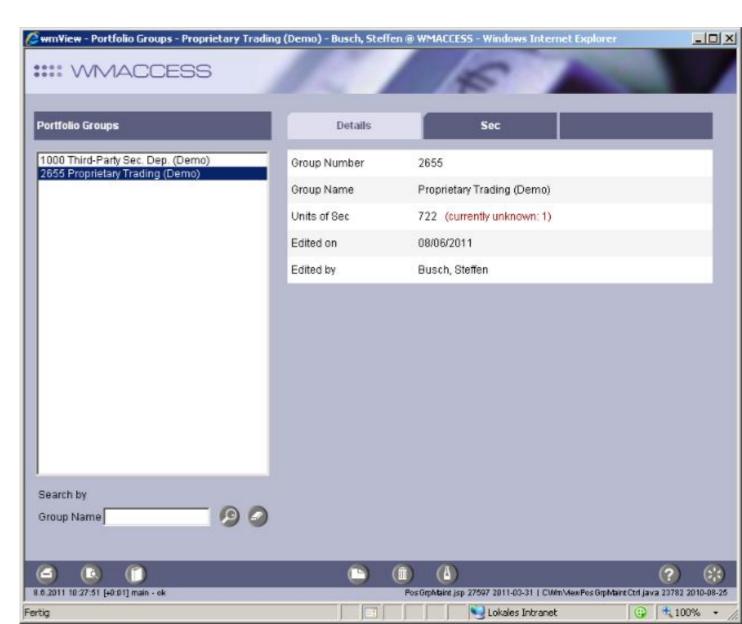
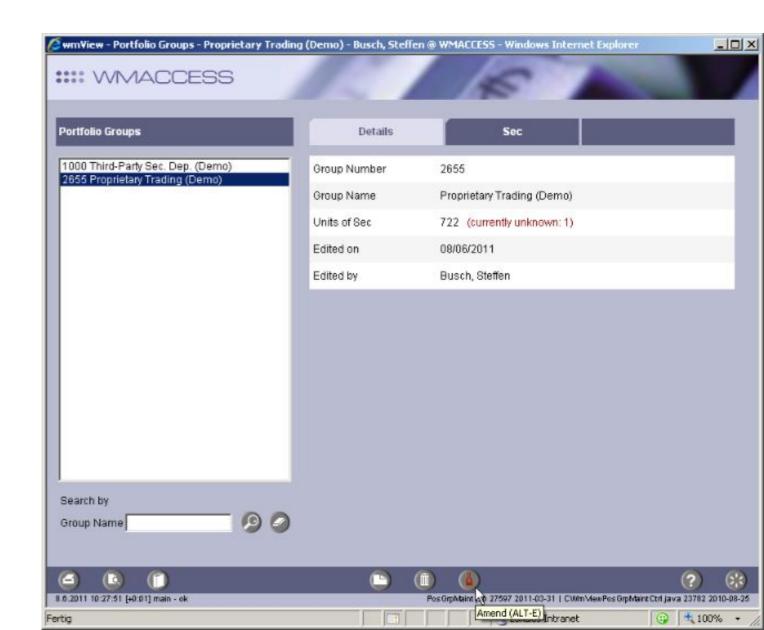
WMACCESS

Maintenance of portfolio groups

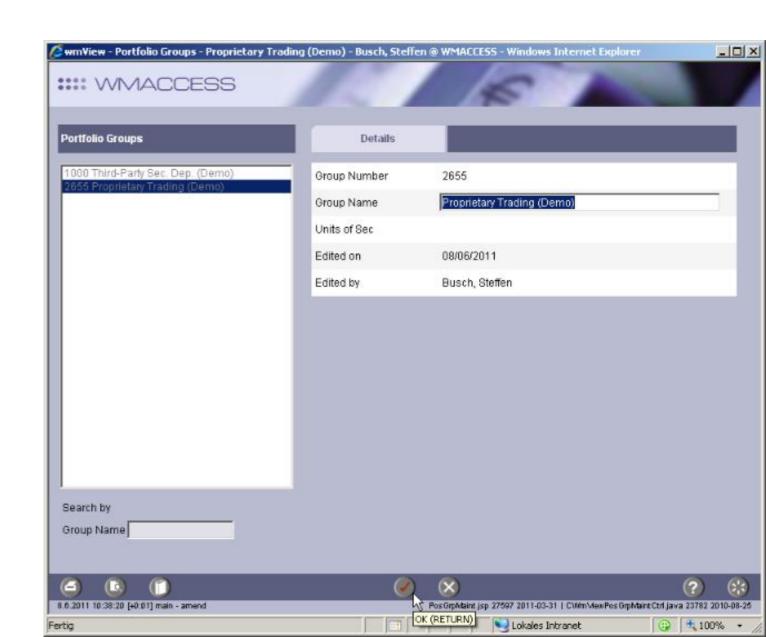
After opening the portfolio group administration, the portfolio groups existing and allocated to you are displayed; in addition to the group name also the number of currently stored as well as possible unknown securities.



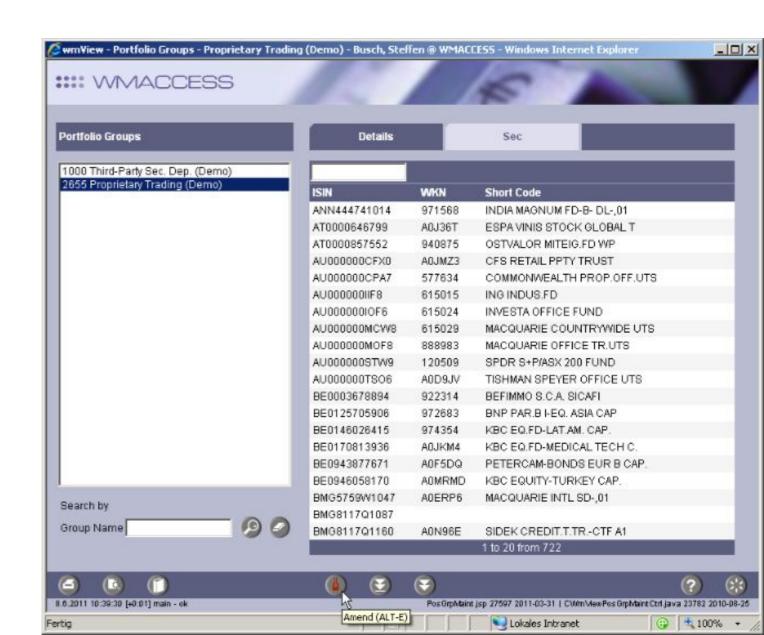
In the tab "Details" you can maintain the name of the portfolio group. To get into the maintenance mode, press the button "Amend".



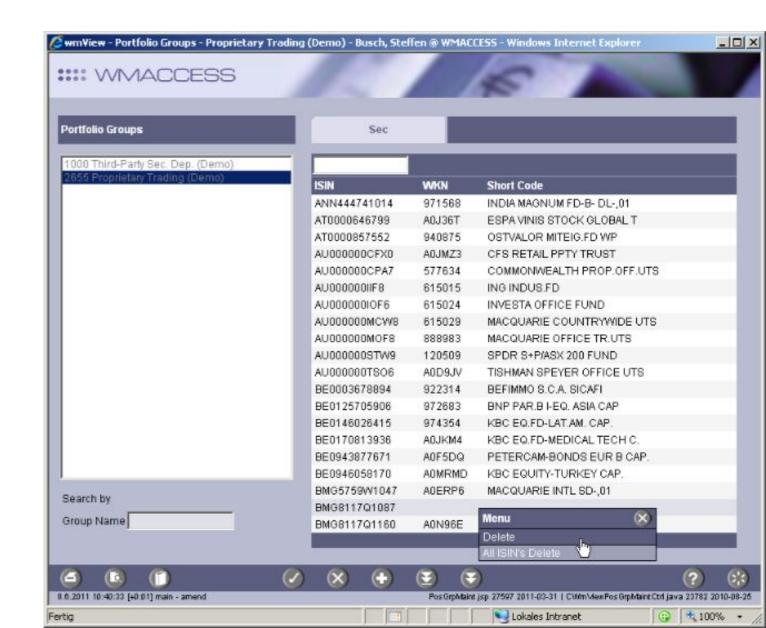
After maintaining the group name, confirm the alteration by clicking on the "OK" button or the <ENTER> key.



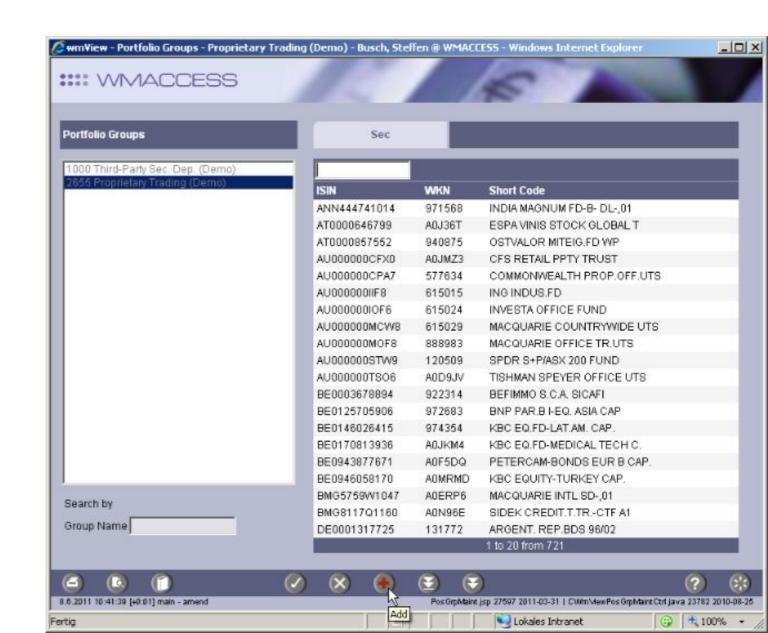
In the tab "Securities" all currently stored ISINs are displayed. Unknown ISINs show no content in the column WKN and short code. To add securities, please click on the "Amend" button.



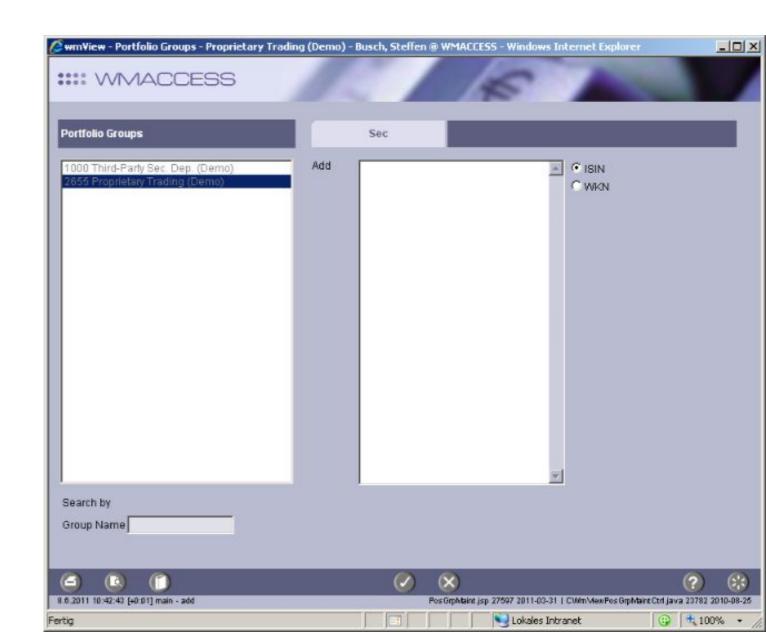
In this state of the screen you can delete individual securities or all securities. The menu presented here opens by double-clicking on a line.



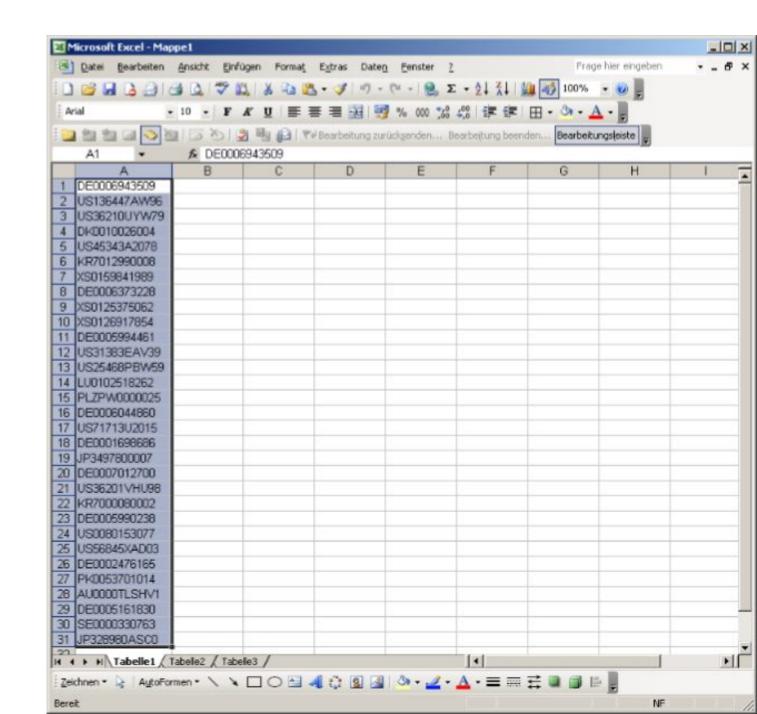
To add additional securities to the portfolio group, click on the "Plus" button.



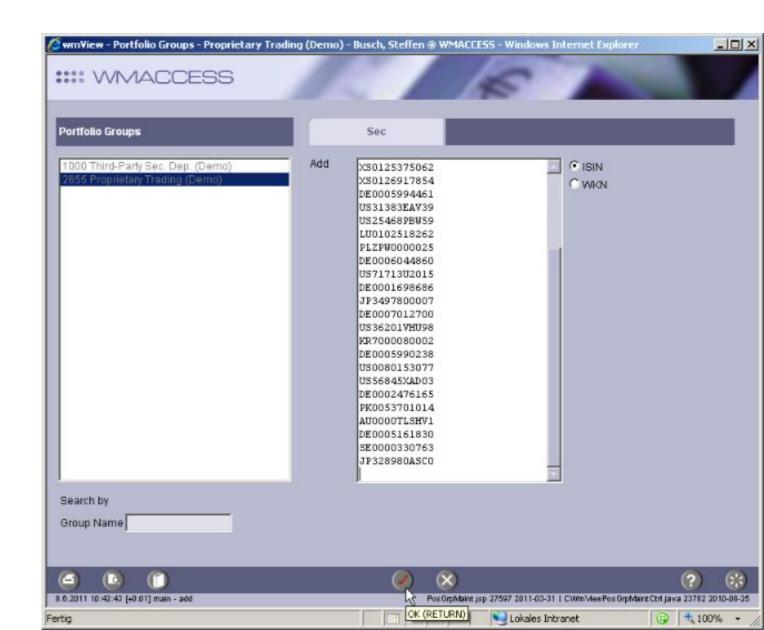
Now you can add ISINs - convention: One ISIN per line. As an alternative, also the identification parameter WKN can be chosen.



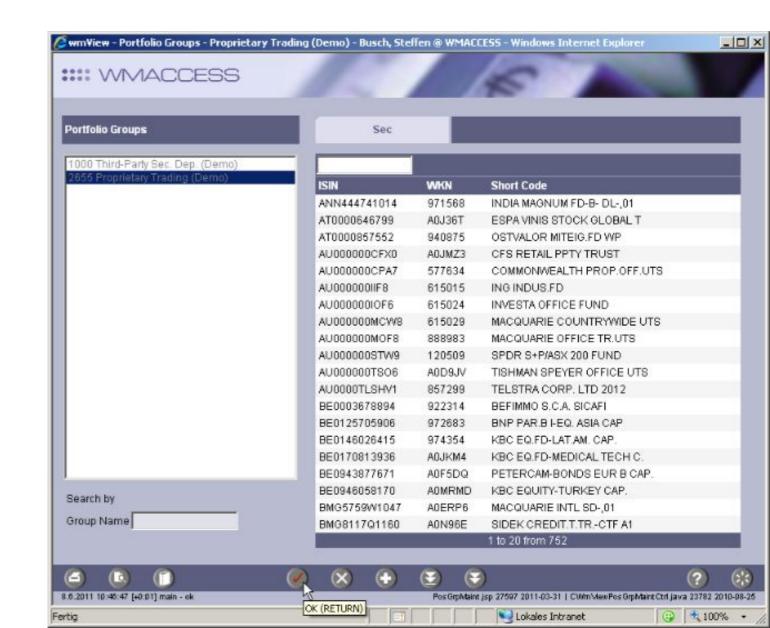
The easiest way is to use an excel sheet – select all ISINs (STRG + C) ...



... and copy them into the entry field (STRG + V). Subsequently confirm the action with the "OK" button in order to start the upload.



To add the uploaded securities to the portfolio group, confirm the alteration of the portfolio group again with the "OK" button.



Tips:

- Do you want to delete or add individual securities? In this case it is often more efficient to initially delete all currently allocated ISINs and subsequently upload all ISINs again. Even the upload of 20,000 genres takes only 1 to 4 seconds.
- Create additional portfolio groups, e. g. for portfolio securities, watch lists or clients/divisions.
- Delete portfolio groups that are not needed anymore and thus keep track of things.



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