

Amend Security Group

[See previous W5 version 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.

Security

Security Type*

Shortname

List

Exclude

Inactive

Refresh

Action

Group

Search

Columns

	App? ↑↓	Security Type ↑↓	Shortname ↑↓	Fullname ↑↓	Status ↑↓
No records found.					

0-0 of 0 records<<<>>>50

2. Click Group.

Security Group

✕ Cancel ↻ Refresh ⌵ Action

☰ Columns

☐	App? ↑↓	Short Name ↑↓	Description ↑↓
☐		SG Bonds	SG Bonds

1-1 of 1 records << < 1 > >> 50 ▾

3. Click on the Edit button of the security group to amend.

Amend Security Group

✕ Cancel 💾 Save 📄 Duplicate 👤 Assign Member ☰ History

Short Name*

SG Bonds

Long Name

SG Bonds

Description

SG Bonds

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 SG Bonds

Cancel

Save

50 rows



No records found.



Selected Members



SGS 0.5% 4/18



SIA:SP

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 SG Bonds

Cancel

Save

50 rows



Amundi MMF IC

Amundi Money Market Fund - Short Te



AMZN:US

Amazon.com, Inc.



Anglo Amer 4.125% 9/22

Anglo Amer 4.125% 9/2022



Apple

Apple Inc



BARC:LN

Barclays PLC



CBA 2.25% 12/18

CBA 2.25% 12/2018



Diesel

Diesel



GOOGL:US

Alphabet Inc Class C



Selected Members



SGS 0.5% 4/18



SIA:SP

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

Assign Security Group Member

Shortname SG Bonds

✕ Cancel

💾 Save

50 rows



☐	*	
☐	Amundi MMF IC	Amundi Money Market Fund - Short Te
☐	AMZN:US	Amazon.com, Inc.
☐	Anglo Amer 4.125% 9/22	Anglo Amer 4.125% 9/2022
☐	Apple	Apple Inc
☐	BARC:LN	Barclays PLC
☒	CBA 2.25% 12/18	CBA 2.25% 12/2018
☐	Diesel	Diesel
☐	GOOGL:US	Alphabet Inc Class C



Selected Members

☐	SGS 0.5% 4/18
☐	SIA:SP

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

Assign Security Group Member

Shortname SG Bonds

Cancel

Save

50 rows



☐	*	
☐	Amundi MMF IC	Amundi Money Market Fund - Short Te
☐	AMZN:US	Amazon.com, Inc.
☐	Anglo Amer 4.125% 9/22	Anglo Amer 4.125% 9/2022
☐	Apple	Apple Inc
☐	BARC:LN	Barclays PLC
☐	CBA 2.25% 12/18	CBA 2.25% 12/2018
☐	Diesel	Diesel
☐	GOOGL:US	Alphabet Inc Class C



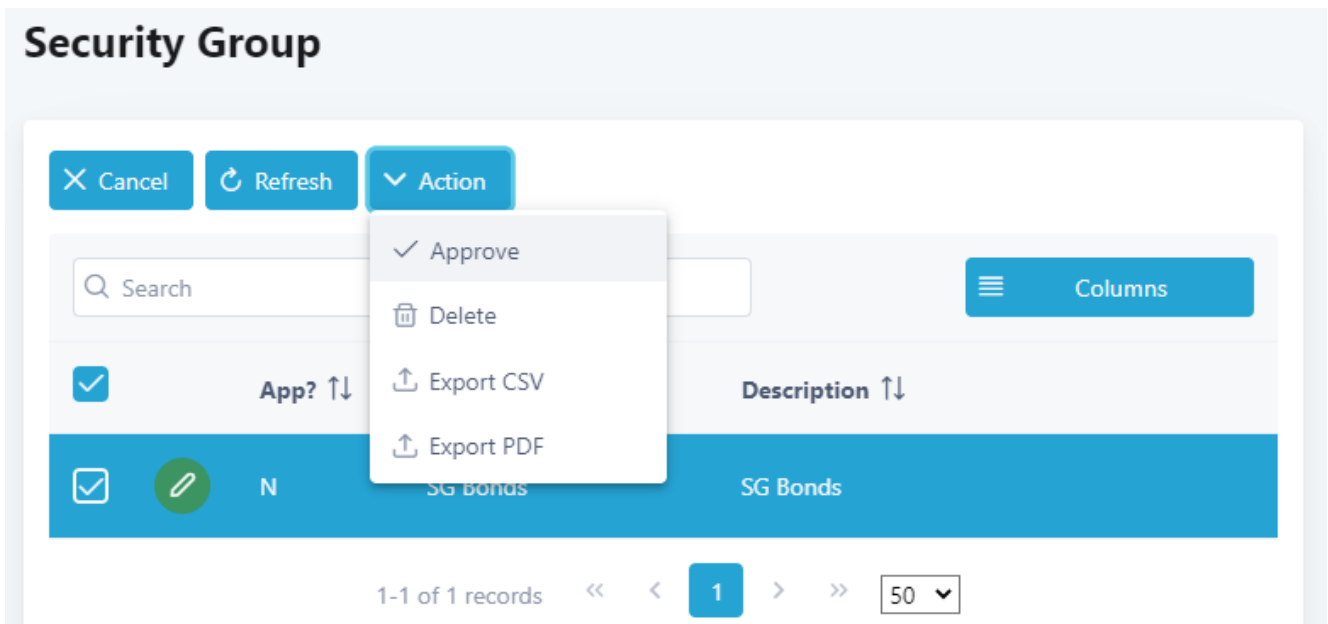
Selected Members

☐	SIA:SP
☐	SGS 0.5% 4/18
☐	CBA 2.25% 12/18

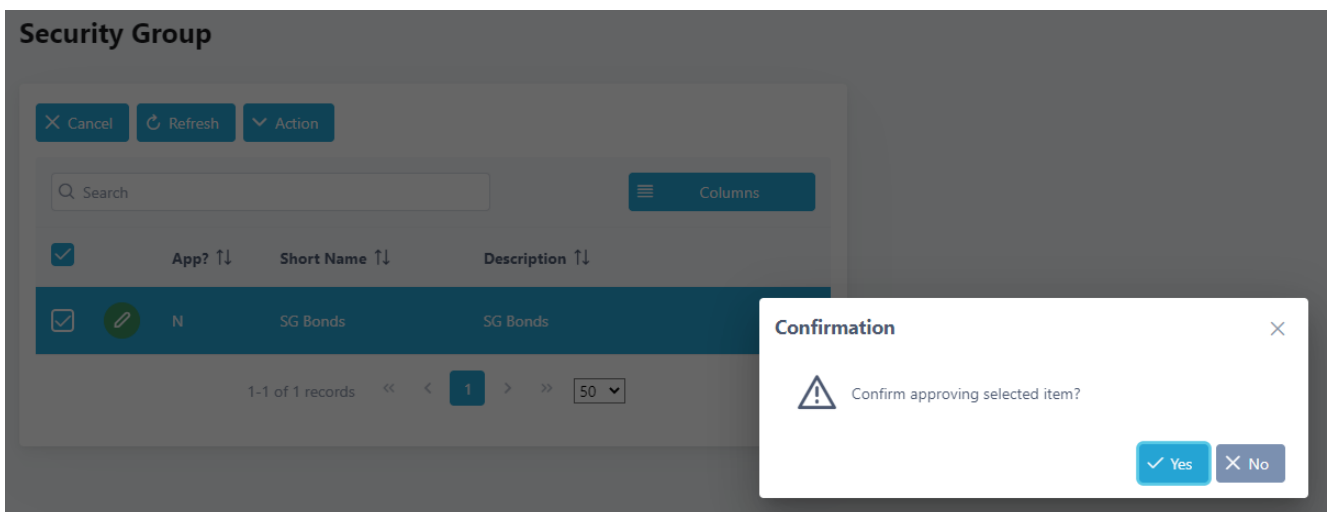
8. To remove a member that was added, simply tick the checkbox beside the name that's on the right side of the screen and click Remove.

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

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



11. Click Action and Approve. A popup appears to confirm, click Yes.



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.
2-Mar-2023	TS	Updated to W6 instructions and screenshots.