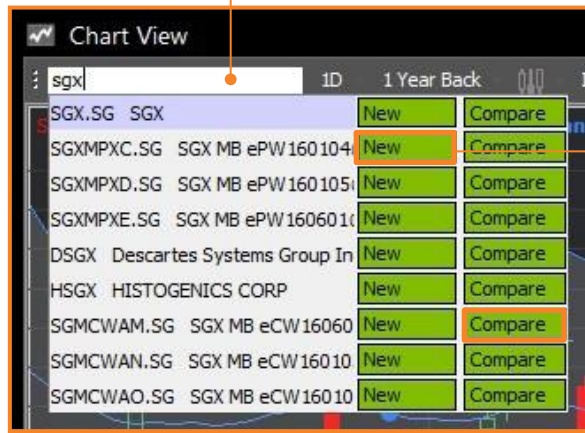
Click on **New** to add a chart of the selected counter in the existing Chart View window

Click on **Compare** to add a counter into the existing chart for comparison.
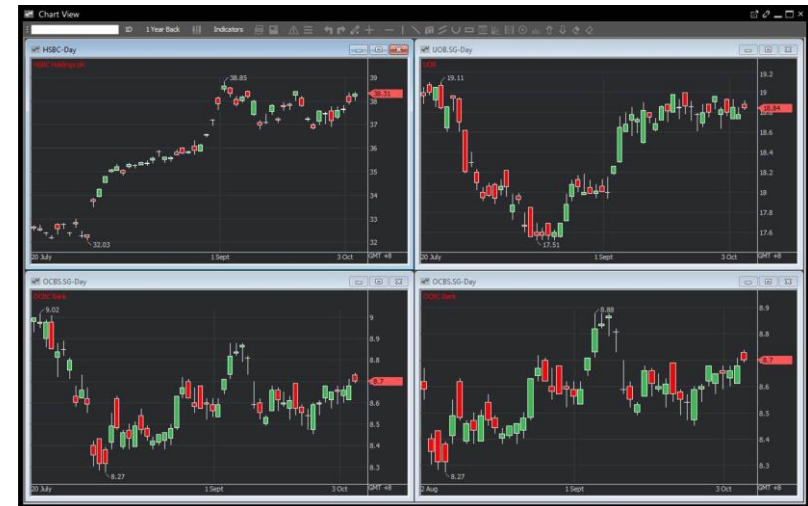
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HOW TO MONITOR THE MARKET

Price View and Watchlists | **Chart View** | Market Depth | Time and Sales | Trade Summary | News and Stock Analytics | Alerts | Market Streamer | Insights

Market Depth

View a total list of the available SGX/HKEx buy/sell prices in the queue

a. Search for any counter to bring up its Market Depth*. You can also drag the counter from Price View / Instrument Explorer to Market Depth
b. Right click to select/ de-select attributes
c. Click and hold to rearrange columns
d. Double-click on the BUY or SELL price to open a new Trade Ticket with the selected price

BVOL	BUY	SELL	SVOL
22,700	7.110	7.120	2,700
29,200	7.100	7.130	66,200
13,900	7.090	7.140	42,400
3,300	7.080	7.150	29,300
10,500	7.070	7.160	46,900
700	7.020	7.170	1,300
3,000	7.000	7.180	6,500
2,000	6.990	7.190	14,500
17,200	6.980	7.200	19,400
40,000	6.970	7.220	14,900
5,000	6.960	7.230	17,000
8,100	6.950	7.250	6,500
1,100	6.930	7.260	500
3,500	6.920	7.270	42,600
1,500	6.910	7.300	100
3,100	6.900	7.320	42,900
1,000	6.880	7.420	1,000
3,500	6.870	7.600	12,000
8,000	6.860	7.690	5,000

* SGX Market Depth and Hong Kong Exchange Live Price subscriptions are required for the respective markets

Time and Sales

View time and sales data of specific counters

a. Search for any counter to bring up its Time and Sales, you can also drag the counter from Price View / Instrument Explorer to Time and Sales
b. Selected counter's daily trade summary / information
c. Click and hold to rearrange columns
d. Double-click the price to open a new Trade Ticket with the selected price

Time	Price	Trade Size	Type
10:23:43	7.090	200	Sell Down
10:23:43	7.090	200	Sell Down
10:23:43	7.090	200	Sell Down
10:23:43	7.090	200	Sell Down
10:23:43	7.090	600	Sell Down
10:23:43	7.090	200	Sell Down
10:23:39	7.100	100	Buy Up
10:22:49	7.090	800	Sell Down
10:22:41	7.100	100	Buy Up
10:22:41	7.100	300	Buy Up
10:22:41	7.100	100	Buy Up
10:22:41	7.100	600	Buy Up
10:22:41	7.100	200	Buy Up
10:22:41	7.100	100	Buy Up
10:22:41	7.100	100	Buy Up
10:22:41	7.100	100	Buy Up
10:22:40	7.100	900	Buy Up

Time And Sales - SGX
Updated Time 10:26:20 on 16 Feb 2016
Day High 7.100 Day Low 6.980
Net Change 0.080 Last Done 7.100
Total Value 3,711,214 Total Volume (K) 527.50

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HOW TO MONITOR THE MARKET

Price View and Watchlists | **Chart View** | Market Depth | Time and Sales | Trade Summary | News and Stock Analytics | Alerts | Market Streamer | Insights
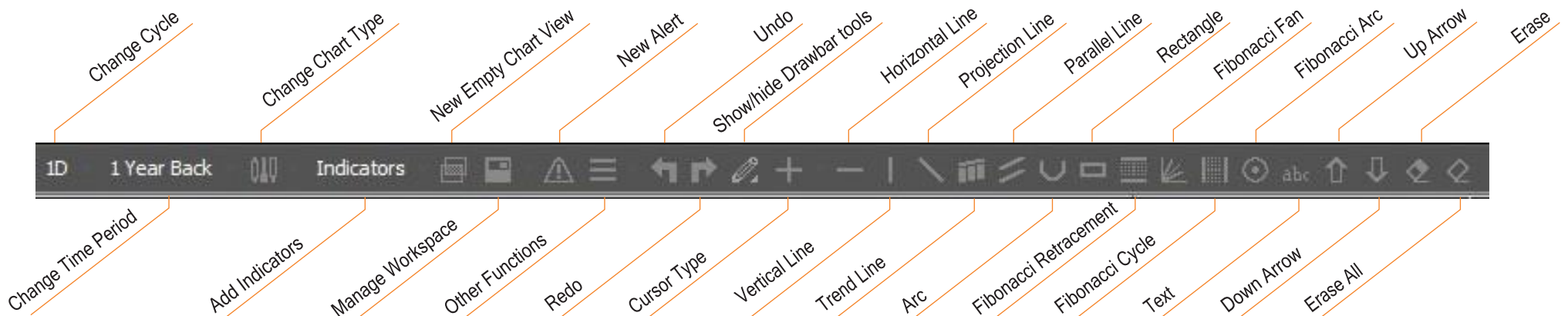
Trade Summary

This summary shows the stock movement in terms of volume traded at different price levels

a. Search for any counter to bring up its Trade Summary. You can also drag the counter from Price View / Instrument Explorer to Trade Summary

b. Counter Trade Statistics

c. Volume and Price visualized in bar graph

d. Double-click on the price to open a new Trade Ticket with the selected price

Trade Summary - SGX				
Instrument Search Instrument				

SGX [SGX : S68]

Updated Time	15:07:01 on 17 Mar 2016			
Weighted AVG Price		7.837	Last Done Price	7.840
Spread / Price Ratio		0.001	AVG Trade Size	559

Price	Trade	Volume	Bid	Ask
7.780	1	600	600	0
7.790	5	600	600	0
7.810	7	1,600	500	0
7.820	120	83,100	30,600	13,500
7.830	798	373,500	249,500	121,600
7.835	1	50,000	0	0
7.840	1,174	608,600	146,100	462,400
7.850	143	118,600	6,900	111,700
7.860	57	54,700	24,800	29,900
7.870	4	1,600	0	1,600
Total	2,310	1,292,900	459,600	740,700

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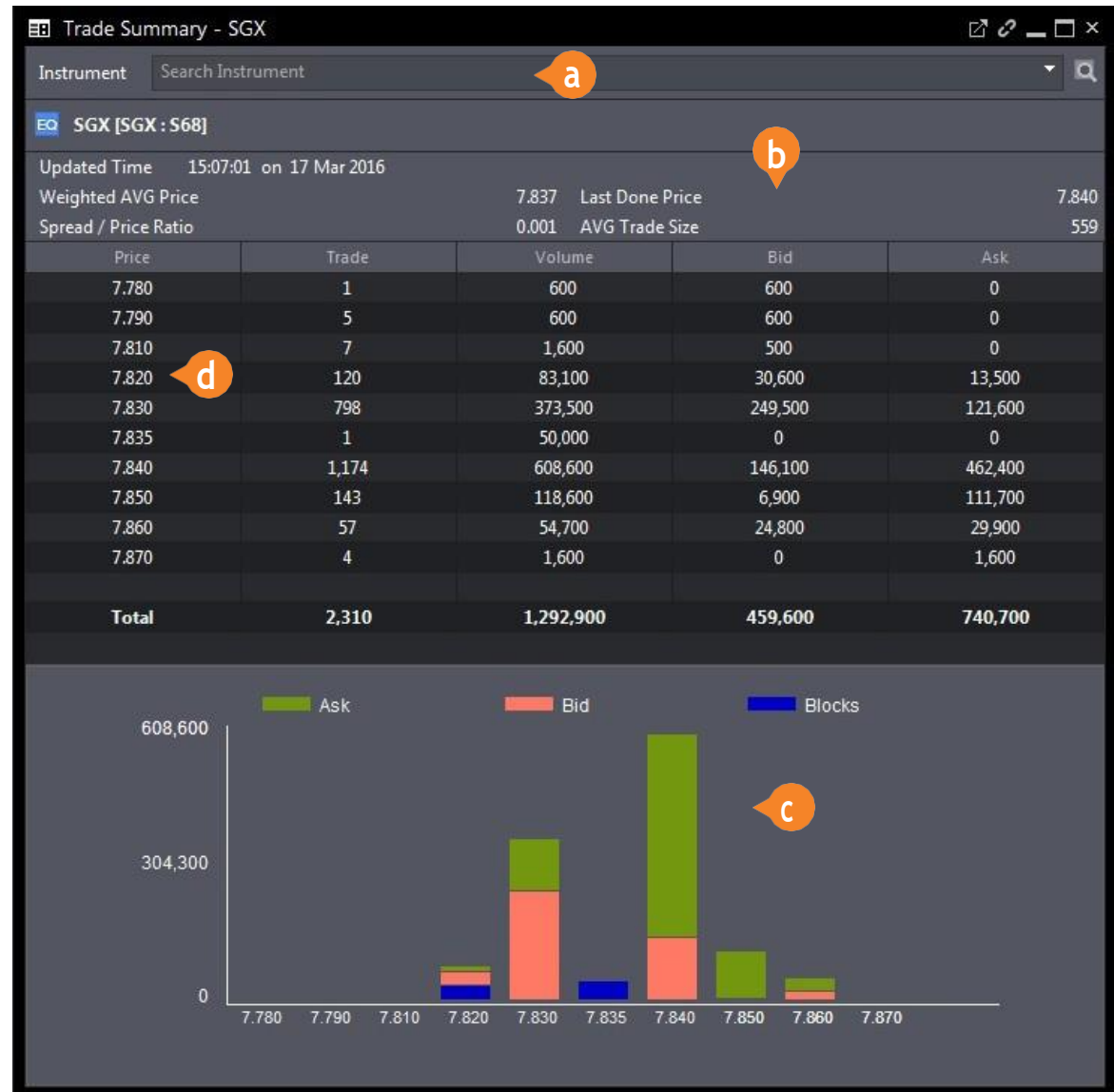
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HOW TO MONITOR THE MARKET

Price View and Watchlists | **Chart View** | Market Depth | Time and Sales | Trade Summary | News and Stock Analytics | Alerts | Market Streamer | Insights

News

Access market news from around the world with Factiva

Search for any news article by stock name or related words

Stock Analytics

Phillip Stock Analytics gives you insights to listed companies' fundamental, valuations and operating performance

Search for Stock by name

Access Stock Analytics from Price View / Watchlists

Click to access Stock Analytics of that specific stock

Right-click counter to select Stock Analytics from menu
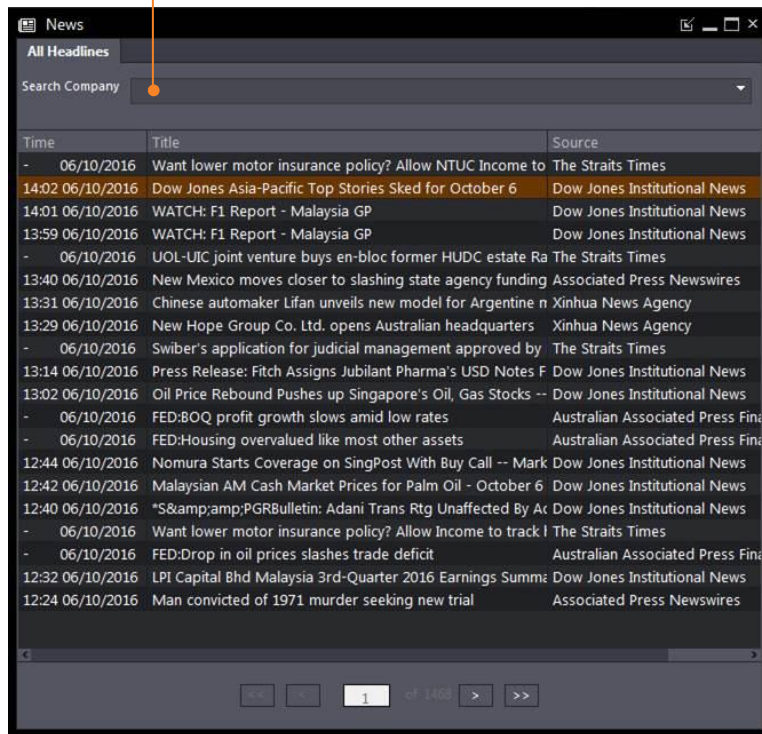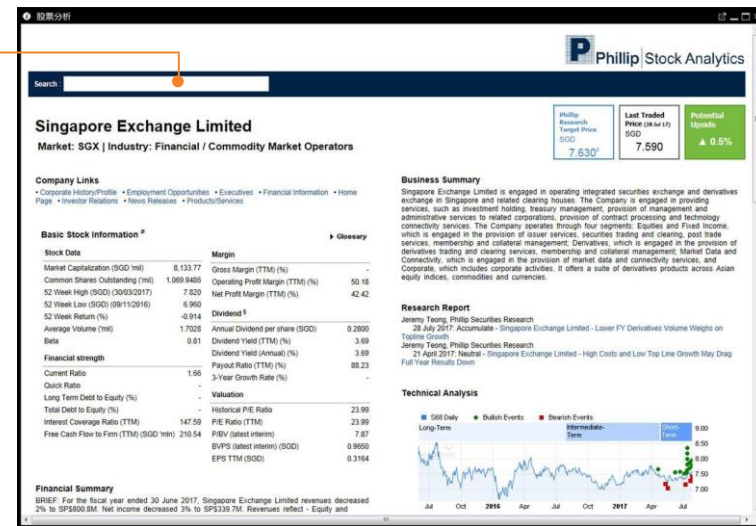
Price View

HOW TO MONITOR THE MARKET

Price View and Watchlists | **Chart View** | Market Depth | Time and Sales | Trade Summary | News and Stock Analytics | Alerts | Market Streamer | Insights

Alerts

Set Price Alerts according to your defined criteria

a. Click to add new Price Alert
b. Update settings of existing Price Alerts
c. Remove existing Price Alerts
d. Search for counter by name or symbol to bring up selected counter's details

Set Price Alert from Watchlist

Price View

Click to open Price Alert window to set Price Alert for selected counter

Alert Settings in Settings Menu

Order Alert - Set which order status(s) would display alerts: Done, Rejected, Amended, Withdrawn

Price Alert - Set which price alert status(s) to be displayed in Price Alert View: ALL, Triggered, Active, Expired

Show Alert Message - Set how long the alert message is displayed
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HOW TO MANAGE YOUR ACCOUNT

Account Management | Intraday Profit / Loss | Trading Limit

Account Management

Review your account and other related information

EQ

a. Outstanding Positions
All your outstanding positions due for payment

b. Account Details
Account ledger details

c. Scrip Positions
For all accounts except Cash Trading accounts

d. This Month's Transactions
All your transactions for the current month
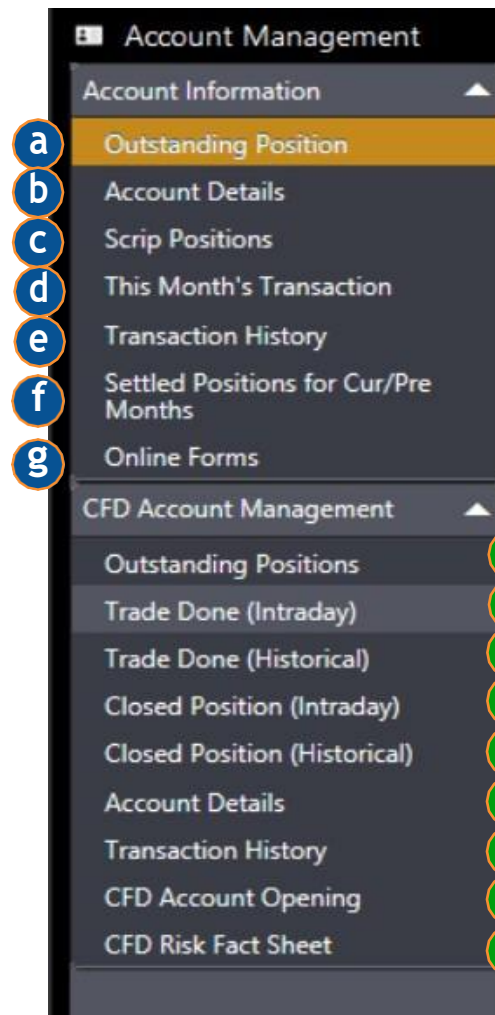
e. Transactions History
All your transactions for the past 1 year

f. Settled Positions for Current and Previous Month
Lists down the outstanding positions successfully settled for the current and previous months

g. Online Forms
Currently not available

CFD

h. Outstanding Positions
All outstanding CFD positions

i. Trade Done (Intraday)
Details on CFD trades done within the current trading day

j. Trade Done (Historical)
Details of CFD trades done in the past
(Up to 6 months)

k. Closed Position (Intraday)
Details on CFD positions closed within the current trading day

l. Closed Position (Historical)
Details on CFD positions closed in the past
(Up to 6 months)

m. Account Details
Details on account ledger

n. Transaction History
All account transactions (Up to 6 months)

o. CFD Account Opening
Application form for the activation of the CFD Trading Facility

p. CFD Risk Fact Sheet
Risk Fact Sheet for CFDs to be read through and acknowledged by CFD Account Holders

Account Management

Account Information
- (a) Outstanding Position
- (b) Account Details
- (c) Scrip Positions
- (d) This Month's Transaction
- (e) Transaction History
- (f) Settled Positions for Cur/Pre Months
- (g) Online Forms

CFD Account Management
- (h) Outstanding Positions
- (i) Trade Done (Intraday)
- (j) Trade Done (Historical)
- (k) Closed Position (Intraday)
- (l) Closed Position (Historical)
- (m) Account Details
- (n) Transaction History
- (o) CFD Account Opening
- (p) CFD Risk Fact Sheet

Intraday Profit / Loss

See how well your portfolio is performing real-time

a. Open Profit/Loss
Shows the real time intraday open position and its profit/loss

b. Close Profit/Loss
Shows the profit/loss of intraday closed or liquidated positions

Trading Limit

View available buy/sell limits and balance

To refresh the amounts

Definitions

1. Stock Name – The name of the counter that have been bought or sold

2. Status – Buy/Sell action

3. Executed Qty – The quantity that has been bought or sold for that counter. Sell outstanding trades will be displayed as negative quantity. Buy outstanding trades will be displayed as positive quantity

4. Avg. Price – The average price will be calculated if there are multiple trades executed at different prices

5. Market Last Done – The real time market last done price

6. Exg Rate – Current exchange rate of the currency settled

7. Open P/L – Shows your profit/loss for the current day. Which includes all open positions

Workspaces and Tabs

Workspace

A workspace is a collection of tabs. You can use the preset workspaces, modify them or create your own. In a workspace, you are not limited by the number of tabs you want.
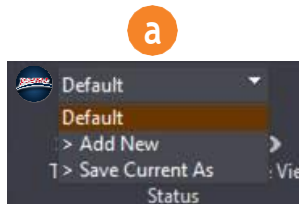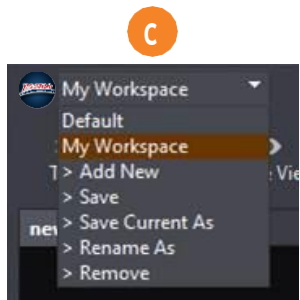
a. **Selecting a Workspace**
- Click on the workspace dropdown (see top left corner of the platform)
- Click on a preset workspace name or any previously added custom workspaces

b. **Creating a New Workspace**
- Click on the Workspace dropdown
- Click on > Add New. The dropdown will change into a text field
- Type in the name of your new workspace and press Enter

c. **Saving/Duplicating/Renaming/Removing a Custom Workspace**
- Select and load a custom workspace
- Click on the corresponding action item on the list (after the workspace names)

*Changes made in the default workspace are not saved and will not be reflected upon re-login to the platform

Tab

A tab is a container of windows. When you add a new tab, it is initially empty. You can then place and arrange as many windows inside a tab. Tabs can be added, deleted, renamed or rearranged.
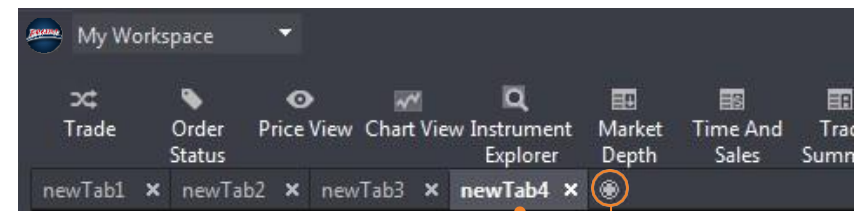
Double/right-click to rename, right-click to delete watchlist or click on **X**

To add a new tab, click here

Adding a Tab
- Click on the + button found after the last tab

Removing a Tab
- Click on the x button found in the tab header

Rearranging Tabs
- Hold click and drag the tab header to the left or right

Windows and Multi-Screen

Window

A window is any one of the modules that you can find in the Main Navigation Toolbar, each with specific functions and properties. Some windows can only be added once per tab, others can have several copies.

Adding a window inside a tab
- Click on your preferred tab
- Click on your preferred window from the Main Navigation Toolbar

Rearranging windows
- Hold click and drag the window header part and place drop anywhere the tab container space. Windows can overlap one another

Removing a Window
- Click on the x button found in the window header top-right corner

Multi-Screen Support

To fully utilize the capabilites of POEMS Pro, we would recommend using the platform with 3 additional screens.

Detaching Individual Windows

Click to detach window and drag out of the application or/and into another screen
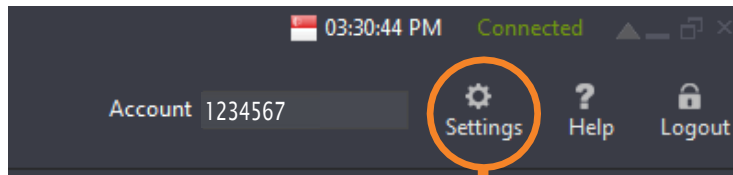
Linking Individual Windows

Click to link Trade and ChartView modules to PriceView. All linked windows will show the same counter details with just one click on the counter

Settings

POEMS Pro allows you to modify particular window settings and functionality to empower your trading

Reset all settings to default

a. Trade Settings

See How To Trade > Trade Settings to know more information about what each item means

b. Order Status Settings

See How To Trade > Order Status to know more information about what each item means

c. Watchlist Settings

See How To Monitor the Market > Watchlist to know more information about what each item means
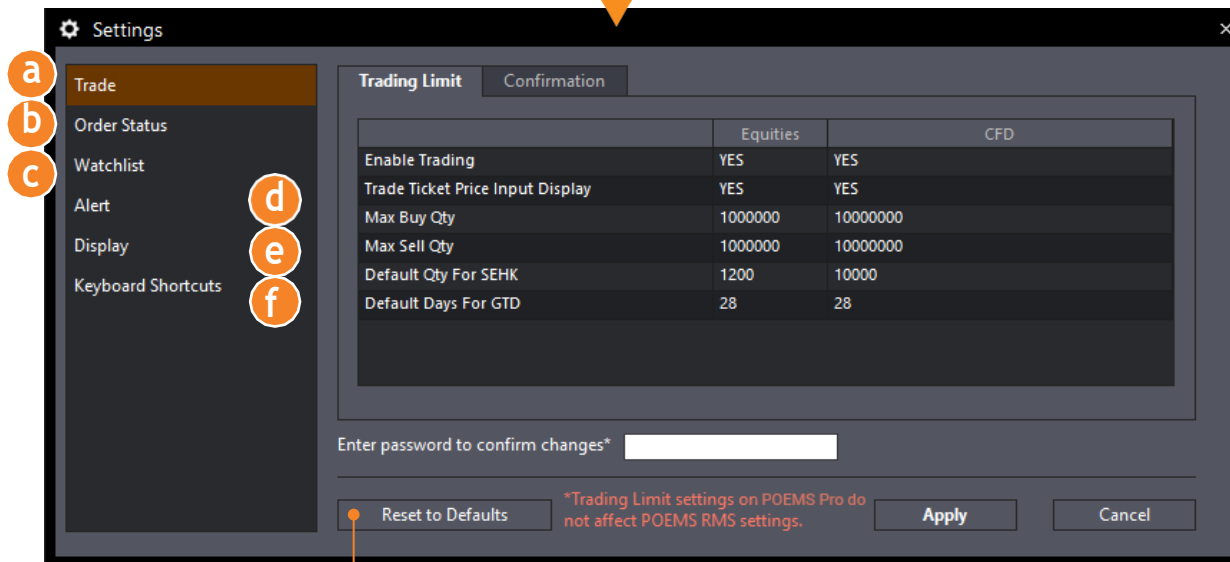
d. Alert Settings

See How To Monitor the Market > Alert to know more information about what each item means

e. Display Settings

See Themes and Languages to know more information about what each item means

f. Keyboard Shortcuts

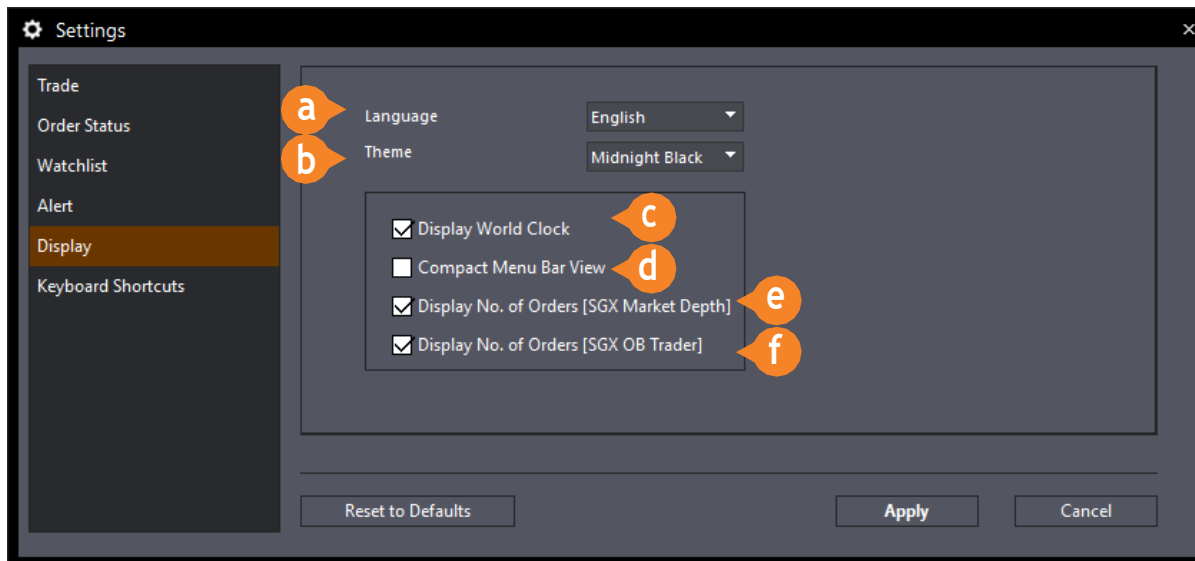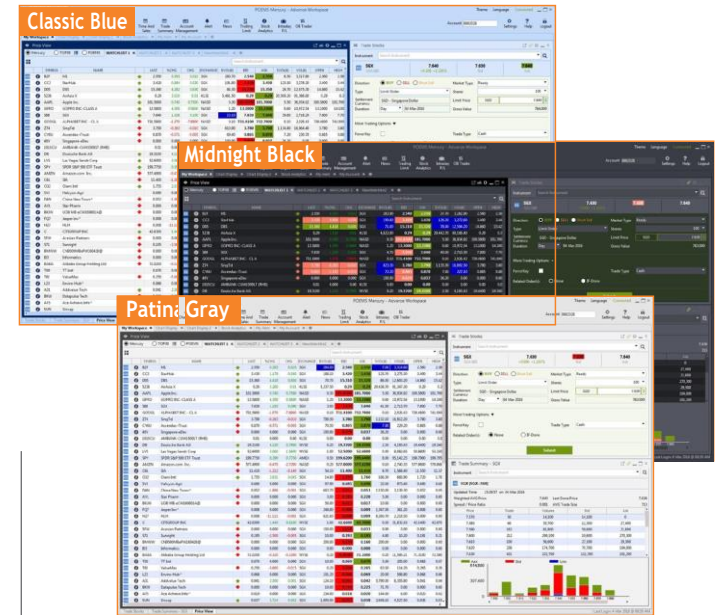See Keyboard Shortcuts to know more information about what each item means

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Themes and Languages

Further customize the platform according to your personal preferences with Themes and Languages

Classic Blue

Midnight Black

Patina Gray

Settings

Trade
Order Status
Watchlist
Alert
Display
Keyboard Shortcuts

a Language   English

b Theme   Midnight Black

c ☑ Display World Clock
d ☐ Compact Menu Bar View
e ☑ Display No. of Orders [SGX Market Depth]
f ☑ Display No. of Orders [SGX OB Trader]

Reset to Defaults   Apply   Cancel

Display Settings

a. Choose preferred language

b. Select from 3 different themes, **Midnight Black**, **Classic Blue** and **Patina Gray**

c. Choose to display World Clock at the top menu bar

d. Choose to hide main navigation menu icons

e. Choose to display No. of Orders in Market Depth

**f.** Choose to display No. of Orders in OB Trader

Keyboard Shortcuts

Keyboard Shortcuts enables you to fill up trade tickets and send in your orders with greater ease and convenience

To enable Keyboard Shortcuts

- Go to Settings > Select 'Keyboard Shortcuts' from the main menu (left side)
- Check the 'Enable Keyboard Shortcut Keys' box at the top
- Enter your password to confirm
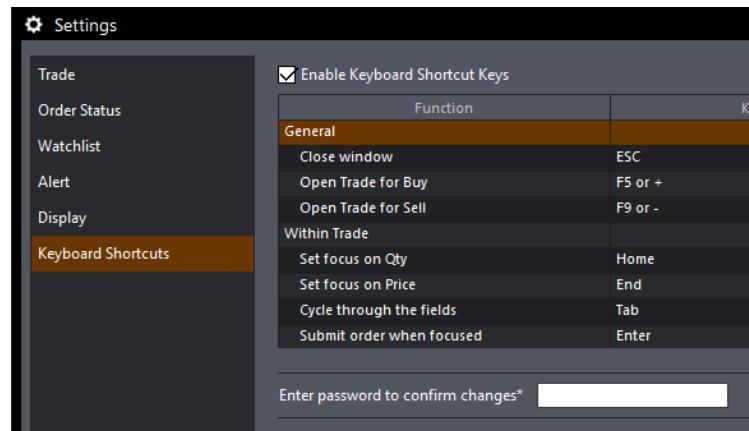
General (Default)	
Close Window	**ESC**
Open Trade for Buy	**F5 or +**
Open Trade for Sell	**F9 or -**

| Within Trade (Default)	
Set focus on Qty	**Home**
Set focus on Price	**End**
Cycle through the fields	**Tab**
Submit order when focused	**Enter**
Toggle to Buy	**F5 or +**
Toggle to Sell	**F9 or -**

*Shortcut buttons can be changed in the settings

How to launch a ticket from the Watchlist & submit a trade with Keyboard Shortcuts
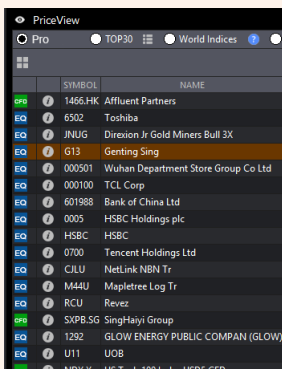
1 After you click on a counter on the Watchlist, press the **plus '+'** or **minus '-'** sign on your keyboard to launch a buy or sell trade ticket respectively
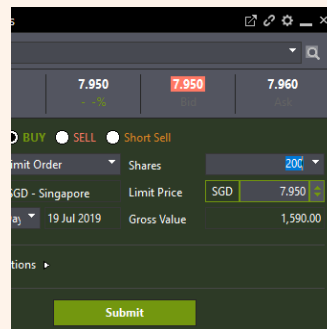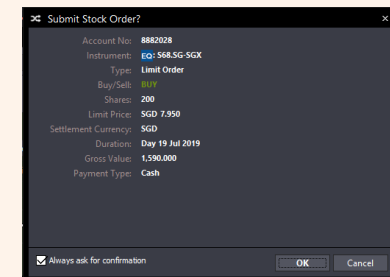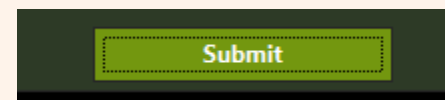
2 Then, enter the quantity you wish to trade, and press the **'Tab'** key to move to the price field.

3 Once you have ensured that the correct price is entered, press the **'Tab'** key again to move the focus to the Submit button. When you see a dotted box on the Submit button, press the **'Enter'** key and your order will be submitted.

4 Should you have had your order confirmation box enabled, you will have to press **'Enter'** once more to complete the trade submission.