POEMS 2.0

V3.0

CONTENTS

GETTING STARTED *3*
OVERVIEW *5*

HOW TO MONITOR THE MARKET
Prices (LP1) *6*
Watchlist *7*
Chart Live *10*
Market Depth *11*

HOW TO TRADE
Trade (LP2) *12*
Submitting a Trade *13*
Order Status *15*
Product and Order Types *16*

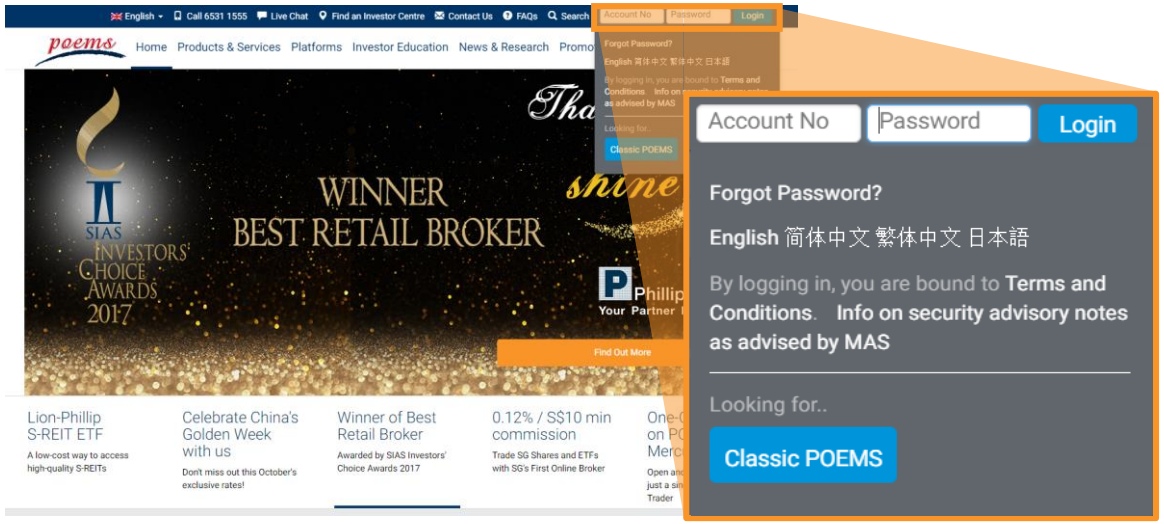
HOW TO MANAGE YOUR ACCOUNT
Account Management *17*
Announcements *18*

HOW TO CUSTOMISE THE PLATFORM
Workspaces *19*
Tabs and Widgets *20*
Settings *21*

GETTING STARTED

Logging in to POEMS 2.0

Step 1: Type in URL **www.poems.com.sg**

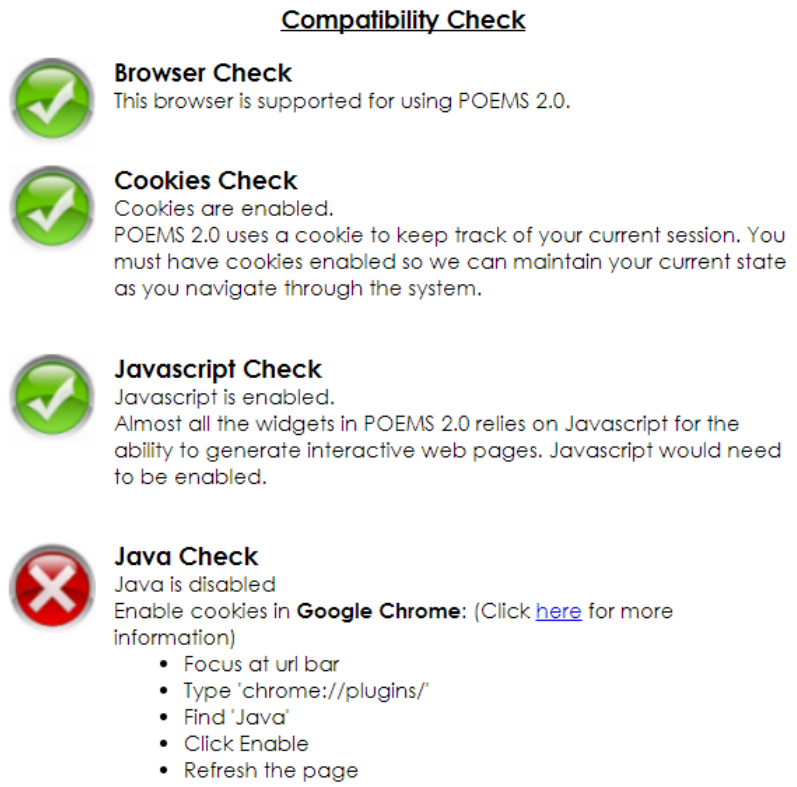


Step 2: For **www.poems.com.sg** key in login details at the top right corner
For p2.poems.com.sg key in login details in the fields provided

COMPATIBILITY CHECK

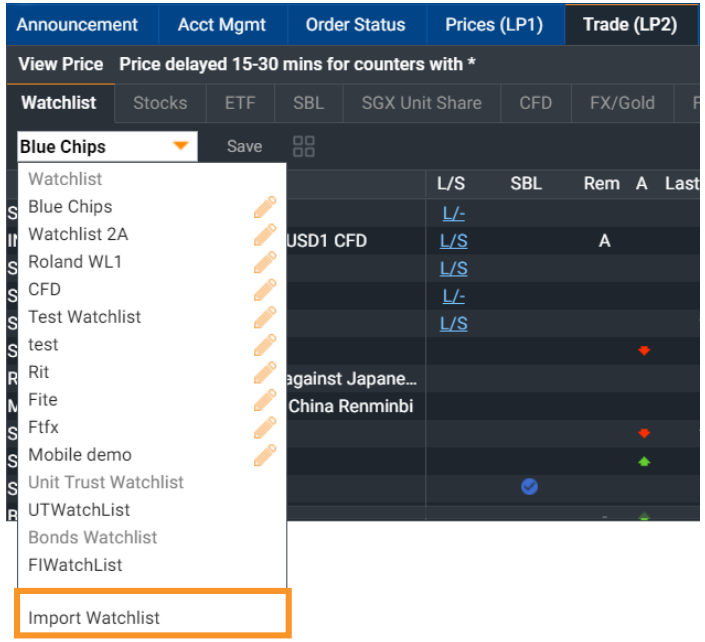
A Compatibility Check helps to identify what should be enabled in the user's system in order to maximize the performance of POEMS 2.0.

On p2.poems.com.sg click **Browser Compatibility** to do a compatibility check on your system.



Import your Watchlist from POEMS Classic

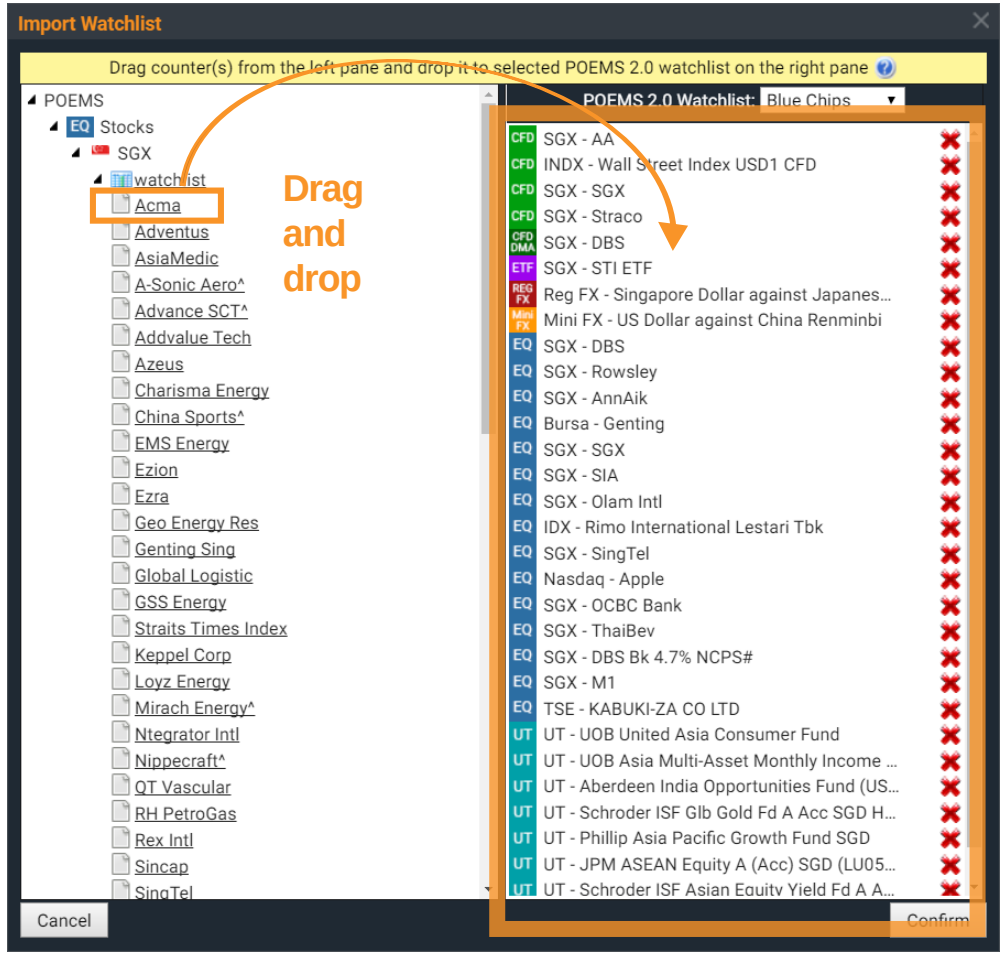
(For existing POEMS clients. For new clients, refer to page 7 to learn how to build your Watchlist)



Step 1: In the **Trade (LP2)** tab, click on **Watchlist** sub-tab, click on the dropdown list and select **Import Watchlist**

Step 2: Drag and drop counters/watchlists from the Left column (POEMS Classic) and into the space in the Right column (POEMS 2.0)

To build your Watchlist in POEMS 2.0, go to page 7

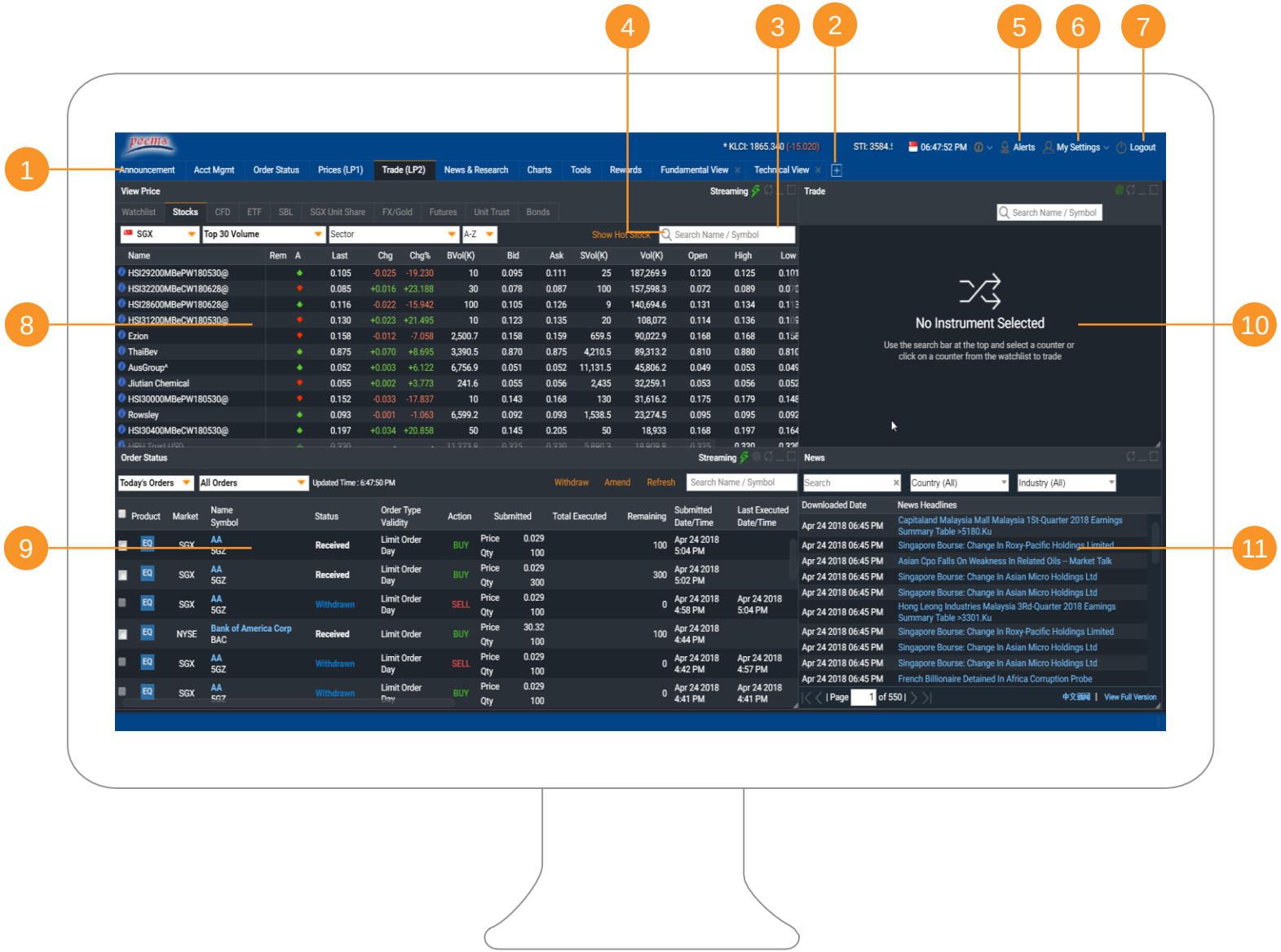


Note: POEMS 2.0 watchlist is sychronised with your POEMS Mobile. Editing your watchlist in POEMS 2.0 will affect your POEMS Mobile watchlist and vice versa

GETTING STARTED

Overview

1. Main navigation bar
2. Add a new tab (workspace)
3. Search for instrument
4. Advanced Search
5. Alerts
6. Settings
7. Log out
8. View Price
9. Order Status
10. Trade
11. News

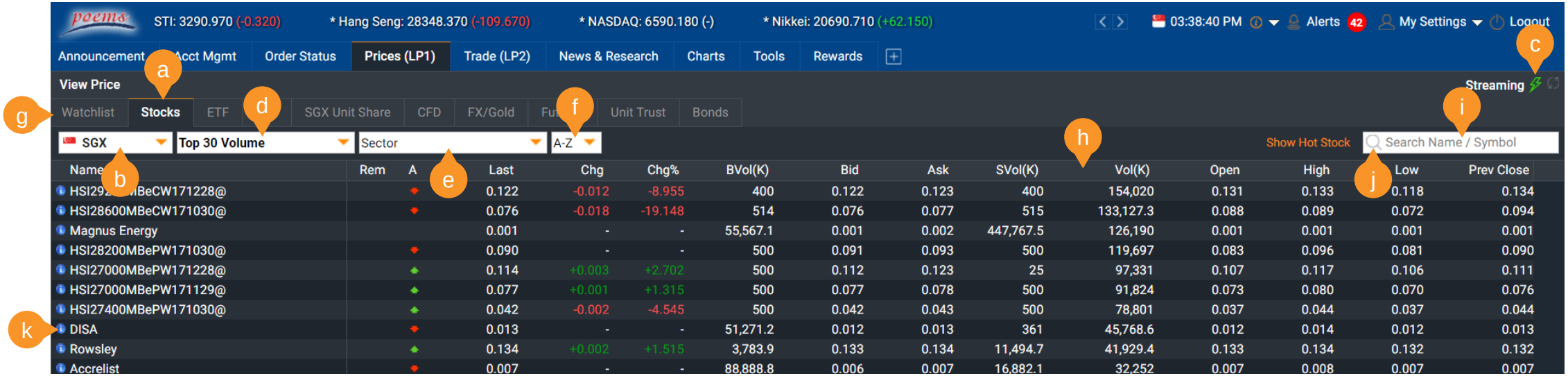


HOW TO MONITOR THE MARKET

Prices (LP1) | Watchlists | Chart Live | Market Depth | Time and Sales | Trade Summary | News & Research | Stock Analytics

Prices (LP1)

View real-time/delayed price data for all counters on Top 30 lists of Watchlists



a. Select Product Type

b. Select Exchange

c. Toggle between Streaming and Static prices

d. View Top 30 Volume, Gainers and Losers

e. Select from list of main sectors

f. A-Z dropdown list to display counters alphabetically

g. Go to Global Watchlist

h. Click on individual column headers to sort by column

i. Search for counter to be added to Watchlist

j. Advanced search function

k. Click on icon to view counter's trading info

h. Right-click for dropdown menu for specific counter

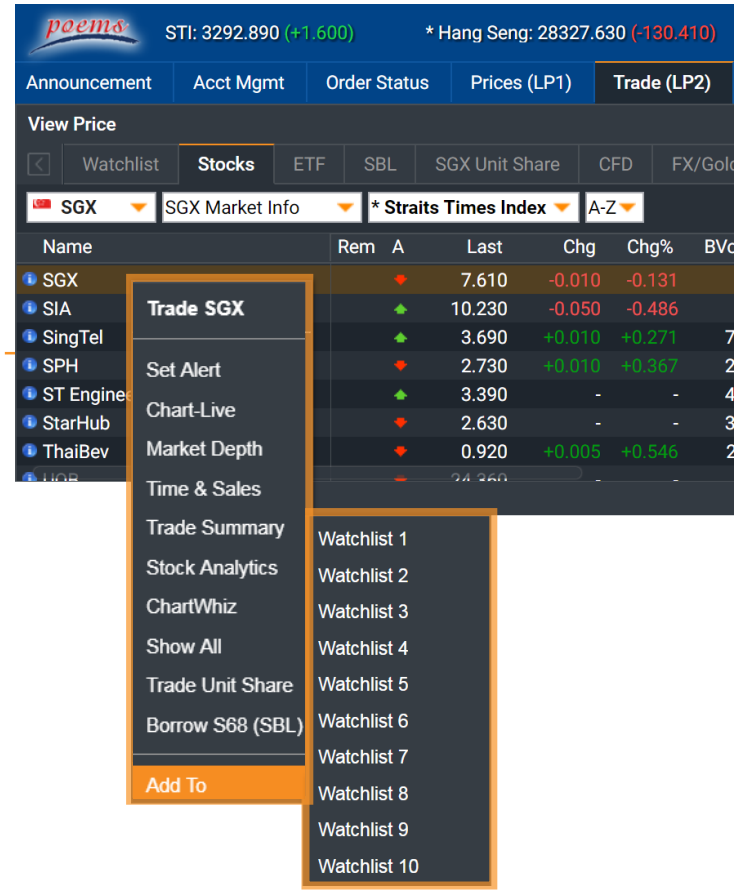
Watchlists (Adding Counters)

Three methods to add counters to your Watchlists

METHOD 1: Right-click on counter

Step 1: Right-click on counter in Prices (LP1) or Trade (LP2) to display sub menu

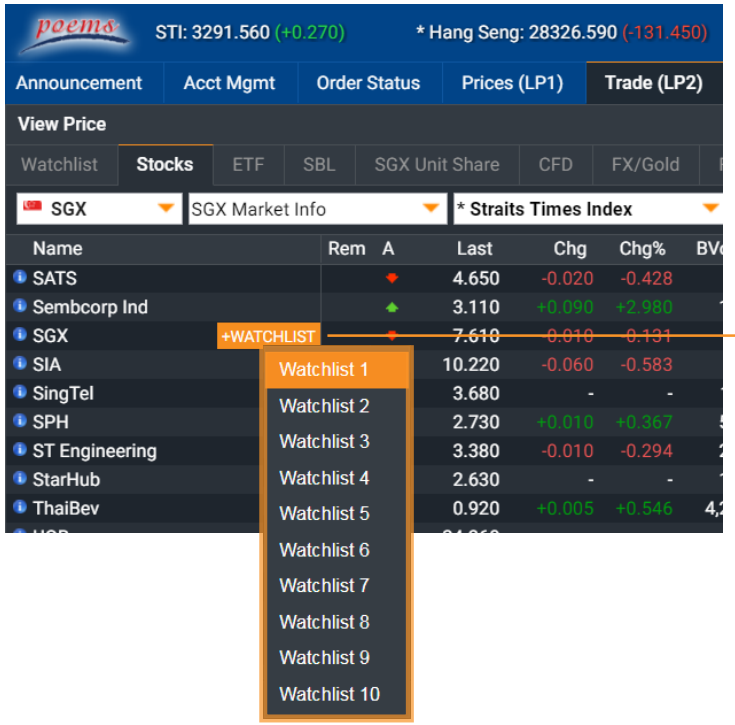
Step 2: Go to 'Add To' and select the Watchlist you wish to add to



METHOD 2: Hover and click on +WATCHLIST

Step 1: Move your mouse over the counter

Step 2: Click on the +WATCHLIST button and select the Watchlist you wish to add to



Watchlists (Adding Counters)

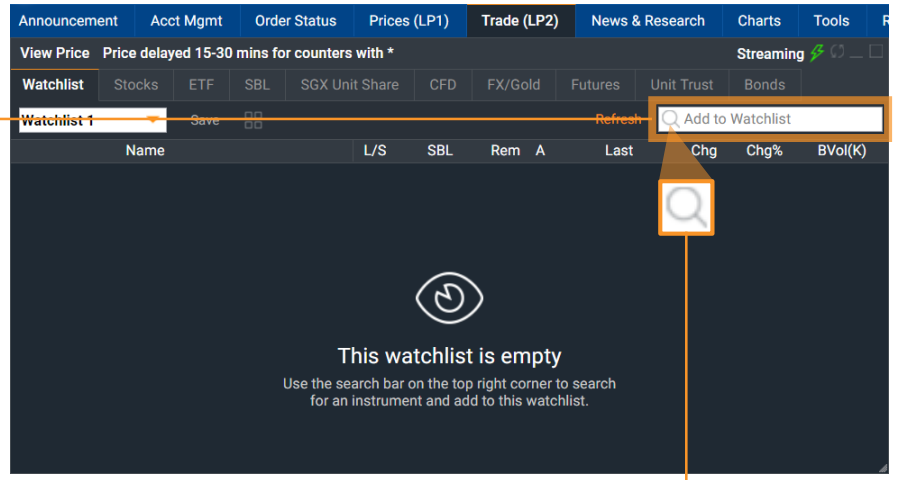
Three methods to add counters to your Watchlists

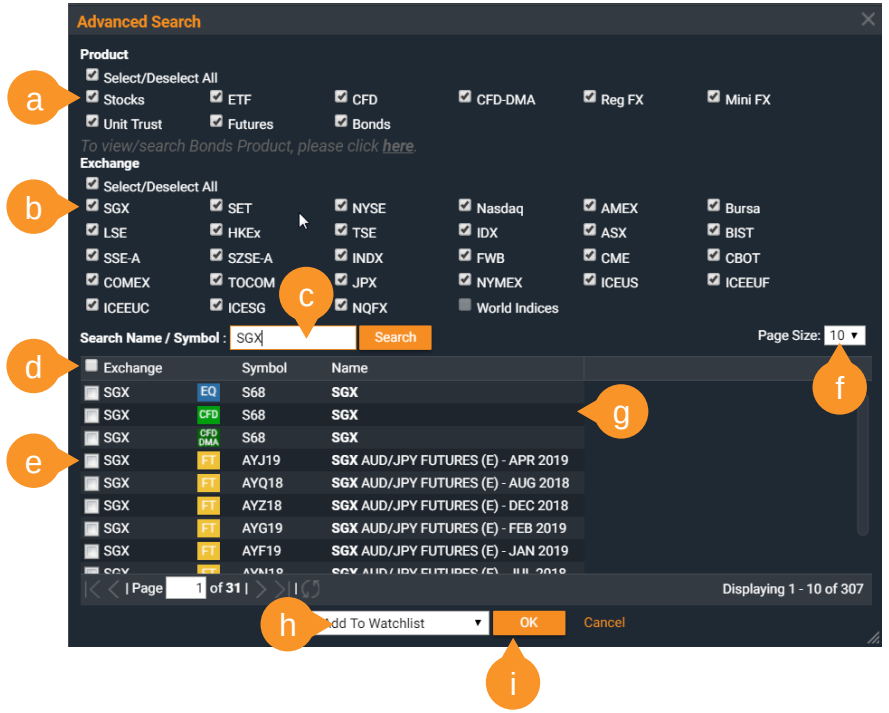
METHOD 3: Using the Basic Search or Advanced Search Function

Step 1: Go to **Watchlist** sub-tab in **Prices (LP1)** or **Trade (LP2)**.

Step 2: Use the Basic Search or Advanced Search to search for your counter - a list of suggested counters will be shown

Step 3: Click on the counter to add it to your selected Watchlist





a. Select/Deselect Product Type
b. Select/Deselect Exchange
c. Search for counter by name or symbol
d. Select/Deselect all counters displayed below
e. Select/Deselect individual counters

f. Display up to 30 counters per page
g. Search results
h. Choose Watchlist to add to
i. Click to add counter(s) to selected Watchlist

HOW TO MONITOR THE MARKET

Prices (LP1) | **Watchlists** | Chart Live | Market Depth | Time and Sales | Trade Summary | News & Research | Stock Analytics

Watchlists (Customise)

Rearrange and customize columns

WHERE ARE MY RECENTLY ADDED COUNTERS?

By default, the new counter added to your Watchlist will be displayed at the last row

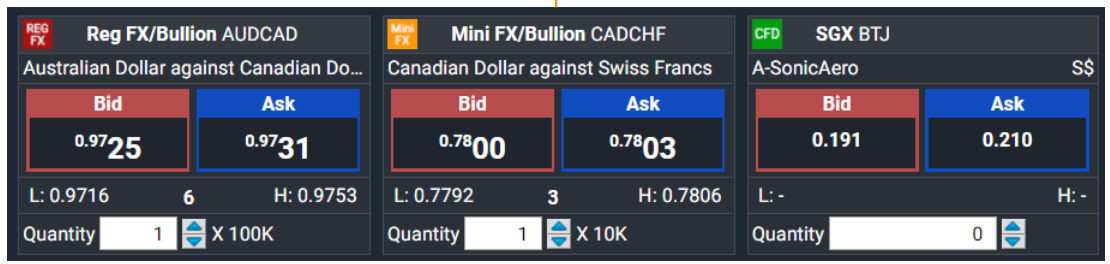
Click and drag the counter row to rearrange order

ADD/REMOVE COLUMNS

Right-click on column header for sub-menu to edit columns

REARRANGE COLUMNS

Click and drag column to rearrange order



CHANGE WATCHLIST DISPLAY

Switch to Panel View

HOW TO MONITOR THE MARKET

Prices (LP1) | Watchlists | **Chart Live** | Market Depth | Time and Sales | Trade Summary | News & Research | Stock Analytics

Chart Live

Real-time streaming charts, customisable settings and technical indicators

Full Screen
Pointer Tool
Horizontal Line
Vertical Line
Projection Line
Trend Line
Parallel Line
Snapping Line
Arc
Rectangle Line
Fibonacci Retracement
Fibonacci Fan
Fibonacci Cycle
Fibonacci Arc
Fibonacci Extension
Text
Arrow Up
Arrow Down
Erase
Erase All

a. Change cycle
b. Change time period
c. Add indicators
d. Chart settings
e. Search for counter by name or symbol
f. Select counter after adding from search function
g. Counter name and details
h. Drawing tools
i. Right-click for chart display settings
j. Indicators display
k. Timeline navigator
l. Export / print chart image

Market Depth

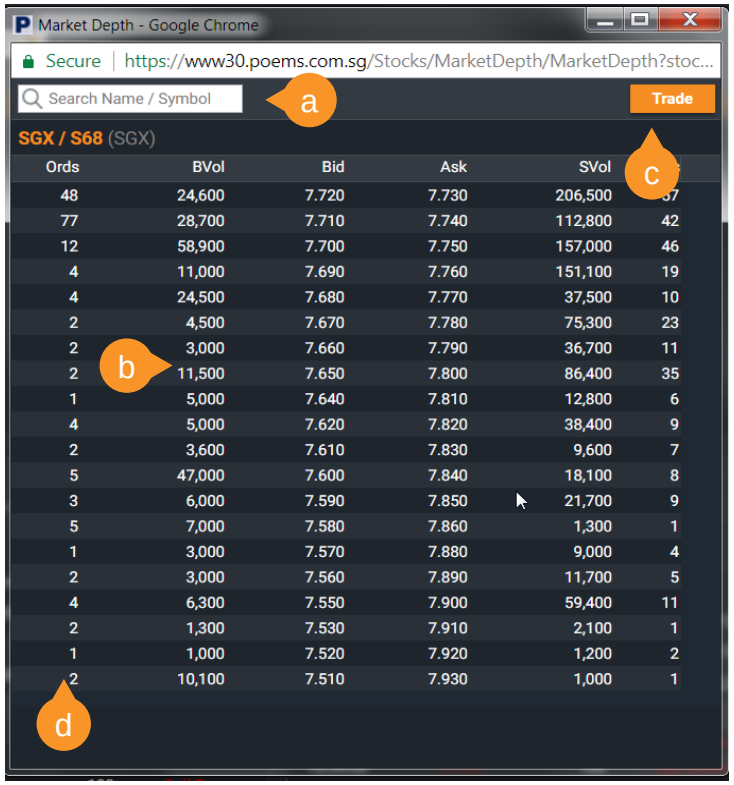
View a total list of the available SGX and HKEx buy/sell prices in the queue

OPEN MARKET DEPTH WINDOW

Step 1: Right-click on the specific counter in Prices (LP1) or Trade (LP2) to display sub menu

Step 2: Select Market Depth or Show All to bring up the Market Depth window or the selected counter

**Note: Enhanced Market Depth is currently only available for SGX*

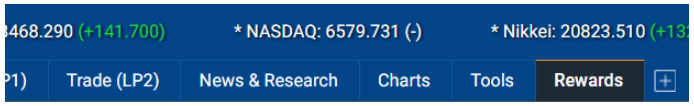


Ords	BVol	Bid	Ask	SVol
48	24,600	7.720	7.730	206,500
77	28,700	7.710	7.740	112,800
12	58,900	7.700	7.750	157,000
4	11,000	7.690	7.760	151,100
4	24,500	7.680	7.770	37,500
2	4,500	7.670	7.780	75,300
2	3,000	7.660	7.790	36,700
2	11,500	7.650	7.800	86,400
1	5,000	7.640	7.810	12,800
4	5,000	7.620	7.820	38,400
2	3,600	7.610	7.830	9,600
5	47,000	7.600	7.840	18,100
3	6,000	7.590	7.850	21,700
5	7,000	7.580	7.860	1,300
1	3,000	7.570	7.880	9,000
2	3,000	7.560	7.890	11,700
4	6,300	7.550	7.900	59,400
2	1,300	7.530	7.910	2,100
1	1,000	7.520	7.920	1,200
2	10,100	7.510	7.930	1,000

a. Search for any SGX/HKEx to bring up its Market Depth
b. Buy and sell volumes at different prices levels
c. Open new trade window
d. Number of Buy and Sell Orders that totaled up volume at each price level*

SUBSCRIBE TO MARKET DEPTH

Step 1: In the **Rewards** tab, click on the 'New Rewards Subscription' tab



Step 2: Subscribe to 'Hong Kong Stock Exchange Live Prices' for HKEx market depth or 'SGX Market Depth Access - 20Q (Per Month)' for SGX market depth

BURSA Live Price (Non-Professional)	S$3.00	0 points	
BURSA Live Price (Professional)	S$30.00	N/A	Agreement
Hong Kong Stock Exchange Live Prices	S$45.00	1000 points	
SET Live Price (Non-Professional)	S$3.00	0 points	
SET Live Price (Professional)	S$25.00	N/A	Agreement
US - NASDAQ Live Price (Non-Professional)	S$6.00	0 points	
US - NASDAQ Live Price (Professional User)	S$35.00	N/A	
US - NYSE Live Price (Non-Professional)	S$6.00	0 points	
US - NYSE Live Price (Professional Users)	S$45.00	N/A	
US - NYSE MKT Live Price (Non-Professional)	S$6.00	0 points	
US - NYSE MKT Live Price (Professional Users)	S$35.00	N/A	
Magazine			
Service			
POEMS View (6 months)	S$510.00	6750 points	
SGX Market Depth Access - 20 Q (Per Month)	S$21.40	750 points	
SMS Order Alert (Per SMS)	S$0.00	5 points	

Note: for more info on redeeming Reward items, refer to page 21

HOW TO TRADE

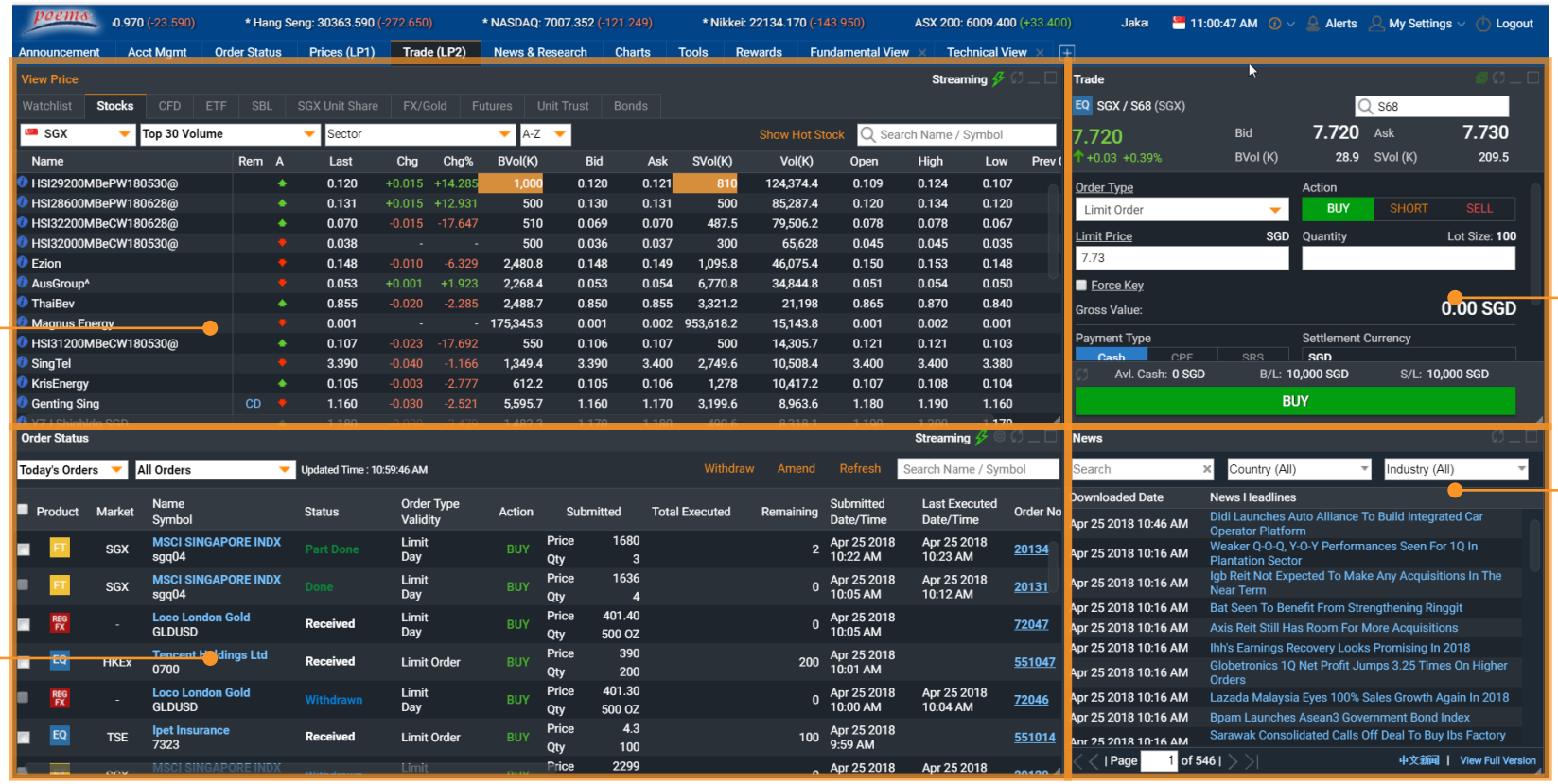
Trade (LP2) | Submitting a Trade | Order Status | Product and Order Types

Trade (LP2)

View live prices, trade and check order status in this tab

VIEW PRICE

Monitor your Watchlists with real-time prices. Right-click on specific counters for more actions



TRADE

View counter details, trading limit and submit trades

ORDER STATUS

Check the status of submitted orders

NEWS *(POWERED BY FACTIVA)*

Search/filter counter specific news by country or industry.

Submitting a Trade

There are 2 methods to submit a trade in POEMS 2.0

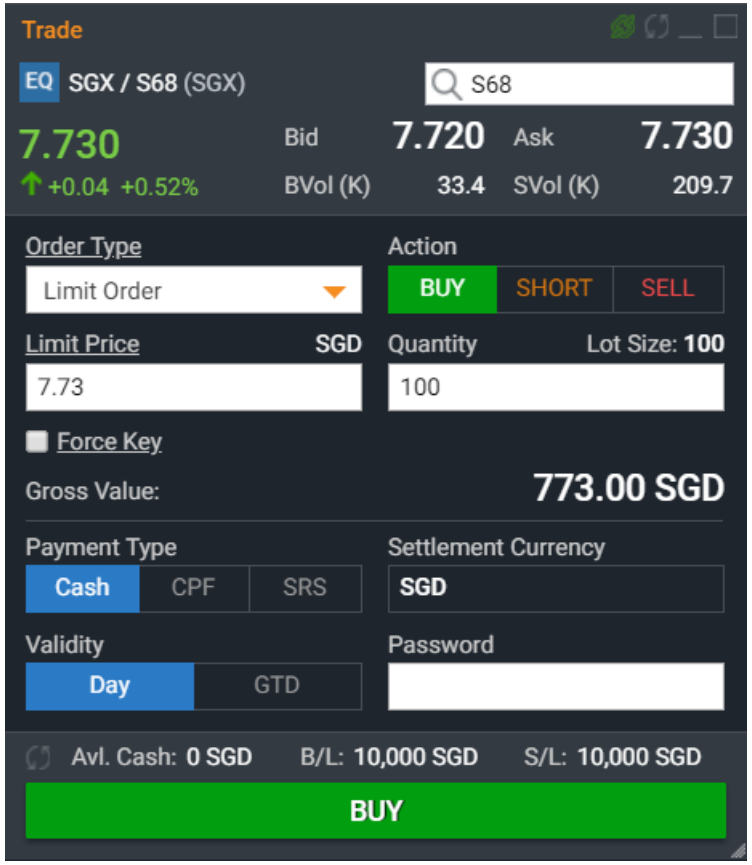
METHOD 1: Using Trade (LP2) tab

Step 1: Click once on specific counter in the **View Price** widget. The selected counter's last done price will show in the **Trade** widget on the right.

Step 2: The Limit Price and Total Quantity* can be selected from the drop-down menu or through manual input. The Gross Value is calculated based on the selection.

Step 3: After selecting the Trade Action [BUY or SELL or SHORT SELL (SGX only)], enter in the password in the password field and click on the BUY/SELL/SHORT SELL button.

Step 4: On the next screen, click SUBMIT and the order will be submitted.



**The figures in Quantity menu will remember the previous quantity keyed in for the same counter for convenience purposes. It does not reflect the amount you actually hold.*

METHOD 2: Right click on counter

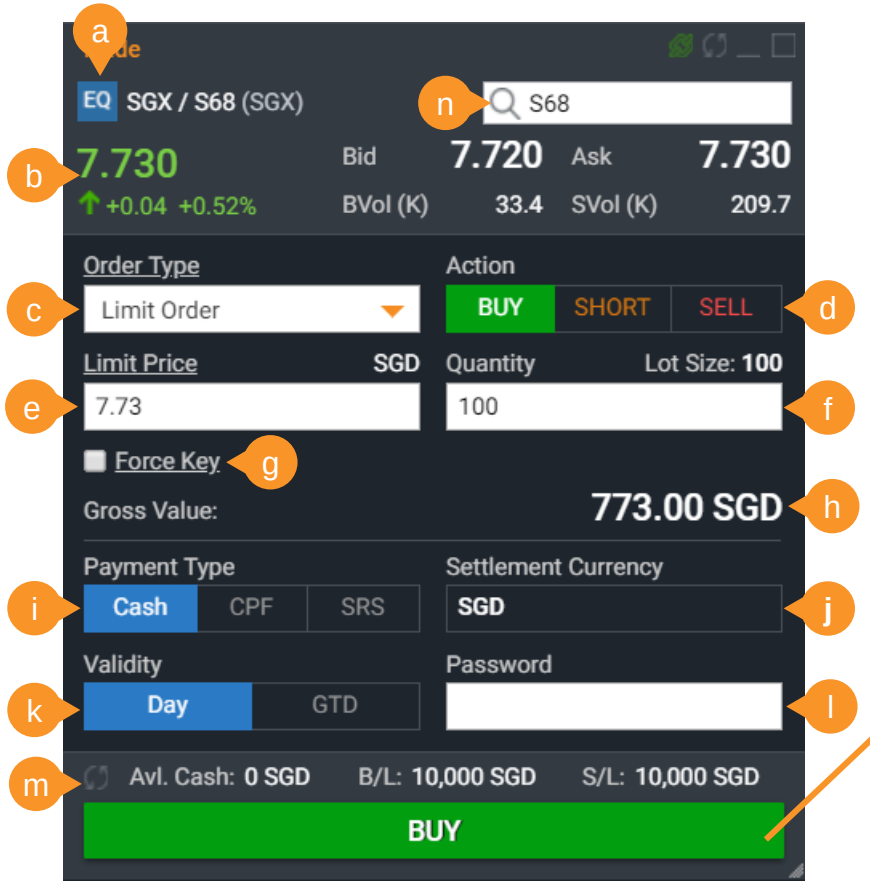
Step 1: Right click on counter throughout the platform to bring up the sub menu

Step 2: In the sub menu, select Trade <counter name> to open a new **Trade** widget

Submitting a Trade

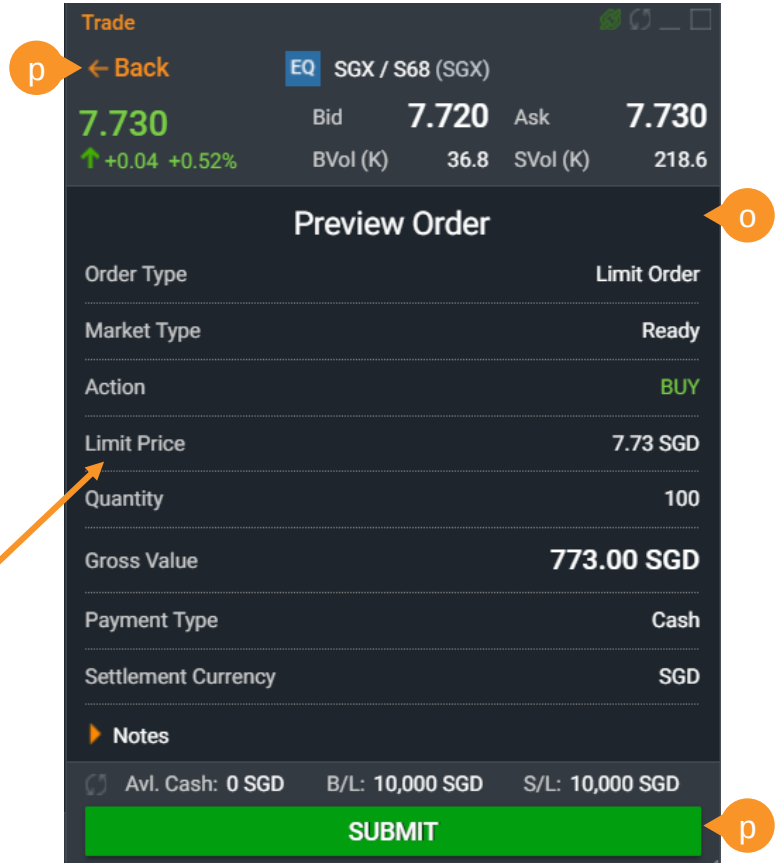
Trade widget explained

a. Product type selected
b. Details of selected counter
c. Select order type (differs with product/market)
d. Select trade action
e. Set price through manual input
f. Set total quantity through manual input
g. Check to activate Force Key
h. Gross value based on price and quantity
i. Select Trade Type (for SGX only): Cash, CPF or SRS
j. Settlement Currency of current order
k. Select Validity of current order (Good-Till-Date order up till 30 days)
l. Key in Password
m. Current Available Cash, Buy/Sell Limit
n. Search for counter by name or symbol



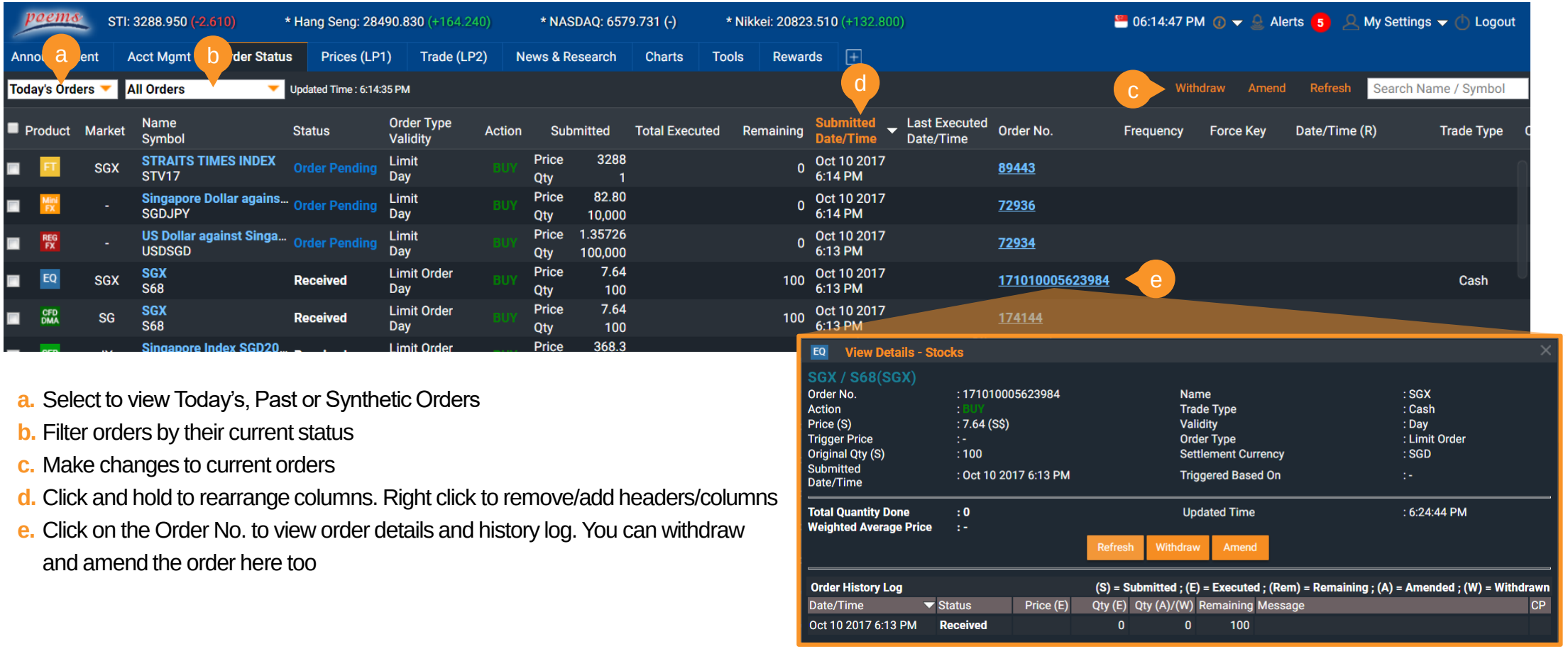
After clicking on BUY or SELL or SHORT SELL, this confirmation window will appear.

o. Double check your order submission details here.
p. Click SUBMIT to proceed or <- Back to return to previous menu.



Order Status

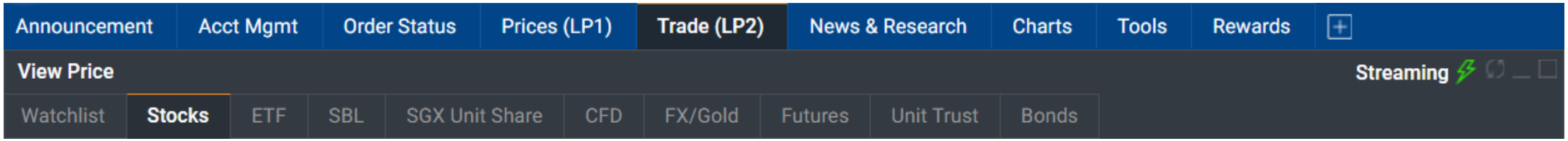
View your working and past orders in the Order Status tab



a. Select to view Today's, Past or Synthetic Orders
b. Filter orders by their current status
c. Make changes to current orders
d. Click and hold to rearrange columns. Right click to remove/add headers/columns
e. Click on the Order No. to view order details and history log. You can withdraw and amend the order here too

Product and Order Types

POEMS 2.0 has 10 product types over 15 global exchanges



	PRODUCT TYPES	ORDER TYPES
1	**STOCKS**	Limit, Stop Limit, Limit-If-Touched
2	**ETF (Exchange Traded Fund)**	Limit, Stop Limit, Limit-If-Touched
3	**SBL (Securities Borrowing and Lending)**	Limit, Stop Limit, Limit-If-Touched
4	**CFD (Contracts for Difference)**	Limit, Stop Limit, Trailing Stop Order, IF Done, OCO, Contingency
5	**CFD-DMA (CFD-Direct Market Access)**	Limit, Stop Limit, Trailing Stop Order, IF Done, OCO, Contingency
6	**REGULAR FOREX**	Limit, Stop On Bid, Stop On Offer, OCO Stop On Bid, OCO Stop On Offer, OCO Limit
7	**MINI FOREX**	Limit, Stop On Bid, Stop On Offer, OCO Stop On Bid, OCO Stop On Offer, OCO Limit
8	**FUTURES**	Limit, Stop Limit
9	**UNIT TRUST**	Basket Orders
10	**BONDS**	-

Account Management

Review your account and other related information (Stocks)

a. Outstanding Position
All your outstanding positions of your trades due for payment

b. Account Details
Your account details, including available cash, credit limit etc.

c. Scrip Positions
Total share holdings you have in Phillip (for all accounts except Cash Trading Account)

d. Scrap Book
Holdings info, including realised and unrealised profit/loss for all accounts

e. Calculator
To calculate the costs when you buy or sell shares as well as profit/loss

f. This Month Transactions
All your transactions for the current month

g. Transaction History
All your transactions for up to 12 months

f. Settled Positions
All outstanding positions successfully settled for the current and previous months

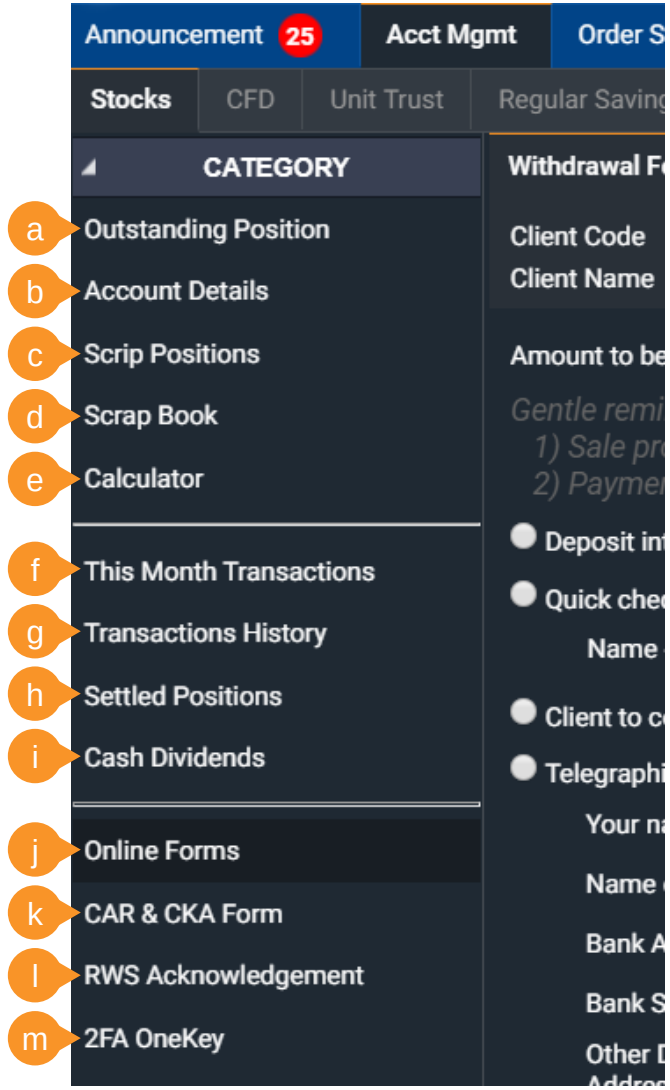
g. Cash Dividends
Shows the cash dividends that have been processed in the past till date

j. Online Forms
Online forms for withdrawal, currency conversion etc.

k. CAR & CKA Forms
Customer Account Review (CAR) and Customer Knowledge Assessment (CKA) Form

l. RWS Acknowledgement
Risk Warning Statement (RWS) acknowledgement to trade overseas-listed investment products

m. 2FA OneKey
Register/activate your Two-Factor Authentication (2FA) OneKey device



Announcements

Stay informed with the latest notices and announcements

a. Attention
Latest announcements and market information

b. POEMS Announcements
Announcements that are POEMS platforms specific

c. Exchange Rate
The exchange rate for various currencies, contract settlement and online currency conversion

d. Corporate Action/Dividend
The list of Bonus and Dividends currently available for counters

e. New Counters
List of new counters recently added to respective markets

f. List of Marginable Stocks
List of marginable stocks (for margin accounts)

g. Important Notes
Important Futures/Forex information (for Futures/Forex accounts)

h. Notification
Be notified of any new and unread notices

HOW TO CUSTOMISE THE PLATFORM

Workspaces | Tabs and Widgets | Settings

Workspaces

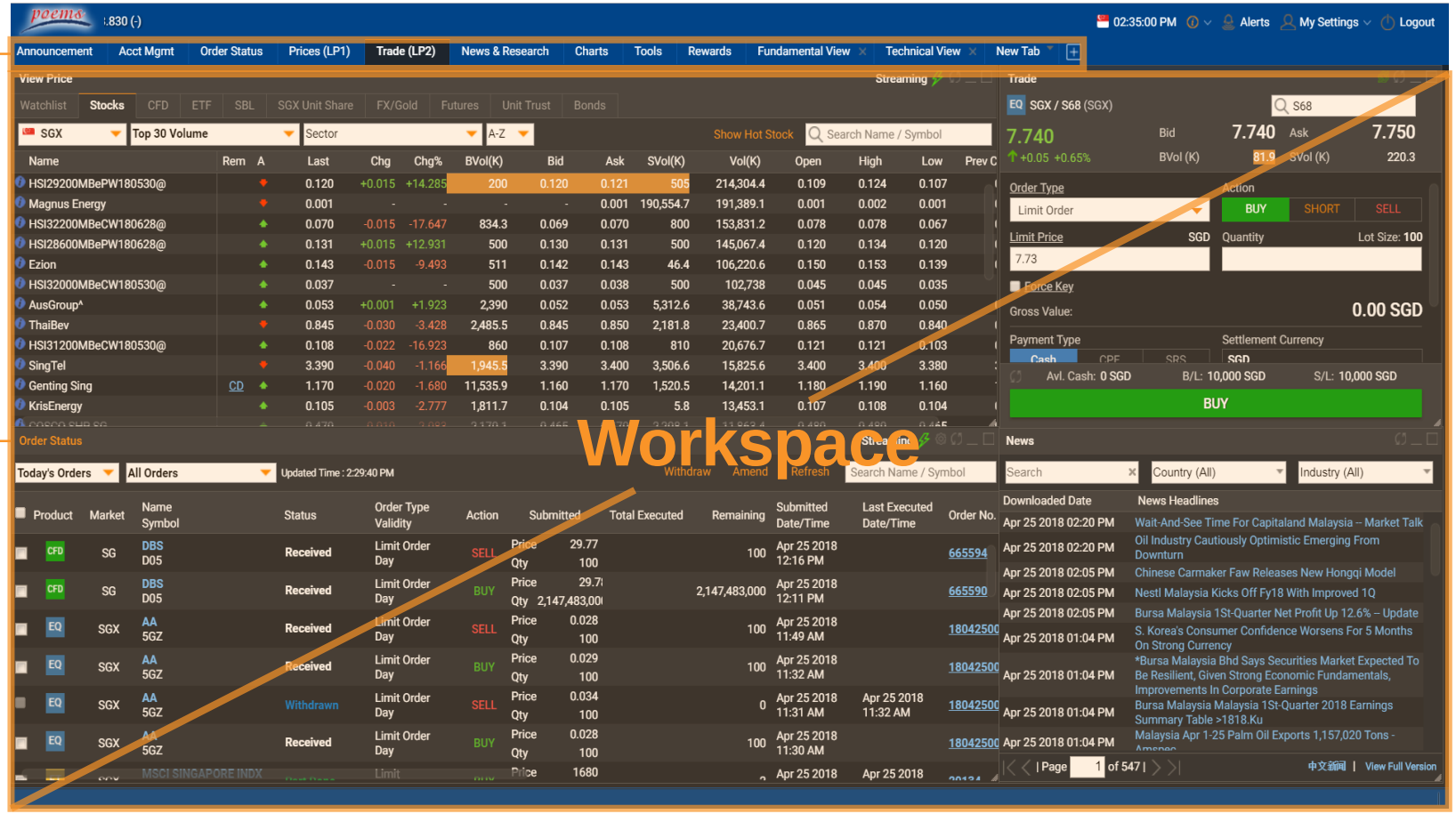
Customise your trading experience with personalised workspaces

WHAT ARE TABS?

In POEMS 2.0, trading functions and tools are organised by tabs. By default, you'll have a standard set of tabs.

WHAT ARE WORKSPACES?

Within each tab is a workspace which you can add in trading tools (we call them widgets), group and resize them to your preference

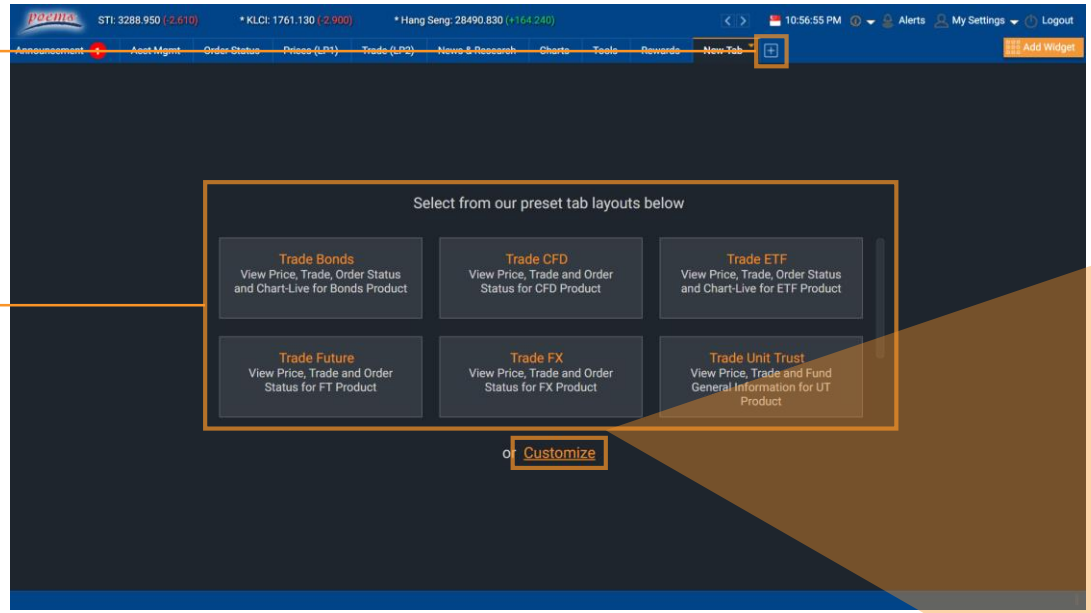


HOW TO CUSTOMISE THE PLATFORM

Workspaces | **Tabs and Widgets** | Settings

Tabs and Widgets

Adding new tabs and widgets

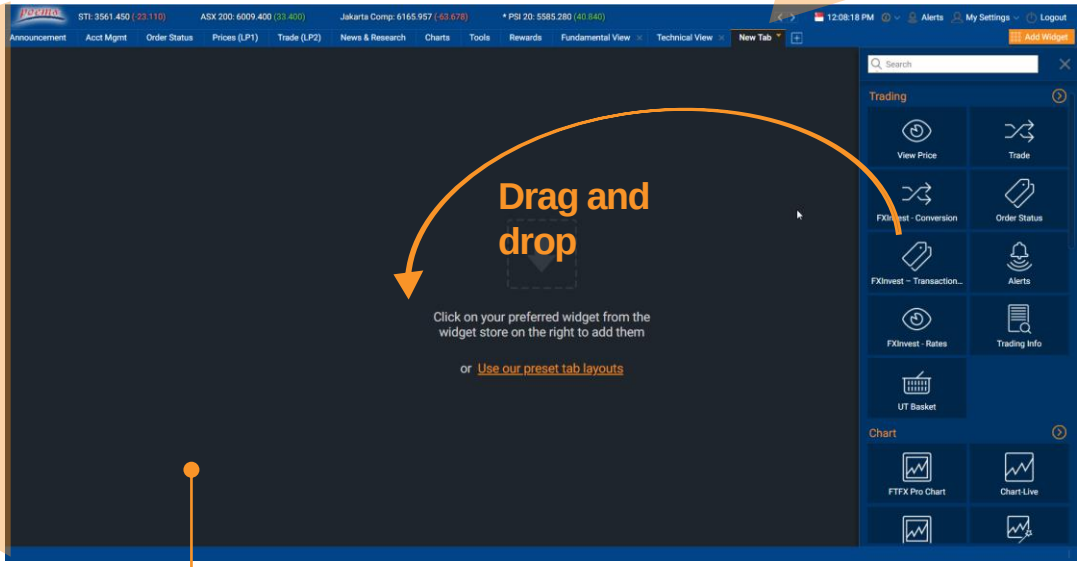


HOW DO I ADD A NEW TAB?

Step 1: To add a new tab, click on the **+** button

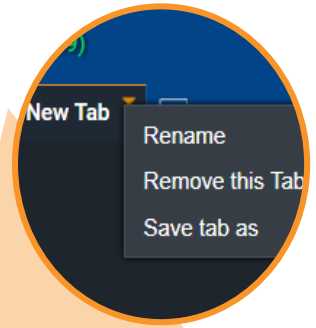
Step 2(a): Choose one of our suggested tab layouts from the list here

Step 2(b): Alternatively, you may customise your new tab by mixing and match widgets from our widget store



You may add up to a maximum of 6 widgets per tab

Step 3: Click on the arrow on the newly created tab to Rename, Remove or Save tab



HOW TO CUSTOMISE THE PLATFORM

Settings

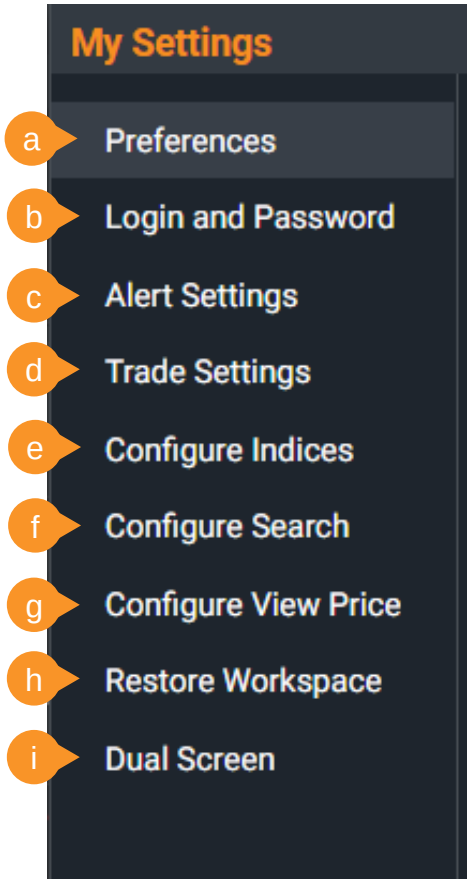
Make functional and aesthetic changes under Settings

a. Preferences
Choose preferred theme, language and font size

b. Login and Password
Set session time out period and change password

c. Alert Settings
Turn notifications on/off, select which order status(es) to be notified of And update of email address/mobile number of alerts

d. Trade Settings
Modify trade related actions, password verification, default trade quantity etc



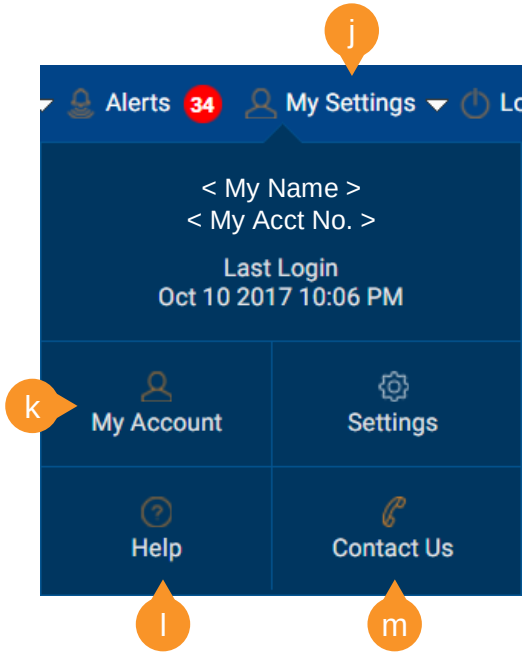
e. Configure Indices
Turn on/off scrolling indices and choose which indices to show

f. Configure Search
Modify Advanced Search filter and options

g. Configure View Price
Turn on/off +Watchlist overlay button

h. Restore Workspace
Restore entire tabs and workspaces layout back to default

i. Dual Screen
Select this option to open a new separate POEMS 2.0 window



j. My Settings
Access the Settings menu via 'My Settings' on the top right-hand corner

k. My Account
View or update mobile number, email address or SRS/bank information etc

l. Help
See platform related guides

m. Contact Us
View your trading representative details or send us a message