Using the Allocation Feature

To allocate shares of a symbol to other accounts, first make sure you are enabled for Allocation.

Click Trade and then Allocation to open the Allocation window.

Select the account in which you have the symbol you want to allocate from the dropdown menu in the top right and click Load to load your positions.

Once you have all your positions loaded, highlight the position you would like to allocate.
Under the middle box, click Add for each account that you would like to allocate the shares to. Fill in the account number in each box that appears and enter the percentage of the shares you would like to allocate to those accounts. If you are not allocating 100% of the shares, you will need to add your account to that list and enter the percentage of the shares you are keeping. In the example below, 400 shares of YHOO are being allocated to TRPATB, 100 are given to TRJOHN, but the remaining 500 shares are staying in TR202.
When you have correctly entered your information, click Allocate and the box on the right will populate, showing you the results of your allocation.

If you have entered the information correctly and the allocation is correct, click Commit Allocation and then click OK.