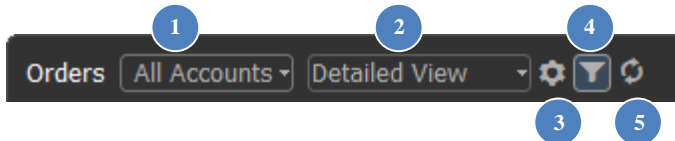


Use the **Order Status** window to display order information for an account or group of accounts.

TOOLBAR GUIDE



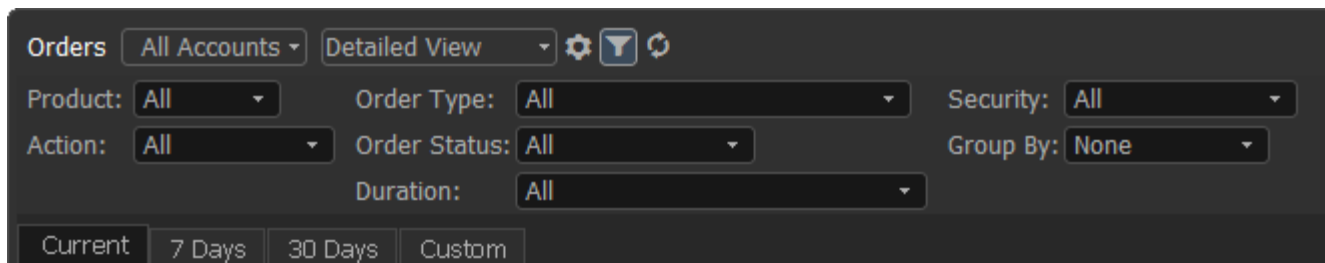
- 1 Account selection – allows selection of an account or group of accounts for displayed information
- 2 View selection – allows selection from existing column views or customization of your own views
- 3 Customize – opens dialog to customize columns displayed and order of display
- 4 Filter – opens / closes the filter & grouping dialog
- 5 Refresh – refreshes the displayed information


AVAILABLE VIEWS

- Detailed (default)
- Summary
- Custom

FILTERING AND GROUPING ORDERS

Select filter icon  to expand / collapse the filter and grouping dialog






- Filter displayed information on the following fields: Product; Action; Order Type; Order Status; Duration and Security.
- Group displayed information on the following fields: Order Status; Action; Order Type, Duration and Account.
- Customize columns displayed using drag & drop, customize dialog from view dropdown, or customize icon 
- Sort information displayed by clicking on column header
- View historical orders for the last 7 days, 30 days, or a custom range (limited to past 30 days)

WORKING WITH ORDERS

- Right click and select **Order Actions**, or double click on an order to:
 - View Order Details
 - Cancel Order
 - Change Order
- Right click > **Place Order Again** – pre-fills trade ticket with the same order


WINDOW LINKING

Select linking icon  to enable/disable account and symbol linking

- Clicking on any account from Account/ Account Name column will send the account to linked account windows (default setting – Right click window or click options icon  > **Display Properties** > **Account** to change action)
- Clicking on any symbol from Security column will send the symbol to linked symbol windows (default setting – Right click window or click options icon  > **Display Properties** > **Security** to change action)

WINDOW OPTIONS

Select the options icon  to adjust window options

- **New** - Creates a new window. Select the window type, then select the position of the new window, or choose “In this window” to replace existing window with the new window.
- **Show Window Title** – Un-selecting this option hides the window description. Re-check to display window description.
- **Maximize/Restore** – Only displayed if window does not fill entire page. Maximize expands the window to fill the current page. Restore will set back to original size.
- **Show Titlebar** - Un-selecting this option hides the title bar that is displayed at the upper left. To show the title bar again, move cursor up to the top of the window until the cursor pointer turns to a hand, then right click and re-check Show Titlebar, or from main menu select View > Show Title Bars (this will restore all hidden title bars)
- **Show Titlebar description** – Display custom description as defined using Customize Titlebar Description
- **Customize Titlebar Description...** – Replaces default description and titlebar controls with a customizable description. Click anywhere on the titlebar to restore default description and titlebar controls.
- **Show Footer** - Un-selecting this option hides the footer. Re-select to display the footer again.
- **Copy Out** (displayed when window is docked) – Copies this window as a floating (stand alone) window. This action can also be performed using the Copy Out icon 
- **Attach** (displayed when window is un-docked) – Moves a floating (stand alone) window inside the active page
- **Cut Window** - copies the window to the clipboard, and removes the window from the workspace. Once copied, click Edit > Paste Orders to add the window to the workspace using default settings for adding a new window (use View > Preferences > Workspace > Open new window by default to change how new windows are added to the workspace)
- **Copy Window** – copies the window to the clipboard, with all settings. Once copied, click options icon and choose Paste Orders, then choose a position for copy of window. Or click Edit > Paste Orders to add the window to the workspace using default settings for adding a new window
- **Copy Window Image** – copies an image of the window to the clipboard, which can then be pasted into an email, document or image editing application
- **Send Image by E-mail...** - creates new email message using default email client with screenshot of current window attached
- **Take Custom Screenshot** – drag mouse to define an area to copy, then paste into image editor
- **Print** – Prints this window
- **Help** – loads this help file

- **Display Properties**
 - Text & Colors – font setting for display elements
 - Account – default actions on clicking account
 - Security – default actions on clicking security
 - Gridlines – display and color of gridlines
 - Formatting – general window formatting including freezing columns during horizontal scrolling
 - Group Info – display properties for selecting grouping and defining header format
 - Indicators – color of order status indicators. Includes option to highlight order number for GTC orders that expire in less than 5 days
- **Empty** - (displayed when window is docked) – removes the window and leaves an empty space in which a new window can be added
- **Close** – removes the window. Any remaining windows will be adjusted to fill empty space

FIELD DEFINITIONS

Account	The type of account (e.g., CMA [®] , IRA, etc.) and your Merrill account number(s)
Account Name	The account nickname.
Action (Order) <i>Stocks & ETFs</i>	<p>Buy: Purchase of an equity</p> <p>Sell: Liquidations of an equity.</p> <p>Sell Short: Borrowing a security from a broker and selling it, with the understanding that it must later be bought back (hopefully at a lower price) and returned to the broker. SEC rules may under certain conditions allow investors to sell short only on an uptick or a zero-plus tick. Not applicable to Extended Hours Trading.</p> <p>Buy to Cover: The purchase of a long position to offset a short position.</p>
Action (Order) <i>Options</i>	<p>Buy to Open: Buying an option contract to establish a new position.</p> <p>Sell to Open: Selling an option contract to establish a new position.</p> <p>Buy to Close: Buying an option contract to close out a pre existing short position.</p> <p>Sell to Close: Selling an option contract to close out a pre existing long position.</p>
Action (Order) <i>Multi-leg Options</i>	<p>Spread: A strategy that involves the purchase of an option(s), and at the same time, the sale of an equal number of related option, each with different strike prices and/or expiration dates.</p> <p>Long Strangle: A strategy that involves purchase of an equal number of puts and calls with the same expiration date.</p> <p>Short Strangle: A strategy that involves the sale of an equal number of puts and calls with the same expiration date.</p> <p>Roll: A trading action in which the trader simultaneously closes an open option position and creates a new option position at a different strike price, different expiration, or both.</p>
Action (Order) <i>Mutual Funds</i>	<p>Buy: An order to purchase shares of a mutual Fund.</p> <p>Exchange: An order to sell shares of one fund and purchase shares of another fund generally within the same fund family and class. See the prospectus of the fund for conditions and any costs related to an exchange.</p> <p>Sell: An order to sell shares of a mutual fund.</p>
All or None	A stipulation of a buy or sell order that instructs the broker to either fill the entire order or don't fill it at all. The order is not automatically canceled, and may remain open for the duration of the time limit until the order can be filled in its entirety. Merrill gives clients the choice to specify All or None with equity trades of 200 or more shares and with options trades of two contracts or more. This type of order may delay and/or prevent execution.
Ask	Ask price (lowest available selling price)
Bid	Bid price (highest available buying price)
Description	Name of security

Duration	Day: An order that will expire at the end of the trading day if it is not executed. Good Until Canceled: An order that remains in effect until it is either executed or canceled. If the order is not executed or canceled within 180 calendar days, it will be automatically canceled at the end of the trading day indicated on the order. All orders with Saturday, Sunday or market holiday expiration dates expire at the end of the previous trading day.
Execution Price	The average price at which a security was purchased or sold
Filled Quantity	Number of shares/contracts that have executed
GTC Expiration Date	Date a Good Until Canceled order will expire
Last	Last price the asset has traded
Limit Price (\$)	User defined Limit Price for a Limit or Stop Quote Limit order
Limit Trail	Trailing value defined in dollars or percentage for calculation of Limit Price for a Trailing Stop Quote Limit order
Note	Displays note for security. Add and edit notes from Tools > Notes
Option Type	Call: An option contract gives the holder the right to buy the number of shares of the underlying security that is covered by the contract at a specified/fixed price for a certain, fixed period of time. Put: An option contract gives the holder the right to sell the number of shares of the underlying security that is covered by the contract at a specified/fixed price for a certain, fixed period of time.
Order Action	Column that provides View, Cancel, and Change links to take action on the order
Order Date	Initial date the order was submitted
Order Number	Unique alpha numeric identifier for an order
Order Status	The current state of an order, e.g. Open, Pending Review or Cancelled.

Order Type	<p>Market: This is an order to buy or sell a stated amount of a security at the most advantageous price obtainable at the time the order is submitted.</p> <p>Limit: A conditional order to buy or sell, but only at a certain price, in an attempt to protect a potential profit or minimize a loss. Buy limit orders are entered with instructions to place the trade at or below a certain price. Likewise, sell limit orders contain instructions to execute the trade at or above a specific price.</p> <p>Stop Quote (Stocks/ETFs): Investors generally use a stop quote order to either limit a loss or protect a gain on a security. A sell stop quote order is placed at a stop price below the current market price and will trigger if the national best bid quote is at or lower than the specified stop price. A buy stop quote order is placed at a stop price above the current market price and will trigger if the national best offer quote is at or higher than the specified stop price. Once triggered, a stop quote order becomes a market order (buy or sell, as applicable), and execution prices can deviate significantly from the specified stop price.</p> <p>Stop Quote Limit (Stocks/ETFs): Investors generally use a stop quote limit order to either limit a loss or protect a gain on a security. A stop quote limit order combines the features of a stop quote order and a limit order. A sell stop quote limit order is placed at a stop price below the current market price and will trigger if the national best bid quote is at or lower than the specified stop price. A buy stop quote limit order is placed at a stop price above the current market price and will trigger if the national best offer quote is at or higher than the specified stop price. Once triggered, a stop quote limit order becomes a limit order (buy or sell, as applicable) at a specified limit price, and execution may not occur as the market price can move away from the specified limit price.</p> <p>Stop (Options): A listed option “sell stop order” is placed at a stop price below the current market price and will trigger if the option trades or is offered at or lower than the specified stop price, determined by the exchange on which the order resides. A listed option “buy stop order” is placed at a stop price above the current market price and will trigger if the option trades or is bid at or higher than the specified stop price, determined by the exchange on which the order resides. Once triggered, a stop order becomes a market order (a buy or sell order, as applicable) and execution prices can deviate significantly from the specified stop price. A stop order is not guaranteed to execute as the order will not be triggered unless the stop price is reached.</p> <p>Stop Limit (Options): A listed option “sell stop limit order” is placed at a stop price below the current market price and will trigger if the option trades or is offered at or lower than the specified stop price, determined by the exchange on which the order resides, and will be executed at the specified limit price or higher. A listed option “buy stop limit order” is placed at a stop price above the current market price and will trigger if the option trades or is bid at or higher than the specified stop price, determined by the exchange on which the order resides, and will be executed at the specified limit price or lower. Once triggered, a stop limit order becomes a limit order (a buy or sell order, as applicable) at a specified limit price. A stop limit order is not guaranteed to execute as the stop price may not be reached or, if the stop price is reached, the market price can move away from the specified limit price.</p> <p>Trailing Stop Quote: A trailing stop order is similar to a traditional stop quote order; however, the stop price will adjust with changes to the national best bid or offer for the security. The trail value can be a fixed dollar amount or a percentage. If the calculated stop price is reached, the order will be activated and become a market order.</p> <p>Trailing Stop Quote Limit: A trailing stop limit order is similar to a traditional stop quote limit order; however, the stop and limit prices will adjust with changes to the national best bid or offer for the security. The trail values can be a fixed dollar amounts or percentages. If the calculated stop price is reached, the order will be activated and become a limit order using the calculated limit price.</p>
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Product Type	The categorization of securities with similar features. Some examples: Money Funds Mutual Funds Stocks and Related Fixed Income (Treasuries, corporate, municipal and agency bonds, etc.)
Quantity	The number of trading units being traded
Reject Reason	If your order is rejected, a reason will be provided in this field
Remaining Quantity	Number of unfilled shares/contracts for the order
Security	A unique alpha numeric value used to identify the security.
Stop Price (\$)	User defined Stop Price for a Stop Quote or Stop Quote Limit order
Stop Trail	Trailing value defined in dollars or percentage for calculation of Stop Price for Trailing Stop Quote and Trailing Stop Quote Limit orders
Time	The time that the order was placed

Options involve risk and are not suitable for all investors. Certain requirements must be met to trade options. Before engaging in the purchase or sale of options, investors should understand the nature of and extent of their rights and obligations and be aware of the risks involved in investing with options. Prior to buying or selling an option, clients must receive the options disclosure document [“Characteristics and Risks of Standardized Options.”](#) Call the Investment Center at 1.877.653.4732 for a copy. A separate client agreement is needed. Multi-leg option orders are charged one base commission per order, plus a per contract charge.

Investing involves risk. There is always the potential of losing money when you invest in securities.

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Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
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