

# 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

📃 Client Mair	ntenance		D_ OX;
Add	Modify Delete	CLIENT ID	
<ul> <li>Client ID</li> </ul>	Name	Status	
C001	001	Active	<b>^</b>
C002	002	Active	
C003	003	Active	=
CANDREW	ANDREW	Active	-
CEDICA	EDICA	Active	
CEDITH	EDITH	Active	
CETT01	ETT01	Active	
CFRANCIS	FRANCIS	Active	
CKEITH	KEITH	Active	<b>▼</b> .:

#### Interface item

Items	Туре	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

Add Client		
Client ID:	Suspend	
Client Name:	CCASS IP Account:	Trade Setting © Company O Client
Address:		✓ Suspend Buy ☐ Suspend Sell
Contact Phone:	Mobile Phone:	Bypass Credit Check
Email:	Language: English 💌	
Remarks:		
Currency: HKD 💌	Opening Balance: Daily Credit:	
		OK Cancel

#### Step 2

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

Add Client									
Client ID:	USERTEST	<b>S</b>	uspend						
Client Name:	Test Only		CCASS IP	Account: (	848898			Trade Setting	Client
Address:	FLAT21							Suspend Buy	
Contact Phone:			Mobile Phone:	61441111				🔲 Bypass Credit (	Check
Email:				Lan	guage: En <u>c</u>	ylish	-		
Remarks:	This is a test account								
Currency	HKD 🔻	Opening Balance	10,000		Daily Cre	dit: O			
								ОК	Cancel

## Step 3

Successful message will be prompted at the bottom of window

Add Client		
Client ID:	Suspend	
Client Name:	CCASS IP Account: 848898	Trade Setting Company  Client
Address:		✓ Suspend Buy ☐ Suspend Sell
Contact Phone:	Mobile Phone:	Bypass Credit Check
Email:	Language: English 🗸 🗸	
Remarks:		
Currency:	HKD V Opening Balance: Daily Credit:	
Add client success	ally	OK Cancel



## Interface item

Items	Туре	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	
ОК	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

Client Mainte	nance	0_C	DX;
Add	Modify Delete	CLIENT ID	
<ul> <li>Client ID</li> </ul>	Name	Status	
C001	001	Active	
C002	002	Active	
C003	003	Active	=

#### Step 2

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

Modify Client		🔼
Client ID: CETT01	Suspend	
Client Name: ETT01	CCASS IP Account:	Trade Setting © Company
Address:		✓ Suspend Buy ☐ Suspend Sell
Contact Phone:	Mobile Phone:	Bypass Credit Check
Email:	Language: N/A	
Remarks:		
Currency: HKD	Opening Balance: 1,000,000,000 Daily Credit: 0	
		OK Cancel

### Step 3

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

Modify Client			×
Client ID:	CETT01	Suspend	
Client Name:	ETT01	CCASS IP Account:	Trade Setting O Company   Client
Address:			<ul> <li>Suspend Buy</li> <li>Suspend Sell</li> </ul>
Contact Phone:		Mobile Phone: 725146146	Bypass Credit Check
Email:		Language: N/A	
Remarks:	MODIFY Client		
Currency:	HKD 🔻 Ol	pening Balance: 1,000,000,000 Daily Credit: 0	
Modify client succe	ssfully		OK Cancel



#### Interface item

Items	Туре	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
ОК	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

Client Maint		ti_	O×.
Add	Modify Delete	CLIENT ID	
<ul> <li>Client ID</li> </ul>	Name	Status	
C001	001	Active	-
C002	002	Active	
C003	003	Active	=
CANDREW	ANDREW	Active	
CEDICA	EDICA	Active	
CEDITH	EDITH	Active	
CETT01	ETT01	Active	
CFRANCIS	FRANCIS	Active	
CKEITH	KEITH -	Active	

### Step 2

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



## Interface Item

Items	Туре	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