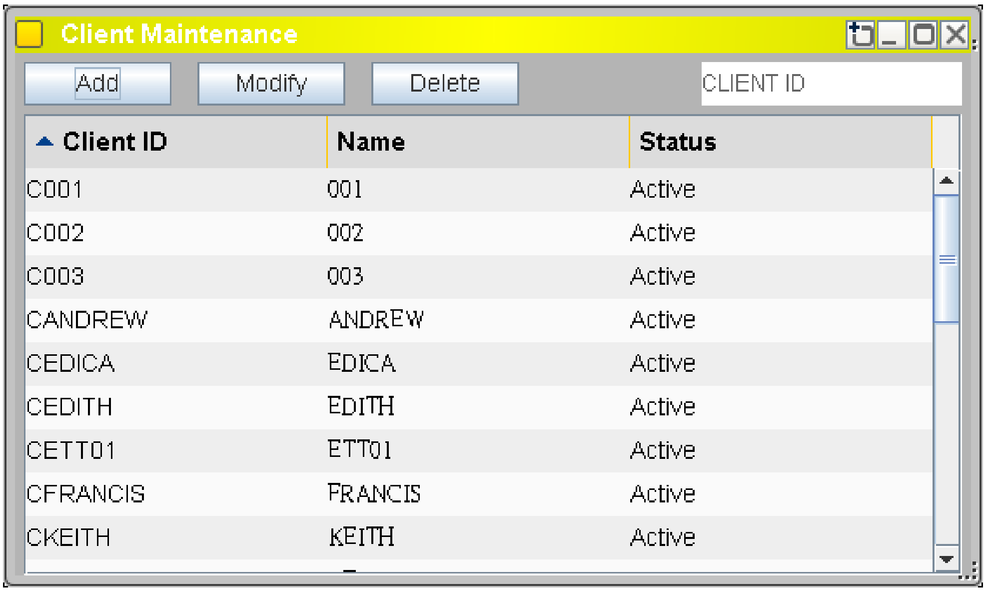
2.3.4 Client Maintenance

This function allows administrators to maintain client accounts in ETTSS. User enters new client account, client name, and information of general setting, contact information, limit setting and opening balance. After the administrator has confirmed to save, the new client account is added immediately. The user invoking this function will only be able to see the client under his management.

Interface



Interface item

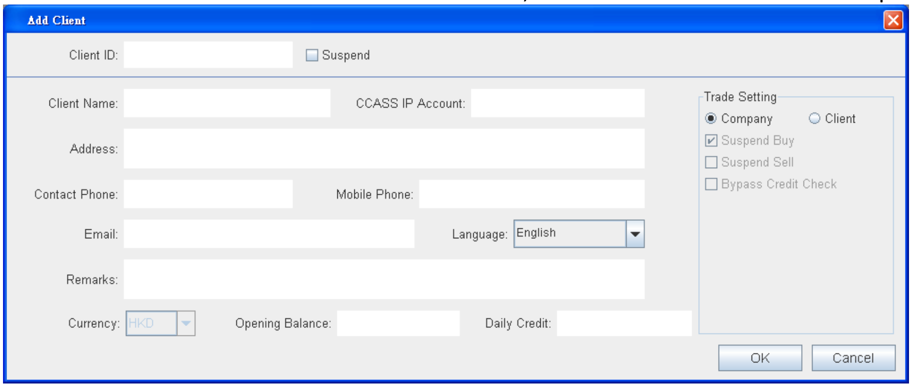
Items	Type	Remark
Client Listing Table	Table	Display Client Information - Client ID - Name - Status
Add	Button	Prompt out the “Add Client” window (refer to 2.3.4.1)
Modify	Button	Prompt out the “Modify Client “window of selected client (refer to 2.3.4.2)
Delete	Button	Prompt out the deletion confirmation box of selected client (refer to 2.3.4.3)

2.3.4.1 *Add Client*

This function allows administrators to add client in ETTSS. User Information and setting such as opening balance, daily credit and trade setting can be assigned to the client account.

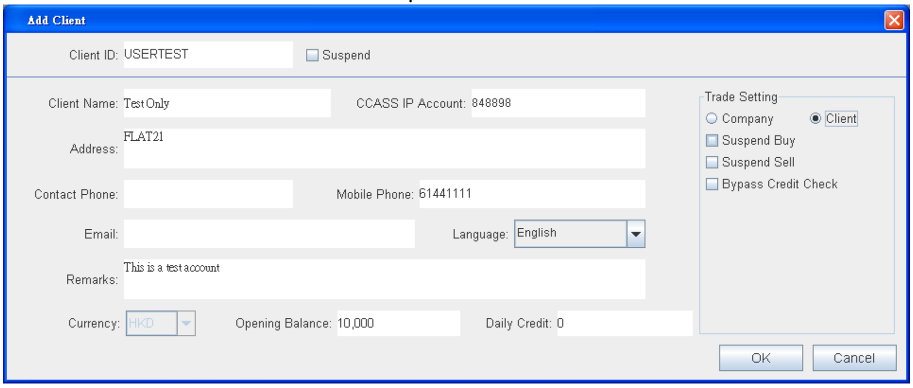
Step 1

Press **Add** Button in Client Maintenance window, Add New Client window will be prompted



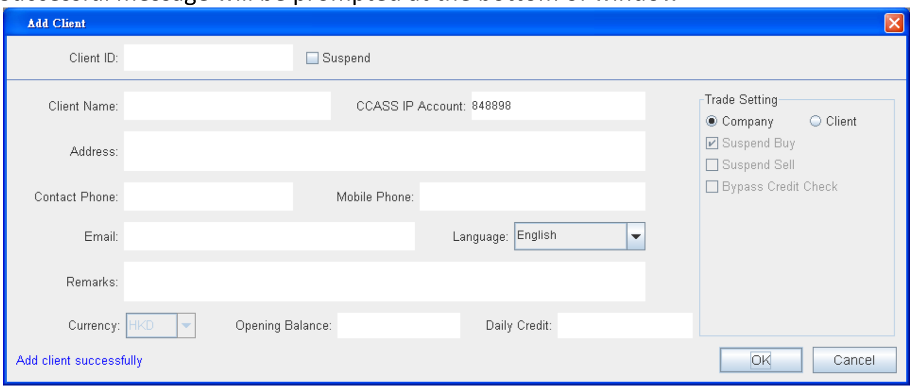
Step 2

Fill in the client information and then press **OK** to confirm



Step 3

Successful message will be prompted at the bottom of window



Interface item

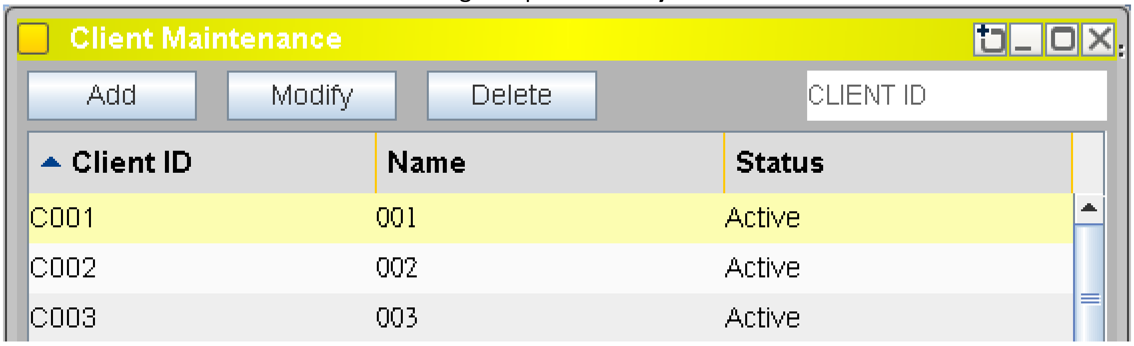
Items	Type	Optional/ Mandatory	Remark
Client ID	Text Box(10)	Mandatory	Used as identifier of clients in orders and trades
Client name	Text Box(15)	Mandatory	Name of Client
Address	Text Box(50)	Optional	Address of Client
Contact Phone	Text Box(10)	Optional	Contact Number of Client
Mobile Phone	Text Box(10)	Optional	Mobile Number of Client
Email	Text Box(40)	Optional	Email of Client
Remarks	Text Box(50)	Optional	Additional description
Language	Combo Box	Optional	Client's Preferred language (English, 繁體中文, 簡體中文, N/A)
Currency	Combo Box(3)	---	Default currency "HKD", cannot be changed
Opening Balance	Text Box(20)	Optional	Opening Balance of client's cash account
Daily Credit	Text Box(20)	Optional	Daily credit of client for stock
Suspend	Check box	Optional	Checked if client being suspended - All activities with the account will be prohibited except cancel order
Company Setting	Radio Button	Mandatory*	Trade Setting will be referred to the company level (adjusted in system parameter setting). The option is selected by default *Mutually exclusive to Client Setting
Client Setting	Radio Button	Mandatory*	Trade Setting is applied at client level. *Mutually exclusive to Company Setting
Bypass Credit Check	Check box	Optional	Bypass all credit checking when placing orders and trades
Suspend Sell	Check box	Optional	Client is not allow to sell when checked
Suspend Buy	Check box	Optional	Client is not allow to buy when checked
OK	Button	---	Save the changes
Cancel	Button	---	Exit without save the changes

2.3.4.2 Modify Client

This function allows administrators to modify client information of the ETTSS.

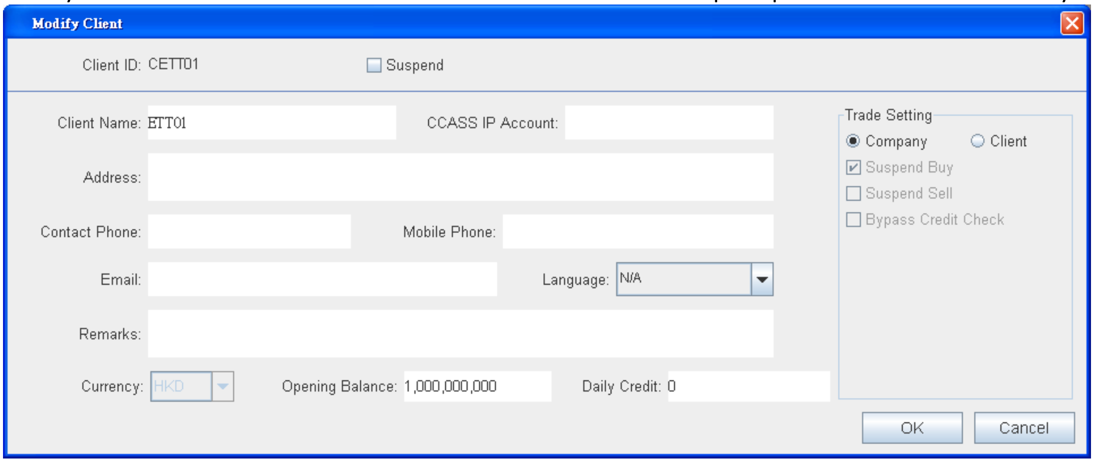
Step 1

Select client from client maintenance listing and press **Modify** button



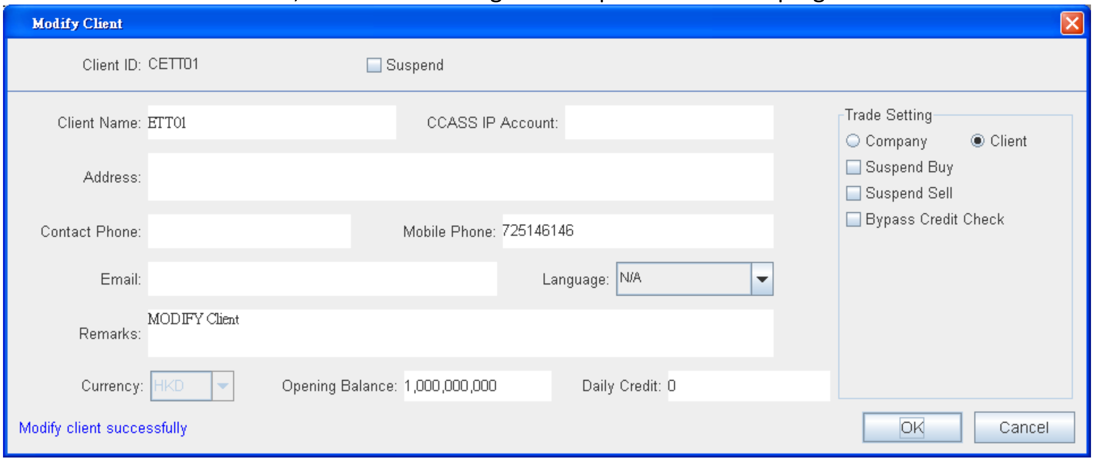
Step 2

Modify Client window with the selected client information will be prompted and allowed to modify the user information



Step 3

Press **OK** Button to confirm, successful message will be printed at the top right corner of the window



Interface item

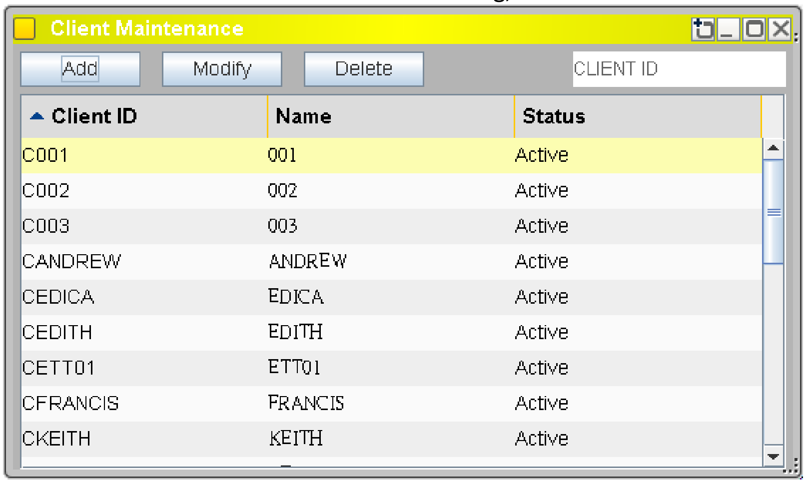
Items	Type	Optional/ Mandatory	Remark
Client ID	Text Box	Mandatory	Client ID – Cannot be changed in Modify Client
Client name	Text Box(15)	Mandatory	Name of Client
Address	Text Box(50)	Optional	Address of Client
Contact Phone	Text Box(10)	Optional	Contact Number of Client
Mobile Phone	Text Box(10)	Optional	Mobile Number of Client
Email	Text Box(40)	Optional	Email of Client
Remarks	Text Box(50)	Optional	Additional description
Language	Combo Box	Optional	Client's Preferred language (English, 繁體中文, 簡體中文, N/A)
Currency	Combo Box(3)	---	Default currency "HKD", cannot be changed
Opening Balance	Text Box(20)	Optional	Opening Balance of client's cash account
Daily Credit	Text Box(20)	Optional	Daily credit of client for stock
Suspend	Check box	Optional	Checked if client being suspended - All activities with the account will be prohibited except cancel order
Company Setting	Radio Button	Mandatory*	Trade Setting will be referred to the company level (adjusted in system parameter setting). The option is selected by default *Mutually exclusive to Client Setting
Client Setting	Radio Button	Mandatory*	Trade Setting is applied at client level. *Mutually exclusive to Company Setting
Bypass Credit Check	Check box	Optional	Bypass all credit checking when placing orders and trades
Suspend Sell	Check box	Optional	Client is not allow to sell when checked
Suspend Buy	Check box	Optional	Client is not allow to buy when checked
OK	Button	---	Save the changes
Cancel	Button	---	Exit without save the changes

2.3.4.3 Delete Client

This function allows administrators to delete client accounts in ETTSS. The administrator selects a client account from client account list. After the administrator has confirmed to delete, the selected client account is deleted. Deleted client will be mark deleted and remove only from front end. Deletion of client account will be prohibited if the client still having outstanding order placed in system or in market.

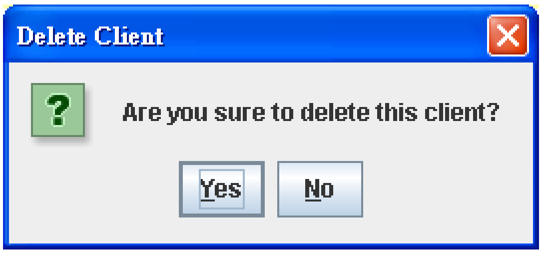
Step 1

Select user from the Client Maintenance listing, then Press **Delete** button



Step 2

Press **Yes** button to confirm the deletion of user



Interface Item

Items	Type	Remark
Message	---	Display message “Are you sure to delete this client?”
Yes	Button	If button pressed, the selected client will be mark deleted from front end
No	Button	Exit the dialog