TRADE HAWK

powered by OptionEyes, LLC

Entering an Order: Let's Trade!

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Chapter 1: Entering an Options Order

The options montage or Wisp contains all the options markets in any particular stock. You can access the Wisp through the Hawk Central Command Center:

Choose the Hawk icon and toggle to Hawk Command Center. The system will load the **_TradeHawk_** trading station that contains most of the windows needed for trading and risk management:
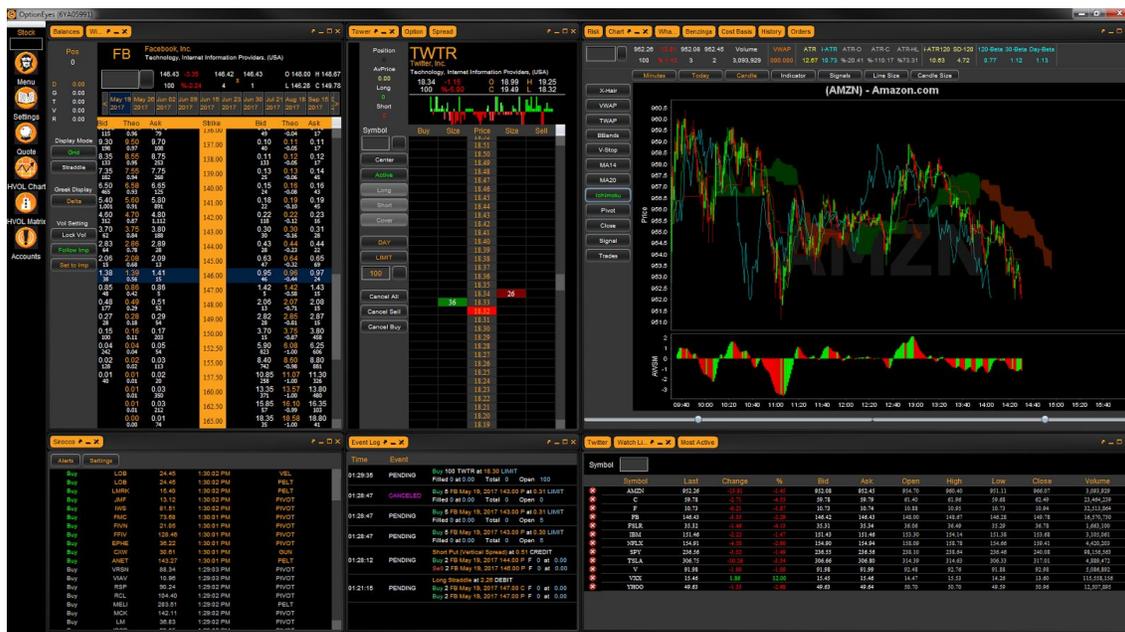
In the upper left section of this template is the option montage or Wisp. In the upper middle section of the Command Center are the trade tickets. Tap on the yellow tab named Options. This will bring up and make active the Options Ticket:

To load an options order into the ticket follow these steps:

- Click on any bid or offer in the Wisp (strikes in the middle, call markets to the left of the strike column and puts markets to the right). This click will send this price to the Options Ticket and fill in your default size that you set for the system or the specific stock (See the Settings Page User Manual on how to set your defaults).
- Adjust your size and/or price as desired.

● Choose the appropriate BUY/SELL buttons on the ticket.

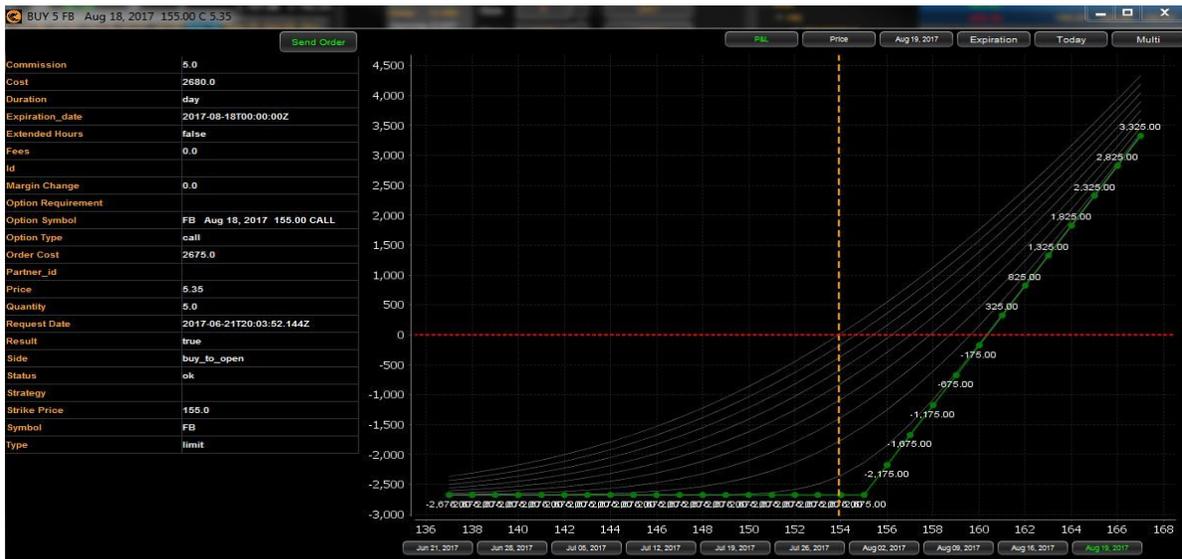To Preview an Order before sending it to the marketplace:

● Click on the Preview Off tab at the top of the Option Ticket; it will turn green:

● Choose the appropriate BUY/SELL button, click on it:

and the preview window will appear:

● You can choose many different dates to view the effects of time on your order. Simply click on any of the date buttons at the bottom of the screen or choose a custom date by clicking on the date button on the top of the screen and choose your date.

- If satisfied with your order, hit the Send Order button. The screen will disappear and your order will be sent to the marketplace.
- If you would like to adjust your order after a preview, simply close this window, adjust your order and hit the appropriate BUY/SELL button again.

To place an order with a stock guard:

- Less box represents the upper level stock guard
- Greater box represents the lower level stock guard

To set:

1. Click the Less, Greater or both buttons to activate. When the button has green text, it is ON and active.
2. Choose your upper limit (Less) by typing a price or adjusting with the drop down box.
3. Choose your lower limit (Greater) by typing a price or adjusting with the drop down box.

Important Notes:

- The range you are creating is the ACTIVE range, meaning that your order is ACTIVE between these stock prices. Movement of the stock price outside the range set, will cancel your option order. Please be aware that in fast moving markets an order can possibly get filled despite the existence of a stock guard.
- You can set an upper limit or a lower limit or both an upper and a lower limit.
- **Please note, that the stock guards ONLY work when you are logged into *TradeHawk*. If you exit the system, your open orders that were placed with stock guards will no longer have this functionality activated. See Stop Order Disclosure.**
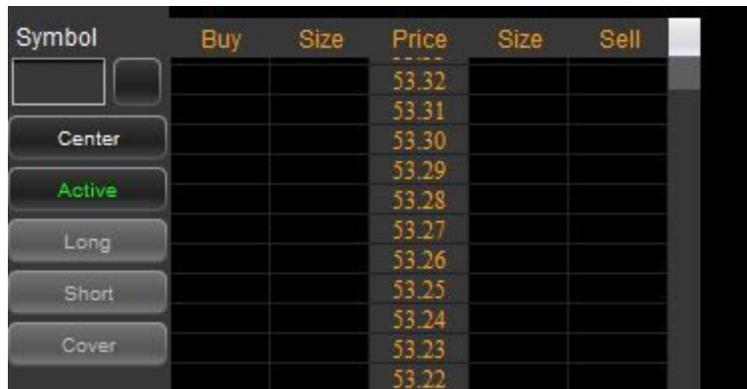
Chapter 2: Entering a Stock Order

A stock order can be entered into the marketplace using the Stock Tower. The Stock Tower is located within the Default Layout alongside the option tickets. Click on the yellow "Tower" button to activate this ticket:

In the Locked mode, the ticket will have two vertical RED columns in addition to a Locked message in the button (see picture above). To activate the ticket, tap the Locked button. This will make the window Active:

Tap the Center button to center the Tower on the current market prices.

To place an order:

1. Set your size in the size box. Double click on the size and type your desired size or adjust with the drop down box. Set default sizes in the Settings Menu.
2. To send a Buy order, left click on any cell in the Buy column. Each cell is associated with the stock price running down the middle of the Tower. This click will send an order to marketplace at the price chosen.
3. An open BUY order will be green and will display the aggregate size at each price. For example, if you have sent two (2) separate buy orders of 100 shares each for 53.25, the Tower will display the sum of these two orders (200 shares) in the cell. If you are buying to Cover a short position, you must choose the Cover button first.
4. To cancel an order, right click on it or choose Cancel Buys, Sells, or All to mass cancel.
5. To place a SELL order, first choose whether you are Long or Short, then place your SELL order in the Sell column in the box associated with your desired price.

Note: Use the Order Log to modify and cancel your stock orders.

Chapter 3: Entering a Complex Order or Spread

A spread order is an order that consists of more than one leg. *TradeHawk* offers the Spread Builder to create your complex or spread orders.

To create and send a spread:

- Make sure the spread ticket is active by clicking on the yellow tab called Spread:

- If you have a spread already in the ticket, you can click the Clear button or simply follow the next step:
- To enter legs to a spread, click on the BID of an option to add a BUY leg and the ASK of an option to add a SELL leg.
- The Spread Builder ticket will recognize common spreads and name them. If a spread is not recognized, *TradeHawk* shows Custom Spread.
- Adjust your size and price by using the drop down or highlighting in the box and typing your value.
- The Join, Mid, and Trade prices are displayed in the top portion of the ticket:

Clicking on any of these prices fills in that value in the Price box.

Next,

- Choose Preview to take a look at your order. Hit the Send Order button from this screen to place your spread:

- If you do not want a preview, then simply click the SEND button.
- Note: please be aware **Trade*Hawk*** automatically determines whether a spread is a credit or a debit.

Other useful hints:

- **Clear** will erase your spread from the ticket
- **Save** sends your spread to your Spread Log
- **0-Delta** creates a spread that is delta neutral (choose the option first then hit 0-Delta button)
- **Flip** inverts the current spread in the ticket to the opposite
- **Buy-Write** creates a 1:1 ratio spread (choose the option leg first then hit the Buy-Write button)

The Stock Guard or Bumpers feature is available for spreads as described above for individual options.

Send a spread to the What If simulator to analyze the risk of the spread against time decay, and volatility and interest rate changes.

Chapter 4: Canceling an Order

To cancel an order, simply click on the red "X" in your Order Log alongside any order you wish to cancel:

Clicking on an X aligned with a symbol will cancel all orders in that symbol. Clicking on the X aligned with the Orders row will cancel ALL open orders in your specific account.

When orders are open and active in the marketplace, a colored box will appear around the bid or offer of the particular option. If you have a spread, a blue box will appear around each leg of the spread:

- A green box represents a buy order
- A red box represents a sell order
- To CANCEL an order from the Wisp, right click on the box, scroll to the order, and choose the order you would like to cancel.

Chapter 5: Modifying an Open Order

To modify the price of an open order, click on the order in the Order Log. This action will highlight the order in blue and show a description of the order in the bottom of the window:

	Time	Status	Action	Qty	Price	StopLi...	Filled	AvgPri...	Open	Bid	Ask
▼ Orders ⊗											
▼ BABA ⊗										154.54	154.57
▼ Short Put (Vertical Spread) CF ⊗					0.94						
BABA Aug 18, 2017 125.0	12:15:43	Pending ...	Buy	1	0.97		0	0.00	1	0.11	0.14
BABA Aug 18, 2017 140.0	12:15:43	Pending ...	Sell	1	0.97		0	0.00	1	1.05	1.07
▼ FB ⊗										170.14	170.16
▼ Long Call (Vertical Spread) DE ⊗					0.69						
FB Sep 01, 2017 175.00	12:16:03	Pending ...	Buy	1	0.68		0	0.00	1	2.13	2.19
FB Sep 01, 2017 177.50	12:16:03	Pending ...	Sell	1	0.68		0	0.00	1	1.43	1.50

BUY 1 BABA Aug 18, 2017 125.00 P / Sell 1 BABA Aug 18, 2017 140.00 P / at 0.97

Modify   Price   0.97   Send   Change to MARKET

- Simply type in the new price or adjust using the drop down box
- Once satisfied with your change, hit the Send button
- If you would like to change your order to a Market order, choose the Change to Market button
- To adjust the price of a spread, click either leg of the spread or the blank space above the legs of the spread, and adjust accordingly. Hit the Send button

Chapter 6: Time and Force and Order Types

*Trade*Hawk and Tradier support Day and Good Til Cancel (GTC)Time in Force. Also, the order types for individual options and stock orders are Limit, Market, Stop Loss Limit, and Stop Loss. Spreads allow Limit and Market orders.

To change either the Time in Force or the order type, simply click the button and toggle to your choice:

Day: your order will remain open for the trading day and canceled at the end of trading.
GTC: a good til cancel order will remain open until you cancel the order or the order is filled.
Limit Order: an order that has a specific price or limit.
Market Order: an order that will pay or sell the prevailing market price to fill.
Stop Loss Limit Order: an order that has a trigger price or stop price at which point the order will try to execute at the Stop Limit price.
Stop Loss Order: an order that has just a trigger price or stop price at which point it will attempt to pay or sell at the prevailing market price to fill.

- **Stop orders may be triggered by a short-lived, dramatic price change**. Customers should be informed that, during periods of volatile market conditions, the price of a stock can move significantly in a short period of time and trigger an execution of a stop order (and the stock may later resume trading at its prior price level). Investors should understand that if their stop order is triggered under these circumstances, they may sell at an undesirable price even though the price of the stock may stabilize during the same trading day or short time after the stop's execution.
- **Sell stop orders may exacerbate price declines during times of extreme volatility.** The activation of sell stop orders may add downward price pressure on a security. If triggered during a precipitous price decline, a sell stop order also is more likely to result in an execution well below the stop price.
- **Placing a "limit price" on a stop order may help manage some of these risks.** A stop order with a "limit price" (a "stop loss limit" order) becomes a limit order when the stock reaches the "stop price". A "limit order" is an order to buy or sell a security for an amount no worse than a specific price set by the user (i.e., the "limit price"). By using a stop limit order instead of a regular stop order, a customer will receive additional certainty with respect to the price the customer receives for the security. However, investors should be aware that, because brokers cannot sell for a price that is lower (or buy for a price that is higher) than the limit price selected, there is a possibility that the order will NOT be executed at all. Customers should be encouraged to use limit orders in cases where they prioritize achieving a desired target price more than getting an immediate execution, irrespective of price.
- **Stock Guards do NOT guarantee a cancellation of an open order**. A stock guard or bumper within the *TradeHawk* system is a feature that allows a customer to place an open order in the marketplace with an upper limit, lower limit, or both an upper and lower limit on the underlying stock price. This feature creates an "active" zone beneath the upper limit, above the lower limit, or between the upper and lower limit prices. When the bid of a stock exceeds the upper limit of the stock price, if a customer has this feature set, then the order will attempt to cancel itself. When the ask of a stock is lower than the lower limit (or stock guard price), if the customer has this feature set, then the order will attempt to cancel itself. Please be advised that in fast moving or volatile market conditions, an execution can still occur despite having a stock guard or bumper activated. Additionally, please be aware that when a customer places any and all orders with stock guards or bumpers and exits the *TradeHawk* system, the stock guards or bumpers will NO LONGER be active and your orders will open in the marketplace WITHOUT the stock guards or bumpers on.