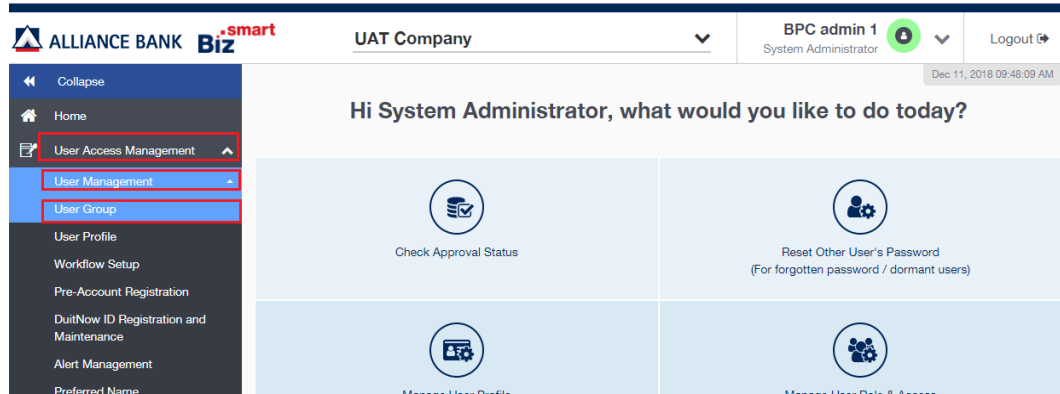


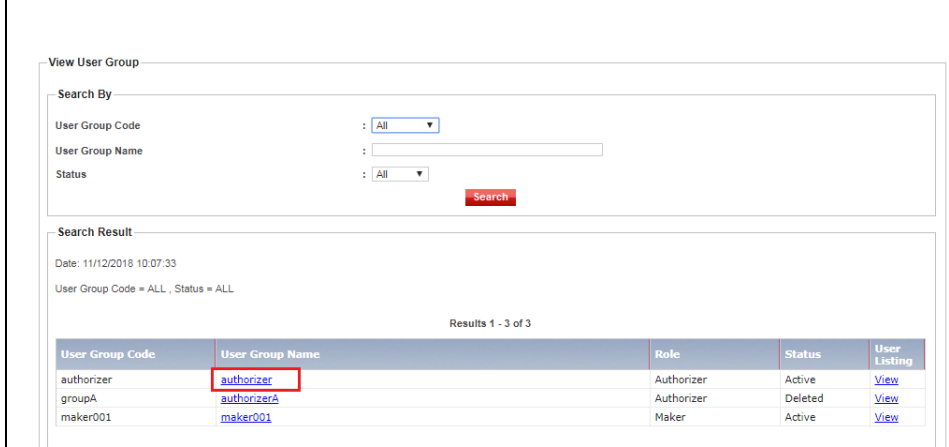
How to tag new account?

Login as System Administrator (XXXXXXcad)

Step 1. Go to User Access Management > User Management > Click User Group

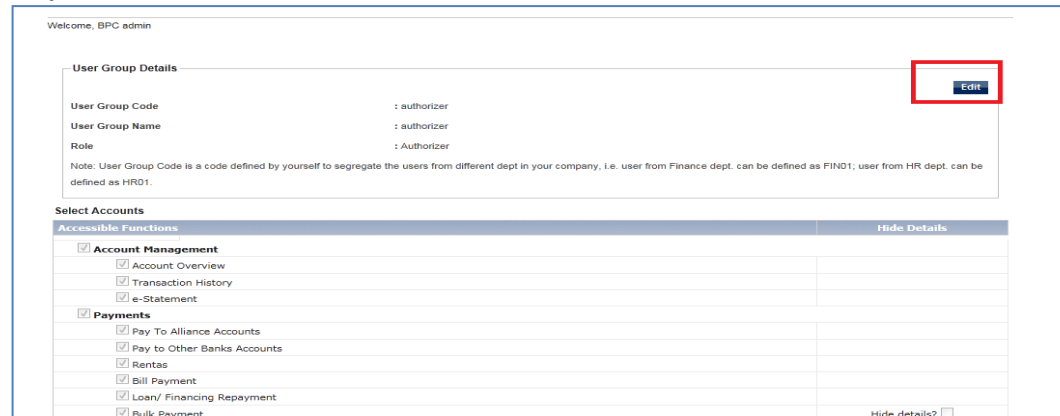


Step 2. Click Search > Scroll down > click one of the user group name

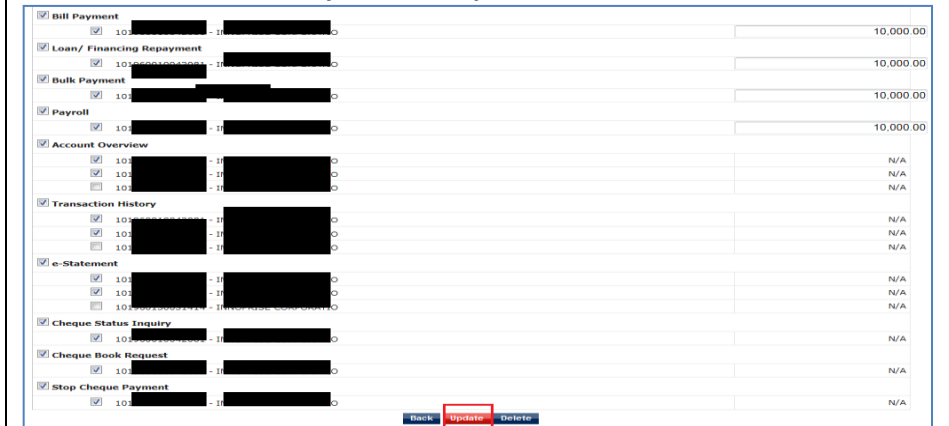


User Group Code	User Group Name	Role	Status	User Listing
authorizer	authorizer	Authorizer	Active	View
groupA	authorizerA	Authorizer	Deleted	View
maker001	maker001	Maker	Active	View

Step 3. Click Edit



Step 4. Scroll down till you see the select account portion > tick the account that has not been ticked yet > Click Update



Step 5. Click Confirm at Preview page

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

Step 6. System will display 'Transaction is successfully sent for approval'. Please proceed to the 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 Transaction Pending Authorisation

Step 2. Tick the checkbox for the maintenance that needs to be approved and click Approve

Transaction Pending Authorisation Listing

Search By

Function : All
 Action : All
 Transaction Date : From To

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 type="checkbox"/>		User Profile	1000002 - UAT Company - minimaster Update

Comments :

Step 3. Click Confirm at 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 4. Switch on the token and enter your own 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> Please enter the number you see on the token into the checksum sign column > Click Confirm > System will show 'Transaction Signed' >Click OK

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)

Comments :

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	werw	MYR 1,000.00	1
2900002197			