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User Manual

Belgrade Stock Exchange September, 2014

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# Contents:

INTE	RODUCTION	4
1.	BELEX.INFO SERVICE COMPONENTS	5
1.	1.1. A SHORT DESCRIPTION OF THE BELEX.INFO SERVICE	5
1.	1.2. LOGGING-IN	5
2.	TRADING TABLE	6
2.	2.1. CHARACTERISTICS OF THE TRADING TABLE	6
2.	2.2. Setting Up the Trading Table	7
	2.2.1. Choosing Securities	7
	2.2.2. Choosing Columns	8
2.	2.3. DESCRIPTION OF THE TRADING TABLE'S COLUMNS	9
3.	DEPTH	10
4.	GRAPH	10
4. 5.	GRAPH	
		12
5.	TRANSACTIONS	12
5. 6.	TRANSACTIONS	12 
5. 6. 7.	TRANSACTIONS DETAILS ISSUER'S PROFILE DOCUMENTS	12 
5. 6. 7. 8.	TRANSACTIONS DETAILS ISSUER'S PROFILE DOCUMENTS INDEX CENTER PORTFOLIO TRACKER	12 
5. 6. 7. 8. 9.	TRANSACTIONS DETAILS ISSUER'S PROFILE DOCUMENTS INDEX CENTER PORTFOLIO TRACKER TICKER	12 

# Introduction

Within continuous activities and efforts on improving the distribution of information to the professional and general public, the Belgrade Stock Exchange presents a functionally upgraded and visually redesigned version of the BELEX.info service for distribution of trading data on the Belgrade Stock Exchange. The Manual is intended for end users, individual and professional investors, who will now be able to monitor trading in real time and at a higher level in terms of quality, make informed investment decisions based on timely information.

The primary purpose of this Manual is to offer basic guidelines and detailed information on the access and use of the BELEX.info service. A detailed outline of improved functionalities of the "old" BELEX.info service and completely new functionalities of the "new" BELEX.info service, at unchanged subscription fees, gives answers to any potential questions the users may have. The Manual gives answers to the questions on how to become a user, how to obtain a username and password and access the service, how to adjust the Trading Table, select columns and securities, see the market depth and transactions, create and monitor your own portfolio of securities, etc. It is meant to facilitate navigation through the service, allowing the end users to customize certain components of the service to fit their own needs.

For further questions and suggestions you can contact us by e-mail: <u>belex.info@belex.co.yu</u>.

# 1. BELEX.info Service Components

# **1.1.** A Short Description of the BELEX.info Service

BELEX.info is based on the FIX protocol, globally accepted standard protocol for communication between participants on the financial market, and provides real time distribution of trading data from the Belgrade Stock Exchange via the internet, without any delays and in line with the highest reliability and safety standards.

In addition to the current situation on the Exchange, i.e. movement of prices for all securities traded on the Belgrade Stock Exchange, relation between total bid and ask quantity of securities, volume of traded securities, simultaneous display of up to 60 securities on the Trading Table, the market depth information for up to 5 best bid and ask prices and quantities at those prices, details of the selected security and fast access to the issuer's profile documents, the BELEX.info application offers much more. Along with simultaneous monitoring of the market depth for several selected securities, we have added info about the last 5 concluded transactions for a given security, with the price, quantity and time of the transaction, as well as simultaneous monitoring of transactions for several different securities.

Using the Drag&Drop option, subscribers can now adjust the appearance, arrangement, dimensions and display of certain components according to their needs and preferences. The dimensions of tables can be changed by positioning the mouse in the low right-hand corner of the table, when the cursor turns into the arrow allowing the window to be adjusted by the drag option. A double-click on the grey surfice of the title bar minimizes the currently active table, while a repeated double click reactivates it again, returning it to its original dimension. By choosing the option "Save" in the main manu, the appearance, dimensions and arrangement of certain components and windows will be saved and stored for the next logging.

## 1.2. Logging-in

To become a user of the BELEX.info service you should fill in the on-line registration form and pay the monthly or annual subscription fee. When the application form is registered in the data base of potential users and the subscription payment verified, the user will receive by e-mail username and password for access to the service. After entering the username and password in the appropriate fields on page <u>www.belex.info</u> and clicking the button "Application", the user enters the Trading Table.

Login	
Language Engleski 🔻	
Username	
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Password	
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Login	

## 2. Trading Table

### 2.1. Characteristics of the Trading Table

After logging-in, the user enters the Trading Table containing the securities and columns and occupying the central place in the BELEX.info application. If the user logs in for the first time, the Trading Table will by default give real time data for the securities contained in the basket of the index BELEX15 and then, by alphabetical order, data for all securities traded in the continuous trading method. If the user has previously accessed the service, the Trading Table will contain only those securities that the user has chosen and stored during previous loggings, allowing him to monitor up to 60 securities on the Board. The user can change the securities on the Board as many times as he likes.

The user can sort the securities displayed on the Trading Table by selecting the heading of the appropriate column and activating the ascending, i.e. descending order of its elements. The first "click" of the mouse shows the descending, while the second "click" shows the ascending order. The user can select the chosen elements for all columns as many times as he likes.

The dimensions of the Trading Table can be adjusted by positioning the mouse in the lower right-hand corner of the Board, when the cursor turnes into the arrow and dimensions of the windows are set up by dragging.

The indicator of changes enables the user to monitor changes in the columns: Price, Change, Volume, Sum Bid, Sum Ask, Best Bid, Total Best Bid, Best Ask and Total Best Ask on the Trading Table, and in the column Present Price in the Portfolio Tracker. The field in which a rise is recorded relative to the previously recorded value is temporarily coloured green, or red in case of a fall.

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Dubina	Grafiko	n Trans	akcije	Detalji	Prospekt	:									
Simbo 🖌	Cena	Promen a	Obim	Sum Bid	Sum Ask	Best Bid Cena	Best Bid Kol	Best Ask Cena	Best Ask Kol	Open	High	Low	Trend	Zona	Faza
AGBN	13,500,0	-21,00	214	389	228	13,500,0	97	13.900,0	51	13.150,0	13.500,0	13,115,0	1	10.817,0	Continuo 🔺
AIKB	5.903,00	-97,00	631	1.410	1.814	5.903,00	52	5.976,00	35	5.900,00	5.979,00	5.880,00	-76,00	4.800,00	Continuo
BMBI	13.600,0	0,00	10	51	89	13.600,0	6	14.500,0	1	14.500,0	14.500,0	13.600,0	-900,00	10.880,0	Continuo
BNNI	40.000,0	0,00	1	1	1.076	32.000,0	1	39.000,0	50	1	1	1	1	32.000,0	Continuo
CCNB	45.000,0	0,00	1	1	40	1	1	46.000,0	1	1	1	1	1	36.000,0	Continuo
CYBN	13.000,0	-1.000,00	1	15	134	11.200,0	15	13.000,0	29	13.000,0	13.000,0	13.000,0	-1.000,00	11.200,0	Continuo
DJMN	32.000,0	0,00	1	1	25	1	/	33.500,0	1	1	1	1	1	25.600,0	Continuo 🛓
DNOS	4.498,00	-2,00	21	253	767	4,400,00	1	4,498,00	147	4,498,00	4,498,00	4.498,00	1	3.600,00	Continuo
ENHL	1.570,00	77,00	1.925	8.587	1.280	1.570,00	400	1.599,00	479	1.493,00	1.570,00	1.493,00	1	1.344,00	Continuo
FIDL	1.785,00	-24,00	200	1	1.045	1	1	1.790,00	65	1.785,00	1.785,00	1.785,00	-24,00	1,447,00	Continuo
GLOS	1.700,00	0,00	40	298	1.113	1.610,00	60	1.750,00	275	1.700,00	1.700,00	1.700,00	1	1.360,00	Continuo
IKRB	3.323,00	3,00	55	715	482	3.335,00	30	3,490,00	60	3.325,00	3.325,00	3.323,00	-2,00	2.656,00	Continuo
IMLK	1.700,00	0,00	203	2.615	1.518	1.700,00	97	1.739,00	30	1.700,00	1.700,00	1.694,00	1	1.360,00	Continuo
INFM	7.500,00	0,00	6	15	358	6.000,00	15	7.500,00	19	7.500,00	7.500,00	7.500,00	1	6.000,00	Continuo
JMBN	48.500,0	-1.000,00	26	4	213	42.000,0	3	48.400,0	1	48.500,0	48.500,0	48.500,0	-1.000,00	39.600,0	Continuo
KMBN	53.000,0	0,00	1	204	21	53.020,0	100	56.500,0	1	53.000,0	53.000,0	53.000,0	1	42.400,0	Continuo
MTBN	27.500,0	497,00	37	393	181	27.100,0	5	28.000,0	8	27.065,0	27.500,0	27.065,0	435,00	24.303,0	Continuo
MTLC	2.990,00	0,00	1	726	1.334	2.850,00	20	2.950,00	20	1	1	1	1	2.392,00	Continuo
PRBN	1.450,00	-30,00	18	997	3.320	1.401,00	142	1.450,00	350	1.401,00	1.450,00	1.401,00	49,00	1.184,00	Continuo
PRGS	389,00	0,00	1	730	6.272	343,00	30	380,00	419	1	1	1	1	311,00-4	Continuo
PTLK	840,00	0,00	1	1	5.555	1	/	820,00	269	1	1	1	1	672,00-1	Continue

### 2.2. Setting Up the Trading Table

The user can customize the Trading Table according to his own needs. The selected appearance of the board can be changed and adjusted an infinite number of times. The user can choose the preferred securities (up to 60 securities at a time), adjust the order of securities and select and arrange the columns. The user can select the securities and sort the columns an infinite number of times. The width of the columns can be changed by positioning the cursor on the edge of the given column. The cursor will change, activating the option for extending the column by moving the edge to the right or to the left.

#### 2.2.1. Choosing Securities

After the initial logging, the user enters the Trading Table, which shows the securities traded in the continuous trading method. The first step when selecting the preferred securities is to activate the field "Securities" located in the top left-hand corner. The user has a wide range of tools for searching the securities, i.e. he can search the securities by entering in the search field the first letter, part of or the whole symbol, part of or the whole name of the issuer, or by selecting all securities, securities traded by the single price auction method or continuous trading method, or only previously selected securities. The selected securities can be changed (selected and deselected) an infinite number of times. After entering the command in the search field and activating the option "Search", the user obtains all securities that meet the given requirements along with the information about the number

of found securities. The Trading Table will display the previously selected securities. The option "Cancel" allows the user to return to previous adjustments.

Se	curities	\$	$\square \times$
		Selected securities Search	
		Found 36 results	
$\checkmark$	ACTV	ZIF Fima SEE Activist a.d. Beograd, obicne akcije	<b>^</b>
$\checkmark$	AGBN	Agrobanka a.d. Beograd, obicne akcije sa pravom	≣
$\checkmark$	AIKB	AIK banka a.d. Nis. obicne akcije sa pravom glasa	
$\checkmark$	вмві	Bambi Banat a.d. Beograd, obicne akcije sa pravo	- 11
✓	BNNI	Banini a.d. Kikinda, obicne akcije sa pravom glasa	- 11
$\checkmark$	CCNB	Cacanska banka a.d. Cacak, obicne akcije sa prav	- 11
V	CYBN	Credy banka a.d. Kragujevac, obicne akcije sa pra	- 11
$\checkmark$	DJMN	Dijamant a.d. Zrenjanin, obicne akcije sa pravom	•
		OK Cancel	

### 2.2.2. Choosing Columns

Trading data in real time for selected securities on the Trading Table are displayed in columns, which can be customized to fit the user's needs. By activating the command "Columns", the user obtains a list of 14 available columns (the "Symbol" and "Price" columns cannot be removed from the Board).

The reaarrangement of columns is done by dragging; the user selects the appropriate column, which automatically turns blue, and drags it to the desired position.

Columns	×
🗹 Change	-
Volume	
Sum Bid Best Bid Price	
Mest Bid Price	
🗹 Best Bid Qty	≣
🗹 Best Ask Price	
🗹 Best Ask Qty	
🗹 Open	
✓ High	
Low	
🗹 Trend	
	•
OK Cancel	

After choosing and arranging columns, the command "OK" saves the appearance of the Trading Table, which will be stored until the next modifications and changes within this option. The option "Cancel" returns the adjustments to previously saved changes.

## 2.3. Description of the Trading Table's Columns

Trading T	able															
Depth	Chart	Trades	Details	Prospe	ctus											
Symb ol ▲	Price	Change	Volume	Sum Bid	Sum Ask	Best Bid Price	Best Bid Qty	Best Ask Price	Best Ask Qty	Open	High	Low	Trend	Floor/Ce iling	Phase	

Description of the Trading Table's Columns:

- 1) Symbol a unique combination of letters which the Stock Exchange assignes to each security included in trading;
- Price the last traded price (for debt instruments, this is the percentage of the nominal value, while for securities it is expressed in dinars);
- Change absolute change in price relative to the indicative price (closing price of the previous trading session);
- 4) Volume the volume of traded securities;
- 5) Sum Bid the total quantity of buy orders;
- 6) Sum Ask the total quantity of sell orders;
- 7) Best Bid the best buy price;
- 8) Total Best Bid the total quantity of securities being demanded at the Best Bid price;
- 9) Best Ask the best price at which someone is presently offering to sell a security;
- 10) Total Best Ask the total quantity of securities being supplied at the Best Ask price;
- 11) Open the first price today;
- 12) High the highest price during the trading session;

- 13) Low the lowest price during the trading session;
- 14) Trend the absolute change in price compared to the previously concluded transaction;
- Floor/Ceiling the largest allowed price deviation from the indicative price of security, i.e. price range within which conclusion of transations during the same trading session is allowed;
- 16) Phase current trading phase on the market.

#### 3. Depth

The market depth can be viewed by selecting the desired security, which automatically turns blue, and then choosing the option "Depth". The user can simultaneously open and monitor the depth for several securities. This option shows up to 5 Best Bid/Ask positions and quantities for the said Bid/Ask prices. Using the option dragging, the user drags and positions the window "Depth" to the desired location within the service. By double-clicking on the grey surfice of the title bar the window is minimized, and with a repeated double-click it resumes its original dimensions. The user is able to set up the size of the window by positioning the mouse in the top right-hand corner of the Board, when the cursor changes into an arrow, enabling the windows to be set up by dragging.

Depth AIKB				Π×
Level	Bid	Bid kol	Ask	Ask kol
1	5.050,00	60	5.100,00	200 🔺
2	5.000,00	4	5.195,00	34 🛓
3	4.801,00	50	5.198,00	50
4	4.700,00	10	5.199,00	66
F	4 200 00	2	E 200.00	200
Danak ACDN		_		

#### 4. Graph

The graph presentation of the movement of quantity and price for a desired security is done by the option "Chart" which, in addition to the intraday graph presentation of price movements and quantities of securities traded by continuous trading method, gives an overview of the historical price movements (via line or candlestick graph presentation) and quantity at the weekly, monthly, semiannual and annual level, for all traded securities. By moving the cursor along the graph showing the daily price movements the user can follow various prices of a security during one trading session, with the exact time when the price was reached. Also, by moving the cursor along certain columns on the graph showing turnovers, the user can obtain information on the turnover for a particular transaction. By moving the cursor along the graphs showing the quantity and price at the weekly, monthly, semiannual and annual level, the information on the closing price and daily turnover is obtained.



Also, there is the option of comparing several symbols, i.e. comparative indexed graph presentation of price movements for several selected securities in the desired period, by entering into the field "Compare to symbol" the symbol of the security with which we want to compare the price movement, choosing the date from which we want to make the comparison and clicking on the button "Compare". The procedure is repeated for each security we want to add to the comparison, and it is closed by clicking on the red cross next to the symbol we want to remove from the graph.

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#### 5. Transactions

The user obtains the list of the last five concluded transactions for the selected security by selecting the desired security and choosing the option "Transactions". This option allows a table overview of the last five concluded transactions for the selected security with the closing price, quantities by prices and time of the conclusion of transaction.

Trades AIKB				$\square \times$
Symbol	Price	Quantity	Time	
AIKB	5.190,00	20	10:06:57	
AIKB	5.195,00	66	10:06:15	
AIKB	5.194,00	50	10:04:19	
AIKB	5.100,00	4	10:03:05	

#### 6. Details

To view the details for the selected security, the user must select a security, which automatically turns blue. After that, by activating the command "Details", the following information on the seleced security is displayed:

- 1) Symbol and full name of the traded security (share),
- 2) Name of the issuer,
- 3) ISIN number,
- 4) Code and name of the industrial sector of the issuer,
- 5) Total number of shares issued for the selected symbol (selected security),
- 6) Date of trading with the selected security on the Belgrade Stock Exchange,
- 7) 52-week high price and the date when the highest price was reached,
- 8) 52-week low price and the date when the lowest price was reached,
- 9) Historical high and the date when it was reached,
- 10) Historical low and the date when it was reached,
- 11) Market capitalization for the selected symbol (selected security),
- 12) P/E coefficient, representing the ratio between the market price and earnings per share for the selected symbol,
- 13) P/B coefficient, representing the ratio between the market price and the book value for the selected share

Details AIKB	
Symbol	АІКВ
Security Name	AIK banka a.d. Niš. obične akcije sa pravom glasa
Issuer	AIK banka a.d. Niš
ISIN	RSAIKBE79302
Sector	I Finansijsko posredovanje
No. of Securities Issued	7031478
First Trading Date	18.10.2005.
52-Week High (date)	11.550 (11.10.2007.)
52-Week Low (date)	4.300 (18.09.2008.)
Hist. High (date)	15.829 (27.04.2007.)
Hist. Low (date)	2.100 (21.10.2005.)
Market Capitalization	35.157.400.000
PE	8,81
РВ	1,38

#### 7. Issuer's Profile Documents

Users of the BELEX.info service can quickly and easily access the desired security in the issuer's profile document. All they have to do is select a security and click on the button "Prospectus". The profile document of a company will appear in a new window.

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	Grafiko	n Trans	akcije	Detalji	Prospekt											
Simbo 🖌	Cena	Promen a	Obim	Sum Bid	Sum Ask	Best Bid Cena	Best Bid Kol	Best Ask Cena	Best Ask Kol	Open	High	Low	Trend	Zona	Faza	
AGBN	13.900,0	379,00	243												-	
AIKB	5,951,00	-49,00	807		AIKB@BELI				orer						_	
BMBI	13.600,0	0,00	10	1	File Edit Vi	ew Favor	rites Tool	s Help								4
BNNI	40.000,0	0,00	1		Back -	0.1	× 2	6	Search	Eavorite		A- 🎍	(W) -	. 11	88	
CCNB	45.000,0	0,00	1		<b>U</b> buck				Joardin						-	
CYBN	13.000,0	-1.000,00	1	A	ddress 🙆 htt	p://www.be	elex.rs/pros	pekt/?id=50·	138					*	🔁 Go	Links
DJMN	32.000,0	0,00	1													
DNOS	4.400,00	-100,00	22	_		7a iatinita	at nadatala	o ou or D	roonolduia	munina abli	sinse ieun e	a oalašavar	sie Indeuee			
ENHL	1.570,00	77,00	1.925	8.								g oglasavar a Zakonom,			a	
FIDL	1.785,00	-24,00	200	_								je Izdavala				
GLOS	1.700,00	0,00	40	_												
IKRB	3.323,00	3,00	55	_		PF	ROSPEKTI	ZDAVAOC	A ZA ORGAN	IIZOVANJE	TRGOVA	IJA NA TRŽ	ISTIMA BE	RZE		
IMLK	1.700,00	0,00	203	2.				• • •								T
INFM	7,500,00	0,00	37	_		(8						/ni prospek: iie za hartii				
*141.111	48.500,0	-1.000,00	26			(0	ija je ionn	a i sauiziii	- P - P			ije za nanij		050)		-
	53.000,0	0,00	1						<u>ww</u>	v.aikbanka	<u></u>					1
JMBN		497,00	37													
JMBN KMBN	27.500,0		21	1.						· · ·		i prospekta			10.2005.	
JMBN KMBN MTBN MTLC	27.500,0 2.952,00	-38,00								Datum p	oslednjeg	inoviranja p	orospekta	26.	05.2008.	
JMBN KMBN MTBN		-38,00 -30,00	18													
JMBN KMBN MTBN MTLC PRBN	2.952,00		18 /													
JMBN KMBN MTBN MTLC	2.952,00 1.450,00	-30,00	18 / /													

8. Index Center

Another functionality of the application is real time presentation of the movement of the index of the most liquid securities BELEX15. The data are updated automatically. Also, the option Index Center gives the graph presentation of the historical movement of both indices of the Belgrade Stock Exchange, BELEX15 and BELEXline, as well as turnovers at the monthly, semi-annual and annual levels.

🕐 Intraday	data						
Symbol	Value	Open	High	Low	Change	Change %	Trend
BELEX15	1.184,34	1.168,13	1.184,56	1.168,13	17,15	1,47	-0,2
1.184 —	Г						

Data concerning daily movements of the index are presented above the graph:

- 1) Value the last index value
- 2) Open index value at the opening,
- 3) High the highest index value,
- 4) Low the lowest index value,
- 5) Change change of the index value compared with the closing value of the previous day,
- 6) Change % percentual change of the index value compared with the closing value of the previous day,
- 7) Trend change of the index value compared with the previous value.

By moving the cursor along the graphs showing the movement of the index, i.e. along certain columns on the graph showing the turnover, the user is able to monitor individual values of the index and the date when the value was reached.



## 9. Portfolio Tracker

The Portfolio Tracker allows users to create and monitor the portfolio of securities. Following market developments and price movements, the user can now monitor his positions and potential yields on holdings in the real time, and make timely decisions concerning the buying or selling of securities. In addition to the positions purchase value of portfolio, selling value of portfolio, gain and yield expressed in dinars, these values are converted and expressed in euros. By choosing the tabs "Add", "Edit", "Remove", adding, modification and deleting of positions for a given security are performed. The Tracker automatically aggregates the purchase and selling price of the portfolio, as well as its gain or loss, and at every moment has an insight into the yield which can be achieved by selling.

It should be noted that, since the Portfolio Tracker is intended for individual and institutional investors, both residents and non-residents, who are subject to different taxations, the taxes are not included in the calculation and must be calculated subsequently.

Add Edit Remove													
Symbol	Buying price	Quantity	Buying commiss ion %	Buying date	Exchange rate on buying	Buying value RSD	Buying value EUR	Current price	Selling commiss ion %	Selling value	Gain/loss RSD	Yield RSD %	Yield EUR %
enhl	1.515,00	10	2,00	04.09.2(	76,67	15.453,00	201,54	1.345,00	2,00	13.181,00	-2.272,00	-14,70	-14,50
ENHL	2.000,00	11	3,00	22.09.2(	76,49	22.660,00	296,22	1.366,00	3,00	14.575,22	-8.084,78	-35,67	-35,67
aikb	8.063,00	10	2,00	28.08.2(	76,55	82.242,60	1.074,28	5.000,00	2,00	49.000,00	-33.242,60	-40,42	-40,37
mtbn	38.100,0	5	2,00	28.08.2(	76,55	194.310,0	2.538,14	23.000,00	2,00	112.700,0	-81.610,00	-41,99	-41,95
sjpt	3.100,00	5	2,00	28.08.2(	76,55	15.810,00	206,51	1.800,00	2,00	8.820,00	-6.990,00	-44,21	-44,16
sjpt	3.100,00	10	2,00	28.08.2(	76,55	31.620,00	413,03	1.800,00	2,00	17.640,00	-13.980,00	-44,21	-44,16
SUM						491.176,61	6.414,00			295.002,0	-196.173,0		

Clicking on the tab "Add" opens a window for a new buy transaction. The user must enter into the fields the symbol, bid price, ask price, buy/sell commission and the day when the transaction was executed. The value of the official middle exchange rate on the day of buying can be seen by clicking the button "Get rate". All fields must be filled in.

Add Transaction	
Symbol	
Buying price	
Quantity	
Buying commission %	
Buying date	
Exchange rate on buying date	Get rate
Selling commission %	
OK Cancel	

The user can change certain positions for a selected security by the tab "Edit". At every moment the user can cancel the change of the transaction by clicking the button "Cancel".

Edit Transaction		Π×
Symbol	ENHL	
Buying price	2000	
Quantity	11	
Buying commission %	3	
Buying date	22.09.2008.	
Exchange rate on buying date	76.4948	Get rate
Selling commission %	3	
OK Cancel		

The user can delete a transaction by selecting the transaction he wants to delete, which turns blue. The selected transaction is deleted by the command "Remove", after which the user receives the confirmation that the share was deleted.







The option "Ticker" allows the user to follow the band on the lower edge of the working surface with the "scrolling" symbols of securities, price of the last concluded transaction and change in price relative to the indicative price, for securities traded during one trading session. A repeated click on this option removes the ticker from the display. The Ticker is composed of two parts. The first segment shows the symbols, price and percentual price change for securities in continuous trading method, while the lower segment shows securities traded by the single price auction method. The green colour designates the securities with a rise in price in comparison with the previous trading, the red colour symbolizes a fall in the price, while grey shows securities traded at an unchanged price relative to the

price from the previous trading day. The arrows on the left-hand side enable the regulation of speed and direction of symbols (from left to right, or from right to left), but also to completely stop the band. By moving the cursor along a symbol, the user can see the full name of a given security. With the option "Save", the adjustments of speed and direction of data in the ticker will be stored and saved.

## 11. Option "Windows"

The user is able to simultaneously open and monitor a large number of windows. The list of all currently active windows can be obtained by choosing the option "Windows", and by selecting a window (except for the Trading Table) within this option the chosen window becomes the primary window relative to other currently active options.

Windows 🔹	J
Windows	
Trading Table	
Depth AGBN	
Depth MTBN	
Depth ENHL	
Depth AIKB	
Chart AIKB	
Portfolio Tracker	

## 12. Option "Save"

To save the appearance of the Trading Table, active windows, their overview, dimensions and other adjustments for future loggings, the user must click the button "Save" before logging-out.

