



TradeTools**Fx**

TTFX Manager Portal for MetaTrader 4

Manager's manual

V 1.0.0



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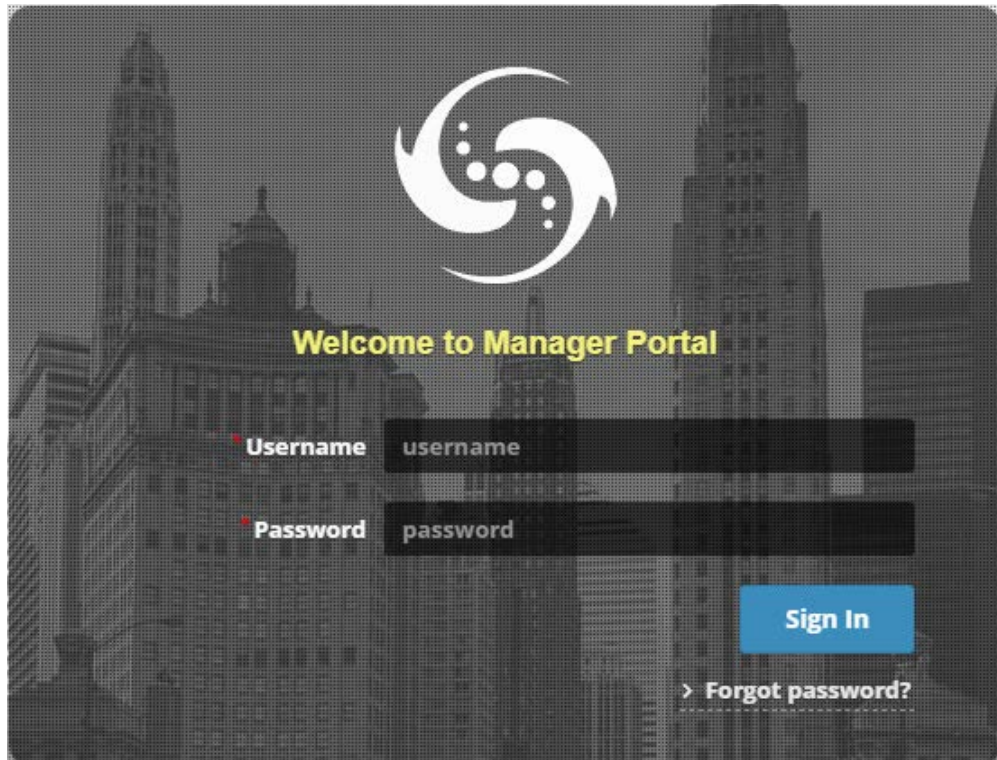
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1 LOGIN TO THE SYSTEM



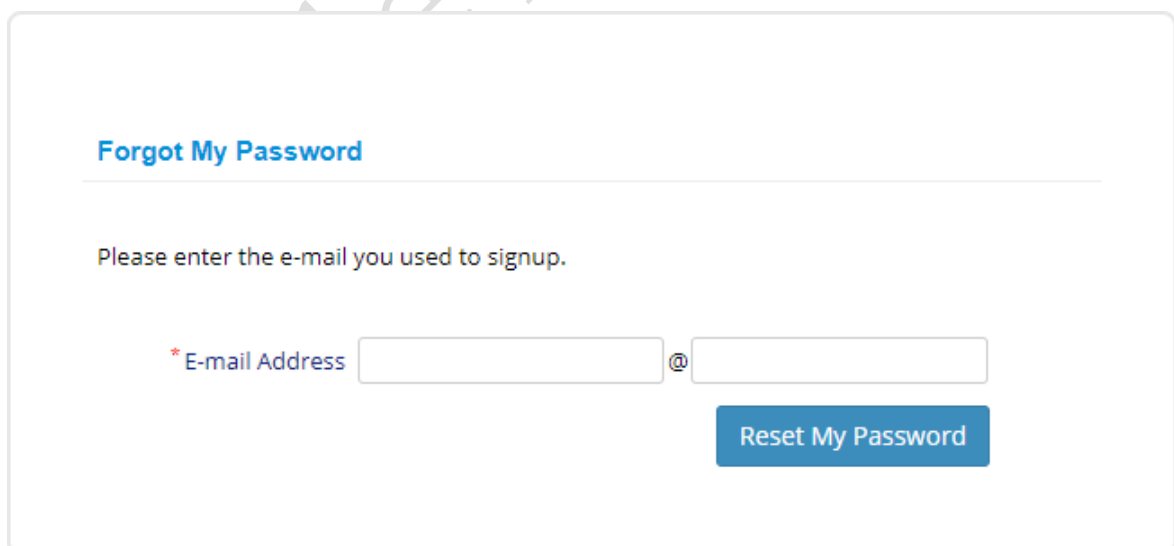
The screenshot shows a login page with a dark background and a cityscape. At the top center is a white circular logo with a stylized 'S' and dots. Below the logo, the text "Welcome to Manager Portal" is displayed in yellow. There are two input fields: "Username" with the placeholder text "username" and "Password" with the placeholder text "password". A blue "Sign In" button is located to the right of the password field. Below the button is a link that says "> Forgot password?".

Fig. 1. Login form.

To log in, type **MetaTrader** user login in **Username** field and **MetaTrader** user password in **Password** field and click **Sign In** button. To get the login and password, contact the administrator.

1.1 Password recovery

If you forgot your password, you can use **Forgot password?** link to reset it.



The screenshot shows a "Forgot My Password" form. The title "Forgot My Password" is in blue. Below the title is a horizontal line. The text "Please enter the e-mail you used to signup." is displayed. There are two input fields for the email address, separated by an "@" symbol. A blue "Reset My Password" button is located to the right of the second input field.

Fig. 2. Password recovery form.

Type your e-mail address and click **Reset My Password** button. The system will send email to your e-mail address. To reset your password, follow the instructions in the email.

1.2 User management

To access the user control panel, click on the user name in the right top corner.

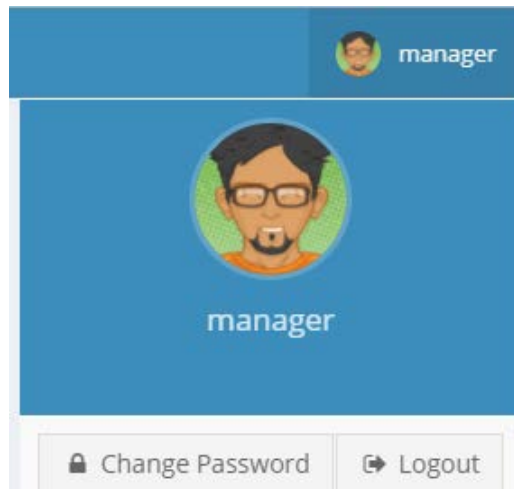


Fig. 3. Control panel.

1.2.1 Password change

To change your password, click **Change Password** button.

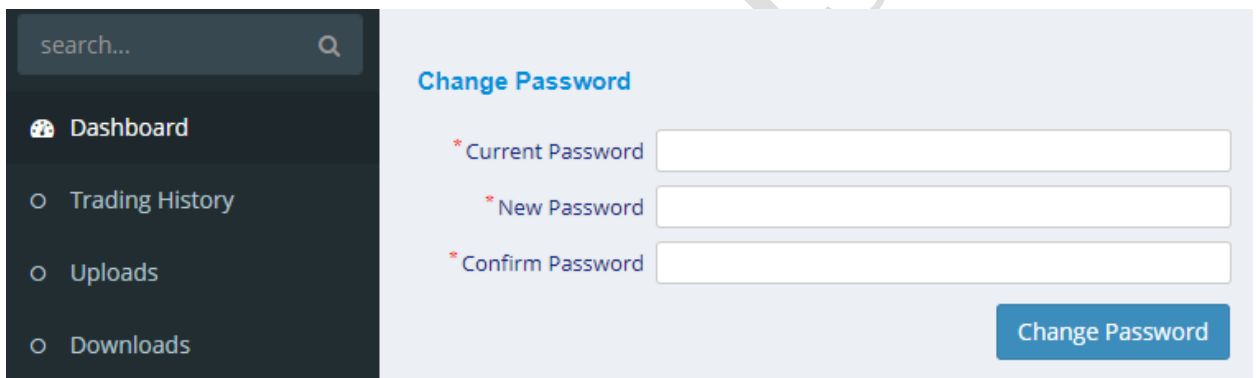
A screenshot of a 'Change Password' form. On the left is a dark sidebar with a search bar and menu items: 'Dashboard', 'Trading History', 'Uploads', and 'Downloads'. The main form area has the title 'Change Password' in blue. It contains three input fields, each with an asterisk: '* Current Password', '* New Password', and '* Confirm Password'. A blue 'Change Password' button is located at the bottom right of the form.

Fig. 4. Change password form.

Type your old password and new password and click **Change Password** button.

1.2.2 Logout

To log out, click **Logout** button.

2 DASHBOARD

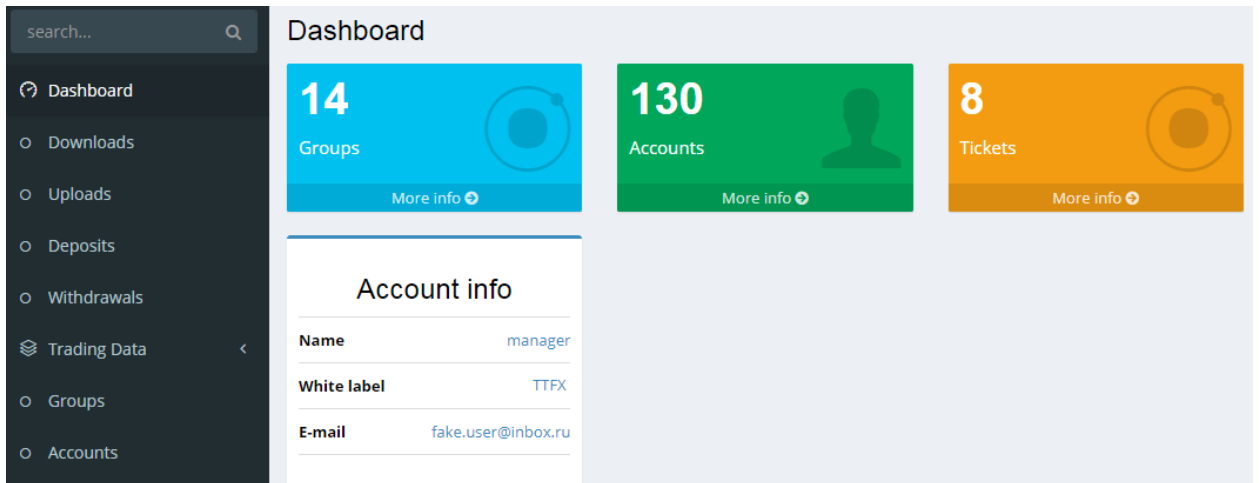


Fig. 5. Dashboard.

Dashboard displays general manager information: available groups count, accounts count, **Tickets** count, and manager **Name**, **White Label** controlled by manager and his **E-mail** address.

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3 DOWNLOADS

3.1 List

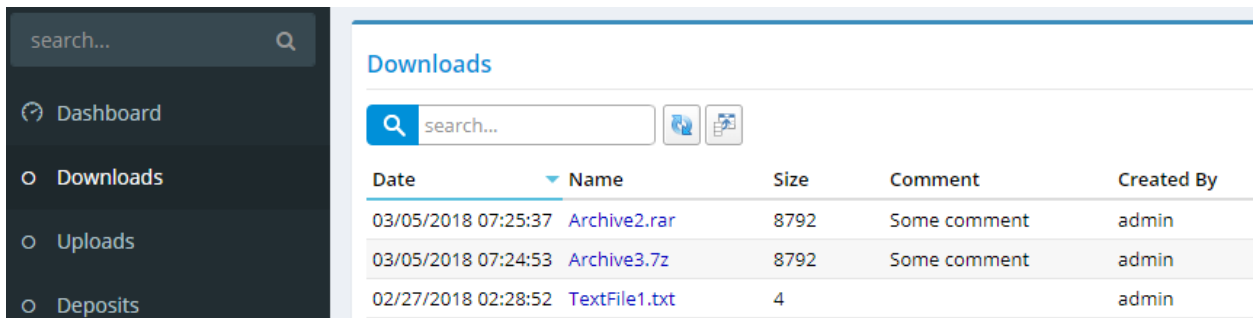


Fig. 6. List of downloads.

search... – search by download name.

3.2 View download



Fig. 7. Download view form.

3.2.1 Fields

Date – download creation date and time.

Name – download name, is the name of file.

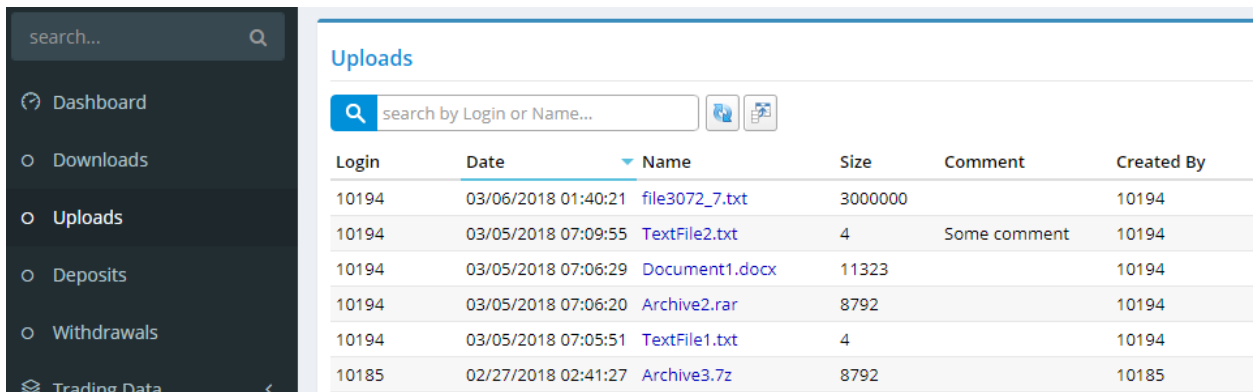
File – uploaded file.

Comment – download comment.

Created By – download creator.

4 UPLOADS

4.1 List



Login	Date	Name	Size	Comment	Created By
10194	03/06/2018 01:40:21	file3072_7.txt	3000000		10194
10194	03/05/2018 07:09:55	TextFile2.txt	4	Some comment	10194
10194	03/05/2018 07:06:29	Document1.docx	11323		10194
10194	03/05/2018 07:06:20	Archive2.rar	8792		10194
10194	03/05/2018 07:05:51	TextFile1.txt	4		10194
10185	02/27/2018 02:41:27	Archive3.7z	8792		10185

Fig. 8. List of uploads.

search by Login or Name... – search by client login or upload name.

4.2 View upload

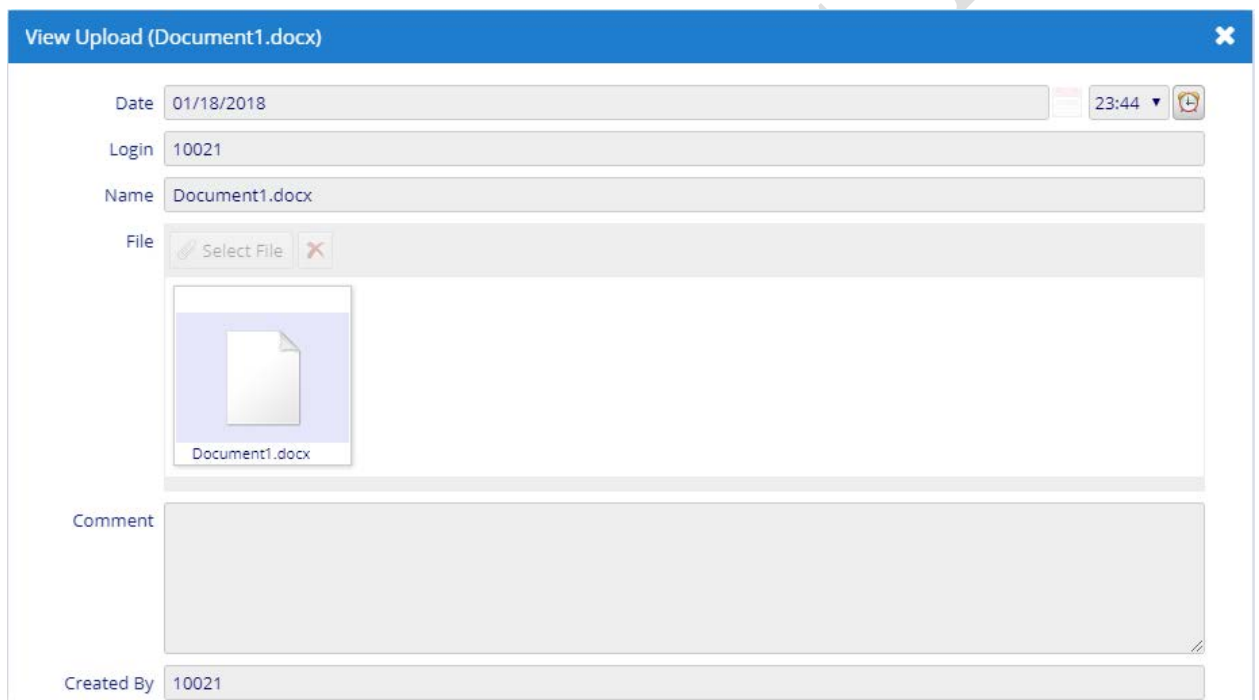


Fig. 9. Upload view form.

4.2.1 Fields

Date – upload creation date and time.

Login – client login.

Name – upload name, is the name of file.

File – uploaded file.

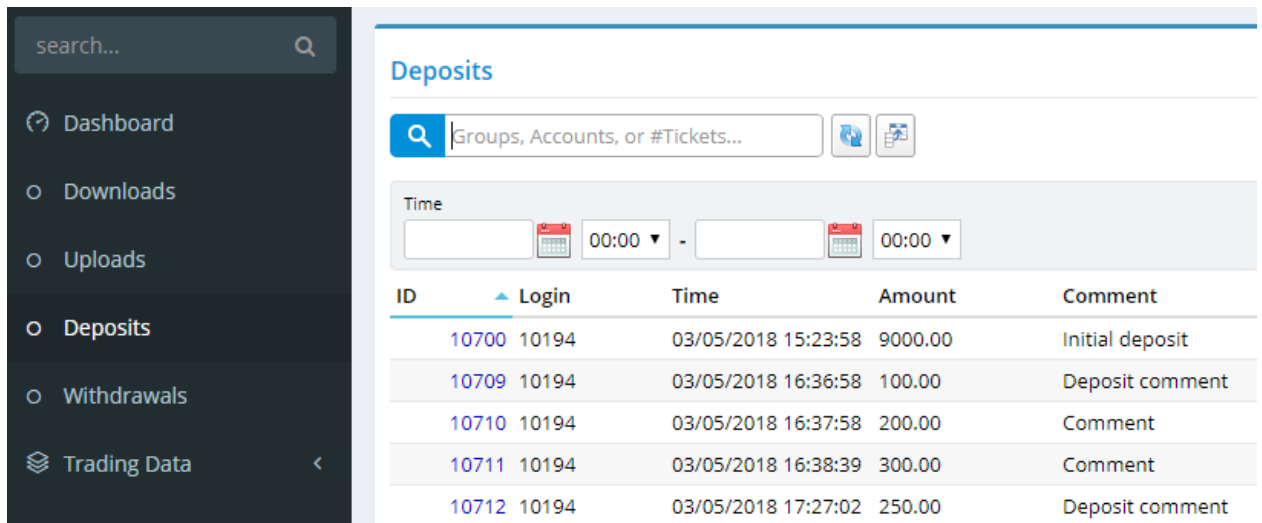
Comment – upload comment.

Created by – upload creator.

5 DEPOSITS

5.1 List

This list displays **MetaTrader** balance transaction.



ID	Login	Time	Amount	Comment
10700	10194	03/05/2018 15:23:58	9000.00	Initial deposit
10709	10194	03/05/2018 16:36:58	100.00	Deposit comment
10710	10194	03/05/2018 16:37:58	200.00	Comment
10711	10194	03/05/2018 16:38:39	300.00	Comment
10712	10194	03/05/2018 17:27:02	250.00	Deposit comment

Fig. 10. List of deposit transactions.

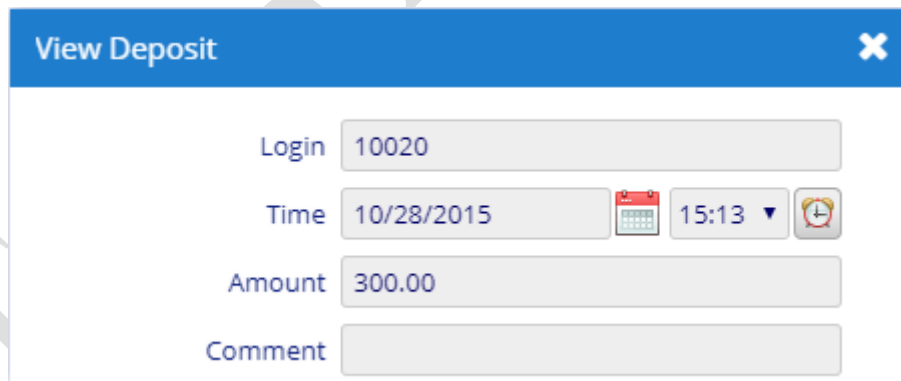
Groups, Accounts, or #Tickets... – search by list of **MetaTrader** groups, accounts or tickets, separated by comas. If you specify “*” character all balance transactions for all available groups will be selected.

ATTENTION: MT4 Manager API, USED BY PORTAL, LIMITS NUMBER OF RETURNED RECORDS. IT IS POSSIBLE LONG-TIME REQUEST PROCESSING OR LACK OF RESULT DATA IF YOU REQUEST BY A LOT OF GROUPS OR USE “*” CHARACTER.

5.1.1 Filters

Time – filtering by transaction date and time.

5.2 View deposit



View Deposit

Login: 10020

Time: 10/28/2015 15:13

Amount: 300.00

Comment:

Fig. 11. Deposit transaction view form.

5.2.1 Fields

Login – **MetaTrader** user login.

Time – deposit transaction date and time.

Amount – transaction amount.

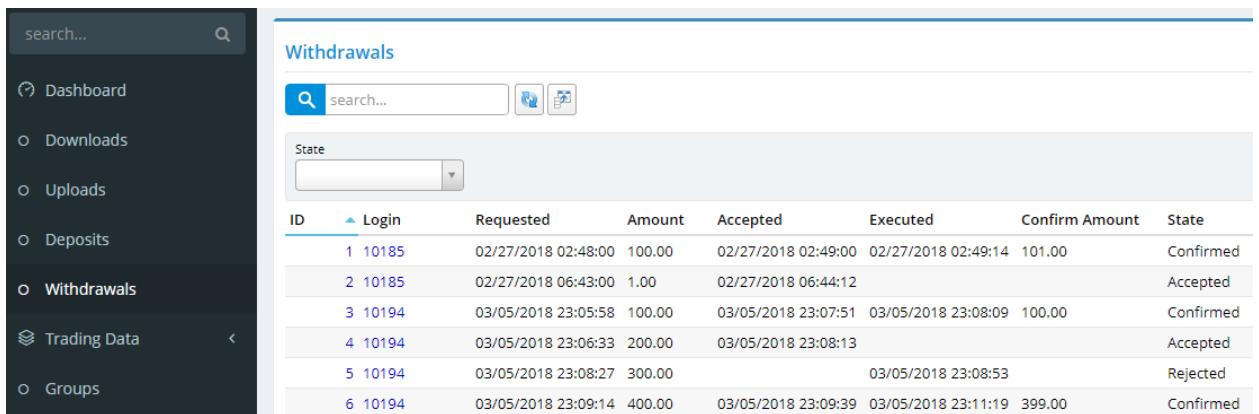
Comment – comment.

6 WITHDRAWALS

This section is designed to withdraw funds from the client's account.

The withdrawals of funds is made in two steps: creation of the request by the client; request processing by the manager.

6.1 List



ID	Login	Requested	Amount	Accepted	Executed	Confirm Amount	State
1	10185	02/27/2018 02:48:00	100.00	02/27/2018 02:49:00	02/27/2018 02:49:14	101.00	Confirmed
2	10185	02/27/2018 06:43:00	1.00	02/27/2018 06:44:12			Accepted
3	10194	03/05/2018 23:05:58	100.00	03/05/2018 23:07:51	03/05/2018 23:08:09	100.00	Confirmed
4	10194	03/05/2018 23:06:33	200.00	03/05/2018 23:08:13			Accepted
5	10194	03/05/2018 23:08:27	300.00		03/05/2018 23:08:53		Rejected
6	10194	03/05/2018 23:09:14	400.00	03/05/2018 23:09:39	03/05/2018 23:11:19	399.00	Confirmed

Fig. 12. List of Withdrawal requests.

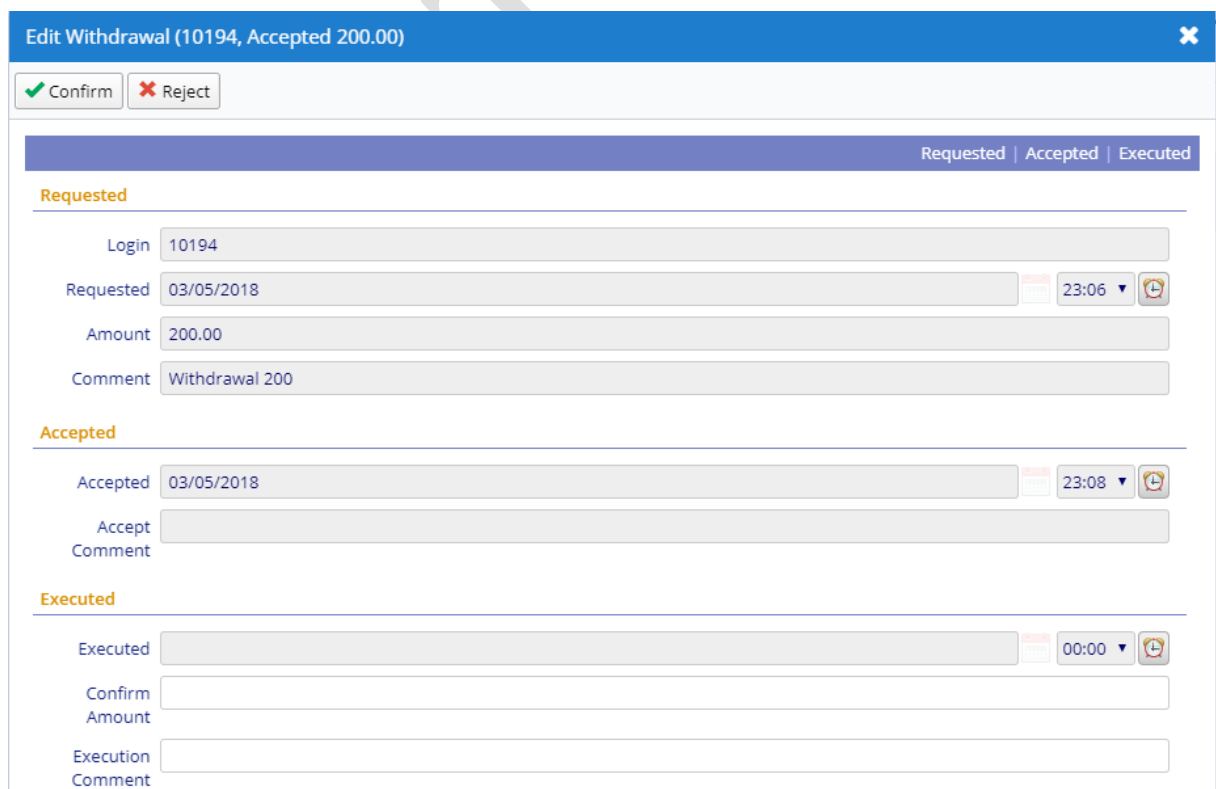
search... - search by user login.

6.1.1 Filters

State – filtering by request state. Available values:

- **Requested** – newly created request;
- **Accepted** – request is accepted by the manager;
- **Confirmed** – request is executed by the manager;
- **Rejected** – request is cancelled by the manager.

6.2 Edit withdrawal



Edit Withdrawal (10194, Accepted 200.00)
✕

Confirm
 Reject

Requested | Accepted | Executed

Requested

Login:

Requested:

Amount:

Comment:

Accepted

Accepted:

Accept Comment:

Executed

Executed:

Confirm Amount:

Execution Comment:

Fig. 13. Withdrawal edit form.

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6.2.1 Fields

Login – user login, request creator.

Requested – request creation date and time.

Amount – requested amount.

Comment – comment.

Accepted – request accepting date and time.

Accepted Comment – accepting comment.

Executed – request execution or rejection date and time.

Confirm Amount – request amount, can differ from requested amount.

Execution Comment – request execution or rejection comment.

6.2.2 Action

Accept – accepting request to work.

Confirm – confirmation of request execution.

Reject – request rejection.

6.3 Withdrawal processing

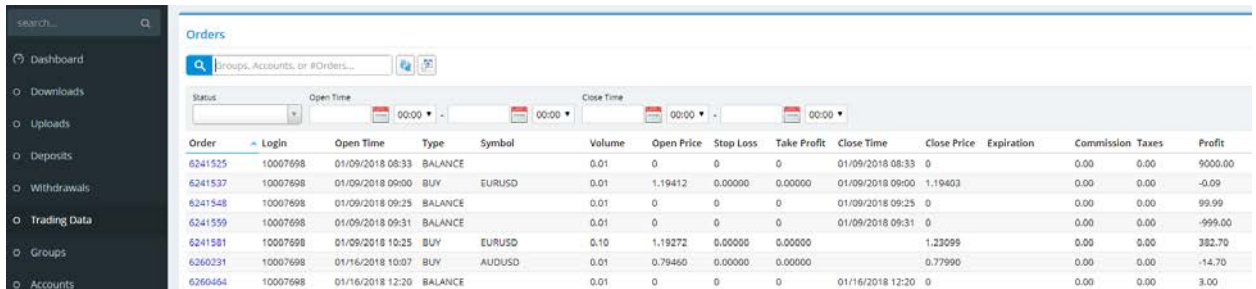
Client (trader) create withdrawal request using Trader Portal. This request has status **Requested** and it is accessible for client's White Label manager. Manager can reject (action **Reject** – state is changing to **Rejected**) or accept (action **Accept** – state is changing to **Accepted**) this request. After the transfer of funds to the client's account is completed, manager changes state of request to **Confirmed** (action **Confirm**), specifying transferred amount (transferred amount can be differ from requested amount).

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7 TRADING DATA

This list contains **MetaTrader** orders.

7.1 List



Order	Login	Open Time	Type	Symbol	Volume	Open Price	Stop Loss	Take Profit	Close Time	Close Price	Expiration	Commission	Taxes	Profit
6241525	10007698	01/09/2018 08:33	BALANCE		0.01	0	0	0	01/09/2018 08:33	0		0.00	0.00	9000.00
6241537	10007698	01/09/2018 09:00	BUY	EURUSD	0.01	1.19412	0.00000	0.00000	01/09/2018 09:00	1.19403		0.00	0.00	-0.09
6241548	10007698	01/09/2018 09:25	BALANCE		0.01	0	0	0	01/09/2018 09:25	0		0.00	0.00	99.99
6241559	10007698	01/09/2018 09:31	BALANCE		0.01	0	0	0	01/09/2018 09:31	0		0.00	0.00	-999.00
6241581	10007698	01/09/2018 10:25	BUY	EURUSD	0.10	1.19272	0.00000	0.00000		1.23099		0.00	0.00	382.70
6260231	10007698	01/16/2018 10:07	BUY	AUDUSD	0.01	0.79460	0.00000	0.00000		0.77990		0.00	0.00	-14.70
6260464	10007698	01/16/2018 12:20	BALANCE		0.01	0	0	0	01/16/2018 12:20	0		0.00	0.00	3.00

Fig. 14. List of orders.

Groups, Accounts, or #Tickets... – search by list of **MetaTrader** groups, accounts or tickets, separated by comas. If you specify ‘*’ character all orders for all available groups will be selected.

ATTENTION: MT4 Manager API, USED BY PORTAL, LIMITS NUMBER OF RETURNED RECORDS. IT IS POSSIBLE LONG-TIME REQUEST PROCESSING OR LACK OF RESULT DATA IF YOU REQUEST BY A LOT OF GROUPS OR USE ‘*’ CHARACTER.

7.1.1 Filters

Status – order status. Available values: **Opened** – opened orders, **Closed** – closed orders, **Pending** – pending, not activated orders, and **Balance** – balance transactions.

Open Time – order placing period.

Close Time – order closing period.

7.2 Edit order

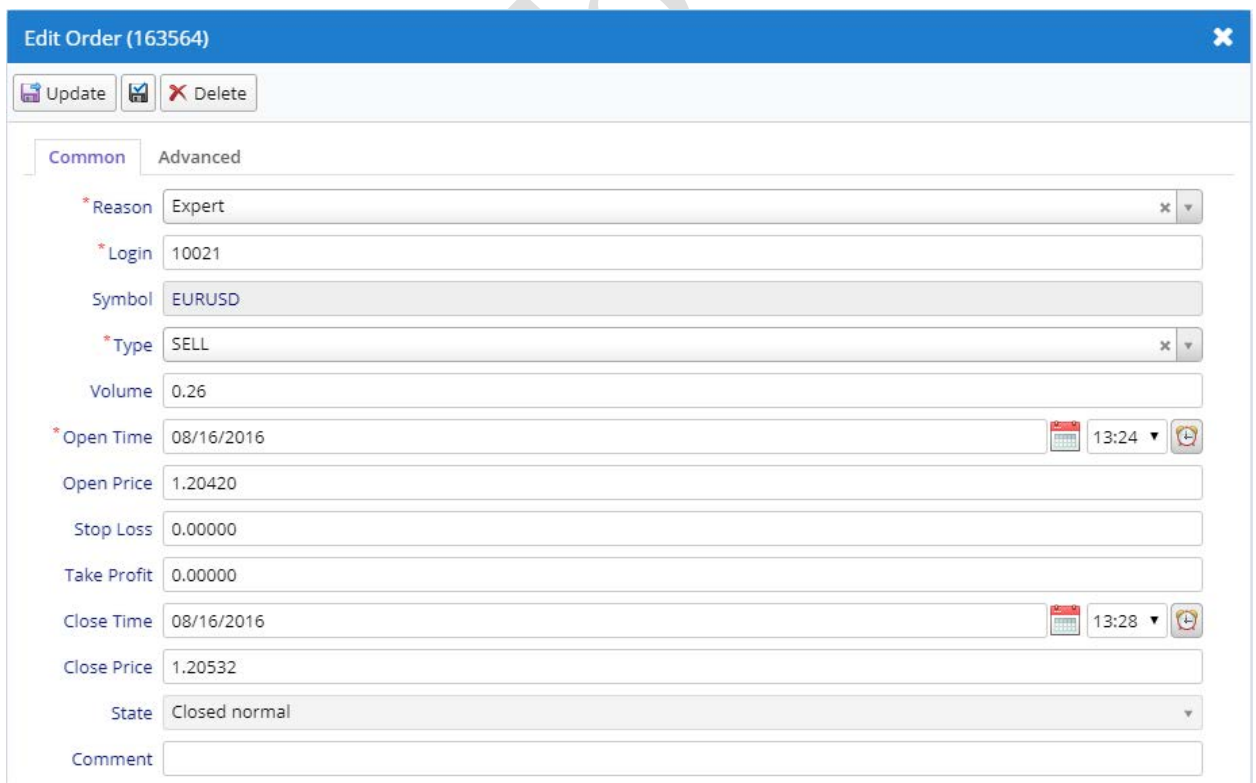
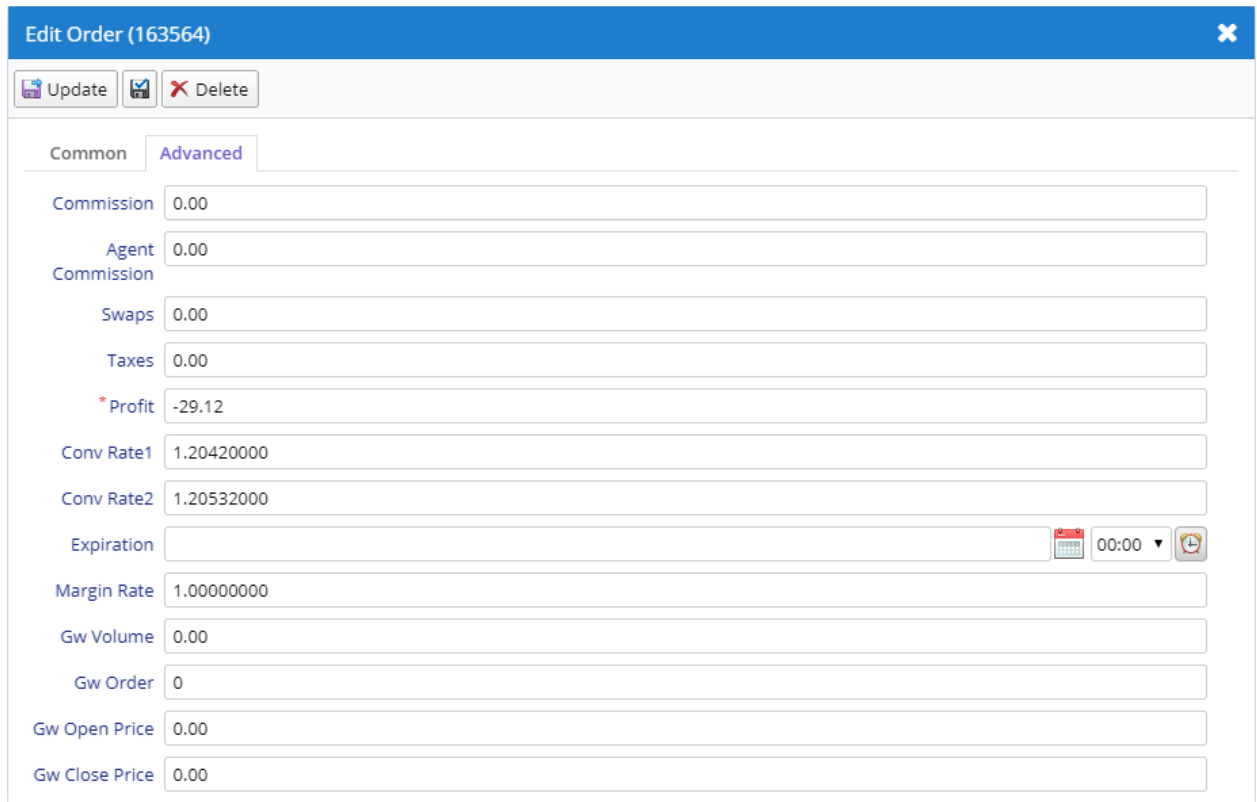


Fig. 15. Order edit form. Tab Common.



Field	Value
Commission	0.00
Agent Commission	0.00
Swaps	0.00
Taxes	0.00
*Profit	-29.12
Conv Rate1	1.20420000
Conv Rate2	1.20532000
Expiration	00:00
Margin Rate	1.00000000
Gw Volume	0.00
Gw Order	0
Gw Open Price	0.00
Gw Close Price	0.00

Fig. 16. Order edit form. Tab Advanced.

7.2.1 Fields

Order – order ticket.

Reason – reason for placing the order.

Login – the login of the client, to whom the order belongs.

Symbol – the name of a financial instrument of the order.

Type – type of a trade command (buy, sell, sell limit, buy limit, buy stop, sell stop, balance, credit).

Volume – order volume in lots.

Open Time – order open time.

Close Time – order close time.

Open Price – order open price.

Close Price – order close price.

Stop Loss – the price level of the order Stop Loss.

Take Profit – the price level of the order Take Profit.

State – order state.

Comment – comment.

Commission – order commission amount.

Agent Commission – a mount of the agent commission of the order.

Swaps – Order swap in the client's deposit (an accumulated value for the entire order lifetime).

Taxes – the amount of tax on the commission in the client's deposit currency. Specified in the base currency per one lot. Additionally charged from the client account with the commission.

Profit – profit from a trade transaction in the client's deposit currency.

Conv. Rate 1 – the rate of the base currency against the deposit currency at the time of position opening.

Conv. Rate 2 – the rate of the base currency against the deposit currency at the time of position closing.

Expiration – pending order expiration time.

Margin Rate – order margin currency to deposit currency conversion factor. Added by the server at the moment of position opening (resulting from market order placing or pending order triggering).

GW Order – the order ticket number on the external **MetaTrader 4** server when using a gateway.

GW Volume – the volume of the sent to an external trade server via the STP gateway.


GW Open Price – the difference between the order open price in the external system and the order open price on the local trade server. Specified in pips. The total open price on the gateway is obtained by adding the difference to the order open price on the local server.



GW Close Price – the difference between the order close price in the external system and the order close price on the local trade server. Specified in pips. The total close price on the gateway is obtained by adding the difference to the order close price on the local server.

7.2.2 Actions

Update – save changes and close the form.

Apply changes  – save changes (form remains open).

Delete – delete.

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8 GROUPS

This list contains **MetaTrader** groups.

8.1 List

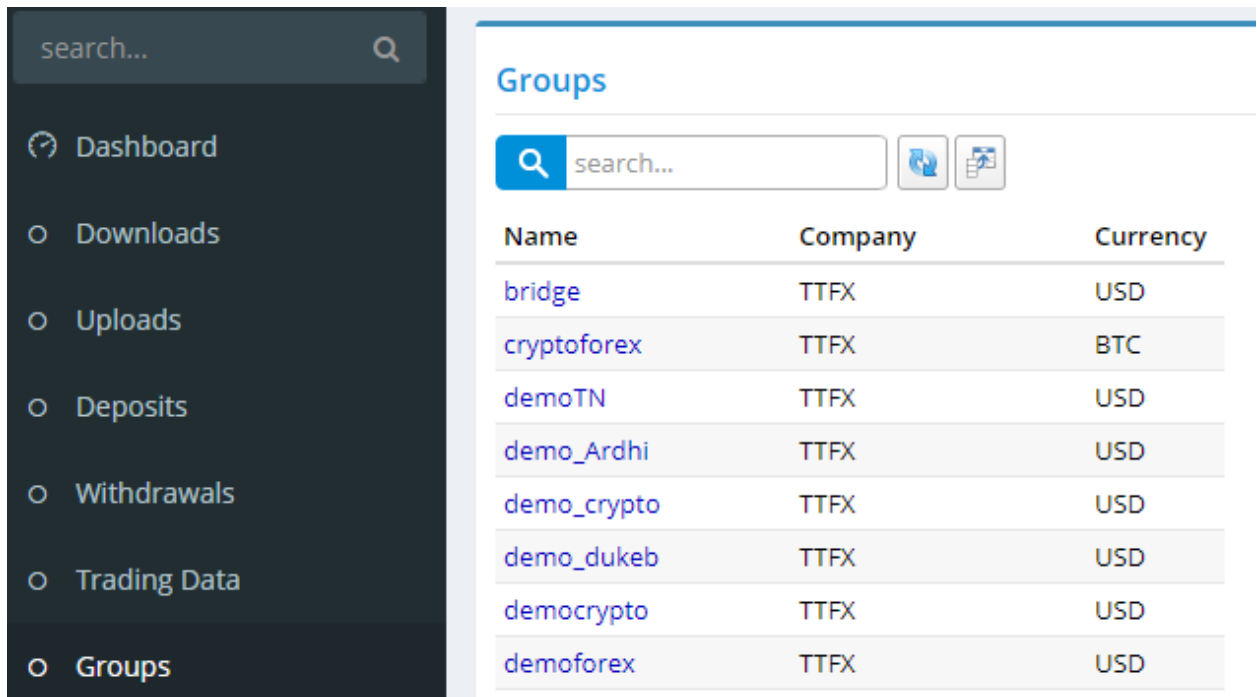


Fig. 17. List of groups.

search... - search by group name.

8.2 Edit group

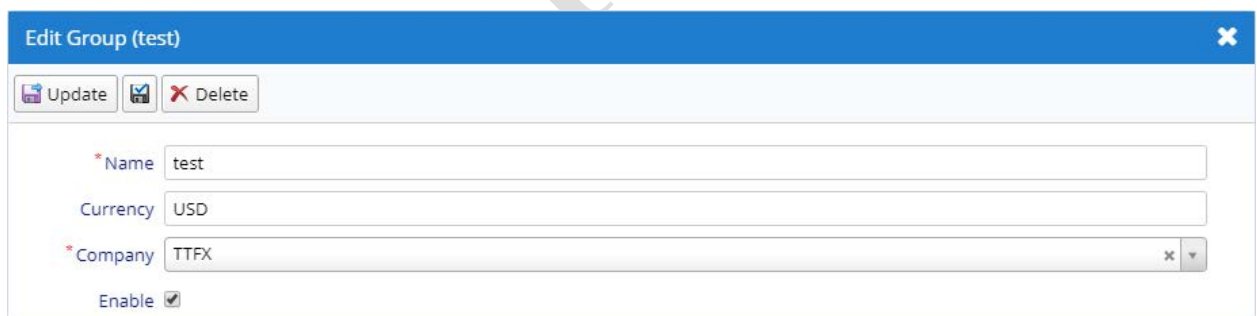


Fig. 18. Group edit form.

8.2.1 Fields

Name – name of a group, including a path to it in accordance with the hierarchy.


Currency – the deposit currency of the group.

Company – the name of the company that services the group (White Label).

Enable – enable / disable group.

8.2.2 Actions

Update – save changes and close the form.

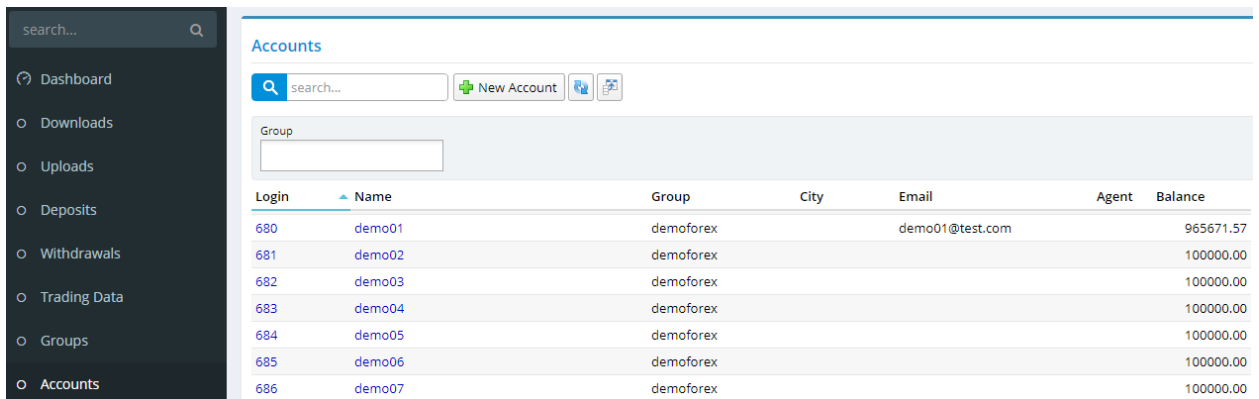
Apply changes  – save changes (form remains open).

Delete – delete.

9 ACCOUNTS

This list contains **MetaTrader** accounts.

9.1 List



Login	Name	Group	City	Email	Agent	Balance
680	demo01	demo forex		demo01@test.com		965671.57
681	demo02	demo forex				100000.00
682	demo03	demo forex				100000.00
683	demo04	demo forex				100000.00
684	demo05	demo forex				100000.00
685	demo06	demo forex				100000.00
686	demo07	demo forex				100000.00

Fig. 19. List of accounts.

search... - search by account name or login.

New Account – create new account.

9.1.1 Filters

Group – filtering by groups.

9.2 Create / edit account



New Account

Account | Orders

Save | [Icon]

General | Details | Security

Login:

* Name:

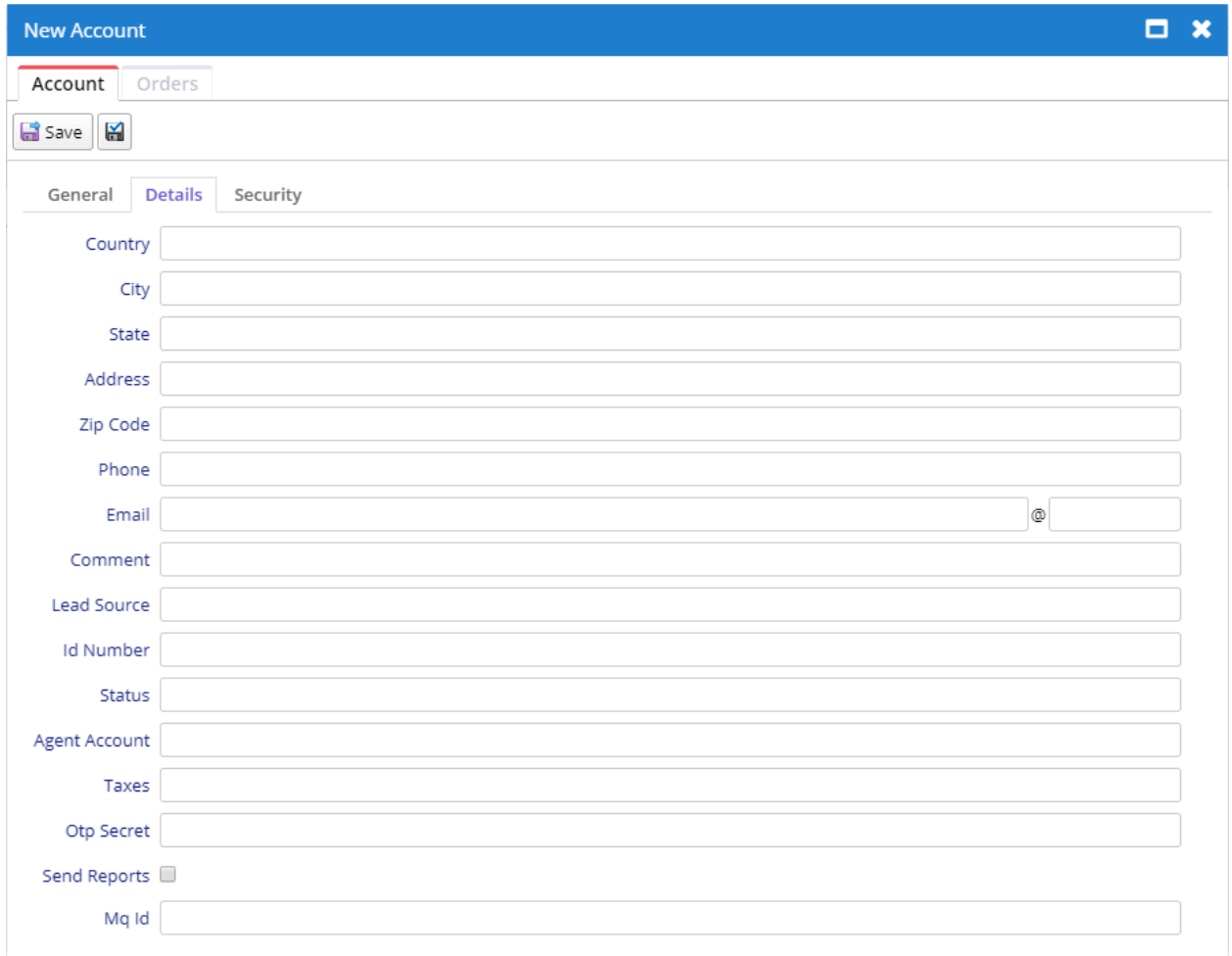
* Group: --select--

* Leverage: --select--

Read Only

Enable

Fig. 20. Account create form. Tab general.



New Account

Account Orders

Save

General Details Security

Country

City

State

Address

Zip Code

Phone

Email

Comment

Lead Source

Id Number

Status

Agent Account

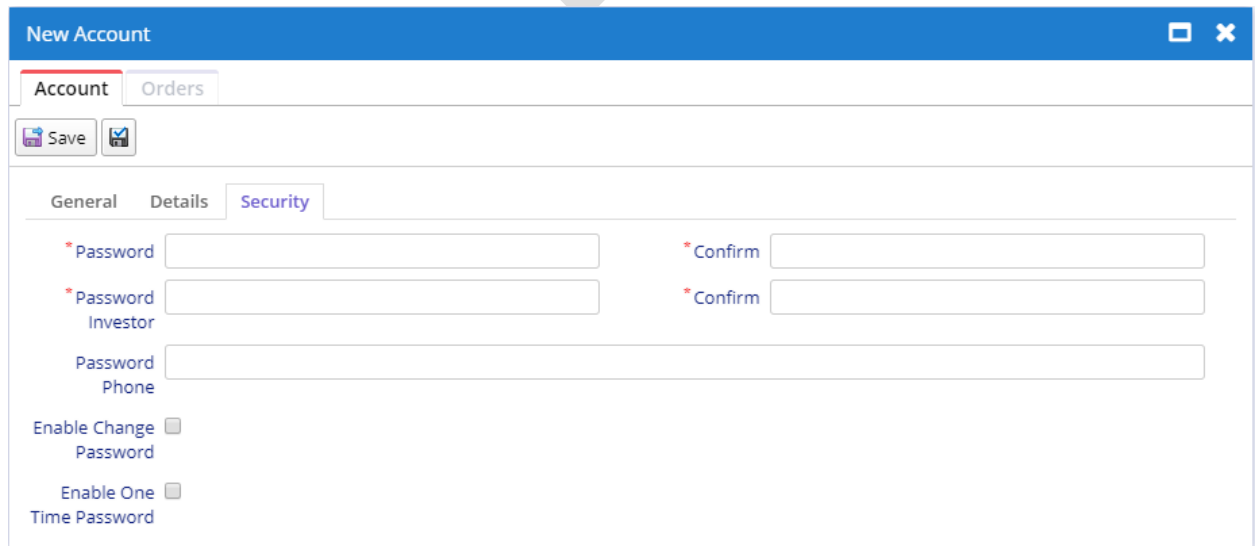
Taxes

Otp Secret

Send Reports

Mq Id

Fig. 21. Account create form. Tab Details.



New Account

Account Orders

Save

General Details Security

* Password

* Confirm

* Password Investor

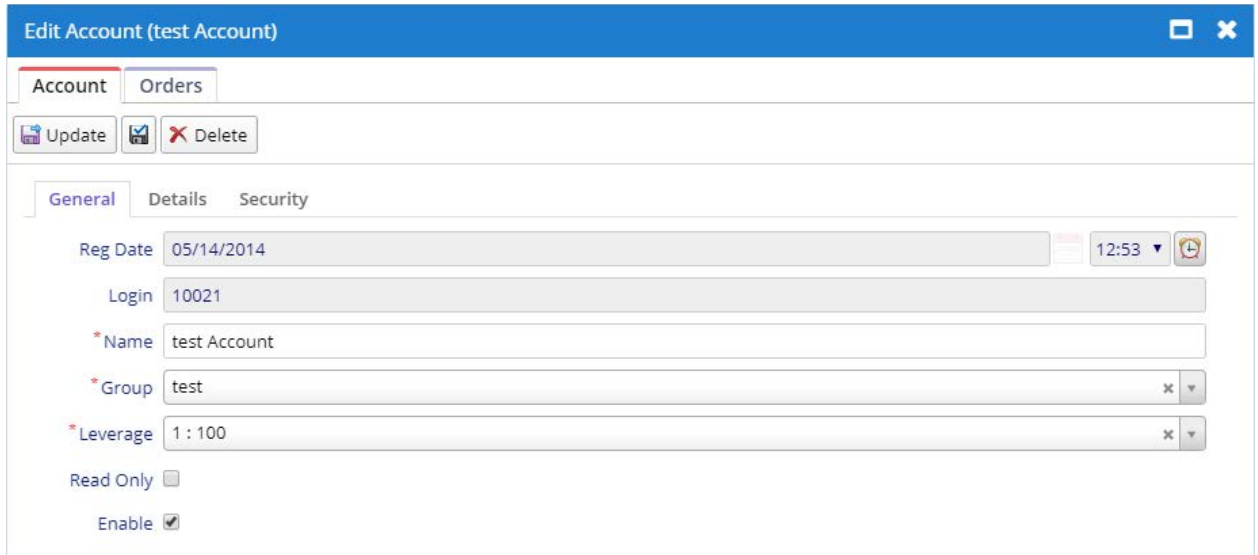
* Confirm

Password Phone

Enable Change Password

Enable One Time Password

Fig. 22. Account create form. Tab Security.



Edit Account (test Account)

Account Orders

Update Delete

General Details Security

Reg Date 05/14/2014 12:53

Login 10021

* Name test Account

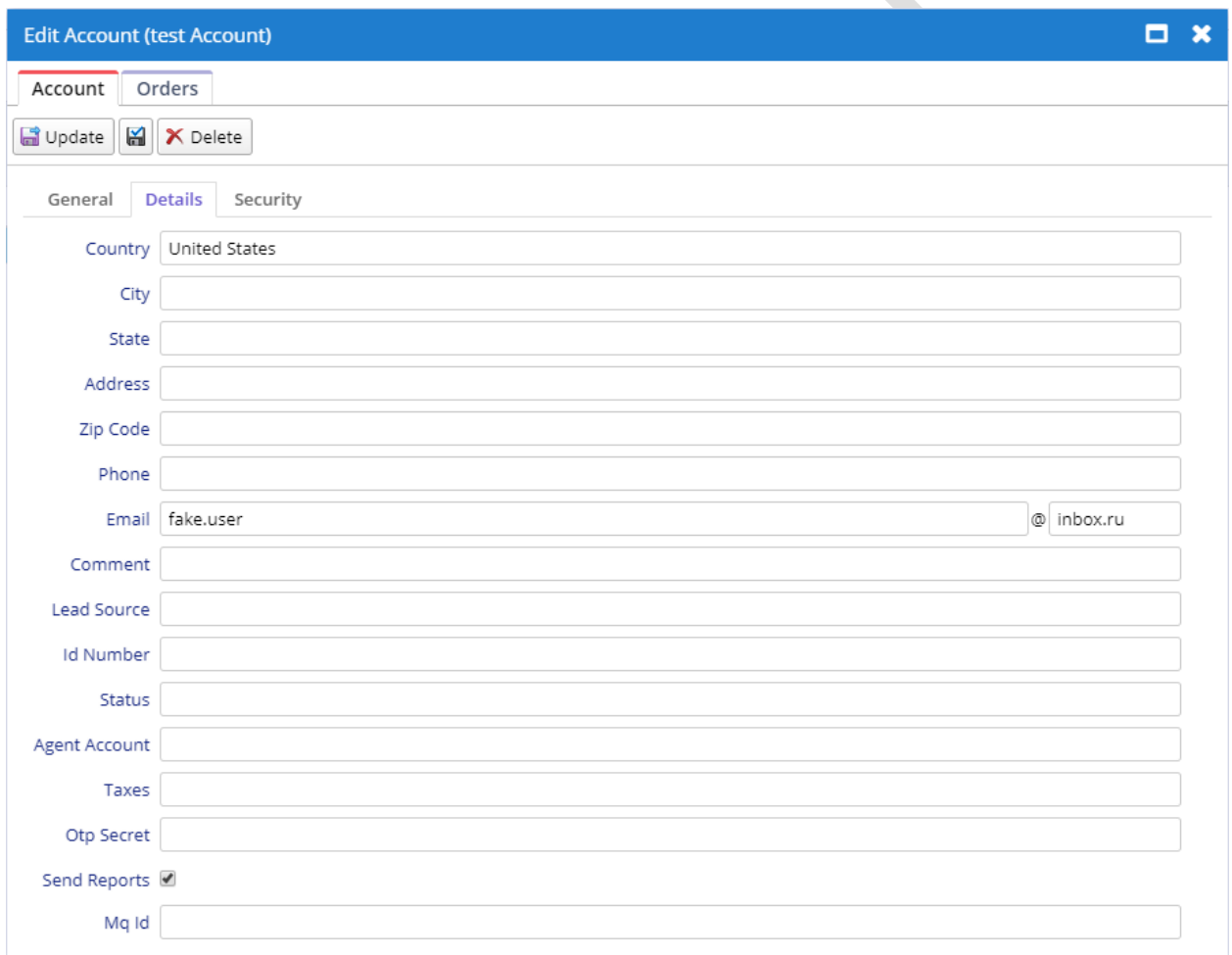
* Group test

* Leverage 1 : 100

Read Only

Enable

Fig. 23. Account edit form. Tab **General**.



Edit Account (test Account)

Account Orders

Update Delete

General Details Security

Country United States

City

State

Address

Zip Code

Phone

Email fake.user @ inbox.ru

Comment

Lead Source

Id Number

Status

Agent Account

Taxes

Otp Secret

Send Reports

Mq Id

Fig. 24. Account edit form. Tab **Details**.

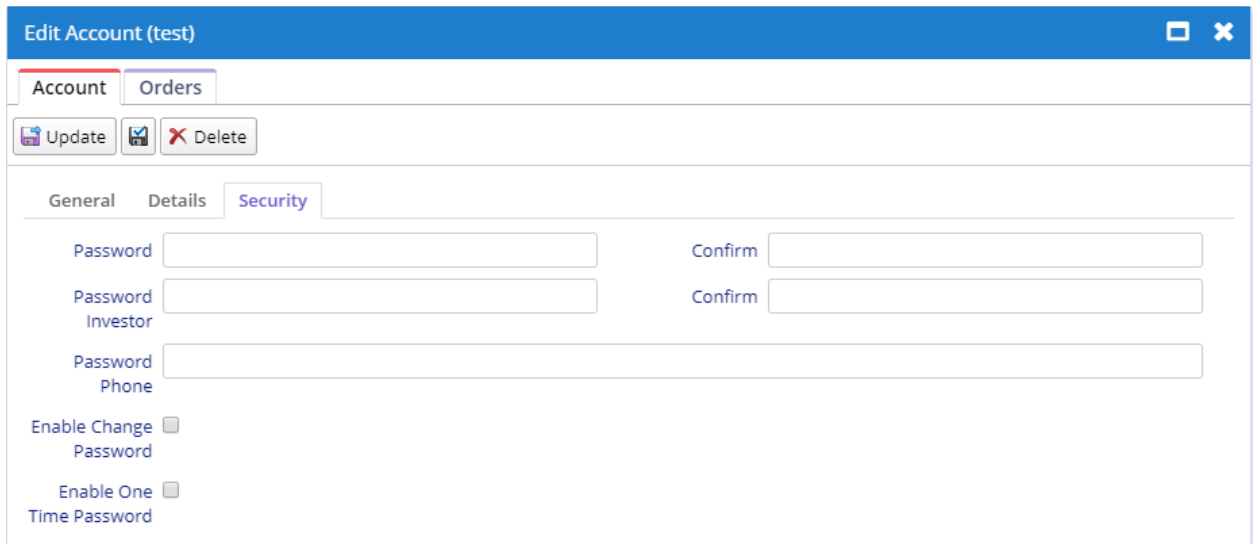


Fig. 25. Account edit form. Tab Security.

9.2.1 Fields

Reg Date – date and time of registration of the client.

Login – The number of a client's account. If the field is not filled in during client creation, the server adds a value automatically.

Name – client name.

Group – client group.

Leverage – the leverage amount.

Read Only – the client is not allowed to trade on the account.

Enable – enable / disable account.

Country – The client's country of residence.

City – the client's city of residence.

State – a client's state (region) of residence.

Address – the address of a client.

Zip Code – a client's zip code.

Phone – a client's phone number.

Email – the client's email address.

Comment – comment.

Lead Source – the field is used for marketing campaigns allowing you to track where a client came from.

Id Number – client's TIN or another ID document.

Status – client's status: resident or nonresident.

Agent Account – the number of the agent account managing this trading account.

Taxes – the tax on the amount received as interest on the free margin (annual %). The tax amount is deducted monthly when the annual interest amount is added to the balance.

Otp Secret – a secret key generated when binding the One Time Password generator on a mobile device to a trading account.

Send Reports – enable / disable the generation of daily reports for this account.

Mq Id – the client's MetaQuotes ID.

Password / Confirm – main password.

Password Investor / Confirm – investor password.


Password Phone – password for performing trading operations over the phone.

Enable to Change Password – enable / disable password changing.

Enable One Time Password – enable / disable OTP.

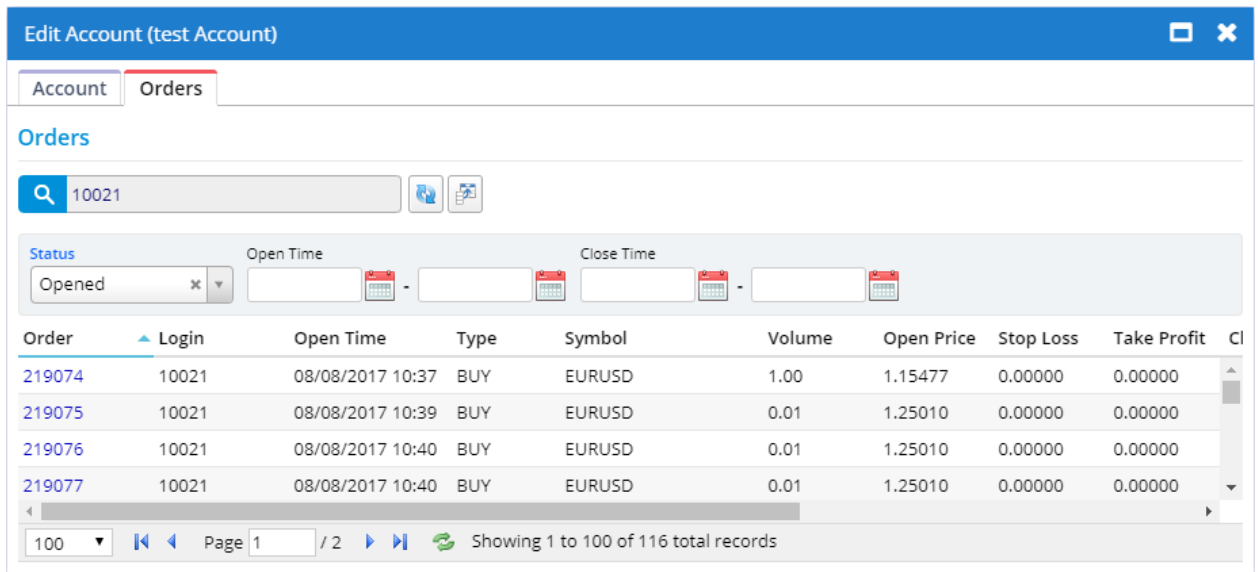
9.2.2 Actions

Save / Update – save changes and close the form.

Apply changes  – save changes (form remains open).

Delete – delete.

9.2.3 View / edit orders



Order	Login	Open Time	Type	Symbol	Volume	Open Price	Stop Loss	Take Profit	Cl
219074	10021	08/08/2017 10:37	BUY	EURUSD	1.00	1.15477	0.00000	0.00000	
219075	10021	08/08/2017 10:39	BUY	EURUSD	0.01	1.25010	0.00000	0.00000	
219076	10021	08/08/2017 10:40	BUY	EURUSD	0.01	1.25010	0.00000	0.00000	
219077	10021	08/08/2017 10:40	BUY	EURUSD	0.01	1.25010	0.00000	0.00000	

Showing 1 to 100 of 116 total records

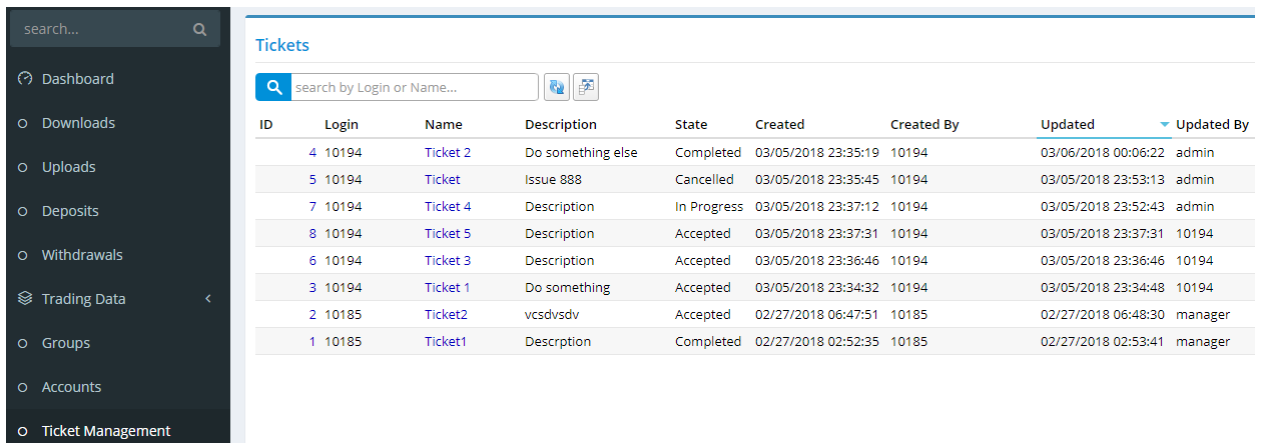
Fig. 26. List of orders.

The **Orders** tab contains list of orders belonging to the account. Work with this list is similar to [Trading Data](#).

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10 TICKET MANAGEMENT

10.1 List

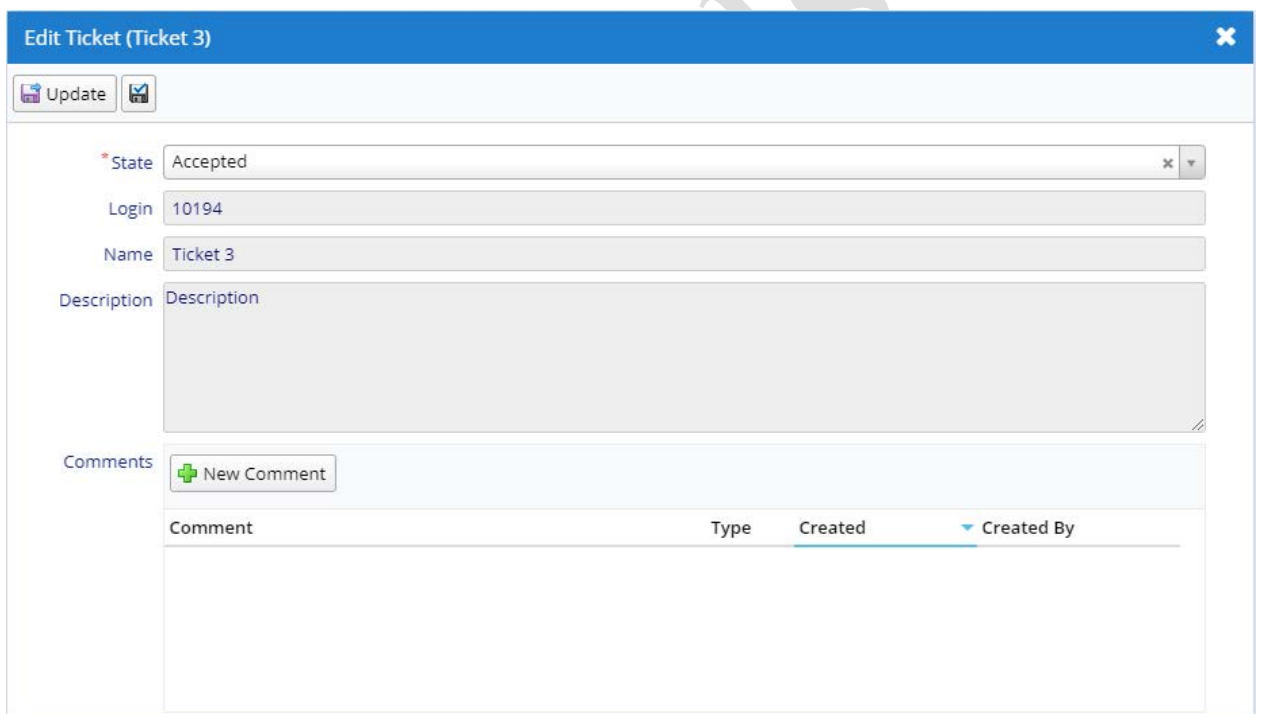


ID	Login	Name	Description	State	Created	Created By	Updated	Updated By
4	10194	Ticket 2	Do something else	Completed	03/05/2018 23:35:19	10194	03/06/2018 00:06:22	admin
5	10194	Ticket	Issue 888	Cancelled	03/05/2018 23:35:45	10194	03/05/2018 23:53:13	admin
7	10194	Ticket 4	Description	In Progress	03/05/2018 23:37:12	10194	03/05/2018 23:52:43	admin
8	10194	Ticket 5	Description	Accepted	03/05/2018 23:37:31	10194	03/05/2018 23:37:31	10194
6	10194	Ticket 3	Description	Accepted	03/05/2018 23:36:46	10194	03/05/2018 23:36:46	10194
3	10194	Ticket 1	Do something	Accepted	03/05/2018 23:34:32	10194	03/05/2018 23:34:48	10194
2	10185	Ticket2	vcsvdsv	Accepted	02/27/2018 06:47:51	10185	02/27/2018 06:48:30	manager
1	10185	Ticket1	Description	Completed	02/27/2018 02:52:35	10185	02/27/2018 02:53:41	manager

Fig. 27. List of tickets.

search by Login or Name... - search by client's login or ticket name.

10.2 Edit ticket



Edit Ticket (Ticket 3)

Update

*State: Accepted

Login: 10194

Name: Ticket 3

Description: Description

Comments: + New Comment

Comment	Type	Created	Created By
---------	------	---------	------------

Fig. 28. Ticket edit form.

10.2.1 Fields

State – ticket state. Available values:

- **Accepted** – ticket is accepted by the system;
- **In Progress** – ticket is in progress;
- **Completed** – ticket is completed;
- **Cancelled** – ticket is cancelled.

Login – login of the client to whom the ticket belongs.


Name – ticket name.

Description – ticket description.

Comments – comment.

10.2.2 Actions

Update – save changes and close the form.

Apply changes  – save changes (form remains open).

New Comment – create new comment.



10.2.2.1 Comments

Comments + New Comment

Comment	Type	Created	Created By
Comment2	Private	01/22/2018 04:09	manager
Comment1	Public	01/22/2018 04:08	manager

Fig. 29. List of ticket comments.

New Comment
✕




 Save


* Comment

* Type

Fig. 30. Comment create form.

Edit Comment
✕

 Update

 Delete

* Comment

* Type

Created By

Fig. 31. Comment edit form.

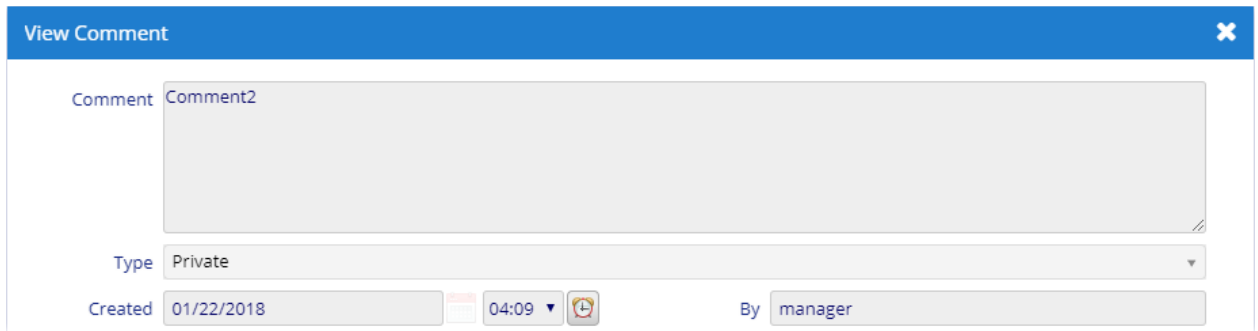


Fig. 32. Comment view form.

10.2.2.1.1 Fields

Comment – comment.


Type – comment type. Available values: **Private** – invisible for trader (via Trader Portal); **Public** – visible for all.

Created – comment creation date and time.

By – name of the user who added the comment.

10.2.2.1.2 Actions

Save / Update – save changes and close the form.

Apply changes  – save changes (form remains open).

10.3 Tickets processing

Client (trader) creates new ticket via Trader Portal. Created ticket has **Accepted** state and it is accessible for client's White Label manager. Manager takes this ticket to work changing the state to **Is Progress**. When ticket is completed, manager changes the state to **Completed**. If ticket cannot be completed, manager can set it to **Cancelled** state.

When changing the state of ticket system sends email notification to trader and manager.

At any state of ticket processing manager can add a comment to the ticket. There are two types of comments: **Private** – comment invisible to a trader; **Public** – comment is visible to all.