

Tradovate: export your orders the right way + 10-minute weekly review checklist

For prop firm accounts traded on Tradovate and for cash accounts.

by Trading Daze · tradingdaze.com

Page 1: The export (2 minutes)

The rule: export **Orders**, not Performance.

Orders = every fill with its time → cleaner scale-ins, partial exits and time-of-day review.

Performance = one pre-paired row per closed trade → fine for a quick P&L glance.

Steps (desktop app or web):

1. Log in at **trader.tradovate.com**. Apex: use the **Tradovate** login from your Apex dashboard, not Rithmic.
2. Open the account dropdown → pick the account (one at a time if you have several).
3. Click the ⚙ **gear** next to the account name → **Account Reports**. (Web: may also show as "Reports" in the menu.)
4. Click the **Orders** tab.
5. Set the dates (Mon–Fri) → **Go**.
6. **Download Report** (or "Download CSV") → save the original file. Don't re-save it in Excel.

Check the file:

- ☐ Headers include B/S, Contract, Fill Time, Status → it's the Orders layout
- ☐ Canceled rows are there → normal; only *Filled* rows count
- ☐ No commissions column → fees are in **Cash History** (same dates) if you need them
- ☐ Times use your **Tradovate profile time zone** → know which one before reading "by hour" stats
- ☐ Right account? Right week?

Name it so you can find it later:

2026-10-05_to_10-09_EVAL1_orders.csv

Page 2: 10-minute weekly review checklist (Fridays after the close)

Minute 0–2 · Load

- ☐ Export this week's Orders CSV for each account
- ☐ Drop it into the Trading Daze analyzer (Edge Hours is included on every plan).

Minute 2–5 · Read the numbers (no judging yet)

- ☐ Trades taken vs. your planned max per day
- ☐ Best and worst session. Which hour did most of the damage?
- ☐ Biggest single loss vs. your planned max loss per trade
- ☐ Days you hit your daily stop: did you actually stop?

Minute 5–8 · Process check

- ☐ Trades taken *after* a daily stop or a big loss (revenge check)
- ☐ Trades outside your planned hours or setups
- ☐ Size: any trade bigger than your plan?
- ☐ One trade you'd take again 10/10 times. Why?

Minute 8–10 · One change

- ☐ Write ONE rule for next week (e.g. "no trades in the first 5 minutes" / "done after 2 losses")
- ☐ Note any hour or session to sit out until the data says otherwise
- ☐ Save the CSV + a one-line note in a weekly folder

Review the process, not the P&L. A green week with broken rules is still a problem. A red week with rules followed is data.