



POWER E*TRADE PRO

EXCEL MANAGER

Quick Start Guide

We are pleased to announce the launch of **Excel Manager**, an exciting new feature in Power E*TRADE Pro that leverages the flexibility of Microsoft Excel to bring you even more control and customization.

This guide will give you a brief tour of the functionality available in Excel Manager. To explore any of these topics in greater detail, please check the [Power E*TRADE Pro Help Guide](#) or call **1-888-388-2900** to speak with a dedicated Power E*TRADE representative.

Power E*TRADE Pro Excel Manager offers:

- **Streaming real-time data** – Get real-time market data streamed to watch lists and positions lists in Excel worksheets. Also, check real-time account information in Excel, including balances and purchasing power.
- **Highly customizable automated trading** – Automate your trades according to rules and models you create.
- **Easy analysis of markets and individual securities** – Analyze multiple columns of data in your watch lists and positions lists using your own Excel formulas.

System requirements:

- Windows 2000, Vista, or XP (Macs not currently supported)
- Microsoft Excel 2003 or later
- Access to Power E*TRADE Pro

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Launching Excel Manger

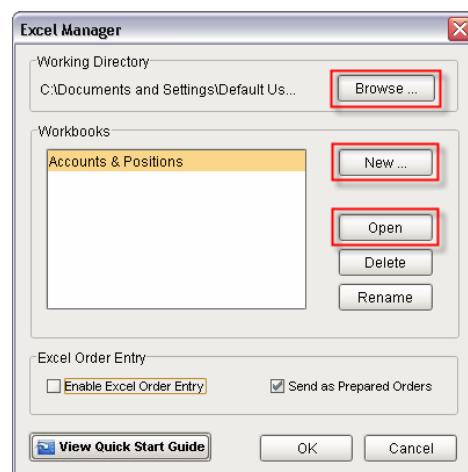
To get started:

- Step 1.** Select **Excel Manager** from the Window menu in Power E*TRADE Pro or click the **Excel Manager** icon in the left-hand toolbar.



- Step 2.** An Excel Manager dialog box will open. From here:

- a. Click the **New** or **Open** button to create a new workbook or open a saved workbook.
- b. If your saved workbook does not appear in the list, use the **Browse** feature to find the folder in which the workbook was saved.



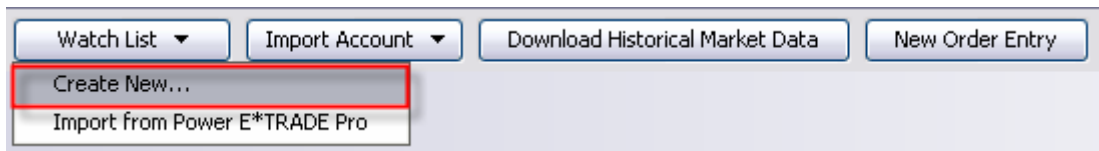
Please note:

Saved workbooks are static files that will not show real-time data when opened outside of Power E*TRADE Pro. For streaming market data, you'll need to open the workbook using the Excel Manager dialog box in Power E*TRADE Pro.

Creating Streaming Watch Lists

You can create customized watch lists in Power E*TRADE Pro Excel Manager and receive streaming data for more than 120 different parameters (Bid, Ask, Volume, P/E ratio, % Performance, etc.). To get started:

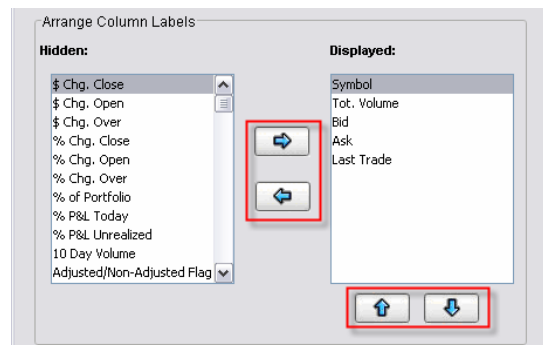
Step 1. Near the top of Excel Manager, click the **Watch List** dropdown and select the **Create New...** option.



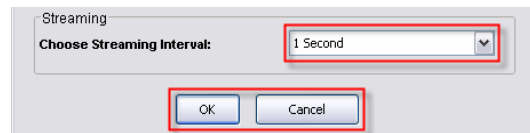
Step 2. On the New Watch List setup window, enter the symbols you'd like to watch in the order you wish them to appear—separated by commas.



Step 3. Use the left and right arrows to select the columns you'd like displayed. Use the up and down arrows to adjust the order in which the columns will appear.



Step 4. Choose the update interval (1 second is the default). Click **OK** to create your watch list.



Please note:

After the watch list has been created:

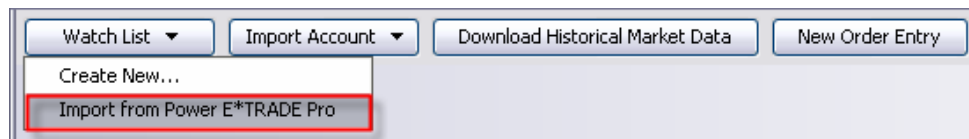
- Rows or columns cannot be inserted nor columns deleted. You can, however, add new rows or columns by typing the symbol or parameter name (exactly as it would appear if entered via the New Watch List setup window) in an empty row or column, respectively. To change the order of symbols or columns, you'll need to create a new watch list.
- If you no longer wish to track a symbol, simply delete the symbol's row.

Importing Streaming Watch Lists

You can import customized watch lists from Power E*TRADE Pro and receive streaming data for more than 120 different parameters (Bid, Ask, Volume, P/E ratio, % Performance, etc.).

To get started:

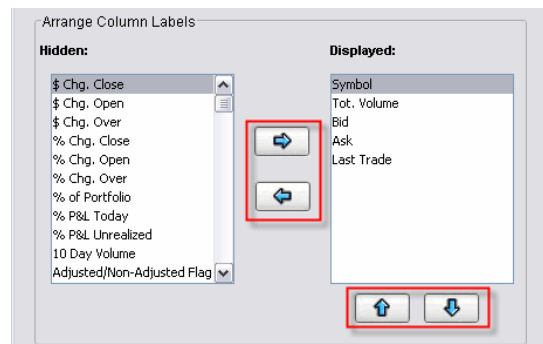
Step 1. Near the top of Excel Manager, click the **Watch List** dropdown and select the **Import from Power E*TRADE Pro** option.



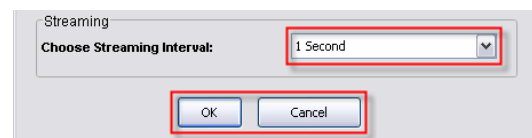
Step 2. On the Import Watch List setup window, select the watch list you'd like to import. (If you do not have any watch lists in Power E*TRADE Pro, no selections will be available.) Your symbols will appear on the Watch List worksheet in the order they were originally added to the Power E*TRADE Pro watch list.



Step 3. Use the left and right arrows to select the columns you'd like displayed. Use the up and down arrows to adjust the order in which the columns will appear.



Step 4. Choose the update interval (1 second is the default). Click **OK** to import the watch list.



Please note:

After the watch list has been imported:

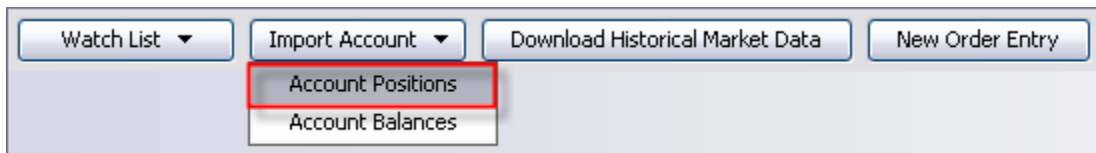
- Rows or columns cannot be inserted nor columns deleted. You can, however, add new rows or columns by typing the symbol or parameter name (exactly as it would appear if entered via the Import Watch List setup window) in an empty row or column, respectively. To change the order of symbols or columns, you'll need to create a new watch list.
- If you no longer wish to track a symbol, simply delete the symbol's row.

Importing Account Positions

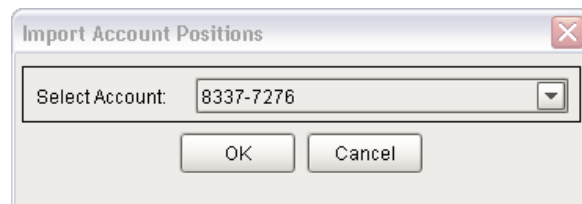
In Power E*TRADE Pro Excel Manager, you can monitor positions in your E*TRADE Securities accounts in real time. Importing an Account Positions list from Power E*TRADE Pro is a simple, straightforward process.

To get started:

Step 1. Near the top of Excel Manager, click the **Import Account** dropdown and select the **Account Positions** option.



Step 2. Select the account for which you'd like to import positions, and then click **OK**.



Please note:

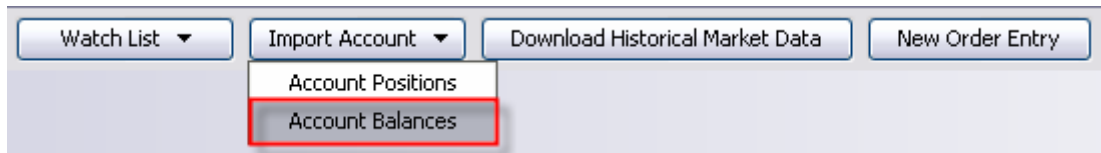
Rows or columns cannot be inserted or deleted on Account Positions worksheets, nor can existing rows or columns be modified or moved.

Importing Account Balances

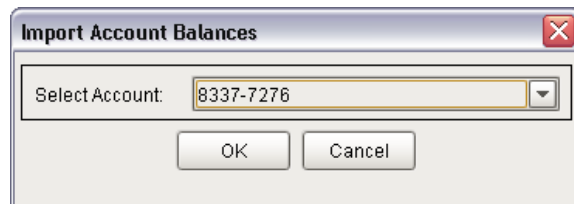
In Power E*TRADE Pro Excel Manager, you can monitor your account balances in real time.

To get started:

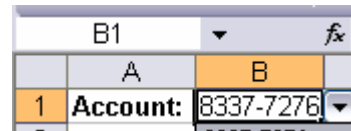
Step 1. Near the top of Excel Manager, click the **Import Account** dropdown and select the **Account Balances** option.



Step 2. Select the account for which you'd like to import balances, and then click **OK**.



Step 3. Once your Account Balances worksheet is loaded, you can switch between accounts by using the drop-down menu in the upper left corner of the worksheet.



Please note:

Rows or columns cannot be inserted or deleted in Account Balances worksheets.

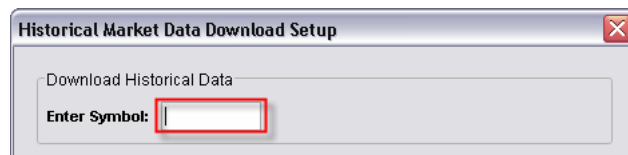
Downloading Historical Data

You can download historical data for individual securities and customize the time frame and data to be displayed. To get started:

Step 1. Near the top of Excel Manager, click the **Download Historical Market Data** button.



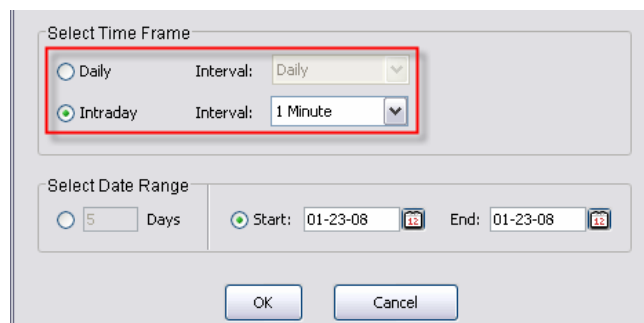
Step 2. Enter the symbol for which you'd like to download data. Only data for one symbol can be downloaded to a worksheet.



Step 3. Use the arrows to select or arrange the column labels you'd like displayed.



Step 4. Select a time frame and interval.



Please note:

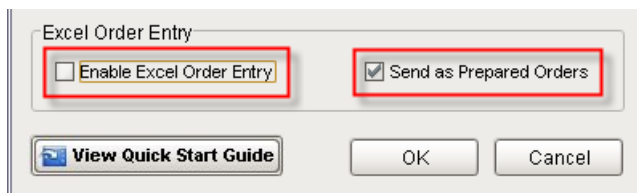
The maximum date range depends on the interval you've selected:

- Daily intervals – Downloads data for up to three years
- 15-60 minute Intraday intervals – Downloads data for up to six weeks
- 1-5 minute Intraday intervals – Downloads data for up to one week

Enabling Excel Order Entry

If Excel Order Entry is enabled, you can easily submit orders through Power E*TRADE Pro Excel Manager. To enable order entry:

Step 1. Access the Excel Manager dialog box (used to create and open workbooks). See “Launching Excel Manager” for details.



Step 2. Check the box **Enable Excel Order Entry**. This box is unchecked by default.

Step 3. The default order entry setting is for prepared (not live) orders. If you uncheck **Send as Prepared Orders**, all orders submitted through Excel Manager will be live and sent directly to the market.

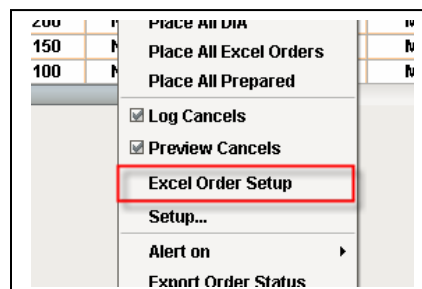
Please note:

If you try to submit an order and Excel Order Entry is not enabled, a pop-up window will appear, letting you activate Excel Order Entry at that time.



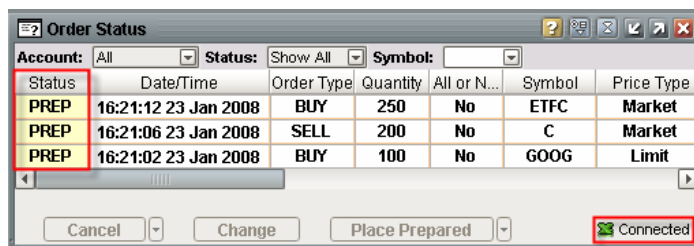
Tip:

You can also get to the Excel Manager dialog box (referenced in Step 1 above) via the right-click menu for the Power E*TRADE Pro Order Status window.



Note:

An Excel “Connected” icon will appear in the lower right-hand corner of the Power E*TRADE Pro Order Status window, indicating that Excel Order Entry is enabled.



Entering Orders

In Power E*TRADE Pro Excel Manager, as long as Excel Order Entry is enabled, you can submit orders manually or enter formulas for submitting orders automatically. For information on enabling order entry, see the Quick Start page “Enabling Excel Order Entry.” To enter an order:

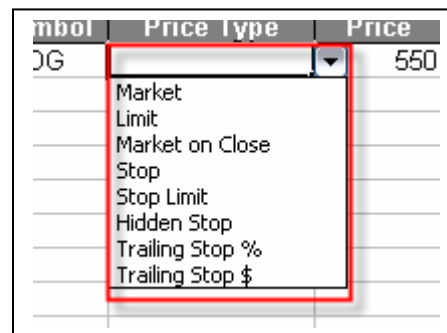
Step 1. Near the top of Excel Manager, click the **New Order Entry** button.



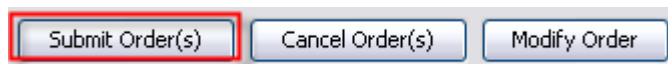
Step 2. Enter your order information. For fields with specific values, use the drop-down menu or type the value exactly as it appears in the menu.

Order Entry									
Acct	Order Type	Quantity	Symbol	Price Type	Price	Term	All or None	Stop Price	Stop Value
	Buy	100	YHOO	Market					
	Sell	50	GOOG	Limit	600	GTC			

For example, you'll see the menu to the right when you click the down arrow in a Price Type cell.



Step 3. Press **Submit Order(s)**. The orders will be submitted as live or prepared orders, depending on your order entry settings (see “Enabling Excel Order Entry”).



Step 4. The status of your order will be updated in the Order Status section on the right side of the Order Entry worksheet.

Order Status				
Status	Order Number	Filled	Remaining	Avg Fill Price
Completed	Prepared8337-7276:9	50	0	504.66
Prepared	Prepared8337-7276:10	0	250	0
Prepared	Prepared8337-7276:11	0	80	0

Your order will also show in the Order Status window in Power E*TRADE Pro with a green Excel icon to the left of the Order Number.

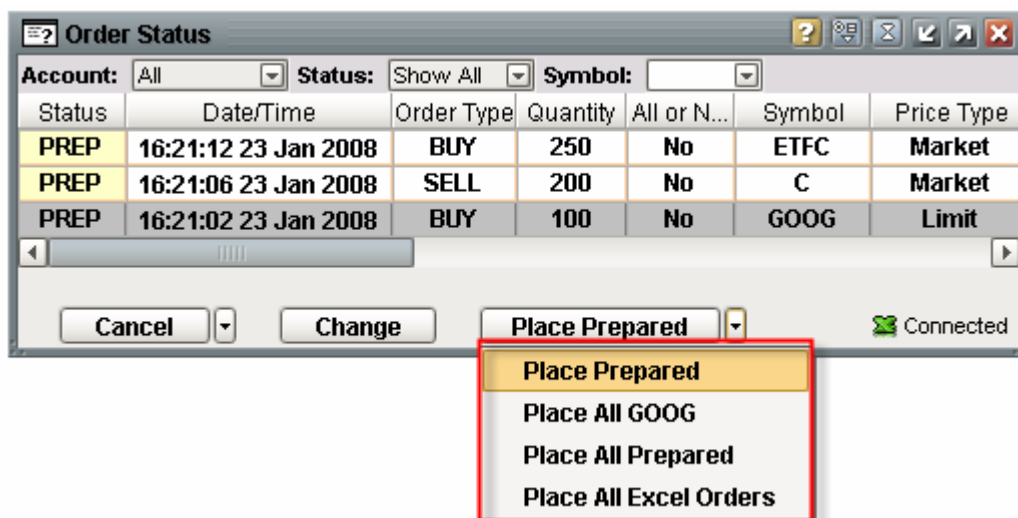
Status	OrderNumber	Order Type	Quantity	All or N...	Symbol	Price Type	Price Entered	Term	Bid	Ask
PREP	Prep 10	SHORT	80	No	MSFT	Stop	30.00	DAY	28.62	28.66
PREP	Prep 11	BUY OPEN	5	No	QQQ BO	Limit	2.60	GTC		
PREP	Prep 12	SELL	50	No	MSFT	T-Stop%	0.00	GTC	28.62	28.66
PREP	Prep 13	SHORT	70	No	YHOO	Market	MKT	DAY	29.79	29.80
PREP	Prep 14	BUY CLOSE	5	No	QQQ NU	Market	MKT	DAY		
PREP	Prep 15	BUY	100	No	ETFC	Market	MKT	DAY	5.38	5.39

Step 5. By default, orders are submitted through Excel Manager as prepared orders. You can submit each prepared order by right-clicking the order's row in the Power E*TRADE Pro Order Status window or by using the **Placed Prepared** button at the bottom of the window.

You can also place multiple prepared orders at once: all prepared orders, all orders for a specific symbol, or all Excel-generated prepared orders.

Tip:

Orders entered in Excel Manager are not vetted until submitted as live orders to Power E*TRADE Pro. To confirm that your order has been accepted, you should check the Power E*TRADE Pro Order Status window after the order has been submitted from Excel Manager.



Please note:

Entering formulas to automate orders will help you get the most out of order entry in Excel Manager. To find functions for order-entry formulas, open the Insert Function window in Microsoft Excel. You can get to this window by clicking the "fx" button. To learn more about placing automated orders, see the [Power E*TRADE Pro Help Guide](#).



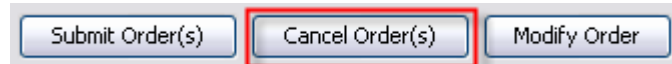
Canceling or Modifying Orders

Once you've submitted an order via Power E*TRADE Pro Excel Manager, you can also cancel or modify the order through the Excel Manager Order Entry worksheet.

To cancel orders through Excel Manager:

Step 1. On the Order Entry worksheet, select the row(s) for the order(s) you'd like to cancel.

Step 2. Click the **Cancel Order(s)** button.



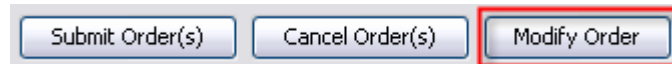
Note:

Sending a cancellation request for an order does not guarantee the order will be canceled. Live market orders cannot be canceled when placed during the trading day. All cancellation requests are subject to prior execution.

To modify orders through Excel Manager:

Step 1. Make your changes in the appropriate columns in the row for the order you'd like to modify.

Step 2. Click the **Modify Order** button.



Notes:

- You can change any field for an order except Account Number, Order Type, or Symbol.
- Only one order can be modified at a time.

Tip:

You can also [cancel](#) and [modify](#) orders through Power E*TRADE Pro.


Frequently Asked Questions / Troubleshooting Power E*TRADE Pro Excel Manager

What are the system requirements for Power E*TRADE Pro Excel Manager?

To run Excel Manager, you'll need:

- Windows 2000, Vista, or XP (Macs not currently supported)
- Microsoft Excel 2003 or later
- Access to Power E*TRADE Pro

How do I save my workbook?

To save, simply click the **Save** icon () beneath the menu labels near the top of the workbook, or select **Save Copy As** from the File menu. In the dialog box that appears, select a location, enter a file name, and click **Save**.

I've saved my workbook, but I don't see it listed in Excel Manager. How do I open it?

The default folder Power E*TRADE Pro Excel Manager uses to look for saved workbooks is My Documents. If you saved your workbook in a different folder, use the **Browse** button on the Excel Manager dialog box to navigate to the file and open it. You can also select the folder containing the workbooks you've saved and those workbooks will be displayed in the Workbooks section of the dialog box.

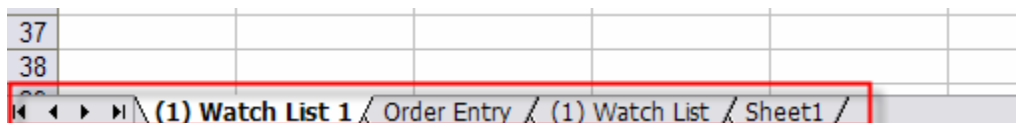


When I close my Excel Manager workbook, it keeps asking me to save. What should I do?

Since streaming market data continually updates in worksheet cells, Excel Manager will show a saving prompt upon closing even if you've just saved the workbook. Once you've saved a copy of the workbook, simply click **No** the next time the saving prompt appears.

How do I remove a worksheet in Power E*TRADE Pro Excel Manager?

To remove a worksheet in Excel Manager—such as a Watch List—simply right-click the worksheet's tab at the bottom of the workbook and then select **Delete**.



How do I modify a watch list after it has been created or imported?

After a watch list has been created or imported in Excel Manager:

- Rows or columns cannot be inserted nor columns deleted. You can, however, add new rows or columns by typing the symbol or parameter name (exactly as it would appear if entered via the Watch List setup window) in an empty row or column, respectively. To change the order of symbols or columns, you'll need to create a new watch list.
- If you no longer wish to track a symbol, simply delete the symbol's row.

What are the order types for options in Power E*TRADE Pro Excel Manager?

Order types for options on the Excel Manager Order Entry worksheet are:

- Buy – for Buy to Open orders
- Sell – for Sell to Close orders
- Sell Short – for Sell to Open orders
- Buy Cover – for Buy to Close orders

How do I resubmit a canceled order?

Canceled orders cannot be resubmitted. To re-enter a canceled order, just copy the order information and paste it into a new row.

How do I modify columns or rows on an Account Positions worksheet?

At the present time, columns or rows cannot be moved or modified on Account Positions worksheets. Data on these worksheets is displayed in a predefined format.

Where can I find Excel formulas?

To access a directory of Microsoft Excel formulas, simply click the “fx” button in Excel Manager.



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