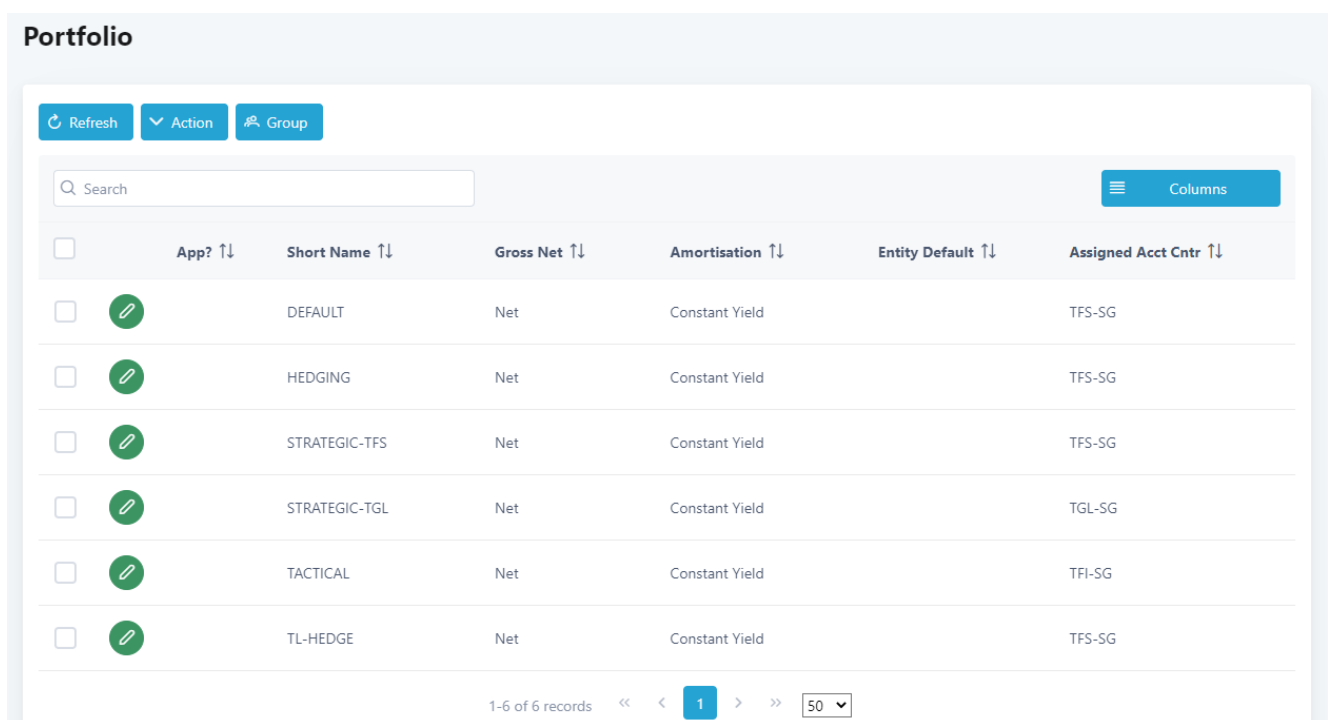# Delete Portfolio Group

[See previous W5 version guide](#)

## PURPOSE

This document shows how to delete portfolio group.

## WHY IS THIS IMPORTANT?

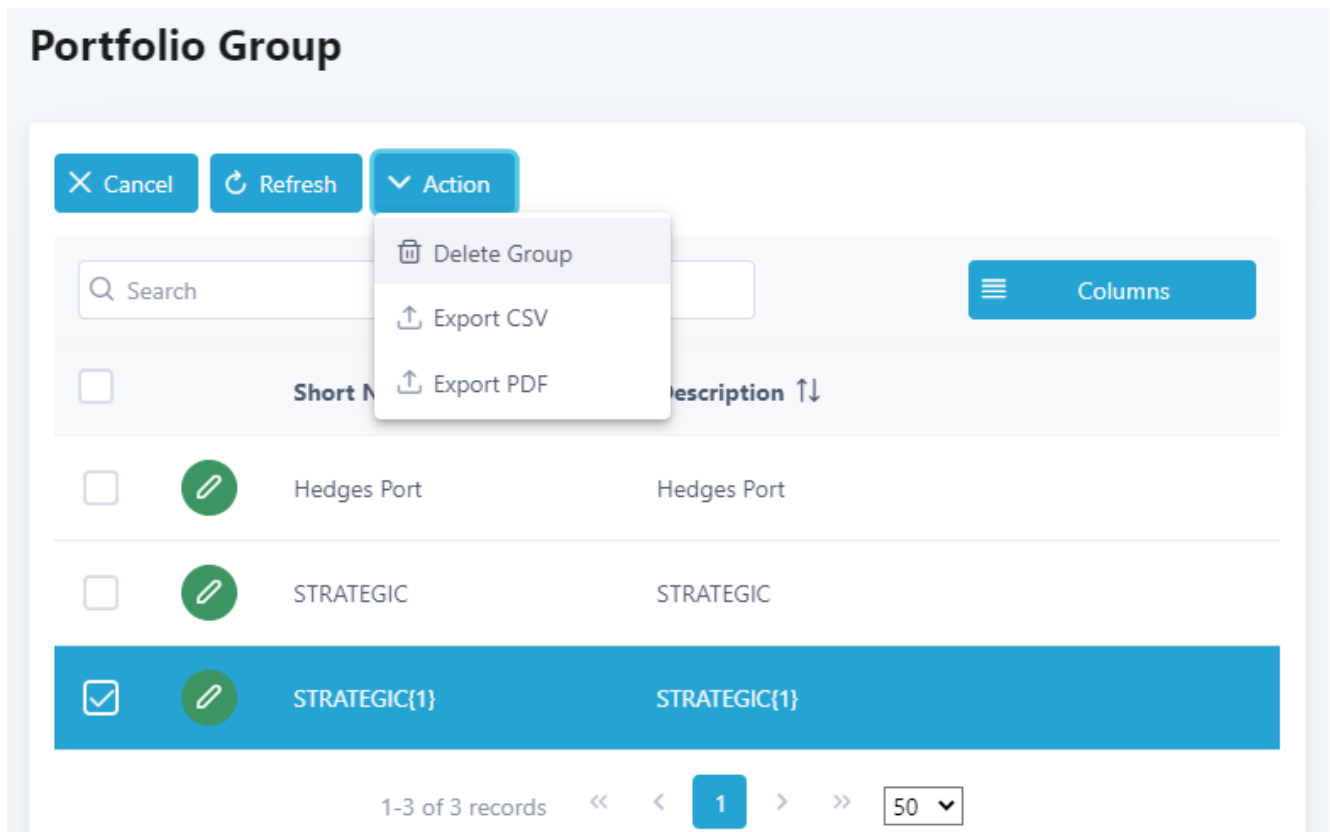This allows unused portfolio groups to be removed from the system.

## PROCEDURE

1. Select Set Up > Risk > Portfolio.



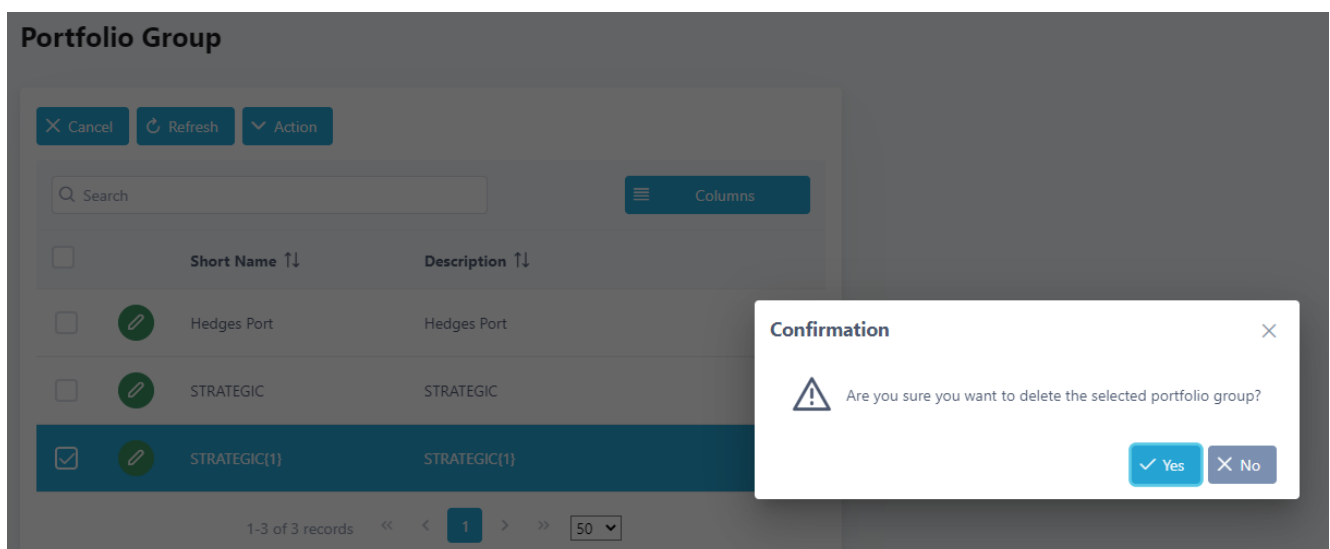2. Click Group. The Portfolio Group screen will be displayed.

3. Tick the checkbox beside the short name of the group to be deleted.

4. Click on Action and select Delete Group.  A pop up will appear, click Yes.



**FREQUENTLY ASKED QUESTIONS**


**RELATED INFORMATION**

Create Portfolio Group and Assign Members

[Amend Portfolio Group](#)

[Duplicate Portfolio Group](#)

## CHANGE HISTORY

| Date | By | Changes |
|------|-----|---------|
| 25-Jul-2017 | Clarissa | Created. |
| 28-Nov-2019 | Lyra | Updated screenshots. |
| 21-Mar-2023 | TS | Updated to W6 instructions and screenshots. |