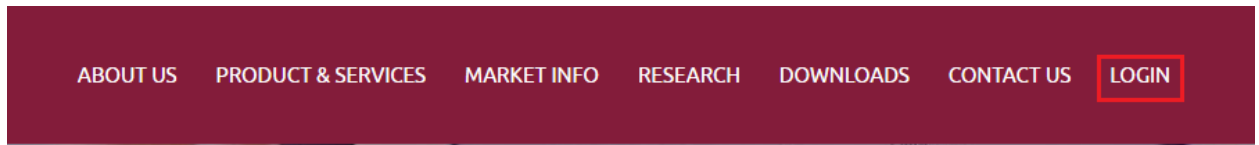


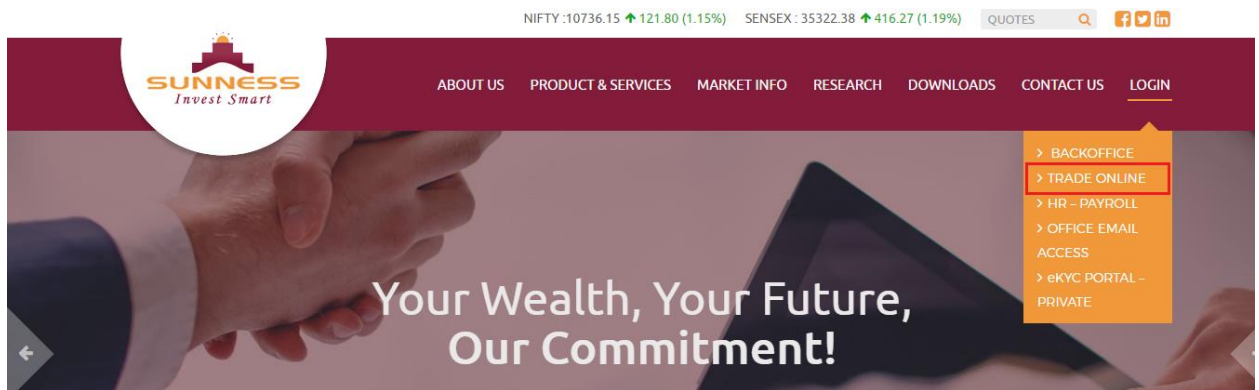
# Sunness Globe User Guide

Open our Website <https://www.sunness.in/>

Click on login button



Click on Trade Online

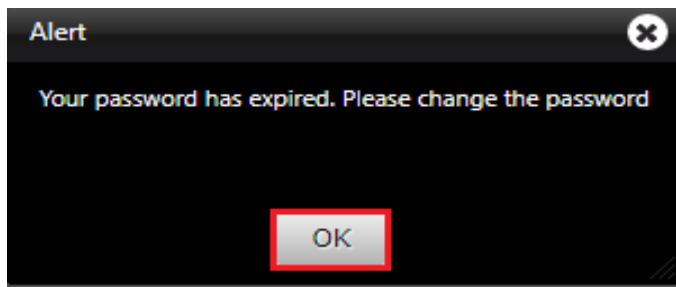


Login to trading Account.

- Enter User Code (Client ID)
- Enter Password (refer your registered mailbox to view 1<sup>st</sup> page password)
- Click Login



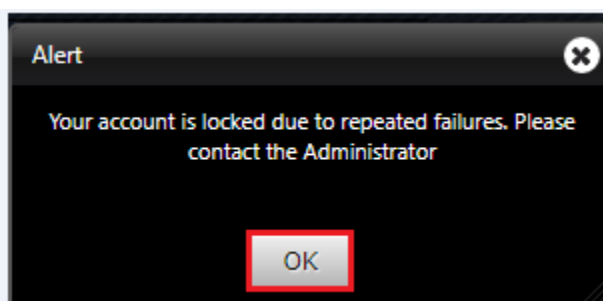
**You Must change password for 1<sup>st</sup> login >> Click OK**



- a) Enter User Code (Client ID)
- b) Enter Password (refer your registered email box to view 1<sup>st</sup> page password)
- c) Type your own NEW password
- d) Confirm your New Password which is entered at (C) below
- e) Click on Login



**If you enter 3 times wrong password, Your account will be locked.**



**To unlock, contact Sunness helpdesk team or unlock yourself by clicking Forgot Password link**

- a) Select Reset Password for new password or to unlock your account select Unlock Account
- b) Enter Your User ID (Client ID)
- c) Enter Your Registered Email
- d) Select Which password you want to reset or unlock
- e) Its Security Captcha
- f) Enter the captcha shown in the box (If unable to read Click on refresh or try in different browser)
- g) Click on Submit to complete this process

The image shows a 'Forgot Password' form with the following elements and annotations:

- Header:** 'Forgot Password' with a close button (X).
- Options:** Two radio buttons: 'Reset Password' (annotated with 'a') and 'Unlock Account'.
- User Id:** A text input field (annotated with 'b').
- Email Id:** A text input field (annotated with 'c').
- Options:** Two checkboxes: 'Password' (annotated with 'd') and 'PTN'.
- Captcha:** A box containing the text 'MKZQ6N' and a refresh button (annotated with 'e').
- Captcha Value:** A text input field (annotated with 'f').
- Text:** 'CAPITALIZATION IS NOT IMPORTANT'.
- Buttons:** 'Submit' (annotated with 'g') and 'Clear'.

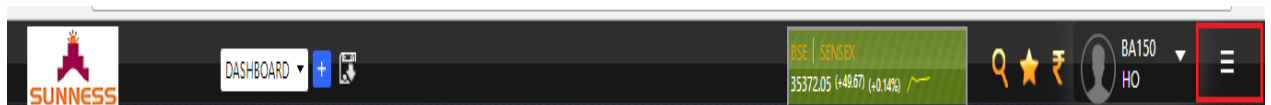
Note: Newly created 1<sup>st</sup> page password must be used while login to platform from now onwards.

## Second level Authentication

- Enter 2FA password (refer your registered mailbox to view 2<sup>nd</sup> page password)
- Click on Submit

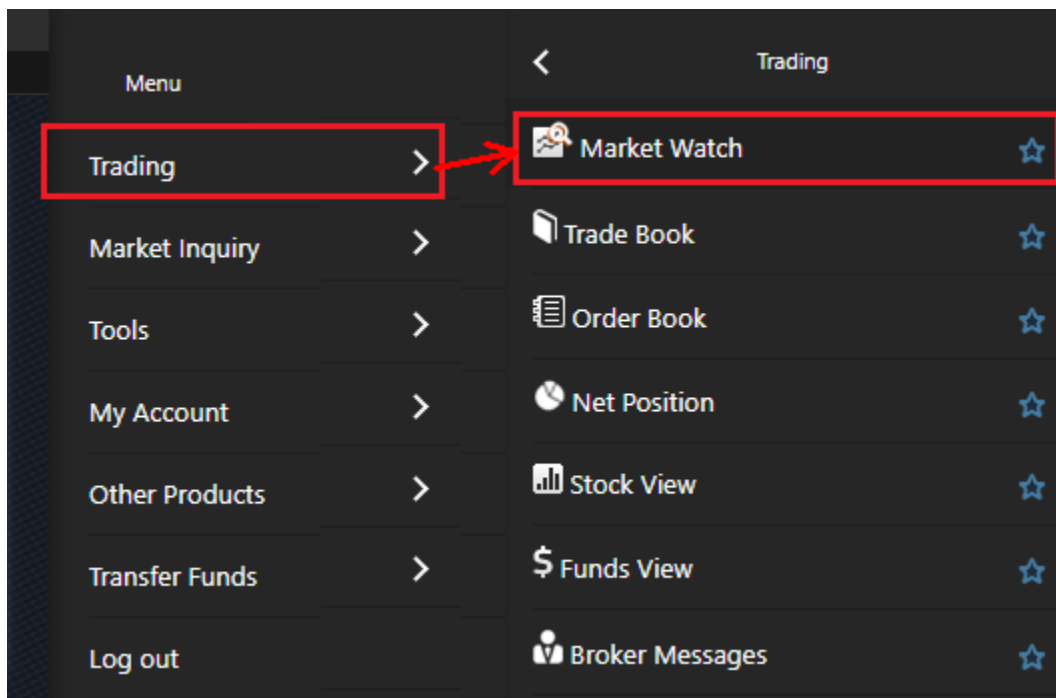


## Click on Menu Button on Dashboard



## Market Watch

- Click on Trading.
- Click on Market Watch



## Scrip Adding

- Select Exchange
- Select Segment
- Enter Security Symbol (Select Scrip on Drop Down list)
- Select Series
- Click on Add Scrip

MW - DEFAULT

Change DEFAULT View: Grid TATAPOWER EQ NSE BUY SELL

NSE EQUITIES TATAMTRDVR EQ

Scrip Desc	Buy Qty	Buy Prc	Sell Qty	Sell Prc	LTP	LTQ
TATAPOWER EQ NSE	33	79.70	6063	79.80	79.80	
INFY EQ NSE	133	1234.10	33	1234.20	1234.10	
TCS EQ NSE	1	1726.95	1	1727.15	1727.20	

## Scrip Portfolio

- Market view.
- Click on Change.
- Add new profile.
- Click on Edit.

MW - DEFAULT

Change DEFAULT View: Grid INF

Profiles

ADD NEW PROFILE +

EDIT

MYHOLD

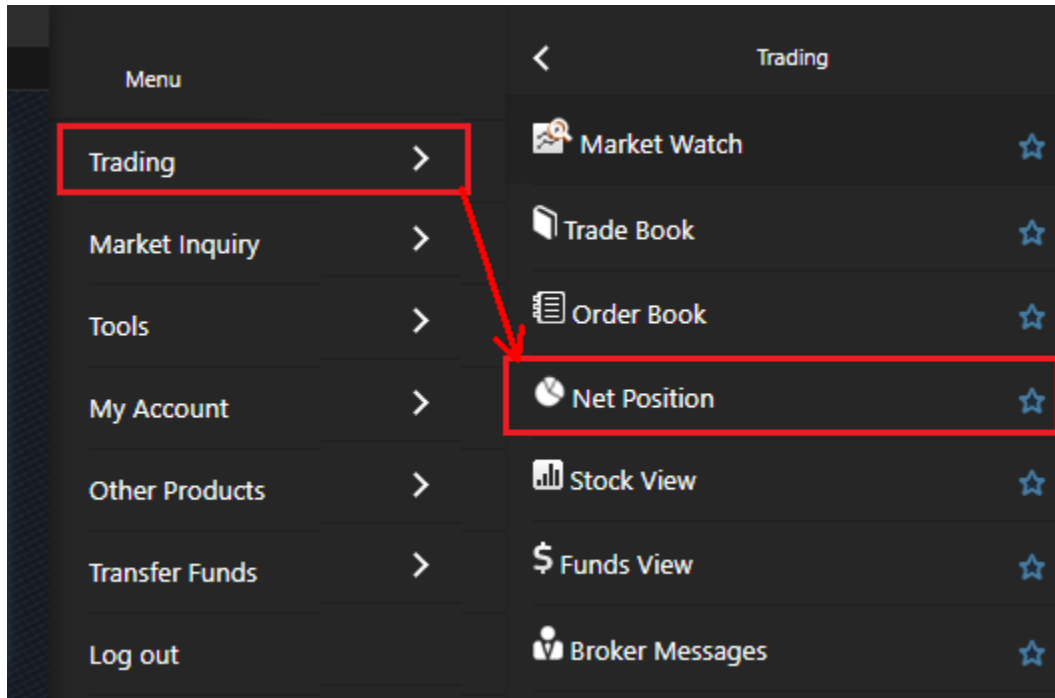
DEFAULT

Scrip Desc	Buy Qty	Buy Prc	Sell Qty	Sell Prc	LTP
INFY EQ NSE	178	1240.50	34	1240.80	1240.80
TCS EQ NSE	26	1754.00	6	1754.90	1754.90
RELIANCE EQ NSE	14	925.70	11	925.75	925.75
UCOBANK A BSE	687	18.65	510	18.80	18.80

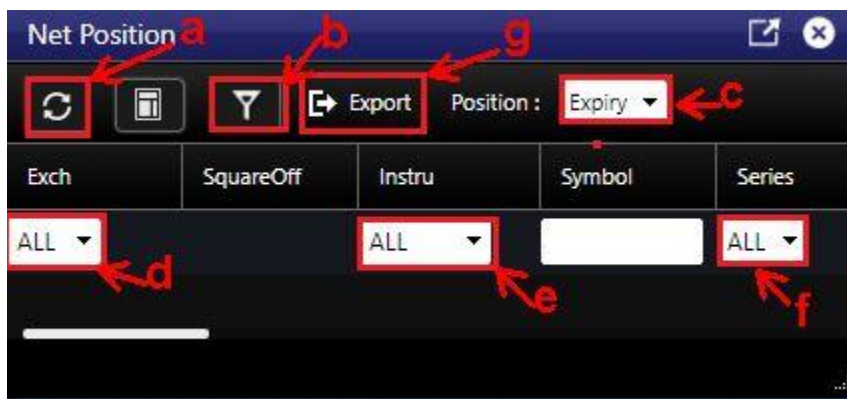
## Net Position

Click on Trading

Click on Net Position



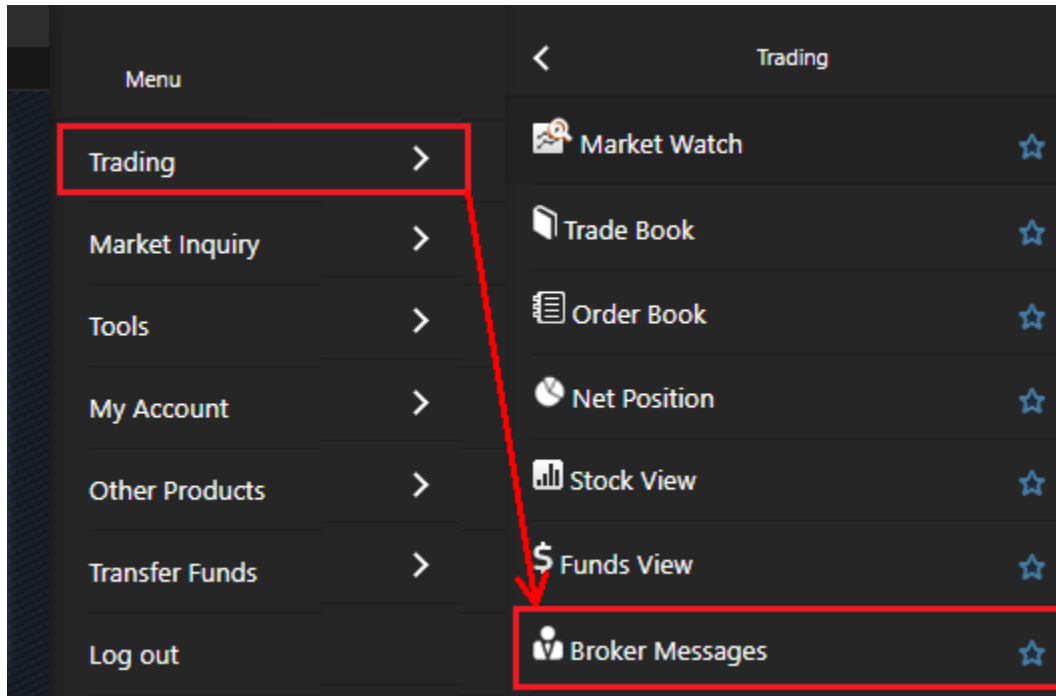
- a) Refresh
- b) Click on Filter.
- c) Select Position
- d) Select exchange
- e) Select the instrument as all.
- f) Select the series as all.
- g) To download report, click on export.



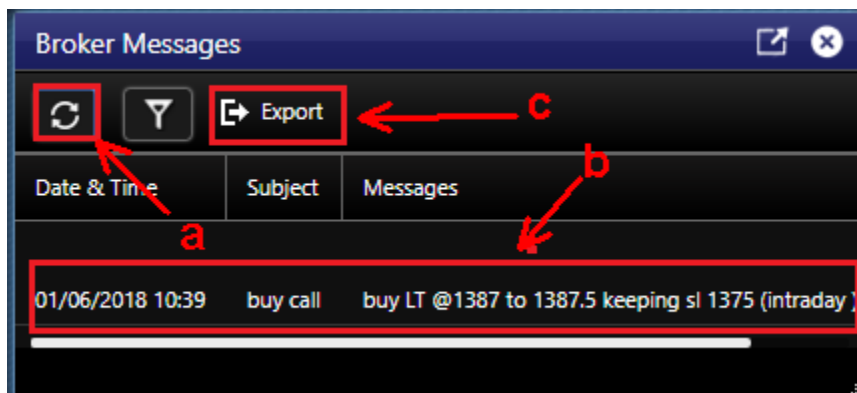
## Broker Message

Click on Trading.

Click on Broker Messages.



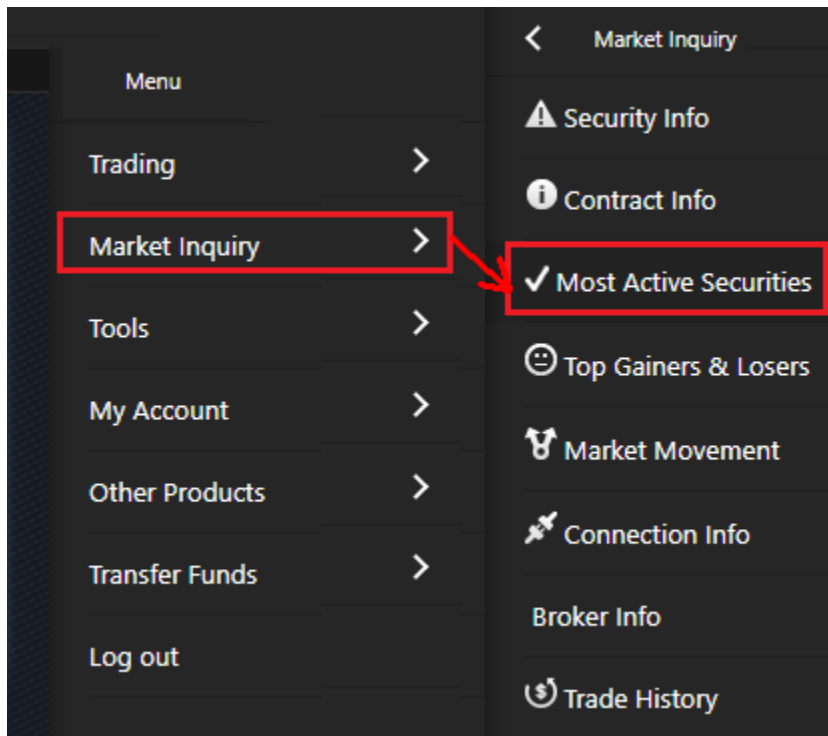
- Click refresh.
- Broker Message.
- Click export to download logs.



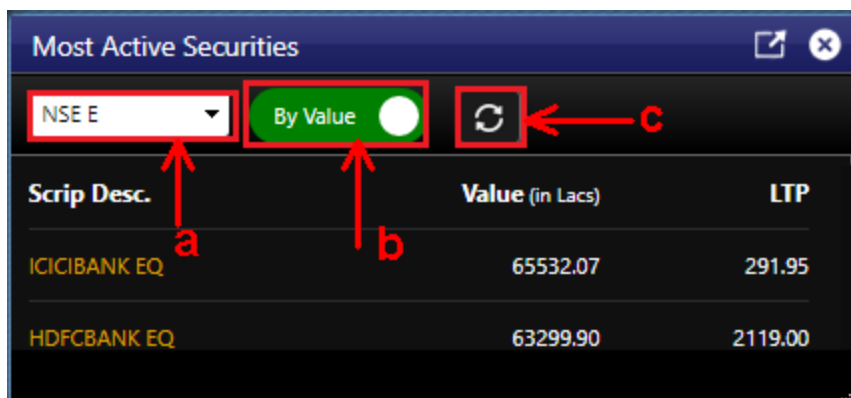
## Most Active Securities

Click on Market Inquiry.

Click on most active securities



- Select Exchange.
- Select By Value or By Volume.
- Click refresh

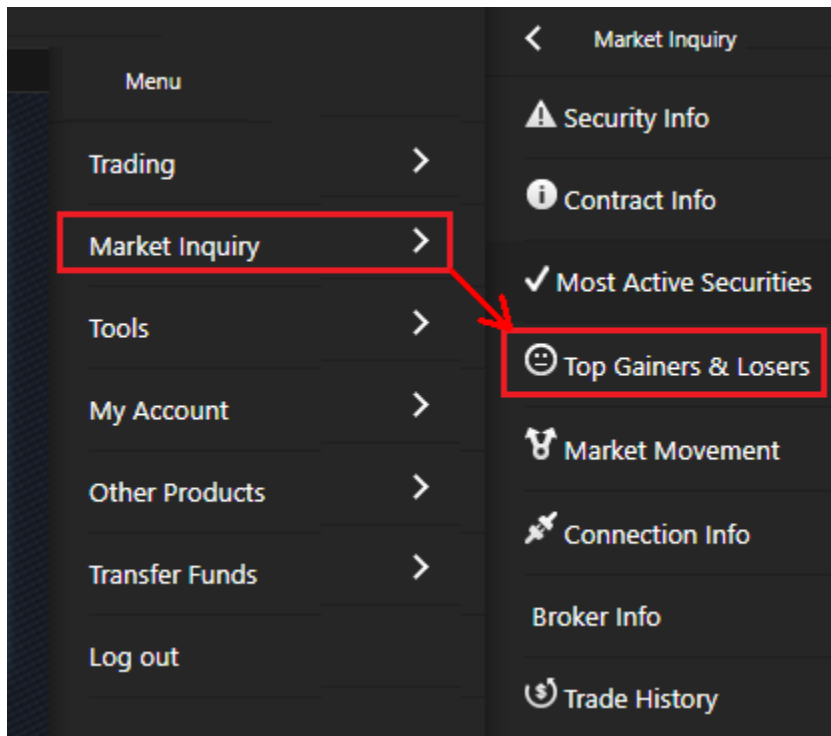




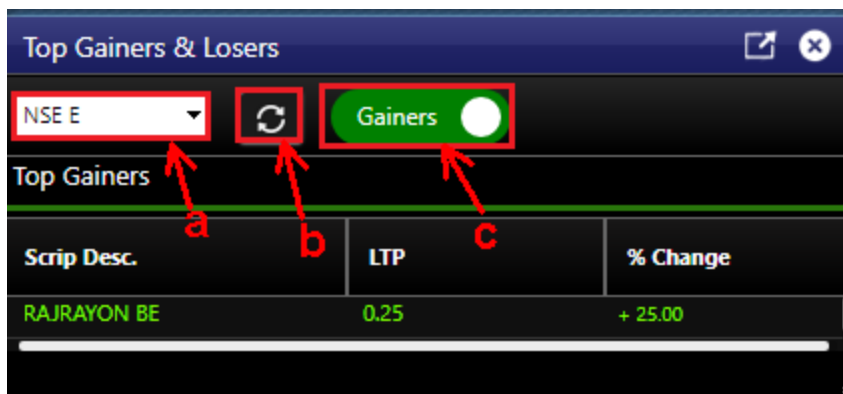
## Top Gainers and Losers

Select Market Inquiry

Select Top Gainers & Losers



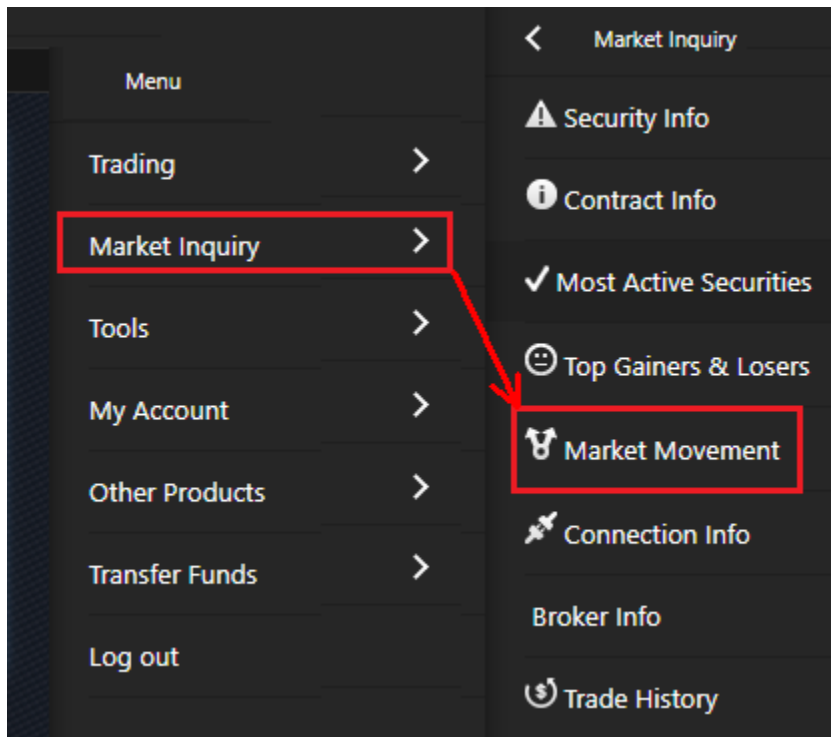
- Select Exchange.
- Refresh.
- Select Gainers or Loser.



## Market Movement.

Select market inquiry.

Select market movement.



- a) Select Exchange.
- b) Select Segment.
- c) Enter Symbol.
- d) Click on Add Scrip
- e) Refresh.
- f) Export to download.

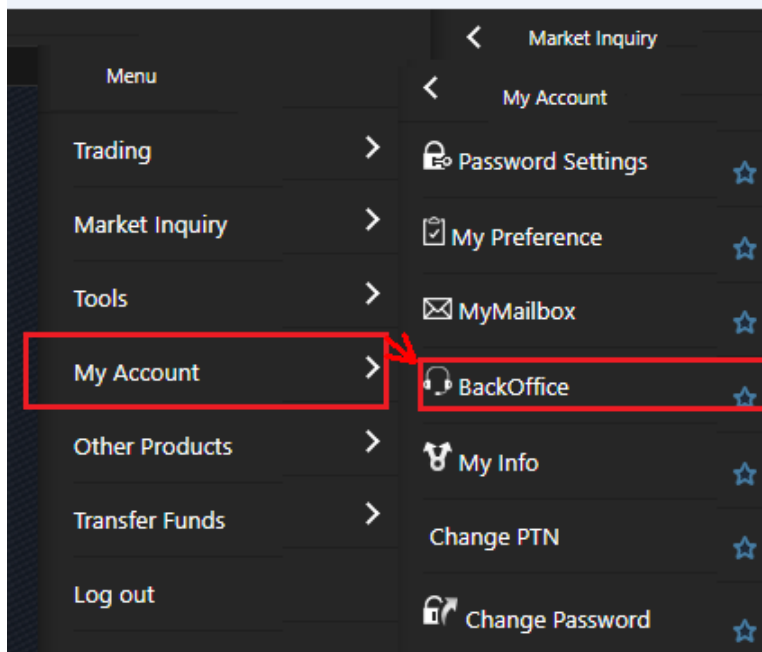
A screenshot of a market movement data table. The table has a dark blue header with the title 'Market Movement'. Below the header, there are several input fields and buttons: 'NSE' (dropdown), 'EQUITIES' (dropdown), 'SYMBOL/CO' (text input), a plus icon, a refresh icon, and an 'Export' button. Red arrows labeled 'a' through 'f' point to these elements respectively. Below the input fields, the table title is 'DIAMONDYD EQ NSE'. The table has 8 columns: 'Time', 'Open', 'High', 'Low', 'Close', 'ATP', 'Total Traded Qty', and 'Total Traded Value'. The first row of data shows values for 09:30:00. The second row shows values for 10:00:00.

Time	Open	High	Low	Close	ATP	Total Traded Qty	Total Traded Value
09:30:00	1236.80	1236.80	1208.05	1208.05	1224.83	512	627116.90
10:00:00	1208.05	1208.05	1188.10	1188.00	1185.01	412	492055.55

## Back office

Click On My Account

Click on Back office



- a) Enter User ID. (Ur Client ID)
- a) Enter Password. (refer your registered email box to view Back office login password)
- b) In login type, choose from (Client, CRM, Branch, Sub Broker)
- c) Select accounting year.
- d) Click on sign in.

ⓘ Not secure | sbackoffice.sunness.in:8090/shrdbms/userlogin.ss?UserId=BA009&SessionId=62596ac0-78b6-4da7-9988-6ed13a2

### Backoffice Login

New Client?

REGISTER HERE

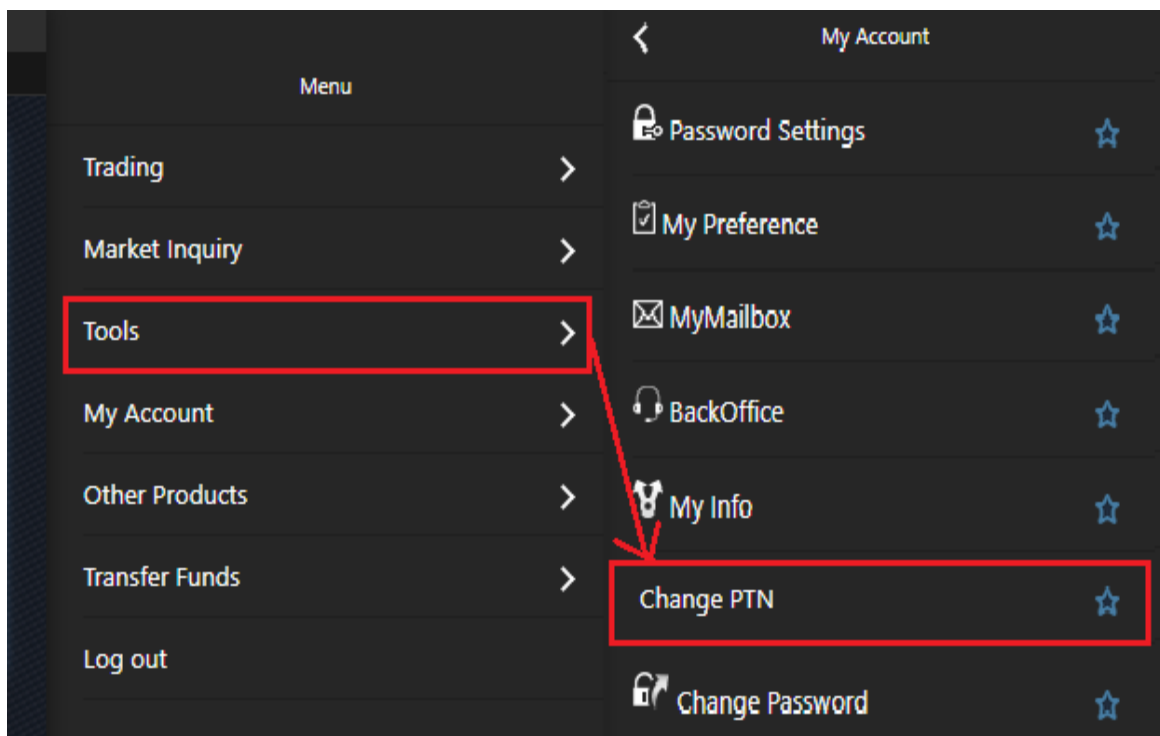
A screenshot of the 'Sign In' form for the Backoffice Login. The form is white with a light gray border. It contains the following fields and elements:

- User ID:** A text input field with a red box around it and a red arrow labeled 'a' pointing to it.
- Password:** A text input field with a red box around it and a red arrow labeled 'a' pointing to it.
- Forgot password?:** A blue link text.
- Login Type:** A dropdown menu with 'Client' selected, a red box around it, and a red arrow labeled 'b' pointing to it.
- Accounting Year:** A dropdown menu with '1819' selected, a red box around it, and a red arrow labeled 'c' pointing to it.
- Stay signed in:** A checked checkbox with a red arrow labeled 'd' pointing to it.
- Sign in:** A blue button with white text, a red box around it, and a red arrow labeled 'e' pointing to it.

## Change PTN

Click on Tools.

Click on Change PTN (used at 2FA Authentication 2<sup>nd</sup> page password)

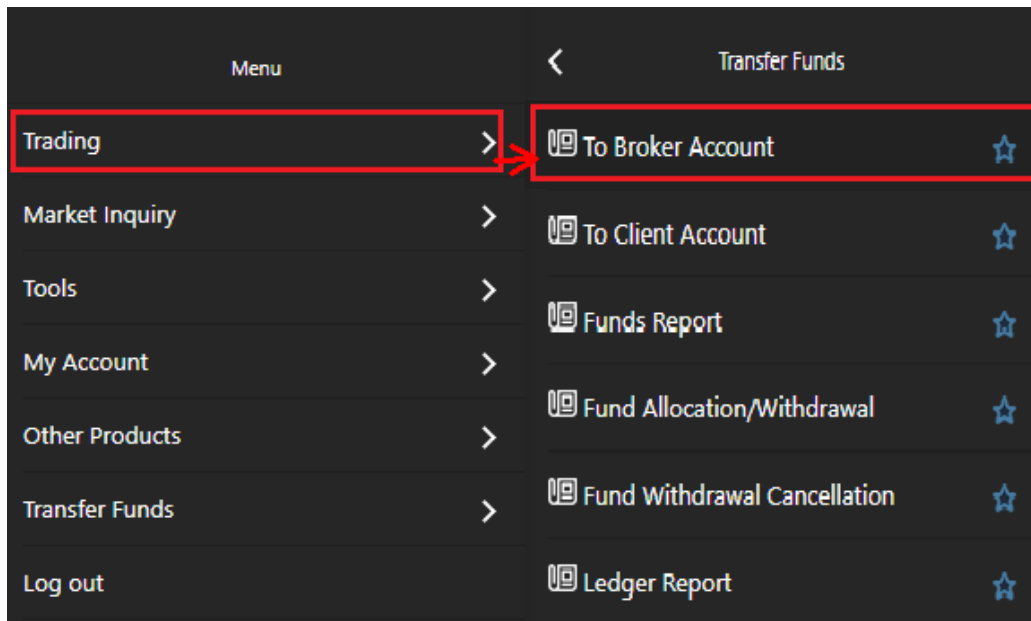


- Enter your old PTN/2FA.
- Enter your New PTN/2FA.
- Confirm PTN/2FA.
- Click on Submit.

A screenshot of the 'Change PTN' form in the application. The form is titled 'Change PTN' and contains three input fields labeled 'PTN:', 'New PTN:', and 'Confirm PTN:'. Each input field is highlighted with a red rectangular box. Red arrows labeled 'a', 'b', and 'c' point to the 'PTN:', 'New PTN:', and 'Confirm PTN:' labels respectively. Below the input fields is a checkbox labeled 'Use virtual keyboard for Password only'. A virtual keyboard is displayed below the checkbox, with the 'Submit' button highlighted by a red rectangular box and a red arrow labeled 'd' pointing to it. The 'Clear' button is also visible next to the 'Submit' button.

## Transfer fund:

Click on Trading >> Transfer Funds >> To broker Account



## Banks available to transfer fund

- Select the product in dropdown list (Select SUNNESS, if not)
- Select your bank in Dropdown list
- Verify your account Number
- Enter the amount. (Minimum Amount should be 50/-)
- Then click on submit

Once u click on login it will redirect to payment gateway page

To Broker Account

[Banks available for Fund Transfer](#)

Product: SUNNESS (a)

Bank: State Bank of India (b)

Account No: [REDACTED] (c)

Amount: 100 (d)

Submit (e) Clear

\*\*\*\*\* Note: Dear Customer, do not refresh, press back or close, until the transaction completes. Once Transaction completes you will get reference number. Ex: YYYYDDMM???????. Incase your bank not mapped kindly contact IT Team or write email to helpdesk@sunness.in\*\*\*\*\*

## Payment Gateway

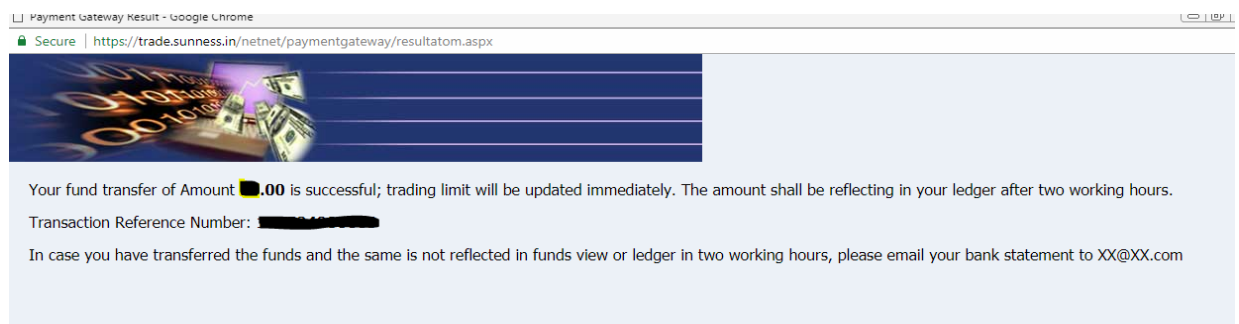
- Please check the Amount Convenience and GST Charge.
- Click on checkbox (Select)
- Click on Pay Now

As per your bank net Banking credential login and complete transaction.

The image shows a 'Net Banking Details' form on the left and a summary of the payment amount on the right. The form includes a radio button for 'State Bank of India' (labeled 'a'), a dropdown menu for 'State Bank of India' (labeled 'b'), and a 'Pay Now' button (labeled 'c'). The summary on the right shows the total amount payable as ₹ 108.26, broken down into a base amount of ₹ 100.00, a convenience charge of ₹ 7.00, and GST of ₹ 1.26. The transaction is for SUNNESS CAPITAL INDIA PVT LTD with transaction ID 180531000002.

Amount Payable	
₹	<b>108.26</b>
SUNNESS CAPITAL INDIA PVT LTD	
Transaction Id :180531000002	
Amount:	100.00
Convenience Charge:	7.00
GST:	1.26
* Convenience Charge & GST are non refundable.	

Once Payment process is completed, transaction details are shown.



Once Payment is success, close Fund Transfer window.

Check limit on trading platform after payment success.

## Reach Us....

If any problem found while processing transaction, please call helpdesk or mail to [helpdesk@sunness.in](mailto:helpdesk@sunness.in)