How to tag new menu/function?

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 tag new menu/function from the **Search Result** section
Step 3. Click on "**Edit**" > Tick the **Accessible Functions** and the account number at the **Select Accounts** section to tag the new function	**Step 4.** Scroll down and click on "**Submit**"

Step 5. Click on "**Confirm**" at the **Preview** page	**Step 6.** System will display "**Transaction is successfully sent for approval**". Please proceed for System Authoriser to approve the maintenance.
Loan/ Financing Repayment 10■■■■ - ■■■■ 100,000.00 Bulk Payment 10■■■■ - ■■■■ 100,000.00 Payroll 10■■■■ - ■■■■ 100,000.00 Cards Payment 10■■■■ - ■■■■ 100,000.00 [Back] [Confirm]	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**"	**Step 2.** Tick the checkbox of the transaction that needs to be approved and click on "**Approve**"

ALLIANCE BANK Biz smart   UAT Company   BPC System Autho 1   Logout
 System Authoriser
 Nov 09, 2018 11:19:00 A
 Collapse
 Home
 User Access Management
    User Management
    Transaction Status
      Transaction Status
      Transaction Pending Authorisation
 Reports
 File Converter
 	
 Hi System Authoriser, what would you like to do today?
 [23] Approve User/ Account Settings   View Approval Status
	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
	 03/12/2015 15:50:20 User Profile 1000002 - UAT Company - bruser001 Update
	 Results 1 - 16 of 16
	 Comments :
	 [Approve] [Reject]

Step 3. Click on "**Confirm**" at the Preview page.	**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 **Comments** : [ ] Back **Confirm** 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 **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**"	**Step 6.** System will show "**Transaction Signed**" > Click on "**OK**"
Comments : [ ] Back **Confirm**	**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 2900002197	werw	MYR 1,000.00	1	