

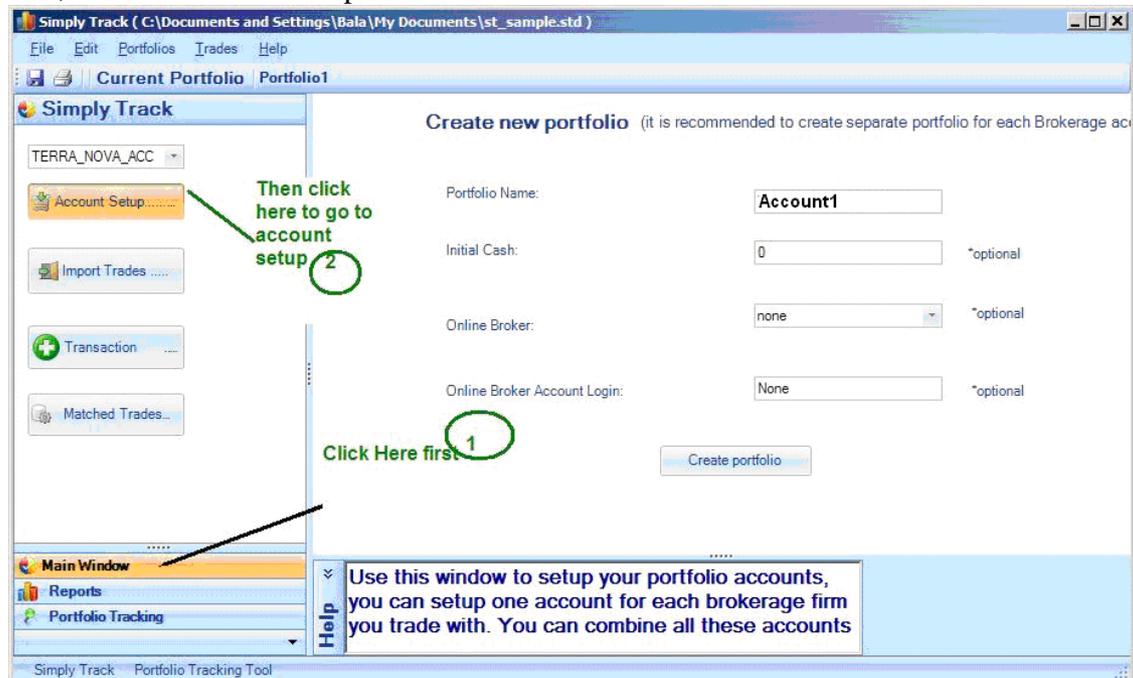
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# Online import into Simply Track

## Simply Track online Import

### Step 1: Account setup

An account, Also called portfolio is where all your trades stored. **You can have multiple accounts**, perhaps one for each brokerage account you trade with. Open Simply Track tool, Click on account setup window under main window as shown below



After completing above clicks, click on Create portfolio. **Zoom this document to see the pictures with more clarity**

After successful account setup , Click on Import Trades as shown below.



## Online Import

This is Quickest and easiest way. Using this option you will simply type your account number and password, and then Simply Track securely connects to your broker account to download your trades. This option is supported for select brokers and some are limit access to the last 90 days of trade history. We recommend using File import if this is not working.

If you are using Ameritrade, you must use Account number and PIN to connect from Simply Track, make sure you get Account number and Pin from Ameritrade site as shown below.


(4) New Messages | Help

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 ex: MSFT, +IBMAT

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Sat Mar 07 2009 11:11:34 PM EST Go into personal profile

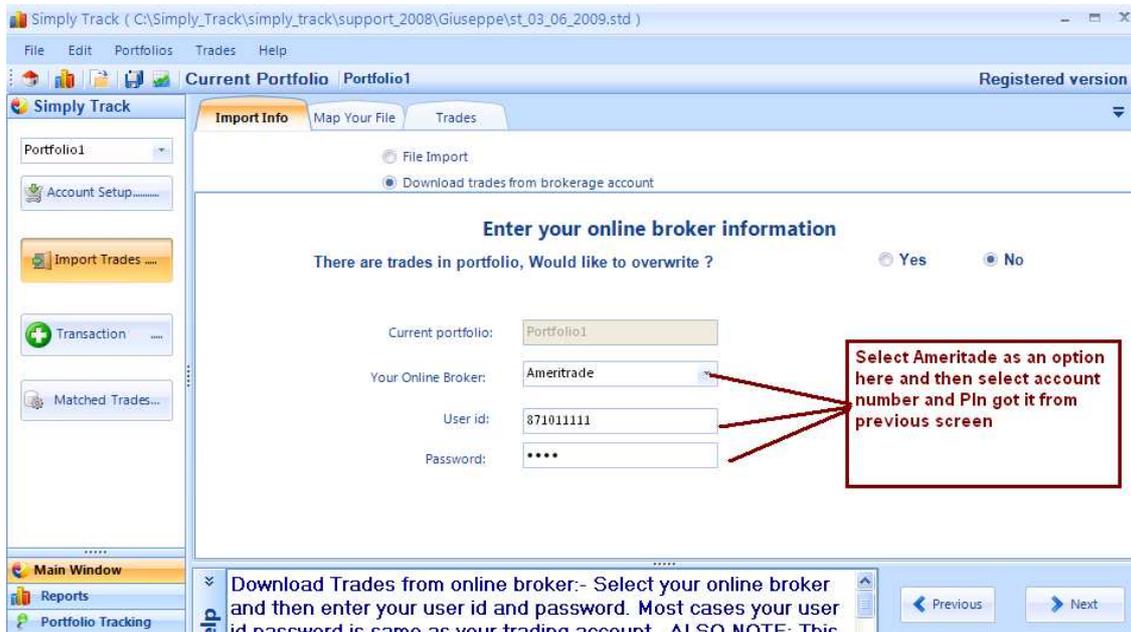
### My Profile

[General](#) | [Home Page](#) | [Personal Profile](#) | [Shortcuts](#) | [Subscriptions](#) | [Link Accounts](#)

Account Information	
Account name:	
Account type:	<b>Individual</b>
Account number:	<b>87501234</b>
UserID:	x123456 <a href="#">Edit</a>
Security questions:	<a href="#">Edit</a>
Password:	-- <a href="#">Edit</a>
PIN:	-- <a href="#">Edit</a>
Personal Information	
Street Address:	<a href="#">Edit</a>
Day phone:	<a href="#">Edit</a>

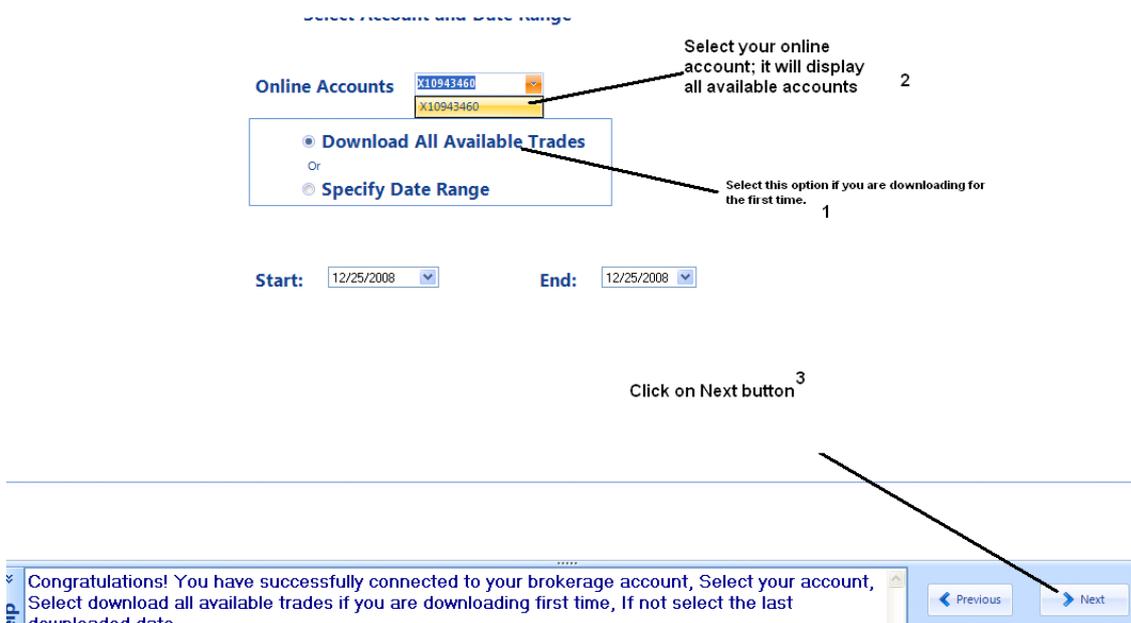
Account number and Pin are Required to login using Simply Track  
Click here to set the pin

Click on Import Trades and then select **Download Trades from brokerage account** option as shown below . Enter Account Number noted from previous screen in account number column and then enter PIN under password columns



After successful logon you should see the screen like this.

1. Select your account number
2. Select download all available trades if you are downloading for the first time
3. For subsequent downloads you can select date range option below
4. Click on Next button



After clicking the next button you should see all available trades.

Note: Direct download may not work for all brokers. Fidelity, E\*TRADE and many others only provides last 90 day trades. If online import is not working then you can always fall back to file import.

After clicking next button you should see something like this, Click on Accept button below. Pay attention to 1,2,3 boxes shown in the picture below .

The screenshot shows the 'Simply Track' software interface. The main window is titled 'Trades' and displays a table of transactions. The table has columns for Lot\_num, Tdate, Symbol, Action, Price, Qty, and Con. The data is as follows:

Lot_num	Tdate	Symbol	Action	Price	Qty	Con
0	2/4/2005	AUO	SHORT	16.16	1000	17.99
1	2/4/2005	STLD	BOUGHT	38.05	500	16.95
2	2/4/2005	STLD	BOUGHT	38.05	100	0.4
3	2/4/2005	STLD	BOUGHT	38.06	400	1.2
4	2/4/2005	STLD	SOLD	38.29	100	15.38
5	2/4/2005	STLD	SOLD	38.3	800	1.01
6	2/4/2005	STLD	SOLD	38.3	100	0.13
7	2/4/2005	AUO	BOUGHT	16.33	1000	24.95
8	2/5/2005	AUO	BOUGHT	17.33	1000	24.95
9	2/6/2005	AUO	BOUGHT	17.33	1000	24.95

Annotations in the image include:

- Box 1: A red circle around the 'Trades' tab header.
- Box 2: A red circle around the 'Option Trades' tab header.
- Box 3: A red circle around the 'Accept' button.

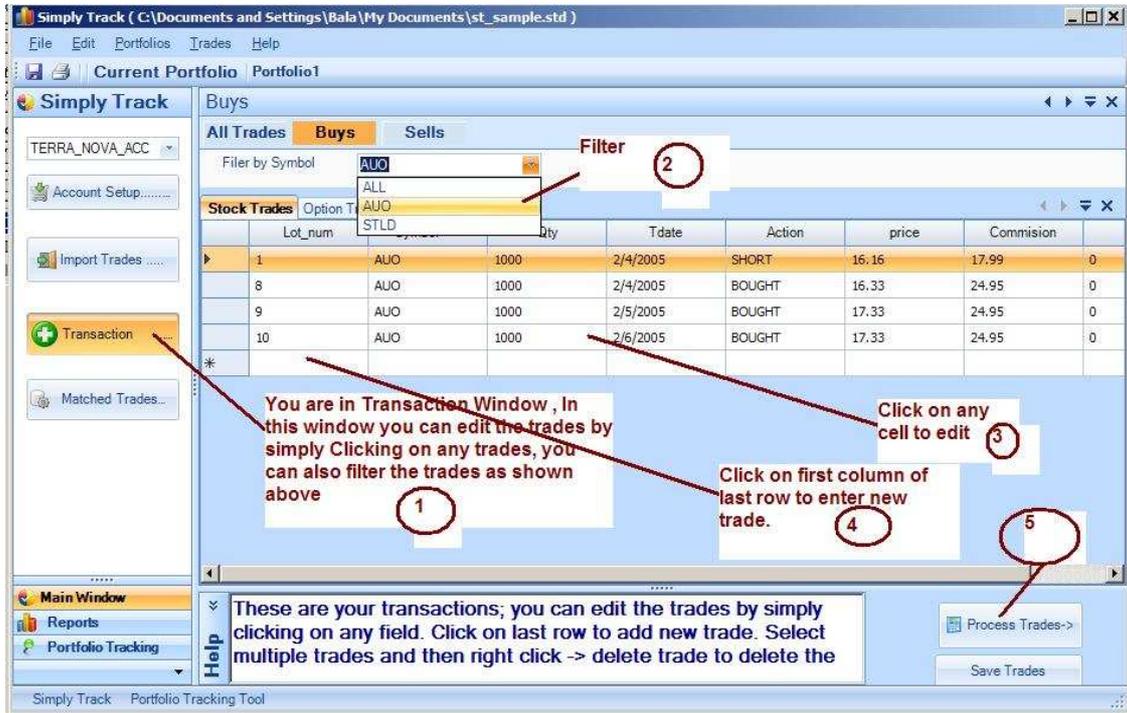
Text annotations include:

- 'If you see trades in this window then you are half way through the process' with an arrow pointing to the table.
- 'Note option trades are in separate tab. Click here to verify your options' with an arrow pointing to the 'Option Trades' tab.
- 'Click here to go to next step.' with an arrow pointing to the 'Accept' button.

At the bottom of the window, there is a message: 'your Trades successfully read into simply Track, you can modify these trades and then click on accept trades'. Below this message are 'Previous' and 'Accept' buttons.

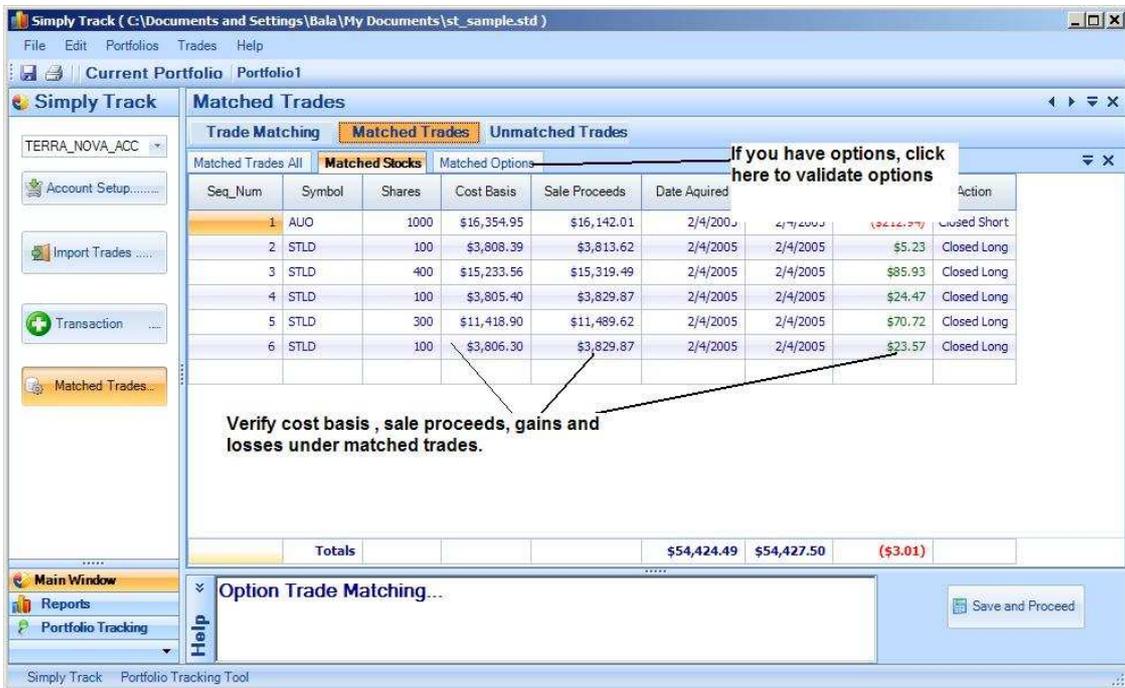
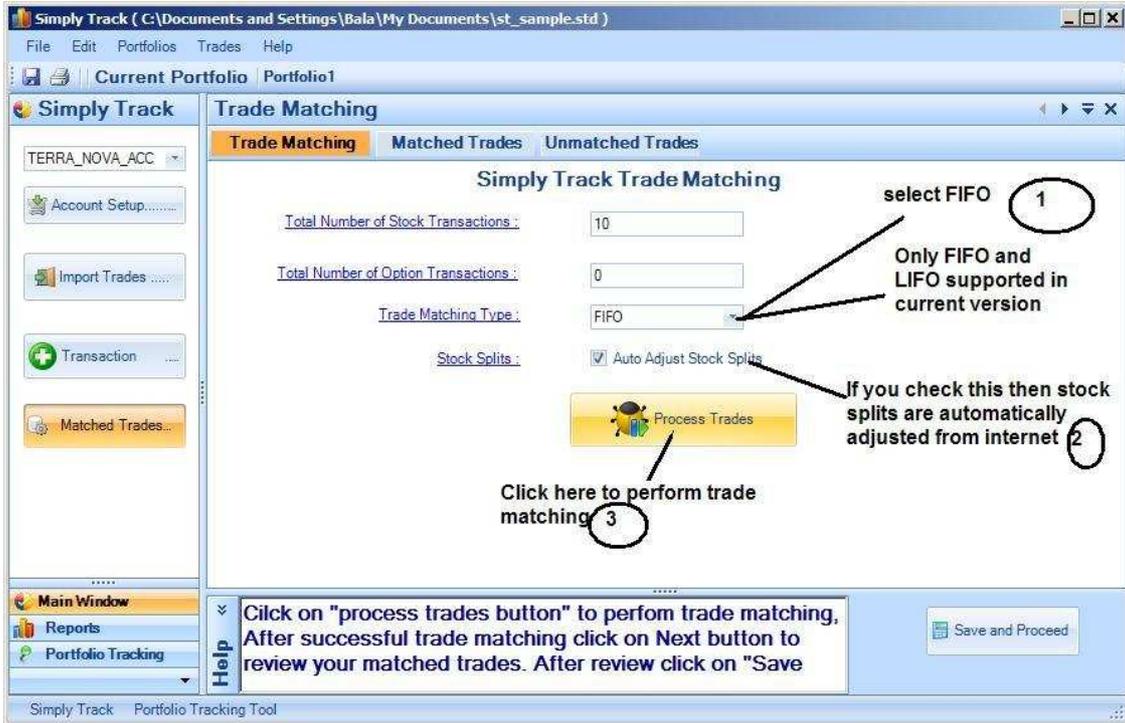
### Step 3: Working with Trades/Transactions

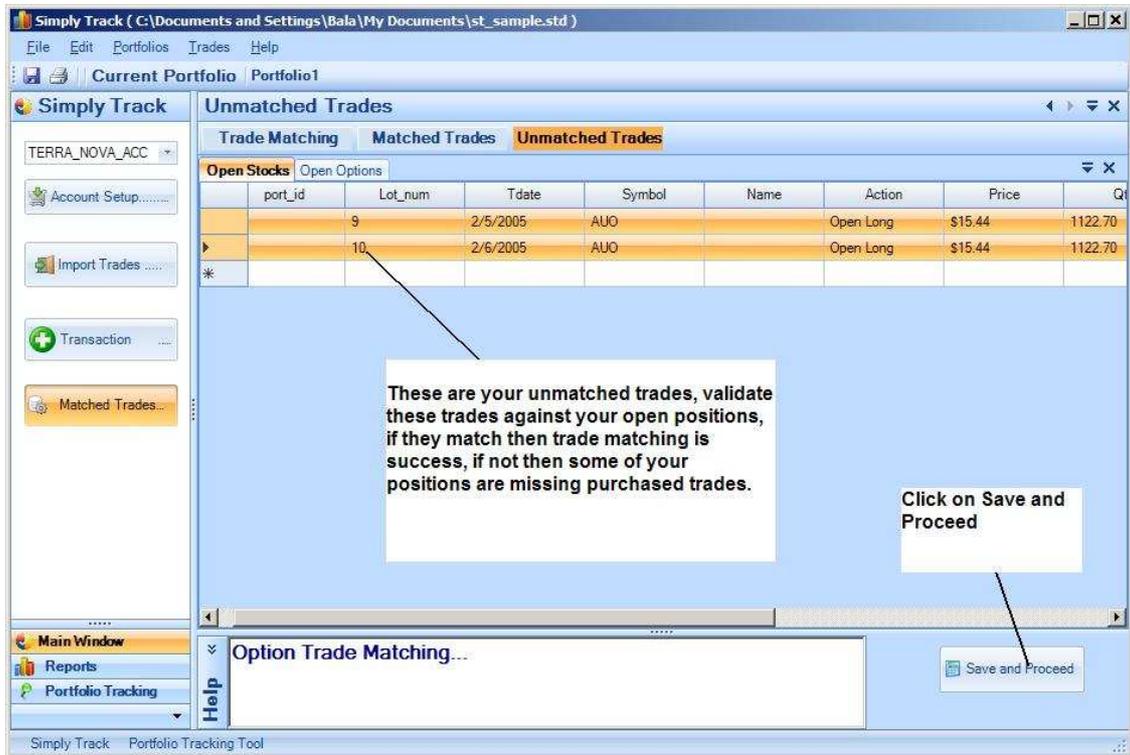
Under transaction tab you can record new trades by simply clicking last row, you can select the row and right click to delete the row, and you can delete multiple rows by simply selecting multiple rows. You can edit any trade by double clicking it. You can also filter the trades, work with only Buy trades, Sell trades etc. Click on Accept after making changing to your trades



#### Step 4: Trade matching.

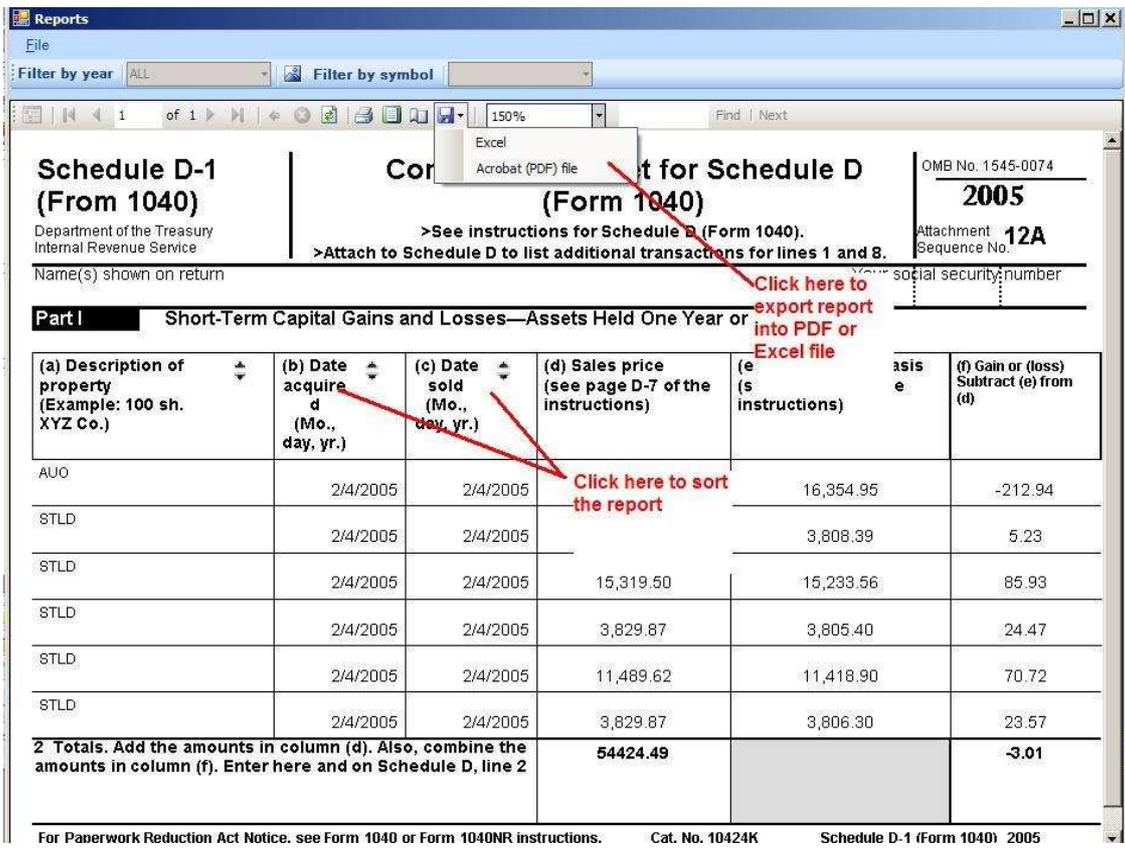
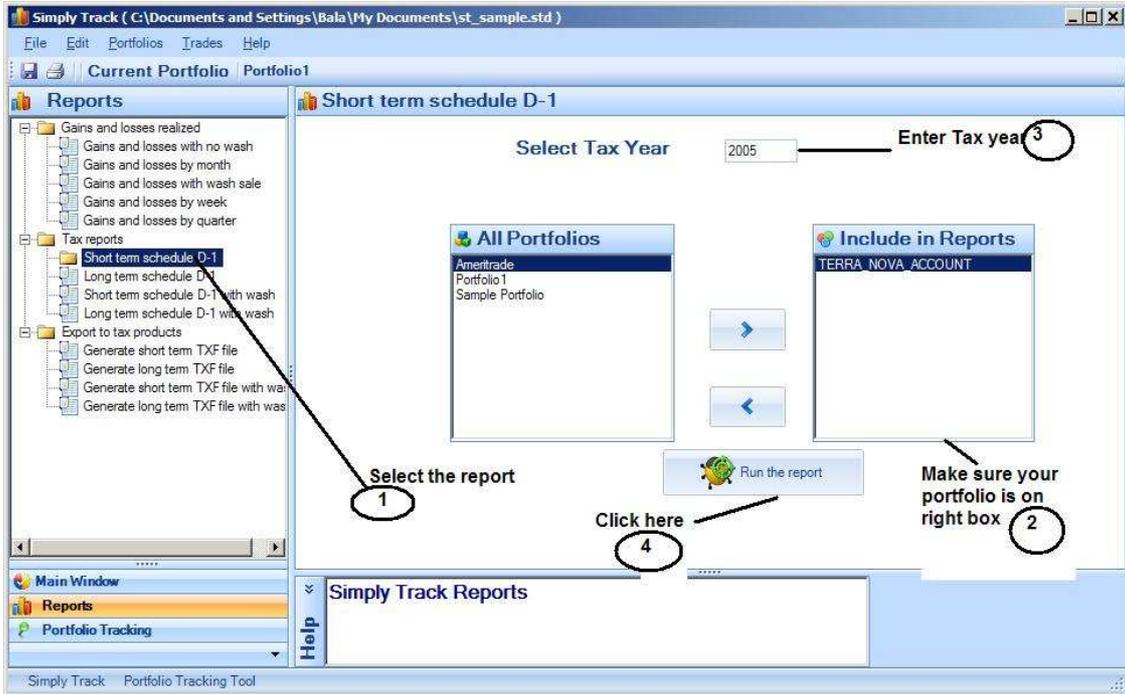
During the trade matching Simply Track matches every sell trade with corresponding buy trade and vice versa. Follow these simple steps outlined in this picture to perform Trade matching. Follow these screen shots to validate trade matching.





## Step 5: Running Reports

Running simply Track reports is trivial , Click on Report Tab on left bottom of the screen and then click on Any report you like from left links and then select the portfolio and hit the run button . Follow the easy steps described in the screen shot.



## Step 6: Tracking portfolios.

After successful completion of your import , trade matching, you update stock prices for current holding as shown below

Simply Track ( C:\Documents and Settings\Bala\My Documents\st\_sample.std )

File Edit Portfolios Trades Help

Current Portfolio Portfolio1

Page Title

TERRA\_NOVA\_ACC

Refresh

Unrealized summary

Unrealized details

Wash sale G/L

All gains

Watch List

Market Indexes (9/2/2008 9/2/2008 12:30:00 AM)

Unrealized gains | Unrealized with wash sale adj | All gains and losses | Watch List

Symbol	Shares	Buy price	Date Aquired	Current price	Cost Basis	Market Value	Net G/L	Net G/L%	Days held	Action	Type
AUO	1122.70	15.44	02/05/2005	11.94	17330.00	13405.04	-3924.96	-22.65	1305.00	Open Long	Stock
AUO	1122.70	15.44	02/06/2005	11.94	17330.00	13405.04	-3924.96	-22.65	1304.00	Open Long	Stock

Totals

34660.00 26810.08 -7849.92

Main Window

Reports

Portfolio Tracking

Help

Simply Track Wash Sale Reports

Simply Track Portfolio Tracking Tool

Current prices and market indexes are automatically downloaded.

Click on these button to switch between various views