

# Sure Trading Training

## Module 1

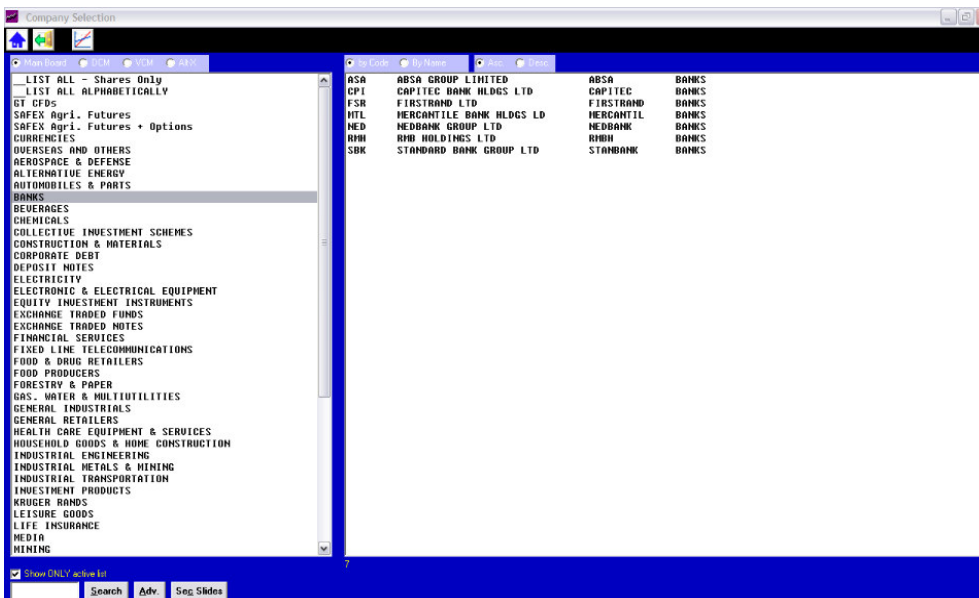
### Main Menu

What's available on the Sure Trading Technical Analysis Software?

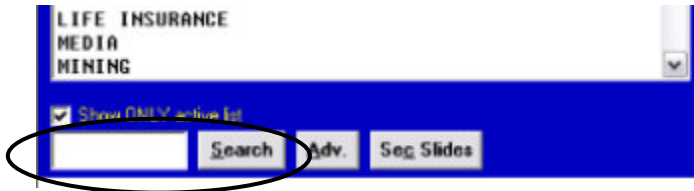


### Shares Button

Selecting the Shares button displays the share categories (Sectors) where you can select which graph you wish to view.



You can scroll down the list of sectors on the left, Click on your selection, and the relevant listings that are contained within that sector will be displayed on the right.



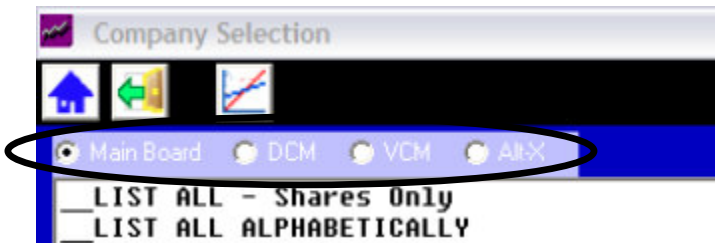
If you are not sure of what sector a share is in, you can type the first few letters of the share's name in the search text box, and then Click on the Search button, or press Enter. The program will start a search and list all shares whose share code, or share name, start with the letters you entered.

### **The JSE Boards**

On 3 January 2006, the JSE introduced a new sector classification system based on the international ICB (INDUSTRY CLASSIFICATION BENCHMARK) Classification System.

Companies listed on the JSE's Venture Capital Market (VCM), Development Capital Market (DCM) and Alt-X boards were also classified in accordance with the new classification system.

To see the sectors of these 3 boards, select the name of the board at the top of the 'Company Selection' screen.



To view a graph for a listing, either Double Click on the listing on the right, or Click on the listing you wish to view and Click the DISPLAY button.

**We will return to the graph screen in Module 2.** For now, let's continue with the buttons on the **Main Menu**

### **Indices Button**

The INDICES button on the main menu will display the Indices selection screen.

The Indices are listed on the left.

Click on any item on the left and Click on the "List Index Constituents" button, and the company listings which are contained within, or constituents of, the selected Index are displayed on the right.

Double Click the selected index (on the left list) to display the graph screen using the data of the INDEX.

Double Click any listing on the right to display the graph screen for that company listing.

### **Unit Trusts Button**

Click on this button to display an alphabetical list of all Unit Trusts.

Selecting and viewing a Unit Trust can be done using the same options as selecting a share.

### **Exchange Rates Button**

This screen displays a detailed list of all the latest exchange rates using the international rates supplied by The Bank Of Montreal, Canada.

The 2 columns of figures are for 'units per Rand' and 'Rands per unit'

Click on previous or next day to view the required data. There are approximately 30 days of currency history available on this screen.

You can also Double Click on the Currency name to load a graph for the currency.

### **Top 10 Button**

This screen displays a listing, using the latest data, of the top 10 listings as follows:

**By Value** – the top 10 priced shares. These are the 10 most expensive shares listed and will nearly always remain the same.

**By Volume** – the top 10 volume traded. These are the 10 shares with the highest number of shares traded for the day. This list will change daily but you will notice that certain companies appear on a regular basis, e.g. 'blue chip' companies.

**By %** - the top 10 with the greatest price increase calculated as a percentage of their ruling price. Every day we calculate the percentage increase since the previous trading day and supply a list of the top 10.

**Exceptional Volumes** - the shares whose daily volumes traded are exceptionally higher than the average of all of their shares traded over the last 15 days.

Each day, we recalculate the average volume over the last 15 days for each company and supply the list of those equities which have suddenly had a significant increase in volumes.

**Up through 21 day average** – A list of all of the shares where the ruling price has moved up through the 21 day moving average line for that share in the last day.

**Down through 21 day average** – A list of all of the shares where the ruling price has moved down through the 21 day moving average line for that share in the last day.

## Bottom 10 Button

This screen displays a listing, using the latest data, of the bottom 10 listings as follows:

**By Value** – the bottom 10 priced shares for the day. This is, effectively, the 10 cheapest shares on the market. Please note that this does not, in any way, imply or indicate that these shares are a good buy. Ask yourself, ‘why are they so cheap?’.

**By Volume** – the bottom 10 in volume traded for the day.

**By %** - the bottom 10 with the greatest price decrease calculated as a percentage of their ruling prices.

## Dividends Button

JSE CODE	EQUITY NAME	Latest Price	Trade by Date	Register by Date	Pay. Date	Prev. Div.	Pre Tyj	Curr. Div.	Cu Tyj	% of Prev. Div.	% of C. Price
ABSP	ABSA BANK LTD	87500	20100820	20100827	20100830	0.0000	-	3197.5000	I	0.0000	3.6542
ABU	ABE CONSTR CH	191	20100916	20100923	20100927	0.0000	-	200.0000	F	0.0000	104.7120
ACL	ARCELORMITTAL	8594	20100827	20100903	20100906	0.0000	-	150.0000	I	0.0000	1.7454
ACLNIF	NB ACL5750CIF 1	2990	20100827	20100903	20100906	0.0000	-	150.0000	I	0.0000	5.0167
ACLSIE	SI ACL 5750CE 1:	2939	20100827	20100903	20100906	0.0000	-	150.0000	I	0.0000	5.1037
ACLSTD	SBACL6000CDT1:	2551	20100827	20100903	20100906	0.0000	-	135.0075	I	0.0000	5.2923
ADR	Adcorp Hldgs Ltd (	2940	20100806	20100813	20100816	0.0000	-	115.0000	F	0.0000	3.9115
AFE	A E C I LTD ORD	6950	20100903	20100910	20100913	0.0000	-	70.0000	I	0.0000	1.0071
AGL	ANGLO AMERICA	29040	20100813	20100820	20100916	0.0000	-	183.0900	I	0.0000	0.6304
AGLIDI	IB AGL18100CDI1	11224	20100813	20100820	20100916	0.0000	-	183.0900	I	0.0000	1.6312
AGLIHG	IB AGL22000CHG	7973	20100813	20100820	20100916	0.0000	-	183.0900	I	0.0000	2.2963
AGLNIH	NB AGLR163.72C	14650	20100813	20100820	20100916	0.0000	-	183.0900	I	0.0000	1.2497
AGLNND	NB AGLR172.17C	12365	20100813	20100820	20100916	0.0000	-	183.0900	I	0.0000	1.4807
AGLSIE	SI AGL R122CE 1:	17152	20100813	20100820	20100916	0.0000	-	183.0900	I	0.0000	1.0674
AGLSTD	SB AGL R145CDT	14921	20100813	20100820	20100916	0.0000	-	183.0900	I	0.0000	1.2270
ASA	ABSA GROUP LIM	13060	20100820	20100827	20100830	0.0000	-	225.0000	I	0.0000	1.7228
ASAIH	IB ASA75.50CDH1	6151	20100820	20100827	20100830	0.0000	-	225.0000	I	0.0000	3.6579

Click on a Heading to Sort --- SHIFT-Click for Reverse order. D/Click CODE = Slide Show. D/Click DATE to Diarise.

## Dividends Summary Screen

Click on the button to load the Dividends Summary Screen.

The info on the summary, (from left to right) is as follows:

JSE code

JSE Equity Name

Latest Price      Latest Closing Price

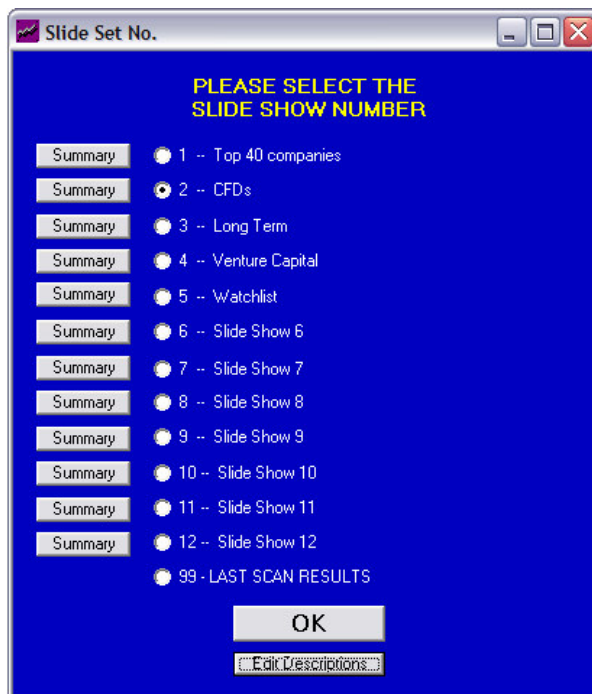
- Trade By Date    The last date to Trade, to qualify for the dividend.
- Reg. Date        The last date to register to qualify for the dividend
- Pay. Date        The proposed payment date for the dividend
- Prev. Div.        The last dividend declared by the company, in cents
- Prev. Type        The type of the last dividend: S = Special, I = Interim, F = Final
- Curr. Div.        The new dividend declared by the company, in cents
- Curr. Type        The type of the new dividend: S = Special, I = Interim, F = Final
- % of Prev. Div.    The % change increase / decrease from the previous to the new dividend
- % of C. Price     The new dividend as a % of the latest Closing Price

Double Click on a JSE code ( in the 1st column ) to create a SLIDE SHOW of the entire dividends list and display the graph for the selected company that you Double Clicked on.

### Suspended Companies Button

This screen will display a list of all Suspended companies.

### Slide Shows Button



The Slide Show feature is a wonderful time-saver.

You will see that the first 2 Slide Shows are already populated with the Top 40 Companies, and also the companies with which you can trade CFDs.

Should you have a handful of companies that you want to keep a close watch on, you can, from the graph screen, place it into one of your slide shows for easy access. Instead of having to look for each company's slide in turn from the shares button, you can place the slide in one of your slide shows, and then just scroll from one company's slide to the next. This is done by clicking on the NEXT or PREVIOUS ARROWS at the bottom right hand corner of the graph screen.

### **Portfolio Button**

Placing trades on your Portfolio will be dealt with in Module 7.

### **SP SENS Button**

The "SP SENS" button on the Main Menu will flash if any of the companies with current portfolio holdings or which are currently in any of the 12 User Slide Shows has any unread SENS articles during the last 2 weeks.

### **Profit Button**

The PROFIT screen will display a list of all shares in your system portfolio/s whose prices have moved above the profit value set in your portfolio.

This screen is automatically updated each time you receive a daily data update file.

### **Loss/Active Stop Loss Buttons**

The STOP LOSS/ACTIVE STOP LOSS screens will display a list of all shares in your system Portfolio/s whose prices have dropped below the stop loss/active stop loss values set in your portfolio.

These screens are automatically updated each time you receive a daily data update file from TSA Data Services.

### **Download Data Button**

All Technical analysis software needs to be updated on a regular basis.

The Daily Data Update files for your software are available in 3 different formats:

1. Sent to you daily via email (you will have received some of these emails by now)
2. Downloadable from the Share Advantage website
3. Downloadable from within the software (**fastest and easiest**)

Option 3 is definitely the fastest and easiest way to update your software. This is how it is done:

- From the Main Menu, Click on the “Download Data” button
- Then Click on “Download Data Now” and follow the prompts on the screen
- The software will automatically detect which date is required, as well as what is available on the data website, and will only download and install the required data.
- Once you’re satisfied that this method works best for you, you can send an email to: [support@shareadvantage.co.za](mailto:support@shareadvantage.co.za) and they will remove your email address from the daily mailing list

### Slides Setup Button

This allows you to remove slides from a Slide Show, as well as modify the order in which they play.

### Scan Button

This is an extremely important feature of our software, and will be dealt with in detail in Module 7.

### Diary Button

The Diary system can be used as a reminder for future events, either “Once-Off” Events, or as a Weekly or Monthly reminder on selected dates.

This will prove useful, for example, when companies have released certain information to be effective as at a future date and you wish to be reminded of the Event at that future date.

### SENS Button

SENS stands for “Stock Exchange News Service “.

SENS articles are important company announcements which must, by the rules of the JSE, be published by companies.

The following are some of the types of information that must be announced via SENS :- Acquisitions, Alteration to Capital Structures, Capitalisation awards, Cautionary announcements, disposals, dividend declarations, JSE announcements, name changes, new listings, reverse take-overs, rights offers, change of transfer secretaries, etc.

### **News Button**

This is a news service designed for use by TSA Data Services for their subscribers.

In addition to daily news articles, a market report, latest dividend pay-outs and other info, this service will be used to keep you informed of upgrades to your software program as well as any information that we would like to send you.

As you receive your daily data updates and UPDATE your data files, the News section will automatically be updated.

### **Guide Button**

This great electronic guide contains more than 25 chapters covering subjects that may consider the least understood in the South African financial market place.

You will also find an extensive chapter about the JSE, and learn, in layman's terms, the heart of the operation, including : the Central Order Book, the Trading Day, JSE Auctions, Volatility controls, & more.

### **Lectures Button**

The contents of this section have been limited to text only – no graphs – to reduce the disk space required.

The left screen displays a listing of all headings.

Click on the subject required in the left panel and the corresponding text will appear in the right panel.

The last article on the left list is a detailed list of the "Latest Program Changes".

### **Setup Button**

Your programme has already been set up and registered, so there will be no need for you to use this button in the immediate future.

Should the event arise where you need the software to be loaded onto an additional or new computer, simply contact Sure Trading, or TSA Data Services, and it will be arranged immediately. The software can be loaded onto two computers under one subscription.

### **Settings Button**

The SETTINGS screen enables you to modify the colours used to display different lines on the graphs in your program.

The choice of colours is one of personal preference but we recommend that you leave them at the default settings until you are familiar with the software.

Should you change the colour of the background for the graph screen, then the background colour of all of the lines will also change.

Click on the arrow next to the colour that you want to change and a list of available colours will appear.

Browse through this section to see all the other settings that can be changed.

Please contact [admin@suretrading.co.za](mailto:admin@suretrading.co.za) to notify us when you are finished with this module, so that we can send you Module 2, which deals with Part 1 of the Graph Screen Section