

Create Security Group and Assigning Members (W5)

[This version is superseded.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

PURPOSE

This document shows the detailed procedures on creating security group and assigning members.

WHY IS THIS IMPORTANT?

This allows securities to be grouped for reporting purposes.

PROCEDURE



1. From the main menu, select Set Up > Static > Securities. The screen below displays.



The screenshot shows a web interface titled "Security". At the top, there are input fields for "Security Type*" (a dropdown menu), "Shortname" (a text box), and "List" (a dropdown menu with "Exclude" selected). To the right of "List" is another dropdown menu with "Inactive" selected. Below these fields is a row of buttons: "Refresh", "New", "Delete", "Approve", "Group", a download icon, a star icon, and a lock icon. Underneath the buttons is a table with columns: "App?" (dropdown), "Security Type" (dropdown), "Shortname" (dropdown), "Fullname" (text box), and "Status" (dropdown). The table currently displays "No records found." At the bottom of the interface, there are navigation buttons (first, previous, next, last) and a page number "50" with a dropdown arrow.

2. Click Group.

Security Group

← Refresh New Delete Approve ↓

App? Short Name Description

No records found.

1-4 << >> 50 ↓

3. From the Security Group screen, click New.

New Security Group

← Save

Short Name*

Long Name

Description

4. Type in the Short Name, this field is mandatory.

5. Input Long Name and Description. This is optional. Leave blank will default to same as Short Name.

New Security Group

← Save

Short Name*

Long Name

Description

6. Click Save. A popup will appear, click OK.

✕

⚠ Confirm saving the group?

OK Cancel

7. Approve the group by clicking on the tick box beside the security group short name.

The screenshot shows a web interface titled "Security Group". At the top, there are several buttons: a back arrow, "Refresh", "New", "Delete", "Approve", and a download icon. Below the buttons is a table with the following structure:

	App? ▾	Short Name ▾	Description ▾
<input checked="" type="checkbox"/>	N	Security Group A	Security Group A

At the bottom of the table, there are pagination controls: a left arrow, a double left arrow, a box containing the number "1", a double right arrow, a right arrow, and a dropdown menu showing "50".

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

The screenshot shows a small dialog box with a close button (X) in the top right corner. The text inside the dialog box reads: "Confirm approving selected item?". Below the text are two buttons: "OK" and "Cancel".

9. Once the security group is created, members can be assigned. To assign members, from the Security Group main screen, click on the Short Name of the group. In this example, members will be assigned to Security Group A which was just created.

This screenshot is identical to the one in step 7, showing the "Security Group" interface. The only difference is that the "Security Group A" text in the "Short Name" column of the table is highlighted with a blue rectangular box.

10. From the Amend Security Group screen, click Assign Member.

Assign Security Group Member

Shortname: Security Group A

← Save

50 rows

			Add	Selected Members
<input type="checkbox"/>			Remove	No records found.

No records found.

11. To look for members to assign, type an asterisk (“*”) in the first field then click Refresh Button. The screen will show the list of securities in the system.

Assign Security Group Member

Shortname: Security Group A

← Save

50 rows

			Add	Selected Members
<input type="checkbox"/>	*		Remove	No records found.
<input type="checkbox"/>	Amundi MMF IC	Amundi Money Market Fund - Short Term (GBP) (IC)		
<input type="checkbox"/>	AMZN:US	Amazon.com, Inc.		
<input type="checkbox"/>	Anglo Amer 4.125% 9/22	Anglo Amer 4.125% 9/2022		
<input type="checkbox"/>	BARC:LN	Barclays PLC		
<input type="checkbox"/>	Bloggs plc 5.5% 9/23	Bloggs plc 5.5% 9/23		
<input type="checkbox"/>	BMW 3.5% 5/20	BMW 3.5% 5/20		
<input type="checkbox"/>	CBA 2.25% 12/18	CBA 2.25% 12/2018		
<input type="checkbox"/>	CEREBOS	CEREBOS PACIFIC LTD		
<input type="checkbox"/>	CITIRAYA	CITIRAYA INDUSTRIED LIMITED		
<input type="checkbox"/>	Diesel	Diesel		
<input type="checkbox"/>	GOOGL:US	Alphabet Inc Class C		
<input type="checkbox"/>	HONGFINANCE	HONG LEONG SINGAPORE PTE LTD		

12. Choose the member to assign by ticking the checkbox beside the security short name. In this example, CEREBOS, CITIRAYA and HONGFINANCE will be selected.

Assign Security Group Member

Shortname Security Group A

← Save

50 rows [Refresh]

<input type="checkbox"/>	*		Add	Selected Members
<input type="checkbox"/>			Remove	No records found.
<input type="checkbox"/>	Amundi MMF IC	Amundi Money Market Fund - Short Term (GBP) (IC)		
<input type="checkbox"/>	AMZN:US	Amazon.com, Inc.		
<input type="checkbox"/>	Anglo Amer 4.125% 9/22	Anglo Amer 4.125% 9/2022		
<input type="checkbox"/>	BARC:LN	Barclays PLC		
<input type="checkbox"/>	Bloggs plc 5.5% 9/23	Bloggs plc 5.5% 9/23		
<input type="checkbox"/>	BMW 3.5% 5/20	BMW 3.5% 5/20		
<input type="checkbox"/>	CBA 2.25% 12/18	CBA 2.25% 12/2018		
<input checked="" type="checkbox"/>	CEREBOS	CEREBOS PACIFIC LTD		
<input checked="" type="checkbox"/>	CITIRAYA	CITIRAYA INDUSTRIED LIMITED		
<input type="checkbox"/>	Diesel	Diesel		
<input type="checkbox"/>	GOOGL:US	Alphabet Inc Class C		
<input checked="" type="checkbox"/>	HONGFINANCE	HONG LEONG SINGAPORE PTE LTD		

13. Click Add.

14. The selected member's name will be added to the right.

Assign Security Group Member

Shortname Security Group A

← Save

50 rows [Refresh]

<input type="checkbox"/>	*		Add	Selected Members
<input type="checkbox"/>			Remove	
<input type="checkbox"/>	Amundi MMF IC	Amundi Money Market Fund - Short Term (GBP) (IC)		
<input type="checkbox"/>	AMZN:US	Amazon.com, Inc.		
<input type="checkbox"/>	Anglo Amer 4.125% 9/22	Anglo Amer 4.125% 9/2022		
<input type="checkbox"/>	BARC:LN	Barclays PLC		
<input type="checkbox"/>	Bloggs plc 5.5% 9/23	Bloggs plc 5.5% 9/23		

Selected Members	
<input type="checkbox"/>	CEREBOS
<input type="checkbox"/>	CITIRAYA
<input type="checkbox"/>	HONGFINANCE

15. Click Save.

16. Approve the security group. Click on the checkbox beside the name of the group.

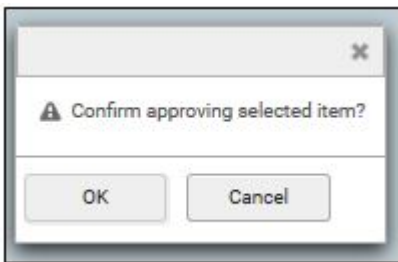
Security Group

← Refresh New Delete Approve ↓

	App? ↕	Short Name ↕	Description ↕
<input checked="" type="checkbox"/>	N	Security Group A	Security Group A

1 50

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



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Amend Security Group](#)

[Set Up Security](#)

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.