

## Main Menu

Translate: **EN** ▼







The Main Menu includes all program commands. The most frequently used ones are also shown on the toolbar.

## File Menu

	Menu Command	Description
	<b>Connect</b>	Authorization. After clicking this command, an attempt to login to the selected server will be made. If there is no account indicated on this server, the login will fail
	<b>Disconnect</b>	Disconnecting from the server. Before finishing work with Administrator, it is strongly recommended to disconnect from the server
	<b>Export All Settings</b>	Export all server settings to HTML file
	<b>Add Server</b>	Adding an administration server. After clicking a command, a window will appear requesting information on the server to be added. After the information has been filled the new server will appear in the list on the left part of the window. This server is now ready for connection.
	<b>Remove Server</b>	Removing a server. After clicking a command, the selected server will be removed from the list in the left part of the window. To start administration of this server repeatedly, it is necessary to add it each time.
	<b>Change Password</b>	This command allows to change the password of the account selected on a specific server. To do so, you will need to know the current password
	<b>Open Data Folder</b>	Open the data directory of the administrator terminal. This is a convenient command for operation under MS Windows Vista and above, where programs by default store data in the Windows user directory, and not in the installation directory. The data storage directory has the following path: C:\Users\[username]\AppData\Roaming\MetaQuotes\MetaTrader 4 Administrator\[terminal instance id]\.
	<b>Exit</b>	The command will close the program


## Edit Menu

	Menu Command	Description
	<b>Add</b>	Adding an instruction. Depending on the section selected in the servers tree (in the left part of the window), different commands will be executed. For example, when the "Holidays" section is selected, the command will allow to add a new instruction for a holiday. If the "Symbols" section was selected, the command will add a new financial instrument. Applicable for all sections, except for "Server", "Backup", "Ticks" and "Journal"









	Menu Command	Description
	<b>Edit</b>	Editing an instruction. The command allows to modify the instruction (setting) already existing. To do so, it is necessary to select the desired element in the data adjusting window (the right part of the window). As in the case of adding a new instruction, the result of this command will differ depending on the section. Applicable for all sections, except for "Server", "Backup", "Ticks" and "Journal"
	<b>Delete</b>	Deleting an instruction. Before deleting an instruction, it is necessary to select it (in the right part of the window). Applicable for all sections, except for "Server", "Backup", "Ticks" and "Journal"
	<b>Apply Changes</b>	Applying new settings. The command is only activated when changes were made in the "Server" or "Backup" sections, and when it is necessary for them to come into force
	<b>Move Up</b>	Moving up priorities. This command allows to manage the priority in the lists of "IP Access List" and "Data Feeds" sections. For example, if a feeder like "Quotes" is located above other feeders of the same type, it is the feeder that will give full information to the server. Only if this feeder fails will the server switch to the next feeder of this type. The priority is set top-to-bottom. For the "Symbols" inlay, this command allows to change the on-default position of symbols in the "Market Watch" window in the client terminals. Besides, you can move added servers relative to each other in the tree-structured list using this button
	<b>Move Down</b>	Moving down priorities. This command allows to manage priority in "IP Access List" and "Data Feeds" sections. For example, if the feeder like "Quotes" is located above other feeders of the same type, it is the feeder that will give the full information to the server. And only if this feeder fails will the server switch to the next feeder of this type. The priority is set top-to-bottom. For the "Symbols" inlay, this command allows to change the on-default position of symbols in the "Market Watch" window in the client terminals. Besides, you can move added servers relative to each other in the tree-structured list using this button
	<b>Find</b>	Find an element on the currently open tab.
	<b>Find Next</b>	Find the next element according to the current search request.

## View Menu


	Menu Command	Description
	<b>Languages</b>	Activating languages. This menu contains the list of languages available. To activate the language settings, it is necessary to reload the program
	<b>Toolbar</b>	Toolbar Enabling/Disabling
	<b>Status Bar</b>	Status Bar Enabling/Disabling

	Menu Command	Description
	<b>Toolbox</b>	The "Toolbox" window enabling/disabling. This floating window is intended for monitoring the server status (CPU load, use of memory, number of users connected to the server, network load), for using the internal mailing system and for session logging

## Services Menu

	Menu Command	Description
	<b>Restart Server</b>	Restarting server
	<b>Reload Configuration</b>	Reloading server configuration. If any changes in the server configuration have been made by another administrator during your session, the administration mismatch may occur. To avoid such problems, it is recommended to perform this command periodically. The command will automatically be executed after authorization
	<b>Restart Datafeeds</b>	Restarting Datafeeds
	<b>Synchronize Historical Charts</b>	History data synchronization
	<b>Start LiveUpdate</b>	Starting LiveUpdate process
	<b>Activate</b>	<a href="#">Activating</a> the trade platform. Without activation the trade platform has functional limitations.
	<b>Switch to Backup</b>	Switch to backups using backup server instead of the main trade server. A more detailed description of this process is given in the <a href="#">appropriate section</a> .
	<b>Options</b>	Open the window of <a href="#">options</a> of the administrator terminal.

## Help Menu

	Menu Command	Description
	<b>Contents</b>	MetaTrader Administrator information
	<b>MetaQuotes Ltd.</b>	Homesite of the MetaQuotes Software Corp. in Internet
	<b>MetaQuotes Support Center</b>	Support site of the trading complex of MetaTrader 4 in Internet
	<b>About MetaTrader Administrator</b>	About program

[Overview](#)
[Terminal Settings](#)

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