



# **Internet Trading User Manual**

**Version 01 (2016)**

## **Contents**

<b>1 ) Login</b>	<b>P. 3</b>
<b>2 ) Change of Password</b>	<b>P. 5</b>
<b>3 ) Change of User Info</b>	<b>P. 6</b>
<b>4 ) Language</b>	<b>P. 7</b>
<b>5 ) Logout</b>	<b>P. 8</b>
<b>6 ) Order Processing &amp; Account Management</b>	<b>P. 9</b>
<b>6.1 Input Order</b>	<b>P. 9</b>
<b>6.2 Program Trade</b>	<b>P. 12</b>
<b>6.3 Update Order</b>	<b>P. 13</b>
<b>6.4 Cancel Order</b>	<b>P. 14</b>
<b>6.5 Order Information Enquiry</b>	<b>P. 15</b>
<b>6.6 Trade Information Enquiry</b>	<b>P. 16</b>
<b>6.7 Client Portfolio Enquiry</b>	<b>P. 17</b>
<b>7 ) Price Alert</b>	<b>P. 18</b>
<b>8 ) e-IPO</b>	<b>P. 19</b>
<b>9 ) Deposit and Withdrawal</b>	<b>P. 20</b>
<b>10) Report</b>	<b>P. 21</b>

## 1) Login

- a) Switch on the computer;
- b) Open Internet Explorer;
- c) Input the URL provided [www.trading.sorrento.com.hk](http://www.trading.sorrento.com.hk);
- d) Please Select “Normal Connect”; or select “Has Firewall” if there is a firewall;
- e) If you have applied real time price quote service, please download Java at <http://www.java.com>;
- f) Please input User ID & Password and then click Login



Username :

Password :

[Forgot Password](#)

English ▼

normal broadband ▼

Login

Reset

[Disclaimer and Risk Disclosure Statement](#) [Privacy Statement](#)

Please keep your account number and login password properly

Please log out the trading system after use

For any inquiries, please feel free to contact us  
Contact telephone number: (852) 3959 9800

CE Number: BHG995

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Please read the <Disclaimer and Risk Disclosure Statement> carefully, Click <agree> at the bottom entering into the trading system.

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3. If clients undertake transactions on an electronic trading system, you will be exposed to risks associated with the system including the failure of hardware and software. The result of any system failure may be that your order is either not executed according to your instruction or is not executed at all.
4. Transactions execute via an electronic trading system/electronic means may expose you to risk including the failure of hardware, software and system, which may lead to your order (s) unexecuted. Unpredictable internet congestion, unstable electronic transmission, transmission interruption and/or blackout may cause transmission delay/breakdown that may lead to delay in receiving your instructions/orders, delay in executing your instructions/orders

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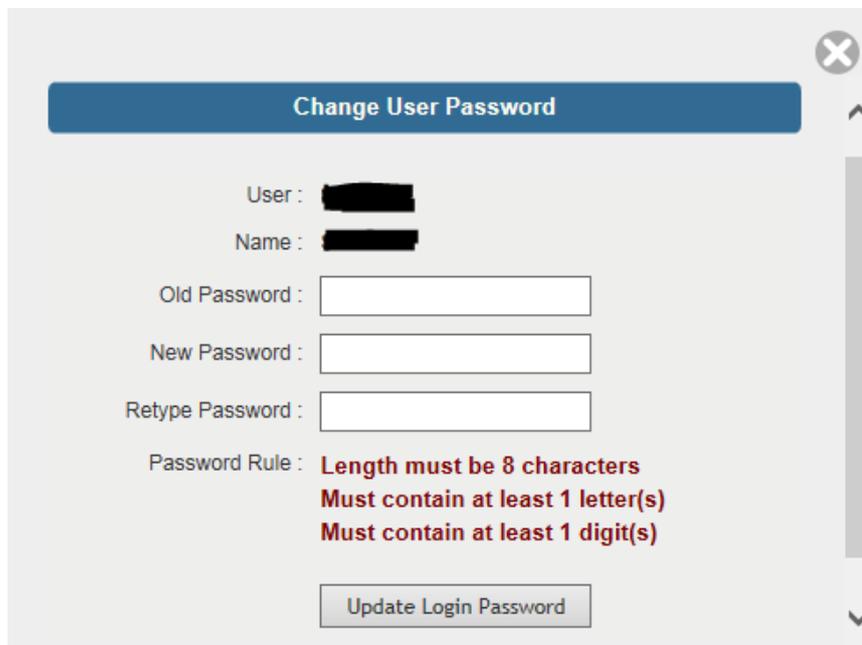
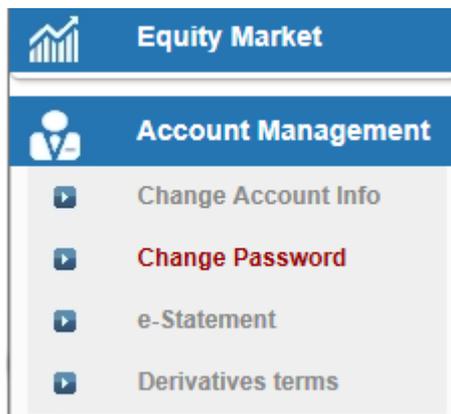
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9. 擎天可随时终止或更改本系统所提供之数据、产品或服务,而毋须事先通知阁下。
10. 阁下已知悉及确认已完全明白所有免责及风险声明之内容和细则及已寻求独立法律意见。

Agree

Disagree

## 2) Change of Password

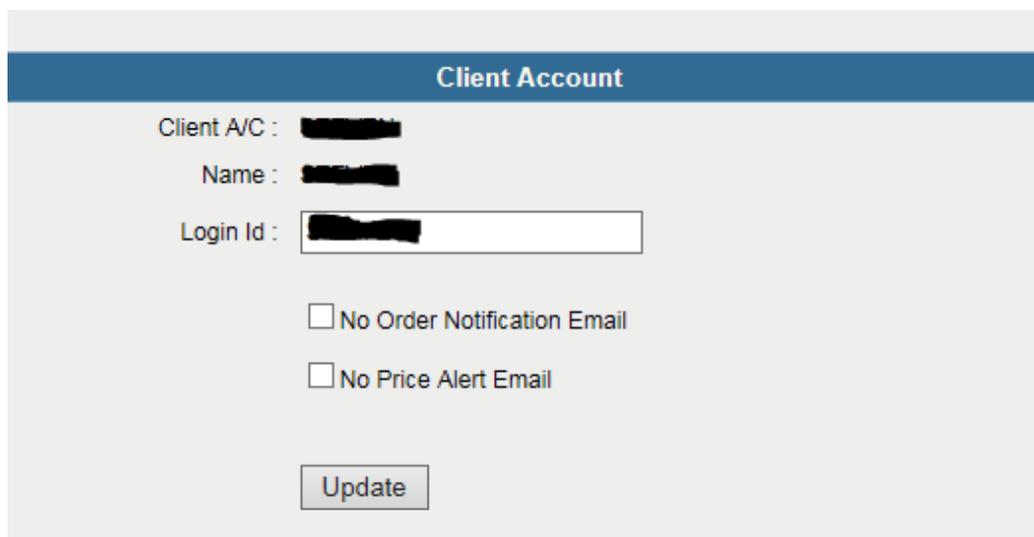
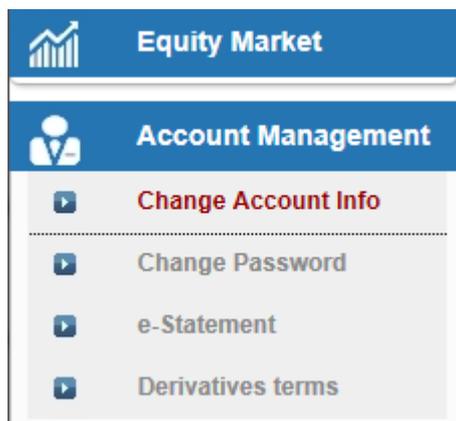
- a) To change the password, move the cursor to <Profile Management> and then click <Password>;
  - b) Input the old password and new password respectively. Make sure that “New Password” and “Retype Password” are the same;
  - c) Click “Update” to confirm.
- \* Please change password at the first login

A screenshot of a "Change User Password" form. The title bar is blue with the text "Change User Password" and a close button (X) on the right. The form contains the following fields and text:

- User : [Redacted]
- Name : [Redacted]
- Old Password :
- New Password :
- Retype Password :
- Password Rule : **Length must be 8 characters**  
**Must contain at least 1 letter(s)**  
**Must contain at least 1 digit(s)**
- Update Login Password

### 3) Change of Client Information

- a) Please click <Account Management> and then click <change of account information>;
- b) Input login password;
- c) Tick the box(es) if you do not wish to receive order notification email or price alert email;
- d) Click <update> when finished.



The image shows a form titled "Client Account" with a blue header. The form contains the following fields and options:

- Client A/C : [Redacted]
- Name : [Redacted]
- Login Id : [Redacted]
- No Order Notification Email
- No Price Alert Email
-

## 4) Languages

- a) Please select the language at the login page, Chinese, Simplified Chinese or English.



Username :

Password :

[Forgot Password](#)

English ▼

normal broadband ▼

Login

Reset

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Please keep your account number and login password properly

Please log out the trading system after use

For any inquiries, please feel free to contact us

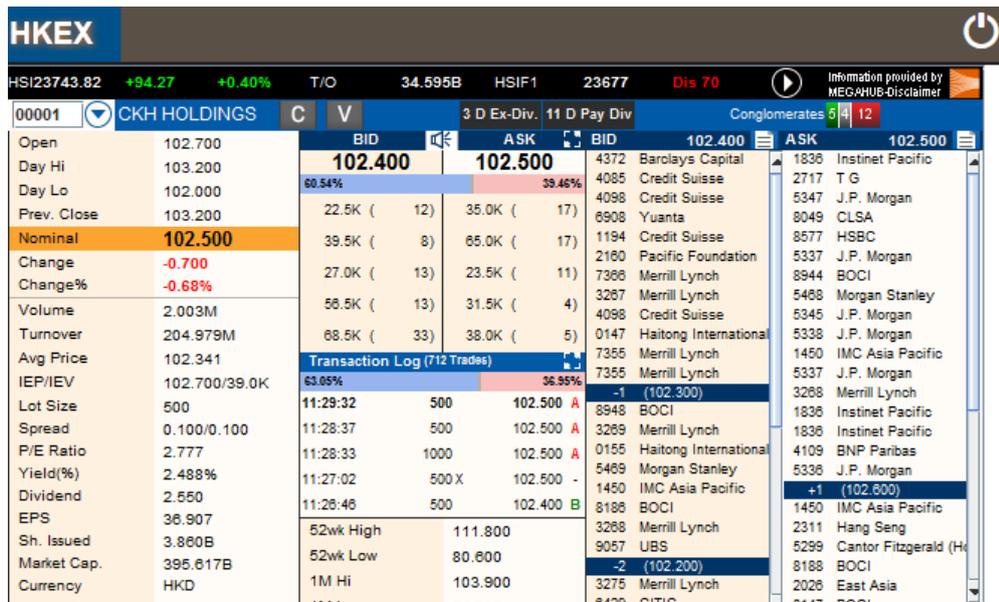
Contact telephone number: (852) 3959 9800

CE Number: BHG995

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## 5) Log out

- a) To log out, please click the “Logout” button on the top right corner at main window menu.



The screenshot shows the HKEX trading interface for CKH HOLDINGS. The top right corner of the window header contains a power button icon, which is the 'Logout' button mentioned in the instructions. A black arrow points to this icon.

HKEX		T/O		3 D Ex-Div.		11 D Pay Div		Conglomerates	
HSI23743.82	+94.27	+0.40%	34.595B	HSIF1	23677	Dis 70	Information provided by MCO/HUB-Disclaimer		
00001	CKH HOLDINGS	C	V					6	12
Open	102.700	BID	ASK	102.400		102.500			
Day Hi	103.200	60.54%	39.46%						
Day Lo	102.000								
Prev. Close	103.200								
Nominal	102.500								
Change	-0.700								
Change%	-0.68%								
Volume	2.003M								
Turnover	204.979M								
Avg Price	102.341								
IEP/IEV	102.700/39.0K								
Lot Size	500								
Spread	0.100/0.100								
P/E Ratio	2.777								
Yield(%)	2.488%								
Dividend	2.550								
EPS	36.907								
Sh. Issued	3.860B								
Market Cap.	395.617B								
Currency	HKD								

## 6) Order Processing

### 6.1 Input Order

- Click “Order Input” in the main window;
- Select the Market, Buy/Sell, Oder Type, Product Code, Price and Qty (quantity), then click “Order” to send or “clear” to clear the order.

**Order Input** Cond Order

Security Name

Market: HKEX - Hong Kong Excha

Buy/Sell: -- Please choose --

Order Type: -- Please choose --

Product Code:

Price:

Max Qty:

Max \$:

Order Clear

**HKEX**

HSI23736.64 +87.09 +0.37% T/O 34,761B HSIF1

00001 CKH HOLDINGS C V 3 D Ex-Div. 11 D

Open	102.700	BID	102.400	ASK	102.500
Day Hi	103.200				
Day Lo	102.000				
Prev. Close	103.200				
Nominal	102.500				
Change	-0.700				
Change%	-0.68%				
Volume	2,003M				
Turnover	205,006M				
Avg Price	102.340				
IEP/IEV	102.700/39.0K				
Lot Size	500				
Spread	0.100/0.100				
P/E Ratio	2.777				
Yield(%)	2.488%				
Dividend	2.550				
EPS	36.907				
Sh. Issued	3,860B				
Market Cap.	395,617B				
Currency	HKD				
Listing Date	01/11/1972				

Transaction Log (7/1 Trades)

11:30:38	272 D	101.400	
11:29:32	500	102.500	
11:28:37	500	102.500	
11:28:33	1000	102.500	
11:27:02	500 X	102.500	
52wk High		111.800	
52wk Low		80.600	
1M Hi		103.900	
1M Lo		92.000	

06/09 11:28 [HSI#HKEX RP1703A(68216)] Notice of Occurrence of Mandat

**Order Input** Cond Order

Security Name

Market: HKEX - Hong Kong Excha

Buy/Sell: -- Please choose --

Order Type: L - Price Limit, E - Enhanced Limit, S - Special Limit, I - Auc. Limit, A - Auc. Market

Product Code:

Price:

Max Qty:

Max \$:

Order Clear

**HKEX**

HSI23745.96 +96.41 +0.41% T/O 34,960B HSIF1 23681

00001 CKH HOLDINGS C V 3 D Ex-Div. 11 D Pay Div

Open	102.700	BID	102.400	ASK	102.500
Day Hi	103.200				
Day Lo	102.000				
Prev. Close	103.200				
Nominal	102.400				
Change	-0.800				
Change%	-0.78%				
Volume	2,053M				
Turnover	210,074M				
Avg Price	102.342				
IEP/IEV	102.700/39.0K				
Lot Size	500				
Spread	0.100/0.100				
P/E Ratio	2.775				
Yield(%)	2.490%				
Dividend	2.550				
EPS	36.907				
Sh. Issued	3,860B				
Market Cap.	395,231B				
Currency	HKD				
Listing Date	01/11/1972				

Transaction Log (7/1 Trades)

11:32:01	12.0K	102.400 A	
11:31:27	500 X	102.375	
11:31:17	500	102.400	
11:31:13	2500	102.400	
11:31:12	8000	102.300 B	
52wk High		111.800	
52wk Low		80.600	
1M Hi		103.900	
1M Lo		92.000	

06/09 11:28 [HSI#HKEX RP1703A(68216)] Notice of Occurrence of Mandatory Call

## **Remark**

- I. If you press “+” inside the “Price” field, it will add 1 price spread into existing price. If you press “-” inside the “Price” field, it will subtract 1 price spread from existing price.
- II. If you press “k” inside the “Quantity” field, it represents “000”. i.e. to enter (5,000), simply press “5” and then press “k” .  
If you press “m” inside the “Quantity” field, it represents “000,000”. i.e. to enter (5,000,000), simply press “5” and then press “m” .
- III. Internet trading cannot process off lot orders (e.g. shares not enough as one lot).
- IV. For selling stock, after select “Sell”, can use “Max” function to calculate the maximum quantity of the product that the client can sell.
- V. For buying stock, after input the stock number and price, can use the “Max\$” function to calculate the maximum quantity of the product that the client can buy within the amount.

## VI. Order Type

- a) **Limit Order (LO)** - A limit order will allow matching only at the specified price. The sell order input price cannot be made at a price below the best bid price, if available whereas the buy order input price cannot be made at a price above the best ask price, if available.

Any outstanding limit order will be put in the price queue of the input price.

- b) **Enhanced Limit Order (ELO)** - An enhanced limit order will allow matching of up to 10 price queues (i.e. the best price queue and up to the 10th queue at 9 spreads away) at a time provided that the traded price is not worse than the input price. The sell order input price cannot be made at a price of 10 spreads (or more) below the current bid price whereas the buy order input price cannot be made at a price of 10 spreads (or more) above the current ask price.

During 9:00 am – 9:15 am, ELO will be inputted as an at-auction limit order to the market.

Any outstanding enhanced limit order will be treated as a limit order and put in the price queue of the input price.

- c) **Special Limit Order (SLO)** - A special limit order will allow matching of up to 10 price queues (i.e. the best price queue and up to the 10th queue at 9 spreads away) at a time provided that the traded price is not worse than the input price. A special limit order has no restriction on the input price as long as the order input price is at or below the best bid price for a sell order or at or above the best ask price for a buy order.

Any outstanding special limit order will be cancelled and will not be stored in the systems.

- d) **At-auction Order (AO)** - An at-auction order is an order with no specified price and its execution is at the final Indicative Equilibrium Price (IEP). It enjoys a higher order matching priority than an at-auction limit order and will be matched in time priority at the final IEP.

Any outstanding at-auction orders after the end of the Pre-opening Session will be cancelled before the commencement of the Continuous Trading Session.

- e) **At-auction Limit Order (I)** - An at-auction limit order is an order with a specified price. An at-auction limit order with a specified price at or more competitive than the final IEP (in case of buying, the specified price is equal to or higher than the final IEP, or in case of selling, the specified price is equal to or lower than the final IEP) may be matched at the final IEP subject to availability of eligible matching order on the opposite side. An at-auction limit order will be matched in price and time priority at the final IEP. No at-auction limit order will be matched at a price worse than the final IEP. If an IEP cannot be determined during the Closing Auction Session, the Reference Price will serve as the price for matching. The matching of applicable at-auction orders and at-auction limit orders will occur at the Reference Price instead and the matching mechanism will be same as matching at the IEP.

Any outstanding at-auction limit orders at the end of the Pre-opening Session will be carried forward to the Continuous Trading Session and treated as limit orders provided that the specified price of that at-auction limit order does not deviate 9 times or more from the nominal price. Such orders will be put in the price queue of the input price.

## VII. Trading hours:

9:00 – 9:20 a.m. Orders cannot exceed the current price for 9 times, otherwise, the orders will then be rejected.

9:30 – 16:00 p.m. Orders cannot exceed the current price for 24 spreads, otherwise, the orders will then be rejected.

## 6.2 Program Trade

Internet trading system supports basic program trading, Click the “cond order” to select the conditional order.

The screenshot displays the HKEX trading platform interface. The 'Order Input' tab is active, and the 'Cond Order' sub-tab is selected. A dropdown menu for 'Send Condition' is open, showing three options: 'Send Now', 'Send When Nominal Rises At/Above', and 'Send When Nominal Falls At/Below'. The background shows a detailed market data table for CKH HOLDINGS, including fields like Bid, Ask, Volume, and various financial ratios.

Field	Value
Open	102.700
Day Hi	103.200
Day Lo	102.000
Prev. Close	103.200
Nominal	102.400
Change	-0.800
Change%	-0.78%
Volume	2.054M
Turnover	210.177M
Avg Price	102.342
IEP/IEV	102.700/39.0K
Lot Size	500
Spread	0.100/0.100
P/E Ratio	2.775
Yield(%)	2.480%
Dividend	2.550
EPS	36.907
Sh. Issued	3.860B
Market Cap.	395.231B
Currency	HKD
Listing Date	01/11/1972

## Remark

- I. Send Now - The order will send to Exchange immediately
- II. Send Nominal - Rises At/Above: The order will keep in the system, when the nominal rises at or above the trigger price; the order will then release to market.
- III. Send Nominal - Falls At/Below: The order will keep in the system, when the nominal falls at or below the trigger price; the order will then release to market.

### 6.3 Update Order

- Select the <Today Orders> tab page in the main window;
- Click on the order you wish to update, a popup menu will be shown. Click <Update Order>;
- Input the new Price or new Quantity and click <Update Order> to send the update request.

Portfolio		Today's Order	O/S Order	Trade History	Message/Alert			
Amend/Cancel	Status	Update/Cancel	Order No.▲	Buy/Sell	Market ⇅	Product ⇅	Type	CCY ⇅
Amend Cancel	NEW		215	Sell	HKEX	00939	E	HKD
Amend Cancel	NEW		202	Sell	HKEX	00001	E	HKD

#### Update Order (247)

**Market:** HKEX  
**Buy/Sell:** Sell  
**Order Type:** E - Enhanced Limit  
**Product:** 00388

**Price:**   

**Qty:**   

Confirm

Cancel

## 6.4 Cancel Order

- a) Select the “Today Orders” tab page in the main window.  
Click the order you want to cancel, a popup menu will be shown. Click the “Cancel Order” menu item to send the order cancel request.

Portfolio Today's Order O/S Order Trade History Mes							
Amend/Cancel	Status	Update/Cancel	Order No.▲	Buy/Sell	Market ◆	Product◆	T
Amend Cancel	NEW		215	Sell	HKEX	00939	E
Amend Cancel	NEW		202	Sell	HKEX	00001	E

### Cancel Order (247)

**Market:** HKEX  
**Buy/Sell:** Sell  
**Order Type:** E - Enhanced Limit  
**Product:** 00388  
**Price:** 192  
**Qty:** 100  
**Status:** NEW  
**Executed:** 0

Confirm

Cancel

## 6.5 Order Information Enquiry

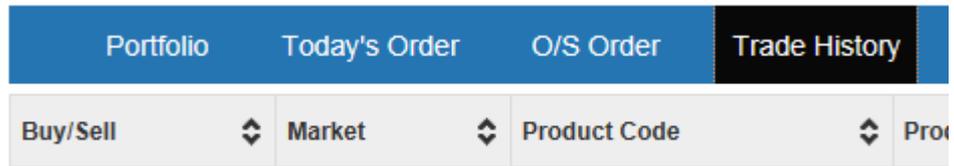
- a) Select the <Today Orders> tab page in the main window. All the orders will be shown in the table. Moreover, all the order information is real time basis.
- b) You can sort the orders inside the table according to the type of column e.g. Update/Cancel, Status, Update/Cancel, Order No, Buy/Sell, Product, Type, CCY, Price, Quantity, O/S Order, Executed, Charge, Condition, Last Update.
- c) To enquire detailed information of an order, click on the order, a popup menu will be shown. Click the <Enquire Order> menu item to enquire the order.

Order Enquiry

Order No : 215  
Status : **NEW** - Pending  
Buy/Sell : **Sell**  
Exchange : HKEX  
Stock Code : 00939 CCB  
Order Type : E - Enhanced Limit  
Price : 7.200  
Quantity : 2,000  
Remark :  
Executed Qty : 0  
Net Amount : 0.000  
Input Time : 2016-08-26 16:41:11  
Order Expiry  
Date :

## 6.6 Trade Information Enquiry

- a) Select the <Trades History> tab page in the order journal region and all of the today's executed trades will be shown.



## 6.7 Client Portfolio Enquiry

- a) Select the <Portfolio> tab page in the order journal region and the client portfolio information will be shown.

Portfolio		Today's Order	O/S Order	Trade History
HKD Eqv. ▼	Cash Bal.	Product	Product Name	
Avail. Cash	1,831,452.16	00001	CKH HOLDINGS	
Credit Limit	2,000,000.00	00011	HANG SENG BANK	
Used Limit	0.00	00388	HKEX	
Avail. Limit	3,831,452.16	00939	CCB	
Stock Value (Prev)	102,870.00	03800	GCL-POLY ENERGY	
Portfolio (Prev)	1,934,322.16	03988	BANK OF CHINA	

## 7 ) Messages/ Alerts

- Click <Transaction> → <Price Alert> in the main menu, this function is to provide an alert when nominal reach the alert price.
- Enter product code, select alert type, enter alert price, and then click register to finish.



**Register Price Alert (HK Stock Only)**

Product Code  Alert Type  Alert Price

The Price Alert Service is provided for personal, non-commercial and reference only.  
Our company do not guarantee its accuracy and reliability and accept no liability (whether in tort or contract or otherwise) for any loss or damage arising from any inaccuracies or omissions.

Waiting Price Alert(s)					
	Product	Name	Alert Type	Alert Price	Input Time
	00005	HSBC HOLDINGS	>=	0	2016-09-05 17:02:55
	00006	POWER ASSETS	>=	0	2016-09-05 17:03:00

Completed Price Alert(s)						
	Product	Name	Alert Type	Alert Price	Input Time	Alert Time

## 8 ) e-IPO

- a) Select “Others” and click “e-IPO” at the main window;
- b) Click on the “Apply”;
- c) Select “Apply Quantity” and “Loan Financing”. The system will automatically calculate the require amount;
- d) Click “Apply” and “Confirm” to finish.

Remark: IPO can be subscribed once only. Please contact your AE If you would like to cancel IPO subscription.



A screenshot of a table titled "2 Product(s) Found Currently Available For e-IPO". The table has five columns: "Product", "Name", "Start Time", and "End Time". There are two rows of data. The first row has "98765" in the Product column, "TEST IPO 测试 IPO" in the Name column, "2015-06-25 00:00:00" in the Start Time column, and "2015-12-25 00:00:00" in the End Time column. The second row has "00888" in the Product column, "8" in the Name column, "2015-04-08 00:00:00" in the Start Time column, and "2016-07-01 00:00:00" in the End Time column. There are "Apply" links in the first column of each row. Below the table, there is a red notice: "Notice : All Above Figures Are For Reference Only, Please Refer To Statement For Actual Figures".

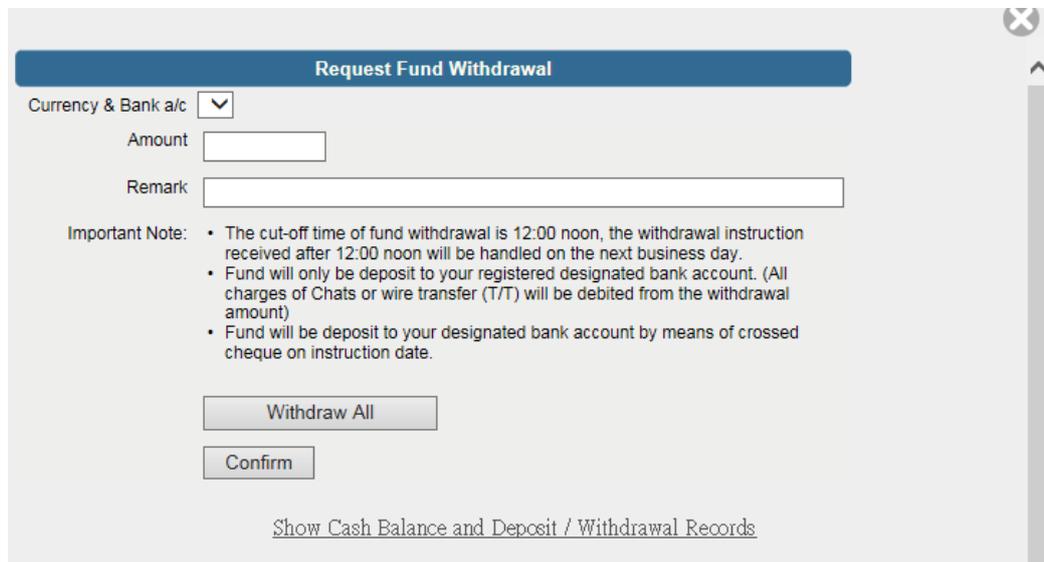
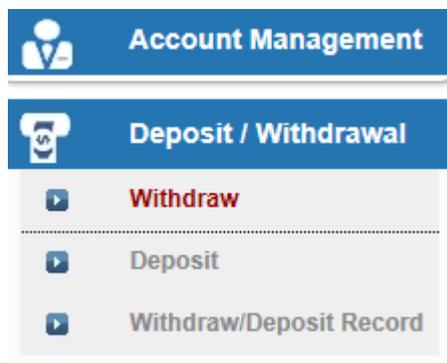
	Product	Name	Start Time	End Time
<a href="#">Apply</a>	98765	TEST IPO 测试 IPO	2015-06-25 00:00:00	2015-12-25 00:00:00
<a href="#">Apply</a>	00888	8	2015-04-08 00:00:00	2016-07-01 00:00:00

Notice : All Above Figures Are For Reference Only, Please Refer To Statement For Actual Figures

## 9 ) Deposit and Withdrawal

### Withdrawal

- a) Deposit notice and withdrawal instruction can be sent via this function.
- b) Withdrawal instruction – Click <withdrawal instruction> at the main window, input the withdrawal amount and then click <confirm>. Click <withdraw all> to withdraw all balance.



The image shows a 'Request Fund Withdrawal' form. At the top, there is a blue header with the title 'Request Fund Withdrawal'. Below the header, there is a dropdown menu for 'Currency & Bank a/c'. Below that, there are input fields for 'Amount' and 'Remark'. Below the input fields, there is an 'Important Note' section with three bullet points. At the bottom of the form, there are two buttons: 'Withdraw All' and 'Confirm'. Below the buttons, there is a link that says 'Show Cash Balance and Deposit / Withdrawal Records'.

**Request Fund Withdrawal**

Currency & Bank a/c

Amount

Remark

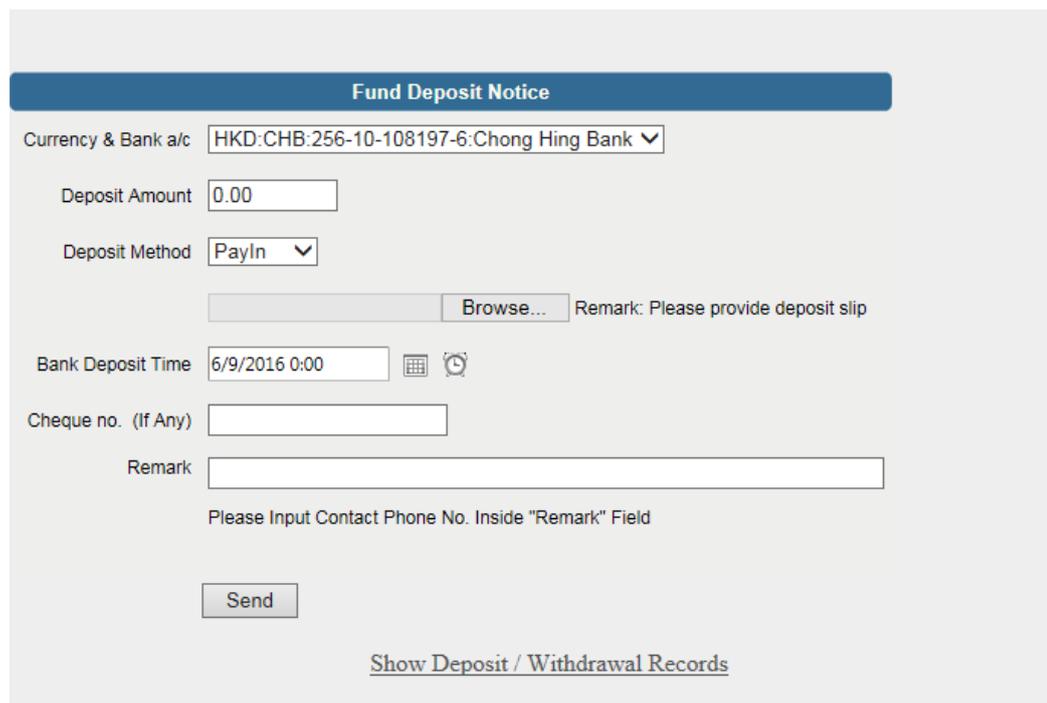
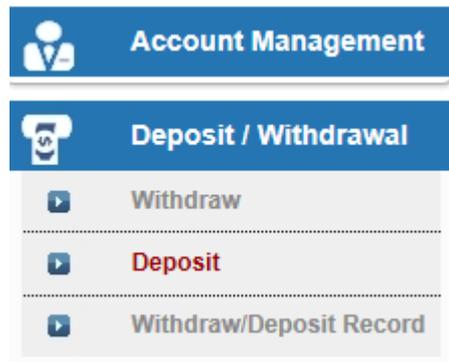
**Important Note:**

- The cut-off time of fund withdrawal is 12:00 noon, the withdrawal instruction received after 12:00 noon will be handled on the next business day.
- Fund will only be deposit to your registered designated bank account. (All charges of Chats or wire transfer (T/T) will be debited from the withdrawal amount)
- Fund will be deposit to your designated bank account by means of crossed cheque on instruction date.

[Show Cash Balance and Deposit / Withdrawal Records](#)

## Deposit

- a) Click <deposit notice> at the main window, select bank account number, input deposit amount, deposit type, time and then click <send>



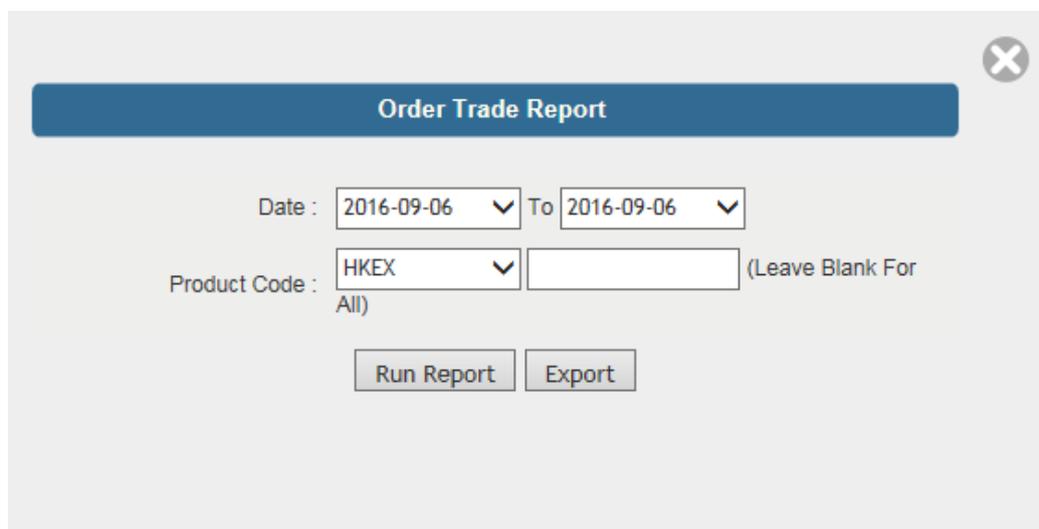
The image shows a 'Fund Deposit Notice' form with the following fields and controls:

- Currency & Bank a/c:** A dropdown menu showing 'HKD:CHB:256-10-108197-6:Chong Hing Bank'.
- Deposit Amount:** A text input field containing '0.00'.
- Deposit Method:** A dropdown menu showing 'PayIn'.
- File Upload:** A text input field followed by a 'Browse...' button and the text 'Remark: Please provide deposit slip'.
- Bank Deposit Time:** A text input field containing '6/9/2016 0:00', with a calendar icon and a clock icon to its right.
- Cheque no. (If Any):** A text input field.
- Remark:** A large text input field.
- Instructions:** The text 'Please Input Contact Phone No. Inside "Remark" Field' is positioned below the Remark field.
- Buttons:** A 'Send' button is located at the bottom left of the form.
- Footer:** A link labeled 'Show Deposit / Withdrawal Records' is centered at the bottom of the form.

## 10 ) Report

There are 3 reports available to review: “Order History”; “Trade History” and “Order Trades”.

- a) Choose <Equity Market> and click on the desire report.
- b) Select date range or product (if require) and then click on <Run Report> button to generate record.
- c) If you wish to save or print the report, click on the corresponding link such as <run report> or <export>.

A screenshot of a web application form titled "Order Trade Report". The form has a blue header with the title and a close button (X) in the top right corner. Below the header, there are two date input fields: "Date : 2016-09-06" and "To 2016-09-06", both with dropdown arrows. Below the date fields, there is a "Product Code : HKEX" dropdown menu and an empty input field with the text "(Leave Blank For All)" to its right. At the bottom of the form, there are two buttons: "Run Report" and "Export".

— The End —