

## FIN24 MONITOR USER GUIDE

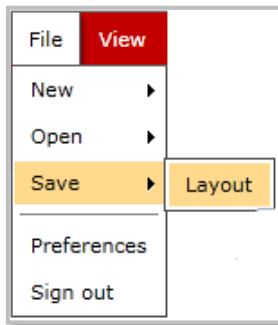
### 1. Layout

#### a. General

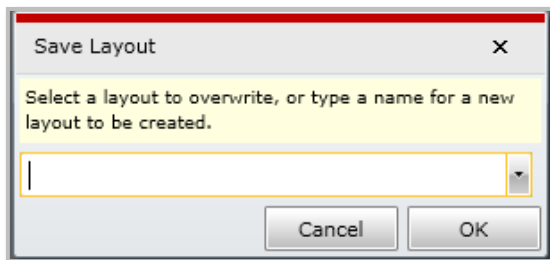
The system has been specifically created to present information in a flexible way to cater for our users' differing needs. The user has complete control over the screen layout and how new functions are displayed. Multiple screen layouts can be saved, and user specified layouts can be set as default views when logging into the system.

#### b. Saving a layout

To save the current screen layout, go to File > Save > Layout.

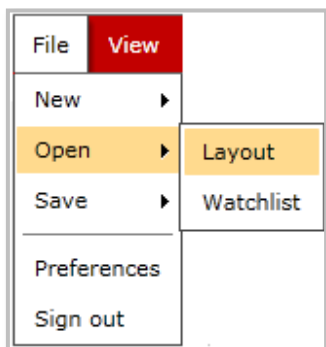


You will then be required to create a unique name for the particular layout, or select an existing layout from the dropdown menu should you wish to overwrite an existing layout. Click on OK to complete the function.

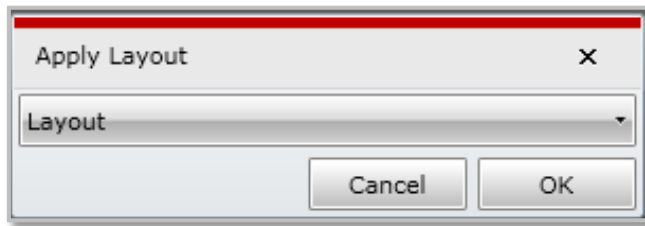


#### c. Opening a Layout

To open a previously saved layout, go to File > Open > Layout..



This will open a layout selection menu from which to select the layout for display. Select Layout from the dropdown menu and click on OK to complete the function.

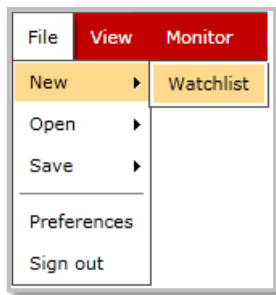


## 2. Watchlists

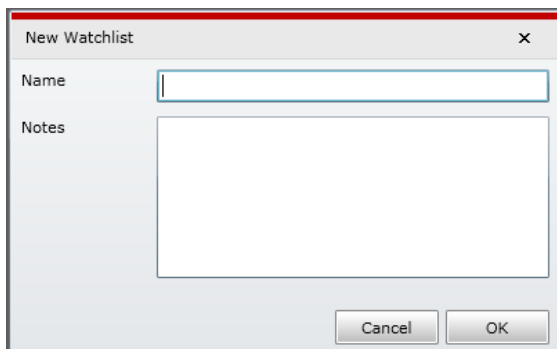
### a. Creating a Watchlist

A watchlist allows a user to view and monitor a selection of instruments across instrument types in a single area. There is no restriction on the number of instruments a user may add to a watchlist. Multiple watchlists can be created within the system.

To create a watchlist, go to File > New > Watchlist..



The system will prompt the user for a unique name for the new watchlist and also provides a section to include notes.



Click OK to save watchlist.

### b. Opening a Watchlist

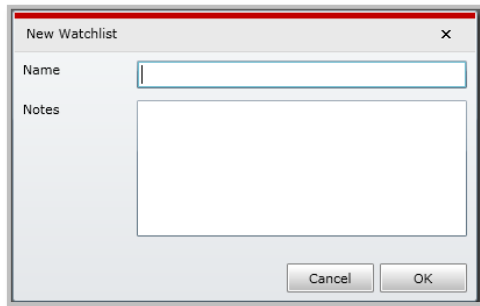
Once a watchlist is saved, the user can access this by going to File > Open > Watchlist.



The saved watchlist will appear. New watchlists will be free of any instrument data and users will need to include the instruments that they wish to view in the watchlist.

**c. Adding additional Watchlists (quick link)**

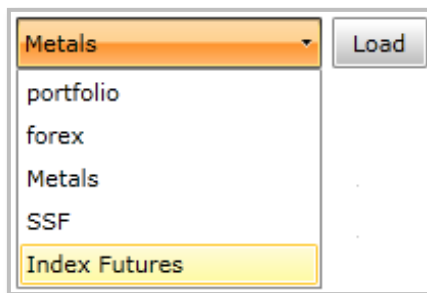
Once a watchlist is open, creating additional watchlists is as simple as clicking on the Create button at the top of the current watchlist. The system will then require that a unique name be given to the newly-created watchlist. You may also include various notes in the system.



Click OK to save watchlist.

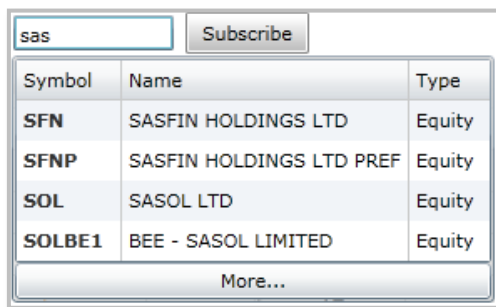
**d. Switching between Watchlists**

Should multiple watchlists be saved to the system, users are able to switch between these by clicking on the dropdown menu in the top left hand corner of the watchlist. This dropdown will display all currently saved watchlists. Click on the watchlist you wish to display and click on the Load button.



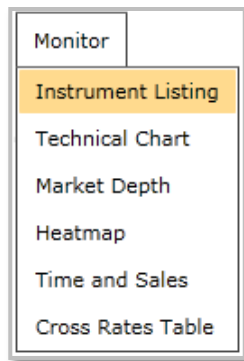
**e. Populating your watchlist with instruments**

- i. Using the watchlist search function  
Users can search for an instrument by typing the name, ticker code or part thereof into the free text search function. This function requires a minimum of 3 characters and will dynamically present the list of instruments matching the search criteria in a dropdown.

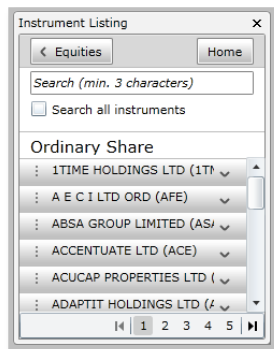


To add an instrument to the watchlist, simply select the required instrument from the list and click on the Subscribe button.

- ii. Making use of the Instrument Listing function  
The system makes available a table which lists all available instruments by instrument type in alphabetical order. Drag and drop selected instruments directly into your watchlist. To launch the Instrument Listing function, go to Monitor > Instrument Listing.



The Instrument Listing allows users to drill down through the various markets and sub categories to finally display a list of instruments. For example, if looking for a specific share traded on the JSE, click on JSE > Equities > Ordinary Share. This will provide a full list of ordinary shares listed on the JSE.



To add an instrument to a watchlist, left click to select the instrument, drag the instrument to the watchlist by holding down the left mouse button when selecting and release the mouse button to drop the instrument into the new watchlist.