

How to delete user (Maker/Authoriser)?

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 on the **User Name** which you would like to delete

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 wongsimyyee@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 kharsiong@gmail.com	Active	No
corpmaker22	LKS Maker	Payroll Group Maker 1 AC 84	Maker + Checker	60122165848 kharsiong@gmail.com	Suspended	No

Step 4. Click on “Edit”

Step 5. Click on “Delete”

User Profile Details

User ID : symchecker03

User Name * : [Sy Maker Checker 03 all hide](#)

User Group Name * : MC300hide - MC All Hide [View Accessible Services](#)

Role : Maker + Checker

User Status : Dormant [Change Status](#)

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

Email Address * : as@mo.com

IC No. / Passport No. : symchecker03

Login Status : No

Password : *****

[Back](#) [Update](#) [Reset Password](#) [Delete](#)

Step 6: Click on “Submit” > System will display “Transaction is successfully sent for approval”. Please proceed for System Authoriser to approve the maintenance.

Delete User Profile - Preview

User ID	User Name	User Group Name	Role	Mobile No/ Email Address	User Status	Login Status
symchecker03	Sy Maker Checker 03 all hide	MC All Hide	Maker + Checker	60166930882 as@mo.com	Dormant	No

[Back](#) [Submit](#)

Transaction is successfully sent for approval.

Delete User Profile - Acknowledgement

User ID	User Name	User Group Name	Role	Mobile No/ Email Address	User Status	Login Status
symchecker03	Sy Maker Checker 03 all hide	MC All Hide	Maker + Checker	60166930882 as@mo.com	Dormant	No

[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](#) [View Approval Status](#)

[Transaction Pending Authorisation](#)

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"/> 03/12/2018 15:50:20	User Profile	1000002 - UAT Company - bruser001	Update
<input checked="" type="checkbox"/> 03/12/2018 15:50:20	User Profile	1000002 - UAT Company - mllmaster1	Update

Step 3. Click on “Confirm” at the Preview page.

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 :

Step 5. Click on “Confirm”

Comments :

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 : 47629912

Checksum Sign :

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	Equivalent Amount
140280010000252 2900002197	werw	MYR 1,000.00	1