

# Create Portfolio Group and Assign Member

[See previous W5 version guide](#)

## **PURPOSE**

This document shows how to create portfolio group and how to assign members in that group.

## **WHY IS THIS IMPORTANT?**

This allows grouping of portfolios for reporting purposes.

## **PROCEDURE**



1. Select Set Up > Risk > Portfolio.

**Portfolio**

<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Gross Net ↑↓	Amortisation ↑↓	Entity Default ↑↓	Assigned Acct Cntr ↑↓
<input type="checkbox"/>		DEFAULT	Net	Constant Yield		TFS-SG
<input type="checkbox"/>		STRATEGIC-TFS	Net	Constant Yield		TFS-SG
<input type="checkbox"/>		STRATEGIC-TGL	Net	Constant Yield		TGL-SG
<input type="checkbox"/>		TACTICAL	Net	Constant Yield		TFI-SG
<input type="checkbox"/>		TL-HEDGE	Net	Constant Yield		TFS-SG

1-5 of 5 records    <<   <   **1**   >   >>   50 ▼

2. Click Group. The Portfolio Group screen will be displayed.

**Portfolio Group**

<input type="checkbox"/>	Short Name ↑↓	Description ↑↓
<input type="checkbox"/>	Hedges Port	Hedges Port

1-1 of 1 records    <<   <   **1**   >   >>   50 ▼

3. Click on Action and select New Group. The New Portfolio Group screen will be displayed.

## New Portfolio Group

✕ Cancel 💾 Save

Short Name\*

Long Name

Description

4. Type the Short name of the group being created. You may also input a Long Name and Description. If these fields are left blank, system will default to the same as Short Name. In this example, we will just fill out the Short Name.

## New Portfolio Group

✕ Cancel 💾 Save

Short Name\*

Strategic Portfolio Group

Long Name

Description

5. Click Save.

6. In the Portfolio Group main screen, you will see the newly created portfolio group displayed in the list.

7. To assign members to the group, click on the Edit button of the portfolio group.

## Portfolio Group

  

 Search

 Columns

☐

Short Name ↑↓

Description ↑↓

☐

Hedges Port

Hedges Port

☐

Strategic Portfolio Group

Strategic Portfolio Group

1-2 of 2 records



1



50 ▼

8. At the Amend Portfolio Group screen, click Assign Member. The Assign Portfolio Group Member screen will be displayed.

## Assign Portfolio Group Member

  

Short Name

☐

DEFAULT

☐

STRATEGIC-TFS

☐

STRATEGIC-TGL

☐

TACTICAL

☐

TL-HEDGE



Selected Members

No records found.

9. Click the checkbox beside the short name of the members to be added.

### Assign Portfolio Group Member

Cancel

Refresh

Save

Short Name
<input type="checkbox"/> DEFAULT
<input checked="" type="checkbox"/> STRATEGIC-TFS
<input checked="" type="checkbox"/> STRATEGIC-TGL
<input type="checkbox"/> TACTICAL
<input type="checkbox"/> TL-HEDGE

+

-

Selected Members
No records found.

10. Click Add. The short names added will be moved to the right or the Selected Members' column.

### Assign Portfolio Group Member

Cancel

Refresh

Save

Short Name
<input type="checkbox"/> DEFAULT
<input type="checkbox"/> STRATEGIC-TFS
<input type="checkbox"/> STRATEGIC-TGL
<input type="checkbox"/> TACTICAL
<input type="checkbox"/> TL-HEDGE

+

-

Selected Members
<input type="checkbox"/> STRATEGIC-TFS
<input type="checkbox"/> STRATEGIC-TGL

11. Click Save. You will be returned to Amend Portfolio Group screen.

12. Click Cancel button to return to Portfolio Group screen.

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[Amend Portfolio Group](#)

[Duplicate Portfolio Group](#)

[Delete Portfolio Group](#)

[Set Up Risk Portfolio](#)

## **CHANGE HISTORY**

Date	By	Changes
21-Jul-2017	Clarissa	Created.
15-Nov-2019	Lyra	Updated screenshots.
13-Mar-2023	TS	Updated to W6 instructions and screenshots.