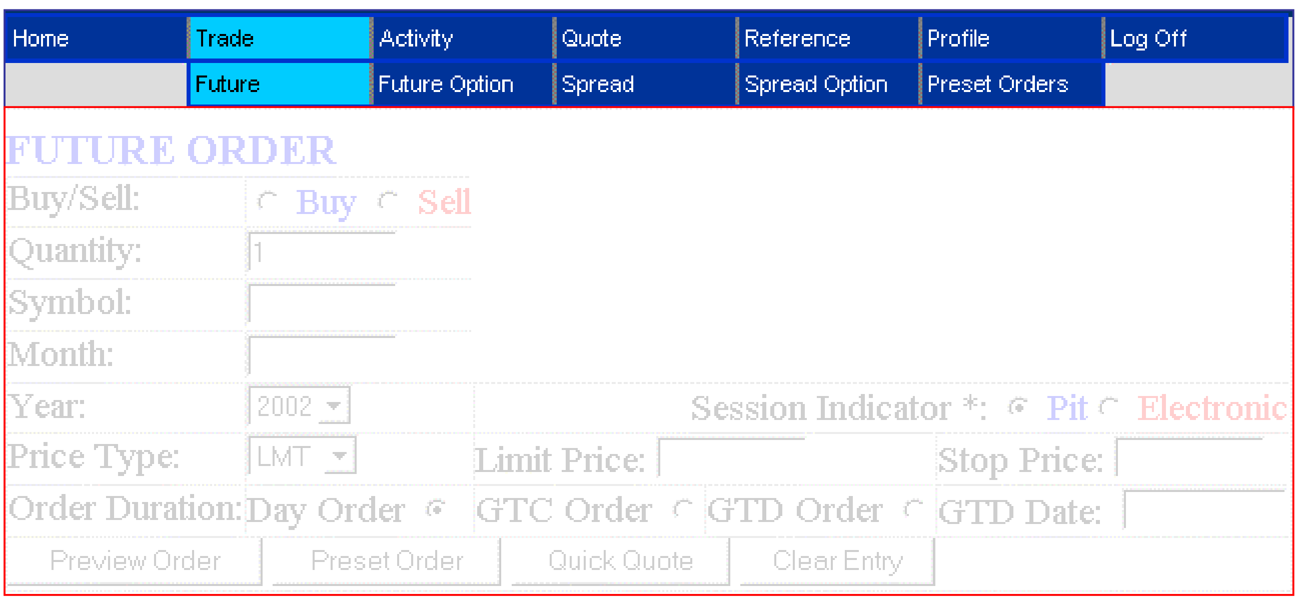
MTRADE SM AN INTERNET TRADING PRODUCT BY MAN FINANCIAL

MTrade

Quick Start Guide



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GETTING STARTED

System Requirements

Follow these basic requirements for use with MTrade.

Hardware/Software	Minimum Requirement
PC	Pentium PC or faster
Operating System	Windows95/98/NT/2000 or Apple Macintosh OS 9.0 or higher
Browser	Microsoft Internet Explorer (IE) 4.0 or Netscape Navigator 4.5 – or higher

Logon

To log on to MTrade, follow these steps.

1. Log on to the Internet.

Logon page

2. Type the MTrade web site address: https://mtrade.manfinancial.com.

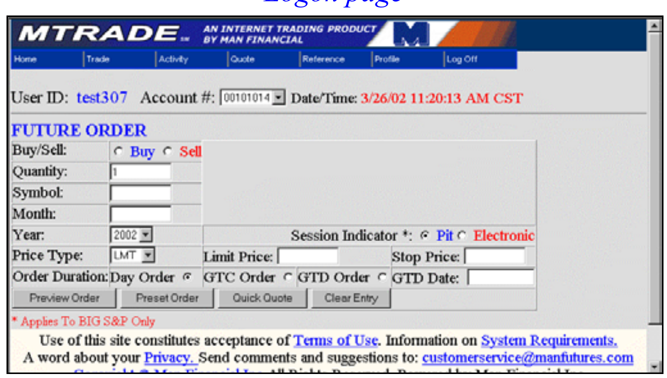
Note: The "s" in https is required and signifies the site is secured using 128-bit SSL encryption technology.

Result: The Logon screen displays.

3. Type your user ID and password, and click the **Log On** button.

Result: The default MTrade page displays.

Note: To change the default display page, refer to the *Updating Profile* topic in the next section.



Default display page

Quick Setup

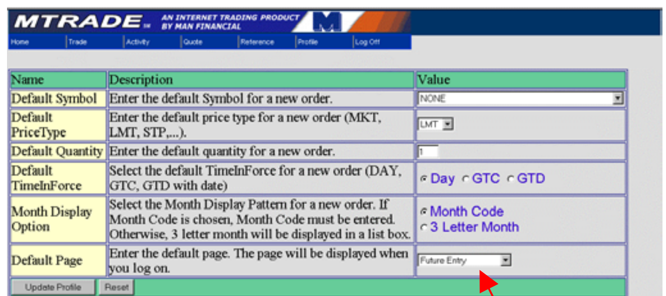
Updating Profile

To customize your MTrade session, follow these steps:

Profile menu options

1. Highlight and select the *Overview* option from the *Profile* menu.

   Result: The *Profile Overview* page displays.



Profile Overview page

To set the default display *Trade* page for entering orders, select the desired option from the *Default Page* drop-down list box.

2. Enter the desired default option in the *Value* column.

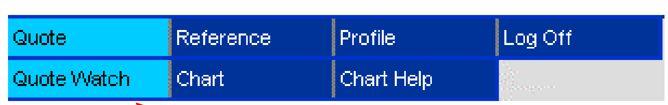
   Note: The values you select (i.e., *Quantity*, *Symbol*, *Price Type*, etc.) will automatically update the default options on the *Trade* order entry pages.

3. Click the **Update Profile** button.

   Note: To undo your changes, click the **Reset** button <u>before</u> you click the **Update Profile** button.

Setting Up Quote Watch

To track real-time market data for up to five contracts, follow these steps:



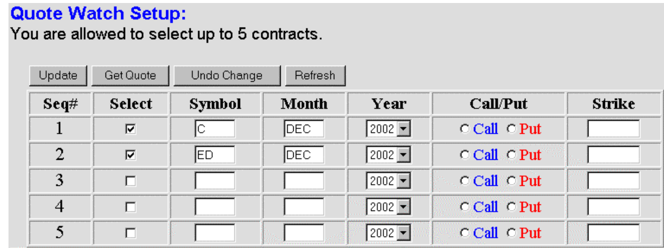
Quote menu options

1. Highlight and select the *Quote Watch* option from the *Quote* menu.

   Result: The *Quote Watch Setup* page displays.

2. Type the desired contract *Symbol* and *Month* and select the corresponding *Year* from the drop-down list box.

Note: If your preferred quote is for an option on a futures contract, click the *Call* or *Put* radio button, and enter the *Strike Price*. If no strike price is entered, the default display will be futures contract data.



Quote Watch Setup:
You are allowed to select up to 5 contracts.

Update | Get Quote | Undo Change | Refresh

Seq#	Select	Symbol	Month	Year	Call/Put	Strike
1	☑	C	DEC	2002	Call Put	
2	☑	ED	DEC	2002	Call Put	
3	☐			2002	Call Put	
4	☐			2002	Call Put	
5	☐			2002	Call Put	

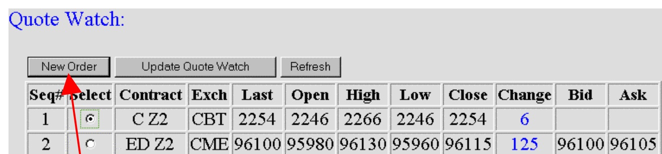
Quote Watch Setup page

3. Click the *Select* checkbox for the contract(s) you entered.

4. Repeat Steps 2-3 for each *Seq#*, up to 5 contracts.

5. Click the **Update** button to save your changes.

Note: Be sure to select each contract before you click **Update** or your changes will be lost. To return to the previous settings, you can click the **Undo Change** button.



Quote Watch:

New Order | Update Quote Watch | Refresh

Seq#	Select	Contract	Exch	Last	Open	High	Low	Close	Change	Bid	Ask
1	◉	C Z2	CBT	2254	2246	2266	2246	2254	6		
2	○	ED Z2	CME	96100	95980	96130	95960	96115	125	96100	96105

Quote Watch page

Clicking the **Select** radio button and **New Order** automatically displays the corresponding *Trade* page – to submit your order for the selected contract.

6. Click the **Get Quote** button.

Result: The *Quote Watch* page displays.

Note: To send an order from this page, click the **New Order** button.

Order Entry

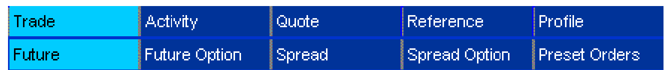
Placing an Order

To enter an order in MTrade, follow these steps:

1. Highlight and select the desired order entry page option (Future, Future Option, Spread or Spread Option) from the *Trade* menu.

   Result: The selected order entry page displays.

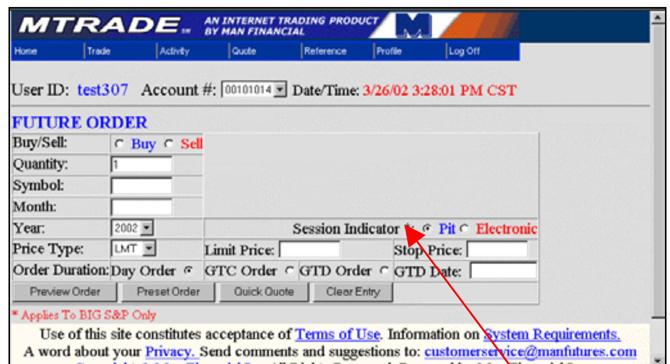
   Note: To set a default display *Trade* page, refer to the *Updating Profile* topic in the previous section.



Trade menu options

2. Enter the *Account #* (for brokers) or select from the drop-down list box (for retail users).

   Note: To view a list of all assigned accounts, highlight and select the *Accounts* option from the *Profile* menu.



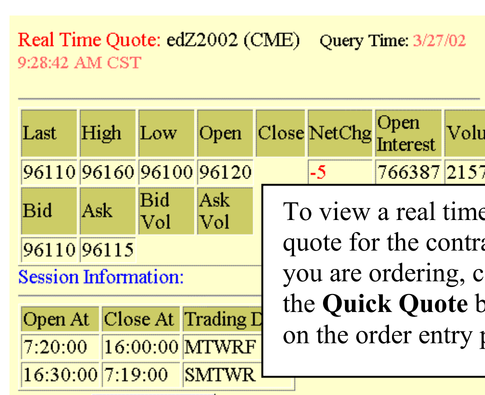
Future order entry page

The *Session Indicator* field is for the full sized S&P 500 contract only. The *Pit* option will route the order to the next available (RTH) pit session. *Electronic* will route straight through to Globex.

The order will be rejected if placed between 3:15PM and 3:30PM CST as Globex is not open during that time period.

3. Enter the applicable contract data in the corresponding fields.

   Note: Refer to the tables below for a description of order price and duration types.



To view a real time quote for the contract you are ordering, click the **Quick Quote** button on the order entry page.

4. Click the **Preview Order** button.

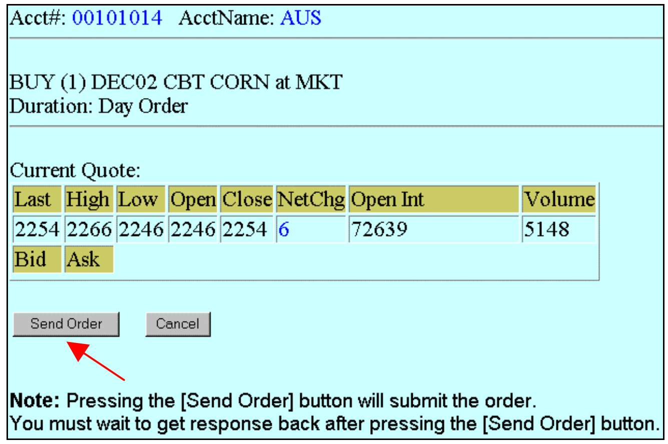
   Result: The *Confirm* order window displays.

5. Click the **Send Order** button to submit the order.

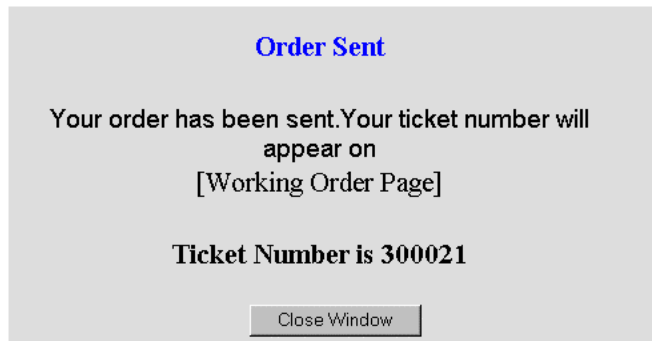
   Result: The *Sent Order* confirmation window displays.

Note: Each order is assigned a Ticket #, which can be viewed on the *Working Order* page of the *Activity* menu. See next section for detail.

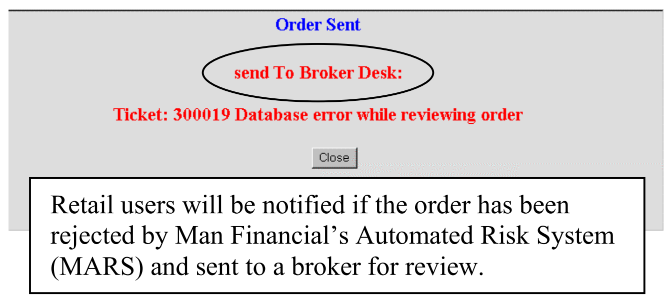
Note: Each order requires validation by Man Financial's Automated Risk System (MARS). If MARS accepts the order, it is sent to the Exchange and becomes a *Working* order. If there is a problem with the order, it is automatically rejected and displays on the *Dead Order* page (for brokers) – or it is sent to Man's broker desk for review and displays on the *Working Order* page with a *Pending* status (for retail users). To view these pages, refer to the *Order Activity* section of this guide.



Confirm order window



Order Sent confirmation window



To view a list of order price types, refer to the following table.

Order Type	Description
LMT	Limit order, for which the customer sets a limit on the price of execution. Enter a value in the *Limit Price* field when selecting this order type.
MIT	Market if Touched; becomes a market order if and when the market hits the specified price. Enter a value in the *Stop Price* field when selecting this order type.
MKT	Market order, for which the customer requests immediate execution at the best available price.
MOC	Market on Close order, for which the customer requests execution during the close of trading in that market, within the closing range of prices.

MOO	Market on Open order, for which the customer requests execution as soon as the market opens, within the opening range of prices.
STP	Stop order, for which the customer requests execution when the market hits the specified price – above (buy order) or below (sell order) current market price. Enter a value in the *Stop Price* field when selecting this order type.

To view a list of order duration types, refer to the following table.

Day Order	Expires at the end of the current trading day.
GTC Order	Good Until Canceled; order remains open until canceled. (Option is not available for market orders.)
GTD Order	Good Until Date canceled; expires at the end of the trading day on the date you specify in the *GTD Date* field. (Option is not available for market orders.)

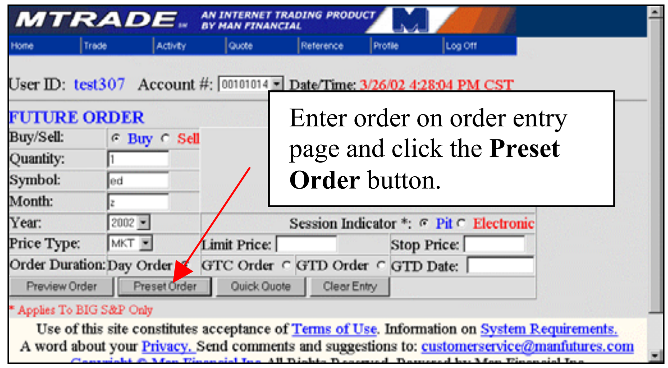
Using Preset Orders

To set up a preset order, which allows you to permanently store orders for future submission, follow these steps:

1. Follow the steps from the previous topic, *Placing an Order,* to enter a contract on a *Trade* order entry page.

2. Click the **Preset Order** button.

   Result: The *Preset Order Preview* window displays.

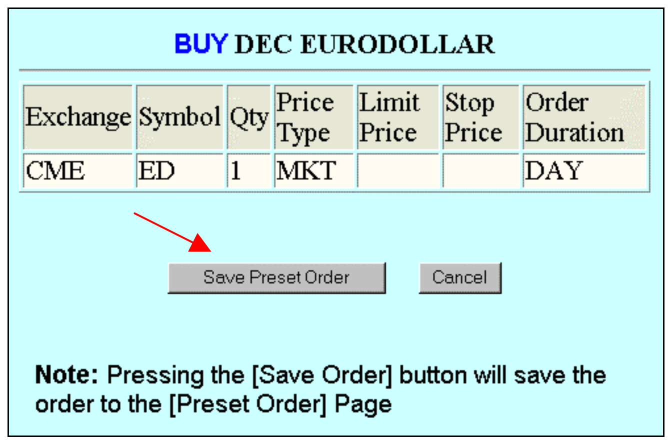


Order entry page

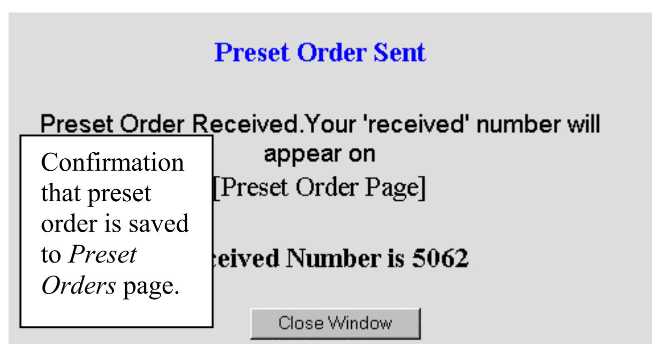
3. Click the **Save Preset Order** button.

   Result: The preset order is permanently displayed (until you delete it) on the *Preset Orders* page, available from both the *Trade* and *Activity* menus.

   Note: The saved preset order is assigned a Received # which can be viewed on the *Preset Orders* page.



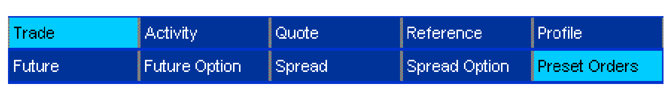
Preset order save preview window



4. Highlight and select the *Preset Orders* page from the *Trade* menu to submit the order(s).

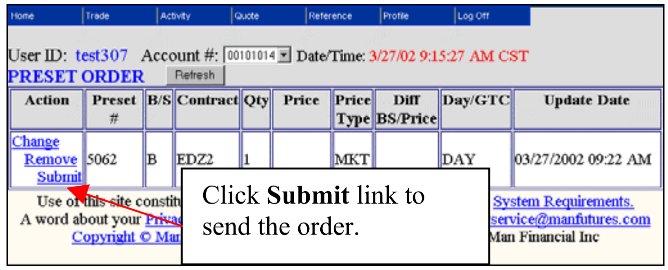
   Result: The *Preset Orders* page displays.

5. Click the **Submit** link in the *Action* column to send the preset order.



Trade menu options

Note: You can also change or delete the preset order at any time by clicking the **Change** or **Remove** link.



Preset Orders page

Note: Each order is assigned a Received/Preset #, which can be viewed on the *Preset Order* page of the *Trade* or *Activity* menu. See next section for detail.

Preset Order send preview window

ORDER ACTIVITY

Viewing Order Status

To view all working and filled orders, as well as order history, follow these steps.

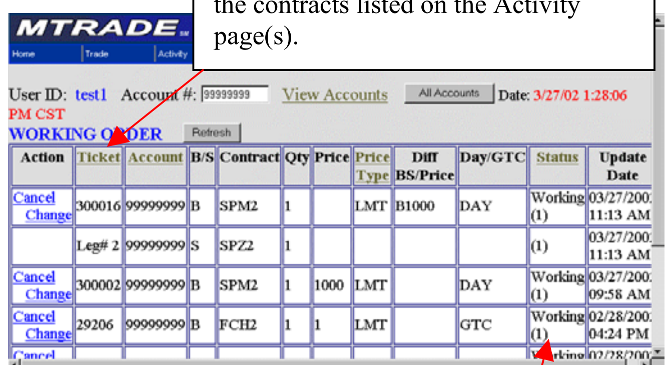
1. Highlight and select the *Working Order* option from the *Activity* menu – to view all open orders.

   Result: The *Working Order* page displays.

   Note: MTrade is designed to display updated information on demand. To update the status of your orders, you can change screens or click the **Refresh** button on the *Activity* page.

Activity menu options

Click on the column heading link (underlined) to change the sort order of the contracts listed on the Activity page(s).

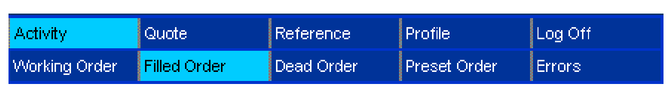


Working Order page

For retail users, any order that is being reviewed by Man's broker desk will display on this page with a status of Pending. If accepted, status changes to Working. If rejected, order is moved to *Dead Order* page.

2. Enter the *Account #* (for brokers) or select from the drop-down list box (for retail users) to display orders for a specific account.

   Note: For multiple account users, click the **All Accounts** button to display all working orders across all accounts.



3. Do one or more of the following, as required.

   - If you wish to cancel or cancel/replace a working order, refer to the next topic, *Canceling/Replacing Orders* for instructions.
   - If you wish to view your fills, go to the next step.
   - If you wish to view dead order history, go to Step 5.

4. Highlight and select the *Filled Order* option from the *Activity* menu – to view all orders that have been executed at the Exchange.

   Result: The *Filled Order* page displays.

5. Highlight and select the *Dead Order* option from the *Activity* menu – to view all orders that have been rejected by your broker (retail users) or the Exchange, canceled, or expired.

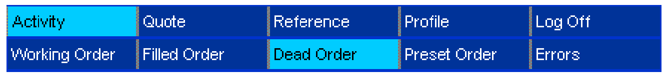
   Result: The *Dead Order* page displays.

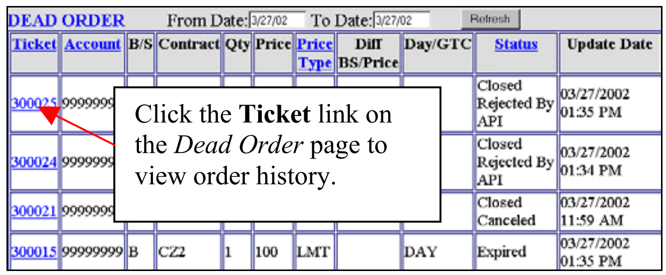
6. Click the **Ticket** number link for a specific order to view that order's history.

   Result: The *Trace Order* window displays.

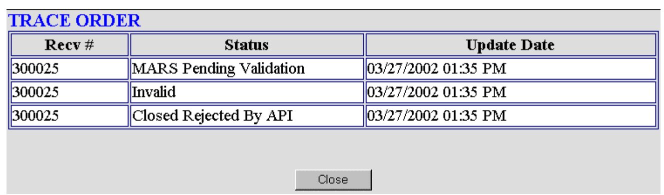
7. Highlight and select the *Errors* option from the *Activity* menu – to view error detail for orders rejected by the Exchange.

Filled Order page

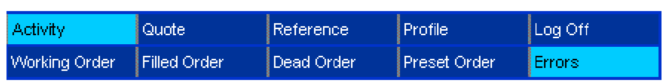


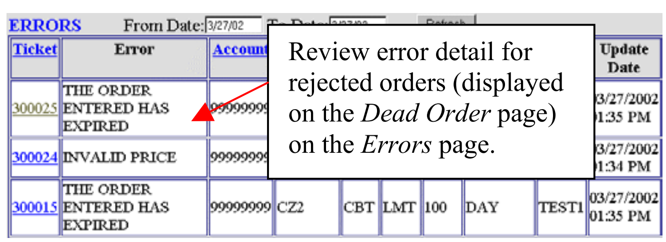


Dead Order page



Trace Order window (dead order history)





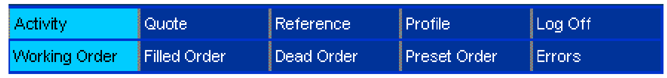
Errors page

Canceling/Replacing Orders

To cancel or cancel/replace a working order, follow these steps.

1. Highlight and select the *Working Order* option from the *Activity* menu.

   Result: The *Working Order* page displays.

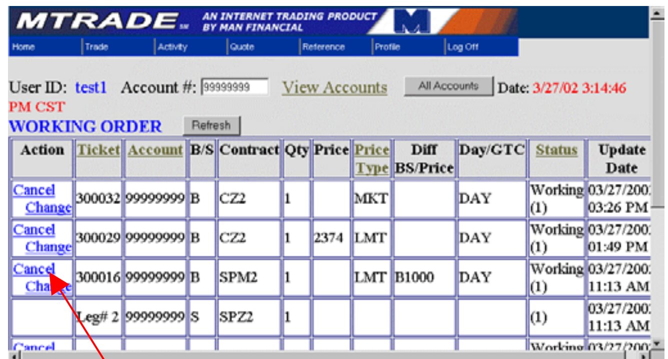


Activity	Quote	Reference	Profile	Log Off
Working Order	Filled Order	Dead Order	Preset Order	Errors

2. Do ONE of the following:

   - If you wish to cancel a Pending or Working order, go to the next step.
   - If you wish to cancel/replace (change) a Working price order, go to Step 5.

   Note: The cancel/replace (change) option is not available for market orders.



Action	Ticket	Account	B/S	Contract	Qty	Price	Price Type	Diff BS/Price	Day/GTC	Status	Update Date
Cancel Change	300032	99999999	B	CZ2	1		MKT		DAY	Working (1)	03/27/200: 03:26 PM
Cancel Change	300029	99999999	B	CZ2	1	2374	LMT		DAY	Working (1)	03/27/200: 01:49 PM
Cancel Change	300016	99999999	B	SPM2	1		LMT	B1000	DAY	Working (1)	03/27/200: 11:13 AM
	Leg# 2	99999999	S	SPZ2	1					(1)	03/27/200: 11:13 AM

Working Order page

Click the **Cancel** link to cancel a Pending or Working order.

3. Click the **Cancel** link in the *Action* column for a *Pending* or *Working* order.

   Result: The *Cancel Order* preview window displays.

4. Click the **Cancel Order** button to submit the cancellation request.

   Result: The *Cancel Request Sent* confirmation window displays.

Note: The status of the order is automatically changed from Working to Dead ('Closed Canceled') and can be viewed on the Dead Order page. Of course, a pit-traded order may be Too Late To Cancel. The fill report will be delivered to the filled order screen.

Cancel Order: 300032

Recv #	B/S	Contract	Qty	Price	Price Type	Diff BS/Price	Day/GTC	Status	Update Date
300032	B	CZ2	1		MKT		DAY	Working(1)	03/27/2002 03:26 PM

Cancel Order preview window

5. Click the **Change** link in the *Action* column to cancel/replace a Working price order.

   Result: The *Change Order* preview window displays.

   Note: The cancel/replace (change) option is not available for market orders.

Cancel Request Sent confirmation window

6. Modify one or more of the active fields on the *Change Order* preview window.

7. Click the **Change Order** button.

   Result: The *Change Order Sent* confirmation window displays.

Change Order preview window

8. Highlight and select the *Dead Order* option from the *Activity* menu to view the status of the canceled order(s).

   Note: Canceled orders will automatically be moved to the *Dead Order* page from the *Working* order page. If you canceled/replaced an order, the replacement order displays on the *Working Order* page.

Change Order Sent confirmation window