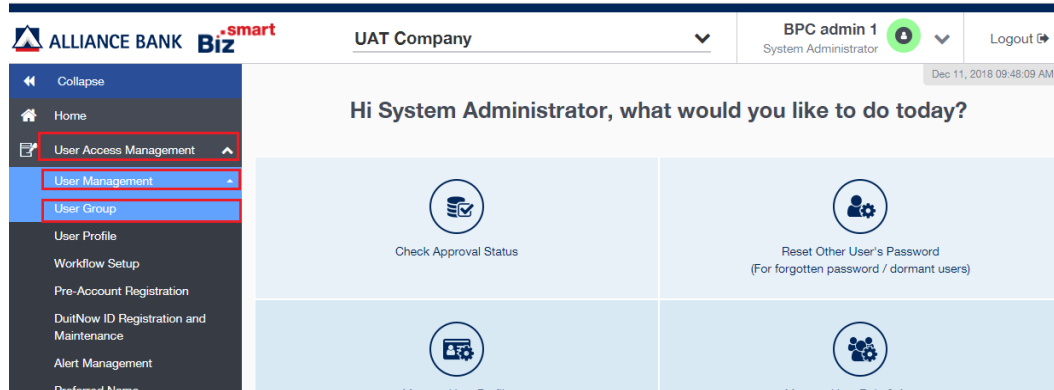


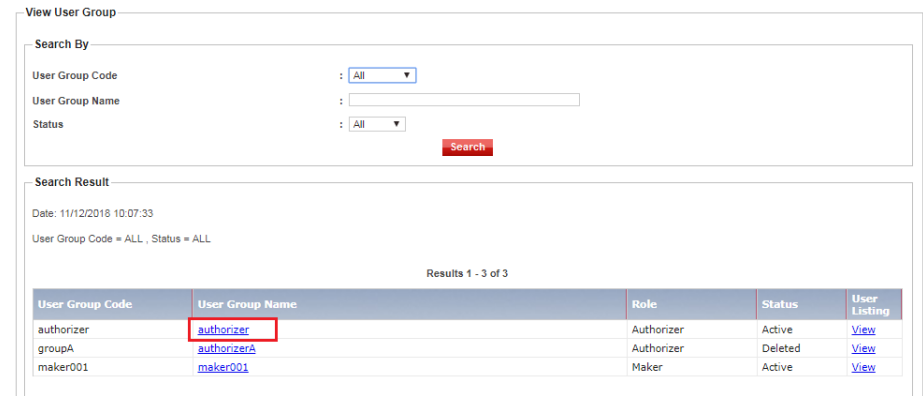
How to add account into a User Group?

Login as System Administrator (XXXXXXcad)

Step 1. Go to **User Access Management > User Management > Click on “User Group”**



Step 2. Click on **“Search”** > Click the **User Group** that you wish to add new account from the **Search Result** section



View User Group

Search By

User Group Code : All

User Group Name :

Status : All

Search

Search Result

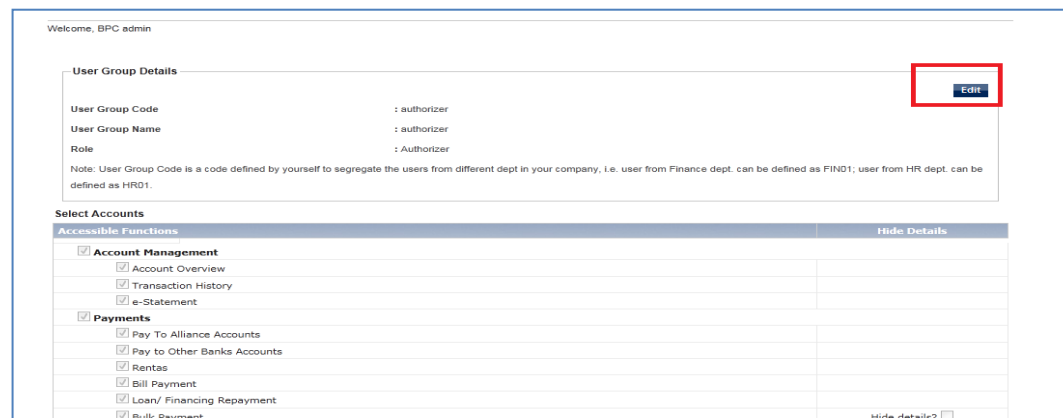
Date: 11/12/2018 10:07:33

User Group Code = ALL ; Status = ALL

Results 1 - 3 of 3

User Group Code	User Group Name	Role	Status	User Listing
authorizer	authorizer	Authorizer	Active	View
groupA	authorizerA	Authorizer	Deleted	View
maker001	maker001	Maker	Active	View

Step 3. Click on **“Edit”**



Welcome, BPC admin

User Group Details

User Group Code : authorizer

User Group Name : authorizer

Role : Authorizer

Note: User Group Code is a code defined by yourself to segregate the users from different dept in your company, i.e. user from Finance dept. can be defined as FIN01; user from HR dept. can be defined as HR01.

Select Accounts

Accessible Functions	Hide Details
<input checked="" type="checkbox"/> Account Management	
<input checked="" type="checkbox"/> Account Overview	
<input checked="" type="checkbox"/> Transaction History	
<input checked="" type="checkbox"/> e-Statement	
<input checked="" type="checkbox"/> Payments	
<input checked="" type="checkbox"/> Pay To Alliance Accounts	
<input checked="" type="checkbox"/> Pay To Other Banks Accounts	
<input checked="" type="checkbox"/> Rentas	
<input checked="" type="checkbox"/> Bill Payment	
<input checked="" type="checkbox"/> Loan/ Financing Repayment	
<input checked="" type="checkbox"/> Bulk Payment	

Hide details? ☐

Step 4. Tick the account number at the Select Accounts section to add the account > Click on **“Update”**



☒ **Bill Payment** 101 101 101 10,000.00

☒ **Loan/ Financing Repayment** 101 101 101 10,000.00

☒ **Bulk Payment** 101 101 101 10,000.00

☒ **Payroll** 101 101 101 10,000.00

☒ **Account Overview** 101 101 101 N/A

☒ **Transaction History** 101 101 101 N/A

☒ **e-Statement** 101 101 101 N/A

☒ **Cheque Status Inquiry** 101 101 101 N/A

☒ **Cheque Book Request** 101 101 101 N/A

☒ **Stop Cheque Payment** 101 101 101 N/A

Back **Update** **Delete**

Step 5. Click on “Confirm” at the Preview page

<input checked="" type="checkbox"/>	Loan/ Financing Repayment				
<input checked="" type="checkbox"/>	10				100,000.00
<input checked="" type="checkbox"/>	Bulk Payment				
<input checked="" type="checkbox"/>	10				100,000.00
<input checked="" type="checkbox"/>	Payroll				
<input checked="" type="checkbox"/>	10				100,000.00
<input checked="" type="checkbox"/>	Cards Payment				
<input checked="" type="checkbox"/>	10				100,000.00

Back Confirm

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

Transaction is successfully sent for approval.

Add User Group - Acknowledgement

User Group Details

User Group Code : AuthorizerB

User Group Name : AuthorizerB

Role : Authorizer

Note: User Group Code is a code defined by yourself to segregate the users from different dept in your company, i.e. user from Finance dept. can be defined as FIN01; user from HR dept. can be defined as HR01.

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 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"/> 03/12/2016 15:50:20	User Profile	1000002 - UAT Company - bruser001	Update
<input checked="" type="checkbox"/> 03/12/2016 15:50:20	User Profile	1000002 - UAT Company - mmmaster1	Update

Results 1 - 16 of 16

Comments

Approve Reject

approve

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 :

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

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



Step 5. Click on “Confirm”

Comments :

[Back](#) [Confirm](#)

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.

[OK](#)

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