



# USERGUIDE

## MT4+ TRADE TERMINAL



The logo for Techno Innovations Limited is centered on the page. It features the company name in a bold, sans-serif font. The 'T' and 'I' are larger and positioned above the 'E', 'N', and 'O'. Below the main name, 'INNOVATIONS' is written in a smaller, all-caps font, and 'LIMITED' is in a box with a blue border.

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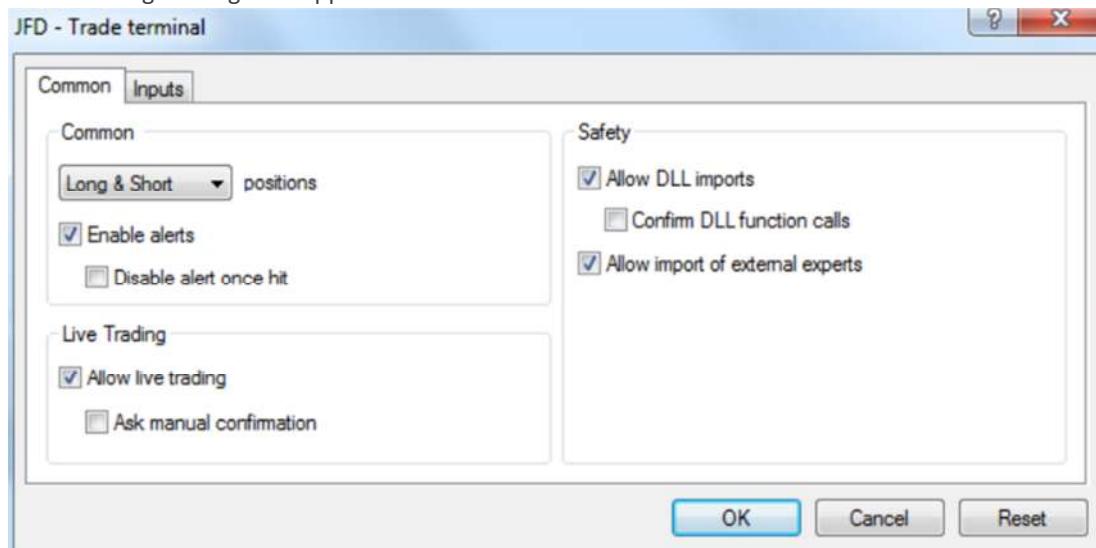
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## 1. Techno – TRADE TERMINAL

To open the **Trade Terminal**, double click on **Techno – Trade terminal** from the **Expert Advisors** list in the **Navigator** window. You can also right click on **Techno – Trade terminal** and then select **Attach to a Chart**. Or alternatively, you can drag and drop the **Techno – Trade terminal** at the chart space.

The following message will appear. Click **OK**.



The **Trade Terminal** will then appear in a separate window as shown below:



All the instruments that you can view in the **MT4 Market Watch** window will appear in the **Trade Terminal**.

The Trade Terminal consists of three parts:

- Market watch
- Open and Pending Orders list
- One-Click Terminal with account information

## A. MARKET WATCH

### a. Placing Buy / Sell orders

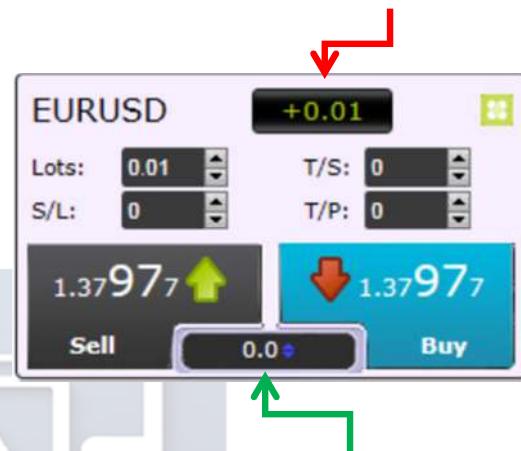
As soon as the **Trade Terminal** is operating you can place buy and sell orders using the large **Buy** button and the large **Sell** button.

Your current net exposition is shown on the status indicator located at the top of the **Mini Terminal** window as shown on the right hand side. For example,

if the text reads +0.50, this means that you are long by 0.5 lots.

If it states -0.50, then you are short by 0.5 lots, and so on.

The spread of the instrument is shown where the green arrow points.



To manage the numbers of lots, set a stop-loss, take-profit or trailing-stop, use the corresponding fields in the **Mini Terminal**.

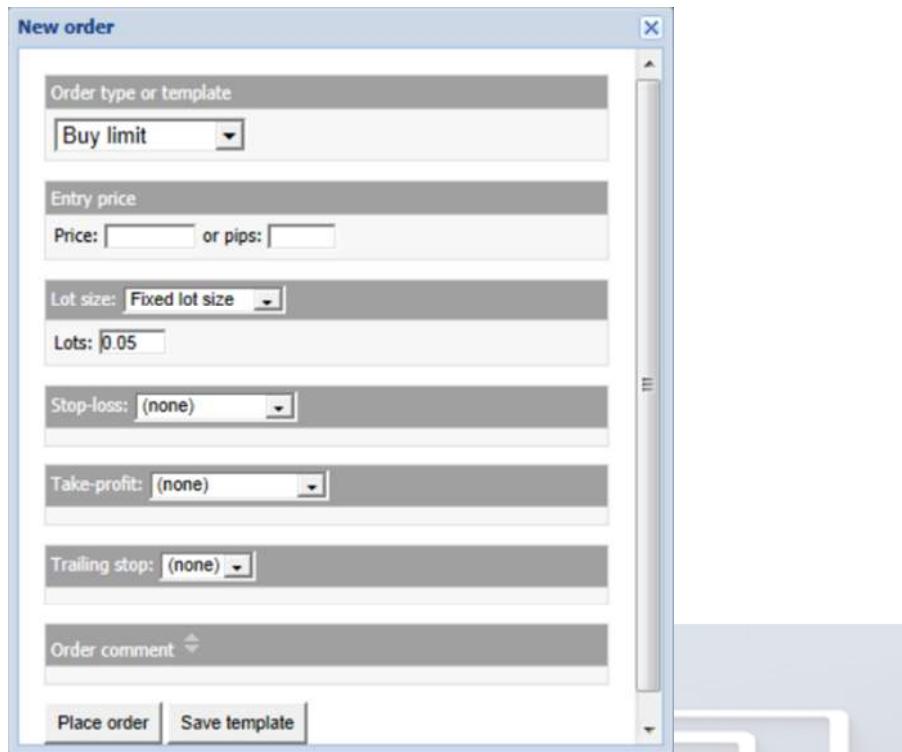
To open calculators for each of these fields, hold down the **Ctrl** key while clicking on the field. For example, if you are trading 0.5 lots, and you want a Stop Loss (S/L) which is equal to \$200, then you can **Ctrl + Click** on the Stop Loss (S/L) field and tell the calculator to figure out the number of pips which is corresponding to a fixed cash risk of \$200.

### b. Placing Pending Orders

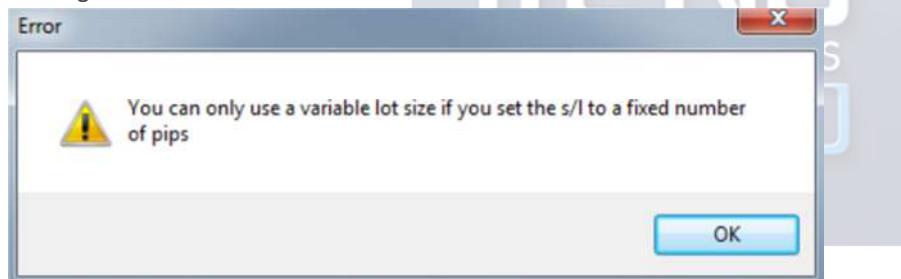
You can set pending orders using the **1-Click Trade Manager**, i.e. Buy Limit, Sell Limit, Buy Stop, and Sell Stop, by clicking on the green button  for the preferred instrument and then selecting **New Order** from the dropdown menu.

From here, you are able to select the order type and entry price, stop-loss, take-profit etc.

The entry price for pending orders can be identified either as a fixed price or as a number of pips.



If the combinations of an order that you placed in the **New Order** window were wrong, you will receive an error message as shown below:



This message means that for every error with a certain combination and risk, Techno Innovations cannot fully guarantee at which price the trade is filled. In other words, Techno Innovations does not know if there is a gap in the market and therefore does not know the entry price of the trade.

**NOTE:** The **fixed cash risk**, **% of equity** and the **% of balance** (chosen from the **Lot Size** field in the **New Order** window) do not work with any other option apart from **Pips** in the **Stop Loss** and **Take Profit** fields. This is due to possible Slippage. The reason why this works is that if you have a slippage of 1 pip, for example, the Stop Loss will also be 1 pip away.

### c. OCO (one-cancels-other) Orders

Click on the green button  for the preferred instrument and then select **New Order** from the dropdown menu. Select **OCO** from the drop down **Order type or template** menu.

OCO orders fall under 2 categories:

- **OCO breakout** – The **1-Click Terminal** will set a buy stop and a sell stop when you state two prices, or two values in pips, either side of the current price. As soon as one of the pending orders is filled, the other is cancelled automatically. This feature can be used when you are expecting a major price movement, but you are not sure whether the move is going to be up or down.
- **OCO reversion** - In this case the **1-Click Terminal** places a buy limit and sell limit, instead of a buy stop and sell stop. This is normally used if you are expecting a move in either direction followed by a return in the direction of the current price.

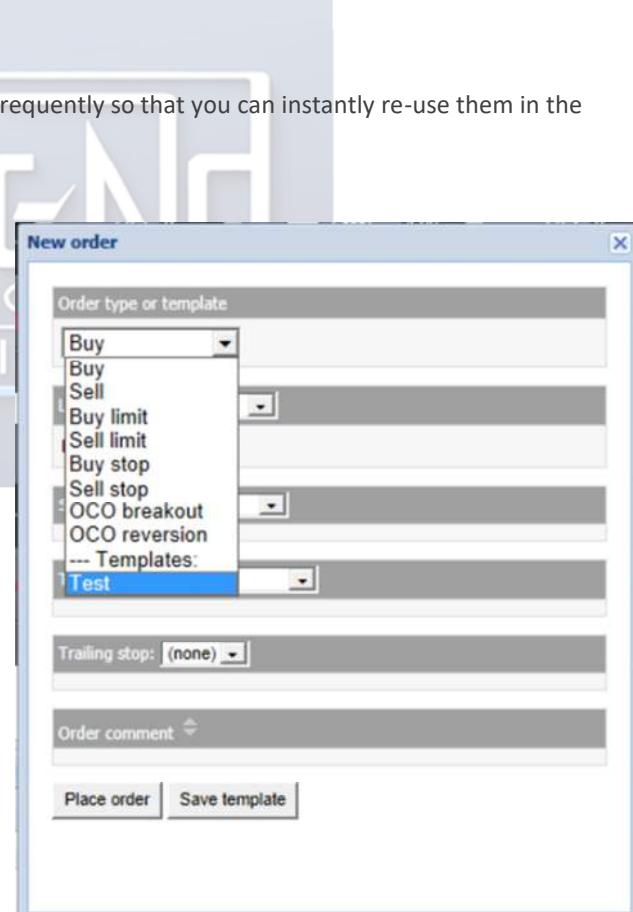
### d. Order Templates

You can save a template for orders which you place frequently so that you can instantly re-use them in the future. **To save a template:**

- Click on the green button  and select **New Order** from the dropdown menu.
- Enter the details of the order that you would like to store for later
- Click on the **Save template** button and choose a name for the template

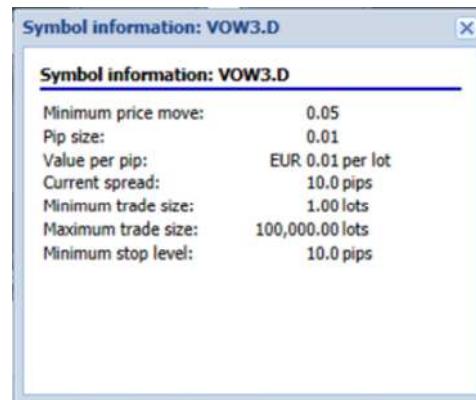
The stored template will then appear in the **New Order** window in the field **Order type or template** or in the submenu that appears under the green button .

You can then immediately use that saved template in the future by holding down the **Ctrl** key while clicking on the green button  and then selecting the template that you have saved from the list that appears. Your order will automatically be executed.



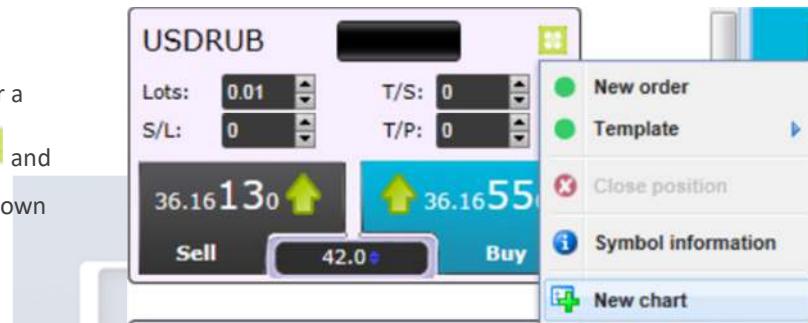
#### e. Symbol Information

You can view information about the symbol by clicking on the green button  and selecting **Symbol Information**. A window will appear showing the minimum price movement for the symbol, the value per pip, the minimum and maximum trade sizes etc.



#### f. Opening a Chart

You can quickly open a new chart for a symbol by clicking on the button  and selecting **New Chart** from the dropdown menu.



### B. ACCOUNT INFORMATION

The **Account information** window shows key information about your account: balance, equity, floating P/L, free margin, number of open positions etc.



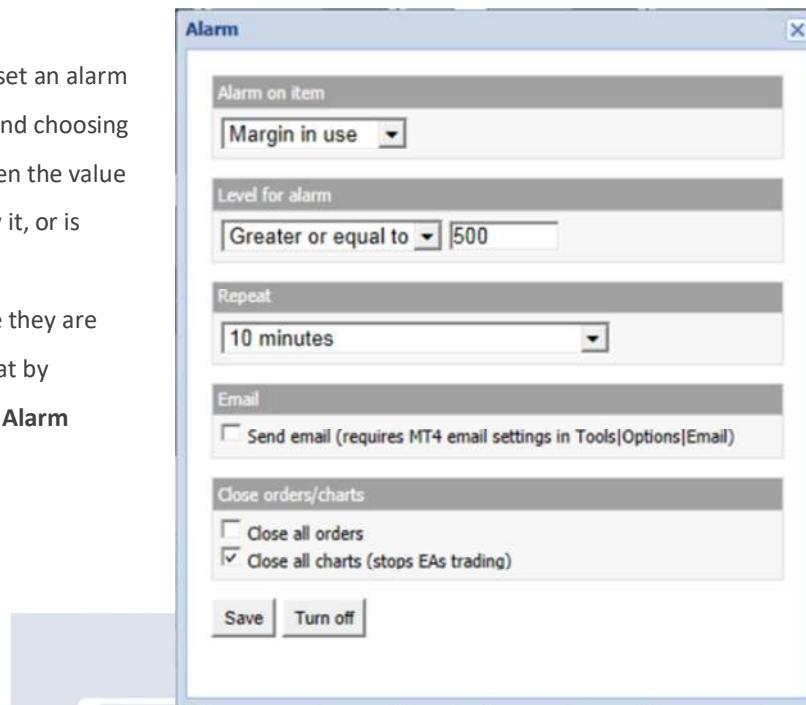
#### a. Setting an alarm

You can set an alarm on any entry by clicking on the bell icon next to it. The **Alarm** window on the left will then appear. For example, you can ask for an alarm when your free margin falls below \$500, or when the number of positions is zero (i.e. when all positions have been closed). Alarms are displayed as popup alerts in MT4. When an alarm has been created, the colour of the bell icon changes to yellow. If an alarm is then subsequently triggered,

the colour changes to red.

In the **Level for alarm** field, you can set an alarm by specifying a threshold (e.g. 500) and choosing whether the alarm should go off when the value exceeds the threshold, or falls below it, or is exactly equal to it, or not equal to it.

Alarms can either be turned off once they are triggered, or they can be set to repeat by completing the relevant fields in the **Alarm** window.



#### b. E-mail

You can get an e-mail notification when an alarm is triggered, as well as having the standard alert pop up on screen. In order to receive an e-mail you need to turn on MT4's email settings, which you can configure clicking on **Tools** from the Main Menu and then **Options - Email menu** in MT4.

#### c. Closing charts and orders

You can configure two extra actions to take place when an alarm is triggered:

- **Close all orders.** When the alarm is triggered, this option attempts to close all open positions and delete all pending orders. It would typically be used in relation to an alarm on free margin, where you want to close out your positions in order to prevent a margin call.
- **Close all charts.** This option closes all charts in MT4 apart from the Trade Terminal's own chart. The main purpose of this is to prevent automated systems (EAs) on other charts from placing any further trades.

## C. ORDER LIST

The Order List shows all the open positions and pending orders on your account, and provides facilities for managing those orders. It repeats the information from MT4's own order list in the **Terminal** window, and includes some extra details such as trade duration and profitability in pips.

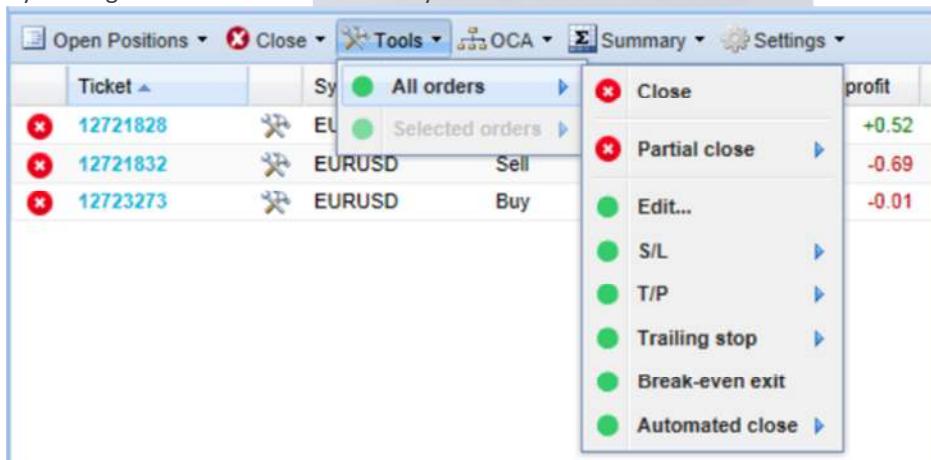
Open and pending orders																		
Ticket #	Symbol	Action	Volume	Net profit	Pips	SL	T/P	Open...	Current	Open time	Duration	Gross...	Swap	Comm...	Magic#	Comment		
12721828	EURUSD	Buy	0.01	-0.43	-6.0	1.37705	1.37903	1.37972	2014/02/28 11...	66.0 mins	-0.60	0.00	0.07	0				
12721832	EURUSD	Sell	0.01	-0.58	-7.1	1.38191	1.37991	1.37972	2014/02/28 11...	55.7 mins	-0.51	0.00	-0.07	0				
12723273	EURUSD	Buy	0.01	-0.11	-0.5		1.37977	1.37972	2014/02/28 12...	9.2 mins	-0.04	0.00	-0.07	0				

**NOTE:** If the  icon next to an order changes to  then it indicates that the Trade Terminal is carrying out some kind of automated action on the order: a trailing stop, or an automated close, or that the order is part of an OCA group. You can check which actions are being carried out by clicking on the icon and choosing **Tasks in progress**.

#### a. Modifying orders

You can carry out a number of actions on orders: partial close, change S/L, set a trailing stop etc. These options are available in a number of places, and appear as a pop-up menu:

- By clicking on the  icon next to an individual order (located in the **Open and pending orders** window). You will then be presented with the options shown on the right.
- By choosing **All orders** under **Tools** on the menu bar above the order list. The pop-up menu will then carry out an action such as a partial close on every order.
- By selecting some of the orders in the list and then choosing **Selected Orders** from the Tools menu.
- By clicking on the  icon in a summary window



### b. Partial Closes, S/L, T/P, and T/S

You can do a partial close of an order, or set/modify its Stop Loss (S/L), or its Take Profit (T/P), or its Trailing Stop (T/S). The values for Stop Losses and Take Profits are specified in pips, though the S/L and T/P can also be set to break-even, i.e. the order's entry price. A partial close cannot always be processed exactly: for example, you cannot do an exact 50% partial close of an order for 0.03 lots, because 0.015 lots is not a permitted size. Partial closes always round down to the nearest lot size permitted by Techno Innovations. For example, if you ask to close 50% of an order for 0.03 lots, then the software will close 0.01 lots, leaving an order for 0.02 lots.

**NOTE:** Trailing stops are processed by the **Trade Terminal** software, not by Techno Innovations. The Trailing Stop will cease operating if you close the **Trade Terminal** (or MT4).

**NOTE:** No further commission will be charged for partially closing an order.

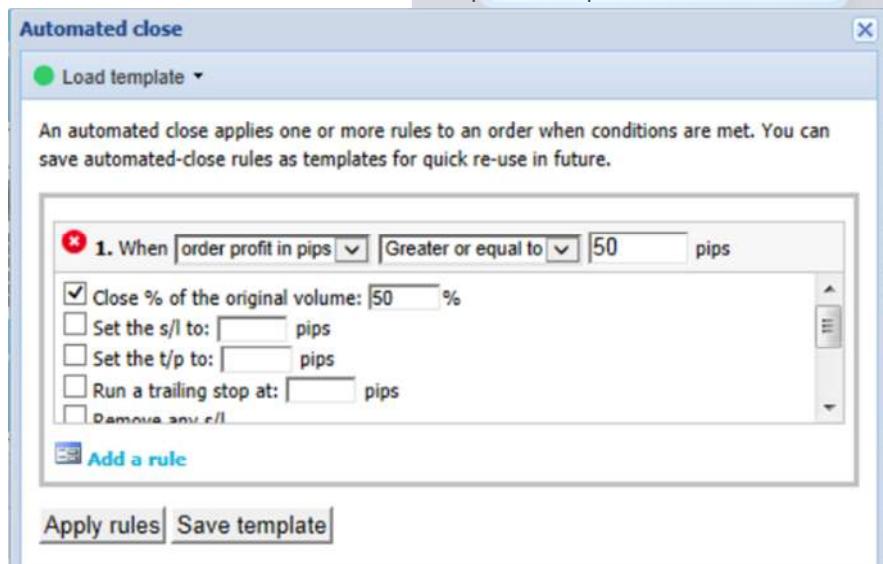
**E.g.** If a position is opened in a Euro based account in the Forex market Buying 2 lots of EURUSD#, a commission of €7 will be charged for each lot, therefore a total of €14 will be charged for this trade.

To close 50% of the position, for example, (i.e. 1 lot) no commission will be charged for this partial close.

In the end, a total of €14 will be charged in commissions.

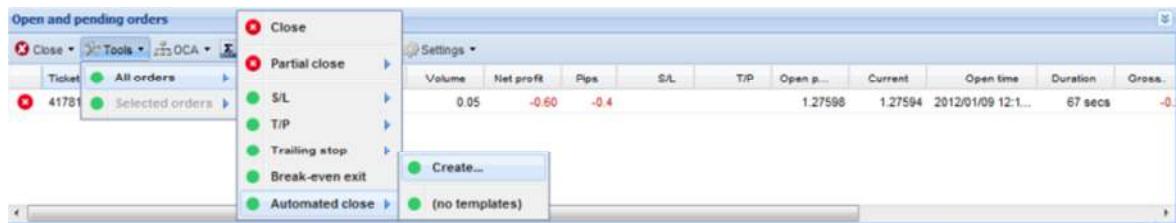
### c. Automatic Closes

The option **Automated closes** let you define rules for exiting an open position. These can consist of multiple parts (e.g. scaling out of a position when profit thresholds are met), and can include visual and email alerts. Automated closes can also be saved as templates for quick re-use in future.

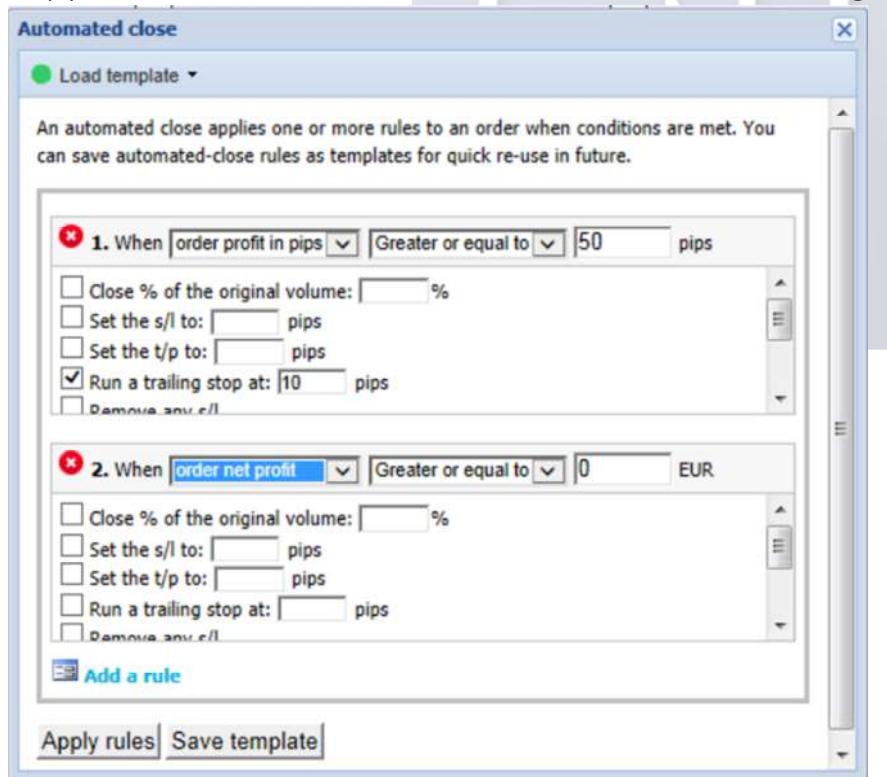


**NOTE:** Automated closed are processed by the Trade Terminal software, not by Techno Innovations. They will cease operating if you close the Trade Terminal (or MT4).

You create an automated close, or run an existing one, by choosing **Automated close** from the **Tools** menu for an order (or multiple orders), and then choosing **Create** to define a new automated-close rule, or **Edit** if there is already an active automated-close on the order.



Each automated close can consist of any number of stages: for example, close 50% of the order and set a break-even stop when it reaches 20 pips of profit, and close the remainder of the order when it reaches 30 pips. You simply click on the **Add a rule** link in the **Automated close** window to add a stage to the automated-close.



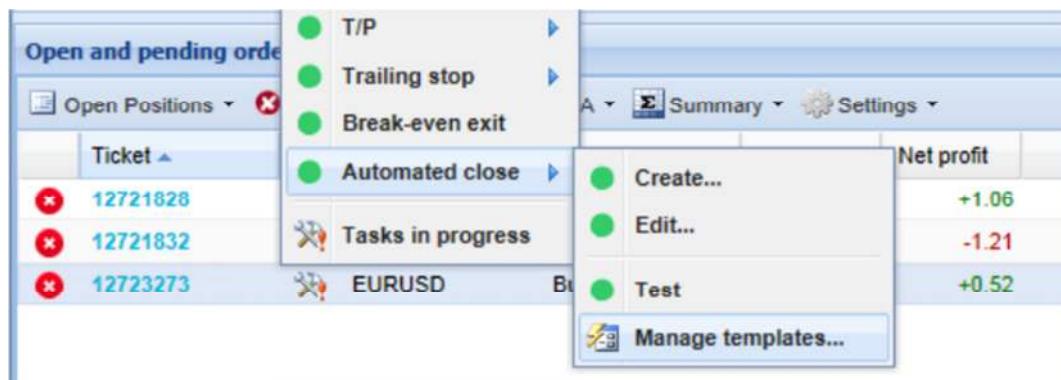
**Thresholds for automated closes:** At the top of each stage of an automated close, you choose the threshold when this rule is applied. You select the criterion, such as the **order's profit in pips or duration**, and the value for the threshold. For example, to carry out an action once an order has been open for an hour, you choose **order duration, greater or equal to**, and enter the value 60.

**Actions for automated closes:** In each stage of an automated close you can carry out a number of actions such as closing part or all of the order, or setting a Stop Loss or Trailing Stop, or sending an alert by email. You simply tick the box next to each action which you want to carry out and fill in the corresponding setting such as the percentage of the order to close.

**NOTE:** The percentage of an order to close is specified in relation to its original size, not the current size following any previous partial closes. For example, if you have two stages, and each of them is configured to close 50% of the order, then the order will be completely closed when the second stage is reached. (In other words, this does not close 50% of the order, and then close 50% of the remainder, leaving 25% of the original order open.)

**Saving automated closes as templates:** Once you have defined an automated close, you can save it as a template by clicking on the **Save Template** button. A saved template can then be applied to an order in future by choosing **Automated Close** from the **Tools** menu and selecting the template from the **Tools** sub-menu. You can organise your list of saved automated-close templates, removing any which you no longer need, by choosing **Manage templates** from the **Tools** sub-menu.

Another way to load your saved templates is by clicking on **Load Template** from the top of the **Automated close** window.



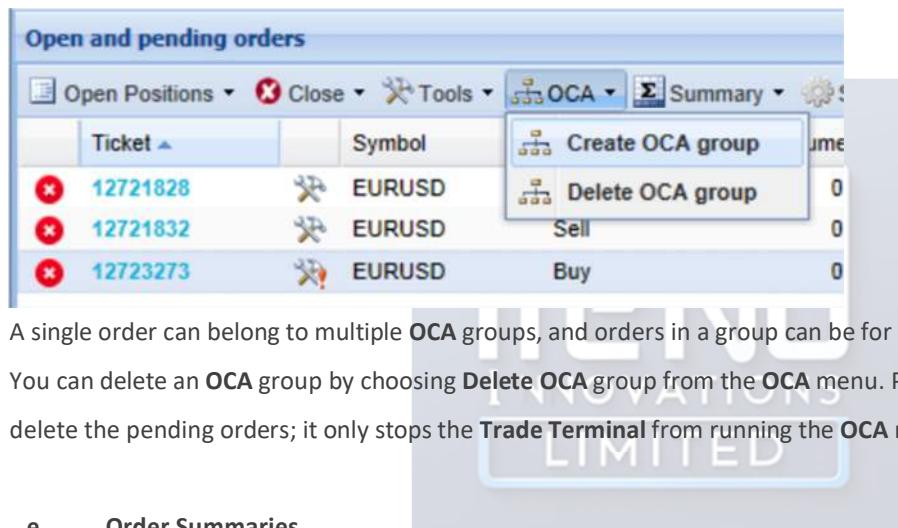
#### d. OCA (One Cancels All) groups

The **Trade Terminal** lets you create a **one-cancels-all** group of pending orders: a group where all the remaining orders are automatically deleted when one of the orders is filled. (An OCO order is simply an **OCA** group where there are only two orders in the group.)

**NOTE: OCA** groups are processed by the **Trade Terminal** software, not by Techno Innovations. They will cease operating

if you close the **Trade Terminal** (or MT4).

You create an **OCA** group by choosing **Create OCA group** from the **OCA** menu located in the **Open and pending orders** window. This option is only available if you have at least two pending orders. You simply choose a name for the group, so that you can recognise it in future, and tick the pending orders which you want to include in the group.



A single order can belong to multiple **OCA** groups, and orders in a group can be for different symbols.

You can delete an **OCA** group by choosing **Delete OCA group** from the **OCA** menu. Please note that this does not delete the pending orders; it only stops the **Trade Terminal** from running the **OCA** rule on those orders.

#### e. Order Summaries

You can view summaries of your open positions by symbol, or direction, or duration etc., using the **Summary** menu in the **Open and pending orders** window. This pops up a floating window containing aggregated information about the orders such as their combined profitability in cash and pips, and their total volume. The summary contains separate sets of columns for open positions and pending orders. You can carry out actions on all the orders in a category by clicking on its icon.

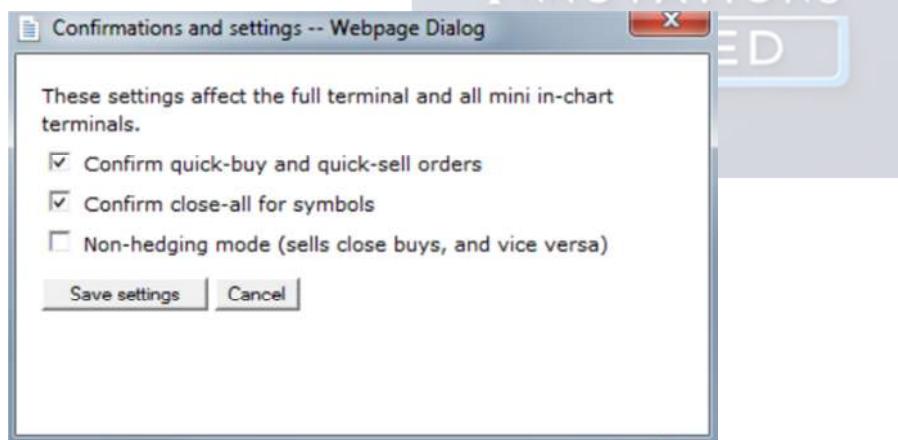
**Open and pending orders**

Summary ▾

- Symbol
- Long/short
- Symbol + direction
- Magic number
- Winners/losers
- Symbol + winners/losers
- Direction + winners/losers
- Trade duration (hours)
- Trade duration (minutes)
- Trade duration (days)

#### D. SETTINGS

To manage the settings using the **Full Trade terminal**, click on the **Settings** button located in the **Open and pending orders** window and select **Confirmation and preferences**. The **Confirmations and settings** window will appear.



The **Confirmations and settings** window allows you to turn on confirmations before orders are opened and closed.

### a. Non-hedging mode

To turn on the **non-hedging mode**, tick the **Non-hedging mode (sells close buys, and vice versa)** box from the **Confirmations and settings** window.

Turning on the **non-hedging mode** will mean that buy orders close sell orders, and vice versa.

**For example**, if you are long 0.20 lots and place a sell order for 0.50 lots, then the buy order will be closed and a sell order will be set for the balance of 0.30 lots.

- **Non-hedging mode and pending orders**

Please note that **non-hedging mode** does not work when placing a Pending Order. If placing a Pending Order in the opposite market direction, the Pending Order will be executed and will become an open position in the opposite market direction.

Therefore **non-hedging mode** can only be used with direct market execution as explained in the example above.

- **Methods of trading with non-hedging mode**

The method of trading is important when it comes to placing a trade in different directions for the same instrument. This is because different results will arise if using 2 different methods of trading.

For instance, if one trade is made from the 1-Click software and an opposite trade is made using MT4's built in trading, there will be no open orders in some cases and in other cases there are two open orders balancing each other. However the net position will always end up as zero.

**Example 1:**

- Buy 1 lot using MT4's built-in trading
- Sell 1 lot using the MT4i 1-Click software, with non-hedging mode turned on
- The sell will close the buy, leaving no open order

**Example 2:**

- Buy 1 lot using the MT4i 1-Click software, with non-hedging mode turned on
- Sell 1 lot using MT4's built-in trading

You will have two separate open orders

- **Non-hedging mode and commissions**

Commission will be charged for all long and short positions made when hedging (by leaving the **non-hedging mode** box unticked).

E.g. If a position is opened in a Euro based account in the Forex market Buying 2 lots of EURUSD#, a commission of €7 will be charged for each lot, therefore a total of €14 will be charged for this trade.

In order to hedge the position, you can Sell 1 lot of EURUSD#, for example, with which a commission of €7 will be charged.

In the end, a total of €21 will be charged in commissions.

**PLEASE NOTE:** No further commission will be charged if the non-hedging mode box is ticked. This is because the execution of the order will be partially closed (for more information, please refer to page 45 of this user guide)

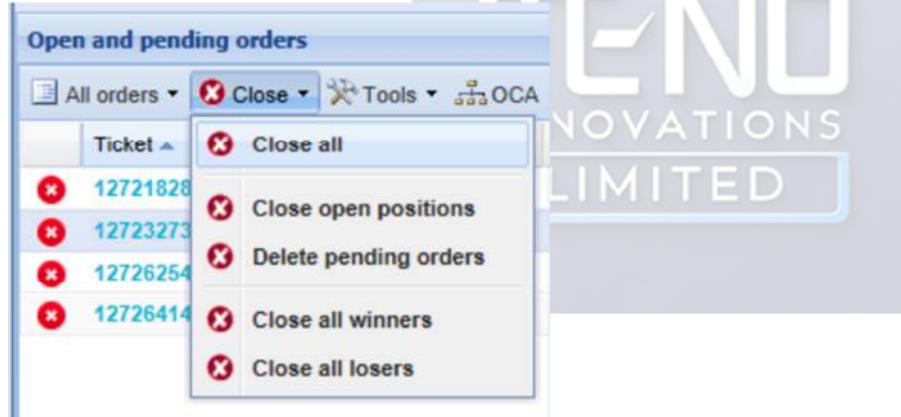
## E. CLOSING OF POSITIONS

You can close all open and pending orders, using the **Full Trade Terminal**, in 4 different ways:

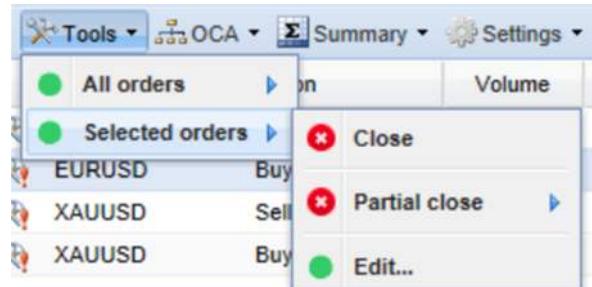
- Click on the  button next to the order



- Select the **Close** button located in the **Open and pending orders** window. The options below will then be presented to you, which contain options for closing multiple orders as well.



- Select **Tools** from the **Open and pending orders** window and either select to close **All orders** or **Selected orders**. The following options will then be presented to you:



**PLEASE NOTE:** No further commission will be charged for partially closing an order.

E.g. If a position is opened in a Euro based account in the Forex market Buying 2 lots of EURUSD, a commission of €7 will be charged for each lot, therefore a total of €14 will be charged for this trade.

To close 50% of the position, for example, (i.e. 1 lot) no commission will be charged for this partial close.

In the end, a total of €14 will be charged in commissions.

