# Create Compliance Rules Group and Assigning Members (W5)

This version is superseded. Click here to view the latest guide.

#### **PURPOSE**

This document shows the detailed procedure in creating new compliance rules group and assigning members.

#### **WHY IS THIS IMPORTANT?**

In order for compliance rules to be applied and tested against investment holding of a portfolio, the relevant rules must first be assigned to a Compliance Rule Group and then the Group is assigned to a portfolio.

#### **PROCEDURE**

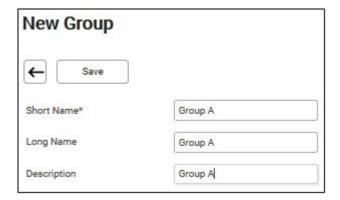
1. Select Set Up > Risk > Compliance.



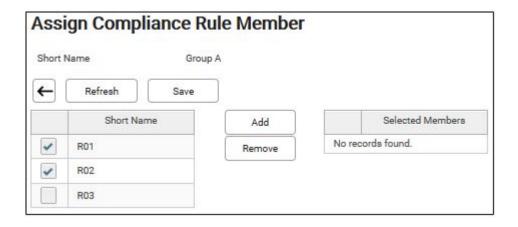
2. Click Group.



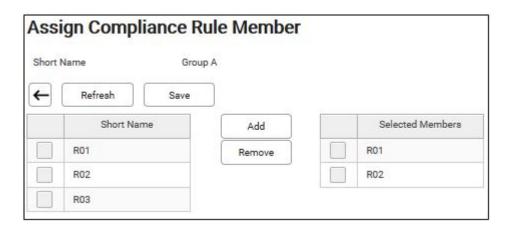
- 3. Click New Group.
- 4. Fill in the fields. The Short Name field is mandatory.



- 5. Click Save.
- 6. To assign members, click on the short name of the group.
- 7. Click Assign Member.
- 8. Choose the compliance rule to add by clicking on the check box beside the Short Name of the rule. In this example, R01 and R02 will be selected.



- 9. Click Add.
- 10. The rules will be copied to the right side of the screen.



- 11. Click Save.
- 12. From the Amend Group screen, click Save again.

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

## **CHANGE HISTORY**

Date	Ву	Changes
15-Feb-2008	-	Created
8-Sep-2017	Clarissa	Reformatted. Rewritten.
18-Nov-2019	Lуга	Updated Screenshots.