

Amend Security Group (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

This document shows the procedures on how to amend security group.

WHY IS THIS IMPORTANT?

This allows amending the security group and its members assigned when required for reporting purposes.

PROCEDURE



1. From the main menu, select Set Up > Static > Securities.

A screenshot of a web-based 'Security' management interface. At the top, there's a title 'Security'. Below it are input fields for 'Security Type*' (a dropdown), 'Shortname' (a text box), and 'List' (a dropdown set to 'Exclude'). To the right of 'List' is another dropdown set to 'Inactive'. Below these are several buttons: 'Refresh', 'New', 'Delete', 'Approve', 'Group', a download icon, a star icon, and a save icon. Under the buttons is a table with columns: 'App?' (dropdown), 'Security Type' (dropdown), 'Shortname' (dropdown), 'Fullname' (text box), and 'Status' (dropdown). The table currently shows 'No records found.' At the bottom of the table area are pagination controls: '<= < > >=' and a page number '50' with a dropdown arrow.

2. Click Group.

Security Group

←
Refresh
New
Delete
Approve
↓

	App? ↕	Short Name ↕	Description ↕
☐		Security Group A	Security Group A

1
50

3. Choose the security group to amend by clicking on the Short name. In this example, Security Group A will be amended.

Amend Security Group

←
Save
Duplicate
Assign Member
History

Short Name*

Long Name

Description

4. If change is the short name, long name or description in this screen, make the necessary change then click Save. If making changes is to the assigned members, click Assign Member.

Assign Security Group Member

Shortname

←
Save

50 rows ↕ 🔄

☐

Add
Remove

No records found.

Selected Members	
☐	CEREBOS
☐	CITIRAYA
☐	HONGFINANCE

5. If adding more members, type asterisk (*) on the first field. Click Refresh Button. All the security short name will be displayed.

Assign Security Group Member

Shortname: Security Group A

← Save

50 rows

☐	*	
☐	Amundi MMF IC	Amundi Money Market Fund - Short Term (GBP) (IC)
☐	AMZN:US	Amazon.com, Inc.
☐	Anglo Amer 4.125% 9/22	Anglo Amer 4.125% 9/2022
☐	BARC:LN	Barclays PLC
☐	Bloggs plc 5.5% 9/23	Bloggs plc 5.5% 9/23
☐	BMW 3.5% 5/20	BMW 3.5% 5/20
☐	CBA 2.25% 12/18	CBA 2.25% 12/2018
☐	CEREBOS	CEREBOS PACIFIC LTD
☐	CITIRAYA	CITIRAYA INDUSTRIED LIMITED
☐	DBS Bank	DBS Bank

Add Remove

Selected Members	
☐	CEREBOS
☐	CITIRAYA
☐	HONGFINANCE

6. Tick on the checkbox beside the member to add.

Assign Security Group Member

Shortname: Security Group A

← Save

50 rows

☐	*	
☐	Amundi MMF IC	Amundi Money Market Fund - Short Term (GBP) (IC)
☐	AMZN:US	Amazon.com, Inc.
☐	Anglo Amer 4.125% 9/22	Anglo Amer 4.125% 9/2022
☐	BARC:LN	Barclays PLC
☐	Bloggs plc 5.5% 9/23	Bloggs plc 5.5% 9/23
☐	BMW 3.5% 5/20	BMW 3.5% 5/20
☐	CBA 2.25% 12/18	CBA 2.25% 12/2018
☐	CEREBOS	CEREBOS PACIFIC LTD
☐	CITIRAYA	CITIRAYA INDUSTRIED LIMITED
☒	DBS Bank	DBS Bank
☐	Diesel	Diesel

Add Remove

Selected Members	
☐	CEREBOS
☐	CITIRAYA
☐	HONGFINANCE

7. Click Add. The selected security will show up on the right.

Assign Security Group Member

Shortname: Security Group A

← Save

50 rows

			Add	Remove
☐	*			
☐	Amundi MMF IC	Amundi Money Market Fund - Short Term (GBP) (IC)		
☐	AMZN:US	Amazon.com, Inc.		
☐	Anglo Amer 4,125% 9/22	Anglo Amer 4,125% 9/2022		
☐	BARC:LN	Barclays PLC		

Selected Members	
☐	CEREBOS
☐	CITIRAYA
☐	DBS Bank
☐	HONGFINANCE

8. To remove a member that was added, simply tick the checkbox beside the name that's on the right side of the screen and click Remove.

9. After all changes are made, click Save. You will return to Amend Security Group. Click Back Button to return to Security Group screen.

10. From the Security Group main screen, tick the checkbox beside the security group short name.

Security Group

← Refresh New Delete Approve

	App? ↕	Short Name ↕	Description ↕
☒	N	Security Group A	Security Group A

1 50

11. Click Approve. A popup appears to confirm, click OK.

×

⚠ Confirm approving selected item?

OK Cancel

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Create Security Group and Assigning Members](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
31 Aug-2017	Clarissa	Reformatted. Rewritten.
20-Aug-2018	Silpa	Updated step 1.
18-Nov-2019	Lyra	Updated Screenshots.