

Create Security Group and Assigning Members

[See previous W5 version 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.

Security

Security Type*

Shortname

List

Exclude

Inactive

Refresh

Action

Group

Q 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. From the Security Group screen, click Action and select New.

New Security Group

✕ Cancel 💾 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

✕ Cancel 💾 Save

Short Name*

US Securities

Long Name

Description

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

New Security Group

✕ Cancel 💾 Save

Short Name*

US Securities

Long Name

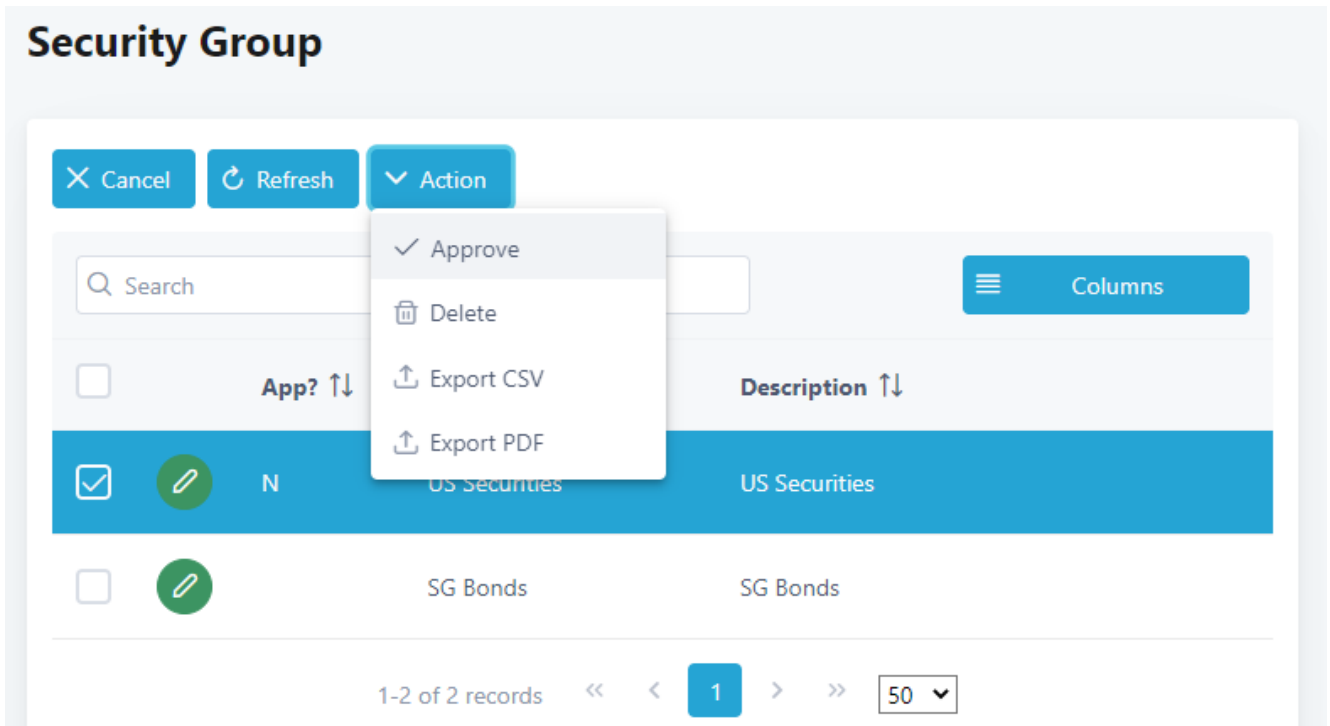
Description

Confirmation

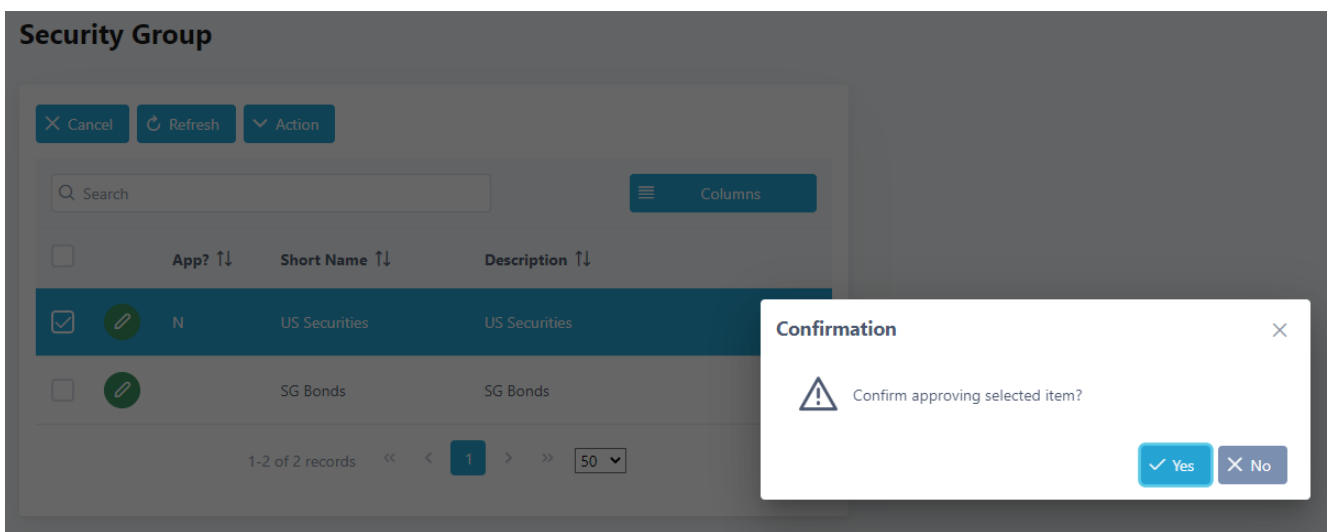
⚠️ Confirm saving the group?

✓ Yes ✕ No

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



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



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

Security Group

✕ Cancel ↻ Refresh ⌵ Action

☰ Columns

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

1-2 of 2 records << < 1 > >> 50 ▾

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

Assign Security Group Member

Shortname

✕ Cancel 💾 Save

50 rows ▾ ↻

☐

No records found.

⊕
⊖

Selected Members
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 US Securities

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



Selected Members

No records found.

12. Choose the member to assign by ticking the checkbox beside the security short name. In this example, AMZN:US and Apple will be selected.

Assign Security Group Member

Shortname US Securities

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



Selected Members

No records found.

Limitation: If the “Select All” checkbox is checked, you can deselect it by clicking the “Refresh” button. This will deselect all currently selected options.

13. Click Add.

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

Assign Security Group Member

ShortnameUS Securities

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

+

-

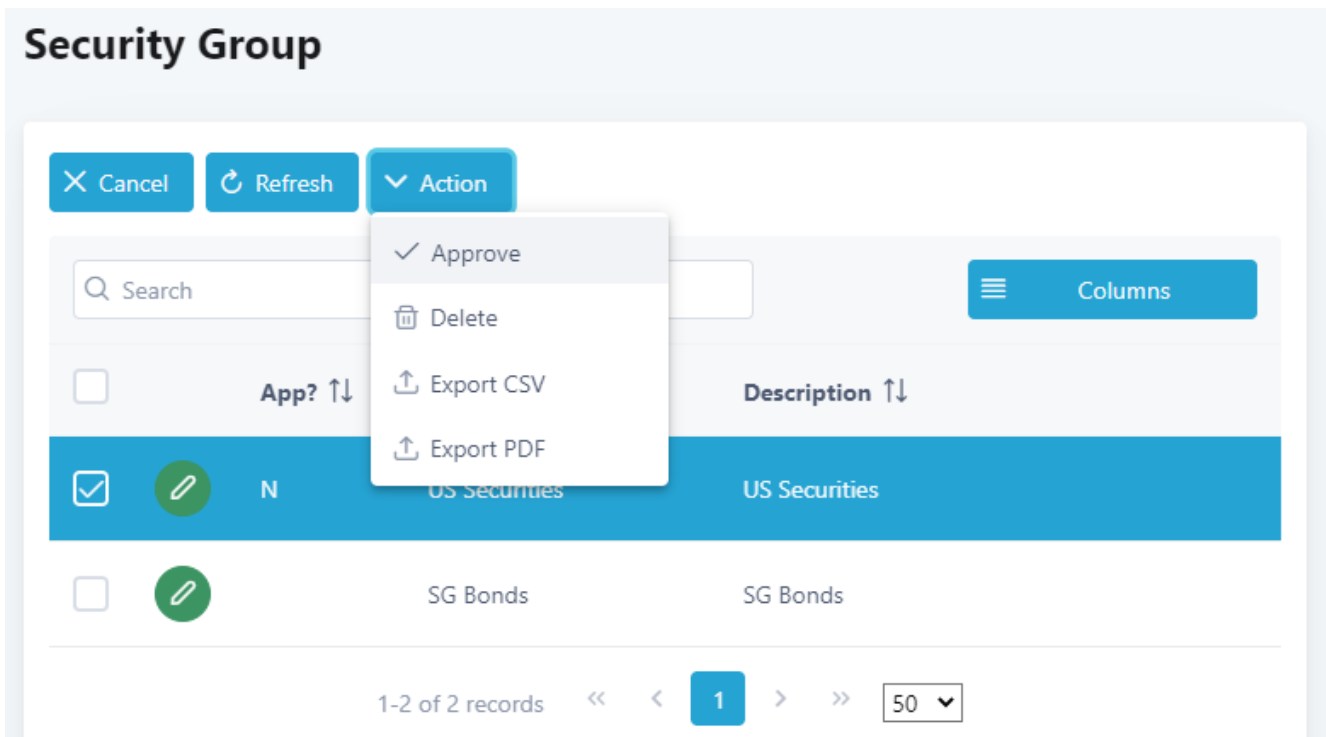
Selected Members

☐AMZN:US

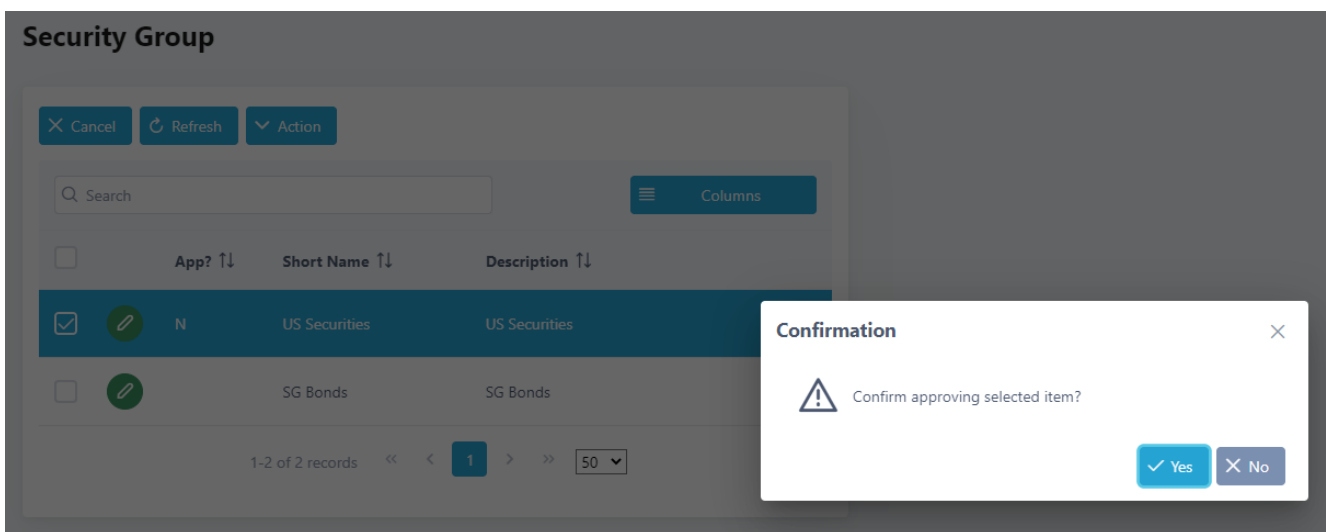
☐Apple

15. Click Save.

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



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



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