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## ABI Investor Platform User Guide

Welcome to stocks investing with AB Invest. Here are some quick tips to help you get started.

The platform can be accessed by downloading **ABI Investor** application on tablets or smartphones.

Alternatively it can be accessed through a web browser by following the link: <https://abinvest.globaltradingnetwork.com/rubix/login>

### **Minimum System Requirements:**

| <b>Device type</b> | <b>Operating systems</b>        |
|--------------------|---------------------------------|
| <b>Smartphone</b>  | iPhone – iOS12.1+<br>Android 6+ |





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1. First start by entering your User ID and password to log-in to your account.

The screenshot shows a login form on a dark blue background. At the top, there are two tabs: 'Live' (highlighted in light blue) and 'Demo'. Below the tabs are two white input fields: 'Username' and 'Password'. Under the 'Password' field is a 'Remember me' checkbox, which is currently unchecked. Below the input fields is a large light blue 'Login' button. Underneath the button is a link for 'Forgot Password?'. At the bottom of the form, there are two icons: a telephone icon labeled 'Call' and an envelope icon labeled 'Email'. In the bottom left corner, it says 'Powered By' followed by the GTN logo. In the bottom right corner, it says 'Version : 24.21.5'.


2. To create a new watch list.


Click on the  in the top right corner and click on the  New Watchlist icon to create a new watchlist.

< **New Watchlist**×


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**Add New Watchlist**





**Custom Watchlists**

- Type in a new name for the watchlist in the 'Add' field, then press the  icon next to it. (Watchlists also can be edited/deleted from the same window).
- To populate the newly created watchlist with symbols, ensure the new watchlist is selected from the dropdown then type in the symbol name in the search bar.
- Select the symbol as it appears in the autocomplete list while typing.



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289 500 0.00% 00.0 00.0 00.0

Symbol Search >

Clear AAPL

All Stock Index Preferred Stock

All Sources

| Symbol     | Apple Inc   |
|------------|---|
| NSDQ       | AAPL  |
| CFD-ST (D) | AAPL.CFD  |
| OPRA (D)   | AAPL Apr 24 Call<br>10.0<br>AAPL Apr 2024 10.000 call   |
| OPRA (D)   | AAPL Apr 24 Put<br>10.0<br>AAPL Apr 2024 10.000 put     |
| OPRA (D)   | AAPL Apr 24 Call<br>100.0<br>AAPL Apr 2024 100.000 call |
| OPRA (D)   | AAPL Apr 24 Call<br>100.0<br>AAPL Apr 2024 100.000 call |

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Global Markets My Account Tasks Watchlist Menu




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### 3. Customizing Watchlist Settings.

- Click on the  and select **Manage Columns**.
- Select the columns you wish to add from the Left column by clicking the ">" button. If you wish to deselect an already added column you can do so by clicking "<".
- Click on Save to confirm your changes.
- You may revert to the default settings at any time by clicking the 'Load Default Settings' button at the bottom left-hand corner of the window.



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<NSDQ100 - Manage Columns

**Unselected Column**

Filter

- Open
- Chg.
- Bid Qty
- Ask Qty
- Currency
- Last Qty.
- Trend
- Trades
- Bid / Ask
- High
- Low
- Min
- Max
- Total Bid Qty
- Total Ask Qty
- 52Wk Range
- Exchange
- Symbol Code
- Time

»

>

<

«

**Selected Column**

- Last
- % Chg.
- Bid
- Ask
- Chart
- Day Range
- Volume
- Turnover

Load Default Settings

Cancel

Save

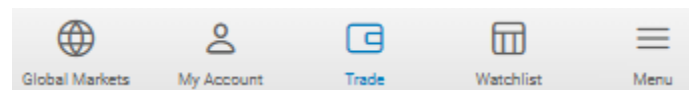



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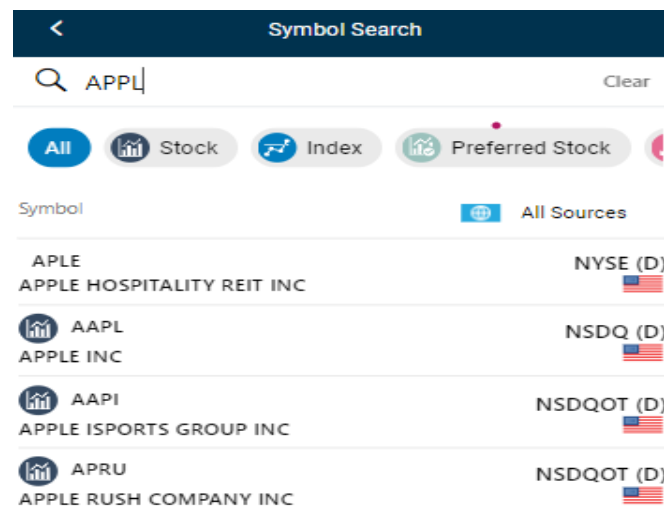
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#### 4. Buy Order Placement:

- Select the **Trade** tab from the panel at the bottom of the screen.



- Tap on the search symbol , and start typing the name of the stock you wish to purchase, then select it when it appears in the autocomplete list.





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- Note that once you've selected a symbol, the [descriptive fields](#) of the order ticket will automatically be populated with the basic details about the stock (i.e. its *current market price, trend, percentage change, "bid" and "ask" prices*).

S&P 500 5,117.09 -33.39 -0.65%

Trade

AAPL.NSDQ (D) APPLE INC EQ

173.45  
-0.03% ↓ Min 0.00 Max 0.00

Bid 173.27 5 6 Ask 174.00

Quantity Value 100 Value: 17,400.00

Price 174.00

Order Type Limit

Good Till Day

Portfolio P001029134-USD Currency USD

Trade Session Regular (13:30:00-20:00:00) GMT

Buying Power 100,018,294.85 Qty In Hand 5,733

Buy @ 174.00

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Global Markets My Account Trade Watchlist Menu





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- Tap on the **Action button** in the ticket displayed. Choose **Buy**

S&P 500 ▼ 5,117.09 ↓ -33.39 -0.65%

Trade

Please Search a Symbol

Quantity  Value  Price

Order Type  All or None

Good Till  Action  Day Order

Portfolio P001097596-USD Currency

Buying Power 0.00 Qty In Hand --

Advanced

|             |      |
|-------------|------|
| Order Value | 0.00 |
| Commission  | --   |
| VAT         | --   |
| Net Value   | 0.00 |
| Holdings    | --   |
| Buy Pending | --   |
| Stamp Duty  | --   |

Buy @ --



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- Enter the **quantity/ [value](#)** of stocks you wish to purchase and the **price** you wish to purchase at.
  - **Note:** In the case of a '*Market Order*' the **Price** field will be greyed-out/ locked as this type of order is sent at the current market price of the symbol.
- Click on the **Buy** button to finalize the order.
  - **Note:** The label of the Buy button changes according to the price field of the stock/ security (i.e. "*Buy @ [Price]*").
  - The system will then ask you to enter your Trading Password to confirm your order. This is a security measure that's set in place in order to ensure that no one else can place an order using your trading account.

## 5. Sell Order Placement

Note: In order to Sell a symbol, the selected symbol should be purchased and already exist in your Portfolio.

- Navigate to the **Trading Account** from the side menu, then click on '**Portfolio**'.
- Tap on the symbol you wish to sell, and select the **Sell** option from the context menu that opens at the bottom of the screen.
- An [Order Ticket](#) will then open containing the **quantity in hand** (total number of shares available) of the symbol.
- Enter the **quantity** of shares you wish to sell, and the **price** you wish to sell at, then fill the remaining fields in [the Order Ticket](#) to match your preferences.
- Press the **Sell** button to confirm your order.
- The system will then ask you to enter your Trading Password to confirm your order. This is a security measure that's set in place in order to ensure that no one else can place an order using your trading account.



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< Trade

XEL.NSDQ (D) XCEL ENERGY INC EQ

52.04

0.00 % Min 0.00 Max 0.00

|       |     |       |       |
|-------|-----|-------|-------|
| Bid   | 161 | 1,000 | Ask   |
| 51.99 |     |       | 52.26 |

|               |       |
|---------------|-------|
| Quantity      | Price |
| 1             | 51.99 |
| Value : 51.99 |       |

|            |  |
|------------|--|
| Order Type | <input type="checkbox"/> All or None     |
| Limit      | <input type="checkbox"/> Outside RTH     |
|            | <input type="checkbox"/> Overnight Order |

|           |                                    |
|-----------|------------------------------------|
| Good Till | Action                             |
| Day       | Sell                               |
|           | <input type="checkbox"/> Day Order |

|                                 |             |
|---------------------------------|-------------|
| Portfolio                       | Currency    |
| P001029134-USD                  | USD         |
| Trade Session                   |             |
| Regular (13:30:00-20:00:00) GMT |             |
| Buying Power                    | Qty In Hand |
| 99,999,989.10                   | 1           |

Sell @ 51.99



## 6. The Order List

Recent buy or sell orders (that have already been sent to the exchange through the app) are presented in an order list with their respective Order Statuses. This list contains vital information on the attributes of the transactions for the symbols purchased/ sold.

| Status                             | Order Value | Qty.              |
|------------------------------------|-------------|-------------------|
| XEL<br>XCEL ENERGY INC<br>Filled   | 51.99       | Sell 1<br>@ 51.99 |
| AMZN<br>AMAZON COM INC<br>Rejected | 100.00      | Buy 0<br>@ 0      |
| AAPL<br>APPLE INC<br>Filled        | 17,400.00   | Buy 100<br>@ 174  |

- To obtain a comprehensive view of a Sell/Buy Order, simply tap on an Order record within the Order list, then a detailed window will open with a range of order details.



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S&P 500 ▼ ↑ 5,224.62 | 46.11 0.89% ●

**Order Details**

|                 |                     |
|-----------------|---------------------|
| Order No        | 24H201000134        |
| Order Date      | 20-03-2024 07:45:28 |
| Side            | <b>Sell</b>         |
| Status          | <b>Filled</b>       |
| Qty.            | 1                   |
| Remaining Qty   | 0                   |
| Cum. Qty        | 1                   |
| Type            | Limit               |
| Price           | 176.22              |
| Average Price   | 176.22              |
| Trade Session   | REG                 |
| Expiry Date     | 20-03-2024          |
| TIF             | Day                 |
| Day Order       | No                  |
| Symbol          | AAPL                |
| Exchange        | NSDQ                |
| Order Value     | 176.22              |
| Net Value       | 131.65              |
| Commission      | 32.51               |
| VAT             | 3.25                |
| Regulatory Fees | --                  |

**Order Execution History**

| Date | Last Price | Filled Qty. |
|------|------------|-------------|
|------|------------|-------------|

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Global Markets | My Account | Trade | Watchlist | Menu




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## 7. Filtering the order list

The application allows you to filter orders based on certain criteria (this is useful when trying to manage multiple orders).

- Press the search  icon at the top-right-hand corner of the page.
- Select your filter criteria and press 'Search' to filter the order list.
- For instance, you may filter orders for a particular Symbol, that are of a specific Order Type made during a specific Date Range.

Portfolio  
All

Symbol

Status  
All

Instrument Type  
Equity

From  
14-03-2024

To  
21-03-2024

Order No  
Order No

Page Size  
10

Reset Search



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8. Amending or canceling an order

- Navigate to the Order List tab (as stated above).
- Tap on the order immediately, and press 'Amend Order' or 'Cancel Order'.

 Order Details

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 Amend Order

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 Cancel Order

**Please Note:** These steps would only work if the 'Cancel Order' action is performed *within a few seconds* after submitting an order before its status changes to 'Filled'.

- If the **Amend Order** option is clicked within a *few moments* after the order was submitted, certain fields of the order ticket may be amended and resubmitted.



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- Please note that the amendments (i.e. quantity or price updates) would apply only to the *unfilled* section/portion of the order. The unfilled portion of the order is the section of an order which hasn't yet been executed by the exchange.
- The *order type* field can only be changed from a market order to a limit order or vice versa. Changes to order types such as Stop, or Stop Limit are not permitted when amending an order.

If the **Cancel Order** option is clicked within a few moments after the order was submitted, the order may be canceled.

- Please note that only the *unfilled* section of the order can be canceled.

To view comprehensive order details, simply click on an order record in the table, a window will then open with a comprehensive list of order details.





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## 9. Order Statuses

An order contained within the Order List can be within any of the following statuses.

- **New Waiting** – The order has been accepted by the Order Management System (OMS) during market closed hours and will be sent to market/ exchange when the market opens/ during Pre-open.
- **Queued** – Orders are stored in the Order Books as per the price/time priority waiting for a match.
- **Partially Filled** – When the order is in the process of getting filled.
- **Filled** – When the order is completely filled.
- **Replaced** – When an order amendment is accepted by OMS and sent to market.
- **Expired** – This denotes an order which has reached its expiry date/period.
- **Canceled** – This indicates an order that was canceled as per user request purposefully (deliberately).
- **Rejected** – This indicates an order that has been rejected (either by the OMS or the exchange)



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- **Amended** This denotes the order is changed by the user.
- **Pending Trigger** – This indicates orders which are waiting to execute (be processed).
- **Triggered** – This denotes orders which have been executed.

\*Order statuses can differ depending on the exchange.

Once the active orders are sent to the exchange, it then tries to find a match from the other side in the market. If a match isn't found, then the orders are stored in the Order Book as per the price/time priority. The status of such orders is displayed as **Queued** in the Order List. Once the order is matched, the status in the Order List is updated to **Filled**. Once the order you placed is filled, or is partially filled, this is then reflected in the Portfolio and the cash balance is updated in the Account Summary window .



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## 10. Order Types

- **Market Order** – This type of order is sent to the market and is executed at the best bid for sell orders or best ask for buy orders, as available at the time.
- **Note** that the *Price* field is not a mandatory field for certain order types such as ‘Market’ orders.
- **Limit Order** – This is an order where the maximum buying price or the minimum selling price can be specified by the user. Consequently, the order will execute at the specified price (or better).
- **Stop Order** – This is a market order that is sent to the exchange when the trigger price (the *stop* price) is reached. When the specified price is reached, the Stop Order becomes a Market Order and is executed at the best available price.
- **Stop Limit Order** – This is an order that combines the features of a Stop Order and a Limit Order. It is an order to buy a security at no more or sell at no less than a specified Limit Price. Once the Stop Price is reached, the Limit Order is sent to the exchange to buy or to sell till the specified price.
- **Market On Close Order** – This is a specialized order type submitted to the exchange with the intention of executing a trade at the closing price of the trading day. When the market is about to close, the MOC order is sent to the exchange, and it is executed at the prevailing market closing price.
- **Limit On Close Order** - This order type specifies a limit price for execution during the closing auction. It only executes if the closing price matches or is better than the limit, giving traders price control at the end of the trading day.



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### **Further Notes:**

- A round lot is a standard unit of securities to be traded on an exchange it can range anywhere from 1-100 shares, depending on the exchange. A round lot is sometimes referred to as a normal trading unit.
- A limit order is visible to the market and instructs your broker to fill your buy or sell order at a specific price or better. A stop order is not visible to the market and will become a market order once a stop price has been met.
- A stop order, also referred to as a stop-loss order, is an order to buy or sell a stock once the price of the stock reaches a specified price, known as the stop price. When the stop price is reached, a stop order becomes a market order. A buy stop order is entered at a stop price above the current market price. Investors generally use a buy stop order in an attempt to limit a loss or to protect a profit on a stock that they have sold short. A sell stop order is entered at a stop price below the current market price. Investors generally use a sell stop order in an attempt to limit a loss or to protect a profit on a stock that they own.
- Before using a stop order, investors should consider the following:
  - The stop price is **not the guaranteed** execution price for a stop order. The stop price is a trigger that causes the stop order to become a market order. The execution price an investor receives for this market order can deviate significantly from the stop price in a fast-moving market where prices change rapidly. An investor can avoid the risk of a stop order executing at an unexpected price by placing a stop-limit order. A stop-limit order includes a limit price that requires the order to be executed at the limit price or better – but the limit price may prevent the order from being executed.
  - A stop order may be triggered by a short-term, intraday price move that results in an execution price for the stop order that is substantially worse than the stock's closing price for the day. Investors should carefully consider the



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risk of such short-term price fluctuations in deciding whether to use a stop order and in selecting the stop price for an order.

- A stop-limit order is an order to buy or sell a stock that combines the features of a stop order and a limit order. Once the stop price is reached, a stop-limit order becomes a limit order that will be executed at a specified price (or better), however execution is not guaranteed. The benefit of a stop-limit order is that the investor can control the price at which the order can be executed.
- Before using a stop-limit order, investors should consider the following:
  - As with all limit orders, a stop-limit order may not be executed if the stock's price moves away from the specified limit price, which may occur in a fast-moving market.
  - The stop price and the limit price for a stop-limit order do not have to be the same price. For example, a sell stop limit order with a stop price of \$3.00 may have a limit price of \$2.50. Such an order would become an active limit order if market prices reach \$3.00, and will keep on filling until it reaches \$2.50. The remaining quantity will remain at \$2.50 until it gets executed or expired.
  - As with a stop order, a stop-limit order may be triggered by a short-term, intraday price move that results in an execution price for the stop order that is substantially inferior to the stock's closing price for the day. Investors should carefully consider the risk of such short-term price fluctuations in deciding whether to use a stop order and in selecting the stop price for an order.



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By using the service, you are confirming your consent to be bound by the terms of this Agreement. If you do not agree, AB Invest is not willing to provide you with access to the service and you should immediately discontinue your use of the service. You agree that AB Invest may modify this Agreement at any time in its sole discretion and without prior notice to you. Such changes will be posted by any means and will be effective upon posting. You should review this Agreement periodically to ensure familiarity with its then-current terms and conditions. Your continued use of the service shall constitute your acceptance of this Agreement and your continued use of the service following any modification of this Agreement shall constitute your acceptance to the Agreement, as amended. If you do not agree to the changes, you must notify AB Invest in writing or by telephone of your refusal and discontinue your use of the service.

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You furthermore agree that AB Invest reserves the right to monitor your use of the service and that the resultant information may be used by AB Invest for its internal business purposes.

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