

The Five Steps Trade Upload

STEP 01

Create an account

1. Switch to the Account tab.
2. Click on “New Account”.
3. Enter the exact name that will later appear in the CSV file (case sensitive).

STEP 02

Book virtual deposit

1. In the Account tab “Add Transaction”
2. Enter the amount and posting date. (Important: The posting date must be before the date of your first trade.)
3. Save.

STEP 03

Fill file

Account: must exactly match the account name in the journal
Type: Allowed values: STOCK, FOREX, CRYPTO, INDEX-CFD, FUTURES, OPTION
Direction: LONG / SHORT
Date: Format DD.MM.YYYY
Time: Format HH:MM:SS
P/L: Format 155.00 or 155.00

STEP 04

Save as CSV (comma-delimited)

1. In Excel: File>Save As.
2. Select CSV (comma-delimited) file type.
3. If prompted, confirm UTF-8 as the encoding.

STEP 05

Upload file

1. Back in the app under Trades List - Import CSV
2. Select file & click “Upload”.
3. Wait for the success banner – done