

# Swap Points Administration (W5)

[This version is superseded.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

## **PURPOSE**

This document shows the administration of swap points on how to lock, approve and unlock swap points.

## **WHY IS THIS IMPORTANT?**

Swap points administration is used to lock and approve swap points maintained in the system. This prevents users from making changes once it is locked.

## **PROCEDURE**

1. From the main menu, select Prices > Swap Points.

**Swap Point**

VDate\* 03/01/2007 Ccy and Pairs SGD

Refresh Add Copy Save Delete History Admin

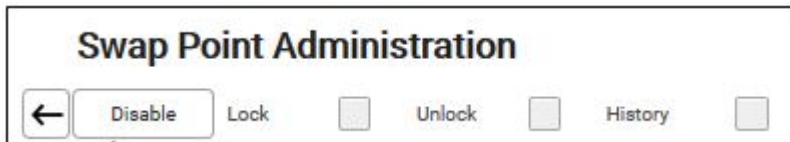
Copy To\* dd/mm/yyyy

|                          | Ccy/Pairs | Tenor     | Bid/Buy/Long | Offer/Sell/Short |
|--------------------------|-----------|-----------|--------------|------------------|
| <input type="checkbox"/> | SGD       | 1 week    | 85.000000    | 90.000000        |
| <input type="checkbox"/> | SGD       | 1 month   | 86.000000    | 91.000000        |
| <input type="checkbox"/> | SGD       | 2 months  | 87.000000    | 92.000000        |
| <input type="checkbox"/> | SGD       | 3 months  | 88.000000    | 93.000000        |
| <input type="checkbox"/> | SGD       | 6 months  | 89.000000    | 94.000000        |
| <input type="checkbox"/> | SGD       | 12 months | 90.000000    | 95.000000        |

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2. Click Admin. The Swap Points Administration screen will be

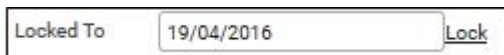
displayed.



The screenshot shows the 'Swap Point Administration' interface. At the top, there is a title bar. Below it, there is a navigation bar with a back arrow, a 'Disable' button, and three checkboxes labeled 'Lock', 'Unlock', and 'History'. The 'Lock' checkbox is currently unchecked.

3. In this screen, swap points can be locked and unlocked. History of when it was locked and unlocked can also be viewed.

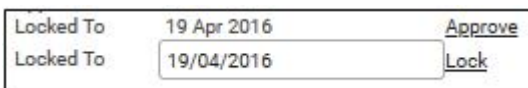
4. To lock, tick on the lock checkbox. New field will appear.



This screenshot shows a 'Locked To' label followed by a date input field containing '19/04/2016' and a 'Lock' button.

5. Input the date when the swap points will be locked to. In this example, it will be locked to 19/04/2016.

6. Click Lock. Once locked, the Approve link appears.



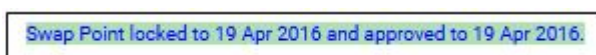
This screenshot shows the 'Locked To' field with the date '19 Apr 2016'. An 'Approve' link has appeared next to the date. Below it, the 'Locked To' field still shows '19/04/2016' with a 'Lock' button.

7. Click Approve. The Approved To date will change. The screen will look like below.



The screenshot shows the 'Swap Point Administration' interface after the 'Approve' action. The 'Lock' checkbox is now checked. The 'Approved To' field now shows '19 Apr 2016'. The 'Locked To' field still shows '19 Apr 2016'. The 'Locked To' field below it still shows '19/04/2016' with a 'Lock' button.

8. Click Back Button to go back to the Swap Points main menu. A prompt will be seen in the screen.



This screenshot shows a prompt message: 'Swap Point locked to 19 Apr 2016 and approved to 19 Apr 2016.'

9. Click Admin to go back to Swap Point Administration screen. To unlock, tick on the Unlock checkbox. The system displays a date that can be used to determine what date to unlock the swap points.

10. In this example, we will enter 19/04/2016 as that was the last date when the swap points were locked.

The screenshot shows the 'Swap Point Administration' interface. At the top, there are buttons: a back arrow, 'Disable', 'Lock' (disabled), 'Unlock' (disabled), 'History' (checked), and another disabled button. Below these, the status is 'Approved To 19 Apr 2016' and 'Locked To 19 Apr 2016'. The 'Unlock To' field contains '19/04/2016' and an 'Unlock' link is visible to its right.

11. Click on the Unlock link beside the date.

12. System will unlock the dates till 19 Apr 2016.

This screenshot is identical to the previous one, showing the 'Swap Point Administration' interface with the 'Unlock To' date set to 19/04/2016 and the 'Unlock' link available.

13. To check the History, tick on the History checkbox. The history of when the swap points is locked, unlocked or approved will be displayed.

The screenshot shows the 'Swap Point Administration' interface with the 'History' checkbox checked. Below the status fields, there are 'From Date' (27/10/2019) and 'To Date' (26/11/2019) filters. A table displays the history of actions:

| Timestamp           | Action  | To Date     | By               |
|---------------------|---------|-------------|------------------|
| 26 Nov 19 Tue 15:26 | Unlock  | 19 Apr 2016 | dev01@12dl2d.com |
| 26 Nov 19 Tue 15:25 | Approve | 19 Apr 2016 | dev01@12dl2d.com |
| 26 Nov 19 Tue 15:24 | Lock    | 19 Apr 2016 | dev01@12dl2d.com |

14. To disable swap point administration, click on Disable. Once disabled, all swap points are unlocked and when the swap points are updated, they are deemed approved.

## **FREQUENTLY ASKED QUESTIONS**

**FAQ 1. The system does not allow me to access this module. How can I do this?**

Access rights need to be assigned to launch this module. The access rights ID for accessing Swap Points Administration is 11518. Please contact your administrator to assign this rights for you.

**FAQ 2. The system prompts access denied when I select Lock swap points.**

You are not authorized to perform this transaction. The access rights ID is 11519. Please contact your administrator to assign this rights for you.

**FAQ 3. The system prompts access denied when I select Unlock swap points.**

You are not authorized to perform this transaction. The access rights ID is 11520. Please contact your administrator to assign this rights for you.

**FAQ 4. The system prompts access denied when I select Approve swap points.**

You are not authorized to perform this transaction. The access rights ID is 11521. Please contact your administrator to assign this rights for you.

**FAQ 5. The system prompts access denied when I select Disable swap points admin.**

You are not authorized to perform this transaction. The access rights ID is 11522. Please contact your administrator to assign this rights for you.

**RELATED INFORMATION**

[Creating and Maintaining Swap Points](#)

**CHANGE HISTORY**

| Date        | By       | Changes                 |
|-------------|----------|-------------------------|
| 15-Feb-2008 | -        | Created                 |
| 12-Apr-2016 | Clarissa | Rewritten. Reformatted. |
| 26-Nov-2019 | Lyra     | Updated Screenshots     |