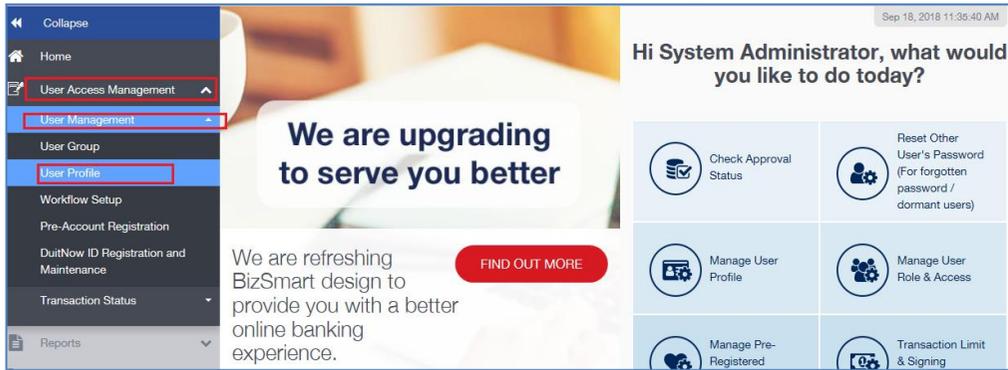


How to reactivate a user?

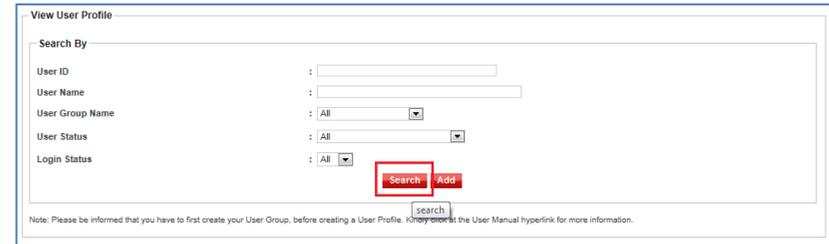
If the user status is 'BLOCKED', System Administrator can reactivate the status in Alliance BizSmart®.

Login as System Administrator (XXXXXXcad)

Step 1. Go to **User Access Management > User Management > Click on "User Profile"**



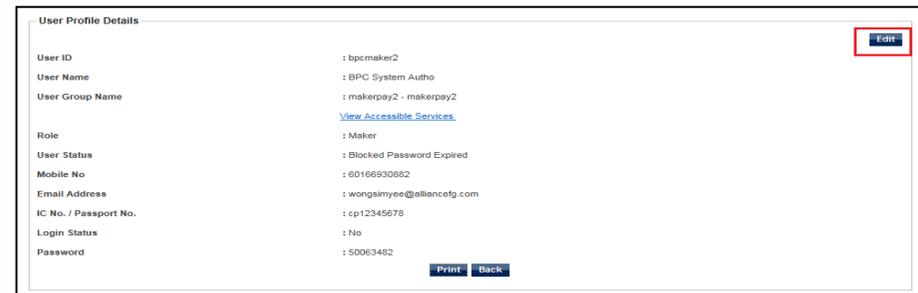
Step 2. Click on **"Search"**



Step 3. Click at the **User Name** that you would like to reactivate the status.

User ID	User Name	User Group Name	Role	Mobile No/Email Address	User Status	Login Status
asrimaker	asrimaker	maker A	Maker	60192876595 m@email.com	Active	No
autodebit01	Auto Debit User 1	maker A	Maker	60166930882 gergf@ofhoerw.com	Expired	No
bpcmaker2	BPC System Autho	makerpay2	Maker	60166930882 wongsimye@alliancefg.com	Blocked Password Expired	No
chapsengautho1	Chap Seng Authorizer Azlina	auhtoriser	Authorizer	60166930882 a@w.com.my	Deleted	No
corpauth11	Corporate Authorizer	auhtoriser	Authorizer	60122165848 kharhsiong@gmail.com	Active	No
corpmaker22	LKS Maker	Payroll Group Maker 1 AC 84	Maker + Checker	60122165848 kharhsiong@gmail.com	Suspended	No

Step 4. Click on **"Edit"**



Step 5. Click on “Change Status”

User Profile Details

User ID : bpcmaker2

User Name * : BPC System Authc

User Group Name * : makerpay2 - makerpay2

[View Accessible Services](#)

Role : Maker

User Status : Blocked Password Expired **Change Status**

Mobile No * : 60166930882 (TAC will be sent via SMS to this registered mobile number)

Email Address * : wongsimvee@alliancefa.com

IC No. / Passport No. : cp12345678

Login Status : No

Password : 50063482

Back **Update** **Reset Password** **Delete**

Step 6. Change the status to **Active** > Click on “Submit”

Change Status - bpcmaker2

Current Status : Blocked Password Expired

New Status : **Please Select**

Please Select
Active
Suspended

Back **Submit**

Step 7. Click on “Submit” at the **Preview** page

Change Status - Preview

	Old data	New Data
User ID	bpcmaker2	bpcmaker2
User Name	BPC System Autho	BPC System Autho
User Group Name	makerpay2 - makerpay2	makerpay2 - makerpay2
Role	Maker	Maker
User Status	Blocked Password Expired	Active
Mobile No	60166930882	60166930882
Email Address	wongsimvee@alliancefg.com	wongsimvee@alliancefg.com
IC No. / Passport No.	cp12345678	cp12345678
Login Status	No	No
Password	50063482	50063482

Back **Submit**

Step 8. System will display “Transaction is successfully sent for approval”. Please proceed for System Authoriser to approve the maintenance.

Change Status - Acknowledgement

Transaction is successfully sent for approval.

User ID : bpcmaker2

User Name : BPC System Autho

User Group Name : makerpay2 - makerpay2

[View Accessible Services](#)

Role : Maker

User Status : Active

Mobile No : 60166930882

Email Address : wongsimvee@alliancefg.com

IC No. / Passport No. : cp12345678

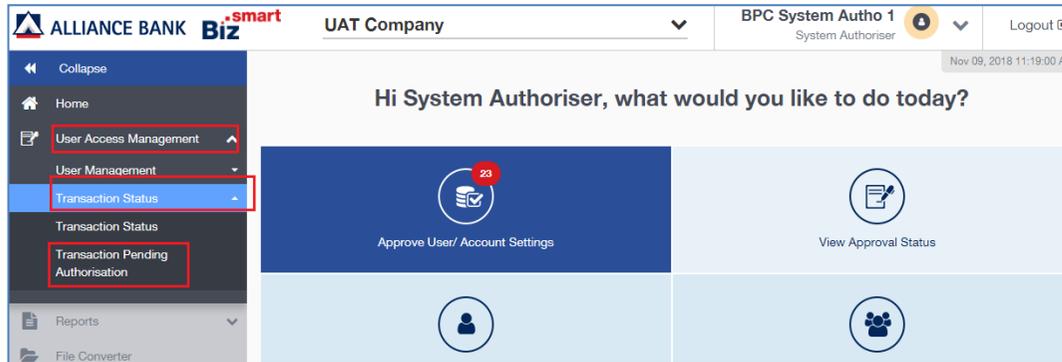
Login Status : No

Password :

Print **OK**

Login as System Authoriser (XXXXXXXcau)

Step 1. Go to **User Access Management > Transaction Status > Click on “Transaction Pending Authorisation”**



ALLIANCE BANK Biz UAT Company BPC System Autho 1 System Authoriser Logout

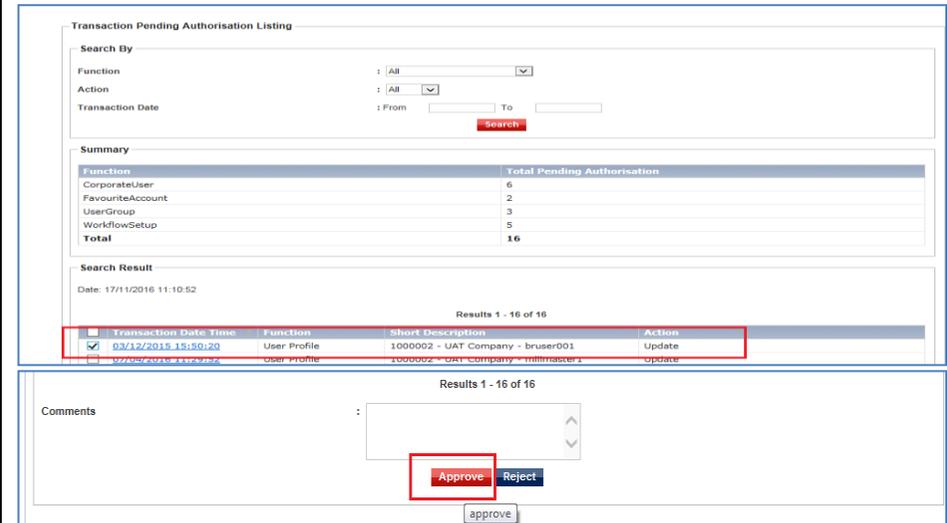
Nov 09, 2018 11:19:00 A

Hi System Authoriser, what would you like to do today?

Approve User/ Account Settings (20)

View Approval Status

Step 2. Tick the checkbox of the transaction that needs to be approved and click on **“Approve”**



Transaction Pending Authorisation Listing

Search By

Function : All

Action : All

Transaction Date : From To

Search

Summary

Function	Total Pending Authorisation
CorporateUser	6
FavouriteAccount	2
UserGroup	3
WorkflowSetup	5
Total	16

Search Result

Date: 17/11/2016 11:10:52

Results 1 - 16 of 16

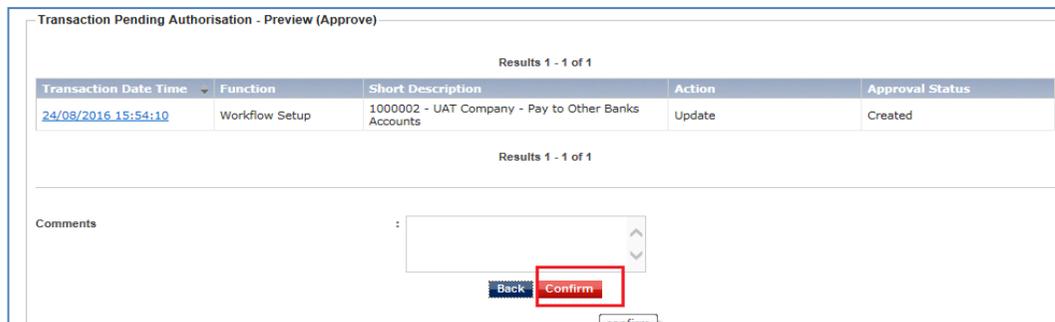
Transaction Date Time	Function	Short Description	Action
<input checked="" type="checkbox"/> 03/12/2015 15:30:20	User Profile	1000002 - UAT Company - bruser001	Update
<input type="checkbox"/> 02/02/2016 15:42:27	User Profile	1000002 - UAT Company - Administrator	Update

Comments

Approve Reject

approve

Step 3. Click on **“Confirm”**



Transaction Pending Authorisation - Preview (Approve)

Results 1 - 1 of 1

Transaction Date Time	Function	Short Description	Action	Approval Status
24/08/2016 15:54:10	Workflow Setup	1000002 - UAT Company - Pay to Other Banks Accounts	Update	Created

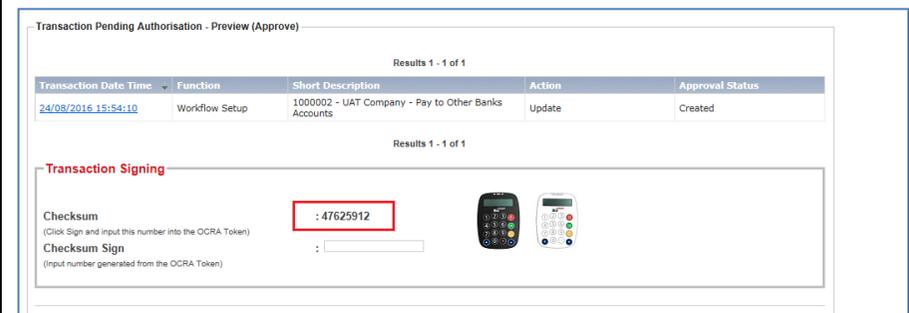
Results 1 - 1 of 1

Comments

Back Confirm

confirm

Step 4. Turn on the token and enter your 8-digit PIN > Press **OK** > Press **OK** at sign menu on the token > token will request to ‘input checksum’ > Enter the checksum number you see on the screen to the token > Press **OK**> Enter the number you see on the token into the checksum sign column



Transaction Pending Authorisation - Preview (Approve)

Results 1 - 1 of 1

Transaction Date Time	Function	Short Description	Action	Approval Status
24/08/2016 15:54:10	Workflow Setup	1000002 - UAT Company - Pay to Other Banks Accounts	Update	Created

Results 1 - 1 of 1

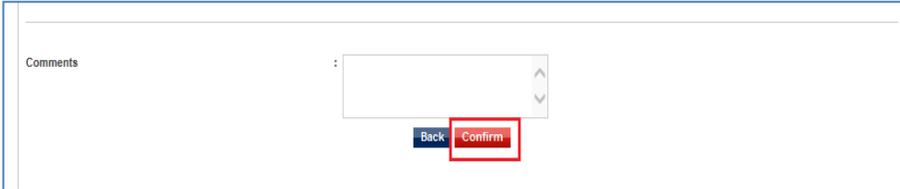
Transaction Signing

Checksum (Click Sign and input this number into the OCRA Token) : 47625912

Checksum Sign (Input number generated from the OCRA Token) :

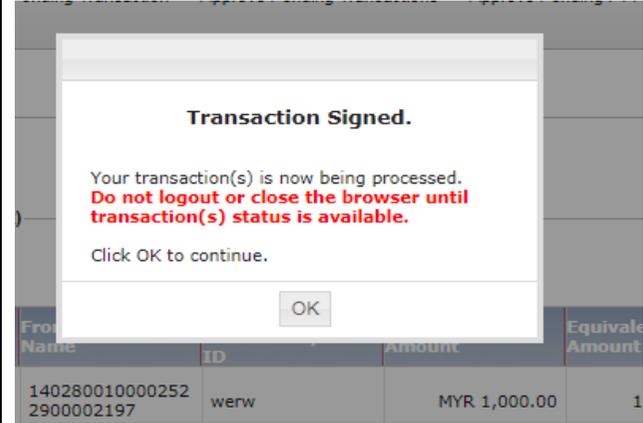


Step 5. Click on "Confirm"



Comments :

Step 6. System will show "Transaction Signed" > Click on "OK"



Transaction Signed.

Your transaction(s) is now being processed.
Do not logout or close the browser until transaction(s) status is available.

Click OK to continue.

From Name	ID	Amount	Equival
140280010000252 2900002197	werw	MYR 1,000.00	1